

STAFF REPORT TO THE PLANNING COMMISSION

Proposed Action:	Planning Commission will consider a Conditional Use Permit to establish a campground located on a 76.19-acre parcel zoned Forest Conservation (FC). The applicant is proposing to establish an outdoor educational camp for students which will operate 15 days per month, 10 months per year.
Review Criteria:	Planning Commission will evaluate this request based on relevant review criteria BCC 53.205-55.218, Chapter 60-Forest Conservation, Chapter 99- General Development Standards.
Property Location:	The property is located at 29263 Beaver Creek Rd, 97333. The subject property is identified as tax lot T13S R6W Section 21, Tax Lot 200.
Applicant(s):	Coyle Outside Foundation Daniel Coyle Jason Walsh
Property Owner(s):	Starker Forest Jennifer Beathe
Zone Designation:	Forest Conservation
Comprehensive Plan Designation:	Forest Lands
CAC Planning Area:	Mid Benton (not active)
Staff Contact:	James Wright, James.Wright@bentoncountyor.gov
File Number:	LU-25-028

I. SUMMARY

Coyle Outside Foundation, represented by Daniel Coyle, have submitted a Conditional Use Permit application on behalf of Starker Forest to the Community Development Department. The request is to establish a campground on a 76.19-acre property zoned Forest Conservation (FC). The proposed development site will operate an estimate of 5 days a week from 6AM-9PM with 5-70 students and 2-10 instructors. The site will have an overnight use (estimate average) 15 days per month, 10 months per year; aligned with school semesters.

This Conditional Use application is to evaluate the impact of establishing a campground on this property and if applicable provide conditions of approval.

II. ATTACHMENTS

Attachment A – Application materials

Attachment B – Draft campsite plan

Attachment C- Public Works Memo

III. BACKGROUND

The applicant submitted a Conditional Use Permit (CUP) application to Benton County Community Development Department (department) on July 14, 2025. The Department deemed the application Complete August 6, 2025. The Department reviews this application type using the quasi-judicial process pursuant to Benton County Code (BCC) Sections 51.610 through 51.625. This CUP application requires a public hearing before the Benton County Planning Commission. The Department mailed a notice of Public Hearing on August 20, 2025, to property owners within 1,000 feet of the subject property, and emailed notice to relevant agencies and other County departments. The Department placed a legal ad in the County paper of record, the Corvallis Gazette-Times on August 23, 2025.

The state-mandated deadline for Benton County to make a final decision on this application, including any appeals to the Board of County Commissioners, is 150 days from the date the application was deemed Complete, January 3, 2026.

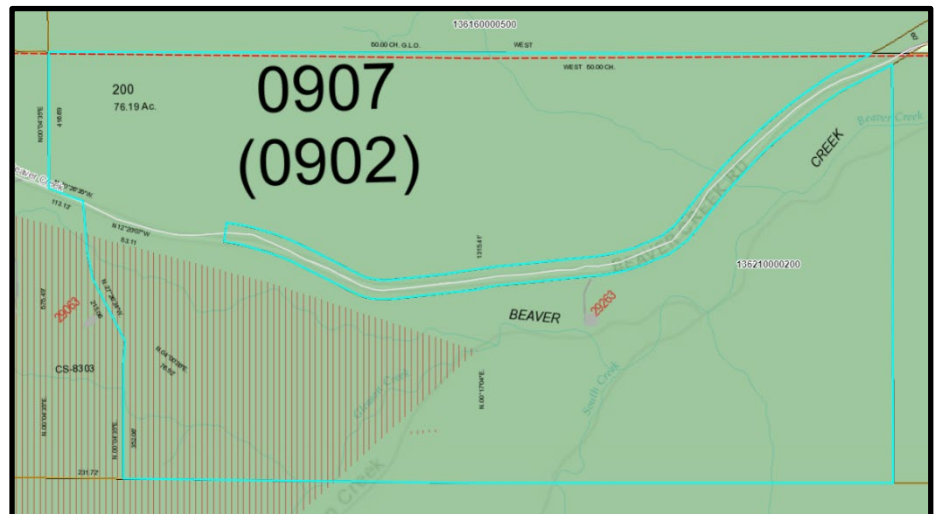
IV. GENERAL FINDINGS

The property, outlined in blue in the attached image, comprises approximately 76.19 acres and is zoned Forest Conservation, as are all adjacent properties.

The property is located about 9 miles northwest of the City of Alsea and roughly 7.5 miles south of the City of Philomath.

The closest permanent residences are approximately 1,100 feet to the northeast.

Approximately 19 residents are located along Beaver Creek Road from the subject site to Saxton Road.



The property is not served by municipal utilities and lies outside of urban growth boundaries or rural community boundaries. The area is characterized by limited infrastructure, steep terrain, and forested landscapes typical of the western Oregon foothills.

The site previously had a historic 1920s single family house, a barn, shed and detach garage. Demo1 permits were pulled in 2005 to remove these structures from the property.

The property is located within the Philomath Fire and Rescue jurisdiction.

¹ 138-18-000257-Demo

The proposed campsite would be situated approximately south of Beaver Creek Road. Adjacent property ownership north/east/ west is Starker Forest; and south, Bureau of Land Management.

The site includes four different soil classifications, with forest productivity ratings—measured in cubic feet of wood fiber per acre per year—ranging from 0 to 178. The proposed campground will be located within the Waldo Silty Clay Loam with a forest production of 0 Cubic Ft/acre/year.

Soil Type	High Value Soils	Forest Production (Cubic Ft/Acre/Year)	Slope Range	Area (Acres)	% of Property
Jory Silty Clay Loam	Yes	178	20–30%	36.8	48.3%
Jory Silty Clay Loam	Yes	178	10–30%	11.39	14.95
Honeygrove- Peavine Complex	No	182	3-30%	16.4	21.55
Waldo Silty Clay Loam	No	0	0–3%	11.6	15.2%
Total				76.19	100.00%

V. COMMENTS

On August 15, 2025, **Benton County Building Official, Jason Johanssen**, stated in an email “ No issues or concerns with this Conditional Use Permit, any proposed structures must meet building codes”.

On August 8, 2025, **Benton County Environmental Health, Lars Gjovik**, stated in an email “If they aren’t going to be creating gray or black water and proposing to only use porta potties then no septic would be required. I’m assuming water access would make them a public water system and they might have to get a license as a campground. I will notify Scott Kruger”.

On September 19, 2025, **Philomath Fire Chief, Chancy Ferguson**, stated in an email the following:

The proposed campground construction project is within the boundaries of Philomath Fire and Rescue and Oregon Department of Forestry.

1. FD access roads need to have an unobstructed width of 16 feet and an unobstructed vertical clearance of 13 feet 6 inches
2. Grade of roads accessing and within the Campground should be less than 10%
3. FD access roads should be able to support the imposed loads of fire apparatus, 75,000 pounds, and be surfaced to provide all weather driving capabilities
4. Dead end FD access roads exceeding 150 feet in length need to have an approved turnaround.
5. Security gates should be not less than the minimum required width of the FD access road (16ft) and have a method of emergency operation (Knox Branded Padlock keyed for Philomath Fire and Rescue)
6. Established campgrounds require fixed steel fire rings and are permitted annually by Oregon Department of Forestry.
7. On site storage of additional firefighting water supply for the proposed project is not needed due to the type and amount of proposed structure. A smoke detector and fire extinguisher may be required within the proposed yurt depending on building code to be determined at time of permitting.
8. Develop and Emergency action plan including evacuation procedures to be reviewed by a Fire Department Official.

On July 28, 2025, **Benton County Public Works, Gordon Kurtz**, issued a memo. See Attachment C. Key points include:

- The existing right-of-way width meets County standards.

- The travel lanes do not meet current width standards; therefore, road improvements will be required. These improvements may include widening the road to meet minimum fire access widths or installing fire turnouts at two designated locations.
- Modify the existing approach to commercial standards
- Ensure all construction stormwater and post-construction stormwater comply with the state and county standards.

