CHAPTER 17.26
TRANSPORTATION REQUIREMENTS

Adopted Ord. 894, January 2, 2007
Amended Ord. 898, August 20, 2007
Amended Ord. 913, September 2, 2009
Amended Ord. 920, May 3, 2010
Amended Ord. 1034, July 17, 2019

CHAPTER 17.26

TRANSPORTATION REQUIREMENTS

SECTIONS

17.26.010 PURPOSE AND INTENT

The purpose of this chapter is to implement the findings of the City of Stayton Transportation System Plan through a series of transportation standards, practices, and requirements. These transportation standards, practices, and requirements apply mostly to new developments and redevelopments. However, they may also apply in the development of transportation infrastructure unrelated to land development. The transportation standards, practices, and requirements in this chapter encompass access management requirements and standards; bicycle parking and bicycle circulation and access; transportation development charge; traffic impact study requirements, and a method for reviewing transportation improvement projects not identified in the Stayton Transportation System Plan.

17.26.020 ACCESS MANAGEMENT REQUIREMENTS AND STANDARDS

INTENT AND PURPOSE.

This section of the land use and development code identifies who is subject to apply for an access permit, how the number of accesses are determined, where the access(es) may be located, access standards that must be met, and development review procedure and submittal requirements in relation to access management.

1. ACTIONS REQUIRING ACCESS PERMITS AND AUTHORITY TO GRANT ACCESS PERMITS.

   a. Projects Requiring Access Permits.

      Access permits are required for all projects requiring any type of permitting from the City of Stayton that result in additional trip generation or change in use. A change in use is defined as a change in tenant, a change in land use, an expansion of an existing use, or remodel of an existing use those results in increased traffic.

   b. Access Permits onto City Streets.

      Permits for access onto city streets shall be subject to review and approval by the Public Works Director and/or his/her designee. The criteria for granting access permits shall be based on the standards contained in this section. The access permit may be granted in the form of a "City of Stayton access permit" or it may be attached to a land use decision notice as a condition of approval.

   c. State Highway Access Permits.

      Permits for access onto State highways shall be subject to review and approval by Oregon Department of Transportation (ODOT), except when ODOT has delegated this responsibility to the City of Stayton or Marion County. In that case, the City of Stayton and/or Marion County shall determine whether access is granted based on ODOT's adopted standards.

   d. Marion County Roadway Access Permits.

      Permits for access onto Marion County roadways shall be subject to review and approval by Marion County, except where the county has delegated this responsibility to the City of Stayton, in which case the City of Stayton shall determine whether access is granted based on adopted City of Stayton standards.

   e. Conditions of Approval with Granting of Access Permit.

      The City of Stayton or other agencies with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e. for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street system.

   f. Non-Conforming Access Features.

      Legal access connections in place as of the effective date of this section that do not conform with the standards herein are considered nonconforming features and shall be brought into compliance with applicable standards under the following conditions:

      1) Change in use as defined in 17.26.020.1.a.

2) When new access connection permits are requested or required.

g. City's Authority to Change Accesses.

The City of Stayton has the authority to change accesses for all uses if it is constructing a capital improvement project along that section of the public street. The access changes shall meet all current standards. If it is not possible to change a particular access to meet all the current standards, then a non-conforming access shall be acceptable only if it improves the condition to more closely meet the current standards.

2. NUMBER OF ALLOWED ACCESSES.

a. Number of Allowed Accesses for Single-Family Residential Lots.

A single-family residential lot may request up to two driveways on a local street. A single-family residential lot may have only one driveway on any other classification of street. If two residential driveways are requested from a single-family lot, then it shall be subject to spacing standards of 17.26.020.3.b. (Ord. 898, August 20, 2007)

b. Number of Allowed Accesses for Multi-Family Uses.

The number of driveways allowed for multi-family residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 1,000 daily trips generated. A maximum of two accesses shall be allowed if it is proven through a traffic impact study that this limitation creates a significant traffic operations hardship for on-site traffic. The Public Works Director or his/her designee shall determine whether the traffic study adequately proves a significant traffic operations hardship to justify more accesses. Emergency access requirements shall be determined by the fire marshal and/or the Public Works Director or his/her designee. Each driveway/access shall meet the spacing standards defined in 17.26.020.3.h.

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

The number of driveways allowed for non-residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways. An exception shall be allowed if it is proven through a traffic impact study that this limitation creates a significant traffic operations hardship for on-site traffic. The primary criteria to allow more driveways will be level of service (see standards in 17.26.050) analysis, queuing analysis, and safety analysis of the site accesses. If a development has a need for more than two access points, then signalization of the main access shall be investigated as a potential option prior to allowing additional driveways. A signal warrant study will then be required to study whether or not signalization of the main access is required. The Public Works Director or his/her designee shall determine whether the traffic study adequately proves that more accesses are needed for a particular project.

3. LOCATION OF ACCESSES.

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

a. Corner Lot Access.

Corner lot driveways on local streets shall be a minimum of 50 feet from the intersecting property lines or in the case where this is impractical, the driveway shall be located 5 feet from the property line away from the intersection or as a joint use driveway at this property line. Corner lots on arterial or collector streets shall have driveways located on the minor

cross street. If this is not feasible, then the corner lot driveway on an arterial or collector street must follow the minimum access spacing standard in Table 17.26.020.3.h. or in the case where this is impractical, the driveway shall be located 5 feet from the property line away from the intersection or as a joint use driveway at this property line. (Ord. 898, August 20, 2007)

b. Two Single-Family Residential Driveway Spacing for One Lot.

Where driveways are permitted for one single-family residential lot, a minimum separation of 50 feet shall be required. The 50-foot separation shall be measured from the perpendicular near edge to perpendicular near edge.

c. Access onto Lowest Functional Classification Roadway Requirement.

Access shall be provided from the lowest functional classification roadway. If a tax lot has access to both an arterial and a lower classified roadway, then the arterial driveway shall be closed and access shall be granted along the lower functional classification roadway. This shall also apply for a series of non-residential contiguous tax lots under the same ownership or control of a development entity per the requirements set for in 17.26.020.5.a.5.

d. Conditional Access Permits.

