



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, January 7, 2019

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

OATH OF OFFICE

- a. Oath of Office for Mayor Henry Porter
- b. Oaths of Office for Councilors Paige Hook, Jordan Ohrt, and David Patty

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

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.

PRESENTATIONS/COMMENTS FROM THE PUBLIC

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.*

CONSENT AGENDA

- a. December 3, 2018 City Council 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 other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Deputy City Recorder Alissa Angelo at (503) 769-3425.

BUSINESS FROM THE MAYOR

Committee and Commission Reappointments

- a. Planning Commission
 - Heidi Hazel
 - Ralph Lewis
 - Jackie Carmichael

- b. Parks and Recreation Board
 - Daniel Brummer
 - Richard Lewis

- c. Budget Committee
 - Brent Walker
 - Luke Cranston

PUBLIC HEARING

Annexation and Comprehensive Plan Map Amendment Applications, Hillyer Ford, Golf Lane

- a. Commencement of Public Hearing
- b. Staff Introduction
- c. Applicant Presentation
- d. Staff Report
- e. Questions from the Council
- f. Proponents' Testimony
- g. Opponents' Testimony
- h. Governmental Agencies
- i. General Testimony
- j. Questions from the Public
- k. Questions from the Council
- l. Applicant Summary
- m. Staff Summary
- n. Close of Hearing
- o. Council Deliberation
- p. Council Decision on Ordinance No. 1028

UNFINISHED BUSINESS – None

NEW BUSINESS

Appointment of Council President

Action

- a. Staff Report – Alissa Angelo
- b. Council Deliberation
- c. Council Decision

Neighborhood Improvement Grants

Action

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

STAFF/COMMISSION REPORTS – None

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 MANAGER

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – January 22, 2019

- a. Public Hearing – Village Creek No Parking
- b. Economic Development
- c. Trails Program
- d. Council Liaisons

ADJOURN

CITY COUNCIL EXECUTIVE SESSION
Immediately Upon Adjournment of the Regular Council Meeting
in the Stayton Public Library's E.G. Siegmund Meeting Room
The purpose of the session is to consult with legal counsel regarding current
litigation or litigation likely to be filed, pursuant to Oregon Revised Statutes
192.660.1(2)(h). Executive Sessions are closed to the public.

CALENDAR OF EVENTS

JANUARY 2019

Tuesday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS HOLIDAY		
Monday	January 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	January 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	January 8	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Wednesday	January 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 21	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING DAY		
Tuesday	January 22	City Council	7:00 p.m.	Community Center (north end)
Monday	January 28	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2019

Saturday	February 2	City Council Goal Setting	9:00 a.m.	E.G. Siegmund Meeting Room
Monday	February 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	February 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 18	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY		
Tuesday	February 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 25	Planning Commission	7:00 p.m.	Community Center (north end)

MARCH 2019

Monday	March 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	March 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	March 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	March 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	March 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	March 25	Planning Commission	7:00 p.m.	Community Center (north end)

APRIL 2019

Monday	April 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 2	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	April 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	April 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 29	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2019

Monday	May 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 7	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	May 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	May 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 20	City Council	7:00 p.m.	Community Center (north end)
Monday	May 28	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
December 3, 2018**

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

Time Start: 7:00 P.M.

Time End: 7:20 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell (excused)	Keith Campbell, City Manager
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development (excused)
Councilor Christopher Molin	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman	Rich Sebens, Chief of Police
	Andy Parks, Financial Consultant

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Presentations / Comments from the Public	
a. David Patty	Mr. Patty thanked the Council for their service as City Council members.
b. Kevin Sears	Mr. Sears spoke in opposition of the trail going in along their property. Chief Sebens responded.
Consent Agenda	
a. November 19, 2018 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve the consent agenda as presented. Motion passed 4:0.
b. Acceptance of Abstract of Election Results – November 6, 2018	
Public Hearing	None.
Unfinished Business	None.
New Business	
Resolution No. 984, Authorizing a Full Faith and Credit Financing and Related Matters	
a. Staff Report – Andy Parks	Mr. Parks reviewed the staff report. Council discussion of total project cost and funding options. Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve Resolution No. 984 as presented. Motion passed 4:0.
b. Council Deliberation	
c. Council Decision	
Staff / Commission Reports	None.
Presentations / Comments from the Public	None.

Business from the City Manager	None.
Business from the Mayor	
a. City Councilor Recognition	Mayor Porter recognized the outgoing Councilors.
Business from the Council	None.
Future Agenda Items – Monday, December 17, 2018	
a. Cancelled	

APPROVED BY THE STAYTON CITY COUNCIL THIS 7TH DAY OF JANUARY 2019, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder

DRAFT



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Planning

PLEASE CHECK ONE:

- New Applicant
 Application for reappointment

Years resided in Stayton: 7

PLEASE PRINT

Name Heidi Hazel

Address 198 Fern Ridge Home Ph# 971-701-7446

Email Address hem.hazel@gmail.com Cell Ph# "

Occupation Realtor

Place of Employment Berkshire Hathaway - Stayton, OR

Business Address 1155 N 1st, Stayton

Phone 503-769-3448 Email heidihazel@bhhsrep.com

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Served on the commission the last two years, attended training with Dan Fleishman.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

Continued service. Positive, responsible growth for our families and community in Stayton.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

As a residential broker leaving our community, I support home ownership as a value to our community. My clients primarily live in and around Stayton

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I serve on the Mid-Valley Association of Realtors as the representative for the area of Stayton, Sublimity, Aumsville and the canyon.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Director, Mid-Valley Association of Realtors.

6. How did you learn about this vacancy? N/A

Our Website Word of mouth Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No.

Signature of Applicant

[Handwritten Signature]

Date

11/27/18

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Planning Commission

PLEASE CHECK ONE:

- New Applicant
 Application for reappointment

Years resided in Stayton: 25

PLEASE PRINT

Name Ralph Lewis

Address 443 W. Burnett St Home Ph# 503-769-1951

Email Address _____ Cell Ph# _____

Occupation APS worker

Place of Employment NWSDS

Business Address 3410 Cherry Ave Salem, OR 97309

Phone 503 304 3400 Email _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Current chair of the commission, on since 1998

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

Furtherance of the planning goals of the city

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Growth of the city in a thoughtful manner.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Parish Council
Charter Committee
City Council

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Planning Commission

6. How did you learn about this vacancy?

Our Website Word of mouth Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

Signature of Applicant

Ralph R Lewis

Date

11-27-18

PLEASE RETURN TO:

City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

PLEASE CHECK ONE:

_____ New Applicant

_____ Application for reappointment

Years resided in Stayton: _____

PLEASE PRINT

Name _____

Address _____ Home Ph# _____

Email Address _____ Cell Ph# _____

Occupation _____

Place of Employment _____

Business Address _____

Phone _____ Email _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

6. How did you learn about this vacancy?

_____ Our Website _____ Word of mouth _____ Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

Signature of Applicant  _____ Date _____

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



DEC 05 2018

CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Parks + Recreation

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 50

PLEASE PRINT

Name Daniel D. Brummer

Address 525 West Bennett Home Ph# 503-769-5550

Email Address brummer@wvi.com Cell Ph# _____

Occupation Ret.

Place of Employment NA

Business Address NA

Phone NA Email NA

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Long term member of this committee.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I enjoy keeping my hand in and watching things done years ago coming to fruition.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Longterm planning and funding of parks and recreational activities in the local area.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Served on various committees and groups related to parks such as River Street Park Land, trail plans and transportation committee.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No

6. How did you learn about this vacancy?

Our Website Word of mouth Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

Signature of Applicant Gand D. Burren Date 11/30/18

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

DEC 05 2018

NAME OF COMMISSION/COMMITTEE:

Parks Board

PLEASE CHECK ONE:

- New Applicant
 Application for reappointment

Years resided in Stayton: 9

PLEASE PRINT

Name Richard Lewis

Address 1890 Westminster Place Home Ph# _____

Email Address Rich.Lewis@gmail.com Cell Ph# 208.762.5086

Occupation Retired

Place of Employment _____

Business Address _____

Phone _____ Email _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I have been a member of this advisory board to the City Council for roughly 8 years and was initially appointed by Mayor Akers.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

Stayton is growing and our parks are a reflection of the vitality in our community. We are now in the planning phases of our newest park - Mill Creek Park - and it is rewarding to offer points of view and assist in implementing mutually acceptable ideas.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

The Board seeks to accommodate community concerns.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

My focus has been primarily with Parks Board activities although I do attend other community events. It's important to offer support to others who contribute their time and talents.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No -- although I may apply for appointment to the Planning Commission should a vacancy occur.

6. How did you learn about this vacancy?

Our Website Word of mouth X Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No --

Signature of Applicant

Richard Lewis

Date

12-01-18

PLEASE RETURN TO:

City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

PLEASE CHECK ONE:

- New Applicant
 Application for reappointment

Years resided in Stayton: 40+

PLEASE PRINT

Name Brent C Walker

Address 1945 Cedar E Home Ph# 503-769-6563

Email Address tclogco@aol.com Cell Ph# 503-930-5576

Occupation President - Tell-

Place of Employment Thomas Creek Lumber + Log

Business Address 448 N 2nd Ave

Phone 503-930-0113 Email tclogco@aol.com

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

MBA - OSW
Engr - OSW
BA - OSW

Business Owner

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I wish to represent the people of this community on how funds are allocated

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Street Repair, Water Allocation, Salaries

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

*Marion County planning
Little League Softball
Columbia River Sealing Bureau*

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No

6. How did you learn about this vacancy?

Our Website Word of mouth Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

Signature of Applicant

Paul C Walker

Date

12-5-2018

PLEASE RETURN TO:

City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Budg. + Comm

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 14

PLEASE PRINT

Name Luke Cranston

Address 810 N Douglas Home Ph# _____

Email Address Randystowing@outlook.com Cell Ph# 503 9910426

Occupation Small Business owner

Place of Employment Randystowing

Business Address 925 Wilco Rd Stayton OR

Phone 503 769 4417 Email _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Own my own Business Beacon committee for
many yrs now

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Same Community

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Same Community

6. How did you learn about this vacancy?

_____ Our Website Word of mouth _____ Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

~~No~~ Yes Police Law Rotation list

Signature of Applicant _____

Date

12-12-18

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 7, 2019
SUBJECT: Annexation and Comprehensive Plan Map Amendment Applications, Hillyer Ford, Golf Lane

ISSUE

The issue before the City Council is a public hearing on applications for the annexation and comprehensive plan map amendment for approximately 8 acres of land on Golf Lane and to assign Commercial General zoning to the property. Following the public hearing, the Council will be requested to consider Ordinance 1028 that will annex the property, amend the Comprehensive Plan Map, and amend the Official Zoning Map.

BACKGROUND INFORMATION

The territory proposed for annexation is an 8 acre parcel of land on the southwest side of Golf Lane. A March, 2014 aerial photo of the property is below:



ANALYSIS

This report presents the Planning Staff's summary and analysis concerning this application. It was developed after seeking input from other City departments and agencies. As is routine for all applications that appear before the Planning Commission, notice of the application was sent to the City of Stayton Public Works, Stayton Cooperative Telephone Company, Pacific Power, NW Natural Gas, Stayton Fire District, Marion County Public Works, Marion County Planning Division, Santiam Water Control District and the North Santiam School District. No comments were received or concerns raised by these agencies regarding the annexation.

Attached are applications for annexation and comprehensive plan amendment from Leo Hillyer. The applications were accompanied by a concurrent application for site plan review to develop the property into an automobile dealership. Only the applications for annexation and comprehensive plan amendment are before the City Council. The application for site plan review was approved by the Planning Commission, with conditions, contingent upon the successful completion of the annexation and comprehensive plan amendment process.

The applications consist of the application form and the applicant's narrative, a 10-sheet set of site plans, a Transportation Planning Rule analysis, a transportation impact analysis, and a stormwater report. Included in the packet is the applications and narrative, the TPR analysis, and one sheet of the site plans. The remainder of the site plans, the transportation impact analysis, and stormwater report are posted on the City's website and will be sent to any Councilor who wishes to review them. However, they are not relevant to the applications pending before the Council. There were multiple versions of the Transportation Planning Rule analysis submitted during and after the Planning Commission's review. Only the latest version has been provided to the City Council. Also attached is the Planning Commission's order, containing its recommendation on the applications for annexation and comprehensive plan amendment and its approval of the site plan.

Also included in the packet are the minutes of the Planning Commission's hearings in October and November. The Planning Commission received oral testimony at the hearings that is reflected in the minutes.

The City Council must reach three independent decisions:

- Does the application meet the criteria for approval for annexation?
- Does the application meet the criteria for approval for a comprehensive plan amendment?
- If so, which zone to apply to the property?

Information to assist the Council reach each of these decisions is discussed separately below.

Annexation Criteria

Section 17.12.210 of the Land Use and Development Code contains six criteria for approval of applications for annexation. The sixth criterion applies only to contract annexations and is not applicable to this application. The other five criteria are:

- a. Need exists in the community for the land proposed to be annexed.

- b. The site is or is capable of being serviced by adequate City public services including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.
- c. The proposed annexation is property contiguous to existing City jurisdictional limits.
- d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and policies of the City of Stayton.
- e. The annexation request complies or can be made to comply with all applicable provisions of state and local law.

Criteria b, c, and e are fairly objective and usually leave little for interpretation. However, in this case, sewer and water facilities are not available at the property line. The applicant intends to construct a sewer line within Golf Lane to connect the City sewer to the northwest, but intends to drill a private water supply well. While the City's water master plan shows a future water line in Golf Lane, there are no plans at this time to extend the water main. The conditions of approval from the Planning Commission on the site plan review application require the applicant to enter into an agreement with the City to abandon the well and connect to City water at such time as a water main is within 500 feet of the property. The area to be annexed is contiguous to the City Limits and provisions of the state law – process and consent of landowners – have been or will be followed.

This leaves the other two criteria for more careful scrutiny and analysis. The “need” for any annexation may always be debated. The application narrative merely includes a statement that adequately sized land for a car dealership is not available in the City. Some additional information, which is reflected in the draft order is presented below

The 2013 Stayton Comprehensive Plan update included a Buildable Lands Inventory (BLI). The 2013 BLI provides the following information on projected growth and the need for additional land in the community. At that time, there were 31 lots comprising 21 acres of vacant land inside the City limits in the Commercial Retail, Commercial General and Interchange Development Zones. The Comprehensive Plan noted that three adjacent parcels accounted for 7 acres, leaving 14 acres of land in 28 parcels and that there was a lack of medium-sized vacant parcels available for commercial uses.

There are currently 25 vacant lots totaling 22 acres within the City limits that are in the various commercial zones. The largest vacant commercially zoned tax parcel is 4 acres and the Planning Commission recently approved a partitioning that will reduce it to about 3.5 acres in area.

Inside the UGB and outside of the City Limits there are only two areas designated for commercial use in the Comprehensive Plan. The first is the northwest corner of Shaff Rd and Golf Club Rd. This is one parcel of about 10 acres in area. The other is the area on Mill Creek Road near the Golf Club Rd interchange with Highway 22. This is three parcels totaling about 9 acres and the current location of the applicant's business.

The second criterion subject to analysis is that the proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and policies of the City. The property is surrounded by vacant land. To the west is an undeveloped portion of

the Stayton Middle School campus. It is a wooded area used for cross country trails. To the south is vacant land in the same ownership as the subject property. To the northeast, across Golf Lane and Oregon Highway 22 is land within the City of Sublimity, zoned for industrial and developed with an automobile dealership.

Finally, the City Council must find that the proposal complies with the urban growth program and policies of the City of Stayton. The extent that it exists, the urban growth program is contained in Chapter 8 of the Comprehensive Plan and in the City's adopted Master Plans. Comprehensive Plan Chapter 8 contains the justification for the City's Urban Growth Boundary and the policies for coordination of growth within the UGB but outside of the city limits. The Urban Growth Management policies of the City are incorporated into Section 17.08.030. These policies state that the boundaries of the City should remain relatively unchanged until a major portion of the City's usable land has been developed for urban purposes. As noted above, there is only 22 acres of vacant land zoned commercial within the City Limits.

Comprehensive Plan Amendment Criteria

Section 17.12.170.6 of the Land Use and Development Code contains seven criteria for approval of applications for comprehensive plan amendments. The draft ordinance contains recommended findings regarding these criteria, based in part on the information presented above regarding "need." Two issues are need of some explanation.

The property in question is currently designated Residential by the Comprehensive Plan Map. The application requests the map be amended to designate the property as Commercial. The third criterion requires that compliance with the Statewide Planning Goals be demonstrated. The findings in the draft ordinance identify four Statewide Planning Goals as applicable to the application. Goal 10 is that the City provide for the housing needs of the citizens of the state. The guidelines and Administrative Rules associated with the Goal require the City to inventory the buildable land within the urban growth boundary and to assure that there is an adequate supply of land for a 20 year demand. The 2013 update of the City's Comprehensive Plan noted that there were 950 acres of land designated for residential growth in the UGB. The Plan also noted that approximately 460 acres of land would be needed for residential growth during the 20-year planning period, resulting in a surplus of 490 acres of land designated for residential growth. The conversion of 8 acres from Residential to Commercial designation should not have impact on the supply or availability of land for residential development. Included in the packet is a letter received by the City before the Planning Commission's initial public hearing on the application from the Fair Housing Council of Oregon. The findings regarding Goal 10 have been amended since receiving the letter and there has not been further comment from FHCO.

The fourth criterion for approval requires that existing or planned transportation facilities are adequate for the uses permitted under the proposed designation, in conformance with the state's Transportation Planning Rule. The applicant has submitted an analysis, required under the TPR, as to the adequacy of the transportation network. The TPR, and the court's interpretations of the TPR, require that analysis to look at the "worst case" scenario that could result from the plan amendment, not what the applicant intends to build. As mentioned in the introduction to this memorandum, there were multiple drafts of the necessary analysis submitted. The most recent draft, submitted after the Planning Commission's decision, was deemed to meet the requirements of the TPR by the City's transportation planning consultant.

That analysis looked at a 20-year planning horizon, the potential for increased traffic as the result of the plan amendment and the planned improvements to the transportation system from the City's adopted Transportation System Plan and concluded that if the development of the parcel is constrained to generate no more than 1,000 trips per day, the amendment would not have a significant impact on the system. The City's consultant concurred with the conclusions, based on the analysis provided. Therefore, the draft ordinance includes a number of findings relative to the TPR rule and a requirement that development be limited to generate no more than 1,000 trips per day. It should be noted that the TIA submitted as part of the site plan review process showed the proposed development will fall well within the proposed trip cap. But expansion of the dealership or any future use on the property will need to meet the cap.

Zone Map Amendment Criteria

Section 17.12.180.6 of the Land Use and Development Code contains six criteria for approval of applications for zone map amendments. Section 17.12.210 .5, from the annexation procedures section, indicates that "All lands that are annexed to the City shall be zoned in accordance with the designation of the property in the Comprehensive Plan. The specific zone assigned to the land being annexed shall be determined by the City Council in accordance with the proposed uses of the land and the needs identified by the buildable lands analysis in the Comprehensive Plan."

While the property is currently designated Residential by the Comprehensive Plan Map, the applicant as requested the designation be changed to Commercial. Chapter 17.16 of the Land Use and Development Code establishes four possible zoning classifications for commercial zones:

- **COMMERCIAL RETAIL.** To provide for retail, service, office, and other commercial activities, accessory uses and, with conditional use approval, other compatible uses. Not intended for exclusive residential uses although where the ground floor is devoted exclusively to commercial activities, residential units may be located on higher floor(s).
- **COMMERCIAL GENERAL.** To provide for heavier commercial activities, their accessory structures, and other compatible uses. Not intended for exclusive residential uses although where the ground floor is devoted exclusively to commercial activities, residential units may be located on higher floor(s).
- **INTERCHANGE DEVELOPMENT.** To assure that land located within 1,500 feet of a highway entrance/exit ramp is available for uses that are oriented to providing goods and services oriented to the traveling public. In providing for the location of highway-oriented service firms, it is essential that the principal function of the intersection (the carrying of traffic to and from the highway in a safe and expeditious manner) be preserved.
- **COMMERCE PARK.** To provide for a mix of retail and other commercial uses as well as small-scale light manufacturing. Residential uses are permitted, provided they are part of live-work development.

The task before the City Council is to determine which of the four zones is most appropriate considering the goals and policies of the Comprehensive Plan. The applicant has requested the City apply Commercial General zoning to the property and has submitted a concurrent

application for site plan approval, which has been approved by the Planning Commission contingent upon successful completion of the annexation process. The Planning Commission, following its analysis has recommended Commercial General zoning.

Policy LU-1 of the Comprehensive Plan is to adopt a zoning map consistent with the Comprehensive Plan Map. This policy has two implementation actions, one of which is that zoning district boundaries shall follow property lines and rights of way centerlines as much as practicable. In this case the portions of the streets are placed into the zones according to the comprehensive plan designation.

RECOMMENDATION

The Planning Commission has recommended approval of the applications for annexation and comprehensive plan amendment and that the City Council assign Commercial General zoning to the property, as indicated in their attached order.

The staff also recommends approval as reflected in the draft ordinance that is included in the packet.

There may be testimony at the public hearing that requires the findings in the draft ordinance be modified to reflect that testimony.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve both applications and the first consideration of Ordinance 1028

Move to approve the applications of Leo Hillyer (Land Use File #19-09/18) for annexation and comprehensive plan amendment and assign Commercial General Zoning to the property by enacting Ordinance No 1028 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 1028 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1028 will be brought before the Council for a second consideration at the January 22, 2019 meeting.

2. Approve both applications and the first consideration of Ordinance 1028 with modifications

Move to approve the applications of Leo Hillyer (Land Use File #19-09/18) for annexation and comprehensive plan amendment and assign Commercial General Zoning to the property by enacting Ordinance No 1028 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1028 will be brought before the Council for a second consideration at its January 22, 2019 meeting.

3. Approve the application for annexation, but not the comprehensive plan amendment and direct staff to modify the Ordinance

Move to approve the application of Leo Hillyer (Land Use File #19-09/18) for annexation and direct staff to modify Ordinance 1028 to include conclusions that the criteria for approval of a comprehensive plan amendment have not been met as follows ... Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1028 will be brought before the Council for a second consideration at its January 22, 2019 meeting.

4. Deny the applications

Move to deny the applications of Leo Hillyer (Land Use File #19-09/18) for annexation and direct staff to prepare a draft Order of Denial for consideration by the City Council.

5. Continue the hearing until January 22, 2019.

I move the City Council continue the public hearing on the applications of Leo Hillyer (Land Use File #19-09/18) until January 22, 2019.

6. Close the hearing but keep the record open for submission of written testimony.

I move the City Council close the hearing on the applications of Leo Hillyer (Land Use File #19-09/18) but maintain the record open to submissions by the applicant until January 22, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on February 5, 2019.

7. Close the hearing and record, and continue the deliberation to the next meeting.

I move the City Council continue the deliberation on the applications for annexation and comprehensive plan amendment of Leo Hillyer (Land Use File #19-09/18) until January 22, 2019.



CITY OF STAYTON APPLICATION FOR ANNEXATION

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 pre-application meeting fee. Meetings are held every Tuesday afternoon.

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 Department during regular business hours. **The fee for this application is \$1,800, which will include the fee for any other land use applications.** 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. **Applications for annexations of more than 3 acres require approval by the voters of the City. The fee is increased by \$4,500 for any application which requires voter approval to cover the City's cost of conducting the election.**

3. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The City Planner 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 City Planner will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Planner will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month. **Applications for Major Annexations must be submitted before September 30 to be scheduled for a May election and before March 31 to be scheduled for a November election.**

4. STAFF REPORT

Once a hearing date is set, the City Planner will prepare a staff report 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 will be provided to the applicant 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 and on the City's web site..

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order recommending action to the City Council stating the decision criteria, findings of fact, conclusions whether the application meets the applicable standards and the Commission's decision. The Commission may decide to recommend denial, approval, or approval with conditions.

6. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

Annexations must be adopted by ordinance. A second public hearing will be scheduled before the Stayton City Council. 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. Major annexations will be scheduled for approval by referendum at the May or November elections.

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.

APPLICATION CHECKLIST FOR ANNEXATION REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Section 17.12.210. 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.

- Lot and block description or a metes and bounds description, marked Exhibit A.
- 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 notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A site plan drawn to a scale of 1 inch equals not more than 50 feet, showing:
 - A north point and graphic scale *SPR 1*
 - Tax map and tax lot numbers.
 - Boundary lines of the parcel to be annexed and area of the property in acres or square feet.
 - Neighboring streets and roads.
 - Existing uses of the property
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map. *SPR 1*
- Conceptual Plan: If the application for annexation is not accompanied by a concurrent application for site plan, subdivision, or other land use approval, a conceptual plan of proposed uses of the property. *SPR 1*
- Legal Description: A legal description of the property proposed to be annexed, meeting the requirements of ORS 308.225, must accompany the application. *SPR 1 / SPR 1A*

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 criteria of SMC 17.12.210.4 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 lies with the applicant to prove how the proposal complies with the criteria, not with the City of Stayton.

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



CITY OF STAYTON
APPLICATION FOR ANNEXATION

PROPERTY OWNER: Bill McClain
Address: 11361 Mill Creek Road
City/State/Zip: Aumsville, Oregon 97325
Phone: 503-769-4747
Email: _____

APPLICANT: Leo Hillyer
Address: 3000 HILLYER LANE
City/State/Zip: Woodburn, Oregon 97071
Phone: 503-769-4747
Email: _____

APPLICANT'S REPRESENTATIVE: Ronald James Ped Architect, PC
Address: 6860 Burnett Street SE
City/State/Zip: Salem, Oregon 97317
Phone: 503-363-1456
Email: rjp@rktect.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING
Name: Ronald Ped
Address: 6860 Burnett Street SE
City/State/Zip: Salem, Oregon 97317
Phone: 503-363-1456
Email: rjp@rktect.com

ENGINEERING
Name: Ron Derrick PE - Branch Engineering
Address: 310 5th Street
City/State/Zip: Springfield, Oregon
Phone: 503-779-2577
Email: rond@branchengineering.com

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

- owner applicant applicant's representative planning consultant engineer

LOCATION:

Street Address: Golf Lane SE
Assessor's Tax Lot Number and Tax Map Number: MAP 091W03B TL 1400
Closest Intersecting Streets: Golf Lane SE and Cascade Highway

CURRENT COMPREHENSIVE PLAN DESIGNATION: Residential

ZONE MAP DESIGNATION PROPOSED WITH ANNEXATION: Commercial

SIGNATURE OF APPLICANT: 

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____
Land Use File# _____



CITY OF STAYTON

APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

APPLICATION AND DECISION MAKING PROCEDURES

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 every Tuesday afternoon.

1. 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 Department during regular business hours. **The fee for this application is \$1,500.** 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.

2. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The City Planner 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 City Planner will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Planner will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month. State law requires the City to notify the Department of Land Conservation and Development 35 days before the first hearing on any amendment to the comprehensive plan. This will be taken into consideration when the first hearing is scheduled.

3. STAFF REPORT

Once a hearing date is set, the City Planner will prepare a staff report 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 will be provided to the applicant no less than 7 days prior to the public hearing.

4. 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. 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 City Hall.

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order recommending action to the City Council 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 recommend denial, approval, or approval of the application with changes.

5. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

Amendments to the comprehensive plan must be adopted by ordinance. Therefore, a second public hearing will be scheduled before the Stayton City Council. A notice is required 10 days prior to the hearing, which will be held at the regular Council meeting, on the first or third Monday 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 recommendation. 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 and subsequently an ordinance.

6. APPEALS

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

7. 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.

SEE ATTACHED NARRATIVE STATEMENT DOCUMENT

APPLICATION CHECKLIST FOR COMPREHENSIVE PLAN AMENDMENT

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Sections 17.12.170.5. 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 that the applicant's representative has the authorization of the applicant(s) to file the application.
- If a Comprehensive Plan text amendment, the proposed changes to the Comprehensive Plan showing the any existing text to be deleted crossed out and any proposed text to be added underlined.
- If a Comprehensive Plan Map amendment, a plan drawn to a scale of 1 inch equals not more than 50 feet, showing:
 - SEE DRAWING SPR 1
 - A north point and graphic scale
 - Tax map and tax lot numbers.
 - Boundary lines of the parcel and area of the property in acres or square feet.
 - Existing and proposed Comprehensive Plan Map designation boundaries
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, natural features, and current zoning within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- A statement of availability, capacity, and status of existing water, sewer, storm drainage, transportation, park, and school facilities.
- A statement of increased demand for the above facilities that will be generated by the proposed change in land use designation.
- A statement of additional facilities required to meet the increased demand and phasing of such facilities in accordance with projected demand.
- A statement outlining the method and source of financing required to provide those additional facilities identified in subsection 3) above
- A Transportation Impact Analysis, based on the standards and requirements in Section 17.26.050. The Transportation Impact Analysis shall also meet the requirements of Oregon Administrative Rule 660-012-0060.

Submission of all materials in an electronic format is encouraged.

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 criteria of SMC 17.12.170.6 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 lies with the applicant to prove how the proposal complies with the criteria, not with the City of Stayton.

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



CITY OF STAYTON
APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

PROPERTY OWNER: Bill McClain
Address: 11361 Mill Creek Road
City/State/Zip: Aumsville, Oregon 97325
Phone: (503) 769-4747
Email:

APPLICANT: Leo Hillyer
Address: 3000 Hillyer Lane
City/State/Zip: Woodburn, Oregon 97071
Phone: (503) 769-4747
Email:

APPLICANT'S REPRESENTATIVE: Ronald James Ped Architect, PC
Address: 6860 Burnett Street SE
City/State/Zip: Salem, Oregon 97317
Phone: (503) 363-1456
Email: rjp@rktect.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING: Name: Ronald Ped, Address: 6860 Burnett Street SE, City/State/Zip: Salem, Oregon 97317, Phone: () 363-1456, Email: rjp@rktect.com
ENGINEERING: Name: Ron Derrick PE - Branch Engineering, Address: 310 5th Street, City/State/Zip: Springfield, Oregon, Phone: () 779-2577, Email: rond@branchengineering.com

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

- owner, applicant, applicant's representative, planning consultant, engineer

COMPREHENSIVE PLAN TEXT AMENDMENT

COMPREHENSIVE PLAN MAP AMENDMENT

CURRENT COMPREHENSIVE PLAN MAP DESIGNATION: Residential

PROPOSED COMPREHENSIVE PLAN MAP DESIGNATION: Commercial

LOCATION:

Street Address: Golf Lane SE

Assessor's Tax Map and Lot Number(s): MAP 091W03B TL 1400

Closest Intersecting Streets: Golf Lane SE and Cascade Highway

SIGNATURE OF APPLICANT: [Handwritten Signature]

DO NOT WRITE BELOW THIS LINE

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

Land Use File#

Presently Hillyer's Stayton Ford is located 11361 Mill Creek Rd SE , Aumsville, OR South-east of the intersection of Golf Club Road and the North Santiam Hwy (US 22.) Hillyer's Stayton Ford provides Sales and services for Stayton, Aumsville, Sublimity, the communities further up the Santiam Canyon as well as Salem and other valley communities. The Aging facility is non compliant with Ford Motor Company Standards. Rehabilitation of the existing facility would prove costly with less than desirable results

There are limited locations that are suitable for this type of development (none in the city.) this location is particular attractive because of it proximity to the freeway interchange. Power Chevrolet and other automotive service are located immediately across Hwy 22 within the City of Sublimity. Hillyer Stayton Ford will be located on will include 2 buildings: a single story Sales and Service of 25,000 sf, and a single story watercraft sales and service Building 6,000 sf, The site will accommodate new and used inventory customer and employee parking. The total size of the annexation site is 335,832.29sf (7.71 AC). The side of the developed site is 255,086.19 sf (5.86 AC). The site also includes 38,615 sf of Landscape 15.1% approximately of the developed site

APPLICATION FOR ANNEXATION

1. NEED: What is the demonstrated need for this property to be annexed into the City?

We are proposing a site with an appropriate highway orientation (required by the manufacturer), size, zoning, and a comprehensive plan designation which allows a automobile use. Currently there are no parcels within the City of Stayton that meet these criteria.

2. ADEQUATE UTILITIES: How will the proposed annexation obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve the subject property in accordance with accepted City standards? All public improvements must meet City of Stayton standard specifications. All design plans must be approved by the City prior to construction. The City will inspect all construction.

a. List public services currently available to the site:

Water Supply: - inch line available in Street. None available at this time. Domestic and Fire protection by means of a private well.

Sanitary Sewer: - inch line available in Street. A 12" sanitary sewer is available to the Northwest approximately 1300 LF away along Golf Lane SE.

Storm Sewer: - inch line available in Street. Site storm sewer will be diverted and filtered on-site through on-site storm water swales.

Natural Gas: - inch line available in Street. None available at this time. Natural Gas will be provided by NW Natural.

Telephone: is (or) is not available in Street. None available at this time. Telephone service will be provided by local utility.

Cable TV: is (or) is not available in Street. None available at this time. Cable TV service will be provided by local utility.

Electrical: is (or) is not available in Street. None available at this time. Three Phase Electrical service will be provided by local utility.

b. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the annexation? no

3. Is the subject property contiguous to the city limits? Yes, along the west property line

4. Is the proposed annexation compatible with the character of the surrounding area and does it comply with the urban growth program and policies of the City? The proposed improvement is compatible with the Automotive uses at the interchange. There is little character to respond to. Public/semi-public open spaces to the west and developing residential to the south. We believe we are compatible

5. How does the proposed annexation comply, or will be made to comply with all applicable provisions of state and local law? The building will certainly comply with Oregon Structural Specialty Code. We comply with the applicable state Goal and local ordinance

6. If the proposed annexation is a contract annexation, does the proposal include the cost of City facility and service extensions as calculated by the Public Works Director? No

COMPREHENSIVE PLAN AMENDMENT

1. How is the amendment consistent with the goals and policies of the Comprehensive Plan, the statewide planning goals, and any relevant area plans adopted by the City? In the case of a Comprehensive Plan Map amendment, how does the requested designation for the site compare with relevant Comprehensive Plan policies and, on balance, more supportive of the Comprehensive Plan as a whole than the old designation?

Goal 9. Economic Development.

The following italicized section has been excerpted from Oregon's Statewide Planning Goals & Guidelines for Goal 9: Economic Development (OAR 660-015-0000(9)):

Comprehensive plans for urban areas shall:

1. Include an analysis of the community's economic patterns, potentialities, strengths, And deficiencies as they relate to state and national trends;
2. Contain policies concerning the economic development opportunities In. the Community;
- 3, Provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan Policies;

Proposed Finding: The City's Comprehensive Plan contains commercial and economic development policies pertaining to the identification and protection of employment lands. This proposal to amend the comprehensive plan map from residential to Commercial and will enhance the City's employment lands. This site is unique in size, location and orientation. There are no other sites in the City that match this criteria.

Goal 10 Housing.

The following italicized section has been excerpted from Oregon's Statewide Planning Goals & Guidelines for Goal10: Housing (OAR 660-015-0000(10)):

To provide for the housing needs of citizens of the state Buildable lands for residential use shall be Inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

GUIDELINES

A. PLANNING

1. In addition to Inventories of buildable lands, rousing elements of a comprehensive plan should, at a minimum, include:

- (1) a comparison of the distribution of the existing population by income with the distribution of available •housing units by cost;
- (2) a determination of vacancy rates, both overall and at varying rent ranges and cost levels,•
- (3) a determination of expected housing demand at varying rent ranges and cost levels;

- (4) allowance for a variety of densities and types of residences in each community; and
- (5) an inventory of sound housing. in urban areas Including units capable• of being rehabilitated. •

2. Plans should be developed in a manner that insures the provision of appropriate types and amounts of land within urban growth boundaries. Such land sha,u/d be necessary and suitable for housing that meets the housing needs of households of all income levels.

3. Plans should provide for the appropriate type, location and phasing of public facilities and services sufficient to support housing development in areas presently developed or undergoing development or redevelopment.

*Response: As detailed above, Oregon Statewide Planning Goal 10 requires the City to allocate adequate amounts and types of land to accommodate the needed housing units for all incomes. In compliance with Goal 10, the City conducted a Housing Needs Analysis Report to determine the housing needs for the City for the next twenty (20) years and buildable lands inventory. That analysis concluded that the City has a surplus of approximately 850 acres of single family zoned land. The 2012 Comprehensive Plan stated: *The roughly 850 acres of land designated for residential development provides more than twice the land projected to be needed, assuring an adequate supply during the planning period.**

Response: This application, while a small change, will decrease the amount of single family zoned land which is In keeping with Goal 10 and the polices contained In the Comprehensive Plan. Therefore, the proposal will help ensure the City remains compliant with Goal 10.

A. Natural & Historic Resource Goals

1. Noise levels in the city will continue to not be detrimental to the welfare of the citizens. *Response: This use will not be detrimental to noise levels. To the extent this use might create noise it will be directed away from the city by virtue of a north facing slope. This site is currently designated as Residential. The noise level of the Highway can exceed 100 decibels. A commercial use that is relatively quiet will provide two important mitigation factors for noise:*

A. the remaining residential properties 300 to 600 feet further away from the highway.

B. The mass of the ground will reflect/absorb noise from the highway.

2.The mill creek and North Santiam River floodplains will be used and managed in order to minimize flood damage and preserve water quality.

Response: The flood plains will not be directly be affected by the application. Water quality and storm water management will be provided on site per city standard

3. Adequate open space will be provided in the urban growth area through the provision of public parks, and private open space.

Response: This application will not adversely affect Open space, it will positively affect private opens space as described in 1 above

4. Historic resources of the city will maintain their integrity and significance for the benefit of future generations.

Response: This application will not adversely affect Historic resources

5. Fisheries habitat will be maintained.

Response: This application will not adversely affect fisheries

6. Identified significant wetlands will continue their functions unimpaired by development activity

Response: This application as no identified wetlands, this is upground near the top of the hill

7. Development activity will be designed to avoid potential hazards associated with steep slopes

Response: This site is gently sloping site the average slope being less than 5%. The proposal is intended to sit lightly on the slope and minimize excessive cuts and fills.

B. Transportation Goals

1. The mobility of Stayton residents and businesses will be maximized by access to a multimodal transportation system.

Response: The application will have minimal impact on the transportation system. The Additional traffic will not reach the threshold of requiring modification to streets.

2. The City will create and maintain a multi-modal transportation system with the greatest efficiency of movement possible for Stayton residents and businesses in terms of travel time, travel distance, and efficient management of the transportation system.

