

# City of Stayton

## MEMORANDUM

**TO:** Chairperson Larry McKinley and Planning Commission Members

**FROM:** Jennifer Siciliano, Director of Community and Economic Development

**DATE:** November 24, 2025

**SUBJECT:** Annexation – KSD Properties, LLC (Golf Lane)

**120 DAYS ENDS:** Not applicable – Annexation

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### ISSUE

The issue before the Planning Commission is a Public Hearing on an application for Annexation of an approximately 21-acre property located on Golf Lane (Tax Lot 091W03B001500). The applicant proposes annexation into the city limits and application of the Medium Density (MD) Residential zoning district.



### BACKGROUND

The subject property is approximately 21 acres, vacant, located in Marion County fronting on Golf Lane, and zoned Urban Transition (UT-20). It lies within the Stayton Urban Growth Boundary (UGB) but outside the city limits. The surrounding area consists of a mix of City-zoned and County-zoned properties. The property to the north was annexed in 2019 and is zoned Commercial General (CG). Golf Lane to the east has been annexed into the City limits, while the land immediately across Golf Lane is owned by ODOT. The property to the south consists of large-lot single-family homes and remains under Marion County UT-20 zoning. The property to the west is owned by the Stayton Middle School campus, is forested, and is zoned Public/Semi-Public (P).

KSD Properties, LLC submitted an annexation application requesting MD Residential zoning and providing a concept plan for 74 single-family lots, revised from an earlier concept of 94 lots. The Medium Density (MD) zone allows single-family, duplex, and triplex dwellings. If developed at the maximum densities allowed by the MD zone, the site could yield up to 128 duplex units and 30

# City of Stayton

triplex units, the latter allowed only on lots exceeding 10,500 square feet—10 such lots are shown in the concept plan. This level of multifamily construction exceeds the need identified in the City's 2013 Buildable Lands Inventory (BLI) and is inconsistent with the City's actual growth rate, which has averaged only 0.76% annually between 2000 (population 6,816) and 2024 (population 8,176).

Given this mismatch between projected and actual growth, and the resulting overproduction of multifamily housing that could occur under MD zoning, staff has concluded that the LD (Low Density Residential) zone more appropriately reflects the housing needs of the community.

## ANALYSIS

This report and the draft order present Planning Staff's summary and analysis concerning this application. The analysis was developed with input from City departments, including the City Engineer and the City's transportation engineering consultant.

## RECOMMENDATION

Staff recommends option one: approval of the draft order as presented with LD (Low Density Residential) zoning rather than the MD zoning requested.

Staff finds that annexation of the property is appropriate and consistent with urban growth policies; however, the LD zoning district best meets the current and projected housing needs of the City.

## OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the first option to continue the hearing as the applicant requested.

### **1. Approve the application, adopting the draft order of recommendation as presented.**

I move the Stayton Planning Commission recommend the application for Annexation for KSD Properties, LLC for a 21-acre property on Golf Lane (Tax Lot 091W03B001500), (Land Use File #5-02/24) and adopt the draft order of recommendation presented by Staff.

### **2. Approve the application, adopting modifications to the draft order of recommendation.**

I move the Stayton Planning Commission to recommend the application for Annexation for KSD Properties, LLC for a 21-acre property on Golf Lane (Tax Lot 091W03B001500), (Land Use File #5-02/24) and adopt the draft order of recommendation with the following changes...

### **3. Continue the hearing until December 29, 2025.**

I move the Stayton Planning Commission continue the public hearing on the application for Annexation for KSD Properties, LLC for a 21-acre property on Golf Lane (Tax Lot 091W03B001500), (Land Use File #5-02/24) until December 29, 2025.

### **4. Deny the application, directing staff to modify the draft order of recommendation.**

I move the Stayton Planning Commission to recommend denial of the application for Annexation for KSD Properties, LLC for a 21-acre property on Golf Lane (Tax Lot 091W03B001500), (Land Use File #5-02/24) and direct staff to modify the draft order of recommendation to reflect the Planning Commission's discussion and bring a revised draft order of recommendation for Planning Commission approval at the December 29, 2025, meeting.