Conditional access permits may be given to developments that cannot meet current access spacing and access management standards as long as other standards such as sight distance and other geometric standards can be met. In conjunction with the conditional access permit, crossover easements shall be provided on all compatible parcels without topography and land use conflicts. The conditional access permit shall allow temporary access until it is possible to consolidate and share access points in such a manner to either improve toward the current standards or to meet the current access spacing standards. Figure 17.26.020.3.d illustrates the concept of how the crossover easements eventually work toward meeting access spacing standards.

e. Shared Driveway Requirement for Adjacent Non-Residential Parcels with Non-Conforming Access(es).

Adjacent non-residential parcels with non-conforming access(es) shall be required to share driveways along arterial, minor arterial, and collector roadways pursuant to 17.26.020.1 which defines when the requirement is triggered. If the adjacent use refuses to allow for a shared driveway, then a conditional access permit may be given. As a condition of approval, cross-easements shall be granted to the adjacent non-residential parcel to secure a shared driveway later when the adjacent parcel redevelops, seeks to obtain an access permit, or becomes available.

f. Residential Subdivision Access Requirements.

Residential subdivisions fronting an arterial, minor arterial, or collector street shall be required to provide access from secondary local streets for access to individual lots. When secondary local streets cannot be constructed due to topographic or physical constraints, access shall be provided by consolidating driveways per the requirements set for in 17.26.020.3.d. In this situation, the residential subdivision shall still meet driveway spacing requirements of the arterial or collector street. (Ord. 898, August 20, 2007)

Figure 17.26.020.3.d
Example of Crossover Easement and Conditional Access Policy

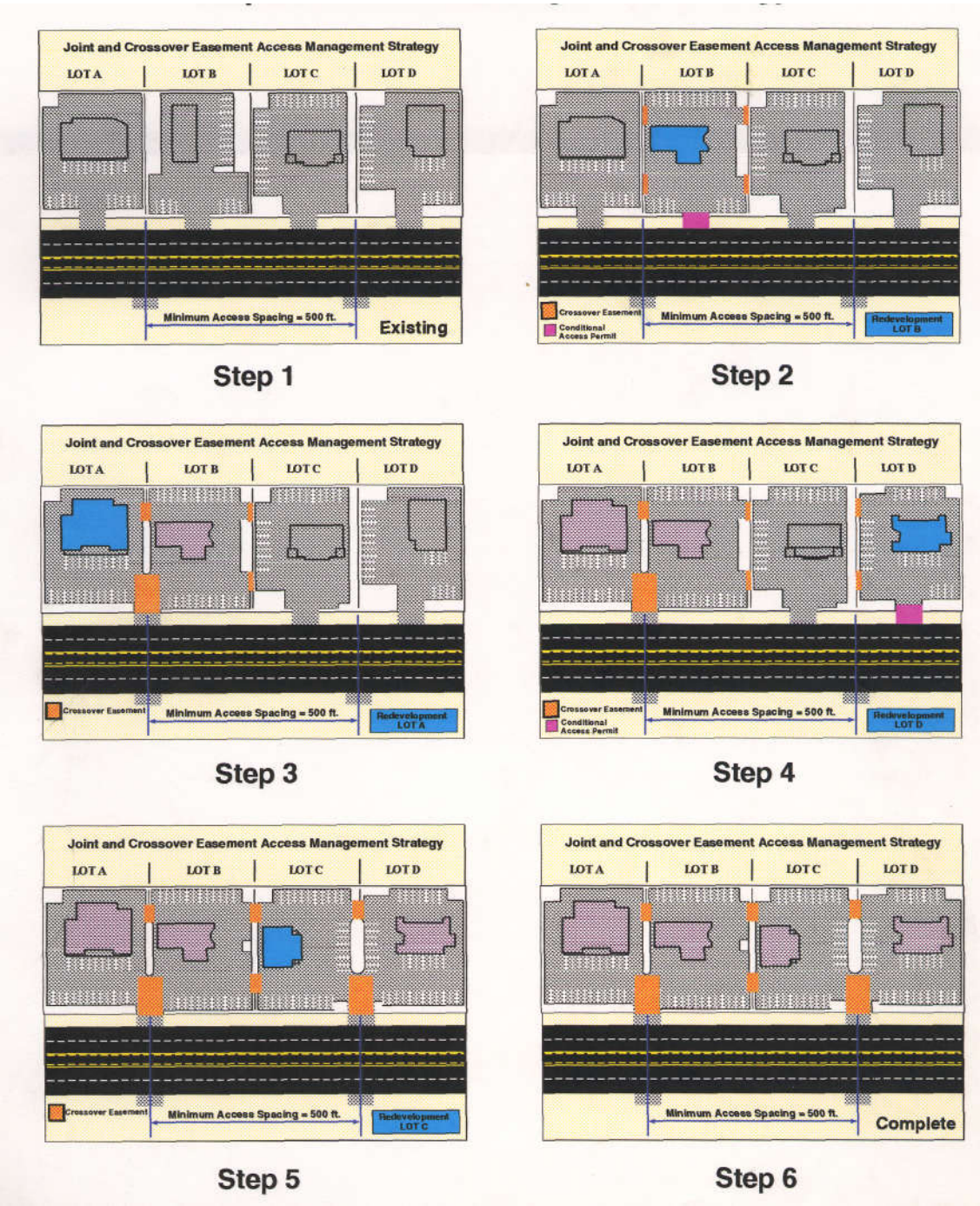


Figure 17.26.020.3.d, continued
Example of Crossover Easement and Conditional Access Policy

