



Implementing Ordinances

City of Sweet Home Transportation System Plan Update

DATE March 27, 2025

TO City of Sweet Home

FROM Andrew Parish, AICP and Matt Hastie, AICP

CC

INTRODUCTION

This document provides implementing ordinances necessary for implementing the City of Sweet Home's updated Transportation System Plan (TSP). It includes proposed amendments to the Sweet Home Development Code (SHDC) and the Sweet Home Comprehensive Plan. This document is organized into the following topics required in the TSP scope of work:

1. Street width standards with the goal of sizing streets for safety and economy
2. Right-size parking standards, looking for opportunities to decrease them.
3. Traffic Impact Study requirements
4. State transportation planning requirements, including findings for the Transportation Planning Rules, to support adoption of the Updated TSP by City.

This document provides underline/strikeout language for specific edits to code language. Notes and questions for reviewers are provided in-line below in blue boxes.

DEVELOPMENT CODE AMENDMENTS

1. Street width standards

Street standards are contained in **SHDC Chapter 17.42 - Street Standards**. Street width requirements are listed in Section 17.42.040, implementing TSP requirements.

Street widths in the following table are generally consistent with street widths in the TGM Model Code for Small Cities, edition 3.1. Local street and Residential Neighborhood Street lane width/parking aisle standards have been updated per discussion with City staff.

The following table implements the standards of the Transportation System Plan.

Standards	Major Arterial	Minor Arterial	Collector	Local Street	Residential Neighborhood
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					Street ***
ROW Width	80' (max)	70' (max)	60' (max)	50' (max)	20' (min)
Curb to curb width	60' (max)	40' (max)	40' (max)	36' (max)	20' (min)
Travel Lane width	11' (min)	10.5' (min)	10' (min)	7' 8' (min)	7' 8' (min)
Number of lanes	4 (max)	3 (max)	2 (min)	2 (max)	2 (min)
Median/center turn width (max)	12'	11.5'	Not required	Not required	Not required
Bike Lane width (min)	2 @ 6'	2 @ 6'	1 @ 6'	7'	Not required
Parking width (max)	8'	8'	8'	7' 8'	Not required
Curb *	6"	6"	6"	6"	Not required
Planting Strip width (min)**	7'	7'	7'	3'	3'
Sidewalk width (min)	8'	7'	6'	5'	Not required
System spacing	1 mile	1/2 mile	1/2 mile	250'	100'
Design speed - (max)	40 mph	35 mph	25 mph	25 mph	20 mph
Access management: intersection spacing (min)****	300'	400' <u>250'</u>	100'	75'	50'
Access Management: driveway spacing	No direct driveway access	Shared driveway access	Shared driveway access	Direct access allowed	Direct access allowed

* Other City approved alternatives may be proposed, such as "Green Streets" standards, as defined by Portland Metro Green Streets handbook, and subsequent updates. A green street can be defined as a street designed to integrate a system of storm water management within its right of way, and to:

- Reduce the amount of water that is piped directly to streams and rivers.
- Be a visible component of a system of "green infrastructure" that is incorporated into the aesthetics of the community.
- Make the best use of the street tree canopy for storm water interception as well as temperature mitigation and air quality improvement.
- Ensure the street has the least impact on its surroundings, particularly at locations where it crosses a stream or other sensitive area.



** Planting strips may include filtration strips and swales.

*** Allowed only within a Planned Development.

**** Measured as adjacent edge to edge of right-of-way, with the higher street category controlling.

2. Parking standards

No changes to parking standards are included as part of this TSP update. The City may consider updating its parking requirements as part of upcoming housing-related planning efforts. Notes are provided below documenting the City’s existing standards.

Parking standards are provided in Section 17.44.060 - Off Street Automobile and Bicycle Parking Requirements.

Several standards are tied to the number of employees for a particular use. This number can change over time; consider removing these requirements in the future.

Minimum bicycle parking requirements are generally lower than the amounts recommended in the DLCDC Model Code for Small Cities and other sources.

Ordinance 2023-14 amended various portions of SHDC Title 17 to respond to HB2001 and other issues – parking and other standards for duplexes are consistent with standards for single family dwellings in the City's residential neighborhoods.

3. Traffic Impact Study requirements

17.42.130 TRAFFIC IMPACT STUDY

The purpose of this subsection is to coordinate the review of land use applications with roadway authorities and to implement ~~Section OAR 660-012-00451.E.~~ of the state Transportation Planning Rule (OAR 660-012-0045), which requires The City to adopt a process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. The following provisions also establish when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a Traffic Impact Analysis; and who is qualified to prepare the analysis.