Response: The application is for a decidedly single mode of transportation (i.e. sales and service of automobiles and small trucks.) to extent possible we will encourage multi-model transportation, bicycle parking will be provided to the requirements of city code. At the end of the day one must bring their car to the garage to service.

3. The City will maintain and improve transportation safety.

Response: The impact from this application will not reach the threshold of requiring modification to streets. While an increase traffic is an increase. The increase within the margin of safety established

4. The costs of development of the City's transportation infrastructure and services will be equitably distributed

Response: the additional trips generated by the amendment is realitively small. In the short term there is no/little impact on the transportation infrastructure.

5. Environmental impacts associated with traffic and transportation system development will be limited and mitigated.

Response: the additional trips generated by the amendment are relatively small. In the short term there is no/little impact on the environment on a local level. On a global scale a new automobile used less fuel, burns cleaner, leaks less oil.

6. Use of alternative modes of transportation will be increased.

Response: this is a decidedly single-mode of transportation facility, for the sales and service of automobiles. We will provide the requisite bike parking.

7. Transportation improvements will be coordinated with all effected levels of government.

Response: Golf Lane SE is a local street owned in part by the county, by ODOT and by the City of Stayton. Access permit will need to be obtained from ODOT. Future

development will no doubt require the construction at the intersection of Cascade Highway and Whitney

8. The transportation system will be planned and maintained, including street design and access standards, based on functional classification.

Response: the additional trips generated by the amendment is relatively small. As the Developing residential to the South develops which is likely to cause the reconstruction of the signalized intersection of Whitney and Cascade Highway. Some reclassification of down-stream streets will probably be required. Whatever portion of Golf Lane that remain

9. The impacts of truck traffic on local streets will be minimized.

Response: The site is as close to highway 22 as possible. That proximity to the highway limits truck miles within the city.

10. The City will have adequate financial revenues to fund its capital improvement program and maintenance needs.

Response: No capital improvements are anticipated at this time

C. Public Facility Goal

1. Urban development will occur in areas with existing services and in those areas where future extensions of those services can be provided in the most feasible, efficient, and economical manner.

Response: As the Developing residential to the South develops which is likely to cause the reconstruction of the signalized intersection of Whitney and Cascade Highway. It would be appropriate extend Services at that time which is the most feasible, efficient, and economical manner.

D. Housing Goals

1. Existing and future residents will be provided a choice of housing types in safe and healthful housing.

2. New residential developments will be designed and built to become attractive neighborhoods.

Response: The Developing residential to the south will benefit by noise buffer created by distance and topography. While this application is for a commercial property. This amendment will improve the developing residential property to the south.

E. Economic Goal

1. Provide for the future commercial, industrial and social needs of the community with a balanced mix of economic activity.

Response: this amendment will trade land in excess of 20 year buildable land bank for immediate commercial development. This provide additional Family wage jobs

F. Land Use Goals

1. Provide for a land use regulation process that promotes a livable community and provides for expeditious review of development proposals.

2. Coordinate the development of land outside the current city limits with Marion and Linn Counties.

Response: Not applicable

G. Energy Goal

1. Conserve energy resources and encourage the use of renewable energy resources.

Response: this facility will conserve energy over their existing facility. This facility will be closer for residence of Stayton and Sublimity. Less miles translates to fuel saved

H. Fiscal Goal

1. Provide and maintain essential public services and facilities in a sustainable manner reflective of the available revenue.

Response: this facility is revenue neutral

2. *Why does the current Comprehensive Plan not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation? How is the addition of this property to the inventory of lands for the proposed designated consistent with projected needs for such lands in the Comprehensive Plan?*

Response: this is a highway oriented use. The location is also subject the approval of the Manufacturer. There are no parcels within the City of Stayton that:

- A. Have a Highway orientation
- B. Of sufficient size to accommodate the use
- C. And have the appropriate zoning and comprehensive plan designation.

3. *Explain how the amendment is in compliance with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property requires an exception to the Goals, how does the proposal comply with the applicable criteria in the LCDC Administrative Rules for the type of exception needed?*

Response: Not applicable

4. *Are existing or anticipated transportation facilities adequate for the uses permitted under the proposed designation? Is the proposed amendment in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060)?*

OAR Section 660-012-0060(1) further states that to determine if a proposed use significantly affects a transportation facility the following must be found:

- (a) Changes the functional classification of an existing or planned transportation facility;
- (b) Changes standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (A) Allow land uses or levels of development which would result in levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (B) Reduce the performance of an existing or planned transportation facility below the minimum acceptable level performance standard identified in the TSP or comprehensive plan;

(C) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified comprehensive plan.

Response: This application will not significantly change the functional classification of an existing or planned transportation facility nor reduce or worsen the performance of an existing or planned transportation facility. The Subject Property has street frontage on Golf Lane, which functions as local street. Subject Property will maintain the current transportation and traffic levels and there will be no adverse impact or significant change to the existing traffic infrastructure. The Applicant has provided a Trip Generation Estimate the change of the Comprehensive plan and the related development will not warrant modification to the transportation system

5. How does the current Comprehensive Plan Map provide more than the projected need for lands in the existing land use designation?

Response: In reviewing the 2012 comprehensive plan it is apparent there is residential buildable land in excess of the 20 year supply. In fact the 2012 Comprehensive Plan stated: No change in the Urban Growth Boundary is proposed with the adoption of this 2012 Comprehensive Plan. Though there is more land in the UGB than will likely be necessary for urban growth during the 20-year planning period, That supply has not been significantly diminished in the intervening years which was twice the required inventory at that time.

6. Are the public facilities and services necessary to support the uses allowed in the proposed designation available or likely to be available in the near future?

Response: In Part as enumerated in the Site plan Review.

7. How will the uses allowed in the proposed designation affect existing or planned uses on adjacent land?

Response: the adjacent land uses are largely non-existent developing residential, as previously stated Hillyer Stayton Ford will provide Noise buffer to adjacent land to the south. To the North and across Highway 22, Power Auto group and Les Schwab Tires on Sublimity Blvd are nearly identical use (more intense.) To East is the frontage road and the Cascade Highway-North Santiam Highway interchange. To the South and over the crest of the hill is developing residential land in the county. To the West a large Treed acreage, in the City of Stayton, designated Public/Semi-Public Opens spaces.

Conclusion

Based on the findings contained in this written statement, the Applicant has satisfactorily addressed the applicable criteria for granting an approval of the application to change the Comprehensive Plan Designation from Residential to Commercial; the application to change the zoning to CG Commercial General; and the Site Plan Review request subject to standard Conditions of Approval.

SITE PLAN REVIEW

1. ADEQUATE UTILITIES: How will the development obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve the subject property in accordance with accepted City standards?

a. How will the applicant assure there are adequate water, sewer, and storm drainage facilities available to serve the proposed development?

b. List public services currently available to the site:

Water Supply: - inch line available in Street. **None available at this time. Domestic and Fire protection by means of a private well and on-site storage in compliance with NFPA 1142.**

Sanitary Sewer: - inch line available in Street. **A 12" sanitary sewer is available to the Northwest approximately 1300 LF away along Golf Lane SE.**

Storm Sewer: - inch line available in Street. **Site storm sewer will be diverted and filtered on-site through on-site storm water quality facility.**

Natural Gas: - inch line available in Street. **None available at this time. Natural Gas will be provided by NW Natural.**

Telephone: is (or) is not available in Street. **None available at this time. Telephone service will be provided by local utility.**

Cable TV: is (or) is not available in Street. **None available at this time. Cable TV service will be provided by local utility.**

Electrical: is (or) is not available in Street. **None available at this time. Three phase Electrical service will be provided by local utility.**

c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the development? **Response: existing 12" sanitary sewer which is located approximately 1300 LF away should be adequate to handle the additional load.**

2. TRAFFIC CIRCULATION: How will the development provide for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and provision for safe access to and from the property to those public streets and roads which serve the property? **Response: We are proposing a circular traffic flow around the main structure for deliveries and customer vehicles.**

3. STREET IMPROVEMENTS: How will the development provide for all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development? **Response: Golf Lane SE (an ODOT frontage road) will remain a turnpike road until future developments warrants additional improvements. It will be subject to the requirement of ODOT access permit. This Frontage road purpose is to provide access to properties such as this.**

4. PARKING AND LOADING AREAS: How will the development provide for parking areas and adequate loading/unloading facilities? **Response: The proposed parking along with the traffic circulation is indicated on the site plan sheet SPR1 and SPR8 (a demonstration of Unified Access and Circulation.)**

5. OPEN STORAGE AREAS/OUTDOOR STORAGE YARDS: Are there any open storage areas or outdoor storage yards included in the development? If yes, how will they meet development code standards? **Response: There are no open storage areas onsite other than display vehicles.**

6. OFFSITE IMPACTS: How will the development minimize off site impacts such as noise, odors, fumes, or other impacts? **Response: Noise along with other impacts will be minimized through the required buffering, setbacks and screening. There are minimal impact from facilities of this nature. The Power Autogroup (across hwy 22) is a demonstration of such off site impacts.**

7. DESIGN STANDARDS: How does the proposed development meet the applicable design standards for commercial or multi-family residential development? **Response: We are providing the necessary buffering between the proposed CG-Zone and the adjacent zones indicated on the site plan (sheet SPR1).**

8. COMPATIBILITY WITH NEIGHBORING PROPERTIES: How will the design and placement of buildings and other structural improvements provide compatibility in size, scale, and intensity of use between the development and neighboring properties? **Response: Through the required buffering and the proposed screening (see sht SPR1)**

9. DESIGN WILL SERVE INTENDED USE: How will the location, design, and size of the proposed improvements to the site fulfill the intended purpose of the intended use of the site and will properly serve anticipated customers or clients of the proposed improvements? **Response: The proposed structures will have all the necessary components and features which are required, and are necessary for the proposed use.**

10. LANDSCAPING: How will the proposed landscaping prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and duct control, and present an attractive interface with adjacent land use and development? **Response: The site is currently bare, and has no significant vegetation. We are providing you a landscape plan for your review (sheet SPR 5). The proposed planting material will improve the general appearance of the site.**

11. SCREENING: How will the design of any visual or physical barriers around the property (such as fences, walls, vegetative screening or hedges) allow them to perform their intended function while having no undue adverse impact on existing or contemplated land uses. **Response: We are proposing a 6' tall, black, powder-coated, slatted fence on 3 sides of the property (see sheet SPR1). The fence will provide privacy, and security.**

12. MAINTENANCE: What continuing provisions are there for maintenance and upkeep of the proposed development? **Response:** Upkeep and maintenance will be performed by the employees and or maintenance/landscape contractors. Mr. Hillyer has designed and operated a similar facility in Woodburn for the last 20 years. This is offered as prima fascia evidence to an excellent track record and personal pride in his facility

SMC17.20.200 COMMERCIAL DESIGN STANDARD 3. SITE DESIGN.

An Automobile Dealership is decidedly different than other retail, their goods are too large to fit in a shopping cart, automobiles are purchased differently. People shop harder, research, Haggle, negotiate. Traditionally the Dealer displays their wares at the curb line. In many cases an Automobile is purchased personally. Because of the price tag purchases are considerably less frequent. The appeal of bright paint and shiny chrome is important to marketing. Lighting is designed to highlight and maximize the sparkle not unlike a jewelry store or the Grocery Store Produce department. Great Care is taken to select proper temperature of lighting to best present the object for sale. Grading of the display lot is carefully considered to put the goods in the most appealing position possible. In fact the Display lot is the outdoor extension of the Showroom. It is simply not possible to display every model and option available inside.

While building in close proximity to the street improves pedestrian access, enhances street vitality, The automobile dealership is decidedly a single mode of transportation oriented facility. Pedestrian friendly design is less important, because I am bringing my trade-in when I buy a new car. It is not possible to ride my bike to bring my car in for service. The dealer will provide adequate bike parking but it is likely to go unused because this is a facility dedicated to the sale and service of the Automobile. Since customers more than likely arrive by car, parking for sales and service is provided interior to the lot in close proximity to Parts Service and Sales. In that respect we are complying with the requirement. It is our intent to comply with the standard (exception) in SMC 17.20.200(b) 1 and 3 and SMC 17.26.020.5. Connectivity and Circulation Standards. The following is a demonstration thereof:

SMC17.20.200 COMMERCIAL DESIGN STANDARD 3. SITE DESIGN.

b. Building Orientation. All new commercial developments shall have their buildings oriented to the street. The following standards will apply:

Except as provided in subsections 2 and 3 below, all buildings shall have at least 1 primary building entrance facing an adjoining street (i.e. within 45 degrees of the street property line), or if the building is turned more than 45 degrees from the street (i.e. the front door is on a side elevation), the primary entrance shall not be more than 20 feet from a street sidewalk and a walkway shall connect the primary entrance to the sidewalk.

As explained above it is highly impractical and to our economic detriment to locate the building within 20' of the right-of-way and we will comply with SMC 17.20.200(b) 1 and 3 and SMC 17.26.020.5. Connectivity and Circulation Standards

1) In commercial districts, off street parking, driveways, and other vehicle areas shall not

be placed between buildings and the street(s) to which they are oriented, except as provided under subsection 3. Off street parking in the commercial districts shall be oriented internally to the site and divided by landscaped areas meeting the standards of Section 17.20.060.10.

As explain above, we are displaying our wares in our outdoor showroom. The Automobiles are not parked they are displayed. Required parking is interior and rear of the lot and the side and rear of the building

2) In commercial districts, the building orientation standard may be met with vehicle areas allowed between the street right-of-way and a building's primary entrance when the decision authority finds that the following criteria are met:

- a) Placing vehicle areas between the street right-of-way and the building's primary entrance will not adversely affect pedestrian safety and convenience based on: the distance from the street sidewalk to the building entrance, projected vehicle traffic volumes, available pedestrian walkways, and Section 17.26, Title 12, Standard Specifications and the adopted Transportation System Plan.

We are providing a pedestrian walkway to the ODOT right-of-way (frontage road.) There may be cross traffic perpendicular to the pedestrian walkway is less significant than the traffic parallel to the pedestrian walkway because the cross traffic is the display lot, and the parallel traffic is the normal customer traffic. The Display traffic is light because:

1. there are not open space to park in. when everyone goes home at night the display lot is full
2. When one exits and leaves the display area you are accompanied by dealership employee.
3. There is just a lot less traffic for test drives than service and parts

- b) The proposed vehicle areas are limited to 1 driveway meeting the requirements of 17.26, Title 12, Standard Specifications and the adopted Transportation System Plan, with adjoining bays of not more than 8 consecutive parking spaces per bay (including ADA accessible spaces) on the side(s) of the drive aisle.

We will comply with the standard address below and demonstrated on the site plan. There is a larger lot at the rear of building for service vehicles and employees, but that is beyond the reach of pedestrian walkway (the front door faces the street and parking is at the side of the building) The customer parking is divide in groupings of less than 8 consecutive spaces

- b) The building's primary entrance is connected to an adjoining street by a pedestrian walkway that meets the standards of Section 17.26.020.5.

We will comply with the standard address below and demonstrated on the site plan.

- 3) When there is insufficient street frontage to orient buildings to the street in a development with multiple buildings, a primary entrance may be oriented to a common green, plaza or courtyard. When oriented this way, the primary entrance(s) and common green, plaza or courtyard shall be connected to the street by a pedestrian walkway meeting the standards of Section

We will comply with the standard as address below and demonstrated on the site plan. The primary sales building is oriented toward the street and the secondary building (boat sales and service) is at 45 degrees to both Golf Lane and the service road. Both buildings are connect to parking and each other by designated pedestrian walkway

4) Outdoor Service Areas. Outdoor service areas shall face either a fenced interior area, side or rear property line, a separate service corridor, a service alley, or a service courtyard.

We will comply with the standard, we do no service outside. All service work is performed inside the service department

- a) If the location of an outdoor service area as proscribed by this Section is difficult to accommodate because of site considerations, the decision authority may determine that the service area may be located in another location with additional screening requirements.
- b) Screening of outdoor service areas. Screening shall be provided at the ends of all service corridors or courtyards.
 - i. Outdoor service areas shall be screened either with a solid evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.
 - ii. Screening from public view by chain-link fence with or without slats is prohibited.

We will comply with the standard, we do no service outside. All service work is performed inside the service department

SMC 17.26.020.5. CONNECTIVITY AND CIRCULATION STANDARDS.

a. Connectivity.

- 1) The street system of proposed subdivisions shall be designed to connect with existing, *proposed, and planned streets outside of the subdivision as specified in 17.24.050.1.a.*

While the access to Cascade highway will change from Golf Lane SE will likely change to the signalized intersection of Whitney and Cascade Highway with future development, The ODOT frontage road is unlikely to change. It is designed by ODOT to accomplish the purpose for which we are using it.

- 2) Wherever a proposed development abuts unplatted, developable land a future development phase of the same development, street stubs shall be provided to provide access to abutting properties or to logically extend the street system into the surrounding area. This is consistent with and an extension of 17.24.050.1.a.

Access to Cascade highway will likely change from Golf Lane SE to Whitney, Golf Lane is unlikely to change in front of the dealership because there is not a logical alternative to provide access to the acreage residential beyond. It is an ODOT right-of-way and it is doing what ODOT designed it for.

- 3) Neighborhood collectors and local residential access streets shall connect with surrounding streets to permit the convenient movement of traffic between residential neighborhoods or facilitate emergency access and evacuation. Connections shall be designed to avoid or minimize through traffic on local streets. Appropriate design and traffic calming measures are the preferred means of discouraging through traffic. These measures are defined in the Stayton Transportation System Plan.

Access to the neighborhood (outside the city limits) will remain as is. This access is appropriate. Because Golf Lane is a dead end and provides access to around a dozen Homes, the traffic count is low. Traffic calming and cut-through traffic is not an issue

- 4) Developers shall construct roadways within their development site to conform to the Future Street Plan in the transportation system plan. Flexibility of the future roadway alignment shall be at the discretion of the Public Works Director and/or his designee but must maintain the intent of the Future Street Plan.

There are no internal road ways planned with in the development because there is one business owner,that provides multiple types retail and service opportunity. Circulation is done in the form of a parking lot and roadways are unnecessary. Because of the development is downstream of any possible development to the south and a state highway is to north. No provision need be made for a future street plan

- 5) A system of joint use driveways and crossover easements shall be established wherever feasible and shall incorporate the following:

- a) A continuous service drive or crossover easement corridor extending the entire length of each block served to provide for driveway separation consistent with the access standards set for each functional roadway classification.

A service drive to a common parking area is planned. Since the business are owned by one entity easement are not necessary. The standard assumes separate ownerships but the internal circulation will function as desired by the standard.

- b) A design speed of 10 mph and a maximum width defined in the Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.22, to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles;

The service drive is already limited by state law to 5 mph. and will accommodate two way traffic as well as delivery vehicles

- c) Access stub-outs and other design features to make it visually obvious that the abutting properties will be tied in to provide crossover easement via a service drive;

Future access is not anticipated and is not a part of the business plan. The service drive could however be modified at some later date should some other use materialize.

- d) A unified access and circulation system plan shall be submitted as part of the documentation for joint and cross access. A unified access and circulation system plan encompasses contiguous, adjacent parcels that share access(es). The unified access and circulation system plan shows how the joint and cross access(es) work together to meet the needs of all property owners and uses. It includes showing how parking areas of the various uses sharing access(es) coordinate and work with each other.

The Unified Access and Circulation System Plan may be found on sheet SPR-8 this demonstrates pedestrian and vehicular circulation. There are no cross access easements because the businesses are of one-ownership

Having demonstrated we will comply with the standard in SMC 17.20.200(b) 1 and 3 and SMC 17.26.020.5. Connectivity and Circulation Standards, we have full filled the requirements and intent of SMC 17.20.200(b)

:

PARKING SUMMARY

DEALERSHIP

RETAIL = 8,963 SF. 8.9 x 16 = 14 SPACES
 SERVICE = 16,037 SF. 16 x 2 = 32 SPACES
 TOTAL DEALER SHIP PARKING REQUIRED = 46 SPACES

DEALERSHIP (TRUCK SHOP)

RETAIL = 4,286 SF. 4.2 x 16 = 7 SPACES
 SERVICE = 1,714 SF. 1.7 x 2 = 4 SPACES
 TOTAL DEALER SHIP PARKING REQUIRED = 11 SPACES

TOTAL PARKING REQUIRED = 57 SPACES
 TOTAL PARKING PROVIDED = 62 SPACES

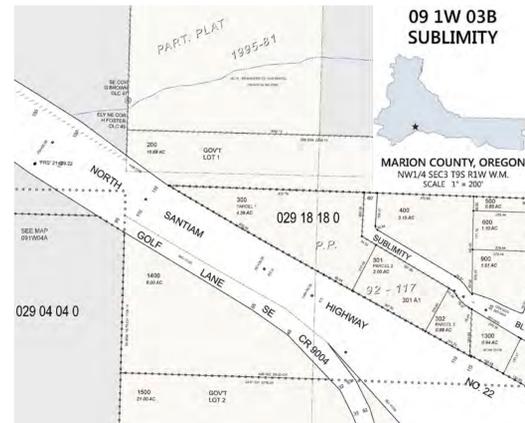
PROJECT NOTES:

Applicant: Ron Ped
 Architect: Ron Ped
 6850 Burnett Street SE
 Salem, OR 97317
 (503) 363-1456
 Email: rjped@rjped.com

Surveyor: Northstar Surveying
 120 NW 4th Street
 Corvallis, OR 97330
 (541) 751-9050

Owner: Leo Hillier
 3000 Hillier Lane
 Woodburn, OR 97101
 (503) 769-4747
 Contact: Leo Hillier

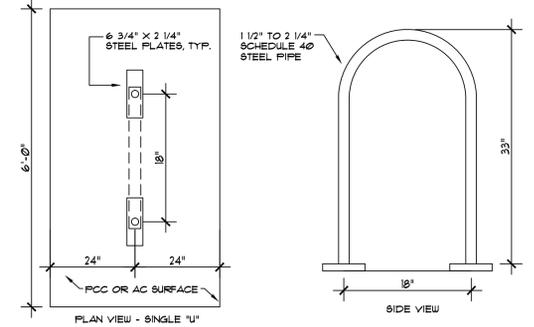
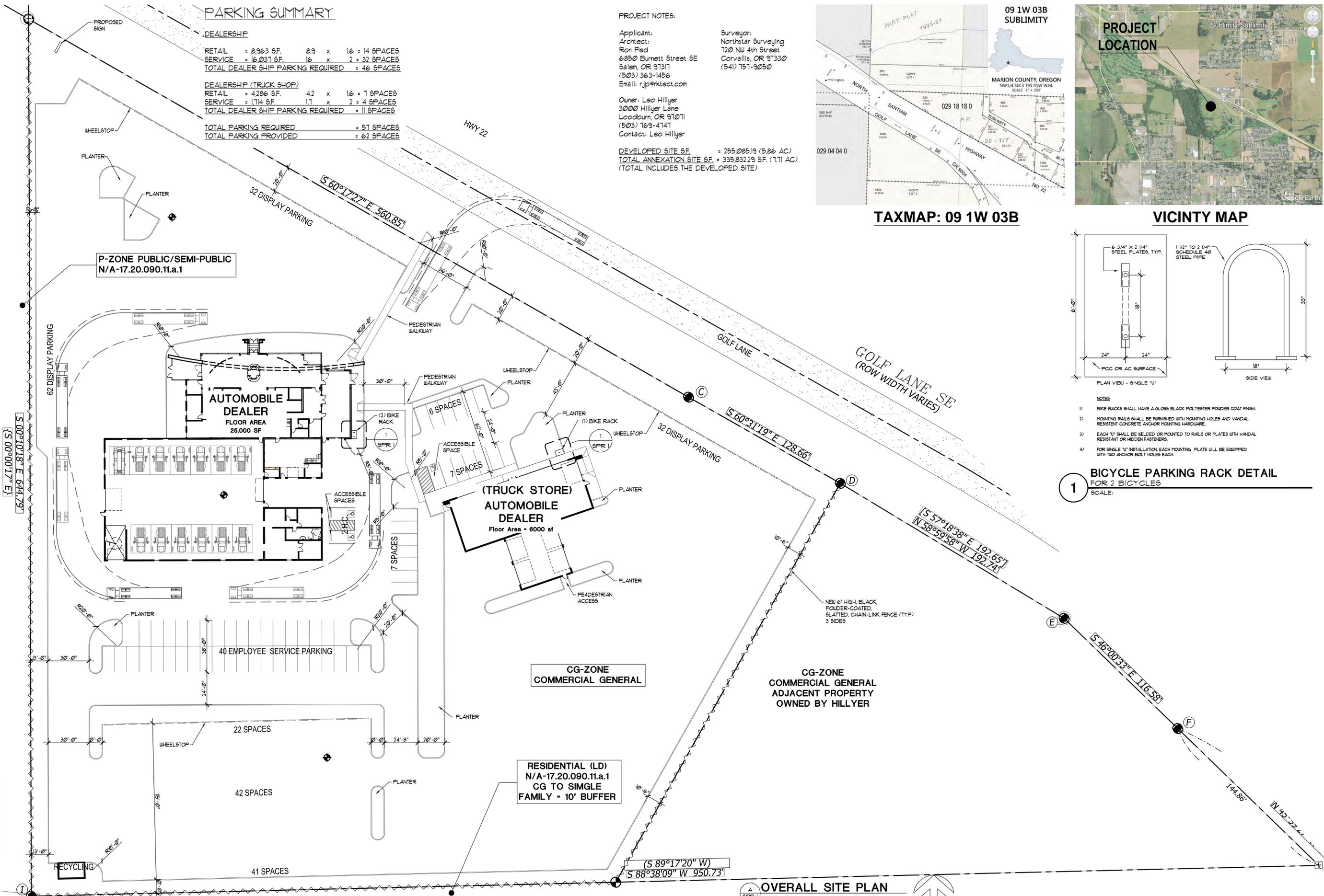
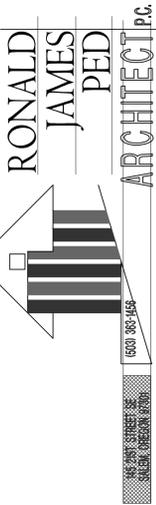
DEVELOPED SITE SF. = 255,085.19 (5.86 AC)
 TOTAL ANNEXATION SITE SF. = 335,832.29 SF. (7.71 AC)
 (TOTAL INCLUDES THE DEVELOPED SITE)



TAXMAP: 09 1W 03B



VICINITY MAP



- NOTES:**
- BIKE RACKS SHALL HAVE A GLOSS BLACK POLYESTER POWDER COAT FINISH.
 - MOUNTING RAILS SHALL BE FURNISHED WITH MOUNTING HOLES AND VANDAL RESISTANT CONCRETE ANCHOR MOUNTING HARDWARE.
 - EACH "U" SHALL BE WELDED OR MOUNTED TO RAILS OR PLATES WITH VANDAL RESISTANT OR HIDDEN FASTENERS.
 - FOR SINGLE "U" INSTALLATION EACH MOUNTING PLATE WILL BE EQUIPPED WITH TWO ANCHOR BOLT HOLES EACH.

1 BICYCLE PARKING RACK DETAIL FOR 2 BICYCLES
 SCALE:



P:\1833 Hillier Ford\SPR\SPROPTION 2 site plan\07.23.18\Avg. SFR 1 OVERALL SITE - 8.2.2018 2:21:53 PM_Avdy_1-1
 LAST SAVED: 8.2.2018 2:21:53 PM
 PRINTED BY:

OVERALL SITE PLAN
 SCALE: 1" = 30'-0"
 255,085.19 SF. (5.86 AC)

Date: November 28, 2018
 To: Mr. Ron Ped, Architect
 From: Karl Birky, PE, PTOE
 Re: Horizon Year Analysis for Stayton, OR site



Mr. Ped:

This letter addresses Transportation Planning Rule aspects of your request to the City of Stayton to change the Comprehensive Plan map designation and the zoning for Tax Lot 1400 of Tax Map 9S1W03B. The parcel is zoned Urban Transition in Marion County. Your request to the City of Stayton is to annex the parcels, and change the Comprehensive Plan Map and the zoning to General Commercial. The site abuts Golf Lane about 1/4 mile from its intersection with Cascade Hwy. It is on the southwest side of Golf Lane. All the studied intersections are in the ODOT Sublimity Interchange Area Management Plan.

The Oregon Transportation Planning Rule (TPR) requires an estimate of the effects a land use action will have on the transportation system in certain instances. This annexation and zoning change request is one of those instances. The change can be allowed if there is no "significant" effect on the transportation system. This analysis will assume there is a cap of 1000 ADT from the site and show the effect on the planning horizon year (2040) using the data in the TSP for Stayton.

The Urban Transition zone in Marion County is intended "for future urban residential development, but may also be used to protect lands designated for future commercial, industrial or public uses." (MCC 16.13.000)

The parcel is 8 acres in size and the new auto dealership you plan to construct will be about 26,800 sq. ft (26.8ksf) of gross floor area. There is a signed 2003 Memorandum of Understanding (MOU) between the City of Stayton and Marion County. It includes:

The CITY will cause the realignment of the east end of Golf Lane... to intersect Cascade Highway at such time Golf Lane warrants signalization if Golf Lane fails to meet COUNTY standards for safety and/or operations and as funds become available.

Traffic engineers use the Institute of Transportation Engineers (ITE) Trip Generation Manual to estimate the trip generation potential of a variety of uses. Several uses germane to this analysis are shown in the following table.

ITE Designation	Use	PM trip rate	ADT rate
ITE 210	Single Family Home	0.99/home	9.44/home
ITE 840	Automobile Sales - New	2.43/ksf	27.84/ksf
ITE 934	Fast Food Rest w Drive Thru	78.74/ksf	1094.74/ksf

ksf is 1000 sq. ft. of floor space

The site is a parcel that could be developed in Marion County with a home on it. The home would generate 9.4 trips per day. When the parcel is annexed into the City, it can be developed with a much higher residential density and therefore generate more traffic. The proposed automobile sales dealership (ITE-840) is estimated to generate 746 trips per day, and 65 trips in the PM Peak hour based on Gross Floor Area. This study will assume trip generation is capped at 1000 trips per day and 100 PM Peak hour

trips. A 3ksf fast food restaurant could not be built on the site with the cap in place because it is estimated to generate too many trips.

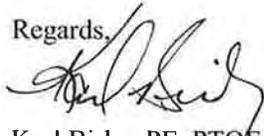
The City of Stayton identified Golf Lane as a Future Collector in the current (2004) Transportation System Plan (TSP). Collector streets are intended to connect neighborhoods with arterials and highways. Collector streets are considered to have an average daily capacity of 1,000 to 10,000 trips per day. They often have businesses locate along them, because of the higher volume of traffic they convey. However, there are some commercial uses (like a fast food restaurant) that could generate large volumes of traffic the City might not want to allow to locate on the site.

The analysis for this study is incorporated by reference into this letter. It uses the turning volumes from the Stayton TSP 06/08/2018 Future PM pages. It uses the peak hour factors, heavy vehicle factors and adjustment factors from the same pages. The performance metrics at the studied intersections in the horizon year (2040) with a 1000 ADT (100 PM Peak hour trips) cap are shown in the following table.

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	WB Hwy 22 @ Cascade Hwy	Two-way stop	HCM 6th Edition	EB Thru	0.131	24.2	C
2	EB Hwy 22 at Cascade Hwy	Signalized	HCM 6th Edition	EB Right	0.682	25.2	C
3	Golf Ln at Cascade Hwy	Two-way stop	HCM 6th Edition	WB Left	0.025	23.3	C
4	Whitney at Cascade Hwy	Signalized	HCM 6th Edition	WB Right	0.481	11.4	B
5	Golf Ln at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.000	9.1	A
6	Shaff Rd at 1st St	Signalized	HCM 6th Edition	WB Left	0.635	18.6	B

It is my opinion that the requested zoning can be approved with a 1000 ADT trip generation cap from a traffic engineering perspective without a significant impact on the transportation system in the planning horizon year (2040). The technical analysis sheets are attached and incorporated by reference. If there is any additional information you or the City would like or find helpful, please do not hesitate to request it. I can be reached at 503-364-5066.

Regards,



Karl Birky, PE, PTOE
 Associated Transportation Engineering & Planning, Inc.

Attached: Hillyer Ford TIA - PM Horizon Year Analysis



12/31/2019

Hillyer Ford TIA - Stayton

Vistro File: J:\...\Hillyer Ford TIA - 18-391.vistro

Scenario 10 PM Horizon Year from TSP

Report File: J:\...\Horizon Year PM 18-391.pdf

11/28/2018

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	WB Hwy 22 @ Cascade Hwy	Two-way stop	HCM 6th Edition	EB Thru	0.131	24.2	C
2	EB Hwy 22 at Cascade Hwy	Signalized	HCM 6th Edition	EB Right	0.682	25.2	C
3	Golf Ln at Cascade Hwy	Two-way stop	HCM 6th Edition	WB Left	0.025	23.3	C
4	Whitney at Cascade Hwy	Signalized	HCM 6th Edition	WB Right	0.481	11.4	B
5	Golf Ln at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.000	9.1	A
6	Shaff Rd at 1st St	Signalized	HCM 6th Edition	WB Left	0.635	18.6	B

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. for all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: WB Hwy 22 @ Cascade Hwy

Control Type:	Two-way stop	Delay (sec / veh):	24.2
Analysis Method:	HCM 6th Edition	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.131

Intersection Setup

Name	Cascade Hwy			Cascade Hwy			Sublimity Blvd			WB Hwy 22 Ramps		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	1	1	0	1	1	0	0	0	0	0
Pocket Length [ft]	160.00	100.00	275.00	150.00	100.00	225.00	125.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	45.00			45.00			35.00			35.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Cascade Hwy			Cascade Hwy			Sublimity Blvd			WB Hwy 22 Ramps		
Base Volume Input [veh/h]	22	339	238	30	319	8	17	27	56	12	5	25
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	0.00	3.00	4.00	0.00	3.00	0.00	6.00	4.00	0.00	0.00	20.00	0.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	6	0	0	4	0	0	0	0	4	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	22	345	238	30	323	8	17	27	56	16	5	25
Peak Hour Factor	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	6	90	62	8	84	2	4	7	15	4	1	7
Total Analysis Volume [veh/h]	23	359	248	31	336	8	18	28	58	17	5	26
Pedestrian Volume [ped/h]	0			0			0			0		

Intersection Settings

Priority Scheme	Free	Free	Stop	Stop
Flared Lane			No	No
Storage Area [veh]	0	0	0	0
Two-Stage Gap Acceptance			No	No
Number of Storage Spaces in Median	0	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.02	0.00	0.00	0.03	0.00	0.00	0.08	0.13	0.08	0.08	0.02	0.04
d_M, Delay for Movement [s/veh]	7.99	0.00	0.00	8.79	0.00	0.00	22.99	24.22	12.45	22.49	19.37	11.70
Movement LOS	A	A	A	A	A	A	C	C	B	C	C	B
95th-Percentile Queue Length [veh]	0.06	0.00	0.00	0.10	0.00	0.00	0.27	0.79	0.79	0.45	0.45	0.45
95th-Percentile Queue Length [ft]	1.43	0.00	0.00	2.45	0.00	0.00	6.68	19.85	19.85	11.20	11.20	11.20
d_A, Approach Delay [s/veh]	0.29			0.73			17.45			16.32		
Approach LOS	A			A			C			C		
d_I, Intersection Delay [s/veh]	2.64											
Intersection LOS	C											

Intersection Level Of Service Report
Intersection 2: EB Hwy 22 at Cascade Hwy

Control Type:	Signalized	Delay (sec / veh):	25.2
Analysis Method:	HCM 6th Edition	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.682

Intersection Setup

Name	Cascade Hwy			Cascade Hwy			EB Off Hwy 22			EB On Hwy 22		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	┌			┐			┌┐			└┘		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	1	0	0	0	0	1	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	150.00	100.00	100.00	100.00	100.00	275.00	100.00	100.00	100.00
Speed [mph]	45.00			45.00			35.00			35.00		
Grade [%]	0.00			0.00			0.00			0.00		
Curb Present	No			No			No			No		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Cascade Hwy			Cascade Hwy			EB Off Hwy 22			EB On Hwy 22		
Base Volume Input [veh/h]	0	546	58	48	340	0	53	1	389	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	3.00	3.00	8.00	2.00	2.00	2.00	0.00	2.00	0.00	0.00	0.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	6	6	0	8	0	0	0	10	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Right-Turn on Red Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	552	64	48	348	0	53	1	399	0	0	0
Peak Hour Factor	1.0000	0.9600	0.9600	0.9600	0.9600	1.0000	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	144	17	13	91	0	14	0	104	0	0	0
Total Analysis Volume [veh/h]	0	575	67	50	363	0	55	1	416	0	0	0
Presence of On-Street Parking	No		No	No		No	No		No	No		No
On-Street Parking Maneuver Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
Local Bus Stopping Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
v_do, Outbound Pedestrian Volume crossing	0			0			0			0		
v_di, Inbound Pedestrian Volume crossing	0			0			0			0		
v_co, Outbound Pedestrian Volume crossing	0			0			0			0		
v_ci, Inbound Pedestrian Volume crossing	0			0			0			0		
v_ab, Corner Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Located in CBD	Yes
Signal Coordination Group	-
Cycle Length [s]	100
Coordination Type	Time of Day Pattern Coordinated
Actuation Type	Fully actuated
Offset [s]	0.0
Offset Reference	LeadGreen
Permissive Mode	SingleBand
Lost time [s]	0.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-
Minimum Green [s]	0	5	0	0	5	0	0	5	0	0	5	0
Maximum Green [s]	0	30	0	0	30	0	0	30	0	0	30	0
Amber [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0
All red [s]	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0
Split [s]	0	57	0	0	57	0	0	43	0	0	43	0
Vehicle Extension [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0
Walk [s]	0	5	0	0	5	0	0	5	0	0	5	0
Pedestrian Clearance [s]	0	10	0	0	10	0	0	10	0	0	10	0
Rest In Walk		No			No			No			No	
I1, Start-Up Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0
I2, Clearance Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0
Minimum Recall		No			No			No			No	
Maximum Recall		No			No			No			No	
Pedestrian Recall		No			No			No			No	
Detector Location [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Detector Length [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Exclusive Pedestrian Phase