Step	Process
1	EXISTING – Currently Lots A, B, C, and D have site-access driveways that neither meet the access spacing criteria of 500 feet nor align with driveways or access points on the opposite side of the highway. Under these conditions motorists are put into situations of potential conflict (conflicting left turns) with opposing traffic. Additionally, the number of side-street (or site-access driveway) intersections decreases the operation and safety of the highway
2	REDEVELOPMENT OF LOT B – At the time that Lot B redevelops, the local jurisdiction would review the proposed site plan and make recommendations to ensure that the site could promote future crossover or consolidated access. Next, the local jurisdiction would issue conditional permits for the development to provide crossover easements with Lots A and C, and ODOT would grant a conditional access permit to the lot. After evaluating the land use action, ODOT would determine that LOT B does not have either alternative access, nor can an access point be aligned with an opposing access point, nor can the available lot frontage provide an access point that meets the access spacing criteria set forth for this segment of highway.
3	REDEVELOPMENT OF LOT A – At the time Lot A redevelops, the local jurisdiction and ODOT would undertake the same review process as with the redevelopment of LOT B (see Step 2); however, under this scenario ODOT and the local jurisdiction would use the previously obtained cross-over easement at Lot B to consolidate the access points of Lots A and B. ODOT would then relocate the conditional access of Lot B to align with the opposing access point and provide safe and efficient access to both Lots A and B. The consolidation of site-access driveways for Lots A and B will not only reduce the number of driveways accessing the highway, but will also eliminate the conflicting left-turn movements on the highway by the alignment with the opposing access point.
4	REDEVELOPMENT OF LOT D – The redevelopment of Lot D will be handled in the same manner as the redevelopment of Lot B (see Step 2)
5	REDEVELOPMENT OF LOT C – The redevelopment of Lot C will be reviewed once again to ensure that the site will accommodate crossover and/or consolidated access. Using the crossover agreements with Lots B and D, Lot C would share a consolidated access point with Lot D and will also have alternative frontage access via the shared site-access driveway of Lots A and B. By using the crossover agreement and conditional access permit process, the local jurisdiction and ODOT will be able to eliminate another access point and provide the alignment with the opposing access points.
6	COMPLETE – After Lots A, B, C, and D redevelop over time, the number of access points will be reduced and aligned, and the remaining access points will meet the Category 4 access management standard of 500-foot spacing.

g. Phased Development Plans.

In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall be reviewed as a single property in relation to the access standards of this section. The number of access points permitted shall be as defined in 17.26.020.2.b. All necessary easement agreements and stipulations within the phased development shall be met to assure that all tenants within the development have adequate access. This shall also apply to phased development plans.

All access to individual uses or buildings within a phased development must be internalized within the site plan using the shared circulation system of the principal development. Driveways shall be designed to avoid queuing across surrounding parking and driving aisles.

h. Access Spacing Standards

The streets within Stayton are classified as major arterials, minor arterials, collectors, neighborhood collectors, and local streets. The access spacing standards are shown in Table 17.26.020.3.h. for both full intersection spacing and driveway spacing. The access spacing standards shown in Table 17.26.020.3.h shall be measured as defined below. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

1) Access spacing between two driveways on Neighborhood Collector, Local Residential, and Local Commercial/Industrial Streets shall be measured from the perpendicular near edge of the driveway to the perpendicular near edge of the driveway. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

2) Access spacing between a driveway and an arterial, collector, or local street located on a Neighborhood Collector, Residential Local, or Commercial Local, or Industrial Local Street shall be measured from the perpendicular near edge of the driveway to the start of the tangent for the intersecting street. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

3) All other access spacing between driveways, between streets, and between streets and driveways shall be measured from center-to-center of the driveway or street. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

Table 17.26.020.3.h. Access Spacing Standard

Functional Roadway Classification	Minimum Public Intersection Spacing Standard	Minimum Spacing between Driveways and/or Streets
Major Arterial (Limited Access Facility)[1]	750 feet	375 feet
Major Arterial	260 feet	260 feet
Minor Arterial	600 feet	300 feet
Collector	260 feet	150 feet
Neighborhood Collector	260 feet	50 feet
Residential Local Street	260 feet	50 feet[2]
Commercial Local Street	260 feet	50 feet
Industrial Local Street	260 feet	50 feet

[1] This standard applies to on Cascade Highway north of Shaff Road and on S First Avenue south of Water Street.

[2] This standard only applies to a corner residential lot driveway spacing from the adjacent street and may be modified per 17.26.020.3.a). (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

i. Highway 22 Terminal Ramps Control Zone

This subsection adopts the 1999 Oregon Highway Plan for access management spacing standards for the Highway 22 interchange ramps at Golf Club Road and Cascade Highway. The proposed Golf Lane realignment in the Stayton Transportation System Plan shall also be considered as an allowed deviation to the control standards. All future development adjacent to the control zone around the on- and off-ramp intersections must comply with the standards set forth in OAR 734-051-0010 *et seq*. (Amended Ord. 920, May 3, 2010)

j. Joint and Cross Access for Properties with Non-Conforming Access(es)

1) Adjacent non-residential uses shall provide a crossover easement drive and pedestrian access to allow circulation between sites.

2) A system of joint use driveways and crossover easements shall be established wherever feasible.

3) Pursuant to this section, property owners shall:

a) Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross access or service drive.

b) Record an agreement with the City of Stayton pre-existing driveways will be closed and eliminated after construction of the joint-use driveway.

c) Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.

k. The City of Stayton may reduce required separation distance of access points defined in 17.26.020.3.h where they prove impractical as defined by the Public Works Director or his/her designee, provided all of the following requirements are met:

1) Joint access driveways and cross access easements are provided in accordance with this section.

2) The site plan incorporates a unified access and circulation system in accordance with this section.

3) The property owner enters into a written agreement with the City of Stayton, recorded with the deed, that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint use driveway.

l. The City of Stayton may modify or waive the requirements of this section where the characteristics or layout of abutting properties would make a development of a unified or shared access and circulation system impractical based on physical site characteristics that make meeting the access standards infeasible.

1) The application of the location of access standard will result in the degradation of operational and safety integrity of the transportation system.

2) The granting of the variance shall meet the purpose and intent of these regulations and shall not be considered until every feasible option for meeting access standards is explored.

3) Applicants for variance from these standards must provide proof of unique or special conditions that make strict application of the provisions impractical. Applicants shall include proof that:

a) Indirect or restricted access cannot be obtained;

b) No engineering or construction solutions can be applied to mitigate the condition; and

c) No alternative access is available from a road with a lower functional classification that the primary roadway.

4) No variance shall be granted where such hardship is self-created.

4. ACCESS STANDARDS.

a. Driveway Design.