Changed specific outdated TPR reference to more general one.

- A. *When a traffic impact analysis is required.* The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a

development involves one or more of the following:

1. A change in zoning or a plan amendment designation;
 2. Operational or safety concerns documented in writing by a road authority;
 3. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;
 4. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;
 5. An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;
 6. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;
 7. A change in internal traffic patterns that may cause safety concerns; or
 8. A TIA required by ODOT pursuant to OAR 734-051.
- B. *Traffic impact analysis preparation.* A professional engineer registered by the State of Oregon, in accordance with the requirements of the road authority, shall prepare the Traffic Impact Analysis.
- C. Traffic Impact Analysis Scope. The City shall determine the study area, study intersections, trip rates, traffic distribution, and required content of the TIS based on information provided by the applicant about the proposed development.
1. The study area will generally comprise an area within a ½-mile radius of the Development site. If the City determines that development impacts may extend more than ½ mile from the development site, a larger study area may be required.
 2. If notice to ODOT or Linn County is required, the City will coordinate with these agencies to provide a comprehensive TIS scope.
- D. Traffic Impact Analysis Content
1. A TIS shall include all of the following elements, unless waived by the City.
 2. Introduction and Summary. This section should include existing and projected trip generation including vehicular trips and mitigation of approved development not built to date; existing level and proposed level of service standard for City and County streets and volume to capacity for State roads; project build year and average growth in traffic between traffic count year and build year; summary of transportation operations; proposed mitigation(s); and traffic queuing and delays at study area intersections.
 3. Existing Conditions. This section should include a study area description, including existing study intersection level of service.
 4. Impacts. This section should include the proposed site plan, evaluation of the

proposed site plan, and a project-related trip analysis. A figure showing the assumed future year roadway network (number and type of lanes at each intersection) should also be provided.

5. Mitigation. This section should include proposed site and areawide specific mitigation measures. Mitigation measures shall be roughly proportional to potential impacts.
 6. Appendix. This section should include traffic counts, capacity calculations, warrant analysis, and any information necessary to convey a complete understanding of the technical adequacy of the TIS.
- E.* Mitigation. The following measures may be used to meet mitigation requirements. Other mitigation measures may be suggested by the applicant or recommended by a state authority (e.g., ODOT) in circumstances where a state facility will be impacted by a proposed development. The City or other decision-making body shall determine if the proposed mitigation measures are adequate.
1. On-and off-site improvements beyond required frontage improvements.
 2. Development of a transportation demand management program.
 3. Payment of a fee in lieu of construction.
 4. Correction of off-site transportation deficiencies within the study area that are not substantially related to development impacts.
 5. Construction of on-site facilities or facilities located within the right-of-way adjoining the development site that exceed minimum required standards and that have a transportation benefit to the public.

Added additional language modeled after Milwaukie, OR to specify the contents of a Traffic Impact Study and mitigation measurements that may be required.

4. Amendments to ensure compliance with the Transportation Planning Rule

Technical Memorandum #1 provided a detailed audit of the SHDC consistency with OAR 660-012, called the Transportation Planning Rule or TPR. Relevant sections of that review are provided below with applicable code changes or references to other sections of this document.

OAR 660-012-0045 – Implementation of the Transportation System Plan

0045 (1)(a) – Transportation uses to be allowed as permitted uses.

The Transportation Planning Rule (TPR) requires that cities allow for certain transportation uses consistent with the TSP without being subject to land use regulations. Currently transportation uses are not included in the list of permitted uses in the zoning ordinance, nor is there a general

provision indicating that transportation uses consistent with the adopted transportation system plan do not require a separate land use review.

See amendments to 17.08.020 below

[17.08.020 PERMITTED USES - ALL ZONES](#)

The following uses and activities are permitted in all zones:

1. Placement and maintenance of underground or above ground wires, cables, pipes, guys, support structures, pump stations, drains, and detention basins within rights of way by public agencies and utility companies for telecommunications, or electrical power transmission, or transmission of natural gas, petroleum products, geothermal water, water, wastewater, sewage and rainwater.
2. Railroad tracks and related structures and facilities located within rights of ways controlled by railroad companies.
3. Surfaced travel lanes, curbs, gutters, drainage ditches, sidewalks, transit stops, landscaping and related structures and facilities located within rights of way controlled by a public agency.
4. Expansion of public right of way and widening or adding improvements within the right of way, provided the right of way is not expanded to more width than prescribed for the street in the Public Facilities segment of the Comprehensive Plan.
5. Operation, maintenance, and repair of transportation facilities identified in the TSP.
6. Dedication of right-of-way, authorization of construction and the construction of facilities and improvements, where the improvements are consistent with clear and objective dimensional standards.

