

STAYTON PLANNING COMMISSION AGENDA

7:00 pm

Monday, January 31, 2022

HYBRID MEETING

The Stayton Planning Commission will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also either be "attended" virtually or watched on the live stream on the City of Stayton's YouTube account.

City officials request all citizens that are able, to join the meeting online from home. Social distancing is essential in reducing the spread of COVID-19. The City is using technology to make meetings available to the public without increasing the risk of exposure. If you would like to virtually participate in the meeting, please contact the Planning and Development Department at dfleishman@staytonoregon.gov to receive an invitation to the online meeting.

Watch the meeting live streamed on YouTube <https://youtu.be/2oh3rLXPjAo>

1. CALL TO ORDER **Chair Lewis**

2. INTRODUCTION OF NEW MEMBER

3. ELECTION OF CHAIR

4. MEETING MINUTES – November 29, 2021

5. LAND USE FILE #15-12/21 –PUBLIC HEARING Application for Comprehensive Plan Map Amendment and Official Zoning Map Amendment, Freres Building Supply, 182 W Ida St and 209 W Water St

- | | |
|--|---|
| a. Commencement of Public Hearing | i. General Testimony |
| b. Staff Introduction | j. Questions from the Public |
| c. Applicant Presentation | k. Questions from the Commission |
| d. Staff Report | l. Applicant Summary |
| e. Questions from the Commission | m. Staff Summary |
| f. Proponents' Testimony | n. Close of Hearing |
| g. Opponents' Testimony | o. Commission Deliberation |
| h. Governmental Agencies | p. Commission Decision |

6. LAND USE FILE #16-12/21 –PUBLIC HEARING Application for Site Plan Review. GFP Enterprises, 1319 W Washington St

- | | |
|--|---|
| a. Commencement of Public Hearing | i. General Testimony |
| b. Staff Introduction | j. Questions from the Public |
| c. Applicant Presentation | k. Questions from the Commission |
| d. Staff Report | l. Applicant Summary |
| e. Questions from the Commission | m. Staff Summary |
| f. Proponents' Testimony | n. Close of Hearing |
| g. Opponents' Testimony | o. Commission Deliberation |
| h. Governmental Agencies | p. Commission Decision |

7. OTHER BUSINESS

8. ADJOURN

DATE OF NEXT MEETING: Monday, February 28, 2022



City of Stayton

Department of Planning and Development

362 N. Third Avenue • Stayton, OR 97383

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

dfleishman@staytonoregon.gov www.staytonoregon.gov

TO: Chairperson Ralph Lewis and Planning Commission Members

FROM: Dan Fleishman, Director of Planning and Development

SUBJECT: January Agenda Items

DATE: January 31, 2022

- There is a new member to introduce. Larry McKinley was appointed by the city Council at their January 3 meeting.
- Section 2.36.920 of the City's Code indicates that the Commission shall elect its own chair and vice-chair at the January meeting. Jackie Carmichael had been the vice-chair.
- With a new member, and considering it has been three years since we have held one, under other business let's discuss dates for a general training session and whether we want to do it in person or virtually.

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

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STAYTON, OR 97383
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**PLANNING AND
DEVELOPMENT**
362 N. THIRD AVENUE
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PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
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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

**STAYTON PLANNING COMMISSION
MEETING MINUTES**

Monday, November 29, 2021

COMMISSIONERS: Dixie Ellard
Heidi Hazel
Richard Lewis
Ralph Lewis, Chairman

STAFF MEMBERS: Dan Fleishman, Planning & Development Director
Windy Cudd, Office Specialist, Minutes

OTHERS PRESENT: Zach Pelz, AKS Engineering & Forestry
Lauren Benjamin, Marketing & Public Relations, Santiam Hospital
Kelly Reid, Ramsay Signs; Paul Hartman, Director of Facilities, Santiam Hospital

1. **CALL TO ORDER:** Chairman Lewis called the meeting to order at 7:01 pm.
2. **APPROVAL OF MINUTES:** Hazel moved, and Richard Lewis seconded to approve the minutes from October 25, 2021, as presented. The motion was approved 4:0.
3. **LAND USE FILE #13-10/21 PUBLIC HEARING- Application for Variance, Santiam Hospital, 1401 N Tenth Ave**
 - a. **Commencement of Public Hearing-** Chair Lewis read the opening statement and opened the hearing at 7:02 pm. No objections were made from the audience to the notice on this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.
 - b. **Staff Introduction-** Fleishman explained the application for sign variance. Mr. Fleishman stated code requirements for variances. Explained reasons for variance, can't meet both requirements of set back and FAA clearance zone requirements for the helipad.
 - c. **Applicant Presentation-** Lauren Benjamin, Santiam Hospital, requesting committee to allow a new monument sign at the corner of N Tenth Ave and E Fir St.

Kelly Reid of Ramsay Signs, representing Santiam Hospital, applying for variance of sign, aviation regulations for helipad. Asking for permission to install within the required 5ft setback, pending survey to mark exact location.
 - d. **Staff Report-** Fleishman recommended to staff to approve the variance request with conditions of approval.
 - Sign Permit to include a statement signed by a registered engineer to meet all site distance requirements.
 - Once sign is erected, they return with a statement from professional engineer that they did comply with required specifications and stay out of sight triangle.
 - e. **Questions from Commission-** Ralph Lewis asked about the shrubbery height. Fleishman explained that it would have to be trimmed or removed.
 - f. **Commission Decision-** Hazel moved and Richard Lewis seconded to approve application adopting the draft order as presented. Passed 4:0.
 - g. **Close of Hearing-** Chair Lewis closed the hearing at 7:16 pm

4. LAND USE FILE #10-08/21 -PUBLIC HEARING Application for Site Plan Review, State Investments LLC, Golf Club Rd

- a. **Commencement of Public Hearing-** Chair Lewis read the opening statement and opened the hearing at 7:18 pm. No objections were made from the audience to the notice on this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.
- b. **Staff Introduction-** Fleishman informed the Commission that the application is for Site Plan Review for a multi-family development. The City Council finalized the annexation, High-Density zoning applied to Parcel, the partitioning was recently finalized, and the project is ready to move forward with Review.
- c. **Applicant's Presentation-** Zach Pelz, Land Use Planner for AKS Engineering, spoke about the key highlights. Site was part of an annexation and partition in July 2020. Just under 5.25 acres zones HD Residential multi-family. There would be 10 buildings, including a club house and storage onsite. Improvements to Golf Club Rd with 20 feet of right of way, for turn lane and to include a 12-inch water main to be installed. These improvements can be approved without variances. Pelz is asking the Committee for approval of Site Plan Review.
- d. **Staff Report-** Fleishman Discussed the 4 issues that came up.
 - 1. Stormwater: Complying with the City's design standards for storm water may actually result in reconfiguring the layout.
 - 2. Transportation Impact: Revised analysis was received, reviewed, and addressed all concerns.
 - 3. 12-inch water main will be installed
 - 4. Open space for multi-family development was met.Fleishman states that he does not believe these issues will be problem with an approval. Fleishman recommended that Commission approve revised draft order as presented.
- e. **Questions from the Commission-** None
- f. **Applicant Summary-** Pelz reassured the panel they are confident the Stormwater issues would be revised.
- g. **Staff Summary-** Fleishman had nothing more to add.
- h. **Commission Decision-** Hazel moved and Ellard seconded to approve application for Site Plan Review. Passed 4:0.
- i. **Close of Hearing-** Chair Lewis closed the hearing at 7:49 pm.

5. LAND USE FILE #12-10/21 PUBLIC HEARING Legislative Amendments to the Land Use Development Code regarding standards for Accessory Dwelling Units

- a. **Commencement of Public Hearing-** Chair Lewis read the opening statement and opened the hearing at 7:52 pm. No objections were made from the audience to the notice on this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.
- b. **Staff Report-** Fleishman explained that the proposed amendment would allow an Accessory Dwelling Unit on a lot with a single family detached dwelling in any residential zone.
- c. **Questions from Commission-** None

- d. **Staff Summary-** Fleishman had nothing more to add.
 - e. **Commission Decision-** Hazel moved and Richard Lewis seconded to adopt the draft order prepared by staff and forward to the City Council with a recommendation for adoption.
Passed 4:0.
6. **OTHER BUSINESS-** December 13th meeting was cancelled.

ADJOURN: Chairman Lewis adjourned the meeting at 8:02pm.

DRAFT



City of Stayton

Department of Planning and Development

362 N. Third Avenue • Stayton, OR 97383

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

dfeishman@staytonoregon.gov www.staytonoregon.gov

MEMORANDUM

TO: Chairperson Ralph Lewis and Planning Commission Members

FROM: Dan Fleishman, Director of Planning and Development

DATE: January 31, 2022

SUBJECT: Comprehensive Plan Map and Zoning Map Amendments, Freres Building Supply, W Water St

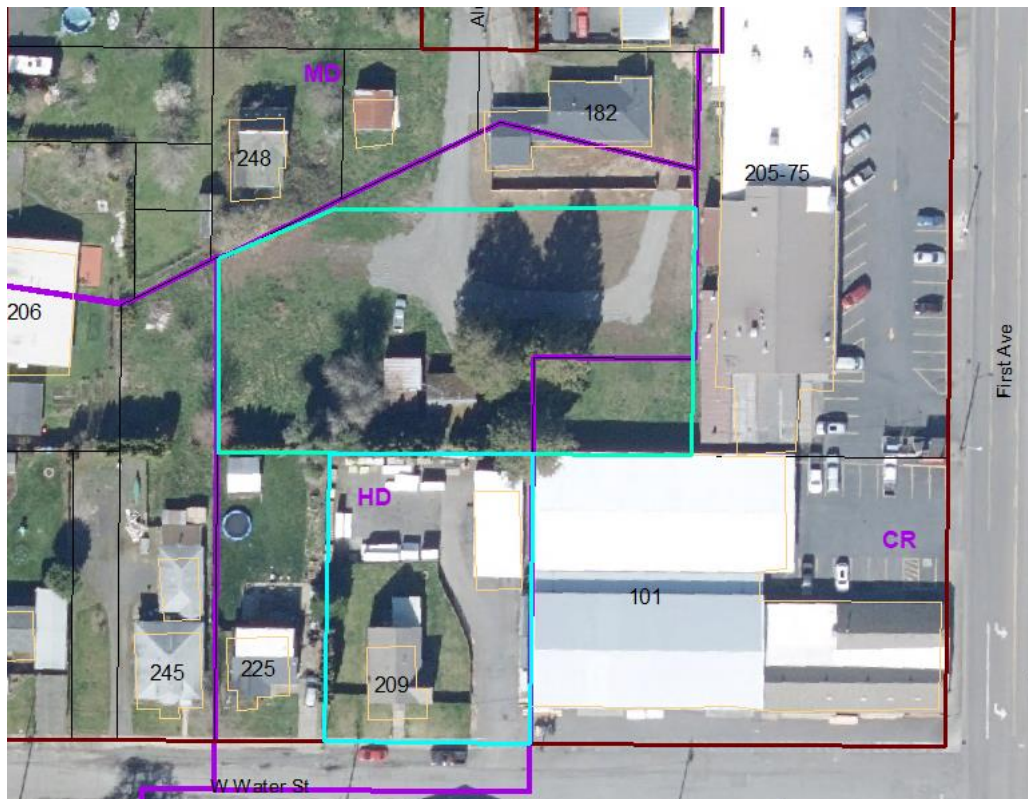
120 DAYS ENDS: N/A

ISSUE

The issue before the Planning Commission is a public hearing on applications for Comprehensive Plan Map amendment and Zoning Map amendment for two properties on W Water St.

BACKGROUND

The properties are located on the north side of W Water St. One property is addressed as 209 W Water St and is developed with a single family dwelling and with a storage shed and outdoor storage for building supplies. The other property is Parcel 2 of Partition Plat 2021-094, just recorded in December and not yet reflected on the tax maps. A March, 2020 aerial photo of the properties is below, showing the existing zoning boundaries:



City of Stayton

As a Comprehensive Plan Map amendment and Zoning Map amendment, the Planning Commission's role is make a recommendation to the City Council, who will hold their own public hearing and reach a final decision on the applications.

ANALYSIS

This report presents the Planning Staff's summary and analysis concerning these applications. It was developed with the input of other City departments and agencies.

Attached are applications for Comprehensive Plan Map amendment and Zoning Map amendment from Freres Building Supply. The applications consist of the application forms and a narrative, a preliminary site plan, and a transportation planning rule analysis.

Also included in the packet are emails from the City Engineer and from Kittelson & Associates.

Staff's concern is that if the map amendments are finalized as requested that Parcel 1 of the Partition Plat 2021-094 will be split between the MD and HD zones. Therefore, the draft order includes a recommendation that the Zoning Map be further amended to include the entirety of Parcel 1 in the MD zone.

RECOMMENDATION

The staff recommendation for approval is reflected in the draft order that is attached to the staff report.

There may be testimony at the public hearing that requires the draft order be modified to reflect that testimony.

OPTIONS AND SUGGESTED MOTIONS

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

1. Recommend approval of the applications, adopting the draft order as presented.

I move the Stayton Planning Commission recommend approval of the application of Freres Building Supply (Land Use File #15-12/21) and adopt the draft order presented by Staff.

2. Recommend approval of the applications, adopting modifications to the draft order.

I move the Stayton Planning Commission recommend approval of the application of Freres Building Supply (Land Use File #15-12/21) adopt the draft order with the following changes...

3. Recommend denial of the applications.

I move that the Stayton Planning Commission recommend denial of the applications of Freres Building Supply (Land Use File #15-12/21) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the February 28, 2022 meeting.

4. Continue the hearing until February 28, 2022.

I move the Stayton Planning Commission continue the public hearing on the applications of Freres Building Supply (Land Use File #15-12/21) February 28, 2022.

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

I move the Stayton Planning Commission close the hearing on the applications of Freres Building Supply (Land Use File #15-12/21) but maintain the record open to submissions by the

City of Stayton

applicant until February 14, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on February 28, 2022.

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

I move the Stayton Planning Commission continue the deliberation on the applications of Freres Building Supply (Land Use File #15-12/21) until February 28, 2022.



CITY OF STAYTON
APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

PROPERTY OWNER: Freres Building Supply
Address: 101 N First Ave.
City/State/Zip: Stayton, OR 97383
Phone: (503) 769 - 2879 Email: dan@freresbuildingsupply.com

APPLICANT:
Address: Same
City/State/Zip: "
Phone: () " - " Email: "

APPLICANT'S REPRESENTATIVE: Dan Goodman, Freres Building Supply
Address: - same as above -
City/State/Zip: "
Phone: () " - " Email: "

CONSULTANTS: Please list below planning and engineering consultants.

Table with 2 columns: PLANNING and ENGINEERING. Row 1: Name: Tross Consulting, Inc., Address: 1720 Liberty St. SE, City/State/Zip: Salem, OR 97302, Phone: () 370 - 8704, Email: jeffross@msn.com

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

- owner, applicant, applicant's representative, [checked] planning consultant, engineer

COMPREHENSIVE PLAN TEXT AMENDMENT

[checked] COMPREHENSIVE PLAN MAP AMENDMENT

CURRENT COMPREHENSIVE PLAN MAP DESIGNATION: Residential

PROPOSED COMPREHENSIVE PLAN MAP DESIGNATION: Commercial

LOCATION:

Street Address: 182 W Ida St. and 209 W Water St.

Assessor's Tax Map and Lot Number(s): Tax Lots 6300 and 6500, map 09-1W-10CD

Closest Intersecting Streets: 1st Ave and W Water St.

SIGNATURE OF APPLICANT: [Handwritten Signature]

DO NOT WRITE BELOW THIS LINE

Application received by: [Signature] Date: 12/15/21 Fee Paid: \$ 2,000.00 Receipt No. 10.00 3251

Land Use File# 15-12/21



Submit Via Email

CITY OF STAYTON
APPLICATION FOR AN OFFICIAL ZONE MAP AMENDMENT

PROPERTY OWNER: Freres Building Supply
Address: 101 N. First Ave.
City/State/Zip: Stayton, OR 97383
Phone: (503) 769 - 2879 Email: dan@freresbuildingsupply.com

APPLICANT: - Same -
Address: "
City/State/Zip: "
Phone: () " - Email: "

APPLICANT'S REPRESENTATIVE: Dan Goodman, Freres Building Supply
Address: - Same as Above -
City/State/Zip: "
Phone: () " - Email: "

CONSULTANTS: Please list below planning and engineering consultants.

Table with 2 columns: PLANNING and ENGINEERING. Row 1: Name: Tross Consulting, Inc., Address: 1720 Liberty St. SE, City/State/Zip: Salem, OR 97302, Phone: () 370 - 8704, Email: jefftross@msn.com.

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

- owner, applicant, applicant's representative, [checked] planning consultant, engineer

LOCATION:

Street Address: 182 W. Ida St. and 209 W. Water St.
Assessor's Tax Lot Number and Tax Map Number: Tax Lots 6300 and 6500, map 09-1W-10DC
Closest Intersecting Streets: N. First St. and W. Water St.

CURRENT ZONE MAP DESIGNATION: HD
PROPOSED ZONE MAP DESIGNATION: CR

SIGNATURE OF APPLICANT: [Handwritten Signature]

DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 12/15/21 Fee Paid: \$ 2,000.00 Receipt No. 10.003251
Land Use File# 15-12121

APPLICANT'S STATEMENT
for
FRERES BUILDING SUPPLY
COMPREHENSIVE PLAN MAP AMENDMENT AND ZONE CHANGE
for a NEW BUILDING MATERIALS WAREHOUSE

SUMMARY OF THE PROPOSAL

Freres Building Supply (FBS) proposes to add a new building materials warehouse to its facilities at its downtown location. The proposed location is a property it owns adjacent on the north to its retail store at 101 N. 1st Avenue, identified as Tax Lot 6300. The property is approximately 32,647 s.f., or .75 acre, and it is vacant.

The parcel is currently zoned HD/ High-Density Residential and CR/Commercial Retail. Its dual zoning was part of a recent Minor Modification (lot line adjustment) that consolidated Tax Lot 6300 (HD) with former Tax Lot 6600 (CR). As a result, approximately 27,878 s.f. of the parcel is HD and 4,769 s.f is CR.

In order to allow the new warehouse a change is requested to the HD portion's Comprehensive Plan designation from Residential to Commercial, with a zone change to CR. Another parcel, Tax Lot 6500, which is adjacent on the south of TL 6300 and to the west of the store, is also proposed for the same Plan and zone change. That parcel will be the location of the driveway access to the proposed new warehouse.

BACKGROUND

Freres Building Supply has been an anchor at the south end of the Stayton downtown business district since the store was established in 1946 at the northwest corner of N. 1st Avenue and W. Water Street. Over time the business has expanded to meet the needs of the community and it currently occupies several additional parcels along the south side of W. Water St., west of 1st Avenue. These contiguous parcels are used for warehousing and outdoor storage of a wide range of building materials including lumber, siding, roofing, and fencing, among others. The retail store is identified on County Assessor's map 9-1W-10CD as Tax Lot 6800, and the warehouse parcels on the south side of W. Water Street are Tax Lots 6900, 7000, 7400, and 7500. All of these parcels are designated Commercial on the Comprehensive Plan Map, and they are zoned CR/Commercial Retail. The business is a permitted use in the CR zone.

To further improve its operation and its ability to serve the community, FBS proposes to build a new warehouse on a vacant parcel that is adjacent on the north to the retail store. This is Tax Lot 6300 (recently consolidated with former adjacent Tax Lot 6600). Most of parcel 6300 is currently designated Residential on the Comprehensive Plan Map and is zoned HD/High-Density Residential. In order to allow the new building materials warehouse FBS requests to change the Comp Plan Map designation to Commercial and the zone to CR. Former Tax Lot 6600 was designated Commercial and zoned CR, and that zoning remains as part of the consolidated parcel.

Parcel 6300 lacks frontage on a public street, which causes it to be "landlocked" and limits its development regardless of how it is zoned. To provide it with access to a public street FBS proposes a concurrent Comp Plan Map Change and Zone Change for adjacent Tax Lot 6500, which is on the north side of W. Water St. adjacent to the west of the retail store, and directly across from the properties already occupied by the business. This parcel is also designated Residential and zoned HD, and the Plan/Zone Change to Commercial/CR is requested in order to allow its use as an access to the future warehouse on parcel 6300.

Site Plan

A preliminary site plan is included as a part of this application to show the proposal in relation to the existing retail store and warehouse at 101 N. 1st. The new warehouse is planned to be located in the south-east part of parcel 6300, just north of the retail store. This compact arrangement will allow for efficient movement of personnel and materials between and through the FBS facilities. Vehicle access to the new warehouse will be provided by a 20' wide driveway easement through parcel 6500 to W. Water St. The easement will access Water St. directly across from other properties used by the business, which are already zoned CR. By its location next to the store and directly across Water St. from other facilities used by the business, the two additional parcels and the new warehouse will become part of the FBS cluster at the south end of the downtown commercial center.

Relationship to the Land Use Pattern

The cluster of FBS facilities represents the south end of the 1st Avenue commercial district. This district is reflected by the commercial zoning along the west side of the 1st Street frontage. Residential zones and neighborhoods are to the west of the commercial zoning.

North of parcel 6300, the residential area along W. Ida Street, is zoned MD - Medium Density Residential. However, this area is composed of single-family homes and there is at present no medium density housing. To the west the neighborhood is zoned LD - Low Density Residential, which accurately reflects the neighborhood's composition of single-family homes. The two parcels that are the subject of this application (as well as adjacent parcel 6400) are the only properties in the neighborhood zoned for high-density residential use, and none have developed for that purpose. Parcel 6300 is the only vacant property. Parcels 6500 and 6400, which front on W. Water St., are occupied by single-family homes which makes their conversion to high-density housing unlikely in any case.

The proposed Comp Plan Change and Zone Change will change the land use pattern of the immediate area by replacing HD zoning with CR. The change will result in a zoning pattern that is familiar and consistent with existing conditions. Residential zones currently border the existing CR zoning, and the same pattern will result if the HD zone is changed to CR as proposed. The depth of CR zoning west of 1st Ave. will be similar to the existing, variable pattern of nearby CR properties, and it will be no greater than its current extent along the south side of W. Water St. By contrast, the current HD zoning would allow high-density residential development to intrude into this area of single-family homes, on an interior property that does not have frontage on a public street.

The two parcels that are the subject of the application are adjacent to the existing FBS location. Since parcel 6300 is undeveloped no existing multifamily housing units will be lost. There is one single-family house on parcel 6500. A new building materials warehouse will create low demand on public services. All public

services are available and can be provided to the proposed use, but electric power is the only service that is anticipated. No new streets or changes to existing streets will be required.

The proposed Plan and Zone Change for the building materials warehouse will contribute to maintaining the viability of the business at its long-time location in the downtown core. Freres Building Supply is a major retail business that contributes to the vitality of the downtown business district. Its long-term presence in the downtown core contrasts with other communities where similar businesses have relocated to outlying commercial areas, which draws customer traffic away from the historic city center. The proposed Plan and Zone Change will assure the continued presence of this major retailer where it contributes to the character of the central city.

CRITERIA

The Criteria for a quasi-judicial Comprehensive Plan Amendment are provided in the Land Use and Development Code (LUDC) Chapter 17.12.170, part 6.b.

6. APPROVAL CRITERIA: In order to approve a Comprehensive Plan amendment, the following affirmative findings concerning the action must be able to be made by the decision authority.

b. Quasi-judicial Amendments.

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

The property is currently designated Residential and zoned HD. Parcel 6300 is vacant and provides no housing units. Parcel 6500 has one house. The Comprehensive Plan policies relevant to this application are addressed as follows:

Housing Goals and Policies

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

The housing needs of the city are presented in Chapter 6 of the Comprehensive Plan. A housing needs analysis is provided in that Chapter. A buildable lands analysis for residential land and other land use categories is provided in Chapter 8 of the Comprehensive Plan.

The Housing Needs Projection is included in Chapter 6. Table 6-10 estimates the needed housing to the year 2030 based upon the population projection in Chapter 2 and the detailed information provided in Marion County's coordinated population projections. As shown in that Table, at the time of the Projection there were 3,056 existing housing units in the city, of which 607 were multifamily units. A total of 4,337 housing units were projected to be needed by 2030, of which a total of 781 would be multifamily units. Therefore, 1,281 total additional housing units would be needed by 2030, of which an additional 174 multifamily units (781 - 607) would be needed.

The Buildable Lands Inventory (BLI) is provided in Chapter 8. As shown in Table 8-2 there are 1,559 net acres in the City Limits. There are 1,203 net acres outside the city limits and within the Urban Growth Boundary (UGB), referred to as OCIB. The total net acreage within the urban growth area (city limits + OCIB) is 2,762 net acres.

As shown in Table 8-3, as of February, 2011 there were 763 net acres of residential land within the city limits. Of that total 164 net acres were zoned MD and 36 net acres were zoned HD. There were 138 acres of buildable residential land in the city, of which 18 acres were zoned MD and 4 were zoned HD. This proposal would rezone an acre of HD to CR, leaving 3 acres of buildable HD land.

The MD and HD zones apply throughout the city (the Downtown Medium Density Residential Zone applies only within a defined part of the city). The predominant zone

for multifamily housing is MD. The maximum allowed residential density in the MD zone is 12 units/acre. There is no upper limit to the allowable density in the HD zone, although it requires a minimum of 13 units/acre. Using the maximum allowed density in the MD zone of 12 units/acre, which would require a greater amount of land to accommodate the projected future need for 174 additional multifamily units than the unlimited density of HD, the amount of land needed for the projected additional 174 future units of multifamily housing would be $174 \div 12 = 14.5$ acres. As shown in Table 8-3 there were 18 acres of buildable MD zoned land, which exceeds the projected need.

As described in Chapter 6, the City can be expected to add 1,281 dwelling units during the planning period (to the year 2030). This will require approximately 460 acres of land. There are 138 net acres of buildable residential land within the city, and as shown in Table 8-4 there are 921 net acres of land designated for residential use within the UGB (OCIB) area, for a total of 1,059 acres designated for additional residential development within the overall urban growth area. This total results a surplus of $(1059 - 460 =) 599$ acres over the projected need to 2030. It is reasonable to assume that at least 14.5 acres of the buildable residential land will be designated to fulfill the projected need for multifamily housing, and that some of it will be zoned HD. In any case the large amount of land that is already designated for future residential use provides more than adequate opportunity to provide additional land for the needed multifamily housing.

Because the City has inventoried its buildable land for residential use, which accommodates the projected need for housing of all types as shown by the housing needs analysis, there is adequate land within the urban growth area to provide for future multifamily housing and Statewide Planning Goal 10: Housing, is satisfied.

Stayton City Goals and Policies

GOAL EXISTING AND FUTURE RESIDENTS WILL BE PROVIDED A CHOICE OF HOUSING TYPES IN SAFE AND HEALTHFUL HOUSING

There is a large supply of land in the urban area to provide for multiple types of housing opportunities for existing and future residents, in keeping with this Goal.

Policy HO-1 It is the Policy of the City to encourage development of housing that meets the needs of all income groups of existing and future residents.

ACTION The City shall assure that adequate supply of land in all residential zones is available for development within the city.

ACTION The City shall continue to allow manufactured homes on individual lots with design standards similar to those for site-built housing.

ACTION The City shall continue to allow mobile home parks in the Medium Density and High Density Residential Zones.

This Policy states the City's intent to accommodate the variety of needed housing, which includes multifamily. The first Action item directs the City to maintain land in all residential zones, which include the multifamily zones. By doing so the opportunity will exist to satisfy the range of projected future housing needs. As shown in the Plan there is adequate land in the city and the OCIB to provide for all needed housing types. The residential zones provide for manufactured housing, in keeping with the second and third Action items pertaining to manufactured homes and mobile home parks. The large amount of land designated for future residential use will provide existing and future residents with a choice of housing types, in keeping with this Goal.

Policy HO-2 It is the Policy of the City to assure that all occupied housing units are safe, decent, and suitable for healthful habitation.

ACTION The City shall enforce existing standards for health and safety in housing.

ACTION The City shall enact additional standards to assure the health and safety of residents, as appropriate.

This Policy and associated Actions pertain to the condition of housing units. This proposal involves only one existing housing unit (on TL 6500), which is in good condition. The proposal does not affect the condition of occupied housing units.

Policy HO-3 It is the Policy of the City to allow the use of flexible lot sizes and building placement, and density transfers to reduce development costs, make efficient use of land, and promote housing variety and affordability.

ACTION The City shall continue to allow master planned developments in all residential districts.

ACTION The City shall continue to allow residential and mixed use developments in the downtown area and mixed use developments in the commercial zones.

This Policy and associated Actions pertain to residential development proposals. This application is not a residential development proposal. However, the stated intent to apply flexibility in density and land use can reduce the amount of land needed for future housing and reduce new housing development costs, which could make development of multifamily housing more attractive and feasible.

Policy HO-4 It is the Policy of the City to encourage the maintenance, conservation and enhancement of existing residential areas and housing stock.

ACTION The City shall continue to participate in the Valley Development Initiatives cooperative effort for the management of its housing rehabilitation program.

ACTION The City shall pursue applications for additional funding for housing rehabilitation and neighborhood stabilization efforts.

ACTION The City shall work cooperatively with local non-profit organizations to enable the construction of new affordable housing.

The site for the proposed warehouse is vacant and provides no existing housing stock. Because there is no housing stock it is not an opportunity for housing rehabilitation. There is one single-family house on parcel 6500. The subject parcels are bordered by commercial use on the east and south, and residential areas to the north and west. The current zoning of the parcels is unlike the adjoining residential land. The proposed zone change will not affect the maintenance, conservation or enhancement of housing in the nearby residential areas. The warehouse site is land-locked which is not an appropriate situation for high-density housing, which should have access that can accommodate traffic from high residential density. The traffic impact of the propose warehouse will be less than would result from high-density housing on the site. The Action items are directives to the City for seeking partnerships and funding for housing rehabilitation and construction. These Actions do not apply to this proposal. The use of the parcels will be specific and accessory to the existing FBS store.

GOAL NEW RESIDENTIAL DEVELOPMENTS WILL BE DESIGNED AND BUILT TO BECOME ATTRACTIVE NEIGHBORHOODS

Policy HO-5 It is the Policy of the City to encourage alternative placement of garages and storage buildings.

ACTION The City shall amend the Land Use Code to include incentives for the following design elements: locate garages behind the primary building line of the house and side-loading garages, or garages in the rear with alley access.

ACTION The City shall continue to require design review approval for all multi-family developments and manufactured home parks.

Policy HO-6 It is the Policy of the City to encourage the use of sustainable development practices in residential site planning, building materials, and environmental control systems, including use of active and passive solar energy, energy efficient designs, and low water use landscaping.

ACTION The City shall amend the Land Use Code to protect existing solar energy systems from shade.

ACTION The City shall continue to encourage the use of underground irrigation and native vegetation in landscaping.

This Goal and Policies are specific to new residential development. The proposal does not involve new residential development and this Goal and Policies HO-5 and HO-6 do not apply.

Commercial Land Use

As shown in Table 8-5 there are 107 net acres of designated commercial land within the UGB. Of this total 93 net acres are within the city limits and 14 net acres are within the OCIB area.

As described in the Commercial Land Use section four major concentrations of commercial land use are identified, along with some scattered activity outside of those areas. The four major concentrations are the Downtown area; "Upper First Avenue"; the area around the intersection of Wilco Road, Ida Street and Washington; and the intersection of Wilco and Schaff Road.

The Downtown area, which includes both sides of First Avenue to Third and from Washington to Water St., is recognized as the greatest concentration of commercial activity in the city. The FBS complex is within this recognized area.

This Section identified 21 acres of vacant developable land for commercial use in the city. However, it also recognizes that in recent years a lack of medium sized vacant lots available for commercial uses was noted by merchants and developers.

Also, that more intensive commercial use of the downtown business district is expected over time, and that the continued conversion of houses and residential lots in the commercial zones will allow for new business locations. Commercial development and visual improvements may also have the effect of attracting new types of residential development to downtown, in accordance with the Downtown Revitalization Plan.

The FBS proposal to add a warehouse to its existing operation is consistent with this expectation and to maintaining the downtown area as a center of commercial activity. There is no vacant commercial land adjacent to its location. The only adjacent vacant land is parcel 6300. Rezoning that parcel to allow the proposed storage warehouse will help to maintain the business at this location. No existing multifamily housing will be lost, and as the housing analysis shows, there is a surplus of land within the urban growth area to provide for the long-term future housing needs of the community. For these reasons the proposed Plan and zone change will help to maintain the vitality of the downtown commercial district without detracting from the ability to provide adequate housing with the community.

Land Use Goals and Policies

Statewide Planning Goals: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. City ... plans and actions related to land use shall be consistent with the comprehensives plans of cities and counties and regional plans. To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land and to provide for livable communities. Urban growth boundaries shall be established and maintained by cities, counties, and regional government to provide land for urban development needs, and to identify and separate urban and urbanizeable land from rural land.

The first (bold) part of this Statewide Goal statement tracks Statewide Planning Goal 2 - Land Use Planning. The City has met this Goal by adopting a Comprehensive Plan and implementing ordinances in conformance with the

requirements of the Statewide Goals. The second (bold) part of this statement tracks Statewide Planning Goal 14 - Urbanization. The City has adopted an Urban Growth Boundary that separates urban and urbanizeable land from rural land. The land within the UGB provides for the long-term buildable land needs of the city. The FBS proposal is inside the city and does not affect the UGB.

Stayton City Goals and Policies

GOAL PROVIDE FOR A LAND USE REGULATION PROCESS THAT PROMOTES A LIVABLE COMMUNITY AND PROVIDES FOR EXPEDITIOUS REVIEW OF DEVELOPMENT PROPOSALS

The City has adopted land use regulations that provide for the various land uses within the city, and which specify a review process for development proposals. This application follows the provisions and requirements of the land use review process, and by doing so it conforms to this Goal.

Policy LU-1 It is the Policy of the City to adopt a zoning map consistent with the Comprehensive Plan Map.

ACTION The City shall adopt an amended Official Zoning Map consistent with the Comprehensive Plan Map

ACTION Zoning district boundaries shall follow property lines and rights-of-way centerlines as much as practicable.

The City has adopted a zoning map that is consistent with the Comprehensive Plan map, in conformance with this Policy.

Policy LU-2 It is the Policy of the City that development regulations include clear and objective standards for the review of development proposals or variances.

ACTION The City shall adopt a Land Use and Development Code that minimizes the number of subjective standards.

The City has adopted a Land Use and Development Code that sets forth criteria that provide standards for review of development proposals, in satisfaction of this Policy. The adopted review standards are addressed in this application.

Policy LU-3 It is the Policy of the City that the availability and quality of public services shall be a criteria for approval of development proposals.

ACTION The City shall adopt a Land Use and Development Code that requires the provision of adequate public facilities and services for new development.

The criteria that apply to this proposal include the availability of public facilities

and services. The facilities and services required for the proposed storage warehouse are available at appropriate levels and quality, which satisfies this Policy.

Policy LU-4 It is the Policy of the City that development regulations shall provide for residential zones at several densities and for a variety of commercial and industrial zones.

ACTION The City shall adopt a Land Use and Development Code and Official Zoning Map in which the Comprehensive Plan designation of residential is divided into at least three zoning districts: a low density zone providing for detached single family dwellings; a medium density zone providing for a mix of single family, duplex and triplex development; and a high density zone for multifamily developments.

ACTION The City shall adopt a Land Use and Development Code and Official Zoning Map in which the Comprehensive Plan designation of commercial is divided into at least three zoning districts: zone primarily for retail businesses; a

zone for general business activity; and a zone near the interchanges with Highway 22 primarily for businesses oriented towards the travelling public.