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

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

3) Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Sight distance triangle requirements are identified in 17.26.020.4.c and 17.26.020.4.d. Construction of driveways along acceleration lanes, deceleration lanes, or tapers shall be prohibited due to the potential for vehicular weaving conflicts unless there are no other alternatives for driveway locations. Only after a traffic impact study is conducted as defined in 17.26.050 and concludes that the driveway does not create a safety hazard along acceleration lanes, deceleration lanes, or taper shall the driveway be considered for approval. Approval of a driveway location along an acceleration lane, deceleration lane, or taper shall be based on the Public Works Director or his/her designee agreeing with the conclusions of the traffic impact study.

b. Public Road Stopping Sight Distance

Public roads shall have a minimum stopping sight distance requirement as summarized in Table 17.26.020.4.b. The minimum stopping sight distance is measured from a height of 3.5 feet to a target on the roadway nominally 6 inches in height.

Table 17.26.020.4.b - Stopping Sight Distance Requirement

Design Speed (mph)	**Minimum Distance (feet)**
25	155
30	200
35	250
40	305
45	360
50	425

The minimum stopping sight distance is based on design speed of the roadway. Design speed of the roadway is defined in Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.08. If a design speed is not known, then the assumed design speed shall be at least 5 mph more than the posted speed or may be measured as the 90th percentile speed.

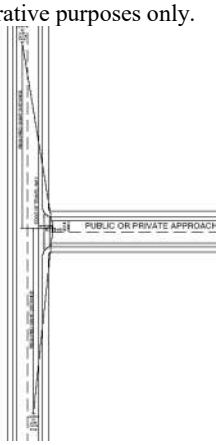
c. Sight Distance Triangle

Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d.

Requirements regarding sight distance in 8.04.060 shall also be met.

The sight distance triangle is based on design speed of the roadway. Design speed of the roadway is defined in Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.08. If a design speed is not known, then the assumed design speed shall be at least 5 mph more than the posted speed or may be measured as the 90th percentile speed.

Sight Distance Triangle
For illustrative purposes only.



The intersection and driveway sight distance is measured from an eye height of 3.5 feet above the controlled road at least 15 feet from the edge of the vehicle travel lane of the uncontrolled public road to an object height of 4.25 feet on the uncontrolled public road in accordance with the table below. This definition for measuring sight distance is consistent with AASHTO (American Association of State Highway and Transportation Officials) standards.

Table 17.26.020.4.c
Intersection/Driveway Sight Distance Triangle Requirement

Design Speed (mph)	**Minimum Distance (feet)**
20	200
25	250
30	300
35	350
40	400
45	450
50	500

d. Uncontrolled Intersection and Driveway Sight Distance Triangle in Residential Areas

This subsection only applies to local access roads in urban and rural residential areas. Uncontrolled intersections shall have an unobstructed sight distance triangle of 30 feet along the property lines of both intersection approaches. Any vegetation within the sight distance triangle must be 24 inches in height or less. For driveways, the sight distance triangle along the driveway and property line adjacent to the public street shall be a minimum of 10 feet for each leg. Requirements regarding sight distance in 8.04.060 and 8.04.130 shall also be met.

e. (Repealed Ord. 913, September 2, 2009)

5. CONNECTIVITY AND CIRCULATION STANDARDS.

a. Connectivity.

1) The street system of proposed subdivisions shall be designed to connect with existing, proposed, and planned streets outside of the subdivision as specified in Section 17.24.050.1.a. (Amended Ord. 1034, July 17, 2019)

2) Wherever a proposed development abuts unplatted, developable land or a future development phase of the same development, street stubs shall be provided to provide access to abutting properties or to logically extend the street system into the surrounding area. This is consistent with and an extension of Section 17.24.050.1.a. (Amended Ord. 1034, July 17, 2019)

3) Neighborhood collectors and local residential access streets shall connect with surrounding streets to permit the convenient movement of traffic between residential neighborhoods or facilitate emergency access and evacuation. Connections shall be designed to avoid or minimize through traffic on local streets. Appropriate design and traffic calming measures are the preferred means of discouraging through traffic. (Amended Ord. 1034, July 17, 2019)

4) Developers shall construct roadways within their development site to conform to the Future Street Plan and Roadway Functional Classification Map in the Transportation System Plan. Flexibility of the future roadway alignment shall be at the discretion of the Public Works Director and/or his designee but must maintain the intent of the Future Street Plan. (Amended Ord. 1034, July 17, 2019)

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

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

b) A design speed of 10 mph and a maximum width defined in the Public Works Design Standards, to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles; (Amended Ord. 1034, July 17, 2019)

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

d) A unified access and circulation system plan shall be submitted as part of the documentation for joint and cross access. A unified access and circulation system plan encompasses contiguous, adjacent parcels that share access(es). The unified

access and circulation system plan shows how the joint and cross access(es) work together to meet the needs of all property owners and uses. It includes showing how parking areas of the various uses sharing access(es) coordinate and work with each other.

6) New partitions and subdivisions shall provide safe bicycle and pedestrian connections to adjacent existing and planned residential areas, transit stops, and activity centers. Non-motorized connectivity can be provided through sidewalks, trails, and striped and/or signed bicycle facilities on local roadways. (Added Ord. 1034, July 17, 2019)

b. Cul-de-sac and Accessways.

1) Cul-de-sacs or permanent dead-end streets may be used as part of a development plan only if topographical, environmental, or existing adjacent land use constraints make connecting and through streets infeasible. Where cul-de-sacs are planned, accessways shall be provided connecting the ends of cul-de-sacs to each other, to other streets, or to neighborhood activity centers unless topographical, environmental, or existing adjacent land use constraints make it infeasible.

2) Accessways for pedestrians and bicyclists shall be 10 feet wide and located within a 15-foot-wide right-of-way or easement. If the streets within the subdivision are lighted, the accessways shall also be lighted at residential/residential illumination standard. See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.21, Street Lighting for actual specific street lighting standards. Stairs or switchback paths may be used where grades are steep. Any vegetation planted within the accessway shall be less than 30 inches in height and must not create a safety issue for pedestrians and bicyclists.

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

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

1) Residential Districts.

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

2) Downtown/Main Streets.

Minimum 100-foot block length and maximum of 400-foot length; maximum 1,200 feet block perimeter;

3) General Commercial Districts.

