



## AGENDA

### STAYTON CITY COUNCIL

#### Monday, November 4, 2024

Stayton Community Center  
400 W. Virginia Street  
Stayton, Oregon 97383

#### HYBRID MEETING

The Stayton City Council will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be live streamed on the City of Stayton's YouTube account. Please use the following option to view the meeting:

City Council Regular Session – <https://youtube.com/live/4NtRsKXOwTs>

**Public Comment and Public Hearing Testimony:** Meetings allow for in-person, virtual, or written public comment. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff at [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **no less than three hours prior to the meeting start time** to make arrangements to participate.

Comments and testimony are limited to three minutes. All parties interested in providing public comment or testifying as part of a public hearing shall participate using one of the following methods:

- **In-Person Comment:** Parties interested in providing in-person verbal public comment shall fill out a "Request for Recognition" form available at the meeting. Forms must be filled out and submitted to the Assistant City Manager or designee prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comments.
- **Written Comment:** Written comment submitted to [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **at least three hours prior to the meeting start time** will be provided to the public body in advance of the meeting and added to the City Council's webpage where agenda packets are posted.

#### 1. CALL TO ORDER

#### 2. FLAG SALUTE

- a. Stayton Cub Scout Pack Unit #7050

#### 3. PRESENTATIONS

- a. Veterans of Foreign Wars & Guitars for Vets – David Welch
- b. Daughters of the American Revolution – Jeanne Barnes
- c. Honoring Heroes – Mark Buchholz

**4. ANNOUNCEMENTS**

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

**5. CONSENT AGENDA**

- a. October 21, 2024 City Council Regular Session Minutes

**6. PUBLIC COMMENT****7. PUBLIC HEARING**

**Consideration of Legislative Code Amendment to Permit  
'General Merchandise' use in the Interchange Development (ID) Zone**

- a. Commencement of Public Hearing
- b. Staff Report
- c. Questions from Council
- d. Public Comment
- e. Questions from Council
- f. Staff Summary
- g. Close of Public Hearing
- h. Council Deliberation
- i. Council Decision

**8. GENERAL BUSINESS**

**Quarter 1 Financial Update**

**INFORMATIONAL**

- a. Staff Report – James Brand
- b. Public Comment
- c. Council Discussion

**9. COMMUNICATION FROM CITY STAFF****10. COMMUNICATION FROM MAYOR AND COUNCIL****11. ADJOURN**

*The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, contact City Hall at (503) 769-3425.*

## CALENDAR OF EVENTS

NOVEMBER 2024					
Monday	November 4	City Council	7:00 p.m.	<a href="https://youtube.com/live/4NtRsKXOWTs">https://youtube.com/live/4NtRsKXOWTs</a>	
Tuesday	November 5	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	November 11	<b>CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY</b>			
Monday	November 18	City Council	7:00 p.m.	<a href="https://youtube.com/live/qoRzVbZhbWk">https://youtube.com/live/qoRzVbZhbWk</a>	
Wednesday	November 20	Library Board	6:00 p.m.	Stayton Public Library	
Monday	November 25	Planning Commission	7:00 p.m.	Stayton Community Center	
Thursday	November 28	<b>CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING DAY HOLIDAY</b>			
Friday	November 29				
DECEMBER 2024					
Monday	December 2	City Council	7:00 p.m.	<a href="https://youtube.com/live/7CbTDLdwoml">https://youtube.com/live/7CbTDLdwoml</a>	
Tuesday	December 3	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	December 16	City Council	7:00 p.m.	<a href="https://youtube.com/live/9pOSKMkR7vc">https://youtube.com/live/9pOSKMkR7vc</a>	
Wednesday	December 18	Library Board	6:00 p.m.	Stayton Public Library	
Tuesday	December 24	<b>CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY</b>			
Wednesday	December 25				
Monday	December 30	Planning Commission	7:00 p.m.	Stayton Community Center	
JANUARY 2025					
Wednesday	January 1	<b>CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY</b>			
Monday	January 6	City Council	7:00 p.m.		
Tuesday	January 7	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Wednesday	January 15	Library Board	6:00 p.m.	Stayton Public Library	
Thursday	January 16	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices	
Monday	January 20	<b>CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. HOLIDAY</b>			
Tuesday	January 21	City Council	7:00 p.m.		
Monday	January 27	Planning Commission	7:00 p.m.	Stayton Community Center	
FEBRUARY 2025					
Monday	February 3	City Council	7:00 p.m.		
Tuesday	February 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	February 17	<b>CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS' DAY HOLIDAY</b>			
Tuesday	February 18	City Council	7:00 p.m.		
Wednesday	February 19	Library Board	6:00 p.m.	Stayton Public Library	
Thursday	February 20	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices	
Monday	February 24	Planning Commission	7:00 p.m.	Stayton Community Center	

