



City of Stayton

Department of Public Works

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Date: 6/25/2026
To: Jennifer Siciliano, AICP – Community and Economic Development Director
Through: Michael Schmidt – Engineering Associate
From: Lyle J. Misbach, PE, CFM
Project Name: Regis HS Gymnasium SPR, File Number 8-05/26
AKS Job No.: 12093-02-1019
Project Site: 550 W Regis Street, Stayton
Subject: **Public Works Recommendations – Site Plan Review for Commercial Development**

PROPOSAL

The City received an Application for Site Plan Review for proposed redevelopment of a portion of 550 W Regis Street (Tax Lots 091W10BA04900 and 091W10BB05900), the “Subject Property”. The proposed site modification (the “Development”) consists of a new 10,239-square-foot practice gymnasium on the existing Regis High School campus (the “Development Area”), on an approximately 31.37-acre site. The Subject Property is designated as Public (P) in the City’s Comprehensive Plan and is zoned Public/Semi-Public (P). The Site Plan Review approval is being requested by Aaron Persons, Head of Schools at Regis St. Mary Catholic School, as Applicant for the proposed Development.

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:

- *Application for Site Plan Review*, consisting of 7 pages, signed by Aaron Persons, and dated March 2026
- “Plan Review” Narrative, consisting of 6 pages, prepared by CBTwo Architects, unsigned, and dated May 1, 2026
- “Existing Conditions” survey map, consisting of 1 page, prepared by Michael Downs of North Santiam Paving, unsigned, and dated 6/4/2026
- Architectural site plans, consisting of 6 pages, prepared by CBTwo Architects, unsigned, and dated 04/30/26
- Civil site plans, consisting of 5 pages, prepared by Levi Warriner of North Santiam Paving, unsigned, and dated 4/6/2026
- “Preliminary Drainage Impact Analysis”, consisting of 21 pages, prepared by Levi Warriner of North Santiam Paving, unsigned, and dated April 6, 2026

- “Traffic Analysis Letter – Regis High School Gym Expansion”, consisting of 1 page, prepared by Tegan Enloe of Enloe Consulting, LLC, signed and dated March 27, 2026

RECOMMENDED CONDITIONS OF APPROVAL

The following conditions of approval shall be completed prior to City approval of any onsite construction or building permit application for the proposed Development:

1. Per SMC 13.16.390, the proposed Development will be required to connect to a City water service line and meter, or a private domestic line that is already connected to a City water service and meter.
2. Fire hydrants shall comply with PWDS and Stayton Fire Department requirements and are generally required to be installed within 250 feet of any new structure.
3. Per SMC 13.24.770, the proposed Development will be required to install suitable toilet facilities and connect these facilities to the City sanitary sewer system, either directly to the City main in W Regis Street or to the private system collected by the existing 6-inch sanitary lateral on the Subject Property.
4. Any new sanitary sewer services shall be constructed in accordance with PWDS requirements and be connected to a City sanitary sewer main. Any unused sanitary sewer laterals shall be capped and abandoned in accordance with PWDS requirements.
5. Any septic tank and/or drainfield located on the Subject Property shall be abandoned according to Marion County requirements, and evidence of compliance submitted to the City, prior to issuance of any building permits on the Subject Property.
6. As requested by the Applicant, new driveway approaches to serve the Subject Property will not be permitted as part of this Development.
7. A final stormwater analysis, report and supporting documentation for the proposed Development will be required to be completed in accordance with PWDS and submitted to the City for review. Existing site topography and off-site contributing areas will need to be considered and included in the analysis and design.
8. The Applicant will be required to demonstrate that the designed “emergency overflow route to catch basin to west” for the proposed stormwater facility will arrive at the stated catch basin without negatively impacting the existing residential properties to the south.
9. The stormwater system, designed in accordance with the final stormwater analysis and in conformance with the PWDS shall be constructed 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. It is recommended that the Applicant and/or Applicant's engineer request a pre-design meeting with City staff prior to submitting construction drawings for review, to aid in the plan review and permitting process.
11. The Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the onsite stormwater facilities and any required public improvements. A stipulation of the Agreement will likely be that the City will not support certificates of occupancy for the proposed structure until the required 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. 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.

FACTS

General

1. Per the City's Local Wetland Inventory (LWI) and the Oregon Rapid Wetland Assessment Protocol (ORWAP), the Subject Property does not contain or adjoin any mapped wetland areas or hydric soils.
2. Per Flood Insurance Rate Map (FIRM) Number 41047C0716G, the Subject Property is located outside of mapped Special Flood Hazard Areas (SFHAs).
3. Per the Statewide Landslide Information Database for Oregon (SLIDO), the Development Area contains one area of Moderate Landslide Susceptibility on the northern boundary of the Development Area between the planned gymnasium and the structure to the north.
4. The Subject Property is currently occupied by the Regis Catholic High School campus. The Development Area is currently a grassy field that appears to be utilized for school-related purposes.

