

# STAYTON PLANNING COMMISSION

## AGENDA

7:00 pm

Monday, April 25, 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](mailto: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. **MEETING MINUTES – March 28, 2021**
3. **LAND USE FILE #3-03/22 –Applications for Comprehensive Plan Map Amendment & Zoning Map Amendment, Immaculate Conception Catholic Church, 715 E Jefferson St**
  - a. Commencement of Public Hearing
  - b. Staff Introduction
  - c. Applicant Presentation
  - d. Staff Report
  - e. Questions from the Commission
  - f. Proponents' Testimony
  - g. Opponents' Testimony
  - h. Governmental Agencies
  - q. Decision
  - i. General Testimony
  - j. Questions from the Public
  - k. Questions from the Commission
  - l. Applicant Summary
  - m. Staff Summary
  - n. Close of Hearing
  - o. Commission Deliberation
  - p. Commission
4. **LAND USE FILE #5-03/22 –Applications for Site Plan Review & Modification of Approved Subdivision, Green Light-Home First, LLC, North Third Ave**
  - a. Commencement of Public Hearing
  - b. Staff Introduction
  - c. Applicant Presentation
  - d. Staff Report
  - e. Questions from the Commission
  - f. Proponents' Testimony
  - g. Opponents' Testimony
  - h. Governmental Agencies
  - q. Decision
  - i. General Testimony
  - j. Questions from the Public
  - k. Questions from the Commission
  - l. Applicant Summary
  - m. Staff Summary
  - n. Close of Hearing
  - o. Commission Deliberation
  - p. Commission
5. **CODE INTERPRETATION**
  - a. Staff Report
  - b. Commission Deliberation
  - c. Commission Decision
6. **ADJOURN**

**DATE OF NEXT MEETING: Tuesday, May 31, 2022**

**STAYTON PLANNING COMMISSION**  
**MEETING MINUTES**  
**Monday, March 28, 2022**

**COMMISSIONERS:** Ralph Lewis, Chair  
Dixie Ellard  
Heidi Hazel  
Larry McKinley  
Richard Lewis

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

**OTHERS PRESENT:** None

- 1. CALL TO ORDER:** Chair Lewis called the meeting to order at 7:00.
- 2. APPROVAL OF MINUTES:** Richard Lewis moved, and Ellard seconded to approve the minutes from February 28, 2022, as presented. The motion was approved 5:0.
- 3. LAND USE FILE #1-02/22 –Applications for Variance, Ellen Nunez, 901 E Jefferson St**
  - a. Commission Deliberation** – Fleishman reiterated the Variance options.
  - b. Commission Decision** – Hazel moved, and Ellard seconded to approve the revised draft order as presented. Approved 4:1 with Richard Lewis opposed.
- 4. LAND USE FILE #4-03/21 – Request for Extension of Approval for Site Plan Review, ORREO, LLC, 1425 E Santiam St**

Richard Lewis moved, and Ellard seconded to approve the request for extension. Approved 5:0
- 5. Land Use Basic Training Course**
  - a.** Fleishman instructed the Commissioners on Land Use training
- 6. ADJOURN:** Meeting adjourned at 8:40 pm.





# City of Stayton

*Department of Planning and Development*

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## MEMORANDUM

**TO:** Chairperson Ralph Lewis and Planning Commission Members

**FROM:** Dan Fleishman, Director of Planning and Development

**DATE:** April 25, 2022

**SUBJECT:** Comprehensive Plan Map and Zoning Map Amendments, Immaculate Conception Church, 715 E Jefferson St

**120 DAYS ENDS:** N/A

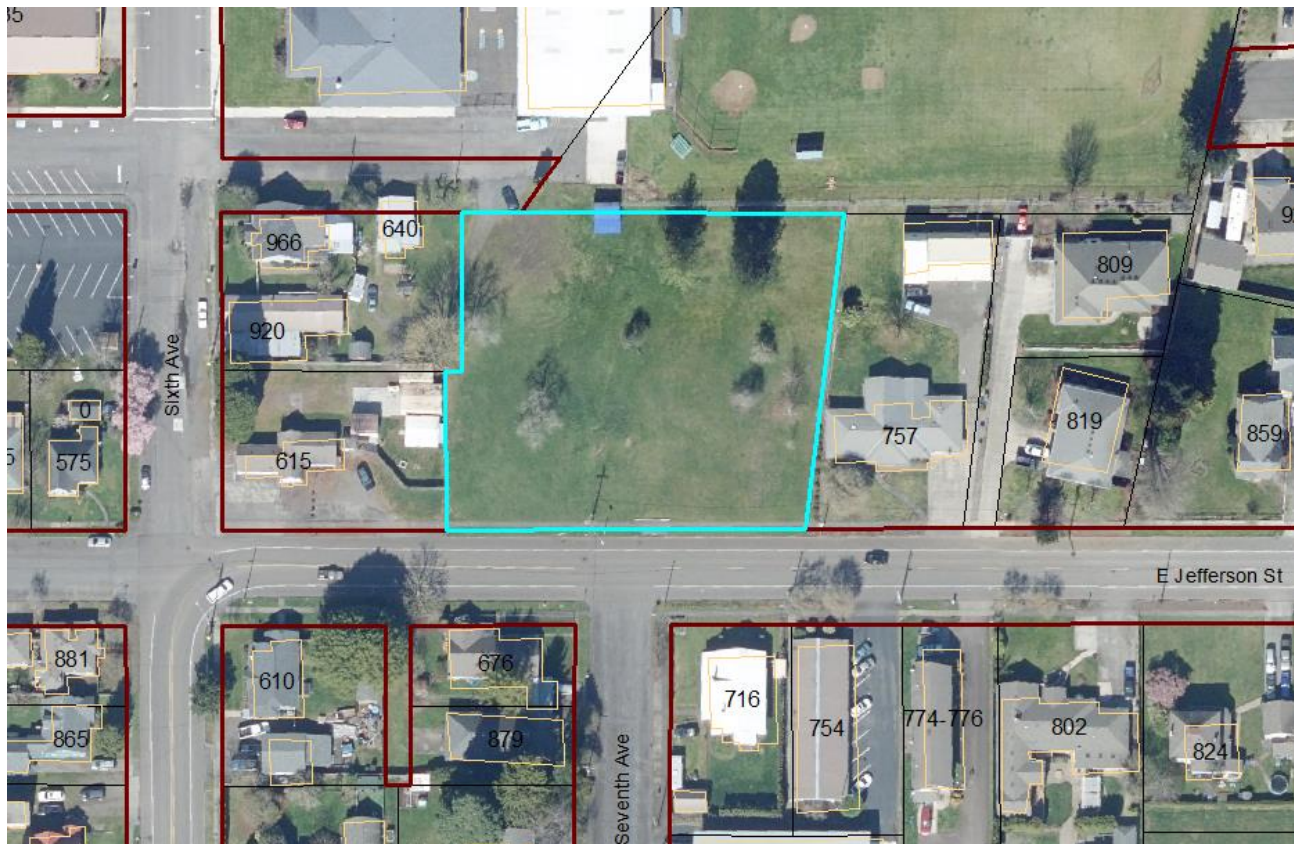
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### ISSUE

The issue before the Planning Commission is a public hearing on applications for Comprehensive Plan Map amendment and Zoning Map amendment for the property at 715 E Jefferson St.

### BACKGROUND

The property is located on the north side of E Jefferson St and is adjacent to the St Mary School campus. The property is currently vacant, but has a recently constructed gravel driveway providing egress from the school. A March, 2020 aerial photo of the property 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 to 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 Immaculate Conceptual Catholic Church. 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 Kittelson & Associates.

## **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 Immaculate Conceptual Catholic Church (Land Use File #3-03/22) 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 Immaculate Conceptual Catholic Church (Land Use File #3-03/22) and 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 Immaculate Conceptual Catholic Church (Land Use File #3-03/22) 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 May 31, 2022 meeting.

### **4. Continue the hearing until May 31, 2022.**

I move the Stayton Planning Commission continue the public hearing on the applications of Immaculate Conceptual Catholic Church (Land Use File #3-03/22) until May 31, 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 Immaculate Conceptual Catholic Church (Land Use File #3-03/22) but maintain the record open to submissions by the applicant until May 9, 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 May 23, 2022.

# City of Stayton

**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 Immaculate Conceptual Catholic Church (Land Use File #3-03/22) until May 31, 2022.



Submit Via Email

**CITY OF STAYTON**  
**APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT**

PROPERTY OWNER: Immaculate Conception Catholic Church

Address: 1077 N 6th St

City/State/Zip: Stayton, Or 97383

Phone: (503) 769 - 2656 Email: pastor@immacstayton.org

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

Address: North Santiam Paving Co ;

City/State/Zip: PO Box 516, Stayton, Or 97383

Phone: (503) 769 - 3436 Email: \_\_\_\_\_

APPLICANT'S REPRESENTATIVE: Bill Lulay PE & PLS

Address: PO Box 516

City/State/Zip: Stayton, Or 97383

Phone: (503) 932 - 5189 Email: blulay@nspor.com

CONSULTANTS: Please list below planning and engineering consultants.

**PLANNING**

Name: North Santiam Paving Co

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

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

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

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

**ENGINEERING**

Name: North Santiam Paving Co

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

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

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

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 ☐ planning consultant ☐ engineer

☐ COMPREHENSIVE PLAN TEXT AMENDMENT

☒ COMPREHENSIVE PLAN MAP AMENDMENT

CURRENT COMPREHENSIVE PLAN MAP DESIGNATION: MD

PROPOSED COMPREHENSIVE PLAN MAP DESIGNATION: Public / Semi Public

LOCATION:

Street Address: none

Assessor's Tax Map and Lot Number(s): TL 1200; map 09 1W 10AD

Closest Intersecting Streets: Jefferson and 7th

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

*Bill Lulay*

DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 3/7/22 Fee Paid: \$ 2000 Receipt No. \_\_\_\_\_

Land Use File# 3-03/22





Submit Via Email

CITY OF STAYTON  
APPLICATION FOR AN OFFICIAL ZONE MAP AMENDMENT

PROPERTY OWNER: Immaculate Conception Catholic Church  
Address: 1077 N 6th St  
City/State/Zip: Stayton, Or 97383  
Phone: ( 503 ) 769 - 2656 Email: pastor@immacstayton.org  
APPLICANT: North Santiam Paving Co  
Address: PO Box 516  
City/State/Zip: Stayton, Or 97383  
Phone: ( 503 ) 769 - 3436 Email: \_\_\_\_\_  
APPLICANT'S REPRESENTATIVE: Bill Lulay PE & PLS  
Address: PO Box 516  
City/State/Zip: Stayton, Or  
Phone: ( 503 ) 932 - 5189 Email: blulay@nspor.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING	ENGINEERING
Name: <u>North Santiam Paving Co</u>	Name: <u>North Santiam Paving Co</u>
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: ( ____ ) _____ - _____	Phone: ( ____ ) _____ - _____
Email: _____	Email: _____

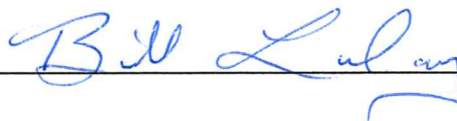
Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

☐ owner ☐ applicant ☒ applicant's representative ☐ planning consultant ☐ engineer

LOCATION:

Street Address: none  
Assessor's Tax Lot Number and Tax Map Number: TL 1200; map 09 1W 10AD  
Closest Intersecting Streets: Jefferson and 7th

CURRENT ZONE MAP DESIGNATION: MD  
PROPOSED ZONE MAP DESIGNATION: Public - Semi Public

SIGNATURE OF APPLICANT: 

DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 3/7/22 Fee Paid: \$ 2000 Receipt No. \_\_\_\_\_  
Land Use File# 3-03/22



# NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • [www.nspor.com](http://www.nspor.com)

November 9, 2021

Re: St Mary's Learning Center -- Zone Change Application, Stayton, Or

## Project Narrative

The Immaculate Conception Catholic Church is proposing to construct an additional school building south of the existing school building between Santiam St and Jefferson St.

There is need for additional preschool in the area. It is sized to provide for up to 80 students in the 4 class rooms. There is also a Youth Ministry building planned on the east side of the site attached to the classroom building.

As noted on the attached plans, school traffic would enter on the north off Santiam St and exit on Jefferson St. Visitors to the school would check in to the existing main entrance on 6<sup>th</sup> St.

The parking lot shown is primarily for the Youth Ministry building. The main activities would be weekends and evenings after normal school hours.

There are existing utilities of sanitary sewer, domestic water, storm drain and dry line utilities in Jefferson St to serve the proposed buildings. Storm drain detention and infiltration is planned consistent with the City of Stayton standards. No additional utility extensions are needed.

The existing zoning of this parcel is MD. We are requesting a zone change to "Public" to be consistent with the planned use. Currently the parcel is a grass field with no structures.

Funding will be by the Catholic Church and Regis – St Mary's school foundation.

See attached TIA. (Traffic Impact Analysis) Study is based on "Private School" K thru 8<sup>th</sup> grade use.

Respectfully Submitted

Bill Lulay PE & PLS

SMLC (St Mary's Learning Center)

Exhibit A

Description of parcel requesting zone change:

Beginning at a point on the south right of way of Santiam Street 51.00 feet North  $89^{\circ}46'00''$  East of the northeast corner of Lot 1, Block 1, Hollister Addition in Section 10, Township 9 South, Range 1 West, in the City of Stayton, Marion County, Oregon;

thence North  $89^{\circ}46'00''$  East 244.39 feet;  
thence South  $06^{\circ}28'28''$  West 202.00 feet;  
thence South  $89^{\circ}52'35''$  West along the north right of way of Jefferson Street 270.53 feet to and iron rod;  
thence North  $00^{\circ}35'44''$  West 100.05 feet;  
thence North  $89^{\circ}46'00''$  East 51.00 feet;  
thence North  $00^{\circ}35'44''$  West 100.05 feet  
to the Point of Beginning and containing 1.18 acres more or less.

# St Mary's Expansion

Traffic Impact & Transportation Planning Rule Analysis  
Stayton, Oregon

**Date:**

March 7, 2022

**Prepared by:**

Tegan Enloe, PE





## CHAPTER 1: INTRODUCTION AND SUMMARY

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The Immaculate Conception Catholic Church is proposing to construct an additional building to provide preschool and youth ministry services. The building would be located south of their current structure between Santiam St and Jefferson St. The total structure will be 10,310 SQFT, with 2,195 SQFT being dedicated to youth ministry services and the remaining 8,115 SQFT used for preschool. To support the proposed use, the site will need to be rezoned from Residential (Medium Density Residential zone) to Public (Public/Semi-Public zone).

Enloe Consulting, LLC, is contracted with Immaculate Conception Catholic Church, to prepare the traffic analysis for their proposed development as part of their land use application. The analysis will include information that addresses the transportation planning rule (TPR) and traffic impact analysis (TIA) land use requirements. This analysis is focused on intersections identified as being in the study area, based on guidance from City, and shown in **Figure 1**.

- 1 N First Ave/ E Hollister St
- 2 N First Ave/ Washington St
- 3 N 6<sup>th</sup> Ave/ E Hollister St
- 4 N 6<sup>th</sup> Ave/ E Santiam St
- 5 N 6<sup>th</sup> Ave/ E Jefferson St
- 6 N 6<sup>th</sup> Ave/ Washington St
- 7 E Jefferson St/ N 7th Ave/ Site Access
- 8 N 10<sup>th</sup> Ave/ E Santiam St
- 9 N 10<sup>th</sup> Ave/ E Jefferson St



**Figure 1: Study Area**

**Appendix A** provides the site plan of the proposed development. **Table 1** lists important characteristics of the study area and proposed project.

## CHAPTER 5: TPR ANALYSIS

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This chapter reviews the impacts the proposed zone change would have on the study area transportation system. To support the proposed use, the site will need to be rezoned from Residential (Medium Density Residential zone) to Public (Public/Semi-Public zone).

The focus of the analysis is on the following study intersections:

- 1 N First Ave/ E Hollister St
- 2 N First Ave/ Washington St
- 3 N 6<sup>th</sup> Ave/ E Hollister St
- 4 N 6<sup>th</sup> Ave/ E Santiam St
- 5 N 6<sup>th</sup> Ave/ E Jefferson St
- 6 N 6<sup>th</sup> Ave/ Washington St
- 7 E Jefferson St/ N 7th Ave/ Site Access
- 8 N 10<sup>th</sup> Ave/ E Santiam St
- 9 N 10<sup>th</sup> Ave/ E Jefferson St

### Proposed Zone Change Trip Generation

The applicant proposes a zone change from Medium Density Residential to Public/Semi-Public to support their use of the parcel as a combined preschool and youth ministry services building. Under the existing zoning, a maximum of 12 dwelling units per acre is allowed. The site in question is approximately 1.18 acres, which would allow for up to 14 dwelling units.

The proposed zoning of Public/Semi-Public is broader in nature but allows for uses that are “used by the public”. Use options of schools, churches, daycares, libraries, and recreational facilities were compared to establish the worst case scenario option. Based on rates available in the ITE Trip Generation Manual, 10th Edition, Libraries represent the worst case scenario for a daily trips, but Daycares represent the highest trips in the peak hour scenarios. The increase to traffic in the peak hours is likely to have a larger impact on the network than trips distributed throughout the day, so the Daycare use is proposed as the worst case scenario. A building size of 10,310 is used to estimate impact as it is consistent with what can reasonably be built based on the project’s proposed development plans. Trip generation values are provided in **Table 10**.

**Table 10: TPR Trip Generation Summary**

Land Use (ITE Code)	Unit of Measure	Time Period	Peak Hour Trips		
			In	Out	Total
Existing: Single Family Detached (210)	14 dwelling units	AM Peak	4	11	15
Proposed: Daycare (565)	10,310 SQFT	AM Peak	60	53	113
<b>NET AM PEAK HOUR</b>			<b>+ 56</b>	<b>+ 42</b>	<b>+ 99</b>
Existing: Single Family Detached (210)	14 dwelling units	PM Peak	10	6	15
Proposed: Daycare (565)	10,310 SQFT	PM Peak	54	61	115
<b>NET PM PEAK HOUR</b>			<b>+ 44</b>	<b>+ 55</b>	<b>+ 99</b>

## Planned Improvements

It is important that future analysis scenarios of the study area include planned roadway improvement projects. The TSP identifies Project M4 as adding an all way stop at Jefferson/6th and Project M5 in the TSP identifies adding a roundabout at 10th/Santiam. The City has indicated these are not currently funded projects, so it is not recommended for inclusion in the 2023 analysis scenarios. However, as they are included in the TSP, they are included in the 2040 analysis scenarios.

## Horizon Year Traffic Volumes

Trips are distributed to the network using the same assumptions applied to the traffic impact analysis portion of the study. A 2.2% annual linear growth rate is used to forecast intersection volumes to the horizon year of 2040. **Figure 10** and **Figure 11** show the 2040 traffic volumes used for the horizon year analysis with the existing zoning. **Figure 12** and **Figure 13** show the 2040 traffic volumes used for the horizon year analysis with the proposed zoning.

**Table 11** lists the study intersection 2040 horizon year operating conditions for the AM and PM peak hours under the existing zoning. **Table 12** lists the study intersection 2040 horizon year operating conditions for the AM and PM peak hours under the proposed zoning. The 2000 Highway Capacity Manual<sup>8</sup> methodology is used for signalized intersections and those with unique configurations, including intersections 6 and 9. The 2016 Highway Capacity Manual methodology<sup>9</sup> is used for the remaining unsignalized intersections and roundabouts. **Appendix H** provides detailed reports for the operational results. Based on the operational analysis, all study intersections will function within their applicable mobility standards under a worse-case scenario analysis for the proposed zone change.

<sup>8</sup> 2000 Highway Capacity Manual, Transportation Research Board, Washington DC, 2000

<sup>9</sup> Highway Capacity Manual 6th Edition: A Guide for Multimodal Mobility Analysis, Transportation Research Board, Washington DC, 2016.

**Table 11: 2040 Horizon Year Intersection Operations (Existing Zoning)**

No.	Intersection	Traffic Control	Operating Standard	AM Peak Hour	P.M. Peak Hour
1	N First Ave/ E Hollister St	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS F, V/C 0.53 (EB, WB)	LOS F, V/C 0.70 (EB)
2	N First Ave/ Washington St	Signalized	LOS D, V/C 0.95	LOS B, V/C 0.59	LOS B, V/C 0.44
3	N 6 <sup>th</sup> Ave/ E Hollister St	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS B, V/C 0.33 (NB)	LOS B, V/C 0.13 (NB)
4	N 6 <sup>th</sup> Ave/ E Santiam St	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS B, V/C 0.20 (EB)	LOS B, V/C 0.10 (EB)
5	N 6 <sup>th</sup> Ave/ E Jefferson St	Unsignalized (All way stop)	LOS D, V/C 0.95	LOS C, V/C 0.73 (WB)	LOS B, V/C 0.37 (WB)
6	N 6 <sup>th</sup> Ave/ Washington St	Unsignalized (Custom configuration)	LOS F, V/C 0.95	LOS B (EB)	LOS B (EB)
7	E Jefferson St/ N 7th Ave/ Site Access	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS B, V/C 0.14 (SB)	LOS B, V/C 0.04 (SB)
8	N 10 <sup>th</sup> Ave/ E Santiam St	Roundabout	LOS D, V/C 0.95	LOS A, V/C 0.28 (WB)	LOS A, V/C 0.18 (NB)
9	N 10 <sup>th</sup> Ave/ E Jefferson St	Unsignalized (Custom configuration)	LOS F, V/C 0.95	LOS A (EB)	LOS A (EB)

V/C = Volume-to-Capacity Ratio of Worst Movement

LOS = Level of Service of Worst Movement

Locations exceeding mobility standards are shown with ***bold/italicized***

**Table 12: 2040 Horizon Year Intersection Operations (Proposed Zoning)**

No.	Intersection	Traffic Control	Operating Standard	AM Peak Hour	P.M. Peak Hour
1	N First Ave/ E Hollister St	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS F, V/C 0.71 (WB)	LOS F, V/C 0.86 (EB)
2	N First Ave/ Washington St	Signalized	LOS D, V/C 0.95	LOS B, V/C 0.61	LOS B, V/C 0.44
3	N 6 <sup>th</sup> Ave/ E Hollister St	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS B, V/C 0.39 (NB)	LOS B, V/C 0.18 (NB)
4	N 6 <sup>th</sup> Ave/ E Santiam St	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS C, V/C 0.25 (EB)	LOS B, V/C 0.11 (EB)
5	N 6 <sup>th</sup> Ave/ E Jefferson St	Unsignalized (All way stop)	LOS D, V/C 0.95	LOS D, V/C 0.80 (WB)	LOS B, V/C 0.41 (WB)
6	N 6 <sup>th</sup> Ave/ Washington St	Unsignalized (Custom configuration)	LOS F, V/C 0.95	LOS B (EB)	LOS B (EB)
7	E Jefferson St/ N 7th Ave/ Site Access	Unsignalized (Two way stop)	LOS F, V/C 0.95	LOS C, V/C 0.23 (NB, SB)	LOS B, V/C 0.09 (SB)
8	N 10 <sup>th</sup> Ave/ E Santiam St	Roundabout	LOS D, V/C 0.95	LOS A, V/C 0.29 (WB)	LOS A, V/C 0.19 (NB)
9	N 10 <sup>th</sup> Ave/ E Jefferson St	Unsignalized (Custom configuration)	LOS F, V/C 0.95	LOS A (EB)	LOS B (EB)

V/C = Volume-to-Capacity Ratio of Worst Movement

LOS = Level of Service of Worst Movement

Locations exceeding mobility standards are shown with ***bold/italicized***

Figure 10: 2040 Existing Zoning AM Peak Volumes

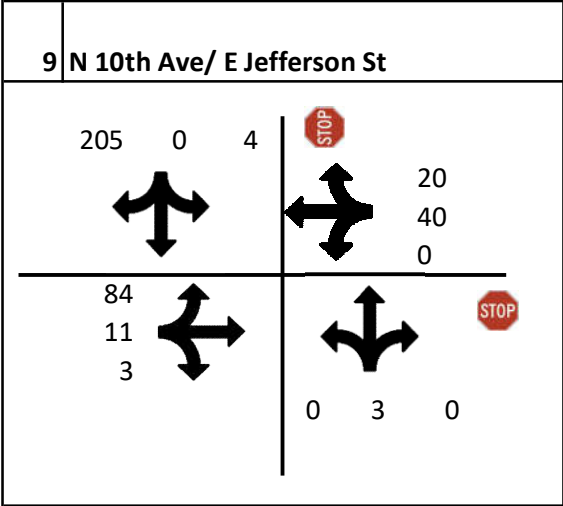
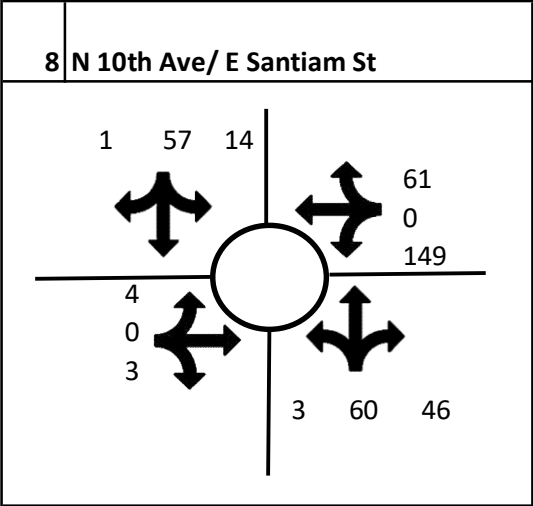
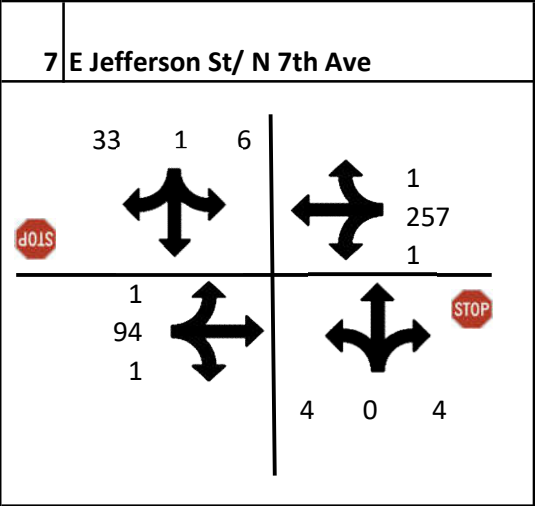
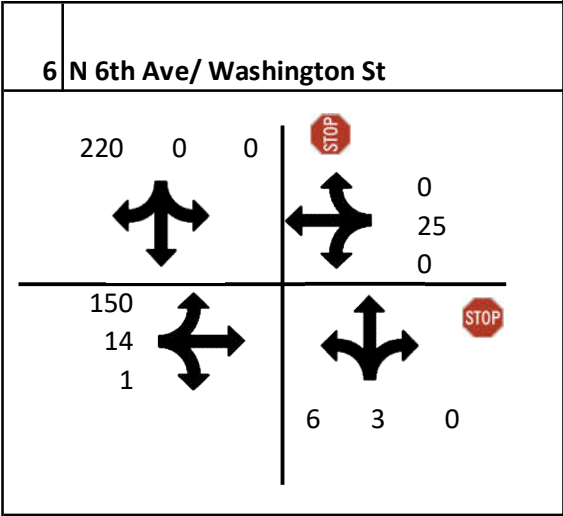
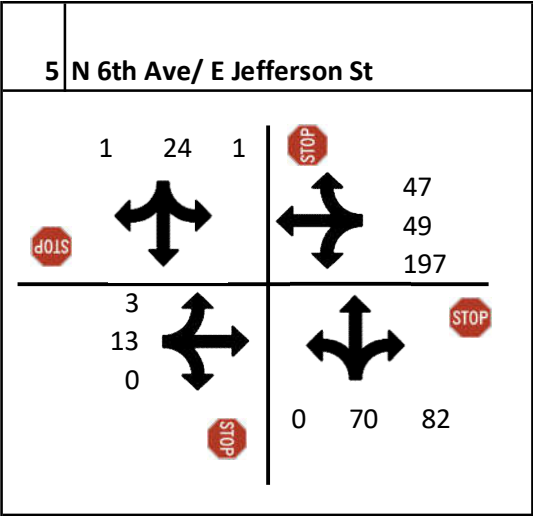
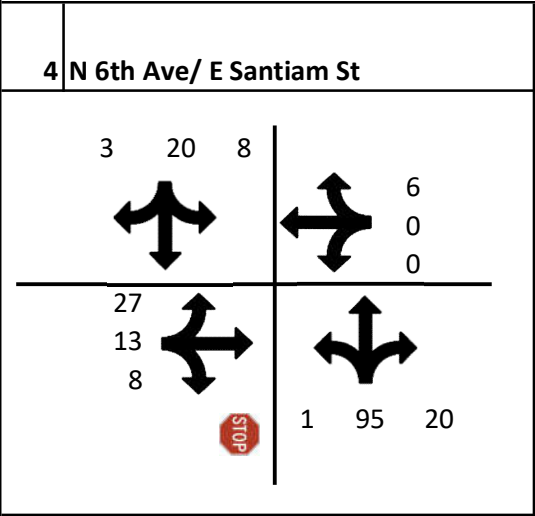
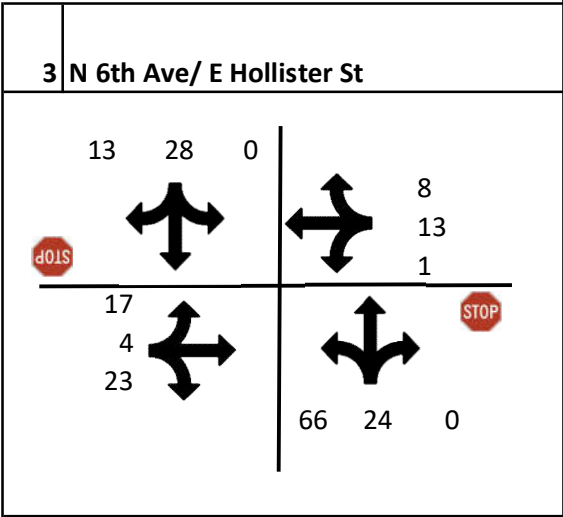
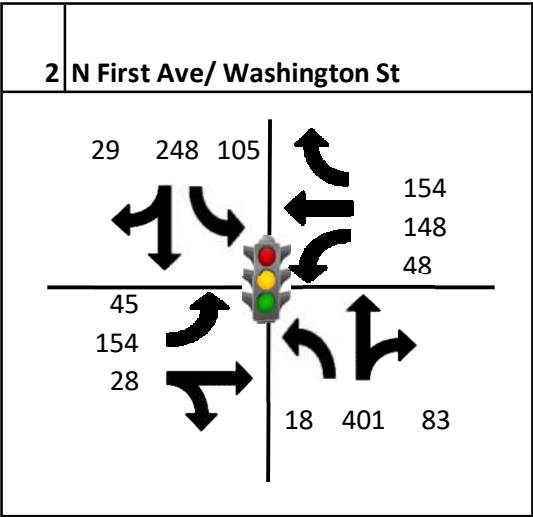
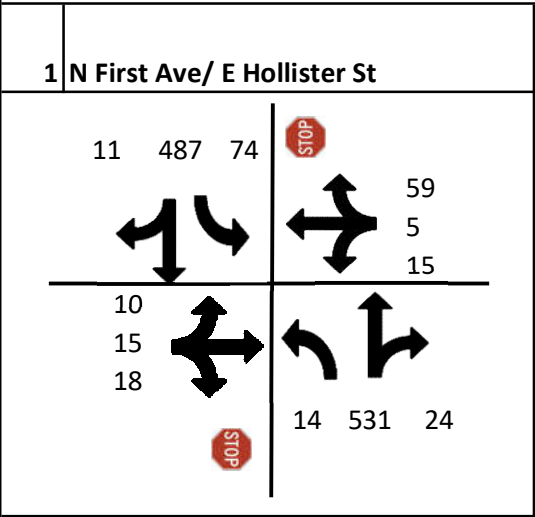


Figure 11: 2040 Existing Zoning PM Peak Volumes

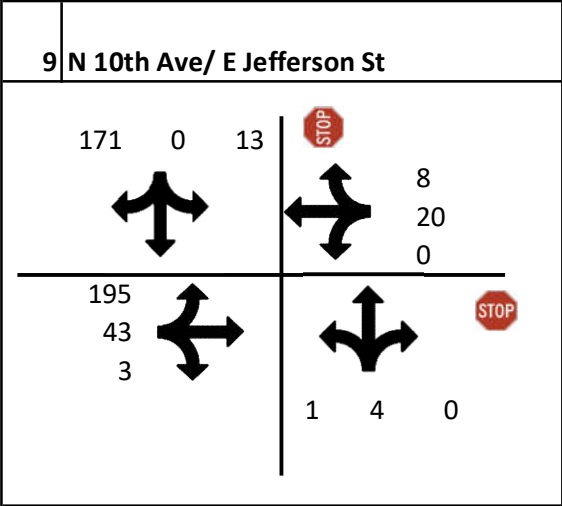
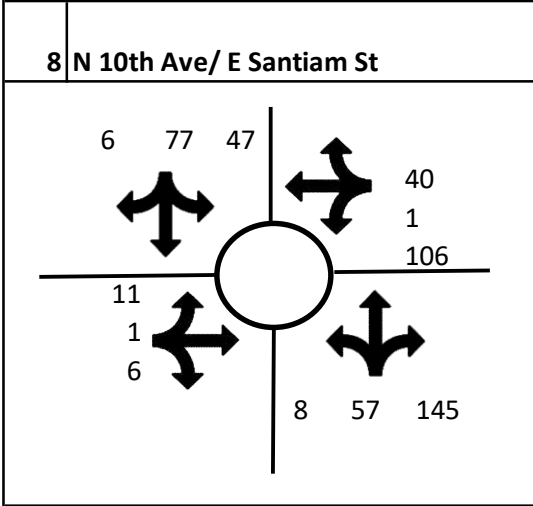
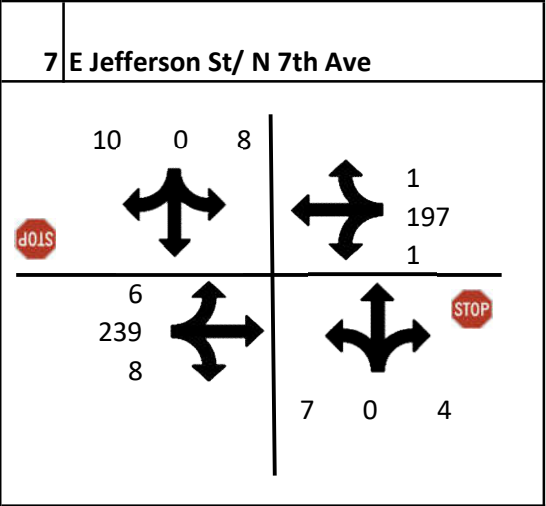
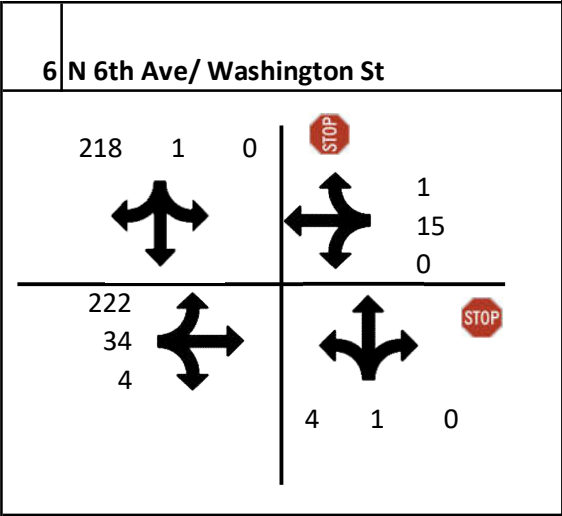
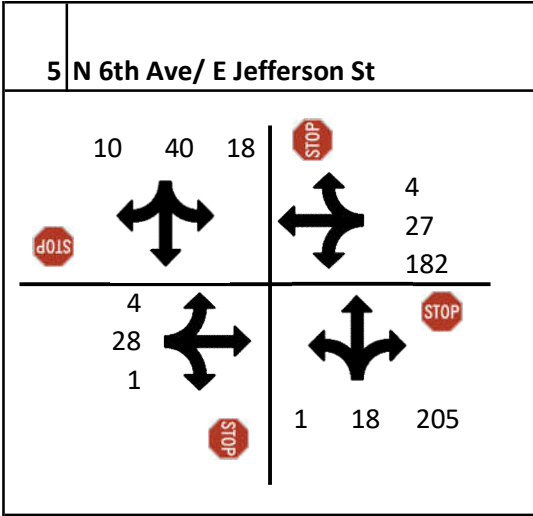
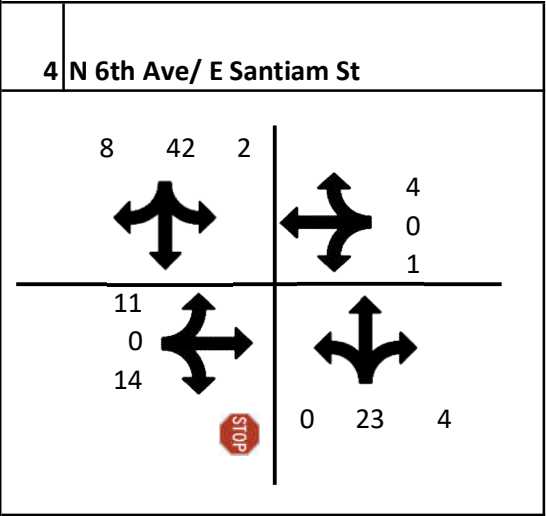
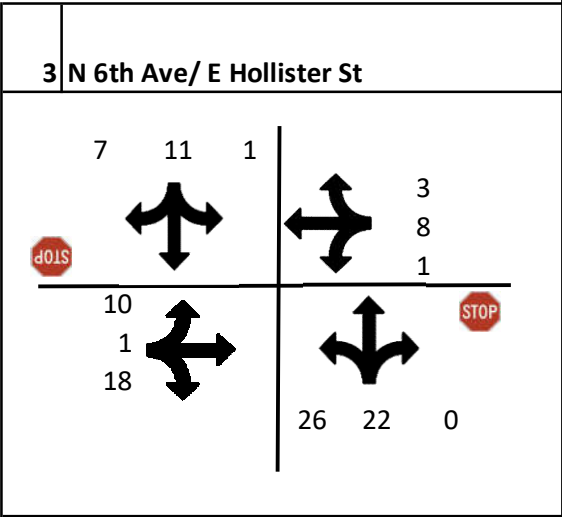
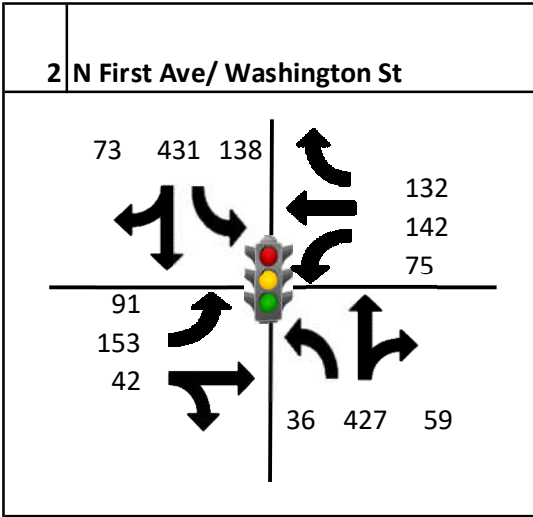
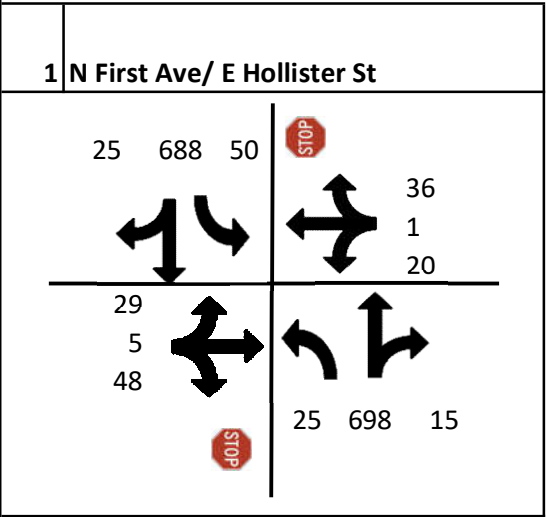
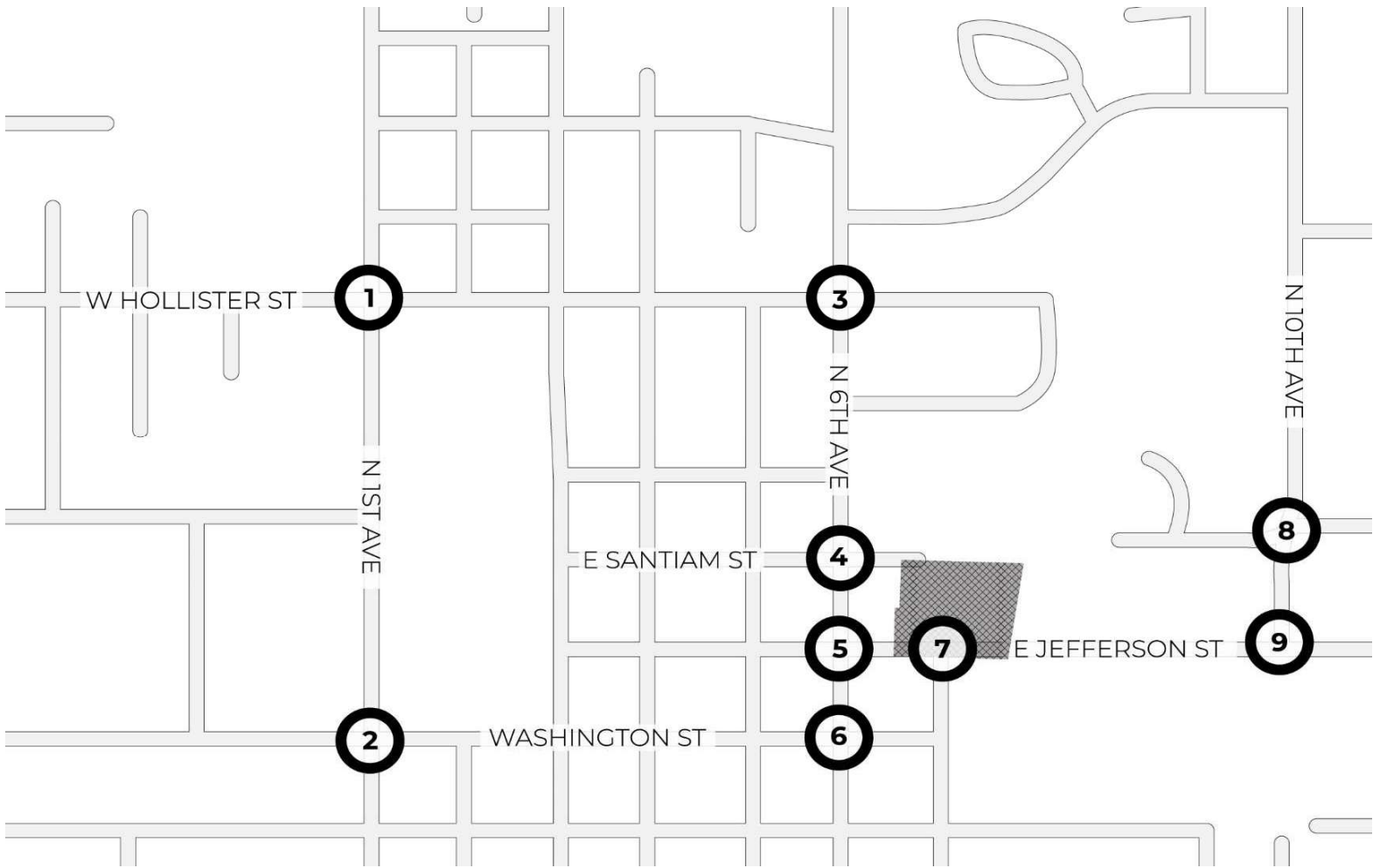




Figure 12: 2040 Proposed Zoning AM Peak Volumes

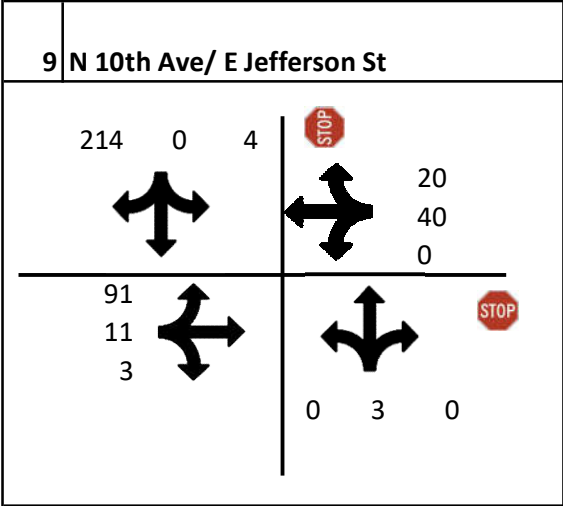
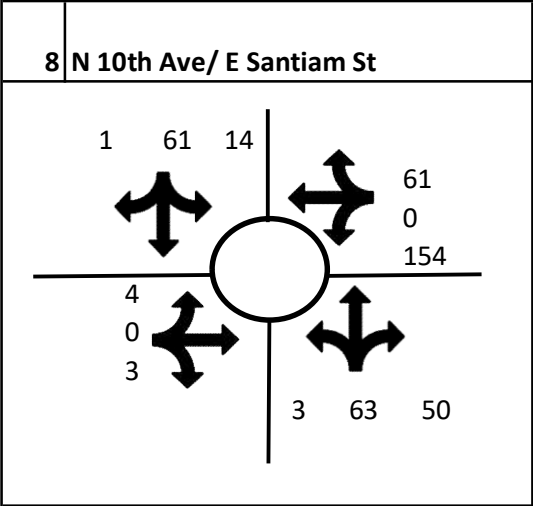
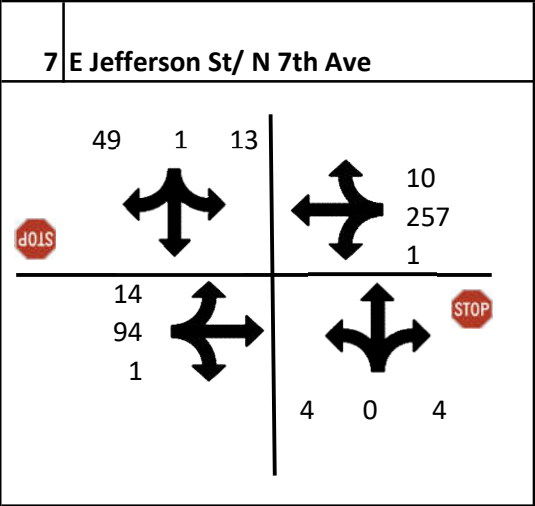
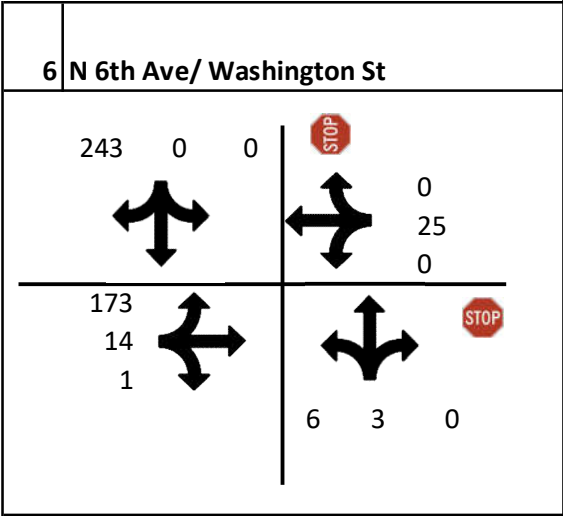
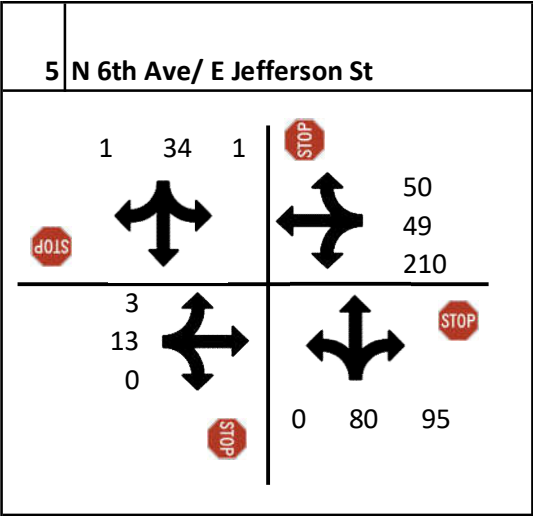
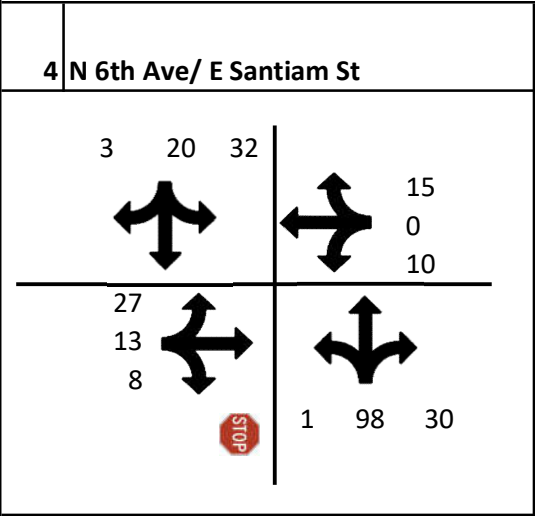
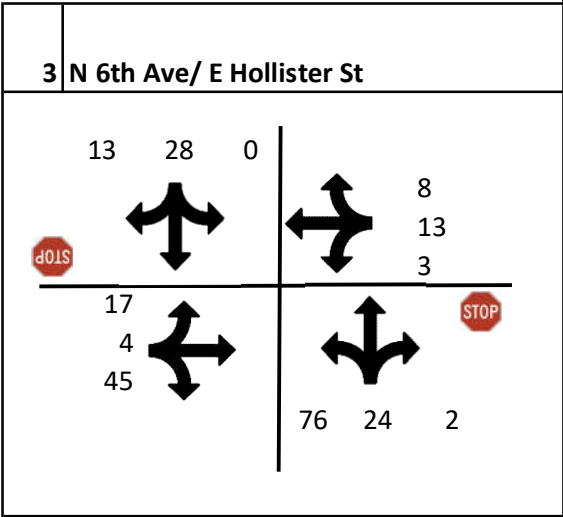
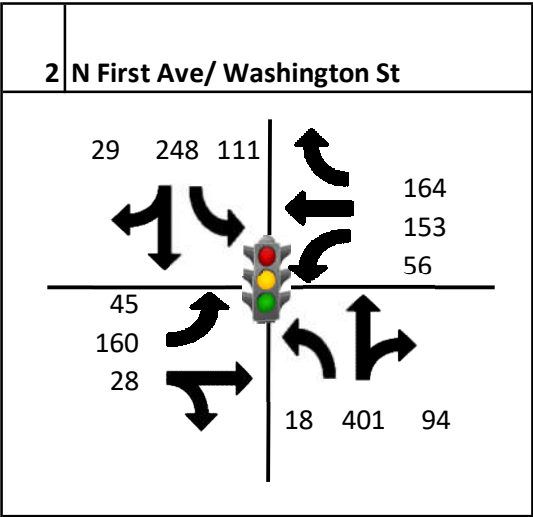
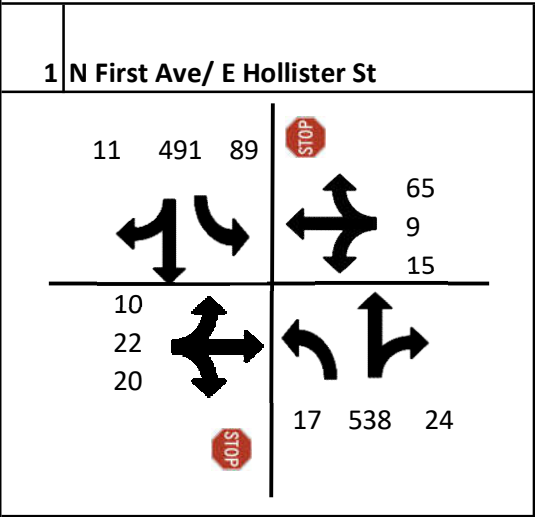
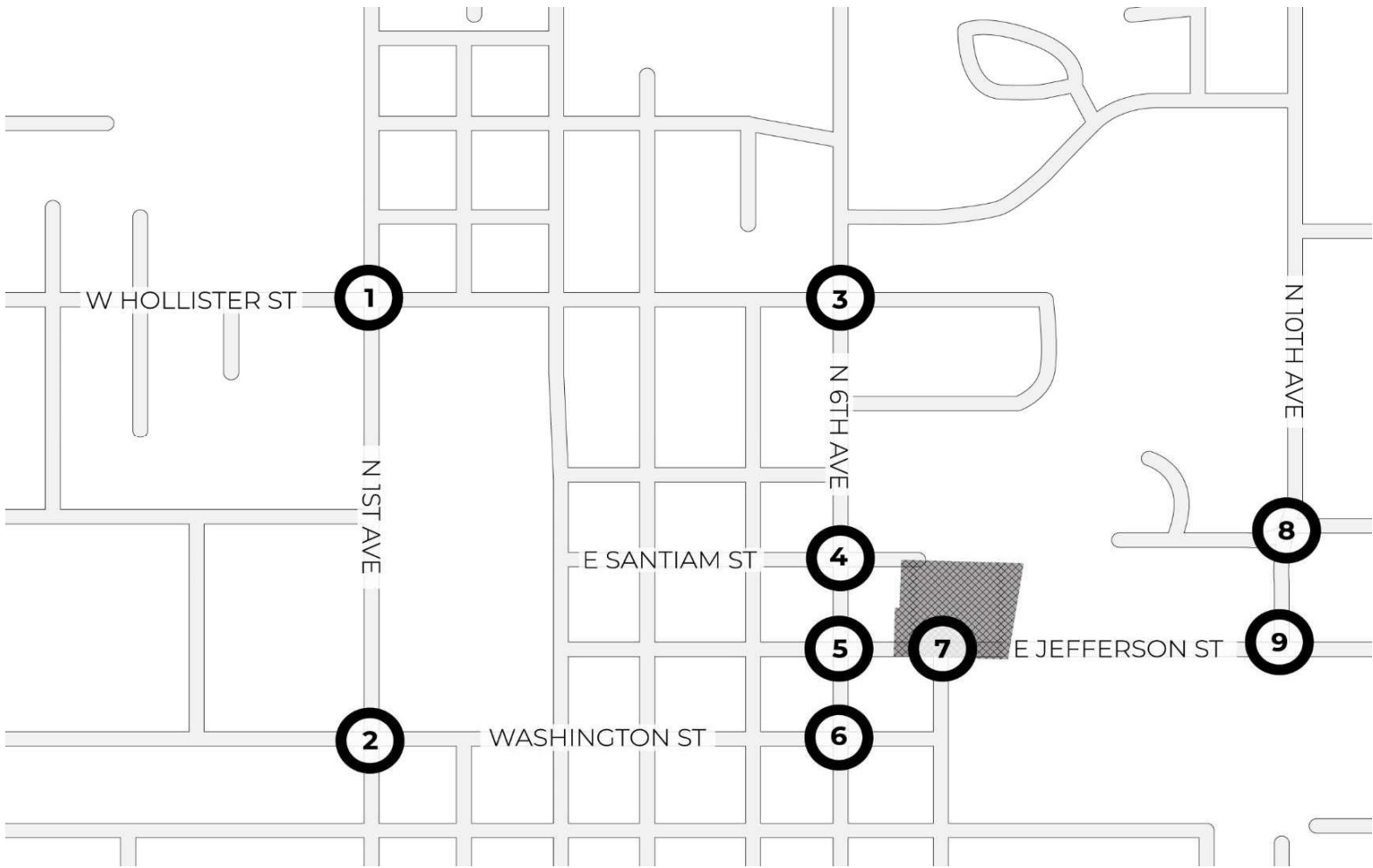
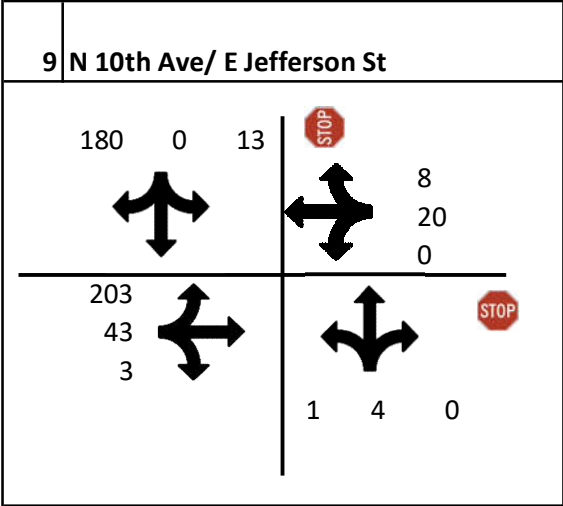
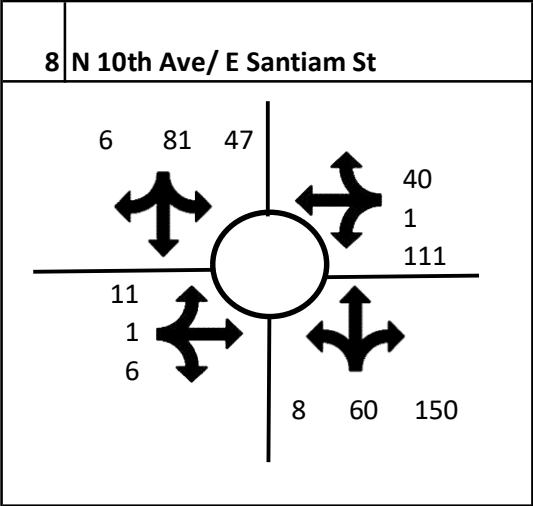
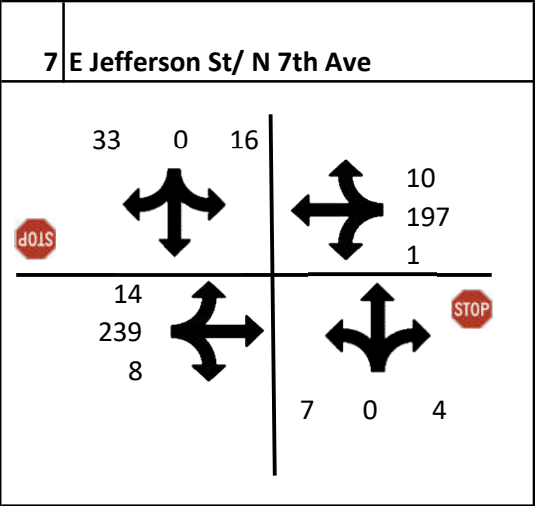
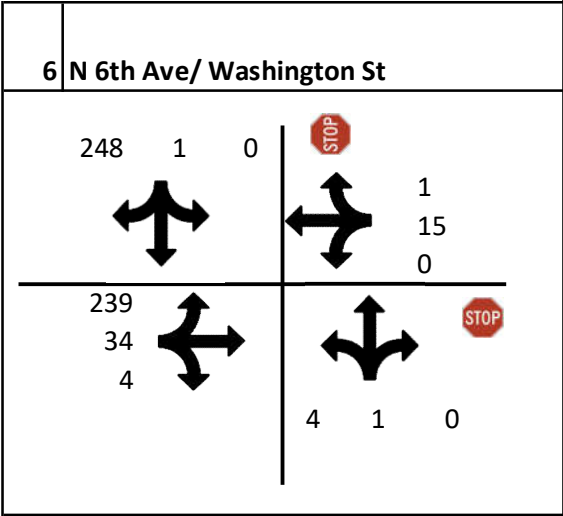
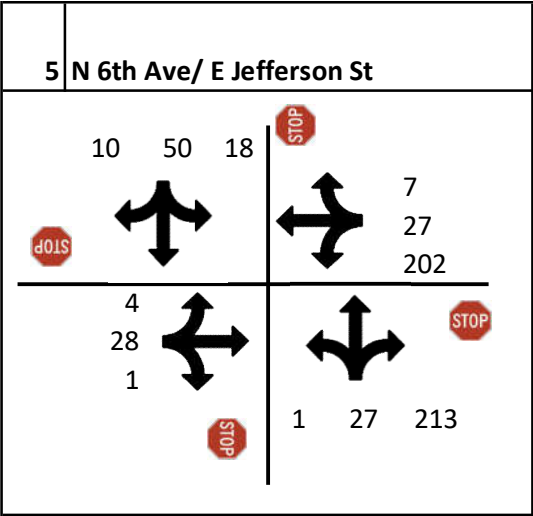
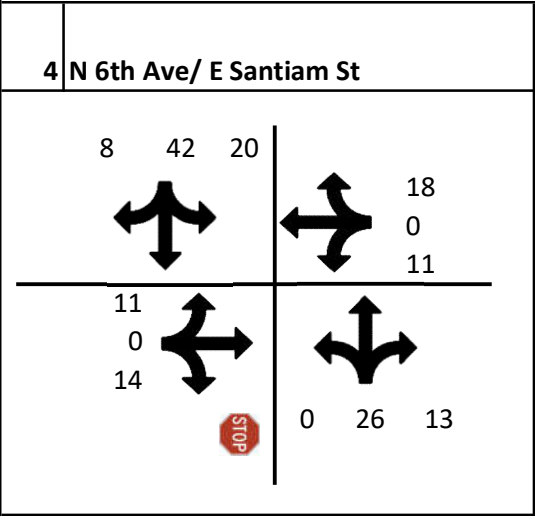
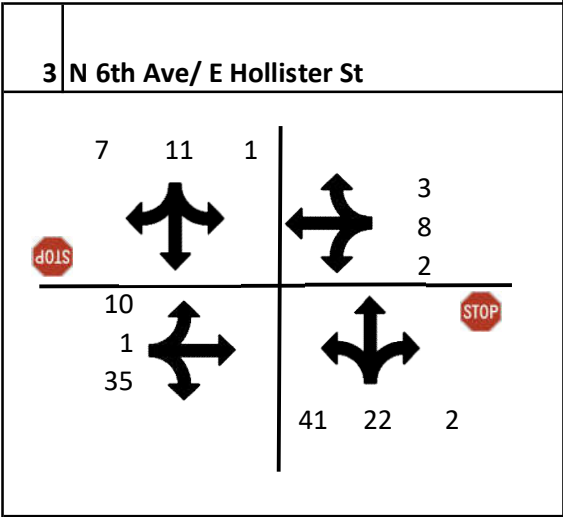
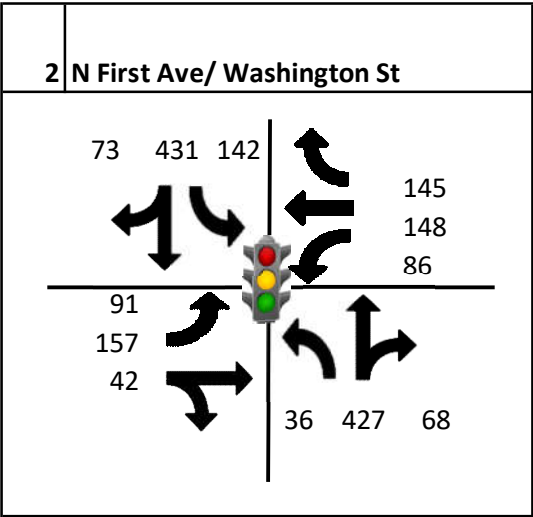
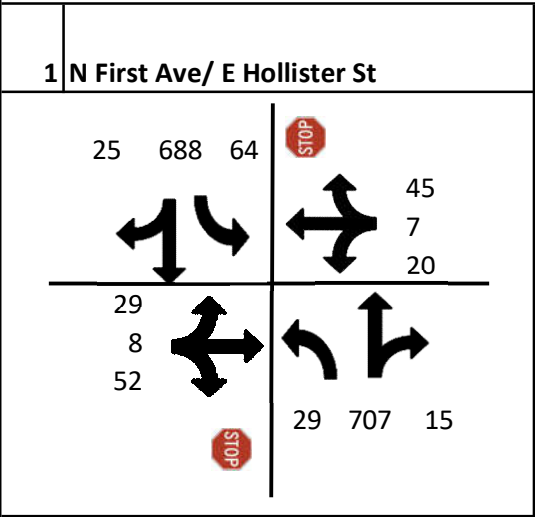


Figure 13: 2040 Proposed Zoning PM Peak Volumes



## Dan Fleishman

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**From:** Caleb Cox <ccox@kittelson.com>  
**Sent:** Friday, March 18, 2022 4:20 PM  
**To:** Dan Fleishman  
**Cc:** Susan Wright  
**Subject:** RE: St Mary's Expansion - TIA for Review

Dan,

All of our comments are related to TIA portion of the report. The TPR analysis looked good.

