

# STAYTON PLANNING COMMISSION

## AGENDA

7:00 pm

Monday, July 31, 2023

### **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 be "attended" virtually. If you would like to virtually participate in the meeting, please contact the Planning and Development Department at [wcudd@staytonoregon.gov](mailto:wcudd@staytonoregon.gov) to receive an invitation to the online meeting.

1. **CALL TO ORDER** **Chair Lewis**
2. **INTRODUCTION OF INTERIM PLANNING DIRECTOR**
3. **MEETING MINUTES – April 24, 2023**
4. **LAND USE FILE #5-06/23 –PUBLIC HEARING -- Application to Vacate an Alley, Dark Horse Enterprises LLC**
  - 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
  - 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 Decision
5. **LAND USE FILE #6-06/23 –PUBLIC HEARING -- Application for Site Plan Review, Lunski Properties, LLC, 1319 W Washington 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
  - 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 Decision
6. **LAND USE FILE #4-05/23 –PUBLIC HEARING -- Application for Partitioning, George Hale, 930 W Washington 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
  - 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 Decision
7. **OTHER BUSINESS**
8. **ADJOURN**

**DATE OF NEXT MEETING: Monday, August 28, 2023**

**STAYTON PLANNING COMMISSION  
MEETING MINUTES**

**Monday, April 24, 2023**

**COMMISSIONERS:** Ralph Lewis  
Dixie Ellard -Absent  
Larry McKinley  
Richard Lewis  
Amy Watts -Via Zoom

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

**OTHERS PRESENT:** Applicant; Jason Jenniches, 1160 Highland Dr, Stayton  
James Jenniches, 1160 Highland Dr, Stayton; 5 other residents

1. **CALL TO ORDER:** Chair Lewis called the meeting to order at 7:01 pm
2. **APPROVAL OF MINUTES:** McKinley moved, and Richard Lewis seconded to approve the minutes from March 2023, as presented. Passed 4:0.
3. **LAND USE FILE #3-02/23 – PUBLIC HEARING Application for Comprehensive Plan amendment and Official Zoning Map amendment, Jason Jenniches, 320 W Washington St**
  - a. **Commencement of Public Hearing-** Chair Lewis read the opening statement and opened the hearing at 7:0 pm. No objections were made by the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.
  - b. **Staff Introduction-** 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 320 W Washington St.
  - c. **Applicant Presentation-** Applicant wants to purchase the property and continue his upholstery business.
  - d. **Staff Report-** The application requests the Comprehensive Plan Map designation be changed from Residential to Commercial land and the Zoning changed from Medium Density Residential to Commercial General.
  - e. **Questions from the Commission-** Richard Lewis asked what prompted the original zone change. Fleishman answered the question.
  - f. **Proponents Testimony-**
  - g. **Opponents Testimony-** None
  - h. **Governmental Agencies-** None
  - i. **General Testimony-** None
  - j. **Questions from the Public-** None
  - k. **Questions from the Commission-** None
  - l. **Applicant Summary-** Nothing more to add
  - m. **Staff Summary-** Nothing more to add

- n. **Close of Hearing-** Lewis closed the hearing at 7:40 pm.
- o. **Commission Deliberation-**
- p. **Commission Decision-** McKinley moved and Richard Lewis seconded to recommend approval of the application of Jason Jenniches (Land Use File #3-02/23) and adopt the draft order presented by staff.

4. **OTHER BUSINESS** – None

5. **ADJOURN-** Chair Lewis adjourned the meeting at 7:45 pm.

DRAFT



# City of Stayton

*Department of Planning and Development*

362 N. Third Avenue • Stayton, OR 97383  
Phone: (503) 769-2998 • Fax (503) 769-2134

[jjacks@mwwcog.org](mailto:jjacks@mwwcog.org)

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

## MEMORANDUM

**TO:** Chairperson Ralph Lewis and Planning Commission Members  
**FROM:** Jim Jacks, Interim Planning and Development Director  
**DATE:** July 31, 2021  
**SUBJECT:** Application to Vacate an Alley

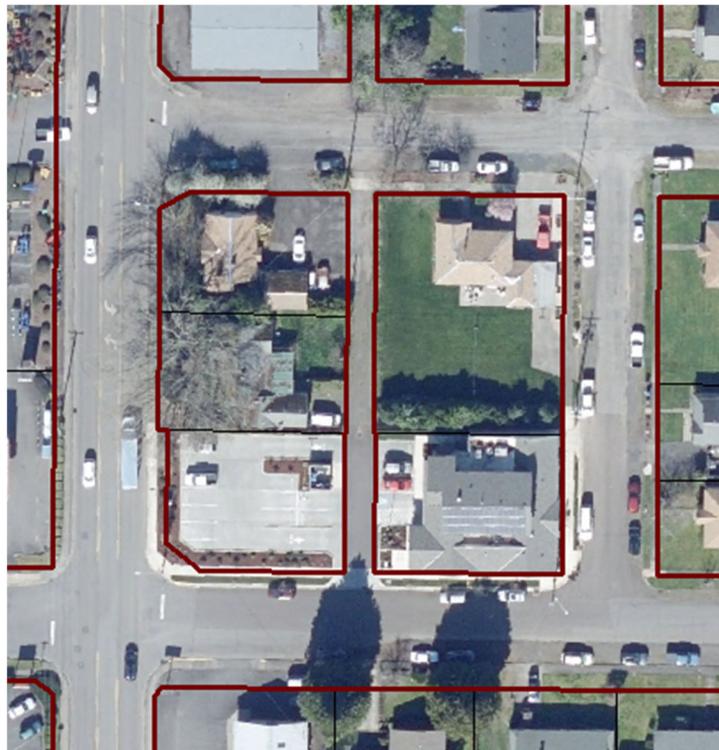
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### ISSUE

The issue before the Planning Commission is a public hearing on an application to vacate the alley between N First Ave and N Second Ave, running from E Hollister St to E Pine St.

### BACKGROUND

The alley requested to be vacated is shown below, in a March 2020 aerial photo:



Note that since the photo was taken some of the buildings on the north side of the block have been demolished.

### 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.

# City of Stayton

Attached is an application from Dark Horse Enterprises LLC requesting the City vacate the alley between N First Ave and N Second Ave, running from E Hollister St north to E Pine St. The alley was dedicated to the public in 1940 as part of Pines Addition subdivision. The alley was originally 15 feet wide. The southern portion of the alley was widened to 16 feet in 2016 when the current veterinary clinic was constructed.

State law requires the application include the signatures of the owners of property adjacent to the alley proposed for vacation and the signatures of owners of two thirds of the “affected land.” The statute defines the affected land as property that is 200 feet either side of the right of way to be vacated and within 400 feet of each end of the right of way to be vacated. This application includes the required signatures.

Vacation of rights of way is not included in Chapter 17.12 of the Land Use and Development Code; therefore there are no criteria in the Code that the Planning Commission must determine are met. The role of the Planning Commission in this case is advisory to the City Council. ORS 271.120 provides that the City Council may grant the request for vacation “if they find the public interest will [not] be prejudiced.”

There is a catch basin and storm drain line in the alley, installed by the applicant in 2016. There are no City water or sewer facilities in the alley.

SCTC reports their facilities in the alley were used to feed the original addresses. If the parcels are not going to be combined into one lot, they would like an easement to serve the lots. Northwest Natural Gas has indicated they are not affected by the proposal.

The alley is currently drivable through its entire length and the southern portion, adjacent to the veterinary clinic, is paved.

The Public Works Department, through the City Engineer has commented that with vacation of the alley, the storm drain facilities in the alley will need to be maintained by the applicant.

The staff recommendation is for the Planning Commission to recommend that the City Council vacate the alley with the provision that it be clear that the applicant will be responsible for maintenance of the storm drain facilities.

## **RECOMMENDATION**

The staff recommendation for approval with conditions 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 and Development Department recommends the first option.

### **1. Recommend to the City Council that the alley be vacated, adopting the draft order as presented.**

I move the Stayton Planning Commission recommend to the Stayton City Council that the alley between N First Ave and N Second Ave, running from E Hollister St to E Pine St be vacated and adopt the draft order presented by Staff.

# City of Stayton

**2. Recommend to the City Council that the alley be vacated, adopting modifications to the draft order.**

I move the Stayton Planning Commission recommend to the Stayton City Council that the alley between N First Ave and N Second Ave, running from E Hollister St to E Pine St be vacated and adopt the draft order with the following changes...

**3. Recommend to the City Council that the alley not be vacated, directing staff to modify the draft order.**

I move the Stayton Planning Commission recommend to the Stayton City Council that the alley between N First Ave and N Second Ave, running from E Hollister St to E Pine St not be vacated and direct staff to and bring a revised draft order for Planning Commission approval at the August 28, 2023 meeting.

**4. Continue the hearing until August 28, 2023.**

I move the Stayton Planning Commission continue the public hearing on the application to vacate the alley between N First Ave and N Second Ave, running from E Hollister St to E Pine St until August 28, 2023.

**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 application to vacate the alley between N First Ave and N Second Ave, running from E Hollister St but maintain the record open to submissions by the applicant until August 14, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on August 28, 2023.









## Dan Fleishman

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**From:** John Ashley, P.E. <jashley@ashleyengr.com>  
**Sent:** Friday, July 14, 2023 3:06 PM  
**To:** Lance Ludwick; Dan Fleishman  
**Subject:** RE: Request for Comments on petition to vacate an alley

**CAUTION:** This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

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Dan,

Regarding the storm drainage catch basin and storm drain pipe in the alley to E. Hollister Street, I do not have any comments on those other than if the City does approve vacation of the alley, I suggest that the applicant assume all responsibility for the existing stormwater facilities within the former alley, including operation and maintenance responsibilities for those existing stormwater facilities.

**John Ashley, P.E.**

*Civil Engineer*

Ashley Engineering Design, P.C.

Office: 503-864-9404

Cell: 971-241-3861

[www.ashleyengr.com](http://www.ashleyengr.com)

---

**From:** Lance Ludwick <ludwick@staytonoregon.gov>  
**Sent:** Friday, July 14, 2023 12:05 PM  
**To:** John Ashley, P.E. <jashley@ashleyengr.com>  
**Subject:** RE: Request for Comments on petition to vacate an alley

I do agree John. Dan needs to highlight that in his Staff Report, but I agree.

Regards,

**Lance S. Ludwick P.E.**

Director of Public Works

City of Stayton

311 N. Third Avenue

Stayton, Oregon 97383

503-769-2919

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**From:** John Ashley, P.E. <jashley@ashleyengr.com>  
**Sent:** Friday, July 14, 2023 11:57 AM

# BEFORE THE STAYTON PLANNING COMMISSION

In the matter of

) Application for Vacation  
) of the alley between  
) N First Ave and N Second Ave  
) between E Hollister St  
) and E Pine St

## RECOMMENDATION OF APPROVAL

### I. NATURE OF PROCEEDINGS

The proceedings are for a request to vacate the alley between N First Ave and N Second Ave, running between E Hollister St and E Pine St. A petition requesting the City vacate the right of way was submitted by Dark Horse Enterprises LLC.

### II. PUBLIC HEARING

A public hearing was held on the proposal before the Stayton Planning Commission on July 31, 2023. At that hearing the Planning Commission reviewed Land Use File #5-06/23 to vacate the alley and made it part of the record. At the public hearing there was testimony from the applicant. The Planning Commission has considered the testimony and reached the findings and conclusions below.

### III. FINDINGS OF FACT

1. Dark Horse Enterprises LLC is the owner of all five tax parcels that comprise the block bounded by N First Ave, E Hollister St, N Second Ave, and E Pine St. The LLC has submitted a petition requesting the City vacate the alley running north-south through this block. The applicant has indicated the reason for the petition is to allow for potential construction related to Stayton Veterinary Hospital, which is located at 181 E Hollister St.
2. The petition was accompanied by the signatures of the owners of more than two-thirds of the property “affected” by the proposed vacation. ORS 271.080 defines the property affected by the proposed vacation as the land lying on either side of the portion of the street proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated.
3. The alley proposed to be vacated is developed. The southerly portion of the alley, adjacent to 1308 N First Ave and 181 E Hollister St is paved. The northerly portion of the alley is gravel-surfaced.
4. A portion of the City’s storm drain system, with a catch basin and 10-inch storm drain line, is located within the alley.
5. SCTC has reported that facilities in the alley were used to feed the original addresses. If all lots are going to be adjusted into one, SCTC reports that they have no objection with the alley being vacated. If not, SCTC has stated it will need the owners to provide easements for SCTC or provide a new buried path to SCTC facilities for each lot. NW Natural Gas reported they are not affected by the proposal. None of the other franchise utilities replied to the request for comments.

6. The Public Works Department, through the City Engineer, has submitted comments stating that if the alley is vacated, the applicant will assume responsibility for maintenance of the stormwater facilities in the former alley.

**IV. PUBLIC COMMENTS**

Property owners within 300 feet of the alley were notified of the hearing. The Planning Department received no written comments prior to the public hearing.

**V. ORDER**

Based on the findings of fact, the Planning Commission voted on July 31, 2023 to recommend to the City Council that the alley be vacated.

\_\_\_\_\_  
Ralph Lewis, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Jacks, Interim Planning Director

\_\_\_\_\_  
Date

DRAFT



# City of Stayton

*Department of Planning and Development*

362 N. Third Avenue • Stayton, OR 97383

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

dfeishman@staytonoregon.gov www.staytonoregon.gov

## MEMORANDUM

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

**FROM:** Jim Jacks, Interim Director of Planning and Development

**DATE:** July 31, 2023

**SUBJECT:** Site Plan Approval, Lunski Properties, LLC, Santiam Ice Company,  
1319 W Washington St

**120 DAYS ENDS:** October 27, 2023

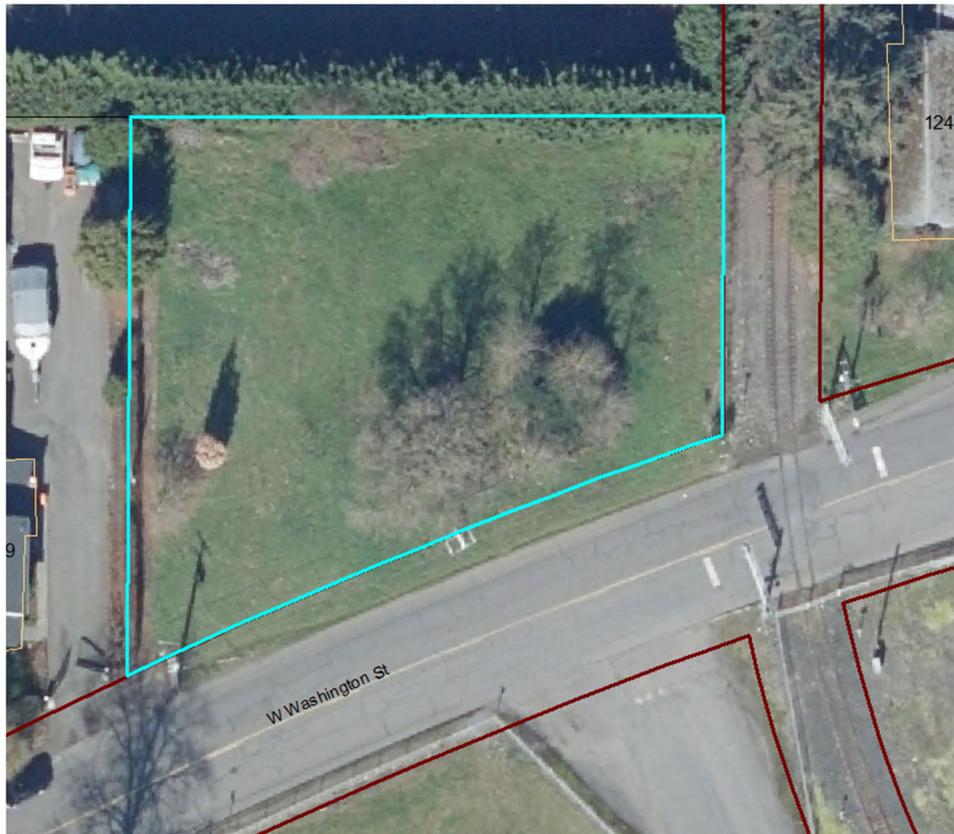
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### ISSUE

The issue before the Planning Commission is a public hearing on an application for site plan approval for the construction of a cold storage warehouse and an office/storage building.

### BACKGROUND

The property is located on the north side of W Washington St, adjacent to the railroad right of way. The property is Parcel 2 of Partition Plat 1998-004. The plan is to construct a 2-story 1,200 square foot office building and a 2,000 square foot building to store ice products for distribution. Parking and landscaping will be provided. A March, 2020 aerial photo of the property is below:



## 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 Project Delivery Group. The application consists of the application form and narrative, a site plan, architectural drawings, a landscape plan, a transportation assessment letter, and a preliminary stormwater management report. The complete application submission has been posted on the City's website, but has not been included in the Planning Commission Packet. Included in the packet are:

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

Also included in the packet is the review memo from the City Engineer.

The staff concerns about the application have been addressed by suggested conditions of approval regarding revisions in the landscape plan, showing bicycle parking, showing an outdoor service area (trash dumpster), and a Site Development Permit will only be issued where the expected sewage generation as modeled by the City shows the downstream capacity is sufficient to accommodate the sewage.

## RECOMMENDATION

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

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

## OPTIONS AND SUGGESTED MOTIONS

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

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

I move the Stayton Planning Commission approve the application of Lunski Properties, LLC (Land Use File #6-06/23) 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 Lunski Properties, LLC (Land Use File #6-06/23) 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 Lunski Properties, LLC (Land Use File #6-06/23) 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 August 28, 2023 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 Lunski Properties, LLC (Land Use File #6-06/23) 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 August 28, 2023 meeting.

**5. Continue the hearing until August 28, 2023.**

I move the Stayton Planning Commission continue the public hearing on the application of Lunski Properties, LLC (Land Use File #6-06/23) until August 28, 2023.

**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 Lunski Properties, LLC (Land Use File #6-06/23) but maintain the record open to submissions by the applicant until August 14, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on August 28, 2023.

**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 Lunski Properties, LLC (Land Use File #6-06/23) August 28, 2023.



CITY OF STAYTON
APPLICATION FOR SITE PLAN REVIEW

PROPERTY OWNER: LUNSKI PROPERTIES LLC

Address: 17823 S NESTLE LANE

City/State/Zip: OREGON CITY, OR 97045

Phone: (503) 969 4059 Email:

APPLICANT: SCOTT LUNSKI, SANTIAM ICE COMPANY

Address: 192 N SANTIAM HIGHWAY SE

City/State/Zip: IDANHA, OR 97350

Phone: (503) 969 4059 Email: SCOTT@SANTIAMICE.COM

APPLICANT'S REPRESENTATIVE: KEITH WHISENHUNT

Address: 7938 CROSBY ROAD NE

City/State/Zip: WOODBURN, OR 97071

Phone: (503) 364 4004 Email: KEITHW@PDGNW.COM

CONSULTANTS: Please list below planning and engineering consultants.

Table with 2 columns: PLANNING and ENGINEERING. Rows include Name, Address, City/State/Zip, Phone, and 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: 1319 W Washington Street

Assessor's Tax Lot Number and Tax Map Number: 091W09DA01103

Closest Intersecting Streets: Miller Drive

ZONE MAP DESIGNATION: Light Industrial (IL)

SIGNATURE OF APPLICANT: [Handwritten Signature]

DO NOT WRITE BELOW THIS LINE

Application received by: DAF Date: 6/15/23 Fee Paid: \$1,450 Receipt No. 10.00339.6

Land Use File# 6-06/23



**SANTIAM ICE COMPANY  
OFFICE AND STORAGE FACILITY  
STAYTON, OR**

**Site Plan Review  
Application**

*For*

**1319 W Washington St.**

**Stayton, Oregon**

PREPARED BY:

PROJECT DELIVERY GROUP, LLC  
7938 CROSBY ROAD NE  
WOODBURN, OR 97071

*Submitted – June 14, 2023*

## PROJECT INFORMATION

- **Purpose of Application:**

The Applicant is requesting approval for a Design Review application for a proposed ice storage and office facility on property described below.

- **Subject of Application**

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

- **Zoning:**

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

- **Property Owner:**

LUNSKI PROPERTIES LLC -17823 S Nestle Lane, Oregon City, OR, 97045

- **Applicant:**

Scott Lunski – Santiam Ice Co. – 192 N Santiam Highway SE, Idanha, OR 97350

Contact Information: Scott@SantiamIce.com 503-969-4059

- **Applicant's Authorized Representatives:**

Project Delivery Group, LLC – 7938 Crosby Street NE ▪ Woodburn, OR 97071

- Contact: Keith Whisenhunt, PE, PLS ▪ (503) 364-4004 ▪ [keithw@pdgnw.com](mailto:keithw@pdgnw.com)

## SITE PLAN REVIEW APPLICATION AND CHECKLIST & AUTHORIZATION

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**BACKGROUND & REQUEST:**

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



Figure 1: Aerial Tax Map

As shown on the following zoning map, the property is currently zoned IC – Industrial Commercial in the City of Stayton (see Figure #2). The property is the site of proposed office and storage buildings for Santiam Ice Company, a company that produces and distributes ice in the Willamette Valley. The property is within the boundaries of the Santiam Water Control District and Stayton Rural Fire Protection District.

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

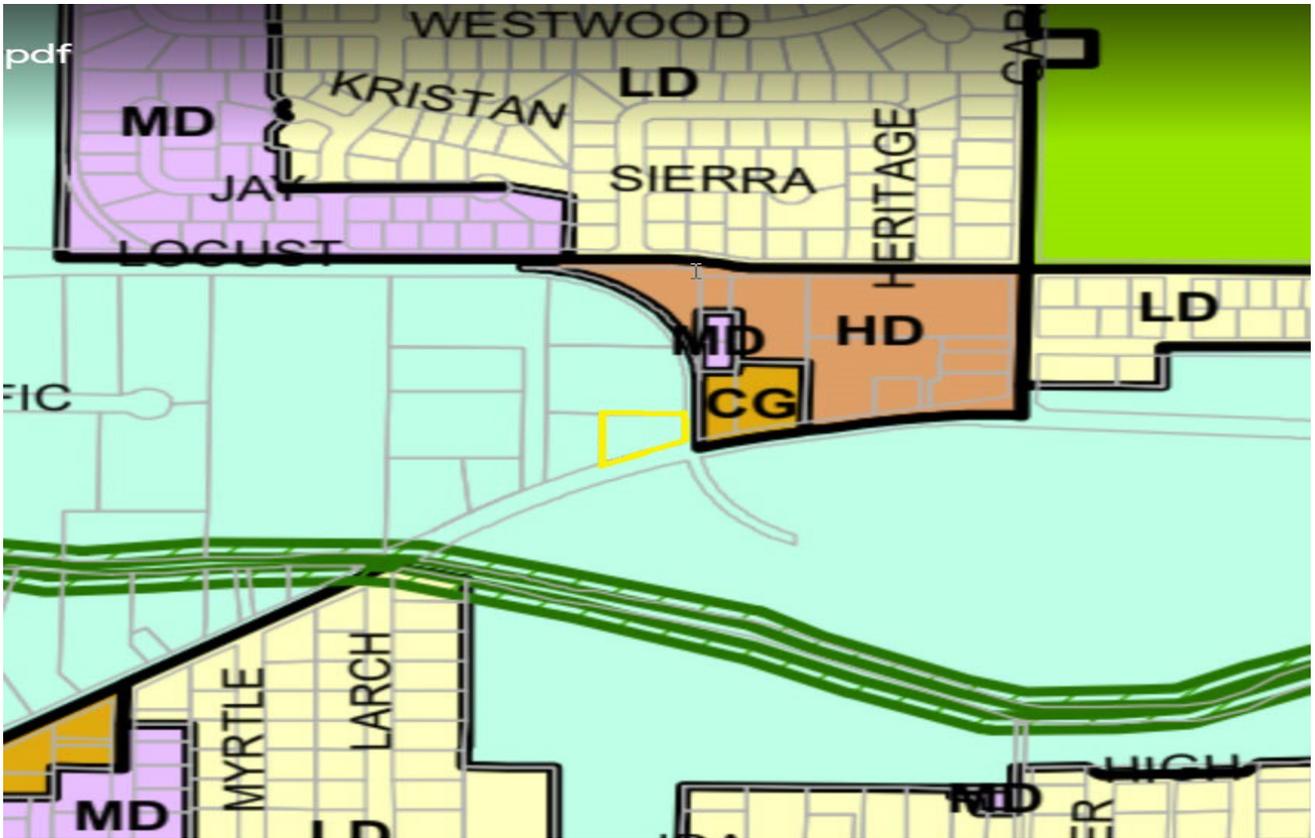


Figure 2: City of Stayton Zoning Map

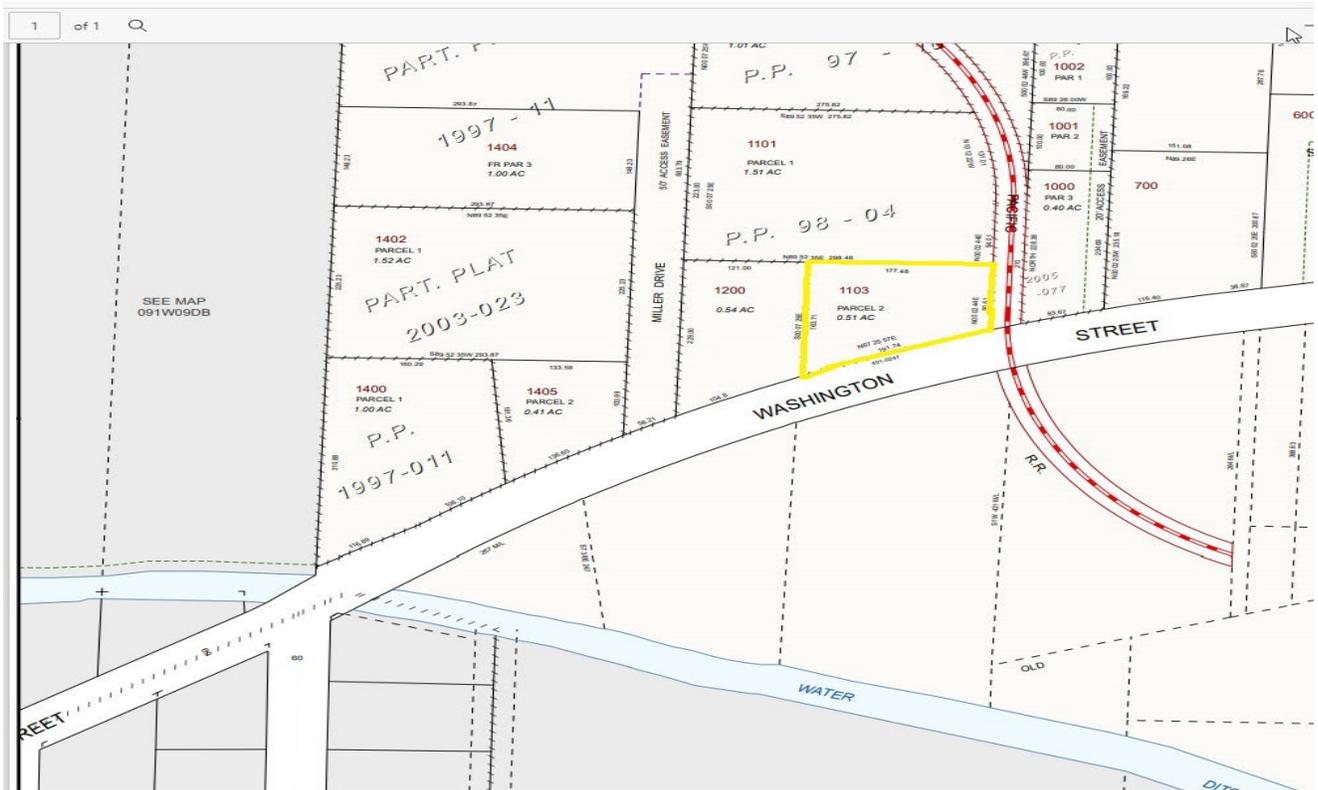


Figure 3 – Marion County Tax Map

**COMPLIANCE WITH CITY OF STAYTON DEVELOPMENT CODE:**

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

**17.12.220 – SITE PLAN REVIEW:**

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

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

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

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

**Applicant's Response:** The Applicant has submitted all required materials as outlined above.

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

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

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

**17.16 - ZONING:**

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

**Applicant's Response:** The Applicant's proposed use falls under "Miscellaneous Manufacturing" and is permitted subject to Site Plan Review for new construction.

**17.16.070 – DISTRICT REGULATIONS**

**MINIMUM LOT DIMENSIONS:**

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

**DIMENSION CRITERIA FOR STRUCTURES:**

**Applicant's Response:** There are no setback requirements for the proposed use.

**17.20.050 – FENCES:**

**3. INDUSTRIAL ZONES:**

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

**Applicant's Response:** No new fences are proposed.

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

**Applicant's Response:** No new fences are proposed.

**17.20.060 – OFF-STREET PARKING & LOADING:**

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

**Table 17.20.060.7.b Commercial and Industrial Parking Requirements:**

- Shop / Repair & Maintenance Facility – 2 spaces / 1000 sf
- Office – 3.5 / 1000 sf

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

- Shop / Repair and Maintenance Facility:  $2,000 \text{ sf} / 1,000 \text{ sf} \times 2 \text{ spaces per } 1,000 \text{ sf} = 4 \text{ spaces required}$
- Office:  $600 \text{ sf} / 1,000 \text{ sf} \times 3.5 \text{ spaces per } 1,000 = 2.1 \text{ spaces required} - 2 \text{ spaces required.}$

Seven spaces are provided. The requirements of Table 17.20.060.7.b have been met.

**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 provide in accordance with table 17.20.060.8.a and shall be located on the shortest possible accessible circulation route to an entrance of the building being accessed:

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

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

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

- 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:

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

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

**Applicant’s Response:** The proposed shop area is 2,000 square feet. Since the total square feet is under 5,000, this requirement does not apply. The proposed office is 600 square feet. Since the office is under 25,000 square feet this requirement also does not apply.

**9-A. BICYCLE PARKING REQUIREMENTS:**

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

**Table 17.20.060.9-A.1 Bicycle Parking Requirements:**

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

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

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

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

**Applicant’s Response:** The Applicant will present how the Application meets the Commercial Design Standards of this section later in this narrative.

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

**Applicant's Response:** The Applicant's Site Plan shows the proposed parking area that serves the proposed office building as asphalt pavement. The Applicant's Grading Plan shows how the parking area drain to their respective infiltration basins and no drainage crosses any public facilities. The parking area adjacent the proposed office is striped to identify individual parking spaces. This requirement is met.

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

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

**Applicant's Response:** The Applicant has provided a 30-foot-wide concrete apron approach off West Washington Street to access the proposed development.

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

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

**Applicant's Response:** The driveway connection is placed at the location directed by City staff. While this driveway connection does not comply with the spacing requirements, the location of the proposed entrance is the only logical choice as it aligns with the industrial use across west Washington Street. There is an active rail line approximately 85 feet to the east. Given the geometry of the parcel and the proposed uses thereon, it would not make good planning sense to locate the entrance at any other location.

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

**Applicant's Response:** The Site Plan provides for vehicular circulation complying with the stated requirements.

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

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

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

**Applicant's Response:** Parking lot and building lighting will be addressed in Section 17.20.170 – Outdoor Lighting later in this narrative.

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

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

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

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

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

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

1) The off-street parking and loading plan shall identify the location of safe, direct, well lighted, and convenient pedestrian walkways connecting the parking area and the buildings.

2) All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.

3) Pedestrian walkways shall be attractive and include landscaping and trees.

**Applicant's Response:** The Applicant's Site Plan shows the location of pedestrian walkways connecting the parking area and the buildings.

**17.20.070 – OPEN STORAGE AREAS & OUTDOOR STORAGE YARDS:**

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

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

**Applicant's Response:** No open or outdoor storage is proposed.

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

**Applicant's Response:** No open or outdoor storage is proposed.

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

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

**Applicant's Response:** No open or outdoor storage is proposed.

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

**Applicant's Response:** No open or outdoor storage is proposed.

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

**Applicant's Response:** No open or outdoor storage is proposed.

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

**Applicant's Response:** No open or outdoor storage is proposed.

**17.20.080 - Special Street and Riparian Setbacks**

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

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

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

**17.20.090 – LANDSCAPING & SCREENING GENERAL STANDARDS:**

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

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

**Applicant's Response:** The total landscaped area on this proposed site is 19.8%, which exceeds the required 15%. This requirement is met.

3. **SUBMITTAL REQUIREMENTS FOR LANDSCAPE PLAN:** The following information shall be included on a landscape plan:

- a. Lot dimensions and footprint of structures, drawn to scale.
- b. The dimensions and square footage of all landscaped areas, the total square footage of the parking lot, and total number of parking spaces.
- c. The location and size of the plant species, identified by common and botanical names, and expected size within five growing seasons.
- d. The type and location of landscaping features other than plant materials, including, but not limited to, wetlands, creeks, ponds, sculptures, benches, and trash receptacles.

- e. Adjacent land-uses. For any residence within 50 feet of the subject site, indicate the building's location and its distance from the subject property boundary.
- f. Location and classification of existing trees greater than four inches caliper and measured at four feet above ground. Where the site is heavily wooded, only those trees that will be affected by the proposed development need to be sited accurately. The remaining trees may be shown on the plan in the general area of their distribution.

**Applicant's Response:** The Applicant has provided a Preliminary Planting Plan addressing these criteria included in this Application.

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

a. Minimum Landscape Standards.

- 1. Appropriate care and maintenance of landscaping on-site and landscaping in the adjacent public right-of-way is the right and responsibility of the property owner unless the Code specifies otherwise for general public and safety reasons. If street trees or other plant material do not survive or are removed, materials shall be replaced in kind within 1 year.
- 2) Significant plant and tree specimens should be preserved to the greatest extent practicable and integrated into the design of the development. Trees of 25 inches or greater in circumference measured at a height of 4 feet above grade are considered significant. Plants to be saved and methods of protection shall be indicated on the detailed planting plan submitted for approval. Existing trees may be considered preserved if no cutting, filling, or compacting of the soil takes place between the trunk of the tree and the area 5 feet outside of the tree's drip line. Trees to be retained shall be protected from damage during construction by a construction fence located 5 feet outside the drip line.
- 3) Planter and boundary areas used for required plantings shall have a minimum diameter of 5 feet inside dimensions. Where the curb or the edge of these areas are used as a tire stop for parking, the planter or boundary plantings shall be a minimum width of 7 1/2 feet.
- 4) In no case shall shrubs, conifer trees, or other screening be permitted within the sight distance triangle or where the City Engineer otherwise deems such plantings would endanger pedestrians and vehicles.

- 5) Landscaped planters and other landscaped features shall be used to define, soften, or screen the appearance of off-street parking areas and other activity from the public street. Up to 25% of the total required landscaped area may be developed into pedestrian amenities, including, but not limited to sidewalk cafes, seating, water features, and plazas, as approved by the decision authority.
- 6) All areas not occupied by parking lots, paved roadways, walkways, patios, or building shall be landscaped.
- 7) All landscaping shall be continually maintained, including necessary watering, pruning, weeding, and replacing.

**Applicant's Response:** The Applicant has provided a Preliminary Planting Plan addressing these criteria included in this Application.

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

**Applicant's Response:** As shown on the Preliminary Planting Plan, trees will be planted along the Washington Street frontage that abuts the subject property.

7. **IRRIGATION:** Due to an increasing public demand for water and the diminishing supply, economic and efficient water use shall be required. Landscaping plans shall include provisions for irrigation. Specific means to achieve conservation of water resources shall be provided as follows:
  - a. Any newly planted landscaped area shall have a permanent underground or drip irrigation system with an approved back flow prevention device.
  - b. Wherever feasible, sprinkler heads irrigating lawns or other high-water demand landscape areas shall be separated so that they are on a separate system than those irrigating trees, shrubbery, or other reduced-water requirement areas.

- c. Irrigation shall not be required in wooded areas, wetlands, along natural drainage channels, or stream banks.

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

## **8. REQUIREMENTS FOR PLANT MATERIALS:**

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

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

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

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

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

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

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

**Table 17.20.090.11.a.1 Buffering Requirements in Feet**

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

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

**Applicant's Response:** The Preliminary Planting Plan provides plant material to meet this <sup>10</sup> 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.

**Applicant's Response:** The Applicant's Preliminary Planting Plan shows the proposed landscape buffers.

**17.20.140 – SIGNS:**

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

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

**Applicant's Response:** The proposed sign will meet this requirement.

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

**Applicant's Response:** The proposed sign will meet this requirement.

- 3) Maximum Sign Height.
  - a) Wall or wall mounted signs shall not project above the parapet or roof eaves.
  - b) A monument sign shall not exceed 6 feet in height. Any other free-standing sign shall not exceed a total height of 6 feet within the first 10 feet of a property boundary; otherwise, the maximum height is 16 feet.

**Applicant's Response:** The proposed sign will meet this requirement.

4) Location.

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

b) Projecting signs may project up to 3 feet from the building and may project into a street right-of-way. However, any portion of a canopy or projecting sign that projects over a street right-of-way shall be at least 8 feet above ground level.

c) Monument signs shall not project over street rights-of-way and they shall not be located within a sight clearance triangle or special street setback. Other free-standing signs shall be setback a minimum of 5 feet from any property line. Any sign located within a sight clearance triangle shall either be no taller than 3 feet in height or have the lowest portion of the sign at least 8 feet in height.

**Applicant's Response:** The proposed sign will meet this requirement.

**17.20.150 - TREE PRESERVATION:**

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

**Applicant's Response:** The Applicant has submitted an Existing Conditions Plan. Trees slated for removal are shown.

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

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

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

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

**Applicant's Response:** There are no Heritage Trees identified on the property.

**17.20.170 - OUTDOOR LIGHTING:**

**3. NON-RESIDENTIAL LIGHTING STANDARDS.** The following additional standards shall apply to all commercial, industrial, public, and semi-public uses:

**c. Lighting of Parking Areas:** Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets. (Amended Ord. 913, September 2, 2009)

- 1) All lighting fixtures serving parking areas shall be full cut-off fixtures.
- 2) As an alternative in the Downtown Districts, the design for an area may suggest the use of parking area lighting fixtures of a particular "period" or architectural style, as either alternatives or supplements to the lighting described above.
  - a) If such fixtures are not cut-off fixtures, the maximum initial lumens generated by each fixture shall not exceed 2,000 (equivalent to a 150-watt incandescent bulb).
  - b) Mounting heights of such alternative fixtures shall not exceed 15 feet.
- 3) Parking area lighting shall meet the following mounting height, minimum illumination level, and uniformity ratios.

**Table 17.20.170.4.c.3 Parking Area Lighting Standards**

**The parking lot lighting standards in the Industrial Zones are as follows:**

- 1. Maximum Mounding Height – 25 Feet**
- 2. Minimum Illumination Level – 0.5 foot-candles**
- 3. Maximum Average Illumination Level – 2.6 foot-candles**
- 4. Uniformity Ratio – 4:1**
- 5. Minimum Color Rendering Index - 20**

**Applicant's Response:** The application package includes information showing compliance with the requirements above.

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

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

**Table 17.20.170.4.d.6 Security Area Lighting Standards:**

The security lighting standards in the Industrial Zones are as follows:

1. **Maximum Mounding Height – 25 Feet**
2. **Maximum Average Horizontal Illumination Level on Ground – 1.5 foot-candles**
3. **Maximum Average Horizontal Illumination Level on Vertical Surface – 1.5 foot-candles**
4. **Minimum Color Rendering Index - 20**

**Applicant's Response:** The application package includes information showing compliance with the requirements above.

**17.20.230 - INDUSTRIAL DESIGN STANDARDS:**

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

**5. SITE DESIGN:**

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

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

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

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

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

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

- 2) **Screening of Outdoor Service Areas:** Screening shall be provided when an outdoor service area is adjacent to a property in residential use or adjacent to a residential zone. Screening shall also be provided to soften the effects of outdoor service areas as they may be viewed from a public street.
  - a. Outdoor service areas shall be screened either with evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.
  - b. When the outdoor service area is more than 300 feet from a neighboring residence, screening is not required.
  - c. Parking Areas. In addition to the requirements of Section 17.20.060, parking areas shall meet the requirements of Section 17.20.090.12.

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

## **6. ARCHITECTURAL STANDARDS:**

- a. **Pedestrian Orientation:** The design of all new buildings on a site shall support a safe pedestrian environment. This standard is met when the decision authority finds that all the following criteria are met:
  - 1) Primary building entrances shall have walkways connecting to the street sidewalk.

**Applicant's Response:** All proposed building entrances have walkways connecting to the street sidewalk.

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

**Applicant's Response:** Not applicable to this application.

**b. Standards for breaks in building façade:**

1) For all buildings more than 75 feet long:

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

**Applicant's Response:** Based on building dimensions and placement, these criteria are met.

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

**Applicant's Response:** A Lighting Plan meeting the applicable requirements is included in the application package.

**QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT:**

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

**1. ADEQUATE UTILITIES:** How will the development obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections,

including easements, to properly serve the subject property in accordance with accepted City standards?

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

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

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

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

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

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

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

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

**Applicant's Response:** The Site Plan shows the entrance driveway from West Washington Street placed as directed by City staff. Truck turning movements have been accommodated on site to allow for backing into the loading dock area. Pedestrian access is provided from the proposed 6-foot sidewalk into the development via a 5-foot wide walkway. This requirement is met.

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

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

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

**Applicant's Response:** Adequate parking for the proposed buildings has been provided (see Preliminary Site Plan). The parking area is paved and striped and there is parking for 7 cars which meets the requirement for this proposed use. Since the area of the storage building is under 5,000 square feet, no actual loading bay is required, however, the area between the storage and office buildings is a truck dock area. This requirement is met.

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

**Applicant's Response:** There are no open/outside storage areas proposed as part of the project.

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

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

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

**Applicant's Response:** The proposed development meets the applicable design standards.

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

**Applicant's Response:** The proposed buildings meet the applicable setback requirements. There are two non-conforming residential structures located to the west of the property. There are nonconforming residential uses on each side of the proposed development. Given the proposed landscape buffer and existing vegetation in this area, there will be no impacts to either residence. There is an existing commercial use located approximately 65 feet across the railroad tracks to the east. There is an existing industrial building located approximately 140 feet to the north that is almost completely screened by substantial 40-foot-tall cedar trees. Given the location of these existing structures and the Applicant's proposed buildings, there are no compatibility issues with the size or scale of the applicant's proposed buildings.