Staff Comments: These comments have been incorporated into this report and conditions of approval.

No other comments were submitted to this report.

VI. FINDINGS

All applications are subject to the requirements of the Benton County Development Code. Sections in regular text present applicable code provisions, sections in *italicized* text reflect the applicant's findings, and sections in **bold** text indicate staff analysis and findings to the code.

CHAPTER 60

Conditional uses subject to the review by the Planning Commission

60.215 (1) Parks and campgrounds. Pursuant to OAR 660-006-0025(1)(b), recreational opportunities allowed in the Forest Conservation zone is limited to those that are determined to be appropriate in a forested environment.

(a) Private Park and campgrounds, subject to the following:

- (A) Campgrounds in private parks shall only be those allowed by this subsection. Except on a lot or parcel contiguous to a lake or reservoir, campgrounds shall not be allowed within three miles of an urban growth boundary unless an exception is approved pursuant to ORS 197.732 and OAR Chapter 660, Division 4. For the purposes of Chapter 60 of this Code, "campground" means an area devoted to overnight temporary use for vacation, recreation or emergency purposes, but not for residential purposes and is established on a site or is contiguous to lands with a park or other outdoor natural amenity that is accessible for recreational use by the occupants of the campground. A campground shall be designed and integrated into the rural agricultural and forest environment in a manner that protects the natural amenities of the site and provides buffers of existing native trees and vegetation or other natural features between campsites. A camping site may be occupied by a tent, travel trailer, yurt or recreational vehicle. Separate sewer, water or electric service hook-ups shall not be provided to individual camp sites except that electrical service may be provided to yurts allowed for by subsection (B) below. A "campground" shall not include intensively developed recreational uses such as swimming pools, tennis courts, retail stores or gas stations. Overnight temporary use in the same campground by a camper or camper's vehicle shall not exceed a total of 30 days during any consecutive 6-month period.
- (B) Subject to the approval of the County Planning Official, a private campground may provide yurts for overnight camping. No more than one-third or a maximum of 10 campsites, whichever is smaller, may include a yurt. The yurt shall be located on the ground or on a wood floor with no permanent foundation. As used in this rule, "yurt" means a round, domed shelter of cloth or canvas on a collapsible frame with no plumbing, sewage disposal hook-up or internal cooking appliance.
- (C) The Board of County Commissioners may request that the Land Conservation and Development Commission (DLCD) provide by rule for an increase in the number of yurts allowed on all or a portion of the campgrounds in the county. Such action by the Commission is based on a determination that the increase will comply with the standards described in ORS 215.296(1).

Staff Findings: The applicant is applying for a private campground that is located more than 3 miles away from the urban growth boundary. The applicant is proposing to integrate the campground and trails layout along

Beaver Creek in a way that is the least impactful on the existing vegetation. The yurt and portable toilets are the only proposed structures. Staff notified Department of State Lands (DSL). No comments have been received at the time of this report.

CHAPTER 53

Conditional Use Criteria

B) BCC 53.215 Criteria. The decision to approve a conditional use permit shall be based on findings that:

- (1) The proposed use does not seriously interfere with uses on adjacent property, with the character of the area, or with the purpose of the zone.

The criteria in BCC 53.215(1) can be organized into three primary categories: (1) impacts on adjacent uses; (2) the character of the surrounding area; and (3) consistency with the purpose of the zone. Staff findings addressing each of these categories are provided below.

Applicant findings for compatibility with adjacent uses:

Description: The Basecamp, located at Map & Tax Lot No. 136210000200, is designed to harmonize with adjacent properties, primarily forested and managed by Starker Forests, with the closest property owner ½ mile east, separated by a hill. The site leverages existing disturbed areas (e.g., driveway, gravel pad) and natural buffers (e.g., tree lines, topography) to minimize visual and noise impacts.

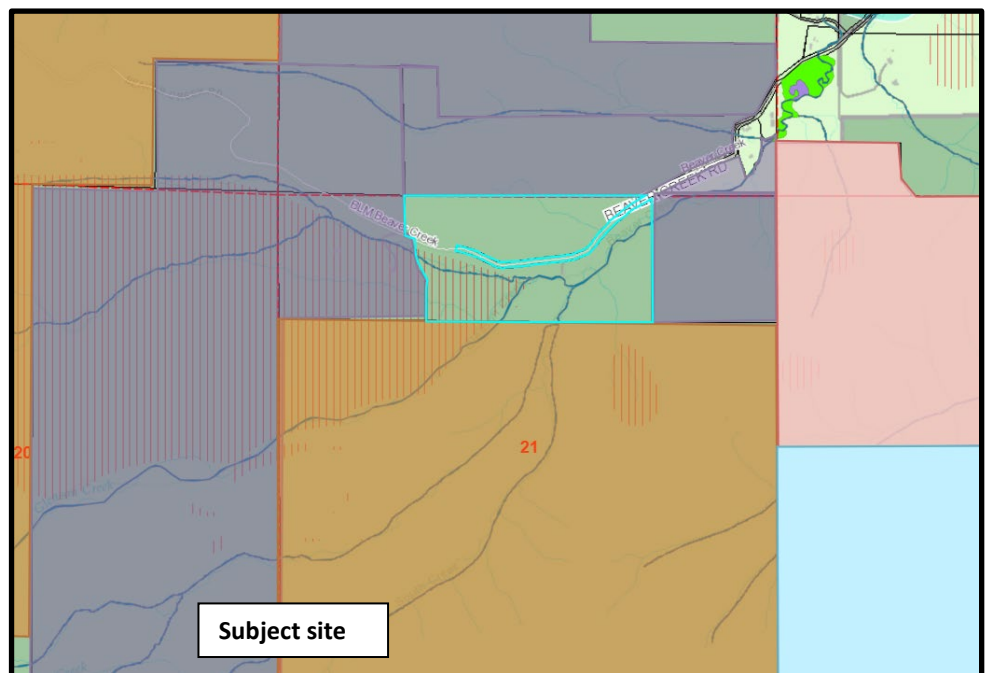
- **Sound Management Plan:**
 - **Noise Mitigation Measures:**
 - The camp is primitive, with no electronics or electricity, ensuring minimal noise from activities like fire-building, archery, and orienteering.
 - Enforce strict quiet hours from 10:00 PM to 7:00 AM to limit noise during sensitive periods, including during overnight stays (15 days/month).
 - Utilize existing dense vegetation, the intervening hill, and proposed landscaping (e.g., native shrubs) as sound-absorbing buffers.
- **Evidence:** The site plan map illustrates setbacks, buffers, and campsite layouts to minimize impacts on adjacent properties.

Staff Findings- Uses on adjacent property:

The subject property is surrounded by other lands zoned Forest Conservation (FC). These adjacent properties are primarily managed for timber production and conservation.

Legend – Property Ownership

- **Orange** – Bureau of Land Management
- **Blue** – Weyerhaeuser Timber Holdings
- **Purple** – Starker Forest
- **Red** – Tall Corn Forestry LLC.



The applicant has demonstrated that the proposed campground will not seriously interfere with uses on adjacent properties. Surrounding properties are primarily managed by forestlands under Starker Forests ownership, as well as public lands under Bureau of Land Management (BLM) ownership. The nearest private residence is located approximately 1,100 feet northeast of the subject site and separated by a hill that provides a significant topographic and visual buffer. The applicant proposes to confine activity to previously disturbed areas, such as an existing driveway and gravel pad, thereby limiting new impacts.

Letters of support were submitted along with the application by Starker Forest, City of Corvallis and Oregon State University. Further solidifying establishing an educational campsite would not cause a significant impact on starker forest lumber operations but rather be a benefit to the county.

