



# City of Stayton

## Department of Public Works

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**Date:** May 7, 2026  
**To:** Jennifer Siciliano, AICP – Community and Economic Development Director  
**Through:** Barry Buchanan, PE – Interim Public Works Director  
Michael Schmidt – Engineering Associate  
**From:** Lyle J. Misbach, PE, CFM  
**Project Name:** Phillips Estates Phase III MPD, File Number 11-07/24  
**AKS Job No.:** 12093-02-1005  
**Project Site:** 1601 Oriole Street  
**Subject:** **Public Works Review – Detailed 22-Lot Master Planned Development**

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## PROPOSAL

Applicant is the owner of the Subject Property and proposes developing the Subject Property into a 22-lot Planned Unit Development (PUD) with lot sizes ranging from approximately 6,000 to 8,000 square feet per lot. Applicant also proposes dedicating 2.48 acres of open space to the City to be developed in compliance with Stayton Municipal Code (SMC). Under Section 17.24.090 of the SMC, Applicant is required to submit this application for approval of a Master Planned Development (the “Application”) and demonstrate conformance with various approval criteria.

The following comments are based on our review of the Application and the proposed Development as it relates to City infrastructure and in general conformance with applicable public works portions of the City of *Stayton Municipal Code (SMC)*, City of Stayton *Land Use Development Code (LUDC)*, City of Stayton utility Master Plans and Transportation System Plan (TSP), Public Works Design Standards (PWDS), and Public Works Standard Construction Specifications (SCS). To prepare these comments we reviewed the following application materials:

- *Application for Detailed Development Plan Approval of a Master Planned Development*, signed by William Martinak, consisting of 2 pages, undated
- *JCNW Family, LLC Master Planned Development Detailed Development Plan Application Phillips Estate Phase III PUD < File Number #11-07/24 Written Statement*, consisting of 10 pages, undated
- *Phillips Estate Phase III – Detailed Development Master Plan Submittal Checklist*, consisting of 1 page, undated
- A tentative PUD land division plat, titled “Phillips Estates – Phase III”, prepared by Multi/Tech Engineering Services, Inc., consisting of 2 pages, dated “#7409”

- Construction drawings for Phillips Estates Phase III, prepared by Multi/Tech Engineering Services, Inc., consisting of 26 pages (including two duplicate copies of Sheet C404), signed and dated 8/20/2025, 01/07/2026 and 2/16/2026
- *Phillips Phase 3 – Stormwater Analysis*, prepared by Multi/Tech Engineering Services, Inc., consisting of 2 pages, signed and dated October 31, 2025
- A copy of a *Department of the Army Permit*, consisting of 28 pages, dated February 19, 2009 and signed by Lawrence C. Evans, Regulatory Branch Chief
- A copy of a *Marion County Subdivision/Condominium Name Request* for Phillips Estate Phase III, consisting of 1 page, dated 12/10/2024 and signed by the Marion County Surveyor
- A copy of a *Custom Soil Resource Report*, consisting of 18 pages, undated
- A copy of Marion County Deed Record Reel 2655 Page 155, recording date 05/31/2006
- A draft *Declarations of Covenants, Conditions and Restrictions for Phillips Estates Subdivision Phase III*, consisting of 10 pages, prepared by Alan Sorem
- A copy of Marion County Tax Map 09 1W 04DB, dated 10/17/2020
- A print of the Oregon Secretary of State Business Entity Data for JCNW Family, LLC, dated 01/06/2026
- A draft *Development and Reimbursement Agreement* form
- A modified and redlined copy of the 07/28/2025 *City Public Works Memorandum*
- A *Response to Incompleteness Letter Our File No: 45763-00001*, consisting of 7 pages, dated March 18, 2026, and signed by Alan Sorem

## RECOMMENDED CONDITIONS OF APPROVAL

The following conditions of approval shall be completed prior to City approval of any site development permits, onsite construction, or building permit application(s) for the Subject Property:

1. The Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required transportation infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application and with the PWDS, SMC 17.24.050, and SMC 17.26.020. The proposed streets shall be constructed in accordance with current PWDS. No variance to the street standards is requested or granted with this Master Planned Development.
2. The Applicant shall enter into a Development Agreement with the City, guaranteeing the public transportation infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.
3. The Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required sanitary sewer infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.
4. The Applicant's engineer shall verify that the proposed sanitary sewer main extended within Oriole Street is at a sufficient depth to be able to serve proposed Lots 9 and 10 of the planned Development.

5. Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public sanitary sewer infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.
6. The Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required water system infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.
7. The Applicant's engineer shall provide engineered calculations per PWDS and Fire Marshal requirements to prove the adequacy of the new water system to provide domestic service and fire flows to each lot within the proposed Development.
8. The Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public water system infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.
9. The Applicant and/or Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required franchise utility infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.
10. The Applicant's engineer shall design and construct engineered stormwater facilities, pursuant to the PWDS and SMC 17.24.040, to accommodate all new and replaced impervious surfaces in the proposed and existing rights-of-way as well as the future impervious surfaces on all proposed lots, including the proposed walkways within the proposed "OPEN SPACE" parcel.
11. The Applicant shall coordinate with the Oregon Department of State Lands (DSL) to verify what permits are required for construction of the proposed subdivision infrastructure, including but not limited to the construction and enhancement of the proposed City storm drainage facility across the proposed "OPEN SPACE" parcel. Evidence of DSL permit issuance or waiver shall be provided to the City.
12. The Applicant shall design and construct all proposed ground disturbance and improvements in or near existing wetland areas in accordance with the requirements of the Oregon DSL, PWDS, and SMC 17.20.180.
13. The Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public and private stormwater infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.
14. The Applicant's engineer shall submit construction drawings showing the proposed fencing layout and configuration for Proposed Lots 1 through 9, along the Open Space frontage along the extension of Oriole Street, and the end of proposed Junco Street where it abuts the Open Space, to ensure that the yard fencing requirements of 17.24.100.2.c are met.

The following conditions of approval shall be completed prior to City approval of the Final Plat for the proposed Development:



15. The Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the rights-of-way dedicated are in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application. The Final Plat shall also demonstrate that all existing and proposed easements are documented in conformance with the layout in the Detailed Master Planned Development Application, PWDS, and SMC.
16. The Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the streets are dedicated or platted to the boundary of the proposed Development in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application.
17. The Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that any donation land claim, corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision is accurately referenced to at least two monuments.

## FACTS

### General

1. Per the City's Local Wetland Inventory (LWI) and the Oregon Rapid Wetland Assessment Protocol (ORWAP), a mapped wetland bisects the Subject Property from the northwest to the southeast. This LWI-mapped wetland area was significantly expanded per a wetland delineation/determination in 2016, with which the Oregon Department of State Lands (DSL) concurred on August 3, 2016, under WD #2016-0230, to encompass approximately 1.86 acres of the Subject Property.
2. Per Flood Insurance Rate Map (FIRM) Number 41047C0708G, the Subject Property is located outside of any mapped Special Flood Hazard Areas (SFHA).
3. Per the Statewide Landslide Information Database for Oregon (SLIDO), the Subject Property is located outside of any mapped Landslide Susceptibility Areas.

### Streets

1. Oriole Street
  - a. Standard - This street is designated as a Local street in the TSP. The standard for this street classification is a 34-foot-wide street improvement, including curbs, 5-foot-wide property-line sidewalks, and 7.5-foot-wide planter strips within a 60-foot-wide right-of-way.
  - b. Existing Condition – This street is constructed as a 34-foot-wide improvement, less sidewalks, within a 60-foot-wide right-of-way, terminating at the east line of the Subject Property.
2. Quail Run Avenue
  - a. Standard - This street is designated as a Local street in the TSP. The standard for this street classification is a 34-foot-wide street improvement, including curbs, 5-foot-wide property-line sidewalks, and 7.5-foot-wide planter strips within a 60-foot-wide right-of-way.
  - b. Existing Condition – This street is constructed as a 40-foot-wide full-street improvement within a 60-foot-wide right-of-way, terminating at the south line of the Subject Property.
3. Junco Street
  - a. Standard - This street is designated as a Neighborhood Collector street in the TSP. The standard for this street classification is either a 34- & 36-foot-wide street improvement, including curbs, 5-foot-wide property-line sidewalks, and 7.5-foot-wide planter strips within a 60-foot-wide right-of-way.