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

**Applicant's Response:** The location is Stayton (compared to the existing Idanha location) is more centrally located within their service area. Two building are being proposed – an office and a storage that are essential for the functioning of the business and have been architecturally designed to meet the needs of this intended use and the customers it serves.

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

**Applicant's Response:** Reference the attached preliminary planting plan prepared by Laurus Designs, LLC.

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

**Applicant's Response:** No fences, walls, vegetative screening, or hedges are proposed..

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

**Applicant's Response:** As with any business, on-going maintenance and upkeep of existing facilities is extremely important - especially when considering the intended use and significant purpose of this development. With respect to "continuing provisions," it is the Applicant's intention to adequately

maintain the proposed landscape, buildings and on-site infrastructure as would be expected with any business operation.

# PROPOSED OFFICE & STORAGE FACILITY

SITE PLAN REVIEW SUBMITTAL

1319 W. WASHINGTON STREET

STAYTON, OR

JUNE, 2023

CIVIL ENGINEERS  
LAND SURVEYORS  
PROJECT MANAGERS  
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VICINITY MAP (NOT TO SCALE)



AERIAL TAX MAP # 091W09DA01103 - .51 Acres (NOT TO SCALE)



SANTIAM ICE COMPANY  
**SANTIAM ICE**  
**STAYTON FACILITY**  
STAYTON, OR

REASON FOR ISSUANCE	DESCRIPTION	DATE	BY
	SITE PLAN R/W SUBMITTAL	6/14/23	KW

SHEET TITLE:

COVER SHEET

C-0.01

## PROJECT CONTACTS

**PROPERTY OWNER:**  
LUNSKI PROPERTIES LLC  
17823 S NESTLE LANE  
OREGON CITY, OR, 97045

**APPLICANT:**  
SCOTT LUNSKI  
SANTIAM ICE COMPANY  
192 N SANTIAM HIGHWAY SE,  
IDANHA, OR 97350  
SCOTT@SANTIAMICE.COM  
503-969-4059

**ENGINEER/LAND SURVEYOR:**  
KEITH WHISENHUNT, PE & PLS  
PROJECT DELIVERY GROUP, LLC  
7938 CROSBY ROAD NE  
WOODBURN, OR 97071  
KEITHW@PDGNW.COM  
503-364-4004

**LANDSCAPE ARCHITECT**  
LAURA A. ANTONSON, RLA & ASLA  
LAURUS DESIGNS, LLC  
1012 PINE STREET  
SILVERTON, OR, 97381  
LAURA@LAURUSDESIGNS.COM  
503-784-6494

SHEET NUMBER	SHEET TITLE
C-0.01	COVER SHEET
V-1.01	EXISTING CONDITIONS AND DEMOLITION PLAN
C-1.01	SITE PLAN
C-1.03	GRADING PLAN
C-1.05	UTILITY PLAN
A-2.01	ELEVATIONS - NORTH & SOUTH
A-2.03	ELEVATIONS - EAST & WEST
E-1.01	SITE LIGHTING PHOTOMETRICS
LI.1	PRELIMINARY PLANTING PLAN

PA2021 Projects\021\_GIP Stuyton Fire Staging Facility\The CAD\CivilImprovement Drawings\021\_Existing Conditions Plan.dwg 6/14/2023 7:57:54 AM



GENERAL CONSTRUCTION NOTES:

1. WORK TO COMPLY WITH CITY OF STAYTON STANDARDS.
2. CONTRACTOR TO SUBMIT A TEMPORARY TRAFFIC CONTROL PLAN 7-DAYS PRIOR TO COMMENCING THE WORK.

KEYNOTES - WORK BY CONTRACTOR

- 101. REMOVE EXISTING TREE AND GRUB ROOTS TO A DEPTH OF 3'
- 103. REMOVE EXISTING BRUSH
- 105. SAW CUT EXISTING CURB AND AC (FULL DEPTH) AND REMOVE

- P PROTECT EXISTING FEATURE
- EXISTING SURVEY MONUMENT



DATE SIGNED:

# SANTIAM ICE STAYTON FACILITY

STAYTON, OR

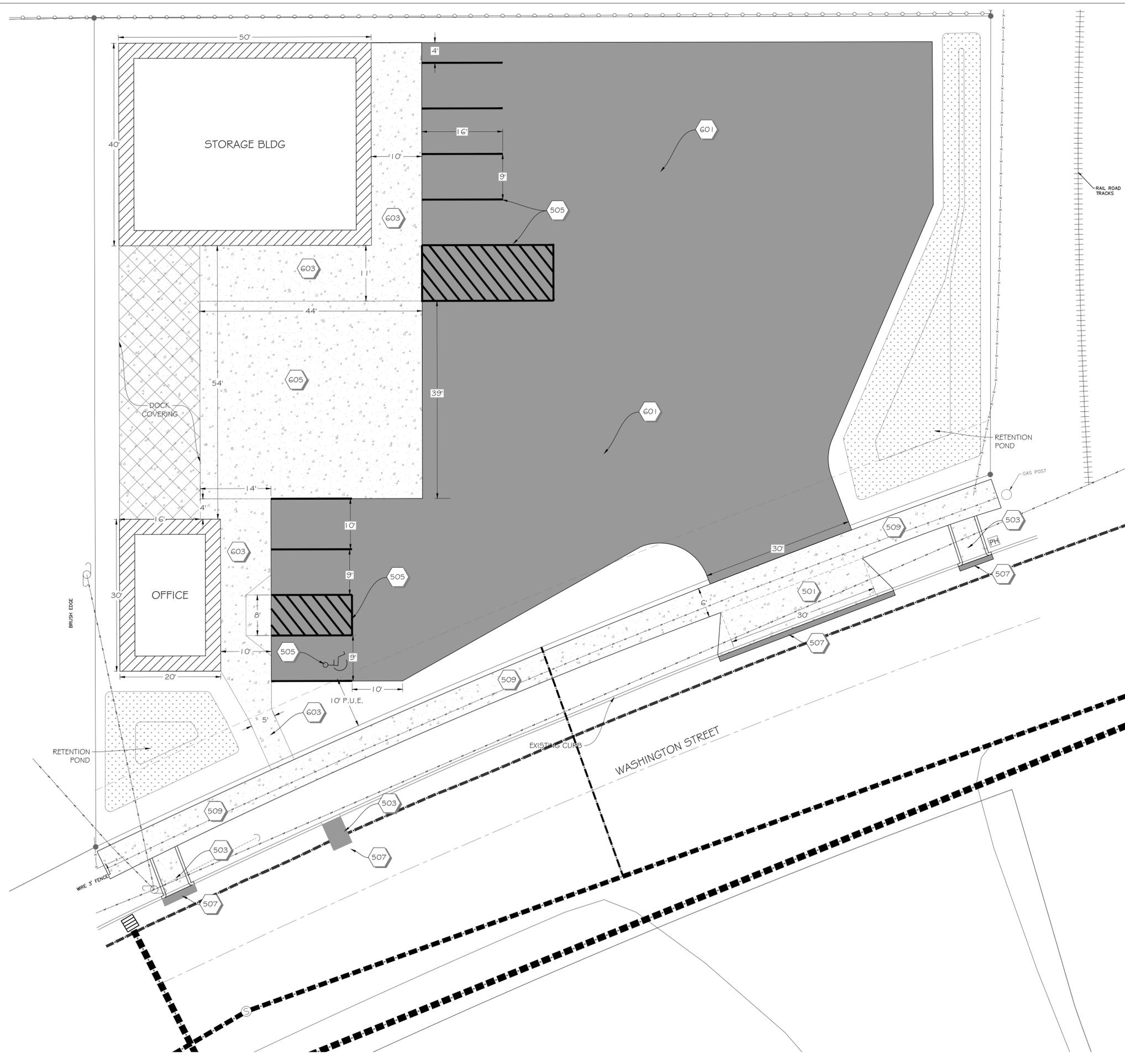
NO.	REASON FOR ISSUANCE	DATE	BY
1	SITE PLAN R/W SUBMITTAL	6/14/23	KW

SHEET TITLE:  
**EXISTING  
CONDITIONS AND  
DEMOLITION PLAN**

V-1.01



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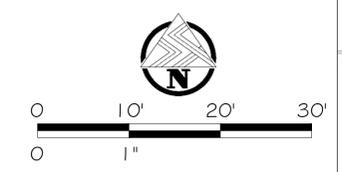


**GENERAL CONSTRUCTION NOTES:**

1. WORK IN THE PUBLIC RIGHT-OF-WAY TO COMPLY WITH CITY OF STAYTON STANDARDS.
2. WORK ON THE SITE TO COMPLY WITH THE APPLICABLE OREGON STATE SPECIALTY CODE.
3. CONTRACTOR TO SUBMIT A TEMPORARY TRAFFIC CONTROL PLAN 7-DAYS PRIOR TO COMMENCING THE WORK.
4. REFERENCE LANDSCAPE PLAN FOR PLANTING REQUIREMENTS
5. REFERENCE STRUCTURAL PLANS FOR ADDITIONAL INFORMATION RELATED TO OFFICE, DOCK AND DOCK COVERING, TRUCK RAMP RETAINING WALLS, AND STORAGE BUILDING.

**KEYNOTES - WORK BY CONTRACTOR**

- 501. CONSTRUCT DRIVEWAY PURSUANT TO CITY STANDARD DRAWING NO. 346
- 503. CONSTRUCT ADA COMPLIANT MODIFIED PROPERTY LINE SIDEWALK RAMP PURSUANT TO CITY STANDARD DRAWING NO. 358
- 505. STRIP PARKING STALLS PURSUANT TO CITY STANDARD DRAWING NO. 324 AND NO. 328
- 507. CONSTRUCT PAVEMENT PATCH PURSUANT TO CITY STANDARD DRAWING NO. 334. MATCH EXISTING CURB.
- 509. CONSTRUCT 6' WIDE PROPERTY LINE CONCRETE SIDEWALK PURSUANT TO CITY STANDARD DRAWING NO. 340
- 601. CONSTRUCT AC PARKING LOT WITH 4" AC ON 12" AGGREGATE BASE.
- 603. CONSTRUCT 4" THICK CONCRETE SIDEWALK, WIDTH AS SHOWN. EXCEPT IN RAMP AREAS, CURB HEIGHT TO BE 4" ABOVE AC.
- 605. CONSTRUCT 8" THICK CONCRETE TRUCK RAMP. CONTRACTOR TO SUBMIT JOINTING PLAN 14-DAYS PRIOR TO CONSTRUCTING.



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**SANTIAM ICE  
STAYTON FACILITY**  
STAYTON, OR

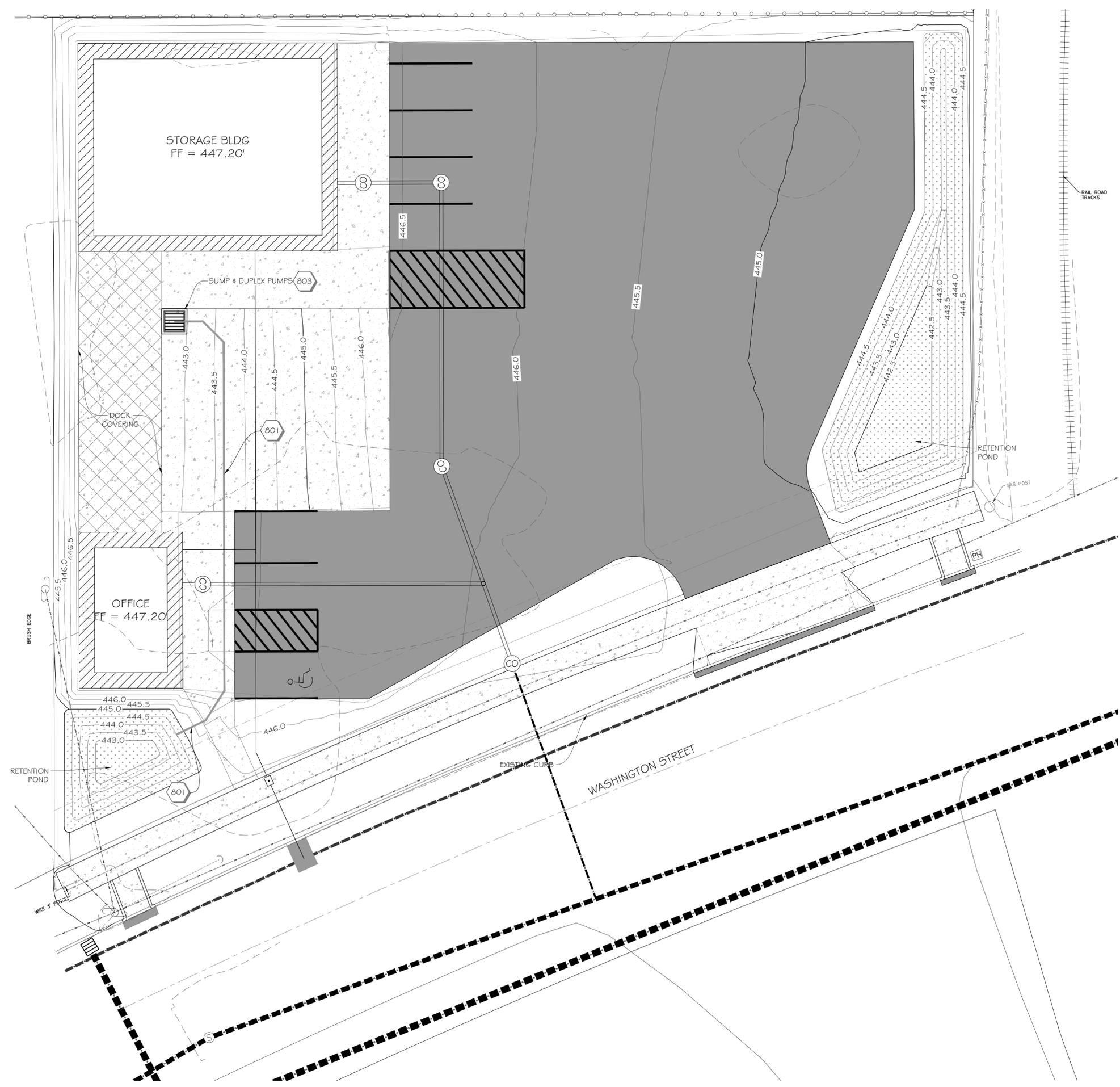
REASON FOR ISSUANCE	DATE	BY
NO. 1	6/14/23	KW
DESCRIPTION		
SITE PLAN R/W SUBMITTAL		

SHEET TITLE:

SITE PLAN

C-1.01

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**GENERAL CONSTRUCTION NOTES:**

1. WORK IN THE PUBLIC RIGHT-OF-WAY TO COMPLY WITH CITY OF STAYTON STANDARDS.
2. WORK ON THE SITE TO COMPLY WITH THE APPLICABLE OREGON STATE SPECIALTY CODE.
3. CONTRACTOR TO SUBMIT A TEMPORARY TRAFFIC CONTROL PLAN 7-DAYS PRIOR TO COMMENCING THE WORK.
4. REFERENCE LANDSCAPE PLAN FOR PLANTING REQUIREMENTS
5. REFERENCE STRUCTURAL PLANS FOR ADDITIONAL INFORMATION RELATED TO OFFICE, DOCK AND DOCK COVERING, TRUCK RAMP RETAINING WALLS, AND STORAGE BUILDING.

**KEYNOTES - WORK BY CONTRACTOR**

- 801. CONSTRUCT 4"Ø C900 PRESSURE MAIN
- 803. CONSTRUCT 4X4' AREA DRAIN WITH DUPLEX PUMPS.

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# SANTIAM ICE STAYTON FACILITY

STAYTON, OR

REASON FOR ISSUANCE	NO.	DESCRIPTION	DATE	BY
SITE PLAN R/W SUBMITTAL	1		6/14/23	KW

SHEET TITLE:

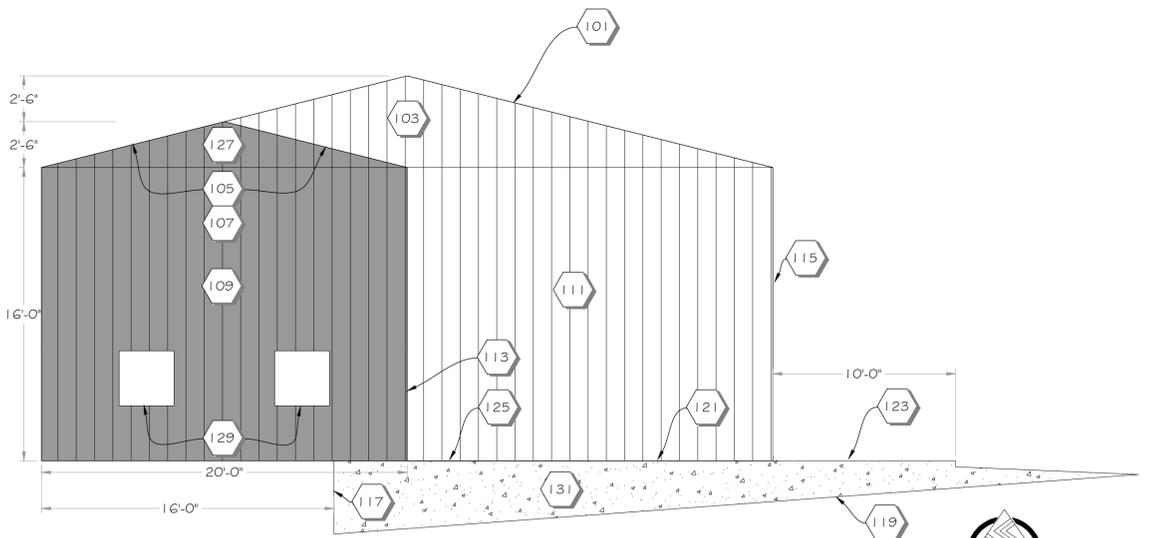
GRADING AND  
STORMWATER  
MANAGEMENT  
PLAN

C-1.03



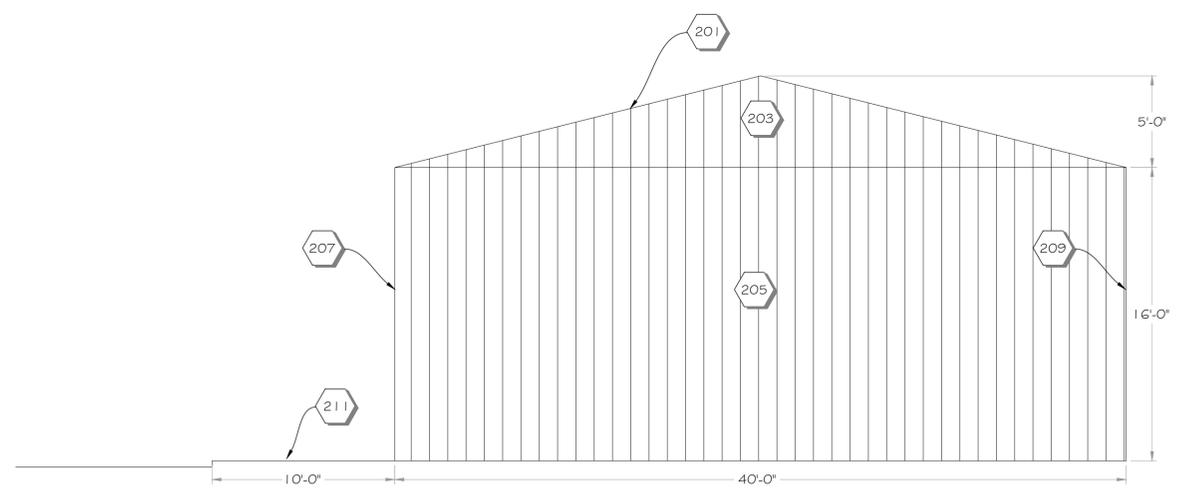


DATE SIGNED:



1 SOUTH ELEVATION  
SOUTH OF OFFICE BLDG  
SCALE: REF BAR SCALE

- GENERAL CONSTRUCTION NOTES:
1. WALL PANELS ARE VERTICALLY CORRUGATED METAL SIDING COLORED SLATE GRAY
  2. ROOF IS STANDING SEAM ROOF COLORED DEEP CHARCOAL
  3. PEDESTRIAN DOORS AND ROLL-UP DOORS ARE COLORED ALMOND WHITE.



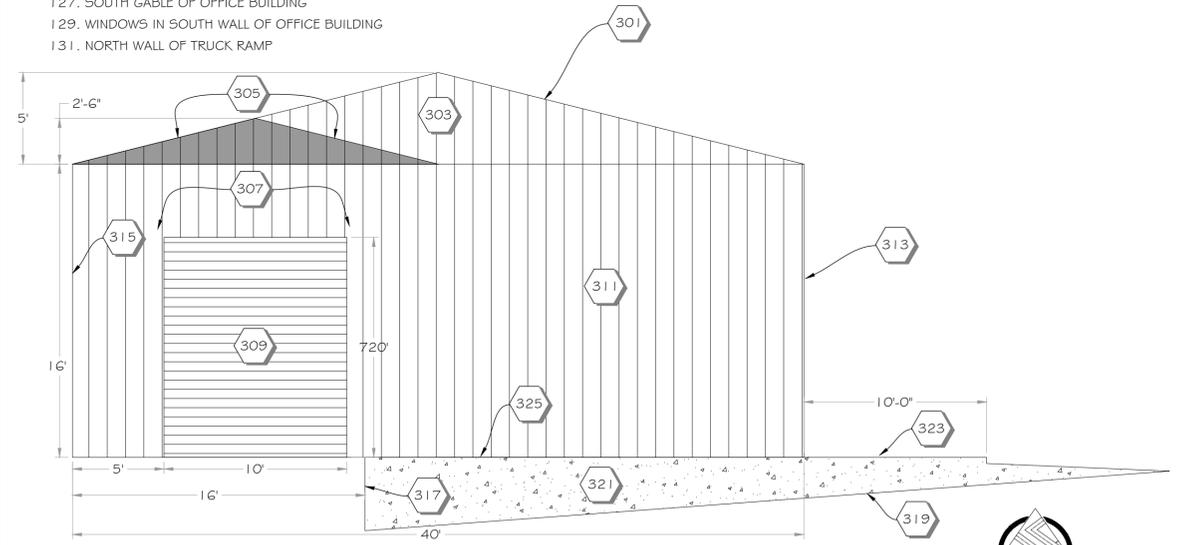
2 NORTH ELEVATION  
NORTH OF STORAGE BLDG  
SCALE: REF BAR SCALE

- GENERAL CONSTRUCTION NOTES:
1. WALL PANELS ARE VERTICALLY CORRUGATED METAL SIDING COLORED SLATE GRAY
  2. ROOF IS STANDING SEAM ROOF COLORED DEEP CHARCOAL
  3. PEDESTRIAN DOORS AND ROLL-UP DOORS ARE COLORED ALMOND WHITE.



- KEYNOTES - (APPLICABLE TO DETAIL 1)
- 101. ROOF OF STORAGE BUILDING
  - 103. GABLE OF STORAGE BUILDING
  - 105. ROOF OF DOCK COVER BETWEEN OFFICE AND STORAGE BUILDINGS
  - 107. ROOF OF OFFICE BUILDING
  - 109. SOUTH WALL OF OFFICE BUILDING
  - 111. SOUTH WALL OF STORAGE BUILDING
  - 113. EAST WALL OF OFFICE BUILDING
  - 115. EAST WALL OF STORAGE BUILDING
  - 117. WEST WALL OF TRUCK RAMP
  - 119. FLOOR OF TRUCK RAMP
  - 121. SIDEWALK SOUTH OF STORAGE BUILDING
  - 123. SIDEWALK EAST OF STORAGE BUILDING
  - 125. SIDEWALK EAST OF OFFICE BUILDING
  - 127. SOUTH GABLE OF OFFICE BUILDING
  - 129. WINDOWS IN SOUTH WALL OF OFFICE BUILDING
  - 131. NORTH WALL OF TRUCK RAMP

- KEYNOTES - (APPLICABLE TO DETAIL 2)
- 201. ROOF OF STORAGE BUILDING
  - 203. NORTH GABLE OF STORAGE BUILDING
  - 205. NORTH WALL OF STORAGE BUILDING
  - 207. EAST WALL OF STORAGE BUILDING
  - 209. WEST WALL OF STORAGE BUILDING
  - 211. SIDEWALK EAST OF STORAGE BUILDING

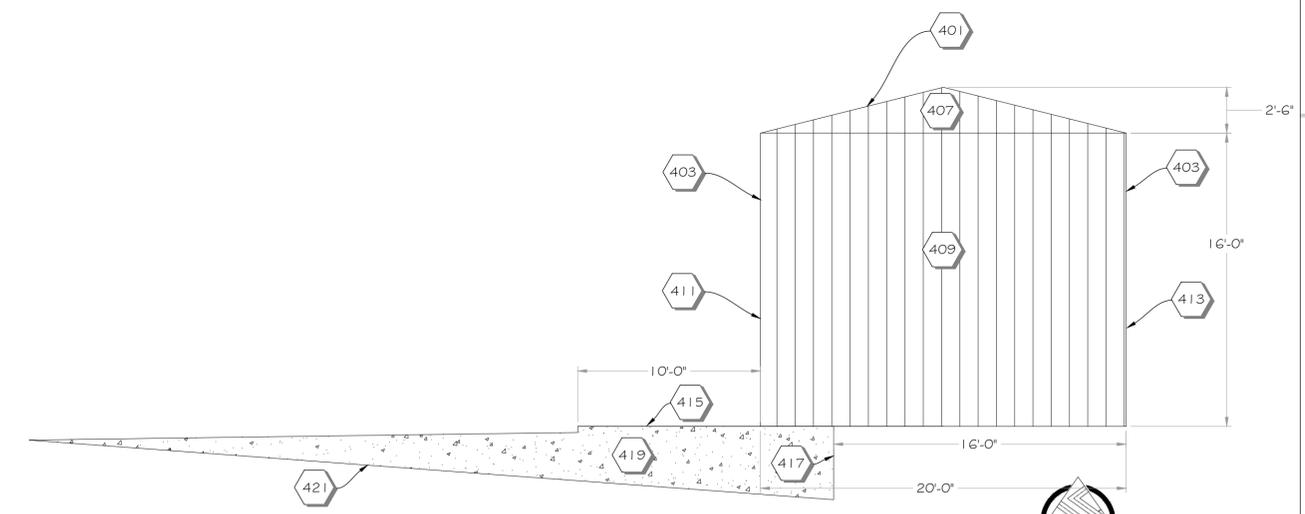


3 SOUTH ELEVATION  
SOUTH OF STORAGE BLDG  
SCALE: REF BAR SCALE

- GENERAL CONSTRUCTION NOTES:
1. WALL PANELS ARE VERTICALLY CORRUGATED METAL SIDING COLORED SLATE GRAY
  2. ROOF IS STANDING SEAM ROOF COLORED DEEP CHARCOAL
  3. PEDESTRIAN DOORS AND ROLL-UP DOORS ARE COLORED ALMOND WHITE.



- KEYNOTES - (APPLICABLE TO DETAIL 3)
- 301. ROOF OF STORAGE BUILDING
  - 303. SOUTH GABLE OF STORAGE BUILDING
  - 305. ROOF OF DOCK COVER
  - 307. SOUTH WALL OF STORAGE BUILDING UNDER DOCK COVER
  - 309. ROLL-UP DOOR TO STORAGE BUILDING
  - 311. SOUTH WALL OF STORAGE BUILDING
  - 313. EAST WALL OF STORAGE BUILDING
  - 315. WEST WALL OF STORAGE BUILDING
  - 317. WEST WALL OF TRUCK RAMP
  - 319. FLOOR OF TRUCK RAMP
  - 321. NORTH WALL OF TRUCK RAMP
  - 323. SIDEWALK EAST OF STORAGE BUILDING
  - 325. SIDEWALK SOUTH OF STORAGE BUILDING



4 NORTH ELEVATION  
NORTH OF OFFICE BLDG  
SCALE: REF BAR SCALE

- GENERAL CONSTRUCTION NOTES:
1. WALL PANELS ARE VERTICALLY CORRUGATED METAL SIDING COLORED SLATE GRAY
  2. ROOF IS STANDING SEAM ROOF COLORED DEEP CHARCOAL
  3. PEDESTRIAN DOORS AND ROLL-UP DOORS ARE COLORED ALMOND WHITE.



- KEYNOTES - (APPLICABLE TO DETAIL 4)
- 401. ROOF OF DOCK COVER
  - 403. COLUMN SUPPORTING DOCK COVER
  - 407. NORTH GABLE OF OFFICE BUILDING
  - 409. NORTH WALL OF OFFICE BUILDING
  - 411. EAST WALL OF OFFICE BUILDING
  - 413. WEST WALL OF OFFICE BUILDING
  - 415. SIDEWALK EAST OF OFFICE BUILDING
  - 417. WEST WALL OF TRUCK DOCK
  - 419. SOUTH WALL OF TRUCK RAMP
  - 421. FLOOR OF TRUCK RAMP

SANTIAM ICE COMPANY  
**SANTIAM ICE**  
STAYTON FACILITY  
STAYTON, OR

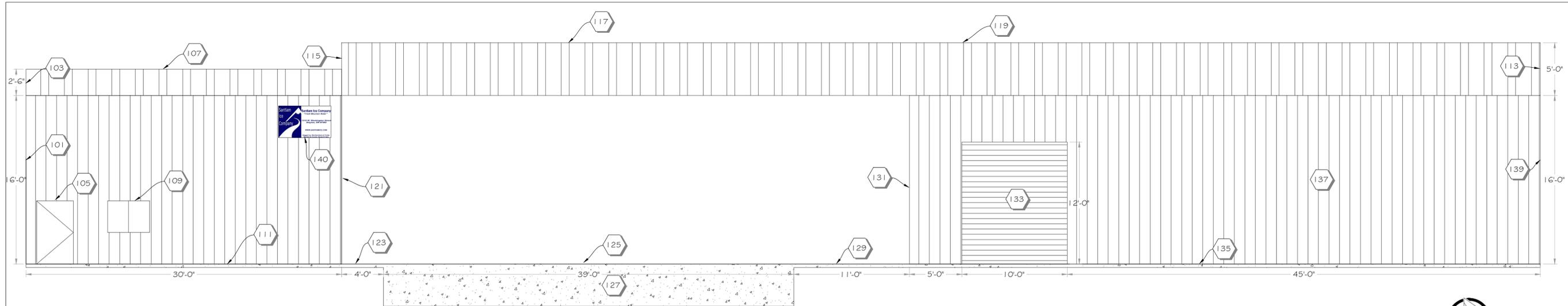
NO.	REASON FOR ISSUANCE	DESCRIPTION	DATE	BY
1	SITE PLAN R/W SUBMITTAL		6/14/23	KW

SHEET TITLE:  
**ELEVATIONS -  
NORTH & SOUTH**

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DATE SIGNED:



**KEYNOTES - (APPLICABLE TO DETAIL 1)**

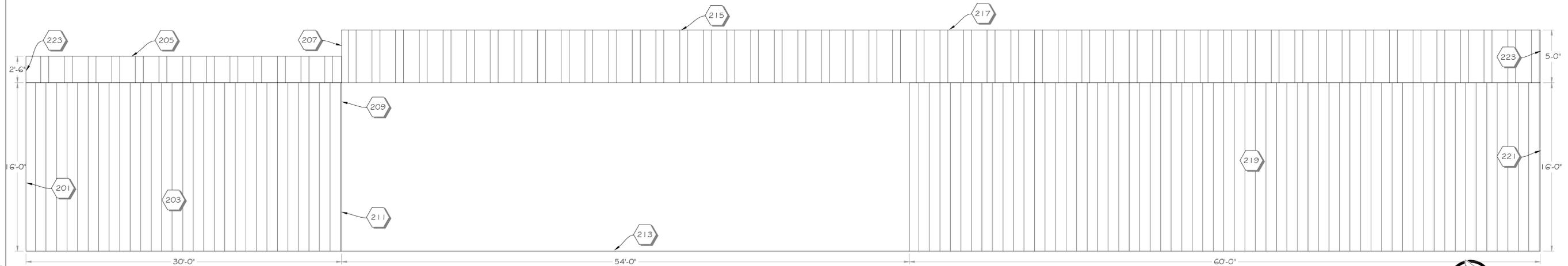
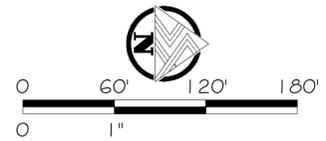
- 101. SOUTH WALL OF OFFICE BUILDING
- 103. SOUTH GABLE OF OFFICE BUILDING
- 105. ROOF OF DOCK COVER
- 107. ROOF OF OFFICE BUILDING
- 109. WINDOWS IN EAST WALL OF OFFICE BUILDING
- 111. SIDEWALK EAST OF OFFICE BUILDING
- 113. NORTH GABLE OF STORAGE BUILDING
- 115. SOUTH GABLE OF DOCK COVER
- 117. ROOF OF DOCK COVER
- 119. ROOF OF STORAGE BUILDING

- 121. NORTH WALL OF OFFICE BUILDING
- 123. SIDEWALK NORTH OF OFFICE BUILDING
- 125. LOADING DOCK FLOOR
- 127. WEST WALL OF TRUCK RAMP
- 129. SIDEWALK SOUTH OF STORAGE BUILDING
- 131. SOUTH WALL OF STORAGE BUILDING
- 133. ROLL-UP DOOR ON EAST SIDE OF STORAGE BUILDING
- 135. SIDEWALK EAST OF STORAGE BUILDING
- 137. EAST WALL OF STORAGE BUILDING
- 139. NORTH WALL OF STORAGE BUILDING
- 140. 3' X 5' SIGN MOUNTED ON WALL. REFERENCE DETAIL 3 HEREON.

**1 EAST ELEVATION**  
SCALE: REF BAR SCALE

**GENERAL CONSTRUCTION NOTES:**

1. WALL PANELS ARE VERTICALLY CORRUGATED METAL SIDING COLORED SLATE GRAY
2. ROOF IS STANDING SEAM ROOF COLORED DEEP CHARCOAL
3. PEDESTRIAN DOORS AND ROLL-UP DOORS ARE COLORED ALMOND WHITE



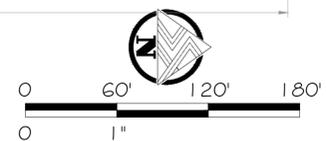
**KEYNOTES - (APPLICABLE TO DETAIL 2)**

- 201. SOUTH WALL OF OFFICE BUILDING
- 203. WEST WALL OF OFFICE BUILDING
- 205. ROOF OF OFFICE BUILDING
- 207. SOUTH GABLE OF DOCK COVER
- 209. COLUMN SUPPORTING DOCK COVER
- 211. NORTH WALL OF OFFICE BUILDING
- 213. LOADING DOCK FLOOR
- 215. ROOF OF DOCK COVER
- 217. ROOF OF STORAGE BUILDING
- 219. WEST WALL OF STORAGE BUILDING
- 221. NORTH WALL OF STORAGE BUILDING
- 223. NORTH GABLE OF STORAGE BUILDING

**2 WEST ELEVATION**  
SCALE: REF BAR SCALE

**GENERAL CONSTRUCTION NOTES:**

1. WALL PANELS ARE VERTICALLY CORRUGATED METAL SIDING COLORED SLATE GRAY
2. ROOF IS STANDING SEAM ROOF COLORED DEEP CHARCOAL
3. PEDESTRIAN DOORS AND ROLL-UP DOORS ARE COLORED ALMOND WHITE.



**3 3'X5' SIGN PLAN ENLARGEMENT**  
SCALE: NOT TO SCALE

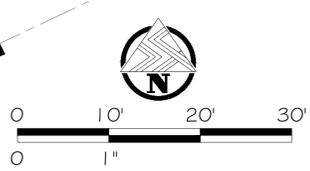
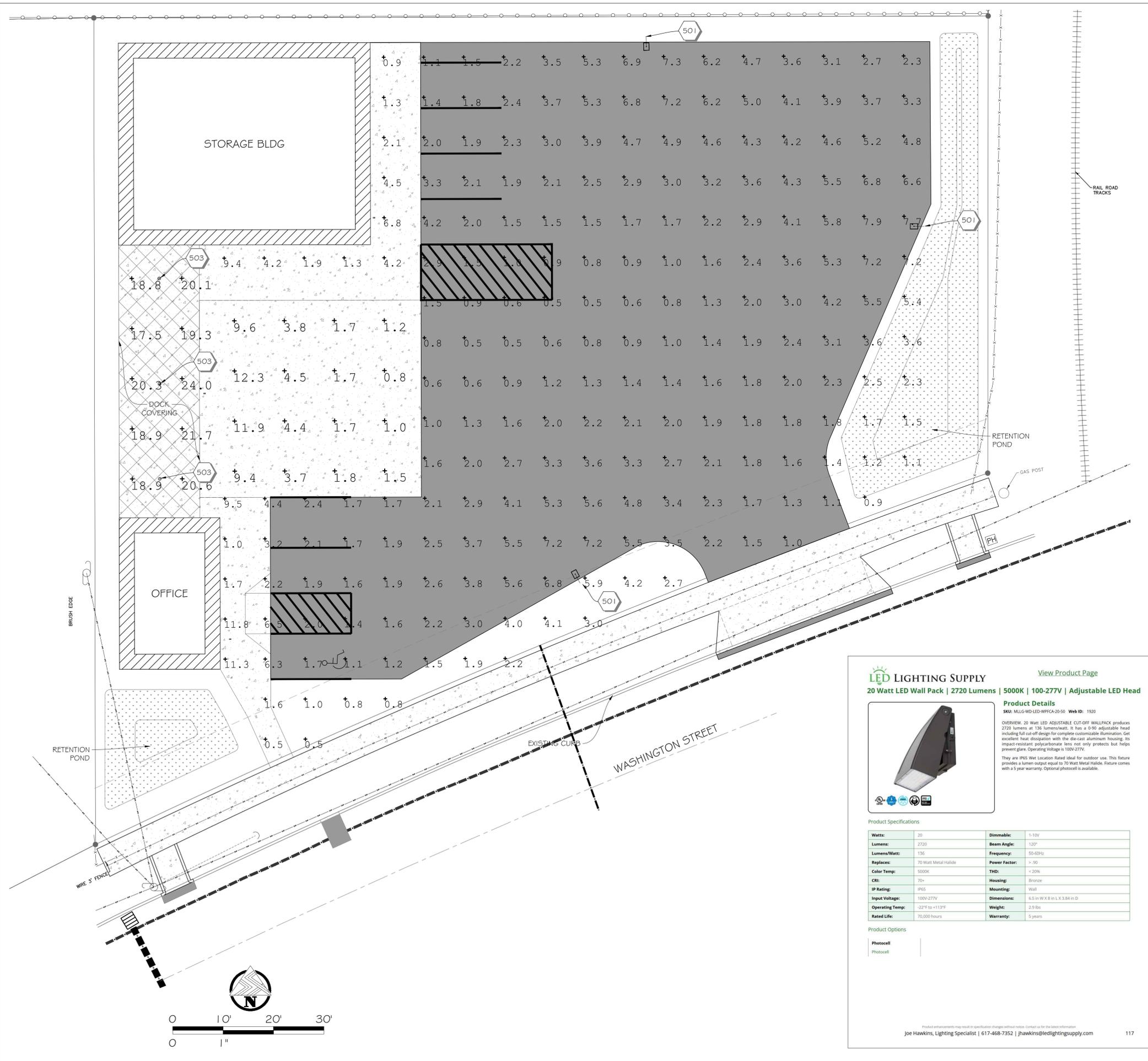
SANTIAM ICE COMPANY  
**SANTIAM ICE**  
**STAYTON FACILITY**  
STAYTON, OR

REASON FOR ISSUANCE	DATE	BY
DESCRIPTION	6/14/23	KW
NO.	1	
SITE PLAN R/W SUBMITTAL		

SHEET TITLE:  
**ELEVATIONS - EAST & WEST**

P:\2021 Projects\21021\_GFP\_Stayton Fire Staging Facility\The CAD\Civil\Elevations.dwg 6/14/2023 7:59:05 AM

P:\2021 Projects\021 GIP Stayton Fire Station Facility\The CAD\wall\improvement Drawings\021\_Site Plan.dwg 6/14/2023 7:59:24 AM



**KEYNOTES - WORK BY CONTRACTOR**  
 501. CONSTRUCT MODEL 1916 LIGHT POLE AND MODEL 1762 SHOEBOX LIGHT.  
 503. CONSTRUCT MODEL 1920 WALL PACK LIGHT.

**CIVIL ENGINEERS  
 LAND SURVEYORS  
 PROJECT MANAGERS  
 PLANNERS**  
 www.pdgnw.com



DATE SIGNED:

# SANTIAM ICE STAYTON FACILITY

STAYTON, OR

**LED LIGHTING SUPPLY** [View Product Page](#)  
**25 Foot Steel Square Pole | 11 Gauge**

**Product Details**  
 SKU: MLLG-WL-POLE-25FT-4IN-SQ-8Z Web ID: 1916  
 25 Foot Steel Pole 4 in Square with Top Cap Architectural bronze 11 gauge steel  
 Bolt Circle 8-10 in bolt size 3/4x17x3 in 4 sides predrilled and hole plugs included.  
 Conforms to ASTM A 500 Grade B; Min Yield Strength 46000 PSI.  
 Accessories Available:  
 MLLG-WL-POLE-SQ-AnchorBolts - Anchor Bolts for Square Poles  
 MLLG-WL-POLE-SQ-ABPP - Anchor Bolts positioning plate for 4 or 5 inch pole. Needed for new installation.  
 MLLG-WL-POLE-4IN-SQ-BaseCover - 4 Inch Pole Square Base Cover, Dark Bronze.  
 MLLG-WL-POLE-SQTA-4in-8Z - Square Pole Top Tenon Adapter for 4 Inch Square to 2.3/8 inch round - Bronze  
 MLLG-WD-POLE-BH-2-8Z - 2 Fixture 180 Degree Bullhorn mount - Bronze. Mounts on a 2 3/8 inch Tenon.  
 MLLG-WD-POLE-BH-3-8Z - 3 Fixture 180 Degree Bullhorn mount - Bronze. Mounts on a 2 3/8 inch Tenon.  
 MLLG-WD-POLE-BH-4-8Z - 4 Fixture 180 Degree Bullhorn mount - Bronze. Mounts on a 2 3/8 inch Tenon.