**City of Stayton  
City Council Minutes  
October 21, 2024**

**LOCATION:** STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON  
**Time Start:** 7:00 P.M. **Time End:** 8:58 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

COUNCIL	STAYTON STAFF
Council President Stephen Sims	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald (joined at 7:04)	Gwen Johns, Police Chief
Councilor Jordan Ohrt (joined at 7:02)	Janna Moser, Library Director
Councilor David Patty	James Brand, Finance Director
	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, Administrative Special Projects

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b>	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
<b>Public Comment</b>	<p><b>Aaron Frichtl, Sublimity</b> spoke regarding the changes in the Police Department/Staff parking lot. He also spoke about some recent issues he has had or heard about and suggested staff de-escalation training.</p> <p><b>Leonard Hayes, Stayton</b> spoke about the replacement of missing bike stop signs.</p> <p><b>James Loftus, Stayton</b> spoke regarding Council responsibility.</p>
<b>Consent Agenda</b>	
a. October 7, 2024 City Council Work Session Minutes	Motion from Councilor McDonald, seconded by Councilor Patty, to approve the Consent Agenda as presented. <b>Motion passed 5:0.</b>
b. October 7, 2024 City Council Regular Session Minutes	
<b>Presentations</b>	None.
<b>Public Hearing</b>	None.
<b>General Business</b>	
<b>Resolution No. 1119, Amending the Rules Governing Rental and Use of City Facilities</b>	
a. Staff Report – James Brand	Mr. Brand reviewed the staff report.
b. Public Comment	None.

<p>c. Council Discussion</p> <p>d. Council Decision</p> <p><b>Streets Survey Presentation</b></p> <p>a. Staff Report – Julia Hajduk</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>None.</p> <p>Motion from Councilor Ohrt, seconded by Councilor Patty, to approve Resolution 1119, Amending the Rules Governing Rental and Use of City Facilities. <b>Motion passed 5:0.</b></p> <p>Ms. Hajduk reviewed the staff report and provided a PowerPoint presentation.</p> <p><b>Juli Bochsler, Stayton</b> recommended increasing the street fees to \$16 and developing a Street Commission.</p> <p><b>Aaron Frichtl, Sublimity</b> spoke regarding the increased costs over time of projects and maintenance that are not addressed.</p> <p>Council discussed potential road projects and asked questions regarding infrastructure, reconstruction vs. rehabilitation, and contingency funds. Staff answered.</p> <p>Council directed staff to move forward with the Westtown Drive project this fiscal year, and if possible, also complete Kindle Way, and begin planning for E Hollister and N Third to be completed in the next fiscal year.</p> <p>Council discussed funding plans for future street projects and expressed interest in the formation of a Street Commission.</p> <p>Ms. Hajduk said she would return at a future meeting with a resolution setting policy on budgeting for streets going forward based on the council discussion.</p> <p>A work session will be scheduled for Council to further discuss the Five-Year Capital Improvement Plan.</p>
<p><b>Communications from City Staff</b></p>	<p>Ms. Hajduk discussed Operation Greenlight and the City's plans for acknowledging Veterans Day.</p> <p>She announced Republic Services' upcoming large item pick up event and discussed the recent League of Oregon Cities event that she recently attended.</p> <p>Ms. Raba gave an update on Holiday Fest and the tree lighting event.</p>
<p><b>Communications from Mayor and Council</b></p>	<p>Councilor McDonald spoke regarding increased visibility at Gardner and Shaff.</p> <p>Council President Sims spoke regarding the League of Oregon Cities conference and priorities.</p>

	<p>Councilor Ohrt requested clarification on the Police parking lot changes. Staff responded.</p> <p>Councilor Giglio requested a follow up to Mr. Frichtl’s reference to de-escalation training. MS. Hajduk provided additional context and information and said she would follow up with Mr. Frichtl.</p>
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APPROVED BY THE STAYTON CITY COUNCIL THIS 4<sup>TH</sup> DAY OF NOVEMBER 2024, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Steve Sims, Council President

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Julia Hajduk, City Manager



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

**TO:** The Stayton City Council  
**FROM:** Jennifer Siciliano, Community and Economic Development  
**DATE:** November 4, 2024  
**SUBJECT:** Consideration of Legislative Code Amendment to permit 'General Merchandise' use in the Interchange Development (ID) Zone

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**ISSUE**

The issue before the City Commission is to consider adding a permitted use, with Site Plan Review, of “# 17 General Merchandise Stores” to the Interchange Development (ID) zone. This would be reflected by amending Table 17.16.070.1 Permitted Land Use in the Stayton Land Use and Development Code.

**ENCLOSURE(S)**

- Executed Planning Commission recommendation.
- Traffic Study by Kittelson and Associates Dated January 29, 2024

**RECOMENDATIONS**

The Planning Commission has recommended denial of the amendments.

