



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, May 15, 2017

Stayton Community Center

400 W. Virginia Street

Stayton, Oregon 97383

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.*

- a. Eclipse Presentation by Jennifer Godfrey
- b. Friends of Old Town Stayton Downtown Building Codes

CONSENT AGENDA – None

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.

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

City Council Minutes

Action

- a. March 20, 2017
- b. April 3, 2017
- c. April 17, 2017

2017-18 City Council Goals

Action

- a. Staff Report – Keith Campbell
- b. Council Discussion
- c. Council Decision

Applicant’s Appeal of Conditions of Approval by Planning Commission

Action

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

Resolution No. 955, Authorizing Submittal of Grant Application to Support Update of Transportation System Plan

Action

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

Award of Contract for Mill Creek Force Main Extension Construction Project

Action

- a. Staff Report – Lance Ludwick
- b. Council Discussion
- c. Council Decision

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin

Informational

- a. March 2017 Monthly Finance Department Report
- b. April 2017 Monthly Finance Department Report

Police Chief’s Report – Chief Rich Sebens

Informational

- a. March 2017 Statistical Report
- b. April 2017 Statistical Report

Public Works Director’s Report – Lance Ludwick

Informational

- a. March 2017 Operating Report
- b. April 2017 Operating Report

Planning & Development Director’s Report – Dan Fleishman

Informational

- a. March and April 2017 Activities Report

Library Director’s Report – Janna Moser

Informational

- a. March 2017 Activities
- b. April 2017 Activities

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. Distinguished Budget Presentation Award for 2016-2017 Budget by the Government Finance Officers Association

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – June 5, 2017

- Public Hearing – 2017-18 FY Budget and Revenue Sharing

ADJOURN

CALENDAR OF EVENTS

MAY 2017

Monday	May 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 29	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY		
Tuesday	May 30	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2017

Monday	June 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	June 9	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	June 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 26	Planning Commission	7:00 p.m.	Community Center (north end)

JULY 2017

Monday	July 3	City Council	Cancelled	
Tuesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Wednesday	July 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 14	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	July 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 31	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2017

Tuesday	August 1	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 1	National Night Out	6:00 p.m.	Various City Parks
Monday	August 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	August 11	Community Leaders	7:30 a.m.	Covered Bridge Café
Wednesday	August 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 21	City Council	7:00 p.m.	Community Center (north end)
Monday	August 28	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2017

Monday	September 4	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY		
Tuesday	September 5	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	September 8	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	September 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	September 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 25	Planning Commission	7:00 p.m.	Community Center (north end)

Friends Of Old Town Stayton

April 24, 2017

Mayor Hank Porter
Stayton City Council
Related City Staff

Mr Mayor, Council Members, Staff Members:

Friends of Old Town Stayton, via it's Design Committee, have developed the first of what we propose to be a number of Building Codes we believe should be enacted to improve the appearance and vitality of Old Downtown Stayton. These have been chosen as most affecting the Downtown Core, and a relevant starting point for improvement.

Many other cities in Oregon who participate in the MainStreet America Program have used building codes as a tool to enforce development of their identified core. It is only through this process, backed with strict enforcement, that significant changes can be mandated and applied in a unified manner. These particular suggestions have been developed after a review of Silverton and Astoria, Oregon, two cities who have shown significant progress in their revitalization.

Items to particularly note are:

1. The area identified as the Downtown Core has been expanded from just Third Avenue to include the streets leading from First Avenue to Third Avenue since First is the main thoroughfare through town and the approaches to Third Avenue must draw visitors to Third.
2. Standards have been developed to direct paint colors and style for when building owners paint their buildings since this will be a varied and long-term process that should slowly develop a cohesive palette.
3. Vacant Buildings are a large focus of the recommended codes since they play such a significant role in the appearance of the town as vital vs. dying.
4. It is strongly recommended that Procedures, responsible persons, notifications of violation, and enforcement by penalties should be developed for cases of non-compliance with these Building Codes.

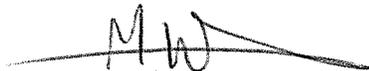
Members of our group will be at the May 15th Council meeting to further discuss our recommendations.

It is our hope that the council will seriously consider adopting these Codes to advance the work of our organization in revitalizing Downtown Stayton. Without a number of such guidelines that are enforceable, we believe our ability to make significant changes toward vitality and new economic development in Old Downtown Stayton will be limited.

Thank you for your consideration.
Sincerely,

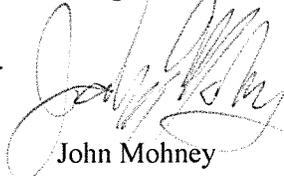


Alan Meyer
President

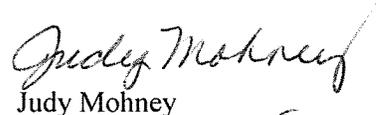


Marty White
Treasurer

Design Committee:



John Mohney



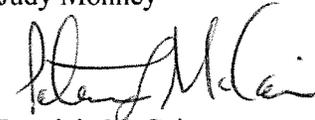
Judy Mohney



Skip Neil
Secretary



Steve Poisson



Patricia McCain

Friends of Old Town Stayton
Proposed General Building Codes for Downtown Stayton

Purpose: To improve the economic vitality of the Downtown area by improving the appearance of buildings and infrastructure in the Downtown District, including the approaches to Third Avenue from First Avenue.

Boundaries: The Downtown District will be defined by the area bounded by E Water St on the south, E Burnett St on the north, N Third Ave on the east and N First Ave on the west.

Painting of exterior surfaces of buildings: When owner paints a building within the Downtown District, only City approved color palette shall be used

- a. Different colors shall be used to accentuate and highlight trim, windows, and other building features.

Animal Waste: . The owner of every animal shall be responsible for the removal of any excreta deposited by his animal(s) on public walks or any public right of way between the street curb and the adjacent public or private property line, recreation area, or private property.

Vacant Buildings in Downtown Stayton:

Definition: A building/structure that appears to be empty of furnishings and/or merchandise and not otherwise legally occupied, or any condition that, on its own or combined with other conditions present, would lead a reasonable person to believe that a property or building is unoccupied. Such conditions include, but are not limited to: overgrown and/or dead vegetation; accumulation of newspapers, circulars and/or flyers; disconnected utilities; accumulation of trash, junk and/or debris; broken or boarded up windows and/or doors; the absence of merchandise consistent with retail sale; and statements by neighbors or government employees that the property or building is vacant. Portions of buildings with more than one section such as buildings with separate storefronts may be determined to be vacant even if other portions of the building are occupied.

Purpose: The Guidelines are intended to protect the Downtown Core from blight, deterioration, and decay as a result of properties in a condition or state that potentially would have an adverse effect on the value, utility, and habitability of property within the City. Such properties may:

1. Pose hazards to the public health, safety, and welfare.
2. Cause damage to adjoining and nearby properties . A property which is merely unkempt or vacant for long periods may reduce the value of adjoining and nearby property, and the habitability and economic well-being of the City may be materially and adversely affected.
3. Be a cause and source of blight in both residential and non-residential neighborhoods, especially when the person in charge of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood.
4. Discourage economic development and retard appreciation of property values.

5. Be potential fire hazards and can jeopardize the ability of owners of neighboring property from securing or maintaining affordable fire insurance.
6. Cause increased need for police protection due to misuse of the property by persons not having permission or right to use the property.
7. Be the core and cause of spreading blight.

It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. It is also in the community's best interest not to lose unique buildings, and in the best interest of the owner to maintain his investment.

Exceptions: The Vacant Building Code shall not apply to a building and/or properties that are actively undergoing construction or repair as indicated by a valid building permit and appearance that the person in charge is progressing diligently to complete the repair or construction. This exception does not apply to requirements relevant to public safety or health concerns.

A. The building and/or property shall be secure so that it is not to accessible to unauthorized persons, including but not limited to the closure and locking of windows and doors (walk through, sliding, and garage) and any other opening of such size that may allow a child to access the interior of a structure; chaining or padlocking gates, and repairing fencing.

B. Display of address number.

Address numbers posted shall be the same as the number listed on the county assessment and taxation records for the property. All dwellings shall have four-inch-high address numbers posted in a conspicuous place on a contrasting background so they may be read from the listed street or public way. Units within apartment houses shall be clearly numbered or lettered.

C. Accessory Structures

All accessory structures, including sheds, trellises, awnings, fences, and other similar features, shall be maintained structurally safe and sound, and in good repair. Exterior steps and walkways shall be maintained free of debris, moss, mildew, trash, unsafe obstructions or hazardous conditions.

D. Exterior Walls And Exposed Surfaces.

1. Exterior wall and weather-exposed exterior surface or attachment shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or the occupied spaces of the building.
2. Exterior wood surfaces shall be made substantially impervious to the adverse effects of weather by periodic application of an approved protective coating of weather-resistant preservative, paint, or other approved coating, and be maintained in good condition. When a building is repainted, owner must use the approved City color palette.
 - a. The painting of brick walls is permitted.
 - b. Different colors shall be used to accentuate and highlight trim, windows, and other building features from the body of the building.

E. Awnings and Canopies.

- a. When installing new awnings, they shall extend out from the building front to cover at least two-thirds of the sidewalk unless it is shown that such a distance will interfere with existing trees, poles, etc., to provide pedestrian protection from the elements. Awnings shall be clean and in good repair.
- b. Awnings shall be flat or sloping. Awnings shall be made of metal, wood, canvas or similar materials. Rounded bubble or plastic awnings are prohibited. Fully glazed awnings are not permitted.
- c. Awnings shall fit within the window bays (either above the main glass or the transom light) so as not to obscure or distract from significant architectural features.
- d. The color of the awning shall be compatible and attractive with its attached building.
- e. Awnings shall not be internally illuminated. However, lighting which provides illumination to the sidewalk and signage is required from Dusk to 6AM.
- f. Awnings shall be a minimum of eight feet above the sidewalk.

F. Signs or other added elements on the facade shall be removed when no longer used for it's intended purpose, or maintained in good repair, clean, and whole. Blank sign fixtures are not permitted.

1. When possible, exterior Equipment shall not be located on the front facade. If inevitable, equipment shall be concealed from street view using an appropriate enclosure. If not in active use, such equipment shall be removed

G. Windows.

Each window shall be substantially weather-tight, shall be kept in sound condition and repair for its intended use, and shall comply with the following:

- a. Window sash shall be fully supplied with glass window panes without cracks and holes. Broken windows and/or doors shall be secured by means of reglazing with undamaged glass or other approved permanent material, and not by cardboard, plywood, or other temporary means except as necessary temporarily for not more than one month while awaiting reglazing. If another approved permanent material is used, it is subject to the same display guidelines as glass.
- b. Window sash shall be in good condition and fit weather-tight within its frames.
- c. Window frame shall be constructed and maintained in relation to the adjacent wall construction so as to exclude rain as completely as possible and to substantially exclude wind from entering the structure.

H. Doors.

Exterior doors, door assemblies, and hardware shall be maintained in good condition, be weather-tight, and substantially exclude wind and rain from entering the structure.

I. Buildings located in commercial areas shall have some street presence by the display of goods in the storefront windows, interpretive displays, or some other activity that give the appearance of the building being occupied. Displays in vacant buildings shall be reviewed and approved by the Planning Department Director prior to installation. Buildings temporarily vacated between tenants may be exempted from these guidelines for 60 days.

Displays shall be reviewed for the following:

- a. Displays may include art, historic posters, paint applied to the interior of the glass, blinds, shutters, or merchandise.
- b. If it is an interior display vs. being applied onto the glass, blinds, or shutters, the display shall encompass the first 3 feet from the window and be partitioned from the remainder of the space by a screen at least 6 feet tall. The goods and/or interpretive displays should encompass a minimum of approximately 50% of the available area.
- c. Any display applied to the interior of the glass, blinds, or shutters shall cover 100% of the window 7 feet vertically from the sidewalk level. At least 25% of such area shall consist of art, historical posters, or murals.
- d. If the property is for sale or lease, such sign advertising this fact shall be no larger than 4 square feet of the total display
- e. The displays shall be maintained in good condition and not faded or deteriorated.
- f. Content of the displays shall be in compliance with allowable uses within the zone.
- g. Displays shall comply with the requirements of the Sign Code if applicable.

J. Debris.

Property shall be kept free of debris, trash, building materials, or the storage of other goods which are visible from the street or adjacent properties. The building and/or property shall be kept free of any accumulation of newspapers, circulars or flyers, graffiti, discarded items including but not limited to furniture, clothing, appliances, or any other items that give the appearance that the property or building is vacant. Debris shall include, but not be limited to: tires, lumber, household appliances, inoperable or excess vehicles, furniture, sinks, toilets, cabinets, other household fixtures, equipment, rubbish, garbage, debris, salvage materials, or parts thereof which constitute a fire hazard and/or are stored or accumulated in such a manner as to be visible from a public street, alley or adjoining property;

K. Weeds or other noxious vegetation shall be cut down or destroyed, or otherwise prevented from becoming unsightly, from becoming a fire hazard, or from maturing or going to seed.

L. Walkways, Parking Areas, and Walls.

a. Walls, driveways, walkways, parking areas, and retaining and/or decorative walls shall be maintained in such condition as to not become so defective, unsightly, or in such condition of deterioration or disrepair that the same causes potential depreciation of the values of surrounding property, or is materially detrimental to nearby properties and improvements.

b. Maintenance and/or construction of walls, driveways, walkways, parking areas, and retaining and/or decorative walls located within the right-of-way shall be the responsibility of the adjacent property owner unless otherwise approved by a legally recorded easement or other legal document.

M. The property shall be posted with name and 24-hour contact phone number of the owner, person in charge, or a local property management representative. The posting shall be 12" X 18" and shall contain the words "THIS PROPERTY MANAGED BY . . ." The posting shall be secured to the exterior of the building or placed in a location on the property so it is visible from the street. If the person in charge of the property or building is an entity or does not reside within 50 miles of the City limits, the person in charge shall contract with or otherwise engage a person within 50 miles to provide property management and to perform inspections to verify that all requirements of these guidelines and any other applicable laws are being met.

NOTE: Procedures, responsible persons, notifications of violation, and enforcement by penalties should be developed for cases of non-compliance.

**City of Stayton
City Council Meeting Action Minutes
March 20, 2017**

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

Time Start: 7:00 P.M.

Time End: 7:45 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Lance Ludwick, Public Works Director
Councilor Brian Quigley (excused)	Janna Moser, Library Director
Councilor Joe Usselman (excused)	Rich Sebens, Chief of Police
	David Rhoten, City Attorney

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. Mike Mannix, Pool Patron	Spoke in support of the City resuming management of the Pool.
b. Jim Kingsbury, Pool Patron	Recognized and spoke in support of Billie Maurer for her work at the Pool and with Santiam Youth Sports, as well as the Red Cross Award she and other lifeguards were receiving for their life saving efforts at the pool in summer 2016.
c. Wayne Houghtaling, Pool Patron	Spoke in support of the City resuming management of the Pool.
d. Annette Gap, Pool Patron	Spoke in support of the City resuming management of the Pool.
e. Steve Frank	Spoke in support of continuing the contract with the YMCA.
Consent Agenda	
a. March 6, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Niegel, to accept the consent agenda as presented. Motion passed 3:0.

<p>Business from the City Administrator</p> <p>a. Santiam Family Memorial Pool Update</p>	<p>Mr. Campbell provided an update on the Stayton Family Memorial Pool. The City will be moving forward with the transition of management of the Pool effective July 1st.</p>
<p>Public Hearing</p>	<p>None.</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Award of Contract for Marion Street Improvement Project</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Stayton Police Cadet Program</p> <p>a. Staff Report – Chief Rich Sebens</p>	<p>Mr. Ludwick reviewed his staff report.</p> <p>Council discussion on the bidding process.</p> <p>Motion from Councilor Niegel, seconded by Councilor Kronquist, to award the contract for the Marion Street Improvement project to Pacific Excavation in the amount of \$498,442. Motion passed 3:0.</p> <p>Chief Sebens spoke about the Stayton Police Cadet Program reimplementation.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <p>a. February 2017 Monthly Finance Department Report</p> <p>Police Chief’s Report – Chief Rich Sebens</p> <p>a. February 2017 Statistical Report</p> <p>Public Works Director’s Report – Lance Ludwick</p> <p>a. February 2017 Operating Report</p> <p>Planning & Development Director’s Report – Dan Fleishman</p> <p>b. February 2017 Activities Report</p> <p>Library Director’s Report – Janna Moser</p> <p>c. February 2017 Activities</p>	<p>Brief discussion among Council regarding monthly delinquent notices and status of utility billing changes.</p> <p>Discussion of Reserve hours and how the Police Department recruits for new reserve officers.</p> <p>No further discussion.</p> <p>Mr. Fleishman provided a brief update on the Planning Commission. Also discussion of the August eclipse.</p> <p>Ms. Moser invited everyone to the author visit this Thursday night at the Library.</p>
<p>Presentations / Comments From the Public</p>	<p>No further discussion.</p>
<p>Business from the Mayor</p> <p>a. Reappointment</p>	<p>Councilor Niegel, seconded by Councilor Kronquist to ratify the reappointment of Wendy Nau to the Police Advisory Commission. Motion passed 3:0.</p>

Business from the Council	None.
Business from City Administrator	The second City Council Goal Setting Work Session has been scheduled for April 17 th at 6:00 p.m. at the Stayton Public Library.
Future Agenda Items – Monday, April 3, 2017 a. Presentation of OAWU Best Surface Water Award b. 2017 Annual OLCC Renewals c. Utility Billing Municipal Code d. Stayton City Council Goals e. Housing Advisory Committee	

APPROVED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF MAY 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Council President

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder

City of Stayton
City Council Meeting Action Minutes
April 3, 2017

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

Time Start: 7:00 P.M.

Time End: 7:55 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel (excused)	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman (excused)	Rich Sebens, Chief of Police
	Andy Parks, Interim 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. Presentation of the Best Surface Water of the Year for 2017 by the Oregon Association of Water Utilities	The City and Public Works employees Mark Flande, Kendall Smith, Michael Bradley, and Tom Etzel were on hand to receive the award for Best Surface Water of the Year from OAWU.
b. Holli Thomas, President/CEO of the Stayton/Sublimity Chamber of Commerce	Ms. Thomas spoke about her background and goals for the Stayton/Sublimity Chamber of Commerce.
c. City of Stayton Audit Presentation by Brad Bingenheimer, CPA from Boldt, Carlisle + Smith	Mr. Bingenheimer reviewed the City's 2015-2016 fiscal year Audit.
Consent Agenda	
a. March 20, 2017 City Council Minutes	Consent Agenda item A was pulled due to Councilor Quigley's abstention on this matter as he was not in attendance at the March 20, 2017 meeting.
b. 2017 Annual OLCC Renewals	Motion from Councilor Kronquist, seconded by Councilor Quigley, to accept the consent agenda item B, as presented. Motion passed 3:0.
Public Hearing	None.
Unfinished Business	None.

<p>New Business Utility Billing Update a. Verbal Staff Report – Andy Parks</p>	<p>Mr. Parks provided an update on the transition of utility billing to Bend Mailing and the change to Express Payment Services.</p>
<p>Staff / Commission Reports</p>	<p>None.</p>
<p>Presentations / Comments From the Public</p>	<p>No further discussion.</p>
<p>Business from the City Administrator</p>	<p>Mr. Campbell spoke about the upcoming Council meeting and Goal Setting Session on April 17th at the Library at 6:00 p.m.</p> <p>There will be three town hall meetings in April to discuss the State of Our Streets. These will be held as follows at the Stayton Public Library:</p> <ul style="list-style-type: none"> • April 18 at 6:30 p.m. • April 19 at 1:00 p.m. • April 22 at 10:00 a.m. <p>Mr. Campbell offered additional commendation to the Public Works department on receiving the OAWU award.</p>
<p>Business from the Mayor a. Appointment of Lauren Mulligan to the Library Board b. Reappointment of Luke Cranston to the Budget Committee c. Appointment of Heidi Hazel to the Planning Commission</p>	<p>Motion from Councilor Kronquist, seconded by Councilor Quigley, to ratify the Mayor’s appointment of Lauren Mulligan to the Library Board and Heidi Hazel to the Planning Commission, and reappointment of Luke Cranston to the Budget Committee. Motion passed 3:0.</p>
<p>Business from the Council</p>	<p>Councilor Glidewell inquired as how the Council can spread word about the upcoming election. Mr. Campbell stated as representatives of the City we can only educate, but not promote regarding the election.</p>
<p>Future Agenda Items – Monday, April 17, 2017 Council Meeting will be held at the Stayton Public Library at 6:00 p.m. a. Council Regular Session to consider Consent Agenda items and Committee Appointments b. Continuation of the Council Goal Setting Work Session</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF MAY 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Council President

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder

**City of Stayton
City Council Meeting Action Minutes
April 17, 2017**

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

Time Start: 7:00 P.M.

Time End: 9:28 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

GOAL SETTING SESSION

Consent Agenda

- a. March 20, 2017 City Council Minutes
- b. April 3, 2017 City Council Minutes
- c. OLCC Liquor License – “New Outlet Application” – Off-Premises Sales

Due to absences at previous meetings, items “a” and “b” of the Consent Agenda were pulled and will be considered when a full quorum of the Council is present at a future meeting.

Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve item c of the consent agenda. **Motion passed 4:0.**

Mr. Morgan reviewed the priorities set by the Council for goals at their last meeting. He then worked with them to prioritize:

Street Maintenance

- Create viable reliable, new funding source
- Explore Street Standards
- Plan “B” if election fails
 - LID
 - Street Maintenance Fee
- Transportation System Plan

Aging Neighborhoods (combine with housing strategy)

- Promote and expand Housing Rehab Program
- Full Time Code Enforcement Officer
- Housing Condition Inventory
- Housing Strategy for upgrading neighborhoods
- Code Updates

Old Town Plan

- Economic development strategy
- Main Street Plan

Housing Strategy (combine with aging neighborhoods)

- Reduce Crime through zoning
- Rental Housing Code
- Housing strategy for new neighborhoods

Highest Priority Goals

- Create viable, reliable new funding sources for street maintenance
- Economic Development Strategy
- Updated Master Plans
- Promote and expand housing rehab program
- Full time code enforcement officer
- Housing Strategy

Using the list above, Mr. Morgan will meet with staff to finalize a list of goals to be brought forward to the City Council for consideration and adoption.

APPROVED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF MAY 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Council President

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith D. Campbell, City Administrator
DATE: May 15, 2017
SUBJECT: 2017-18 City Council Goals

ISSUE

Should the Governing Body adopt the proposed goals?

BACKGROUND INFORMATION

The City Council worked with John Morgan of the Chinook Institute of Civic Leadership to formulate and adopt the City Council Goals for the 2017-2018. The first meeting was held on February 21st, where the City Council worked to formulate priorities based on “Musts, Needs, and Wants” while filtered through a lens of “Desirability, Feasibility, Viability.” The City Council was each given five priority prerogatives to select. Here are the list of priorities and the total votes:

- | | |
|-----------------------------------|-----------------------------|
| (0) Transit | (0) City Survey |
| (4) Aging Neighborhoods | (5) Master Plan |
| (0) Solar Eclipse | (2) Gas Tax |
| (2) Council/Community Relations | (5) Street Maintenance |
| (0) Building Facility | (4) Old Town Plan |
| (3) Economic Development Strategy | (4) Housing Strategy |
| (0) Charter Review | (0) Funding Revenue Streams |

On April 17th the City Council held a second goal setting session with John Morgan. In this session the City Council continued to working toward further refining the stated priorities into tangible goals. At the conclusion of this meeting the council had redefined the priorities:

- Street Maintenance
 - Create usable, Reliable
 - New Funding Source
 - Explore Street Standards
 - Plan “B”
 - Transportation System Plan
- Aging Neighborhoods
 - Promote + Expand Housing Rehab Program
 - Full Time Code Enforcement
 - Housing Condition Inventory
 - Strategy for Upgrading Neighborhoods
 - Code Updates

- Housing Strategy
 - Reduce Crime through Zoning
 - Rental Housing Code
 - Housing Strategies for New Neighborhoods
- Old Town Plan
 - Economic Development Strategy
 - Main Street Plan

At the end of the second goal setting session John Morgan said that he would get with staff in order to attempt to formulate the priorities into goals. Staff met with John Morgan on May 5th to attempt to formulate the priorities and goals as discussed at the February 21st and April 17th goal setting sessions. The following is the product of that meeting.

GOAL: Address Street Maintenance

- Update Transportation Master Plan Update
- Explore and discuss additional funding/solutions
 - Review Street Maintenance Fee Schedule
 - Seek other funding/partnerships/leverage
- Review Street Standards

GOAL: Economic Development

- Update and Expand Economic Development Plan
- Review Codes related to economic development
- Support Friends of Old Town Stayton

GOAL: Neighborhood Preservation

- Identify and Create a Housing Strategy
 - New Housing
 - Legacy
- Explore Rental Licensing for Rental Homes
- Expand Code Enforcement
- Complete a Comprehensive Housing Inventory

FISCAL IMPACT

The adoption of these goals will have a fiscal impact as work begins to implement the adopted goals.

STAFF RECOMMENDATION

Staff has attempted to take the work product of two sessions with a goal facilitator and define the objectives of the Governing Body into Council Goals. It is staff's hope that we have accomplished this, but we defer to the judgement of the Governing Body on our success. Staff encourages the Governing Body to make any changes as you see fit or, if necessary, to rework the goals to meet objectives and expectations.

MOTION(S)

- 1) Motion to adopt 2017-2018 City Council Goals as presented.
- 2) Motion to adopt the 2017-2018 City Council Goals with the following modifications
_____.
- 3) Direct staff to bring back Council Goals with suggested changes.



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: May 15, 2017
SUBJECT: Applicant's Appeal of Conditions of Approval by Planning Commission

120 DAYS ENDS: June 3, 2017

ISSUE

The issue before the City Council is an appeal by Hayden Homes, LLC regarding the Planning Commission's conditions of approval on their application to subdivide the property at 1103 Shaff Road. The City Council must decide whether to accept the appeal and schedule a public hearing or whether to uphold the decision of the Planning Commission.

BACKGROUND INFORMATION

Prior to proceeding on any appeal, the appeals body should make sure that it has jurisdiction, that the applicant has standing to appeal, and that the appeal has been filed in a timely manner. If any of the three have not been satisfied, the appeals body should not entertain the appeal.

Jurisdiction: SMC Section 17.12.110 controls appeals. The appeals procedure of Section 17.12.110.2 indicates that appeals of a Planning Commission decision come to the City Council.

Standing: Typically, in order to have standing an appellant must be able to show that there is the potential for them suffer a particularized injury by the decision. Section 17.12.110.2 requires that the appeal be brought by an "aggrieved party." "Aggrieved party" is defined in Section 17.04.100 as an owner of land whose property is affected by a decision, a person whose land abuts land for which an application has been granted, or any other person who has suffered particularized injury as the result of the decision. The appellant is the applicant.

Timeliness: The Code requires that an appeal be filed within 14 days of the mailing of the notice of the decision. The notice of decision was mailed on April 11, 2017. The appeal was filed on April 25.

Whereas the appeal addresses only the conditions of approval imposed by the Planning Commission regarding traffic impacts and street improvements, the entire application packet and review materials have not been included in the City Council's packet. The packet includes only the information relative to the issues being raised on appeal. Included in the packet are the following documents:

- The application for subdivision approval with a portion of the applicant's narrative
- The transportation impact analysis (TIA) submitted by the applicant, without the technical appendices
- TIA review memorandum from Kittelson Associates
- TIA review memorandum from Marion County Public Works (MCPW)
- TIA addendum submitted by applicant
- Emails from Kittelson Associates
- Follow-up letter from MCPW
- A rebuttal letter from the applicant
- Staff report to Planning Commission summarizing traffic issues
- Executed order of approval from Planning Commission
- Appeal form and letter from applicant

All of the submission items and review memoranda are still posted on the City's website. Any City Council member who would like to review more information, may find them at http://www.staytonoregon.gov/page/gov_planning_agendas_minutes.

Section 17.12.110.2, requires the City Council to consider the appeal and to either accept the appeal and set a date for a public hearing, or elect to deny the appeal based on the record, upholding the Planning Commission's decision. Though this is not the public hearing on the appeal, it is appropriate to give the appellant an opportunity for brief remarks on why the Council should accept the appeal.

ANALYSIS

The appellant submitted an application for a 51-lot subdivision for the 13-acre parcel to the west of the Stayton Middle School. The subdivision has frontage on Shaff Road. Though the subdivision does not have frontage on Kindle Way, all of its vehicular access will be from Kindle Way. As part of their application, the applicant proposed improvements to Shaff Road to create a three-lane section with a 12-foot multi-use pathway along the north right of way line. The proposed section is in conformance with the improvements recently constructed for the Wildlife Meadows subdivision on the east side of the Middle School and currently under review for improvements by the School District in front of the Middle School. Shaff Road is a Marion County maintained street. Therefore, Marion County has jurisdiction over improvements to the street and intersections involving Shaff Rd.