Streets

1. W Regis St



- a. Standard - This street along the north frontage of the Subject Property is designated as a Neighborhood Collector street in the TSP. The standard for this street classification is a 34-foot-wide street improvement, including curbs, 5-foot-wide property-line sidewalks, and 4.5-foot-wide planter strips within a 60-foot-wide right-of-way.
 - b. Existing Condition – This street is constructed as an approximate 40-foot-wide improvement (curb on both sides of the road), curblin sidewalk along the eastbound (south) side, and property-line sidewalk along the westbound (north) side constructed within a 60-foot-wide right-of-way.
1. The TSP does not identify any Projects for the street adjacent to the Subject Property.

Water

1. An 8-inch steel City water main is located along the entire frontage of the Subject Property, along the far (north) side of W Regis Street.
2. A 6-inch private ductile iron water line connects to the 8-inch steel City water main in W Regis Street and crosses into the site down the private access road on the Subject Property. It is assumed the Subject Property is served from this water line.
3. The nearest fire hydrant is located along the private access road, approximately 250 feet west of the Development Area on the other side of the existing gymnasium.
4. The Water Master Plan does not indicate any significant water system deficiencies in the nearby vicinity that will be impacted or should be improved by the proposed Development.

Sanitary Sewer

1. An 8-inch unknown material City sanitary sewer main is located along the entire frontage of the Subject Property, along the center of W Regis Street. Per the City's GIS system, the Subject Property currently has one 6-inch concrete service lateral connected to this main, almost directly north of the Development Area.
2. The Wastewater Facilities Planning Study does not indicate any significant wastewater system deficiencies in the nearby vicinity that will be impacted or should be improved by the proposed development.

Storm Drainage

1. The nearest available public storm system infrastructure is a 21-inch unknown material City storm drain located in W Regis Street, approximately 430 feet north of the Development Area.
2. Per the City's GIS system, a 15-inch private storm pipe is located just west of the private access road, approximately 300 feet west of the Development Area, connecting a 15-inch public storm main in Fir Street to the public storm main in W Regis Street

3. Per the City's GIS system, a 15-inch private storm pipe connects the Development Area to the private 15-inch storm pipe located in the private access road for the Subject Property. Be advised that this pipe appears to be constructed beneath the existing gymnasium structure.
4. Per the Stormwater Master Plan, stormwater runoff from this property and any nearby storm drainage system drains to Salem Ditch.
5. The Stormwater Master Plan also indicates that the storm main located in W Regis Street mentioned above, along with the storm pipe located in the private access road into the Subject property, should be increased to a system of 36-inch mains as part of a future project. However, these types of main improvement projects need to start from downstream in the system; therefore, we do not identify any deficiencies in the nearby vicinity that will be impacted or should be improved by the proposed Development.

CRITERIA AND FINDINGS

SMC SECTION 17.12.220 – SITE PLAN REVIEW

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5. **APPROVAL CRITERIA.** *The following criteria must be demonstrated as being satisfied by the application:*
 - a. *The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications) and connections, including easements, to properly serve development in accordance with the City's Master Plans and Public Works Design Standards. Where an adopted Master Plan calls for facilities larger than necessary for service to the proposed use, the developer shall install the size facilities called for in the Master Plan, and shall be provided credit for the excess costs in accordance with SMC 13.12.245.*

Finding –The Applicant has provided a site plan showing the proposed improvements and utility connections to existing onsite infrastructure. The Applicant has also provided a Preliminary Drainage Impact Analysis and a site plan showing a private stormwater facility, sized in accordance with PWDS requirements.

Public Works Response: We believe that this requirement is addressed. The Conditions of Approval will outline the storm drainage improvements required for this Development.

- b. *Provisions have been made for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property for vehicles, as well as bicycle and pedestrians, from those public streets which serve the property in accordance with the City's Transportation System Plan and Public Works Design Standards.*

Finding –The Applicant proposes that the construction of this gymnasium building is “intended to expand space for existing programs and allow teams to practice simultaneously using a dedicated secondary facility” without increasing or changing incoming or internal traffic circulation.

Public Works Response: We believe that this provision can be made. The onus and risk will be on the property owner to mitigate any future traffic circulation issues without City involvement. The Conditions of Approval will outline any transportation improvements required for this Development.

- c. *Provision has been made for all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site in accordance with Chapter 17.26, the City’s Transportation System Plan, and Public Works Design Standards. Improvements required as a condition of approval shall be roughly proportional to the impact of the development on transportation facilities. Approval findings shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development.*

Finding –The Applicant proposes that the construction of this gymnasium building is “intended to expand space for existing programs and allow teams to practice simultaneously using a dedicated secondary facility” without increasing or changing incoming or internal traffic circulation.

Public Works Response: We believe that this provision does not apply, as the Applicant presents findings that the proposed building will not increase vehicle trips to the site nor impact the internal, much less external, traffic circulation. The onus and risk will be on the Subject Property owner to mitigate any future traffic circulation issues without City involvement. The Conditions of Approval will outline any transportation improvements required for this Development.