ACTION The City shall adopt a Land Use and Development Code and Official Zoning Map in which the Comprehensive Plan designation of industrial is divided into at least three zoning districts: a zone primarily for manufacturing, warehousing and similar industries; a zone that allows limited commercial uses; and a zone designated for agricultural-related industries.

ACTION The City shall adopt a Land Use and Development Code and Official Zoning Map in which the Comprehensive Plan designation of downtown is divided into at least three zoning districts: a zone along 3rd Ave where commercial uses are required on the ground level; a commercial zone providing for a mix of commercial and residential development that allows automobile oriented uses; and a residential zone that allows a mix of residential and commercial uses.

ACTION The City shall adopt a Land Use and Development Code and Official Zoning Map in which the Comprehensive Plan designation of public/semi-public for the location of parks, schools, churches, hospitals, and similar uses.

The City has adopted a Land Use and Development Code and Official Zoning Map that provide for the variety of zoning districts in each of the identified categories for residential, commercial, industrial, and downtown uses. The adoption of these development regulations and map satisfies this Policy.

Policy LU-5 It is the Policy of the City that master planned developments shall be allowed in all zones in order to encourage better use of large or unique sites.

ACTION The City shall continue the master planned development provisions of the Land Use and Development Code that provide for flexibility of design and layout of subdivisions in exchange for the provision of open space.

This Policy is a directive that requires the City to allow master planned developments. This application does not propose a master planned development and in this case this Policy does not apply.

Policy LU-6 It is the Policy of the City that the central business area of Stayton shall continue to be the primary retail business area of the community.

ACTION The City shall limit commercial zones to those areas designated as commercial on the Comprehensive Plan Map, discouraging strip-type development.

ACTION A pedestrian-oriented atmosphere in the downtown area shall be provided through requirements for commercial uses that include curb cuts, sidewalks and street hardware for pedestrian and the disabled.

The FBS operation is part of the downtown central business area, where it has been one of the major retail anchors since it was established in 1946. The proposed storage warehouse is needed to help sustain the business as part of the central business area. The warehouse site is proposed to be designated Commercial on the Comprehensive Plan map, and zoned CR which is consistent with that Plan map designation. The site is adjacent to the existing FBS retail store, and it will be part of the cluster of FBS properties that make up this retail business operation. The warehouse site is not on the street frontage which avoids creating the appearance of strip-type development. For these reasons the proposal is consistent with this Policy to maintain the central business area as the primary retail business area of the community and to discourage strip-type development.

Policy LU-7 It is the Policy of the City to encourage an industrial park-like atmosphere along Wilco Road.

ACTION The City shall maintain the requirements for landscaping and architectural controls in the areas designated as industrial.

The FBS site is not along Wilco Road and it is not designated as industrial , and this Policy does not apply.

CHAPTER 7 ECONOMY

Economic Goals and Policies

Statewide Planning Goal: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. Comprehensive plans and policies shall contribute to a stable and healthy economy in all regions of the state. Such plans shall be based on inventories of areas suitable for increased economic growth and activity after taking into consideration the health of the current economic base; materials and energy availability and cost; labor market factors; educational and technical training programs; availability of key public facilities; necessary support facilities; current market forces; location relative to markets; availability of renewable and non-renewable resources; availability of land; and pollution control requirements.

This Goal tracks Statewide Planning Goal 9 - Economic Development. The City has complied with the requirements of this Goal by identifying the various types of economic activity within the community and providing for them in the Code through Comprehensive Plan designations with corresponding zoning; by creating an inventory of those activities and the buildable lands that are designated for their growth, and by providing for the availability of public facilities and services. By adopting these measures in the Comprehensive Plan and Code the City is in conformance with the Economic Development Goal.

Stayton City Goals and Policies

GOAL PROVIDE FOR THE FUTURE COMMERCIAL, INDUSTRIAL AND SOCIAL NEEDS OF THE COMMUNITY WITH A BALANCED MIX OF ECONOMIC ACTIVITY

Policy EC-1 It is the Policy of the City to maintain downtown Stayton as an area for retail shops, restaurants, entertainment, government offices, and professional offices.

ACTION The City shall continue to allow a mix of commercial uses in the downtown area.

ACTION The City shall consider all available tools to finance infrastructure improvements and business attraction and promotion.

The FBS application is consistent with this Goal and its Policies. The business consists of a building supply retail store and its support facilities for the storage and display of the materials and goods it provides. Because these include

large-sized and bulk materials such as lumber, siding, roofing, fencing, pipes, etc., the operation by necessity requires substantial indoor and outdoor storage space which is greater than the retail store itself. The store has been at its downtown location since 1946, which predates many of the other businesses in the downtown area. The proposed storage warehouse is necessary to provide for the continued long-term operation of the business. There is no vacant commercial property contiguous to the existing business. By maintaining the operation at this location the proposal will help to maintain downtown Stayton as the retail center of the community.

Policy EC-2 It is the Policy of the City to enhance and protect the vitality of Stayton's existing commercial and service sector while maintaining a level of retail growth that is proportional to the size of the City and encouraging the diversification of goods and services available to residents.

ACTION The City shall continue to limit commercial development in the IC zone to convenience facilities and heavy commercial uses.

ACTION The City shall designate areas outside of the city limits for future commercial growth, but not consider their annexation and development until commercial areas within the city limits are fully utilized.

The addition of the subject property to the commercial sector will help to protect the vitality of the City's commercial economy by maintaining a long-standing retail business in the central business area. The FBS operation is proportional to the size of the City and has undergone gradual and incremental expansion as the City has grown. This proposal is another step in maintaining local retail services in the community. The proposal does not involve the IC zone, or affect areas outside the city limits.

Policy EC-3 It is the Policy of the City to limit the size of retail stores and malls to maintain a competitive diversity in Stayton's retail economy, to lessen the impact on the city's air quality and adjacent land uses.

ACTION The City shall increase the limit on the size of shopping center malls to 100,000 square feet.

ACTION The City shall increase the limit on the size of retail stores to 45,000 square feet.

ACTION The City shall continue to limit two or more malls from being contiguous to one another.

The FBS business is a single independent retail operation. It is not part of a multi-tenant mall, and the proposal to add a storage warehouse does not create a shopping center mall. By their nature the products and services offered by the building supply business requires large amount of storage space for bulk materials.

The size of the retail store is in keeping with the limits of this policy. Maintaining the business in the city helps to reduce the flow of local dollars to larger-scale national retailers located outside of the city. These factors are consistent with the Policy directive to maintain competitive diversity in the city's retail economy.

Policy EC-4 It is the Policy of the City to discourage commercial development at Highway 22.

ACTION The City shall continue the Interchange Development Zone near the two Highway 22 interchanges to limit commercial uses to traveler-oriented.

The subject property is not at Highway 22. It is at the south end of the downtown 1st Street retail core, which is the opposite end of the City from Highway 22. The proposal does not request or involve the ID zone.

Policy EC-5 It is the Policy of the City to promote the development of the industrial park area.

ACTION The City shall continue to the Oregon Enterprise Zone designation for the industrial area.

ACTION The City shall pursue all available opportunities for funding infrastructure improvements to serve the industrial zones.

ACTION The City shall seek state and federal programs and grants for economic development to improve the economy of the area.

The property is not in the industrial park and is not proposed for industrial use or an industrial zone, and this policy does not apply.

Summary

Because there is a surplus of land in the overall urban growth area to provide for the projected housing needs of the community, and because the proposal will serve to sustain and maintain a major retail business in the central business district, and because there is no other vacant commercial zoned property adjacent to the existing use to provide for the proposed use, the proposal satisfies the applicable Goals and Policies of the Comprehensive Plan and criteria b.1) is satisfied.

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

The proposal is site-specific to the existing FBS store. The purpose of the Plan Amendment is to provide for a new storage warehouse contiguous to the existing facilities that make up the FBS retail cluster. A distant, off-site location on commercial land in another part of the city would not fulfill the functional need that exists at this location. There is no other contiguous undeveloped property that is zoned for commercial use along the west side of the 1st Ave. commercial corridor. The Comp Plan encourages maintenance of retail activity in the central business area, and the purpose of this proposal is consistent with that directive. In this case, the current Comprehensive Plan does not provide an adequate area at an appropriate location for the proposed storage warehouse, and the subject property will be a minor addition to the commercial inventory that is appropriate to maintain a major retail business in the city's central business area.

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

An exception to the Statewide Goals is not required. The Statewide Planning Goals that apply the proposal are addressed as follows:

GOAL 1 CITIZEN INVOLVEMENT

The City's land use review process meets the requirements of this Goal for citizen involvement in the land use process. Notice of the proposal will be provided to surrounding property owners within the notification area, published in the newspaper, and posted on the property. Public hearings to consider the request will be held by the Planning Commission and City Council. Through the notice and public hearing process all interested parties are afforded the opportunity to review and comment on the application, and participate in the decision. These procedures satisfy the requirements of this Goal.

GOAL 2 LAND USE PLANNING

The Stayton Comprehensive Plan is acknowledged to be in compliance with the Statewide Planning Goals. The City has complied with the Goal requirements for establishing and maintaining a land use planning process. The Plan provides goals, policies and procedures for reviewing and evaluating land use requests. The proposal will be reviewed with regards to the Plan's applicable goals and policies, and the criteria for a Quasi-Judicial Comprehensive Plan Map Amendment and a

Zone Change. The City's adopted land use planning process provides a framework for evaluating the proposal. These factors satisfy the requirements of this Goal.

GOAL 5 OPEN SPACES, SCENIC AND HISTORIC AREAS, AND NATURAL RESOURCES

The subject property is not designated as open space, as a scenic or historic area, or as any other type of natural, scenic, historic or cultural resource area. No resources requiring consideration by this Goal are indicated.

GOAL 6 - AIR, WATER and LAND RESOURCES QUALITY

The proposal is for a new storage warehouse for use as part of the existing building supply business. This will be a low-impact activity with regards to air, water and land resources quality. The use does not involve processing, fabrication or manufacturing activities that would generate emissions to the air, land or water. There are no water resources on the site. The small volume of traffic associated with the use will not have a significant effect on the quality of the air. The building will be typical of other buildings in commercial areas of the city. There are no specific topographic features on the property that need to be considered, and development for the proposed use will be typical of development on urban land. Public services and facilities are available to support the proposed use, including water and waste water disposal; but only electric power service is anticipated. There will be no withdrawal of groundwater or discharges of waste water into a water body or the subsurface. The availability of public utility services, if needed, will protect the quality of water and land resources. Because its impact will be low the proposed Plan change will maintain and protect the quality of the air, water and land resources at this location.

GOAL 7 - AREAS SUBJECT TO NATURAL DISASTERS AND HAZARDS

No natural hazards that are specific or unique to the site have been identified. The property is not identified as subject to a specific natural disaster or hazard.

GOAL 8 - RECREATIONAL NEEDS

The site is not designated for recreational use and this Goal does not apply.

GOAL 9 - ECONOMIC DEVELOPMENT

The subject property is currently designated Residential on the Plan Map. The proposal is to change the designation to Commercial to allow an additional storage warehouse to support the FBS operation. This will help to sustain a local business, and help to maintain the downtown business district as the main commercial area in the city, which is consistent with the economic development policies of the city. These factors are consistent with this Goal.

GOAL 10 - HOUSING

The proposed warehouse site (Tax Lot 6300) is currently designated residential and commercial. The residential part is approx. .62 acre (27,000 sq. ft.). The HD zone minimum density would require 8 housing units on the property. Together with parcel 6500, .37 acre, a total of an acre is proposed to be redesignated, which

would require a minimum of 13 residential units. The warehouse site is vacant and currently provides no housing units, so no existing housing will be lost from that parcel as a result of its redesignation. There is a single-family home on parcel 6500, which is not high density housing. As discussed previously there are 138 acres of buildable residential land in the city, and 921 acres designated for residential use in the OCIB. The plan projects a future need for 460 acres, leaving a surplus of 599 acres within the overall urban area that is already designated for residential use. The two parcels that are the subject property total an acre. The City's inventory of buildable and future residential land is more than adequate to provide for projected housing needs of all types in the community, including multifamily housing.

GOAL 11 - PUBLIC FACILITIES AND SERVICES

The level of public facilities and services necessary for a storage warehouse is low. Public services including water supply, waste water disposal, storm drainage, streets, fire and police protection, electricity, telephone and electronic communication, and solid waste disposal, are available and can be provided to the site at levels that will be adequate for the proposed use. Water and sewer lines are located in W. Water St. and a stormwater line is in 1st. Avenue. Fire and police services are provided by the City. All other utility services are available at this location. The public services available to the site conforms to the requirements of this Goal.

GOAL 12 - TRANSPORTATION

The transportation impact of the proposal has been evaluated by DKS Associates, Inc. Traffic Engineers, and presented in a report August 5, 2020. The report addresses the State Planning Goal 12 Transportation Planning Rule (TPR), OAR 660-012-0060. The report is included as a part of this application.

Using the "reasonable worst-case" analysis methodology required by the TPR, the DKS report calculates that high-density residential use as allowed in the existing HD zone for the two parcels could generate up to 523 daily trips. The uses allowed in the CR zone that would generate the highest volume of traffic (not the proposed warehouse) would result in 783 daily trips, or an increase of 260 daily trips over HD zoning. This increase is below the estimated threshold of 400 daily trips for a "significant effect" on the transportation system.

However, the proposal is to use the site for storage of building materials as part of the FBS operation. No expansion of the retail store is planned, and trip generation data for building materials storage alone is not available. Using the trip generation data that applies to a building materials store, which includes both storage and retail sales, the report estimates the proposal will generate a total of 275 daily trips. Since the store already exists and no expansion is proposed, this figure is higher than what would actually be expected. In any case, the report concludes that even with an increase of 275 daily trips the proposal will not significantly impact or degrade the transportation system, and the requirements of the TPR are satisfied.

GOAL 13 - ENERGY CONSERVATION

The new storage building will be required to meet the building code standards for energy efficiency at the time it is built, which will serve to conserve energy.

GOAL 14 - URBANIZATION

The subject property is within the city. All necessary public services and facilities can be made available to the site. The site is contiguous to the existing FBS cluster. The location of the site in relation to the existing store will help to maintain a compact and efficient urban area. The proposal does not affect the Urban Growth Boundary.

Based on the facts and reasons presented, the proposed change in the Comprehensive Plan land use designation is consistent with the applicable Statewide land use goals, and this criterion is satisfied.

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

The findings provided to address Statewide Goal 12 also apply here. In summary, the DKS traffic impact analysis (TPR report) provided with this application to address OAR 660-012-0060 shows that the daily volume of traffic that can be expected from the proposed use under the proposed designation will not have a significant impact on the transportation system. No changes to the transportation system are required or recommended. The report shows that the proposed amendment is in conformance with the TPR. Because the existing transportation facilities are adequate to support the proposed use, and the amendment conforms to the TPR, this criterion is satisfied.

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

The existing Comp Plan land use designation for the subject site is Residential. The Comp Plan map designates 1059 acres for Residential use within the overall urban area. The Plan projects that 460 acres will be needed for the projected housing needs of the city to 2030. The total acreage that is designed Residential by

the Plan Map represents a surplus of 599 acres of Residential land. Therefore, the current Plan Map provides more than the projected need for land in the existing Residential designation, which satisfies this criterion.

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

The public facilities and services that are necessary to support the use in the proposed designation are available and can be provided. These include City water, sewer and stormwater utilities, fire and police protection, and power and communications services. The availability of the necessary public facilities and services satisfies this criterion.

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

The lands to the east and south of the site are zoned CR, and the existing or planned uses on those lands are commercial. The lands to the north are zoned MD. The existing uses are single family residential, and the planned uses include multifamily residential. The lands to the west are zoned LD, and the existing and planned uses are single family residential.

The current zoning on the subject property is HD. The minimum density required in the HD zone is greater than the maximum density allowed in either LD and MD, and there is no maximum density limit. The maximum density in HD is unlimited. As a result a high-density residential project on this interior property could have a significant adverse impact on the adjacent lower-density neighborhoods.

Similarly, certain uses allowed in the proposed commercial designation such as a fast-food drive-through restaurant could have an adverse impact on the adjacent residential uses; although that type of intensive commercial use is highly unlikely because the property is not situated for that type of use due to its lack of vehicular access and visibility. The proposal is for a storage warehouse as part of the adjacent building materials supply business. The storage warehouse will not be

open to retail customer traffic, and it will generate only low volumes of traffic mainly from the delivery and shipping of building materials. Activity will occur mainly within the enclosed building space. The impacts of the use will primarily be vehicle noise as trucks deliver materials, and pick them up for transport to job sites, and noise from a forklift unloading, stocking, and loading materials. These impacts are similar to other types of retail activities, and will occur during daily business hours. The impacts to adjacent properties will generally be low, and will not be significantly adverse to the existing and planned uses on adjacent lands.

Based on the affirmative findings provided the proposal meets the criteria for a quasi-judicial Comprehensive Plan Amendment.

Zoning Map Amendments

The Criteria for a quasi-judicial Zoning Map Amendment are provided in Land Use and Development Code (LUDC) Chapter 17.12.180, part 6.b. The criteria are addressed as follows:

6. APPROVAL CRITERIA. In order to approve an Official Zoning Map amendment, the following affirmative findings concerning the action must be able to be made by the decision authority.

b. Quasi-judicial Amendments.

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

The proposed Zoning Map Amendment from HD to CR is not consistent with the current Plan Map designation of Residential. An amendment to change the Plan Map designation to Commercial has been applied for as a part of this application. The Plan Map amendment has been reviewed according to the applicable criteria, and is compatible with the applicable provisions of the Comp Plan, as shown in the review and analysis provided in this report.

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

Public facilities and services are available to accommodate the proposed use and can be provided without adverse impact on the service area. These include City water, sewer and stormwater utilities, fire and police protection, and power and communications services. Only electric power service is anticipated to be utilized. The proposed warehouse will not affect schools. The availability of the necessary facilities and services satisfies this criterion.

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

The proposed use will be served primarily by 1st Avenue and W. Water St. The traffic impact of the proposed use has been evaluated in a report by DKS Associates, Traffic Engineers. The DKS report is a part of this application, and it addresses the Oregon Transportation Planning Rule. The report shows that the existing transportation facilities are adequate for the proposed use and that it will not have a significant adverse impact on those facilities. The traffic analysis shows that the proposed amendment is in conformance with the TPR.

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

The relationship of the proposed zoning district to the applicable goals and policies of the Comprehensive Plan have been reviewed and addressed above. The information and conclusions in that review also apply here. Based on that review the purpose of the zoning district is shown to satisfy the goals and policies of the Comprehensive Plan.

5) Balance is maintained in the supply of vacant land in the zones affected by the zone change to meet the demand for projected development in the Comprehensive Plan.

Vacant land in the proposed zone is not adequate in size, configuration or other characteristics to support the proposed use or development. A Zone Map Amendment shall not eliminate all available vacant land from any zoning designation.

The zones affected by the zone change are HD and CR. The proposal is for a site-specific addition to the existing FBS business location. The purpose of the zone change cannot be fulfilled by an off-site location. There is no vacant CR land adjacent to the existing business. The proposal will add one acre to the commercial land inventory, for this specific purpose. The lands designated for commercial use in other parts of the community will not be affected, and the zone change to CR will not alter the balance of vacant commercial land in the community. The proposal will reduce the supply of HD residential land by one acre but there are 138 acres of buildable residential land in the city, and another 921 acres designated for Residential use within the OCIB. Because of the specific location of the site, and the inventory of buildable land for additional residential use within the city and the overall urban area, the effect of the zone change on the supply of vacant residential land will be minimal and not consequential. Considering these factors and circumstances the Zone Map Amendment will not eliminate all available vacant land from either zone designation, and balance will be maintained in the zones affected by the zone change to meet the demand for expected development in the Comprehensive Plan.

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

The Oregon Administrative Rules embodied in the Comprehensive Plan Goals and Policies and the Statewide Planning Goals have been addressed and satisfied by the proposal, as shown in this report, above.

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

The subject property is flat and level. No physical characteristics, natural resources

or hazards are identified that create obstacles or prevent its use in the proposed zone or for the proposed use.

Certain uses allowed in the proposed CR zone, such as traffic intensive service uses, could have an adverse impact on the surrounding residential uses, but the proposal is specifically for a building materials storage warehouse. Because the property is an internal site with no street frontage and little exposure to the public street its suitability for other types of commercial uses, such as those that require high volumes of customer access, is very limited and highly unlikely. This proposal is specifically for a storage warehouse as part of the existing building materials supply business. The storage warehouse will not be open to retail customer traffic, and will itself generate low volumes of traffic consisting mainly of supply deliveries and pick-up. Activity will occur mainly within the building, during normal business hours. These functional characteristics of the use will reduce impacts on existing and planned uses on adjacent lands and it will not have an adverse impact on surrounding uses.

Summary

The proposed Zone Change is consistent with the applicable Comprehensive Plan Goals and Policies and State Administrative Rules. The physical characteristics of the site are appropriate for the proposed zone and the use. Required public facilities and services are available to serve the site as may be needed. The use will not have a significant adverse affect on the transportation system, and it will be compatible with the surrounding uses. For these reasons the criteria for a zone map amendment are satisfied.



MEMORANDUM

DATE: August 5, 2020

TO: Dan Goodman | Freres Building Supply

FROM: Lacy Brown, Ph.D., P.E. | DKS Associates
Chase Hildner | DKS Associates



SUBJECT: Freres Building Supply Rezone Transportation Planning Rule Analysis Project #P20102-000

This memorandum presents the findings of an evaluation of potential traffic impacts associated with a proposed zone change for two parcels (Tax Lot 6300 and 6500, totaling 1.03 acres) in Stayton, Oregon. The lots are currently both zoned as High Density Residential (HD) and the applicant desires to change the zoning to Commercial Retail (CR) to allow for the expansion of warehouse and storage space for Freres Building Supply. The two lots will not be combined. The proposed zone change must be in accordance with Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR). The intent of the TPR (OAR 660-12-0060) is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses. The definition of a significant effect varies by jurisdiction and no such definition is provided in the City of Stayton code. According to the Oregon Highway Plan (OHP), a net increase of 400 daily trips qualifies as a significant effect. While the OHP is not applicable to city streets, it provides a reasonable estimate of a significant effect for TPR analysis purposes.

This memorandum documents the expected trip generation of the reasonable worst-case development potential under existing and proposed zoning, and whether the proposed zone change will create a significant effect on the transportation system.

EXISTING ZONING (HD) TRIP GENERATION

Under the current High Density Residential (HD) zoning, residential land uses such as multi-family housing is allowed as well as family day care facilities.¹ A summary of the trip generation rates for the different allowable land uses permitted under the existing HD zoning is presented in Table 1.²

TABLE 1: TRIP GENERATION RATES FOR SELECTED ALLOWED LAND USES UNDER HD ZONING

LAND USE (ITE CODE)	UNITS	WEEKDAY TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
MULTI-FAMILY HOUSING (LOW RISE) (220)	DU ^a	7.32	0.46	0.56
DAY CARE FACILITY (565)	KSF ^b	47.62	11.00	11.12

^a DU = Dwelling Unit

^b KSF = Thousand Square Feet

The two lots are currently occupied by single family homes. In accordance with Stayton Land Use and Development code, a 60% lot coverage was assumed for multi-family developments. For proposed retail or commercial development, a 30% lot coverage was assumed. As a result, the maximum building footprint that could be developed on Tax Lot 6300 is 10,400 square feet and Tax Lot 6500 is 4,800 square feet.³

For the reasonable worst-case development under existing zoning, multifamily housing was assumed for both Tax Lots, 6300 and 6500. There is no maximum unit density listed for High Density Residential zoning. It was assumed that the multi-family buildings could be two-story, which would double the building square footage possible with a 60% lot coverage. An average apartment size of 750 square feet was assumed. Table 2 on the following shows the reasonable worst-case trip generation for existing HD zoning. As shown, the Tax Lot 6300 parcel could generate up to 375 daily trips and the Tax Lot 6500 parcel could generate up to 148 daily trips.

¹ A list of permitted land uses for HD zoning can be found in the Stayton Land Use and Development Code, Chapter 17.16.

² Trip generation estimates calculated using average rates from ITE Trip Generation Manual, 10th Edition

³ Stayton Land Use and Development Code, Table 17.20.190.2.a.

TABLE 2: REASONABLE WORST-CASE LAND USE AND TRIP GENERATION FOR EXISTING HD ZONING

LAND USE (ITE CODE)	SIZE	WEEKDAY TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
TAX LOT 6300				
MULTI-FAMILY HOUSING (LOW RISE) (220)	55 DU ^a	375	27	35
Total		375	27	35
TAX LOT 6500				
MULTI-FAMILY HOUSING (LOW RISE) (220)	25 DU ^a	148	13	17
Total		148	13	17

^a DU = Dwelling Unit

PROPOSED ZONING (CR) TRIP GENERATION

Under the proposed Commercial Retail (CR) zoning, a variety of permitted land uses could be developed on the property.⁴ For the purposes of identifying the reasonable worst case trip generation for the proposed CR zoning, only the highest trip generation land uses are shown:

- Small Office Building
- Day Care Center
- Recreational Community Center
- Shopping Center
- High Turnover (sit down) Restaurant
- Building Materials and Lumber Store

A summary of the trip generation rates for different land uses permitted under the proposed CR zoning are presented in Table 3 on the following page.⁵

⁴ A list of permitted land uses for CR zoning can be found in the Stayton Land Use and Development Code, Chapter 17.16.

⁵ Trip generation estimates calculated using average rates from ITE Trip Generation Manual, 10th Edition

TABLE 3: TRIP GENERATION RATES FOR SELECTED ALLOWED LAND USES UNDER CR ZONING

LAND USE (ITE CODE)	UNITS	WEEKDAY TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
SMALL OFFICE BUILDING (712)	KSF ^a	16.19	1.92	2.45
DAY CARE CENTER (565)	KSF ^a	47.62	11.00	11.12
RECREATIONAL COMMUNITY CENTER (495)	KSF ^a	28.82	1.76	2.31
SHOPPING CENTER (820)	KSF ^a	37.75	0.94	3.81
HIGH TURNOVER (SIT DOWN) RESTAURANT (932)	KSF ^a	112.18	9.94	9.77
BUILDING MATERIALS AND LUMBER STORE (812)	KSF ^a	18.05	1.57	2.06

^a KSF = 1,000 square-feet

Reasonable assumptions for land use are limited by the relatively small parcel sizes, surrounding development types, and limited access and street frontage for Tax Lot 6300. The reasonable worst-case development potential is a small office building and a day care center on Tax Lot 6300 and a small restaurant on Tax Lot 6500. Table 4 on the following page summarizes the trip generation estimates for these land uses.

TABLE 4: REASONABLE WORST-CASE LAND USE AND TRIP GENERATION FOR PROPOSED CR ZONING

LAND USE (ITE CODE)	SIZE	WEEKDAY TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
TAX LOT 6300				
SMALL OFFICE BUILDING (712)	5.4 KSF ^a	87	10	13
DAY CARE CENTER (565)	5.0 KSF ^a	238	55	56
Total Proposed (CR Zoning) Trips		325	65	69
Total Existing (HD zoning) Trips		375	27	35
Net Increase (Proposed – Existing)		-50	+38	+34
TAX LOT 6500				
HIGH TURNOVER (SIT DOWN) RESTAURANT (932)	4.8 KSF ^a	539	48	47
<i>Restaurant Pass-By Reduction (15%)^b</i>		<i>-81</i>	<i>-7</i>	<i>-7</i>
Total Proposed (CR Zoning) Trips		458	41	41
Total Existing (HD zoning) Trips		148	13	17
Net Increase (Proposed – Pass-By – Existing)		+310	+28	+24

^a KSF = 1,000 square-feet

^b Restaurants typically have a pass-by rate in excess of 40%. However, because the subject property is located on a low-volume street, it is unlikely to experience a pass-by rate that high. A conservative assumption of 15% was applied.

As shown, full buildout of the Tax Lot 6300 property under the proposed CR zoning could generate up to 50 fewer net daily trips, but an increase of 38 and 34 net new trips for the AM and PM peak hours, respectively. On the Tax Lot 6500 property, 310 net new daily trips could be generated, as well as 28 and 24 net new trips for the AM and PM peak hours, respectively. These values represent the reasonable worst-case trip generation produced by land uses allowed under the proposed CR zoning.

TRANSPORTATION PLANNING RULE FINDINGS

After evaluating the reasonable worst-case development potential of both the existing (HD) and proposed (CR) zoning, the proposed zone change will result in a maximum net increase of 310 trips per day on the Tax Lot 6500 property, and a net decrease of 50 trips per day on the Tax Lot 6300 property. For both properties, the expected worst-case net increase in daily trips is less than 400, which is a reasonable estimate of the threshold for a “significant effect”. As such, the proposed zone change is not expected to have a significant effect on the surrounding transportation system and the Transportation Planning Rule requirements satisfied.

PLANNED DEVELOPMENT TRIP GENERATION

The applicant is planning to utilize both Tax Lot 6300 and Tax Lot 6500 to expand indoor and outdoor storage space for Freres Building supply, which is adjacent to both lots. Table 5 shows the estimated trip generation for the planned development⁶. As shown, the trip generation associated with the planned development is equal to or less than the reasonable worst-case on both parcels, and is also well below the reasonable worst-case development under existing zoning.

TABLE 5: PLANNED DEVELOPMENT TRIP GENERATION

LAND USE (ITE CODE)	WEEKDAY TRIP GENERATION		
	DAILY	AM PEAK HOUR	PM PEAK HOUR
TAX LOT 6300			
Planned Development (Building Materials Store)	188	16	21
Worst-Case Under Existing Zoning (HD)	375	27	35
Worst-Case Under Proposed Zoning (CR)	325	65	69
TAX LOT 6500			
Planned Development (Building Materials Store)	87	8	10
Worst-Case Under Existing Zoning (HD)	148	13	17
Worst Case Under Proposed Zoning (CR)	458	41	41

⁶ The planned expansion of Freres Building Supply will include only storage space and no additional retail sales space; The trip generation estimates are based on equivalent square footage of a building materials store (ITE LU 812, which includes both storage and retail), and therefore provides a very conservative estimate of the trips that will actually be generated by the planned expansion.

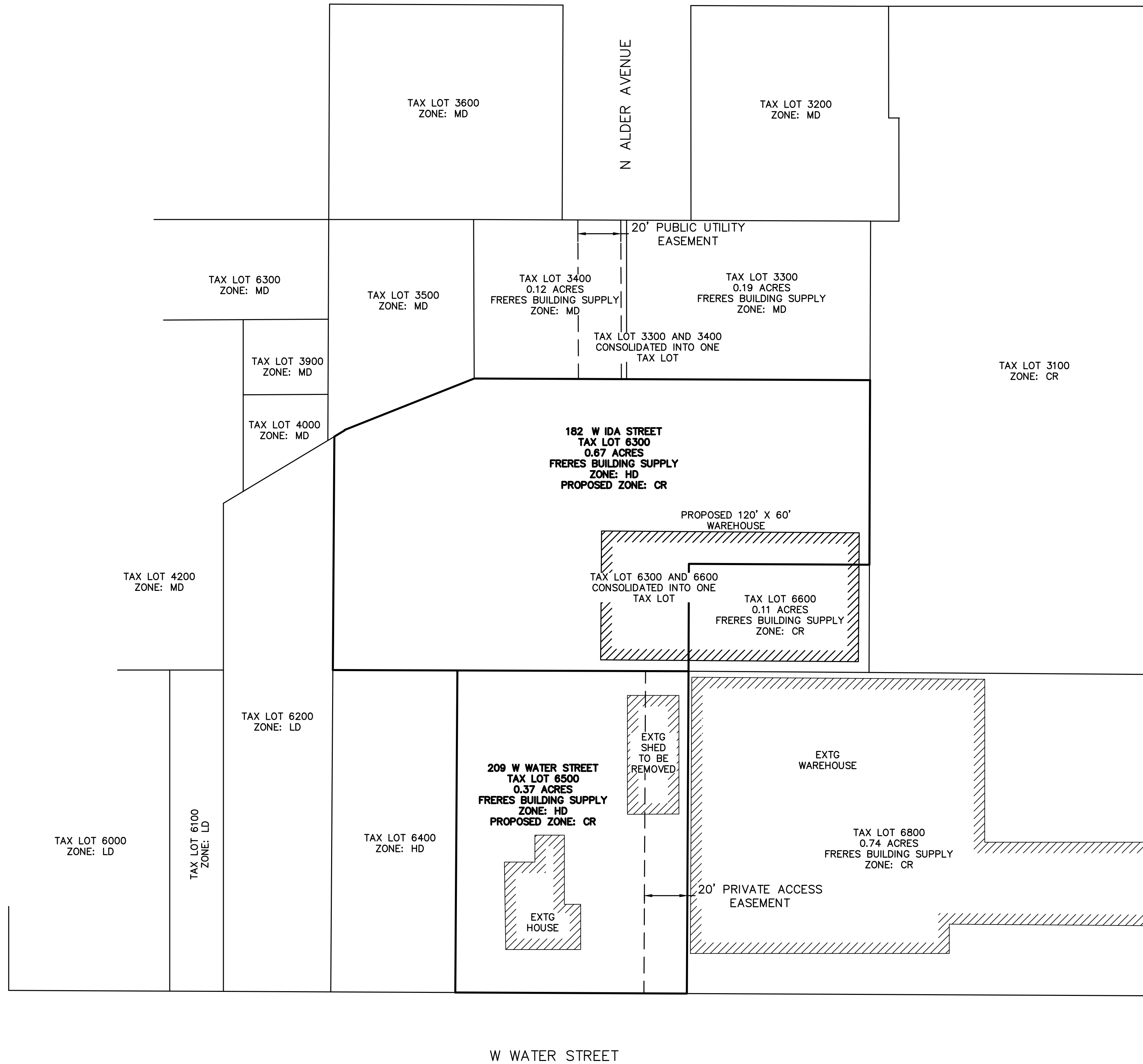
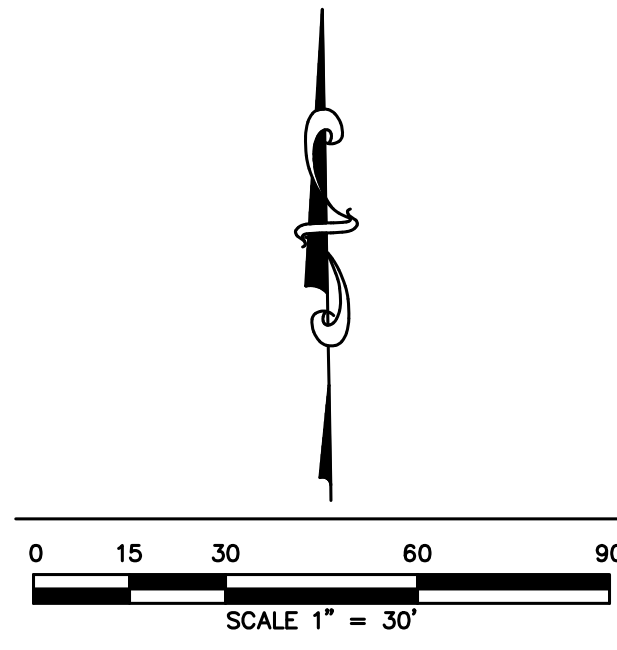
SUMMARY AND RECOMMENDATION

The applicant is requesting a zone change on two parcels, totaling 1.03 acres, in Stayton, Oregon located on Tax Lots 6300 and 6500. The proposed change in zoning from High Density Residential (HD) to Commercial Retail (CR) would result in an estimated reasonable worst-case daily trip decrease of 50 trips on Tax Lot 6300 and an increase of 310 net new daily trips on Tax Lot 6500.