0045 (2)(b) – Standards to protect the future operations of roads, transitways and major transit corridors

Review and amendments to the City’s Transportation Impact Study requirements meet this TPR requirement. See Section 3 of this memorandum.

0045(2)(f) Regulations to provide notice to public agencies providing transportation facilities and services, MPOs, and ODOT

Notice requirements are detailed in Section 17.122, 17.124, 17.126, and 17.128. These sections address procedures for land use applications (Type I through Type IV). Wording varies somewhat between sections, though requirements are generally consistent with the TPR.

Note to reviewers: No changes recommended at this time.

17.122.010 PROCEDURE FOR TYPE I ACTION

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6. Notice. Notice of the decision is provided only to the applicant.

17.124.010 PROCEDURE FOR TYPE II ACTION

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D. Notice. Before making a Type II decision, The City shall mail notice of the application to:

1. All owners of record of real property within 100-feet of the subject site.
2. Any person who submits a written request to receive a notice.
3. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with The City, or required by State statute.
4. The road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of decision for the application.
5. The City may notify other affected agencies, as appropriate, for review of the application

17.126.01 PROCEDURES FOR TYPE III ACTIONS

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7. Planning commission hearing and notification area. City staff shall schedule a hearing before the Planning Commission. Written notice of the public hearing shall be mailed at least twenty (20) days prior to the hearing date to the applicant, owners of property within 300 feet of the boundaries of the subject property and to affected county and state agencies, including highways and roads. The Planning Commission shall conduct the hearing consistent with procedures set forth in Chapter 17.130. The notice of a pending Type III hearing shall include the following:

17.128.010 PROCEDURES FOR TYPE IV ACTIONS (QUASI-JUDICIAL)

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C. Agency referrals. Referrals will be sent to interested agencies such as City departments, police and fire departments, the school district, utility companies, and applicable state agencies. If a county road or state highway is impacted, referrals should be sent to the applicable County Public Works Department and/or Oregon Department of Transportation.

D. Planning commission hearing and notice. City staff shall schedule a hearing before the Planning Commission. The City Council and Planning Commission hearings can be combined if approved by the Mayor. The Planning Commission shall conduct the hearing consistent with procedures set forth in Chapter 17.130. Notice of the public hearings before the Planning Commission and City Council for a Type IV land use action, shall be published in a newspaper of general circulation in The City at least 20 days prior to each public hearing. Affected property owners within 300-feet of the subject property shall be notified by mail at least 20 days prior to the initial Planning Commission hearing. Mailed notice of a pending Type IV hearing shall include the following

0045(2)(g) Regulations assuring amendments to land use designations, densities, and design standards are consistent with the functions, capacities and performance standards of facilities identified in the TSP.

Amendments below add a specific criterion related to “functions, capacities, and performance standards” consistent with the adopted TSP.

[17.112.050 DECISION CRITERIA](#)

Plan map amendment proposals shall be approved if the applicant provides evidence substantiating the following:

1. All information and analysis must justify the proposed change relative to the Map designation to which the property is proposed to change, and to the Map designation from which the property is changing. The analysis must address the impacts from decreasing acreage of one map designation and increasing acreage for the proposed map designation.
2. Compliance is demonstrated with the Statewide Land Use Planning Goals and Guidelines and any relevant Administrative Rules applying to the subject properties or to the proposed land use designation. If the proposed designation requires an exception to the Goals, the applicable criteria in the Land Conservation and Development Commission (LCDC) Administrative Rules for the type of exception needed shall also apply.
3. Consistency with the applicable goals and policies in the Comprehensive Plan is demonstrated.
4. The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan.
5. The Plan provides more than the projected need for lands in the existing land use designation.
6. The proposed land use designation will not allow zones or uses that will destabilize the land use pattern in the vicinity or significantly adversely affect existing or planned uses on adjacent

lands.

7. Public facilities and services, including transportation facilities, necessary to support uses allowed in the proposed designation are available, or, will be available in the near future.
8. The proposed land use designations are consistent with the functions, capacities, and performance standards of facilities identified in the City’s adopted Transportation System Plan.