Pedestrian Signal Group	0
Pedestrian Walk [s]	0
Pedestrian Clearance [s]	0

Lane Group Calculations

Lane Group	C	L	C	C	R	C
C, Cycle Length [s]	100	100	100	100	100	100
L, Total Lost Time per Cycle [s]	4.00	4.00	4.00	4.00	4.00	4.00
l1_p, Permitted Start-Up Lost Time [s]	0.00	2.00	0.00	2.00	0.00	2.00
l2, Clearance Lost Time [s]	2.00	2.00	2.00	2.00	2.00	2.00
g_i, Effective Green Time [s]	61	61	61	31	31	31
g / C, Green / Cycle	0.61	0.61	0.61	0.31	0.31	0.31
(v / s)_i Volume / Saturation Flow Rate	0.39	0.07	0.22	0.04	0.29	0.00
s, saturation flow rate [veh/h]	1639	674	1683	1325	1431	1710
c, Capacity [veh/h]	998	300	1025	484	445	568
d1, Uniform Delay [s]	12.56	23.62	9.74	24.55	33.42	0.00
k, delay calibration	0.50	0.50	0.50	0.11	0.27	0.11
l, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00
d2, Incremental Delay [s]	3.19	1.19	0.96	0.11	19.09	0.00
d3, Initial Queue Delay [s]	0.00	0.00	0.00	0.00	0.00	0.00
Rp, platoon ratio	1.00	1.00	1.00	1.00	1.00	1.00
PF, progression factor	1.00	1.00	1.00	1.00	1.00	1.00

Lane Group Results

X, volume / capacity	0.64	0.17	0.35	0.12	0.93	0.00
d, Delay for Lane Group [s/veh]	15.75	24.82	10.70	24.65	52.52	0.00
Lane Group LOS	B	C	B	C	D	A
Critical Lane Group	Yes	No	No	No	Yes	No
50th-Percentile Queue Length [veh]	8.59	0.90	3.65	0.94	11.75	0.00
50th-Percentile Queue Length [ft]	214.77	22.49	91.34	23.56	293.68	0.00
95th-Percentile Queue Length [veh]	13.40	1.62	6.58	1.70	17.37	0.00
95th-Percentile Queue Length [ft]	334.94	40.48	164.41	42.40	434.21	0.00

Movement, Approach, & Intersection Results

d_M, Delay for Movement [s/veh]	0.00	15.75	15.75	24.82	10.70	0.00	24.65	24.65	52.52	0.00	0.00	0.00
Movement LOS		B	B	C	B		C	C	D	A	A	A
d_A, Approach Delay [s/veh]		15.75		12.41			49.21			0.00		
Approach LOS		B		B			D			A		
d_I, Intersection Delay [s/veh]	25.19											
Intersection LOS	C											
Intersection V/C	0.682											

Other Modes

g_Walk,mi, Effective Walk Time [s]	9.0	9.0	9.0	9.0
M_corner, Corner Circulation Area [ft ² /ped]	0.00	0.00	0.00	0.00
M_CW, Crosswalk Circulation Area [ft ² /ped]	0.00	0.00	0.00	0.00
d_p, Pedestrian Delay [s]	41.41	41.41	41.41	41.41
I_p,int, Pedestrian LOS Score for Intersection	2.761	2.534	2.126	1.860
Crosswalk LOS	C	B	B	A
s_b, Saturation Flow Rate of the bicycle lane	2000	2000	2000	2000
c_b, Capacity of the bicycle lane [bicycles/h]	1060	1060	780	780
d_b, Bicycle Delay [s]	11.05	11.05	18.61	18.61
I_b,int, Bicycle LOS Score for Intersection	2.619	2.241	2.338	1.560
Bicycle LOS	B	B	B	A

Sequence

Ring 1	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 2	6	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



**Intersection Level Of Service Report
Intersection 3: Golf Ln at Cascade Hwy**

Control Type:	Two-way stop	Delay (sec / veh):	23.3
Analysis Method:	HCM 6th Edition	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.025

Intersection Setup

Name	Cascade Hwy			Cascade Hwy			Golf Ln					
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	↔			↔			+			+		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	0	0	0	0	0	0
Pocket Length [ft]	150.00	100.00	100.00	300.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	45.00			45.00			55.00			25.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Cascade Hwy			Cascade Hwy			Golf Ln					
Base Volume Input [veh/h]	1	593	3	8	723	6	0	0	1	5	0	9
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	22	0	0	0	0	18	12	0	33	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	23	593	3	8	723	24	12	0	34	5	0	9
Peak Hour Factor	0.9600	0.9600	1.0000	1.0000	0.9600	0.9600	0.9600	1.0000	0.9600	0.9600	0.9600	0.9600
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	6	154	1	2	188	6	3	0	9	1	0	2
Total Analysis Volume [veh/h]	24	618	3	8	753	25	13	0	35	5	0	9
Pedestrian Volume [ped/h]	0			0			0			0		

Intersection Settings

Priority Scheme	Free	Free	Stop	Stop
Flared Lane			No	No
Storage Area [veh]	0	0	0	0
Two-Stage Gap Acceptance			Yes	Yes
Number of Storage Spaces in Median	0	0	1	1

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.03	0.01	0.00	0.01	0.01	0.00	0.06	0.00	0.09	0.02	0.00	0.02
d_M, Delay for Movement [s/veh]	9.42	0.00	0.00	8.78	0.00	0.00	22.77	21.56	15.75	23.35	20.70	12.87
Movement LOS	A	A	A	A	A	A	C	C	C	C	C	B
95th-Percentile Queue Length [veh]	0.09	0.00	0.00	0.03	0.00	0.00	0.50	0.50	0.50	0.14	0.14	0.14
95th-Percentile Queue Length [ft]	2.21	0.00	0.00	0.63	0.00	0.00	12.49	12.49	12.49	3.38	3.38	3.38
d_A, Approach Delay [s/veh]	0.35			0.09			17.65			16.61		
Approach LOS	A			A			C			C		
d_I, Intersection Delay [s/veh]	0.92											
Intersection LOS	C											

**Intersection Level Of Service Report
Intersection 4: Whitney at Cascade Hwy**

Control Type:	Signalized	Delay (sec / veh):	11.4
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.481

Intersection Setup

Name	Cascade Hwy		Cascade Hwy		Whitney St	
Approach	Northbound		Southbound		Westbound	
Lane Configuration	┌		┐┌		┐┐	
Turning Movement	Thru	Right	Left	Thru	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	0	1	0
Pocket Length [ft]	100.00	100.00	125.00	100.00	150.00	100.00
Speed [mph]	45.00		45.00		25.00	
Grade [%]	0.00		0.00		0.00	
Curb Present	No		No		No	
Crosswalk	Yes		Yes		Yes	

Volumes

Name	Cascade Hwy		Cascade Hwy		Whitney St	
Base Volume Input [veh/h]	488	37	162	578	66	123
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	4.00	4.00	1.00	2.00	3.00	0.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	22	0	0	33	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Right-Turn on Red Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	510	37	162	611	66	123
Peak Hour Factor	0.9300	0.9300	0.9300	0.9300	0.9300	0.9300
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	137	10	44	164	18	33
Total Analysis Volume [veh/h]	548	40	174	657	71	132
Presence of On-Street Parking	No	No	No	No	No	No
On-Street Parking Maneuver Rate [/h]	0	0	0	0	0	0
Local Bus Stopping Rate [/h]	0	0	0	0	0	0
v_do, Outbound Pedestrian Volume crossing	0		0		0	
v_di, Inbound Pedestrian Volume crossing	0		0		0	
v_co, Outbound Pedestrian Volume crossing	0		0		0	
v_ci, Inbound Pedestrian Volume crossing	0		0		0	
v_ab, Corner Pedestrian Volume [ped/h]	0		0		0	
Bicycle Volume [bicycles/h]	0		0		0	

Intersection Settings

Located in CBD	Yes
Signal Coordination Group	-
Cycle Length [s]	120
Coordination Type	Time of Day Pattern Coordinated
Actuation Type	Semi-actuated
Offset [s]	0.0
Offset Reference	LeadGreen
Permissive Mode	SingleBand
Lost time [s]	0.00

Phasing & Timing

Control Type	Permissive	Permissive	Permissive	Permissive	Permissive	Permissive
Signal group	2	0	0	6	7	0
Auxiliary Signal Groups						
Lead / Lag	-	-	-	-	Lead	-
Minimum Green [s]	5	0	0	5	5	0
Maximum Green [s]	30	0	0	30	30	0
Amber [s]	3.0	0.0	0.0	3.0	3.0	0.0
All red [s]	1.0	0.0	0.0	1.0	1.0	0.0
Split [s]	96	0	0	96	24	0
Vehicle Extension [s]	3.0	0.0	0.0	3.0	3.0	0.0
Walk [s]	5	0	0	5	5	0
Pedestrian Clearance [s]	10	0	0	10	10	0
Rest In Walk	No			No	No	
I1, Start-Up Lost Time [s]	2.0	0.0	0.0	2.0	2.0	0.0
I2, Clearance Lost Time [s]	2.0	0.0	0.0	2.0	2.0	0.0
Minimum Recall	No			No	No	
Maximum Recall	No			No	No	
Pedestrian Recall	No			No	No	
Detector Location [ft]	0.0	0.0	0.0	0.0	0.0	0.0
Detector Length [ft]	0.0	0.0	0.0	0.0	0.0	0.0
I, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00

Exclusive Pedestrian Phase

Pedestrian Signal Group	0
Pedestrian Walk [s]	0
Pedestrian Clearance [s]	0

Lane Group Calculations

Lane Group	C	L	C	L	R
C, Cycle Length [s]	120	120	120	120	120
L, Total Lost Time per Cycle [s]	4.00	4.00	4.00	4.00	4.00
l1_p, Permitted Start-Up Lost Time [s]	0.00	2.00	0.00	0.00	0.00
l2, Clearance Lost Time [s]	2.00	2.00	2.00	2.00	2.00
g_i, Effective Green Time [s]	99	99	99	13	13
g / C, Green / Cycle	0.82	0.82	0.82	0.11	0.11
(v / s)_j Volume / Saturation Flow Rate	0.36	0.23	0.39	0.04	0.09
s, saturation flow rate [veh/h]	1636	751	1683	1590	1454
c, Capacity [veh/h]	1349	586	1387	173	159
d1, Uniform Delay [s]	2.89	7.00	3.04	49.85	52.38
k, delay calibration	0.50	0.50	0.50	0.11	0.11
l, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00
d2, Incremental Delay [s]	1.03	1.29	1.16	1.55	10.69
d3, Initial Queue Delay [s]	0.00	0.00	0.00	0.00	0.00
Rp, platoon ratio	1.00	1.00	1.00	1.00	1.00
PF, progression factor	1.00	1.00	1.00	1.00	1.00

Lane Group Results

X, volume / capacity	0.44	0.30	0.47	0.41	0.83
d, Delay for Lane Group [s/veh]	3.92	8.29	4.20	51.40	63.07
Lane Group LOS	A	A	A	D	E
Critical Lane Group	No	No	Yes	No	Yes
50th-Percentile Queue Length [veh]	2.47	1.66	2.90	2.09	4.40
50th-Percentile Queue Length [ft]	61.77	41.48	72.43	52.14	109.98
95th-Percentile Queue Length [veh]	4.45	2.99	5.21	3.75	7.84
95th-Percentile Queue Length [ft]	111.19	74.66	130.37	93.85	195.98

Movement, Approach, & Intersection Results

d_M, Delay for Movement [s/veh]	3.92	3.92	8.29	4.20	51.40	63.07
Movement LOS	A	A	A	A	D	E
d_A, Approach Delay [s/veh]	3.92		5.06		58.99	
Approach LOS	A		A		E	
d_I, Intersection Delay [s/veh]	11.40					
Intersection LOS	B					
Intersection V/C	0.481					

Other Modes

g_Walk,mi, Effective Walk Time [s]	9.0	9.0	9.0
M_corner, Corner Circulation Area [ft ² /ped]	0.00	0.00	0.00
M_CW, Crosswalk Circulation Area [ft ² /ped]	0.00	0.00	0.00
d_p, Pedestrian Delay [s]	51.34	51.34	51.34
I_p,int, Pedestrian LOS Score for Intersection	2.692	2.692	2.316
Crosswalk LOS	B	B	B
s_b, Saturation Flow Rate of the bicycle lane	2000	2000	2000
c_b, Capacity of the bicycle lane [bicycles/h]	0	0	0
d_b, Bicycle Delay [s]	60.00	60.00	60.00
I_b,int, Bicycle LOS Score for Intersection	5.103	5.504	4.132
Bicycle LOS	F	F	D

Sequence

Ring 1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 2	6	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



Intersection Level Of Service Report
Intersection 5: Golf Ln at Site Access

Control Type:	Two-way stop	Delay (sec / veh):	9.1
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.000

Intersection Setup

Name	Golf Ln		Golf Ln		Site Access	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration	↰		↳		↔	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	55.00		55.00		25.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		Yes		Yes	

Volumes

Name	Golf Ln		Golf Ln		Site Access	
Base Volume Input [veh/h]	0	0	0	0	0	0
Base Volume Adjustment Factor	1.1270	1.1270	1.1270	1.1270	1.1270	1.1270
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.20	1.20	1.20	1.20	1.20	1.20
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	40	0	0	0	0	45
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	40	0	0	0	0	45
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	10	0	0	0	0	11
Total Analysis Volume [veh/h]	40	0	0	0	0	45
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			No
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.02	0.00	0.00	0.00	0.00	0.04
d_M, Delay for Movement [s/veh]	7.27	0.00	0.00	0.00	9.15	8.46
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh]	0.08	0.08	0.00	0.00	0.13	0.13
95th-Percentile Queue Length [ft]	1.89	1.89	0.00	0.00	3.24	3.24
d_A, Approach Delay [s/veh]	7.27		0.00		8.46	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	7.90					
Intersection LOS	A					

**Intersection Level Of Service Report
Intersection 6: Shaff Rd at 1st St**

Control Type:	Signalized	Delay (sec / veh):	18.6
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.635

Intersection Setup

Name	Cascade Hwy			Cascade Hwy			Shaff Rd			Shaff Rd		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	↔			↔			↔			↔		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	150.00	100.00	100.00	100.00	100.00	100.00	125.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	45.00			45.00			45.00			45.00		
Grade [%]	0.00			0.00			0.00			0.00		
Curb Present	No			No			No			No		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Cascade Hwy			Cascade Hwy			Shaff Rd			Shaff Rd		
Base Volume Input [veh/h]	96	379	98	54	485	107	115	233	128	90	208	67
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	3.00	4.00	4.00	0.00	3.00	3.00	6.00	2.00	2.00	0.00	0.00	0.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	10	0	9	15	9	6	0	0	0	0	6
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Right-Turn on Red Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	96	389	98	63	500	116	121	233	128	90	208	73
Peak Hour Factor	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600	0.9600
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	25	101	26	16	130	30	32	61	33	23	54	19
Total Analysis Volume [veh/h]	100	405	102	66	521	121	126	243	133	94	217	76
Presence of On-Street Parking	No		No	No		No	No		No	No		No
On-Street Parking Maneuver Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
Local Bus Stopping Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
v_do, Outbound Pedestrian Volume crossing	0			0			0			0		
v_di, Inbound Pedestrian Volume crossing	0			0			0			0		
v_co, Outbound Pedestrian Volume crossing	0			0			0			0		
v_ci, Inbound Pedestrian Volume crossing	0			0			0			0		
v_ab, Corner Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Located in CBD	Yes
Signal Coordination Group	-
Cycle Length [s]	60
Coordination Type	Time of Day Pattern Coordinated
Actuation Type	Semi-actuated
Offset [s]	0.0
Offset Reference	LeadGreen
Permissive Mode	SingleBand
Lost time [s]	0.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-
Minimum Green [s]	0	5	0	0	5	0	0	5	0	0	5	0
Maximum Green [s]	0	30	0	0	30	0	0	30	0	0	30	0
Amber [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0
All red [s]	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0
Split [s]	0	41	0	0	41	0	0	19	0	0	19	0
Vehicle Extension [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0	0.0	3.0	0.0
Walk [s]	0	5	0	0	5	0	0	5	0	0	5	0
Pedestrian Clearance [s]	0	10	0	0	10	0	0	10	0	0	10	0
Rest In Walk		No			No			No			No	
I1, Start-Up Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0
I2, Clearance Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0
Minimum Recall		No			No			No			No	
Maximum Recall		No			No			No			No	
Pedestrian Recall		No			No			No			No	
Detector Location [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Detector Length [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Exclusive Pedestrian Phase

Pedestrian Signal Group	0
Pedestrian Walk [s]	0
Pedestrian Clearance [s]	0

Lane Group Calculations

Lane Group	L	C	L	C	L	C	L	C
C, Cycle Length [s]	60	60	60	60	60	60	60	60
L, Total Lost Time per Cycle [s]	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
l1_p, Permitted Start-Up Lost Time [s]	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
l2, Clearance Lost Time [s]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
g_i, Effective Green Time [s]	37	37	37	37	15	15	15	15
g / C, Green / Cycle	0.62	0.62	0.62	0.62	0.25	0.25	0.25	0.25
(v / s)_j Volume / Saturation Flow Rate	0.14	0.32	0.08	0.40	0.13	0.24	0.10	0.18
s, saturation flow rate [veh/h]	703	1599	816	1616	946	1584	920	1635
c, Capacity [veh/h]	359	986	457	996	176	396	131	409
d1, Uniform Delay [s]	15.21	6.45	11.26	7.31	29.22	22.13	29.96	20.56
k, delay calibration	0.50	0.50	0.50	0.50	0.11	0.11	0.11	0.11
l, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
d2, Incremental Delay [s]	1.92	1.91	0.66	3.21	5.37	12.05	7.23	2.36
d3, Initial Queue Delay [s]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rp, platoon ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PF, progression factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Lane Group Results

X, volume / capacity	0.28	0.51	0.14	0.64	0.72	0.95	0.72	0.72
d, Delay for Lane Group [s/veh]	17.14	8.37	11.92	10.52	34.59	34.18	37.19	22.92
Lane Group LOS	B	A	B	B	C	C	D	C
Critical Lane Group	No	No	No	Yes	No	Yes	No	No
50th-Percentile Queue Length [veh]	1.06	2.62	0.53	3.90	1.91	5.73	1.49	3.46
50th-Percentile Queue Length [ft]	26.44	65.52	13.28	97.40	47.83	143.28	37.34	86.45
95th-Percentile Queue Length [veh]	1.90	4.72	0.96	7.01	3.44	9.66	2.69	6.22
95th-Percentile Queue Length [ft]	47.59	117.93	23.90	175.33	86.09	241.43	67.22	155.60

Movement, Approach, & Intersection Results

d_M, Delay for Movement [s/veh]	17.14	8.37	8.37	11.92	10.52	10.52	34.59	34.18	34.18	37.19	22.92	22.92
Movement LOS	B	A	A	B	B	B	C	C	C	D	C	C
d_A, Approach Delay [s/veh]	9.81			10.65			34.28			26.39		
Approach LOS	A			B			C			C		
d_I, Intersection Delay [s/veh]	18.57											
Intersection LOS	B											
Intersection V/C	0.635											

Other Modes

g_Walk,mi, Effective Walk Time [s]	9.0			9.0			9.0			9.0		
M_corner, Corner Circulation Area [ft ² /ped]	0.00			0.00			0.00			0.00		
M_CW, Crosswalk Circulation Area [ft ² /ped]	0.00			0.00			0.00			0.00		
d_p, Pedestrian Delay [s]	21.68			21.68			21.68			21.68		
I_p,int, Pedestrian LOS Score for Intersection	2.715			2.741			2.521			2.404		
Crosswalk LOS	B			B			B			B		
s_b, Saturation Flow Rate of the bicycle lane	2000			2000			2000			2000		
c_b, Capacity of the bicycle lane [bicycles/h]	1233			1233			500			500		
d_b, Bicycle Delay [s]	4.41			4.41			16.88			16.88		
I_b,int, Bicycle LOS Score for Intersection	2.561			2.728			2.388			2.198		
Bicycle LOS	B			B			B			B		

Sequence

Ring 1	2	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 2	6	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



Hillyer Ford TIA - Stayton

Vistro File: J:\...\Hillyer Ford TIA - 18-391.vistro

Scenario 10 PM Horizon Year from TSP

Report File: J:\...\Horizon Year PM 18-391.pdf

11/28/2018

Turning Movement Volume: Summary

ID	Intersection Name	Northbound			Southbound			Eastbound			Westbound			Total Volume
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
1	WB Hwy 22 @ Cascade Hwy	22	345	238	30	323	8	17	27	56	16	5	25	1112

ID	Intersection Name	Northbound		Southbound		Eastbound			Westbound			Total Volume
		Thru	Right	Left	Thru	Left	Thru	Right	Left	Thru	Right	
2	EB Hwy 22 at Cascade Hwy	552	64	48	348	53	1	399	0	0	0	1465

ID	Intersection Name	Northbound			Southbound			Eastbound			Westbound			Total Volume
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
3	Golf Ln at Cascade Hwy	23	593	3	8	723	24	12	0	34	5	0	9	1434

ID	Intersection Name	Northbound		Southbound		Westbound		Total Volume
		Thru	Right	Left	Thru	Left	Right	
4	Whitney at Cascade Hwy	510	37	162	611	66	123	1509

ID	Intersection Name	Northbound		Southbound		Eastbound		Total Volume
		Left	Thru	Thru	Right	Left	Right	
5	Golf Ln at Site Access	40	0	0	0	0	45	85

ID	Intersection Name	Northbound			Southbound			Eastbound			Westbound			Total Volume
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
6	Shaff Rd at 1st St	96	389	98	63	500	116	121	233	128	90	208	73	2115

Hillyer Ford TIA - Stayton

Vistro File: J:\...\Hillyer Ford TIA - 18-391.vistro

Scenario 10 PM Horizon Year from TSP

Report File: J:\...\Horizon Year PM 18-391.pdf

11/28/2018

Turning Movement Volume: Detail

ID	Intersection Name	Volume Type	Northbound			Southbound			Eastbound			Westbound			Total Volume	
			Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right		
1	WB Hwy 22 @ Cascade Hwy	Final Base	22	339	238	30	319	8	17	27	56	12	5	25	1098	
		Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	
		In Process	0	0	0	0	0	0	0	0	0	0	0	0	0	
		Net New Trips	0	6	0	0	4	0	0	0	0	0	4	0	0	14
		Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Future Total	22	345	238	30	323	8	17	27	56	16	5	25	1112	

ID	Intersection Name	Volume Type	Northbound		Southbound		Eastbound			Westbound			Total Volume
			Thru	Right	Left	Thru	Left	Thru	Right	Left	Thru	Right	
2	EB Hwy 22 at Cascade Hwy	Final Base	546	58	48	340	53	1	389	0	0	0	1435
		Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
		In Process	0	0	0	0	0	0	0	0	0	0	0
		Net New Trips	6	6	0	8	0	0	10	0	0	0	30
		Other	0	0	0	0	0	0	0	0	0	0	0
		Future Total	552	64	48	348	53	1	399	0	0	0	1465

ID	Intersection Name	Volume Type	Northbound			Southbound			Eastbound			Westbound			Total Volume
			Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
3	Golf Ln at Cascade Hwy	Final Base	1	593	3	8	723	6	0	0	1	5	0	9	1349
		Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
		In Process	0	0	0	0	0	0	0	0	0	0	0	0	0
		Net New Trips	22	0	0	0	0	18	12	0	33	0	0	0	85
		Other	0	0	0	0	0	0	0	0	0	0	0	0	0
		Future Total	23	593	3	8	723	24	12	0	34	5	0	9	1434

ID	Intersection Name	Volume Type	Northbound		Southbound		Westbound		Total Volume
			Thru	Right	Left	Thru	Left	Right	
4	Whitney at Cascade Hwy	Final Base	488	37	162	578	66	123	1454
		Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	-
		In Process	0	0	0	0	0	0	0
		Net New Trips	22	0	0	33	0	0	55
		Other	0	0	0	0	0	0	0
		Future Total	510	37	162	611	66	123	1509

ID	Intersection Name	Volume Type	Northbound		Southbound		Eastbound		Total Volume
			Left	Thru	Thru	Right	Left	Right	
5	Golf Ln at Site Access	Final Base	0	0	0	0	0	0	0
		Growth Rate	1.20	1.20	1.20	1.20	1.20	1.20	-
		In Process	0	0	0	0	0	0	0
		Net New Trips	40	0	0	0	0	45	85
		Other	0	0	0	0	0	0	0
		Future Total	40	0	0	0	0	45	85

ID	Intersection Name	Volume Type	Northbound			Southbound			Eastbound			Westbound			Total Volume
			Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
6	Shaff Rd at 1st St	Final Base	96	379	98	54	485	107	115	233	128	90	208	67	2060
		Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
		In Process	0	0	0	0	0	0	0	0	0	0	0	0	0
		Net New Trips	0	10	0	9	15	9	6	0	0	0	0	6	55
		Other	0	0	0	0	0	0	0	0	0	0	0	0	0
		Future Total	96	389	98	63	500	116	121	233	128	90	208	73	2115

Signal Warrants Report For Intersection 1: WB Hwy 22 @ Cascade Hwy

Warrants Summary

Warrant	Name	Met?
#1	Eight Hour Vehicular Volume	No
#2	Four Hour Vehicular Volume	No
#3	Peak Hour	No

Intersection Warrants Parameters

Major Approaches	N, S
Minor Approaches	E, W
Speed > 40mph	Yes
Population < 10,000	No
Warrant Factor	70%

Warrant Analysis Traffic Volumes

Hour	Major Streets		Minor Streets	
	N	S	E	W
1	361	605	46	100
2	347	581	44	96
3	339	569	43	94
4	289	484	37	80
5	274	460	35	76
6	245	411	31	68
7	227	381	29	63
8	217	363	28	60
9	173	290	22	48
10	162	272	21	45
11	162	272	21	45
12	155	260	20	43
13	141	236	18	39
14	130	218	17	36
15	130	218	17	36
16	126	212	16	35
17	72	121	9	20
18	40	67	5	11
19	36	61	5	10
20	14	24	2	4
21	11	18	1	3
22	11	18	1	3
23	7	12	1	2
24	7	12	1	2

Warrant Analysis by Hour

Hour	Major Lanes		Minor Lanes		Warrant 1 Condition A				Warrant 1 Condition B				Warrant 2	Warrant 3 Condition B
	Number	Volume	Number	Volume	100%	80%	70%	56%	100%	80%	70%	56%		
1	6	966	3	146	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No
2	6	928	3	140	No	No	No	No	No	Yes	Yes	Yes	Yes	No
3	6	908	3	137	No	No	No	No	No	Yes	Yes	Yes	Yes	No
4	6	773	3	117	No	No	No	No	No	Yes	Yes	Yes	No	No
5	6	734	3	111	No	No	No	No	No	No	Yes	Yes	No	No
6	6	656	3	99	No	No	No	No	No	No	No	Yes	No	No
7	6	608	3	92	No	No	No	No	No	No	No	Yes	No	No
8	6	580	3	88	No	No	No	No	No	No	No	Yes	No	No
9	6	463	3	70	No	No	No	No	No	No	No	No	No	No
10	6	434	3	66	No	No	No	No	No	No	No	No	No	No
11	6	434	3	66	No	No	No	No	No	No	No	No	No	No
12	6	415	3	63	No	No	No	No	No	No	No	No	No	No
13	6	377	3	57	No	No	No	No	No	No	No	No	No	No
14	6	348	3	53	No	No	No	No	No	No	No	No	No	No
15	6	348	3	53	No	No	No	No	No	No	No	No	No	No
16	6	338	3	51	No	No	No	No	No	No	No	No	No	No
17	6	193	3	29	No	No	No	No	No	No	No	No	No	No
18	6	107	3	16	No	No	No	No	No	No	No	No	No	No
19	6	97	3	15	No	No	No	No	No	No	No	No	No	No
20	6	38	3	6	No	No	No	No	No	No	No	No	No	No
21	6	29	3	4	No	No	No	No	No	No	No	No	No	No
22	6	29	3	4	No	No	No	No	No	No	No	No	No	No
23	6	19	3	3	No	No	No	No	No	No	No	No	No	No
24	6	19	3	3	No	No	No	No	No	No	No	No	No	No
Hours Met					0	0	0	0	1	4	5	8	3	0

Warrant 3 Condition A

Orientation	E	W
Total Stopped Delay Per Vehicle on Minor Approach (s)	16.3	17.4
Number of Lanes on Minor Street Approach	1	2
VehicleHours of Stopped Delay on Minor Approach ([h]h:mm)	0:12	0:29
Delay Condition Met	No	No
Volume on Minor Street Approach During Same Hour	46	100
High Minor Volume Condition Met	No	No
Total Entering Volume on All Approaches During Same Hour	1112	1112
Number of Approaches on Intersection	4	4
Total Volume Condition Met	Yes	Yes
Warrant Met for Approach	No	No
Warrant Met for Intersection	No	

Signal Warrants Report For Intersection 3: Golf Ln at Cascade Hwy

Warrants Summary

Warrant	Name	Met?
#1	Eight Hour Vehicular Volume	No
#2	Four Hour Vehicular Volume	No
#3	Peak Hour	No

Intersection Warrants Parameters

Major Approaches	S, N
Minor Approaches	E, W
Speed > 40mph	Yes
Population < 10,000	No
Warrant Factor	70%

Warrant Analysis Traffic Volumes

Hour	Major Streets		Minor Streets	
	S	N	E	W
1	619	755	14	46
2	594	725	13	44
3	582	710	13	43
4	495	604	11	37
5	470	574	11	35
6	421	513	10	31
7	390	476	9	29
8	371	453	8	28
9	297	362	7	22
10	279	340	6	21
11	279	340	6	21
12	266	325	6	20
13	241	294	5	18
14	223	272	5	17
15	223	272	5	17
16	217	264	5	16
17	124	151	3	9
18	68	83	2	5
19	62	76	1	5
20	25	30	1	2
21	19	23	0	1
22	19	23	0	1
23	12	15	0	1
24	12	15	0	1

Warrant Analysis by Hour

Hour	Major Lanes		Minor Lanes		Warrant 1 Condition A				Warrant 1 Condition B				Warrant 2	Warrant 3 Condition B
	Number	Volume	Number	Volume	100%	80%	70%	56%	100%	80%	70%	56%		
1	4	1374	2	60	No	No	No	No	No	No	No	Yes	No	No
2	4	1319	2	57	No	No	No	No	No	No	No	Yes	No	No
3	4	1292	2	56	No	No	No	No	No	No	No	Yes	No	No
4	4	1099	2	48	No	No	No	No	No	No	No	No	No	No
5	4	1044	2	46	No	No	No	No	No	No	No	No	No	No
6	4	934	2	41	No	No	No	No	No	No	No	No	No	No
7	4	866	2	38	No	No	No	No	No	No	No	No	No	No
8	4	824	2	36	No	No	No	No	No	No	No	No	No	No
9	4	659	2	29	No	No	No	No	No	No	No	No	No	No
10	4	619	2	27	No	No	No	No	No	No	No	No	No	No
11	4	619	2	27	No	No	No	No	No	No	No	No	No	No
12	4	591	2	26	No	No	No	No	No	No	No	No	No	No
13	4	535	2	23	No	No	No	No	No	No	No	No	No	No
14	4	495	2	22	No	No	No	No	No	No	No	No	No	No
15	4	495	2	22	No	No	No	No	No	No	No	No	No	No
16	4	481	2	21	No	No	No	No	No	No	No	No	No	No
17	4	275	2	12	No	No	No	No	No	No	No	No	No	No
18	4	151	2	7	No	No	No	No	No	No	No	No	No	No
19	4	138	2	6	No	No	No	No	No	No	No	No	No	No
20	4	55	2	3	No	No	No	No	No	No	No	No	No	No
21	4	42	2	1	No	No	No	No	No	No	No	No	No	No
22	4	42	2	1	No	No	No	No	No	No	No	No	No	No
23	4	27	2	1	No	No	No	No	No	No	No	No	No	No
24	4	27	2	1	No	No	No	No	No	No	No	No	No	No
Hours Met					0	0	0	0	0	0	0	3	0	0

Warrant 3 Condition A

Orientation	E	W
Total Stopped Delay Per Vehicle on Minor Approach (s)	16.6	17.7
Number of Lanes on Minor Street Approach	1	1
VehicleHours of Stopped Delay on Minor Approach ([h]h:mm)	0:03	0:13
Delay Condition Met	No	No
Volume on Minor Street Approach During Same Hour	14	46
High Minor Volume Condition Met	No	No
Total Entering Volume on All Approaches During Same Hour	1434	1434
Number of Approaches on Intersection	4	4
Total Volume Condition Met	Yes	Yes
Warrant Met for Approach	No	No
Warrant Met for Intersection	No	

Signal Warrants Report For Intersection 5: Golf Ln at Site Access

Warrants Summary

Warrant	Name	Met?
#1	Eight Hour Vehicular Volume	No
#2	Four Hour Vehicular Volume	No
#3	Peak Hour	No

Intersection Warrants Parameters

Major Approaches	S, N
Minor Approaches	W
Speed > 40mph	Yes
Population < 10,000	No
Warrant Factor	70%

Warrant Analysis Traffic Volumes

Hour	Major Streets		Minor Streets
	S	N	W
1	40	0	45
2	38	0	43
3	38	0	42
4	32	0	36
5	30	0	34
6	27	0	31
7	25	0	28
8	24	0	27
9	19	0	22
10	18	0	20
11	18	0	20
12	17	0	19
13	16	0	18
14	14	0	16
15	14	0	16
16	14	0	16
17	8	0	9
18	4	0	5
19	4	0	5
20	2	0	2
21	1	0	1
22	1	0	1
23	1	0	1
24	1	0	1

Warrant Analysis by Hour

Hour	Major Lanes		Minor Lanes		Warrant 1 Condition A				Warrant 1 Condition B				Warrant 2	Warrant 3 Condition B
	Number	Volume	Number	Volume	100%	80%	70%	56%	100%	80%	70%	56%		
1	2	40	1	45	No	No	No	No	No	No	No	No	No	No
2	2	38	1	43	No	No	No	No	No	No	No	No	No	No
3	2	38	1	42	No	No	No	No	No	No	No	No	No	No
4	2	32	1	36	No	No	No	No	No	No	No	No	No	No
5	2	30	1	34	No	No	No	No	No	No	No	No	No	No
6	2	27	1	31	No	No	No	No	No	No	No	No	No	No
7	2	25	1	28	No	No	No	No	No	No	No	No	No	No
8	2	24	1	27	No	No	No	No	No	No	No	No	No	No
9	2	19	1	22	No	No	No	No	No	No	No	No	No	No
10	2	18	1	20	No	No	No	No	No	No	No	No	No	No
11	2	18	1	20	No	No	No	No	No	No	No	No	No	No
12	2	17	1	19	No	No	No	No	No	No	No	No	No	No
13	2	16	1	18	No	No	No	No	No	No	No	No	No	No
14	2	14	1	16	No	No	No	No	No	No	No	No	No	No
15	2	14	1	16	No	No	No	No	No	No	No	No	No	No
16	2	14	1	16	No	No	No	No	No	No	No	No	No	No
17	2	8	1	9	No	No	No	No	No	No	No	No	No	No
18	2	4	1	5	No	No	No	No	No	No	No	No	No	No
19	2	4	1	5	No	No	No	No	No	No	No	No	No	No
20	2	2	1	2	No	No	No	No	No	No	No	No	No	No
21	2	1	1	1	No	No	No	No	No	No	No	No	No	No
22	2	1	1	1	No	No	No	No	No	No	No	No	No	No
23	2	1	1	1	No	No	No	No	No	No	No	No	No	No
24	2	1	1	1	No	No	No	No	No	No	No	No	No	No
Hours Met					0	0	0	0	0	0	0	0	0	0

Warrant 3 Condition A

Orientation	W
Total Stopped Delay Per Vehicle on Minor Approach (s)	8.5
Number of Lanes on Minor Street Approach	1
VehicleHours of Stopped Delay on Minor Approach ([h]h:mm)	0:06
Delay Condition Met	No
Volume on Minor Street Approach During Same Hour	45
High Minor Volume Condition Met	No
Total Entering Volume on All Approaches During Same Hour	85
Number of Approaches on Intersection	3
Total Volume Condition Met	No
Warrant Met for Approach	No
Warrant Met for Intersection	No

Hillyer Ford TIA - Stayton

Vistro File: J:\...\Hillyer Ford TIA - 18-391.vistro

Scenario 10 PM Horizon Year from TSP

Report File: J:\...\Horizon Year PM 18-391.pdf

11/28/2018

Trip Generation summary

Added Trips

Zone ID: Name	Land Use variables	Code	Ind. Var.	Rate	Quantity	% In	% Out	Trips In	Trips Out	Total Trips	% of Total Trips
9: Hillyer Ford	Auto Dealership	ITE 840	Gross Floor Area	2.430	41.200	40.00	60.00	40	60	100	100.00
Added Trips Total								40	60	100	100.00