The campground is designed as a primitive facility without amplified sound, electronics, or permanent infrastructure that would generate ongoing noise. The proposed Sound Management Plan includes multiple mitigation measures to further reduce potential impacts. The sound management plan will be implemented on the owner's behalf. However, it is important to note that the applicant has opted to provide this, and Benton County Development Code has no noise ordinance. This Sound Management Plan will be a guiding document, not an enforceable action. Last, the comparative sound from an educational campground is significantly lower than a harvest operation.

Camp activities such as fire-building, archery, and orienteering are low-intensity and compatible with the surrounding forest setting. The applicant will implement quiet hours between 9:00 PM and 6:00 AM, including during overnight stays, which are limited to 15 days per month. In addition, the combination of dense existing vegetation, intervening topography, and supplemental landscaping provides effective buffering for adjacent lands.

Based on the location, low forest production based on the NRCS soil classification, site design, and noise management measures, staff find the proposed use is unlikely to create significant off-site impacts that will affect the harvesting of lumber and therefore will not seriously interfere with adjacent uses.

Staff Findings- Character of the Surrounding Area

The character of the surrounding area is defined by large blocks of working forestland under private and public ownership. These lands are primarily managed for timber production, conservation, and outdoor recreation, and contain limited residential development. The subject property is consistent with this rural, resource-based setting, being largely forested with minimal prior disturbance outside of an existing driveway and gravel pad.

The proposed campground is designed as a small-scale, educational facility that complements the surrounding forest environment. By limiting improvements to low-impact features such as tent sites, steel fire rings, and small gathering spaces, the project avoids introducing urban or suburban characteristics that would be inconsistent with the surrounding landscape. The absence of permanent structures, electricity, or amplified sound further ensures that the site retains a rustic and natural appearance and does not reduce the harvestable lumber opportunities on the property. Annual permits and renewals for in compliance with ODF are required.

Additionally, the property's direct access from a county road allows the campground to function independently of adjacent private parcels, avoiding the need for easements or shared infrastructure. Visual impacts are further reduced by existing tree cover and the intervening topography, which shield the site from view. These elements collectively ensure that the use integrates into the surrounding landscape and maintains the overall forested character of the area.

Based on these considerations, staff find that the proposed campground is compatible with and will not detract from the established character of the surrounding forest area.

Staff Findings- Consistency with the purpose of the zone

The subject property is zoned Forest Conservation (FC), which is intended to preserve and manage forestlands for long-term timber production and forest-related uses, while protecting associated

environmental resources and minimizing land use conflicts. BCC Chapter 60.005(1) states the purpose of FC zone as:

“The Forest Conservation Zone shall conserve forest lands, promote the management and growing of trees, support the harvesting of trees and primary processing of wood products, and protect the air, water, and wildlife resources in the zone. Resources important to Benton County and protected by this chapter include watersheds, wildlife and fisheries habitat, maintenance of clean air and water, support activities related to forest management, opportunities for outdoor recreational activities, and grazing land for livestock. Except for activities permitted or allowed as a conditional use, non-forest uses shall be prohibited in order to minimize conflicts with forest uses, reduce the potential for wildfire, and protect this area as the primary timber producing area of the County.”

The proposed campground is consistent with the purpose of the FC zone for the following reasons:

- **Limited Disturbance:**
 - The applicant has confined development to 14,945 square feet (0.34 acres), which represents a small fraction of the overall parcel. This includes 8,285 square feet of previously disturbed area from a driveway and gravel pad, along with 6,760 square feet of new disturbance associated with campsites, a yurt, and trails. The balance of the 76-acre parcel will remain in forest cover and forest operations, maintaining the site’s long-term resource value and natural functions.
 - The educational campground will utilize as much of the historic site as possible. The parking and staging area is the location of the old house, and outbuildings.



1994 Satellite imagery showing the subject site with buildings and outbuildings.



The historic house has been demolished (above).

- **Low-Impact Design:**
 - The facility is designed as a primitive, educational campground with no permanent infrastructure that would alter the forested character or interfere with future forest management. Trails and campsites will use permeable, locally sourced materials to support natural drainage, most of the vegetation and canopy cover will be preserved.
- **Educational and Recreational Benefit:**
 - The project advances Comprehensive Plan goals by promoting public engagement with forest resources through outdoor education, youth development, and stewardship activities. These benefits are consistent with the zone's allowance for compatible recreational uses that foster an appreciation of forest lands while maintaining their long-term conservation value.
- **Environmental Protection:**
 - By preserving most of the property in its natural state, the proposal supports wildlife habitat, visual aesthetics, and watershed health. Quiet hours and activity limitations further reduce the likelihood of conflicts with forest management activities or impacts on nearby lands. A leave-no-trace education will be implemented further promoting environmental stewardship.
- **Alignment with Statewide Planning and LCDC Rule**
 - As noted in Chapter 60.005(3), the FC zone provisions are grounded in the standards outlined under Oregon Revised Statutes and Oregon Administrative Rules Chapter 660, Division 6, which implement Goal 4. OAR 660-006-0025(4)(a)(A) allows for "private parks and campgrounds" as conditional uses in forest zones, provided they are sited and managed to avoid significant conflict with forest practices. The subject application meets these criteria through its low intensity, limited scale, and design measures that avoid long-term alteration of forest land.

Conclusion: The applicant can satisfy these criteria by compliance with the conditions of approval.

(2) The proposed use does not impose an undue burden on any public improvements, facilities, utilities, or

services available to the area.

Staff Findings: The subject property is in a remote, forested area of Benton County, outside any city limits, urban growth boundaries, or rural community zones. The property is not served by municipal water, sewer, or public transit systems, and no public infrastructure improvements are proposed or required as part of this application.

The proposed use—a small, educational campground—is designed to operate off-grid and in a manner consistent with the rural, resource-based character of the surrounding area. Road access to the site will remain in the same location with enhancements to be compliant with Benton County Public Works. Emergency vehicle access has conditional approval. The applicant is required to submit an Emergency Access Plan approved by the Philomath Fire Department. This plan shall incorporate emergency contact numbers and evacuation routes with Philomath Fire Department (PFD) and a circulation plan.

On September 17, 2025, staff visited the site with Benton County Public Works and the Philomath Fire Chief to review the proposed area and access. As mentioned in the comment section above, the PFD requires an unobstructed width of 16 feet with an unobstructed vertical clearance of 13 feet 6 inches. Road grades shall be less than 10% and be able to support a 75,000-pound fire apparatus on an all-weather driving surface. Security gates shall comply with FD access, and a keyed (Knox Branded padlock) for PFD. All dead ends shall have an approved FD turnaround. All requirements must be met prior to operation.

Conclusion: The proposed development does not impose an undue burden on public improvements, facilities, utilities, or services, consistent with BCC 53.215(2). Conditions of Approval for Philomath Fire Department are listed as Condition of Approval No.1.

(3) The proposed use complies with any additional criteria which may be required for the specific use by this code. [Ord 90-0069]

Findings: Applicable criteria from BCC Chapter 53, Chapter 60, Chapter 91, and Chapter 99 are addressed below. No other Code criteria are required for this specific use.

C) BCC 53.220 Conditions of Approval. The County may impose conditions of approval to mitigate negative impacts to adjacent property, to meet the public service demand created by the development activity, or to otherwise ensure compliance with the purpose and provisions of this code. On-site and off-site conditions may be imposed. An applicant may be required to post a bond or other guarantee pursuant to BCC 99.905 to 99.925 to ensure compliance with a condition of approval. Conditions address, but are not limited to:

Staff recommend the following conditions of approval to ensure the proposed campground remains consistent with the intent of the Forest Conservation zone, protects public safety and infrastructure, and minimizes environmental and land use impacts.

(1) Size and location of site.

Condition: Development shall be consistent with the submitted campground layout plan. Any material expansion, relocation, or modification of campground facilities—including the increases in number of campsites or layout—shall require review and approval of a new Conditional Use Permit. At no development stage shall the campground encroach into the wetland setback. The campground is approved for up to 15 stays per month, any expansion must require a review from the planning official to determine compliance with the Conditional Use Permit. No comments were received from the Department of State Lands Wetland Division, however coordination with the division shall occur.

