

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: July 27, 2026
SUBJECT: Preliminary Partition Plan for 395 N Noble Avenue
120 DAYS ENDS: September 25, 2026.

ISSUE

The issue before the Planning Commission is a public hearing on an application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.



ENCLOSURES

- Draft Order of Approval
- Comments from the City Engineer, transportation consultant, Stayton Fire District, and SCTC.

BACKGROUND

The subject property is vacant and undeveloped and contains several existing trees. It has approximately 150 feet of frontage along N Noble Avenue. Each proposed parcel would have approximately 74.86 feet of frontage and a depth of approximately 125 feet before the required right-of-way dedication. The applicants indicate that they intend to construct a duplex on each parcel.

N Noble Avenue is designated as a local street in the City's Transportation System Plan but is not currently improved to local street standards along the property frontage. The draft order requires

City of Stayton

dedication of a 30-foot-wide half-street right-of-way measured from the centerline and construction of a 17-foot-wide half-street improvement, including curbs, sidewalks, street lighting, and street trees. A 10-foot-wide public utility easement would also be dedicated along the frontage.

City water, sanitary sewer, and stormwater mains are located in N Noble Avenue. The draft conditions require the applicant to address water and sewer services, stormwater facilities, driveway approaches, underground franchise utilities, and other improvements necessary to serve the proposed development.

ANALYSIS

The draft order provides findings addressing the applicable preliminary partition approval criteria in SMC 17.24.040.6, the subdivision and partition design standards in SMC 17.24.050, and the applicable access and transportation requirements in SMC 17.26.020. The order concludes that the identified requirements can be satisfied through the proposed conditions of approval.

The conditions address water and sanitary sewer service, transportation review or an approved waiver, half-street and driveway improvements, stormwater analysis and construction, a development agreement, required permits, underground utilities, right-of-way and public utility easement dedication, final plat labeling, existing septic systems, and tree retention.

RECOMMENDATION

The staff recommends option one to approve the draft order as presented.

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 fourth option until additional information is provided by city staff.

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

I move the Stayton Planning Commission approve the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) 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 a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) and adopt the draft order with the following changes...

3. Deny the application, directing staff to modify the draft order.

I move the Stayton Planning Commission deny the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) 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 August 31, 2026, meeting.

4. Continue the hearing until August 31, 2026.

I move the Stayton Planning Commission continue the public hearing on the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) until August 31, 2026.

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 a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) but maintain the record open to submissions by the applicant until August 3, 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 August 31, 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 a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) until August 31, 2026.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383

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

Date: 6/22/2026
To: Jennifer Siciliano, AICP – Community and Economic Development Director
Through: Michael Schmidt – Engineering Associate
From: Lyle J. Misbach, PE, CFM
Project Name: 395 N Noble Avenue PAR, File Number 3-03/26
AKS Job No.: 12093-02-1000
Project Site: 395 N Noble Avenue
Subject: **Public Works Recommendations – Partition**

PROPOSAL

The City has received an application for a partition of an existing 0.43-acre property at 395 N Noble Avenue (Tax Lot 091W09DC03100). The proposed partition (the “Development”) will divide the property into two parcels: Parcel 1 – 9,351 square feet; and Parcel 2 – 9,345 square feet. The property (the “Subject Property”) is designated as Residential (R) in the City’s Comprehensive Plan and is zoned Medium Density Residential (MD). The preliminary partition approval is being requested by James Baxter and Michael Flanigan, as Applicant for the proposed Development and owners of the Subject Property.

The following comments are based on our review of the Application and the proposed Development 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:

- Revised *An Application for a Tentative Partition Plat*, consisting of 7 pages, prepared by Willamette Valley Planning and Northstar Surveying, Inc., dated May 15, 2026, unsigned
- A printout from the Web Soil Survey website, consisting of 3 pages, dated 5/1/2026, unsigned

RECOMMENDED CONDITIONS OF APPROVAL

The following conditions of approval shall be completed prior to City acceptance of the final plat map for review:

1. It will be the responsibility of the Applicant to locate any existing water services that serve the subject Property and provide evidence that these are available for reuse or that they will be abandoned according to City requirements.