Caleb Cox, PE  
Engineer

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

---

**From:** Dan Fleishman <dfleishman@staytonoregon.gov>  
**Sent:** Friday, March 18, 2022 4:15 PM  
**To:** Caleb Cox <ccox@kittelson.com>  
**Cc:** Susan Wright <swright@kittelson.com>  
**Subject:** RE: St Mary's Expansion - TIA for Review

Thanks, Caleb. I'll forward these comments to Tegan for a response.

Noting that the current applications are for Comp Plan amendment and Zone Map amendment and that Tegan noted that report should suffice for both the TPR analysis as well as a TIA, I am curious if the comments below need to be addressed as part of the TPR analysis or if they are more important for the TIA when a Site Plan Review application is submitted.

Dan Fleishman  
Planning and Development Director  
City of Stayton  
362 N Third Avenue  
Stayton, OR 97383

Ph 503-769-2998

[www.staytonoregon.gov](http://www.staytonoregon.gov)

I am working from home several days a week. On Tuesdays and Thursday, you will generally be able to reach me at 541-207-2558.

---

**From:** Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>  
**Sent:** Friday, March 18, 2022 4:03 PM  
**To:** Dan Fleishman <[dfleishman@staytonoregon.gov](mailto:dfleishman@staytonoregon.gov)>

**Cc:** Susan Wright <[swright@kittelton.com](mailto:swright@kittelton.com)>

**Subject:** RE: St Mary's Expansion - TIA for Review

Hi Dan,

We've reviewed the traffic study for St. Mary's Woods and have the following comments. Please let us know if you any questions or things to add. Would you like to send final comments to Tegan, or would you prefer we do?

- General comment: Maybe I missed it, but where are the peak hour time periods noted? I think you used a PM peak outside the typical 4:00-6:00 range to account for the school, right? Please add a brief discussion on how that was chosen.
- Page 11: Please provide a bit more context on the ODOT crash rate calculations. Is it per million entering vehicles?
  - Please include a crash type/severity table with a brief analysis of possible contributing factors and solutions. Especially for the First Ave/Washington St intersection which has 14 reported crashes in 5 years.
- Page 12: Provide more background on how the 2.2% growth rate was calculated. I believe we talked about comparing the Existing TSP counts to the projected TSP counts for nearby intersections and calculating a growth rate from there. Is that correct?
- Page 17 & Figure 6 & 7: I'm checking the math on the AM Peak Hour trip distribution at intersection 7. If 20% of traffic is heading east on either Fern Ridge or Santiam St, shouldn't there be eight SB lefts at intersection #7 instead of six SB lefts? Please check the others as well.

Thanks,  
Caleb

Caleb Cox, PE  
Engineer

[Kittelton & Associates, Inc.](#)

Transportation Engineering / Planning  
503.535.7453 (direct)

---

**From:** Tegan Enloe <[tegan@enloeconsulting.org](mailto:tegan@enloeconsulting.org)>

**Sent:** Monday, March 7, 2022 2:37 PM

**To:** Dan Fleishman <[dfleishman@staytonoregon.gov](mailto:dfleishman@staytonoregon.gov)>

**Cc:** Caleb Cox <[ccox@kittelton.com](mailto:ccox@kittelton.com)>; Susan Wright <[swright@kittelton.com](mailto:swright@kittelton.com)>; Bill Lulay <[blulay@nspor.com](mailto:blulay@nspor.com)>

**Subject:** St Mary's Expansion - TIA for Review

Hi Dan,

Attached is a copy of the St Mary's Expansion traffic analysis. It includes documentation that should meet the TIA and TPR requirements for the proposed development and the zone change. Based on the analysis, it appears that all study intersections will operate within standard for the proposed development and under the worse-case scenario analysis for the zone change.

Please let me know if I can answer any questions or if any additional documentation is necessary.

Thanks!

Tegan

## BEFORE THE STAYTON PLANNING COMMISSION

In the matter of  
The application for  
Immaculate Conception Catholic Church

)  
) Comprehensive Plan Map Amendment  
) Official Zoning Map Amendment  
) File # 3-03/22  
)

## RECOMMENDATION OF APPROVAL

### I. NATURE OF APPLICATION

The applicant has submitted applications for a Comprehensive Plan Map amendment from Residential to Public and an Official Zoning Map amendment from Medium Density Residential to Public/Semi-Public.

### II. PUBLIC HEARING

A public hearing was held on the applications before the Stayton Planning Commission on April 25, 2022. At that hearing the Planning Commission reviewed Land Use File #3-03/22, 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 property and the applicant is the Immaculate Conception Catholic Church.
2. The property is tax lot 1200 as shown on Map 91W10DA.
3. The property is addressed as 715 E Jefferson St.
4. The property is currently designated Residential by the Comprehensive Plan and is zoned Medium Density Residential (MD).
5. The property is 1.09 acres in area. The property has 230 feet of frontage on E Jefferson St. The property is currently vacant.
6. The property was the subject of Land Use File 7-07/20 which approved the temporary installation of a driveway through the property to provide one-way egress onto E Jefferson St from the St Mary School campus.
7. The neighboring property to the east is zoned Low Density Residential (LD) and is developed with a single family detached dwelling. The neighboring properties to the south, across E Jefferson St, are zoned High Density Residential and developed with a single family dwelling and zoned LD and developed with single family dwelling. One of the neighboring properties to the west is zoned Commercial Retail and is developed as a live-work unit. The other property to the west is zoned MD and is developed with three single family dwellings. The

neighboring property to the north is owned by the applicant, is zoned Public/Semi-Public, and is developed as the campus for the St Mary School.

8. The proposal is to amend the Comprehensive Plan Map designation for the subject property from Residential to Public and the zoning from Medium Density Residential to Public/Semi-Public, to allow the future construction of a learning center addition to the St Mary School campus.

#### **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 March 8, 2022.

A response was received from Marion County Public Work, through the Building Inspection Division, with no comments. 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 17.12, Section 17.12.170.6. Official Zoning Map amendments are required to satisfy approval criteria contained within SMC Chapter 17.12, 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 Public designation as providing uses that serve the public on land owned by government and non-profit organizations. The Plan indicates that the Public designation should not be applied before land is owned by a government agency or non-profit organization. However, no other direction is provided in the Plan as to the location of Public areas.

- 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 was one vacant lot zoned Public with a total area of 1 acre. The Planning Department reports that there are currently 16 Public zoned parcels with an improvement value of 0 reported by the Assessor's records. The parcels are either parks, open space tracts in subdivisions owned by a homeowners association, vacant land for future parks owned by the City, cemeteries, or parcels owned by churches and schools who own multiple adjacent parcels with the improvement value assigned to one tax parcel.

- 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, 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 property. Goal 7 is to protect people and property from natural hazards. There are no natural hazards identified on or adjacent to the subject property.

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 about 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 property proposed for the comprehensive plan amendment has been zoned MD since the adoption of city-wide zoning in the mid-1970s. It appears from the City's records that there was a single family dwelling on it in the mid-1960s. There is no record of when the dwelling was demolished. The Marion County Assessor's records report that the property was obtained by the Church in 1998. The proposal would reduce the amount of land zoned MD by 1.09 acres.

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 193 new single family attached and duplex dwelling units during the 20-year planning period. The city has seen construction of or approved development of 22 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 Tegan Enloe, PE. The analysis estimated that under the current MD zoning and Residential designation the worst-case traffic generation would be 15 peak hour trips. The analysis projected traffic generation from a library as the worst-case scenario under the proposed zoning, with a net increase of 99 peak hour trips. The analysis concluded that all of the study intersections would function within their applicable mobility standards under a worst-case scenario for the proposed changes. The analysis was reviewed by the City's transportation planning consultants who agreed with the methodology and conclusions.

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

Finding: There are 1,825 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 73 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 about 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 four-classroom school building for early childhood education. There is an 8-inch water main in E Jefferson St. There is an 8-inch sewer main in E Jefferson St with a sanitary manhole in front of the subject property. The sewer main flowing from the manhole is a 12-inch sewer main. There is a 12-inch storm main flowing west and a 10-inch storm main flowing east in E Jefferson St, meeting at a storm drain manhole in front of the subject property. There is a 12-inch storm



drain through the subject property from the St Mary School campus to the storm drain manhole in E Jefferson St. The outflow from the storm drain manhole is an 18-inch storm main.

Development of the property for the learning center will require site plan review approval, for which an application for approval has not yet been submitted. At the time of site plan review a detailed analysis of the impact of the development on public facilities and services will be conducted.

- 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, south, and west of the subject property are zoned residential and in residential uses, except for the property at the northeast corner of E Jefferson St and N Sixth Ave, which was rezoned to CR in 2007. The property to the north is the applicant's campus for the St Mary School.

**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 Public.

- 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 an 8-inch water main in E Jefferson St. There is an 8-inch sewer main in E Jefferson St with a sanitary manhole in front of the subject property. The plowing flowing from the manhole is a 12-inch sewer main. There is a 12-inch storm main flowing west and a 10-inch storm main flowing east in E Jefferson St, meeting at a storm drain manhole in front of the subject property. There is a 12-inch storm drain through the subject property from the St Mary School campus to the storm drain manhole in E Jefferson St. The outflow from the storm drain manhole is an 18-inch storm main.

- 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 Zone Map amendment on the transportation system. The analysis was prepared by Tegan Enloe, PE. The analysis estimated that under the current MD zoning and the worst-case traffic generation would be 15 peak hour trips. The analysis projected traffic generation from a library as the worst-case scenario under the

proposed zoning, with a net increase of 99 peak hour trips. The analysis concluded that all of the study intersections would function within their applicable mobility standards under a worst-case scenario for the proposed changes. The analysis was reviewed by the City's transportation planning consultants who agreed with the methodology and conclusions.

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

Findings: Two categories of comprehensive policies are appropriate to look at with this application: housing and land use.

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

While there are no policies directly related to the Public/Semi-Public zone, the Comprehensive Plan narrative discusses applying the Public designation to property after it acquired by a public agency or nonprofit organization.

- 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 currently 16 vacant lots within the City that are zoned MD, with a combined area of 27 acres. Eleven of the parcels are smaller than one acre. One parcel is over 19 acres. While there may be 16 parcels zoned P without any improvement value according to the Assessor's records, they are not necessarily available for development purposes. For instance, the existing St Mary School campus is made up of five tax parcels, three of which are assigned 0 value for improvements. The subject parcel is adjacent to the existing school campus therefore the only parcel suitable for the proposed use without the removal of existing housing.

- 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 was provided to the Department of Land Conservation and Development more than 35 days prior to the first evidentiary hearing on these applications 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.

#### **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.

\_\_\_\_\_  
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

[dfleishman@staytonoregon.gov](mailto:dfleishman@staytonoregon.gov) [www.staytonoregon.gov](http://www.staytonoregon.gov)

## MEMORANDUM

**TO:** Chairperson Ralph Lewis and Planning Commission Members

**FROM:** Dan Fleishman, Director of Planning and Development

**DATE:** April 25, 2022

**SUBJECT:** Site Plan Approval, N Third Ave Apartments; Modification to Santiam Station subdivision

**100 DAYS ENDS:** July 10, 2022

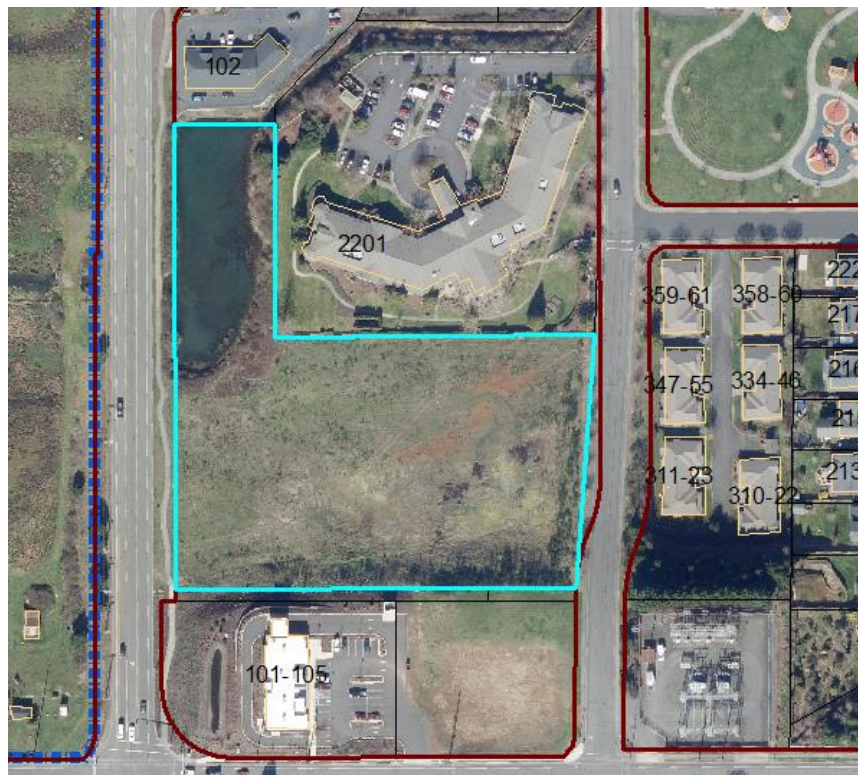
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### ISSUE

The issue before the Planning Commission is a public hearing on an application for site plan approval for the construction of a 72-unit apartment complex and modification to the Santiam Station subdivision.

### BACKGROUND

The property is located on the west side of N Third Ave, between the MAPS Credit Union and the assisted living facility. The property is Lot 7 of the Santiam Station subdivision, though there have been pieces of the lot deeded off without benefit of replat. The plan is to construct six 12-unit apartment buildings with a mix of 1-, 2- and 3-bedroom units. A single driveway will access N Third Ave. 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 Green Light-Home First, LLC. The application consists of the application forms and narrative, a site plan, architectural drawings, a landscape plan, a transportation impact assessment, a preliminary stormwater management report, wetlands delineation, 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 forms
- Applicant's narrative
- Site Plan and preliminary grading plans, utilities plans, etc.
- Building elevation and floor plans
- Landscape plan
- Illumination plan
- Transportation Impact Analysis, without appendices
- The narrative from the Preliminary Stormwater report, without figures or appendices
- Portions of the Wetlands Delineation report

Based on preliminary review by staff, the applicant submitted supplemental information by email on April 14.

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

Staff has a number of concerns about the application.

- The City Engineer has expressed a number of issues with the preliminary stormwater report. Addressing these issues may impact the layout of the development.
- Kittelson & Associates has requested additional information and documentation for the Transportation Impact Analysis. Staff expects a revised TIA to be submitted prior to the hearing, but has not received it yet. Therefore there is a recommended condition of approval requiring submission of a revised TIA. If the revised TIA is submitted in time, the recommendation from staff at the hearing may change.
- There are a number of Code provisions, regarding landscaping, architectural standards, lighting, and street improvements not met by the application.

All but one of these are issues that can be addressed through conditions of approval. The applicant has indicated that the architectural standard for the side of the buildings facing a street to contain an entryway cannot be met and is it is expected they will return to the Planning Commission with an application for a variance.

## **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.

# City of Stayton

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 Green Light-Home First LLC (Land Use File #5-03/22) 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 Green Light-Home First LLC (Land Use File #5-03/22) and 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 Green Light-Home First LLC (Land Use File #5-03/22) 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 May 31, 2022 meeting.

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

I move that the Stayton Planning Commission deny the application of Green Light-Home First LLC (Land Use File #5-03/22) and 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 May 31, 2022 meeting.

### **5. Continue the hearing until May 31, 2022.**

I move the Stayton Planning Commission continue the public hearing on the Green Light-Home First LLC (Land Use File #5-03/22) until May 31, 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 Green Light-Home First LLC (Land Use File #5-03/22) but maintain the record open to submissions by the applicant until May 9, 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 May 23, 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 Green Light-Home First LLC (Land Use File #5-03/22) until May 31, 2022.



**CITY OF STAYTON  
APPLICATION FOR SITE PLAN REVIEW**

PROPERTY OWNER: Girod Investment Group LLC

Address: PO Box 513

City/State/Zip: Stayton, OR 97383

Phone: ( ) - Email:

APPLICANT: Green Light - Home First LLC., Attn. Rob Justus

Address: 866 N Columbia Blvd. Suite A-25

City/State/Zip: Portland, OR 97217

Phone: ( 971 ) 222 - 8282 Email: rob@hfdpartners.com

APPLICANT'S REPRESENTATIVE: Cascadia Planning, Attn: Steve Kay

Address: PO Box 1920

City/State/Zip: Silverton, OR 97381

Phone: ( 503 ) 804 - 1089 Email: steve@cascadiapd.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

Name: Cascadia Planning, Attn: Steve Kay

Address: PO Box 1920

City/State/Zip: Silverton, OR 97381

Phone: ( ) 503 - 804-1089

Email: steve@cascadiapd.com

ENGINEERING

Name: Westech Engin., Attn: Josh Wells

Address: 3841 Fairview Industrial Dr., Suite 100

City/State/Zip: Salem, OR 97302

Phone: ( ) 503 - 585-2474

Email: jwells@westech-eng.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 ☒ planning consultant ☐ engineer

LOCATION:

Street Address: Unassigned Address

Assessor's Tax Lot Number and Tax Map Number: Tax Lot 2300 of Tax Map 91W03DC

Closest Intersecting Streets: West Side of 3rd Ave., between Wildflower Drive and Fern Ridge Road

ZONE MAP DESIGNATION: HD

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

DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 3/31/2022 Fee Paid: \$ 2,000.00 Receipt No. 169830822PT

Land Use File# 5-03/22



### 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?
  - a. How will the applicant assure there are adequate water, sewer, and storm drainage facilities available to serve the proposed development?
  - b. List public services currently available to the site:

Water Supply:	_____	- inch line available in	<u>N. 3rd Avenue</u>	Street.
Sanitary Sewer:	_____	- inch line available in	<u>N. 3rd Avenue</u>	Street.
Storm Sewer:	_____	- inch line available in	<u>N. 3rd Avenue</u>	Street.
Natural Gas:	_____	- inch line available in	<u>N. 3rd Avenue</u>	Street.
Telephone:	<input checked="" type="checkbox"/> is (or) <input type="checkbox"/> is not available in		<u>N. 3rd Avenue</u>	Street.
Cable TV:	<input checked="" type="checkbox"/> is (or) <input type="checkbox"/> is not available in		<u>N. 3rd Avenue</u>	Street.
Electrical:	<input checked="" type="checkbox"/> is (or) <input type="checkbox"/> is not available in		<u>N. 3rd Avenue</u>	Street.
  - c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the 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?
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?
4. PARKING AND LOADING AREAS: How will the development provide for parking areas and adequate loading/unloading facilities?
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?
6. OFFSITE IMPACTS: How will the development minimize off site impacts such as noise, odors, fumes, or other impacts?
7. DESIGN STANDARDS: How does the proposed development meet the applicable design standards for commercial or multi-family residential development?
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?
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.
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?





Submit Via Email

CITY OF STAYTON  
APPLICATION FOR MINOR MODIFICATION TO APPROVED PLANS OR  
EXISTING DEVELOPMENTS

PROPERTY OWNER: Girod Investments group LLC

Address: PO Box 513

City/State/Zip: Stayton, OR 97383

Phone: ( ) - Email:

APPLICANT: Green Light - Home First LLC - Rob Justus

Address: 866 N Columbia Blvd. Suite A-25

City/State/Zip: Portland, OR 97217

Phone: (971) 222 - 8282 Email: rob@hfdpartners.com

APPLICANT'S REPRESENTATIVE: Cascadia Planning, Attn. Steve Kay

Address: PO Box 1920

City/State/Zip: Silverton, OR 97381

Phone: (503) 804 - 1089 Email: steve@cascadiapd.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

Name: Cascadia Planning, Attn: Steve Kay

Address: PO Box 1920

City/State/Zip: Silverton, OR 97381

Phone: ( ) 503 - 804-1089

Email: steve@cascadiapd.com

ENGINEERING

Name: Westech Engineering, Attn: Josh Wells

Address: 3841 Fairview Industrial Dr., Suite 100

City/State/Zip: Salem, OR 97302

Phone: ( ) 503 - 585-2474

Email: jwells@westech-eng.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 ☒ planning consultant ☐ engineer

LOCATION:

Street Address: Unassigned Address

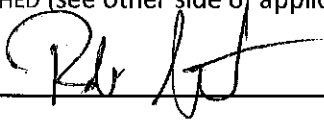
Assessor's Tax Lot Number and Tax Map Number: Tax Lot 2300 of Tax Map 91W03DC

Closest Intersecting Streets: West Side of 3rd Ave., between Wildflower Drive and Fern Ridge Road

ZONE MAP AND COMPREHENSIVE PLAN DESIGNATION: HD

ORIGINAL LAND USE APPLICATION TYPE AND FILE # Proposed Replat to Vacate PUE Along North Property Line

☒ NARRATIVE STATEMENT ATTACHED (see other side of application form)

SIGNATURE OF APPLICANT: 

DO NOT WRITE BELOW THIS LINE

Application received by: DBF Date: 3/31/22 Fee Paid: \$ 2000 Receipt No. 169830822PT

Land Use File# 5-03/22



PO Box 1920, Silverton, OR 97381  
www.cascadiapd.com / 503-804-1089

## **CITY OF STAYTON APPLICATION FOR LAND USE REVIEW**

### **N 3<sup>rd</sup> AVENUE APARTMENTS**

Location: 2300 N 3<sup>rd</sup> Avenue  
Stayton, OR 97383  
Tax Lot 2300 of  
Tax Map 091W03DC  
Marion County, Oregon

Prepared by: Steve Kay, AICP  
Mason McGonagall, Ph.D. Arch.

Prepared for: Green Light – Home First, LLC  
866 Columbia Blvd., Suite A-25  
Portland, OR 97217

March 30, 2022

## **APPLICANT'S STATEMENT**

<b>PROJECT NAME:</b>	N 3rd Avenue Apartments
<b>REQUEST:</b>	Approval of a Site Plan Review Application and a Minor Modification to Approved Plans application for the Development of a 72-unit Apartment Complex and Associated Site Improvements in the HD Zone
<b>LEGAL DESCRIPTION:</b>	Tax Lot 2300 of Tax Map 091W03DC Marion County, Oregon
<b>APPLICANT'S REPRESENTATIVE:</b>	Steve Kay, AICP Cascadia Planning + Development Services P.O. Box 1920 Silverton, OR 97381 503-804-1089 steve@cascadiapd.com
<b>APPLICANT:</b>	Green Light – Home First, LLC 866 N Columbia Blvd., Suite A-25 Portland, OR 97217
<b>OWNER:</b>	Girod Investment Group, LLC PO Box 513 Stayton, OR 97383
<b>DEVELOPMENT AREA:</b>	4.14 acres +/-
<b>LOCATION:</b>	2300 N. 3 <sup>rd</sup> Avenue Stayton, OR 97383

**I. APPLICABLE REGULATIONS**

**A. Title 17: Land Use and Development Code**

**Chapter 17.12: Development Approval Procedures**

Section 17.12.150: Major Modification to Approved Plans  
Section 17.12.220: Site Plan Review

**Chapter 17.16: Zoning**

Section 17.16.070: District Regulations  
Section 17.16.090: Natural Resource Overlay District  
Section 17.16.100: Floodplain Overlay District

**Chapter 17.20: Development and Improvement Standards**

Section 17.20.060: Off Street Parking  
Section 17.20.080: Special Street & Riparian Areas  
Section 17.20.090: Landscaping  
Section 17.20.170: Outdoor Lighting  
Section 17.20.180: Wetland Protection Areas  
Section 17.20.190: Multifamily Residential Design

**Chapter 17.26: Transportation Requirements**

Section 17.26.020: Access Management Requirements and Standards  
Section 17.26.030: Bicycle Parking and Bicycle Circulation and Access  
Section 17.26.040: Transportation Development Charge  
Section 17.26.050: Traffic Impact Study Requirements

**II. AFFECTED JURISDICTIONS**

<b>Domestic Water:</b>	<b>City of Stayton</b>
<b>Fire Protection:</b>	<b>City of Stayton</b>
<b>Electric:</b>	<b>Pacific Power</b>
<b>Police Protection:</b>	<b>City of Stayton</b>
<b>Schools:</b>	<b>North Santiam School District</b>
<b>Sewer:</b>	<b>City of Stayton</b>
<b>Streets:</b>	<b>City of Stayton &amp; Marion County</b>

### **III. BACKGROUND:**

The applicant, Green Light – Home First, LLC, is requesting Site Plan Review approval for the development of an apartment complex in the High Density Residential (HD) zone. The subject site is approximately 4.14 acres and is identified by the Marion County Assessor as Tax Lot 2300 of Tax Map 091W03DC. The site is currently vacant, and is assigned the address of 2300 N. 3<sup>rd</sup> Avenue. Since the property is currently platted as Lot 7 in the Santiam Station Subdivision, and the applicant is requesting to vacate an unused public utility easement along the north boundary of the site, the applicant has also submitted a Minor Modification to Approved Plans application to replat the approved subdivision.

The applicant is proposing development of a 3-story apartment complex with 6 buildings containing a total of 72 affordable multi-family dwelling units. Recreation amenities for the development include walking paths, play fields, and viewing areas. To meet the parking demand for the apartment complex, the applicant proposing to construct a parking lot with 124 standard and ADA stalls (see Exhibit 4). The applicant has submitted a Transportation Impact Analysis which indicates that the existing public transportation system has the capacity to accommodate the proposed development (see Exhibit 6).

The subject site is located in an area with a mix of uses and zoning designations. To the south are several CR zone parcels which include one developed as Maps Credit Union. To the north is a large CR zoned lot that is developed as Elmcroft of Stayton, a senior living facility. To the east across N. 3<sup>rd</sup> Avenue, are the Lakeside Retirement Cottages, a senior living community on a HD zoned parcel. To the west across Cascade Highway is undeveloped farmland that is located outside of the city limits, in Marion County.

The Existing Conditions Plan indicates that the site generally slopes down from the southeast to the northwest corners of the site, with steeper slopes along the southern boundary of the property. The attached Geotechnical Report provides recommendations that are utilized in the prepared Preliminary Grading Plan (see Exhibits 4 and 8). As documented by the attached Wetland Report, no wetlands or hydric soils are present in the project area, and the proposed development is located a minimum of 75-ft. from the delineated wetland in the northwest corner of the site (see Exhibit 7).

The attached Preliminary Site Plan indicates that the subject parcel fronts N. 3<sup>rd</sup> Avenue, which is under City jurisdiction and is classified as a Local Street. The site also has frontage along Cascade Highway SE, which is classified as a Principal Arterial Street and is under Marion County jurisdiction. The attached Existing Conditions Plan indicates that both frontages are fully improved with a standard paved road section, curb, planter strip, and sidewalk. The applicant is proposing access to the development from N 3<sup>rd</sup> Avenue. Additional right-of-way dedication is not required for either roadway.

As demonstrated by the attached civil plans, public utilities are currently located adjacent to the site and can serve the proposed development (see Exhibit 4). The plans demonstrate that public sanitary sewer and water service can be provided by connecting to existing main lines within N. 3<sup>rd</sup> Avenue. The attached Preliminary Storm Drainage Plan and Preliminary Stormwater Report indicates that drainage from impervious surfaces will be directed to a proposed stormwater facility on the north side of the parking lot (see Exhibits 4 and 5). Following detention within the facility, stormwater will be released into the public storm main within Cascade Highway. The attached report demonstrates that the proposed stormwater improvements will not impact upstream or downstream storm systems.

A copy of the Application Forms, Property Deed, Preliminary Development Plans, Preliminary Stormwater Report, Traffic Impact Analysis, Wetland Delineation Report, and Geotechnical Report are included with this application packet. The applicant's exhibits and narrative demonstrate that the submitted land use request meets the approval criteria as outlined by the Stayton Land Use Development Code.

#### **IV. FINDINGS**

##### **A. STAYTON COMPREHENSIVE PLAN**

###### **COMMENT:**

Except where required by the Stayton Land Use Development Code, this application is not required to address the City's goals and policies related to the development of land, because the Stayton Comprehensive Plan is implemented by the Code.

##### **B. TITLE 17: STAYTON LAND USE DEVELOPMENT CODE**

###### **Section 17.12.150: Major Modifications to Approved Plans**

- 1. Purpose Statement. The purpose of this section is to provide an efficient process for modifying land use decisions in recognition of the cost and complexity of land development.**
- 2. Method Of Adoption. Major modifications shall be adopted pursuant to the requirements of Sections 17.12.070 through 17.12.100. The decision shall be made in accordance with this title.**
  - a. This Section applies to all site plan reviews, subdivisions (but not partitions), and Master Planned Developments.**
  - b. Major modifications shall constitute a new land use application and not a continuation of**

the original approved land use application. This Section does not apply to Comprehensive Plan amendments, zone map amendments, annexations, variances or conditional use permits.

**COMMENT:**

The subject site is currently platted as Lot 7 in the Santiam Station Subdivision, and the applicant is requesting to vacate an unused public utility easement along the north boundary of the property. When discussing the proposal with City staff, the applicant was informed that a Minor Modification to Approved Plans application needs to be submitted to replat the approved subdivision.

3. **Submittal Requirements.** In order to be accepted as complete and processed in a timely manner by the City, requests for approval of major modifications shall include the following materials and information.
  - a. **Completed application forms as supplied by the City Planner.**
  - b. **Three copies of the site plan to a scale of 1 inch equals not more than 50 feet showing the proposed modifications to the approved plan, the surrounding properties, neighboring streets and roads, and the previously approved plan. In addition, a reduced copy of the plan sized as 11 inches by 17 inches.**
  - c. **A narrative statement fully explaining the request and fully addressing the criteria for approval of a major modification.**

**COMMENT:**

As required, the attached applicant form, this narrative, and the attached exhibits provide all the required information listed above.

4. **Approval Criteria.** The scope of the review shall be limited only to the modification request. The decision authority shall use as decision criteria, the criteria for the original development proposal (e.g. subdivision, site plan, master planned development) that apply within the scope of the modification request and the any conditions of approval from the original application. (This includes public infrastructure requirements under Standard Specifications and adopted Master Plans.)

**COMMENT:**

The existing public utility easement along the north boundary of the site is unused and City staff has determined that it is not necessary for existing, proposed, or future development in the area. As required, this narrative and the attached Preliminary Development Plans address how public utilities will serve the proposed apartment complex, as well as how applicable development standards are met (see Exhibit 4).

**Chapter 17.12: Development Approval Procedures**

**Section 17.12.220: Site Plan Review**

**3. Requirements for Site Plan Review.**

**Site plan review approval is required when:**

- a. A site plan review overlay district is imposed by the City Council as a condition of rezoning the parent or principal zone of a given property or properties.**
- b. Made a condition of approval of a conditional use.**
- c. Otherwise required by specific provisions of this Title.**
- e. Improvements to existing development causing more than a 15% increase in traffic or parking needs.**
- f. Improvements exceeding 15% of existing development by area, not including the area of internal roadways, parking and loading areas, and landscaping.**

**COMMENT:**

The applicant is proposing the development of multi-family dwelling units, a permitted use in the HD zone. The subject site is currently undeveloped, and improvements will exceed 15% of the existing development by area. Therefore, a Site Plan Review application is required for the proposed development.

**4. 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 a scale of 1 inch equals not more than 50 feet, showing the property for 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 contour intervals 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 or structures 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 their 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 (TIA) 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 location 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, the portions of the walls to be illuminated, the illuminance levels of the walls, and the aiming points for any remote light fixtures.
- 18) The location of any free standing signage and the proposed size(s) and dimension(s).
  - 19) The location of any proposed screening including fences, walls, hedges and berms.
  - 20) When any development activity is proposed on a location a slope of 20% or steeper, 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 site plan review.

**COMMENT:**

This Applicant's Statement, and the attached Application Form, Preliminary Development Plans, Transportation Impact Analysis, Wetland Delineation Report, and Geotechnical Report provide all the applicable information listed above (see Exhibits 1, 4, 6, 7, and 8).

**5. 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.**

**COMMENT:**

The attached Preliminary Development Plans include proposed utility improvements for the apartment complex. The plans demonstrate that public sanitary sewer and water service can be provided by connecting to existing main lines within N. 3<sup>rd</sup> Avenue. The attached Preliminary Storm Drainage Plan and Preliminary Stormwater Report indicates that drainage from impervious surfaces will be directed to a proposed stormwater facility on the north side of the parking lot (see Exhibits 4 and 5). Following detention within the facility, stormwater will be released at the pre-development rate into the public storm main within Cascade Highway. City Master Plans do not require upsizing of the proposed facilities to serve adjacent properties in the vicinity of the subject site.

- 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.**

**COMMENT:**

In accordance with City standards, the proposed vehicle parking area, bicycle parking facilities, and pedestrian facility improvements provide safe and efficient circulation throughout the apartment complex and to adjacent public transportation facilities (see Exhibit 4).

- 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.**

**COMMENT:**

The attached Preliminary Site Plan indicates that the subject parcel fronts N. 3<sup>rd</sup> Avenue, which is under City jurisdiction and is classified as a Local Street. The site also has frontage along Cascade Highway SE, which is classified as a Principal Arterial Street and is under Marion County jurisdiction. The attached Existing Conditions plan indicates that both frontages are fully improved with a standard paved road section, curb, planter strip, and sidewalk (see Exhibit 4). In addition, the attached Transportation Impact Analysis indicates that the existing public transportation system has the capacity to accommodate the proposed development and off-site mitigation measures are not required (see Exhibit 6).

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

**COMMENT:**

Section 17.20.060 standards indicate that 1.5 off-street vehicle parking spaces per multi-family dwelling unit, and 1 visitor space per 4 resident spaces are required for the proposed apartment complex. No loading spaces are required for the use, however 1 bicycle space per 5 units is also required for the use. Therefore, the proposed 72-unit apartment complex requires the provision of 126 vehicle parking stalls and 15 bicycle spaces. The submitted Site Plan indicates that the proposed parking lot contains 124 standard vehicle parking stalls. Since 24 outdoor bicycle spaces and 30 interior bicycle stalls are provided in the apartment units, the applicant is requesting to reduce the vehicle parking space requirement by 2 spaces (see Exhibit 4).

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

**COMMENT:**

The applicant is not proposing open storage areas or outdoor storage yards, therefore the above standards do not apply.

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

**COMMENT:**

The submitted Site Plan demonstrates that the proposed setbacks meet or exceed the requirements of the HD zone to mitigate noise impacts to adjacent uses. The applicant's Planting Plan also illustrates that the proposed landscaping will provide a buffer between the proposed apartment complex and adjacent uses (see Exhibit 4). There are no anticipated odor or fume impacts which are associated with the proposed multi-family use.

- 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.**

**COMMENT:**

As required, the applicant has addressed how the proposed apartment complex complies with applicable Multi-Family Residential Design Standards in the narrative provided below.

- 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.**

**COMMENT:**

The submitted Planting Plan indicates that existing vegetation will be retained in the southern portion of the site, where steeper slopes exist. In addition, natural vegetation will be retained to protect the wetland area in the northwest corner of the property. The plan demonstrates that attractive landscaping will be installed within the developed portion of the site, and will provide a vegetative buffer between proposed and adjacent land uses (see Exhibit 4).

- 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.**

**COMMENT:**

As required, the applicant has addressed how the proposed perimeter landscaping complies with the provisions of Sections 17.20.050 and 17.20.090 in the narrative provided below.

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

**COMMENT:**

The applicant has addressed Section 17.20.170 standards below and has submitted an Exterior Lighting Plan to demonstrate compliance with these requirements (see Exhibit 4).

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

**COMMENT:**

As required, the owner of the apartment complex will be responsible for ongoing maintenance and upkeep of the proposed 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.**

**COMMENT:**

The subject site is not located within the areas described above, therefore the proposed project will not have an adverse impact on fish habitat.

- 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.**

**COMMENT:**

The subject site is not located on the National Register of Historic Places, therefore the above standards do not apply.

**Chapter 17.16: Zoning**

**Section 17.16.070: District Regulations**

- 1. **Permitted And Conditional Uses. The land uses permitted in each district are shown in Table 17.16.070.1. When a property is in an overlay zone, the stricter regulations of the two zones shall apply.**

**COMMENT:**

Table 17.16.070.1 indicates that multi-family dwelling units are permitted in the HD zone through the approval of a Site Plan Review application. As required, the applicant has submitted a Site Plan Review application for the approval of 72 apartment units on the subject property.

**2. Dimensional Requirements For Lots.**

- a. All lots shall comply with the minimum requirements of Table 17.16.070.2. Additional requirements may be imposed by other provisions of this Code. It is a violation of this Code to create a lot which does not meet the dimensional requirements of this section.

**COMMENT:**

The attached Existing Conditions Plan indicates that the subject site exceeds the lot area and lot width standards for the HD zone (see Exhibit 4).

**3. Dimensional Requirements for Structures.**

- a. All structures shall comply with the requirements of Table 17.16.070.3. Setback requirements are minimum requirements. Building height is a maximum requirement. Additional requirements may be imposed by other provisions of this Code.

**COMMENT:**

The submitted Site Plan indicates that all required setbacks are met for the proposed development. The attached Building Elevations demonstrate that the proposed structures do not exceed the 35-ft. maximum height standard for the HD zone.

**4. Additional Regulations for Single Family Dwellings and Manufactured Homes on Individual Lots.**

**COMMENT:**

The applicant is not proposing to develop single-family dwellings or manufactured homes on individual lots. Therefore, these standards do not apply.

**Section 17.16.090: Natural Resource Overlay District**

- 1. **Boundaries of the NR District. The NR Overlay district shall include lands that are:**



- a. 100 feet from the normal high water line of the North Santiam River, Mill Creek, Lucas Ditch, Salem Ditch of Shaff Road, except for areas within the HD, CR, CG, CCMU, DRMU, and ID zones. (Amended Ord. 902, May 7, 2008)
- b. 50 feet from the normal high water line of the Salem Ditch and the Stayton Ditch, except for areas within the CR, CG, CCMU, and DRMU zones. (Added Ord. 902, May 7, 2008)

The provisions, requirements, and restrictions found herein shall be in addition to those found in the underlying primary zone. Where there are conflicts between the requirements of the NR Overlay zone and the requirements of the underlying primary zone, the more restrictive requirements shall apply.

**COMMENT:**

The subject site is zoned HD and is not located within the areas listed above. Therefore, NR Overlay district standards do not apply to the proposed development.

**Section 17.16.100: Floodplain Overlay District**

1. **Purpose.** To protect lives and property from the periodic inundation of flood waters and to comply with federal flood control regulations as expressed in the National Flood Insurance Program.
2. **Location.** All areas designated as flood plain on the Federal Insurance Rate Maps (FIRM).

**COMMENT:**

FEMA maps do not indicate that the subject site is located within a designated floodplain area. Therefore, Floodplain Overlay District standards do not apply to the proposed development.

**Chapter 17.20: Development and Improvement Standards**

**Section 17.20.040: Special Regulations for Accessory Buildings**

1. **Application Of Regulations.** The regulations set forth herein shall apply to all residential zones and to buildings in any other zone used in connection with residential purposes.

**COMMENT:**

The applicant is proposing to develop a trash enclosure and maintenance building adjacent to the southeast corner of the parking lot. Therefore, regulations for accessory buildings apply.

2. **Height.** No portion of an accessory building shall be taller than 8 feet plus one foot for each foot of distance from the lot line to that portion of the accessory building. An accessory building shall be no higher than the main building.

**COMMENT:**

The proposed accessory structure is 1-story building, and the proposed apartment structures are 3-stories. The submitted Trash Enclosure Plan demonstrates that the above height standards are met (see Exhibit 4).

3. **Front Yards.** Any accessory building shall meet the setback requirements of the district in which it is located except on a corner lot. On a corner lot, an accessory structure shall meet the front setback requirement but an accessory structure of less than 200 square feet in floor area and less than 10 feet tall may be located no less than five feet from a front lot line provided the following requirements are met.
  - a. The rear lot line of the lot is also the rear lot line of the abutting lot.
  - b. The accessory structure is located in the rear yard.
  - c. The accessory structure is located behind a site-obscuring fence no less than 6 feet in height.
  - d. There is no driveway entering the street from the front lot line from which the accessory building is less than required front setback.
4. **Side Yards.** Accessory buildings shall have a minimum setback of 5 feet from a side lot line.
5. **Rear Yards.** An accessory building shall have a minimum setback of 3 feet from the rear lot line.

**COMMENT:**

The submitted Site Plan illustrates that the proposed accessory building is located interior to the site and all the above setback standards are met.

**Section 17.20.050: Fences**

**1. Residential Zones.**

**COMMENT:**

The applicant is not proposing to install fencing with this development, therefore the standards of this section do not apply.

**Section 17.20.060: Off-Street Parking and Loading**

**2. New and Existing Facilities.**

**Off-street automobile parking areas and off-street loading areas as set forth below shall be provided and maintained:**

**a. For any new building.**

**COMMENT:**

The applicant is proposing the development of a new apartment complex within the HD Zone. Therefore, off-street parking standards apply to the proposed use.

**3. Residential and Recreational Vehicle Parking and Storage of Recreational Personal Property Restrictions.**

**a. Motor Vehicles other than Recreational Vehicles. No parking shall be allowed except on driveways. The side yard and rear yard areas may be used for parking of vehicles unless otherwise prohibited by this title.**

**b. Recreational Vehicles. The following standards apply to the off-street parking and storage of recreational vehicles and the storage and parking of recreational personal property within any residential zone:**

**COMMENT:**

The applicant is not proposing or will permit recreational vehicle parking within the apartment complex parking lot. The submitted Site Plan demonstrates that the parking lot is not located within required side or rear yard areas.

**4. Reduction of Required Areas Prohibited.**

Off-street parking and loading areas which existed on February 1, 1990 shall not be reduced below the required minimum as set forth in this title unless a parking plan is approved by the City Planner as being suitable to meet the needs of the use or uses proposed.

**COMMENT:**

The applicant is not proposing a reduction to the off-street parking requirements, therefore the above standards do not apply.

**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.

**COMMENT:**

The attached Preliminary Site Plan demonstrates that all off-street parking for residents, visitors, and staff will be located on the subject property and within 500-ft. of the proposed multi-family structures (see Exhibit 4).

**6. Joint Use.**

A parking area may have joint use by 2 or more businesses only when it can be shown that all uses can be adequately served at their respective peak hours and cross-over easement agreements are obtained from all users.

**COMMENT:**

The applicant is not proposing joint use parking with this development.

**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.

**a. Minimum Required Parking Spaces.**

- b. **Calculating Spaces.** When the required spaces are calculated by this subsection becomes greater than 1/3 of a space, the number shall be rounded up.
- c. **Determining Requirements for an Unlisted Use.** When a required number of parking spaces is not specified for a particular use or facility or the Planning staff determines that the specified number of parking spaces is not appropriate, the City Planner shall prescribe a number of vehicle parking spaces or loading berths based on a determination of the traffic generation of the activity (as determined through a Traffic Impact Analysis), the amount or frequency of loading operations thereof, the time of operation of the activity, their location, and such other factors as effect the need for off street parking or loading.

**COMMENT:**

Table 17.20.060.7.a specifies that 1.5 off-street parking spaces are required per multi-family dwelling unit with an additional visitor parking space per 4 units. Therefore, the 72-unit apartment complex requires the provision of 126 off-street parking spaces ((72 units x 1.5 spaces) + (72 units / 4 spaces)). The attached Site Plan illustrates that the applicant is proposing to develop a total of 124 of off-street spaces within the parking lot. Since the applicant is proposing to provide 24 exterior and 30 interior bicycle parking spaces when only 15 spaces are required, the applicant is requesting a reduction in the vehicle parking requirement by 2 spaces.

- d. **Additional Parking Required.** The decision authority may require additional parking beyond the minimum parking requirements of Table 17.20.060.7.b when it finds:
  - 1) There are other similar uses in the City of Stayton that provide parking in amount similar to the required minimum and have experienced problems associated with too little parking availability;
  - 2) The site is more than 300 feet from a public parking lot; or
  - 3) There are physical constraints preventing spillover parking from being accommodated off-site such as, topography, adjacent water bodies, barriers to effective and safe pedestrian access, or no adjacent uses or streets.

**COMMENT:**

As discussed above, with the provision of additional bicycle parking spaces, the applicant is requesting a reduction to the vehicle parking standards requirement by 2 spaces. In addition to the off-street parking spaces, a significant number of existing on-street parking spaces are also available along the N 3<sup>rd</sup> Avenue frontage.

**e. Downtown Parking Standards.**

**COMMENT:**

The subject site is located on N 3<sup>rd</sup> Avenue and is zoned HD, therefore downtown parking standards are not applicable.

**f. Drive-Through Facilities Standards. When drive-through uses and facilities are proposed, they shall conform to all of the following standards:**

**COMMENT:**

Because the applicant is not proposing drive-through facilities within this development, therefore this standard does not apply.

**g. Off-street parking reductions. The decision authority may reduce the off-street parking standards of Table 17.20.060.7.b for sites with one or more of the following features:**

- 4) The site has more than one and a half the minimum number of required bicycle parking spaces: Allow up to a 5 percent reduction to the required number of automobile parking spaces.**

**COMMENT:**

Since the proposed apartment complex provides 24 exterior and 30 interior bicycle parking spaces when 15 are required for the site, the development qualifies for a 5% reduction to the number of required parking spaces. As discussed above, 126 vehicle parking spaces is standard for 72 multi-family units, therefore 120 spaces may be developed with this reduction. The applicant is proposing 124 spaces, which meets the above standards.

**8. Handicapped/Disabled Parking.**

- a. 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 provided 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:

- b. Handicapped/disabled parking spaces shall be designated as reserved for such use by a sign showing the international symbol of accessibility. Such a sign shall be designed so as to not be obscured by a vehicle parked in the space.
- c. Parking spaces for handicapped/disabled persons shall be at least 9 feet wide and 18 feet long, and shall have an abutting access aisle of at least 6 feet in width.
- d. Passenger loading zones shall provide an access aisle at least 4 feet wide and 20 feet long abutting and parallel to the vehicle pull-up space. If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp shall be provided.

**COMMENT:**

The Preliminary Site Plan illustrates that 6 handicapped/disabled parking spaces are provided with dimensions and access aisles complying with the above standard. As required, ADA compliant routes are provided between the proposed handicapped/disabled parking spaces and the apartment building entrances (see Exhibit 4).

**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.

- a. The following minimum off-street loading bays or berths shall be provided.
  - 1) Office buildings, hotels, and motels with a gross floor area of more than 25,000 square feet require one bay.
  - 2) 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:

Each 90,000 square feet over 140,000 square feet requires one additional bay. In the

Downtown zones loading bays are not required. However, site design for retail trade uses and eating and drinking places shall provide for delivery access from an alley where possible and shall otherwise allow delivery vehicles to park in such a manner as to not block a sidewalk or driveway entrance from a street.

- b. Each loading bay shall be a minimum of 12 feet wide and 14 feet high. Truck parking in front of the bay shall be a minimum of 40 feet long exclusive of streets, alleys, driveway, or sidewalks.
- c. Loading spaces shall be designed so delivery or shipment vehicles do not block access aisles of parking areas, any parking spaces, or extend into a public right-of-way.
- d. No loading area shall be located within 10 feet of a street curb or 5 feet of a front lot line.

**COMMENT:**

The proposed development consists of multi-family residential structures, therefore the applicant is not proposing off-street loading areas within the development.

**9-A. Bicycle Parking Requirements.**

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.

- a. Bicycle parking spaces shall be at least 6 feet long and 2 feet wide. If the bicycle parking space is covered, then it shall have an overhead clearance of at least 7 feet. For covered bicycle parking, the covering shall extend at least 2 feet beyond the parking area.
- b. To provide for bicycle maneuvering, an aisle of 5 feet shall be provided and maintained beside or between each row of bicycle parking.



**COMMENT:**

Table 17.20.060.9-A.1 states that 1 bicycle parking space is required per 5 multi-family dwelling units. Therefore, the minimum bicycle parking space standard for the 72-unit multi-family apartment development is 15 spaces. The attached Site Plan indicates that the applicant proposes to provide 24 exterior and 30 interior bicycle parking spaces which meet the width, length, clearance, and location standards specified above.

**10. Development Requirements.**

- a. The location of parking and loading, except for single family dwellings, duplexes, or triplexes, which may be located within the front yard, shall meet the applicable standards of Sections 17.20.190 or 17.20.200.
- 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.
- 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.

**COMMENT:**

The applicant's Site Plan illustrates that the asphalt parking area provides parking stalls adjacent to each multi-family structures, and a 26-ft. wide driveway connects the parking lot to N 3<sup>rd</sup> Avenue in conformance with the above standards. No parking is proposed between the street frontages and the apartment buildings. The submitted Drainage Plan and Preliminary Stormwater Report indicate that stormwater will be managed in accordance with City standards (see Exhibits 4 and 5).

- 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.

**COMMENT:**

The attached Preliminary Development Plans illustrate that on-site parking and access from N. 3<sup>rd</sup> Street meet the above standards. The Transportation Impact Analysis also indicates that intersection sight distance complies with access on N. 3<sup>rd</sup> Avenue. The entry driveway also meets intersection access spacing requirements, and the parking lot allows for vehicle backing and maneuverability within the site (see Exhibits 4 and 6).

- 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.

**COMMENT:**

The development has more than 6 parking spaces and is adjacent to CR zoned properties to the north and south of the site. The subject property also borders a Major Arterial to the west, and a Local Street right-of-way to the east of the site. Since the proposed apartment does not abut a residential district, screening is not required for the proposed use. However, the attached Planting Plan indicates that a landscape buffer is proposed around the perimeter of the site (see Exhibit 4). In addition, an existing 4-ft. vinyl fence will be retained between the proposed use and the CR zoned parcel and retirement facility to the north of the site.

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

**COMMENT:**

The attached Exterior Lighting Plan indicates that the proposed parking area lighting meets Section 17.20.170.5.a standards (see Exhibit 4).

**11. Parking Area Landscaping and 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.**

**COMMENT:**

As illustrated by the Planting Plan, perimeter parking lot landscaping includes a 5-ft. landscape buffer between the parking area and the adjacent multi-family use to the north of the subject site (see Exhibit 3). The plans indicates that buffer plantings exceeding the 5-ft. minimum width requirement are provided between the south side of the parking lot and adjacent commercial uses to the south of the property. In addition, the 5-ft. landscape buffer requirement has been met along the site's Cascade Highway and N 3<sup>rd</sup> Avenue frontages.

- b. 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.**

**COMMENT:**

As demonstrated in the attached Preliminary Plans, the proposed parking area contains 124 total parking spaces. To comply with the above standards, 6-ft. wide landscaped islands with trees, shrubs, and groundcover are provided for every 10 parking spaces.

- 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.

**COMMENT:**

The termination of parking stalls with islands are illustrated on the attached Preliminary Plans. The Landscape Plans demonstrate that each terminal island meets the minimum width standards and includes a tree, complying with Section 17.20.090.8 requirements for plant materials (see Exhibit 4).

- 4) At the sole discretion of the decision authority, the requirement for landscaped islands or medians may be met through the design of additional parking area landscaping if the configuration of the site makes the use of islands or medians impractical.
- 5) Approved Parking Area Trees. Tree species for parking area plantings shall be selected from a list of approved species maintained by the Director of Public Works. Other varieties may only be used with approval of the decision authority.
- 6) Preservation of existing trees is encouraged in the off street parking area and the City Planner may allow these trees to be credited toward the required total number of trees.

**COMMENT:**

Due to grading necessary for the proposed development, the applicant does not intend to preserve any of the existing trees within the off-street parking area. Therefore, no tree credits are being requested.

- 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.**

**COMMENT:**

The Preliminary Plans demonstrate that all standards are met for pedestrian walkways, landscaping, and lighting associated with the proposed development (see Exhibit 3).

**Section 17.20.070: Open Storage Areas and 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.**

**COMMENT:**

The applicant is not proposing to establish an open storage area with the apartment complex, therefore the above standards do not apply.

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

**COMMENT:**

The applicant is not proposing to establish an open storage yard with the apartment complex, therefore the above standards do not apply.

**Section 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:**

- b. **First Avenue, from south City limits to north City limits.**

**COMMENT:**

As required, the Preliminary Plans demonstrate that a 50-ft. building setback from centerline is provided along the site's west boundary, adjacent to First Street/Cascade Highway.

2. **Riparian Setback and Vegetation Maintenance Requirements.**

- a. **Application of Riparian Setback Standards.**

Setbacks for development as defined in this title shall be observed for all lands within the City adjacent to Mill Creek, Salem Ditch, Stayton Ditch, and the North Santiam River.

**COMMENT:**

The subject site is not located adjacent to the above water features, therefore riparian setback and vegetation maintenance standards do not apply.

**Section 17.20.090: Landscaping and 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:

**COMMENT:**

Per Table 17.20.090.2, HD zoned sites require 20% landscape coverage per lot. The attached Planting Plan indicates that 59% of the subject site will be landscaped with the proposed development (see Exhibit 4).

**3. Submittal Requirements for Landscape Plan.**

The following information shall be included on a landscape plan:

- a. Lot dimensions and footprint of structure(s), drawn to scale.
- b. The dimensions and square footage of all landscaped areas, the total square footage of the parking lot, building square footage, 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 5 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, indicates the building's

location and its distance from the subject property boundary.

- f. Location and classification of existing trees greater than 4 inches caliper and measured at 4 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.

**COMMENT:**

As required, the attached Preliminary Planting Plan illustrates lot size, structure footprints, all existing and proposed landscaping features, and trees (see Exhibit 3).

**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 7½ 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.

**COMMENT:**

The applicant is requesting to defer submittal of an irrigation plan until building permits are requested. Following installation of the plantings, landscape maintenance will be managed by the property owner.

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

**COMMENT:**

The Preliminary Landscape Plans demonstrate that existing street trees along N. 3<sup>rd</sup> Avenue will be retained and currently meet the above standards. The applicant proposes to install 8 street trees along the Cascade Highway frontage in accordance with the above standards (see Exhibit 4).

**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 power lines, if tree height at mature age exceeds the height of the power line.

**COMMENT:**

As required, all trees shown on the Planting Plan meet the above tree planting restrictions (see Exhibit 3).

**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.

**COMMENT:**

The Planting Plan demonstrates that water conservation for site landscaping will be managed with the installation of drought tolerant native plant species. The applicant is requesting to defer the submittal of an irrigation plan until building permits are requested for the proposed apartment complex (see Exhibit 3).

**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.

- e. Coniferous trees shall be a minimum 5 feet in height above ground at time of planting.
- f. Shrubs shall be a minimum of 2 feet in height when measured immediately after planting.
- g. Hedges, where required to screen and buffer off-street parking from adjoining properties shall be planted with an evergreen species maintained so as to form a continuous, solid visual screen, planted with a minimum height of 2 feet.
- h. Vines for screening purposes shall 30 inches in height immediately after planting and may be used in conjunction with fences, screens, or walls to meet physical barrier requirements as specified.
- i. Turf areas shall be planted in species normally grown as permanent lawns in western Oregon. Either sod or seed are acceptable. Acceptable varieties include improved perennial ryes and fescues used within the local landscape industry.
- 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, 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 at planting.
- l. Artificial plants are prohibited in any required landscaped area.

**COMMENT:**

The attached Preliminary Planting Plan illustrates that all of the above plant material standards are met (see Exhibit 3).