- b. Existing Condition – This street is constructed as an 18-foot-wide half-street improvement, including curbs and sidewalks on the south side of the street, within a 30-foot-wide right-of-way, terminating at the east line of the Subject Property.

#### **Water**

1. An 8-inch ductile iron City water main is located along the south side of Oriole Street east of the Subject Property, which also extends west through the Subject Property and interties with an existing 8-inch ductile iron City water main along the west side of Quail Run Avenue south of the Subject Property.
2. A 10-inch ductile iron City water main is located near the middle of the Junco Street improvements east of the Subject Property, terminating approximately 45 feet east of the east property line.

#### **Sanitary Sewer**

1. An 8-inch PVC City sanitary sewer main is located in Oriole Street east of the Subject Property, terminating at a structure approximately 20 feet west of the east property line.
2. An 8-inch PVC City sanitary sewer main is located in Quail Run Avenue south of the Subject Property, terminating at a mainline cleanout approximately 66 feet south of the south property line.
3. An 8-inch PVC City sanitary sewer main is located running north to south in Pheasant Avenue east of the Subject Property, terminating at a manhole approximately 130 feet east and then approximately 90 feet south of the east property line.

#### **Storm Drainage**

1. Per the City's GIS system, a "dry pond" City stormwater facility is located in the northwest  $\pm 2$  acres of the Subject Property.
2. A 12-inch HDPE City storm main is located along the north side of Oriole Street east of and flowing toward the Subject Property, terminating at a City open channel that flows west and into the existing City stormwater facility.
3. A 24-inch HDPE City storm main is located along the east side of Quail Run Avenue south of and flowing toward the Subject Property, terminating just south of the existing City "dry pond" stormwater facility in the northwest portion of the Subject Property.
4. A 30-inch HDPE City storm main is located along the north side of the Subject Property, terminating at the existing City stormwater pond/facility in the proposed "OPEN SPACE" parcel.
5. Consistent with the Stormwater Master Plan and per the City's stormwater system maps, stormwater runoff from the Subject Property and surrounding development drains through the proposed "OPEN SPACE" parcel and ultimately into Mill Creek.
6. Per the Stormwater Master Plan, the portion of Quail Run Avenue south of the Subject Property experiences flooding during a 25-year storm event, and the Plan recommends a Master Plan improvement to construct a 30-inch and then parallel 36-inch and 42-inch storm drains and subsequent detention swale to redirect drainage from the existing "dry pond" stormwater facility area toward Mill Creek, approximately 2,400 feet north of the Subject Property.

## CRITERIA AND FINDINGS

**SMC SECTION 17.24.090.8. – DETAILED DEVELOPMENT PLAN APPROVAL CRITERIA.** *The decision authority shall approve the detailed development plan upon finding that the detailed development plan conforms to the concept plan and the conditions of its approval. Minor changes to the approved concept plan may be approved with the detailed plan when the approval body finds that the modification(s) are consistent with the criteria below.*

- a. *The detailed development plan shall meet all applicable approval criteria of Sections 17.12.220, 17.24.050, 17.24.100, and Chapter 17.26.*

**Finding – See discussion of those Sections below.**

**Recommended Condition:** None.

### **SMC SECTION 17.12.220 – SITE PLAN REVIEW**

**Finding – Site Plan Review requirements are not applicable to the proposed development.**

**Recommended Condition:** None.

**SMC SECTION 17.24.050 – DESIGN STANDARDS FOR SUBDIVISION ... PRELIMINARY PLANS.** *Subdivisions and partition preliminary plans shall meet the following criteria and objectives. These are broad criteria and planning objectives. Detailed engineering and design will be reviewed with the construction plans.*

