



Incomplete Application Response

#5-02/24 | 091W03B001500

This letter shall serve as the applicant's response to an incomplete application notice received on April 25th, 2025.

July 15, 2025
Jennifer Siciliano
City of Stayton
362 N. Third Avenue
Stayton, OR 97383

RE: Response to Incomplete Application Notice – Golf Lane Annexation (File #5-02/24)

Dear Ms. Siciliano,

Thank you for your April 25, 2025, incomplete application notice regarding the proposed annexation of Marion County Assessor's Map and Tax Lot 091W03B001500 on behalf of KSD Properties, LLC. We appreciate your thorough review and write now to formally respond to the items identified.

1. Clarification of Requested Zoning Designation

Please note that the applicant has revised the requested zoning designation from High Density Residential (HD) to Medium Density Residential (MD). This change was made to better align with the anticipated development pattern, which consists primarily of detached single-family homes. The updated zoning request is reflected throughout the revised annexation narrative dated July 14, 2025, which has been resubmitted for your review.

This revision directly resolves the concern noted in your letter regarding the incompatibility between the previously proposed use (single-family development) and the permitted uses and density standards of the HD zone. The MD zoning district permits detached single-family dwellings and supports the proposed density and site layout.

2. Conceptual Plan Submittal – Paper Copies

While the original narrative stated that no formal conceptual plan was being submitted, the application materials included a preliminary layout labeled as Exhibit E. In response to your letter, we have now provided the required (3) full-size copies and (18) reduced 11x17 copies of the conceptual subdivision plan. These documents illustrate the proposed layout and are intended to satisfy the requirements of SMC 17.12.210.3.b for a conceptual plan accompanying an annexation request without concurrent subdivision approval.

3. Updated Narrative Addressing Applicable Criteria

The revised narrative submitted with this response fully replaces the prior version and reflects the updated zoning designation. The findings have been revised to demonstrate that the proposed annexation and future development are consistent with the applicable provisions of the Stayton Municipal Code, the Comprehensive Plan, and Oregon law. In particular:

The proposed Medium Density Residential zoning complies with SMC 17.16.070.1 permitted uses;

- The anticipated development of 74 single-family detached homes is consistent with the MD zone's density range;
- Applicable design standards, including those related to connectivity, open space, and building form, will be addressed in detail during future subdivision review.

We trust that these revised and supplemental materials adequately address the City's concerns. We look forward to confirmation that the application can now be deemed complete and scheduled for public hearing. Please do not hesitate to contact me directly should you require any additional information.

Sincerely,



Britany Randall

BRAND Land Use, LLC

britany@brandlanduse.com

Enclosures:

1. Revised Narrative with Markups
2. Revised Conceptual Future Subdivision Plan

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Aerial View of Subject Property and Existing Development



Section 1: Property Background and Request

The applicant, KSD Properties, LLC, is requesting the annexation of a 21.00-acre property into the corporate city limits of the City of Stayton. The subject property, identified as Marion County Assessor's Map and Tax Lot 091W03B001500, currently holds a Residential designation in the City of Stayton Comprehensive Plan. Upon annexation, the applicant proposes to apply the corresponding ~~High Density Residential (HD)~~ Medium Density Residential (MD) zoning to facilitate the future development of residential homes of varying types. The owner's team evaluated the possibility of developing the site as a ~~92-lot~~ 74-lot, plus a stormwater tract, single-family residential subdivision.

This annexation aligns with Stayton's 2021 Amended Comprehensive Plan, which emphasizes the need for additional residential land to accommodate the city's projected population growth. The plan seeks to maintain a mix of housing options while targeting an overall gross density of approximately ~~six units per acre~~ 3.5 dwelling units per acre. By bringing this land into the city, the proposed development will support these housing objectives while ensuring consistency with Stayton's long-term growth management policies.

A Transportation Impact Analysis (TIA) was conducted to assess the potential effects of the development on Stayton's roadway network. The analysis determined that the future subdivision would generate 69 AM peak hour trips (17 inbound, 52 outbound) and 92 PM peak hour trips (58 inbound, 34 outbound), with the majority of traffic utilizing Cascade Highway and OR 22. While most study intersections will continue to operate within acceptable standards, the Cascade Highway / Shaff Road / Fern Ridge Road intersection does not currently meet Marion County's PM peak hour operating standards. However, no mitigation measures are required as the intersection remains within Stayton's operational standards and no planned improvements are identified in the City's Transportation System Plan (TSP). The TIA also evaluated the Golf Lane / Cascade Highway intersection and concluded that a realignment is not warranted, as the intersection does not meet signal warrant criteria, nor does it present operational or safety deficiencies that would trigger a required realignment under the City-County Memorandum of Understanding (MOU).

