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## Site Plan Review Application

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Submitted to: City of Stayton  
Planning and Development Department  
311 N. Third Avenue  
Stayton, OR 97383  
Jennifer Siciliano, Community Development Director  
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Applicants/Property Owners: North Santiam School District 29  
1155 N 3<sup>rd</sup> Avenue  
Stayton, OR 97383

Applicant's Representative: Udell Engineering and Land Surveying, LLC  
63 E. Ash Street  
Lebanon, OR 97355  
Laura LaRoque, Land Use Planner  
(541) 990-8661 / [laura@udelleng.com](mailto:laura@udelleng.com)  
Brian Vandetta, Professional Engineer  
(541) 451-5125 / [brian@udelleng.com](mailto:brian@udelleng.com)

Site Location: 757 W. Locust Street, Stayton, Oregon 97383

Marion County Assessor's Map No.: 09S-01W-10BC Tax Lot 100

Site Size: 41.43-acres

Existing Land Use: Stayton High School

Zone Designation: Public (P)

Comprehensive Plan Designation: Public (P)

Surrounding Zoning: North: Medium Density (MD) / Low Density Residential (LD)  
South: Low Density Residential (LD)  
East: Low Density Residential (LD)  
West: Low Density Residential (LD)

Surrounding Uses: North: Residential  
South: Public Right-of-Way (Locust Street)  
East: Residential  
West: Residential

### I. Executive Summary

The Applicant, North Santiam School District 29, requests Minor Modification of an approved Site Plan Review (Stayton Planning File No. 19-10/06).



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## II. Findings of Fact

### A. General Findings

1. The owner of the property is North Santiam School District 29. The applicant is the owner.
2. The property is described as Township 9, Range 1 West of the Willamette Meridian, Section 10BC, Tax Lot 100 and has an assigned address of 757 West Locus Street, Stayton, Oregon 97383.
3. The property is within the Stayton City Limits, zoned Public (P), and designated as Public by the Comprehensive Plan Map.
4. The property is approximately 41.43-acres in area with frontage along West Locust Street, Gardner Avenue, and North Evergreen Avenue.
5. The site is bounded on all sides by property primarily within the Low Density Residential (LD) developed with residential uses.

### III. Existing Conditions

6. The site consists of Stayton High School, which is improved with education and recreational facilities with associated site, parking, and utility improvements.

### IV. Proposal

7. The proposal is to add a 20' x 10' (200 sf) 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).

### V. Analysis

10. Staff level approval of a site plan review is permitted for a Minor Modification per Stayton Municipal Code (SMC) 17.12.070(1)(a)(1)(b). Per SMC 17.04.100, a Minor Modification is a modification to an approved land use application that meets none of the criteria for a major modification.

Per SMC 17.04.100, a Major Modification is any of the following:

- i. A change in the type and/or location of access-ways, drives or parking areas affecting offsite traffic.
- ii. An increase in the floor area proposed for non-residential use by more than 15 percent of the area previously specified.
- iii. A reduction of more than 10% of the area reserved for common open space or landscaping.
- iv. Increase in automobile parking spaces by more than 10%.
- v. Proposals to add or increase lot coverage within an environmentally sensitive area or areas subject to a potential hazard.

- vi. Changes that exceed 10 feet in the location of buildings, proposed streets, parking configuration, utility easements, landscaping, or other site improvements.
  - vii. Change to a condition of approval or change similar to subsections 1 through 9 that could have a detrimental impact on adjoining properties. The City Planner shall have discretion in determining detrimental impacts warranting a major modification.
11. Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220 and applicable provisions of the Development and Improvement Standards of SMC Title 17, Chapter 20.

## VI. Site Plan Review - Review 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 the City's Master Plans and Public Works Design Standards. Where an adopted Master Plan calls for facilities larger than necessary for service to the proposed use, the developer shall install the size facilities called for in the Master Plan and shall be provided credit for the excess costs in accordance with SMC 13.12.245.*

Findings: Water service to the proposed structure will be provided. There are existing 10-inch public water mains in Gardner Avenue and West Locust Street along the frontage where the development is proposed and a 6-inch private water line in close proximity to the proposed development. There is an existing private fire hydrant in close proximity to the proposed development.

Sanitary sewer service to proposed units 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.

