



CITY OF  
**JOHN DAY**

**CITY COUNCIL MEETING AGENDA**

**Tuesday December 9, 2025**

**REGULAR MEETING: 6:30 pm**

**John Day Fire Station**

**316 S Canyon Blvd, John Day, OR 97845**

**(541)575-0028 [www.cityofjohnday.com](http://www.cityofjohnday.com)**

*This meeting is open to the public. This agenda includes a list of the principal subjects anticipated to be considered at the meeting. However, the agenda does not limit the ability of the Council to consider additional subjects. Meetings may be canceled without notice. Zoom Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.*

**Join Zoom Meeting**

City of John Day is inviting you to a scheduled Zoom meeting.

<https://zoom.us/j/95867942253?pwd=dHE5c3djSEx4OFBuZndPQU5HMGN3QT09>

Meeting ID: 958 6794 2253

Passcode: 776959

**Call to Order: Regular John Day Council Meeting 6:30 pm.**

- 1.Call John Day City Council Meeting to Order
- 2.Pledge of Allegiance
- 3.Roll Call
- 4.Amend or Accept Regular Agenda

**5.Public Comments (Please Limit to 3 Minutes)**

*Public Comments are an opportunity to present information or speak on an issue that is not on the agenda. Comments are limited to 3 minutes for each person. Visitors may state their comments and should not expect the council to engage in back and forth dialogue regarding the comment, council may either choose to add it to a follow up meeting or direct City Manager to follow up with the speaker.*

**6.Consent Agenda**

*All matters listed within the Consent Agenda have been distributed to every member of the City Council for reading and study, are considered routine, and will be enacted by one motion of the Council. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

- a. AP through 12-3-25
- b. Minutes of CC Mtg 11-18-25

7. Public Hearing: PAPA25-01: Grant County Fairgrounds is requesting Site Design Review for an expansion of the existing RV park on Fairgrounds property. The proposal would add 25 new spaces on a vacant parcel off the extension of NW 3rd Street, adjacent to existing County Fairgrounds properties. In addition, the applicant is requesting a zoning change for a portion of the parcel from Residential Limited to Parks Reserve. Because the application includes a zone change, it is subject to a Type IV review, and the Site Design Review will

occur concurrently. The property lies within the regulated floodplain; a floodplain development permit will be required but is not part of the current review before the Planning Commission and City Council. Planning Commission recommends approval with conditions.

- a. Staff report
- b. Applicant Presentation
- c. Open the hearing
- d. Public Testimony
- e. Applicant rebuttal
- f. Close Public Hearing
- g. Deliberation

**Other Business:**

8. Mayor and Council Comments:

9. Adjournment: Next Regular Meeting: January 13, 2026

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>4A STITCHING</b>							
11/12/2025	760489	17780	4A STITCHING	649	01-050-63800	850.00	850.00
Total 760489:							850.00
<b>BLUE MOUNTAIN HOSPITAL</b>							
11/12/2025	760490	1057	BLUE MOUNTAIN HOSPITAL	M623-1025	02-000-63500	360.00	360.00
Total 760490:							360.00
<b>BRYANT, LOVLIE, &amp; JARVIS, PC.</b>							
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25506	34-000-63450	200.00	200.00
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25507	06-000-63450	50.00	50.00
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25508	01-000-63450	340.00	340.00
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25509	01-000-63450	915.00	915.00
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25510	34-000-63450	229.62	229.62
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25511	02-000-63450	50.00	50.00
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25513	34-000-63450	4,164.63	4,164.63
11/12/2025	760491	1067	BRYANT, LOVLIE, & JARVIS, PC.	25644	10-000-63450	125.00	125.00
Total 760491:							6,074.25
<b>CIVICPLUS LLC</b>							
11/12/2025	760492	1108	CIVICPLUS LLC	351766	06-000-64000	577.50	577.50
11/12/2025	760492	1108	CIVICPLUS LLC	353966	06-000-64000	2,611.38	2,611.38
Total 760492:							3,188.88
<b>CLARK'S DISPOSAL</b>							
11/12/2025	760493	1109	CLARK'S DISPOSAL	1144-OCT25	01-050-64798	145.15	145.15
Total 760493:							145.15
<b>ED STAUB &amp; SONS PROPANE</b>							
11/12/2025	760494	1168	ED STAUB & SONS PROPANE	CL426539	26-050-63100	563.39	563.39
Total 760494:							563.39
<b>GASLIN ACCOUNTING CPAS PC</b>							
11/12/2025	760495	1191	GASLIN ACCOUNTING CPAS PC	01937	06-000-63825	6,167.00	6,167.00
Total 760495:							6,167.00
<b>GMP CONSULTANTS</b>							
11/12/2025	760496	1205	GMP CONSULTANTS	25-389	06-000-64100	875.35	875.35
Total 760496:							875.35
<b>IUOE LOCAL 701 DUES OFFICE</b>							
11/12/2025	760506	17685	IUOE LOCAL 701 DUES OFFICE	OCT25 UNIO	06-000-20251	274.50	274.50
Total 760506:							274.50

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
JD RENTS & POWER EQUIPMENT INC							
11/12/2025	760497	1258	JD RENTS & POWER EQUIPMENT INC	1-5100985	10-000-63877	94.54	94.54
Total 760497:							94.54
JENSEN STRATEGIES							
11/12/2025	760498	17730	JENSEN STRATEGIES	1662	06-000-63825	4,488.75	4,488.75
Total 760498:							4,488.75
JOHN DAY TRUE VALUE HARDWARE							
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633150	01-000-62400	290.48	290.48
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633158	01-000-62400	2.50-	2.50-
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633177	01-050-63800	23.98	23.98
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633366	02-000-63800	14.90	14.90
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633583	10-000-63877	15.99	15.99
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633597	01-050-62900	19.99	19.99
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	633917	02-000-64260	192.98	192.98
11/12/2025	760499	1280	JOHN DAY TRUE VALUE HARDWARE	634059	10-000-63877	27.99	27.99
Total 760499:							583.81
KJDY							
11/12/2025	760500	1305	KJDY	CC-12507160	06-000-62100	349.00	349.00
11/12/2025	760500	1305	KJDY	CC-12508162	06-000-62100	349.00	349.00
11/12/2025	760500	1305	KJDY	CC-12509166	06-000-62100	349.00	349.00
11/12/2025	760500	1305	KJDY	CC-12510170	06-000-62100	349.00	349.00
Total 760500:							1,396.00
MCCI							
11/12/2025	760501	1344	MCCI	RN24882	26-000-64000	3,548.38	3,548.38
Total 760501:							3,548.38
MILLS BUILDING SUPPLY							
11/12/2025	760505	1360	MILLS BUILDING SUPPLY	INV274770	02-000-63800	239.70	239.70
Total 760505:							239.70
MILL'S BUILDING SUPPLY **DO NOT USE**							
11/12/2025	760502	1361	MILL'S BUILDING SUPPLY **DO NOT U	274770	02-000-63800	.00	.00
Total 760502:							.00
ONE CALL CONCEPTS							
11/12/2025	760503	1387	ONE CALL CONCEPTS	5080391-IN	06-000-64100	9.05	9.05
11/12/2025	760503	1387	ONE CALL CONCEPTS	5100392	06-000-64100	36.20	36.20
Total 760503:							45.25
QUILL CORPORATION							
11/12/2025	760504	1432	QUILL CORPORATION	46325332	01-000-63800	74.60	74.60
Total 760504:							74.60



Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Grand Totals:							28,969.55

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	2.50	8,176.78-	8,174.28-
01-000-20251	9.41	.00	9.41
01-000-62100	418.80	.00	418.80
01-000-62400	290.48	2.50-	287.98
01-000-63450	1,270.00	.00	1,270.00
01-000-63800	74.60	.00	74.60
01-000-63825	3,196.72	.00	3,196.72
01-000-64000	1,950.21	.00	1,950.21
01-000-64798	36.28	.00	36.28
01-050-62900	19.99	.00	19.99
01-050-63800	873.98	.00	873.98
01-050-64798	36.31	.00	36.31
02-000-20000	239.70	7,238.89-	6,999.19-
02-000-20251	146.76	.00	146.76
02-000-62100	418.80	.00	418.80
02-000-63450	65.00	.00	65.00
02-000-63500	360.00	.00	360.00
02-000-63800	494.30	239.70-	254.60
02-000-63825	3,196.72	.00	3,196.72
02-000-64000	2,021.17	.00	2,021.17
02-000-64100	306.88	.00	306.88
02-000-64260	192.98	.00	192.98
02-000-64798	36.28	.00	36.28
03-000-20000	.00	6,037.70-	6,037.70-
03-000-20251	42.86	.00	42.86
03-000-62100	418.80	.00	418.80
03-000-62850	15.00	.00	15.00
03-000-63450	3,196.72	.00	3,196.72
03-000-63500	2,021.17	.00	2,021.17
03-000-64100	306.87	.00	306.87
03-000-64301	36.28	.00	36.28
06-000-20000	.00	2,238.84-	2,238.84-
06-000-20251	48.06	.00	48.06
06-000-62100	139.60	.00	139.60
06-000-63450	5.00	.00	5.00
06-000-63825	1,065.59	.00	1,065.59
06-000-64000	673.74	.00	673.74
06-000-64100	306.85	.00	306.85
10-000-20000	.00	379.58-	379.58-
10-000-20251	1.25	.00	1.25
10-000-63450	239.81	.00	239.81
10-000-63877	138.52	.00	138.52
26-000-20000	.00	636.43-	636.43-
26-000-20251	2.07	.00	2.07
26-000-63100	398.49	.00	398.49
26-000-64000	70.97	.00	70.97
26-050-63100	164.90	.00	164.90
33-000-20000	.00	24.09-	24.09-
33-000-20251	24.09	.00	24.09

GL Account	Debit	Credit	Proof
34-000-20000	.00	4,479.44-	4,479.44-
34-000-63450	4,479.44	.00	4,479.44
Grand Totals:	29,453.95	29,453.95-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AMAZON CAPITAL SERVICES, INC.							
11/24/2025	760509	1026	AMAZON CAPITAL SERVICES, INC.	16PC-3C9W-Q	26-000-64700	256.20	256.20
11/24/2025	760509	1026	AMAZON CAPITAL SERVICES, INC.	16RF-JWKW-	01-000-63800	45.57	45.57
11/24/2025	760509	1026	AMAZON CAPITAL SERVICES, INC.	1C1K-769C-F	01-050-63550	62.99	62.99
11/24/2025	760509	1026	AMAZON CAPITAL SERVICES, INC.	1FFF-HKDX-G	01-000-63800	8.99	8.99
11/24/2025	760509	1026	AMAZON CAPITAL SERVICES, INC.	1KFN-QJP9-7	01-000-63800	8.98	8.98
11/24/2025	760509	1026	AMAZON CAPITAL SERVICES, INC.	1NGK-6HFF-G	01-000-63550	40.95	40.95
Total 760509:							423.68
Baker County Pest Control LLC							
11/24/2025	760510	1042	Baker County Pest Control LLC	7153	01-000-62900	185.00	185.00
11/24/2025	760510	1042	Baker County Pest Control LLC	7215	01-050-63800	185.00	185.00
Total 760510:							370.00
BIO-MED							
11/24/2025	760511	1053	BIO-MED	120510	02-000-63825	130.00	130.00
Total 760511:							130.00
BOX R WATER ANALYSIS							
11/24/2025	760512	1062	BOX R WATER ANALYSIS	X064148	02-000-64100	51.00	51.00
11/24/2025	760512	1062	BOX R WATER ANALYSIS	X064150	02-000-64100	51.00	51.00
Total 760512:							102.00
ED STAUB & SONS PROPANE							
11/24/2025	760513	1168	ED STAUB & SONS PROPANE	CL431662	26-050-63100	616.70	616.70
Total 760513:							616.70
GRANT COUNTY TREASURER							
11/24/2025	760514	1218	GRANT COUNTY TREASURER	JD07-102025	01-000-62450	33,333.32	33,333.32
Total 760514:							33,333.32
JOHN DAY AUTO PARTS							
11/24/2025	760515	1273	JOHN DAY AUTO PARTS	271045	03-000-64250	165.00	165.00
11/24/2025	760515	1273	JOHN DAY AUTO PARTS	271058	03-000-62500	13.49	13.49
11/24/2025	760515	1273	JOHN DAY AUTO PARTS	271906	01-050-62900	56.99	56.99
11/24/2025	760515	1273	JOHN DAY AUTO PARTS	271969	26-000-63100	17.98	17.98
11/24/2025	760515	1273	JOHN DAY AUTO PARTS	272183	26-000-63100	138.70	138.70
11/24/2025	760515	1273	JOHN DAY AUTO PARTS	273797	26-000-64700	48.44	48.44
Total 760515:							440.60
KELLER ASSOCIATES							
11/24/2025	760516	1742	KELLER ASSOCIATES	0253244	03-000-66230	250,724.95	250,724.95
Total 760516:							250,724.95

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>LANE COUNCIL OF GOVERNMENTS</b>							
11/24/2025	760517	1314	LANE COUNCIL OF GOVERNMENTS	100217	26-000-64000	6,746.82	6,746.82
Total 760517:							6,746.82
<b>LES SCHWAB TIRES</b>							
11/24/2025	760518	1323	LES SCHWAB TIRES	1400467179	03-000-62500	305.98	305.98
11/24/2025	760518	1323	LES SCHWAB TIRES	1400468113	26-000-64700	461.98	461.98
11/24/2025	760518	1323	LES SCHWAB TIRES	1400469015	26-000-64700	230.99	230.99
11/24/2025	760518	1323	LES SCHWAB TIRES	1400469443	26-000-64700	230.99	230.99
11/24/2025	760518	1323	LES SCHWAB TIRES	1400469636	26-000-64700	70.99	70.99
Total 760518:							1,300.93
<b>NocTel Communications Inc</b>							
11/24/2025	760519	17825	NocTel Communications Inc	250991	03-000-64798	282.46	282.46
Total 760519:							282.46
<b>NORTH RIVER ELECTRIC INC.</b>							
11/24/2025	760520	1379	NORTH RIVER ELECTRIC INC.	31529	02-000-62900	1,955.65	1,955.65
11/24/2025	760520	1379	NORTH RIVER ELECTRIC INC.	31530	03-000-62500	1,410.16	1,410.16
Total 760520:							3,365.81
<b>OREGON DEPARTMENT OF REVENUE</b>							
11/24/2025	760521	1657	OREGON DEPARTMENT OF REVENUE	LETRID-L0353	03-000-62900	120.00	120.00
11/24/2025	760521	1657	OREGON DEPARTMENT OF REVENUE	LTRID-L16955	02-000-63460	120.00	120.00
Total 760521:							240.00
<b>TY'S MOBILE WELDING</b>							
11/24/2025	760522	1527	TY'S MOBILE WELDING	1128	26-000-64700	835.90	835.90
Total 760522:							835.90
<b>VERIZON</b>							
11/24/2025	760523	1538	VERIZON	6128084241	02-000-64798	118.74	118.74
Total 760523:							118.74
<b>WILSON'S WELDING &amp; FABRICATION</b>							
11/24/2025	760524	1552	WILSON'S WELDING & FABRICATION	32783	26-000-64700	450.00	450.00
Total 760524:							450.00
Grand Totals:							299,481.91

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	.00	36,216.73-	36,216.73-
01-000-62450	33,333.32	.00	33,333.32
01-000-62900	185.00	.00	185.00

GL Account	Debit	Credit	Proof
01-000-63550	40.95	.00	40.95
01-000-63800	63.54	.00	63.54
01-000-64000	1,889.10	.00	1,889.10
01-000-64798	206.21	.00	206.21
01-050-62900	56.99	.00	56.99
01-050-63550	62.99	.00	62.99
01-050-63800	185.00	.00	185.00
01-050-64000	134.94	.00	134.94
01-050-64798	58.69	.00	58.69
02-000-20000	.00	4,572.75-	4,572.75-
02-000-62900	1,955.65	.00	1,955.65
02-000-63460	120.00	.00	120.00
02-000-63800	191.22	.00	191.22
02-000-63825	130.00	.00	130.00
02-000-64000	1,956.58	.00	1,956.58
02-000-64100	102.00	.00	102.00
02-000-64798	117.30	.00	117.30
03-000-20000	.00	254,715.16-	254,715.16-
03-000-62500	1,729.63	.00	1,729.63
03-000-62900	120.00	.00	120.00
03-000-63500	1,956.58	.00	1,956.58
03-000-64250	165.00	.00	165.00
03-000-64798	19.00	.00	19.00
03-000-66230	250,724.95	.00	250,724.95
06-000-20000	.00	674.68-	674.68-
06-000-64000	674.68	.00	674.68
26-000-20000	.00	3,302.59-	3,302.59-
26-000-63100	654.91	.00	654.91
26-000-64000	134.94	.00	134.94
26-000-64700	2,437.01	.00	2,437.01
26-050-63100	75.73	.00	75.73
Grand Totals:	299,481.91	299,481.91-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

GL Account	Debit	Credit	Proof
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Report Criteria:  
Report type: Invoice detail  
Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>Business Oregon</b>							
12/01/2025	760525	1070	Business Oregon	186-17-01 120	02-000-68920	32,700.00	32,700.00
Total 760525:							32,700.00
Grand Totals:							32,700.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
02-000-20000	.00	32,700.00-	32,700.00-
02-000-68910	23,000.00	.00	23,000.00
02-000-68920	9,700.00	.00	9,700.00
Grand Totals:	32,700.00	32,700.00-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

**CITY OF JOHN DAY**  
**CITY COUNCIL MINUTES November 18, 2025**

**COUCILORS PRESENT:**

Sherrie Rininger, Mayor  
Chris Labhart, Councilor  
Bradley Hale, Councilor  
Ron Phillips, Councilor  
Vern Pifer, Councilor  
Heather Swank, Councilor  
Meloni Cochran, Councilor

**COUNCILORS ABSENT**

**STAFF PRESENT:**

Melissa Bethel, City Manager  
Don Gabbard, Fire Chief  
Jim Pex, Engineer  
Nick Ducote, Project & Grant Writer  
Rob Gaslin, Contract Finance

**Agenda Item No. 1—Call Meeting to Order**

The City Council meeting was called to order at 6:30 pm.

**Agenda Item No. 2—Pledge of Allegiance**

The City Council stood for the Pledge of Allegiance.

**Agenda Item No. 3—Roll Call and Attendance**

All councilors were present.

**Agenda Item No. 4—Amend or Accept Regular Agenda**

Ordinance No 25-06; An Ordinance adding a new Section 3 to the Title 10 Chapter 2 pertaining to Minors and Curfew should be removed from the agenda because it will not be discussed tonight.

***Councilor Cochran made a motion to approve the agenda as amended. The motion was seconded by Councilor Swank and passed unanimously.***

**Agenda Item No. 5—Public Comments**

Genevieve Paddock- She spoke about the monument she and her husband built, explaining the delays were due to her husband's medical issues and changed in City leadership. The monument was completed before the October 31<sup>st</sup> deadline, but afterward the City informed them the remaining balance could not be paid. She thanked the Council for their time and hopes for a proper resolution. Mayor Rininger stated they will take this into consideration and be in touch.

Tyler Sheedy- He appreciates the city's work and supports the need to upgrade water and sewer systems, including necessary rate increases. Sheedy owns a downtown building with multiple rental units served by a single water meter and has concerns with the new ordinance that was passed. He is requesting to be put on the next agenda to have the Council consider amending the ordinance to allow a



transition period between tenants and the ability to temporarily discontinue water service, creating a fair and consistent system for all landlords while still supporting city infrastructure. Mayor Rininger stated they will take this into advisement and have discussion regarding this at the January 13<sup>th</sup> meeting.

**Agenda Item No. 6—Consent Agenda**

- a. Accounts Payable through 11-3-25
- b. Minutes of City Council Meeting 10-28-25

The minutes of 10-28-25 will be pulled off of the consent agenda for discussion.

***Councilor Phillips made a motion to accept the consent agenda with just the Accounts Payable through 11-3-25. The motion was seconded by Councilor Swank and passed unanimously.***

**Agenda Item No. 7—Discussion of City Council Meeting 10-28-2025**

Council noted that the recorded vote for Agenda Item No. 7 from the October 28 meeting was incorrect. The motion passed 5 to 2 with Councilors Labhart and Swank opposed.

***Councilor Labhart made a motion to approve the minutes as presented, with the noted correction. The motion was seconded by Councilor Hale and passed unanimously.***

**NOTE: Staff later verified that the minutes were accurate, and no amendment was made.**

**Agenda Item No. 8—Timber Truckers Light Parade Community Grant Application; Request for \$1,500**

The Timbers Truckers Light Parade previously received \$100 through the community grant program but this year had a \$150 application fee. Council members expressed support for the event, with Mayor Rininger suggesting a \$500 grant and Councilor Hale proposing \$650 to cover the fee plus an additional \$500.

***Councilor Cochran made a motion to grant the Timbers Truckers Light Parade \$650 from the TRT fund. The motion was seconded by Councilor Pifer and passed unanimously.***

**Agenda Item No. 10—Wastewater Treatment Plant Update; Keller & Associates – Jim Pex**

- a. Approve Notice to Award contract in the amount of \$1,544,160 to Aqua-Aerobic Systems, Inc for the pre-purchase of the Sequencing Batch Reactor Equipment and scope of work described in the bid date October 15, 2025

Pex reviewed the pre-purchase item for approval. There was a single bidder whose original price was higher than desired. With Bethel's approval they were able to negotiate a reduction of about \$220,000. Overall, the project is progressing smoothly and there are no major issues or schedule delays at this time.

**Agenda Item No. 11—Project and grant update; Nick Ducote; Ducote Consulting**

- a. Approval of RC0024 Loan Agreement WWTP; \$546,926

Ducote provided a summary of key points on the Wastewater Treatment Plant improvements. The monitoring plans have been approved by DEQ, allowing the remaining monitoring wells to be drilled. Yellow Jacket is scheduled to drill these wells on December 20.

***Councilor Cochran made a motion to approve the award contract in the amount of \$1,544,160 to Aqua Aerobic Systems for the pre-purchase of the sequencing batch reactor equipment and scope of work described in the bid dated October 15<sup>th</sup> of 2025. The motion was seconded by Councilor Phillips and passed unanimously.***

*Councilor Swank made a motion to approve RC0024 loan agreement for the Wastewater project in the amount of \$546,926. The motion was seconded by Councilor Cochran and passed unanimously.*

**Agenda Item No. 12—Resolution 25-11; A Resolution of the City of John Day adopting water and sewer service fee increases effective January 2026 first billing**

*Councilor Cochran made a motion to adopt Resolution 25-11; A Resolution of the City of John Day adopting water and sewer service fee increases effective January 2026 first billing. The motion was seconded by Councilor Hale and passed unanimously.*

**Agenda Item No. 13—Finance Update; Rob Gaslin CPA, Gaslin Accounting LLC**

Gaslin presented a budget to actual report to Council.

**Other Business:**

**Agenda Item No. 14—City Manager Comments**

Bethel noted that she will be absent at the next meeting on December 9<sup>th</sup>.

With the winter season approaching, the city plans to begin decorating and putting up holiday lights, and hopes to see the City fully lit up.

She reminded resident to support local businesses by shopping locally during the holiday season.

**Agenda Item No. 15—Mayor and Council Comments**

Mayor Rininger added that she hopes to see the City brightly lit and the community embracing the holiday spirit.

There is a City Council Workshop on December 3<sup>rd</sup>.

Councilors Labhart and Swank and the others that are on the Main Street Committee will have a project update to the City Council before 6 months. They believe it is going very well.

**Adjourn:**

There being no further business before council the meeting was adjourned.

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Melissa Bethel, CM



# CITY OF JOHN DAY

**STAFF REPORT**  
**Zone Change and Site Design Review**  
**Grant County Fairgrounds Expansion**  
**PAPA 25-01**

**Date Submitted:** December 3, 2025

**Agenda Date Requested:** December 9, 2025

**To:** John Day City Council

**From:** Henry Hearley, Associate  
Planner, Lane Council of  
Governments & Trish Rice,  
Dyer Partnership, Contract  
City Engineer

**Subject:** Staff report for PAPA 25-01

**Location:** Tax Lot 01300 on Map 13S-31E-23

**Published Notice:** October 1 & October 8, 2025

**Type of Action Requested**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Resolution</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Ordinance ## 25-06</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Formal Action</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Report Only</b>

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**1. BACKGROUND.**

**Applicant:** Mindy Winegar, Grant County Fairgrounds Manager

**Request:** To change the zoning of a portion of the property to increase the amount of property zoned Park Reserve and reduce the amount zoned Residential Limited. And Site Design Review to expand the Grant County RV Park by adding 25 new short-term RV spaces on the subject property. The two applications are being processed concurrently and because the application involves a zone change, the application type has been elevated to Type IV review by the Planning Commission and City Council.

**2. PROPOSAL.** As introduced above, the applicant is seeking to reduce the amount of land zoned Residential Limited and increase the amount of land zoned Parks Reserve. A zoning designation of Parks Reserve better fits the Fairgrounds needs, and the property is owned and operate by the Fairgrounds. A zoning designation of Parks Reserve will permit for the development of a RV park. The amount of land zoned Residential Limited will be reduced and will primarily be along the southwestern proportion of the property where there are existing homes. The second part of the proposal is for site design review. Site design review will look at the development of 25 new RV spaces for short-term use and act as an extension to the Fairground's current RV park. Site improvements include power, water, and sanitary sewer to each new RV pad, and a common bathroom and laundry facility for guests use. The property also lies in the regulated floodplain, so the floodplain development code will be triggered by this development, and the development must comply with floodplain development regulations. Review of the floodplain development application will occur post land use review and approval. Note 3<sup>rd</sup> Avenue and 3<sup>rd</sup> Street are used interchangeably.

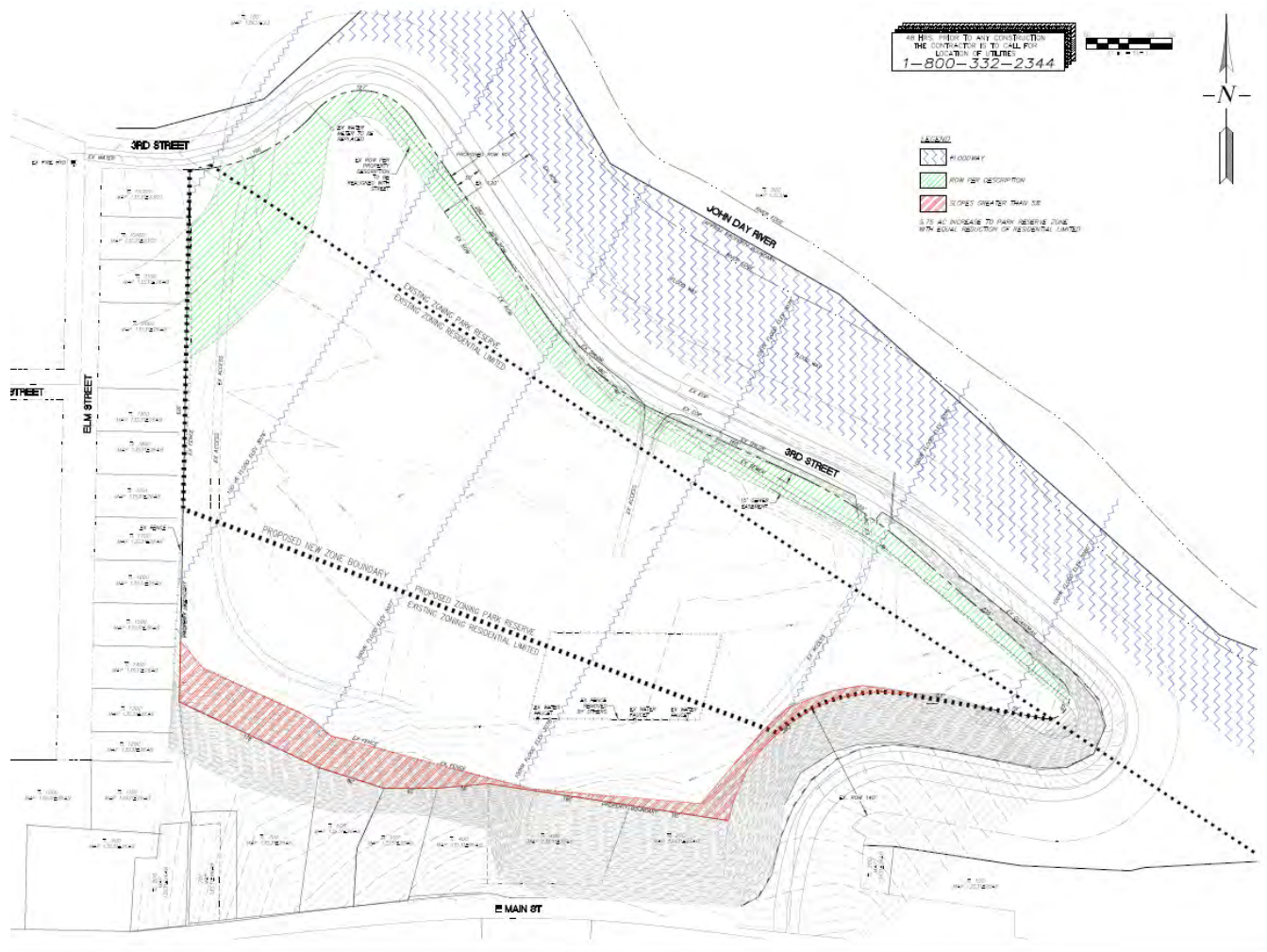


Figure 1. Zone change map.

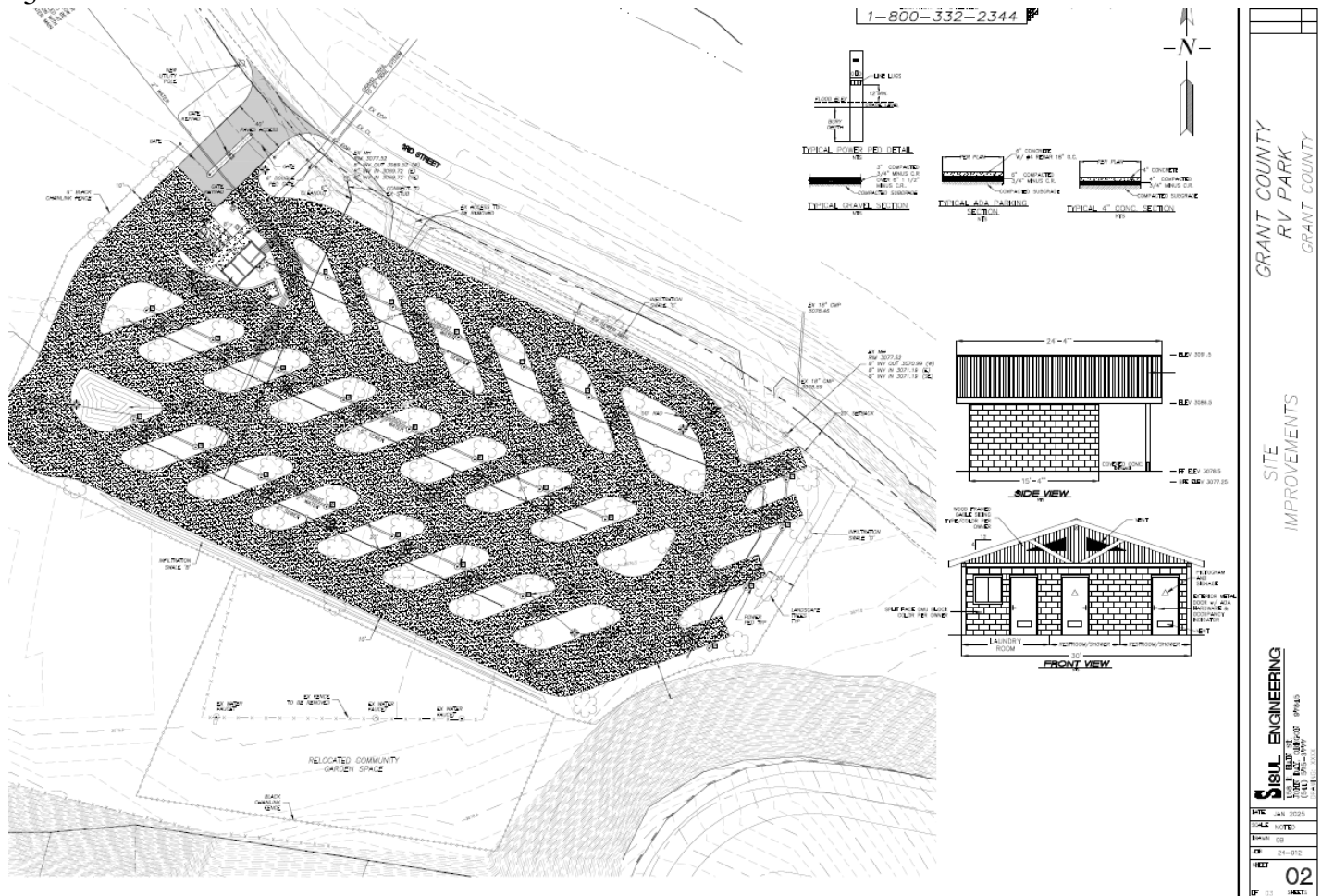


Figure 2. Proposed site plan.

### 3. PLANNING COMMISSION'S RECOMMENDATIONS.

#### What Planning Commission has recommended for approval at the past two meetings.

##### On the matter of the Zone Change:

- Planning Commission passed a motion to recommend approval of the zone change at its October 22nd meeting. Furthermore, the Planning Commission found the zone change to be of the public interest.
  - City Council should accept or reject, or revise the recommendation.

##### On the matter of Fencing:

- Planning Commission passed a motion to recommend approval for the site to be entirely surrounded by 6' high fencing. Planning Commission found such a fence does not pose a hazard to public health or safety.
  - City Council should accept or reject or revise the recommendation.

##### On the matter of Off-Street Parking:

- Planning Commission passed a motion to recommend approval of off-street parking plan which is three off-street parking space, with one being ADA.
  - City Council should accept or reject or revise the recommendation.



**On the matter of Bicycle Parking:**

- Planning Commission passed a motion to recommend approval of three bicycle parking spaces and found that bicycle parking standards do apply to the proposed development.
  - City Council should accept or reject or revise the recommendation.

**On the matter of Underground Utilities:**

- Planning Commission passed a motion to recommend granting an exception to underground utilities and found the applicant's proposal to be acceptable. Applicant's proposal for utilities is to use an existing overhead pole for power, run power to the property, and once power reaches the property, it will be placed underground and through the site.
  - City Council should accept or reject or revise the recommendation.

**On the matter of Fencing Around Swale 'A':**

- Planning Commission passed a motion to only require fencing around Swale 'A' if the final design of Swale 'A' displays a depth of greater than 3.0 feet.
  - City Council should accept or reject or revise the recommendation.

**On the matter of Landscape Plan:**

- Planning Commission passed a motion to accept the applicant's landscape plan as proposed. Applicant's landscape plan features a variety of trees between 4-6', shrubs, and groundcovers. Each individual RV space will be landscaped as seen on the landscape plan. Plants are proposed to be hand-watered when necessary.
  - City Council should accept or reject or revise the recommendation.

**On the matter of a Public Work Designee:**

- Planning Commission passed a motion to approve the Contract City Engineer, Dyer Partnership, as the duly appointed designee of the Public Works Director.
  - City Council should accept or reject or revise the recommendation.

**On the matter of Deferred Frontage Improvements:**

- Planning Commission passed a motion to recommend acceptance of revised Condition of Approval #4 which reads: *"Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street, whichever occurs first, the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3<sup>rd</sup> Street for the length of the proposed development frontage, approximately 535 feet. Future frontage improvements shall be constructed consistent with the adopted Collector Street standards (Option D), including half-street improvements consisting of sidewalk, curb, and gutter. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street."*
  - Revised Condition of Approval #4 permits the applicant to defer frontage improvements associated with site development, specifically, the frontage improvements as specified in ROW standards for a Collector Street, Option D.
    - City Council should accept or reject or revise the recommendation.
    - **Applicants are now seeking Option B for 3<sup>rd</sup> Avenue. This matter will be discussed later in the staff report and City Council's determination on this matter will likely result in a revision to Condition of Approval #4.**

#### 4. OUTSTANDING MATTERS for CITY COUNCIL ACTION.

##### Outstanding matters for City Council adjudication.

##### ROW Responsibility and Width for 3<sup>rd</sup> Street:

- At the November 12<sup>th</sup> Planning Committee meeting, staff presented a revision of Issue #1 which relates to the ROW discrepancy for 3<sup>rd</sup> Street. 3<sup>rd</sup> Street was never formally deeded or conveyed to the City for ultimate jurisdiction. The functional legal description for 3<sup>rd</sup> Street does not identify ROW width. There is an opportunity to fix this issue finally.

- Issue #1 – ROW Discrepancy – whose responsibility?**
- Applicant's Attachment F – Identifies County (in agreement principle #6) as the entity "upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day."
- This didn't appear to happen. ROW width is effectively zero.

County agrees to complete construction of the pending road project easterly of the Grant County Fairgrounds known as the Third (3rd) Street Extension from State Highway 26 to the intersection of Elm Street and Northeast 3rd Street, John Day by performing the following work items.

**The County agrees to the following work items:**

1. Finish blading to grade stakes;
2. Install three (3) inches of Bituminous Hot Mix, thirty-eight (38) feet wide for two thousand one hundred twenty nine (2,129) linear feet. This includes five (5) foot bike lanes on both sides of travelway;
3. Place shoulder rock from edge of pavement on a 3:1 slope;
4. Stripe the centerline and bike paths;
5. Work to be completed consistent with the 1991 Oregon Standard Specifications for Highway Construction (orange book);
6. Upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day.

- City contends the discrepancy is for the applicant to resolve because in the 1996 agreement between Grant County and City of John Day, County agreed to the terms above, but notably it does not appear term #6 was ever completed, thus leaving this issue unresolved and unknown until now.
- On December 2, 2025, applicant submitted three items of note for City Council review (included in this staff report as **Exhibit D**).
  - A written response to conditions imposed by the Planning Commission, specifically a rebuttal to Revised Condition of Approval #1, and Revised Condition of Approval #12.
  - A proposed new legal description for 3<sup>rd</sup> Street ROW.
  - A map showing the new ROW of 3<sup>rd</sup> Street based on the new legal description.
- Applicant contends that Option B is more suitable for 3<sup>rd</sup> Street than Option D.

### Route(s): **3rd Avenue between the Fairgrounds and US 26**

- Issue(s): Lack of sidewalk and/or bikeway system.
- Need(s): 3rd Avenue is an important connector from the neighborhoods southeast of downtown to open space and recreation trails along the John Day River, the Grant County Fairgrounds, and to Bridge Street with its access to the 7th Street Complex. Having sidewalks and bike lanes would facilitate these movements. The future development of Strawberry Heights will further increase the demand for these facilities.
- Physical Constraint(s): The 3rd Street ramp that connects US 26 to the at-grade portion of 3rd Street may not have sufficient space to locate sidewalks and bike lanes on both sides of the roadway.
- As the applicant calls out in their response to Revised Condition of Approval #1, the Local Street Network Plan (LSNP), identifies 3<sup>rd</sup> Avenue as lacking sidewalk and/or bikeway system and needs sidewalks and bike lanes (plural). This is the only area where plural sidewalks are called for along 3<sup>rd</sup> Avenue. All other references to 3<sup>rd</sup> Avenue reference a singular sidewalk on the south side and west side.

23	New Sidewalk	3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk.
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- As applicant addresses in their response, Project #23 of the LSNP calls for a new 6' sidewalk (singular) for the south and west side of the roadway.

### Project #23 - 3rd Avenue Sidewalks

3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk. The mid-block crossing would ideally be provided as an intersection when Project #18 is constructed. The ROW for the sidewalk on the south side of the street could be obtained through conditions when the adjacent parcel is divided and/or developed.

- In place of Option D, the applicant is requesting that the City Council approve Option B. The Grant County Fairgrounds is proposing a 40-foot ROW that would connect the existing 40-foot ROW for 3rd Street to the west. Moving east, the ROW width would increase to incorporate the existing fill slopes.

On the west end, the proposed 40-foot ROW is located within an already developed area, and requiring a wider dedication there would create encroachment issues with existing development. The existing road footprint consists of 34 feet of pavement and a 2–3-foot gravel shoulder on each side. Under Option B of the City's Collector Street standards, the required improvements could be constructed within the existing road prism.



Collector									
Option A	44'-56'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'/2'-6'	6'/6'
Option B	40'-44'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'	6'(one side)
Option C	54'	42'	12'/12'	None	5'/5'	8' one side	Yes	None	6'/6'
Option D	62'-74'	50'	12'/12'	None	5'/5'	8'/8'	Yes	(optional) 2'-6'/2'-6'	6'/6'

Furthermore, applicant suggests the City Council take into consideration the following when debating the type of Collector for 3<sup>rd</sup> Street:

Has the City considered the feasibility of constructing a road section to match Option D?

- The extremely large amount of fill material required to widen the road 20-feet?
- The impact on the flood plain for this additional fill?
- The pavement width would increase by 16-feet, requiring 30% more pavement for the City to maintain vs benefit?
- The LSNPJD page 33 list physical constraints on the 3<sup>rd</sup> Street ramp that connects to US 26, we assume this pertains to the width and that existing guardrail that limits improvements. Option D would be the most difficult to construct in this area.
- Maintenance of the additional ROW and pavement section – additional snow plowing, weed control, trash, stormwater, etc.

Option B seems to be the most feasible and likely of any future improvements on this section of 3<sup>rd</sup> Street and any improvements to the West connecting to the sidewalk on Bridge Street. It meets the projects identified in the LSNPJD.

- City Council should evaluate the applicant's request to develop 3rd Avenue under Option B rather than Option D. Under Option B, the applicant may utilize the existing 34-foot pavement width without any roadway widening. Frontage improvements would be limited to the south side of 3rd Avenue and would include installation of a 6-foot sidewalk, curb and gutter, and restriping of the 5-foot bike lane for an appropriate distance along both ends of the development. The applicant does make a valid claim regarding the impact on the floodplain with additional fill and impervious surface.
- In contrast, Option D envisions full buildout of pedestrian and bicycle amenities on both sides of 3rd Avenue—sidewalk, on-street parking, and a bike lane on the north side in the long term, as well as the same improvements on the south side along the project frontage. While the applicant would not be responsible for constructing improvements on the north side, Option D would require additional pavement width and associated frontage improvements on the south (development) side to support the future corridor design. This option aligns with 3rd Avenue's potential long-term function as a primary throughfare and alternate route from Highway 26 into

John Day and provides a continuous connection to the existing trail system along the John Day River.

- The key distinction between the two options is that Option B does not develop the north side of 3rd Avenue, which means pedestrian circulation and access to the trail network would remain incomplete. For this reason, if Council elects to allow development under Option B, staff recommend requiring a formal trail easement across the Fairgrounds property as part of Condition of Approval #1. This easement would maintain continuous north-side pedestrian access consistent with the LSNP. Staff note that the existing trail segment on the Fairgrounds property is not currently supported by a formal recorded easement and remains under the Grant County control.
- If Council prefers Option D, the City would continue to express interest in securing a future trail easement; however, under Option D the trail easement would be desired rather than required and may be pursued later as a matter between the City and Grant County. This application need not resolve that issue today; staff raise it only because the applicant's request for Option B makes trail access a necessary component of maintaining pedestrian circulation.
- An Option B + Trail selection would result in the following revision to Condition of Approval #1.
  - The trail easement should be included as a development requirement in this Condition of Approval. Text with revised Condition of Approval #1 that is ~~stricken~~ is proposed for deletion. Underlined text is proposed for addition.
    - **Revised Condition of Approval #1:** Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 40 62'-feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A 40 62'-ROW corresponds with Option B D for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*. With the choice of Option B for the ROW for 3<sup>rd</sup> Street comes the need to obtain a formal trail easement to comply with the Local Street Network Plan for pedestrian travel on the north side of 3<sup>rd</sup> Street. To that end, as a condition development, Grant County Fairgrounds shall provide the City of John Day an access easement covering the existing trail network that generally begins near the southwestern corner of Map and Tax Lot 13S-31E-23-01300 and continues northward through said parcel to the northwestern corners and terminates at two points on Bridge Street, as outlined in graphical form in Figure 4.2, Existing trails and open spaces, of the John Day Innovation Gateway Plan. See Figure 4.2 included in this revised Condition of Approval #1 on December 3, 2025. Terms of access easement can be iterated on between Grant County Fairgrounds and John Day City Council, but shall be executed and recorded prior to the same terms as listed at the outset of this condition.



Fig. 4.2 Existing trails and open spaces

Figure 3. Existing trail segment through Fairgrounds.

### Local Partnerships

As identified in previous sections, working with local business owners, organizations and residents can be a powerful way to help cover or reduce the costs associated with downtown, bicycle and pedestrian improvement projects. Specific strategies towards this end may include:

*John Day Local Street Network Plan*

81

*April 2009*

*Funding & Implementation Plan*

- Work with local property owners to secure any needed property or easements.

Figure 4. Need to obtain easements to formally complete trail network is called out in the LSNP.



- Council is asked to discuss both alternatives and provide direction to staff on which standard to apply.

**4. STAFF REPORT SECTION (substantially the same as previous two staff reports and revised in places to reflect changes)**

**Public Process:**

Notice of the public hearing was duly published in the newspaper on 10/1/25 and 10/8/25 . In addition, Grant County Fairgrounds held the required neighborhood meeting on 3/17/25.

**5. REVIEW OF ZONE CHANGE CRITERIA.** The criteria for a zone change are contained in John Day Development Chapter 5-4.7, Land Use District Map and Text Amendments. The criteria for a zone change are as follows:

***B. Criteria for Quasi-Judicial Amendments.** A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:*

1. *Approval of the request is consistent with the Statewide Planning Goals;*

**Staff Response and Recommended Finding:** Approval of the request is consistent with the Oregon Statewide Planning Goals. The proposal seeks to rezone County-owned property to decrease the area zoned Residential Limited and increase the area zoned Parks Reserve to support the development of a public RV park. The rezone and proposed use align with the applicable Statewide Planning Goals as follows:

Approval of the request is consistent with the Oregon Statewide Planning Goals. The proposal seeks to rezone County-owned property to decrease the area zoned Residential Limited and increase the area zoned Parks Reserve to support the development of a public RV park adjacent to the Grant County Fairgrounds. The rezone and proposed use align with the following applicable Statewide Planning Goals:

- **Goal 1 – Citizen Involvement:** The City provides notice and opportunities for public comment consistent with its acknowledged citizen involvement program. Review of this request includes mailed and published notice, a public hearing before the Planning Commission, and the opportunity for written and oral testimony.
- **Goal 2 – Land Use Planning:** The amendment is supported by an adequate factual base and is consistent with the City’s Comprehensive Plan. The rezone maintains internal consistency between the zoning map and the Comprehensive Plan’s Parks and Open Space designations and implements the City’s policy direction to expand recreational opportunities and tourism-based economic development.
- **Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources:** The proposed RV park enhances public access and recreational opportunities near the John Day River and Fairgrounds area while maintaining floodplain functionality and avoiding adverse impacts to significant natural features.

- **Goal 8 – Recreational Needs:** The project directly supports Goal 8 by increasing and diversifying recreation and tourism amenities. The Parks Reserve designation allows the development of an RV park that will serve visitors attending events at the Fairgrounds and other community venues, supporting local tourism and outdoor recreation consistent with the City's long-term recreation strategy.
- **Goal 9 – Economic Development:** The proposal supports Goal 9 by promoting visitor-serving uses that contribute to the local economy, expand tourism infrastructure, and strengthen John Day's position as a regional recreation hub. The RV park will generate sustained economic benefits through visitor spending and extended stays.
- **Goal 10 – Housing:** Goal 10 requires cities to maintain an adequate supply of residential land to meet future housing needs. The *John Day Housing and Community Development Analysis (Econorthwest, 2019)* concludes that the City has sufficient residential land within the Urban Growth Boundary to accommodate projected housing needs through the 2040 planning horizon. The proposed rezone affects County-owned land adjacent to the Fairgrounds that is not currently developed or likely to develop for housing due to its location and ownership. No existing housing units are displaced, and the City retains a surplus of residentially zoned land. The rezone therefore does not diminish residential capacity and remains consistent with Goal 10.
- **Goal 11 – Public Facilities and Services:** The proposed RV park will utilize existing City utilities and transportation facilities, consistent with the goal of providing orderly and efficient service delivery within the Urban Growth Boundary.
- **Goal 12 – Transportation:** The rezone will not significantly affect the City's transportation system. The site is located on a local street network with direct access to U.S. Highway 26, consistent with the City's Transportation System Plan. See Staff Response under criterion specific to Transportation Planning Rule (TPR).
- **Goal 14 – Urbanization:** The rezone promotes efficient urban land use within the existing Urban Growth Boundary by converting underutilized public land to a recreational and economic use that supports community needs. The change does not require expansion of the UGB and aligns with Goal 14's emphasis on compact and efficient urban development.

**Conclusion:** The proposed rezone to Parks Reserve is consistent with the applicable Oregon Statewide Planning Goals by promoting recreational and economic development opportunities, efficiently using existing infrastructure, maintaining adequate housing capacity, and providing orderly growth within the City's Urban Growth Boundary.

2. *Approval of the request is consistent with the Comprehensive Plan;*

**Staff Response and Recommended Finding:** To address criterion #2 to determine whether the request is consistent with the John Day Comprehensive Plan, staff turn to a review and discussion of relevant Comprehensive Plan goals and policies.

### **General Goals and Principles (pp. iii)**

- To retain and enhance the character and quality of the John Day Urban Area as growth and development occurs.

- To provide a sound basis for orderly and efficient urbanization by establishing proper relationships between residential, commercial, industrial, public and open land uses, and transportation uses.
- To provide for a close correlation between the provision of urban services and urban development in order to bring about a more orderly and efficient development pattern.
- To encourage and foster economic development in the community and to consider such a vital factor in the long-term overall development of the community.

These goals support a balanced land use pattern and encourage economic development, which aligns with the concept of converting a portion of residential land to a recreational, revenue-generating public use (RV park).

### **Economic Development Goals and Policies (pp. 47–49)**

#### **Goals:**

- Improve existing City infrastructure to adequately meet present and future needs.
- Maintain and create new job opportunities.
- Capitalize on the increasing Visitor and Tourism industry in the coming years.
- Encourage steady managed growth.

#### **Policies:**

- To diversify, stabilize, and improve the economy of the area.
- To require that development plans are based on the best economic information available and take into account areas suitable for economic development, available resources, and livability.
- To encourage and support industrial development and diversification.
- To expand job opportunities and reduce unemployment, reduce out-migration of youth, and accommodate the growth of the county labor force.
- To cluster commercial uses intended to meet the business needs of the area and highway travelers only in designated areas to prevent undesirable effects of spot zoning.

These goals and policies directly support recreational, and visitor-serving uses such as RV parks, particularly since the project would enhance tourism and economic activity in Grant County.

### **Public Facility and Parks Policies (pp. 39–40)**

#### **Policies:**

- Planning and implementation of public facilities and service programs necessary for the public health, safety, and welfare shall guide and support urban development.
- Public facilities and services provided shall take into consideration capacity of the air, land, and water resources of the urban area.

- Capital improvements programming and budgeting should be utilized to achieve desired types and levels of public facilities and services in the urban area.

These emphasize coordination between new developments and existing infrastructure—relevant to siting an RV park with appropriate utilities and access.

### **Land Use and Urbanization Policies (pp. 80–83)**

- Urban development shall be encouraged in areas where public services can be provided most efficiently and in a manner which will minimize costs related to necessary urban services such as schools, parks, streets, police, garbage disposal, fire protection, libraries, and other facilities and services.
- Undeveloped areas in close proximity to urban services should be developed first as far as possible to facilitate the orderly and economic provision of public facilities.
- Commercial development shall be concentrated in existing and designated areas to strengthen commercial activities.
- It is vitally important that improvements within all developments be at a level commensurate with applicable City specifications, both inside and outside the City Limits.

These support development of recreation or park facilities on land already served or easily serviceable by existing infrastructure, consistent with the proposed Parks Reserve zoning.

**Conclusion:** As discussed above, the proposed rezone to Parks Reserve is consistent with the applicable Comprehensive Plan goals and policies, particularly, Economic Development, Public Facilities and Parks, and Land use and Urbanization.