### **5. Close the hearing but keep the record open for submission of written testimony.**

# City of Stayton

I move the Stayton Planning Commission close the hearing on the application for Annexation for KSD Properties, LLC for a 21-acre property on Golf Lane (Tax Lot 091W03B001500), (Land Use File #5-02/24) but maintain the record open to submissions by the applicant until December 1, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on December 29, 2025.

**6. Close the hearing and record, and continue the deliberation to the next meeting.**

I move the Stayton Planning Commission continue the deliberation on the application for Annexation for KSD Properties, LLC for a 21-acre property on Golf Lane (Tax Lot 091W03B001500), (Land Use File #5-02/24) until December 29, 2025.



# City of Stayton

## *Department of Public Works*

362 N. Third Avenue • Stayton, OR 97383

Phone: (503) 769-2919 • Fax (503) 767-2134

**Date:** 11/13/2025  
**To:** Jennifer Siciliano, AICP – Community and Economic Development Director  
**Through:** Barry Buchanan, PE – Interim Public Works Director  
Michael Schmidt – Engineering Associate  
**From:** Lyle J. Misbach, PE, CFM  
**Project Name:** 1000 Block of Golf Lane Annexation, Land Use File #5-02/24  
**AKS Job No.:** 12093-02-1001  
**Project Site:** 1000 Block of Golf Lane, Stayton

**Subject:** Public Works Recommendations – Developer-Proposed Annexation

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## **PROPOSAL**

The submitted application is for annexation of a parcel 20.5 acres in size, located on the west side of Golf Lane (Tax Lot 091W03B001500), to be incorporated into the City as Medium Density (MD) Residential zoning. The parcel (the “Subject Property”) is currently shown as Residential in the City’s Comprehensive Plan. The Annexation approval is being requested by KSD Properties, LLC, as Applicant. We have received and reviewed the BRAND Land Use Annexation Narrative Package, dated March 26, 2025, and accompanying Incomplete Application Response, dated July 15, 2025, as well as the criteria listed in Stayton Municipal Code (SMC) 17.12.210.4, particularly the criterion listed in 4.b.

## **PURPOSE**

The purpose of this memorandum is to identify the potential availability and current deficiencies of City public works infrastructure (streets, storm drainage, water, and sanitary sewer) necessary to be resolved to provide City services for the proposed property Annexation. The following comments are based on our review of for the proposed Annexation application as it relates to City infrastructure and in general conformance with applicable public works portions of the City of *Stayton Municipal Code* (SMC), City of Stayton *Land Use Development Code* (LUDC), City of Stayton utility Master Plans and Transportation System Plan (TSP), Public Works Design Standards (PWDS), and Public Works Standard Construction Specifications (SCS).

## **PUBLIC WORKS INFRASTRUCTURE**

No public infrastructure improvements are required for annexation of property. The following information explains the condition of existing public infrastructure in the vicinity of the Subject Property as well as potential future development requirements. At the time of development of the Subject Property, improvements to public infrastructure to adequately serve the proposed development will be required.

## Streets

At the time of development, right-of-way dedication and/or construction of street improvements will be required. The proposed development may also be responsible for contributing a proportional share toward Transportation System Plan capital improvements that benefit the Subject Property.