**Product Specifications**

Height:	25 ft	EPA Rating 70 mph:	8.9
Gauge:	11	EPA Rating 80 mph:	6.9
Size:	4 in square	EPA Rating 90 mph:	5.7
Weight:	190 lbs	EPA Rating 100 mph:	4.1
Bolt Circle:	8 in - 10 in	EPA Rating 110 mph:	3.6
Bolt Projection:	2.75 in	EPA Rating 120 mph:	2.2

Product enhancements may result in specification changes without notice. Contact us for the latest information.  
 Joe Hawkins, Lighting Specialist | 617-468-7352 | jhawkins@ledlightingsupply.com 402

**LED LIGHTING SUPPLY** [View Product Page](#)  
**20 Watt LED Wall Pack | 2720 Lumens | 5000K | 100-277V | Adjustable LED Head**

**Product Details**  
 SKU: MLLG-WD-LED-WPFC-20-50 Web ID: 1920  
 OVERVIEW: 20 Watt LED ADJUSTABLE CUT-OFF WALLPACK produces 2720 lumens at 136 lumens/watt. It has a 9-30 adjustable head including full cut-off design for complete customizable illumination. Get excellent heat dissipation with the die-cast aluminum housing. Its impact-resistant polycarbonate lens not only protects but helps prevent glare. Operating Voltage is 100V-277V.  
 They are IP65 Wet Location Rated ideal for outdoor use. This fixture provides a lumen output equal to 70 Watt Metal Halide. Fixture comes with a 5 year warranty. Optional photocell is available.

**Product Specifications**

Watts:	20	Dimmable:	1-10V
Lumens:	2720	Beam Angle:	120°
Lumens/Watt:	136	Frequency:	50-60Hz
Replaces:	70 Watt Metal Halide	Power Factor:	> .90
Color Temp:	5000K	THD:	< 20%
CR:	70+	Housing:	Bronze
IP Rating:	IP65	Mounting:	Wall
Input Voltage:	100V-277V	Dimensions:	6.5 in W X 8 in L X 3.84 in D
Operating Temp:	-22°F to +113°F	Weight:	2.9 lbs
Rated Life:	70,000 hours	Warranty:	5 years

**Product Options**

Photocell	Photocell
-----------	-----------

Product enhancements may result in specification changes without notice. Contact us for the latest information.  
 Joe Hawkins, Lighting Specialist | 617-468-7352 | jhawkins@ledlightingsupply.com 117

**LED LIGHTING SUPPLY** [View Product Page](#)  
**150 Watt LED Shoebox Light | 24000 Lumens | 10 Year Warranty**

**Product Details**  
 SKU: MLLG-LED-SBHD-150-50 Web ID: 1762  
 150 Watt LED Shoebox / Area Light produces 24000 lumens at 160 lumens / watt and has durable die-cast aluminum housing that is electroplated, and powder coated with strong anti-corrosion performance for years of maintenance free lighting.  
 Available in both Type 3 or Type 5 - perfect for parking lots. Optional photocell allows for further energy saving. It comes with a 1-10V dimmable driver at 100V-277V or 277V-480V Voltage LED Driver Color Temperature is 4000K or 5000K. Fixture comes equipped with built-in 10 kVa surge protection. Fixture comes in dark BRONZE finish.  
 This shoebox fixture can be pole mounted using the following brackets: Wall or Yoke or Arm or Slip Fitter. All brackets are sold separately. It is also IP65 Wet Location rated high impact rating of IK08 and can operate in temperatures ranging from -22 F to 113 F.

**Product Specifications**

Watts:	150	Dimmable:	1-10V
Lumens:	24000	Beam Angle:	Type 3, 5
Lumens/Watt:	160	Frequency:	50-60Hz
Replaces:	400 Watt Metal Halide	Power Factor:	> .92
Color Temp:	4000K   5000K	THD:	< 15%
CR:	70+	Housing:	Aluminum Body with Polycarbonate Lens
IP Rating:	IP65	Mounting:	Wall   Yoke   Arm   Slip Fitter
IK Rating:	IK08	EPA Rating:	< 43 (ARM Mount)
Input Voltage:	100V-277V   277V-480V	Dimensions:	15.63 in L X 11.25 in W X 3.22 in H
Operating Temp:	-22°F to +113°F	Weight:	9.48 lbs
Rated Life:	244,000 (L70) hours	Warranty:	10 years (100-277V) - 5 years (277-480V)

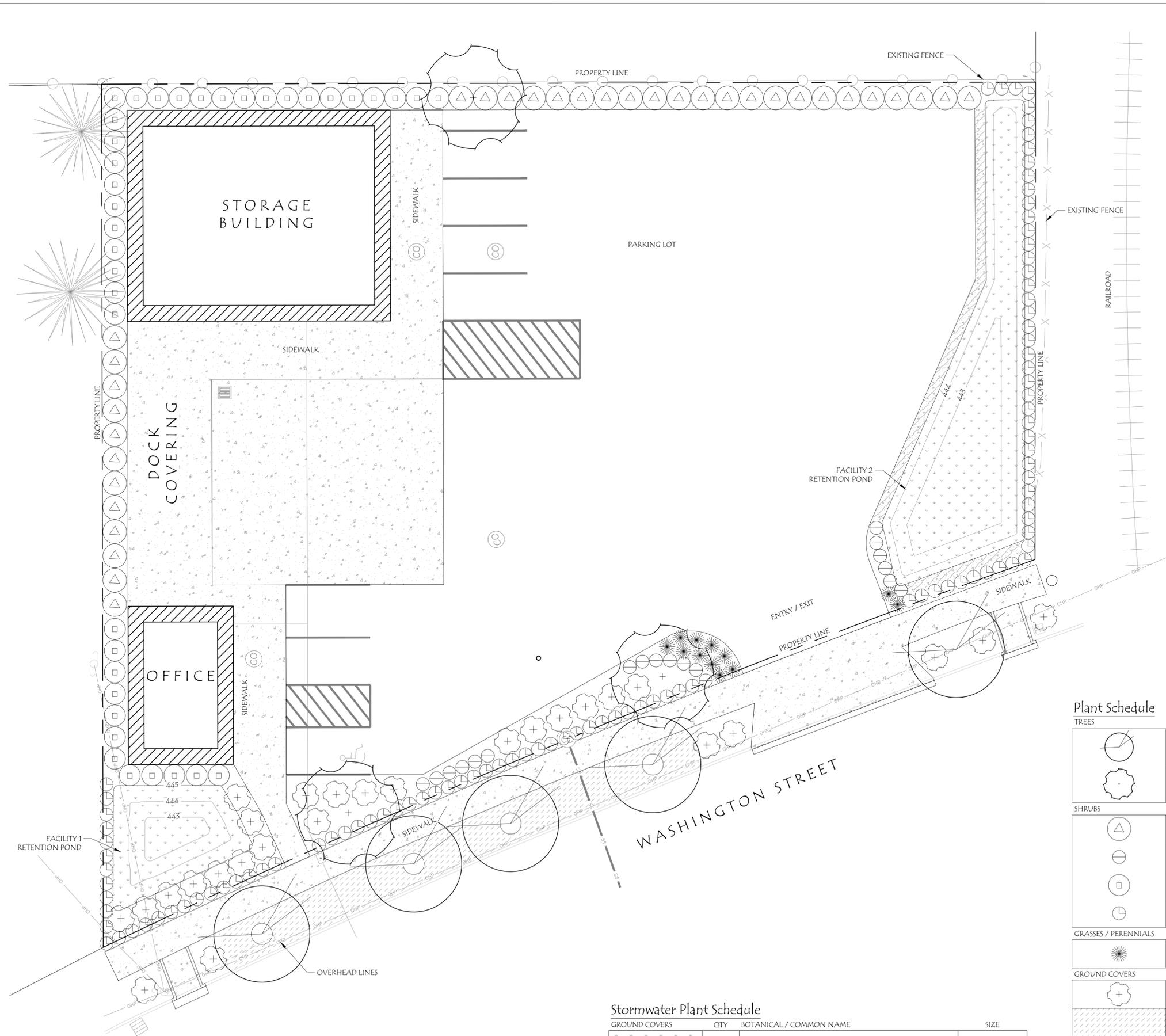
**Product Options**

Mounting	Photocell	Motion Sensor	Controller
Straight Arm Mount	Photocell Kit	Motion Sensor (dims to 10%)	Remote Control
Slip Fitter Mount			
Yoke Wall Mount			

Product enhancements may result in specification changes without notice. Contact us for the latest information.  
 Joe Hawkins, Lighting Specialist | 617-468-7352 | jhawkins@ledlightingsupply.com 176

REASON FOR ISSUANCE	DATE	BY
DESCRIPTION	6/14/23	KW
NO.	1	
SITE PLAN R/W SUBMITTAL		

SHEET TITLE:  
**SITE LIGHTING  
 PHOTOMETRICS**  
 E-1.01



**Legend:**

EXISTING TREES TO REMAIN OFF-SITE

**General Notes:**

1. DRAWINGS ARE PRELIMINARY, NOT FOR CONSTRUCTION OR BIDDING.
2. SEE CIVIL DRAWINGS FOR SITE PLAN.
3. LANDSCAPE TO BE IRRIGATED BY AN AUTOMATIC UNDERGROUND SYSTEM.
4. STREET TREES SELECTED FROM CITY OF STAYTON APPROVED STREET TREE LIST BENEATH OVERHEAD LINES.

**Landscape Calculations:**

TOTAL SITE AREA (SF): 22,207 SF  
 TOTAL LANDSCAPE AREA REQUIRED (15%): 3,331 SF  
 TOTAL LANDSCAPE AREA PROPOSED: 4,821 SF  
 LESS THEN 20 SPACES: NO INTERIOR LANDSCAPE REQUIRED

**Stormwater Facility Planting Requirements**

Facility #	Facility SF	Grasses
1	446 SF	446 SF
2	1,252 SF	1,252 SF

**Stormwater Plant Schedule**

GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE
	1,698 sf	Pro Time 442 BES Grassy Swale Native Mix or equal	Seed at a rate of 1 lb per 1000 sf

**Plant Schedule**

TREES	QTY	BOTANICAL / COMMON NAME	SIZE
	5	Cercis canadensis / Eastern Redbud	8' Ht. Min., 2" Cal., B&B
	3	Nyssa sylvatica 'Wildfire' / Wildfire Tupelo 8' HT	8' Ht. Min., 2" Cal., B&B
SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE
	34	Abelia x grandiflora / Glossy Abelia	36" Ht. Min.
	19	Abelia x grandiflora 'Kaleidoscope' / Kaleidoscope Glossy Abelia	24"-30" Ht.
	38	Euonymus japonicus / Japanese Spindle	4" Ht. Min.
	103	Euonymus japonicus 'Green Spire' / Green Spire Euonymus	4" Ht. Min.
GRASSES / PERENNIALS	QTY	BOTANICAL / COMMON NAME	SIZE
	12	Pennisetum alopecuroides 'Hameln' / Hameln Fountain Grass	1 Gal.
GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE
	27	Prunus laurocerasus 'Mount Vernon' / Mount Vernon Laurel	1 Gal. As Shown
	118 (706 sf)	Arctostaphylos uva-ursi / Kinnikinnick	1 Gal. 30" o.c.
	99 (212 sf)	Fragaria vesca / Woodland Strawberry	1 Gal. 18" o.c.

Laurus Designs, LLC



1012 Pine Street  
 Silverton, Oregon  
 503.784.6494

Santiam Ice  
 Stayton Facility

Stayton, Oregon



PRELIMINARY  
 PLANTING PLAN



SCALE: 1"=10'-0"



June 6th, 2023

**REVISIONS**

#	DATE	NOTES	INITIALS

L1.1

SHEET 1 OF 1

PROJECT #: 1549C

Date: June 28, 2023

To: Dan Fleishman, Planning Director

From: Keith Whisenhunt, PE

Project No.: 21021

Project Name: Santiam Ice Company Facility

This memorandum provides a brief scoping outline for the proposed Santiam Ice Co. office building and storage buildings located at 1319 W Washington Street in Stayton, Oregon.

### PROJECT DESCRIPTION

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



Figure 1. Site Vicinity Map.

The proposed development plan for the property includes two separate structures (one office building and one storage building), a loading dock between the two buildings, and surface parking. The office building is two stories tall with storage on the second floor. The footprint is 600-sf and it will be used for the administrative and management functions. A separate 2,400

square-foot storage building will be used to store ice products for distribution. No retail sales is proposed for the site.

Figure 2 illustrates the proposed site layout.

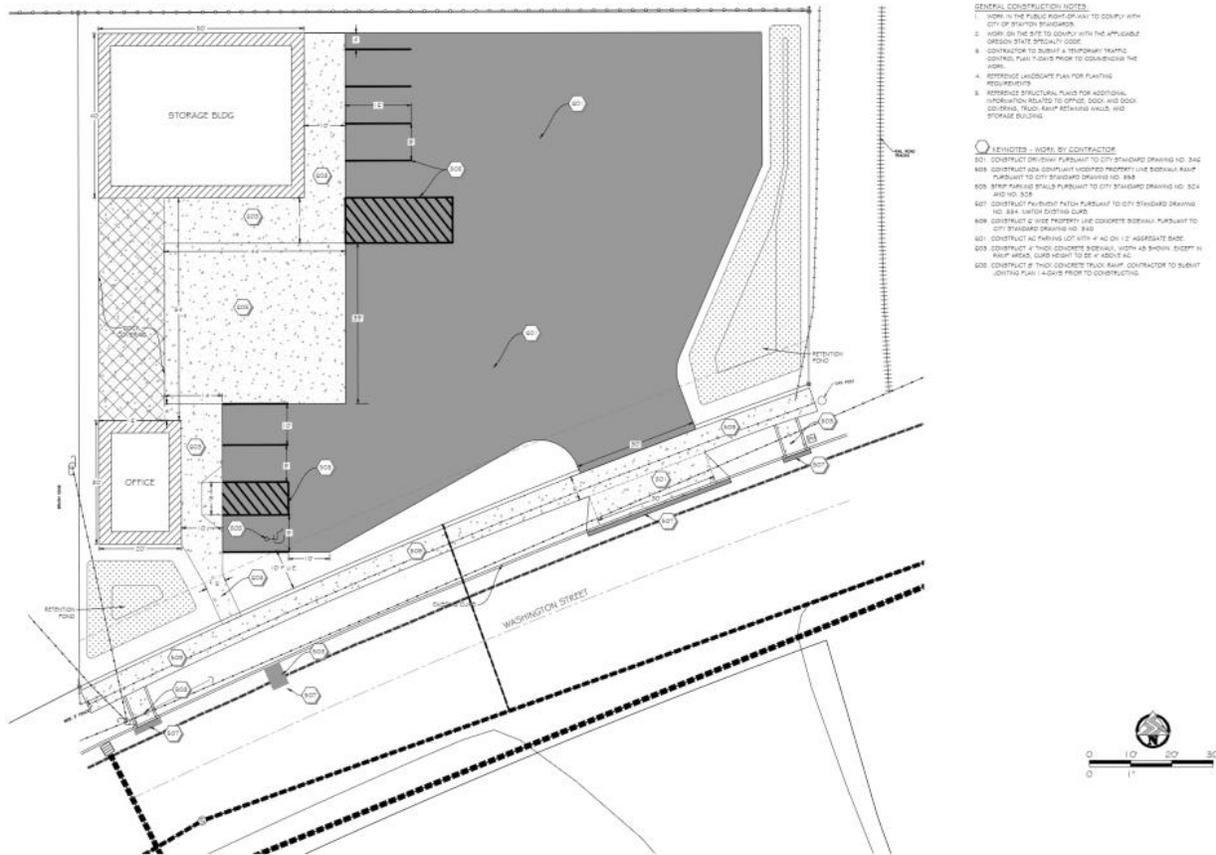


Figure 2. Preliminary Site Plan.

## TRIP GENERATION ESTIMATES

Trip generation estimates were prepared using ITE's standard reference Trip Generation, 9th Edition. The site was classified as a combination of Corporate Headquarters Building (ITE Land Use 714) and Warehousing (ITE Land Use 150) to reflect the two separate site components. A description of each of these land use classifications is provided below.

- Warehousing (ITE 150): A warehouse is primarily devoted to the storage of materials, but it may also include office and maintenance areas.
- Corporate Headquarters Building (ITE 714): A corporate headquarters building houses the corporate headquarters of a company or organization, which generally consists of offices, meeting rooms, space for file storage and data processing, and other service functions.

Trip generation estimates are presented in Table 1.

**Table 1. Trip Generation Estimates, ITE 9<sup>th</sup> Edition**

ITE Land Use	ITE Code	Size (SF)	Weekday Daily Trips	Weekday PM Peak Hour		
				Total	In	Out
Corporate Headquarters	714	600-SF	5	1	0	1
Warehousing	150	2,400-SF	9	1	0	1
<b>Total Trips</b>			<b>11</b>	<b>2</b>	<b>0</b>	<b>2</b>

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

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

### ACCESS SPACING

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

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

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

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

## INTERSECTION SIGHT DISTANCE

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

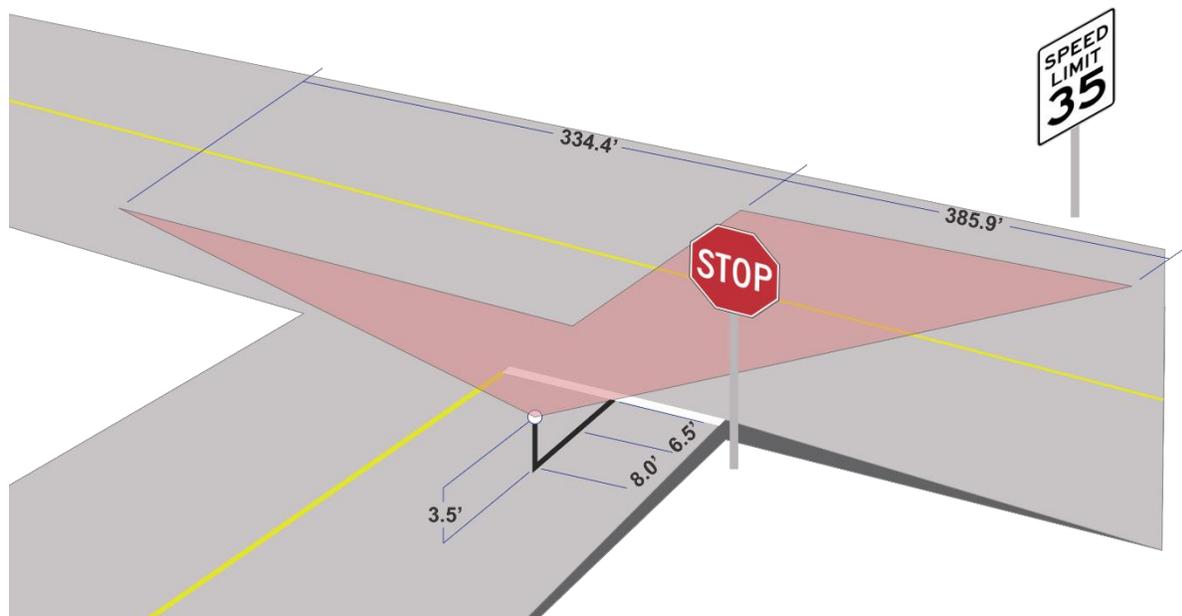


Figure 3. Minimum recommended intersection sight distance dimensions.

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

## INTERSECTION CRASH HISTORY

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

## FINDINGS AND RECOMMENDATIONS

I trust that this memorandum provides the City of Stayton with the required information to process the Transportation Assessment Letter for the Santiam Ice Company facility. As

summarized herein, the scale of the site does not warrant additional analysis, and while the access does not meet the City's spacing requirements there are no suitable access alternatives available.

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

Thank you for the opportunity to provide these materials, please let me know if you have any questions at (503) 364-4004 or via email at [keithw@pdgnw.com](mailto:keithw@pdgnw.com).



Expires: June 30, 2024

# PRELIMINARY DRAINAGE DESIGN REPORT

For

## Santiam Ice-Stayton Facility

Prepared for:

City of Stayton, Public Works Department  
311 N. Third Avenue  
Stayton, Oregon 97383

Date:

June 2023

Site Location:

1319 W. Washington Street, Stayton, Oregon

Prepared by:

**Project Delivery Group, LLC**  
200 Hawthorne Avenue SE, Suite A-100  
Salem, Oregon 97301



RENEWS: 12/31/23

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*Appendix A: Drainage Basin Map*

*Appendix B: Geotechnical, Infiltration, and Groundwater Information as provided by Rapid Soil Solutions, Inc.*

*Appendix C: NRCS Soil Resources Report*

*Appendix D: Design Calculations – HydroCAD Model Results*



## Project Overview and Description

### Size and Location of Project

This report reflects the proposed Santiam Ice - Stayton Facility to be located at 1319 W. Washington Street, In Stayton, Oregon. The Project Site encompasses approximately 0.51 acres.

### Brief Description of Project Scope and Proposed Improvements

The Project consists of developing two buildings; paved vehicle parking, storage, and access areas; concrete walkways; and landscaped areas. Two retention basins will be utilized for stormwater management. The Project is being designed to City of Stayton Design Standards, to address the 100-year 24, hour design storm events. The calculations demonstrate that the volume/size of the basin are sufficient to address the 100-year, 24-hour design storm events with a designed infiltration rate of 0.68 inches per hour.

### Description and Size of the Watershed Draining to the Site

The Site is located in s southwesterly portion of Stayton on the North Side of W. Washington Street. The Site generally slopes from west to east, with grades between 0 and 2 percent.

As illustrated on Exhibit A provided in Appendix A, there are two on-site drainage basins for the Project: Basin A encompasses approximately 5,990 square feet (sf), including retention basin A, and represents the westerly portion of the Site. Basin A includes the roofs of the office, dock covering, and half of the storage building roof. It includes the ramped concrete area that will drain to a sump which will be pumped into retention basin A,

Basin B represents the middle to easterly sections of the site, and includes all of proposed paved areas, half of the storage building roof, retention basin B, and the majority of the concrete walkways that do not drain directly into the truck ramp pit.

Review of the Site did not indicate any areas where surface waters from adjoining properties are discharging onto the Site.

### Escape Route for the 100-year Storm

The storm water hydrology analyses performed for this Site indicates that the two proposed designed retention basins have adequate hydraulic capacity (i.e., storage and percolation) to manage the 100-year, 24-hour storm event without overflow, and a minimum of 0.5 feet of freeboard before overflow.

## Methodology

### Depth to Groundwater

A geotechnical analysis, percolation tests, and a review of depths to groundwater (based on well logs obtained for properties in proximity to the Site) were performed by Rapid Soil Solutions, Inc (RSSI). Copies of their reports are provided in Appendix B. Groundwater was not encountered in any of the shallow soil borings advanced. A review of well logs for wells located in relative proximity to the Site indicate static water levels ranging from 5 to 15 feet below grade surface. Retention basins have been preliminarily designed with a maximum depth of 2.0 feet, maintaining a



minimum of 2.5 feet of distance to projected high groundwater elevations. Groundwater elevations are expected to fluctuate seasonally in accordance with rainfall conditions and are not expected to approach surface elevation.

## Description of soil types and any other geologic features impacting stormwater infrastructure design

Per the Natural Resource Conservation Service (NRCS) Soil Survey, the site consists predominately (100.0%) of Sifton gravelly loam (St, hydrologic soil group B). A copy of the NRCS soils report for this site is provided in Appendix C. There are no other geological features impacting stormwater infrastructure design for the site.

As per the geotechnical investigation and infiltration testing work performed by RSSI (copy provided in Appendix B) the testing work illustrated an infiltration rate of approximately 13.75 inches/hour in the area and at the approximate bottom depth of Retention Basin A, and 27 inches/hour in the area and at the approximate bottom depth of Retention Basin B. For preliminary design purposes, a conservative rate of 50% of the lower measured infiltration rate of 13.75 inches per hour (corresponding to 6.8 inches/hour) was utilized in the retention basin modeling work performed.

## Analysis

### Computational Methods and Software Utilized

The TR-20 method Hydrograph using a Type 1A, 24-hour storm was used to model the required design storms. HydroCAD modeling software (version 10.20-7a) was used to perform the hydrology analyses for the site and to size the stormwater facilities. From City of Stayton Design Standards, the precipitation associated with storm frequency are as follows:

- 100 year, 24-hour storm (4.6 inches)

### Design Assumptions

All elevations used in the modeling work were based on the preliminary design elevations, with an assumed groundwater elevation of 440, and an infiltration rate of 6.8 inches per hour.

A conservative assumed post-development time of concentration of 5 minutes, representing the time from the initial start of the storm to when surface water run-off would reach the retention basin either by direct run-off or piped conveyance, was utilized for the hydrology analyses.

The retention basins have been designed with minimum 3H:1V side slopes and flat bottoms, with retention basin A having a minimum top surface elevation of 445.0 and a flat bottom elevation of 443.0; retention basin A has a calculated storage volume of 468 cubic feet (cf) to its top elevation of 445.0, and 276 cf to the required freeboard elevation of 444.5 (i.e., 6-inches below the minimum top of the basin). Retention Basin B will have a minimum top surface elevation of 444.5 and a flat bottom elevation of 442.5. Retention basin B has a calculated storage volume of 1,377 cf to its top elevation of 444.5, and 830 cf to the required freeboard elevation of 444.0.



## Hydrology Calculation and Modeling

Using the design information of each basin and associated run-off curve numbers (CN), a weighted CN of 93 was derived for the combined Basin A, and a weighted CN of 97 was determined for Basin B.

During the 100-year, 24-hour design storm event, drainage basin A has a calculated peak post development run-off flow rate of 0.14 cubic feet per second (cfs) and a runoff volume of approximately 1,896 cf; drainage basin B has a calculated peak post development run-off flow rate of 0.40 cubic feet per second (cfs) and a runoff volume of approximately 5,593 cf.

## Retention Basin Modeling

Using the proposed design information for the retention basins, the HydroCAD model indicated the following peak infiltration rates and elevations in the two respective retention basins during the modeled 100-year, 24-hour storm event:

Table A

Post-Development Calculated Peak Stormwater Inflow Rates, Water Surface Elevations, and Storage Requirements

Basin	Storm Event	Post-Development			Preliminary Retention Basin Design Info		
		Peak Infiltration Rate (cfs)	Peak W.S. Elevation (ft)	Storage Volume Required (cf)	Design Min. Bottom Elevation (ft)	Minimum Top Surface Elevation of Basin (ft)	Designed Storage Volume (cf) (to Maximum Freeboard Elevation [ft])
Basin A	100-year	0.06	444.44	256	443.0	445.0	276 [444.5]
Basin B	100-year	0.18	443.91	744	442.5	444.5	830 [444.0]

## Conclusion

The stormwater management facilities with retention basins have been designed and sized to be in compliance with the City standards for stormwater management.

Drainage Basin A will drain into retention basin A, which was modeled to have a peak water surface elevation of 444.44 during the 100-year, 24-hour design storm event, maintaining a minimum freeboard of 0.56 feet, with no overflow from the basin during the 100-year, 24-hour design storm event.

Drainage Basin B will drain into retention basin A, which was modeled to have a peak water surface elevation of 443.93 during the 100-year, 24-hour design storm event, maintaining a minimum freeboard of 0.59 feet, with no overflow from the basin during the 100-year, 24-hour design storm event.



## **Application – 1319 W. Washington Street Commercial Facility City of Stayton – Land Use File No. 6-06/23**

**TO:** Dan Fleishman/*City Planner*

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

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

**PROJECT:** **1319 W. Washington Street Office and Storage Facility – Land Use  
Application Review**

**DATE:** July 14, 2023

### **Background**

I received a copy of the application provided by Owner/Developer Lunski Properties LLC., with site plans provided by Project Delivery Group, LLC., with a request by the City of Stayton to review and respond. The application is to construct an office and storage facility at 1319 W. Washington Street.

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

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

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

## **Project Overview**

### **Project Site and Access**

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

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

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

### **Construction Phasing**

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

### **Horizontal and Vertical Datum**

The application site plan did not indicate the horizontal and vertical datum being used for the development. In accordance with PWDS 102.03, all elevations on design plans and record drawings shall be based on the NAVD88 Datum, and the horizontal datum shall be based on the Stayton local datum or Oregon State Plain Coordinate System (NAD83).

## **Findings**

### **Transportation**

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

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

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

- **Transportation System Plan** – It does not appear that there are any Transportation System Plan improvements identified in the Transportation System Plan that are needed along with the street frontage improvements other than the proposed bicycle and pedestrian improvements as shown in Figures 3 and 5. However, the Developer will need to review and comply with the most current recommendations of the Transportation System Plan at the time of development.
- **Parks Master Plan** – The development shall comply with the Parks Master Plan, including the appropriate open space, any trails, and landscaping.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered site and street improvement plans conforming to the SMC and Public Works Standards.

## Water

- **Domestic Service and Backflow Prevention** – Modifications to the existing water system shall comply with the SMC, Public Works Standards, and comply with applicable building/specialty codes. Any existing water services proposed to be reused shall be of adequate size and condition, and located and inspected prior to reuse. If the existing water service is found by Public Works to be unacceptable for reuse, then a new water service shall be provided. Per SMC 13.16.390, each non-residential establishment shall have a separate water service line and water meter, unless otherwise approved by the Public Works Director. All backflow prevention details will need to be reviewed and approved by the City, Building Official, and the Fire Code Official, as applicable. Only Oregon Health Authority – Drinking Water Services (OHA-DWS) approved backflow devices shall be used. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Fire Protection** – Generally, fire hydrant(s) are required to be installed within 250' of any new structure, unless otherwise approved by the Fire Code Official. The Developer shall review and coordinate with the Fire Code Official to ensure compliance with applicable fire codes and regulations. Any necessary water system improvements shall comply with the Public Works Standards and be shown on the engineered plans. The Developer shall provide the necessary fire access, protection devices, and system modifications and meet all other fire protection requirements of the Fire Code Official.
- **Fire Code Official Approval** – Prior to Site Development Permit final plan approval, the Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.

- **Water Master Plan** – It does not appear that there are any Water Master Plan improvements identified in the Water Master Plan that are needed along with the street frontage improvements. However, the Developer will need to review and comply with the most current recommendations of the Water Master Plan at the time of development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval an engineered water system plan conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official and Fire Code Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public water main and/or public fire hydrant is extended outside the public right-of-way.

### Sanitary Sewer

- **Sanitary Sewer** – Modifications to the existing sanitary sewer system shall comply with the SMC, Public Works Standards, and comply with applicable building/specialty codes. Any existing sewer service proposed to be reused shall be of adequate size, slope, and condition, and located, televised, and inspected prior to reuse. If the existing service is found by Public Works to be unacceptable for reuse, then a new sewer service shall be provided. Also, in accordance with PWDS 506.01.B, commercial buildings shall have a 6” min sanitary sewer service lateral, unless approved otherwise. A two-way property line cleanout shall also be provided if one does not currently exist at the existing connection. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Wastewater Master Plan** – Figure 12b of the Wastewater Master Plan identifies sanitary sewer main capacity issues from existing sanitary sewer flows within Jettters Way, W. Washington Street, and N. Gardner Avenue. It is understood that the existing sewer main capacity issues within W. Washington Street are primarily caused by sewer flows coming from the Gardner Lift Station when both pumps are running, and that the W. Washington Street sanitary sewer main capacity issues would be resolved once the Gardner Lift Station is taken offline and the flows are redirected to the Mill Creek Lift Station. This sanitary sewer system improvement is identified in Figure 15 of the Wastewater Master Plan as a Priority 2.2 project. Until the Priority 2.2 project is completed, any additional sewer flow to this system can only exacerbate the existing capacity issues in the sewer mains. The existence of, or ability to obtain, an adequate sanitary sewer system to properly serve the development in accordance with the City’s Master Plan and Public Works Design Standards, may depend on the amount of the sanitary sewer flow being added by the development and the corresponding Wastewater Master Plan sewer modeling results, the timing of the development, or on the City's ability to resolve the existing capacity issues. As such, it is recommended that in order to verify the applicant’s compliance with SMC 17.12.220.5.a for the sewer system, the Developer shall submit with the Site Development Permit application, sewer

calculations to the City documenting the expected occupancy of the office and warehouse (number of employees and days/hours of occupancy), the number and type of plumbing fixtures, and the expected sewage generation for the project. The City will then incorporate the expected sewage generation from the project into the City's Wastewater Master Plan model to review the impacts to the downstream sewer mains.

- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered sanitary sewer plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official.

## Stormwater

- **New Storm Drainage System** – 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, site infiltration rates, off-site contributing areas, and the seasonal high groundwater elevation will need to be considered and included in the stormwater design. All developed open water surface areas will need to be included in the stormwater calculations and the required stormwater facility setback distances shall be included in the design and shown on the plans. Careful review and consideration of the site's high seasonal groundwater elevation, and any impacts it may have on the stormwater management facility, will need to be included in the analysis. Based on a review of the preliminary stormwater report, revisions to the proposed stormwater facility design will be necessary in order to comply with PWDS that may affect the overall stormwater facility size, location, and other stormwater facility design parameters. This may also impact the overall building and parking lot configuration. The main concerns with the preliminary stormwater facility design as proposed are:
  - The depth to the seasonal high groundwater. As further indicated in PWDS 609.01.A, the City is known to have seasonal high groundwater issues and the groundwater elevations shown in adjacent well logs may or may not be a reflection of the seasonal variations that actually exist at the site. As such, the seasonal high groundwater elevation needs to be determined by field investigation and observed by Public Works so that the City can verify that proper vertical separation distances are being provided in order to support the infiltration facility design. Per PWDS Table 602.05.C, a 5' minimum vertical separation from the high seasonal groundwater shall be provided, unless otherwise approved.
  - The preliminary design infiltration rate. The stormwater facility's infiltration rate limiting factor will be either the stormwater facility growing medium infiltration

- rate per the SWMM, or the native soil infiltration rate with the appropriate factor of safety applied, whichever is less.
- Appropriate setbacks. Appropriate setbacks from the edge of the stormwater management facility's maximum water surface to building foundations and to the property lines shall be provided, unless an easement with adjacent property owners is provided, in accordance with the SWMM requirements.
  - **Stormwater Quality and Quantity** – Stormwater quality and quantity provisions will be required in accordance with PWDS 607 and 608.
    - Stormwater quality facilities meeting the requirements of the PWDS will be required. Best management practices shall be used to minimize any degradation of stormwater quality caused by the development. A stormwater quality manhole will need to be provided upstream of vegetated stormwater facilities per PWDS 607.03, unless otherwise approved. See PWDS 607 for stormwater quality facility requirements.
    - If detention is proposed, stormwater quantity facilities will be required to detain post-developed peak runoff rates from the 2-year, 5-year, 10-year, 50-year, and 100-year 24-hour storm events to the respective pre-developed peak runoff rates, and the post-developed peak runoff rate for the 25-year storm event will be required to be detained to the 10-year pre-developed peak runoff rate per PWDS 602.05.C. A downstream capacity analysis may also be required per PWDS 603.01.B. See PWDS 608 for stormwater quantity facility requirements.
    - If retention is proposed, then the stormwater retention facility shall be designed to retain a 100-year storm event per PWDS 602.05.C. The City is known to have high seasonal groundwater issues, so if infiltration is proposed, the site's actual infiltration rates and the seasonal high groundwater elevation (to be determined during wet-weather months) for this site will need to be determined and the potential impacts to the stormwater drainage system and stormwater facilities (including the vertical separation requirements) will need to be considered in the design. If UICs are proposed, then written documentation shall be provided to the City prior to City permit issuance that UIC approval and necessary permit(s) have been obtained from DEQ.
    - Provisions for an adequate and approved emergency overflow system are required to convey the post-developed 100-year storm event flows to an acceptable point of discharge. Additional provisions shall be provided at all locations where the overflow system will create ponding to hazardous depths. Emergency access shall be provided at all times.
    - Appropriate setbacks from the edge of the stormwater management facility's maximum water surface to building foundations and to the property lines shall be provided, unless an easement with adjacent property owners is provided, in accordance with the SWMM requirements.

- The amount of impervious surface area that has been included in the stormwater calculations shall be shown in the stormwater drainage report narrative and noted on the stormwater plans, including what the impervious surface area calculation includes (e.g., sidewalks, driveways, driveway approach, roof, etc.).
- Source control measures shall be implemented for the development in accordance with PWDS 602.01.N. The SWMM Source Control Manual defines the source control characteristics and uses and identifies structural source controls that must be implemented to manage the pollutants at their source.
- **Acceptable Point of Discharge** – It shall be the responsibility of the Developer to provide a suitable discharge location for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
- **Stormwater Operation and Maintenance Plan and Agreement** – Stormwater operation and maintenance of any private stormwater facilities will be the obligation of the property owner. As such, a stormwater operation and maintenance plan and agreement (as approved by the City) will be required to ensure future operation and maintenance of the stormwater facilities. See the Public Works Standard forms.
- **Stormwater Master Plan** – It does not appear that there are any Stormwater Master Plan improvements identified in the Stormwater Master Plan that are needed along with the street frontage improvements. However, the applicant will need to review and comply with the most current recommendations of the Stormwater Master Plan at the time of development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered stormwater conveyance, quality, and quantity plans, stormwater analysis and report, and an O&M plan and agreement conforming to Public Works Standards, and meeting the requirements of the Building Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public storm drainage main is extended outside the public right-of-way.

### **Erosion and Sediment Control Measures**

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

### **Franchise Utilities**

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

## **Recommended Public Works Conditions of Approval**

1. The City of Stayton Standard Conditions of Approval shall apply. All required easements, agreements, and other documentation required by the Planning Conditions of Approval, SMC, PWDS and other agencies having jurisdiction over the work shall be provided to the City for review and approval prior to issuance of a Site Development Permit.
2. The following engineered plans and supporting documentation shall be submitted to the City for review and approval prior to issuance of a Site Development Permit.
  - a. Site and street improvement plans conforming to the SMC and Public Works Standards.
  - b. Water system plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building and Fire Code Official. The Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required private fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.
  - c. Sanitary sewer system plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official, if modifications are needed. It is recommended that in order to verify the applicant's compliance with SMC 17.12.220.5.a for the sewer system, the Developer shall submit with the Site Development Permit application, sewer calculations to the City documenting the expected occupancy of the office and warehouse (number of employees and days/hours of occupancy), the number and type of plumbing fixtures, and the expected sewage generation for the project. The City will then incorporate the expected sewage generation from the project into the City's Wastewater Master Plan model to review the impacts to the downstream sewer mains. The Public Works Director will then verify, based on the sewer modeling results, that there is adequate capacity for the expected sewage generation from the project.
  - d. A stormwater analysis conforming to Public Works Standards. Careful review and consideration of the area's seasonal high groundwater impacts, including the necessary vertical separation requirements, will need to be included in the analysis.
  - e. Stormwater conveyance, quality, and quantity facility plans conforming to Public Works Standards and meeting the requirements of the Building Official. It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
  - f. A stormwater operation and maintenance plan and agreement (as approved by the City) to ensure future operation and maintenance of the stormwater quality and quantity facilities.

- g. An erosion and sediment control plan for the site grading and earth disturbing activities conforming to Public Works Standards.

# BEFORE THE STAYTON PLANNING COMMISSION

In the matter of )  
The application for ) Site Plan Review  
Lunski Properties, LLC ) File # 6-06/23  
)

## ORDER OF CONDITIONAL APPROVAL

### I. NATURE OF APPLICATIONS

The applicant is requesting site plan approval for the construction of a warehouse and office building.

### II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on July 31, 2023. At that hearing the Planning Commission reviewed Land Use File #6-06/23, application for site plan approval, and it was made part of the record.

### III. FINDINGS OF FACT

#### A. GENERAL FACTS

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

#### B. EXISTING CONDITIONS

The property is vacant.

#### C. PROPOSAL

The application is to construct a 1,200 square foot 2-story office building to include 600 square feet of office on the first floor and 600 square feet of storage on the second floor and a 2,000 square foot warehouse/shop building for the applicant's ice business, paved parking, and stormwater treatment areas. The plan includes a driveway entrance onto W Washington St and construction of a sidewalk along the W Washington St frontage of the property. The plan provides for 7 parking spaces. The plan shows two stormwater retention basins.

## D. AGENCY COMMENTS

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

SCTC, Northwest Natural Gas, and Stayton Fire District responded with no comment. 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 July 6. No comments were received from the public prior to the public hearing.

## F. ANALYSIS

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

## G. APPROVAL CRITERIA

### Site Plan Review

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

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

Findings: There is a 6-inch water main in W Washington St. The applicant intends to connect to the existing main with a service line toward the southwest end of the property.

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

There is a 10-inch sewer main in W Washington St. The City's GIS indicates that there is a 6-inch diameter sewer lateral serving the property. The existence and condition of the sewer lateral needs to be field verified. The City Engineer noted that the Wastewater Master Plan identifies sanitary sewer main capacity issues from existing sanitary sewer flows within W. Washington Street primarily caused by sewer flows coming from the Gardner lift station when both pumps are running, and that the W. Washington Street sanitary sewer main capacity issues would be resolved once the Gardner lift station is taken offline and the flows are redirected to the Mill Creek lift station.

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

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

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

Finding: The applicant submitted a Transportation Assessment Letter (TAL), prepared by Keith Whisenhunt, PE. The TAL estimated traffic to be generated by the development to be 11 daily trips with 2 trips in the PM peak hour.

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

Kittelson & Associates, the City's traffic engineering consultant, reviewed the TAL and had no comments.

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

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

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

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

Finding: See findings relative to Section 17.20.060 below.

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

Finding: See findings relative to Section 17.20.070 below.

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

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

- g. *The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Residential Design Standards, or Section 17.20.200 Commercial Design Standards.*

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

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

Finding: See the findings regarding Section 17.20.090 below.

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

Finding: The site plan and the landscape plan show landscaping around the perimeter of the site. 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 applicant will maintain all 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 an office use is 3.5 parking spaces per 1,000 square feet.*

Finding: At 2 spaces per 1,000 square feet of floor area, the warehouse requires 4 spaces. At 3.5 spaces per 1,000 square feet of floor area, a 600 square foot office building requires 2.1 spaces. Section 17.20.060.7.b indicates that the required number shall be rounded up if the fractional space is greater than 1/3. The plan provides for 7 spaces.