3. *The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and*

**Staff Response and Recommended Finding:** The proposed RV site will utilize an extension of NW 3rd Avenue for access. The existing site access will be removed and relocated westward, as shown on the site plan, with a new paved driveway approach. The development will include a 40-foot-wide paved driveway equipped with a gate keypad for guest entry, as well as a separate pedestrian access gate leading to a new crosswalk across 3rd Street. This crosswalk will connect the RV site to the existing gravel trail system adjacent to the John Day River, which is part of the City's pedestrian trail network.

A new utility pole will be installed near the driveway entrance. Utility improvements include a new 2-inch water line and a 6-inch sewer line, which will connect to an existing stub within 3rd Street right-of-way.

Frontage improvements were recommended to be deferred by the Planning Commission under Revised Condition of Approval #4. It should be noted that if the City Council elects Option B for 3<sup>rd</sup> Street, Condition of Approval #4 shall be updated to reflect the change.

A more detailed analysis of transportation impacts and consistency with Statewide Planning Goal 12 and the Transportation Planning Rule (TPR) will be provided in Staff's review.

4. *The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and*

**Staff Response and Recommended Finding:** The change in this case is the proposed zone change to reduce the portion of land on County property zoned residential and increase the amount of land zoned Parks Reserve, a zoning designation more consistent with a County and government use. There is no evidence on the record to suggest that the change is not in the public interest. The applicant held the required neighborhood meeting and answered any questions or concerns the public had. The Planning Commission found the zone change to be in the public interest during the October 22<sup>nd</sup> hearing.

5. *The amendment conforms to the Transportation Planning Rule provisions under Section 5-4.7.060.*

**Staff Response and Recommended Finding:** The applicant submitted a Transportation Planning Rule (TPR) Study, prepared by DKS Associates (dated May 2, 2025), to evaluate potential transportation impacts associated with the proposed zone change of approximately 5.75 acres from Residential Limited (RL) to Park Reserve (PR) at the Grant County Fairgrounds site. The study analyzed trip generation under both the existing and proposed zoning designations based on the reasonable worst-case development scenarios.

Under the current RL zoning, development could reasonably yield up to 40 single-family dwelling units, generating approximately 378 average weekday trips, 28 AM peak hour trips, and 38 PM peak hour trips. In contrast, under the proposed PR zoning, the study evaluated an RV park/campground scenario with 25 campsites (as depicted in Figure 1 – Site Plan for the Proposed RV Park), which would generate approximately 68 average weekday trips, 5 AM peak hour trips, and 7 PM peak hour trips. This represents a net decrease of 310 daily trips, 23 AM peak hour trips, and 31 PM peak hour trips.

Because the proposed zoning will substantially reduce vehicle trip generation relative to what is permitted under existing zoning, the amendment will not alter the functional classification or performance of adjacent transportation facilities, nor will it result in levels of traffic inconsistent with the City's Transportation System Plan. The proposed amendment therefore does not have a significant effect under OAR 660-012-0060 and is found to be in compliance with the Transportation Planning Rule (Goal 12).



TABLE 5: COMPARISON OF TRIP GENERATION

ZONING SCENARIO	AVERAGE WEEKDAY TRIP GENERATION		
	DAILY	AM PEAK HOUR	PM PEAK HOUR
Current Zoning Trips (Table 2)	378	28	38
Proposed Zoning Trips (Table 4)	68	5	7
NET DIFFERENCE (PROPOSED – CURRENT)	-310	-23	-31

*Figure 5. Trip generation from traffic memo.*

**Conclusion:** As presented in this staff report, staff find that the criteria for a zone change are met. The Planning Commission found the zone change to be in the public interest. City Council should affirm this or reject this.

Staff now turn to a review and discussion of the Site Design Review criteria.

## 6. REVIEW OF SITE DESIGN REVIEW CRITERIA.

### 5-4.2.060 Site Design Review – Approval Criteria.

A. An application for Site Design Review shall be approved if the proposal meets all of the following criteria. The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria:

1. The application is complete, as determined in accordance with Chapter 5-4.1 – Types of Applications and Section 5-4.2.050, above.

**Staff Response and Recommended Finding:** The application was deemed complete for processing on September 11, 2025.

2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 5-2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;

**Staff Response and Recommended Finding:** Following successful rezone to a larger portion of the subject property Parks Reserve, the proposed use of an RV Park is a permitted commercial recreational use in the PR zone.

3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5-5.2, Non-Conforming Uses and Development;

**Staff Response and Recommended Finding:** There is no existing development on the subject property. The subject property is vacant and consists of bare ground. There are no non-conforming uses located on the subject property.

4. The proposal complies with all of the Design Standards in Article 5-3:

**Staff Response and Recommended Finding:** For a review and discussion of (4), Staff will provide a response for each Chapter described in (4) to address compliance with Article 5-3.

### **Chapter 5-3.1 - Access and Circulation;**

**C. Access Permit Required.** Access to a public street (e.g., a new curb cut or driveway approach) requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable roadway authority, as determined through the review procedures in Article 5-4.

**Staff Response and Recommended Finding:** A new driveway approach is proposed off 3rd Street, therefore, an access permit will be required (called a “right-of-way” permit). The applicant shall submit for and obtain a right-of-way permit before the City signs off on the building permit application form. Traffic access and control plans may be required as part of the permit review. This shall be a condition of approval.

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

**D. Traffic Study Requirements.** *The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 5-4.1.090, Traffic Impact Study.*

**Staff Response and Recommended Finding:** City did not require a full traffic study, rather City required TPR Significant Effects Analysis to be conducted. A TRP Significant Effects Analysis is required by virtue of the proposed zone change. A Significant Effects Analysis ensures that the future land use and traffic growth from the new land use is consistent with the transportation system. As alluded to earlier, the zone change actually results in a net decrease in overall trips.

**E. Conditions of Approval.** *The City or other roadway authority, as applicable, 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 and highway system.*

**Staff Response and Recommended Finding:** Chapter 5-3.1.020(E) authorizes the City to impose conditions of approval requiring the upgrading of transportation facilities impacted by development and having frontage on City rights-of-way. The subject property fronts the planned extension of 3rd Street, which currently lacks half-street improvements including curb, gutter, and sidewalk. These improvements are necessary to ensure safe pedestrian circulation and to support an interconnected street network consistent with City standards.

Additionally, pursuant to Chapter 5-3.010(A)(1) and (3), the City may require dedication of ROW where needed to ensure adequate public facilities consistent with adopted street standards. Because no ROW width is recorded for this segment of 3rd Street, the existing legal ROW width is functionally zero feet. As discussed at the outset of this staff report, this presents an opportunity to correct the ROW record and establish the appropriate street width. The lingering question for City Council to determine is whose responsibility it is to correct the discrepancy.

The Planning Commission recommended that the extension of 3<sup>rd</sup> Street be Option D for a Collector Street. However, since the Planning Commission's determination on this matter on November 12, 2025, the applicant has submitted new testimony debating that a better path forward for 3<sup>rd</sup> Avenue is Option B.

There is no debating that the City has the authority to impose conditions of approval for upgrading transportation facilities as is cited in Chapter 5-3.1.020(E), however, Staff and applicant require City Council direction and determination on the matter of whether 3<sup>rd</sup> Avenue should reflect Option B or Option D. Depending on City Council's selection, this will modify revised Condition of Approval #1. The Planning Commission has already recommended that frontage improvements (of whichever Option) be deferred.

A signed and recorded waiver of remonstrance may be triggered at any time by the City when a Local Improvement District (LID) is formed. A waiver of remonstrance does not prohibit a property owner from testifying in favor or opposition to the formation of a LID, but they do waive their right to object to the formation of a LID. Revised Condition of Approval #4 is written reflecting City Council's selection of Option B. This may change upon City Council action during the hearing and shall be updated accordingly.

**Revised (12.3.25) Condition of Approval #4:** Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street—whichever occurs first—the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd Avenue to address pedestrian safety and circulation. The City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications as referenced in Table 5-3.4.010.F (Option B for a Collector Street).

The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, gutter, and bike-lane striping for the full ~535-foot frontage shall be required as a condition of approval.

## **Chapter 5-3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;**

### **5-3.2.020 Landscape Conservation.**

***E. Construction; Erosion and Sediment Control.*** *An erosion and sediment control plan is required for all new construction. All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around significant vegetation areas, streams and other water bodies to prevent erosion, pollution, or landslide hazards.*

**Staff Response and Recommended Finding:** An erosion and control plan will be reviewed as part of the construction level review of the plans. Condition of Approval #5 is proposed for deletion. Applicants are hereby made aware an erosion and control plan shall accompany the final construction plans. Applicants are hereby made aware that providing a copy of their 1200-C or 1200-CA erosion control permit to the City will be required during construction plan review.

~~**Condition of Approval #5:** A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.~~

### **5-3.2.030 Landscaping And Screening**

***A. Applicability.*** *This Section shall apply to all new developments requiring Site Design Review. The landscape standards may be modified in accordance with the Adjustment procedure in Section 5-4.2.060.B. The Planning Official may approve an adjustment to any standard in this section by up to 20%; the Planning Commission reviews larger adjustments.*

- B. **Landscaping Plan Required.** A landscape plan is required. All landscape plans shall conform to the requirements in subsection 5-4.2.050B.5 (Landscape Plans).*
- C. **Landscape Area Standards.** The minimum percentage of site area required to be in landscaping varies by zone. See the development standards in Article 5-2.*
- D. **Landscape Materials.** Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected canopy cover of all plants upon maturity, i.e., typically three (3) or more years after planting.*

**Staff Response and Recommended Finding:** Planning Commission accepted the proposed landscaping plan as is during the November 12, 2025, deliberations. This matter is resolved unless City Council rejects the Planning Commission's recommendation.

~~**Condition of Approval #6:** Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.~~

### **5-3.2.50 Fences And Walls**

- A. General Requirements.** *All fences and walls placed within a required setback yard shall comply with the standards of this Section.*
- 1. The City may require installation of walls and/or fences as a condition of land use or development approval. (See also, Section 5-3.2.030 for screening requirements.)*
  - 2. Except as provided under subsection 5-3.2.050(B), below, fences and walls placed within a required setback yard shall not exceed the following height above grade, where grade is measured from the base of the subject fence or wall:*
    - a. Within front and street-facing yard setbacks, four (4) feet*
    - b. Within side and rear yard setbacks, six (6) feet*

**Staff Response and Recommended Finding:** Regarding the requirement for fencing around proposed Swale “A,” the City cites Chapter 5-3.2.050 as the regulatory authority for imposing a condition to ensure public safety, particularly that of small children who may enter the swale area. In addition, staff reference the Oregon Department of Transportation Hydraulics Manual (April 2014), *Safety Features for Treatment and Detention Facilities*, which recommends fencing for detention or treatment areas where specific safety risks exist—such as proximity to residential areas, schools, or playgrounds—and where side slopes are steeper than 1V:3H or water depths exceed three feet for more than 24 hours.

The applicant explains that Swale “A” is preliminary and that the final stormwater design, including the ultimate depth, is not yet determined. The three-foot depth currently shown on the plans is an estimate. The applicant also references several examples of unfenced infiltration areas in and around John Day, such as those at CCS, the Bank of Eastern Oregon, the Dollar General, and the John Day Fire Hall, and notes that fencing could interfere with snow-removal operations.

Staff acknowledge these examples but note that those facilities are not located in areas where small children are typically present. In contrast, the proposed RV Park expansion is within a residential neighborhood and adjacent to the County Fairgrounds—locations where young children are expected to be present. Accordingly, staff maintain that fencing around Swale “A” is appropriate and consistent with both City code and state safety guidance.

The Planning Commission discussed this matter and recommended requiring fencing only if the final stormwater design results in a depth greater than three feet. If the final design indicates a depth of three feet or less, fencing would not be required.



**Table 5-3.3.030F – Parking Area Layout**

Table 5-3.3.030F - Parking Area Layout									
Standard Space  (See Figure 53.3.030F(3) for ADA space requirements)	PARKING ANGLE <°	CURB LENGTH	STALL DEPTH		AISLE WIDTH		BAY WIDTH		STRIPE LENGTH
			SINGLE D1	DOUBLE D2	ONE WAY A1	TWO WAY A2	ONE WAY B1	TWO WAY B2	
	90°	8'-6"	18'	36'	23'	23'	59'	59'	18'
	60°	10'	20'	40'	17'	18'	57'	58'	23'
	45°	12'	18'-6"	37'	13'	18'	50'	55'	26'-6"
	30°	17'	16'-6"	33'	12'	18'	45'	51'	32'-8"
	0°	22'	8'-6"	17'	12'	18'	29'	35'	8'-6"

**Staff Response and Recommended Finding:** Judging by the parking detail seen on Sheet 3, the curb length is short 6". The plan shows curb length at 8'. Applicant advised to revise and resubmit with building permit application plans for review and approval by the City Manager or their designee. The open record period submittals do not appear to address Condition of Approval #7, so it stays as is. Staff note, this should be an easy fix for the applicant to make on their plans and can be reviewed as part of construction review.

**Condition of Approval #7:** Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.

**Chapter 5-3.4 - Public Facilities****5-3.4.10 Transportation Standards**

***A. Development Standards and Criteria.*** Projects shall be required to meet the current standards in effect at the time an application is filed.

1. ***Adequate Public Facilities.*** No development shall be approved unless adequate transportation facilities are available or improvements will be constructed and operational, as required by this Code, the John Day Transportation System Plan and the John Day Local Street Network Plan. If existing improvements leading to or serving the site are inadequate to handle anticipated loads, improvements are to be constructed and operational prior to the issuance of building permits or in conjunction with construction of the approved lots or parcels pursuant to financial assurance for the improvements or a written agreement with the City prior to final plat approval. Development resulting in increased traffic on a state highway shall meet the traffic operations standards per the current Oregon Highway Plan.

3. ***Street Improvements.*** Streets within and adjacent to a development shall be improved in accordance with the City of John Day Transportation System Plan and the provisions of this Chapter. Development of new streets, including sidewalks, curbs, gutters, bicycle lanes, vehicle travel lanes, traffic control devices, and park strips, and additional right-of-way or street width or improvements planned as a portion of an existing street, shall be improved in

*accordance with this Chapter; and all public streets shall be dedicated to the applicable road authority upon the Public Works Director's acceptance of said improvements;*

**Staff Response and Recommended Finding:** The findings here will be influenced on the final outcome of City Council's decision with respect to Condition of Approval #1 and #4. Staff will update this finding following City Council resolution on this matter.

**4. Access Improvements.** *All new streets, and driveways connecting to streets, shall be paved; driveways and driveway aprons shall be improved as required under Section 5-3.4.030 and subject to approval by the Public Works Director.*

**Staff Response and Recommended Finding:** The proposal does not involve the creation of new streets. However, the proposal does include a new driveway connection to 3<sup>rd</sup> Street and driveway apron. The access improvements can be reviewed as part of the right-of-way permit review. If the Planning Commission requires construction of frontage improvements concurrent with site development, Staff would recommend a condition of approval requiring the frontage improvements to be duly inspected before acceptance by the Public Works Director. If during the hearing Planning Commission does require construction of the frontage improvements, Staff will craft a condition of approval to that effect. For now, Condition of Approval #8 is proposed for deletion.

~~**Condition of Approval #8:** New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.~~

**B. Guarantee.** The City may accept a future improvement guarantee (e.g., cash, bond, and/or owner agreement not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:

1. *A partial improvement would create a potential safety hazard to motorists or pedestrians;*
2. *Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the standard improvement associated with the project under review would not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;*
3. *The improvement would be in conflict with an adopted capital improvement plan; or*
4. *The improvement is associated with an approved land partition and the proposed land partition does not create any new streets or result in increased transportation demand.*

**Staff Response and Recommended Finding:** Chapter 5-3.2.020(B) allows the City to accept a future improvement guarantee—such as cash, a bond, or an agreement not to object to the formation of a Local Improvement District (LID), in lieu of constructing required street improvements when certain conditions are met. A LID is a financing mechanism through which benefited property owners share in the cost of public improvements, such as street or sidewalk construction, through a special assessment. Property owners who sign a Waiver of Remonstrance agree not to oppose the formation of an LID in the future if such improvements are initiated by the City.

This standard permit acceptance of a future improvement guarantee when the required conditions are found to be present. These conditions are listed above in the criteria. Staff reasonably believes that conditions (1) and (2) can be found to exist on the site: (1) construction of a partial improvement would



create a potential safety hazard to motorists or pedestrians; and (2) due to the developed condition of adjacent properties, it is unlikely that street improvements will be extended in the foreseeable future, and the improvements associated with the proposed development would not, by themselves, provide increased street safety, capacity, or pedestrian circulation.

In their written narrative, the applicant explains that constructing sidewalk improvements concurrent with development would result in a disjointed pedestrian network because adjacent properties to the north and south lack sidewalks. As such, constructing sidewalks at this time would not improve pedestrian circulation or safety and could create inconsistent or isolated infrastructure. The applicant does not object to providing a future improvement guarantee in the form of a Waiver of Remonstrance.

Based on discussions with the applicant and review of the applicable criteria, Staff finds that conditions #1 and #2 above are satisfied. Planning Commission recommended deferred improvements. City Council may modify this decision, but staff support a deferment of frontage improvements, only with agreement for the applicant to supply a future improvement guarantee. Staff recognize the final outcome on this matter may result in modification to conditions of approval and shall be updated accordingly.

***K. Sidewalks, Planter Strips, Bicycle Lanes.*** Development shall be required to extend and improve sidewalks, planter strips, and bicycle lanes, as applicable, in conformance with the standards in Table 5-3.4.010, and pursuant to the City of John Day Transportation System Plan, John Day Local Street Network Plan, and/or the requirements of any other applicable roadway authority. The decision body may approve deferral of such improvements only as provided by Chapter 5-4.2 Site Design Review or Chapter 5-4.3 Land Divisions, as applicable. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

**Staff Response and Recommended Finding:** Subsection (K) is another provision that requires development to provide sidewalks, planter strips, and bike lanes, as necessary. In this application, the City is requiring that the extension of 3rd Street, when frontage improvements are triggered, conform to the Collector Street standards, **Option D OR B**, as identified in Table 5-3.4.010F. This finding will need to be updated to reflect City Council's decision.

Street Type	Right-of-Way Width	Curb-to-Curb Paved Width	Within Curb-to-Curb Area				Curb	Planting Strip	Sidewalks
			Motor Vehicle Travel Lanes	Center Turn Lane	Bike Lanes	On-Street Parking			
<b>Local Residential</b>									
Option A	38'-40'	28'	10'/10'	None	None	8' (one side)	Yes	None	4'-6'
Option B	40'-42'	36'	10'/10'	None	None	8'/8'	Yes	None	4'-6' (one side)
Option C	38'-40'	28'	10'/10'	None	None	8' (one side)	Yes	None	4'-6' (one side)
Option D	50'	36'	10'/10'	None	None	8'/8'	Yes	None	4'-6'
Option E	60'	36'	10'/10'	None	None	8'/8'	Yes	(optional) 2'-6'/2'-6'	4'-6'
<b>Alley</b>									
A-1	16'-20'	16'-20'	8'-10'/8'-10'	None	None	None	No	None	None
<b>Collector</b>									
Option A	44'-56'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'/2'-6'	6'/6'
Option B	40'-44'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'	6'(one side)
Option C	54'	42'	12'/12'	None	5'/5'	8' one side	Yes	None	6'/6'
Option D	62'-74'	50'	12'/12'	None	5'/5'	8'/8'	Yes	(optional) 2'-6'/2'-6'	6'/6'

Figure 6. Street standards.

### 5-3.4.30 **Sanitary Sewer And Water Service Improvements**

- A. Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and applicable engineering requirements. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the Public Works Director when alternate alignment(s) are provided.
- B. Sewer and Water Plan Approval.** Development permits for sewer and water improvements shall not be issued until the Public Works Director has approved all sanitary sewer and water plans in conformance with City standards.
- C. Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.
- D. Inadequate Facilities.** Development permits may be restricted or rationed by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems. The City may require water booster pumps or sanitary sewer lift stations be installed with backup power.
- E. Water Pressure.** Above a certain elevation, where the City has limited ability to serve new development, a developer may be required to install a water storage reservoir and related infrastructure for required water flow pressure, consistent with adopted City master plans.

**Staff Response and Recommended Finding:** The applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans may be reviewed in detail during the construction review and permitting phase of the project at time of building permit plans submittal.

**Revised Condition of Approval #9:** Prior to issuance of building permits, the applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans shall be reviewed in detail during the construction review process.

~~**Condition of Approval #9:** Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.~~

#### **5-3.4.040 Storm Drainage Improvements**

1. **General Provisions.** A development permit may be granted only when adequate provisions for storm water and flood water runoff have been assured (i.e., through plans and assurances approved by the City). See also, Section 5-3.4.090.
2. **Accommodation of Upstream Drainage.** Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the Public Works Director.
3. **Effect on Downstream Drainage.** The rate of stormwater runoff leaving a development site during and after development (post-development) shall not exceed the rate of stormwater runoff leaving the site before development (pre-development).
4. **Storm Drainage Analysis and Mitigation Required.** The Public Works Director may require an applicant for development to provide a storm drainage analysis prepared by a qualified professional engineer registered in the State of Oregon to examine pre- and post-development stormwater runoff conditions and any required mitigation consistent with the City of John Day Stormwater Master Plan. Such analysis, at a minimum, shall quantify pre- and post-development runoff volumes and rates and propose mitigation based on stormwater management best practices, as specified by the Public Works Director. Such mitigation shall ensure that post-development runoff rates do not exceed pre-development rates and necessary facilities are provided to protect public health, safety, and welfare. If upon reviewing the applicant's storm drainage analysis, the Public Works Director determines that the stormwater runoff resulting from the development will overload any existing and/or proposed drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential adverse impacts.
5. **Over-Sizing.** The City may require as a condition of development approval that any public storm drainage system serving new development be sized to accommodate future development upstream, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.
6. **Existing Watercourse.** Where a watercourse, drainage way, channel, or stream traverses a proposed development there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety. See also, Chapter 5-2.9 Flood Plain Overlay Zone.

**Staff Response and Recommended Finding:** The applicant is proposing a series of infiltration swales to manage stormwater. The plans submitted indicate stormwater detention is proposed to manage runoff on site. Prior to issuance of building permits, the applicant shall receive approval of final storm drainage system design. Final review shall occur during the construction review process.

**Condition of Approval #10:** Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.

### **5-3.4.050 Utilities**

#### **1. Underground Utilities.**

1. **Generally.** All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above. The City may require screening and buffering of above ground facilities to protect the public health, safety or welfare through Site Development Review.

**Staff Response and Recommended Finding:** Unless City Council rejects the Planning Commission's recommendation on this matter, the applicant has received an exception to NOT place utilities underground and instead follow their proposal as is outlined at the outset of this staff report. This matter has been resolved.

~~**Condition of Approval #11:** Final utility plans shall be reviewed and approved by the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.~~

### **5-3.4.060 Easements**

1. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the Public Works Director.
2. **Recordation.** As determined by the Public Works Director, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 5-4.2, Site Design Review, and Chapter 5-4.3, Land Divisions.

**Staff Response and Recommended Finding:** The Planning Commission recommended Dyer Partnership be the duly appointed designee of the Public Works Director. Furthermore, as evidenced by the applicant's December 2, 2025 submittal, the applicant does not object to providing a 20' sewer easement as was requested by the City at the November 12, 2025 deliberations. This matter is resolved.

~~**Condition of Approval #12:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the~~

~~City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.~~

#### **5-3.4.070 Construction Plan Approval**

1. **Plan Approval and Permit.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.
2. **Performance Guarantee.** The City may require the developer or subdivider to provide bonding or other performance guarantees, to the City's satisfaction, to ensure completion of required public improvements pursuant to Section 5-3.4.090.

**Staff Response and Recommended Finding:** Construction plan review and approval will commence upon application following site design review and approval.

#### **Installation**

- A. **Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.

**Staff Response and Recommended Finding:** Improvements installed by the developer either as a requirement of these regulations or at their own option, shall conform to approved construction plans.

- B. **Adopted Installation Standards.** The City of John Day may adopt design standards, criteria and specifications for public improvements as well as private utility installation within the public right-of-way; until such standards are adopted, project designs shall conform to the recommendations of the Public Works Director.

**Staff Response and Recommended Finding:** While there are no public improvements involved in this development if the frontage improvements are deferred, private installation of utilities within public ROW shall conform to adopted design standards and specifications.

- C. **Commencement.** Work in a public right-of-way shall not begin until all applicable agency permits have been approved and issued.

**Staff Response and Recommended Finding:** Refer to Condition of Approval #3 stating a right-of-way permit is required. A DEQ 1200C NPDES permit will be required because the project involves greater than an acre of land.

- D. **Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.



- E. *City Inspection.*** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 5-4.6, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
- F. *Engineer's Certification and As-Built Plans.*** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 set(s) of "as-built" plans, in conformance with the Public Works Director's specifications, for permanent filing with the City. The Public Works Director may require the developer or subdivider to provide a warranty bond or other assurance pursuant to Section 5-3.4.090.

**Staff Response and Recommended Finding:** Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

**Revised Condition of Approval #13:** Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

**Condition of Approval #13:** ~~An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.~~

#### **5-3.4.90 Performance Guarantee And Warranty Bond**

- A. *Performance Guarantee Required.*** The City at its discretion may approve a final plat or building permit when it determines that at least 75 percent of the public improvements required for the land division or phase thereof are complete and the applicant has an acceptable assurance for the balance of said improvements. The applicant shall provide a bond issued by a surety authorized to do business in the State of Oregon, irrevocable letter of credit from a surety or financial institution acceptable to the City, cash, or other form of security acceptable to the City.
- B. *Determination of Sum.*** The assurance of performance shall be for a sum determined by the City as required to cover the cost of the improvements and repairs, including related engineering and incidental expenses, plus reasonable inflationary costs (110% of estimated improvement costs, as prepared by a qualified civil engineer).
- C. *Itemized Improvement Estimate.*** The developer shall furnish to the City an itemized improvement estimate, certified by a registered civil engineer, to assist the City in calculating the amount of the performance assurance.
- D. *Agreement.*** A written agreement between the City and developer shall be recorded with the final plat. The agreement shall not be valid until it is signed and dated by both the applicant and City Planning Official. The agreement shall contain, at a minimum, all of the following:
- a. The period within which all required improvements and repairs shall be completed;



- b. A provision that if work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the applicant;
- c. The improvement fees and deposits that are required;
- d. (Optional) A provision for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.

**Staff Response and Recommended Finding:** If there are no frontage improvements then there will be no need for a performance guarantee or warranty bond.

~~**Informational Item #1:** Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.~~

**G. Warranty Bond.** A warranty bond good for two (2) years is required on all public improvements and landscaping when installed in the public right-of-way. The warranty bond shall equal fifteen percent (15%) of the total cost of improvements and begin upon acceptance of said improvements by the City.

**Staff Response and Recommended Finding:** If there are no frontage improvements then there will be no need for a performance guarantee or warranty bond.

~~**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.~~

~~**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.~~

## 7. STAFF RECOMMENDATION.

Staff recommend that the City Council approve and accept the Planning Commission's recommendations on all matters addressed at the outset of the staff report. Two remaining items require City Council action in order to finalize these findings and issue a decision and final order:

1. **Responsibility for correcting the ROW discrepancy** and formally recording the documents establishing the extension of 3rd Avenue as City right-of-way; and
2. **Determination of the appropriate Collector Street option** for the extension of 3rd Avenue. The two options are Option B (the applicant's proposal) or Option D (the Planning Commission's recommendation).

Staff are fully supportive of Option B; however, staff strongly encourage adoption of **Option B with the Trail Route** so that pedestrian access and circulation are permanently preserved on the north side of 3rd Avenue, and the existing trail system is secured within an access easement granted by the Grant County Fairgrounds to the City of John Day.

Furthermore, the zone change requires adoption of an ordinance formally amending the John Day Zoning Map. Staff propose that the ordinance approving the applicant's requested zone change clearly state that the City of John Day does not currently have the cartographic capability to prepare

and issue an updated zoning map, but is in the process of obtaining such capability. The *WHEREAS* statements in the ordinance should reflect this limitation.

As a temporary measure, staff recommend that the ordinance proceed with *WHEREAS* clauses explaining that a new zoning map will be adopted once the City has the means to produce one. For purposes of implementing the RV Park zone change, the functional zoning map will be the applicant-provided map illustrating the revised designations for the property.

Once the updated zoning map is officially drafted, it will be brought back to the City Council for adoption and will incorporate this and any previous zone changes not reflected on the current map.

## 8. CONDITIONS OF APPROVAL.

**Revised Condition of Approval #1:** Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 40 62'-feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A 40 62'-ROW corresponds with Option B D for a Collector Street as adopted in Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards. Condition of Approval #1 is tied to Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements. With the choice of Option B for the ROW for 3rd Street comes the need to obtain a formal trail easement to comply with the Local Street Network Plan for pedestrian travel on the north side of 3rd Street. To that end, as a condition development, Grant County Fairgrounds shall provide the City of John Day an access easement covering the existing trail network that generally begins near the southwestern corner of Map and Tax Lot 13S-31E-23-01300 and continues northward through said parcel to the northwestern corners and terminates at two points on Bridge Street, as outlined in graphical form in Figure 4.2, Existing trails and open spaces, of the John Day Innovation Gateway Plan. See Figure 4.2 included in this revised Condition of Approval #1 on December 3, 2025. Terms of access easement can be iterated on between Grant County Fairgrounds and John Day City Council, but shall be executed and recorded prior to the same terms as listed at the outset of this condition.

**Condition of Approval #2:** ~~As a condition of approval, the City will require the applicant to verify the exact boundaries of the easement, confirm the as-built location of all associated storm pipes, and, if necessary, record an updated easement to accurately reflect the as-built conditions. City will not sign-off on the building permit application form until Condition of Approval #2 is completed to the City's satisfaction.~~

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

**Revised (12.3.25) Condition of Approval #4:** Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street—whichever occurs first—the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd Avenue to address pedestrian safety and circulation. The City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications as referenced in Table 5-3.4.010.F (Option B for a Collector Street).

The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, gutter, and bike-lane striping for the full ~535-foot frontage shall be required as a condition of approval.

**Condition of Approval #4:** ~~To address pedestrian safety and circulation, the City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, and gutter along this ~535-foot frontage shall be a condition of approval.~~

**Condition of Approval #5:** ~~A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.~~

**Condition of Approval #6:** ~~Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.~~

**Condition of Approval #7:** ~~Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.~~

**Condition of Approval #8:** ~~New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.~~

**Condition of Approval #9:** ~~Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.~~

**Condition of Approval #10:** ~~Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.~~

**Condition of Approval #11:** ~~Final utility plans shall be reviewed and approved by the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.~~

**Condition of Approval #12:** ~~All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.~~

**Revised Condition of Approval #13:** Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

~~**Condition of Approval #13:** An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.~~

~~**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.~~

~~**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.~~

~~**Condition of Approval #16:** Staff recommend Planning Commission require a fence around Swale "A" for public safety and because of the depth of water being approximately 3'.~~

~~**Informational Item #1:** Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.~~

**Informational Item #1:** Please be aware of the two additional comments contained in the City Engineer's memorandum. These two comments are presented in order to ensure a smooth and expedient review of your project.

**Informational Item #2:** The applicant has been aware that a floodplain development permit is required before construction can commence. Staff re-informed the applicant of this need via email on October 23. Staff suggested the applicant and their design team begin working on the required Habitat Mitigation Assessment that must accompany floodplain development permits as a result of FEMA's imposition of the Pre-Implementation Compliance Measures to address No Net Loss of habitat.

## **7. NEW ATTACHMENTS to THIS STAFF REPORT.**

- A – PC Packet for October 22<sup>nd</sup> Hearing**
- B – PC Packet for November 12<sup>th</sup> Deliberations**
- C – PC Meeting Minutes**
- D – Applicant Submittal, December 2, 2025**



**STAFF REPORT**  
**Zone Change and Site Design Review**  
**Grant County Fairgrounds Expansion**  
**PAPA 25-01**

**Date Submitted:** October 15, 2025  
**Agenda Date Requested:** October 22, 2025  
**To:** John Day Planning Commission  
**From:** Henry Hearley, Associate  
Planner, Lane Council of  
Governments  
**Subject:** Staff report for PAPA 25-01  
**Location:** Tax Lot 01300 on Map 13S-31E-23  
**Published Notice:** October 1 & October 8, 2025

**Type of Action Requested**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Resolution</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Ordinance</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Formal Action (recommendation)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Report Only</b>

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**1. BACKGROUND.**

**Applicant:** Mindy Winegar, Grant County Fairgrounds Manager  
**Request:** To change the zoning of a portion of the property to increase the amount of property zoned Park Reserve and reduce the amount zoned Residential Limited. And Site Design Review to expand the Grant County RV Park by adding 25 new short-term RV spaces on the subject property. The two applications are being processed concurrently and because the application involves a zone change, the application type has been elevated to Type IV review by the Planning Commission and City Council.

## **Remaining Issues to be Addressed Prior to City Council Approval.**

### **Issue #1 Right-of-Way Discrepancy**

The applicant has provided a title report, as requested by the City, to assist in reviewing the right-of-way (ROW) issues. Upon review, City staff identified that the existing 1996 ROW legal description contains an incorrect bearing, which has caused previously noted discrepancies and must be corrected. It also appears that the 1996 ROW description remains in effect.

Related to the ROW issue, the applicant is requesting to vacate the southern 30 feet of ROW along 3rd Street. If approved, the ROW vacation shall be recorded **after** the corrected ROW description so that the updated legal description takes precedence. If approved, the vacation of the southern 30' of ROW along 3rd Street can occur via a recording of the new legal description.

Staff recommend that the City Council grant **conditional approval** of the Site Design Review if the applicant demonstrates documented progress toward resolving Issue #1. However, the City will not sign the building permit application until this issue is fully corrected to the City's satisfaction.

**Condition of Approval #1:** City will not sign off the building permit application form until the right-of-way is discrepancy is resolved to the City's satisfaction. Applicant may receive City Council final approval of the application prior to meeting Condition of Approval #1.

### **Issue #2 Storm Drainage Easement**

Staff's review of the title report also identified a recorded storm drainage easement (1995, Instrument No. 950789), which appears to generally correspond with the storm pipe located on the west side of the subject property as described by City staff. However, it appears the easement may not extend to the end of the storm pipe at the street. The legal description also references a northeasterly extension toward the river from the northwestern corner of the property, though the City is uncertain whether any existing pipe is located there.

As a condition of approval, the City will require the applicant to verify the exact boundaries of the easement, confirm the as-built location of all associated storm pipes, and, if necessary, record an updated easement to accurately reflect the as-built conditions.

**Condition of Approval #2:** As a condition of approval, the City will require the applicant to verify the exact boundaries of the easement, confirm the as-built location of all associated storm pipes, and, if necessary, record an updated easement to accurately reflect the as-built conditions. City will not sign off on the building permit application form until Condition of Approval #2 is completed to the City's satisfaction.



**Planning Commission Discretionary Items.** Through staff's review and the writing of this staff report, Staff have noted a couple standards that require the Planning Commission's review and consideration to determine whether the standard is met, does not apply or can be waived or modified, at the Planning Commission discretion.

**Item #1:** Should a 6' tall fence be allowed around the entirety of the site? An exception may be granted if it does not pose hazard to public health or safety and is compatible with existing structures in the vicinity.

**Item #2:** Is the applicant's off-street parking plan to provide three off-street parking spaces, with one space being ADA acceptable?

**Item #3:** This item is twofold:

1. Determine which use category an RV Park falls under for purposes of applying off-street parking and bicycle parking standards; and
2. If applicable, determine the required number of bicycle parking spaces consistent with the standards in Table 5-3.3.030A.

**Public Process:**

Notice of the public hearing was duly published in the newspaper on 10/1/25 and 10/8/25 . In addition, Grant County Fairgrounds held the required neighborhood meeting on 3/17/25.

**Subject Property:**

Figure 1. Subject property.

**2. PROPOSAL.** As introduced above, the applicant is seeking to reduce the amount of land zoned Residential Limited and increase the amount of land zoned Parks Reserve. A zoning designation of Parks Reserve better fits the Fairgrounds needs, and the property is owned and operate by the Fairgrounds. A zoning designation of Parks Reserve will permit for the development of a RV park. The amount of land zoned Residential Limited will be reduced and will primarily be along the southwestern proportion of the property where there are existing homes. See Figure 2 below for the applicant's proposal for the rezoning of the property and by how much for each zone. The second part of the proposal is for site design review. Site design review will look at the development of 25 new RV spaces for short-term use and act as an extension to the Fairground's current RV park. Site improvements include power, water, and sanitary sewer to each new RV pad, and a common bathroom and laundry facility for guests



use. Frontage improvements along the property's frontage along the extension of 3<sup>rd</sup> Street will be triggered and imposed by the City in the form of sidewalk, curb, and gutter. The amount of frontage improvements to be imposed will be the length of the actual development site – not the entirety of the frontage all the way from 3<sup>rd</sup> Street, up the hill to where 3<sup>rd</sup> Street meets Highway 26, which is approximately 535'. This will be discussed further in this staff report. The property also lies in the regulated floodplain, so the floodplain development code will be triggered by this development, and the development must comply with floodplain development regulations. Review of the floodplain development application will occur post land use review and approval.

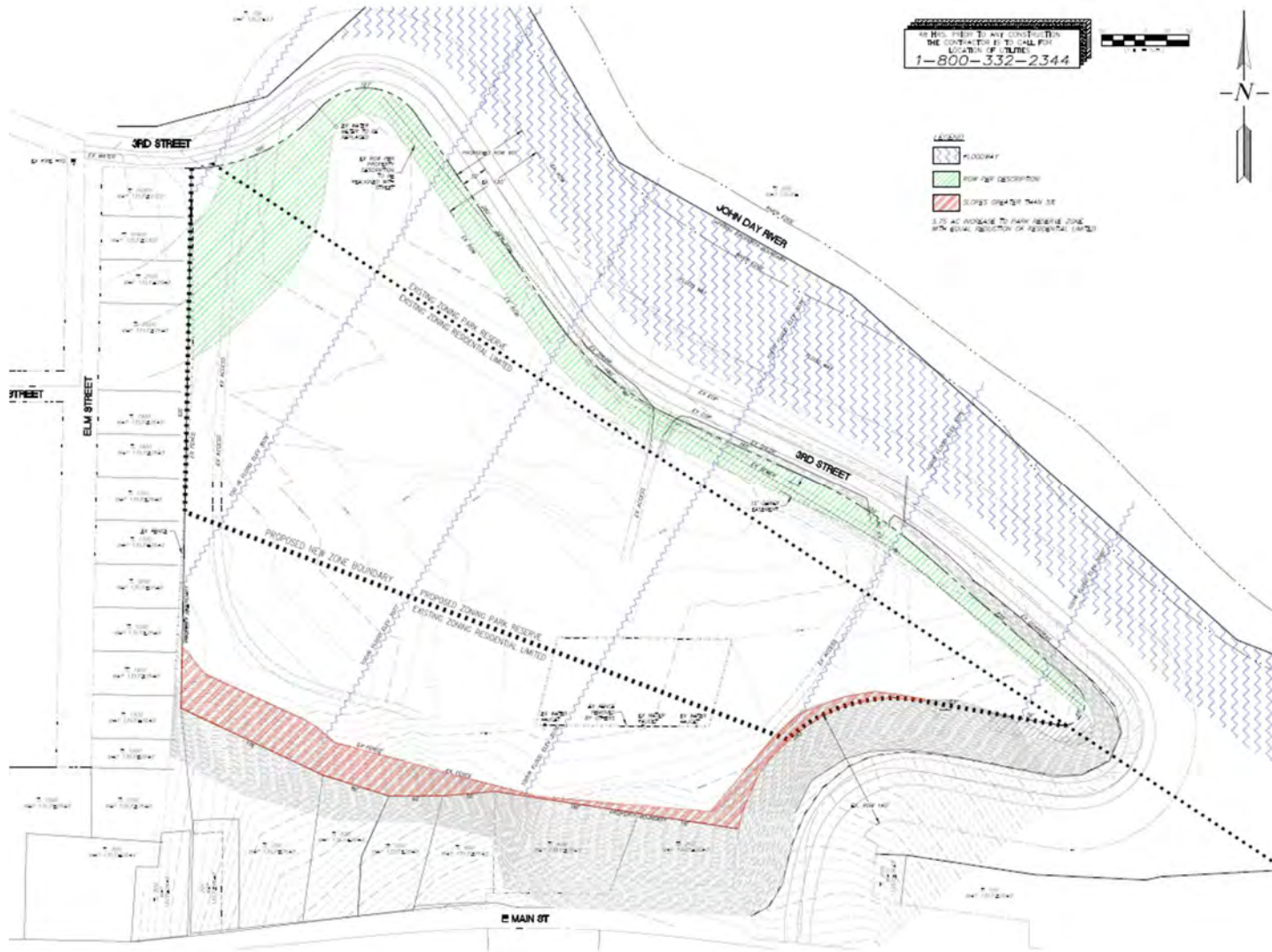


Figure 2. Zone change proposal.

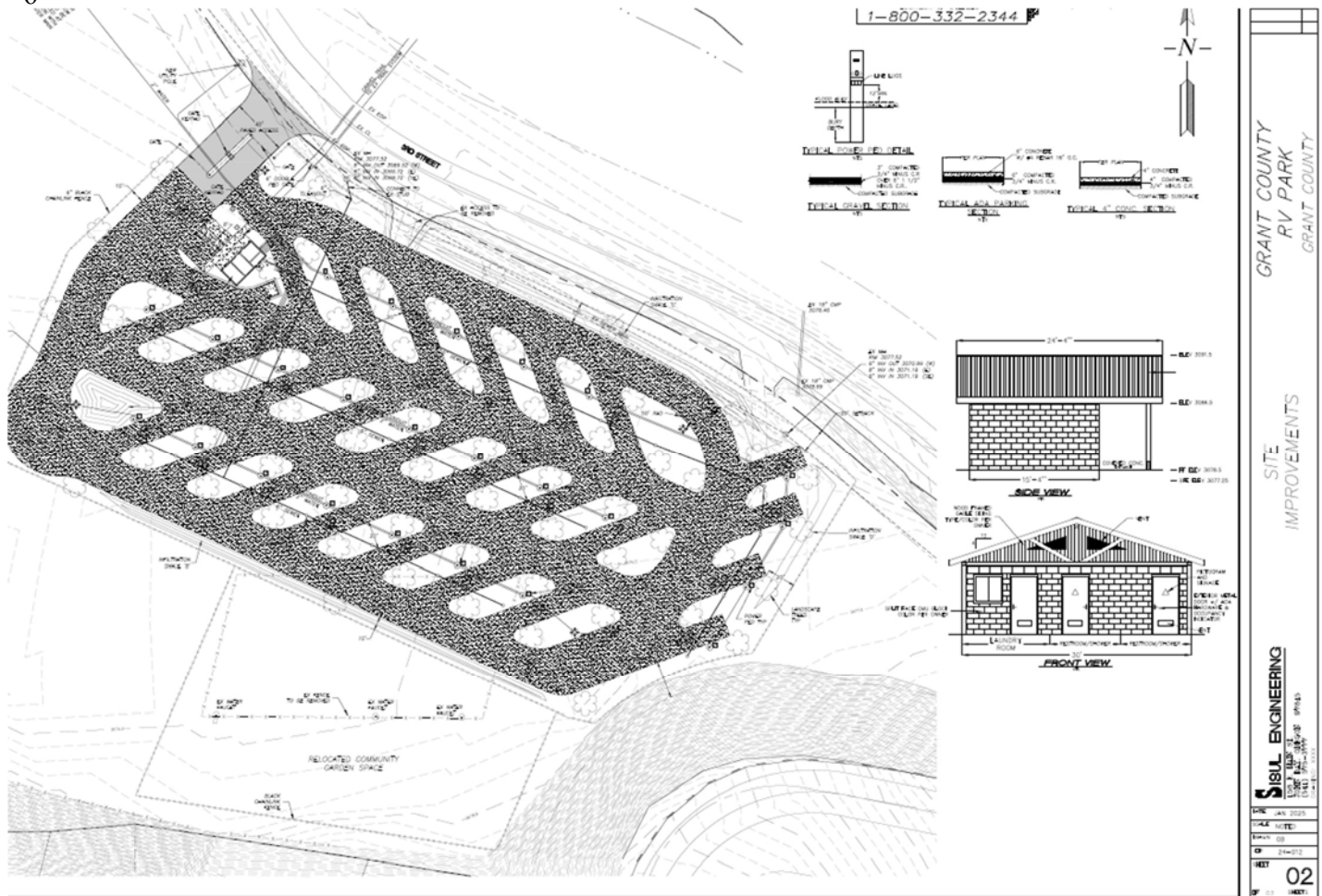


Figure 3. Site development proposal.

**3. REVIEW OF ZONE CHANGE CRITERIA.** The criteria for a zone change are contained in John Day Development Chapter 5-4.7, Land Use District Map and Text Amendments. The criteria for a zone change are as follows:

**B. Criteria for Quasi-Judicial Amendments.** A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:

1. Approval of the request is consistent with the Statewide Planning Goals;

**Staff Response:** Approval of the request is consistent with the Oregon Statewide Planning Goals. The proposal seeks to rezone County-owned property to decrease the area zoned Residential Limited and increase the area zoned Parks Reserve to support the development of a public RV park. The rezone and proposed use align with the applicable Statewide Planning Goals as follows:

Approval of the request is consistent with the Oregon Statewide Planning Goals. The proposal seeks to rezone County-owned property to decrease the area zoned Residential Limited and increase the area zoned Parks Reserve to support the development of a public RV park

adjacent to the Grant County Fairgrounds. The rezone and proposed use align with the following applicable Statewide Planning Goals:

- **Goal 1 – Citizen Involvement:** The City provides notice and opportunities for public comment consistent with its acknowledged citizen involvement program. Review of this request includes mailed and published notice, a public hearing before the Planning Commission, and the opportunity for written and oral testimony.
- **Goal 2 – Land Use Planning:** The amendment is supported by an adequate factual base and is consistent with the City’s Comprehensive Plan. The rezone maintains internal consistency between the zoning map and the Comprehensive Plan’s Parks and Open Space designations and implements the City’s policy direction to expand recreational opportunities and tourism-based economic development.
- **Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources:** The proposed RV park enhances public access and recreational opportunities near the John Day River and Fairgrounds area while maintaining floodplain functionality and avoiding adverse impacts to significant natural features.
- **Goal 8 – Recreational Needs:** The project directly supports Goal 8 by increasing and diversifying recreation and tourism amenities. The Parks Reserve designation allows the development of an RV park that will serve visitors attending events at the Fairgrounds and other community venues, supporting local tourism and outdoor recreation consistent with the City’s long-term recreation strategy.
- **Goal 9 – Economic Development:** The proposal supports Goal 9 by promoting visitor-serving uses that contribute to the local economy, expand tourism infrastructure, and strengthen John Day’s position as a regional recreation hub. The RV park will generate sustained economic benefits through visitor spending and extended stays.
- **Goal 10 – Housing:** Goal 10 requires cities to maintain an adequate supply of residential land to meet future housing needs. The *John Day Housing and Community Development Analysis (Econorthwest, 2019)* concludes that the City has sufficient residential land within the Urban Growth Boundary to accommodate projected housing needs through the 2040 planning horizon. The proposed rezone affects County-owned land adjacent to the Fairgrounds that is not currently developed or likely to develop for housing due to its location and ownership. No existing housing units are displaced, and the City retains a surplus of residentially zoned land. The rezone therefore does not diminish residential capacity and remains consistent with Goal 10.
- **Goal 11 – Public Facilities and Services:** The proposed RV park will utilize existing City utilities and transportation facilities, consistent with the goal of providing orderly and efficient service delivery within the Urban Growth Boundary.
- **Goal 12 – Transportation:** The rezone will not significantly affect the City’s transportation system. The site is located on a local street network with direct access to U.S. Highway 26, consistent with the City’s Transportation System Plan. See Staff Response under criterion specific to Transportation Planning Rule (TPR).
- **Goal 14 – Urbanization:** The rezone promotes efficient urban land use within the existing Urban Growth Boundary by converting underutilized public land to a recreational and economic use that supports community needs. The change does not require expansion of the UGB and aligns with Goal 14’s emphasis on compact and efficient urban development.



**Conclusion:** The proposed rezone to Parks Reserve is consistent with the applicable Oregon Statewide Planning Goals by promoting recreational and economic development opportunities, efficiently using existing infrastructure, maintaining adequate housing capacity, and providing orderly growth within the City's Urban Growth Boundary.

*2. Approval of the request is consistent with the Comprehensive Plan;*

**Staff Response:** To address criterion #2 to determine whether the request is consistent with the John Day Comprehensive Plan, staff turn to a review and discussion of relevant Comprehensive Plan goals and policies.

**General Goals and Principles (pp. iii)**

- To retain and enhance the character and quality of the John Day Urban Area as growth and development occurs.
- To provide a sound basis for orderly and efficient urbanization by establishing proper relationships between residential, commercial, industrial, public and open land uses, and transportation uses.
- To provide for a close correlation between the provision of urban services and urban development in order to bring about a more orderly and efficient development pattern.
- To encourage and foster economic development in the community and to consider such a vital factor in the long-term overall development of the community.

These goals support a balanced land use pattern and encourage economic development, which aligns with the concept of converting a portion of residential land to a recreational, revenue-generating public use (RV park).

**Economic Development Goals and Policies (pp. 47–49)**

**Goals:**

- Improve existing City infrastructure to adequately meet present and future needs.
- Maintain and create new job opportunities.
- Capitalize on the increasing Visitor and Tourism industry in the coming years.
- Encourage steady managed growth.

**Policies:**

- To diversify, stabilize, and improve the economy of the area.
- To require that development plans are based on the best economic information available and take into account areas suitable for economic development, available resources, and livability.
- To encourage and support industrial development and diversification.
- To expand job opportunities and reduce unemployment, reduce out-migration of youth, and accommodate the growth of the county labor force.



- To cluster commercial uses intended to meet the business needs of the area and highway travelers only in designated areas to prevent undesirable effects of spot zoning.

These goals and policies directly support recreational, and visitor-serving uses such as RV parks, particularly since the project would enhance tourism and economic activity in Grant County.

### **Public Facility and Parks Policies (pp. 39–40)**

#### **Policies:**

- Planning and implementation of public facilities and service programs necessary for the public health, safety, and welfare shall guide and support urban development.
- Public facilities and services provided shall take into consideration capacity of the air, land, and water resources of the urban area.
- Capital improvements programming and budgeting should be utilized to achieve desired types and levels of public facilities and services in the urban area.

These emphasize coordination between new developments and existing infrastructure—relevant to siting an RV park with appropriate utilities and access.

### **Land Use and Urbanization Policies (pp. 80–83)**

- Urban development shall be encouraged in areas where public services can be provided most efficiently and in a manner which will minimize costs related to necessary urban services such as schools, parks, streets, police, garbage disposal, fire protection, libraries, and other facilities and services.
- Undeveloped areas in close proximity to urban services should be developed first as far as possible to facilitate the orderly and economic provision of public facilities.
- Commercial development shall be concentrated in existing and designated areas to strengthen commercial activities.
- It is vitally important that improvements within all developments be at a level commensurate with applicable City specifications, both inside and outside the City Limits.

These support development of recreation or park facilities on land already served or easily serviceable by existing infrastructure, consistent with the proposed Parks Reserve zoning.

**Conclusion:** As discussed above, the proposed rezone to Parks Reserve is consistent with the applicable Comprehensive Plan goals and policies, particularly, Economic Development, Public Facilities and Parks, and Land use and Urbanization.

3. *The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and*

**Staff Response:** The proposed RV site will utilize an extension of NW 3rd Avenue for access. The existing site access will be removed and relocated westward, as shown on the site plan, with a new paved driveway approach. The development will include a 40-foot-wide paved driveway equipped with a gate keypad for guest entry, as well as a separate pedestrian access gate leading to a new crosswalk across 3rd Street. This crosswalk will connect the RV site to the existing gravel trail system adjacent to the John Day River, which is part of the City's pedestrian trail network.

A new utility pole will be installed near the driveway entrance. Utility improvements include a new 2-inch water line and a 6-inch sewer line, which will connect to an existing stub within 3rd Street right-of-way.

Currently, the site frontage along the 3rd Street extension lacks half-street improvements such as sidewalk, curb, and gutter. As a condition of development, the City will require the applicant to construct half-street improvements along the project's 535-foot frontage. This requirement represents the City's standard of rough proportionality for development impacts.

The 3rd Street extension currently includes a 120-foot-wide right-of-way. The applicant is proposing to vacate the southern 30 feet, reducing the total width to 90 feet. According to the City's Transportation System Plan, 3rd Street is classified as a Collector, and a 90-foot right-of-way is considered sufficient for this classification.