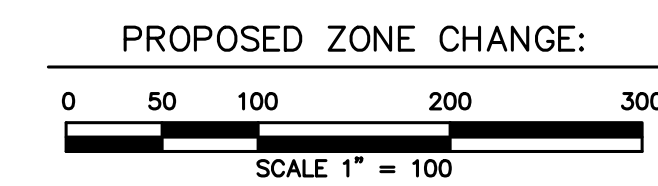
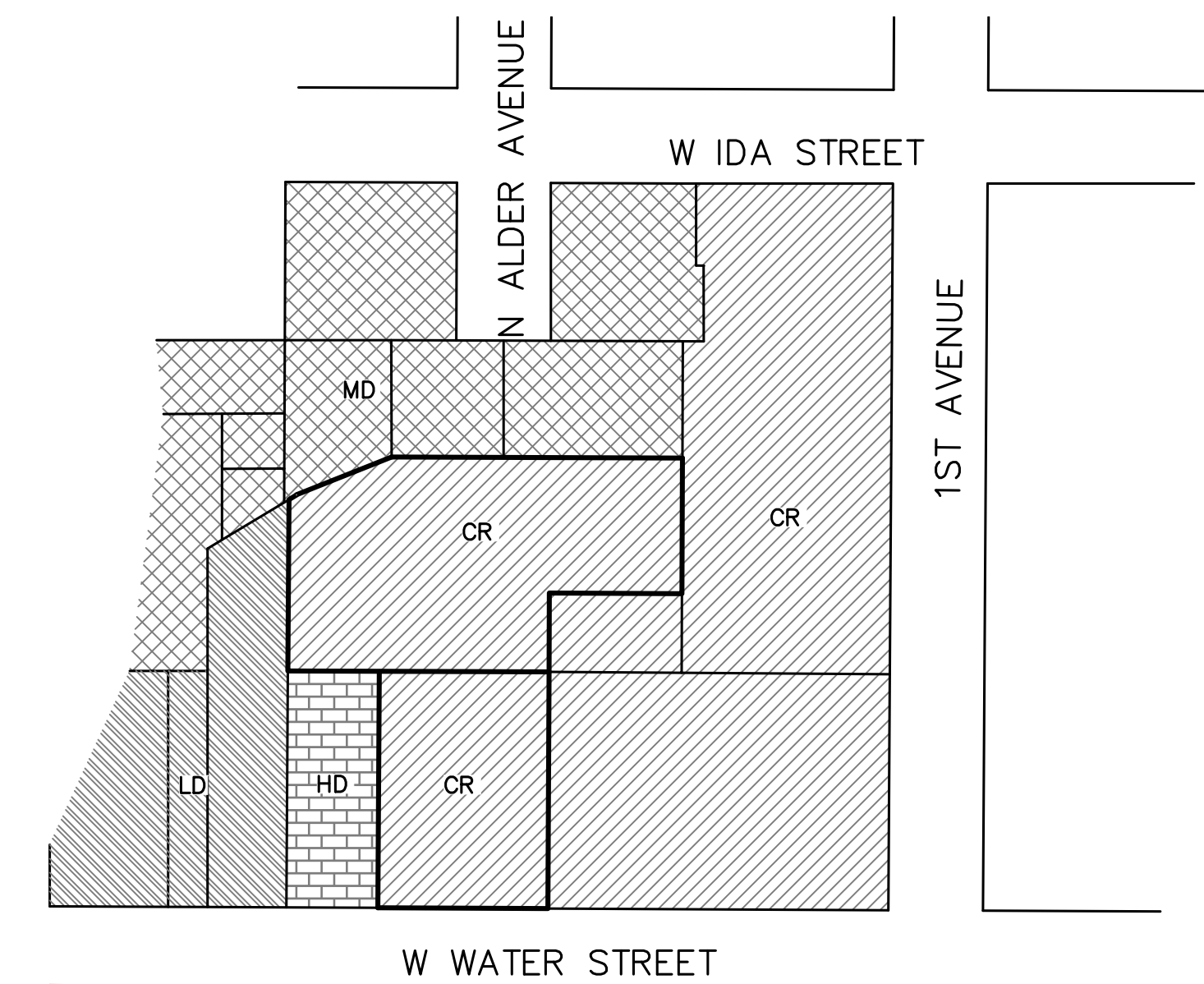
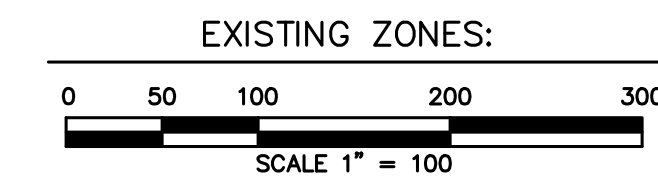
The requirements of Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR), must be met for proposed changes in land use zoning. The intent of the TPR (OAR 660-12-0060) is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses.

Based on the reasonable worst-case trip generation evaluation, the proposed zone change would result in a daily increase of less than 400 trips on each parcel. Therefore, even under the most conservative assumptions of potential development, it can be concluded that the proposed zone change will not significantly impact and would cause “no further degradation” to the City of Stayton transportation system. The number of additional daily and peak hour trips due to the proposed zone change is not anticipated to significantly impact transportation facilities near the project site and therefore, this application complies with TPR requirements.

Please let me know if you have any questions or comments.



- NOTES:**
1. THIS SITE MAP IS TO ILLUSTRATE THE PROPOSED ZONE CHANGE FOR FRERES BUILDING SUPPLY OF TAX LOT 6300 AND 6500 FROM TAX MAP 091W10CD. THIS IS NOT A BOUNDARY SURVEY. DIMENSIONS USED ARE FROM EXISTING SURVEYS AND TAX MAPS.
 2. TAX LOT 6600 AND 6300 WERE CONSOLIDATED INTO ONE TAX LOT. TAX LOT 3400 AND 3300 WERE CONSOLIDATED INTO ONE TAX LOT.
 3. ALL TAX LOTS SHOWN ARE FROM TAX MAP 091W10CD.



ZONE LEGEND:

- | | | | |
|--|----------------------------------|--|--------------------------------|
| | = CR: COMMERCIAL RETAIL | | = HD: HIGH DENSITY RESIDENTIAL |
| | = MD: MEDIUM DENSITY RESIDENTIAL | | = LD: LOW DENSITY RESIDENTIAL |

NS NORTH SANTIAM PAVING COMPANY
 41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
 STAYTON, OREGON 97383
 (503) 768-3436
 LEVIN@NSP.COM

FRERES BUILDING SUPPLY
 182 W IDA ST & 209 W WATER ST
 CITY OF STAYTON MARION COUNTY, OREGON
 SW 1/4 SEC 10 T9S R1W TAX MAP 09 1W 10CD

**SITE PLAN
 PROPOSED ZONE
 CHANGE**

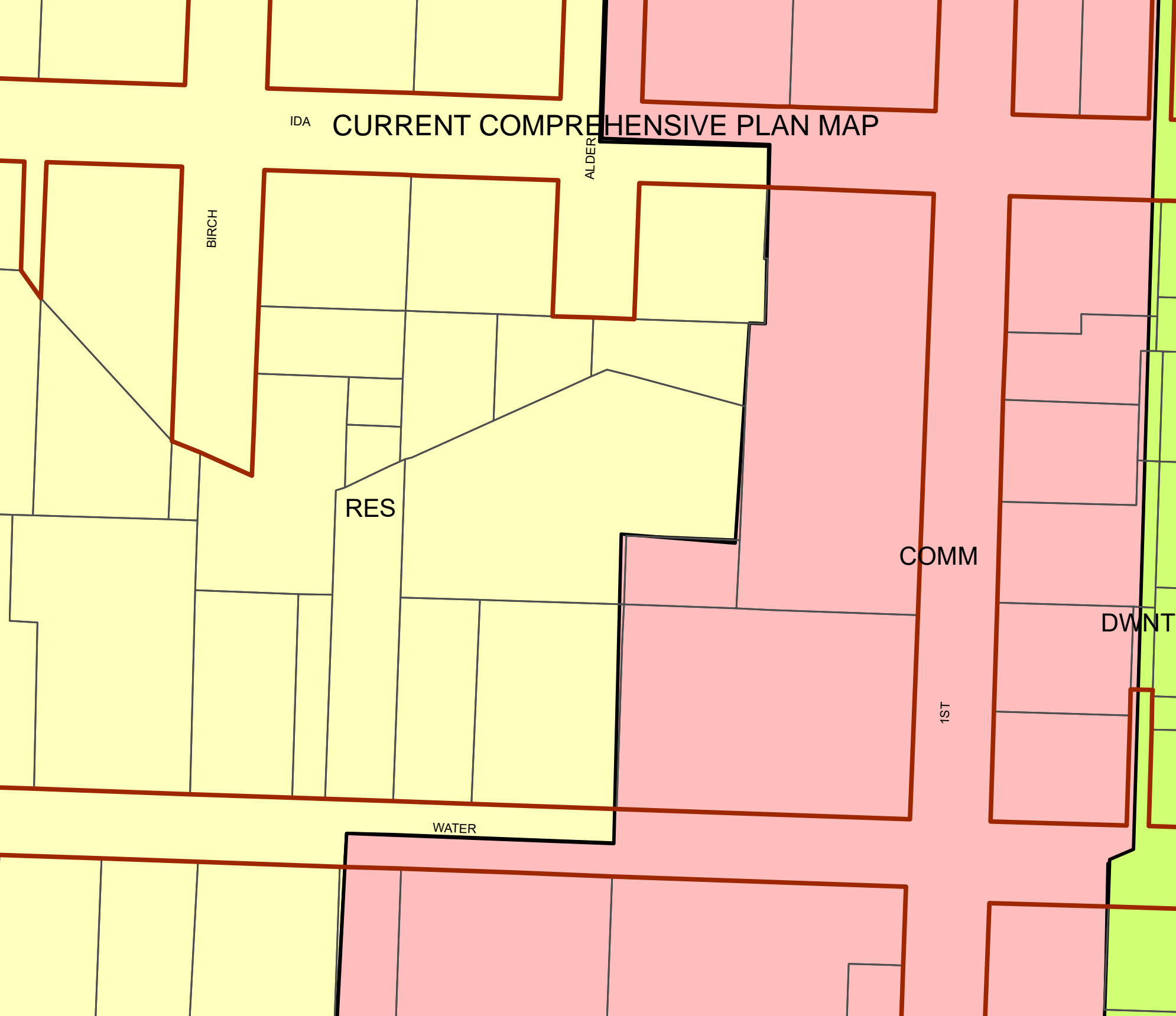
PLOT DATE:
3/16/2021
 REVISIONS:

 DRAWN BY:
LDW
 CHECKED BY:
LDW
 JOB No:
20116
 SCALE:
AS SHOWN

SHEET
C1

CONSTRUCTION • ENGINEERING • SURVEYING

IDA CURRENT COMPREHENSIVE PLAN MAP



BIRCH

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PROPOSED COMPREHENSIVE PLAN MAP

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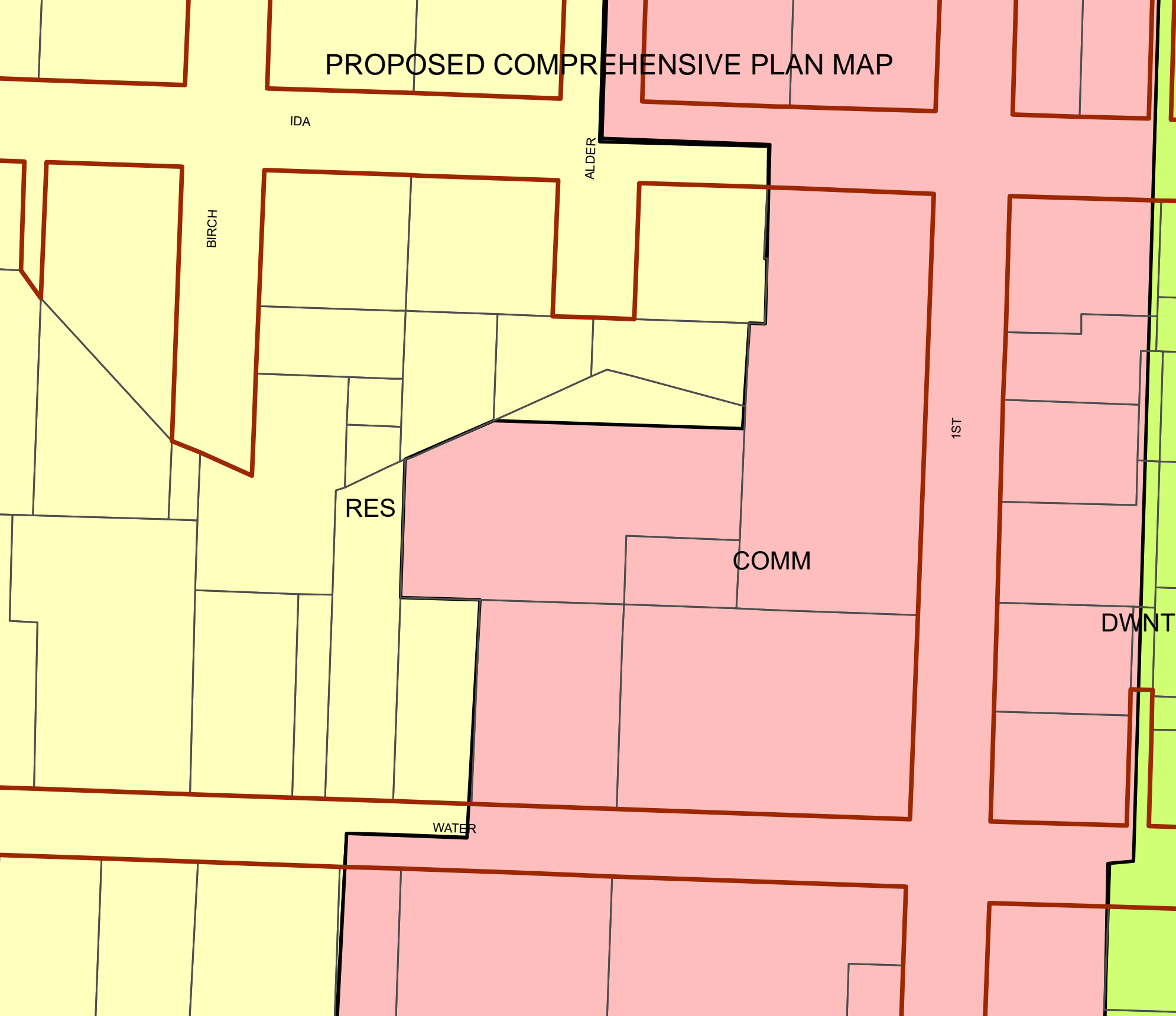
RES

COMM

1ST

DWNT

WATER



Dan Fleishman

From: John Ashley, P.E. <jashley@ashleyengr.com>
Sent: Thursday, January 20, 2022 2:31 PM
To: Lance Ludwick; Dan Fleishman
Subject: RE: Request for Comments on Comprehensive Plan Map and Zone Map Amendments

Dan/Lance,

I do not have any comments regarding this proposed planning change unless you see something we should discuss.

Thanks,

John Ashley, P.E.
Civil Engineer
Ashley Engineering Design, P.C.
Office: 503-864-9404
Cell: 971-241-3861
www.ashleyengr.com

-----Original Message-----

From: Dan Fleishman [mailto:dfleishman@staytonoregon.gov]
Sent: Monday, January 3, 2022 4:33 PM
To: Adam Maurer; Andy Gardner; Brandon Reich; Brent Stevenson (brents.swcd@wvi.com); Brent Tomlinson; brian.kelley@nwnatural.com; Caleb Cox; Cooper.Whitman@pacificorp.com; Darrell Hammond (d5h@nwnatural.com); David Frisendahl; Erik Hoefler; Jack Carriger (Jack.Carriger@staytonfire.org); Janelle Shanahan; Jay Alley; John Ashley, P.E.; John Eckis; John Rasmussen (jasmussen@co.marion.or.us); Kent Inman; Kristi Wheeler; Lance Ludwick; Marion Co Planning Div; Max Hepburn; MCPW Engineering; Michael Schmidt; Phil Jones; Robert Lee; Salem Development Services; Susan Wright; Troy Wheeler
Subject: Request for Comments on Comprehensive Plan Map and Zone Map Amendments

The City of Stayton has received applications for Comprehensive Plan Map amendment from Residential to Commercial and Zoning Map amendment from High Density Residential to Commercial Retail for the properties at 182 W Ida St and 209 W Water St.

I have attached the application forms, the applicant's narrative, the TPR analysis, a site plan showing the proposed future development, the current comp plan designation, the proposed comp plan designation, and our usual request for comments form.

The public hearing will be held on January 31. Responses are needed by January 21, please.

Thank you for your assistance.

Dan Fleishman
Planning and Development Director
City of Stayton

Dan Fleishman

From: Caleb Cox <ccox@kittelson.com>
Sent: Thursday, January 6, 2022 3:52 PM
To: Dan Fleishman
Cc: Susan Wright
Subject: RE: Request for Comments on Comprehensive Plan Map and Zone Map Amendments

Hi Dan,

The TPR letter looks good and confirms the zone change will not cause significant impact to the City transportation system under the Oregon Transportation Planning Rule. However, City code section 17.12.180.5.c.4 says that all requests for a zone map amendment should be accompanied by a traffic impact analysis that calculates impacts based on the full range of development potential.

There are a few ways we could go about this:

1. Require a TIA per the city code.
2. Use the same exception threshold that ODOT uses (400 daily trips) for TPR analysis and not require a TIA
3. Put a condition on the approval that the development proposal should be limited to a certain number of trips

Since this proposal is for a warehouse with minimal potential for additional trips, Option 3 might make sense. Let us know what you think, we are happy to schedule a call to discuss more.

Thanks,

Caleb Cox, PE
Engineer

[Kittelson & Associates, Inc.](#)

Transportation Engineering / Planning
503.535.7453 (direct)

From: Dan Fleishman <dfleishman@staytonoregon.gov>
Sent: Monday, January 3, 2022 4:33 PM
To: Adam Maurer <amaurer@santiamhospital.com>; Andy Gardner <Andy.Gardner@nsantiam.k12.or.us>; Brandon Reich <breich@co.marion.or.us>; Brent Stevenson (brents.swcd@wvi.com) <brents.swcd@wvi.com>; Brent Tomlinson <brent.tomlinson@wavebroadband.com>; brian.kelley@nwnatural.com; Caleb Cox <ccox@kittelson.com>; Cooper.Whitman@pacificorp.com; Darrell Hammond (d5h@nwnatural.com) <d5h@nwnatural.com>; David Frisendahl <dfrisendahl@staytonoregon.gov>; Erik Hoefler <erik@sctcweb.com>; Jack Carriger (Jack.Carriger@staytonfire.org) <Jack.Carriger@staytonfire.org>; Janelle Shanahan <jshanahan@co.marion.or.us>; Jay Alley <jay.alley@staytonfire.org>; John Ashley, P.E. <jashley@ashleyengr.com>; John Eckis <johneckis@sctcweb.com>; John Rasmussen (jrasmussen@co.marion.or.us) <jrasmussen@co.marion.or.us>; Kent Inman <kinman@co.marion.or.us>; Kristi Wheeler <kristi.wheeler@pacificorp.com>; Lance Ludwick <lludwick@staytonoregon.gov>; Marion Co Planning Div <planning@co.marion.or.us>; Max Hepburn <mhepburn@co.marion.or.us>; MCPW Engineering <mcldep@co.marion.or.us>; Michael Schmidt <mschmidt@staytonoregon.gov>; Phil Jones <PRJONES@co.marion.or.us>; Robert Lee <rlee@wavebroadband.com>; Salem Development Services <developmentservices@cityofsaalem.net>; Susan Wright <swright@kittelson.com>; Troy Wheeler <twheeler@co.marion.or.us>
Subject: Request for Comments on Comprehensive Plan Map and Zone Map Amendments

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of)
The application for) Comprehensive Plan Map Amendment
Freres Building Supply) Official Zoning Map Amendment
) File # 15-12/21
)

RECOMMENDATION OF APPROVAL

I. NATURE OF APPLICATION

The applicant has submitted applications for a Comprehensive Plan Map amendment from Residential to Commercial and an Official Zoning Map amendment from High Density Residential to Commercial Retail.

II. PUBLIC HEARING

A public hearing was held on the applications before the Stayton Planning Commission on January 31, 2022. At that hearing the Planning Commission reviewed Land Use File #15-12/21, applications for Comprehensive Plan Map amendment and Official Zoning Map amendment, and it was made part of the record.

III. FINDINGS OF FACT

A. GENERAL FACTS

1. The owner of the properties and the applicant is Freres Building Supply.
2. The properties are a portion of tax lot 6300 and tax lots 6500 and 6600 as shown on Map 91W10CD. A majority of tax lot 6300 and tax lot 6600 are Parcel 2 of Partition Plat 2021-094, recorded December 14, 2021. However, it is noted that the tax map has not been updated to reflect the recently recorded partition plat.
3. Parcel 2 is addressed as 205 W Water St. Tax Lot 6500 is addressed as 209 W Water St.
4. Most of Parcel 2 is zoned High Density Residential (HD). A 4,168 square foot portion of Parcel 2 that was previously Tax Lot 6400 before Partition Plat 2021-094 was recorded is zoned Commercial Retail (CR). Tax Lot 6500 is zoned HD.
5. Parcel 2 is a back lot with 32,647 square feet in area. The property has access to W Water St by means of a private access easement over Tax Lot 6500. The property is currently vacant.
6. Tax Lot 6500 has 108 feet of frontage on W Water St and is 150 feet deep, with a lot area of 16,200 square feet. The property is developed with a single family detached dwelling and a 1,300 square foot storage shed. According to aerial photos available on Google Earth, sometime between November 2011 and July 2012, the rear yard of the parcel was paved and is being used for storage of building materials.

7. The neighboring properties to the east are zoned CR. The property at the corner of N First Ave and W Water St is developed with a building materials retail establishment and is in the same ownership as the subject parcels. The property at 205-275 N First Ave is developed with a shopping center with retail, laundromat/dry cleaning establishment, office, and eating/drinking establishments. The neighboring property to the south, across W Water St, is zoned CR and is developed with a single family dwelling and a storage warehouse for the building materials retail establishment. One of the neighboring properties to the west is zoned HD and is developed with a single family dwelling. The other property to the west is zoned Low Density Residential and is developed with a single family dwelling. One of the neighboring properties to the north is Parcel 1 of Partition Plat 2021-094, is zoned HD and Medium Density Residential (MD), reflecting the lot lines prior to the Partition Plat 2021-094, is developed with a single family dwelling and is in the same ownership as the subject parcels. The other property to the north is zoned MD and developed with a single family dwelling.
8. The proposal is to amend the Comprehensive Plan Map designation for the subject properties from Residential to Commercial and the zoning from High Density Residential to Commercial Retail, to allow the future construction of a warehouse for the building materials retail establishment.

B. AGENCY COMMENTS

The following agencies were notified of the proposal: Oregon Department of Land Conservation and Development, City of Stayton Public Works, Santiam Water Control District, Wave Broadband, Stayton Cooperative Telephone Company (SCTC), Pacific Power, Northwest Natural Gas, Stayton Fire District, Stayton Police Department, North Santiam School District, Marion County Public Works, and Marion County Planning Division. A notice of Post-Adoption Plan Amendment was filed with the Oregon Department of Land Conservation and Development on December 27, 2021.

Comments were received from Pacific Power regarding construction on the parcel, but not addressing the criteria for approval of a Comprehensive Plan Map or Zone Map amendment. Comments were received from the City's transportation planning consultant that are reflected in the findings below.

C. PUBLIC COMMENTS

The surrounding property owners were notified of the public hearing and the applications and notice appeared on the City's website. No comments were received from the public.

D. ANALYSIS

Comprehensive Plan Map amendments are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Chapter 17, Section 17.12.170.6. Official Zoning Map amendments are required to satisfy approval criteria contained within SMC Chapter 17, Section 17.12.180.6.

E. APPROVAL CRITERIA

Section 17.12.170.6 Comprehensive Plan Amendment Approval Criteria.

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

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

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

The Stayton Economic Development Strategy and Action Plan, adopted by the City Council in June 2019, stresses the importance of retention and expansion of existing businesses in growing the City's economic base.

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

Finding: The Comprehensive Plan notes that there were 23 vacant lots zoned commercial with a total area of 19 acres. The Planning Department reports that there are currently 19 vacant commercially zoned parcels with a total area of 26 acres, one of which is a portion of Parcel 2 that was a separate parcel prior to Partition Plat 21-094. There are six vacant commercially zoned lots larger than one acre, with one at 4.41 acres and one at 7.9 acres.

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

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

activity in the City and would implement the adopted Economic Development Strategy of supporting the expansion of existing businesses.

Goal 10 is to provide for the housing needs of the citizens of the state. The proposed amendment would reduce the amount of land designated for residential use. However, the Comprehensive Plan indicates that there were 950 acres of land designated for residential growth in the urban growth area. The Comprehensive Plan indicated that approximately 460 acres of land would be needed for residential growth during the planning period. This amendment would result in a decrease of less than 0.1% in the amount of available land for residential development, and still leave a surplus of almost 500 acres above what is projected to be needed during the planning period.

The properties proposed for the comprehensive plan amendment have been zoned HD since the adoption of city-wide zoning in the mid-1970s. Until 2019, they each had a single family dwelling on them. One of the single family dwellings was demolished. The proposal would reduce the amount of land zoned HD by 1.2 acres.

The City has recently annexed 5.2 acres of land zoned HD for which a 100-unit multifamily development has received site plan approval. The City has just annexed a 19.1 acre parcel of land which has been zoned MD and will see a mix of single family detached, single family attached, duplex and triplex development.

The Comprehensive Plan projected a need for 174 new multifamily dwelling units during the 20-year planning period. The city has approved development of 104 units since that time.

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

Finding: The applicant submitted an analysis of the potential impacts of the Comprehensive Plan Map amendment on the transportation system. The analysis was prepared by Lacy Brown, PE. The analysis was based on two parcels, totaling 1.03 acres having the Comprehensive Plan designation changed. The analysis noted that under the Oregon Highway Plan, a net increase of 400 daily trips qualifies as a significant effect. The analysis estimated that under the current HD zoning and Residential designation the worst-case traffic generation would be 523 daily trips. The analysis projected traffic generation from a possible small office building, day care center and high turnover sit down restaurant as the worst-case scenario under the proposed zoning, with a net increase of 260 daily trips. The analysis was reviewed by the City's transportation planning consultants who agreed with the methodology and conclusions. In light of the Oregon Highway Plan's qualification of a net increase of less than 400 daily trips as not significant, the City transportation planning consultant recommended a cap on the trips from future development of the properties to no more than 400.

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

Finding: There are 1,827 acres of land in the UGB currently designated as Residential. The Comprehensive Plan indicates that there are 921 buildable acres of land inside the UGB, and outside of the City Limits. Since that time, there have been about 54 acres of residential land annexed. The Plan also indicates that the City will need approximately 460 acres of land for residential development over the course of the planning period, and that there were 144 acres of buildable land in the city zoned for residential use. The Comprehensive Plan indicates that there were 950 acres of land designated for residential growth in the urban growth area. This amendment would result in a decrease of less than 0.1% in the amount of available land for residential development, and still leave a surplus of almost 500 acres above what is projected to be need during the planning period.

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

Finding: The application indicates that the proposed development will be a building supplies warehouse. There is a 16-inch water main in W Water Street. Access to the water main for the warehouse would require a public utility easement or a private water easement benefitting Parcel 2 over Tax Lot 6500. There is an 8-inch sewer main in N Alder Ave and an 8-inch sewer main in W Water St. Parcel 2 benefits from a public utility easement over Parcel 1 of Partition Plan 2021-094 providing access to the sewer main in N Alder.

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

Finding: The properties to the east and south of the subject properties are zoned commercial and in commercial uses. The properties to the north and west are zoned residential and developed with single family dwellings. Tax Lot 6500 already has commercial use established on it and no change in the use is projected. Parcel 2, being a back lot, is not likely to be developed with any other commercial use than the proposed building supplies warehouse. The application states that it will not be open to retail customer traffic and will generate traffic mainly from the delivery and shipping of building materials.

Section 17.12.180.6 Official Zoning Map Amendment Approval Criteria.

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

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

Findings: There is a concurrent application to amend the Comprehensive Plan Map designation from Residential to commercial.

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

Findings: There is a 16-inch water main in W Water Street. Access to the water main for the warehouse would require a public utility easement or a private water easement benefitting Parcel 2 over Tax Lot 6500. There is an 8-inch sewer main in N Alder Ave and an 8-inch sewer main in W Water St. Parcel 2 benefits from a public utility easement over Parcel 1 of Partition Plat 2021-094 providing access to the sewer main in N Alder. The application states that only electric power service is anticipated to serve the proposed development.

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

Findings: The applicant submitted an analysis of the potential impacts of the Comprehensive Plan Map amendment on the transportation system. The analysis was prepared by Lacy Brown, PE. The analysis was based on two parcels, totaling 1.03 having the comprehensive plan designation changed. The analysis noted that under the Oregon Highway Plan, a net increase of 400 daily trips qualifies as a significant effect. The analysis estimated that under the current HD zoning and Residential designation the worst-case traffic generation would be 523 daily trips. The analysis projected traffic generation from a possible small office building, day care center and high turnover sit down restaurant as the worst-case scenario under the proposed zoning, with a net increase of 260 daily trips. The analysis was reviewed by the City's transportation planning consultants who agreed with the methodology and conclusions. In light of the Oregon Highway Plan's qualification of a net increase of less than 400 daily trips as not significant, the City transportation planning consultant recommended a cap on the trips from future development of the properties to no more than 400.

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

Findings: Three categories of comprehensive policies are appropriate to look at with this application: housing, land use, and economic development.

Policy HO-4 is to encourage the maintenance, conservation and enhancement of existing residential areas and housing stock. There is an existing single family home on Tax Lot 6500. Parcel 2 is vacant.

Policy LU-1 is that the City will adopt a zoning map consistent with the Comprehensive Plan Map. This policy is to be implemented by an action that zoning district boundaries are to follow property lines and rights of way centerlines as much as practicable. The recently recorded Partition Plat 2021-094 has adjusted property lines of the subject properties. The proposed Zoning

Map amendments would adjust zoning district boundaries to follow property lines. This order recommends the addition of adjusting the line between the HD and MD zone to follow the new parcel line between Parcel 1 and Parcel 2 of the partitioning.

Policy LU-6 is that the central business area of Stayton shall continue to be the primary retail business area of the community. The proposed zoning amendment would expand the commercial zoning to an area adjacent to the central business district.

Policy EC-1 is to maintain downtown Stayton as an area for retail shops, restaurants, entertainment, government offices, and professional offices. Though the applicant's existing business is not in the area designated as Downtown by the Comprehensive Plan it is in the area covered by the City's Downtown Revitalization and Transportation Plan. The subject properties are adjacent to the downtown area and this amendment will support the retail business located on N First Ave.

Policy EC-2 is to enhance and protect the vitality of the City's existing commercial and service sector while maintaining a level of retail growth that is proportional to the size of the City. This proposal will allow the gradual expansion of an existing retail business.

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

Findings: There are 3 vacant lots within the City that are zoned HD, with a combined area of 10 acres. One of the vacant HD parcels has received site plan review approval for an apartment complex, but construction has not commenced. There are 8 vacant lots zoned CR, including the portion of Tax Parcel 2 that was previously a separate parcel, with a combined acreage of 8.6 acres. The subject parcels are adjacent to the existing retail use and are therefore the only parcels suitable for the proposed use or development.

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

Findings: The applicant provided an analysis required by OAR 660-012-0060. Notice of the first evidentiary hearing on this application was provided to the Department of Land Conservation and Development as required by OAR 660-018-0020.

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

Findings: The subject property is flat and level. No physical characteristics, natural resources or hazards are identified that create obstacles or prevent its use in the proposed zone or for the proposed use.

IV. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements established in SMC Sections 17.12.170.6 and 17.12.180.6, provided a restriction is placed on the properties that caps future traffic generation to no more than 400 trips per day.

V. ORDER

Based on the conclusion above, the Planning Commission recommends to the City Council that the City Council approve the applications for Comprehensive Plan Map amendment and Official Zoning Map amendment, that the City Council place a condition on the map amendments that vehicular traffic from the two parcels be limited to no more than 400 trips per day, and further that the Official Zoning Map should be amended to adjust the boundary between the HD zone and MD to follow the new parcel boundary to place all of Parcel 1 of Partition Plat 2021-094 in the MD zone.

Ralph Lewis,
Planning Commission Chairperson

Date

Dan Fleishman,
Director of Planning and Development

Date



City of Stayton

Department of Planning and Development

362 N. Third Avenue • Stayton, OR 97383

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

dfeishman@staytonoregon.gov www.staytonoregon.gov

MEMORANDUM

TO: Chairperson Ralph Lewis and Planning Commission Members

FROM: Dan Fleishman, Director of Planning and Development

DATE: January 31, 2022

SUBJECT: Site Plan Approval, GFP Enterprises, 1319 W Washington St

120 DAYS ENDS: May 4, 2022

ISSUE

The issue before the Planning Commission is a public hearing on an application for site plan approval for the construction of a wildfire fighting staging area at.

BACKGROUND

The property is located on the north side of W Washington St, adjacent to the railroad right of way. The property is Parcel 2 of Partition Plat 1998-004. The plan is to construct a 1,200 square foot office building, and a 3,600 square foot shop building, with parking and outdoor storage. A March, 2020 aerial photo of the property is below:



City of Stayton

ANALYSIS

This report presents the Planning Staff's summary and analysis concerning this application. It was developed with the input of other City departments and agencies.

Attached is an application for site plan approval from GFP Enterprises, LLC. The application consists of the application form and narrative, a site plan, architectural drawings, a landscape plan, a transportation assessment letter, a preliminary stormwater management report and a geotechnical report. The complete application submission has been posted on the City's website, but has not been included in the Planning Commission Packet. Included in the packet are

- The application form
- Applicant's narrative
- Site Plan
- Architectural Plans
- Transportation Assessment Letter
- The narrative from the Preliminary Stormwater report, without figures or appendices

Also included in the packet is the review memo from the City Engineer and the review comments received from Kittelson & Associates.

Staff has a small number of minor concerns about the application. These concerns have all been addressed by suggested conditions of approval regarding revisions in the landscape plan, the need to show an outdoor service area (trash dumpster), and specifications for the perimeter fencing.

RECOMMENDATION

The staff recommendation for conditional approval is reflected in the draft order that is attached to the staff report. This recommendation contains a number of conditions of approval to bring the plans into compliance with the requirements of the Code and to address engineering details.

There may be testimony at the public hearing that requires the draft order be modified to reflect that testimony.

OPTIONS AND SUGGESTED MOTIONS

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

1. Approve the application, adopting the draft order as presented.

I move the Stayton Planning Commission approve the application of GFP Enterprises, LLC (Land Use File #16-12/21) and adopt the draft order presented by Staff.

2. Approve the application with conditions, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application of GFP Enterprises, LLC (Land Use File #16-12/21) adopt the draft order with the following changes...

3. Approve the application with conditions, directing staff to modify the draft order.

I move the Stayton Planning Commission approve the application of GFP Enterprises, LLC (Land Use File #16-12/21) direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the February 28, 2022 meeting.

4. Deny the application, adopting the findings and conclusions in the draft order.

City of Stayton

I move that the Stayton Planning Commission deny the application of GFP Enterprises, LLC (Land Use File #16-12/21) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the February 28, 2022 meeting.