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

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

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

Finding: The site plan submitted does not show any parking for bicycles.

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

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

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

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

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

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

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

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

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

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

Finding: See the findings regarding Section 17.20.170 below.

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

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

Finding: See the findings for Section 17.20.090 below.

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

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

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

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

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

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

### **Section 17.20.080 – Special Street and Riparian Setbacks**

The following are the applicable provisions from Section 17.20.080:

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

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

### **Section 17.20.090 – Landscaping Requirements**

The following are the applicable provisions from Section 17.20.090

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

Finding: The total area of the parcel is 22,207 square feet. A minimum of 3,331 square feet of landscaping is required. The landscape plan shows a landscaped area of 4,821 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 5 Eastern Redbud trees to be planted as street trees within the W Washington St right of way. Eastern Redbud is on the list of approved species for planting under overhead wires.

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

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

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

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

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

- a. *Within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer.*
- b. *Where the decision authority determines the trees may be a hazard to the public interest or general welfare.*
- c. *Under overhead powerlines, if tree height at mature age exceeds the height of the power line.*

Finding: There are overhead power lines on the north side of W Washington St. The selected tree species are on the City's list of acceptable species for planting under overhead power lines.

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.

17.20.090.8: *Requirements for Plant Materials.*

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

f. *Shrubs shall be a minimum of 2 feet in height when measured immediately after planting.*

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

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

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

1) *Any parking area, loading area, or vehicle maneuvering area shall be landscaped along property boundaries. The landscaped area for an industrial use adjacent to a single family residence shall be 15 feet and adjacent to an arterial street shall be 10 feet.*

**Finding:** The buffer plantings between the street and parking area and gravel storage area exceeds 10 feet.

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

**Finding:** No fencing is proposed.

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

a. *Height and Capacity. Where landscaping is used for required screening, it shall be at least 6 feet in height and be at least 80 percent opaque, as seen from a perpendicular line of sight, within 2 years following establishment of the primary use of the site.*

b. *Chain Link Fencing. A chain link fence with sight obscuring slats shall qualify for screening only if a landscape buffer is also provided.*

c. *Height Measurement. The height of fences, hedges, walls and berms shall be measured from the lowest adjoining finished grade, except where used to comply with screening requirements for parking, loading, storage, and similar areas. In these cases, height shall be measured from the finished grade of such improvements. Screening is prohibited within the sight distance triangle.*

d. *Berms. Earthen berms up to 6 in height may be used to comply with screening requirements. Slope of berms may not exceed 2:1 and both faces of the slope shall be planted with ground cover, shrubs and trees. Bark mulch or other non-living materials shall not be used as the ground cover for an earthen berm.*

**Finding:** No screening has been proposed.

**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. Three pole-mounted lights will be 150W LED fixture on a 25-foot pole. Outdoor lighting fixtures on the buildings will include three 20W LED full cut-off wall packs. The illumination diagram indicates that the 0.5 foot candle illumination level will be away from the property line.

5. *NON-RESIDENTIAL LIGHTING STANDARDS. The following additional standards shall apply to all commercial, industrial, public and semi-public uses:*

a. *Lighting of Parking Areas. Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.*

1) *All lighting fixtures serving parking areas shall be full cut-off fixtures.*

3) *Parking area lighting in an industrial zone shall have a maximum mounting height of 25 feet, a minimum illumination level of 0.5 foot-candles, a maximum illumination level of 2.6 foot candles, a uniformity ratio of 4:1, and a minimum color rendering index of 20.*

**Finding:** Pole mounted lights around the parking area will be a 150W LED fixture on a 25-foot pole. The illumination diagram indicates that the illumination level will be between than 0.5 foot-candles and 7.9 foot candles in the parking area. The illumination diagram does not indicate the uniformity ratio.

### **Section 17.20.230 – Industrial Design Standards**

The following are the applicable provisions from Section 17.20.230

#### 2. *SITE DESIGN.*

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

**Finding:** The adjacent dwelling to the west is in an industrial zone. The existing dwelling to the east is approximately 50 feet from the easterly property line. The warehouse building will be approximately 21 feet tall.

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

1) *If the location of an outdoor service area as proscribed by this Section is difficult to accommodate because of site considerations, the decision authority may determine that*

*the service area may be located in another location with additional screening requirements.*

- 2) *Screening of outdoor service areas. Screening shall be provided when an outdoor service area is adjacent to a property in residential use or adjacent to a residential zone. Screening shall also be provided to soften the effects of outdoor service areas as they may be viewed from a public street.*
  - a. *Outdoor service areas shall be screened either with evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.*
  - b. *When the outdoor service area is more than 300 feet from a neighboring residence, screening is not required.*

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

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

**Finding:** See the findings regarding Section 17.20.090 above.

### 3. ARCHITECTURAL STANDARDS.

- a. *Pedestrian Orientation. The design of all new buildings on a site shall support a safe pedestrian environment. This standard is met when the decision authority finds that all of the following criteria are met:*
  - 1) *Primary building entrances shall have walkways connecting to the street sidewalk.*
  - 2) *Any portion of an industrial building that is used for sales to the public shall meet the architectural standards of Section 17.20.200.4.*

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

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

Finding: The project is made up of two buildings connected by a covered loading dock. There will not be a wall on the back of the loading dock. Neither of the proposed buildings are more than 75 feet in any dimension.

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

Finding: See the findings regarding Section 17.20.170 above.

## **Section 17.26.020 –Access Management Requirements and Standards**

The following are the applicable provisions from Section 17.26.020

### 2. *NUMBER OF ALLOWED ACCESSES.*

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

*The number of driveways allowed for non-residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways. An exception shall be allowed if it is proven through a traffic impact study that this limitation creates a significant traffic operations hardship for on-site traffic. The primary criteria to allow more driveways will be level of service (see standards in 17.26.050) analysis, queuing analysis, and safety analysis of the site accesses. If a development has a need for more than two access points, then signalization of the main access shall be investigated as a potential option prior to allowing additional driveways. A signal warrant study will then be required to study whether or not signalization of the main access is required. The Public Works Director or his/her designee shall determine whether the traffic study adequately proves that more accesses are needed for a particular project.*

Finding: The site plan proposes a single driveway.

### 3. *LOCATION OF ACCESSES.*

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

#### *h. Access Spacing Standards*

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

Finding: The Transportation Assessment Letter notes that the proposed driveway will not conform with the separation requirement but will be aligned with the driveway across W Washington St and that there is no location on the site that will conform with the standard and this is the most logical location. The City's transportation planning consultant has concurred with the conclusion.

### 4. *ACCESS STANDARDS.*

#### *a. Driveway Design.*

- 1) *See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.22b for minimum and maximum driveway widths.*

Finding: The driveway standards have been moved into the Public Works Design Standards (PWDS). The PWDS allow driveways in industrial zones between 12 feet and 36 feet in width. The proposed driveway is 30 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 enters the parking area with all parking spaces in front of the buildings. This provides a large area for trucks to maneuver and turn around.

- 3) *Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Sight distance triangle requirements are identified in 17.26.020.4.c and 17.26.020.4.d.*

Finding: See the findings for Section 17.26.020.4.c below.

*c. Sight Distance Triangle*

*Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d. Table 17.26.020.4.c requires a minimum sight distance triangle of 250 feet along a street with a design speed of 35 mph.*

Finding: The TAL reports the sight distances at the driveway exceed 500 feet.

#### **IV. CONCLUSION**

Based on the facts above, the Planning Commission concludes that the application meets the requirements established in SMC Section 17.12.220, and Sections 17.20.060, 17.20.070, 17.20.080, 17.20.090, 17.20.170, 17.20.230, and 17.26.020 except for the following:

1. 17.12.220.5a. This section requires adequate utility systems be available to the proposed development. The City's Wastewater Master Plan has identified sewer capacity issues in W Washington St. This standard could be met if the applicant provides additional information on the expected occupancy of the office and warehouse (number of employees and days/hours of occupancy), the number and type of plumbing fixtures, and the expected sewage generation for the project from which the Public Works Department will model the expected sewage generation and the impacts on downstream facilities.
2. 17.20.060.9-A.1. This section requires new uses to provide bicycle parking spaces. This standard could be met if the site plan is revised to show a bicycle rack.
3. 17.20.090.5.c. This section requires that street trees be trimmed to not impede sight distance, pedestrian traffic or vehicular traffic. The landscape plan did not include any information on

trimming street trees after planting. This standard could be met if the landscape plan is modified to address trimming street trees after planting.

4. 17.20.090.7. This section requires permanent underground or drip irrigation for landscaped areas. An irrigation plan was not submitted. This section could be met if the landscape plan is modified to provide an irrigation plan meeting the requirements of this section.
5. 17.20.170.5.a.3. This section establishes standards for outdoor lighting in parking areas in the industrial zone. The illumination diagram indicates the outdoor lighting will exceed the maximum permitted and did not provide information on the uniformity ratio for lighting the parking area. This standard could be met if the illumination is modified to decrease the maximum illumination level to 2.6 foot candles and the uniformity ratio is calculated at no more than 4:1.
6. 17.20.230.2.b. This section proscribes the location of outdoor service areas. The site plan does not show the location of an outdoor service area. This standard could be met if the site plan is modified to show the location of an outdoor service area meeting the requirements of this section or if the applicant states that there will be no outdoor service area.

## **V. ORDER**

Based on the conclusion above, the Planning Commission approves the application for site plan approval, as shown on a 9-sheet set of plans entitled Proposed Office & Storage Facility Site Plan Review Submittal, prepared by Project Delivery Group, LLC, dated June, 2023 and the accompanying materials that comprised the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval:

1. Prior to the submittal of the application for any building permits the applicant shall obtain a Site Development Permit from the Public Works Director.
2. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised site plan to the Planning and Development Director that
  - a) shows the location of bicycle rack; and
  - b) either shows the location of an outdoor service area that meets the requirements of Section 17.20.230.2.b or the applicant shall clarify and verify that there will be no outdoors service areas on the site.
3. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised landscape plan that includes notes regarding trimming street trees to not impede sight distance, pedestrian traffic or vehicular traffic and which includes an irrigation plan meeting the requirements of Section 17.20.090.7.
4. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised illumination plan that shows the maximum illumination level of no more than 2.6 foot candles and uniformity ration of no more than 4:1.
5. With the submittal of the application for a Site Development Permit, the applicant shall document the expected occupancy of the office and warehouse (number of employees and days/hours of occupancy), the number and type of plumbing fixtures, and the expected sewage generation for the project, and submit calculations to the City for review. The Public Works Department will then model the expected sewage generation from the project for impacts to the downstream sewer mains. The Site Development Permit shall be issued only if the Public

Works Director determines, based on the modeling, that there is adequate capacity for the expected sewage generation from the project. The applicant shall be responsible for the costs of modeling.

6. With the submittal of the application for a Site Development Permit, the applicant shall submit the following engineered plans and supporting documentation for review and approval by the City Public Works Department.
  - a. Street improvement plans for any work to be conducted in the public right of way. Street improvement shall include a 6-foot property line sidewalk along the entire frontage of the property; a minimum 5-foot landscape strip; and street trees. The property owner shall dedicate a 10-foot Public Utility Easement adjacent to the right of way along the entire frontage of the property or provide documentation that such an easement currently exists.
  - b. Water system plans conforming to Public Works Standards and meeting the requirements of the Building and Fire Code Official. A utility easement in accordance with Public Works Design Standards 102.08 shall be provided if a public water main and or fire hydrant is located outside of the public right of way.
  - c. Sanitary sewer system plans conforming to Public Works Standards and meeting the requirements of the Building Official. All buildings shall be served by a minimum 6-inch sanitary sewer service lateral. The applicant shall provide a two-way property line clean out on the sewer lateral.
  - d. A final stormwater analysis, drainage report, plans and supporting documentation conforming to PWDS. Careful review and consideration of the area's seasonal high groundwater impacts will need to be included in the analysis. The proposed stormwater facilities will need to properly function during periods of high groundwater and the water quality of the groundwater needs to be adequately protected. If UICs are proposed, then written documentation shall be provided to the City that UIC approval and necessary permit(s) have been obtained from DEQ.

It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.

The Developer shall provide a stormwater operation and maintenance plan/agreement (as approved by the City) to ensure future operation and maintenance of the private stormwater facilities. The stormwater operation and maintenance plan shall be recorded in the Marion County Deed Records.
  - e. An erosion and sediment control plan for any site grading or earth disturbing activities, conforming to PWDS.
  - f. Draft deed for the public utility easement shall be submitted for review and approval by the City prior to their execution by the property owner.
7. Prior to the occupancy of the development, sight distance at the driveway intersection shall to be verified, documented, and stamped by a registered professional Civil or Traffic Engineer to assure that buildings, signs, or landscaping does not restrict sight distance to less than 250 feet.

## VI. OTHER PERMITS AND RESTRICTIONS

The applicant is herein advised that the use of the property involved in this application may require additional permits from the City or other local, State or Federal agencies.

The City of Stayton Land Use review and approval process does not take the place of, or relieve the Applicant of responsibility for, acquiring such other permits, or satisfy any restrictions or conditions there on. The land use permit approval herein does not remove, alter, or impair in any way the covenants or restrictions imposed on this property by deed or other instrument.

## VII. EFFECTIVE DATE

This decision regarding this application is final, but shall not become effective until the 15th day after the mailing of the Notice of Decision in this case, and then only if no appeal to the Stayton City Council is timely filed. In the event of a timely appeal to the City Council, this decision shall not become effective until the appeal is finally resolved, including any appeals from the decision of the City Council to the Oregon Land Use Board of Appeals.

Subject to the Effective Date of this decision set forth herein, the land use approval granted by this decision shall be effective only when the exercise of the rights granted herein is commenced within 1 year of the effective date of this decision. Construction must have commenced on site improvements with a valid Site Development Permit issued by the Public Works Department. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the Director of Planning and Development at least 30 days prior to the expiration date of the approval.

## VIII. APPEAL DATES

The Planning Commission's action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

\_\_\_\_\_  
Ralph Lewis,  
Planning Commission Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Jacks,  
Interim Planning and Development Director

\_\_\_\_\_  
Date

## Standard Conditions of Approval for Land Use Applications

### General

1. **Approved Land Use Plans** - Minor variations to the approved land use plans shall be permitted provided the development substantially conforms to the submitted land use plans, conditions of approval, and all applicable standards contained in the Stayton Municipal Code (SMC) and City of Stayton Public Works Standards. The applicant shall be responsible for all costs relating to the development, including the design and construction of any required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC, and Public Works Standards.
2. **City Approvals** - The applicant shall obtain any and all required reviews, approvals, and permits from the City prior to construction of the project.
3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided for the development.
4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.

### Prior to Engineered Plan Approval

5. **Design Standards** - All public and privately financed public improvements within the project shall be prepared, signed, and stamped by a Professional Engineer registered in the State of Oregon and shall be designed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)
6. **Engineered Plans** - The applicant's design engineer shall submit engineered plans for review and approval of all required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC and Public Works Standards. Engineered plans shall be reviewed by the City and signed approved by the City Engineer or Public Works Director, prior to issuance of City permits. All conditions of approval for the project will need to be met to the satisfaction of the City Planner and Public Works Director prior to approval of the engineered plans.
7. **Surveys** – Surveys for public improvements shall be performed under the direction of a Professional Land Surveyor registered in the State of Oregon.
8. **Utility Coordination** - Utility companies and public agencies as applicable shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
9. **Agency Approvals** - The applicant shall obtain any and all required reviews, approvals, and permits from all City, State and Federal agencies having jurisdiction over the work. This may include, but is not limited to, the City, Marion County,

DEQ, OHA-DWS, DSL, Fire Code Official, Building Code Official, etc. Written documentation of all required agency approvals as applicable shall be submitted to the City prior to approval of the engineered plans.

#### Prior to Construction

10. **Developer Agreement** – Where public improvements are required, the applicant shall submit to the City an approved (by City Attorney) Developer-Engineer-City Agreement signed and notarized by the applicant and the design engineer, or a signed Developer-Engineer of Record Agreement (for minor privately financed public improvements) signed by the applicant and the design engineer, prior to issuance of City permits.
11. **Permits, Insurance, and Indemnification** – All required permits, insurance, and indemnification shall be obtained by the applicant and provided to the City in accordance with the Public Works Standards prior to construction. A 1200C permit shall be secured by the applicant if required under the rules of the Oregon State DEQ.
12. **Design Engineer’s Estimate** – Where public improvements are required, an estimate performed by the design engineer of the total estimated project cost shall be provided to the City for review and acceptance. This is needed to determine the amount of bonding required for the project.
13. **Performance Bond** - Where public improvements are required, a performance bond, or other form of performance guarantee acceptable to the City Manager and City Attorney, is required to be in place, prior to issuance of City permits. The applicant shall provide a performance bond in the amount of 125% of the total estimated project cost in accordance with the Public Works Standards. The performance bond shall be in a form acceptable to the Public Works Director.
14. **Pre-Construction Conference** - Where public improvements are required, a pre-construction conference shall be held prior to construction in accordance with the Public Works Standards.

#### During Construction and Project Completion

15. **Construction Specifications** - Where public improvements are required, all public and privately financed public improvements within the project shall be constructed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)
16. **Construction Inspection**- Where public improvements are required, all public improvements shall be inspected by the design engineer, or a qualified individual under their supervision, in accordance with the Public Works Standards to assure the construction is following the approved engineered plans. At least three days prior to construction, the applicant shall notify the Public Works Director in writing of the date when the applicant proposes to commence construction. The written notification shall include the name and phone number of the contracting company and the responsible contact person. Any supplemental inspection by the City does not relieve the applicant or the design engineer of providing the required inspection.

17. **Project Completion** - Where public improvements are required, the public improvements and public utilities shall be fully constructed and a project completion report that certifies to the City that the project was constructed according to the approved plans and specifications and that the correct required testing and inspections were satisfactorily performed shall be provided by the design engineer in accordance with the Public Works Standards. Unless the required public improvements are deferred under a non-remonstrance or other agreement approved and signed by the City, a notice of final completion and provisional acceptance of the public improvements is to be provided by the City to the applicant following the completion of construction, prior to the recording of the final plat and prior to any building permit applications being accepted or issued. Construction items must be completed within a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.
18. **Warranty Bond** - Where public improvements are required, after completion and provisional acceptance of the public improvements by the City, the applicant shall provide a 1-year warranty bond in the amount of 30% of the performance bond amount in accordance with the Public Works Standards. The warranty bond shall be in a form acceptable to the Public Works Director.
19. **Record Drawings** - Where public improvements are required, the applicant shall submit to the City, reproducible record drawings and an electronic file of all public improvements constructed during and in conjunction with the project within three months of the completion of construction. Field changes made during construction shall be drafted on the plans in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). Record drawings shall be submitted prior to provisional acceptance of the construction, initiating the one-year maintenance period.
20. **Warranty Bond Release and Final Acceptance** – Where public improvements are required, the release of the warranty bond and final acceptance of the public improvements will be in accordance with SMC 12.04.310 and the Public Works Standards
21. **SDCs and Other Utility Fees** - Systems Development Charges and other utility fees as applicable, will be applied to the project at the time of issuance of a building permit.

# City of Stayton

## MEMORANDUM

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

**FROM:** Jim Jacks, Interim Director of Planning and Development

**DATE:** July 31, 2023

**SUBJECT:** Partition Plan Approval, George Hale for Stayton Washington, LLC,  
930 W. Washington Street

**120 DAYS ENDS:** October 30, 2023

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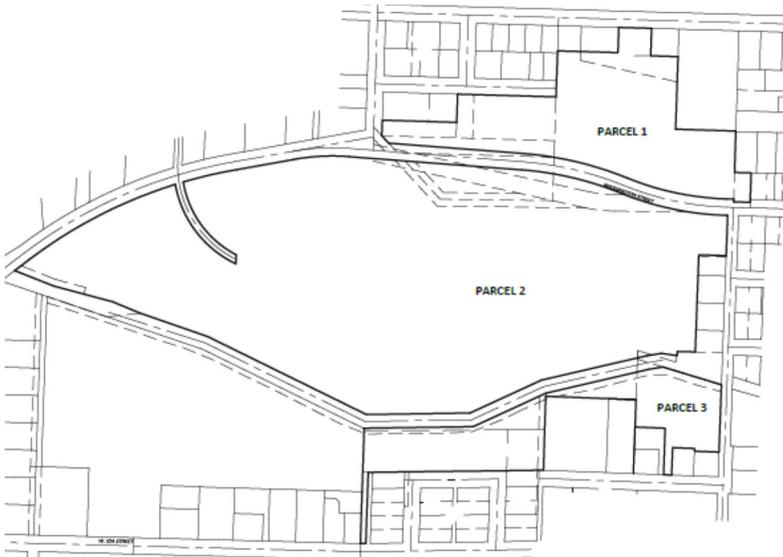
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### ISSUE

The issue before the Planning Commission is a public hearing on an application for partition plan approval for a 3-parcel partition of the approximately 50-acre “Norpac” property. No development is proposed at this time.

### BACKGROUND

The property is approximately 50 acres. It is comprised of three non-contiguous portions separated by W Washington St and by the Salem Ditch. The parcel has frontage on W Locust St, W Darby St, Gardner Ave, W Washington St N Evergreen Ave, and W High St.



### ANALYSIS

The property is developed as a manufacturing facility with associated parking, outdoor storage and loading sites, and off-street parking. A portion of the property, with frontage on N Evergreen Ave, is covered by a temporary easement area that is used as the City’s Community Garden. The City is the holder of a pedestrian access easement along the south bank of the Salem Ditch.

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.

# City of Stayton

Review comments were received from the Marion County Surveyor, the Public Works Department through the City Engineer and the Santiam Water Control District (SWCD). The City Engineer recommends the easements, agreements, and other documentation required by the conditions of approval be provided to the City for review and approval prior to final plat approval, and that the applicant determine whether the existing public utilities within the existing parcel are located within existing easements and shown on the final plat.

A summary of the SWCD comments which are addressed in the draft Order relate to recommending the final partition map include the District's facilities, easements and rights-of-way. The District also recommends conditions of approval be included to address future storm water planning for all three parcels when any of the three parcels is developed in the future and addressing future storm water discharge into Salem ditch or into the City's storm water system.

Staff is recommending several conditions of approval addressing the issues outlined above.

## **RECOMMENDATION**

The staff recommendation for approval with conditions 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. Approve the application with conditions, adopting the draft order as presented.**

I move the Stayton Planning Commission approve the application of Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) 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 Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) 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 Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) 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 August 28, 2023 meeting.

### **4. Deny the application, directing Staff to develop the findings and conclusions to justify that decision.**

I move that the Stayton Planning Commission deny the application of Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) 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 August 28, 2023 meeting.

### **5. Continue the hearing until April 30, 2018.**

# City of Stayton

I move the Stayton Planning Commission continue the public hearing on the application of Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) until August 28, 2023.

**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 Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) but maintain the record open to submissions by the applicant until August 14, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on August 28, 2023.

**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 Stayton Washington LLC for preliminary plan approval of the proposed 3-parcel partition (Land Use File #4-05/23) until August 28, 2023.



**CITY OF STAYTON  
APPLICATION FOR PARTITION OR SUBDIVISION**

Application for:  Subdivision  Partition

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

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

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

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

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

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

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

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

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

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

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

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

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

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

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

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

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

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

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

Phone: (503) \_\_\_\_\_ - \_\_\_\_\_

Phone: (503) \_\_\_\_\_ - \_\_\_\_\_

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: \_\_\_\_\_

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

Closest Intersecting Streets: \_\_\_\_\_

DESCRIPTION OF PROPOSAL: Total Acreage: \_\_\_\_\_ No. of Lots \_\_\_\_\_

ZONE DISTRICT: \_\_\_\_\_

NAME OF PROPOSED SUBDIVISION (does not apply to partitions): \_\_\_\_\_

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

DO NOT WRITE BELOW THIS LINE

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Land Use File# \_\_\_\_\_



Submit Via Email

### CITY OF STAYTON APPLICATION FOR PARTITION OR SUBDIVISION

Application for  Subdivision  Partition

PROPERTY OWNER: STAYTON WASHINGTON LLC **PNW Veg Co, LLC (Tom Christensen) DBA NORPAC**

Address: 1111 SANTA MONICA BLVD STE 800 **PO Box 3110**

City/State/Zip: LOS ANGELES, CA 90005 **Pasco, WA 99302**

Phone: ( ) - - Email: Contact applicant's Representative

APPLICANT: George Hale

Address: 70 SW Century Drive, Suite 100-240

City/State/Zip: Bend, OR 97702

Phone: (503) 358 - 7067 Email: ghale@woodhillhomes.net

APPLICANT'S REPRESENTATIVE: Emerio Design - Jennifer Arnold

Address: 1500 Valley River Drive Suite 100

City/State/Zip: Eugene, OR 97401

Phone: (503) 746 - 8812 Email: jarnold@emeriodesign.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING	ENGINEERING
Name: <u>Jennifer Arnold</u>	Name: <u>Roy Hankins</u>
Address: <u>1500 Valley River Drive Suite 100</u>	Address: <u>1500 Valley River Drive Suite 100</u>
City/State/Zip: <u>Eugene, OR 97401</u>	City/State/Zip: <u>Eugene, OR 97401</u>
Phone: (503) 746 - 8812	Phone: (503) 746 - 8812
Email: <u>jarnold@emeriodesign.com</u>	Email: <u>roy@emeriodesign.com</u>

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: 930 W Washington Street

Assessor's Tax Lot Number and Tax Map Number: 091W10CB02400

Closest Intersecting Streets: W Washington Street & N Gardner Ave / N Evergreen Ave & Salem Ditch

DESCRIPTION OF PROPOSAL: Total Acreage: 50 acres No. of Lots 3

ZONE DISTRICT: Light Industrial

NAME OF PROPOSED SUBDIVISION (does not apply to partitions): N/A

SIGNATURE OF APPLICANT:

DO NOT WRITE BELOW THIS LINE

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Land Use File# \_\_\_\_\_

**QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT**

The Stayton Planning Commission, with assistance from the Planning and Development 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 17.24.040.5. Please provide the following information in full and attach to this application.

1. COMPATIBILITY WITH SURROUNDING AREA: How is the partition/subdivision compatible with the surrounding area?
2. PUBLIC SERVICES: All partitions and subdivisions are required to have all public improvements installed as part of any land division process. Therefore, the applicant must be prepared to install the required street, water, sewer, and storm drainage and other improvements.
  - a. How will the applicant assure there are adequate water, sewer, street, and storm drainage facilities available to serve the proposed subdivision?
  - b. List public services currently available to the site:
    - Water Supply: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.
    - Sanitary Sewer: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.
    - Storm Sewer: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.
    - Natural Gas: \_\_\_\_\_ - inch line available in \_\_\_\_\_ Street.
    - Telephone:  is (or)  is not available in \_\_\_\_\_ Street.
    - Cable TV:  is (or)  is not available in \_\_\_\_\_ Street.
    - Electrical:  is (or)  is not available in \_\_\_\_\_ Street.
  - c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the subdivision?
3. DESIGN LAYOUT/PATTERN OF DEVELOPMENT: How does the design layout of the proposed parcels, lots, and roads fit with the existing pattern of development in the area?
4. NATURAL, PHYSICAL AND GEOGRAPHIC FEATURES:
  - b. Flood Hazards:

Is any portion of the property located in a flood plain? Is any portion of the property located adjacent to a waterway?

If the answer to either of the above questions is "yes," how will the proposed subdivision comply with all standards for riparian setbacks or flood hazard protection?
  - c. Wetlands:

Are there any wetlands on the site? If yes, are any of these wetlands identified in the Stayton Comprehensive Plan and how will the proposed subdivision comply with all wetland development requirements?
  - d. Natural Features:

Are there any other important natural features on the site? If yes, how will the proposed subdivision address potential impacts to those features?
5. HISTORIC SITES OR STRUCTURES:

Do any historic sites or structures listed on the City of Stayton Comprehensive Plan Historic Landmarks Inventory exist on the property? If yes, what is the name of the landmark and how will the proposed subdivision comply with all historic preservation standards?
6. DEED COVENANTS AND RESTRICTIONS: Will any deed covenants or deed restrictions apply to the proposed master planned development? If yes, attach.

# Stayton Partition

**Prepared for:**

George Hale  
Woodhill Homes, Inc.  
70 SW Century Drive, Suite 100-240  
Bend, Oregon 97702

**Prepared by:**



1500 Valley River Drive, Suite 100  
Eugene, OR 97401  
503.746.8812  
emeriodesign.com

May 12, 2023

**Project Summary**

Request:	Application for a 3-lot partition in the Light Industrial Zone
Location:	930 W Washington Street, Stayton, Oregon 97383 Marion County Assessor's Map No. 091W10CB, Tax Lot 2400
Applicant:	George Hale Woodhill Homes, Inc. 70 SW Century Drive, Suite 100-240 Bend, Oregon 97702 Phone: 503-358-7067 Email: ghale@woodhillhomes.net
Owner:	Stayton Washington, LLC 11111 Santa Monica Blvd. Suite 800 Los Angeles, CA 90025
Engineer/Planner:	Emerio Design, LLC 1500 Valley River Drive Suite 100 Eugene, OR 97401 503-746-8812 Engineer: Roy Hankins, PE roy@emeriodesign.com Planner: Jennifer Arnold <a href="mailto:jarnold@emeriodesign.com">jarnold@emeriodesign.com</a>

Exhibits:

- A – Marion County Assessor's Map
- B – Aerial Photograph
- C – Marion County Zoning Map

### I. Project Description

Woodhill Homes/George Hale, the applicant, is proposing a 3-lot partition of the large property identified as Marion County Assessor’s Map No. 091W10CB, Tax Lot 2400 (Exhibit A); it can also be located by its address, 930 W Washington Street. The base zone applied to the property is Light Industrial (IL).

The proposed development conforms to all applicable sections of the City of Stayton Development Code. This application provides findings of fact that demonstrate conformance with all applicable standards and applicable criteria of the Development Code will appear in *italics* followed by the applicant’s responses in regular font.

The subject site is large, and the partition proposal will divide the property into three parcels. The proposed parcel size will allow future uses on smaller scales than the previous Large NORPAC facility. The smaller scale future development possibility will aid in compatibility with surrounding development. The partition proposal is currently compatible with surrounding development as there will be no visible changes to the surrounding area, as no development is proposed with this partition application.

### II. Existing Conditions

As its address would suggest, the subject property has frontage on W Washington Street, an existing public road. The property formerly housed the NORPAC distribution facility. Existing utilities are present within the public right of way adjacent to all proposed parcels. Those utilities include water, sewer, and Stormwater. Overhead power is present within the public right-of-way adjacent to the subject site. The applicant will work with the local utility districts to follow all connection requirements when development is proposed on each parcel. No anticipated need to replace or upgrade existing utilities as the use is still to be determined on each proposed parcel included with this application.

Access to the subject property is provided via W. Washington Street for proposed parcels 1 and 2. Access to proposed parcel 3 is provided via NE. Evergreen Avenue. The Salem Ditch separates Parcels 2 and 3 where W. Washington Street is the dividing feature between Parcels 1 and 2.

The subject property is adjacent to the Salem Ditch, but is not within the 100-year floodplain, does not contain any wetlands, or other hazards. Additionally, no historic structures are present on the subject site.

For adjacent zones and land uses refer to Exhibit B for an aerial photograph and Exhibit C for a City of Stayton zoning map.

### III. Light Industrial (IL) Development Standards

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

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

<sup>3</sup> 10 feet when adjacent to residential district, or as may be established through a site plan review.

<sup>4</sup> As may be established through a site plan review.

**Response: The subject site is identified within the light industrial zoning designation and**

**does not require a minimum lot size. Setbacks are to be evaluated prior to issuance of a building permit, but no structures are proposed with this application.**

#### **IV. Development Standards**

##### **17.24.020 Conformity with Zoning**

Except as otherwise authorized herein, all land divisions shall comply with the specifications of applicable zoning district and other land use regulations of the City. Deviations from those requirements shall be allowed only through the variance procedures as specified in Section 17.12.190.

##### **17.24.030 Classification of Land Divisions**

This chapter authorizes two major categories of land divisions and establishes procedures herein for City review and approval of each prior to any site preparation, tree removal, and development. Lot line adjustments which do not create a new parcel of land and which bring about parcels still in compliance with zoning district minimum area requirements are not considered to be land divisions. The two major categories of land divisions are identified as follows:

1. CONVENTIONAL SUBDIVISIONS AND PARTITIONS. Conventional subdivisions and partitions are those occurring in strict compliance with state and local regulations governing the same, including but not limited to the provisions of ORS Chapter 92 and land use and zoning regulations of the City. Major flexibility in design, densities, and land uses are not generally provided for by this category of land division. Provisions for conventional subdivisions and partitions are contained in Section 17.24.040 through 17.24.060.
2. MASTER PLANNED DEVELOPMENTS. The provisions for master planned developments provide for major flexibility in design, densities, and land uses while assuring overall compatibility with the principles and legal requirements of land divisions law. Provisions for master planned developments are contained in Sections 17.24.090 and 17.24.100.

**Response: The applicant proposes a conventional partition with no development currently. The applicant does not propose a master planned development.**

##### **17.24.040 Application and Approval Requirements for Conventional Subdivisions and Partitions**

1. PURPOSE STATEMENT. Subdivisions and partitions are intended to provide for a permanently wholesome community environment, adequate public services, and safe streets through the accomplishment of property division and development in a traditional manner.
2. APPLICATION FOR APPROVAL OF PRELIMINARY PLANS.
  - a. For any proposed subdivision or partition of land, the applicant shall file 3 copies of the preliminary plan at a scale of 1 inch equals not more than 50 feet and all required supplemental information with the City Planner, following the general application procedural requirements of Section 17.12.030. In addition, 12 reduced copies of the plan sized 11 inches by 17 inches shall be submitted.
  - b. (Repealed Ord. 913, September 2, 2009)
3. PRELIMINARY PARTITION PLAN AND SUBDIVISION PLAN SUBMITTAL REQUIREMENTS. Preliminary partition or subdivision plans shall be clearly and legibly drawn. The preliminary partition or subdivision plan shall include or be accompanied by following information:

- a. Appropriate identification clearly stating the drawing is a preliminary partition or subdivision plan.
- b. North arrow, graphic scale, and date of preparation of the preliminary plan. (Amended Ord. 1017, April 18, 2018)
- c. Names and addresses of the landowners, applicant, engineer of record, surveyor, land planner, landscape architect, or any other person responsible for designing the preliminary plan. (Amended Ord. 1017, April 18, 2018)
- d. Map number (township, range, and section) and tax lot number or account of the tract being divided.
- e. The boundary lines of the tract to be divided and approximate area of the property in acres or square feet, on a plan prepared by a professional land surveyor registered with the State of Oregon.
- f. The approximate location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the tract, existing buildings and any addresses for the buildings, railroad rights-of-way, and other important features such as section lines and political subdivision boundary lines.
- g. The location and size of any existing sanitary sewer systems, water supply systems, culverts, drainage ways, and other storm drainage systems, and any other underground utilities or structures within and immediately adjacent the tract being divided. (Amended Ord. 1017, April 18, 2018)
- h. The approximate location, size, and use of all existing and proposed public areas or areas within the proposed subdivision or partition reserved for the common use of the property owners, a description of the suitability of the area for uses contemplated and any conditions or limitations of such reservations.
- i. A proposed general plan for collecting, treating, and detaining stormwater runoff from the development, developed in accordance with the City's Public Works Design Standards and the Stormwater Master Plan. Preliminary Stormwater calculations shall accompany the plan showing how the proposal will meet stormwater quality and quantity requirements. (Amended Ord. 1017, April 18, 2018)
- j. The proposed street pattern or layout showing the name and widths of the proposed streets and alleys in accordance with the City's Public Works Design Standards and City Transportation System Plan. (Amended Ord. 1017, April 18, 2018)
- k. Existing and proposed easements, together with their dimensions, purpose, and restrictions on use.
- l. Proposed location and size of sanitary sewer systems, water supply systems, stormwater facilities, and storm drainage systems in accordance with the City's Public Works Design Standards and the City's Wastewater and Water Master Plans. (Amended Ord. 1017, April 18, 2018)
- m. Proposed parcels, dimensions, sizes, and boundaries. Residential parcels shall be numbered consecutively. Parcels that are to be used for other than residential purposes shall be identified with letters.
- n. Predominant natural features such as water courses (including direction of their flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.
- o. Copies of all existing or proposed restrictions or covenants affecting the property.

- p. An appropriate space on the face of the plan to indicate the action of the Planning Commission, including the date of the decision.
- q. An inventory of existing trees and any proposals for tree removal, detailing numbers of trees, size, and species of trees to be removed as required by Section 17.20.150.
- r. A proposed plan showing access features required in Section 17.26.020, specifically Section 17.26.020.6.
- s. Either a Transportation Assessment Letter or a Transportation Impact Analysis in accordance with the provisions of Section 17.26.050. Five copies of the traffic impact analysis shall be submitted.
- t. A plan showing soils information and any proposed cuts or fills of more than 24 inches. (Added Ord. 1017, April 18, 2018)
- u. The location and functional characteristics of any wetlands on the property to be divided as shown in the City of Stayton Local Wetlands and Riparian Inventory, July 1998. (Added Ord. 1017, April 18, 2018)
- v. A statement indicating the proposed timing of installation of all proposed improvements. (Added Ord. 1017, April 18, 2018)
- w. A Design Modification Request if the applicant proposes to not meet any design requirement in the Public Works Design Standards. (Added Ord. 1017, April 18, 2018)
- x. Future Development Plan. Submission of a future development plan is required when it is evident that the property to be divided can be further divided or provides street or utility connections to adjacent property. The future development plan shall be submitted at the same time that the preliminary plan for either subdivision or partition is submitted and shall contain the following information:
  - (1) Any potential future lots (lot size shall be depicted).
  - (2) Existing and proposed utilities including water, sewer and storm drains.
  - (3) Streets and access points for potential future lots. (Added Ord. 1017, April 18, 2018)

**Response: Compliance with the above criteria is shown on the submitted plans included with this application. The criteria are met.**

- 4. ADDITIONAL SUBMITTAL REQUIREMENTS FOR PRELIMINARY SUBDIVISION PLANS. Preliminary subdivision plans shall show all information cited below in addition to submittal requirements cited above.
  - a. Topography within and adjacent to the proposed subdivision. The base for such information shall be the data obtained from any official benchmark in Marion County or the City of Stayton providing its location, description, and elevation are furnished. Contour intervals shall be no greater than 2 feet for slopes of less than 10% and no greater than 5 feet for slopes of more than 10%.
  - b. A vicinity map clearly showing the relationship of the proposed subdivision to surrounding developments and streets. (Amended Ord. 1017, April 18, 2018)
  - c. An outline of areas proposed for partial recording of a final plat if phased recording is proposed.
  - d. The plan shall otherwise conform to the requirements of ORS 92.090 as amended.
  - e. If a phased development of a subdivision is proposed, then the plan shall

- f. illustrate the phases of development and a timeline for the phases.
- f. Such additional information as the applicant may have been requested to submit at any pre-application meetings with City Staff. If, upon initial investigation by the decision authority, it is found that further information is necessary, it shall be furnished by the applicant.

**Response: This project proposes preliminary partition plat approval and does not include a subdivision. The above criteria do not apply.**

- 5. REVIEW AND APPROVAL PROCEDURES: PRELIMINARY PLAN. The decision authority shall review and act upon the preliminary subdivision or partition plan pursuant to the procedures in Sections 17.12.070 through 17.12.100 except where modifications to that procedure are indicated below.
  - a. A preliminary plan shall be considered an application and shall be processed as such.
  - b. In the review of a preliminary plan by the Planning Commission, the Commission shall consider the review comments of the Public Works Director and the City Engineer. Reports from the City Engineer and Public Works Director, and any comments received from local and state agencies shall be made a part of the City Planner's report.
  - c. The action of the decision authority shall be noted on 2 copies of the preliminary plan, including reference to any attached documents describing conditions. One copy shall be provided to the applicant and the other shall be placed on file with the City Planner.
  - d. Approval of a preliminary plan subject to this section shall be valid for a period of one year from the date of approval.

