

Pre-application Meeting Notes

City of Stayton

TO: Pre-Application Meeting Discussion Notes

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

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

PROJECT: **Commercial Development – RV Park at the northeast corner of 10th Avenue and Fern Ridge Road.**

DATE: *Pre-application Meeting – June 11, 2019 @ 2:00pm.*

Background

I received a copy of the pre-application meeting notice and attachments from the City of Stayton, with a request by the City of Stayton to review and respond. The pre-application meeting will be for a possible RV park development located at 13601 Fern Ridge Road, at the northeast corner of the intersection of 10th Avenue.

The following review concentrates on the public works aspects and implications of an application, including anticipated impacts to existing public utilities and recommended public improvements. The review findings 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 agencies 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 development.

The applicant/owner is required to obtain any and all required reviews, approvals, and permits required by the Planning Conditions of Approval, SMC, PWDS, Marion County, ODOT, DEQ, OHA-DWP, Fire Code Official, Building Official, and/or any other agencies having jurisdiction over the work. 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.

The following meeting discussion notes are intended to be for discussion purposes only. Should the applicant decide to pursue continuation of this development, these discussion

notes may be further incorporated into the public works recommended conditions of approval for the application.

Project Overview

Project Site and Access

The application site plan shows the location of the proposed development to be within Township 9 South, Range 1 West, Section 02, Tax Lots 00500 and 00600. Vehicular access is shown to be along a proposed new access into the site along an extension of N. 10th Avenue north of Fern Ridge Road.

Existing Site Topography and Utilities

Existing site topography was not provided with the application and GIS topography was not reviewed. There is an existing 10" gravity sanitary sewer main, an existing 6" water main, and an existing 18" storm drain system along Fern Ridge Road.

Construction Phasing

The application site plan did not indicate whether the proposed development will be constructed in a single or 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 shall be capable of standing alone, and City approval of one phase shall be independent of the approval for all other phases.

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 Impact Analysis will be required for this application in accordance with PWDS 302.02 and SMC 17.26.050. The application site plan currently proposes to provide access to the development through an extension of N. 10th Avenue. However, given that this will be an RV park development and since the intersection of N. 10th Avenue is a major route for the Santiam Hospital emergency vehicles, there are some concerns regarding the amount of congestion that will possibly be created by the development at this intersection. A new access to the development at the intersection

of Kent Avenue with secondary fire access coming from the intersection of N. 10th Avenue may be more appropriate to minimize congestion. It is recommended that the Design Engineer work with the City and Marion County Public Works (MCPW) to come up with a safe and suitable access to the development.

- **Right of Way (R/W)** – Right-of-ways shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification.
 - **Fern Ridge Road** – Fern Ridge Road is designated in the City’s TSP and PWDS as a Major Collector Street under Marion County jurisdiction. From the assessor’s map, it appears that approximately 15’ of additional R/W is needed along the frontage of Fern Ridge Road in order to meet the 80’ requirement. The standard 10’ wide public utility easement is recommended to be provided along the frontage in accordance with the PWDS.
 - **N. 10th Avenue** – NE 10th Avenue is designated in the City’s TSP and PWDS as a Major Collector Street under City jurisdiction. If an extension of NE 10th Avenue is pursued towards the north, then adequate right-of-way will need to be provided to support a 3/4-street design section in accordance with PWDS 303.02. A minimum 60’ of right-of-way is needed to support a full width typical 10th Avenue street section.
- **Street Improvements** – Street sections shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification.
 - **Fern Ridge Road**– Fern Ridge Road along the frontage is not developed; therefore, street improvements will be required, but the extent of the improvements will be as determined by MCPW. A center eastbound left turn lane and a westbound right turn lane may need to be provided for the RV park depending on the TIA recommendations and MCPW requirements. It is understood that this existing street section just west of N. 10th Avenue is approximately 50’ wide curb to curb with 6’ wide property line sidewalks along the north side, and the existing street section just east of the development is approximately 40’ wide curb to curb with 4’ wide curb side sidewalks. In any case, the Design Engineer will need to work with the City and with MCPW to come up with a suitable street design section that will serve the needs of the development and that complies with the PWDS and MCPW requirements for the frontage of this development.
 - **N. 10th Avenue** – If an extension of N 10th Avenue is pursued towards the north, then a 3/4-street design section will need to be provided in accordance with PWDS 303.02. For the 36’ typical street design section for N. 10th Avenue, the 3/4-street pavement width shall be a minimum 28’ wide.
- **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 clear vision areas. It is recommended that final sight distances be verified, documented, and stamped by a registered professional Civil or Traffic Engineer licensed in the State of Oregon.