Details of the requested vacation need to be worked out yet. Staff and applicant will have a more to report on this matter by the City Council hearing.

A more detailed analysis of transportation impacts and consistency with Statewide Planning Goal 12 and the Transportation Planning Rule (TPR) will be provided in Staff's review.

4. *The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and*

**Staff Response:** The change in this case is the proposed zone change to reduce the portion of land on County property zoned residential and increase the amount of land zoned Parks Reserve, a zoning designation more consistent with a County and government use. There is no evidence on the record to suggest that the change is not in the public interest. The applicant held the required neighborhood meeting and answered any questions or concerns the public had. The Planning Commission and City Council will have to determine if this criterion is met. Typically, when this type of criterion applies, Staff have seen this criterion being met if the application is approved, and conversely, if the Planning Commission or City Council find this criterion is not met, then obviously the change is not in the public interest. Staff will have to defer to the Planning Commission and City Council for their discretion in determining whether the change is in the public interest. The Planning Commission acts as the City's Citizen Involvement Committee (CIC) for precisely these matters.

5. *The amendment conforms to the Transportation Planning Rule provisions under Section 5-4.7.060.*

**Staff Response:** The applicant submitted a Transportation Planning Rule (TPR) Study, prepared by DKS Associates (dated May 2, 2025), to evaluate potential transportation impacts associated with the proposed zone change of approximately 5.75 acres from Residential Limited (RL) to Park Reserve (PR) at the Grant County Fairgrounds site. The study analyzed trip generation under both the existing and proposed zoning designations based on the reasonable worst-case development scenarios.

Under the current RL zoning, development could reasonably yield up to 40 single-family dwelling units, generating approximately 378 average weekday trips, 28 AM peak hour trips, and 38 PM peak hour trips. In contrast, under the proposed PR zoning, the study evaluated an RV park/campground scenario with 25 campsites (as depicted in Figure 1 – Site Plan for the Proposed RV Park), which would generate approximately 68 average weekday trips, 5 AM peak hour trips, and 7 PM peak hour trips. This represents a net decrease of 310 daily trips, 23 AM peak hour trips, and 31 PM peak hour trips.

Because the proposed zoning will substantially reduce vehicle trip generation relative to what is permitted under existing zoning, the amendment will not alter the functional classification or performance of adjacent transportation facilities, nor will it result in levels of traffic inconsistent with the City's Transportation System Plan. The proposed amendment therefore does not have a significant effect under OAR 660-012-0060 and is found to be in compliance with the Transportation Planning Rule (Goal 12).

**TABLE 5: COMPARISON OF TRIP GENERATION**

ZONING SCENARIO	AVERAGE WEEKDAY TRIP GENERATION		
	DAILY	AM PEAK HOUR	PM PEAK HOUR
Current Zoning Trips (Table 2)	378	28	38
Proposed Zoning Trips (Table 4)	68	5	7
NET DIFFERENCE (PROPOSED – CURRENT)	-310	-23	-31

Figure 4. Table 5 from the TPR Study shows a net decrease in vehicle trips.

**Conclusion:** As presented in this staff report, staff find that the criteria for a zone change are met. However, there is one criterion that staff cannot objectively evaluate, as it pertains to whether the proposal is in the best interest of the public. The Planning Commission and City Council must determine whether the proposal serves the public interest. If the Planning Commission and City Council approve the proposal, this criterion can be considered met. Conversely, if the proposal is denied, this criterion may be cited as justification for the denial.

Staff now turn to a review and discussion of the Site Design Review criteria.

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#### 4. REVIEW OF SITE DESIGN REVIEW CRITERIA.

##### 5-4.2.060 Site Design Review – Approval Criteria.

*A. An application for Site Design Review shall be approved if the proposal meets all of the following criteria. The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria:*

- 1. The application is complete, as determined in accordance with Chapter 5-4.1 – Types of Applications and Section 5-4.2.050, above.*

**Staff Response:** The application was deemed complete for processing on September 11, 2025. Staff agreed to move the application forward with the hearings process knowing that Issue #1 and Issue #2 still need to be addressed.

*2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 5-2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;*

**Staff Response:** Following successful rezone to a larger portion of the subject property Parks Reserve, the proposed use of an RV Park is a permitted commercial recreational use in the PR zone.

- 3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5-5.2, Non-Conforming Uses and Development;*

**Staff Response:** There is no existing development on the subject property. The subject property is vacant and consists of bare ground. There are no non-conforming uses located on the subject property.

#### **4. The proposal complies with all of the Design Standards in Article 5-3:**

**Staff Response:** For a review and discussion of (4), Staff will provide a response for each Chapter described in (4) to address compliance with Article 5-3.

##### **Chapter 5-3.1 - Access and Circulation;**

**C. Access Permit Required.** *Access to a public street (e.g., a new curb cut or driveway approach) requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable roadway authority, as determined through the review procedures in Article 5-4.*

**Staff Response:** A new driveway approach is proposed off 3rd Street, therefore, an access permit will be required (called a “right-of-way” permit). The applicant shall submit for and obtain a right-of-way permit before the City signs off on the building permit application form. Traffic access

and control plans may be required as part of the permit review. This shall be a condition of approval.

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required.

**D. Traffic Study Requirements.** *The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 5-4.1.090, Traffic Impact Study.*

**Staff Response:** City did not require a full traffic study, rather City required TPR Significant Effects Analysis to be conducted. A TRP Significant Effects Analysis is required by virtue of the proposed zone change. A Significant Effects Analysis ensures that the future land use and traffic growth from the new land use is consistent with the transportation system. As alluded to earlier, the zone change actually results in a net decrease in overall trips. Refer to Figure 4.

**E. Conditions of Approval.** *The City or other roadway authority, as applicable, 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 and highway system.*

**Staff Response:** Chapter 5-3.1.020(E) authorizes the City to impose conditions of approval requiring the upgrading of transportation systems impacted by development and having frontage on City rights-of-way. The extension of 3rd Street currently lacks half-street improvements along the property frontage. To address pedestrian safety and circulation, the City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, and gutter along this 535-foot frontage shall be a condition of approval.

**Condition of Approval #4:** To address pedestrian safety and circulation, the City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, and gutter along this ~535-foot frontage shall be a condition of approval.

### **Chapter 5-3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;**

#### **5-3.2.020 Landscape Conservation.**

**E. Construction; Erosion and Sediment Control.** *An erosion and sediment control plan is required for all new construction. All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around*



*significant vegetation areas, streams and other water bodies to prevent erosion, pollution, or landslide hazards.*

**Staff Response:** A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application. This shall be a condition of approval.

**Condition of Approval #5:** A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.

### **5-3.2.030 Landscaping And Screening**

- A. **Applicability.** *This Section shall apply to all new developments requiring Site Design Review. The landscape standards may be modified in accordance with the Adjustment procedure in Section 5-4.2.060.B. The Planning Official may approve an adjustment to any standard in this section by up to 20%; the Planning Commission reviews larger adjustments.*
- B. **Landscaping Plan Required.** *A landscape plan is required. All landscape plans shall conform to the requirements in subsection 5-4.2.050B.5 (Landscape Plans).*
- C. **Landscape Area Standards.** *The minimum percentage of site area required to be in landscaping varies by zone. See the development standards in Article 5-2.*
- D. **Landscape Materials.** *Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected canopy cover of all plants upon maturity, i.e., typically three (3) or more years after planting.*

**Staff Response:** Per the applicant's narrative, each dividing area between RV sites will include a minimum of two trees, with additional trees planted around the perimeter of the site inside the proposed fencing. The trees will be a mix of spring- and fall-blooming species (such as redbud, dogwood, maple, and oak). At the time of planting, tree heights will range from 4 to 6 feet. Proposed tree locations are shown on Sheet 2. The applicant's landscape proposal is sufficient for preliminary approval, but a final and more detailed landscape plan shall be submitted to the City before the City signs off the building permit application. Landscape plans shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered. This shall be a condition of approval.

**Condition of Approval #6:** Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.



### **5-3.2.50 Fences And Walls**

- A. General Requirements.** *All fences and walls placed within a required setback yard shall comply with the standards of this Section.*
- 1. The City may require installation of walls and/or fences as a condition of land use or development approval. (See also, Section 5-3.2.030 for screening requirements.)*
  - 2. Except as provided under subsection 5-3.2.050(B), below, fences and walls placed within a required setback yard shall not exceed the following height above grade, where grade is measured from the base of the subject fence or wall:*
    - a. Within front and street-facing yard setbacks, four (4) feet*
    - b. Within side and rear yard setbacks, six (6) feet*

**Staff Response:** As seen on Sheet 02, a 6' black chain fence is proposed around the perimeter of the site, similar to the photo below, as provided by the applicant and similar to existing fences on the Fairground property. The maximum height of a fence in the front and street-facing side yard setback is 4'. The applicant is proposing a 6' fence around the entirety of the site. Typically, fences are required to be shorter height in the front and street side yards due to vision clearance, however, vision clearance is not so much an issue with this property as the site is setback 20' from the street and there is no other development along 3<sup>rd</sup> Street, and the only ingress and egress is via a new paved approach that will have a gate controlling access. Staff do not have any issues with permitting a 6' fence around the entirety of the site, but the Planning Commission must approve this deviation.

### **B. Exceptions and Adjustments.**

- 5. The Planning Commission, through a Type II Site Design Review, may approve a fence or wall exceeding the height limits of this Chapter. In approving such applications, the Planning Commission must find that the proposed fence or wall is necessary to buffer road noise, to protect the privacy of residents, or to mitigate adverse impacts of adjacent land uses, and does not pose a hazard to public health or safety. The Planning Commission shall also consider whether the proposed fence design (materials, color, detailing, etc.) is compatible with existing structures in the vicinity.*

**Staff Response:** (B)(5) as cited directly above in Exceptions and Adjustments, allows the Planning Commission through a Type II Site Design Review to approve a fence exceeding the height limits of this Chapter. The application is being processed as a Type IV review, so the Type IV exceeds what would be normally required under a Type II review. Planning Commission should consider whether permitting a 6' fence around the entirety of the site does not pose a hazard to public health or safety and whether the proposed height is compatible with existing structures in the vicinity.

**Item #1 for Planning Commission Consideration:** Should a 6' tall fence be allowed around the entirety of the site? An exception may be granted if it does not pose hazard to public health or safety and is compatible with existing structures in the vicinity.

*A 6-ft, black chainlink security/semi screening fence is proposed around the permitter. The photo below is an example of the type of fencing proposed.*



*Existing Fencing on City Property near Public Works Shop.*

*Figure 5. Example of type of fence proposed.*

### **5-3.3 Parking and Loading**

#### **5-3.3.30 Automobile Parking Standards**

- A. **Vehicle Parking - Minimum Standards by Use.** The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 5-3.3.030A, or alternatively, through a separate parking demand analysis prepared by the applicant and subject to a Type II Land Use Review (or Type III review if the request is part of an application that is already subject to Type III review). Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described above. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, City-approved shared parking, and designated on-street parking when approved by the City. There is no minimum number of off-street parking required in the CBD district; however, new development and changes in use in the CBD shall be subject to a Downtown Parking District fee upon City adoption of a Downtown Parking District (or similar) ordinance. Where such Parking District applies, parking fees shall be calculated using the minimum parking ratios in Table 5-3.3.030A, below, or as established by City Ordinance.

**Table 5-3.3.030A – Minimum Required Parking by Use**

Outdoor Recreation, Commercial	per CU review (Chapter 5-4.4)
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**Staff Response:** Table 5-3.3.030A does not identify a specific parking minimum for outdoor recreational commercial uses. Instead, it directs that off-street parking minimums be determined through the conditional use permit process. The Site Design Review process, in essence, serves the same purpose as the conditional use process, and a conditional use review would not be appropriate for a use that is permitted outright. Therefore, staff find it more suitable for the minimum off-street parking requirements to be reviewed and approved by the Planning Commission, as would also occur under the conditional use process.

An RV park use is distinct from traditional commercial uses that generate frequent customer turnover or retail traffic. In effect, the entire RV park functions as parking, specifically for RVs. Nonetheless, the applicant proposes three off-street parking spaces to serve the guest bathroom and laundry facility, one of which will be ADA-accessible. Given that RVs (and sometimes the vehicles that tow them) will already be parked at each individual site, staff consider the proposed number of additional off-street parking spaces appropriate to accommodate visitors or park staff. The Planning Commission should review and consider the applicant's off-street parking proposal.

Applicant is proposing three off-street parking spaces. One of the three is an ADA space.

**Item #2 for Planning Commission Consideration:**

Is the applicant's off-street parking plan to provide three off-street parking spaces, with one space being ADA acceptable?

**Table 5-3.3.030F – Parking Area Layout**

Table 5-3.3.030F - Parking Area Layout									
Standard Space  (See Figure 53.3.030F(3) for ADA space requirements)	PARKING ANGLE <°	CURB LENGTH	STALL DEPTH		AISLE WIDTH		BAY WIDTH		STRIPE LENGTH
			SINGLE D1	DOUBLE D2	ONE WAY A1	TWO WAY A2	ONE WAY B1	TWO WAY B2	
	90°	8'-6"	18'	36'	23'	23'	59'	59'	18'
	60°	10'	20'	40'	17'	18'	57'	58'	23'
	45°	12'	18'-6"	37'	13'	18'	50'	55'	26'-6"
	30°	17'	16'-6"	33'	12'	18'	45'	51'	32'-8"
	0°	22'	8'-6"	17'	12'	18'	29'	35'	8'-6"

**Staff Response:** Judging by the parking detail seen on Sheet 3, the curb length is short 6". The plan shows curb length at 8'. Applicant advised to revise and resubmit with building permit application plans for review and approval by the City Manager or their designee.

**Condition of Approval #7:** Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.

**5-3.3.040 Bicycle Parking Standards**

All uses that are subject to Site Design Review shall provide bicycle parking, in conformance with the standards in Table 5-3.3.040, and subsections A-G, below.

A. **Minimum Required Bicycle Parking Spaces.** Uses shall provide bicycle parking spaces, as designated in Table 5-3.3.040.

Table 5-3.3.040 Minimum Required Bicycle Parking Spaces		
Use	Specific Uses	Required # of Spaces
<b>Residential Categories</b>		
Household Living	Multifamily	2, or 1 per 20 units, whichever is greater
<b>Commercial Categories</b>		
Retail Sales And Service		1 per primary use or 1 per 20 vehicle spaces, whichever is greater
Office		2 per building or 1 per 20 vehicle spaces, whichever is greater
Industrial Uses		1 per 20 vehicle spaces
<b>Institutional Categories</b>		
Community Service		2, or as required by City
Parks (active recreation areas only)		8, or as required by City
Schools	Grades 2-5	2 per classroom, or per CU permit
	Grades 6-12	2 per 10 vehicle spaces, or per CU permit
Religious Institutions and Places of Worship		1 per 20 vehicle spaces, or per CU permit

**Staff Response:** Bicycle parking is not shown on any sheets. Per Chapter 5-3.3.040, Bicycle Parking Standards, Table 5-3.3.040, Parks (active recreation areas only), shall provide eight bicycle parking spaces, as required by the City. In this case, “the City” shall be the reviewing body for Site Design Review, which is the Planning Commission.

**Item #3 – Planning Commission Consideration:**

This item is twofold:

3. Determine which use category an **RV Park** falls under for purposes of applying off-street parking and bicycle parking standards; and
4. If applicable, determine the **required number of bicycle parking spaces** consistent with the standards in Table 5-3.3.030A.

**Chapter 5-3.4 - Public Facilities****5-3.4.10 Transportation Standards**

**A. Development Standards and Criteria.** Projects shall be required to meet the current standards in effect at the time an application is filed.

1. **Adequate Public Facilities.** No development shall be approved unless adequate transportation facilities are available or improvements will be constructed and operational, as required by this Code, the John Day Transportation System Plan and the John Day Local Street Network Plan. If existing improvements leading to or serving the site are inadequate to handle anticipated loads, improvements are to be constructed and operational prior to the issuance of building permits or in conjunction with construction of the approved lots or parcels pursuant to financial assurance for the improvements or a written agreement with the City prior to final plat approval. Development resulting in increased traffic on a state highway shall meet the traffic operations standards per the current Oregon Highway Plan.



**3. Street Improvements.** *Streets within and adjacent to a development shall be improved in accordance with the City of John Day Transportation System Plan and the provisions of this Chapter. Development of new streets, including sidewalks, curbs, gutters, bicycle lanes, vehicle travel lanes, traffic control devices, and park strips, and additional right-of-way or street width or improvements planned as a portion of an existing street, shall be improved in accordance with this Chapter; and all public streets shall be dedicated to the applicable road authority upon the Public Works Director's acceptance of said improvements;*

**Staff Response:** As noted earlier in this staff report, the frontage of the subject property along 3rd Street does not currently include half-street improvements. The City is requiring the applicant to construct half-street improvements as a condition of approval. These improvements must be roughly proportional to the proposed development, extending the full length of the project frontage along 3rd Street, which is approximately 535 feet. This has already been included in this staff report as a condition of approval.

**4. Access Improvements.** *All new streets, and driveways connecting to streets, shall be paved; driveways and driveway aprons shall be improved as required under Section 5-3.4.030 and subject to approval by the Public Works Director.*

**Staff Response:** Any new public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. Public improvements will not be turned over to the City without first inspecting all public improvements. This shall be a condition of approval.

**Condition of Approval #8:** New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.

**B. Guarantee.** The City may accept a future improvement guarantee (e.g., cash, bond, and/or owner agreement not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:

1. *A partial improvement would create a potential safety hazard to motorists or pedestrians;*
2. *Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the standard improvement associated with the project under review would not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;*
3. *The improvement would be in conflict with an adopted capital improvement plan; or*
4. *The improvement is associated with an approved land partition and the proposed land partition does not create any new streets or result in increased transportation demand.*

**Staff Response:** Staff do not find any of the four criteria above triggered for the City to consider accepting a future improvement agreement. The proposed use creates pedestrian traffic on day one of operation of the proposed RV Park. The half-street improvements required are needed to address pedestrian circulation and safety.

**K. Sidewalks, Planter Strips, Bicycle Lanes.** Development shall be required to extend and improve sidewalks, planter strips, and bicycle lanes, as applicable, in conformance with the standards in Table 5-3.4.010, and pursuant to the City of John Day Transportation System Plan, John Day Local Street Network Plan, and/or the requirements of any other applicable roadway authority. The decision body may approve deferral of such improvements only as provided by Chapter 5-4.2 Site Design Review or Chapter 5-4.3 Land Divisions, as applicable. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

**Staff Response:** Subsection (K) is another provision that requires development to provide sidewalks, planter strips, and bike lanes, as necessary. In the case of this application, the City is requiring half-street improvements along the frontage of the property for the length of the development, which is approximately 535'.

#### **5-3.4.30 Sanitary Sewer And Water Service Improvements**

- A. Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and applicable engineering requirements. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the Public Works Director when alternate alignment(s) are provided.
- B. Sewer and Water Plan Approval.** Development permits for sewer and water improvements shall not be issued until the Public Works Director has approved all sanitary sewer and water plans in conformance with City standards.
- C. Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.
- D. Inadequate Facilities.** Development permits may be restricted or rationed by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems. The City may require water booster pumps or sanitary sewer lift stations be installed with backup power.
- E. Water Pressure.** Above a certain elevation, where the City has limited ability to serve new development, a developer may be required to install a water storage reservoir and related infrastructure for required water flow pressure, consistent with adopted City master plans.

**Staff Response:** The development involves the addition of new water and sewer improvements. Each RV site will have sewer and water connections. Sewer and water improvement plans are subject to review, revision, and approval by the City Manager or their designee. Final water and sewer improvement plans shall be submitted to the Concurrent with the building permit application form. The



City will not sign off on the City portion of the building permit application form until the water and sewer plans have been duly reviewed and approved by the City Manager or their designee. This shall be a condition of approval.

**Condition of Approval #9:** Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.

#### **5-3.4.040 Storm Drainage Improvements**

1. **General Provisions.** *A development permit may be granted only when adequate provisions for storm water and flood water runoff have been assured (i.e., through plans and assurances approved by the City). See also, Section 5-3.4.090.*
2. **Accommodation of Upstream Drainage.** *Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the Public Works Director.*
3. **Effect on Downstream Drainage.** *The rate of stormwater runoff leaving a development site during and after development (post-development) shall not exceed the rate of stormwater runoff leaving the site before development (pre-development).*
4. **Storm Drainage Analysis and Mitigation Required.** *The Public Works Director may require an applicant for development to provide a storm drainage analysis prepared by a qualified professional engineer registered in the State of Oregon to examine pre- and post-development stormwater runoff conditions and any required mitigation consistent with the City of John Day Stormwater Master Plan. Such analysis, at a minimum, shall quantify pre- and post-development runoff volumes and rates and propose mitigation based on stormwater management best practices, as specified by the Public Works Director. Such mitigation shall ensure that post-development runoff rates do not exceed pre-development rates and necessary facilities are provided to protect public health, safety, and welfare. If upon reviewing the applicant's storm drainage analysis, the Public Works Director determines that the stormwater runoff resulting from the development will overload any existing and/or proposed drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential adverse impacts.*
5. **Over-Sizing.** *The City may require as a condition of development approval that any public storm drainage system serving new development be sized to accommodate future development upstream, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.*
6. **Existing Watercourse.** *Where a watercourse, drainage way, channel, or stream traverses a proposed development there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety. See also, Chapter 5-2.9 Flood Plain Overlay Zone.*

**Staff Response:** The applicant is proposing a series of infiltration swales to manage stormwater. The plans submitted indicate stormwater detention is proposed to manage runoff on site. Final stormwater management plans shall be submitted for review and approval and are subject to revision at the discretion of the City Manager or their designee. Final stormwater plans shall receive approval from the

City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. This shall be a condition of approval.

**Condition of Approval #10:** Final stormwater plans shall receive approval from the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form.

#### **5-3.4.050 Utilities**

##### **1. Underground Utilities.**

1. **Generally.** All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above. The City may require screening and buffering of above ground facilities to protect the public health, safety or welfare through Site Development Review.

**Staff Response:** As seen on Sheet 2, a new power pole is proposed. The site, and each RV site will be provided with electric service. A new power conduit line is shown on Sheet 2. All new utilities shall be placed underground in accordance with Chapter 5-3.4.050. This shall be a condition of approval.

**Condition of Approval #11:** Final utility plans shall be reviewed and approved by the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.

#### **5-3.4.060 Easements**

1. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the Public Works Director.
2. **Recordation.** As determined by the Public Works Director, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 5-4.2, Site Design Review, and Chapter 5-4.3, Land Divisions.

**Staff Response:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.

**Condition of Approval #12:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the

proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.

#### **5-3.4.070 Construction Plan Approval**

1. **Plan Approval and Permit.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.
2. **Performance Guarantee.** The City may require the developer or subdivider to provide bonding or other performance guarantees, to the City's satisfaction, to ensure completion of required public improvements pursuant to Section 5-3.4.090.

**Staff Response:** Consistent with Chapter 5-3.4.070, Construction Plan Approval, no public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, and lighting, shall be undertaken until improvement plans are duly reviewed and approved by the City Manager or their designee.

#### **5-3.4.80 Installation**

- A. **Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.
- B. **Adopted Installation Standards.** The City of John Day may adopt design standards, criteria and specifications for public improvements as well as private utility installation within the public right-of-way; until such standards are adopted, project designs shall conform to the recommendations of the Public Works Director.
- C. **Commencement.** Work in a public right-of-way shall not begin until all applicable agency permits have been approved and issued.
- D. **Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.
- E. **City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 5-4.6, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
- F. **Engineer's Certification and As-Built Plans.** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 set(s) of "as-built" plans, in conformance with the Public Works Director's specifications, for permanent filing with the City. The Public Works Director may require the

developer or subdivider to provide a warranty bond or other assurance pursuant to Section 5-3.4.090.

**Staff Response:** Consistent with Chapter 5-3.4.080, Installation, and as reiterated throughout this staff report, all public improvements shall be inspected, and an Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park. This shall be a condition of approval.

**Condition of Approval #13:** An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.

#### **5-3.4.90 Performance Guarantee And Warranty Bond**

- A. Performance Guarantee Required.** The City at its discretion may approve a final plat or building permit when it determines that at least 75 percent of the public improvements required for the land division or phase thereof are complete and the applicant has an acceptable assurance for the balance of said improvements. The applicant shall provide a bond issued by a surety authorized to do business in the State of Oregon, irrevocable letter of credit from a surety or financial institution acceptable to the City, cash, or other form of security acceptable to the City.
- B. Determination of Sum.** The assurance of performance shall be for a sum determined by the City as required to cover the cost of the improvements and repairs, including related engineering and incidental expenses, plus reasonable inflationary costs (110% of estimated improvement costs, as prepared by a qualified civil engineer).
- C. Itemized Improvement Estimate.** The developer shall furnish to the City an itemized improvement estimate, certified by a registered civil engineer, to assist the City in calculating the amount of the performance assurance.
- D. Agreement.** A written agreement between the City and developer shall be recorded with the final plat. The agreement shall not be valid until it is signed and dated by both the applicant and City Planning Official. The agreement shall contain, at a minimum, all of the following:
  - a. The period within which all required improvements and repairs shall be completed;
  - b. A provision that if work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the applicant;
  - c. The improvement fees and deposits that are required;
  - d. (Optional) A provision for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.

**Staff Response:** City and applicant have not discussed an improvement agreement that outlines all there required public improvements and when they shall be completed, but Staff think it prudent for the City Manager to consider for the best interest of both City and applicant so there is clear direction on what improvements are required of the applicant and when. Staff can aide City Manager in drafting an improvement agreement to be signed and executed between City and applicant. Staff will leave this as an informational item for the City Manager to consider.

**Informational Item #1:** Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.

- G. Warranty Bond.** A warranty bond good for two (2) years is required on all public improvements and landscaping when installed in the public right-of-way. The warranty bond shall equal fifteen percent (15%) of the total cost of improvements and begin upon acceptance of said improvements by the City.

**Staff Response:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee. Relatedly, a Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements. These shall be conditions of approval.

**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.

**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.

## 5. STAFF RECOMMENDATION.

Staff recommend Planning Commission recommend approval of the Zone Change and Site Design Review, with conditions noted. Furthermore, Planning Commission should decide on the three items noted in this staff report that require their discretion.

Staff also recommend the applicant proceed with the City Council hearing while actively working towards addressing Conditions #1 and #2. City participation in addressing Conditions #1 and #2 may be necessary and City is willing and ready to jointly resolve these two issues, at applicant's cost.

## 6. CONDITIONS OF APPROVAL.

**Condition of Approval #1:** City will not sign off the building permit application form until the right-of-way is discrepancy is resolved to the City's satisfaction. Applicant may receive City Council final approval of the application prior to meeting Condition of Approval #1.

**Condition of Approval #2:** As a condition of approval, the City will require the applicant to verify the exact boundaries of the easement, confirm the as-built location of all associated storm pipes, and, if necessary, record an updated easement to accurately reflect the as-built conditions. City will not sign off on the building permit application form until Condition of Approval #2 is completed to the City's satisfaction.

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required.

**Condition of Approval #4:** To address pedestrian safety and circulation, the City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, and gutter along this ~535-foot frontage shall be a condition of approval.



**Condition of Approval #5:** A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.

**Condition of Approval #6:** Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.

**Condition of Approval #7:** Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.

**Condition of Approval #8:** New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.

**Condition of Approval #9:** Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.

**Condition of Approval #10:** Final stormwater plans shall receive approval from the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form.

**Condition of Approval #11:** Final utility plans shall be reviewed and approved by the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.

**Condition of Approval #12:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.

**Condition of Approval #13:** An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.

**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.

**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.

**Condition of Approval #16:** Staff recommend Planning Commission require a fence around Swale "A" for public safety and because of the depth of water being approximately 3'.

**Informational Item #1:** Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.

450 EAST MAIN STREET, JOHN DAY, OR 97845

P:541.575.0028 | E:CITYOFJOHNDAY@GRANTCOUNTY-OR.GOV | CITYOFJOHNDAY.COM



**7. ATTACHMENTS.**

- A – Applicant’s materials, including sheets and narrative**
- B – Neighborhood meeting materials**
- C – Notice**
- D – City Engineer comments**
- E – Public comments**
- F – Transportation Planning Rule Study**



## Code Amendment Application

**Applicant:** Grant County Fair Grounds **Phone:** 541-575-1900 **Email:** winegarm@grantcounty-or.gov

**Proposed:** ☒ **Land Use District Map Amendment** ☐ **Text Amendment**

**Requested Change(s):** Tax Lot 1300 is currently zoned as Park Reserve (PR) and Residential Limited (RL). This application is to request that an additional portion of the lot be removed from the RL zone and include in the PR zone. The attached maps show both the existing zoning boundaries and the proposed. The adjustment affects approximately 5.75 acres as shown.

You must provide the **address, zone, map and taxlot number** for each property that would be rezoned in order to implement the proposed amendment (include a separate spreadsheet if necessary.) Please note that if the ordinance impacts the entire city or large portions thereof, you may be charged an additional fee for staff time and materials per the city fee schedule.

**Property Owner(s):** Grant County

**Property Address:** 300 NE 3<sup>rd</sup> Street, John Day, OR 97845

**Township, Section, Range, and Tax Lot:** 13S 31E 23 - TL 1300

**Zone:** PR / RL **Lot size:** 16.41 Acres

### For Office Use Only

**Date Stamp**

**Received By:** \_\_\_\_\_ **Fee: \$** \_\_\_\_\_



Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Section 5-4.1.050 and shall conform to the Transportation Planning Rule provisions in Section 5-4.7.060, as applicable.

#### **5-4.7.030 Quasi-Judicial Amendments**

- A. **Applicability of Quasi-Judicial Amendments.** Quasi-judicial amendments are those that involve the application of adopted policy to a specific development application or Code revision, and not the adoption of new policy (i.e., through legislative decisions). Quasijudicial district map amendments and application of master planned development overlay zones to individual properties shall follow the Type III procedure, as governed by Section 5-4.1.040, using standards of approval in Section 5-4.7.030.B. The approval authority shall be as follows:
1. The Planning Commission shall review and recommend land use district map changes that do not involve comprehensive plan map amendments;
  2. The Planning Commission shall make a recommendation to the City Council on an application for a comprehensive plan map amendment. The City Council shall decide such applications; and
  3. The Planning Commission shall make a recommendation to the City Council on a land use district change application that also involves a comprehensive plan map amendment application. The City Council shall decide both applications.
- B. **Criteria for Quasi-Judicial Amendments.** A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:
1. Approval of the request is consistent with the Statewide Planning Goals;
  2. Approval of the request is consistent with the Comprehensive Plan;
  3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and
  4. The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and
  5. The amendment conforms to the Transportation Planning Rule provisions under Section 5-4.7.060.

#### **5-4.7.040 Conditions Of Approval On Quasi-Judicial Amendments**

A quasi-judicial decision may be for denial, approval, or approval with conditions; conditions shall be based on applicable regulations and factual evidence in the record. A legislative amendment may only be approved or denied.

## John Day Floodplain Development Permit

Prepared by DLCD, Version Dated: 7/25/2019

Permit

No. \_\_\_\_\_

### Floodplain Development Permit Overview

In accordance with City of John Day floodplain management regulations of the City of John Day Development Code Article 5-2.9 (Flood Plain (FP) Overlay), development within the City of John Day regulatory floodplain must comply with the standards within the regulations. The regulatory floodplain is the Special Flood Hazard Area (SFHA) as defined on the currently effective Flood Insurance Rate Maps for the City of John Day.

### Before Requiring this Permit to be Filled Out, Complete the Following Checklist:

#### Location of Development

1. Is the property that the proposed development activity will occur on at least partially within (horizontally within) the community's regulatory floodplain?  
☒ Yes  
☐ No, (If the answer is "No" then a floodplain development permit is NOT required)
2. Is the site where the proposed development activity will occur on the property at least partially within (horizontally within) the community's regulatory floodplain?  
☒ Yes  
☐ No, (If the answer is "No" then a floodplain development permit is NOT required)
3. Has FEMA, through a Letter of Map Change (LOMC) (i.e. LOMA, LOMR-F, LOMR), made a formal determination that this property or proposed development site is out of the regulatory floodplain?  
☐ Yes, (If the answer is "Yes" then a floodplain development permit is NOT required but a copy of the LOMC must be kept in the permitting records.)  
☒ No

### Section I: General Provisions

The undersigned hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the City of John Day and Code Article 5-2.9 and with all other applicable local, state and federal regulations. This application does not create liability on the part of the City of John Day or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder.



1. When the community's floodplain regulatory standards apply to a proposed development activity, no work of any kind may begin in a regulatory floodplain area until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until a permit is re-issued.
3. The permit will expire if no work is commenced within 180 days of the date of issue.
4. The permit will not be issued until any other necessary local, state, or federal permits have been obtained (approved).

Property Owner(s):\*

Grant County

☒ Tick box if Property Owner is Applicant

Applicant:

Mailing Address: 411 NW BRIDGE ST  
John Day, OR 97845

Phone number: 541-575-1900

Fax number: \_\_\_\_\_

Email: winegardm@grantcounty-or.gov

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

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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

\*All property owners must be listed.

## Section II: Development Proposal Information

### PROJECT LOCATION

Address of Property: 300 NE 3rd STREET

Lot: TL 1300

Subdivision: \_\_\_\_\_

Block: \_\_\_\_\_

Township, Range, Section: T13S R31E SEC. 23

(To avoid delay in processing the application, please provide enough information to easily identify the project location. A map or sketch attached to this application showing the project location is required.)

☐ Tick if the proposed development is NOT located horizontally within the Special Flood Hazard Area.\*

☐ Tick if the property is partially located horizontally within the Special Flood Hazard Area, but the proposed development activity site is NOT.\*

**\*If this box is ticked then a floodplain development permit may not be required. Speak to community staff before completing the rest of this permit application.**

## PROJECT DESCRIPTION

### A. Structural Development (Check all that apply)

#### Activity

- ☒ New Structure
- ☐ Addition\*
- ☐ Alteration (includes repairs or improvements)\*
- ☐ Relocation\*\*
- ☐ Demolition
- ☐ Replacement

#### Structure Type

- ☐ Residential: ☐ Single, ☐ Two-Family, ☐ Multi-Family (3+)
- ☒ Non-Residential: ☒ Elevated, ☒ Floodproofed
- ☐ Combined Use (Residential and Non-Residential)
- ☐ Manufactured Home
- ☒ Recreational Vehicle (RV)
- ☐ Garage: ☐ Attached, ☐ Detached
- ☐ Other (please specify): \_\_\_\_\_

\*An alternation includes the repair or improvement of a structure. If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated a substantially improved structure.

\*\*A relocated structure must be treated as new construction.

### B. Other Development (Check all that apply)

- ☒ Clearing    ☒ Fill    ☐ Mining    ☐ Drilling    ☒ Grading    ☐ Dredging
- ☒ Excavation or Removal of Fill (Except for Structural Development Checked Above)
- ☐ Watercourse Alteration    ☐ Drainage Improvement (including culvert work)
- ☐ Individual water or Sewer System    ☐ Road, Street, or Bridge Construction
- ☒ Fencing    ☒ Utilities
- ☐ Subdivision (New or Expansion) or Partition
- ☐ Other (Please Specify): \_\_\_\_\_

## FLOOD HAZARD INFORMATION

1. The proposed development is located on FIRM Panel: 410077 0001C (number and suffix), Dated: 2/23/82 Rev. 10/17/2019

2. The proposed development is located partially or fully within the horizontal boundaries of the Special Flood Hazard Area, Zone(s): A4 (A, A1-30, AE, AO, AH, AR, A99, V, V1-30, or VE)

3. The one-percent-annual chance (100 year) flood elevation at this site is: 3077 - 3079 ft  
NGVD 29 NAVD 88 (circle the correct datum),  
source: County Surveyor - BENCHMARK Surveying ☐ None Available



4. Is the proposed development located partially or fully within a designated Floodway: ☐ Yes ☒ No

If "Yes", then is this proposal for:

☐ Temporary encroachment (less than 30 days – outside of flood season)

☐ Fish habitat restoration or enhancement\*

☐ Fence (type and material: \_\_\_\_\_)

\*For habitat restoration projects a rise in elevation may be allowed if a CLOMR is approved by FEMA. Permit shall not be issued, until FEMA approval is received.

5. If "Yes" was answered to (4.) above, then is a "No Rise Certification" with supporting engineering hydrologic and hydraulic data attached? ☐ Yes ☒ No

6. Are other federal, state, or local permits required? ☐ Yes ☒ No

If yes, which ones: \_\_\_\_\_

### Section III. Additional Information Required (Complete all that apply)

#### 1. Complete for Proposed Structures and Building Sites:

- A. Base Flood Elevation at this site: 3077.25 ft (NGVD 29/NAVD 88).  
B. Elevation of highest adjacent grade: \_\_\_\_\_ ft (NGVD 29/NAVD 88).  
C. Required Elevation of lowest floor\* (including basement): \_\_\_\_\_ ft (NGVD 29/NAVD 88).  
D. Proposed Elevation of lowest floor\* (including basement): 3078.50 ft (NGVD 29/NAVD 88).  
E. Elevation of next highest floor: - ft (NGVD 29/NAVD 88).  
F. Elevation of top of proposed garage slab, if any: - ft (NGVD 29/NAVD 88).  
G. Details for anchoring structures (type of anchoring used and location of anchoring):

SLAB-ON-GRADE

- H. Details of floodproofing or elevation of utilities. Provide the elevation of the utilities or the elevation to which the utilities were floodproofed. If floodproofed, provide details regarding how the utilities were floodproofed (describe the type of floodproofing used or manner in which the utilities were floodproofed):

WATER & POWER MINIMUM OF 12" ABOVE BFE  
SAN. SEWER TO HAVE WATER TIGHT COVERS

- I. Exact location(s) on structure of all flood openings, if required. Include the elevation of the bottom of the flood opening(s), the size of the openings, and note if engineered flood opening(s) will be used. (Provide a reference diagram, in site plan or drawings):

- J. Types of water-resistant materials used below the first-floor and portions of the structure they were applied to:

CMU BLOCK, STEEL, & CONCRETE

*\*lowest floor is defined as: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure (such as a crawlspace), usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is built in compliance with the required floodplain and building code regulations including but not limited to flood venting requirements.*

## 2. Complete for Alterations or Additions to Existing Structures:

Please complete **Appendix A** to the City of John Day floodplain development permit and enter the cost of the proposed construction\* here: \$ \_\_\_\_\_

**\*PLEASE NOTE:** Cost of construction estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.

## 3. Complete for Non-Residential Floodproofed Construction:

- A. Type of floodproofing method: MATERIALS+ ELEVATION/GRADING
- B. Required floodproofing elevation is: 3078.50 feet NGVD.
- C. Floodproofing certification by a registered engineer attached?  
☐ Yes ☒ No

## 4. Complete for Partitions and Subdivisions (INCLUDE MASTER PLAN OR PLANNED UNIT DEVELOPMENTS IF PART OF A DEFINED SUBDIVISION):

- A. Will the subdivision or other development contain 50 lots or 5 acres?  
☐ Yes ☐ No
- B. If "Yes", does the plat or proposal clearly identify base flood elevations?  
☐ Yes ☐ No
- C. Are the 100 year Floodplain and Floodway delineated on the site plan?  
☐ Yes ☐ No

## 5. Complete for Proposals NOT Included in 1-4 Above:

- A. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
- B. If the proposed development activity will result in a change in water elevation, then what is the change in water elevation (in feet) NONE increase/decrease (circle whichever applies).
- C. For stream habitat restoration that impacts a mapped floodway, provide copy of "no-rise certification" from registered professional engineer or a FEMA approved CLOMR.
- D. Amount of fill to be placed SEE PLANS



- I. Top of new compacted fill elevation VARIES SEE ft.  
(NGVD29/NAVD 88) PLANS

#### 6. Required Attachments:

- A. A site plan drawn to scale, with elevations of the project area and the nature, location, dimensions of existing and/or proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities. Plans shall include location of all water bodies, adjacent roads, lot dimensions, as well as, delineation of Special Flood Hazard Areas, regulatory Floodway boundaries including Base Flood Elevations (when available), or flood depth in AO zones.
- B. Copies of all required local, state, and federal permits. All required local, state, and federal permits must be approved before the floodplain development permit is approved.
- C. (OPTIONAL) A complete pre-construction Elevation Certificate signed and sealed by a registered professional surveyor.
- D. Certification from a registered professional engineer that any proposed non-residential floodproofed structure will meet the floodproofing criteria of the Code Article 5-2.9 and Oregon Specialty Code requirements, if applicable.
- E. Other documentation as required per the above sections.

#### Section IV: Property Owner and Applicant Signatures

I/We hereby request a Floodplain Development Permit on the above described real property, located within the City of John Day, Oregon. I/We hereby acknowledge that this application is not considered filed, until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

Property Owner(s)\*

Signature(s): [Signature]  
Name(s) (print): Jim Hanshe  
Date: 1/14/2025

☐ Tick box if the Property Owner is the Applicant.

Applicant

Signature: [Signature]  
Name (print): Mindy Winegar  
Date: 1/14/2025

*\*This application is only for Floodplain Development Permit. Building Permits and any other permits require separate applications. All property owners must sign. The signature is an acknowledgement and consent to this floodplain development permit application.*

## Section V: OFFICE USE ONLY

### APPLICATION PROCESSING

Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Initials: \_\_\_\_\_

Applicant Notified of Completeness: \_\_\_\_\_ Initials: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Initials: \_\_\_\_\_

### SUBSTANTIAL IMPROVEMENT REVIEW

The formula for substantial improvement threshold is as follows:

**Market Value X 50% (.50) = Substantial Improvement Threshold**

1. What is the market value (based on current Assessor data) of the existing structure prior to damage/improvement? \$ \_\_\_\_\_
2. What is 50% of the estimated market value of the existing structure prior to damage/improvement (use the formula provided above) \$ \_\_\_\_\_
3. Has Appendix A been completed?  
☐ Yes ☐ No
4. Does the total cost of the proposed construction noted in Appendix A match the cost of the proposed construction provided in Section III.(2.)(A.)?  
☐ Yes ☐ No
5. What is the cost of the proposed construction\* (provided in both Section III.(2.)(A.) and Appendix A)? \$ \_\_\_\_\_
6. Is the value listed in line "3." of this section, equal to or greater than the value listed in line "2."?  
☐ **Yes, (If "Yes", then the proposed development activity qualifies as a substantial improvement\*).**  
☐ **No**
7. Does the proposed development activity qualify as a substantial improvement\*?  
☐ Yes ☐ No

*\*Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

*\*\*If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the entire structure must be treated as a substantially improved structure and the substantial improvement provisions shall apply. See FEMA publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#) for more information regarding substantial improvement.*

## APPLICATION DETERMINATION

The proposed development activity is determined to be in conformance with the provisions of the community's floodplain regulations as documented in Code Article 5-2.9.

☐ YES☐ NO

If Yes, then this permit is issued, subject to the following conditions, attached to and made part of this permit:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Date Applicant Notified of Application Determination: \_\_\_\_\_ Initials: \_\_\_\_\_



## APPENDIX A

To be completed for alterations, additions, rehabilitations, repairs, or improvements to existing structures.

### Section I.

#### COSTS TO BE INCLUDED

1. Material and labor for all structural elements, "including":
  - ✓ Spread or continuous foundation footings and pilings
  - ✓ Monolithic or other types of concrete slabs
  - ✓ Bearing walls, tie beams and trusses
  - ✓ Floors and ceilings
  - ✓ Attached decks and porches
  - ✓ Interior partition walls
  - ✓ Exterior wall finishes (brick, stucco, siding) including painting and moldings
  - ✓ Windows and doors
  - ✓ Re-shingling or re-tiling a roof
  - ✓ Hardware
2. All interior finishing elements, "including":
  - ✓ Tiling, linoleum, stone, or carpet over subflooring
  - ✓ Bathroom tiling and fixtures
  - ✓ Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
  - ✓ Kitchen, utility and bathroom cabinets
  - ✓ Built-in bookcases, cabinets, and furniture
  - ✓ Hardware
3. All utility and service equipment, "including":
  - ✓ HVAC equipment
  - ✓ Plumbing and electrical services
  - ✓ Light fixtures and ceiling fans
  - ✓ Security systems
  - ✓ Built-in kitchen appliances
  - ✓ Central vacuum systems
  - ✓ Water filtration, conditioning, or recirculation systems
4. Cost to demolish storm-damaged building components
5. Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions
6. Overhead and profits

**ITEMS TO BE EXCLUDED:**

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Post-storm debris removal and clean up
5. Outside improvements, including:
  - Landscaping
  - Sidewalks
  - Fences
  - Swimming pools
  - Screened pool enclosures
  - Detached structures (including garages, sheds, and gazebos)
  - Landscape irrigation systems

Source: FEMA Publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#)

**Section II.****ITEMIZATION OF CONSTRUCTION COSTS TO COMPLETE PROJECT**

	Work Description	Cost of Materials	Cost of Labor	Comments
1	Foundation/ Footings/ Pillings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/ Weather Stripping			
7	Exterior Finish (stucco/ siding)			
8	Finished Carpentry			
9	Drywall			
10	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/ Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-in Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			
20	Overhead and Profit			
21	Construction Supervision			
	GROSS TOTAL = Contract Price			

### Section III. (OPTIONAL)

CONSTRUCTION COST AFFIDAVITS FROM FEMA PUBLICATION [P-758, Substantial Improvement/Substantial Damage Desk Reference](#) (OPTIONAL)

#### Affidavit (OPTIONAL)

Completed by (select one) **Architect** or **Contractor** or **Property Owner**

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

Architect/Contractor/Property Owner Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

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

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

I hereby attest to the following:

- I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above noted property.
- I have personally reviewed the Itemization of Costs to Complete Project listed in Section II above.
- The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project constitute the entire scope of work to be done in accordance with plans and specifications prepared by or supervised by me.

Additionally, I understand:

- I will not be held responsible for actions taken by the contractor, architect, or property owner without my knowledge or approval.
- I am subject to enforcement actions and/or fines if I subsequently alter the approved plans without prior approval by the City of John Day.
- The grade of materials may vary as to the manufacturer, but may not exceed the costs stated on the Itemization of Costs to Complete Project.
- Any permit issued by the City of John Day for the proposed project does not authorize the reconstruction, repair or maintenance of any illegal additions, sheds or other non-conforming uses or structures on the subject property.

Total Labor and Materials \$ \_\_\_\_\_

Overhead & Profit \$ \_\_\_\_\_

**Total Cost** \$ \_\_\_\_\_

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

State of \_\_\_\_\_ County of \_\_\_\_\_

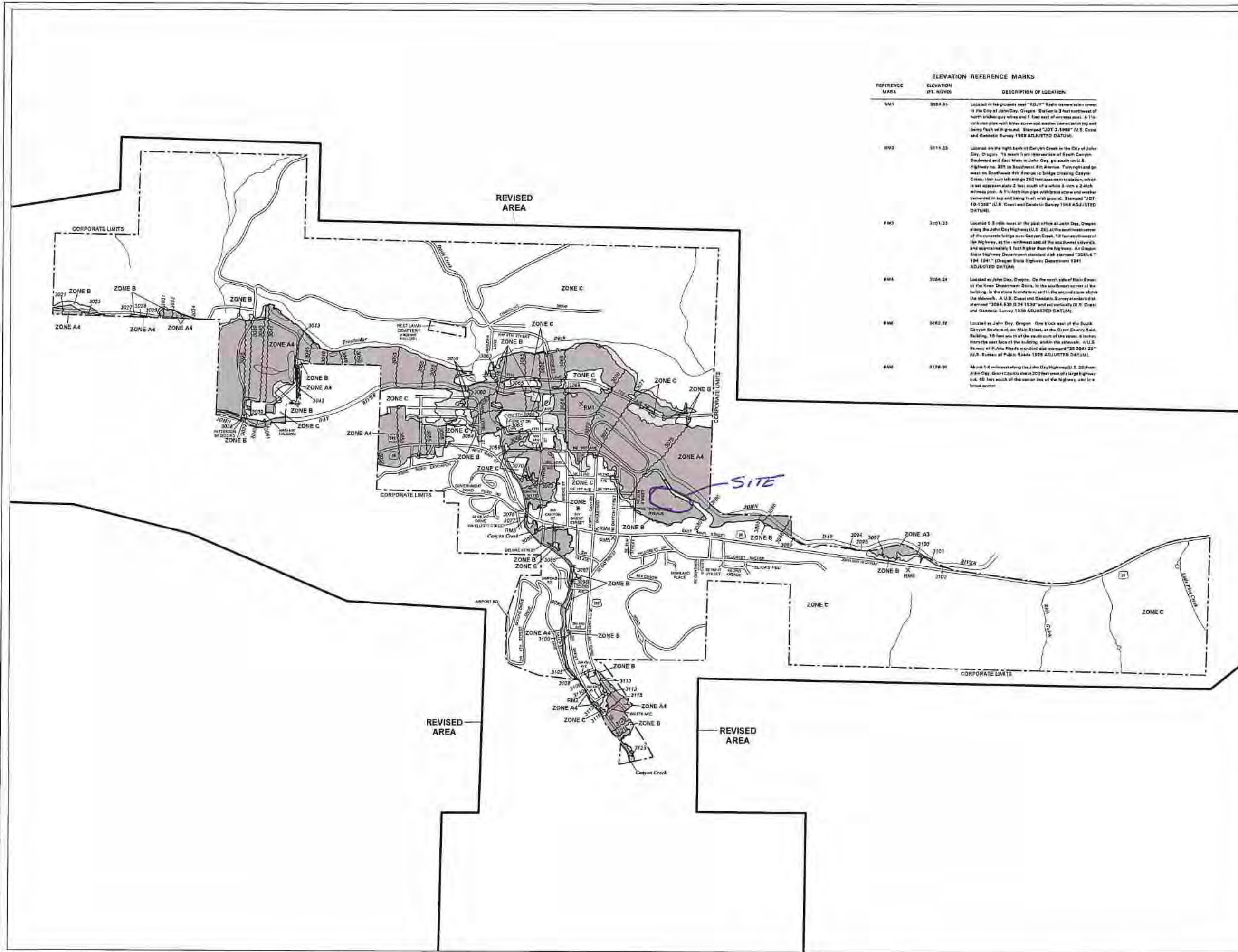
Sworn to and subscribed before me this \_\_\_\_\_ day of 20\_\_\_\_, by \_\_\_\_\_

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_





ELEVATION REFERENCE MARKS		
REFERENCE MARK	ELEVATION (FT. NGVD)	DESCRIPTION OF LOCATION
RM1	3084.81	Located in foreground near "R.D. 27" Radio transmission tower in the City of John Day, Oregon. Station is 3 feet northwest of north-south guy wire and 1 foot east of antenna post. A 1 1/2 inch iron pipe with lines screw and weather connected in top and being flush with ground. Stamped "JDT 3.1968" (U.S. Coast and Geodetic Survey 1968 ADJUSTED DATUM).
RM2	3111.35	Located on the right bank of Canyon Creek in the City of John Day, Oregon. 18 feet from intersection of South Canyon Boulevard and East Main in John Day, go south on U.S. Highway No. 325 to Southwest 4th Avenue. Turn right and go west on Southwest 4th Avenue to bridge crossing Canyon Creek; then turn left and go 250 feet upstream to station, which is set approximately 2 feet south of a white 3-inch x 2-inch white post. A 1 1/4 inch iron pipe with lines screw and weather connected in top and being flush with ground. Stamped "JDT 10-1968" (U.S. Coast and Geodetic Survey 1968 ADJUSTED DATUM).
RM3	3091.22	Located 0.3 mile west of the post office at John Day, Oregon along the John Day Highway (U.S. 26). At the southwest corner of the concrete bridge over Canyon Creek, 18 feet northwest of the highway, at the northwest end of the southwest sidewalk, and approximately 1 foot higher than the highway. An Oregon State Highway Department standard disk stamped "3084.81 1941" (Oregon State Highway Department 1941 ADJUSTED DATUM).
RM4	3084.24	Located at John Day, Oregon. On the north side of Main Street at the corner of Main Street, in the southwest corner of the building, in the stone foundation, and in the second stone above the sidewalk. A U.S. Coast and Geodetic Survey standard disk stamped "3084.830 0 24 1930" and set vertically (U.S. Coast and Geodetic Survey 1930 ADJUSTED DATUM).
RM5	3062.88	Located at John Day, Oregon. One block east of the South Canyon Boulevard, on Main Street, at the Grant County Bank Building, 18 feet south of the south side of the street, 6 inches from the east face of the building, and in this sidewalk. A U.S. Bureau of Public Roads standard disk stamped "35 3084 23" (U.S. Bureau of Public Roads 1935 ADJUSTED DATUM).
RM6	3128.90	About 1.6 mile west along the John Day Highway (U.S. 26) from John Day, Grant County about 200 feet west of a large highway cut, 65 feet south of the center line of the highway, and in a fence corner.