2. The Applicant shall design and construct a domestic water service line and water meter for each proposed dwelling unit in the Development (4 total meters), all connected to a single tap into the City water main. The construction shall be in conformance with the PWDS and sized in accordance with the Oregon Plumbing Specialty Code (OPSC).
3. It will be the responsibility of the Applicant to locate any existing sanitary sewer services that serve the Subject Property and provide evidence that these are available for reuse or that they will be abandoned in accordance with City requirements.
4. The Applicant shall design and construct a single sanitary sewer service to each of the proposed parcels in the Development. The construction shall be in conformance with the PWDS and sized in accordance with the OPSC.
5. Either a Transportation Assessment Letter or a Transportation Impact Analysis in accordance with SMC 17.26.050 shall be submitted to the City review. The onus and risk are on the Applicant to provide this information and mitigate any traffic impacts generated by the full build-out of the proposed Development.
6. The Applicant shall design and construct a 17-foot-wide half-street improvement along the Development side of N Noble Avenue, including curbs, sidewalks, street lighting, and street trees, to Local street standards in conformance with the PWDS. The street improvements alongside the Subject Property shall be constructed as a single construction project, rather than split by parcel.
7. The Applicant shall design and construct a driveway approach from N Noble Avenue onto each of the proposed parcels in the Development. The construction shall conform to the requirements of the SMC and the PWDS. The construction of the driveway approaches shall be included in the boundary street improvement construction project.
8. The Applicant shall provide an engineered stormwater analysis, report, and supporting documentation, all in accordance with the PWDS for the proposed Development. Existing site topography and off-site contributing areas will need to be considered and included in the analysis. The onus and risk are on the Applicant to provide this information and mitigate any impacts of existing and proposed runoff from the Subject Property.
9. The Applicant shall construct the stormwater system, designed in accordance with the stormwater analysis and the PWDS, to collect all runoff from the proposed development and provide flow control, water quality treatment, and conveyance to a point of disposal approved by the City.
10. An operation and maintenance (O&M) plan and agreement is required for privately owned and maintained stormwater quality and quantity control facilities. The O&M plan shall be included as an attachment to the stormwater analysis report, with any declaration of covenants for the project, and included as part of the recorded O&M Agreement.
11. The Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the required public improvements as well as all private stormwater systems. A stipulation of the Agreement shall be that the City will not support certificates of occupancy for the proposed structures until the required public improvements are complete and accepted by the City.

12. Construction permits will be required for any construction within a public street, right-of-way, or City easement, for any public infrastructure on private property, and for erosion control and stormwater management on public or private property.
13. A pre-construction conference shall be required prior to commencement of any construction under permits issued by the City.
14. The Applicant shall coordinate the location of individual or cluster box unit (CBU) mailboxes with the U.S. Postal Service.
15. All franchise utility improvements to serve the proposed development shall be installed underground and pursuant to the current standards of the utility provider and in accordance with the SMC and PWDS.

The following conditions shall be addressed on the final plat when submitted to the City for review:

16. The final plat shall include dedication of a 30-foot-wide half-street right-of-way (from centerline), along the development side of the street frontage along N Noble Avenue.
17. A 10-foot-wide public utility easement (PUE) shall be dedicated along the N Noble Avenue frontage, adjacent to the right-of-way.

The following conditions of approval shall be completed prior to City support of occupancy or other finalization for any building permit application on the Subject Property for the proposed Development:

18. Any existing septic tanks and/or drainfields located on the Property shall be abandoned in accordance with Marion County requirements, and evidence of compliance submitted to the City, prior to issuance of any building permits on the Subject Property.
19. As indicated in the Application materials, all of the existing trees shall be retained on the Subject Property throughout the Development.
20. As indicated in the Application materials, cuts or fills greater than 24 inches in depth will not be allowed within the Subject Property.