**9. Replanting Natural Landscape Areas.**

- a. Areas that are not affected by the landscaping requirements where natural vegetation has been removed or damaged through construction activity shall be replanted.**
- b. Plant material shall be watered at intervals sufficient to assure survival and growth.**
- c. The use of native plant materials or plants acclimated to the Pacific Northwest is encouraged to reduce irrigation and maintenance demands.**

**COMMENT:**

The Preliminary Grading Plan indicates that steep slopes are located along the southern boundary of the site, and adjacent to N. 3<sup>rd</sup> Avenue (see Exhibit 4). The submitted Planting Plan demonstrates that existing vegetation will be retained where steep slopes are located. In addition, native plant materials will be retained in the northwest corner of the site where the wetland is located. The applicant's Planting Plan illustrates that native plant materials are also incorporated into the landscape design around the parking lot and proposed buildings.

**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.**

**COMMENT:**

The Preliminary Landscape Plans indicate that the existing vegetation in the planter strips along N 3<sup>rd</sup> Avenue and Cascade Highway will be retained. As required, the landscape calculations do not include the landscape strip areas.

**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
  - 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.

**COMMENT:**

As required for multi-family parking lots, 5-ft. perimeter plantings are provided with the proposed development. The applicant has included these proposed plantings when calculating the 20% minimum landscaping requirement.

**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.

**COMMENT:**

The subject site is located in an area with a mix of uses and zoning designations. To the south are several CR zone parcels, including one developed as Maps Credit Union. To the north is a large CR zoned lot that is developed as Elmcroft of Stayton, a senior living facility. To the east across N. 3<sup>rd</sup> Avenue, are the Lakeside Retirement Cottages, a senior living community in the HD zoned parcel. To the west across Cascade Highway is undeveloped farmland that is located in Marion County. Since the proposed apartment complex abuts multi-family and commercial uses, screening or berms are not proposed or required for this development.

**Section 17.20.140: Signs**

1. Purpose. The purposes of these sign regulations are to provide equitable signage rights; reduce signage conflicts; promote traffic and pedestrian safety; and increase the aesthetic value and economic viability of the city by classifying and regulating the location, size, type, and number of signs and related matters.
2. Permit Procedures.
  - a. Permit Required. No person shall construct or alter any sign without first obtaining a permit from the City Planner.

**COMMENT:**

The applicant is not proposing to install signs with this Site Plan Review application. If signage is proposed, it will be reviewed under a separate application process.

**Section 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.

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.
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.

**COMMENT:**

The attached Planting Plan demonstrates that native vegetation and trees are retained where possible on the site. The plan demonstrates that the applicant is proposing to retain the existing street trees along N 3<sup>rd</sup> Street. There are no heritage trees on the subject site.

**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.

Whenever practicable, lighting installations shall include timers, dimmers, and/or sensors to reduce overall energy consumption and eliminate unneeded lighting. When an outdoor lighting installation is being modified, extended, expanded, or added to, the entire lighting installation shall be subject to the requirements of this Section.

- a. Electrical service to outdoor lighting fixtures shall be underground unless the fixtures are mounted directly on utility poles.
- b. For the purposes of this Section, the mounting height of a lighting fixture shall be defined as the vertical distance from the grade elevation of the surface being illuminated to the bottom of the lighting fixture.
- c. Holiday lighting during the months of November, December, and January shall be exempt from the provisions of this section, provided that such lighting does not create dangerous glare on adjacent streets or properties.

### **3. Process.**

When an application for land use approval contains outdoor lighting installation or replacement, the decision authority shall review and approve the lighting installation as part of the application. Lighting installation or replacement that is not part of a land use approval application need not submit a lighting plan or obtain a permit beyond that which may be required by the Electrical Code, but shall meet the standards below.

#### **COMMENT:**

The applicant proposes underground electrical service for the parking area, open spaces, and pedestrian walkway lighting fixtures. The Exterior Lighting Plan demonstrates that lighting fixture heights and cut-off fixtures meet the specified lighting standards (see Exhibit 4). As required, permits will be obtained prior to the installation of the proposed exterior lighting.

### **4. Non-Residential Lighting Standards.**

The following additional standards shall apply to all commercial, industrial, public and semi-public uses:



**COMMENT:**

The applicant is not proposing a non-residential uses, therefore the above standards do not apply.

**5. Multi-Family Residential Lighting Standards.**

The following additional standards shall apply to all multi-family developments:

- a. **Lighting of Parking Areas.** Parking lot 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 lots shall be full cut-off fixtures.
  - 2) Parking area lighting shall have a maximum mounting height of 15 feet, a minimum illumination level of 0.3 foot-candles, a maximum illumination level of 1.4 foot candles, a uniformity ratio of 4:1, and a minimum color rendering index of 65.
- b. **Lighting of Pedestrian Walkways.** Pedestrian walkways in a multi-family development shall meet the following standards.
  - 1) All lighting fixtures shall be full cut-off fixtures.
  - 2) If pedestrian walkways are adjacent to illuminated parking areas, public rights-of-way or common open space this standard shall be met without the need for additional lighting if the ambient lighting meets the illumination levels, uniformity ratio and minimum color rendering index specified in subsection 5.b.3.
  - 3) Pedestrian walkways between parking areas and buildings or adjacent to dwellings and off-street multi-purpose pathways shall use bollard lights with a minimum illumination level of 0.3 foot-candles, a maximum illumination level of 1.2 foot-candles, a uniformity ratio of 4:1, and a minimum color rendering index of 65.

- 4) The decision authority, in consultation with the Parks and Recreation Commission and the Public Works Director, may require off-street walk and bike trails built within or adjacent to a multifamily development in accordance with the Parks and Recreation Master Plan to be illuminated in accordance with the standards of Section 17.20.1705.b.3) above.

**COMMENT:**

All parking area and pedestrian route illumination shown on the Exterior Lighting Plan meet the above standards for a multi-family residential development (see Exhibit 4). As required, the applicant proposes underground electrical service to the parking area, open spaces, and bike paths, and pedestrian walkway lighting fixtures. Lighting fixture heights, and installation of full cut-off fixtures also meet the specified standards.

- 5) Rustic trails built within or adjacent to a multifamily development in accordance with the Parks and Recreation Master Plan shall not be illuminated.

**COMMENT:**

No rustic trails are proposed with this development.

**6. Public Lighting Standards.**

The following additional standards shall apply to all public and semi-public uses.

**COMMENT:**

The applicant is not proposing the development of public parks or trails, therefore these standards do not apply.

**Section 17.20.180: Wetland Protection Areas**

**2. Determination of Locally Significant Wetlands.**

Through the process of adopting the local wetlands inventory and adoption of this Section, the City of Stayton has determined which wetlands are locally significant in accordance with rules adopted by Department of State Lands (DSL). Locally significant wetlands are identified on the City of Stayton Local Wetlands Inventory (LWI) map.

**COMMENT:**

The Wetland Delineation Report indicates that a wetland is identified in the northwest corner of the site, however no surveyed or locally significant wetlands are located within the proposed project area (see Exhibit 7). In addition, no hydric soils were identified on the site. The Wetland Report confirms that a widened perennial stream enters the site from the northeast and an impoundment area is located in the northwest corner of the property. The attached Site Plan and Grading Plan demonstrate that no development or construction activities are proposed within this portion of the parcel (see Exhibit 4).

**3. Wetland Protection Areas, Applicability, and Application Submittal Requirements.**

- a. Wetland protection areas consist of locally significant wetlands.
- b. Unless otherwise stated, the City of Stayton shall apply the provisions of Sections 1 through 9 in conjunction and concurrently with the requirements of any other development permit being sought by an applicant. If no other permit is being sought the City Planner shall serve as the approving authority.
- c. Applications for plan approvals, development permits, building permits, or plans for proposed public facilities on parcels containing a wetland protection area or a portion thereof, shall include the following:
  - 1) A delineation of the wetland boundary completed by a professional wetland scientist, or similar expert, qualified to delineate wetlands in accordance with Oregon Department of State Lands rules. If the proposed project is designed to avoid and development activity within 75 feet of wetlands, a wetland determination report may be provided in place of the delineation.
  - 2) A scale drawing that clearly depicts the wetland boundary, the surface water source, existing trees and vegetation, property boundaries, and proposed site alterations including proposed excavation, fill, structures, and paved areas.
  - 3) Verification that the application packet has been submitted to the Oregon Department

of Fish and Wildlife for review and comment.

**4. Approval Criteria.**

The approving authority shall base its decision on the following criteria in addition to the required criteria for any other permit or approval that is being sought. Approvals shall be based on compliance with all of the following criteria:

- a. The proposed project complies with the provisions of Sections 5 through 8 of this Section.
- b. Except as otherwise allowed in Section 5, the proposed project will not result in excavation or filling of a wetland or reduction of wetland area on a parcel that has been identified as containing a wetland.
- c. Except as otherwise allowed in Section 5, the proposed project will not result in development or filling of land within 75 feet of the boundary of wetland that has been identified only on the LWI map or by a determination, but not an approved delineation.

**COMMENT:**

As indicated by the Wetland Report, there are no wetlands or hydric soils present on the 4.14-acre site. The Wetland Delineation Report illustrates the delineation of a drainage impoundment area within the northwestern corner of the site (see Exhibit 7). The Preliminary Grading Plan indicates that grading and stormwater management will preserve the existing drainage feature (see Exhibit 4).

**5. Allowed Activities Within Wetland Protection Areas.**

- a. Any use, sign, or structure, and the maintenance thereof, that was lawfully existing on the date of adoption of this ordinance [February 1, 2007], is allowed to continue within a wetland protection area. Such use, sign, or structure may continue at a similar level and manner as existed on the date of adoption of this ordinance. The maintenance and alteration of pre-existing ornamental landscaping is permitted within a wetland protection area so long as no additional native vegetation is disturbed. The provisions of this section shall not be affected by any change in ownership of properties containing a wetland protection area.

- b. The following activities and maintenance thereof are allowed within a wetland protection area, provided that any applicable state or federal permits are secured:

- 1) Wetland restoration and rehabilitation activities.
- 2) Restoration and enhancement of native vegetation.
- 3) Cutting and removal of trees that pose a hazard to life or property due to threat of falling.
- 4) Removal of non-native vegetation, if replaced with native plant species at similar coverage or density, so that natives are dominant.

**COMMENT:**

No development activities or grading alterations are proposed within the vicinity of the wetland/impoundment area in the northwest corner of the site. Routine maintenance of landscaping near the delineated wetland will include invasive species removal when native species habitats are impacted. As described on the Drainage Plan, Grading Plan, and Stormwater Report, stormwater runoff from proposed impervious paved surfaces will be directed into a detention facility for treatment before being discharged into the public system (see Exhibits 4 and 5).

- 5) Normal farm practices such as grazing, plowing, planting, cultivating and harvesting, that meet the following criteria and limitations:

**COMMENT:**

No farm practices occur or are proposed on the subject site.

- 6) Maintenance of existing drainage ways, ditches, or other structures, to maintain flow at original design capacity and mitigate upstream flooding, provided that management practices avoid sedimentation and impact to native vegetation, and any spoils are placed in uplands.

**COMMENT:**

The Wetland Report indicates that a widened perennial stream enters the site from the northeast and an impoundment area is located in the northwest corner of the property (see Exhibit 7). The Preliminary Grading Plan demonstrates that the existing drainageway will be retained with the proposed development. The attached Drainage Plan and Stormwater Report indicate that proposed facilities will collect drainage from impervious surfaces and direct stormwater to a detention facility on the north side of the proposed parking lot (see Exhibits 4 and 5). The report demonstrates that the proposed stormwater improvements will not impact upstream or downstream storm systems.

- 7) **Replacement of a permanent, legal, nonconforming structure in existence on the date of adoption of this ordinance with a structure on the same building footprint, if it does not disturb additional area, and in accordance with the provisions of Section 17.16.050.4.**
- 8) **Expansion of a permanent, legal, nonconforming structure in existence on the date of adoption of this ordinance, if the expansion area is not within and does not disturb the wetland protection area, and in accordance with the provisions of Section 17.16.050.4.**

**COMMENT:**

There are no existing structures on the subject site. Therefore, the above standards do not apply.

- 9) **Emergency stream bank stabilization to remedy immediate threats to life or property.**
- 10) **Maintenance and repair of existing roads and streets, including repaving and repair of existing bridges, and culverts, provided that such practices avoid sedimentation and other discharges into the wetland or waterway.**

**COMMENT:**

The applicant is not proposing emergency stream bank stabilization, maintenance, or repair of existing streets, bridges, or culverts.

- c. **New fencing may be permitted by the City Planner where the applicant demonstrates that the following criteria are satisfied:**

- 1) The fencing does not affect the hydrology of the site.
- 2) The fencing does not present an obstruction that would increase flood velocity or intensity.
- 3) Fish habitat is not adversely affected by the fencing.
- 4) The fencing is the minimum necessary to achieve the applicant's purpose.

Applications for new fencing within a wetland protection area shall contain a scale drawing that clearly depicts the wetland area boundary.

**COMMENT:**

The applicant is not proposing fencing within an area of protected waterways or wetlands.

**6. Prohibited Activities Within Wetland Protection Areas.**

Except as allowed in Section 5, the following activities are prohibited within a wetland protection area.

**COMMENT:**

The applicant is not proposing activities within a wetland protection area, therefore the above standards do not apply.

**7. Conservation and Maintenance of Wetland Protection Areas.**

When approving applications for land divisions, Master Planned Developments, conditional use permits, and site plan review, or for development permits for properties containing a wetland protection area or portion thereof, the approving authority shall assure long term conservation and maintenance of the wetland protection area through one or more of the following methods:

- a. The area shall be protected in perpetuity by a conservation easement recorded on deeds and plats prescribing the conditions and restrictions set forth in Sections 1 through 9, and any imposed by state or federal permits.

- b. The area shall be protected in perpetuity through ownership and maintenance by a private nonprofit association through a conservation easement or through conditions, covenants, or restrictions (CC&Rs), prescribing the conditions and restrictions set forth in Sections 1 through 9 and any imposed by state or federal permits.
- c. The area shall be transferred by deed to a willing public agency or private conservation organization with a recorded conservation easement prescribing the conditions and restrictions set forth in Sections 1 through 9 and any imposed by state or federal permits.

**COMMENT:**

The application proposes conservation of the existing water impoundment area identified in the Wetland Delineation Report, located in the northwest portion of the site. As such, the Preliminary Plans indicate that no development activities or grading alterations are proposed within this portion of the property (see Exhibit 4). Maintenance of landscaping near the impoundment will include invasive species removal when native species habitat is impacted. Stormwater runoff from proposed impervious surfaces will be directed toward a separate detention facility for treatment before being discharged into the public stormwater system.

**8. Notification and Coordination with State Agencies.**

- a. The City of Stayton shall notify the Oregon Department of State Lands in writing of all applications to the City of Stayton for development activities including development applications, building permits, and other development proposals that may affect any wetland identified in the Local Wetlands Inventory. This applies for both significant and non-significant wetlands.
- b. When reviewing wetland development permits authorized under this Section, the approving authority shall consider recommendations from the Oregon Department of Fish and Wildlife regarding OAR 635-415-0000 et seq.

**COMMENT:**

As required, the City will notify the Department of State Lands (DSL) regarding the proposed development activities. Included with the attached Wetland Delineation Report is a concurrence letter from DSL, stating that the report has been approved.



## **9. Variances.**

### **COMMENT:**

The applicant is not requesting a variance to the Wetland Protection Area standards. Therefore, this Code section is not applicable to this development.

### **Section 17.20.190: Multi-Family Residential Design Standards**

- 1. These standards shall apply to any new attached residential structure.**
- 2. Site Design.**
  - a. Maximum Lot Coverage. Lot coverage shall not exceed the percentages shown in Table 17.20.190.2.a:**

Lot coverage is calculated as the percentage of a lot or parcel covered by buildings or structures (as defined by the foundation plan area) and other structures with surfaces greater than 36 inches above the finished grade. It does not include paved surface-level development such as driveways, parking pads, and patios.

### **COMMENT:**

The submitted Site Plan indicates that the footprint area of the proposed structures constitute 15% of the lot area, therefore the 50% maximum coverage standard is met (see Exhibit 3).

- b. Height Step Down. To provide compatible scale and relationships between new multi-story attached residential structures and adjacent single-family dwellings, the multi-story building(s) 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 1 foot of height for every foot of separation between the adjacent single-family building and that portion of the taller structure.

### **COMMENT:**

The applicant is not proposing to develop multi-story structures adjacent to single-family structures, therefore this standard is not applicable.

- c. **Building Orientation Standards.** All new attached residential structures shall have buildings that are oriented to the street. The following standards will apply:

- 1) All buildings shall comply with the setback standards of the zoning district where the development is located.
- 2) Except as provided in subsections 3 and 4, below, all attached residential structures shall have at least 1 primary building entrance (i.e. dwelling entrance, a tenant space entrance, a lobby entrance, or breezeway/courtyard entrance serving a cluster of units) facing an adjoining street, or if on a side elevation, not more than 20 feet from a front lot line.

**COMMENT:**

The attached Site Plan demonstrates that Buildings A and B are located at a 20-ft. to 30-ft. elevation lower than N 3<sup>rd</sup> Avenue, therefore their primary entrances need to be oriented towards the parking lot in the interior of the site. As required, Buildings C and D either have the primary entrance oriented towards Cascade Highway or are located within 20-ft. of the right-of-way. The submitted plans indicate that the other proposed structures are located within the interior of the site (see Exhibit 4).

- 3) Any duplex located on a corner lot shall be oriented so that the architectural front of each unit faces a separate street.

**COMMENT:**

The applicant is not proposing to construct duplexes with this development.

- 5) Off street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented, except that townhouses with garages that face a street may have 1 driveway access located between the street and primary building entrance for every 2 dwelling units following vehicle areas when the decision authority finds they will not adversely affect pedestrian safety and convenience.
- 6) Parking and maneuvering areas, driveways,

**active recreation areas, loading areas, and dumpsters shall not be located between attached residential structures and adjacent single family homes.**

**COMMENT:**

The attached Preliminary Site Plan demonstrates that the proposed parking areas are either located to the side or behind the multi-family structures on the site (see Exhibit 4). The proposed development is not located adjacent to single-family homes.

- 7) When there is insufficient street frontage for building orientation in a development with multiple buildings to face the street, a primary entrance may be oriented to a common green, plaza or courtyard. When oriented this way, the primary entrance(s) and common green, plaza or courtyard shall be connected to the street by a pedestrian walkway meeting the standards of Section 17.26.020.5.**

**COMMENT:**

As discussed above Buildings A, B, D, and C are located adjacent to N. 3<sup>rd</sup> Avenue and Cascade Highway and are oriented to the street to the extent possible when considering the topographic challenges of the site. As required, Buildings E and F are oriented towards interior common open space areas of the site. In addition, the proposed walkways connect open space areas to the public sidewalk system.

- 8) Outdoor Service Areas. Trash receptacles shall be oriented away from building entrances and set back at least 10 feet from any public right-of-way and adjacent residences. Outdoor service areas shall be screened with an evergreen hedge or solid fence of materials similar to the primary building of not less than 6 feet in height. If the outdoor service area includes trash receptacles, the receptacle must be accessible to trash pick-up trucks.**

**COMMENT:**

Preliminary Plans indicate that the waste and recycling enclosure will be located within the interior of the site on the south side of the parking area. The proposed setbacks, as well as the attached Building Plans and Elevations, demonstrate that the proposed screening meets the above standards (see Exhibit 3).

### **3. Architectural Standards.**

- a. **Building Length.** The continuous horizontal distance as measured from end wall to end wall of individual buildings shall not exceed 100 feet.
- b. **Articulation.** All attached residential structures shall incorporate design features to break up large expanses of uninterrupted walls or roof planes. Along the vertical face of all building stories, such elements shall occur at a minimum interval of 30 feet and each floor shall contain at least 2 of the following elements.
  - 1) **Recess** (e.g. deck, patio, courtyard, entrance or similar feature) that has a minimum depth of 4 feet.
  - 2) **Extension** (e.g. deck, patio, entrance, overhang, or similar feature) that projects a minimum of 2 feet and runs horizontally for a minimum length of 4 feet.
  - 3) **Dormers** with peaked roofs and windows or offsets or breaks in roof elevation of 2 feet or greater in height.

**COMMENT:**

The attached Preliminary Building Plans and Elevations demonstrate that the above standards are met (see Exhibit 4).

- c. **Street-side facades.** All building elevations visible from a street right-of-way shall provide prominent defined entrances and a combination of architectural features as specified in Section 17.20.190.3.e below.

**COMMENT:**

As shown on the Building Elevations, all buildings visible from Cascade Highway and N 3<sup>rd</sup> Avenue provide prominent defined entrances and/or street-side facades with appealing architectural features meeting Section 17.20.190.3.e standards.

- d. **Exterior Stairways.** Stairways shall be incorporated into the building design. External stairways, when necessary, shall be recessed into the building, sided using the same siding materials as the building, or otherwise incorporated into the building architecture. Access balconies and/or

**outdoor corridors longer than 16 feet shall not be used. No more than 4 units shall access from a single balcony.**

**COMMENT:**

The attached Building Plans and Elevations demonstrate that stairways are located within the interior of the structures (see Exhibit 3).

- e. Design Features. The minimum number of required design features for an attached residential structure is determined by the number of dwelling units in each building as shown in Table 17.20.190.3.e.**

**The following design features may be used to meet the requirements of this subsection. Features not included on the list may be used if approved by decision authority.**

- 1) Dormers**
- 2) Gables**
- 3) Entries recessed a minimum of 30 inches**
- 4) Covered porch entries or porticos**
- 5) Cupolas or towers**
- 6) Pillars or posts**
- 7) Eaves; a minimum 18 inches of projection**
- 8) Off-sets in building face or roof; a minimum 16 inches**
- 9) Window trim; minimum of 3 inches wide**
- 10) Bay windows**
- 11) Balconies**
- 12) Decorative patterns on exterior finish such as: shingles, wainscoting, ornamentation or similar features**
- 13) Decorative cornice or pediments**

**COMMENT:**

As required, the attached Building Elevations demonstrate that a variety of the above architectural features have been incorporated into the design of the apartment complex (see Exhibit 4).

- f. Building Materials. Plain concrete, corrugated metal, plywood, sheet press board, or textured plywood siding with vertical grooves shall not be used as exterior finish material.**

**COMMENT:**

Preliminary Building Elevations demonstrate that none of the materials listed above will be utilized as an exterior finish material (see Exhibit 4).

**4. Open Space.**

- a. Common Open Space. Of the landscaping required by Section 17.20.090, a minimum of 10% of the site area shall be designated and permanently reserved as common open space in all multi-family developments with more than 10 units, in accordance with the following criteria:**
  - 1) The site area is defined as the lot or parcel on which the development is to be located, after subtracting any required dedication of street right-of-way.**

**COMMENT:**

The applicant is proposing to develop a 72 unit multi-family apartment complex. The subject site contains 4.14 acres, or 180,530 sq. ft., and no additional right-of-way dedication is required. Based on the site area, at least 18,053 sq. ft. of common open space is required. The attached Planting Plan indicates that 107,129 sq. ft. of landscaped area, or 59% of the site, is proposed. Therefore, the above standard is met.

- 2) Streets, driveways, and parking areas, including areas required to satisfy parking area landscape standards, shall not be applied towards the minimum useable open space requirement.**
- 3) In meeting the common open space standard, the multi-family development shall contain one or more of the following: outdoor recreation area, protection of sensitive lands, play fields, outdoor playgrounds, outdoor sports courts,**

swimming pools, walking paths, or similar open space amenities for residents.

- 4) The common open space shall have a minimum average width of 15 feet and a minimum average length of 15 feet.

**COMMENT:**

The Preliminary Planting Plan illustrates that usable common open space areas are provided around the proposed structures and include outdoor play fields, walking paths, and viewing areas. Additional common open space is provided with the protection of sensitive lands in the northwest corner of the site and steep slopes in the southern portion of the property. The plan demonstrates minimum average dimension standards for common open space areas are met (see Exhibit 4).

- b. **Private Open Space.** Private open space areas shall be required for dwelling units based on all of the following criteria:

- 1) All ground-floor housing units shall have front or rear patios or decks measuring at least 40 square feet.
- 2) All upper-floor housing units shall have balconies or porches measuring at least 30 square feet.

**COMMENT:**

The attached Building Plans indicate that the proposed rear patios and balconies for each unit meet the above dimensional standards (see Exhibit 4).

5. **Lighting.** All attached residential structures shall meet the standards of Section 17.20.170.

**COMMENT:**

As required, an Exterior Lighting Plan meeting Section 17.20.170 standards has been submitted with this application (see Exhibit 4).

**Chapter 17.26: Transportation Requirements**

**Section 17.26.020: Access Management Requirements and Standards**

1. **Actions Requiring Access Permits and Authority to Grant Access Permits.**
  - a. **Projects Requiring Access Permits.**

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

**b. Access Permits onto City Streets.**

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

**d. Marion County Roadway Access Permits.**

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

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

**COMMENT:**

The applicant is seeking access to the site from N 3<sup>rd</sup> Avenue, a Local Street under the jurisdiction of the City of Stayton. As required, an access permit will be obtained for the proposed development.

**2. Number of Allowed Accesses.**



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

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

**COMMENT:**

The attached Site Plan indicates that one access from N 3<sup>rd</sup> Avenue is requested for the proposed development. The plan and the submitted Transportation Impact Analysis demonstrate that the proposed access meets minimum street and driveway spacing standards for this Local Street (see Exhibits 4 and 6).

**3. Location of Accesses.**

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

**c. Access onto Lowest Functional Classification Roadway Requirement.**

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

**COMMENT:**

The attached Site Plan demonstrates that the subject site has frontage on Cascade Highway, which is classified as a Major Arterial, and N 3<sup>rd</sup> Avenue, which is classified as a Local Street (see Exhibit 3). As required, proposed access for this development is from N. 3<sup>rd</sup> Avenue.

**h. Access Spacing Standards.**

The streets within Stayton are classified as major arterials, minor arterials, collectors, neighborhood collectors, and local streets. The access spacing standards are shown in Table 17.26.020.3.h. for both full intersection spacing and driveway spacing. The access spacing standards shown in Table 17.26.020.3.h shall be measured as defined below.

- 1) Access spacing between two driveways on Neighborhood Collector, Local Residential, and Local Commercial/Industrial Streets shall be measured from the perpendicular near edge of the driveway to the perpendicular near edge of the driveway.
- 2) Access spacing between a driveway and an arterial, collector, or local street located on a Neighborhood Collector, Residential Local, or Commercial Local, or Industrial Local Street shall be measured from the perpendicular near edge of the driveway to the start of the tangent for the intersecting street.
- 3) All other access spacing between driveways, between streets, and between streets and driveways shall be measured from center-to-center of the driveway or street.

**COMMENT:**

The submitted Site Plan illustrates that the proposed access is from N 3<sup>rd</sup> Avenue, a Local Street. In conformance with Table 17.26.020.3.h standards, the proposed driveway meets the minimum 260-ft. street intersection and 50-ft. driveway intersection access spacing standards.

**4. Access Standards.**

**a. Driveway Design.**

- 1) See Standard Specifications for Public Works

Construction, Section 300 – Street Design Standards, 2.22b for minimum and maximum driveway widths.

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

**COMMENT:**

Proposed entry driveway, aisles, and parking spaces are indicated on the attached Site Plan, and meet the above standards. Separate driveways are not being proposed for individual structures or dwelling units within the development.

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

taper shall the driveway be considered for approval. Approval of a driveway location along an acceleration lane, deceleration lane, or taper shall be based on the Public Works Director or his/her designee agreeing with the conclusions of the traffic impact study.

**b. Public Road Stopping Sight Distance.**

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

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

**c. Sight Distance Triangle.**

Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d. Requirements regarding sight distance in 8.04.060 shall also be met.

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

The intersection and driveway sight distance is measured from an eye height of 3.5 feet above the controlled road at least 15 feet from the edge of the vehicle travel lane of the uncontrolled public

road to an object height of 4.25 feet on the uncontrolled public road in accordance with the table below. This definition for measuring sight distance is consistent with AASHTO (American Association of State Highway and Transportation Officials) standards.

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

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

**COMMENT:**

The attached Transportation Impact Analysis provides a sight distance evaluation for the applicable conditions listed above (see Exhibit 6). The proposed access from N 3<sup>rd</sup> Avenue meets the above sight distance standards and is not anticipated to create safety hazards at adjacent or intersecting roadways.

**5. Connectivity and Circulation Standards.**

**a. Connectivity.**

- 1) The street system of proposed subdivisions shall be designed to connect with existing, proposed, and planned streets outside of the subdivision as specified in Section 17.24.050.1.a.**
- 2) Wherever a proposed development abuts unplatted, developable land or a future development phase of the same development, street stubs shall be provided to provide access to abutting properties or to logically extend the street system into the surrounding area. This is consistent with and an extension of Section 17.24.050.1.a.**
- 3) Neighborhood collectors and local**

residential access streets shall connect with surrounding streets to permit the convenient movement of traffic between residential neighborhoods or facilitate emergency access and evacuation. Connections shall be designed to avoid or minimize through traffic on local streets. Appropriate design and traffic calming measures are the preferred means of discouraging through traffic.

**COMMENT:**

The area surrounding the development site has existing connectivity through Local Streets. The Traffic Impact Analysis indicates that existing streets will handle the flow of traffic and volume of daily trips generated by the proposed development (see Exhibit 6). There are no stubbed streets within the vicinity of the site. Therefore, the applicant is not proposing new street connections to adjacent properties.

- 4) **Developers shall construct roadways within their development site to conform to the Future Street Plan and Roadway Functional Classification Map in the Transportation System Plan. Flexibility of the future roadway alignment shall be at the discretion of the Public Works Director and/or his designee but must maintain the intent of the Future Street Plan.**
- 5) **A system of joint use driveways and crossover easements shall be established wherever feasible and shall incorporate the following:**
  - a) **A continuous service drive or crossover easement corridor extending the entire length of each block served to provide for driveway separation consistent with the access standards set for each functional roadway classification.**
  - b) **A design speed of 10 mph and a maximum width defined in the Public Works Design Standards, to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles;**

- c) Access stub-outs and other design features to make it visually obvious that the abutting properties will be tied in to provide crossover easement via a service drive;
- d) A unified access and circulation system plan shall be submitted as part of the documentation for joint and cross access. A unified access and circulation system plan encompasses contiguous, adjacent parcels that share access(es). The unified access and circulation system plan shows how the joint and cross access(es) work together to meet the needs of all property owners and uses. It includes showing how parking areas of the various uses sharing access(es) coordinate and work with each other.

**COMMENT:**

The attached Preliminary Site Plan demonstrates that the proposed access driveway and parking area will adequately serve the apartment complex in accordance with City standards. Based on topographic challenges in the southern portion of the site, and the existing development pattern to the north of the subject property, the applicant is not proposing joint access with adjacent parcels.

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

**COMMENT:**

The applicant is not proposing a partition or subdivision, therefore the above standards do not apply.

**b. Cul-de-sac and Accessways.**

**COMMENT:**

The applicant is not proposing the development of a cul-de-sac and accessway. Therefore, this standard does not apply.

**c. Street Connectivity and Formation of Blocks (Block**

Length and Perimeter Standard).

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

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

**COMMENT:**

Cascade Highway is classified as a Major Arterial (limited access facility) which has a 750-ft. minimum street intersection access spacing standard. Therefore, the applicant is not proposing to establish a new east-west street may not be developed through the site.

**6. Development Review Procedure for Access Management.**

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

- 1) Location of existing and proposed access point(s) on both sides of the roadway for a distance equal to the spacing standard for that facility;
- 2) Distances from proposed access point to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property; Number and direction of lanes to be constructed on the driveway plus striping plans;
- 3) All planned transportation features (such as sidewalks, bikeways, signs, signals, etc.);

- b. Development Reviews shall address the following access criteria:



- 1) Access shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access.
- 2) The external road system to the project site and internal road system within the project site shall provide adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.
- 3) The access shall be consistent with the access management standards adopted in the Transportation System Plan and contained within 17.26.010.

**COMMENT:**

The attached Civil Cover Sheet, Existing Conditions Plan, Site Plan, and Transportation Impact Analysis provide all of the information listed above (see Exhibits 4 and 6).

**Section 17.26.030: Bicycle Parking and Bicycle Circulation and Access**

**4. Site Plans.**

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

- a. All site plans shall clearly show how the site's internal pedestrian and bicycle facilities connect with external existing or planned facilities or systems.
- b. All site plans shall construct pedestrian facilities as identified on the city's trails map.
- c. Preliminary subdivision plans and final plats shall show the location and design of all proposed pedestrian and bicycle facilities, including accessways.

**5. Bicycle Circulation and Access.**

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

**COMMENT:**

The Preliminary Site Plan illustrates that 15 bicycle parking spaces are required for the 72-unit apartment complex. The submitted plan indicates that a total of 24 bicycle parking spaces are provided around the perimeter of the parking lot (see Exhibit 4). The plan also demonstrates that internal walkways, access, circulation, and connectivity requirements are met for bicycle and pedestrian traffic (see Exhibit 4).

**Section 17.26.050: Traffic Impact Study Requirements**

**Intent and Purpose.**

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

**The Public Works Director may waive the requirement for a transportation assessment letter if a clear finding can be made that the proposed land use action does not**

generate 25 or more peak-hour trips or 250 or more daily trips and the existing and or proposed driveway(s) meet the City's sight-distance requirements and access spacing standards.

**COMMENT:**

As required, a Transportation Impact Analysis has been prepared for the proposed 72-unit apartment complex (see Exhibit 6).

- 3. Contents of a Transportation Impact Analysis. As a guide in the preparation of a transportation impact analysis, the City of Stayton recommends the following format be used to document the analysis.**
  - a. Table of Contents. Listing of all sections, figures, and tables included in the report.**
  - b. Executive Summary. Summary of the findings and recommendations contained within the report.**
  - c. Introduction. Proposed land use action, including site location, building square footage, and project scope. Map showing the proposed site, building footprint, access driveways, and parking facilities. Map of the study area, which shows site location and surrounding roadway facilities.**
  - d. Existing Conditions. Existing site conditions and adjacent land uses. Roadway characteristics (all transportation facilities and modal opportunities located within the study area, including roadway functional classifications, street cross section descriptions, posted speeds, bicycle and pedestrian facilities, on-street parking, and transit facilities). Existing lane configurations and traffic control devices at the study area intersections. Existing traffic volumes and operational analysis of the study area roadways and intersections. Roadway and intersection crash history analysis.**
  - e. Background Conditions (without the proposed land use action). Approved developments and funded transportation improvements in the study area. Traffic growth assumptions. Addition of traffic from other planned developments. Background traffic volumes and operational analysis.**
  - f. Full Buildout Traffic Conditions (with the proposed**

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

- g. **Site Circulation Review.** Evaluate internal site access and circulation. Review pedestrian paths between parking lots and buildings. Ensure adequate throat depth is available at the driveways and that vehicles entering the site do not block the public facilities. Review truck paths for the design vehicle.
- h. **Turn Lane Warrant Evaluation.** Evaluate the need to provide turn lanes at the site driveways.
- i. **Conclusions and Recommendations.** Bullet summary of key conclusions and recommendations from the transportation impact analysis.
- j. **Appendix.** Traffic counts summary sheets, crash analysis summary sheets, and existing/background/full buildout traffic operational analysis worksheets. Other analysis summary sheets such as queuing and signal warrant analyses.
- k. **Figures.** The following list of figures should be included in the Transportation Impact Analysis: Site Vicinity Map; Existing Lane Configurations and Traffic Control Devices; Existing Traffic Volumes and Levels of Service (all peak hours evaluated); Future Year Background Traffic Volumes and Levels of Service (all peak hours evaluated); Proposed Site Plan; Future Year Assumed Lane Configurations and Traffic Control Devices; Estimated Trip Distribution Pattern; Site-Generated Traffic Volumes (all peak hours evaluated); Full Buildout Traffic Volumes and Levels of Service (all peak hours evaluated).
- l. **Preparer Qualifications.** A professional engineer registered in the State of Oregon shall prepare the

**Transportation Impact Analyses.** In addition, the preparer should have extensive experience in the methods and concepts associated with transportation impact studies.

- 4. Study Area.** The study area shall include, at a minimum, all site-access points and intersections (signalized and unsignalized) adjacent to the proposed site. If the proposed site fronts an arterial or collector street; the study shall include all intersections along the site frontage and within the access spacing distances extending out from the boundary of the site frontage. Beyond the minimum study area, the transportation impact analysis shall evaluate all intersections that receive site-generated trips that comprise at least 10% or more of the total intersection volume. In addition to these requirements, the Public Works Director (or his/her designee) shall determine any additional intersections or roadway links that might be adversely affected as a result of the proposed development. The applicant and the Public Works Director (or his/her designee) will agree on these intersections prior to the start of the transportation impact analysis.
- 5. Study Years to be Analyzed in the Transportation Impact Analysis.** A level-of-service analysis shall be performed for all study roadways and intersections for the following horizon years:
  - a. Existing Year.** Evaluate all existing study roadways and intersections under existing conditions.
  - b. Background Year.** Evaluate the study roadways and intersections in the year the proposed land use is expected to be fully built out, without traffic from the proposed land use. This analysis should include traffic from all approved developments that impact the study intersections, or planned developments that are expected to be fully built out in the horizon year.
  - c. Full Buildout Year.** Evaluate the expected roadway, intersection, and land use conditions resulting from the background growth and the proposed land use action assuming full build out and occupancy. For phased developments, an analysis shall be performed during each year a phase is expected to be completed.

- d. **Twenty-Year Analysis.** For all land use actions requesting a Comprehensive Plan Amendment and/or a Zone Change, a long-term level-of-service analysis shall be performed for all study intersections assuming buildout of the proposed site with and without the comprehensive plan designation and/or zoning designation in place. The analysis should be performed using the future year traffic volumes identified in the Transportation System Plan (TSP). If the applicant's traffic engineer proposes to use different future year traffic volumes, justification for not using the TSP volumes must be provided along with documentation of the forecasting methodology.
6. **Study Time Periods to be Analyzed in the Transportation Impact Analysis.** Within each horizon year, a level-of-service analysis shall be performed for the time period(s) that experience the highest degree of network travel. These periods typically occur during the mid week (Tuesday through Thursday) morning (7:00 a.m. to 9:00 a.m.), mid-week evening (4:00 p.m. to 6:00 p.m.), and Saturday afternoon (12:00 p.m. to 3:00 p.m.) periods. The transportation impact analysis should always address the weekday a.m. and p.m. peak hours when the proposed lane use action is expected to generate 25 trips or more during the peak time periods. If the applicant can demonstrate that the peak-hour trip generation of the proposed land use action is negligible during one of the two peak study periods and the peak trip generation of the land use action corresponds to the roadway system peak, then only the worst-case study period need be analyzed.

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

7. **Traffic Count Requirements.** Once the study periods have been determined, turning movement counts should be collected at all study area intersections to determine the base traffic conditions. These turning movement counts should typically be conducted during the

weekday (Tuesday through Thursday) between 7:00 and 9:00 a.m. and between 4:00 and 6:00 p.m., depending on the proposed land use. Historical turning movement counts may be used if the data are less than 12 months old, but must be factored to meet the existing traffic conditions.

8. **Trip Generation for the Proposed Development.** To determine the impacts of a proposed development on the surrounding transportation network, the trip-generating characteristics of that development must be estimated. Trip-generating characteristics should be obtained from one of the following acceptable sources:
  - a. **Institute of Transportation Engineers (ITE) Trip Generation Manual (latest edition).**
  - b. **Specific trip generation studies that have been conducted for the particular land use action for the purposes of estimating peak-hour trip-generating characteristics. The Public Works Director (or his/her designee) should approve the use of these studies prior to their inclusion in the transportation impact analysis.**
  - c. **In addition to new site-generated trips, several land uses typically generate additional trips that are not added to the adjacent traffic network. These trips include pass-by trips and internal trips and are considered to be separate from the total number of new trips generated by the proposed development. The procedures listed in the most recent version of the Trip Generation Handbook (ITE) should be used to account for pass-by and internal trips.**
9. **Trip Distribution.** Estimated site-generated traffic from the proposed development should be distributed and assigned on the existing or proposed arterial/collector street network. Trip distribution methods should be based on a reasonable assumption of local travel patterns and the locations of off-site origin/destination points within the site vicinity. Acceptable trip distribution methods should be based on one of the following procedures:
  - a. **An analysis of local traffic patterns and intersection turning movement counts gathered within the previous 12 months.**

- b. A detailed market study specific to the proposed development and surrounding land uses.**
- 10. Intersection Operation Standards. The City of Stayton evaluates intersection operational performance based on levels of service and “volume-to-capacity” (v/c) ratio. When evaluating the volume-to-capacity ratio, the total traffic demand shall be considered.**
  - a. Intersection Volume-to-Capacity Analysis. A capacity analysis should be performed at all intersections within the identified study area. The methods identified in the latest edition of the Highway Capacity Manual, published by the Transportation Research Board, are to be used for all intersection capacity calculations. The City of Stayton requires that all intersections within the study area must maintain a v/c ratio of 0.95 or less. It should be TITLE 17. LAND USE AND DEVELOPMENT CODE 17.26 Transportation Requirements Adopted Ord. 894, January 2, 2007 Page 26 - 21 Most Recently Amended Ord. 1034, July 17, 2019 noted that the mobility standards in the Oregon Highway Plan apply to Oregon Department of Transportation facilities.**
  - b. Intersection Levels of Service. The City of Stayton requires all intersections within the study area to maintain an acceptable level of service (LOS) upon full buildout of the proposed land use action. LOS calculations for signalized intersections are based on the average control delay per vehicle, while LOS calculations for unsignalized intersections are based on the average control delay and volume-to-capacity ratio for the worst or critical movement. All LOS calculations should be made using the methods identified in the most recent version of the Highway Capacity Manual (or by field studies), published by the Transportation Research Board. The minimum acceptable level of service for signalized intersections is LOS “D”. The minimum acceptable level of service for all-way stop controlled intersections and roundabouts is LOS “D”. The minimum acceptable level of service for unsignalized two-way stop controlled intersections is LOS “E” or LOS “F” with a v/c ratio of 0.95 or less for the critical movement. Any intersections not operating at these standards will be considered to**



**be unacceptable.**

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

**COMMENT:**

As directed by agency staff, the applicant has prepared a Transportation Impact Analysis for the proposed multi-family development (see Exhibit 7). This analysis indicates that the proposed development is estimated to generate 26 morning peak hour trips, 33 evening peak hour trips, and 346 average weekday trips. The analysis conforms with the above standards and concludes that minimal impacts to the existing transportation network will result from the proposed use. Therefore, the proposed development will not significantly alter the operation of existing transportation facilities.

**V. SUMMARY AND CONCLUSIONS**

Based upon the findings of this report and the submitted exhibits, the applicant has demonstrated compliance with the requirements of relevant sections of the Stayton Land Use Development Code. Therefore, the applicant requests that the submitted applications be approved.

**VI. EXHIBITS**

- 1. Application Form**
- 2. Property Deed**
- 3. City Pre-Application Conference Notes**
- 4. Preliminary Development Plans**
  - Sheet C0.0: Cover, Index, and Vicinity Maps**
  - Sheet S-1: Existing Conditions Plan**
  - Sheet C1.0: Erosion Control Plan – Demolition**
  - Sheet C1.1: Erosion Control Plan – Streets and Utilities**
  - Sheet C1.2: Erosion Control Plan – Vertical Construction**
  - Sheet C1.3: Erosion Control Plan – Final Landscaping**
  - Sheet C1.4: Erosion Control Notes**
  - Sheet C1.5: Erosion Control Details**
  - Sheet C2.0: Grading Plan**
  - Sheet C2.1: Drainage Plan**
  - Sheet C3.0: Utility Plan**
  - Sheet C4.0: Surfacing Plan**
  - Sheet C5.0: Civil Notes**
  - Sheet C6.0: Civil Details**
  - Sheet C6.1: Civil Details**
  - Sheet C6.2: Civil Details**
  - Sheet C7.0: City and County Details**
  - Sheet C7.1: City and County Details**
  - Sheet C8.0: Sanitary Sewer Plan and Profile**
  - Sheet A100: Site Plan**
  - Sheet A111: Building A Floor Plans**
  - Sheet A113: Building B and C Floor Plans**
  - Sheet A115: Building D Floor Plans**
  - Sheet A117: Building E and F Floor Plans**
  - Sheet A120: Trash Enclosure**
  - Sheet A200: Building A Elevations**
  - Sheet A201: Buildings B and C Elevations**
  - Sheet A202: Building D Elevations**
  - Sheet A203: Buildings E and F Elevations**
  - Sheet L0.0: Landscape Cover Sheet**
  - Sheet L1.1: Planting Plan**
  - Sheet L1.2: Plant Legend**
  - Sheet EL1.0: Exterior Lighting Plan**
- 5. Preliminary Stormwater Report**
- 6. Transportation Impact Analysis**
- 7. Wetland Delineation Report**
- 8. Geotechnical Report**

DRAWINGS FOR:

STAYTON APARTMENTS

FOR:

HOMEFIRST

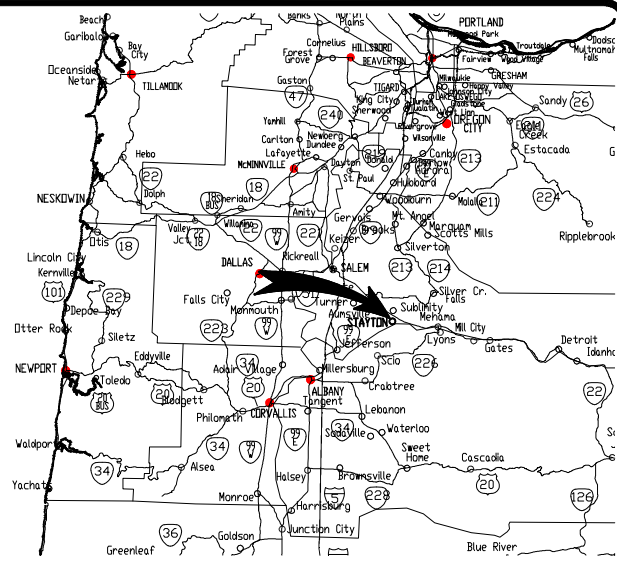
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PORTLAND, OR 97217

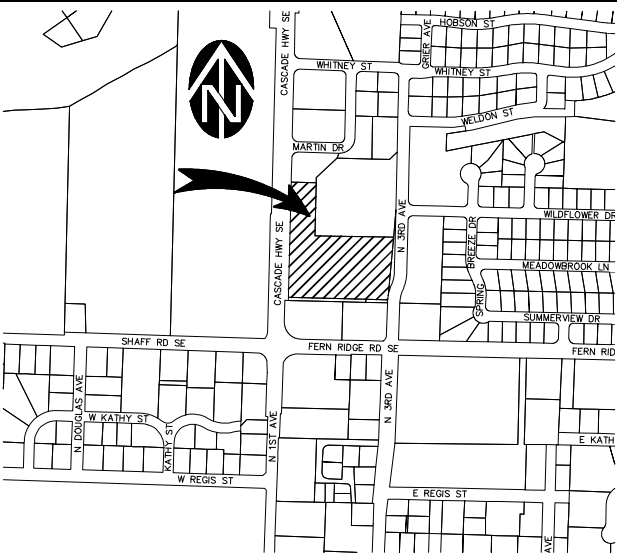
PROJECT LOCATION

TAX LOT #2300, SECTION #3,

T. #9S., 3R # 1W., W.M.



VICINITY MAP



LOCATION MAP

SHEET INDEX

#	TITLE
C0.0	COVER, INDEX & VICINITY MAPS
C0.1	TOPOGRAPHIC SURVEY
C1.0	EROSION CONTROL PLAN - DEMOLITION & CLEARING
C1.1	EROSION CONTROL PLAN - STREETS & UTILITIES
C1.2	EROSION CONTROL PLAN - VERTICAL CONSTRUCTION
C1.3	EROSION CONTROL PLAN - FINAL LANDSCAPING & STABILIZATION
C1.4	EROSION CONTROL NOTES
C1.5	EROSION CONTROL DETAILS
C2.0	GRADING PLAN
C2.1	DRAINAGE PLAN
C3.0	UTILITY PLAN
C4.0	SURFACING PLAN
C5.0	CIVIL NOTES
C6.0	CIVIL DETAILS
C6.1	CIVIL DETAILS
C6.2	CIVIL DETAILS
C7.0	CITY OF STAYTON & MARION COUNTY DETAILS
C7.1	CITY OF STAYTON & MARION COUNTY DETAILS
C8.0	NEW SS & 3RD AVENUE PLAN & PROFILE

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ITEM	PROPOSED	EXISTING
SANITARY SEWER	—SS—	—SS—
STORM DRAIN	—SD—	—SD—
WATER	—W—	—W—
GAS	—G—	—G—
TELEPHONE	—T—	—T—
POWER	—P—	—P—
TELEVISION	—TV—	—TV—
FENCE	—X—X—	—X—X—
RAILROAD	—R—R—	—R—R—
CURB, DRIVEWAY, P.C.C. SIDEWALK	—C—C—	—C—C—
HEDGE OR BRUSH	—H—H—	—H—H—
TREES	—T—T—	—T—T—
STREET OR ALLEY RIGHT OF WAY	—R/W—	—R/W—
PLATTED LOT LINE	—PL—	—PL—
PLATTED LOT LINE (ABANDONED)	—PL—	—PL—
OWNERSHIP LINE	—O—	—O—
EASEMENT OR TEMPORARY RIGHT OF WAY	—E—	—E—
IMPROVEMENT DISTRICT BOUNDARY	—ID—	—ID—
PROJECT CENTERLINE AND STATIONING	—2—3—4—5+00—	—2—3—4—5+00—
CITY LIMITS LINE	—CL—	—CL—

BARRICADE	—B—	—B—
FLOW DIRECTION	—F—	—F—
TELEPHONE MANHOLE	—TM—	—TM—
TELEPHONE PEDESTAL	—TP—	—TP—
SANITARY SEWER MANHOLE	—SSM—	—SSM—
STORM DRAIN MANHOLE	—SDM—	—SDM—
CATCH BASIN	—CB—	—CB—
JUNCTION BOX	—JB—	—JB—
FIRE HYDRANT AND VALVE	—FH—	—FH—
WATER METER	—WM—	—WM—
WATER VALVE	—WV—	—WV—
POWER POLE	—PP—	—PP—
POWER POLE W/ANCHOR	—PPA—	—PPA—
POLE W/LUMINARE	—PL—	—PL—
LIGHT POLE	—LP—	—LP—
SIGN POST	—SP—	—SP—
MAILBOX	—MB—	—MB—
TRAFFIC SIGNAL	—TS—	—TS—
X-WALK SIGNAL	—XWS—	—XWS—



Know what's below.

Call before you dig.

ABBREVIATIONS	
ASPH	ASPHALT
AD	AREA DRAIN
ASSY	ASSEMBLY
BLDG, BLD	BUILDING
BW	BOTTOM OF WALL
CATV	CABLE TELEVISION
CB	CATCH BASIN
CO	CLEAN-OUT
CONC	CONCRETE
CL	CENTERLINE
DIP	DUCTILE IRON PIPE
EG	EDGE OF GRAVEL
EOP, EP	EDGE OF PAVEMENT
ELEV	ELEVATION
EX, EXIST	EXISTING
FDC	FIRE DEPT. CONNECTOR
FT	FEET
FF	FINISH FLOOR
FG	FINISH GRADE
FH	FIRE HYDRANT
FI	FIELD INLET
FM	FORCE MAIN
GRAV	GRAVEL
GM	GAS METER
GP	GATE POST
GS	GROUND SHOT
GV	GAS VALVE
HC	HANDICAP
HDPE	HIGH-DENSITY POLYETHYLENE
HYD	HYDRANT
IR	IRON ROD
IP	IRON PIPE
IRR	IRRIGATION
IE	INVERT ELEVATION
JB	JUNCTION BOX
LP	LIGHT POLE
M	METER, MAIN
MB	MAILBOX
MH	MANHOLE
OH	OVER-HEAD
P/L, R	PROPERTY LINE
PP	POWER POLE
PWR	POWER
PVC	POLYVINYL CHLORIDE
R	RADIUS
ROW, R/W	RIGHT-OF-WAY
SS	SANITARY SEWER
SD	STORM DRAIN
SVC	SERVICE
SWK, S/W	SIDEWALK
TC	TOP OF CURB
TEL	TELEPHONE
TR	TRANSFORMER
TS	TRAFFIC SIGNAL
TW	TOP OF WALL
TYP	TYPICAL
UG, U/G	UNDER GROUND
UTL	UTILITY
VLT	VAULT
W/	WITH
WM	WATER METER
WLM	WETLANDS MARKER
YPC	YELLOW PLASTIC CAP

SYMBOLS	
AD	AREA DRAIN
① or ②	CATCH BASIN
COO	CLEANOUT
⚡	FIRE HYDRANT
ov	GAS VALVE
wv	WATER VALVE
GPW	GAS/POWER/WATER METER
DSO	DOWN SPOUT
①	MANHOLE TELEPHONE
②	MANHOLE STORM DRAIN
③	MANHOLE SANITARY SEWER
④	TREES - *TREENAME* DIAMETER (INCHES)/DRIP RADIUS (FEET)
NOTE: DIAMETER MEASURED AT BREAST HEIGHT	
LINE TYPES	
CATV LINE	—CATV—CATV—CATV—CATV—CATV—CATV—CATV—
COMMUNICATION LINE	—COM—COM—COM—COM—COM—COM—COM—
EASEMENT LINE	—EAS—EAS—EAS—EAS—EAS—EAS—EAS—
FENCE LINE	—FEN—FEN—FEN—FEN—FEN—FEN—FEN—
FIBER OPTIC LINE	—FOC—FOC—FOC—FOC—FOC—FOC—FOC—
GAS LINE	—GAS—GAS—GAS—GAS—GAS—GAS—GAS—
EDGE OF GRAVEL LINE	—OH LINES—OH LINES—OH LINES—OH LINES—OH LINES—
OVERHEAD LINE	—PH—PH—PH—PH—PH—PH—PH—PH—
PHONE LINE	—PH—PH—PH—PH—PH—PH—PH—PH—
POWER LINE	—ELEC—ELEC—ELEC—ELEC—ELEC—ELEC—ELEC—
SANITARY SEWER LINE	—SS—SS—SS—SS—SS—SS—SS—SS—
STORM DRAIN LINE	—SD—SD—SD—SD—SD—SD—SD—SD—
WATER LINE	—W—W—W—W—W—W—W—W—

SIGN POST	—SP—
PEDESTAL	—PED—
MAIL BOX	—MB—
IRRIGATION VALVE	—IV—
LIGHT POLE	—LP—
UTILITY/POWER POLES	—UTL—
TEST PIT	—TP—
MONUMENT FOUND	—MF—



**WESTTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS

3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3966  
E-mail: westtech@westtech-eng.com

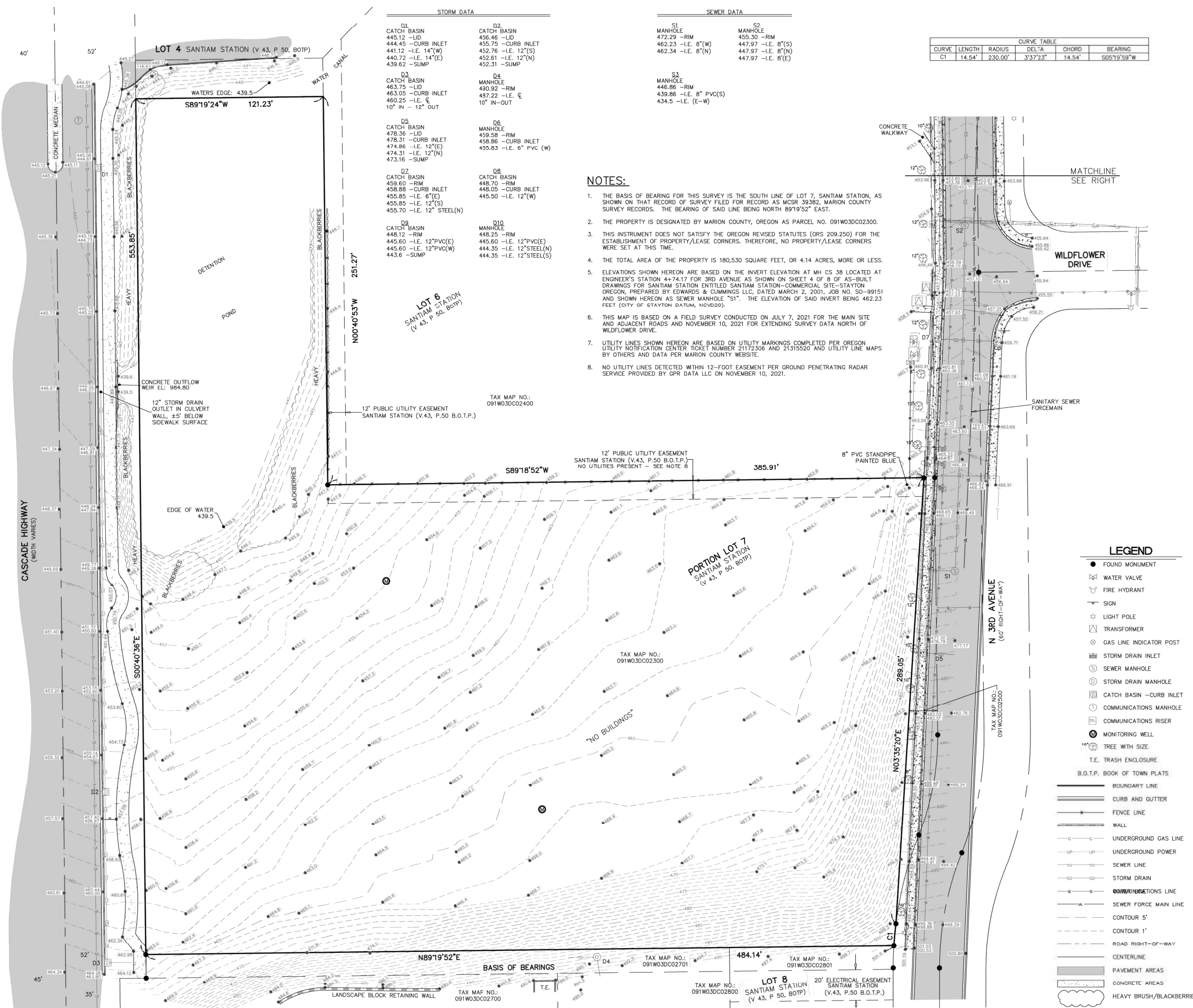
HOMEFIRST  
STAYTON APARTMENTS

COVER, INDEX & VICINITY  
MAPS

DRAWING  
C0.0

JOB NUMBER  
3313.0000.0

NO.	DATE	DESCRIPTION	BY
1	02/2022	REVISIONS	
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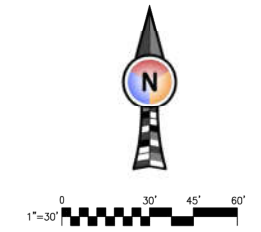
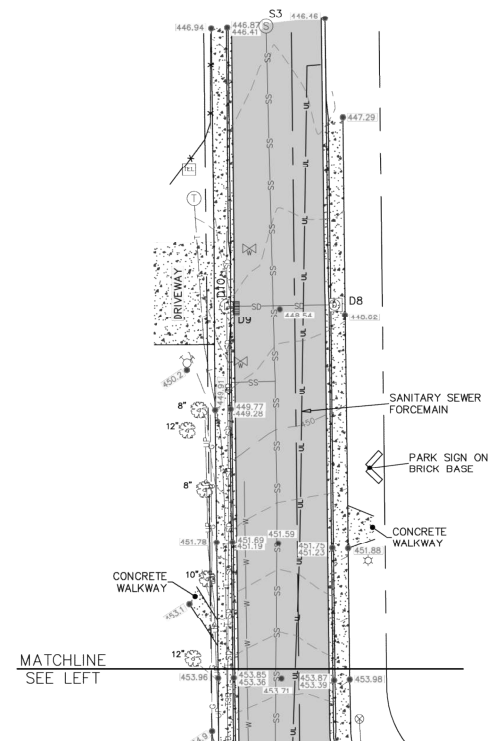


STORM DATA		SEWER DATA	
D1 CATCH BASIN 445.12 -LID 444.45 -CURB INLET 441.12 -L.E. 14"(W) 440.72 -L.E. 14"(E) 439.62 -SUMP	D2 CATCH BASIN 456.46 -LID 455.75 -CURB INLET 452.76 -L.E. 12"(S) 452.61 -L.E. 12"(N) 452.31 -SUMP	S1 MANHOLE 472.29 -RIM 462.23 -L.E. 8"(W) 462.34 -L.E. 8"(N)	S2 MANHOLE 455.30 -RIM 447.97 -L.E. 8"(S) 447.97 -L.E. 8"(N) 447.97 -L.E. 8"(E)
D3 CATCH BASIN 463.75 -LID 463.05 -CURB INLET 460.25 -L.E. 6" 10" IN - 12" OUT	D4 MANHOLE 490.92 -RIM 457.22 -L.E. 6" PVC (W) 10" IN-OUT	S3 MANHOLE 446.86 -RIM 439.86 -L.E. 8" PVC(S) 434.5 -L.E. (E-W)	
D5 CATCH BASIN 478.36 -LID 478.31 -CURB INLET 474.86 -L.E. 12"(E) 474.31 -L.E. 12"(N) 473.16 -SUMP	D6 MANHOLE 459.58 -RIM 458.86 -CURB INLET 455.63 -L.E. 6" PVC (W)		
D7 CATCH BASIN 459.60 -RIM 458.88 -CURB INLET 455.85 -L.E. 6"(E) 455.85 -L.E. 12"(S) 455.70 -L.E. 12" STEEL(N)	D8 CATCH BASIN 448.70 -RIM 448.05 -CURB INLET 445.50 -L.E. 12"(W)	D9 CATCH BASIN 448.12 -RIM 445.60 -L.E. 12"PVC(E) 445.60 -L.E. 12"PVC(W) 443.6 -SUMP	D10 MANHOLE 448.25 -RIM 445.60 -L.E. 12"PVC(E) 444.35 -L.E. 12"STEEL(N) 444.35 -L.E. 12"STEEL(S)

CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA	CHORD
C1	14.54'	230.00'	3°37'23"	14.54'

- NOTES:**
- THE BASIS OF BEARING FOR THIS SURVEY IS THE SOUTH LINE OF LOT 7, SANTIAM STATION, AS SHOWN ON THAT RECORD OF SURVEY FILED FOR RECORD AS MCSR 39382, MARION COUNTY SURVEY RECORDS. THE BEARING OF SAID LINE BEING NORTH 89°19'52" EAST.
  - THE PROPERTY IS DESIGNATED BY MARION COUNTY, OREGON AS PARCEL NO. 091W03D0C2300.
  - THIS INSTRUMENT DOES NOT SATISFY THE OREGON REVISED STATUTES (ORS 209.250) FOR THE ESTABLISHMENT OF PROPERTY/LEASE CORNERS. THEREFORE, NO PROPERTY/LEASE CORNERS WERE SET AT THIS TIME.
  - THE TOTAL AREA OF THE PROPERTY IS 180,530 SQUARE FEET, OR 4.14 ACRES, MORE OR LESS.
  - ELEVATIONS SHOWN HEREON ARE BASED ON THE INVERT ELEVATION AT MH CS 38 LOCATED AT ENGINEER'S STATION 4+74.17 FOR 3RD AVENUE AS SHOWN ON SHEET 4 OF 8 OF AS-BUILT DRAWINGS FOR SANTIAM STATION ENTITLED SANTIAM STATION-COMMERCIAL SITE-STAYTON, OREGON, PREPARED BY EDWARDS & CUMMINGS LLC, DATED MARCH 2, 2001, JOB NO. SO-99151 AND SHOWN HEREON AS SEWER MANHOLE "S1". THE ELEVATION OF SAID INVERT BEING 462.23 FEET (CITY OF STAYTON DATUM, NGVD20).
  - THIS MAP IS BASED ON A FIELD SURVEY CONDUCTED ON JULY 7, 2021 FOR THE MAIN SITE AND ADJACENT ROADS AND NOVEMBER 10, 2021 FOR EXTENDING SURVEY DATA NORTH OF WILDFLOWER DRIVE.
  - UTILITY LINES SHOWN HEREON ARE BASED ON UTILITY MARKINGS COMPLETED PER OREGON UTILITY NOTIFICATION CENTER TICKET NUMBER 21172306 AND 21315520 AND UTILITY LINE MAPS BY OTHERS AND DATA PER MARION COUNTY WEBSITE.
  - NO UTILITY LINES DETECTED WITHIN 12-FOOT EASEMENT PER GROUND PENETRATING RADAR SERVICE PROVIDED BY GPR DATA LLC ON NOVEMBER 10, 2021.

