



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, November 6, 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. Introduction of RARE Intern Isaac Kort-Meade

CONSENT AGENDA

- a. October 2, 2017 City Council Minutes
- b. Resolution No. 968, City Administrator Evaluation Process and Forms

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

Ordinance No. 1013 Amending Land Use Code Regarding Fencing Requirements for Subdivisions and Partitions

- a. Commencement of Public Hearing
- b. Staff Report – Dan Fleishman
- c. Questions from Council
- d. Proponents’ Testimony
- e. Opponents’ Testimony
- f. General Testimony
- g. Questions from Public
- h. Questions from Council
- i. Staff Summary
- j. Close of Hearing
- k. Council Deliberation
- l. Council Decision on Ordinance No. 1013

UNFINISHED BUSINESS – None

NEW BUSINESS

Council Call-up of Staff Administrative Decision

Action

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

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin

Informational

- a. September 2017 Monthly Finance Department Report

Police Chief’s Report – Chief Rich Sebens

Informational

- a. September 2017 Statistical Report

Public Works Director’s Report – Lance Ludwick

Informational

- a. September 2017 Operating Report
- b. Annual TMDL Report

Planning & Development Director’s Report – Dan Fleishman

Informational

- a. September 2017 Activities Report

Library Director’s Report – Janna Moser

Informational

- a. September 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

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – November 20, 2017

- Public Hearing on Annexation, Comprehensive Plan, and Zone Change
- Rental Licensing
- Board and Committee Appointments

ADJOURN

CALENDAR OF EVENTS

NOVEMBER 2017

Monday	November 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 7	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	November 10	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY		
Tuesday	November 14	Commissioner's Breakfast	<i>Cancelled</i>	
Wednesday	November 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 20	City Council	7:00 p.m.	Community Center (north end)
Thursday	November 23	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 24			
Monday	November 27	Planning Commission	7:00 p.m.	Community Center (north end)

DECEMBER 2017

Monday	December 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	December 8	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	December 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	December 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Friday	December 22	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		

JANUARY 2018

Monday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS HOLIDAY		
Tuesday	January 2	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	January 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	January 12	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	January 15	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING HOLIDAY		
Tuesday	January 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room

FEBRUARY 2018

Monday	February 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	February 9	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	February 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 19	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY HOLIDAY		
Tuesday	February 20	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room

**City of Stayton
City Council Meeting Action Minutes
October 2, 2017**

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

Time Start: 7:06 P.M.

Time End: 7:48 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 Brian Quigley	Lance Ludwick, Public Works Director
Councilor Joe Usselman (excused)	Janna Moser, Library Director
	Rich Sebens, Chief of Police

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. Introduction of RARE Intern Isaac Kort-Meade	Isaac Kort-Meade was unable to attend the meeting this evening and will be rescheduled for a future meeting.
Consent Agenda	
a. September 18, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve the Consent Agenda as presented. Motion passed 3:0.
Public Hearing	None.
Unfinished Business	
Second Consideration of Ordinance Regarding Vacation of an Alleyway	
a. Staff Report – Dan Fleishman	Mr. Fleishman offered a review of the staff report. Nothing further.
b. Council Deliberation	Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve the second consideration of Ordinance No. 1009 as presented. Motion passed 2:1 (Glidewell).
c. Council Decision	
New Business	
Stayton Family Memorial Pool Update	
a. Staff Report – Billie Hight-Maurer	Ms. Hight-Maurer reviewed the revenues for July and August at the Pool, and gave an update on pool operations and programs. She also introduced Pool Staff Supervisor Katie Coyle.
Staff / Commission Reports	
Finance Department Report – Cindy Chauran & Elizabeth Baldwin	
a. August 2017 Monthly Finance Department Report	Brief discussion of the City's new payment service.

<p>Police Chief's Report – Chief Rich Sebens a. August 2017 Statistical Report</p> <p>Public Works Director's Report – Lance Ludwick a. August 2017 Operating Report</p> <p>Planning & Development Director's Report – Dan Fleishman a. August 2017 Activities Report</p> <p>Library Director's Report – Janna Moser a. August 2017 Activities</p>	<p>Chief Sebens offered a brief review of his report.</p> <p>Mr. Ludwick offered a brief review and there was discussion of a dedication for the dog park.</p> <p>Discussion of development in the community.</p> <p>Ms. Moser reviewed her report and spoke about the upcoming Friends of the Library Used Book Sale later this week.</p>
<p>Presentations / Comments From the Public</p>	<p>None.</p>
<p>Business from City Administrator</p>	<p>Mr. Campbell spoke about Councilor Niegel's resignation and offered thanks for her years of service as a member of the City Council.</p> <p>He also informed the Council the City had been presented with a Safety Award from City County Insurance Services.</p>
<p>Business from the Council</p>	<p>None.</p>
<p>Business from the Mayor</p>	<p>Discussion of appointing a new Councilor to fill former Councilor Niegel's position and the City Administrator's annual evaluation.</p>
<p>Future Agenda Items – Monday, October 16, 2017 a. TMDL Report b. Mill Creek Park</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF NOVEMBER 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Henry A. Porter, Mayor

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: Alissa Angelo, Deputy City Recorder
DATE: November 6, 2017
SUBJECT: Consent Agenda – Resolution No. 968, City Administrator Evaluation Form and Process

ISSUE

Council adoption of Resolution No. 968 implementing an updated evaluation process and form for the City Administrator’s annual evaluation, and repealing Resolution No. 910.

BACKGROUND INFORMATION

In 2014, the City Council adopted a new City Administrator evaluation process and form with Resolution No. 910. After using the form for two separate evaluation processes, it was determined the Council wanted to revise the process and form.

Over the past several months, I have worked closely with our Human Resources Consultant Xenium to develop a form and process that better fits the needs of the Council.

The revised evaluation process (Exhibit A) will mirror what we have actually implemented during the 2016 evaluation process. The updated form (Exhibit B) is condensed and an online 360° survey (Exhibit C) will be put in place for Department Heads.

MOTION(S)

Consent Agenda approval.

RESOLUTION NO. 968

A RESOLUTION ESTABLISHING THE CRITERIA AND PROCESS TO BE USED BY THE STAYTON CITY COUNCIL IN THEIR ANNUAL EVALUATION OF THE CITY ADMINISTRATOR

WHEREAS, the Stayton City Council wishes to establish criteria to evaluate the City Administrator.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached are hereby adopted:
 - a. City Administrator Evaluation Process (Exhibit A)
 - b. Evaluation Form (Exhibit B)
 - c. 360° Management Performance Online Survey Form to be completed by Department Heads (Exhibit C)
2. Resolution No. 910 is hereby repealed.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF NOVEMBER 2017.

CITY OF STAYTON

DATE: _____

BY: _____
Henry A. Porter, Mayor

DATE: _____

ATTEST: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

Wallace W. Lien, Acting City Attorney

City Administrator Evaluation Process

1. Objectives

- a. Qualitatively measure the Administrator's performance.
- b. Assist the Administrator by providing direction and identifying the City Council's expectations.
- c. Identify and reestablish the City Council / Administrator roles.
- d. Identify and reinforce positive aspects of the Administrator's performance.

2. Evaluation Process

- a. Blank evaluation forms provided to Mayor, City Council, and City Administrator with a submittal deadline of no more than two weeks.
- b. Online 360 degree Management Performance online survey distributed to Department Heads with a submittal deadline of no more than two weeks.
- c. Mayor or Council President (if so directed by the Mayor), receives all worksheets, papers, and notes prepared by Mayor and individual City Council members and prepares a composite evaluation.
 - i. These documents shall be available to City Council members upon request.
 - ii. Mayor shall collect all documents prior to everyone leaving the meeting at which the evaluation is reviewed.
- d. An Executive Session will be scheduled within two weeks of submission deadline for completed evaluation forms.
- e. At the Executive Session, the Mayor and Council will meet to discuss the final composite evaluation.
- f. The Administrator will join the Executive Session to review the composite evaluation and the results of the online 360 degree Management Performance survey completed by Department Heads, and the Administrator's self-evaluation.
 - i. The composite evaluation may be modified based upon input from Administrator.
- g. Once the evaluation is finalized a copy will be provided to the Administrator and a copy will be placed in the personnel file. The Mayor and City Council shall subsequently have access to the personnel file copy.
- h. If necessary, a follow-up executive session will be scheduled within 90 days to review progress on areas identified as not meeting expectations.



Performance Review & Development Plan

City Manager

EMPLOYEE INFORMATION

Name:	Review Date:
Position:	Manager:
Department:	Review Period:

POSITION DESCRIPTION

This position is established as the administrative head of the city government. The City Manager is responsible to the mayor and council for the proper administration of city business. The City Manager will assist the mayor and council in the development of city policies, and carry out policies set by ordinances and resolutions.

COMPETENCY EVALUATION

Competency: Community Relations
Represents City with positive outlook. Is courteous to public at all times. Keeps commitments to the public. Maintains effective relations with media representatives. Available and visible to citizens. Effective media contact/relations. Open to suggestions from the public concerning improvements in services. Resolves citizen complaints consistent with Council policy in a timely manner. Open and honest with citizens. Takes a consistent position with different audiences.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS:	OPPORTUNITIES:	

Competency: City Council Relations
Keeps Council informed of problems, issues, current plans and activities, legislation, governmental practices, etc. Reporting to Council is timely, clear, concise and thorough. Effectively implements policies and programs approved by Council. Accepts direction or instructions in a positive manner. Effectively aids the Council in establishing long-range goals. Participates in Council discussions and makes recommendations where appropriate. Anticipates and advises the Council regarding important foreseeable problems, needs and opportunities.

DOES NOT MEET EXPECTATIONS (1) <input type="checkbox"/>	MEETS EXPECTATIONS (2) <input type="checkbox"/>	EXCEEDS EXPECTATIONS (3) <input type="checkbox"/>
STRENGTHS:	OPPORTUNITIES:	



Performance Review & Development Plan

City Manager

COMPETENCY EVALUATION

Competency: Fiscal Management

Prepares and proposes in a timely manner a balanced, understandable and realistic budget. Budget is well documented and organized to assist Council with policy decisions. Seeks efficiency, economy and effectiveness in all programs. Controls expenditures in accordance with the approved budget. Keeps City council informed about revenues and expenditures, actual and projected. Makes sound decisions that consider cost/benefit.

DOES NOT MEET EXPECTATIONS (1)

MEETS EXPECTATIONS (2)

EXCEEDS EXPECTATIONS (3)

STRENGTHS:

OPPORTUNITIES:

Competency: Intergovernmental Relationships

Represents City to intergovernmental bodies. Effective communication with local, regional, state and federal government agencies. Financial resources (cost sharing, grants, etc.) from other organizations are pursued. Contributes to good government through participation in local, regional and state committees and organizations. Lobbies effectively with legislators and state agencies regarding City programs and projects.

DOES NOT MEET EXPECTATIONS (1)

MEETS EXPECTATIONS (2)

EXCEEDS EXPECTATIONS (3)

STRENGTHS:

OPPORTUNITIES:

Competency: Operations Management

Assures suitable systems, policies, and processes for accounting and fund management, personnel management, office space, information technology, and risk management.

DOES NOT MEET EXPECTATIONS (1)

MEETS EXPECTATIONS (2)

EXCEEDS EXPECTATIONS (3)

STRENGTHS:

OPPORTUNITIES:



Performance Review & Development Plan

City Manager

Competency: Staff Management

Able to delegate authority, granting proper authority at the proper times. Utilizes a positive approach to direct work efforts of staff. Addresses employee issues promptly and effectively. Encourages and rewards initiative. Provides personnel supervision, hiring and termination, develops administrative policies and practices. Manages collective bargaining negotiations and contracts. Organizes the structure of City Departments.

DOES NOT MEET EXPECTATIONS (1)**MEETS EXPECTATIONS (2)****EXCEEDS EXPECTATIONS (3)****STRENGTHS:****OPPORTUNITIES:****RATING OF CORE COMPETENCIES**

Add all ratings and write total here: _____ ÷ 6 = _____

DOES NOT MEET EXPECTATIONS

(1.00-1.66)

MEETS EXPECTATIONS

(1.67-2.33)

EXCEEDS EXPECTATIONS

(2.34-3.00)

PERFORMANCE GOALS & ACTION PLAN

The performance evaluation is based on the principle that each individual should have the opportunity to receive feedback about their performance and guidance on how to improve and develop for their future.

Prepare your development recommendations based on the employee's opportunities for improving or enhancing performance.