Hillyer Ford TIA - Stayton

Vistro File: J:\...\Hillyer Ford TIA - 18-391.vistro

Scenario 10 PM Horizon Year from TSP

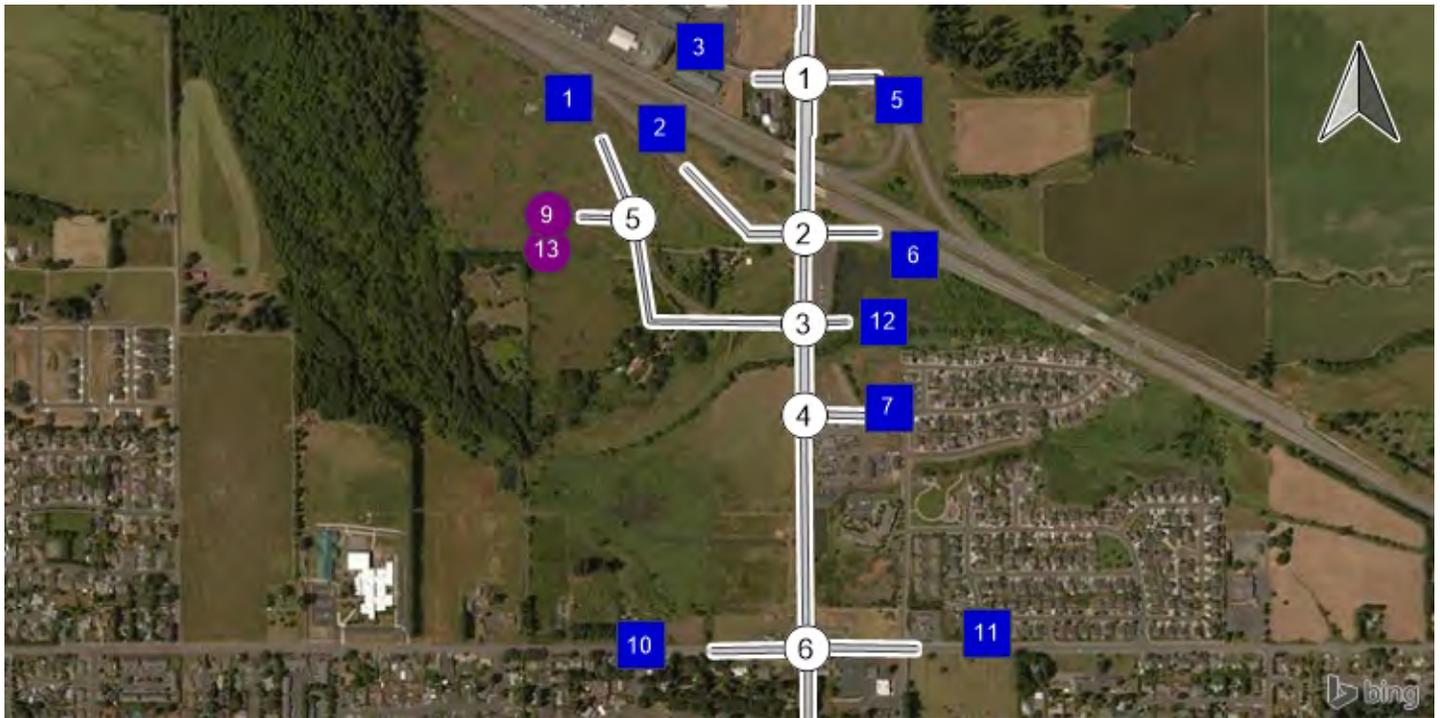
Report File: J:\...\Horizon Year PM 18-391.pdf

11/28/2018

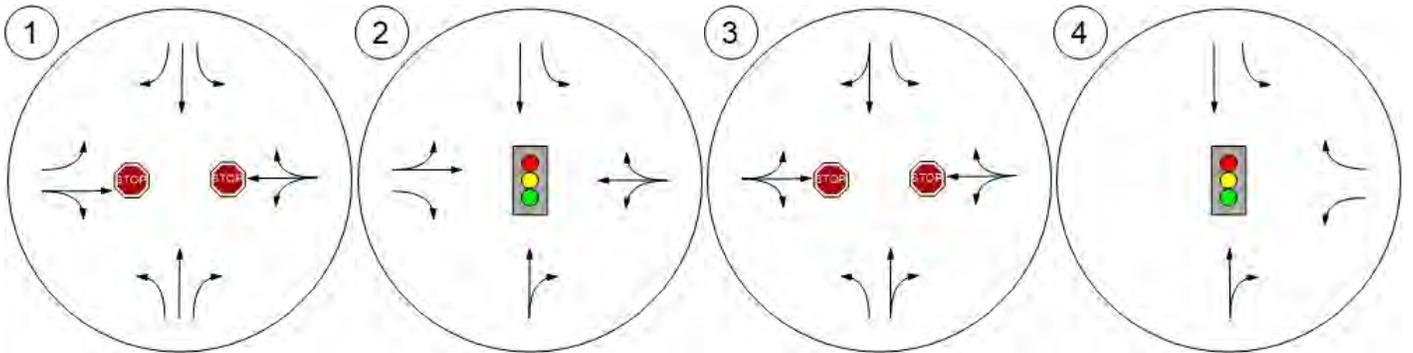
Trip Distribution summary

Zone / Gate	Zone 9: Hillyer Ford			
	To Hillyer Ford:		From Hillyer Ford:	
	Share %	Trips	Share %	Trips
13: Fast Food	0.00	0	0.00	0
1: Gate	0.00	0	0.00	0
2: Gate	25.00	10	0.00	0
3: Gate	0.00	0	0.00	0
4: Gate	10.00	4	10.00	6
5: Gate	10.00	4	25.00	15
6: Gate	0.00	0	10.00	6
7: Gate	0.00	0	0.00	0
8: Gate	25.00	10	25.00	15
10: Gate	15.00	6	15.00	9
11: Gate	15.00	6	15.00	9
12: Gate	0.00	0	0.00	0
Total	100.00	40	100.00	60

Report Figure 1: Lane Configuration and Traffic Control

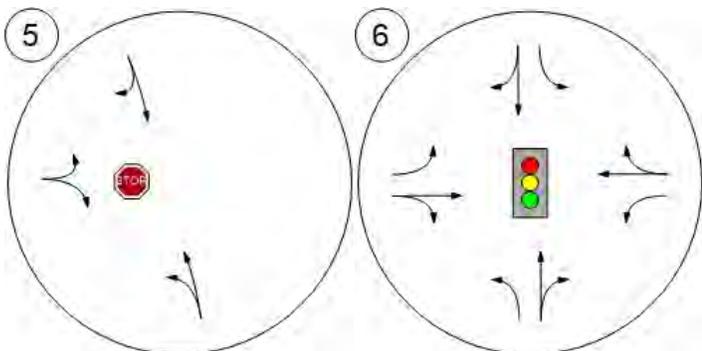


WB Hwy 22 @ Cascade Hwy EB Hwy 22 at Cascade Hwy Golf Ln at Cascade Hwy Whitney at Cascade Hwy

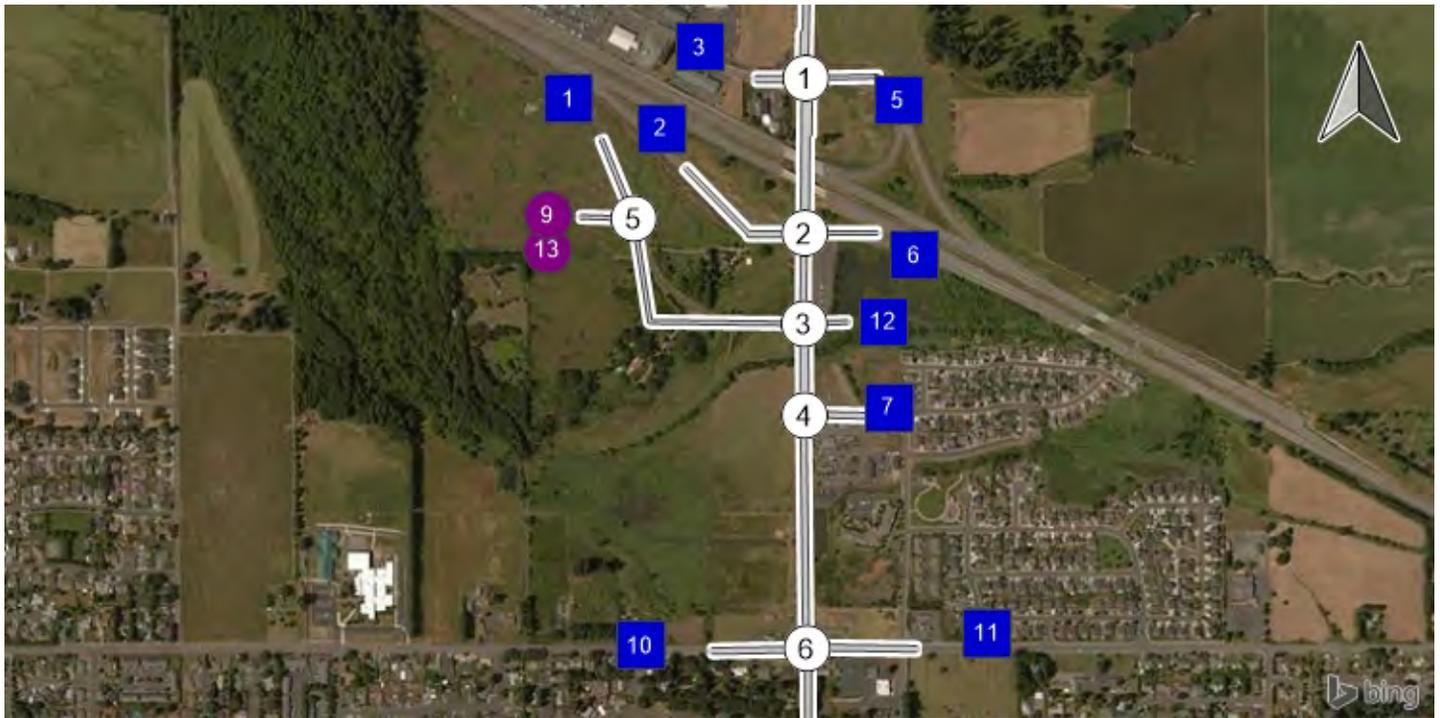


Golf Ln at Site Access

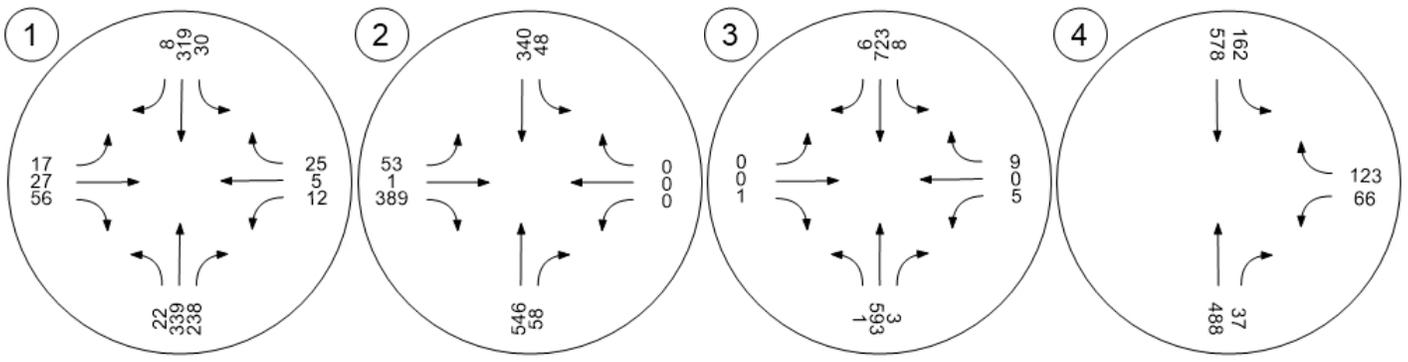
Shaff Rd at 1st St



Report Figure 2a: Traffic Volume - Base Volume

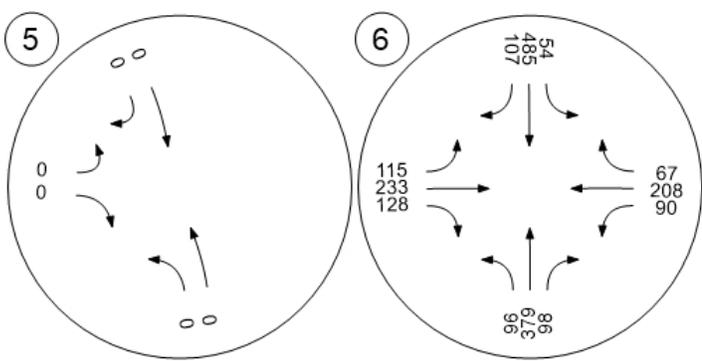


WB Hwy 22 @ Cascade Hwy EB Hwy 22 at Cascade Hwy Golf Ln at Cascade Hwy Whitney at Cascade Hwy

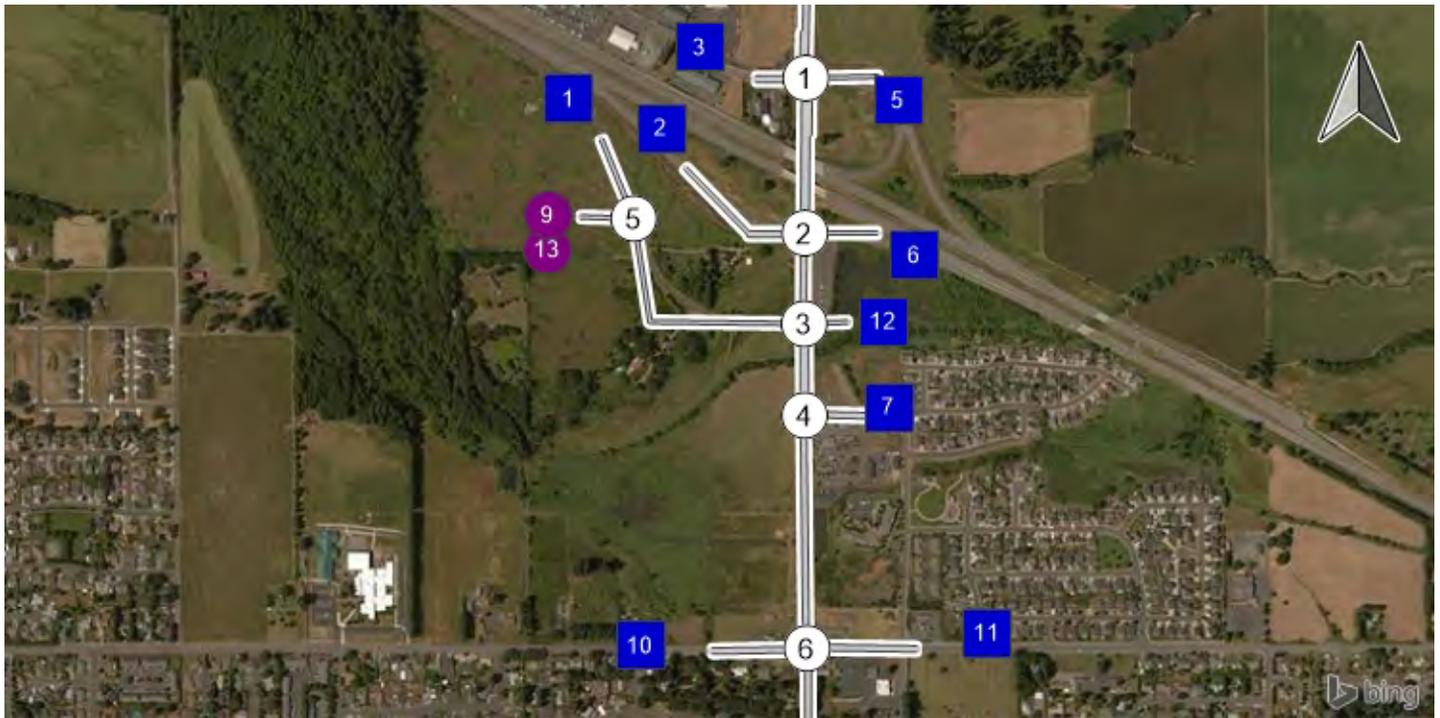


Golf Ln at Site Access

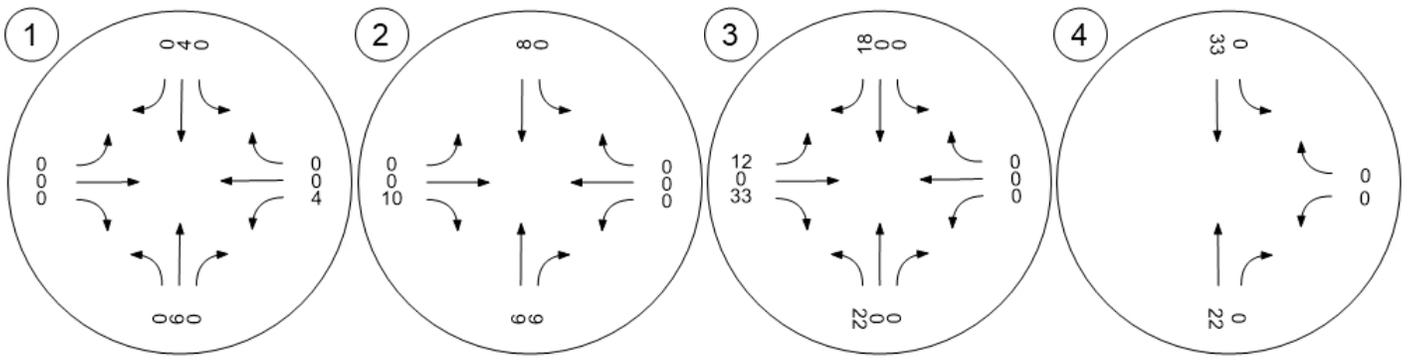
Shaff Rd at 1st St



Report Figure 2d: Traffic Volume - Net New Site Trips

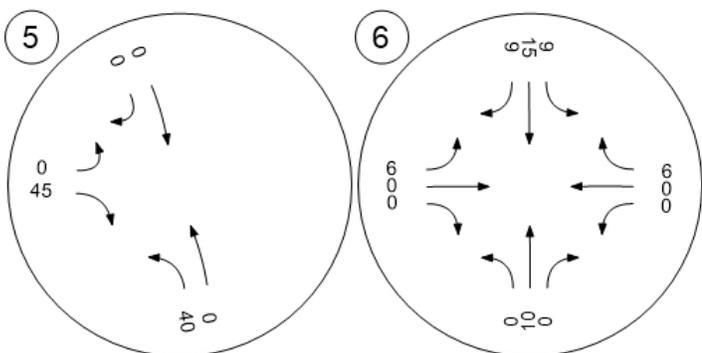


WB Hwy 22 @ Cascade Hwy EB Hwy 22 at Cascade Hwy Golf Ln at Cascade Hwy Whitney at Cascade Hwy

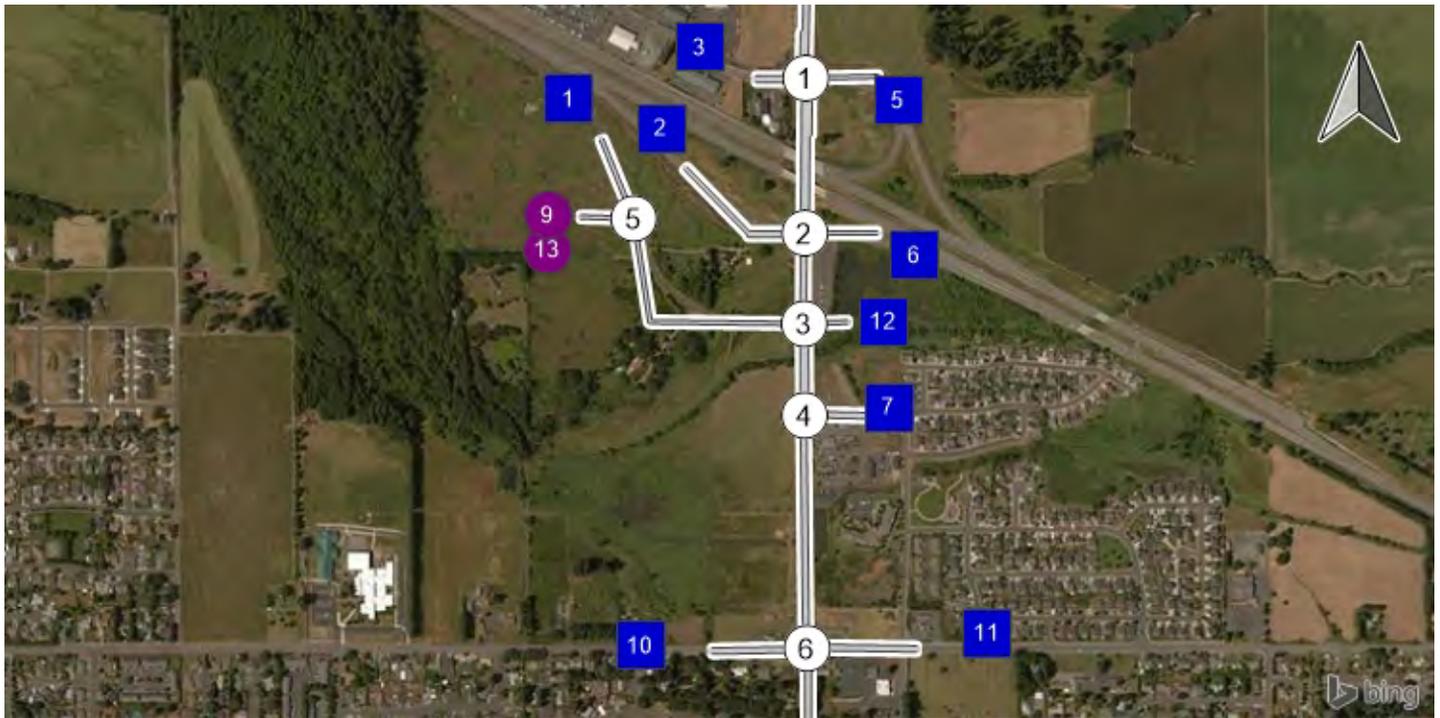


Golf Ln at Site Access

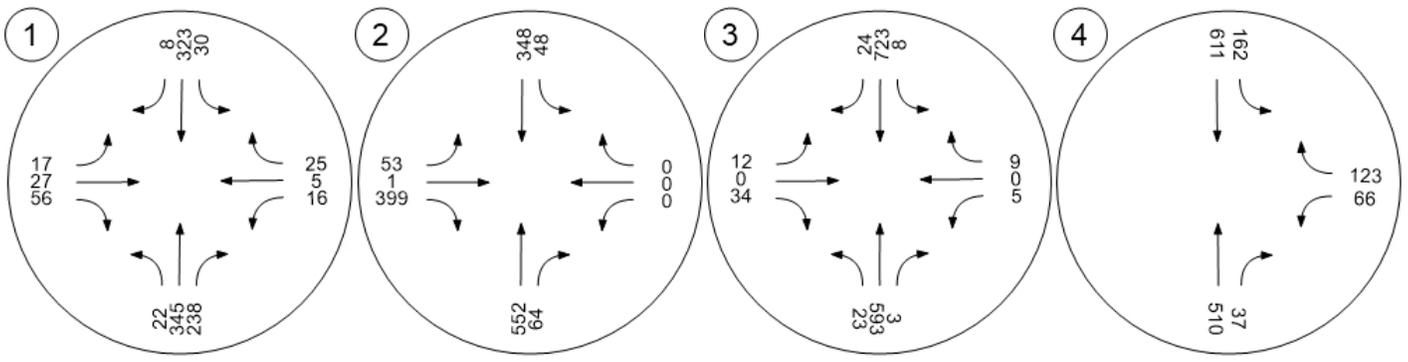
Shaff Rd at 1st St



Report Figure 2f: Traffic Volume - Future Total Volume

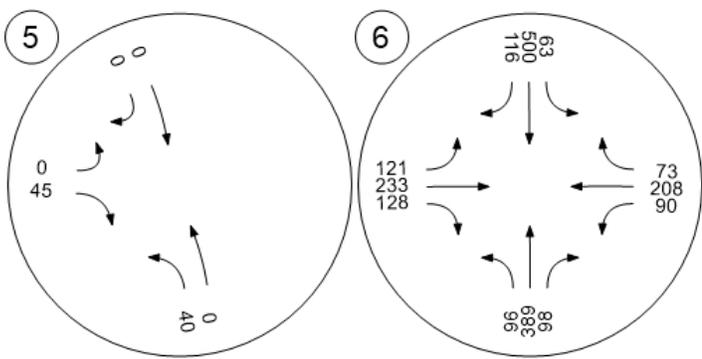


WB Hwy 22 @ Cascade Hwy EB Hwy 22 at Cascade Hwy Golf Ln at Cascade Hwy Whitney at Cascade Hwy

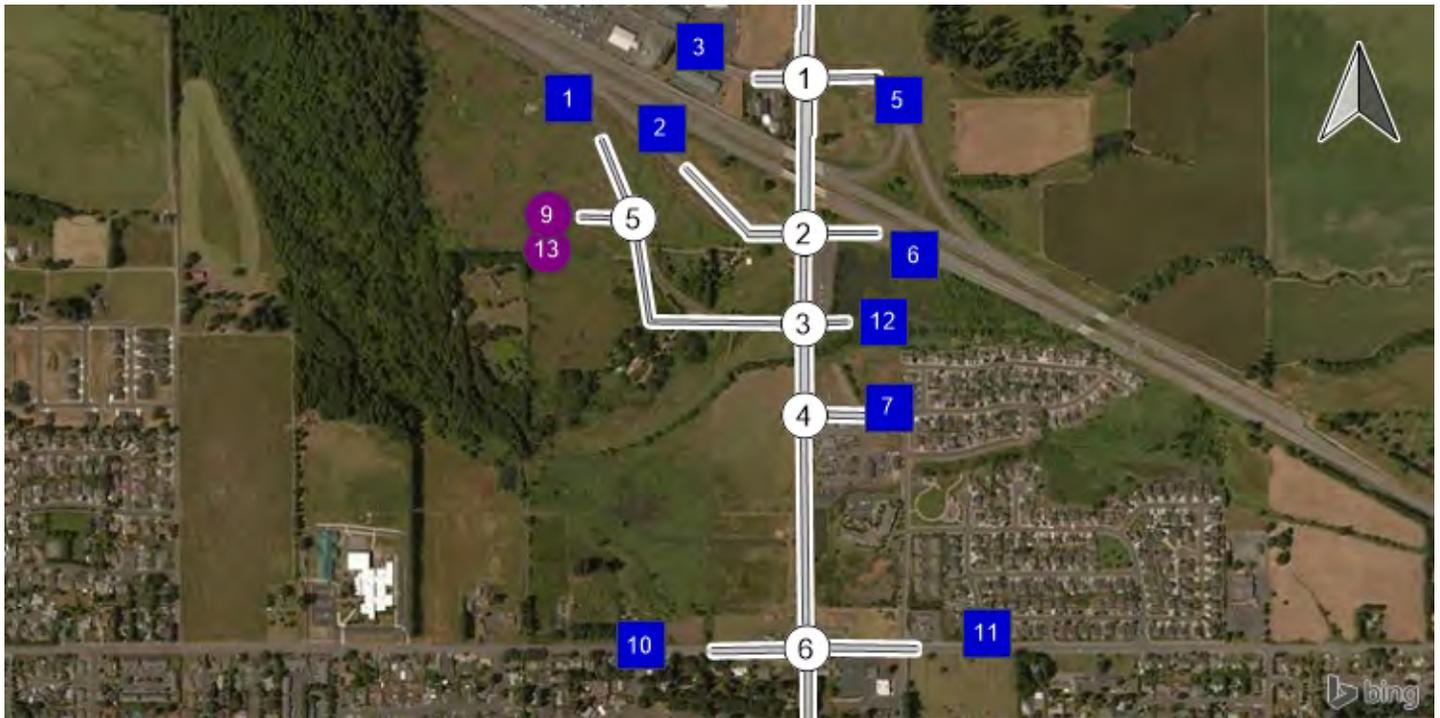


Golf Ln at Site Access

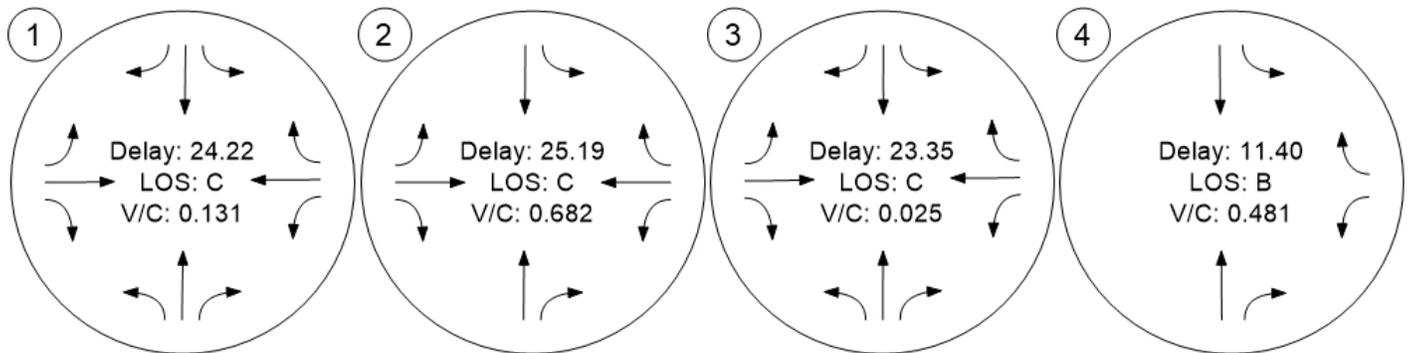
Shaff Rd at 1st St



Report Figure 3: Traffic Conditions

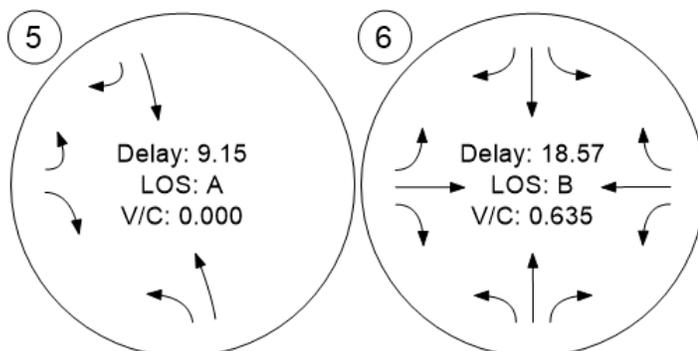


WB Hwy 22 @ Cascade Hwy EB Hwy 22 at Cascade Hwy Golf Ln at Cascade Hwy Whitney at Cascade Hwy



Golf Ln at Site Access

Shaff Rd at 1st St



Dan Fleishman

From: Patrick Marnell <pmarnell@kittelson.com>
Sent: Monday, December 3, 2018 5:37 PM
To: Dan Fleishman
Cc: Susan Wright
Subject: RE: TPR - Horizon Year PM 18-391

Dan,

This memo will satisfies the analysis we need to see for TPR compliance.

We have no additional comments.

Thanks,

Patrick Marnell, PE
Senior Engineer

[Kittelson & Associates, Inc.](#)

Transportation Engineering / Planning
503.535.7412 (direct)
503.896.6835 (cell)

From: Karl Birky, P.E. <kbirky@atepinc.com>
Sent: Wednesday, November 28, 2018 2:12 PM
To: 'Ron Ped' <rjp@rktect.com>
Cc: 'Leo Hillyers' <leo@hillyers.com>; 'Dan Fleishman' <dfleishman@ci.stayton.or.us>; Patrick Marnell <pmarnell@kittelson.com>
Subject: TPR - Horizon Year PM 18-391

Ron:

I am attaching the Horizon Year (2040) analysis for the Hillyers Ford site in Stayton. It assumes a 1000 ADT trip cap (100 PM Peak hour cap) from the site, uses the horizon year, the turning counts, phf, seasonal adjustments, HV factors, etc from the City of Stayton TSP and it's appendixes.

I am forwarding copies to Leo, Dan and Patrick for their review.

If there is additional information any of you need, please let me know and I will try to find it.

Regards and thanks,

Karl

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of
the applications of
Leo Hillyer

) Annexation
) Comprehensive Plan Amendment
) Site Plan Review
) File # 19-09/18
)

CONDITIONAL ORDER OF APPROVAL

I. NATURE OF APPLICATION

The applicant has submitted three applications for concurrent review. The applicant is requesting annexation of an 8-acre parcel into the city limits. The applicant is also requesting the Comprehensive Plan Map designation of the parcel be changed from Residential to Commercial and Site Plan Approval to develop the parcel into automobile dealership.

II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on October 29, 2018. At that hearing the Planning Commission reviewed Land Use File #19-09/18 applications for annexation, comprehensive plan map amendment, and site plan review and it was made part of the record. The public hearing was continued until November 26, 2018 to allow for adequate review of a revised Transportation Impact Assessment that was submitted shortly before the hearing.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The owner of the property and the applicant is McClain Living Trust, and William L McClain and Pamela K McClain as trustees of the trust.
2. The parcel can be described as: Township 9, Range 1 West of the Willamette Meridian, Section 3B, Tax Lot 1400.
3. The property is currently outside of the City Limits and zoned Marion County Urban Transition (UT-20). The property is designated as Residential by the Comprehensive Plan Map.
4. The property is a triangular lot located on Golf Lane. The property is approximately 8.0 acres in area with approximately 1,145 feet of frontage on Golf Lane.
5. The property to the west is inside the City Limits, is zoned Public/Semi-Public, was annexed in 2014, and is part of the Stayton Middle School campus. The property to the south is located outside of the City Limits, is zoned Marion County Urban Transition, and is a vacant lot. The property to the northeast, across Golf Lane and across State Highway 22, is located in the City of Sublimity is zoned Industrial, and is developed as an automobile dealership.

6. Though the property is within the Stayton Urban Growth Boundary, it is located within the boundaries of the Sublimity Fire District.
7. The property is currently vacant.

B. PROPOSAL

The proposal is to annex approximately 8 acres of land into the City. The applicant has also applied for a Comprehensive Plan Map amendment from Residential to Commercial and has proposed that Commercial General zoning be applied at the time of annexation. The applicant also proposes to develop the parcel into an automobile dealership with two buildings: a sales and service building of 25,000 square feet, and a truck sales and service building of 6,000 square feet.

C. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Stayton Cooperative Telephone Company, Pacific Power, NW Natural Gas, Stayton Fire District, Sublimity Fire District, Marion County Public Works, Marion County Planning Division, Santiam Water Control District and the North Santiam School District.

Comments were received from the Stayton Public Works Department through the City Engineer, from the City's transportation engineering consultant, from Marion County Public Works and from Sublimity Fire District. These comments are incorporated into the findings below.

D. PUBLIC COMMENTS

The Planning Department notified all owners of property within 300 feet of the subject property. Written comment was received from the Fair Housing Council of Oregon and Housing Land Advocates expressing concern about the Comprehensive Plan Map amendment and its impacts on the supply of housing. This testimony is addressed in the findings below.

There was testimony at the public hearing from a number of neighbors. The testimony raised concerns about traffic, stormwater, and impacts of the private well on neighboring private water supplies. This testimony is addressed in the findings below.

E. ANALYSIS

Annexation applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.210. The amendment of the Official Zoning Map, required to assign a zone to the newly annexed territory, is required to satisfy the approval criteria contained within SMC Section 17.12.180.

Comprehensive Plan Map amendment applications are required to satisfy approval criteria contained within SMC Section 17.12.170.

Site Plan Review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Chapter 17, Section 17.12.220. In addition, the access management requirements and standards of Section 17.26.020 and the traffic impact study requirements of Section 17.26.050 apply.

F. REVIEW CRITERIA

Annexation Criteria

Pursuant to SMC 17.12.210.4 the following criteria must be demonstrated as being satisfied by the application:

a. Need exists in the community for the land proposed to be annexed.

Finding: The 2013 Stayton Comprehensive Plan update included a Buildable Lands Inventory (BLI). The 2013 BLI provides the following information on projected growth and need for additional land in the community. At that time, there were 31 lots comprising 21 acres of vacant land inside the City limits in the Commercial Retail, Commercial General and Interchange Development Zones. The Comprehensive Plan noted that three adjacent parcels accounted for 7 acres, leaving 14 acres of land in 28 parcels and that there was a lack of medium-sized vacant parcels available for commercial uses.

b. The site is or is capable of being serviced by adequate City public services, including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.

Finding: There are no City public services immediately adjacent to the parcel proposed for annexation. There is a 12-inch sewer main in Golf Lane, approximately 1,300 feet northwest of the subject property. The applicant intends to extend the sewer main to provide service to the property. There is no public water service available to the property. The applicant intends to utilize an on-site well for water. The Public Works Department has commented that oversizing of the sewer main may be required to serve future development along Golf Lane.

c. The proposed annexation is property contiguous to existing City jurisdictional limits.

Finding: The property is immediately to the east of the Stayton Middle School property that was annexed in 2014.

d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and the policies of the City of Stayton.

Finding: The surrounding area is undeveloped properties. The portion of the Stayton Middle School Campus adjacent to the subject parcel is a forested property used for cross-country races. The properties to the northeast, across Highway 22, are developed as car dealership. The property to the south is undeveloped. The Urban Growth Management policies of the City are incorporated into Section 17.08.030. These policies state that the boundaries of the City should remain relatively unchanged until a major portion of the City's usable land has been developed for urban purposes.

e. The annexation request complies or can be made to comply with all applicable provisions of state and local law.

Finding: The criteria of ORS 222 apply to the adoption of an annexation ordinance which is a City Council action. The property owners have consented to the annexation.

f. If a proposed contract annexation, the terms and conditions, including the cost of City facility and service extensions to the annexed area shall be calculated by the Public Works Director.

Finding: The proposed annexation is not a contract annexation.

Section 17.12.170.6 Comprehensive Plan Amendment Approval Criteria.

Pursuant to SMC 17.12.170.6.b the following criteria must be demonstrated as being satisfied by the application for a Comprehensive Plan amendment:

- 1) *The amendment is consistent with the goals and policies of the Comprehensive Plan, including any relevant area plans, and the statewide planning goals. In the case of a Comprehensive Plan Map amendment, the requested designation for the site shall be evaluated against relevant Comprehensive Plan policies and the decision authority shall find that the requested designation on balance is more supportive of the Comprehensive Plan as a whole than the old designation.*

Finding: The Comprehensive Plan describes the purpose of the Commercial designation as proving areas for retail, service, office and other commercial activities. The Plan indicates that the areas around the Highway 22 interchanges shall be oriented towards commercial uses that serve the traveling public. However, no other direction is provided in the Plan as to the location of commercial areas.

- 2) *The current Comprehensive Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan.*

Finding: The Comprehensive Plan notes that there were 23 vacant lots zoned commercial with a total area of 19 acres. The Planning Department reports that there are currently 25 vacant commercially zoned parcels with a total area of 22 acres. Two of these parcels have received site plan approval for development, but the building permits have not yet been issued. The largest vacant commercially zoned lot is 4 acres. There are no vacant commercially zoned parcels in the City suitably sized for the proposed use.

- 3) *Compliance is demonstrated with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property requires an exception to the Goals, the applicable criteria in the LCDC Administrative Rules for the type of exception needed shall also apply.*

Finding: The pertinent Statewide Land Use Goals are Goals 5, 7, 9, and Goal 10. Goal 5 is to protect natural resources and conserve scenic and historic areas and open spaces. There are no "Goal 5 Resources" identified in the Comprehensive Plan on or adjacent to the subject property. Goal 7 is to protect people and property from natural hazards. There are no natural hazards identified on or adjacent to the subject property. Goal 9 is to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. Amendment of the Comprehensive Plan Map designation to Commercial would increase opportunity for economic activity in the City because there is a lack of suitably sized parcels designated

Commercial. Goal 10 is to provide for the housing needs of the citizens of the state. The proposed amendment would reduce the amount of land designated for residential use. However, the Comprehensive Plan indicates that there was 950 acres of land designated for residential growth in the urban growth area. The Comprehensive Plan indicated that approximately 460 acres of land would be needed for residential growth during the planning period. This amendment would result in a decrease of less than 1% in the amount of available land for residential development, and still leave a surplus of almost 500 acres above what is projected to be need during the planning period. The Fair Housing Council of Oregon and Housing Land Advocates commented that the findings in the October draft decision did not adequately address the impacts of the decrease in land designated for residential development. This finding has been revised in response that finding to specifically mention the amount of land designated for residential development in excess of the demand forecast in the Buildable Lands Inventory and Housing Needs Analysis.