- LEGEND**
- FOUND MONUMENT
  - ⊗ WATER VALVE
  - ⊕ FIRE HYDRANT
  - ⊙ SIGN
  - ⊙ LIGHT POLE
  - ⊙ TRANSFORMER
  - ⊙ GAS LINE INDICATOR POST
  - ⊙ STORM DRAIN INLET
  - ⊙ SEWER MANHOLE
  - ⊙ STORM DRAIN MANHOLE
  - ⊙ CATCH BASIN -CURB INLET
  - ⊙ COMMUNICATIONS MANHOLE
  - ⊙ COMMUNICATIONS RISER
  - ⊙ MONITORING WELL
  - ⊙ TREE WITH SIZE
  - ⊙ TRASH ENCLOSURE
  - B.O.T.P. BOOK OF TOWN PLATS
  - BOUNDARY LINE
  - CURB AND GUTTER
  - FENCE LINE
  - WALL
  - G—G— UNDERGROUND GAS LINE
  - UP—UP— UNDERGROUND POWER
  - SS—SS— SEWER LINE
  - SD—SD— STORM DRAIN
  - W—W— COMMUNICATIONS LINE
  - S—S— SEWER FORCE MAIN LINE
  - CONTOUR 5'
  - CONTOUR 1'
  - ROAD RIGHT-OF-WAY
  - CENTERLINE
  - PAVEMENT AREAS
  - CONCRETE AREAS
  - HEAVY BRUSH/BLACKBERRIES



**SURVEYED FOR**  
HOME FIRST DEVELOPMENT  
866 N. COLUMBIA BLVD., #A25  
PORTLAND, OR 97217

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
*Richard H. Kennedy*  
JULY 13, 2021  
RICHARD H. KENNEDY  
95569  
RENEW: 6/30/23

**ASC SURVEYING LLC**  
8427 SW DAKOTA DRIVE  
TUALATIN, OR 97062  
971-224-6477

**PROJECT NO.**  
21021

**DATE**  
7/12/2021

**DRAWN BY**  
RK, SZ

**REVISION**  
11/10/2021

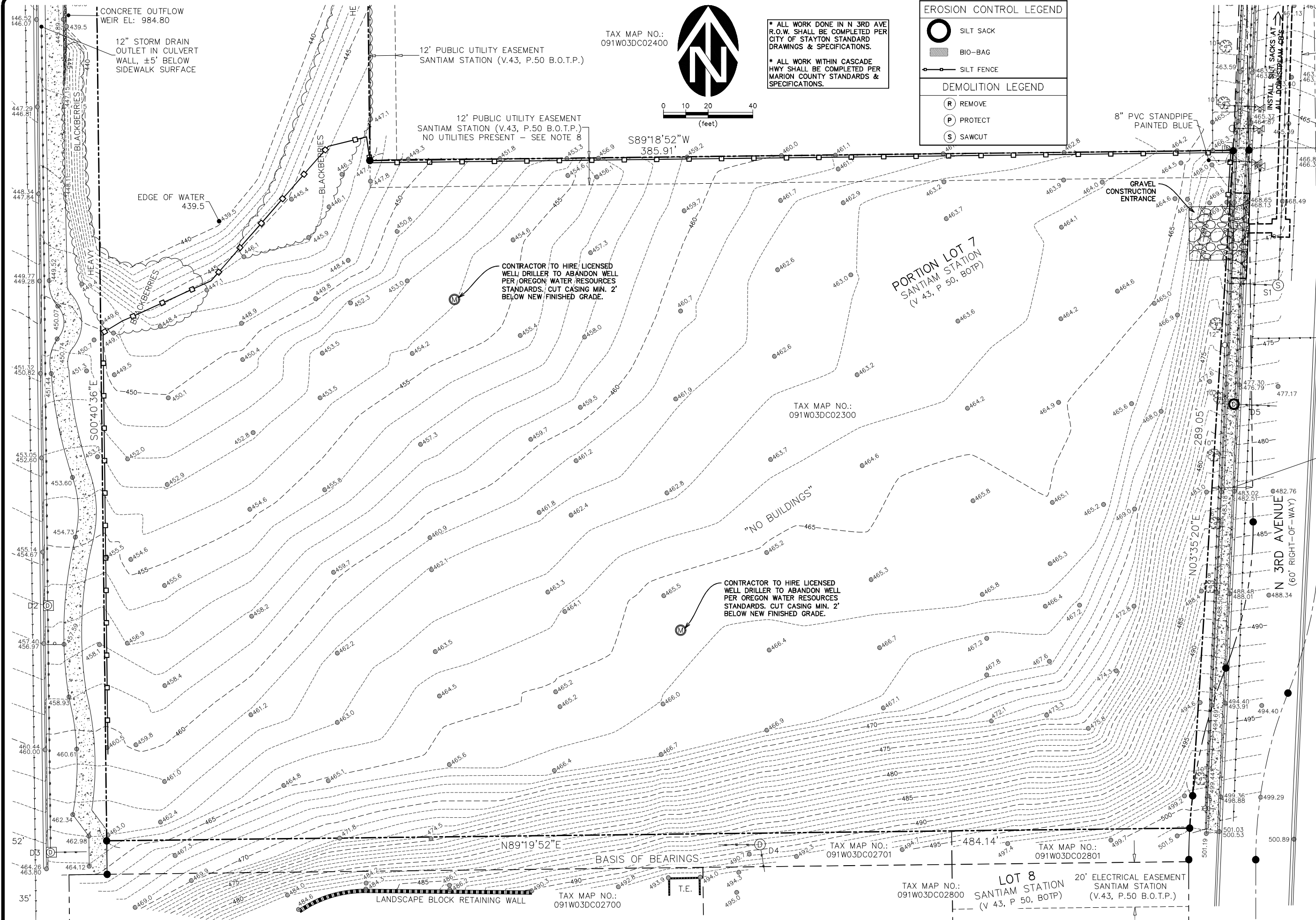
**SHEET**  
1 OF 1

**TOPOGRAPHIC SURVEY**

SHOWING LOT 7, SANTIAM STATION  
SITUATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 3, T.9S, R.1W., W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON



3/24/2022 11:58:03 PM  
C:\Users\CAD\Desktop\Work (26)\Projects\Homefirst\Stayton\Civil\Plots\C1.0 - Erosion Control Plan - Demolition & Clearing.dwg. (C1.0 tab)



REVISIONS	
NO.	DESCRIPTION
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VERIFY SCALE  
BAR IS ONE INCH ON  
ORIGINAL DRAWING  
DO NOT SCALE DIMENSIONS  
ON THIS SHEET. ADJUST  
SCALES ACCORDINGLY

DATE: 02/2022

CKD: JW  
DRI: AK  
DSN: JW

**REVIEW**

REGISTERED PROFESSIONAL ENGINEER  
WILLIAM J. WELLS  
No. 12,000,000,000  
REVIEWS: 6/9/2022

**WESTTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS

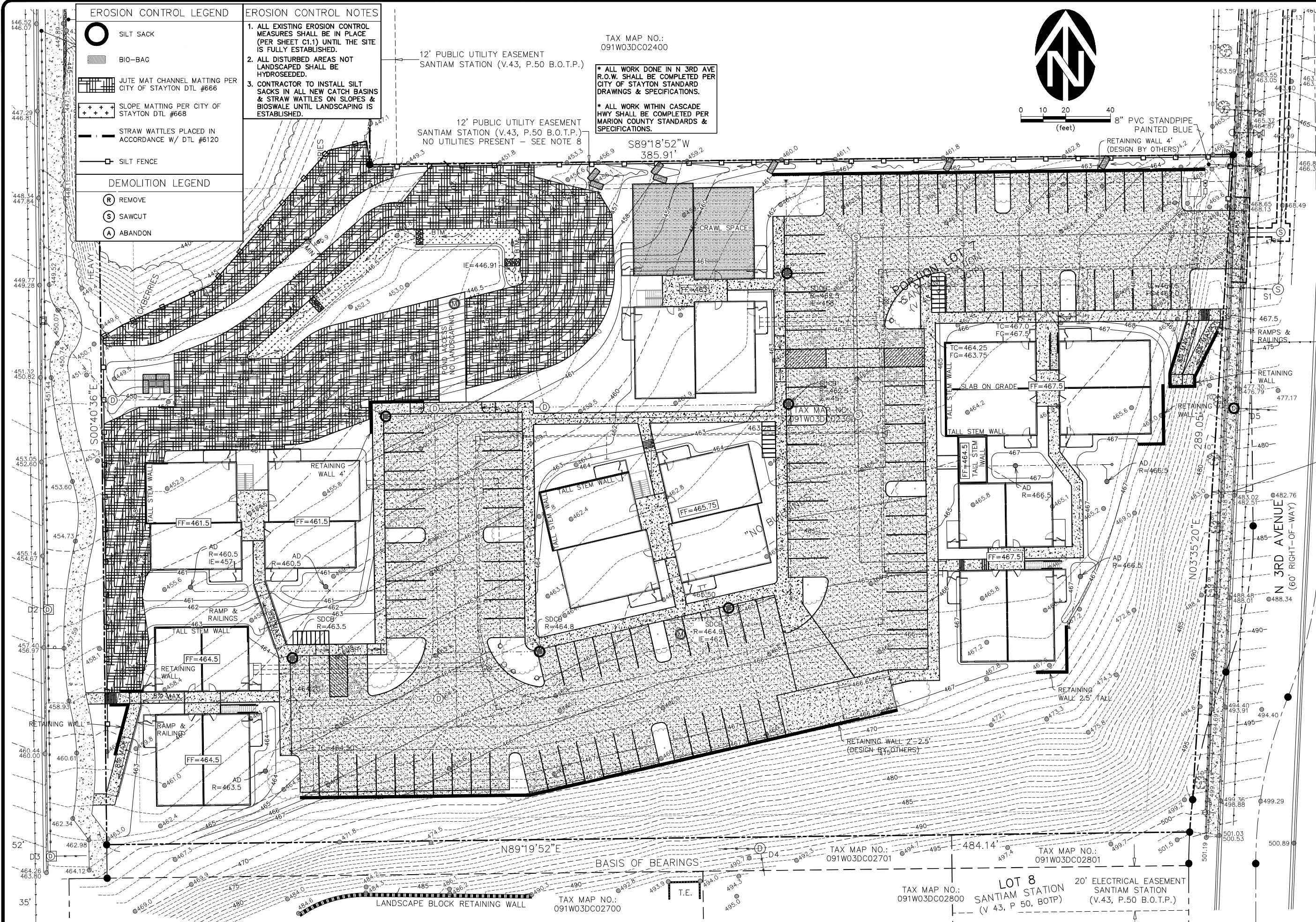
3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3966  
E-mail: westtech@westtech-eng.com



HOMEFIRST  
STAYTON APARTMENTS

**EROSION CONTROL PLAN -  
DEMOLITION & CLEARING**

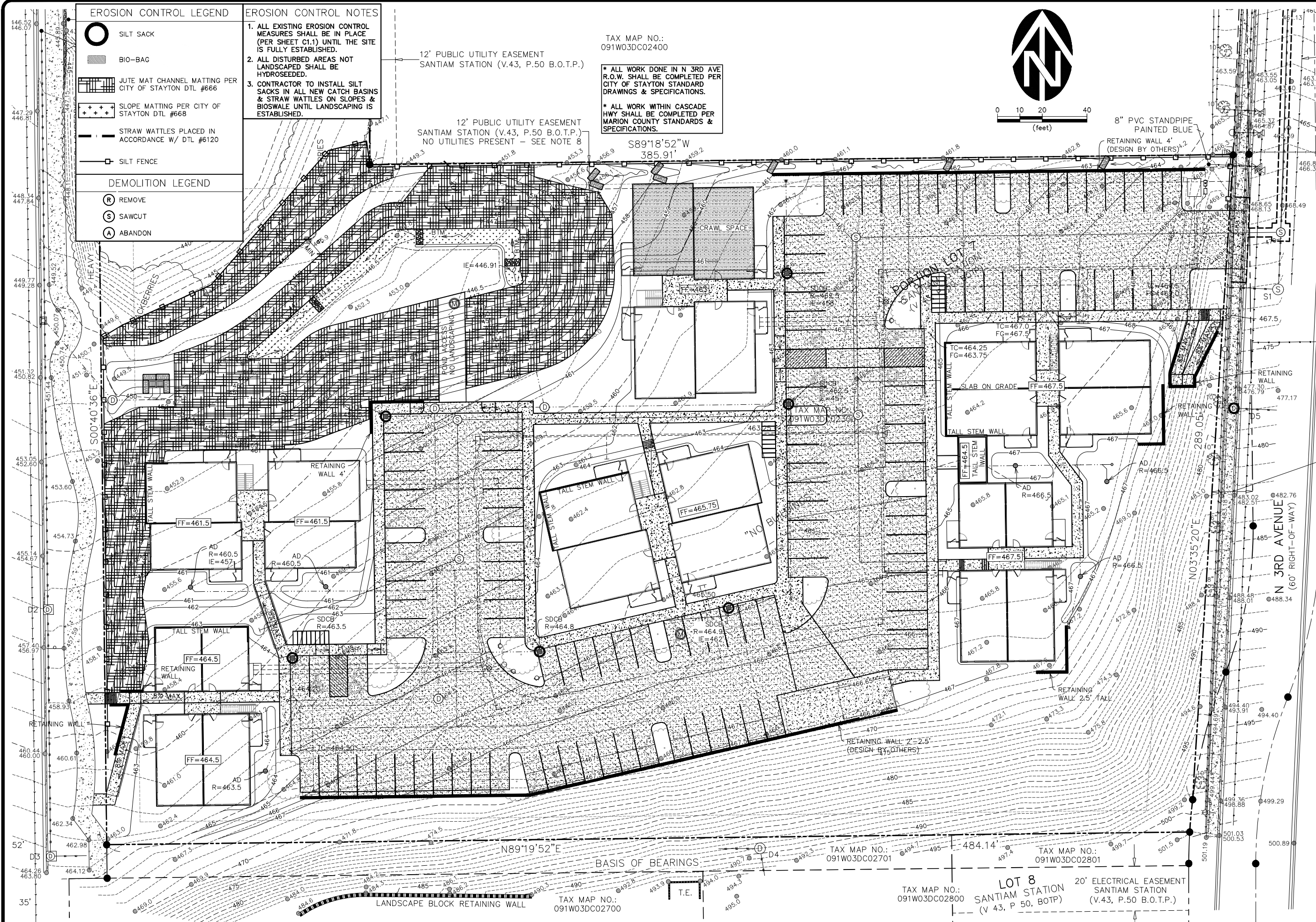
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JOB NUMBER  
**3313.0000.0**

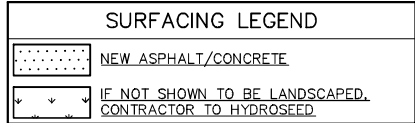


<p>HOMEFIRST</p> <p>STAYTON APARTMENTS</p> <p>EROSION CONTROL PLAN – STREETS &amp; UTILITIES</p>	DRAWING		C1.1		JOB NUMBER		331300000	
	 <p><b>WESTECH ENGINEERING, INC.</b> CONSULTING ENGINEERS AND PLANNERS</p> <p>3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302 Phone: (503) 585-2474    Fax: (503) 585-3986 E-mail: westech@westech-eng.com</p>		 <p><b>REVIEW</b></p>		<p>VERIFY SCALE</p> <p>BAR IS ONE INCH ON ORIGINAL DRAWING</p> <p>0 1"</p> <p>IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY</p> <p>DSN. JW    NO. 1</p> <p>DRN. AK    NO. DATE</p> <p>CKD. JW    NO. DATE</p> <p>DATE: 03/2022</p> <p>REVISIONS</p>		<p>REVISIONS</p>	





HOMEFIRST  STAYTON APARTMENTS  EROSION CONTROL PLAN – VERTICAL CONSTRUCTION	 <b>WESTECH ENGINEERING, INC.</b> CONSULTING ENGINEERS AND PLANNERS  3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302 Phone: (503) 585-2474    Fax: (503) 585-3986 E-mail: westech@westech-eng.com	 <b>REVIEW</b>  REGISTERED PROFESSIONAL ENGINEER WILLIAM J. WELLS NO. 12,958 OREGON	VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING 0  1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY	DSN. JW DRN. AK CKD. JW	NO. 1 DATE	DESCRIPTION REVISIONS	BY
			DATE: 02/2022 REVISIONS: 6/20/2022				



A number line is shown with tick marks at 0, 10, 20, and 40. The unit is labeled (feet). A shaded region is shown between 10 and 20.

8" PVC STANDPIPE  
PAINTED BLUE

TAX MAP NO.:  
091W03DC02400

\* ALL WORK DONE IN N 3RD AVE  
R.O.W. SHALL BE COMPLETED PER  
CITY OF STAYTON STANDARD  
DRAWINGS & SPECIFICATIONS.

\* ALL WORK WITHIN CASCADE HWY SHALL BE COMPLETED PER MARION COUNTY STANDARDS & SPECIFICATIONS.

12' PUBLIC UTILITY EASEMENT  
SANTIAM STATION (V.43, P.50 B.O.T.P.)  
NO UTILITIES PRESENT - SEE NOTE 8

CONCRETE OUTFLOW  
WEIR EL: 984.80

12" STORM DRAIN  
OUTLET IN CULVERT  
WALL,  $\pm 5'$  BELOW  
SIDEWALK SURFACE

12' PUBLIC UTILITY EASEMENT  
SANTIAM STATION (V.43, P.50 B.O.T.P.)  
NO UTILITIES PRESENT - SEE NOTE 8

EDGE OF WATER  
439.5

TAX MAP NO.  
091W03D002300

TAX MAP NO.:  
091W03DC02701

TAX MAP NO.:  
091W03DC02801

TAX MAP NO.:  
091W03DC02800

LOT 8  
SANTIAM STATION  
(V 43, P 50, BOTP)

20' ELECTRICAL EASEMENT  
SANTIAM STATION  
(V.43, P.50 B.O.T.P.)

TAX MAP NO.:  
091W03DC02700

T.E.

HOMEFIRST  
STAYTON APARTMENTS

# EROSION CONTROL PLAN - FINAL LANDSCAPING & STABILIZATION

DRAWING  
C1.3

JOB NUMBER  
3313.0000.0

**WE**

**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS

3841 Farview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3986  
E-mail: [westech@westech-eng.com](mailto:westech@westech-eng.com)

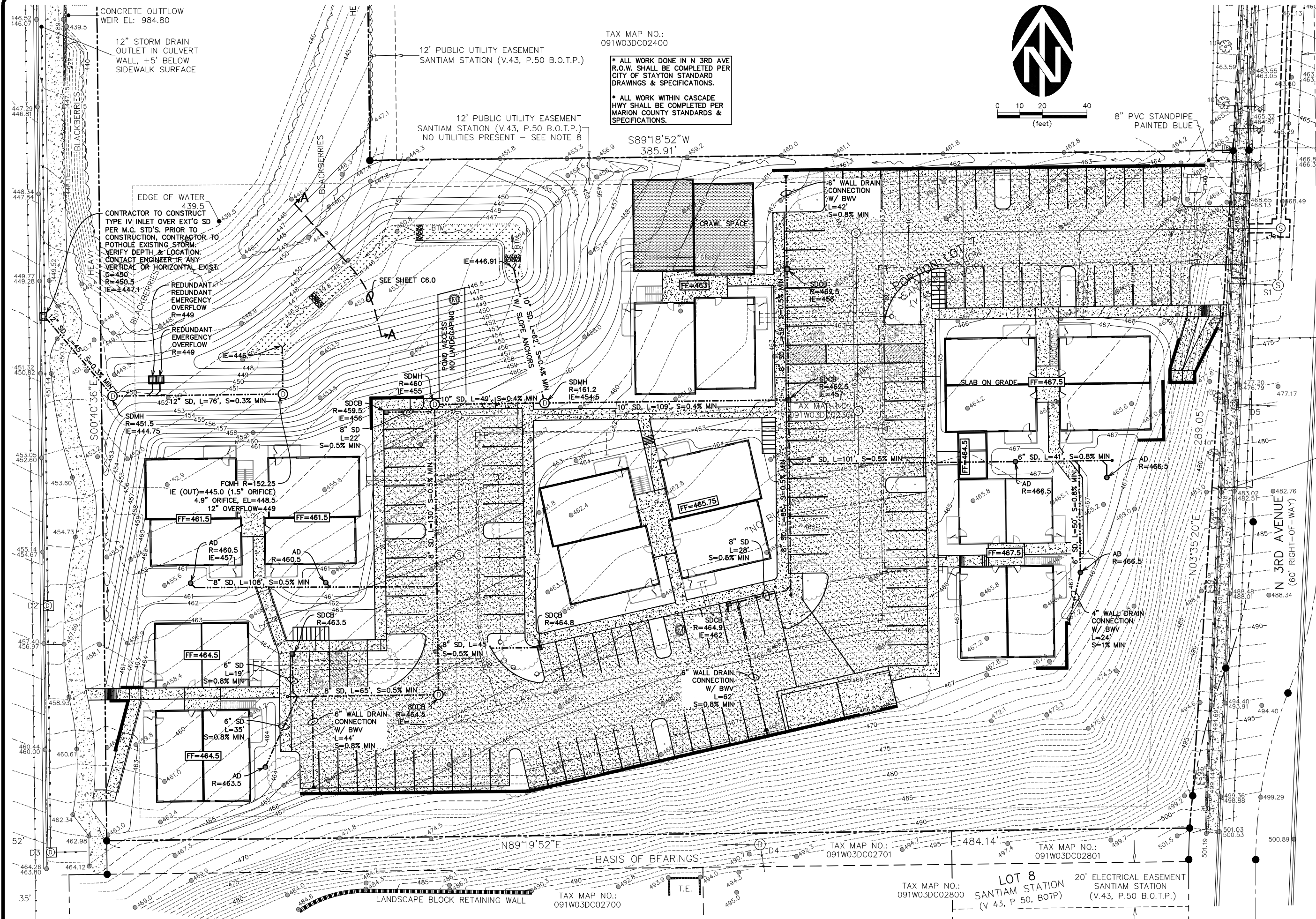
0	1"	
<p>VERIFY SCALE</p> <p>BAR IS ONE INCH ON ORIGINAL DRAWING</p> <p>IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY</p>		
DSN.	JW	
DRN.	AK	
CKD.	JW	

REVISIONS	
DESCRIPTION	BY





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0 10 20 40  
(feet)

REVISIONS	
NO.	DESCRIPTION
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VERIFY SCALE  
BAR IS ONE INCH ON  
ORIGINAL DRAWING  
THIS SHEET MUST BE  
PRINTED AT THE SAME  
SCALE AS THE ORIGINAL  
DRAWING

1"

REGISTERED PROFESSIONAL ENGINEER  
WESTTECH ENGINEERING, INC.  
CONSULTING ENGINEERS AND PLANNERS  
WILLIAM J. WESTTECH  
NOV. 12, 2013  
REVIEWS: 6/30/2022

WESTTECH ENGINEERING, INC.  
CONSULTING ENGINEERS AND PLANNERS  
3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3966  
E-mail: westtech@westtech-eng.com

HOMEFIRST  
STAYTON APARTMENTS

DRAINAGE PLAN

DRAWING  
C2.1

JOB NUMBER  
3313.0000.0

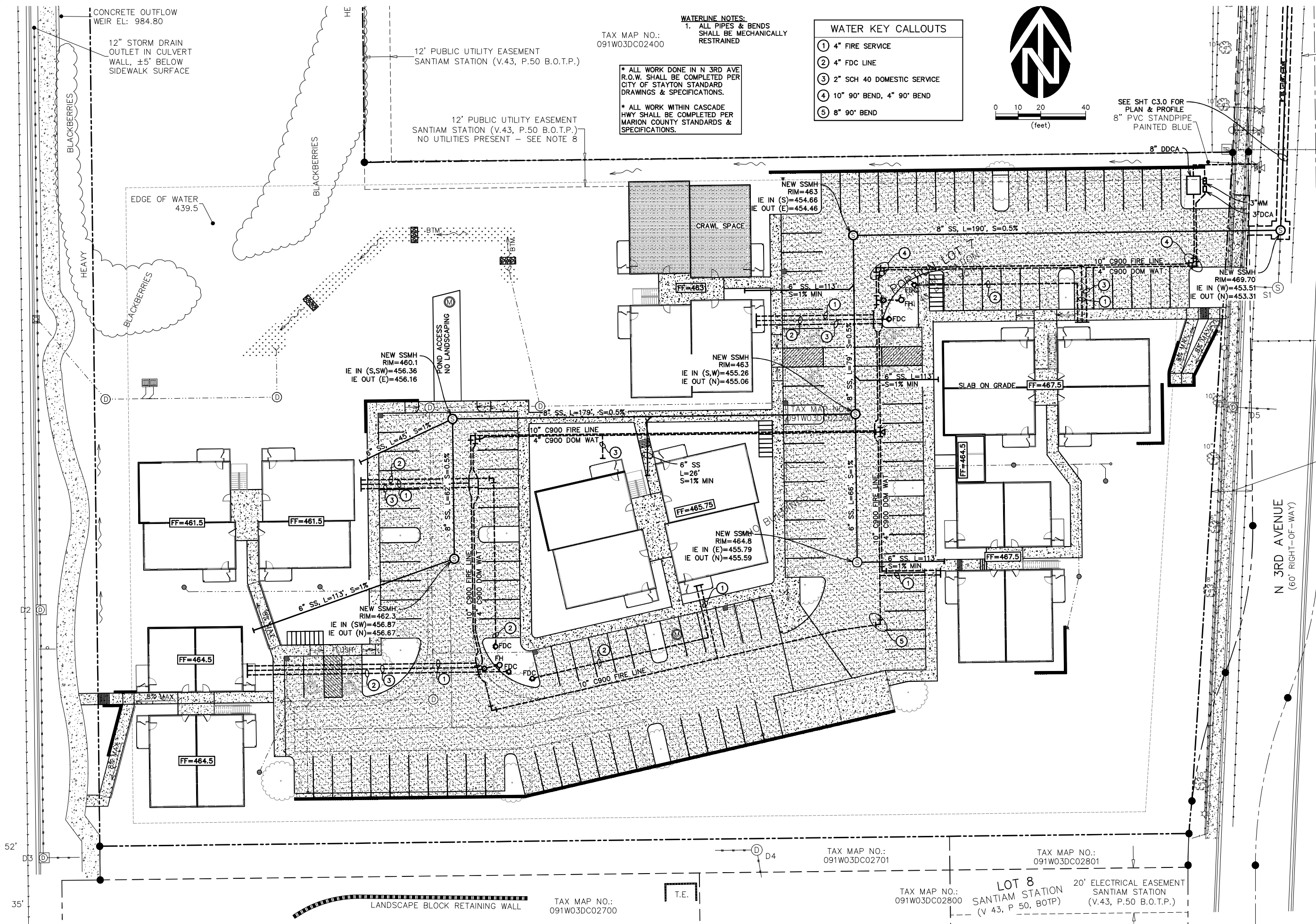
DATE: 02/2022

NO. DATE

DESCRIPTION

BY





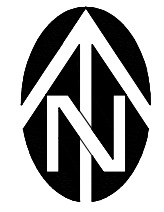
**WATERLINE NOTES:**  
1. ALL PIPES & BENDS  
SHALL BE MECHANICALLY  
RESTRAINED

\* ALL WORK DONE IN N 3RD AVE  
R.O.W. SHALL BE COMPLETED PER  
CITY OF STAYTON STANDARD  
DRAWINGS & SPECIFICATIONS.



\* ALL WORK WITHIN CASCADE  
HWY SHALL BE COMPLETED PER  
MARION COUNTY STANDARDS &  
SPECIFICATIONS.

## WATER KEY CALLOUTS

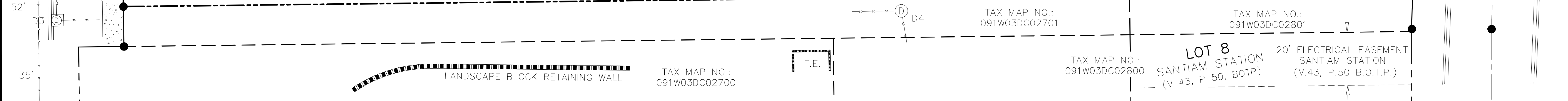
①	4" FIRE SERVICE
②	4" FDC LINE
③	2" SCH 40 DOMESTIC SERVICE
④	10" 90° BEND, 4" 90° BEND
⑤	8" 90° BEND



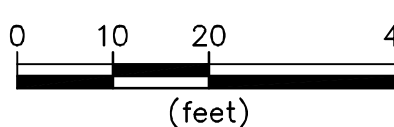
SEE SHT C3.0 FOR  
PLAN & PROFILE  
8" PVC STANDPIPE  
PAINTED BLUE

<div style="text-align: center;"> <b>HOMEFIRST</b>   <b>STAYTON APARTMENTS</b>   <b>UTILITY PLAN</b> </div>	<div style="text-align: center;">   <b>WESTECH ENGINEERING, INC.</b>          CONSULTING ENGINEERS AND PLANNERS       </div>		3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302 Phone: (503) 585-2474 Fax: (503) 585-3986 E-mail: westech@westech-eng.com		<div style="text-align: center;">   <b>REVIEW</b> </div>	VERIFY SCALE BAP IS ONE INCH ON ORIGINAL DRAWING 0 1"	DSN: JW DRN: AK CKD: JW	NO. 1 DATE: 02/2022	DESCRIPTION REVISIONS	BY
	<div style="text-align: center;"> <b>DRAWING</b>  <b>C3.0</b>  <b>JOB NUMBER</b>  <b>3313.0000.0</b> </div>									

3/25/2022 12:00:17 AM



\* ALL WORK WITHIN CASCADE HWY SHALL BE COMPLETED PER MARION COUNTY STANDARDS & SPECIFICATIONS.



8" PVC STANDPIPE  
PAINTED BLUE

N 3RD AVENUE  
(60' RIGHT-OF-WAY)

HOMEFIRST  
STAYTON APARTMENTS  
SURFACING PLAN

DRAWING  
C4.0  
JOB NUMBER  
3313.0000.

**WE**

**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS

3641 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97301  
Phone: (503) 585-2474 Fax: (503) 585-3986

**REVIEW**

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING

1"

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

DSN.	JW
DRN.	AK

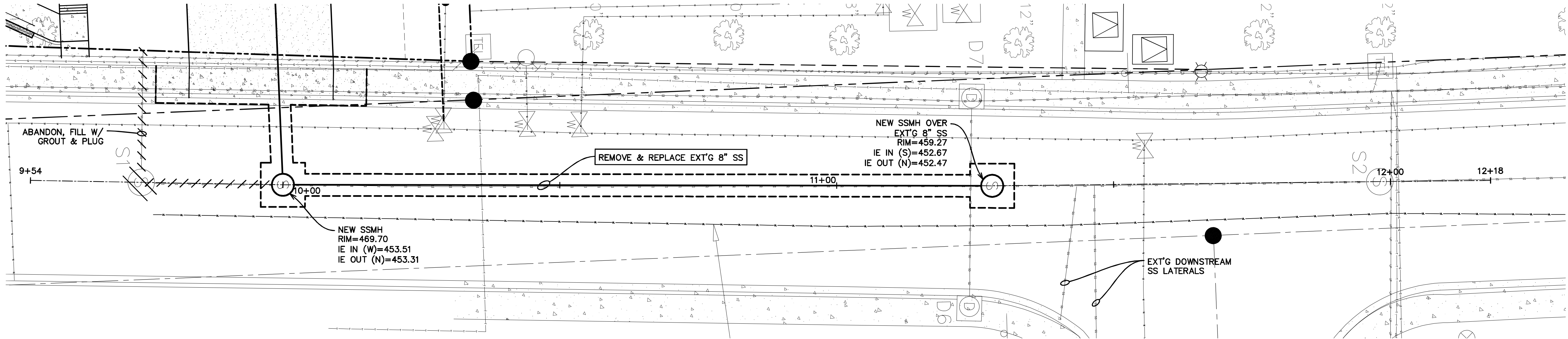
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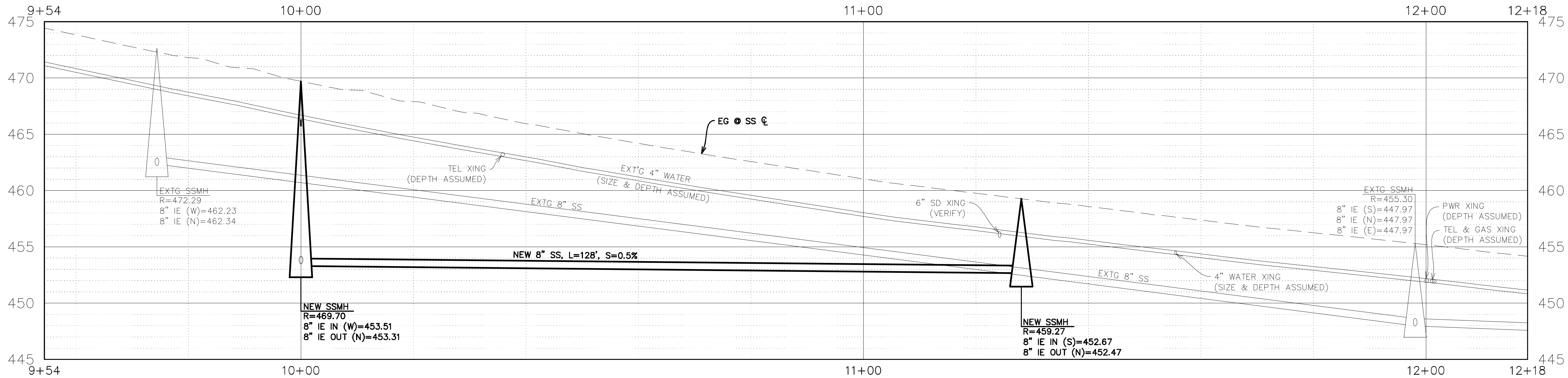
\* ALL WORK DONE IN N 3RD AVE  
R.O.W. SHALL BE COMPLETED PER  
CITY OF STAYTON STANDARD  
DRAWINGS & SPECIFICATIONS.

\* ALL WORK WITHIN CASCADE  
HWY SHALL BE COMPLETED PER  
MARION COUNTY STANDARDS &  
SPECIFICATIONS.



NEW SS ON 3RD STREET PLAN  
SCALE: 1"=10'

NOTES:  
1. ALL WORK IN 3RD AVE TO  
BE COMPLETED PER CITY OF  
STAYTON STANDARDS.



NEW SS ON 3RD STREET PROFILE  
SCALE: H:1"=10' V:1"=5'

NO.	DATE	DESCRIPTION	BY
1	JW		
AK			
JW			
DATE: 03/20/2022			



**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS  
3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3986  
E-mail: westech@westech-eng.com

HOMEFIRST  
STAYTON APARTMENTS  
NEW SS & 3RD AVENUE PLAN  
& PROFILE

DRAWING  
C8.0  
JOB NUMBER  
3313.0000.0

GENERAL NOTES - GRADES SHOWN ON THIS DRAWING ARE EXISTING

- REFER TO CIVIL DRAWINGS FOR:
  - FINISHED GRADES - ON SITE AND OFF SITE
  - BUILDING PAD ELEVATIONS
  - ALL WORK IN THE PUBLIC RIGHT-OF-WAY
  - ROADWORK AND PAVING - ON SITE AND OFF SITE
  - STORM DRAINAGE - ON SITE AND OFF SITE
  - UTILITIES - ON SITE AND OFF SITE
- ALL SITE WORK TO CONFORM TO THE ACCESSIBILITY REQUIREMENTS OF CHAPTER 11 OF THE 2019 OREGON STRUCTURAL SPECIALTY CODE AND ICC/ANSI A117.1-2009.
- ALL SIDEWALKS SHOWN TO NOT EXCEED 1:20 SLOPE VERTICAL AND 1:50 CROSS SLOPE
- REFER TO LANDSCAPE PLAN FOR PLANTING IN ALL LANDSCAPE AREAS.
- PARKING AREA TO BE ASPHALT PAVING WITH 6" CAST IN PLACE CONCRETE CURBS AS SHOWN. VERIFY ALL REQUIREMENTS WITH CIVIL DRAWINGS.
- SEE A101 FOR SITE LIGHTING LOCATION, FIXTURES, AND ILLUMINATION LEVELS

KEY NOTES

- |   |                                       |                                 |
|---|---------------------------------------|---------------------------------|
| ① VEHICLE SITE ENTRY  | ⑩ STRIPED ACCESS AISLE                | ⑲ BICYCLE PARKING SPACE IN UNIT |
| ② PEDESTRIAN SITE ENTRY   | ⑪ ACCESSIBLE PARKING SPACE            | ⑳ ACCESSIBLE SITE ENTRY         |
| ③ 6" CAST IN PLACE CONCRETE CURB AROUND ENTIRE PARKING AREA     | ⑫ ACCESSIBLE CURB RAMP                |                                 |
| ④ PRECAST CONCRETE WHEEL STOP AT EACH PARKING SPACE WHERE SHOWN | ⑬ ACCESSIBLE PARKING SIGNAGE          |                                 |
| ⑤ PAINTED PARKING SPACE STRIPING AT EACH PARKING SPACE          | ⑭ 8 LONG TERM BICYCLE PARKING 2' X 6' |                                 |
| ⑥ ASPHALT PAVED PARKING SPACES AND DRIVEWAY                     | ⑮ STORAGE BUILDING                    |                                 |
| ⑦ TRASH ENCLOSURE   | ⑯ MANAGER OFFICE                      |                                 |
| ⑧ TYPICAL PARKING SPACE: 8'-6" W. X 18' D.                      | ⑰ 5' WIDE PEDESTRIAN SIDEWALK         |                                 |
| ⑨ STRIPED PEDESTRIAN CROSSING                                   | ⑱ EMERGENCY VEHICLE TURN AROUND       |                                 |

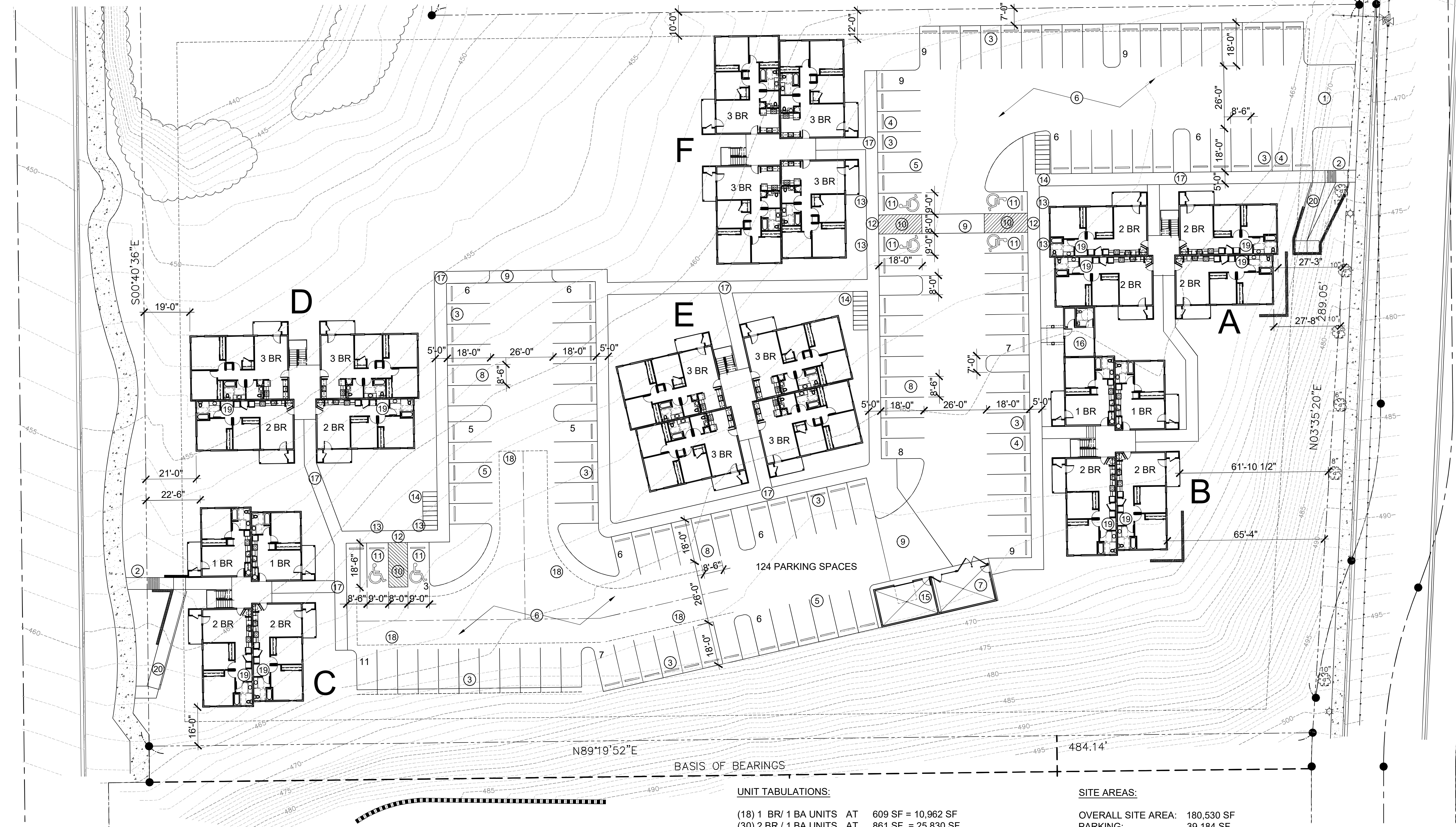
PARKING:

72 X 1.5 = 108 SPACES  
72 / 4 = 18 SPACES  
126 SPACES REQUIRED / 124 SPACES PROVIDED

BIKE PARKING:

72 / 5 = 15 SPACES REQUIRED

24 SPACES PROVIDED OUTSIDE  
30 SPACES PROVIDED INSIDE 2 BR UNITS  
PARKING REDUCTION USED FOR ADDITIONAL  
BIKE PARKING SPACES



1 SITE PLAN  
A100  
1"=30'-0"

UNIT TABULATIONS:

(18) 1 BR / 1 BA UNITS	AT	609 SF = 10,962 SF
(30) 2 BR / 1 BA UNITS	AT	861 SF = 25,830 SF
(24) 3 BR / 1.5 BA UNITS	AT	1,107 SF = 26,568 SF

72 UNITS TOTAL = 63,360 SF  
( AREA DOES NOT INCLUDE DECKS, PATIOS, OR EXTERIOR STORAGE )

MANAGER OFFICE = 274 SF

SITE AREAS:

OVERALL SITE AREA:	180,530 SF
PARKING:	39,184 SF
BUILDING COVERAGE:	26,693 SF
LANDSCAPING:	114,653 SF

STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

job no.: 2112  
date: 03-16-2022

SITE PLAN

A100



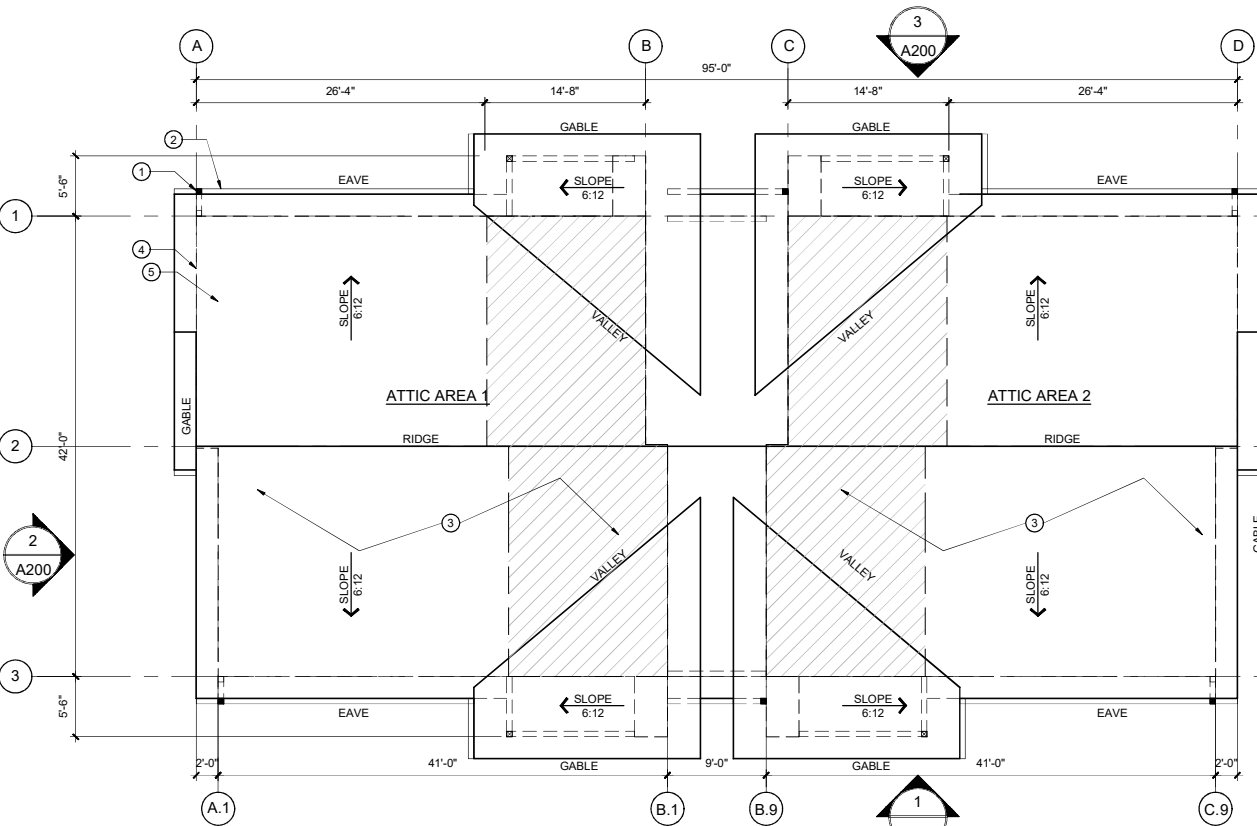
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Beaverton, OR 97007

BUILDING PLANS KEY NOTES

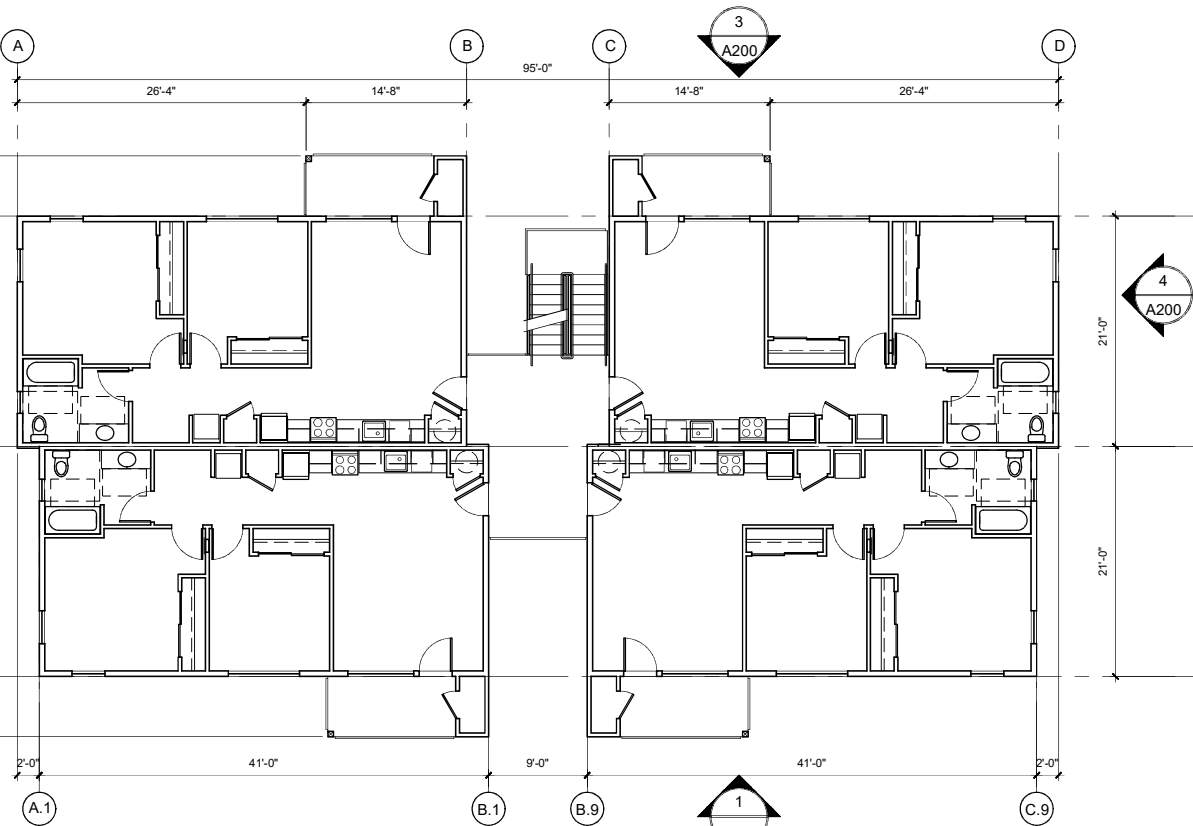
- 1 5" PRE-FINISHED METAL GUTTER
- 2 D.S. = 3" X 4" PRE-FINISHED METAL DOWNSPOUT (SEE GENERAL NOTE 1 THIS PAGE)
- 3 CLASS 'B' ASPHALT SHINGLE ROOFING SYSTEM, INSTALL PER MANUFACTURER REQUIREMENTS AND BEST PRACTICES.
- 4 LINE OF EDGE OF ROOF
- 5 LINE OF EXTERIOR WALL BELOW

ATTIC VENTILATION

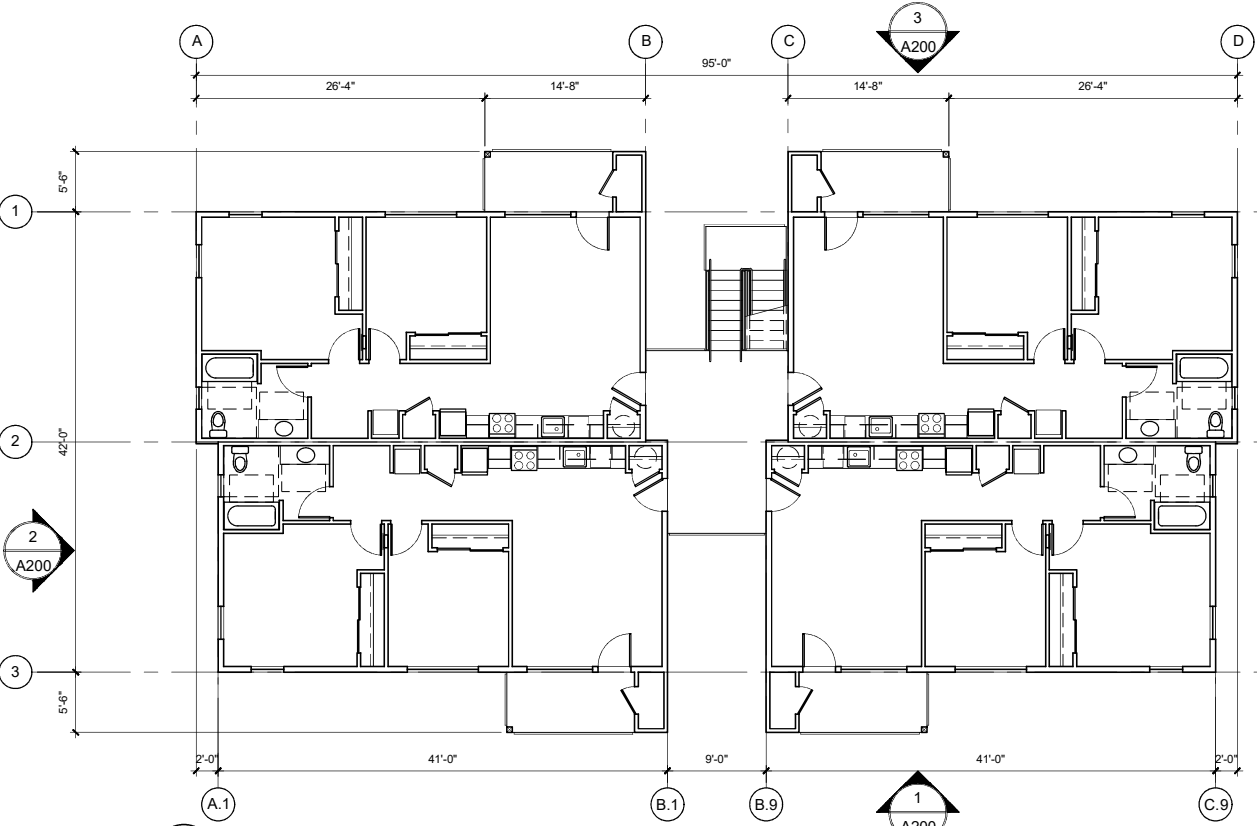
MINIMUM NET FREE VENTILATING AREA REQUIRED:  
ATTIC AREA 1: 1722 SF / 300 X 144 = 827 SQ. IN. NFVA  
ATTIC AREA 2: 1723 SF / 300 X 144 = 827 SQ. IN. NFVA



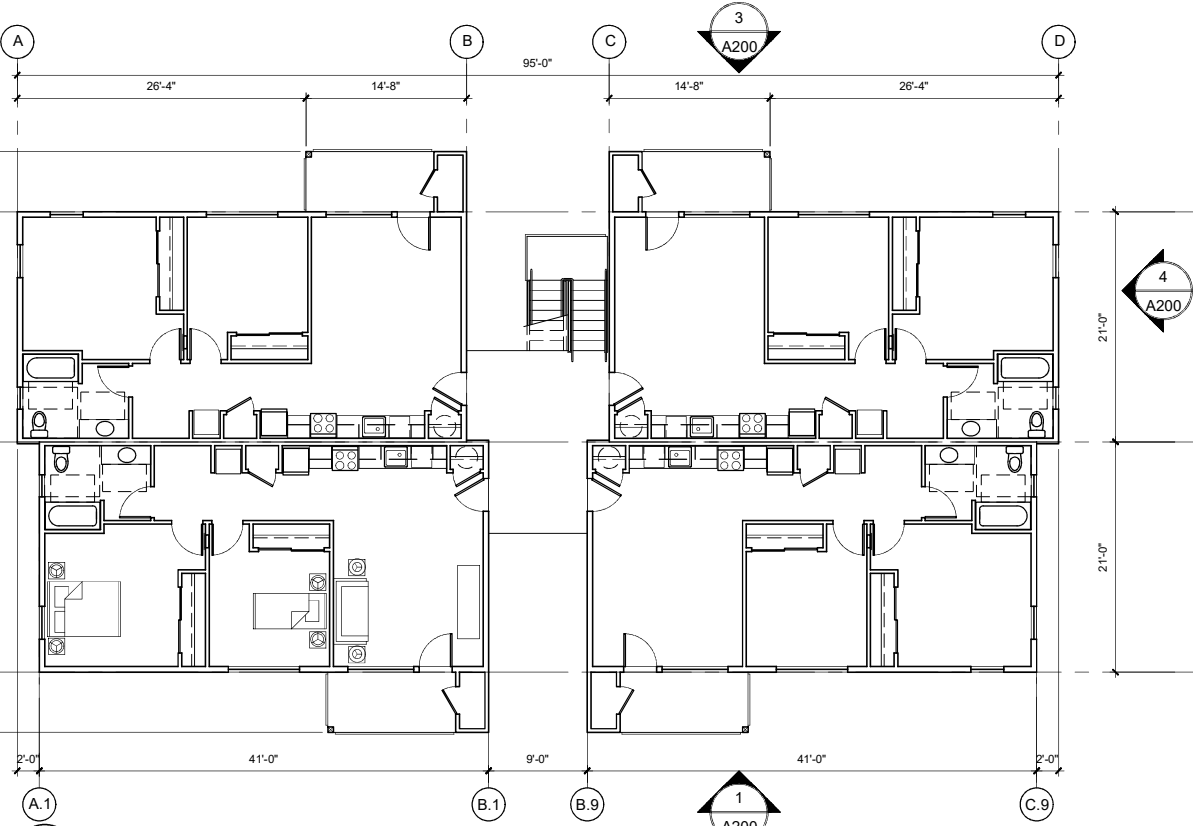
4 BUILDING PLANS - ROOF PLAN  
A111 1/8" = 1'-0"