FACTS

General

1. Aerial photographs indicate that the site is currently undeveloped. Per Google Lidar data online, the Property is generally flat with only a 2- to 3-foot fall across the Property, with the lowest point near the northwest corner at an elevation of ± 439 feet above mean sea level (MSL).
2. Per the Oregon Rapid Wetland Assessment Protocol (ORWAP), the subject Property does not include any mapped wetlands or hydric soils.
3. Per Flood Insurance Rate Map Number 41047C0716G, the subject Property is located outside of any mapped Special Flood Hazard Areas (SFHA).

Streets

1. N Noble 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 and 5-foot-wide property-line sidewalks, in a 60-foot-wide right-of-way.

- b. Existing Conditions - This street has an approximate 26-foot-wide improvement within a 50-foot-wide right-of-way. The development side is constructed as a turnpike street with no sidewalks. The opposite side of the street is constructed with curbs and property-line sidewalks.
2. The TSP does not indicate any significant transportation system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Water

1. A looped 6-inch City asbestos cement water main is located along the east side of N Noble Street. Per City records, it appears that the Property has an existing service to this main, near the north line of the Property, although the exact location is unknown.
2. Per City GIS records, a fire hydrant is located on the east side of N Noble Street, almost directly across from the north property line of the subject Property.
3. The Water Master Plan does not indicate any significant water system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Sanitary Sewer

1. An 8-inch City concrete sanitary sewer main is located along N Noble Street, starting at a manhole approximately 82 feet south of the north line of the subject Property and conveying wastewater to the north. It appears from City GIS records that the Property has two existing concrete service laterals to this main, at 4- and 65-feet from the south manhole.
2. The Wastewater Facilities Planning Study (Master Plan) does not indicate any significant sanitary sewer system deficiencies in N Noble Street or the nearby vicinity that will be impacted or could be improved by the proposed development.

Stormwater

1. A 10-inch City storm main is located along the east side of N Noble Street, starting at the north side of W Washington Street and connecting to the City storm system in S Ida Street. This main conveys stormwater from north to south. It does not appear that the subject Property has any connections to this main.
2. Per the Stormwater Master Plan, stormwater runoff from this Property and nearby system drains to Power Canal.
3. The Stormwater Master Plan does not indicate any significant stormwater system deficiencies in N Noble Street or the nearby vicinity that will be impacted or could be improved by the proposed development.

CRITERIA AND FINDINGS

SMC SECTION 17.24.040 – APPLICATION AND APPROVAL REQUIREMENTS FOR CONVENTIONAL SUBDIVISIONS AND PARTITIONS

...

1. **PRELIMINARY PARTITION PLAN AND SUBDIVISION PLAN SUBMITTAL REQUIREMENTS.**
Preliminary partition or subdivision plans shall be clearly and legibly drawn. The preliminary partition or subdivision plan shall include or be accompanied by following information:
 - a. *Appropriate identification clearly stating the drawing is a preliminary partition or subdivision plan.*



b. *North arrow , graphic scale, and date of preparation of the preliminary plan.*

...

- g. *The location and size of any existing sanitary sewer systems, water supply systems, culverts, drainage ways, and other storm drainage systems, and any other underground utilities or structures within and immediately adjacent the tract being divided.*

Finding – Although the February 24, 2026 Site Plan included in the application is not formatted like a preliminary plat, it is labeled “PARTITION APPLICATION SITE PLAN” and substantially conforms with the requirement.

Public Works Response: We believe that requirements “a”, “b”, and “g” are addressed.

...

- i. *A proposed general plan for collecting, treating, and detaining stormwater runoff from the development, developed in accordance with the City’s Public Works Design Standards and the Stormwater Master Plan. Preliminary Stormwater calculations shall accompany the plan showing how the proposal will meet stormwater quality and quantity requirements.*

Finding – The Applicant has not provided this information.