This condition is applied as Condition of Operating Approval No. 1

(2) Road capacities in the area

Condition: The primary use for this segment of Beaver Creek Road is resource extraction but the travel lanes and shoulders of the road do not meet current standards for width. The substandard road is less of a concern for resource traffic than the traffic associated with campers. Despite the remote area, Beaver Creek Road carries a functional classification of Residential Local Road with an aggregate surface width that varies between

14 and 20 feet. In the past the County has required road widening on substandard roads to meet minimum fire department widths. An alternative to this instance would be the installation of fire department turnouts at two appropriate locations.

This condition is applied as Condition of Approval No.3.

(3) Number and location of road access points.

Condition: The applicant has proposed that the Outdoor School employ the existing approach to the old homesite. Staff's understanding of the application is the facility shall continue to utilize this single approach to Beaver Creek Road for access to the Outdoor School. The applicant shall modify the approach to meet a commercial standard, with a minimum throat width of 20 feet, 10-foot aprons and radii. The 20-foot approach width shall extend to a point 25 feet from the improved Beaver Creek Road edge to accommodate two-way ingress and egress.

This condition is applied as Condition of Approval No.2.

(4) Location and amount of off-street parking.

Condition: Benton County Code Section 91.605 does not identify the space requirement for campgrounds. Given the educational campground an instructor base, the applicant shall submit a parking plan demonstrating the parking configurations for the campsite will be met. If buses are expected the applicant shall indicate a turnaround is in place. Parking spaces shall be located outside vegetation areas and fire access routes. The circulation plan shall be encompassed under the Emergency Action Plan.

This condition is applied as Condition of Approval No. 1.

(5) Internal traffic circulation.

Condition: No internal roads are proposed as part of this educational campground.

(6) Fencing, screening and landscape separations.

Condition: No perimeter fencing is required. Campsite layout shall incorporate natural vegetation to provide visual screening between individual sites. Where vegetation is insufficient, supplemental planting or strategic campsite spacing may be used.

(7) Height and square footage of a building.

Condition: No buildings are approved as part of this development. If any non-habitable structure exceeding 200 sq. ft. or 15 feet in height is proposed in the future or any habitable structures, regardless of size, shall be subject to separate structural and land use review.

This condition is applied as an advisory.

(8) Signs.

Condition: No signs are expected as part of this land use application. The applicant is allowed to construct one sign outside the public right-of-way and shall comply with BCC 99.800–99.830

(9) Exterior lighting.

Condition: All exterior lighting shall be full-cutoff, downcast, and shielded to minimize glare. Motion-activated lighting is encouraged. Lighting shall be limited to areas necessary for safety, such as comfort stations to align with emerging 'Dark Sky' management practices to protect wildlife habitat

(10) Noise, vibration, air pollution, and other environmental influences.

Condition: The campground shall observe quiet hours between 9:00 p.m. and 6:00 a.m., during which no amplified music, or other noise-producing devices shall be operated.

The educational campground must adhere to seasonal fire restrictions compliant with ODF regulations on flame restrictions and have yearly renewals.

This condition is applied as Condition of Operating Approval No. 3.

(11) Water supply and sewage disposal.

Condition: The applicant will have portable toilets and a service contract for the first two seasons. Benton County Environmental Health Department does not regulate portable toilets. In time the applicant will be applying for a septic feasibility and septic installation permit. The applicant shall follow DEQ and County regulations.

This condition is applied as Condition of Approval No. 3.

(12) Law enforcement and fire protection.

Condition: No campground host is proposed; however educational instructors will be present onsite during operation. The educational campground is anticipating 5-70 students and 2-10 instructors. These instructors will have coordination with local fire and police district.

This condition is applied as Condition of Operating Approval No. 2.

IV. CONCLUSION AND DECISION

Based on staff research of the property, analysis of the proposal, findings contained within this report, and information in the LU-25-028 file, **staff recommends that the Planning Commission grant PRELIMINARY APPROVAL** to establish a campground on the subject property, subject to compliance with the conditions of preliminary approval outlined herein. The applicant shall maintain in perpetuity conditions of operating approval. The Community Development Department will objectively assess compliance with the conditions of approval. Physical development of the property is permitted only as necessary to fulfill these specified conditions.

Final approval shall be issued upon verification that all conditions of approval have been fully satisfied.

V. CONDITIONS OF APPROVAL

Pursuant to BCC 53.230, if the **Conditions of Preliminary Approval have not been met within two (2) years from the date of preliminary approval, this approval shall be void.** Pursuant to BCC 53.235, the Planning Official may extend the approval. To obtain an extension approval, the applicant shall submit a written request for extension to the Planning Official prior to expiration of the preliminary approval, stating reasons why the initial deadline cannot be met, and provide evidence that all conditions of approval will be completed within the extension period.

Preliminary Conditions of Approval.

Required Plans and Documentation

- 1) Emergency Access Plan in compliance with Philomath Fire and Benton County Public Works Identifying the following:**
 - **FD access roads need to have an unobstructed width of 16 feet and an unobstructed vertical clearance of 13 feet 6 inches**
 - **Grade of roads accessing and within the Campground should be less than 10%**
 - **FD access roads should be able to support the imposed loads of fire apparatus, 75,000 pound and be surfaced to provide all weather driving capabilities**
 - **Dead end FD access roads exceeding 150 feet in length need to have an approved turnaround.**
 - **Security gates should be not less than the minimum required width of the FD access road (16ft) and have a method of emergency operation (Knox Branded Padlock keyed for Philomath Fire and Rescue)**
 - **Established campgrounds require fixed steel fire rings and are permitted annually by Oregon Department of Forestry.**

- On site storage of additional firefighting water supply for the proposed project is not needed due to the type and amount of proposed structure. A smoke detector and fire extinguisher may be required within the proposed yurt depending on building code to be determined at time of permitting.
- Develop and Emergency action plan including evacuation procedures to be reviewed by a Fire Department Official.
- The applicant shall submit a parking plan, incorporated into the Emergency Action Plan, that demonstrates compliance with campground parking requirements, identifies a bus turnaround if buses are expected, and ensures all parking spaces are located outside of vegetation areas and fire access routes.

2) Road Approach

- The applicant shall modify the existing approach to meet a commercial standard, with a minimum throat width of 20 feet, to a point 25 feet from the finished Beaver Creek Road edge, to accommodate two-way ingress and egress to the site. Modification of the approach will require a new road approach permit.

3) Road improvements

- The applicant shall perform road improvements to Beaver Creek Road between MP 2.50 & MP 2.85 between the proposed (westerly) approach and 29397 Beaver Creek Road (Scruggs, 13615C001100). The location and extent of the improvements will be determined at the time of site development and may be tied to the road approach permit application, or any requirements imposed by the Benton County Building and Planning Departments and Philomath Rural Fire & Rescue.

Conditions of Operating Approval (To Be Maintained in Perpetuity)

1. Campsite Layout and Environmental Protection

- All campsites shall be located in previously established/disturbed areas or outside of sensitive habitat.
- Each campsite shall include a fire-rated fire ring, with vegetation cleared as required and subject to seasonal fire restrictions per ODF.
- Any expansion past 8 campsites and 1 yurt would require a new Conditional Use Permit.

2. Planned Operations

- An onsite educational instructor shall be present during all periods of campground operation.
- The onsite educational instructor shall enforce campground rules, maintain emergency contact information, and serve as the liaison with law enforcement and fire agencies.

3. Quiet Hours

- Quiet hours shall be enforced between 9:00 p.m. and 6:00 a.m.
- During this time, no amplified music, or noise-producing devices shall be allowed.