The applicant's TIA studied the operation of a number of intersections, including the intersection of Kindle Way and Shaff Rd. The TIA noted that this intersection currently operates at Level of Service C during the morning, afternoon, and evening peak hours. The TIA concluded that this intersection would continue to operate at LOS C in 2019, following build-out of the subdivision. (page 14) The TIA concluded that a left turn lane at the Kindle Way intersection for eastbound traffic on Shaff Rd would not be warranted.

While Kittelson’s review of the TIA asked for some clarifications and additional information, there were no comments regarding the operation of the subject intersection. MCPW’s review of the TIA noted that the TIA did not cite the methodology used in the left turn lane warrant analysis. MCPW noted that the County uses the Texas Transportation Institute methodology, provided in the ODOT publication, Analysis Procedures Manual Version 1 to determine if left-turn warrants are met. MCPW indicated that this methodology suggests that the criteria for an eastbound left turn lane on Shaff Road at Kindle Way are met. Therefore, MCPW requested the Planning Commission impose a condition of approval that requires construction of an eastbound left turn lane on Shaff Rd at Kindle Way, with associated widening and tapers.

In response to the review comments from Kittelson and MCPW, the applicant submitted an addendum to the TIA. The TIA Addendum notes that the methodology preferred by the County may not be appropriate in the current situation and further noted that the left-turn lane warrants are not mandates but are intended to serve as guidance. (page 6)

Kittelson replied to the TIA Addendum by noting they “have no further technical comments.” In response to a question from staff, Kittelson clarified that “the City’s standards will be met without the eastbound left turn lane.”

MCPW’s March 13 letter noted that the original TIA did not address left-turn lane warrants at Shaff Road to Kindle Way. The basis for the requested condition was satisfaction of a left-turn lane warrant analysis prepared by county staff based upon left-turning volumes projected by the TIA. The March 13 letter states Shaff Rd is designated an arterial street by both the County and by the City’s TSP, and that impeding traffic speeds is not viewed as advantageous. Finally, MCPW pointed out that the left turn lane would be consistent with the frontage improvements adjacent to the proposed Lambert Place subdivision, Stayton Middle School, and Wildlife Meadows development.

Based on the record in front of it and the correspondence noted above and fully included in your packet, the Planning Commission included the condition of approval requested by Marion County and required construction of the eastbound left turn lane.

The appeal raises the issue that as a “needed housing” development, ORS 197.307(4) requires the City to apply only clear and objective standards, conditions and procedures to the application. The appeal argues that one of the Planning Commission’s conditions is not clear and objective. The letter attached to the appeal contains two excerpts from that condition of approval and presents them as if they were two different conditions. The whole portion of the condition reads

1. The following engineered plans and supporting documentation shall be submitted to the City and Marion County Public Works (as applicable) for review and approval prior to issuance of a Site Development Permit. The construction plans for each phase shall be capable of standing alone and City approval of one phase shall be independent of the approval for all other phases. As such, lots 16 and 30 will likely need to be within Phase 2. Approval of the construction plans by the City and the time by which construction must begin shall apply to each phase independently.
 - a. Street improvement plans conforming to Public Works Standards. A minimum 8-foot wide concrete pedestrian access walkway within a 20-foot wide dedicated tract shall be provided along the east property line of Lot 12 to the proposed 12-foot wide shared path along Shaff Road. The Developer shall coordinate with the North Santiam School District to locate a direct pedestrian connection to the Stayton Middle School. Prior to issuance of a Site Development Permit, the Developer shall provide written documentation that Marion County Public Works has reviewed and approved the Shaff Road

street improvement plans. The Developer shall design, permit and construct up to a half-street urban frontage improvement adjacent to the Shaff Road property frontage in accordance with appropriate City and County standards and shall include an exclusive eastbound left-turn lane on Shaff Rd at Kindle Way, with associated widening and tapers. Shaff Road engineering improvement plans shall include the following, aside from other ordinary components:

- Shaff Road Base Survey (void of improvement linework and annotation)
- Shaff Road Demolition Plan (void of improvement linework and annotation)
- Shaff Road Street Plan & Profile
- Spot-shot grading detail of Shaff Road/Kindle Way public street connection
- Shaff Road/Kindle Way Curb Return Profiles
- Utility Installation/Relocation Plan
- Shaff Road Resurfacing, Signing & Striping Plan
- Traffic Control Plan(s) for all phases of work in Shaff Road, including utility work

Up to a half-street improvement of some type (mill/overlay) may be required in order to stabilize degrading pavement and/or achieve cross- and longitudinal-slope tolerances. Developer shall be responsible to preserve and protect the current PCI rating and the structural integrity of Shaff Road to the satisfaction of Marion County Public Works throughout all phases of development. Failure to preserve and protect the road may result in Developer being responsible for replacing or reconstructing the damaged road at their expense.

Based on the appeal document, the applicant objects to the requirement that they provide documentation that Marion County has approved the improvements within the county-maintained right of way and that developer conduct up to a half-street improvement including the eastbound left turn lane. It is the appellant's argument that these two provisions are not clear and objective, as required by statute.

In order to judge this argument, the City Council must look at more of ORS 197.307 than just subsection (4). The entire statute reads

197.307 Effect of need for certain housing in urban growth areas; approval standards for certain residential development; placement standards for approval of manufactured dwellings.

(1) The availability of affordable, decent, safe and sanitary housing opportunities for persons of lower, middle and fixed income, including housing for farmworkers, is a matter of statewide concern.

(2) Many persons of lower, middle and fixed income depend on government assisted housing as a source of affordable, decent, safe and sanitary housing.

(3) When a need has been shown for housing within an urban growth boundary at particular price ranges and rent levels, needed housing shall be permitted in one or more zoning districts or in zones described by some comprehensive plans as overlay zones with sufficient buildable land to satisfy that need.

(4) Except as provided in subsection (6) of this section, a local government may adopt and apply only clear and objective standards, conditions and procedures regulating the development of needed housing on buildable land described in subsection (3) of this section. The standards, conditions and procedures may not have the effect, either in themselves or cumulatively, of discouraging needed housing through unreasonable cost or delay.

(5) The provisions of subsection (4) of this section do not apply to:

(a) An application or permit for residential development in an area identified in a formally adopted central city plan, or a regional center as defined by Metro, in a city with a population of 500,000 or more.

(b) An application or permit for residential development in historic areas designated for protection under a land use planning goal protecting historic areas.

(6) In addition to an approval process for needed housing based on clear and objective standards, conditions and procedures as provided in subsection (4) of this section, a local government may adopt and apply an alternative approval process for applications and permits for residential development based on approval criteria regulating, in whole or in part, appearance or aesthetics that are not clear and objective if:

- (a) The applicant retains the option of proceeding under the approval process that meets the requirements of subsection (4) of this section;
- (b) The approval criteria for the alternative approval process comply with applicable statewide land use planning goals and rules; and
- (c) The approval criteria for the alternative approval process authorize a density at or above the density level authorized in the zone under the approval process provided in subsection (4) of this section.

(7) Subject to subsection (4) of this section, this section does not infringe on a local government's prerogative to:

- (a) Set approval standards under which a particular housing type is permitted outright;
- (b) Impose special conditions upon approval of a specific development proposal; or
- (c) Establish approval procedures.

The appellant has argued that the condition of approval to obtain approval from Marion County Public Works prior to commencing construction of improvements to a County-maintained street is not a clear and objective condition, because the condition of approval does not specify the standards by which approval will be granted and is an improper delegation of the City's authority to MCPW.

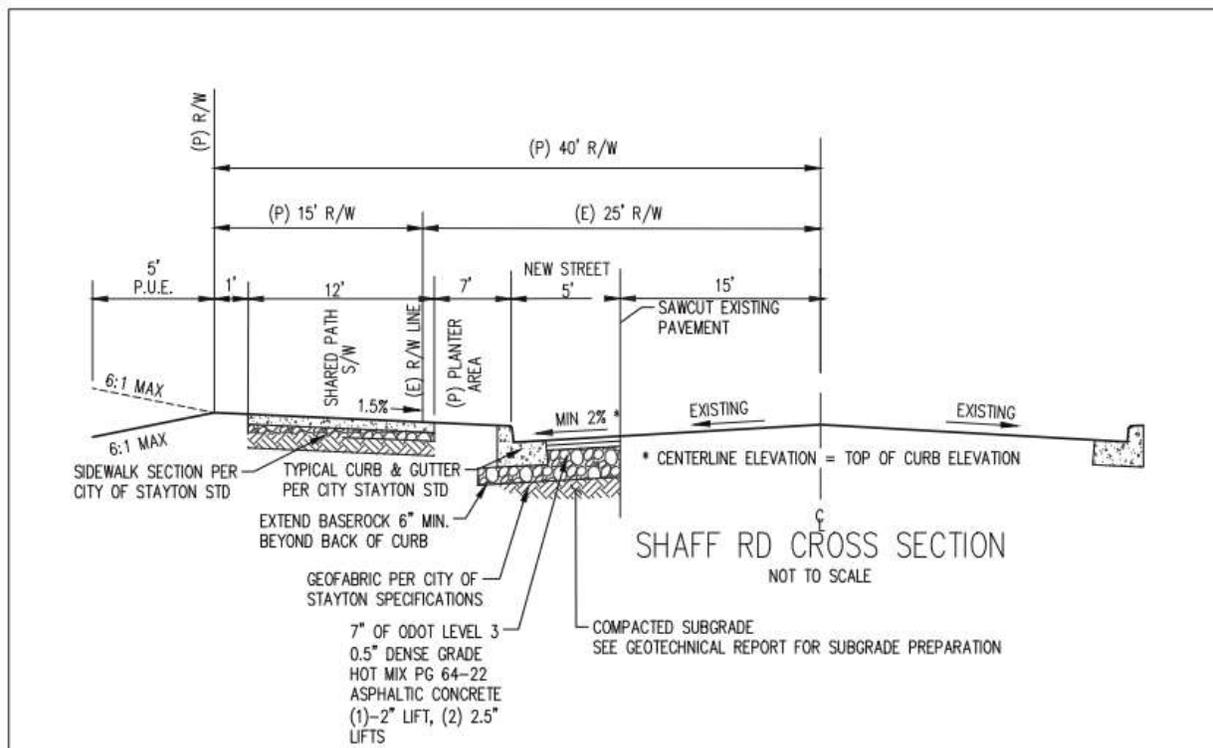
The Council will note that in the statute above, the Legislature as provided an alternative to the clear and objective standards in Subsection (6). There, the Legislature is referring to subjective approval criteria regulating appearance or aesthetics. In the present case the standards applied and the conditions placed on the approval are not alternatives based on judgement or discretion of the Planning Commission, as envisioned in Subsection (6).

The criterion in question in this appeal is clear and objective: the impact on traffic and the suitability of the existing street system to accommodate the additional traffic to be generated by the applicant's development. The City's standards are found in 17.26.050.11.a. This section of Code requires a finding that "The road system is designed to meet the projected traffic demand at full build-out." The Planning Commission received testimony from MCPW that using the County's methodology a left-turn lane is warranted at the Shaff/Kindle intersection. Shaff Road is a County-maintained roadway and under the terms of intergovernmental agreement between the City and County, the County has review and permitting authority over improvements and access to the street.

Though not cited in the Planning Commission's decision, Section 17.26.050.12 addresses conditions of approval regarding traffic impacts. That Section reads

12. Conditions of Approval. As part of every land use action, the City of Stayton, Marion County (if access to a County roadway is proposed), and ODOT (if access to a state roadway is proposed) will be required to identify conditions of approval needed to meet operations and safety standards and provide the necessary right-of-way and improvements to develop the future planned transportation system. Conditions of Approval that should be evaluated as part of subdivision and site plan reviews include:
 - a. Crossover easement agreements for all adjoining parcels to facilitate future access between parcels.
 - b. Conditional access permits for new developments which have proposed access points that do not meet the designated access spacing policy and/or have the ability to align with opposing access driveways.
 - c. Right-of-way dedications for future planned roadway improvements.
 - d. Half-street improvements along site frontages that do not have full-buildout improvements in place at the time of development.

Shaff Road currently does not have full-build-out improvements in place. The applicant included in their application a proposal for improvements to Shaff Road as shown below.



The applicant proposed these improvements to be constructed along the frontage of their property. The drawing submitted by the applicant, replicated above, is not adequate to constitute a construction drawing and is not approvable by Marion County. Similarly, the utility drawings and street drawings submitted with the application before the Planning Commission are not adequate for the construction of water and sewer lines or the interior streets within the Subdivision. Similar to the condition of approval objected to by the applicant in the appeal, the Planning Commission included a condition of approval to submit construction drawings to the City Public Works department and receive their approval. The applicant did not object to that condition as not being clear and objective.

There is little difference between the two. The applicant submitted generalized conceptual plans for the improvements. The Planning Commission applied the clear and objective standard to provide a fully improved street and required submission of plans for review and approval by the City Public Works Department. This is standard procedure for preliminary subdivision approval. The alternative would be to require complete engineering of all street and utility construction with the submittal of the application for subdivision approval before the Planning Commission.

The appellant also suggests that the requirements for street improvements fails to meet the “rough proportionality” test required by Courts in cases such as *Dolan v City of Tigard*. The appellant must be failing to realize that City policy, provides for reimbursement to the applicant for the cost of qualified public improvements through system development charge credits.

These reimbursements are in place to allow the City to require developers to provide oversized infrastructure to meet City development goals as stay within the confines of *Dolan*.

Finally, state law requires that the City complete its review of the application, including any appeals, within 120 days of determining that the application is complete. The 120-day period on this application ends on June 3. The applicant has indicated they will agree to an extension of the 120-day deadline.

RECOMMENDATION

Staff recommends the City Council determine that it has jurisdiction over the appeal, that the appellant has standing, and that the appeal was timely. However, staff recommends that the City Council reject the appeal and uphold the decision of the Planning Commission.

Should the Council accept the appeal, the Council must set a date for a public hearing and must determine whether the appeal will be on the record or be *de novo*. An appeal on the record means that only the issue raised in the appeal will be under question, that the Council will review only the record before the Planning Commission and that no new testimony on any issue will be brought forward. A *de novo* appeal means the City Council will assume jurisdiction over the entire application, review all of the relevant information regarding the application and open the hearing to any new testimony that public may present. The applicant has requested that the appeal be on the record.

OPTIONS AND MOTIONS

The Council should determine that it has jurisdiction over the appeal, that the appellant has standing, and the appeal was timely.

Move to determine that the City Council has jurisdiction over the appeal of Hayden Homes, that the applicant has standing, and that the appeal was filed in a timely manner.

The City Council is then presented with the following options.

1. Reject the appeal of Hayden Homes, upholding the decision of the Planning Commission

Move to reject the appeal of Hayden Homes and uphold the decision of the Planning Commission in the conditional approval of the Lambert Place Subdivision, Land Use File 1-02/17.

2. Accept the Appeal of Hayden Homes and schedule a hearing on the record

Move to accept the appeal of Hayden Homes regarding selected conditions placed by the Planning Commission in the approval of the Lambert Place Subdivision, Land Use File 1-02/17, as an appeal on the record and set June 19, 2017 as the date for a hearing on the appeal.

3. Accept the appeal of Hayden Homes and schedule a *do novo* hearing

Move to accept the appeal of Hayden Homes regarding the Planning Commission's approval of the Lambert Place Subdivision, Land Use File 1-02/17, and set June 19, 2017 as the date for a *de novo* hearing.



CITY OF STAYTON
APPLICATION TO APPEAL A LAND USE DECISION

APPELLANT: Hayden Homes
Address: 2464 SW Glacier Place, Suite 110
City/State/Zip: Redmond, OR 97756
Phone: () Contact - Consultant
Email: Contact Consultant - AKS Engineering & Forestry

PROPERTY OWNER: Lambert LT, et al.
Address: 1103 Shaff Road SE
City/State/Zip: Stayton, OR 97383
Phone: () Contact - Consultant
Email: Contact Consultant - AKS Engineering & Forestry

APPELLANT'S REPRESENTATIVE: Mark D. Shipman, Saalfeld Griggs PC
Address: Park Place, Suite 200, 250 Church Street NE
City/State/Zip: Salem, OR 97301
Phone: (503) 399 - 1070
Email: mshipman@sqlaw.com

ORIGINAL APPLICANT: Hayden Homes
Address: 2464 SW Glacier Place, Suite 110
City/State/Zip: Redmond, OR 97756
Phone: () Contact - Consultant
Email: Contact Consultant - AKS Engineering & Forestry

DECISION MAKER WHOSE DECISION IS BEING APPEALED:
[] City Planner [x] Planning Commission

APPEALS BODY TO WHOM APPEAL IS BEING MADE:
[] Planning Commission [x] City Council

DATE OF DECISION BEING APPEALED Notice sent 4/11/2017
LAND USE FILE NUMBER Subdivision 1-02/17

CONSULTANT
Joey Shearer
AKS Engineering & Forestry
4300 Cherry Avenue NE
Keizer, OR 97309

1. Basis of appeal (attach additional pages if necessary):
Please see attached written response.

2. Identify sections of SMC Title 17 that apply to this appeal:
Please see attached written response.

3. Signature of Appellant: [Handwritten Signature]

DO NOT WRITE BELOW THIS LINE

Appeal received by: UEM Date: 4-25-17 Fee Paid: \$ 400.00 Receipt No. 10,002322

April 25, 2017

Dan Fleishman
Planning and Development Director
City of Stayton
362 N Third Avenue
Stayton, OR 97383

RE: Appeal of Planning Commission Decision on Subdivision #1-02/17

Dear Mr. Fleishman,

Pursuant to Stayton Municipal Code (SMC) Section 17.12.110, please accept this letter, accompanying information, and the \$400 fee as a formal written appeal of the Planning Commission decision on Subdivision #1-02/17. This written appeal is submitted to the City within 14 days of the mailing of the Notice of Decision.

Section 17.12.110

(***)

4. SPECIFICITY. Issues of appeal must be raised with sufficient specificity before the appeal body to have afforded the decision authority and the applicant, if appropriate, an adequate opportunity to respond to and resolve each issue.

RESPONSE: As stated in the application, the Lambert Place subdivision is a "Needed Housing" application. "Needed Housing" is defined in Oregon Revised Statute (ORS) 197.303(1)(a) as including owner and renter-occupied single family housing. Oregon Revised Statute 197.307(4) provides that a local government may apply only clear and objective standards, conditions, and proceedings regulating the development of needed housing on buildable land. See also OAR 660-008-0005. The subject property is identified as buildable land.

The Planning Commission approved the subdivision subject to several conditions. The following excerpts from Condition 1(a) of the Planning Commission decision are not clear and objective conditions based on a clear and objective standard:

Prior to issuance of a Site Development Permit, the Developer shall provide written documentation that Marion County Public Works has reviewed and approved the Shaff Road street improvement plans.

As stated in the findings adopted by the Planning Commission, the City's consulting traffic engineer concludes "that the City's standards for traffic impacts are met." In addition to holding the project to the undefined standard of Marion County Public Works "review" and "approval,"

this condition is a delegation of the City's authority to Marion County Public Works. It is also not clear to which specific, clear, and objective decision criteria this condition of approval is related.

The Developer shall design, permit and construct up to a half-street urban frontage improvement adjacent to the Shaff Road property frontage in accordance with appropriate City and County standards and shall include an exclusive eastbound left-turn lane on Shaff Rd at Kindle Way, with associated widening and tapers.

The Planning Commission findings include the statement that, "Kittelsohn has indicated that the Shaff/Kindle intersection will operate within City standards without the left-turn lane." Substantial evidence in opposition to this fact was not presented by any party, yet the City imposes a condition that the applicant bear the entire burden for constructing an off-site transportation improvement that the Transportation Impact Analysis as well as the City's consulting traffic engineer deemed unnecessary and not required by any applicable standards.

The primary finding in the Planning Commission's Executed Order, upon which the condition appears to be based is as follows:

MCPW requested a condition of approval that the applicant [sic] an exclusive east bound left-tum lane on Shaff Road at Kindle Way, with associated widening and tapers. This condition of approval is based on Marion County standards. Kittelsohn has indicated that the Shaff/Kindle intersection will operate within City standards without the left-tum lane.

Again, the condition holds the project to ambiguous "appropriate City and County standards" including "associated widening and tapers," and delegates the City's authority to Marion County.

Developer shall be responsible to preserve and protect the current PCI rating and the structural integrity of Shaff Road to the satisfaction of Marion County Public Works throughout all phases of development.

Again, the City delegates its authority and holds the project to an ambiguous standard related to "the satisfaction of Marion County Public Works."

Finally, in *Koontz v. St. Johns River Water Management District*, the U.S. Supreme Court held that requiring off-site improvements is an exaction of money, and is therefore subject to the "rough proportionality" requirement of *Dolan v. City of Tigard*. Under the Dolan test, the City bears the burden of proof and must show in its findings that any exaction-type conditions are roughly proportional to the impacts of the project. Both the County and the City fail to address, let alone justify, this proportionality test. In addition to the other deficiencies listed above, the

improvements required by the conditions are so ambiguous as to make such justification impossible.

The Planning Commission appears to tie the numerous requirements in Condition 1(a) to SMC Section 17.26.050(11), presented in its entirety, below.

Section 17.26.050 Transportation Impact Analysis Requirements

- 11. Review Policy and Procedure. The following criteria should be used in reviewing a transportation impact analysis as part of a subdivision or site plan review.*
- a. The road system is designed to meet the projected traffic demand at full build-out.*
 - b. Proposed driveways do not adversely affect the functional character of the surrounding roadways.*
 - c. Adequate intersection and stopping sight distance is available at all driveways.*
 - d. Proposed driveways meet the City's access spacing standard or sufficient justification is provided to allow a deviation from the spacing standard*
 - e. Opportunities for providing joint or crossover access have been pursued.*
 - f. The site does not rely upon the surrounding roadway network for internal circulation.*
 - g. The road system provides adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.*
 - h. A pedestrian path system is provided that links buildings with parking areas, entrances to the development, open space, recreational facilities, and other community facilities per the Transportation Planning Rule.*

The findings under SMC Section 17.26.050(11) do not directly address (a) through (h), several of the standards in Section 17.26.050(11) are neither clear nor objective, and the findings do not justify how the conditions are necessary to meet any of the applicable approval standards.

In summary:

- The City (and County) failed to apply only clear and objective standards, conditions, and proceedings.
- The City (and County) failed to adopt findings that the conditions requiring off-site improvements are necessary to meet any of the applicable approval standards.
- The City (and County) failed to conduct the required rough proportionality analysis related to conditions for off-site improvements.

Consequently, the Applicant requests that the City Council hold a hearing on the record to amend the Planning Commission decision, striking the elements of Condition 1(a) that are not clear and objective, unnecessary to meet the applicable approval standards, and/or do not meet the proportionality test.



CITY OF STAYTON
APPLICATION FOR PARTITION OR SUBDIVISION

Application for: [X] Subdivision [] Partition

PROPERTY OWNER: Lambert LT, et al.
Address: 1103 Shaff Road
City/State/Zip: Stayton, OR 97383
Phone: () Contact - Consultant
Email: Contact Consultant

APPLICANT: Hayden Homes - Eric Peterson
Address: 2464 SW Glacier Place, Suite 110
City/State/Zip: Redmond, OR 97756
Phone: () Contact - Consultant
Email: Contact Consultant

APPLICANT'S REPRESENTATIVE:
Address:
City/State/Zip:
Phone: () -
Email:

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING
Name: Joey Shearer, AKS Engineering
Address: 4300 Cherry Avenue NE
City/State/Zip: Keizer, OR 97303
Phone: (503) 563 - 6151
Email: shearerj@aks-eng.com

ENGINEERING
Name: David Karr, AKS Engineering
Address: 4300 Cherry Avenue NE
City/State/Zip: Keizer, OR 97303
Phone: (503) 400 - 6028
Email: davidk@aks-eng.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 [X] engineer

LOCATION:

Street Address: 1103 Shaff Road
Assessor's Tax Lot Number and Tax Map Number: 091W04D Tax Lot 300
Closest Intersecting Streets: Shaff Road and Kindle Way SE

DESCRIPTION OF PROPOSAL: Total Acreage: ± 13.1 No. of Lots 51

ZONE DISTRICT: MD Medium Density Residential

NAME OF PROPOSED SUBDIVISION (does not apply to partitions): Lambert Place

SIGNATURE OF APPLICANT: Eric Peterson

DO NOT WRITE BELOW THIS LINE

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

Land Use File#

easement. If the streets within the subdivision are lighted, the accessways shall also be lighted at residential/residential illumination standard. See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.21, Street Lighting for actual specific street lighting standards. Stairs or switchback paths may be used where grades are steep. Any vegetation planted within the accessway shall be less than 30 inches in height and must not create a safety issue for pedestrians and bicyclists.

RESPONSE: No cul-de-sac streets are planned. Therefore, the criteria do not apply.

c. **Street Connectivity and Formation of Blocks (Block Length and Perimeter Standard).**

In order to promote efficient vehicular and pedestrian circulation throughout the city, subdivisions and site development shall be served by a connecting network of public streets and/or accessways, in accordance with the following standards (minimum and maximum distances between two streets or a street and its nearest accessway measured from right-of-way line to right-of-way line as shown in Figure 17.26.020.5.c.

1) **Residential Districts.**

Minimum 100-foot block length and maximum of 600-foot length; maximum 1,400 feet block perimeter;

RESPONSE: As shown on the Preliminary Phased Subdivision Plans, the new looped inner street connects outward to Kindle Way SE at two locations that align with the existing Meadowlark Drive and Eagle Street intersections. Applicable block design standards are met and addressed in the response to Section 17.24.050(6), above. Therefore, the criteria are met.

17.26.050 **TRANSPORTATION IMPACT ANALYSIS REQUIREMENTS**

(***)

11. **Review Policy and Procedure.** The following criteria should be used in reviewing a transportation impact analysis as part of a subdivision or site plan review.

- a. The road system is designed to meet the projected traffic demand at full build-out.
- b. Proposed driveways do not adversely affect the functional character of the surrounding roadways.
- c. Adequate intersection and stopping sight distance is available at all driveways.
- d. Proposed driveways meet the City's access spacing standard or sufficient justification is provided to allow a deviation from the spacing standard.
- e. Opportunities for providing joint or crossover access have been pursued.
- f. The site does not rely upon the surrounding roadway network for internal circulation.

-
- g. The road system provides adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.
 - h. A pedestrian path system is provided that links buildings with parking areas, entrances to the development, open space, recreational facilities, and other community facilities per the Transportation Planning Rule.

RESPONSE: The Transportation Impact Analysis is provided as Exhibit D. The applicable criteria are met.

IV. Conclusion

The required findings have been made, and this written narrative and the accompanying documentation demonstrate the application is consistent with the applicable provisions of the City of Stayton Land Use and Development Code. The evidence in the record is substantial and supports approval of the application. Therefore, the applicant respectfully requests the City approve this Phased Subdivision application.

Lambert Place Subdivision

Transportation Impact Analysis
Stayton, Oregon

DATE:

February 3, 2017

PREPARED FOR:

Hayden Homes

PREPARED BY:

Jessica Hajar
Todd Mobley, PE



RENEWS: 12/31/18



LANCASTER
ENGINEERING



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Executive Summary

1. A 51-lot subdivision for single-family homes has been proposed for a project site located on the north side of Shaff Road SE and immediately west of Stayton Middle School in Stayton, Oregon.
2. The trip generation calculations show that the proposed subdivision is expected to generate 38 trips during the morning peak hour, 52 trips during the afternoon peak hour that coincides with school release, and 51 trips during the evening peak hour.
3. The study intersections are projected to operate within the performance standards established by the City of Stayton and Marion County through the year 2019, with or without addition of site trips from the proposed development. No mitigations are recommended.
4. Traffic signal warrants were examined for the intersection of Shaff Road SE at Golf Club Road SE/Wilco Road and were met under existing PM conditions. Still, the intersection operates acceptably with its all-way stop control and installation of a traffic signal is not necessary or recommended.
5. Based on the review of crash data and queuing, no safety mitigations are recommended.
6. Queuing analysis at the study intersections and both site accesses show adequate storage is available to accommodate turning movements under year 2019 background plus site trips conditions.



Introduction

This traffic study analyzes and addresses the potential transportation impacts of a proposed Lambert Place subdivision of 51 single-family detached homes. The project site is located on the north side of Shaff Road SE and directly west of Stayton Middle School, in Stayton, Oregon. The proposed project is expected to be fully built-out by 2019.

This report includes morning, afternoon (to coincide with school release), and evening traffic counts as well as full operational analysis including safety and capacity / level-of-service analyses at the following intersections:

1. Shaff Road SE at Kindle Way SE
2. Shaff Road SE at N Gardner Avenue
3. Shaff Road SE at Golf Club Road SE/Wilco Road

In addition to the previously listed intersections, the following two intersections will be examined for safety and operation since the proposed subdivision will take access to Kindle Way by extension of these streets into the site.