- **Driveway Spacing** – PWDS 303.11.D requires the driveway spacing to be 150' on Major Collector Streets from another driveway or from a nearby street intersection.
- **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, PWDS, and meet the requirements of the Fire Code Official.
 - All traffic circulation patterns shall be designed to accommodate emergency vehicles as necessary. Adequate interior turning radii shall be provided.
 - The proper number and type of ADA parking stalls shall also be provided.
 - Parking lot lighting shall be in accordance with SMC 17.20.170.4.c. The type, spacing, and location of parking lot lighting shall be as approved by the City.
 - Finish grades shall be such that stormwater runoff will be directed towards an appropriate stormwater system. New parking lot catch basins shall be designed to support H-20 loading and at minimum shall be equipped with sediment and stormwater pollution control traps.
- **Street Lighting** – Existing street lighting shall be reviewed by the Design Engineer and additional street lighting shall be provided to meet PWDS 308 as necessary.
- **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.
- **Transportation System Plan** – There are no improvements identified in the TSP that are currently needed along the frontage of this development.
- **Parks Master Plan** – The development shall comply with the Parks Master Plan, including the appropriate open space and landscaping.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered site and street improvement plans conforming to Public Works Standards.

Water

- **Existing Domestic Well System** – Any existing domestic well systems shall be located and abandoned per Oregon Water Resources Department and OHA-DWP requirements. Prior to final completion, the Developer shall provide written documentation of approval for the abandonment.
- **Domestic Service and Backflow Prevention** – A separate domestic water service, water meter, and backflow prevention device (as appropriate) will be required per the PWDS. All backflow prevention details will need to be reviewed and approved by the Building and Fire Code Official, as applicable. Only Oregon Health Authority – Drinking Water Program (OHA-DWP) approved backflow devices shall be used.

- **Fire Protection** – Generally, fire hydrant(s) are required to be installed within 250’ of any new structure, unless otherwise approved by the Fire Code Official. As such, a fire water service connection and fire vault assembly equipped with a detector type meter assembly will be required to serve the private fire water lines and fire hydrants. The Design Engineer shall review and coordinate with the Fire Code Official to ensure compliance with applicable fire codes and regulations. Any necessary water system improvements shall comply with the Public Works Standards and be shown on the engineered plans. The Developer shall provide the necessary fire access, protection devices, and system modifications and meet all other fire protection requirements of the Fire Code Official.
- **Secondary Fire Access** – The Developer shall provide a secondary fire access to serve the development, unless one is not required by the Fire Code Official.
- **Fire Code Official Approval** – 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 by the Fire Code Official.
- **Water Master Plan** – A new 16” CLDI water main has been indentified in the Water Master Plan as being needed along the frontage of this development. The City standard minimum pipe size for a public water main is an 8” CLDI. Since the required 16” CLDI water main is considered oversized, the additional costs for oversizing of the public water main will be eligible for reimbursement in accordance with SMC 13.12. As such, it is recommended that the City work with the Developer and complete this needed work as part of this development. This work will need to be outlined in a Development Agreement.
- **Engineered Plans** – The Developer shall submit to the City for review and approval an engineered water system plan conforming to Public Works Standards. A utility easement in accordance with PWDS 102.08 shall be provided if a public water main and/or fire hydrant is extended outside the public right-of-way.

Sanitary Sewer

- **Existing Septic System** – Any existing septic tank systems shall be located and pumped out, and either abandoned, filled and capped, or removed, in accordance with Oregon DEQ and Marion County Sanitarian requirements. Prior to final completion, the Developer shall provide written documentation of approval for the removal or abandonment.
- **Sanitary Sewer** – In accordance with PWDS 506.01.B, multi-family dwellings or commercial buildings shall have 6” sanitary sewer service laterals. A sanitary sewer monitoring manhole will be required per the PWDS to monitor the discharge from the development given the shallow groundwater depths, the proximity of the existing natural drainage features, and the amount of sanitary sewer service piping that will be needed to serve the development. In addition, it is recommended that the onsite

sanitary sewer system be pressure tested in accordance with both PWDS and the building code requirements.