The staff also recommends no change be made to the proposed amendments.

**BACKGROUND INFORMATION**

A Land Use Code Amendment is a legislative decision and must either be initiated by the Planning Commission or the City Council per 17.12.175.3. The Planning Commission voted to hold a Public Hearing to consider a recommendation for land code amendments to allow, with Site Plan Review, “# 17 General Merchandise Stores” to the Interchange Development (ID) zone.

6S DG Stayton OR, LLC (Dollar General), represented by Sam Moore, requested that the Planning Commission consider amending the Land Use Code to allow ‘General Merchandise Stores’ in the Interchange Development (ID) zone. The Planning Commission reviewed this

request at meetings on January 29, 2024, and February 26, 2024, and decided they would not initiate an amendment until Dollar General filed a Site Plan Review application. Dollar General subsequently submitted a Site Plan Review application, which is currently under consideration by the Planning Commission. The review has been continued until the City Council makes its decision regarding the proposed amendment.

While the Planning Commission initiated the proposed amendment to the Land Use Code to consider the proposal, they met on August 26, 2024, and initially voted to take no action. However, it was determined that, procedurally, they needed to forward a recommendation to Council for the ultimate decision, therefore they met on September 30, 2024, at a duly noticed public meeting. After the public hearing and considering the testimony and staff report, the Planning Commission recommended denying the amendment. Detailed reasons and findings of fact are included in the enclosed Planning Commission recommendation.

#### Analysis of proposed amendment

A study on the impact on transportation facilities is required to be conducted per 17.12.175.6, and this has been completed by the city's traffic engineer, Kittelson & Associates, Inc. They conclude that the proposed change would not represent a significant effect on the transportation system as defined by the Transportation Planning Rule (TPR).

The Zoning Code provides a purpose for the Interchange Development – ID zone as defined in 17.16.060 DISTRICT PURPOSES. INTERCHANGE DEVELOPMENT.

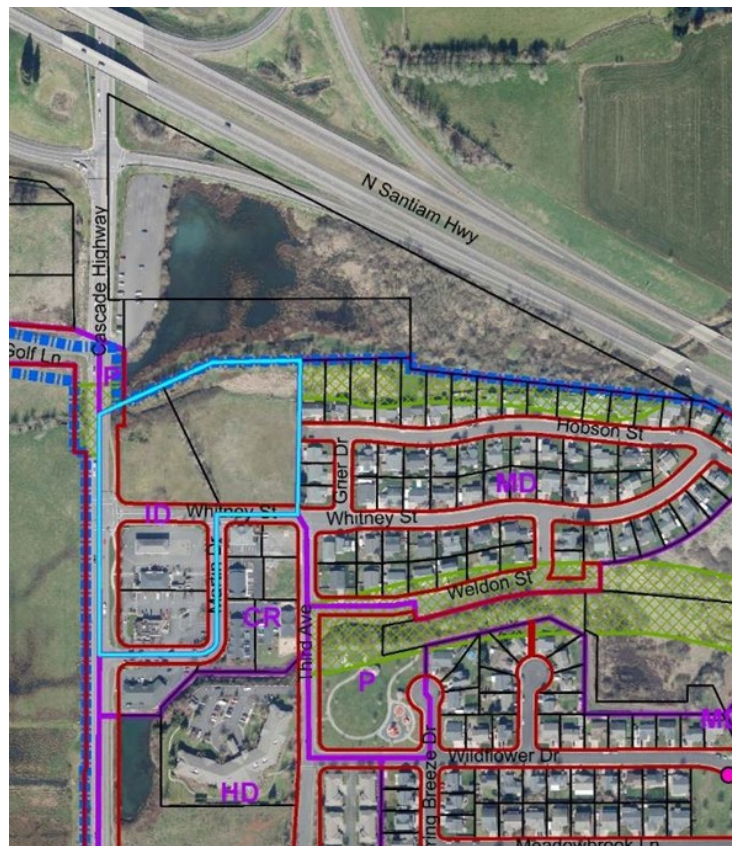
“To assure that land located within 1,500 feet of a highway entrance/exit ramp is available for uses that are oriented to providing goods and services oriented to the traveling public. In providing for the location of highway-oriented service firms, it is essential that the principal function of the intersection (the carrying of traffic to and from the highway in a safe and expeditious manner) be preserved.”

The ID zone covers four (4) parcels in the city and has a limited number of permitted uses. The Interchange Development – ID zone only includes the four following parcels:

- 101 Whitney St a 10,640 square foot general store proposed
- 201 Whitney St vacant
- 100 Whitney St already developed
- 101 Martin Dr already developed

Two of the four parcels are already developed. The map below shows the Interchange Development – ID zone. The four parcels are shown outlined with a light blue border.





