



# CITY OF STAYTON

## APPLICATION FOR DETAILED DEVELOPMENT PLAN APPROVAL MASTER PLANNED DEVELOPMENT

### APPLICATION AND DECISION MAKING PROCEDURES

#### 1. APPLICATION FEE

Submission of a completed application form, with a plan and attachments, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Planning and Development Department during regular business hours. **The fee for this application is \$1,350 if already within the city limits and \$1,800 if accompanied by an application for annexation.** Major annexations require an additional fee of \$4,500 to cover the city's cost of holding a referendum on the annexation. If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application.

#### 2. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The Planning and Development Director will review the submitted application for completeness and, within 30 days from the date of submittal, determine if the applicant has provided all required information. If the application is incomplete, the Planning and Development Director will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Director will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month.

#### 3. STAFF REPORT

Once a hearing date is set, the Planning and Development Director will prepare a staff report and draft order summarizing the applicant's proposal, the decision criteria, comments from other agencies or the public, and address whether the application complies with code requirements or suggest conditions to meet those requirements. A copy of the staff report and draft order will be provided to the applicant no less than 7 days prior to the public hearing.

#### 4. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

Prior to the public hearing, notice is required to be sent to all property owners within 300 feet of the property 20 days before the hearing, so the hearing will be scheduled at the first regular meeting following the notice period. The hearing is to give all interested parties an opportunity to comment on the application. The hearing is conducted by the Chairperson in accordance with the Stayton Public Hearing Rules of Procedure. These rules are available at the Planning Department.

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order stating the decision criteria, findings of fact, conclusions whether the application meets any applicable standards and the Commission's decision. The Commission may decide to deny, approve, or approve the application with conditions.

#### 5. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

An application may be called up by, or appealed to, the City Council. If called up, the Council will also conduct a public hearing. If appealed, the Council will decide whether to hear the appeal and hold a public hearing. A notice is required 10 days prior to the hearing which will be held at the regular Council meeting, which meets the first and third Mondays of every month. Staff reports, Planning Commission findings, and any new information will be presented to Council for consideration. The purpose of the hearing is to receive further public testimony, to review the application and consider the Planning Commission's decision and conditions. Generally, the Council will make a decision at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant. The Council will then adopt an order either approving or denying the application.

#### 6. APPEALS

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

#### 7. FOR MORE INFORMATION

Call or write to City of Stayton Planning and Development Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769 2998; email: [dfleishman@ci.stayton.or.us](mailto:dfleishman@ci.stayton.or.us).

## APPLICATION CHECKLIST FOR DETAILED DEVELOPMENT PLANS FOR MASTER PLANNED DEVELOPMENT

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Sections 17.24.040.2, 040.3, 040.4, 090.4 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.

- Lot and block description or a metes and bounds description.
- A detailed development plan at a scale of 1 inch equals not more than 50 feet and a reduced copy of the plan sized 11 inches by 17 inches with the following information included or accompany the plan. In addition, a digital version of the plan and all other submissions shall be submitted in a portable document format to the Director of Planning and Development
  - Lot configuration and identification of proposed uses.
  - Average density (by phase if a phased project)
  - Building footprints
  - Circulation including all rights-of-way for streets, parking areas, and pedestrian and bicycle facilities.
    - 1) The approximate location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the tract.
    - 2) A proposed street plan showing the name and widths of the proposed streets and alleys in accordance with the City's Transportation Systems Plan.
    - 3) Location of existing and proposed access point(s) on both sides of the roadway.
    - 4) Distances from proposed access points to any adjacent access points, median openings, traffic signals, intersections or other transportation features.
    - 5) All planned transportation features such as sidewalks, bikeways, signs, signals, etc.
  - North point, graphic scale, and date of preparation.
  - The proposed name of the development.
  - Names and addresses of the landowners, applicant, the engineer, surveyor, land planner, landscape architect, or any other person responsible for designing the preliminary 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 or account of the tract being divided.
  - The boundary lines of the tract to be divided and the area of the property in acres or square feet.
  - Existing buildings.
  - Railroad and rights-of-way or easements.
  - Section lines and county or city boundaries.
  - The location of existing sewerage systems for the tract being divided.
  - The approximate location of water mains, culverts, drainage ways, or other underground utilities or structures within the tract or immediately adjacent to the tract.
  - 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 plan showing soils information and any proposed cuts or fills of more than 24 inches.
  - A proposed general plan for draining surface water from the development developed in accordance with the City's Stormwater Master Plan and the conditions of approval of the Preliminary Conceptual Plan