5. Continue the hearing until February 28, 2022.

I move the Stayton Planning Commission continue the public hearing on the application of GFP Enterprises, LLC (Land Use File #16-12/21) until February 28, 2022.

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

I move the Stayton Planning Commission close the hearing on the application of GFP Enterprises, LLC (Land Use File #16-12/21) but maintain the record open to submissions by the applicant until February 14, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on February 28, 2022.

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

I move the Stayton Planning Commission continue the deliberation on the application of GFP Enterprises, LLC (Land Use File #16-12/21) February 28, 2022.



GFP Enterprises- Fire Staging Facility

Site Plan Review Application

For

1319 W Washington St.

Stayton, Oregon



GFP ENTERPRISES LLC

CIVIL
ENGINEERS
.....
LAND
SURVEYORS
.....
PROJECT
MANAGERS
.....
PLANNERS

Submitted – November 19, 2021

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Proposed Commercial Staging Facility Compliance with City of Stayton Development Code including Applicants Response to Applicable Zoning Standards and RDC

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- Appendix A: COVER SHEET
- Appendix B: EXISTING CONDITIONS
- Appendix C: PRELIMINARY SITE PLAN
- Appendix D: PRELIMINARY GRADING AND UTILITIES
- Appendix E: PRELIMINARY LANDSCAPE PLAN
- Appendix F: PRELIMINARY IRRIGATION PLAN
- Appendix G: PRELIMINARY LIGHTING PLAN
- Appendix H: PRELIMINARY ARCHITECTURE
- Appendix I: PRELIMINARY STORM WATER REPORT
- Appendix J: TRAFFIC EVALUATION
- Appendix K: GEOTECHNICAL REPORT
- Appendix L: ARBORIST’S LETTER

PROJECT INFORMATION

- **Purpose of Application:**

The Applicant, GFP Enterprises, is requesting approval for a Design Review application for a proposed fire staging facility on property described below.

- **Subject of Application**

P.P. 1998-004, Parcel 2, Tax Lot #091W09DA01103, 1319 W Washington St, Stayton, OR, 97383

- **Zoning:**

Current Zoning – City of Stayton · Light Industrial (IL)

- **Property Owner:**

Pollard Investments, LLC -121 SW Morrison Ave. Ste. 600 Portland, OR, 97204
Mailing Address: P.O. Box 639 Sisters, Oregon, 97759

- **Applicant:**

Penny Elson- GFP Enterprises, LLC -P.O. Box 639 Sisters, OR, 97759
Contact Information: penny@gfpenterprises.com 541-549-8167 - Option 0

- **Applicant's Authorized Representatives:**

Project Delivery Group, LLC – 200 Hawthorne Avenue, Suite A-100 ▪ Salem, OR 97301

- Contact: Keith Whisenhunt, PE, PLS ▪ (503) 364-4004 ▪ keithw@pdgnw.com
- Contact: Mark B. Ferris, RLAE ▪ (503) 939-3723 ▪ markf@pdgnw.com

SITE PLAN REVIEW APPLICATION AND CHECKLIST & AUTHORIZATION



CITY OF STAYTON
APPLICATION FOR SITE PLAN REVIEW

PROPERTY OWNER: Pollard Investments, LLC
Address: 69820 Goodrich Rd.
City/State/Zip: Sister's, OR 97759
Phone: () - Email:

APPLICANT: GFP Enterprises, LLC
Address: P.O. Box 639 - 307 W. Sisters Park Drive
City/State/Zip: Sisters, OR 97759
Phone: (541) 549 -8167 Email:

APPLICANT'S REPRESENTATIVE: Penny Elson
Address: P.O. Box 639 - 307 W. Sisters Park Drive
City/State/Zip: Sisters, OR 97759
Phone: (541) 549 -8167 Email: penny@gfpenterprises.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING
Name: Mark B. Ferris, RLAE
Address: 200 Hawthorne Ave., Suite A-100
City/State/Zip: Salem, OR 97301
Phone: (503) 939 - 3723
Email: markf@pdgnw.com

ENGINEERING
Name: Keith Whisenhunt
Address: 200 Hawthorne Avenue, Suite A-100
City/State/Zip: Salem, OR 97301
Phone: (503) 364 - 4004
Email: keithw@pdgnw.com

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

owner applicant applicant's representative [checked] planning consultant engineer

LOCATION:

Street Address: 1319 W. Washington St.
Assessor's Tax Lot Number and Tax Map Number: 091W09DA01103
Closest Intersecting Streets: West Washington and Miller Drive

ZONE MAP DESIGNATION: (LI) Light Industrial

SIGNATURE OF APPLICANT: Donald R. Pollard C.E.O.

DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 11/22/21 Fee Paid: \$ 1450 Receipt No. 10.003249
Land Use File# 14-11/21

APPLICATION CHECKLIST FOR SITE PLAN REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Sections 17.12.220 and 17.26.050. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A plan showing the boundary lines of the property as certified by a professional land surveyor.
- Three copies of the site plan at a scale of 1 inch equals not more than 50 feet and 7 reduced copies of the plan sized 11 inches by 17 inches with the following information included or accompanying the plan.
 - North point, graphic scale, and date of preparation of the proposed site plan.
 - Names and addresses of the landowners, applicant, the engineer, surveyor, land planner, landscape architect, or any other person responsible for designing the proposed site plan.
 - An appropriate space on the face of the plan to indicate the action of the Planning Commission, including the date of decision.
 - Map number (township, range and section) and tax lot number of the parcel.
 - The area of the property in acres or square feet.
 - The location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the property.
 - Existing buildings and the addresses for the buildings.
 - Topography of the site with contour intervals of not more than 2 feet.
 - The location of existing sewerage systems for the property.
 - The location of water mains, culverts, drainage ways, or other underground utilities or structures within the property or immediately adjacent to the property.
 - Predominant natural features such as water courses (including direction of their flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.
 - A stormwater management plan.

If the proposal will create 500 square feet or more of new impervious surface, then the application shall include a preliminary drainage impact analysis. The analysis shall include a preliminary drainage map and narrative which identifies the impact the development will have on existing stormwater systems. The narrative shall at a minimum include and discuss:

- The anticipated pre-development and post-development stormwater runoff flow rates.
- The proposed method for handling the computed stormwater runoff, including the location and capacity of all natural or proposed drainage facilities.
- The method of discharging stormwater offsite at the naturally occurring location and any anticipated design provisions needed to control the velocity, volume, and direction of the discharge in order to minimize damage to other properties, stream banks, and overall stormwater quality.
- A proposed plan for means and location of sewage disposal and water supply systems in accordance with the City's Wastewater and Water Master Plans.
- A landscaping plan (See section 17.20.090.3 for details).
- The location of parking facilities for the site including any parking areas shared with adjacent uses by

reciprocal access agreement.

- The location of any proposed structures including the ground coverage, floor area and the proposed use.
 - The location and dimensions of open storage areas or outdoor storage yards.
 - The location of any free-standing signage.
 - The location of any proposed screening including fences, walls hedges and berms.
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- Building elevations of all building façades drawn to a scale of $\frac{1}{4}$ inch = 1 foot or $\frac{1}{8}$ inch = 1 foot with the following information.
- Siding materials listed.
 - Elevations include any accessory structures such as trash enclosures.
 - Outlines of existing surrounding buildings with building heights detailed.
- A lighting plan that includes:
- The location of all existing and proposed exterior lighting fixtures.
 - Specifications for all proposed lighting fixtures.
 - Proposed mounting height.
 - Analyses and illuminance level diagrams.
 - Relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illuminance levels of the walls, and the aiming points for any remote fixtures.
- Either a Transportation Assessment Letter or a Transportation Impact Analysis. A Transportation Impact Analysis is required if:
- 1) The development generates 25 or more peak-hour trips or 250 or more daily trips.
 - 2) 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.
 - 3) 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.
 - 4) 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 a school.

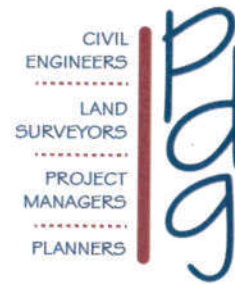
The Transportation Impact Analysis shall be based on the standards and requirements in Section 17.26.050. If a Transportation Impact Analysis is not required, a Transportation Assessment Letter shall be submitted that meets the requirements of 17.26.050.2. The Public Works Director may waive the requirement 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.

Submission of all materials in an electronic format is encouraged.

BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every decisional criteria in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden of proof lies with the applicant to prove how the proposal complies with the land use ordinances, not with the City of Stayton.

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



PROPERTY OWNER'S AUTHORIZATION

Date: November 17, 2021

Property Description: 1319 W. Washington Street, Stayton, OR

Subject: GFP Fire Staging Facility – Design Review Application

I, Paul L. Asher, hereby authorize Mark B. Ferris and Project Delivery Group to submit this application on my behalf to the City of Stayton.

By: 
Signature

Printed Name: Paul L. Asher

Date: 11/17/2021

BACKGROUND & REQUEST:

Context: The subject property is located east of Miller Dr and north of the former Norpac Cannery site in Stayton, Marion County, Oregon. The property is identified as P.P. 1998-004, Parcel 2, Tax Lot #091W09DA01103- 1319 W Washington St. Stayton, OR, 97383. The graphic below shows the property with the current approved property boundary.



Figure 1: Aerial Tax Map

As shown on the following zoning map, the property is currently zoned IC – Industrial Commercial in the City of Stayton (see Figure #2). The property is the site of a proposed office building and a proposed shop building for GFP Enterprises, a company that provides various services to aid in the response to wildfires, including providing hand crews and private fire engines. The property is within the boundaries of the Santiam Water Control District and Stayton Rural Fire Protection District.

Current Request: The property is currently comprised of one lot which is approximately 0.51 acres in size. Figure three shows the legal boundaries of the property on the Marion County Tax Assessor's map(see Figure #3).

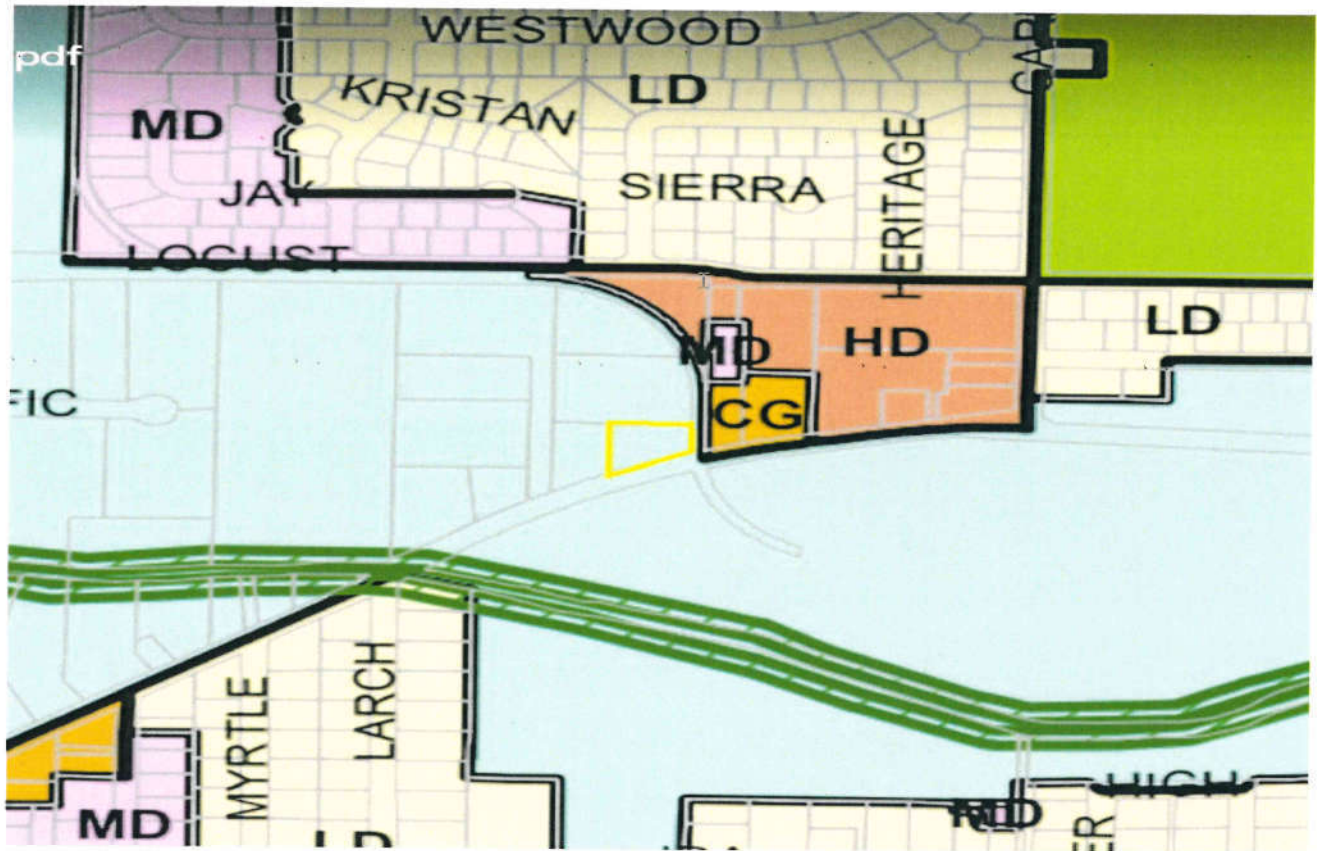


Figure 2: City of Stayton Zoning Map

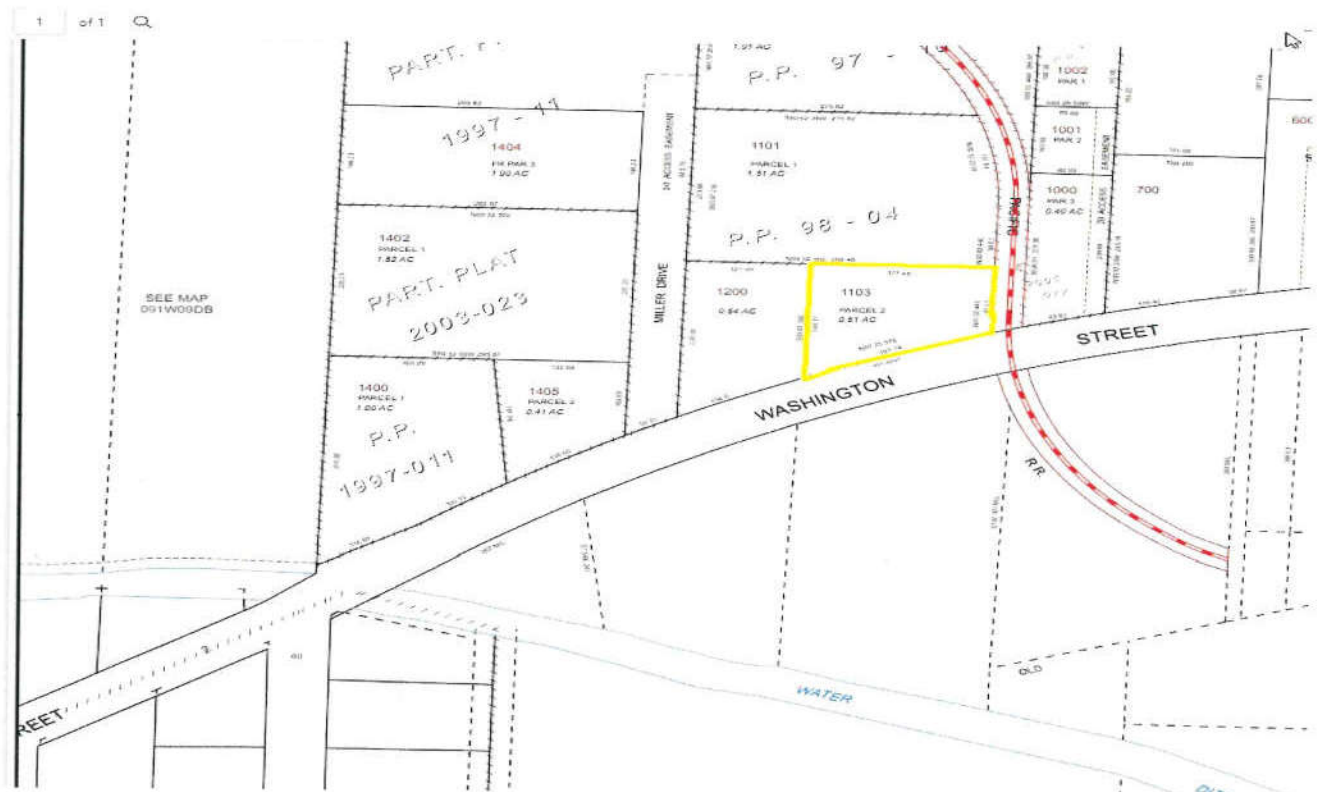


Figure 3 – Marion County Tax Map

COMPLIANCE WITH CITY OF STAYTON DEVELOPMENT CODE:

Purpose of Application: The purpose of this Design Review Application is to provide for the construction of a small office building and a shop facility on the property. The following is the Applicant's response to the applicable standards and sections of the Stayton Land Use Development Code:

17.12.220 – SITE PLAN REVIEW:

SUBMITTAL REQUIREMENTS: In order to be accepted as complete and processed in a timely manner by the city, requests for approval of site reviews shall include the following materials and information:

- a. Completed application forms as supplied by the city planner.
- b. A site plan, drawn to scale of 1-inch equals not more than 50 feet, showing the property on which, the site plan review is requested. The site plan shall show, or be accompanied by, the following:
 - 1) The name of the person who prepared the plan.
 - 2) A north point, graphic scale, and date of the proposed site plan.
 - 3) Topography of the site with a contour interval of not more than 2 feet.
 - 4) The names and addresses of the landowners, applicant, and the engineer, surveyor, land planner, landscape architect, or any other person responsible for designing the proposed site plan.
 - 5) The tax map number (township, range, and section) and lot number of all properties included in the proposed site plan.
 - 6) The boundary lines of the properties as certified by a professional land surveyor and approximate area of the properties in acres or square feet.
 - 7) The location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the tract, existing permanent buildings, and any addresses for the buildings.
 - 8) The location of existing sewage systems storm water systems, and water mains, culverts, drainage ways, or other underground utilities within, or immediately adjacent to the property.

- 9) A preliminary storm water management plan for the development, prepared in accordance with the Public Works Design Standards.
- 10) The locations of proposed sewer disposal and water supply systems in accordance with the city's wastewater and water master plans.
- 11) The locations of any prominent natural features, such as: water courses (including direction of flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.
- 12) A landscaping plan prepared in accordance with section 17.20.090.3
- 13) The location of parking facilities for the site including any parking areas shared with adjacent uses by reciprocal access agreement.
- 14) A Traffic Impact Analysis or Transportation Assessment Letter as required by Section 17.26.050
- 15) The location of any proposed structures including the ground coverage, floor area, and proposed use. Building elevations drawings shall be submitted to the extent necessary to show compliance with the requirements of sections 17.20.190, 17.20.200, 17.20.220, and 17.20.230.
- 16) The locations and dimensions of open storage areas or outdoor storage yards.
- 17) The size, location, direction, and intensity of illumination of all signs and a lighting plan that includes:
 - a) The location of all existing and proposed exterior lighting fixtures.
 - b) Specifications for all proposed lighting fixtures including photometric data, color-rendering index of all lamps, and other descriptive information of the fixtures.
 - c) Proposed mounting height of all exterior lighting fixtures
 - d) Analyses and illuminance level diagrams showing that the proposed installation conforms to the light level standards of section 17.20.170.
 - e) Drawings of all relevant building elevations showing the fixtures, portions of the walls to be illuminated, illuminance levels of the walls, and aiming points for any remote light fixtures.
- 18) Location of any free-standing signage and proposed size and dimensions.

- 19) The location of any proposed screening including fences, walls, hedges, and berms.
- 20) When any development activity is proposed on a location with a slope of 20% or greater, a geotechnical study, prepared by a licensed geologist or registered engineer with experience in geotechnics, determining the suitability of the site for construction considering the possibility of increased erosion potential, slope stability, slippage, and other concerns.
- c. A Narrative statement fully explaining the request and fully addressing the criteria for approval of the site plan review.

Applicant's Response: The applicant has submitted all required materials as outlined above. This requirement is met.

APPROVAL CRITERIA: The following criteria must be demonstrated as being satisfied by the application:

- a. The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications) and connections, including easements, to properly serve development in accordance with the City's Master Plans and Public Works Design Standards. Where an adopted Master Plan calls for facilities larger than necessary for service to the proposed use, the developer shall install the size facilities called for in the Master Plan and shall be provided credit for the excess costs in accordance with SMC 13.12.245. (Amended Ord. 913, September 2, 2009; Amended Ord. 1032, June 19, 2019)
- b. Provisions have been made for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property for vehicles, as well as bicycle and pedestrians, from those public streets which serve the property in accordance with the City's Transportation System Plan and Public Works Design Standards. (Ord. 898, August 20, 2007; Amended Ord. 1032, June 19, 2019; Amended Ord. 1034, July 17, 2019)
- c. Provision has been made for all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site in accordance with Chapter 17.26, the City's Transportation System Plan, and Public Works Design Standards. Improvements required as a condition of approval shall be roughly proportional to the impact of the development on transportation facilities. Approval findings shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development. (Amended Ord. 1032, June 19, 2019; Amended Ord. 1034, July 17, 2019)
- d. Provision has been made for parking and loading facilities as required by Section 17.20.060.

- e. Open storage areas or outdoor storage yards shall meet the standards of Section 17.20.070.
- f. Site design shall minimize off site impacts of noise, odors, fumes, or impacts.
- g. The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Multi-family Residential Design Standards, Section 17.20.200 Commercial Design Standards, Section 17.20.220 Downtown Development Design Standards, or Section 17.20.230 Industrial Design Standards. (Amended Ord. 902, May 7, 2008; Amended Ord. 1032, June 19, 2019)
- h. (Repealed Ord. 913, September 2, 2009)
- i. (Repealed Ord. 913, September 2, 2009)
- j. Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historic 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. (Ord. 898, August 20, 2007)
- 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 and comply with the requirements in Sections 17.20.050 and 17.20.090. (Ord. 898, August 20, 2007)
- l. The lighting plan satisfies the requirements of Section 17.20.170.
- m. The applicant has established continuing provisions for maintenance and upkeep of all improvements and facilities.
- n. When any portion of an application is within 100 feet of North Santiam River or Mill Creek or within 25 feet of Salem Ditch, the proposed project will not have adverse impact on fish habitat. (Added Ord. 949, April 17, 2013)
- o. Notwithstanding the above requirements the decision authority may approve a site plan for a property on the National Register of Historic Places that does not meet all of the development and improvement standards of Chapter 17.20 and the access spacing standards of Chapter 17.26 provided the decision authority finds that improvements proposed are in conformance with Secretary of the Interior's Standards for Treatment of Historic Properties, the site will provide safe ingress and egress to the public street system, and that adequate stormwater management will be provided. (Added Ord. 1032, June 19, 2019)

17.16 - ZONING:

INDUSTRIAL COMMERCIAL: To provide for a mixing of light industrial activities and service-related commercial activities in a specific area to reduce conflicts between industrial and general commercial uses.

Table 17.16.070.1 Permitted Land Use - cont.

	LD	MD	HD	DMD	CR	CG	CP	CCMU	DCMU	DRMU	ID	IC	IL	IA	P
80	Paper Mills & Paperboard Mills						S					S			
81	Converted Paper Product Manufacturing						S					S			
82	Printing & Related Support Activities				S ⁵	S ⁶	S ⁷	S ⁸	S ⁹	S ¹⁰		S	S		
83	Chemical, Plastics, Rubber Products, & Nonmetallic Mineral Products Manufacturing												C/S		
84	Primary Metal Manufacturing												C/S		
85	Fabricated Metal Product Manufacturing						S	S ¹⁶	S ¹⁶	S ¹⁵		S	S		
86	Machinery Manufacturing						S					S	S		
87	Computer & Electronic Product Manufacturing						S					S	S		
88	Electrical Equipment, Appliance & Component Manufacturing						S					S	S		
89	Transportation Equipment Manufacturing						S					S	S		
90	Furniture & Related Product Manufacturing						S	S ¹⁶	S ¹⁶	S ¹⁵		S	S		
91	Miscellaneous Manufacturing						S	S ¹⁶	S ¹⁶	S ¹⁵		S	S		
Construction															
92	Building Construction Contractors						S					S	S		
93	Heavy & Civil Engineering Construction Contractors						S					S	S		
94	Specialty Trade Contractors						S					S	S		
Transportation and Warehousing															
95	Air Transportation (passenger or freight)						C/S ⁷						C/S ⁹		C/S
96	Rail Transportation												S		
97	Truck Transportation (general freight & specialized freight)						S					S	S		

Applicant’s Response: The Applicant’s proposed use would fall under “Specialty Contractors” and is permitted subject to Site Plan Review for new construction.

17.16.070 – DISTRICT REGULATIONS

MINIMUM LOT DIMENSIONS:

Table 17.16.070.2 Minimum Dimensional Requirements for Lots

	LD	MD	HD	DMD	CR	CG	ID	CP	CCMU	DCMU	DRMU	IC	IL	IA	P
Lot Area (square feet) ¹	8,000 ²	7,000 ³	6,000	7,000	0	0	0	0	0	0	0	0	0	5 acres	0
Lot Width (feet)	80 ²	70 ⁴	60 ²	40	0	0	0	0	0	0	0	0	0	0	0
Average Width (feet)	80	70	60	40	0	0	0	0	0	0	0	0	0	0	0

Applicant’s Response: Property within the IC zone does not require any minimum lot dimensions. This criterion is met.

DIMENSION CRITERIA FOR STRUCTURES:

Table 17.16.070.3 Dimensional Requirements for Structures

	LD	MD	HD	DMD	CR	CG	ID	CP	CCMU	DCMU	DRMU	IC	IL	IA	P
Front Yard Setback (feet) ¹	20 ²	20 ²	20 ²	-- ⁸	0	0	0	0	-- ⁸	-- ⁸	-- ⁸	0	0	0	0
Side Yard Setback (feet)	5	5	5	-- ⁸	0 ³	0 ³	0 ³	0 ⁴	-- ⁸	-- ⁸	-- ⁸	0 ⁴	0 ⁴	0	0 ³
Rear Yard Setback (feet)	20	15	15	-- ⁸	0 ³	0 ³	0 ³	0 ⁴	-- ⁸	-- ⁸	-- ⁸	0 ⁴	0 ³	0	0 ³
Building Height (feet) ⁵	35 ⁶	35 ⁶	-- ⁴	-- ⁸	60 ⁷	60 ⁷	60 ⁷	-- ⁴	-- ⁸	-- ⁸	-- ⁸	-- ⁴	-- ⁴	-- ⁴	60 ⁷

Applicant’s Response: There are no setback requirements for the proposed use. Building heights will be established through the Design Review process.

17.20.050 – FENCES:

3. INDUSTRIAL ZONES:

a. Fences shall be set back from the front lot line to accommodate the buffering requirements of 17.20.090.12.

Applicant’s Response: This criterion will be addressed later in this application narrative.

b. Fences shall not be taller than 7 feet in height. In addition, 18 inches over the maximum standard shall be allowed to string barbed wire along the top of the fence for security purposes.

Applicant’s Response: The proposed fence for this development will be cyclone - 6 feet in height with a barb-wire top. This requirement is met.

17.20.060 – OFF-STREET PARKING & LOADING:

7. REQUIREMENTS FOR AUTOMOBILE PARKING: Off-street automobile parking shall be provided in the manner required by subsection 9 of this section and approved by the city planner in the minimum amounts described in tables 17.20.060.7 a and b or as determined by section 17.20.060.7.a

Table 17.20.060.7.b Commercial and Industrial Parking Requirements:

- Shop / Repair & Maintenance Facility – 2 spaces / 1000 s.f.
- Office – 3.5 / 1000 s.f.

Applicant’s Response: Following are the calculations used to determine the number of spaces required for each use and shown on the Applicant’s Site Plan:

- Shop / Repair and Maintenance Facility: $3,600 \text{ s.f.} \times 2 = 7.2$ spaces required – an area meeting the dimensional requirements for 7 spaces has been provided.
- Office: $1,200 \text{ s.f.} = 3.5 \times 1.2 = 4.2$ spaces required – 4 spaces provided.

The requirements of Table 17.20.060.7.b have been met.

8. HANDICAPPED/DISABLED PARKING:

- Except for single family residences and duplexes, parking spaces and accessible passenger loading zones reserved exclusively for use by handicapped or disabled persons shall be provide in accordance with table 17.20.060.8.a and shall be located on the shortest possible accessible circulation route to an entrance of the building being accessed:

Applicant’s Response: One handicapped space has been provided as required and outlined in Table 17.20.060.8.a – Handicapped Parking Requirements. This requirement is met (see Preliminary Site Plan).

9. OFF-STREET LOADING REQUIREMENTS: Off street loading space shall be provided and maintained as listed below in the case of new construction, alterations, and changes of use.

The following minimum off-street loading bays or berths shall be provided.

- Office buildings, hotels, and motels with a gross floor area of more than 25,000 square feet require one bay.
- Except in the Downtown zones, retail, wholesale, warehouse, and industrial operations with a gross floor area of more than 5,000 square feet require the following:

Table 17.20.060.9.a Minimum Loading Bay Requirements: Square Feet (gross floor area) Number of Bays:

Square Feet (Gross Floor Area)	Number of Bays Required
5,001 to 40,000	1
40,001 to 70,000	2
70,001 to 100,000	3
100,001 to 140,000	4

Applicant's Response: The proposed shop area is 3,600 square feet. Since the total square feet is under 5,000, this requirement does not apply. The proposed office is 1,200 square feet. Since the office is under 25,000 square feet this requirement also does not apply.

9-A. BICYCLE PARKING REQUIREMENTS:

1) The spaces required for bicycle parking is defined in Table 17.20.060.9-A.1. Fractional numbers of spaces shall be rounded up to the next whole space.

Table 17.20.060.9-A.1 Bicycle Parking Requirements:

Land Use Category	Min. Required Bicycle Parking Spaces
Office	1 Space / 1000 s.f.
Shop	TBD by Planning Commission

Applicant's Response: The Applicant has provided 2 bicycle parking spaces adjacent the proposed office building. The number of required bicycle parking spaces for the proposed shop will be decided by the Planning Commission.

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

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

Applicant's Response: The Applicant will discuss how our application meets the Commercial Design Standards of this section later in this narrative.

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

Applicant's Response: The Applicant's Preliminary Site Plan shows the proposed parking area that serves the proposed office building as A/C pavement. The Applicants Preliminary Grading Plan shows how both the parking and gravel storage areas drain to their respective infiltration basins and no drainage crosses any public facilities. The area shown as "gravel storage area" south of the proposed

shop provide for storage of various types of fire-fighting equipment, trailers and may be used for occasional parking of fire fighter's vehicles when they are on duty. The area east of the proposed shop may contain a temporary Conex Container for additional secured storage. The parking area adjacent the proposed office is striped and equipped with wheel stops to identify individual parking spaces. This requirement is met.

c. Driveways: The following standards shall apply to all driveways:

- 1) Residential lots with 3 or fewer dwelling units sharing a driveway shall have 16 feet of paved width with 20 feet of clear width.
- 2) Residential lots with 4 or more dwelling units sharing a driveway shall have 18 feet of paved width with 24 feet of clear width.

Applicant's Response: The Applicant has provided a 24-foot-wide concrete apron approach off West Washington Street to access the proposed development. This requirement is met.

d. Design of Parking Areas: Except where provided for by subsection 7 of this section parking area design shall comply with Title 12 and Standard Specifications.

- 1) Entrances and exits shall be clearly marked with pavement markings and/or signs. Entrances and exits should favor right hand turns into and out of the area where possible and should be located at least 50 feet from intersections where possible.

Applicant's Response: A traffic evaluation was conducted by Transight Consulting to address the intersection spacing requirements. A copy is included in the appendix of this application.

This evaluation states in part, "...while the access does not meet the City's spacing requirements there are no suitable access alternatives available."

"It is recommended that as part of site development the frontage be brought up to current City standards, the new driveway be designed with a concrete curb apron, and that clear sight lines be maintained at the new access. Any new landscaping, above-ground utilities, or signage should be carefully located outside of the sight triangles to maintain clear views to oncoming motorists (and pedestrians and cyclists)."

The location of the proposed entrance is the only logical choice as it aligns with the industrial use across west Washington Street. There is an active rail line approximately 85 feet to the east. Given the geometry of the parcel and the proposed uses thereon, it would not make good planning sense to locate the entrance at any other location. This requirement is met.

2) Backing into or across a street, sidewalk, or right-of-way from any parking area shall be prohibited. The perimeter shall prevent access to or from the parking area except at designated entrances and exits.

Applicant's Response: For security purposes, the property will be fenced with an access gate set back 25-feet from the curb edge. With this width and depth, it will accommodate a vehicle and trailer turning into the property. In this way, it will not create the need to back out onto west Washington Street. Additionally, there is adequate room within the proposed development for vehicles to maneuver and turn around, thus, negating the need to back out onto the street. This requirement is met.

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

Applicant's Response: The proposed development is in an industrially zoned area. This criterion does not apply.

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

Applicant's Response: Parking lot and building lighting will be addressed in Section 17.20.170 – Outdoor Lighting later in this narrative. The Lighting Plan is included in the appendix of this application.

11. PARKING AREA LANDSCAPING DESIGN STANDARDS: Landscaping required by the following standards shall be counted towards the overall landscaping requirements of section 17.20.090.

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

Applicant's Response: All property boundaries are or will be landscaped upon acceptance of this proposed development in accordance with this section (see Preliminary Landscape Plan). This requirement will be met.

b. Interior Landscaping: Interior landscaping of parking areas with 20 or more parking spaces shall meet the following standards.

Applicant's Response: This criterion does not apply as there are less than 20 parking spaces proposed for this development.

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

- 1) The off-street parking and loading plan shall identify the location of safe, direct, well lighted, and convenient pedestrian walkways connecting the parking area and the buildings.
- 2) All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.
- 3) Pedestrian walkways shall be attractive and include landscaping and trees.

Applicant's Response: The Applicant's Preliminary Site Plan shows the location of safe, direct, well lighted, and convenient pedestrian walkways connecting the parking area and the buildings. Please also refer to the Applicant's Preliminary Lighting Plan included in the appendix of this application. This criterion is met.

17.20.070 – OPEN STORAGE AREAS & OUTDOOR STORAGE YARDS:

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

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

Applicant's Response: Outdoor storage has been provided as shown on the Preliminary Site Plan. As stated earlier, these areas are intended for storage of equipment, trailers, and temporary parking for fire fighters on call.

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

Applicant's Response: The storage area between the proposed shop and the front property line comprises an area of 25%. This requirement is met.

2. Outdoor Storage Yards: Where allowed by zoning districts, the development and use of outdoor storage yards shall conform to the following standards.

- a. Outdoor storage yards that are adjacent to Commercial or Residential districts or are directly across the street right-of-way from those districts shall be enclosed with an ornamental, sight-obscuring fence, or wall of at least 6 feet in height, or a compact evergreen hedge planted at 3 feet in height and capable of obtaining a minimum height of 6 feet.

Applicant's Response: It is the Applicant's intent to enclose the entire property for security reasons. As stated previously, the Applicant is proposing a 6-foot cyclone fence with the possible addition of security wire. Should the Planning Commission direct, the Applicant will provide the fence in combination with vinyl slats to make it sight-obscuring. In combination with the proposed landscape buffer, this should easily meet city code requirements.