4. Kindle Way SE at Meadowlark Drive SE
5. Kindle Way SE at Eagle Street SE

This report looks at the traffic impacts of the proposed subdivision on the transportation network in the site vicinity. The purpose of the study is to determine whether the transportation system in the vicinity of the site is capable of safely and efficiently supporting the proposed development, and to determine any mitigation that might be necessary to do so.

Detailed information on traffic counts, trip generation calculations, and intersection capacity calculations are included in the technical appendix of this report.

Location Description

The project site is located on the north side of Shaff Road SE, immediately west of the Stayton Middle School in Stayton, Oregon. The surrounding neighborhood is predominantly residential.

Vicinity Streets

Shaff Road SE is classified by the City of Stayton as a Major Collector west of Golf Club Road SE and as a Minor Arterial east of Golf Club Road SE. It is generally a two-lane roadway with one travel lane in each direction and turn lanes provided at major intersections. There is a posted speed limit of 35 mph. Curbs, sidewalks, and on-street parking are provided intermittently along on both sides of the roadway.

Kindle Way SE is classified as a local road by the City of Stayton. It is a two-lane roadway with no centerline striping. There is a statutory residential speed limit of 25 mph. Curbs and sidewalks are



provided intermittently on the western edge of the roadway and are otherwise not provided. Bicycle lanes are not provided on either side of the roadway.

N Gardner Avenue is classified as a Major Collector by the City of Stayton. It is a two-lane roadway with one travel lane in each direction. There is a posted speed limit of 25 mph and a 20 mph school zone speed limit. Curbs and sidewalks are provided along both sides of the roadway. Bicycle lanes are provided on either side of the roadway.

Golf Club Road SE is classified as a Minor Arterial by the City of Stayton. It is generally a two-lane roadway with one travel lane in each direction. There is a posted speed limit of 45 mph at the intersection with Shaff Road SE and 50 mph 950 feet north of the intersection. Curbs, sidewalks, and bicycle lanes are not provided on either side of the roadway.

Wilco Road is classified as a Major Collector by the City of Stayton. It is a two-lane roadway with one travel lane in each direction. There is a posted speed limit of 45 mph. Curbs, sidewalks, and bicycle lanes are not provided on either side of the roadway.

Meadowlark Drive SE is classified as a local road by the City of Stayton. It is a two-lane roadway with no centerline striping. There is a statutory residential speed limit of 25 mph. Curbs and sidewalks are provided on both sides of the roadway. Bicycle lanes are not provided on either side of the roadway.

Eagle Street SE is classified as a local road by the City of Stayton. It is a two-lane roadway with no centerline striping. There is a statutory residential speed limit of 25 mph. Curbs and sidewalks are provided on both sides of the roadway. Bicycle lanes are not provided on either side of the roadway.

Study Intersections

The intersection of Shaff Road SE at Golf Club Road SE/Wilco Road is a four-legged intersection that is all-way stop-controlled. The northbound, southbound, and westbound approaches each have one left-turn lane and one shared through/right-turn lane. The eastbound approach has one shared lane for all turning movements. Crosswalks are marked across the eastern leg of the intersection.

The intersection of Shaff Road SE at Kindle Way SE is a three-legged intersection that is stop-controlled for the southbound approach of Kindle Way SE. Each approach has one shared lane for all turning movements. Crosswalks are unmarked across all intersection legs.

The intersection of Shaff Road SE at N Gardner Avenue is a four-legged intersection that is two-way stop-controlled for the northbound and southbound approaches of N Gardner Avenue. The northbound, westbound, and eastbound approaches each have one shared lane for all turning movements. The southbound approach has one shared through/left-turn lane and one right-turn lane. Crosswalks are marked across the eastern and southern legs of the intersection.



The intersection of Kindle Way SE at Meadowlark Drive SE is a three-legged intersection that is stop-controlled for the eastbound approach of Meadowlark Drive SE. Each approach has one shared lane for all turning movements. Crosswalks are unmarked across all intersection legs.

The intersection of Kindle Way SE at Eagle Street SE is a three-legged intersection that is stop controlled for the eastbound approach of Eagle Street SE. Each approach has one shared lane for all turning movements. Crosswalks are unmarked across all intersection legs.

A vicinity map showing the project site, the existing study intersection, and the traffic control devices is shown in Figure 1 on page 7.

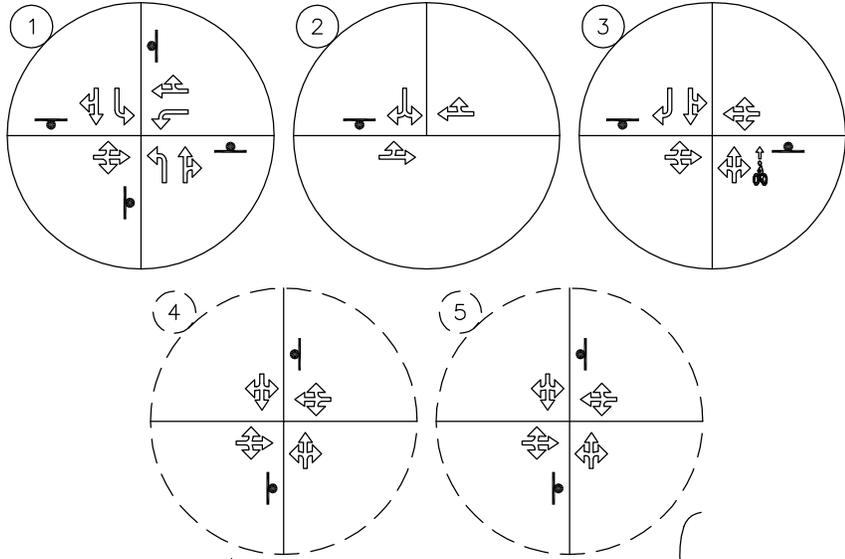
Traffic Counts

Traffic counts were conducted at the study intersections on Tuesday, January 10, 2017 from 7:00 AM to 9:00 AM, 2:00 PM to 4:00 PM, and 4:00 PM to 6:00 PM. Each intersection's respective peak hours were used in the following intersection analyses.

Figure 2 on page 8 shows the existing traffic volumes at the study intersection.

LEGEND

-  STUDY INTERSECTION (PROPOSED)
-  STUDY INTERSECTION (EXISTING)
-  STOP SIGN
-  BIKE LANE
-  SCHOOL
-  PROJECT SITE
-  ARTERIAL ROADWAY
-  COLLECTOR ROADWAY
-  LOCAL ROADWAY

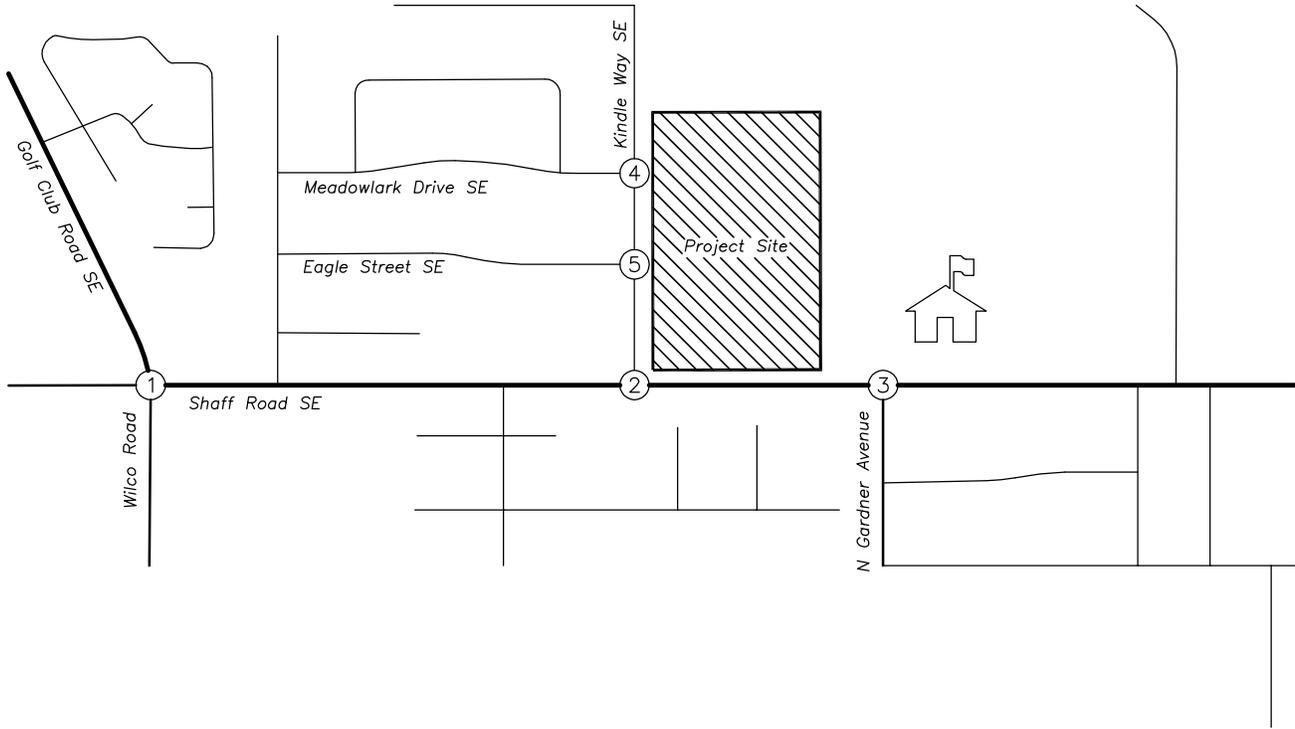


VICINITY MAP

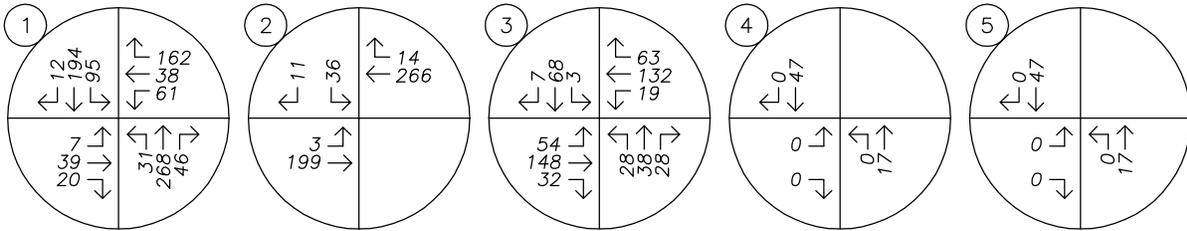


FIGURE 1

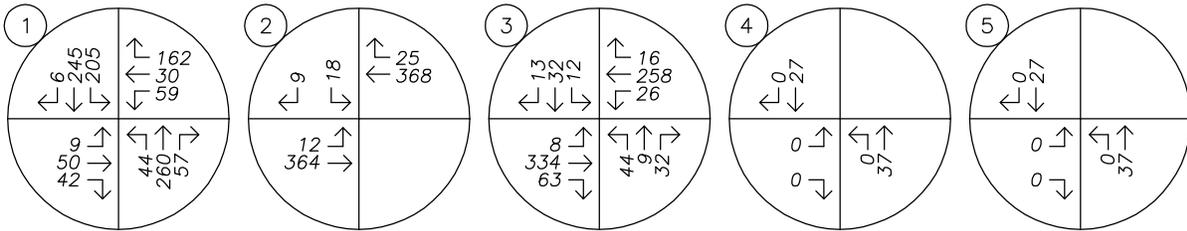
PAGE 7



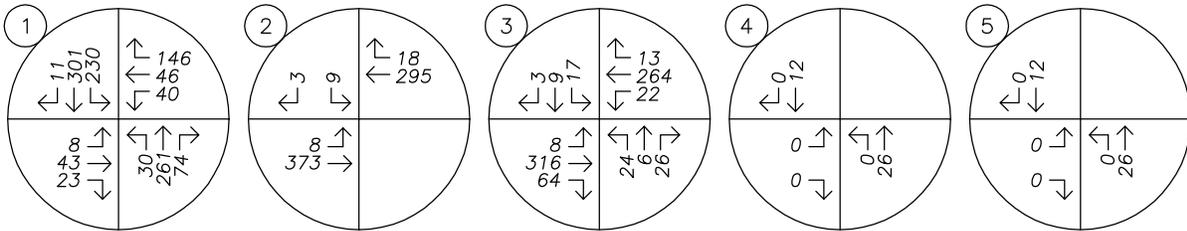
AM PEAK HOUR



AFTN PEAK HOUR



PM PEAK HOUR



TRAFFIC VOLUMES
Existing Conditions
AM, AFTN, & PM Peak Hours



FIGURE
2

PAGE
8



Trip Generation & Distribution

To estimate the trip generation, trip rates from the *TRIP GENERATION MANUAL, Ninth Edition*, published by the Institute of Transportation Engineers (ITE), were used. The trip rates used were those given for land-use category 210, *Single-Family Detached Housing* based on the number of dwelling units. To estimate trip generation during the afternoon peak-hour, trip rates were used for the average trip generation during the hour of highest volume entering and exiting the site. Estimates based on these calculations are normally equal to or greater than the evening peak hour which may overestimate the afternoon peak, resulting in a conservative analysis.

The proposed 51 unit subdivision will result in a net increase of 38 trips during the morning peak hour with 10 trips entering and 28 trips exiting the site. During the afternoon peak hour, the site is projected to generate 52 trips with 33 entering and 19 exiting the site. During the evening peak hour, the site is projected to generate 51 trips with 32 entering and 19 exiting the site. The following table offers a summary of the trip generation.

Detailed trip generation calculations are included in the appendix to this report.

Trip Generation Summary		Size	AM Peak Hour			AFTN Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total	In	Out	Total
Proposed Development											
New Homes	50 units	10	28	38	33	19	52	32	19	51	

Trip Distribution

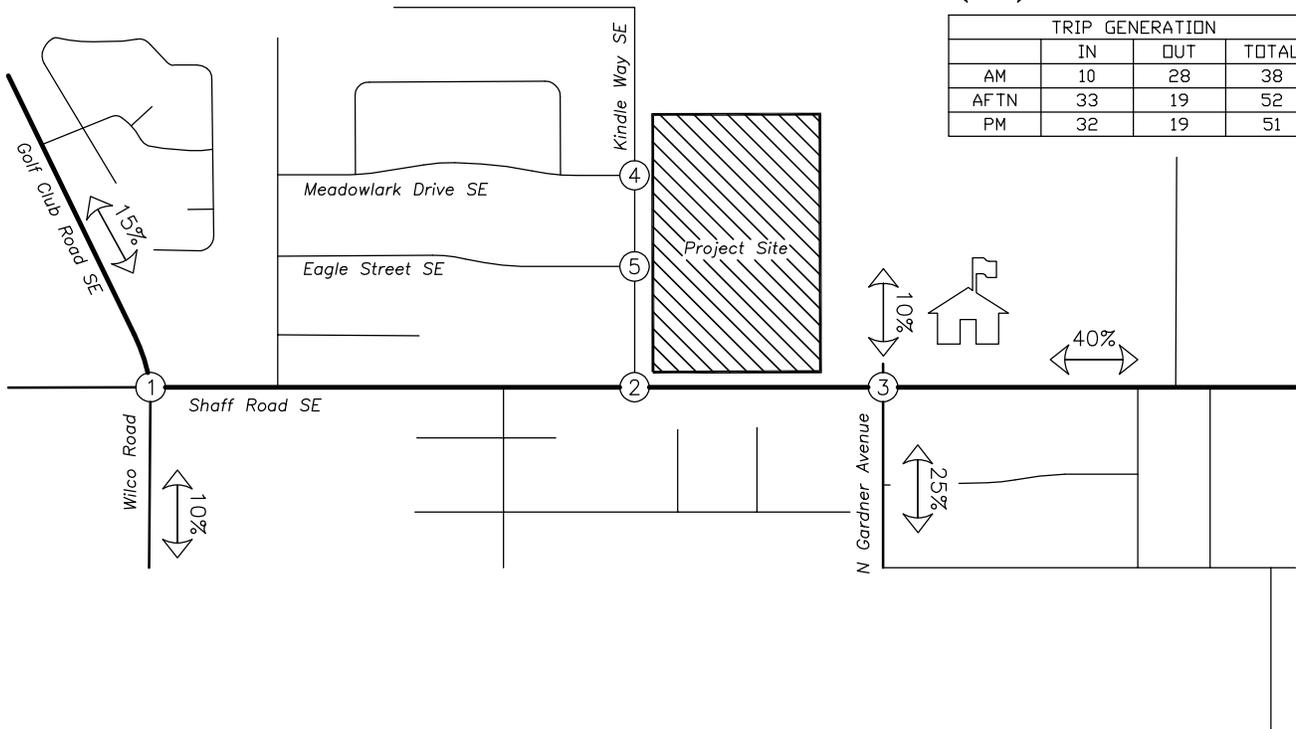
The subject property is located within the City of Stayton, south of the City of Sublimity and east of the City of Aumsville. Of the total site traffic, 15 percent of trips are estimated to travel to/from the north along Golf Club Road SE and 10 percent of traffic would travel to/from the south along Golf Club Road SE. 10 percent of site trips are estimated to travel to/from Stayton Middle School, 25 percent of trip are estimated to travel to/from the south along N Gardner Avenue, and 40 percent of trips are estimated to travel from the east along Shaff Road SE.

The trip assignment and distribution for the subject property is shown in Figure 3 on page 10.

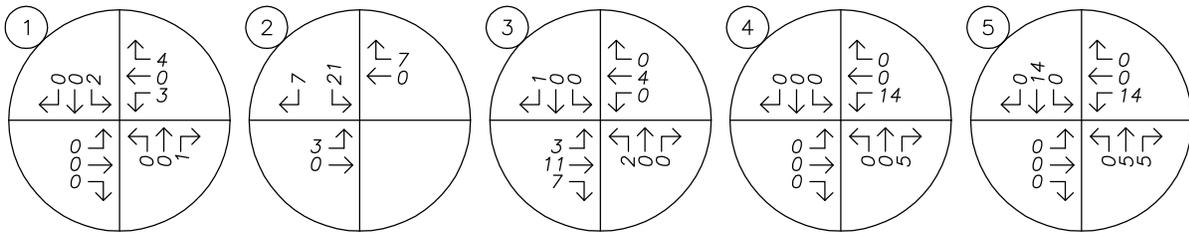
LEGEND

XX% PERCENT OF PROJECT TRIPS

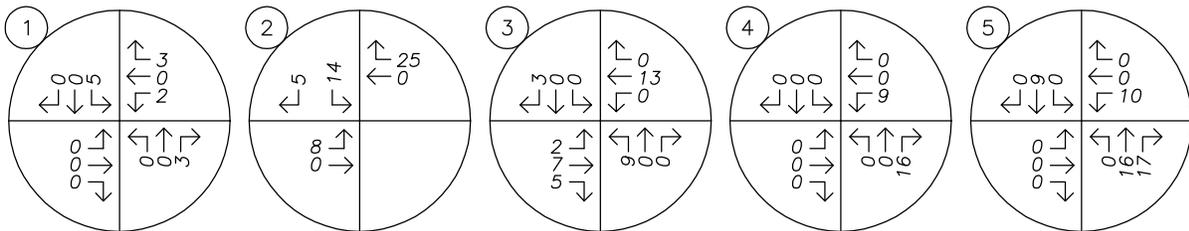
TRIP GENERATION			
	IN	OUT	TOTAL
AM	10	28	38
AFTN	33	19	52
PM	32	19	51



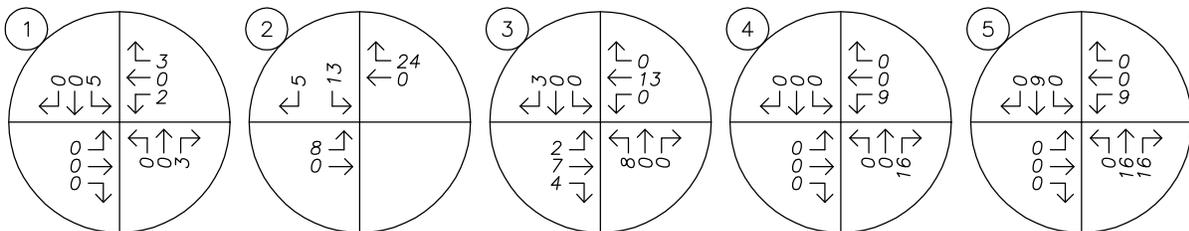
AM PEAK HOUR



AFTN PEAK HOUR



PM PEAK HOUR



SITE TRIP DISTRIBUTION & ASSIGNMENT
Proposed Development Plan – Site Trips
AM, AFTN, & PM Peak Hours





Operational Analysis

Background Traffic

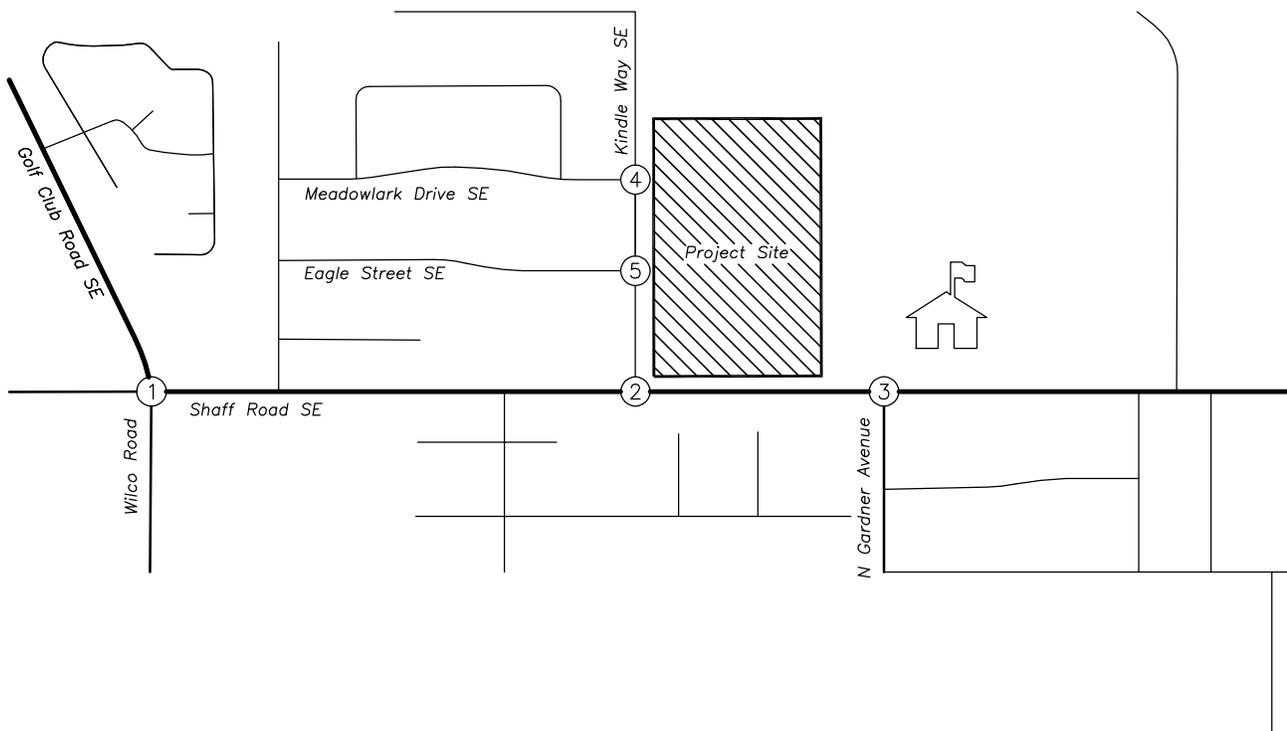
Prior to assigning the site trips to the study intersections, existing volumes were adjusted to account for anticipated growth in the study area that occurs during construction of the development. Background traffic volumes were projected for the year 2019 conditions, when the proposed subdivision is assumed to be completed and fully occupied. To estimate future traffic volumes, a linear growth rate of two percent per year was used. This growth rate was applied over a two year period to the existing traffic volumes in order to determine the expected year 2019 background traffic volumes.

Figure 4 on page 12 shows the projected year 2019 background traffic volumes.

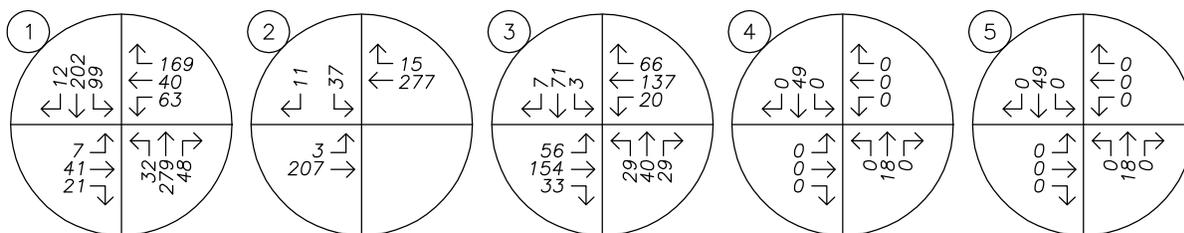
Background plus Site Trips

Peak hour trips calculated to be generated from the proposed development, as described earlier within the Trip Generation section, were added to the projected year 2019 volumes to obtain background plus site trips conditions.

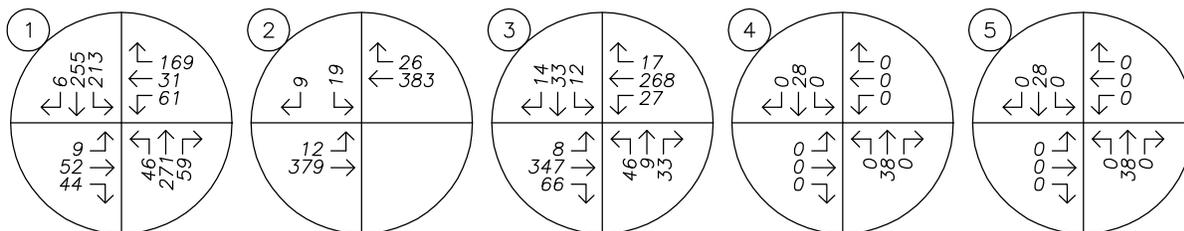
Figure 5 on page 13 shows the projected year 2019 background traffic volumes plus site trips from the proposed development.



