

**RESOLUTION No. 2026/27-01**  
**City of Dayton, Oregon**

**A Resolution Adopting Public Works Design Standards Update No. 18**

**WHEREAS**, the City Council adopted the City of Dayton Public Works Design Standards by Resolution No. 06/07-11 on October 6, 2006, as amended by subsequent resolutions through Resolution No. 25/26-19; and

**WHEREAS**, the Standards are subject to change as both the City's needs change and the industry standards change, or if errors are discovered in the document; and

**WHEREAS**, certain information in the Standards needs to be updated or changed.

**The City of Dayton resolves as follows:**

- 1. THAT** update No. 18 to the City of Dayton Public Works Design Standards, (attached hereto as Exhibit A and by this reference incorporated herein) is hereby adopted; and
- 2. THAT** this resolution shall become effective immediately upon adoption.

**ADOPTED** this 13<sup>th</sup> day of July 2026.

**In Favor:** Frank, Hildebrandt, Hover, Mackin, Pederson, Teichroew

**Opposed:**

**Absent:** Wilkins

**Abstained:**

---

**Annette Frank, Mayor**

---

**Date of Signing**

ATTEST:

---

**Rocio Vargas, City Recorder**

---

**Date of Enactment**

Attachment - Exhibit A

particular development. Approval or denial of land use decisions should be based on the land use regulations, even though land use conditions may reference the PWDS & OFC provisions in order to clarify the specifics about improvements which may be required (*ie. those improvements required in order to provide service to or mitigate impacts from the development, or when such references are intended to make the applicant aware of specific design/construction standards that must be addressed during the design/construction phase of the development*).

- 2) Mandatory Adjustments Under SB 1537. While SB 1537 (2024 session) requires local governments to grant adjustments to certain housing development standards, the legislation explicitly states that this adjustment requirement does **NOT** apply to (*the following is not a complete list*) (A) requirements related to fire ingress or egress, (B) local tree codes, (C) fire code building code requirements, (D) water quality standards, (E) stormwater requirements, or (F) local requirements & standards which are not land use regulations (*which includes these PWDS, as noted above*).

Based on these explicit exemptions, the requirements of these PWDS are NOT subject to the adjustment requirements or the adjustment process under SB 1537 and ORS 197.038.

- m. Land Use Approval & Public Works Review Sequencing. All applicable development code, zoning and related land use planning issues shall be addressed or verified prior to submitting an application for a Public Works construction permit, as summarized under PWDS G.1.j (*whether or not land use approval is required for a project*).

- n. Completeness Determination. SB 974 (2025 session) established statutory timeframes within which the local government must complete the review of final engineering plans for residential development once the application is deemed complete. The procedures for completeness determination are explicitly addressed under PWDS G.7.b.

## 1.2 PURPOSE

- a. The intent and purpose of these Standards (*PWDS & PWCS*) is to provide a consistent policy under which certain physical aspects of infrastructure and public utility design will be implemented. Most of the elements contained in this document are infrastructure and Public Works oriented and most are related to the development, land division and/or platting process.

However, it is intended that these PWDS apply to both public and private work designated and covered herein.

- b. These Standards cannot provide for all situations. They are intended to assist but not to substitute for competent work by design professionals. The Standards are also not

## 1.10 DRAWING REVIEW PROCEDURE

- a. Construction Drawing Preparation Requirements (*prior to formal review*).
  - 1) Development Code & Land Use Approval Requirements. See PWDS G.1.j.2.e regarding requirements for obtaining land use approval (*where required*) or confirmation of development code compliance prior to submittal of construction drawings for review by Public Works.
  - 2) Completeness Determination. See PWDS G.7.b (*in addition to summary in paragraphs below*) regarding requirements for an application to be considered complete for purposes of final engineering plan review.
  - 2)3) Type B Public Works Construction Permit. Construction drawings submitted for review to obtain a Type B Public Works Construction Permit must be prepared and stamped by a professional Civil Engineer registered in the State of Oregon (*and signed by the engineer for final documents*) as summarized under PWDS 1.3.
  - 3)4) Type A Public Works Construction Permit. Construction drawings submitted for review to obtain a Type A Public Works Construction Permit may be **(A)** prepared by an engineer as summarized above, or **(B)** by a Contractor licensed in the in the State of Oregon (*or other qualified person*).
- b. Public Works Review Fees Required Prior to Drawing Review. Drawing review fees shall be submitted to the City before any drawing review comments are provided to the development team, per PWDS G.7.a.8.
- c. Site/street/utility/access/parking/fill/grading construction drawings (*plans*) and other engineering documents shall be submitted for review and approval by Public Works Director and/or the City Engineer prior to issuance of Public Works permits required by these Standards, and prior to issuance of building permits for structures served by such required infrastructure improvements.