4. Education and Stewardship

- The campground shall implement a "Leave No Trace" educational awareness to reduce litter, minimize trail erosion, and protect surrounding natural areas.

5. Seasonal Operation

- The campground shall operate 10 months out of the year, aligned with school semester.
- No more than 15 overnight days per month.

6. Waste Management and Sanitation

- All trash shall be stored in wildlife-proof containers and removed regularly.

- Portable toilets shall be used with a service contract. These temporary comfort stations shall be located outside of the wetland and removed when the site is shut down for the season.
 - Water for non-potable use may be sourced on-site with appropriate water rights or hauled in. Any potable water provided must be treated or brought in by the operator.
7. **Lighting and Signage**
- All exterior lighting shall be full-cutoff, downward-facing, and shielded. Motion-activated lighting is encouraged.
 - One freestanding, non-illuminated sign is permitted at the entrance, not to exceed 16 sq. ft. in area and 4 ft. in height. It must be located outside the right-of-way and comply with BCC 99.800–99.830.

Public Works Advisory Note:

- 1) If proposed construction activity or the proposed common plan of development results in land disturbance of one-acre (1.00 ac) or more on the subject property, the applicant shall apply, pay fees, and obtain approval for an Oregon Department of Environmental Quality (DEQ) 1200-C Construction Stormwater Quality Permit. Upon issuance of the DEQ 1200-C Permit, the applicant shall then apply for a Benton County ESC Permit prior to start of ground disturbing activities.
- 2) If proposed construction activity or the proposed common plan of development result in land disturbance between one-quarter acre (0.25 ac) and one acre (1.0 ac) the applicant shall apply, pay fees, and obtain approval for a Benton County Erosion and Sediment Control (ESC) permit required prior to start of ground disturbing activities. In this circumstance, a 1200-C permit would not be required.
- 3) If the total impervious area for the project will exceed the one-quarter acre (0.25 ac) threshold, the applicant shall apply, pay fees, and obtain approval for a Benton County Stormwater Management (SWM) permit before construction begins on the proposed drainage system.
- 4) Construction and post-construction stormwater discharge shall conform to the standards and tenets established by Oregon Drainage Law.
- 5) Construction stormwater discharge shall conform to all current Oregon Department of Environmental Quality and Benton County erosion and sediment control standards using Oregon Department of Transportation erosion and sediment control details and best management practices.
- 6) Post-construction stormwater quantity and quality standards shall conform to all current Oregon Department of Environmental Quality and Benton County stormwater requirements and the most recent edition of the Benton County's Stormwater Support Documents.



**Benton
County**

**COMMUNITY DEVELOPMENT
DEPARTMENT**

Community Development Department

Office: (541) 766-6819

360 SW Avery Avenue

Corvallis, OR 97333

co.benton.or.us/cd

APPLICATION

CONDITIONAL USE PERMIT

File #

Fee: \$
(SEE CURRENT FEE SCHEDULE)

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE**

I. Property Owner(s) Information

Name(s): Starker Forests attn: Jennifer Beathe Phone #1: 541-740-4453 (cell)
Mailing Address: PO Box 809 Phone #2: 541-929-2477 (office)
City: Corvallis State: OR Zip: 97339 Email: Jennifer@starkerforests.com

II. Applicant Information

Name(s): Coyle Outside Foundation attn: Daniel Coyle Phone #1: 5417600774
Mailing Address: 245 SW Cummings Ave Phone #2: _____
City: Corvallis State: OR Zip: 97333 Email: danielcoyle@hotmail.com

Other individuals to be notified of this application: Name, Address, City & Zip, or Email

Jason Walsh, Coyle Outside Foundation Board Member, j.xander.w@gmail.com, 907-980-2218

III. Property Information

Site Address: 29263 BEAVER CREEK RD CORVALLIS 97333
Assessor's Map & Tax Lot Number: T 13 S, R 6 W, Section(s) 21, Tax Lot(s) 136210000200
Acreage: 88 Zoning: Forest Conservation Fire District: Philomath
Water Supplied By: Imported Sewage Disposal Type: Portable Toilets
Existing Structures: None
Current use(s) of the property: Tree Farm

IV. Request Summary (Example: "Conditional Use approval to operate a commercial kennel in the RR Zone.")

Conditional Use approval to operate a campground dedicated to support of Coyle Outside Foundation

V. Attached Documentation: With all land use applications, the "burden of proof" is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

Conditional Use Criteria Please answer in detail on a separate sheet of paper.

1. Describe how the proposed use will not seriously interfere with uses on adjacent property, with the character of the area, or with the purpose of the zone.
2. Describe how the proposed use will not impose an undue burden on any public improvements, facilities, utilities, or services available to the area.
3. If the property is zoned EFU or FC, describe how the proposed use will not force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use.
4. If the property is zoned EFU or FC, describe how the proposed use will not significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.
5. Will the proposed use involve the use of water (plumbing facilities, bathroom, water for processing, etc.)?
_____ If yes:
 - a. Is there an existing well or spring on the proposed parcel(s)? _____ Please attach a copy of a well log or pump test, if available, which identifies the rated yield of this water source.
 - b. Is there an existing septic system on the proposed parcel(s)? _____ An evaluation by Environmental Health may be required of an existing system unless the system was recently installed or repaired. Please attach a copy of any septic system records you may have available.
6. Is the only access or proposed access to the property via a road that crosses a railroad? _____
If yes, please draw the location on your map and explain here: _____

Mitigating Measures Please answer in detail on a separate sheet of paper.

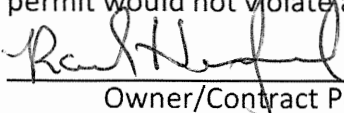
1. Describe any special measures you propose to undertake in order to minimize the impacts on adjacent properties and public services, and to ensure compliance with the purpose of the zone. Consider such features as: location of the use on the parcel; road capacities in the area; driveway location; parking area; on-site traffic circulation; landscape or fencing separations; size of structures; signs; exterior lighting; noise; air emissions; drainage.

Attachments

1. A copy of deed(s) covering the subject property.
2. A copy of the easement granting access to any proposed parcel that does not have frontage on a public road.
3. An accurate scale drawing of the property, showing the locations of existing and proposed structures, roads, water supply, subsurface sewage system, easements, and driveways. Label all tax lots.

Signature(s)

I hereby certify that I am the legal owners(s) or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested conditional use permit would not violate any deed restrictions attached to the property.

 STARKE FORESTS INC.
Owner/Contract Purchaser Signature

6/27/2025

Date

Owner/Contract Purchaser Signature

Date

For Office Use Only

Date Application Received: _____ Receipt Number: _____ By: _____

File Number Assigned: _____ Planner Assigned: _____

Date Application Deemed Complete: _____

Conditional Use Permit Proposal: COF Basecamp

Project Overview

Project Name: COF “Basecamp”

Applicant: Coyle Outside Foundation (COF)

Location: Map & Tax Lot No.: 136210000200; Tax Account: 325228, Benton County, Oregon (25-minute drive south of Corvallis, on land offered by Starker Forests)

Address: 29263 Beaver Creek Rd.

Zoning: Forest Conservation (FC)

Proposed Use: Establishment of an educational Basecamp featuring a staging area (using existing hardened land that was the site of former house), parking area (using existing hardened site that was former driveway and house site), development of 6 to 8 primitive campsites (doubling as specialized teaching stations for wilderness skills (e.g., tracking, wilderness first-aid, knots and cordage, archery, shelter-making, orienteering), one winterized yurt, and a trail connecting the sites, for year-round, multi-session, project-based learning programs. The site will operate (estimated average) 5 days per week, 6 AM–9 PM, with 5–70 students and 2–10 instructors (max 80 people), and overnight use (estimated average) 10 days per month for 10 months per year, aligned with school semesters (summer more intensive, winter less so).