**Response: The applicant understands the above procedures as they apply to this application.**

- 6. PRELIMINARY PLAN APPROVAL CRITERIA. In determining whether to approve a subdivision or partition preliminary plan, the decision authority shall determine that the applicant has demonstrated the following criteria and standards have been or will be met:
  - a. (Repealed, Ord. 898, August 20, 2007)
  - b. Adequate urban services are available to the property.
  - c. The proposed parcels or lots meet the minimum dimensional requirements of Section 17.16.070.2. (Ord. 1037, November 6, 2019)
  - d. All streets shall be in a location and have a right of way and traveled way width in accordance with the City's Transportation System Plan. Street spacing and location and block dimensions shall meet the standards of Section 17.26.020.5.c (Ord. 898, August 20, 2007; Ord. 1037, November 6, 2019)
  - e. The design standards of Section 17.24.050 below are satisfied as well as the access management standards in Section 17.26.020.
  - f. The plan complies with the provisions of the Comprehensive Plan and the zoning district(s) in which it is or will be located.
  - g. The subdivision or partitioning preliminary plan provides adequate access and utilities to allow future development of the remainder of the parcel and adjacent parcels. (Added Ord. 1017, April 18, 2018)
  - h. Multiple Access Roads: Developments of one- and two-family dwellings where

the number of dwelling units exceeds 30, multiple-family residential projects having more than 100 dwelling units shall be provided with not less than two approved means of access. Exceptions may be allowed when the proposed CC&Rs for the development will require an automatic sprinkler system approved in accordance with the provisions of ORS 455.610(6). (Added Ord. 1017, April 18, 2018; Amended Ord. 1037, November 6, 2019)

- i. All applicable standards of Chapter 17.20 are satisfied. (Ord. 898, August 20, 2007)
- j. All applicable standards of 17.20.180 shall be met and the applicant shall obtain any necessary permits from the Department of State Lands for appropriate mitigation. (Amended Ord. 913, September 2, 2009)
- k. The name of any proposed subdivision shall not be the same as or similar to any name used on a recorded plat or subdivision in Marion County, except for the use of suffixes such as "town," "place," "court," "addition," or similar generic terms, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the subdivision bearing that name. All plats must continue the block numbers of the plat of the same name last filed. A name shall not be required for a partitioning. (Amended Ord. 898, August 20, 2007)
- l. The land division complies with the provisions of ORS 92.090 as amended. (Ord. 1037, November 6, 2019)
- m. When any portion of a subdivision or partition is within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch, the land division and site development shall comply with the requirements of Sections 17.16.090.3, 17.16.090.4, and 17.20.080.2. Conditions, Covenants and Restrictions for the parcels shall assure that the vegetation maintenance standards of Section 17.20.080.2.d will be met. (Added Ord. 949, April 17, 2013; Amended Ord. 1037, November 6, 2019)

**Response: This application proposes a partition. As indicated at the pre-application conference, adequate public facilities exist to serve all three proposed parcels. The light industrial zoning designation does not have minimum dimensional standards and therefore the proposed partition complies with dimensional criteria. The applicant proposed to utilize the existing street network and does not propose any new streets with this partition. The applicant proposes to submit access permits as conditioned for future development of each proposed parcel upon approval. Street spacing standards are met as the applicant proposes to utilize the existing street network. The proposal complies with comprehensive plan and zoning district standards as shown on the submitted plan and explained in this narrative. All new utilities serving the site are proposed to be underground, but no construction is proposed with this application. The subject site is within the light industrial zone and the applicant does not propose a zone change or multiple access roads with this application. As demonstrated on the submitted plans and further explained in this narrative, this application meets the requirements of Chapter 17.20. According to the Local Wetland and Riparian Inventory maps, the subject site does not have any identified wetlands and therefore the criteria within Chapter 17.20.180 do not apply. No subdivision name will be proposed but a partition plat will be recorded, and the naming convention standards are proposed to be followed as required by the City, State, and Marion County.**

**The subject site is over 1,000 feet from the Santiam River. The above criteria are met.**

**17.24.050 Design Standards for Subdivision and Partition Preliminary Plans**

Subdivisions and partition preliminary plans shall meet the following criteria and objectives. These are broad criteria and planning objectives. Detailed engineering and design will be reviewed with the construction plans. (Amended Ord. 1017, April 18, 2018)

1. STREETS. (Ord. 898, August 20, 2007)
  - a. Streets shall be in alignment with existing streets in the vicinity of the proposed subdivision, either by prolongation of existing centerlines or by connection with suitable curves. Streets shall conform to the location, alignment, and roadway design as indicated on the official map of streets known as the Future Street Plan and the Roadway Functional Classification Map in the adopted Stayton Transportation System Plan. (Amended Ord. 1017, April 18, 2018; Amended Ord. 1034, July 17, 2019)
  - b. Streets should intersect at or near right angles as practicable, and in no case shall the angle of intersection exceed 120 degrees. (Ord. 898, August 20, 2007)
  - c. The criteria of a and b above may be modified where the applicant can demonstrate to the decision authority that the topography, or the small number of lots involved, or any other unusual conditions justify such modification.
  - d. Bikeways and pedestrian ways shall be required in accordance with the City of Stayton Transportation System Plan. (Amended Ord. 1017, April 18, 2018; Amended Ord. 1034, July 17, 2019)
  - e. Concrete curbs and concrete sidewalks shall be installed on all streets, consistent with the Geometric Design Requirements by Street Functional Classification in the Public Works Design Standards. (Amended Ord. 1034, July 17, 2019) In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.

**Response: No new streets or development are proposed with this partition application. The applicant proposes to utilize the existing street network for access to the subject site and proposed parcels. No proposed modification to the above standards. No bikeways or pedestrian ways are proposed with this application but can be constructed as conditioned. The subject property is not within a residential zoning designation or neighborhood. The above criteria can be met if approved.**

2. DEDICATION OF A RIGHT-OF-WAY. If a parcel of land to be divided includes any portion of a right-of-way or street, the preliminary plan shall show where such right-of-way or street will be dedicated for the purpose or use proposed. (Ord. 898, August 20, 2007)
3. DEAD-END STREETS AND CUL-DE-SACS. When it appears necessary to continue a street into a future subdivision or adjacent acreage, streets shall be dedicated or platted to the boundary of a division without a turn-around. In all other cases, dead-end streets and cul-de-sacs shall have a turn-around with a radius of not less than 45 feet to the property line. Unless otherwise approved by the decision authority, the length of the street to the cul-de-sac bulb shall not exceed 450 feet in length.

**Response: No additional right-of-way is proposed to be dedicated and no dead-end streets or cul-de-sacs are proposed with this application. The above criteria do not apply.**

4. RESERVE BLOCK.

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

**Response: No reserve blocks are proposed with this application. The above criteria do not apply.**

5. STREET WIDTHS.

- a. The location, width, and grade of all streets must conform to the Public Works Design Standards and City's Transportation System Plan. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either provide for the continuation or appropriate projection of existing principal streets in the surrounding areas or conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions made continuance or conformance to existing streets impractical or where no plan has been previously adopted. (Amended Ord. 1017, April 18, 2018)
- b. In addition, new streets may be required to be located where the City Engineer determines that additional access is needed to relieve or avoid access deficiencies on adjacent or nearby properties. In determining the location of new streets in a development or street plan, consideration shall be given to maximizing available solar access for adjoining development sites.
- c. When an area within a subdivision is set aside for commercial uses or where probable future conditions warrant, the decision authority may require dedication of streets to a greater width than herein otherwise provided.
- d. The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in the Public Works Design Standards. (Amended Ord. 1017, April 18, 2018) Temporary dead-end streets. Dead-end streets that may in the future be extended shall have a right-of-way and pavement width that will conform to the development pattern when extended.
- e. Additional Right-of-Way Widths.
  - 1) Where topographical requirements necessitate either cuts or fill for the proper grading of streets, additional right-of-way width may be required to allow all cut and fill slopes to be within the right-of-way.
  - 2) Where bikeways necessitate, additional right-of-way width may be required.

**Response: No proposed changes to the existing street configuration and no new streets are proposed with this application. The applicant proposes to partition the large subject property into three parcels for future development. The applicant proposes that compliance with the above criteria be evaluated upon receipt of a development application for any parcels included with this submittal.**

6. SUBDIVISION BLOCKS.
  - a. Block lengths and widths shall be determined by giving consideration to the following factors:
    - 1) The distance and alignment of existing blocks and streets.
    - 2) Topography.
    - 3) Lot size.
    - 4) Need for and direction of the flow of through and local traffic.
  - b. Block length and perimeter standards are specified in Section 17.26.020.5.c.
  - c. Except where topographical or other physical features require otherwise, block widths shall not be less than 180 feet.

**Response: No subdivision blocks or new streets are proposed with this partition. The applicant proposes to divide the subject property using the natural and existing features such as existing public streets and the Salem Ditch. Parcels 1 and 2 are separated by public right-of-way and parcels 2 and 3 are separated by the Salem Ditch. The above criteria do not apply.**

7. MID-BLOCK WALKS. Where topographical or other conditions make necessary blocks of unusual length, the decision authority may require the Developer to install mid-block pedestrian walks on a right-of-way 20 feet in width, which shall consist of at least 8 feet of hard surfacing throughout the block, and curb to curb, in order to provide easy access to schools, parks, shopping centers, mass transportation stops, or other community services. (Amended Ord. 1017, April 18, 2018).

**Response: No mid-block walks are proposed with this application. No unusual length blocks are included with this application and therefore the criterion does not apply.**

8. LOT SIZE, LOT LINES.
  - a. Lot sizes shall be as specified in the zoning district in which the land division is being proposed.
  - b. If topography, drainage, location, or other conditions justify, the decision authority may require greater area and frontage widths on any or all lots within a subdivision, or it may allow smaller area or front line widths if the surrounding area and other conditions justify such requirements.
  - c. In a cul-de-sac, the minimum lot line fronting the turn-around shall be 40 feet, and in no case shall the lot width be less than 60 feet at the building line.
  - d. Side lot lines shall be as close to right angles to the front street as practicable.
  - e. Unless otherwise approved, rear lot lines shall be not less than ½ the width of the front lot lines.
  - f. The subdividing or partitioning of developed property shall not create lots or parcels that are in violation of the dwelling density limitations of the underlying zone.

**Response: The subject property is identified as being included within the Light Industrial zoning designation which does not list any minimum lot size standards. No cul-de-sacs or new streets are proposed with this partition application. The applicant proposes to partition the large property along existing features (manmade and natural). The separation between proposed lots 1 and 2 is W. Washington Street and between proposed parcels 2 and 3 is the Salem Ditch. By proposing the division along these existing features, the applicant proposes no changes to side lot lines as they meet the street frontage. The subject**

**site is large, and the applicant does not propose to alter the existing shape of each parcel. The subject property is zoned Light Industrial which is an employment zoning category and therefore not residential with a density standard. The above criteria are met.**

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

**Response: The applicant proposes to place monuments as required above and shown on the preliminary plat. The criterion is met.**

10. SEWAGE DISPOSAL.
- a. All extensions of the existing City sewage facilities shall be in accordance with the Public Works Design Standards and the City's Wastewater Master Plan. Sewer mains shall be extended to the edge of the subdivision unless otherwise approved by the Public Works Director. (Amended Ord. 1017, April 18, 2018)
- b. If adequate public sewage facilities are not available to the parcel of land proposed for subdivision, or if extension of the existing City sewage facilities to serve the buildings to be constructed in the proposed subdivision does not appear practical and economically feasible because of topographic or other considerations, and if all lots in a subdivision are of proper size and soil conditions are suitable, as determined by percolator or other tests made by or approved by the health officer having jurisdiction, the City may allow individual sewage disposal facilities approved by the health officer to be installed on each lot when and as buildings are erected thereon.

**Response: As noted in the pre-application conference, all public utilities are available for the subject property and can be found within the existing public right-of-way. Some utility lines may need to be extended for future services as conditioned by approval this application. The applicant does not propose construction or development of the subject property currently. Future land use applications are proposed to be submitted, as required once a development plan has been made for each proposed parcel. This application only proposes land division. The above criteria are met.**

11. PUBLIC USE AREAS.
- a. Subdivision and partition preliminary plans shall provide a minimum of 5% of the gross area of the subdivision or partition as public recreation area.
- b. Such public recreational area shall have access to a public street, and the decision authority may specify the location of such area to be compatible with existing or anticipated recreational development.
- c. As an alternative to subsection a of this section, in cases where such recreational area would not be effectively used because of size or the location of the subdivision or partition, or where agreed upon by the decision authority, the developer shall pay to the City a fee, earmarked for recreational use and development.

**Response: The applicant proposes to pay the City a fee to provide recreational uses in a more appropriate location or be conditioned to provide public recreational space upon submittal of a development application. The current plan proposes to divide the subject property into three parcels but has not developed a plan for each parcel. Without knowing**

**how each parcel will be used or developed, it is impractical to set aside 5% of the site for public recreation. The above criteria can be met as conditioned upon approval.**

12. WATER SUPPLY.

- a. All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Health Authority and Oregon Water Resources Department. (Amended Ord. 1017, April 18, 2018)
- b. In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City and the Developer will enter into an agreement that specifies what, if any costs the City will reimburse the Developer for the oversizing. (Amended Ord. 1017, April 18, 2018)

**Response: As noted in the pre-application conference, all public utilities are available for the subject property and can be found within the existing public right-of-way. Some utility lines may need to be extended for future services as conditioned by approval this application.**

13. UNDERGROUND UTILITIES.

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

**Response: A utility map was presented to the applicant by the City at the pre-application conference meeting. This utility map is included with this submittal to demonstrate utilities are available around the subject property. The applicant does not propose to develop any of the three properties with this partition application. The applicant does not propose any changes to the existing utility line configuration. The applicant proposes to underground new and existing utilities at the time a future development application is submitted.**

**17.24.060 Submission and Approval Procedures for Construction Plans**

1. CONSTRUCTION PLANS SUBMITTAL REQUIREMENTS.

- a. Submittal Deadline. No later than one (1) year from the effective date of approval of the preliminary plan for a major partition or subdivision the applicant shall submit three (3) sets of construction plans to the Public Works Department. The applicant shall also submit all construction plans and other required documents to the City in electronic form. Failure to submit construction plans within one (1) year of the effective date of approval shall result in expiration of the approval. (Amended Ord. 1017, April 18, 2018)
- b. Conformance to Preliminary Plan. The construction plans shall substantially conform to the preliminary plan as approved.
- c. Preparation. All construction plans shall be prepared by a professional engineer registered with the State of Oregon.

- d. Format. Construction plans shall be clearly and legibly drawn to a standard engineer's scale in a manner which allows all detail to be easily read. The overall size of construction plans shall be 22 inches by 34 inches. Construction plans consisting of more than one sheet shall be bound or stapled on the left side. The format shall meet requirements set forth in the Public Works Design Standards. (Amended Ord. 1017, April 18, 2018)
  - e. Construction Plans Information. The construction plans shall be drawn in accordance with and contain the information specified in the Public Works Design Standards. (Amended Ord. 1017, April 18, 2018)
2. REVIEW AND APPROVAL OF CONSTRUCTION PLANS.
- a. Approval of construction plans shall be a routine administrative action.
  - b. The Public Works Department shall issue a written acknowledgement indicating the date the construction plans and other required documents were received by the City. (Amended Ord. 1017, April 18, 2018)
  - c. The Public Works Director shall forward the construction plans and other required documents to the City Engineer for review and approval. (Amended Ord. 1017, April 18, 2018)
  - d. Within 14 days of submittal of the construction plans and other required documents, the City Engineer shall determine if the submittal is complete. If the City Engineer determines the submittal is incomplete, the applicant shall be notified in writing of the additional information that must be submitted in order for the Public Works Director to initiate City review of the submittal. Failure of the applicant to provide a complete application within 181 days of the original submission shall result in the construction plans and other required documents being considered withdrawn. City staff shall notify the applicant that the application is considered withdrawn. (Amended Ord. 1017, April 18, 2018)
  - e. Within 21 days of determining the submittal is complete, the City Engineer shall determine whether the construction plans and other required documents are in general conformance with the requirements of this Title, Title 12, the Public Works Design Standard, and any conditions of approval. (Amended Ord. 1017, April 18, 2018)
  - f. If any portion of the construction plans and other required documents are not in conformance with the required Public Works Standards, the applicant shall be informed in writing of the necessary changes to bring them into conformity. (Amended Ord. 1017, April 18, 2018)
  - g. Once the City Engineer has determined that the construction plans and other required documents generally conform to the Public Works Standards, the City Engineer shall notify the engineer of record who prepared the plans in writing that a specified number of copies of the approved plans to be provided for City Engineer approval. (Amended Ord. 1017, April 18, 2018)
  - h. Upon City Engineer approval of the construction plans, the applicant shall obtain all necessary agency approvals and shall obtain all necessary permits prior to commencement of construction. Design and construction activities shall be in accordance with the requirements set forth in the Public Works Standards. (Amended Ord. 1017, April 18, 2018)

**Response: The applicant proposes to follow the requirements of this section upon approval of the proposed partition to complete improvements as conditioned. No construction is proposed with this partition application. The criteria can be met when construction is**

proposed.

**17.24.070 Design Standards for Construction Plans**

1. STREET IMPROVEMENTS, SIDEWALKS, UNDERGROUND UTILITIES, AND SURFACE DRAINAGE.
  - a. All street improvements, including pavement, curbs, sidewalks, underground utilities, and surface drainage shall be in accordance with the requirements set forth in the Public Works Standards. (Amended Ord. 1017, April 18, 2018)
  - b. All utilities and public agencies shall be made aware of the street construction so that every chance is provided to install conduit where the actual placement of lines is not practical and to advise them of penalties for street excavation during the first 5 years after construction.
  - c. Construction plans involving public improvements shall not receive approval until such time as the City Engineer is satisfied that the following street improvements will be completed in accordance with the Public Works Standards. (Amended Ord. 1017, April 18, 2018)

**Response: The applicant does not propose constructing frontage improvements or altering existing utility configuration. This application proposes land division to create three separate parcels out of the large existing property. A future application will be submitted for development of each property upon approval of the proposed partition. Frontage improvements are proposed to be evaluated in the future upon receipt of a development application. No change in the existing use is proposed with this application.**

2. SEWAGE DISPOSAL. Construction plans shall not receive approval until such time as the City Engineer is satisfied that the sewage disposal facilities will be completed in accordance with the Public Works Standards. (Amended Ord. 1017, April 18, 2018)
  - a. In the event that larger lines are deemed necessary by the Public Works Director for service to adjoining areas than what would normally be required to serve the entire area to be subdivided, the City and the Developer will enter into an agreement that specifies what, if any costs the City will reimburse the Developer for the oversizing. (Amended Ord. 1017, April 18, 2018)
3. WATER INSTALLATION. The applicant shall install the complete water system for such portion of the area as is being platted, including mains, hydrants, service stubs, and meter boxes. Such installation shall comply with the Public Works Standards and those imposed by any state or federal authority. Water mains shall be extended to the edge of the subdivision unless approved otherwise by the Public Works Director. (Amended Ord. 1017, April 18, 2018)
4. UNDERGROUND UTILITIES.
  - a. The construction plans shall include written evidence that the applicant has made necessary arrangements with utility companies and other persons or corporations affected by the installation of underground utility lines and facilities. Easements for utility facilities shall be provided by the applicant as set forth on the approved preliminary plan. In the case of a partition, a utility easement document may be required for recording by the City.
  - b. The applicant shall obtain all necessary permits for the placement of all underground utilities prior to the start of construction.

5. RADIUS AT STREET INTERSECTIONS.
  - a. The property line radius at street intersections shall meet the design requirements set forth in the Public Works Design Standards. (Amended Ord. 1017, April 18, 2018)
6. STREET GRADES. Street grade shall meet the design requirements set forth in the Public Works Design Standards. (Amended Ord. 1017, April 18, 2018)
7. STREET TREES. The construction plans shall include a plan for street trees to be planted in the parking strip behind the curb line in accordance with the Public Works Design Standards. (Amended Ord. 1017, April 18, 2018)

**Response: This application proposes land division only, but when a use is proposed on each parcel, sewage disposal and water installation be evaluated prior to issuance of a development permit. Undergrounded utilities are proposed to be shown on the construction plans if this application for a partition is approved. The applicant does not propose to change the existing radius at street intersections, street grades or street trees. The applicant proposes to divide the subject property along existing features but will show all the requirements listed above on construction plans if this application is approved.**

#### **17.24.080 Subdivision and Partition Final Plats**

1. FINAL PARTITION PLAT SUBMITTAL REQUIREMENTS
  - a. Conformance to Preliminary Plan. The plat shall substantially conform to the preliminary plan as approved.
  - b. Submittal Deadline. If a partitioning does not involve the construction of a street, the final plat shall be submitted no later than one year from the date of approval of the preliminary plan by the Planning Commission. Otherwise, final plat shall be submitted following substantial completion of construction of the public improvements, but no later than two years from the date of approval of the construction plans. Failure to submit a final plat within two years of approval of the construction plans shall result in expiration of the approval of the partition. (Amended Ord. 1017, April 18, 2018)
  - c. Preparation. All final plats for partitions shall be prepared by a professional land surveyor registered with the State of Oregon.
  - d. Format. All plats shall be prepared in accordance with the Marion County Surveyor's Map Standards. (Amended Ord. 1017, April 18, 2018)
  - e. All easements provided for public services, utilities, access, or any type must be shown on the face of the plat along with the recorder's number if filed for record. If the easement is not recorded, a copy of the executed easement document capable of being reproduced must be provided to the City.
  - f. A line for the approval signature of the City Administrator or his designee, and the date and any other lines which show approvals required by the City shall be placed on the plat.

**Response: If this application is approved, the applicant proposes to submit a final partition plat within one year of the land use approval. The applicant also understands the above requirements and does not propose deviation.**

2. FINAL SUBDIVISION PLAT SUBMITTAL REQUIREMENTS
  - a. Submittal Deadline. The final plat shall be submitted no later than two years

from the date of approval of the construction plans. Failure to submit a final plat within two years from the date of approval of the construction plans shall result in expiration of the approval of the subdivision. (Amended Ord. 1017, April 18, 2018)

- b. Preparation. All plats shall be prepared by a licensed land surveyor registered with the State of Oregon.
- c. Format. All plats shall be prepared in accordance with the Marion County Surveyor's Maps Standards. (Amended Ord. 1017, April 18, 2018)
- d. In the event the applicant plans to utilize the provisions of ORS 92.060 as pertains to "Delayed Monumentation," the applicant shall notify the Marion County Surveyor and Planning Department and report said fact on the final plat. (Amended Ord. 1017, April 18, 2018)
- e. Accompanying Materials. The plat shall be accompanied by the following:
  - 1) An exact reproducible transparency which complies with the requirements of subsection 17.24.040.7.c.
  - 2) A title report issued by a title insurance company verifying ownership of all property that is to be dedicated to the public.
  - 3) A subdivision guarantee report issued by a title insurance company in the name of the owner(s) of the land, showing all parties whose consent is necessary for the division and their interest in the premises and all encumbrances, covenants, and other restrictions pertaining to the subject property. (Amended Ord. 1017, April 18, 2018)
  - 4) A copy of all documents relating to establishment and maintenance of private facilities including the final development plan as approved, concurrent with the conditions, covenants, and restrictions.
  - 5) A copy of any documents relating to special notice, requirement, or restriction required by the City as a condition of approval.

**Response: The applicant understands the above subdivision plat requirements, but this application does not propose a subdivision. The above requirements do not apply.**

- 3. APPROVAL PROCEDURES AND CRITERIA FOR FINAL PARTITION PLATS AND SUBDIVISION PLATS.
  - a. Procedure. Approval of final partition plans shall be routine administrative actions.
  - b. Approval Criteria. The City Planner shall recommend to the City Administrator that the final partition or subdivision plat be approved only if the following criteria are found to be satisfied:
    - 1) The Public Works Director has determined the construction of the public improvements is substantially complete. (Amended Ord. 1017, April 18, 2018)
    - 2) The final plat and any supporting documents are in substantial conformity with the approved preliminary plan. Changes from the approved preliminary plan may be approved when the City Planner finds that they are minor modifications.
    - 3) Any conditions imposed by the decision authority have been satisfied and/or assured through bonding agreement(s).
  - c. Approval. Final partition and subdivision plats shall be considered approved when the administrator's signature and dates thereof have been written on the

- face of the plats and the plats have been recorded.
- d. Notice. Approval or denial of a final partition or subdivision plat shall be in writing to the applicant or the applicant's representative.
  - e. Staff approval of a final partition or subdivision plat is the final decision of the City, and is not a land use decision or a limited land use decision as defined in ORS 197.015.
  - f. Financial performance guarantees shall be required for public improvements that have not been constructed by the applicant and inspected and approved by the City in accordance with Section 17.20.120. (Amended Ord. 1017, April 18, 2018)
  - g. The final plat, along with any conditions, covenants and restrictions, and development plan shall be recorded within 30 days of final plat approval. Within 45 days of final plat approval, applicant shall submit to the City Planner a copy of the final plat with the recording number referenced on the final plat.

**Response: The applicant understands the above approval procedure and criteria for a partition plat.**

- 4. PHASED DEVELOPMENT. An applicant may choose to phase the development of a subdivision by submittal of a final plat that contains only a portion of the approved preliminary plan. The final plat of the first phase must be submitted to the City Planner within 3 years of the date of preliminary plan approval, and must be accompanied by a drawing that shows all of the subsequent phases of development. A final plat for each subsequent phase must be filed within 2 years of the submission of the final plat for the previous phase. Failure to submit a final plat for a phase of the subdivision within 2 years of the submission of the final plat for the previous phase shall result in expiration of the preliminary approval for the unplatted portions. Prior to approval of the final plat of any phase, the applicant shall demonstrate to the City Planner that each phase of the subdivision would be substantially and functionally self-contained and self-sustaining with regard to access, utilities, open spaces, and similar physical features; and be capable of substantial occupancy, operation, and maintenance should the subsequent phases of the subdivision not be developed.
- 5. COPIES OF RECORDED PLATS TO BE FURNISHED. The final plat shall be recorded pursuant to ORS 92.120. Within 15 days after the recording of a plat with Marion County, the applicant or his representative shall furnish the City 3 prints from the reproduction of the recorded plat.
- 6. EXCEPTIONS TO SUBDIVISION REGULATIONS. If an applicant requests that any of the requirements set forth in these regulations be waived, the Planning Commission shall be the decision-authority. (Amended Ord. 1017, April 18, 2018)

**Response: The applicant does not propose a phased subdivision and therefore the above criteria do not apply.**

#### **17.26.020 Access Management Required and Standard**

##### INTENT AND PURPOSE.

This section of the land use and development code identifies who is subject to apply for an access permit, how the number of accesses are determined, where the access(es) may be located, access standards that must be met, and development review procedure and submittal requirements in relation to access management.

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.
  - c. State Highway Access Permits. Permits for access onto State highways shall be subject to review and approval by Oregon Department of Transportation (ODOT), except when ODOT has delegated this responsibility to the City of Stayton or Marion County. In that case, the City of Stayton and/or Marion County shall determine whether access is granted based on ODOT's adopted standards.
  - 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.

**Response: This application proposes land division of a large property but does not include development of the new parcels. The applicant proposes submitting an appropriate access permit when development of each parcel is proposed. The applicant does not propose any changes to the existing access locations.**

- f. Non-Conforming Access Features. Legal access connections in place as of the effective date of this section that do not conform with the standards herein are considered nonconforming features and shall be brought into compliance with applicable standards under the following conditions:
  - 1) Change in use as defined in 17.26.020.1.a.
  - 2) When new access connection permits are requested or required.
- g. City's Authority to Change Accesses. The City of Stayton has the authority to change accesses for all uses if it is constructing a capital improvement project along that section of the public street. The access changes shall meet all current standards. If it is not possible to change a particular access to meet all the current standards, then a non-conforming access shall be acceptable only if it improves the condition to more closely meet the current standards.

**Response: The applicant does not propose any changes to the existing access locations to**

**the existing sites. Additionally, the subject site does not have non-conforming access features known to the applicant. Conformance with access standards is proposed to be met at the time of a development permit on each proposed parcel.**

2. NUMBER OF ALLOWED ACCESSES.
  - a. Number of Allowed Accesses for Single-Family Residential Lots. A single-family residential lot may request up to two driveways on a local street. A single-family residential lot may have only one driveway on any other classification of street. If two residential driveways are requested from a single-family lot, then it shall be subject to spacing standards of 17.26.020.3.b. (Ord. 898, August 20, 2007)
  - 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.
  - c. Number of Allowed Accesses for Non-Residential Uses. The number of driveways allowed for non-residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways. An exception shall be allowed if it is proven through a traffic impact study that this limitation creates a significant traffic operations hardship for on-site traffic. The primary criteria to allow more driveways will be level of service (see standards in 17.26.050) analysis, queuing analysis, and safety analysis of the site accesses. If a development has a need for more than two access points, then signalization of the main access shall be investigated as a potential option prior to allowing additional driveways. A signal warrant study will then be required to study whether or not signalization of the main access is required. The Public Works Director or his/her designee shall determine whether the traffic study adequately proves that more accesses are needed for a particular project.

**Response: The subject site is in the light industrial zoning designation and therefore compliance with access standards for residential uses do not apply. The applicant doesn't propose any changes to the existing access locations on the subject property. Once a use is determined for each parcel, access needs and traffic impacts are to be reviewed to comply with criterion c. above.**

3. LOCATION OF ACCESSES. Vehicle access locations shall be provided based on the following criteria:
  - a. Corner Lot Access. Corner lot driveways on local streets shall be a minimum of 50 feet from the intersecting property lines or in the case where this is impractical, the driveway shall be located 5 feet from the property line away from the intersection or as a joint use driveway at this property line. Corner lots

- on arterial or collector streets shall have driveways located on the minor cross street. If this is not feasible, then the corner lot driveway on an arterial or collector street must follow the minimum access spacing standard in Table 17.26.020.3.h. or in the case where this is impractical, the driveway shall be located 5 feet from the property line away from the intersection or as a joint use driveway at this property line. (Ord. 898, August 20, 2007)
- b. Two Single-Family Residential Driveway Spacing for One Lot. Where driveways are permitted for one single-family residential lot, a minimum separation of 50 feet shall be required. The 50-foot separation shall be measured from the perpendicular near edge to perpendicular near edge.
  - 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.
  - d. Conditional Access Permits. Conditional access permits may be given to developments that cannot meet current access spacing and access management standards as long as other standards such as sight distance and other geometric standards can be met. In conjunction with the conditional access permit, crossover easements shall be provided on all compatible parcels without topography and land use conflicts. The conditional access permit shall allow temporary access until it is possible to consolidate and share access points in such a manner to either improve toward the current standards or to meet the current access spacing standards. Figure 17.26.020.3.d illustrates the concept of how the crossover easements eventually work toward meeting access spacing standards.
  - e. Shared Driveway Requirement for Adjacent Non-Residential Parcels with Non-Conforming Access(es). Adjacent non-residential parcels with non-conforming access(es) shall be required to share driveways along arterial, minor arterial, and collector roadways pursuant to 17.26.020.1 which defines when the requirement is triggered. If the adjacent use refuses to allow for a shared driveway, then a conditional access permit may be given. As a condition of approval, cross-easements shall be granted to the adjacent non-residential parcel to secure a shared driveway later when the adjacent parcel redevelops, seeks to obtain an access permit, or becomes available.
  - f. Residential Subdivision Access Requirements. Residential subdivisions fronting an arterial, minor arterial, or collector street shall be required to provide access from secondary local streets for access to individual lots. When secondary local streets cannot be constructed due to topographic or physical constraints, access shall be provided by consolidating driveways per the requirements set for in 17.26.020.3.d. In this situation, the residential subdivision shall still meet driveway spacing requirements of the arterial or collector street. (Ord. 898, August 20, 2007)
  - g. Phased Development Plans. In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one

building site shall be reviewed as a single property in relation to the access standards of this section. The number of access points permitted shall be as defined in 17.26.020.2.b. All necessary easement agreements and stipulations within the phased development shall be met to assure that all tenants within the development have adequate access. This shall also apply to phased development plans.

All access to individual uses or buildings within a phased development must be internalized within the site plan using the shared circulation system of the principal development. Driveways shall be designed to avoid queuing across surrounding parking and driving aisles.

**Response: The applicant doesn't propose any changes to the existing access locations on the subject property. Once a use is determined for each parcel, access needs and traffic impacts are to be reviewed to comply with criteria above. The subject site is in the light industrial zone and this application does not include residential uses/development. This application proposes land division but no changes to the existing use or site conditions. A future application demonstrating compliance with the above standards is proposed to be submitted once a use is determined. This application does not propose a phased development, residential subdivision, or shared accesses.**

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. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

- 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. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)
- 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. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)
- 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. (Ord. 898, August 20, 2007; Amended Ord. 1034, July 17, 2019)

**Response: The dividing feature between proposed parcel 1 and parcel 2 is W. Washington Street which is classified as a minor arterial in this location. The dividing feature between proposed parcel 2 and parcel 3 is the Salem Ditch. Proposed parcel 3 has frontage on W. High Street and Evergreen Street, both streets are classified as Residential Local routes. The applicant proposes access spacing review to occur at the time of an application for**

**development on the proposed parcels. This application proposes land division only. No new access drives are proposed and no changes to the existing access locations are included with this application.**

- i. Highway 22 Terminal Ramps Control Zone This subsection adopts the 1999 Oregon Highway Plan for access management spacing standards for the Highway 22 interchange ramps at Golf Club Road and Cascade Highway. The proposed Golf Lane realignment in the Stayton Transportation System Plan shall also be considered as an allowed deviation to the control standards. All future development adjacent to the control zone around the on- and off-ramp intersections must comply with the standards set forth in OAR 734-051-0010 et seq. (Amended Ord. 920, May 3, 2010)
- j. Joint and Cross Access for Properties with Non-Conforming Access(es)
  - 1) Adjacent non-residential uses shall provide a crossover easement drive and pedestrian access to allow circulation between sites.
  - 2) A system of joint use driveways and crossover easements shall be established wherever feasible.
  - 3) Pursuant to this section, property owners shall:
    - a) Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross access or service drive.
    - b) Record an agreement with the City of Stayton pre-existing driveways will be closed and eliminated after construction of the joint-use driveway.
    - c) Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.

**Response: The subject site is not located in or adjacent to the control zone around the on- and off-ramp intersections associated with Highway 22. The above criteria do not apply.**

- k. The City of Stayton may reduce required separation distance of access points defined in 17.26.020.3.h where they prove impractical as defined by the Public Works Director or his/her designee, provided all of the following requirements are met:
  - 1) Joint access driveways and cross access easements are provided in accordance with this section.
  - 2) The site plan incorporates a unified access and circulation system in accordance with this section.
  - 3) The property owner enters into a written agreement with the City of Stayton, recorded with the deed, that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint use driveway.
- l. The City of Stayton may modify or waive the requirements of this section where the characteristics or layout of abutting properties would make a development of a unified or shared access and circulation system impractical based on physical site characteristics that make meeting the access standards infeasible.
  - 1) The application of the location of access standard will result in the degradation of operational and safety integrity of the transportation system.
  - 2) The granting of the variance shall meet the purpose and intent of these regulations and shall not be considered until every feasible option for meeting access standards is explored.
  - 3) Applicants for variance from these standards must provide proof of unique or

special conditions that make strict application of the provisions impractical.

Applicants shall include proof that:

- a) Indirect or restricted access cannot be obtained;
- b) No engineering or construction solutions can be applied to mitigate the condition; and
- c) No alternative access is available from a road with a lower functional classification than the primary roadway.

**Response: The applicant does not propose any changes to the existing access locations, access spacing, numbers of access per parcel, or deviation from the standards for access separation. This application proposes a three-lot partition, but no proposed development is included.**

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.
- 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.
- e. (Repealed Ord. 913, September 2, 2009)

**Response: The applicant does not propose any changes to the existing access locations, access spacing, or numbers of accesses per parcel. This application proposes a three-lot partition, but no proposed development is included. It is impractical to determine the proper location for a new access without knowing how the site will be used. Any conditioned improvement to this partition application could be significantly impacted with future development. No changes are proposed to existing site distance triangle standards. A traffic study may be warranted for a future development proposal, but no additional cars are anticipated to access this site if the proposed partition application is approved. The subject property is within the Light Industrial zoning designation and no residential development is proposed with this application.**

- 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. (Amended Ord. 1034, July 17, 2019)
- 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. (Amended Ord. 1034, July 17, 2019)
- 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. (Amended Ord. 1034, July 17, 2019)
- 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. (Amended Ord. 1034, July 17, 2019)

**Response: The applicant proposes a 3-lot partition and does not include changes to the existing access to any parcel included with the application and no proposed new streets. The applicant proposes to demonstrate compliance with the above standards at the time development is proposed on each of the three parcels proposed to be created with this application.**

- 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; (Amended Ord. 1034, July 17, 2019)
  - 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.

- 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. (Added Ord. 1034, July 17, 2019)

**Response: The applicant proposes a 3-lot partition in the light industrial zone. The applicant does not propose any site development of the property and proposes that compliance with the above standards is shown on future applications to develop the properties. No proposed changes to existing access locations are included with this application.**

- b. Cul-de-sac and Accessways.
  - 1) Cul-de-sacs or permanent dead-end streets may be used as part of a development plan only if topographical, environmental, or existing adjacent land use constraints make connecting and through streets infeasible. Where cul-de-sacs are planned, accessways shall be provided connecting the ends of cul-de-sacs to each other, to other streets, or to neighborhood activity centers unless topographical, environmental, or existing adjacent land use constraints make it infeasible.
  - 2) Accessways for pedestrians and bicyclists shall be 10 feet wide and located within a 15-foot-wide right-of-way or easement. If the streets within the subdivision are lighted, the accessways shall also be lighted at residential/residential illumination standard. See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.21, Street Lighting for actual specific street lighting standards. Stairs or switchback paths may be used where grades are steep. Any vegetation planted within the accessway shall be less than 30 inches in height and must not create a safety issue for pedestrians and bicyclists.
- 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;
  - 2) Downtown/Main Streets. Minimum 100-foot block length and maximum of 400-foot length; maximum 1,200 feet block perimeter;
  - 3) General Commercial Districts. Minimum 100-foot block length and maximum of 600-foot length; maximum 1,400 feet block perimeter;
  - 4) Industrial Districts. Not applicable If a hardship can be demonstrated in

which it is not practically feasible to meet these standards due to topographical, environmental, or other significant constraints, then these conditions may be requested to be modified through the Public Works Director or his/her designee. At no time shall any block length be greater than 600 feet and its maximum block perimeter 1,800 feet for roadways with urbanized area principal arterials, minor arterials, or lower classification. Alleys as defined in the City's Street Design Standards may be used within residential subdivisions but cannot be used in the maximum block perimeter calculation. The maximum alley length is 600 feet between ties to public streets. Midblock access(s) to alleys must align with existing or planned public streets.

**Response: No cul-de-sacs, new streets, or new blocks are proposed with this application. The above criteria do not apply.**

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.);

**Response: This application proposes land division only and no development impacting access is included with this application. No new driveways, streets or frontage improvements are proposed with this application. Once development on each parcel is proposed, the applicant requests that compliance with development standards be reviewed at that time.**

- 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.
      - c. Any application that involves access to the State Highway System shall be reviewed by the Oregon Department of Transportation for conformance with state access management standards. Any application that involves access to

Marion County's roadway system shall be reviewed by City of Stayton staff for conformance with City of Stayton access management standards.

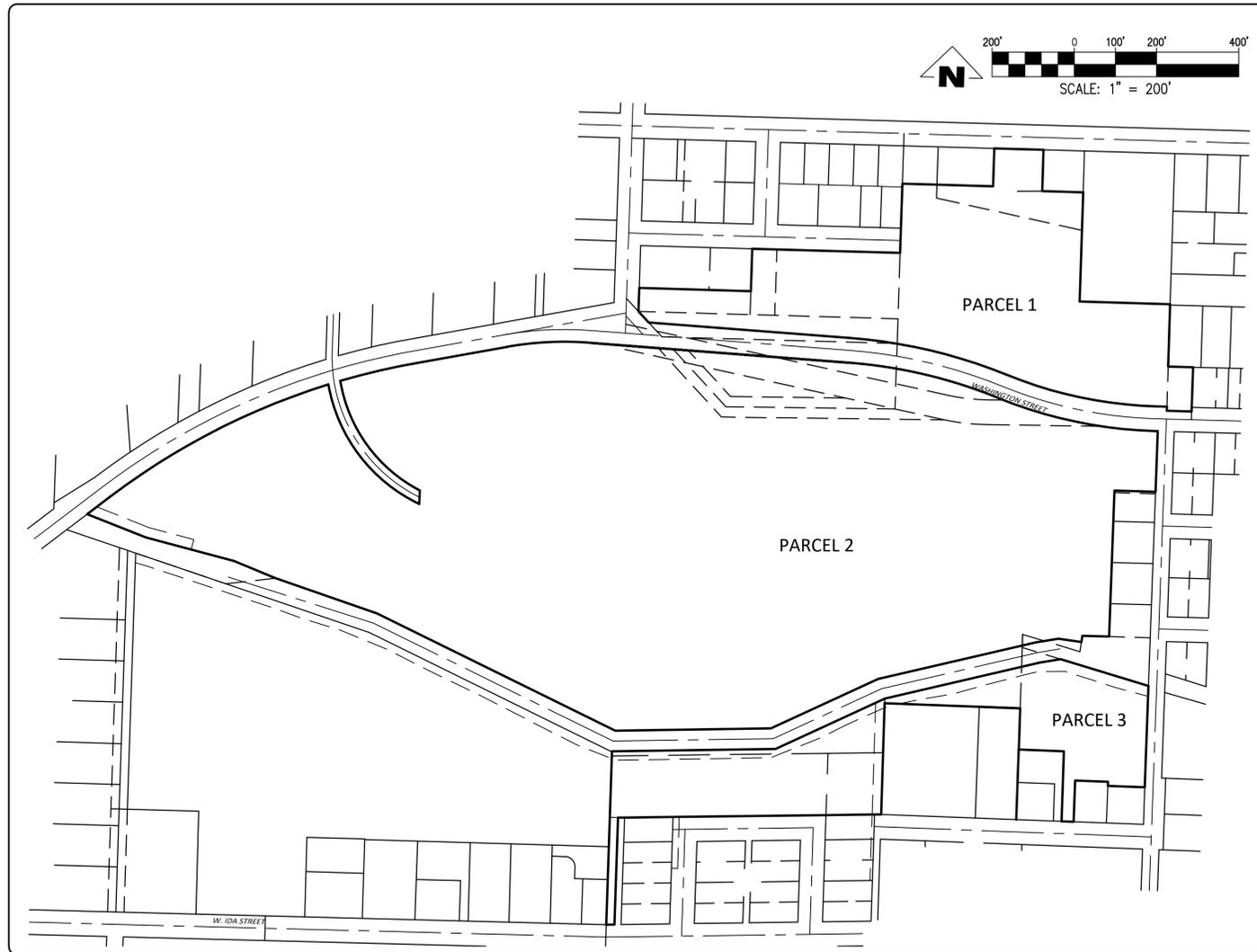
**Response: The applicant does not propose development of any proposed parcel included with this application. It is impractical to determine the proper location for a new access or site distance without knowing how the site will be used. Any conditioned improvement to this partition application could be significantly impacted with future development. The application does not include access to the State Highway System. Additionally, this application does not propose any changes to the existing street system or access locations.**

#### IV. Conclusion

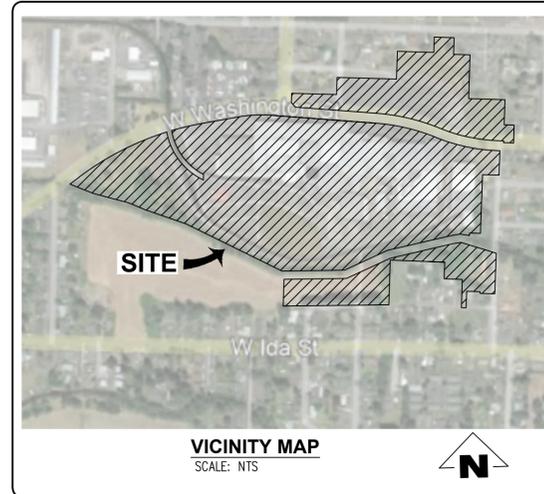
This application narrative and accompanying plan set demonstrate that all applicable provisions of the City of Stayton Land Use Development Code are satisfied.