The site is currently provided with public water and other private utility services. The proposed development will add a new 4-inch sanitary sewer connection to the public sanitary sewer and utilize existing private water and power that is serving the site.

- b. *Provisions have been made for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property for vehicles, as well as bicycle and pedestrians, from those public streets which serve the property in accordance with the City's Transportation System Plan and Public Works Design Standards.*

Finding: The subject site has numerous existing access encroachments. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved previously by the Stayton Planning Department and subsequent encroachment permit(s).

- c. *Provision has been made for 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 in accordance with Chapter 17.26, the City's Transportation System Plan, and Public Works Design Standards. Improvements required as a condition of approval shall be roughly proportional to the impact of the development on transportation facilities. Approval findings shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development.*

Finding: Gardner Avenue and West Locust Street are both under the City of Stayton jurisdiction and designated Collector streets in the Stayton Transportation System Plan. Gardner Avenue and West Locust Street are partially improved along the frontage of the subject property to a Collector Street standard with 40 feet of pavement, partially improved curb, gutter, and sidewalk within a 60-foot-wide right-of-way.

According to Table 5 of the Stayton Transportation System Plan, the existing rights-of-way width of Gardner Avenue and West Locust conform to required width based on roadway classification; therefore, no street dedications are required.

The applicable transportation requirements per Chapter 17.26 of the SMC are as follows:

- i. An access permit is required (SMC 17.26.020(1)(a)).

Finding: Proposed development is an accessory structure that will not in itself create a traffic/access demand. Regardless, the subject site has numerous existing access encroachments. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved previously by the Stayton Planning Department and subsequent encroachment permit(s).

- ii. The number of non-residential access encroachments is based on the daily trip generation. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways (SMC 17.26.020(3)(c)).

Finding: Proposed development is an accessory structure that will not in itself create a traffic/access demand. Regardless, the subject site has numerous existing access encroachments. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved previously by the Stayton Planning Department and subsequent encroachment permit(s).

- iii. Vehicle access locations must be a minimum of 50 feet from the intersection property lines and onto lowest function classification roadway (SMC 17.26.020(3)).

Finding: No new or modified access encroachments are proposed; therefore, this criterion is not applicable.

- iv. The minimum public intersection space on a commercial local street is 260 feet. The minimum space between driveways and/or streets along a commercial local street is 50 feet measured from the perpendicular near edge of the driveway to the perpendicular near edge of the driveway. (See figure 303.11. b)

Finding: No new or modified access encroachments are proposed; therefore, this criterion is not applicable.

- v. According to the Public Works Standards, the minimum and maximum commercial driveway widths onto local street is 12-feet and 36-feet, respectively (See SPW 303.11.E).

Finding: No new or modified access encroachments are proposed; therefore, this criterion is not applicable.

- vi. According to the Public Works Standards, for driveways along local access roads in urban and residential areas, the sight distance triangle is measured along the property lines of the street and along the driveway. The horizontal limits of the sight (vision) clearance area shall be a triangular area measuring 10 feet along the right-of-way or private access.

Finding: No new or modified access encroachments are proposed; therefore, this criterion is not applicable.

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

Finding: The applicable parking and loading facilities per Section 17.20.060 are as follows:

- i. Off street vehicle parking and loading areas for any new, expanded, or change of use per 17.20.060(1).

Finding: Proposed development is an accessory structure that will not in itself create a parking demand. Parking was previously approved in association with the siting of the existing education and recreational facilities.

- ii. Off street parking and loading areas shall be provided on the same lot with the main building or use except that in any commercial, industrial, or public district, the parking area may be located within 500 feet of the main building per Section 17.20.060(5).

Finding: No new off-street parking is proposed in association with this development.

- iii. According to 17.20.060(7)(b), high schools are required to provide six vehicle parking spaces per classroom plus off street student drop off and pick-up facilities.

Finding: No new classrooms are proposed in association with this request; therefore, this criterion is not applicable.

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

Finding: Open Storage Area is defined as an area on a lot where the main use store displays materials, equipment, finished product, or merchandise or provides long-term parking for vehicles in its fleet (SMC 17.04.100).