Future development may include a new public street access via Golf Lane, which meets Stayton's access spacing requirements and has been designed to ensure safe and efficient traffic flow. Additionally, half-street frontage improvements, including bike lanes, planter strips, and sidewalks, may be constructed along the project frontage to align with city collector street standards. At the time of future development of these improvements, they will enhance pedestrian and cyclist safety while integrating the development into the city's transportation network.

By addressing both housing needs and transportation considerations, the proposed annexation and development will contribute to Stayton's vision for sustainable growth. This project will expand the city's residential land supply, support housing availability, and ensure efficient infrastructure planning while maintaining consistency with the comprehensive plan and development policies.

Section 2: Existing Conditions

The site is located within the Urban Growth Boundary of the City of Stayton. The City of Stayton Comprehensive Plan map designates the property as "Residential".

The Comprehensive Plan designations of surrounding properties include:

North: "Commercial"

South: "Residential"

East: Across Golf Lane - "Public/Semi-Public"

West: "Public/Semi-Public"

The applicant is seeking to apply the ~~High Density Residential (HD)~~Medium Density Residential zoning to the property. The surrounding properties are zoned as follows:

North: Commercial Central (CG)

South: Marion County – Outside Corporate City Limits

East: Across Golf Lane - Marion County – Outside Corporate City Limits

West: Public/Semi-Public (P)

Section 3: Findings Applicable to Administrative Procedures

Chapter 17.12 – Development Approval Procedures

Sections 17.12.030 – Application Procedure

Any application for a land use or development approval action authorized in this title shall be filed in the following manner.

- (1) FORMS. The application shall be submitted on forms provided by the City Planner.
- (2) FILING LOCATION. Unless stated otherwise, the application shall be filed with the City Planner at City Hall.
- (3) PROPERTY OWNER AUTHORIZATION. If the property owners are not the applicants, then the application shall be accompanied by a notarized statement certifying the authority of anyone representing the owner(s) of property involved in the application. The application shall be signed by the property owner or authorized representative.
- (4) SUPPLEMENTAL INFORMATION. All supplemental documentation and information specified in those sections governing the approval or action being requested shall accompany the application. The applicant shall be responsible for providing any and all information required for a complete application.
- (5) COST FOR SERVICES.
 - (a) Basic Application Costs. Basic application costs are intended to recover expenses incurred by the City in the receipt, review and processing of a land use application. A deposit in an amount established in the Deposit Schedule will be required at the time an application is filed.
 - (b) Outside Planning Services. An applicant may, upon permission of the City, choose outside planning services at the applicant's expense, approved by the City, to process any land use application. The outside planning service will be tantamount to the function of the City Planner and will be subject to the supervision, direction and review of the City Planner. Utilizing outside planning services does not forego the City's requirement as to costs (including non-refundable deposit).

- (c) In the event the application is withdrawn before City action, the applicant shall be responsible to pay for the costs incurred up to the time of its withdrawal.
 - (d) Waiver of Charges. The City Council may, at its discretion, waive some or all charges for the processing of applications determined by the City Council to be in the public interest
- (6) DEPOSIT SCHEDULE. A deposit schedule shall be in resolution form and adopted by the City Council.

Applicant's Findings: *The applicant acknowledges and understands the procedural requirements set forth in Stayton Municipal Code Section 17.12.030 for land use and development applications. This includes submitting the annexation application using forms provided by the city planner and filing all materials at city hall, unless otherwise directed. As the legal owner of the subject property, the application has been signed by an authorized representative of the property owner, and no additional authorization is required.*

The applicant further understands that all required supplemental information must be submitted in accordance with the applicable sections of the code governing the annexation process, and that the completeness of the application is the applicant's responsibility.

Regarding application fees, the applicant acknowledges that a deposit has been submitted in accordance with the city's adopted deposit schedule and understands that the city may charge staff time and other direct costs associated with processing the application. The applicant also understands that should the application be withdrawn; they remain responsible for any costs incurred up to the point of withdrawal. Finally, the applicant recognizes that the city council has discretion to waive certain fees when an application is determined to serve the public interest.

Section 4: Findings Applicable to Annexation

Chapter 17.12 – Development Approval Procedures

Sections 17.12.210 – Annexations

- (1) DEFINITION. An annexation is an expansion of the City limits through the addition of territory to the jurisdictional boundaries of the City, including “contract annexation” agreements between applicants and the City.

Applicant's Findings: *KSD Properties, LLC, is requesting annexation of a 21.00-acre parcel (Marion County Assessor's Map and Tax Lot 091W03B001500) into the City of Stayton. The property is designated Residential in the Comprehensive Plan, and the applicant proposes ~~High-Density Residential (HD)~~ Medium Density Residential (MD) zoning to support a potential ~~92-lot~~ 74-lot single-family subdivision.*

The request aligns with the 2021 Amended Comprehensive Plan, which calls for additional residential land to meet projected growth and targets an average of ~~six units per acre~~ 3.5

dwelling units per acre. A Transportation Impact Analysis (TIA) determined that traffic from the development would not exceed the city's operational standards, and no mitigation is required. Access is proposed via Golf Lane, which meets spacing requirements, and future frontage improvements will align with collector street standards. The annexation supports Stayton's goals for managed growth, increased housing supply, and coordinated infrastructure planning.