Public Works Response: Public Works is unable to accurately review the proposed Development to determine if the Subject Property can be developed as proposed. Since the Application has been deemed complete for land use review, we are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the stormwater requirements in the PWDS.

...

- j. *Proposed location and size of sanitary sewer systems, water supply systems, stormwater facilities, and storm drainage systems in accordance with the City’s Public Works Design Standards and the City’s Wastewater and Water Master Plans.*

Finding – The Applicant has not provided this information.

Public Works Response: Public Works is unable to accurately review the proposed Development to determine if the Subject Property can be developed as proposed. Since the Application has been deemed complete for land use review, we are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the sanitary sewer, water supply, and storm drainage requirements in the PWDS.

...

- k. *Predominant natural features such as water courses (including direction of their flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.*

Finding – The Site Plan does not include this information, but the project narrative indicates that the Subject Property is free of these natural features.

Public Works Response: We believe that this requirement is addressed.

...

- q. *An inventory of existing trees and any proposals for tree removal, detailing numbers of trees, size, and species of trees to be removed as required by Section 17.20.150.*

Finding – The Site Plan includes an inventory of the existing trees and does not propose any for removal.

Public Works Response: Per the Application, we are including a requirement that all existing trees shall remain on the proposed Development.

...

- r. *A proposed plan showing access features required in Section 17.26.020, specifically Section 17.26.020.6.*

Finding – The Applicant has not provided this information.

Public Works Response: Public Works is unable to accurately review the proposed Development to determine if the Subject Property can be developed as proposed. Since the Application has been deemed complete for land use review, we are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the access management requirements in the SMC and PWDS.

- s. *Either a Transportation Assessment Letter or a Transportation Impact Analysis in accordance with the provisions of Section 17.26.050. Five copies of the traffic impact analysis shall be submitted.*

Finding – The Applicant has not provided this information.

Public Works Response: The Applicant did not provide either Transportation assessment document, nor did they request a waiver. However, per the current Institute of Transportation Engineering manual, since the proposed Development will generate a maximum of less than 30 daily trips, we are including a requirement that the onus and risk is on the Applicant to be able to mitigate any traffic impacts generated, in conformance with SMC and PWDS.

- t. *A plan showing soils information and any proposed cuts or fills of more than 24 inches.*

Finding – The Applicant has provided soils information from the Web Soils Survey and does not show any cuts or fills more than 24 inches in depth.

Public Works Response: Per the Application, we are including a requirement that cuts or fills greater than 24 inches will not be allowed with the Development.

- u. *The location and functional characteristics of any wetlands on the property to be divided as shown in the City of Stayton Local Wetlands and Riparian Inventory, July 1998.*

Finding – The Site Plan does not include this information, but the project narrative indicates that the Subject Property is free of these natural features.

Public Works Response: We believe that this requirement is addressed.

- v. *A statement indicating the proposed timing of installation of all proposed improvements.*

Finding – The Applicant has not provided this information.

Public Works Response: The Applicant did not provide a statement of timing. Per this lack of information, we are including a requirement that the required public improvements and public and private stormwater facilities for both proposed parcels shall be performed as part of a single project, rather than separated by parcel Development timing.

- w. *A Design Modification Request if the applicant proposes to not meet any design requirement in the Public Works Design Standards.*

Finding – The Applicant is not requesting any Design Modifications.

Public Works Response: Per the Application, we are including a requirement that all improvements included with the Development shall be designed and constructed in conformance with the PWDS.

6. *PRELIMINARY PLAN APPROVAL CRITERIA. In determining whether to approve a subdivision or partition preliminary plan, the decision authority shall determine that the applicant has demonstrated the following criteria and standards have been or will be met:*

- b. *Adequate urban services are available to the property.*

Finding – Adequate City domestic water, sanitary sewer, and storm drainage systems are located in the public right-of-way of N Noble Avenue.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

...