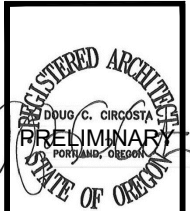
2 BUILDING PLANS - SECOND FLOOR PLAN  
A111 1/8" = 1'-0"



3 BUILDING PLANS - THIRD FLOOR PLAN  
A111 1/8" = 1'-0"



1 BUILDING PLANS - FIRST FLOOR PLAN  
A111 1/8" = 1'-0"



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STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

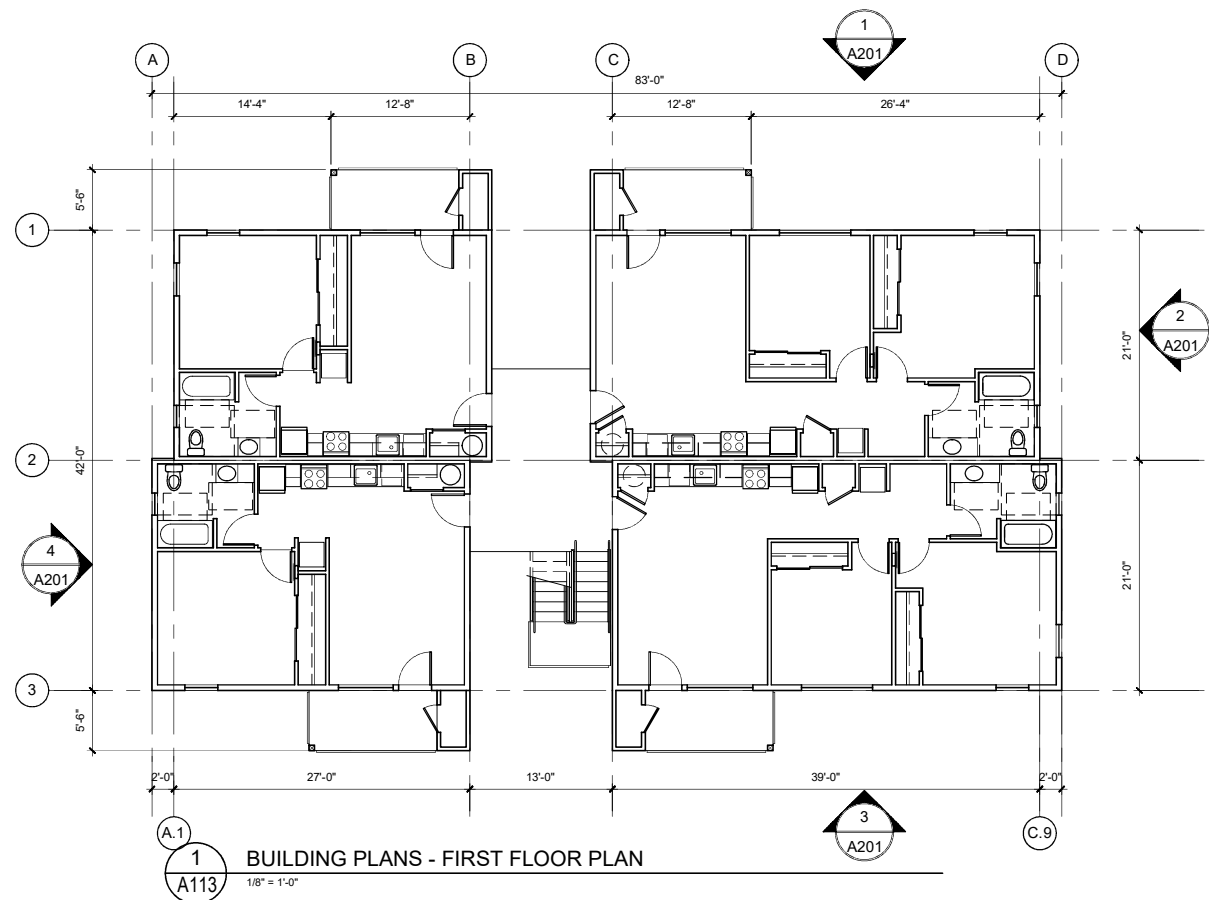
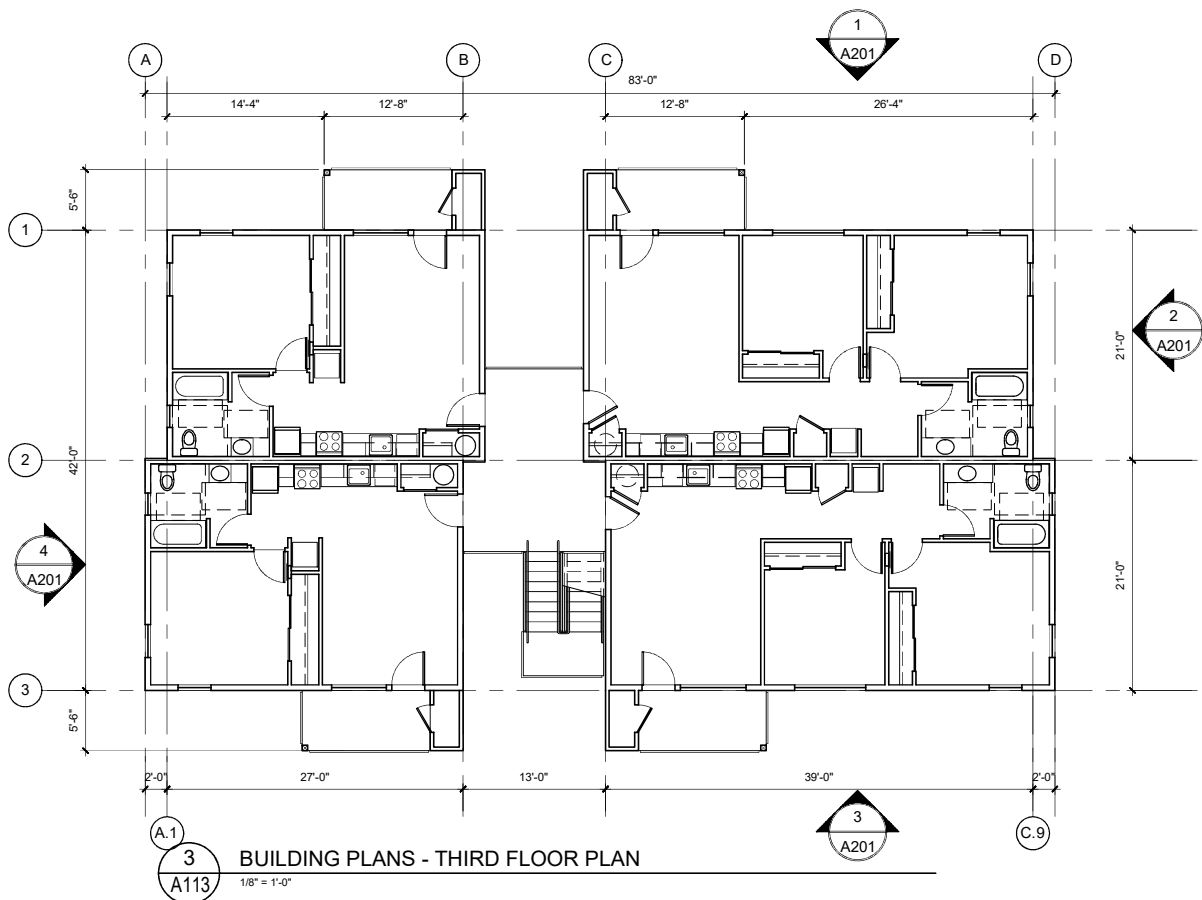
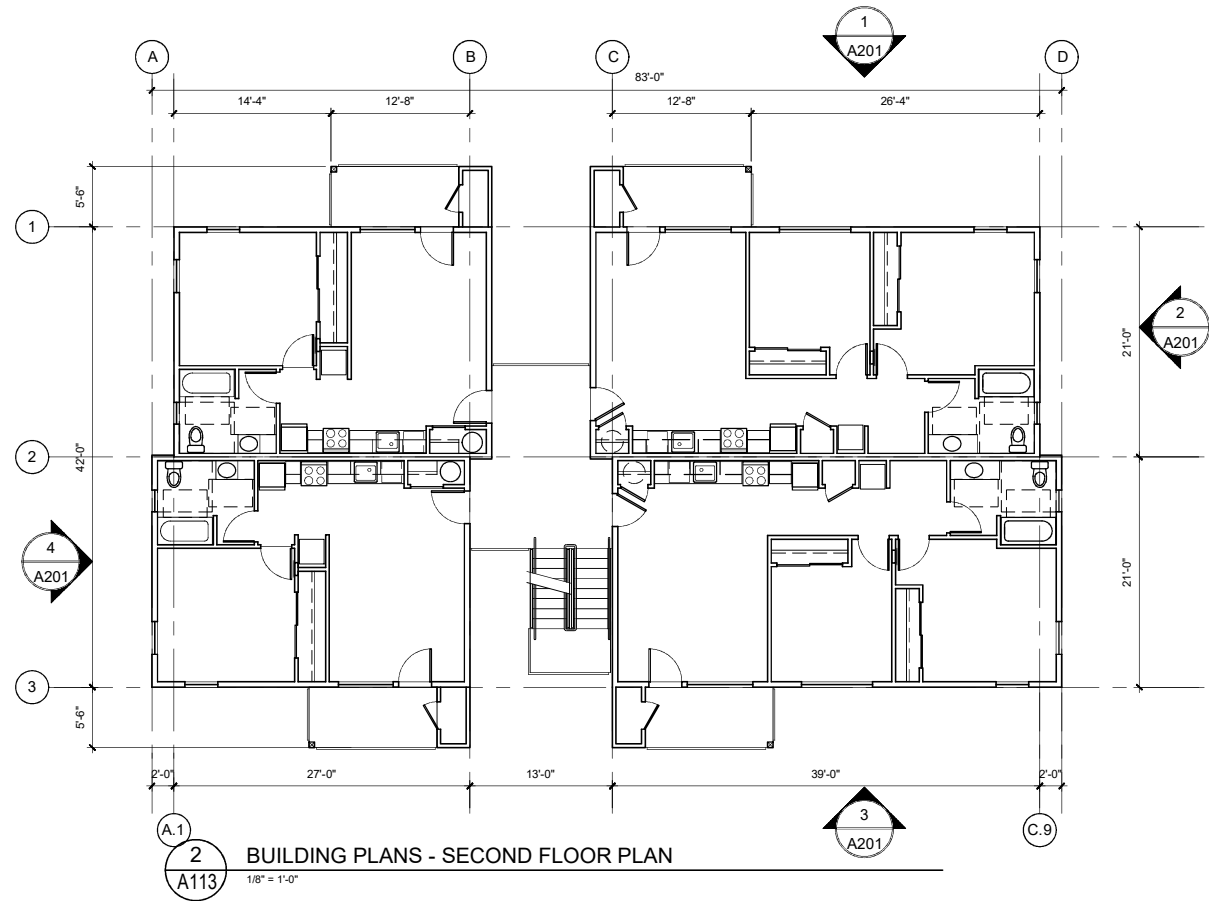
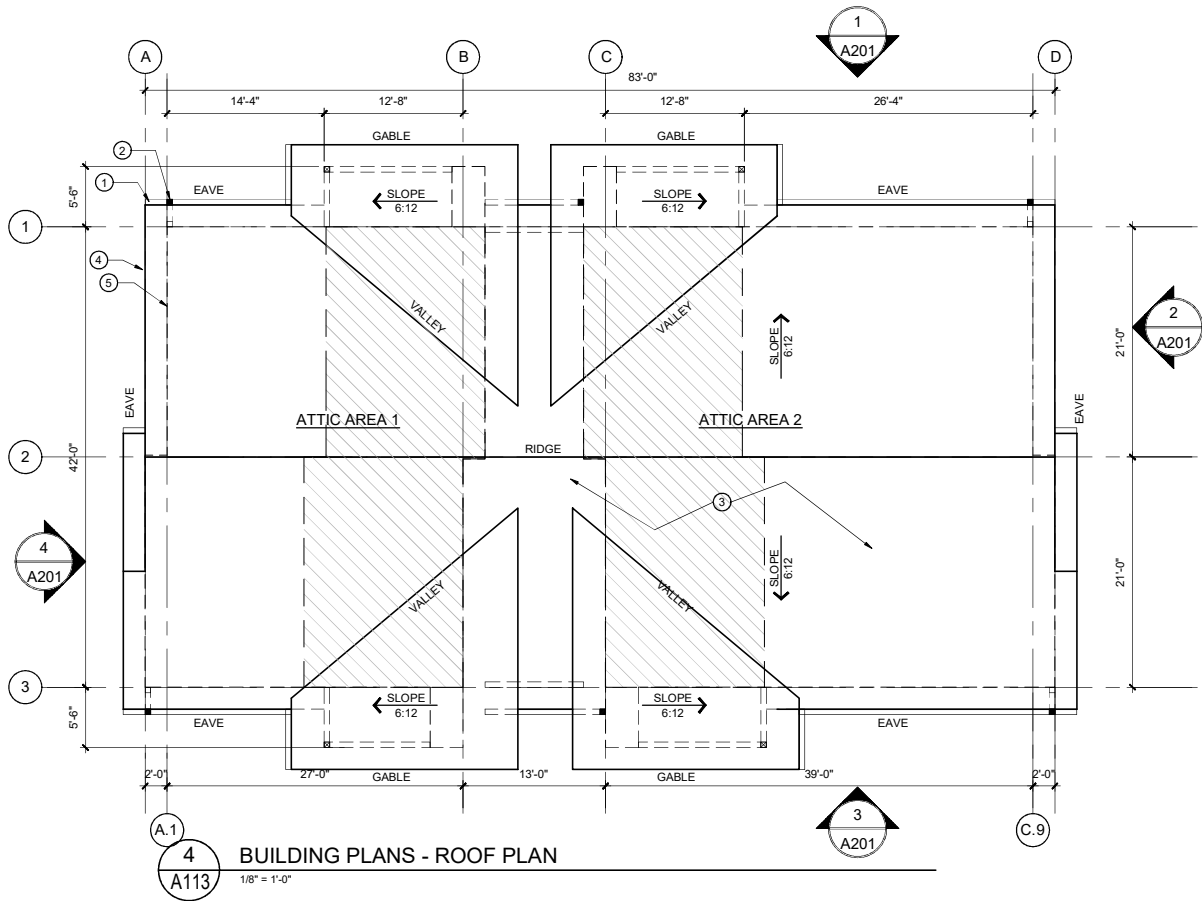
job no.: 2112  
date: 04-14-2022

BUILDING A  
FLOOR PLANS

A111

ATTIC VENTILATION

MINIMUM NET FREE VENTILATING AREA REQUIRED:  
ATTIC AREA 1: 1218 SF / 300 X 144 = 585 SQ. IN. NFVA  
ATTIC AREA 2: 1723 SF / 300 X 144 = 827 SQ. IN. NFVA



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STAYTON APARTMENTS

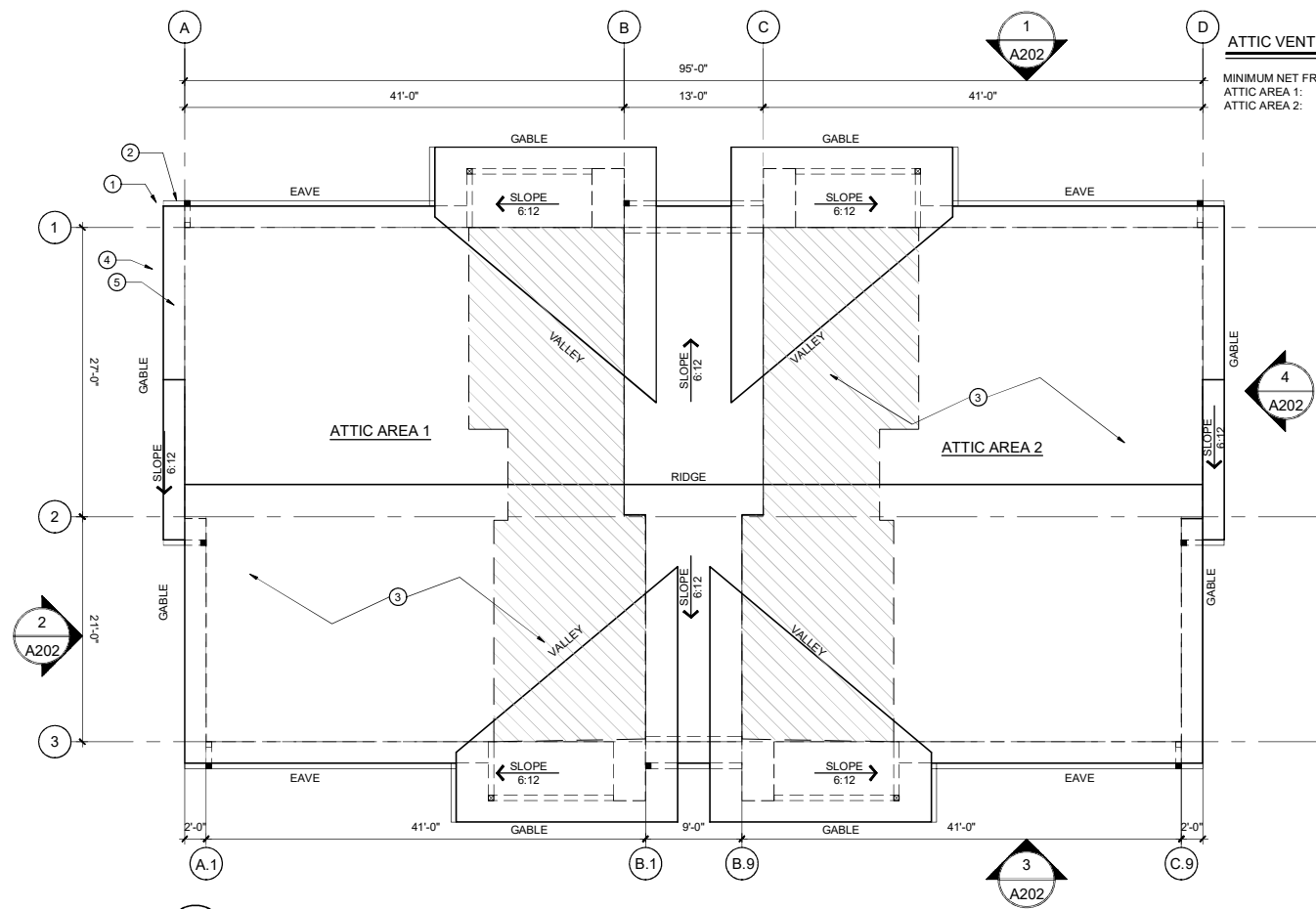
TAX LOT 091W03DC02300  
STAYTON, OR

job no.: 2112  
date: 04-14-2022

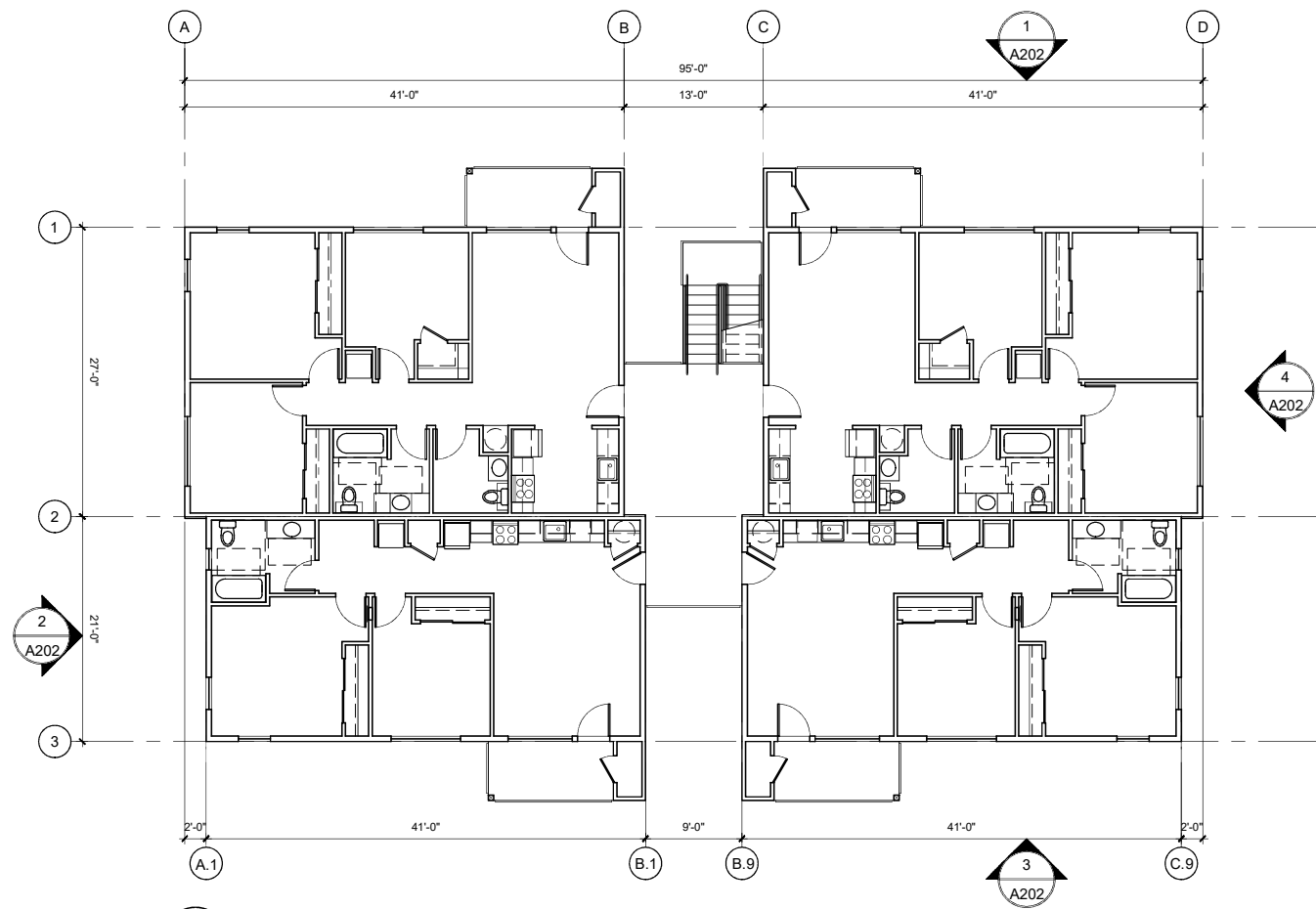
BUILDING B,C  
FLOOR PLANS

A113

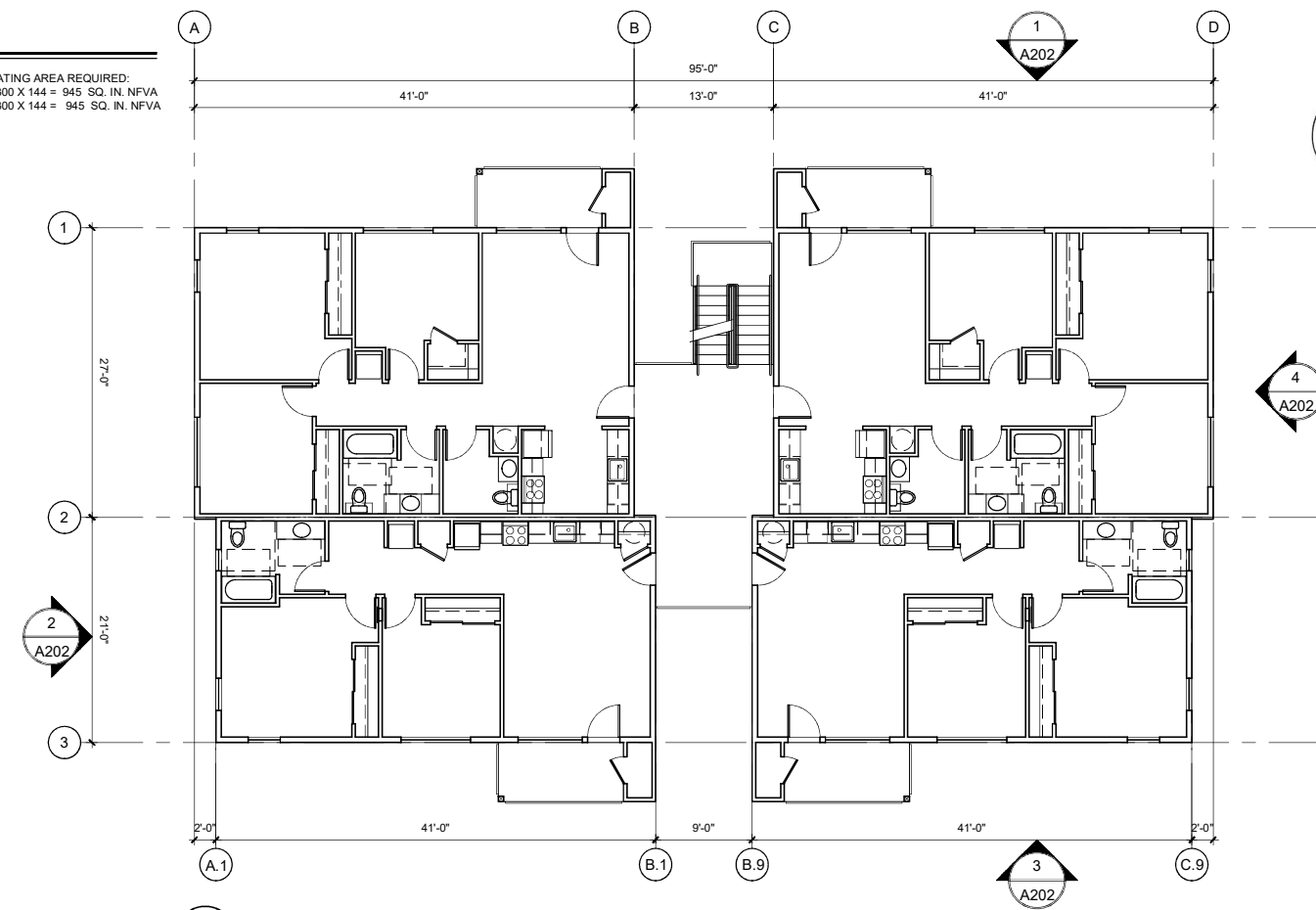




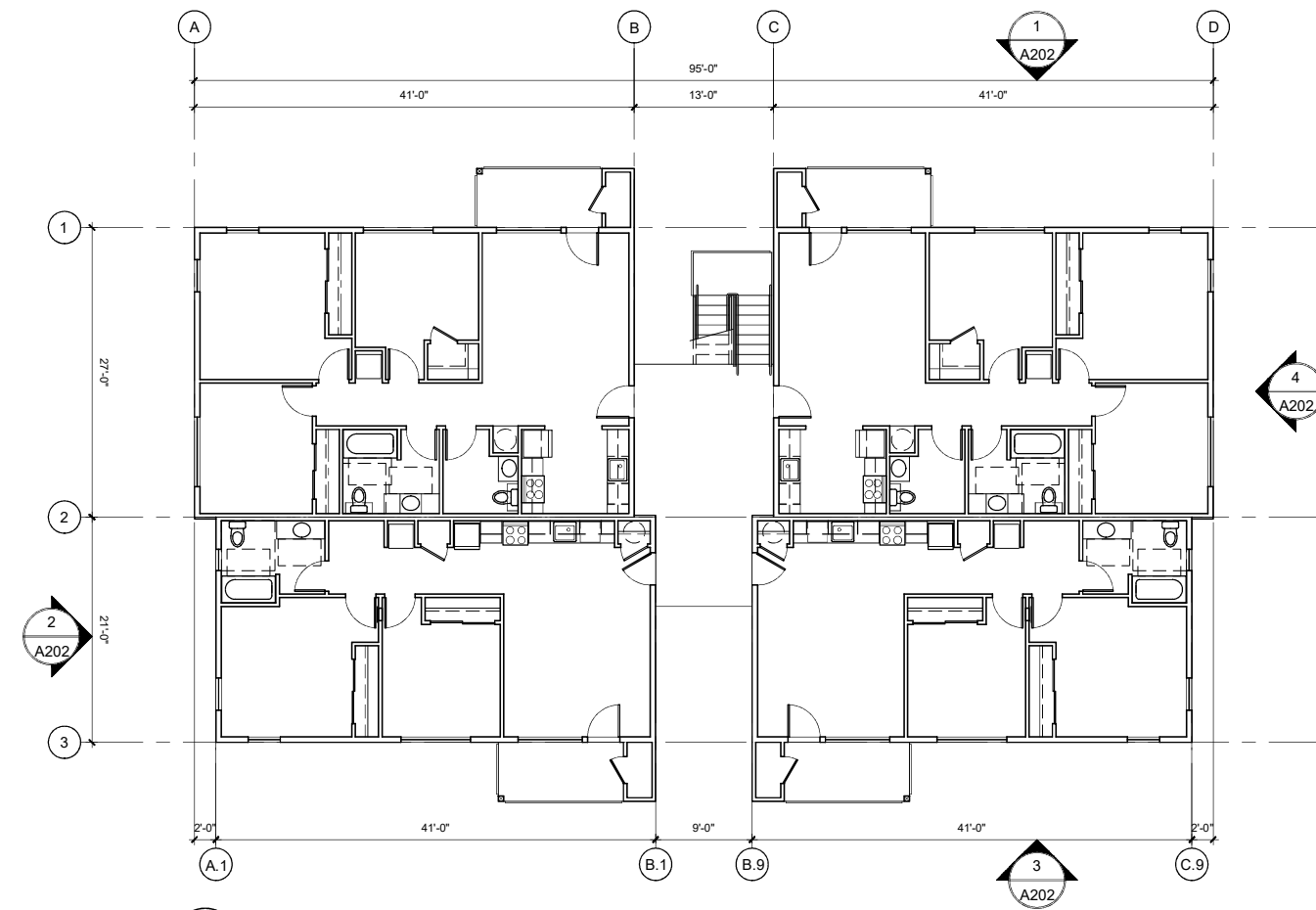
4 BUILDING PLANS - ROOF PLAN  
A115 1/8" = 1'-0"



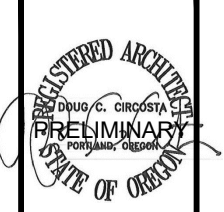
3 BUILDING PLANS - THIRD FLOOR PLAN  
A115 1/8" = 1'-0"



2 BUILDING PLANS - SECOND FLOOR PLAN  
A115 1/8" = 1'-0"



1 BUILDING PLANS - FIRST FLOOR PLAN  
A115 1/8" = 1'-0"



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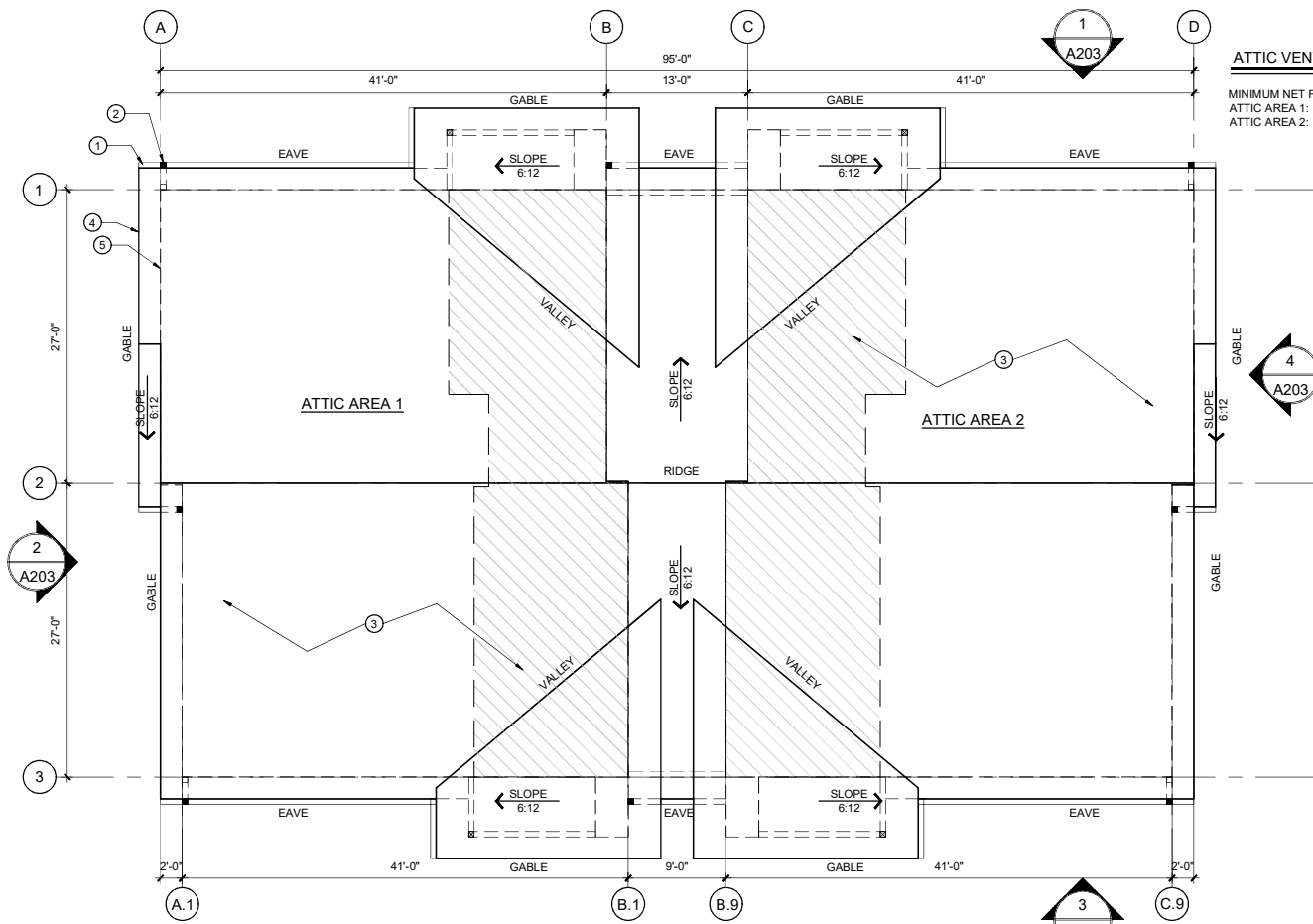
STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

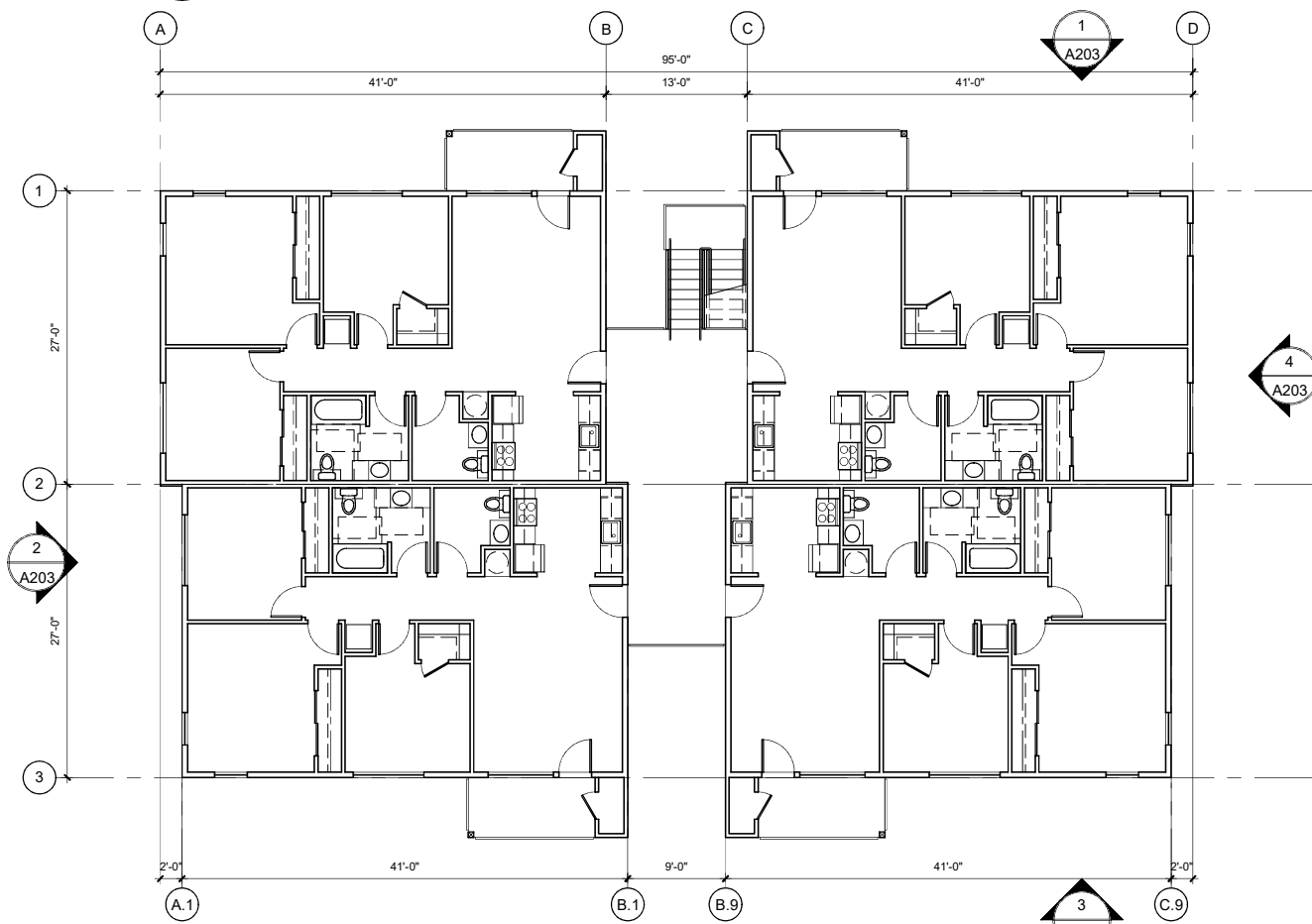
job no.: 2112  
date: 04-14-2022

BUILDING D  
FLOOR PLANS

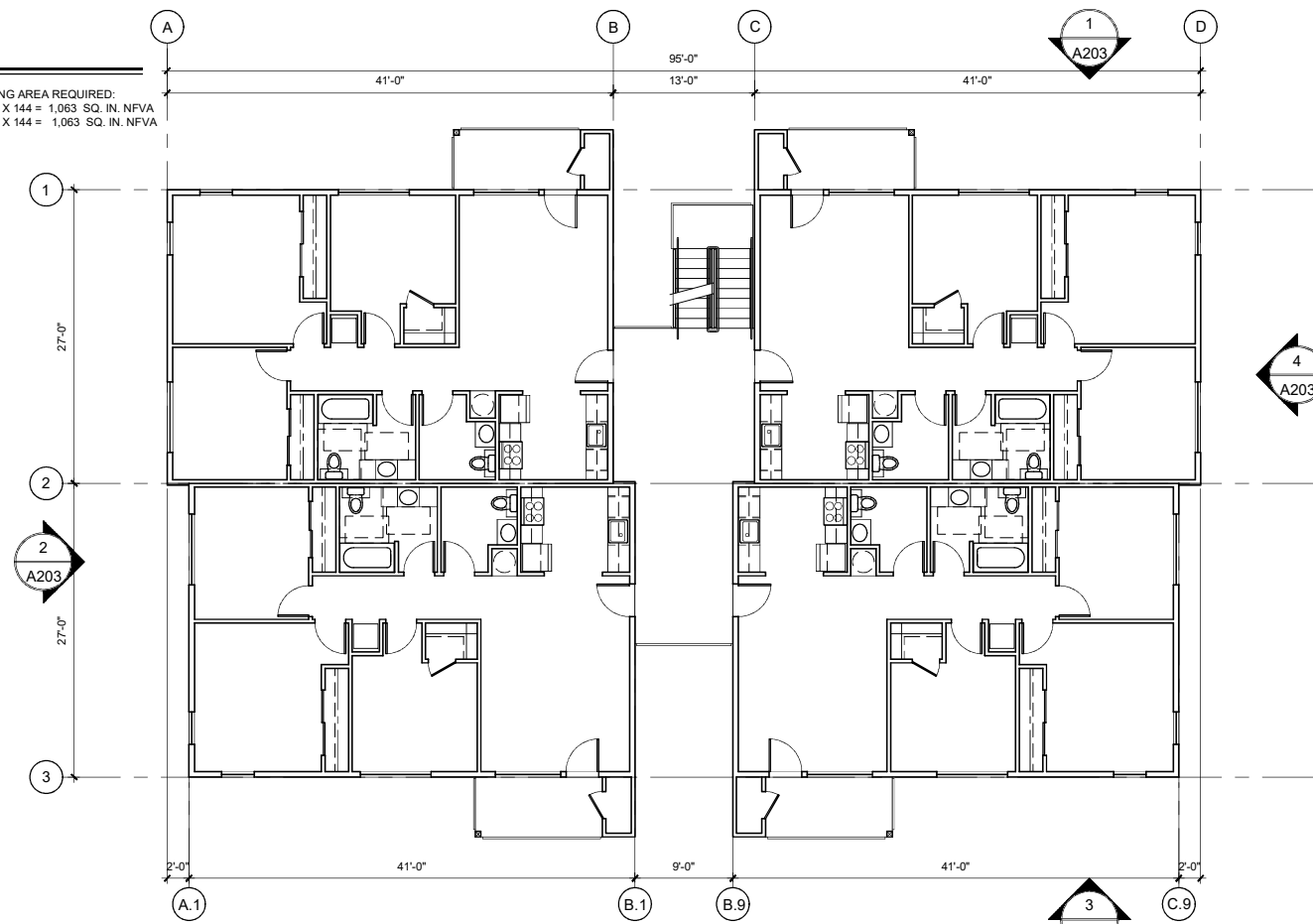
A115



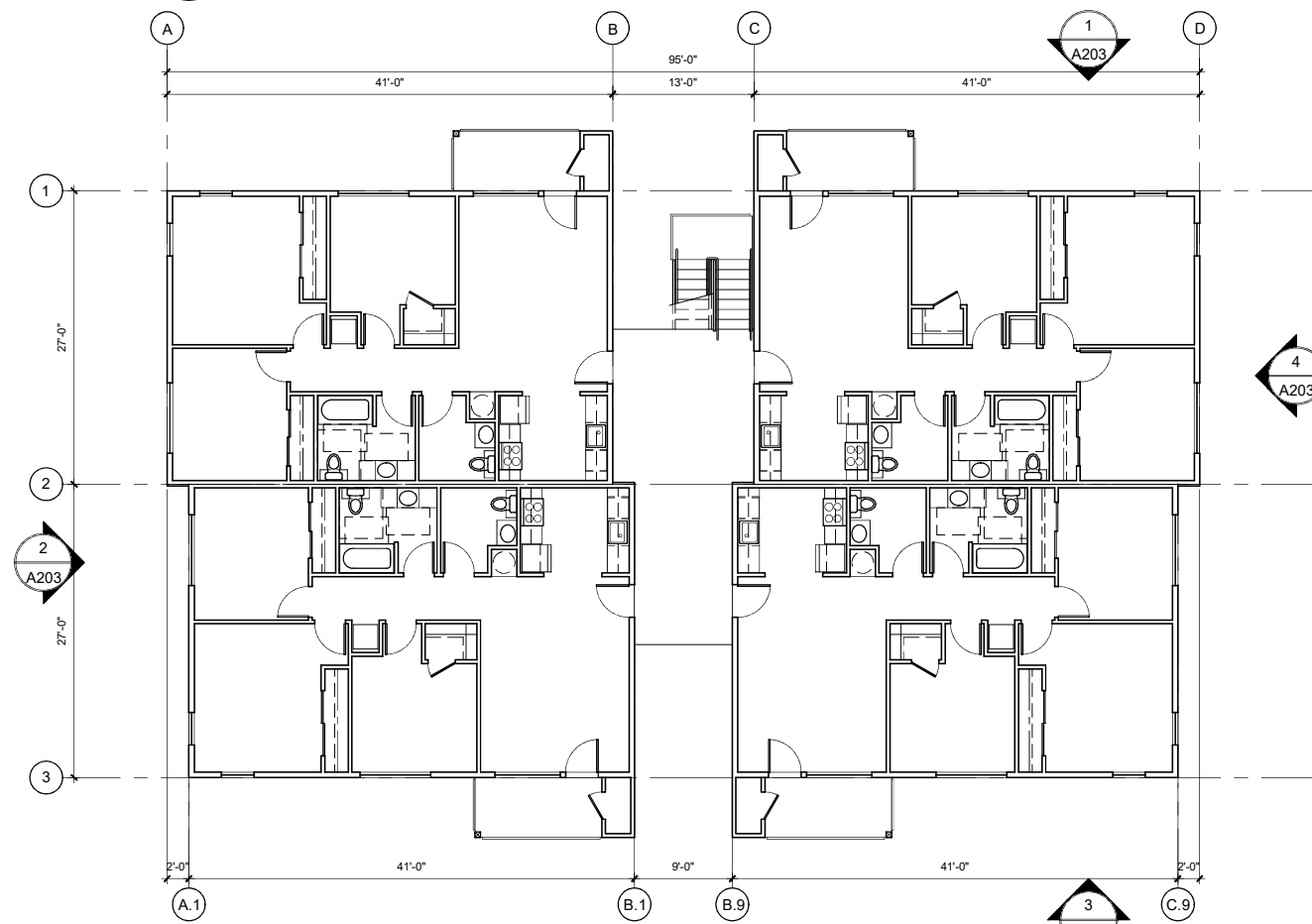
**4 BUILDING PLANS - ROOF PLAN**  
 A117 1/8" = 1'-0"



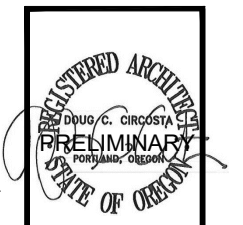
**3 BUILDING PLANS - THIRD FLOOR PLAN**  
 A117 1/8" = 1'-0"



**2 BUILDING PLANS - SECOND FLOOR PLAN**  
 A117 1/8" = 1'-0"



**1 BUILDING PLANS - FIRST FLOOR PLAN**  
 A117 1/8" = 1'-0"



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STAYTON APARTMENTS

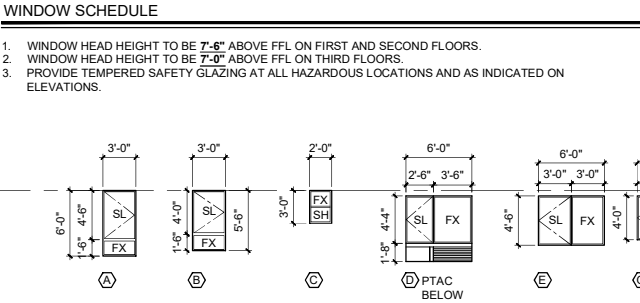
TAX LOT 091W03DC02300  
 STAYTON, OR

job no.: 2112  
 date: 04-14-2022

BUILDINGS E, F  
 FLOOR PLANS

**A117**

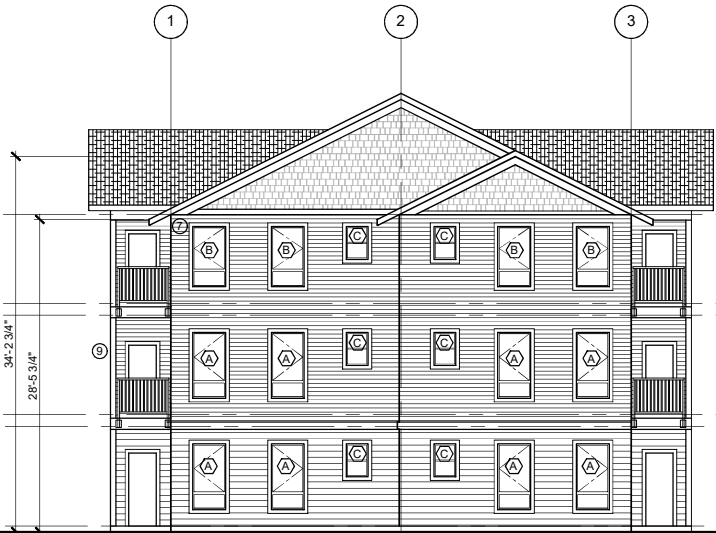
- KEYNOTE LEGEND
- ① 5/4 X 4 PAINTED TRIM AROUND ALL WINDOWS AND DOORS
  - ② 5/4 X 8 PAINTED TRIM BAND
  - ③ 2 X 8 PAINTED FASCIA BOARD AT ALL ROOF RAKE AND EAVE LOCATIONS
  - ④ METAL RAILING
  - ⑤ PAINTED WOOD POST AND AND DECK FASCIA
  - ⑥ TYPICAL PTAC HVAC UNIT ON GROUND FLOOR UNIT, BEHIND RAILING ON UPPER LEVELS
  - ⑦ TYPICAL 2' ROOF OVERHANG AT ALL EAVE AND RAKE CONDITIONS
  - ⑧ 3' OVERHANG AT DECK ROOFS
  - ⑨ 8" X 8" TRIM WRAPPED POST



- MATERIAL LEGEND
- ASPHALT SHINGLE ROOFING SYSTEM
  - PAINTED FIBER CEMENT LAP SIDING WITH 4" EXPOSURE
  - PAINTED FIBER CEMENT LAP SIDING WITH 7" EXPOSURE
  - PAINTED FIBER CEMENT STRAIGHT EDGE SHINGLE SIDING WITH 7" EXPOSURE



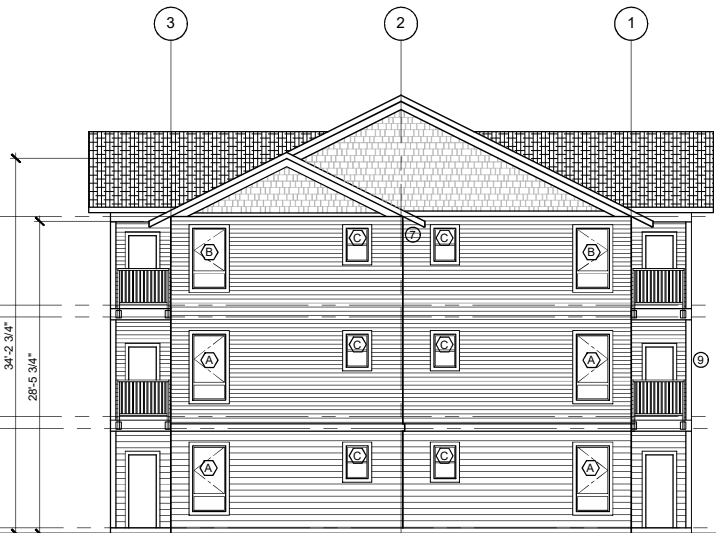
3 BUILDING ELEVATION  
1/8" = 1'-0"



4 BUILDING ELEVATION  
1/8" = 1'-0"



1 BUILDING ELEVATION  
1/8" = 1'-0"



2 BUILDING ELEVATION  
1/8" = 1'-0"



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STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

job no.: 2112  
date: 04-14-2022

BUILDING A  
ELEVATIONS

A200



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STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

job no.: 2112  
date: 04-14-2022

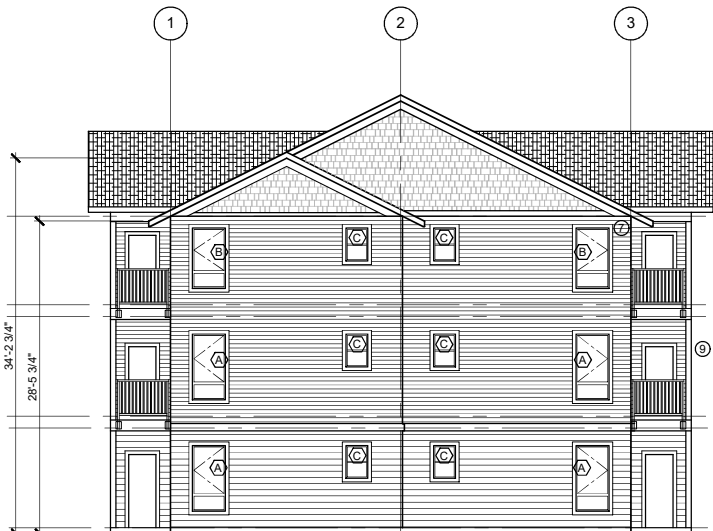
BUILDINGS B,C  
ELEVATIONS

A201



3 BUILDING ELEVATION  
A201 1/8" = 1'-0"

T.O. DBL TOP PLATE  
8'-1"  
T.O. FFL  
3'-4"  
T.O. DBL TOP PLATE  
8'-1"  
T.O. FFL  
3'-4"  
T.O. DBL TOP PLATE  
8'-1"  
T.O. SLAB



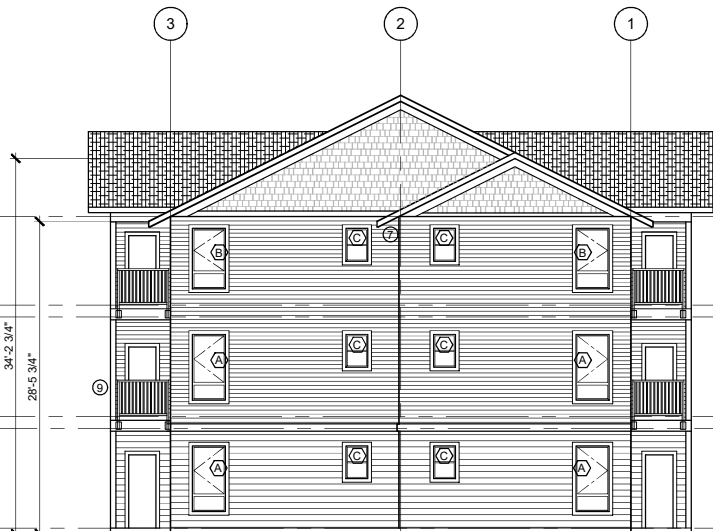
4 BUILDING ELEVATION  
A201 1/8" = 1'-0"

34'-2 3/4"  
28'-5 3/4"



1 BUILDING ELEVATION  
A201 1/8" = 1'-0"

T.O. DBL TOP PLATE  
8'-1"  
T.O. FFL  
3'-4"  
T.O. DBL TOP PLATE  
8'-1"  
T.O. FFL  
3'-4"  
T.O. DBL TOP PLATE  
8'-1"  
T.O. SLAB



2 BUILDING ELEVATION  
A201 1/8" = 1'-0"

34'-2 3/4"  
28'-5 3/4"



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STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

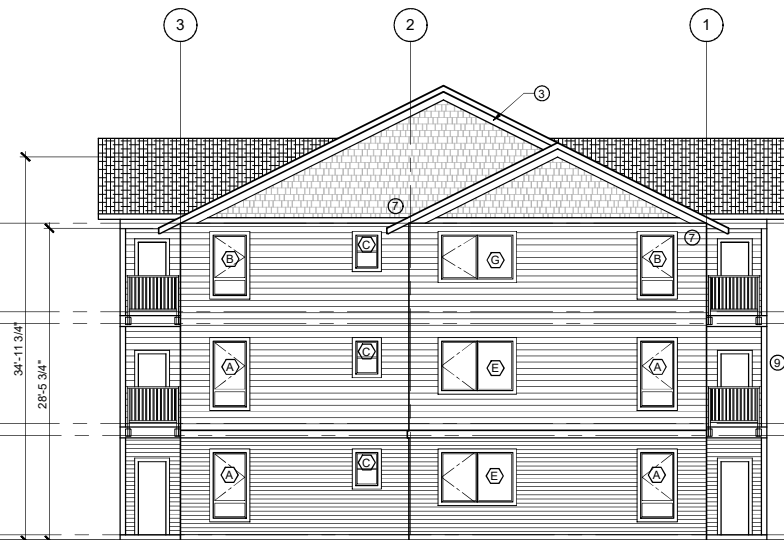
job no.: 2112  
date: 04-14-2022

BUILDING D  
ELEVATIONS

A202



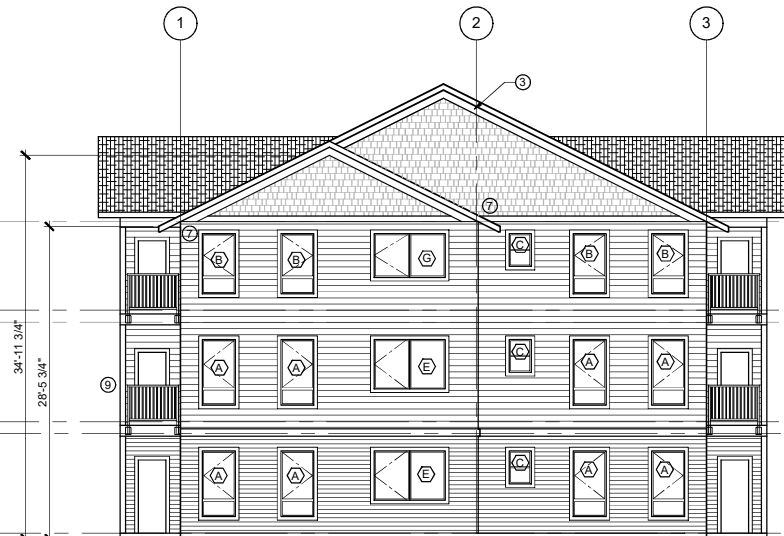
3 BUILDING ELEVATION  
A202 1/8" = 1'-0"



4 BUILDING ELEVATION  
A202 1/8" = 1'-0"



1 BUILDING ELEVATION  
A202 1/8" = 1'-0"



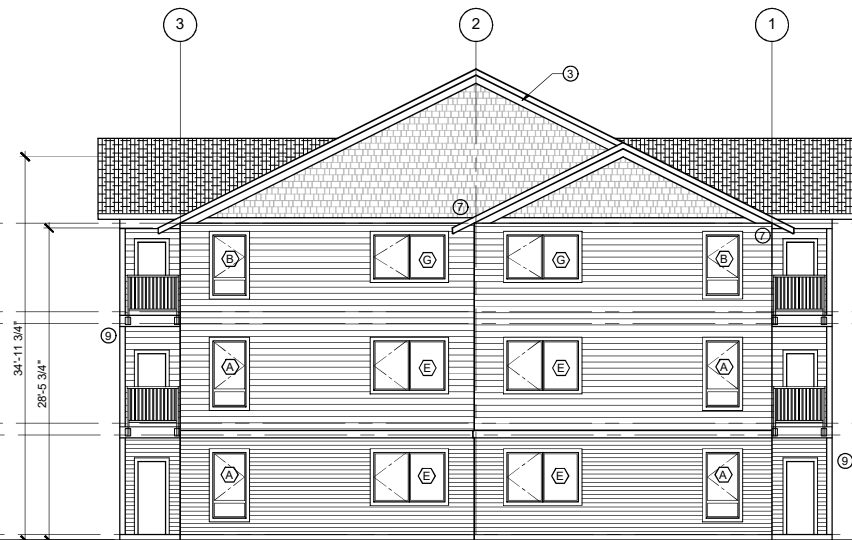
2 BUILDING ELEVATION  
A202 1/8" = 1'-0"