1. Indicate specific performance that requires improvement.**2. Include any specific job activities or training that you believe would be relevant and helpful.****3. Together, set agreed upon goals with completion dates.**



Performance Review & Development Plan

City Manager

PERSONAL DEVELOPMENT PLAN

Goal / Desired Result:	Stated Key Actions:
Date Set:	Individual Activities:

EMPLOYEE COMMENTS

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VERIFICATION OF REVIEW

<i>By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation but that you have reviewed it.</i>		
SIGNATURES	PRINTED NAME	DATE
EMPLOYEE:		
CITY COUNCIL DESIGNEE:		

360° Management Performance Form

Enter Employee's Name Here

Feedback Request for Leadership Behaviors

N/O=Not Observed 1=Never 2=Seldom 3=Sometimes 4= Often 5=Always

1. Please provide a rating to reflect your view of Leadership's behavior in inspiring a shared vision:

1.1 Provides direction around the company's mission	N/O	1	2	3	4	5
1.2 Translates the mission into actionable plans	N/O	1	2	3	4	5
1.3 Creates enthusiasm about the future of our Company	N/O	1	2	3	4	5

Please provide examples of both strengths and areas for improvement related to Inspiring a Shared Vision:

2. Please provide a rating to reflect your view of Leadership's behavior in valuing people:

2.1 Shows respect for others and their ideas	N/O	1	2	3	4	5
2.2 Places team success before personal agenda	N/O	1	2	3	4	5
2.3 Listens to team members and peers in an open and respectful manner	N/O	1	2	3	4	5
2.4 Encourages others' involvement in making things better	N/O	1	2	3	4	5
2.5 Appreciates differences between people in thought and style	N/O	1	2	3	4	5
2.6 Allows for flexibility in how work is accomplished	N/O	1	2	3	4	5
2.7 Considers others' needs when making decisions	N/O	1	2	3	4	5

Please provide examples of both strengths and areas for improvement related to Valuing People:

3. Please provide a rating to reflect your view of Leadership's Behavior in development of self and others:

3.1 Demonstrates personal growth and learning	N/O	1	2	3	4	5
3.2 Encourages continuous growth & learning in others	N/O	1	2	3	4	5

3.3 Delegates without micromanaging	N/O	1	2	3	4	5
3.4 Acknowledges mistakes & learns from them	N/O	1	2	3	4	5
3.5 Sets clear performance expectations in advance	N/O	1	2	3	4	5
3.6 Shares positive performance feedback that is timely and direct	N/O	1	2	3	4	5
3.7 Shares constructive performance feedback that is timely and direct	N/O	1	2	3	4	5
3.8 Demonstrates initiative and encourages initiative in others	N/O	1	2	3	4	5
3.9 Seeks employee feedback	N/O	1	2	3	4	5
3.10 Responds to employee feedback	N/O	1	2	3	4	5
3.11 Makes decisions that are focused on the issue and not the person	N/O	1	2	3	4	5

Please provide examples of both strengths and areas for improvement related to Develops Self and Others:

4. Please provide a rating to reflect your view of Leadership's communication:

4.1 Communicates effectively, respectfully and continuously	N/O	1	2	3	4	5
4.2 Listens to what others have to say	N/O	1	2	3	4	5
4.3 Shares opinions even when unpopular	N/O	1	2	3	4	5
4.4 Expresses disagreement earlier rather than later	N/O	1	2	3	4	5
4.5 Makes others feel safe in honestly expressing themselves	N/O	1	2	3	4	5

Please provide examples of both strengths and areas for improvement related to Communication:

5. Please provide a rating to reflect your view of Leadership's ability to act in the best interest of the business and the mission:

5.1 Is visible, with a positive presence	N/O	1	2	3	4	5
5.2 Is highly ethical and professional	N/O	1	2	3	4	5

5.3 Is an effective team member	N/O	1	2	3	4	5
5.4 Instills effective team membership in others	N/O	1	2	3	4	5
5.5 Models collaboration across organizational/department lines	N/O	1	2	3	4	5
5.6 Gets involved in making things better in the Company and community	N/O	1	2	3	4	5

Please provide examples of both strengths and areas for improvement related to Acting in the Best Interest of the Company and Mission:

Is there anything else you would like to share?



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: November 6, 2017
SUBJECT: Ordinance 1013 Amending Land Use Code regarding Fencing Requirements for Subdivisions and Partitions

ISSUE

The issue before the City Council is a public hearing on legislative amendments to the Land Use and Development Code to require the erection of fences around certain subdivisions and partitions. Following the public hearing, the Council will be requested to consider Ordinance 1013 to amend the Code.

BACKGROUND

In July, the Planning Commission was presented with a request to consider an amendment to the Code to require new subdivisions to have perimeter fences constructed along existing streets. The Commission reviewed suggested amendments at their August meeting, made a few revisions and held a public hearing at their September meeting.

The proposed amendments would require that a residential subdivision or partitioning that borders an arterial street or a major collector street construct a fence along the boundary adjacent to that street and to establish a lot owners association to maintain the fence.

The amendments would apply to residential subdivisions and partitions adjacent to

- Cascade Hwy
- S First Ave
- Shaff Rd
- Golf Club Rd
- Fern Ridge Rd
- Gardner Ave
- W Ida St
- E Jefferson St between N Sixth Ave and N Tenth Ave
- N Tenth Ave between E Jefferson St and Fern Ridge Rd
- Locust St
- W Washington St
- E Washington St between N First Ave and N Sixth Ave

- E Santiam St east of N Tenth Ave.

This amendment would apply only to new applications for subdivisions and partitions, not to existing ones. There are six vacant lots in the City Limits, zoned residential, and large enough to be divided. These provisions would apply to parcels adjacent to the streets listed above to be annexed in the future, should they be divided.

Attached are an order from the Planning Commission forwarding the amendments to the City Council for your consideration and a draft of Ordinance 1013 which incorporates the amendments recommended by the Planning Commission.

Staff had originally suggested to the Planning Commission that the required fence be constructed of masonry or vinyl. The Planning Commission chose to remove that provision from the amendment. Staff believes that such a requirement will result in easier long-term maintenance and improved aesthetics within the community.

RECOMMENDATION

The Planning Commission has recommended approval.

The staff also recommends approval with an amendment to require masonry or vinyl construction.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1013

Move to approve Ordinance No 1013 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 1013 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1013 will be brought before the Council for a second consideration at the November 20, 2017 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1013 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1010 will be brought before the Council for a second consideration at its November 20, 2017 meeting.

3. Retain the Code unchanged

No motion is necessary.

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of

-) Development Code Amendments regarding
-) Fences around Subdivisions and Partitions
-) Land Use File 10-09/17

RECOMMENDATION OF APPROVAL

I. NATURE OF PROCEEDINGS

The proceedings are for legislative amendments establishing a requirement to construct a fence along the boundary of certain subdivisions and partitionings in the Stayton Municipal Code, Title 17, known as the Stayton Land Use and Development Code.

II. PUBLIC HEARING

A public hearing was held on the proposal before the Stayton Planning Commission on September 25, 2017. At that hearing the Planning Commission reviewed Land Use File #10-09/17 to amend the Land Use and Development Code and made it part of the record. The Planning Commission has considered the testimony at the public hearing.

III. FINDINGS OF FACT

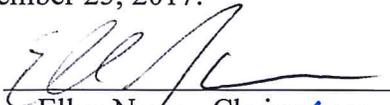
1. While Section 17.20.050 of the Land Use and Development Code establishes standards for fences, there is no provision in the Code that requires fences to be constructed around the boundaries of subdivisions or partitions.
2. Some developers of subdivisions within the City have chosen to install boundary fences or walls around portions of their subdivision, but have not established a mechanism for the maintenance of these fences.
3. The lack of fence on side or rear yard adjacent to an arterial street or major collector street can result in safety issues from children entering the street.
4. The proposed amendments would allow require the installation of a fence on the side or rear yard of lots adjacent to an arterial street or major collector street prior to the recording of the plat for the subdivision or partitioning and would require the establishment of a lot owners association for the maintenance of the fence.

IV. PUBLIC COMMENTS

The Planning Department received no written comments prior to the public hearing.

V. ORDER

Based on the findings of fact, the Planning Commission voted on September 25, 2017 to recommend to the City Council enactment of proposed amendments to the Stayton Land Use and Development Code, as presented in a document entitled, "Proposed Amendments to the Stayton Land Use and Development Code to Regarding Fences in Residential Subdivisions, For Planning Commission Public Hearing, September 25, 2017."


 Ellen Nunez, Chairperson

9-25-17
 Date


 Dan Fleishman, City Planner

9/28/17
 Date

ORDINANCE NO. 1013

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE 17, TO REQUIRE THE ERECTION OF FENCES IN SUBDIVISIONS AND PARTITIONS ADJACENT TO ARTERIAL AND MAJOR COLLECTOR STREETS

WHEREAS, Oregon Revised Statutes, Chapter 197 requires municipalities to adopt and implement a comprehensive land use planning program in accordance with statewide planning goals established by the Legislature and the Oregon Land Conservation and Development Commission;

WHEREAS, the City of Stayton has adopted Title 17 of the Stayton Municipal Code (SMC) as the Land Use and Development Code;

WHEREAS, SMC Title 17, Chapter 24, Section 17.24.050 establishes the standards for approval and development of land subdivisions and partitions;

WHEREAS, the Stayton Transportation System Plan designates the functional classification of streets with the City and the Urban Growth Boundary;

WHEREAS, arterial streets and major collector streets are those streets with higher levels of traffic and faster vehicle speeds than the other functional classifications;

WHEREAS, having the side or rear yards of lots in residential subdivisions or partitions adjacent to arterial or major collector streets may create safety hazards;

WHEREAS, the safety of the community will be increased by requiring the erection of fences in residential subdivisions and partitions along arterial and major collector streets;

WHEREAS, the aesthetics of the community will be increased by requiring such fences to be uniform of nature throughout a subdivision or partition and if provisions are made for the upkeep and maintenance of such fences;

WHEREAS, the Stayton Planning Commission has initiated the process for amending the Land Use and Development Code and following a public hearing has recommended that the Stayton City Council enact the proposed amendments; and

WHEREAS, the Stayton City Council, following a public hearing, does find that the amendments proposed by the Planning Commission are appropriate.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Requirement for Fences Enacted. Stayton Municipal Code, Title 17, Chapter 17.24, Section 17.24.050.19 is hereby enacted as follows:

19. FENCES.

- a. Within a residential zone, a perimeter fence of uniform appearance adequate to prevent people from exiting yards into the street shall be installed along the subdivision or partition boundary adjacent to a street classified as a principal arterial, minor arterial, or major collector street.
- b. The fence along the perimeter shall be installed prior to approval of the final plat.
- c. The fence along the perimeter shall meet the requirements of Section 17.20.050.1.
- d. When a subdivision has a fence constructed in accordance with this section, maintenance of the fence shall be the responsibility of a lot owners association, to be established in the conditions, covenants and restrictions to be recorded with the final plat.

Section 2. Effective Date. This ordinance shall become effective 30 days after adoption by the Stayton City Council and the Mayor's signing.

Section 3. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE STAYTON CITY COUNCIL this 6th day of November, 2017.

CITY OF STAYTON

Signed: _____, 2017

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2017

ATTEST: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

Wallace W. Lien, Acting City Attorney

DRAFT

MEMO TO CITY COUNCIL

FROM: Wallace W. Lien, Acting City Attorney

DATE: October 31, 2017

RE: Land Use Decision Call Up Procedures and Options (Sunshine Coffee, Case No. Case No. 9-09/17)

This Memo is intended to assist the Council with its deliberations on the matter of the staff approval of the Sunshine Coffee application.

1. Background Facts

Heidi Shamblen, lessee of property owned by Robert and Patricia Ebner, applied for a minor modification to a previously approved site plan (Case No. 9-09/17) to be able to site a coffee kiosk at 2550 Martin Drive, which is the corner of Whitney St. and N. Third Ave. in Santiam Station. The application was reviewed by staff, and approved with conditions on October 9, 2017. Councilor Quigley, pursuant to SMC 17.12.070(1)(e), issued a “call up” of the staff decision. Subsequently, an appeal of this staff decision was filed by a citizen. Thereafter, another citizen filed an appeal of this decision.

The application now comes before the Council on November 6, 2017 for deliberation on the “call up” by Councilor Quigley.

Of special note is the deadline for City action on this application, which is January 11, 2018. All City decisions and appeals must be fully exhausted by that date. Whatever process is selected must be able to have a final decision made by that date.

2. Jurisdiction Over the Decision

The action of Councilor Quigley in exercising his right to “call up” the staff decision has the impact of vesting sole jurisdiction over the application with the Council. Subsequent attempted appeals have no consequence as to appeal rights, but are included in the land use record and considered evidence relating to the application. Effectively, the “call up” was a special kind of appeal of the decision, negating any other attempted appeals.

Both parties who filed appeals after the “call up” should be considered “interested parties” as to this application, and therefore are entitled to notice of all further proceedings. No party has lost the right to appeal any decision pursuant to the SMC or ORS in this case on account of this “call up.” Future appeal rights depend upon what action is now taken by the Council.

Neither staff nor the Planning Commission have any further role to play in this decision

making process unless so directed by the Council.

3. Process for Deliberations

The matter before the Council on November 6, 2017 is the singular question of how this land use application should proceed. No decision on the merits of the application shall be made at this meeting. Council must be careful to avoid expressing any opinion on the merits of the application, as that could result in a challenge for bias or pre-judgment.

The discussion on how to process this application is not limited by the issues raised in the “call up” notice. Once the Council has jurisdiction, Council has jurisdiction over the entire case, and any issue of procedure may be discussed in relation to what they might want re-examined.

The scope of the discussion should be limited to how to deal with the application now that it is before the Council. This is a procedural discussion only. This procedural decision is interlocutory in nature, and as such is not appealable to LUBA.

The deliberations of Council are not conducted in a public hearing format, and the public is not entitled to address the Council on this matter. The Council deliberations become part of the land use record. The right of the public to be heard in an official public hearing will depend upon the action taken by the Council.

The Council has three options to consider in its deliberations.

The first is to continue with Council jurisdiction. If this is the decision of the Council, a public hearing before the Council will be scheduled and properly noticed. Upon the conclusion of this public hearing, the Council will decide to approve the application; or approve the application with conditions; or to deny the application. This substantive final Council decision is then appealable to LUBA.

The second option is for the Council to remand the staff decision to the Planning Commission for its review and decision. If this is the decision of the Council, a public hearing before the Planning Commission will be scheduled and properly noticed. Upon the conclusion of this public hearing, the Planning Commission will decide to approve the application; or approve the application with conditions; or to deny the application. This Planning Commission decision is appealable to the Council for further review as provided for in the SMC. If appealed, Council may then affirm the decision of the Planning Commission; or agree to hold a Council public hearing to ultimately decide the matter.

The third option is for the Council to remand the decision back to staff for further review and consideration. If this is the decision of the Council, staff will be required to re-evaluate the decision, and issue a new decision. This new decision would then be appealable to the Planning Commission, or subject to another “call-up” by the Council, and the process outlined in the SMC for consideration of the application (and as discussed here) would be followed.