(2) METHOD OF ADOPTION.

(b) Minor Annexations.

- (1) A Minor Annexation is any annexation that meets all of the following characteristics.
 - (i) Consists of only one parcel, except proposed annexations that consist of contiguous parcels in the same ownership.
 - (ii) The area proposed for annexation is 1 acre or less. (Amended Ord. 918, March 18, 2010)
- (2) Approval procedures. The following procedures shall be followed in the review and approval of an application for a Minor Annexation:
 - (i) An application for a Minor Annexation shall be filed with the City Planning Department.
 - (ii) Planning Commission Proceedings. The Planning Commission shall hold a public hearing in accordance with the requirements of Section 17.12.090. Following the public hearing the Commission shall make findings of fact and conclusions as to whether the criteria of Section 17.12.210.4 below are met. Based on the findings of fact and conclusions the Planning Commission shall make a recommendation to the City Council regarding the approval of the application.
 - (iii) City Council Proceedings. The City Council shall hold a public hearing in accordance with the requirements of Section 17.12.100. Following the public hearing, the City Council shall make findings of fact and conclusions as to whether the criteria of Section 17.12.210.4 below are met. If the Council finds that the criteria of Section 17.12.210.4 have been or will be met, the Council shall, by ordinance, shall set the boundaries of the area to be annexed by a legal description.

- (c) Health Hazard Annexation The City may annex those areas constituting a health hazard in accordance with Oregon Revised Statutes, taking into consideration the ability of the City to provide necessary services. Annexation of areas constituting a health hazard is not subject to voter approval.

Applicant's Findings: This application does not qualify as a Minor Annexation, as the subject property consists of 21.00 acres, exceeding the one-acre threshold defined in Section 17.12.210.2(b)(1)(ii). However, the subject property meets the approval procedures listed within Senate Bill 1573 and cannot be referred to the voters. Therefore, the proposal will follow the procedures for a minor annexation, including public hearings before both the planning commission and the city council in accordance with applicable code sections. This annexation is not being pursued on the basis of a health hazard and is therefore not subject to the provisions of Section 17.12.210.2(c).

(3) SUBMITTAL REQUIREMENTS. In order to be accepted as complete and be processed in a timely manner by the City, requests for annexation of territory shall include the following materials and information:

- (a) Completed application forms as supplied by the City Planner.
- (b) Three copies of a site plan, drawn to a scale of 1 inch equals not more than 50 feet, shown as a graphic scale, of the property for which the annexation is requested. The site plan shall depict the surrounding properties, neighboring streets and roads, and existing uses of the property. If the application for annexation is not accompanied by a concurrent application for site plan, subdivision, or other land use approval, three copies of a conceptual plan of proposed uses of the property subsequent to annexation. In addition, 18 reduced copies of the plan sized as 11 inches by 17 inches shall be submitted.
- (c) A plan showing the boundary lines of the properties, certified by a professional land surveyor, and the approximate area of the properties in acres or square feet.
- (d) A legal description of the property, meeting the requirements of ORS 308.225.
- (e) A narrative statement fully explaining the request and fully addressing the criteria for approval of an annexation.

Applicant's Findings: This annexation application includes all materials required by Section 17.12.210.3. The applicant has submitted completed application forms provided by the city planner. A conceptual site plan drawn to scale, depicting surrounding properties, roads, and existing site conditions, has been provided in three full-size copies along with 18 reduced 11x17 copies, as required. A certified boundary and acreage plan prepared by a professional land surveyor is included, along with a legal description of the property meeting the standards of ORS 308.225. In addition, this application includes a narrative statement that fully explains the annexation request and addresses the applicable criteria for approval. These materials satisfy the city's requirements for a complete annexation submittal.

(4) APPROVAL CRITERIA. In order to approve an application for annexation, the following affirmative findings concerning the action must be made by the decision authority:

- (a) Need exists in the community for the land proposed to be annexed.

Applicant's Findings: *There is a documented and pressing need within the City of Stayton for additional residential land to accommodate current and projected population growth, as well as to support the city's goals related to housing supply, diversity, and affordability. The subject property, consisting of approximately 21.00 acres and currently designated Residential in the Stayton Comprehensive Plan, presents a valuable opportunity to address these identified needs.*

According to Chapter 2 of the 2021 Amended Comprehensive Plan, Stayton has experienced steady population growth over the last several decades. The city's population increased from 4,396 in 1980 to 7,644 in 2010, representing a 74% increase over that 30-year period. Projections adopted in the plan forecast continued growth, with the population expected to reach approximately 9,777 by 2030 under the medium-growth scenario, and potentially as high as 11,359. Even using a revised estimate accounting for updated census figures, the plan notes a likely population of over 10,700 by 2030. This sustained growth drives the need for additional land within city limits that can be developed for residential use in an efficient and well-planned manner.