1. Golf Lane - Golf Lane is designated as a future City Collector in the TSP. The standard for this street classification is a 46-foot-wide improvement, including curbs and sidewalks, street trees and street lighting, in an 80-foot-wide right-of-way.
  - a. Existing Conditions:
    - i. This street has an approximate 32-foot-wide turnpike improvement within a varied right-of-way along the Subject Property frontage and between the Subject Property and the City street system.
    - ii. The nearest City intersection, at Cascade Highway SE, is located approximately 1,000 feet south and east of the Subject Property.
    - iii. The next nearest City intersection is the intersection of Cascade Highway SE and Whitney Street and is located nearly 1,500 feet south and east of the Subject Property.
  - b. Current Deficiencies:
    - i. Golf Lane is a boundary street for the property and will need to be improved to Collector street standards along the Subject Property frontage at time of development.
    - ii. This street will also serve as linking street from Cascade Highway SE to the Subject Property and will need to be improved to provide two-way vehicle traffic along the roadway, accommodate safe pedestrian movement to and from the Subject Property, and meet the emergency vehicle access requirements.
    - iii. Per SMC 17.24.040, *development of one- and two-family dwellings where the number of dwelling units exceeds 30 ... shall be provided with not less than two approved means of access*. Golf Lane is currently a dead-end street without secondary access or connectivity to any streets beside Cascade Highway SE. Development of the Subject Property will need to provide adequate emergency vehicle access and water supply in conformance with the SMC and with PWDS and Stayton Fire Department requirements.
  - c. Transportation System Plan. Two projects for Golf Lane are listed in the current TSP, and may affect some of the requirements for future development of the Subject Property:
    - i. Project M3 as listed is a proposed realignment of Golf Lane to Whitney Street at Cascade Highway, southeast of the Subject Property.
    - ii. Project M7 as listed is an extension of Golf Lane west to and intersection with Golf Club Road, west of the Subject Property.
2. Internal Streets –The conceptual site plan submitted with the Application indicates that all of the proposed streets within the Subject Property will be Local streets within a 60-foot-wide right-of-way.
  - a. Existing Conditions:
    - i. None of the proposed streets currently exist.

- ii. The nearest City intersection of Golf Lane and Cascade Highway SE is located approximately 1,000 feet south and east of the Subject Property.
  - iii. The next nearest City intersection is the intersection of Cascade Highway SE and Whitney Street and is located nearly 1,500 feet south and east of the Subject Property.
- b. Transportation System Plan:
- i. None of the streets shown in the conceptual site plan are listed in the current TSP.

### **Storm Drainage**

Construction of a storm drainage system, including flow control, stormwater quality treatment, and extension of existing City storm infrastructure to serve the property, will be required at the time of development of the Subject Property. The proposed development may also be responsible for contributing a proportional share toward *Stormwater Master Plan* capital improvements that benefit the Subject Property.

#### **3. Existing Conditions:**

- a. The nearest available City storm system infrastructure is an unknown size and material City storm drain located in the intersection of Whitney Street and Cascade Highway SE, approximately 1,500 feet southeast of the Subject Property.
- b. Mill Creek, a waterway within the City limits and also a "water of the state" of Oregon, is located approximately 900 feet southeast of the Subject Property.

#### **4. Current Deficiencies:**

- a. The Subject Property is not currently served by any City storm drainage infrastructure.
- b. Some shallow localized drainage ditches exist along Golf Lane, but these do not connect to the City system or an approved discharge point as defined in the PWDS.

#### **5. Stormwater Master Plan:**

- a. Per the *Stormwater Master Plan*, stormwater runoff from this property and any nearby storm drainage system drains to Mill Creek.
- c. The current *Stormwater Master Plan* indicates an existing detention/retention basin located north and east of the Golf Lane SE/Cascade Highway SE intersection.
- d. The *Stormwater Master Plan* also indicates that the existing wetland between Mill Creek, Cascade Highway SE, and Shaff Road SE shall be preserved as part of the Master Plan.

### **Water**

At the time of development, construction of water system infrastructure, including extension of existing City water mains to serve the property, will be required. The proposed development may also be responsible for contributing a proportional share toward *Water Master Plan* capital improvements that benefit the Subject Property.

#### **1. Existing Conditions:**

- a. No City water system infrastructure exists near the Subject Property.