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

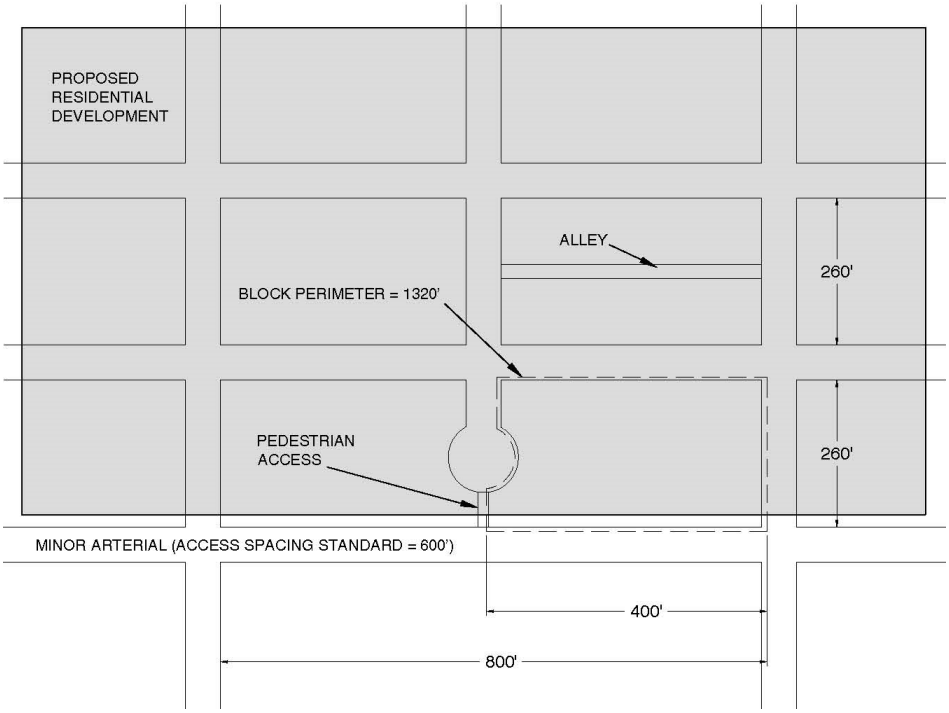
4) Industrial Districts. Not applicable

If a hardship can be demonstrated in which it is not practically feasible to meet these standards due to topographical, environmental, or other significant constraints, then these conditions may be requested to be modified through the Public Works Director or his/her designee. At no time shall any block length be greater than 600 feet and its

maximum block perimeter 1,800 feet for roadways with urbanized area principal arterials, minor arterials, or lower classification.

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

Figure 17.26.020.5.c.



6. DEVELOPMENT REVIEW PROCEDURE FOR ACCESS MANAGEMENT.

   a. Applicants for Development Reviews impacting access shall submit a preliminary site plan that shows:

      1) Location of existing and proposed access point(s) on both sides of the roadway for a distance equal to the spacing standard for that facility;

      2) Distances from proposed access point to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property;Number and direction of lanes to be constructed on the driveway plus striping plans;

      3) All planned transportation features (such as sidewalks, bikeways, signs, signals, etc.);

   b. Development Reviews shall address the following access criteria:

      1) Access shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access.

      2) The external road system to the project site and internal road system within the project site shall provide adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.

3) The access shall be consistent with the access management standards adopted in the Transportation System Plan and contained within 17.26.010.

c. Any application that involves access to the State Highway System shall be reviewed by the Oregon Department of Transportation for conformance with state access management standards. Any application that involves access to Marion County's roadway system shall be reviewed by City of Stayton staff for conformance with City of Stayton access management standards.

17.26.030 BICYCLE PARKING AND BICYCLE CIRCULATION AND ACCESS

1. PURPOSE

   The purpose of this chapter is to create requirements to development that encourage the use of non-motorized modes of transportation such as walking and bicycling. These requirements are bicycle parking and circulation and access requirements that enhance pedestrian and bicycle facilities.

2. (Repealed Ord. 913, September 2, 2009)

   a. (Repealed Ord. 913, September 2, 2009)

   b. (Repealed Ord. 913, September 2, 2009)

   c. (Repealed Ord. 913, September 2, 2009)

3. (Repealed Ord. 913, September 2, 2009)

   a. (Repealed Ord. 913, September 2, 2009)

   b. (Repealed Ord. 913, September 2, 2009)

4. SITE PLANS

   Required elements for a site plan shall include the design and location of bicycle and pedestrian circulation elements such as accessways, walkways, and transit facilities.

   a. All site plans shall clearly show how the site's internal pedestrian and bicycle facilities connect with external existing or planned facilities or systems.

   b. All site plans shall construct pedestrian facilities as identified on the city's trails map.

   c. Preliminary subdivision plans and final plats shall show the location and design of all proposed pedestrian and bicycle facilities, including accessways.

5. BICYCLE CIRCULATION AND ACCESS

   Bicycle circulation and access requirements as it relates to cul-de-sacs and accessways are contained in Section 17.26.020.5.b.

17.26.040 TRANSPORTATION SYSTEM DEVELOPMENT CHARGE

Refer to Chapter 13.12 for transportation system development charge requirements.

17.26.050 TRANSPORTATION IMPACT ANALYSIS REQUIREMENTS

INTENT AND PURPOSE

A transportation impact analysis (TIA) provides an objective assessment of the anticipated modal transportation impacts associated with a specific land use action. A TIA is useful for answering important transportation-related questions such as:

- Can the existing transportation system accommodate the proposed development from a capacity and safety standpoint?
- What transportation system improvements are necessary to accommodate the proposed development?
- How will access to the proposed development affect the traffic operations on the existing transportation system?
- What transportation impacts will the proposed development have on the adjacent land uses, including commercial, institutional, and residential uses?
- Will the proposed development meet current standards for roadway design?

Throughout the development of the TIA (and beginning as early as possible), cooperation between City of Stayton staff, the applicant, and the applicant's traffic engineer is encouraged to provide an efficient and effective process.

City of Stayton staff may, at its discretion, and depending on the specific situation, require additional study components in a TIA beyond what is outlined in this section.

The City of Stayton assumes no liability for any costs or time delays (either direct or consequential) associated with the preparation and review of a transportation impact analysis.