- 4) *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).*

Finding: The applicant submitted an analysis of the potential impacts of the Comprehensive Plan Map amendment on the transportation system. The analysis was prepared by Karl Birky, PE, PTOE. The analysis was based on two parcels, totaling 29 acres, being annexed and having the comprehensive plan designation changed. The application is for only one parcel of 8 acres. The analysis indicates that the development proposed is for a 16,000 square foot automobile sales dealership. The accompanying site plan review application is for a 25,000 square foot dealership. The analysis concluded that if a cap of 500 trips per day were imposed on the development of the commercial property, that the comprehensive plan map amendment and zoning amendment would not have an adverse impact on transportation facilities. The analysis projected a 16,000 square foot facility would generate 445 trips per day. However the size of the combined car and truck dealerships proposed is 31,000 square feet. A revised analysis was submitted with the proper size of the facility, but did not include an estimate of daily trip generation.

A revised Transportation Planning Rule analysis letter was submitted on November 5. The letter assumes the dealership will have a total of 26,800 square feet of floor area and projects daily traffic at 746 trips with a PM peak hour of 65 trips. The letter concludes that if a trip cap of 1,000 trips per day from development of the parcel was imposed, then the comprehensive Plan Map amendment would not have a significant impact on the transportation system. The City's transportation planning consultant commented that the 1999 Oregon Highway Plan (OHP) provides guidance on evaluating the impacts of land uses changes pursuant to the Transportation Planning Rule. The OHP indicates that the threshold for a small increase in traffic between the existing plan and the proposed amendment is defined in terms of the increase in total average daily trip volumes is 400 trips per day. The City's consultant points out that a proposed trip cap of 1,000 trips per

day would not be considered a small increase and would therefore significantly affect the transportation system unless the applicant provided further analysis.

- 5) *The current Comprehensive Plan Map provides more than the projected need for lands in the existing land use designation.*

Finding: There are 1,867 acres of land in the UGB designated as Residential. The Comprehensive Plan indicates that there are 921 buildable acres of land inside the UGB, and outside of the City Limits. Since that time, there have been about 54 acres of residential land annexed, including the concurrent application for annexation. The Plan also indicates that the City will need approximately 460 acres of land for residential development over the course of the planning period, and that there was 144 acres of buildable land in the city zoned for residential use. The Comprehensive Plan indicates that there was 950 acres of land designated for residential growth in the urban growth area. This amendment would result in a decrease of less than 1% in the amount of available land for residential development, and still leave a surplus of almost 500 acres above what is projected to be need during the planning period.

- 6) *Public facilities and services necessary to support uses allowed in the proposed designation are available or are likely to be available in the near future.*

Finding: The application indicates that the proposed development will be served by public sewer and by a private well. Public sewer lines are located approximately 1,300 feet to the northwest. The nearest public water main is located in Cascade Highway at the intersection of Whitney St, approximately 2,400 feet away. The applicant does not plan to extend public water to the property. The City's Water Master Plan shows a future 12" water main in Golf Lane. The City does not have plans for the construction of this water main at this time. The Public Works Department, through the review comments of the City Engineer, has suggested that an agreement be executed committing the applicant to connect to City Water when it is available.

- 7) *Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands.*

Finding: The property to the west is an undeveloped portion of the campus for the Stayton Intermediate/Middle School. The School District does not have plans for any uses on this portion of the campus. The northeast right of way of Golf Lane is adjacent to the right of way of Highway 22. The land adjacent to Highway 22, on the northeast of the highway, is developed for commercial uses. To the east, across Golf Lane, the land is owned by the Oregon Department of Transportation. To the south, the land is common ownership with the adjacent parcel and is designated Residential in the Comprehensive Plan. There was testimony at the public hearing from neighboring property owners expressing concern over the impact of the proposed private well on the water table and their drinking water wells.

Section 17.12.180.6 Official Zoning Map Amendment Approval Criteria. Pursuant to SMC 17.12.180.6.b the following criteria must be demonstrated as being satisfied by the application for Zoning Map amendment:

- 1) *The proposed zone is consistent with the Comprehensive Plan map designation for the subject property unless a Comprehensive Plan Map amendment has also been applied for and is otherwise compatible with applicable provisions of the Comprehensive Plan.*

Finding: A concurrent application for a Comprehensive Plan Map amendment has been filed.

- 2) *Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development in the subject area without adverse impact on the affected service area.*

Finding: The application indicates that the proposed development will be served by public sewer and by a private well. Public sewer lines are located approximately 1,300 feet to the northwest. The nearest public water main is located in Cascade Highway at the intersection of Whitney St, approximately 2,400 feet away. The applicant does not plan to extend public water to the property. The City's Water Master Plan shows a future 12-inch water main in Golf Lane. The City does not have plans for the construction of this water main at this time. The Public Works Department, through the review comments of the City Engineer, has suggested that an agreement be executed committing the applicant to connect to City Water when it is available. The Sublimity Fire District expressed no concerns. The North Santiam School District and the Stayton Police Department were notified of the application. No comments were received from the School District or Police Department.

- 3) *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).*

Finding: The applicant submitted an analysis of the potential impacts of the Comprehensive Plan Map amendment on the transportation system. The analysis was prepared by Karl Birky, PE, PTOE. The analysis was based on two parcels, totaling 29 acres, being annexed and having the comprehensive plan designation changed. The application is for only one parcel of 8 acres. The analysis indicates that the development proposed is for a 16,000 square foot automobile sales dealership. The accompanying site plan review application is for a 31,000 square foot dealership. The analysis concluded that if a cap of 500 trips per day were imposed on the development of the commercial property, that the comprehensive plan map amendment and zoning amendment would not have an adverse impact on transportation facilities.

A revised Transportation Planning Rule analysis letter was submitted on November 5. The letter assumes the dealership will have a total of 26,800 square feet of floor area and projects daily traffic at 746 trips with a PM peak hour of 65 trips. The letter concludes that if a trip cap of 1,000 trips per day from development of the parcel was imposed, then the comprehensive Plan Map amendment would not have a significant impact on the transportation system. The City's transportation planning consultant commented that the 1999 Oregon Highway Plan (OHP) provides guidance on evaluating the impacts of land uses changes pursuant to the Transportation Planning Rule. The OHP indicates that the threshold for a small increase in traffic between the existing plan and the proposed

amendment is defined in terms of the increase in total average daily trip volumes is 400 trips per day. The City's consultant points out that a proposed trip cap of 1,000 trips per day would not be considered a small increase and would therefore significantly affect the transportation system unless the applicant provided further analysis.

- 4) *The purpose of the proposed zoning district satisfies the goals and policies of the Comprehensive Plan.*

Finding: Policy LU-4 calls for the City to adopt development regulations that provide for a variety of commercial zones, including a zone for general business activity. Policy LU-6 calls for the central business area of Stayton to continue to be the primary retail business area of the community and that the City should discourage strip-type development.

- 5) *Balance is maintained in the supply of vacant land in the zones affected by the zone change to meet the demand for projected development in the Comprehensive Plan. Vacant land in the proposed zone is not adequate in size, configuration or other characteristics to support the proposed use or development. A Zone Map Amendment shall not eliminate all available vacant land from any zoning designation.*

Finding: The Planning Department reports that there are currently 11 vacant parcels zoned Commercial General with a total area of 6.2 acres. One of these parcels has received site plan review approval for development, but a building permit has not yet been issued. The largest vacant parcel zoned CG is 1.1 acres in size. The proposed amendment would not eliminate any vacant land zoned residential, because the subject property is not currently in the City.

- 6) *The proposed zone amendment satisfies applicable provisions of Oregon Administrative Rules.*

Finding: Notice of the proposed amendment was provided to the Department of Land Conservation and Development on September 20, more than 35 days prior to the Planning Commission's first hearing.

- 7) *The physical characteristics of the property proposed for rezoning are appropriate for the proposed zone and the potential uses allowed by the proposed zone will not have an adverse impact on the surrounding land uses.*

Finding: The property is gently sloping and would allow for a wide variety of development opportunities. The applicant has submitted a concurrent application for site plan review approval. The site is located in such a manner to provide high visibility from Highway 22.

The property to the west is an undeveloped portion of the campus for the Stayton Intermediate/Middle School. The School District does not have plans for any uses on this portion of the campus. The northeast right of way of Golf Lane is adjacent to the right of way of Highway 22. The land adjacent to Highway 22, on the northeast of the highway, is developed for commercial uses. To the east, across Golf Lane, the land is owned by the Oregon Department of Transportation. To the south, the land is common ownership with the adjacent parcel and is designated Residential in the Comprehensive Plan.

Site Plan Review

Section 17.12.220.5 Site Plan Review Criteria. Pursuant to SMC 17.12.220.5 the following criteria must be demonstrated as being satisfied by the application:

- a. *The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications) and connections, including easements, to properly serve development in accordance with the City's Master Plans and Standard Specifications.*

Findings: The nearest water main is at the intersection of Cascade Highway and Whitney St, approximately 2,400 feet away. The applicant does not plan to extend public water to the property. The City's Water Master Plan shows a future 12-inch water main in Golf Lane. The City does not have plans for the construction of this water main at this time. The applicant plans to install a private well with on-site storage for domestic and fire protection for the development. The City Engineer has recommended the applicant provide documentation that all jurisdictional agencies, including, the that the Building Code Official and Fire Code Official have reviewed and approved any required water supply, storage, and fire protection devices and systems. Further the City Engineer has recommended that a development agreement be executed that will require the property owner to connect to the City public water system when such time a public water system becomes available.

There is an existing 12-inch sanitary sewer main in Golf Lane, located approximately 1,300 feet to the northwest. The applicant intends to construct a public sewer extension in Golf Lane to connect to the existing sewer main. The City Engineer has commented that the sewer service is adequate. The City Engineer has indicated that the applicant may be required to install an oversized sewer main to serve future development along Golf Lane.

Golf Lane is currently developed as two-lane rural street with open drainage. The applicant has proposed that stormwater from the site will be detained and treated on-site. The City Engineer has recommended that a final stormwater analysis, report and supporting documentation will be required in accordance with Public Works Design Standards and that a stormwater operation and maintenance plan and agreement will be required to ensure future operation and maintenance of the private stormwater quality and quantity facilities. Marion County Public Works has indicated that any development having a half acre or more of impervious surface must provide detention and noted that infiltration systems may not be permitted if it discharges to the Golf Lane right of way.

- b. *Provisions have been made for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property from those public streets and roads which serve the property in accordance with the City's Transportation System Plan and Standard Specifications.*

Finding: The applicant submitted a Transportation Impact Analysis (TIA), prepared by Karl Birky, PE. Based on review comments from the City's transportation engineering consultant and from Marion County Public Works, a revised TIA was submitted. The

City's traffic engineering consultant commented that the revised TIA did not address many of the review comments on the original TIA. A second revised TIA was submitted on October 30.

The October 30 TIA looked at the intersections of Cascade Highway with westbound Highway 22, eastbound Highway 22, Golf Lane, Whitney St and Shaff Road. The Cascade Highway intersections with eastbound Highway 22, Whitney St and Shaff Road are signalized. The other intersections are stop controlled.

According to the revised TIA, four of the six intersections will see no change in Level of Service during the PM peak hour as a result of traffic from the development. The October 30 TIA projects that the Cascade Highway intersection with eastbound Highway 22 will see a decrease in LOS from B to C and that the Cascade Highway/Golf Lane intersection will see a decrease in LOS from C to D in the PM peak hour. The TIA concludes that all intersections studied will operate at acceptable levels and no mitigation is necessary. The City's traffic engineering consultant commented that the October 30 TIA addressed their concerns and concurred with the conclusions.

- c. *Provision has been made for all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site in accordance with Chapter 17.26.*

Finding: Golf Lane is currently improved as a rural street with paving for two lanes of travel, gravel shoulder and open drainage. Golf Lane has right of way of varying widths that is immediately adjacent to the Highway 22 right of way in front of the subject property. Golf Lane is designated as a future Collector street in the City's adopted Transportation System Plan. The Public Works Design Standards (PWDS) for future collector streets call for a 50-foot improvement with 8-foot sidewalks within a minimum right of way of 80 feet. The City Engineer and Marion County Public Works have recommended that dedication be required to provide an 80-foot right of way. The City Engineer and Marion County Public Works have further recommended that frontage improvements to provide a 50 foot improvement, curb, gutter, storm drainage, sidewalk and street lighting be required.

- d. *Provision has been made for parking and loading facilities as required by Section 17.20.060.*

Finding: See findings relative to Section 17.20.060 below.

- e. *Open storage areas or outdoor storage yards shall meet the standards of Section 17.20.070.*

Finding: See findings relative to Section 17.20.070 below.

- f. *Site design shall minimize off site impacts of noise, odors, fumes or impacts.*

Finding: The application indicates that noise and other impacts will be minimized through buffering, setbacks and screening. The proposed site is more than 800 feet from the nearest residence, which is separated from the site by 500 feet of woods.

- g. *The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Residential Design Standards, or Section 17.20.200 Commercial Design Standards.*

Finding: See findings relative to 17.20.200 below.

- j. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust control, present an attractive interface with adjacent land uses and be consistent with the requirements for landscaping and screening in Section 17.20.090.*

Finding: See the findings regarding Section 17.20.090 below.

- k. *The design of any visual, sound, or physical barriers around the property such as fences, walls, vegetative screening, or hedges, shall allow them to perform their intended function without undue adverse impact on existing land uses.*

Finding: The application intends to install six-foot tall black powder-coated slatted fence on three sides of the property. See the findings regarding Section 17.20.150 below.

- l. *The lighting plan satisfies the requirements of Section 17.20.170.*

Finding: See the findings regarding Section 17.20.170 below.

- m. *The applicant has established continuing provisions for maintenance and upkeep of all improvements and facilities.*

Finding: The application recited the maintenance responsibilities for facilities and landscaping. The City Engineer has noted that operations and maintenance agreement will be needed for the stormwater facility.

- n. *When any portion of an application is within 100 feet of the North Santiam River or Mill Creek or within 25 feet of Salem Ditch, the proposed project will not have an adverse impact on fish habitat.*

Finding: The property is not within the specified distances of the named water bodies.

Section 17.20.050 – Fences

The following is the applicable provision from Section 17.20.050

17.20.050.2. COMMERCIAL AND DOWNTOWN ZONES.

- a. *No fences shall be allowed in the front yard.*

Finding: The front yard is defined as the area extending across the full width of the lot between the front lot line and a line parallel to the front lot line at the nearest wall of the main building. The nearest wall of a main building appears to be approximately 45 feet from the front lot line. The site plan shows a fence along both side lot lines up to the lot front line.

- b. *Fencing of outdoor service areas shall meet the standards of Section 17.20.200.3.b.4.*

Finding: No outdoor service areas are proposed.

- c. *Open fences up to 10 feet in height and solid fences up to 7 feet in height shall be allowed for screening of open storage areas.*

Finding: The open storage area is not proposed to be fenced.

- d. *Except as provided in Section 17.20.090.13, fences located in rear and side yards shall be no more than 7 feet in height.*

Finding: A six-foot black powder-coated slatted fence is proposed along the rear and side property lines.

Section 17.20.060 – Off Street Parking Requirements

The following is the applicable provision from Section 17.20.060

17.20.060.5 LOCATION. Off street parking and loading areas shall be provided on the same lot with the main building or use except that in any commercial, industrial, or public district, the parking area may be located within 500 feet of the main building.

Finding: The parking area will located on the same lot as the building.

17.20.060.7.a REQUIREMENTS FOR AUTOMOBILE PARKING. The Code does not specify the minimum number of required off-street parking spaces for automobile dealership establishments. The minimum required for retail stores is 4 spaces per 1,000 square feet and the minimum required for large product retail stores such as auto parts, and tire stores or building material supply stores is 1.6 parking spaces per 1,000 gross square feet. The minimum required for auto repair garages is 4 spaces per bay or area used for repair.

Finding: The car dealership will have 8,963 square feet of floor space, and 12 service bays. The truck dealership will have 7,286 square feet of floor space, and 4 service bays. The service bays require a minimum of 64 parking spaces. The dealerships, with a total of 16,249 square feet, required 26 spaces, for a total 90 spaces. The site plan submitted indicates the total parking provided is 62 parking spaces.

17.20.060.8.a HANDICAPPED/DISABLED PARKING. This section requires a minimum of two handicapped parking space in the parking area for the car dealer and one handicapped parking space for the building labeled truck store.

Finding: The plan shows two handicapped parking space in the parking area for the car dealer and one handicapped space in the parking area for the truck dealer.

17.20.060.9-A. BICYCLE PARKING REQUIREMENTS. This section requires exempts auto-oriented services from having to provide bicycle parking.

Finding: The plan includes bicycle racks at the front of both the car dealership and truck dealership.

17.20.060.10. DEVELOPMENT REQUIREMENTS. All parking and loading areas shall be developed and maintained as follows:

- a. *The location of parking and loading, except for single family dwellings, duplexes, or triplexes, which may be located within the front yard, shall meet the applicable standards of Sections 17.20.190 or 17.20.200.*

Finding: See the findings for Section 17.20.200 below.

- b. *Surfacing. All driveways, parking and loading areas shall be paved with asphalt or concrete surfacing and shall be adequately designed, graded, and drained as required by the Public Works Director. In no case shall drainage be allowed to flow across a public sidewalk. Parking areas containing more than 5 parking spaces shall be striped to identify individual parking spaces.*

Finding: The parking area is proposed to be paved with asphalt.

- d. *Design of parking areas. Except where provided for by subsection 7 of this section parking area design shall comply with Title 12 and Standard Specifications.*
- 1) *Entrances and exits shall be clearly marked with pavement markings and/or signs. Entrances and exits should favor right hand turns into and out of the area where possible and should be located at least 50 feet from intersections where possible.*
 - 2) *Backing into or across a street, sidewalk, or right-of-way from any parking area shall be prohibited. The perimeter shall prevent access to or from the parking area except at designated entrances and exits.*

Finding: The parking area will be accessed from a clearly marked driveways. The parking areas are designed such that vehicles will not be backing into a street or across a sidewalk.

- e. *Screening. When any development with over 6 parking spaces or a loading area is adjacent to any residential district, that area shall be screened from all adjacent residential properties. Screening shall be done with an ornamental fence, wall, or hedge at least 4 feet high but not more than 7 feet high, except along an alley.*

Finding: The site plan shows a six-foot high black powder-coated slatted, chain-link fence along the property line adjacent to the neighboring parcel designated for residential development..

- f. *Lighting. Any light used to illuminate a parking or loading area shall meet the standards of Section 17.20.170.*

Finding: See the findings regarding Section 17.20.170 below.

17.20.060.11 PARKING AREA LANDSCAPING DESIGN STANDARDS. *Landscaping required by the following standards shall be counted towards the overall landscaping requirements of Section 17.20.090.*

- a. *Perimeter Landscaping. All parking areas shall be landscaped along the property boundaries as required by 17.20.090.11.*

Finding: See the findings for Section 17.20.090 below.

- b. *Interior Landscaping. Interior landscaping of parking areas with 20 or more parking spaces shall meet the following standards. (Amended Ord. 913, September 2, 2009)*
- 1) *One landscaped island shall be required for every 10 parking spaces in a row. The interior islands shall be a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) and shall include a minimum of 1 tree per island.*

Finding: The landscape plan shows only landscape islands at the end of the row.

- 2) *Divider medians between rows of parking spaces, that are a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) may be substituted for interior islands, provided that 1 tree is planted for every 40 feet and shall be landscaped in accordance with Section 17.20.090. 8. Where divider medians are parallel with the buildings, there shall be designated pedestrian crossings to preserve plant materials.*

Finding: Divider medians are not proposed.

- 3) *A row of parking spaces shall be terminated on each end by a terminal island that is a minimum of 6 feet in width (from the inside of the curb to the inside of the curb). The terminal island shall have 1 tree is planted and shall be landscaped in accordance with Section 17.20.090.8.*

Finding: Terminal islands are proposed at the ends of each row of parking, except the west end of the southerly most row.

- 4) *At the sole discretion of the decision authority, the requirement for landscaped islands or medians may be met through the design of additional parking area landscaping if the configuration of the site makes the use of islands or medians impractical.*

Finding: No additional landscaping has been proposed to substitute for landscape islands.

- 5) *Approved Parking Area Trees. Tree species for parking area plantings shall be selected from a list of approved species maintained by the Director of Public Works. Other varieties may only be used with approval of the decision authority.*

Finding: The species proposed to be planted in the landscape islands could not be determined from the landscape plan submitted.

- 6) *Preservation of existing trees is encouraged in the off street parking area and the City Planner may allow these trees to be credited toward the required total number of trees.*

Finding: There are no existing trees on the site to be preserved.

- c. *Pedestrian Access. Off street parking areas shall be required to meet the following pedestrian access standards:*

- 1) *The off street parking and loading plan shall identify the location of safe, direct, well lighted and convenient pedestrian walkways connecting the parking area and the buildings.*

2) *All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.*

3) *Pedestrian walkways shall be attractive and include landscaping and trees.*

Finding: The site plan does not show pedestrian access through the parking areas.

Section 17.20.070 – Open Storage Areas and Outdoor Storage Yards

17.20.070.1 Open Storage Areas. Where allowed by zoning districts, the development and use of open storage areas shall conform to the following standards.

a. Open storage areas shall not occupy designated parking areas.

Finding: The site plan separates open storage of vehicles on display from customer and employee parking.

b. Open storage areas located between the street right-of-way and the building shall not exceed 25% of the area between the front lot line and a parallel line drawn from the nearest point of the building.

Finding: The nearest point of the truck dealership is approximately 50 from the front lot line. The entire frontage of the site is used for open storage of vehicles on display, except at the driveway. The standard depth of a parking space is 19 feet. Therefore, the open storage area accounts for about 35% of the area between the front lot line and a parallel line drawn from the nearest point of the building.

Section 17.20.090 – Landscaping Requirements

The following are the applicable provisions from Section 17.20.090

17.20.090.2: The minimum area of a site to be retained in landscaping in the CG zone is 15%.

Finding: The total area of the parcel is 257,327 square feet. A minimum of 38,599 square feet of landscaping is required. The site plan indicates the size of the landscaped area is 39,152 square feet.

17.20.090.5: Required Tree Plantings. Plantings of trees is required along public street frontages, and long private driveways more than 150 feet long. Trees shall be planted outside the street right of way except where there is a designated planting strip or a City-adopted street tree plan.

a. Street trees species shall be selected from a list of approved species maintained by the Director of Public Works. Other varieties may be used only with approval by the decision authority.

Finding: The landscape plan proposes a row of Raywood Ash as street trees to be planted adjacent to the Golf Lane right of way. This is a species on the list maintained by the Public Works Director.

b. Spacing of Street Trees. Trees with a medium canopy shall be spaced 20 feet on center. Trees with a large canopy shall be spaced 25 feet on center.

Finding: The spacing of the street trees is not specified, but from the scale of the plan appears to be approximately 20 to 25 feet.

- c. *Trees shall be trimmed to a height that does not impede sight distance, pedestrian traffic or vehicular traffic.*

Finding: The landscape plan does not indicate how street trees will be trimmed.

17.20.090.6: *TREE PLANTING RESTRICTIONS. Street trees shall not be planted:*

- a. *Within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer.*
- b. *Where the decision authority determines the trees may be a hazard to the public interest or general welfare.*
- c. *Under overhead power lines, if tree height at mature age exceeds the height of the power line.*

Finding: There are no hydrants nearby. The trees will be on private property and not under the power lines within the right of way.

17.20.090.7: *IRRIGATION. Due to an increasing public demand for water and the diminishing supply, economic and efficient water use shall be required. Landscaping plans shall include provisions for irrigation. Specific means to achieve conservation of water resources shall be provided as follows:*

- a. *Any newly planted landscaped area shall have a permanent underground or drip irrigation system with an approved back flow prevention device.*

Finding: An irrigation plan was not submitted.

17.20.090.8: *Requirements for Plant Materials.*

- a. *At least 75% of the required landscaping area shall be planted with a suitable combination of trees, shrubs, evergreens and/or ground cover. The intent of this Section is to avoid large expanses of lawn without other landscaping features and the decision authority shall determine what constitutes a suitable combination of landscape material as part of the review of each landscape plan.*
- b. *Use of native plant materials or plants acclimated to the Pacific Northwest is encouraged to conserve water during irrigation.*
- f. *Shrubs shall be a minimum of 2 feet in height when measured immediately after planting.*
- i. *Turf areas shall be planted in species normally grown as permanent lawns in western Oregon. Either sod or seed are acceptable. Acceptable varieties include improved perennial ryegrasses and fescues used within the local landscape industry.*
- k. *Landscaped areas may include architectural features such as sculptures, benches, masonry or stone walls, fences, and rock groupings. The exposed area developed with such features shall not exceed 25% of the required landscaped area.*

- a. *Landscaped areas may include minimal areas of non-living ground covers where the applicant can demonstrate that plant ground covers are not appropriate. Artificial ground covers such as bark, mulch chips, gravel or crushed stone shall not exceed 15% of the landscaped area. This percentage shall be based on the anticipated size of landscape plants at maturity, not at planting.*

Finding: The landscape plan calls for the establishment of landscaping with trees, shrubs, and ground covers. The landscape plan indicates shrub sizes by the volume of the container, not by shrub height. The landscape plan does not indicate the proposed treatment of the future development area on the east side of the property.

11.20.090.11 BUFFER PLANTING-PARKING, LOADING AND MANEUVERING AREAS: Buffer plantings are used to reduce building scale, provide transition between contrasting architectural styles, and generally mitigate incompatible or undesirable views. They are used to soften rather than block viewing. Where required, a variety of plants shall be used to achieve the desired buffering effect.

- a. *Buffering is required for any commercial, industrial, or multi-family development with more than 4 parking spaces. Buffering shall occur in the following manner:
 - 1) *Any parking area, loading area, or vehicle maneuvering area shall be landscaped along property boundaries. The landscaped area shall meet the minimums in Table 17.20.090.11.a.1. Table 17.20.090.11.1 requires a 10-foot buffer between a commercial use and a collector street.**

Finding: The site plan provides for 20 feet of landscaped buffer between the outdoor storage area and Golf Lane.

Section 17.20.170 – Outdoor Lighting

2. *GENERAL STANDARDS. Lighting may be provided which serves security, safety and operational needs but which does not directly or indirectly produce deleterious effects on abutting properties or which would impair the vision of the traveling public on adjacent roadways. Lighting fixtures with more than 800 lumens of light output shall be cut-off fixtures so that the lighting elements are not exposed to normal view by motorists, pedestrians, or from adjacent dwellings. Direct or indirect illumination shall not exceed 0.5 foot candles upon abutting lots in residential use measured at the property line.*

Finding: An outdoor lighting plan showing pole location and specifying a fixture schedule was submitted. The plan shows six pole mounted light fixtures will be installed along the Golf Lane frontage, 5 poles along the west property line, and 12 poles throughout the parking areas and around the buildings. The pole mounted lights are cut-off fixtures. There are no abutting properties in residential use.

4. *NON-RESIDENTIAL LIGHTING STANDARDS. The following additional standards shall apply to all commercial, industrial, public and semi-public uses:
 - b. *Lighting of Exterior Display/Sales Areas. Lighting levels on exterior display/sales areas shall be adequate to facilitate the activities taking place in such locations. Lighting of such areas shall not be used to attract attention to the businesses. Signs**

allowed under Section 17.20.140 shall be used for that purpose. The site plan shall designate areas to be considered display/sales areas and areas to be used a parking or passive vehicle storage areas. This designation must be approved by the decision authority.

- 1) Areas designated as parking or passive vehicle storage areas shall be illuminated in accordance with the requirements for parking areas in Section 17.20. 170.4.c.*
- 2) Areas designated as exterior display/sales areas shall be illuminated so that the average horizontal illuminance at grade level is no more than 5.0 foot-candles. The uniformity ratio shall be no greater than 4:1. The average and minimum shall be computed for only that area designated as exterior display/sales area.*
- 3) Light fixtures shall be full cut-off fixtures, and shall be located, mounted, aimed, and shielded so that direct light is not cast onto adjacent streets or properties.*
- 4) Fixtures shall be mounted no more than 20 feet above grade and mounting poles shall be located either inside the illuminated area or no more than 10 feet away from the outside edge of the illuminated area.*
- 5) Except for lighting meeting the standards of Section 17.20.060.4.c, exterior display/sales areas shall be illuminated only when the establishment is open for business.*

Finding: The application indicates pole mounted fixtures will be used in the parking area and along the Golf Lane frontage for vehicle display. An illuminance diagram was submitted, that indicates that the illumination level will be 49 foot candles. The diagram did not provide information on the uniformity ratio. The luminaires will be LEDs, but the coloring for which they will be programmed could not be read off the lighting plan. The pole mounted fixture is a full cut-off fixture.

- c. Lighting of Parking Areas. Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.*
 - 1) All lighting fixtures serving parking areas shall be full cut-off fixtures.*
 - 3) Parking area lighting shall meet the following mounting height, minimum illumination level, and uniformity ratios. In the CR Zone the maximum mounting height is 20 feet, the minimum illumination level is 0.3 foot-candle, the maximum average illumination level is 1.6 foot-candle and uniformity ratio is 4:1. The minimum color rendering index is 65.*

Finding: The application indicates pole mounted fixtures will be used in the parking area. An illuminance diagram was submitted, that indicates that the minimum illumination level will be 1 foot-candles in the parking area, that the maximum illumination level will be 12 foot candles. The diagram did not provide information on the average illumination level or uniformity ratio. The luminaires will be LEDs, but the coloring for which they will be programmed could not be read off the lighting plan. The pole mounted fixture is a full cut-off fixture. No information was provided regarding any building mounted fixtures.

Section 17.20.200 – Commercial Design Standards

The following are the applicable provisions from Section 17.20.200

3. *SITE DESIGN.*

- a. *Height Step Down.* To provide compatible scale and relationships between new multi-story commercial buildings and existing adjacent single-story dwellings, the multi-story building(s) shall “step down” to create a building height transition to adjacent single-story building(s). The transition standard is met when the height of any portion of the taller structure does not exceed 1 foot of height for every foot separating that portion of the multi-story building from the adjacent dwelling.

Finding: There are no adjacent residential buildings.

- b. *Building Orientation.* All new commercial developments shall have their buildings oriented to the street. The following standards will apply:

Except as provided in subsections 2 and 3 below, all buildings shall have at least 1 primary building entrance facing an adjoining street (i.e. within 45 degrees of the street property line), or if the building is turned more than 45 degrees from the street (i.e. the front door is on a side elevation), the primary entrance shall not be more than 20 feet from a street sidewalk and a walkway shall connect the primary entrance to the sidewalk.

Finding: The proposed building has its primary entrances on the north elevations, at an angle to the street. The proposed entrance is located approximately 90 feet from the Golf Lane sidewalk, with a walkway connecting it to the street.

- 1) *In commercial districts, off street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented, except as provided under subsection 3. Off street parking in the commercial districts shall be oriented internally to the site and divided by landscaped areas meeting the standards of Section 17.20.060.11.*

Finding: Off street parking is oriented internally to the site. The site design does not meet the exception provided under subsection 3.

- 2) *In commercial districts, the building orientation standard may be met with vehicle areas allowed between the street right-of-way and a building’s primary entrance when the decision authority finds that the following criteria are met:*
 - a) *Placing vehicle areas between the street right-of-way and the building’s primary entrance will not adversely affect pedestrian safety and convenience based on: the distance from the street sidewalk to the building entrance, projected vehicle traffic volumes, available pedestrian walkways, and Section 17.26, Title 12, Standard Specifications and the adopted Transportation System Plan.*
 - b) *The proposed vehicle areas are limited to 1 driveway meeting the requirements of 17.26, Title 12, Standard Specifications and the adopted*

Transportation System Plan, with adjoining bays of not more than 8 consecutive parking spaces per bay (including ADA accessible spaces) on the side(s) of the drive aisle.

- c) The building's primary entrance is connected to an adjoining street by a pedestrian walkway that meets the standards of Section 17.26.020.5.*

Finding: This site will not generate pedestrian traffic whereas it is an automobile oriented business. There is not pedestrian connectivity between the site and Cascade Highway. There is only one driveway entrance proposed onto Golf Lane. The buildings primary entrance is connected to the street by a pedestrian walkway.

- 3) When there is insufficient street frontage to orient buildings to the street in a development with multiple buildings, a primary entrance may be oriented to a common green, plaza or courtyard. When oriented this way, the primary entrance(s) and common green, plaza or courtyard shall be connected to the street by a pedestrian walkway meeting the standards of Section 17.26.020.5.*

Finding: The lot has over 1,000 feet of frontage on Golf Lane. While two buildings are proposed, they are not oriented to a common green, plaza or courtyard.

- 4) Outdoor Service Areas. Outdoor service areas shall face either a fenced interior area, side or rear property line, a separate service corridor, a service alley, or a service courtyard.*
 - a) If the location of an outdoor service area as proscribed by this Section is difficult to accommodate because of site considerations, the decision authority may determine that the service area may be located in another location with additional screening requirements.*
 - b) Screening of outdoor service areas. Screening shall be provided at the ends of all service corridors or courtyards.*
 - i. Outdoor service areas shall be screened either with a solid evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.*
 - ii. Screening from public view by chain-link fence with or without slats is prohibited.*

Finding: The outdoor service area is shown on the southwest corner of rear parking area. The landscape plans shows the outdoor service area will be screened by a chain link fence with slats.

4. ARCHITECTURAL STANDARDS.

- a. Pedestrian Orientation. The design of all buildings on a site shall support a safe and attractive pedestrian environment. This standard is met when the decision authority finds that all of the following criteria are met:*

- 1) *Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk.*

Finding: The proposed building has the primary building entrances on the north elevation and a proposed sidewalk connection to Golf Lane.

- 2) *Corner buildings shall have corner entrances or shall provide at least 1 entrance within 20 feet of the street corner or street plaza.*

Finding: The building is not located on a corner lot.

- 3) *Ground floor windows or window displays shall be provided along at least 45% of the building's ground floor street-facing elevations(s); windows and display boxes shall be integral to the building design.*

Finding: The elevation drawing indicates glazing, but the percentage is not provided.

- 4) *Primary building entrance(s) are designed with weather protection such as awnings, canopies, overhangs, or similar features.*

Finding: The building elevation drawing does not show an awning or other weather protection will be provided at the entrance.

- 5) *Drive-through facilities, when allowed, shall conform to Section 17.20.060.7.f.*

Finding: No drive-through facilities are proposed.

- b. *Human Scale design. The design of all buildings on a site shall be at a scale that is safe and inviting.*

- 1) *Regularly spaced and similarly shaped windows are provided on all building stories.*

Finding: The building elevation drawing show regularly spaced and similarly shaped windows on the north elevation. Glazing will be provided to height of 16 feet, with a parapet height of 24 feet, 4 inches.

- 2) *Ground floor retail spaces shall have display windows on the ground floor. At a minimum, the lower edge of the display windows shall be no higher than 4 feet above the sidewalk and the top edge shall be no less than 7 feet above the sidewalk.*

Finding: The glazing extends from ground level to 16 feet.

- 3) *On multi-story buildings, ground floors are defined and separated from upper stories by appropriate architectural features that visually identify the transition from ground floor to upper story. These features should be compatible with the surrounding architecture. Such features include, but are not limited to: cornices, trim, awnings, canopies, arbors, trellises, overhangs, string courses, or other design features.*

Finding: The proposed building is a one story building.

c. *Standards for breaks in building length.*

- 1) *For all buildings more than 50 feet long:*
 - a) *A pitched roof building shall have a break in the roof plane or wall plane, or articulation of the building face at least every 50 feet.*
 - b) *A flat roof building shall have a horizontal or vertical change in the wall plane, or articulation of the building face at least every 50 feet.*
- 2) *Horizontal and vertical offsets required by this Section shall relate to the overall design and organization of the building, its entrances, and door and window treatments. Features shall be designed to emphasize building entrances.*
- 3) *Offsets should be grouped and organized in a manner to provide variation in scale and massing rather than providing a series of identical repeating masses.*
- 4) *Exceptions.*
 1. *For walls not visible from public view.*
 2. *An exception to the horizontal offset provisions for zero lot line setbacks on interior or side yards to enable a building to utilize the property fully.*
 3. *Exceptions to the horizontal offset provisions for buildings abutting the public sidewalk.*

When a building abuts a public sidewalk, the horizontal offset provisions may be reduced from a depth of 3 feet to 12 inches

Finding: The dimensions of the buildings are not provided, but both are over 50 feet long. The car dealership provide a horizontal change at least every 50 feet. The truck store does not provide any vertical or horizontal changes in the wall plane.

5) *Standards for massing.*

- b) *Building(s) with a flat roof. No building shall have a wall plane more than 50 feet in length without a horizontal or vertical break in the cornice line at least 18 inches in height or 3 feet in depth and at least 12 feet wide.*

A combination of horizontal and vertical offsets may be used to satisfy this requirement. The total width of the offset combination shall not be less than 12 feet wide.

Finding: On the north elevation of the car dealership building, there is not a break in horizontal or vertical for more than 50 feet.

5. *LIGHTING. All new commercial development shall provide a lighting plan that meets the standards of Section 17.20.170.*

Finding: See the findings regarding Section 17.20.170 above.

Section 17.26.020 –Access Management Requirements and Standards

The following are the applicable provisions from Section 17.26.020

2. *NUMBER OF ALLOWED ACCESSES.*

c. *Number of Allowed Accesses for Non-Residential Uses.*

The number of driveways allowed for non-residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways.

Finding: The site plan proposes one access onto Golf Lane.

3. *LOCATION OF ACCESSES.*

Vehicle access locations shall be provided based on the following criteria:

h. *Access Spacing Standards*

The streets within Stayton are classified as arterials, minor arterials, collectors, and local streets. The access spacing standards are shown in Table 17.26.020.3.h for both full intersection spacing and driveway spacing. Table 17.26.020.3.h requires a minimum of 260 feet from an intersection and 150 feet from a driveway on a collector street.