#### **2. Current Deficiencies:**



- a. The Subject Property is not currently served by any City water system infrastructure.
  - b. The Subject Property is located in the “Mill Creek Upper Pressure Service Area” as defined in the *Water Master Plan*. City water infrastructure to serve this Service Area does not exist at this time.
  - c. The nearest existing water system infrastructure is a 12-inch ductile iron City water main located in Whitney Street, approximately 120 feet from the Cascade Highway SE intersection, and approximately 1,500 feet southeast of the Subject Property. However, this water main provides service to the “Upper Pressure Zone” as defined in the *Water Master Plan* and is not available to serve the Subject Property.
  - d. Development of the Subject Property will need to provide adequate emergency water supply in conformance with SMC, PWDS and Stayton Fire Department requirements.
3. Water Master Plan:
- a. The current *Water Master Plan* indicates a new “Mill Creek Booster Station” near the future intersection of Golf Lane and Cascade Highway, along with a 12-inch distribution main within Golf Lane from this Booster Station, ultimately extended to Kindle Way and Golf Club Road, are required to provide sufficient pressure and flows to this Service Area.

### **Sanitary Sewer**

At the time of development, construction of sanitary sewer system infrastructure, including extension of existing City sewer mains to serve the property, will be required. The proposed development may also be responsible for contributing a proportional share toward *Wastewater Facilities Planning Study* capital improvements that benefit the Subject Property.

1. Existing Conditions
  - a. The Subject Property is located in the “Mill Creek Pump Station Basin” as defined in the *Wastewater Facilities Planning Study*.
  - a. The nearest available sanitary sewer system infrastructure is a 12-inch PVC City sewer main located in the intersection of Martin Drive and Cascade Highway SE, approximately 1,800 feet southeast of the Subject Property.
  - b. The next nearest available sanitary sewer system infrastructure is a 12-inch PVC City sewer main located in Golf Lane, approximately 2,300 feet northwest of the Subject Property.
2. Current Deficiencies:
  - a. The Subject Property is not currently served by any City sanitary sewer system infrastructure.
  - b. Proposed connection to any of the existing mains will require engineering calculations to demonstrate that the receiving main has capacity for all additional sanitary sewer flows.
3. Sewer Master Plan:
  - b. The current *Wastewater Facilities Planning Study* does not indicate any significant sanitary sewer system deficiencies in the nearby vicinity that will be impacted or could be improved by development of the Subject Property.

cc: Richard Walker, PE – City Engineer

**From:** [Caleb Cox](#)  
**To:** [Jennifer Siciliano](#)  
**Cc:** [Susan Wright](#); [Max Heller](#)  
**Subject:** Re: Request for Comments on Annexation 20.5 acres off Golf Lane - LU # 5-02/24  
**Date:** Thursday, November 13, 2025 12:11:23 PM  
**Attachments:** [image001.png](#)

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Hi Jennifer,

As we started preparing the summary we noticed that I had misread queueing table in the Traffic Study... We had thought the 600' queue was for the Cascade Hwy/Whitney St intersection, but it is actually at the Cascade Hwy/Fern Ridge intersection. This changes the trajectory of our review, and means the development is likely fine to proceed without triggering the Golf Lane realignment. I'm very sorry for the confusion on this.

That being said, this Golf Lane realignment issue doesn't go away, this finding just kicks the can down the road to some future developer. I would still recommend a conversation with Marion County to talk through a long-term plan for how development will proceed once the thresholds for a signal are met. We're happy to participate in that conversation if you'd like.

Back to the KSD annexation, here are our revised comments on the traffic study:

1. We understand the application was revised to include only 74 homes rather than the originally proposed 94. It appears the TIA assumed the original 94. We'd like to request an updated analysis for the 74-home proposal. While the reduction in impact is likely small, it's important in this case to account for the trips as accurately as possible because of the restrictions placed on the Cascade Hwy/Golf Lane intersection. We want to make sure the City can reference this TIA when considering options for future development on Golf Lane.
2. We do not see an updated site plan for the 74-home proposal. If the site access will be changing, we would like to see an updated site plan to verify appropriate access and sight distance.
3. On Page 15, the TIA notes that the Cascade Hwy/Shaff Rd/Fern Ridge Rd intersection does not meet v/c standards but no mitigation is recommended because the intersection is under County jurisdiction and the development is being approved through the city's land use process. This assumption should be confirmed with Marion County before proceeding.