The Interchange Development – ID zone only allows a very limited list of permitted uses with Site Plan Review. See Table 17.16.070.1 Permitted Land Use. Here is a complete list of the uses:

- Food & Beverage Stores (Convenience stores only)
- Gasoline Stations
- Gift & Novelty stores
- Commercial Banking & Related Activities (With no less than two drive-thru lanes and a drive-up automatic teller machine.)
- Hotel, Motel, Inn
- RV Parks and Recreational Camps
- Bed & Breakfast
- Eating & Drinking Places
- Water or Sewage Collection or Distribution Facilities & Pump Stations

The Interchange Development – ID zone is a commercial zone. If the City Council wants to make changes to uses within the ID zone, these uses would need to fit with the zone’s purpose as laid out in 17.16.060 (defined previously). If any land use code amendments are approved, it would affect all four parcels. All these parcels are currently already zoned for commercial development.

- There are a number of zones in the city where this type of use is permitted including: Commercial Retail (CR) – it is limited to 8,000 square feet gross floor area
- Commercial General (CG)
- Commercial Park (CP)
- Central Core Mixed Use (CCMU)
- Downtown Commercial Mixed Use (DCMU)
- Residential Mixed Use (DRMU)

In considering a text amendment, one must refer to the comprehensive plan, the original intent and whether this is still relevant. In this case, there are four impacted parcels, two of which have developed, are consistent with the zone. Does the City Council find that a general merchandise store is in line with the intent of the ID zone “To assure that land located within 1,500 feet of a highway entrance/exit ramp is available for uses that are oriented to providing goods and services oriented to the traveling public?”

Staff reviewed the applicable Comprehensive Plan policies and identified the following specific policy related to this issue:

Comprehensive Plan Policy EC-4 It is the Policy of the City to discourage commercial development at Highway 22.

**ACTION** The City shall continue the Interchange Development Zone near the two Highway 22 interchanges to limit commercial uses to traveler-oriented.

While a general merchandise store can bring economic development to a lot that has been vacant for years could generate new tax revenue, and potentially create jobs the proposed text amendment appears to be inconsistent with the intent of the ID zone and the comprehensive plan. This area is the gateway to our city and the type of development here sets the tone for what visitors will think of our community. We need to consider whether a general merchandise store truly represents the image we want to project or if it might detract from a more distinctive, welcoming entry point that reflects the character and values of our city.

## **FISCAL IMPACT**

There is no direct fiscal impact associated with this code amendment.

## **OPTIONS AND MOTIONS**

The City Council is presented with the following options.

### **1. Leave the Code unchanged**

No motion necessary.

**2. Continue the hearing until November 18, 2024 and direct staff to draft Ordinance to incorporate findings of fact and rationale for approval**

Move to direct staff to draft to an ordinance with finding of facts and rationale to amend the Stayton Land Use and Development Code, to allow "#17 General Merchandise" use to be permitted in the Interchange Development (ID) zone and be reflected in Table 17.16.070.1 Permitted Land Use and to be presented at the November 18, 2024 City Council meeting.





851 SW 6th Avenue, Suite 600  
Portland, OR 97204  
P 503.228.5230

# MEMORANDUM

January 29, 2024

Project# 3998.033

To: Jennifer Siciliano, Community & Economic Development Director  
City of Stayton  
362 N. Third Avenue  
Stayton, OR 97383

From: Caleb Cox, PE, Diego Arguea, PE, Michael Ruiz-Leon  
Project: Dollar General Development (101 Whitney Street)  
Subject: Zoning Text Amendment – Transportation Analysis



The City of Stayton (City) received an application to revise City of Stayton Municipal Code Table 17.16.070.1 to allow "General Merchandise Stores" within the Interchange Development (ID) zone. The applicant proposes the change to be designated as "S," defined as *Permitted Use after Site Plan Review for new construction or expansion of an existing structure*.

To comply with Oregon's Transportation Planning Rule (TPR), as documented in Oregon Administrative Rule 660-012-060, the text amendment must not result in a significant effect on the transportation system. To test for a significant effect, the reasonable maximum build-out trip generation was compared for land uses allowed under the existing and proposed designations. Based on the analyses presented in this memorandum the revision of the text amendment will not result in a significant effect and no additional technical transportation analyses are needed to support the TPR findings. The remainder of this memorandum documents the trip generation assumptions and analyses.

## Background

The applicant proposes to build a retail store on the subject property located at 101 Whitney Street, which is one of four existing parcels with the ID designation. There are currently four parcels zoned ID within the City of Stayton, totaling 6.42 acres that will all be impacted by the code amendment proposal. These parcels are generally located in the northeast and southeast quadrant of the Cascade Highway/ Whitney Street intersection and are identified below for reference.