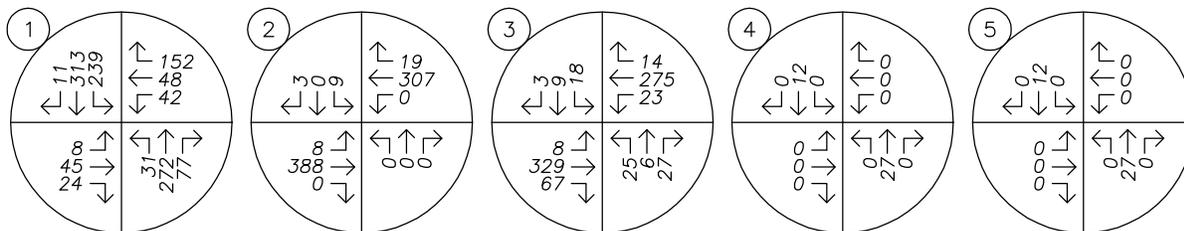
AM PEAK HOUR



AFTN PEAK HOUR

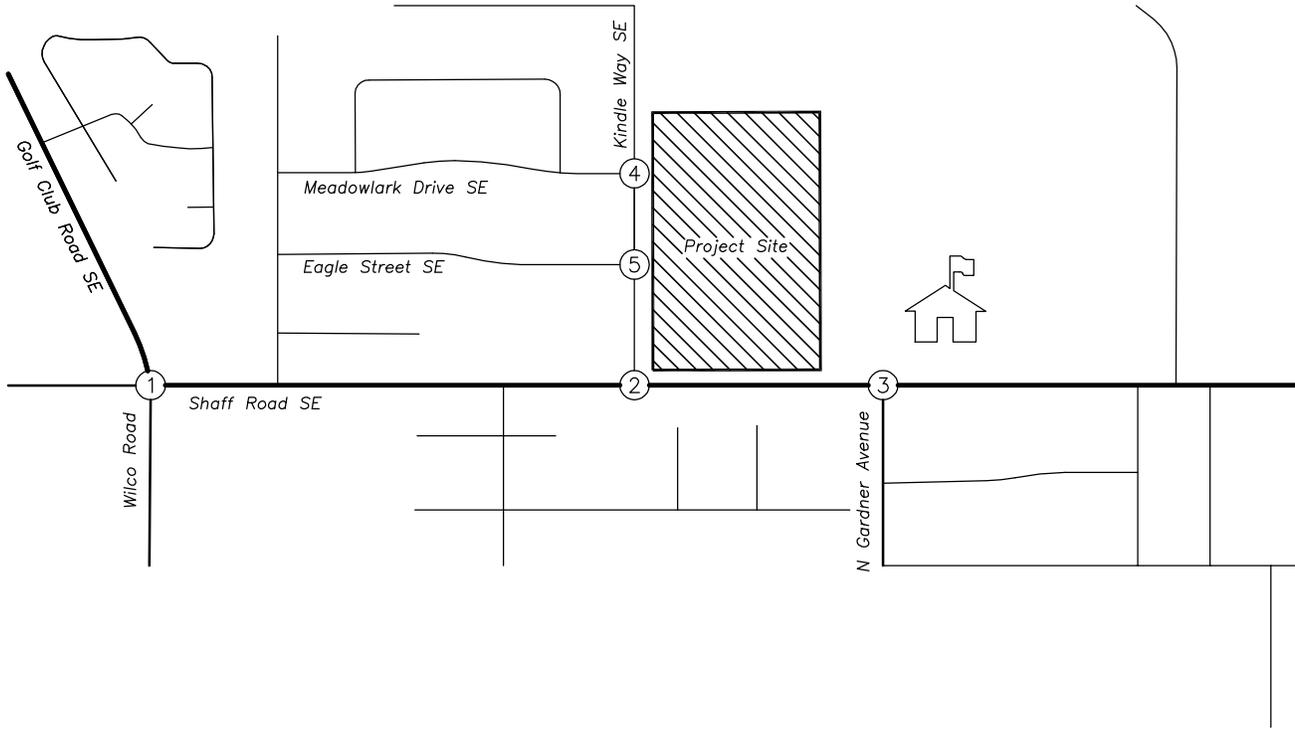


PM PEAK HOUR

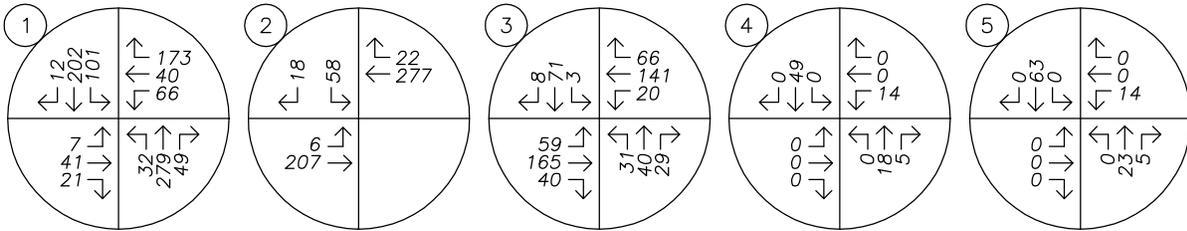


TRAFFIC VOLUMES
 Year 2019 Background Conditions
 AM, AFTN, & PM Peak Hours

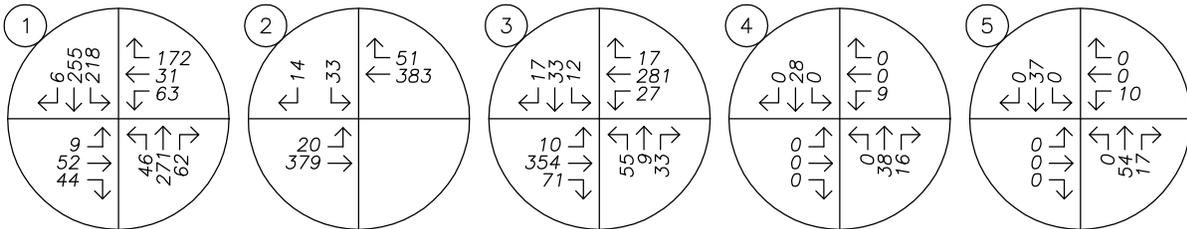




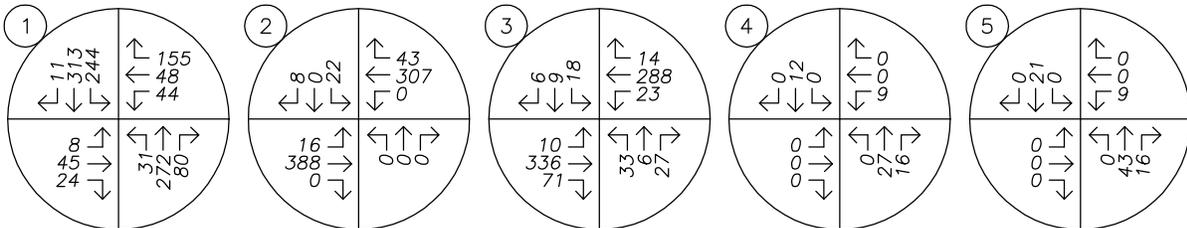
AM PEAK HOUR



AFTN PEAK HOUR



PM PEAK HOUR



TRAFFIC VOLUMES
 Year 2019 Background plus Site Trips
 AM, AFTN, & PM Peak Hours





Intersection Level-of-Service Analysis

To determine the level-of-service at the study intersections, a capacity analysis was conducted. The analysis was conducted using the signalized and unsignalized intersection analysis methodologies in the *Highway Capacity Manual (HCM)* published by the Transportation Research Board. Level-of-service (LOS) can range from A, which indicates little or no delay, to F, which indicates a significant amount of congestion and delay. City of Stayton LOS standards require a minimum of LOS D for all-way stop controlled intersections and a minimum of LOS E or F at two-way stop controlled intersections. The City of Stayton requires that all intersections within the study area must maintain a v/c ratio of 0.95 or less. For both LOS and delay related to the analysis of unsignalized intersections, the reported result applies to the stop-controlled movement that was calculated to experience the largest delay. Detailed LOS descriptions are included in the appendix to this report.

The analysis was made for the morning, afternoon, and evening peak hours for existing conditions, year 2019 background conditions, and year 2019 background plus site trips from the proposed development at full build-out.

The intersection of Shaff Road SE at Golf Club Road SE/Wilco Road currently operates at LOS C during the morning, afternoon, and evening peak hour. For the year 2019 background conditions, with or without the addition of site trips from the proposed development, the intersection is projected to continue to operate at LOS C.

The intersection of Shaff Road SE at Kindle Way SE currently operates at LOS B during the morning and evening peak hours, and at LOS C during the afternoon peak hour. Under year 2019 background plus site trips conditions, the intersection is projected to operate at LOS C during the morning, afternoon, and evening peak hours.

The intersection of Shaff Road SE at N Gardner Avenue currently operates at LOS D during the morning and afternoon peak hours, and at LOS C during the evening peak hour. Under year 2019 background plus site trips conditions, the intersection is projected to operate at LOS E during the morning peak hour, and at LOS D during the afternoon and evening peak hours.

Based on the operational analysis, all of the study intersections are projected to operate acceptably through year 2019 with or without the addition of site trips from the proposed development. The results of the capacity analysis, along with the levels of service, delay, and volume-to-capacity (v/c) ratios are shown in the following table. Detailed calculations, as well as tables showing the relationships between delay and level of service are included in the appendix to this report.

LEVEL-OF-SERVICE ANALYSIS SUMMARY

	AM Peak			MD Peak			PM Peak		
	Delay (s)	V/C	LOS	Delay (s)	V/C	LOS	Delay (s)	V/C	LOS
<i>Shaff Road SE at Golf Club Road SE/Wilco Road</i>									
Existing Conditions	19	-	C	20	--	C	19	--	C
2019 Background	21	-	C	23	--	C	21	--	C
2019 Background + Project	21	-	C	24	--	C	22	--	C
<i>Shaff Road SE at Kindle Way SE</i>									
Existing Conditions	15	0.24	B	18	0.11	C	14	0.03	B
2019 Background	15	0.16	C	19	0.12	C	14	0.03	B
2019 Background + Project	17	0.27	C	22	0.22	C	15	0.08	C
<i>Shaff Road SE at N Gardner Avenue</i>									
Existing Conditions	29	0.49	D	26	0.37	D	24	0.17	C
2019 Background	33	0.55	D	28	0.41	D	25	0.19	D
2019 Background + Project	39	0.61	E	33	0.49	D	26	0.23	D



Safety Analysis

Warrant Analysis

Traffic signal warrants were examined for the intersection of Shaff Road SE at Golf Club Road SE/Wilco Road for all analysis scenarios. Traffic signal warrants are met for existing PM conditions using 70 percent of standard warrants due to speeds in excess of 40 mph and population less than 10,000. However, since the intersection is operating within the City of Stayton's level of service standards for all scenarios, installation of a traffic signal is not recommended in conjunction with the proposed development. It should be noted that 100 percent of standard warrants are not met under any of the analysis scenarios. Detailed information on the traffic signal warrant analysis is included in the attached appendix.

Turn lane warrants were examined for each site access. Due to insufficient traffic volumes, turn lane warrants are not projected to be met under any of the analysis scenarios.

Crash Data Analysis

Using data obtained from ODOT's Crash Data System, a review of the most recent available five years of crash data (January 2010 – December 2014) at the study intersections was performed. A crash rate was calculated under the common assumption that traffic counted during the PM peak period represents 10% of the average daily traffic (ADT) at the intersection. Crash rates greater than 1.0 crash per million entering vehicles (CMEV) are generally indicative of a need for further investigation and possible mitigation.

The intersection of Shaff Road SE at Golf Club Road SE/Wilco Road had eight reported crashes during the analysis period. The crashes consisted of three rear-end collisions, four angle-type collisions, and one collision with an animal. The crashes resulted in four "*Possible Injury*"- *Injury C*. The crash rate at the intersection was calculated to be 0.36 CMEV.

The intersection of Shaff Road SE at Kindle Way SE had one reported crash during the analysis period. The crash was classified as a rear-end collision and resulted in two "*Possible Injury*"- *Injury C*. The crash rate at the intersection was calculated to be 0.08 CMEV.

The intersection of Shaff Road SE at N Gardner Avenue had four reported crashes during the analysis period. The crashes consisted of two rear-end collisions, one fixed object collision, and one turning movement collision. The crashes resulted in two "*Possible Injury*"- *Injury C*. The crash rate at the intersection was calculated to be 0.28 CMEV.

Crash history was not available for the intersection of Kindle Way SE at Meadowlark Drive SE.

The intersection of Kindle Way SE at Eagle Street SE had no reported crashes during the analysis period.



Based on the review of the collision data, no significant crash patterns and no specific design concerns were identified at the study intersections. Accordingly, no safety mitigations are recommended. Detailed information about crashes and crash reports for the study intersections are included in the appendix to this report.

Queuing Analysis

The City of Stayton requires queuing analysis at each intersection and driveway access for the year 2019 background plus site conditions. The queue lengths were calculated using a Synchro/SimTraffic simulation, with the reported values based on the 95th percentile queue lengths. This means that during the peak hour, 95 percent of the time the queue lengths will be less than or equal to the reported values. Detailed queuing analysis worksheets are provided in the appendix. The results are summarized in the table below.

	AM Peak	MD Peak	PM Peak
	95th Queue (ft)	95th Queue (ft)	95th Queue (ft)
<i>Shaff Road SE at Golf Club Road/Wilco Road</i>			
Eastbound LTR	49'	56'	51'
Westbound L	54'	64'	51'
Westbound TR	83'	84'	92'
Norhtbound L	48'	72'	49'
Northbound TR	124'	183'	160'
Southbound L	56'	88'	95'
Southbound TR	80'	90'	98'
<i>Shaff Road SE at Kindle Way SE</i>			
Eastbound LTR	20'	41'	28'
Westbound TR	20'	20'	20'
Southbound LR	56'	55'	48'
<i>Shaff Road SE at N Gardner Avenue</i>			
Eastbound LTR	51'	37'	32'
Westbound LTR	58'	77'	55'
Norhtbound LTR	92'	94'	67'
Southbound LT	75'	53'	54'
Southbound R	30'	39'	28'
<i>Kindle Way SE at Meadowlark Drive</i>			
Westbound LTR	38'	31'	33'
<i>Kindle Way SE at Eagle Street</i>			
Westbound LTR	35'	32'	32'

As shown in the table above, the expected queue lengths along Kindle Way will not interrupt turning movements at either site access and no other intersection approach will experience significant delays caused by long queue lengths.



Access Spacing and Sight Distance

The City of Stayton requires a minimum intersection spacing of 260 feet along Local Residential Streets. The spacing between Kindle Way SE and lots 1, 2, and 3 of the Lambert Place subdivision measures 225 feet. However, the low volumes on these roads do not cause any queuing related problems, and the project site does not leave room for more development along this road. Therefore, volumes are not anticipated to increase and no mitigation is recommended.

Intersection sight distance was measured and evaluated in accordance with the standards established in *A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS, Sixth Edition*. According to AASHTO, the driver's eye is assumed to be 15 feet from the near edge of the nearest travel lane of the intersecting street and at a height of 3.5 feet above the approach street pavement. Vehicle/object height is assumed to be 3.5 feet above the cross-street pavement. Using a vehicle/object height equal to the driver's eye height makes intersection sight distances reciprocal (if one driver can see another vehicle, then the driver of that vehicle can also see the first vehicle).

With a residential statutory speed limit of 25 mph along Kindle Way SE, there is a required intersection sight distance of 250 feet for left-turning and right-turning vehicles. Sight distance for the northern site access at Meadowlark Drive was measured to be 580 feet to the north and 591 feet to the south. Sight distance for the southern site access at Eagle Street was measured to be 715 feet to the north and 383 feet to the south. Sight distance is adequate for both site accesses. No mitigation is necessary.



Conclusions

All study area intersections are projected to operate within the City of Stayton's level of service standards through the year 2019, with or without the addition of site trips from the proposed development. Accordingly, no mitigation is necessary or recommended as part of this project.

Although signal warrants are met at the intersection of Shaff Road SE at Golf Club Road/Wilco Road, installation of a traffic signal is not recommended in conjunction with the proposed development.

Based on the review of all of the collision data, no crash patterns and no significant design concerns were identified.

Results of the queuing analysis show that adequate storage space is provided for both site accesses as well as the study intersections. No safety mitigations are recommended.

MEMORANDUM

Date: February 17, 2017

Project #: 3998.33

To: Dan Fleischman
City of Stayton
362 N 3rd Ave
Stayton, Oregon 97383

From: Patrick Marnell, P.E. and Susan Wright, P.E.

Project: Lambert Place Subdivision

Subject: Lancaster Engineering Traffic Impact Study Review

Dan,

We have reviewed the *Lambert Place Subdivision Transportation Impact Analysis* prepared by Lancaster Engineering, dated February 3rd, 2017. The following provides comments and requests for clarification based on our review of the technical analysis and report.

1. **Clarify** – The document notes in several places that traffic signal warrants are met at the intersection of Shaff Road SE and Golf Club Road SE/Wilco Road. The appendix includes a worksheet for only MUTCD Warrant 1. ***Please identify which warrants were analyzed and which warrants are met.***
2. **Comment/Change** – Figure 2 displays volumes at the Eagle Street SE/Kindle Way SE and Meadowlark Drive SE/Kindle Way SE intersection. The volumes to and from Eagle Street SE and Meadowlark Drive SE are shown to equal zero at all times of day. ***Turning movements should be estimated at these locations using ITE trip generation for the number of houses served by these intersections.***
3. **Comment** – In-process trips are not accounted for. ***Trips from Wildlife Meadows Subdivision and MAPS Credit Union should be included if other updates are made to the study.***
4. **Comment/Change** – The study assumes 10% of trips begin and end at the Stayton Middle School during all time periods. Without supporting evidence this assumption is not valid during the PM commuter peak. ***The PM Peak period trip distribution should be updated to not include distribution to the school.***

5. **Comment/Change** –The queuing values reported for the Eagle Street SE/Kindle Way SE and Meadowlark Drive SE/Kindle Way SE intersection do not appear to account for eastbound side street traffic. **Queuing analysis should include these opposing side-street volumes.**

6. **Comment** – The document notes that 260 feet spacing standard is not met between Kindle Way SE and lots 1,2,3 of the Lambert Place Subdivision. The documents further states that due to low volumes on these roads there are no anticipated queuing problems. The TSP identifies Kindle Way SE as a future collector with connections to the north. **A planning year analysis is needed to determine if the queuing storage is adequate for future conditions.**

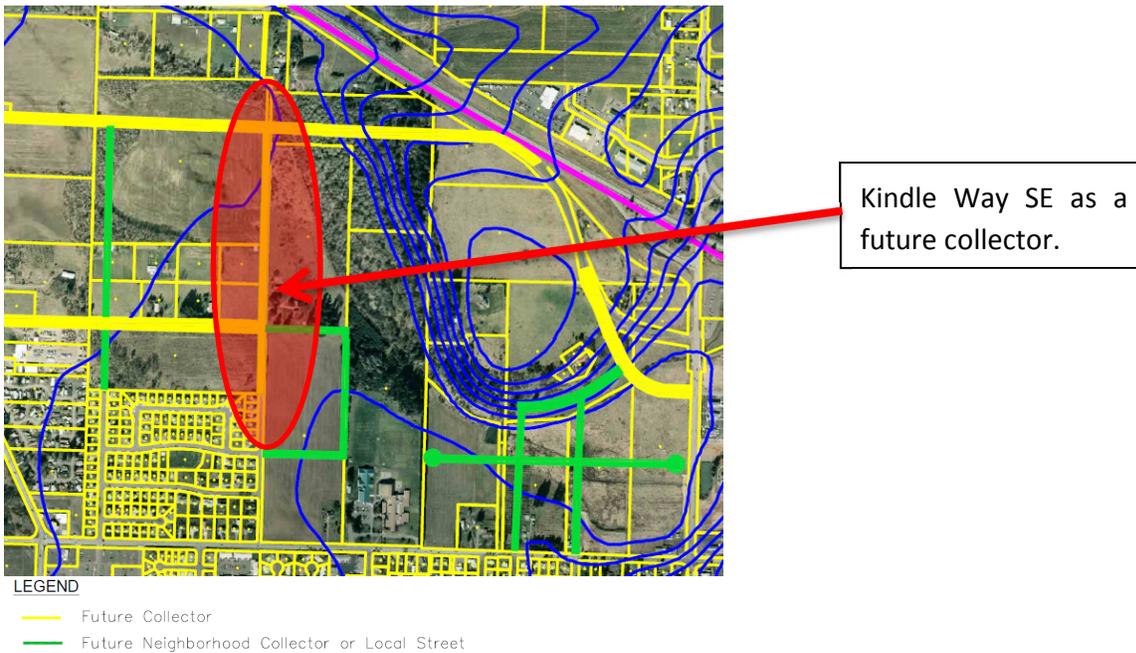


Figure 1: Excerpt from Stayton TSP showing Kindle Way SE extension as a future collector.

7. **Comment** - The TSP identifies the easterly extension of Meadow Lark Drive as a future neighborhood collector/local street. The proposed site plan does not account for this roadway connection which is needed to provide site access to the parcel between the proposed development and the Middle School.



LEGEND

- Future Collector
- Future Neighborhood Collector or Local Street

Figure 2: Excerpt from Stayton TSP Showing Meadow Lark Extension as a collector/local street.

Please let us know if you have any questions or are in need of further assistance.



Marion County OREGON

PUBLIC WORKS

February 21, 2017

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Via email: DFleishman@ci.stayton.or.us

City of Stayton, Planning Department

Attn: Daniel Fleishman

362 North Third Ave

Stayton OR 97383

RE: Request For Comments
Preliminary Master Planned Development
Lambert Place, 51-Lot Subdivision
City Land Use File 1-02/17
Tax Lot 091W4D00300
1103 Shaff Road SE / NE Quadrant Shaff Rd at Kindle Way

Dear Dan:

Thank you for the opportunity to comment on the Preliminary Review for the above-referenced 13-acre property located within the City of Stayton. The planned 51-lot subdivision, if approved, will have the potential to add up to 510 Average Daily Trips on the adjacent county-maintained road. Below are MCPW Engineering's general background, TIA commentary, conceptual plan review and requested Conditions of Approval for the proposed subdivision:

GENERAL BACKGROUND

- 1) Marion County has maintenance jurisdiction over Shaff Road, including permitting authority. The County classifies Shaff Road along the property frontage as an Arterial, while the City classification is Minor Arterial. Note: Ashley Engineering stated in their February 15th review Memorandum that Marion County designates Shaff Road as Minor Arterial; to clarify, Marion County does not have a specific "Minor" Arterial classification.
- 2) There is currently 40 feet of R/W half-width on Shaff Road adjacent to the subject property, which meets the City's TSP requirement. Marion County does not foresee the need for additional R/W dedication given the agreed upon roadway cross-section, including 12-foot multi-use path.
- 3) The County generally defers to City R/W and roadway standards. The City PWDS typical section for Shaff Road is a 5-lane section with 50 feet curb-to-curb inside an 80-foot wide R/W. In the past, the City expressed that a 20-foot wide paved section within a 40-foot R/W half-width, but still 5-lane, would be adequate and more viable for an ultimate section. Recently, the City

To: Dan Fleishman, City of Stayton
From: John Rasmussen, Public Works Engineering
RE: Preliminary Approval, Lambert Place Subdivision
DATE: February 21, 2017

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coordinated with the County in support of a Cascade School District request to revise the typical cross-section for Shaff Road, still within an 80-foot R/W, by implementing a 12-foot bike/ped path situated outboard of the curb on the north side of the road as an alternative layout, primarily to avoid having to relocate a string of utility power poles. In summary, the County understands the agreed upon section for Shaff Road to be 42 feet of pavement curb-to-curb, consisting of two (2) 12-foot travel lanes, a 13-foot center/left turn lane, one (1) 5-foot bike lane on the south side of the road. Beyond the curbed pavement would be a 7-foot landscape strip, 12-foot multi-use path and 1-foot buffer, all on the north side.

- 4) The County rated Shaff Road in 2013 with a PCI of 71, and projected out to 63 in 2017. The visible condition of Shaff Road is such that the pavement contains longitudinal stress cracking up to about 3/8" width at various locations from Cascade Hwy to Kindle Way (and beyond), including the Lambert property frontage. The County has tentative plans to conduct resurfacing work during the next 1 to 3 years, subject to ranking and funding capability.
- 5) A Traffic Impact Analysis, dated February 3, 2017, was prepared for the proposed development by Lancaster Engineering.
- 6) Conceptual preliminary civil engineering plans by AKS Engineering accompanied the land use application; the plans depict a 40-foot Shaff Road typical half-section with a quarter-street improvement. No lane widths were indicated.

TIA COMMENTARY

1. The trip generation for single-family detached housing in the TIA was calculated based on average rates provided in the ITE Trip Generation Manual (9th Edition). Note that ITE recommends using the fitted curve equation rather than the average rate for calculating trip generation estimates when the determination coefficient, R^2 is greater than 0.75, and there is a sufficient number of data plots. The trip calculations using the average rates resulted in less conservative trip generation estimates. Because trip generation estimates using the fitted curve equations are not significantly higher than those determined using the average rates, revised trip generation calculations are not requested.
2. In Figure 2, Existing Traffic Volumes, the turning traffic volumes at the Kindle Way/Eagle Street and Kindle Way/Meadowlark Drive intersections are set to 0, which is not accurate.
3. In a 2/9/16 email from the North Santiam School District, it was noted that southbound left-turning movements at the Shaff Road/Gardner Street intersection would be prohibited during the peak a.m. and p.m. activity times. This is not discussed in the report, nor do the operational analyses reflect this condition. It is unclear if southbound left-turning volumes are indicated in the TIA because drivers are making the movement illegally or if the prohibition was eliminated.

To: Dan Fleishman, City of Stayton
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DATE: February 21, 2017

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4. The assumed trip distribution of 10% between the project site and the adjacent school is questionable based upon the close proximity of the land uses. Trips from the site into the school are likelier pass-by trips rather than trip ends. The commercial center east of the site is a large generator of trip ends and distribution of the 10% of trips toward that land use is more plausible. Because 10% represents such a low volume of trips and will not alter the outcome of the study, revised graphics and analysis will not be required.
5. The background traffic should include trip assignment for the pending Wildlife Meadows subdivision just east of the middle school. Addition of these trips is not anticipated to significantly alter the results of the study and thus, revised graphics and analysis will not be required.
6. The TIA does not acknowledge Marion County's performance standards, which apply at intersections with one or more county road approach(es). Shaff Road, Wilco Road, and Golf Club Road are county roads.
7. In Figures 4 and 5, the Shaff Road/Kindle Way intersection is depicted to have a south leg approach during the PM peak hour, which is inaccurate.
8. The narrative discussing the warrant analysis states that detailed information on the analysis is provided in the appendix. This information could not be located in the appendix, and it is unclear which traffic signal warrants were analyzed.
9. The methodology used for the left-turn lane warrant analysis was not cited. Marion County requires use of the Texas Transportation Institute methodology, provided in the ODOT publication, Analysis Procedures Manual Version 1 to determine if left-turn warrants are met. This methodology suggests that the criteria for an eastbound left turn lane on Shaff Road at Kindle Way is met based on the 2019 build-out volumes during the afternoon and PM peak hours.
10. Due to the close proximity of the site to the school, pedestrian accommodations shall be provided via a pedestrian connection near the southeast corner of the site, between Street B and the sidewalk.

SHAFF ROAD CONCEPTUAL PLAN REVIEW

- 1) The submitted cross-section by AKS Engineering will need to be updated during the formal design process to address the total roadway modified cross-section to include travel lanes, continuous center/left turn lane, EBLT lane Shaff Road to Kindle Way, and bike path (south side only). Additional paving resurfacing inboard of the added width may be required to address acute pavement distress (see below).
- 2) Depending on the timing for both the development and the County's financial capability to conduct pavement resurfacing work, it may be necessary for the Developer to conduct pavement stabilization work in Shaff Road to support the anticipate added traffic, such that

To: Dan Fleishman, City of Stayton
From: John Rasmussen, Public Works Engineering
RE: Preliminary Approval, Lambert Place Subdivision
DATE: February 21, 2017

Page 4

the road pavement condition does not substantially degrade to a point beyond which future resurfacing would be insufficient to effectively extend overall pavement life.

REQUESTED CONDITIONS OF APPROVAL

If the subdivision application is approved, MCPW Engineering requests the following Conditions of Approval be included in the Staff Report and PC Decision:

- A. **Prior to plat approval, Developer shall design, permit and construct up to a half-street urban frontage improvement adjacent to the Shaff Road property frontage in accordance with appropriate City and County standards.**
Anticipated improvements include such elements as pavement widening to provide a total of 42 feet of pavement to accommodate a continuous center/left turn lane, entry/exit transition tapers, curb/gutter, 12-foot multi-use path, ADA and bike compatible compliant curb drop on the SE corner of Shaff/Kindle, ADA retrofit or complete reconstruction of the SW corner ramp at Shaff/Kindle to align with the SE corner ramp at said intersection, closed-system drainage work, landscape strip, signing and striping and utility relocation. Up to a half-street improvement of some type (mill/overlay) may be required in order to stabilize degrading pavement and/or achieve cross- and longitudinal-slope tolerances.
- B. **Prior to plat approval, Developer shall design, permit and construct an exclusive east bound left-turn lane on Shaff Road at Kindle Way, with associated widening and tapers.**
- C. **Corner lots shall comply with applicable City zone codes relative to Vision Clearance Areas and MCPW Engineering standards for Intersection Sight Distance for pre- and post-approval installation of fences and ornamental vegetation.**
- D. **The subdivision plat and development shall provide for a future pedestrian access connection from Street B to the Shaff Road multi-use path.**
- E. **Formal submittal of Shaff Road engineering improvement plans shall include the following, aside from other ordinary components:**
- **Shaff Road Base Survey (void of improvement linework and annotation)**
 - **Shaff Road Demolition Plan (void of improvement linework and annotation)**
 - **Shaff Road Street Plan & Profile**
 - **Spot-shot grading detail of Shaff Road / Kindle Way public street connection**
 - **Shaff Road / Kindle Way Curb Return Profiles**
 - **Utility Installation / Relocation Plan**
 - **Shaff Road Resurfacing, Signing & Striping Plan**
 - **Traffic Control Plan(s) for all phases of work in Shaff Road, including utility work**

To: Dan Fleishman, City of Stayton
From: John Rasmussen, Public Works Engineering
RE: Preliminary Approval, Lambert Place Subdivision
DATE: February 21, 2017

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- F. **Prior to plat approval, Developer's civil engineer shall certify a Shaff Road post-construction as-built drawing as to the improvements being in substantial conformance with the plans and as to meeting Intersection Sight Distance requirements.**
- G. **Developer shall submit stormwater calculations to MCPW Engineering for co-review, and obtain permits from MCPW Engineering for any drainage work affecting Shaff Road.**
- H. **Developer shall obtain Utility Permits from MCPW Engineering for any utility work within Shaff Road.**
- I. **Developer shall be responsible to preserve and protect the current PCI rating and the structural integrity of Shaff Road to the satisfaction of Marion County Public Works throughout all phases of development. Failure to preserve and protect the road may result in Developer being responsible for replacing or reconstructing the damaged road at their expense.**

If you have any questions, please contact me at (503) 584-7706.