Thank you,

**Caleb Cox, PE**  
Senior Engineer

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**Kittelson & Associates, Inc.**  
Transportation Engineering & Planning  
503.228.5230  
503.535.7453 (direct)

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**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Thursday, November 13, 2025 11:14 AM  
**To:** Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>  
**Cc:** Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>  
**Subject:** RE: Request for Comments on Annexation 20.5 acres off Golf Lane - LU # 5-02/24

[External Sender]



**From:** [John Rasmussen](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** Golf Ln Annexation  
**Date:** Tuesday, October 21, 2025 2:35:26 PM  
**Attachments:** [image001.png](#)

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
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Hi Jennifer,

I consulted with our Transportation Planner Janelle Shanahan who reviewed the TIA, and we have no specific comment for the case. However, we will likely have comment during a future SPR step. Thanks for copying us.



**John Rasmussen, PE | Civil Engineer Associate 3**  
**Land Development Engineering & Permits**  
**Engineering Division, Marion County Public Works**

 [jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)  
 (503) 584-7706 (office) 

**From:** [Jay Alley](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** RE: Request for Comments on Annexation 20.5 acres off Golf Lane - LU # 5-02/24  
**Date:** Tuesday, September 30, 2025 3:26:52 PM

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Hi Jennifer;

Is this from the same group that came with the original proposal a while back? I read this application is just for annexation, correct? If so the fire district has no comment at this time.

*Jay Alley*

Fire Chief  
Stayton Fire District  
Office 503-769-2601  
Cell 503-932-7805  
[jay.alley@staytonfire.org](mailto:jay.alley@staytonfire.org)

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**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Monday, September 29, 2025 4:18 PM  
**To:** Paul Hartmann <[phartmann@santiamhospital.org](mailto:phartmann@santiamhospital.org)>; Adam Kohler <[Adam.Kohler@PacifiCorp.com](mailto:Adam.Kohler@PacifiCorp.com)>; breich@co.marion.or.us; Brent Stevenson <[BrentS@santiamwater.gov](mailto:BrentS@santiamwater.gov)>; brian.kelley@nwnatural.com; Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificorp.com](mailto:Christopher.clark@pacificorp.com)>; dfreitag@santiamhospital.org; Doug Kintz <[Doug.Kintz@staytonfire.org](mailto:Doug.Kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Jay Alley <[Jay.Alley@staytonfire.org](mailto:Jay.Alley@staytonfire.org)>; John Eckis <[johneckis@sctcweb.com](mailto:johneckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; kinman@co.marion.or.us; Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mmschmidt@staytonoregon.gov](mailto:mmschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificorp.com](mailto:nicole.willis@pacificorp.com)>; oregonconstruction@wavebroadband.com; planning@co.marion.or.us; Richard Walker <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)> <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; rlee@waveboardband.com; Salem Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[twheeler@co.marion.or.us](mailto:twheeler@co.marion.or.us)>; Wayne.clevenger@pacificorp.com  
**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>  
**Subject:** Request for Comments on Annexation 20.5 acres off Golf Lane - LU # 5-02/24

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The City of Stayton has received an application for a proposal to annex a parcel approximately 20.5 acres, located on the west side of Golf Lane (Tax Lot 091W03B001500), to be incorporated into the city as Medium Density (MD) Residential zoning.

The application and narrative package can be accessed at:  
<https://www.staytonoregon.gov/upload/page/0080/KSD%20Stayton%20Annexation%20Narrative%20Package.pdf> A revised narrative package is available at:  
[https://www.staytonoregon.gov/upload/page/0080/BRAND%20Response%20to%20Incomplete%20Letter\\_.pdf](https://www.staytonoregon.gov/upload/page/0080/BRAND%20Response%20to%20Incomplete%20Letter_.pdf) The original application proposed annexation as High Density (HD) Residential with the potential for 92 single-family units. Because single-family units are not permitted in the HD Residential zone, the applicant was advised to revise their proposal. The updated application now requests Medium Density (MD) Residential zoning, with the potential for 74 single-family units.