Detailed provisions covering the review procedures and Public Works permitting requirements for street, grading, site and utility construction are contained in Appendix G of these standards. The following is an overview of these requirements.

- d. Construction Drawings for Review: After the pre-design meeting, one pdf set of complete full size construction drawings, drainage calculations and all associated documentation (*addressing all PWDS requirements in addition to issues noted in the pre-design meeting*) shall be submitted to the City for preliminary review (*or provide three (3) full size paper copies if pdf copies are not available*).

Submittal requirements are as outlined herein, and shall include a unit price engineer's estimate, unit price bid results or contractor estimates acceptable to the City Engineer and any required review fees (*see also PWDS G.7*).

PWDS Variance List. The review submittal package shall include a list of (*and justification for*) any requested variances to the PWDS requirements which will be necessary based on the proposed layout and the street and/or utility drawings submitted for review.

**Incomplete engineering plan submittal packages will be returned without a comprehensive review** (*ie. engineering plan submittals without all required drawings, without all required information shown or noted on the applicable drawing sheet(s), or without all required reports, supplemental information, etc. required by these PWDS, including the variance list noted above if applicable*). Any delays in the project ~~or increases in the review time required for the project~~ due to such incomplete submittals will~~shall~~ be the responsibility of the design team.

Preliminary Drawing Indication. As noted under PWDS 1.3.a.1, engineered designs submitted for review which are not final (*and which are not signed by the engineer*) shall be marked as "preliminary", "not for construction", . . . or with some similar wording to indicate that the documents are not intended to represent the final work product of the engineer (*see OAR 820-025-0015*).

Final Plans to be Stamped & Sealed. All engineering plans and supporting documentation submitted for final approval shall be stamped and signed by the design engineer.

- e. Review Comments, Resubmittals:

- 1) Upon completion of the preliminary review, the City will return one (1) set of drawings (*pdf or hard copy, as determined by the City*) outlining the required revisions (*including redline drawings, a review letter or memo, or email as applicable*).
- 2) In order to be entitled to further review, the applicant's engineer must address each comment of the prior review(s), and make all required corrections. All resubmittals and responses to comments must appear throughout to be a bona fide attempt to result in complete drawings fully conforming to City standards.
- 3) Return without Review. The City reserves the right to return, without review,

## **G.7 CONSTRUCTION DRAWING REVIEW PROCESS AND REVIEW FEES**

- a. All construction drawings (*plans*) for Type A or Type B Public Works permits shall be reviewed in general conformance with the procedures outlined in PWDS Section 1.9, including providing preliminary drawings and scheduling a pre-design meeting (*per PWDS 1.9.a*) between the developer's engineer and Public Works (& City Engineer as applicable) to receive input regarding design issues related to required improvements.

The submittal for construction drawing review shall be filed by the responsible party (*ie. the design engineer for public improvements*) with the Public Works Director for any Public Works permit or permits required by these standards.

In addition to requirements, documents and information listed under PWDS 1.11.b (*full list is not reproduced here*), such submittal for construction drawing review shall include the following as applicable.

- 1) Name and address of the owner or owners of the property;
- 2) Name and address of the developer of the property;
- 3) Name, address, and phone number of the designer (*design engineer for public improvements*);
- 4) Description of the work area location, including addresses as applicable;
- 5) Construction Drawings for Review: *After the pre-design meeting*, one pdf set of complete full size construction drawings, drainage calculations and all associated documentation (*addressing all PWDS requirements in addition to issues noted in the pre-design meeting*) shall be submitted to the City for preliminary review (*or provide three (3) full size paper copies if pdf copies are not available*).

Complete Design Submittal Packages Required. In the case of public improvements ~~OR~~ infrastructure covered under the PWDS, ~~preliminary~~ construction drawings submitted for review shall include all applicable information, reports, forms, etc. outlined under PWDS 1.10 & PWDS 1.11 (*see completeness review procedures under PWDS G.7.b*).