1. When a Transportation Impact Analysis is Required. A TIA shall be required when:
   a. The development generates 25 or more peak-hour trips or 250 or more daily trips.
   b. An access spacing exception is required for the site access driveway(s) and the development generates 10 or more peak-hour trips or 100 or more daily trips.
   c. The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the peak operating hour.
   d. The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as school
2. When a Transportation Assessment Letter is Required. If a TIA is not required, the applicant's traffic engineer shall submit a transportation assessment letter to the City indicating the proposed land use action is exempt. This letter shall outline the trip-generating characteristics of the proposed land use and verify that the site-access driveways or roadways meet City of Stayton sight-distance requirements and roadway design standards.

   The Public Works Director may waive the requirement for a transportation assessment letter if a clear finding can be made that the proposed land use action does not generate 25 or more peak-hour trips or 250 or more daily trips and the existing and or proposed driveway(s) meet the City's sight-distance requirements and access spacing standards

3. Contents of a Transportation Impact Analysis. As a guide in the preparation of a transportation impact analysis, the City of Stayton recommends the following format be used to document the analysis.

   a. Table of Contents. Listing of all sections, figures, and tables included in the report.

   b. Executive Summary. Summary of the findings and recommendations contained within the report.

   c. Introduction. Proposed land use action, including site location, building square footage, and project scope. Map showing the proposed site, building footprint, access driveways, and parking facilities. Map of the study area, which shows site location and surrounding roadway facilities.

   d. Existing Conditions. Existing site conditions and adjacent land uses. Roadway characteristics (all transportation facilities and modal opportunities located within the study area, including roadway functional classifications, street cross section descriptions, posted speeds, bicycle and pedestrian facilities, on-street parking, and transit facilities). Existing lane configurations and traffic control devices at the study area intersections. Existing traffic volumes and operational analysis of the study area roadways and intersections. Roadway and intersection crash history analysis.

   e. Background Conditions (without the proposed land use action). Approved developments and funded transportation improvements in the study area. Traffic growth assumptions. Addition of traffic from other planned developments. Background traffic volumes and operational analysis.

   f. Full Buildout Traffic Conditions (with the proposed land use action). Description of the proposed development plans. Trip-generation characteristics of the proposed development (including trip reduction documentation). Trip distribution assumptions. Full buildout traffic volumes and intersection operational analysis. Intersection and site-access driveway queuing analysis. Expected safety impacts. Recommended roadway and intersection mitigations (if necessary).

   g. Site Circulation Review. Evaluate internal site access and circulation. Review pedestrian paths between parking lots and buildings. Ensure adequate throat depth is available at the driveways and that vehicles entering the site do not block the public facilities. Review truck paths for the design vehicle.

   h. Turn Lane Warrant Evaluation. Evaluate the need to provide turn lanes at the site driveways.

   i. Conclusions and Recommendations. Bullet summary of key conclusions and recommendations from the transportation impact analysis.

   j. Appendix. Traffic counts summary sheets, crash analysis summary sheets, and existing/background/full buildout traffic operational analysis worksheets. Other analysis summary sheets such as queuing and signal warrant analyses.

   k. Figures. The following list of figures should be included in the Transportation Impact Analysis: Site Vicinity Map; Existing Lane Configurations and Traffic Control Devices; Existing Traffic Volumes and Levels of Service (all peak hours evaluated); Future Year Background Traffic Volumes and Levels of Service (all peak hours evaluated); Proposed Site Plan; Future Year Assumed Lane Configurations and Traffic Control Devices;

Estimated Trip Distribution Pattern; Site-Generated Traffic Volumes (all peak hours evaluated); Full Buildout Traffic Volumes and Levels of Service (all peak hours evaluated).

l. Preparer Qualifications. A professional engineer registered in the State of Oregon shall prepare the Transportation Impact Analyses. In addition, the preparer should have extensive experience in the methods and concepts associated with transportation impact studies.

4. Study Area. The study area shall include, at a minimum, all site-access points and intersections (signalized and unsignalized) adjacent to the proposed site. If the proposed site fronts an arterial or collector street; the study shall include all intersections along the site frontage and within the access spacing distances extending out from the boundary of the site frontage. Beyond the minimum study area, the transportation impact analysis shall evaluate all intersections that receive site-generated trips that comprise at least 10% or more of the total intersection volume. In addition to these requirements, the Public Works Director (or his/her designee) shall determine any additional intersections or roadway links that might be adversely affected as a result of the proposed development. The applicant and the Public Works Director (or his/her designee) will agree on these intersections prior to the start of the transportation impact analysis.

5. Study Years to be Analyzed in the Transportation Impact Analysis. A level-of-service analysis shall be performed for all study roadways and intersections for the following horizon years:

   a. Existing Year. Evaluate all existing study roadways and intersections under existing conditions.

   b. Background Year. Evaluate the study roadways and intersections in the year the proposed land use is expected to be fully built out, without traffic from the proposed land use. This analysis should include traffic from all approved developments that impact the study intersections, or planned developments that are expected to be fully built out in the horizon year.

   c. Full Buildout Year. Evaluate the expected roadway, intersection, and land use conditions resulting from the background growth and the proposed land use action assuming full build-out and occupancy. For phased developments, an analysis shall be performed during each year a phase is expected to be completed.

   d. Twenty-Year Analysis. For all land use actions requesting a Comprehensive Plan Amendment and/or a Zone Change, a long-term level-of-service analysis shall be performed for all study intersections assuming buildout of the proposed site with and without the comprehensive plan designation and/or zoning designation in place. The analysis should be performed using the future year traffic volumes identified in the Transportation System Plan (TSP). If the applicant's traffic engineer proposes to use different future year traffic volumes, justification for not using the TSP volumes must be provided along with documentation of the forecasting methodology.

6. Study Time Periods to be Analyzed in the Transportation Impact Analysis. Within each horizon year, a level-of-service analysis shall be performed for the time period(s) that experience the highest degree of network travel. These periods typically occur during the mid-week (Tuesday through Thursday) morning (7:00 a.m. to 9:00 a.m.), mid-week evening (4:00 p.m. to 6:00 p.m.), and Saturday afternoon (12:00 p.m. to 3:00 p.m.) periods. The transportation impact analysis should always address the weekday a.m. and p.m. peak hours when the proposed lane use action is expected to generate 25 trips or more during the peak time periods. If the applicant can demonstrate that the peak-hour trip generation of the proposed land use

action is negligible during one of the two peak study periods and the peak trip generation of the land use action corresponds to the roadway system peak, then only the worst-case study period need be analyzed.