In the event Council elects to remand the case to either the Planning Commission or to staff, it is appropriate to point out code provisions, or conditions that Council would like to have re-examined. While it is inappropriate to express an opinion on the outcome of this case, it is acceptable for Council to point out areas of the staff decision that should be re-examined on remand. Such comments, will not rise to the level of creating any bias or prejudice.

The decision of the Council should be put in the form of a Motion stating the process to be followed in finalizing this application.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: November 6, 2017
SUBJECT: Council Call-up of Staff Administrative Decision

ISSUE

The issue before the City Council is the review of administrative decision issued by staff for the minor modification of a previously approved site plan.

BACKGROUND

SMC Section 17.12.070.1.a gives City staff the authority and responsibility to review certain land use applications. Among these are minor modifications, which are defined as the modification to an approved land use application that does not meet the criteria for a major modification.

Section 17.12.100 allows any member of the City Council or the Mayor to “call-up” the application to further consider the decision when a Notice of Decision has been issued by the staff or the Planning Commission. Upon a decision being called up, the City Council may elect to hold a public hearing, or may refer the case back to the original decision authority with direction on how to proceed.

In the present case, Councilor Quiqley has called up my decision. In addition, two owners of neighboring property filed appeals. Because of the Council call-up, the appeals were not accepted.

Attached are the application form, revised plan, order of approval, notice of decision, and call up form for the subject application.

ANALYSIS

2550 Martin Drive is located at the southwest corner of N Third Ave and Whitney St, in the Santiam Station subdivision. The property has been the subject of multiple site plan review approvals in the past 14 years or so. In 2013, site plan approval was granted for the establishment of a seasonal produce stand.

The site is a portion of Lot 5 in Santiam Station and is subject to the CC&Rs and architectural standards for that subdivision. Lot 5 was subsequently replatted and divided into six lots, which benefit from and are subject to mutual access and shared parking easements.

The 2013 site plan approval called for the development of a vacant lot with a driveway entrance onto N Third Ave, a covered sales area to be located within an area of pavers, and gravel parking area. The 2013 approval noted that the proposed use did not involve the construction of any buildings as it was envisioned as a temporary development until such time as more complete development of the property was envisioned. As such, the architectural design standards of the CC&Rs were not applied and conditions of approval at that time allowed the gravel-surfaced parking area for up to five years. The 2013 approval required the parking area to be paved if the proposed use was in existence five years after the approval was granted.

After the site was developed, some inconsistencies with the approved plan were noted and a revised plan submitted. The revised plan was submitted and approved with further conditions of approval that required the restriping of the crosswalk and stop bar at the intersection of N Third and Whitney St and required a building placed on site to meet the architectural design requirements if it was still in place within five years.

The produce stand operated for only one season. The tent that provided the sales area and the refrigerator building were removed. The other site improvements – pavers and gravel parking area – remained in place.

The subject application was submitted to the Planning and Development Department on September 13, 2017. The application is for minor modification of the previously approved plan and showed the covered sales area removed and the placement of an 8-foot by 20-foot mobile unit as a coffee kiosk. Under the terms of Code review of an application for a modification of a previously approved plan is limited only to the modification request – the whole development is not opened up for review after it has already been approved.

As a minor modification, only staff approval is required. Notification of the application was sent to neighboring property owners, as required by the Code, and the application was forwarded to other City Departments and the usual parties for review comments. The application was approved with conditions that all previous conditions of approval from Land Use Files 3-03/13 and 9-06/13 continue to apply and that the parking lot shall be paved if the use continues to be in existence in five years from the date this most recent approval.

Upon notification of my decision, Councilor Quigley called-up the application. This gives all jurisdiction over the application to the City Council. As spelled out in an accompanying memorandum from the Interim City Attorney, the Council may either retain jurisdiction and set a date for a public hearing, refer the application to the Planning Commission for a public hearing, or may remand the application to Planning Director with directions on how to proceed. If the Council chooses to retain jurisdiction, the 20-day notice requirement for your public hearing means the earliest a hearing could be scheduled is December 4. If referred to the Planning Commission, their hearing could be scheduled for November 27.

Councilor Quigley's call-up cited two issues: "review of SMC 17.20.060.10.b" and "previous traffic obstructions on Whitney." Section 17.20.060.10.b requires "All driveways, parking and loading areas [to be] paved with asphalt or concrete surfacing and [to be] adequately designed, graded, and drained as required by the Public Works Director." The lot currently has a gravel-surfaced parking area and drive aisles for the drive-through service. The most recent decision allows that condition to remain.

Finally, in addition to the call-up by Council Quiqley, two owners of neighboring properties filed appeals of the Staff decision. Because the call-up placed jurisdiction of the application in the hands of the Council, the appeal fees were returned to the appellants. These property owners will have the opportunity to participate in any hearing scheduled by the Council or the Planning Commission or could further appeal a revised staff decision.

RECOMMENDATION

Staff recommends that the Council retain jurisdiction and schedule a public hearing for December 4.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Continue City Council Jurisdiction and schedule a public hearing

Move that the City Council retain jurisdiction over this application and schedule a public for December 4, 2017.

2. Remand the Application to the Stayton Planning Commission

Move that the City Council remand the application to the Stayton Planning Commission for review.

3. Remand the Application to Staff for further review

Move that the City Council remand the application back to the Planning & Development Director for further review and consideration.



CITY OF STAYTON
APPLICATION FOR MINOR MODIFICATION TO
APPROVED PLANS OR EXISTING DEVELOPMENTS

PROPERTY OWNER: Steve Schelske / Robert R. Ebner
 Address: 475 Sneed dr. N
 City/State/Zip: Keizer, OR 97303
 Phone: (541) 420 - 1868
 Email: _____

APPLICANT: Heidi Shambler
 Address: 1615 Hummingbird lane
 City/State/Zip: Stayton, OR 97383
 Phone: (541) 974 - 5761
 Email: Sunshine coffee 2017@gmail.com

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

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING	ENGINEERING
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: () _____ - _____	Phone: () _____ - _____
Email: _____	Email: _____

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:
 owner applicant applicant's representative planning consultant engineer

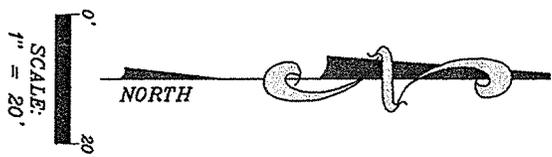
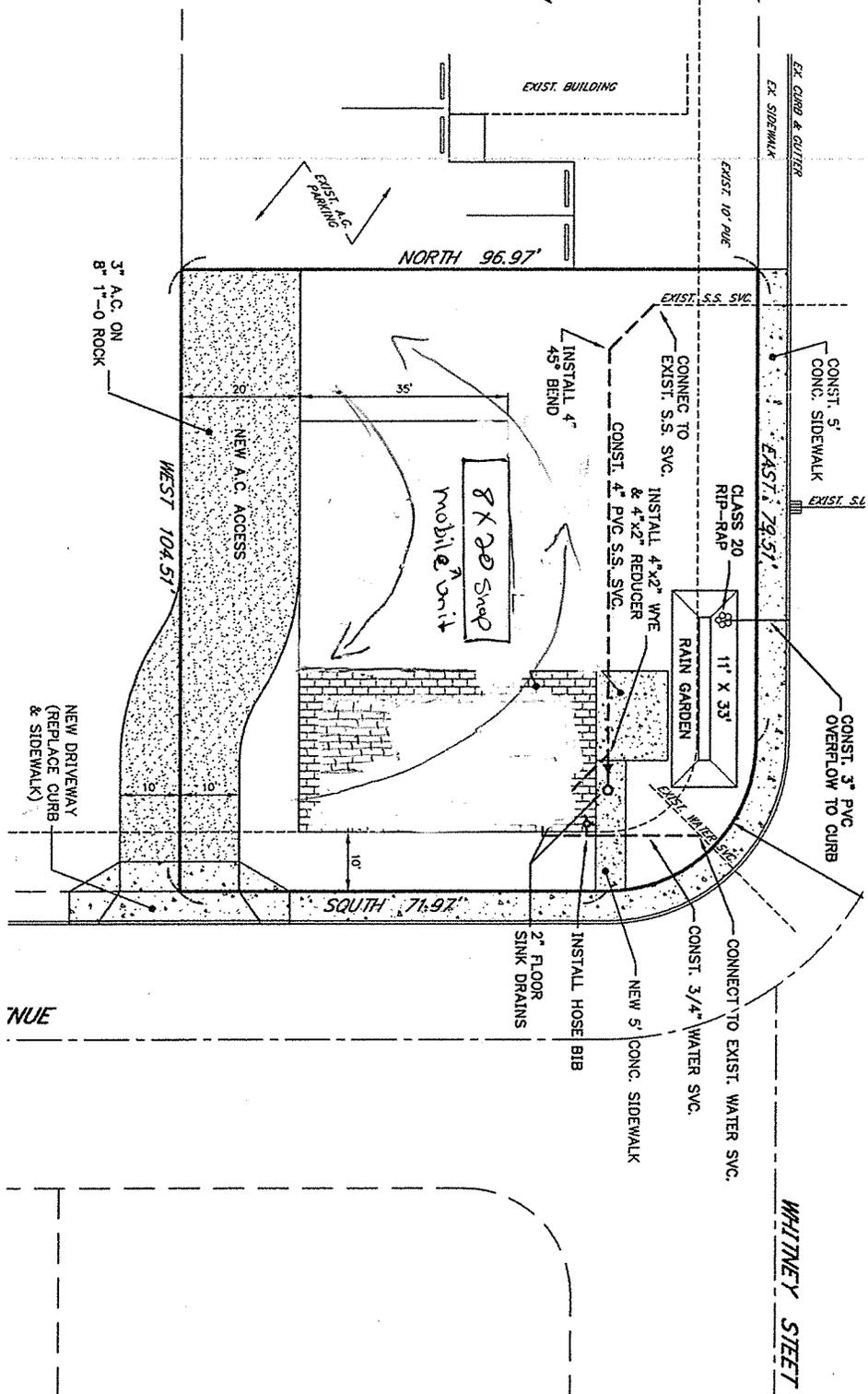
LOCATION:
 Street Address: 2550 Martin Dr. Stayton, OR 97383
 Assessor's Tax Lot Number and Tax Map Number: 091W03DC01600
 Closest Intersecting Streets: Whitney & Third Ave

ZONE MAP AND COMPREHENSIVE PLAN DESIGNATION: CR
 ORIGINAL LAND USE APPLICATION TYPE AND FILE #: 9-06113

NARRATIVE STATEMENT ATTACHED (see other side of application form)

SIGNATURE OF APPLICANT:
 DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 9/13/17 Fee Paid: \$ 500⁰⁰ Receipt No. W.002492
 Land Use File# 9-09117



ABBREVIATIONS

A.C.	ASPHALTIC CONCRETE
ACMP	ALUMINIZED CMP
ASSY.	ASSEMBLY
B.O.	BLOW OFF
B.F.V.	BUTTERFLY VALVE
C & G	CURB & GUTTER
CATV	CABLE TELEVISION
C.B.	CATCH BASIN
C.B.C.O.	CATCH BASIN CLEANO
C.B.I.	CATCH BASIN INLET
C.L. or C.	CENTERLINE
CMP	CORRUGATED METAL
C.O.	CLEANOUT
CONC.	CONCRETE
CONSTR.	CONSTRUCT
C.V.T.	CULVERT
D.I.	DUCTILE IRON

BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of
The application of
Heidi Shamblen, Applicant

) Minor Modification of Previously
) Approved Site Plan Review
) File #9-09/17

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The application is for minor amendment to previously approved site plan.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner the property is Robert and Patricia Ebner.
2. The applicant is Heidi Shamblen, who has a lease for the property.
3. The property can be described as tax lot 1600, on Map 91W03DC.
4. The property is zoned Commercial Retail (CR).
5. The property is located at 2550 Martin Drive and is located at the corner of Whitney St and N Third Ave.
6. The property is 9,700 square feet in area and is currently vacant, though it was developed with a paved driveway, concrete pavers, and a gravel-surfaced parking area.
7. The neighboring properties to the south and southwest are zoned CR and are vacant. The neighboring property to the west is zoned CR and is developed as a retail establishment. The properties to the east, across N 3rd Ave, are zoned Medium Density Residential and developed with single family dwellings. The property to the north, across Whitney St, is zoned Interchange Development and is vacant.
8. The property has received several Site Plan Review approvals for developments that were not constructed. Most recently, the property received Site Plan Review approval from the Stayton Planning and Development Department in 2013 as land use file #3-03/13 which was amended later that year by land use file 9-06/13.
9. The 2013 approval was for the development of a seasonal produce sales establishment. The property was improved in 2013 with the installation of a paved driveway, concrete pavers for the sales area, stormwater detention and quality facility, and a gravel surfaced parking area. The structures for the seasonal produce sales establishment have been removed, but the property improvements remain in place.
10. The property is located in the Santiam Station development and was platted on the Santiam Station Replat of Lot 5. The subdivision provided for stormwater detention for the overall subdivision. The design standards from the Fern Ridge Properties LLC, Order of September 23, 1998 apply. This lot and the neighboring lots to the south, southwest, and west are subject to a reciprocal access and parking easement.

B. PROPOSAL

The current application is to modify the site plan to remove the seasonal sales area and to install an 8-foot by 20-foot trailer-mounted drive-through coffee kiosk. Similar to the last site plan approval, this development will be “temporary” in nature, until a more permanent development is planned and constructed in the coming years.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Marion County Public Works, WAVE Broadband, Stayton Cooperative Telephone Company, Pacific Power, Northwest Natural Gas, Santiam Water Control District, Stayton Fire District and Stayton Police Department.

Stayton Cooperative Telephone Company responded with no comments.

E. PUBLIC COMMENT

Notice of the Planning and Development Department’s pending decision was sent to owners of all property within 300 feet of the subject property. Comments were received from owners of two neighboring properties, which are reflected in the findings below.

F. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220. This application is also subject to the design standards in SMC Title 17 Chapter 20, specifically, Sections 17.20.060 – Off-Street Parking and Loading; 17.20.090 – Landscaping Requirements; 17.20.140 – Signs; 17.20.170 – Outdoor Lighting; and 17.20.200 – Commercial Design Standards. Whereas the proposed development is located in the Santiam Station development it is also subject to the architectural and design standards in the Stipulated Judgment and City Council Order of September 23, 1998.

This review and approval is concerned only with the elements of the site plan that are proposed to be amended from the previous approvals: removal of the seasonal sales area and installation of a mobile drive-through coffee kiosk.

G. APPROVAL CRITERIA

Pursuant to SMC 17.12.220.5 the following criteria must be demonstrated as being satisfied by the application:

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

Finding: The site is currently developed with water, sewer and other utility services available in adjacent streets. The coffee kiosk will not be connected to public water or public sewer.

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

Finding: The property has a shared driveway along the southerly property line, partially on the lot to the south, extending to the west property line that provides interconnected access to the parking area for the retail establishment to the west.

- c. *Provision of all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site.*

Finding: N 3rd Ave and Whitney St are both fully improved streets.

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

Finding: See Findings relative to Section 17.20.060 below.

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

Finding: There are no proposed open storage areas or outdoor storage yards.

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

Finding: There will be no noise, odors or fumes.

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

Finding: See Findings relative to Section 17.20.200 below.

- h. *The design and placement of buildings and other structural improvements on a site shall provide compatibility in size, scale, and intensity of use between the development proposed and similar development on neighboring properties*

Finding: No buildings are proposed.

- i. *The design of the proposed improvements will fulfill the intended purpose of the requested use and will properly serve customers or clients of the proposed improvements.*

Finding: The proposed structure will provide drive-through coffee service.

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

Finding: See Findings relative to Section 17.20.090 below.

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

Finding: No barriers are proposed.

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

Finding: No outdoor lighting is proposed.

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

Finding: The owner will be responsible for upkeep and maintenance of the improvements.

- n. *When any portion of an application 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 property is not within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch.

Section 17.20.060 – Off Street Parking Requirements

The following are the applicable provisions from Section 17.20.060

17.20.060.7.a: The minimum number of parking spaces per 1,000 square feet of gross floor area for eating and drinking establishments is 10.

17.20.060.7.b When the required spaces are calculated by this subsection becomes greater than 1/3 of a space, the number shall be rounded up.

Finding: The application proposes 160 square feet of area, which would require a minimum of 2 parking spaces. The revised plan does not show any parking spaces. The existing gravel surface parking area has capacity for more than 2 parking spaces.

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

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

Finding: The site currently has a gravel-surfaced parking area, with the exception of the accessible parking space, which is surfaced with pervious concrete pavers.

Section 17.20.200 – Commercial Design Standards

The following are the applicable provisions from Section 17.20.200

3. SITE DESIGN.

- a. *Height Step Down. To provide compatible scale and relationships between new multi-story commercial buildings and existing adjacent single-story dwellings, the multi-story building(s) shall “step down” to create a building height transition to adjacent single-story building(s).*

Finding: The proposed structure is single story.

4. ARCHITECTURAL STANDARDS.

Finding: The application does not propose a building; a trailer is proposed.

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

Finding: The application does not propose any outdoor lighting.

Relevant Criteria—Santiam Station Architectural and Site Design Standards

A. Architectural Design

Finding: No building is proposed; a trailer will be brought on site. No details about the trailer were provided with the application.

B. Site Design

1. *Creek and pond protection to maintain water quality and wild animal habitat shall be incorporated into the overall design of a project.*

Finding: There are no creeks or ponds on or adjacent to this property.

2. *Parking lots shall be located to the rear, side or interior of developments.*

Finding: As a drive-through only facility, no parking lot is shown on the plan.

3. *A minimum 5 foot wide landscape strip shall buffer all parking lots from the public right-of-way except where driveway and pedestrian access to the site is provided.*

Finding: The proposal shows a landscaped area exceeding five feet wide along the entire street frontages (except at access points) of both Whitney St and N 3rd Ave.

4. *Off-street accommodations for automobiles, including the serving of automobiles, shall be shielded away from Cascade Highway.*

Finding: The subject property is not adjacent to Cascade Highway.

5. *Building entrances in Commercial Retail (CR) and Interchange District (ID) zones shall be setback no more than 10 feet from the street and must be oriented to the street rather than to the side or rear.*

Finding: As a drive-through facility, there is no building entrance.

6. *Information kiosks, bike racks, planters, benches, and pedestrian scale lighting are encouraged to be displayed along the promenade. As well, the promenade shall have a pattern on it that is carried throughout Santiam Station. The pattern can be created through the use of materials such as stamped concrete, paved stone or brick.*

Finding: This property is not located on the promenade.

III. CONCLUSION

The applicant's request meets the requirements established in SMC 17.12.220.5 and Section 17.20.060 except for the following:

Section 17.20.060.10.b. This section requires parking areas be paved with asphalt or concrete surfacing. However, due to the temporary nature of this proposal the City Planner has determined that paving is not necessary provided the future development of the parcel takes place within 5 years.

IV. ORDER

Based on the conclusions above the Director of Planning and Development approves the minor modification as shown on an untitled plan subject to the Standard Conditions of Approval for Land Use Applications attached to this decision and the following specific conditions.

1. All prior conditions of approval from Land Use Files 3-03/13 and 9-06/13 shall continue to be met unless specifically changed by the revised site plan.
2. The parking lot shall be paved if the use continues to be in existence in five years from the date of this approval.

V. 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.

In accordance with Section 17.12.120.7, the land use approval granted by this decision shall be effective only when the exercise of the rights granted herein is commenced within one year of the effective date of the decision. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the Director of Planning and Development at least 30 days prior to the expiration date of the approval.

VI. APPEAL DATES

The Director's action may be appealed to the Stayton Planning Commission pursuant to Stayton Municipal Code Section 17.12.400 APPEALS.



Dan Fleishman,
Director of Planning and Development

October 9, 2017
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. **Permit 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

Department of Planning and Development

362 N. Third Avenue • Stayton, OR 97383

Phone: (503) 769-2998 • Fax (503) 769-2134

dfleishman@ci.stayton.or.us

www.staytonoregon.gov

NOTICE OF DECISION BY THE PLANNING DEPARTMENT

You have recently participated on a pending Land Use Application. As required by state law, this notice is to inform you of the actions of the City of Stayton on that application. A copy of the order containing a summary of the facts, conclusions, and decision is available for review at the Planning Office and has been posted on the Planning and Development Department's portion of the City's web site. Please feel free to contact the Planning and Development Department if you have any questions.

File No: 9-09/17
Applicant: Heidi Shamblen
Location: 2550 Martin Dr
Date of Decision: October 9, 2017
Date of Notice: October 9, 2017
Last Day of Appeal or Call-up: October 23, 2017
120 Days Ends: January 11, 2018

- Nature of Application:** The application is for minor modifications to a previously approved site plan – removing the seasonal sales area and placing a drive-through coffee kiosk.
- Summary of Findings:** The Planning Department found that the application met the approval criteria with one exception.
- Decision and Conditions of Approval:** The application was approved by the Planning Department with two conditions of approval.
- Appeal Right:** The Department's action may be appealed within 14 days of the mailing of this notice. An appeal to the Planning Commission may be filed with the Director of Planning and Development pursuant to Stayton Municipal Code 17.12.110.

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 AND
DEVELOPMENT**
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
CITY COUNCIL REQUEST TO
REVIEW THE DECISION OF THE CITY PLANNER OR
PLANNING COMMISSION

NAME OF COUNCIL MEMBER: BRIAN QUIGLEY

ORIGINAL APPLICANT: HEIDI SHAMBLEN

DECISION MAKER WHOSE DECISION IS BEING REVIEWED

City Planner

^{Per} Planning Commission

DATE OF NOTICE OF DECISION BEING REVIEWED 10/9/17

LAND USE FILE NUMBER 9-09/17

Reason for City Council Review:

REVIEW OF SMC 17.20.060.10.6
IN ADDITION TO PREVIOUS TRAFFIC OBSTRUCTIONS
ON WHITNEY.

Signature of Council Member: Brian Quigley Date 10/9/17



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: November 6, 2017
SUBJECT: Monthly Finance Department Report

	September 2017	August 2017
Utility Billing		
Number of Bills Mailed	2,414	2,683
Number of Bills Emailed	281	268
Number of Bills on Auto-Pay	528	470
Delinquent Notices Sent Out	495	309
Courtesy Delinquent Notices Sent to Landlords	166	77
Notified of Impending Shut-Off & Penalty	160	169
Customers Issued Payment Extensions	32	30
Customers with Interrupted Services Non-Payment	13	23
Services Still Disconnected	1	1
Accounts Payable		
Number of Checks Issued	137	266
Total Amount of Checks	\$266,895.45	\$287,751.50



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: November 6, 2017
SUBJECT: Staff Report

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

	September 2017	Year to Date 2017	September 2016	Year to Date 2016
Police Activity	811	8530	854	7388
Investigated Incidents	405	3514	291	2733
Citations/Warning	90/123	1180/1988	115/202	1056/1792
Traffic Accidents	5	53	10	98
Juvenile Abuse	4	40	7	31
Arrests	35	481	46	586
Ordinance Complaints	94	545	12	202
Reserve Volunteer Hrs.	85.75	1084.95	223	2455
Citizen Volunteer Hrs.	0	177.70	38	486
Peer Court Referrals:	4	39	3	18

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 9/1/2017 - 9/30/2017

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	9/1/17 to 9/30/17	1/1/17 to 9/30/17	1/1/16 to 9/30/16	% Change Yr to Yr	9/1/17 to 9/30/17	1/1/17 to 9/30/16	1/1/16 to 9/30/16	9/1/17 to 9/30/17	1/1/17 to 9/30/17	1/1/16 to 9/30/16	9/1/17 to 9/30/17	Juv	Adult	Total	1/1/17 to 9/30/17	1/1/16 to 9/30/16
NON-CRIMINAL																
ACCIDENT-INJURY	1	9	13	-30.8%												
ACCIDENT-PROPERTY	9	54	47	14.9%												
ALL OTHER NON-CRIMINAL	310	2,704	1,981	36.5%												
NON CRIM DOMESTIC DISTURB	10	110	109	0.9%												
NON-CRIMINAL TOTALS	330	2,877	2,150	33.8%												
PERSON																
AGGRAVATED ASSAULT	2	16	10	60.0%	2	15	10	100.0%	93.8%	100.0%	0	2	2	15	11	
KIDNAPPING	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
OFFENSE AGAINST FAMILY	0	7	1	600.0%	0	7	1	0.0%	100.0%	100.0%	0	0	0	3	1	
OTHER ASSAULTS	6	69	54	27.8%	3	46	40	50.0%	66.7%	74.1%	2	2	4	57	32	
RAPE	0	2	2	0.0%	0	1	1	0.0%	50.0%	50.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	0	4	5	-20.0%	0	3	3	0.0%	75.0%	60.0%	0	0	0	2	2	
ROBBERY	0	3	2	50.0%	0	3	1	0.0%	100.0%	50.0%	0	0	0	3	1	
SEX OFFENSES	2	15	19	-21.1%	0	4	12	0.0%	26.7%	63.2%	0	0	0	5	4	
PERSON TOTALS	10	116	94	23.4%	5	79	68	50.0%	68.1%	72.3%	2	4	6	85	51	
PROPERTY																
BURGLARY - BUSINESS	0	2	2	0.0%	0	1	1	0.0%	50.0%	50.0%	0	0	0	1	1	
BURGLARY - OTHER STRUCTURE	0	2	4	-50.0%	0	0	1	0.0%	0.0%	25.0%	0	0	0	0	0	
BURGLARY - RESIDENCE	1	16	13	23.1%	1	5	6	100.0%	31.3%	46.2%	0	0	1	7	5	
COUNTERFEITING/FORGERY	3	9	7	28.6%	0	1	4	0.0%	11.1%	57.1%	0	0	0	5	18	
FRAUD	2	28	31	-9.7%	0	7	12	0.0%	25.0%	38.7%	0	0	0	8	15	
LARCENY																
Pickpocket	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Purse Snatching	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Shoplifting	0	43	37	16.2%	0	20	21	0.0%	46.5%	56.8%	0	0	0	24	21	
Theft from a Motor Vehicle	4	36	61	-41.0%	0	1	5	0.0%	2.8%	8.2%	0	0	0	1	5	
Theft of Bicycle	2	12	10	20.0%	0	2	2	0.0%	16.7%	20.0%	0	0	0	4	2	
Theft from Building	2	7	15	-53.3%	0	0	2	0.0%	0.0%	13.3%	0	0	0	1	5	
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	6	52	59	-11.9%	3	11	13	50.0%	21.2%	22.0%	1	1	2	15	18	
LARCENY	14	150	187	-19.8%	3	34	43	21.4%	22.7%	23.0%	1	1	2	45	51	
MOTOR VEHICLE THEFT	0	8	15	-46.7%	0	2	2	0.0%	25.0%	13.3%	0	0	0	8	5	