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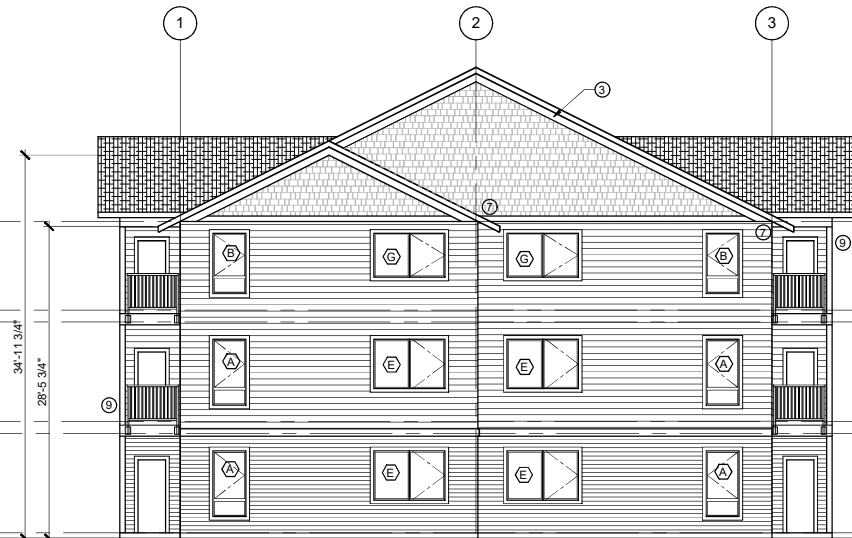
3 BUILDING ELEVATION  
A203 1/8" = 1'-0"



4 BUILDING ELEVATION  
A203 1/8" = 1'-0"



1 BUILDING ELEVATION  
A203 1/8" = 1'-0"



2 BUILDING ELEVATION  
A203 1/8" = 1'-0"

STAYTON APARTMENTS

TAX LOT 091W03DC02300  
STAYTON, OR

job no.: 2112  
date: 04-14-2022

BUILDING E, F  
ELEVATIONS

A203

# STAYTON APARTMENTS

NORTH 3RD AVENUE  
STAYTON, OREGON

## CLIENT / OWNER:

HOME FIRST DEVELOPMENT PARTNERS  
CONTACT: ROB JUSTUS AND ALEX REFF  
866 N. COLUMBIA BLVD., SUITE A-25  
PORTLAND, OREGON 97217

## LANDSCAPE ARCHITECT:

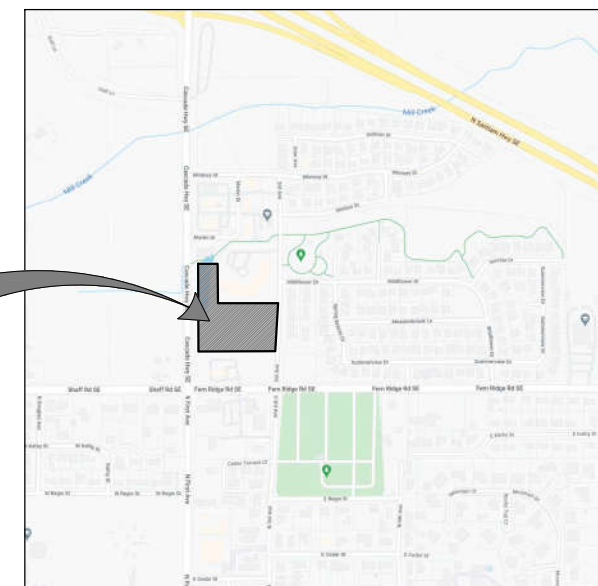
LAURUS DESIGNS, LLC  
LAURA ANTONSON, RLA, ASLA  
1012 PINE STREET  
SILVERTON, OREGON 97381  
503 . 784 . 6494  
LAURA@LAURUSDESIGNS.COM

CALL BEFORE YOU DIG:  
1.800.332.2344  
[www.callbeforeyoudig.org](http://www.callbeforeyoudig.org)

## SHEET INDEX:

- LO.0 COVER SHEET
- L1.1 PRELIMINARY PLANTING PLAN
- L1.2 PRELIMINARY PLANT LEGENDS  
AND NOTES

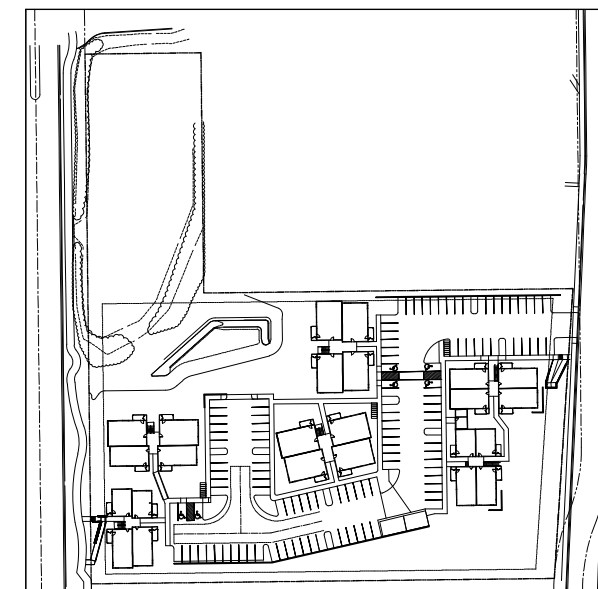
## VICINITY MAP:



PROJECT  
SITE

MAP COURTESY OF GOOGLE

## KEY MAP:



Laurus  
Designs, LLC



1012 Pine Street  
Silverton, Oregon  
503.784.6494

Stayton  
Apartments  
for  
Home First  
Development

North 3rd Avenue  
Stayton, Oregon



COVER  
SHEET



April 14th, 2022

## REVISIONS

#	DATE	NOTES	INITIALS

LO.0

SHEET 1 OF 3

PROJECT #: 1590R



Stormwater Planter Facility Planting Requirements

Facility #	Facility SF	Zone A Herbaceous	Zone B Shrubs	Zone C Ground Cover
1	6,265 SF	3,115 (3894 sf)	166 (2371 sf)	1660

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  
No Trees with Lined Facility

Landscape Site Information

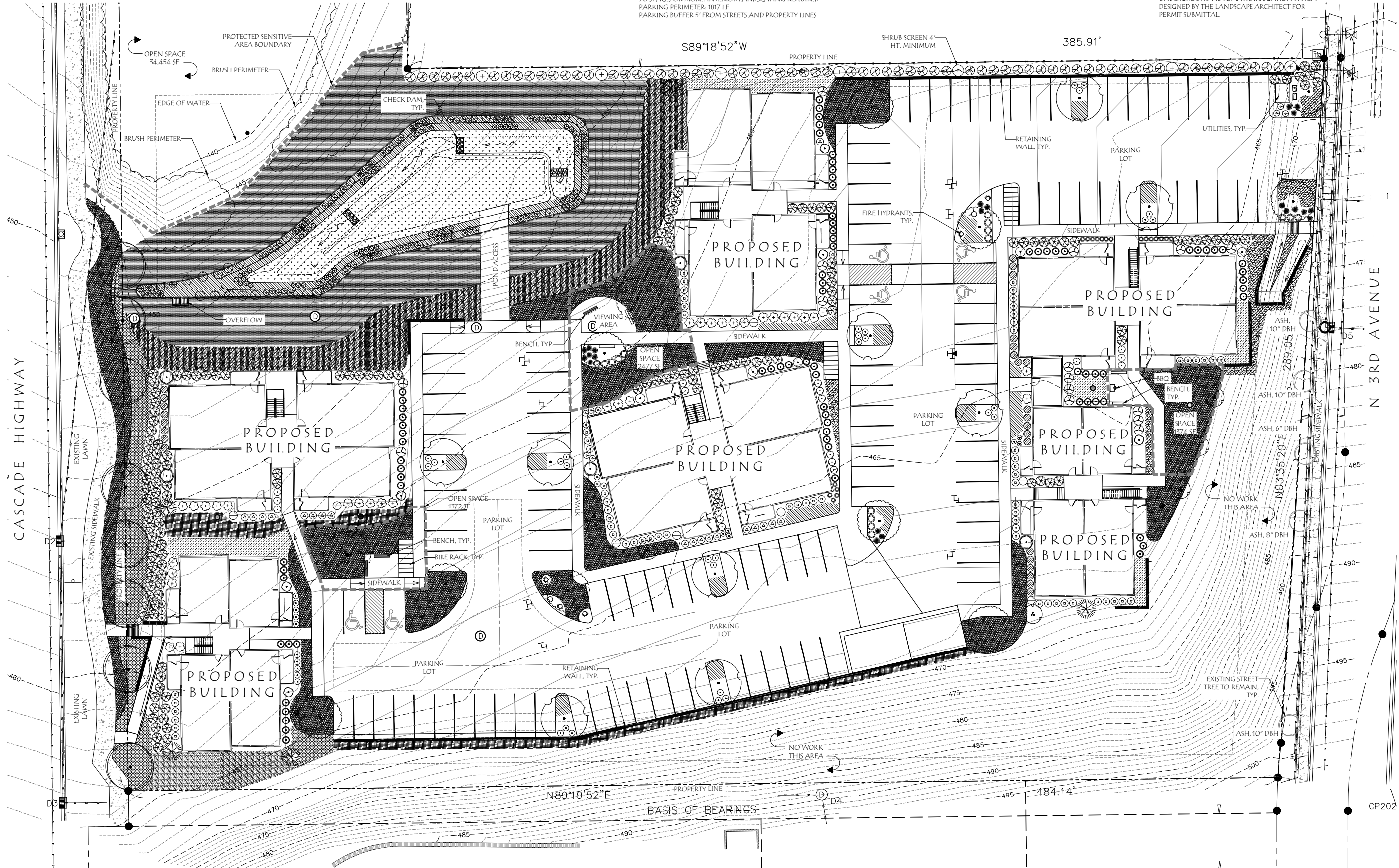
SITE AREA SQUARE FOOTAGE (SF): 180,548 SF  
REQUIRED LANDSCAPE PERCENTAGE: 20% MINIMUM  
PROPOSED LANDSCAPE PERCENTAGE: 59% (107,129 SF)  
REQUIRED COMMON OPEN SPACE: 10% SITE AREA (18,055 SF),  
15' X 15' OR LARGER  
PROPOSED COMMON OPEN SPACE: 22% (39,677 SF)  
BUILDING AREA FOOTPRINTS: 26,492 SF  
PARKING AREA: 39,213 SF (INCLUDES DRIVE AISLES)  
PARKING SPACES: 124  
20 SPACES OR MORE: INTERIOR LANDSCAPING REQUIRED  
PARKING PERIMETER: 1817 LF  
PARKING BUFFER: 5' FROM STREETS AND PROPERTY LINES

Legend:

- EXISTING STREET TREES TO REMAIN
- STORMWATER FACILITY
- OPEN SPACE

General Notes:

- PRELIMINARY LANDSCAPE PLANS, NOT FOR BIDDING OR CONSTRUCTION.
- SEE ARCHITECTURAL DRAWINGS FOR SITE PLAN.
- SEE CIVIL PLANS FOR GRADING, UTILITIES, AND STORMWATER.
- NO WORK IN WETLAND/SENSITIVE AREAS.
- PLANT LEGEND AND PLANTING NOTES SEE SHEET L1.2.
- SITE TO BE IRRIGATED BY WATER EFFICIENT UNDERGROUND AUTOMATIC IRRIGATION SYSTEM DESIGNED BY THE LANDSCAPE ARCHITECT FOR PERMIT SUBMITTAL.



Laurus  
Designs, LLC



1012 Pine Street  
Silverton, Oregon  
503.784.6494

Stayton  
Apartments  
for  
Home First  
Development

North 3rd Avenue  
Stayton, Oregon



PRELIMINARY  
PLANTING  
PLAN



SCALE: 1"=20'-0"  
0' 10' 20' 40'  
SCALE

April 14th, 2022

REVISIONS

#	DATE	NOTES	INITIALS




L1.1

SHEET 2 OF 3




PROJECT #: 1590R









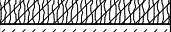



Plant Legend





TREES	QTY	BOTANICAL / COMMON NAME	SIZE	MATURE H X W
	1	Acer rubrum 'October Glory' / October Glory Red Maple	1 1/2" Cal., B&B	45' X 35'
	5	Chamaecyparis nootkatensis 'Glauca Pendula' / Weeping Nootka False Cypress	5' Ht. Min., B&B	30' X 15'
	9	Fraxinus oxycarpa 'Flame' / Flame Ash	1 1/2" Cal., B&B	40' X 25'
	6	Lagerstroemia indica 'Catawba' / Catawba Crape Myrtle Multi-Trunk	1 1/2" Cal., B&B	15' X 15'
	8	Nyssa sylvatica 'Wildfire' / Wildfire Tupelo	1 1/2" Cal., B&B	40' X 25'
	12	Zelkova serrata 'Green Vase' / Green Vase Zelkova	1 1/2" Cal., B&B	60' x 40'




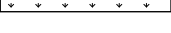

SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE	MATURE H X W
	39	Abelia x grandiflora 'Kaleidoscope' / Kaleidoscope Abelia	2 Gal., 24" Min. Ht.	3' X 3'
	33	Abelia x grandiflora 'Sherwoodii' / Sherwood Glossy Abelia	3 Gal., 24" Min. Ht.	3.5' X 4'
	7	Euonymus alatus 'Compactus' / Compact Burning Bush	5 Gal., 24" Min. Ht.	6' X 6'
	68	Euonymus japonicus 'Silver King' / Silver King Euonymus	3 Gal., 24" Min. Ht.	6' X 3'
	6	Hydrangea macrophylla 'Nikko Blue' / Nikko Blue Hydrangea	3 Gal., 24" Min. Ht.	4' X 4'
	6	Hydrangea macrophylla 'Teller Red' / Teller Red Hydrangea	3 Gal., 24" Min. Ht.	4' X 4'
	27	Ilex crenata 'Soft Touch' / Soft Touch Japanese Holly	2 Gal., 24" Min. Ht.	2.5' x 3'
	12	Nandina domestica 'Firepower' / Firepower Heavenly Bamboo	2 Gal., 24" Min. Ht.	3' x 3'
	8	Physocarpus opulifolius 'Donna May' / Donna May Ninebark	3 Gal., 24" Min. Ht.	4' x 4'
	5	Pinus mugo 'Pumilio' / Mugo Pine	3 Gal., 24" Min. Ht.	4' x 7'
	68	Raphiolepis umbellata 'Snow White' / Yedda Hawthorn	3 Gal., 24" Min. Ht.	4' x 4'
	17	Rosa x 'KO Double' / Pink Double Knockout Rose	2 Gal., 24" Min. Ht.	3' x 3'
	81	Sarcococca confusa / Fragrant Sarcococca	2 Gal., 24" Min. Ht.	4' x 4'
	13	Skimmia japonica / Skimmia	3 Gal., 24" Min. Ht.	4' x 5'
	21	Spiraea x bumalda 'Magic Carpet' / Magic Carpet Spirea	2 Gal., 24" Min. Ht.	3' x 3'
	17	Vaccinium ovatum / Evergreen Huckleberry	3 Gal., 24" Min. Ht.	5' x 3'

GRASSES / PERENNIALS	QTY	BOTANICAL / COMMON NAME	SIZE
	19	Calamagrostis x acutiflora 'Karl Foerster' / Karl Foerster Feather Reed Grass	1 Gal.
	6	Hemerocallis Spp. / Daylily	1 Gal.
	22	Pennisetum alopecuroides 'Hameln' / Hameln Dwarf Fountain Grass	1 Gal.

GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	146	Prunus laurocerasus 'Mount Vernon' / Mount Vernon Laurel	1 Gal.	As Shown
	171	Arctostaphylos uva-ursi 'Massachusetts' / Massachusetts Kinnikinnick	1 Gal.	30" o.c.
	114	Euonymus fortunei 'Moonshadow' TM / Moonshadow Euonymus	1 Gal.	48" o.c.
	10,723	Fragaria virginiana / Virginia Strawberry	1 Gal.	12" o.c.
	339	Genista lydia / Lydia Broom	1 Gal.	30" o.c.
	156	Juniperus horizontalis 'Wiltonii' / Blue Rug Juniper	1 Gal.	60" o.c.
	1,379	Pachysandra terminalis 'Green Carpet' / Green Carpet Japanese Pachysandra	4" Pot	12" o.c.
	56	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	1 Gal.	48" o.c.
	55	Rubus pentalobus 'Emerald Carpet' / Emerald Carpet Creeping Raspberry	1 Gal.	48" o.c.
	8,256 sf	ProTime 301 Water Smarter Fescue or Approved Equal	Seed @ Rate of 10/lbs per 1000sf	

Stormwater Plant Legend

SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE
	58	Cornus sericea 'Kelsey' / Kelsey's Dwarf Red Twig Dogwood	2 Gal.
	23	Holodiscus discolor / Ocean-spray	2 Gal.
	35	Mahonia aquifolium / Tall Oregon Grape	2 Gal.
	50	Symphoricarpos albus / Common White Snowberry	2 Gal.

GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE
	1660	Arctostaphylos uva-ursi / Kinnikinnick	1 Gal.
	779	Carex densa / Dense Sedge	1 Gal.
	779	Juncus ensifolius / Dagger-leaf Rush	
	779	Juncus tenuis / Slender Rush	
	778	Scirpus microcarpus / Small Fruited Bulrush	

Stormwater Facility Planting Notes:

- THE LANDSCAPE CONTRACTOR IS TO THOROUGHLY REVIEW THE SITE. IF THERE ARE ANY DISCREPANCIES BETWEEN THE PLAN AND EXISTING CONDITIONS THE LANDSCAPE ARCHITECT IS TO BE IMMEDIATELY NOTIFIED.
- IF THE LANDSCAPE CONTRACTOR STARTS WORK BEFORE SITE CONDITIONS ARE READY, THEY WILL BE RESPONSIBLE FOR ANY ADDITIONAL COSTS RELATING TO THE CONDITION.
- SEE CITY OF STAYTON STORMWATER REQUIREMENTS FOR MORE INFORMATION.
- CONTAINER STOCK MAY BE PLANTED YEAR ROUND IF CONDITIONS PERMIT. PLANT AFTER 48 HOURS OF DRY WEATHER TO AVOID SOIL COMPACTION. USE JUTE OR COIR MATTING TO PREVENT EROSION IF NEEDED.
- PLANT MATERIALS SHALL BE FREE OF DISEASE, INJURY, AND INSECT INFESTATION. UNHEALTHY OR DAMAGED PLANTS SHALL BE REPLACED BY LANDSCAPE CONTRACTOR.
- SEE CIVIL PLANS FOR GRADING, EROSION CONTROL AND SITE PREPARATION.
- MULCH SHRUBS ON SIDE SLOPES WITH 2" DEPTH MIN. AND 18" DIAMETER WIDE AREA WITH CHEMICAL FREE AGED COMPOST. DO NOT USE MULCH IN ZONE A AND OTHER FREQUENTLY INUNDATED AREAS.
- FACILITY TO BE IRRIGATED WITH IRRIGATION SYSTEM FOR A MINIMUM OF 2 YEARS. SEE IRRIGATION PLAN. PLANTS TO RECEIVE A MINIMUM OF 1" OF WATER PER WEEK FROM JUNE 15TH TO OCTOBER 15TH THE FIRST YEAR AND BE MONITORED TO MAINTAIN HEALTHY CONDITIONS. WATER AMOUNTS MAY BE REDUCED THE SECOND YEAR FROM JUNE 15TH TO OCTOBER 15TH, BUT MAINTAIN WEEKLY WATERING AND ADDITIONAL WATERING MAY BE NEEDED BASED ON MONITORING.
- MAINTENANCE AND MONITORING TO TAKE PLACE ANNUALLY. TAG PLANTS WITH A RUST PROOF LABEL TO FACILITATE MONITORING. REPLACE DEAD OR DYING PLANT MATERIAL AS NEEDED.

General Notes:

- PRELIMINARY LANDSCAPE PLANS, NOT FOR BIDDING OR CONSTRUCTION.
- SEE ARCHITECTURAL DRAWINGS FOR SITE PLAN.
- SEE CIVIL PLANS FOR GRADING, UTILITIES, AND STORMWATER.
- NO WORK IN WETLAND/SENSITIVE AREAS.
- PLANTING PLAN AND SITE INFORMATION SEE SHEET L1.1.
- SITE TO BE IRRIGATED BY WATER EFFICIENT UNDERGROUND AUTOMATIC IRRIGATION SYSTEM DESIGNED BY THE LANDSCAPE ARCHITECT FOR PERMIT SUBMITTAL.

General Planting Notes:

- THE LANDSCAPE CONTRACTOR IS TO THOROUGHLY REVIEW THE SITE. IF THERE ARE ANY DISCREPANCIES BETWEEN THE PLAN AND EXISTING CONDITIONS THE LANDSCAPE ARCHITECT IS TO BE IMMEDIATELY NOTIFIED.
- IF THE LANDSCAPE CONTRACTOR STARTS WORK BEFORE SITE CONDITIONS ARE READY, THEY WILL BE RESPONSIBLE FOR ANY ADDITIONAL COSTS RELATING TO THE CONDITION.
- PLANT MATERIALS SHALL BE FREE OF DISEASE, INJURY, AND INSECT INFESTATION. UNHEALTHY OR DAMAGED PLANTS SHALL BE REPLACED BY LANDSCAPE CONTRACTOR. ALL PLANT MATERIAL SHALL FOLLOW THE CURRENT AMERICAN STANDARD FOR NURSERY STOCK PUBLICATIONS.
- PLANTER BEDS: ALL PLANTER BEDS SHALL HAVE A MINIMUM DEPTH OF 8" WORKABLE TOPSOIL, COMPACTED AT A MAXIMUM OF 85% STANDARD PROCTOR MAXIMUM DRY DENSITY. TOPSOIL SHALL BE OVER ROCK-FREE SUBGRADE. TOPSOIL TO BE RIPPED AND TILLED INTO SUBGRADE. REMOVE ALL DEBRIS 1 1/4" OR LARGER. SMALL PLANTER AREAS MAY REQUIRE REMOVAL OF COMPACTED SOIL, ROCK, GRAVEL TO AT LEAST 18" DEEP. LOOSEN AND AMEND SOIL BEFORE REPLACING IN 6" LIFTS TO FINISH GRADE.
- TOPSOIL MIX: AMEND EXISTING SOIL IN-SITU OR STOCK PILE. SOIL ON SITE. IMPORT TOPSOIL ONLY AS NECESSARY. CONDUCT A SOIL SAMPLE FOR EACH TYPE OF PLANTER AREA. SEND SAMPLES TO AN INDEPENDENT LABORATORY RECOGNIZED BY THE STATE. DEPARTMENT OF AGRICULTURE AND SPECIALIZING IN AGRONOMIC SOIL ANALYSIS FOR TESTING AND AMENDMENT RECOMMENDATIONS.
- SOIL AMENDMENTS: ADD A MINIMUM OF 2" CLEAN, MATURE COMPOST TO TOPSOIL. TILL IN. FOR ALL PLANTER BEDS. FOR BIDDING PURPOSES, ASSUME GENERAL SOIL AMENDMENTS AS FOLLOWS PER 1000' SF AT 6" LIFTS UNTIL SOIL ANALYSIS RECOMMENDATION IS COMPLETE, SEE ABOVE FOR COMPOST:
  - 25 LBS GYPSUM
  - 75 LBS LIME
  - 8 LBS SUPERPHOSPHATE
  - 3 LBS AMMONIUM NITRATE
  - 4 OZS ZINC SULFATE
  - 8 OZS MANGENSE SULFATE
- MYCORRHIZAL FUNGI INOCULATE: USE A COMBINED ENDO AND ECTO MYCORRHIZAL FUNGI INOCULATE SUCH AS BIO-ORGANICS OR EQUAL AT A RATE OF:
  - 2" CAL. B&B TREE: 3 TEASPOONS
  - 5 GALLON: 2 TEASPOONS
  - 1-3 GALLON PLANT: 1 TEASPOON
  - 4" POT: 1/4 TEASPOON
  - SEED/TURF: 1 LB PER 2000 SFDO NOT USE ON RHODODENDRON/AZALEA, HUCKLEBERRY, SEDGE, RUSH, HEATH.
- PLANTING: VERIFY SOIL IS APPROPRIATELY DRY FOR DIGGING. SEE DETAILS THIS SHEET FOR HOLE DEPTH, WIDTH AND BACKFILL. DEEP WATER IMMEDIATELY AFTER PLANTING.
- MOUND PLANTING BED AREAS 3% FOR POSITIVE DRAINAGE AND AESTHETICS.
- BARK MULCH: SPREAD 2" MIN. DEPTH AGED FIR MULCH IN ALL PLANTER BEDS AND OPEN LANDSCAPE AREAS. KEEP MULCH AWAY FROM PLANT BASE.
- FERTILIZER: DO NOT USE ADDITIONAL FERTILIZERS ON NEWLY PLANTED TREES FOR FIRST YEAR.
- LAWN: PROVIDE 48" DIAMETER LAWN CUT-OUTS AROUND ALL TREES. MULCH CUT-OUTS, KEEP MULCH AT LEAST 4" AWAY FROM BASE OF TREE. KEEP LAWN 12" FROM FENCES AND BUILDINGS. MULCH AREAS AT FENCE AND BUILDING.
- STREET TREES: AS STREET TREES MATURE, MAINTAIN TREE HEIGHTS AS FOLLOWS: KEEP LOWEST BRANCHES A MINIMUM OF 12' ABOVE ANY STREET SURFACE AND 8' ABOVE ANY SIDEWALK SURFACE AS TO NOT IMPEDE SIGHT DISTANCE, PEDESTRIAN TRAFFIC, OR VEHICULAR TRAFFIC.
- PLANT QUANTITIES SHOWN ARE INTENDED TO ASSIST THE CONTRACTOR IN EVALUATING THEIR OWN TAKE-OFFS. IF THERE IS A DISCREPANCY BETWEEN PLANT QUANTITIES AND SYMBOLS SHOWN, USE THE LARGER OF THE TWO AMOUNTS. CONTRACTOR IS RESPONSIBLE FOR ALL FINAL QUANTITIES.

Laurus  
Designs, LLC



1012 Pine Street  
Silverton, Oregon  
503.784.6494

Stayton  
Apartments  
for  
Home First  
Development

North 3rd Avenue  
Stayton, Oregon



PRELIMINARY  
PLANT  
LEGENDS  
AND NOTES

April 14th, 2022

REVISIONS

#	DATE	NOTES	INITIALS

L1.2

SHEET 3 OF 3

PROJECT #: 1590R



Slayton Apartments

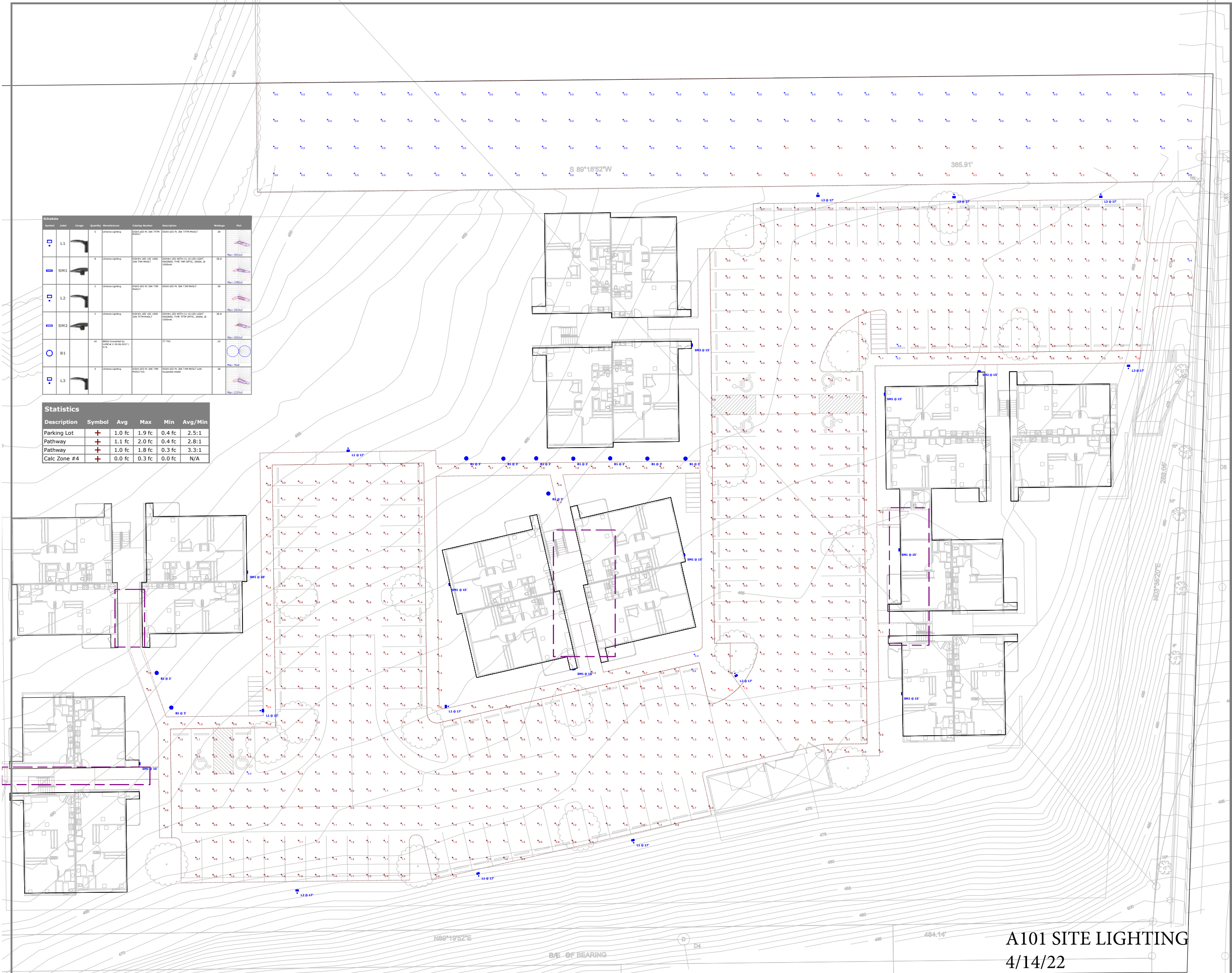
Designer  
Date  
03/29/2022  
Scale  
Not to Scale  
Drawing No.  
Summary

P202

1 of 2

# A101 SITE LIGHTING

4/14/22



Schedule							
Symbol	Label	Image	Quantity	Manufacturer	Coloring Number	Description	Notes
	L1		5	Universal Lighting	0001 LED PL 30K T17M	0001 LED PL 30K T17M	30
	SM1		4	Universal Lighting	0001 LED PL 30K T17M	0001 LED PL 30K T17M	30
	L2		2	Universal Lighting	0001 LED PL 30K T17M	0001 LED PL 30K T17M	30
	SM2		2	Universal Lighting	0001 LED PL 30K T17M	0001 LED PL 30K T17M	30
	B1		10	Universal Lighting	0001 LED PL 30K T17M	0001 LED PL 30K T17M	30
	L3		4	Universal Lighting	0001 LED PL 30K T17M	0001 LED PL 30K T17M	30

Statistics					
Description	Symbol	Avg	Max	Min	Avg/Min
Parking Lot	+	1.0 fc	1.9 fc	0.4 fc	2.5:1
Pathway	+	1.1 fc	2.0 fc	0.4 fc	2.8:1
Pathway	+	1.0 fc	1.8 fc	0.3 fc	3.3:1
Calc Zone #4	+	0.0 fc	0.3 fc	0.0 fc	N/A





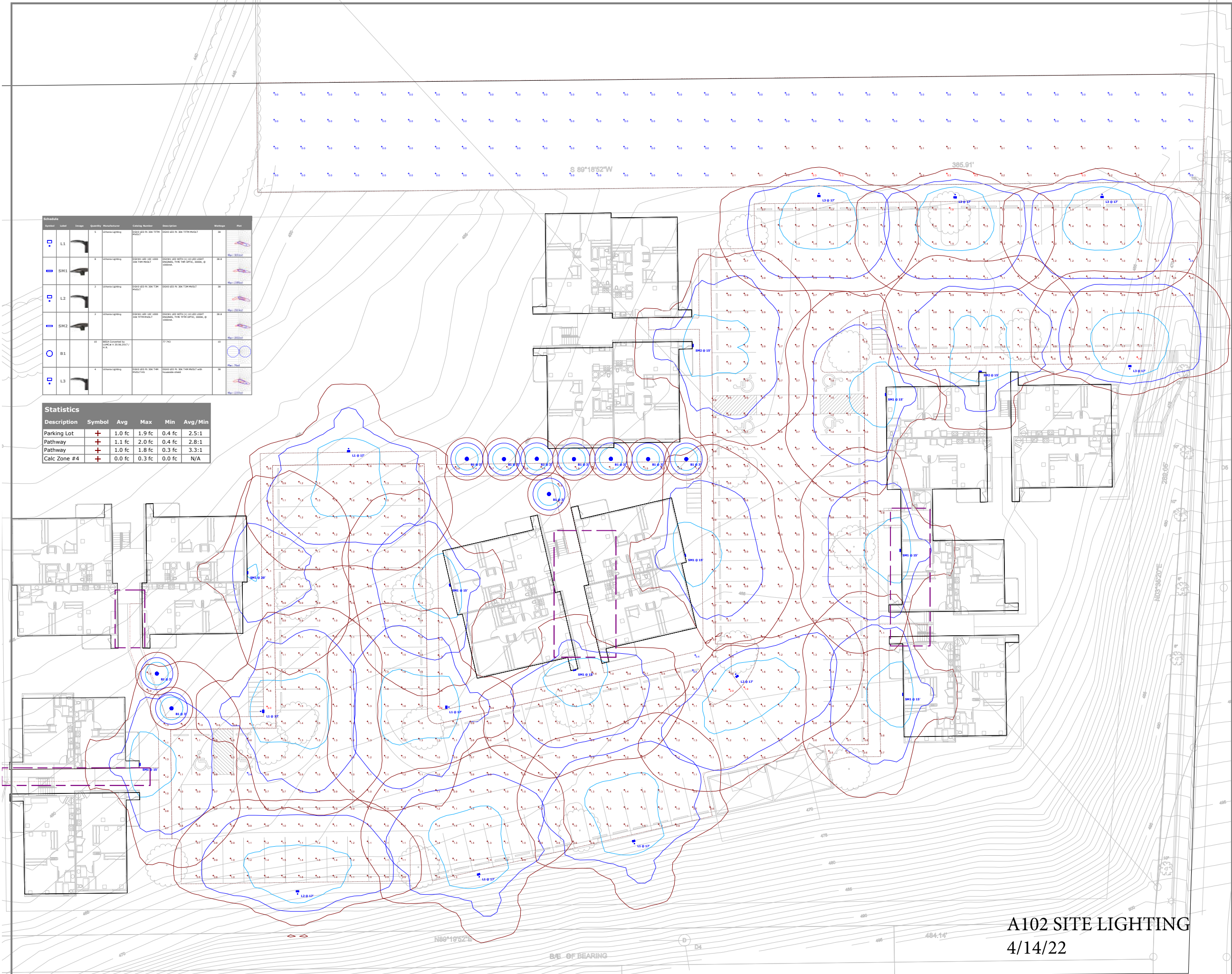
Slayton Apartments

Designer  
Date  
03/29/2022  
Scale  
Not to Scale  
Drawing No.  
Summary

P202

2 of 2

# A102 SITE LIGHTING 4/14/22



Schedule							
Symbol	Label	Image	Quantity	Manufacturer	Coloring Number	Description	Notes
	L1		5	Universal Lighting	0001 LED PL 30K T10W	0001 LED PL 30K T10W H00LT	30
	SM1		4	Universal Lighting	0001 LED PL 30K T10W	0001 LED PL 30K T10W H00LT	30
	L2		2	Universal Lighting	0001 LED PL 30K T10W	0001 LED PL 30K T10W H00LT	30
	SM2		2	Universal Lighting	0001 LED PL 30K T10W	0001 LED PL 30K T10W H00LT	30
	B1		10	Universal Lighting	0001 LED PL 30K T10W	0001 LED PL 30K T10W H00LT	30
	L3		4	Universal Lighting	0001 LED PL 30K T10W	0001 LED PL 30K T10W H00LT	30

Statistics					
Description	Symbol	Avg	Max	Min	Avg/Min
Parking Lot	+	1.0 fc	1.9 fc	0.4 fc	2.5:1
Pathway	+	1.1 fc	2.0 fc	0.4 fc	2.8:1
Pathway	+	1.0 fc	1.8 fc	0.3 fc	3.3:1
Calc Zone #4	+	0.0 fc	0.3 fc	0.0 fc	N/A

# STORMWATER CALCULATIONS

## Prepared For:

Studio 3 Architecture

275 Court Street NE

Salem, OR 97301

## Project:

Stayton Apartments

Cascade Highway SE

Stayton, OR 97383

## Prepared By:

I hereby certify that this Drainage Report for Stayton Apartments has been prepared by me or under my direct supervision and complies with the City of Stayton's Public Works Standards and standard engineering practice.



**PRELIMINARY  
LAND USE ONLY**



Westech Engineering, Inc.  
3841 Fairview Industrial Drive SE, Suite 100  
Salem, OR 97302  
(503) 585-2474 FAX: (503) 585-3986

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## APPENDICES

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Appendix A	Basin Maps
Appendix B	NRCS Soil Report
Appendix C	HydroCAD Analysis
Appendix D	Geotechnical Report
Appendix E	Operations and Maintenance
Appendix F	Civil Drawings

*This project has been designed to the City of Stayton Public Works Design Standards – Ed. 2021 and therefore meets or exceeds the design requirements for the HUD Programmatic Opinion.*

## **1.1 SIZE & LOCATION OF PROJECT**

The proposed project is located off of Cascade Highway SE in Stayton, Oregon. The property has a total site area of approximately 4.15 acres. Refer to the Civil Drawings for a site map of the project area.

## **1.2 DESCRIPTION OF THE EXISTING SITE CONDITIONS**

The existing site is undeveloped and covered with grass. Refer to the Civil Drawings for more details.

The pre-developed project site contains hydrologic soil group C-rated soils. Soils are assumed C-rated for pre-developed and developed conditions. Refer to the Soils Report in Appendix B for more details.

## **1.3 BRIEF DESCRIPTION OF PROJECT SCOPE AND PROPOSED IMPROVEMENTS**

The project scope is to develop approximately 2.81 acres of the lot with an apartment complex and associated landscaping, and parking areas. The project includes site preparation, construction of the facilities, and associated public improvements.

## **1.4 DESCRIPTION OF SIZE OF WATERSHED DRAINING TO THE SITE**

The majority of the site drains to the proposed stormwater facilities. Approximately 350 square feet of sidewalk area does not drain to the facilities due to grading constraints. The undetained runoff is mitigated by over-detention. Additionally, approximately 10,100 square feet of off-site, pervious runoff will drain to the facilities to be treated and detained to predeveloped rate. Refer to Developed Basin map in Appendix A for details.

## **1.5 REGULATORY PERMITS REQUIRED**

A 1200-C permit from DEQ will be required since more than one acre is disturbed by the project. City of Stayton permits are required. No other permits are required for this project.

## 2.1 MAXIMUM INFILTRATION AND VEGETATIVE TREATMENT

Per the attached Geotechnical Reports, the measured infiltration rate onsite is 0 inches per hour. Therefore, infiltration facilities were deemed unacceptable.

Per the attached Geotechnical Reports, no groundwater was discovered during field explorations. However, according to nearby well logs, groundwater is expected to occur at 12-16 feet below ground surface.

## 2.2 HAZARDOUS MATERIAL

The owner is not aware of any hazardous material contamination onsite.



### 3.1 METHODS & SOFTWARE USED

HydroCAD modeling software was used to size the stormwater facilities. The Santa Barbara Unit Hydrograph Type 1A storm was used to model the required design storms. Per the City of Stayton Design Standards, the design storms used were the 1.61-inch, 24-hour (water quality storm), the 2-year, 24-hour, the 10-year, 24-hour, the 25-year, 24-hour, the 50-year, 24-hour, and the 100-year, 24-hour storm events.

**Table 1** | City of Stayton 24-hour Design Storms

		24-Hour Rainfall Depths for Stayton, OR					
Recurrence Interval, Years	WQ	2	5	10	25	50	100
24-Hour Depths, Inches	1.61	2.5	3.0	3.5	4.0	4.5	4.6

*Source: City of Stayton Public Works Design Standards – Division 6 (603.02.C)*

### 3.2 CURVE NUMBER AND TIME OF CONCENTRATION CALCULATIONS

Per the COS PWDS, the pre-developed site was covered in a combination of woods and grass, which corresponds to a pre-developed curve number of 72 for hydrologic soil group C-rated soils.

The developed impervious areas and pervious areas were assigned curve numbers of 98 and 74, respectively. The impervious areas were assigned a curve number of 98 which corresponds to paved/parking areas. Pervious areas were assigned a curve number of 74 which corresponds to amended soil coverage for soil group C-rated soils per the COS PWDS.

Time of concentration ( $T_c$ ) for the pre-developed conditions were calculated using sheet flow calculations. See the Pre-Developed Basin Map in Appendix C for the flow path used and refer to the HydroCAD Summaries in Appendix D for calculations. A minimum time of concentration of 5 minutes is applied to the developed basins due to the minimum time-step used by the HydroCAD modeling software.

### 3.3 CONVEYANCE CAPACITY CALCULATIONS

The stormwater facilities were designed to convey the developed 100-year, 24-hour storm.

### 3.4 WATER QUALITY & FLOW CONTROL SIZING CALCULATIONS & DESIGN

The site was analyzed as one (1) basin for predeveloped and developed stormwater calculations. General basin characteristics of both pre-developed and developed conditions are listed in Table 2 along with the release rates before detention. For more detail refer to the Basin Map in Appendix A and the Civil Drawings.

**Table 2 | General Basin Characteristics**

Basin ID	Source (Roof/Road /Other)	Impervious Area (sf)	Pervious Area (sf)	Design Storm Event					Curve Number (CN)
				½ 2 Year (cfs)	10 Year (cfs)	25 Year (cfs)	50 Year (cfs)	100 Year (cfs)	
Pre-Developed									
Predeveloped	Native	-	144,800	0.14	0.48	0.70	0.94	0.99	72
Developed									
Developed	Roof/Road/ Landscape	75,700	69,100	0.46	1.80	2.15	2.52	2.59	74/98 <sup>1</sup>

<sup>1</sup> The first curve number listed is for the pervious area in the basin, then for the impervious area.

Stormwater is released from pond by a Flow Control Manhole. See Table 3 below for a summary of facility release rates for the facility after detention. Refer to the Civil Drawings for details.

**Table 3 | Summary of Facility Outlet Sizing and Release Rates – Detention Pond**

Outlet ID/ Storm Event	Orifice Size (in)	Orifice Elevation (ft)	Release Rate (cfs)	Allowed Release (cfs)	Peak WSE <sup>1</sup> (ft)	Overflow Elevation (ft)
Half 2 Year	-	-	0.07	0.07	446.80	450.5
WQ	-	-	0.08	-	447.31	450.5
10 Year	1.5	445.50	0.33	0.48	448.79	450.5
25 Year	6.0	448.50	0.46	0.48	448.89	450.5
50 Year	-	-	0.61	0.94	449.02	450.5
100 Year <sup>2</sup>	12	449.00	0.66	0.99	449.04	450.5

<sup>1</sup> WSE = water surface elevation

<sup>2</sup> Flow Control provided by 12" O/F riser in the flow control tee within the Flow Control Manhole.

See the HydroCAD Summaries in Appendix C for drain time during the water quality storm.

A vegetated swale is proposed upstream of detention to treat the water quality storm event for the site including the offsite drainage basin.

The vegetated swale is designed with a 7-foot bottom width, 4:1 side slope, 130-foot length, and 0.70 percent longitudinal slope. Refer to the Civil Drawings for more details. Per the Design Standards, a Manning's "n" of 0.25 was used to design treatment of the water quality storm. Table 4 compares the designed and allowable maximum flow depth, maximum flow velocity, and minimum retention time during the water quality storm. The design meets or exceeds all specified values in Section 4.4 of the COS Public Works

Design Standards. More details from the HydroCAD calculations can be found in Appendix D.

**Table 4 |** Summary of Vegetated Swale during Water Quality Storm

<b>City of Stayton Public Works Design Standards</b>		<b>Designed Vegetated Swale</b>
Criteria	Allowable	
Manning's n	0.25	0.25
Maximum Water Quality Flow Depth (ft)	0.33	0.33
Maximum Water Quality Flow Velocity (fps)	0.90	0.21
Min Hydraulic Residence Time (min)	9	10.3
Min Length (ft)	100	130
Side Slope (ft:ft)	4:1	4:1
Slope (%)	-	0.7
Bottom Width (ft)	-	7

The vegetated swale is designed with an average flow depth of 0.33-feet. This meets the allowed maximum water quality flow depth of 0.33 feet specified by the City of Stayton Public Works Design Standards.

### 3.5 DOWNSTREAM ANALYSIS

To ensure the existing Marion County storm drainage infrastructure has the capacity to handle developed release rates from the site, a downstream analysis was performed. Per the Design Standards, arterial streets shall have the capacity for the 25-year, 24-hour storm event. Cascade Highway is classified as a major arterial, therefore analysis of the 25-year, 24-hour storm event was used to determine if the existing system is adequate to convey the runoff from the site.

A previous downstream analysis was conducted for the MAPS Credit Union project located south of the Stayton Apartments project site. The MAPS Credit Union project flows into the same existing system for the Stayton Apartments project. Refer to the MAPS Credit Union Stormwater Calculations for more details.

The peak release rate from the Developed Basin for the 25-year, 24-hour storm event is 0.46 cfs. The MAPS Credit Union releases 1.47 cfs for the same storm event. The peak runoff for the public street and sidewalk is 1.15 cfs. Refer to the Street Basin Map found in Appendix A for contributing impervious area for the street runoff. This results in a net peak runoff of 3.08 cfs for the 25-year, 24-hour storm event. The existing 12-inch pipe at a slope of 2% has a capacity of 3.67 cfs.

Based upon a previous site visit the existing system consists of a 12-inch storm drain pipe at a slope of 2%. Given this information, the existing system is appropriately sized to handle the runoff from the combined runoff from the Stayton Apartments site as well as the MAPS Credit Union site (Basins 2A and 2B) and the existing public right-of-way in conformance with the Design Standards.

### **3.6 CONCLUSION**

The stormwater system is designed to release half the 2-year, 24-hour, the 10-year, 24-hour, the 25-year, 24-hour, the 50-year, 24-hour, and the 100-year, 24-hour storm events at rates less than their respective pre-developed storms. The proposed design also treats the water quality storm event. Therefore, the project meets the flow control and treatment requirements as set forth in City of Stayton Public Works Design Standards Division 6 - Stormwater Management.



# Home First Stayton Transportation Impact Study Stayton, Oregon

Date:

December 10, 2021

Prepared for:

Tim Lawler

Green Light – Home First, LLC

Prepared by:

Myla Cross

Nick Mesler, EIT

Jennifer Danziger, PE



RENEWS: 12/31/2021

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Table 8: 95 <sup>th</sup> Percentile Queueing Analysis Summary	24



## Executive Summary

1. The property located at 2300 N Third Avenue in Stayton, Oregon has a development proposal that will include 72 multifamily units in six mid-rise, three-story buildings intended to serve as affordable housing. The project is proposed for construction on an approximately 4.16-acre undeveloped site. The northwest portion of the site will remain undeveloped as it currently serves as a retention pond. The proposed project intends to take access via a single, two-way driveway along Third Avenue, approximately 175 feet south of Wildflower Drive.
2. The trip generation calculations project a net increase of 26 morning peak hour trips, 33 evening peak hour trips, and of 346 average weekday trips.
3. The volumes on Golf Lane will not be sufficient to meet traffic signal warrants and is projected to be operating acceptable per Marion County standards with the proposed development in place, therefore, not causing need for the future realignment.
4. No significant trends or crash patterns were identified at any of the study intersections. Proposed safety feature of installing a high visibility crosswalk at either the eastern or western leg at the intersection of Third Avenue & Fern Ridge Road SE is recommended.
5. A sight distance analysis was conducted at the site access driveway located on Third Avenue and at the emergency site access driveway located on Cascade Highway SE, the following observations were made:
  - o The recommended intersection sight distance of 335 feet is exceeded for the northbound and southbound approaches at the site access driveway located on Third Avenue.
  - o The recommended intersection sight distance is exceeded for the southbound approach at the emergency site access located on Cascade Highway SE. The northbound approach of the emergency site access located on SE Cascade Highway falls short of the 590-foot requirement, however, because it is strictly reserved for emergency situations and will not serve as a typical access point, daily traffic operations and safety will not be affected.
6. Preliminary traffic signal warrants are not projected to be met at any of the applicable study intersections under year 2024 Buildout Conditions.
7. Left-turn lane warrants were not projected to be met for the northbound approach at the intersection of Third Avenue and the site access driveway.
8. All study intersections are currently operating acceptably per City of Stayton and Marion County standards and are projected to continue operating acceptably upon buildout of the proposed development through year 2024.
9. Queuing analysis results show the 95<sup>th</sup> percentile queues at the study intersections are anticipated to provide adequate vehicle storage space that does not inhibit safe and expeditious travel under all scenarios.





# Project Description

## Introduction

The property located at 2300 N Third Avenue in Stayton, Oregon has a development proposal for a 72-unit affordable housing complex. The proposed Home First affordable housing development will develop the currently vacant land, providing increased low-cost housing availability in Stayton.

This report examines the traffic impacts of the proposed development on the transportation system in the vicinity of the project site. Based on correspondence with the City of Stayton's Transportation Planning Consultant Staff and Marion County's Transportation Engineering Staff, this report conducts safety and capacity/level of service analyses at the following three (3) intersections and the site access driveway:

1. Cascade Highway SE & Golf Lane / Park & Ride Parking Lot
2. Cascade Highway SE & Whitney Street
3. Third Avenue & Site Access Driveway
4. Third Avenue & Fern Ridge Road SE

All supporting data and calculations are included in the appendix to this report.

## Location Description

The proposed project intends to develop the currently undeveloped, approximately 4.16-acre site on Map No. 091W03DC Tax Lot 02300 with 72 units of mid-rise multifamily housing in six three-story buildings intended to serve as affordable housing. The project intends to take access via a single, two-way driveway along Third Avenue, approximately 175 feet south of Wildflower Drive. An emergency access driveway is planned on Cascade Highway SE on the southwest corner of the site; however, this access will be gated for emergencies only and will not serve as a typical access point. The existing zoning is classified as High Density Residential (HD), which is consistent with the proposed development. The northwest portion of the site will remain undeveloped as it currently serves as a retention pond.

Figure 1 displays a vicinity map of the project site, with the project site outlined in yellow. A site plan depicting the proposed project is provided as an attachment.





Figure 1: Project Location (image from Google Earth)

## Vicinity Streets

The study area includes five roadways expected to be impacted by the proposed development. Table 1 provides a description of each of the vicinity roadways.

Table 1: Roadway Characteristics

Street Name	Jurisdiction	Functional Classification	Travel Lanes	Speed	Curbs & Sidewalks	On-Street Parking	Bicycle Facilities
Cascade Highway SE	Marion County	Principal Arterial	2-3	45 mph	Partial	None	Bike lanes continuous
Whitney Street	City of Stayton	Residential Local	2	25 mph	Partial	Permitted	Local street bike network
Third Avenue	City of Stayton	Residential Local	2	25 mph	Continuous	Partial	Local street bike network
Fern Ridge Road SE	City of Stayton	Collector	2	35 mph	Partial	None	Bike lanes partial
Golf Lane	Marion County	Collector	2	55 mph (statutory)	None	None	None

Notes: Functional Classification based on the Stayton Transportation System Plan

## Study Intersections

Through coordination with the City of Stayton and Marion County, four (4) study intersections were identified for evaluation. The existing characteristics of these intersections are summarized in Table 2.

**Table 2: Vicinity Intersection Descriptions**

	Intersection	Geometry	Traffic Control	Phasing/Stopped Approaches
1	Cascade Highway SE & Golf Lane / Park & Ride Parking Lot	4-Leg	Stop Controlled	EB/WB Stop-Controlled
2	Cascade Highway SE & Whitney Street	3-Leg	Signalized	Protected/Permitted Left Turn SB
3	Third Avenue & Site Access	3-Leg	Stop Controlled	EB Stop Controlled*
4	Third Avenue & Fern Ridge Road SE	4-Leg	Stop Controlled	NB/SB Stop Controlled

\* = Intersection to be constructed by the proposed project

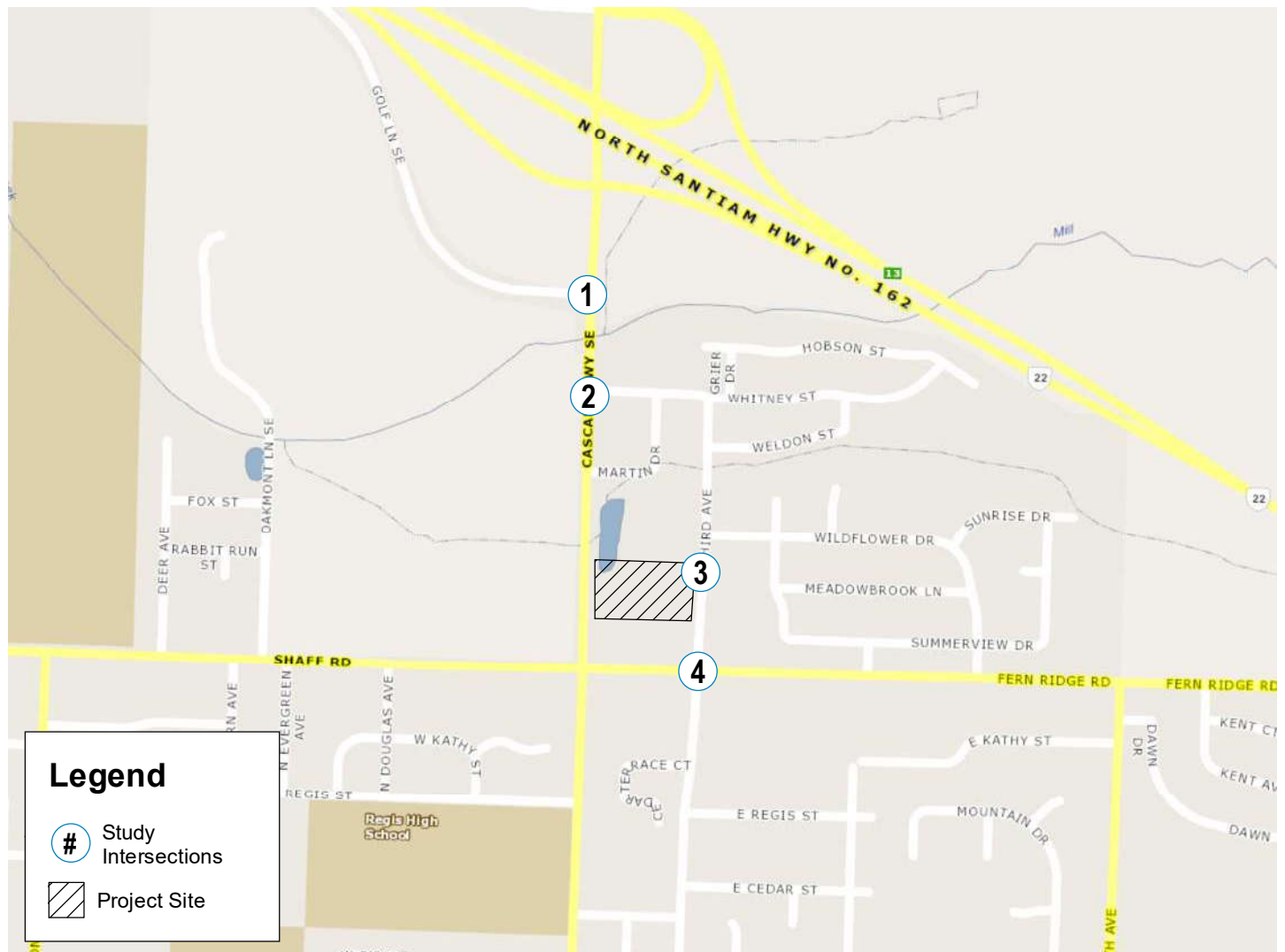
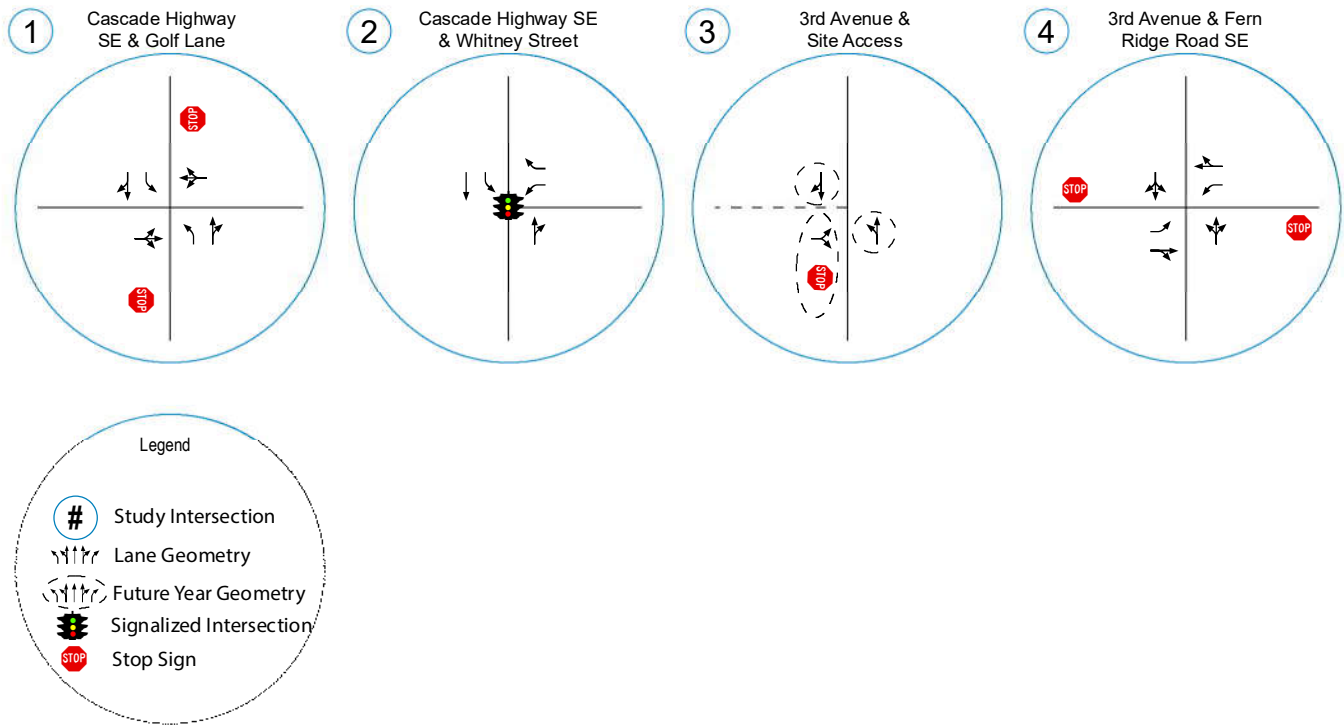
A vicinity map showing the project site, vicinity streets, and intersection configurations is shown in Figure 2.

## Transit

Public transportation service in the City of Stayton is provided by Cherriots. Cherriots Route 30X has bus stops located on the east and west side of the street at the intersection of N 1<sup>st</sup> Street & W Regis Street, located just over 1/3-mile walking/biking distance from the project site.

Cherriots Route 30X provides service between Salem and Gates. Notable stops include the Downtown Salem Transit Center, the State Capitol Building, Stayton, Sublimity, Lyons, Mill City, and the Gates Park and Rile. The bus runs from approximately 7:30 AM to approximately 7:15 PM, Monday through Saturday, and has no service on Sunday. Headways are roughly 3 hours.





## Site Trips

### Trip Generation

To estimate the number of trips that are projected to be generated by the development, trip rates from the *Trip Generation Manual*<sup>1</sup> were used. Specifically, data from the land use code 223, Affordable Housing is used to estimate the proposed development's trip generation based on the number units (72 units) and the income restrictions subcategory.

The resulting trip generation estimates are summarized in Table 3. Detailed trip generation calculations are included in the appendix to this report.

**Table 3: Trip Generation Summary**

Land Use	ITE Code	Intensity	AM Peak Hour			PM Peak Hour			Daily Trips
			In	Out	Total	In	Out	Total	
Affordable Housing	223	72 units	8	18	26	19	14	33	346

The trip generation calculations show that the proposed development is projected to generate a net increase of 26 morning peak hour trips, 33 evening peak hour trips, and of 346 average weekday trips.