Finding: The proposed driveway is located approximately more than 500 feet from an intersection or driveway.

4. *ACCESS STANDARDS.*

a. *Driveway Design.*

1) *See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.22b for minimum and maximum driveway widths.*

Finding: The driveway standards have been moved into the Public Works Design Standards (PWDS). The PWDS allow driveways for commercial uses between 12 feet and 36 in width. The proposed driveway is 36 feet in width.

2) *Driveways providing access into off-street, surface parking lots shall be designed in such a manner to prevent vehicles from backing into the flow of traffic on the public street or to block on-site circulation. The driveway throat approaching the public street shall have adequate queue length for exiting vehicles to queue on-site without blocking on-site circulation of other vehicles. The driveway throat approaching the public street shall also have sufficient storage for entering traffic not to back into the flow of traffic onto the public street. A traffic impact study, subject to approval by the Public Works Director or his/her designee, shall be used to determine the adequate queue length of the driveway throat. This requirement shall be applied in conjunction with the design requirements of parking lots in section 17.20.060.9. If there is a conflict between these two code provisions, then this code provision supersedes those of 17.20.060.9.*

Finding: The driveway throat is approximately 40 feet from the property line, or two cars, in length.

- 3) *Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Sight distance triangle requirements are identified in 17.26.020.4.c and 17.26.020.4.d.*

Finding: See the findings for Section 17.26.020.4.c below.

c. *Sight Distance Triangle*

Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d. Table 17.26.020.4.c requires a minimum sight distance triangle of 250 feet along a street with a design speed of 25 mph.

Finding: The TIA does not report the sight distances at the driveway.

Section 17.26.050 –Transportation Impact Analysis Requirements

The following are the applicable provisions from Section 17.26.050

2. *Intersection Operation Standards. The City of Stayton evaluates intersection operational performance based on levels of service and “volume-to-capacity” (v/c) ratio. When evaluating the volume-to-capacity ratio, the total traffic demand shall be considered.*
 - a. *Intersection Volume-to-Capacity Analysis. A capacity analysis should be performed at all intersections within the identified study area. The methods identified in the latest edition of the Highway Capacity Manual, published by the Transportation Research Board, are to be used for all intersection capacity calculations. The City of Stayton requires that all intersections within the study area must maintain a v/c ratio of 0.95 or less. It should be noted that the mobility standards in the Oregon Highway Plan apply to Oregon Department of Transportation facilities.*
 - b. *Intersection Levels of Service. The City of Stayton requires all intersections within the study area to maintain an acceptable level of service (LOS) upon full buildout of the proposed land use action. LOS calculations for signalized intersections are based on the average control delay per vehicle, while LOS calculations for unsignalized intersections are based on the average control delay and volume-to-capacity ratio for the worst or critical movement. All LOS calculations should be made using the methods identified in the most recent version of the Highway Capacity Manual (or by field studies), published by the Transportation Research Board. The minimum acceptable level of service for signalized intersections is LOS “D”. The minimum acceptable level of service for all-way stop controlled intersections and roundabouts is LOS “D”. The minimum acceptable level of service for unsignalized two-way stop controlled intersections is LOS “E” or LOS “F” with a v/c ratio of 0.95 or less for the critical movement. Any intersections not operating at these standards will be considered to be unacceptable.*

Finding: The October 30 TIA looked at the intersections of Cascade Highway with westbound Highway 22, eastbound Highway 22, Golf Lane, Whitney St and Shaff Road. The Cascade Highway intersections with eastbound Highway 22, Whitney St and Shaff Road are signalized. The other intersections are stop controlled.

According to the October 30 TIA, four of the six intersections will see no change in Level of Service during the PM peak hour as a result of traffic from the development. The October 30 TIA projects that the Cascade Highway intersection with eastbound Highway 22 will see a decrease in LOS from B to C and that the Cascade Highway/Golf Lane intersection will see a decrease in LOS from C to D in the PM peak hour. The TIA concludes that all intersections studied will operate at acceptable levels and no mitigation is necessary. The City's traffic engineering consultant commented that the October 30 TIA addressed their concerns and concurred with the conclusions.

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in SMC 17.12.210.4, 17.12.170.6, 17.24.050, and 17.26.020 except

1. Section 17.12.170.6.b.4). This section requires the applicant to demonstrate that existing or anticipated transportation facilities are adequate for the uses permitted under the proposed designation. The City of Stayton and Marion County have entered into an agreement that requires the intersection of Golf Lane and Cascade Highway to be relocated to align with Whitney St when the intersection does not function. The applicant's transportation consultant recommended that the Comprehensive Plan amendment be approved with a condition that caps the trip generation to 1,000 trips. The Oregon Highway Plan indicates that the threshold for a small increase in traffic between the existing plan and the proposed amendment is defined in terms of the increase in total average daily trip volumes is 400 trips per day. The City's consultant pointed out that a proposed trip cap of 1,000 trips per day would not be considered a small increase and would therefore significantly affect the transportation system unless the applicant provided further analysis. This standard could be met if a condition is placed on the Comprehensive Plan Amendment that limits any use on the parcel to no more than 400 trips per day or a planning horizon year analysis is completed to determine what, if any, impacts the zone change may have to the surrounding transportation network.
2. Section 17.12.180.6.b.3). This section requires the applicant to demonstrate that existing or anticipated transportation facilities are adequate for the uses permitted under the proposed designation. The City of Stayton and Marion County have entered into an agreement that requires the intersection of Golf Lane and Cascade Highway to be relocated to align with Whitney St when the intersection does not function. The applicant's transportation consultant recommended that the Comprehensive Plan amendment be approved with a condition that caps the trip generation to 1,000 trips. The Oregon Highway Plan indicates that the threshold for a small increase in traffic between the existing plan and the proposed amendment is defined in terms of the increase in total average daily trip volumes is 400 trips per day. The City's consultant pointed out that a proposed trip cap of 1,000 trips per day would not be considered a small increase and

would therefore significantly affect the transportation system unless the applicant provided further analysis. This standard could be met if a condition is placed on the Comprehensive Plan Amendment that limits any use on the parcel to no more than 400 trips per day or a planning horizon year analysis is completed to determine what, if any, impacts the zone change may have to the surrounding transportation network.

3. 17.12.220.5.a. This section requires adequate utility systems and connections to properly serve the development. The applicant does not plan to extend public water to the property and, instead, intends to utilize a private well with storage for domestic and firefighting purposes. There was testimony at the public hearing from neighboring property owners expressing concern over the impact of the proposed private well on the water table and their drinking water wells. This standard could be met if, prior to receiving site development approval, the applicant provides documentation that all jurisdictional agencies, including, the Building Code Official and Fire Code Official have reviewed and approved any required water supply, storage, and fire protection devices and systems and executes a development agreement that will require the property owner to connect to the City public water system at such time a public water system is within 500 feet of the property, and if the applicant submits a hydrogeologic assessment indicating that the proposed well will not lower the water table beyond the property line of the subject property. Marion County Public Works noted that that infiltration based attenuation systems may not be permitted if outfalling to Golf Lane due to past experiences with failed systems within the Willamette Valley, including the Stayton area.
4. 17.12.220.5.c. This section requires provision be made for all necessary improvements to local streets, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site. Golf Lane is designated a future collector street by the adopted Transportation System Plan. Golf Lane has a variable right of way width and is not fully improved. Both Marion County Public Works and the City engineer have recommended that land be dedicated to provide an 80-foot right of way and that a half street improvement be required to provide a 50-foot improvement with curb, gutter, sidewalk, drainage and street lights. This standard could be met if, prior to receiving site development approval, the applicant submits a deed for dedication of right of way adequate to provide an 80-foot right of way along the entire frontage of the subject property and submits engineered plans for improvement to Golf Lane to provide a 50-foot improvement with curb, gutter, sidewalk, drainage and street lights.
5. Section 17.20.050.2.a. This section prohibits fences in the front yard of properties in a commercial zone. The applicant has proposed fences along the sides of the development area extending to the front lot line. This section could be revised if the applicant submits a revised site plan that removes the fences from the front yard of the property.
6. Section 17.20.060.7.a. This section establishes minimum parking space requirements. IF the auto dealerships are considered a large product retail store and the service bays are considered an auto repair garage, then the required minimum of parking spaces is 90. The site plan provides 62 spaces. This standard could be met if the site plan is revised to

- provide a minimum of 90 parking spaces for employees and customers, not including any spaces for vehicle storage or display.
7. Section 17.20.060.11.b.1). This section requires a landscape island for every 10 parking spaces in a row. No interior islands were shown on the site plan. This standard could be met if the site plan and landscape plan are amended to provide interior landscape islands with no more than 10 parking spaces between them.
 8. Section 17.20.060.11.b.3). This section requires a landscape island at each end of a row of parking. The site plan and the landscape plan did not include a landscape island at the west end of the southerly most row of parking in the parking area. This standard could be met if the site plan and landscape plan are amended to provide a terminal landscape island at the west end of the southerly most row of parking in the parking area.
 9. Section 17.20.060.11.b.5). This section requires the trees to be planted in the landscape islands in the parking area to be from a list of approved tree species. The species of tree to be planted in landscape islands in the parking area could not be determined from the landscape plan. This standard could be met if the landscape plan is amended to clearly label the species of tree to be planted in the landscape islands in the parking area to be a species on the list of approved trees.
 10. Section 17.20.060.11.c. This section requires off street parking areas provide pedestrian access. While the site plan shows a pedestrian walkway from the street to the car dealership building, it does not show any pedestrian access through the customer and employee parking areas. This standard could be met if the site plan is amended to include raised pedestrian access in the customer and employee parking areas.
 11. Section 17.20.070.1.b. This section limits open storage areas between the street right of way and building to no more than 25% of the area between the front lot line and a parallel line drawn from the nearest point of the building. The site plan does not indicate the distance between the front lot line and the nearest point of the car dealership building. It appears that the open storage of vehicles on display will account for approximately 35% of the area between the street and the building. This standard could be met if site plan is amended to move reduce the area of outdoor storage of vehicles on display.
 12. Section 17.20.090.7. This section requires the landscaping plan to include provisions for irrigation. An irrigation plan was not submitted. This standard could be met if the landscape plan is amended to include an irrigation plan meeting the requirements of this section.
 13. Section 17.20.090.8.f. This section requires shrubs to be a minimum of two feet in height upon planting. The landscape plan gives the size of shrubs by the volume of their container, not their height. This standard could be met if the landscape plan is amended to list the height of shrubs.
 14. Section 17.20.170.4.b. This section establishes maximum illumination levels in areas used for outdoor display of merchandise. The average horizontal illuminance may not exceed 5.0 foot-candle, with a uniformity ratio of 4:1. The illuminance diagram

submitted did not indicate the average or the uniformity ratio. This standard could be met if the average illuminance and the uniformity ratio are submitted and they meet the standards of this section.

15. Section 17.20.170.4.c. This section establishes maximum illumination levels in parking areas. The average horizontal illuminance may not exceed 1.6 foot-candle, with a uniformity ratio of 4:1. The illuminance diagram submitted did not indicate the average or the uniformity ratio. This standard could be met if the average illuminance and the uniformity ratio are submitted and they meet the standards of this section.
16. Section 17.20.200.3.b.4). This section requires that outdoor service areas be screened with either a solid evergreen hedge or solid fence, but does not allow chain-link fence with slats. The site plan shows an outdoor service area in the southwest corner of the rear parking area, to be screened by a chain-link fence with slats. This standard could be met if the landscape plan is amended to provide a solid evergreen hedge around the outdoor service area.
17. Section 17.20.200.4.a.3). This section requires that ground floor windows or window displays be provided along at least 45% of the building's ground floor street-facing elevation. The building elevation drawing provided shows ground floor windows, but does not indicate what percentage of the street-facing elevation is windows. This standard could be met if the building elevation drawings are amended to provide the total length of the building and the length of the windows.
18. Section 17.20.200.4.a.4). This section requires that primary building entrances be designed with weather protection. The building elevation drawing provided does not show awnings, canopies, overhangs or other similar features at the primary entrance to either building. This standard could be met if the building elevation drawings and site plan are amended to show weather protection at the primary entrance to each building.
19. Section 17.20.200.4.c.1). This section establishes standards for breaks in building length for all buildings more than 50 feet long. The building elevation drawing provided does not show horizontal or vertical change in the wall plane or articulation of the building face at least every 50 feet. This standard could be met if the building elevation drawings and site plan are amended to show horizontal or vertical change in the wall plane or articulation of the building face at least every 50 feet for each building.
20. Section 17.20.200.4.c.5)b). This section establishes standards for massing of flat-roofed buildings. The building elevation drawing provided shows a wall plane more than 50 feet without a horizontal or vertical break in the cornice line. This standard could be met if the building elevation drawings are amended to show a horizontal or vertical break in the cornice line at least 18 inches in height or 3 feet in depth and at least 12 feet wide for each building.
21. Section 17.26.020.4.c. This section establishes minimum sight distance standards for driveway entrances onto public streets. The site plan and the transportation impact analysis did not provide any information on the sight distance at the proposed driveway location. This standard could be met if the transportation impact analysis is revised to

provide the existing sight distances at the proposed driveway location and the site plan and landscaping plan are revised to assure the sight distance triangle is kept clear of obstructions.

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends approval of the application for annexation to the City Council, recommends approval of the application for Comprehensive Plan Map amendment to commercial for the subject property, and amendment of the Official Zoning Map to designate the property as Commercial General. It is recommended to the City Council that the territory to be annexed include the entire width of Golf Lane from the western edge of the subject property to Cascade Highway and that portion of Cascade Highway from the Golf Lane intersection to the thread of Mill Creek.

As a condition of the Planning Commission's recommendation for approval of the Comprehensive Plan and Official Zoning Map amendments, prior to the City Council's public hearing on these applications, the applicant shall submit a revised analysis of the impact of the proposed amendments, prepared in accordance with the Transportation Planning Rule and the Oregon Highway Plan that provides sufficient evidence to conclude that the proposed amendments will not significantly affect the surrounding transportation network. A trip cap of 400 trips per day would be an alternative to submission of the additional analysis.

Contingent on the final approval of the annexation and the Comprehensive Plan Map amendment by the City Council, the Planning Commission approves the application for site plan approval as shown on a 10-sheet set of plans entitled "Site Study for Leo Hillyer Golf Course Road" [sic] prepared by Ronald James Ped, Architect, P.C, dated April 25, 2018 and the accompanying materials on file in the Planning and Development Department subject to the attached standard conditions of approval with the following conditions of approval.

1. An application for a building permit may not be submitted until the applicant has received a Site Development Permit from the Stayton Public Works Department in accordance with the Public Works Design Standards.
2. Any work within the right of way for Golf Lane requires a permit from Marion County Public Works.
3. Prior to submitting an application for a Site Development Permit, the applicant shall prepare and submit to the City for acceptance a deed of dedication to provide an 80-foot wide right of way along the entire frontage of the site. If the City adopts a new Transportation System Plan that reclassifies Golf Lane to another functional classification prior to submittal of the application for Site Development, the deed of dedication may provide for a smaller right of way width as is appropriate for the functional classification of the street.
4. The following engineered plans and supporting documentation shall be submitted to the Public Works Department for review and approval prior to the initiation of construction of any public improvements:

- a. A street improvement plan for a half-street improvement to Golf Lane conforming to Marion County and City Public Works Design Standards (PWDS). The plans shall provide for a 50-foot section, with two 12-foot travel lanes and a 14-foot turn center turn lane, two 6-foot bicycle lanes, and 6-foot property line sidewalks with an 8-foot landscape strip. The street improvement plans shall include appropriate tapers at each end of the improved section. Street lights shall be provided to meet PWDS 308. A 10-foot wide Public Utilities Easement shall be provided along the frontage the parcel.
- b. Water system plans conforming to OWRD, OHA-DWS, and meeting the requirements of the Fire Code Official and Building Official. The Developer shall provide written documentation that OWRD, OHA-DWS, the Building Official, and the Fire Code Official has reviewed and approved the water system improvement plans. A hydrogeologic assessment, prepared by a Registered Geologist or Professional Engineer with experience in geotechnics or hydrogeology, demonstrating that the proposed private well will not reduce the groundwater levels at the property lines of the subject property.
- c. Sanitary sewer system plans conforming to DEQ, Public Works Standards, and meeting the requirements of the Building Official. The City standard minimum pipe size for a public sanitary sewer main is 8 inches and upsizing may be required to serve future development along Golf Lane. If upsizing is required, then the additional costs for the upsizing of the public sanitary sewer system will be eligible for reimbursement in accordance with SMC 13.12. This development will be connected to the Mill Creek Sanitary Sewer Interceptor, and as such, the interceptor fee associated with the connection to this system will be required at the time of building permit issuance. A utility easement in accordance with PWDS 102.08 shall be provided if a sanitary sewer main is extended outside the public right-of-way. The Developer shall provide written documentation that DEQ has reviewed and approved the public sanitary sewer improvement plans.
- d. A final stormwater analysis and report conforming to Marion County and City Public Works Standards. The site's high seasonal groundwater elevation will need to be determined to verify that it will not have an influence on the proposed stormwater infiltration systems. Revisions to the proposed stormwater facility design will be necessary in order to comply with PWDS that will affect the overall stormwater facility size, location, and other stormwater facility design parameters.
- e. Stormwater conveyance, quality, and quantity facility plans conforming to Marion County and City Public Works Standards. It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designated by the Design Engineer and approved by the City and Marion County.

- f. A stormwater operation and maintenance plan/agreement (as approved by the City) to ensure future operation and maintenance of the private stormwater quality and quantity facilities. The operation and maintenance agreement shall be recorded in the Marion County Deed Records prior to issuance of a Site Development Permit.
 - g. An erosion and sediment control plan for the site grading and earth disturbing activities conforming to DEQ and Public Works Standards. A 1200-C permit will need to be obtained by the Developer from DEQ for any site disturbance of one or more acres through clearing, grading, excavating, or stockpiling of fill material. The Developer shall provide written documentation that a 1200-C permit has been issued by DEQ for the project.
5. The applicant shall complete all street improvements prior to occupancy of the dealership. Prior to issuance of a certificate of occupancy, the final sight distances shall be verified, documented, and stamped by a registered professional Civil or Traffic Engineer as meeting the sight distance requirements of Table 17.26.020.4.c.
 6. The applicant shall execute an agreement with the City that requires abandonment of the private well and connection to public water at such time as a public water main is within 500 feet of the subject property.
 7. Prior to submittal of an application for site development permit, submit a revised Transportation Impact Analysis that documents the existing sight distances at the proposed driveway location and makes recommendations to assure that final design and construction meets the sight distance requirements contained in Table 17.26.020.4.c.
 8. Prior to submittal of an application for a building permit, the applicant shall submit a revised site plan. The revised site plan shall:
 - a. Show a minimum of 90 parking spaces for customers and employees, not including any spaces for vehicle storage or display.
 - b. Show interior landscape islands in the parking area with no more than 10 parking spaces between islands.
 - c. Show a terminal landscape island at the west end of the southerly most row of parking in the parking area.
 - d. Include raised pedestrian access in the customer and employee parking areas.
 - e. Reduce the area of outdoor storage of vehicles on display to no more than 25% of the area between the front lot line and a parallel line drawn from the nearest point of the building.
 - f. Show the sight distance triangle at the driveway intersection.
 9. Prior to submittal of an application for a building permit, the applicant shall submit a revised landscape plan. The revised landscape plan shall:
 - a. Clearly label the species of tree to be planted in the landscape islands in the parking area to be a species on the list of approved trees.

- b. Include an irrigation plan meeting the requirements of Section 17.20.090.4.
 - c. List the height of shrubs to be planted instead of the volume of their container.
 - d. Provide a solid evergreen hedge around the outdoor service area.
 - e. Show the sight distance triangle at the driveway intersection and that any landscaping proposed within the sight distance triangle will not interfere with drivers' vision.
10. Prior to submittal of an application for a building permit, the applicant shall submit a revised illuminance diagram. The revised illuminance diagram shall:
- a. Provide analysis of the lighting levels in the outdoor display/sales area separately than the employee/customer parking area, indicating for each area the average illuminance and the uniformity ratio.
 - b. Meet the standards of Sections 17.20.170.4.b and 17.20.170.4.c.
11. With submittal of an application for a building permit, provide revised building footprint and building elevation drawings. The revised building plans shall:
- a. Provide the total length of the building and the length of the windows. Glazing shall be provided along at least 45% of the building ground floor elevation for all elevations that face a street. Any façade that is at an angle of 50% or less from the street shall be considered to face the street.
 - b. Show a horizontal or vertical break in the cornice line at least 18 inches in height or 3 feet in depth and at least 12 feet wide for each building.
 - c. Show weather protection by means of awnings, canopies, overhangs or other similar features at the primary entrance to each building.

VI. OTHER PERMITS AND RESTRICTIONS

The applicant is herein advised that the use of the property involved in this application may require additional permits from the City or other local, state or federal agencies.

The City of Stayton land use review and approval process does not take the place of, or relieve the Applicant of responsibility for acquiring such other permits, or satisfy any restrictions or conditions there on. The land use permit approval herein does not remove, alter, or impair in any way the covenants or restrictions imposed on this property by deed or other instrument.

According to Section 17.12.120.7 this approval shall be effective only when the right granted herein is commenced within one year of the effective date of the decision. Therefore engineered plans and supporting documentation must be submitted to the Public Works Department no later than October 29, 2019.

VII. EFFECTIVE DATE

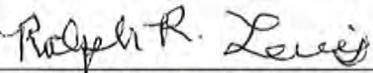
This decision in regards to the applications for annexation and comprehensive plan Map amendment is only advisory to the Stayton City Council. The Stayton City Council shall hold a public hearing on these applications and render a final decision.

This decision regarding the site plan application is final, but shall not become effective until the 15th day after the mailing of the Notice of Decision in this case, and then only if no appeal to the Stayton City Council is timely filed. In the event of a timely appeal to the City Council, this decision shall not become effective until the appeal is finally resolved, including any appeals from the decision of the City Council to the Oregon Land Use Board of Appeals.

Subject to the Effective Date of this decision set forth herein, the land use approval granted by this decision shall also be effective only when the exercise of the rights granted herein is commenced within one year of the effective date of the decision. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the Director of Planning and Development at least 30 days prior to the expiration date of the approval.

VIII. APPEAL DATES

The Planning Commission's action on the site plan review application may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS within 14 days of the notice of decision.



Ralph Lewis, Chairperson

11.27.18
Date



Dan Fleishman,
Planning and Development Director

11/27/18
Date

Standard Conditions of Approval for Land Use Applications

General

1. **Approved Land Use Plans** - Minor variations to the approved land use plans shall be permitted provided the development substantially conforms to the submitted land use plans, conditions of approval, and all applicable standards contained in the Stayton Municipal Code (SMC) and City of Stayton Public Works Standards. The applicant shall be responsible for all costs relating to the development, including the design and construction of any required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC, and Public Works Standards.
2. **City Approvals** - The applicant shall obtain any and all required reviews, approvals, and permits from the City prior to construction of the project.
3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided for the development.
4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.

Prior to Engineered Plan Approval

5. **Design Standards** - All public and privately financed public improvements within the project shall be prepared, signed, and stamped by a Professional Engineer registered in the State of Oregon and shall be designed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)
6. **Engineered Plans** - The applicant's design engineer shall submit engineered plans for review and approval of all required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC and Public Works Standards. Engineered plans shall be reviewed by the City and signed approved by the City Engineer or Public Works Director, prior to issuance of City permits. All conditions of approval for the project will need to be met to the satisfaction of the City Planner and Public Works Director prior to approval of the engineered plans.
7. **Surveys** – Surveys for public improvements shall be performed under the direction of a Professional Land Surveyor registered in the State of Oregon.
8. **Utility Coordination** - Utility companies and public agencies as applicable shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
9. **Agency Approvals** - The applicant shall obtain any and all required reviews, approvals, and permits from all City, State and Federal agencies having jurisdiction

over the work. This may include, but is not limited to, the City, Marion County, DEQ, OHA-DWS, DSL, Fire Code Official, Building Code Official, etc. Written documentation of all required agency approvals as applicable shall be submitted to the City prior to approval of the engineered plans.

Prior to Construction

10. **Developer Agreement** – Where public improvements are required, the applicant shall submit to the City an approved (by City Attorney) Developer-Engineer-City Agreement signed and notarized by the applicant and the design engineer, or a signed Developer-Engineer of Record Agreement (for minor privately financed public improvements) signed by the applicant and the design engineer, prior to issuance of City permits.
11. **Permits, Insurance, and Indemnification** – All required permits, insurance, and indemnification shall be obtained by the applicant and provided to the City in accordance with the Public Works Standards prior to construction. A 1200C permit shall be secured by the applicant if required under the rules of the Oregon State DEQ.
12. **Design Engineer’s Estimate** – Where public improvements are required, an estimate performed by the design engineer of the total estimated project cost shall be provided to the City for review and acceptance. This is needed to determine the amount of bonding required for the project.
13. **Performance Bond** - Where public improvements are required, a performance bond, or other form of performance guarantee acceptable to the City Manager and City Attorney, is required to be in place, prior to issuance of City permits. The applicant shall provide a performance bond in the amount of 125% of the total estimated project cost in accordance with the Public Works Standards. The performance bond shall be in a form acceptable to the Public Works Director.
14. **Pre-Construction Conference** - Where public improvements are required, a pre-construction conference shall be held prior to construction in accordance with the Public Works Standards.

During Construction and Project Completion

15. **Construction Specifications** - Where public improvements are required, all public and privately financed public improvements within the project shall be constructed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)
16. **Construction Inspection**- Where public improvements are required, all public improvements shall be inspected by the design engineer, or a qualified individual under their supervision, in accordance with the Public Works Standards to assure the construction is following the approved engineered plans. At least three days prior to construction, the applicant shall notify the Public Works Director in writing of the date when the applicant proposes to commence construction. The written notification shall include the name and phone number of the contracting company and the

responsible contact person. Any supplemental inspection by the City does not relieve the applicant or the design engineer of providing the required inspection.

17. **Project Completion** - Where public improvements are required, the public improvements and public utilities shall be fully constructed and a project completion report that certifies to the City that the project was constructed according to the approved plans and specifications and that the correct required testing and inspections were satisfactorily performed shall be provided by the design engineer in accordance with the Public Works Standards. Unless the required public improvements are deferred under a non-remonstrance or other agreement approved and signed by the City, a notice of final completion and provisional acceptance of the public improvements is to be provided by the City to the applicant following the completion of construction, prior to the recording of the final plat and prior to any building permit applications being accepted or issued. Construction items must be completed within a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.
18. **Warranty Bond** - Where public improvements are required, after completion and provisional acceptance of the public improvements by the City, the applicant shall provide a 1-year warranty bond in the amount of 30% of the performance bond amount in accordance with the Public Works Standards. The warranty bond shall be in a form acceptable to the Public Works Director.
19. **Record Drawings** - Where public improvements are required, the applicant shall submit to the City, reproducible record drawings and an electronic file of all public improvements constructed during and in conjunction with the project within three months of the completion of construction. Field changes made during construction shall be drafted on the plans in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). Record drawings shall be submitted prior to provisional acceptance of the construction, initiating the one-year maintenance period.
20. **Warranty Bond Release and Final Acceptance** – Where public improvements are required, the release of the warranty bond and final acceptance of the public improvements will be in accordance with SMC 12.04.310 and the Public Works Standards
21. **SDCs and Other Utility Fees** - Systems Development Charges and other utility fees (Mill Creek Sewer Interceptor, etc.) as applicable, will be applied to the project at the time of issuance of a building permit.

Names, Addresses of those participating in the hearing process

Carl Gomoll 12174 Golf Lane, Sublimity OR 97385

Aaron Frichtl 12326 Golf Lane, Sublimity OR 97385

**STAYTON PLANNING COMMISSION
MEETING MINUTES
Monday, October 29, 2018**

COMMISSIONERS: Jackie Carmichael, Vice Chair
Dixie Ellard
Heidi Hazel
Paige Hook
Ralph Lewis, Chair

STAFF MEMBERS: Dan Fleishman – Planning & Development Director
Lisa Meyer – Public Works Administrative Assistant

OTHERS PRESENT: Ronald Ped, Carl Gomoll, Aaron Frichtl, Gene Jones, Police Chief
Rich Sebens; Richard Lewis; Dan Morgan; Brian Quigley; Leo Hillyer; Brandon Hillyer

- 1. CALL TO ORDER:** Chair Lewis called the meeting to order at 7:00 p.m.
- 2. APPROVAL OF MINUTES:** Hazel moved and Carmichael seconded to approve the minutes from September 24, 2018. Passed 5:0.
- 3. LAND USE FILE #19-09/18 –PUBLIC HEARING Applications for annexation, comprehensive plan map amendments and site plan review, Leo Hillyer, Golf Lane**
 - a. Commencement of Public Hearing-** Lewis read the opening statement and opened the hearing at 7:01 p.m. No objections were made from the audience to the notice in or the jurisdiction of the Commission to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.
 - b. Staff Introduction-** Fleishman explained that the hearing is for three applications that were filed together. The first application is for annexation of 8 acres of land. The second application is to change the comprehensive plan designation from Residential to Commercial and to assign the Commercial General Zone at the conclusion of the annexation process. The third application is for Site Plan Review for approval to construct an automobile dealership on the property. A stormwater report, a Transportation Planning Rule (TPR) analysis, and a transportation impact analysis (TIA) was included as part of the application package. The packet also included letters from Marion County Public Works and from the City’s Transportation Planning Consultant.
 - c. Applicant Presentation-** Ronald Ped, 6850 Burnett St SE, Salem, OR 97317. Ped is the Architect for the project. The Applicant is proposing an 8-acre annexation and construction of a car dealership to replace the facility that is currently by the golf course. The Applicant is in agreement with the staff report and recommended conditions of approval.
 - d. Staff Report-** Fleishman explained that Marion County along with the City’s transportation consultant had serious concerns with the TPR analysis and the TIA provided with the applications. A revised TIA was received October 26, 2018, and was forwarded to Marion County and the City’s transportation planning consultant. Staff recommended continuing the public hearing to November to allow time for review comments. The City’s transportation planning consultant responded this morning via

email and noted that most of their comments on the original TIA were not addressed on the revised TIA.

Fleishman explained that the code establishes criteria for annexation approval. One criterion is that there is a need for annexation. He noted the current commercial land inventory available within the City limits and referenced the Buildable Lands Inventory (BLI) that was part of the 2013 Comprehensive Plan. Another criterion for annexation is that there are adequate City services. The Applicant proposed to connect to the City's sewer main that is 1,500 feet away. Public Works commented that the sewer main may need to be oversized based on the length and the area it could potentially serve. The standard sewer main for most developments is 8 inches and if a larger capacity is required, the City would reimburse the Developer for the added cost. There is no public water available to serve the property. The Applicant proposes to utilize an on-site well until City services become available. Another criterion is that the parcel is contiguous to the City limits. The parcel to the west belongs to Stayton Middle School and was annexed four years ago. Another criterion is that the annexation is compatible with the character of the surrounding area. Currently the surrounding area is undeveloped land. The portion of the middle school property that is adjacent to the proposed annexation is forested and used for cross country trails. The property to the northeast across Golf Lane and Hwy 22 is a developed car dealership. The property to the south is undeveloped. The annexation must comply with all applicable provisions of State and local law. The State law addresses the processes and procedures of annexation and the property owners have consented to annexation. The last criterion deals with a contract annexation which is not applicable in this case. The draft order has a condition of approval that would allow for a private well with the requirement that the Applicant connect to public water when public water is within 500 feet of the property boundary.

The Comprehensive Plan Amendment requires a review of the existing land available for residential development. Fleishman received a letter that afternoon jointly submitted from the Fair Housing Council of Oregon (FHCO) and Housing Land Advocates (HLA). The letter suggests that the draft order does not contain an adequate analysis of the impact of removing 8 acres from Residential designation. Fleishman noted the City has an adequate analysis when looking at the Comprehensive Plan which indicates there is almost 1,900 acres of land in the Urban Growth Boundary (UGB) designated for residential. There are 921 buildable acres of land inside the UGB, but outside of the City limits. Fleishman noted removing 8 acres is less than 1% of land available and should not have an impact on the availability of land for residential development. Fleishman will amend the draft order to note the testimony in the letter.

The conditions of approval address issues with the building placement and design on the Site Plan. Staff is concerned with the TIA and TPR analysis. The Applicant's consultant suggested that there be a condition of approval on the Comprehensive Plan Amendment such that the site when developed could not generate more than 500 trips per day. The consultant was assuming that the size of the dealership was significantly smaller than what was proposed on the Site Plan Review Application. The consultant also estimated 450 trips per day would be generated. The revised TIA that was submitted several weeks later had the correct size for the dealership, but did not provide a daily traffic generation estimate, only a peak hour estimate. The peak hour traffic generation estimate was 40-50% larger than the original. Fleishman explained that if the peak hour increased by 40-50% then the daily would probably increase by 40-50%. Staff recommended a condition

of approval in the draft order that would restrict the size of the development to generate no more than 500 trips per day and that a revised TIA be submitted that includes an estimate in daily traffic. Staff recommended taking no action tonight and continuing the hearing.

- e. **Questions from the Commission-** Hazel asked about highest and best use for the property. Fleishman explained that highest and best use isn't a factor in the approval criteria. The approval criteria looks at commercially zoned land in the city that would be available for this type of use. The criteria also looks at how the development will impact the City's utilities and transportation infrastructure. Fleishman thought there was adequate information in the record to support a comprehensive plan amendment provided the transportation impact issue is adequately addressed by the Applicant's transportation consultant.

Hook requested clarification regarding the recent changes involving commercial zones. Fleishman explained that the recent changes involved areas that have historically been in residential use and zoned commercial for 40 years and did not see a demand for converting residences to commercial uses. The zoning in that case was changed from commercial to residential. The difference in this case, is that the type of use requested needs a large piece of vacant land. Hook asked about other land options if a similar business wanted to come to town and the parcel in question was not available. Fleishman explained an application for a comprehensive plan amendment and zone map amendment can be submitted to change industrial or residential land to commercial.

Hook asked about the worst case scenario regarding the comprehensive plan amendment. Fleishman explained that the City is required to make sure there will be adequate transportation facilities to handle whatever could happen from the zone change. Fleishman referred to the TPR analysis included in the packet from consultant Karl Birky dated March 28, 2018. The consultant concluded the worst case scenario would be fast food restaurants covering 8 acres of land which would generate 1,100 trips per 1,000 square feet of floor area. Birky recommended a cap of 500 trips per day from development of a parcel. At the time the letter was written, the consultant assumed the Applicant was applying for two different parcels to be annexed with a 16,000 sq ft dealership. The Application ended up being for one parcel with a 31,000 sq ft dealership. The dealership must be sized based on a cap of 500 trips per day.

Carmichael inquired about the roadway access at the proposed dealership. Fleishman confirmed the proposed development is off of Golf Lane which is a dead end road. Fleishman explained that in 2003 an agreement was put in place between the City and Marion County that said at such time that the intersection of Golf Lane and Cascade Hwy no longer functions properly it shall be relocated to create a four-way intersection at the Whitney Street signal.

Fleishman will modify the draft order to acknowledge the testimony and respond to the joint letter from HLA and FHCO with regards to having an adequate supply of housing units.

- f. **Proponents' Testimony-** None

- g. Opponents Testimony-** Carl Gomoll, 12174 Golf Ln, Sublimity, OR. Gomoll is concerned about the amount of traffic the dealership will generate and cars using the dead end as a turnaround and stirring up dust. He suggested a proper turnaround or pavement to the end of the street. He is also concerned about the impervious surface that is going to be created with the new dealership. He claims the stormwater from the dealership property will go into a swale next to the frontage road and may end up flooding his pasture land. He is concerned about the wetlands once the four-way intersection is developed at Whitney Street. He reports the stormwater from the area will flow into a creek which will end up flooding his property and the neighbor's property. Gomoll suggested putting a traffic light at Golf Ln and the Park and Ride intersection on Cascade Hwy rather than at Whitney St. The intersection relocation would save money by not having to build a bridge over the creek and build a roadway over the wetlands. Plus, there would not be as much stormwater runoff that could cause the creek to flood near the golf course. He also prefers to keep the name of the road Gold Ln rather than Whitney Rd if the intersection gets developed at Whitney St and Cascade Hwy.

Gomoll raised concerns about the dealership's usage of water and having their own well. He does not know the impact the dealership's water usage may have on residences who may be pulling from the same water table. He has a concern with annexing 8 acres today from residential to commercial and years later another request to annex nearby land for commercial use. He wants to be sure a good foundation is put in place if there are future plans for residential development versus commercial development.

Hook inquired about the stormwater impact for neighboring properties. Fleishman explained that the City's stormwater management requires new development to limit the stormwater runoff to no more than what currently comes off the property prior to development for the 2 year storm, the 5 year storm, 10 year & 25 year recurrent event and provide enough storage for a 50 year storm. Marion County requires stormwater detention and notes infiltration based systems may not be permitted if they discharge to Golf Ln. The Applicant would need to get a permit from the State Department of Environmental Quality. Gomoll inquired how he can measure if the stormwater system is working effectively after two years and what are his repercussions. He claims the plans only show stormwater runoff into a ditch.

Hook inquired if the dealership's well will take away the water rights from the residential property owners. Fleishman confirmed that the Applicant proposed to drill a well and the Applicant assured Fleishman that no permits/licenses/approvals are required from the State/County/City to do so. Based on the amount of water they will be using the Applicant doesn't need to have any certificated water rights. Fleishman suggested to add a condition of approval to look at the ground water impact analysis and aquifer to see how it will impact neighboring wells.