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	9/1/17 to 9/30/17	1/1/17 to 9/30/17	1/1/16 to 9/30/16	% Change Yr to Yr	9/1/17 to 9/30/17	1/1/17 to 9/30/17	1/1/16 to 9/30/16	9/1/17 to 9/30/17	1/1/17 to 9/30/17	1/1/16 to 9/30/16	9/1/17 to 9/30/17	Juv	Adult	Total	1/1/17 to 9/30/17	1/1/16 to 9/30/16
STOLEN PROPERTY	0	1	3	-66.7%	0	1	2	0.0%	100.0%	66.7%	0	0	0	1	5	
VANDALISM	3	73	74	-1.4%	1	11	18	33.3%	15.1%	24.3%	0	0	0	15	19	
PROPERTY TOTALS	23	289	336	-14.0%	5	62	89	21.7%	21.5%	26.5%	1	2	3	93	121	
SOCIETY																
ALL OTHER	18	124	122	1.6%	2	26	44	11.1%	21.0%	36.1%	1	1	2	28	40	
ANIMAL	0	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1	
CURFEW	0	14	10	40.0%	0	12	9	0.0%	85.7%	90.0%	0	0	0	19	5	
CUSTODY-MENTAL	1	5	7	-28.6%	1	5	7	100.0%	100.0%	100.0%	0	1	1	5	7	
CUSTODY-PROTECTIVE	1	4	1	300.0%	1	2	1	100.0%	50.0%	100.0%	0	0	0	1	0	
DISORDERLY CONDUCT	5	36	45	-20.0%	4	29	35	80.0%	80.6%	77.8%	0	4	4	33	42	
DR WHILE SUSP	2	19	8	137.5%	2	19	8	100.0%	100.0%	100.0%	0	2	2	20	8	
DRIVING UNDER INFLUENCE	3	55	46	19.6%	3	55	46	100.0%	100.0%	100.0%	0	3	3	57	46	
ELUDING	1	8	6	33.3%	1	7	6	100.0%	87.5%	100.0%	0	2	2	8	8	
ESCAPE	0	2	1	100.0%	0	2	1	0.0%	100.0%	100.0%	0	0	0	3	1	
FAIL TO DISPLAY DL	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	1	1	
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
HIT & RUN	4	33	38	-13.2%	1	9	5	25.0%	27.3%	13.2%	0	1	1	11	166	
LIQUOR LAWS	2	10	10	0.0%	2	10	8	100.0%	100.0%	80.0%	2	0	2	23	14	
MIP TOBACCO	2	4	4	0.0%	2	4	4	100.0%	100.0%	100.0%	2	0	2	4	4	
NARCOTICS/DRUGS	6	52	42	23.8%	6	48	39	100.0%	92.3%	92.9%	2	7	9	79	53	
PROP RECOV - FOR OTHER AGENCY	0	0	2	-100.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0	
RECKLESS DRIVING	2	14	15	-6.7%	2	13	14	100.0%	92.9%	93.3%	0	2	2	14	14	
RUNAWAY	1	14	12	16.7%	1	8	9	100.0%	57.1%	75.0%	2	0	2	10	8	
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
TRESPASS	18	79	74	6.8%	2	20	54	11.1%	25.3%	73.0%	0	0	0	21	32	
VEH RECOV - FOR OTHER AGENCY	0	5	3	66.7%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0	0	
WARRANT	10	127	127	0.0%	10	125	126	100.0%	98.4%	99.2%	0	0	0	7	2	
WEAPONS	1	5	4	25.0%	1	4	3	100.0%	80.0%	75.0%	2	0	2	5	4	
SOCIETY TOTALS	77	613	579	5.9%	41	399	423	53.2%	65.1%	73.1%	11	34	45	503	462	
GRAND TOTALS	440	3,895	3,159	23.3%												



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: November 6, 2017
SUBJECT: Public Works Monthly Operating Report for September 2017

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|--|
| • WWTP Facility | Effluent flows: 32.83 million gallons were treated during September. The highest flow was 1.38 million gallons on September 21 st and the lowest flow was 0.95 million gallons on September 13 th . The average flow was 1.09 million gallons. Total rainfall for September was 2.87 inches. |
| • WTP | Highest production day was 5,813,000 gallons on September 12, 2017. |
| • Water System | Installed 256 radio readers to finish the water meter radio reading project. On September 18 th , all water meters in the City were read using the vehicle unit. Replaced 11 meters and installed 3 new water meters with radio readers. Repaired water service at 377 Birch Street. Replaced a meter stop at 1152 Deerfield Court. |
| • Streets | Swept 167 curb miles and collected 60 cubic yards of material. Put down 1,260 pounds of cold patch. Installed 7 new "Welcome to Stayton" signs. |
| • Parks | Volunteers:
Community Service: Total # of Volunteers = 0, Total # of hours = 0
Life skills High School Students: Total # of Volunteers = 0, Total # of hours = 0
Parks Board: Total # of Volunteers = 5, Total # of hours = 5 |
| • Building Permits | |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling 2257 Deer Ave., 2342 Deer Ave., 1009 Brody Ct.	3	\$43,028.00
Residential Building Addition/Alter/Other	-	\$0
Commercial Building Addition/Alter/Other 101 Fern Ridge Rd.	3	\$13,209.00
Electrical	-	
Mechanical	1	
Plumbing	-	
TOTAL	2	\$56,237.00

One (1) Residential SDC = \$11,288.00 + \$733.00 for Mill Creek SDC + Storm Water SDC \$1990.00 or \$2854.00



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., Director of Public Works
DATE: November 6th, 2017
SUBJECT: Annual TMDL Report (Informational Only)

BACKGROUND INFORMATION

As part of a watershed approach to water quality problems, the State of Oregon is in the process of developing a **Total Maximum Daily Load (TMDL)** and Water Quality Management Plan (WQMP) for each water body that does not meet specific water quality standards. The Willamette River is among these water quality impaired bodies of water for parameters of temperature, mercury, and bacteria.

The United States EPA approved the Willamette River Basin TMDL (WB- TMDL) On September 29, 2006. In the WB-TMDL, the City of Stayton is listed as a Designate Management Agency (DMA) because it is bordered by Mill Creek and North Santiam River which are Willamette River tributaries. As a DMA, Stayton is responsible for water quality within its jurisdiction and is required to submit a TMDL Implementation Plan Annual Report to the Oregon Department of Environmental Quality under Oregon Administrative Rule 340-042-0080(3).

This report provides a comprehensive description of Stayton's ongoing and planned efforts to reduce targeted pollutant loadings in accordance with the WB- TMDL.

Oregon Statewide Land Use Goals

In 1973 the Oregon State Legislature established statewide standards to be used by local government agencies in land use planning. The intent of the standards was to protect Oregon's natural resources and promote economic development. The Department of Land Conservation and Development (DLCD) was created at that time to be the administrative agency to manage these standards.

Over time, these standards have evolved into a set of 19 Land Use and Planning goals covering everything from Citizen Involvement to the preservation of Ocean Resources. As not all of these goals directly apply to the WB-TMDL, DEQ has shown interest in the position of Stayton in

relation to Statewide Land Use and Planning Goals 5 and 6 because these are the pertinent sections with regard to the Implementation Plan.

Statewide Planning Goal 5 is to protect natural resources, and conserve scenic and historic areas, and open spaces. In correlation with this goal, local governments are to adopt programs that will achieve this goal. Part of this is to inventory riparian corridors and establish policies to protect them.

Statewide planning Goal 6 is similar to Goal 5 in that the objective is to maintain and improve the quality of the air, water and land resources of the state. All waste and process discharges cannot exceed the carrying capacity of the water resources nor degrade nor threaten them.

The city's comprehensive plan was revised in April 2006, and addresses all of statewide land use goals. The comprehensive plan has been acknowledged by the Department of Land Conservation and Development to be compliant with the state wide goals. The city's ongoing land use practices, permitting practices, and development code are consistent with the land use goals and the proposed management strategies in the implementation plan.

Existing Water Quality

Stayton's TMDL efforts focus on the waters within the city's jurisdiction which includes the Salem Ditch (also known as the Stayton Ditch), the North Santiam River, Mill Creek, and the Power Canal.

The majority of the city's urban impact is on the Salem Ditch, which travels east to west along the south border of the city, then turns north and runs along the city's west border ultimately discharging to Mill Creek in the northwest corner of the city limits.

FISCAL IMPACT

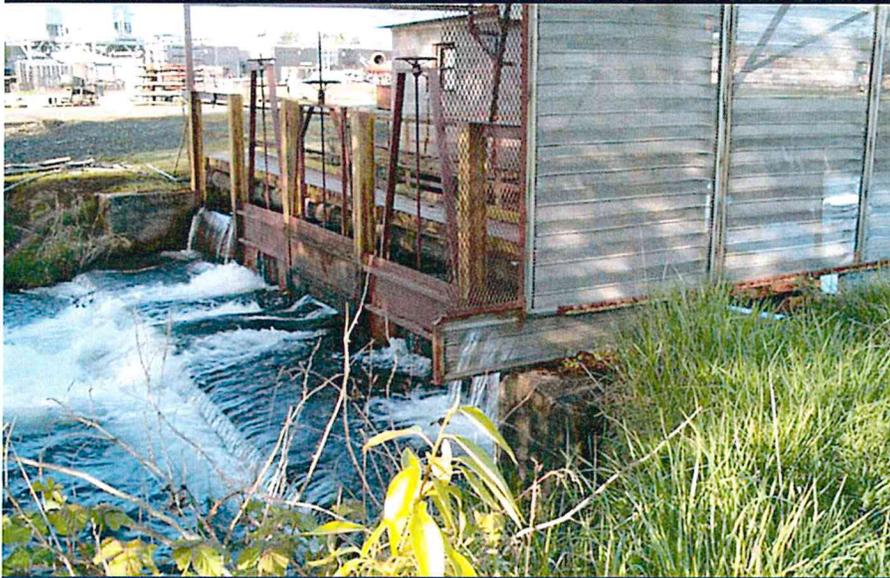
The fiscal impact is unknown at this time.

ENCLOSURE(S)

TMDL Report

Stayton, Oregon Willamette Basin TMDL Implementation Plan- Annual Report

September 2017



City of Stayton, Oregon
Willamette Basin TMDL Implementation Plan Annual Report – Agency Review
September, 2017

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Chapter 1: Introduction

Chapter 2: Existing Conditions

Chapter 3: Management Strategies

Chapter 4: Plan Review and Reporting

Chapter 5: Additional Elements

Appendix A: Tracking Matrix

Appendix B: Illegal Discharge Brochure

Appendix C: Annual Water Quality Testing for Salem Ditch, Stayton Ditch
and West Stayton Irrigation Ditch Results

Chapter 1 INTRODUCTION

1.1 General

As part of a watershed approach to water quality problems, the State of Oregon is in the process of developing a **Total Maximum Daily Load (TMDL)** and Water Quality Management Plan (WQMP) for each water body that does not meet specific water quality standards. The Willamette River is among these water quality impaired bodies of water for parameters of temperature, mercury, and bacteria.

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This report provides a comprehensive description of Stayton's ongoing and planned efforts to reduce targeted pollutant loadings in accordance with the WB- TMDL.

Chapter 2 EXISTING CONDITIONS

2.1 Oregon Statewide Land Use Goals

In 1973 the Oregon State Legislature established statewide standards to be used by local government agencies in land use planning. The intent of the standards was to protect Oregon's natural resources and promote economic development. The Department of Land Conservation and Development (DLCD) was created at that time to be the administrative agency to manage these standards.

Over time, these standards have evolved into a set of 19 Land Use and Planning goals covering everything from Citizen Involvement to the preservation of Ocean Resources. As not all of these goals directly apply to the WB-TMDL, DEQ has shown interest in the position of Stayton in relation to Statewide Landuse and Planning Goals 5 and 6 because these are the pertinent sections with regard to the Implementation Plan.

Statewide Planning Goal 5 is to protect natural resources, and conserve scenic and historic areas, and open spaces. In correlation with this goal, local governments are to adopt programs that will achieve this goal. Part of this is to inventory riparian corridors and establish policies to protect them.

Statewide planning Goal 6 is similar to Goal 5 in that the objective is to maintain and

improve the quality of the air, water and land resources of the state. All waste and process discharges cannot exceed the carrying capacity of the water resources nor degrade nor threaten them.

The city's comprehensive plan was revised in April 2006, and addresses all of statewide land use goals. The comprehensive plan has been acknowledged by the Department of Land Conservation and Development to be compliant with the state wide goals. The city's ongoing land use practices, permitting practices, and development code are consistent with the land use goals and the proposed management strategies in the implementation plan.

2.2 Existing Water Quality

Stayton's TMDL efforts focus on the waters within the city's jurisdiction which includes the Salem Ditch (also known as the Stayton Ditch), the North Santiam River, Mill Creek, and the Power Canal.

The majority of the city's urban impact is on the Salem Ditch, which travels east to west along the south border of the city, then turns north and runs along the city's west border ultimately discharging to Mill Creek in the northwest corner of the city limits.

Chapter 3 MANAGEMENT STRATEGIES

3.1 General

This chapter discusses the general strategies the city implements to reduce pollutant loads. The methods for assessing the effectiveness of these strategies are discussed in Chapter 4. Fundamentally, these strategies are designed to focus efforts on activities that will result in the maximum reduction of pollutants given the city's limited resources.

3.2 Management Strategies

The following sub-sections describe Stayton's management strategies for reducing temperature, mercury, and bacteria. Some of the strategies are already in place, and have been identified in their scheduled implementation as 'ongoing'. Strategies that have been selected as part of this plan to fill the gaps have specific implementation dates as chosen by the city according to the resources available. The strategies, along with the benchmarks and schedules are summarized in the Tracking Matrix in Appendix A.

3.2.1 Temperature

The WB-TMDL has established a temperature TMDL to create a healthier environment for salmon and trout species found in the Willamette Basin. There is not one target temperature for the entire basin, because the optimum temperatures vary by location according to the fish habitat designation for the area. DEQ would like to see efforts from Stayton to address temperature concerns through protection, restoration, or creation of riparian vegetation. The Oregon State DEQ does not recognize storm water as a source of temperature loading for the purposes of the temperature TMDL.

Because storm water runoff from the city is not recognized by DEQ as a source of temperature loading in the rivers, direct solar radiation on the water bodies within Stayton's jurisdiction is the primary source for temperature loading. The effects of temperature loading can be minimized if the water in the river is deep and well shaded.

The depth of the water is affected by two factors, namely, flow volume and the channel shape. During the summer months, when solar radiation is at a peak, the flow in the river and the runoff volume from the city is typically low. Under this scenario, any flow added to the river from the city's storm water system will help lower the stream temperatures because it will provide additional volume to the river and it will typically be cooler because it is piped underground prior to discharging to the river.