- b. If any material or equipment projects above the 6-foot screen, then a screening plan must be submitted to the Planning Commission for approval.

Applicant's Response: It is not anticipated that any material would project over the proposed screen so no "screening plan" is being provided at this time.

- c. The surface of such area shall be maintained at all times in a dust-free condition, except that all driveways and loading areas shall be paved as required in Section 17.20.060.10.b.

Applicant's Response: The Applicant has discussed this with the City Planning Director and, "outdoor storage areas" can be gravel. The driveways and parking areas will be A/C paving as shown on the Preliminary Site Plan. This requirement is met.

- d. Any lighting maintained in conjunction with material and equipment storage areas shall be so oriented as to not shine on or reflect into abutting properties or streets.

Applicant's Response: All lighting will use cut-off fixtures to limit light intrusion onto surrounding property. This requirement will be met (see Lighting Plan).

17.20.080 - Special Street and Riparian Setbacks

- 1. **SPECIAL STREET SETBACKS:** On the following named streets, there shall be a minimum building setback of 50 feet, measured at right angles from the centerline of the street right-of-way:

- c. Washington Street, extending from N Sixth Avenue to the west city limits.

Applicant's Response: Both proposed buildings are set back at least 50 feet from the Washington St right-of-way. This requirement is met.

17.20.090 – LANDSCAPING & SCREENING GENERAL STANDARDS:

- 2. BASIC PROVISIONS:** Landscaping and screening standards apply to all zones except the low density (LD) residential and commercial core mixed use. The minimum area of a site to be retained in landscaping shall be as follows:

Table 17.20.090.2-Minimum landscape percentage- Light Industrial, lots 2.0ac in area or less- 15%

Applicant's Response: The total landscaped area on this proposed site is 15.2%, which exceeds the required 15%. This requirement is met.

- 3. SUBMITTAL REQUIREMENTS FOR LANDSCAPE PLAN:** The following information shall be included on a landscape plan:
- a. Lot dimensions and footprint of structures, drawn to scale
 - b. The dimensions and square footage of all landscaped areas, the total square footage of the parking lot, and total number of parking spaces.
 - c. The location and size of the plant species, identified by common and botanical names, and expected size within five growing seasons.
 - d. The type and location of landscaping features other than plant materials, including, but not limited to, wetlands, creeks, ponds, sculptures, benches, and trash receptacles.
 - e. Adjacent land-uses. For any residence within 50 feet of the subject site, indicate the building's location and its distance from the subject property boundary.
 - f. Location and classification of existing trees greater than four inches caliper and measured at four feet above ground. Where the site is heavily wooded, only those trees that will be affected by the proposed development need to be sited accurately. The remaining trees may be shown on the plan in the general area of their distribution.

Applicant's Response: The Applicant has provided a Preliminary Landscape Plan addressing these criteria included in the appendix of this application. This requirement is met.

- 4. SUBMITTAL REQUIREMENTS FOR IRRIGATION PLAN:** The irrigation plan shall indicate the source of water and show the materials, size, and location of all components, including back-flow or anti-siphon devices, valves, and irrigation heads.

a. Minimum Landscape Standards.

1. Appropriate care and maintenance of landscaping on-site and landscaping in the adjacent public right-of-way is the right and responsibility of the property owner unless the Code specifies otherwise for general public and safety reasons. If street trees or other plant material do not survive or are removed, materials shall be replaced in kind within 1 year.
- 2) Significant plant and tree specimens should be preserved to the greatest extent practicable and integrated into the design of the development. Trees of 25 inches or greater in circumference measured at a height of 4 feet above grade are considered significant. Plants to be saved and methods of protection shall be indicated on the detailed planting plan submitted for approval. Existing trees may be considered preserved if no cutting, filling, or compacting of the soil takes place between the trunk of the tree and the area 5 feet outside of the tree's drip line. Trees to be retained shall be protected from damage during construction by a construction fence located 5 feet outside the drip line.
- 3) Planter and boundary areas used for required plantings shall have a minimum diameter of 5 feet inside dimensions. Where the curb or the edge of these areas are used as a tire stop for parking, the planter or boundary plantings shall be a minimum width of 7 1/2 feet.
- 4) In no case shall shrubs, conifer trees, or other screening be permitted within the sight distance triangle or where the City Engineer otherwise deems such plantings would endanger pedestrians and vehicles.
- 5) Landscaped planters and other landscaped features shall be used to define, soften, or screen the appearance of off-street parking areas and other activity from the public street. Up to 25% of the total required landscaped area may be developed into pedestrian amenities, including, but not limited to sidewalk cafes, seating, water features, and plazas, as approved by the decision authority.
- 6) All areas not occupied by parking lots, paved roadways, walkways, patios, or building shall be landscaped.
- 7) All landscaping shall be continually maintained, including necessary watering, pruning, weeding, and replacing.

Applicant's Response: The Applicant has provided a Preliminary Irrigation Plan addressing these criteria included in the appendix of this application. This requirement is met.

5. **REQUIRED TREE PLANTINGS:** Planting of trees is required along public street frontages, and along private drives more than 150 feet long. Trees shall be planted outside the street right-of-way except where there is a designated planting strip or a city-adopted street tree plan.
- a. Street tree species shall be selected from a list of approved species maintained by the Director of Public Works. Other varieties may be used only with approval by the decision authority.
 - b. Spacing of street trees. Trees with a medium canopy shall be spaced 20 feet on center. Trees with a large canopy shall be spaced 25 feet on center.

Applicant's Response: As shown on the Preliminary Landscape Plan, trees will be planted along the Washington Street frontage that abuts the subject property. The Applicant's landscape architect is asking for the discretion of the Public Works Director to use a tree called *Parrotia persica* (Persian Ironwood) which was recommended as an ideal tree in this location by our project arborist. This requirement will be satisfied.



Vanessa' is a selection of Persian Ironwood that develops a more upright, columnar habit than the species. This durable tree is beautiful in every season, as its foliage, branch structure and bark are all exceptional. Its leaves are oval shaped with somewhat scalloped edges. They emerge green edged with burgundy, maturing to mid-green in summer. In late August, they begin their sensational autumn display, turning bronze, then crimson, followed by orange and finishing brilliant gold. This show goes on into October. Its branching habit is irregular, providing an eye-catching change from most shrubs and trees. In winter, when its exfoliating grey-and-tan bark is revealed, this picturesque tree makes a dramatic feature. Its tiny, spidery, red flowers are produced in late winter and early spring, before the leaves.

7. **IRRIGATION:** Due to an increasing public demand for water and the diminishing supply, economic and efficient water use shall be required. Landscaping plans shall include provisions for irrigation. Specific means to achieve conservation of water resources shall be provided as follows:
- a. Any newly planted landscaped area shall have a permanent underground or drip irrigation system with an approved back flow prevention device.

- b. Wherever feasible, sprinkler heads irrigating lawns or other high-water demand landscape areas shall be separated so that they are on a separate system than those irrigating trees, shrubbery, or other reduced-water requirement areas.
- c. Irrigation shall not be required in wooded areas, wetlands, along natural drainage channels, or stream banks.

Applicant's Response: The proposed preliminary Irrigation Plan will incorporate provisions for conservation of water including drip irrigation where appropriate. High water demand areas will be separated from area requiring less frequent irrigation. This requirement will be met.

8. REQUIREMENTS FOR PLANT MATERIALS:

- a. At least 75% of the required landscaping area shall be planted with a suitable combination of trees, shrubs, evergreens, and/or ground cover. The intent of this section is to avoid large expanses of lawn without other landscaping features and the decision authority shall determine what constitutes a suitable combination of landscape material as part of the review of each landscape plan.
- d. Deciduous trees shall be balled and burlap or in a container, be a minimum of 7 feet in overall height, or 1.5 inches in caliper measured at 4 feet off the ground, immediately after planting. Bare root trees will be acceptable to plant only during their dormant season.
- e. Coniferous trees shall be a minimum of 2 feet in height when measured immediately after planting.
- f. Shrubs shall be a minimum of 2 feet in height when measured immediately after planting.
- j. Landscaped areas may include architectural features such as sculptures, benches, masonry or stone walls, fences, and rock groupings. The exposed area developed with such features shall not exceed 25% of the required landscaped area.
- k. Landscaped areas may include minimal areas of non-living ground covers where the applicant can demonstrate that plant ground covers are not appropriate. Artificial ground covers such as bark, mulch chips, or gravel or crushed stone shall not exceed 15% of the landscaped area. This percentage shall be based on the anticipated size of landscape plants at maturity, not planting.

Applicant's Response: As shown on the Preliminary Landscape Plan, the west, north, and east property lines will be planted with a combination of decorative trees, shrubs, and groundcover. The south property line abutting Washington Street includes the proposed infiltration basins and will be planted with a combination of water-tolerant grasses, shrubs, and trees. The trees planted along west

Washington Street have been discussed previously in this application narrative. This requirement will be met.

10. LANDSCAPING IN THE PLANTER STRIP: Except for portions allowed for parking, loading, or traffic maneuvering, the planter strip shall be landscaped. The planter strip shall not count as part of the lot area percentage to be landscaped.

Applicant’s Response: The parking strip adjacent to west Washington Street will be landscaped in accordance with city code requirements (with discretionary approval of the Public Works Director). This area has not been included in the overall landscape area calculations. This requirement will be met.

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

a. Buffering is required for any commercial, industrial, or multi-family development with more than 4 parking spaces. Buffering shall occur in the following manner:

1) Any parking area, loading area, or vehicle maneuvering area shall be landscaped along property boundaries. The landscaped area shall meet the minimums in Table 17.20.090.11.a.1

Table 17.20.090.11.a.1 Buffering Requirements in Feet

Use of Property	Adjacent Use at Property Line				Adjacent Street		
	Single Family & Duplexes	Multi-Family Dwellings	Commercial	Industrial	Local	Collector	Arterial
Multi-family Dwellings	5	5	5	5	5	5	5
Commercial	10	5	0	0	15	10	10
Industrial	15	10	5	0	15	10	10

2) Decorative walls and fences may be used in conjunction with plantings but may not be used by themselves to comply with buffering requirements and must meet the standards of Section 17.20.050.

- b. Landscaping with buffer strips may be counted towards meeting minimum percentage landscaping requirements.

Applicant's Response: Landscape buffers have been provided adjacent all property lines. Although not required, the Applicant has provided a 10-foot landscape buffer on the east, west and north property lines. A 10-foot landscape buffer has also been provided along the west Washington Street right-of-way which consists of landscape plant material installed in front of and behind the proposed cyclone fence within the infiltration basins. This requirement is met.

12. SCREENING (HEDGES, FENCES, WALLS, BERMS): Screening is used where unsightly views or visual conflicts must be obscured or blocked and where privacy and security are desired. Fences and walls used for screening may be constructed of wood, concrete, stone, brick, and wrought iron, or other commonly used fencing/wall materials. Acoustically designed fences and walls are also used where noise pollution requires mitigation.

- a. Height and Capacity. Where landscaping is used for required screening, it shall be at least 6 feet in height and be at least 80 percent opaque, as seen from a perpendicular line of sight, within 2 years following establishment of the primary use of the site.
- b. Chain Link Fencing. A chain link fence with sight obscuring slats shall qualify for screening only if a landscape buffer is also provided.
- c. Height Measurement. The height of fences, hedges, walls, and berms shall be measured from the lowest adjoining finished grade, except where used to comply with screening requirements for parking, loading, storage, and similar areas. In these cases, height shall be measured from the finished grade of such improvements. Screening is prohibited within the sight distance triangle.
- d. Berms. Earthen berms up to 6 in height may be used to comply with screening requirements. Slope of berms may not exceed 2:1 and both faces of the slope shall be planted with ground cover, shrubs, and trees. Bark mulch or other non-living materials shall not be used as the ground cover for an earthen berm.

Applicant's Response: The Applicant's Preliminary Landscape Plan shows the proposed landscape buffers. It should be noted that the landscape buffer located adjacent to West Washington Street contains a 6-foot cyclone fence. A 3-foot buffer has been provided between the fence and sidewalk with additional landscape screening behind the fence within the proposed infiltration basin. This requirement is met.

17.20.140 – SIGNS:

9. SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES: The following regulations shall apply to signs commercial and industrial zones:

a. Signs for businesses not in integrated business centers:

- 1) Total Allowed Area. The total allowed sign area of all signs for a business not in an integrated business center is two square feet of for each lineal foot of building frontage up to a maximum of 100 square feet.

Applicant's Response: The proposed sign will be approximately 15 – 20 square feet in area well within the maximum square footage allowed. This requirement will be met.

- 2) Type, Maximum Number, and Size of Signs. Within the total allowed signage area, one free-standing sign for each street frontage, and one wall, canopy or projecting sign is permitted. A free-standing sign shall be limited to a maximum of 50% of the total allowed sign area.

Applicant's Response: As previously stated, the anticipated area of the sign will be approximately 15 – 20 square feet – well within the 50 square feet allowed for free-standing signs. This requirement will be met.

- 3) Maximum Sign Height.

- a) Wall or wall mounted signs shall not project above the parapet or roof eaves.

- b) A monument sign shall not exceed 6 feet in height. Any other free-standing sign shall not exceed a total height of 6 feet within the first 10 feet of a property boundary; otherwise, the maximum height is 16 feet.

Applicant's Response: The proposed sign face will be a maximum of 5-feet off the ground. The decorative posts will be 6-feet in height. The total width of the sign will be approximately 7-feet. These parameters meet the city's sign requirements.

- 4) Location.

Applicant's Response: The sign location will be at the project entrance and will be skewed to match the fence angle in this location (see Preliminary Site Plan).

- a) Wall or canopy signs may project up to 1.5 feet from the building.

- b) Projecting signs may project up to 3 feet from the building and may project into a street right-of-way. However, any portion of a canopy or projecting sign that projects over a street right-of-way shall be at least 8 feet above ground level.
- c) Monument signs shall not project over street rights-of-way and they shall not be located within a sight clearance triangle or special street setback. Other free-standing signs shall be setback a minimum of 5 feet from any property line. Any sign located within a sight clearance triangle shall either be no taller than 3 feet in height or have the lowest portion of the sign at least 8 feet in height.

Applicant's Response: As shown on the Applicant's Site Plan, the proposed sign is located out of the sight clearance triangle, five feet from the property line. This requirement is met.

17.20.150 - TREE PRESERVATION:

1. **NEW DEVELOPMENT AND REDEVELOPMENT:** Except for tree farms, development sites are vigorously encouraged to preserve existing trees. Site plans for new development, grade and fill plans shall disclose the details of tree removal including numbers of trees, size, and species of trees to be removed.

Applicant's Response: The Applicant has submitted an Existing Conditions Plan (see appendices). Trees slated for removal are shown in the legend. This requirement is met.

2. **STREET TREES:** Unless specifically authorized in writing by the Public Works Director, or designee, no person shall intentionally damage, cut (save pruning), carve, transplant, or remove any street tree; attach any rope or wire (unless required in order to stabilize the tree), nails, advertising posters, or other contrivance; allow any substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree. Private property owners are responsible for the maintenance and replacement of street trees within adjacent public rights-of-way.

Applicant's Response: Street trees will be planted in the parking strip adjacent West Washington Street and will be maintained by the Applicant. This requirement will be met.

3. **HERITAGE TREES:** Unless specifically authorized in writing by the Public Works Director, or designee, no person shall intentionally damage, cut (save pruning), carve, transplant or remove any Heritage tree; attach any rope or wire (unless required in order to stabilize the tree), nails, advertising posters, or other contrivance; allow any substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree. A list of community Heritage trees will be kept and maintained by the City Administrator or designee.

Recognition of Heritage Trees. Stayton citizens wishing to have trees recognized by the City as Heritage trees shall submit their request in writing to the City Council. The request shall explain why the subject tree is of exceptional value to the community. A majority vote of approval of the City Council will add the tree to the Heritage Tree list. No tree shall be designated a Heritage tree unless the property owner agrees. Property owners may request the removal of the Heritage Tree designation from trees on their property.

Applicant's Response: There are no Heritage Trees identified on the property. This criterion does not apply.

17.20.170 - OUTDOOR LIGHTING:

- 3. NON-RESIDENTIAL LIGHTING STANDARDS.** The following additional standards shall apply to all commercial, industrial, public, and semi-public uses:
- c. Lighting of Parking Areas:** Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets. (Amended Ord. 913, September 2, 2009)
- 1) All lighting fixtures serving parking areas shall be full cut-off fixtures.
 - 2) As an alternative in the Downtown Districts, the design for an area may suggest the use of parking area lighting fixtures of a particular "period" or architectural style, as either alternatives or supplements to the lighting described above.
 - a) If such fixtures are not cut-off fixtures, the maximum initial lumens generated by each fixture shall not exceed 2,000 (equivalent to a 150-watt incandescent bulb).
 - b) Mounting heights of such alternative fixtures shall not exceed 15 feet.
 - 3) Parking area lighting shall meet the following mounting height, minimum illumination level, and uniformity ratios.

Table 17.20.170.4.c.3 Parking Area Lighting Standards

Feature	Commercial Zones	Downtown Zones	Industrial Zones
Maximum Mounting Height	20 feet	14 feet	25 feet
Minimum Illumination Level	0.3 foot-candle	0.3 foot-candle	0.5 foot-candle
Maximum Average Illumination Level	1.6 foot-candle	2.0 foot-candle	2.6 foot-candle
Uniformity Ratio	4:1	4:1	4:1
Minimum Color Rendering Index	65	65	20

Applicant’s Response: The Applicant has provided a lighting plan (see appendices) which describes the fixture type, mounting height and photometrics. This requirement is met.

d. Security Lighting: The purpose of and need for security lighting must be demonstrated as part of an overall security plan which includes at least illumination, surveillance, and response, and which delineates the area to be illuminated for security purposes. To the extent that the designated areas is illuminated for other purposes (parking or display), independent security lighting is discouraged.

- 1) In addition to the application materials required as part of the lighting plan, applications for security lighting installations shall include a written description of the need for a purposes of the security lighting, a site plan showing the area to be secured and the location of all security lighting fixtures, specifications of all fixtures, the horizontal and vertical angles in which light will be directed, and adequate cross-sections showing how light will be directed only onto the area to be secured.
- 2) All security lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and not cast on other areas. In no case shall lighting be directed above a horizontal plane through the top of the lighting fixture, and the fixture shall include shields that prevent the light source or lens from being visible from adjacent properties and roadways. The use of general floodlighting fixtures is discouraged unless the above standards can be met.
- 3) Security lighting may illuminate vertical surfaces (e.g. building facades and walls) up to a level 8 feet above grade or 8 feet above the bottoms of doorways or entries, whichever is greater.
- 4) Security lighting fixtures may be mounted on poles located no more than 10 feet from the perimeter of the designated secure area.
- 5) Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located with 5 feet of the perimeter.

6) Security lighting shall meet the standards of the table below:

Table 17.20.170.4.d.6 Security Area Lighting Standards:

Feature	Commercial Zones	Downtown Zones	Industrial Zones
Maximum Mounting Height	20 feet	14 feet	25 feet
Maximum Average Horizontal Illumination Level on Ground	1.0 foot-candle	1.0 foot-candle	1.5 foot-candle
Maximum Average Illumination Level on Vertical Surface	1.0 foot-candle	1.0 foot-candle	1.5 foot-candle
Minimum Color Rendering Index	65	65	20

Applicant’s Response: The Applicant is not proposing any security lighting as part of this proposed development. Parking lot, storage area and building lighting is shown on the Lighting Plan (see appendices).

17.20.230 - INDUSTRIAL DESIGN STANDARDS:

1. PURPOSE: The purpose of the industrial design standards is to provide for originality, flexibility, and innovation in site planning and development in the Industrial Zones while maintaining a standard that improves the appearance of the zones and protects neighboring residential properties from the potential impacts of industrial development. The standards of this section apply to all new construction, additions, and exterior alterations in the Industrial Zones.

2. SITE DESIGN:

a. Height Step Down: To provide compatible scale and relationships between new multi-story industrial buildings and existing adjacent dwellings not in an industrial zone, the multi-story building shall “step down” to create a building height transition to adjacent single-story dwellings.

The transition standard is met when the height of any portion of the taller structure does not exceed 3 feet in height for every 2 feet separating that portion of the multi-story building from the adjacent dwelling. This provision shall apply to any industrial building with a vertical wall height of 14 feet or more, regardless of whether the interior contains more than one story.

Applicant’s Response: There are two residential dwellings located to the west within 300 feet of the subject property. These dwellings appear to be non-conforming uses and located within the Light Industrial (IL) District; therefore, this requirement does not apply.

b. **Outdoor Service Areas:** Outdoor service areas shall either face an interior area, side or rear property line, a separate service corridor, a service alley, or a service courtyard.

- 1) If the location of an outdoor service area as proscribed by this section is difficult to accommodate because of site considerations, the decision authority may determine that the service area may be located in another location with additional screening requirements.

Applicant's Response: There is a "storage area" located in front of the proposed shop. The closest portion of the building is 62-feet from the Washington Street right-of-way. The storage area sits behind the site's infiltration basin which varies in size from 12-feet to 40-feet. Combined with a 4-foot buffer in front of a 6-foot cyclone fence, this provides ample area in which to effectively screen the proposed use. The Applicant requests the Planning Director's concurrence with the placement of this use.

2) **Screening of Outdoor Service Areas:** Screening shall be provided when an outdoor service area is adjacent to a property in residential use or adjacent to a residential zone. Screening shall also be provided to soften the effects of outdoor service areas as they may be viewed from a public street.

a. Outdoor service areas shall be screened either with evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.

b. When the outdoor service area is more than 300 feet from a neighboring residence, screening is not required.

c. **Parking Areas.** In addition to the requirements of Section 17.20.060, parking areas shall meet the requirements of Section 17.20.090.12.

Applicant's Response: The outdoor storage area will, occasionally, accommodate some of the vehicles of firefighters who are on assignment. As stated previously, the proposed infiltration basin in conjunction with a 6-foot cyclone fence and 4-foot landscape buffer provides more than adequate screening of the proposed use from West Washington Street. The requirements of Section 17.20.060 are met (see Preliminary Landscape Plan located in the appendices of this application).

3. ARCHITECTURAL STANDARDS:

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

- 1) Primary building entrances shall have walkways connecting to the street sidewalk.

Applicant's Response: All proposed building entrances have walkways connecting to the street sidewalk. This criterion is met.

- 2) Any portion of an industrial building that is used for sales to the public shall meet the architectural standards of Section 17.20.2004.

Applicant's Response: Not applicable to this application.

b. Standards for breaks in building façade:

- 1) For all buildings more than 75 feet long:

- a) A pitched roof building shall have a break in the roof plane or wall, or articulation of the building face at least every 50 feet.
- b) A flat roof building shall have a horizontal or vertical change in the wall plane, or articulation of the building face at least every 50 feet.
- c) Wall changes may be accomplished by use of differing architectural materials or building siding and need not be physical changes in the wall plane.
- d) Horizontal and vertical offsets required by this Section shall relate to the overall design and organization of the building, its entrances, and door and window treatments. Features shall be designed to emphasize building entrances.
- d) The above standards shall not apply to walls not visible from a public street or from neighboring residential properties within the city limits.

Applicant's Response: The building length is 60-feet. According to code these criteria do not apply.

4. **LIGHTING:** All new industrial development shall provide a lighting plan that meets the standards of Section 17.20.170.

Applicant's Response: A lighting Plan has been provided in the appendices of this application. This criterion is met.

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT:

The Stayton Planning Commission, with assistance from the Planning Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.12.220.5. Please provide the following information in full and attaché to this application.

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

Applicant's Response: As shown on the Existing Conditions Plan, adequate utilities exist within the West Washington Street right-of-way to serve this proposed development. These include a 6-inch water main, a 10" sanitary sewer main and a 15" storm sewer main. Also shown are the locations of gas and overhead power. Franchise utilities are located within the PUE running adjacent to the West Washington Street right-of-way. All utility connections are shown on the Applicant's Preliminary Grading & utility plan. This requirement is met.

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

Applicant's Response: The Applicant's engineer has provided a Preliminary Grading and Utility Plan which has been designed to serve the proposed development. Final engineering plans will be designed and sealed by a registered professional engineer and reviewed by Public Works staff to ensure that the utilities provided meet the City of Stayton design standards as outlined in the municipal code. This requirement will be met.

b. List public services currently available to the site: Water Supply: - inch line available in Street. Sanitary Sewer: - inch line available in Street. Storm Sewer: - inch line available in Street. Natural Gas: - inch line available in Street. Telephone: is (or) is not available in Street. Cable TV: is (or) is not available in Street. Electrical: is (or) is not available in Street.

Applicant's Response: See previous response and the Existing Conditions Plan.

c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the development?

Applicant's Response: No, City services are adequate to serve this development.

2. TRAFFIC CIRCULATION: How will the development provide for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and provision for safe access to and from the property to those public streets and roads which serve the property?

Applicant's Response: Our Preliminary Site Plan shows the entrance gate set back 25-feet from West Washington Street which will allow sufficient room for vehicles entering the project site. Pedestrian access is provided from the proposed 6-foot sidewalk into the development and walkways are clearly marked for both the proposed shop and office buildings. Internal circulation is clearly apparent and parking for the proposed office is clearly shown. Parking for the proposed shop is provided between the shop and office. This requirement is met.

3. STREET IMPROVEMENTS: How will the development provide for all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the city and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development?

Applicant's Response: No additional street improvements are required. The Applicant is required to provide a 6-foot concrete sidewalk within the West Washington Street right-of-way which is shown on the attached plans. This requirement is met.

4. PARKING AND LOADING AREAS: How will the development provide for parking areas and adequate loading/unloading facilities?

Applicant's Response: Adequate parking for both the proposed shop and office has been provided (see Preliminary Site Plan). The parking area are paved and striped and there is adequate parking for 7 cars which meets the requirement for this proposed use. Additionally bicycle parking is provided for both the shop and office. Since the area of the shop is under 5,000 square feet, no actual loading bay is required, however, the area between the shop and office building is large enough to accommodate loading in this area. This requirement is met.

5. OPEN STORAGE AREAS/OUTDOOR STORAGE YARDS: Are there any open storage areas or outdoor storage yards included in the development? If yes, how will they meet development code standards?

Applicant's Response: There is a proposed storage area located between the proposed shop and infiltration facility and its area meets the city code requirement as it is less than 25% of the area between the front lot line and the building. Since this development is not directly adjacent to any commercial or residential districts, buffering requirements are minimal. The Applicant has provided a large evergreen hedge adjacent the east and west property line that will help screen the property from

other uses. Additionally, trees and plant materials both in front and behind the proposed fence along West Washington Street along with significant building setbacks will help to screen this proposed development from the street. This requirement is met.

6. OFFSITE IMPACTS: How will the development minimize off site impacts such as noise, odors, fumes, or other impacts?

Applicant's Response: The proposed development is located in the city's Light Industrial zone. As such, a certain amount of noise would be expected. The proposed shop / warehouse building is enclosed so this will help to reduce the noise level outside the building. Given its proposed use, odors and fumes will be minimal and characteristic of those produced by similar uses. Combined with the proposed screening materials, any impacts to the surrounding area will be minimal.

7. DESIGN STANDARDS: How does the proposed development meet the applicable design standards for commercial or multi-family residential development?

Applicant's Response: The proposed use is in a Light-Industrial zoned district. As such, this criterion does not apply.

8. COMPATIBILITY WITH NEIGHBORING PROPERTIES: How will the design and placement of buildings and other structural improvements provide compatibility in size, scale, and intensity of use between the development and neighboring properties?

Applicant's Response: The proposed buildings are set back a minimum of eighty feet from West Washington Street. Additionally, they are set back ten feet from their respective property lines which, together, more than exceeds the setback requirements.

There are two non-conforming residential structures located to the west of the property. The residence to the north is 45 feet from the proposed 2-story shop / warehouse building. Given the proposed landscape buffer and existing vegetation in this area, there will be no impacts to either residence. There is an existing commercial use located approximately 65 feet across the railroad tracks to the east. There is an existing industrial building located approximately 140 feet to the north that is almost completely screened by substantial 40-foot-tall cedar trees. Given the location of these existing structures and the Applicant's proposed buildings, there are no compatibility issues with the size or scale of the applicant's proposed buildings in either direction.

9. DESIGN WILL SERVE INTENDED USE: How will the location, design, and size of the proposed improvements to the site fulfill the intended purpose of the intended use of the site and will properly serve anticipated customers or clients of the proposed improvements.

Applicant's Response: As stated previously, the applicant is proposing a fire staging facility for quick response to potential fire threats. It's central location in an industrially zoned district provides the opportunity to respond to events both in and out of the area in addition to providing administration, training, and maintenance for its on-going operation. Two building are being proposed – an office and a shop / warehouse that are essential for the functioning of the business and have been architecturally designed to meet the needs of this intended use and the customers it serves.

10. LANDSCAPING: How will the proposed landscaping prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust control, and present an attractive interface with adjacent land use and development?

Applicant's Response: Prior to starting the design of this project, the Applicant's arborist observed the existing trees on the property. It was determined at that time that there were no trees worth saving on the property due to their size, species and damage caused by last years' ice storm.

Over 15% of the site will be landscaped providing as many, if not more trees (ultimately in better condition and more appropriate) than those currently existing. Combined with the area being paved, there should be no issue with dust control. If anything, the appearance of this property will be drastically improved from its current condition and provide an attractive interface with adjacent development.

11. SCREENING: How will the design of any visual or physical barriers around the property (such as fences, walls, vegetative screening, or hedges) allow them to perform their intended function while having no undue adverse impact on existing or contemplated land uses.

Applicant's Response: As stated previously, the proposed development will be screened with a 6-foot cyclone fence in conjunction with a variety of evergreen and deciduous plant materials. This "screening" will essentially provide a visual barrier separating the buildings, parking, and storage from surrounding uses. The proposed screening is cosmetic in nature and will have absolutely no impact on existing or future land uses.

12. MAINTENANCE: What continuing provisions are there for maintenance and upkeep of the proposed development?

Applicant's Response: As with any business, on-going maintenance and upkeep of existing facilities is extremely important - especially when considering the intended use and significant purpose of this development. With respect to "continuing provisions," it is the Applicant's intention to adequately maintain the proposed landscape, buildings and on-site infrastructure as would be expected with any business operation.



Springwater Arboriculture LLC

CCB# 158098

4547 S.E. Brae St. Milwaukie, OR 97222 (503) 631-4760

October 27, 2021
Tree Assessment

This Tree Assessment was done at the request of Penny Elson Of GFP Enterprises LLC for a tree located at 1319 W Washington St. Stayton, OR 97383. This property is the site of a proposed commercial development. The subject tree is a Black Locust (*Robinia pseudoacacia*) 26" dbh in fair condition, an invasive species and the only significant tree on the property. This tree is located mid lot adjacent to the south edge along W Washington street.

The subject tree suffered significant damage during last February's ice storm. Large parts of the crown broke out under the weight of the accumulated ice leaving torn branches without laterals. Since February the subject tree has sprouted multiple epicormic shoots in response to the primary tissue loss. Some of this epicormic growth has reached 8' or more in length and has begun replacing the damaged crown. There is no loss of vigor in this tree.

Because epicormic growth has a different physiology than primary growth, specifically it is not attached to the point of origin like that of primary growth. Attachments are weaker, the shoots are more vigorous and subject to failure without management. This tree will require multiple pruning events in order to rebuild the crown by selecting and pruning as needed the epicormic shoots. Left untreated these shoots will continue to elongate and fail under their own weight.

Black Locust is a highly invasive species in the Willamette Valley. The offspring of the subject tree populate the ground underneath and to the east of the subject tree as well as along the north fence line and there is some migration across the street, to the south, on the Norpac site. Invasive status, crown damage from the ice storm having created ongoing management issues, proximity to high voltage lines and future site use make this tree a poor candidate for preservation. It would be advisable to remove the subject tree and put the resources into selecting appropriate species and developing space on site to accommodate large form trees away from the high voltage lines.

Prepared by,

Andrew Craig
ISA Certified Arborist PN5927
ISA Tree Risk Assessment Certified



Date:	October 5, 2021
To:	Dan Fleishman, PE
From:	Joe Bessman, PE
Project Reference No.:	1662
Project Name:	Fire Staging Facility



This memorandum provides a brief scoping outline for the proposed fire staging office building and shop located at 1319 W Washington Street in Stayton, Oregon.

PROJECT DESCRIPTION

The property is located next to the exempted rail spur line crossing near Gate B into the Norpac mill site, as shown in Figure 1.



Figure 1. Site Vicinity Map.

The proposed development plan for the property includes two separate structures and surface parking, with the entire site secured with cyclone fencing. The northeast corner of the site will include a two-story

office building containing 1,200 gross square-feet that will be used for the administrative and management functions. A separate 3,600 square-foot shop will be situated in the northwest corner of the site, and this building will be used to store equipment and supplies. A gravel area is located between these two uses for storage of equipment and trailers.

The proposed plan shows that the new gated access from W Washington Street provides 25-feet of storage between the edge of the travel way and the gate, which will allow a single vehicle to turn into the site and unlock the gates without impeding traffic on W Washington Street. Figure 2 illustrates the proposed site layout.



Figure 2. Preliminary Site Plan.

TRIP GENERATION ESTIMATES

Trip generation estimates were prepared using ITE's standard reference Trip Generation, 10th Edition. The site was classified as a combination of *Small Office* (ITE Land Use 712) and *Warehousing* (ITE Land Use 150) to reflect the two separate site components. A description of each of these land use classifications is provided below.

- **Warehousing (ITE 150):** A warehouse is primarily devoted to the storage of materials, but it may also include office and maintenance areas.
- **Small Office Building (ITE 712):** A small office building houses a single tenant and is less than or equal to 5,000 gross square feet in size. It is a location where affairs of a business, commercial or industrial organization, or professional person or firm are conducted.

Trip generation estimates are presented in Table 1.

Table 1. Trip Generation Estimates, ITE 10th Edition

ITE Land Use	ITE Code	Size (SF)	Weekday Daily Trips	Weekday PM Peak Hour		
				Total	In	Out
Small Office Building	712	1,200 SF	19	3	1	2
Warehousing	150	3,600 SF	6	1	0	1
Total Trips		4,800 SF	25	4	1	3

City of Stayton Development Code 17.26.050 presents the requirements for transportation studies. This section states that a formal Transportation Impact Analysis may be required for developments that produce more than 250 weekday daily trips, or that generate more than 25 peak hour trips. As shown in Table 1, the scale of this site is well below these thresholds.

In addition, the City may also require a traffic study if an access spacing exception is required and the development generates more than 100 weekday daily trips (or 10 peak hour trips). Even this lower threshold is not met. Accordingly, only the City’s lesser Transportation Assessment Letter should be required. This letter should provide trip generation data to the City, review the site access safety and operations, and document the adequacy of intersection sight distance. Each of these items is presented herein.

ACCESS SPACING

The proposed site will contain a single access from W Washington Street. The City of Stayton classifies this street as a *Minor Arterial*. This classification of facility requires a right-of-way width that ranges between 60- and 100-feet, with on-street bicycle lanes and property-tight sidewalks. The City’s access spacing standards include 300-feet between driveways and streets, and 600 feet between public street intersections.

This access will be located in direct alignment with the driveway on the south side of the road into the Norpac facility, as shown in Figure 1. The center of this access is spaced 60-feet from the centerline of the spur lines toward the east and 160-feet from the gated residential access to its west. Similar to surrounding development patterns throughout this corridor, the City’s access spacing dimensions are not met.

The proposed access is provided in the most appropriate location for this site; a connection west to share with the gated private residence would not be appropriate, and a new connection east across the rail spur line would not be recommended. With the requirement to access W Washington Street the location of the driveway in direct alignment with the access to the south provides the only logical placement of this access.