Aaron Frichtl, 12326 Golf Ln SE, Sublimity, OR. Frichtl noted that the center lane on Cascade Hwy is not striped for a turn lane either going north or south and it is dangerous. Southbound motorists turn into the center lane early as they approach Whitney which has caused some near head on collisions when Frichtl was traveling north on Cascade Hwy and tried to turn into the center lane to turn onto Golf Ln. He also has a concern for the demand on power since vehicles are changing to electrification. He inquired if Pacific Power will be able to handle the power demand. He inquired about how the zoning change would impact neighboring properties and other entities that serve Golf Ln. He

inquired if the current dealership location was going to remain empty or be turned over to another entity. He is also concerned about the water table with the dealership's proposed usage to wash vehicles and irrigate. Hazel inquired if Frichtl knew the depth of his well or the gallons per minute. Frichtl explained that the water table gets low during the summer where air is in the water line. Frichtl thought the well was 110' deep and confirmed that he currently does not utilize holding tanks. Frichtl is also concerned about how the lighting will change the character of Golf Lane and he is not sure if there are any proposed signs and fencing. He is concerned about test drives on Golf Ln. The dealership across the highway currently uses Golf Ln as a test drive route and turn around at his gate.

h. Governmental Agencies- None

i. General Testimony- None

j. Questions from the Public- None

k. Questions from the Commission- The Commissioners discussed the additional trips that will be generated at Golf Ln and Cascade Hwy. Fleishman explained that traffic flow can be limited by limiting the size of the building square footage. Fleishman referred to the March 28, 2018 memo included in the packet. An alternative to eliminate the 500 trips per day cap would be to participate in the improvements that need to be done to the transportation system.

l. Applicant Summary- Ped explained that this parcel was selected because there are zero extra parcels along Santiam Hwy that could be approved by the automobile manufacturer. A Shaff Rd site wouldn't work because the traffic count isn't there. This site had the least impact of bringing cars into town and they would remain out at the highway. The ITE averages all traffic counts from all car dealerships ranging metropolitan areas to rural towns. Ford Motor Company is becoming an exclusive truck manufacturer. The square footage in the service department was enlarged to allow for more maneuvering space between the stalls to accommodate a crew cab truck. Ped claims in actuality the trips would not be increased because the features, staff, or showroom space did not increase. The only space added was for more maneuvering space in the service department. Ped explained that customers going on a test drive will have an employee with them and they would be directed to head towards Cascade Hwy. The Applicant is required to keep the stormwater on site with three different departments reviewing the calculations. Directional fixtures have been selected to shine directly on the lot. Glare shouldn't be an issue. The brand sign is approved in a lot of communities with dark sky ordinances and Ped doesn't anticipate it will be a problem. Hook inquired if the Applicant had any insight regarding the well. Ped explained the water usage will be the same as a single family residence on acreage properties.

m. Staff Summary- Fleishman noted the traffic safety at Golf Ln and Cascade Hwy would decrease from a C to a D during the PM peak hour. Pacific Power was notified and asked to comment and no comments were received. If annexed, Stayton PD will service this address. If the parcel is annexed, Staff will recommend to City Council to include not only the 8 acres, but include that the Golf Ln right of way from the Applicant's property to Cascade Hwy, and a portion of Golf Ln and Mill Creek so Stayton PD will have jurisdiction. The property will continue to be served by Sublimity Fire District. Due to the dealership having minimal domesticated water use by the staff and a storage tank will

be utilized to recirculate the water for the car wash, Staff recommended to allow a well, but required a recordable agreement so that the property connects to the water main when it is within 500 feet of the property. The nearest water main is at Cascade Hwy and Whitney St. The Staff recommended continuing the public hearing to allow time to receive a revised TPR analysis and TIA, plus allow time for Marion County and Kittelson & Associates, Inc. to review the documents. Hook inquired about the Application for Annexation that states that annexations of more than 3 acres require approval by the voters of the City. Fleishman explained the City's Charter and Code require annexations larger than 3 acres to be sent to the voters. In 2017 a state statute went into effect that prohibits the City from sending annexations to voters. The City Council could choose to send it to voters.

n. Close of Hearing- Lewis closed the hearing at 8:20 p.m.

o. Commission Deliberation

p. Commission Decision- Hazel moved to continue the hearing until November 26, 2018, and include the written and spoken testimony from today in the report, Ellard seconded. Fleishman will include a draft condition involving the water table analysis. Passed 5:0.

4. DISCUSSION OF POSSIBLE CODE AMENDMENT TO ALLOW RESIDENTIAL RECREATIONAL VEHICLE PARKS

The Commissioners discussed the possible code amendments provided in the Staff Report. The Commissioners suggested not allowing RVs in mobile home parks or medium density zoning. A suggestion was made to keep the Land Use and Development code intact for mobile home parks. RVs are already allowed in the Interchange Development Zone.2. Lewis inquired of Gene Jones if he plans to put fire rings at each site as suggested in the proposed code. Jones recommended a BBQ pit on a stand, not an open pit. Fleishman included standards that were already in the code for RV parks and looked at other municipality's code for RV parks. The property Jones is looking at could be a part of the Interchange Development Zone because it is close enough to the Fern Ridge Road and Hwy 22 intersection. Fleishman informed the Commissioners that they could choose not to change where RVs are permitted.

The Commissioners suggested changing the definition of an RV, establishing the design standards, and having protections for residents that would be living in RVs and residents in manufactured homes as well. Fleishman will come back next month with the suggested changes including tenant protections for residential RV parks and mobile home parks.

5. OTHER BUSINESS- Chief Sebens wanted to comment about the landlord tenant law that was discussed at last month's meeting. One of the problems is that there is no enforcement at the State level and becomes a civil matter. The City enacted a new code a couple years ago that dealt with rentals having no sewer, major fire hazard issues and no heat. Tenants must now send a demand letter to the landlord and if the landlord does not respond, the police will get involved. As a representative of Stayton Police Department, Sebens requested the Commissioners consider putting protections in place for tenants at RV/mobile home parks. Sebens expressed his concern of a hazard at an existing mobile home park. Fleishman suggested having protections, including change of use, for tenants of RV/mobile home parks as part of the municipal code, not land use.

Sebens suggested if a condition of approval gets approved for an RV Park and it can be applied across the board to any new RV park, that the condition be added to the code so the

police can enforce it. Fleishman will do some research into what other communities have done to protect and preserve mobile home parks and come back with suggestions for consideration.

6. **ADJOURN-** Lewis adjourned the meeting at 8:56 pm.

ORDINANCE NO. 1028

AN ORDINANCE ANNEXING INTO THE CITY OF STAYTON CERTAIN REAL PROPERTY LOCATED ON GOLF LANE AND PORTIONS OF THE RIGHTS OF WAY OF GOLF LANE AND CASCADE HIGHWAY; AMENDING THE CITY OF STAYTON COMPREHENSIVE PLAN MAP FROM RESIDENTIAL TO COMMERCIAL; AND AMENDING THE CITY OF STAYTON ZONING MAP FROM MARION COUNTY URBAN TRANSITIONAL (UT) TO CITY OF STAYTON COMMERCIAL GENERAL, LOW DENSITY RESIDENTIAL, PUBLIC/SEMI-PUBLIC, AND NATURAL RESOURCES OVERLAY.

WHEREAS, on August 3, 2018, pursuant to ORS 222.125 and Stayton Municipal Code (SMC) Section 17.12.210, Leo Hillyer submitted concurrent applications for annexation of an eight-acre parcel of land located on Golf Lane, for a comprehensive plan amendment to change the comprehensive plan designation of that property from Residential to Commercial, and for an Official Zoning Map amendment to assign Commercial General zoning to the property upon annexation;

WHEREAS, a public hearing was held on the applications before the Stayton Planning Commission on October 29, 2018 and continued until November 26, 2018;

WHEREAS, following the public hearing, the Stayton Planning Commission recommended that the annexation be approved; that the territory to be annexed also include the full width of the right of way of Golf Lane between the west boundary of the property and Cascade Highway and that portion of the Cascade Highway right of way between Mill Creek and Golf Lane; that the comprehensive plan map be amended from Residential to Commercial for the property; and that Commercial General zoning be applied to the property;

WHEREAS, the territory to be annexed is contiguous to the City Limits on the west side;

WHEREAS, the property is currently zoned Urban Transition (UT-20), and the applicant has requested that the property be zoned Commercial General in accordance with the concurrent amendment of the Stayton Comprehensive Plan Map;

WHEREAS, the City of Stayton City Council held a public hearing as required by law on January 7, 2019;

WHEREAS, notice of the City Council public hearing was published for two successive weeks prior to the hearing in the Stayton Mail;

WHEREAS, the City of Stayton City Council makes findings of fact regarding the applications as contained in Exhibit 3 attached hereto and incorporated herein;

WHEREAS ORS 222.127 requires the City Council to finalize the annexation and not forward the application to the voters of the City as required by City Charter and SMC Section 17.12.210.2.a.2); and

WHEREAS, the City of Stayton City Council concludes, based on the findings of fact contained in Exhibit 3 that the applications meet the criteria for approval in SMC Section 17.12.210.4 for annexations, Section 17.12.170.6 for comprehensive plan amendments, and Section 17.12.180.6 for Official Zone Map amendments;

NOW THEREFORE, the City of Stayton ordains:

Section 1. The City of Stayton City Council makes findings of fact and conclusions of law regarding the applications as contained in Exhibit 3 attached hereto and incorporated herein.

Section 2. Pursuant to ORS 222.125, the Stayton City Council hereby proclaims the annexation to the City of Stayton, Oregon, of territory on Golf Lane, including a portion of the rights of way for Golf Lane

and Cascade Highway, the legal description of which is described in Exhibit 1 and is shown in Exhibit 2, which are attached hereto and by reference incorporated herein.

Section 3. Pursuant to ORS 222.005 the Stayton City Recorder shall provide by certified mail to all public utilities, telecommunication facilities, and franchise holders operating within the City a written notice of each site address to be annexed as recorded on the Marion County assessment and tax roles, a legal description and map of the proposed boundary change, and a copy of this ordinance. This notice shall be mailed within (10) ten working days of the enactment of this Ordinance.

Section 4. Pursuant to ORS 222.010 the Stayton City Recorder shall, within ten (10) days of the enactment of this Ordinance, send to the Marion County Clerk and Marion County Assessor a report of the annexation including a detailed legal description of the new boundaries established by the City.

Section 5. Pursuant to ORS 308.225(2) the Stayton City Recorder shall provide to the Oregon Department of Revenue a copy of this Ordinance, containing the legal description and map of the territory being annexed.

Section 6. Pursuant to ORS 222.177 the Stayton City Recorder shall provide to the Oregon Secretary of State a copy of this Ordinance, containing the legal descriptions and maps of the territories being annexed, and a copy of documents indicating consent of the property owners.

Section 7. The Stayton Comprehensive Plan Map is hereby amended as follows:

Area to be Changed from Residential to Commercial

Beginning at a point on the north line of the right of way of Golf Lane on the extension of the west line of Tax Lot 091W03B 01400, proceeding southeasterly along the north line of the right of way of Golf Lane to the northerly corner of Tax Lot 091W03B 01501; thence southerly to the centerline of Golf Lane; thence southeasterly along the centerline of Golf Lane to a point on the extension of the south line Tax Lot 091W03B; then continuing westerly along the south line of Tax Lot 091W03B 01400 to the southwest corner of Tax Lot 091W03B 01400; then northerly along the west line of Tax Lot 091W03B 01400 to the point of beginning.

Section 8. The Stayton Official Zoning Map is hereby amended as follows:

Newly Annexed Area to be Zoned Commercial General

Beginning at a point on the north line of the right of way of Golf Lane opposite the west line of Tax Lot 091W03B 01400, proceeding southeasterly along the north line of the right of way of Golf Lane to the northerly corner of Tax Lot 091W03B 01501; thence southerly to the centerline of Golf Lane; thence southeasterly along the centerline of Golf Lane to a point on the extension of the south line Tax Lot 091W03B 01400; thence continuing westerly along the south line of Tax Lot 091W03B 01400 to the southwest corner of Tax Lot 091W03B 01400; then northerly along the west line of Tax Lot 091W03B 01400 to the point of beginning.

Newly Annexed Area to be Zoned Low Density Residential

Beginning at a point on the centerline of Golf Lane opposite the south line of Tax Lot 091W03B 01400, proceeding south easterly along the centerline of Golf Lane to a point on the extension of the south line of Tax Lot 091W03B 01501; thence easterly to the southwest corner of Tax Lot 091W03B 01501; thence southeasterly along the northeast right of way line of Golf Lane to the centerline of Cascade Highway; thence southerly along the centerline of Cascade Highway to the thread of Mill Creek; thence westerly

along the thread of Mill Creek to the west right of way line of Cascade Highway; thence northerly along the west right of way line of Cascade Highway to the south right of way line of Golf Lane; thence westerly and northwesterly along the right of way line of Golf Lane to the south line of Tax Lot 091W03B 01400; thence easterly to the point of beginning.

Newly Annexed Areas to be Placed within Public/Semi-Public Zone

Beginning at the northerly corner of Tax Lot 091W03B 01501; thence southerly to the centerline of Golf Lane; thence southeasterly along the centerline of Golf Lane to a point on the extension of the south line Tax Lot 091W03B 01501; thence easterly to the southwest corner of Tax Lot 091W03B 01501; thence northwesterly along the northeast right of way of Golf Lane to the point of beginning. Also,

Also, beginning at a point on the centerline of Cascade Highway at the thread of Mill Creek, proceeding northerly along the centerline of Cascade Highway to a point opposite from the north right of way of Golf Lane; thence easterly to the east right of way of Cascade Highway; thence southerly along the east right of way of Cascade Highway to the thread of Mill Creek; thence westerly along the thread of Mill Creek to the point of beginning.

Newly Annexed Area to be Placed within the Natural Resources Overlay District

Those portions of the newly annexed territory that are within 100 feet of Mill Creek.

A portion of the revised Official Zoning Map, illustrating the amendments to the Official Zoning Map is included as Exhibit 4, attached hereto and incorporated herein.

Section 9. The land use actions taken in this ordinance are conditioned upon any development to be constructed or otherwise developed on the subject property generating not more than 1,000 vehicle trips per day. Any application for development on the subject properties shall submit with the development application a Transportation Impact Analysis or a Transportation Assessment Letter as provided for in the SMC that verifies the proposed development will conform to the trip cap limitations stated herein.

Section 10. Upon adoption by the Stayton City Council and the Mayor's signing, this Ordinance shall become effective 30 days after the date of signing.

Section 11. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE CITY COUNCIL this 7th day of January, 2019.

CITY OF STAYTON

Signed: _____, 2019

BY: _____
Henry A Porter, Mayor

Signed: _____, 2019

ATTEST:

Keith D. Campbell, City Manager



EXHIBIT 1, Annexation Area

All of Parcel 1 of that tract of land as conveyed to William L. McClain and Pamela K. McClain, trustees, or their successors in interest of the McClain Living Trust, per Reel 3666, Page 253 of Marion County Deed Records, Marion County, Oregon, Together with a portion Golf Lane SE (County Road 9004), Together with a portion of Market Road No. 30 (Cascade Highway), lying in Section 3, Township 9 South, Range 1 West of the Willamette Meridian, in the County of Marion and State of Oregon, being more specifically described as follows:

Beginning at a 1 1/8" Iron Pipe being the Southwest corner of the Minden tract as described in Book 338, Page 79. Also, being the Southwest corner of the McClain tract, lying on the East line the Gabriel Brown D.L.C.; Thence North 00°10'18" West 642.21 feet along said Gabriel Brown D.L.C. line (West line of Minden Tract & West line of McClain Tract) to the intersection with the Southerly Right-of-Way line of Golf Lane (County Road 9004)

Thence continuing along same line North 00°10'18" West 77.70 feet to the intersection with the Southerly Right-of-Way line of the relocated North Santiam Highway No. 22;

Thence Easterly along the said Southerly line the following 5 courses;
Along the Arc of a non tangent curve to the left having a 23028.31 foot radius (a chord of South 61°25'26" East 722.07 feet) and a distance of 722.09 feet;
Thence South 62°31'02" East 169.81 feet to a 5/8" Iron rod;
Thence South 52°24'07" East 81.85 feet to a 5/8" Iron rod;
Thence South 52°16'26" East 84.91 feet to a 5/8" Iron rod;
Thence South 52°41'37" East 87.32 feet to a 5/8" Iron rod at the intersection of Southerly Right-of-Way line of the relocated North Santiam Highway with the Northerly Right-of-Way line of Golf Lane (County Road 9004);

Thence Southeasterly along the Northerly & Easterly Right-of-Way Lines of Golf Lane the following 14 courses;
South 36°56'41" East 166.24 feet to a 5/8" Iron rod;
Thence South 28°39'12" East 14.61 feet to a 5/8" Iron rod;
Thence South 28°21'28" East 128.81 feet to a 5/8" Iron rod;
Thence South 17°46'02" East 333.06 feet to a 5/8" Iron rod;
Thence South 17°44'05" East 34.06 feet to a 5/8" Iron rod;
Thence South 23°16'01" East 114.78 feet to a 5/8" Iron rod;
Thence South 23°07'33" East 183.86 feet to a 5/8" Iron rod lying under an asphalt driveway;
Thence South 28°03'40" East 181.38 feet to a 5/8" Iron rod;
Thence South 47°41'18" East 51.99 feet to a 5/8" Iron rod;
Thence South 47°58'39" East 125.06 feet to a 5/8" Iron rod;
Thence South 66°19'30" East 47.85 feet to a 5/8" Iron rod;
Thence South 66°28'13" East 136.40 feet to a 5/8" Iron rod;
Thence South 85°44'26" East 280.82 feet to a 5/8" Iron rod;
Thence South 85°44'25" East 98.79 feet to a 5/8" Iron rod at the intersection with the West Right-of-Way of Market Road No. 30 (Cascade Highway);

Thence crossing said Road South 88°38'58" East 138.49 feet to the East Right-of-Way of Market Road No. 30 (Cascade Highway);

Thence Southerly along the East Right-of-Way of Market Road No. 30 (Cascade Highway) the following 3 courses;
South 00°17'23" East 65.84 feet;
Thence South 00°17'09" East 168.97 feet;
Thence South 00°17'24" East 5.31 feet to the intersection of said Right-of-Way with the Thread of Mill Creek

Thence Southwesterly along the centerline of the thread of Mill Creek South 81°20'40" West 141.80 feet to the Westerly Right-of-Way of Market Road No. 30 (Cascade Highway);

Thence Northerly along the Westerly Right-of-Way of Market Road No. 30 (Cascade Highway) the following 2 courses;
North 00°14'45" West 25.89 feet;
Thence North 00°12'29" West 137.59 feet to a 5/8" Iron rod at the intersection with the Southerly Right-of-Way of Golf Lane (County Road 9004);

Thence Northwesterly along the Southerly & Westerly Right-of-Way Lines of Golf Lane the following 13 courses;
North 89°01'11" West 101.03 feet to a 5/8" Iron rod;
Thence North 89°01'55" West 302.37 feet to a 5/8" Iron rod;
Thence North 69°14'07" West 167.49 feet to a 5/8" Iron rod;
Thence North 68°48'43" West 62.11 feet to a 5/8" Iron rod;
Thence North 45°25'51" West 160.77 feet to a 5/8" Iron rod;
Thence North 49°37'32" West 63.57 feet to a 5/8" Iron rod;
Thence North 27°57'26" West 220.14 feet to a 5/8" Iron rod;
Thence North 11°59'41" West 188.76 feet to a 5/8" Iron rod;
Thence North 11°55'10" West 115.18 feet to a 5/8" Iron rod;
Thence North 17°49'03" West 34.17 feet to a 5/8" Iron rod;
Thence North 20°16'50" West 322.63 feet to a 5/8" Iron rod;
Thence North 28°21'28" West 132.74 feet to a 5/8" Iron rod;
Thence North 45°59'27" West 53.06 feet to a 5/8" Iron rod at the intersection with the South Line of the Minden Tract & South line of McClain Tract;

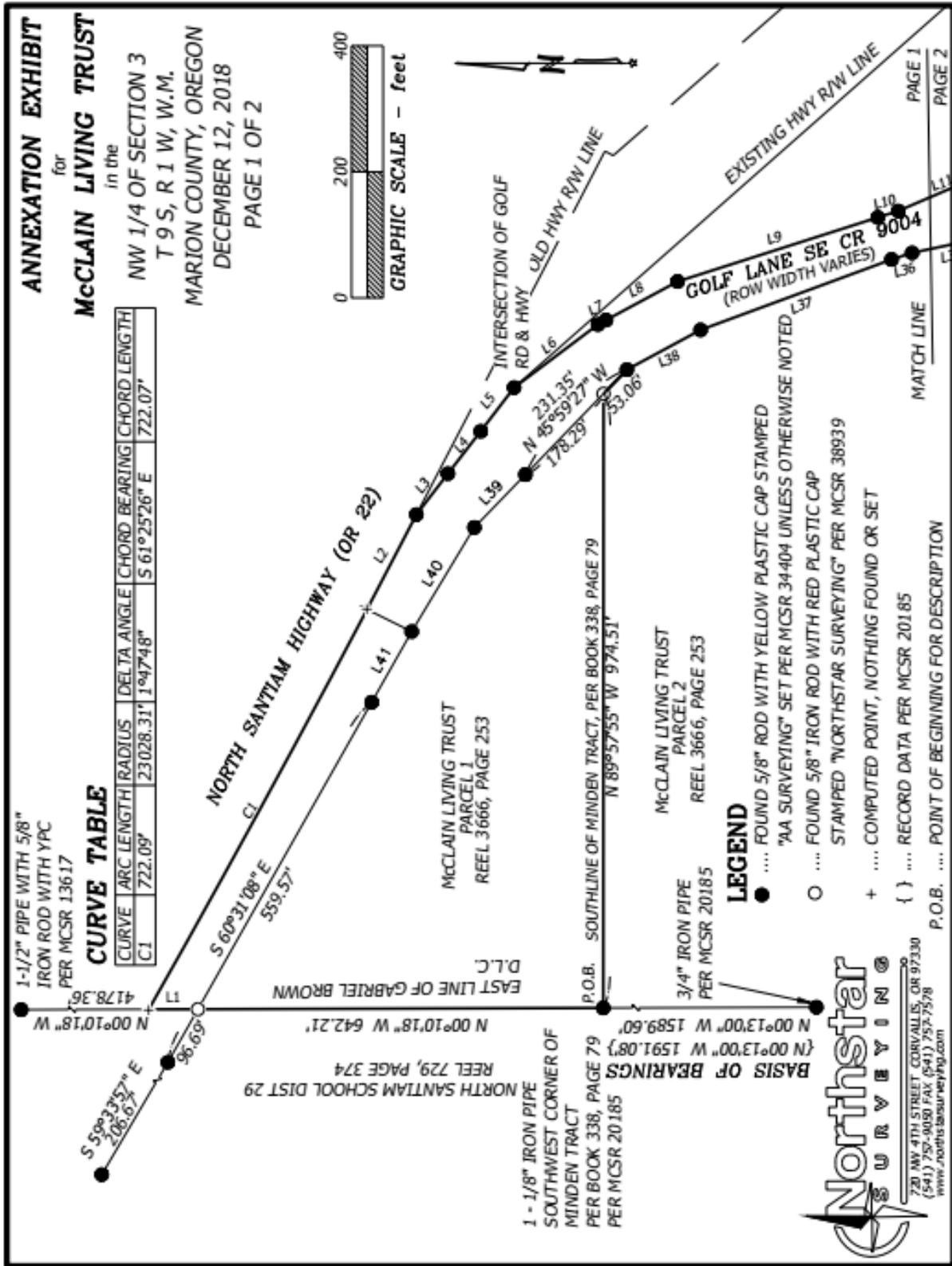
Thence along said South line N 89°57'55" West 974.51 feet back to the point of beginning.

Containing approximately 15.51 Acres.

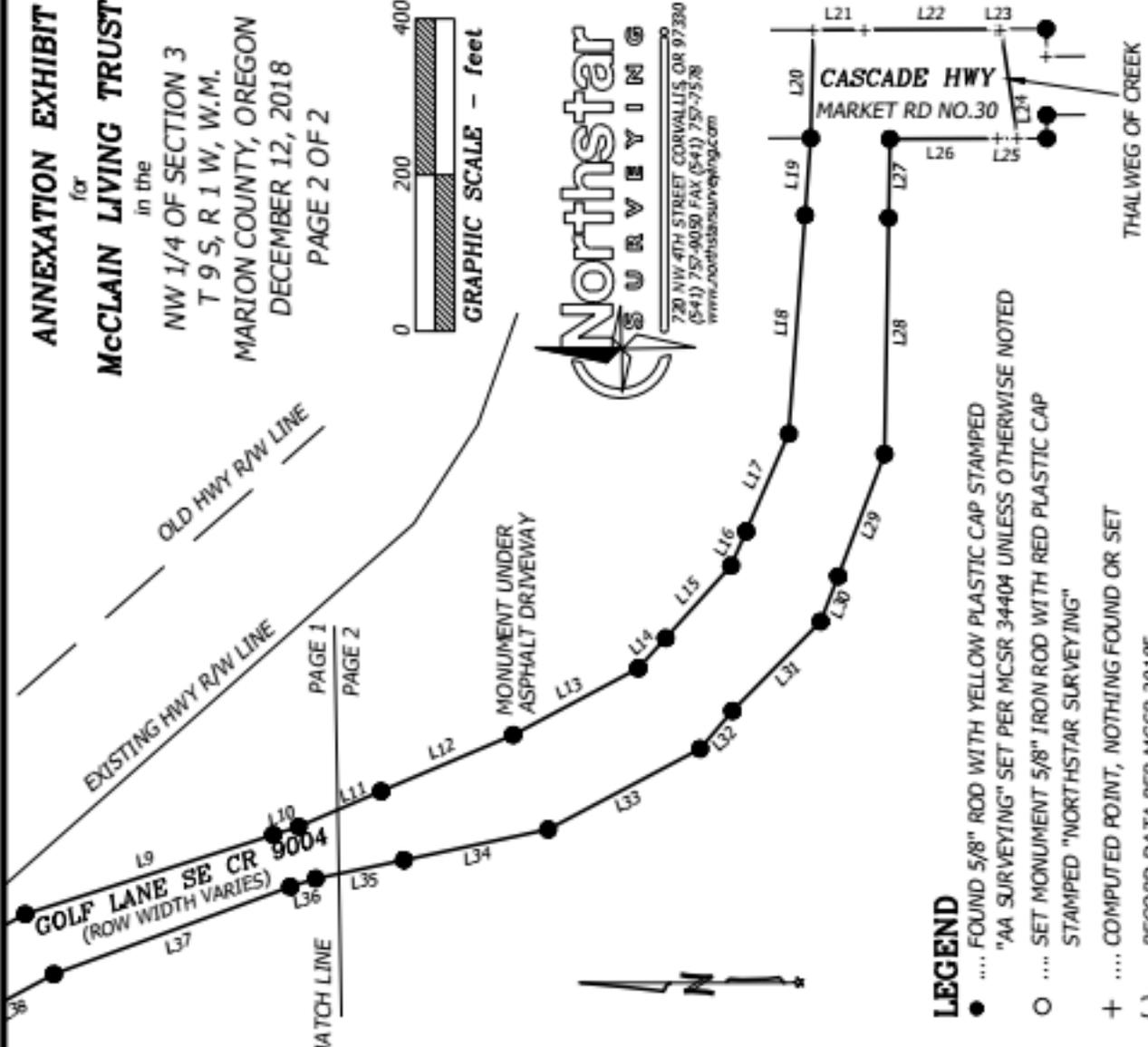
The basis of bearings for this description is from a 3/4" Iron Pipe and a 1-1/8" Iron Pipe at the Southwest corner of said Parcel 1 as shown on MCSR 20185.



EXHIBIT 2, Map of Annexation Area



ANNEXATION EXHIBIT
for
McCLAIN LIVING TRUST
in the
NW 1/4 OF SECTION 3
T 9 S, R 1 W, W.M.
MARION COUNTY, OREGON
DECEMBER 12, 2018
PAGE 2 OF 2



- LEGEND**
- FOUND 5/8" ROD WITH YELLOW PLASTIC CAP STAMPED "AA SURVEYING" SET PER MCSR 34404 UNLESS OTHERWISE NOTED
 - SET MONUMENT 5/8" IRON ROD WITH RED PLASTIC CAP STAMPED "NORTHSTAR SURVEYING"
 - + COMPUTED POINT, NOTHING FOUND OR SET
 - { } RECORD DATA PER MCSR 2018S

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 00°10'18" W	77.70'
L2	S 62°31'02" E	169.81'
L3	S 52°24'07" E	81.85'
L4	S 52°16'26" E	84.91'
L5	S 52°41'37" E	87.32'
L6	S 36°56'41" E	166.24'
L7	S 28°39'12" E	14.61'
L8	S 28°21'28" E	128.81'
L9	S 17°46'02" E	333.06'
L10	S 17°44'05" E	34.06'
L11	S 23°16'01" E	114.78'
L12	S 23°07'33" E	183.86'
L13	S 28°03'40" E	181.38'
L14	S 47°41'18" E	51.99'
L15	S 47°58'39" E	125.06'
L16	S 66°19'30" E	47.85'
L17	S 66°28'13" E	136.40'
L18	S 85°44'26" E	280.82'
L19	S 85°44'25" E	98.79'
L20	S 88°38'58" E	138.49'
L21	S 00°17'23" E	65.84'
L22	S 00°17'09" E	168.97'
L23	S 00°17'24" E	5.31'
L24	S 81°20'40" W	141.80'
L25	N 00°14'45" W	25.89'
L26	N 00°12'29" W	137.59'
L27	N 89°01'11" W	101.03'
L28	N 89°01'55" W	302.37'
L29	N 69°14'07" W	167.49'
L30	N 68°48'43" W	62.11'
L31	N 45°25'51" W	160.77'
L32	N 49°37'32" W	63.57'
L33	N 27°57'26" W	220.14'
L34	N 11°59'41" W	188.76'
L35	N 11°55'10" W	115.18'
L36	N 17°49'03" W	34.17'
L37	N 20°16'50" W	322.63'
L38	N 28°21'28" W	132.74'
L39	S 46°00'33" E	116.58'
L40	S 58°59'58" E	192.74'
L41	N 60°31'19" W	128.66'

EXHIBIT 3, CITY COUNCIL FINDINGS OF FACT

LAND USE FILE #7-08/17

A. GENERAL FACTS

1. The owners of the property are William L McClain and Pamela K McClain, Trustees and the McClain Living Trust. The Applicant is Leo Hillyer who is has a contract to purchase the property.
2. The property can be described as tax lot 1400 on Map 91W03B.
3. The property is located on the southwest side of Golf Lane and is not assigned an address.
4. The property is approximately 8 acres in area. The property is triangular in shape, approximately 1,145 feet of frontage on Golf Lane
5. The neighboring property to the west is inside the City Limits, is zoned Public/Semi-Public (P) and is an undeveloped portion of the Stayton Middle School campus. The neighboring property to the south is located outside of the City Limits, is zoned Marion County Urban Transition, and is a vacant lot. The property to the northeast, across Golf Lane and across State Highway 22, is located in the City of Sublimity, is zoned Industrial, and is developed as an automobile dealership.
6. Though the property is within the Stayton Urban Growth Boundary, it is located within the boundaries of the Sublimity Fire District.
7. The property is currently vacant.
8. The proposal is to annex approximately 8 acres of land into the City. The applicant has also applied for a Comprehensive Plan Map amendment from Residential to Commercial and has proposed that Commercial General zoning be applied to the property at the time of annexation. The applicant also proposes to develop the parcel into an automobile dealership with two buildings: a sales and service building of 25,000 square feet, and a truck sales and service building of 6,000 square feet.
9. The Stayton Planning Commission held a public hearing on October 29 and November 26 on the three concurrent applications for annexation, comprehensive plan map amendment, and site plan review. The Planning Commission is the decision authority on the application for site plan review, but plays an advisory role to the City Council on the applications for annexation and comprehensive plan map amendment.
10. Following their public hearing, the Planning Commission adopted an order that recommended to the City Council annexation of the property, along with annexation of a portion of the Golf Lane right of way and a portion of the Cascade Highway right of way; recommended to the City Council the comprehensive plan map amendment for the property; and approved the application for site plan approval contingent upon the successful conclusion of the annexation and comprehensive plan map amendment. The Planning Commission's order included twelve conditions, most of which related to the site plan approval, but one of which related to the comprehensive plan map amendment.
11. This proposal must comply with the Transportation Planning Rule (TPR), which implements Statewide Planning Goal 12 when considering amendments to acknowledged comprehensive plans and land use regulations. The process for analysis of the TPR is a two-step process for evaluating a proposal's impacts on the transportation system. First, the trip generation potential of a site is

assessed assuming a “reasonable worst-case” development scenario under the existing and proposed zoning. If the proposed zoning has the potential to increase the number of trips, an analysis of long-term transportation impacts can be studied to assess whether the rezone will significantly affect the transportation system. Conversely, if the trip generation under the proposed zoning is equal to or less than that under the existing zoning, no additional operational analysis is necessary to conclude that the proposal does not significantly affect the transportation system.

12. The test for significant effect involves an analysis of land uses representing “reasonable worst-case” development scenarios. These “reasonable worst-case” scenarios are independent of current or planned site uses. Per SMC 17.16.060, housing in LD zones may not to exceed 6 dwelling units per acre. For this analysis the parcel is assumed to be zoned LD when annexed. To assess a reasonable worst case for the existing zoning, the applicant’s consultant assumed that the parcel could be built out according to the zoning designation. Per SMC 17.16.060, the CG zone allows a variety of commercial uses. Based on the designation, it was assumed that trips from the site would be capped at no more than 1,000 trips per day, which would not allow, for example, a 3,000 square foot fast food restaurant.
13. Per OAR 660-012-0060, if a comprehensive plan or zone change amendment is found to significantly affect an existing or planned transportation facility, then the local government must put in place measures which mitigate the significant effect. One potential remedy is a “trip cap” designed to limit the vehicle trips associated with future development of the property. To mitigate the potential for possible significant effect, the City of Stayton may impose a “trip cap” to restrict future development on the subject properties to a level allowed under the existing zoning.
14. The City’s transportation engineers concurred with the applicant’s consultant’s determination that if a “trip cap” was applied, the application would be in compliance with the TPR. The necessary “trip cap” as proposed by the transportation engineers would be a limit of traffic to be generated from the subject property of 1,000 daily trips.
15. The applicant intends to develop the parcel into an automobile dealership. A trip generation analysis was performed based on this proposed land use and was submitted with the concurrent application site plan approval, reviewed and approved by the Planning Commission. Based on the proposed size of the automobile dealership, the projected traffic generated was under the trip cap of 1,000 daily trips. With a “trip cap” in place, no additional further transportation analysis is necessary to support the zone change, as the “trip cap” would not trigger a significant effect on the transportation system. Additional traffic impact analysis will be required for any development application other than the proposed uses approved by the Planning Commission.

B. AGENCY COMMENTS

The following agencies were notified of the proposal: Oregon Department of Land Conservation and Development, City of Stayton Public Works, Santiam Water Control District, Wave Broadband, Stayton Cooperative Telephone Company (SCTC), Pacific Power, Northwest Natural Gas, Stayton Fire District, Stayton Police Department, North Santiam School District, Marion County Public Works, and Marion County Planning Division.

Comments were received from the Stayton Public Works Department through the City Engineer, from the City’s transportation engineering consultant, from Marion County Public Works and from Sublimity Fire District. These comments are incorporated into the findings below.

C. PUBLIC COMMENTS

The surrounding property owners were notified of the Planning Commission's public hearing and the applications. There was testimony at the Planning Commission's public hearing from a number of neighbors. The testimony raised concerns about traffic, stormwater, and impacts of the private well on neighboring private water supplies. This testimony is addressed in the findings below. The surrounding property were also notified of the City Council's public hearing and notice was published twice in the newspaper and posted on the City's website.

D. ANALYSIS

Annexation applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.210. The amendment of the Official Zoning Map, required to assign a zone to the newly annexed territory, is required to satisfy the approval criteria contained within SMC Section 17.12.180.

Comprehensive Plan Map amendment applications are required to satisfy approval criteria contained within SMC Section 17.12.170.

E. APPROVAL CRITERIA

Section 17.12.210.4 Annexation Approval Criteria. Pursuant to SMC 17.12.210.4 the following criteria must be demonstrated as being satisfied by an application for Comprehensive Plan amendment:

a. *Need exists in the community for the land proposed to be annexed.*

Finding: The 2013 Stayton Comprehensive Plan update included a Buildable Lands Inventory (BLI). The 2013 BLI provides the following information on projected growth and need for additional land in the community. At that time, there were 31 lots comprising 21 acres of vacant land inside the City limits in the Commercial Retail, Commercial General and Interchange Development Zones. The Comprehensive Plan noted that three adjacent parcels accounted for 7 acres, leaving 14 acres of land in 28 parcels and that there was a lack of medium-sized vacant parcels available for commercial uses.

b. *The site is or is capable of being serviced by adequate City public services, including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.*

Finding: There are no City public services immediately adjacent to the parcel proposed for annexation. There is a 12-inch sewer main in Golf Lane, approximately 1,300 feet northwest of the subject property. The applicant intends to extend the sewer main to provide service to the property. There is no public water service available to the property. The applicant intends to utilize an on-site well for water. The Public Works Department has commented that oversizing of the sewer main may be required to serve future development along Golf Lane.

c. *The proposed annexation is property contiguous to existing City jurisdictional limits.*

Finding: The property is immediately to the east of the Stayton Middle School property that was annexed in 2014.

d. *The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and the policies of the City of Stayton.*

Finding: The surrounding area is undeveloped properties. The portion of the Stayton Middle School Campus adjacent to the subject parcel is a forested property used for cross-country races. The properties to the northeast, across Highway 22, are developed as car dealership. The property to the south is undeveloped. The Urban Growth Management policies of the City are incorporated into Section 17.08.030. These policies state that the boundaries of the City should remain relatively unchanged until a major portion of the City's usable land has been developed for urban purposes.

- e. *The annexation request complies or can be made to comply with all applicable provisions of state and local law.*

Finding: The property owners have consented to the annexation. ORS 222.127 requires a city to annex the territory without submitting the proposal to the electors if the territory is within the urban growth boundary, the territory will be subject to an acknowledged comprehensive plan, the territory is contiguous to the city limits, and the proposal conforms to all other requirements of the city's ordinances.

- f. *If a proposed contract annexation, the terms and conditions, including the cost of City facility and service extensions to the annexed area shall be calculated by the Public Works Director.*

Finding: The proposed annexation is not a contract annexation.

Section 17.12.170.6 Comprehensive Plan Amendment Approval Criteria. Pursuant to SMC 17.12.170.6.b the following criteria must be demonstrated as being satisfied by the application for a Comprehensive Plan amendment:

- 1) *The amendment is consistent with the goals and policies of the Comprehensive Plan, including any relevant area plans, and the statewide planning goals. In the case of a Comprehensive Plan Map amendment, the requested designation for the site shall be evaluated against relevant Comprehensive Plan policies and the decision authority shall find that the requested designation on balance is more supportive of the Comprehensive Plan as a whole than the old designation.*

Finding: The Comprehensive Plan describes the purpose of the Commercial designation as providing areas for retail, service, office and other commercial activities. The Plan indicates that the areas around the Highway 22 interchanges shall be oriented towards commercial uses that serve the traveling public. However, no other direction is provided in the Plan as to the location of commercial areas.