- 101 Whitney Street (Tax Lot number: 091W03DB00400): 1.49-acres and currently vacant.
- 201 Whitney Street (Tax Lot number: 091W03DB00500): 2.90-acres and currently vacant.
- 100 Whitney Street (Tax Lot number: 091W03DC01900): 1.12-acres and currently occupied by a fuel station and convenience store.
- 101 Martin Drive (Tax Lot number: 091W03DC02000): 0.91-acres and currently occupied by a fast-food restaurant with a drive-through.

Of the 6.42 acres listed above, the following lots are vacant and designated as developable.

- 101 Whitney Street (Tax Lot number: 091W03DB00400): 1.49-acres and currently vacant.
- 201 Whitney Street (Tax Lot number: 091W03DB00500): 2.90-acres and currently vacant.

The following sections detail the trip generation estimates for each of the parcels under existing and proposed allowable uses, assuming adoption of the proposed code amendment.

## Trip Generation

For the purposes of addressing the Transportation Planning Rule, a trip generation estimate was prepared that represents a *reasonable maximum build-out* development scenario under the existing and proposed zoning. For the purposes of this analysis, no wetlands or otherwise unbuildable lands have been identified. The trip generation estimate for the existing zoning is developed based on approximately 6.42 acres of ID zoning. Site development trip estimates under the existing and proposed zoning were calculated using trip rates obtained from *Trip Generation, 11<sup>th</sup> Edition*. The trip generation of the existing zoning is compared with the proposed zoning in the following sections.

### EXISTING ZONING TRIP GENERATION

Existing allowable land uses under the ID zoning (City of Stayton Municipal Code Table 17.16.070.1) were reviewed to identify a reasonable maximum build-out scenario for the undeveloped lands (4.39 acres). Based on a review of existing developed ID-designated lands and allowable land uses per Table 17.16.070.1, the following maximum build out land uses were assumed under the existing zoning:

- 14-fueling position gasoline/service station; and,
- Two 4,000 square foot fast food restaurants with drive-through.

The existing trip generation for the developed parcels assumes the current built scenario to represent the maximum buildout scenario. As described previously, the built conditions at these parcels are as follows:

- 100 Whitney Street (Tax Lot number: 091W03DC01900): 1.12-acres and currently occupied by a 12-position fuel station and 4,500 square-foot convenience store.
- 101 Martin Drive (Tax Lot number: 091W03DC02000): 0.91-aces and currently occupied by an approximately 3,300 square-foot fast-food restaurant with a drive-through.

The reasonable maximum trip generation associated with the existing zoning scenario is shown in Table 1.

**Table 1. Existing ID Zoning Reasonable Maximum Build-Out Trip Generation**

Land Use	ITE Code	Size	Daily Trips	Weekday AM Peak Hour			Weekday PM Peak Hour		
				Total	In	Out	Total	In	Out
<b>Northern Parcels</b>									
Gasoline/ Service Station	944	14 vehicle fueling positions	2,408	144	72	72	195	97	98
<i>Pass-by Trips</i> (63% AM, 57% PM)			(1,373) <sup>1</sup>	(91)	(46)	(45)	(111)	(56)	(55)
Net New Trips			1,035	53	26	27	84	41	43
Fast Food Restaurant with Drive-Through	934	8,000 sq ft	3,740	357	182	175	264	137	127
<i>Pass-by Trips</i> (50% AM, 55% PM)			(1,870) <sup>1</sup>	(179)	(90)	(89)	(145)	(73)	(72)
Net New Trips			1,870	178	92	86	119	59	60
<b>Southern Parcels</b>									
Gasoline/ Service Station	944	12 vehicle fueling positions	2,064	123	62	61	167	83	84
<i>Pass-by Trips</i> (63% AM, 57% PM)			(1,176) <sup>1</sup>	(77)	(39)	(38)	(95)	(48)	(47)
Net New Trips			888	46	23	23	72	35	37
Fast Food Restaurant with Drive-Through	934	3,300 sq ft	1,543	147	75	72	109	57	52
<i>Pass-by Trips</i> (50% AM, 55% PM)			(772) <sup>1</sup>	(74)	(37)	(37)	(60)	(30)	(30)
Net New Trips			771	73	38	35	49	27	22
<b>Total External Trips</b>			<b>9,755</b>	<b>771</b>	<b>391</b>	<b>380</b>	<b>735</b>	<b>369</b>	<b>366</b>
<b>Total Pass-By Trips</b>			<b>(5,191)</b>	<b>(421)</b>	<b>(212)</b>	<b>(209)</b>	<b>(411)</b>	<b>(207)</b>	<b>(204)</b>
<b>Total Net New Trips</b>			<b>4,564</b>	<b>350</b>	<b>179</b>	<b>171</b>	<b>324</b>	<b>162</b>	<b>162</b>

<sup>1</sup> Pass-by trip rates are not provided for weekday daily. The lower pass-by trip percentage of weekday AM peak hour and weekday PM peak hour were applied.

