

BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of
The application of
North Santiam School District, Applicant

) Site Plan Review – Minor Mod.
) File # 14-10/24
)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The application is for a site plan approval for a minor modification to add a 200-square-foot girls' restroom and concession building to an existing development with a previously approved site plan.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant is the North Santiam School District.
2. The property can be described on Marion County Assessors Map as Tax Lot 091W10BC00100.
3. The property is addressed as 757 Locust St. The property has approximately 1,590 feet of frontage on Locust St and approximately 1,050 feet of frontage on Gardner Ave. The property contains approximately 41.4 acres.
4. The property is zoned Public/Semi-Public (P).
5. The neighboring properties to the south across Locust St are zoned a mix of Low Density Residential (LD), Medium Density Residential (MD), High Density Residential (HD), and P. The LD and MD properties are developed with single family dwellings. The HD property is developed with multifamily dwellings. The P property is used by the School District. The neighboring properties to the west across Gardner Ave are zoned LD and are developed with single family dwellings. There are two parcels to the west of the campus on the east side of Gardner Ave. They are zoned LD and developed with a single-family dwelling and zoned P and developed with a sewer lift station. The properties to the north are zoned MD and are developed with single family dwellings. The adjacent properties to the east are zoned LD and are developed with single family dwellings.
6. The property received Conditional Use Approval from the Stayton Planning Commission in 2006 (Land Use File 08-05/06) and Site Plan Review approval from the Stayton Planning Department in 2007 (Land Use File 5-03/07), 2010 (Land Use File 4-02/10), 2014 (Land Use File 2-01/14), 2017 (Land Use File 10-11/17), and 2024 (Land Use File 8-10/23).

B. EXISTING CONDITIONS

The subject property is currently developed as the campus for the Stayton High School. The campus consists of the school buildings, gymnasiums, athletic fields, sports courts, and associated driveways, parking areas, and walkways.

C. PROPOSAL

The application is to construct a 20' x 10' (200 square foot) structure consisting of two 5' x 10' restrooms and one 10' x 10' concession building near the southwest corner of the property (south of the southernmost softball field).

D. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Marion County Public Works, WAVE Broadband, Stayton Cooperative Telephone Company, Pacific Power, Northwest Natural Gas, Santiam Water Control District, Stayton Fire District, Stayton Police Department, Salem Development Services, and Santiam Hospital.

Responses were received from Stayton Public Works, and Stayton Fire District, whose comments are reflected in the findings below.

E. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220.5.

F. APPROVAL CRITERIA

Pursuant to SMC 17.12.220.5 the following criteria must be demonstrated as being satisfied by the application:

- a. *The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve development in accordance with City's Master Plans and Public Works Design Standards.*

Finding: Water service to the proposed structure will be provided with a required water meter. There are existing 10-inch public water mains in West Locust Street along the frontage where the development is proposed. Per Stayton Public Works Design Standards 402.03.D, the maximum length of a 1-inch domestic service is 100-feet. There is an existing private fire hydrant in close proximity to the proposed development. The Fire Chief of the Stayton Fire District has stated that they have reviewed the proposal, and they have no comments.

Sanitary sewer service to proposed building will be provided. There is an existing 10-inch sanitary sewer main in Gardner Avenue and an 8-inch sanitary sewer main in West Locust Street along the frontage where the development is proposed. A new 4-inch service tap will be constructed from the existing public sanitary sewer in Locust per City of Stayton Standards.

There is an existing 18-inch storm main in Gardner Avenue and an 8-inch sanitary storm main in West Locust Street along the frontage where the development is proposed. The applicant intends to direct roof downspouts that will drain the 264 square foot roof, through a weep hole in the adjacent curb in Locust Street. The added sidewalk will shed onto the adjacent landscape and infiltrate into the ground. The proposed development will add approximately 472 square feet of new impervious surface which is less than 500 square feet and as such, no storm drainage management standards are triggered.

- b. *Provisions for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property from those public streets and roads which*

serve the property in accordance with the City's Transportation System Plan and Standard Specifications.

Finding: The existing high school campus has four entrances onto Locust St. No changes to the driveway location or design are proposed.

- c. *Provision of all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site.*

Finding: Locust St is designated a major collector street, with a required minimum 60-foot right of way which it has.

- d. *Provision has been made for parking and loading facilities as required by Section 17.20.060.*

Finding: No changes in parking and loading facilities are proposed. The construction of a 200 square feet accessory building for restrooms and concessions will not change the demand for parking.

- e. *Open storage areas or outdoor storage yards shall meet the standards of Section 17.20.070*

Finding: There are no proposed open storage areas or outdoor storage yards.

- f. *Site design shall minimize off site impacts of noise, odors, fumes or impacts.*

Finding: There will be no noise, odors or fumes from the proposed modification.

- g. *The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Multi-family Residential Design Standards, Section 17.20.200 Commercial Design Standards, Section 17.20.220 Downtown Development Design Standards, or Section 17.20.230 Industrial Design Standards.*

Finding: Neither Section 17.20.190, 17.20.200, 17.20.220 nor 17.20.230 are applicable to a development in the P zone.

- h. *(Repealed Ord. 913, September 2, 2009)*

- i. *(Repealed Ord. 913, September 2, 2009)*

- j. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust control, present an attractive interface with adjacent land uses and be consistent with the requirements for landscaping and screening in Section 17.20.090.*

Finding: No trees are proposed to be cut. The proposal is for a 200 square foot accessory building with sidewalks that total 472 square feet of impervious surface that will negligibly affect the overall amount of vegetation on a campus of 1,803,386 square feet (41.4 acres). This criterion is met.