#### 1. STREETS.

- a. *Streets shall be in alignment with existing streets in the vicinity of the proposed subdivision, either by prolongation of existing centerlines or by connection with suitable curves. Streets shall conform to the location, alignment, and roadway design as indicated on the official map of streets known as the Future Street Plan and the Roadway Functional Classification Map in the adopted Stayton Transportation System Plan.*
- b. *Streets should intersect at or near right angles as practicable, and in no case shall the angle of intersection exceed 120 degrees.*
- c. *The criteria of a and b above may be modified where the applicant can demonstrate to the decision authority that the topography, or the small number of lots involved, or any other unusual conditions justify such modification.*
- d. *Bikeways and pedestrian ways shall be required in accordance with the City of Stayton Transportation System Plan.*
- e. *Concrete curbs and concrete sidewalks shall be installed on all streets, consistent with the Geometric Design Requirements by Street Functional Classification in the Public Works Design Standards. In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.*

**Finding – The transportation elements shown in the submitted plan set are consistent with these requirements.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required transportation infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application and with the PWDS, SMC 17.24.050, and SMC 17.26.020. The proposed streets shall be

constructed in accordance with current PWDS. No variance to the street standards is requested or granted with this Master Planned Development.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing the public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

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

**Finding – The rights-of-way shown in the submitted plan set are consistent with these requirements.**

**Recommended Condition:** Prior to City approval of the Final Plat for the proposed Development, the Applicant’s surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the rights-of-way dedicated are in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application. The Final Plat shall also demonstrate that all existing and proposed easements are documented in conformance with the layout in the Detailed Master Planned Development Application, PWDS, and SMC.

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

**Finding – The proposed Junco Street right-of-way shown in the submitted plan set is consistent with these requirements.**

**Recommended Condition:** Prior to City approval of the Final Plat for the proposed Development, the Applicant’s surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the streets are dedicated or platted to the boundary of the proposed Development in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application.

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

**Finding – The proposed Junco Street right-of-way is an extension of a previous partial street. Public Works does not recommend the implementation of a Reserve Block along this portion of the Development.**

**Recommended Condition:** None.

5. *STREET WIDTHS.*

- a. *The location, width, and grade of all streets must conform to the Public Works Design Standards and City's Transportation System Plan. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either provide for the continuation or appropriate projection of existing principal streets in the surrounding areas or conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions made continuance or conformance to existing streets impractical or where no plan has been previously adopted.*
- b. *In addition, new streets may be required to be located where the City Engineer determines that additional access is needed to relieve or avoid access deficiencies on adjacent or nearby properties. In determining the location of new streets in a development or street plan, consideration shall be given to maximizing available solar access for adjoining development sites.*
- c. *When an area within a subdivision is set aside for commercial uses or where probable future conditions warrant, the decision authority may require dedication of streets to a greater width than herein otherwise provided.*
- d. *The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in the Public Works Design Standards. Temporary dead-end streets. Dead-end streets that may in the future be extended shall have a right-of-way and pavement width that will conform to the development pattern when extended.*
- e. *Additional Right-of-Way Widths.*
  - 1) *Where topographical requirements necessitate either cuts or fill for the proper grading of streets, additional right-of-way width may be required to allow all cut and fill slopes to be within the right-of-way.*
  - 2) *Where bikeways necessitate, additional right-of-way width may be required.*

**Finding – The transportation elements shown in the submitted plan set are consistent with these requirements.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required transportation infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application and with the PWDS, SMC 17.24.050, and SMC 17.26.020. The proposed streets shall be constructed in accordance with current PWDS. No variance to the street standards is requested or granted with this Master Planned Development.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

**Recommended Condition:** Prior to City approval of the Final Plat for the proposed Development, the Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the rights-of-way dedicated are in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application.

...

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

**Finding – The proposed monument configuration in the submitted preliminary plat is consistent with these requirements.**

**Recommended Condition:** Prior to City approval of the Final Plat for the proposed Development, the Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that any donation land claim, corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision is accurately referenced to at least two monuments.

10. *SEWAGE DISPOSAL.*

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

**Finding – The sanitary sewer infrastructure elements shown in the submitted plan set are consistent with these requirements.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required sanitary sewer infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.

**Recommended Condition:** The Applicant's engineer shall verify that the proposed sanitary sewer main extended within Oriole Street is at a sufficient depth to be able to serve proposed Lots 9 and 10 of the planned Development.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public

sanitary sewer infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

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## 12. WATER SUPPLY.