Chapter 6 of the Comprehensive Plan further illustrates the housing implications of this growth. Table 6-10, "Housing Needs Projection," identifies a projected need for 894 new housing units between 2010 and 2030. To meet this need, the plan estimates that Stayton will require approximately 158 acres of additional residential land. While some of this need may be met through infill and redevelopment of underutilized parcels within the current city limits, the plan also recognizes that additional land will need to be brought into the city through annexation to maintain an adequate supply of buildable land.

Table 8-3 of the plan presents a Buildable Lands Inventory that shows a limited amount of vacant land currently available within city limits. As of February 2011, the city had only 67.9 acres of vacant land in residential zones, with a net buildable area of just 46.2 acres after accounting for constraints such as floodplains and natural resource protections. Furthermore, Table 8-4 identifies that much of the buildable land designated for residential use within the Urban Growth Boundary (UGB) lies outside the current city limits. Specifically, 154.8 acres of low-density residential land and 39.8 acres of medium-density residential land are located within the UGB but outside the city boundary. This means that without annexation, a large portion of the land identified for future residential growth is not currently available for development.

The proposed annexation directly supports the city's policy direction for managing urban growth. The comprehensive Plan states as a core land use goal (Chapter 8, Land Use Goals and Policies): "Coordinate the development of land outside the current city limits with Marion and Linn Counties" and "Provide for a land use regulation process that promotes a livable community and provides for expeditious review of development proposals." Annexing land

already designated for residential use and within the UGB allows Stayton to manage growth in a planned, coordinated manner and helps avoid leapfrog development or pressure on rural lands.

Additionally, the Comprehensive Plan emphasizes the importance of providing a variety of housing types to meet the needs of Stayton's diverse population. The housing goals outlined in Chapter 6 include:

- "Existing and future residents will be provided a choice of housing types in safe and healthful housing."*
- "New residential developments will be designed and built to become attractive neighborhoods."*

The proposed annexation and anticipated development of single-family homes on this property will directly contribute to the realization of these goals by expanding the range of housing options available in Stayton and supporting the development of new, well-integrated neighborhoods.

The proposed annexation is consistent with the City of Stayton Comprehensive Plan, which clearly establishes that additional residential land is needed to meet projected population and housing demands. The subject property is already designated Residential in the Comprehensive Plan and is located within the UGB, making it a logical and appropriate candidate for annexation. The proposed ~~High-Density Residential~~ Medium Density Residential (MD) zoning aligns with the city's land use goals, supports planned growth, and helps ensure that the city can meet future housing needs in a sustainable and coordinated manner.

- (b) The site is or is capable of being serviced by adequate City public services including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.

Applicant's Findings: *The subject property is capable of being fully served by City of Stayton public services, including water, sanitary sewer, stormwater management, and transportation infrastructure, as documented in the city's adopted master plans. Extension of these services can be accomplished in a manner that is feasible, cost-effective, and consistent with the city's long-range public facility planning and development goals. A contract annexation agreement may be used, if necessary, to facilitate coordinated service provision and ensure that any improvements needed are implemented appropriately at the time of development.*

According to the Stayton Water Master Plan Executive Summary (2020), the city's water system has adequate capacity to meet future growth needs within the Urban Growth Boundary (UGB). The plan outlines a system-wide strategy for extending services to growing areas, including recommendations for new mains and system improvements to maintain pressure and fire flow standards. The subject property lies within the UGB and adjacent to existing city water infrastructure, allowing for logical service extension. Improvements to water mains will be

evaluated in conjunction with future subdivision design, and extension of service can be implemented in accordance with adopted master plan policies and development code requirements.

The 2021 Wastewater Facilities Planning Study identifies needed improvements to maintain system capacity and reliability as Stayton continues to grow. The study confirms that the existing wastewater treatment facility and trunk lines are adequately sized to serve new residential development within the UGB, including the area encompassing the subject property. Service to the site can be provided by extending gravity sewer lines from existing mains located to the north and west, consistent with the planned expansion of the residential sewer service area. At the time of development, project-specific engineering will confirm the alignment and sizing of sewer infrastructure and ensure compliance with the city's wastewater system standards and design criteria.