- d. *All streets shall be in a location and have a right of way and traveled way width in accordance with the City's Transportation System Plan. Street spacing and location and block dimensions shall meet the standards of Section 17.26.020.5.c.*

Finding – N Noble Avenue is identified as a Local street in the TSP. This is not currently developed to Local street standards as defined in the TSP and PWDS. The Applicant discusses planned curb and sidewalk street improvements in their Narrative and Site Plan.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

- e. *The design standards of Section 17.24.050 below are satisfied as well as the access management standards in Section 17.26.020.*

Finding – The Design Standards of Section 17.24.050 are discussed later in this memo. The Applicant has not provided the required information regarding compliance with the access management standards in Section 17.26.020.

Public Works Response: Public Works has not been provided sufficient information to determine if the access management standards can be met. The Conditions of Approval will outline the required improvements and are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the access management requirements in the SMC and PWDS.

...

- g. The subdivision or partitioning preliminary plan provides adequate access and utilities to allow future development of the remainder of the parcel and adjacent parcels.*

Finding – No future land divisions are possible after this Development, and no remainder parcels are being proposed with the current Development plan.

Public Works Response: Public Works believes that this criterion does not apply to the proposed Development.

SMC SECTION 17.24.050 – DESIGN STANDARDS FOR CONVENTIONAL SUBDIVISIONS AND PARTITIONS

1. STREETS

...

- e. Concrete curbs and concrete sidewalks shall be installed on all streets, consistent with the Geometric Design Requirements by Street Functional Classification in the Public Works Design Standards.*

In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.

Finding – The Applicant discusses planned curb and sidewalk street improvements in their Narrative and Site Plan.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

...

5. STREET WIDTHS.

- a. The location, width, and grade of all streets must conform to the Public Works Design Standards and City's Transportation System Plan.*

Finding – N Noble Avenue is identified as a Local street in the TSP. This is not currently developed to Local street standards as defined in the TSP and PWDS. The Applicant discusses planned curb and sidewalk street improvements in their Narrative and Site Plan.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

- b. The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in the Public Works Design Standards.*

Finding – N Noble Avenue is identified as a Local street in the TSP. This is not currently developed to Local street standards as defined in the TSP and PWDS.

Public Works Response: The Applicant shall dedicate up to a 30-foot-wide half-street right-of-way (from centerline), along the Development side of the N Noble Avenue street frontage.

10. SEWAGE DISPOSAL.

- a. *All extensions of the existing City sewage facilities shall be in accordance with the Public Works Design Standards and the City's Wastewater Master Plan. Sewer mains shall be extended to the edge of the subdivision unless otherwise approved by the Public Works Director.*

Finding – The properties south of the Development have access to a City sanitary sewer main in W Ida Street. It is not necessary to extend the City sanitary sewer main in N Noble Avenue to the south line of the Subject Property to serve the Development.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

12. WATER SUPPLY.

- a. *All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Health Authority and Oregon Water Resources Department.*
- b. *In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City and the Developer will enter into an agreement that specifies what, if any costs the City will reimburse the Developer for the oversizing.*

Finding – The existing City water main in N Noble Avenue is looped and sufficient to serve the proposed Development. Per criteria “a” above, the proposed Development shall be served from this City main. Criteria “b” above does not apply to the Development.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

13. UNDERGROUND UTILITIES.

- a. *All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.*

Finding – The Applicant notes in their Narrative that the existing power and communication utilities along N Noble Avenue are located on existing utility poles. Service to the Development shall be required to be through underground services.

Public Works Response: The Application will need to coordinate and provide underground power and communication services to the parcels in the proposed Development.

From: [Max Heller](#)
To: [Jennifer Siciliano](#)
Cc: [Caleb Cox](#); [Susan Wright](#)
Subject: Re: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26
Date: Thursday, June 4, 2026 3:01:56 PM

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

Hi Jennifer,

We do not have any transportation-related comments on this application. If the development application for the two duplexes moves forward in the future, we'll want to review their site plan for driveway locations and sight distance.