- a. *All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Health Authority and Oregon Water Resources Department.*
- b. *In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City and the Developer will enter into an agreement that specifies what, if any costs the City will reimburse the Developer for the oversizing.*

**Finding – The water system infrastructure elements shown in the submitted plan set are consistent with these requirements. No “oversize” water mains are required, and no reimbursement will be due to the Applicant.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant’s engineer shall submit final construction drawings to Public Works for the proposed and required water system infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.

**Recommended Condition:** The Applicant’s engineer shall provide engineered calculations per PWDS and Fire Marshal requirements to prove the adequacy of the new water system to provide domestic service and fire flows to each lot within the proposed Development.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public water system infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

## 13. UNDERGROUND UTILITIES.

- a. *All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.*

**Finding – The franchise utility infrastructure elements shown in the submitted plan set are consistent with these requirements.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant’s engineer shall submit final construction

drawings to Public Works for the proposed and required infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

***SMC SECTION 17.24.100 – MASTER PLANNED DEVELOPMENT DESIGN STANDARDS.*** *Master Planned Developments shall be subject to the following design criteria and objectives.*

...

2. *DESIGN STANDARDS.* *In addition to the applicable design standards of Sections 17.20.190, 17.20.200, 17.20.220, and 17.20.230, the following design standards shall be met by Master Planned Developments.*

...

c. *Fences.*

- 1) *There shall be no fences in the front yard of residential structures.*
- 2) *If a lot adjoins an open space, trail or water way, any fence not located in the front yard or between two structures must be 50% open and no more than 4 feet in height. Alternately, a solid fence of not more than 6 feet in height may be allowed in rear yards for privacy if an additional 10 feet of public open space is added between any trails, waterways or common open space and the fence and that area is landscaped to buffer and conceal the fence.*

**Finding – The submitted plan set do not identify any of the fencing on the proposed lots or along the proposed Open Space.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant’s engineer shall submit construction drawings showing the proposed fencing layout and configuration for Proposed Lots 1 through 9, along the Open Space frontage along the extension of Oriole Street, and the end of proposed Junco Street where it abuts the Open Space, to ensure that these requirements are met.

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

...

**REQUIRED ATTACHMENTS:**

- *stormwater management plan*

**Finding –The Applicant provided a memo indicating that the proposed Master Planned Development is consistent with the “approved Phillips Subdivision Stormwater Analysis” and therefore meets the current PWDS. We will review both the memo and the referenced approved Analysis further during review of the application, once complete.**

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant’s engineer shall design and construct engineered stormwater facilities, pursuant to the PWDS and SMC 17.24.040, to accommodate all new and replaced impervious surfaces in the proposed and existing rights-of-way as well as the future impervious surfaces on all proposed lots, including the within the proposed “OPEN SPACE” parcel.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall coordinate with the Oregon Department of State Lands (DSL) to verify what permits are required for construction of the proposed subdivision infrastructure, including but not limited to the construction and enhancement of the proposed City storm drainage facility across the proposed “OPEN SPACE” parcel. Evidence of DSL permit issuance or waiver shall be provided to the City.

**Recommended Condition:** The Applicant shall design and construct all proposed ground disturbance and improvements in or near existing wetland areas in accordance with the requirements of the Oregon DSL, PWDS, and SMC 17.20.180.

**Recommended Condition:** Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

- *transportation assessment letter or transportation impact analysis*

**Finding – According to a preliminary calculation, using 9.95 daily trips for each of the proposed 22 lots, the Development will generate less than 250 daily trips.**

**Recommended Condition:** None.

- *draft articles of incorporation of the proposed homeowners’ association as a not-for-profit corporation;*

**Finding –The Applicant has indicated that they will not be creating a homeowner’s association. This is not a Public Works requirement, just an item we noticed on the application checklist.**

**Recommended Condition:** None.

- *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*

**Finding –The Applicant has indicated that they will not be creating a homeowner’s association. This is not a Public Works requirement, just an item we noticed on the application checklist.**

**Recommended Condition:** None.

cc: Richard Walker, PE, AKS Engineering & Forestry, LLC