I have attached our usual request for comments form.

**From:** [Carlos Gonzales](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** Re: Land use file # 5-02/24  
**Date:** Wednesday, November 12, 2025 6:54:08 PM

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My name is Carlos Gonzales. My wife and I have lived at 12173 Golf Lane for 20 years  
I may not be unable to attend the meeting on 11/24 but would like to express my concerns. There are several properties beyond the area that is looking to be developed .

Here are some of my concerns.

1. How is the additional traffic from the new homes going to be addressed? At times getting onto Cascade Highway at Golf lane can take several minutes especially if turning left.

2. With the addition of 74 homes what is the expectation of water runoff into the creek and the potential for increased flooding.

Has a flood impact study been completed or will one be conducted ?

3. What is the expected increase in traffic to the end of Golf Lane? The last 1/2 mile or so is a private unimproved road that is maintained by its property owners.

4. Where will the utilities (water, sewer, electricity etc.) of the newly developed property come from? Will it come from a newly developed road connecting Golf Lane to Whitney Rd or somewhere else?

If I have any additional concerns I will be sure to let you know.

Carlos

> On Nov 10, 2025, at 4:36 PM, Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)> wrote:

>

> This property is within the Urban Growth Boundary for Stayton, but not in the City limits. The current zone is UT-20. - Jennifer

>

> -----Original Message-----

> From: Carlos Gonzales <[ccgonzales@hotmail.com](mailto:ccgonzales@hotmail.com)>

> Sent: Monday, November 10, 2025 3:52 PM

> To: Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>

> Subject: Land use file # 5-02/24

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> Is this property currently within Stayton city limits or its growth boundary? Also, what is its current zoning designation ?

> Carlos

**APPENDIX J**

**MOU: City of Stayton and Marion County  
(Regarding Golf Lane Realignment)**

## MEMORANDUM OF UNDERSTANDING

May 19, 2003

This Memorandum of Understanding is between Marion County, a political subdivision of the State of Oregon ("COUNTY") and the City of Stayton, a municipal corporation ("CITY").

The COUNTY and CITY previously entered into an agreement for improvements to Cascade Highway between Santiam Highway (State Route 22) and Shaff/Fern Ridge Road. These improvements included a bridge replacement, pavement upgrades, a traffic signal at Shaff/Fern Ridge Road and median placement. The CITY, in consultation with their traffic engineer, believes that the installation of medians, as initially called for by the construction plans, along Cascade Highway restricting turns in at the Whitney intersection are not as desirable as the installation of a traffic signal.

The COUNTY has concerns regarding the change to a traffic signal at this intersection and the potential future traffic impacts it will create. To address the potential future traffic impacts, this Memorandum of Understanding has been entered into by both parties and pertains to potential future improvements to Cascade Highway, a COUNTY-maintained road, between Santiam Highway (State Route 22) and the intersection with Shaff/Fern Ridge Road (Fern Ridge is a CITY-maintained street and Shaff Road is a COUNTY-maintained road). This section of Cascade Highway includes intersections with Whitney Street and Martin Drive, both CITY-maintained streets. It is mutually understood that the parties agree as follows:

The COUNTY understands that the CITY caused the Kittelson & Associates Whitney/Cascade Highway operational study to be completed in August 2001. In addition, the CITY will complete and update their Transportation Plan by December 2004. These two documents shall serve as a basis for future decisions regarding transportation issues on Cascade Highway between the CITY's northern boundary and Shaff/Fern Ridge Road.

The CITY will cause the realignment of the east end of Golf Lane as designed in Kittelson & Associates recommended lane configuration and traffic control map (attachment "A" Figure 10, dated August 2001), to intersect Cascade Highway at such time Golf Lane warrants signalization or Golf Lane fails to meet COUNTY standards for safety and/or operations and as funds become available. Golf Lane may remain in its existing location at the time a signal is installed at Whitney Street provided that vehicle queues from the signal do not interfere with turning movements at Golf Lane and Golf Lane meets COUNTY standards for safety and operations. If one or more of the above conditions requiring realignment of Golf Lane are met, and funding for the realignment is not available, then the CITY will prohibit any further development on Golf Lane until the east end realignment is funded and completed.