Purpose: The Coyle Outside Foundation (COF) seeks to empower youth and families through transformative outdoor experiences that build confidence, resilience, and community connection. The Basecamp will provide a consistent environment for hands-on learning, fostering curiosity, leadership, and a lifelong connection to nature. COF’s programs, rooted in wilderness skills and team-building, create opportunities for participants to develop practical skills and emotional growth in a natural setting. The Basecamp will expand COF’s capacity to deliver multi-session and overnight programs, enhancing access to outdoor education for diverse groups in Benton County and beyond, in alignment with COF’s mission to inspire lifelong learning through nature.

Compliance with Benton County Development Code

The COF Basecamp complies with Benton County’s Development Code (BCC 53.205–53.235) and Comprehensive Plan. Below, we address the key approval criteria for a Conditional Use Permit:

1. Compatibility with Adjacent Uses

- **Description:** The Basecamp, located at Map & Tax Lot No. 136210000200, is designed to harmonize with adjacent properties, primarily forested and managed by Starker Forests, with the closest property owner ½ mile east, separated by a hill. The site leverages existing disturbed areas (e.g., driveway, gravel pad) and natural buffers (e.g., tree lines, topography) to minimize visual and noise impacts.
- **Sound Management Plan:**
 - **Noise Mitigation Measures:**
 - The camp is primitive, with no electronics or electricity, ensuring minimal noise from activities like fire-building, archery, and orienteering.
 - Enforce strict quiet hours from 10:00 PM to 7:00 AM to limit noise during sensitive periods, including during overnight stays (10 days/month).
 - Utilize existing dense vegetation, the intervening hill, and proposed landscaping (e.g., native shrubs) as sound-absorbing buffers.
- **Evidence:** The site plan map illustrates setbacks, buffers, and campsite layouts to minimize impacts on adjacent properties.

2. Consistency with the Comprehensive Plan

- The Basecamp aligns with Benton County's Comprehensive Plan by promoting educational and recreational opportunities in a likely Forest Conservation (FC) zone, enhancing community engagement with natural resources and the local land.
- The project supports access to outdoor education, fostering environmental stewardship and youth development through low-impact, primitive camping.
- Environmental protection measures include:
 - Limiting the total disturbed area of 14,945 sq ft (0.34 acres) includes both the existing disturbed areas (8,285 sq ft from the driveway and gravel pad, previously impacted by farming or logging) and the proposed new disturbances (6,760 sq ft for the yurt, campsites, and trails)
 - Using local, permeable materials for trails and campsites to maintain natural drainage.
 - Preserving the majority of the site's natural vegetation to support habitat and aesthetic value.

3. Public Health, Safety, and Welfare

- **Infrastructure:**
 - **Access:** Utilize existing Beaver Creek Road and a hardened driveway (2,685 sq ft, 32' wide apron, 30' nominal width, 175' long), located 100 feet beyond the end of county maintenance, requiring no new grading or road extensions.
 - **Sanitation:** For the first two seasons, portable toilets will be provided at a designated location (marked on the site plan). The number of portables will be assessed on expected numbers of attendees at specific camps. We will contract

with a local Portable service provider to keep the number and quality of portables appropriate along with handwashing stations. Future plans include assessing permits for latrine-style bathrooms, compliant with Oregon DEQ standards.

- **Water:** Investigate the feasibility of using the existing well/pump house for drinking water. Until operational, drinking water will be hauled in.
- **Fire Safety:** Fire-building teaching stations will include fire extinguishing equipment and comply with local fire district regulations. COF will contact the Philomath Fire Chief to develop a fire evacuation plan to ensure safety during program activities and overnight stays.
- **Sound Safety Measures:**
 - Post signage to inform participants of quiet hours and noise policies.
 - Employ an on-site program coordinator to enforce rules and address noise complaints.
 - Ensure sound levels from educational activities remain minimal due to the primitive nature of the camp and compliance with state noise standards.
- **Emergency Preparedness:** Coordinate with local fire and sheriff departments to ensure adequate emergency access via the existing driveway.
- **Fire:** COF has submitted the “Access and Water Supply Worksheet” to Philomath Fire & Rescue (June 6, 2025)

4. Impact on Public Facilities and Services

- **Traffic:** The Basecamp will generate minimal traffic (e.g., 20–40 total vehicle trips per day during peak sessions, based on 5–70 students and 2–10 instructors) due to its small scale and educational focus. The existing driveway and Beaver Creek Road can accommodate this without improvement or impacting county infrastructure.
- **Utilities:** The project relies on hauled-in water and portable toilets initially, minimizing demand on public utilities. Future well use will comply with Oregon DEQ standards.
- **Public Services:** The low-intensity use (max 80 people, 10 months/year) ensures no significant burden on local emergency services.

Project Details

- **Existing Infrastructure Footprint:**
 - **Driveway:** Existing hardened driveway (2,685 sq ft, 32' wide apron, 30' nominal width, 175' long) will be cleared of brush (e.g., blackberry brambles) to enhance meeting and parking space.
 - **Gravel Pad:** Existing gravel pad (5,600 sq ft, 300' perimeter) will be cleared of weeds and brush for program use.
 - **Total Existing Infrastructure Footprint:** $2,685 + 5,600 = 8,285$ sq ft (0.19 acres).
- **Proposed Use Footprint:**
 - **Yurt Area:** One winterized yurt (20' x 20' = 400 sq ft) on a temporary platform or ground within a previously disturbed area.

- **Campsites:** 6 to 8 primitive campsites (each ~400 sq ft, total 3,200 sq ft), located on higher ground for natural drainage, using only natural, local materials.
- **Trails:**
 - Loop trail: 18" wide (1.5 ft) x 2,500' long = 3,750 sq ft.
 - Access trail: 18" wide (1.5 ft) x 140' long = 210 sq ft.
 - Total trail area: 3,750 + 210 = 3,960 sq ft.
- **Total Proposed Use Footprint:** 400 + 3,200 + 3,960 = **7,560 sq ft** (0.17 acres).
- **Total Disturbed Area:** Existing (8,285 sq ft) + Proposed (7,560 sq ft) = **15,745 sq ft** (0.36 acres).
- **Development Approach:**
 - Clear brush in previously disturbed areas (driveway, gravel pad, yurt site) to enhance usability.
 - Use local, natural, permeable materials for trails and campsites, avoiding imported gravel or hardening to maintain environmental integrity.
 - Any future development (e.g., second yurt, latrine bathrooms) will comply with Benton County regulations and seek appropriate permits prior to development.
- **Sound-Specific Features:**
 - Campsites and teaching stations are spaced to avoid clustering near property boundaries, reducing noise spillover.
 - The absence of electronics and electricity ensures minimal noise from activities.
 - The ½-mile distance to the nearest property owner, with a hill buffer, significantly reduces noise impacts.
 - Participants will receive guidelines on noise reduction to align with COF's educational mission.

Community and Environmental Benefits

- **Educational Impact:** The Basecamp will deliver COF's mission-driven programs, teaching practical wilderness skills and fostering personal growth in a natural setting. Programs will expand access to outdoor education for youth and families in Benton County and beyond.
- **Economic Impact:** The project will attract participants to the region, supporting local businesses in Corvallis and Benton County during its 10-month operation.
- **Environmental Stewardship:** By limiting disturbance to 15,745 sq ft and using existing infrastructure, the project preserves the site's natural character. Native vegetation will be retained where possible, and permeable materials will maintain natural drainage.
- **Community Engagement:** COF is actively engaged with the local community through its ongoing programs and partnerships. A letter of support from the landowner, Starker Forests, and letters of support from OSU and Corvallis Parks and Recreation are included with this application.

Conclusion

The COF Basecamp, located at Map & Tax Lot No. 136210000200 (Tax Account 325228), is a low-impact, educational campground that meets all Benton County Conditional Use Permit criteria. Through its primitive design, robust sound management, and alignment with county goals for education and recreation, the project will provide significant community benefits while minimizing impacts on adjacent properties. We respectfully request approval of this CUP application.