### Trip Distribution

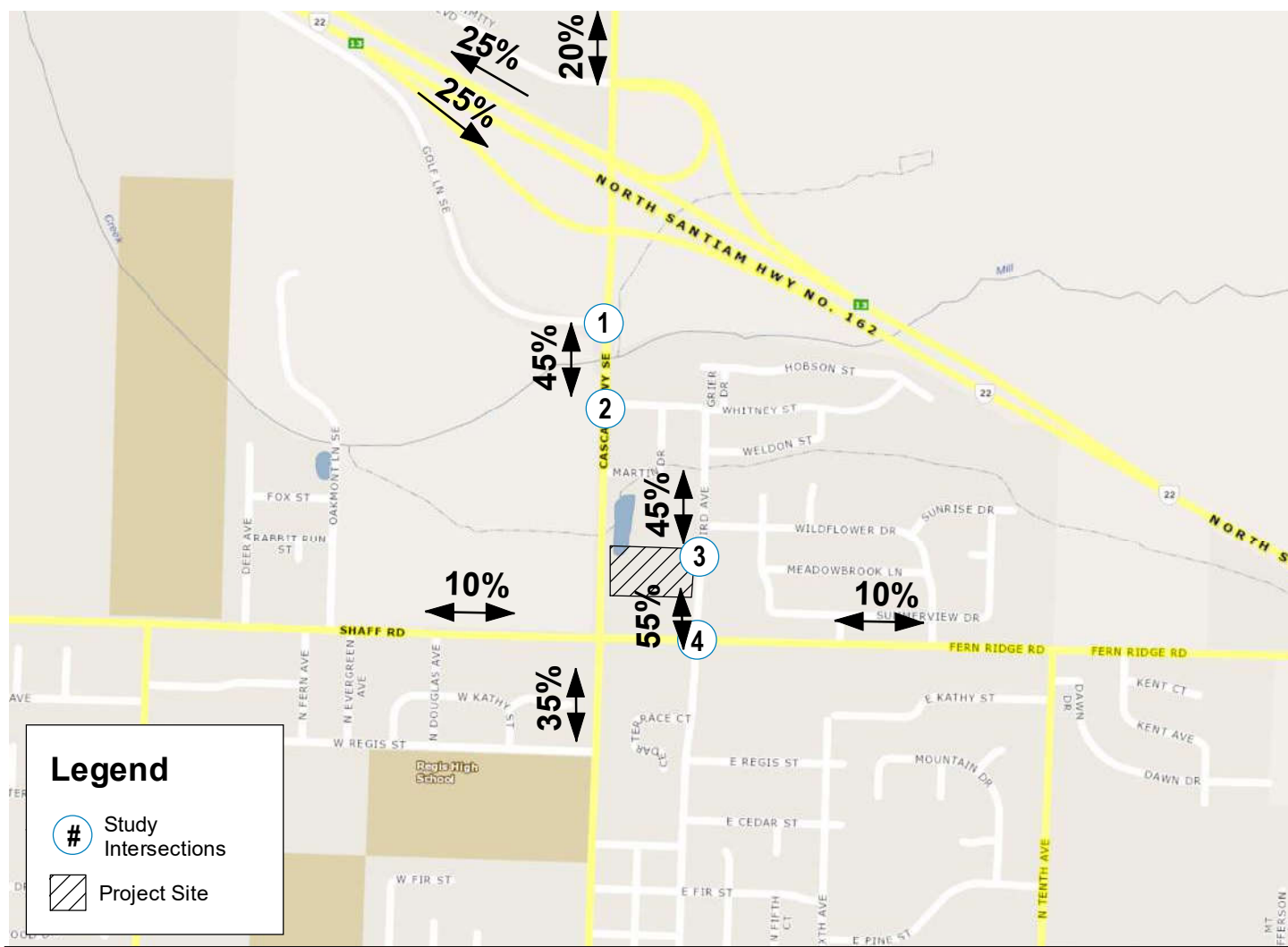
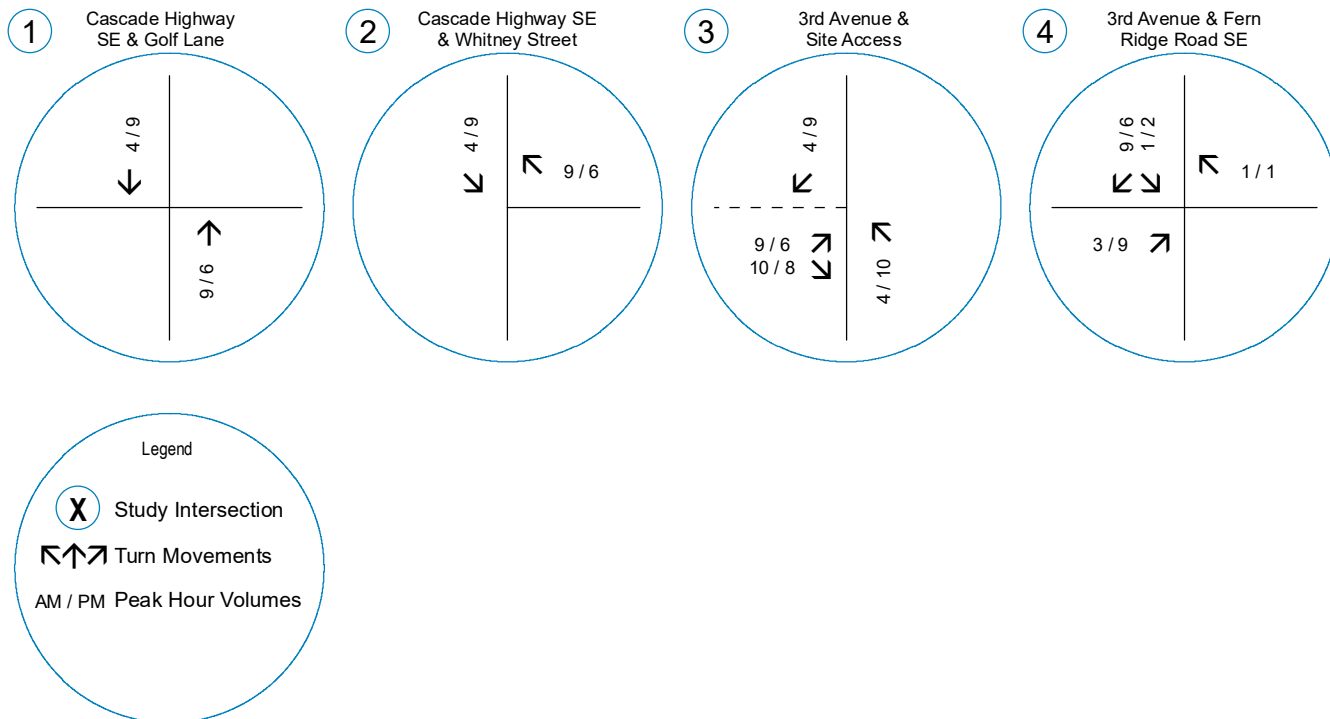
The directional distribution of site trips to and from the proposed development was estimated based on locations of likely trip destinations, locations of major transportation facilities in the site vicinity, and existing travel patterns at the study area intersections. The following trip distribution is proposed for primary trips:

- Approximately 10 percent of trips will travel to/from the east along Fern Ridge Road SE
- Approximately 10 percent of trips will travel to/from the west along Shaff Road
- Approximately 20 percent of trips will travel to/from the north along Cascade Highway SE
- Approximately 25 percent of trips will travel to/from the northwest along Highway 22
- Approximately 35 percent of trips will travel to/from the south along N First Avenue

The trip distribution and assignment for the total site trips generated during the morning and evening peak hours are shown in Figure 3

<sup>1</sup> Institute of Transportation Engineers (ITE), *Trip Generation Manual*, 11<sup>th</sup> Edition, 2021.







## Golf Lane Realignment

A future realignment of Golf Lane is planned to construct the fourth leg of the intersection at Cascade Highway SE & Whitney Street. The realignment will be caused at such time Golf Lane warrants signalization or fails to meet county standards for safety and/or operations.

The need for a traffic signal at this intersection is driven primarily by traffic volumes entering the intersection. Traffic signal warrants require minimum thresholds to be met for both the major street (Cascade Highway SE) *and* the minor street (Golf Lane). Through traffic on Cascade Highway SE is high enough to meet the thresholds, but eastbound traffic of Golf Lane will not meet the thresholds.

Table 4 shows the eastbound traffic on Golf Lane with for 2024 background conditions and the proposed development.

**Table 4: Golf Lane Traffic Volumes**

Description	Eastbound PM Peak Hour Volume
Threshold to Meet Signal Warrants	75
2024 Background Conditions	6
Proposed Development	0
<b>Trips Remaining</b>	<b>69</b>

As shown in Table 4, the volumes on Golf Lane will not be sufficient to meet traffic signal warrants and is projected to be operating acceptably per Marion County standards with the proposed development in place. It is also important to note that the proposed development is not expected to add trips to Golf Lane either.



## Traffic Volumes

### Existing Conditions

Due to the ongoing COVID-19 viral pandemic, traffic volumes have been depressed relative to normal conditions since mid-March 2020. However, based on correspondence with the City of Stayton, new counts should be considered permanent traffic patterns. Additionally, counts collected in 2021 were identified to be approximately five percent higher than counts collected in 2018, even when adjusting the 2018 counts to expected Year 2021 counts. Therefore, the turning movement counts were collected on Tuesday, November 16, 2021, at the study area intersections from 7-9 AM and 4-6 PM were used as the existing volumes.

Figure 4 shows the year 2021 existing traffic volumes at the study intersections during the morning and evening peak hours.

### Background Conditions

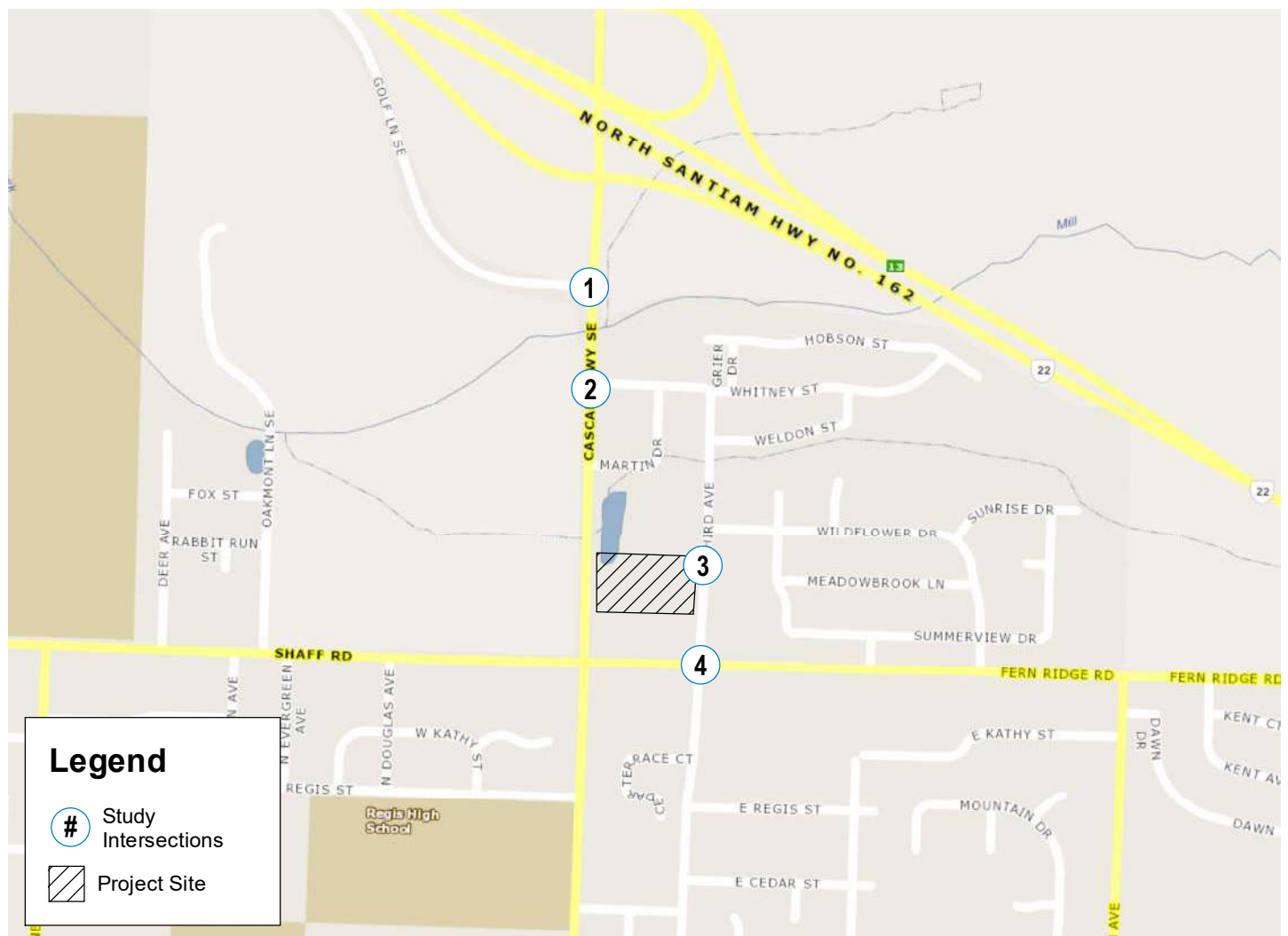
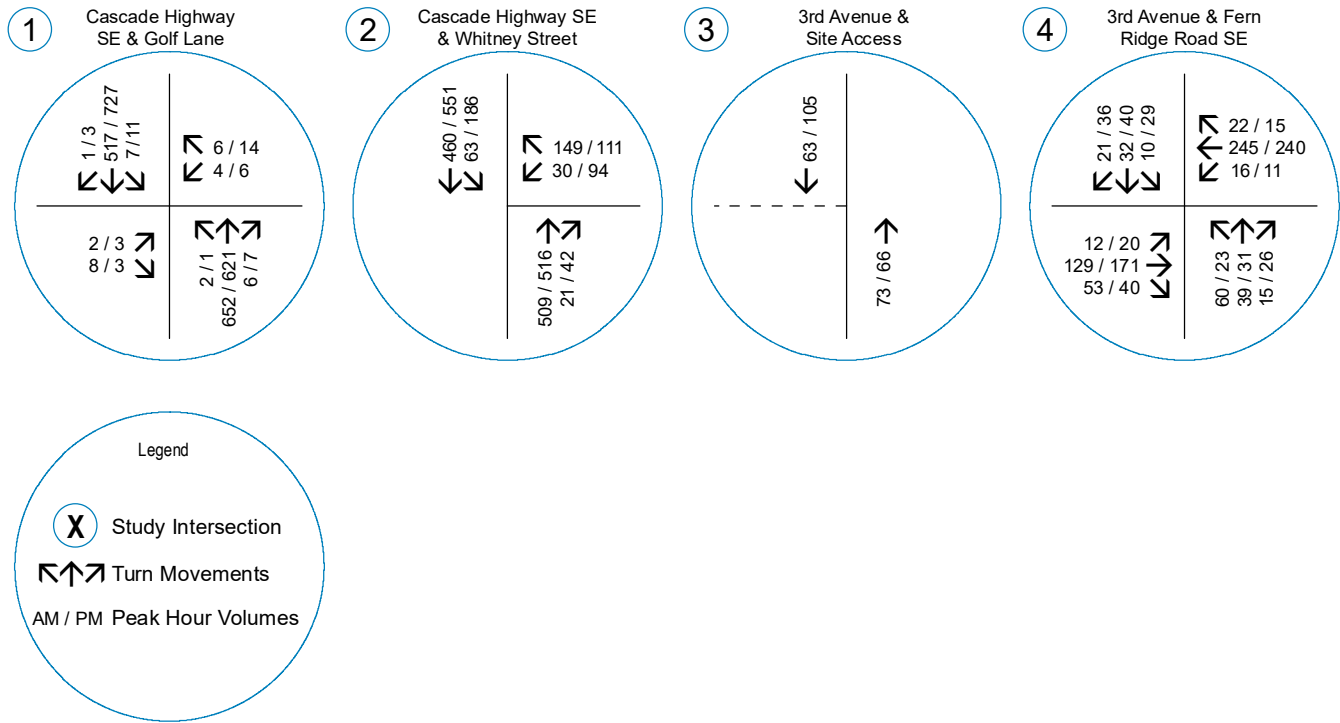
To provide analysis of the impact of the proposed development on the nearby transportation facilities, an estimate of future traffic volumes is required. For the general background growth, the annual growth rate of 2.0 percent per year was applied to the adjusted year 2021 existing traffic volumes. Although buildout is targeted to be completed prior to 2024, an analysis year of 2024 was evaluated to provide a conservative estimate of traffic conditions.

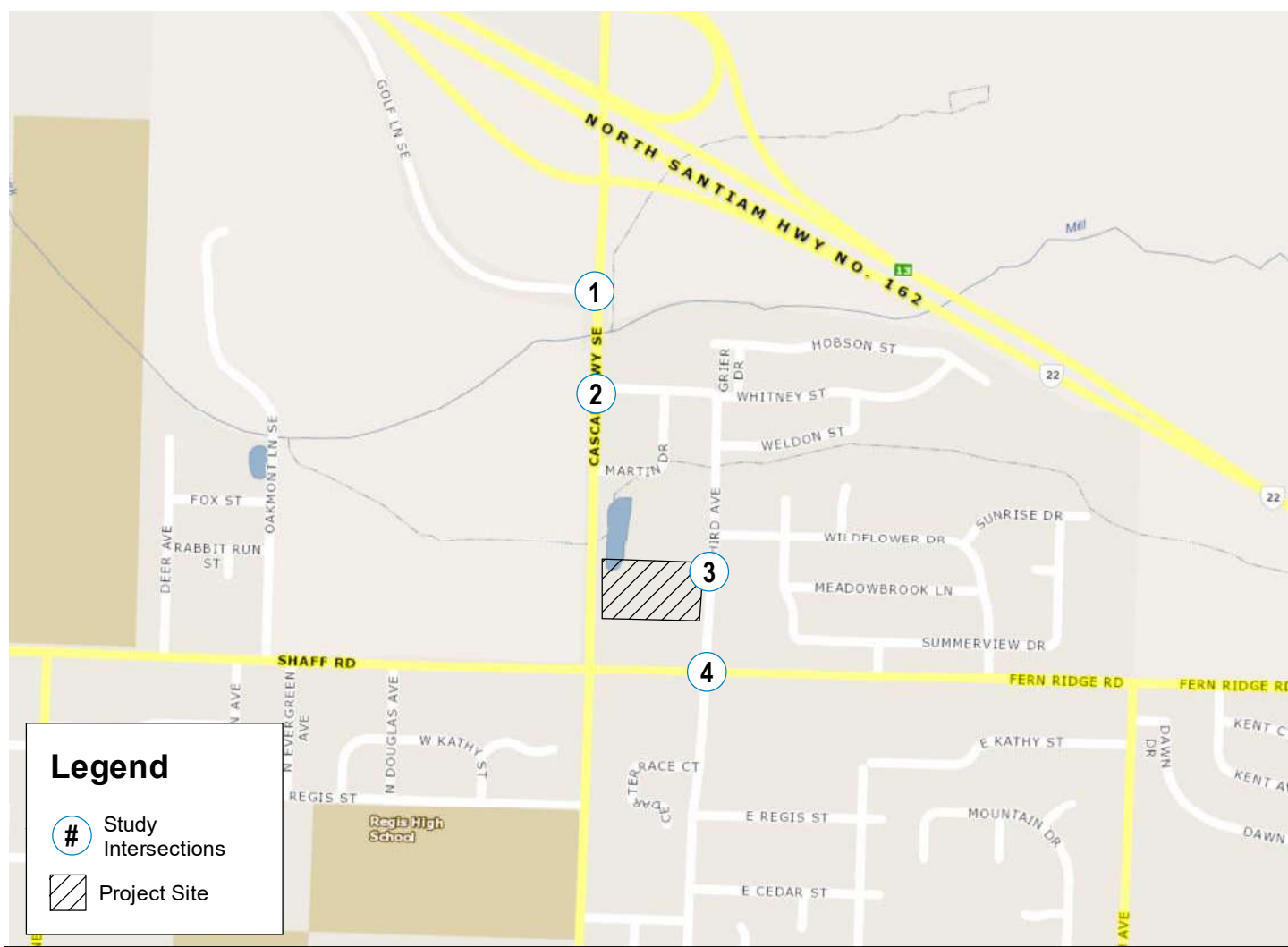
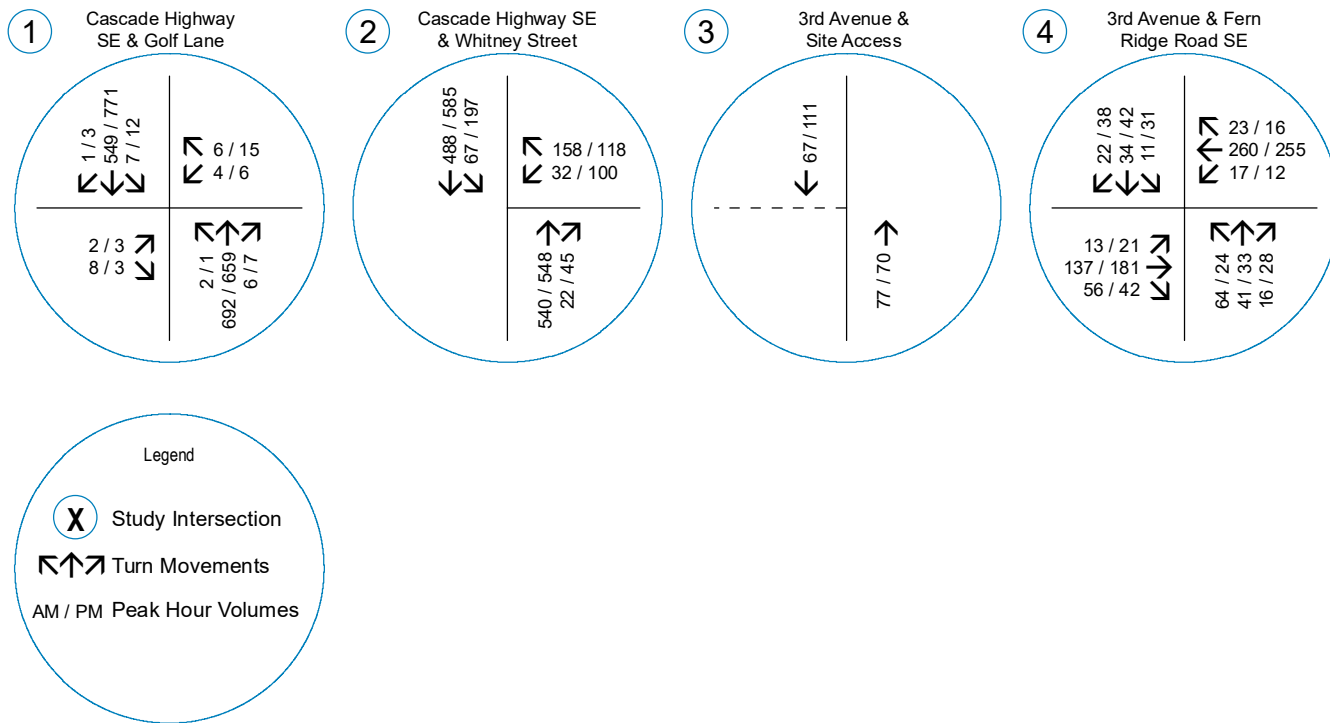
### Buildout Conditions

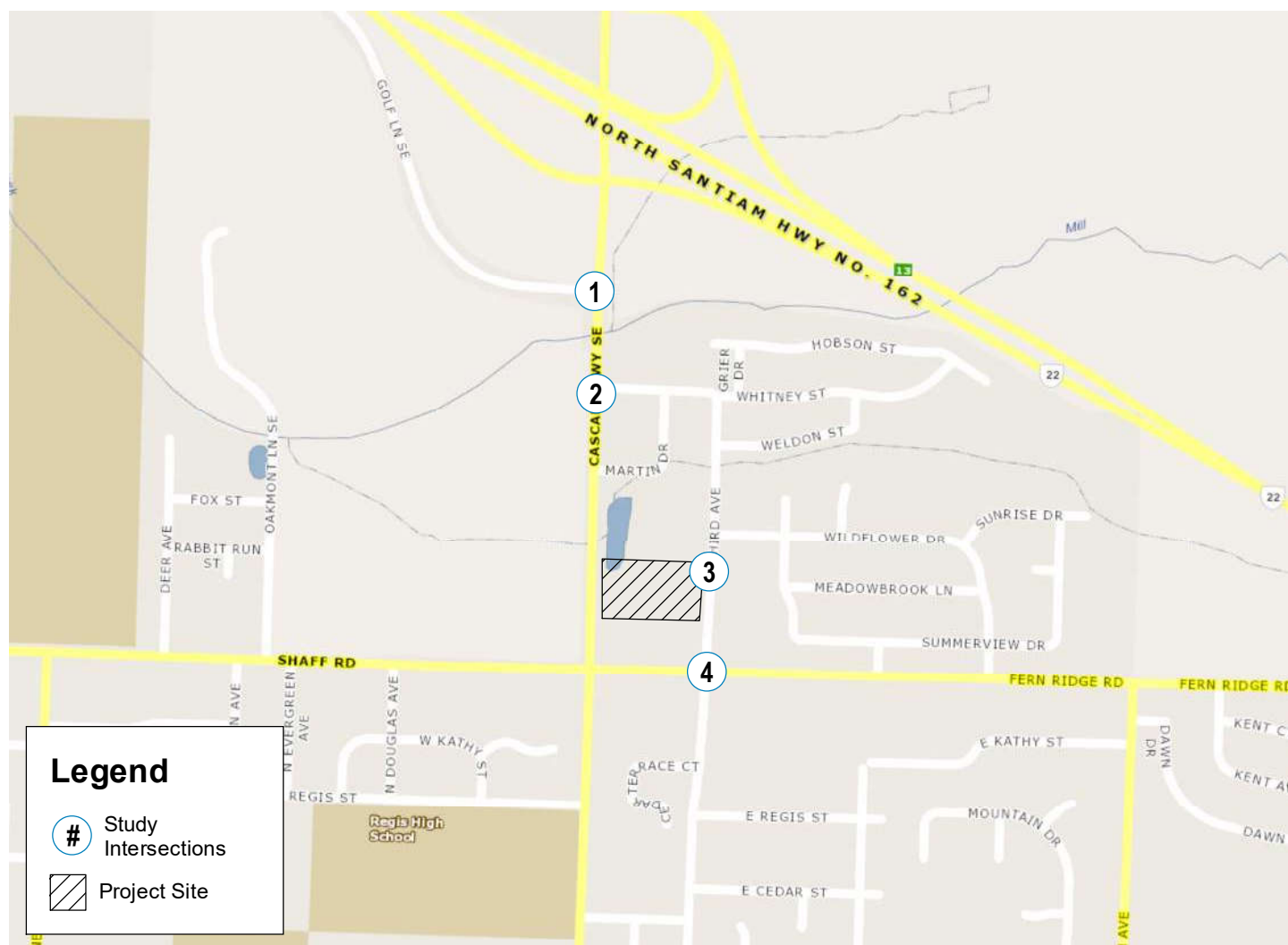
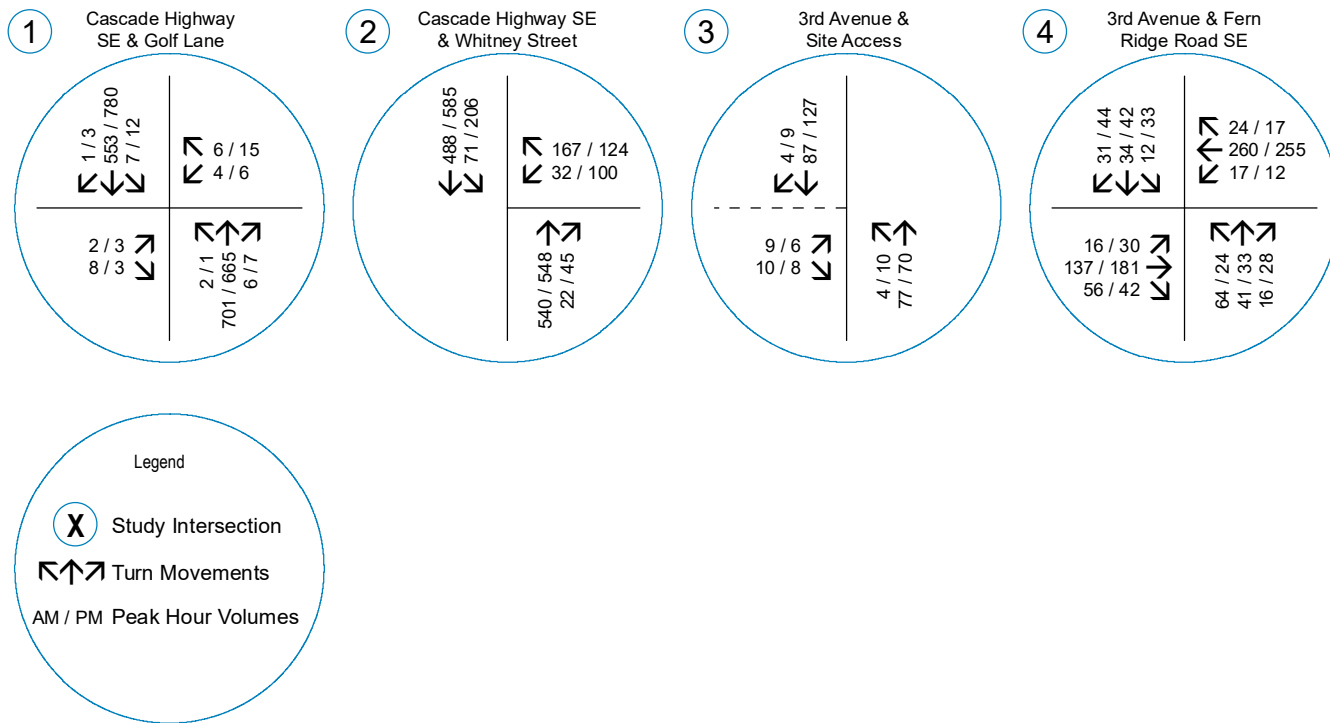
Peak hour trips calculated to be generated by the proposed development, as described earlier within the *Site Trips* section, were added to the year 2024 background volumes to obtain the expected Year 2024 buildout conditions. Figure 6 shows the resulting year 2024 buildout traffic volumes at the study intersections during the morning and evening peak hours.











# Safety Analysis

## Crash History Review

Using data obtained from ODOT's Crash Data System, a review of approximately five years of the most recent available crash history (January 2015 through December 2019) was performed at the study intersections. The crash data was evaluated based on the number of crashes, the type of collisions, and the severity of the collisions. Crash severity is based on injuries sustained by people involved in the crash, and includes five categories:

- *PDO* – Property Damage Only
- *Injury C* – Possible Injury
- *Injury B* – Suspected Minor Injury
- *Injury A* – Suspected Serious Injury
- *Fatality*

Crash rates provide the ability to compare safety risks at different intersections by accounting for both the number of crashes that have occurred during the study period and the number of vehicles that typically travel through the intersection. Crash rates were calculated using the common assumption that traffic counted during the evening peak hour represents approximately 10 percent of the average daily traffic (ADT) at the intersection.

Table 5 provides a summary of crash types while Table 6 summarizes crash severities and rates for each of the study intersections. Detailed crash data is provided in the appendix to this report.

The study intersections adhere to the crash analysis methodologies within ODOT's Analysis Procedures Manual (APM). According to *Exhibit 4-1: Intersection Crash Rates per MEV by Land Type and Traffic Control* of the APM, intersections which experience crash rates in excess of their respective 90<sup>th</sup> percentile crash rates should be "flagged for further analysis." Crash rates in excess of 90<sup>th</sup> percentile crashes per million entering vehicles (CMEV) may be indicative of design deficiencies and therefore require a need for further investigation and possible mitigation.

For intersections in urban settings, the following 90<sup>th</sup> percentile rates are applicable to the study intersections:

- Unsignalized, four-legged intersection: 0.408 CMEV
- Signalized, three-legged intersection: 0.509 CMEV

Note that no collisions were identified at the intersections of Cascade Highway SE & Golf Lane or the future site access driveway location within the five-year study period.



Table 5: Crash Type Summary

Intersection	Crash Type			Total Crashes
	Turn	Rear End	Angle	
2 Cascade Highway SE at Whitney Street	2	1	0	3
4 Third Avenue at Fern Ridge Road SE	2	0	1	3

Table 6: Crash Severity and Rate Summary

Intersection	Severity					Total Crashes	PHEV	Crash Rate	90 <sup>th</sup> % Rate
	PDO	C	B	A	Fatal				
2 Cascade Highway SE at Whitney Street	1	1	0	0	1	3	1,500	0.110	0.509
4 Third Avenue at Fern Ridge Road SE	3	0	0	0	0	3	682	0.241	0.408

### Crash Severity

The intersection of **Cascade Highway SE at Whitney Street** experienced one reported crash that was classified as *Fatal*. The collision took place on Thursday, September 7, 2017, at approximately 9 AM under cloudy and dry conditions in the center of the intersection. The collision occurred when a northbound passenger vehicle struck a southbound left-turning passenger vehicle. The driver of the striking vehicle was reported to have disregarded the traffic signal. The driver of the striking vehicle was not reported to have sustained any injuries, the driver of the struck vehicle is reported to have sustained fatal injuries and their passenger sustained injuries consistent with *Injury A* classification.

The intersection of **Third Avenue at Fern Ridge Road SE** experienced one reported crash that was classified as *Fatal* in 2020. This collision occurred more recently than the analysis period where complete reporting is available through ODOT's Crash Data System. The collision took place on Thursday, October 8, 2020, at approximately 1:30 PM. The collision occurred when an eastbound passenger vehicle struck a southbound pedestrian using a conveyance crossing in the crosswalk. The driver of the passenger vehicle is reported to have failed to yield the right-of-way to the pedestrian. The pedestrian is reported to have sustained fatal injuries, the driver of the passenger vehicle was not reported to have sustained any injuries.

### ODOT 90<sup>th</sup> Percentile Crash Rates

None of the study intersections had a rate above the respective ODOT 90<sup>th</sup> percentile crash rates.



### Safety Recommendations

Due to the severity of the collision reported, and the anticipated addition of pedestrian project at the intersection of Third Avenue at Fern Ridge Road SE, safety features are recommended. Proposed safety improvement of installing a high visibility crosswalk at either the eastern or western leg of the intersection is recommended.

### Sight Distance Evaluation

A sight distance analysis was conducted at the site access driveway located on Third Avenue and at the emergency site access driveway located on Cascade Highway SE. To evaluate the sight distance available at these intersections, intersection sight distance was measured and recommended in accordance with the current AASHTO manual<sup>2</sup>. According to AASHTO, the driver's eye is assumed to be 14.5 feet from the near edge of the nearest travel lane of the intersecting street and at a height of 3.5 feet above the minor-street approach pavement. The vehicle driver's eye-height along the major-street approach is assumed to be 3.5 feet above the cross-street pavement.

A field investigation was conducted on Tuesday afternoon, November 14<sup>th</sup>, 2021, to measure sight distance for this location. Figure 7 and Figure 8 display sight distance viewpoints from the future site access driveway for the northbound and southbound approaches, respectively. Figure 9 and Figure 10 display sight distance viewpoints from the future emergency site access driveway for the northbound and southbound approaches, respectively.

#### Third Avenue Site Access

Third Avenue has a posted speed limit of 25 mph in both directions. Assuming the design speed of 30 mph (5 mph over the posted speed), the minimum intersection sight distance recommended is 335 feet in both directions. Looking to the north, approaching vehicles have an uphill grade of 4.5 percent, requiring a stopping sight distance of 190 feet. Looking to the south, approaching vehicles have an average downhill grade of 8.5 percent, requiring a stopping sight distance of 225 feet. The following observations were made at the future site access driveway located on Third Avenue:

- Sight distance is measured to be approximately 400 ft north of the site access driveway, exceeding the 335-foot recommended intersection sight distance. Sufficient sight distance will be maintained by the proposed development by keeping clear sight distance triangles for this approach including structures and planted foliage.
- Sight distance is measured to be approximately 340 ft south of the site access driveway, exceeding the 335-foot recommended intersection sight distance. Sufficient sight distance will be maintained by the proposed development by keeping clear sight distance triangles for this approach including structures and planted foliage.

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<sup>2</sup> American Association of State Highway and Transportation Officials (AASHTO), *A Policy on Geometric Design of Highways and Streets*, 7th Edition, 2018.





Cascade Highway SE has a posted speed limit of 45 mph in both directions. Assuming the design speed of 50 mph (5 mph over the posted speed) and accounting for the center lane, the minimum intersection sight distance recommended is 590 feet in both directions. Looking to the north, approaching vehicles have an average uphill grade of 2.8 percent, requiring a stopping sight distance of 425 feet. Looking to the south, approaching vehicles have an average downhill grade of 6.5 percent, requiring a stopping sight distance of 480 feet. The following observations were made at the future emergency site access driveway located on Cascade Highway SE:

- Sight distance is measured to exceed approximately 1000 feet north of the emergency site access driveway, exceeding the 590-foot recommended intersection sight distance. Sufficient sight distance will be maintained by the proposed development by keeping clear sight distance triangles for this approach including structures and planted foliage.
- Sight distance is measured to be approximately 320 ft south of the site access driveway, falling short of the 480-foot required stopping sight distance. The site access located on Cascade Highway SE will be gated and strictly reserved for emergency situations; therefore, it will not serve as a typical access point and will not affect daily traffic operations or safety.



Figure 7: Third Avenue Site Access Looking North



Figure 10: Cascade Highway SE (Emergency) Site Access Looking South

## Warrant Analysis

### Traffic Signal Warrants

Preliminary traffic signal warrants were examined for all of the unsignalized study intersections to determine whether the installation of a new traffic signal will be warranted at the intersections by the project buildout year 2024. Based on the preliminary analysis, traffic signal warrants are not projected to be met for any of the unsignalized study intersections. Accordingly, no signalization of the unsignalized study intersection is necessary or recommended.

### Left-turn Lane Warrants

Left-turn lane warrants were examined for northbound traffic at the intersection of Third Avenue and the site access driveway. A left-turn refuge is primarily a safety consideration for the major street, removing left-turning vehicles from the through traffic stream. The warrants examined implement the design curves developed by the Texas Transportation Institute (TTI), as adopted by ODOT in its *Analysis Procedures Manual*. These warrants are evaluated based on the number of left-turning vehicles, the number of advancing and opposing vehicles, the number of lanes, and the roadway travel speed.

The northbound left-turn movement is estimated at four and ten vehicles during the AM and PM peak hours, respectively, under year 2024 buildout conditions, which does not meet the minimum threshold for consideration of a left-turn lane. Left-turning volumes during other hours of the day are generally expected to be below the 10-vehicle threshold.



## Operational Analysis

An operational analysis was conducted for each of the study intersections per the signalized and unsignalized intersection analysis methodologies in the *Highway Capacity Manual* (HCM)<sup>3</sup>. Intersections are generally evaluated based on the average control delay experienced by vehicles and are assigned a grade according to their operation. The level of service (LOS) of an intersection can range from LOS A, which indicates very little, or no delay experienced by vehicles, to LOS F, which indicates a high degree of congestion and delay. The volume-to-capacity (v/c) ratio is a measure that compares the traffic volumes (demand) against the available capacity of an intersection. The analysis was performed using the Synchro which applies the HCM6 methodologies.

## Performance Targets

Per the City of Stayton's Title 17 – *Land Use and Development Code* Section 17.26.050.10, the following minimum operation standards apply at intersections under City jurisdiction:

- Signalized and unsignalized intersections must maintain a v/c ratio of 0.95 or less.
- Signalized intersections are required to operate at LOS D or better based on the average control delay per vehicle.
- The thresholds for unsignalized intersections are based on the average control delay (LOS) and v/c ratio for the worst or critical movement.
  - All-way stop-controlled and roundabout intersections are required to operate at LOS D or better.
  - Two-way stop-controlled intersections are required to operate at LOS E (or better), or at LOS F with a v/c ratio of 0.95 or less for the critical movement.

For intersections under Marion County jurisdiction, per the County's public works *Transportation Impact Analysis Requirements*, the following minimum operation standards apply at intersection under County jurisdiction:

- All signalized and all-way stop-controlled intersections shall operate at LOS D or better (all individual movements shall operate at LOS E or better) with a v/c ratio of 0.85 or less.
- Other unsignalized intersections shall operate at LOS E or better (including unsignalized private accesses), although LOS F may be allowed if the movement serves relatively low volumes (at the discretion of County staff) and there are no indications that safety problems will be created.

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<sup>3</sup> Transportation Research Board, *Highway Capacity Manual 6<sup>th</sup> Edition*, 2016.



## Delay & Capacity Analysis

As shown, all study intersections are projected to operate within ODOT standards under all analysis scenarios. Results of the analysis are shown in Table 7. Detailed reports are provided in the appendix.

**Table 7: Capacity Analysis Summary**

Intersection & Scenario	Morning Peak Hour			Evening Peak Hour		
	LOS	Delay (s)	V/C	LOS	Delay (s)	V/C
<b>1. Cascade Highway SE &amp; Golf Lane / Park &amp; Ride Parking Lot</b>						
2021 Existing Condition	C	21.4	0.05	D	29.4	0.04
2024 Background Condition	C	23.4	0.05	D	33.2	0.12
2024 Buildout Condition	C	23.7	0.05	D	33.9	0.12
<b>2. Cascade Highway SE &amp; Whitney Street</b>						
2021 Existing Condition	A	9.3	0.52	A	9.7	0.64
2024 Background Condition	A	9.9	0.54	B	10.3	0.68
2024 Buildout Condition	B	10.2	0.54	B	10.6	0.68
<b>3. Third Avenue &amp; Site Access</b>						
2021 Existing Condition	-	-	-	-	-	-
2024 Background Condition	-	-	-	-	-	-
2024 Buildout Condition	A	9.2	0.02	A	9.4	0.02
<b>4. Third Avenue &amp; Fern Ridge Road SE</b>						
2021 Existing Condition	C	15.8	0.27	B	14.7	0.24
2024 Background Condition	C	17.0	0.31	C	15.6	0.26
2024 Buildout Condition	C	17.4	0.31	C	16.1	0.29

*BOLDED results indicate operation above acceptable jurisdictional standards.*



## Queueing Analysis

An analysis of projected queueing was conducted for the study intersections to determine the expected queueing which may form at critical study intersection turning movements. The analysis was conducted using Synchro/SimTraffic simulation (version 10.3.122.0), with the reported values representing 95<sup>th</sup> percentile queue lengths. The 95<sup>th</sup> percentile queue is a statistical measurement which indicates there is a 5 percent chance that the queue may exceed this length during the analysis period; however, given this is a probability, the 95<sup>th</sup> percentile queue length may theoretically never be met or observed in the field.

The projected 95<sup>th</sup> percentile queue lengths reported in the simulation are presented in Table 8 for the morning and evening peak hours. Reported queue lengths were rounded up to the nearest 25 feet, equivalent to an average vehicle length. Five trial runs of the simulation were conducted. Detailed queueing analysis worksheets are included in the appendix to this report.

**Table 8: 95<sup>th</sup> Percentile Queueing Analysis Summary**

Intersection/Movement	Available Storage (ft)	2024 Buildout Queue (ft)	
		AM	PM
1. Cascade Highway SE & Golf Lane / Park & Ride Parking Lot			
NB Left-Turn Lane	160	25	25
EB Approach	550	50	25
SB Left-Turn Lane	375	25	50
WB Approach	100	50	50
2. Cascade Highway SE & Whitney Street			
NB Approach	325	225	300
SB Left-Turn Lane	250	50	125
SB Through Lane	400	150	200
WB Left-Turn Lane	160	75	125
WB Right-Turn Lane	160	150	125
3. Third Avenue & Site Access			
NB Approach	50	25	25
EB Approach	100	50	50
4. Third Avenue & Fern Ridge Road SE			
NB Approach	250	75	75
EB Left-Turn Lane	255	25	50
SB Approach	250	75	75
WB Left-Turn Lane	750	25	25

*BOLDED text indicates queue extends beyond available lane storage.*

Queueing analysis results show the 95<sup>th</sup> percentile queues at the study intersections are anticipated to provide adequate vehicle storage space that does not inhibit safe and expeditious travel under all scenarios.

## Conclusions

Key findings of this study include:

- The volumes on Golf Lane will not be sufficient to meet traffic signal warrants and is projected to be operating acceptable per Marion County standards with the proposed development in place, therefore, not causing need for the future realignment.
- No significant trends or crash patterns were identified at any of the study intersections. Proposed safety feature of installing a high visibility crosswalk at either the eastern or western leg at the intersection of Third Avenue & Fern Ridge Road SE is recommended.
- A sight distance analysis was conducted at the site access driveway located on Third Avenue and at the emergency site access driveway located on Cascade Highway SE, the following observations were made:
  - The recommended intersection sight distance of 335 feet is exceeded for the northbound and southbound approaches at the site access driveway located on Third Avenue.
  - The recommended intersection sight distance is exceeded for the southbound approach at the emergency site access located on Cascade Highway SE. The northbound approach of the emergency site access located on SE Cascade Highway falls short of the 590-foot requirement, however, because it strictly reserved for emergency situations and will not serve as a typical access point, daily traffic operations and safety will not be affected.
- Preliminary traffic signal warrants are not projected to be met at any of the applicable study intersections under year 2024 Buildout Conditions.
- Left-turn lane warrants were not projected to be met for the northbound approach at the intersection of Third Avenue and the site access driveway.
- All study intersections are currently operating acceptably per City of Stayton and Marion County standards and are projected to continue operating acceptably upon buildout of the proposed development through year 2024.
- Queuing analysis results show the 95<sup>th</sup> percentile queues at the study intersections are anticipated to provide adequate vehicle storage space that does not inhibit safe and expeditious travel under all scenarios.





# Oregon

Kate Brown, Governor

## Department of State Lands

775 Summer Street NE, Suite 100

Salem, OR 97301-1279

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[www.oregon.gov/dsl](http://www.oregon.gov/dsl)

### State Land Board

August 5, 2021

Green Light Development

Attn: Tim Lawler

3050 SE Division Street Suite 270

Portland, OR 97202

Kate Brown

Governor

Shemia Fagan

Secretary of State

Re: WD # 2021-0182 **Approved**

Wetland Delineation Report for Stayton Apartments, Marion County;

T 9S R 1W S 13DC TL 2300;

Stayton Local Wetlands Inventory, Wetland MT1

Tobias Read

State Treasurer

Dear Mr. Lawler:

The Department of State Lands has reviewed the wetland delineation report prepared by Schott & Associates for the site referenced above. Based upon the information presented in the report, and additional information submitted upon request, we concur with the waterway boundaries as mapped in Figure 6 of the report. Please replace all copies of the preliminary wetland map with this final Department-approved map.

Within the study area, one waterway (Lucas Ditch) is identified. It is subject to the permit requirements of the state Removal-Fill Law. Under current regulations, a state permit is required for cumulative fill or annual excavation of 50 cubic yards or more in wetlands or below the ordinary high-water line (OHWL) of the waterway (or the 2-year recurrence interval flood elevation if OHWL cannot be determined).

This concurrence is for purposes of the state Removal-Fill Law only. We recommend that you attach a copy of this concurrence letter to any subsequent state permit application to speed application review. Federal or local permit requirements may apply as well. The U.S. Army Corps of Engineers will determine jurisdiction under the Clean Water Act, which may require submittal of a complete Wetland Delineation Report.

Please be advised that state law establishes a preference for avoidance of wetland impacts. Because measures to avoid and minimize wetland impacts may include reconfiguring parcel layout and size or development design, we recommend that you work with Department staff on appropriate site design before completing the city or county land use approval process.

This concurrence is based on information provided to the agency. The jurisdictional determination is valid for five years from the date of this letter unless new information

necessitates a revision. Circumstances under which the Department may change a determination are found in OAR 141-090-0045 (available on our web site or upon request). In addition, laws enacted by the legislature and/or rules adopted by the Department may result in a change in jurisdiction; individuals and applicants are subject to the regulations that are in effect at the time of the removal-fill activity or complete permit application. The applicant, landowner, or agent may submit a request for reconsideration of this determination in writing within six months of the date of this letter.

Thank you for having the site evaluated. If you have any questions, please contact the Jurisdiction Coordinator for Marion County, Daniel Evans, PWS at (503) 986-5271.

Sincerely,

**Christopher Castelli**

Digitally signed by Christopher  
Castelli  
Date: 2021.08.05 16:08:51 -07'00'

Chris Castelli  
Northern Region Manager

Enclosures

ec: Kim Biafora, Schott & Associates  
Stayton Planning Department (Maps enclosed for updating LWI)  
Kinsey Friesen, Corps of Engineers  
Carrie Landrum, DSL

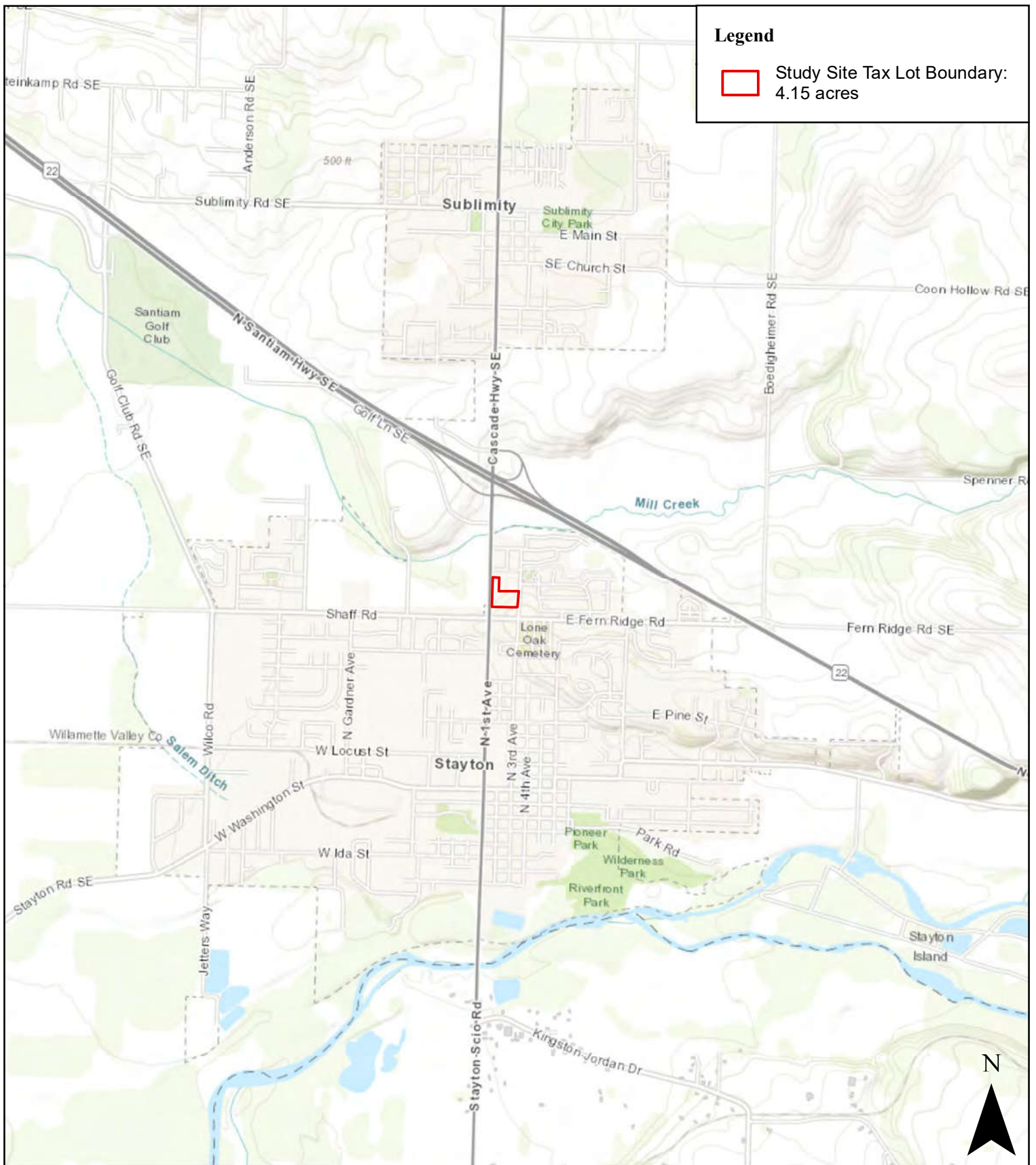
# WETLAND DELINEATION / DETERMINATION REPORT COVER FORM

Fully completed and signed report cover forms and applicable fees are required before report review timelines are initiated by the Department of State Lands. Make checks payable to the Oregon Department of State Lands. To pay fees by credit card, go online at: <https://apps.oregon.gov/DSL/EPS/program?key=4>.

Attach this completed and signed form to the front of an unbound report or include a hard copy with a digital version (single PDF file of the report cover form and report, minimum 300 dpi resolution) and submit to: **Oregon Department of State Lands, 775 Summer Street NE, Suite 100, Salem, OR 97301-1279**. A single PDF of the completed cover form and report may be e-mailed to: **Wetland\_Delineation@dsl.state.or.us**. For submittal of PDF files larger than 10 MB, e-mail DSL instructions on how to access the file from your ftp or other file sharing website.

Contact and Authorization Information			
<input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Owner Name, Firm and Address: Tim Lawler, Green Light Development 3050 SE Division St #270 Portland, OR 97202		Business phone # (503) 528-6129 Mobile phone # (optional) E-mail: tim@gl-dev.com	
<input type="checkbox"/> Authorized Legal Agent, Name and Address (if different):		Business phone # Mobile phone # (optional) E-mail:	
I either own the property described below or I have legal authority to allow access to the property. I authorize the Department to access the property for the purpose of confirming the information in the report, after prior notification to the primary contact.			
Typed/Printed Name: <u>Tim Lawler</u>		Signature:	
Date: <u>04/05/2021</u>		Special instructions regarding site access: _____	
Project and Site Information			
Project Name: Stayton Apartments		Latitude: 44.810843°      Longitude: -122.793274° <b>decimal degree</b> - centroid of site or start & end points of linear project	
Proposed Use: Affordable housing development		Tax Map # 091W03DC Tax Lot(s) 2300	
Project Street Address (or other descriptive location): 2300 3rd Ave		Tax Map # Tax Lot(s)	
City: Stayton      County: Marion		Township 9S      Range 1W      Section 13DC      QQ SW/SE Use separate sheet for additional tax and location information	
Waterway: Lucas Ditch		River Mile:	
Wetland Delineation Information			
Wetland Consultant Name, Firm and Address: Kim Biafora, Schott & Associates 21018 NE Hwy 99E Aurora, OR 97002		Phone # (503) 678-6007 Mobile phone # (if applicable) E-mail: kim@schottandassociates.com	
The information and conclusions on this form and in the attached report are true and correct to the best of my knowledge.			
Consultant Signature:		Date: <u>4/6/2021</u>	
Primary Contact for report review and site access is <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Applicant/Owner <input type="checkbox"/> Authorized Agent			
Wetland/Waters Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Study Area size: 4.15      Total Wetland Acreage: 0.0000	
Check Applicable Boxes Below			
<input type="checkbox"/> R-F permit application submitted		<input type="checkbox"/> Fee payment submitted \$ _____	
<input type="checkbox"/> Mitigation bank site		<input type="checkbox"/> Fee (\$100) for resubmittal of rejected report	
<input type="checkbox"/> Industrial Land Certification Program Site		<input type="checkbox"/> Request for Reissuance. See eligibility criteria. (no fee)	
<input type="checkbox"/> Wetland restoration/enhancement project (not mitigation)		DSL # _____      Expiration date _____	
<input checked="" type="checkbox"/> Previous delineation/application on parcel If known, previous DSL # <u>FP11456</u>		<input checked="" type="checkbox"/> LWI shows wetlands or waters on parcel Wetland ID code <u>MT1</u>	
For Office Use Only			
DSL Reviewer: <u>DE</u>		Fee Paid Date: ____ / ____ / ____	
Date Delineation Received: <u>4</u> / <u>6</u> / <u>21</u>		Scanned: <input type="checkbox"/> Electronic: <input checked="" type="checkbox"/>	
DSL WD # <u>2021-0182</u>		DSL App.# _____	





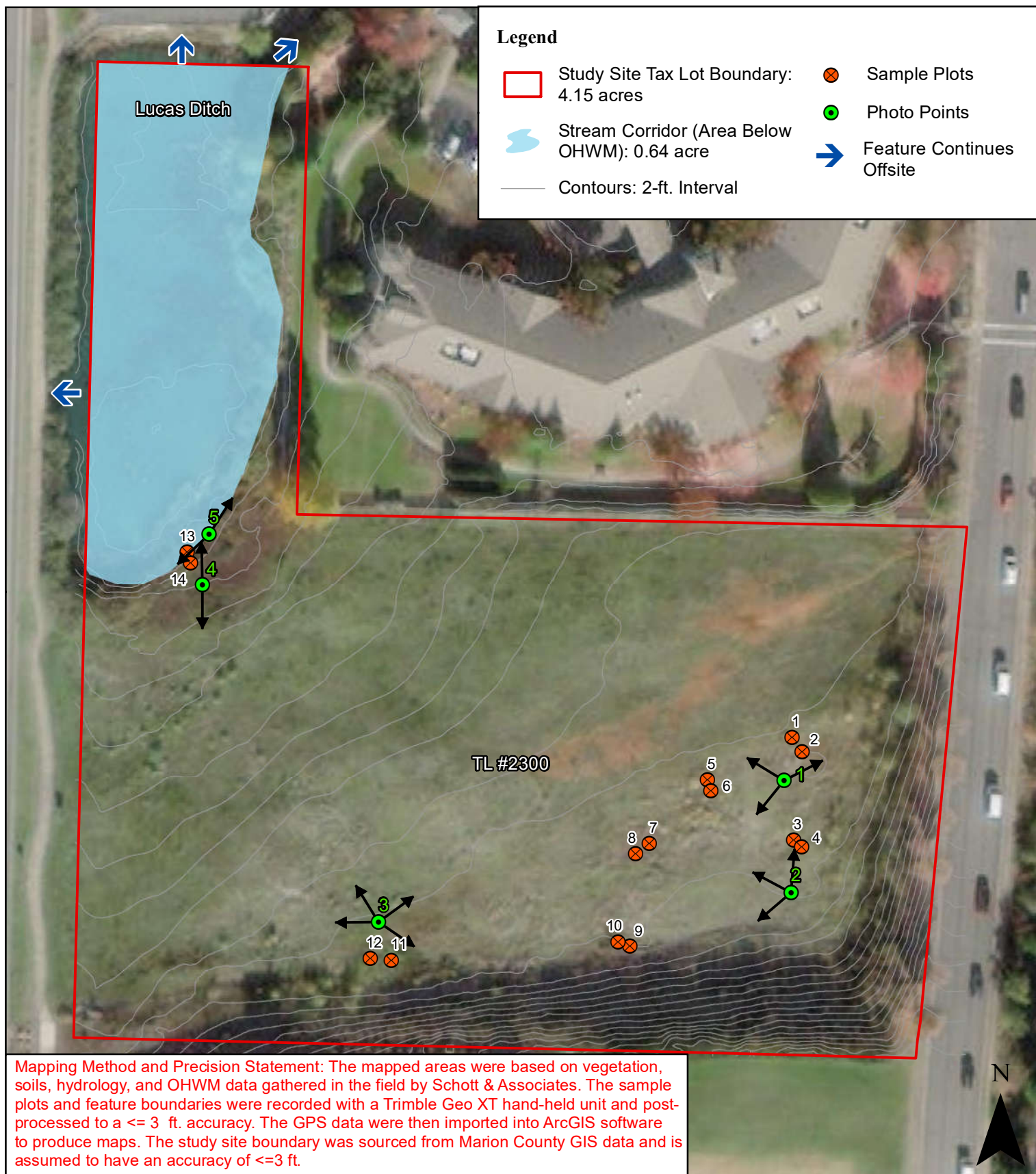
Date: 4/6/2021

Data Source: Marion County GIS  
Dept., 2021

Figure 1. Location Map







Date: 7/26/2021

Data Source: ESRI, 2021; Marion County GIS Dept., 2021

WD # 2021-0182  
Approval Issued 07/27/2021  
Approval Expires 07/27/2026

Figure 6. Wetland Delineation Map

Stayton Apartments Project Site: S&A # 2855



## **Application Review – 3<sup>rd</sup> Avenue Multifamily Development**

### **City of Stayton – Land Use File No. 5-03/22**

TO: Dan Fleishman/*City Planner*

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

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

PROJECT: **Application Review – 72 Unit Multifamily Development, Lot 7 of the Santiam Station Subdivision, west of 3<sup>rd</sup> Avenue, 091W03DC-TL02300**

DATE: April 15, 2022

### **Background**

I received a copy of the land use application submittal provided by Owner/Developer Green Light-Home First, LLC, with a request by the City of Stayton to review and respond. The land use application is regarding a 72 unit multifamily development on Lot 7 of the Santiam Station Subdivision, west of N. 3<sup>rd</sup> Avenue, between E. Fern Ridge Road and Martin Drive.