With a secured facility it is not recommended that shared access easements be provided. The site layout will include new sidewalks, a concrete driveway apron, and with about 36-feet of existing pavement width the current streetscape could support future bicycle lanes as identified within the City's standard cross-section design.

INTERSECTION SIGHT DISTANCE

The City of Stayton typically applies the minimum recommended sight distance criteria based on the standard reference *A Policy on Geometric Design of Highways and Streets, 7th Edition* published by the American Association of State Highway and Transportation Officials (AASHTO) in 2018 (commonly referred to as the *Green Book*). This reference provides the recommended sight distances as measured from a height of 3.5 feet 14.5 feet from the edge of travel way at the access point serving the proposed development and is based on the speed of the roadway. The AASHTO reference is based on conflicts between motorists traveling along the roadway and motorists completing movements at the intersection. With a posted speed of 35 miles per hour the minimum recommended dimensions are shown below in Figure 3.

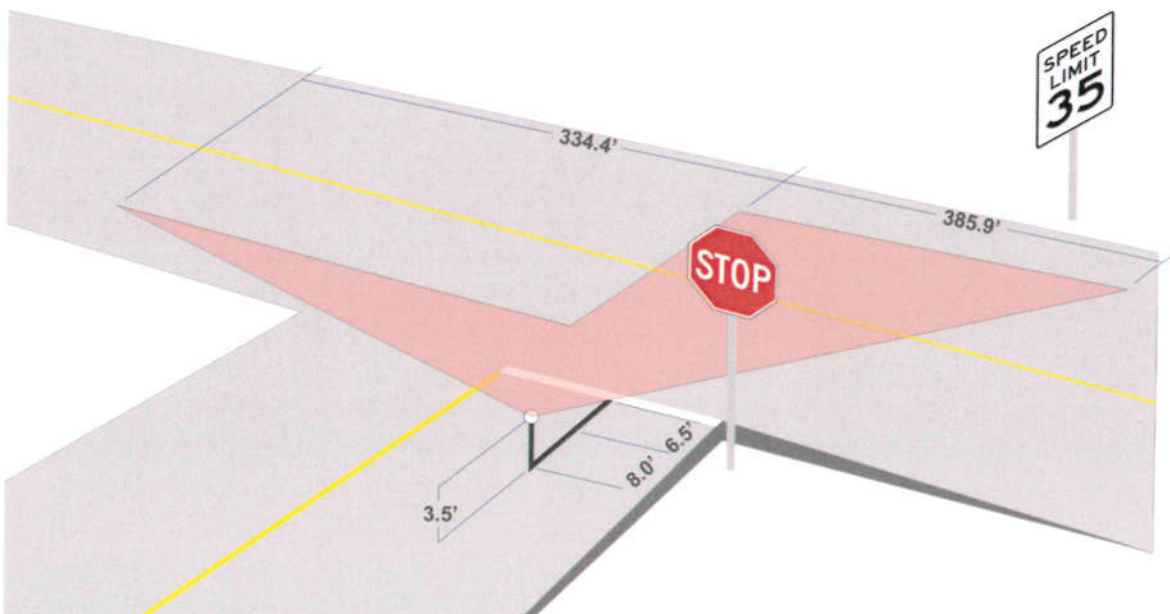


Figure 3. Minimum recommended intersection sight distance dimensions.

Field review at the site was conducted in early October 2021. This showed that with the site located along the outside of the horizontal curve clear sight lines are available in both directions in excess of 500 feet, exceeding these minimum recommendations.

INTERSECTION CRASH HISTORY

Crash records were obtained from the ODOT crash database between January 2015 and December 2019, which is the most recent five-year dataset currently available. Crashes required for reporting include those involving any level of personal injury or property damage exceeding \$1,500 (increased to \$2,500 in 2018). There were no reported crashes near the study area within this five-year time period, and no deficiencies identified as part of the field review.

FINDINGS AND RECOMMENDATIONS

I trust that this memorandum provides the City of Stayton with the required information to process the Transportation Assessment Letter for the Fire Staging facility. As summarized herein, the scale of the site does not warrant additional analysis, and while the access does not meet the City's spacing requirements there are no suitable access alternatives available.

It is recommended that as part of site development the frontage be brought up to current City standards, the new driveway be designed with a concrete curb apron, and that clear sight lines be maintained at the new access. Any new landscaping, above-ground utilities, or signage should be carefully located outside of the sight triangles to maintain clear views to oncoming motorists (and pedestrians and cyclists). Finally, the project should provide the City with Transportation SDC fees to help fund regional transportation improvement needs.

Thank you for the opportunity to provide these materials, please let me know if you have any questions at (503) 997-4473 or via email at joe@transightconsulting.com.

PROPOSED FIRE STAGING FACILITY SITE PLAN REVIEW SUBMITTAL

1319 W. WASHINGTON STREET

STAYTON, OREGON

OCTOBER, 2021



VICINITY MAP



AERIAL TAX MAP # 091W09DA01103

SHEET INDEX	
Sheet Number	Sheet Title
P-1.01	COVER SHEET
P-1.02	EXISTING CONDITIONS PLAN
P-1.03	PRELIMINARY SITE PLAN
P-1.04	PRELIMINARY GRADING & UTILITY PLAN
P-1.05	PRELIMINARY LANDSCAPE PLAN
P-1.06	PRELIMINARY IRRIGATION PLAN
P-1.07	PRELIMINARY LIGHTING PLAN
P-1.08	PRELIMINARY ARCHITECTURE (SHOP)
P-1.09	PRELIMINARY ARCHITECTURE (OFFICE)
P-1.10	PRELIMINARY ARCHITECTURE (OFFICE - ALT. A)

PROPERTY OWNER:

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laura@laurusdesigns.com

LAND PLANNER

MARK B. FERRIS, RLA
PROJECT DELIVERY GROUP, LLC
200 HAWTHORNE AVENUE
SUITE A-100
SALEM, OR 97301
503-364-4004
mark@pdgnw.com

PROJECT CONTACTS

NO.	REASON FOR ISSUANCE DESCRIPTION	DATE	BY

COVER SHEET

P-1.01

DATE SIGNED:

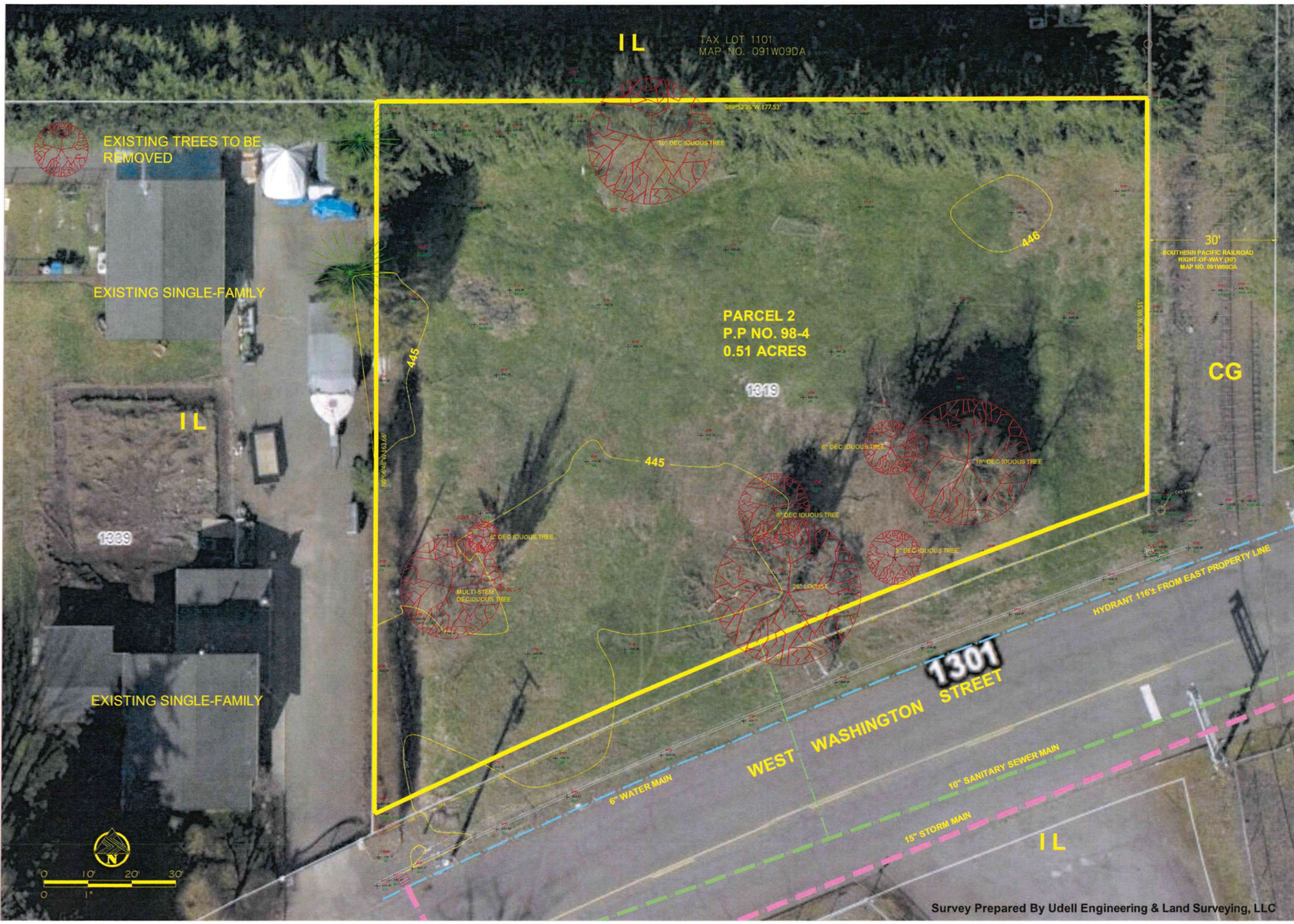
GFP ENTERPRISES, LLC

FIRE STAGING FACILITY

STAYTON, OR

NO.	REASON FOR ISSUANCE DESCRIPTION	DATE	BY

**EXISTING
CONDITIONS
PLAN**





DATE 5-5-17

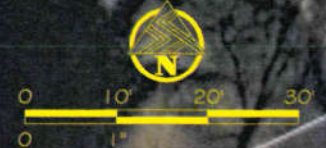
GFP ENTERPRISES, LLC

FIRE STAGING FACILITY

STAYTON, OR

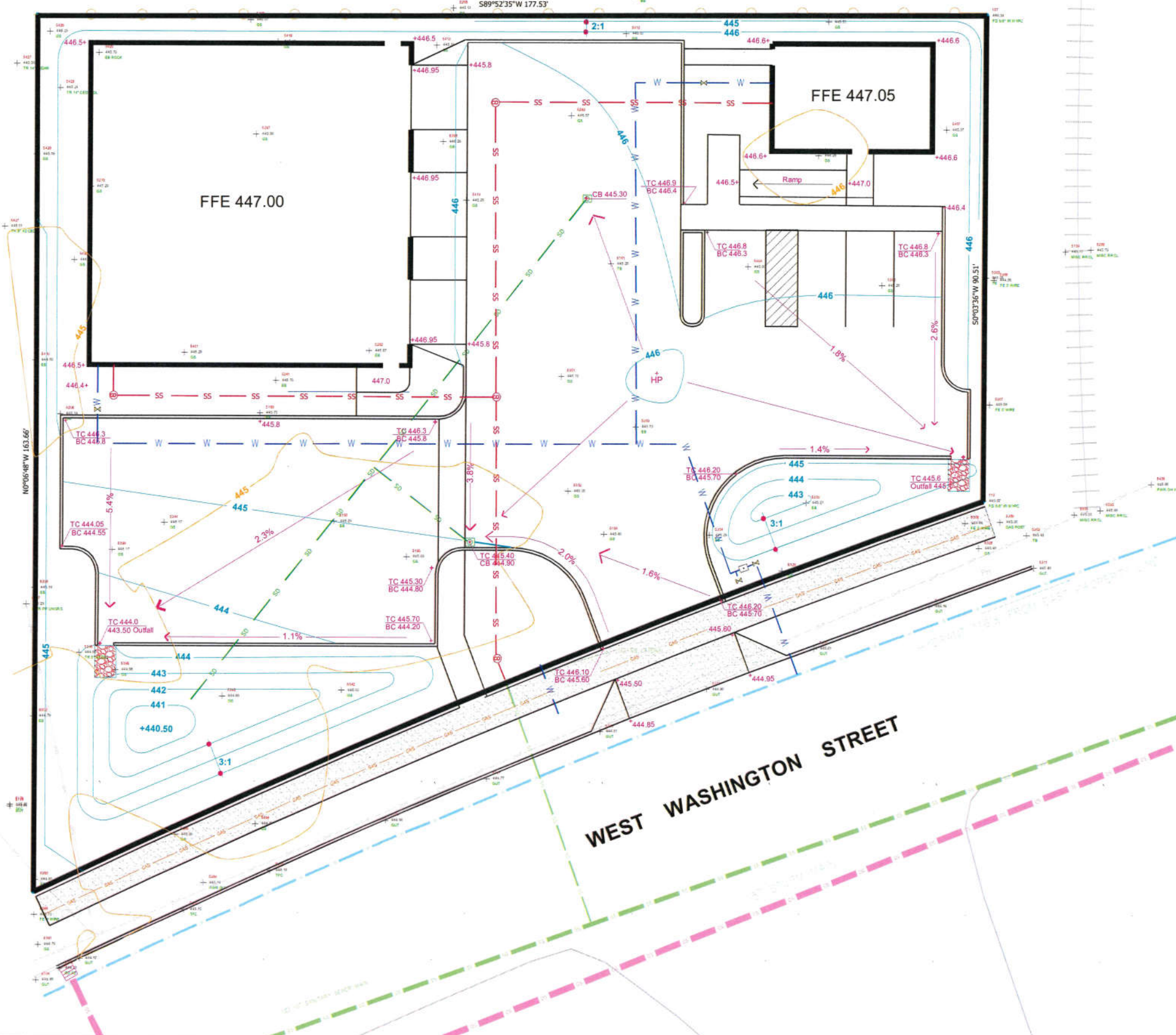
NO.	REASON FOR RESCANCE	DATE	BY
	DESCRIPTION		

PRELIMINARY
 SITE PLAN



LEGEND:

- 445 Existing Contour Elev.
- 445 Proposed Contour Elev.
- + 5270 Existing Spot Elev.
- + 445.29 Existing Spot Elev.
- + GS Proposed Spot Elev.
- TC Top of Curb Elev.
- BC Bottom of Curb Elev.
- FFE Finish Floor Elev.
- Proposed Catch Basin
- Proposed Sanitary Sewer Clean-Out
- Existing Water Main
- Proposed Water Line
- Existing Sanitary Sewer
- Proposed Sanitary Sewer
- Existing Storm Line
- Proposed Storm Line
- Proposed Gate Valve
- Proposed Water Meter
- Proposed Double Check Valve
- Existing Overhead Power
- 2% Direction of Flow & % Slope
- HP High Point
- Existing Fence

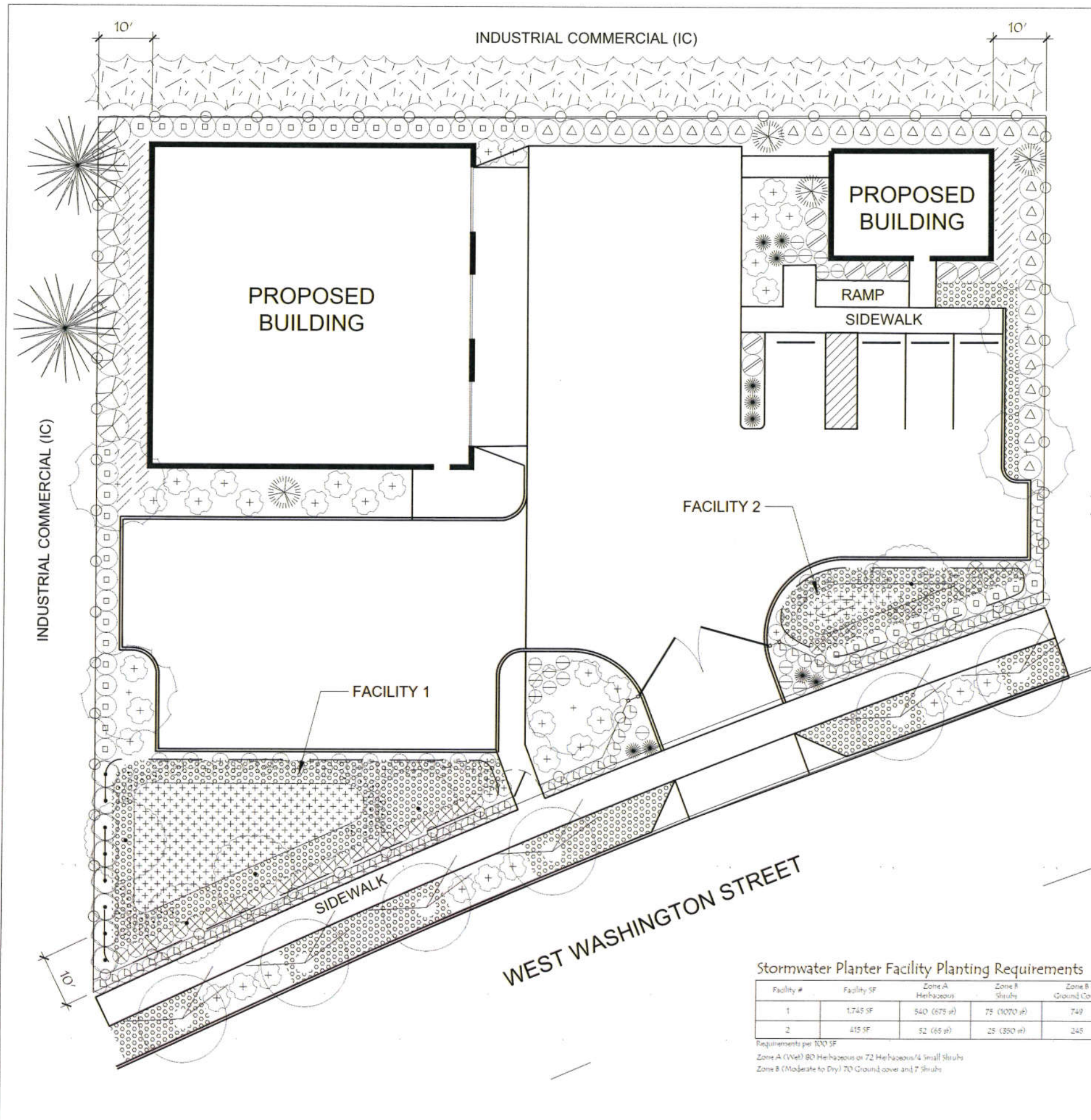


DATE SIGNED:

GFEB ENTERPRISES, LLC
FIRE STAGING FACILITY
STAYTON, OR

NO.	REASON FOR ISSUANCE	DATE	BY

**PRELIMINARY
GRADING &
UTILITY
PLAN**



Landscape Calculations:
 TOTAL SITE AREA (SF): 22,220 SF
 TOTAL LANDSCAPE AREA REQUIRED (15%): 3,333 SF
 TOTAL LANDSCAPE AREA PROPOSED: 7,170 SF
 PARKING LOT: 6418 SF (INCLUDES DRIVE AISLES)
 LESS THAN 20 SPACES: NO INTERIOR LANDSCAPE REQUIRED
 PERIMETER PARKING LANDSCAPE: 1,917 SF
 BUILDING AREA: 4,207 SF

Legend:

- EXISTING EVERGREEN OFF PROPERTY
- EXISTING EVERGREEN HEDGE OFF PROPERTY
- 6' HT. FENCE

General Notes:

- PRELIMINARY LANDSCAPE PLAN, NOT FOR CONSTRUCTION.
- ALTERNATIVE VARIETY OF STREET TREE PROPOSED INSTEAD OF SELECTION FROM CITY OF STAYTON APPROVED STREET TREE LIST FOR TREES BENEATH OVERHEAD LINES.
- PLANT LEGENDS, SEE THIS SHEET.
- IRRIGATION TO BE AN AUTOMATIC UNDERGROUND SYSTEM DESIGNED BY THE LANDSCAPE ARCHITECT. SEE PRELIMINARY IRRIGATION PLAN.

General Plant Legend

TREES	QTY	BOTANICAL / COMMON NAME	SIZE
	6	<i>Parrotia persica</i> 'Vanessa' / Persian Parrotia	8' Ht. Min., 2" Cal., B&B
	4	<i>Chamaecyparis nootkatensis</i> 'Glauca Pendula' / Blue Weeping Nootka Cypress	6' Ht. Min., B&B
	5	<i>Nyssa sylvatica</i> 'Wildfire' / Wildfire Tupelo	8' Ht. Min., 2" Cal., B&B

SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE
	52	<i>Abelia x grandiflora</i> / Glossy Abelia	56" Ht. Min.
	17	<i>Abelia x grandiflora</i> 'Kaleidoscope' / Kaleidoscope Glossy Abelia	24"-30" Ht.
	45	<i>Euonymus japonicus</i> / Japanese Spindle	4' Ht. Min.
	75	<i>Euonymus japonicus</i> 'Green Spire' / Green Spire Euonymus	4' Ht. Min.
	10	<i>Ligustrum japonicum</i> 'Texanum' / Texas Japanese Privet	4' Ht. Min.
	10	<i>Rhapidoletia indica</i> 'Monte' TM / Indian Pinrose Indian Hawthorn	24"-30" Ht.

GRASSES	QTY	BOTANICAL / COMMON NAME	SIZE
	10	<i>Pennisetum alopecuroides</i> 'Hameln' / Hameln Fountain Grass	1 Gal.

GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	34	<i>Prunus laurocerasus</i> 'Mount Vernon' / Mount Vernon Laurel	1 Gal.	As Shown
	152	<i>Arctostaphylos uva-ursi</i> / Kinnikinnick	1 Gal.	50" o.c.
	207	<i>Fragaria vesca</i> / Woodland Strawberry	1 Gal.	18" o.c.

Stormwater Plant Legend

TREES	QTY	BOTANICAL / COMMON NAME	SIZE
	4	<i>Rhamnus purshiana</i> / Cawca	8' Ht. Min., 2" Cal., B&B

SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE
	12	<i>Cornus sericea</i> 'Kelsey' / Kelsey's Dwarf Red Twig Dogwood	24"-30" Ht.
	16	<i>Mahonia aquifolium</i> / Tall Oregon Grape	24"-30" Ht.
	18	<i>Symphoricarpos albus</i> / Common White Snowberry	24"-30" Ht.
	39	<i>Vaccinium corymbosum</i> / Evergreen Huckleberry	24"-30" Ht.
	7	<i>Viburnum tinus</i> / Lantana	4' Ht. Min.

GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE
	916	<i>Arctostaphylos uva-ursi</i> / Kinnikinnick	1 Gal.
	104	<i>Carex densa</i> / Dense Sedge	1 Gal.
	105	<i>Juncus ensifolius</i> / Dagger-leaf Rush	1 Gal.
	105	<i>Juncus tenuis</i> / Slender Rush	1 Gal.
	105	<i>Scirpus microcarpus</i> / Small Fruited Bulrush	1 Gal.

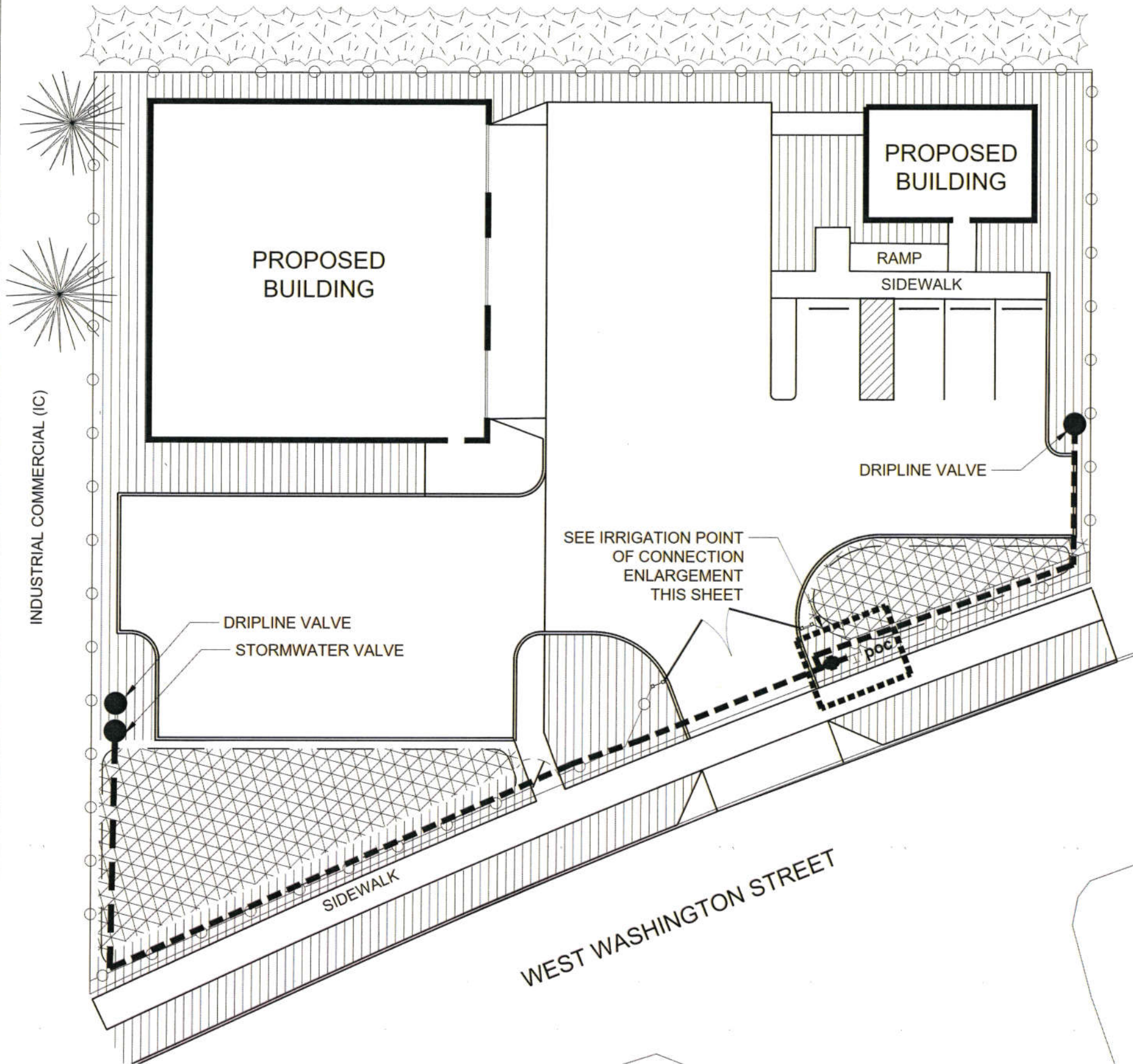
Stormwater Planter Facility Planting Requirements

Facility #	Facility SF	Zone A Herbaceous	Zone B Shrubs	Zone B Ground Cover
1	1,745 SF	540 (675 #)	75 (1070 #)	749
2	415 SF	52 (65 #)	25 (350 #)	245

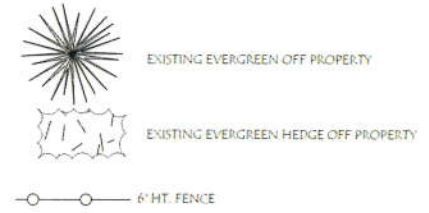
Requirements per 100 SF
 Zone A (Wet) 80 Herbaceous or 72 Herbaceous/4 Small Shrubs
 Zone B (Moderate to Dry) 70 Ground cover and 7 Shrubs

REASON FOR ISSUANCE	DATE	BY
DESCRIPTION		
NO.		

INDUSTRIAL COMMERCIAL (IC)



Legend:

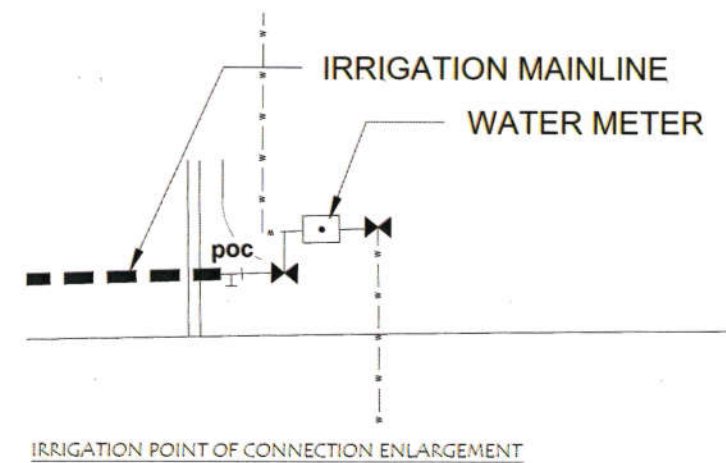


General Notes:

1. PRELIMINARY LANDSCAPE PLAN, NOT FOR CONSTRUCTION.
2. SEE PLANTING PLAN FOR MORE INFORMATION.

Irrigation Schedule

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION
●	Hunter Remote Control Valve
●	Zurn 950XL 3/4" Double Check Valve Assembly
poc	Point of Connection
□	Water Meter by Others
✕	Shut Off Valve
---	Irrigation Mainline: PVC Sch. 40
---	Irrigation Laterals to Be Located: Class 200
▨	Hunter MP Potators Stormwater Facilities
▨	Hunter Dripline



Laurus Designs, LLC

 1012 Pine Street
 Silverton, Oregon
 503 784 6494

GFP ENTERPRISES, LLC
FIRE STAGING FACILITY
 STAYTON, OR

REASON FOR ISSUANCE	NO.	DATE	BY
DESCRIPTION			

SHEET TITLE:
PRELIMINARY IRRIGATION PLAN

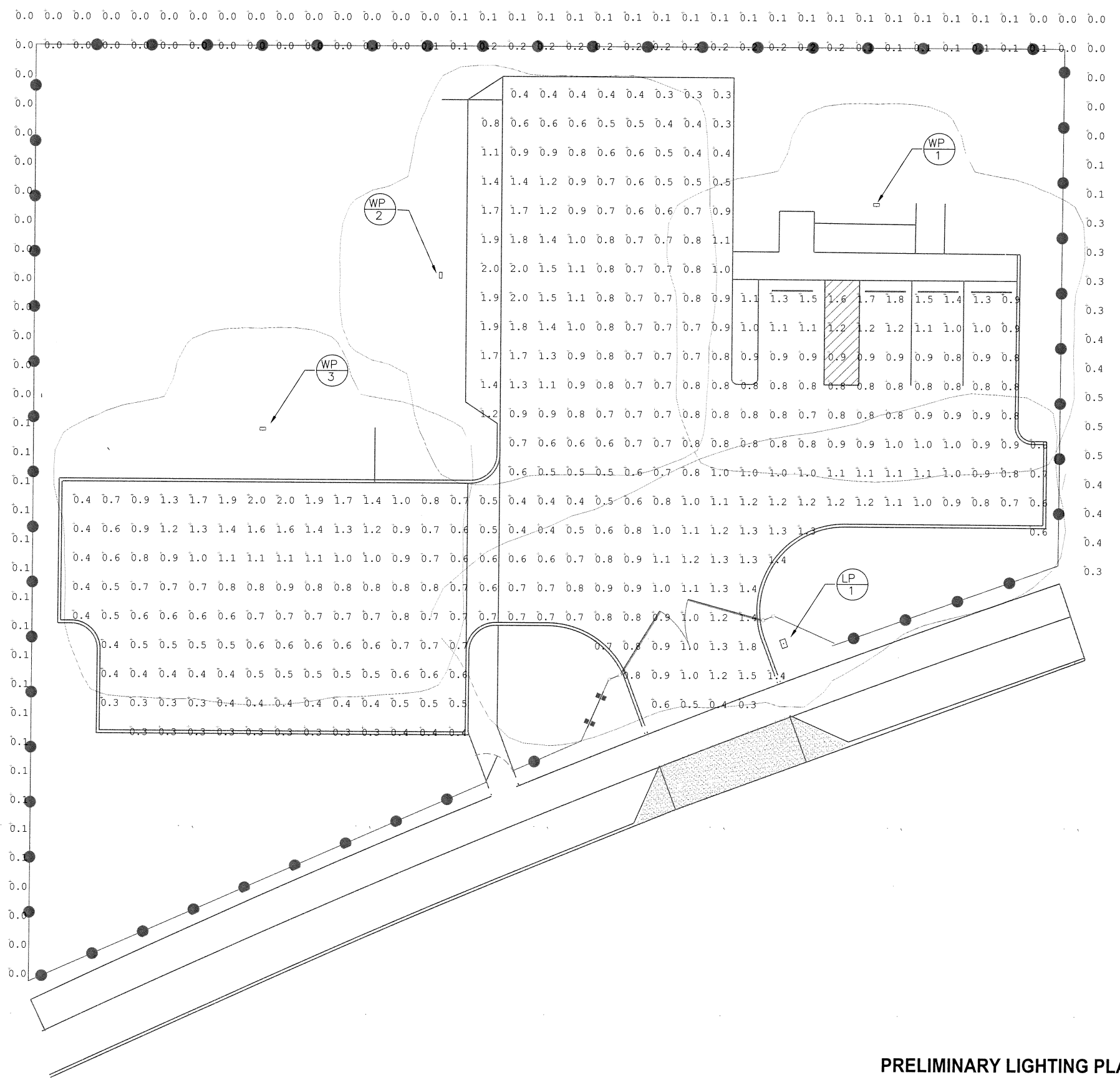
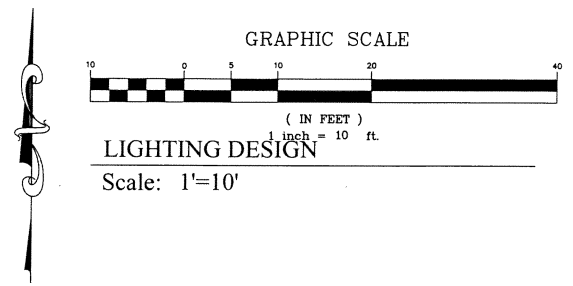
PRIVATE LIGHTING NOTES:

- LIGHT POLES SHALL BE 20-FOOT TALL, BRONZE METAL POLES.
APPROVED LIGHT POLES ARE:
COOPER SSS5M20F41
- LUMINAIRES SHALL BE APPROVED, LED 240V, BRONZE "GLEON" LUMINAIRES.
APPROVED LUMINAIRES ARE:
34W COOPER GLEON-SA2A-730-U-SL2-DB
- WALLPACKS SHALL BE 34W, LED, BRONZE, FULL CUT-OFF WALLPACKS.
APPROVED WALLPACKS ARE:
34W GAW-SA1A-730-U-T4FT-BZ

LEGEND

- = INSTALL 34W LED TYPE SL2 SHOEBOX ON A 20' MH STEEL POLE # (X = POLE #).
- = INSTALL 34W LED TYPE T4FT WALL PACK AT 15 MOUNTING HEIGHT. (X = WALL PACK #).