# STAYTON PARTITION

NW 1/4, SW 1/4, SEC 10  
TAXMAP 091W10CB, TAXLOT 2400  
STAYTON, OREGON



**SITE MAP**



**VICINITY MAP**  
SCALE: NTS

LEGEND			
---	BOUNDARY LINE	SS	EXISTING SANITARY SEWER LINE
- - -	EASEMENT	W	EXISTING WATER LINE
-+ -	EXISTING 1' CONTOUR LINE	---	EXISTING OVERHEAD POWER LINE
- - -	EXISTING 5' CONTOUR LINE	---	EXISTING GAS LINE
-+ -	EXISTING CROWN (CENTER LINE OF ROAD)	---	EXISTING DITCH LINE
☀	EXISTING TREE	---	EXISTING WETLAND LINE
☀	EXISTING STORM DRAIN MANHOLE	---	EXISTING HEDGE LINE
☀	EXISTING SANITARY SEWER MANHOLE	---	EXISTING WOODEN FENCE
☀	EXISTING CATCH BASIN	---	EXISTING RAIL FENCE
☀	EXISTING CLEANOUT	---	EXISTING CHAIN LINK FENCE
☀	EXISTING WATER METER	---	PROPOSED STORM LINE
☀	EXISTING WATER VALVE	---	PROPOSED SANITARY LINE
☀	EXISTING FIRE HYDRANT	---	PROPOSED WATERLINE
☀	EXISTING MAIL BOX	---	PROPOSED STORM LATERAL
☀	EXISTING UTILITY POLE	---	PROPOSED SANITARY LATERAL
☀	EXISTING GUY WIRE	---	PROPOSED SINGLE WATER METER
☀	EXISTING LIGHT	---	PROPOSED STORM MANHOLE
☀	EXISTING COMMUNICATION PEDESTAL	---	PROPOSED CATCH BASIN/AREA DRAIN
☀	EXISTING ELECTRICAL METER	---	PROPOSED SANITARY MANHOLE
☀	EXISTING JUNCTION BOX	---	PROPOSED BLOWOFF
☀	EXISTING BOLLARD	---	PROPOSED WATER VALVE
☀	EXISTING DOWNSPOUT	---	PROPOSED 1' CONTOUR LINE
☀	EXISTING WETLAND FLAG	---	PROPOSED 5' CONTOUR LINE
☀	EXISTING STORM LINE	---	PROPOSED SEDIMENT FENCE

SITE DATA	
SITE AREA:	50.9 ACRES
CURRENT ZONING:	LIGHT INDUSTRIAL (IL)
TAXMAP:	091W10CB
TAXLOT:	2400
NO. OF PARCELS:	1

**BENCHMARK INFORMATION**

THE HORIZONTAL DATUM FOR THIS SURVEY IS BASED UPON STATE PLANE COORDINATES, OREGON NORTH ZONE (3601), NAD83.

THE VERTICAL DATUM FOR THIS SURVEY IS BASED UPON BENCHMARK NO. 00120, ELEVATION = 418.260', NGVD 29. UNITS ARE INTERNATIONAL FEET.

DRAWING INDEX	
Sheet Number	Sheet Title
1	COVER SHEET
2	EXISTING CONDITIONS/SITE PLAN
3	TENTATIVE PARTITION PLAT

**PROJECT CONTACTS**

**OWNER:**  
STAYTON WASHINGTON, LLC  
11111 SANTA MONICA BLVD., SUITE 800  
LOS ANGELES, CA 90025

**SURVEYOR:**  
EMERIO DESIGN, LLC  
6445 SW FALLBROOK PLACE, SUITE 100  
BEAVERTON, OR 97008  
CONTACT: ERIC LYNCH, PLS  
(503) 746-8812 (P)

**CIVIL ENGINEER:**  
EMERIO DESIGN, LLC  
1500 VALLEY RIVER DR, STE 100  
EUGENE, OR 97401  
CONTACT: ROY W. HANKINS, PE  
(503) 746-8812 (P)  
(503) 639-9592 (F)

**ENGINEER'S NOTE TO CONTRACTOR**

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO EXISTING UTILITIES EXCEPT THOSE SHOWN ON THESE PLANS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN ON THESE DRAWINGS. THE CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UTILITY PIPES, CONDUITS OR STRUCTURES SHOWN OR NOT SHOWN ON THESE DRAWINGS.

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.

THIS DESIGN COMPLIES WITH ORS 92.044 (7) IN THAT NO UTILITY INFRASTRUCTURE IS DESIGNED TO BE WITHIN ONE (1) FOOT OF A SURVEY MONUMENT LOCATION SHOWN ON A SUBDIVISION OR PARTITION PLAT. NO DESIGN EXCEPTIONS NOT FINAL FIELD LOCATION CHANGES SHALL BE PERMITTED IF THAT CHANGE WOULD CAUSE ANY UTILITY INFRASTRUCTURE TO BE PLACED WITHIN THE PROHIBITED AREA.

**PAPER SCALE NOTE**

THESE PLANS ARE FULL SIZED ON 24"x34" PAPER, IF 11"x17", SCALE ACCORDINGLY.

**NOTICE TO EXCAVATORS:**  
ATTENTION: OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER.  
(NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER IS (503)-232-1987).

POTENTIAL UNDERGROUND FACILITY OWNERS  
**Dig Safely.**  
Call the Oregon One-Call Center  
DIAL 811 or 1-800-332-2344

STAYTON SUBDIVISION  
STAYTON, OREGON 97383  
TAX LOT 2400  
TAX MAP 091W10CB  
MARION COUNTY, OREGON

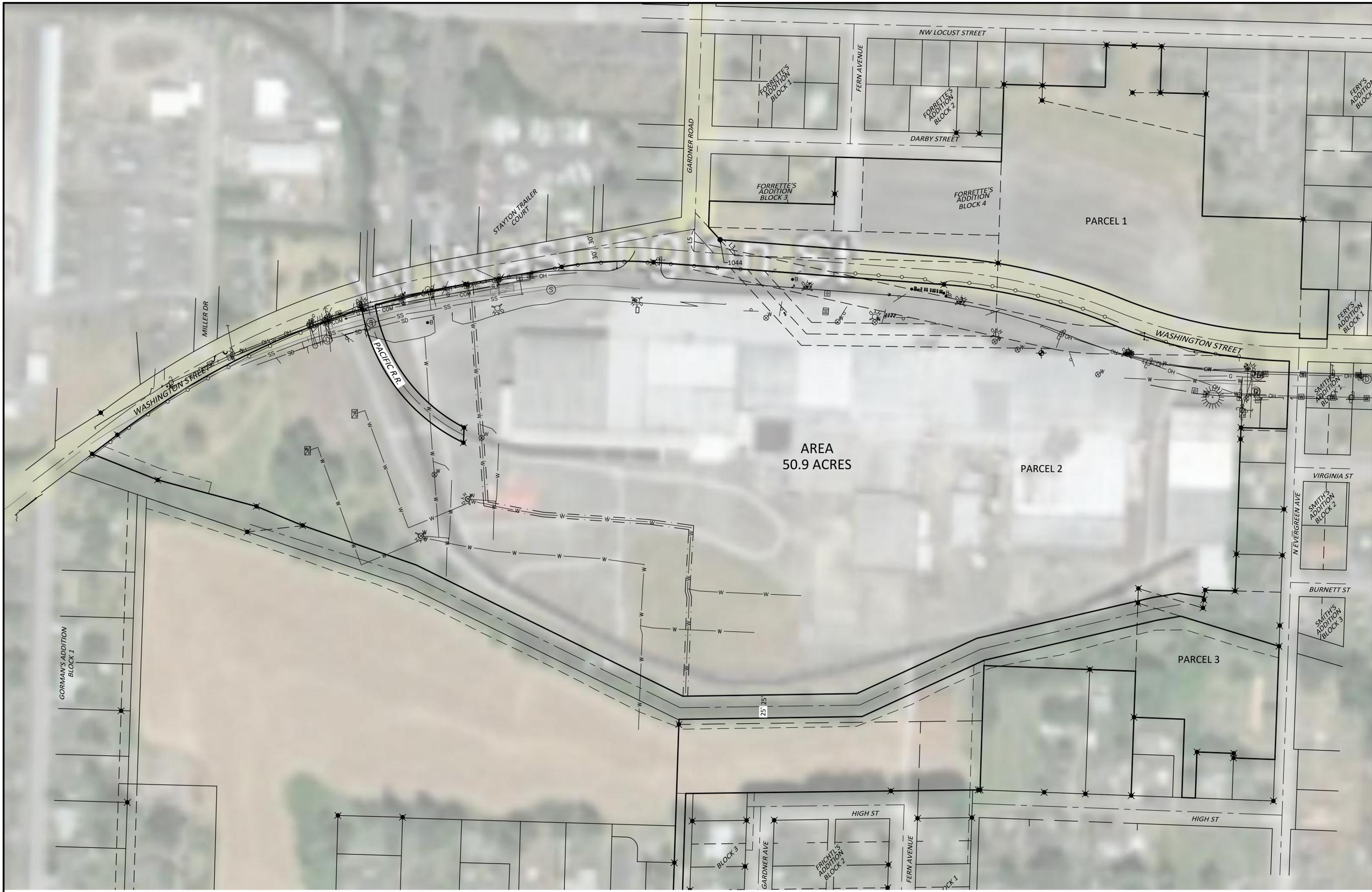
**COVER SHEET**

REVISIONS		
NO.	DATE	DESCRIPTION

**EMERIO**  
ENGINEERING • SURVEYING • DESIGN  
1500 VALLEY RIVER DR, STE 100  
EUGENE, OREGON 97401  
TEL: (503) 746-8812  
FAX: (503) 639-9592  
www.emeriodesign.com



SHEET  
1 OF 3



STAYTON SUBDIVISION  
 STAYTON, OREGON 97383  
 TAX LOT 2400  
 TAX MAP 091W10CB  
 MARION COUNTY, OREGON

**EXISTING  
 CONDITIONS/SITE PLAN**

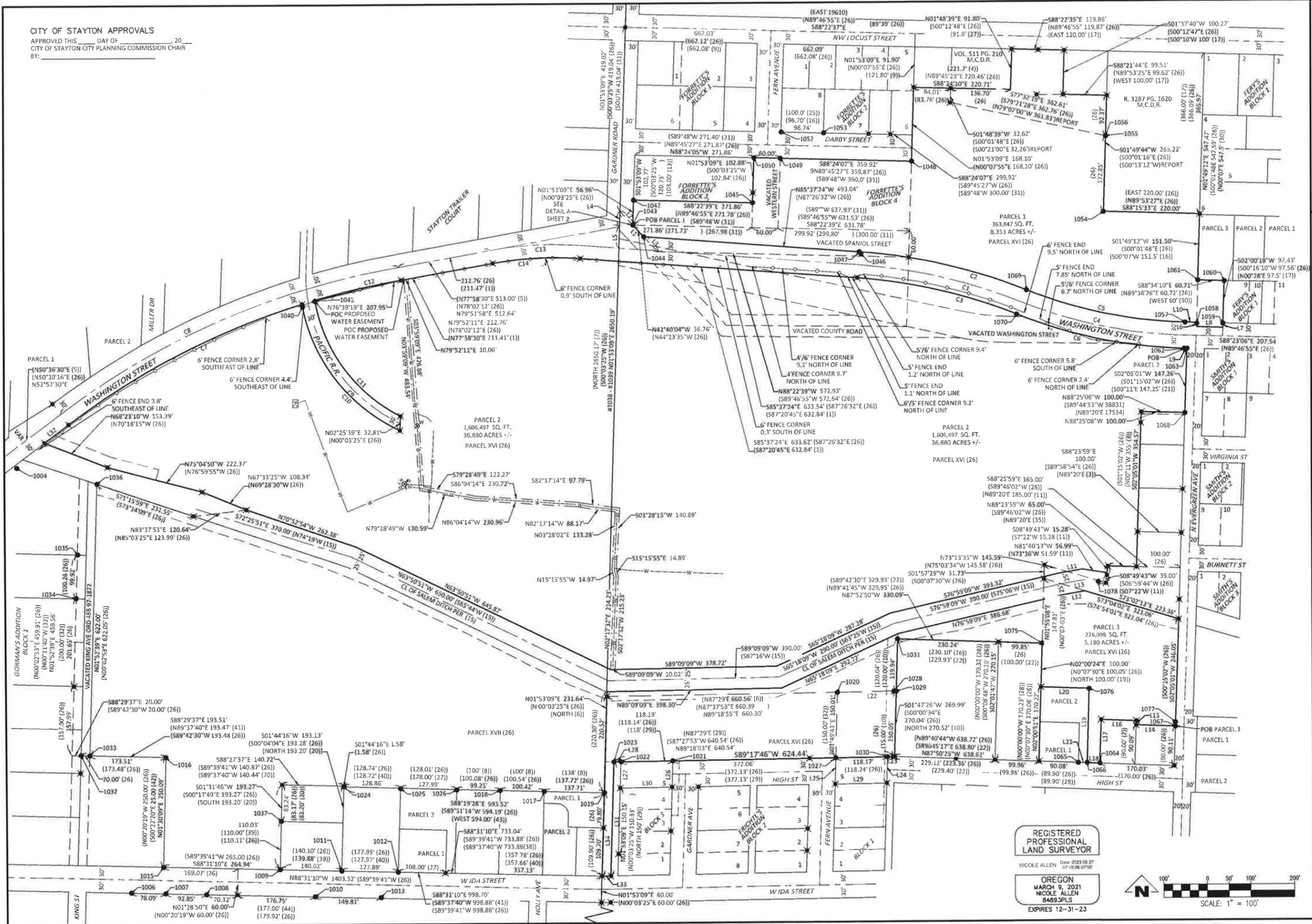
NO.	DATE	DESCRIPTION

**EMERIO**  
 ENGINEERING • SURVEYING • DESIGN  
 1500 VALLEY RIVER DRIVE, STE 100  
 EUGENE, OREGON 97401  
 TEL: (603) 746-8812  
 FAX: (603) 639-8562  
 www.emeriodesign.com

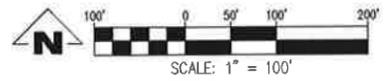


SHEET  
**2**  
 OF  
**3**





REGISTERED PROFESSIONAL LAND SURVEYOR  
 NICOLE ALLEN Date: 2023.06.27  
 07-10.08.07.02  
 OREGON MARCH 9, 2021  
 NICOLE ALLEN 84893PLS  
 EXPIRES 12-31-23



STAYTON SUBDIVISION  
 STAYTON, OREGON 97383  
 TAX LOT 2400  
 TAX MAP 091W10CB  
 MARION COUNTY, OREGON

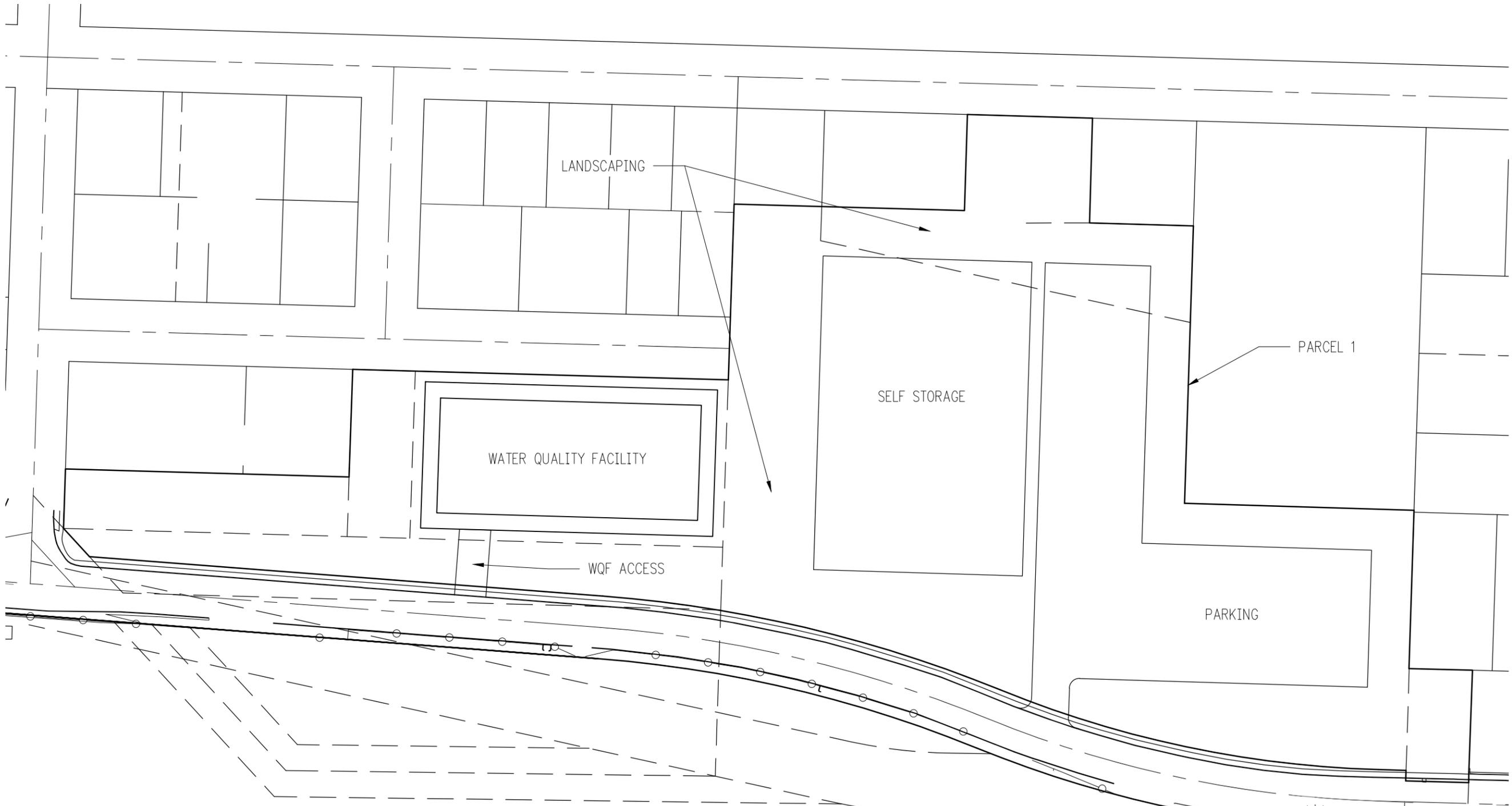
TENTATIVE PARTITION PLAT

NO.	DATE	DESCRIPTION

**EMERIO**  
 ENGINEERING - SURVEYING - DESIGN  
 1500 VALLEY BLVD. SUITE 100  
 EUGENE, OREGON 97401  
 TEL: (503) 446-8812  
 FAX: (503) 638-8582  
 www.emeriodesign.com



SHEET 3

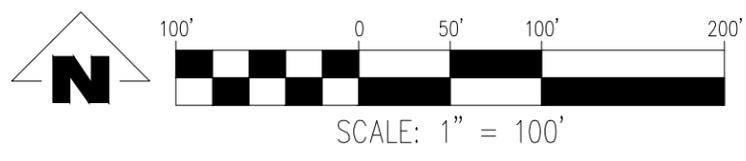


STAYTON SUBDIVISION  
 STAYTON, OREGON 97383  
 TAX LOT 2400  
 TAX MAP 091W10CB  
 MARION COUNTY, OREGON

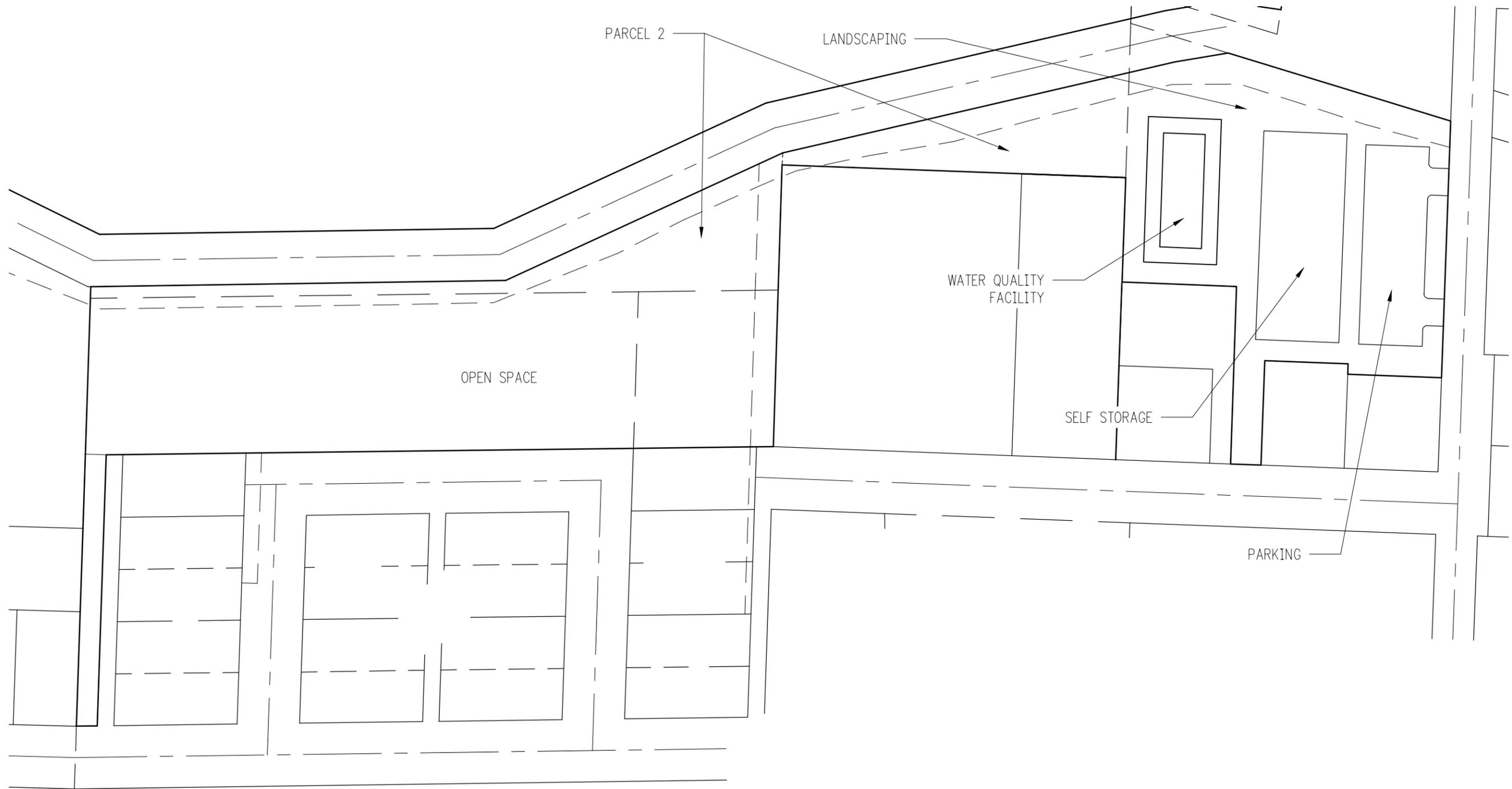
PARCEL 1  
 SITE PLAN

**EMERIO**  
 ENGINEERING - SURVEYING - DESIGN  
 1500 VALLEY RIDGE DRIVE, SUITE 100  
 EUGENE, OREGON 97401  
 TEL: (503) 746-8812  
 FAX: (503) 638-8892  
 www.emeriodesign.com

ORIGIN  
 DATE:  
 6/19/2023



FILE:P:\0041-074 Stayton Subdivision (dwg)\ch\Parcel 1\Parcel 1\_Site\_Layout1\_Plot Date: 6/19/2023 3:25 PM.dwg by: Keelan Smith



STAYTON SUBDIVISION  
 STAYTON, OREGON 97383  
 TAX LOT 2400  
 TAX MAP 091W10CB  
 MARION COUNTY, OREGON

PARCEL 2  
 SITE PLAN

**EMERIO**  
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 EUGENE, OREGON 97401  
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ORIGIN  
 DATE:  
 6/19/2023

# PARTITION PLAT NO. \_\_\_\_\_

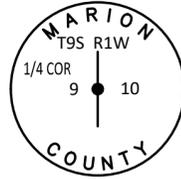
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OF SECTION 9 AND  
THE SOUTHWEST ONE-QUARTER  
OF SECTION 10,  
TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON  
FEBRUARY 13 & 14, 2023

## SHEET INDEX

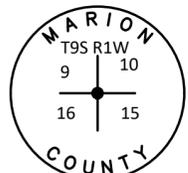
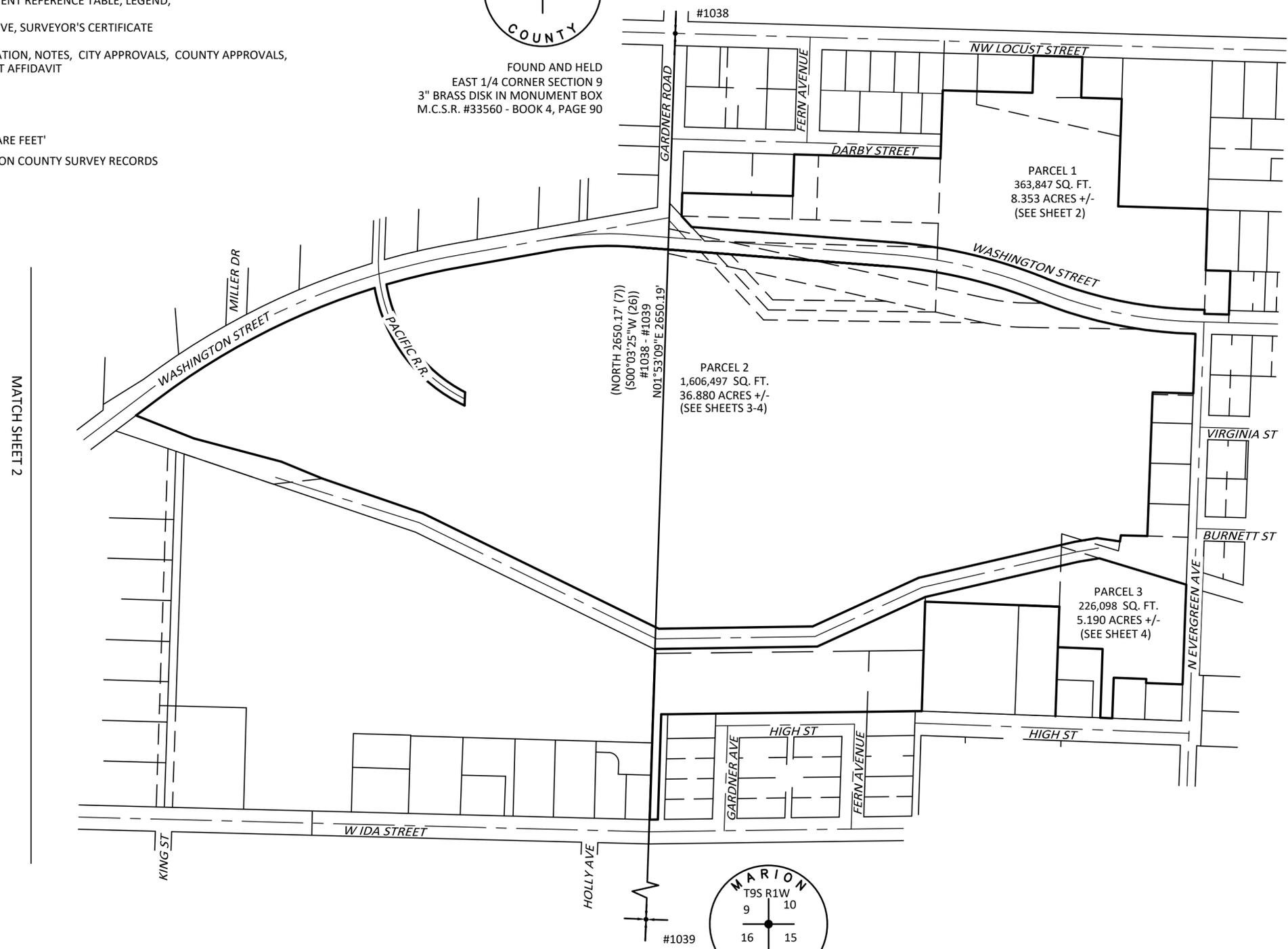
- SHEET 1: SHEET INDEX, OVERALL AREAS OF PARCELS 1, 2 & 3, LEGEND
- SHEET 2: PARCEL 1, DETAIL A, LEGEND
- SHEET 3: PARCEL 2- WEST SIDE, LEGEND, EASEMENT NOTES
- SHEET 4: PARCEL 2- EAST SIDE, PARCEL 3, LEGEND, EASEMENT NOTES
- SHEET 5: LINE TABLE, CURVE TABLE, LEGEND, REFERENCE TABLE
- SHEET 6: MONUMENT REFERENCE TABLE, LEGEND,
- SHEET 7: NARRATIVE, SURVEYOR'S CERTIFICATE
- SHEET 8: DECLARATION, NOTES, CITY APPROVALS, COUNTY APPROVALS, CONSENT AFFIDAVIT

## LEGEND

- SF DENOTES 'SQARE FEET'
- M.C.S.R. DENOTES MARION COUNTY SURVEY RECORDS



FOUND AND HELD  
EAST 1/4 CORNER SECTION 9  
3" BRASS DISK IN MONUMENT BOX  
M.C.S.R. #33560 - BOOK 4, PAGE 90



FOUND AND HELD  
SOUTHEAST CORNER SECTION 9  
3" BRASS DISK IN MONUMENT BOX  
M.C.S.R. #33558 - BOOK 4, PAGE 89

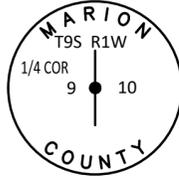


6445 SW FALLBROOK PLACE, SUITE 100  
BEAVERTON, OREGON 97008  
TEL: (503) 746-8812  
FAX: (503) 639-9592  
www.emeriodesign.com

CLIENT  
WOODHILL HOMES

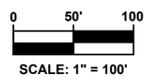
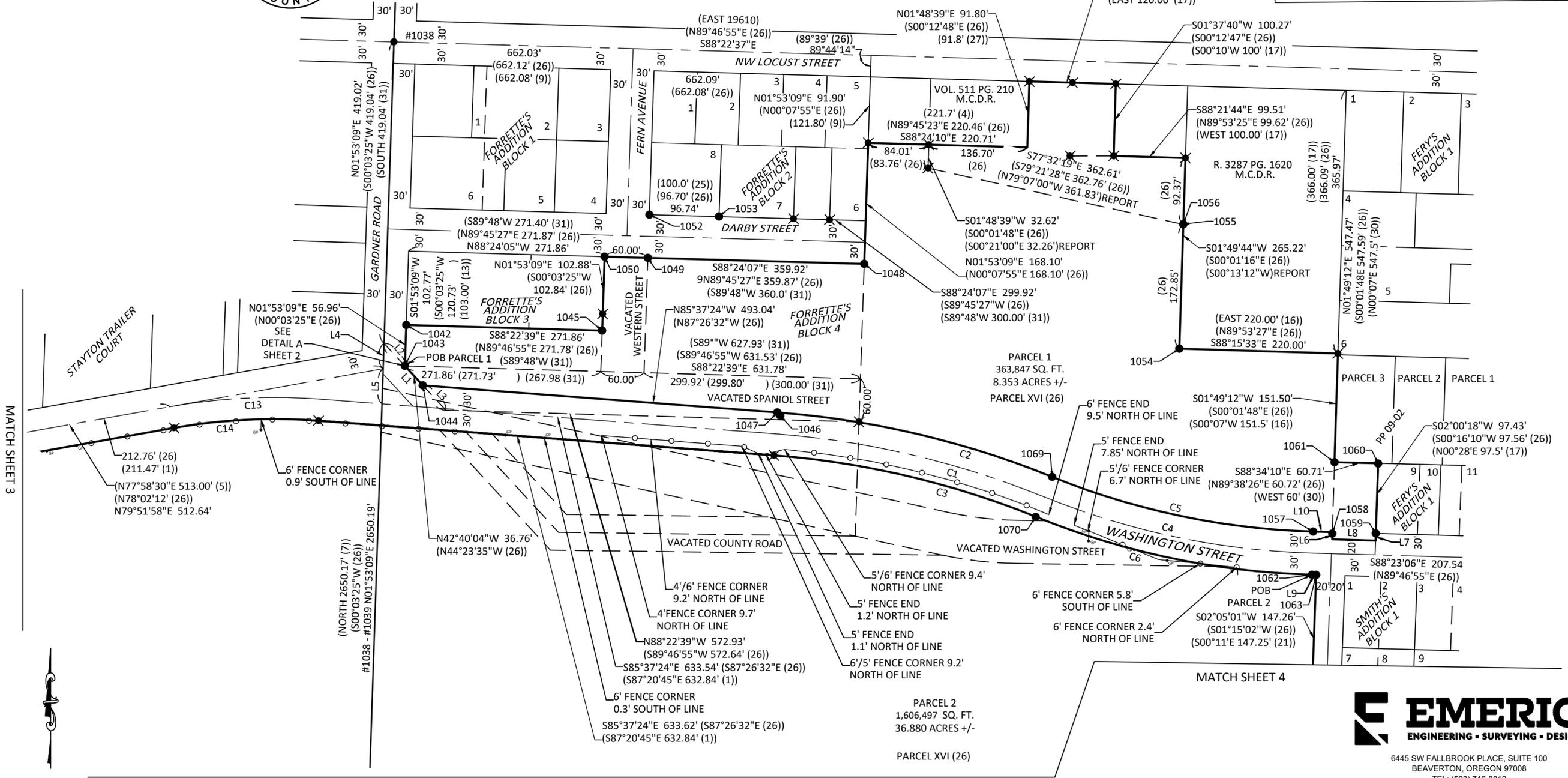
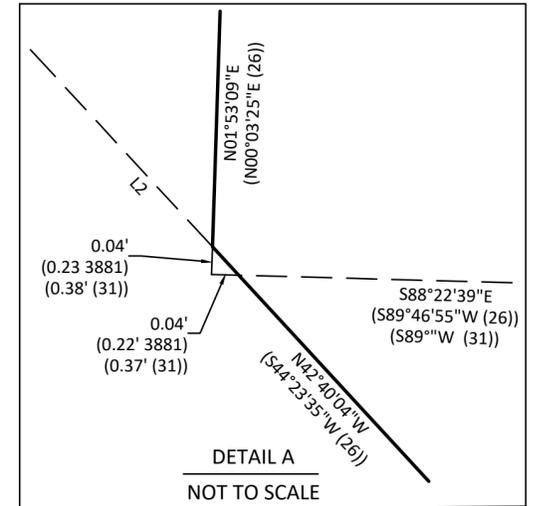
**LEGEND**

- DENOTES FOUND MONUMENT AS NOTED IN MONUMENT REFERENCE TABLE
- ✕ DENOTES MONUMENT FOUND IN SURVEY RECORDED AS SURVEY NO. 38331, MARION COUNTY SURVEY RECORDS, BUT NOT FOUND IN THE FIELD FOR THIS SURVEY
- SF DENOTES 'SQUARE FEET'
- REPORT DENOTES FIRST AMERICAN TITLE INSURANCE COMPANY TITLE REPORT - FILE NO. 70089-4031157 DATED JANUARY 01, 2023
- M.C.D.R. DENOTES MARION COUNTY DEED RECORDS
- VOL. DENOTES VOLUME
- R. DENOTES REEL
- PG. DENOTES PAGE
- POB DENOTES POINT OF BEGINNING
- CHIN LINK FENCE
- GP GATE POST



**PARTITION PLAT NO. \_\_\_\_\_**

LOCATED IN THE SOUTHEAST ONE-QUARTER  
OF SECTION 9 AND  
THE SOUTHWEST ONE-QUARTER  
OF SECTION 10,  
TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON  
FEBRUARY 13 & 14, 2023

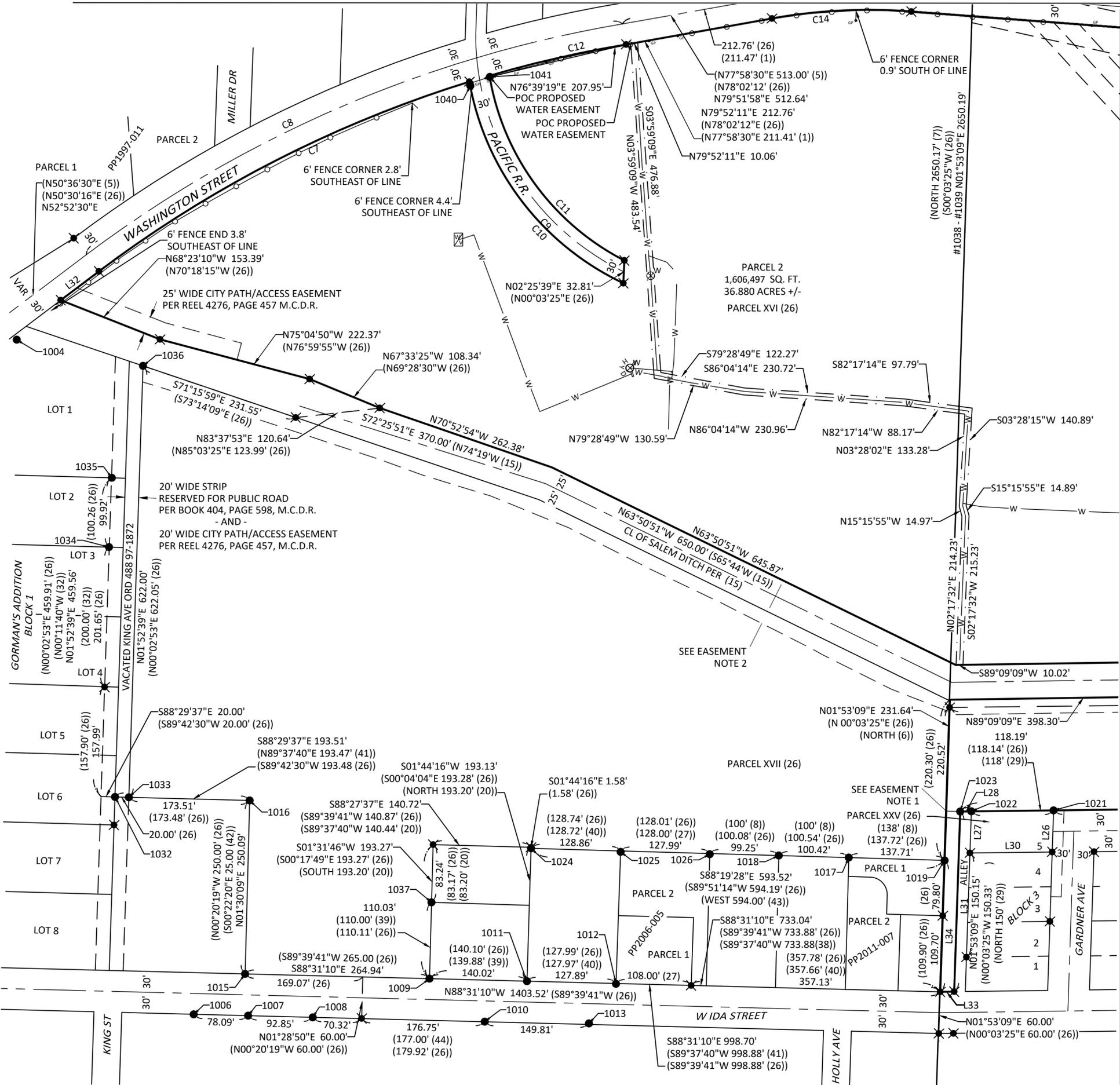


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FAX: (503) 639-9592  
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CLIENT  
WOODHILL HOMES

# PARTITION PLAT NO. \_\_\_\_\_

LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 9 AND THE SOUTHWEST ONE-QUARTER OF SECTION 10, TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M. CITY OF STAYTON, MARION COUNTY, OREGON FEBRUARY 13 & 14, 2023



### LEGEND

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- ✕ DENOTES MONUMENT FOUND IN SURVEY RECORDED AS SURVEY NO. 38331, MARION COUNTY SURVEY RECORDS, BUT NOT FOUND IN THE FIELD FOR THIS SURVEY
- SF DENOTES 'SQUARE FEET'
- DOC. NO. DENOTES DOCUMENT NUMBER
- M.C.D.R. DENOTES MARION COUNTY DEED RECORDS
- VAR DENOTES VARIES
- POC DENOTES POINT OF COMMENCEMENT
- POB DENOTES POINT OF BEGINNING
- TOP OF BANK
- W— WATER LINE
- PROPOSED WATER EASEMENT
- CHAIN LINK FENCE
- GP GATE POST
- ⊗ WATER VALVE
- ⊕ FIRE HYDRANT
- ⊞ WATER VAULT

### EASEMENT NOTES

- NOTE 1: 20' WIDE CITY WATERLINE EASEMENT VOLUME 698, PAGE 97, M.C.D.R. VOLUME 726, PAGE 761, M.C.D.R. (NORTHERLY LIMIT INDICATED, EASEMENT RUNS SOUTH TO SECTION CORNER)
- NOTE 2: 25' WIDE CITY PATH/ACCESS EASEMENT 25' FROM TOP OF BANK REEL 4276, PAGE 457, M.C.D.R. AND REEL 4427, PAGE 376, M.C.D.R.