Sincerely,



John Rasmussen
Civil Engineering Associate

JR:jr

C: John Ashley, Ashley Engineering, jashley@ashleyengr.com
Brian Vandetta, brian@udelleng.com

G:\Engineering\LDEng&Permits\Planning Actions\2017\Cities\Stayton\Lambert Prelim Approval.doc

Technical Memorandum

To: Daniel Fleishman, City of Stayton
From: Jessica Hajar
Date: February 27, 2017
Subject: Lambert Place Subdivision
Transportation Impact Analysis, Addendum #1



RENEWS: 12/31/2018



**LANCASTER
ENGINEERING**

321 SW 4th Ave., Suite 400
Portland, OR 97204
phone: 503.248.0313
fax: 503.248.9251
lancasterengineering.com

This memorandum serves as an addendum to the original Transportation Impact Analysis (TIA) that was prepared by Lancaster Engineering for the subject application¹. Following submittal of the TIA, review comments were received from both the City² and the County³. Some agency comments overlap raise the same or similar issues. Comments from both agencies are paraphrased in italics below, with a response immediately following.

City & County Comment: The study assumes 10% of trips begin and end at the Stayton Middle School during all time periods of the day. The PM peak period trip distribution should be updated to not include distribution to the school.

Response: The trip distribution was revised for the evening peak hour, with 15 percent of site trips traveling to/from the north along Golf Club Road SE, 10 percent of site trips will travel to/from the south along Wilco Road, 25 percent of site trips will travel to/from the south along N Gardner Avenue, and 50 percent of site trips will travel to/from the east along Shaff Road SE. Revised analysis results are reported later in this memorandum.

City & County Comment: The volumes to and from Eagle Street SE and Meadowlark Drive SE west of Kindle Way SE are shown to be zero. Turning movements should be estimated at these locations.

Response: Turning movement volumes to and from Meadowlark Drive and Eagle Street were estimated based on the number of homes served by each street as well as the volume of northbound and southbound traffic on Kindle Way immediately north of Shaff Road. These revised turning movements are included in the updated figured in the attached Technical Appendix.

¹ Lambert Place Subdivision, Transportation Impact Analysis, dated February 3, 2017 by Lancaster Engineering

² Draft memorandum from Kittelson and Associates to Dan Fleishman, City of Stayton dated February 17, 2017

³ Letter from John Rasmussen, Marion County to Dan Fleishman, City of Stayton dated February 21, 2017



February 27, 2017
Page 2 of 6

County Comment: The North Santiam School District had noted previously that southbound left-turning movements at the Shaff Road/Gardner Street intersection would be prohibited during the peak AM and peak PM hours. It is unclear if southbound left-turning volumes are indicated because drivers are making the movement illegally or if the prohibition was eliminated.

Response: No turning-movement prohibition was noted in the field, although this has not been verified since receiving the County comments. The presence of left-turning vehicles in the traffic counts demonstrates that some drivers are indeed making this movement.

City and County Comment: Trips from Wildlife Meadows Subdivision and MAPS Credit Union should be included if other updates are made to the study.

Response: Site trip assignment from these two projects currently approved for development near the site vicinity was provided from Kittelson & Associates, Inc. These two in-process developments include the Wildlife Meadows Subdivision, located east of the site along Fern Ridge Road SE, and the MAPS Credit Union, located east of Stayton Middle School along Shaff Road SE. The trips from these developments were added to the background traffic volumes. The trip generation for the evening peak hour was also applied to the afternoon peak hour volumes to provide a conservative analysis.

Updated site trip distribution figures from these in-process developments are provided in the attached Technical Appendix.

Based on the aforementioned changes to traffic volumes, the capacity analysis from the original TIA was updated. Results are shown in Table 1 below. Detailed worksheets are included in the attached Technical Appendix.

County Comment: The TIA does not acknowledge Marion County's performance standards, which apply at intersections with one or more county road approaches.

Response: Marion county requires that signalized and all-way stop-controlled intersections operate at LOS D or better, with individual movements operating at LOS E or better, and with a v/c ratio of 0.85 or less. All other unsignalized intersections are required to operate at LOS E or better, however, LOS F may be allowed on roadways with low volumes.

All study intersections are projected to operate within the City of Stayton and Marion County's operational standards through the year 2019 background conditions, with or without the addition of site trips from the proposed subdivision.



Table 1: Revised Capacity Analysis Summary

	AM Peak			MD Peak			PM Peak		
	Delay (s)	V/C	LOS	Delay (s)	V/C	LOS	Delay (s)	V/C	LOS
<i>Shaff Road SE at Golf Club Road SE/Wilco Road</i>									
Existing Conditions	20	0.65	C	22	0.67	C	21	0.65	C
2019 Background	24	0.70	C	27	0.73	D	24	0.70	C
2019 Background + Project	25	0.71	C	28	0.74	D	25	0.72	D
<i>Shaff Road SE at Kindle Way SE</i>									
Existing Conditions	15	0.16	B	18	0.11	C	14	0.03	B
2019 Background	16	0.17	C	20	0.13	C	15	0.03	B
2019 Background + Project	17	0.28	C	23	0.23	C	16	0.09	C
<i>Shaff Road SE at N Gardner Avenue</i>									
Existing Conditions	29	0.50	D	26	0.37	D	24	0.17	C
2019 Background	37	0.58	E	30	0.43	D	26	0.20	D
2019 Background + Project	45	0.65	E	37	0.52	E	28	0.24	D
<i>Kindle Way SE at Meadowlark Drive SE</i>									
Existing Conditions	8	0.02	A	8	0.01	A	8	0.01	A
2019 Background	8	0.02	A	8	0.01	A	8	0.01	A
2019 Background + Project	9	0.02	A	9	0.01	A	9	0.01	A
<i>Kindle Way SE at Eagle Street</i>									
Existing Conditions	9	0.02	A	8	0.01	A	8	0.01	A
2019 Background	9	0.02	A	8	0.01	A	8	0.01	A
2019 Background + Project	9	0.02	A	9	0.01	A	9	0.01	A

City Comment: The queuing values reported for the Eagle Street SE/Kindle Way SE and Meadowlark Drive SE/Kindle Way SE intersections do not appear to account for eastbound street traffic. Queuing analysis should include these opposing side-street volumes.

Response: A queuing analysis was performed at each study intersection and site access for the year 2019 background plus site trips conditions. The queue lengths were calculated using a Synchro/SimTraffic simulation, with the reported values based on the 95th percentile queue lengths. This means that during the peak hour, 95 percent of the time the queue lengths will be less than or equal to the reported values. Detailed queuing analysis worksheets are provided in the appendix. The results are summarized in Table 2 below.



Table 2: Revised Queuing Summary

	AM Peak	MD Peak	PM Peak
	95th Queue (ft)	95th Queue (ft)	95th Queue (ft)
<i>Shaff Road SE at Golf Club Road/Wilco Road</i>			
Eastbound LTR	59'	52'	49'
Westbound L	56'	61'	49'
Westbound TR	92'	91'	90'
Northbound L	58'	69'	61'
Northbound TR	127'	133'	142'
Southbound L	56'	91'	101'
Southbound TR	74'	92'	117'
<i>Shaff Road SE at Kindle Way SE</i>			
Eastbound LT	16'	40'	24'
Westbound TR	20'	20'	20'
Southbound LR	65'	54'	46'
<i>Shaff Road SE at N Gardner Avenue</i>			
Eastbound LTR	55'	41'	43'
Westbound LTR	63'	80'	67'
Northbound LTR	83'	77'	69'
Southbound LT	71'	57'	55'
Southbound R	27'	38'	18'
<i>Kindle Way SE at Meadowlark Drive</i>			
Eastbound LTR	42'	34'	20'
Westbound LTR	35'	31'	31'
Northbound LTR	20'	20'	20'
<i>Kindle Way SE at Eagle Street</i>			
Eastbound LTR	42'	34'	23'
Westbound LTR	37'	32'	29'
Northbound LTR	20'	20'	20'

City Comment: The document notes that 260 feet spacing standard is not met between Kindle Way SE and lots 1, 2, and 3 of the Lambert Place Subdivision. A planning year analysis is needed to determine if the queuing storage is adequate for future conditions.

Response: The intent of the TIA was to show that the westbound minor-street traffic volumes leaving the proposed subdivision will be low, and will remain low in the future since no other street connections will be made to adjacent development. As such, the intersection spacing will not result in operational problems.

Rather than prepare a detailed planning-horizon analysis that estimates future traffic volumes with additional development and street connections, a worst-case analysis was conducted that assumes the future throughput of Kindle Way will be equivalent to Shaff Road. These volumes were then used to evaluate operations of the the intersections of Kindle Way SE at Meadowlark Drive SE and Kindle Way SE at Eagle Street SE. Even with the significant increase in traffic on Kindle Way, westbound queues are projected to be only slightly



longer than the build-out year condition shown in Table 2 aboveTable 2. The results of the queuing analysis based on these assumptions are summarized in the table below.

Table 3: Worst-Case Queuing Analysis on Kindle Way

	AM Peak 95th Queue (ft)	MD Peak 95th Queue (ft)	PM Peak 95th Queue (ft)
Kindle Way SE at Meadowlark Drive			
Eastbound LTR	41'	34'	22'
Westbound LTR	36'	26'	27'
Northbound LTR	20'	35'	24'
Kindle Way SE at Eagle Street			
Eastbound LTR	41'	36'	24'
Westbound LTR	37'	33'	32'
Northbound LTR	20'	37'	31'

City & County Comment: Please identify which warrants were analyzed at the intersection of Shaff Road SE at Golf Club Road SE/Wilco Road.

Response: The traffic signal warrant analysis examined Warrant 1, the Eight-Hour Vehicular Volume Warrant, including Condition A, Condition B, and the Combination Warrant. Further, 70 percent of standard warrants were used due to speeds in excess of 40 mph and a community with a population of less than 10,000. If 100 percent of standard warrants are used, signal warrants are not met. Since the intersection is operating acceptably per the City of Stayton and Marion County standards, installation of a traffic signal is not recommended. Updated signal warrant worksheets are included in the attached Technical Appendix.

City Comment: The TSP identifies the easterly extension of Meadowlark Drive as a future neighborhood collector/local street. The proposed site plan does not account for this roadway connection which is needed to provide site access to the parcel between the proposed development and the Middle School.

Response: It is my understanding that the City of Stayton recently acquired the property immediately north of the school for a regional stormwater facility that would preclude the eastward extension of Meadowlark Drive.

County Comment: Marion County uses the Texas Transportation Institute/ODOT methodology for left-turn lane warrants. That methodology suggests an eastbound left-turn lane on Shaff Road at Kindle Way is warranted based on the 2019 build-out volumes during the afternoon and evening peak hours.

Response: Comments from Marion County recommend assessment of left-turn lane warrants using the methodology contained in the Oregon Department of Transportation’s Analysis Procedures Manual (APM). The County goes on to determine that left-turn lane warrants would be satisfied if this methodology were used.



The APM methodology is based on research that was conducted by Texas Transportation Institute (TTI) titled *Guidelines for Left-Turn Bays at Unsignalized Access Locations on Arterial Roadways*. The research considers higher-speed arterial roadways, which is an appropriate methodology for ODOT facilities. In this case, Shaff Road is a lower-speed collector roadway, adjacent to a school and a residential area, which isn't adequately described by ODOT's higher-speed arterial street methodology. It is also noted that left-turn lane warrants are not mandates for when turn lanes must be installed, but are intended to serve as guidance for decision making by engineers.

A left-turn lane is intended to *increase* safety by avoiding rear-end collisions and providing a refuge for left-turning vehicles. On higher-speed arterial roadways, this is often appropriate. However, the methodology only considers automobile traffic. A left-turn can have a number of undesirable effects that can serve to *decrease* safety when all road users are considered. These include the following:

1. By design, travel speeds would increase since through traffic is not impeded. This is true even during school activities, when slow travel speeds are essential.
2. A left-turn would widen the roadway, resulting in longer pedestrian crossings and less-safe conditions for pedestrians.
3. By raising speeds and increase crossing difficulty, left-turn lanes on residential collectors can serve to divide neighborhoods, discouraging walking and biking.
4. There is not a left-turn lane on Shaff Road at the adjacent school, nor at other residential street intersections. A center turn lane is in place to the west adjacent to commercial uses. Installation of a left-turn lane at Kindle Way would not be consistent with the character of the neighborhood.

For the reasons stated above, we do not recommend using the APM methodology for Shaff Road in this location, or installation of a left-turn lane at the intersection with Kindle Way. Alternatively, we recommend that the City and County work together to maintain a lower-speed environment on Shaff Road that is appropriate for residential neighborhoods and school zones and encourages walking and biking and does not divide neighborhoods. If lower speeds can be maintained, the risk of rear-end collisions is greatly decreased and safety is preserved for all roadway users.

Conclusion

This addendum updates the analysis contained in the original TIA, although the revisions to the analysis are not sufficient to change any of the findings in the TIA. The finding and conclusions in the original report are still valid and applicable to the proposed Lambert Place subdivision.

Dan Fleishman

From: Patrick Marnell <pmarnell@kittelson.com>
Sent: Monday, March 13, 2017 3:14 PM
To: Dan Fleishman; Susan Wright
Subject: RE: Lambert Property Traffic Issues for City PC Hearing 2/27

Yes. Our review is complete and the City's standards will be met without the eastbound left turn lane on Shaff at Kindle.

Thanks,

Patrick Marnell, PE
Engineer

[Kittelson & Associates, Inc.](#)
Transportation Engineering / Planning
503.535.7412 (direct)

From: Dan Fleishman [<mailto:DFleishman@ci.stayton.or.us>]
Sent: Saturday, March 11, 2017 8:44 AM
To: Patrick Marnell; Susan Wright
Subject: Re: Lambert Property Traffic Issues for City PC Hearing 2/27

Patrick,

Yes, the City has purchased the northerly 13 acres of the property and work is currently underway designing a stormwater detention facility.

Please confirm that with the addendum your review is that the City's standards will be met without the eastbound left turn lane on Shaff at Kindle.

Thanks

Dan Fleishman

From: Patrick Marnell <pmarnell@kittelson.com>
Sent: Tuesday, March 7, 2017 8:48:19 AM
To: Dan Fleishman; Susan Wright
Subject: RE: Lambert Property Traffic Issues for City PC Hearing 2/27

Dan,

We have reviewed Lancaster's additional documentation and have no further technical comments.

Can you please verify that Lancaster is correct when they state that the property north of the School has been acquired by the City for a stormwater facility and that Meadowlark will not be extended?

City Comment: The TSP identifies the easterly extension of Meadowlark Drive as a future neighborhood collector/local street. The proposed site plan does not account for this roadway connection which is needed to provide site access to the parcel between the proposed development and the Middle School.

Response: It is my understanding that the City of Stayton recently acquired the property immediately north of the school for a regional stormwater facility that would preclude the eastward extension of Meadowlark Drive.

Thanks,

Patrick Marnell, PE
Engineer

[Kittelson & Associates, Inc.](#)
Transportation Engineering / Planning
503.535.7412 (direct)

From: Dan Fleishman [<mailto:DFleishman@ci.stayton.or.us>]
Sent: Tuesday, February 28, 2017 4:32 PM
To: Susan Wright
Cc: Patrick Marnell
Subject: RE: Lambert Property Traffic Issues for City PC Hearing 2/27

Any time!

Dan Fleishman
Planning and Development Director
City of Stayton
362 N Third Avenue
Stayton, OR 97383

Ph 503-769-2998

www.staytonoregon.gov

From: Susan Wright [<mailto:swright@kittelson.com>]
Sent: Tuesday, February 28, 2017 4:31 PM
To: Dan Fleishman
Cc: Patrick Marnell
Subject: RE: Lambert Property Traffic Issues for City PC Hearing 2/27



Marion County OREGON

PUBLIC WORKS

March 13, 2017

Via email: DFleishman@ci.stayton.or.us
City of Stayton, Planning Department
Attn: Daniel Fleishman
362 North Third Ave
Stayton OR 97383

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RE: Response to Open-Record Period on Traffic Only Issues
Preliminary Master Planned Development
Lambert Place, 51-Lot Subdivision
City Land Use File 1-02/17
Tax Lot 091W4D00300
1103 Shaff Road SE / NE Quadrant Shaff Rd at Kindle Way

Dear Dan:

MCPW Engineering submitted requested conditions of approval for this case on February 21st. One of our requested conditions in particular pertaining to the perceived need for an east-bound left turn lane on Shaff Road to Kindle Way came under discussion, and henceforth, is being questioned by the Developer's Traffic Engineer, Lancaster Engineering. A TIA Addendum Technical Memorandum, dated February 27th, addressing this and other various traffic estimate methodologies, was submitted on the day of the Planning Commission evening hearing. An open-record period was granted by the City Planning Commission on February 27th to afford sufficient time to respond to the TIA Addendum, with said open-record period to close today (March 13th). Please enter this transmittal into the case record.

To reiterate, MCPW Engineering had requested the City stipulate the following Condition of Approval, among others, be included in the subdivision land use approval:

“Prior to plat approval, Developer shall design, permit and construct an exclusive east bound left-turn lane on Shaff Road at Kindle Way, with associated widening and tapers.”

MCPW Engineering went on to elaborate by stating: *“The methodology used (in the TIA) for the left-turn lane warrant analysis was not cited. Marion County requires use of the Texas Transportation Institute methodology, provided in the ODOT publication, Analysis Procedures Manual Version 1 to determine if left-turn*

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From: John Rasmussen, Public Works Engineering
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warrants are met. This methodology suggests that the criteria for an eastbound left turn lane on Shaff Road at Kindle Way is met based on the 2019 build-out volumes during the afternoon and PM peak hours.”

The original TIA did not address left-turn lane warrants at Shaff Road to Kindle Way; it only addressed interior city streets off Kindle Way. The basis for the requested condition was satisfaction of a left-turn lane warrant analysis prepared by county staff based upon left-turning volumes projected by the Lambert Place Subdivision traffic impact analysis, prepared by Lancaster Engineering. The requested condition is also consistent with the City’s ultimate geometric design for Shaff Road, which consists of one travel lane in each direction separated by a continuous left-turn lane.

The results of the TIA Addendum concluded that a left-turn lane on Shaff Road to Kindle Way was not necessarily warranted, or desirable. Arguments against a left-turn lane as presented in the TIA Addendum are reiterated below verbatim, and indexed (lettered) for future reference in discussions, and are followed by our responses in **bold**:

- A. The APM methodology is based on research that was conducted by Texas Transportation Institute (TTI) titled *Guidelines for Left-Turn Bays at Unsignalized Access Locations on Arterial Roadways*. The research considers higher-speed arterial roadways, which is an appropriate methodology for ODOT facilities. In this case, Shaff Road is a lower-speed collector roadway, adjacent to a school and a residential area, which isn’t adequately described by ODOT’s higher-speed arterial street methodology. It is also noted that left-turn lane warrants are not mandates for when turn lanes must be installed, but are intended to serve as guidance for decision making by engineers.

Utilization of the TTI curves to determine left-turn needs on Shaff Road is sound practice, further substantiated by the methodology discussed in the 2013 NCHRP Report 745: Left-Turn Accommodations at Unsignalized Intersections. The methodology considers roadways with speeds of 35, 45, 55 miles per hour. Constructing a plot of estimated opposing traffic versus left turning vehicle need at a speed of 35 mph indicates a turn lane pocket is warranted.

- B. A left-turn lane is intended to *increase* safety by avoiding rear-end collisions and providing a refuge for left turning vehicles. On higher-speed arterial roadways, this is often appropriate. However, the methodology only considers automobile traffic. A left-turn can have a number of undesirable effects that can serve to *decrease* safety when all road users are considered. These include the following:
 - 1. By design, travel speeds would increase since through traffic is not impeded. This is true even during school activities, when slow travel speeds are essential.

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We do not view the impeding of traffic as advantageous, especially on an Arterial. Furthermore, slower vehicular travel speeds during normal school hours are already enforceable by the city as moderated with school flasher assemblies.

2. A left-turn would widen the roadway, resulting in longer pedestrian crossings and less-safe conditions for pedestrians.

Since there is no marked cross-walk at the Shaff and Kindle intersection, and since there are no plans for one, we do not believe that pedestrian crossing times should influence the engineering decision for need for a left-turn lane.

3. By raising speeds and increase crossing difficulty, left-turn lanes on residential collectors can serve to divide neighborhoods, discouraging walking and biking.

Please note for the record that the County classifies Shaff Road is an Arterial, and the City classified it as a Minor Arterial. The ultimate design cross section of Shaff Road is three lanes wide, which is intended to provide drivers with an efficient means of travel through the fringe of the community. Furthermore, the City's typical section for Shaff Road includes a 12-foot wide mixed use ped / bike path on the north side of Shaff Road. The recommended left-turn lane will not interfere with that facility on the Shaff Road streetscape.

4. There is not a left-turn lane on Shaff Road at the adjacent school, nor at other residential street intersections. A center turn lane is in place to the west adjacent to commercial uses. Installation of a left-turn lane at Kindle Way would not be consistent with the character of the neighborhood.

While the school is not currently served by a left-turn lane on Shaff Road, plans for frontage improvements adjacent to the school are in development. These frontage improvements will consist of a three lane cross section, including a center left-turn lane, which is consistent with the ultimate design cross section for Shaff Road. A left-turn lane on Shaff Road at Kindle Way will be consistent with the frontage improvements adjacent to the proposed Lambert Place subdivision, Stayton Middle School, and Wildlife Meadows development.

The County's governing authority for imposing road improvements on county maintained roads is found in Marion County Code 11.10.50(B), which states, "A permit shall be obtained from the county by any person, firm, or corporation prior to building or constructing on the right-of-way of a public or county road any approach road or appurtenances thereto, or substantially altering any approach road or appurtenance, or changing the use of an existing approach road, public right-of-way or county road."

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Requirement for a permit, as referenced above, allows the county to review, to county standards, a prospective connection or modification thereof to an existing connection, or, default to a higher standard as may be imposed by the local jurisdiction.

Even if a left-turn lane was not constructed at this location, a westerly taper necessary to terminate the continuous turn lane in front of the subject property would be nearly as lengthy to the west of Kindle Way. Furthermore, the current widening to the east in front of the school and Wildlife Meadows is north of centerline, while existing north curb to the west of Kindle Way is already established; a horizontal lane transition will need to occur in front of the subject property, which could be accomplished through implementation of the turn lane pavement widening and striping zone.

While a left-turn lane on Shaff Road at Kindle Way will not substantially improve capacity at the intersection, which is projected to operate at very acceptable levels of service upon project build-out, it will provide an incremental safety benefit for motorists on Shaff Road and is consistent with the City's and County's ultimate design for the roadway.

If you have any questions, please contact me at (503) 584-7706.

Sincerely,



John Rasmussen
Civil Engineering Associate

JR:jr

C: John Ashley, Ashley Engineering, jashley@ashleyengr.com
Brian Vandetta, brian@udelleng.com

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March 20, 2017

Stayton Planning Commission
ATTN: Dan Fleishman
362 North Third Avenue
Stayton, OR 97383

Commissioners:

Please accept this letter as our final comments on the traffic impacts of the planned Lambert Place Subdivision.

As you well know, ORS 227.178(3)(a) requires that the City base its decision upon the standards and criteria that were applicable at the time the application was first submitted. There is substantial evidence in the record that the applicable standards related to traffic are met.

During public testimony, several members of the public expressed concerns about traffic in the general area of the planned subdivision. Many of these comments identified infrastructure improvement or traffic-related issues that have existed for several years. While many of the concerns expressed may be valid, these comments did not provide evidence that the Lambert Place Subdivision does not meet applicable City standards related to traffic or transportation.

In an email to City staff dated March 13, 2017, Kittelson Engineering, the City's transportation engineer distilled and summarized the details relevant to the City's decision:

Our review is complete and the City's standards will be met without the eastbound left turn lane on Shaff at Kindle.

The applicant's traffic engineer, Lancaster Engineering, agrees that the eastbound left turn lane is neither warranted nor justified.

Marion County Public Works submitted comments dated March 13, 2017 reiterating their request for the eastbound left turn lane on Shaff at Kindle, and stating that they have the legal authority to require road improvements on county maintained roads, apparently regardless of conditions in City land use decision. This is essentially a legal question, and if correct would require the applicant and Marion County to resolve these issues prior to any work in the right-of-way. In other words, if the left-turn lane is warranted and justified, Marion County asserts they can require it even if the City does not. Therefore, it is not necessary for the City to include a condition requiring the eastbound turn lane.

We would also like to restate our support for an amendment to Condition 2, which requires: "The subdivision plan shall be revised such that the distance between Street B and Street C is no more than 600 feet." Figure 17.26.020.5.c shows that pedestrian accessways can be used to satisfy block length requirements. We request an amendment to Condition 2 deleting the excerpted portion above and replacing it with a condition that a 10-foot-wide pedestrian and bicycle accessway within a 15-foot-wide easement be provided east/west through the block, consistent Figure 17.26.020.5.c.

In conclusion, the required findings have been made, and the written narrative and the accompanying documentation demonstrate the application is consistent with the applicable provisions of the City of Stayton Land Use and Development Code. The evidence in the record is substantial and requires approval of the application. Therefore, the applicant respectfully requests the City approve the Lambert Place Subdivision application with the amended conditions described above.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC



Joey Shearer, Land Use Planner



City of Stayton

Department of Planning and Development

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2998 • Fax (503) 769-2134

dfeishman@ci.stayton.or.us www.staytonoregon.gov

MEMORANDUM

TO: Chairperson Ellen Nunez and Planning Commission Members
FROM: Dan Fleishman, Director of Planning and Development
DATE: March 27, 2017
SUBJECT: Subdivision Application -- Lambert Place
120 DAYS ENDS: June 3, 2017

ISSUE

The issue before the Planning Commission is the review of the public hearing testimony and additional written testimony submitted following the hearing and deliberation on the application for a 51 lot subdivision to be known as Lambert Place on approximately 13 acres of land at 1103 Shaff Road.

BACKGROUND

The Planning Commission held a public hearing on this application at the February 27, 2017 meeting. The application had included a transportation impact analysis (TIA). Based on review comments on the TIA from Kittelson & Associates and Marion County Public Works (MCPW), an addendum to the TIA was submitted the afternoon of the hearing. Upon request from MCPW and a recommendation from staff, the Planning Commission closed the public hearing but kept the record open for submission of written testimony regarding traffic issues. The record was held open for two weeks, after which the applicant was provided the opportunity to rebut any testimony, with the final closure of the record on March 20.

ANALYSIS

The following written comments were received and are included in the packet for the Planning Commission's review:

- Emails from Kittelson, dated March 7 and March 13
- Letter from MCPW, dated March 13
- Email from Inez Ambrosek, dated March 10
- Email from Joyce Reinke, dated March 12
- Email from Lauren Mulligan, dated March 13
- Email from Durelle Hudson, dated March 13
- Letter from AKS Engineering, dated, March 20

The main issue before the Planning Commission is MCPW's request that the Commission impose a condition on the approval to require the applicant to provide an east-bound left turn lane on Shaff Rd.

MCPW's review comments of February 21 had noted that the TIA did not acknowledge Marion County's performance standards, and that the TIA did not cite the methodology that had been utilized for the left-turn warrant analysis. Marion County's letter indicated that the County uses

City of Stayton

the Texas Transportation Institute methodology, provided in the ODOT publication, *Analysis Procedures Manual Version 1*. Using this methodology, MCPW's letter stated, suggests that the criteria for an eastbound left turn lane is met. Therefore, the County had requested the condition to require the left turn lane.

The TIA addendum responded to the review comments from Kittelson and MCPW by providing much of the information the review comments pointed out was missing. On the issue of the methodology for determining the need for a left turn lane, the addendum states

The APM methodology is based on research that was conducted by Texas Transportation Institute (TTI) titled *Guidelines for Left-Turn Bays at Unsignalized Access Locations on Arterial Roadways*. The research considers higher-speed arterial roadways, which is an appropriate methodology for ODOT facilities. In this case, Shaff Road is a lower-speed collector roadway, adjacent to a school and a residential area, which isn't adequately described by ODOT's higher-speed arterial street methodology. It is also noted that left-turn lane warrants are not mandates for when turn lanes must be installed, but are intended to serve as guidance for decision making by engineers.

Kittelson's March 7 email states that they have reviewed the additional documentation provided by the addendum and "have no further technical comments." In response to a question from staff, Kittelson's March 13 email states that "the City's standards will be met without the eastbound left turn lane."

MCPW's March 13 letter responds to the TIA addendum by stating that the TTI does consider roadways with speeds of 35, 45, and 55 miles per hour and that using the a speed of 35 mph "indicates a turn lane pocket is warranted." Further, MCPW states Shaff Rd is designated an arterial street by both the County and by the City's TSP, and that impeding traffic speeds is not viewed as advantageous. Finally, MCPW points out that the left turn lane would be consistent with the frontage improvements adjacent to the proposed Lambert Place subdivision, Stayton Middle School, and Wildlife Meadows development.