- **Sanitary Sewer Master Plan** – There are no sanitary sewer system improvements identified in the Sanitary Sewer Master Plan that are currently needed along the frontage of this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered sanitary sewer plans conforming to Public Works Standards and meeting the requirements of the Building Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public sanitary sewer main is extended outside the public right-of-way.

Stormwater

- **Existing Natural Drainage Features** – The Design Engineer shall provide the necessary setbacks/resource overlays required by the SMC and PWDS for the existing natural drainage features located onsite. These existing features shall be protected at all times.
- **Stormwater Analysis and Report** – A stormwater analysis, drainage report and supporting documentation will be required in accordance with PWDS 603.01. Existing site topography, off-site contributing areas, and the high seasonal groundwater elevation will need to be considered and included in the stormwater design. All developed open water surface areas will need to be included in the stormwater calculations and the required stormwater facility setback distances shall be included in the design and shown on the plans.
- **Stormwater Quality and Quantity** – Stormwater quality and quantity provisions shall be required in accordance with PWDS 607 and 608, including an acceptable point of discharge. Best management practices shall be used to minimize any degradation of stormwater quality caused by the development.
 - If detention is proposed, then the stormwater detention facility will be required to detain post-developed peak runoff rates from the 2-year, 5-year, 10-year, and 50-year 24-hour storm events to the respective pre-developed peak runoff rates, and the post-developed peak runoff rate for the 25-year storm event will be required to be detained to the 10-year pre-developed peak runoff rate per PWDS 602.05.C. A downstream capacity analysis may also be required per PWDS 603.01.B.
 - If retention is proposed, then the stormwater retention facility shall be designed to at minimum retain a 50-year storm event per PWDS 602.05.C.
 - The City is known to have high seasonal groundwater issues, so if infiltration is proposed, the infiltration rates and the seasonal high groundwater elevation for this area will need to be determined and the potential impacts to the stormwater drainage system and stormwater facilities will need to be considered in the design.
 - Provisions for an adequate and approved overflow system are required to convey the 100-year storm event 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.
- 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.). Note that if a building permit comes in showing more impervious surface area than what was originally included in the stormwater drainage report calculations, then the builder will be required to submit stormwater calculations, and either enlarge the stormwater facility or construct additional onsite stormwater facilities to offset the difference in impervious surface areas. As such, the Design Engineer shall verify what the maximum anticipated impervious surface areas will be early in the design phase, so the builder will not have any stormwater issues when it comes time for building permits.
 - 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.
 - **Stormwater Easements** – Public stormwater easements are needed along the existing natural drainage features located onsite. The easements shall conform to the PWDS and be wide enough to accommodate the berms and slopes of these drainage features. In addition, water quality or detention systems serving more than one tax lot or designed to function as multiuse/recreational facilities must be located in a separate tract (e.g., Tract A), defined easement, or designated open space. All necessary easements and tracts shall comply with the SMC, PWDS, and SWMM requirements.
 - **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 the private stormwater facility will be the obligation of the property owners. 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 private stormwater facility. The Developer shall also submit proposed language to be included in the Covenants, Conditions, and Restrictions (CC&Rs) placed on the properties that require the property owners to operate and maintain the private stormwater facility in accordance with the stormwater operation and maintenance plan and agreement. The CC&Rs and stormwater operation and maintenance agreement shall be recorded in the Marion County Deed Records.
 - **Stormwater Master Plan** – A new parallel 15” and parallel 18” storm drainage main has been indentified in the Stormwater Master Plan as being needed along the frontage of

Fern Ridge Road for this development. In addition, a possible 4 ac-ft detention pond is also shown. Additional costs for oversizing of the public storm drainage main will be eligible for reimbursement in accordance with SMC 13.12. It is recommended that the City work with the Developer to provide the recommended stormwater master plan improvements needed as part of this development. This work will need to be outlined in the Development Agreement.

- **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** – In accordance with PWDS 610.01, an erosion and sediment control plan shall be submitted for review prior to any site grading or earth disturbing activities. A 1200-C permit will need to be obtained by the applicant from DEQ for any site disturbance of one or more acres through clearing, grading, excavating, or stockpiling of fill material.

Franchise Utilities

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