The CITY will cause the installation of a traffic signal at the Whitney/Cascade Highway intersection. However, the CITY will not cause the installation of the traffic signal at the Whitney/Cascade Highway intersection until the intersection meets at least two traffic signal warrants. Once the intersection meets the required warrants, the intersection improvements shall be made as funds become available, but no later than December 31, 2008. Intersection improvements shall be constructed as designed in Kittelson & Associates's recommended lane configuration and traffic control map (attachment "A" Figure 10, dated August 2001) and approved by Marion County Public Works.

The CITY acknowledges that installing the signal and realigning Golf Lane may result in traffic flow on one or more of the intersecting roadways failing to meet COUNTY standards for progression speed, signal cycle time, level of service, and volume/capacity ratio. CITY understands that failure to meet any of these standards will cause drivers to experience congestion and possible delays at certain times of day.

The CITY will cause the installation of a median on Whitney Street between Cascade Highway and Martin Street as proposed in the attached Kittelson & Associates recommended Lane Configuration and Traffic Control map (attachment "A" Figure 10, dated August 2001). This work shall be completed either when the Whitney/Cascade Highway traffic signal is constructed, or when property identified on the Marion County Assessors Map 91W03DB Tax Lot #500 (attachment "B") is developed, but no later than October 31, 2008. In addition to the signal, tax lots 500 & 400 on Marion County Assessors Map 91W03DB shall access Whitney Street via a shared driveway as proposed in the Kittelson & Associates recommended Lane Configuration & Traffic Control Map (attachment "A" Figure 10, dated August 2001).

The COUNTY will cause installation of the median on Cascade Highway to limit Martin Drive to right turns in and out as designed in Kittelson & Associates's recommended lane configuration and traffic control map (attachment "A", Figure 10, dated August 2001). This median will be installed at such time Martin Drive fails to meet COUNTY standards for safety and/or operations but not later than completion of the signal at Whitney Street.

The COUNTY, upon completion of the Whitney Street signal, shall program, operate and maintain the signal with the CITY paying for the cost of power.

The CITY will secure all necessary right-of-way, provide all engineering, and financing for all improvements covered under this Memorandum as funds become available.

The CITY understands that COUNTY does not commit or intend to expend any additional funds over and above the contributions made to date towards any of the improvements at this time. All future capacity improvements (ie. additional travel lanes, turning lanes, median, signals, etc.) shall be funded by development or corresponding System Development Charges. Routine maintenance, such as overlays, signing, striping, drainage, and pavement markings, will remain the responsibility of the COUNTY.

This Memorandum of Understanding is entered into this 19<sup>th</sup> day of May, 2003.

IN WITNESS WHEREOF, the undersigned parties have agreed to the terms and provisions stated in this agreement.