**KEY TO MAP**

100-Year Flood Boundary

500-Year Flood Boundary

Zone Designation

100-Year Flood Boundary

500-Year Flood Boundary

Base Flood Elevation Line

Base Flood Elevation in Feet

Where Elevation Within Zone

Elevation Reference Mark

Base Flood

ZONE B

ZONE A1

ZONE A5

ZONE B

ZONE B

512

51200

512

512

**\*EXPLANATION OF ZONE DESIGNATIONS**

**ZONE**

**EXPLANATION**

A

Area of 100-year flood, base flood elevation and flood hazard factor not determined.

A1

Area of 100-year flood, base flood elevation, where depth of water is 1 foot and where 10 feet or more depth of water is 1 foot, for all flood hazard factors are determined.

A1-A5

Area of 100-year flood, base flood elevation and flood hazard factor determined.

A5

Area of 100-year flood, base flood elevation, where depth of water is 1 foot and where 10 feet or more depth of water is 1 foot, for all flood hazard factors are determined.

B

Area of 100-year flood, base flood elevation and flood hazard factor determined.

C

Area of 100-year flood, base flood elevation and flood hazard factor determined.

D

Area of 100-year flood, base flood elevation and flood hazard factor determined.

E

Area of 100-year flood, base flood elevation and flood hazard factor determined.

F

Area of 100-year flood, base flood elevation and flood hazard factor determined.

G

Area of 100-year flood, base flood elevation and flood hazard factor determined.

H

Area of 100-year flood, base flood elevation and flood hazard factor determined.

I

Area of 100-year flood, base flood elevation and flood hazard factor determined.

J

Area of 100-year flood, base flood elevation and flood hazard factor determined.

K

Area of 100-year flood, base flood elevation and flood hazard factor determined.

L

Area of 100-year flood, base flood elevation and flood hazard factor determined.

M

Area of 100-year flood, base flood elevation and flood hazard factor determined.

N

Area of 100-year flood, base flood elevation and flood hazard factor determined.

O

Area of 100-year flood, base flood elevation and flood hazard factor determined.

P

Area of 100-year flood, base flood elevation and flood hazard factor determined.

Q

Area of 100-year flood, base flood elevation and flood hazard factor determined.

R

Area of 100-year flood, base flood elevation and flood hazard factor determined.

S

Area of 100-year flood, base flood elevation and flood hazard factor determined.

T

Area of 100-year flood, base flood elevation and flood hazard factor determined.

U

Area of 100-year flood, base flood elevation and flood hazard factor determined.

V

Area of 100-year flood, base flood elevation and flood hazard factor determined.

W

Area of 100-year flood, base flood elevation and flood hazard factor determined.

X

Area of 100-year flood, base flood elevation and flood hazard factor determined.

Y

Area of 100-year flood, base flood elevation and flood hazard factor determined.

Z

Area of 100-year flood, base flood elevation and flood hazard factor determined.

**NOTES TO USER**

Circle area not in flood hazard zone areas 1 and 2 may be protected by flood control structures.

This map is for flood insurance purposes only; it does not show any other information or liability to the community or its members, future outside flood hazard areas.

INITIAL IDENTIFICATION

MARCH 23, 1979

FLOOD HAZARD SURVEY MAP REVISIONS

DECEMBER 24, 1979

FLOOD INSURANCE RATE MAP EFFECTIVE

SEPTEMBER 15, 1979

FLOOD INSURANCE RATE MAP REVISIONS

SEPTEMBER 15, 1979

THE DEPARTMENT OF FLOOD INSURANCE IS AVAILABLE TO THE COMMUNITY, CONTACT YOUR INSURANCE AGENT, OR CALL THE NATIONAL FLOOD INSURANCE PROGRAM AT (800) 638-4226.

APPROXIMATE SCALE

1" = 100'

**NATIONAL FLOOD INSURANCE PROGRAM**

**FIRM**

**FLOOD INSURANCE RATE MAP**

**CITY OF**

**JOHN DAY,**

**OREGON**

**GRANT COUNTY**

**ONLY PANEL PRINTED**

**REVISED TO**

**REFLECT LOMR**

**EFFECTIVE: October 17, 2019**

**COMMUNITY-PANEL NUMBER**

**410077 0001 C**

**MAP REVISED:**

**FEBRUARY 23, 1982**

**Federal Emergency Management Agency**

**Federal Insurance Administration**

# **Grant County Fairgrounds RV Park Project Narrative**

This project is to expand the RV Camping sites available at the Fairgrounds. To better accommodate events at the fairgrounds, tours and other gatherings in the area, short term workers, and visitors to our City and County.

This site is current in two Zones Park Reserve and Residential Limited. The Owner is proposing to maintain the two zones but, increase the amount of area in the Park Reserve and Decrease the amount of area in the Residential Limited. See Sheet 01 of the attached plan sheets.

The current 3<sup>rd</sup> Street ROW description does not match the physical location of 3<sup>rd</sup> Street and is described as a 120-ft wide ROW. On Sheet 01 there is a proposed ROW shown. This proposed right of way is proposed as 30' from the current centerline on the south (no adjustment on the North) This is wide enough to contain all of the road and fill slopes along the flatter portion of the street, and as the road extends to the east and switches back up to Main Street it is proposed to transition to and to maintain the current ROW width.

## **General Park Conditions:**

The project will add 25 new short-term RV spaces, no stays over 180 days will be allowed.

No permanent type of accessories will be allowed on the RVs. (i.e. built in-place decks, only temporary skirting allowed, etc.)

The Grant County Fairgrounds currently has RV Spaces, and the proposed new RV Park will be managed and maintained to the same standards. Attached is a copy of the current RV Park rules.

## **Utilities and Equipment:**

Power – any unprotected portion of the RV Hookup system (line lugs, outlets, breakers, etc.) will be a minimum of 1-ft above the BFE at that area of the site.

Water – Water will be provided to the RV Sites with an elevated Frost-Free Hydrant with the connection point a minimum of 1-ft above BFE at that area of the site. Also, the City's water system will be protected with a backflow preventor at or near the service meter connection.

Sanitary Sewer – The sewer system piping and connections will be standard per Oregon Plumbing Code. With the addition of all cleanouts and RV connections will have a watertight cover. An example of this type of cover is attached.

Storm Runoff – All storm runoff water from the site will be contained on site and routed to infiltration swales and areas.

Solid Waste – Solid waste will be collected in a common dumpster for the site. The surface area for this dumpster will be graded to be above the BFE to prevent the chance of it floating in a flood event



**Electrical, Mechanical, Plumbing and Other Equipment:**

All utilities and other systems in the Restroom/Laundry Building will be out of the flood water with the finished floor slab elevation 1-ft plus above the BFE. Any exterior equipment, such as heat pump, propane tank, power meter, etc. will be installed elevated as needed to be a minimum of 1-ft above the BFE and any stands or supports will be anchored to slabs or embedded as needed to resist any hydrostatic and hydrodynamic loads and effects.

**Non-Residential Construction:**

The only structure proposed for the project will be a restroom & shower building with a laundry room and small storage/mechanical room.

The building will be slab-on-grade and the proposed finished floor (FF) elevation 3078.50, the BFE in this area of the site is 3077.25, FF is 1-ft plus above BFE.

Floodproofing is not required since above the BFE but, all building materials on the lower portion of the building will be water resistant such as concrete, CMU block, and steel.

Structure is above BFE and not subject to any hydrostatic or hydrodynamic loads and effects.

**Floodway and Floodplain:**

Per the Floodway-Flood Boundary and Floodway Map (Panel Number 410077 0001), revised October 17<sup>th</sup>, 2019, all of the floodway on this property is North of 3<sup>rd</sup> Street, the proposed RV Park and improvements are South of 3<sup>rd</sup> Street. The only proposed improvement in the flood way is to remove brush and vegetation to create a connection for pedestrians to the existing gravel trail along the John Day River.

Description of the extent to which the watercourse will be altered or relocated. There is no proposed alteration of the watercourse in the floodway. The floodplain volume for storage of flood water will be altered in location and depth on the site but, the final floodplain storage will be equal to or greater than the current volume. Based on the elevation of 3<sup>rd</sup> Street and the single culvert that crosses the street, flood water will only be entering the site by overtopping the road or thru the culvert and based on the BFEs this will only be happening within a few 10ths of the river being at the 100yr flood stage. The changes in the grades on site may minimally change very local flood depths but, only on this property there is no connection to any floodplain on other properties in this area.

The amount and location of any cut and fill activities proposed. The grading of the proposed RV Park will remove 2208 CYs of material from below the BFE in the floodplain, this will include the upper organic layer stripped prior to beginning any grading, excess spoils from utility trenching, and excess material cut from the area after re-shaping to allow for the addition of imported materials. For the construction of the RV Park materials will be imported such as pipe bedding, concrete, and

base rock, these quantities will be amount to 1812 CYs. This creates an additional 396 CYs of additional floodplain storage on the RV Project Site. (See Grading Sheet Table)

This grading produces 2208 CYs that must be relocated. The grading plan shows a disposal site area. Placing material in this area will require placing 350 CYs of material back into the floodplain on this property (leaving a net gain of 46 CYs more floodwater storage than currently). The additional 1858 CYs will be placed above this and above the BFE having no effect on the floodplain storage. The other option is to haul off this material or some of it to be placed on an undetermined upland area (not to be used for filling in a floodplain, floodway or wetland).

#### 5-4.2.50 2. Site Design Review Information.

1. Site analysis map. At a minimum the site analysis map shall contain the following:

1. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;

*Attached current Tax Map shows the entire property, sheet 01 of the plan sheets shows more detail of the surrounding properties.*

2. Topographic contour lines at 2-foot intervals for slopes, except where the Public Works Director determines that larger intervals will be adequate for steeper slopes;

*0.5-ft contours are shown on the plan sheets, contours created from topography survey by Benchmark Surveying.*

3. Identification of slopes greater than fifteen (15) percent, with slope categories identified in 5 percent increments (e.g., 0%-5%, >5%-10%, >10%-15%, >15%-20%, and so on.);

*No development is proposed North of 3<sup>rd</sup> Street so this area was not addressed. The area of the proposed RV Park is in the 0%-5% range, any areas above the 5% slope range are shown on plan sheet 01 with colored hatch.*

4. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;

*Plan sheet 01 shows the location of the existing the existing driveways and access roads on this property. Plan Sheet 02 shows the proposed new access driveway and two of the existing driveways will be eliminated. Plan sheet 01 shows the existing ROW per the description and the proposed ROW to match the actual street. A proposed easement for the existing sewer line is also shown on plan sheet 01.*

5. Potential natural hazard areas, including, as applicable, the base flood elevation identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the City, County, or State as having a potential for geologic hazards;

*The plan sheets include the Floodway and Floodplain elevations overlayed on the site, per the current FEMA Firm for this area.*

6. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;

***The John Day River is shown as it flows across the northern portion of the property. There is no development proposed near the River.***

7. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;

***There are no existing structures or distinct features on this property.***

8. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;

***None known.***

9. The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;

***There trees or large vegetation on the property in the area being developed.***

10. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;

***Deed attached.***

11. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.

***Engineer – Sisul Engineering, 158 E Main St., John Day, OR 97845***

***Surveyor – Benchmark Land Surveying, 217 N. Canyon Blvd. John Day, OR 97845.***

2. Proposed site plan. The site plan shall contain the following information:
  1. The proposed development site, including boundaries, dimensions, and gross area;

***The square footage of the proposed area to be developed is shown on plan sheet 03.***

2. Features identified on the existing site analysis maps that are proposed to remain on the site;

***None.***

3. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.

***Two existing driveway locations will be replaced with a single new access. The existing community garden location will be relocated south of the current location.***

4. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;

***Existing and proposed ROWs and Easements are shown on plan sheet 01.***

5. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;

***Proposed utilities, fencing and accesses ways are shown on plan sheet 02. The closest RV space has a 20' setback from the proposed 3<sup>rd</sup> Street ROW. The proposed restroom/shower/laundry building closest distance to any boundary is the proposed 3<sup>rd</sup> Street ROW and is 78 feet.***

6. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;

***A single vehicular ingress and egress access is shown on plan sheet 02 for the RV Park, in addition there are two pedestrian access with double gates to allow for maintenance and emergency access.***

7. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);

***See attached RV Park rules for space parking limits. The restroom/shower/laundry building has a concrete ADA park space and two additional parking spaces dimensions and preliminary grading shown on plan sheet 03.***

8. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;

***Pedestrians and bicycles may circulate throughout the RV Park on the access isles that range from 24'-30' wide. There is a connection proposed from the RV Park to the existing trail along the John Day River.***

9. Loading and service areas for waste disposal, loading and delivery;

***See plan sheet 02 for common dumpster location.***

10. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;

***None proposed.***



11. Location, type, and height of outdoor lighting;

***See plan sheet 02 for area lighting layout, and attached manufacturer info. for height and style information.***

12. Location of mail boxes, if known;

***None needed. Mail will go to existing main fairgrounds office.***

13. Name and address of project designer, if applicable;

***Engineer – Sisul Engineering, 158 E Main St., John Day, OR 97845***

14. Locations of bus stops and other public or private transportation facilities;

***None proposed.***

15. Locations, sizes, and types of signs;

***None proposed. In future is one is needed owner will apply for sign permit.***

3. Architectural drawings. Architectural drawings showing one or all of the following shall be required for new commercial, commercial/residential, industrial and multifamily buildings, and major remodels of the same:

1. Building elevations (as determined by the City Planning Official) with building height and width dimensions;

***Preliminary building elevations on shown on plan sheet 02.***

2. Building materials, colors and type;

***Some building materials and types on shown on the building elevation, others and final colors to be determined owner.***

4. Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for development sites one-half (½) acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 5-3.4.040.

***Plan sheet 03 shows both proposed finish grade contours for the site and general slopes. Detail spot elevations around the building and ADA parking area are shown on a detail of the area. A small landscaping wall is proposed and shown with spot elevations at to top and bottom. Proposed detention/infiltration areas are shown on the grading plan also, to be sized based on final design.***

5. Landscape plan. Where a landscape plan is required, it shall show the following:
1. The location and height of existing and proposed fences, buffering or screening materials;

***A 6-ft, black chainlink security/semi screening fence is proposed around the permitter. The photo below is an example of the type of fencing proposed.***



*Existing Fencing on City Property near Public Works Shop.*

2. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;

***None proposed.***

3. The location, size, and species of the existing and proposed plant materials (at time of planting);

***Proposed landscape trees are shown on plan sheet 02. Each dividing area between RVs will have a minimum of 2 trees when site is fully developed and other trees fit in around the permitter, inside the fence. The trees will be a mixture of spring time flowering trees (i.e redbud, dogwood), trees with bright fall time foliage (i.e. maples, oaks), will follow recommendations of local nursery for varieties that are hardly enough for the local climate, mature providing shade, and low maintenance. At planting the trees will be 4'-6' in height.***

4. Existing and proposed building and pavement outlines;

***No buildings or pavement on site. Existing street shown on plan sheet 01.***

5. Specifications for soil at time of planting, irrigation if plantings are not droughttolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;

*Will follow recommendations of local nursery on planting time and water needs.*

6. Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 5-3.2. Landscape, Street Trees, Fences and Walls of this Code.
6. Deed restrictions. Copies of all existing and proposed restrictions or covenants, including those for access control.

*None. Attached copy of RV Park Rules.*



PROPOSED LIGHTING  
 Manuf. MEL NORTHEY CO. INC.



## Enviro Design Products: Grip-N-Lock Well monitoring Cap, 4" Orange

★★★★★  
(5 Reviews)

\$ 31.95

AVAILABILITY: IN STOCK

SKU: C1040

- 1 +   

f t in G+ 

### Description

The Grip-N-Lock Well Cap by Enviro Design Products is a superior alternative to the old Snap Cap. This redesigned cap is specifically designed for SCH 40 to 80 PVC pipe fittings, ensuring a watertight and tamperproof solution. With its hinged locking mechanism, it provides maximum security and peace of mind.

The Grip-N-Lock features 10 internal watertight concentric rings that securely hold the cap in place. Its square UV protective gasket creates a watertight compression seal, preventing any water leakage. Additionally, the cap is only 3.00" tall when installed, minimizing its profile.

This well cap is highly recommended by several state and county regulatory agencies due to its easy installation, watertight security, locking capability, and high visibility. It is an excellent investment for high-traffic areas and profile sights. Moreover, it is designed to withstand challenging environments, ensuring long-lasting performance.

One of the standout features of the Grip-N-Lock is its locking capability. You can easily secure the cap with a standard padlock, providing an extra layer of protection. Its durable and sturdy design ensures it can withstand even the harshest environments.

Installation of the Grip-N-Lock is a breeze, as it does not require screwing, riveting, or gluing. Simply tap it in place either above or below grade, and it will securely fit onto the PVC pipe fittings.



**Welcome to the Grant County RV Park! We hope you have a pleasant visit.**  
**Please report any concerns to the office.**  
**NO RV'S OR TRAILERS OVER 15 YEARS OLD**  
**ALL FEE'S MUST BE PAID IN ADVANCE**

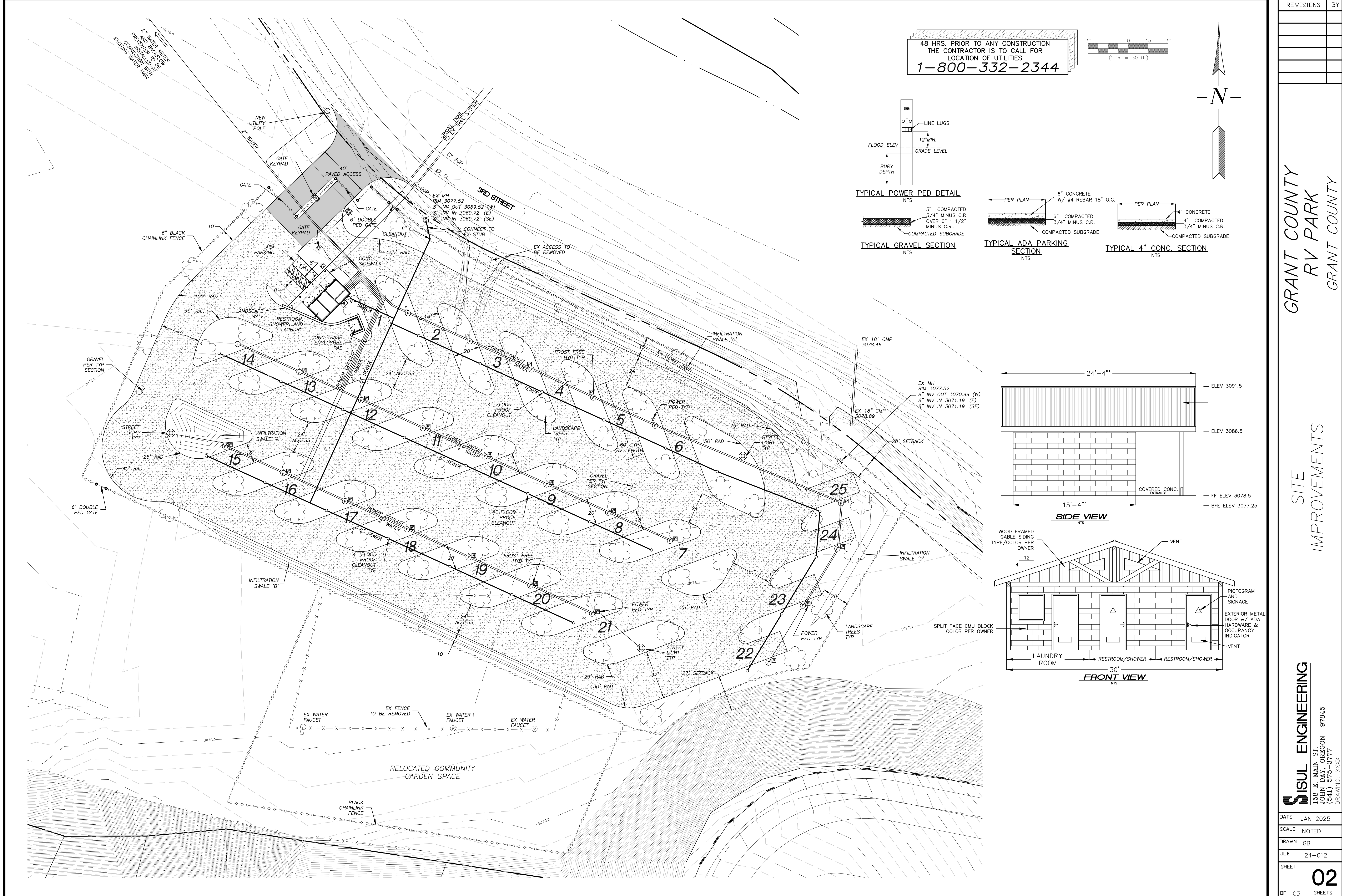
1. **Check-out time is by 12 PM (NOON).** Due to previous reservations, if you plan on staying longer, the earlier you let us know, the better your chance of keeping a site. (Please note: we cannot always guarantee that you will be able to keep the same site due to previous reservations.)
2. **A sewer hose seal (rubber donut or threaded connector) for your sewer hose is REQUIRED on all sewer hookups.**
3. **Pets must be on a leash, under control, and quiet at all times.** All pet waste must be picked up immediately. No more than 1 pet and must be under 50lb.
4. **Campsites must be kept neat and tidy at all times.**
5. **Garbage should be in sealed plastic bags and placed in the trash bin which is near the storage building.**
6. **Children must be supervised at all times.** Parents are responsible for their children's safe conduct and any injuries or damage that they may incur or cause. Unsupervised children who cause disruption for other guests may be asked to leave the park with their entire group.
7. **Please respect privacy and comfort of fellow guests - keep music and noise down.**
8. **No smoking in the** restrooms, showers or public buildings. Please use proper receptacles when extinguishing cigarettes. **Please do not throw cigarette butts on the ground.**
9. **Absolutely NO FIREWORKS!**
10. **Please do not take picnic tables from their sites.** This includes swapping them around. If you're planning a group gathering, we can make an exception to this providing all tables are put back, but please check with the office **beforehand.**
11. **No Tents in the RV Park. Tents are only allowed in designated dry camping area only**
12. **Campfires:** Please use only the designated fire rings. Please note that campfires may be completely restricted during the mid-summer months when the fire danger is high. Fires must never be higher than 1 1/2 feet. Fire rings are for firewood ONLY - Food scraps, cigarette butts, plastic, aluminum cans, bread ties etc. do not belong. Never leave fires unattended!!! Always extinguish fires completely when leaving them for any amount of time.
13. **The speed limit in the park is 5 mph.** Please be aware of pedestrians and animals in the roadways.
14. **Quiet hours are from 10PM to 7AM.**
15. **Be sure to close awnings when leaving your rig unattended.** Strong winds can come about suddenly and cause severe damage.
16. **Cleanliness of the park is important to us.** Sites are to be kept clean and orderly, as determined by management. Please leave restrooms as you would like to find them. If they are in need of attention, please notify someone in the office.

Management reserves the right to evict or refuse entry to any person who has evidenced a disregard for the rules without a refund. Guests and their visitors agree to use the campground at their own risk. The management and owners are not responsible for damage, injury or loss to persons, pets or property. We reserve the right the to make changes to the rules,  
Regulations and fees that we deem necessary.









REVISIONS	BY

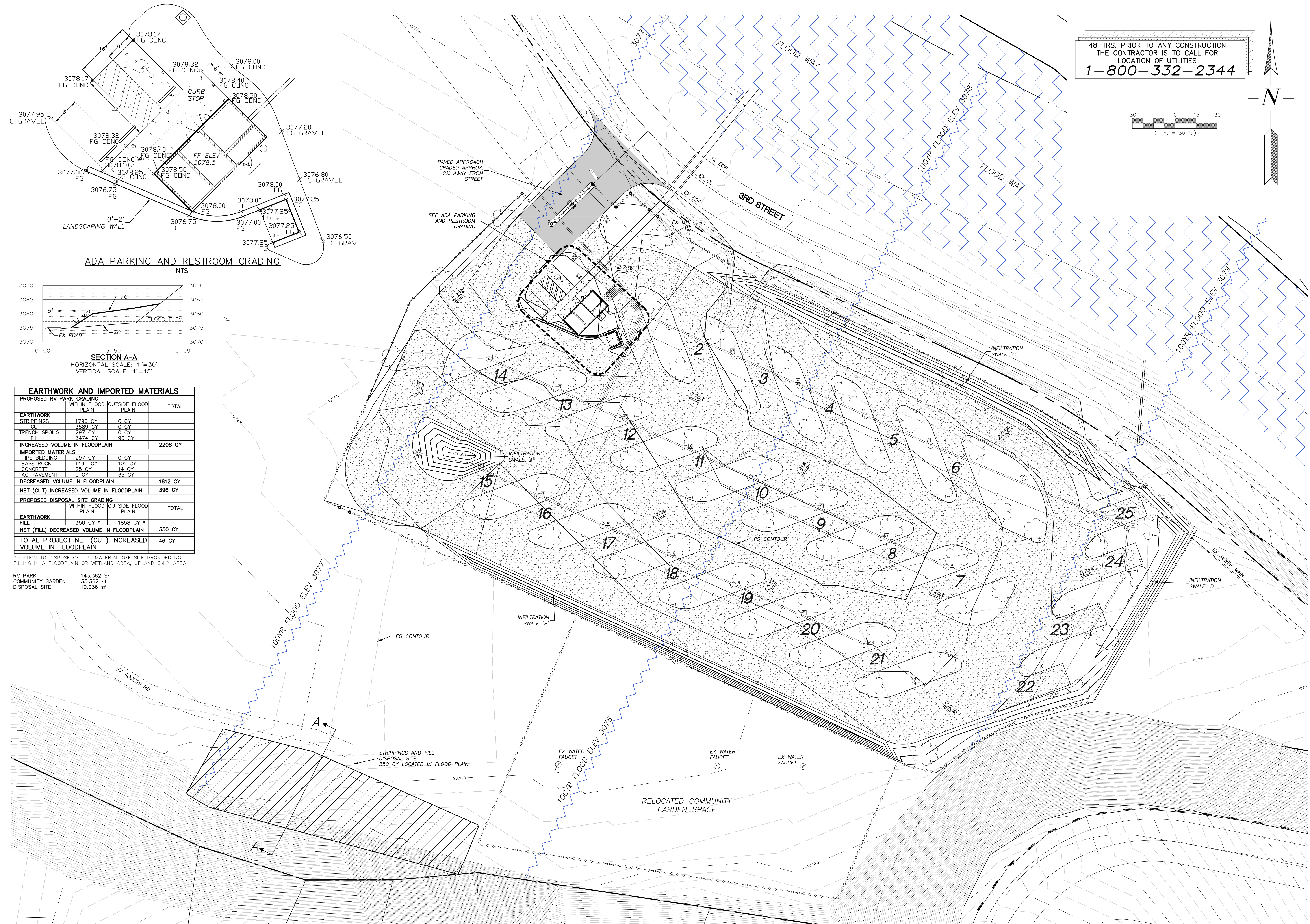
GRANT COUNTY  
RV PARK  
GRANT COUNTY

SITE  
IMPROVEMENTS

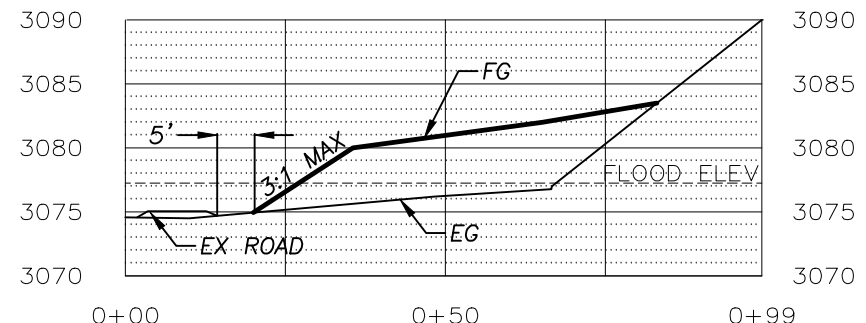
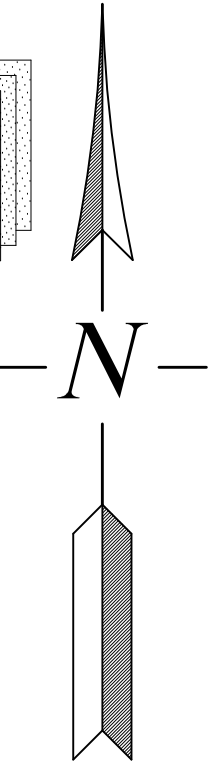
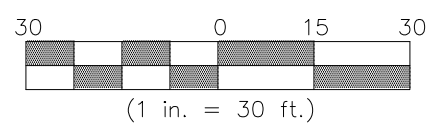
SISUL ENGINEERING  
156 E. MAIN ST.  
JOHN DAY, OREGON 97845  
(541) 575-3777  
DRAWING: XXXX

DATE	JAN 2025
SCALE	NOTED
DRAWN	GB
JOB	24-012
SHEET	02
OF	03 SHEETS





48 HRS. PRIOR TO ANY CONSTRUCTION  
THE CONTRACTOR IS TO CALL FOR  
LOCATION OF UTILITIES  
**1-800-332-2344**



EARTHWORK AND IMPORTED MATERIALS			
PROPOSED RV PARK GRADING			
	WITHIN FLOOD PLAIN	OUTSIDE FLOOD PLAIN	TOTAL
EARTHWORK			
STRIPPINGS	1796 CY	0 CY	
CUT	3589 CY	0 CY	
TRENCH SPOILS	297 CY	0 CY	
FILL	3474 CY	90 CY	
INCREASED VOLUME IN FLOODPLAIN			2208 CY
IMPORTED MATERIALS			
PIPE BEDDING	297 CY	0 CY	
BASE ROCK	1490 CY	101 CY	
CONCRETE	25 CY	14 CY	
AC PAVEMENT	0 CY	35 CY	
DECREASED VOLUME IN FLOODPLAIN			1812 CY
NET (CUT) INCREASED VOLUME IN FLOODPLAIN			396 CY
PROPOSED DISPOSAL SITE GRADING			
	WITHIN FLOOD PLAIN	OUTSIDE FLOOD PLAIN	TOTAL
EARTHWORK			
FILL	350 CY *	1858 CY *	
NET (FILL) DECREASED VOLUME IN FLOODPLAIN			350 CY
TOTAL PROJECT NET (CUT) INCREASED VOLUME IN FLOODPLAIN			46 CY

\* OPTION TO DISPOSE OF CUT MATERIAL OFF SITE PROVIDED NOT FILLING IN A FLOODPLAIN OR WETLAND AREA, UPLAND ONLY AREA.

RV PARK 143,362 SF  
COMMUNITY GARDEN 35,362 sf  
DISPOSAL SITE 10,036 sf

REVISIONS	BY

GRANT COUNTY  
RV PARK  
GRANT COUNTY

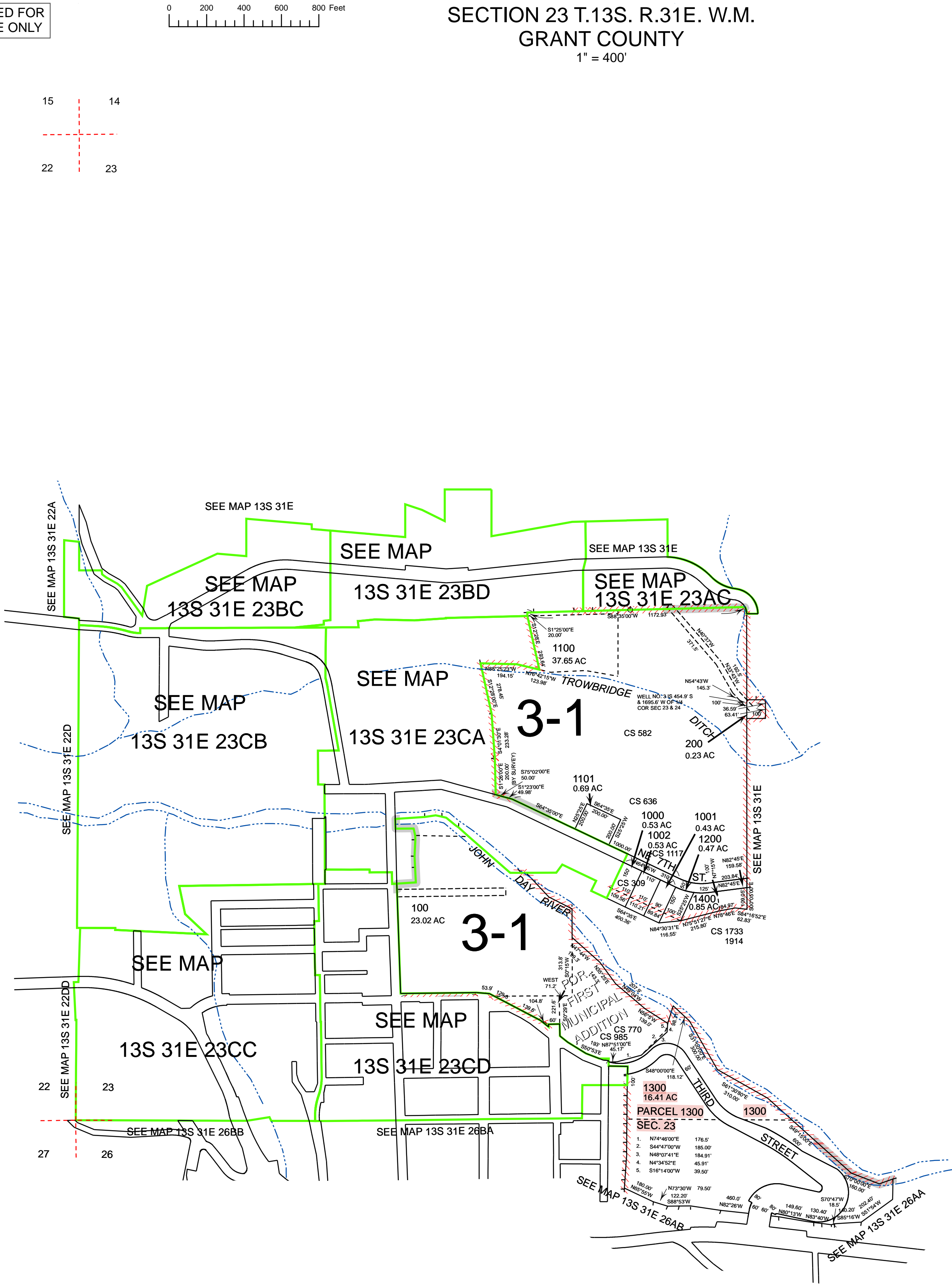
GRADING  
PLAN

**SISUL ENGINEERING**  
158 E. MAIN ST.  
JOHN DAY, OREGON 97845  
(541) 575-3777  
DRAWING: XXXX

DATE	JAN 2025
SCALE	NOTED
DRAWN	GB
JOB	24-012
SHEET	03
OF 03 SHEETS	



Cancelled  
101  
206  
207  
300  
400  
500  
600  
601  
700  
800  
900  
1301  
1302



Revised: MA  
04/05/2023

BOOK 138 PAGE 221

THIS IS DEED WHERE GRANT COUNTY  
WAS DEEDED 3RD STREET EXTENSION LAND

## WARRANTY DEED

KNOW ALL BY THESE PRESENTS that Terry B. Lyons and Joy E. Lyons, husband and wife, as to an undivided one-half interest, and Norbert A. Volny and Natalie M. Volny, trustees of the Norbert A. Volny and Natalie M. Volny Family Trust, as to an undivided one-half interest, hereinafter "Grantor," for the consideration hereinafter stated, to Grantor paid by Grant County, a municipal corporation, hereinafter "Grantee," does hereby convey and warrant unto the said Grantee and Grantee's heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Grant and State of Oregon, described as follows, to-wit:

[See attached Exhibit A]

To have and to hold the same unto the said Grantee and Grantee's heirs, successors and assigns forever.

And said Grantor hereby covenants to and with said Grantee and Grantee's heirs, successors and assigns, that Grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances except such easements, reservations, and restrictions as are of record and that Grantor will warrant and forever defend the said premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances,

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$50,000.00.


THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR



117585

COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

IN WITNESS WHEREOF, the Grantor has executed this instrument this 30 day of December, 1988.

  
Terry B. Lyons


  
Joy E. Lyons


STATE OF OREGON


COUNTY OF GRANT

ss

On this 30 day of December, 1988 personally appeared the above named Terry B. Lyons and Joy E. Lyons, husband and wife, acknowledged the foregoing instrument to be their free and voluntary act and deed.

  
Notary Public in and for the State of Oregon. My commission expires: 4-21-92

  
Norbert A. Volny, Trustee


  
Natalie M. Volny, Trustee

STATE OF OREGON

COUNTY OF GRANT

ss

on this 31 day of December, 1988, personally appeared the above Norbert A. Volny and Natalie M. Volny, trustees of the Family Trust, acknowledged the foregoing instrument to be their free and voluntary act and deed, and on oath stated they were duly authorized to execute the foregoing instrument on behalf of said Trust.

  
Notary Public in and for the State of Oregon. My commission expires: 4-21-92

Tax Statements to be sent to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEGAL DESCRIPTION

Township 13 South, Range 31 East, Willamette Meridian, Grant Co., Oregon:  
Sections 23 and 24: Beginning at a point on the Southerly boundary line of  
the Grant County Fairgrounds as described in Deeds recorded Sept. 6, 1963,  
in Book 89, Page 324, Deed Records; said point being 294.00 feet North  
and 107.04 feet East of the S 1/4 corner of said Sec. 23;  
thence along the Southerly and Easterly boundary line of said Grant County  
Fairgrounds, as follows:

N. 74 deg. 42' 00" E., 175.50 feet;  
N. 44 deg. 47' 00" E., 185.00 feet;  
N. 15 deg. 14' 00" E., 39.50 feet, to the Northeast corner of said  
Fairgrounds tract;

thence continuing N. 15 deg. 14' 00" E., leaving the Easterly boundary line  
of said County Fairgrounds, a distance of 48.71 feet to a point in the  
John Day River;

thence along a line of mutual agreement, said line being between the  
existing banks of the John Day River but not necessarily following the  
center of said river, as follows:

S. 45 deg. 00' 00" E., 118.12 feet;  
S. 31 deg. 00' 00" E., 330.00 feet;  
S. 51 deg. 30' 00" E., 310.00 feet;  
S. 48 deg. 18' 00" E., 500.00 feet;  
S. 70 deg. 00' 00" E., 160.00 feet;  
N. 45 deg. 30' 00" E., 207.03 feet, more or less, to a point which is  
N. 0 deg. 54' 00" E. of the Northeast corner of the Hunter tract  
as described in Deed recorded Sept. 15, 1971 in Book 107, Page  
324, Deed Records;

thence S. 00 deg. 54' 00" W., to the Northeast corner of said Hunter tract;  
thence S. 55 deg. 05' W., 516 feet;

thence North, 30.0 feet to the center of the John Day River;

thence N. 81 deg. 22' W., along the center of the John Day River, 62.4  
feet;

thence South, 25.0 feet;

thence S. 51 deg. 58' W., 204.4 feet;

thence S. 65 deg. 14' W., 140.2 feet;

thence S. 70 deg. 47' W., 18.5 feet;

thence N. 53 deg. 40' E., 130.4 feet;

thence N. 70 deg. 13' W., 149.4 feet;

thence N. 43 deg. 25' W., 460.0 feet to the Northeast corner of the Frank  
Chester et ux lot;

thence S. 55 deg. 53' W., 122.2 feet to the Northeast corner of the Sam and  
L. May et ux lot;

thence N. 73 deg. 30' W., 79.8 feet to the Northeast corner of the Jim  
Maple et ux lot;

thence N. 45 deg. 55' W., 150.2 feet, along the Northerly line of said Jim  
Maple lot and the Northerly line of Lot 6 in Block "A" of the City  
of John Day, Oregon, according to the plat thereof filed in the Office  
of the County Clerk of Grant County, Oregon, March 5, 1974, in Book 1  
of Town Plats, Page 17, to the Easterly line of Boyce Addition to the  
City of John Day, Oregon, according to the plat thereof filed in the  
Office of the County Clerk of Grant County, Oregon, Sept. 7, 1966, in  
Book 4 of Town Plats, Page 70;

thence Northerly along the Easterly line of said Boyce Addition to the N.E.

Exhibit A

corner of said Addition;  
thence N. 0 deg. 25' E., 100.0 feet to the Northeast corner of the Burril tract described in Book 97, Page 512, Deed Records;  
thence West, along the North line of said Burril tract, 100.0 feet to the East line of N.E. Elm Street;  
thence N. 1 deg. 08' E., 20.58 feet, along said East line of N.E. Elm St., to the Southerly line of the Grant County Fairgrounds tract;  
thence S. 79 deg. 28' 00" E., along said Southerly line, 4.93 feet, to the place of beginning.

SAVE & EXCEPT the following described tracts:

- (a) In Twp. 13 S., R. 31 E., W.M.:  
Section 23: A tract of land situated in the SW1/4SE1/4 described as follows:

Beginning at the Northeast corner of the Grant County Fairgrounds tract, said corner being marked with a 5/8" x 30" iron pin set in Survey No. 770, as shown on Record Map of Survey No. 770, filed in the Office of the Grant County Surveyor, said pin being 510.60 feet North and 508.71 feet East of the South 1/4 corner of said Sec. 23;

thence along the Southeasterly line of said County Fairgrounds tract as follows:

S. 16 deg. 14' 00" W., 39.50 feet;

S. 44 deg. 47' 00" W. 185.00 feet;

thence leaving the Southeasterly line of said tract,

N. 48 deg. 07' 41" E., 184.91 feet;

thence N. 4 deg. 34' 52" E., 45.96 feet to the point of beginning.

All according to Map of Survey No. 985 filed in the Office of the Grant County Surveyor.

- (b) In Twp. 13 S., R. 31 E., W.M.:  
Section 26: A tract of land situated in the NE1/4NE1/4 described as follows:

Beginning at a point on the East line of the Ralph Hunter tract; said point being 537.85 feet South and 1,845.03 feet East of the North 1/4 corner of said Sec. 26;

thence N. 0° 57' 28" E., along the East line of said Hunter tract (record bearing N. 0°54' E), 97.80 feet to the Northeast corner of said Hunter tract and THE TRUE POINT OF BEGINNING;

thence S. 77° 06' W., along the North line of said Hunter tract, 51.6 feet to the Northwest corner of said Hunter tract;

thence North, 30 feet to the center of the John Day River;

thence Easterly to a point which is N. 0° 57' 28" E., 41.90 feet of the True Point of Beginning;

thence S. 0° 57' 28" W., 41.90 feet to THE TRUE POINT OF BEGINNING.



STATE OF OREGON  
County of Grant

I hereby certify that the within instrument was filed for record on this 19th day of January 1903 at 10:03 o'clock A.M. in Book 138 of Deeds 221 222 inclusive.

County Clerk *Carl Light*

By \_\_\_\_\_ Deputy  
Fees \$ \_\_\_\_\_

INDEXED



117584  
 THIS IS A VERY  
 SMALL PIECE OF LAND  
 IN SE CORNER OF ARENA

## WARRANTY DEED

KNOW ALL BY THESE PRESENTS that Terry E. Lyons, hereinafter "Grantor," for the consideration hereinafter stated, to Grantor paid by Grant County, a municipal corporation, hereinafter "Grantee," does hereby convey and warrant unto the said Grantee and Grantee's heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereto belonging or appertaining, situated in the County of Grant and State of Oregon, described as follows, to-wit:

[See attached Exhibit A]

To have and to hold the same unto the said Grantee and Grantee's heirs, successors and assigns forever.

And said Grantor hereby covenants to and with said Grantee and Grantee's heirs, successors and assigns, that Grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances except such easements, reservations, and restrictions as are of record and that Grantor will warrant and forever defend the said premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is: No consideration, this deed is given to clear title as a result of Grantor failing to join in a prior deed to Grantee of the subject property.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING



IN WITNESS WHEREOF, the Grantor has executed  
this instrument this \_\_\_\_\_ day of December, 1988.

1998年12月 第10卷第4期

STATE OF OREGON  
COUNTY OF GRANT

Notary Public in and for the  
State of Oregon. My commission  
expires: 2-27-82

Tax Statements to be sent  
to the following address:

5767010

Table 3—continued

Computes

INDEXED

117584

Land in the City of John Day, Grant County, Oregon, as follows:  
In Twp. 13 S., R. 31 E., W.M.1

Section 23: A tract of land situated in the SW1/4SE1/4 described as follows:

Beginning at a 5/8" x 30" iron pin which was set in Survey No. 770 as shown on Grant County Records Map of Survey No. 770 filed in the Office of the Grant County Surveyor; said pin being 294.99 feet North and 147.05 feet East of the South 1/4 corner of said Sec. 23;  
thence N. 79 deg. 29' 00" W., 4.43 feet to the East line of N.E. Elm Street;  
thence N. 1 deg. 04' 30" E., along the East line of said street, 6.42 feet to the Northeast extreme of N.E. Third Avenue;  
thence N. 87 deg. 41' 00" E., 45.17 feet to a point on the Southeast line of the Grant County Fairgrounds tract;  
thence S. 74 deg. 46' 00" W., along said line, 61.92 feet to the point of beginning.

All according to Map of Survey No. 984 filed in the Office of the Grant County Surveyor.

-----  
Exhibit A

19470

THIS LEASE  
DOES INCLUDE  
ALL LAND IN

901468  
3RD STREET EXTENSION  
ROADSIDE PARK LEASE AGREEMENT

VERIFY WITH  
LEGAL COUNCIL  
THAT LEASE  
IS OVER

THIS AGREEMENT, made and entered into the 26<sup>th</sup> day of December, 1990, by and between Grant County, Oregon, a municipal corporation, hereinafter called "County", and John Day-Canyon City Area Parks and Recreation District, a municipal corporation, hereinafter called "District."

WHEREAS, County is the owner of a certain tract of land located in John Day, Grant County, Oregon, commonly known as the Lyons-Volny Annex to Grant County Fairgrounds and more particularly described in Exhibit "A" attached hereto and by this reference incorporated herein as though set forth in full at this point; and

WHEREAS, County realizes a need for an overnight facility to serve travelers in recreational vehicles and is desirous of having the property developed for the public manner beneficial to highway users; and

WHEREAS, District wishes to acquire the said property for the period of this agreement for the purpose of developing, using, and managing a roadside recreational vehicle park to benefit the traveling public and, to that end constructing and maintaining thereon certain improvements, now therefore:

THE PARTIES AGREE as follows:

1. Commencing on the date of this agreement and continuing thereafter for a period of thirty years from the date hereof, County leases to District that certain real property described on Exhibit "A" attached hereto, hereinafter denominated "The Property."
2. The consideration for this lease is the sum of ONE DOLLAR (\$1.00), receipt of which is hereby acknowledged by County.
3. District covenants that during the term of this lease the property will be used for a recreational vehicle park. County agrees that upon termination of this lease, County will continue to use the property described in this lease and all improvements for public recreational purposes.
4. District may, at its own expense, construct on said property public recreational improvements including but not limited to, trailer and camper/recreational amenities, parking and camping spaces, picnic areas, and together with landscaping and necessary utilities such as wells, water lines, sanitary and storm sewers, rest rooms, and parking areas.
5. County agrees to make available to District its grant from the State of Oregon Regional Strategies program, which grant is in the approximate amount of \$85,000 and is for the purpose of



19470

901468

MICROFILM

subsequent renewal lease periods.

13. This lease agreement may be modified or terminated by mutual agreement of the parties upon a minimum thirty (30) days notice given by the party initiating any such modification. Any modification shall be made in writing and signed by the parties.

14. In the event District shall cease operation prior to the end of the lease term or any renewal periods, the property together with all improvements thereon shall revert to County and this lease shall be terminated.

DATED this 26 day of December, 1990.

LESSOR: GRANT COUNTY, OREGON  
a municipal corporation,

by [Signature]  
County Judge

by [Signature]  
Commissioner

by [Signature]  
Commissioner

LESSEE: JOHN DAY-CANYON CITY AREA PARKS  
AND RECREATION DISTRICT, a municipal  
corporation

by [Signature]  
Chairman

by [Signature]  
Secretary

by [Signature]  
Vice-Chairman

by \_\_\_\_\_

by \_\_\_\_\_

STATE OF OREGON       )  
                              ) ss  
COUNTY OF GRANT     )

This instrument was acknowledged before me on this 26<sup>th</sup> day of December, 1990, by Robert M. Campbell, Bob Holland, as County Judge and County Commissioners, respectively, of the Grant County, Oregon, a municipal corporation.

[Signature]  
Notary Public for Oregon, my  
commission expires: \_\_\_\_\_



## Exhibit "A"

Township 13 South, Range 31 East, Willamette Meridian, Grant Co., Oregon:

Sections 23 and 26: Beginning at a point on the Southerly boundary line of the Grant County Fairgrounds as described in Deeds recorded Sept. 6, 1963, in Book 89, Page 324, Deed Records; said point being 294.99 feet North and 197.05 feet East of the S $\frac{1}{4}$  corner of said Sec. 23;

thence along the Southerly and Easterly boundary line of said Grant County Fairgrounds, as follows:

N. 74° 46' 00" E., 176.50 feet;

N. 44° 47' 00" E., 185.00 feet;

N. 16° 14' 00" E., 39.50 feet, to the Northeast corner of said Fairgrounds tract;

thence continuing N. 16° 14' 00" E., leaving the Easterly boundary line of said County Fairgrounds, a distance of 98.71 feet to a point in the John Day River;

thence along a line of mutual agreement, said line being between the existing banks of the John Day River but not necessarily following the center of said river, as follows:

S. 48° 00' 00" E., 118.12 feet;

S. 31° 00' 00" E., 300.00 feet;

S. 61° 30' 00" E., 310.00 feet;

S. 49° 15' 00" E., 600.00 feet;

S. 70° 00' 00" E., 160.00 feet;

N. 69° 20' 00" E., 207.03 feet, more or less, to a point which is N. 0° 54' 00" E. of the Northeast corner of the Hunter tract as described in Deed recorded Sept. 15, 1971 in Book 107, Page 325, Deed Records;

thence S. 00° 54' 00" W., to the Northeast corner of said Hunter tract:

thence S. 89° 06' W., 51.6 feet;

thence North, 30.0 feet to the center of the John Day River;

thence N. 81° 22' W., along the center of the John Day River, 92.6 feet;

thence South, 25.0 feet;

thence S. 51° 54' W., 204.4 feet;

thence S. 85° 16' W., 140.2 feet;

thence S. 70° 47' W., 18.5 feet;

thence N. 83° 40' W., 130.4 feet;

thence N. 80° 13' W., 149.6 feet;

thence N. 82° 26' W., 460.0 feet to the Northeast corner of the Frank Chester et ux lot;

thence S. 88° 53' W., 122.2 feet to the Northeast corner of the Edmund T. Way et ux lot;

thence N. 73° 30' W., 79.5 feet to the Northeast corner of the Jim Maple lot and the Northerly line of Lot 6 in Block "A" of the City of John Day, Oregon, according to the plat thereof filed in the Office of the County Clerk of Grant County, Oregon, March 5, 1914, in Book 1 of Town

14476

901468

MICROFILM

and THE TRUE POINT OF BEGINNING:  
 thence S. 89° 06' W., along the North line of said Hunter  
 tract, 51.6 feet to the Northwest corner of said  
 Hunter tract;  
 thence North, 30 feet to the center of the John Day  
 River;  
 thence Easterly to a point which is N. 0° 57' 28" E.,  
 41.90 feet of the True Point of Beginning;  
 thence S. 0° 57' 28" W., 41.90 feet to THE TRUE POINT OF  
 BEGINNING.

901168

INSTRUMENT NO.

11

12

CAROL V. HIGHT

Grant County Clerk

@ 2:35 Pm

January 8 1991

Dorinda Lawrence

Deputy





Neighborhood Meeting March 17, 2025 6pm

Attendees: Mindy Winegar, Grant County Fair Manager, Dusty Williams Grant County Fair Maintenance and Office Support, Commissioner Mitch Wilson, Joe Hitz Sisul Engineering, Randy and Cindy Pearson, Brad Hale, Heather Swank, Nicki Mantei, Commissioner John Rowell.