The second factor affecting the depth of the water in the river channel is the shape of the channel. The channel shape can be negatively affected through erosion. Erosion is more likely to occur where the channel banks are bare and unstable. As banks erode, the shape of the channel tends to be wide and flat,

therefore reducing the water depth and increasing the impact of solar radiation. Riverbank vegetation or structural stabilization measures prevent channel erosion and promote a deeper channel resulting in cooler water temperatures. Bank vegetation not only prevents erosion, but can provide shading if the vegetation consists of trees.

The city's land use development code also contains provisions that require 50-foot riparian setbacks as a measure of protecting the riverbanks and promoting stream health. This code will continue to promote cooler water temperatures as the city develops beyond its current limits. The city's goal is to continue the practice of enforcing the existing land use code through the development review and approval process.

In addition to setback requirements, Sections 17.16.090 and 17.20.80 specifically protects trees and other vegetation in riparian corridors.

The city has also formed an active partnership with North Santiam Watershed Council, and the Oregon Association of Clean Water Agencies (ACWA). This relationship will provide the city opportunities to take part in a watershed approach to water quality, and to partner with these agencies on future water quality projects. The city's goal is to stay involved with these groups by attending six meetings each year as a management strategy to address the temperature TMDL.

3.3 General

This chapter discusses the general strategies the city implements to reduce pollutant loads. The methods for assessing the effectiveness of these strategies are discussed in Chapter 4. Fundamentally, these strategies are designed to focus efforts on activities that will result in the maximum reduction of pollutants given the city's limited resources.

3.4 Management Strategies

The following sub-sections describe Stayton's management strategies for reducing temperature, mercury, and bacteria. Some of the strategies are already in place, and have been identified in their scheduled implementation as 'ongoing'. Strategies that have been selected as part of this plan to fill the gaps have specific implementation dates as chosen by the city according the resources available. The strategies, along with the benchmarks and schedules are summarized in the Tracking Matrix in Appendix A.

3.4.1 Temperature

The WB-TMDL has established a temperature TMDL to create a healthier environment for salmon and trout species found in the Willamette Basin. There is not one target temperature for the entire basin, because the optimum temperatures vary by location according to the fish habitat designation for the area. DEQ would like to see efforts from Stayton to address temperature concerns through protection, restoration, or creation of riparian vegetation. The

Oregon State DEQ does not recognize storm water as a source of temperature loading for the purposes of the temperature TMDL.

Because storm water runoff from the city is not recognized by DEQ as a source of temperature loading in the rivers, direct solar radiation on the water bodies within Stayton's jurisdiction is the primary source for temperature loading. The effects of temperature loading can be minimized if the water in the river is deep and well shaded.

The depth of the water is affected by two factors, namely, flow volume and the channel shape. During the summer months, when solar radiation is at a peak, the flow in the river and the runoff volume from the city is typically low. Under this scenario, any flow added to the river from the city's storm water system will help lower the stream temperatures because it will provide additional volume to the river and it will typically be cooler because it is piped underground prior to discharging to the river.

The second factor affecting the depth of the water in the river channel is the shape of the channel. The channel shape can be negatively affected through erosion. Erosion is more likely to occur where the channel banks are bare and unstable. As banks erode, the shape of the channel tends to be wide and flat, therefore reducing the water depth and increasing the impact of solar radiation. Riverbank vegetation or structural stabilization measures prevent channel erosion and promote a deeper channel resulting in cooler water temperatures. Bank vegetation not only prevents erosion, but can provide shading if the vegetation consists of trees.

The city's land use development code also contains provisions that require 50-foot riparian setbacks as a measure of protecting the riverbanks and promoting stream health. This code will continue to promote cooler water temperatures as the city develops beyond its current limits. The city's goal is to continue the practice of enforcing the existing land use code through the development review and approval process.

In addition to setback requirements, Sections 17.16.090 and 17.20.80 specifically protects trees and other vegetation in riparian corridors.

The city has also formed an active partnership with North Santiam Watershed Council, and the Oregon Association of Clean Water Agencies (ACWA). This relationship will provide the city opportunities to take part in a watershed approach to water quality, and to partner with these agencies on future water quality projects. The city's goal is to stay involved with these groups by attending six meetings each year as a management strategy to address the temperature TMDL.

3.4.2 Mercury

Mercury is pollutant of concern because of its toxicity and its tendency to bioaccumulate. Bioaccumulation is the process by which a substance builds up in concentration in living organisms as they take in contaminated air, water, or

food because the substances can only be metabolized very slowly. The toxic effects of mercury poisoning range from debilitation to death.

Mercury is a natural soil component common throughout the Willamette Basin, and soil erosion accounts for nearly half of all the mercury found in the Willamette River and its tributaries. Automobile emissions, Dental fillings, light bulbs, and thermometers are a few of the common non-natural sources of mercury.

The City of Stayton has identified sediment in sediment laden storm water and air pollution as two primary sources of mercury loading in the surrounding waters. To address sediment carried by stormwater, the city will focus on reducing runoff from construction sites, and reducing sediment loads in stormwater through improved maintenance practices.

The city currently provides reminders to developers during Pre-application, Pre-design meetings and throughout the Development Review Process to obtain 1200-C permits as required by the state. The city also reviews erosion control plans as part of the plan review process. The city's goal is to continue these practices to aid in the prevention of excessive sediment in stormwater runoff from construction sites.

1200-C permits address construction sites that are an acre or larger in area. There are not currently any regulations for sites less than an acre and the city recognizes such sites as a potential source for sediment erosion. The city does review all construction plans and activities in the city and requires erosion control measures for all projects. The city will consider adding language to existing codes and/or design standards to address smaller construction sites and infill single family home construction.

To reduce sediment loading from stormwater, the city currently sweeps the streets on a regular basis. Downtown corridors are swept weekly, collectors are swept twice a month, and residential streets are swept monthly. The city's plan is to continue street sweeping and begin tracking completion of the street sweeping.

In addition to street sweeping, the city currently cleans a portion of their estimated 650 storm water catch basins annually. Cleaning the catch basins not only prevents trapped sediment from reentering the system, but also enables the basins to function properly and remove more sediment from the system. The city's goal is to continue cleaning catch basins annually and track the number of basins cleaned.

As part of the stormwater master plan, the city has established a plan to begin pressure cleaning the storm water lines. There are approximately 29-miles of stormwater lines in the city. The plan is to clean the lines once every five years. This will prevent buildup, allow for proper function of the system, and remove excess sediment.

In addition to mercury carried in storm water sediment, the city realizes air pollution can contribute to mercury levels in surface waters. For this and

many other benefits, the city supports a county commuter ride program. A large park-and-ride lot is located in the northeast end of the city. Commuter ride program information is also available at the public works office. The goal in relation to this management strategy is to continue to support the commuter ride program.

An implementation schedule and measurable benchmarks are identified for each of these strategies in the Tracking Matrix in Appendix A.

3.4.3 Bacteria

Bacteria concentrations in water are typically measured by an indicator group of bacteria such as *E. coli* in units of Most Probable Number (MPN) per unit volume. Potential sources of bacteria include failing septic systems, leaking sewer lines, substandard wastewater effluent discharges, pet waste, livestock waste, duck feeding areas, and cross-connections.

Stayton has reviewed the potential sources of bacterial contamination and has determined that pet waste, poorly maintained sewer lines, and cross connections are the areas on which they will focus their management efforts.

The city has installed pet waste stations in local parks to encourage owners to clean up after their pets. The city plans to inventory these stations to determine quantities, locations, installation years and other data necessary to assess additional needs. The city will continue to stock and maintain the stations, as well as inventory the existing stations and assess additional needs.

The city currently cleans and inspects the sewer system periodically. The goal is to continue this practice and commit to a schedule of cleaning and inspecting every line once every five years. The anticipated outcome of this effort is well maintained lines that will prevent sewage leaking or overflowing and reaching the natural waters surrounding the city.

In reviewing the city codes and ordinances, it was discovered that there was nothing prohibiting storm drain and sanitary sewer cross-connections. As a result, a goal was established to propose ordinance language prohibiting cross-connections. In 2010 that goal was met by updating and adapting the City Public works Design Standards and Construction Specifications.

The specific implementation schedules and benchmarks for each of these strategies are listed in the Tracking Matrix in Appendix A.

Chapter 4 PLAN REVIEW AND REPORTING

General

Tracking and reporting on the progress of the implementation plan is essential to its success because it provides the feedback necessary to make necessary adjustments. Adjustments are necessary over time due to changing needs or variances in field conditions.

As such, tracking and reporting have been included as part of the implementation plan to serve as tools to help the city achieve the plan objectives. This chapter presents the city's plan for tracking and reporting their progress on the implementation plan activities.

4.1 Implementation Tracking

Implementation tracking refers to keeping track of which of the planned activities have been implemented within their chosen timeline and which ones have not. It should be noted that the timelines for implementation are not regulatory, but rather City of Stayton will track and report on the progress of the planned TMDL Implementation Plan Activities – including interim steps necessary for the various benchmarks. The City will keep an internal inventory of progress towards completion of each of the activities listed on the tracking matrix throughout the year.

4.2 Effectiveness Tracking and Evaluation

Effectiveness tracking will focus on how beneficial the strategies are in relation to the time and effort required to implement them. The evaluation of this effectiveness in reducing pollutant loads will rely on city personnel performing adequate and timely data collection and analysis.

A record of the time and resources spent will be kept on each of the activities and will be compared to the measurable benchmark for the activity. For example, catch basin cleaning may cost an average of \$17 per catch basin, and result in an average of 2 lbs of sediment being removed from the system. This would allow the city to compare this activity with other activities for effectiveness resources required.

The effectiveness of activities such as public education are difficult to quantify, however activities themselves can be tracked as indicated in the tracking matrix. However, the intent in tracking the meetings is to measure the level of effort compared to a sense of its effectiveness which should be determined by those participating in the activities.

Central to the effectiveness evaluation will be the questions: “How well is this activity helping us reach our goal of pollutant reduction?”, “Can this activity be modified to be more effective?”, “Are there other activities that could be more beneficial?” Once the appropriate data is collected, the results will be evaluated on the basis of these questions.

The city will review the results of all effectiveness evaluations on an annual basis and consider possible alterations to the implementation plan if some activities prove to be ineffective. This internal review will be completed prior to the annual DEQ reporting. The city will also review and track interim steps being taken towards their benchmarks in the annual and five-year reviews.

4.3 Reporting

Oregon DEQ requires the city to report implementation progress annually. This reporting will be facilitated through the use of the tracking matrix presented in the previous chapter. The annual reporting will consist of filling out the status column with an appropriate indicator and submitting the matrix to DEQ. The annual and 5-year reports will also discuss interim steps being taken towards the various benchmarks. Any necessary minor adjustments may also be made at this time. In an effort to coordinate TMDL reporting with other reporting required of the city, they will report in September of each year after an internal review held in August starting in 2009.

4.4 Adaptive Management

As circumstances change, the needs and strategies related to this implementation plan will change. This may be due to changes within the city, state and federal regulations, or in the Willamette Basin itself. The City of Stayton will specifically revisit this implementation plan every five years. The city will also consider potential revisions or redirections that may be necessary as a result of DEQ's revisions to the WB-TMDL. The first of these revisits will be in 2013. The reevaluation will include a review of existing tracking data and other information to evaluate the effectiveness of the plan relative to the pollution reduction goals.

Chapter 5 ADDITIONAL ELEMENTS

5.1 General

The WB-TMDL requires additional elements from the WQMP to be addressed by various communities according to their population designation. Because Stayton is considered by DEQ to be non-MS4 DMA, the additional requirements are not as extensive as those required of MS4 DMAs. This chapter addresses the additional elements required for the City of Stayton.

5.2 Public Involvement Plan

Stayton is required to include a public involvement element as part of the TMDL Implementation Plan. The city will implement the plan upon acceptance from DEQ, however, the city's plan is to involve the public through a public open house where the implementation plan will be presented to the public and City Council in within 60 days of DEQ's approval of the Implementation Plan.

As revisions to ordinances and standards are proposed during city council meetings which are open to the public, the public will have an opportunity to be further involved.

5.3 Fiscal Analysis

A fiscal analysis is required in order to identify the resources necessary to develop, implement, and maintain the plan components identified in this report. Given the absence of resources available for additional programs and practices, many of the plan elements have been selected on the basis of their minimal financial impact. Items such as policy implementation will cause an insignificant financial impact and will be absorbed into the regular operations budgets.

The more resource intensive components of the plan are to be integrated as part of the storm water master plan or other existing programs, and the funding will come from the utility or program budgets. For example, the storm water master plan components will likely be funded by a System Development Charge for new developments, and a utility for existing users which has been detailed in the Storm Water Master Plan.

5.4 NPDES Phase II Six Minimum Control Measures

Because Stayton is not currently a Municipal Separate Storm Sewer System (MS4) community, the city is not required to implement the Six Minimum Control Measures for mercury and bacteria reductions tied to the NPDES Phase II requirements. An MS4 designation is typically triggered by a population of 50,000, other urbanization indicators, or at DEQ's discretion. Stayton's population is currently estimated at 7,800.