Attachments

1. Map_1_Property_boundary.pdf
2. Map_2_Trail_camp_layout.pdf
3. CM4_WORKSHEET-IMPACT_AREA_COF_CUP.pdf
4. CM5_WORKSHEET-IMPERVIOUS_AREA.pdf
5. CorvallisParks_Support.pdf
6. OSU_Support.pdf
7. Starker_Support.pdf

Contact Information:

Dan Coyle - Coyle Outside Foundation
Oregon 97333

Coyle Outdoors PO Box 2389 Corvallis,

541-760-0774

coyleoutside@gmail.com



City of Corvallis
Parks & Recreation
1310 SW Avery Park Dr
Corvallis Oregon 97333

June 3, 2025

To Whom it May Concern,

As long-time partners with Coyle Outside, we endorse their pursuit of the conditional use permit through Starker Forestry.

There is a need for more outdoor youth programming and space for that programming. They will be able to expand the quantity and quality of programs with the use of more natural space. The city space they currently use is in high demand and limited in the scope of what kind of programming Coyle Outside is able to offer.

Happy to chat more as needed about our partnership and endorsement!

Best,

A handwritten signature in black ink that reads "Lacey E Moore". The signature is fluid and cursive, with the first name "Lacey" and last name "Moore" clearly legible.

Lacey Moore
Recreation Coordinator
City of Corvallis Parks & Recreation
Lacey.moore@corvallisoregon.gov
541-754-1734



Oregon State
University

Extension Service Outdoor School

Oregon State University
325 Ballard Hall
Corvallis, Oregon 97331

extension.oregonstate.edu/outdoor-school

5/20/25

To whom it may concern,

The Oregon State University Extension Service Outdoor School program administers the distribution of state funding for outdoor school for Oregon's 5th and 6th graders and supports a network of outdoor school providers, including Coyle Outside, in engaging students in exploring our state's ecosystems. We support Coyle Outside's request for a permit to use a local Benton County parcel for outdoor education programming. We believe that through this additional parcel, Coyle Outside can increase access to immersive, experiential programming for local youth.

Sincerely,

Spirit Brooks, Ph.D.
Outdoor School Director
Division of Extension and Engagement
Oregon State University

Kristi Backe, Ph.D.
Outdoor School Associate Director
Division of Extension and Engagement
Oregon State University

May 27, 2025

Benton County Community Development Department
Kalapuya Building
4500 Research Way
Corvallis, OR 97333

RE: Conditional Use Permit Application for Coyle Outside on Starker Forests property

Dear Members of the Planning Commission,

I am writing to express support for Coyle Outside for the proposed Conditional Use Permit (CUP) Application for the establishment of a recreation camp on forestlands own by Starker Forests located at T 13 S; R 6 W; Section 21, Taxlot 200. The location address is 29263 Beaver Creek Road.

The camps that Coyle Outside offers throughout the year are an asset to our community and provide safe and enriching opportunities and experiences for children of all ages. The property was once the home of the Bullis family and included a house and barns. While the house and barns are no longer present, the site is ideally suited for such a use because it offers ample space, and natural beauty yet remains accessible.

The camp location will be low-impact, environmentally sustainable and in harmony with the surrounding landscape. It will promote forest stewardship, foster community engagement, and support the local economy through job creation. It will allow Starker Forests to continue to grow and harvest timber within the tax lot.

We are confident that the applicant will take great care to address concerns related to wildlife habitat, land management, water quality and fire safety.

We believe that this project aligns with the county's goals for responsible land use and rural development and that it will be a positive addition to our community. We urge the commission to grant the requested Conditional Use Permit.

Starker Forests, Inc., owns, grows and manages forests and strives for excellence in terms of forest resource stewardship. We are a fifth-generation family business committed to investing in our forests so that they are healthy and resilient and produce wood products for society.

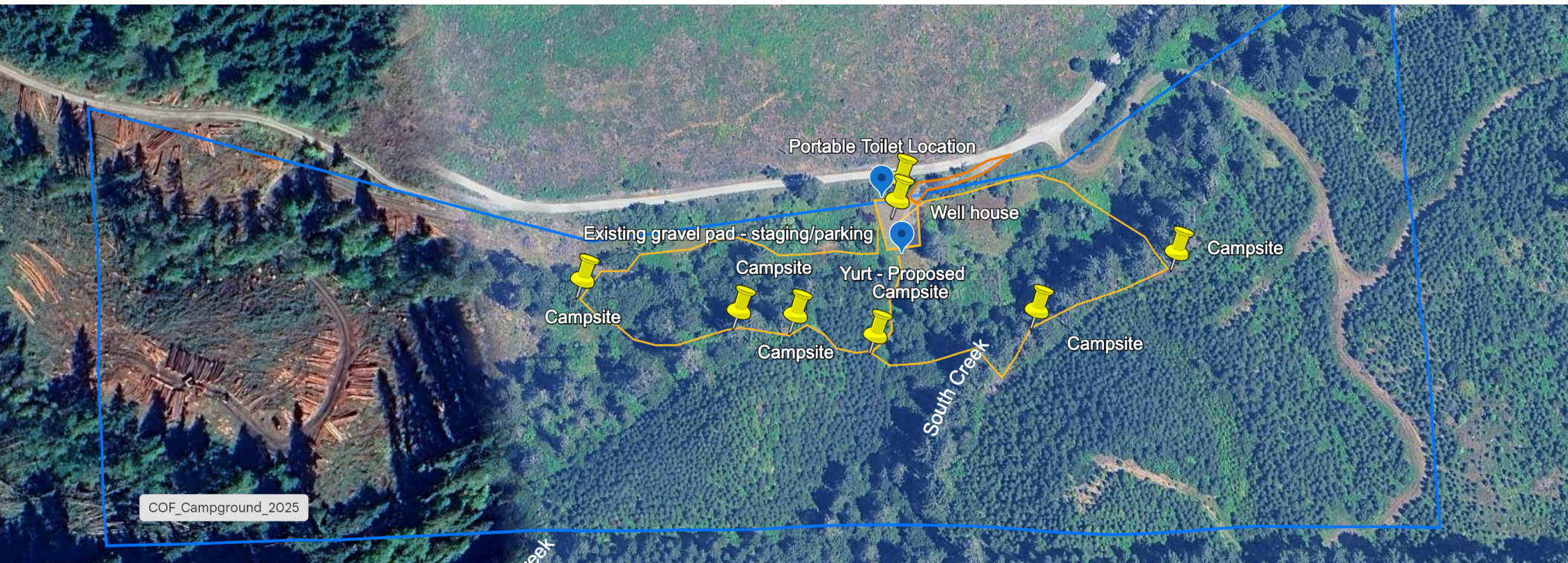
We are proud to make our forests available to the public through our free recreation permitting system. For decades, our communities have enjoyed access to Starker Forests' lands for hunting, hiking and other activities that allow people to enjoy the natural beauty of Western Oregon. We take great pride in our rich history of forest stewardship.

Thank you for your time and consideration,

Sincerely,

Jennifer Beathe
Forester and Outreach Manager
Starker Forests

DRAFT







DATE: September 22, 2025

TO: James Wright – Associate Planner
Benton County Community Development

FROM: Gordon Kurtz – Associate Engineer
Benton County Public Works

RE: **LU-25-028 – Conditional Use Application**
Owner: Starker Forests, Inc.
Applicant: Daniel Coyle, Coyle Outside Foundation
29263 Beaver Creek Road – County Road # 36230 – MP 2.84
T13S – R6W – Section 21 – Tax Lot 200

Public Works staff have reviewed the application noted above and have comments and conditions as follows.

FINDINGS OF FACT

The application requests a conditional use for a property on the south side of Beaver Creek Road, southeast of the City of Philomath and south of Decker Road. The property falls within the Forest Conservation (FC) zone and is surrounded by FC Zoned properties on all sides. The property is located near the end of County maintenance in the upper reach of the Beaver Creek Road right of way.