The application includes construction of a three lane section on Shaff Rd in front of the subject property, up to the Kindle Way intersection continuing the design under construction for the Wildlife Meadows subdivision and currently under review in front of the Middle School. The requested condition from MCPW would extend this three lane section a little further to the west to provide an east-bound left turn pocket at the Kindle intersection. Some type of transition will be necessary in this area. The left turn lane would extend the length of the transition, by including the left run lane.

Following submission of the TIA addendum and receipt of the March 13 letter from MCPW and email from Kittelson, staff requested guidance from the City's land use attorney regarding the issue of imposing a condition of approval based on the County's standards, when the City's standards are met. To paraphrase his response, he felt that there was enough evidence and legal authority to impose the condition, but that the Planning Commission was not obligated to do so, leaving it to the Planning Commission's discretion.

Finally, on a different subject, the original draft order included was recommended condition of approval that the street design be modified so that the interior block was not longer than 600 feet. At the February hearing, the applicant had suggested that instead of moving the streets, they provide a mid-block pedestrian path. Staff agrees with this suggestion.

City of Stayton

RECOMMENDATION

The staff recommendation for approval is reflected in the draft order “A” that is attached to this staff report. The draft order has been modified to reflect the testimony at the February hearing, the written testimony submitted following the public hearing, and to include the condition of approval to require the eastbound left turn lane on Shaff, and to modify the condition of approval to allow a mid-block walkway. Draft Order A was produced with the changes from the February draft order “tracked” so that the Planning Commission can easily identify the modifications.

OPTIONS AND SUGGESTED MOTIONS

In an unusual move, staff has provided the Planning Commission with draft order “B” that does not include condition of approval to require the eastbound left turn lane on Shaff. Draft order B also has the changes tracked from the February draft order.

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the first option.

1. Approve the application, imposing the condition of approval to install the left turn lane, by adopting draft order “A” as presented.

I move the Stayton Planning Commission approve the application of Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) and adopt the draft order A presented by Staff.

2. Approve the application, without imposing the condition of approval to install the left turn lane, by adopting draft order “B” as presented.

I move the Stayton Planning Commission approve the application of Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) and adopt the draft order B presented by Staff.

3. Approve the application, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application of Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) and adopt the draft order (specify A or B) with the following changes...

4. Approve the application, directing staff to modify the draft order.

I move the Stayton Planning Commission approve the application of Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) and direct staff to modify the draft order to reflect the Planning Commission’s discussion and bring a revised draft order for Planning Commission approval at the April 24, 2017 meeting.

5. Deny the application, directing staff to modify the draft order.

I move that the Stayton Planning Commission deny the application Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) and direct staff to modify the draft order to reflect the Planning Commission’s discussion and bring a revised draft order for Planning Commission approval at the April 24, 2017 meeting.

6. Continue the deliberation to the next meeting.

I move the Stayton Planning Commission continue the deliberation on the application of Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) until April 24, 2017 .

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of
the application of
Hayden Homes, LLC,
Applicant

) Subdivision
) Land Use File
) #1-02/17
)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF THE APPLICATION

The application is to divide an existing parcel into 51 lots for single family homes, with associated streets, water, sewer, and stormwater improvements.

II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on February 27, 2017. At the hearing, Land Use File #1-02/17, application for subdivision, was made part of the record.

At the conclusion of the hearing, the Planning Commission held the record open for submission of written testimony regarding traffic. Once the record was closed, the Planning Commission met again on March 27 and made findings of fact, conclusions of law and approved the application with three conditions. The Planning Commission found the application could be made consistent with the Land Use and Development Code.

III. FINDINGS OF FACT

The Stayton Planning Commission, after careful consideration of the testimony and evidence in the record adopts the following findings of fact:

A. EXISTING CONDITIONS

1. The property is owned by the Lambert Living Trust, Rebecca McClellan and William Lambert.
2. Hayden Homes, LLC, who has a purchase and sale agreement for the property, is the applicant.
3. The property is tax lot 300 Township 9, Range 1 West of the Willamette Meridian, Section 4D and is Parcel 1 of Partitioning Plat 2016-057, recorded on December 20, 2016.
4. The parcel is 13.121 acres in area with 586 feet of frontage on Shaff Road. The parcel is developed with a single family dwelling, addressed as 1103 Shaff Road and accompanying driveway, well, and septic system. The property has access to Kindle Way by undeveloped portions of extensions to Eagle St and Meadowlark Dr that were dedicated as right of way by Partitioning Plat 2016-057.
5. The property is zoned Medium Density Residential (MD).
6. The property to the east is zoned Public/Semi-Public (P) and is the campus of the Stayton Middle School. The properties to the south across Shaff Rd are zoned Medium Density (MD) and High Density (HD) Residential and are developed with duplexes and a multifamily development. The property to the west and north is Parcel 2 of the partitioning

that created the subject property and is zoned MD and is vacant. To the west, across Kindle Way, are properties that are zoned Low Density Residential and developed as single family detached dwellings. Neighboring single family residential properties range in size from 8,000 square feet to 27,600 square feet in area.

7. Shaff Road has a 79-foot right-of-way, with 40 feet of right of way on the north side of the centerline. Shaff Road is partially improved with two travel lanes, no curb and gutter, and sidewalks on both sides. On the north side of the road, adjacent to the frontage of the subject property there is a five-foot property-line sidewalk.

B. PROPOSAL

The proposal is to divide the existing parcel into 51 lots. The application includes the construction of new streets, including the extension of Eagle St and Meadowlark Dr within existing undeveloped right of way. The application proposes to construct the subdivision in two phases.

C. AGENCY COMMENTS

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

Marion Co Building Inspection (within the Public Works Department) responded that it had no comments. The City of Stayton Public Works Department, through the City Engineer, the City's transportation engineering consultant, and Marion County Public Works provided review comments that are incorporated into the findings below. The Santiam Water Control District requested clarifying information to be assured that stormwater will not flow over or under Kindle Way.

D. PUBLIC COMMENTS

The Planning Department has received no public comments on this application prior to the hearing. At the February 27 public hearing there was testimony from six individuals regarding compliance with the conceptual plan submitted with the application for annexation, the need for a perimeter fence or wall around the subdivision, traffic impacts. Following the close of the public hearing there was additional written testimony from Marion County Public Works, from the City's transportation engineering consultant, and from four members of the public.

E. APPROVAL CRITERIA

Subdivision applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Chapter 17, Section 17.24.040.6 – Preliminary Plan Approval Criteria; 17.24.050 – Design Standards for Subdivisions and Partitions; 17.26.020 – Access Management Requirements and Standards; and 17.26.050 – Transportation Impact Analysis Requirements.

Section 17.24.040.6 Preliminary Plan Approval Criteria

Pursuant to SMC 17.24.040.6 the following criteria must be demonstrated as being satisfied by the application:

b. *Adequate urban services are available to the property.*

Finding: There is an existing 10-inch water main in Shaff Rd and an existing 8-inch water main in Kindle Way. The application proposes to connect the subdivision to the water main in Kindle Way with two connections. The City Engineer has noted that the City's Water Master Plan shows a future 10-inch water main being extended east from the intersection of Kindle Way and Meadowlark Drive towards the Middle School private looped water system. In addition, the Water Master Plan shows the existing 10-inch water main in Shaff Road to be replaced with a 16-inch water main when the pipeline life expectancy expires. The City Engineer has recommended that a 10-inch water main be required east from the intersection of Kindle Way and Meadowlark Drive as indicated in the Master Plan and connected to the existing water main in Shaff Road.

There is an existing 8-inch sewer main in Kindle Way with an existing manhole at the corner of Kindle Way and Meadowlark Dr. There is also an 18-inch sewer main in the northeast corner of the property. The application proposes to connect the subdivision to the manhole at the corner of Kindle Way and Meadowlark Dr. The City Engineer has noted that this development is part of the Mill Creek Sanitary Sewer Interceptor basin, and as such, will need to connect to the Mill Creek Sanitary Sewer Interceptor located at the northeast corner of the development. The City Engineer further notes that the Sanitary Sewer Master Plan shows a 12-inch sanitary sewer main being extended from the existing Mill Creek Sanitary Sewer Interceptor south to Shaff Road. The City Engineer has recommended that a 12-inch sanitary sewer system be required from the Mill Creek Sanitary Sewer interceptor south to Shaff Road.

There are currently no stormwater facilities serving the property. There is a 42-inch storm drain on the south side of Shaff Road. The City has purchased Parcel 1 of Partition Plat 2016-057 for the construction of a stormwater detention basin that, when constructed, will receive storm water from the storm drain in Shaff Road. The application includes a stormwater collection system in the proposed streets and a stormwater detention facility to be constructed within the first phase. The detention facility will discharge into the City system to be constructed on Parcel 1. The application included a Preliminary Stormwater Report. The City Engineer has noted that the proposed stormwater facility design does not conform to the Public Works Design Standards (PWDS). 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 and may impact the overall lot configuration. Santiam Water Control District commented that the stormwater system needs to be designed to assure that stormwater proceeds north to Mill Creek and does not enter the storm system in Quail Run or Phillips Estates.

c. *The proposed parcels, lots, or roads are compatible with the existing pattern of development in the area.*

Finding: The application proposes lots ranging in size from 7,224 square feet to 11,808 square feet, with 38 of the lots larger than 8,000 square feet in area. Neighboring single family residential properties range in size from 8,000 square feet to 27,600 square feet in area.

- d. *All streets shall be in a location and have a right of way and traveled way width in accordance with in the City's Transportation Plan.*

Finding: The Future Street Plan in the Transportation System Plan shows Kindle Way as a future collector street. The Future Street Plan shows a future local street or future neighborhood collector street as the extension of Meadowlark Dr. The Future Street Plan envisioned additional local streets on Parcel 1, that will now be a City-owned stormwater facility and not developed with streets. The City will be constructing the expansion of Kindle Way as part of developing the stormwater facility. The application includes a local street as the extension of Meadowlark Dr.

- e. *The design standards of Section 17.24.050 below are satisfied as well as the access management standards in Section 17.26.020.*

Finding: See the findings below regarding Sections 17.24.050 and 17.26.020.

- f. *The plan complies with the provisions of the Comprehensive Plan and the zoning district(s) in which it is or will be located.*

Finding: Single family homes are an allowed use in the MD zone. The minimum lot size requirement for lots in the MD Zone is 7,000 square feet. The proposed lots will range in size from 7,261 square feet to 11,808 square feet. The minimum lot width requirement in the MD Zone is 70 feet. The proposed lots range in widths from 70 feet to 125 feet.

- g. *All applicable standards of Chapter 17.20 are satisfied.*

Finding: With the exception of Section 17.20.220 regarding Back Lots and Flag Lots, the provisions of Chapter 17.20 regulate the development of lots, not their establishment. There are no back lots or flag lots proposed in the subdivision.

- h. *All applicable standards of 17.20.180 shall be met and the applicant shall obtain any necessary permits from the Department of State Lands for appropriate mitigation.*

Finding: There are no identified wetlands on this property.

- i. *The name of any proposed subdivision shall not be the same as or similar to any name used on a recorded plat or subdivision in Marion County, except for the use of suffixes such as "town," "place," "court," "addition" or similar generic terms, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the subdivision bearing that name. All plats must continue the block numbers of the plat of the same name last filed. A name shall not be required for a major partitioning.*

Finding: The subdivision name has been approved by the Marion County Surveyor and reserved.

- j. *Compliance exists with the provisions of ORS 92.090 as amended.*

Finding: The requirements of state law for a tentative subdivision plat are that (a) the streets and roads are laid out so as to conform to the plats of subdivisions and partitions already approved for adjoining property as to width, general direction and in all other respects unless the city or county determines it is in the public interest to modify the street or road pattern; (b) streets and roads held for private use are clearly indicated on the tentative plan and all reservations or restrictions relating to such private roads and streets are set forth thereon;

and (c) The tentative plan complies with the applicable zoning ordinances and regulations and the ordinances or regulations adopted under ORS 92.044 that are then in effect for the city or county within which the land described in the plan is situated. The proposed streets are in alignment with existing streets. The proposed parcels meet or exceed the minimum lot size of the MD zone.

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

Finding: The subject property is not within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch.

Section 17.24.050.6 Design Standards for Subdivision and Partition Preliminary Plans

Pursuant to SMC 17.24.050.6, the following criteria must be demonstrated as being satisfied by the application:

1. STREETS.

- a. *Streets shall be in alignment with existing streets in the vicinity of the proposed subdivision, either by prolongation of existing centerlines or by connection with suitable curves. Streets shall conform to the location, alignment, and width as indicated on the official map of streets known as the Future Street Plan in the adopted Stayton Transportation System Plan.*

Finding: The application shows a new looped inner street connecting to Kindle Way at two locations that align with the existing centerlines of Eagle St and Meadowlark Drive. Frontage improvements are proposed along Shaff Rd. The Future Street Plan in the Transportation System Plan shows Kindle Way as a future collector street. The Future Street Plan shows a future local street or future neighborhood collector street as the extension of Meadowlark Dr. The Future Street Plan envisioned additional local streets on Parcel 2 that will now be a City-owned stormwater facility and not developed with streets. The City will be constructing the expansion of Kindle Way as part of developing the stormwater facility.

- b. *Streets should intersect at or near right angles as practicable, and in no case shall the angle of intersection exceed 120 degrees.*

Finding: The proposed street intersections are right angles.

- c. *The criteria of a and b above may be modified where the applicant can demonstrate to the decision authority that the topography, or the small number of lots involved, or any other unusual conditions justify such modification.*

Finding: No modification has been proposed.

- d. *Bikeways and pedestrian ways shall be required in accordance with the City of Stayton Non-Motorized Plan in the adopted Stayton Transportation System Plan.*

Finding: The applicant proposes construction of a 12-foot paved multi-use path along the north side of the Shaff Road right of way. This is in conformance with the non-motorized plan in the TSP and improvements currently under construction to the east of the subject property. Due to the looped interior configuration of the street network and the needed

access to Shaff Road for public utilities, the City Engineer has recommended that a minimum 8-foot wide concrete pedestrian access walkway within a 20-foot wide dedicated tract for access and public utilities be provided along the east property line of Lot 12 to the proposed shared path along Shaff Road. The City Engineer has also recommended that the Developer coordinate with the North Santiam School District to determine whether or not a direct pedestrian connection to the Middle School is needed. The School District has concurred with a direct pedestrian access and suggested that it enter the property near the north end of the parking lot on the west side of the campus.

- e. Concrete curbs and concrete sidewalks shall be installed on all streets. The location and width of sidewalks shall be determined by the decision authority. In making such determination, the decision authority shall take into consideration the topography of the land, the presence of improvements, trees or other plantings, the type of street, and the location of sidewalks, if any, in adjacent areas or subdivision.*

Finding: Curb and gutter will be constructed on all subdivision streets. Property line sidewalks have been proposed in conformance with the Public Works Design Standards for a local residential street along all interior streets. The applicant proposes construction of a 12-foot paved multi-use path along the north side of the Shaff Road right of way. This is in conformance with the improvements currently under construction to the east of the subject property and the design for Shaff Road improvements approved by the City and Marion County.

- f. In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.*

Finding: Property line sidewalks have been proposed in conformance with the Public Works Design Standards for a local residential street along all interior streets. The applicant proposes construction of a 12-foot paved multi-use path along the north side of the Shaff Road right of way.

- 2. *DEDICATION OF A RIGHT-OF-WAY. If a parcel of land to be divided includes any portion of a right of way or street, the preliminary plan shall show where such right-of-way or street will be dedicated for the purpose or use proposed.*

Finding: The preliminary plan shows dedication of 60-foot wide rights of way for all new streets.

- 3. *DEAD-END STREETS AND CUL-DE-SACS. When it appears necessary to continue a street into a future subdivision or adjacent acreage, streets shall be dedicated or platted to the boundary of a division without a turn-around. In all other cases, dead-end streets and cul-de-sacs shall have a turn-around with a radius of not less than 45 feet to the property line. Unless otherwise approved by the decision authority, the length of the street to the cul-de-sac bulb shall not exceed 450 feet in length.*

Finding: The adjacent land to the east is the Stayton Middle School campus. The adjacent land to the north is owned by the City for development as a stormwater detention facility. Therefore there is no necessity to continue streets into adjacent acreage. No dead-end streets or cul-de-sacs are proposed.

4. RESERVE BLOCK.

- a. Reserve blocks controlling the access to public ways or which will not prove taxable for special improvements may be required by the decision authority, but will not be approved unless such strips are necessary for the protection of the public welfare or of substantial property rights, or both, and in no case unless the land comprising such strips is placed in the name of the City for disposal and dedication for street or road purposes whenever such disposal or dedication has the approval of the decision authority.
- b. In no case shall a reserve block be platted along a street that is dedicated to the required full width.

Finding: No reserve blocks are proposed.

5. STREET WIDTHS.

- a. The location, width, and grade of all streets must conform to any approved transportation master plan or recorded subdivision plat. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either provide for the continuation or appropriate projection of existing principal streets in the surrounding areas or conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions made continuance or conformance to existing streets impractical or where no plan has been previously adopted.

Finding: The application shows a new looped inner street connecting to Kindle Way at two locations that align with the existing centerlines of Eagle St and Meadowlark Drive. Frontage improvements are proposed along Shaff Rd. The Future Street Plan in the Transportation System Plan shows Kindle Way as a future collector street. The Future Street Plan shows a future local street or future neighborhood collector street as the extension of Meadowlark Dr. The Future Street Plan envisioned additional local streets on Parcel 1, that will now be a City-owned stormwater facility and not developed with streets. The City will be constructing the expansion of Kindle Way as part of developing the stormwater facility.

- b. In addition, new streets may be required to be located where the City Engineer determines that additional access is needed to relieve or avoid access deficiencies on adjacent or nearby properties. In determining the location of new streets in a development or street plan, consideration shall be given to maximizing available solar access for adjoining development sites.

Finding: The City Engineer has not recommended any additional access.

- c. When an area within a subdivision is set aside for commercial uses or where probable future conditions warrant, the decision authority may require dedication of streets to a greater width than herein otherwise provided.

Finding: No commercial uses are envisioned.

- d. The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in Standard Specifications for Public Works Construction,

Section 300 - Street Design Standards, 2.07, except a boundary street may be half such width where it is apparent that the other half will be dedicated from adjacent properties.

Finding: The proposed streets have been designed in accordance with the Public Works Design Standards. No boundary streets are proposed.

- e. Temporary dead-end streets. Dead-end streets that may in the future be extended shall have a right-of-way and pavement width that will conform to the development pattern when extended.*

Finding: No dead-end streets are proposed.

- f. Additional Right-of-Way Widths.*

- 1) Where topographical requirements necessitate either cuts or fill for the proper grading of streets, additional right-of-way width may be required to allow all cut and fill slopes to be within the right-of-way.*

- 2) Where bikeways necessitate, additional right-of-way width may be required.*

Finding: Shaff Road has an existing 40-foot half right of way.

6. *SUBDIVISION BLOCKS.*

- a. Block lengths and widths shall be determined by giving consideration to the following factors:*

- 1) The distance and alignment of existing blocks and streets.*

- 2) Topography.*

- 3) Lot size.*

- 4) Need for and direction of the flow of through and local traffic.*

- b. Block length and perimeter standards are specified in Section 17.26.1020.5.c.*

- c. Except where topographical or other physical features require otherwise, block widths shall not be less than 180 feet.*

Finding: The application proposes the creation of one block in the center of the subdivision, with lots around the perimeter of the subdivision. The center block will be 640 feet long and 230 feet wide. See findings relative Section 17.26.020.5.c below.

7. *MID-BLOCK WALKS. Where topographical or other conditions make necessary blocks of unusual length, the decision authority may require the developer to install mid-block pedestrian walks on a right-of-way at least 6 feet in width, which shall be hard surfaced throughout the block, and curb to curb, in order to provide easy access to schools, parks, shopping centers, mass transportation stops, or other community services.*

Finding: Due to the looped interior configuration of the street network and the needed access to Shaff Road for public utilities, the City Engineer has recommended that a minimum 8-foot wide concrete pedestrian access walkway within a 20' wide dedicated right of way for access and public utilities be provided along the east property line of Lot 12 to the proposed 12-foot wide shared path along Shaff Road. The City Engineer also recommended that the Developer coordinate with the School District to determine

whether or not a direct pedestrian or fire access connection to the Middle School is needed.

8. *LOT SIZE, LOT LINES.*

- a. *Lot sizes shall be as specified in the zoning district in which the land division is being proposed.*
- b. *If topography, drainage, location, or other conditions justify, the decision authority may require greater area and frontage widths on any or all lots within a subdivision, or it may allow smaller area or front line widths if the surrounding area and other conditions justify such requirements.*
- c. *In a cul-de-sac, the minimum lot line fronting the turn-around shall be 40 feet, and in no case shall the lot width be less than 60 feet at the building line.*
- d. *Side lot lines shall be as close to right angles to the front street as practicable.*
- e. *Unless otherwise approved, rear lot lines shall be not less than ½ the width of the front lot lines.*
- f. *The subdividing or partitioning of developed property shall not create lots or parcels that are in violation of the dwelling density limitations of the underlying zone.*

Finding: The minimum lot size in the MD zone is 7,000 square feet, with a minimum 70-foot lot width. The proposed lots will range in size from 7,261 square feet to 11,808 square feet. The proposed lots range in widths from 70 feet to 125 feet. No lots have frontage on a cul-de-sac. Side lot lines are at right angles or are radial to the street intersections. Rear lot lines are the same length or wider than the front lot lines. The maximum density permitted in the MD Zone is 12 units per acre. The proposed subdivision has 3.9 units per acre.

9. *PUBLIC SURVEY MONUMENTS. Any donation land claim, corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision shall be accurately referenced to at least two monuments.*

Finding: There are no public survey monuments within or on the boundary of the proposed subdivision.

10. *SEWAGE DISPOSAL.*

- a. *All extensions of the existing City sewage facilities shall be in accordance with the adopted Wastewater Master Plan. Sewer mains shall be extended to the edge of the subdivision unless otherwise approved by the Public Works Director.*
- b. *If adequate public sewage facilities are not available to the parcel of land proposed for subdivision, or if extension of the existing City sewage facilities to serve the buildings to be constructed in the proposed subdivision does not appear practical and economically feasible because of topographic or other considerations, and if all lots in a subdivision are of proper size and soil conditions are suitable, as determined by percolator or other tests made by or approved by the health officer having jurisdiction, the City may allow individual sewage disposal facilities approved by the health officer to be installed on each lot when and as buildings are erected thereon.*

Finding: There is an existing 8-inch sewer main in Kindle Way with an existing manhole at the corner of Kindle Way and Meadowlark Dr. There is also an 18-inch sewer main in the northeast corner of the property. The application proposes to connect the subdivision to the manhole at the corner of Kindle Way and Meadowlark Dr. The City Engineer has noted that this development is part of the Mill Creek Sanitary Sewer Interceptor basin, and as such, will need to connect to the Mill Creek Sanitary Sewer Interceptor located at the northeast corner of the development. The City Engineer further notes that the Sanitary Sewer Master Plan shows a 12-inch sanitary sewer main to be extended from the existing Mill Creek Sanitary Sewer Interceptor south to Shaff Road. The City Engineer has recommended that a 12-inch sanitary sewer system be required from the Mill Creek Sanitary Sewer Interceptor south to Shaff Road.

11. PUBLIC USE AREAS.

- a. *Subdivision and partition preliminary plans shall provide a minimum of 5% of the gross area of the subdivision or partition as public recreation area.*
- b. *Such public recreational area shall have access to a public street, and the decision authority may specify the location of such area to be compatible with existing or anticipated recreational development.*
- c. *As an alternative to subsection a. of this section, in cases where such recreational area would not be effectively used because of size or the location of the subdivision or partition, or where agreed upon by the decision authority, the developer shall pay to the City a fee, earmarked for recreational use and development.*

Finding: Each house in the subdivision will pay a Parks System Development Charge to be used for development of parks in the City.

12. WATER SUPPLY.

- a. *All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Board of Health or the county health officer.*
- b. *In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City will pay the additional costs of such larger lines based on the current rate schedule adopted by the City.*

Finding: The subdivision will be served by the City water system. There is an 8-inch water main in Kindle Way. The City Engineer has noted that the City's Water Master Plan shows a future 10-inch water main being extended east from the intersection of Kindle Way and Meadowlark Drive towards the Middle School private looped water system. In addition, the Water Master Plan shows the existing 10-inch water main in Shaff Road to be replaced with a 16-inch water main when the pipeline life expectancy expires. The City Engineer has recommended that a 10-inch water main be required east from the intersection of Kindle Way and Meadowlark Drive as indicated in the Master Plan and connected to the existing water main in Shaff Road.

13. UNDERGROUND UTILITIES.

- a. *All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.*
- b. *The subdivider shall provide underground electricity and telephone service and wiring for future street lighting. The subdivider shall also provide such present street lighting, gas lines, and cable television or other data transmission lines as are available within 500 feet of the proposed subdivision.*

Finding: All utilities will be provided underground.

Section 17.26.020 Access Management Requirements and Standards

Pursuant to SMC 17.26.020 the following criteria must be demonstrated as being satisfied by the application:

17.26.020.3.f. Residential Subdivision Access Requirements.

Residential subdivisions fronting an arterial, minor arterial, or collector street shall be required to provide access from secondary local streets for access to individual lots. When secondary local streets cannot be constructed due to topographic or physical constraints, access shall be provided by consolidating driveways per the requirements set for in 17.26.020.3.d. In this situation, the residential subdivision shall still meet driveway spacing requirements of the arterial or collector street.

Finding: Shaff Road is a minor arterial. Kindle Way is a collector street. No driveway access will be provided from lots directly to Shaff Road or Kindle Way.

17.26.020.4.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 of 250 feet for a 25 mph design speed.

Finding: The traffic impact analysis notes that sight distance for the intersection of Meadowlark and Kindle was measured to 580 feet to the north and 591 feet to the south and for the intersection of Eagle and Kindle to be 715 feet to the north and 383 feet to the south.

17.26.020.5.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.*
- 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.*
- 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.

- 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.*

Finding: The proposed subdivision connects with the existing street system with extensions of Meadowlark Dr and Eagle St. The land abutting the proposed subdivision is owned by the City and is intended for the development of a stormwater detention basin. The street layout will likely direct traffic south on Kindle Way to Shaff Rd, not through neighboring residential neighborhoods. The Future Street Plan envisioned the extension of Meadowlark Dr connecting to a north/south street. With the purchase of the adjacent land to the north by the City the proposed layout is conforming to the Future Street Plan as is reasonable.

17.26.020.5.c. Street Connectivity and Formation of Blocks (Block Length and Perimeter Standard)

In order to promote efficient vehicular and pedestrian circulation throughout the city, subdivisions and site development shall be served by a connecting network of public streets and/or accessways, in accordance with the following standards (minimum and maximum distances between two streets or a street and its nearest accessway measured from right-of-way line to right-of-way line as shown in Figure 17.26.020.5.c.

- 1) *Residential Districts.*

Minimum 100-foot block length and maximum of 600-foot length; maximum 1,400 feet block perimeter;

If a hardship can be demonstrated in which it is not practically feasible to meet these standards due to topographical, environmental, or other significant constraints, then these conditions may be requested to be modified through the Public Works Director or his/her designee. At no time shall any block length be greater than 600 feet and its maximum block perimeter 1,800 feet for roadways with urbanized area principal arterials, minor arterials, or lower classification.

Alleys as defined in the City's Street Design Standards may be used within residential subdivisions but cannot be used in the maximum block perimeter calculation. The maximum alley length is 600 feet between ties to public streets. Midblock access(s) to alleys must align with existing or planned public streets.

Finding: The proposed plan creates an interior block surrounded by the new streets to be constructed. The block length as proposed is 640 feet. The block perimeter as proposed is 1,740 feet.