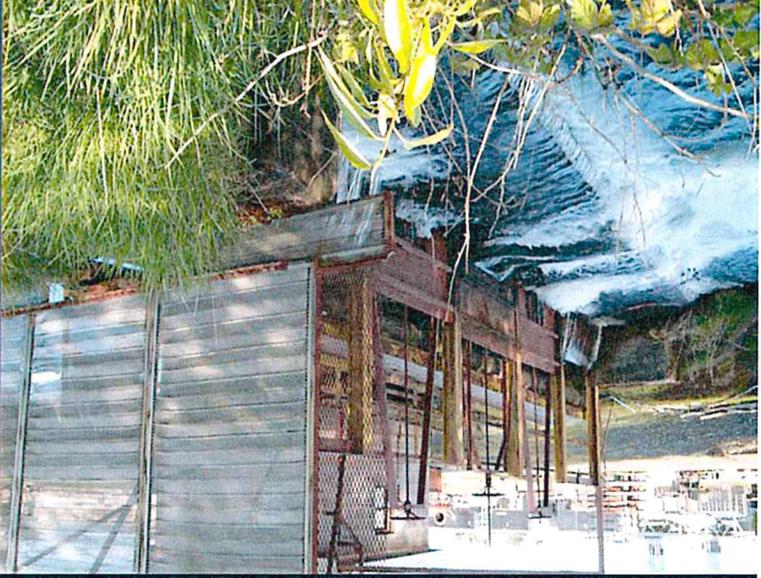
However, as part of this implementation plan, DEQ has asked the city to consider these elements and determine which measures could feasibly be accomplished as part of the implementation plan. The Six Minimum Control Measures identified

in Chapter 14 of the [Willamette Basin Water Quality Management Plan](#) are:

- 1) Pollution prevention in municipal operations
- 2) Public education and outreach on storm water impacts
- 3) Public involvement and participation
- 4) Illicit discharge detection and elimination
- 5) Construction site storm water runoff control
- 6) Post-construction stormwater management in new development and redevelopment.

Each of these measures and the extent to which the city plans to address them is covered in the Tracking Matrix in Appendix A.

Appendix A: Tracking Matrix



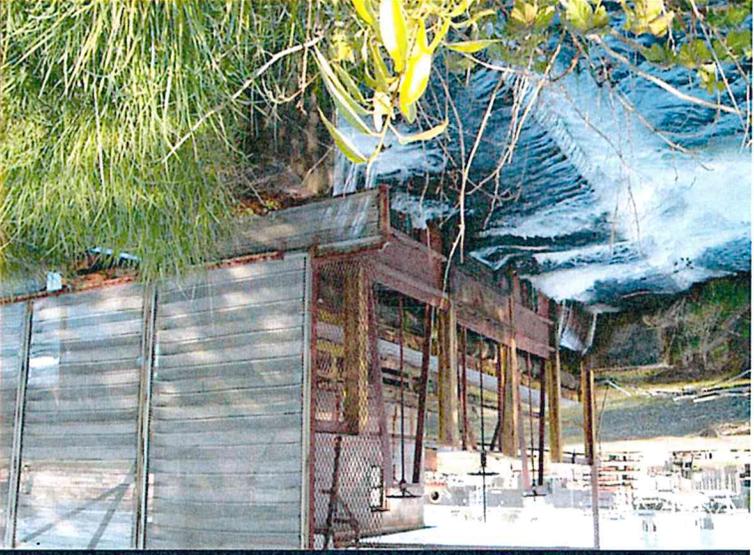
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	A	B	C	D	E	F	G	H	I	J		
5		POLLUTANT	SOURCE	STRATEGY <small>What is being done, or what will be done to reduce or control pollution from this source</small>	HOW THIS WILL BE DONE	MEASURE <small>How implementation or completion will be measured</small>	TIMELINE <small>When this strategy will be implemented or completed</small>	BENCHMARK <small>The goal to be met within the indicated timeline</small>	STATUS	Date Updated		
6												
7	1	All	Variety of Sources	Update Storm Water Design Standards for the City of Stayton	Incorporate applicable detailed provisions from the 2008 Portland Stormwater Management Manual, and adopt design standards for Low Impact Developments	Public Works Director approval	Start 2014 Complete 2018	Updated Standard Adoption	The Storm Water Design Standards were revised and adapted September 2015. The Public Works Director and the City Engineer reviewed and updated the City of Stayton Public Works Design Standards and the Public Works Construction Specifications June - August 2015. The City of Stayton City Council was apprised of the Design Standards update at the September 21st, 2015 City Council Meeting. The City of Stayton Design Standards and Construction Specifications are continuously under the review by the City Engineer and the Public Works Director. These Standards are updated as needed.	September-17		
8	2	All	Variety of Sources	Acquire property for development of detention basins to manage peak flow runoff into irrigation canals and rivers	Purchase property per Storm Drainage Master Plan to build new detention basins	Purchase property	Start 2014-Complete 2018	Individual property acquisitions	The City has purchased a 13-acre site for a regional detention facility. The City has retained an engineering consultant to design the regional detention facility. Keller Associates are preparing the final construction plans for review. Projected start date for construction is Spring 2018.	September-17		
9	3	Temperature	Solar Radiation	Protect and promote healthy riparian areas	Land use code requires riparian setbacks	Track the number of development and redevelopment plans reviewed for conformance with riparian policy	Ongoing	100% of development and redevelopment plans	The City of Stayton Planning & Development Department reviewed seventeen land use applications for development from October 1, 2016 to September 30, 2017. None (0) of these applications were adjacent to a water way, or subject to review under the Natural Resource Overlay Zone.	September-17		
10												
11	4				Review progress of riparian project along N. Santiam River on City property east of Stayton water treatment plant, replant	Are the trees/shrubs growing?	Started 2007, Ongoing	Check the site annually	The City has tried several times over the past 5-years to plant trees in Riverfront Park, east of the water treatment plant, along the North Santiam River. We have experienced a very high mortality rate. Very few trees have survived. The City is in the planning phase to establish a method to water the trees. Once we establish how we will water the trees so they become established we will reach out to the North Santiam Watershed Council to try to obtain donated trees. The City will make an effort to replant the corridor during the 2017/2018 year.	September-17		
12												
13	5				Work with other agencies on watershed solutions	Maintain contact with ACWA and continue to participate with North Santiam Watershed Council	Track number of coordination meetings attended annually	Ongoing	Attend 3 meetings annually and meet quarterly with SWCD staff	The City has one representative who sits on the ACWA Board and attends all Board Meetings (12 per year) and some of the committee meetings (6/yr.). Subjects discussed in meetings: temperature numeric limits, human health criteria, ammonia and other standards, water quality trading, natural treatment systems use of recycled water, TMDL implementation plans, Willamette River Alliance, variances, site specific criteria, compliance schedules, NPDES permitting strategies, ect.....	September-17	
14												
15									Ongoing -The City did not attend three North Santiam Watershed Council Meetings during the 2016 - 2017 cycle. The City will strive to attend the meetings in the future. The City is scheduled to meet the SWCD quarterly. There are times during the growing season that this becomes more difficult however.	September-17		
16	6	Mercury	Sediment	Reduce sediment reaching Mill Creek and North Santiam through storm water	Ensure sediment erosion control plans are provided for development and redevelopment plans	Track % of sediment erosion control plan checks performed as part of plan review process	Ongoing	100% of development and redevelopment plans (Y/N)	All Site Development Plans and all Building Permits are reviewed for Erosion Control Plans	September-17		
17	7				Remind developers of 1200-C permit requirements in preconstruction meetings	Track % of meetings wherein a 1200-C permit reminder was provided	Ongoing	100% of preconstruction meetings involved a 1200-C permit reminder (Y/N)	Ongoing- Erosion Control Plans are required for all development within the City of Stayton. During the Land Use process for a Site Development the city planner will request comments from the city engineer. The comments are placed in the Conditions of Approval for the development application. The city engineer informs the developer if a 1200C Permit will be required for the project. So the 1200 C permit tracking is performed well before the pre-construction meeting, it is tracked throughout the process. A Site Development Permit will not be issued unless all items in the Conditions of Approval are met. Section 102.09 of the City of Stayton Design Standards outlines what the requirements are for a plan submittal for a Site Development Permit.	September-17		
18	8				Consider adding language to existing city codes and/or design standards for erosion control on construction sites <1ac	Public works to propose language to be considered for inclusion in existing codes and standards.	Adopt and implement by September 2018	Propose Language for revised code (Y/N)	The 2015 Public Works Design Standards has language and new Standard Details to address this issue and reduce pollutants from the outflow from all new storm drainage infrastructure. The City has also been working to install Pollution Control Manholes prior to storm lines out falling directly into a water body. The City will add language to address to the Design Standards to address sites < 1 acre in the 2018 Design Standards update.	September-17		
19	9				Perform regular street sweeping of curbed streets	Track % of streets swept monthly and volume of material collected monthly	Ongoing	Fall & Winter: At least 2 x per mo. Spring: 2 x per month. Summer: 1 x per month. Downtown 4 x per month.	From August 1, 2016 through July 31, 2017: Swept 100% of curbed streets minimum once per month; swept 1,351 curbed miles for the year and collected 770 cubic yards of debris. Collected 110 c.y. of fall debris during the annual Fall cleanup event (primarily leaves).	September-17		

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20	10				Clean catch basins annually	Track % of catch basins cleaned annually	Ongoing	Cleaned on 3-5 year cycle. 20%+ to be cleaned annually	From August 1, 2016 through July 31st, 2017: The City Cleaned 130 catchbasins (13.7% of all catchbasins inventoried).	September-17		
21	11			Clean storm lines once every 3 yrs.	Track % of lines cleaned annually	Ongoing	Clean on 3-5 year cycle. 20%+ to be cleaned annually	From August 1, 2016 through July 31, 2017: Cleaned 2.75 miles or 9.2% of all the storm pipe in the City. The City continues to strive to meet the 20% annual cleaning requirement. Maintenance costs continue to rise and pose the biggest road block to meeting the 20% threshold.		September-17		
22	12		Air deposition	Reduce air pollution	Support commuter ride program by providing information at Public Works Building	Brochures provided? Y/N	Ongoing	Brochures provided? Y/N		Ongoing -CARTS brochures available at City Hall.	September-17	
23	13	Bacteria	Pet Waste	Reduce pet waste reaching streams through storm water runoff	Continue support and use of pet waste stations at city parks. Inventory existing stations, and assess need for additional stations	Provide inventory and assessment results in a report	Review every 3 years (2013 and 2016)	Report presented? Y/N	The City of Stayton continues to maintain and add new dog waste disposal systems within the parks system. The City has 12 pet waste stations, one at each City park. We use about 12,000 bags per year. The report referenced is for ongoing inspection and determination of additional or relocation of existing pet waste stations. This is an ongoing process and its a weekly duty of our Parks Supervisor to assess.	September-17		
24	14		Municipal Sewage	Reduce municipal sewage reaching streams through surface water and groundwater pathways	Detect and repair leaking city sewer lines as resources allow	Track % of lines cleaned and inspected	Ongoing	20% of lines cleaned and inspected annually		From August 1, 2016 and July 31, 2017 the City cleaned and inspected 6.29 miles or 19.1% of the sewer lines. There were 30 inline pipe repairs. The City continues to strive to meet the 20% annual cleaning requirement, but overall sewer system maintenance costs prevent the City from meeting this threshold.	September-17	
25	16	Additional Elements Required from the WB-WQMP	Six Control Measures for Mercury and Bacteria from NPDES Phase II Program	Pollution Prevention in Municipal Operations	See: Mercury>Sediment>Street Sweeping, Catch Basin Cleaning, Storm Line Cleaning					The City swept 1,351 curb miles, cleaned 130 catchbasins, and cleaned 2.75 miles of storm pipe. We also installed 3 pollution control devices to prevent sediment from entering the Salem Ditch.	September-17	
26	17					See: Mercury>Air>Reduce Pollution>Commuter Ride information						
27	18			Public Education and Outreach	Coordinate with Volunteer Groups	Begin tracking and report number of volunteer projects performed annually	Ongoing	100% of City Coordinated Volunteer projects reported	I-Serve work groups to clean up Wilderness Park of Ivy and debris in June 2017. A runners club has been picking up trash along Wilco Road on a quarterly basis. Volunteers work in our parks on a regular basis picking up trash.		September-17	
28	19			Educate public about illegal discharges	Brochures provided? Y/N	Start 2014 Ongoing	Brochures provided? Y/N	Education of the public is ongoing. Brochures were completed in 2017 and are in the Public Works Office for the public review and to use. They also will be made available at our school presentations. The City also put it on the city website.	September-17			
29	20			Develop and implement an outreach program/strategy for water quality protection	Stormwater/water quality education via fact sheets, signage, mailers	Start 2014 Ongoing	Fact sheets provided? Y/N	Some of the "fact sheet" information regarding water quality protection was included in the Stormwater Protection brochure. The information should be expanded upon and will be during the 2017-2018 year.	September-17			
30	21			Public Participation	Present TMDL IP to City Council for Approval and provide annual reports	Presented? Y/N	Ongoing (Annually)	Presented? Y/N	The annual TMDL report is scheduled to go before the City Council on October 16th, 2017.		September-17	
31	22			Establish stormwater utility	City Council Adoption	Adopt and implement by December 2014	Ordinance Adoption	Ordinance 964 was passed by the Stayton City Council in December of 2013 establishing a s storm drainage utility.	September-17			
32	23					See: Bacteria>Sewage>Reduce>Cross-Connections					September-17	
33	24			Illicit Discharge Detection and Elimination	Update storm water system mapping	Additional system areas revised in database based on additional collected data and insert as-built construction data into the GIS system; field verify accuracy of data	Ongoing	Revisions made? Y/N	The City of Stayton Public Works Department continues to update the GIS mapping system with asbuilt information. Old asbuilt information is updated and input into the GIS system on a regular basis.		September-17	
34	25			Perform water quality testing in Salem Ditch, Stayton Ditch and West Stayton irrigation ditch	Provide annual summary report	Ongoing	Continue testing and track water quality improvements/degradations over time.	Keller Associates prepared a Water Quality Monitoring Plan in January 2010 . The plan calls for testing at 5 locations inside the Stayton UGB. Tests are taken for Dissolved Oxygen, Temperature, Total Suspended Solids, E-Coli, and Mercury. In 2016-2017 tests were conducted on October 13th, 2016, November 14th, 2016, February 9th, 2017 and March 7th, 2017. Summaries of the samples are attached to this report.	September-17			
35	26	Construction Site Runoff Control	See: Mercury>Sediment>Stormwater Reduction>1200C, Erosion Control Plans							September-16		
36	27	Post Construction Storm Water Management	See: Riparian preservation requirements in section 3 of implementation plan.							September-16		

Appendix B: Illegal Discharge Brochure



Car Maintenance Tips

- Place a tarp, ground cloth, sheet of plywood, cardboard or newspaper under a vehicle to capture any leaks or spills.
- Use a funnel when pouring liquids to avoid spills
- Place a drip pan under the vehicle when changing fluids, unscrewing filters and removing other parts that might leak.
- Prevent fluid leaks from stored vehicles. Drain fluids such as unused gas, transmission and hydraulic oil, brake and radiator fluid from vehicles or parts kept in storage.
- Pour kitty litter, saw dust, cornmeal or oil absorbent on spills
- Recycle used tires, batteries, oil or other fluids



Picking Up After Pets

Every time it rains, pet waste that is left on the ground can be washed into storm drains and carry it directly to our river/creeks/waterways without being treated. Pet waste contains bacteria which can cause disease in humans.