Thanks,
Max

Max Heller
Transportation Analyst
(he/him)

Kittelson & Associates, Inc.
Transportation Engineering & Planning
503.535.7494 (direct)

From: Jennifer Siciliano <jsiciliano@staytonoregon.gov>
Sent: Friday, May 29, 2026 3:57 PM
To: Adam Kohler <Adam.Kohler@PacifiCorp.com>; Astound Construction Team <oregonconstruction@astound.com>; Barry Buchanan <bbuchanan@staytonoregon.gov>; breich@co.marion.or.us <breich@co.marion.or.us>; Brent Stevenson <BrentS@santiamwater.gov>; brian.kelley@nwnatural.com <brian.kelley@nwnatural.com>; Caleb Cox <ccox@kittelson.com>; Christopher Clark <Christopher.clark@pacificorp.com>; dfreitag@santiamhospital.org <dfreitag@santiamhospital.org>; Doug Kintz <doug.kintz@staytonfire.org>; Erik Hoefer <erik@sctcweb.com>; Gwen Johns <gjohns@staytonoregon.gov>; Janelle Shanahan <jschanahan@co.marion.or.us>; Jay Alley <jay.alley@staytonfire.org>; John Eckis <johneckis@sctcweb.com>; John Rasmussen <jrasmussen@co.marion.or.us>; Kendall Smith <ksmith@staytonoregon.gov>; kinman@co.marion.or.us <kinman@co.marion.or.us>; Lee Loving <lee.loving@nsantiam.k12.or.us>; Lyle Misbach <misbachl@aks-eng.com>; mattb@sctcweb.com <mattb@sctcweb.com>; Max Heller <mheller@kittelson.com>; Max Hepburn <mhepburn@co.marion.or.us>; MCPW Engineering <mcldep@co.marion.or.us>; Michael Schmidt <mschmidt@staytonoregon.gov>; Nicole Willis <nicole.willis@pacificorp.com>; oregonconstruction@wavebroadband.com <oregonconstruction@wavebroadband.com>; planning@co.marion.or.us <planning@co.marion.or.us>; Richard Walker (richardw@aks-eng.com) <richardw@aks-eng.com>; Salem Development Services <developmentsservices@cityofsalem.net>; Susan Wright <swright@kittelson.com>; Troy Wheeler <twheeler@co.marion.or.us>
Cc: Susan Bender <sbender@staytonoregon.gov>
Subject: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26

[External Sender]

The City of Stayton has received an application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.

The application and narrative materials are included and our usual request for comments form. **Please submit comments by June 22, 2026.**

Sincerely,

Jennifer Siciliano, AICP

From: [Jay Alley](#)
To: [Jennifer Siciliano](#)
Subject: RE: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26
Date: Tuesday, June 2, 2026 9:39:01 AM

CAUTION: This email originated from **Outside Your Organization**. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

Stayton Fire has no comments for this application.

Jay Alley

Fire Chief

Stayton Fire District

Office 503-769-2601

Cell 503-932-7805

Jay.alley@staytonfire.org

“TO PROVIDE OUTSTANDING SERVICE WITH COMMITMENT TO SAVING LIVES AND PROPERTY”