Depending on the proposed land use action and the expected trip-generating characteristics of that development, consideration of non-peak travel periods may be appropriate. Examples of land uses that have non-typical trip generating characteristics include schools, movie theaters, and churches. The Public Works Director (or his/her designee) and applicant should discuss the potential for additional study periods prior to the start of the transportation impact analysis.

7. Traffic Count Requirements. Once the study periods have been determined, turning movement counts should be collected at all study area intersections to determine the base traffic conditions. These turning movement counts should typically be conducted during the weekday (Tuesday through Thursday) between 7:00 and 9:00 a.m. and between 4:00 and 6:00 p.m., depending on the proposed land use. Historical turning movement counts may be used if the data are less than 12 months old, but must be factored to meet the existing traffic conditions.

8. Trip Generation for the Proposed Development. To determine the impacts of a proposed development on the surrounding transportation network, the trip-generating characteristics of that development must be estimated. Trip-generating characteristics should be obtained from one of the following acceptable sources:

   a. Institute of Transportation Engineers (ITE) Trip Generation Manual (latest edition).

   b. Specific trip generation studies that have been conducted for the particular land use action for the purposes of estimating peak-hour trip-generating characteristics. The Public Works Director (or his/her designee) should approve the use of these studies prior to their inclusion in the transportation impact analysis.

   c. In addition to new site-generated trips, several land uses typically generate additional trips that are not added to the adjacent traffic network. These trips include pass-by trips and internal trips and are considered to be separate from the total number of new trips generated by the proposed development. The procedures listed in the most recent version of the Trip Generation Handbook (ITE) should be used to account for pass-by and internal trips.

9. Trip Distribution. Estimated site-generated traffic from the proposed development should be distributed and assigned on the existing or proposed arterial/collector street network. Trip distribution methods should be based on a reasonable assumption of local travel patterns and the locations of off-site origin/destination points within the site vicinity. Acceptable trip distribution methods should be based on one of the following procedures:

   a. An analysis of local traffic patterns and intersection turning movement counts gathered within the previous 12 months.

   b. A detailed market study specific to the proposed development and surrounding land uses.

10. Intersection Operation Standards. The City of Stayton evaluates intersection operational performance based on levels of service and "volume-to-capacity" (v/c) ratio. When evaluating the volume-to-capacity ratio, the total traffic demand shall be considered.

    a. Intersection Volume-to-Capacity Analysis. A capacity analysis should be performed at all intersections within the identified study area. The methods identified in the latest edition of the Highway Capacity Manual, published by the Transportation Research Board, are to be used for all intersection capacity calculations. The City of Stayton requires that all intersections within the study area must maintain a v/c ratio of 0.95 or less. It should be

noted that the mobility standards in the Oregon Highway Plan apply to Oregon Department of Transportation facilities.

b. Intersection Levels of Service. The City of Stayton requires all intersections within the study area to maintain an acceptable level of service (LOS) upon full buildout of the proposed land use action. LOS calculations for signalized intersections are based on the average control delay per vehicle, while LOS calculations for unsignalized intersections are based on the average control delay and volume-to-capacity ratio for the worst or critical movement. All LOS calculations should be made using the methods identified in the most recent version of the Highway Capacity Manual (or by field studies), published by the Transportation Research Board. The minimum acceptable level of service for signalized intersections is LOS "D". The minimum acceptable level of service for all-way stop controlled intersections and roundabouts is LOS "D". The minimum acceptable level of service for unsignalized two-way stop controlled intersections is LOS "E" or LOS "F" with a v/c ratio of 0.95 or less for the critical movement. Any intersections not operating at these standards will be considered to be unacceptable.

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

    a. The road system is designed to meet the projected traffic demand at full build-out.

    b. Proposed driveways do not adversely affect the functional character of the surrounding roadways.

    c. Adequate intersection and stopping sight distance is available at all driveways.

    d. Proposed driveways meet the City's access spacing standard or sufficient justification is provided to allow a deviation from the spacing standard.

    e. Opportunities for providing joint or crossover access have been pursued.

    f. The site does not rely upon the surrounding roadway network for internal circulation.

    g. The road system provides adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.

    h. A pedestrian path system is provided that links buildings with parking areas, entrances to the development, open space, recreational facilities, and other community facilities per the Transportation Planning Rule.

12. Conditions of Approval. As part of every land use action, the City of Stayton, Marion County (if access to a County roadway is proposed), and ODOT (if access to a state roadway is proposed) will be required to identify conditions of approval needed to meet operations and safety standards and provide the necessary right-of-way and improvements to develop the future planned transportation system. Conditions of Approval that should be evaluated as part of subdivision and site plan reviews include:

    a. Crossover easement agreements for all adjoining parcels to facilitate future access between parcels.

    b. Conditional access permits for new developments which have proposed access points that do not meet the designated access spacing policy and/or have the ability to align with opposing access driveways.

    c. Right-of-way dedications for future planned roadway improvements.

d. Half-street improvements along site frontages that do not have full-buildout improvements in place at the time of development.

13. Transportation Impact Analysis Checklist. As part of the transportation impact analysis review process, all transportation impact analyses submitted to the City of Stayton must satisfy the requirements illustrated in the Checklist for Acceptance of Transportation Impact Analyses.