Section 17.26.050 Transportation Impact Analysis Requirements

Pursuant to SMC 17.26.050 the following criteria must be demonstrated as being satisfied by the application:

11. *Review Policy and Procedure. The following criteria should be used in reviewing a transportation impact analysis as part of a subdivision or site plan review.*
- a. *The road system is designed to meet the projected traffic demand at full build-out.*
 - b. *Proposed driveways do not adversely affect the functional character of the surrounding roadways.*
 - c. *Adequate intersection and stopping sight distance is available at all driveways.*
 - d. *Proposed driveways meet the City's access spacing standard or sufficient justification is provided to allow a deviation from the spacing standard.*
 - e. *Opportunities for providing joint or crossover access have been pursued.*
 - f. *The site does not rely upon the surrounding roadway network for internal circulation.*
 - g. *The road system provides adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.*
 - h. *A pedestrian path system is provided that links buildings with parking areas, entrances to the development, open space, recreational facilities, and other community facilities per the Transportation Planning Rule.*

Finding: The applicant submitted a Transportation Impact Analysis prepared by Lancaster Engineering. The analysis indicated that the proposed subdivision would generate 38 trips during the morning peak hour, 52 trips during the afternoon peak hour that coincides with school release and 51 trips during the evening peak hour. The intersections studied by the analysis are projected to operate within the performance standards established by the City and Marion County through the build-out period. Traffic signal warrants were examined at the Shaff/Golf Club/Wilco intersection and were met under existing PM conditions. The analysis concluded that the intersection operates acceptably with its current four-way stop and a traffic signal is not necessary or recommended. A review of crash data and queuing resulted in no safety mitigations being recommended. The TIA was reviewed by Kittelson & Associates, the City's transportation engineering consultant, who asked for the following clarifications or changes in the report:

- Identification of which warrants were analyzed and which warrants are met for the signalization of the Shaff/Wilco/Golf Club intersection.
- Turning movements should be estimated at the Eagle/Kindle and Meadowlark/Kindle intersections using the ITE trip generation for the number of houses served by these intersections.
- Trips from development approved but not yet constructed were not accounted for.
- The PM peak period trip distribution should be updated to not include distribution to the school.
- The queuing analysis should include eastbound side street traffic at the Eagle/Kindle and Meadowlark/Kindle intersections
- The TIA noted that the 260-foot spacing standards for intersections is not met between Kindle Way and lots 1, 2, and 3 of the proposed subdivision. Whereas Kindle Way is designated as a future collector with connections to the north, the planning year analysis needs to determine if the queueing storage is adequate for future conditions.

Marion County Public Works (MCPW) commented that the trip generation was not accurate, but did not request revisions. They also commented that the turning traffic volumes at the Kindle/Eagle and Kindle/Meadowlark intersections were not accurate. MCPW commented that the County's performance standards for intersections with a county road approach were not acknowledged. MCPW requested a condition of approval that the applicant an exclusive east bound left-turn lane on Shaff Road at Kindle Way, with associated widening and tapers. This condition of approval is based on Marion County standards. Kittelson has indicated that the Shaff/Kindle intersection will operate within City standards without the left-turn lane.

The applicant submitted an addendum to the TIA on the afternoon of the public hearing. As a result, the Planning Commission closed the public hearing on February 27 but kept the record open for written testimony on traffic issues, to allow for review and comment on the addendum. The TIA addendum responded to the review comments from Kittelson and from MCPW. In response to comments, the trip distribution was revised for the evening peak hour; turning movement volumes to and from Meadowlark and Eagle were estimated; response was given regarding left-turning movements from the Middle School; trips from the recently approved but not yet operational developments in the area were accounted for; the queuing analysis was revised to account for eastbound traffic at the Eagle/Kindle and Meadowlark/Kindle intersections; the warrants analyzed to determine the need for signalization of the Shaff/Golf Club/Wilco intersection was identified; and the comment about TSP was responded to.

In addition, the addendum responded to the use of the Texas Transportation Institute (TTI)/ODOT methodology for left-turn lane warrants. The addendum stated that this methodology is more appropriate to higher-speed arterial roadways, and pointed out that Shaff Rd is a lower-speed collector road, adjacent to a school and a residential area. The addendum noted that an east bound left turn lane would allow higher travel speeds, longer pedestrian crossings, discourage biking and walking, and would not be consistent with the character of the neighborhood.

The TIA addendum reported that the findings and conclusions in the original report remain valid and applicable to the proposal.

Kittelson advised that the City's standards for traffic impacts are met. MCPW provided additional comments to the addendum justifying use of the TTI methodology, pointing out that the TTI does take into account slower-speed roadways. Further, MCPW responded to the addendum that Shaff Road is classified as an arterial street and impeding traffic speeds is not desirable, there is no crosswalk at the Shaff/Kindle intersection so pedestrian crossing should not influence engineering decisions, the applicant will be constructing a center left turn lane to the east of the Shaff/Kindle intersection. MCPW concluded that a left-turn lane at Shaff/Kindle will not substantially improve capacity at the intersection, which is projected to operate at very acceptable levels of service upon project build-out, it will provide an incremental safety benefit for motorists on Shaff Rd and is consistent with the City's and County's ultimate design for the roadway.

Additionally, the Planning Commission received four emails from residents of the neighborhood with general concerns about traffic impacts from the proposed development. None of the emails raised the issue with enough specificity to warrant specific note in these

findings, but the comments and concerns have been considered by the Planning Commission.

IV. CONCLUSION

Based on the findings of fact above, the Planning Commission concludes that the approval criteria in Sections 17.24.040.6, 17.24.050.6, 17.26.020, and 17.26.050 are met except for the following:

Section 17.24.040.6.b. This standard requires that adequate urban service be available to the property. The proposal is not in conformance with the City's Water Master Plan or Wastewater Master Plan. In addition the stormwater management plan provided does not meet the Public Works Design Standards. This standard could be met if the applicant submits a revised water plan showing a 10-inch water main east from the intersection of Kindle Way and Meadowlark Drive as indicated in the Water Master Plan and connected to the existing water main in Shaff Road, if the applicant submits a revised sewer plan connecting the subdivision to the Mill Creek Sanitary Sewer Interceptor and including a 12-inch sanitary sewer main from the Mill Creek Sanitary Sewer interceptor south to Shaff Road, and if the applicant submits a revised stormwater management plan that conforms to Public Works Design Standards.

Section 17.24.050.1.d. This standard requires pedestrian ways in accordance with the Transportation System Plan. This standard could be met if a minimum 8-foot wide concrete pedestrian access walkway is constructed within a 20-foot wide dedicated tract along the east property line of Lot 12 to the proposed shared path along Shaff Road and if a similar path be constructed within a 20-foot wide dedicated tract to provide a direct pedestrian connection to the Middle School.

17.24.050.7. This standard requires mid-block pedestrian walks in order to provide easy access to schools, parks, shopping centers, mass transportation stops, or other community services. The planning Commission has determined that mid-block walks are appropriate to provide connections with the Stayton Middle School and with Shaff Road. This standard could be met if a minimum 8-foot wide concrete pedestrian access walkway is constructed within a 20-foot wide dedicated tract along the east property line of Lot 12 to the proposed shared path along Shaff Road and if a similar path be constructed within a 20-foot wide dedicated tract to provide a direct pedestrian connection to the Middle School.

17.24.050.10.a. This standard requires all extensions of sewage facilities to be in accordance with the Wastewater Master Plan. The Wastewater Master Plan calls for this area to be served by the Mill Creek Sanitary Sewer Interceptor. The Wastewater Master Plan shows a 12-inch sanitary sewer main being extended from the existing Mill Creek Sanitary Sewer Interceptor through the subject property south to Shaff Road. This standard could be met if revised sanitary sewer plans are submitted that show the subdivision connecting to the Mill Creek Sanitary Sewer Interceptor in the northeast corner of the development and include a 12-inch main from the Mill Creek Sanitary Sewer Interceptor south to Shaff Road.

Section 17.26.020.5.c. This standard establishes a maximum block length of 600 feet in residential district. The proposed block length for the interior block is 640 feet. This standard could be met if the plans are revised such that the distance between Street B and Street C is no more than 600 feet. Alternately, this standard could be met by provision of a mid-block walkway.

V. ORDER AND CONDITIONS OF APPROVAL

The Planning Commission approves the application as shown on a 10-sheet set of plans entitled “Lambert Place Preliminary Phased Subdivision Plan” prepared by AKS Engineering and dated January 30, 2017 and the accompanying materials on file in the Planning and Development Department subject to the Standard Conditions of Approval, attached, and with the following specific conditions of approval.

1. The following engineered plans and supporting documentation shall be submitted to the City and Marion County Public Works (as applicable) for review and approval prior to issuance of a Site Development Permit. The construction plans for each phase shall be capable of standing alone and City approval of one phase shall be independent of the approval for all other phases. As such, lots 16 and 30 will likely need to be within Phase 2. Approval of the construction plans by the City and the time by which construction must begin shall apply to each phase independently.

a. Street improvement plans conforming to Public Works Standards. A minimum 8-foot wide concrete pedestrian access walkway within a 20-foot wide dedicated tract shall be provided along the east property line of Lot 12 to the proposed 12-foot wide shared path along Shaff Road. The Developer shall coordinate with the North Santiam School District to locate a direct pedestrian connection to the Stayton Middle School. Prior to issuance of a Site Development Permit, the Developer shall provide written documentation that Marion County Public Works has reviewed and approved the Shaff Road street improvement plans. The Developer shall design, permit and construct up to a half-street urban frontage improvement adjacent to the Shaff Road property frontage in accordance with appropriate City and County standards and shall include an exclusive eastbound left-turn lane on Shaff Rd at Kindle Way, with associated widening and tapers. Shaff Road engineering improvement plans shall include the following, aside from other ordinary components:

- Shaff Road Base Survey (void of improvement linework and annotation)
- Shaff Road Demolition Plan (void of improvement linework and annotation)
- Shaff Road Street Plan & Profile
- Spot-shot grading detail of Shaff Road/Kindle Way public street connection
- Shaff Road/Kindle Way Curb Return Profiles
- Utility Installation/Relocation Plan
- Shaff Road Resurfacing, Signing & Striping Plan
- Traffic Control Plan(s) for all phases of work in Shaff Road, including utility work

Up to a half-street improvement of some type (mill/overlay) may be required in order to stabilize degrading pavement and/or achieve cross- and longitudinal-slope tolerances. Developer shall be responsible to preserve and protect the current PCI rating and the structural integrity of Shaff Road to the satisfaction of Marion County Public Works throughout all phases of development. Failure to preserve and protect the road may result in Developer being responsible for replacing or reconstructing the damaged road at their expense.

b. Water system plans conforming to Public Works Standards and meeting the requirements of the Fire Code Official and Building Official. Unless otherwise directed

by the Public Works Director, a 10-inch CLDI public water main shall be required east from the intersection of Kindle Way and Meadowlark Drive and connected to the existing 10-inch AC water main in Shaff Road (through the required pedestrian access tract along the east property line of Lot 12). A utility easement in accordance with PWDS 102.08 shall be provided if a water main and/or fire hydrant is extended outside the public right-of-way or dedicated tract. Prior to Site Development Permit issuance, the Developer shall provide documentation that the Fire Code Official has reviewed and approved all required fire access, protection devices, and system modifications, unless otherwise deferred by the Fire Code Official.

- c. Sanitary sewer system plans conforming to DEQ, Public Works Standards, and meeting the requirements of the Building Official. This development is part of the Mill Creek Sanitary Sewer Interceptor basin, and as such, will need to connect to the Mill Creek Sanitary Sewer Interceptor located at the northeast corner of the development. Unless otherwise directed by the Public Works Director, a 12-inch sanitary sewer system is required from the Mill Creek Sanitary Sewer interceptor south to Shaff Road (through the recommended pedestrian access tract to the Middle School and along the east property line of Lot 12). 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 or a dedicated tract. Prior to Site Development Permit issuance, the Developer shall provide written documentation that DEQ has reviewed and approved the sanitary sewer system plans.
- d. A stormwater analysis and report conforming to Public Works Standards. Developer shall submit stormwater calculations to MCPW Engineering for co-review, and obtain permits from MCPW Engineering for any drainage work affecting Shaff Road. Careful review and consideration of the area's seasonal high groundwater impacts will need to be included in the analysis. 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. This will impact the overall lot configuration.
- e. Stormwater conveyance, quality, and quantity facility plans conforming to 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. This will need to be addressed for each separate construction phase. An acceptable point of discharge is to be designated by the Design Engineer and approved by the City.
- f. A stormwater operation and maintenance plan/agreement (as approved by the City) to ensure future operation and maintenance of the stormwater quality and quantity facilities.
- g. An erosion and sediment control plan for the site grading and earth disturbing activities conforming to 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. Prior to Site Development Permit issuance, the Developer shall provide written documentation that a 1200-C permit has been issued by DEQ for the project.

2. The subdivision plan shall be revised such that the distance between Street B and Street C is no more than 600 feet. Alternately, the subdivision plan shall be revised to provide a 10-foot wide walkway within a 15-foot wide dedicated tract east/west through the block. The tract shall be dedicated either to the City or to the Homeowners Association by the final plat.
3. The Transportation Impact Analysis shall be revised or supplemented to address the additional information or clarifications requested by the City's transportation engineering consultant.

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.

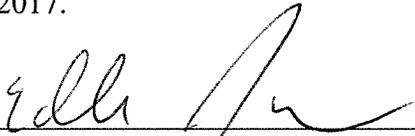
The City of Stayton land use review and approval process does not take the place of, or relieve the Applicant of responsibility for acquiring such other permits, or satisfy any restrictions or conditions there on. The land use permit approval herein does not remove, alter, or impair in any way the covenants 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 the engineering plans for construction must be submitted no later than April 10, 2018.

VII. APPEAL DATES

The Planning Commission's action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.400 APPEALS, within 14 days of the mailing of the notice of this decision.

APPROVED BY A VOTE OF THE STAYTON PLANNING COMMISSION ON THE 10th DAY OF APRIL, 2017.



Ellen Nunez,
Planning Commission Chairperson

4-10-17
Date

ATTEST



Dan Fleishman,
Planning & Development Director

4/10/17
Date

Standard Conditions of Approval for Land Use Applications

1. Minor variations to the approved plan shall be permitted provided the development substantially conforms to the submitted plans, conditions of approval, and all applicable standards contained in the Stayton Land Use and Development Code.
2. **Agency Approval:** The applicant shall obtain all necessary permits and approvals from the City of Stayton 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 on the parcel.
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.
5. **Utilities** - Utility companies shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
6. **Agency Approval** - The Developer shall be responsible for all costs relating to the required public improvements identified in the approved plan and the specific conditions of approval and within the City Ordinances and Standard Specifications. The developer is also responsible for securing design approval from all City, State and Federal agencies having jurisdiction over the work proposed. This includes, but is not limited to, the City of Stayton, the Fire District, Marion County, DEQ, ODHS (water design), DSL, 1200C (state excavation permit), etc
7. **Construction Bonding** - Bonding shall be required if there are any public improvements. Prior to start of construction of any public improvement, the developer shall provide a construction bond in the amount of 100% of the total project costs, plus added City costs associated with public construction. The bond shall be in a form acceptable to the Director of Public Works.
8. **Inspection** - At least five days prior to commencing construction of any public improvements, the Developer shall notify the Director of Public Works in writing of the date when (s)he proposes to commence construction of the improvements, so that the City can arrange for inspection. The written notification shall include the name and phone number of the contracting company and the responsible contact person. City inspection will not relieve the developer or his engineer of providing sufficient inspection to enforce the approved plans and specifications.
9. **Public Works Standards** - Where public improvements are required, all public and private public works facilities within the development will be designed to the City of Stayton, Standard Specifications, Design Standards & Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC). (SMC 12.08.310.1)
10. **Engineered Plans** - Where public improvements are required, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the Stayton PW Standards. Engineered construction plans and specifications shall be reviewed by the City Engineer and signed approved by the City Engineer, or Stayton Public Works Department, prior to construction.
11. **Street Acceptance** - Where public improvements are required, acceptance of completed public street improvements associated with the project shall be in accordance with SMC 12.04.210.

12. **Construction Approval** - All public improvements and public utilities shall be fully constructed and a letter of substantial completion provided by the City Engineer prior to any building permit applications being accepted or issued unless the required improvements are deferred under a non-remonstrance or other agreement approved and signed by the City. 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.
13. **Maintenance Bond** - After completion and acceptance of a public improvement by the City, the developer shall provide a 1-year maintenance bond in the amount of 30% of the construction bond amount. The bond shall be in a form acceptable to the Director of Public Works.
14. **As-Builts** - Where public improvements are required, the developer shall submit to the City, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
15. **Drainage Permit** – A 1200C permit will be secured by the developer if required under the rules of the Oregon State DEQ.
16. **SDC** - Systems Development Charges are applied to the project at the time of issuance of a building permit.



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
Lance Ludwick, Public Works Director
DATE: May 15, 2017
SUBJECT: Resolution 955 Authorizing Submittal of Grant Application to Support Update of Transportation System Plan

ISSUE

The issue before the Council is authorization to staff to apply for funds from the Oregon Transportation and Growth Management Program to update the Stayton Transportation System Plan (TSP).

BACKGROUND

The TSP was last adopted in 2004 and recommends it be reviewed by the City every five years. During the City Council's goal setting sessions last month the City Council identified updating the City's master plans as a priority.

The Planning and Public Works staff have identified a series of technical problems, conflicts and a few major policy issues related to the current Stayton Transportation System Plan. These issues include:

Population Projections

The population projections used to estimate the future traffic levels and therefore the system improvements needed were a bit aggressive. Portland State University will soon be completing a 30-year population projection for the City. The TSP should be updated to reflect these projections.

Land Use

The Land Use projections used in the TSP do not accurately reflect the land use designation on the Comprehensive Plan map for the unincorporated portions of the Urban Growth Boundary and do not reflect the constraints on land development such as wetlands or steep slopes. This affects the future build-out analysis that was used to project traffic levels and therefore system improvements.

TSP Plan for Collector/Arterial Streets.

We have some significant concerns with the adopted plan map and policies which recommend the development of the following arterial and collector streets:

- a. **First Avenue 100' ROW Width & 5-Lane Design Section.** The TSP evaluated various alternatives for future improvement and widening of First Avenue. As the City has reviewed development applications for various developments along N First Ave we believe the City needs to re-evaluate the plan policies, impact of the current policies on

existing development, impact of the current policies on future development, *Dolan* issues and whether or not the 5-lane design concept will create the type of development pattern the City wants to see.

- b. **Industrial Area Collector/Arterial.** The TSP calls for the construction of a new collector/arterial street to the west of Golf Club Road and Wilco Roads. Staff questions whether this new street is necessary.
- c. **15th Avenue Collector (near Pine St. Reservoir).** The TSP calls for the construction of a new north south collector street near the Pine Street water reservoir. Current staff questions whether this new street is feasible because of topographical constraints.
- d. **Roundabouts.** The TSP calls for the future construction of 5 roundabouts. Marion County Public Works is opposed to development of roundabouts on County roads. We believe the City would benefit from a policy discussion with MCPW staff regarding the use of roundabouts and a review of the pros and cons of using them on Stayton's collector/arterial street network at each intersection.

The draft 2017-2018 Budget includes funds for updating the TSP. The Transportation and Growth Management Grant program, jointly administered by the Oregon Department of Transportation and the Department of Land Conservation and Development provides an opportunity to reduce the City's costs in updating the TSP.

Applications must be submitted by June 9 and require evidence of support from the Council. The City will be responsible for providing a match of 12% of the total cost of the project. The draft budget assumed a cost of \$135,000 to complete the project. The grant application attached asks for \$75,000 in grant funds.

The funding schedule from the state projects announcing preliminary awards in May with a requirement that contracts be signed by December and work completed by June, 2011.

Attached are:

- The draft application form to be filed with the State
- Draft Resolution authorizing filing an application for TGM funding.

RECOMMENDATION

Staff recommends the City apply for TGM funding of \$75,000 to update the Transportation System Plan.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve Resolution 955 Authorizing the Submission of an Application to the Transportation Growth Management Program.

Move to approve Resolution 955 Authorizing the City Administrator to submit an application to the Transportation Growth Management Program.

2. Take no Action.

No motion is necessary.

**TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM
2017 GRANT APPLICATION**

APPLICATIONS DUE 4:00 PM, June 9, 2017

Note: This form must be filled out using the latest version of Adobe Acrobat or Reader. Download the latest version of Reader here: <https://get.adobe.com/reader/>

Download the Application, Application Packet, and Racial and Ethnic Impact Statement at: <http://www.oregon.gov/LCD/TGM/Pages/Grants.aspx>. Also on the web page are examples of successful TGM Applications, a list of all TGM grants to date, and help for developing a project approach and budget.

Type of Grant:	Category 1	ODOT Region (1-5):	Region 2
Primary Applicant Jurisdiction:	City of Stayton		
Project Title:	TSP Update		
Mailing Address:	362 N Third Ave		
City/Zip:	Stayton	97383	
Contact Person:	Dan Fleishman		
Contact Person Title:	Planning & Development Director		
Telephone/Email:	503 769 2998	dfleishman@ci.stayton.or.us	

	MATCH	
	YES	NO
Co-Applicants involved in the project:	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

Summary Description of Project: This section must be completed. Do not refer to text within the application form. In no more than 1000 characters, describe the purpose of your project and the expected outcomes.

Stayton's TSP is now approaching 15 years old. The 2004 TSP was developed using unrealistic growth projections and included improvements to Marion County-maintained streets that were not coordinated with the County. This project will update the TSP, based on growth projections in accordance with the PSU derived 30-year projections. The City's traffic model will be updated based on current population projections and land use projections. The community will be engaged in developing transportation alternatives based on the model and projections.

2017 TGM Grant Application

Jurisdiction: City of Stayton

Project Title: TSP Update

	TGM Funds Requested	Local Match*	Total Project Cost
Eligible Grantee Expenses [Labor (salary plus benefits) and Direct Expenses]	\$0.00	\$60,000.00	\$60,000.00
Consultant Personal Services	\$75,000.00		\$75,000.00
TOTAL	\$75,000.00	\$60,000.00	\$135,000.00

*This amount should be a minimum of 12 percent of the total project budget, or: \$10,227.00

Type of match to be provided:

Certifications

- This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions.
- This application was prepared by the following compensated consultant:

Consultant Name:

Consultants may prepare the jurisdiction's application. However, uncompensated consultants are not eligible to participate in the project itself. Consultants who are paid to prepare the application may be eligible to participate in the project. Contact [Cindy Lesmeister](#) at 503-986-4349 if you have questions.

- By checking this box, I certify that **City of Stayton** supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Transportation and Growth Management funds. I further certify that matching funds are available or will be available for the proposed project. I understand that all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project.

Date:

2017 TGM Grant Application

Jurisdiction: City of Stayton

Project Title: TSP Update

Eligibility Requirements

The following three eligibility requirements are reviewed on a pass/fail basis. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

1. Clear Transportation Relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation of alternative scenarios, development of implementation measures, and public involvement that results in a transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance. 1000 character limit.

The Stayton TSP was adopted in April 2004. OAR 660-012-0055, Sec (5) requires local governments to update TSPs as necessary. The 2004 Stayton TSP calls for the document to be updated every 5 years to keep up with growth trends in the community. City staff has identified a number of issues with the 2004 TSP that require it to be updated now. The growth projections contained in the 2004 TSP are too high, resulting in too aggressive of a program of transportation system improvements. In addition, the transportation system improvements recommended in the 2004 TSP lack specific design recommendations, may not be feasible due to geographical or legal constraints, and may not be in compliance with other goals and policies of the City's Comprehensive Plan. Finally, the 2004 TSP was not adequately coordinated with the other levels of government, as Marion County has raised concerns over some of the improvements contained in the Plan regarding improvements to County roads.

2. Adoption of Products to meet Project Objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings or will be part of a larger project to be adopted. 800 character limit.

The final product will be adoption of the Transportation System Plan by the Stayton City Council as an addendum to the Stayton Comprehensive Plan. Marion County, Linn County, Oregon DOT, and City of Sublimity will need to be included in the development of the revised plan, though formal action or adoption of the plan will not be necessary by these agencies. The revised plan will be reviewed by the Stayton Planning Commission as part of the adoption process. Public hearings will be held by both the Planning Commission and the City Council prior to adoption.

3. Support of Local Officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A letter or resolution of support from the governing body of the applying jurisdiction (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement. 400 character limit.

Update of the TSP has been discussed as a City Council Goal for the 2017-2018. A resolution supporting this application was adopted by the City Council on May 15 and is attached.

2017 TGM Grant Application

Jurisdiction: City of Stayton

Project Title: TSP Update

Award Criteria

Applications are scored on a range of criteria and receive up to 100 points. Projects are selected primarily based on the points scored; also considered are the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects. A scoring consideration is ensuring a fair distribution of grant funds to smaller or economically distressed communities.

1. Proposed project addresses a need and supports TGM objectives (up to 40 points)

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives.

The major objective of this project is to update the Stayton TSP to bring it into better conformance with the other goals and policies of the Comprehensive Plan, to update population and traffic forecasts, coordinate collector/arterial design with Marion County, and revise the transportation improvements listed in the Plan.

2. Proposed project is timely and urgent (up to 25 points)

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues;
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements, or regional plans;
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans including growth or lack of growth, changes in land use patterns, or changes in available funding
- build on, complement, or take a necessary step toward completing or implementing other high priority community initiatives, including supporting a Governor's Regional Solutions team priority; or
- resolve transportation- or land use-related issues affecting the project readiness of local, regional, or state transportation projects for which funding is expected to be obligated within the near future.

The current TSP is now close to 15 years old. The growth projections in the TSP have not been realized. The City's Land Use Plan was updated in 2013. New population projections produced by PSU this year provide the opportunity to update the TSP at this time.

3. Proposed project approach is reasonable (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and results in consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), the mechanisms and responsibilities for the coordination are clear.

The 2004 TSP was not properly coordinated with Marion County, in that it includes improvements on County-maintained streets that do not have the endorsement of the County. The City will make sure that the County is properly consulted with in the development of the update.

4. Proposed project has community support (up to 5 points)

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome.

Updating the TSP has been included in the City Council goals for 2017-18.

List attached letters of support on Application Checklist.

5. Proposed project sponsor readiness and capacity (up to 10 points)

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage the project considering the complexity of the project, the size of the jurisdiction, and performance on previous TGM projects. Where substantial coordination with other local, regional, and state planning efforts will need to occur, all of the partners are ready and able to begin the project within the TGM timetable.

The City has included funding for the TSP update in the FY 2018 budget. City staff have initiated conversations with various consultants regarding the work to be accomplished. City staff and County staff have been working together on various transportation issues and will be able to properly coordinate updating the TSP.

6. Up to 10 Bonus Points: Proposed project is innovative

The application demonstrates that the project will be innovative in its subject matter, approach, or expected outcomes. For example, the project will use health impact assessments or economic impact analysis as part of the evaluation of transportation alternatives or will include an innovative multimodal analysis.

DO NOT answer criterion #6 separately. Scores will award points based on the entirety of the application. By the nature of this criterion, most projects will not receive any points.

2017 TGM Grant Application Checklist

Jurisdiction: City of Stayton

Project Title: TSP Update

Application materials must include in separate files:

Grant Application form (12 pages max, including Application Checklist)

Supplemental Materials:

Project area map

Resolution or letter of support from governing body of applying jurisdiction(s) (eligibility criterion #3)

Optional additional letters of support from stakeholders (award criterion #4)

List attached letters of support:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Racial and Ethnic Impact Statement

Submit the grant application and all supplemental materials by emailing as email attachments to TGMGrantApps@odot.state.or.us.

If your materials exceed 9 MB, divide them into two emails. Put the jurisdiction name and project name in the subject line, along with 1 of 2 and 2 of 2. Request a Read Receipt if you want confirmation that your application has been received.

If you encounter any issues with the submittal process, contact:

Rebecca Coffelt, Planning Section Web Coordinator

Rebecca.D.Coffelt@odot.state.or.us, 503-986-4254

RESOLUTION NO. 955

A RESOLUTION AUTHORIZING THE CITY OF STAYTON TO APPLY FOR A TRANSPORTATION AND GROWTH MANAGEMENT GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION AND THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT TO UPDATE THE STAYTON TRANSPORTATION SYSTEM PLAN.

WHEREAS, the Oregon Departments Transportation and Land Conservation and Development are jointly accepting applications for the Transportation and Growth Management Grant Program;

WHEREAS, the Stayton Transportation System Plan (TSP), adopted by the City Council in April 2004, prescribes that it be updated and revised every five years;

WHEREAS, the City of Stayton recognizes that economic conditions have changed since development of the 2004 TSP and that the growth projections in the 2004 TSP warrant revision;

WHEREAS, the Transportation and Growth Management grant requires a match from the City of Stayton, which shall be provided;

WHEREAS, a requirement of the grant application process is that the application include an approved resolution from the governing body authorizing the grant application.

NOW THEREFORE, BE IT RESOLVED that the City of Stayton, through its City Administrator, shall apply for a Transportation and Growth Management Grant from the Oregon Department of Transportation and Department of Land Conservation and Development for a grant of \$75,000 for updating and revising the Stayton Transportation System Plan.

This Resolution shall become effective upon adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 15th day of May, 2017

CITY OF STAYTON

Date: _____, 2017

By: _____
Henry A. Porter, Mayor

Date: _____, 2017

Attest: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance S. Ludwick, P.E., Public Works Director
DATE: May 15, 2017
SUBJECT: Award of Contract for Mill Creek Force Main Extension Construction Project

ISSUE

Whom shall the City award the Mill Creek Force Main Extension Construction Project contract to?

ENCLOSURE(S)

1. Minutes from Bid Opening & Bid Tabulation Sheet – May 12, 2017 at 2:00 p.m.

BACKGROUND INFORMATION

The project includes, but is not limited to, all labor, materials, and equipment necessary for construction of the Mill Creek Force Main Extension, as shown in the Mill Creek Force Main Extension Construction Project Plans and other work necessary as shown in the Contract Documents.