MATCH SHEET 4

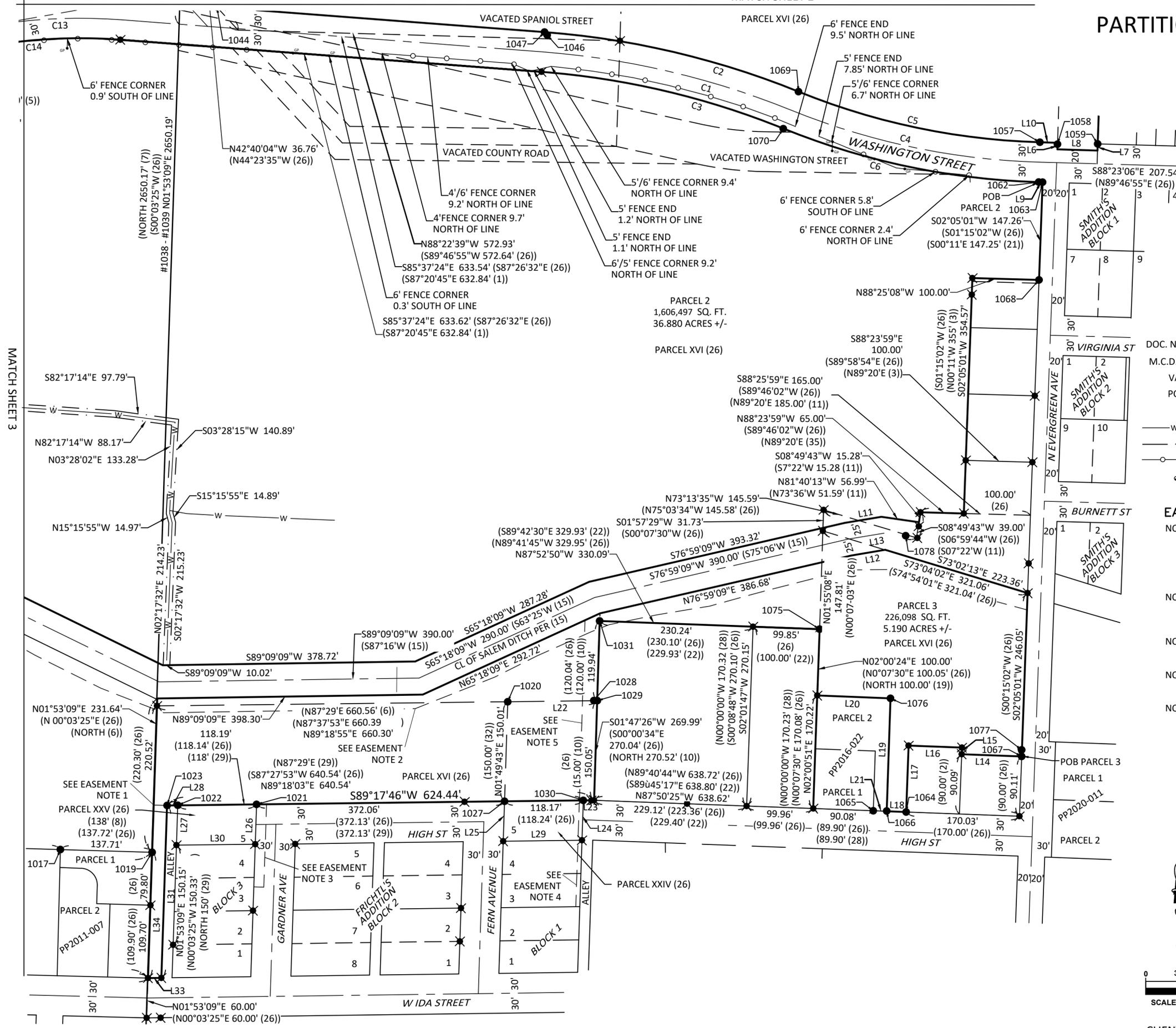


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CLIENT  
 WOODHILL HOMES

# PARTITION PLAT NO. \_\_\_\_\_

LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 9 AND THE SOUTHWEST ONE-QUARTER OF SECTION 10, TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M. CITY OF STAYTON, MARION COUNTY, OREGON FEBRUARY 13 & 14, 2023

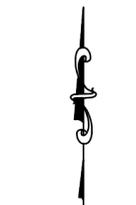


### LEGEND

- DENOTES FOUND MONUMENT AS NOTED IN MONUMENT REFERENCE TABLE
- ✱ DENOTES MONUMENT FOUND IN SURVEY RECORDED AS SURVEY NO. 38331, MARION COUNTY SURVEY RECORDS, BUT NOT FOUND IN THE FIELD FOR THIS SURVEY
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### EASEMENT NOTES

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- NOTE 2: 25' WIDE CITY PATH/ACCESS EASEMENT 25' FROM TOP OF BANK REEL 4276, PAGE 457, M.C.D.R. AND REEL 4427, PAGE 376, M.C.D.R.
- NOTE 3: 15' WIDE STORM SEWER EASEMENT BOOK 634 PAGE 125 M.C.D.R.
- NOTE 4: 6' WIDE ELECTRICAL EASEMENT BOOK 463 PAGE 256 M.C.D.R.
- NOTE 5: 22' WIDE MOUNTAIN STATES POWER CO. ELECTRICAL EASEMENT BOOK 463, PAGE 256, M.C.D.R.



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CLIENT  
 WOODHILL HOMES

# PARTITION PLAT NO. \_\_\_\_\_

LOCATED IN THE SOUTHEAST ONE-QUARTER  
OF SECTION 9 AND  
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OF SECTION 10,  
TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON  
FEBRUARY 13 & 14, 2023

**LINE TABLE**

LINE NO.	LENGTH	DIRECTION	(LENGTH)	(DIRECTION)	(LENGTH)	(DIRECTION)
L1	126.64'	S42°40'04"E	126.81' (26)	S44°23'35"E (26)	127.13' (31)	N44°27'00"W (31)
L2	42.76'	N42°40'04"W	42.84' (26)	S44°23'35"E (26)	--	--
L3	47.11'	S42°40'04"E	47.17' (26)	S44°23'35"E (26)	--	--
L4	35.31'	S01°53'09"W	35.50' (26)	S00°03'25"W (26)	--	--
L5	48.95'	S01°53'09"W	48.97' (26)	S00°03'25"W (26)	--	--
L6	10.00'	N01°48'11"E	10.00' (37)	N89°41'30"E (37)	--	--
L7	10.00'	S01°36'54"W	10.00' (37)	N89°41'30"E (37)	--	--
L8	60.21'	N88°23'06"W	--	N89°41'30"E (37)	60.00' (30)	--
L9	5.80'	S88°23'06"E	5.81' (26)	N89°46'55"E (26)	6.07' (21)	N89°26'E (21)
L10	26.53'	N88°23'06"W	26.54' (26)	S89°46'55"W (26)	26.66' (1)	--
L11	55.76'	S80°29'09"W	--	S78°36'W (15)	--	--
L12	51.70'	N80°29'09"E	--	S78°36'W (15)	--	--
L13	55.00'	N80°29'09"E	55.00' (26)	S78°36'W (15)	--	--
L14	90.05'	N87°51'07"W	90.00' (26)	S89°40'44"E (26)	90.00' (34)	--
L15	9.93'	N02°04'35"E	10.00' (26)	N00°15'02"E (26)	--	--
L16	80.00'	N87°51'07"W	80.00' (26)	N89°40'44"E (26)	80.00' (32)	--
L17	100.01'	S02°04'39"W	100.00' (26)	S0°15'02"W (26)	100.00' (32)	--
L18	29.25'	S87°50'25"E	29.30' (26)	N89°44'40"E (26)	--	--
L19	170.02'	N01°56'17"E	169.86' 38331	N00°06'28"E (26)	169.94' (28)	S00°00'00"E (28)
L20	110.05'	N87°44'07"W	110.06' (26)	N89°34'06"E (26)	110.00' (28)	S89°42'00"E (28)

**LINE TABLE**

LINE NO.	LENGTH	DIRECTION	(LENGTH)	(DIRECTION)	(LENGTH)	(DIRECTION)
L21	20.17'	N87°50'25"W	20.22' (26)	N89°40'44"E (26)	20.00' (28)	--
L22	134.17'	N89°18'03"E	134.39' (18)	S89°29'W (18)	--	--
L23	16.10'	S89°29'23"W	16.02' (26)	S87°27'53"E (26)	16' (22)	N88°15'E (22)
L24	60.06'	S01°53'09"W	60.00' (26)	S0°03'25"W (26)	60' (29)	SOUTH (29)
L25	60.06'	S01°53'09"W	60.00' (26)	S0°03'25"W (26)	60' (29)	NORTH (29)
L26	60.00'	S01°53'09"W	60.00' (26)	S0°03'25"W (26)	60' (29)	SOUTH (29)
L27	60.00'	S01°53'09"W	60.00' (26)	N0°03'25"E (26)	60' (29)	NORTH (29)
L28	16.02'	N89°17'46"E	16.02' (26)	S87°27'53"W (26)	--	--
L29	118.17'	N89°17'46"E	118.24' (26)	S87°27'53"W (26)	118' (29)	S87°29'W (29)
L30	118.19'	N89°17'46"E	118.24' (26)	S87°27'53"W (26)	118' (29)	S87°29'W (29)
L31	259.75'	S01°53'09"W	260.00' (26)	S00°03'25"W (26)	260' (29)	NORTH (29)
L32	68.76'	N52°52'30"E	68.76' (26)	N50°30'16"E (26)	--	--
L33	20.02'	S89°17'54"W	20.02' (26)	S87°27'53"W (26)	20.02' (29)	S87°29'W (29)
L34	189.50'	N01°53'09"E	189.70' (26)	N00°03'25"E (26)	--	NORTH (6)

**LEGEND**

- M.C.S.R. DENOTES MARION COUNTY SURVEY RECORDS
- M.C.D.R. DENOTES MARION COUNTY DEED RECORDS
- VOL. DENOTES VOLUME
- PG. DENOTES PAGE
- B.O.T.P. DENOTES BOOK OF TOWN PLATS
- P.P. DENOTES PARTITION PLAT

**REFERENCES**

- (1) M.C.S.R. 1958
- (2) M.C.S.R. 4409-PG. 36
- (3) M.C.S.R. 10251
- (4) M.C.S.R. 11241
- (5) M.C.S.R. 11940
- (6) M.C.S.R. 12908
- (7) M.C.S.R. 13088
- (8) M.C.S.R. 14112
- (9) M.C.S.R. 15618
- (10) M.C.S.R. 16580
- (11) M.C.S.R. 17710
- (12) M.C.S.R. 17360
- (13) M.C.S.R. 17383
- (14) M.C.S.R. 17534
- (15) M.C.S.R. 18412
- (16) M.C.S.R. 19312
- (17) M.C.S.R. 19610
- (18) M.C.S.R. 21644
- (19) M.C.S.R. 21652
- (20) M.C.S.R. 27843
- (21) M.C.S.R. 29358
- (22) M.C.S.R. 30914
- (23) M.C.S.R. 33558
- (24) M.C.S.R. 33560
- (25) M.C.S.R. 37792
- (26) M.C.S.R. 38831
- (27) P.P. 2006-005
- (28) P.P. 2016-22
- (29) FRICHTL'S ADDTION (VOL. 16, PG. 28, B.O.T.P.)
- (30) FERY'S ADDITION (VOL. 16, PG. 17, B.O.T.P.)
- (31) FORRETTE'S ADDITION (VOL. 16, PG. 49, B.O.T.P.)
- (32) GORMAN ADDITION (VOL. 16, PG. 35, B.O.T.P.)
- (33) REEL 3112, PG. 471, M.C.D.R.
- (34) REEL 1588, PG. 756, M.C.D.R.
- (35) VOL. 408, PG. 122, M.C.D.R.
- (36) VOL. 599, PG. 110, M.C.D.R.
- (37) M.C.S.R. 11979
- (38) VOL. 576, PG. 583, M.C.D.R.
- (39) REEL 1227, PG. 622, M.C.D.R.
- (40) P.P. 2011-07
- (41) M.C.S.R. 18963
- (42) REEL 3112, PG. 163, M.C.D.R.
- (43) M.C.S.R. 18142
- (44) M.C.S.R. 34758
- (44) M.C.S.R. 35426
- (45) M.C.S.R. 28571

**CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD	(RADIUS)	(DELTA)	(LENGTH)	(CHORD BEARING)	(CHORD)	(RADIUS)	(DELTA)	(LENGTH)	(CHORD BEARING)	(CHORD)
C1	1238.64'	17°44'47"	383.65'	N76°45'12"W	382.12'	1238.64' (26)	17°45'01" (26)	383.73' (26)	S78°34'01"E (26)	385.20' (26)	1250.40' (1)	17°34'45" (1)	383.64' (1)	--	--
C2	1268.64'	17°44'49"	392.95'	N76°45'11"W	391.38'	1268.64' (26)	17°45'01" (26)	393.03' (26)	N78°34'01"W (26)	391.46' (26)	1280.40' (1)	17°34'45" (1)	--	--	--
C3	1208.64'	17°44'46"	374.35'	S76°45'14"E	372.85'	1208.64' (26)	17°45'01" (26)	374.44' (26)	S78°34'01"E (26)	372.94' (26)	1220.40' (1)	17°34'45" (1)	--	--	--
C4	1068.21'	20°31'34"	382.68'	S78°07'19"E	380.64'	1068.21' (26)	20°31'34" (26)	382.69' (26)	S79°57'18"E (26)	380.64' (26)	1066.97' (1)	20°32'30" (1)	382.53' (1)	--	--
C5	1038.21'	20°31'34"	371.94'	N78°07'19"W	369.95'	1038.21' (26)	20°31'34" (26)	371.94' (26)	N79°57'18"W (26)	369.95' (26)	1036.97' (1)	20°32'30" (1)	--	--	--
C6	1098.21'	20°31'34"	393.43'	S78°07'19"E	391.33'	1068.21' (26)	20°31'34" (26)	382.69' (26)	S79°57'18"E (26)	391.33' (26)	1066.97' (1)	20°32'30" (1)	382.53' (1)	--	--
C7	1732.95'	19°52'28"	601.12'	S62°48'45"W	598.11'	1732.95' (26)	19°52'29" (26)	601.12' (26)	S79°57'29"E (26)	598.11' (26)	1066.97' (5)	--	--	--	--
C8	1762.00'	27°32'47"	847.13'	S66°38'38"W	838.99'	1762.95' (26)	27°31'56" (26)	847.14' (26)	N64°16'14"E (26)	839.02' (26)	1762.95' (5)	27°32'00" (5)	847.18' (5)	--	--
C9	381.97'	58°37'11"	390.80'	S34°24'07"E	373.97'	381.97' (26)	58°37'06" (26)	390.79' (26)	S36°46'18"E (26)	373.97' (26)	381.97' (36)	--	392.74' (36)	S35°48'15"E (36)	375.84' (36)
C10	396.97'	54°43'59"	379.22'	S37°17'56"E	364.96'	396.97' (26)	54°44'02" (26)	379.22' (26)	S39°40'10"E (26)	364.96' (26)	--	--	--	--	--
C11	366.97'	53°17'59"	341.38'	N36°01'18"W	329.20'	366.97' (26)	6°59'48" (26)	215.28' (26)	S74°32'18"E (26)	215.14' (26)	--	--	--	--	--
C12	1732.95'	6°39'29"	201.37'	N77°04'42"E	201.26'	1732.95' (26)	6°39'28" (26)	201.37' (26)	S79°57'18"E (26)	201.26' (26)	1732.95' (5)	--	--	--	--
C13	823.18'	14°31'17"	208.63'	S87°07'49"W	208.07'	823.18' (26)	14°31'16" (26)	208.63' (26)	N85°17'50"E (26)	208.07' (26)	823.18' (1)	14°40'45" (1)	210.90' (1)	--	--
C14	793.18'	14°31'14"	201.02'	N87°07'49"E	200.48'	793.18' (26)	14°31'16" (26)	201.03' (26)	N85°17'50"E (26)	200.49' (26)	793.18' (1)	14°40'45" (1)	--	--	--



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# PARTITION PLAT NO. \_\_\_\_\_

LOCATED IN THE SOUTHEAST ONE-QUARTER  
OF SECTION 9 AND  
THE SOUTHWEST ONE-QUARTER  
OF SECTION 10,  
TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON  
FEBRUARY 13 & 14, 2023

**MONUMENT TABLE** (ALL MONUMENTS ARE WITHIN 0.1' OF THE SURFACE OR AS NOTED)

1002	FD 3/4" IP IN CONCRETE PER (32)	1024	FD 5/8" IR W/ OPC MARKED "J. BEST PLS 85112" HELD FOR WEST END LINE "I" PER (26)	1041	FD 5/8" IR W/ OPC MARKED "BEST PLS 85112" BEARS S16°28'28"E 1.87' FROM SW CORNER WASHINGTON STREET AND PACIFIC R.R. PER (26)	1057	FD 5/8" IR, DN 0.3' HELD FOR RIGHT-OF-WAY LINE WASHINGTON STREET PER (26)	1076	FD 5/8" IR W/YPC MARKED "K&D ENGR. LS 58561" FLUSH HELD FOR LINE PER (28)
1006	FD 5/8" IR W/ YPC MARKED "QUERY PLS 1553" PER (44)	1025	FD 5/8" IR W/ YPC MARKED "ANDREWS RLS 1626" HELD PER (27)	1042	FD 5/8" IR W/ OPC MARKED "BEST PLS 85112" HELD FOR LINE AND RIGHT-OF-WAY LINE GARDNER STREET PER (26)	1058	FD 1/2" IP, DN 0.3' BEARS S83°40'47"E 26.58' FROM #1057 PER (16)	1077	FD 1" IP, DN 0.1' BEARS N87°54'59"W 0.30' FROM RIGHT-OF-WAY OF EVERGREEN AVENUE ORIGIN UNKNOWN
1007	FD 1/2" IP PER (12)	1026	FD 5/8" IR W/ YPC MARKED "ANDREWS RLS 1626" HELD PER (27)	1043	3FD 5/8" IR W/ OPC MARKED "BEST PLS 85112" HELD FOR LINE AND RIGHT-OF-WAY LINE GARDNER STREET PER (26)	1059	FD 1/2" IP, DN 0.1' HELD LINE AND RIGHT-OF-WAY LINE WASHINGTON STREET PER (30)	1078	FD 1/2" IP, UP 1.0' BEARS S83°09'07"E FROM L13 PER (11)
1008	FD RAILROAD SPIKE NO RECORD	1027	FD 5/8" IR HELD FOR LINE PER (18)	1044	FD 5/8" IR W/ OPC MARKED "BEST PLS 85112" HELD FOR LINE PER (26)	1060	FD 1/2" IR BENT, FLUSH BEARS S01°25'35"W 0.31' FROM CORNER PER (30)		
1009	FD 5/8" IR W/ OPC MARKED "J. BEST PLS 85112" HELD FOR ROW AND PROPERTY LINE PER (26)	1028	FD 1" IP DN 0.2' BEARS N88°09'01"W 5.00' FROM #1029 PER (6)	1045	FD 5/8" IR W/ OPC MARKED "BEST PLS 85112" HELD FOR RIGHT-OF-WAY LINE WASHINGTON STREET PER (26)	1061	FD 1/2" IP, DN 0.3' HELD LINE PER (30)		
1010	FD 5/8" IR PER (45)	1029	FD 2" IP, DN 0.1' HELD FOR EAST/WEST LINE BEARS N89°18'03"E 0.27' FROM LINE PER (6)	1046	FD 3/4" IP, DN 0.5' BEARS S40°41'47"E 6.01' FROM #1047 ORIGIN UNKNOWN	1062	FD 5/8" IR W/OPC MARKED "BAKER PLS 630" , FLUSH HELD FOR RIGHT-OF-WAY LINE WASHINGTON STREET PER (26)		
1011	FD 5/8" IR PER (8) HELD FOR ROW	1030	FD 3/4" IP HELD FOR LINE PER (29)	1047	FD 1/2" IP, DN 0.3' HELD FOR RIGHT-OF-WAY LINE WASHINGTON STREET PER (1)	1063	FD PERNSTIEN MARKED "BEST LS 85112" HELD FOR RIGHT-OF-WAY LINE WASHINGTON STREET PER (26)		
1012	FD 5/8" IR W/ YPC MARKED "ANDREWS RLS 1626" FALLS S02°01'51"W 0.46' FROM ROW PER (27)	1031	FD 3/4" IP IN TREE HELD FOR LINE PER (6)	1048	FD 5/8" IR W/ OPC MARKED BEST PLS 85112" HELD FOR RIGHT-OF-WAY LINE DARBY STREET PER (26)	1064	FD 5/8" IR W/OPC MARKED "BAKER PLS 630" , FLUSH HELD FOR LINE AND RIGHT-OF-WAY LINE HIGH STREET PER (26)		
1013	FD 2" IP REF'D IN (12)	1032	FD 5/8" IR - DN 0.5' S88°29'37"E, 0.15' OF SUBDIVISION LINE APPEARS TO BE PER (26)	1049	FD 1/2" IP, DN 0.2' HELD FOR RIGHT-OR-WAY DARBY ST AND WESTERN STREET PER (31)	1065	FD 5/8" IR W/OPC MARKED "K&D ENGR. LS 58561" HELD FOR LINE AND BEARS S02°09'35"W 0.13' FROM RIGHT-OF-WAY- OF HIGH STREET PER (28)		
1015	FD 5/8" IR W/ OPC MARKED "J. BEST PLS 85112" HELD FOR ROW AND PROPERTY LINE PER (26)	1033	FD 5/8" IR W/ OPC MARKED "J. BEST PLS 85112" HELD FOR LINE EAST/WEST HELD FOR EAST LINE VACATED KING STREET APPEARS TO BE PER (26)	1050	FD 1/2" IP, DN 0.2' HELD FOR LINE AND RIGHT-OF-WAY DARBY STREET AND WESTERN STREET PER (31)	1066	FD 5/8" IR W/OPC MARKED "K&D ENGR. LS 58561" HELD FOR LINE AND BEARS N01°56'17"W 0.38' FROM RIGHT-OF-WAY- OF HIGH STREET PER (28)		
1016	FD 5/8" IR W/ OPC MARKED "J. BEST PLS 85112" PER (26) - HELD	1034	FD 3/4" IP - UP 0.5' NORTH LINE LOT 3, BLOCK 1 PER (32)	1051	FD 5/8" IR, FLUSH BEARS N75°13'07"E 0.25' FROM NE CORNER DARBY STREET AND FERN AVENUE ORIGIN UNKNOWN	1067	FD 5/8" IR W/OPC MARKED "BAKER PLS 630" , FLUSH HELD FOR LINE AND RIGHT-OF-WAY N EVERGREEN AVENUE PER (26)		
1017	FD 1/2" IP - DN 0.5' HELD FOR LINE PER (8)	1035	FD 3/4" IP - UP 0.5' NORTH LINE LOT 2, BLOCK 1 PER (32)	1052	FD 5/8" IR W/ OPC MARKED "J. BEST PLS 85112" HELD FOR EAST LINE OF VACATED KING STREET PER (26)	1068	FD 1/2" IP, PINCHED, DN 0.2' HELD FOR LINE AND RIGHT-OF-WAY N EVERGREEN AVENUE PER (14)		
1018	FD 1/2" IP - UP 0.5' BENT HELD FOR LINE PER (8)	1036	FD 5/8" IR - UP 0.3' HELD FOR NORTH/SOUTH LINE REF'D (20)	1053	FD 1/2" IP, DN 0.2' HELD LINE BEARS N01°53'09"E 0.17' FROM PROPERTY CORNER PER (31)	1069	FOUND RAILROAD SPIKE IN ASPHALT BEARS S45°03'49"W 0.31' FROM THE POINT OF REVERSE CURVE IN SOUTHWESTERLY RIGHT-OF-WAY WASHINGTON STREET PER (1)		
1019	FD 5/8" IR W/ OPC MARKED BEST PLS 85112" NORTHEAST CORNER OF PP 2011-007 FALLS S88°19'28"E 0.70' FROM SECTION LINE PER (26)	1037	FD EAST 1/4 CORNER SECTION 9 3" BRASS DISK IN MONUMENT BOX PER (24) - BOOK 4, PAGE 90	1054	FD 1/2" IP, DN 0.4' HELD LINE PER (16)	1070	FD 5/8" IR W/OPC MARKED "BAKER PLS 630" , FLUSH HELD LINE PER (26)		
1020	FD 5/8" IR HELD FOR LINE PER (18)	1038	FD SOUTHEAST CORNER SECTION 9 3" BRASS DISK IN MONUMENT BOX PER (23) - BOOK 4, PAGE 89	1055	FD 5/8" IR W/OPC MARKED "BAKER PLS 630" , FLUSH HELD LINE PER (26)	1075	FD 1" IP, DN 0.3' HELD FOR LINE PER (10)		
1021	FD 5/8" IR W/ OPC MARKED BEST PLS 85112" HELD FOR LINE "A" AND WEST LINE GARDENER AVENUE PER (26)	1039	FD 5/8" IR W/ OPC MARKED "BEST PLS 85112" BEARS S13°27'00"E 6.06' FROM SW CORNER WASHINGTON STREET AND PACIFIC R.R. PER (26)	1056	FD 5/8" IR W/OPC MARKED "BAKER PLS 630" , FLUSH BEARS N04°47'33"E 0.42' FROM #1055 ORIGIN UNKNOWN				
1022	FD 5/8" IR W/ OPC MARKED BEST PLS 85112" HELD FOR LINE "A" AND EAST LINE OF ALLEY PER (26)								
1023	FD 5/8" IR HELD FOR LINE "A" AND WEST LINE OF ALLEY PER (26)								

**LEGEND**

FD DENOTES FOUND  
IP DENOTES IRON PIPE  
W/ DENOTES WITH  
OPC DENOTES ORANGE PLASTIC CAP  
YPC DENOTES YELLOW PLASTIC CAP  
DN DENOTES DOWN  
IR DENOTES IRON ROD



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JOB NO. 041-074  
SHEET 6 OF 8

# PARTITION PLAT NO.

LOCATED IN THE SOUTHEAST ONE-QUARTER  
OF SECTION 9 AND  
THE SOUTHWEST ONE-QUARTER  
OF SECTION 10,  
TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON  
FEBRUARY 13 & 14, 2023

## NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO PARTITION THE LAND DESCRIBED IN THE FIRST AMERICAN TITLE INSURANCE COMPANY TITLE REPORT - FILE NO. 70089-4031157 DATED JANUARY 01, 2023 INTO 3 PARCELS, AS SHOWN HERON PER SURVEY NO. 38831, MARION COUNTY SURVEY RECORDS, PER THE CLIENTS DIRECTION.

THE BASIS OF BEARINGS, AS SHOWN HERON, AND BOUNDARY RESOLUTION IS PER BAKER SURVEYING'S PREVIOUS RECORD OF SURVEY RECORDED AS SURVEY NO. 38331, MARION COUNTY SURVEY RECORDS.

## SURVEYOR'S CERTIFICATE

I, NICOLE ALLEN, A REGISTERED PROFESSIONAL LAND SURVEYOR IN OREGON, DO HEREBY DEPOSE AND SAY THAT I HAVE ACCURATLEY SURVEYED AND MARKED WITH PROPER MONUMENTS, THE LANDS REPRESENTED ON THE FIRST AMERICAN TITLE INSURANCE COMPANY TITLE REPORT - FILE NO. 70089-4031157 DATED JANUARY 01, 2023, SITUATED IN THE SE 1/4 OF SECTION 9 TOWNSHIP 9S, RANGE 1W, WILLAMETTE MERIDIAN, CITY OF STAYTON, MARION COUNTY, OREGON, AND THE 10 FOOD WIDE PROPOSED WATER EASEMENT IN PARCEL 2 OF SAID LANDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

### PARCEL 1:

BEGINNING AT THE INITIAL POINT BEING MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BEST PLS 85112", BEING A WESTERLY CORNER OF THE LANDS DESCRIBED IN THE FIRST AMERICAN TITLE INSURANCE COMPANY TITLE REPORT - FILE NO. 70089-4031157 DATED JANUARY 01, 2023; THENCE ALONG THE EASTERLY RIGHT-OF-WAY LINE OF GARDNER ROAD NORTH 01°53'09" EAST, 56.96 FEET TO THE NORTHWEST CORNER OF SAID LANDS, MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BEST PLS 85112"; THENCE THROUGH THE LANDS OF BLOCK 3 FORRETTE'S ADDITION, SOUTH 88°22'36" EAST, 271.86 FEET TO A POINT ON THE WESTERLY LINE OF VACATED WESTER STREET, MARKED BY A FOUND A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BEST PLS 85112"; THENCE ALONG THE WESTERLY LINE OF SAID VACATED WESTERN STREET, NORTH 01°53'09" EAST, 102.88 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF DARBY STREET, MARKED BY A FOUND 1/2 INCH IRON PIPE; THENCE ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID DARBY STREET, SOUTH 88°24'07" EAST 359.92 FEET TO THE SOUTHEAST CORNER OF SAID DARBY STREET, MARKED BY A FOUND A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BEST PLS 85112"; THENCE ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID DARBY STREET AND THE EASTERLY PROPERTY LINE OF THE OF BLOCK 2 FOREETTE'S ADDITION, NORTH 01°53'09" EAST, 168.10 FEET TO A POINT ON SAID EASTERLY PROPERTY LINE; THENCE SOUTH 88°24'10" EAST, 220.71 FEET TO A POINT PER (26); THENCE NORTH 01°48'39" EAST, 91.80 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF NW LOCUST STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF NW LOCUST STREET, SOUTH 88°22'35" EAST, 119.86 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF NW LOCUST STREET; THENCE SOUTH 01°37'40" EAST, 100.27 FEET TO A POINT PER (26); THENCE THRU SAID LANDS SOUTH 88°21'44" EAST, 99.51 FEET TO A PER (26); THENCE SOUTH 01°49'44" WEST, 265.22 FEET TO POINT PER (26) MARKED BY A FOUND 1/2 INCH IRON PIPE; THENCE SOUTH 88°15'33" EAST, 220.00 FEET TO THE NORTHWEST CORNER OF PARCEL 3, PARTITION PLAT 09-02; THENCE ALONG THE WESTERLY LINE OF SAID PARCEL 3, SOUTH 01°49'12" WEST, 151.50 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 2 MARKED BY A FOUND 1/2 INCH IRON PIPE; THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 2, SOUTH 88°34'10" EAST, 60.71 FEET TO THE NORTHWEST CORNER OF LOT 9 OF BLOCK 1 FERY'S ADDITION MARKED BY A 1/2 INCH IRON PIPE, BENT; THENCE ALONG THE WESTERLY LINE OF SAID LOT 9, S02°00'18" WEST, 97.73 FEET TO THE SOUTHWEST CORNER OF SAID LOT 9 MARKED BY A FOUND 1/2 INCH IRON PIPE; THENCE ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, S01°36'54" WEST, 10.00 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 88°23'06" WEST, 60.21 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 01°48'11" EAST, 10.00 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 88°23'06" WEST, 26.53 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET MARKED BY A FOUND 5/8 INCH IRON ROD; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1038.21 FEET, THROUGH A CENTRAL ANGLE OF 20°31'34", AND A CHORD OF NORTH 78°07'19" WEST 369.95 FEET, AN ARC LENGTH OF 371.94 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BAKER PLS 630"; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 1268.64 FEET, THROUGH A CENTRAL ANGLE OF 17°44'49", AND A CHORD OF NORTH 76°45'11" WEST 391.38 FEET, AN ARC LENGTH OF 392.95 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET MARKED BY A FOUND 1/2 INCH IRON PIPE; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON

## SURVEYOR'S CERTIFICATE (CONTINUED)

STREET, NORTH 85°37'24" WEST, 493.04 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BAKER PLS 630"; THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 42°40'04" WEST, 36.76 FEET TO THE POINT OF BEGINNING.

CONTAINING 363,847 SQUARE FEET (83.353 ACRES), MORE OR LESS

### PARCEL 2:

BEGINNING AT THE INITIAL POINT BEING MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BEST PLS 85112", BEING A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID THE SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, SOUTH 88°23'06" EAST, 5.80 FEET TO THE SOUTHEAST CORNER OF THE INTERSECTION OF WASHINGTON STREET AND N EVERGREEN AVENUE; THENCE ALONG THE EASTERLY RIGHT-OF-WAY LINE OF N EVERGREEN AVENUE, SOUTH 02°05'01" WEST, 147.26 FEET TO A POINT MARKED BY A FOUND 1/2 INCH IRON PIPE; THENCE SOUTH 02°05'01" WEST, 147.26 FEET TO A POINT PER (26); THENCE SOUTH 02°05'01" WEST, 354.57 FEET TO A POINT PER (26); THENCE NORTH 88°23'59" WEST, 65.00 FEET TO A POINT PER (26); THENCE SOUTH 08°49'43" WEST. 15.28 FEET PER (11); THENCE NORTH 81°40'13" WEST, 59.99 FEET TO A POINT ON THE NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, SOUTH 80°29'09" WEST, 55.76 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, SOUTH 76°59'09" WEST, 393.32 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, SOUTH 65°18'09" WEST, 287.28 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, SOUTH 89°09'09" WEST, 378.72 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, NORTH 63°50'51" WEST, 645.87 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, NORTH 70°52'54" WEST, 262.38 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, NORTH 67°33'25" WEST, 108.34 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, NORTH 75°04'50" WEST, 222.37 FEET TO A POINT ON SAID NORTHERLY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY LINE OF THE SALEM DITCH, NORTH 68°23'10" WEST, 153.39 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 52°52'30" EAST, 68.76 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1732.95 FEET, THROUGH A CENTRAL ANGLE OF 19°52'28", AND A CHORD OF NORTH 62°48'45" EAST 598.11 FEET, AN ARC LENGTH OF 601.12 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF PACIFIC RAILROAD; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE OF PACIFIC RAILROAD ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 396.97 FEET, THROUGH A CENTRAL ANGLE OF 54°43'59", AND A CHORD OF SOUTH 37°17'56" EAST 364.96 FEET, AN ARC LENGTH OF 379.22 FEET TO THE SOUTHWEST CORNER OF AID WESTERLY RIGHT-OF-WAY LINE OF PACIFIC RAILROAD; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF PACIFIC RAILROAD, NORTH 02°25'39" EAST, 32.81 FEET TO THE SOUTHEAST CORNER OF SAID RIGHT-OF-WAY LINE OF PACIFIC RAILROAD; THENCE ALONG THE EASTERLY RIGHT-OF-WAY LINE OF PACIFIC RAILROAD ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 366.97 FEET, THROUGH A CENTRAL ANGLE OF 53°17'59", AND A CHORD OF NORTH 36°01'18" EAST 329.20 FEET, AN ARC LENGTH OF 341.38 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1732.92 FEET, THROUGH A CENTRAL ANGLE OF 6°39'29", AND A CHORD OF NORTH 77°04'42" EAST 201.26 FEET, AN ARC LENGTH OF 201.37 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 79°52'11" EAST, 212.76 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 793.18 FEET, THROUGH A CENTRAL ANGLE OF 14°31'14", AND A CHORD OF NORTH 87°07'49" EAST 200.48 FEET, AN ARC LENGTH OF 201.02 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, SOUTH 85°37'24" EAST, 633.62 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1208.64 FEET, THROUGH A CENTRAL ANGLE OF 17°44'46", AND A CHORD OF SOUTH 76°45'14" EAST 372.85 FEET, AN ARC LENGTH OF 374.35 FEET TO A POINT ON SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET MARKED BY A FOUND RAILROAD SPIKE IN ASPHALT; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 1098.21 FEET, THROUGH A CENTRAL ANGLE OF 20°31'34", AND A CHORD OF SOUTH 78°07'19" EAST 391.33 FEET, AN ARC LENGTH OF 393.43 FEET TO THE POINT OF BEGINNING.

CONTAINING 1,606,497 SQUARE FEET (36.880 ACRES), MORE OR LESS

## SURVEYOR'S CERTIFICATE (CONTINUED)

### PARCEL 3:

BEGINNING AT THE INITIAL POINT BEING MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BAKER PLS 630", BEING A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF N EVERGREEN AVENUE; THENCE NORTH 87°51'07" WEST, 90.05 FEET TO A POINT PER (26); THENCE NORTH 02°04'35" EAST, 9.93 FEET TO A POINT PER (26); THENCE NORTH 87°51'07" WEST, 80.00 FEET PER (26); THENCE SOUTH 02°04'39" EAST, 100.01 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF HIGH STREET MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BAKER PLS 630"; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF HIGH STREET, SOUTH 87°50'25" EAST, 29.25 FEET TO THE SOUTHEAST CORNER OF PARCEL 2, PARTITION PLAT 2016-022; THENCE ALONG THE EASTERLY LINE OF SAID PARCEL 2, NORTH 01°56'17" EAST, 170.02 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 2 MARKED BY A FOUND 5/8 INCH IRON ROD WITH YELLOW PLASTIC CAP MARKED "K&D ENGR. LS 58561"; THENCE ALONG THE NORTHERLY LINE OF SAID PARCEL 2, NORTH 87°44'07" WEST, 110.05 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 2; THENCE NORTH 02°00'24" EAST, 100.00 FEET PER (26) MARKED BY A FOUND 1 INCH IRON PIPE; THENCE NORTH 87°52'50" WEST, 330.09' PER (26) MARKED BY A FOUND 3/4 INCH IRON PIPE IN TREE; THENCE SOUTH 01°47'26" EAST, 269.99 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF HIGH STREET; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF HIGH STREET, SOUTH 89°29'23" WEST, 16.10 FEET TO THE NORTHEAST CORNER OF LOT 5, BLOCK 1 FRICHTL'S ADDITION MARKED BY A FOUND 3/4 INCH IRON PIPE; THENCE SOUTH 89°17'46" WEST, 624.44 FEET TO THE NORTHWEST CORNER OF A PRIVATE ALLEY MARKED BY A FOUND 5/8 INCH IRON ROD; THENCE SOUTH 01°53'09" WEST, 259.75 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF W IDA STREET; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF W IDA STREET, SOUTH 89°17'54" WEST, 20.02 FEET TO A POINT ON SAID NORTHERLY RIGHT-OF-WAY LINE OF W IDA STREET; THENCE NORTH 01°53'09" E, 421.14 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID SALEM DITCH. THENCE ALONG SAID SOUTHERLY LINE OF SAID SALEM DITCH, NORTH 65°18'09" EAST, 292.72 FEET TO A POINT ON SAID SOUTHERLY LINE OF SAID SALEM DITCH; THENCE ALONG SAID SOUTHERLY LINE OF SAID SALEM DITCH, NORTH 76°59'09" EAST, 386.68 FEET TO A POINT ON SAID SOUTHERLY LINE OF SAID SALEM DITCH; THENCE ALONG SAID SOUTHERLY LINE OF SAID SALEM DITCH, NORTH 80°29'09" EAST, 51.70 FEET TO A POINT ON SAID SOUTHERLY LINE OF SAID SALEM DITCH; THENCE SOUTH 73°02'13" EAST, 223.36 FEET TO A POINT ON SAID WESTERLY RIGHT-OF-WAY LINE OF N EVERGREEN AVENUE; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE OF N EVERGREEN AVENUE, SOUTH 02°05'01" WEST, 246.05 FEET TO THE POINT OF BEGINNING.

CONTAINING 226,098 SQUARE FEET (5.190 ACRES), MORE OR LESS

### 10 FOOT WIDE PROPOSED WATER EASEMENT:

COMMENCING A POINT BEING MARKED BY A FOUND 5/8 INCH IRON ROD WITH ORANGE PLASTIC CAP MARKED "BEST PLS 85112" BEARING SOUTH 16°28'28" EAST, 1.87 FEET FROM THE SOUTHEAST CORNER OF THE INTERSECTION OF PACIFIC RAILROAD AND WASHINGTON STREET; THENCE NORTH 76°39'19" EAST, 207.95 FEET TO THE POINT OF BEGINNING; THENCE ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON STREET, NORTH 79°51'11" EAST, 10.06 FEET; THENCE SOUTH 03°59'09" EAST, 476.88 FEET; THENCE SOUTH 79°28'49" EAST, 122.27 FEET; THENCE SOUTH 86°04'14" EAST, 230.72 FEET; THENCE SOUTH 82°17'14" EAST, 97.79 FEET; THENCE SOUTH 03°28'15" WEST, 140.89 FEET; THENCE SOUTH 15°15'55" EAST, 14.89 FEET; THENCE SOUTH 02°17'32" WEST, 215.23 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF THE SALEM DITCH; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF THE SALEM DITCH, SOUTH 89°09'09" WEST, 10.02 FEET; THENCE NORTH 02°17'32" EAST, 214.23 FEET; THENCE NORTH 15°15'55" WEST 14.97 FEET; THENCE NORTH 03°28'02" EAST, 133.28 FEET; THENCE NORTH 82°17'14" WEST, 88.17 FEET; THENCE NORTH 86°04'14" WEST, 230.96 FEET; THENCE NORTH 79°28'49" WEST, 130.59 FEET; THENCE NORTH 03°59'09" WEST, 483.54 FEET TO THE POINT OF BEGINNING.

CONTAINING 12,974 SQUARE FEET (4.997 ACRES), MORE OR LESS

### NICOLE ALLEN

REGISTERED PROFESSIONAL LAND SURVEYOR NO. 84893PLS  
LICENSE EXPIRES DECEMBER 31, 2023



6445 SW FALLBROOK PLACE, SUITE 100  
BEAVERTON, OREGON 97008  
TEL: (503) 746-8812  
FAX: (503) 639-9592  
www.emeriodesign.com

JOB NO. 041-074

CLIENT  
WOODHILL HOMES

SHEET 7 OF 8

PARTITION PLAT NO. \_\_\_\_\_

LOCATED IN THE SOUTHEAST ONE-QUARTER  
OF SECTION 9 AND  
THE SOUTHWEST ONE-QUARTER  
OF SECTION 10,  
TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M.  
CITY OF STAYTON, MARION COUNTY, OREGON  
FEBRUARY 13 & 14, 2023

DECLARATION

KNOW ALL MEN BY THESE PRESENTS THAT STAYTON WASHINGTON, LLC, A DELAWARE LIMITED LIABILITY COMPANY, IS THE OWNER OF THE LAND DESCRIBED IN THE ACCOMPANYING SURVEYOR'S CERTIFICATE, AND HAVE CAUSED THE SAME TO BE SUBDIVIDED IN ACCORDANCE WITH THE PROVISIONS OF ORS CHAPTER 92, ALL LOTS AND TRACTS BEING THE DIMENSIONS SHOWN AND DO HEREBY GRANT ALL EASEMENTS AS SHOWN OR NOTED, AND DO HEREBY DEDICATE THE RIGHTS OF WAY TO THE PUBLIC.

BY: \_\_\_\_\_  
STUART LICHTER, REGISTERED AGENT OF STAYTON WASHINGTON, LLC

ACKNOWLEDGEMENT

STATE OF OREGON        )  
                                  )SS  
COUNTY OF MARION    )

ON THIS DAY \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_, PERSONLLY APPEARED BEFORE ME, A NOTARY PUBLIC FOR SAID COUNTY AND STATE, THE ABOVE NAME PNW VEG CO., LLC, WHO ACKNOWLEDGES TO ME THAT THEY EXECUTED TEH ABOVE INSTRUMENTS FREELY AND VOLUNTARILY FOR THE USES AND PURPOSED STATED THEREIN AND WITHOUT FEAR OR COMPULSION FROM ANYONE.

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC - OREGON

COMMISSION NO. \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_

PLAT NOTES

(1) SUBJECT TO A CITY OF STAYTON, OREGON MULTI-USE PATH/ACCESS EASEMENT, INCLUDING TERMS AND PROVISIONS THEREOF.