## PROPOSED ZONING TRIP GENERATION

A floor-area ratio (FAR) of 0.25 was applied to the 4.39 acres to estimate a reasonable build-out scenario for the proposed General Merchandise Stores land use, resulting in approximately 47,807 square feet of potential building area for the adjacent parcels located north of Whitney Street. For the remaining 2.03

acres (also adjacent to each other), 0.25 FAR results in approximately 22,107 square feet of General Merchandise Stores land use for those parcels south of Whitney Street.

A review of the highest potential trip-generating land uses within the proposed General Merchandise Stores land use reveals a variety of potential retail land uses. Consistent with the proposed ID zoning land use category, the ITE land use most similar to General Merchandise Stores and reflecting the highest trip generator for a reasonable maximum build-out scenario is Free-Standing Discount Store (ITE LUC 815).

Based on the assumed 0.25 FAR and resulting developable area, the trip generation for a 47,807 square-foot discount store (northern parcels) and a 22,107 square-foot discount store (southern parcels) is provided below in Table 2.

**Table 2. Proposed ID Zoning Reasonable Maximum Build-Out Trip Generation**

Land Use	ITE Code	Size	Daily Trips	Weekday AM Peak Hour			Weekday PM Peak Hour		
				Total	In	Out	Total	In	Out
<b>Northern Parcels</b>									
Free-Standing Discount Store	815	47,807 sq ft	2,576	56	39	17	232	128	104
<i>Pass-by Trips (0% weekday AM, 20% weekday PM)</i>			(515) <sup>1</sup>	0	0	0	(46)	(23)	(23)
Net New Trips			2,061	56	39	17	186	105	81
<b>Southern Parcels</b>									
Free-Standing Discount Store	815	22,107 sq ft	1,191	26	18	8	107	54	53
<i>Pass-by Trips (0% weekday AM, 20% weekday PM)</i>			(238) <sup>1</sup>	0	0	0	(21)	(11)	(10)
Net New Trips			953	26	18	8	86	43	43
Total External Trips			3,767	82	57	25	339	182	157
Total Pass-By Trips			(753)	0	0	0	(67)	(34)	(33)
<b>Total Net New Trips</b>			<b>3,014</b>	<b>82</b>	<b>57</b>	<b>25</b>	<b>272</b>	<b>148</b>	<b>124</b>

<sup>1</sup> Pass-by trip rates are not provided for weekday daily. The pass-by trip percentage of the weekday PM peak hour were applied.



## Proposed Zoning Compared with Existing Zoning

Table 3 below summarizes the existing and proposed zoning trip generation estimates from Table 1 and Table 2.

**Table 3. Proposed Zoning Compared with Existing Zoning Trip Generation**

Land Use	Weekday Daily Trips	Weekday AM Peak Hour Trips			Weekday PM Peak Hour Trips		
		Total	In	Out	Total	In	Out
Existing Zoning Trips	4,564	350	179	171	324	162	162
Proposed Zoning Trips	3,014	82	57	25	272	148	124
<b>Difference in Trips (Proposed – Existing)</b>	<b>-1,550</b>	<b>-268</b>	<b>-122</b>	<b>-146</b>	<b>-52</b>	<b>-14</b>	<b>-38</b>

As shown in Table 4, a reasonable maximum build-out scenario under the proposed zoning results in fewer net new daily, weekday AM peak hour, and weekday PM peak hour trips when compared to that under existing zoning. It should be further noted that the existing and proposed zoning scenarios represent a combination of land uses at a much higher density than would likely be developed on this site. For these reasons, we conclude that the proposed rezoning would not represent a significant effect on the transportation system as defined by the TPR. As such, no additional transportation analyses should be needed to support the zone change for the purposes of the Transportation Planning Rule.

## Transportation Planning Rule Findings

The Transportation Planning Rule (TPR, Oregon Administrative Rule (OAR) 660-012-0060 – Reference 2) analysis identifies how the study area’s transportation system would operate under the current zoning and the proposed zoning with the code amendment. OAR 660-012-0060(1) assesses an amendment’s potential transportation impact by comparing the trip generation potential of the site assuming a reasonable maximum build-out development scenario under the existing and proposed zoning.

OAR Section 660-12-0060 of the TPR sets forth the relative criteria for evaluating plan and land use regulation amendments. Table 4 summarizes the criteria in Section 660-012-0060 and the applicability to the proposed zoning designation change application.