Outdoor Storage Area is defined as all the building support functions located outside of a building including, but not limited to loading docks and bays, trash containers and compactors, storage sheds and containers, heating, ventilation, and air conditioning (HVAC) facilities, and disk antennas (SMC 17.04.100).

Sight-obscuring fencing or walls are only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The subject property abuts public right-of-way, and any needed building support functions would be more than 72-feet from residential development in the Low Density Residential (LD); therefore, the standards of 17.20.070 are not applicable.

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

Finding: No off-site impacts (i.e., noise, odors, or fumes) are anticipated because of the proposed use; therefore, this criterion is not applicable.

- 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: Design standards are not applicable to public development.

- h. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historic 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: The subject site is developed, void of major vegetation, and lacks unusual natural or historic feature(s).

The applicable landscaping and screening standard of Section 17.20.090 are as follows:

- i. A minimum of 15 percent landscaping is required per lot in the public zoning district.

Finding: Proposed development is an accessory structure interior to the site. Landscaping was previously approved in association with the siting of the existing education and recreational facilities. Screening is not necessary as the proposed development does not occur adjacent to the public street system.

- ii. Planting of trees is required along public street frontages, and along private drives more than 150 feet long. Trees with a medium canopy shall be spaced 20 feet on-center. Trees with a large canopy shall be spaced 25 feet on-center. (see SMC 17.20.090(5)).

Findings: Proposed development is an accessory structure interior to the site. Street trees were previously approved in association with the siting of the existing education and recreational facilities. Street trees are not necessary as the proposed development does not occur adjacent to the public street system.

- iii. Street trees shall not be planted within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer or under overhead power lines if tree height at mature age exceeds the height of the power line.

Findings: No new street trees are proposed; therefore, these standards are not applicable.

- iv. Screening is used where unsightly views or visual conflicts must be obscured or blocked and where privacy and security are desired.

Findings: The size, scale, and siting characteristics of the proposed development do not necessitate screening; therefore, these standards are not applicable.

- i. *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 and comply with the requirements in Sections 17.20.050 and 17.20.090.*

Finding: No barriers are proposed; therefore, this criterion is not applicable.

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

SMC 17.20.170(3) states that when an application for land use approval contains outdoor lighting installation or replacement, the decision authority shall review and approve the lighting installation as part of the application.

The following standards per SMC 17.20.170(4)(c)(d) are applicable to this application:

- i. Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets. All lighting fixtures serving parking areas shall be fully cut-off fixtures.
- ii. All security lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and not cast on other areas. In no case shall lighting be directed above a horizontal plane through the top of the lighting fixture, and the fixture shall include shields that prevent the light source or lens from being visible from adjacent properties and roadways. The use of general floodlighting fixtures is discouraged unless the above standards can be met.
  - Security lighting may illuminate vertical surfaces (e.g. building facades and walls) up to a level 8 feet above grade or 8 feet above the bottoms of doorways or entries, whichever is greater.
  - Security lighting fixtures may be mounted on poles located no more than 10 feet from the perimeter of the designated secure area.
  - Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within 5 feet of the perimeter.
  - Security lighting shall meet the standards of the table below:

Feature	Commercial Zones
Maximum Mounting Height	20 feet
Maximum Average Horizontal Illumination Level on Ground	1.0 foot-candle
Maximum Average Illumination Level on Vertical Surface	1.0 foot-candle
Minimum Color Rendering Index	65

Finding: No additional security lighting is included with this application submittal.

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

Finding: The property owner will be responsible for upkeep and maintenance of the improvements.

- l. *When any portion of an application is within 100 feet of 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.*



Finding: The subject site is greater than 100 feet of the North Santiam River or Mill Creek and greater than 25 feet of the Salem Ditch; therefore, this criterion is not applicable.

- m. 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: The subject site is not within a National Register Historic District or an individually listed historic resource; therefore, this criterion is not applicable.

## VII. Conclusion

Based on the above analysis, the submitted land use applications are consistent with the applicable provisions of the City of Stayton Municipal Code, Comprehensive Plan, and Public Works Design standards. Therefore, the applicant respectfully requests that the Stayton Community Development Director approve the submitted land use application.

## VIII. Exhibits

- A. Civil Plan Set, Udell Engineering and Land Surveying, LLC
1. Site Plan, Sheet C103
  2. Blow-Up Detail, Sheet C104