



# City of Stayton

*Department of Planning and Development*

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## MEMORANDUM

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

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

**DATE:** March 25, 2019

**SUBJECT:** Site Plan Approval, Stayton Area Rotary Trail

**120 DAYS ENDS:** July 2, 2019

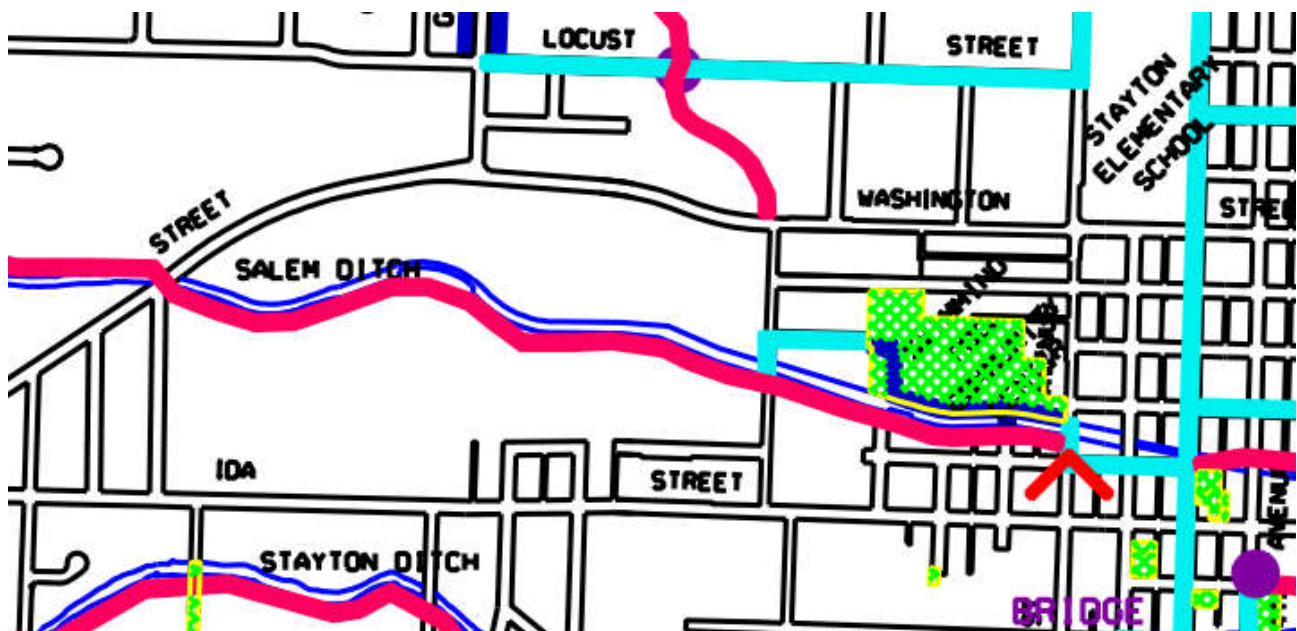
### ISSUE

The issue before the Planning Commission is a public hearing on an application for site plan approval for the construction of a wood chip surfaced trail along the Salem Ditch.

### BACKGROUND

About two years ago the Stayton Area Rotary Club approached City staff, indicating they were interested extending the City's pedestrian trail system and asking for ideas for locations of projects to work on.

The 2004 Parks and Recreation Master Plan includes a future pedestrian trail plan that includes a number of future trails throughout the City, including a trail along the south side of the Salem Ditch between N First Ave and W Washington St:



The Rotary Club selected the segment between N Evergreen and W Washington St as its priority project and initiated contact with the property owners to secure permission to construct the trail.

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## 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 Stayton Area Rotary.

The application consists of the application form and narrative, a 3-sheet set of plans, a 2-sheet set of survey drawings, and a letter from the property owner.

Whereas the proposed trail is located in the Natural Resource Overlay District, site plan approval is required by Section 17.16.090.2. Section 17.16.090.3 establishes the approval criteria for projects within the NROD.

The properties on which the trail will be located are owned by NORPAC Food, Inc. NORPAC has indicated a willingness to grant a public access easement to the City. Though that easement has not yet been executed, NORPAC has authorized Rotary to commence construction of the trail.

The trail will be located within a 25-foot wide easement along Salem Ditch, mostly on the southern bank. The exact location of the trail will be determined in the field but will generally be 8 to 15 feet from the bank of the ditch. The trail will be 8 feet wide and constructed of wood chips. The Plans call for placement of a bridge across the Ditch and for the western most several hundred feet of the trail to be on the north side of the Ditch.

This fall, the Santiam Water Control District conducted brush control operations along the Salem Ditch. Rotary has been chipping the vegetation removed by the Water Control District in preparation of trail construction.

Also included in the packet are the review comments the Planning and Development Department has received from the Santiam Water Control District. In response to the concerns raised by the Water Control District, one condition of approval has been recommended.

Staff is recommending the Planning Commission approve the application with a condition of approval. The condition relates to obtaining approval from the Santiam Water Control District prior to placement of a bridge across the Salem Ditch.

## RECOMMENDATION

The staff recommendation for approval with a condition 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 Area Rotary (Land Use File #4-03/19) 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 Area Rotary (Land Use File #4-03/19) and adopt the draft order with the following changes...

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**3. Approve the application with conditions, directing staff to modify the draft order.**

I move the Stayton Planning Commission approve the application of Stayton Area Rotary (Land Use File #4-03/19) 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 April 29, 2019 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 Area Rotary (Land Use File #4-03/19) 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 April 29, 2019 meeting.

**5. Continue the hearing until April 29, 2019.**

I move the Stayton Planning Commission continue the public hearing on the application of Stayton Area Rotary (Land Use File #4-03/19) April 29, 2019.

**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 Area Rotary (Land Use File #4-03/19) but maintain the record open to submissions by the applicant until April 8, 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 April 22, 2019.

**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 Area Rotary (Land Use File #4-03/19) until April 29, 2019.