**Table 4. Summary of Criteria in OAR 660-012-0060**

Section	Criteria	Applicable?
1	Describes how to determine if a proposed land use action results in a significant effect.	Yes
2	Describes measures for complying with Criteria #1 where a significant effect is determined.	No
3	Describes measures for complying with Criteria #1 and #2 without assuring that the allowed land uses are consistent with the function, capacity and performance standards of the facility.	No
4	Determinations under Criteria #1, #2, and #3 are coordinated with other local agencies.	No
5	Indicates that the presence of a transportation facility shall not be the basis for an exception to allow development on rural lands.	No
6	Indicates that local agencies should credit developments that provide a reduction in trips.	No
7	Outlines requirements for a local street plan, access management plan, or future street plan.	No
8	Defines a mixed-use, pedestrian-friendly neighborhood.	No
9	A significant effect may not occur if the rezone is identified on the City's Comprehensive Plan and assumed in the adopted Transportation System Plan.	No
10	Agencies may consider measures other than vehicular capacity if within an identified multimodal mixed-use area (MMA).	No
11	Allows agencies to override the finding of a significant effect if the application meets the balancing test.	No

As shown in Table 4, there are eleven criteria that apply to Plan and Land Use Regulation Amendments. Of these, Criteria 1 is applicable to the proposed land use action. The relevant criteria are provided below in italics with our response shown in standard font.

### CRITERIA 1

(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

**Response:** The proposed zoning code amendment reasonable maximum build-out trip generation scenario is forecast to generate fewer trips than the existing zoning. As such, the proposed zone change will not result in a significant effect to the transportation system per Criteria 1.

## Summary of Findings

The proposed text amendment to City of Stayton Municipal Code Table 17.16.070.1 to allow “General Merchandise Stores” within the Interchange Development (ID) zone was found to comply with Oregon’s Transportation Planning Rule (TPR), as documented in Oregon Administrative Rule 660-012-060. Based on the trip generation analyses presented in this memorandum, the revision of the text amendment will not result in a significant effect to the transportation system, as such, no additional technical transportation analyses have been provided to support the TPR findings. We defer to the City of Stayton to apply these findings to the proposed amendment to allow “General Merchandise Stores” within the ID zone. Please let us know if you have any questions.

## References

1. Institute of Transportation Engineers. *Trip Generation Manual, 11<sup>th</sup> Edition*. September 2017.
2. Oregon Secretary of State. *Oregon Administrative Rule, Land Conservation and Development, Chapter 660, Division 12: Transportation Planning*. 2006.



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

**TO: Stayton City Council**

**FROM: James Brand, Finance Director**

**DATE: November 4, 2024**

**SUBJECT: Fiscal Year 2024-25  
Quarter 1 Financial Report as of September 30, 2024**

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This is a financial summary for the City at the end of the first quarter of the 2025 fiscal year. The report includes three columns of dollar amounts including the results from the first quarter of the previous year and the first quarter of the current year, and the annual budget for the current year. The next column is a percentage of the revenues and expenditures as compared to the budget. Then we show the comparison of this year compared to last year after the first quarter. The top section contains the revenues which are combined for all City funds. The bottom section contains the expenditures which are grouped by fund starting with the general fund and its sections.

The second report is a bar chart comparing the budget and actuals for the revenues and expenses.

**REVENUE COMENTS**

- Overall, we collected 22% of the budgeted revenues at the 25% point of the year. This is without any property tax revenue which will come in the 2<sup>nd</sup> quarter. We have collected 20% more than we did at the end of the first quarter of last year.
- The Intergovernmental category is under collected at this point of the year and it's low compared to last year as well. This is due to the timing of revenues and because last year we received an extra ODOT STP Grant (Rev of \$105k). By the end of the year, the revenue is anticipated to be very close to the budgeted amount.
- Interest earnings are higher than last year due to the high interest rates at Umpqua bank. The budget assumes the interest rates will fall and that is also what I am hearing by the economic experts. We are exploring locking in some long-term interest rates at this time.

**EXPENDITURE COMENTS**

Overall expenses are lower than budgeted (21% spent at the 25% point of the year).

- The GF Operations is at 60% spent because it transferred all of the \$921k ARPA funds to the Wastewater and Stormwater funds for projects underway and finishing this year.
- The Mayor/City Council is slightly overspent, but this includes the annual membership payments for SMAC and MWV COG.
- The Pool is slightly overspent, but their revenues are higher than budgeted which more than compensates for the spending.

### **CITY ACTUALS VS BUDGET**

At the 25% point in the year, the City has earned 21.5% of its budgeted revenue and has spent 21.4% of its budget. The FY25 Budget includes spending \$5.8m more than budgeted revenues. \$5.4m of this is attributed to spending \$921k in ARPA grants and \$1.8m in SDC funds that were all received in previous years. These expenses are double counted as “Expenses” because they are both transferred out and expended with both add to the “Expenses” in this report.