From: Jennifer Siciliano <jsiciliano@staytonoregon.gov>

Sent: Friday, May 29, 2026 3:57 PM

To: Adam Kohler <Adam.Kohler@PacifiCorp.com>; Astound Construction Team <oregonconstruction@astound.com>; Barry Buchanan <bbuchanan@staytonoregon.gov>; breich@co.marion.or.us; Brent Stevenson <BrentS@santiamwater.gov>; brian.kelley@nwnatural.com; Caleb Cox <ccox@kittelson.com>; Christopher Clark <Christopher.clark@pacificorp.com>; dfreitag@santiamhospital.org; Doug Kintz <Doug.Kintz@staytonfire.org>; Erik Hoefer <erik@sctcweb.com>; Gwen Johns <gjohns@staytonoregon.gov>; Janelle Shanahan <jshanahan@co.marion.or.us>; Jay Alley <Jay.Alley@staytonfire.org>; John Eckis <johnneckis@sctcweb.com>; John Rasmussen <jasmussen@co.marion.or.us>; Kendall Smith <ksmith@staytonoregon.gov>; kinman@co.marion.or.us; Lee Loving <lee.loveing@nsantiam.k12.or.us>; Lyle Misbach <misbachl@aks-eng.com>; mattb@sctcweb.com; Max Heller <mheller@kittelson.com>; Max Hepburn <mhepburn@co.marion.or.us>; MCPW Engineering <mcldep@co.marion.or.us>; Michael Schmidt <mschmidt@staytonoregon.gov>; Nicole Willis <nicole.willis@pacificorp.com>; oregonconstruction@wavebroadband.com; planning@co.marion.or.us; Richard Walker <richardw@aks-eng.com> <richardw@aks-eng.com>; Salem Development Services <developmentsservices@cityofsalem.net>; Susan Wright <swright@kittelson.com>; Troy Wheeler <twheeler@co.marion.or.us>

Cc: Susan Bender <sbender@staytonoregon.gov>

Subject: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26

[Email originated from outside of SFD – As always, Do not click links or attachments unless you are sure they are safe]

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The application and narrative materials are included and our usual request for comments form. **Please submit comments by June 22, 2026.**

Sincerely,

Jennifer Siciliano, AICP

Community and Economic Development Director

311 N. 3rd Ave
Stayton, OR 97383
Phone 503-769-2998



City of Stayton

Department of Community and Economic Development

362 N. Third Avenue • Stayton, OR 97383

Phone: (503) 769-2998 • Fax (503) 769-2134

jsiciliano@staytonoregon.gov

www.staytonoregon.gov

REQUEST FOR COMMENTS ON PROPOSED LAND USE ACTION

DATE: May 29, 2026

TO: Stayton Police Department
North Santiam School District
Marion County Public Works
Stayton Cooperative Telephone
Santiam Water Control District
Santiam Hospital
Stayton Fire District
Stayton Public Works
Pacific Power
Northwest Natural
Wave Broadband

FROM: City of Stayton Community and Economic Development Department

RE: **Land Use File 3-03/26** – Application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.

APPLICANT: James Baxter and Michael Flanigan, 395 N Noble Avenue, Stayton, OR

TAX MAP/LOT NUMBER: 091W09DC03100

DECISION CRITERIA: Stayton Municipal Code (SMC) 17.24.040.6 Preliminary Plan Approval Criteria;

APPLICATION DEEMED COMPLETE: May 28, 2026

PUBLIC HEARING DATE: July 27, 2026

The City of Stayton is soliciting comments which you may wish to contribute to Stayton's review of the above described land use case. Any questions should be directed to Jennifer Siciliano, Community and Economic Development Director, 362 N. Third Avenue, Stayton, Oregon 97383, (503) 769-2998 or at jsiciliano@staytonoregon.gov.

In order for staff to process this application in a timely manner, comments need to be in our office by **June 22, 2026**. You may make your comments to city staff by phone, email, or letter. You may use the response form below.

Failure to reply or participate in a hearing will be interpreted as no objection to the proposal.

PLEASE CHECK THE APPROPRIATE ITEMS:

- ☒ We are not affected by the proposal.
☐ We have reviewed the proposal and have no comments.
☐ We would like to receive a copy of the staff decision/report in this case.
☐ Our comments are attached.
☐ Our comments are:

By: John Eckis
Agency: SCTC Engineering

Date: 6/2/26

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
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ECONOMIC
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362 N. THIRD AVENUE
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950 JETTERS WAY
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(503) 769-2810
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LIBRARY
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(503) 769-3313
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