0045(3)(a) Bicycle Parking Facilities

Consider adding transit transfer stations and park-and-ride lots to the list of facilities that require bicycle parking. Not considered to be a high priority at this time and no amendments are recommended.

0045(3)(b) Safe and Convenient Bicycle and Pedestrian Connections

New section 17.42.140 – Pedestrian and Bicycle Access and Circulation

17.42.140 – Pedestrian and Bicycle Access and Circulation

A. Site Layout and Design: To ensure safe, direct, and convenient pedestrian circulation, all developments shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:

1. Continuous Walkway System. The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose in accordance with the provisions of other sections of 17.42 STREET STANDARDS, 17.58.040 ADDITIONAL STANDARDS FOR SUBDIVISIONS.

2. Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following criteria:

a. Reasonably direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.

2. Safe and convenient. Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.

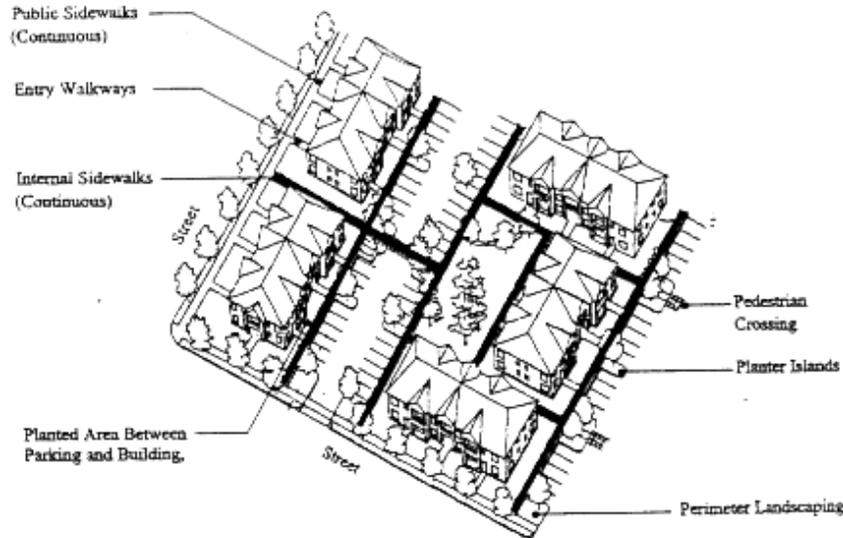
3. "Primary entrance" for commercial, industrial, mixed use, public, and institutional buildings is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.

4. "Primary entrance" for residential buildings is the front door (i.e., facing the street). For buildings in which units do not have their own exterior entrance, the “primary

entrance” may be a lobby, courtyard, or breezeway that serves as a common entrance for more than one dwelling.

3. Connections Within Development. Connections within developments shall be provided as required in subsections a-c, below:

a. Walkways shall be unobstructed and connect all building entrances to one another to the extent practicable, as generally shown in the following figure;



b. Walkways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent practicable. Topographic or existing development constraints may be cause for not making certain walkway connections; and

c. For large parking areas with 80 or more parking spaces and depending on the layout of the parking lot, the City may require raised walkways a minimum of 5 feet wide to provide pedestrian safety.

0045(4)(b) Transit facilities

The following language requires new development to provide access to existing or planned transit facilities. It is contained in a new section 17.42.150. The City of Sweet Home is exempt from these requirements due to its size (below 25,000 in population) but is served by transit, so the following amendments are recommended.

17.42.150 Transit Facilities: Proposed uses other than single-unit residences and duplexes must provide for transit riders by providing developmental improvements to accommodate current or planned transit stops pursuant to the following:

1. If the proposed uses are located on a site within ¼ mile of an existing or planned transit stop, the



proposed pedestrian circulation system must demonstrate a safe and direct pedestrian route from building entrances to the transit stop or to a public right-of-way that provides access to the transit stop.

2. Proposed development must accommodate on site any existing or planned transit facility, if identified in the Community Transit Plan, through one or more of the following:

a. Provide a transit passenger landing pad accessible to disabled persons.

b. Provide an easement or dedication of land to accommodate passenger seating or shelter if requested by the transit provider.

COMPREHENSIVE PLAN AMENDMENTS

We recommend that the City amend its Comprehensive Plan to replace existing narrative, goals and policies related to transportation with a reference to the TSP as the transportation element of the Comprehensive Plan. The current content would be eliminated/repealed and replaced with the following statement.

The City of Sweet Home Transportation System Plan serves as the transportation element of the Comprehensive Plan.