The Stayton Stormwater Master Plan (2020) provides a comprehensive framework for managing stormwater runoff and improving water quality throughout the community. The plan establishes design standards and policies for managing runoff from new development and emphasizes the use of detention, water quality treatment, and low-impact development techniques. The subject property is located in an area that can be served by storm drainage facilities consistent with the city's stormwater system goals. As part of future development, on-site stormwater facilities will be designed to meet the detention, conveyance, and treatment standards outlined in the Master Plan and Land Use and Development Code, ensuring protection of downstream infrastructure and water quality.

The 2007 Transportation System Plan (TSP) identifies planned improvements and future street connectivity objectives that support development within the UGB. The subject property has direct frontage along Golf Lane and will include public street improvements and connections as part of future subdivision development. These improvements will be designed in accordance with the city's collector street standards, which include provisions for sidewalks, bike lanes, planter strips, and appropriate access spacing. As noted in the Transportation Impact Analysis submitted with this application, the development is anticipated to generate 69 AM peak hour trips and 92 PM peak hour trips. The study determined that traffic impacts can be managed within the City's existing network and no mitigation is currently required under adopted standards.

The subject property is fully capable of being served by adequate public facilities, as documented in the city's adopted infrastructure master plans. Water, sewer, stormwater, and transportation services can be extended to the site in a manner consistent with Stayton's system capacities and design standards. The city's comprehensive planning framework anticipates urban development in this area, and the extension of public services to this site supports orderly, efficient growth in line with the goals of the Comprehensive Plan. If necessary, a contract

annexation agreement between the applicant and the city may formalize the timing, responsibility, and cost-sharing for public service extensions to ensure coordinated and timely delivery of infrastructure to the site.

(c) The proposed annexation is property contiguous to the existing City limits.

Applicant's Findings: *The subject property, identified as Marion County Assessor's Map and Tax Lot 091W03B001500, is contiguous to the existing City of Stayton corporate limits along its northern and western boundaries. The property shares an uninterrupted boundary line with land that is already located within the city limits, thereby meeting the statutory and code-based requirement for physical contiguity. This configuration allows for a logical and orderly extension of the city boundary, consistent with Stayton's Comprehensive Plan policies and the intent of Oregon's land use planning framework to promote efficient urban growth within established urban growth boundaries.*

(d) The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and policies of the City of Stayton.

Applicant's Findings: *The proposed annexation is compatible with the character of the surrounding area and is consistent with the City of Stayton's adopted urban growth policies. The subject property is located within the Stayton Urban Growth Boundary (UGB) and is designated Residential in the Stayton Comprehensive Plan. Upon annexation, the applicant is proposing to apply the ~~High-Density Residential (HD)~~ Medium Density Residential (MD) zoning district, which corresponds directly to the existing Comprehensive Plan designation.*

This demonstrates compatibility with the planned character of the area, as defined by the city's long-range planning documents. The Residential designation reflects the city's intent for this area to transition into urban residential use, consistent with surrounding properties that share the same designation within the UGB. Bringing the property into the city under its existing designation ensures alignment with the broader land use pattern envisioned in the Comprehensive Plan and avoids inconsistencies in development intensity or use.

The annexation also supports Stayton's urban growth program by facilitating orderly and contiguous expansion of the city limits in an area identified for future urban development. The annexation will allow for future development to occur in a manner consistent with adopted policies related to land use, housing, infrastructure, and community form. This includes goals and policies in the Comprehensive Plan that promote efficient growth within the UGB, the extension of public services in a coordinated manner, and the development of complete and livable neighborhoods.

Accordingly, the annexation complies with the city's urban growth program and land use policies, and the application of the HD zoning district ensures compatibility with the planned character of the area.

- (e) The annexation request complies, or can be made to comply, with all applicable provisions of state and local law.

Applicant's Findings: *This annexation request complies, or can be made to comply, with all applicable provisions of state and local law. The application has been submitted in accordance with the procedural requirements of Stayton Municipal Code Section 17.12.210, which outlines the process and criteria for annexation. The applicant has provided all required submittal materials, including a completed application form, certified legal description, property boundary map, narrative addressing the applicable approval criteria, and a conceptual development plan.*

The proposal also complies with Oregon state law, including provisions of ORS Chapter 222, which governs annexation procedures for cities. The property is contiguous to the existing city limits and is located entirely within the City of Stayton Urban Growth Boundary (UGB), as acknowledged by the Department of Land Conservation and Development (DLCD). No territory subject to this annexation is considered to be "island" or noncontiguous land, and no conflicts arise with respect to boundaries or jurisdiction. In accordance with state law, consent of the property owner has been provided, and the proposed annexation does not require an election or petition from surrounding property owners or electors.

In addition, the proposed annexation is consistent with the city's adopted Comprehensive Plan, which designates the subject property as Residential and includes it within the area identified for future urban development. This demonstrates compatibility with the city's coordinated population, housing, and infrastructure planning efforts, as required by Oregon's Statewide Planning Goals—particularly Goal 14: Urbanization, which encourages orderly and efficient transition of land from rural to urban use.

