



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

**TO: Jennifer Siciliano, Community & Economic Development Director**  
**FROM: Michael Schmidt, City of Stayton Public Works**  
**DATE: March 24, 2025**  
**PROJECT: Land Use #17-12/24 Application Review – 1377 N Tenth Ave. Santiam Orthopedic Group**

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### **Background**

Public Works received a copy of the application provided by Clark/Kjos Architects, LLC, for owner Santiam Hospital. The application is to construct a new 820 sq. ft. expansion of the existing Orthopedic Group building.

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.

### **Project Overview**

#### **Project Site and Access**

The application and City GIS mapping show the location of the proposed development to be

within Township 9 South, Range 1 West, Section 10AD, Tax Lot 01800. Vehicular access to the existing parcel is shown to remain at the current location off N Tenth Ave. From the tax assessor's map, Tax Lot 01800 is approximately 0.38 acres in size.

## **Transportation**

- TIA/TAL – A Transportation Impact Analysis (TIA) or Transportation Assessment Letter (TAL) will not be required.
- Right of Way – additional right of way is not required.
- Street Improvements – street improvements are not required.
- Sight distance, street lighting, driveway spacing, and streetscape appurtenances do not apply to this project.

## **Water**

- Domestic Service and Backflow Prevention - The application that there is no sewer, water, or site lighting being proposed for the project. Any modifications to the existing water system shall comply with the SMC, Public Works Standards, and applicable building/specialty codes. 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.
  - All backflow prevention details will need to be reviewed and approved by the City, Building Official and the Fire Code Official, as applicable.
  - All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with the PWDS and 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 will be required to provide written documentation showing that the Fire Code Official has reviewed and approved all required fire access, protection devices, and system modifications, unless otherwise approved to be deferred in writing by the Fire Code Official.
- Engineered Plans - If modifications to the public water system are needed, then 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.

## **Sanitary Sewer**

- The application site plans indicate that there is no sewer, water, or site lighting being proposed for the project. Any modifications to the existing sanitary sewer system shall comply with the SMC, Public Works Standards, DEQ, and applicable building/specialty codes. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with the PWDS and applicable building/specialty codes and reviewed and approved by the Building Official.
- Engineered Plans - If modifications to the sanitary sewer system are needed, then the Developer shall submit to the City for review and approval an engineered sanitary sewer plan conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official and Fire Code Official.

## **Stormwater**

- New Storm Drainage System – The application plans do not show stormwater improvements. The application indicates the stormwater is proposed to be drained to the existing stormwater detention pond located near the intersection of N 10th Ave. and E Santiam Street. As such, the storm drainage system for the development shall be designed in accordance with PWDS requirements and design calculations shall be submitted for review. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with the PWDS and applicable building/specialty codes, and also 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, off-site contributing areas, and the high seasonal 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 shown on the plans. The City is known to have high seasonal groundwater issues, so the potential impacts to the stormwater drainage system and stormwater facilities will need to be considered in the design.
- Stormwater Quality and Quantity – In accordance with PWDS 602.01.N, stormwater quality and quantity provisions shall be included as part of the design considerations. The City's thresholds for proposals that are subject to the stormwater quality and quantity requirements are as indicated in PWDS 602.01.N. Unless otherwise specifically approved by the City Engineer, proposals meeting these thresholds must comply with the stormwater quality (pollution reduction) requirements specified in PWDS 607, the stormwater quantity (flow control) requirements specified in PWDS 608, and the stormwater infiltration requirements specified in PWDS 609. All projects shall comply with the City's stormwater operations and maintenance (O&M) plan and agreement requirements and source control requirements.
  - In accordance with PWDS 602.01.N, stormwater shall be surface infiltrated onsite to the maximum extent feasible, before discharging any flows offsite. See PWDS 609 for stormwater infiltration requirements.
  - Stormwater quality facilities meeting the requirements of PWDS 607 will be required. Stormwater facilities will need to properly function during periods of high groundwater and the water quality of the groundwater needs to be adequately protected. Best management practices shall be used

to minimize any degradation of stormwater quality caused by the development. A stormwater quality manhole shall be provided upstream of vegetated stormwater facilities per PWDS 607.03, unless otherwise approved.

- Stormwater quantity facilities meeting the requirements of PWDS 608 will be required. 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. If retention is proposed, then the stormwater retention facility shall be designed to retain a 100-year storm event per PWDS 602.05.C.
  - 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. Per SWMM 2.4.2.3, emergency escape routes from stormwater facilities are not the same as a piped overflow and cannot be directly piped to public storm sewer systems. Recommended emergency escape routes include safe overland flow routes to parking lots, streets, landscaped areas, or drainage ways.
  - Appropriate setbacks from the edge of the stormwater facility's maximum water surface to the building foundations and 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., pavements, sidewalks, driveways, driveway approaches, roofs, etc.). The maximum amount of impervious surface area shall be shown for each building to be constructed that has been accounted for in the stormwater facility design. The stormwater facility open water surface area shall be included in the calculations as an impervious open water surface area.
- 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 and that conforms to Public Works Standards and applicable jurisdictional agency's requirements. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City and applicable jurisdictional agencies.
  - 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 private stormwater facilities. See the Public Works Standard forms.
  - Engineered Plans – Prior to Site Development Permit issuance, 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.

## **Erosion and Sediment Control**

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.

## **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 improvement plans conforming to the SMC and Public Works Standards.
  - b. If modifications to the existing water system are needed, then 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. 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. If modifications to the existing sanitary sewer system are needed, then the Developer shall submit to the City for review and approval an engineered sanitary sewer system plan conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official.
  - d. A stormwater analysis and report 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.