- k. *The design of any visual, sound, or physical barriers around the property such as fences, walls, vegetative screening, or hedges, shall allow them to perform their intended function without undue adverse impact on existing land uses.*

Finding: No barriers are proposed.

- l. *The lighting plan satisfies the requirements of Section 17.20.170.*

Finding: No changes in outdoor lighting are proposed.

- m. *The applicant has established continuing provisions for maintenance and upkeep of all improvements and facilities.*

Finding: The school district will be responsible for upkeep and maintenance of the improvements.

- n. *When any portion of an application is within 100 feet of the North Santiam River or Mill Creek or within 25 feet of Salem Ditch, the proposed project will not have an adverse impact on fish habitat.*

Findings: The proposed development site is not within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch. This criterion is not applicable.

- o. *Notwithstanding the above requirements the decision authority may approve a site plan for a property on the National Register of Historic Places that does not meet all of the development and improvement standards of Chapter 17.20 and the access spacing standards of Chapter 17.26 provided the decision authority finds that improvements proposed are in conformance with Secretary of the Interior's Standards for Treatment of Historic Properties, the site will provide safe ingress and egress to the public street system, and that adequate stormwater management will be provided.*

Finding: This criterion is not applicable since no building on the property is listed on the National Register of Historic Places.

III. CONCLUSION

The applicant's request meets the requirements established in SMC 17.12.220.5.

IV. ORDER

Based on the conclusions above the City Planner approves the application as shown on the Site Plan and Site Plan Blow-Up entitled Proposed "Stayton High School Restroom Building" prepared by Udell Engineering and Land Surveying, LLC and dated December 20, 2024, and the accompanying materials on file in the Planning Department subject the following specific conditions of approval and subject to the Standard Conditions of Approval for Land Use Applications attached to this decision.

V. OTHER PERMITS AND RESTRICTIONS

The applicant is herein advised that the use of the property involved in this application may require additional permits from the City or other local, State or Federal agencies.

The City of Stayton Land Use review and approval process does not take the place of, or relieve the Applicant of responsibility for acquiring such other permits, or satisfy any restrictions or conditions there on. The land use permit approval herein does not remove, alter, or impair in any way the covenants or restrictions imposed on this property by deed or other instrument.

In accordance with Section 17.12.120.7, the land use approval granted by this decision shall be effective only when the exercise of the rights granted herein is commenced within 1 year of the effective date of the decision. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the City Planner at least 30 days prior to the expiration date of the approval.

VI. APPEAL DATES

The City Planner’s action may be appealed to the Stayton Planning Commission pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

Jennifer Siciliano

Jennifer Siciliano,
Director of Community and Economic Development

April 15, 2025
Date

Standard Conditions of Approval for Land Use Applications

1. Minor variations to the approved plan shall be permitted provided the development substantially conforms to the submitted plans, conditions of approval, and all applicable standards contained in the Stayton Land Use and Development Code.
2. **Permit Approval:** The applicant shall obtain all necessary permits and approvals from the City of Stayton prior to construction of the project.
3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided on the parcel.
4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.
5. **Utilities** - Utility companies shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
6. **Agency Approval** - The Developer shall be responsible for all costs relating to the required public improvements identified in the approved plan and the specific conditions of approval and within the City Ordinances and Standard Specifications. The developer is also responsible for securing design approval from all City, State and Federal agencies having jurisdiction over the work proposed. This includes, but is not limited to, the City of Stayton, the Fire District, Marion County, DEQ, ODHS (water design), DSL, 1200C (state excavation permit), etc
7. **Construction Bonding** - Bonding shall be required if there are any public improvements. Prior to start of construction of any public improvement, the developer shall provide a construction bond in the amount of 100% of the total project costs, plus added City costs associated with public construction. The bond shall be in a form acceptable to the Director of Public Works.
8. **Inspection** - At least five days prior to commencing construction of any public improvements, the Developer shall notify the Director of Public Works in writing of the date when (s)he proposes to commence construction of the improvements, so that the City can arrange for inspection. The written notification shall include the name and phone number of the contracting company and the responsible contact person. City inspection will not relieve the developer or his engineer of providing sufficient inspection to enforce the approved plans and specifications.
9. **Public Works Standards** - Where public improvements are required, all public and private public works facilities within the development will be designed to the City of Stayton, Standard Specifications, Design Standards & Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC). (SMC 12.08.310.1)
10. **Engineered Plans** - Where public improvements are required, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the Stayton PW Standards. Engineered construction plans and specifications shall be reviewed by the City

Engineer and signed approved by the City Engineer, or Stayton Public Works Department, prior to construction.

11. **Street Acceptance** - Where public improvements are required, acceptance of completed public street improvements associated with the project shall be in accordance with SMC 12.04.210.
12. **Construction Approval** - All public improvements and public utilities shall be fully constructed and a letter of substantial completion provided by the City Engineer prior to any building permit applications being accepted or issued unless the required improvements are deferred under a non-remonstrance or other agreement approved and signed by the City. Construction items must be completed within a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.
13. **Maintenance Bond** - After completion and acceptance of a public improvement by the City, the developer shall provide a 1-year maintenance bond in the amount of 30% of the construction bond amount. The bond shall be in a form acceptable to the Director of Public Works.
14. **As-Builts** - Where public improvements are required, the developer shall submit to the City, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
15. **Drainage Permit** – A 1200C permit will be secured by the developer if required under the rules of the Oregon State DEQ.
16. **SDC** - Systems Development Charges are applied to the project at the time of issuance of a building permit.