To the extent that any additional procedural steps are required prior to final approval (e.g., recording of the annexation ordinance, updating of service agreements, or adoption of a zoning ordinance applying the ~~HD district~~ MD zoning district), such steps can and will be completed in accordance with both state and local law.

- (f) If a proposed contract annexation, within the terms and conditions of the contract the cost of City facility and service extensions to the annexed area shall be calculated by the Public Works Director.

Applicant's Findings: *This is not a contract annexation. Therefore, the provisions of Section 17.12.210.4(f) regarding cost calculations by the Public Works Director are not applicable to this request.*

- (5) ZONING OF ANNEXED TERRITORY. All lands that are annexed to the City shall be zoned in accordance with the designation of the property in the Comprehensive Plan. The specific zone assigned to the land being annexed shall be determined by the City Council in accordance with the proposed uses of the land and the needs identified by the buildable lands analysis in the Comprehensive Plan. This requirement does not prohibit an application to amend the Comprehensive Plan Map concurrent with the application for annexation.

Applicant's Findings: *The subject property is designated Residential in the City of Stayton Comprehensive Plan, and the applicant is requesting the application of the corresponding ~~High-Density Residential (HD)~~ Medium Density Residential (MD) zoning district upon annexation. This request is consistent with the Comprehensive Plan designation and no amendment to the Plan Map is proposed.*

The ~~HD-zoning~~ MD zoning district implements the Residential designation by allowing for primarily single-family detached homes at a density that supports the city's long-term housing and land use goals. The applicant anticipates future residential subdivision development on the property in a manner consistent with the allowed uses and development standards of the ~~HD zone~~ MD zone.

This zoning assignment is also supported by the City's Buildable Lands Inventory and Housing Needs Analysis as outlined in Chapter 6 and Chapter 8 of the Comprehensive Plan. These analyses project the need for approximately 894 new housing units between 2010 and 2030 and identify a corresponding need for over 150 acres of additional residential land within the Urban Growth Boundary. Table 8-4 of the Comprehensive Plan shows that while there is some vacant land within the UGB, much of it is located outside the city limits—requiring annexation to make it available for development. The requested zoning supports the city's strategy to meet projected housing demand while maintaining an overall target gross density of ~~six units~~ 3.5 dwelling units per acre.

Accordingly, the proposed zoning is consistent with the adopted Comprehensive Plan designation, the intended use of the land, and the city's identified need for residential land within the Urban Growth Boundary.

- (6) CONFORMANCE WITH CONCEPTUAL PLAN. Development of the property after annexation shall be in substantial conformance with any conceptual plan submitted with the application for annexation. For the purposes of this section, development is in substantial conformance with a conceptual plan if:
- (a) The development is generally consistent with the character and intent of the conceptual plan;
 - (b) The number and types of housing units are generally consistent with those presented in the conceptual plan;

- (c) The impacts from the development, including but not limited to, noise, vibration, dust, odor, or fumes, detectable at the property line will not exceed the maximums typical for the categories of uses proposed in the conceptual plan;
- (d) The number and types of vehicular trips to and from the site will not exceed the maximums typical for the categories of uses proposed in the conceptual plan; and
- (e) The amount and types of outside storage, loading, and parking will not exceed the maximums typical for the categories of uses proposed in the conceptual plan.

Applicant's Findings: No formal ~~conceptual~~ development plan is submitted with this annexation application, only a highly conceptual plan depicting how a development could possibly be presented in the future. However, the applicant anticipates that the property will be developed in the future as a traditional residential subdivision consistent with the ~~High-Density Residential (HD)~~ Medium Density Residential (MD) zoning designation proposed in conjunction with annexation.

While a specific layout has not been prepared at this time, the anticipated future use—single-family residential development—is fully consistent with the Residential Comprehensive Plan designation that currently applies to the property. The property is being brought into the city under a zoning designation that supports traditional neighborhood development patterns, with detached homes, internal public streets, and appropriate pedestrian and infrastructure improvements.

As future development plans are brought forward, they will be subject to separate land use applications (e.g., subdivision review or site development approval) and will be required to demonstrate compliance with applicable standards for use, density, access, traffic generation, and environmental impacts. All development will be required to stay within the scope of impacts typical for ~~high-density~~ medium density residential neighborhoods, including limits on noise, traffic, parking, and other externalities as outlined in the development code.

In the absence of a ~~conceptual~~ formal plan and given the applicant's stated intent to pursue residential subdivision development consistent with the ~~HD-zoning~~ MD zoning, future development will be aligned with the expectations and parameters described in this section.

(7) NOTICE TO COUNTY AND STATE.