RECORDED: DECEMBER 13, 2019 AS REEL 4276, PAGE 457, FILM RECORDS

(2) SUBJECT TO A CITY OF STAYTON, OREGON MULTI-USE PATH/ACCESS EASEMENT, INCLUDING TERMS AND PROVISIONS THEREOF.

RECORDED: DECEMBER 24, 2019 AS REEL 4427, PAGE 376, FILM RECORDS

CITY OF STAYTON APPROVALS

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
CITY OF STAYTON CITY MANAGER  
BY: \_\_\_\_\_

MARION COUNTY APPROVALS

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
MARION COUNTY SURVEYOR

BY: \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
MARION COUNTY ASSESSOR

BY: \_\_\_\_\_

ALL TAXES, FEES, ASSESSMENTS OR OTHER CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN PAID AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

MARION COUNTY TAX COLLECTOR

BY: \_\_\_\_\_

STATE OF OREGON        )  
                                  )SS  
COUNTY OF MARION    )

I DO HEREBY CERTIFY THAT THIS SUBDIVISION PLAT WAS RECEIVED FOR RECORD ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M, AND RECORDED IN RECORD OF PARTITION PLATS. ALSO REFERENCED IN MARION COUNTY DEED RECORDS, REEL \_\_\_\_, PAGE \_\_\_\_.

\_\_\_\_\_  
BILL BURGESS, MARION COUNTY CLERK

\_\_\_\_\_  
DEPUTY COUNTY CLERK



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CLIENT  
WOODHILL HOMES

## **Application Review – 3 Lot Partition of 091W10CB, TL02400**

### **City of Stayton – Land Use File No. 4-05/23**

TO: Dan Fleishman/*City Planner*

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

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

PROJECT: **Land Use Application Review – 3 Lot Partition of 091W10CB, TL02400**

DATE: July 14, 2023

### **Background**

I received a copy of the land use application and site plans provided by Emerio Design, LLC., for applicant George Hale and property owner Stayton Washington LLC., with a request by the City of Stayton to review and respond. The application is for the partitioning of the existing large parcel of land into 3 separate parcels. The property is located at 930 W. Washington Street and is zoned Light Industrial. A request to develop the parcel is not included as part of the application.

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.

Should the applicant decide to pursue continuation of development, the Developer will be required to obtain any and all required reviews, approvals, and permits required by the Planning Conditions of Approval, SMC, PWDS, Marion County, DEQ, OHA-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. It is recommended that City Staff review this memorandum in conjunction with their application review.

## **Project Overview**

### **Project Site and Access**

The application shows the location of the development to be within Township 9 South, Range 1 West, Section 10CB, TL 02400. The parcel has frontage along W. Washington Street, W. Locust Street, W. Darby Street, N. Gardner Avenue, N. Evergreen Avenue, W. High Street, and a small section of frontage along W. Ida Street. A request to develop the parcel is not included as part of the application.

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

Existing site topography and utilities were not provided with the application. GIS mapping indicates that there are a number of existing utilities located within the existing frontage streets and within the existing parcel. It is not clear if the existing utilities shown within the existing parcel are public or private utilities.

## **Findings**

### **Transportation**

- **TIA/TAL** – It should be noted that as part of future development, a TIA/TAL will be required to be submitted in accordance with the most current edition of the PWDS and SMC requirements at the time of development.
- **Right of Way (R/W)** – Right-of-ways shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification. It should be noted that as part of future development, right-of-ways will need to comply with the most current edition of the City's TSP, PWDS, and SMC requirements at the time of development.
- **Street Improvements** – It should be noted that as part of future development, street improvements will need to comply with the most current edition of the City's TSP, PWDS, and SMC requirements at the time of development.

### **Public Utilities**

- **Public Utility Easements** – Given the number of existing utilities within and around the existing parcel, there is some concern that the existing public utilities may not all be located with deeded easements. As such, some research into these various existing utilities and coordination with Public Works will be needed prior to final plat approval. Any necessary easements needed for the existing public utilities shall be provided and shown on the face of the plat, along the necessary easement recording information.
- **Public Utility Improvements** – It should be noted that as part of future development, public utility improvements will need to comply with the most current edition of the City's public utility master plans, PWDS, and SMC requirements at the time of development.

- **Wastewater Master Plan** – A request to develop the parcels is not included as part of the application, so there is no increase in sewage flow anticipated from the partitioning. However, it should be noted as part of future development, Figure 12b of the Wastewater Master Plan identifies sanitary sewer main capacity issues from existing sanitary sewer flows within Jettters Way, W. Washington Street, and N. Gardner Avenue, and within W. Ida Street and N. Evergreen Avenue.

### **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 final plat approval.
2. Prior to final plat approval, the applicant shall determine whether the existing public utilities within the existing parcel are located within existing easements. If they are, the existing easements shall be shown on the final plat. If they are not located within an existing easement, any necessary easements needed for the existing public utilities shall be provided and shown on the face of the plat, along the necessary easement recording information.

Comments on Planning Action: \_\_\_ Stayton Partition (Norpac Site) \_\_\_

Date 7 / 13 / 2023 Person Commenting  Kent Inman

Subdivision:

- 1. Subdivision name must be approved per ORS 92.090.
- 2. Must be surveyed and platted per ORS 92.050.
- 3. Subdivision plat must be submitted for review.
- 4. Checking fee and recording fees required.
- 5. Per ORS 92.065 - Remaining monumentation bond may be required if some of the plat monuments have not been set and/or the installation of street and utility improvements has not been completed, or other conditions or circumstances cause the delay (or resetting) of monumentation.
- 6. A current or updated title report must be submitted at the time of review. Title reports shall be no more than 15 days old at the time of approval of the plat by the Surveyor's Office, which may require additional updated reports.

Partition:

- 1. Per ORS 92.050, plat must be submitted for review.
- 2. Checking fee and recording fees required.
- 3. A current or updated title report must be submitted at the time of review. Title reports shall be no more than 15 days old at the time of approval of the plat by the Surveyor's Office, which may require additional updated reports.

Property Line Adjustment:

- 1. The adjusted line must be surveyed and monumented per ORS 92.060 (7).
- 2. Survey checking fee required at the time of review.

(See Page 2 for additional comments)

Property Line Adjustment (continued):

- \_\_\_ 4. Property line adjustment deeds shall be recorded with the Marion County Clerk's Office. Per ORS 92.190 (4): The deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgment.
- \_\_\_ 5. A re-plat (**in the form of a partition plat**) is required, due to the adjustment of a partition plat parcel line or subdivision lot line. A property line adjustment deed for the area being transferred shall be recorded with the Marion County Clerk's Office. As per ORS 92.190 (4): The deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgment.

The deeds conveying the re-platted parcels shall be recorded after the recording of the re-plat.

Re-plat: (Re-configuration of lots or parcels and public easements within a recorded plat)

- \_\_\_ 1. Must comply with all provisions per ORS 92.185 (6)
- \_\_\_ 2. Must be surveyed and platted per ORS 92.050, and the plat submitted for review.
- \_\_\_ 3. Checking fee and recording fees required.
- \_\_\_ 4. A current or updated title report must be submitted at the time of review.
- \_\_\_ 5. The portion of the subdivision or partition plat proposed for replatting contains utility easement(s) that will need to be addressed. Per ORS 92.185 (4), when a utility easement is proposed to be realigned, reduced in width or omitted by a replat, all affected utility companies or public agencies shall be notified, consistent with a governing body's notice to owners of property contiguous to the proposed plat. Any utility company that desires to maintain an easement subject to vacation must notify the governing body in writing within 14 days of the mailing or other service of the notice.

**Other comments specific to this Planning Action:**



# City of Stayton

Department of Planning and Development  
362 N. Third Avenue • Stayton, OR 97383  
Phone: (503) 769-2998 • Fax (503) 769-2134  
dfleishman@staytonoregon.gov www.staytonoregon.gov

## REQUEST FOR COMMENTS ON PROPOSED LAND USE ACTION

**DATE:** July 3, 2023

<b>TO:</b> Stayton Police Department	Stayton Fire District
North Santiam School District	Stayton Public Works
Marion County Public Works	Pacific Power
Stayton Cooperative Telephone	Northwest Natural
Santiam Water Control District	Wave Broadband

**FROM:** City of Stayton Planning and Development Department

**RE:** Land Use File 4-05/23 – Application for partitioning. The property is located at 930 W Washington St and is zoned Light Industrial.

**APPLICANT:** George Hale,

**TAX MAP/LOT NUMBER:** 091W10CB 2400

**DECISION CRITERIA:** Stayton Municipal Code (SMC) 17.24.040.6 Preliminary Plan Approval Criteria; 17.24.050 Design Standards for Subdivision and Partition Preliminary Plans.

**APPLICATION DEEMED COMPLETE:** July 3, 2023

**PUBLIC HEARING DATE:** July 31, 2023

The City of Stayton is soliciting comments which you may wish to contribute to Stayton’s review of the above described land use case. **Prior to July 14**, any questions should be directed to Dan Fleishman, Planning & Development Director, 362 N. Third Avenue, Stayton, Oregon 97383, (503) 769-2998 or at [dfleishman@staytonoregon.gov](mailto:dfleishman@staytonoregon.gov). **After July 14** questions and comments should be directed to Jim Jacks, Interim Planning Director at [jjacks@mwvcog.org](mailto:jjacks@mwvcog.org).

In order for staff to process this application in a timely manner, comments need to be in our office by **July 19**. You may make your comments to city staff by phone, email, or letter. You may use the response form below.

Failure to reply or participate in the hearing will be interpreted as no objection to the proposal.

### PLEASE CHECK THE APPROPRIATE ITEMS:

- We are not affected by the proposal.
- We have reviewed the proposal and have no comments.
- We would like to receive a copy of the staff decision/report in this case.
- Our comments are attached.
- Our comments are:

By: Brent Stevenson

Date: 7-17-2023

Agency: Santiam Water Control District

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

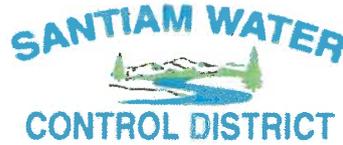
**POLICE**  
386 N. THIRD AVENUE  
STAYTON, OR 97383  
(503) 769-3423  
FAX (503) 769-7497

**PLANNING AND DEVELOPMENT**  
362 N. THIRD AVENUE  
STAYTON, OR 97383  
(503) 769-2998  
FAX (503) 767-2134

**PUBLIC WORKS**  
362 N. THIRD AVENUE  
STAYTON, OR 97383  
(503) 769-2919  
FAX (503) 767-2134

**WASTEWATER**  
950 JETTERS WAY  
STAYTON, OR 97383  
(503) 769-2810  
FAX (503) 769-7413

**LIBRARY**  
515 N. FIRST AVENUE  
STAYTON, OR 97383  
(503) 769-3313  
FAX (503) 769-3218



284 E Water St. Stayton OR, 97383  
Phone (503) 769-2669 www.santiamwater.com

7/17/2023

City of Stayton Planning Dept.

Please find submitted herewith for the record the comments of Brent Stevenson, Manager of the Santiam Water Control District (SWCD or District) at 284 E. Water Street, Stayton, Oregon, submitted on behalf of SWCD. Please consider this as part of the record for the Land Use File Land Use File No. 4-05/23

SWCD has concerns regarding the approval of this partition application (Application) as it fails to meet the criteria sufficient to be deemed complete. In addition, the Application fails to meet the required information to satisfy Section 17.24.040 and 17.24.050 of the Stayton Land Use and Development Code. The shortcomings may be able to be addressed by proper conditioning and correction in any future development plans.

**I. Background.**

Woodhill Homes/George Hale, the applicant, is proposing a 3-lot partition of the large property identified as Marion County Assessor's Map No. 091W10CB, Tax Lot 2400; it can also be located by its address, 930 W Washington Street (Property). The base zone applied to the Property is Light Industrial (IL). The District owns and operates Salem Ditch which runs through the Property. The former owner of the Property, NORPAC Cannery, contracted with SWCD for the discharge of stormwater. The SWCD-NORPAC agreement allowing stormwater discharge (Exhibit F) was terminated as a result of bankruptcy on 8/22/2019. The current owner of the Property does not have a contract to discharge stormwater into District facilities.

**II. Application Requirements.**

The Application must meet the code requirements; 17.24.040 Application and Approval Requirements for Conventional Subdivisions and Partitions.

1. The Application fails to meet SMC 17.24.040 (3) f, k, and o.

**17.24.040 (3) The preliminary partition or subdivision plan shall include or be accompanied by following information:**

- f. The approximate location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the tract, existing buildings and any addresses for the buildings, railroad rights-of-way, and other important features such as section lines and political subdivision boundary lines.**
- k. Existing and proposed easements, together with their dimensions, purpose, and restrictions on use.**
- o. Copies of all existing or proposed restrictions or covenants affecting the property.**

The Application fails to meet code requirements 17.24.040 (3) items f, k, and o because it does not identify SWCD infrastructure, easements, and property rights. SWCD holds recorded easements over Salem Ditch that encumber the Property and restrict the use of that portion of the Property. Specifically, SWCD holds the following rights in the Property:

- Book 1 of Deeds page 314 of Marion County Deeds, right of way for the canal of which the SWCD is current grantee/owner (Exhibit A).
- Book 1 of Deeds page 318 of Marion County Deeds, right of way for the canal of which the SWCD is current grantee/owner (Exhibit B).
- Stayton Canning Company Cooperative and easement holder Boise Cascade Corporation, Volume 604, Page 787 of Marion County Deeds (“1965 Easement”). Boise Cascade Corporation transferred its interest in the property via deed to SWCD (Exhibit C).
- Stayton Canning Company Cooperative and easement holder Oregon Pulp and Paper Company, Volume 545, Page 591 of Marion County Deeds (1961 Easement) Oregon pulp and Paper transferred its interest to Boise Cascade Corporation which subsequently transferred its interest in the property via deed to SWCD (Exhibit D).
- Stayton Canning Company Cooperative and easement holder Oregon Pulp and Paper Company, Volume 437, Page 136 of Marion County Deeds (1952 Easement) Oregon Pulp and Paper transferred its interest to Boise Cascade Corporation which subsequently transferred its interest in the property via deed to SWCD (Exhibit E).

2. The Application fails to meet SMC 17.24.040 (3) g and i.

**17.24.040 (3) The preliminary partition or subdivision plan shall include or be accompanied by following information:**

- g. The location and size of any existing sanitary sewer systems, water supply systems, culverts, drainage ways, and other storm drainage systems, and any other underground utilities or structures within and immediately adjacent the tract being divided. (Amended Ord. 1017, April 18, 2018)**
- i. A proposed general plan for collecting, treating, and detaining stormwater runoff from the development, developed in accordance with the City’s Public Works Design.**

The Application fails to meet code requirements 17.24.040 (3) items g and i. The Application and partition map do not identify any method or means of collecting, treating, and detaining stormwater.

The Property owner does not have permission or authorization to discharge water into District facilities, namely Salem Ditch. A 3-sentence memo stating no development or change is proposed does not meet code requirement, especially given the circumstances. The District is concerned that a partition will allow development of part of the site while the remaining parcels would not trigger a stormwater plan or upgrades. The partition should not allow remaining parcels to escape the requirement of upgrade. We reiterate that the Property owner is currently discharging stormwater without the permission of the District.

Approval of any land use action requires a stormwater plan. The site has been interconnected and interdependent for decades, a shift to City facilities that ultimately discharge into District facilities without the District’s approval would be viewed as a breach of the City-SWCD Memorandum of Understanding.

**III. Conclusion.**

Approval of the Application requires compliance with SMC 17.24.040. Therefore, to comply with SMC 17.24.040 (3) f, k, and o, the District requests that the City require the final partition map and application to include proper reference and inclusion of the District's facilities, easements, and rights of way, (provided as exhibits A-E to these comments).

In addition, to comply with SMC 17.24.040 (3) g and i an approval of the Application should be conditioned such that any future development plan includes a stormwater plan encompassing all 3 partitioned parcels. The plan should include evidence that the developer entered into an agreement with the District to accept stormwater discharges into Salem Ditch, or that a new system meeting City requirements will be installed to eliminate all existing discharge into Salem Ditch.

Sincerely



Brent Stevenson  
Manager, SWCD

**BEFORE THE STAYTON PLANNING COMMISSION**

In the matter of  
the application of  
George Hale,  
Applicant

)  
) Partitioning  
) Land Use File  
) #4-05/23  
)

**ORDER OF CONDITIONAL APPROVAL**

**I. NATURE OF THE APPLICATION**

The application is to divide an existing parcel into three parcels.

**II. PUBLIC HEARING**

A public hearing was held on the application before the Stayton Planning Commission on July 31, 2023. At that hearing the Planning Commission reviewed Land Use File #4-05/23, application for partitioning, and it was made part of the record.

**III. FINDINGS OF FACT**

The Stayton Planning Commission, after careful consideration of the testimony and evidence in the record adopts the following findings of fact:

**A. EXISTING CONDITIONS**

1. Stayton Washington LLC is the owner.
2. George Hale, who has a purchase and sale agreement for proposed parcels 1 and 3 with the owner, is the applicant.
3. The property is tax lot 2400 Township 9 South, Range 1 West of the Willamette Meridian, Section 10CB.
4. The property is addressed as 930 W Washington St.
5. The property is mostly zoned Light Industrial (IL). Approximately 12,000 square feet of the property, with frontage on W Locust St, is zoned Low Density Residential (LD). That portion of the property that is within 50 feet of the Salem Ditch is in the Natural Resource Overlay District (NROD).
6. The property is approximately 50 acres in area. It is comprised of three non-contiguous portions separated by W Washington St and by the Salem Ditch. The parcel has frontage on W Locust St, W Darby St, Gardner Ave, W Washington St N Evergreen Ave, and W High St.
7. The property is developed as a manufacturing facility with associated parking, outdoor storage and loading sites, and off-street parking. A portion of the property, with frontage on N Evergreen Ave, is covered by a temporary easement area that is used as the City’s Community Garden. The City is the holder of a pedestrian access easement along the south bank of the Salem Ditch.
8. The surrounding properties are mostly developed as single family dwellings in a mix of the Low Density and Medium Density Residential zones. A portion of the property is across W Locust St

from and adjacent to Stayton High School. There is a commercial use and a mobile home park across W Washington St. There are two parcels of vacant land adjacent to the property.

**B. PROPOSAL**

The proposal is to divide the existing lot into three parcels.

Parcel 1 will be on the north side of W Washington St. This parcel has historically been the parking area for the manufacturing facility located on the south side of W Washington St. Parcel 1 will be 8.353 acres in area, and will have 120 feet of frontage on W Locust St, 420 feet of frontage on W Darby St, 57 feet of frontage on Gardner Ave, and approximately 1,285 feet of frontage on W Washington St.

Parcel 2 will be on the south side of W Washington St and north side of the Salem Ditch. This parcel was the manufacturing plant for Norpac Industries, processing vegetables and fruits. In addition to the building, there is off-street parking, paved areas previously used for outdoor storage, and some open space. Parcel 2 will be 36.88 acres in area and will have 2,684 feet of frontage on W Washington St and 147 feet of frontage on N Evergreen Ave.

Parcel 3 will be on the south side of the Salem Ditch. This parcel is mostly vacant land and has a 4,800 square foot building currently used as a wood window and door manufacturing facility. Parcel 3 will be 5.19 acres in area and will have 246 feet of frontage on n Evergreen Ave, 29 feet of frontage on W High St, and 624 feet of frontage on a different section of W High St.

**C. AGENCY COMMENTS**

The following agencies were notified of the proposal: City of Stayton Public Works, WAVE Broadband, Stayton Telephone Cooperative, Pacific Power & Light, NW Natural Gas, Stayton Fire District, Santiam Water Control District, Marion County Public Works, Marion County Planning Division, North Santiam School District and the Stayton Police Department.

Review comments were received from the Stayton Public Works Department through the City Engineer. Those comments are reflected in the findings below. A response from Pacific Power, indicated some concerns with the existing primary metering and noted that any additional power requirements would necessitate an evaluation based on intended use, loading, existing available facilities, etc. The Stayton Fire District replied stating they had no issues with the proposal. The Santiam Water Control District comments relate to recommending the final partition map include the District's facilities, easements and rights-of-way. The District also recommends conditions of approval be included to address future storm water planning for all three parcels when any of the three parcels is developed in the future and addressing future storm water discharge into Salem ditch or into the City's storm water system.

**D. PUBLIC COMMENTS**

The Planning and Development Department has received no public comments on this application prior to the hearing.

**E. APPROVAL CRITERIA**

Partitioning applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Chapter 17, Section 17.24.040.6, Preliminary Plan Approval Criteria and 17.24.050 Design Standards for Subdivisions and Partitions.

Pursuant to SMC 17.24.040.6 the following criteria must be demonstrated as being satisfied by the application:

*b. Adequate urban services are available to the property.*

Finding: There are multiple water mains serving the property, including 6-inch and 12-inch mains in W Washington St, 6-inch, 8-inch and 16-inch mains in N Evergreen, and a 10-inch main in W Locust St.

There is an 8-inch sewer main and 10-inch sewer main on the south side of W Washington St. There is a 10-inch sewer main in N Evergreen Ave. There are 8-inch sewer mains in W High St. The Wastewater Master Plan identifies sanitary sewer main capacity issues from existing sanitary sewer flows within Jetters Way, W Washington St and N Gardner Ave. The ability to accommodate future sewage flows from the parcels will depend on the timing of new development and the City's ability to resolve the capacity issues. There is no increase in sewage flow anticipated from the partitioning.

There are a number of storm drain catch basins in W Washington St for which the City's information does not indicate where the storm mains are located. There is a 10-inch storm main in W Washington on the west side of the property. There is an 18-inch storm main in N Evergreen Ave. The City's GIS shows there are stormwater facilities on Parcel 1 that drain onto Parcel 2. There is a 15-inch stormwater pipe from N Fern Avenue at W Darby Street that runs south into the proposed Parcel 1 and then angles southwest and runs through W Washington into Parcel 2 and, apparently, under the former Norpac building as it runs to Salem Ditch. The City cannot allow private stormwater to cross property lines and because of a lack of easements and the storm pipe running under the structure, the City would not accept a public stormwater pipe through Parcel 2 for Parcel 1's stormwater. It appears the stormwater pipe running from Fern south to W Washington can be connected to the stormwater pipe in W Washington which would ensure the stormwater from Parcel 1 connects to public facilities. A condition of approval calls for the 15-inch Fern Avenue pipe to be diverted at W Washington Street and flow westerly in a new stormwater pipe approximately 300 feet to the existing manhole where an existing 15-inch pipe runs westerly from the manhole. Other stormwater pipes that originate on Parcel 2 and flow to the Salem Ditch would be addressed by the Parcel 2 owner and the Santiam Water Control District (SWCD).

The City Engineer noted there are a number of existing utilities within and around the existing parcel and there is concern that the existing public utilities may not all be located with deeded easements. As such, some research into these various existing utilities and coordination with Public Works will be needed prior to final plat approval. Any necessary easements needed for the existing public utilities shall be provided and shown on the face of the plat, along the necessary easement recording information.

*c. The proposed parcels, lots, or roads are compatible with the existing pattern of development in the area.*

Finding: This property is the former manufacturing facility and office building for a food manufacturing and processing company. The proposed parcels are substantially larger than the surrounding residential properties. The residential neighborhoods surrounding the property were developed around the existing manufacturing facility.

- d. *All streets shall be in a location and have a right of way and traveled way width in accordance with the City's Transportation Plan.*

Finding: No new streets are proposed with this application.

W Washington St is designated as a Minor Arterial street in the adopted Transportation System Plan. The designated right of way width for W Washington St is 60 to 70 feet. The existing right of way is 60 feet wide. W Washington St is currently improved with 36 feet of travel way, curb and gutter. In front of the subject property there is an existing 4-foot curbside sidewalk along the north side of the street. In front of the subject property there is an existing 5-foot curbside sidewalk extending from N Evergreen Ave west for 110 feet along the south side of the street. The former owner of the property has constructed a fence within the W Washington St right of way and encroached into the right of way with off-street parking. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required.

W Locust St is designated as a Collector street in the adopted Transportation System Plan. The designated right of way width for W Locust St is 60 feet. The existing right of way is 60 feet wide. The Public Works Standards call for a 34-foot improvement with 6-foot property line sidewalks. W Locust St is currently improved with 38 feet of travel way, curb, gutter and sidewalk. In front of the subject property there is an existing 4-foot property line sidewalk along the south side of the street. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required.

W Darby St, is designated as a Residential Local street in the adopted Transportation System Plan. The designated right of way width for W Darby St is 60 feet. The existing right of way is 60 feet wide. The Public Works Standards call for a 34-foot improvement with 6-foot property line sidewalks. W Darby St is currently unimproved with a partial gravel surface. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required.

Gardner Ave is designated as a Collector street in the adopted Transportation System Plan. The designated right of way width for Gardner Ave is 60 feet. The existing right of way is 60 feet wide. The Public Works Standards call for a 34-foot improvement with 6-foot property line sidewalks. Gardner Ave is currently improved with 38 feet of travel way, curb, gutter and a 5-foot property line sidewalk. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required.

N Evergreen Ave is designated as a Residential Local street in the adopted Transportation System Plan. The designated right of way width for N Evergreen Ave is 60 feet. The existing right of way is 40 feet wide. The Public Works Standards call for a 34-foot improvement with 5-foot property line sidewalks. N Evergreen Ave is currently improved with 30 feet of travel way, curb, gutter and a 5-foot curbside sidewalk. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required with the partitioning, but upon application for further development, dedication of right of way will be required.

W High St is designated as a Residential Local Street in the adopted Transportation System Plan. The designated right of way width for W High St is 60 feet. The existing right of way is 60 feet wide. W High St is currently unimproved with a gravel-surfaced traveled way. The Public

Works Department has indicated that no dedication of an additional right of way or street improvements are required with the partitioning, but upon application for further development, street improvements are likely to be required.

- e. *The design standards of Section 17.24.050 below are satisfied as well as the access management standards in Section 17.26.020.*

Findings: See the Findings below regarding Section 17.24.050 and 17.26.020.

- f. *The plan complies with the provisions of the Comprehensive Plan and the zoning district(s) in which it is or will be located.*

Findings: The IL zone has no minimum lot size or lot width requirement. The proposal is to create three parcels ranging in area from 5.2 acres to 38 acres in area.

- g. *All applicable standards of Chapter 17.20 are satisfied.*

Findings: There are no standards in Chapter 17.20 applicable to this partitioning.

- h. *All applicable standards of 17.20.180 shall be met and the applicant shall obtain any necessary permits from the Department of State Lands for appropriate mitigation.*

Finding: There are no identified wetlands on this property.

- i. *The name of any proposed subdivision shall not be the same as or similar to any name used on a recorded plat or subdivision in Marion County, except for the use of suffixes such as “town,” “place,” “court,” “addition” or similar generic terms, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the subdivision bearing that name. All plats must continue the block numbers of the plat of the same name last filed. A name shall not be required for a major partitioning.*

Findings: As a partition, there is no name.

- j. *Compliance exists with the provisions of ORS 92.090 as amended.*

Finding: The applicable provisions of ORS 92.090 are that a tentative plan for a proposed partition shall not be approved unless the streets and roads are laid out so as to conform to the plats of subdivisions and partitions already approved for adjoining property as to width, general direction and in all other respects; streets and roads held for private use are clearly indicated on the tentative plan and all reservations or restrictions relating to such private roads and streets are set forth thereon; and the tentative plan complies with the applicable zoning ordinances and regulations and the ordinances or regulations adopted under ORS 92.044. There are no streets proposed as part of the partitioning. There is no minimum lot area or lot width requirement in the IL zone.

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

Finding: The subject property is within 25 feet of the Salem Ditch. There is no development proposal associated with this application. The area within 25 feet of the Salem Ditch is within the NROD and the standards of the NROD prohibit vegetation removal and new buildings within the riparian area.

**Section 17.24.050 Design Standards for Partition Preliminary Plans.** Pursuant to SMC 17.24.050 the following criteria and objectives must be demonstrated as being satisfied by the application for preliminary plan approval of a partitioning:

1. *STREETS.*

- a. *Streets shall be in alignment with existing streets in the vicinity of the proposed subdivision, either by prolongation of existing centerlines or by connection with suitable curves. Streets shall conform to the location, alignment, and width as indicated on the official map of streets known as the Future Street Plan in the adopted Stayton Transportation System Plan.)*
- b. *Streets should intersect at or near right angles as practicable, and in no case shall the angle of intersection exceed 120 degrees.*
- c. *The criteria of a and b above may be modified where the applicant can demonstrate to the decision authority that the topography, or the small number of lots involved, or any other unusual conditions justify such modification.*
- d. *Bikeways and pedestrian ways shall be required in accordance with the City of Stayton Non-Motorized Plan in the adopted Stayton Transportation System Plan.*
- e. *Concrete curbs and concrete sidewalks shall be installed on all streets. The location and width of sidewalks shall be determined by the decision authority. In making such determination, the decision authority shall take into consideration the topography of the land, the presence of improvements, trees or other plantings, the type of street, and the location of sidewalks, if any, in adjacent areas or subdivision.*

*In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.*

Findings: No new streets are proposed. The Pedestrian Plan Projects diagram in the adopted Transportation System Plan shows sidewalks need to be widened along both sides of W Washington St and installed where missing on the south side of W Washington St. The Bicycle Plan Projects diagram in the adopted Transportation System Plan shows bicycle lanes to be constructed both sides of W Washington St

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

Findings: W Washington St is designated as a Minor Arterial street in the adopted Transportation System Plan. The designated right of way width for W Washington St is 60 to 70 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

W Locust St is designated as a Collector street in the adopted Transportation System Plan. The designated right of way width for W Locust St is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

W Darby St, is designated as a Residential Local street in the adopted Transportation System Plan. The designated right of way width for W Darby St is 60 feet. The existing right of way is

60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

Gardner Ave is designated as a Collector street in the adopted Transportation System Plan. The designated right of way width for Gardner Ave is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

N Evergreen Ave is designated as a Residential Local street in the adopted Transportation System Plan. The designated right of way width for N Evergreen Ave is 60 feet. The existing right of way is 40 feet wide. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required with the partitioning, but upon application for further development, dedication of right of way will be required.

W High St is designated as a Residential Local Street in the adopted Transportation System Plan. The designated right of way width for W High St is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required with the partitioning, but upon application for further development, street improvements are likely to be required.

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

Findings: No new streets are proposed.

4. *RESERVE BLOCK.*

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

Findings: No reserve blocks are proposed.

5. *STREET WIDTHS.*

- a. *The location, width, and grade of all streets must conform to any approved transportation master plan or recorded subdivision plat. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either provide for the continuation or appropriate projection of existing principal streets in the surrounding areas or conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions made continuance or conformance to existing streets impractical or where no plan has been previously adopted.*

- b. *In addition, new streets may be required to be located where the City Engineer determines that additional access is needed to relieve or avoid access deficiencies on adjacent or nearby properties. In determining the location of new streets in a development or street plan, consideration shall be given to maximizing available solar access for adjoining development sites.*
- c. *When an area within a subdivision is set aside for commercial uses or where probable future conditions warrant, the decision authority may require dedication of streets to a greater width than herein otherwise provided.*
- d. *The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in Standard Specifications for Public Works Construction, Section 300 - Street Design Standards, 2.07, except a boundary street may be half such width where it is apparent that the other half will be dedicated from adjacent properties.*

*Temporary dead-end streets. Dead-end streets that may in the future be extended shall have a right-of-way and pavement width that will conform to the development pattern when extended.*

e. *Additional Right-of-Way Widths.*

- 1) *Where topographical requirements necessitate either cuts or fill for the proper grading of streets, additional right-of-way width may be required to allow all cut and fill slopes to be within the right-of-way.*
- 2) *Where bikeways necessitate, additional right-of-way width may be required.*

**Findings:** No new streets are proposed. W Washington St is designated as a Minor Arterial street in the adopted Transportation System Plan. The designated right of way width for W Washington St is 60 to 70 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

W Locust St is designated as a Collector street in the adopted Transportation System Plan. The designated right of way width for W Locust St is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

W Darby St, is designated as a Residential Local street in the adopted Transportation System Plan. The designated right of way width for W Darby St is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

Gardner Ave is designated as a Collector street in the adopted Transportation System Plan. The designated right of way width for Gardner Ave is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way is required.

N Evergreen Ave is designated as a Residential Local street in the adopted Transportation System Plan. The designated right of way width for N Evergreen Ave is 60 feet. The existing right of way is 40 feet wide. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required with the partitioning, but upon application for further development, dedication of right of way will be required.

W High St is designated as a Residential Local Street in the adopted Transportation System Plan. The designated right of way width for W High St is 60 feet. The existing right of way is 60 feet wide. The Public Works Department has indicated that no dedication of an additional right of way or street improvements are required with the partitioning, but upon application for further development, street improvements are likely to be required.

6. *SUBDIVISION BLOCKS.*

a. *Block lengths and widths shall be determined by giving consideration to the following factors:*

- 1) *The distance and alignment of existing blocks and streets.*
- 2) *Topography.*
- 3) *Lot size.*
- 4) *Need for and direction of the flow of through and local traffic.*

b. *Block length and perimeter standards are specified in Section 17.26.1020.5.c.*

c. *Except where topographical or other physical features require otherwise, block widths shall not be less than 180 feet.*

Findings: The application is for a partitioning. No blocks will be created.

7. *MID-BLOCK WALKS. Where topographical or other conditions make necessary blocks of unusual length, the decision authority may require the developer to install mid-block pedestrian walks on a right-of-way at least 6 feet in width, which shall be hard surfaced throughout the block, and curb to curb, in order to provide easy access to schools, parks, shopping centers, mass transportation stops, or other community services.*

Findings: The application is for a partitioning. No blocks will be created.

8. *LOT SIZE, LOT LINES.*

a. *Lot sizes shall be as specified in the zoning district in which the land division is being proposed.*

b. *If topography, drainage, location, or other conditions justify, the decision authority may require greater area and frontage widths on any or all lots within a subdivision, or it may allow smaller area or front line widths if the surrounding area and other conditions justify such requirements.*

c. *In a cul-de-sac, the minimum lot line fronting the turn-around shall be 40 feet, and in no case shall the lot width be less than 60 feet at the building line.*

d. *Side lot lines shall be as close to right angles to the front street as practicable.*

e. *Unless otherwise approved, rear lot lines shall be not less than ½ the width of the front lot lines.*

f. *The subdividing or partitioning of developed property shall not create lots or parcels that are in violation of the dwelling density limitations of the underlying zone.*

Findings: The IL zone has no minimum lot area or lot width requirements. The proposed parcel boundaries reflect the discontinuous nature of the property today divided by W Washington St and the Salem Ditch.

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

Findings: There are no public survey monuments on the parcel.

10. *SEWAGE DISPOSAL.*

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

Findings: No sewer extension is proposed.

11. *PUBLIC USE AREAS.*

- a. *Subdivision and partition preliminary plans shall provide a minimum of 5% of the gross area of the subdivision or partition as public recreation area.*
- b. *Such public recreational area shall have access to a public street, and the decision authority may specify the location of such area to be compatible with existing or anticipated recreational development.*
- c. *As an alternative to subsection a. of this section, in cases where such recreational area would not be effectively used because of size or the location of the subdivision or partition, or where agreed upon by the decision authority, the developer shall pay to the City a fee, earmarked for recreational use and development.*

Findings: There are no proposed public use areas with this partition and no parks planned for the area in the Parks Master Plan. The City currently holds two easements over Parcel 3. There is a temporary easement for the Community Garden on the eastern portion of Parcel 3, adjacent to N Evergreen Ave. There is a permanent public access easement over a strip of land 25 feet wide along the south bank of the Salem Ditch.

12. *WATER SUPPLY.*

- a. *All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Board of Health or the county health officer.*

- b. *In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City will pay the additional costs of such larger lines based on the current rate schedule adopted by the City.*

Findings: There are multiple water mains serving the property, including 6-inch and 12-inch mains in W Washington St, a 6-inch, 8-inch and 16-inch mains in N Evergreen, and a 10-inch main in W Locust St.

### 13. UNDERGROUND UTILITIES.

- a. *All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.*
- b. *The subdivider shall provide underground electricity and telephone service and wiring for future street lighting. The subdivider shall also provide such present street lighting, gas lines, and cable television or other data transmission lines as are available within 500 feet of the proposed subdivision.*

Findings: The application is for a partitioning.

## IV. CONCLUSION

Based on the findings of fact above, the Planning Commission concludes that the approval criteria in Sections 17.24.040.6, 17.24.050, and 17.26.020 are met, except the following:

1. Section 17.12.220.5.c. This section requires adequate utilities. There is a mix of privately- and publicly-owned utilities on the subject property. There is not documentation of whether the publicly-owned utilities are in easements. There are privately-owned stormwater facilities on Parcel 1 that drain to Parcel 2. This standard could be met if, prior to the submission of the final plat, the applicant documents the existence of easements for the publicly-owned utilities, and provides easements by instrument and those easements are shown on the final plat, and if the final plat includes a stormwater easement over Parcel 2 to the benefit of Parcel 1 for any private lines that run from Parcel 1 to Parcel 2. An easement by instrument shall be provided for the Fern Avenue public storm drain line on Parcel 1 to the benefit of the City and it shall be shown on the final plat. The Fern Avenue storm drain line shall be diverted at W Washington St and flow westerly in a new storm drain line approximately 300 feet to the existing manhole in W Washington St where an existing 15-inch line runs westerly from the manhole. Storm drain calculations shall be provided to the Stayton Public Works Department for review and approval to ensure the capacity in the existing 15-inch storm drain line west of the manhole is sufficient to accommodate the diverted flow.
2. Section 17.24.040.3.f.k and o. These Subsections address showing other public ways including easements (f), existing and proposed easements (k) and copies of existing or proposed restrictions or covenants affecting the property (o). These standards could be met, where prior to the submission of the final plat, the applicant documents the Santiam Water Control District's facilities, easements, and rights-of-way and shows them on the final plat.

3. Section 17.24.040.3.g and i. These Subsections address showing on the application materials sewer, water, storm and other underground utilities within and near the subject property (g) and a general plan for stormwater from the development (i). The partitioning does not propose any development, however it is important to ensure that private utilities do not cross private property lines once partitioned and that stormwater not be required to cross other parcels prior to entering the public system. The Santiam Water Control District (SWCD) comments request a condition of approval such that any future development plan includes a stormwater plan encompassing all 3 partitioned parcels and that the plan include evidence that the developer entered into an agreement with the District to accept stormwater discharges into Salem Ditch, or that a new system meeting City requirements will be installed to eliminate all existing discharge into Salem Ditch. As previously conditioned, the applicant will be required to ensure stormwater for Parcel 1 is connected to the public 15-inch line in W Washington Street, thereby not allowing existing stormwater to cross Parcel 2 for stormwater discharge. The Site Plan Review process set forth in Section 17.12.220.4.b.9 requires a preliminary storm water plan for the development be submitted. Section 17.12.220.5.a is an approval criterion that requires the application materials demonstrate the existence of utility systems, including surface water drainage, adequate to serve the development. Requiring the developer of one parcel to address possible development on the two other parcels would be challenging when the future development on the other two parcels may not be known. Where during a further land use proceeding, development is parcel by parcel over time, the stormwater for each development must be addressed in compliance with the Stayton Development Code and engineering standards. The standards could be met by complying with the requirements of the Stayton Development Code, Section 17.24.040.3.g and i. Whether an applicant has entered into an agreement is a matter between the parties. Options are available for a developer to accommodate stormwater runoff. The solution may be an agreement with the SWCD, or using the public storm water system, or through another option identified during the development application process.
4. Sections 17.24.040.6.d, 17.24.050.2, and 17.24.05.5.e. All three of these criteria require street rights of way to meet the requirements of the City's Transportation Plan. The standard right of way width for N Evergreen Ave is 60 feet. North Evergreen Ave has a right of way width of 40 feet. However, whereas this application proposes only a partitioning, without any future development activity and whereas any future development activity would require further land use proceedings, there would not be rough proportionality to require dedication of right way with the final plat. In addition, there is encroachment of the parking area and a fence within the W Washington St right of way. These standards could be met if the fence is relocated to be out of the W Washington St right of way and any features associated with the parking area, such as wheel blocks, are removed from the right of way prior to the approval of the final plat by the City.

## **V. ORDER AND CONDITIONS OF APPROVAL**

The Planning Commission approves the application as shown on the preliminary plan entitled "Stayton Partition," prepared by Emerio Engineering, Surveying and Design, and plotted June 27, 2023 and the accompanying materials on file in the Planning and Development Department subject to the attached standard conditions of approval with the following condition of approval.

1. Prior to final plat approval the applicant shall document the existence of easements for the publicly-owned utilities and/or provide easements by instrument.

2. Prior to final plat approval, all easements and utilities shall be shown on the final plat, including the Santiam Water Control District's facilities, easements, and rights-of-way.
3. Prior to the submittal of a final plat for approval by the City, an easement by instrument shall be provided for the Fern Avenue public storm drain line on Parcel 1 to the benefit of the City and it shall be shown on the final plat.
4. Prior to final plat approval, obtain approval from Public Works and construct the connection of the Fern Avenue storm drain line in W Washington Street approximately 300 feet to the existing manhole in W Washington Street where an existing 15-inch line is located.
5. Prior to final plat approval, submit and obtain approval of storm drain calculations to the Stayton Public Works Department ensuring the capacity in the existing 15-inch storm drain line west of the manhole is sufficient to accommodate the diverted flow.
6. Future development on Parcels 1, 2 and 3 shall comply with the stormwater requirements set forth in the Stayton Development Code and the Public Works Design Standards.
7. Prior to final plat approval by the City, encroachments including the chain link fence and any wheel blocks or other features associated with the parking area shall be removed from the W Washington Street right-of-way.

## **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, relieve the applicant of responsibility for acquiring such other permits, or satisfy any restrictions or conditions thereon. 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 also be effective only when the exercise of the rights granted herein is commenced within one year of the effective date of the decision. Section 17.12.120.7.c requires submittal and acceptance of a draft partition final plat. In case such right has not been exercised or extension obtained, this 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 within 14 days of the notice of decision.

\_\_\_\_\_  
Ralph Lewis, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Jacks,  
Interim Planning & Development Director

\_\_\_\_\_  
Date

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## 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.

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