Mindy Winegar started meeting at 6:04. Mindy explained that this meeting is going over the same information that she emailed, handed out and mailed to all the neighbors. Per city ordinance a meeting has to be called if she did not get 100% feedback from all neighbors within 100' of the zone change we are proposing. Mindy gave everyone a chance to look at the bigger print out of the proposed project. Brad Hale asked if we were planning on subdividing any of the property remaining in the residential zone. Jo replied no.

Nicki asked if it will approach more onto Elm Street. Mindy responded with the proposed RV Park will be over 200' away from the back of Elm Street Property owners property line. The rest will be continued to be used as it is now for overflow parking and event parking.

Randy Pearson asked about the process. Joe explained that we are going through the city process. We are submitting the zone change and site review. Once approved we will submit building permits. Randy asked how long we anticipate it to take. Joe replied if everything goes smoothly 2-3 months. Once everything is approved through the planning and the city we will then go out for bid. Depending on contractors and their schedule, we are hoping to be completed by early fall. Everything is an estimate. Randy Pearson said his major concern is knowing when water will be interrupted and water lines flushed. They would like to be informed of it so they can let their guests know. Randy also asked if we could keep them updated on the construction schedule. Mindy said she would try her best to send out and email with any details she has.

Randy Pearson asked if we foresee the city not allowing the project to move forward. Mindy said that we are following all their ordinances and procedures. There should not be a reason if we do all the steps necessary. Mindy explained the RV Park will be beneficial to the city, through water and sewer usages, Transient Room Tax and benefit all the businesses in John Day. Mindy then went on to explain the Fair budget and that the fair is a government department independently funded. Having the addition of this RV Park would make it more sustainable for future generations.

Randy asked about easements and taking care of the high grass. Mindy said they will discuss easements with the city.

Nicki asked if the Fire Marshal has been informed of the project, Mindy replied yes. Nicki asked what our protocol is on abuse. Mindy explained some of our policies are no trailers over 15 years old, pets can not be a nuisance. We are a day to day rental even if we allow people to stay the 180 days. If anyone does not follow our policies we can ask them to leave at any time. Mindy explained that the RV park will be fenced and gated with a code specific to each guest so we will know who is there at all times. Randy asked if we will have a full time camp host. Mindy told him that we have a seasonal one now but will probably keep one on full time once we have an established park.

Randy and Cindy had a discussion with Dusty about a tree that borders both properties. Dusty told them he would look into it.



## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Charles McKenna  
Tammy McKenna  
PO Box 369  
Mt Vernon, OR 97865



9590 9402 8742 3310 6150 35

## 2. Article Number (Transfer from service label)

7022041000061433148

PS Form 3811, July 2020 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*Jude Bennett*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

JUDI BENNETT

## C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- ☐ Adult Signature  
☐ Adult Signature Restricted Delivery  
☒ Certified Mail®  
☐ Certified Mail Restricted Delivery  
☐ Collect on Delivery  
☐ Collect on Delivery Restricted Delivery  
☐ Insured Mail  
☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®  
☐ Registered Mail™  
☐ Registered Mail Restricted Delivery  
☒ Signature Confirmation™  
☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Linda Stoltz  
153 1/2 NE Elm St  
John Day, OR  
97845



9590 9402 8742 3310 6150 59

## 2. Article Number (Transfer from service label)

7022041000061433124

PS Form 3811, July 2020 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*Linda Stoltz*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

## C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- ☐ Adult Signature  
☐ Adult Signature Restricted Delivery  
☒ Certified Mail®  
☐ Certified Mail Restricted Delivery  
☐ Collect on Delivery  
☐ Collect on Delivery Restricted Delivery  
☐ Insured Mail  
☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®  
☐ Registered Mail™  
☐ Registered Mail Restricted Delivery  
☒ Signature Confirmation™  
☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Albert Pickel  
153 NE Elm Street  
John Day, OR  
97845



9590 9402 8742 3310 6150 42

## 2. Article Number (Transfer from service label)

7022041000061433127

PS Form 3811, July 2020 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

*Albert Pickel*

☐ Agent  
☐ Addressee

## B. Received by (Printed Name)

## C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- ☐ Adult Signature  
☐ Adult Signature Restricted Delivery  
☒ Certified Mail®  
☐ Certified Mail Restricted Delivery  
☐ Collect on Delivery  
☐ Collect on Delivery Restricted Delivery  
☐ Insured Mail  
☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®  
☐ Registered Mail™  
☐ Registered Mail Restricted Delivery  
☒ Signature Confirmation™  
☐ Signature Confirmation Restricted Delivery

69

Domestic Return Receipt



## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Cowboy Cottages LLC  
233 Valley View Drive  
John Day, OR 97845



9590 9402 8742 3310 6150 80

## 2. Article Number (Transfer from service label)

7022

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

X

☐ Agent☐ Addressee

## B. Received by (Printed Name)

## C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- |  |   |
|--|---|
| <input type="checkbox"/> Adult Signature                               | <input type="checkbox"/> Priority Mail Express®                     |
| <input type="checkbox"/> Adult Signature Restricted Delivery           | <input type="checkbox"/> Registered Mail™                           |
| <input checked="" type="checkbox"/> Certified Mail®                    | <input type="checkbox"/> Registered Mail Restricted Delivery        |
| <input type="checkbox"/> Certified Mail Restricted Delivery            | <input checked="" type="checkbox"/> Signature Confirmation™         |
| <input type="checkbox"/> Collect on Delivery                           | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery       |   |
| <input type="checkbox"/> Insured Mail                                  |   |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) |   |

Domestic Return Receipt

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
 \$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage  
 \$

Total Postage and Fees  
 \$

Sent To  
 Charles McKenna & Tammy McKenna  
 Street and Apt. No., or PO Box No.  
 PO Box 369  
 City, State, ZIP+4®  
 Mt. Vernon, OR 97865

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
 \$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage  
 \$

Total Postage and Fees  
 \$

Sent To  
 Cowboy Cottages LLC  
 Street and Apt. No., or PO Box No.  
 233 Valley View Drive  
 City, State, ZIP+4®  
 John Day, OR 97845

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
 \$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage  
 \$

Total Postage and Fees  
 \$

Sent To  
 Albert Pickel  
 Street and Apt. No., or PO Box No.  
 153 NE Elm Street  
 City, State, ZIP+4®  
 John Day, OR 97845

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™  
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 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
 \$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage  
 \$

Total Postage and Fees  
 \$

Sent To  
 Linda Stoltz  
 Street and Apt. No., or PO Box No.  
 153 NE Elm St  
 City, State, ZIP+4®  
 John Day, OR 97845

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee  
 \$

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$  
☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage  
 \$

Total Postage and Fees  
 \$

Sent To  
 Linda Stoltz  
 Street and Apt. No., or PO Box No.  
 153 NE Elm St  
 City, State, ZIP+4®  
 John Day, OR 97845

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

007E E4T9 0000 0740 2202

2022 0430 0000 6343 3124



Nicole Menter  
PO Box 1911  
Escondido, CA 92023

March 1st  
Hand delivered 2/28/25 10:19am





JOHN DAY  
151 N CANYON BLVD  
JOHN DAY, OR 97845-1148  
(800)275-8777

02/28/2025 10:18 AM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$1.01
--------------------------	---	--	--------

Mount Vernon, OR 97865  
Weight: 0 lb 1.40 oz  
Estimated Delivery Date  
Mon 03/03/2025

Certified Mail®			\$4.85
-----------------	--	--	--------

Tracking #:  
70220410000061433148

Return Receipt			\$4.10
----------------	--	--	--------

Tracking #:  
9590 9402 8742 3310 6150 35

Total			\$9.96
-------	--	--	--------

First-Class Mail® Letter	1		\$1.01
--------------------------	---	--	--------

John Day, OR 97845  
Weight: 0 lb 1.20 oz  
Estimated Delivery Date  
Mon 03/03/2025

Certified Mail®			\$4.85
-----------------	--	--	--------

Tracking #:  
70220410000061433131

Return Receipt			\$4.10
----------------	--	--	--------

Tracking #:  
9590 9402 8742 3310 6150 42

Total			\$9.96
-------	--	--	--------

First-Class Mail® Letter	1		\$1.01
--------------------------	---	--	--------

John Day, OR 97845  
Weight: 0 lb 1.30 oz  
Estimated Delivery Date  
Mon 03/03/2025

Certified Mail®			\$4.85
-----------------	--	--	--------

Tracking #:  
70220410000061433124

Return Receipt			\$4.10
----------------	--	--	--------

Tracking #:  
9590 9402 8742 3310 6150 59

Total			\$9.96
-------	--	--	--------

First-Class Mail® Letter	1		\$1.01
--------------------------	---	--	--------

John Day, OR 97845  
Weight: 0 lb 1.10 oz  
Estimated Delivery Date  
Mon 03/03/2025

Certified Mail®			\$4.85
-----------------	--	--	--------

Tracking #:  
70220410000061433100

Return Receipt			\$4.10
----------------	--	--	--------

Tracking #:  
9590 9402 8742 3310 6150 80

Total			\$9.96
-------	--	--	--------

Grand Total:			\$39.84
--------------	--	--	---------

Credit Card Remit			\$39.84
-------------------	--	--	---------

Card Name: VISA  
Account #: XXXXXXXXXXXX2784  
Approval #: 003975  
Transaction #: 310  
AID: A0000000031010  
AL: VISA CREDIT

Chip



2/20/25

S4

8:25 EXEMPT CLASS

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 916

Last Viewd

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3123CD 10300 301 950 100 5

OWNER GRANT, COUNTY OF

ET ALS

CNTRCT

Pg 1

ADDR

201 SOUTH HUMBOLT, SUITE 280

CTY/ST CANYON CITY, OR 97820

SC DEF SITUS: JOHN DAY

SITUS: 259 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2013 APPR SF STEVE FISCHER

ACRES .11 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 1,510 0

IMPROV 0 0

SUBTOT 1,510 0

LESS EXEMPTIONS: 0

LESS VET EXEMPT: 0

NET VALUES: 0

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

Self -  
Spoke to commissioners

All

Images

Short videos

Videos

Shopping

Forums

Web

⋮ More

Tools

## Track your package

Data provided by USPS



Tracking number 9590940287423310615080

**Delivered** ✓

March 08, 12:32PM

John Day, OR



View details on USPS



Call 1-800-275-8777



Track another package



USPS

<https://tools.usps.com>

USPS Tracking ⋮

## USPS.com® - USPS Tracking

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## Service alerts

Resident Weather Alerts - Business issues - News - ...

## Publication 52 - Hazardous ...

33 Hazard Classes - 4 Restricted Matter - 62 Hazardous Materials

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1030

Last Viewd 1031

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3126AB 1600 301 101 101 5

OWNER PICKLE, ALBERT

ET ALS

CNTRCT

Pg 1

ADDR

153 NE ELM STREET

CTY/ST JOHN DAY, OR 97845

SC DEF SITUS: JOHN DAY

SITUS: 153 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SW STEPHANIE WILLI

ACRES .11 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 50,840 50,840

IMPROV 99,920 99,920

SUBTOT 150,760 150,760

LESS EXEMPTIONS: 0

LESS VET EXEMPT:

NET VALUES: 150,760

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

541-575-1077

2/20/25 Dropped paper work off - Albert said  
he would think about it & discuss it  
with his neighbor Linda Stoltz - Linda  
was not home so he took her papers  
also

2/25/25 3:00pm Albert was not home

2/26/25 - Called 541-575-1077 - no answer

# Elm Street Neighbors

The Grant County Fair is proposing a 25 Space Gated RV Park on the East Side of the 3rd Street Extension Property as shown in the attachments. We would be requesting that we do a zoning change from Residential Limited to Park Reserve.

\* Indicates required question

1. Name \* Albert Pickle

2. Email NA

3. Address \* 153 NE Elm St.  
John Day, OR 97845

4. Phone number \*

(541) 792-0877

5. I have been shown the plans of a 25 space gated RV Park on the Grant County Property on 3rd Street Extension \*

Check all that apply.

☒ Yes

☐ No



6. Do you have objections to a zone change from Residential Limited to Park Reserve \*  
on the attached map?

*Check all that apply.*

- ☐ Yes I have objections  
☒ No I do not have any objections

7. My questions or concerns are

---

---

---

---

---

8. Do you request a public meeting to address the proposed RV Park and Zoning \*  
Changes on 3rd Street Extension

*Check all that apply.*

- ☐ Yes I am requesting a public meeting  
☒ No I am waiving the need for a public meeting

This content is neither created nor endorsed by Google.

Google Forms

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1032

Last Viewd 1033

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3126AB 1701 301 100 100 5

OWNER STOLTZ, LINDA SUE - ETAL

ET ALS

CNTRCT

Pg 1 STOLTZ, JEFF

ADDR

153 1/2 NE ELM ST

CTY/ST JOHN DAY, OR 97845

SC DEF SITUS: JOHN DAY

SITUS: 155 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SW STEPHANIE WILLI

ACRES .11 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 29,370 29,370

IMPROV 0 0

SUBTOT 29,370 29,370

LESS EXEMPTIONS: 0

LESS VET EXEMPT:

NET VALUES: 29,370

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

Albert Pickle - Took Linda's paper work

2/20/2025 11:15

2/25/2025 3pm Linda said she hadn't filled it out but it is yes we can move forward & she will get paper work to me

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1031

Last Viewd 1032

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3126AB 1700 --- 301 101 101 5 --- --- --- ---

OWNER STOLTZ, LINDA S

ET ALS

CNTRCT ---

Pg 1

ADDR ---

153 1/2 NE ELM ST

CTY/ST JOHN DAY, OR 97845

SC DEF --- SITUS: JOHN DAY

SITUS: 153 1/2 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SW STEPHANIE WILLI

2024 VET APP RCVD

ACRES .11 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 50,840 50,840

IMPROV 106,300 106,300

SUBTOT 157,140 157,140

LESS EXEMPTIONS: 0

LESS VET EXEMPT:

NET VALUES: 157,140

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

# Elm Street Neighbors

The Grant County Fair is proposing a 25 Space Gated RV Park on the East Side of the 3rd Street Extension Property as shown in the attachments. We would be requesting that we do a zoning change from Residential Limited to Park Reserve.

\* Indicates required question

1. Name \* Linda S. Stoltz

2. Email NA

3. Address \* 153 1/2 NE Elm St.  
John Day, OR  
97845

4. Phone number \* (541) 575-5522

5. I have been shown the plans of a 25 space gated RV Park on the Grant County Property on 3rd Street Extension \*

Check all that apply.

☒ Yes  
☐ No



6. Do you have objections to a zone change from Residential Limited to Park Reserve \*  
on the attached map?

*Check all that apply.*

- ☐ Yes I have objections  
☒ No I do not have any objections

7. My questions or concerns are

---

---

---

---

---

8. Do you request a public meeting to address the proposed RV Park and Zoning \*  
Changes on 3rd Street Extension

*Check all that apply.*

- ☐ Yes I am requesting a public meeting  
☒ No I am waiving the need for a public meeting

This content is neither created nor endorsed by Google.

Google Forms

March 2025

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1036

Last Viewd 917

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR

13S3126AB 2100 301 201 201 5

OWNER MCKENNA, CHARLES C - TRUSTEE

ET ALS

CNTRCT

Pg 1

ADDR (255 LOT)

P O BOX 369

CTY/ST MT VERNON, OR 97865

SC DEF SITUS: JOHN DAY

SITUS: 255 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SF STEVE FISCHER

ACRES .13 SPC ASM

RMV

M5 VALUE

TOTAL AV

LAND 35,400 35,400

IMPROV 33,880 33,880

SUBTOT 69,280 69,280

LESS EXEMPTIONS: 0

LESS VET EXEMPT:

NET VALUES: 69,280

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

541-620-1301

left message 2/20/25 10:27

In the Phillapleans -

Per their caretaker Judy Bennett  
they are good with zone change  
& RD Park. They would like to  
see if we can put in a privacy  
fence

Emailed 2/25/2025

Text Tammy & told her it was  
emailed

3/17/2025 Tammy called said  
per Charles couldn't make meeting  
But they fine with everything 83

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1035

Last Viewd 1036

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3126AB 2000 301 109 109 5 P

OWNER MCKENNA, CHARLES C - TRUSTEE

ET ALS

CNTRCT \_\_\_\_\_

Pg 1

ADDR (JD GIBSON LOT)

P O BOX 369

CTY/ST MT VERNON, OR 97865

SC DEF \_\_\_\_\_ SITUS: JOHN DAY

SITUS: 161 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SW STEPHANIE WILLI

ACRES .23 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 62,310 62,310

IMPROV 0 0 M

SUBTOT 62,310 62,310

LESS EXEMPTIONS: 0

LESS VET EXEMPT:

NET VALUES: 62,310

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1034

Last Viewd 1035

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3126AB 1900 301 101 101 5

OWNER MCKENNA, CHARLES C & TAMMY TTS

ET ALS

CNTRCT \_\_\_\_\_

Pg 1

ADDR \_\_\_\_\_

P O BOX 369

CTY/ST MT VERNON, OR 97865

SC DEF \_\_\_\_\_ SITUS: JOHN DAY

SITUS: 159 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SW STEPHANIE WILLI

ACRES .11 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 50,840 50,840

IMPROV 132,630 132,630

SUBTOT 183,470 183,470

LESS EXEMPTIONS: 0

LESS VET EXEMPT: \_\_\_\_\_

NET VALUES: 183,470

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ



2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 1033

Last Viewd 1034

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3126AB 1800 301 101 101 5

OWNER MANTEI, NICOLE

ET ALS

CNTRCT

Pg 1

ADDR

503-577-4494

P O BOX 1991

CTY/ST ESTACADA, OR 97023

SC DEF SITUS: JOHN DAY

SITUS: 157 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SW STEPHANIE WILLI

ACRES .11 SPC ASM

	RMV	M5 VALUE	TOTAL AV
LAND	50,840	50,840	
IMPROV	16,300	16,300	
SUBTOT	67,140	67,140	
LESS EXEMPTIONS:		0	
LESS VET EXEMPT:			
NET VALUES:		67,140	

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

Emailed

10:10 am

2/20/25

Bounced Back

Emailed

2/25/25

Spoke to Nikki prior to  
emailing to let her know  
what we were doing & that  
I would email her the  
paper work

~~n.david.parks@att.net~~

~~n.david.parks@att.net~~

n.d.parks@att.net

## Mindy Winegar

---

**From:** Microsoft Outlook  
**To:** ndparks@att.net  
**Sent:** Tuesday, February 25, 2025 8:15 AM  
**Subject:** Relayed: Grant County RV Park

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[ndparks@att.net](mailto:ndparks@att.net) ([ndparks@att.net](mailto:ndparks@att.net))

Subject: Grant County RV Park

2/20/25

S4

8:25

REAL PROPERTY

INQUIRY

A10100

REF # 2025 R 917

Last Viewd 916

MAP# LOT# A NUM CODE PCL MCL AP VA ZONE PAR# %.xxxx REAL# PR  
13S3123CD 10400 301 109 109 5 R

OWNER COWBOY COTTAGES, LLC

ET ALS

CNTRCT \_\_\_\_\_

Pg 1

ADDR \_\_\_\_\_

233 VALLEY VIEW DR

CTY/ST JOHN DAY, OR 97845

SC DEF \_\_\_\_\_ SITUS: JOHN DAY

SITUS: 257 NE ELM ST

HOME ID:

ACTION CDS MAPCODE 0301

YR AP 2019 APPR SF STEVE FISCHER

ACRES .12 SPC ASM

RMV M5 VALUE TOTAL AV

LAND 53,700 53,700

IMPROV 0 0 M

SUBTOT 53,700 53,700

LESS EXEMPTIONS: 0

LESS VET EXEMPT: \_\_\_\_\_

NET VALUES: 53,700

NOTES

1-KEY 2-IMP 3-LND 7-EOJ 8-CLR 9-BACK 10-FORWARD 17-JV/TL 22-SALES 23-TAX INQ

*ralepe@gmail.com*

*Emailed - 9:29 am*

*2/20/25*



Questions

Responses



Settings

1 response



[Link to Sheets](#)



Summary

Question

Individual

Name

1 response

Randall Pearson

Email

1 response

raleepe@gmail.com

Address

1 response

257 NE Elm Street

Phone number

1 response

408-887-3821

I have been shown the plans of a 25 space gated RV Park on the Grant County Property on 3rd Street Extension



[Copy chart](#)

1 response





## Mindy Winegar

---

**From:** Randall Pearson <raleepe@gmail.com>  
**Sent:** Monday, February 24, 2025 8:03 AM  
**To:** Mindy Winegar  
**Subject:** RE: Grant County

Thank you so much for answering my questions, Mindy!  
I have no further questions or concerns ... and I've indicated this on the online form.

- Randall Pearson

P.S. I've been to the RV park there adjacent to the fairgrounds a few times in the past, and I think it looks fantastic!  
The new park will be huge improvement to that overgrown field that's there now. I fully support the effort – please  
Let me know if there's anything else I can do to support the project! 😊

**From:** Mindy Winegar <winegarm@grantcounty-or.gov>  
**Sent:** Monday, February 24, 2025 7:40 AM  
**To:** Randall Pearson <raleepe@gmail.com>  
**Subject:** RE: Grant County

Thank you for responding Randall.  
I have answered below and have also cc'd my engineer incase I have missed something.  
If there is anything else please feel free to reach back out.

*Thank you,  
Mindy Winegar*

**From:** Randall Pearson <[raleepe@gmail.com](mailto:raleepe@gmail.com)>  
**Sent:** Saturday, February 22, 2025 8:40 AM  
**To:** Mindy Winegar <[winegarm@grantcounty-or.gov](mailto:winegarm@grantcounty-or.gov)>  
**Subject:** RE: Grant County

Hello Mindy – Thank you for sending this information about the proposed zoning change and RV park.

I looked over the enclosed plans, and I have a few questions (and a couple of major concerns). Are you able to answer these (as follows):

1. The plans show a green band around the perimeter of the property – labeled in the key as: "ROW PER DESCRIPTION". Do you know what this is referring to? (an easement?) **So this is the legal description of the right away of the road when it was originally put in. We will have that description changed correctly as we go through this process.**

2. If plans proceed with the new RV park, will there be any landscaping installed? (trees, grass, etc.) – including weed control (i.e. – the cutting of the weeds?) – in the summer time, the weeds in that field grow several feet high. **Yes. We will planned 2 trees at each site and will ad more landscaping as it goes. Please feel free to drive through our existing park so you know how we keep it maintained.**
3. On the new (proposed plan) map, what is the map symbol that appears to the left (west) of the space #1? (not sure what the map is trying to show (a parking area? A new building?)) **This is a restroom and laundry facility with ADA accessibility. This property will all be fenced and key coded so we know who is using our facility at all times.**
4. **Concern:** Will there be utilities installed for the new RV spaces? ... and will there be any disruption to the utilities for the Elm Street residences during the installation? (water, electric, etc)? **Yes, each space will have sewer, water, electric. I do not foresee in disruption to Elm Street.**
5. **Concern:** Will the new RV space rentals be short-term only? ... or will there be a risk of dilapidated trailers accumulating on the property over time (like those present at the trailer park behind Chester's Market)? **Per city ordinance, 180 days is the limit on length of stay. We have a policy in place that we do not accept trailers over 15 years old with out prior manager approval and we are strict on how the trailers look. Our policy also states no broken down vehicles and only 1 pet. Again, please feel free to come see our park.**

Thank you.

- Randall Pearson

**From:** Mindy Winegar <[winegarm@grantcounty-or.gov](mailto:winegarm@grantcounty-or.gov)>  
**Sent:** Thursday, February 20, 2025 9:29 AM  
**To:** [raleepe@gmail.com](mailto:raleepe@gmail.com)  
**Subject:** Grant County

Good Morning,

I am writing you today in regards to the county property on 3<sup>rd</sup> Street Extension.

The Grant County Fair is wanting to put in a 25 space gated RV Park on the East end of the property. In order to do this we need to rezone the property to Park Overlay. Right now the property is Residential Limited.

I have attached the map and the drawing of the proposed park.

If you could take a look at the attachments and then fill out the form linked below would be greatly appreciated.

<https://forms.gle/ArHB1qDJW7ck5tmM7>

If you have any questions please feel free to reach out to me.

Thank you,

*Mindy Winegar*

411 NW Bridge Street

John Day, Or 97845

541-575-1900

[winegarm@grantcounty-or.gov](mailto:winegarm@grantcounty-or.gov)





411 NW Bridge John Day, Or 97845-541-575-1900-gcfair@grantcountyoregon.net

February 27, 2025

Dear Neighbors of 300 NE 3rd Street, John Day, Or 97845,

The Grant County Fairgrounds and RV Park is interested in developing a gated 25 Space RV Park at 300 N. 3rd Street John Day, Or 97845. This property is currently zoned Park Reserve and Residential Limited, the county fairgrounds is requesting that some of the Residential Limited area be rezoned to accommodate the development of the RV Park. Park Reserve is a land use zoning that best fits activities run by the county fairgrounds.

Our proposed plan is a gated facility with 25 spaces that includes water, sewer, and electric hook ups. The RV park will include a bathroom and laundry facility for guests only. The entry gates will be coded so we will know everyone that has access. Each space will have 2 trees and more landscaping will be added as we move forward.

Grant County Fairgrounds and RV Park does not receive tax dollars to hold events or maintain the property. Having these additional RV spaces will not only benefit John Day, other local communities and Grant County by having more accommodations for visitors to stay, but also help to sustain the fair and rodeo for years to come.

Since we were not able to get 100% feedback from our initial contact, per city ordinance 5-4.1.080 (see attached), we will be holding a Neighborhood Meeting with the adjacent property owners. This meeting is required before we can submit our application for rezoning with the city. You are receiving this letter as you own property within 100' of our project. We hope you will be able to meet with us at the following time:

March 17, 2025 at 6:00pm. Meeting Location: Grant County Fairgrounds  
Trowbridge Pavilion, 411 NW Bridge Street, John Day, Or 97845.

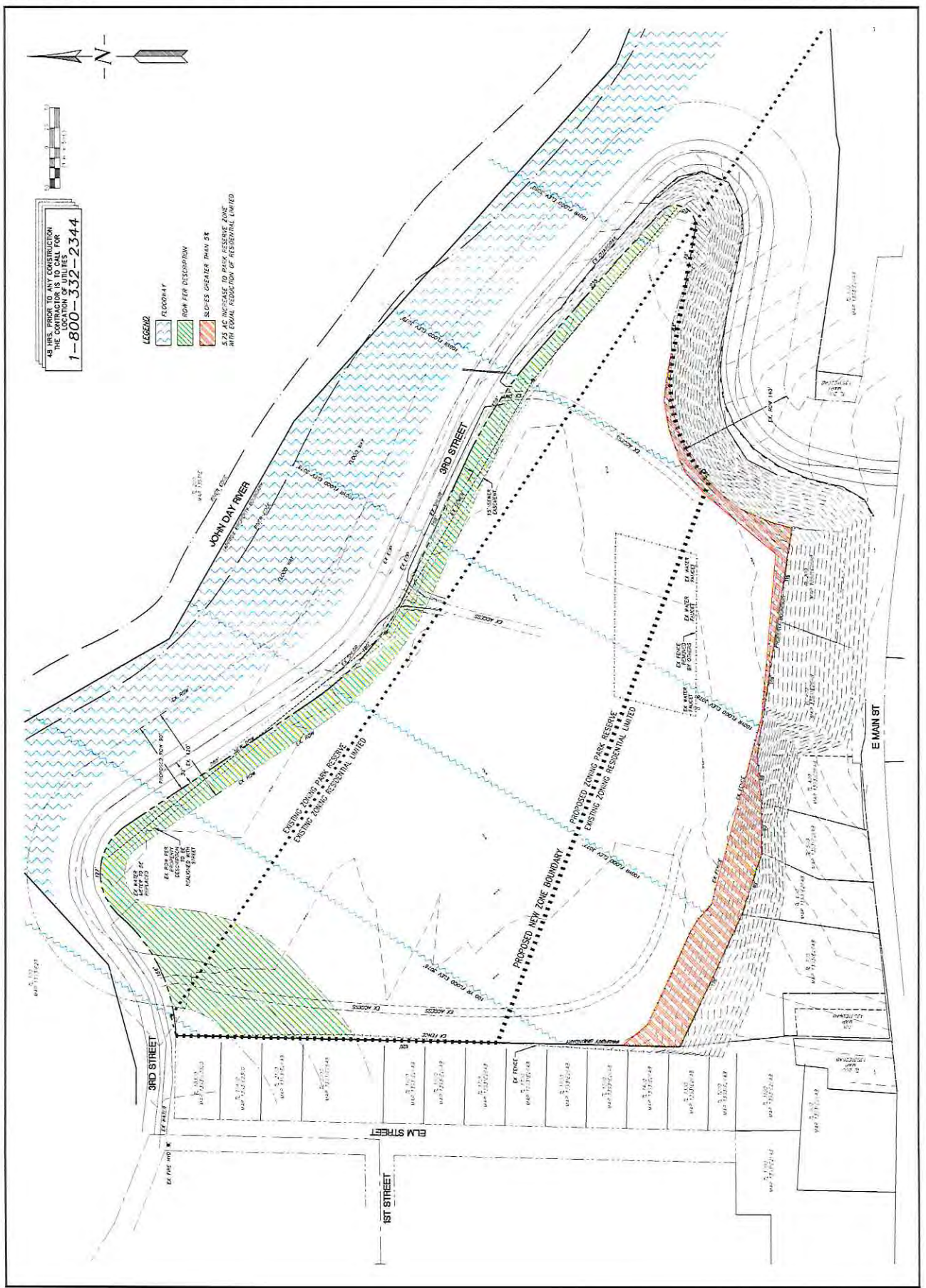
We've included a site plan of our current proposal which we look forward to discussing with you and getting feedback on. If you are unable to attend or wish to reach out beforehand, we can be reached at [gcfair@grantcounty-or.gov](mailto:gcfair@grantcounty-or.gov) or 541-575-1900.

Sincerely,  
Mindy K. Winegar  
Grant County RV Park













**HEARLEY Henry O**

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**From:** DLCD Plan Amendments <plan.amendments@dlcd.oregon.gov>  
**Sent:** Wednesday, September 17, 2025 12:51 PM  
**To:** HEARLEY Henry O  
**Subject:** Confirmation of PAPA Online submittal to DLCD

**WARNING:** This is **NOT** an internal sender. Please review this message carefully before responding or interacting. If you have any concerns, contact the SERVICE DESK or click [here](#) to submit a ticket.

**John Day**

Your notice of a proposed change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: PAPA 25-01

DLCD File #: [003-25](#)

Proposal Received: 9/17/2025

First Evidentiary Hearing: 10/22/2025

Final Hearing Date: 12/9/2025

Submitted by: hhearley

If you have any questions about this notice, please reply or send an email to [plan.amendments@dlcd.oregon.gov](mailto:plan.amendments@dlcd.oregon.gov).



## -Ad Proof-

This is the proof of your ad, scheduled to run on the dates indicated below. Please proofread carefully, and if changes are needed, please contact Dayle Stinson prior to deadline at 541-966-0824 or [dstinson@eastoregonian.com](mailto:dstinson@eastoregonian.com).

<b>Date:</b> 9/18/2025	<b>Ad ID:</b> 493494
<b>Account:</b> EO10628	<b>Start:</b> 10/01/2025
<b>File#:</b>	<b>Stop:</b> 10/08/2025
<b>Company Name:</b> CITY OF JOHN DAY	<b>Total Cost:</b> \$465.60
<b>Contact:</b> Melissa Bethel	<b>Columns Wide:</b> 2.00
<b>Address:</b> 450 E MAIN ST	<b># of Inserts:</b> 6
JOHN DAY, OR 97845-1238	<b>Ad Class:</b> Legal Notices
<b>Telephone:</b> 541-575-0028	<b>Phone:</b> 541-966-0824
<b>Fax:</b>	<b>Email:</b> <a href="mailto:dstinson@eastoregonian.com">dstinson@eastoregonian.com</a>
	<b>Amount Due:</b> \$465.60

### Run Dates:

Notice of Application PAP A25-01

**bluemountaineagle.com**  
10-01-25, 10-08-25

**East Oregonian**  
10-01-25, 10-08-25

**eastoregonian.com**  
10-01-25, 10-08-25





**Notice of Application  
APPLICATION NO. PAPA 25-01**

**APPLICANT:** Mindy Winegar, Grant County Fairgrounds

**LOCATION:** No address assigned (on vacant county property off NE 3rd Extension Street)

Map: 13S-31E-23-TL 01300

**SUBJECT:** Site Design Review for a 25 new RV spots on Grant County Fairgrounds Land and Zone Change a Portion of Property from Residential Limited to Parks Reserve

Dear Property Owner,

Notice is hereby given that the John Day Planning Commission is considering the following request:

**Requested Land Use Action:**

Grant County Fairgrounds is requesting Site Design Review for an expansion of the existing RV park on Fairgrounds property. The proposal would add 25 new spaces on a vacant parcel off the extension of NW 3rd Street, adjacent to existing County Fairgrounds properties. In addition, the applicant is requesting a zoning change for a portion of the parcel from Residential Limited to Parks Reserve. Because the application includes a zone change, it is subject to a Type IV review, and the Site Design Review will occur concurrently. The property lies within the regulated floodplain; a floodplain development permit will be required but is not part of the current review before the Planning Commission and City Council.

The John Day Planning Commission will hold a public hearing on the proposal and make a recommendation to City Council for approval or denial. The John Day City Council will hold a second public hearing to consider the recommendation.

**The Planning Commission shall hold a public hearing on 10/22/2025, at 5:30 PM at the John Day Fire Station, 316 S. Canyon Blvd. The Planning Commission will issue a recommendation onto City Council.**

**City Council will hold another public hearing to consider the matter on 12/9/2025, at 6:30 PM at the same location as the Planning Commission hearing was held.**

The public is welcome to attend the hearings and submit oral or written testimony on the requests.

The approval criteria can be found in the following chapters of the John Day Development Code:

**5-4.2.060 Site Design Review - Approval Criteria; Adjustments**

**5-4.7 Land Use District and Text Amendments**

**Notice Requirements:**

Type IV notice is at least ten (10) days before the scheduled Planning Commission public hearing date, and fourteen (14) days before the City Council hearing date, public notice shall be published in a newspaper of general circulation in the City.

**If you would like to respond:**

Written comments received or presented in person to John Day City Manager, 450 East Main Street, John Day prior to 10/15 by 4:00 p.m. will be included in the staff report. Oral testimony is welcome during the public hearing. A staff report will be available 7 days prior to the hearing for public review. Issues must be addressed with sufficient specificity based on criteria with the John Day Development Code, upon which the Planning Commission and City Council must base its decision. Failure to address the relevant approval criteria with enough detail may preclude you to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence. All evidence relied upon by the Planning Commission and City Council to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City of John Day, 450 East Main Street, John Day, OR 97845.

Any questions regarding the hearing should be directed to the Melissa Bethel, City Manager at 450 E. Main Street, by email to [Melissa.Bethel@JohnDay-OR.GOV](mailto:Melissa.Bethel@JohnDay-OR.GOV) or phone (541) 575-0028, Monday

through Friday from 8:00 a.m. to 5:00 p.m.  
Publish October 1, 8, 2025

493494



THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

ATTACHMENT D

481 S. Main Street  
Lebanon, Oregon 97355  
(541) 405-4520  
www.dyerpart.com

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## MEMORANDUM

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DATE August 28, 2025

TO Melissa Bethel, City Manager, City of John Day  
Henry Hearley, Associate Planner, Lane Council of Governments

FROM Trish Rice, PE

SUBJECT Grant County Fairgrounds RV Park Project – Site Design Review Completeness

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Melissa and Henry,

We have updated our Site Design Review completeness review under the John Day Development Code (JDDC) based on additional information provided by the applicant since the original January 14, 2025 application and the February 18, 2025 pre-application meeting. We understand that the development has been classified as a Type III review and the proposed zone change as a Type IV review. We have performed the Type III review as per JDDC § 5-4.1.040 and have the following comments.

Our comments are as follows:

JDDC Text	Dyer Review Comment
<b>A. General Submission Requirements.</b> An application for Site Design Review shall contain all of the information required for a Type II or Type III review, as applicable, under Sections <a href="#">5-4.1.030-040</a> , and provide:	
1. Public Facilities and Services Impact Study. The impact study shall quantify and assess the effect of the development on public facilities and services. The City shall advise as to the scope of the study during the required pre-application conference ( <a href="#">Section 5- 4.1.060C</a> ). The study shall address, at a minimum, the transportation system, including required improvements for vehicles and pedestrians, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study	<b>Update: In the 2-18-2025 pre-application meeting, the City team determined that a Traffic Impact Analysis and a technical memo summarizing the demand on utilities would satisfy the scope of this requirement. These two documents have not been submitted, however some portions of this information are briefly provided throughout</b>



<p>shall propose improvements necessary to meet City standards;</p>	<p><b>various other application materials.</b></p> <p><b>Applicant has provided a draft Technical Memorandum prepared by DKS Associates for the purpose of meeting the Transportation Planning Rule as required by the proposed zone change.</b></p> <p><b>Because the site is currently undeveloped, the memo's forecast trip generation from the 25 camp sites represents the estimated traffic impact of the proposed development. The memo does not address street improvements. The memo is labeled as a draft and has not been stamped by a licensed professional engineer.</b></p> <p><b>A technical memo summarizing the demands on utilities has not been submitted. The previously submitted application narrative includes brief comments on water, sewer and storm drainage. The plans indicate stormwater detention to manage runoff onsite.</b></p>
<p>2. Traffic Impact Analysis, if required by the City or other road authority. Traffic Impact Analysis shall conform to the standards and procedures in <a href="#">Section 5-4.1.090</a>; and</p>	<p><b>Update: Applicant has provided a draft Technical Memorandum prepared by DKS Associates for the purpose of meeting the Transportation Planning Rule as required by the proposed zone change. It appears the memo may compare the full development scenario (5.75 acres) of the existing residential zoning to a partial development scenario</b></p>

	(25 camp sites, approx. 3.5 acres) of the proposed zoning. The memo is labeled as a draft and has not been stamped by a licensed professional engineer.
3. In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services, or (2) not require the dedication as a condition of approval.	N/A
<b>B. Site Design Review Information.</b> In addition to the general submission requirements for a Type III review ( <a href="#">Section 5-4.1.040</a> ) an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the City Planning Official. The Planning Official may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:	
1. <u>Site analysis map.</u> At a minimum the site analysis map shall contain the following:	
a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;	A copy of the assessor's map showing the entire property was provided. The site map does not show the entire property, however it is sufficient to determine the project location and abutting property relationships.
b. Topographic contour lines at 2-foot intervals for slopes, except where the Public Works Director determines that larger intervals will be adequate for steeper slopes;	Included.
c. Identification of slopes greater than fifteen (15) percent, with slope categories identified in 5 percent increments (e.g., 0%-5%, >5%-10%, >10%-15%, >15%-20%, and so on.);	Included.
d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;	<b>Update: The applicant has provided a title report to aid the review of the previously noted Right-of-Way (ROW) discrepancies. The 1996 ROW</b>

	<p>deed (instrument 961953) is the most recent document listed in the title report. Upon review of the applicant's provided materials, it appears there is a bad bearing in the existing 1996 ROW description which has caused the previously noted discrepancies and needs to be corrected. It also appears that the 1996 ROW description is still in effect. The subsequent Journal Voucher entry (1997, updating parts of the alignment and providing ROW widths, but still containing the bad bearing) is not in the title report and therefore does not seem to have been recorded.</p> <p>We recommend a condition of approval that the existing ROW legal description shall be corrected to match the as-built street alignment and the intended ROW widths from that time, and shall be legally recorded in the County deed records.</p> <p>The applicant is requesting vacation of a portion of 3<sup>rd</sup> Street Extension ROW. If the proposed 30-foot ROW vacation is approved then it shall be recorded second, such that the corrected description of the existing ROW has precedence.</p> <p>The title report also revealed a recorded storm drainage easement (1995, instrument 950789) which appears to approximately correspond with the storm pipe described by City staff on the west side of the property. It appears the easement may not extend all the</p>
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	<p>way to the end of pipe at the street. The description also includes a northeasterly length towards the river from the northwestern property corner. We don't know if there is any existing pipe at that location. We recommend requiring the applicant to confirm the exact bounds of the easement, the as-built location of the pipe(s), and if necessary record an update to the easement to match the as-built pipe location(s).</p> <p><b>Legal review of all draft documents prior to recording is recommended.</b></p>
e. Potential natural hazard areas, including, as applicable, the base flood elevation identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the City, County, or State as having a potential for geologic hazards;	Approximate FEMA floodplain boundary is shown.
f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;	John Day River is shown on plans. Riparian zone is not shown.
g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;	None known.
h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;	None known.
i. The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;	None known.
j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;	Included.



k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.	Included.
2. <u>Proposed site plan</u> . The site plan shall contain the following information:	
a. The proposed development site, including boundaries, dimensions, and gross area;	Included.
b. Features identified on the existing site analysis maps that are proposed to remain on the site;	Included.
c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;	Included.
d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;	<p><b>Update: The existing ROW legal description needs to be corrected. See comment B.1.d above. The existing ROW correction shall be recorded prior to the recording of any approved ROW vacation.</b></p> <p><b>The applicant is requesting vacation of a portion of 3<sup>rd</sup> Street Extension ROW.</b> Applicant proposes reducing 3<sup>rd</sup> Street ROW width from 120 feet to 90 feet by vacating 30 feet from the south side.</p> <p>3<sup>rd</sup> Street is classified as a collector in the 1996 Transportation System Plan, the 2009 Local Street Network Plan, and the 2021 Transportation Study.</p> <p>The proposed 90-foot width is satisfactory for a collector as per JDDC Table 5-3.4.010F.</p> <p><b>There is an existing sewer main on the south side of 3rd Street which is within the requested vacation area. A 15-foot utility easement is proposed.</b> If approved, the width of proposed utility easement shall be decided by the Public Works Director as per</p>

	<p>JDDC § 5-3.4.060. A 20-foot easement is recommended.</p> <p><b>There is a proposed crosswalk for connectivity to the existing trail on the north side of 3<sup>rd</sup> Street. Enhancement and more formal adoption of this path into a wider John Day River path system is identified in the 2009 Local Street Network Plan (LSNP) (Figure 4-2 and 4-3, p44-45 and Project 22, p53). An easement for public access of the trail is recommended.</b></p> <p><b>Legal review is recommended.</b></p>
<p>e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;</p>	<p><b>Update: The proposed plan does not indicate street improvements.</b></p> <p><b>Street improvements on 3<sup>rd</sup> Street Extension are identified in the Transportation System Plan (p9-12) and the LSNP (Project 23, p53).</b></p> <p><b>We recommend requiring half street improvements along the northern frontage of the development area (approximately 535 ft) in accordance with the TSP, LSNP, and JCCD 5-3.4.010.A.3.</b></p> <p>Locations and dimensions of structures and pavement are included.</p> <p><b>We recommend requiring a fence around infiltration swale ‘A’ for public safety due to the indicated water depth of approximately 3 feet.</b></p> <p>A 20-foot setback from 3<sup>rd</sup> Street is shown. The setbacks should be reviewed for applicable</p>

	<p>requirements under the proposed zoning with a collector street.</p> <p>Water/sewer utilities show location and size. A new 2" water meter is proposed serve the development. A backflow preventor is indicated to be installed at or near the water meter.</p> <p>The City water main ends by the water service at the western side of the property. <b>Update: In the 2-18-2025 pre-application meeting, the Fire Chief determined that a water main extension for fire protection is not required.</b></p>
f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;	<p>Included. The applicant appears to be requesting variance from the driveway width standards. The proposed 3rd Street driveway is 40 feet wide.</p> <p>City code stipulates lane width of 10-12' for one-way access and 9'-11' for two-way access (JDDC § 5-3.1.020.K).</p> <p>Access permitting will be required. Driveway construction satisfying JDDC § 5-3.1.020.K will be required.</p> <p>A pedestrian access gate is indicated on the southwest corner of the RV park which lets out onto the remainder of the property.</p> <p>There are two existing driveways indicated on the plans, but only the western driveway is called out for removal. The eastern driveway should also be removed.</p>
g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);	Included.

h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;	<p><b>Update: We recommend requiring street improvements as described in comment B.2.e above.</b></p> <p>There is a proposed crosswalk for connectivity to the existing trail on the north side of 3<sup>rd</sup> Street. Enhancement and more formal adoption of this path into a wider John Day River path system is identified in the 2009 Local Street Network Plan (LSNP) (Figure 4-2 and 4-3, p44-45 and Project 22, p53). <b>An easement for public access of the trail is recommended. Legal review is recommended.</b></p> <p>We recommend seeking comments from ODOT due to the proximity to Highway 26.</p>
i. Loading and service areas for waste disposal, loading and delivery;	Included.
j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;	Included.
k. Location, type, and height of outdoor lighting;	Included.
l. Location of mail boxes, if known;	<p>Application narrative: “<i>None needed. Mail will go to existing main fairgrounds office.</i>”</p> <p>No concerns at this time.</p>
m. Name and address of project designer, if applicable;	Included.
n. Locations of bus stops and other public or private transportation facilities;	N/A.
o. Locations, sizes, and types of signs;	<p>Application narrative: “<i>None proposed. In future if one is needed owner will apply for sign permit.</i>”</p> <p>Crosswalk signage is recommended.</p>



	Wayfinding and/or entrance signage is recommended.
3. <u>Architectural drawings.</u> Architectural drawings showing one or all of the following shall be required for new commercial, commercial/residential, industrial and multifamily buildings, and major remodels of the same:	
a. Building elevations (as determined by the City Planning Official) with building height and width dimensions;	Included (Sheet 02).
b. Building materials, colors and type;	Application narrative: “ <i>Some building materials and types on shown on the building elevation, others and final colors to be determined owner.</i> ”
c. The name of the architect or designer.	Included.
4. <u>Preliminary grading plan.</u> A preliminary grading plan prepared by a registered engineer shall be required for development sites one-half (½) acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 5-3.4.040.	Included.  <b>Update: The plans indicate on-site stormwater detention. Engineered stormwater calculations will be required for construction permitting. We recommend requiring a fence around infiltration swale ‘A’ for public safety due to the indicated water depth of approximately 3 feet.</b>
5. <u>Landscape plan.</u> Where a landscape plan is required, it shall show the following:	
a. The location and height of existing and proposed fences, buffering or screening materials;	Included.
b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;	N/A.
c. The location, size, and species of the existing and proposed plant materials (at time of planting);	Application narrative: “ <i>Proposed landscape trees are shown on plan sheet 02. Each dividing area between RVs will have a minimum of 2 trees when site is fully developed and other trees fit in</i>

	<i>around the perimeter, inside the fence. The trees will be a mixture of spring time flowering trees (i.e. redbud, dogwood), trees with bright fall time foliage (i.e. maples, oaks), will follow recommendations of local nursery for varieties that are hardy enough for the local climate, mature providing shade, and low maintenance. At planting the trees will be 4'-6' in height."</i>
d. Existing and proposed building and pavement outlines;	Included.
e. Specifications for soil at time of planting, irrigation if plantings are not drought tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;	Application narrative: "Will follow recommendations of local nursery on planting time and water needs."
f. Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 5-3.2. Landscape, Street Trees, Fences and Walls of this Code.	N/A.
6. <u>Deed restrictions</u> . Copies of all existing and proposed restrictions or covenants, including those for access control.	None known at this time. Applicant states in narrative that there are no existing or proposed restrictions or covenants.
7. <u>Narrative</u> . Letter or narrative report documenting compliance with the applicable approval criteria contained in <a href="#">Section 5-4.2.060 Approval Criteria</a> .	A narrative was included, but does not address the requirements of JDDC § 5-4.2.060.
8. <u>Traffic Impact Analysis</u> , when required, shall be prepared in accordance with the road authority's requirements. See <a href="#">Section 5-4.1.090</a> , and <a href="#">Section 5-3.4.010</a> for relevant standards.	<b>Update: See comment A.2 above.</b>

#### Update: Additional Comments

To facilitate project development, we recommend informing the applicant of the following permitting/construction topics:

1. The project will require a DEQ 1200-C erosion control permit for ground disturbance over 1 acre.

2. Design plans for the proposed site work, including access, parking, drainage, and utilities, including engineered stormwater calculations, shall be submitted for review and approval by the City Engineer prior to the start of construction activity. The City's adopted System Development Charges, connection fees, and permitting fees will apply.

END MEMORANDUM

**From:** [Mathew Hogan from Fair Housing Council of Oregon](#)  
**To:** [HEARLEY Henry O](#)  
**Subject:** PAPA file PAPA 25-01  
**Date:** Wednesday, October 8, 2025 9:43:16 AM

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**WARNING:** This is **NOT** an internal sender. Please review this message carefully before responding or interacting. If you have any concerns, contact the SERVICE DESK or click [here](#) to submit a ticket.

Good morning Henry,

My name is Mathew Hogan and I am conducting outreach for the Fair Housing Council of Oregon (FHCO). I was hoping to obtain the staff report and all corresponding attachments for PAPA 25-01 the “zone change from RL to Parks Reserve for RV park expansion for Grant County Fairgrounds. On county property.” when available. We will be reviewing the staff report predominantly for Statewide Planning Goal 10 compliance.

If we do have any commentary or concerns my colleagues and I will be in touch to advise. We hope this can be a collaborative process. Please confirm receipt of this e-mail, and I look forward to hearing from you soon.

Very Respectfully,

**Mathew Hogan**

Fair Housing Council of Oregon

Phone: (503) 928-8597

E-mail: [Mathew.JamesFHCO@gmail.com](mailto:Mathew.JamesFHCO@gmail.com)

*For the latest on the PAPA Project and our feedback & technical advice methodology, please read the PAPAs section at our partner website, [here](#).*



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## TECHNICAL MEMORANDUM

DATE: May 2, 2025

TO: Joe Hitz| Sisul Engineering

FROM: Kevin Chewuk | DKS Associates

SUBJECT: John Day Fairgrounds  
Transportation Planning Rule Study

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This letter presents the findings of an evaluation of potential traffic impacts associated with the proposed zone change for a 5.75-acre portion of the 16.41-acre parcel (Tax Lot 13S31E231300) located along the NE 3<sup>rd</sup> Avenue Extension in John Day, Oregon. The current zoning for the property is Residential Limited (RL) and Park Reserve (PR). The owner proposes to change the zoning of 5.75 acres of the property from Residential Limited to Park Reserve.

The proposed zone change must meet the requirements of Oregon Administrative Rule (OAR) 660-012-0060, also known as the Transportation Planning Rule (TPR). The intent of the TPR is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses. The definition of a significant effect on a transportation facility is defined as the following<sup>1</sup>:

- Change the functional classification of an existing or planned transportation facility
- Change standards implementing a functional classification system
- Results in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility
- 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
- 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.

<sup>1</sup> OAR 660-012-0060 (1)

This letter documents the expected trip generation of the reasonable worst-case development potential under the current and proposed zoning, and whether the proposed zone change will create a significant effect on the transportation system.

## CURRENT ZONING TRIP GENERATION

Under the current Residential Limited zoning (5.75-acres), the following land uses are permitted outright per city code<sup>2</sup>. Note that some additional uses are permitted with standards or as part of a conditional use permit, but only those permitted outright have been included in the summary below.

- Household living (e.g., single-family detached, duplex, cottage cluster)
- Family daycare (i.e., 16 or fewer children)
- Adult daycare
- Basic utilities
- Park and open space (when designated on an adopted Specific Area Plan or subdivision application)
- Livestock or small animals (subject to limitations)
- Transportation facilities

To identify the reasonable worst case trip generation for the current Residential Limited zoning, the land uses with the highest trip generation rates are presented in Table 1.

**TABLE 1: EXAMPLE TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER CURRENT ZONING**

LAND USE (ITE CODE)	INDEPENDENT VARIABLE	WEEKDAY TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE-FAMILY DETACHED HOUSING (210)</b>	Dwelling Units	9.43 trips per dwelling unit	0.70 trips per dwelling unit	0.94 trips per dwelling unit
<b>SINGLE-FAMILY ATTACHED HOUSING (215)</b>	Dwelling Units	7.20 trips per dwelling unit	0.48 trips per dwelling unit	0.57 trips per dwelling unit
<b>DAY CARE (565)</b>	Students	4.09 trips per student	0.78 trips per student	0.79 trips per student

Several assumptions were utilized to determine the amount of buildable land and sizes of potential development to base trip generation estimates (see Table 2). Average assumptions regarding development densities that can reasonably be expected were utilized to estimate the net quantities

<sup>2</sup> City of John Day Development Code, Article 5-2 Land Use Districts, 5-2.2.020 Residential Districts.

of potential development. The development assumptions were based on a minimum lot size of 5,000 square feet per unit for detached dwelling units, 4,000 square feet per unit for attached dwelling units in the Residential Limited zone and included a 20 percent reduction of the total parcel size for infrastructure and other unbuildable areas.