LIGHT LEVEL REQUIREMENTS			
LOCATION	TARGET	LIGHT LEVEL	UNIFORMITY
PARKING LOT	TARGET	≥0.30 AND ≤1.60 FC AVG	≤4:1 AVG:MIN
	ACHIEVED	0.85 FC AVG	2.83:1 AVG:MIN
OFF-SITE	TARGET	≤0.50 FC MAX	NA
	ACHIEVED	0.50 FC MAX	NA



Northstar Electrical Contractors
11055 S.W. Clay Street
Sherwood, Oregon 97140
Phone 503-612-0840
Fax 503-612-0891
Email adam.suminski@NorthStarElect.com



**FIRE STATION FACILITY
STAYTON, OR**

REV. DATE NO. REV. DESCRIPTION

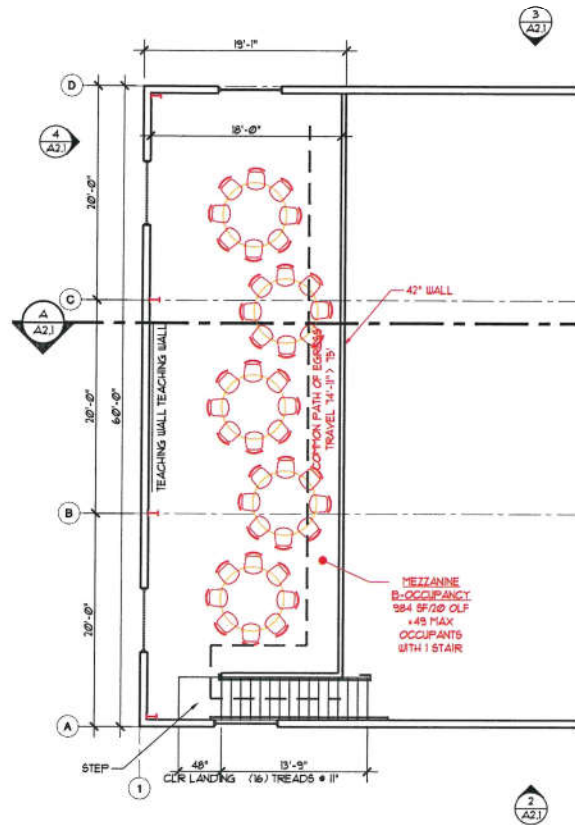
Title: PRIVATE LIGHTING
Designed by: ADAM SUMINSKI
Checked by: JESSE CULP
Date: NOVEMBER 12, 2021

DWG. NO
P1.07

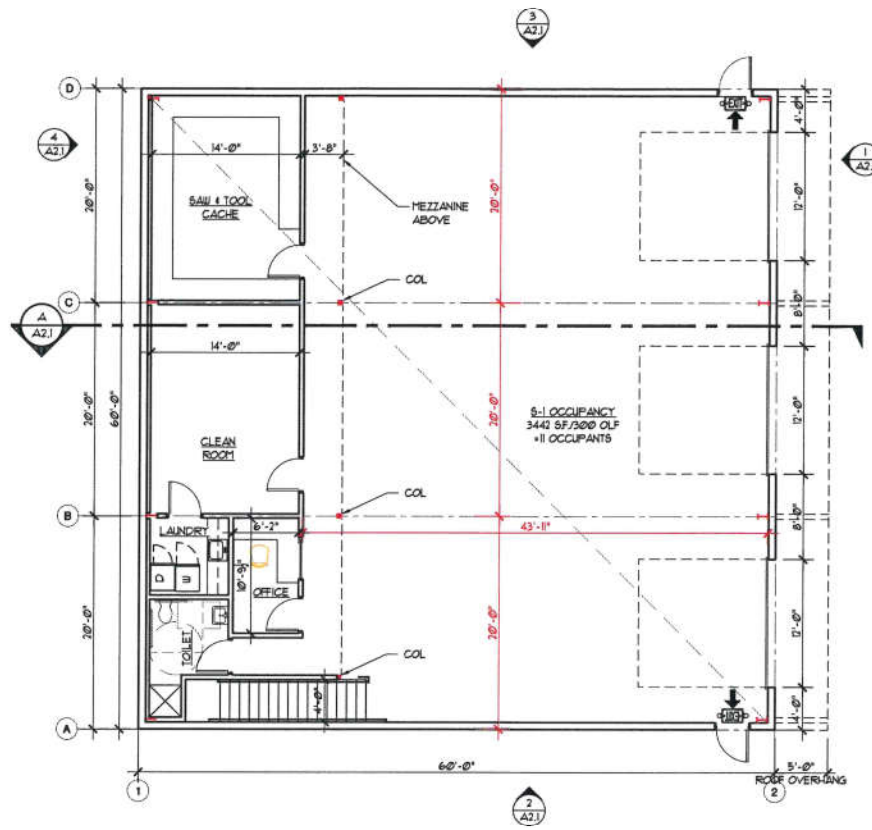
Project No.: 000000A

PRELIMINARY LIGHTING PLAN

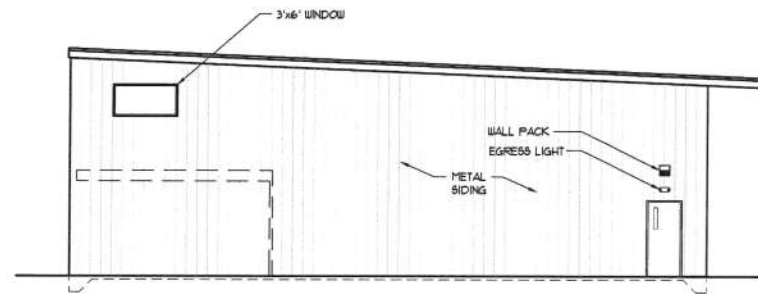
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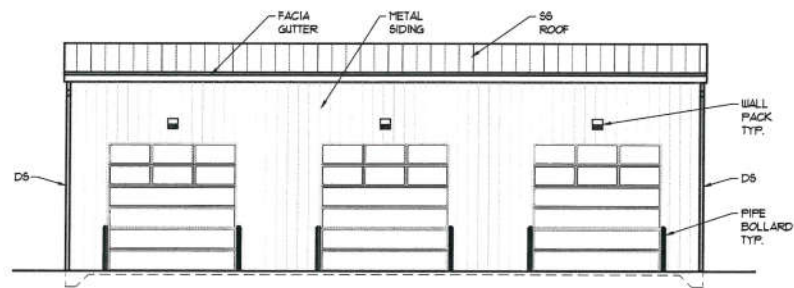
**STORAGE BUILDING
MEZZANINE PLAN**
 SCALE: 1/8" = 1'-0"



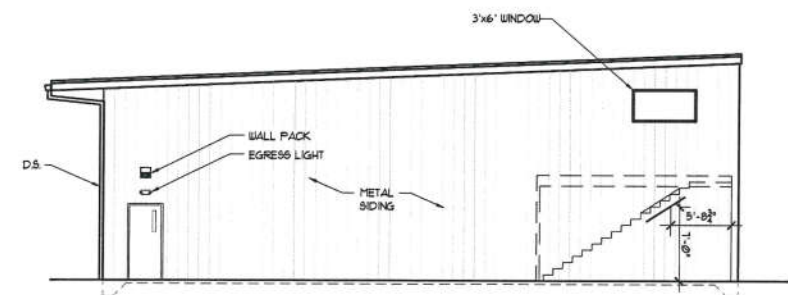
**STORAGE BUILDING
FLOOR PLAN**
 SCALE: 1/8" = 1'-0"



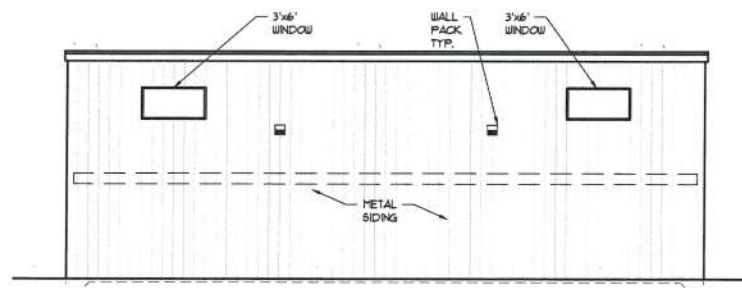
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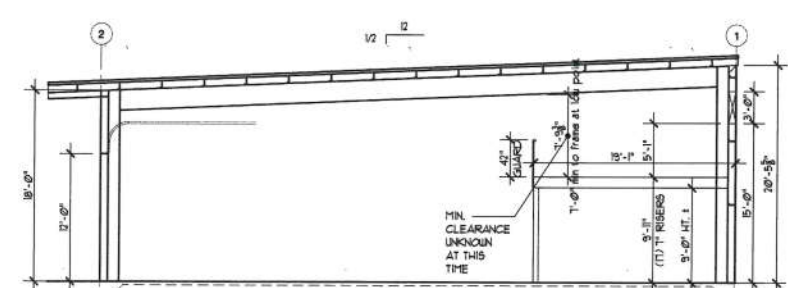
1 EAST ELEVATION
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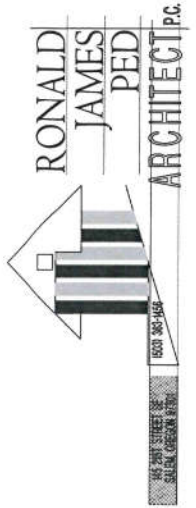
3 NORTH ELEVATION
 SCALE: 1/8" = 1'-0"



4 WEST ELEVATION
 SCALE: 1/8" = 1'-0"



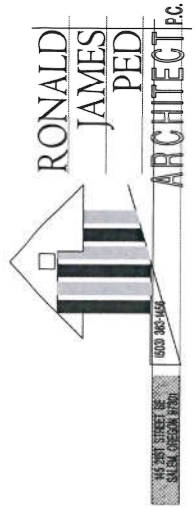
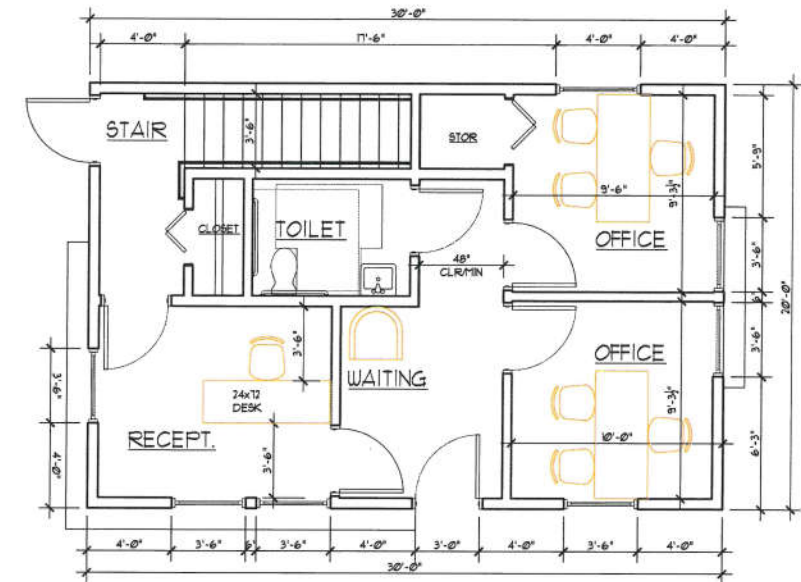
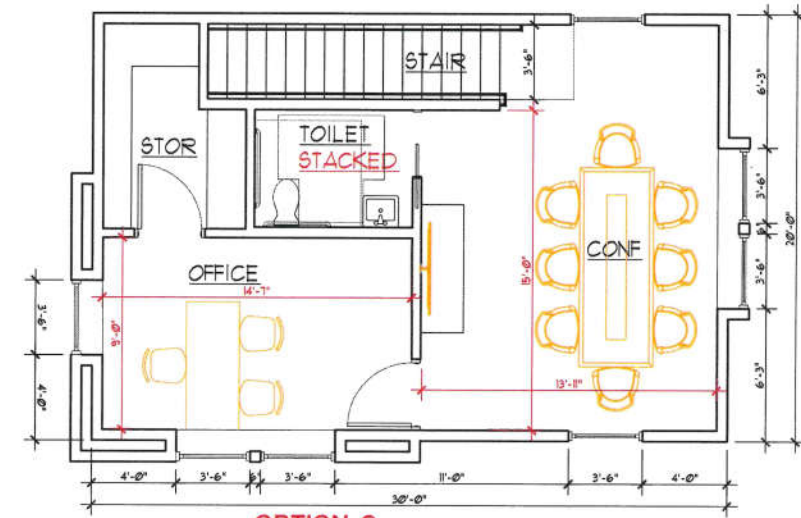
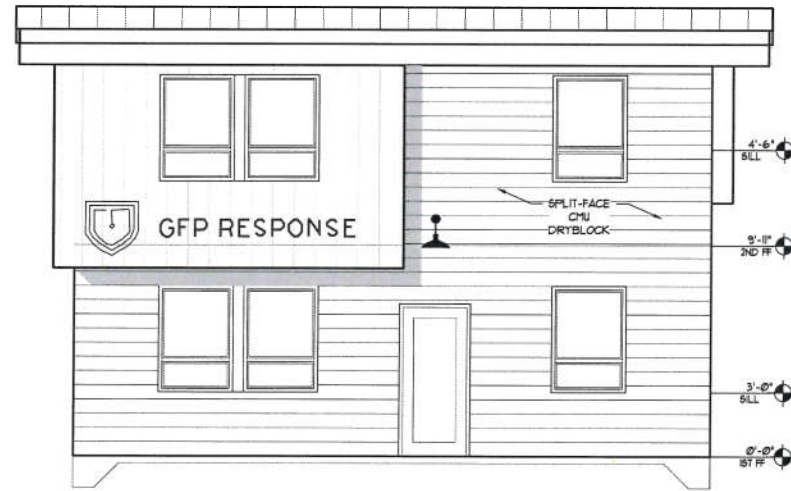
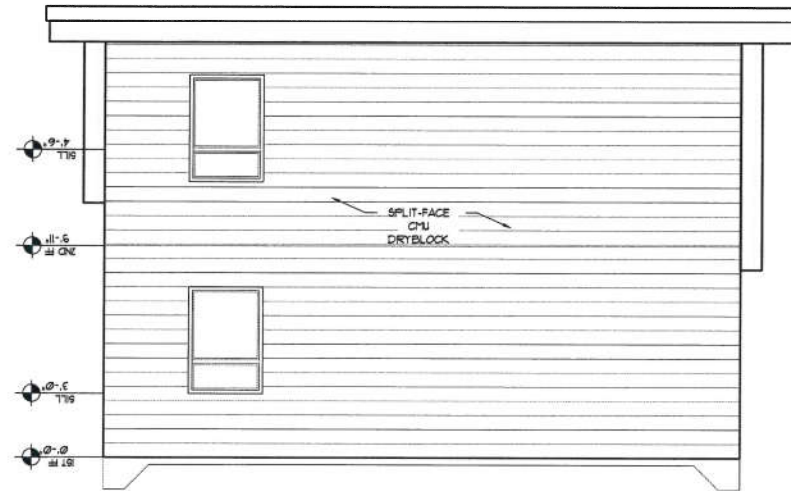
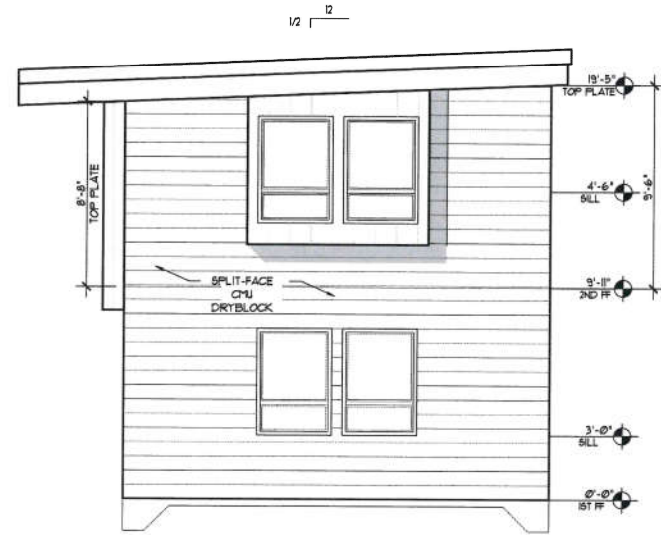
A SECTION
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GFP ENTERPRISES LLC
 1319 W WASHINGTON ST STAYTON OREGON

DATE: OCT 18 2021
 DRAWN:
 JOB NO. 2173

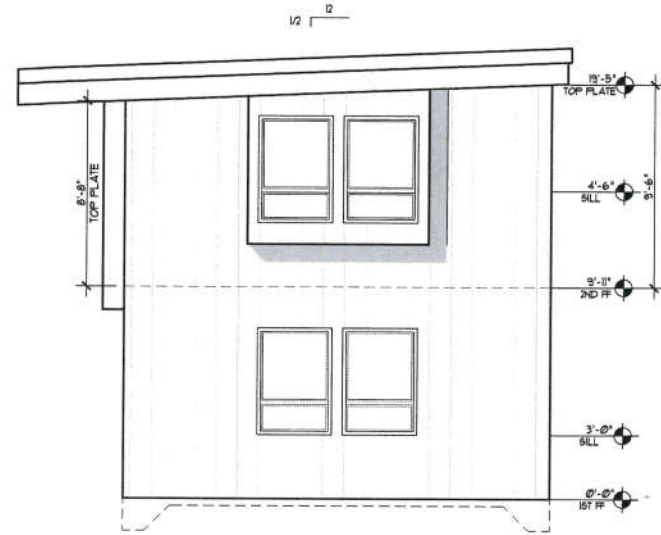
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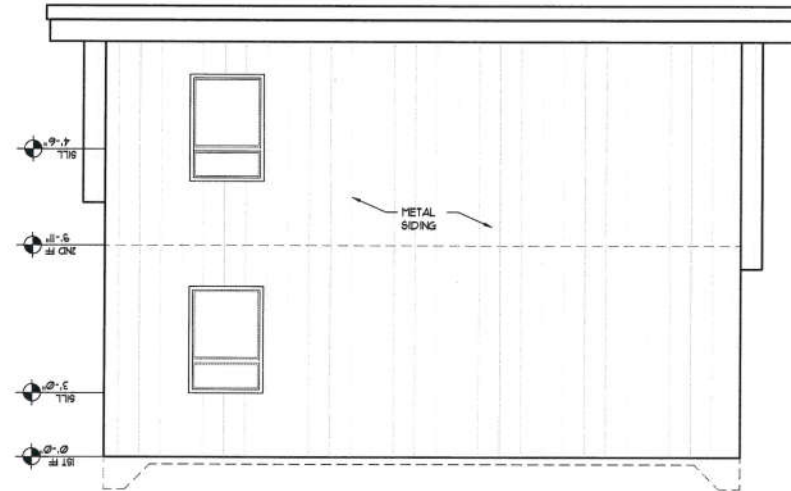
GFP ENTERPRISES LLC
 1319 W WASHINGTON ST STAYTON OREGON

DATE: OCT 18 2021
 DRAWN:
 JOB NO. 2173

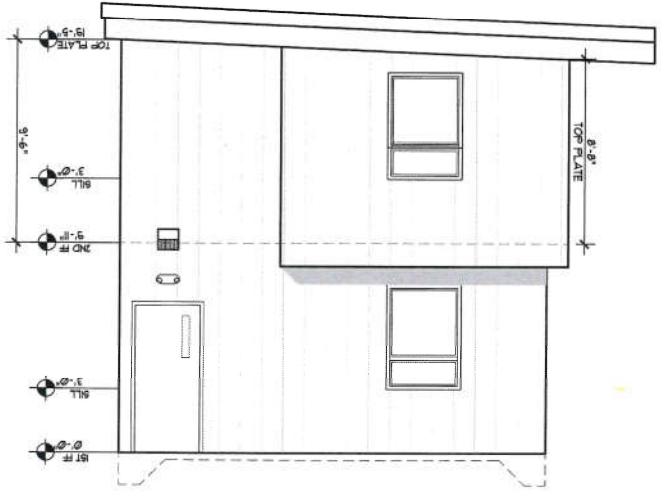
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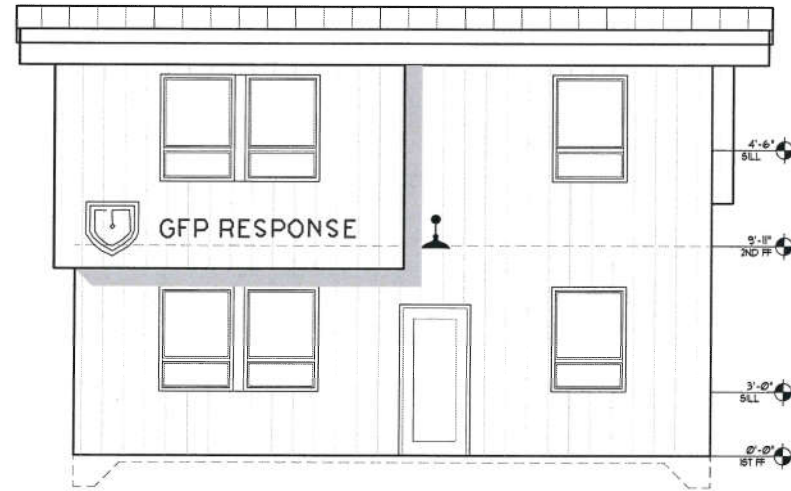
3 RIGHT ELEVATION
 A2.1 SCALE: 1/4" = 1'-0"



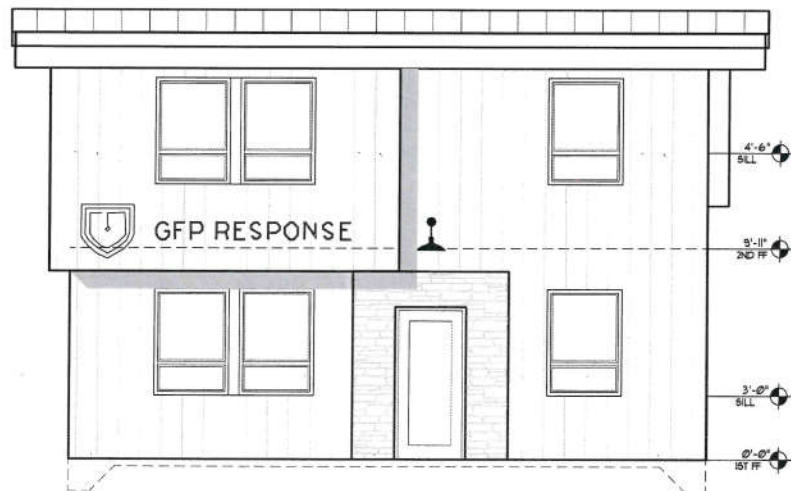
4 REAR ELEVATION
 A2.1 SCALE: 1/4" = 1'-0"



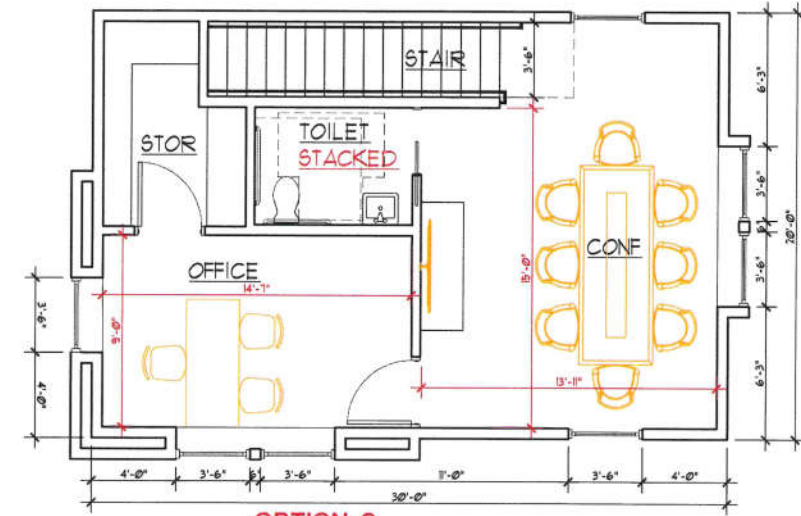
2 LEFT ELEVATION
 A2.1 SCALE: 1/4" = 1'-0"



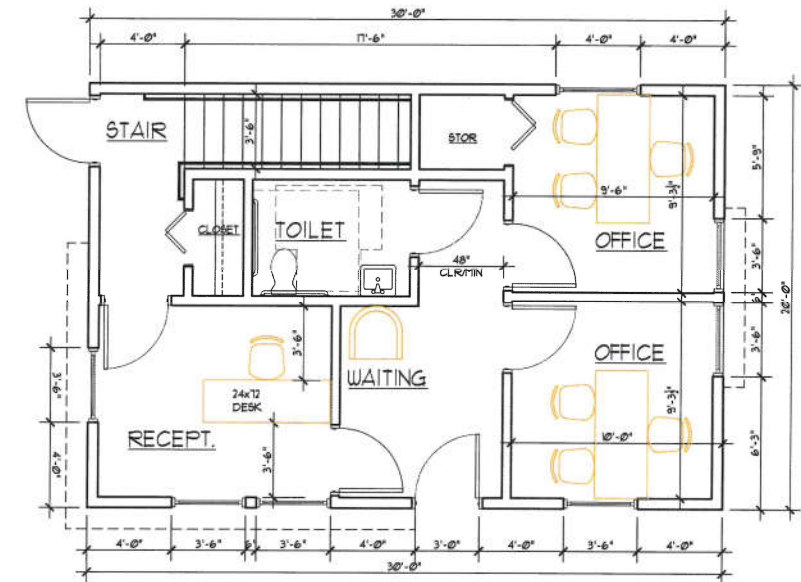
1 FRONT ELEVATION
 A2.1 SCALE: 1/4" = 1'-0"



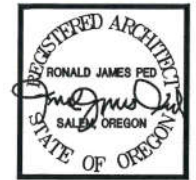
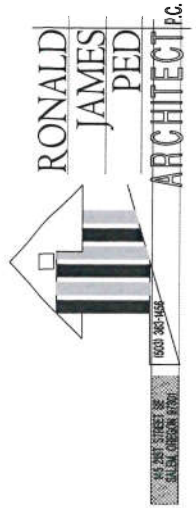
1 FRONT ELEVATION - W/ ROCK
 A2.1 SCALE: 1/4" = 1'-0"



OPTION-C
 2ND FLOOR PLAN
 A2.1 SCALE: 1/4" = 1'-0"



OPTION-C
 1ST FLOOR PLAN
 A2.1 SCALE: 1/4" = 1'-0"



GFP ENTERPRISES LLC
 1319 W WASHINGTON ST STAYTON OREGON

DATE: OCT 18 2021
 DRAWN:
 JOB NO: 2173

Dan Fleishman

From: Caleb Cox <ccox@kittelson.com>
Sent: Thursday, January 20, 2022 8:08 AM
To: Dan Fleishman
Cc: Susan Wright
Subject: RE: Request for Comments on Site Plan Review Application

Hi Dan,

We've review the transportation assessment letter and agree with the findings. The trip generation estimate shows that the site will not exceed 25 peak hour trips.

The letter notes that the proposed site driveway doesn't meet spacing standards. But we agree with the applicant that the driveway location they have shown is the best option for this site.

Thanks,
Caleb

Caleb Cox, PE
Engineer

[Kittelson & Associates, Inc.](#)
Transportation Engineering / Planning
503.535.7453 (direct)

From: Dan Fleishman <dfleishman@staytonoregon.gov>
Sent: Thursday, January 6, 2022 9:02 AM
To: Adam Maurer <amaurer@santiamhospital.com>; Andy Gardner <Andy.Gardner@nsantiam.k12.or.us>; Brandon Reich <breich@co.marion.or.us>; Brent Stevenson (brents.swcd@wvi.com) <brents.swcd@wvi.com>; brian.kelley@nwnatural.com; Caleb Cox <ccox@kittelson.com>; Cooper.Whitman@pacificorp.com; Darrell Hammond (d5h@nwnatural.com) <d5h@nwnatural.com>; David Frisendahl <dfrisendahl@staytonoregon.gov>; Erik Hoefler <erik@sctcweb.com>; Jack Carriger (Jack.Carriger@staytonfire.org) <Jack.Carriger@staytonfire.org>; Janelle Shanahan <jshanahan@co.marion.or.us>; Jay Alley <jay.alley@staytonfire.org>; John Ashley, P.E. <jashley@ashleyengr.com>; John Eckis <johneckis@sctcweb.com>; John Rasmussen (jrasnussen@co.marion.or.us) <jrasnussen@co.marion.or.us>; Kent Inman <kinman@co.marion.or.us>; Kristi Wheeler <kristi.wheeler@pacificorp.com>; Lance Ludwick <lludwick@staytonoregon.gov>; Marion Co Planning Div <planning@co.marion.or.us>; Max Hepburn <mhepburn@co.marion.or.us>; MCPW Engineering <mcldep@co.marion.or.us>; Michael Schmidt <mschmidt@staytonoregon.gov>; Phil Jones <PRJONES@co.marion.or.us>; Robert Lee <rlee@wavebroadband.com>; Salem Development Services <developmentservices@cityofsalem.net>; Susan Wright <swright@kittelson.com>; Troy Wheeler <twheeler@co.marion.or.us>; WAVE Construction Team (oregonconstruction@wavebroadband.com) <oregonconstruction@wavebroadband.com>
Subject: Request for Comments on Site Plan Review Application

The City of Stayton has received an application for Site Plan review for the development of a staging area for a wildfire fighting contractor. The property is addressed as 1319 W Washington St, Map 091W10DA Lot 1103.

The application materials include an application form, the applicant's narrative, a site plan, architectural drawings of the proposed buildings, landscape plan, preliminary stormwater report, geotechnical report, and transportation impact analysis. These documents, combined, are too large to send by email. They have all been uploaded to the City's

Application – 1319 W. Washington Street Staging Facility

City of Stayton – Land Use File No. 14-11/21

TO: Dan Fleishman/*City Planner*

FROM: John Ashley, P.E./*City Engineer*

COPIES: Lance Ludwick, P.E./*Public Works Director*

PROJECT: **1319 W. Washington Street Staging Facility – Land Use Application Review**

DATE: January 21, 2022

Background

I received a copy of the application provided by GFP Enterprises, LLC., with site plans provided by Project Delivery Group, LLC., for owner Pollard Investments, LLC., with a request by the City of Stayton to review and respond. The application is to construct a wildfire staging facility at 1319 W. Washington Street.

The following land use application review concentrates on the public works aspects and implications of the application, including anticipated impacts to existing public utilities and recommended public improvements. The review findings and public works recommendations are based on a review of the applicable public works portions of the City of Stayton Municipal Code (SMC) and Public Works Design Standards (PWDS), and does not include a review of any other agency's requirements, or any building or other specialty code requirements covered under such building, plumbing, mechanical, electrical, fire, or any other applicable codes and regulations that may be required for the project.

The Developer will be required to obtain any and all required reviews, approvals, and permits required by the Planning Conditions of Approval, SMC, PWDS, Marion County, DEQ, OHA-DWS, Fire Code Official, Building Official, and/or any other agencies having jurisdiction over the work. As such, the Developer shall coordinate with Public Works, Fire Code Official, Building Official, and other appropriate agencies as necessary. The City of Stayton Municipal Code and Public Works Standards are available online at <http://www.staytonoregon.gov>, under the document center and the public works department menus.

It is recommended that City Staff review this memorandum in conjunction with their application review.

Project Overview

Project Site and Access

The application shows the location of the proposed development to be within Township 9 South, Range 1 West, Section 9DA, Tax Lot 01103. Proposed vehicular access is from W. Washington Street through a new driveway approach. Tax Lot 01103 is approximately 0.51 acres in size.

Existing Site Topography and Utilities

Existing site topography and utilities were provided with the application. The application site plan indicates that there is an existing 10" sanitary sewer system, a 6" water main, and an existing 15" storm drainage system located in W. Washington Street.

Construction Phasing

The application did not indicate if the proposed development will be constructed in multiple construction phases. In accordance with PWDS 103.01.B, if a development that has been approved by the City to be constructed in multiple phases, the construction plans for each phase of the development shall be substantially and functionally self-contained and self-sustaining with regard to access, utilities, open spaces, and similar physical features, and shall be capable of substantial occupancy, operation, and maintenance should the subsequent phases of the development not be developed. City approval of the construction plans and the time by which construction must begin of one construction phase, shall be independent of City approval for all other construction phases of the development.

Horizontal and Vertical Datum

The application site plan did indicate the horizontal and vertical datum being used for the development. In accordance with PWDS 102.03, all elevations on design plans and record drawings shall be based on the NAVD88 Datum, and the horizontal datum shall be based on the Stayton local datum or Oregon State Plain Coordinate System (NAD83).

Findings

Transportation

- **TIA/TAL** – A Transportation Assessment Letter was submitted with the application for the City Traffic Engineer's (Kittelson & Associates) review.
- **Right of Way (R/W)** – Right-of-ways shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification.

- **W. Washington Street** – W. Washington Street is designated as a minor arterial under City jurisdiction. It appears that additional right-of-way will not be required to meet the 60' standard width requirement.
- **Street Improvements** – Street sections shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification. It shall be the responsibility of the Developer to preserve and protect the current pavement condition index rating and the structural integrity of the existing roadways from construction traffic to the satisfaction of the Public Works Director throughout all phases of development. Failure to preserve and protect the roadways may result in the Developer being responsible for replacing and reconstructing the damaged roadways at the Developer's expense. It should be noted that final asphalt concrete pavement and sidewalk sawcut lines for all street improvements will be established by the City Inspector with the Design Engineer and Contractor during construction.
 - **W. Washington Street** – W. Washington Street is considered to be partially developed across the frontage of the development with existing curbs and asphalt pavement. A 6' wide property line sidewalk will be required to be installed across the frontage in accordance with PWDS 312.
- **Parking Lot** –
 - Parking lot design shall minimize congestion and take into account both vehicle traffic and pedestrian traffic and shall comply with standard engineering practice, the SMC, and Public Works Standards.
 - All traffic circulation patterns shall be designed to accommodate emergency vehicles as necessary.
 - The proper number and type of ADA parking stalls shall be provided.
 - Parking lot lighting shall be in accordance with SMC 17.20.170.4.c. The type, spacing, and location of parking lot lighting shall be as approved by the City.
 - Finish grades shall be such that stormwater runoff will be directed towards an appropriate stormwater system. New parking lot catch basins shall be designed to support H-20 loading and shall be equipped with sediment and stormwater pollution control traps and water quality manholes.
- **Sight Distance and Clearance Areas** – Adequate sight distance and clearance areas shall be provided in accordance with PWDS 303.06. Landscaping shall be located and designed to prevent obstruction of the sight distances and clear vision areas.
- **Driveway** – The driveway shall be constructed with a standard driveway approach per the standard drawings and shall comply with PWDS 303.11 and the SMC.
- **Street Lighting** – The location of existing street lights along E. Santiam Street shall be reviewed and any additional street lighting shall be provided as necessary to comply with PWDS 308, unless directed otherwise.
- **Streetscape Appurtenances** – All public and private streetscape appurtenances that currently exist or will be placed in the right-of-way that will impact the sidewalk and/or the landscape strip shall be coordinated and shown on the plans as necessary.

Franchise utility poles and other utility structures shall be coordinated with rightful utility owners and located in accordance with the PWDS. Street trees shall be provided in accordance with PWDS 309.05; however, they shall be located and designed to prevent obstruction of the sight distances and clear vision areas.

- **Transportation System Plan** – There are no transportation system improvements identified in the Transportation System Plan applicable to this development.
- **Parks Master Plan** – The development shall comply with the Parks Master Plan, including the appropriate open space, any trails, and landscaping.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered site and street improvement plans conforming to the SMC and Public Works Standards.