### **CASH BALANCES BY FUND**

General Fund	\$2,165,280
PW Admin	390,141
Library	245,155
Parks	151,113
Water Enterprise	1,334,704
Stormwater Enterprise	710,586
Wastewater Enterprise	5,555,473
Streets	2,185,281
Facilities Development & Maint	868,628
Swimming Pool	137,831
SDC – Water	1,140,994
SDC – Wastewater	753,526
SDC – Streets	1,206,438
SDC – Parks	1,098,372
SDC – Stormwater	<u>514,621</u>
<b>TOTAL CASH</b>	<b>\$18,458,142</b>

### **NANCY MORRIS – Accounting Specialist Utility Billing**

Local, Dedicated Worker, & Volunteer



# 1st Quarter Financial Update FY 2024-25

## Revenues\*

	FY24 Q1 Actuals as of Sep 2023	FY25 Q1 Actuals as of Sep 2024	FY25 Budget	% of Budget Earned	Compare to last year
Charges for Services	\$1,798,574	\$2,036,273	\$7,759,937	26%	\$237,699
Transfers	\$1,047,902	\$1,535,405	\$5,193,243	30%	\$487,503
Property & Levied Taxes	\$33,503	\$36,040	\$3,198,700	1%	\$2,537
Intergovernmental	\$357,043	\$254,232	\$2,422,635	11%	(\$102,811)
Interest, Rents, & Misc	\$247,436	\$319,136	\$906,340	35%	\$71,700
Franchise Fees	\$211,533	\$228,656	\$858,650	27%	\$17,123
Grants & Contributions	\$2,211	\$35,270	\$427,500	8%	\$33,059
Local Gas Tax	\$50,154	\$46,386	\$180,000	26%	(\$3,768)
Fines & Forfeitures	\$23,733	\$21,068	\$75,000	28%	(\$2,665)
Licenses & Permit Fees	\$2,612	\$23,469	\$51,000	46%	\$20,857
<b>Total Revenue</b>	<b>\$3,774,701</b>	<b>\$4,535,935</b>	<b>\$21,073,005</b>	<b>22%</b>	<b>\$761,234</b>

## Operating Budget to Actual Comparison by Fund

	FY24 Q1 Actuals as of Sep 2023	FY25 Q1 Actuals as of Sep 2024	FY25 Budget	% of Budget Spent	Compare to last year
<b>Expenditures*</b>					
<b>General Fund</b>					
Police	\$674,974	\$685,582	\$2,842,269	24%	\$10,608
General Operations	\$605,790	\$1,049,566	\$1,763,764	60%	\$443,776
Administration	\$317,513	\$375,454	\$1,658,755	23%	\$57,941
Planning	\$56,989	\$56,044	\$424,877	13%	(\$945)
Municipal Court	\$30,966	\$24,812	\$120,269	21%	(\$6,154)
Street Lights	\$16,593	\$18,378	\$115,093	16%	\$1,785
Community Center	\$31,690	\$11,641	\$111,432	10%	(\$20,049)
Mayor/City Council	\$7,123	\$11,239	\$43,615	26%	\$4,116
<b>Total General Fund</b>	<b>1,741,638</b>	<b>\$ 2,232,716</b>	<b>\$ 7,080,074</b>	<b>32%</b>	<b>\$491,078</b>
<u>Special Revenue Funds</u>					
Street Fund	\$164,559	\$290,587	\$1,850,491	16%	\$126,028
Parks Fund	\$88,763	\$167,311	\$1,561,653	11%	\$78,548
Library Fund	\$140,440	\$153,050	\$661,626	23%	\$12,610
Pool Fund	\$111,643	\$136,589	\$530,899	26%	\$24,946
<u>Internal Service Funds</u>					
Public Works Admin	\$172,608	\$204,460	\$990,042	21%	\$31,852
Facilities Fund	\$13,672	\$17,894	\$200,349	9%	\$4,222
<u>Enterprise Funds</u>					
Wastewater Fund	\$1,326,389	\$1,689,876	\$7,075,571	24%	\$363,487
Water Fund	\$448,217	\$683,178	\$3,772,300	18%	\$234,961
Stormwater Fund	\$93,883	\$190,623	\$1,448,221	13%	\$96,740
Stormwater SDC	\$0	\$0	\$400,000	0%	\$0
Wastewater SDC	\$0	\$0	\$362,000	0%	\$0
Water SDC	\$0	\$0	\$239,688	0%	\$0
<u>Capital Project Funds</u>					
Parks SDC	\$0	\$0	\$750,000	0%	\$0
Street SDC	\$0	\$0	\$3,500	0%	\$0
<b>Total Expenditures</b>	<b>4,301,812</b>	<b>\$ 5,766,284</b>	<b>\$ 26,926,414</b>	<b>21%</b>	<b>\$ 1,464,472</b>
<b>Total Rev Minus Expend</b>	<b>(527,111)</b>	<b>(1,230,349)</b>	<b>(5,853,409)</b>		

\*excludes beginning balances, contingency, & unappropriated funds