Based on these assumptions, the reasonable worst-case development under the current zoning is assumed to be up to 40 single-family detached dwelling units. Table 2 shows that this assumed use would be expected to generate the most average weekday trips under the current zoning, with up to 378 daily trips, 28 AM peak hour trips, and 38 PM peak hour trips.

**TABLE 2: DEVELOPMENT ASSUMPTIONS FOR PERMITTED LAND USES UNDER CURRENT ZONING**

LAND USE (ITE CODE)	SIZE *	DEVELOPMENT DENSITY **	NET SIZE	AVERAGE WEEKDAY TRIP GENERATION		
				DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE-FAMILY DETACHED HOUSING (210)</b>	5.75 gross acres;	5,000 square foot minimum lot size per unit	40 dwelling units	378	28	38
<b>SINGLE-FAMILY ATTACHED HOUSING (215)</b>	4.60 net acres	4,000 square foot minimum lot size per unit	50 dwelling units	361	24	29

Notes: \* A 20 percent reduction for infrastructure and unbuildable areas was applied to the 5.75-acre parcel, resulting in a total buildable area of 4.60 acres.

\*\* Source: City of John Day Development Code

## PROPOSED ZONING TRIP GENERATION

Under the proposed Park Reserve zoning (5.75-acres), the following land uses are permitted outright per city code<sup>3</sup>. Note that some additional uses are permitted as part of a conditional use permit, but only those permitted outright have been included in the summary below.

- Public reserve areas of natural, historical or geological significance.
- Public wildlife reserve or management area.
- Public or commercial recreation use, including marina, recreation camp, or resort.
- Utility facilities that directly support or enhance recreation use/visitor health and safety.
- Public picnic grounds, parks, playgrounds, campgrounds or nature trails.
- Fairgrounds, accessory structures for fairgrounds use, and accessory parking for fairgrounds.

<sup>3</sup> City of John Day Development Code, Article 5-2 Land Use Districts, 5-2.7 Park Reserve (PR) Zone.

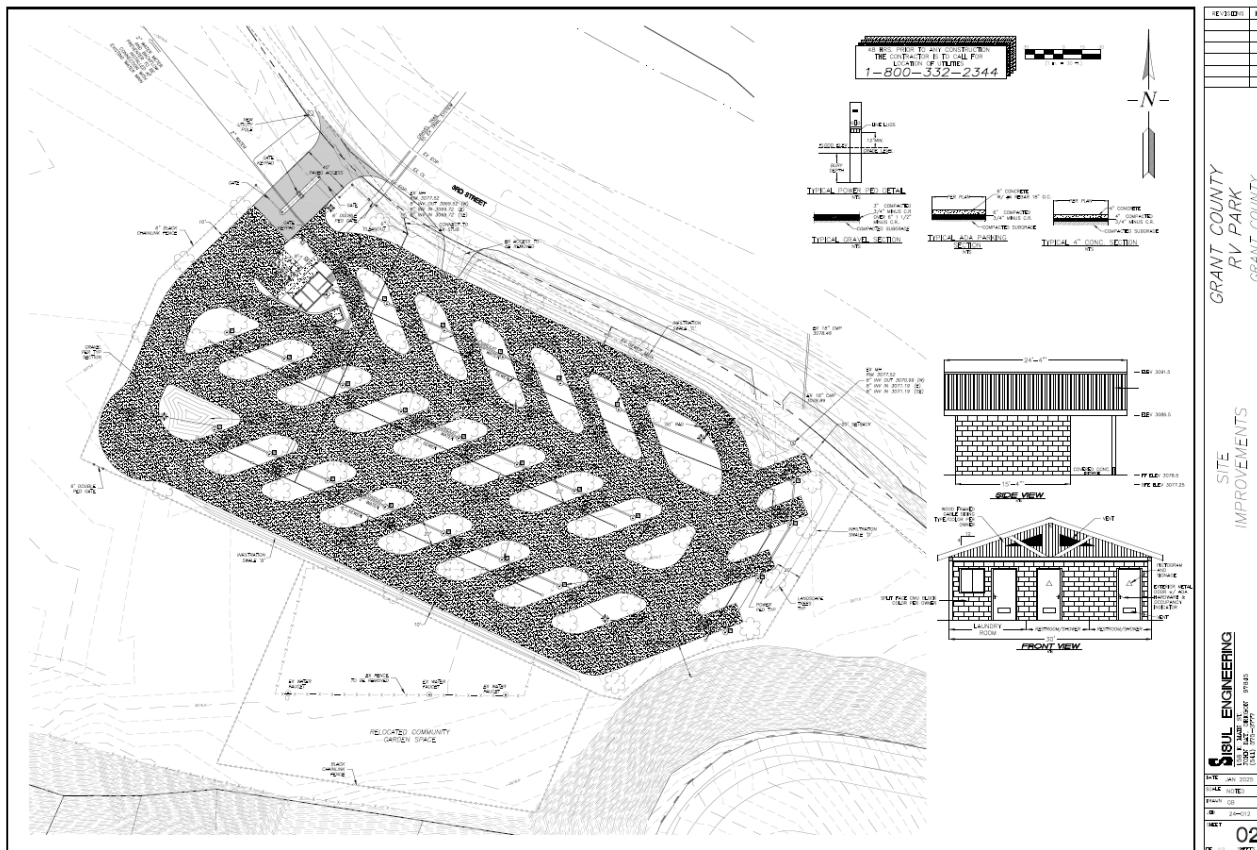
To identify the reasonable worst case trip generation under the proposed zoning, the land uses with the highest trip generation rates are presented in Table 3.

**TABLE 3: TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER PROPOSED ZONING**

LAND USE (ITE CODE)	INDEPENDENT VARIABLE	WEEKDAY TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
PUBLIC PARK (411)	Acres	0.78 trips per acre	0.02 trips per acre	0.11 trips per acre
CAMPGROUND/ RECREATIONAL VEHICLE PARK (416)	Campsites	2.70 trips per campsite	0.21 trips per campsite	0.27 trips per campsite

The development assumptions were based on a 20 percent reduction of the total parcel size for infrastructure and other unbuildable areas for the public park use and the proposed site plan in Figure 1 showing 25 campsites on the 5.75-acre parcel for the campground/recreational vehicle park use under the proposed Park Reserve zoning.

**FIGURE 1: SITE PLAN FOR THE PROPOSED RV PARK UNDER THE PROPOSED ZONING**





Based on these assumptions, the reasonable worst-case development under the current zoning is assumed to be up to 25 campsites. Table 4 shows that this assumed use would be expected to generate the most average weekday trips under the current zoning, with up to 68 daily trips, 5 AM peak hour trips, and 7 PM peak hour trips.

**TABLE 4: DEVELOPMENT ASSUMPTIONS FOR PERMITTED LAND USES UNDER PROPOSED ZONING**

LAND USE (ITE CODE)	SIZE	DEVELOPMENT DENSITY ***	NET SIZE	AVERAGE WEEKDAY TRIP GENERATION		
				DAILY	AM PEAK HOUR	PM PEAK HOUR
PUBLIC PARK (411)	5.75 gross acres; 4.60 net acres *	The minimum lot size shall be as determined by the City to be necessary for the protection of public health and natural resource	4.60 acres	4	0	1
CAMPGROUND/ RECREATIONAL VEHICLE PARK (416)			25 campsites **	68	5	7

Notes: \* A 20 percent reduction for infrastructure and unbuildable areas was applied to the 5.75-acre parcel, resulting in a total buildable area of 4.60 acres.

\*\* Based on proposed site plan showing 25 campsites on the 5.75-acre parcel.

\*\*\* Source: City of John Day Development Code

## COMPARISON OF TRIP GENERATION POTENTIAL

The previous tables show the reasonable worst-case development potential of the property under the current zoning and the proposed zoning. As shown in Table 5, the proposed zone change could result in a net decrease of 310 daily trips, 23 AM peak hour trips, and 31 PM peak hour trips.

**TABLE 5: COMPARISON OF TRIP GENERATION**

ZONING SCENARIO	AVERAGE WEEKDAY TRIP GENERATION		
	DAILY	AM PEAK HOUR	PM PEAK HOUR
Current Zoning Trips (Table 2)	378	28	38
Proposed Zoning Trips (Table 4)	68	5	7
<b>NET DIFFERENCE (PROPOSED – CURRENT)</b>	<b>-310</b>	<b>-23</b>	<b>-31</b>

## TRANSPORTATION PLANNING RULE FINDINGS

After evaluating the reasonable worst-case development potential of the parcel under the current and proposed zoning, the zone change could result in a net decrease of 310 daily trips, 23 AM peak hour trips, and 31 PM peak hour trips. Based on the findings of this analysis, it can be concluded that the proposed zone change and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses and therefore complies with the Transportation Planning Rule requirements.



**STAFF REPORT**  
**Zone Change and Site Design Review**  
**Grant County Fairgrounds Expansion**  
**PAPA 25-01**  
**PC Deliberations for November 12, 2025**

**Date Submitted:** November 5, 2025

**Agenda Date Requested:** November 12, 2025

**To:** John Day Planning Commission

**From:** Henry Hearley, Associate  
Planner, Lane Council of  
Governments

**Subject:** **Revised** Staff report for PAPA 25-01

**Location:** Tax Lot 01300 on Map 13S-31E-23

**Published Notice:** October 1 & October 8, 2025

**Type of Action Requested**

<input type="checkbox"/>	<b>Resolution</b>	<input type="checkbox"/>	<b>Ordinance</b>
<input checked="" type="checkbox"/>	<b>Formal Action (recommendation)</b>	<input type="checkbox"/>	<b>Report Only</b>

**1. UPDATES FROM LAST MEETING**

The Planning Commission is reconvening for deliberations and to consider additional evidence submitted by the applicant. At the October 22<sup>nd</sup> meeting, the Planning Commission held a public hearing and received new oral testimony. Planning Commission passed a motion to close the public hearing but keep the record open to allow for additional written evidence to be submitted.

At the October 22<sup>nd</sup> meeting, the Planning Commission did take formal action on the applicant's proposed zone change. The Planning Commission found that the proposed zone change was in the public interest and recommended the zone change be approved. The zone change criteria has been removed from this revised staff report.

The only application yet to be determined is the applicant's request for Site Design Review for creation on a new 25 spot RV Park. At the conclusion of the hearing on October 22<sup>nd</sup>, there remained several outstanding matters that needed to be discussed and resolved. The open record period allowed the applicant to put their substantial oral testimony provided at the hearing, on paper and formalize their position on several conditions of approval that were presented at the October 22<sup>nd</sup> hearing. This revised staff report will go through the applicant's additional written testimony and staff will offer their responses, where appropriate.

Some previous conditions of approval have been removed altogether and some have been revised.

## **2. NEW EVIDENCE SUBMITTED**

On October 30, the applicant's engineer submitted the following additional testimony for Planning Commission's review and consideration:

Narrative for Site Design Review Conditions 10-30-25;  
Attachment A – Proposed 3<sup>rd</sup> St. ROW Revised 10-30-25;  
Attachment A-1 – Existing ROW West;  
Attachment B – D – Transportation Information;  
Attachment E – Utility Locate Notes;  
Attachment F – Original Construction Agreement; and  
Attachment G – Landscape plan 11-4-25.

## **3. UPDATE ON ISSUES IDENTIFIED**

The following issues presented below were initially identified at the October 22<sup>nd</sup> hearing. Staff take this opportunity to provide an update on each issue.

### **Update on Issue #1 Right-of-Way Discrepancy**

The City and the applicant agree that discrepancies exist in the legal description of the existing extension of the 3rd Street right-of-way (ROW) and that these discrepancies need to be resolved. The core issue is determining who bears the responsibility for correcting them.

Applicant's Attachment F is an agreement between Grant County and the City of John Day concerning the construction and ownership of the 3rd Street extension. Under this agreement, Grant County agreed to construct the extension of 3rd Street, and upon completion, ownership of the roadway would be transferred to the City of John Day for inclusion in the City's transportation network. Attachment F also includes agreement principle #6, which states: "Upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day." See Figure 1 below.

Because there is no recorded ROW width in the existing deed for this portion of 3rd Street—and the accompanying Journal Voucher has no legal standing to establish one (per the applicant's surveyor's oral testimony on October 22<sup>nd</sup>)—it appears the County did not fully carry out agreement principle #6. The applicant contends that this issue was not created by the Fairgrounds development.



The applicant proposes to dedicate a new ROW that conforms to City standards for a Collector Street and extends as needed to include the toe of the existing fill slopes. However, the applicant argues that requiring the Fairgrounds project to bear the full cost of resolving this issue would be inappropriate, as the ROW discrepancy exists regardless of whether the proposed RV Park is developed.

County agrees to complete construction of the pending road project easterly of the Grant County Fairgrounds known as the Third (3rd) Street Extension from State Highway 26 to the intersection of Elm Street and Northeast 3rd Street, John Day by performing the following work items.

**The County agrees to the following work items:**

1. Finish blading to grade stakes;
2. Install three (3) inches of Bituminous Hot Mix, thirty-eight (38) feet wide for two thousand one hundred twenty nine (2,129) linear feet. This includes five (5) foot bike lanes on both sides of travelway;
3. Place shoulder rock from edge of pavement on a 3:1 slope;
4. Stripe the centerline and bike paths;
5. Work to be completed consistent with the 1991 Oregon Standard Specifications for Highway Construction (orange book);
6. Upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day.

**Figure 1. Excerpt from Attachment F which is the original construction agreement between Grant County, Oregon, and City of John Day for the construction of the extension of 3rd Street. Original agreement is dated April 17, 1996.**

Staff acknowledges the applicant's position that the 3rd Street ROW discrepancy originated from the 1996 construction agreement between the County and the City, and not from the current development proposal. However, the City must ensure that new development occurs on properly dedicated public right-of-way consistent with current design standards. The existing lack of a defined ROW width means the legal right-of-way is effectively zero feet and this may have been the result of failure for County to follow through on agreement principle #6. Therefore, dedication of the appropriate ROW is necessary to establish legal and design clarity for future improvements to 3rd Street.

The City's requirement for ROW dedication is consistent with Chapter 5-3.4.010(A)(1) & (3), which authorize the City to require additional right-of-way to ensure adequate public facilities and compliance with adopted street design standards.

Staff therefore recommends dedication of a 62-foot-wide ROW consistent with the Collector Street, Option D cross-section identified in Table 5-3.4.101F. This dedication will correct the longstanding deficiency, provide for orderly extension of public infrastructure, and ensure that future improvements meet City standards.

Accordingly, Staff recommend that the Planning Commission accept the revised Condition of Approval #1 related to Issue #1.

**Revised Condition of Approval #1:** Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 62 feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A 62' ROW corresponds with Option D for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*.

## **Issue #2 Storm Drainage Easement**

Issue #2 has been resolved during the oral testimony of the applicant's surveyor at the public hearing on October 22<sup>nd</sup>. Applicant's land surveyor determined accurately the easement matches the as-built location of the City's stormwater system across the subject property. Note: it does not appear City-staff independently verified this though, judging by the locate request submitted and included in **Attachment E**.

Condition of Approval #2 is no longer applicable and is proposed for deletion.

## **Update on Planning Commission's Recommendation on Discretionary Items.**

Staff thank the Planning Commission for providing direction on the three previous discretionary items that were decided on October 22<sup>nd</sup>. A review of those three items is provided below. However, during the review of the additional applicant testimony, a few more items became known that require the Planning Commission's discretion. Those new items are discussed immediately below. Staff request the Planning Commission review, debate these items, and provide direction to Staff on how to proceed. Staff note, any direction or decision provided about these items would be forwarded to the City Council for final approval.

**Item #4:** The underground utility provision,

**Item #5:** The requirement for fencing around Swale "A,"

**Item #6:** Approval of the proposed landscape plan, and

**Item #7:** Appoint a designee to the Public Works Director. Staff recommend the designee be the City Engineer.

On October 22, staff presented three items to the Planning Commission that required discretion. The three items are described below as is the Planning Commission's recommendation on each item.

**Item #1:** Should a 6' tall fence be allowed around the entirety of the site? An exception may be granted if it does not pose hazard to public health or safety and is compatible with existing structures in the vicinity.

- Planning Commission passed a motion to approve a fence that exceeds 6' around the entirety of the site and found doing so does not pose a threat to public safety.

**Item #2:** Is the applicant's off-street parking plan to provide three off-street parking spaces, with one space being ADA acceptable?

- Planning Commission passed a motion to approve the applicant's proposed off-street parking plan as shown on the site plan.

**Item #3:** This item is twofold:

1. Determine which use category an RV Park falls under for purposes of applying off-street parking and bicycle parking standards; and
2. If applicable, determine the required number of bicycle parking spaces consistent with the standards in Table 5-3.3.030A.

- Planning Commission found the bicycle parking standards to be triggered and determined the appropriate number of bicycle parking spaces to be provided is three.

#### **4. REVIEW OF SITE DESIGN REVIEW CRITERIA.**

*5-4.2.060 Site Design Review – Approval Criteria.*

*A. An application for Site Design Review shall be approved if the proposal meets all of the following criteria. The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria:*

- 1. The application is complete, as determined in accordance with Chapter 5-4.1 – Types of Applications and Section 5-4.2.050, above.*

**Staff Response:** The application was deemed complete for processing on September 11, 2025.

*2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 5-2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;*

**Staff Response:** Following successful rezone to a larger portion of the subject property Parks Reserve, the proposed use of an RV Park is a permitted commercial recreational use in the PR zone.

3. *The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5-5.2, Non-Conforming Uses and Development;*

**Staff Response:** There is no existing development on the subject property. The subject property is vacant and consists of bare ground. There are no non-conforming uses located on the subject property.

4. *The proposal complies with all of the Design Standards in Article 5-3:*

**Staff Response:** For a review and discussion of (4), Staff will provide a response for each Chapter described in (4) to address compliance with Article 5-3.

#### **Chapter 5-3.1 - Access and Circulation;**

**C. Access Permit Required.** *Access to a public street (e.g., a new curb cut or driveway approach) requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable roadway authority, as determined through the review procedures in Article 5-4.*

**Staff Response:** A new driveway approach is proposed off 3rd Street, therefore, an access permit will be required (called a “right-of-way” permit). The applicant shall submit for and obtain a right-of-way permit before the City signs off on the building permit application form. Traffic access and control plans may be required as part of the permit review. Construction plans will be reviewed timely and in conformance with the approved site plan, conditions of approval, City design standards, and ROW permit requirements. This shall be a condition of approval.

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

**D. Traffic Study Requirements.** *The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 5-4.1.090, Traffic Impact Study.*

**Staff Response:** City did not require a full traffic study, rather City required TPR Significant Effects Analysis to be conducted. A TRP Significant Effects Analysis is required by virtue of the proposed zone change. A Significant Effects Analysis ensures that the future land use and traffic growth from the new land use is consistent with the transportation system. As alluded to earlier, the zone change actually results in a net decrease in overall trips.

**E. Conditions of Approval.** *The City or other roadway authority, as applicable, 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 and highway system.*



**Staff Response:** Chapter 5-3.1.020(E) authorizes the City to impose conditions of approval requiring the upgrading of transportation facilities impacted by development and having frontage on City rights-of-way. The subject property fronts the planned extension of 3rd Street, which currently lacks half-street improvements including curb, gutter, and sidewalk. These improvements are necessary to ensure safe pedestrian circulation and to support an interconnected street network consistent with City standards.

Additionally, pursuant to Chapter 5-3.010(A)(1) and (3), the City may require dedication of ROW where needed to ensure adequate public facilities consistent with adopted street standards. Because no ROW width is recorded for this segment of 3rd Street, the existing legal ROW width is functionally zero feet. This presents an opportunity to correct the ROW record and establish the appropriate street width.

Consistent with the Collector Street, Option D cross-section identified in Table 5-3.4.101F, a 62-foot right-of-way (ROW) width is required to accommodate the necessary public infrastructure. Dedication of ROW is therefore required to comply with City standards and to support proper design and future improvements for the extension of 3rd Street.

Option D for a Collector Street is also consistent with the John Day Local Street Network Plan (LSNP), which identifies key issues for this segment, including the lack of sidewalk and/or bikeway facilities and the importance of 3rd Avenue as a connector linking neighborhoods southeast of downtown to open space and recreational trails along the John Day River. Refer to Figure 3 below for Table 5-3.4.101F.

Frontage improvements totaling approximately 535 linear feet are required. However, as discussed in the staff report, Staff recommends allowing the applicant to provide a future improvement guarantee in lieu of constructing the improvements at this time. This is something the Planning Commission will have to consider and recommend granting to the applicant. Given the current lack of continuous pedestrian facilities north and south of the site, immediate construction would not provide a complete network. A deferred improvement guarantee ensures compliance with City standards while aligning infrastructure installation with future phasing and adjoining improvements.

The required ROW dedication and deferred construction guarantee are roughly proportional to the nature and extent of the development and necessary to ensure compliance with adopted street, pedestrian, and safety standards.

The below revised Condition of Approval #4 is written reflecting Staff's recommendation that Planning Commission consider and allow a future guarantee for otherwise required frontage improvements concurrent with site development. A signed and recorded waiver of remonstrance may be triggered at any time by the City when a Local Improvement District (LID) is formed. A waiver of remonstrance does not prohibit a property owner from testifying in favor or opposition to the formation of a LID, but they do waive their right to object to the formation of a LID.

**Revised Condition of Approval #4:** Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street, whichever occurs first, the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd Street for the length of the proposed development frontage, approximately 535 feet. Future frontage improvements shall be constructed consistent with the adopted Collector Street standards (Option D),

including half-street improvements consisting of sidewalk, curb, and gutter. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street.

### **Chapter 5-3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;**

#### **5-3.2.020 Landscape Conservation.**

***E. Construction; Erosion and Sediment Control.*** *An erosion and sediment control plan is required for all new construction. All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around significant vegetation areas, streams and other water bodies to prevent erosion, pollution, or landslide hazards.*

**Staff Response:** An erosion and control plan will be reviewed as part of the construction level review of the plans. Condition of Approval #5 is proposed for deletion. Applicants are hereby made aware an erosion and control plan shall accompany the final construction plans. Applicants are hereby made aware that providing a copy of their 1200-C or 1200-CA erosion control permit to the City will be required during construction plan review.

~~**Condition of Approval #5:** A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.~~

#### **5-3.2.030 Landscaping And Screening**

- A. Applicability.*** *This Section shall apply to all new developments requiring Site Design Review. The landscape standards may be modified in accordance with the Adjustment procedure in Section 5-4.2.060.B. The Planning Official may approve an adjustment to any standard in this section by up to 20%; the Planning Commission reviews larger adjustments.*
- B. Landscaping Plan Required.*** *A landscape plan is required. All landscape plans shall conform to the requirements in subsection 5-4.2.050B.5 (Landscape Plans).*

**Staff Response:** Applicant submitted a landscape plan via email on November 4. The applicant's landscape plan shows the site to be landscaped with a variety of trees between 4-6', shrubs, and groundcovers. Each individual RV space will be landscaped as seen on the landscape plan. Plants are proposed to be hand-watered when necessary.

In the applicant's written narrative dated October 30, 2025, the applicant states that the PR zone does not have adopted minimum landscaping requirements. This is correct. The applicant also notes that the cost of large trees and 5-gallon container shrubs will limit what the Fairground can afford for site landscaping. Because the PR zone does not specify a minimum landscaping percentage, the applicant is requesting that the Planning Commission approve a landscape plan that aligns with their budget and maximizes overall landscaped area.

Staff is comfortable with this approach given the lack of clear landscaping standards in the PR zone. The proposed landscaping plan for Planning Commission review and consideration is attached here as applicant's submittal – **Attachment G**.



Figure 2. Proposed landscaping design. Refer to Attachment G for full details.

### **5-3.2.050 Fences And Walls**

A. **General Requirements.** All fences and walls placed within a required setback yard shall comply with the standards of this Section.

1. The City may require installation of walls and/or fences as a condition of land use or development approval. (See also, Section 5-3.2.030 for screening requirements.)

**Staff Response:** Regarding the requirement for fencing around proposed Swale “A,” the City cites Chapter 5-3.2.050 as the regulatory authority for imposing a condition to ensure public safety, particularly that of small children who may enter the swale area. In addition, staff reference the *Oregon Department of Transportation Hydraulics Manual (April 2014), Safety Features for Treatment and Detention Facilities*, which recommends fencing for detention or treatment areas where specific safety risks exist—such as proximity to residential areas, schools, or playgrounds—and where side slopes are steeper than 1V:3H or water depths exceed three feet for more than 24 hours.

The applicant explains that Swale “A” is preliminary and that the final stormwater design, including the ultimate depth, is not yet determined. The three-foot depth currently shown on the plans is an estimate. The applicant also references several examples of unfenced infiltration areas in and around John Day,

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such as at CCS, the Bank of Eastern Oregon, the Dollar General, and the John Day Fire Hall, and notes that fencing could interfere with snow removal operations.

Staff acknowledge these examples but note that those facilities are not located in areas where small children are typically present. In contrast, the proposed RV Park expansion is within a residential neighborhood and adjacent to the County Fairgrounds—locations where young children are expected to be present. Accordingly, staff maintain that fencing around Swale “A” is appropriate and consistent with both City code and state safety guidance.

If the Planning Commission disagrees with staff’s recommendation, it may elect to remove the fencing requirement or adopt a conditional standard—requiring fencing only if the final stormwater design results in a depth greater than three feet. If the final design indicates a depth of three feet or less, fencing would not be required.

Staff also welcome a revised plan showing a shallower swale design that both mitigates potential safety hazards and allows for snow plowing operations.

However, given that even a shallower facility may still pose a risk to small children, staff recommend this matter be deliberated by the Planning Commission.

### **5-3.3 Parking and Loading**

**Table 5-3.3.030F – Parking Area Layout**

Table 5-3.3.030F - Parking Area Layout									
Standard Space  (See Figure 53.3.030F(3) for ADA space requirements)	PARKING ANGLE <°	CURB LENGTH	STALL DEPTH		AISLE WIDTH		BAY WIDTH		STRIPE LENGTH
			SINGLE D1	DOUBLE D2	ONE WAY A1	TWO WAY A2	ONE WAY B1	TWO WAY B2	
	90°	8'-6"	18'	36'	23'	23'	59'	59'	18'
	60°	10'	20'	40'	17'	18'	57'	58'	23'
	45°	12'	18'-6"	37'	13'	18'	50'	55'	26'-6"
	30°	17'	16'-6"	33'	12'	18'	45'	51'	32'-8"
	0°	22'	8'-6"	17'	12'	18'	29'	35'	8'-6"

**Staff Response:** Judging by the parking detail seen on Sheet 3, the curb length is short 6". The plan shows curb length at 8'. Applicant advised to revise and resubmit with building permit application plans for review and approval by the City Manager or their designee. The open record period submittals do not appear to address Condition of Approval #7, so it stays as is. Staff note, this should be an easy fix for the applicant to make on their plans and can be reviewed as part of construction review.

**Condition of Approval #7:** Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.



## **Chapter 5-3.4 - Public Facilities**

### **5-3.4.10 Transportation Standards**

**A. Development Standards and Criteria.** *Projects shall be required to meet the current standards in effect at the time an application is filed.*

1. **Adequate Public Facilities.** *No development shall be approved unless adequate transportation facilities are available or improvements will be constructed and operational, as required by this Code, the John Day Transportation System Plan and the John Day Local Street Network Plan. If existing improvements leading to or serving the site are inadequate to handle anticipated loads, improvements are to be constructed and operational prior to the issuance of building permits or in conjunction with construction of the approved lots or parcels pursuant to financial assurance for the improvements or a written agreement with the City prior to final plat approval. Development resulting in increased traffic on a state highway shall meet the traffic operations standards per the current Oregon Highway Plan.*

3. **Street Improvements.** *Streets within and adjacent to a development shall be improved in accordance with the City of John Day Transportation System Plan and the provisions of this Chapter. Development of new streets, including sidewalks, curbs, gutters, bicycle lanes, vehicle travel lanes, traffic control devices, and park strips, and additional right-of-way or street width or improvements planned as a portion of an existing street, shall be improved in accordance with this Chapter; and all public streets shall be dedicated to the applicable road authority upon the Public Works Director's acceptance of said improvements;*

**Staff Response:** As discussed earlier in this revised staff report, Staff recommends that the Planning Commission allow the applicant to provide a future improvement guarantee for frontage improvements along the property frontage, which is approximately 535 feet (*refer to revised Condition of Approval #4*). Additionally, Chapter 5-3.010(A)(1) and (3) authorize the City to require additional ROW to ensure adequate public facilities. Because no ROW width is identified in the deed for the extension of 3rd Street, the technical ROW width is currently zero feet. This presents an opportunity to correct the ROW width and legal description for the roadway.

Accordingly, the City requires dedication of additional ROW, effectively establishing the initial ROW—of 62 feet, consistent with the adopted Collector Street standards (Option D) as shown in Table 5-3.4.101F. This ROW dedication requirement is already included in revised Condition of Approval #1.

4. **Access Improvements.** *All new streets, and driveways connecting to streets, shall be paved; driveways and driveway aprons shall be improved as required under Section 5-3.4.030 and subject to approval by the Public Works Director.*

**Staff Response:** The proposal does not involve the creation of new streets. However, the proposal does include a new driveway connection to 3<sup>rd</sup> Street and driveway apron. The access improvements can be reviewed as part of the right-of-way permit review. If the Planning Commission requires construction of frontage improvements concurrent with site development, Staff would recommend a condition of approval requiring the frontage improvements to be duly inspected before acceptance by the Public Works Director. If during the hearing Planning Commission does require construction of the

frontage improvements, Staff will craft a condition of approval to that effect. For now, Condition of Approval #8 is proposed for deletion.

~~**Condition of Approval #8:** New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.~~

**B. Guarantee.** The City may accept a future improvement guarantee (e.g., cash, bond, and/or owner agreement not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:

1. *A partial improvement would create a potential safety hazard to motorists or pedestrians;*
2. *Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the standard improvement associated with the project under review would not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;*
3. *The improvement would be in conflict with an adopted capital improvement plan; or*
4. *The improvement is associated with an approved land partition and the proposed land partition does not create any new streets or result in increased transportation demand.*

**Staff Response:** Chapter 5-3.2.020(B) allows the City to accept a future improvement guarantee—such as cash, a bond, or an agreement not to object to the formation of a Local Improvement District (LID), in lieu of constructing required street improvements when certain conditions are met. A LID is a financing mechanism through which benefited property owners share in the cost of public improvements, such as street or sidewalk construction, through a special assessment. Property owners who sign a Waiver of Remonstrance agree not to oppose the formation of an LID in the future if such improvements are initiated by the City.

This standard permits acceptance of a future improvement guarantee when the required conditions are found to be present. These conditions are listed above in the criteria. Staff reasonably believes that conditions (1) and (2) can be found to exist on the site: (1) construction of a partial improvement would create a potential safety hazard to motorists or pedestrians; and (2) due to the developed condition of adjacent properties, it is unlikely that street improvements will be extended in the foreseeable future, and the improvements associated with the proposed development would not, by themselves, provide increased street safety, capacity, or pedestrian circulation.

In their written narrative, the applicant explains that constructing sidewalk improvements concurrent with development would result in a disjointed pedestrian network because adjacent properties to the north and south lack sidewalks. As such, constructing sidewalks at this time would not improve pedestrian circulation or safety and could create inconsistent or isolated infrastructure. The applicant does not object to providing a future improvement guarantee in the form of a Waiver of Remonstrance.

Based on discussions with the applicant and review of the applicable criteria, Staff finds that conditions #1 and #2 above are satisfied. A future improvement guarantee is therefore appropriate, and Staff recommends that the Planning Commission accept a Waiver of Remonstrance in lieu of immediate frontage improvements.

The pathway to allow for this is provided as a condition of approval in revised Condition of Approval #4:

**Revised Condition of Approval #4:** Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street, whichever occurs first, the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd Street for the length of the proposed development frontage, approximately 535 feet. Future frontage improvements shall be constructed consistent with the currently adopted Collector Street standards (Option D), including half-street improvements consisting of sidewalk, curb, and gutter. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street.

**K. Sidewalks, Planter Strips, Bicycle Lanes.** Development shall be required to extend and improve sidewalks, planter strips, and bicycle lanes, as applicable, in conformance with the standards in Table 5-3.4.010, and pursuant to the City of John Day Transportation System Plan, John Day Local Street Network Plan, and/or the requirements of any other applicable roadway authority. The decision body may approve deferral of such improvements only as provided by Chapter 5-4.2 Site Design Review or Chapter 5-4.3 Land Divisions, as applicable. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

**Staff Response:** Subsection (K) is another provision that requires development to provide sidewalks, planter strips, and bike lanes, as necessary. In this application, the City is requiring that the extension of 3rd Street, when frontage improvements are triggered, conform to the Collector Street standards, Option D, as identified in Table 5-3.4.010F.

Table 5-3.4.010F – Minimum Street, Sidewalk and Bikeway Standards									
Street Type	Right-of-Way Width	Curb-to-Curb Paved Width	Within Curb-to-Curb Area				Curb	Planting Strip	Sidewalks
			Motor Vehicle Travel Lanes	Center Turn Lane	Bike Lanes	On-Street Parking			
<u>Local Residential</u>									
Option A	38'-40'	28'	10'/10'	None	None	8' (one side)	Yes	None	4'-6'
Option B	40'-42'	36'	10'/10'	None	None	8'/8'	Yes	None	4'-6' (one side)
Option C	38'-40'	28'	10'/10'	None	None	8' (one side)	Yes	None	4'-6' (one side)
Option D	50'	36'	10'/10'	None	None	8'/8'	Yes	None	4'-6'
Option E	60'	36'	10'/10'	None	None	8'/8'	Yes	(optional) 2'-6'/2'-6'	4'-6'
<u>Alley</u>									
A-1	16'-20'	16'-20'	8'-10'/8'-10'	None	None	None	No	None	None
<u>Collector</u>									
Option A	44'-56'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'/2'-6'	6'/6'
Option B	40'-44'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'	6'(one side)
Option C	54'	42'	12'/12'	None	5'/5'	8' one side	Yes	None	6'/6'
Option D	62'-74'	50'	12'/12'	None	5'/5'	8'/8'	Yes	(optional) 2'-6'/2'-6'	6'/6'

Figure 3. Table 5-3.4.010F showing Collector Street, Option D right-of-way standards.

### 5-3.4.30 Sanitary Sewer And Water Service Improvements

**A. Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and applicable

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engineering requirements. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the Public Works Director when alternate alignment(s) are provided.

- B. Sewer and Water Plan Approval.** Development permits for sewer and water improvements shall not be issued until the Public Works Director has approved all sanitary sewer and water plans in conformance with City standards.
- C. Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.
- D. Inadequate Facilities.** Development permits may be restricted or rationed by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems. The City may require water booster pumps or sanitary sewer lift stations be installed with backup power.
- E. Water Pressure.** Above a certain elevation, where the City has limited ability to serve new development, a developer may be required to install a water storage reservoir and related infrastructure for required water flow pressure, consistent with adopted City master plans.

**Staff Response:** The applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans may be reviewed in detail during the construction review and permitting phase of the project at time of building permit plans submittal.

**Revised Condition of Approval #9:** Prior to issuance of building permits, the applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans shall be reviewed in detail during the construction review process.

~~**Condition of Approval #9:** Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.~~

#### **5-3.4.040 Storm Drainage Improvements**

1. **General Provisions.** A development permit may be granted only when adequate provisions for storm water and flood water runoff have been assured (i.e., through plans and assurances approved by the City). See also, Section 5-3.4.090.
2. **Accommodation of Upstream Drainage.** Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the Public Works Director.
3. **Effect on Downstream Drainage.** The rate of stormwater runoff leaving a development site during and after development (post-development) shall not exceed the rate of stormwater runoff leaving the site before development (pre-development).

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4. **Storm Drainage Analysis and Mitigation Required.** *The Public Works Director may require an applicant for development to provide a storm drainage analysis prepared by a qualified professional engineer registered in the State of Oregon to examine pre- and post-development stormwater runoff conditions and any required mitigation consistent with the City of John Day Stormwater Master Plan. Such analysis, at a minimum, shall quantify pre- and post-development runoff volumes and rates and propose mitigation based on stormwater management best practices, as specified by the Public Works Director. Such mitigation shall ensure that post-development runoff rates do not exceed pre-development rates and necessary facilities are provided to protect public health, safety, and welfare. If upon reviewing the applicant's storm drainage analysis, the Public Works Director determines that the stormwater runoff resulting from the development will overload any existing and/or proposed drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential adverse impacts.*
5. **Over-Sizing.** *The City may require as a condition of development approval that any public storm drainage system serving new development be sized to accommodate future development upstream, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.*
6. **Existing Watercourse.** *Where a watercourse, drainage way, channel, or stream traverses a proposed development there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety. See also, Chapter 5-2.9 Flood Plain Overlay Zone.*

**Staff Response:** The applicant is proposing a series of infiltration swales to manage stormwater. The plans submitted indicate stormwater detention is proposed to manage runoff on site. Prior to issuance of building permits, the applicant shall receive approval of final storm drainage system design. Final review shall occur during the construction review process.

**Condition of Approval #10:** Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.

### **5-3.4.050 Utilities**

#### **A. Underground Utilities.**

1. **Generally.** All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above. The City may require screening and buffering of above ground facilities to protect the public health, safety or welfare through Site Development Review.
- B. **Exception to Undergrounding Requirement.** An exception to the undergrounding requirement may be granted where existing physical constraints, such as steep topography, natural resource constraints (e.g. geologic conditions, rivers and streams), or existing development conditions make underground placement impractical.

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**Staff Response:** Applicant is seeking an exception to the underground requirement on the basis of existing development conditions make underground placement impractical (cites the rodeo ground fences, access and paved 3<sup>rd</sup> Street). Staff don't have anything to add to this requirement other than the code standard is "all new utility lines." The Planning Commission may consider whether the applicant has a qualifying case for an exception to underground utilities, but as it current sits, the City's position is that all new utility lines shall be placed underground, as the code states. Staff also want to note that City is not aware of any constraints against bringing power to the site via 3<sup>rd</sup> Street from Elm, instead of from the Rodeo grounds. The Planning Commission should review this situation of the applicant's request for an exception to underground utility standards.

**Condition of Approval #11:** Consistent with the requirements of Chapter 5-3.4.050(A)(1), new utilities shall be placed underground.

### **5-3.4.060 Easements**

1. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the Public Works Director.
2. **Recordation.** As determined by the Public Works Director, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 5-4.2, Site Design Review, and Chapter 5-4.3, Land Divisions.

**Staff Response:** All proposed public utilities are proposed to be within City ROW on 3<sup>rd</sup> Street. As seen on Sheet 1 of the site plan, there is a portion of an existing sewer line currently on the subject property by the development site that would not be within City ROW, and in this case, an easement is necessary. The sewer easement is proposed for a width of 15'. However, City recommends this be enlarged to 20' wide. Furthermore, per JDDC 5-3.4.060, the Public Works Director has the authority to set easement widths. Presently, the City is without a Public Works Director, In the absence of a Public Works Director, Staff request the Planning Commission determine an alternate review and approval authority for setting easement widths. Staff recommend Planning Commission designate the City Engineer as the "or designee" in light of the fact that there is no Public Works Director currently employed at City Hall. The John Day City Charter recognizes the Public Works Director, or their designee as head of the Public Works Department.

*DIRECTOR:* The city's public works director or his or her **designee.**

*PUBLIC WORKS DIRECTOR:* The duly appointed director of the utilities department, or his/her **designee.**

**Figure 4. Excerpts from the John Day City Charter.**

**Revised Condition of Approval #12:** The portion of existing sewer line that is currently on the subject property and does not lie in the ROW, shall be placed in an easement to the City. Easement width shall be 20'. Easements shall be duly recorded, before connection to city water or city sewer service occurs.

~~**Condition of Approval #12:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.~~

#### **5-3.4.070 Construction Plan Approval**

1. ***Plan Approval and Permit.*** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.

**Staff Response:** Construction plan review and approval will commence upon application following site design review and approval.

2. ***Performance Guarantee.*** The City may require the developer or subdivider to provide bonding or other performance guarantees, to the City's satisfaction, to ensure completion of required public improvements pursuant to Section 5-3.4.090.

**Staff Response:** If the Planning Commission allows the applicant to defer the frontage improvements, then a performance guarantee is not necessary because there are no public improvements.

#### **5-3.4.080 Installation**

- A. ***Conformance Required.*** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.

**Staff Response:** Improvements installed by the developer either as a requirement of these regulations or at their own option, shall conform to approved construction plans.

- B. ***Adopted Installation Standards.*** The City of John Day may adopt design standards, criteria and specifications for public improvements as well as private utility installation within the public right-of-way; until such standards are adopted, project designs shall conform to the recommendations of the Public Works Director.

**Staff Response:** While there are no public improvements involved in this development if the frontage improvements are deferred, private installation of utilities within public ROW shall conform to adopted design standards and specifications.

**C. Commencement.** Work in a public right-of-way shall not begin until all applicable agency permits have been approved and issued.

**Staff Response:** Refer to Condition of Approval #3 stating a right-of-way permit is required. A DEQ 1200C NPDES permit will be required because the project involves greater than an acre of land.

**D. Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.

**E. City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 5-4.6, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.

**F. Engineer's Certification and As-Built Plans.** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 set(s) of "as-built" plans, in conformance with the Public Works Director's specifications, for permanent filing with the City. The Public Works Director may require the developer or subdivider to provide a warranty bond or other assurance pursuant to Section 5-3.4.090.

**Staff Response:** Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

**Revised Condition of Approval #13:** Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

**Condition of Approval #13:** ~~An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.~~

#### **5-3.4.90 Performance Guarantee And Warranty Bond**

**A. Performance Guarantee Required.** The City at its discretion may approve a final plat or building permit when it determines that at least 75 percent of the public improvements required for the land division or phase thereof are complete and the applicant has an acceptable assurance for the balance of said improvements. The applicant shall provide a bond issued by a surety authorized to do business in the State of Oregon, irrevocable letter of credit from a surety or financial institution acceptable to the City, cash, or other form of security acceptable to the City.

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- B. Determination of Sum.** The assurance of performance shall be for a sum determined by the City as required to cover the cost of the improvements and repairs, including related engineering and incidental expenses, plus reasonable inflationary costs (110% of estimated improvement costs, as prepared by a qualified civil engineer).
- C. Itemized Improvement Estimate.** The developer shall furnish to the City an itemized improvement estimate, certified by a registered civil engineer, to assist the City in calculating the amount of the performance assurance.
- D. Agreement.** A written agreement between the City and developer shall be recorded with the final plat. The agreement shall not be valid until it is signed and dated by both the applicant and City Planning Official. The agreement shall contain, at a minimum, all of the following:
- The period within which all required improvements and repairs shall be completed;
  - A provision that if work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the applicant;
  - The improvement fees and deposits that are required;
  - (Optional) A provision for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.

**Staff Response:** If the Planning Commission allows deferment of the frontage improvements then there will be no need for a performance guarantee or warranty bond.

~~**Informational Item #1:** Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.~~

- G. Warranty Bond.** A warranty bond good for two (2) years is required on all public improvements and landscaping when installed in the public right-of-way. The warranty bond shall equal fifteen percent (15%) of the total cost of improvements and begin upon acceptance of said improvements by the City.

**Staff Response:** If the Planning Commission allows deferment of the frontage improvements, then there will be no need for a performance guarantee or warranty bond.

~~**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.~~

~~**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.~~

## 5. STAFF RECOMMENDATION.

Staff recommend Planning Commission recommend approval of Site Design Review approval onto the City Council, subject to the conditions of approval.

Staff request the Planning Commission review, debate these items, and provide direction to Staff on how to proceed. Staff note, any direction or decision provided about these items would be forwarded to the City Council for final approval.

**Item #4:** The underground utility provision,

**Item #5:** The requirement for fencing around Swale “A,”

**Item #6:** Approval of the proposed landscape plan, and

**Item #7:** Appoint a designee to the Public Works Director. Staff recommend the designee be the City Engineer.

## 6. CONDITIONS OF APPROVAL.

**Revised Condition of Approval #1:** Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 62 feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A 62' ROW corresponds with Option D for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*.

~~**Condition of Approval #1:** City will not sign off the building permit application form until the right-of-way is discrepancy is resolved to the City's satisfaction. Applicant may receive City Council final approval of the application prior to meeting Condition of Approval #1.~~

~~**Condition of Approval #2:** As a condition of approval, the City will require the applicant to verify the exact boundaries of the easement, confirm the as-built location of all associated storm pipes, and, if necessary, record an updated easement to accurately reflect the as-built conditions. City will not sign off on the building permit application form until Condition of Approval #2 is completed to the City's satisfaction.~~

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required. A right-of-way permit application may be submitted to the City either prior to or concurrent with building permit submittal.

**Revised Condition of Approval #4:** Prior to issuance of a building permit, connection to City water or sewer service, or creation of a new access to 3rd Street, whichever occurs first, the Applicant shall sign and record a Waiver of Remonstrance as a guarantee for future frontage improvements along 3rd

Street for the length of the proposed development frontage, approximately 535 feet. Future frontage improvements shall be constructed consistent with the adopted Collector Street standards (Option D), including half-street improvements consisting of sidewalk, curb, and gutter. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street.

~~**Condition of Approval #4:** To address pedestrian safety and circulation, the City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, and gutter along this ~535-foot frontage shall be a condition of approval.~~

~~**Condition of Approval #5:** A final erosion and sediment control plan will be required to be submitted before the City signs off on the City portion of the building permit application.~~

~~**Condition of Approval #6:** Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.~~

~~**Condition of Approval #7:** Revise parking detail to show 8' and 6" curb length rather than the 8' currently shown on Sheet 3.~~

~~**Condition of Approval #8:** New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.~~

~~**Revised Condition of Approval #9:** Prior to issuance of building permits, the applicant's final water and sewer plans will be required to show service connection details for construction permit review. Final water and sewer plans shall be reviewed in detail during the construction review process.~~

~~**Condition of Approval #9:** Final water and sewer improvements plans shall be duly reviewed and approved by the City Manager or their designee before the City will sign off on the City portion of the building permit application form.~~

~~**Condition of Approval #10:** Final stormwater plans shall receive approval from the Public Works Director, or their designee, prior to the City signing off on the City portion of the building permit application form.~~

~~**Revised Condition of Approval #11:** Consistent with the requirements of Chapter 5-3.4.050(A)(1), new utilities shall be placed underground.~~

~~**Condition of Approval #11:** Final utility plans shall be reviewed and approved by the City Manager or their designee, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.~~

**Revised Condition of Approval #12:** The portion of existing sewer line that is currently on the subject property and does not lie in the ROW, shall be placed in an easement to the City. Easement width shall be 20'. Easements shall be duly recorded, before connection to city water or city sewer service occurs.

~~**Condition of Approval #12:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. The City Manager or their designee shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.~~

**Revised Condition of Approval #13:** Prior to connection to City water or City sewer system, Engineer's Certification and As-Built Plans shall be provided to City for improvements that pertain to public improvements.

~~**Condition of Approval #13:** An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.~~

~~**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.~~

~~**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.~~

**Condition of Approval #16:** Staff recommend Planning Commission require a fence around Swale "A" for public safety and because of the depth of water being approximately 3'.

~~**Informational Item #1:** Staff recommend that the City Manager and the applicant enter into an Improvement Agreement that clearly outlines the required public improvements, identifies the party responsible for their construction, and establishes a timeline for completion.~~

**Informational Item #1:** Please be aware of the two additional comments contained in the City Engineer's memorandum (**Attachment B**). These two comments are presented in order to ensure a smooth and expedient review of your project.

**Informational Item #2:** The applicant has been aware that a floodplain development permit is required before construction can commence. Staff re-informed the applicant of this need via email on October 23. Staff suggested the applicant and their design team begin working on the required Habitat Mitigation Assessment that must accompany floodplain development permits as a result of FEMA's imposition of the Pre-Implementation Compliance Measures to address No Net Loss of habitat.

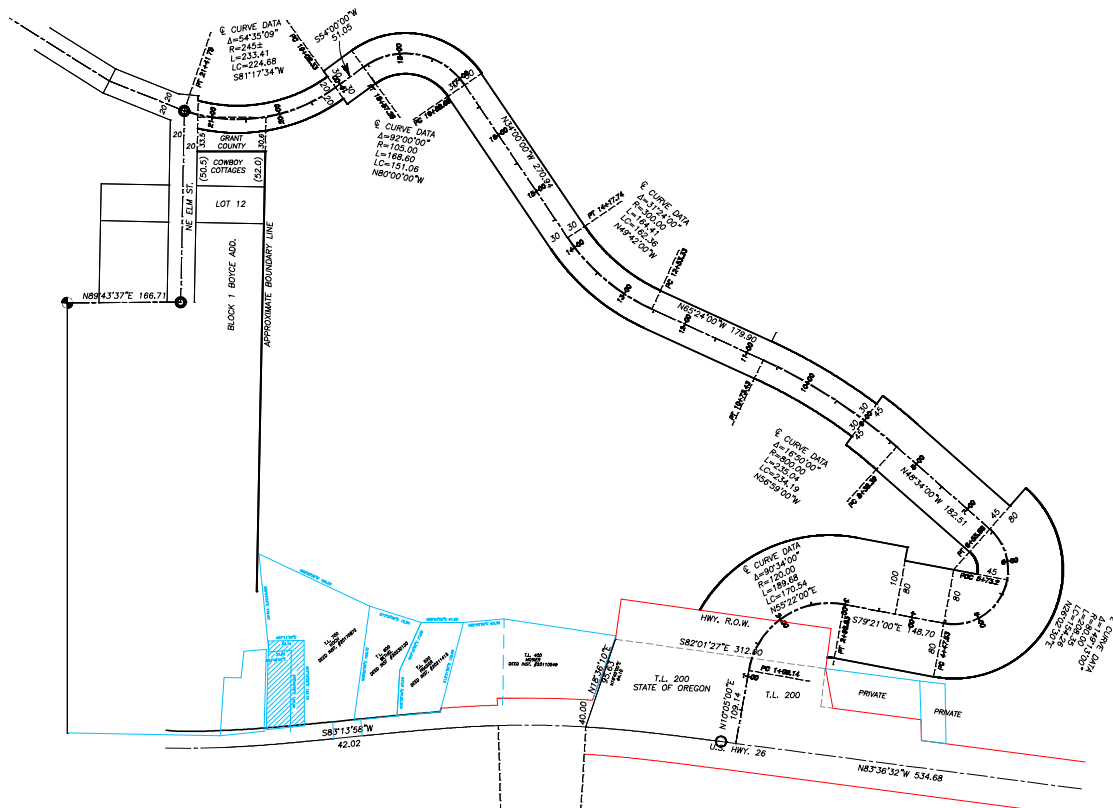
## 7. ATTACHMENTS.

A – Applicant's open record period submittal. Contains applicants' Attachments A,A-1 through G that were submitted on October 30.

B – City Engineer's revised memorandum on review of additional applicant testimony.