- 6) Cost Estimates. Estimated construction cost (*engineer's estimate, unit price bid results or contractor estimates*) of the proposed project, or estimates based on the construction cost estimate schedule established by the Public Works Director or the City Engineer.
- 7) Fees. Construction drawing (plan) review fees as prescribed by resolution of the City Council (*for franchise utilities, see Section G.9e*).

- 8) Review Fees Required Prior to Drawing Review. Review fees required in Subsection (7) of this section are nonrefundable, and are required to support Public Works permit plan review.
- a) A plan review fee payment based on a percentage (*to be set by resolution of the City Council*) of the initial engineer's estimate, unit price bid results or contractor estimates of all construction work related to the project (*ie. all work covered under the PWDS*) is due in conjunction with submission of the engineered construction drawings for review (*see also PWDS 1.11.b.18 for costs to be included in the estimate*). See PWDS G.9.c regarding requirement for updated estimate based on final plans prior to PW permit issuance.
  - b) Monthly billings of any City costs exceeding the plan review fee payment, payable within 30 days.
  - c) Final reconciliation of project review and inspection costs, including City Engineer review & inspection costs and Public Works staff expenses, will be determined at project completion. Any final balance due the City must be paid before City approval and/or acceptance of the project.
- 9) Evidence that all federal and state laws and regulations have been complied with, including a copy of any permits required by federal, state, or county agencies.
- 10) A current title report(s) covering all property where utility construction will occur (*which includes a list of all existing easements, restrictions, and other encumbrances, including copies of deeds, easements or other restrictive documents referenced in that report*) [a pdf copy of each title report with embedded hyperlinks to the referenced documents may be provided in lieu of a hard copy].
- 11) Such other information as the Public Works Director shall find reasonably necessary for the determination of whether construction drawings should be approved for Public Works permit.

b. Completeness Determination of Drawing Review Package. The timeframe within which the local government must complete the review of final engineering plans (for residential development) once the application is deemed complete is 120 days (SB 974, 2025 session). The criteria for the completeness determination are summarized herein.

- 1) The engineering plan submittal package must include final design drawings complying with the requirements under PWDS 1.10 & PWDS 1.11 (including demonstration of compliance with all detailed PWDS requirements included in later PWDS sections), as well as including all applicable information, reports, documents, forms, etc. required under these PWDS sections.

- 2) PWDS Variance List & PWDS Variance Applications. In order to be considered complete, the final engineering plan must **EITHER** meet all requirements of the PWDS, **OR** must include a variance request for each design element which does not meet PWDS requirements.

The engineering plan review submittal package shall include a list of each requested variance to the PWDS requirements, and a complete justification for each such PWDS variance request.

- 3) Confirmation of Coordination with Other Agencies or Districts. Engineering plan submittal packages which include work in County or ODOT right-of-ways (or which include work under the jurisdiction of a special district, or under the jurisdiction of a state or federal agency), shall include a summary of the discussions held (including dates of such discussion) by the design team with applicable County or ODOT reviewers, or with the applicable state/federal agency reviewer(s) (including names, contact information and positions of said reviewers).

- 4) **Incomplete engineering plan submittal packages will be returned without a comprehensive review.** Engineering plan submittals which do not include all required drawings, OR which are submitted without all required information shown or noted on the applicable drawing sheet(s), OR which are submitted without all reports, documents, supplemental information, etc. required by the PWDS (including the variance list noted above, if applicable), will be deemed incomplete and will be returned with only those preliminary comments which are determined to be necessary (by the Public Works Director or the City Engineer) for the completeness determination.

Preliminary review comments provided by the City as part of the completeness review process do NOT constitute a determination that the engineering plan submittal application was complete.

- 5) If the applicant refuses to provide all information, documentation, forms, or bonds required by the PWDS or required by the completeness determination review comments noted above, this shall be considered grounds for Public Works to deny the application for a Public Works Construction Permit (if the application is not in full compliance with applicable City standards), or if “the applicant states in writing that no additional materials are forthcoming” (see SB 974, Section 1, paragraph (2)(b)(B)).

The 120 day plan review timeframe does not commence until the application is either deemed complete, or the applicant states in writing that no additional materials are forthcoming.

b.c. Grant of Access to Development Property. Submittal of construction drawings for review and/or application for a Public Works construction permit shall be evidence that the developer and property owner grants to the City, its employees, agents,