- (a) Within 10 working days after enactment of the ordinance approving the annexation, the City Recorder shall provide by certified mail to all public utilities, electric cooperatives and telecommunications carriers operating within the City each site address to be annexed as recorded on county assessment and tax rolls, a legal description and map of the proposed boundary change, and a copy of the ordinance approving the annexation.

- (b) Within 10 days from the effective date the ordinance approving the annexation, the City Recorder shall provide to the Marion County Clerk and County Assessor a report containing a detailed legal description of the new boundaries established by the City.
- (c) Within 14 days of enactment of the ordinance approving the annexation, the City Recorder shall transmit to the Oregon Secretary of State:
 - (1) A copy of the ordinance proclaiming the annexation, including a legal description of the territory to be annexed.
 - (2) An abstract of the vote, if a major annexation. The abstract of the vote shall show the whole number of electors voting on the annexation, the number of votes cast for annexation, and the number of votes cast against annexation.
 - (3) A copy of the statement of consent by electors or landowners in the territory annexed.
- (d) Within 30 days of enactment of an ordinance annexing territory into the City, the City Recorder shall transmit to the Marion County Assessor and the Oregon Department of Revenue the legal description of the boundary change or proposed change and an accurate map conforming to the requirements of ORS 308.225(2).

Applicant's Findings: *The applicant understands that, following city council approval of the annexation ordinance, the city recorder is responsible for providing notice and documentation of the annexation to all applicable county and state agencies in accordance with Stayton Municipal Code Section 17.12.210.7 and ORS 308.225. This includes providing legal descriptions, maps, and copies of the ordinance to Marion County departments, the Oregon Secretary of State, the Oregon Department of Revenue, and utility service providers within the required timelines. The applicant acknowledges these post-approval steps are part of the formal annexation process and will ensure full cooperation with city staff as needed to complete these requirements.*

Section 5: Conclusion

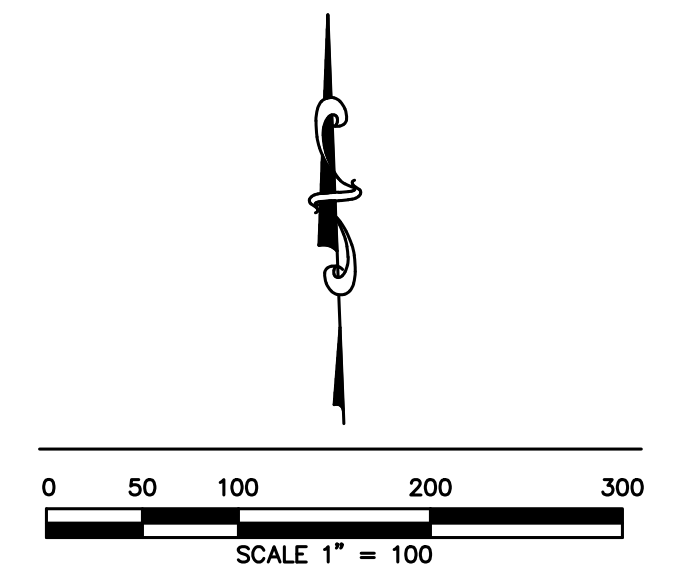
The proposed annexation of the 21.00-acre property identified as Marion County Assessor's Map and Tax Lot 091W03B001500 is consistent with the applicable provisions of the Stayton Municipal Code, the city's Comprehensive Plan, and state law. The property is located within the city's Urban Growth Boundary and is designated Residential in the Comprehensive Plan, indicating its suitability for future urban development. The applicant is requesting ~~High-Density Residential (HD)~~ Medium Density Residential (MD) zoning upon annexation, which aligns with the city's long-range planning goals and supports the anticipated development of a traditional single-family residential neighborhood. The annexation will help meet Stayton's projected housing needs by expanding the supply of buildable residential land within the city limits. Public

services and infrastructure can be extended to the property in an efficient and coordinated manner, consistent with the city's adopted utility master plans. The property is contiguous to the existing city limits and can be integrated seamlessly into the city's urban fabric.

Through this application, the applicant has provided all required materials and demonstrated compliance with the applicable criteria for annexation. The request supports the city's goals for managed growth, housing availability, and infrastructure planning, and represents a logical and beneficial expansion of the Stayton city limits. The applicant respectfully requests approval of the annexation and application of the Low-Density Residential zoning designation.

Section 6: Exhibits

```
EXTG STORM MANHOLE
      RIM = 445.60
      INV IN/OUT = 438.25
```



1. THIS MAP DOES NOT CONSTITUTE A PROPERTY
BOUNDARY SURVEY.
2. CONTOURS AT 1' INTERVALS.
3. THE LOCATION AND DESCRIPTIONS OF EXISTING
UTILITIES SHOWN ON THE DRAWINGS ARE COMPILED
FROM AVAILABLE RECORDS AND/OR FIELD SURVEYS.
THE ENGINEER OR UTILITY COMPANIES DO NOT
GUARANTEE THE ACCURACY OR THE COMPLETENESS
OF SUCH RECORDS. CONTRACTOR SHALL FIELD
VERIFY SIZES AND LOCATIONS OF ALL EXISTING
UTILITIES PRIOR TO CONSTRUCTION.
4. NEAREST WATER LINE IS LOCATED AT WHITNEY ST AND
CASCADE HWY SE APPROXIMATELY 2100 FEET TO THE
SOUTHEAST.

