

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members

FROM: Jennifer Siciliano, Director of Community and Economic Development

DATE: May 26, 2026

SUBJECT: Phillips Estates III Detailed Development Plan Approval for a 22-lot Master Planned Development subdivision with open space dedication

120 DAYS ENDS: August 1, 2026.

ISSUE

The issue before the Planning Commission is a public hearing on an application for Detailed Development Plan approval for a Master Planned Development subdivision at 1601 Oriole Street (Tax Lot 091W04DB03300). The proposal would subdivide the approximately 7.11-acre property into 22 single-family residential lots and dedicate approximately 2.49 acres of open space to the City.



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The properties to the east and south are zoned Low Density Residential (LD) and are developed with single-family dwellings. The properties to the north and west are outside the city limits and zoned Marion County Urban Transition.

The Planning Commission previously approved the Conceptual Master Planned Development Plan on September 26, 2025. The applicant, JCNW Family, LLC / Bill Martinak, has now submitted a Detailed Development Plan application pursuant to SMC 17.24.090.6-8. The proposal includes 22 single-family residential lots ranging from approximately 6,000 square feet to 8,000 square feet in size, public street improvements, utility extensions, pedestrian facilities, and approximately 2.49 acres of open space proposed for dedication to the City.

Notice of the application was provided to City departments and outside agencies, including utility providers, emergency service providers, Marion County, Santiam Hospital, and the Stayton Fire District. Comments were received from Stayton Cooperative Telephone Company indicating no objection to the proposal. Comments were also received from the City of Stayton Public Works Department through the City Engineer. No written public comments were received prior to the public hearing..

ANALYSIS

The application was reviewed for compliance with the Detailed Development Plan approval criteria contained in SMC 17.24.090.8, the subdivision design standards contained in SMC 17.24.050, the Master Planned Development design standards contained in SMC 17.24.100. Staff's analysis is contained within the attached Draft Order.

The proposed subdivision will connect to and extend existing public sanitary sewer and water infrastructure. Existing 8-inch sanitary sewer mains are located within Oriole Street, Quail Run Avenue, and Pheasant Avenue adjacent to the property. Existing 8-inch and 10-inch City water mains are also located adjacent to the site. Public Works recommended conditions requiring final engineered utility construction plans and Development Agreements prior to construction.

The proposed Master Planned Development includes approximately 2.49 acres of open space, representing approximately 35 percent of the total site area, which exceeds the minimum 25 percent open space requirement. The open space is proposed for dedication to the City and includes pedestrian pathways and recreational amenities. Section 17.24.100.2.d.8) requires that a minimum of 10 percent of the open space include amenities. While the plans identify amenities such as walking paths, benches, and picnic tables, the application materials do not quantify the total amenity area. Staff recommends a condition of approval requiring revised plans demonstrating compliance with the amenity requirement.

The proposed density complies with the Low Density Residential (LD) zone. After subtracting the proposed open space acreage, approximately 4.62 acres remain for residential development. The proposed 22 single-family dwelling lots result in a density of approximately 4.8 dwelling units per acre, which is below the maximum permitted density of 6 dwelling units per acre.

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RECOMMENDATION

Staff approval of the application for Detailed Development Plan approval for Phillips Estates III Master Planned Development and adoption of the attached Draft Order.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Community and Economic Development Department recommends the first option to approve the application as drafted.

1. Approve the application, adopting the draft order as presented.

I move the Stayton Planning Commission approve the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) and adopt the draft order presented by Staff.

2. Approve the application, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) and adopt the draft order with the following changes...

3. Continue the hearing until June 29, 2026.

I move the Stayton Planning Commission continue the public hearing on the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) until June 29, 2026.

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

I move the Stayton Planning Commission deny of the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the June 29, 2026, meeting.

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

I move the Stayton Planning Commission close the hearing on the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) but maintain the record open to submissions by the applicant until June 2, 2026, 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 June 29, 2026.

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 Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) until June 29, 2026.