



City of Stayton

Department of Public Works

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Date: 1/13/2026
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: 1500 Block of Park Lane Annexation, Land Use File #12-10/25
AKS Job No.: 12093-02-1007
Project Site: 1500 Block of Park Lane, Stayton
Subject: **Public Works Recommendations – Developer-Proposed Annexation**

PROPOSAL

The submitted application is for annexation of three parcels, in total approximately 21.28 acres in size, located between the current City Limits along E Burnett Street and the Salem Ditch (Tax Lots 01000, 01100, and 01200 of Tax Map 091W11C), to be incorporated into the City as High Density Residential (HD) zoning. The parcels (the “Subject Properties”) are currently designated as Residential (R) in the Stayton Comprehensive Plan. The Annexation approval is being requested by Shepherds Crossing on State, LLC, as Applicant.

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). To prepare these comments we reviewed the following application materials:

- Annexation Application and included materials, prepared by BRAND Land Use and dated September 2025
- Topographic Survey for Clutch Industries, 4 Sheets, prepared by Barker Surveying and dated 08/12/2025

PUBLIC WORKS INFRASTRUCTURE

Public infrastructure improvements are not required for annexation of property. The following information explains the condition of the existing public infrastructure in the vicinity of the Subject Properties, known deficiencies in the existing public systems, and potential future development requirements. At the time of development of the Subject Properties, 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 TSP capital improvements that benefit the Subject Properties.

1. N 15th Avenue

- a. Standard – This City street is designated as a Local street in the Stayton TSP. The standard for this street classification is a 34-foot-wide street improvement, including curbs, 5-foot-wide property-line sidewalks, and 7.5-foot-wide planter strips within a 60-foot-wide right-of-way.
- b. Existing Conditions - This street, where ends north of and adjacent to the Subject Properties, has an approximate 32-foot-wide improvement, with curbs and property-line sidewalks along each side of the street, within a 60-foot-wide right-of-way.
- c. Current Deficiencies:
 - i. The Applicant will be required to dedicate right-of-way and construct the extension of N 15th Avenue into the Subject Properties, in conformance with PWDS requirements, as part of any future development.
 - ii. Also as a condition of future development, the Applicant will be required to dedicate public right-of-way and construct a public street connection, to at least a Local street improvement as defined in the PWDS, through the Subject Properties and connecting to the unserved parcel to the east (Tax Lot 091W11C 00800).
 - 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.” Development of the Subject Properties will need to provide adequate emergency vehicle access and emergency vehicle turnaround area(s) in conformance with the SMC and with PWDS and Stayton Fire Department requirements.

2. “Park Lane/Park Road”

- a. Standard – This is not a public roadway (it is shown in the TSP as a private road) and does not have a standard design.
- b. Existing Conditions - This street has an approximate 12-foot-wide improvement which meanders across private property, starting at N 7th Avenue south of E Virginia Street and terminating at the farmhouse east of the Subject Properties.
- c. Current Deficiencies:
 - i. As this is a private street and not controlled or maintained by the City, this cannot be utilized as a primary, or secondary, street connection for the purposes of development of the Subject Properties.
 - ii. All existing private and shared access to this street shall be maintained by the Applicant at all times, unless otherwise agreed to by the property owners accessing this street.

3. E Virginia Street

- a. Standard – This City street, located two blocks north of the Subject Properties, is listed as the Neighborhood Collector serving this area. The standard for this street classification is a 34-foot-wide street improvement, including curbs, 5-foot-wide property-line sidewalks, and 4.5- to 5.5-foot-wide planter strips within a 60-foot-wide right-of-way.
- b. Existing Conditions - A 270-foot-long segment of this street, at N 10th Avenue, has not been constructed and may need to be completed to provide adequate linking street access and vehicle circulation to the proposed Development.

3. Transportation System Plan:

- a. As indicated above, a portion of the Neighborhood Collector street serving this area, E Virginia Street, needs to be completed at N 10th Avenue to adequately connect the proposed Development to the City street system.

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 Properties. The proposed Development may also be responsible for contributing a proportional share toward Stormwater Master Plan capital improvements that benefit the Subject Properties.