Public Works Director Lance S. Ludwick and Keller Associates, Inc. developed a bid packet including specifications for the project work.

The project was advertised competitively in the Daily Journal of Commerce and sealed bids were opened on May 12, 2017, at 2:00 PM.

BIDS RECEIVED

The City received bids from the following firms:

	Contractor	Total
1	Emery & Sons Construction Group	\$648,266.00
2	Trench Line Excavation	\$768,250.00
3	Pacific Excavation	\$835,160.00
4	K & E Excavating, Inc.	\$867,880.00

STAFF RECOMENDATION

City Staff reviewed the bids and has no recommendation at this time.

OPTIONS

- 1) Award of Contract to the lowest responsible bidder in the full contract amount.
- 2) Award of Contract to the second responsible bidder in the full contract amount.
- 3) Reject all bids.

MOTION(S)



City of Stayton

Department of Public Works
362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

BID OPENING **MILL CREEK FORCE MAIN EXTENSION CONSTRUCTION PROJECT** **May 12, 2017, Closed at 2:00 PM**

Description: The project includes, but is not limited to, all labor, materials, and equipment necessary for construction of the Mill Creek Force Main Extension, as shown in the Mill Creek Force Main Extension Construction Project Plans, and other work necessary as shown in the Contract Documents.

CONTRACTOR	BID AMOUNT
Emery & Sons Construction Group	\$648,266.00
K & E Excavating, Inc.	\$867,880.00
Pacific Excavation	\$835,160.00
Trench Line Excavation	\$768,250.00

The City of Stayton will review the bids and make a recommendation to the City Council at their May 15th, 2017, council meeting.

Prepared by:

Lisa Meyer, City of Stayton

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

PLANNING
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

City of Stayton Mill Creek Force Main Extension Construction Project

Bid Tabulation

Bid Date: 5/12/2017 at 2:00 p.m.

				Emery & Sons Construction Group		K & E Excavating		Pacific Excavation		Trench Line Excavation	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
A	Mobilization	1	EA	\$28,000.00	\$28,000.00	\$62,500.00	\$62,500.00	\$90,000.00	\$90,000.00	\$50,382.00	\$50,382.00
B	Erosion and Sediment Control	1	EA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$6,500.00	\$6,500.00
C	Traffic Control	1	EA	\$500.00	\$500.00	\$8,000.00	\$8,000.00	\$500.00	\$500.00	\$2,800.00	\$2,800.00
D	Construction Staking	1	EA	\$800.00	\$800.00	\$4,800.00	\$4,800.00	\$3,000.00	\$3,000.00	\$5,800.00	\$5,800.00
E	Connection to Existing Force Main	1	EA	\$20,916.00	\$20,916.00	\$30,100.00	\$30,100.00	\$20,000.00	\$20,000.00	\$27,000.00	\$27,000.00
F	Discharge Structure	1	EA	\$26,000.00	\$26,000.00	\$42,000.00	\$42,000.00	\$27,500.00	\$27,500.00	\$19,000.00	\$19,000.00
G	Air Release Valve Station Type I	4	EA	\$11,600.00	\$46,400.00	\$27,500.00	\$110,000.00	\$17,500.00	\$70,000.00	\$19,000.00	\$76,000.00
H	Air Release Valve Station Type II	1	EA	\$10,800.00	\$10,800.00	\$21,000.00	\$21,000.00	\$11,000.00	\$11,000.00	\$19,000.00	\$19,000.00
I	Two-Way Pressure Sewer Cleanout	2	EA	\$19,700.00	\$39,400.00	\$24,000.00	\$48,000.00	\$24,000.00	\$48,000.00	\$21,000.00	\$42,000.00
J	18" Plug Valve	2	EA	\$12,900.00	\$25,800.00	\$4,500.00	\$9,000.00	\$7,000.00	\$14,000.00	\$4,400.00	\$8,800.00
K	Force Main, 26" HDPE	2750	LF	\$115.00	\$316,250.00	\$141.00	\$387,750.00	\$147.00	\$404,250.00	\$136.50	\$375,375.00
L	Power Canal Crossing	1	EA	\$79,000.00	\$79,000.00	\$83,000.00	\$83,000.00	\$85,000.00	\$85,000.00	\$75,000.00	\$75,000.00
M	Salem Waterline Crossing	1	EA	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$5,200.00	\$5,200.00
N	Asphalt Roadway Surface Restoration	520	LF	\$37.00	\$19,240.00	\$30.00	\$15,600.00	\$60.00	\$31,200.00	\$39.00	\$20,280.00
O	Gravel Surface Restoration	50	LF	\$13.00	\$650.00	\$20.00	\$1,000.00	\$10.00	\$500.00	\$58.00	\$2,900.00
P	Miscellaneous Surface Restoration	2210	LF	\$1.00	\$2,210.00	\$3.00	\$6,630.00	\$1.00	\$2,210.00	\$5.30	\$11,713.00
Q	Import Trench Backfill	50	Ton	\$26.00	\$1,300.00	\$30.00	\$1,500.00	\$30.00	\$1,500.00	\$30.00	\$1,500.00
R	24" Plug Valve	1	EA	\$19,000.00	\$19,000.00	\$22,000.00	\$22,000.00	\$20,000.00	\$20,000.00	\$19,000.00	\$19,000.00
Bid Amount				Total Bid Price	\$648,266.00	Total Bid Price	\$867,880.00	Total Bid Price	\$835,160.00	Total Bid Price	\$768,250.00
Bid Bond				X		X		X		X	
First Tier Subcontractors List				X		X		X		X	
Affidavit of Noncollusion				X		X		X		X	
Employee Drug Testing Certification				X		X		X		X	
Resident vs. Non-resident Bidder				X		X		X		X	
Acknowledge Addendum #1				X		X		X		X	
Acknowledge Addendum #2				X		X		X		X	



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Utility Billing Clerk
DATE: May 15, 2017
SUBJECT: Monthly Finance Department Report

Departmental Activity

	March 2017	February 2017
Utility Billing		
Number of Bills Mailed	2,654	2,664
Number of Bills Emailed	382	378
Delinquent Notices Sent Out	447	556
Courtesy Delinquent Notices Sent to Landlords	136	177
Notified of Impending Shut-Off & Penalty	133	172
Customers Issued Payment Extensions	34	46
Customers with Interrupted Services Non-Payment	18	26
Services Still Disconnected	2	3
Accounts Payable		
Number of Checks Issued	111	125
Total Amount of Checks	\$160,590.42	\$196,590.68



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Utility Billing Clerk
DATE: May 15, 2017
SUBJECT: Monthly Finance Department Report

Departmental Activity

	April 2017	March 2017
Utility Billing		
Number of Bills Mailed	2,665	2,654
Number of Bills Emailed	387	382
Delinquent Notices Sent Out	505	447
Courtesy Delinquent Notices Sent to Landlords	156	136
Notified of Impending Shut-Off & Penalty	159	133
Customers Issued Payment Extensions	38	34
Customers with Interrupted Services Non-Payment	21	18
Services Still Disconnected	2	2
Accounts Payable		
Number of Checks Issued	189	111
Total Amount of Checks	\$808,079.67	\$160,590.42



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: April 17, 2017
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of March 2017.

	March 2017	Year to Date 2017	March 2016	Year to Date 2016
Police Activity	786	2471	815	2279
Investigated Incidents	286	887	267	803
Citations/Warning	147/239	352/688	119/242	302/612
Traffic Accidents	6	18	6	20
Juvenile Abuse	3	8	4	7
Arrests	48	120	42	122
Ordinance Complaints	25	93	18	43
Reserve Volunteer Hrs.	126.92	426.45	208.25	848.08
Citizen Volunteer Hrs.	17.75	74.32	100	113
Peer Court Referrals:	2	10	2	5

STATYON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS

3/1/2017 - 3/31/2017

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION	PERCENT CLEARED				PERSONS ARRESTED					
	3/1/17 to 3/31/17	1/1/17 to 3/31/17	1/1/16 to 3/31/16	Change Yr to Yr %		3/1/17 to 3/31/17	1/1/17 to 3/31/17	1/1/16 to 3/31/16	3/1/17 to 3/31/17	3/1/17 to 3/31/17	1/1/17 to 3/31/17	1/1/16 to 3/31/16			
	231	710	598	18.7%		8	25	20	61.5%	64.1%	76.9%	2	8	10	36
NON-CRIMINAL															
ACCIDENT-INJURY	1	2	2	0.0%	0	0	0	0.0%	0.0%	100.0%	0	0	0	0	0
ACCIDENT-PROPERTY	5	11	10	10.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
ALL OTHER NON-CRIMINAL	215	671	545	23.1%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
NON CRIM DOMESTIC DISTURB	10	26	41	-36.6%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
NON-CRIMINAL TOTALS	231	710	598	18.7%											
PERSON															
AGGRAVATED ASSAULT	3	8	3	166.7%	3	7	3	100.0%	87.5%	100.0%	2	2	4	7	5
KIDNAPPING	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
OFFENSE AGAINST FAMILY	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
OTHER ASSAULTS	4	21	16	31.3%	3	14	12	75.0%	66.7%	75.0%	0	5	5	26	8
RAPE	1	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
RESTRRAINING ORDER VIOLATION	1	3	0	0.0%	1	2	0	100.0%	66.7%	0.0%	0	0	0	1	1
ROBBERY	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	1	1
SEX OFFENSES	4	5	6	-16.7%	1	1	4	25.0%	20.0%	66.7%	0	1	1	1	1
PERSON TOTALS	13	39	26	50.0%	8	25	20	61.5%	64.1%	76.9%	2	8	10	36	15
PROPERTY															
BURGLARY - BUSINESS	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0
BURGLARY - OTHER STRUCTURE	1	2	3	-33.3%	0	0	1	0.0%	0.0%	33.3%	0	0	0	1	1
BURGLARY - RESIDENCE	1	5	9	-44.4%	1	2	4	100.0%	40.0%	44.4%	0	1	1	2	3
COUNTERFEITING/FORGERY	1	1	1	0.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	4	14
FRAUD	1	6	10	-40.0%	0	2	5	0.0%	33.3%	50.0%	0	0	0	2	5
LARCENY															
Pickpocket	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
Purse Snatching	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
Shoplifting	2	10	11	-9.1%	2	5	10	100.0%	50.0%	90.9%	0	1	1	4	9
Theft from a Motor Vehicle	0	6	18	-66.7%	0	1	0	0.0%	16.7%	0.0%	0	0	0	1	0
Theft of Bicycle	1	3	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
Theft from Building	0	1	10	-90.0%	0	0	2	0.0%	0.0%	20.0%	0	0	0	1	3
From Coin Operated Machine	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
All Other Larceny	5	11	19	-42.1%	0	3	6	0.0%	27.3%	31.6%	0	0	0	5	10
LARCENY	8	31	59	-47.5%	2	9	18	25.0%	29.0%	30.5%	0	1	1	11	22
MOTOR VEHICLE THEFT	0	3	6	-50.0%	0	1	0	0.0%	33.3%	0.0%	0	0	0	0	0

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	3/1/17 to 3/31/17	1/1/17 to 3/31/17	1/1/16 to 3/31/16	% Change Yr to Yr	3/1/17 to 3/31/17	1/1/17 to 3/31/17	1/1/16 to 3/31/16	3/1/17 to 3/31/17	1/1/17 to 3/31/17	1/1/16 to 3/31/16	3/1/17 to 3/31/17	Juv	Adult	Total	1/1/17 to 3/31/17	1/1/16 to 3/31/16
STOLEN PROPERTY	0	1	2	-50.0%	0	1	1	0.0%	100.0%	50.0%	0	0	0	0	1	1
VANDALISM	4	21	17	23.5%	0	2	3	0.0%	9.5%	17.6%	0	0	0	0	2	3
PROPERTY TOTALS	16	71	107	-33.6%	3	18	33	18.8%	25.4%	30.8%	0	2	2	2	24	49
SOCIETY	SOCIETY															
ALL OTHER	8	22	27	-18.5%	4	7	10	50.0%	31.8%	37.0%	0	3	3	3	6	10
ANIMAL	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
CURFEW	4	5	2	150.0%	3	4	2	75.0%	80.0%	100.0%	4	0	0	4	5	3
CUSTODY-MENTAL	0	1	3	-66.7%	0	1	3	0.0%	100.0%	100.0%	0	0	0	0	1	3
DISORDERLY-PROTECTIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
DISORDERLY CONDUCT	3	12	9	33.3%	2	10	6	66.7%	83.3%	66.7%	0	2	2	2	15	7
DR WHILE SUSP	2	7	3	133.3%	2	7	3	100.0%	100.0%	100.0%	0	2	2	2	8	3
DRIVING UNDER INFLUENCE	3	18	18	0.0%	3	18	18	100.0%	100.0%	100.0%	0	3	3	3	20	18
ELUDING	1	3	2	50.0%	1	2	2	100.0%	66.7%	100.0%	0	1	1	1	2	2
ESCAPE	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	1	0
FAIL TO DISPLAY DL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
HIT & RUN	5	13	11	18.2%	2	2	1	40.0%	15.4%	9.1%	0	15	15	15	47	57
LIQUOR LAWS	0	1	3	-66.7%	0	1	3	0.0%	100.0%	100.0%	0	0	0	0	2	2
MIP TOBACCO	1	1	1	0.0%	1	1	1	100.0%	100.0%	100.0%	1	0	0	1	1	6
NARCOTICS/DRUGS	3	10	13	-23.1%	3	10	12	100.0%	100.0%	92.3%	0	4	4	4	11	18
PROP RECOV - FOR OTHER AGENCY	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
RECKLESS DRIVING	1	7	2	250.0%	1	6	2	100.0%	85.7%	100.0%	0	1	1	1	6	2
RUNAWAY	0	1	6	-83.3%	0	1	5	0.0%	100.0%	83.3%	0	0	0	0	1	4
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
TRESPASS	5	15	33	-54.5%	0	0	0	0.0%	0.0%	69.7%	0	0	0	0	1	11
VEH RECOV - FOR OTHER AGENCY	0	2	1	100.0%	0	1	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
WARRANT	14	37	45	-17.8%	14	36	45	100.0%	97.3%	100.0%	0	2	2	2	3	1
WEAPONS	0	2	0	0.0%	0	2	0	0.0%	100.0%	0.0%	0	0	0	0	2	0
SOCIETY TOTALS	50	159	179	-11.2%	36	110	136	72.0%	69.2%	76.0%	5	35	40	133	148	
GRAND TOTALS	310	979	910	7.6%												



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: May 15, 2017
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of April 2017.

	April 2017	Year to Date 2017	April 2016	Year to Date 2016
Police Activity	1000	3471	741	3020
Investigated Incidents	393	1280	321	1142
Citations/Warning	141/229	493/917	72/126	374/738
Traffic Accidents	9	27	10	30
Juvenile Abuse	5	13	2	9
Arrests	61	181	50	172
Ordinance Complaints	42	135	18	61
Reserve Volunteer Hrs.	214.75	641.20	262.75	1110.83
Citizen Volunteer Hrs.	21.50	95.82	37	150
Peer Court Referrals:	2	10	2	5

STATON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 4/1/2017 - 4/30/2017

NON-CRIMINAL	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	4/1/17 to 4/30/17	1/1/17 to 4/30/17	1/1/16 to 4/30/16	% Change Yr to Yr	4/1/17 to 4/30/17	1/1/17 to 4/30/17	1/1/16 to 4/30/16	4/1/17 to 4/30/17	1/1/17 to 4/30/17	1/1/16 to 4/30/16	4/1/17 to 4/30/17	Juv	Adult	Total	1/1/17 to 4/30/17	1/1/16 to 4/30/16
NON-CRIMINAL TOTALS	300	1,016	841	20.8%												
PERSON																
AGGRAVATED ASSAULT	0	8	3	166.7%	0	7	3	0.0%	87.5%	100.0%	0	0	0	7	5	
KIDNAPPING	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
OFFENSE AGAINST FAMILY	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1	
OTHER ASSAULTS	10	31	16	93.8%	8	22	12	80.0%	71.0%	75.0%	3	4	7	33	8	
RAPE	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	0	3	0	0.0%	0	2	0	0.0%	66.7%	0.0%	0	0	0	1	0	
ROBBERY	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	1	1	
SEX OFFENSES	2	7	8	-12.5%	0	1	5	0.0%	14.3%	62.5%	0	0	0	1	1	
PERSON TOTALS	12	51	29	75.9%	8	33	22	66.7%	64.7%	75.9%	3	4	7	43	16	
PROPERTY																
BURGLARY - BUSINESS	0	1	2	-50.0%	0	1	1	0.0%	100.0%	50.0%	0	0	0	1	1	
BURGLARY - OTHER STRUCTURE	0	2	3	-33.3%	0	0	1	0.0%	0.0%	33.3%	0	0	0	1	1	
BURGLARY - RESIDENCE	1	6	10	-40.0%	1	3	5	100.0%	50.0%	50.0%	0	2	2	4	4	
COUNTERFEITING/FORGERY	0	1	2	-50.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	4	4	
FRAUD	5	11	11	0.0%	1	3	5	20.0%	27.3%	45.5%	0	1	1	3	5	
LARCENY																
Pickpocket	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Purse Snatching	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Shoplifting	7	17	16	6.3%	3	8	12	42.9%	47.1%	75.0%	2	2	4	8	12	
Theft from a Motor Vehicle	5	11	31	-64.5%	0	1	3	0.0%	9.1%	9.7%	0	0	0	1	3	
Theft of Bicycle	2	5	1	400.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1	
Theft from Building	0	1	12	-91.7%	0	0	2	0.0%	0.0%	16.7%	0	0	0	1	4	
From Coin Operated Machine	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
All Other Larceny	10	22	25	-12.0%	1	4	6	10.0%	18.2%	24.0%	0	1	1	6	10	
LARCENY	24	56	86	-34.9%	4	13	24	16.7%	23.2%	27.9%	2	3	5	16	30	
MOTOR VEHICLE THEFT	2	5	7	-28.6%	0	1	0	0.0%	20.0%	0.0%	0	1	1	1	0	

PROPERTY TOTALS	CRIMES			BY ARREST & EXCEPTION	PERCENT CLEARED				PERSONS ARRESTED				
	4/1/17 to 4/30/17	1/1/17 to 4/30/17	1/1/16 to 4/30/16		4/1/17 to 4/30/17	1/1/17 to 4/30/17	1/1/16 to 4/30/16	4/1/17 to 4/30/17	1/1/17 to 4/30/16				
STOLEN PROPERTY	0	1	3	0	1	2	0.0%	100.0%	0	0	0	1	5
VANDALISM	8	29	31	2	4	9	25.0%	13.8%	0	2	2	4	7
PROPERTY TOTALS	40	112	155	8	26	48	20.0%	23.2%	2	9	11	35	67
SOCIETY													
ALL OTHER	11	35	46	3	10	14	27.3%	28.6%	0	3	3	9	16
ANIMAL	0	1	0	0	0	0	0.0%	0.0%	0	0	0	0	0
CURFEW	3	8	2	3	7	2	100.0%	87.5%	5	0	5	10	3
CUSTODY-MENTAL	1	2	3	1	2	3	100.0%	100.0%	0	1	1	2	3
DISORDERLY CONDUCT	2	2	1	0	0	1	0.0%	0.0%	0	0	0	0	0
DR WHILE SUSP	4	17	15	3	13	11	75.0%	76.5%	0	3	4	19	12
DRIVING UNDER INFLUENCE	0	7	4	0	7	4	0.0%	100.0%	0	0	0	8	4
ELUDING	12	30	24	12	30	24	100.0%	100.0%	1	11	12	32	24
ESCAPE	1	4	2	1	3	2	100.0%	75.0%	0	1	1	3	2
FAIL TO DISPLAY DL	0	1	0	0	1	0	0.0%	100.0%	0	0	0	1	0
FUGITIVE	0	0	1	0	0	1	0.0%	0.0%	0	0	0	0	1
HIT & RUN	0	0	0	0	0	0	0.0%	0.0%	0	0	0	0	0
LIQUOR LAWS	8	21	15	3	5	4	37.5%	23.8%	2	27	29	75	74
MIP TOBACCO	3	4	5	3	4	5	100.0%	100.0%	0	3	3	5	5
NARCOTICS/DRUGS	1	2	2	1	2	2	100.0%	100.0%	2	1	1	4	7
PROP RECOV - FOR OTHER AGENCY	9	22	20	1	20	19	100.0%	90.9%	1	11	14	25	24
RECKLESS DRIVING	0	0	1	0	0	1	0.0%	0.0%	0	0	0	0	0
RUNAWAY	2	9	3	2	8	3	100.0%	88.9%	0	2	2	8	3
SEX OFFENSES	1	2	8	0	1	7	0.0%	50.0%	0	0	0	1	6
TRESPASS	0	0	0	0	0	0	0.0%	0.0%	0	0	0	0	0
VEH RECOV - FOR OTHER AGENCY	14	29	40	6	7	29	42.9%	24.1%	0	0	0	8	14
WARRANT	1	4	2	0	0	1	0.0%	0.0%	0	0	0	0	0
WEAPONS	17	54	59	17	53	59	100.0%	98.1%	0	0	0	3	1
WEAPONS	0	3	0	0	2	0	0.0%	66.7%	0	0	0	2	0
SOCIETY TOTALS	90	257	253	64	175	192	71.1%	68.1%	14	70	85	217	201
GRAND TOTALS	442	1,436	1,278										



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lisa Meyer, Administrative Assistant
DATE: May 15, 2017
SUBJECT: Public Works Monthly Operating Report for April 2017

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 62.22 million gallons were treated during April. The highest flow was 2.73 million gallons on April 27th and the lowest flow was 1.75 million gallons on April 23rd. The average flow was 2.07 million gallons. Total rainfall for April was 5.78 inches.
- **WTP** Highest production day was 2,569,000 gallons on April 1, 2017.
- **Water System** Replaced 5 meters. Helped repair leaks on Marion Street during installation of new water lines. Assisted with water shut downs. Started flushing fire hydrant program.
- **Streets** Pothole patching, 240 pounds of cold patch mix. Used 12 yards of gravel to fill holes in gravel streets. Collected 10 yards of branches from city streets after wind storm on April 7. Replaced STOP signs. Sweeper was out during dry days. Swept 132 curb miles and collected 80 cubic yards of material.
- **Parks** Volunteers:
Community Service: Total # of Volunteers = 5, Total # of hours = 8
Life skills High School Students: Total # of Volunteers = 0, Total # of hours = 0
Parks Board: Total # of Volunteers =6, Total # of hours = 3
- **Building Permits**

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	0	\$0
Residential Building Addition/Alter/Other	0	\$0
Commercial Building Addition/Alter/Other	6	\$0
Electrical	1	\$0
Mechanical	0	\$0
Plumbing	0	\$0
TOTAL	7	\$0

*One (1) Residential SDC = \$10,883.00 + \$707.00 for Mill Creek SDC + Storm Water SDC \$1919.00 or \$2752.00
See attached report for permit details.*



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: May 15, 2017
SUBJECT: Report of Activities for March and April, 2017

Continued to work with Friends of Old Town Stayton

Planning Commission canceled due to lack of quorum

Attended meeting in Salem regarding August eclipse preparations

Attended meetings of North Santiam River regional tourism marketing committee

Participated in North Santiam School District Long Range Facilities Master Plan Committee

Attended workshop held by Census Bureau on providing local addressing information in preparation for Census 2020

Working with Public Works Department staff, improvements to the Geographic Information System continued



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

TO: Mayor Porter and the Stayton City Council
FROM: Janna Moser - Library Director
DATE: May 15, 2017
SUBJECT: March Library report

The library celebrated Dr. Seuss' birthday with our "Hats off to Dr. Seuss!" event. Children enjoyed guest readers and a Dr. Seuss treat. There were some wonderful costumes.

We hosted Oregon author Karen Karbo on March 23rd. She has written several award-winning novels, memoirs and works of non-fiction. She was exciting and very generous with her time.

We showed two movies in March, *Moana* and *Fantastic Beasts and Where to Find Them*. Both movies had a good crowd.

We held a Saturday drop-in eBook workshop to help people download library eBooks and audiobooks to their mobile devices. Our electronic circulation continues to grow.

Our Read to the Dog program was March 31st. Children can improve their reading skills by reading aloud to a dog. Lucky is a therapy dog who loves children. He joins us the last Friday of each month.

Upcoming events to mark on your calendars:

- Chris Claysmith – eclipse program May 18th at 7pm
- Bad Art Night for adults May 25th at 7pm
- Read to the Dog May 26th at 3:30 pm
- Teen Tech: Arduino makerspace workshop June 1st at 4pm
- Little Bits makerspace workshop – June 8th at 4pm



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

TO: Mayor Porter and the Stayton City Council
FROM: Janna Moser - Library Director
DATE: May 15, 2017
SUBJECT: April Library report

We had a 3D printing makerspace workshop on April 6th for teens as part of a CCRLS LSTA grant. Teens used 3D pens to create objects and a 3D printer was demonstrated. It was a wonderful way for them to get hands-on experience with new technology.

The Friends of the Library Bookstore moved and is now part of The Grove. The April Book Sale made over \$3,000. The Library Foundation worked on the planning of the 5th Annual Santiam Canyon Father Daughter Ball. The theme is "Love You to the Moon and Back".

We hosted Oregon poet and literary critic David Biespiel on April 27th. He was inspiring and witty. The program was well attended.

The Oregon Library Association Conference was in Salem. Lisa, Casle, Stephanie and I attended. AARP Tax Aides provided tax assistance at the library through April 15th. They completed 147 tax returns and helped many people with questions.

Our adult book club, Tea Time for Booklover's, read *Where'd You Go, Bernadette* by Maria Semple. Our book clubs for children read *Amulet* by Kibuishi Kazu and *Marco? Polo!* by Jon Scieszka.

Upcoming events to mark on your calendars:

- Chris Claysmith – eclipse program May 18th at 7pm
- Bad Art Night for adults May 25th at 7pm
- Tea Time for Booklovers May 31st at 5:30pm
- Teen Tech: Arduino makerspace workshop June 1st at 4pm
- Little Bits makerspace workshop – June 8th at 4pm

2016-2017 Monthly Library Statistics														
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2016-17 YTD	2015-16 FY
TOTAL CHECKOUTS	11,971	11,124	9,957	10,001	10,369	10,040	10,423	9,760	11,054	9,742			104,441	125,970
OTHER CIRCULATION SERVICES														
Self check out	3,997	3,916	3,119	3,066	3,264	2,841	3,273	3,144	3,526	2,834			32,980	42,637
Library2Go (ebooks +)	782	825	747	798	793	838	936	788	926	837			8,270	8,893
INCOME RECEIVED														
Non-resident cards	\$465.00	\$112.00	\$200.00	\$70.00	\$260.00	\$155.00	\$190.00	\$387.20	\$105.00	\$142.00			\$2,086.20	\$6,996.00
Fines: overdue & lost books	\$834.93	\$591.09	\$659.68	\$617.02	\$1,017.64	\$223.41	\$503.50	\$1,772.11	\$1,674.89	\$616.00			\$8,510.27	-\$12,478.54
Room fees	\$0.00	\$0.00	\$0.00	\$250.00	\$205.00	\$0.00	\$257.00	\$240.00	\$185.00	\$0.00			\$1,137.00	\$4,135.50
												TOTAL	\$11,733.47	-\$1,347.04
REFERENCE QUESTIONS														
In-Person, by phone and computer help	480	508	568	540	576	496	552	456	396	480			5,052	5,395
NEW PATRON CARDS														
	97	67	63	54	69	42	70	71	79	48			660	1,051
INTERNET USE														
	1,035	1,137	933	925	934	922	827	951	1,010	875			9,549	13,230
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	678	181	360	428	575	411	749	539	601	473			4,995	5,618
Teens	55	0	6	15	8	4	11	3	9	12			123	326
Adults	13	16	9	17	35	20	21	174	176	137			618	619
Outreach	17	300	218	671	609	256	618	606	672				3,967	6,953
												TOTAL	9,703	13,516
MEETING ROOM ATTENDANCE														
	27	65	97	287	47	61	400	130	108	156			1,378	5,889
PATRON VISITS														
	8,006	7,102	5,675	6,751	7,513	5,359	6,321	6,168	6,876	6,212			65,983	80,146
VOLUNTEER HOURS														
	212	260	188	178	171	176	200	183	223	196			1,986	2,770



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FOR IMMEDIATE RELEASE

April 8, 2017

For more information, contact:

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(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Stayton, Oregon**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Administration and Finance**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

www.gfoa.org



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

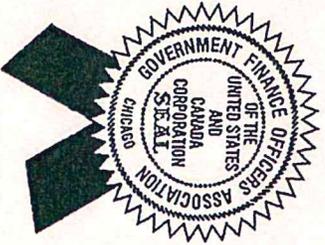
**Administration and Finance
City of Stayton, Oregon**

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Date

April 08, 2017





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Stayton
Oregon**

For the Fiscal Year Beginning

July 1, 2016

Executive Director