Checklist for Acceptance of Transportation Impact Analysis

Title of Report: _____

Author: _____ Date: _____

Yes	No	N/A	
			BACKGROUND INFORMATION
☐	☐	☐	P. E. Stamp and Signature
☐	☐	☐	Proper format including Table of Contents, Executive Summary, Conclusions, and Appendices
			EXISTING CONDITIONS
☐	☐	☐	Description of proposed land use action
☐	☐	☐	Figure - Proposed Site Plan
☐	☐	☐	Figure - Site Vicinity Map showing the minimum study area boundary
☐	☐	☐	Description of existing site conditions and adjacent land uses
☐	☐	☐	Description of existing transportation facilities including roadway, transit, bicycle, and pedestrian facilities
☐	☐	☐	Figure - Existing Lane Configurations and Traffic Control Devices
☐	☐	☐	Figure - Existing traffic-volumes measured within previous 12 months
☐	☐	☐	Existing conditions analysis of the study area intersections
☐	☐	☐	Roadway and intersection crash history analysis
			BACKGROUND CONDITIONS
☐	☐	☐	Approved planned developments and funded transportation improvements
☐	☐	☐	Documentation of traffic growth assumptions and added traffic from other planned developments
☐	☐	☐	Figure – Background traffic volumes at study area intersections
☐	☐	☐	Background conditions analysis of the study area intersections
			FULL BUILDOUT CONDITIONS
☐	☐	☐	Description of proposed land use action and intended use
☐	☐	☐	Trip Generation - Based on most recent edition of ITE Trip Generation or approved other rates; include daily, AM, and PM peak hour (other time periods where applicable); provide complete documentation of calculations.
☐	☐	☐	Trip Distribution - Based on a regional planning model, supplied by staff, or analysis of local traffic patterns based on collected data.
☐	☐	☐	Figure – Estimated Trip Distribution Pattern (showing assignment onto major arterial/collector system)
☐	☐	☐	Figure – Site-Generated Traffic Volumes at study area intersections
☐	☐	☐	Figure – Full Buildout Traffic Volumes at study area intersections
☐	☐	☐	Full Buildout conditions analysis of the study area intersections
☐	☐	☐	Identify study area intersection and access driveway deficiencies
			WARRANTS/SAFETY ANALYSIS
☐	☐	☐	Verify compliance to Access Spacing Standard or justify any variance needed
☐	☐	☐	Address potential safety problems resulting from conflicting turn movements with other driveways and internal traffic circulation
☐	☐	☐	Determine need for storage lanes, right-turn lanes, and left-turn lanes
☐	☐	☐	Address availability of adequate sight distance at frontage road access points, for both existing and ultimate road configuration
☐	☐	☐	Evaluate need for deceleration lanes, and channelization when determined necessary by accepted standards and practices.
☐	☐	☐	Evaluate whether traffic signals are warranted at study area intersections
			IMPROVEMENT RECOMMENDATIONS

☐	☐	☐	Identify alternate methods of mitigating identified deficiencies
☐	☐	☐	If a signal is warranted, recommend type of signal control and phasing
☐	☐	☐	If turn lanes required, recommend amount of storage

OTHER

☐	☐	☐	Technical Appendix-sufficient material to convey complete understanding to staff of technical adequacy

COMMENTS:

_____

_____

_____

_____

_____

Reviewed by: _____ Date of Review: _____

NOTE: This checklist displays the minimum information required for a Transportation Impact Analysis to be accepted as complete. Acceptance does not certify adequacy and is in no way an approval. Additional information may be required after acceptance of the Transportation Impact Analysis.

17.26.060 METHOD FOR REVIEWING TRANSPORTATION IMPROVEMENT PROJECTS NOT IDENTIFIED IN THE TRANSPORTATION SYSTEM PLAN

1. PURPOSE.

   A Method for Reviewing Transportation Improvement Projects Not Identified in the Transportation System Plan and those projects permitted outright.

2. PERMITTED USES.

   Except where otherwise specifically regulated by the Stayton Municipal Code, the following improvements are permitted outright:

   a. Installation of utilities is permitted outright without a land use permitting process but is subject to Stayton Municipal Code.

   b. Normal operation, maintenance, repair, and preservation activities of existing transportation facilities.

   c. Installation or reconstruction of bridges, culverts, pathways, bicycle/pedestrian facilities, storm drainage facilities, medians, fencing, guardrails, lighting, and similar types of improvements within the existing right-of-way.

   d. Projects specifically identified in the Transportation System Plan as not requiring further land use regulation. (Ord. 898, August 20, 2007)

   e. Landscaping as part of a transportation facility.

   f. Emergency measures necessary for the safety and protection of life, property, and/or environment.

   g. Acquisition of right-of-way for public roads, highways, and other transportation improvements designated in the Transportation System Plan. (Ord. 898, August 20, 2007)

   h. Construction, widening, or reconstruction of a new or existing street, pathways, bicycle/pedestrian facilities, storm drainage facilities, bridges, or other transportation project as part of an approved subdivision or land partition approved consistent with the applicable land division ordinance.

3. CONDITIONAL USES.

   Construction, reconstruction, or widening of highways, roads, bridges or other transportation projects that are: (1) not improvements designated in the Transportation System Plan or (2) not designed and constructed as part of a subdivision or master planned development shall meet the following criteria in addition to the approval criteria of Section 17.12.190.4: (Ord. 898, August 20, 2007)

   a. The project is designed to be compatible with existing land use and social patterns, including noise generation, safety, and zoning.

   b. The project is designed to minimize avoidable environmental impacts to identified wetlands, wildlife habitat, air and water quality, cultural resources, and scenic qualities.

   c. The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.

d. Project includes provision for bicycle and pedestrian circulation as consistent with the comprehensive plan, transportation system plan, and other requirements of the Stayton Municipal Code.

17.26.070 TRANSIT-RELATED REQUIREMENTS

1. PURPOSE

   The purposed of this Section is to ensure that new retail, office and institutional buildings provide access to transit facilities and facilitate transit ridership.

2. APPLICABLILITY AND REIREMENTS

   Retail, office, and institutional developments that are proposed on the same site as, or adjacent to, an existing or planned transit stop as designated in an adopted transportation or transit plan shall provide the following transit access and supportive improvements in coordination with the transit service provider:

   a. Reasonably direct pedestrian connections between the transit stop and primary entrances of the buildings on site. For the purpose of this Section, "reasonably direct" means a route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for users.

   b. The primary entrance of the building closest to the street where the transit stop is located is oriented to that street.

   c. A transit passenger landing pad that is ADA accessible.

   d. An easement or dedication for a passenger shelter or bench if such an improvement is identified in an adopted plan.

   e. Lighting at the transit stop.

   f. Other improvements identified in an adopted plan.

(Section 17.26.070 Added Ord. 1034, July 17, 2019)