1. Existing Conditions:

- a. The nearest City stormwater facility is a 10-inch City storm main in the intersection of N 15th Avenue and E Burnett Street, approximately 160 feet north and upgrade from the Subject Properties.
- b. The next-nearest City stormwater facility is a 30-inch City storm main in N 10th Avenue unopened right-of-way at the very western end of the Subject Properties.
- c. Salem Ditch, an irrigation facility under the authority of the Santiam Water Control District, is not considered to have any available capacity for increased runoff or flows.
- d. It should also be noted that significant portions of the Subject Properties contain FEMA-mapped Zone AE Special Flood Hazard Areas (Maps 41047C0716G and 41047C07125G).
- e. Per the Oregon Rapid Wetland Assessment Protocol (ORWAP) and the Stayton Local Wetland Inventory, the Subject Properties include significant mapped wetland areas. In addition, many portions of Stayton are known to have a shallow groundwater table.

2. Current Deficiencies:

- a. The Subject Properties are not currently served by any City storm drainage infrastructure.
- b. The only “waterway” in the vicinity of the Subject Properties is the Salem Ditch – an irrigation facility - which drains to Mill Creek. As noted above, this waterway is not considered to have any available capacity for increased runoff. The Development will need to provide water quality and flow control to retain stormwater from all storm events below the 100-year event.
- c. An application for development of the Subject Properties will need to include design calculations and a stormwater analysis report to demonstrate that stormwater flow control and water quality treatment for all the runoff from constructed and planned impervious areas within the Subject Properties, in conformance with SMC and PWDS requirements, can be achieved.
- d. An application for development of the Subject Properties will need to include design calculations to demonstrate that conveyance of all runoff from the Subject Properties, from the required stormwater facility(ies) to an approved point of connection, in conformance with SMC and PWDS requirements, can be achieved.
- e. As a condition of future development of the Subject Properties, the Applicant will need to provide City stormwater infrastructure extended upstream/upgradient to all unserved neighboring properties.

3. Stormwater Master Plan (currently being updated):

- a. Per the current *Stormwater Master Plan*, stormwater runoff from this property and any nearby storm drainage system drains to Salem Ditch. However, as noted above, this waterway is not considered to have any available capacity for increased runoff and no increase in flows from rain events below the 100-year storm event will be allowed to enter this waterway.

- b. The current *Stormwater Master Plan* indicates an 8-acre-foot proposed regional detention/retention basin occupying a significant portion of the City Park west of the Subject Properties, with a proposed 30-inch main leaving this facility and discharging to Salem Ditch.

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 Properties.

1. Existing Conditions:
 - a. No City water system infrastructure exists near the Subject Properties.
2. Current Deficiencies:
 - a. The Subject Properties are not currently served by any City water system infrastructure.
 - b. The nearest existing water system infrastructure is a 6-inch dead-end City ductile iron water main is located in N 15th Avenue, terminating approximately 20 feet north of the end of the existing pavement.
 - c. The nearest City fire hydrant is located at the southwest corner of the intersection of N 15th Avenue and E Burnett Street.
 - d. An application for development of the Subject Properties will need to include calculations demonstrating that adequate domestic water and emergency water supply, in conformance with SMC, PWDS, and Stayton Fire Department requirements, can be achieved.
3. Water Master Plan:
 - a. The current *Water Master Plan* does not currently indicate any significant water system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

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 Properties.

1. Existing Conditions
 - a. The Subject Properties are located in the “Gravity Basin” as defined in the *Wastewater Facilities Planning Study*.
 - b. The nearest available sanitary sewer system infrastructure is an 8-inch City PVC sanitary sewer main that flows from south to north in N 15th Avenue, terminating near the end of the existing pavement of that street. The Subject Properties are not connected to this main.
2. Current Deficiencies:
 - a. The Subject Properties are not currently served by any City sanitary sewer system infrastructure.
 - b. Any proposed connection to the existing mains will require engineering calculations to demonstrate that the receiving main has capacity for all additional sanitary sewer flows.
 - c. Existing properties east and west of the Subject Properties do not currently have access to the existing gravity sanitary sewer system. Any future development application will need account for extending sanitary sewer service to surrounding properties as a condition of service.

- d. The Subject Properties cannot develop until additional Capital Improvement Project(s) has/have been completed to create capacity for additional sanitary sewer flows from this portion of the City.
3. Sewer Master Plan:
- a. Per the *Wastewater Facilities Planning Study* (Master Plan), the existing sanitary sewer system downstream of the Subject Properties, starting at E Marion Street and continuing west, are at maximum capacity and cannot currently accommodate additional sewer flows.

cc: Richard Walker, PE – City Engineer