The Applicant shall provide a preliminary drainage impact analysis for City review. 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 and the conditions of approval of the Preliminary Conceptual Plan.
- Proposed easements, together with their dimensions, purpose and restrictions on use.
- The location and dimensions of all proposed areas for common open spaces, public parks, recreational areas, or similar areas and uses.
- Proposed parcels, dimensions, sizes and boundaries. Residential parcels shall be numbered consecutively. Parcels that are to be used for other than residential purposes shall be identified with letters.
- Topography within and adjacent to the proposed master planned development. Contour intervals shall be no greater than 2 feet for slopes of less than 10 percent and no greater than 5 feet for slopes of more than 10 percent.
- The location of existing trees and other vegetation that are proposed to be preserved.
- Vicinity Map: The vicinity map may be drawn on the same map as the preliminary master plan. The vicinity map shall show the relationship of the proposed master planned development to surrounding developments, streets, storm drainage, sewer, water and utility services.
- 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.

- A description of the compliance of the proposal with the master planned development design standards of Section 17.24.100 and any conditions of approval of the conceptual plan
- A statement indicating the proposed timing of installation of all proposed improvements.
- If the proposed development is phased, then a development schedule indicating the phases of development and a timeline for the phases.
- Grading concept plan (for steep slopes where extensive grading is anticipated).
- Landscaping plan for all common or non-residential areas.
- Copies of all existing or proposed restrictions or covenants affecting the property.
- Architectural concept plan including:
  - Typical elevations of buildings sufficient to describe the architectural style.
  - Building heights.
  - General Materials
- Sign concept plan that includes the general style, size and location of any proposed signs.

### **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](http://www.staytonoregon.gov). Click on the Document Center tab and select Municipal Code.



**CITY OF STAYTON**  
**APPLICATION FOR DETAILED DEVELOPMENT PLAN APPROVAL OF A**  
**MASTER PLANNED DEVELOPMENT**

PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT'S REPRESENTATIVE: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

PROFESSIONAL DESIGN TEAM: A professional design team is required for all master planned developments. Please list below the consultants on the design team.

ARCHITECT/ PROFESSIONAL DESIGNER

ENGINEER

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

LANDSCAPE ARCHITECT/LANDSCAPE DESIGNER

PLANNING CONSULTANT

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

- owner    applicant    applicant's representative    architect/professional designer    engineer
- landscape architect/landscape designer    planning consultant

LOCATION:

Street Address: \_\_\_\_\_

Assessor's Tax Lot Number and Tax Map Number: \_\_\_\_\_

DESCRIPTION OF PROPOSAL: Total Acreage: \_\_\_\_\_  
No. of Lots: \_\_\_\_\_  
No. of Dwelling Units: \_\_\_\_\_  
Average Residential Density: \_\_\_\_\_ units per acre

ZONING DISTRICT(S): \_\_\_\_\_

NAME OF PROPOSED MASTER PLANNED DEVELOPMENT: \_\_\_\_\_

DATE OF APPROVAL OF PRELIMINARY CONCEPT PLAN: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

REQUIRED ATTACHMENTS

- stormwater management plan
- transportation assessment letter or transportation impact analysis
- architectural concept plan
- draft conditions, covenants and restrictions for the development, including mandatory membership in a homeowners association setting forth the owners rights, interest, and privileges in the association and any common property and facilities
- draft articles of incorporation of the proposed homeowners association as a not-for-profit corporation;
- draft by-laws of the proposed homeowners association specifying the responsibilities and authority of the association, the operating procedures of the association and providing for proper capitalization of the association to cover the costs of major repairs, maintenance and replacement of common facilities
- draft development agreement for any improvements that involve city financing

DO NOT WRITE BELOW THIS LINE

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