EXTG PROPERTY LINE _____

EXTG DITCH LINE - - - - -

TREE/BRUSH LINE | ○○○○○○

 = EXISTING ASPHALT

THE ELEVATION DATUM IS BASED ON A MARION COUNTY 3" ALUMINUM CAP MARKED "MARION COUNTY SURVEYOR T9S R1W S11 9467 1994" WITH AN ELEVATION OF 567.50' (NAVD 88). IT IS LOCATED AT THE NW CORNER OF A WATER TANK LOCATED ON E PINE STREET.

TAX LOT 100
TAX MAP 091W03D
61.8 ACRES
CITY OF STAYTON ZONE P

TAX LOT 1500
TAX MAP 091W03B
21.0 ACRES
MARION COUNTY ZONE UT-20

TAX LOT 900
TAX MAP 091W03C
7.2 ACRES
MARION COUNTY ZONE UT-20

TAX LOT 800
TAX MAP 091W03C
22.0 ACRES
MARION COUNTY ZONE UT-20

TAX LOT 1501
TAX MAP 091W03B
5.0 ACRES
MARION COUNTY ZONE UT-20

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

PRELIMINARY

OREGON
SEPTEMBER 10, 2019
MICHAEL S. DOWNS
55018

RENEWS: 12/31/2025

GOLF LANE DEVELOPMENT
700 GOLF LANE SE

CITY OF STAYTON
NW 1/4 SEC 3 T9S R1W WM TAX MAP 091W03B TAX LOT 1400
MARION COUNTY, OREGON

EXISTING CONDITIONS

LOT DATE:	3/1/2024
EVISIONS:	

RAWN BY:
LDW

CHECKED BY:
LDW

OB No: 23110

SCALE:
1" = 100'

C1

SN NORTH SANTIAM PAVING COMPANY
41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STATTON, OREGON 97383
(503) 769-3436
LEW@NSPOR.COM

CONSTRUCTION • ENGINEERING • SURVEYING



0 25 50 100 150
SCALE 1" = 50'

PRELIMINARY LAND USE

GROSS PLANNING AREA:
GROSS AREA 914,760 SF = 21.0 ACRES
TRACT A 34,445 SF = -0.79 ACRES
880,315 SF = 20.21 ACRES

PLANNING TO BE DEVELOPED:
TOTAL 880,315 SF = 20.21 ACRES
PLAT ROADS 242,248 SF = -5.56 ACRES
NET PLANNING AREA 638,067 SF = 14.65 ACRES

NET PLANNING AREA:
74 LOTS / 14.65 ACRES = 5.05 LOTS PER ACRE
638,067 SF / 74 LOTS = 8,622 SF AVERAGE LOT SIZE
SMALLEST LOT SIZE: 7,000 SF
LARGEST LOT SIZE: 30,662 SF

GOLF LANE DEVELOPMENT

PRELIMINARY LAYOUT

EXPIRES: 6-30-2026
PLOT DATE: 6/11/2025
REVISIONS:
DRAWN BY: LDW
CHECKED BY: LDW
JOB No: 23110
SCALE: 1" = 50'
SHEET
C2

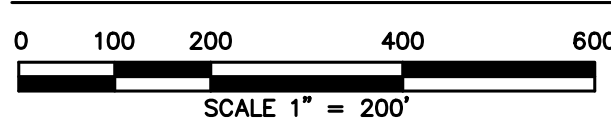
NORTH SANTIAM PAVING COMPANY
(503) 768-3436
LEVW@NSPC.COM

41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STAYTON, OREGON 97383

CONSTRUCTION • ENGINEERING • SURVEYING

CITY OF STAYTON
NW 1/4 SEC 3 T9S R1W WM TAX MAP 091W03B TAX LOT 1500

MARION COUNTY, OREGON



**FUTURE
UTILITIES**

GOLF LANE DEVELOPMENT

NS NORTH SANTIAM PAVING COMPANY
41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STAYTON, OREGON 97383
(503) 768-3436
LEVWNSPOR.COM

CONSTRUCTION • ENGINEERING • SURVEYING



EXPIRES: 6-30-2026

PLOT DATE:

6/11/2025

REVISIONS:

DRAWN BY:

LDW

CHECKED BY:

LDW

JOB No:

23110

SCALE:

1" = 50'

SHEET

C3