Water

- **Domestic Service and Backflow Prevention** – Modifications to the existing water system shall comply with the SMC, Public Works Standards, and comply with applicable building/specialty codes. Any existing water services proposed to be reused shall be located and inspected prior to reuse. If the existing water service is found by Public Works to be unacceptable for reuse, then a new water service shall be provided. Per SMC 13.16.390, each non-residential establishment shall have a separate water service line and water meter, unless otherwise approved by the Public Works Director. All backflow prevention details will need to be reviewed and approved by the City, Building Official, and the Fire Code Official, as applicable. Only Oregon Health Authority – Drinking Water Services (OHA-DWS) approved backflow devices shall be used. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Fire Protection** – Generally, fire hydrant(s) are required to be installed within 250' of any new structure, unless otherwise approved by the Fire Code Official. The Developer shall review and coordinate with the Fire Code Official to ensure compliance with applicable fire codes and regulations. Any necessary water system improvements shall comply with the Public Works Standards and be shown on the engineered plans. The Developer shall provide the necessary fire access, protection devices, and system modifications and meet all other fire protection requirements of the Fire Code Official.
- **Fire Code Official Approval** – Prior to Site Development Permit final plan approval, the Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.
- **Water Master Plan** – There are no water system improvements identified in the Water Master Plan applicable to this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval an engineered water system plan conforming to the SMC, Public Works Standards, and

meeting the requirements of the Building Official and Fire Code Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public water main and/or public fire hydrant is extended outside the public right-of-way.

Sanitary Sewer

- **Sanitary Sewer** – Modifications to the existing sanitary sewer system shall comply with the SMC, Public Works Standards, and comply with applicable building/specialty codes. Any existing sewer service proposed to be reused shall be located, televised and inspected prior to reuse. If the existing service is found by Public Works to be unacceptable for reuse, then a new sewer service shall be provided. Also, in accordance with PWDS 506.01.B, commercial buildings shall have a 6" min sanitary sewer service lateral, unless approved otherwise. A two-way property line cleanout shall also be provided if one does not currently exist at the existing connection. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Sanitary Sewer Master Plan** – There are no sanitary sewer improvements identified in the Sanitary Sewer Master Plan applicable to this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered sanitary sewer plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official.

Stormwater

- **New Storm Drainage System** – All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Stormwater Analysis and Report** – A stormwater analysis, drainage report and supporting documentation will be required in accordance with PWDS 603.01. Existing site topography, site infiltration rates, off-site contributing areas, and the seasonal high groundwater elevation will need to be considered and included in the stormwater design. All developed open water surface areas will need to be included in the stormwater calculations and the required stormwater facility setback distances shall be included in the design and shown on the plans. Careful review and consideration of the site's high seasonal groundwater elevation, and any impacts it may have on the stormwater management facility, will need to be included in the analysis. Based on a review of the preliminary stormwater report, revisions to the proposed stormwater facility design will be necessary in order to comply with PWDS that may affect the overall stormwater facility size, location, and other stormwater facility design parameters. This may also impact the overall building and parking lot configuration. The main concerns with the preliminary stormwater facility design as proposed are:

- The depth to the seasonal high groundwater. As further indicated in PWDS 609.01.A, the City is known to have seasonal high groundwater issues and the groundwater elevations shown in adjacent well logs may or may not be a reflection of the seasonal variations that actually exist at the site. As such, the seasonal high groundwater elevation needs to be determined by field investigation and observed by Public Works so that the City can verify that proper vertical separation distances are being provided in order to support the infiltration facility design. Per PWDS Table 602.05.C, a 5' minimum vertical separation from the high seasonal groundwater shall be provided, unless otherwise approved.
- The preliminary design infiltration rate. The stormwater facility's infiltration rate limiting factor will be either the stormwater facility growing medium infiltration rate per the SWMM, or the native soil infiltration rate with the appropriate factor of safety applied, whichever is less.
- **Stormwater Quality and Quantity** – Stormwater quality and quantity provisions will be required in accordance with PWDS 607 and 608.
 - Stormwater quality facilities meeting the requirements of the PWDS will be required. Best management practices shall be used to minimize any degradation of stormwater quality caused by the development. A stormwater quality manhole will need to be provided upstream of vegetated stormwater facilities per PWDS 607.03, unless otherwise approved. See PWDS 607 for stormwater quality facility requirements.
 - If detention is proposed, stormwater quantity facilities will be required to detain post-developed peak runoff rates from the 2-year, 5-year, 10-year, 50-year, and 100-year 24-hour storm events to the respective pre-developed peak runoff rates, and the post-developed peak runoff rate for the 25-year storm event will be required to be detained to the 10-year pre-developed peak runoff rate per PWDS 602.05.C. A downstream capacity analysis may also be required per PWDS 603.01.B. See PWDS 608 for stormwater quantity facility requirements.
 - If retention is proposed, then the stormwater retention facility shall be designed to retain a 100-year storm event per PWDS 602.05.C. The City is known to have high seasonal groundwater issues, so if infiltration is proposed, the site's actual infiltration rates (to be determined during wet-weather months) and the seasonal high groundwater elevation for this area will need to be determined and the potential impacts to the stormwater drainage system and stormwater facilities (including the vertical separation requirements) will need to be considered in the design. If UICs are proposed, then written documentation shall be provided to the City prior to City permit issuance that UIC approval and necessary permit(s) have been obtained from DEQ.
 - Provisions for an adequate and approved emergency overflow system are required to convey the post-developed 100-year storm event flows to an acceptable point of discharge. Additional provisions shall be provided at all locations where the

overflow system will create ponding to hazardous depths. Emergency access shall be provided at all times.

- Appropriate setbacks from the edge of the stormwater management facility's maximum water surface to building foundations and to the property lines shall be provided, unless an easement with adjacent property owners is provided, in accordance with the SWMM requirements.
- The amount of impervious surface area that has been included in the stormwater calculations shall be shown in the stormwater drainage report narrative and noted on the stormwater plans, including what the impervious surface area calculation includes (e.g., sidewalks, driveways, driveway approach, roof, etc.).
- Source control measures shall be implemented for the development in accordance with PWDS 602.01.N. The SWMM Source Control Manual defines the source control characteristics and uses and identifies structural source controls that must be implemented to manage the pollutants at their source.
- **Acceptable Point of Discharge** – It shall be the responsibility of the Developer to provide a suitable discharge location for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
- **Stormwater Operation and Maintenance Plan and Agreement** – Stormwater operation and maintenance of any private stormwater facilities will be the obligation of the property owner. As such, a stormwater operation and maintenance plan and agreement (as approved by the City) will be required to ensure future operation and maintenance of the stormwater facilities. See the Public Works Standard forms.
- **Stormwater Master Plan** – There are no storm drainage improvements identified in the Stormwater Master Plan applicable to this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered stormwater conveyance, quality, and quantity plans, stormwater analysis and report, and an O&M plan and agreement conforming to Public Works Standards, and meeting the requirements of the Building Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public storm drainage main is extended outside the public right-of-way.

Erosion and Sediment Control Measures

- **Erosion and Sediment Control Plan** – The Developer shall submit to the City for review and approval an erosion and sediment control plan conforming to Public Works Standards. Erosion and sediment control measures shall be in accordance with PWDS Division 7.

Franchise Utilities

- **Franchise Utility Improvements** – All franchise utility improvements, including but not limited to, telephone, electrical power, gas and cable TV shall meet the current standards of the appropriate agency as well as Public Works Standards. All franchise utility plans shall be submitted to the City for review and approval prior to construction.

Recommended Public Works Conditions of Approval

1. The City of Stayton Standard Conditions of Approval shall apply. All required easements, agreements, and other documentation required by the Planning Conditions of Approval, SMC, PWDS and other agencies having jurisdiction over the work shall be provided to the City for review and approval prior to issuance of a Site Development Permit.
2. The following engineered plans and supporting documentation shall be submitted to the City for review and approval prior to issuance of a Site Development Permit.
 - a. Site and street improvement plans conforming to the SMC and Public Works Standards.
 - b. Water system plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building and Fire Code Official. The Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required private fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.
 - c. Sanitary sewer system plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official, if modifications are needed.
 - d. A stormwater analysis conforming to Public Works Standards. Careful review and consideration of the area's seasonal high groundwater impacts, including the necessary vertical separation requirements, will need to be included in the analysis.
 - e. Stormwater conveyance, quality, and quantity facility plans conforming to Public Works Standards and meeting the requirements of the Building Official. It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
 - f. A stormwater operation and maintenance plan and agreement (as approved by the City) to ensure future operation and maintenance of the stormwater quality and quantity facilities.
 - g. An erosion and sediment control plan for the site grading and earth disturbing activities conforming to Public Works Standards.

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of)
The application for) Site Plan Review
GFP Enterprises, LLC) File # 16-12/21
)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATIONS

The applicant is requesting site plan approval for the construction of a wildfire fighting staging area.

II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on January 31, 2022. At that hearing the Planning Commission reviewed Land Use File #16-12/21, application for site plan approval, and it was made part of the record.

III. FINDINGS OF FACT

A. GENERAL FACTS

1. The owner of the property is Pollard Investments, LLC.
2. The applicant is the GFP Enterprises, LLC. Donald Pollard is the owner of both LLCs.
3. The property can be described as tax lot 1103, on Map 91W09DA and is Parcel 2 of Partition Plat 1998-004.
4. The property is zoned Light Industrial (IL)
5. The property is addressed 1319 W Washington St.
6. The property has 191.74 feet of frontage on W Washington St. The parcel is 0.51 acres in area.
7. The adjacent property to the north is zoned IL and is developed with a manufacturing facility. The property to the west is zoned IL and is developed with a single family dwelling. The property to the south, across W Washington St, is zoned IL, and is the former Norpac food manufacturing facility, currently used partially for cold storage, partially as office and warehouse for the Oregon Dept of Forestry. The property to the east is an unused railroad right of way. The property to the east of the railroad is zoned Commercial General and developed with single family dwelling.

B. EXISTING CONDITIONS

The property is vacant.

C. PROPOSAL

The application is to construct a 1,200 square foot 2-story office building, a 3,600 square foot shop building, paved parking and a gravel-surfaced storage area. The plan includes a driveway entrance onto W Washington St and construction of a sidewalk along the W Washington St frontage of the property. The plan provides for 4 parking spaces. The plan shows two stormwater detention and treatment basins.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Santiam Water Control District, Wave Broadband, Stayton Cooperative Telephone Company (SCTC), Pacific Power, Northwest Natural Gas, Stayton Fire District, Stayton Police Department, North Santiam School District, Marion County Public Works, and Marion County Planning Division.

Stayton Police Department responded with no comment. Pacific Power replied that there are low utility lines along the frontage of the property that may need to be raised. Written comments were received from the City Public Works Department through the City Engineer and the City's transportation engineering consultant that are included in the findings below.

E. PUBLIC COMMENTS

The surrounding property owners were notified of the public hearing and the application by mail on January 6. No comments were received from the public prior to the public hearing.

F. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220 and applicable provisions of the Development and Improvement Standards of Title 17, Chapter 20. The applicable sections of Chapter 20 are 17.20.060 – Off-Street Parking and Loading; 17.20.070 – Open Storage Areas and Outdoor Storage Yards; 17.20.080 – Special Street and Riparian Areas; 17.20.090 – Landscaping Requirements; 17.20.170 – Outdoor Lighting; and 17.20.230 – Industrial Design Standards. In addition, the application must meet the requirements of Section 17.26.020 – Access Management Requirements and Standards.

G. APPROVAL CRITERIA

Site Plan Review

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

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

Findings: There is a 6-inch water main in W Washington St. The applicant intends to connect to the existing main with a service line northeast of the new driveway.

The City Engineer has commented that The City Engineer noted the need for a fire hydrant to be located within 250 feet of any building. The City Engineer has recommended the applicant provide documentation that the Fire Code Official has reviewed and approved any required fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.

There is an 10-inch sewer main in W Washington St. The City's GIS indicates that there is a 6-inch diameter sewer lateral serving the property. The existence and condition of the sewer lateral needs to be field verified. The City Engineer noted that a two-way property line cleanout will need to be provided if one does not currently exist.

There is a stormwater catch basin on the north side of W Washington St at the southwest corner of the subject property. This catch basin has an 18-inch diameter outlet.

The applicant submitted a Preliminary Stormwater Management Report prepared by Lee Brennan, PE. The stormwater management plan utilizes two retention basins. The Public Works Department commented that the submitted storm water management plan appears to be acceptable. The City Engineer noted that the final design will need to take into account potential high seasonal water table and infiltration rates of the growing medium in the retention facilities or the native soil infiltration rate.

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

Finding: The applicant submitted a Transportation Assessment Letter (TAL), prepared by Joe Bessman, PE. The TAL estimated traffic to be generated by the development to be 25 daily trips with 4 trips in the PM peak hour.

The TAL notes that the proposed driveway does not meet the City's access spacing standards but that the direct alignment with the driveway on the south side of W Washington is the only logical placement of an access.

Kittelsohn & Associates, the City's traffic engineering consultant, reviewed the TAL and agreed with the findings, including the conclusion regarding the driveway location.

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

Finding: W Washington St is improved with 34 feet of pavement within a 60-foot right of way, with curbs on both sides. There is no sidewalk along the frontage of the subject property. The applicant has proposed construction of a 6-foot property line sidewalk with planter strip and street trees.

The City Engineer has recommended street improvement plans complying with the Geometric Design Requirements of PWDS 312. The City Engineer has noted the need for a 10-foot public utility easement outside of the right of way.

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

Finding: See findings relative to Section 17.20.060 below.

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

Finding: See findings relative to Section 17.20.070 below.

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

Finding: Sources of noise will be loading and unloading of vehicles. There will be no odors, fumes or other impacts.

- 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: The Residential Design Standards or Commercial Design Standards are not applicable to this application.

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

Finding: See the findings regarding Section 17.20.090 below.

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

Finding: The site plan and the landscape plan show a 6-foot fences along the perimeter of the property, but do not provide any information on the style or material of the fencing. See the findings regarding Section 17.20.090 below.

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

Finding: See the findings regarding Section 17.20.170 below.

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

Finding: The application states will establish continuing provisions for maintenance and upkeep of all improvements and facilities on the final construction plans.

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

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

Section 17.20.060 – Off Street Parking Requirements

The following is the applicable provision from Section 17.20.060

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

Finding: The parking areas will be located on the same lot as the buildings.

17.20.060.7.a REQUIREMENTS FOR AUTOMOBILE PARKING. The minimum number of required off-street parking spaces for an office use is 3.5 parking spaces per 1,000 square feet.

Finding: At 3.5 spaces per 1,000 square feet of floor area, a 1,200 square foot office building requires 4.2 spaces. Section 17.20.060.7.b indicates that the required number shall be rounded up if the fractional space is greater than 1/3.

17.20.060.8.a HANDICAPPED/DISABLED PARKING. The minimum number of required ADA accessible parking spaces for a parking area of with 25 or fewer spaces is 1. ADA accessible spaces shall be located on the shortest possible accessible circulation route to an entrance of the building being accessed.

Finding: The site plan submitted provides for 1 ADA space.

17.20.060.9-A.1 BICYCLE PARKING REQUIREMENTS. The minimum number of required bicycle parking spaces for office uses is 1 parking space per 1,000 square feet.

Finding: The site plan submitted provides for a bicycle rack capable of holding two bicycles.

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

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

Finding: The driveway and parking areas will be paved with asphalt concrete surfacing. The parking area will be striped.

d. Design of parking areas. Except where provided for by subsection 7 of this section parking area design shall comply with Title 12 and Standard Specifications.

1) Entrances and exits shall be clearly marked with pavement markings and/or signs. Entrances and exits should favor right hand turns into and out of the area where possible and should be located at least 50 feet from intersections where possible.

2) Backing into or across a street, sidewalk, or right-of-way from any parking area shall be prohibited. The perimeter shall prevent access to or from the parking area except at designated entrances and exits.

Finding: The proposed driveway is aligned with the driveway intersection across W Washington St. The parking area will be accessed from the driveway. The parking area is designed such that vehicles will not be backing into the street or across a sidewalk along the street.

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

Finding: The site is not adjacent to a residential district.

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

Finding: See the findings regarding Section 17.20.170 below.

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

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

Finding: See the findings for Section 17.20.090 below.

a. Interior Landscaping. Interior landscaping of parking areas with 20 or more parking spaces shall meet the following standards.

- 1) *One landscaped island shall be required for every 10 parking spaces in a row. The interior islands shall be a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) and shall include a minimum of 1 tree per island.*
- 2) *Divider medians between rows of parking spaces ,that are a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) may be substituted for interior islands, provided that 1 tree is planted for every 40 feet and shall be landscaped in accordance with Section 17.20.090. 8. Where divider medians are parallel with the buildings, there shall be designated pedestrian crossings to preserve plant materials.*
- 3) *A row of parking spaces shall be terminated on each end by a terminal island that is a minimum of 6 feet in width (from the inside of the curb to the inside of the curb). The terminal island shall have 1 tree is planted and shall be landscaped in accordance with Section 17.20.090.8.*

Finding: The parking area does not have 20 or more parking spaces.

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

- 1) *The off street parking and loading plan shall identify the location of safe, direct, well lighted and convenient pedestrian walkways connecting the parking area and the buildings.*
- 2) *All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.*
- 3) *Pedestrian walkways shall be attractive and include landscaping and trees.*

Finding: The parking area is connected to the street by a concrete walkway.

Section 17.20.070 – Open Storage Areas and Outdoor Storage Yards

The following are the applicable provisions from Section 17.20.070:

1. **Open Storage Areas.** Where allowed by zoning districts, the development and use of open storage areas shall conform to the following standards.
 - a. Open storage areas shall not occupy designated parking areas.
 - b. Open storage areas located between the street right-of-way and the building shall not exceed 25% of the area between the front lot line and a parallel line drawn from the nearest point of the building.

Finding: The open storage area is separated from the designated parking area and not located between the building the area of the open storage area is less than 25% of the lot area between the street and front of the shop building.

Section 17.20.080 – Special Street and Riparian Setbacks

The following are the applicable provisions from Section 17.20.080:

17.20.080.1.g: There shall be a minimum building setback of 50 feet measured at right angles from the centerline of W Washington St.

Finding: The proposed buildings will be setback more than 50 feet from the W Washington St centerline.

Section 17.20.090 – Landscaping Requirements

The following are the applicable provisions from Section 17.20.090

17.20.090.2: The minimum area of a site to be retained in landscaping in the IL zone for lot of less than 2 acres in area is 15%.

Finding: The total area of the parcel is 22,220 square feet. A minimum of 3,333 square feet of landscaping is required. The landscape plans shows a landscaped area of 7,170 square feet.

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

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

Finding: The landscape plan proposes 6 Persian Ironwood trees to be planted as street trees within the W Washington St right of way. Persian Ironwood is not on the list of approved species maintained by the Public Works Director.

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

Finding: The landscape plan proposes trees will be planted along the W Washington St frontage approximately 25 feet on center.

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

Finding: The landscape plan does not address tree trimming after planting.

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

a. *Within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer.*

b. *Where the decision authority determines the trees may be a hazard to the public interest or general welfare.*

c. *Under overhead powerlines, if tree height at mature age exceeds the height of the power line.*

Finding: The landscape plan includes a note regarding not planting trees within 10 feet of a fire hydrant or utility pole. There are overhead power lines on the north side of W Washington St. Pacific Power has commented that telecommunication cables on the poles are relatively low.

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

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

Finding: An irrigation plan was submitted showing drip irrigation will be provided..

17.20.090.8: Requirements for Plant Materials.

- a. At least 75% of the required landscaping area shall be planted with a suitable combination of trees, shrubs, evergreens and/or ground cover. The intent of this Section is to avoid large expanses of lawn without other landscaping features and the decision authority shall determine what constitutes a suitable combination of landscape material as part of the review of each landscape plan.*
- b. Use of native plant materials or plants acclimated to the Pacific Northwest is encouraged to conserve water during irrigation.*
- c. Trees shall be species having an average mature crown spread greater than 15 feet and having trunks which can be maintained in a clear condition so there is over 5 feet without branches. Trees having a mature crown spread less than 15 feet may be substituted by grouping trees to create the equivalent of a 15 foot crown spread.*
- d. Deciduous trees shall be balled and burlapped or in a container, be a minimum of 7 feet in overall height or 1.5 inches in caliper measured at 4 feet above ground, immediately after planting. Bare root trees will be acceptable to plant only during their dormant season.*
- f. Shrubs shall be a minimum of 2 feet in height when measured immediately after planting.*

Finding: The landscape plan calls for the establishment of landscaping with trees, shrubs, ornamental grasses and non-lawn ground covers. The landscape plan indicates shrub sizes will be a minimum of two feet. The landscape plan indicates that deciduous trees will be 2-inch caliper and a minimum height of eight feet.

17.20.090.11: Buffer Planting – Parking, Loading and Maneuvering Areas.

- a. Buffering is required for any commercial, industrial, or multi-family development with more than 4 parking spaces. Buffering shall occur in the following manner:
 - 1) Any parking area, loading area, or vehicle maneuvering area shall be landscaped along property boundaries. The landscaped area for an industrial use adjacent to a single family residence shall be 15 feet and adjacent to an arterial street shall be 10 feet.**

Finding: There is a buffer planting of less than 10 feet between the gravel outdoor storage area and the property line of the adjacent single family dwelling. The buffer plantings between the street and parking area and gravel storage area exceeds 10 feet.

- 2) Decorative walls and fences may be used in conjunction with plantings; but may not be used by themselves to comply with buffering requirements and must meet the standards of Section 17.20.050.*

Finding: The plans show a 6-foot fence along the property side and rear property lines, but no information has been provided as to the style or material of the proposed fence.

17.20.090.12: Screening (Hedges, Fences, Walls, Berms). Screening is used where unsightly views or visual conflicts must be obscured or blocked and where privacy and security are desired. Fences and walls used for screening may be constructed of wood, concrete, stone, brick, and wrought iron, or

other commonly used fencing/wall materials. Acoustically designed fences and walls are also used where noise pollution requires mitigation.

- a. *Height and Capacity.* Where landscaping is used for required screening, it shall be at least 6 feet in height and be at least 80 percent opaque, as seen from a perpendicular line of sight, within 2 years following establishment of the primary use of the site.
- b. *Chain Link Fencing.* A chain link fence with sight obscuring slats shall qualify for screening only if a landscape buffer is also provided.
- c. *Height Measurement.* The height of fences, hedges, walls and berms shall be measured from the lowest adjoining finished grade, except where used to comply with screening requirements for parking, loading, storage, and similar areas. In these cases, height shall be measured from the finished grade of such improvements. Screening is prohibited within the sight distance triangle.
- d. *Berms.* Earthen berms up to 6 in height may be used to comply with screening requirements. Slope of berms may not exceed 2:1 and both faces of the slope shall be planted with ground cover, shrubs and trees. Bark mulch or other non-living materials shall not be used as the ground cover for an earthen berm.

Finding: The plans show a 6-foot fence along the property side and rear property lines, but no information has been provided as to the style or material of the proposed fence.

Section 17.20.170 – Outdoor Lighting

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

Finding: The application included information on the type of outdoor lighting fixture to be installed and included a plan showing the location or number of fixtures and the illumination levels. A pole mounted light will be a 34W LED fixture on a 20-foot pole. Outdoor lighting fixtures on the buildings will include three 34W LED full cut-off wall packs. The illumination diagram indicates that the 0.5 foot candle illumination level will be away from the property line.

5. *NON-RESIDENTIAL LIGHTING STANDARDS.* The following additional standards shall apply to all commercial, industrial, public and semi-public uses:
 - a. *Lighting of Parking Areas.* Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.
 - 1) All lighting fixtures serving parking areas shall be full cut-off fixtures.
 - 3) Parking area lighting in an industrial zone shall have a maximum mounting height of 25 feet, a minimum illumination level of 0.5 foot-candles, a maximum illumination level of 2.6 foot candles, a uniformity ratio of 4:1, and a minimum color rendering index of 20.

Finding: Pole mounted lights around the parking area will be a 34W LED fixture on a 20-foot pole. The parking areas will also be illuminated from the wall packs on the buildings. Information regarding the wall packs conformance as full cut-off fixtures was not provided. The illumination diagram indicates that the illumination level will be between than 0.6 foot-candles and 1.8 foot candles in the parking area. The illumination diagram indicates the uniformity ratio will be 2.83:1.

Section 17.20.230 – Industrial Design Standards

The following are the applicable provisions from Section 17.20.230

2. SITE DESIGN.

- a. *Height Step Down.* To provide compatible scale and relationships between new multi-story industrial buildings and existing adjacent dwellings not in an industrial zone, the multi-story building shall “step down” to create a building height transition to adjacent single-family building(s). The transition standard is met when the height of any portion of the taller structure does not exceed 3 feet in height for every 2 feet separating that portion of the multi-story building from the adjacent dwelling. This provision shall apply to any industrial building with a vertical wall height of 14 feet or more, regardless of whether the interior contains more than one story.

Finding: The adjacent dwelling to the west is in an industrial zone. The existing dwelling to the east is approximately 50 feet from the easterly property line. The office building will be approximately 22 feet tall.

- b. *Outdoor Service Areas.* Outdoor service areas shall either face an interior area, side or rear property line, a separate service corridor, a service alley, or a service courtyard.
 - 1) *If the location of an outdoor service area as proscribed by this Section is difficult to accommodate because of site considerations, the decision authority may determine that the service area may be located in another location with additional screening requirements.*
 - 2) *Screening of outdoor service areas.* Screening shall be provided when an outdoor service area is adjacent to a property in residential use or adjacent to a residential zone. Screening shall also be provided to soften the effects of outdoor service areas as they may be viewed from a public street.
 - a. *Outdoor service areas shall be screened either with evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.*
 - b. *When the outdoor service area is more than 300 feet from a neighboring residence, screening is not required.*

Finding: The site plan does not show the location of any outdoor service areas.

- c. *Parking Areas.* In addition to the requirements of Section 17.20.060, parking areas shall meet the requirements of Section 17.20.090.12.

Finding: See the findings regarding Section 17.20.090 above.

3. ARCHITECTURAL STANDARDS.

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

- 1) *Primary building entrances shall have walkways connecting to the street sidewalk.*
- 2) *Any portion of an industrial building that is used for sales to the public shall meet the architectural standards of Section 17.20.200.4.*

Findings: A walkway connects the building entrances to the street. No portion of the building will be used for sales to the public.

b. *Standards for breaks in building facade.*

- 1) *For all buildings more than 75 feet long:*
 - a) *A pitched roof building shall have a break in the roof plane or wall, or articulation of the building face at least every 50 feet.*
 - b) *A flat roof building shall have a horizontal or vertical change in the wall plane, or articulation of the building face at least every 50 feet.*
 - c) *Wall changes may be accomplished by use of differing architectural materials or building siding and need not be physical changes in the wall plane.*
 - d) *Horizontal and vertical offsets required by this Section shall relate to the overall design and organization of the building, its entrances, and door and window treatments. Features shall be designed to emphasize building entrances.*
 - e) *The above standards shall not apply to walls not visible from a public street or from neighboring residential properties within the city limits.*

Finding: Neither of the proposed buildings are more than 75 feet in any dimension.

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

Finding: See the findings regarding Section 17.20.170 above.

Section 17.26.020 –Access Management Requirements and Standards

The following are the applicable provisions from Section 17.26.020

2. *NUMBER OF ALLOWED ACCESSES.*

c. *Number of Allowed Accesses for Multi-Family 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.

Finding: The site plan proposes a single driveway.

3. LOCATION OF ACCESSES.

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

h. Access Spacing Standards

The streets within Stayton are classified as arterials, minor arterials, collectors, and local streets. The access spacing standards are shown in Table 17.26.020.3.h. for both full intersection spacing and driveway spacing. Table 17.26.020.3.h requires a minimum of 300 feet on a minor arterial street.

Finding: The Transportation Assessment Letter notes that the proposed driveway will not conform with the separation requirement but will be aligned with the driveway across W Washington St and that there is no location on the site that will conform with the standard and this is the most logical location.

4. ACCESS STANDARDS.

a. Driveway Design.

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

Finding: The driveway standards have been moved into the Public Works Design Standards (PWDS). The PWDS allow driveways in industrial zones between 12 feet and 36 feet in width. The proposed driveway is 24 feet in width.

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

Finding: The driveway throat is approximately 36 feet from the curb, or two cars in length. A security gate is proposed that will be 25 feet from the curb, allowing a vehicle to pull into the driveway without blocking traffic to wait for the gate to open.

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

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

c. Sight Distance Triangle

Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d. Table 17.26.020.4.c requires a minimum sight distance triangle of 250 feet along a street with a design speed of 35 mph.

Finding: The TAL reports the sight distances at the driveway exceed 500 feet.

IV. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements established in SMC Section 17.12.220, and Sections 17.20.060, 17.20.070, 17.20.080, 17.20.090, 17.20.170, 17.20.230, and 17.26.020 except for the following:

1. 17.20.090.5.a. This section requires that street trees species be selected from a list of approved species maintained by the Public Works Director. The Persian Ironwood proposed is not on the City's list of street trees. This standard could be met if the selected street tree is approved by the Public Works Director or a species is chosen that is on the City's list of approved trees.
2. 17.20.090.5.c. This section requires that street trees be trimmed to not impede sight distance, pedestrian traffic or vehicular traffic. The landscape plan did not include any information on trimming street trees after planting. This standard could be met if the landscape plan is modified to address trimming street trees after planting.
3. 17.20.090.11.a.2) and 11.12.090.12. These sections allow decorative walls and fences to be used in conjunction with plantings to achieve buffering requirements, but state that a chain link fence with slats may not be used for screening unless there is also a landscape buffer also provided. The plans show a 6-foot fence along the property side and rear property lines, but no information has been provided as to the style or material of the proposed fence. This standard could be met if the landscape plan is modified to address the style, materials, opacity, etc. of the proposed fence and whether the fence is intended to be part of the buffering and screening of the site from adjacent residential uses.
4. Section 17.20.230.2.b. This section proscribes the location of outdoor service areas. The site plan does not show the location of an outdoor service area. This standard could be met if the site plan is modified to show the location of an outdoor service area meeting the requirements of this section or if the applicant states that there will be no outdoor service area.

V. ORDER

Based on the conclusion above, the Planning Commission approves the application for site plan approval, as shown on a 10-sheet set of plans entitled Proposed Fire Staging Facility Site Plan Review Submittal, prepared by Project Delivery Group, LLC, dated October , 2021 and the accompanying materials that comprised the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval:

1. Prior to the submittal of the application for any building permits the applicant shall obtain a Site Development Permit from the Public Works Director.
2. Prior to the submittal of an application for a Site Development Permit, the applicant shall either submit a revised site plan to the Planning and Development Director that shows the location of an outdoor service area that meets the requirements of Section 17.20.230.2.b or shall clarify and verify that there will be no outdoor service areas on the site.

3. Prior to the submittal of an application for a Site Development Permit, the applicant shall provide specifications for the style, material, opacity of the proposed fence along the side and rear property lines. The fence may not be a chain link fence with sight obscuring slats unless a landscape buffer is provided on the outside of the fence.
4. With the submittal of the application for a Site Development Permit, the applicant shall submit the following engineered plans and supporting documentation for review and approval by the City Public Works Department.
 - a. Street improvement plans for any work to be conducted in the public right of way. Street improvement shall include a 6-foot property line sidewalk along the entire frontage of the property; a minimum 5-foot landscape strip; and street trees, unless otherwise approved by the Public Works Director. Street trees shall be acceptable to the Public Works Director, considering the low utility lines noted by Pacific Power. The property owner shall dedicate a 10-foot Public Utility Easement adjacent to the right of way along the entire frontage of the property or provide documentation that such an easement currently exists.
 - b. Water system plans conforming to Public Works Standards and meeting the requirements of the Building and Fire Code Official. A utility easement in accordance with Public Works Design Standards 102.08 shall be provided if a public water main and or fire hydrant is located outside of the public right of way.
 - c. Sanitary sewer system plans conforming to Public Works Standards, and meeting the requirements of the Building Official. All buildings shall be served by a minimum 6-inch sanitary sewer service lateral. If the applicant intends to utilize the existing lateral, it shall be televised and inspected prior to reuse. The applicant shall provide a two-way property line clean out on the sewer lateral.
 - d. A final stormwater analysis, drainage report, plans and supporting documentation conforming to PWDS. Careful review and consideration of the area's seasonal high groundwater impacts will need to be included in the analysis. The proposed stormwater facilities will need to properly function during periods of high groundwater and the water quality of the groundwater needs to be adequately protected. If UICs are proposed, then written documentation shall be provided to the City that UIC approval and necessary permit(s) have been obtained from DEQ. Whereas the preliminary stormwater plans showed stormwater storage facilities on imported fill material, a geotechnical engineer will need to be actively involved in the design and will need to review the stormwater facility designs if infiltration is proposed within imported fill material.

It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.

The Developer shall provide a stormwater operation and maintenance plan/agreement (as approved by the City) to ensure future operation and maintenance of the private stormwater facilities. The stormwater operation and maintenance plan shall be recorded in the Marion County Deed Records.

- e. An erosion and sediment control plan for any site grading or earth disturbing activities, conforming to PWDS.

- f. Draft deeds for the public utility easement shall be submitted for review and approval by the City prior to their execution by the property owner(s).
- 5. Prior to the occupancy of the development, sight distance at the driveway intersection shall to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer to assure that buildings, signs, or landscaping does not restrict sight distance to less than 250 feet.

VI. OTHER PERMITS AND RESTRICTIONS

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

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

VII. EFFECTIVE DATE

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

Subject to the Effective Date of this decision set forth herein, the land use approval granted by this decision shall be effective only when the exercise of the rights granted herein is commenced within 1 year of the effective date of this decision. Construction must have commenced on site improvements with a valid Site Development Permit issued by the Public Works Department. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the Director of Planning and Development at least 30 days prior to the expiration date of the approval.

VIII. APPEAL DATES

The Planning Commission’s action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

 Ralph Lewis,
 Planning Commission Chairperson

 Date

 Dan Fleishman,
 Director of Planning and Development

 Date

Standard Conditions of Approval for Land Use Applications

General

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

Prior to Engineered Plan Approval

5. **Design Standards** - All public and privately financed public improvements within the project shall be prepared, signed, and stamped by a Professional Engineer registered in the State of Oregon and shall be designed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)
6. **Engineered Plans** - The applicant's design engineer shall submit engineered plans for review and approval of all required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC and Public Works Standards. Engineered plans shall be reviewed by the City and signed approved by the City Engineer or Public Works Director, prior to issuance of City permits. All conditions of approval for the project will need to be met to the satisfaction of the City Planner and Public Works Director prior to approval of the engineered plans.
7. **Surveys** – Surveys for public improvements shall be performed under the direction of a Professional Land Surveyor registered in the State of Oregon.
8. **Utility Coordination** - Utility companies and public agencies as applicable shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
9. **Agency Approvals** - The applicant shall obtain any and all required reviews, approvals, and permits from all City, State and Federal agencies having jurisdiction over the work. This may include, but is not limited to, the City, Marion County,

DEQ, OHA-DWS, DSL, Fire Code Official, Building Code Official, etc. Written documentation of all required agency approvals as applicable shall be submitted to the City prior to approval of the engineered plans.

Prior to Construction

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

During Construction and Project Completion

15. **Construction Specifications** - Where public improvements are required, all public and privately financed public improvements within the project shall be constructed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)
16. **Construction Inspection**- Where public improvements are required, all public improvements shall be inspected by the design engineer, or a qualified individual under their supervision, in accordance with the Public Works Standards to assure the construction is following the approved engineered plans. At least three days prior to construction, the applicant shall notify the Public Works Director in writing of the date when the applicant proposes to commence construction. The written notification shall include the name and phone number of the contracting company and the responsible contact person. Any supplemental inspection by the City does not relieve the applicant or the design engineer of providing the required inspection.

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