The segment of Beaver Creek Road fronting the subject property is classified as a Residential Local Road in the Benton County Transportation System Plan. The minimum standard right of way width for this functional classification is 50 feet. The existing right of way is 60 feet wide and thus meets this requirement.

Average daily traffic (ADT) on this segment of Beaver Creek Road is available only by estimate. ADT at the intersection of Decker Road is 304 vehicles per day as measured in 2019. Public Works estimates that the ADT on this segment of the road is less than 6 vehicles per day.

The easterly approach to the property is permitted by Permit # B0501012 issued to Starker Forests in 2005. Public Works can find no record of a permit for the westerly approach. The westerly approach is overgrown and in need of maintenance and appears to have served as the approach to 29263 Beaver Creek Road before it was demolished. If this approach is to be used as part of the site's interior traffic circulation, a new approach permit will be required.

ROAD IMPROVEMENT ASSESSMENT

Road improvements will be required as a condition of approval for this application. The properties surrounding the subject property are predominantly resource lands zoned FC or Exclusive Farm Use (EFU). Additional residential development on this section of Beaver

Creek Road is unlikely. The primary use for this segment of Beaver Creek Road is resource extraction but the travel lanes and shoulders of the road do not meet current standards for width. The substandard road is less of a concern for resource traffic than the traffic associated with campers. Despite the remote area, Beaver Creek Road carries a functional classification of Residential Local Road with an aggregate surface width that varies between 14 and 20 feet. In the past the County has required road widening on substandard roads to meet minimum fire department widths. An alternative in this instance would be the installation of fire department turnouts at two appropriate locations.

On Tuesday, September 16, 2025, Public Works staff visited the site with Chancy Ferguson of Philomath Rural Fire & Rescue, and James Wright & Morgan Driggs of the Benton County Planning Division. At this meeting the road's limitations and some solutions were discussed. Although the extent of the improvements required has not been determined it is reasonable to assume that widening of the road or installation of fire department turnouts will be required. Improvements for similar projects have run in the \$7,000-\$13,000 range. The County will defer to Philomath Rural Fire & Rescue for the extent of the required improvements.

ANALYSIS & CONCLUSIONS

Road improvements will be required. The fire, life and safety issues associated with a camp/Outdoor School for youth in a remote area is a nexus for these improvements. Wildland fire is a tangible threat for the subject property. Recent tragedies have highlighted the need to address emergency planning and response issues before disasters strike, not afterward. The cost of road improvements for projects of this scope typically falls in the \$7,000-\$13,000 range.

The applicant has proposed that the Outdoor School employ the existing approach to the old homesite. Staff's understanding of the application is the facility shall continue to utilize this single approach to Beaver Creek Road for access to the Outdoor School. The applicant shall modify the approach to meet a commercial standard, with a minimum throat width of 20 feet, 10-foot aprons and radii. The 20-foot approach width shall extend to a point 25 feet from the improved Beaver Creek Road road edge so as to accommodate two-way ingress and egress.

STORMWATER

The applicant and the contractor have performed a preliminary site impact assessment, as well as an estimate of final, post construction impervious area. Based on these assessments, neither a Benton County Erosion and Sediment Control (ESC) nor a Stormwater Management (SWM) permit will be required prior to start of ground disturbing activities. However, concerns noted above may increase the amount of disturbed area during site development and consequently the impervious area at the site. The impact and impervious areas may increase as site specifics are concluded so the initial assessment should be considered preliminary.

RECOMMENDED CONDITIONS OF APPROVAL

Public Works recommends the applicant meet the following conditions of approval:

- 1) The applicant shall perform road improvements to Beaver Creek Road between MP 2.50 & MP 2.85 between the proposed (westerly) approach and 29397 Beaver Creek Road (Scruggs, 13615C001100). The location and extent of the improvements will be determined at the time of site development and may be tied to the road approach permit application, or any requirements imposed by the Benton County Building and Planning Departments and Philomath Rural Fire & Rescue.

- 2) The applicant shall modify the existing approach to meet a commercial standard, with a minimum throat width of 20 feet, to a point 25 feet from the finished Beaver Creek Road edge, to accommodate two-way ingress and egress to the site. Modification of the approach will require a new road approach permit.
- 3) If proposed construction activity or the proposed common plan of development results in land disturbance of one acre (1.00 ac) or more on the subject property, the applicant shall apply, pay fees, and obtain approval for an Oregon Department of Environmental Quality (DEQ) 1200-C Construction Stormwater Quality Permit. Upon issuance of the DEQ 1200-C Permit, the applicant shall then apply for a Benton County ESC Permit prior to start of ground disturbing activities.
- 4) If proposed construction activity or the proposed common plan of development result in land disturbance between one-quarter acre (0.25 ac) and one acre (1.0 ac) the applicant shall apply, pay fees, and obtain approval for a Benton County Erosion and Sediment Control (ESC) permit required prior to start of ground disturbing activities. In this circumstance, a 1200-C permit would not be required.
- 5) If the total impervious area for the project will exceed the one-quarter acre (0.25 ac) threshold, the applicant shall apply, pay fees, and obtain approval for a Benton County Stormwater Management (SWM) permit before construction begins on the proposed drainage system.
- 6) Construction and post-construction stormwater discharge shall conform to the standards and tenets established by Oregon Drainage Law.
- 7) Construction stormwater discharge shall conform to all current Oregon Department of Environmental Quality and Benton County erosion and sediment control standards using Oregon Department of Transportation erosion and sediment control details and best management practices.
- 8) Post-construction stormwater quantity and quality standards shall conform to all current Oregon Department of Environmental Quality and Benton County stormwater requirements and the most recent edition of the Benton County's Stormwater Support Documents.

Please contact me if you have questions.

October 7, 2025

RE: Family Burial on Private Property – Consider Administrative Approval

Background

Under Oregon Revised Statutes (ORS Chapter 97), private family burials are permissible on private property when certain requirements are met. Currently, in our county, these applications are routed through the Planning Commission for approval. While this ensures transparency, it also places relatively simple, low-impact requests on the same review track as more complex land use matters, resulting in unnecessary delays for applicants and additional workload for the Commission during an intimate time in a family's life. This proposal is for the Planning Commission to consider delegating administrative authority to the Planning Official to review and approve private family burial applications.



Rationale

ORS 97.460 authorizes private family burials, provided conditions related to property ownership, recording, and location are satisfied. These conditions are objective and straightforward to verify. The option is consistent with statutory compliance.

The Planning Official has delegated authority to review similar administrative and quasi-judicial land use actions. This is consistent with standard best practice.

Administrative approval will reduce turnaround time for applicants, often grieving families, who benefit from a simpler and more predictable process.

Planning Division Staff will continue to ensure that all statutory requirements and local recording requirements are satisfied. If an application raises unique or policy-level concerns, the Planning Official will refer the matter back to the Planning Commission for review.

Finally, this proposed delegation is consistent with practices in several adjacent or comparable counties. For example, Lane, Linn, Union, Cook, and other Counties provide administrative approval of private family burials when objective statutory criteria are met.

Staff Recommendation:

Staff recommends the Planning Commission approve delegation of authority to the Planning Official to administratively review and approve private family burial applications, with the conditions:

- Staff ensure compliance with ORS Chapter 97 and all local recording requirements; and
- Any application with unusual circumstances or policy implications may be elevated to the Planning Commission for consideration.

Conclusion

Delegating this authority will streamline the process for families, preserve compliance with state law, and free the Planning Commission to focus on more substantive planning issues in a timely manner

Attachments

- A. Benton County DRAFT- Private Family Burial application
- B. Crook County- Private Family Burial
- C. Lane County- Private Family Burial
- D. Linn County- Private Family Burial
- E. Malheur County- Private Family Burial
- F. Union County- Private Family Burial

cc: Code Interpretation