## APPROVED AS TO LEGAL SUFFICIENCY

By *Debra E. Strickland*  
County Counsel

## APPROVAL RECOMMENDED

By *James H. Strickland*  
Director Public Works

APPROVED AS TO LEGAL  
SUFFICIENCY

By *James H. Strickland Jr.*  
City Attorney

## APPROVAL RECOMMENDED

By *Michael P. Fay*  
Director of Public Works

Approved as to form

*Peggy Mitchell*  
County Contracts Coordinator

MARION COUNTY  
BOARD OF COMMISSIONERS

By *Patricia Miller*  
Chair

By *Michael J. Fay*  
Commissioner

By *Janet Fair*  
Commissioner

Date *7/2/03*

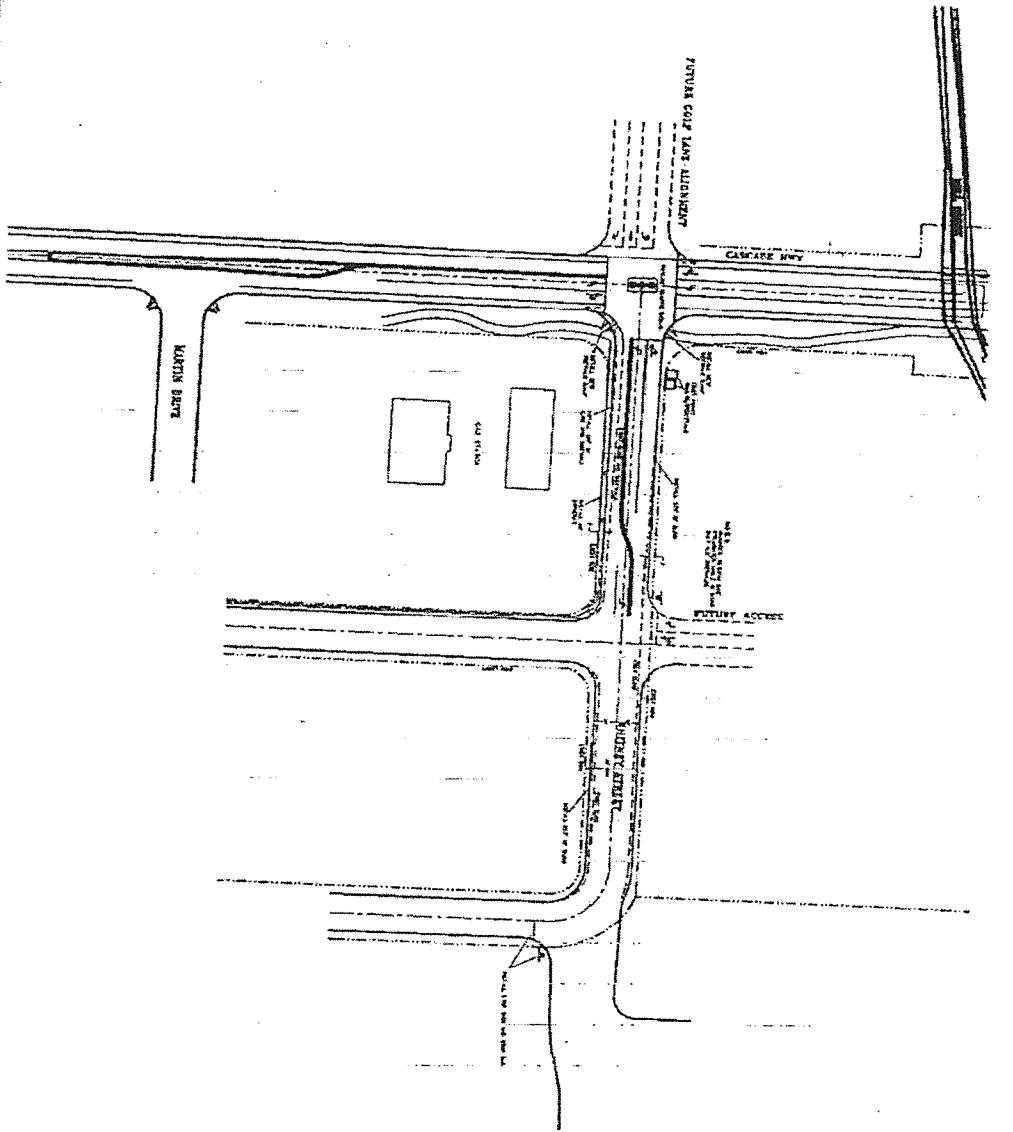
## CITY OF STAYTON

By *Calvin Williams*  
City Administrator

Attest *D. Martin, CMC*  
City Recorder



NOT TO SCALE



RECOMMENDED LANE  
CONFIGURATIONS AND TRAFFIC CONTROL  
CASCADIA HWY/MOUNTAIN VIEW ST ANALYSIS  
STATION, OREGON  
AUGUST 2001

FIGURE  
10

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