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 is required to obtain any and all required reviews, approvals, and permits required by the Planning Conditions of Approval, SMC, PWDS, Marion County, ODOT, DEQ, OHA-DWP, 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 GIS mapping show the location of the proposed development to be within Township 9 South, Range 1 West, Section 3DC, Tax Lot 02300. Proposed vehicular access is along N. 3<sup>rd</sup> Avenue. Tax Lot 02300 is approximately 4.15 acres in size.

### **Existing Site Topography and Utilities**

Existing site topography was provided with the application. GIS mapping indicates that there is an existing 8" sanitary sewer system, an existing 12" water main, and an unknown size storm drainage system within N. 3<sup>rd</sup> Avenue. An existing 12" storm drainage system is along the frontage of Cascade Highway, and an existing 15" sanitary sewer main is within Cascade Highway near the intersection of Martin Drive.

### **Construction Phasing**

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**

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 Plane Coordinate System (NAD83).

## **Preliminary Findings**

### **Transportation**

- **TIA** – A Transportation Impact Analysis was submitted with the application for the City Traffic Engineer's (Kittelsohn & Associates) and Marion County Public Works review. Cascade Highway is under Marion County jurisdiction, so the Developer should also coordinate with Marion County Public Works to determine their TIA requirements.
- **Right of Way (R/W)** – Right-of-ways shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification.
  - **Cascade Highway** – Cascade Highway is designated in the City's PWDS as a Principal Arterial under Marion County jurisdiction. PWDS 312 requires a minimum of 100' of

- R/W for Cascade Highway. From the tax assessor's map, it appears that there is approximately 52' of existing R/W along the east half of Cascade Highway along the frontage of this development. Therefore, additional R/W does not appear to be necessary to meet the 50' standard half-width R/W requirement. However, the frontage is controlled by Marion County and any additional R/W dedication requirements will be as determined by them.
- **N. 3<sup>rd</sup> Avenue** – N. 3<sup>rd</sup> Avenue is designated in the City's PWDS as a Local Street under City jurisdiction. PWDS 312 requires a minimum of 60' of R/W for Local Streets. From the tax assessor's map, it appears that there is approximately 60' of existing R/W along 3<sup>rd</sup> Avenue. Therefore, additional R/W dedication does not appear to be necessary.
  - **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 and Marion County Public Works throughout all phases of development. Failure to preserve and protect the roadways may result in the Owner/Developer being responsible for replacing and reconstructing the damaged roadways at the Owner/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.
    - **Cascade Highway** – Cascade Highway is considered to be developed along the frontage with asphalt pavement, curbs, sidewalks, and storm drainage. Half-street improvements will not be required with the exception of the removal and replacement of any existing substandard sidewalks that may be necessary to comply with PWDS. However, since the frontage is controlled by Marion County, any additional street improvement requirements will be as determined by them.
    - **N. 3<sup>rd</sup> Avenue** – N. 3<sup>rd</sup> Avenue is also considered to be developed along the frontage with asphalt pavement, curbs, sidewalks, and storm drainage. Half-street improvements will not be required with the exception of the removal and replacement of any existing substandard sidewalks that may be necessary to comply with PWDS.
  - **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 Stayton Municipal Code, 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 at minimum shall be equipped with sediment and stormwater pollution control traps.
- Written documentation shall be provided to the City prior to final plan approval from a licensed Geotechnical Engineer indicating that the proposed retaining walls and site grading will not compromise the slope stability, or otherwise create hazardous conditions for the existing steep slopes that are located on and adjacent to the site.
- **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.
- **Street Lighting** – The location of existing street lights along N. 3<sup>rd</sup> Avenue and Cascade Highway shall be reviewed and any additional street lighting shall be provided if necessary to comply with PWDS 308.
- **Driveway Spacing** – PWDS 303.11.D requires the driveway spacing to be 375' on Limited Access Principal Arterials and 50' on Local Streets from another driveway or from a nearby street intersection. As such, the proposed driveway access spacing and distances will need to be reviewed by the Developer's Traffic Engineer as part of the TIA.
- **Mailbox Clusters** – The Developer shall coordinate the location of any clustered mailboxes with the USPS Postmaster, and the location of any clustered mailboxes shall comply with Public Works Standards and meet the requirements of the Building Official.
- **Streetscape Appurtenances** – All public and private items that currently exist or will be placed in the R/W 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** – It does not appear that there are any transportation system improvements identified in the Transportation System Plan that are needed along the frontage of this development other than some bicycle signing and striping along N. 3<sup>rd</sup> Avenue. As such, the Developer shall provide bicycle signing and striping as recommended by the TSP, unless approved otherwise by the Public Works Director.
- **Parks Master Plan** – The development shall comply with the Parks Master Plan, including any appropriate open space, trails, and landscaping.
- **Engineered Plans** – Prior to Site Development Permit issuance, the Developer shall submit to the City and to Marion County Public Works (as applicable) for review and

approval engineered site and street improvement plans conforming to Public Works Standards.

## Water

- **Existing Water Well(s)** – It is recommended that if there are any existing water wells on the property, that they be located and abandoned per Oregon Water Resources Department and OHA-DWP requirements. Prior to well abandonment, it is recommended that the City work with the Developer to complete the necessary documentation for the City to assume any existing water rights associated with the well, and have them transferred to the City where applicable and allowed by the Oregon Water Resources Department.
- **Domestic Service and Backflow Prevention** – New water service(s), water meter(s), and backflow prevention device(s) (as appropriate) will be required to be installed in accordance with the PWDS. 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. As such, a fire water service connection and fire vault assembly equipped with a detector type meter assembly will be necessary to serve any private fire water lines and fire hydrants. 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.
- **Secondary Fire Access** – The Developer shall coordinate with the Fire Code Official on any secondary fire access requirements for the development. A secondary fire access is recommended, as approved by the Public Works Director, Marion County Public Works, and Fire Code Official.
- **Fire Code Official Approval** – Prior to Site Development Permit final plan approval, the Developer shall 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.
- **Water Master Plan** – It does not appear that there are any water system improvements identified in the Water Master Plan that are applicable to this proposed development.
- **Engineered Plans** – Prior to Site Development Permit issuance, the Developer shall submit to the City for review and approval an engineered water system plan conforming

to 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 approved to be extended outside the public right-of-way.

## **Sanitary Sewer**

- **Sanitary Sewer** – In accordance with PWDS 506.01.B, multi-family dwellings or commercial buildings shall have 6” sanitary sewer service laterals. A sanitary sewer monitoring manhole will be required per the PWDS at the property line to monitor the discharge from the development given the shallow groundwater depths and the amount of sanitary sewer service piping that will be needed to serve the development. In addition, it is recommended that the private sanitary sewer system also be pressure tested in accordance with both PWDS and the building/specialty code requirements. 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 public sanitary sewer main extension or replacement plans will need to be reviewed and approved by the City and DEQ.
- **Sanitary Sewer Master Plan** – It does not appear that there are any sanitary sewer improvements identified in the Sanitary Sewer Master Plan that are applicable to this proposed development.
- **Engineered Plans** – Prior to Site Development Permit issuance, the Developer shall submit to the City for review and approval engineered sanitary sewer plans conforming to Public Works Standards and meeting the requirements of the Building Official. Prior to Site Development Permit issuance, the Developer shall provide written documentation that DEQ has reviewed and approved any public sanitary sewer improvement plans.

## **Stormwater**

- **Existing Natural Drainage Features** – The Developer shall provide the necessary setbacks/resource overlays and any necessary conservation easements required by the SMC for the existing natural drainage features located onsite. These existing features shall be protected at all times. The Developer shall comply with applicable portions of SMC 17.16.100 if the site is located in areas of special flood hazard. All necessary easements shall comply with the SMC, PWDS, and SWMM requirements as applicable.
- **New Storm Drainage System** – The storm drainage system for the development shall be designed in accordance with the PWDS 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 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, 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 included in the design and 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. 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. Some of the main concerns with the preliminary stormwater facility design as proposed are:
  - Proposed stormwater facility embankment. Per PWDS 608.05.E.2, “Any embankment for a detention facility in excess of 4-feet must be designed by a professional Geotechnical Engineer licensed in the State of Oregon and approved by the City Engineer. The geotechnical engineer shall design, inspect, and certify the construction such that the facility and earth berms are safe for the intended use. Notes to the effect of the above shall be shown on the plans submitted for approval. The minimum top width of the berm shall be 15-feet, unless otherwise approved by the City Engineer.”
  - Proposed stormwater facility maintenance access. Per PWDS 608.05.D.2, “A vehicular access shall be provided to the bottom of the detention facility when the bottom width of the facility is 20-feet or greater or when the height of the facility interior wall exceeds 5-feet.” Access roads shall comply with PWDS 608.05.D.3.
  - Provide an approved emergency escape route. 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.
  - The downstream capacity of the existing conveyance system with the discharge from the proposed stormwater facility. Per PWDS Table 602.05.A, storm drainage collector mains within arterial streets shall be designed to convey the peak flows from a 50-year storm event. As such, offsite storm drainage improvements may be necessary to provide for an acceptable point of discharge, depending on the results of the downstream capacity analysis.
- **Stormwater Quality and Quantity** – Stormwater quality and quantity provisions will be required in accordance with PWDS 607 and 608. 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. All private utilities will need to be reviewed and approved by the Building Official.

- 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 shall be installed upstream of the stormwater facility per PWDS 607.03 requirements. See PWDS 607 for stormwater quality facility requirements.
- The preliminary stormwater report indicates that detention is currently being proposed for the development. As such, the 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 will also be required per PWDS 603.01.B. See PWDS 608 for stormwater quantity facility requirements.
- 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 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. Offsite storm drainage improvements may be necessary to provide for an acceptable point of discharge, depending on the results of the downstream capacity analysis.
- **Stormwater Operation and Maintenance Plan and Agreement** – Stormwater operation and maintenance of the 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.

- **Stormwater Master Plan** – It does not appear that there are any storm drainage system improvements identified in the Stormwater Master Plan that are applicable to this proposed 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 approved to be extended outside the public right-of-way.

### **Erosion and Sediment Control**

- **Erosion Control** – In accordance with PWDS 611.01, an erosion and sediment control plan shall be submitted for review prior to any site grading or earth disturbing activities. A 1200-C permit will need to be obtained by the applicant from DEQ for any site disturbance of one or more acres through clearing, grading, excavating, or stockpiling of fill material.

### **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.

### **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 Public Works Standards. Written documentation shall be provided to the City prior to final plan approval from a licensed Geotechnical Engineer indicating that the proposed retaining walls and site grading will not compromise the slope stability, or otherwise create hazardous conditions for the existing steep slopes that are located on and adjacent to the site.
  - b. Water system plans conforming to 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 DEQ, Public Works Standards, and meeting the requirements of the Building Official.
- d. A stormwater analysis and report conforming to Public Works Standards. 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 impact the overall building and parking lot configuration.
- 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. Offsite storm drainage improvements may be necessary to provide for an acceptable point of discharge, depending on the results of the downstream capacity analysis.
- 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. A 1200-C permit will need to be obtained by the Developer from DEQ for any site disturbance of one or more acres through clearing, grading, excavating, or stockpiling of fill material.

## Dan Fleishman

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**From:** Caleb Cox <ccox@kittelerson.com>  
**Sent:** Friday, April 8, 2022 12:21 PM  
**To:** Dan Fleishman  
**Cc:** Susan Wright  
**Subject:** RE: Request for Comments on Site Plan Review Application

Hi Dan,

Susie and I have reviewed the TIA and have a few comments:

- Page 11: Golf Lane Realignment – Please cite sources for the signal warrant analysis. Where are the criteria for a signal warrant documented?
- Volumes Figures – Figures 4, 5, & 6 should note the year on them. i.e. “Existing Conditions Year 2021”, “Background Conditions Year 2024”, or something to that effect.
- There are several references to the emergency access driveway that is no longer part of the design plans. Dan has already brought this up with Lancaster Mobley and it sounds like it will not impact the results of the study.
- Conclusion – in the paragraph about crash history, please note that while no significant trends or crash patterns were identified at the study intersections, the presence of a fatal pedestrian crash at the intersection of 3<sup>rd</sup>/Fern Ridge may warrant prioritizing improvements to the pedestrian crossing such as a high visibility crosswalk markings and a pedestrian activated signal consistent with recommendations in the City’s TSP.
- Appendix – There is not a table of contents for the appendices or labels for which sections are which. Please add to make it easier to find information.

Thanks,  
Caleb

Caleb Cox, PE  
Engineer

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

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**From:** Dan Fleishman <dfleishman@staytonoregon.gov>  
**Sent:** Friday, April 1, 2022 4:34 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>; brian.kelley@nwnatural.com; Caleb Cox <ccox@kittelerson.com>; Cooper.Whitman@pacificorp.com; Darrell Hammond (d5h@nwnatural.com) <d5h@nwnatural.com>; David Frisendahl <dfrisendahl@staytonoregon.gov>; Erik Hoefer <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 (jrasmsussen@co.marion.or.us) <jrasmsussen@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>; Nicole Willis <nicole.willis@pacificorp.com>; Phil Jones <PRJONES@co.marion.or.us>; Robert Lee <rlee@wavebroadband.com>; Salem Development Services <developmentservices@cityofsalem.net>; Susan

## **Dan Fleishman**

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**From:** John Rasmussen <JRasmussen@co.marion.or.us>  
**Sent:** Thursday, April 14, 2022 2:24 PM  
**To:** Dan Fleishman  
**Cc:** Lance Ludwick  
**Subject:** RFC 5-03/22; N Third St Apts

No exception taken to Westech Preliminary (Review Copy) Plans. A MCPW Eng permit(s) is required for work in Cascade Hwy R/W including closed system storm drain work, private walkway tie-in to public S/W, dry utility extensions, and incidental R/W encroachment during site grading operations.

### **John Rasmussen, PE**

Civil Engineer Associate  
Land Dev Eng & Permits  
Marion County Public Works  
503-588-5036

# BEFORE THE STAYTON PLANNING COMMISSION

In the matter of  
The application for  
Green Light-Home First, LLC

)  
) Site Plan Review  
) Modification of Subdivision Plat  
) File # 5-03/22  
)

## ORDER OF CONDITIONAL APPROVAL

### I. NATURE OF APPLICATIONS

The applicant is requesting site plan approval for the construction of a 72-unit multifamily development and modification of a previously approved subdivision to vacate a public utility easement.

### II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on April 25, 2022. At that hearing the Planning Commission reviewed Land Use File #5-03/22, application for site plan approval and minor modification, and it was made part of the record.

### III. FINDINGS OF FACT

#### A. GENERAL FACTS

1. The owner of the property is Girod Investment Group, LLC.
2. The applicant is the purchaser of the property and has provided a copy of the sales contract.
3. The property can be described as tax lot 2300, on Map 91W03DC and is Lot 7 of Santiam Station, recorded on July 26, 1999, as modified by a Property Line Adjustment survey recorded as County Survey 35459 in 2000, by a deed recorded in Marion County Deed Records in Reel 1708, Page 207 in 2000 and by a deed recorded in Marion County Deed Records in Reel 3907, Page 97 in 2017.
4. The property is zoned High Density Residential (HD).
5. The property is unaddressed.
6. The property has 553.85 feet of frontage on Cascade Highway and 303.59 feet of frontage on N Third Ave. The parcel is 4.14 acres in area.
7. The adjacent properties to the north are zoned Commercial Retail and developed with a retail establishment and zoned HD and developed with an assisted living center. The property to the west, across Cascade Highway is outside of the City Limits, is zoned Marion County Urban Transition and is a 19-acre parcel developed with a single family dwelling and pasture. The properties to the south are zoned Commercial Retail, and one is vacant, the other developed with a bank and retail store. The property to the east, across N Third Ave, is zoned HD and developed with independent living cottages associated with the assisted living center.

#### B. EXISTING CONDITIONS

The property is vacant.

## C. PROPOSAL

The application is to construct an apartment complex of 72 dwelling units in six buildings. The apartment buildings will be three stories in height and have 12 units in each building. There will be 18 1-bedroom units, 30 2-bedroom units, and 24 3-bedroom units. The application and site plan submitted indicate that a single 26-foot wide driveway onto N Third Ave will serve the development. The plan provides for 124 parking spaces. The plan shows a stormwater detention and treatment basin will be constructed at the near the existing detention pond on the property.

## 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. Notice was also provided to the Oregon Dept of State Lands on April 1, 2022 in accordance with ORS 227.350.

SCTC and the Stayton Police Department responded with no comment. Pacific Power responded with a comment that the applicant should contact the company early because of delays in construction. Northwest Natural Gas commented that they have gas lines in in a public utility easement along the east lot line. Marion county Public Works responded stating “no exception taken” to the proposed plans, but noted that county permit(s) will be required for any work in the Cascade Highway right of way. 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 April 5, 2002. 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; 17.20.080 – Special Street and Riparian Areas; 17.20.090 – Landscaping Requirements; 17.20.170 – Outdoor Lighting; 17.20.180 – Wetland Protection Areas; and 17.20.190 – Multi-family Residential Design Standards. In addition, the application must meet the requirements of Section 17.26.020 – Access Management Requirements and Standards.

Under Section 17.12.150.4, the scope of review for the modification of a previously approved plan is limited only to the modification request. Applications for modification are required to satisfy the approval criteria of the original development proposal (subdivision).

## 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 an existing 12-inch water main on the west side of N Third Ave along the entire frontage of the parcel. The applicant intends to connect with a 10-inch water service to provide both a fire protection service line and a 4-inch domestic service through the development. Two new fire hydrants are proposed within the development. Buildings are proposed to have internal fire suppression systems.

The City Engineer has commented any existing water wells on the property be located an abandoned per Water Resources Department and Oregon Health Authority requirements. If there are any water rights associated with the property, the City Engineer recommended they be transferred to the City. The City Engineer noted the need for a fire hydrant to be located within 250 feet of any building. The City Engineer has recommended a secondary fire access to the site and that 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. City Engineer noted that there are currently no sanitary sewer improvements identified in the Water Master Plan directly impacting this proposed development.

There is an existing 8-inch sewer main on the west side of N Third Ave that terminates approximately 60 feet south of the north property line of subject property. The applicant intends to construct a new manhole and install a replacement 8-inch sewer main to the next manhole to the north. The applicant intends to construct a combination of 6-inch and 8-inch sewer lines through the property that will serve the development.

The City Engineer has noted that all multifamily dwellings require a 6-inch lateral. The City Engineer has commented that a sanitary sewer monitoring manhole will be required per the PWDS to monitor the discharge from the development given the shallow groundwater depths, and the amount of sanitary sewer service piping needed to serve the private development and recommended that the private sanitary sewer system also be pressure tested. 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. City Engineer noted that there are currently no sanitary sewer improvements identified in the Sanitary Sewer Master Plan directly impacting this proposed development.

There is a stormdrain system on the west side of N Third Ave in front of a portion of the subject property. There is an existing pond that serves as a detention facility in the northwest corner of the property. The pond was created by widening the banks of Lucas Ditch and construction of a control structure within the Cascade Highway right of way. There is an existing 12-inch stormdrain system on the east side of Cascade Highway that discharges into the pond. The site plan shows a series of area drains and catch basins draining to a detention and water quality treatment facility. The detention and treatment facility will discharge to the stormdrain in Cascade Highway with flow rated controlled by a 1.5-inch orifice in flow control manhole. A preliminary stormwater report was prepared by William J Wells, P.E. The stormwater report concludes that the 2-year, 24-hour, the 10-year, 24-hour, the 25-year, 24-hour, the 50-year, 24-hour, and the 100-year, 24-hour storm events will be released at rates less than their respective pre-developed storms.

The City Engineer noted that based on the preliminary stormwater report, the proposed stormwater infiltration facility design does not conform to PWDS and revisions to the proposed stormwater facility design will be necessary in order to comply with PWDS that might affect the overall stormwater facility size, location, and other stormwater facility design parameters, impacting the overall building and parking lot configuration. The City Engineer's main concerns with the preliminary stormwater facility design as proposed are:

- Proposed stormwater facility embankment. Per PWDS 608.05.E.2, "Any embankment for a detention facility in excess of 4-feet must be designed by a professional Geotechnical Engineer licensed in the State of Oregon and approved by the City Engineer. The geotechnical engineer shall design, inspect, and certify the construction such that the facility and earth berms are safe for the intended use. Notes to the effect of the above shall be shown on the plans submitted for approval. The minimum top width of the berm shall be 15-feet, unless otherwise approved by the City Engineer."
- Proposed stormwater facility maintenance access. Per PWDS 608.05.D.2, "A vehicular access shall be provided to the bottom of the detention facility when the bottom width of the facility is 20-feet or greater or when the height of the facility interior wall exceeds 5-feet." Access roads shall comply with PWDS 608.05.D.3.
- Provide an approved emergency escape route. 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.
- The downstream capacity of the existing conveyance system with the discharge from the proposed stormwater facility. Per PWDS Table 602.05.A, storm drainage collector mains within arterial streets shall be designed to convey the peak flows from a 50-year storm event. As such, offsite storm drainage improvements may be necessary to provide for an acceptable point of discharge, depending on the results of the downstream capacity analysis.

The City Engineer has recommended that a final stormwater analysis, report and supporting documentation will be required in accordance with Public Works Design Standards and that a stormwater operation and maintenance plan and agreement will be required to ensure future operation and maintenance of the private stormwater quality and quantity facilities. The City Engineer noted that a 1200-C permit will be required from DEQ for any site disturbance of one or more acres.

- 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 Impact Analysis (TIA), prepared by Jennifer Danziger, PE. The TIA estimated traffic to be generated by the development and studied four nearby intersections. The TIA estimated that the development would generate 26 morning peak hour trips, 33 evening peak hour trips, and of 346 average weekday trips.

The four intersections studied were site driveway entrance on N Third Ave, Cascade Hwy and Golf Lane, Cascade Hwy and Whitney St, and the N Third Ave/Fern Ridge Rd intersection.

The Cascade Hwy/Golf Lane intersection is currently a stop controlled intersection with a fourth leg being the entrance to the Park and Ride Lot on the east side. East and west bound traffic is stop controlled. Cascade Hwy is uncontrolled. The TIA indicates this intersection currently operates at a Level of Service C in the AM peak hour and LOS D in the PM peak hour. The TIA projects that with background growth in traffic, without the proposed development, the intersection's LOS will remain LOS C and D. Post-development, the TIA projected that the LOS will remain unchanged.

The Cascade Hwy/Whitney intersection is currently a 3-legged signalized intersection with a protected southbound left turn lane. The TIA indicates this intersection currently operates at a Level of Service A in both the AM and PM peak hours. The TIA projects that with background growth in traffic, without the proposed development, the intersection's LOS will remain LOS A in the AM but decrease to B in the PM. Post-development, the TIA projected that the LOS will decrease to B in the AM and PM.

The driveway intersection will be one-way stop-controlled. Post-development, the TIA projected that this intersection will operate at LOS A in both the AM and PM.

The N Third Ave/Fern Ridge Rd intersection is currently a 4-legged intersection with a N Third Ave traffic controlled by stop signs. The TIA indicates this intersection currently operates at a Level of Service C in the AM peak hour and LOS B in the PM peak hour. The TIA projects that with background growth in traffic, without the proposed development, the intersection's LOS will remain LOS C in the AM but decrease to C in the PM. Post-development, the TIA projected that the LOS will decrease to C in the AM and PM.

The TIA noted the 2003 agreement regarding the relocation of the Golf Lane/Cascade Hwy intersection and determined that the volumes on Golf Lane will not be sufficient to meet traffic signal warrants and is projected to be operating acceptable per Marion County standards with the proposed development in place, therefore, not causing need for the future realignment.

The TIA concluded that all the study intersections meet City and County standards for volume to capacity ratio and Level of Service, queuing analysis, and left-turn warrants. The TIA noted that the left-turn analysis for northbound traffic on Golf Club Rd indicates that a turn lane could be installed, but is not required or appropriate.

Finally, the TIA recommended that installation of a high visibility crosswalk at the intersection of N Third Ave and Fern Ridge Rd.

Kittelson & Associates, the City's traffic engineering consultant, reviewed the TIA and requested additional documentation in the report. In addition, Kittelson noted that the TIA reference an emergency access driveway onto Cascade Highway that is not shown on the site plan. Specifically, Kittelson asked for clarification and additional documentation on the following issues:

- Citation of sources for the signal warrant analysis;
- Noting the years being illustrated in figures 4, 5, and 6;
- Noting the prioritization of pedestrian safety improvements at the N Third/Fern Ridge intersection;
- Adding a table of contents to the appendix.

The City Engineer noted the Transportation System Plan recommended the need for bicycle signage and striping on N Third Ave

- 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: N Third Ave is a fully improved residential local street maintained by the City. The street currently has 32 feet of pavement, within a variable width right of way. The pavement is striped for two travel lanes, with two parking lanes. There are 5-foot sidewalks on both sides of the street. The Public Works Design Standards (PWDS) for N Third Ave call for a 32-foot improvement with 5-foot sidewalks behind a 6.5-foot planter within a minimum right of way of 60 feet. The City Engineer noted that no improvements would be required with the exception of the removal and replacement of any existing substandard sidewalks.

Cascade Highway is a partially improved major arterial street maintained by Marion County. The street currently has 50 feet of pavement, within a 97-foot and 92-foot right of way. The pavement is striped for two travel lanes, a left turn lane, and two bicycle lanes. Along the subject property there is an 8-foot sidewalk, that meanders between the property line and near the curb. The Public Works Design Standards (PWDS) for Cascade call for a 48-foot improvement with 6-foot sidewalks behind a 6-foot planter within a minimum right of way of 100 feet. The City Engineer noted that no improvements would be required with the exception of the removal and replacement of any existing substandard sidewalks.

- 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: There are no open storage areas or outdoor storage yards as defined proposed.

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

Finding: As a residential use, there will be no noise, 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: See findings relative to 17.20.190 below.

- 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 and comply with the requirements in Sections 17.20.050 and 17.20.090.*

Finding: Section 17.20.050 regulates fences. No fences are proposed. 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 the owner will be responsible of ongoing maintenance and upkeep of the proposed improvements and facilities.

- 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 multifamily dwellings is 1.5 parking spaces per unit, plus one space for each four units, for a total of 1.75 spaces per unit.*

Finding: The site plan submitted provides for 124 parking spaces or 1.72 spaces per unit. However, Section 17.20.060.7g.4) allows a reduction of up to 5% in the number of parking spaces if the site has more than one and a half the minimum number of required bicycle parking spaces. See the finding regarding Section 17.20.060.9-A.1 below. The 2-space reduction from the minimum requirement is less than a 5% reduction.

*17.20.060.8.a HANDICAPPED/DISABLED PARKING. The minimum number of required ADA accessible parking spaces for a parking area of 124 spaces is 6. 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 6 ADA spaces. However, it is noted that only four of the six buildings have ADA accessible spaces adjacent to them.

*17.20.060.9-A.1 BICYCLE PARKING REQUIREMENTS. The minimum number of required bicycle parking spaces for multifamily dwellings is 1 parking space per 5 units.*

Finding: The site plan submitted provides for 3 bicycle rack locations with each rack capable of holding eight bicycles. The site plan provides for more than 150% of the required minimum bicycle parking.

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

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

Finding: See the findings regarding Section 17.20.190 below.

- 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 or concrete surfacing. The parking areas will be striped.

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

- 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*

Finding: The proposed driveway is 26 feet wide.

- 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 located more than 50 feet from any intersection. The parking area will be accessed from the shared driveway. The parking areas are 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 property to the south is in a commercial zoning district. One of the properties to the north is in a residential zoning district. There is an existing four-foot vinyl "picket" fence erected by the neighboring assisted living facility along most of the north property line. The landscape plan shows a row of shrubs to be planted along this property line with a minimum height of 4 feet.

- 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.

- b. *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.*

Finding: The landscape plan shows a 6-foot wide planting island with a tree for every 10 parking spaces in a row.

- 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.*

Finding: All rows of parking are divided by drive aisles. There is no need for divider medians.

- 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: All rows of parking spaces are terminated with an island with a minimum of one tree planted.

- 4) *At the sole discretion of the decision authority, the requirement for landscaped islands or medians may be met through the design of additional parking area landscaping if the configuration of the site makes the use of islands or medians impractical.*

Finding: No deviation has been requested.

- 5) *Approved Parking Area Trees. Tree species for parking area plantings shall be selected from a list of approved species maintained by the Director of Public Works. Other varieties may only be used with approval of the decision authority.*

Finding: The landscape plan indicates that trees designated for parking area landscape islands are Flame Ash and Green Mansions Variegated Zelkova, both of which are on the list of approved species maintained by the Public Works Department.

- 6) *Preservation of existing trees is encouraged in the off street parking area and the City Planner may allow these trees to be credited toward the required total number of trees.*

Finding: Any existing trees are not practical to retain and will all be removed.

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: All parking areas are connected to the dwelling units by concrete walkways.

### **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 Cascade Highway.*

Finding: The proposed buildings will be setback more than 50 feet from the Cascade Highway 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 HD zone is 20%.*

Finding: The total area of the parcel is 4.15 acres. A minimum of 36,110 square feet of landscaping is required. The site plan shows a landscaped area of 107,129 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 the existing street trees along N Third Ave will be retained. The application proposes that 8 street trees be planted along Cascade Highway, east of the existing sidewalk.

- 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 8 trees will be planted along the Cascade Highway frontage south of the existing pond. The average spacing between trees will be approximately 25 feet.

- 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 include any notes regarding trimming street trees 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: There are no hydrants or overhead power lines on the east side of Cascade Highway.

*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 not submitted. The applicant requested deferral of the irrigation plan.

*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 lawn. The landscape plan indicates shrub sizes will be a minimum of two feet. The landscape plan indicates that deciduous trees will be 1.5-inch caliper.

**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. Pole mounted lights around the parking area will be a 134W LED fixture on a 20-foot pole. Outdoor lighting fixtures on the buildings will include 73.2W LED wall packs. The illumination diagram indicates that the 0.5 foot candle illumination level will be away from the property line.

- 5. MULTI-FAMILY RESIDENTIAL LIGHTING STANDARDS. The following additional standards shall apply to all multi-family developments:*
  - a. Lighting of Parking Areas. Parking lot 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 lots shall be full cut-off fixtures.*

- 2) *Parking area lighting shall have a maximum mounting height of 15 feet, a minimum illumination level of 0.3 foot-candles, a maximum illumination level of 1.4 foot candles, a uniformity ratio of 4:1, and a minimum color rendering index of 65.*

Finding: Pole mounted lights around the parking area will be a 38W LED fixture on a 15-foot pole. The parking areas will also be illuminated from the wall packs on the front of the buildings,. The illumination diagram indicates that the illumination level will exceed 1.4 foot-candles in portions of the parking lot and have a uniformity ratio of 2.5:1.

- b. *Lighting of Pedestrian Walkways. Pedestrian walkways in a multi-family development shall meet the following standards.*
  - 1) *All lighting fixtures shall be full cut-off fixtures.*
  - 2) *If pedestrian walkways are adjacent to illuminated parking areas, public rights-of-way or common open space this standard shall be met without the need for additional lighting if the ambient lighting meets the illumination levels, uniformity ratio and minimum color rendering index specified in subsection 5.b.3*
  - 3) *Pedestrian walkways between parking areas and buildings or adjacent to dwellings and off-street multi-purpose pathways shall use bollard lights with a minimum illumination level of 0.3 foot-candles, a maximum illumination level of 1.2 foot-candles, a uniformity ratio of 4:1, and a minimum color rendering index of 65.*
  - 4) *The decision authority, in consultation with the Parks and Recreation Commission and the Public Works Director, may require off-street walk and bike trails built within or adjacent to a multifamily development in accordance with the Parks and Recreation Master Plan to be illuminated in accordance with the standards of Section 17.20.1705.b.3) above.*
  - 5) *Rustic trails built within or adjacent to a multifamily development in accordance with the Parks and Recreation Master Plan shall not be illuminated.*

Finding: Two walkways will be illuminated by bollard lights. The illumination diagram indicates that the illumination level will range between 0.3 foot-candles, and 2.0 foot-candles, with uniformity levels of 3.3:1 and 2.0:1. There are no trails proposed.

#### **Section 17.20.180 – Wetland Protection Areas**

The following are the applicable provisions from Section 17.20.180

4. *APPROVAL CRITERIA. The approving authority shall base its decision on the following criteria in addition to the required criteria for any other permit or approval that is being sought. Approvals shall be based on compliance with all of the following criteria:*
  - a. *The proposed project complies with the provisions of Sections 5 through 8 of this Section.*
  - b. *Except as otherwise allowed in Section 5, the proposed project will not result in excavation or filling of a wetland or reduction of wetland area on a parcel that has been identified as containing a wetland.*
  - c. *Except as otherwise allowed in Section 5, the proposed project will not result in development or filling of land within 75 feet of the boundary of wetland that has been identified only on the LWI map or by a determination, but not an approved delineation.*

Finding: The applicant submitted an approved wetland determination. No development activity is proposed within the delineated wetland protection area.

7. *CONSERVATION AND MAINTENANCE OF WETLAND PROTECTION AREAS. When approving applications for ... site plan review, or for development permits for properties containing a wetland protection area or portion thereof, the approving authority shall assure long term conservation and maintenance of the wetland protection area through one or more of the following methods:*

- c. The area shall be protected in perpetuity by a conservation easement recorded on deeds and plats prescribing the conditions and restrictions set forth in Sections 1 through 9, and any imposed by state or federal permits.*
- d. The area shall be protected in perpetuity through ownership and maintenance by a private nonprofit association through a conservation easement or through conditions, covenants, or restrictions (CC&Rs), prescribing the conditions and restrictions set forth in Sections 1 through 9 and any imposed by state or federal permits.*
- e. The area shall be transferred by deed to a willing public agency or private conservation organization with a recorded conservation easement prescribing the conditions and restrictions set forth in Sections 1 through 9 and any imposed by state or federal permits.*

*[Note: Other mechanisms for long-term protection and maintenance as deemed appropriate and acceptable by the City of Stayton attorney, that are clear and objective standards, could be added to this list. Such mechanisms shall be consistent with the purposes and requirements of this ordinance.]*

Finding: The applicant has proposed conservation of the wetland area only through the site plan review process with no development activity shown on the site plan.

#### **Section 17.20.190 – Multi-Family Residential Design Standards**

The following are the applicable provisions from Section 17.20.190

##### **2. SITE DESIGN.**

- a. Maximum Lot Coverage. Lot coverage shall not exceed 60% for multifamily developments. Lot coverage is calculated as the percentage of a lot or parcel covered by buildings or structures (as defined by the foundation plan area) and other structures with surfaces greater than 36 inches above the finished grade. It does not include paved surface-level development such as driveways, parking pads, and patios.*

Finding: The application indicates the lot coverage is 26,492 square feet or 15%.

- b. Height Step Down. To provide compatible scale and relationships between new multi-story attached residential structures and adjacent single-family dwellings, the multi-story building(s) 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 1 foot of height for every foot separating that portion of the multi-story building from the adjacent dwelling.*

Finding: There are no adjacent single family dwellings.

- c. Building Orientation Standards. All new attached residential structures shall have buildings that are oriented to the street. The following standards will apply:*

- 1) *All buildings shall comply with the setback standards of the zoning district where the development is located.*

Finding: The HD Zone requires a minimum front setback from the street right of way of 20 feet. As a double frontage lot, the front lot line is the line separating the lot from the street right of way from which vehicular access is gained, or N Third Ave. Buildings A and B will be set back at least 20 feet from the street right of way. The HD Zone requires a minimum side setback of 5 feet. The buildings will be setback a minimum of 10 feet from the side property lines. The HD Zone requires a minimum rear setback of 15 feet. Buildings C and D will be setback at least 15 feet from the Cascade Highway right of way.

- 2) *Except as provided in subsections 3 and 4, below, all attached residential structures shall have at least 1 primary building entrance (i.e. dwelling entrance, a tenant space entrance, a lobby entrance, or breezeway/courtyard entrance serving a cluster of units) facing an adjoining street, or if on a side elevation, not more than 20 feet from a front lot line.*

Finding: Off street parking is oriented internally to the site, with most buildings having entrances facing the parking area. The buildings that front on N Third Ave will have their first floor elevation as much as 20 feet lower than the elevation of N Third Ave. Building A has its entrances on the north and south elevations. With the north entrance facing the parking area. Building B has its entrances on the west and east elevations with the west entrance facing the parking area and the east entrance facing N Third Ave. Buildings E and F are in the interior of the lot. Building C has its entrances on the east and west elevations with the west entrance facing Cascade highway and the east entrance facing the parking area. Building D has its entrances on the north and south elevations.

- 5) *Off street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented, except that townhouses with garages that face a street may have 1 driveway access located between the street and primary building entrance for every 2 dwelling units following vehicle areas when the decision authority finds they will not adversely affect pedestrian safety and convenience.*

Finding: Parking spaces are not located between buildings and N Third Ave or Cascade Highway.

- 6) *Parking and maneuvering areas, driveways, active recreation areas, loading areas, and dumpsters shall not be located between attached residential structures and adjacent single family homes.*

Finding: There are no adjacent single family homes.

- 7) *When there is insufficient street frontage for building orientation in a development with multiple buildings to face the street, a primary entrance may be oriented to a common green, plaza or courtyard. When oriented this way, the primary entrance(s) and common green, plaza or courtyard shall be connected to the street by a pedestrian walkway meeting the standards of Section 17.26.020.5.*

Finding: The primary building entrances for each building except Building D faces a parking areas. There will be a 5-foot sidewalk, connecting each building to the parking areas and connecting the development to each street.

- 8) *Outdoor Service Areas.* Trash receptacles shall be oriented away from building entrances and set back at least 10 feet from any public right-of-way and adjacent residences. Outdoor service areas shall be screened with an evergreen hedge or solid fence of materials similar to the primary building of not less than 6 feet in height. If the outdoor service area includes trash receptacles, the receptacle must be accessible to trash pick-up trucks.

**Finding:** The site plan shows a single trash receptacle and adjacent storage building in the southerly portion of the site. The trash receptacle will be on three sides by a structure with the same exterior siding as the apartment buildings and metal gates on one side.

### 3. ARCHITECTURAL STANDARDS.

- a. *Building Length.* The continuous horizontal distance as measured from end wall to end wall of individual buildings shall not exceed 100 feet:

**Finding:** Four different building types are proposed. The floor plans submitted show that Building A is shown as having a total length of 92 feet, but the dimensions are not shown as stretching from end wall to end wall. Buildings B and C are shown as 79 feet. Building D is shown as having a total length of 95 feet, but the dimensions are not shown as stretching from end wall to end wall. Buildings E and F are shown as having a total length of 95 feet, but the dimensions are not shown as stretching from end wall to end wall.

- b. *Articulation.* All attached residential structures shall incorporate design features to break up large expanses of uninterrupted walls or roof planes. Along the vertical face of all building stories, such elements shall occur at a minimum interval of 30 feet and each floor shall contain at least 2 of the following elements.

- 1) *Recess (e.g. deck, patio, courtyard, entrance or similar feature) that has a minimum depth of 4 feet.*
- 2) *Extension (e.g. deck, patio, entrance, overhang, or similar feature) that projects a minimum of 2 feet and runs horizontally for a minimum length of 4 feet.*
- 3) *Dormers with peaked roofs and windows or offsets or breaks in roof elevation of 2 feet or greater in height.*

**Finding:** Each building includes recesses in the form of decks and entrances and gables or dormers.

- c. *Street-side facades.* All building elevations visible from a street right-of-way shall provide prominent defined entrances and a combination of architectural features as specified in Section 17.20.190.3.e below.

**Finding:** Buildings A, B, and F will have elevations visible from N Third Ave. The east side of Building A faces the street. The entrances on Building A are on the north and south elevations. Buildings B and F will have entrances facing the street. Buildings C and D will have elevations visible from Cascade Highway. Building C will have entrances facing the street. The west side of Building D faces the street. The entrances on Building D are on the north and south elevations. See the findings for Section 17.20.190.3.e below.

- d. *Exterior Stairways.* Stairways shall be incorporated into the building design. External stairways, when necessary, shall be recessed into the building, sided using the same siding materials as the building, or otherwise incorporated into the building architecture. Access

*balconies and/or outdoor corridors longer than 16 feet shall not be used. No more than 4 units shall access from a single balcony.*

**Finding:** Stairways are incorporated in the building design. Stairways are located within an interior area between units.

- e. Design Features. The minimum number of required design features for all building elevations visible from a street right of way is 8, as each building has 12 units. The following design features may be used to meet the requirements of this subsection. Features not included on the list may be used if approved by decision authority.*

- 1) Dormers*
- 2) Gables*
- 3) Entries recessed a minimum of 30 inches*
- 4) Covered porch entries or porticos*
- 5) Cupolas or towers*
- 6) Pillars or posts*
- 7) Eaves; a minimum 18 inches of projection*
- 8) Off-sets in building face or roof; a minimum 16 inches*
- 9) Window trim; minimum of 3 inches wide*
- 10) Bay windows*
- 11) Balconies*
- 12) Decorative patterns on exterior finish such as: shingles, wainscoting, ornamentation or similar features.*
- 13) Decorative cornice or pediments (for flat roofs)*

**Finding:** The east elevation of Building A includes eight design features: gables; recessed entries; eaves with a 2-foot overhang; 5/4 X 4 window trim; a post; off-sets of 24 inches; balconies; and decorative patterned exterior finish in the gable. The east elevation of Building B includes eight design features: dormer; recessed entry; eaves with a 2-foot overhang; a post; offsets in building face; 5/4 X 4 window trim; balconies; and decorative patterned exterior finish. The west elevation of Building C includes eight design features: dormer; recessed entry; eaves with a 2-foot overhang; a post; offsets in building face; 5/4 X 4 window trim; balconies; and decorative patterned exterior finish. The west elevation of Building D includes eight design features: gables, recessed entries; eaves with a 2-foot overhang; off-sets of 24 inches; 5/4 X 4 window trim; a post; balconies and decorative patterned exterior finish. The east elevation of Building F includes eight design features: dormer; recessed entry; eaves with 2-foot overhang; a post; offsets in building face; 5/4 X 4 window trim; balconies; and decorative patterned exterior finish.

- f. Building Materials. Plain concrete, corrugated metal, plywood, sheet press board, or textured plywood siding with vertical grooves shall not be used as exterior finish material*

**Finding:** Two types of siding will be used. The ground floor will be hardie cement lap siding with 7-inch exposure. The second and third floors will be a horizontally applied hardie cement lap siding with 4-inch exposure.

#### 4. OPEN SPACE.

- a. *Common Open Space. Of the landscaping required by Section 17.20.090, a minimum of 10% of the site area shall be designated and permanently reserved as common open space in all multi-family developments with more than 10 units, in accordance with the following criteria:*
- 1) *The site area is defined as the lot or parcel on which the development is to be located, after subtracting any required dedication of street right-of-way.*
  - 2) *Streets, driveways, and parking areas, including areas required to satisfy parking area landscape standards, shall not be applied towards the minimum useable open space requirement.*
  - 3) *In meeting the common open space standard, the multi-family development shall contain one or more of the following: outdoor recreation area, protection of sensitive lands, play fields, outdoor playgrounds, outdoor sports courts, swimming pools, walking paths, or similar open space amenities for residents.*
  - 4) *The common open space shall have a minimum average width of 15 feet and a minimum average length of 15 feet.*

Finding: The site plan notes indicate that 59% of the site will be landscaped open space. The wetland area will be protected by development. However, see the findings regarding Section 17.20.180.7 above.

- b. *Private Open Space. Private open space areas shall be required for dwelling units based on all of the following criteria:*
- 1) *All ground-floor housing units shall have front or rear patios or decks measuring at least 40 square feet.*
  - 2) *All upper-floor housing units shall have balconies or porches measuring at least 30 square feet.*

Finding: The architectural drawings show that ground-floor units will have a rear patio exceeding 40 square feet and that upper-floor units will have balconies exceeding 30 square feet.

5. *LIGHTING. All attached residential structures shall meet the standards of Section 17.20.170.*

Finding: See the findings relative to 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.

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

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

*accesses. Emergency access requirements shall be determined by the fire marshal and/or the Public Works Director or his/her designee. Each driveway/access shall meet the spacing standards defined in 17.26.020.3.h.*

Finding: The site plan proposes a single driveway. See the findings relative to Section 17.26.020.3.h below.

### 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. On a residential local street, Table 17.26.020.3.h applies a minimum spacing standard only on corner lots..*

Finding: The proposed driveway will be more than 100 feet from the nearest intersection.

### 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 residential zones between 12 feet and 24 feet in width. The proposed driveway is 26 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 28 feet from the curb, or one car in length.

- 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 300 feet along a street with a design speed of 30 mph.*

Finding: The TIA reports the sight distances at the driveway exceeds required sight distances.

#### **Modification of Recorded Subdivision Plat**

The applicant has requested the removal of a public utility easement. The approval criteria for a preliminary subdivision plan are found in Section 17.24.040.6. There are no approval criteria related to the location of public utility easements. The design standards for subdivisions are found in Section 17.24.050. There are no design standards pertaining to the location of public utility easements.

Finding: City staff reports that the City has no facilities located with the public utility easement. City staff reports that staff contacted the franchise utilities and none reported having facilities within the public utility easement. On February 2, 2022 the City Council adopted Resolution 1032 authorizing the Mayor to execute a replat of Lot 7 in Santiam Station vacating the public utility easement over the north portion of Lot 7.

#### **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, 17.20.080, 17.20.090, 17.20.170, 17.20.180, 17.20.190, and 17.26.020 except for the following:

1. 17.12.220.5.a. This section requires adequate utility systems and connections to properly serve the development in accordance with the City's master plans and Public Works Design Standards. The City Engineer noted the need for a sanitary sewer monitoring manhole at the property line to monitor discharge from the development. The City Engineer noted that the preliminary stormwater report did not meet the Public Works Design Standards. This section could be met if engineered utility plans are submitted with the application for Site Development Permit meeting the Public Works Design Standards or receiving design exceptions from the Public Works Director.
2. 17.12.220.5.b. This section requires provision has been made for safe and efficient internal traffic circulation and for safe access to the property from public streets. The applicant submitted Transportation Impact Analysis that the City's transportation planning consultant found need additional documentation and that referred to site design elements that were not included on the site plan. This section could be met if a revised TIA is submitted meeting the concerns of Kittelson and Associates, as expressed in the April 8 email from Caleb Cox.
3. 17.12.220.5.c. This section requires provision has been made for all necessary improvements to local streets, including dedication of additional right of way. The City Engineer has noted the Transportation System Plan recommends striping improvements to N Third Ave. This standard could be met by submission of a street improvement plan that includes striping to accommodate bicycles on N Third Ave.
4. 17.20.090.5.c. This section requires street trees to be trimmed to not impede sight distance or pedestrian or vehicular traffic. The landscape plan includes eight trees along the Cascade Highway frontage but does not include any notes regarding trimming the trees following their installation. This section could be met if the landscape plan was revised to include notes to assure that street trees are properly trimmed following planting.

5. 17.20.090.7. This section requires that newly planted landscaped areas have a permanent underground or drip irrigation system. An irrigation plan was not submitted with the landscape plan. This standard could be met if an irrigation plan meeting the requirements of Section 17.20.090.4 is submitted.
6. Section 17.20.170.5. This section establishes additional standards for outdoor lighting for multifamily developments, establishing criteria for parking lot and walkway illumination. The lighting plan and illumination diagram indicates that the illumination level in portions of the parking lot would exceed 1.4 foot-candles in portions of the parking area. In addition, the lighting plan and illumination diagram showed that lighting levels along the walkways will exceed the maximum permitted. However, the lighting designer has indicated that the standards in the Code are in conflict and cannot all be met. The Commission concludes that the revised lighting plan, dated April 14, 2022, meets the Code to greatest extent feasible.
7. Section 17.20.180.7. This section requires that development of a property containing a significant wetland assure the long-term conservation and maintenance of the wetland protection area. No assurance was provided. This section could be met if the applicant provides a conservation easement or proposes transfer of ownership of the wetland area to a public agency or private conservation organization.
8. Section 17.20.190.3.c. This section requires all building elevations visible from a street to provide a prominent defined entrance. Buildings A and D have elevations visible from a street without entrances. This standard could be met if the site plan or building plans were revised to provide a prominent defined entrance on the east façade of Building A and the west façade of Building D.
9. Section 17.26.020.4.a. This section requires the driveway to comply with the minimum and maximum width requirements of the Public Works Design Standards. The PWDS limits driveways in residential zones to a maximum of 24 feet. The proposed driveway is 26 feet in width. This standard could be met if the site plan is revised to provide a maximum driveway width of 24 feet, or a design exception is granted by the Public Works Director.

Based on the facts above, the Planning Commission concludes that the criteria for modification of the previously approved subdivision have been met.

## **V. ORDER**

Based on the conclusion above, the Planning Commission approves the application for modification of the previously approved plan for the Santiam Station subdivision to vacate the public utility easement on the north line of Lot 7 and approves the application for site plan approval, as shown on a 34-sheet set of plans entitled Drawings for: Stayton Apartments, prepared by Westech Engineering Inc, dated February, 2022, Building elevation and floor plans dated April 14, 2022, landscape plan dated April 14, 2022, and an illumination plan dated April 14, 2022, 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. The applicant shall submit to the Planning and Development Department a draft replat for Lot 7 of the Santiam Station subdivision, suitable for recording with Marion County. The replat shall reflect the current lot lines of Lot 7 as modified by the various deeds recorded in Marion County Deed Records since recording of the subdivision plat and show the current location of the N Third Ave right of way reflecting the deed of dedication recorded February 17, 2022 in Marion County Deed Records Reel 4595, Page 490.

2. Prior to the submittal of the application for any building permits, the applicant shall obtain a Site Development Permit from the Public Works Director.
3. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised site plan to the Planning and Development Director. The site plan shall be revised to reduce the driveway width to a maximum of 24 feet. Alternatively, the applicant may receive a design exception to the PWDS from the Public Works Director.
4. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised landscape plan to the Planning and Development Director. The revised landscape plan shall be revised to include notes regarding the trimming of street trees to assure they do not impede sight distance or pedestrian or vehicular traffic.
5. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit an irrigation plan meeting the submission requirements of Section 17.20.090.4 and the standards of Section 17.20.090.7 to the Planning and Development Director.
6. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised TIA meeting the concerns of Kittelson and Associates, as expressed in the April 8 email from Caleb Cox.
7. 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. If any work is planned within the right of way of Cascade Highway, including planting of street trees, plans shall also be submitted to Marion County Public Works, recognizing that Marion County is the Road Authority with jurisdiction over Cascade Highway.
  - a. Site and street improvement plans conforming to Public Works Standards. Written documentation shall be provided to the City prior to final plan approval from a licensed Geotechnical Engineer indicating that the proposed retaining walls and site grading will not compromise the slope stability, or otherwise create hazardous conditions for the existing steep slopes that are located on and adjacent to the site.
  - b. Water system plans conforming to Public Works Standards and meeting the requirements of the Building and Fire Code Official. The Developer shall provide written documentation that the Stayton Fire District has reviewed and approved all required private fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Stayton Fire District. 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. A sanitary sewer monitoring manhole will be required at the property line to monitor the discharge from the private development.
  - d. A final stormwater analysis, drainage report, plans and supporting documentation conforming to PWDS. 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 impact the overall building and parking lot configuration.

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.

- a. An erosion and sediment control plan for any site grading or earth disturbing activities, conforming to PWDS. A 1200-C permit will need to be obtained by the Developer from DEQ for any site disturbance of one or more acres through clearing, grading, excavating, or stockpiling of fill material.
8. With the submission of an application for a building permit the applicant shall provide adequate detail to indicate the architectural standards of Section 17.20.190.3c are met or obtain a variance through a separate land use proceeding.

## **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.

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Ralph Lewis,  
Planning Commission Chairperson

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Date

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Dan Fleishman,  
Director of Planning and Development

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Date

DRAFT

## 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 (Mill Creek Sewer Interceptor, etc.) as applicable, will be applied to the project at the time of issuance of a building permit.





# City of Stayton

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## MEMORANDUM

**TO:** Chairperson Ralph Lewis and Planning Commission Members  
**FROM:** Dan Fleishman, Director of Planning and Development  
**DATE:** April 25, 2022  
**SUBJECT:** Code Interpretation

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### ISSUE

The issue before the Planning Commission is a request from staff for an interpretation of the Land Use and Development Code.

### BACKGROUND

Section 17.04.040.2 gives the Planning Commission the authority to provide interpretations of the Code when the intent or meaning is not clear. This section reads:

#### **17.04.040 INTERPRETATIONS**

1. In the interpretation and application of this code, all provisions shall be:
  - a. Considered as minimum requirements.
  - b. Liberally construed in favor of the governing body.
  - c. Deemed neither to limit nor to repeal any other powers granted under state statutes.
2. When, in the administration of the provisions of this code, there is substantial doubt regarding the intent or meaning of the code, the City Planner may request an interpretation of the provisions by the Planning Commission, which shall issue an interpretation of the question if the Commission has determined that such interpretation is within its power and is an administrative and not a legislative act. Any interpretation of the code shall be based on the following considerations:
  - a. The purpose and intent of the code as expressed within the particular section being questioned.
  - b. Guidance provided by the City's Comprehensive Plan and related materials.
  - c. The opinion of the City Attorney when requested by the Planning Commission.

### ANALYSIS

A question has arisen as to what constitutes a “dwelling as part of a live-work unit” as compared to a single family dwelling. In the Downtown zoning districts, single family detached dwellings are not permitted. However, a dwelling as part of a live-work unit is a permitted use. The question is in the context of business activity permitted in a dwelling in the residential zones, what constitutes business activity necessary for a use to be considered live-work unit.

The Code defines a live-work unit as

# City of Stayton

**LIVE-WORK UNIT:** a structure or portion of a structure:

1. That combines a commercial or manufacturing activity allowed in the zone with a residential living space for the owner of the commercial or manufacturing business, or the owner's employee, and that person's household; and
2. Where the resident owner or employee of the business is responsible for the commercial or manufacturing activity performed.

The issue has arisen because there have been two properties in the Downtown Residential Mixed Use zone on the market. One property had been the office of a chiropractor and the other a screen printing shop. Both buildings were originally constructed as dwellings prior to zoning, though for many years were used solely for commercial purposes. Perspective purchasers of each property have been interested in using them only for residential use or primarily as a residence with limited business activity. The DRMU zone does not permit a single family detached dwelling, so buyers have been told that the property has to have business use.

One perspective purchaser informed staff that they own a business that operates elsewhere, but that he would have an office in the house where he did paperwork. Employees would not be coming to the house; customers would not be coming to the house, company vehicles would not be present on site, and no product or materials would be made or stored at the house. Staff's interpretation was that anyone in a home in a residential zone can "bring work home" and have a home office. Therefore, this would not constitute business use enough to be considered a live-work unit.

Other interested buyers would have an internet-based in businesses in which product would be produced in the home and shipped from the site.

One of the building owners has questioned staff's decisions and oral advice to perspective purchasers, and while not wanting to appeal staff's decision, requested that the Planning Commission provide their interpretation. She has prepared the attached "exercise" to frame the conversation, providing a number of different scenarios that might be faced.

## **REQUEST**

The staff requesting guidance from the Planning Commission as to the extent commercial activity must be present in order to classify a use as a live-work unit rather than a single family dwelling. Some questions that might be relevant to the discussion include:

- Does the business use have to be the principal location of the business?
- If the business has employees, do employees have to be present at the location?
- If the business is retail/service does the place of business need to be open to the public?
- If the only business activity taking place would be permitted in a residential zone, (i.e., qualifies as a home occupation or is incidental business use of a part of the dwelling) does that constitute a commercial activity.

## Live-Work Exercise

In the DRMU zone, there is a vacant building that has a kitchen, two-bedroom size rooms, a bathroom, large room with two entry doors from outside, a back porch, a large wrap around front porch and an unfinished concrete floor basement. It is for sale and will need a change of use from manufacturing/retail, to become a live/work use. People who are interested in purchasing the structure, call the City Staff to ask if their work arrangement would be an acceptable change of use. The person who purchases this building will resident and will work in the building.

Use 17.16 Zoning Tables and notes Page 16-10 to 16-18

17.04 has the following definitions that might be useful:

**DAY CARE FACILITY:** Any facility other than a family child care center that provides day care to children. This term applies to the total day care operation. It includes the physical setting, equipment, staff, provider, program, and care of children. See ORS 657A for certification requirements.

**DWELLING UNIT:** Any building, or any portion thereof, that contains 1 or more habitable rooms which are occupied or intended to be occupied by 1 family with facilities for living, sleeping, sanitation, cooking, and eating.

**FAMILY CHILD CARE CENTER:** Facilities that provide care and supervision for not more than 12 children in the operator's home. See ORS 657A for certification requirements.

**HOME OCCUPATION:** A commercial activity carried on by the resident of a dwelling as a secondary use. This definition may include such occupations or practices which shall be conveniently, unobtrusively, and inoffensively pursued exclusively within a dwelling and/or exclusively within an accessory building.

**LIVE-WORK UNIT:** a structure or portion of a structure:

1. That combines a commercial or manufacturing activity allowed in the zone with a residential living space for the owner of the commercial or manufacturing business, or the owner's employee, and that person's household; and
2. Where the resident owner or employee of the business is responsible for the commercial or manufacturing activity performed. (Added Ord. 998, August 31, 2016)

**Point to Ponder 1:** If a type of business is permitted in the DRMU, is it therefore permitted to be the work part of a live-work unit? (turn the page when you have answered this as a group)

After reviewing the code, please read the following scenarios. Circle an answer to the question:  
***Is this an acceptable change of use to a live/work building?***

**Scenario 1:** The resident will use one of the bedrooms as a place to make Etsy products, store them in the basement and sell them online.

YES                      NO

Would this be allowed in a commercial only building

**Scenario 2:** The resident will use of one of the bedrooms to tie fishing flies and sell them online.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 3:** The resident will use of a bedroom as an office for business administration. The public will not come into the building. This is a secondary office; main office is in Seattle.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 4:** The resident will use the kitchen to make soap, store it in the basement and sell at the farmers market in downtown Stayton.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 5:** The resident will use of the basement to store a Multi-Level Marketing products (i.e. Avon, Tupperware, Amway, Xyngular,) and have home parties for clients, and manage down-tier sellers.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 6:** The resident will use the office for a home occupation.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 7:** The resident will use the second bedroom as an Air-BNB and no one else will reside in the bedroom during vacancies.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 8:** The resident will reside in the house and put a food truck on the cement pad at the property line.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 9:** The resident will reside in the house and have a bike rental station on the cement pad. Bike rentals are controlled by a phone app. Business administration will performed online as well.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 10:** The resident is a licensed massage therapist and will use the second bedroom as a massage therapy room.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 11:** The resident is a home health care nurse and goes to other people's houses to work, but will do business administration here.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 12:** A young family with one child, will be certified to take care of two small children in the home for pay.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 13:** The resident will use the bedroom for an office for accounting on Mon., Wed., and Fri.; the main office is in Stayton.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 14:** The resident will use the bedroom for satanical rituals and invite anyone and everyone to participate in worship services on all Friday the 13<sup>th</sup> days and Halloween.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_

**Scenario 15:** The resident is an uber driver and will park their car on the cement pad and use the bedroom as an office for business administration.

YES                      NO                      NEED MORE INFORMATION \_\_\_\_\_