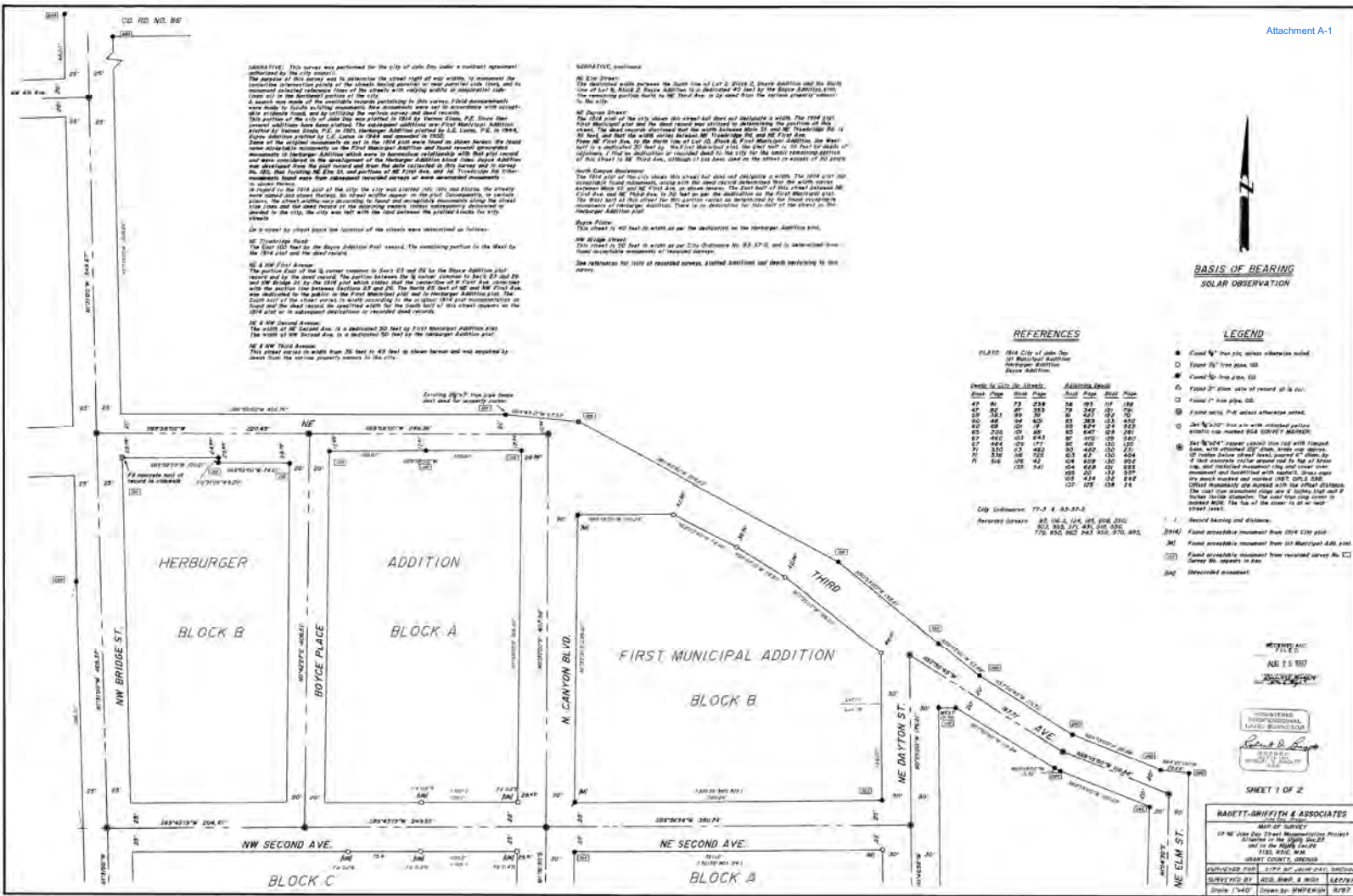
ATTACHMENT A



BENCHMARK LAND SURVEYING  
217 N. CANYON BLVD. JOHN DAY, OREGON  
541-575-1251 ~ benchmarkls.com

SKETCH  
SHOWING A PROPOSED NEW CENTERLINE AND RIGHT OF  
WAY FOR NE THIRD STEET  
IN JOHN DAY, OREGON

SURVEYED FOR	GRANT COUNTY	
SURVEYED BY	MCS	10/30/2025
SCALE: 1"=100'	DRAWN BY: MCS	



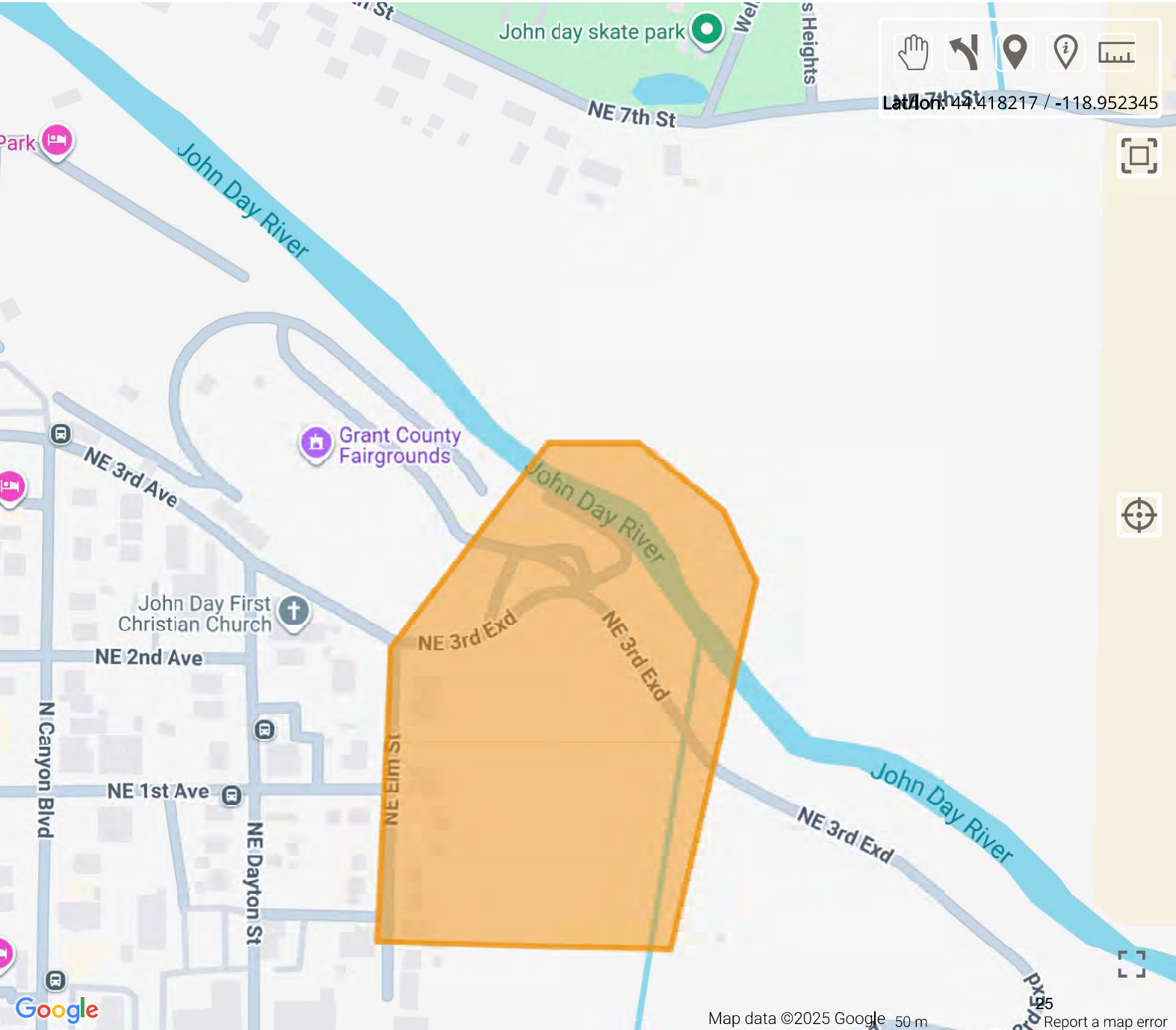
# Tkt#25326441



Set an internal status

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Search place or address



# Members notified

Status history

District	Company name	Marking concerns	Customer service	Repair	Status
COJD01	CITY OF JOHN DAY	541-575-0028	541-575-0028	541-575-0028	Does not participate in electronic positive response
OTC01	OREGON TELE CORP	844-725-5963	844-725-5963	541-742-4090	Marked
OTEC03	OREGON TRAIL ELEC COOP- OTEC	800-778-9140	800-778-9140	866-430-4265	
QLNOR01	CTLQL-CENTURYLINK	800-778-9140	800-283-4237	800-573-1311	Ongoing Job

## Ticket information



Ticket number	25326441
Original call date	10/17/25 03:28 pm
Work to begin date	10/22/25 12:00 am
Expiration date	12/02/25 12:00 am
Type/header	2 FULL BUSINESS DAYS NXT

## Location information



State	OR
County	GRANT
City/place	JOHN DAY
Street	NE ELM STREET
Intersecting street	NE 3RD STREET EXTENSION
Location of work	500 FEET WEST OF THE WEST RIGHT OF WAY OF NE ELM STREET TO THE CENTER OF THE JOHN DAY RIVER Show less
Remarks	LOCATION OF STORM DRAIN: SOUTH LINE: BEGINNING 30 FT. SOUTH OF NE ELM ST AND TROWBRIDGE, GO EAST 500 FT. NORTH



LINE: CENTER OF JOHN DAY RIVER. WEST LINE: WEST RIGHT OF WAY

LINE OF NE ELM STREET

Show less

Map Twp	13S
Rng	31E
Sec-qtr	26-NW-NE,23-SW-SE
Map Coord	
Lat/north	44.4196203
Lon/east	-118.9502810
SE Lat	44.4170271
Lon	-118.9475666

## Excavation information



Type of work	LAND SURVEYING
Directional drilling	
Type(s) of excavation equipment	Unknown / Other
Work order number	BMLS
Work being done for	10/21/2025

## Excavator information



Company	BENCHMARK LAND SURVEYING
Type of excavator	COUNTY
Address	217 N. CANYON BLVD JOHN DAY, OR 97845
Contact	MICHAEL SPRINGER
Phone no	541-620-0676
Email	mike@benchmarkls.com

**Photos of Locate requested 10-17-25 and no locates provided 5 days later**



locate markings



No Locate 10-22-25 1st MH



No Locate of SD in 3rd St 10-22-25



No Locate 10-22-25 at SD outfall

**Photos of storm manholes not located 10-30-25**



No Locate 10-30-23 2nd MH



No Locate 10-30-23 1st MH



RECEIVED AND FILED

APR 25 1996

JANET L. CANNON, COUNTY CLERK  
By Hunkin Deputy

## AGREEMENT

## Third (3rd) Street Extension Project

## PARTIES:

Grant County,  
a political subdivision of the State of Oregon  
PO Box 220  
Canyon City, OR 97820

"County"

and

City of John Day  
an Oregon municipal corporation  
450 E. Main Street  
John Day, OR 97845

"City"

**THIS AGREEMENT**, made and entered into this 17<sup>th</sup> day of April, 1996 by and between Grant County, a political subdivision of the State of Oregon, hereinafter called "County" and the City of John Day, an Oregon municipal corporation, hereinafter called "City".

The purpose of this agreement is to set forth the general terms and conditions, acceptable to the parties hereto, for the cooperative planning, construction and jurisdiction of the Third (3rd) Street Extension. It is accordingly deemed fitting and desirable to the parties hereto to express by this document the general terms of their mutual cooperation in that regard to achieve the maximum benefits therefrom in the public interest.

County agrees to complete construction of the pending road project easterly of the Grant County Fairgrounds known as the Third (3rd) Street Extension from State Highway 26 to the intersection of Elm Street and Northeast 3rd Street, John Day by performing the following work items.

The County agrees to the following work items:

1. Finish blading to grade stakes;
2. Install three (3) inches of Bituminous Hot Mix, thirty-eight (38) feet wide for two thousand one hundred twenty nine (2,129) linear feet. This includes five (5) foot bike lanes on both sides of travelway;
3. Place shoulder rock from edge of pavement on a 3:1 slope;
4. Stripe the centerline and bike paths;
5. Work to be completed consistent with the 1991 Oregon Standard Specifications for Highway Construction (orange book);
6. Upon acceptance of this road, the County will convey title and jurisdiction of this road segment to the City of John Day.



7. The County warrants and guarantees for a period of one (1) year from the date of final completion of the road that the completed road is free from all defects due to faulty materials or workmanship. The City will give notice of observed defects within a reasonable time period. If defects are observed and reported, the County shall have the option to either make such repairs, adjustments or other work that may be made necessary by such defects in a reasonable time period or to assume title and jurisdiction of said road from City.

The City agrees:

1. To accept the county deeded road into the City road system upon completion of the above work;
2. To accomplish all signing;
3. To abide by policy statement issued earlier (Copy attached).

DATED this 23rd <sup>April</sup> day of ~~January~~, 1996.

CITY OF JOHN DAY

GRANT COUNTY

Chris B. Larson  
Mayor, City of John Day

Dennis Reynolds  
Dennis Reynolds, County Judge

ATTEST:

R. L. Leland  
John Day City Recorder

# GRANT COUNTY ROAD DEPARTMENT

323 S. Humbolt P.O. Box 190  
Canyon City, OR 97820  
(541) 575-0138 Fax (541) 575-0193

*Jim Walker, Road Supervisor*  
*Kathy Gillam, Office Manager*

---

July 2, 1997

Mr. Chris Labhart, Mayor  
City of John Day  
450 E. Main St.  
John Day, OR 97845

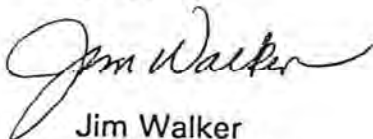
Dear Mr. Labhart:

The Agreement between the County Court and the City of John Day, entered into on April 17, 1997, on Third (3rd) Street Extension is about to expire.

The final completion of work was July 9, 1996. If the above work meets your approval, then the warrants and guarantees of one (1) year will expire and the City should accept the road into its system and give the County Court a written release of the warrant.

I thank you for your immediate attention.

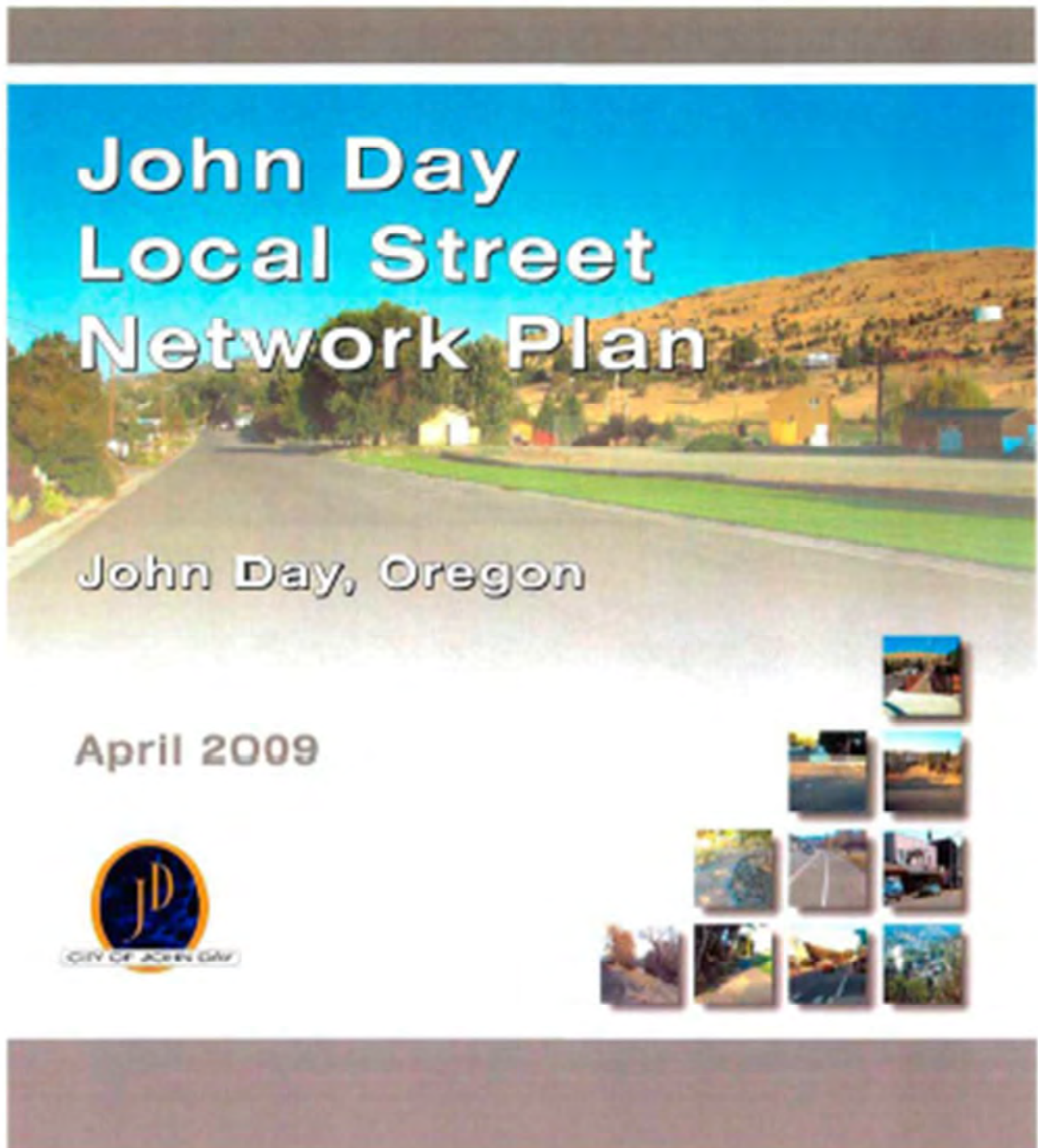
Sincerely,



Jim Walker  
Road Supervisor

JW/jw

## Attachment B – Sections of the John Day Local Street Network Plan



**Route(s): Bridge Street north of 7th Street**

- Issue(s): Lack of complete sidewalk system.
- Need(s): Bridge Street is the primary connector between the neighborhoods north of 7th Street and all relevant destinations (e.g., the downtown area, commercial development along US 26, other neighborhoods, the 7th Street Complex, and points beyond including the grade school and high school). The lack of a complete sidewalk system to connect to the sidewalks on Bridge Street south of 7th Street prohibits residents from taking full advantage of mobility options.
- Physical Constraint(s): Development of Bridge Street to Collector standards, including the provision of sidewalks on both sides of the street, is limited by insufficient ROW. In some cases, physical improvements on private property have been made up to or inside of the area that would be needed for ROW.

**Route(s): 3rd Avenue between the Fairgrounds and US 26**

- Issue(s): Lack of sidewalk and/or bikeway system.
- Need(s): 3rd Avenue is an important connector from the neighborhoods southeast of downtown to open space and recreation trails along the John Day River, the Grant County Fairgrounds, and to Bridge Street with its access to the 7th Street Complex. Having sidewalks and bike lanes would facilitate these movements. The future development of Strawberry Heights will further increase the demand for these facilities.
- Physical Constraint(s): The 3rd Street ramp that connects US 26 to the at-grade portion of 3rd Street may not have sufficient space to locate sidewalks and bike lanes on both sides of the roadway.

**Route(s): East to west along the John Day River**

- Issue(s): Lack of non-motorized linear connection through John Day and out to adjacent communities.
- Need(s): Multi-use, non-motorized pathways are ideal for meeting the transportation and recreation needs of bicyclists and pedestrians. Having an improved-surface path along the John Day River would facilitate movement through many key destinations and trip generators, including neighborhoods, the 7th Street Complex, and the Grant County Fairgrounds. A pathway would also hold the potential to connect to adjacent communities upstream and downstream from John Day.
- Physical Constraint(s): Within the Urban Growth Boundary there exists several parcels adjacent to the John Day River that are privately owned; either property or easements would need to be obtained. In addition, it is likely that several additional river crossings would need to be implemented to allow residents on both sides of the river to utilize the trail. Finally, floodplain location and environmental impact would need to be assessed to determine the proper placement of the pathway.



**Project #21 - Main Street Sidewalks and Bike Lanes (east of 3rd Avenue)**

US 26 is not equipped with bicycle or pedestrian facilities, and both users must compete with automotive traffic. Members of the community specifically noted the hazards presented by pedestrians walking along the shoulder, as there is no other viable routes parallel to this portion of the highway. The installation of 6'-wide bike lanes on both sides of the highway and a 6'-wide sidewalk on the south side to the eastern edge of the City's Urban Growth Boundary will help delineate usable space for bicyclists and pedestrians. While a sidewalk on the north side of the highway would also be desirable, the grading necessary to achieve this in conjunction with the bike lane would be considerable, and the facility would not serve as many people as a sidewalk on the south side, adjacent to most of the residential development. In addition, the area should be treated as a Transition Zone, as defined by the Oregon Department of Transportation (ODOT) Highway Design Manual (HDM) to slow traffic and make drivers more aware of bicyclists and pedestrians.

**Project #22 - Enhancement of Multi-Use Trails**

An existing natural surface trail provides recreational opportunities. More formal adoption of this facility as part of a larger John Day River path system would offer John Day residents an improved walking environment. An extension of this trail across the John Day River to the eastern urban growth boundary would allow for a continuous trail corridor that could be connected to by similar facilities on Grant County. Natural surface trails are relatively inexpensive to construct and maintain and are valued amenities.

**Project #23 - 3rd Avenue Sidewalks**

3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk. The mid-block crossing would ideally be provided as an intersection when Project #18 is constructed. The ROW for the sidewalk on the south side of the street could be obtained through conditions when the adjacent parcel is divided and/or developed.

**Project #24 - Subdivision Trails**

An extensive pedestrian network should be planned for any new residential development in the eastern part of the City. Due to topographic constraints the system will consist of standard and non-standard facilities. This system should connect to recommended improvements on Hillcrest Avenue (Project #20) and on US 26 (Project #21) to ensure connectivity.

**Project #28 - Multi-Use Trail along Canyon Creek**

Pedestrians and cyclists could be separated from Canyon Boulevard by creating a natural-surface trail along Canyon Creek from Main Street to the city limits (and incorporating sidewalks from Project #30). This connection would provide additional connectivity between John Day, the two schools, and Canyon City. This option would need to overcome severely constrained rights-of-way and steep stream banks in some portions of the corridor. In many cases, private structures would

## PROJECT PRIORITIZATION

Prioritizing improvements is an essential step for implementing the local street and bicycle/pedestrian projects identified in this plan. To assist in the prioritization effort, the projects were evaluated according to the following criteria:

- How relevant is the project towards achieving the planning goals of a better connected local street and bicycle/pedestrian network?
- What are the realistic costs of implementing the project?
- Are funding sources available to pay for the projects?
- Can technical issues be overcome to implement the project?
- Are there political issues that would stand in the way of the project?
- How much use will the project get?

Using these criteria, *Appendix "F"* provides the individual project evaluation and justification summary.

Based on the results of the project evaluation, a prioritization matrix has been developed. Each project has been categorized as a high, medium, or low priority project. Recognizing that funding sources, right-of-way acquisition, and other implementation factors will impact these projects, the projects have also been subcategorized in terms of how soon they are likely to be implemented (short-, medium-, or long-term). In this manner, the implementation of identified system improvements has been staged to spread investment in the City's transportation infrastructure over the life of the plan. Tables 4-4 through 4-6 provide a summation of the prioritization matrices.

In the prioritization of projects, it is recognized that only a certain amount of money will be available to fund projects. As a result, a number of lower-cost improvements that are needed immediately are shown in the near-term time frame. The longer project timelines are reflective of the fact that some projects are not needed immediately and it will take time to accumulate the funds to build those projects.

TABLE 4-4 "HIGH" PRIORITY PROJECT MATRIX

Proj #	Project Summary Description	Timing		
		Short-Term	Medium-Term	Long-Term
High Priority Projects				
1	7 <sup>th</sup> Street Bicycle/Pedestrian Connection	X		
2	Bridge Street Path to 7 <sup>th</sup> Street Recreational Complex	X		
6	Sidewalk on the South Side of Main Street (Lyons to Ford Road)		X	
11	Ford Road Sidewalk	X		
12	Sidewalks on Bridge Street North of 7 <sup>th</sup> Street		X	
21	Main Street Sidewalks and Bike Lanes (east of 3 <sup>rd</sup> Avenue)			X
28	Multi-Use Trail Along Canyon Creek			X
30	Brent Street Sidewalk			X
31	Sidewalk Extension Along Canyon Boulevard	X		
32	Canyon Boulevard Bicycle Lane Widening	X		
37	Inland Road Sidewalks	X		
38	US 26 Sidewalks			X

TABLE 4-5 "MEDIUM" PRIORITY PROJECT MATRIX

Proj #	Project Summary Description	Timing		
		Short-Term	Medium-Term	Long-Term
Medium Priority Projects				
3	Multi-Use Path along John Day River (east of Bridge Street)		X	
4	4 <sup>th</sup> and 5 <sup>th</sup> Street Sidewalks (Between Canton and Bridge Streets)		X	
5	Multi-Use Path along John Day River (west of Bridge Street)		X	
8	Multi-Use Path along Canyon Creek from John Day River to Main St			X
9	7 <sup>th</sup> Street Path to 7 <sup>th</sup> Street Recreational Complex			X
14	Valley View Drive Connection to Patterson Bridge Road			X
15	Extension of 4 <sup>th</sup> Street Corridor to West City Limits			X
16	Development of 6 <sup>th</sup> Street Corridor West of Canton Street			X
17	Main Street Pedestrian Crossing at Ford Road	X		
19	New Local Street Between the 4 <sup>th</sup> and 6 <sup>th</sup> Street Extensions			X
27	Street Stubs			X
34	Sidewalks on 1 <sup>st</sup> , 2 <sup>nd</sup> , Dayton, Trowbridge, & Elm Streets		X	
35	Bridge Street Extension to Canyon Boulevard			X
39	US 26 Bicycle Lanes		X	
41	West Bench Road Connection to Industrial Park			X

TABLE 4-6 "LOW" PRIORITY PROJECT MATRIX

Proj #	Project Summary Description	Timing		
		Short-Term	Medium-Term	Long-Term
Lower Priority Projects				
7	Conversion of Abandoned Road to Path Serving USDA/Hospital			X
10	Conversion of Private Road to Public Road (Valley View Drive to Patterson Bridge Road)			X
13	Extension of Charolias Drive to 7 <sup>th</sup> Street		X	
18	New Collector from 3 <sup>rd</sup> Avenue to 7 <sup>th</sup> Street			X
20	Hillcrest Avenue Sidewalk Extension			X
22	Enhancement of Multi-Use Trails		X	
23	3 <sup>rd</sup> Avenue Sidewalks		X	
24	Subdivision Pedestrian System		X	
25	Connection East from Ferguson Road			X
26	1 <sup>st</sup> /Trowbridge Road Extension		X	
29	Sidewalks Along Aviation Road			X
33	Canton and Bailey Street Sidewalks (South of Main Street)			X
36	Blue Gulch Road Extension		X	
40	Pedestrian Access Between La Costa Road and Vista Drive			X



Section 5 of the JDLSNP has pages of cost estimates and funding source, below is the matrix identifying how to fund a sidewalk on 3<sup>rd</sup> Street Extension.

TABLE 5-2 PROJECT FUNDING SOURCE AND IMPLEMENTATION MATRIX

Figure ID #	Project Summary	Potential Funding Source(s)	Implementation Strategy	Responsible Party
1	7th Street Bicycle/Pedestrian Connection (to 7th Street Recreational Complex)	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Measure 66 Funds</li> </ul>	Seek funding for improvements	City of John Day
2	Bridge Street Path to the 7th Street Recreational Complex	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Measure 66 Funds</li> </ul>	Seek funding for improvements	City of John Day
3	John Day River path (east end)	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Measure 66 Funds</li> </ul>	Seek funding for improvements	City of John Day
4	4th and 5th Street Sidewalks	<ul style="list-style-type: none"> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block Grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> </ul>	Seek funding for improvements	City of John Day
5	John Day River path (west end)	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Measure 66 Funds</li> <li>&gt; American Greenways Program grant</li> </ul>	Seek funding for improvements	City of John Day
6	Main Street Sidewalk	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block Grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Oregon Transportation Infrastructure Bank loan</li> <li>&gt; Special Transportation Fund</li> <li>&gt; Business Improvement District funds</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day
7	USDA/Hospital Route	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Transportation Enhancement Grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Land and Water Conservation funds</li> <li>&gt; Bicycle and Pedestrian Program Grant</li> <li>&gt; Measure 66 Funds</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day

8	Canyon Creek Path	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Measure 66 Funds</li> </ul>	Seek funding for improvements	City of John Day
9	7th Street Path to 7th Street Recreational Complex	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Land and Water Conservation funds</li> <li>&gt; Measure 66 Funds</li> </ul>	Seek funding for improvements	City of John Day
10	Convert Private Road to Public Road	<ul style="list-style-type: none"> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Land and Water Conservation funds</li> <li>&gt; Measure 66 Funds</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day
11	Ford Road Sidewalk	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Special Transportation fund</li> <li>&gt; Business Improvement District funds</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day
12	Bridget Street Sidewalk	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Special Transportation fund</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day
13	Charolais Heights Extension	<ul style="list-style-type: none"> <li>&gt; Development Related</li> </ul>	Implement concurrent with development	Future Development
14	Valley View Drive Connection to Patterson Bridge Road	<ul style="list-style-type: none"> <li>&gt; Development Related</li> </ul>	Implement concurrent with development	Future Development
15	Extension of 4th Avenue	<ul style="list-style-type: none"> <li>&gt; Development Related</li> </ul>	Implement concurrent with development	Future Development
16	Canton Street/6th Street	<ul style="list-style-type: none"> <li>&gt; Development Related</li> </ul>	Implement concurrent with development	Future Development

17	New Mid-Block Main Street Crossing	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block Grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Oregon Transportation Infrastructure Bank loan</li> <li>&gt; Special Transportation Fund</li> <li>&gt; Statewide Transportation Improvement Program funds</li> <li>&gt; Business Improvement District funds</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day
18	New John Day River Crossing	<ul style="list-style-type: none"> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Land and Water Conservation funds</li> <li>&gt; Measure 66 Funds</li> <li>&gt; Local Bond Measure</li> <li>&gt; Local Improvement District</li> <li>&gt; Tax Increment Financing</li> </ul>	Seek funding for improvements	City of John Day
19	New North/South Local Street	<ul style="list-style-type: none"> <li>&gt; Development Related</li> </ul>	Implement concurrent with development	Future Development
20	Hillcrest Sidewalk Extension	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Special Transportation fund</li> </ul>	Seek funding for improvements	City of John Day
21	New Main Street Sidewalk	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Special Transportation fund</li> <li>&gt; Business Improvement District</li> <li>&gt; Oregon Transportation Infrastructure Bank loan</li> </ul>	Seek funding for improvements	City of John Day
22	Formalize John Day River trails	<ul style="list-style-type: none"> <li>&gt; Recreational Trails Program grant</li> <li>&gt; Land and Water Conservation funds</li> <li>&gt; American Greenways Program grant</li> </ul>	Seek funding for improvements	City of John Day
23	3rd Avenue Sidewalks	<ul style="list-style-type: none"> <li>&gt; New Freedom Initiative grant</li> <li>&gt; Surface Transportation Program funds</li> <li>&gt; Transportation Enhancement grant</li> <li>&gt; Community Development Block grant</li> <li>&gt; Bicycle and Pedestrian Program grant</li> <li>&gt; Special Transportation fund</li> </ul>	Seek funding for improvements	City of John Day

## Attachment C – from John Day Development Code

**Table 5-3.4.010F Minimum Street, Sidewalk and Bikeway Standards.**

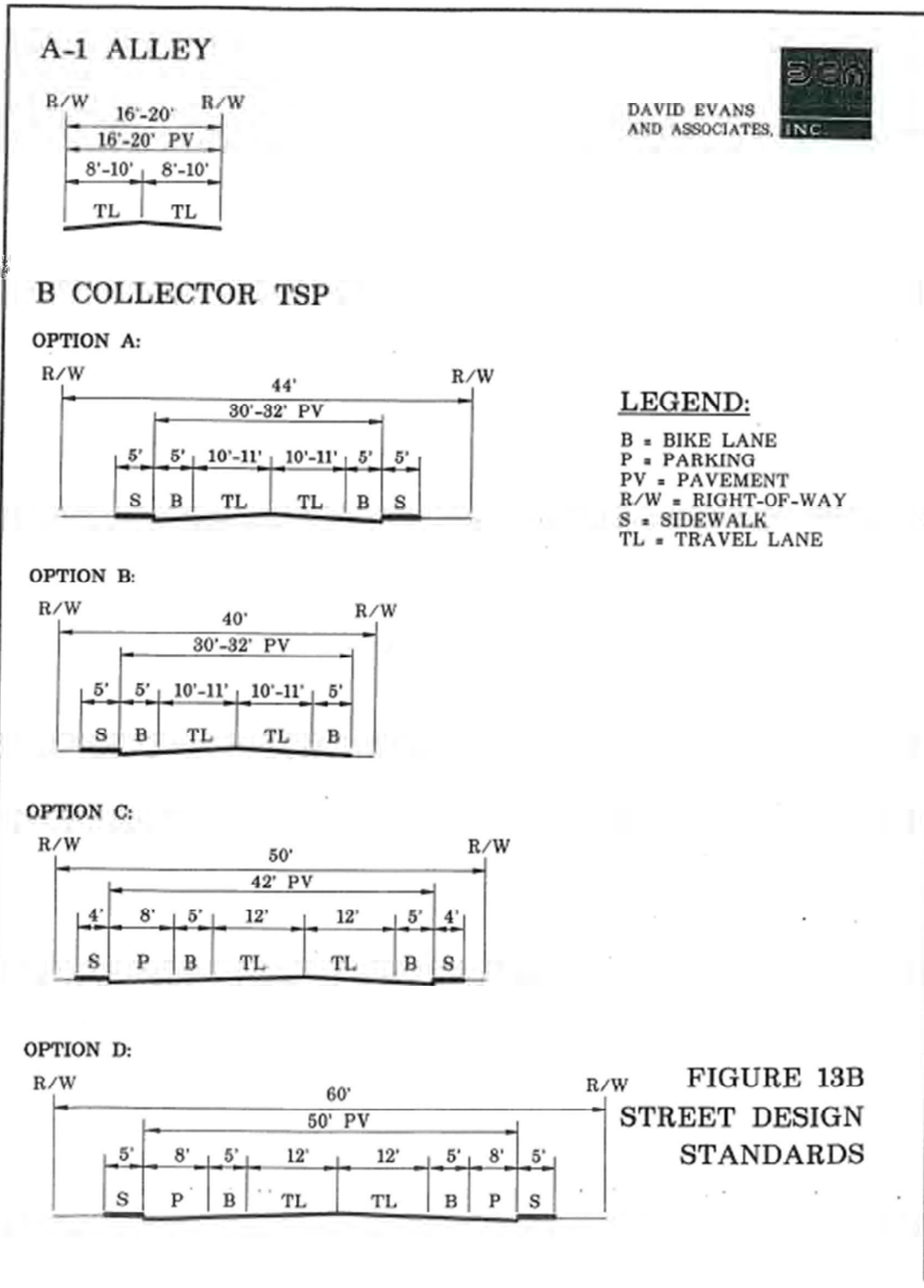
Table 5-3.4.010F specifies typical street, sidewalk and bikeway right-of-way, paving and design standards as identified in the City of John Day Transportation System Plan. The street right-of-way and improvement standards minimize the amount of pavement and ROW required for each street classification consistent with the operational needs for each facility, including requirements for pedestrians, bicyclists and public utilities.

Street Type	Right-of-Way Width	Curb-to-Curb Paved Width	Within Curb-to-Curb Area				Curb	Planting Strip	Sidewalks
			Motor Vehicle Travel Lanes	Center Turn Lane	Bike Lanes	On-Street Parking			
<b>Local Residential</b>									
Option A	38'-40'	28'	10'/10'	None	None	8' (one side)	Yes	None	4'-6'
Option B	40'-42'	36'	10'/10'	None	None	8'/8'	Yes	None	4'-6' (one side)
Option C	38'-40'	28'	10'/10'	None	None	8' (one side)	Yes	None	4'-6' (one side)
Option D	50'	36'	10'/10'	None	None	8'/8'	Yes	None	4'-6'
Option E	60'	36'	10'/10'	None	None	8'/8'	Yes	(optional) 2'-6'/2'-6'	4'-6'
<b>Alley</b>									
A-1	16'-20'	16'-20'	8'-10'/8'-10'	None	None	None	No	None	None
<b>Collector</b>									
Option A	44'-56'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'/2'-6'	6'/6'
Option B	40'-44'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'	6' (one side)
Option C	54'	42'	12'/12'	None	5'/5'	8' one side	Yes	None	6'/6'
Option D	62'-74'	50'	12'/12'	None	5'/5'	8'/8'	Yes	(optional) 2'-6'/2'-6'	6'/6'
<b>Arterial</b>									
Option A	62'	50'	14'/14'	12'	5'/5'	None	Yes	None	6'/6'
Option B	80'	64'	12'/12'	12'	6'/6'	8'/8'	Yes	None	6'/6'
Option C	80'	50'	12'/12'	14'	6'/6'	None	Yes	None	5'-8' / 5'-8'
<b>Arterial (One-Way)</b>	60'	18'	12'	None	6'	None	Yes	None	6'/6'



## Attachment D – John Day and Canyon City Transportation Plan

This plan was being developed at the same time as the 3<sup>rd</sup> Street Extension was being built.



October 30<sup>th</sup>, 2025

**FROM:** Grant County Fairgrounds

**ATTN:** Planning Commission members, City Council, and Staff

**RE: Submittal of additional information for Zone Change and Site Design Review – Grant County Fairgrounds Expansion PAPA 25-01**

We would like to thank you for your time and the hearing on October 22, 2025. We are including the following information and attachments to help explain the Grant County Fairgrounds questions/challenges to the conditions of approval Staff has recommended for the project list above.

We would have liked to provide you with additional information in writing and with documentation at or before the hearing but, did not have enough time to put it all together. On Oct 9<sup>th</sup>, 2025 we requested if Staff had a report prepared, the response was that the Staff Report would be ready on Oct. 15<sup>th</sup>, 2025, the minimum 7 days that the Development Code allows. We did not receive a copy until Oct 16<sup>th</sup>, 2025, only allowing 4 working days to prepare responses before the hearing.

We would have liked to answer some of you questions after you started deliberations and were sad to hear Staff instruct you not to ask us and did not inform you that per ORS 197.797 you could have reopened the hearing for additional testimony. With the record remaining open for submission of additional information, we will try and explain our position on the Conditions of Approval. Below you will find our comments and section of code we are referencing, in addition there are several attachments from documents reference.

We feel the Conditions of Approval should be well defined, follow the Development Code, and not be left open to interpretation. As stated by Staff at the original hearing “they are following the Code”, therefore we expect that Staff can provide us with the section of Code that pertains and that it will be followed.

We appreciate your consideration of the Grant County Fairgrounds proposed project, that we feel the expansion of the RV Park will be a large asset to the local community and Grant Count as a whole.

### **Additional information:**

**Condition of Approval #1:** City will not sign off the building permit application form until the right-of-way is discrepancy is resolved to the City's satisfaction. Applicant may receive City Council final approval of the application prior to meeting Condition of Approval #1.

The Staff Report sites no portion of the code that requires this of the applicant, Grant County Fairgrounds.

The Grant County Fairgrounds agrees that the 3<sup>rd</sup> Street right-of-way (ROW) has issues. As we showed them on the original materials submitted. The documentation shows that the road was built by County Road Department and then accepted by the City, nearly 30 years ago. This is not an issue created by this development or the Fairgrounds.

Both the Staff and our Surveyor have present methods to resolve the issues, our surveyor will work with the City to determine the most efficient and thorough method of correcting the issues. In the City's Development Code Section 5-3.4 Public Facilities Table 5-3.4.010F Shows the options for a Collector Street ROW ranging from 40'-74', with option B closest matching the conditions at this site and what Staff is proposing. Option B calls for a 40'- 44' ROW. If we are starting from scratch, Grant County Fairgrounds is proposing to provide a ROW that matches the Code for a collector street and extends wider as needed to include the toe of the existing road fill slopes. The existing ROW on 3<sup>rd</sup> at the point of this new ROW connection is 40' wide. Attachment A is map of our proposed new right-of-way and Attachment A-1 is the existing ROW on the west side.

Forcing the Grant County Fairgrounds to solely bear the cost of this does not seem appropriate since whether the RV park is developed or not, the City of John Day still has an issue with the 3<sup>rd</sup> Street ROW. The Grant County Fairgrounds is requesting the City Staff explain what part of the Code requires the Fairgrounds to solely cover correcting this.

**Condition of Approval #2:** As a condition of approval, the City will require the applicant to verify the exact boundaries of the easement, confirm the as-built location of all associated storm pipes, and, if necessary, record an updated easement to accurately reflect the as-built conditions. City will not sign off on the building permit application form until Condition of Approval #2 is completed to the City's satisfaction.

Again, the Staff Report sites no portion of the code that requires this of the applicant, Grant County Fairgrounds. We realize that staff did state at the hearing this condition could be considered "to be meet". This is only due to the Grant County Fairground's surveyor identifying the easement and field locating structures and piping. The surveyor requested the City locate their storm line so that he could check this, well past the required time this locate was to be done, it still had not been marked out. (10am 10/22/25) and still isn't today (11:45am 10/30/25) Attachment E- locate request and photos.

Again, this is forcing the Grant County Fairgrounds to bear this cost for a City easement and storm line that is not even affected by the development of an RV park. The Grant County Fairgrounds is

requesting the City Staff explain what part of the Code requires the Fairgrounds cover the time and expense of this and why?

**Condition of Approval #3:** A right-of-way permit shall be required for any work to be performed in City right-of-way. A traffic control plan may be required.

The Grant County Fairgrounds will apply for the right-of-way permit. We just ask that the approving body include in the condition of approval that the right-of-way permit is to be issued by the City if construction plans match the layout shown on the site design plans submitted and that timely reviews and approvals will be provided by the City.

**Condition of Approval #4:** To address pedestrian safety and circulation, the City is imposing a condition of approval requiring construction of half-street improvements, including sidewalk, curb, and gutter, built to City standards and specifications. The rough proportionality of the required improvements corresponds to the length of the development frontage, approximately 535 feet along 3rd Street. Accordingly, half-street improvements consisting of sidewalk, curb, and gutter along this ~535-foot frontage shall be a condition of approval.

Below we are laying out information that was previously presented to City Staff and from City documents. Portions of these documents are included as Attachments B-D.

The City and County Road Department constructed this road in 1996, per an agreement with the City. See Attachment F. It seems that if the City felt sidewalks were needed it would have been completed as part of the original construction, per the transportation plan they were drafting at the same time. At the very least it would have likely been planned for, i.e. stubbing storm drain piping and building the shoulder area large enough to accommodate future improvements while mass grading was being done.

In April 2009 the John Day Local Street Network Plan (JDLSNP) was prepared. Attachment B are sections from this document. Sidewalks are addressed for 3<sup>rd</sup> Street in the document and justified based on sidewalks connecting to other projects and sidewalks of higher importance that have not happened. This sidewalk is also identified as serving developments in the southeast of town and future development, not this property. The list of projects identified in this document are prioritized and this portion of sidewalk is “low priority”.

Section 5 of the JDLSNP also talks about funding to construct sidewalk improvement and the Responsible Party being the City of John Day. To our knowledge the City has not ever pursued funding the sidewalks on the street, since 2009 when the document was written.

The Grant County Fairgrounds are not opposed to a sidewalk in this area and will sign an agreement not to object to the formation of a local improvement district in the future. But at this time does to agree with the need for it. The possible pedestrian traffic produced by development of the RV Park will be provided for with a crosswalk to the existing trail that connects to the Fairgrounds. The sidewalk identified by the City Staff goes to the east, that has no likely destinations for pedestrians from the RV Park.



The sidewalk proposed by City Staff would be disconnected from sidewalks on both sides, about 850' from the nearest sidewalk on the East side, and about the same on the West. (approximately 1800' to the nearest sidewalk on 3<sup>rd</sup> Street at the intersection with Bridge Street.)

The requirement of constructing this sidewalk would cost the Fairgrounds over \$70,000, likely closer to \$100,000, for little to no benefit to the development or the City at this time. The following estimate is base on cost paid on the last City Street Improvement Project. (East 7<sup>th</sup> Street)

Sidewalk = \$12.00 / sf (535 ft of sidewalk 6 ft wide)	= \$38,520
Curb = \$24.00 / lf (535 linear feet)	= \$12,840
Catch Basin = \$2750 / ea (assume 2 per length)	= \$5500
12' Storm Pipe = \$40 / lf (x-ing road twice = 100 lf )	= \$4000
Infiltration area ?? = excavation and hauloff, riprap, etc	= \$5000
AC repair along curb and x-ings (est 25 tons @ 150 /ton)	= \$3750
<b>Total = \$69,610 +</b>	

(+) = traffic control, ramps, fill material, additional flood plain mitigation, clearing & grubbing, disposal of AC, bonding, etc.

These are the construction cost, long term the City will be responsible for cleaning gutters, maintenance of the storm drainage system and snow that can easily be removed now, would have a sidewalk and curb to deal with. Has the City considered their additional cost to maintain this short section of curb and sidewalk?

The City Code allows an owner to sign an agreement in lieu of actually constructing the improvements at this time. The County Fairgrounds feels an agreement like this would be very appropriate at this time for this project since the Staff's proposed curb and sidewalk construction creates no connectivity to other existing sidewalks. This project meets at least one condition, as required by code, of the conditions 1-4 listed in Section 5-3.4.010. When the City prioritizes constructing curb and sidewalk along this street and seeks funding, the Fairgrounds would work with them on the project. The condition of approval should allow this as an option.

#### **5-3.4.010 Transportation Standards**

B. Guarantee. The City may accept a future improvement guarantee (e.g., cash, bond, and/or owner agreement not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:

1. A partial improvement would create a potential safety hazard to motorists or pedestrians;
2. Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the standard improvement associated with the project under review would not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;
3. The improvement would be in conflict with an adopted capital improvement plan; or

4. The improvement is associated with an approved land partition and the proposed land partition does not create any new streets or result in increased transportation demand.

Code Condition 1 - The sidewalk portion proposed by the Staff leads pedestrians from the proposed development towards the East to an area pedestrians must again walk along the street to continue since there is no connectivity a sidewalk or crosswalk to get to the trail system. At least, this may be confusing to pedestrians or motorists. Similarly to the sidewalk at the OSP Office, pedestrians walking along the pavement do not tend to step up onto the sidewalk and then back down on the pavement, they continue walking on the pavement. This improvement would create a situation pinning the pedestrian between the curb and traffic, not having the shoulder they can easily move to know.

Code Condition 2 – The street was constructed nearly 30 years ago and this project is the first development in the area, the fairgrounds is the owner of most of the property in this area and there are no planned or other foreseeable developments in the near future. The curb and sidewalk proposed by Staff “would not, by itself, provide increased street safety or capacity, or improve pedestrian circulation”, this would only be done with a much larger project that connects to existing sidewalks. This project is proposing a midblock crosswalk that is identified by the City’s documents (in the JDLSNP) that would provide pedestrian safety to access the existing trail system.

**Condition of Approval #6:** Final Landscape plan shall clearly show ground cover, tree size with a minimum diameter or caliper 4 feet above grade and shrubs shall be planted from a 5-gallon container or larger. Non-plant ground cover may be bark dust, chips, or similar mulch and shall cover all landscape surfaces not otherwise planted or covered.

The Grant County Fairgrounds is planning on landscaping in the project. The City’s Code Section 5-2.7 Park Reserve (PR) Zone does not require any percentage of the site to be landscaped. The cost of large trees and 5-gallon container shrubs will limit what the Fairgrounds can afford to landscape. Since “No” percent of imperious landscaping is required, the Fairgrounds ask that these requirements be removed from the condition of approval #6 and the Fairgrounds allowed to create a landscape plan that meets the budget, utilizing plantings (sizes) that maximizes the total area landscaped. Or explain how the code requires these size plantings.

**Condition of Approval #8:** New public improvements shall be duly inspected and accepted in writing by the City Manager or their designee. City will not accept public improvements until they have passed inspection.

The Staff responses in the Staff Report, to this condition of approval pertain to the curb and sidewalk, depending on the decision on condition of approval #4, will determine the extent of what condition #8 applies. As needed, new public improvement plans will be provided for approval and to be inspected and approved by Public Works Director after constructed.

The code identifies all throughout Section 5-3.4 Public Facilities, that plans, improvements, etc. are to be approved by the Public Works Director. This condition of approval is re-writing the code

by changing the approval process. Could Staff provide the section of the Development Code that allows this, or have the condition of approval changed, based on the Code.

#### Section 5-3.4. Transportation Standards (A)

1. **Street Improvements.** Streets within and adjacent to a development shall be improved in accordance with the City of John Day Transportation System Plan and the provisions of this Chapter. Development of new streets, including sidewalks, curbs, gutters, bicycle lanes, vehicle travel lanes, traffic control devices, and park strips, and additional right-of-way or street width or improvements planned as a portion of an existing street, shall be improved in accordance with this Chapter; and all public streets shall be dedicated to the applicable road authority upon the **Public Works Director's** acceptance of said improvements;
2. **Access Improvements.** All new streets, and driveways connecting to streets, shall be paved; driveways and driveway aprons shall be improved as required under Section 5-3.4.030 and subject to approval by the **Public Works Director**.

**Condition of Approval #9:** Final water and sewer improvements plans shall be duly reviewed and approved by the **City Manager or their designee** before the City will sign off on the City portion of the building permit application form.

The Staff report identifies the following section of the Development Code as the reason for condition of approval #9. This section of the Development Code pertains to improvements to the public system. We ask that the Condition of Approval identify that final **public** water and sewer improvement plans to be reviewed and approved by the City in a timely manner. All water and sewer plans outside the public right of way or easements on the RV Park will be approved and permitted through the State with a plumbing permit. And as in condition of approval #8 this condition is changing the Code's approval process.

#### **5-3.4.030 Sanitary Sewer And Water Service Improvements**

1. **Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and applicable engineering requirements. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the **Public Works Director** when alternate alignment(s) are provided.
2. **Sewer and Water Plan Approval.** Development permits for sewer and water improvements shall not be issued until the **Public Works Director** has approved all sanitary sewer and water plans in conformance with City standards.
3. **Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the City may grant

the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.

4. **Inadequate Facilities.** Development permits may be restricted or rationed by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems. The City may require water booster pumps or sanitary sewer lift stations be installed with backup power.
5. **Water Pressure.** Above a certain elevation, where the City has limited ability to serve new development, a developer may be required to install a water storage reservoir and related infrastructure for required water flow pressure, consistent with adopted City master plans.

**Condition of Approval #10:** Final stormwater plans shall receive approval from the **City Manager or their designee**, prior to the City signing off on the City portion of the building permit application form.

Again, the approval process for Condition #10 does not meet the City's Development Code approval process. To be reviewed and approved by the City in a timely manner.

#### **5-3.4.040 Storm Drainage Improvements**

1. **General Provisions.** A development permit may be granted only when adequate provisions for storm water and flood water runoff have been assured (i.e., through plans and assurances approved by the City). See also, Section 5-3.4.090.
2. **Accommodation of Upstream Drainage.** Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the **Public Works Director**.
3. **Effect on Downstream Drainage.** The rate of stormwater runoff leaving a development site during and after development (post-development) shall not exceed the rate of stormwater runoff leaving the site before development (pre-development).
4. **Storm Drainage Analysis and Mitigation Required.** The **Public Works Director** may require an applicant for development to provide a storm drainage analysis prepared by a qualified professional engineer registered in the State of Oregon to examine pre- and post-development stormwater runoff conditions and any required mitigation consistent with the City of John Day Stormwater Master Plan. Such analysis, at a minimum, shall quantify pre- and post-development runoff volumes and rates and propose mitigation based on stormwater management best practices, as specified by the Public Works Director. Such mitigation shall ensure that post-development runoff rates do not exceed pre-development rates and necessary facilities are provided to protect public health, safety, and welfare. If upon reviewing the applicant's storm drainage analysis, the **Public Works Director** determines that the stormwater runoff resulting from the development will overload any



existing and/or proposed drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential adverse impacts.

5. **Over-Sizing.** The City may require as a condition of development approval that any public storm drainage system serving new development be sized to accommodate future development upstream, provided that the City may grant the developer credit toward any required system development charge for the same, or the City may authorize other cost-recovery or cost-sharing methods, in conformance with Section 5-3.4.010D.
6. **Existing Watercourse.** Where a watercourse, drainage way, channel, or stream traverses a proposed development there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety. See also, Chapter 5-2.9 Flood Plain Overlay Zone.

**Condition of Approval #11:** Final utility plans shall be reviewed and approved by the **City Manager or their designee**, prior to the City signing off on the City portion of the building permit application form. Consistent with the code requirements, new utilities shall be placed underground.

The Staff report did not include the “Exception” listed in the Code for overhead utilities. The code does allow the City the right to approve utilities that are not underground, we feel that this exception applies to this project and based on this feel this condition of approval should be modified.