What can you do?

- Clean up droppings around the yard at least once a week
- Carry plastic bags while walking your dog to pick-up waste and throw it into a trash can
- Dog waste can be flushed down the toilet. Unlike runoff after a rain, sewage from your toilet is treated to destroy dangerous bacteria.
- Bury it. Scoop the waste and bury it at least six inches in the ground and away from gardens and water sources.



Stormwater Pollution Prevention

Many common activities can lead to water pollution if your not careful. Paint, motor vehicle fluids, residue from car washing, and lawn fertilizer should not flow onto the street, gutter or storm drain. Unlike water in sanitary sewers (from sinks and toilets), water in storm drains is not treated before entering our waterways.

The tips contained in this pamphlet provide useful information to help prevent water pollution.

City of Stayton - Public Works Office

362 N. Third Avenue, Stayton, OR 97383

Phone: 503-769-2919 Fax: 503-767-2134



Tips for Landscape & Gardening

- Fertilize only before the forecast calls for a steady light rain.
- Use slow-release fertilizers to minimize leaching, and use organic fertilizers.
- If fertilizer is spilled, sweep up the spill before irrigating. If the spill is liquid, apply an absorbent material such as cat litter, and then sweep it up and dispose of it in the trash can.
- Do not rake or blow leaves, clippings or pruning waste into the street, gutter or storm drain. Instead dispose of yard waste by composting or recycling through your local waste services provider.

Tips for Projects Using Paint

- Never clean brushes or rinse paint containers in the street, gutter or storm drain.
- For oil-based products, use as much of the paint on the brushes as possible. Clean brushes with thinner. To reuse thinner, pour it through a fine filter (e.g. nylon, metal gauze or filter paper) to remove solids such as leftover traces of paint.



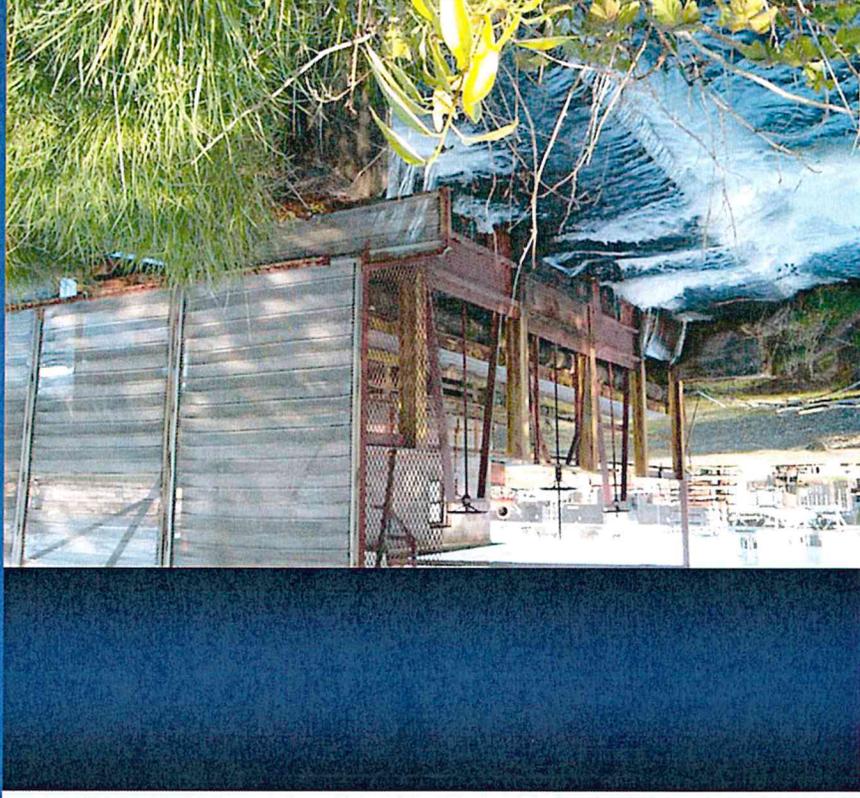
- For water-based products, use as much of the paint on the brushes as possible, then rinse in the sink.
- When disposing of paint, allow water based paint to dry in the can with the lid off in a secure area until the paint has completely hardened. Mix in cat litter to help absorb any remaining moisture. Replace lid and place the paint into your trash container. Oil-based paint is a household hazardous waste. Contact Republic Services regarding proper disposal.
- Never hose down pavement or other impermeable surfaces where paint has spilled. Clean up spills immediately by using an absorbent material such as cat litter. Cat litter used to clean water-based paint spills can be disposed of in the trash.

Tips for Car Washing

- Select only soaps, cleaners or detergents labeled "non-toxic," "phosphate-free," or "biodegradable." The safest products for the environment are vegetable-based or citrus-based soaps. However, even these soaps can be toxic for the environment, so never let any products enter the street, gutter or storm drain.
- Do not use acid based wheel cleaners or engine degreasers.
- Select a site where washwater can soak into the grass, gravel or be diverted to nearby landscaping. This will allow the washwater to filter through the vegetation and/or soil instead of flowing directly into a storm drain.
- Divert the washwater to an area where the water can pool and evaporate throughout the day, or arrange to dispose of the washwater down a sanitary sewer drain.
- If there is a storm drain on-site, block it with sandbags. At the end of the day, dispose of the sandbags by dumping the contents in an authorized landscaped area.
- Always empty buckets into the sanitary sewer system (e.g. sinks or toilets) or a landscaped area rather than pouring the water on concrete or asphalt.



Appendix C: Annual Water Quality Testing



Summary of results for samples taken on 10/13/16							
Parameters	Site A	Site B	Site C	Site D	Duplicate	Site E	Site F
	SWCD Diversion	Jetters Way Bridge	Industrial Park	Shaff Road	Shaff Road	Wagon Wheel	Washington and Larch
Temperature (°C)	12.2	11.7	13.9	13.8	14.0	12.2	12.1
	11.4	11.4	13.9	14.5	14.2	16.8	11.9
Dissolved	10.01	10.4	10.8	9.95	9.84	10.13	10.2
Oxygen (mg/L)	10.34	10.5	10.84	9.87	9.85	10.18	10.28
E. coli (MPN)	26.9	46.4	387.3	770.1	816.4	129.1	131.4
TSS (mg/L)	1.8	2.4	6.8	9.2	8.8	2.2	3.2
Mercury (ngL)	2.6	1.3	8.0	7.8	6.3	1.7	1.5
Notes: 1. Total rainfall for the storm event was 0.64 inches. 2. Greater than 48 hours of dry weather prior to sampled storm event. 3. Ambient temperature was 55.0°F.							

Summary of results for samples taken on 11/14/16							
Parameters	Site A	Site B	Site C	Site D	Site E	Duplicate	Site F
	SWCD Diversion	Jetters Way Bridge	Industrial Park	Shaff Road	Wagon Wheel	Wagon Wheel	Washington and Larch
Temperature (°C)	11.8	11.7	13.2	13.7	12.0	11.6	12.1
	11.7	11.5	12.4	13.8	11.7	11.6	11.8
Dissolved Oxygen (mg/L)	10.39	10.54	7.47	9.47	10.27	10.39	10.20
	10.50	10.64	7.59	9.47	10.37	10.39	10.32
E. coli (MPN)	44.1	67.0	387.3	980.4	172.3	322.3	332.5
TSS (mg/L)	47.6	2.0	4.6	4.0	2.8	2.6	3.2
Mercury (ngL)	3.7	1.4	3.6	3.0	1.6	1.4	1.3
Notes: 1. Total rainfall for the storm event was 2.16 inches. 2. Greater than 72 hours of dry weather prior to sampled storm event. 3. Ambient temperature was 52.8°F.							

Summary of results for samples taken on 2/9/17							
Parameters	Site A	Site B	Site C	Site D	Site E	Site F	Duplicate
	SWCD Diversion	Jettors Way Bridge	Industrial Park	Shaff Road	Wagon Wheel	Washington and Larch	Washington and Larch
Temperature (°C)	9.1	7.8	11.1	11.4	9.1	9.0	8.2
	7.6	7.5	11.2	11.2	8.9	8.6	8.2
Dissolved	10.87	11.18	8.23	9.58	10.54	10.57	10.91
Oxygen (mg/L)	11.25	11.32	7.89	9.61	10.67	10.76	10.9
E. coli (MPN)	23.5	69.7	8.5	101.7	93.3	88.4	108.1
TSS (mg/L)	15.4	6.4	10.8	2.2	5.6	4.0	6.4
Mercury (ngL)	2.8	2.8	3.5	1.7	2.7	2.4	2.4
Notes: 1. Total rainfall for the storm event was 4.33 inches. 2. There were no hours of dry weather prior to sampled storm event. 3. Ambient temperature was 58.1°F.							

Summary of results for samples taken on 3/7/17							
Parameters	Site A	Duplicate	Site B	Site C	Site D	Site E	Site F
	SWCD Diversion	SWCD Diversion	Jettors Way Bridge	Industrial Park	Shaff Road	Wagon Wheel	Washington and Larch
Temperature (°C)	7.2	5.2	6.3	6.9	8.7	5.9	5.7
	6.1	5.1	5.6	7.0	8.9	5.5	5.4
Dissolved	11.40	12.50	12.00	10.50	10.62	12.40	12.17
Oxygen (mg/L)	12.01	12.55	12.37	10.36	10.55	12.46	12.30
E. coli (MPN)	37.4	52.9	30.9	17.1	185.0	13.4	20.3
TSS (mg/L)	1.2	1.0	1.4	3.4	4.8	1.8	0.4
Mercury (ngL)	1.8	1.7	1.4	2.7	0.85	1.7	1.5
Notes: 1. Total rainfall for the storm event was 3.0 inches. 2. There were no hours of dry weather prior to sampled storm event. 3. Ambient temperature was 41°F.							



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: November 6, 2017
SUBJECT: Report of Activities for September, 2017

Planning Commission meeting held; public hearing on code amendments to require fences around subdivisions in certain cases; public hearing on modification to previous site plan approval; public hearing on annexation, comprehensive plan amendment, zoning map amendment; discussion of code amendments regarding building maintenance and downtown standards

Met with representative of City of Salem regarding Salem water line intertie project

Preapplication meeting regarding possible commercial development

Attended annual meeting of Oregon City Planning Directors Association

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: November 6, 2017
SUBJECT: September Library report

Author Joyce Cherry Cresswell visited in September. Her book, *A Great Length of Time*, won the 2017 Oregon Literary Arts Ken Kesey Award for Fiction. She gave a fascinating talk about Civil War era medicine intertwined with the story of her great grandmother.

The library hosted an art display throughout September from the Lake Oswego Reads Art Show. The art was based on the book *Rise of the Rocket Girls: The Women Who Propelled Us, from Missiles to the Moon to Mars* by Nathalia Holt.

Storytimes, Motion Monday, Thumpin' Thursday and all other children's programming resumed in September. The teens made candy sushi treats out of rice cereal and candy. Over 35 adults and teens repurposed books into book safes at our DIY program.

The Stayton Friends of the Library celebrated the 9th Anniversary of the Friends of the Library Used Bookstore. The Friends also picked up a moving truck worth of books from a sale in Philomath to add to their books for the October sale. The library staff had a shelf reading party with the volunteers. We put most of the library collection back in order and had great fun.

Upcoming events to mark on your calendars:

- Adults and Teens: DIY CRAFTSHOP: Painted Rocks November 9 at 5:30
- Teens: Mini Pizza Party - November 15 at 4:00pm
- Oregon Author visit - Barbara S. Mahoney November 16 at 7:00pm
- Children: Stuffed Animal Sleepover and Pajama Party - November 17 at 6:00pm
- Brews, Bites and Books - January 27

2017-2018 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2017-18 YTD	2016-17 YTD
TOTAL CHECKOUTS	12,761	12,616	11,204										36,581	126,579
OTHER CIRCULATION SERVICES														
Self check out	4,086	4,177	3,703										11,966	39,895
Library2Go (ebooks +)	910	972	947										2,829	9,917
INCOME RECEIVED														
Non-resident cards	\$89.50	\$130.00	\$177.00										\$396.50	\$2,180.20
Fines: overdue & lost books	\$1,381.98	\$535.09	\$1,235.71										\$3,152.78	\$10,821.37
Room fees	-\$31.25	\$25.00	\$115.00										\$108.75	\$1,332.00
												TOTAL	\$3,658.03	\$14,333.57
REFERENCE QUESTIONS														
In-Person, by phone and computer help	584	364	352										1,300	6,035
NEW PATRON CARDS	65	89	58										212	796
INTERNET USE	938	1,122	1,066										3,126	11,398
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	761	58	427										1,246	7,229
Teens	17	20	32										69	150
Adults	57	31	43										131	764
Outreach	0	0	0										0	4,054
												TOTAL	1,446	12,197
MEETING ROOM ATTENDANCE	33	54	91										178	1,621
PATRON VISITS	7,645	7,690	6,285										21,620	79,782
VOLUNTEER HOURS	254	210	170										633	2,392