The City purchased the two parcels in the winter of 2016-17 for development as public facilities.

- 2) *The current Comprehensive Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan.*

Finding: The Comprehensive Plan notes that there were 23 vacant lots zoned commercial with a total area of 19 acres. The Planning Department reports that there are currently 25 vacant commercially zoned parcels with a total area of 22 acres. Two of these parcels have received site plan approval for development, but the building permits have not yet been issued. The largest vacant commercially zoned lot is 4 acres. There are no vacant commercially zoned parcels in the City suitably sized for the proposed use.

- 3) *Compliance is demonstrated with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property*

requires an exception to the Goals, the applicable criteria in the LCDC Administrative Rules for the type of exception needed shall also apply.

Finding: The pertinent Statewide Land Use Goals are Goals 5, 7, 9, and 10. Goal 5 is to protect natural resources and conserve scenic and historic areas and open spaces. There are no “Goal 5 Resources” identified in the Comprehensive Plan on or adjacent to the subject property. Goal 7 is to protect people and property from natural hazards. There are no natural hazards identified on or adjacent to the subject property. Goal 9 is to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. Amendment of the Comprehensive Plan Map designation to Commercial would increase opportunity for economic activity in the City because there is a lack of suitably sized parcels designated Commercial. Goal 10 is to provide for the housing needs of the citizens of the state. The proposed amendment would reduce the amount of land designated for residential use. However, the Comprehensive Plan indicates that there were 950 acres of land designated for residential growth in the urban growth area. The Comprehensive Plan indicated that approximately 460 acres of land would be needed for residential growth during the planning period. This amendment would result in a decrease of less than 1% in the amount of available land for residential development, and still leave a surplus of almost 500 acres above what is projected to be needed during the planning period. The Fair Housing Council of Oregon and Housing Land Advocates commented that the findings in the October draft of the Planning Commission order did not adequately address the impacts of the decrease in land designated for residential development. In response, this finding has been revised to specifically mention the amount of land designated for residential development in excess of the demand forecast in the Buildable Lands Inventory and Housing Needs Analysis. The Council finds that, if approved, this amendment will not impact the availability of land for needed housing.

- 4) *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).*

Finding: The applicant submitted an analysis of the potential impacts of the Comprehensive Plan Map amendment on the transportation system. The analysis was prepared by Karl Birky, PE, PTOE. The original analysis submitted with the application was based on two parcels, totaling 29 acres, being annexed and having the comprehensive plan designation changed. The application is for only one parcel of 8 acres. The analysis indicates that the development proposed is for a 16,000 square foot automobile sales dealership. The accompanying site plan review application was for a 31,000 square foot dealership. The analysis concluded that if a cap of 500 trips per day were imposed on the development of each commercial property, that the comprehensive plan map amendment and zoning amendment would not have an adverse impact on transportation facilities. The analysis projected a 16,000 square foot facility would generate 445 trips per day. However the size of the combined car and truck dealerships proposed is 31,000 square feet. A revised analysis was submitted with the proper size of the facility, but did not include an estimate of daily trip generation.

A revised Transportation Planning Rule analysis letter was submitted on November 5 for consideration by the Planning Commission. The letter assumed the dealership will have a total of 26,800 square feet of floor area and projects daily traffic at 746 trips with a PM peak hour of 65 trips. The letter concluded that if a trip cap of 1,000 trips per day from development of the parcel was imposed, then the Comprehensive Plan Map amendment would not have a significant impact on the transportation system. The City's transportation planning consultant commented that the

1999 Oregon Highway Plan (OHP) provides guidance on evaluating the impacts of land uses changes pursuant to the Transportation Planning Rule. The OHP indicates that the threshold for a small increase in traffic between the existing plan and the proposed amendment is defined in terms of the increase in total average daily trip volumes is 400 trips per day. The City's consultant points out that a proposed trip cap of 1,000 trips per day would not be considered a small increase and would therefore significantly affect the transportation system unless the applicant provided further analysis.

The Planning Commission's order recommended to the City Council that the Comprehensive Plan Map amendment be approved. However, as a condition of this recommendation, the Planning Commission required that a revised analysis of the impact of the proposed amendments, prepared in accordance with the Transportation Planning Rule and the Oregon Highway Plan be submitted that provides sufficient evidence to conclude that the proposed amendments will not significantly affect the surrounding transportation network. A third TPR analysis letter was submitted on November 28. The third version of the analysis letter includes a 20-year planning horizon to assess the impacts of the proposed plan map amendment on the transportation system. The analysis letter concludes that if a cap of no more than 1,000 trips per day is imposed on the development of the property, then the comprehensive plan map amendment would not have a significant impact on the transportation system in the planning horizon year of 2040. The City's transportation planning consultant concurred with the methodology and conclusions included in the analysis letter.

- 5) *The current Comprehensive Plan Map provides more than the projected need for lands in the existing land use designation.*

Finding: There are 1,867 acres of land in the UGB designated as Residential. The Comprehensive Plan indicates that there are 921 buildable acres of land inside the UGB, and outside of the City Limits. Since that time, there have been about 54 acres of residential land annexed, including the current application for annexation. The Plan also indicates that the City will need approximately 460 acres of land for residential development over the course of the planning period, and that there was 144 acres of buildable land in the city zoned for residential use. The Comprehensive Plan indicates that there was 950 acres of land designated for residential growth in the urban growth area. This amendment would result in a decrease of less than 1% in the amount of available land for residential development, and still leave a surplus of almost 500 acres above what is projected to be need during the planning period.

- 6) *Public facilities and services necessary to support uses allowed in the proposed designation are available or are likely to be available in the near future.*

Finding: The application indicates that the proposed development will be served by public sewer and by a private well. Public sewer lines are located approximately 1,300 feet to the northwest. The nearest public water main is located in Cascade Highway at the intersection of Whitney St, approximately 2,400 feet away. The applicant does not plan to extend public water to the property. The City's Water Master Plan shows a future 12" water main in Golf Lane. The City does not have plans for the construction of this water main at this time. The Public Works Department, through the review comments of the City Engineer, has suggested that an agreement be executed committing the applicant to connect to City Water when it is available. The Planning Commission's conditions of approval on the site plan require the applicant to execute an agreement with the City that the well will be abandoned and the property connected to public water service when a water main is extended to within 500 feet of the property.

- 7) *Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands.*

Finding: The property to the west is an undeveloped portion of the campus for the Stayton Intermediate/Middle School. The School District does not have plans for any uses on this portion of the campus. The northeast right of way of Golf Lane is adjacent to the right of way of Highway 22. The land adjacent to Highway 22, on the northeast of the highway, is developed for commercial uses. To the east, across Golf Lane, the land is owned by the Oregon Department of Transportation. To the south, the land is common ownership with the adjacent parcel and is designated Residential in the Comprehensive Plan. There was testimony at the public hearing from neighboring property owners expressing concern over the impact of the proposed private well on the water table and their drinking water wells. The Planning Commission's conditions of approval on the site plan require the applicant to conduct a groundwater assessment prior to submittal of an application for site development that demonstrates that the proposed private well will not reduce the groundwater levels at the property lines of the subject property.

Section 17.12.180.6 Official Zoning Map Amendment Approval Criteria. Pursuant to SMC 17.12.180.6.b the following criteria must be demonstrated as being satisfied by the application for Zoning Map amendment:

- 1) *The proposed zone is consistent with the Comprehensive Plan map designation for the subject property unless a Comprehensive Plan Map amendment has also been applied for and is otherwise compatible with applicable provisions of the Comprehensive Plan.*

Finding: A concurrent application for a Comprehensive Plan Map amendment has been filed.

- 2) *Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development in the subject area without adverse impact on the affected service area.*

Finding: The application indicates that the proposed development will be served by public sewer and by a private well. Public sewer lines are located approximately 1,300 feet to the northwest. The nearest public water main is located in Cascade Highway at the intersection of Whitney St, approximately 2,400 feet away. The applicant does not plan to extend public water to the property. The City's Water Master Plan shows a future 12-inch water main in Golf Lane. The City does not have plans for the construction of this water main at this time. The Public Works Department, through the review comments of the City Engineer, has suggested that an agreement be executed committing the applicant to connect to City Water when it is available. The Sublimity Fire District expressed no concerns. The North Santiam School District and the Stayton Police Department were notified of the application. No comments were received from the School District or Police Department.

- 3) *Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).*

Finding: The applicant submitted an analysis of the potential impacts of the Comprehensive Plan Map amendment on the transportation system. The analysis was prepared by Karl Birky, PE, PTOE. The original analysis submitted with the application was based on two parcels, totaling 29 acres, being annexed and having the comprehensive plan designation changed. The application is for only one parcel of 8 acres. The analysis indicates that the development proposed is for a 16,000 square foot automobile sales dealership. The accompanying site plan review application

was for a 31,000 square foot dealership. The analysis concluded that if a cap of 500 trips per day were imposed on the development of each commercial property, that the comprehensive plan map amendment and zoning amendment would not have an adverse impact on transportation facilities. The analysis projected a 16,000 square foot facility would generate 445 trips per day. However the size of the combined car and truck dealerships proposed is 31,000 square feet. A revised analysis was submitted with the proper size of the facility, but did not include an estimate of daily trip generation.

A revised Transportation Planning Rule analysis letter was submitted on November 5 for consideration by the Planning Commission. The letter assumed the dealership will have a total of 26,800 square feet of floor area and projects daily traffic at 746 trips with a PM peak hour of 65 trips. The letter concluded that if a trip cap of 1,000 trips per day from development of the parcel was imposed, then the Comprehensive Plan Map amendment would not have a significant impact on the transportation system. The City's transportation planning consultant commented that the 1999 Oregon Highway Plan (OHP) provides guidance on evaluating the impacts of land uses changes pursuant to the Transportation Planning Rule. The OHP indicates that the threshold for a small increase in traffic between the existing plan and the proposed amendment is defined in terms of the increase in total average daily trip volumes is 400 trips per day. The City's consultant points out that a proposed trip cap of 1,000 trips per day would not be considered a small increase and would therefore significantly affect the transportation system unless the applicant provided further analysis.

The Planning Commission's order recommended to the City Council that the Comprehensive Plan Map amendment be approved. However, as a condition of this recommendation, the Planning Commission required that a revised analysis of the impact of the proposed amendments, prepared in accordance with the Transportation Planning Rule and the Oregon Highway Plan be submitted that provides sufficient evidence to conclude that the proposed amendments will not significantly affect the surrounding transportation network. A third TPR analysis letter was submitted on November 28. The third version of the analysis letter includes a 20-year planning horizon to assess the impacts of the proposed plan map amendment on the transportation system. The analysis letter concludes that if cap of no more than 1,000 trips per day is imposed on the development of the property, then the comprehensive plan map amendment would not have a significant impact on the transportation system in the planning horizon year of 2040. The City's transportation planning consultant concurred with the methodology and conclusions included in the analysis letter.

- 4) *The purpose of the proposed zoning district satisfies the goals and policies of the Comprehensive Plan.*

Finding: Policy LU-4 calls for the City to adopt development regulations that provide for a variety of commercial zones, including a zone for general business activity. Policy LU-6 calls for the central business area of Stayton to continue to be the primary retail business area of the community and that the City should discourage strip-type development.

- 5) *Balance is maintained in the supply of vacant land in the zones affected by the zone change to meet the demand for projected development in the Comprehensive Plan. Vacant land in the proposed zone is not adequate in size, configuration or other characteristics to support the proposed use or development. A Zone Map Amendment shall not eliminate all available vacant land from any zoning designation.*

Finding: The Planning Department reports that there are currently 11 vacant parcels zoned Commercial General with a total area of 6.2 acres. One of these parcels has received site plan review approval for development, but a building permit has not yet been issued. The largest vacant parcel zoned CG is 1.1 acres in size. The proposed amendment would not eliminate any vacant land zoned residential, because the subject property is not currently in the City.

6) *The proposed zone amendment satisfies applicable provisions of Oregon Administrative Rules.*

Finding: Notice of the proposed amendment was provided to the Department of Land Conservation and Development on September 20, more than 35 days prior to the Planning Commission's first hearing.

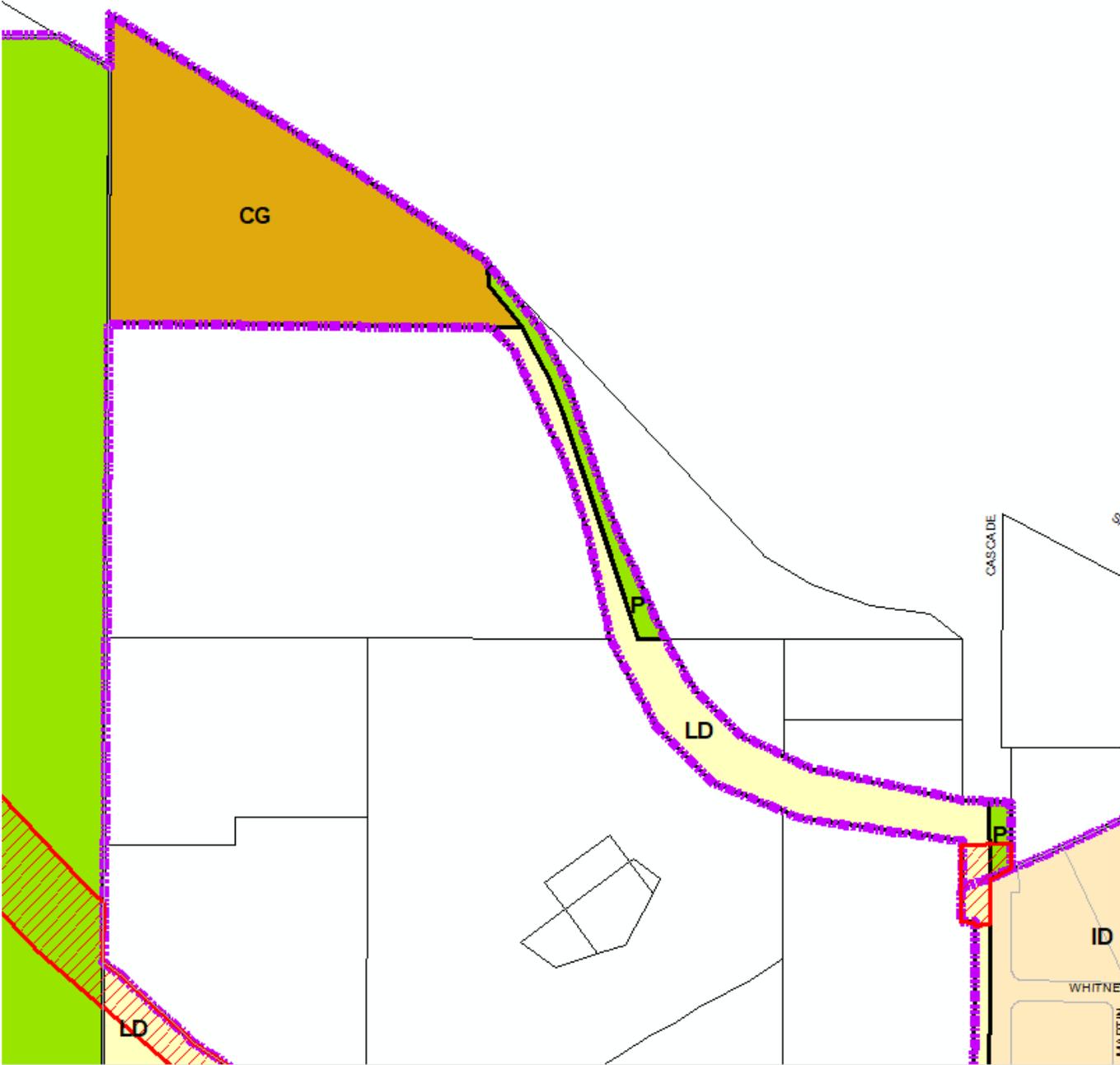
7) *The physical characteristics of the property proposed for rezoning are appropriate for the proposed zone and the potential uses allowed by the proposed zone will not have an adverse impact on the surrounding land uses.*

Finding: The property is gently sloping and would allow for a wide variety of development opportunities. The applicant has submitted a concurrent application for site plan review approval. The site is located in such a manner to provide high visibility from Highway 22.

The property to the west is an undeveloped portion of the campus for the Stayton Intermediate/Middle School. The School District does not have plans for any uses on this portion of the campus. The northeast right of way of Golf Lane is adjacent to the right of way of Highway 22. The land adjacent to Highway 22, on the northeast of the highway, is developed for commercial uses. To the east, across Golf Lane, the land is owned by the Oregon Department of Transportation. To the south, the land is in common ownership with the adjacent parcel and is designated Residential in the Comprehensive Plan.



EXHIBIT 4, EXCERPT FROM OFFICIAL ZONING MAP





CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: January 7, 2019
SUBJECT: Appointment of Council President

Per the City of Stayton Charter, the Council must elect a president from its membership at the first meeting each year. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties. It should be noted that when the president is acting as mayor, he / she retains a vote but does not have a tie vote or authority to require reconsideration of ordinances.

MOTION(S)

- 1) Motion to appoint Councilor _____ as Council President for 2019.



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 7, 2019
SUBJECT: Neighborhood Improvement Grants

ISSUE

The issue before the City Council is whether to award Neighborhood Improvement Grants to those who submitted applications.

BACKGROUND INFORMATION

The FY 2019 budget includes \$5,000 in a new line item for Neighborhood Improvement Grants. Staff developed the concept of how the grant program will be structured and grants awarded and consulted with the City Council in August regarding the conceptual framework, objectives, and assessment criteria.

Applications were due by the end of November. In summary, an application must have been submitted by a group of at least five individuals who have come together to promote a project in their neighborhood. One individual must be designated as the lead applicant for dealing with City staff, if the application is chosen for funding. Projects may fall into two categories: neighborhood improvement projects or neighborhood livability initiatives.

Improvement projects are ones that improve a public or shared space within a neighborhood or strengthen neighborhood identity. Examples include landscape improvements or maintenance, signage, or benches. Improvement projects may be on either public property such as planting street trees or improvements to a park, or private property such as coordinated improvements to front yards.

Livability Initiatives are those that strengthen social connections, increase safety, address a neighborhood challenge or serve seniors or low income community members. Example could include organizing a neighborhood emergency response network, providing outreach to social services on behalf of those in need, or creating a cooperative daycare organization.

ANALYSIS

Two applications were received, requesting a total of \$7,500.

A group of neighbors in the Sylvan Springs neighborhood submitted an application for improvements to the Sylvan Springs walkpath. The project calls for removal of overgrown

vegetation along the path, installation of lighting, park benches and a dog waste bag station. The total budget for the project is \$5,875, with \$2,500 coming from Neighborhood Improvement Grant funds, \$350 in cash match, and \$3,025 in in-kind contributions.

A group of neighbors from the Westown neighborhood submitted an application for improvements to the playground in Westown Park and sidewalk repairs within the neighborhood. The grant application request \$3,300 for the playground project and \$1,700 for sidewalk repairs. No matching funds are provided with the application.

Staff and the previous Council developed assessment criteria for the Neighborhood Improvement Grants that include six threshold criteria to be eligible for funding and nine objectives for comparative scoring. Scoresheets for each grant are included in the packet.

RECOMMENDATION

The staff recommendation is to fully fund the Sylvan Springs application and to fund the Westown application at a level of \$2,500. While the budget for the Park improvements is \$3,300, the Public Works Department has indicated there are adequate funds in the Parks budget to complete the project.

OPTIONS AND MOTIONS

1. Fund both applications as recommended by staff
Move to award a Neighborhood Improvement Grant to the Sylvan Springs application for \$2,500 and to the Westown application for Westown Park improvements for \$2,500.
2. Fund the Sylvan Springs application only
Move to award a Neighborhood Improvement Grant to the Sylvan Springs application for \$2,500.
3. Fund the Westown application only
Move to award a Neighborhood Improvement Grant to the Westown application for Westown Park improvements for \$5,000.
4. Do not fund either application
Move to not award any Neighborhood Improvement Grants.



NOV 30 2018

CITY OF STAYTON

Neighborhood Improvement Grant Application

The Neighborhood Improvement Program is a financial assistance tool that funds projects and programs for neighborhood groups throughout Stayton. The program has been designed to forge partnerships to address neighborhood issues.

Sylvan Springs Walkpath Corridor Improvements

Project Name

11/26/18

Date Submitted

Contact Information

Please provide information for a primary and secondary contact for this project, as well as information about the organization or neighborhood association behind the project. **Two contacts are required for all applications.**

Debi O'Bryant

2245 Summerview Dr.

Primary Contact

Street Address

tdobryant@hotmail.com

503-949-4844

Primary Contact Email

Phone Number

Bob Anderson

2155 Spring Breeze Dr.

Secondary Contact

Street Address

rca12322@gmail.com

503-586-4439

Secondary Contact Email

Phone Number

Mike Smith, Josh & Michelle Heuberger, Michelle Werkner, Barb & Dan Taylor, Donelle Chen, Hatfield Family +++

Sylvan Springs

Other neighbors part of group

Geographic Location (ex: Westtown, Pioneer Meadows, etc)

Project Description

Please provide 1) A brief summary of the program or project to be completed; 2) The nature and makeup of your neighborhood and how many people will directly benefit from the program or project; 2) Who the program or project will benefit; and 3) What need, issue or goal the program or project will address. Be sure to describe how the project ties into the "Proposal Review Criteria" outlined on the first page. Include a separate document if necessary.

A large section of the walk path border has become overgrown. Our project will clear the overgrowth from the walk path, trim trees, and clear open space outside the fence and a small border area inside the fence to discourage encroaching regrowth.

We would also like to install some solar lighting, a couple of park benches and a doggie bag disposal station along the walkpath. With 210 homes in Sylvan Springs, not including the assisted living section, plus neighbors from other areas who utilize our walkpath by walking in or via access along Santiam Park, we estimate this project will directly benefit over 500 people.

This project will address safety concerns by removing encroaching blackberry vines, increasing night time visibility and usable path width as well as preventing further damage to the fence. In addition to overgrowth encroaching on the walk path, unchecked growth has begun pushing on the fence in at least one area. If left untrimmed this will eventually push over the fence as a post has already shifted. We have also begun strengthening social connections with our network to promote this project and we will end our primary workday with a potluck meal to continue to grow and strengthen these relationships.

Project Budget

Attach a Neighborhood Improvement Grant Budget Worksheet to describe your project budget in detail.

Grant Amount Requested

Cash Match

In-Kind Donation

(Please use the attached Budget Worksheet to describe cash matches and in-kind donations.)

Total Budget

Who will be responsible for managing the financial accounts and record-keeping required to receive grant payments?

Debi O'Bryant

2245 Summerview Dr.

Name

Street Address

tdobryant@hotmail.com

503-949-4844

Email

Phone Number

Have you applied, or do you intend to apply for other City grants for this proposed project or program? Yes No

If yes, which grant programs? _____

Scope of Work

Proposed Start Date

Proposed Completion Date

*Please describe how the program or project will be carried out. Include a proposed timeline and information about individuals who will be organizing and accomplishing the work. **Reminder:** Neighborhood Improvement Grant money comes from the FY18-19 city budget. Money becomes available after July 1, 2018 and must be disbursed and spent before June 30, 2019.*

Volunteer workday(s) will be coordinated in the spring once weather permits. We hope to begin in late March but no later than April 30. Debi O'Bryant and Bob Anderson will lead this coordination. We also have a group who will help distribute the invitations to all Sylvan Springs neighbors to encourage participation in the workday(s). American Underground has volunteered mini excavator equipment and an operator to more quickly clear blackberries and brush.

Marion Polk Food Share has volunteered the use of a dump truck and driver to haul debris from the project site to disposal.

Heuberger Farms have donated use of farmland for debris disposal.

Tarps have been donated to haul debris from the path area to the dump truck.

We currently have about 20 neighbors who have agreed to volunteer. Once additional information and promotion are distributed we expect more to join us.

Benches, lighting and doggie disposal station will be installed on a work date in May or early June.



Neighborhood Empowerment Grant Budget Worksheet

Use this worksheet to estimate costs and matching funds for **Neighborhood Empowerment Grant** applications. Note that volunteers must be valued at the City's Living Wage (currently ~~\$12.58~~ per hour) unless they provide a written certification that they are a professional in the field of work for which they are volunteering, in which case volunteer labor can be recorded at their professional rate.

Please use additional copies of this worksheet if needed.

Sylvan Springs Walkpath Corridor Improvements

Project Name

11/26/18

Date Submitted

Items/Cost Classification	Empowerment Funds	Cash Matching Funds	In-Kind Donation (describe below)	Total Costs
1. Mini Excavator, w/ operator	\$	\$	\$ 1500	\$ 1500
2. Dump Truck w/driver	\$	\$	\$ 100	\$ 100
3. Disposal of debris 4 loads@\$40	\$	\$	\$ 160	\$ 160
4. Office Supplies & Tarps	\$	\$	\$ 65	\$ 65
5. Labor 115 hours @ 10.75	\$	\$	\$ 1200	\$ 1200
6. Solar Lights w/posts & set in concrete	\$ 350	\$ 350	\$	\$ 700
7. Doggie bag disposal station w/post set in concrete	\$ 200	\$	\$	\$ 200
8. Park Benches w/ legs set in concrete	\$ 1950	\$	\$	\$ 1950
Total Budget	\$ 2500	\$ 350	\$ 3025	\$ 5875

Cash Matching Funds (Please describe the source and total amount of matching funds secured for this project)

	Amount
1. Mary Wallace	\$ 100
2. The Village at Sylvan Springs HOA	\$ 250
3.	\$
4.	\$

In-Kind Donation (Please describe in detail any volunteers, donated professional services or donated materials for this project)

	Number/Amount	Total
1. American Underground donated use of mini excavator & operator approved & value quoted by Sean Connaghan	1 day	\$ 1500
2. Marion Polk Food Share donated use of dump truck & driver approved & value quoted by Robert Demchak	1 day	\$ 100
3. Heuberger Farms donated use of farmland for disposal approved by Josh & Michelle Heuberger, value based on 4 loads at county landfill	as needed	\$ 160
4. O'Bryant family donated tarps & office supplies		\$ 65
5. Labor - volunteers include Bob Anderson, Donelle Chen, 115hr x 10.75 Robert Demchak, Amy & Casey Falconer, Josh & Michelle Heuberger O'Bryant Family (4), Chris Ross, Hatfield Family (4), Sarah & Mike Smith Barb & Dan Taylor, Michelle	115hr x 10.75	1200



RECEIVED
NOV 28 2018

CITY OF STAYTON

Neighborhood Improvement Grant Application

The Neighborhood Improvement Program is a financial assistance tool that funds projects and programs for neighborhood groups throughout Stayton. The program has been designed to forge partnerships to address neighborhood issues.

Westown Park / Westown Sidewalks Improvements

Project Name

11-28-18

Date Submitted

Contact Information

Please provide information for a primary and secondary contact for this project, as well as information about the organization or neighborhood association behind the project. **Two contacts are required for all applications.**

TAMMY TORREZ

Primary Contact

1515 Westhaven Pl

Street Address

levinpt@yahoo.com

Primary Contact Email

503-769-5871

Phone Number

DELUENA TORREZ

Secondary Contact

1514 Wedgewood Pl

Street Address

TORREZ DELUENA@YAHOO.COM

Secondary Contact Email

503-580-5959

Phone Number

PATRICK STANFORD, DELUENA TORREZ, GLENDA YATES

Other neighbors part of group

WESTOWN

Geographic Location (ex: Westown, Pioneer Meadows, etc)

Project Description

Please provide 1) A brief summary of the program or project to be completed; 2) The nature and makeup of your neighborhood and how many people will directly benefit from the program or project; 2) Who the program or project will benefit; and 3) What need, issue or goal the program or project will address. Be sure to describe how the project ties into the "Proposal Review Criteria" outlined on the first page. Include a separate document if necessary.

- ① We would like to freshen up the park in the Westown subdivision by applying new fiberex wood chip product in the play equipment area. With the remaining funds if any we would like to do repairs to sidewalk areas through out the neighborhood that have become raised and uneven. These areas could be considered dangerous.
- ② Our neighborhood is pretty diverse. It is made up of Home Owners, Renters Young families, Single Parents and Elderly. I would consider it to be a middle to lower income neighborhood. This project will benefit the whole neighborhood and anyone visiting would benefit as well from these improvements.

③ The Improvement Benefits of these projects will provide a safer and more pleasing play area for children and families of this neighborhood, surrounding areas any one who wishes to visit, as for the sidewalks the issues are similar.

Safety being the first concern addressed and at the same time improving the overall appearance and upkeep.

We thank you for your consideration.

Sincerely, TAMMY TORRES

Project Budget

Attach a Neighborhood Improvement Grant Budget Worksheet to describe your project budget in detail.

Grant Amount Requested

Cash Match

In-Kind Donation

(Please use the attached Budget Worksheet to describe cash matches and in-kind donations.)

Total Budget

Who will be responsible for managing the financial accounts and record-keeping required to receive grant payments?

TAMMY TORREZ
Name

1515 WESTHAVEN PL
Street Address

devinpt@yahoo.com
Email

503-769-5871
Phone Number

Have you applied, or do you intend to apply for other City grants for this proposed project or program? Yes No

If yes, which grant programs? _____

Scope of Work

Proposed Start Date

Proposed Completion Date

Please describe how the program or project will be carried out. Include a proposed timeline and information about individuals who will be organizing and accomplishing the work. **Reminder:** Neighborhood Improvement Grant money comes from the FY18-19 city budget. Money becomes available after July 1, 2018 and must be disbursed and spent before June 30, 2019.

SINCE THE PARK IS IN THE CITY WE WILL BE COORDINATING WITH THE CITY PARKS MANAGER BOB PARSONS FOR THE WOOD CHIP PART OF OUR PROJECT WHICH WILL COST \$3,300.00

IF WE RECEIVE THE TOTAL AMOUNT REQUESTED OF \$5000.00

PATRICK STANFORD A NEIGHBORHOOD RESIDENT AND LOCAL CONTRACTOR HAS AGREED TO DO (5) OF THE WORST SIDEWALK SECTIONS FOR THE REMAINING \$1,700.00. THIS WOULD BE A DISCOUNT FROM HIS NORMAL RATE. ADDRESSES OF SIDEWALKS IN NEED OF REPAIR ARE AS FOLLOWS.

1521 Todd Ct (2) 1111 Westwood PL 1284 Westwood PL 1425 WESTERN AVE

1481 WESTERN AVE 1441 WESTPARK 1485 WESTPARK 1484 WILSHIRE

AND 1320 WESTERN" ON THE CORNER OF WESTERN AND WILSHIRE. THE REPAIR IS NEEDED ON THE WILSHIRE SIDE. PICTURES OF THE AREAS IN NEED OF REPAIR WERE EMAILED TO DAN FLEISHMAN.



The Difference of Fiberex™

Fiberex™ is a small chipped wood fiber that is tested and approved as a playground safety surface material. It is a variety of fibers/chips that will average in length between 1/2 to 2 inches and 1/8 to 1/2 inch in width, allowing for about a 5% variance outside the specifications. The material contains a variety of particle sizing to aid in compaction. This product is essentially free of bark, twigs, leaf debris, and other organic material, and passes the Heavy Metals test per ASTM F2075.

The BENEFITS

- *Non-toxic and does not contain recycled waste wood products nor any wood containing paint, chemicals, or additives.*
- *Mainly used for playground surfacing but may also be used for jogging trails, pathways, or any other application requiring a natural surface that will hold up under regular usage.*
- *Fine enough for play areas requiring special wheelchair access without sacrificing the advantages of wood chip surface material.*
- *Outlasts other natural surface materials such as sawdust, shavings, or bark without the problems associated with larger chipped materials.*



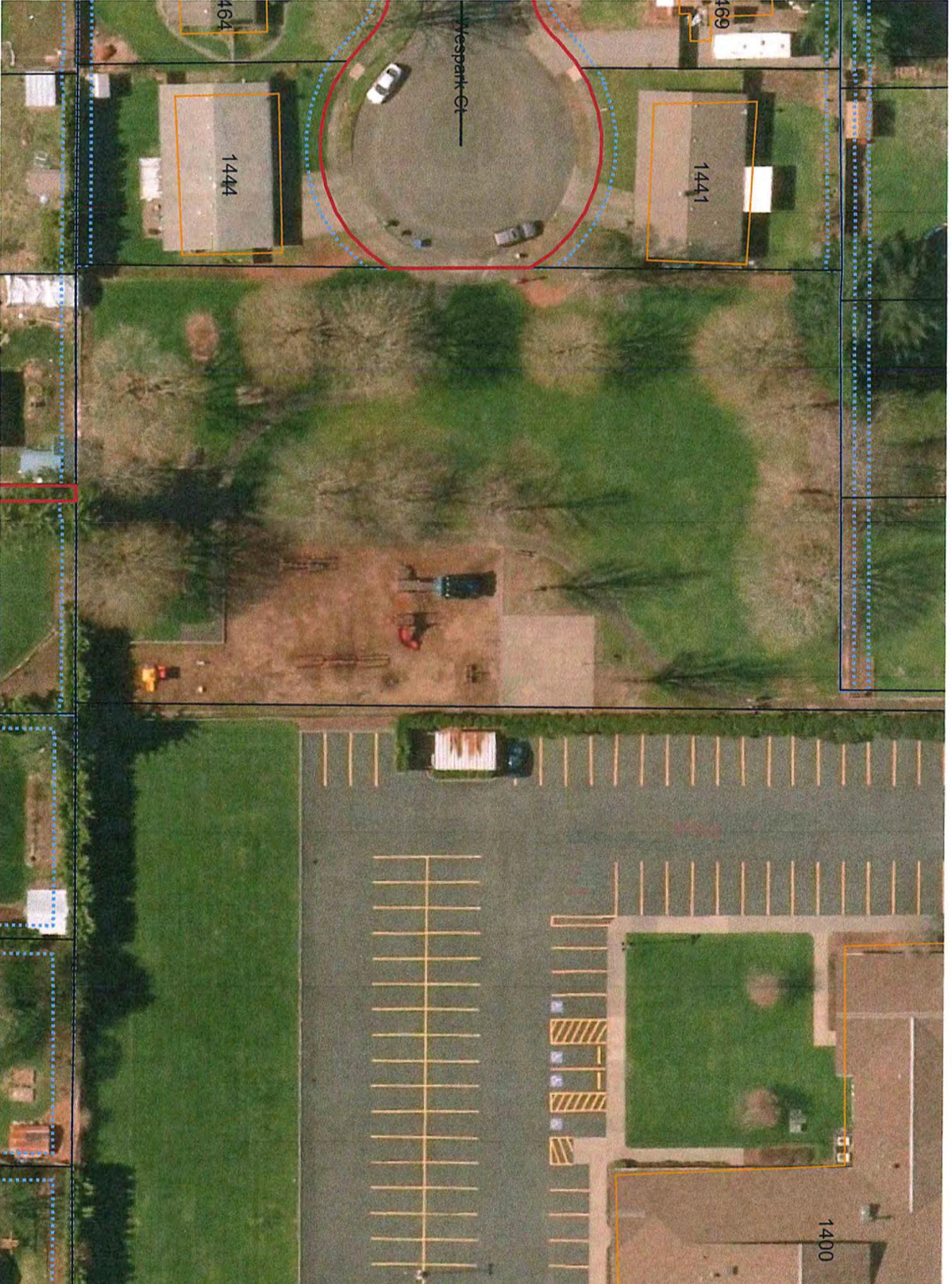
**Fiberex™ meets ASTM Standards for
F1292-04 Impact Attenuation* and
F1951 Determination of
Accessibility***

*For more information about Fiberex™ or other
Rexius products, call toll-free:*

1-888-4-REXIUS
1-888-473-9487

* Materials were tested and approved at a depth of 12 inches with a maximum fall height of 12 feet. ASTM F1951 replaces ASTM PS83.





169

1441

164

1444

Mespark Ct

1400

PKSanford Construction

11/29/2018

1524 Westhaven Pl

Stayton Or 97383

NOV 30 2018

PROPOSAL

Demo 20' of city sidewalk	\$ 500.00
Prep , form and pour 20' of city sidewalk	\$ 1,200.00
Total:	\$1700.00

PKSanford Construction proposes to complete above work in accordance with all state and local regulation and specifications in the amount of \$ 1,700.00

This Proposal is good for 30 days from above date



Neighborhood Improvement Grant Assessment Criteria

Project Name Sylvan Springs Walkpath

Date Submitted 11/26/18

Group/Organization Sylvan Springs Neighbors

THRESHOLD CRITERIA	Yes	No
Project occurs within City limits	X	
Project can be completed within award year	X	
Project is likely to be accomplished within the proposed planned budget	X	
Project does not result in new or on-going costs to the city	X	
Other funding is limited or unavailable	X	
Matching fund and in-kind donation estimates appear reasonable	X	

GRANT OBJECTIVES	Yes	No
Strengthens communication and builds relationships between neighbors		
Promotes inclusivity and diversity		
Fosters leadership development		
Creates or improves a shared space within the neighborhood	X	
Improves the overall appearance of the neighborhood	X	
Provides a new or improves an existing asset in the neighborhood	X	
Strengthens neighborhood identity		
Increases health and/or safety		
Addresses a neighborhood conflict or challenge		
Other (if applicable; please describe)		

Comments provides substantial match

Reviewed By D. Pleschman

Date 12/31/18



Neighborhood Improvement Grant Assessment Criteria

Westown Park & Sidewalks
Project Name

11/29/18
Date Submitted

Westown Neighbors
Group/Organization

THRESHOLD CRITERIA	Yes	No
Project occurs within City limits	X	
Project can be completed within award year	X	
Project is likely to be accomplished within the proposed planned budget	X	
Project does not result in new or on-going costs to the city	X	
Other funding is limited or unavailable	X	
Matching fund and in-kind donation estimates appear reasonable	X	

GRANT OBJECTIVES	Yes	No
Strengthens communication and builds relationships between neighbors		
Promotes inclusivity and diversity		
Fosters leadership development		
Creates or improves a shared space within the neighborhood	X	
Improves the overall appearance of the neighborhood		
Provides a new or improves an existing asset in the neighborhood	X	
Strengthens neighborhood identity		
Increases health and/or safety	X	
Addresses a neighborhood conflict or challenge		
Other (if applicable; please describe)		

Comments

D. Steinhilber
Reviewed By

12/31/18
Date