See Section 5-3.4.050 Utilities (2) – Allows utilities to be placed above ground if existing development (in this case - the rodeo ground fences, access, and paved 3<sup>rd</sup> Street) make underground placement impractical. Placing the utilities underground from the existing overhead require them to trench along and thru existing fencing at the rodeo grounds and potentially create conflicts with future fence replacement. Underground will also require trench cutting the existing pavement on 3<sup>rd</sup> Street. The entire surrounding area is all overhead with main power supply lines this would match the area. Once the main power reaches the site, everything is proposed to be placed under ground, as shown on the site plans.

#### **5-3.4.050 Utilities**

##### **1. Underground Utilities.**

1. Generally. All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above. The City may require screening and buffering of above ground facilities to protect the public health, safety or welfare through Site Development Review.

2. Subdivisions and Master Planned Developments. The following additional standards apply to all new subdivisions, including those within Master Planned Developments, in order to facilitate underground placement of utilities:
  1. The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that all above ground equipment does not obstruct vision clearance areas for vehicular traffic (Chapter 5-3.1);
  2. The City reserves the right to approve the location of all surface-mounted facilities;
  3. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and
  4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.
2. **Exception to Undergrounding Requirement**. An exception to the undergrounding requirement may be granted where existing physical constraints, such as steep topography, natural resource constraints (e.g. geologic conditions, rivers and streams), or **existing development conditions make underground placement impractical**.

**Condition of Approval #12:** All easements for sewers, storm drainage and water quality facilities, water mains, electrical lines, or any other public facilities shall be duly placed in an easement to the City. **The City Manager or their designee** shall have discretion in determining which improvements require easements to the City. In all cases, the duty to duly record any easements related to the proposal shall be the sole responsibility of the applicant and developer. Copies of all recorded documents shall be furnished to the City Manager.

This condition requires all facilities to be placed in an easement to the City, including electrical lines, and any other public facilities (fiber optics, communications??). The code requires these to be with each utility franchise; we request that the condition of approval #12 match what the code requires, not leaving it to discretion. All proposed public utilities will be within the ROW. There is a portion of the existing sewer line currently on the property by the development that would be outside any ROW and an easement is warranted, and there is proposed easement is shown on the submitted site design plans, if other easements are needed for the RV Park development they should be identified in the condition of approval #12. Again, code specifies the Public Works Director to determine the size of this easement, and this condition is changing the Development Code.

#### **5-3.4.060 Easements**

1. **Provision**. The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the **Public Works Director**.
2. **Recordation**. As determined by the Public Works Director, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 5-4.2, Site Design Review, and Chapter 5-4.3, Land Divisions.

**Condition of Approval #13:** An Engineer's Certification and As-Built Plans shall be provided to the City Manager or their designee prior to the first day of operation of the RV Park.

The Staff report references Section 5-3.4.080 Installation, This section again identifies the Public Works Director for approvals, and we feel this condition should be consistent with the Code. The condition of approval should also specify that the Engineer's Certification and As-Built Plans required by the City only pertain to the Public Improvements. Section 5-3.4.080 (6) states these are to be "in a form required by the City that all improvements, workmanship, and materials are in accord with ...." Can it be included in the condition of approval that Staff will provide the "form required" prior to the project beginning? With the public improvement construction plan approval or stated clearly the form required with this condition of approval?

### **5-3.4.080 Installation**

1. **Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.
2. **Adopted Installation Standards.** The City of John Day may adopt design standards, criteria and specifications for public improvements as well as private utility installation within the public right-of-way; until such standards are adopted, project designs shall conform to the recommendations of the Public Works Director.
3. **Commencement.** Work in a public right-of-way shall not begin until all applicable agency permits have been approved and issued.
4. **Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.
5. **City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 5-4.6, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
6. **Engineer's Certification and As-Built Plans.** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 set(s) of "as-built" plans, in conformance with the Public Works Director's specifications, for permanent filing with the City. The Public Works Director may

require the developer or subdivider to provide a warranty bond or other assurance pursuant to Section 5-3.4.090.

**Condition of Approval #14:** Before commencement of construction activities on the subject property, a Performance Guarantee shall be furnished to the City Manager or their designee.

**Condition of Approval #15:** Warranty Bond shall be furnished to the City Manager or their designee at time of formal acceptance of public improvements.

Conditions of Approval #14 and #15 do not state who is responsible to provided the guarantees/bonds. The Contractor selected for the project will be providing these to the Grant County Fairgrounds for the project, is it acceptable the contractor to provide these to the City for the public improvements portion? If so can the condition of approval state this.

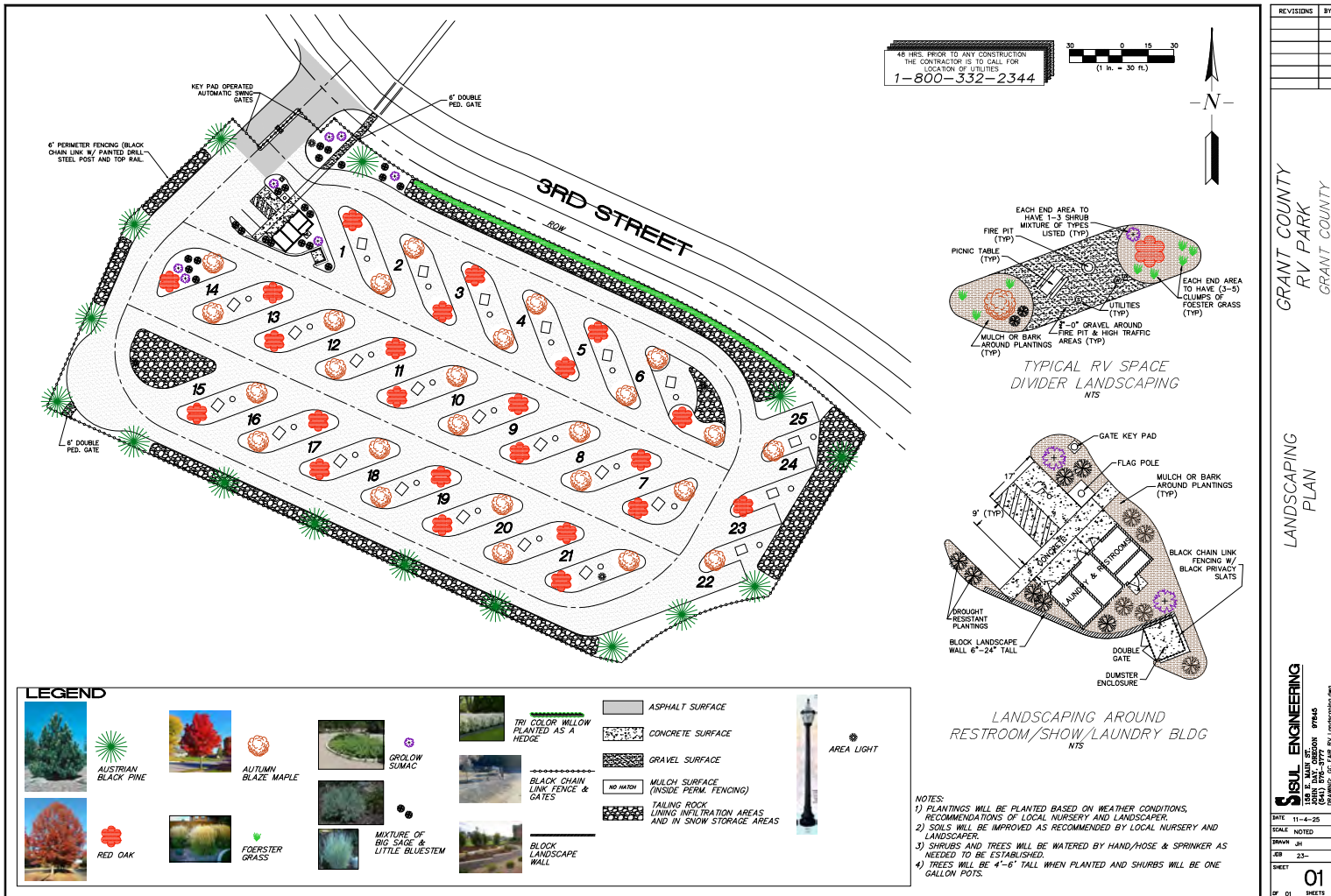
**Condition of Approval #16:** Staff recommend Planning Commission require a fence around Swale “A” for public safety and because of the depth of water being approximately 3’.

No Code cited in the Staff Report for this condition of approval. Until the final design storm calculations are finished it is unknown what the depth will be for sure, the 3’ shown is an estimate for “preliminary design”. The infiltration area will be designed with gentle slopes such as 5:1 at least on one side for egress. It is common around town to leave infiltration areas unfenced since they are often used for snow storage also and fencing does not allow snow to be pushed into the area. Examples of similar infiltration areas are along CCS’s parking lot, Bank of Eastern Oregon’s parking lot, Dollar General’s parking lot, and John Day Fire Hall’s frontage. This condition does not apply to public improvements, seems beyond the City Code’s authority to regulate. This is an unnecessary condition of approval.



*Existing Infiltration area at John Day Fire Hall  
RV Park infiltration area is proposed to be similar but not as deep.*







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## MEMORANDUM

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DATE November 5, 2025

TO Melissa Bethel, City Manager, City of John Day  
Henry Hearley, Associate Planner, Lane Council of Governments

FROM Trish Rice, PE

SUBJECT PAPA 25-01 Grant County Fairgrounds RV Park – Site Design Review Update

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Melissa and Henry,

This is a revision to our Site Design Review comments to incorporate and respond to the applicant's verbal testimony at the October 22, 2025 Planning Commission hearing and written testimony submitted October 30, 2025.

Our comments are as follows, with revisions in bold:

JDDC Text	Dyer Review Comment
<b>A. General Submission Requirements.</b> An application for Site Design Review shall contain all of the information required for a Type II or Type III review, as applicable, under Sections <a href="#">5-4.1.030-040</a> , and provide:	
1. Public Facilities and Services Impact Study. The impact study shall quantify and assess the effect of the development on public facilities and services. The City shall advise as to the scope of the study during the required pre-application conference ( <a href="#">Section 5- 4.1.060C</a> ). The study shall address, at a minimum, the transportation system, including required improvements for vehicles and pedestrians, the drainage system, the parks system, the water system, and the sewer system. For	In the 2-18-2025 pre-application meeting, the City team determined that a Traffic Impact Analysis and a technical memo summarizing the demand on utilities would satisfy the scope of this requirement. These two documents have not been submitted, however some portions of this information are briefly provided throughout various other application materials.  Applicant has provided a draft Technical Memorandum prepared by DKS Associates for the purpose of meeting the Transportation Planning Rule as required by the proposed zone change.

<p>each public facility system and type of impact, the study shall propose improvements necessary to meet City standards;</p>	<p>Because the site is currently undeveloped, the memo's forecast trip generation from the 25 camp sites represents the estimated traffic impact of the proposed development. The memo does not address street improvements. The memo is labeled as a draft and has not been stamped by a licensed professional engineer.</p> <p>A technical memo summarizing the demands on utilities has not been submitted. The previously submitted application narrative includes brief comments on water, sewer and storm drainage. The plans indicate stormwater detention to manage runoff onsite.</p>
<p>2. Traffic Impact Analysis, if required by the City or other road authority. Traffic Impact Analysis shall conform to the standards and procedures in <a href="#">Section 5-4.1.090</a>; and</p>	<p>Applicant has provided a draft Technical Memorandum prepared by DKS Associates for the purpose of meeting the Transportation Planning Rule as required by the proposed zone change. It appears the memo may compare the full development scenario (5.75 acres) of the existing residential zoning to a partial development scenario (25 camp sites, approx. 3.5 acres) of the proposed zoning. The memo is labeled as a draft and has not been stamped by a licensed professional engineer.</p>
<p>3. In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services, or (2) not require the dedication as a condition of approval.</p>	<p>N/A</p>

<p><b>B. Site Design Review Information.</b> In addition to the general submission requirements for a Type III review (<a href="#">Section 5-4.1.040</a>) an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the City Planning Official. The Planning Official may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:</p>	
<p>1. <u>Site analysis map.</u> At a minimum the site analysis map shall contain the following:</p>	
<p>a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;</p>	<p>A copy of the assessor's map showing the entire property was provided. The site map does not show the entire property, however it is sufficient to determine the project location and abutting property relationships.</p>
<p>b. Topographic contour lines at 2-foot intervals for slopes, except where the Public Works Director determines that larger intervals will be adequate for steeper slopes;</p>	<p>Included.</p>
<p>c. Identification of slopes greater than fifteen (15) percent, with slope categories identified in 5 percent increments (e.g., 0%-5%, &gt;5%-10%, &gt;10%-15%, &gt;15%20%, and so on.);</p>	<p>Included.</p>
<p>d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;</p>	<p><b><u>Right-of-Way Discrepancy and Vacation:</u></b> The applicant has provided a title report to aid the review of the previously noted Right-of-Way (ROW) discrepancies. The 1996 ROW deed (instrument 961953) is the most recent document listed in the title report. Upon review of the applicant's provided materials, it appears there is a bad bearing in the existing 1996 ROW description which has caused the previously noted discrepancies and needs to be corrected. It also appears that the 1996 ROW description is still in effect. The subsequent Journal Voucher entry (1997, updating parts of the alignment and providing ROW widths, but still containing the</p>



	<p>bad bearing) is not in the title report and therefore does not seem to have been recorded.</p> <p>We recommend a condition of approval that the existing ROW legal description shall be corrected to match the as-built street alignment and the intended ROW widths from that time, and shall be legally recorded in the County deed records.</p> <p><b>The County Surveyor, Mike Springer of Benchmark Land Surveying, has testified his opinion that a legal ROW does not appear to exist. Deed 961953 describes the centerline only and does not provide a ROW width, and he finds that the subsequent Journal Voucher entry has no legal standing. The applicant proposes to resolve the issues using the road legalization process provided in ORS 223.935 through 223.950. This process would legally establish the road ROW to existing conditions through a survey and extinguish any previous/erroneous ROW descriptions.</b></p> <p><b>Upon preliminary review of ORS 223.935 through 223.950, it appears to be a viable solution to this issue. The City Attorney has been consulted.</b></p> <p><b>The applicant has also provided the 1996 construction agreement between the City and County for the creation of 3<sup>rd</sup> Street Extension.</b></p> <p><del>The applicant is requesting vacation of a portion of 3<sup>rd</sup> Street Extension ROW. If the proposed 30-foot ROW vacation is approved then it shall be recorded second, such that the corrected description of the existing ROW has precedence.</del></p> <p><b>If the road legalization process is used, then there would be no need for a vacation because the ROW width would be established at whatever width the City approves.</b></p> <p><b>The applicant is now requesting a 60-foot ROW, which is a significant change from the original application of 90 feet. The additional written testimony submitted October 30 includes files <u>Add Info PAPA25-01 Narrative for Site Design Review Conditions 10-30-</u></b></p>
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	<p><b><u>25.pdf and Add Info PAPA25-01 Attachment A - Proposed 3<sup>rd</sup> ST ROW Revised 10-30-25.pdf.</u></b></p> <p>The narrative states on page 2, <i>“In the City’s Development Code Section 5-3.4 Public Facilities Table 5-3.4.010F Shows the options for a Collector Street ROW ranging from 40’- 74’, with option B closest matching the conditions at this site and what Staff is proposing. Option B calls for a 40’- 44’ ROW. If we are starting from scratch, Grant County Fairgrounds is proposing to provide a ROW that matches the Code for a collector street and extends wider as needed to include the toe of the existing road fill slopes.”</i> The map in Attachment A shows ROW width varying from 40 feet at the west end, 60 feet through the middle, then 90 to 180 feet at the east end on the approach to Highway 26 where the slope requires wider ROW width for the road embankment.</p> <p>We disagree with applicant’s statement that Option B matches staff’s proposal. There is a difference between the ROW required to provide for future full development, and staff’s recommended half street improvement requirement for this development as discussed below in item 2.e.</p> <p>Dyer and City staff have reviewed JDDC Table 5-3.4.010F and find that Option D represents the desired full-development scenario on this street with the bicycle lanes, parking, and both sides of sidewalk. This is consistent with the 2009 John Day Local Street Network Plan, page 33, which states:</p> <p><i>“Route(s): 3<sup>rd</sup> Avenue between the Fairgrounds and US 26</i></p> <ul style="list-style-type: none"> <li><i>• Issue(s): Lack of sidewalk and/or bikeway system.</i></li> <li><i>• Needs(s): 3<sup>rd</sup> Avenue is an important connector from the neighborhoods southeast of downtown to open space and recreation trails along the John Day River, the Grant County Fairgrounds, and to Bridge Street with its access to the</i></li> </ul>
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	<p><i>7<sup>th</sup> Street Complex. Having sidewalks and bike lanes would facilitate these movements. The future development of Strawberry Heights will further increase the demand for these facilities.</i></p> <ul style="list-style-type: none"><li>• <i>Physical Constraint(s): The 3<sup>rd</sup> Street ramp that connects US 26 to the at-grade portion of 3<sup>rd</sup> Street may not have sufficient space to locate sidewalks and bike lanes on both sides of the roadway.”</i></li></ul> <p><b>The Plan indicates sidewalks (plural) and bikes lanes (plural). There is a known need for event overflow parking in this area which provides the basis for including parking lanes.</b></p> <p><b>The applicant states on page 3 of the narrative that the improvements are not needed because development has not happened. Whether or not to construct the improvements at this time is a separate matter, discussed below in item 2.e. City has a duty to plan for future development and should therefore provide for sufficient ROW to allow for construction of full street development.</b></p> <p><b>We recommend requiring minimum 62 feet ROW which is the minimum required for construction of Collector Option D street improvements.</b></p> <p><b>Upon preliminary review the centerline bearings shown in Attachment A map appear to be in substantial conformance with the existing street, but due to the short staff review period of 3 working days we have not performed an in-depth review of the proposed centerline.</b></p> <p><b>We agree with the applicant that additional ROW width is necessary at the east end to provide for the roadway embankment as it ascends the hill. Due to the short staff review period we have not performed an in-depth review of the proposed widths.</b></p> <p><b>We recommend that the Planning Commission and City Council make a determination on the legal mechanism to be used for correcting the</b></p>
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	<p><b>ROW issue and the minimum width requirement, and empower staff to follow up with the applicant for further review, revision, and execution of the ROW documents.</b></p> <p><b><u>Stormwater Easement</u></b></p> <p><del>The title report also revealed a recorded storm drainage easement (1995, instrument 950789) which appears to approximately correspond with the storm pipe described by City staff on the west side of the property. It appears the easement may not extend all the way to the end of pipe at the street. The description also includes a northeasterly length towards the river from the northwestern property corner. We don't know if there is any existing pipe at that location. We recommend requiring the applicant to confirm the exact bounds of the easement, the as-built location of the pipe(s), and if necessary record an update to the easement to match the as-built pipe location(s).</del></p> <p><b>Benchmark Land Surveying has testified that they have determined the easement accurately matches the as-built location of the City's stormwater system across the subject property. We therefore consider the stormwater easement issue to be resolved.</b></p> <p><b>The applicant requested the code citation for this investigation. The code requirement is this self-same criteria, JDDC 5-4.2.050.B.1.d, which requires the applicant to provide “d. <i>The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site</i>” and related criteria JDDC 5-4.2.050.B.2.d-e, which require the applicant to provide “d. <i>The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements</i>; e. <i>The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan.</i>”</b></p>
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	Legal review of all draft documents prior to recording is recommended.
e. Potential natural hazard areas, including, as applicable, the base flood elevation identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the City, County, or State as having a potential for geologic hazards;	Approximate FEMA floodplain boundary is shown.
f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;	John Day River is shown on plans. Riparian zone is not shown.
g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;	None known.
h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;	None known.
i. The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;	None known.
j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;	Included.
k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.	Included.
2. <u>Proposed site plan</u> . The site plan shall contain the following information:	

a. The proposed development site, including boundaries, dimensions, and gross area;	Included.
b. Features identified on the existing site analysis maps that are proposed to remain on the site;	Included.
c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;	Included.
d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;	<p>The existing ROW legal description needs to be corrected. See comment B.1.d above. The existing ROW correction shall be recorded prior to the recording of any approved ROW vacation.</p> <p><del>The applicant is requesting vacation of a portion of 3<sup>rd</sup> Street Extension ROW. Applicant proposes reducing 3<sup>rd</sup> Street ROW width from 120 feet to 90 feet by vacating 30 feet from the south side.</del></p> <p>3<sup>rd</sup> Street is classified as a collector in the 1996 Transportation System Plan, the 2009 Local Street Network Plan, and the 2021 Transportation Study.</p> <p><del>The proposed 90-foot width is satisfactory for a collector as per JDDC Table 5-3.4.010F.</del> <b>See revised comments 1.d above. We recommend minimum 62 foot ROW to provide for future construction of Collector Option D as per JDDC Table 5-3.4.010F.</b></p> <p>There is an existing sewer main on the south side of 3<sup>rd</sup> Street which is within the requested vacation area. A 15-foot utility easement is proposed. If approved, the width of proposed utility easement shall be decided by the Public Works Director as per JDDC § 5-3.4.060. A 20-foot easement is recommended.</p> <p>There is a proposed crosswalk for connectivity to the existing trail on the north side of 3<sup>rd</sup> Street. Enhancement and more formal adoption of this path into a wider John Day River path system is identified in the 2009 Local Street Network Plan (LSNP) (Figure 4-2 and 4-3, p44-45 and Project</p>

	<p>22, p53). An easement for public access of the trail is recommended.</p> <p>Legal review is recommended.</p>
<p>e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;</p>	<p><b><u>Street:</u></b></p> <p>The proposed plan does not indicate street improvements.</p> <p>Street improvements on 3<sup>rd</sup> Street Extension are identified in the Transportation System Plan (p9-12) and the LSNP (Project 23, p53).</p> <p>We recommend requiring half street improvements along the northern frontage of the development area (approximately 535 ft) in accordance with the TSP, LSNP, and JCCD 5-3.4.010.A.3 and 5-3.4.010.K.</p> <p><b>The applicant has requested to enter into a future improvement guarantee in lieu of street improvements as provided by JDDC 5-3.4.010.B. We request the Commission determine if the code conditions are met which would allow the deferment of improvements via a guarantee.</b></p> <p><b>The applicant’s narrative also proposes two different types of fulfillment which we request the Commission to review. Page 3 of the narrative states “<i>The Grant County Fairgrounds are not opposed to a sidewalk in this area and will sign an agreement not to object to the formation of a local improvement district in the future.</i>” Page 4 of the narrative states “<i>The City Code allows an owner to sign an agreement in lieu of actually constructing the improvements at this time. The County Fairgrounds feels an agreement like this would be very appropriate at this time for this project.... When the City prioritizes constructing curb and sidewalk along this street and seeks funding, the Fairgrounds would work with them on the project.</i>” These are two different things. An agreement for nonremonstrance of a Local Improvement District is different from an agreement to construct their share of</b></p>

	<p><b>improvements in collaboration with a City capital project.</b></p> <p><b>As discussed in comment 1.d above, the applicant now proposes 60-foot ROW and staff recommend requiring 62-foot ROW for construction of Collector Option D as per JDDC Table 5-3.4.010F. The applicant requests Collector Option B with minimum 40-foot ROW.</b></p> <p><b>If the Commission approves the request for a deferment guarantee under JDDC 5-3.4.010.B, we request the Commission to define which form of guarantee is acceptable and to define the scope of the required improvements (which Collector Option the Commission determines is applicable from Table 5-3.4.010F), the conditions which would trigger required construction, and the time period for completion; or the Commission should empower staff to do the same.</b></p> <p><b>We suggest referring to JDDC 5-3-4.090.D as an example of important terms for such agreements which can be used as guidance on this matter. For clarity we want to emphasize that JDDC 3-4.090.D is not directly applicable to the site design review. This comment is intended as informational on the terms found in deferment agreements such as the agreement requested by the applicant.</b></p> <p><b><u>Bonding:</u></b></p> <p><b>The applicant has requested clarification on who is to provide the required Performance Guarantee and Warranty bond (narrative page 11). Dyer has no preference whether the bonds are provided by the applicant or by the applicant's contractor, as long as the appropriate bonds are issued to the City. The City should decide if it has a preference.</b></p> <p><b>Locations and dimensions of structures and pavement are included.</b></p> <p><b><u>Swale Fencing:</u></b></p>
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	<p>We recommend requiring a fence around infiltration swale 'A' for public safety due to the indicated water depth of approximately 3 feet.</p> <p><b>Please see item 4 below for updated comments.</b></p> <p><b><u>ROW Permit:</u></b></p> <p><b>Construction permitting matters are not typically deliberated in land use review processes, but are discussed here in response to the applicant's requests and for informational purposes to help streamline construction permitting.</b></p> <p><b>The applicant has requested that the City commit to issuance of the ROW permit if construction plans match the layout shown on the submitted site design plans (narrative page 3). It is impossible for staff to commit to issuance of a ROW permit prior to the submission of construction plans, especially considering that the matter of construction vs deferment of street improvements described above may require revisions from the submitted site plan.</b></p> <p><b>The applicant has requested the City revise the requirement for final water and sewer plans to encompass only the public water and sewer (narrative page 6) on the basis that private service lines are permitted under state plumbing code. Please note that the scope of JDDC 5-3.4 includes the service connections to City facilities. The applicant's final water and sewer plans will be required show service connection details for construction permit review.</b></p> <p><b>The applicant has requested timely review and permitting. Construction plans will be reviewed timely for conformance with the approved site plan, any applicable conditions of approval, and City design standards and standard ROW permit requirements. Please note that it is common for construction permitting to include one or more rounds of review comments and resubmittals prior to permit approval and issuance. Please also note</b></p>
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	<p><b>that an estimate of the average daily water usage will be required for the calculation of SDC fees.</b></p> <p>A 20-foot setback from 3<sup>rd</sup> Street is shown. The setbacks should be reviewed for applicable requirements under the proposed zoning with a collector street.</p> <p>Water/sewer utilities show location and size. A new 2" water meter is proposed serve the development. A backflow preventor is indicated to be installed at or near the water meter.</p> <p>The City water main ends by the water service at the western side of the property. In the 2-18-2025 pre-application meeting, the Fire Chief determined that a water main extension for fire protection is not required.</p>
f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;	<p>Included. The applicant appears to be requesting variance from the driveway width standards. The proposed 3rd Street driveway is 40 feet wide.</p> <p>City code stipulates lane width of 10-12' for one-way access and 9'-11' for two-way access (JDDC § 5-3.1.020.K).</p> <p>Access permitting will be required. Driveway construction satisfying JDDC § 5-3.1.020.K will be required.</p> <p>A pedestrian access gate is indicated on the southwest corner of the RV park which lets out onto the remainder of the property.</p> <p>There are two existing driveways indicated on the plans, but only the western driveway is called out for removal. The eastern driveway should also be removed.</p>
g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);	Included.
h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes	<p>We recommend requiring street improvements as described in comment B.2.e above.</p> <p>There is a proposed crosswalk for connectivity to the existing trail on the north side of 3<sup>rd</sup> Street.</p>

or trails;	Enhancement and more formal adoption of this path into a wider John Day River path system is identified in the 2009 Local Street Network Plan (LSNP) (Figure 4-2 and 4-3, p44-45 and Project 22, p53). An easement for public access of the trail is recommended. Legal review is recommended.  We recommend seeking comments from ODOT due to the proximity to Highway 26.
i. Loading and service areas for waste disposal, loading and delivery;	Included.
j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;	Included.
k. Location, type, and height of outdoor lighting;	Included.
l. Location of mail boxes, if known;	Application narrative: <i>"None needed. Mail will go to existing main fairgrounds office."</i>  No concerns at this time.
m. Name and address of project designer, if applicable;	Included.
n. Locations of bus stops and other public or private transportation facilities;	N/A.
o. Locations, sizes, and types of signs;	Application narrative: <i>"None proposed. In future if one is needed owner will apply for sign permit."</i>  Crosswalk signage is recommended.  Wayfinding and/or entrance signage is recommended.
3. <u>Architectural drawings.</u> Architectural drawings showing one or all of the following shall be required for new commercial, commercial/residential, industrial and multifamily buildings, and major remodels of the same:	
a. Building elevations (as determined by the City Planning Official) with building height and width dimensions;	Included (Sheet 02).

b. Building materials, colors and type;	Application narrative: <i>“Some building materials and types on shown on the building elevation, others and final colors to be determined owner.”</i>
c. The name of the architect or designer.	Included.
4. <u>Preliminary grading plan.</u> A preliminary grading plan prepared by a registered engineer shall be required for development sites one-half (½) acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 5-3.4.040.	<p>Included.</p> <p>The plans indicate on-site stormwater infiltration. Engineered stormwater calculations will be required for construction permitting. We recommend requiring a fence around infiltration swale ‘A’ for public safety due to the indicated water depth of approximately 3 feet.</p> <p><b>The applicant requested citation of the code authority for this item. The code authority is JDDC 5-3.2.050.A.1 “The City may require installation of walls and/or fences as a condition of land use or development approval” and is determined to be applicable on this project to meet the intent of 5-1.2.020 “The Development Code is intended to implement the City of John Day Comprehensive Plan and related plans and policies in a manner that protects the health, safety, and general welfare of the citizens of John Day.”</b></p> <p><b>Regarding the apparent water depth, the applicant’s narrative page 11 states that the stormwater design is not complete and the water depth is not yet known, and that the 3 feet shown on the current plans is only preliminary. We acknowledge that final design of stormwater facilities may still be underway. However, the currently submitted plans which are the basis of this review do not show any drainage outlet from the infiltration swale. Our comment is based on the 2014 ODOT Hydraulics Manual, Appendix D, page 14-D-7 and D-8 which provides the following for stormwater facilities:</b></p> <p><b><i>“Safety Features</i></b></p> <p><b><i>1. Exclusionary measures may be required to prevent entry to facilities that present a hazard</i></b></p>



	<p><i>to children and, to a lesser extent, all persons. Fences are recommended for detention areas where one or more of the following conditions exist:</i></p> <ul style="list-style-type: none"> <li><i>• areas where small children are present, particularly in residential areas and close to schools and playgrounds.</i></li> <li><i>• areas where rapid water level increases would make escape practically impossible,</i></li> <li><i>• side slopes steeper than 1V:3H and have water depths greater than 3 feet for more than 24 hours or are permanently wet and have side slopes steeper than 1V:3H, or</i></li> </ul> <p><i>2. Guardrail may be needed if the extended dry detention pond is placed next to a highway.”</i></p> <p><b>We find that the proposed campground is an area where small children will be present at all hours of day and night and therefore meets justification for exclusionary measures. The RV park represents a higher risk to public safety than the other locations the applicant references in page 11 of the narrative such as the fire hall, bank, and retail stores.</b></p> <p><b>The applicant indicated operational concerns about a fence inhibiting snow plowing. We welcome a revised plan with a shallower depth to mitigate the safety hazard and allow for snow plowing operations. However the question would still remain of how deep is deep enough to constitute a drowning hazard in an area where small children are present, which is why we recommend this item for Commission deliberation.</b></p>
<p>5. <u>Landscape plan.</u> Where a landscape plan is required, it shall show the following:</p>	
<p>a. The location and height of existing and proposed fences, buffering or screening materials;</p>	<p>Included.</p>
<p>b. The location of existing and proposed terraces, retaining walls,</p>	<p>N/A.</p>

decks, patios, shelters, and play areas;	
c. The location, size, and species of the existing and proposed plant materials (at time of planting);	Application narrative: <i>“Proposed landscape trees are shown on plan sheet 02. Each dividing area between RVs will have a minimum of 2 trees when site is fully developed and other trees fit in around the perimeter, inside the fence. The trees will be a mixture of spring time flowering trees (i.e redbud, dogwood), trees with bright fall time foliage (i.e. maples, oaks), will follow recommendations of local nursery for varieties that are hardy enough for the local climate, mature providing shade, and low maintenance. At planting the trees will be 4’-6’ in height.”</i>
d. Existing and proposed building and pavement outlines;	Included.
e. Specifications for soil at time of planting, irrigation if plantings are not drought tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;	Application narrative: <i>“Will follow recommendations of local nursery on planting time and water needs.”</i>
f. Other information as deemed appropriate by the City Planning Official. An arborist’s report may be required for sites with mature trees that are protected under Chapter 5-3.2. Landscape, Street Trees, Fences and Walls of this Code.	N/A.
6. <u>Deed restrictions</u> . Copies of all existing and proposed restrictions or covenants, including those for access control.	None known at this time. Applicant states in narrative that there are no existing or proposed restrictions or covenants.
7. <u>Narrative</u> . Letter or narrative report documenting compliance with the applicable approval criteria contained in <a href="#">Section 5-4.2.060 Approval Criteria</a> .	A narrative was included, but does not address the requirements of JDDC § 5-4.2.060.
8. <u>Traffic Impact Analysis</u> , when required, shall be prepared in accordance with the road authority’s	See comment A.2 above.

requirements. See <a href="#">Section 5-4.1.090</a> , and <a href="#">Section 5-3.4.010</a> for relevant standards.	
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#### Additional Comments

To facilitate project development, we recommend informing the applicant of the following permitting/construction topics:

1. The project will require a DEQ 1200-C erosion control permit for ground disturbance over 1 acre.
2. Design plans for the proposed site work, including access, parking, drainage, and utilities, including engineered stormwater calculations, shall be submitted for review and approval by the City Engineer prior to the start of construction activity. The City's adopted System Development Charges, connection fees, and permitting fees will apply.

END MEMORANDUM

CITY OF JOHN DAY  
PLANNING COMMISSION MEETING MINUTES November 12, 2025

**PLANNING COMMISSIONERS PRESENT:**

Jim Spell, Planning Commission  
Linda Pifer, Planning Commission  
Ed Newby, Planning Commission  
Valerie Maynard, Planning Commission  
Chris Maynard, Planning Commission  
Neale Ledgerwood, Planning Commission

**PLANNING COMMISSIONERS ABSENT**

**STAFF PRESENT:**

Melissa Bethel, City Manager  
Henry Hearley, Contract Planner

**Agenda Item No. 1—Call Meeting to Order**

The Planning Commission meeting was called to order at 5:30 pm.

**Agenda Item No. 2—Pledge of Allegiance**

The Planning Commission stood for the Pledge of Allegiance.

**Agenda Item No. 3—Roll Call and Attendance**

The John Day Planning Commission did a roll call.

**Agenda Item No. 4—Amend or Accept Regular Agenda**

***Commissioner made a motion to accept the agenda as published. The motion was seconded by Commissioner Newby and passed unanimously.***

**Agenda Item No. 5—Elect Chair and Vice Chair**

Commissioner Spell was nominated Chair.  
Commissioner Ledgerwood was nominated Vice Chair.

**Agenda Item No. 6—Public Comments**

No Public Comments were made.

**Agenda Item No. 7—Consent Agenda**

- a. Minutes of October 22, 2025

Bethel stated the recording is always available and serves as the official record. She noted that the minutes had been revised with some items moved for clarity.

Winegar stated in the revised minutes she still did not see references to the 6-foot tall fence, off-street parking or bicycle parking. Bethel stated that all of these items will be included as part of the final motion tonight.

***Commissioner Pifer made a motion to approve the revised agenda. The motion was seconded by Commissioner V. Maynard and passed unanimously.***

**Public Hearing:**

The Public Hearing has been closed.

**Agenda Item No. 8—PAPA 25-01**

*The Planning Commission is reconvening for deliberations and to consider additional evidence submitted by the applicant. At the October 22<sup>nd</sup> meeting, the Planning Commission held a public hearing and received new oral testimony. Planning Commission passed a motion to close the public hearing but keep the record open to allow for additional written evidence to be submitted. At the October 22<sup>nd</sup> meeting, the Planning Commission did take formal action on the applicants proposed zone change. The Planning Commission found that the proposed zone change was in the public interest and recommended to the City Council the zone change be approved.*

The first issue discussed was the ROW discrepancy and the question of responsibility. Hearley stated that the City continues to hold the position that the ROW is the applicants' responsibility. During review of the additional applicant testimony, staff identified new items requiring the Planning Commissions discretion including underground utilities, fencing around Swale "A", the landscape plan and designation of a reviewer. Any decisions made will be forwarded to the City Council for final approval.

Hearley recommends the Planning Commission accept the landscape plan that was submitted. Regarding the fencing around Swale "A" the Planning Commission may choose to remove the fencing requirement or adopt a conditional standard. The applicant is seeking an exception to the underground utility requirement, citing site conditions. Staff suggested considering a closer power source. Staff recommends that the Planning Commission consider the City Engineer as the duly appointed designee of the Public Works Director. Staff agreed that the future improvement guarantee is acceptable based on the applicant's testimony. The Planning Commission should consider whether to grant this. Hearley discussed the revised conditions of approval.

***Commissioner Pifer moved to make the exception to allow overhead utilities to the property and then underground from there. The motion was seconded by Commissioner V. Maynard and passed unanimously.***

***Commissioner C. Maynard made a motion to require the applicant to engineer the swales to be 3 feet or less in size so a fence will not be needed. The motion was seconded by Commissioner Ledgerwood and passed unanimously.***

***Commissioner V. Maynard made a motion to approve the applicants landscape plan. The motion was seconded by Commissioner Spell and passed unanimously.***

***Commissioner Spell made a motion to designate the City Engineer as the official appointed designee of the Public Works Director. The motion was seconded by Commissioner Pifer and passed unanimously.***

***Commissioner C. Maynard made a motion to accept revised condition of approval #4. The motion was seconded by V. Maynard and passed unanimously.***

***Commissioner V. Maynard recommend approval onto the City Council for PAPA 25-1 for Site Design Review with the revised conditions as contained in the revised staff report and as Planning Commission's recommendations on Items 1-8 as discussed on October 22<sup>nd</sup> and November 12<sup>th</sup>. The motion was Commissioner Spell and passed unanimously.***

**Agenda Item No. 9—Planning Commission Comments**

No additional comments were made.



**Adjourn:**

***There being no further business before the Planning Commission the meeting was adjourned.***

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Melissa Bethel, CM

**Proposed  
NE Third Avenue Centerline and Right of Way Description**

A strip of land of variable width situated in the SE1/4 of Section 23 and in the NE1/4 Section 26, T.13S., R.31E., W.M., City of John Day, Grant County, Oregon, the centerline of which is described as follows:

Beginning at a point on the centerline of U.S. Highway 26, said point being 648.06 feet North and 982.98 feet East from the N1/4 Corner of said Section 26;

thence N.10°05'00"E., a distance of 109.14 feet;

thence 189.68 feet along the arc of a 120.00 foot radius curve right (the long chord of which bears N.55°22'00"E., a distance of 170.54 feet);

thence S.79°21'00"E., a distance of 148.70 feet;

thence 208.35 feet along the arc of an 80.00 foot radius curve left (the long chord of which bears N.26°02'30"E., a distance of 154.26 feet);

thence N.48°34'00"W., a distance of 182.51 feet;

thence 235.04 feet along the arc of an 800.00 foot radius curve left (the long chord of which bears N.56°59'00"W., a distance of 234.19 feet);

thence N.65°24'00"W., a distance of 179.90 feet;

thence 164.41 feet along the arc of a 300.00 foot radius curve right (the long chord of which bears N.49°42'00"W., a distance of 162.36 feet);

thence N.34°00'00"W., a distance of 270.94 feet;

thence 168.60 feet along the arc of a 105.00 foot radius curve left (the long chord of which bears N.80°00'00"W., a distance of 151.06 feet);

thence S.54°00'00"W., a distance of 51.05 feet;

thence 233.41 feet along the arc of a 245.00 foot radius curve right (the long chord of which bears S.81°17'34"W., a distance of 224.68 feet) to an existing centerline monument located at the intersection of NE Third Street and NE Elm Ave.

## Proposed Street Right of Way Widths

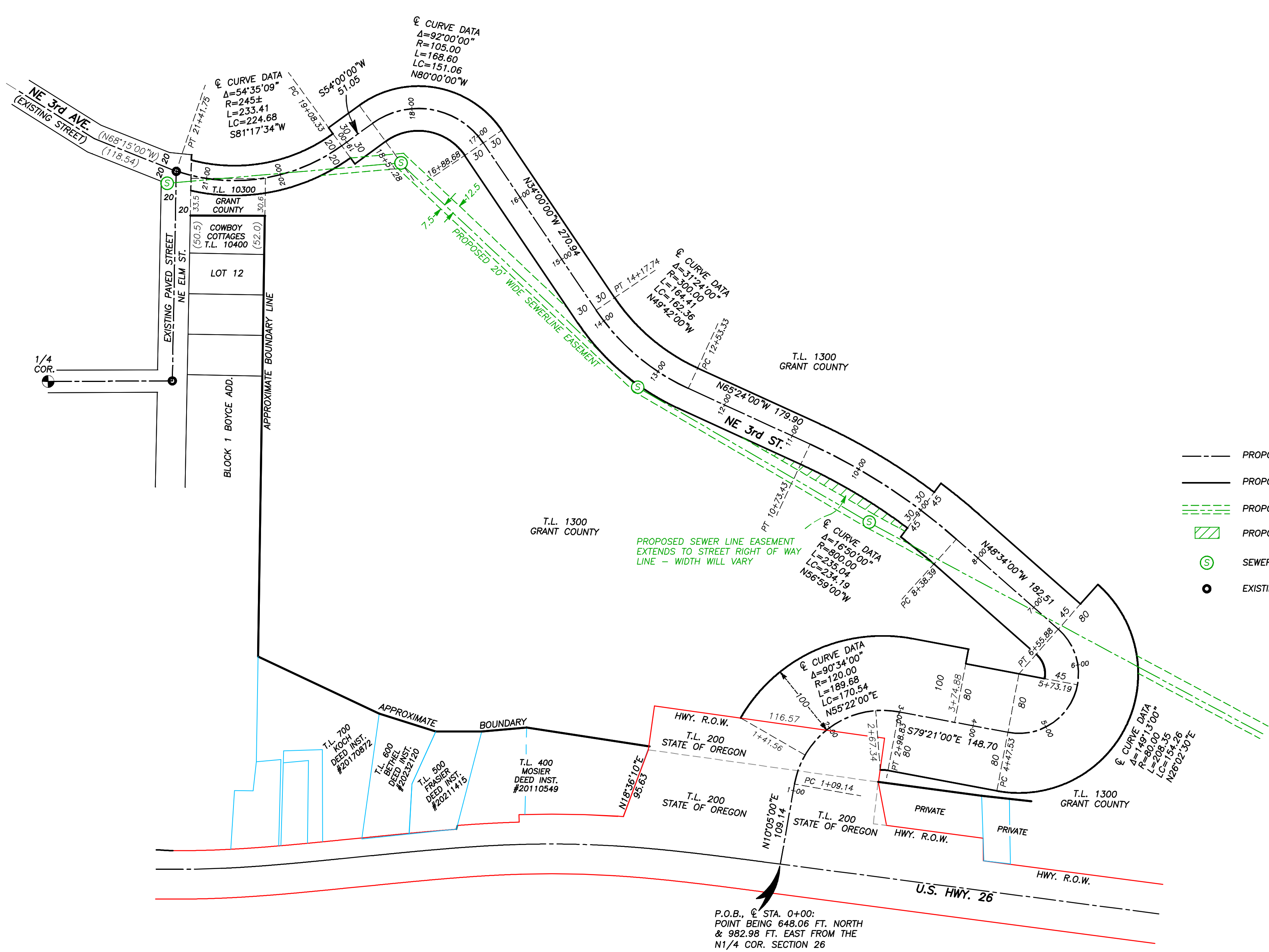
<u>Station to Station</u>	<u>Width on Right</u>	<u>Width on Left</u>
1+41.56		100.00
2+67.34	80.00	
2+67.34 to 6+55.88	80.00	
1+41.56 to 3+74.88		100.00
3+74.88 to 5+73.19		80.00
5+73.19 to 6+55.88		45.00
6+55.88 to 9+00.00	45.00	45.00
9+00.00 to 19+08.33	30.00	30.00
19+08.33 to 21+41.75	20.00	20.00

**Note:** Centerline dimensions and right of way widths may change slightly upon execution of the final survey

Prepared by:  
Benchmark Land Surveying, Inc.  
217 N. Canyon Blvd.  
John Day, Oregon 97845  
(541) 575-1251

November 26, 2025



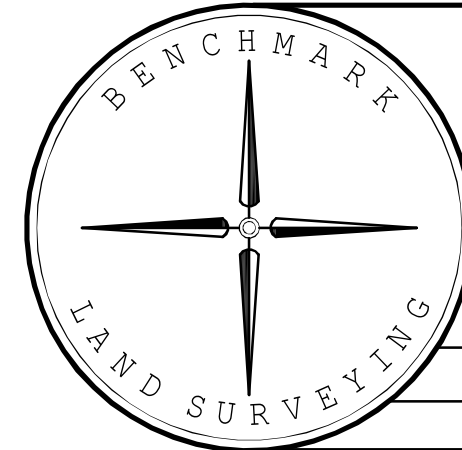


### LEGEND

- PROPOSED CENTERLINE
- PROPOSED RIGHT OF LINES BY COUNTY (VARIABLE WIDTH)
- PROPOSED 20' SEWER LINE EASEMENT
- PROPOSED SEWER LINE WITH VARIABLE WIDTH TO RIGHT OF WAY LINE
- SEWER MANHOLE
- EXISTING STREET CENTERLINE MONUMENT

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
  
OREGON  
JULY 9, 2002  
MICHAEL C. SPRINGER  
#70918  
EXPIRES: 6/30/2026

NOTE: CENTERLINE DIMENSIONS AND RIGHT OF WAY WIDTHS MAY  
CHANGE SLIGHTLY UPON EXECUTION OF THE FINAL SURVEY)



BENCHMARK LAND SURVEYING  
217 N. CANYON BLVD. JOHN DAY, OREGON  
541-620-0676 ~ mike@benchmarkls.com

SKETCH  
SHOWING A PROPOSED NEW CENTERLINE AND RIGHT OF  
WAY LINES FOR NE THIRD STREET  
IN JOHN DAY, OREGON

SURVEYED FOR	GRANT COUNTY	
SURVEYED BY	MCS	11/26/2025
SCALE: 1"=100'	DRAWN BY: MCS	



December 2<sup>nd</sup>, 2025

**FROM:** Grant County Fairgrounds

**ATTN:** City Council and Staff

**RE:** Submittal of additional information for Zone Change and Site Design Review – Grant County Fairgrounds Expansion PAPA 25-01

**Revised Condition of Approval #1:** Prior to issuance of a building permit, connecting to City water or sewer service, or creating a new access to 3rd Street, whichever occurs first, Applicant must take action(s) satisfactory to City to establish or correct the delineation of the 3rd Street right-of-way through the subject property such that it is 62 feet in width and none of applicant's improvements (other than permitted utility connections) are located within the right-of-way. Action may include dedicating right-of-way and/or filing petitions for vacation of right-of-way and/or street legalization process first brought up by the applicant's surveyor. A 62' ROW corresponds with Option D for a Collector Street as adopted in *Table 5-3.4.101F, Minimum Street, Sidewalk and Bikeway Standards*. Condition of Approval #1 is tied to *Chapter 5-3.4.101(A)(1) & (3), Adequate Public Facilities and Street Improvements*.

At the second hearing this revised condition was very briefly noted but, little to no discussion was had on it. The Grant County Fair Grounds position was not explained; we hope this additional information will better explain our proposed row. Attached is a draft map and description of the proposed 3<sup>rd</sup> Street ROW dedication. The 11-5-25 Staff report cited that the Local Street Network Plan for John Day (LSNPJD) is asking for sidewalks (plural) along 3<sup>rd</sup> Street. The section that identified for this is Section 3 – Opportunities and Constrains Report.

**Route(s): 3rd Avenue between the Fairgrounds and US 26**

- Issue(s): Lack of sidewalk and/or bikeway system.
- Need(s): 3rd Avenue is an important connector from the neighborhoods southeast of downtown to open space and recreation trails along the John Day River, the Grant County Fairgrounds, and to Bridge Street with its access to the 7th Street Complex. Having sidewalks and bike lanes would facilitate these movements. The future development of Strawberry Heights will further increase the demand for these facilities.
- Physical Constraint(s): The 3rd Street ramp that connects US 26 to the at-grade portion of 3rd Street may not have sufficient space to locate sidewalks and bike lanes on both sides of the roadway.

This is the only area in the report we found that calls for sidewalk(s). All other references to this project call for a single sidewalk. In table 4-1 Local Street Network Plan Projects, on page 41 of the LSNPJD, a single sidewalk on the south and west sides are called for.

		we planning the greatest benefit to the most vulnerable engineering, construction and engineering and construction space
22	Trail Upgrade	An existing natural surface trail provides recreational opportunities. More formal adoption of this facility as part of a larger John Day River path system would offer John Day residents an improved walking environment. Extend this trail across the John Day River to the eastern urban growth boundary to allow for a continuous trail corridor that could be picked up by Grant County.
23	New Sidewalk	3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk.
24	New Sidewalk/Trails	Incorporate a pedestrian network associated with new residential development in the eastern part of the city. This system should connect to recommended improvements on Hillcrest Avenue (Project #20) and on US 26 (Project #21) to ensure connectivity.



The Bicycle/Pedestrian Projects Section of the LSNPJD also calls for a single sidewalk on the south and west sides of the roadway. It also states that the ROW for a sidewalk on the south side of the street should be obtained.

### **Project #23 - 3rd Avenue Sidewalks**

3rd Avenue is not equipped with facilities for pedestrians or cyclists. A 6'-wide sidewalk is recommended for the south and west side of the roadway; the north side will be partially served by Project #22, and possibly connected by a mid-block crosswalk. The mid-block crossing would ideally be provided as an intersection when Project #18 is constructed. The ROW for the sidewalk on the south side of the street could be obtained through conditions when the adjacent parcel is divided and/or developed.

The Grant County Fair Grounds is proposing a 40 ft ROW connecting to the existing 3<sup>rd</sup> Street 40 ft ROW to the West, then the ROW width would increase going to the East to incorporate the existing fill slopes. On the west end where this 40 ft ROW width is proposed is in an area that is currently developed and wider dedication in this area will create encroachment issues with the existing development. The existing road footprint is 34 feet of total pavement and 2-3 feet of gravel shoulder on each side. Per Option B of the City's Collector Street sections - the improvements needed could be constructed with the current road prism.

Collector									
Option A	44'-56'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'/2'-6'	6'/6'
Option B	40'-44'	30'-32'	10'-11'/ 10'-11'	None	5'/5'	None	Yes	(optional) 2'-6'	6'(one side)
Option C	54'	42'	12'/12'	None	5'/5'	8' one side	Yes	None	6'/6'
Option D	62'-74'	50'	12'/12'	None	5'/5'	8'/8'	Yes	(optional) 2'-6'/2'-6'	6'/6'

The 11-2-25 Staff report cited needing ROW for Option D – a street that includes a 50 feet width of pavement (2-12ft travel lanes, 2-5ft bike lanes, and 8-ft of on street parking on both sides) plus the curb and sidewalks.

This seems very excessive for an area that will likely not have any development on the north side of the road due to the location of the John Day River and flood plain. The RV park will be self-contained and does not require on-street parking. Currently the one major event that potentially requires overflow parking is the Fair, and the Fair Grounds provides this with temporary parking on their property south of 3<sup>rd</sup> Street.

Has the City considered the feasibility of constructing a road section to match Option D?

- The extremely large amount of fill material required to widen the road 20-feet?
- The impact on the flood plain for this additional fill?
- The pavement width would increase by 16-feet, requiring 30% more pavement for the City to maintain vs benefit?
- The LSNPJD page 33 list physical constraints on the 3<sup>rd</sup> Street ramp that connects to US 26, we assume this pertains to the width and that existing guardrail that limits improvements. Option D would be the most difficult to construct in this area.

- Maintenance of the additional ROW and pavement section – additional snow plowing, weed control, trash, stormwater, etc.

Option B seems to be the most feasible and likely of any future improvements on this section of 3<sup>rd</sup> Street and any improvements to the West connecting to the sidewalk on Bridge Street. It meets the projects identified in the LSNPJD.

<p><b>Revised Condition of Approval #12:</b> The portion of existing sewer line that is currently on the subject property and does not lie in the ROW, shall be placed in an easement to the City. Easement width shall be 20'. Easements shall be duly recorded, before connection to city water or city sewer service occurs.</p>
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The same map attached, showing the proposed 3<sup>rd</sup> Street ROW dedication, shows the proposed easement for the existing sanitary sewer line. The minimum width is 20-ft, and in the area that would create a small sliver area between the ROW and the easement, the new easement will extent to the ROW making it 20-ft plus and allow the City direct access from the ROW to the easement/existing sanitary sewer line.