

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of
The application for
Regis Catholic High School

)
) Site Plan Review
) File # 8-05/26

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATIONS

The application is for Site Plan Review for a major modification of an existing developed site at 550 W. Regis Street (Tax Lots 091W10BA04900 and 091W10BB05900), located within the Public/Semi-Public (P) zone. The proposal is to add a 10,000 square foot building to the existing high school campus, on a 31.4-acre area.

II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on July 27, 2026. At that hearing the Planning Commission reviewed Land Use File #8-05/26, application for site plan approval, and it was made part of the record.

III. FINDINGS OF FACT

A. GENERAL FACTS

1. The owner of the property is Regis Catholic High School.
2. The applicant is the owner.
3. The property can be described on Marion County Assessors Map as tax lots 091W10BA04900 and 091W10BB05900.
4. The property is zoned Public/Semi-Public (P).
5. The property is addressed 550 W. Regis St.
6. The property has approximately 2,170 feet of frontage on W Regis St. The two parcels are 31.4 acres in area.
7. The adjacent properties to the north, across W Regis St are zoned Low Density Residential (LD) and are developed with single family dwellings. The properties to the west are zoned Medium Density Residential (MD) and are developed with single family dwellings and there is one vacant parcel. The properties to the south are zoned P and developed as the Stayton High School campus, zoned LD and developed with single family dwellings, and zoned Commercial General (CG) and developed with a retail grocery store. The property to the east is an unused railroad right of way. The properties to the east, across N First Ave, are zoned CG and developed with retail establishments.

B. EXISTING CONDITIONS

The property is currently improved with the existing school facilities, which include: a single-story structure housing classrooms and administrative uses; a chapel; a gymnasium; eight accessory storage/maintenance structures; a surface parking lot; a baseball field with grandstand seating; a football stadium with track; and four baseball/softball fields with associated dug outs and concession stand.

C. PROPOSAL

The application is to construct a 10,239-square foot building to be used as a practice gymnasium. One of the existing accessory structures will be removed.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Santiam Water Control District, Wave Broadband, Stayton Cooperative Telephone Company (SCTC), Pacific Power, Northwest Natural Gas, Stayton Fire District, Stayton Police Department, North Santiam School District, Marion County Public Works, City of Salem, and Santiam Hospital.

The Santiam Water Control District, Wave Broadband, SCTC, Pacific Power, Northwest Natural Gas, City of Salem, Stayton Police Department, North Santiam School District, Marion County Public Works, and Santiam Hospital provided no comments.

Written comments were received from the Stayton Public Works Department through the City Engineer and the City's transportation engineering consultant which are included in the findings below, and the Stayton Fire District. The Stayton Fire District requested the applicant ensure access meets the fire code and that there be a signed fire lane.

E. PUBLIC COMMENTS

The surrounding property owners were notified of the public hearing and the application by mail on July 7, 2026. No comments were received from the public prior to the public hearing.

F. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220 and applicable provisions of the Development and Improvement Standards of Title 17, Chapter 20. The applicable sections of Chapter 20 are 17.20.060 – Off-Street Parking and Loading; 17.20.080 – Special Street and Riparian Areas; 17.20.090 – Landscaping Requirements; 17.20.170 – Outdoor Lighting. In addition, the application must meet the requirements of Section 17.26.020 – Access Management Requirements and Standards.

G. APPROVAL CRITERIA

Site Plan Review

Section 17.12.220.5 Site Plan Review Criteria. Pursuant to SMC 17.12.220.5 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 Standard Specifications.*

Findings:

Streets

W Regis Street is designated as a Neighborhood Collector street in the Transportation System Plan (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- to 5.5-foot-wide planter strips within a 60-foot-wide right-of-way. W Regis St currently has an approximate 40-foot-wide improvement, with curbs along each side of the street, within a 60-foot-wide right-of-way. The

development side of the street currently includes a curbside sidewalk. 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

An 8-inch steel City water main extends along the property's frontage on the north side of W. Regis Street. A 6-inch private ductile iron water line connects to the City main and extends into the site along the private access road. The property is assumed to be served by this private line. The nearest fire hydrant is located along the private access road, approximately 250 feet west of the development area, on the opposite side of the existing gymnasium.

The Water Master Plan does not identify any significant water system deficiencies in the vicinity that would be affected by or require improvement as part of the proposed development.

Sanitary Sewer

An 8-inch City concrete sanitary sewer main flows from east to west in W Regis St. The subject property has an existing 6-inch concrete service lateral to this main serving the existing buildings.

The Wastewater Facilities Planning Study (Master Plan) does not indicate any significant sanitary sewer system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Storm Drainage

The nearest available public stormwater infrastructure is a 21-inch City storm drain of unknown material located in W. Regis Street, approximately 430 feet north of the development area. According to the City's GIS, a private 15-inch storm pipe is located west of the private access road, approximately 300 feet from the development area, and connects the public storm mains in W. Fir Street and W. Regis Street. Another private 15-inch storm pipe connects the development area to this private system and appears to extend beneath the existing gymnasium.

The application proposes a stormwater retention basin to treat and infiltrate runoff from the new building area. Stormwater from the property and surrounding drainage system ultimately flows to Salem Ditch.

The Stormwater Master Plan identifies the storm main in W. Regis Street and the storm pipe within the private access road for future enlargement to 36-inch mains. Because these improvements must proceed from downstream to upstream, the proposed development would not affect or require correction of these identified system deficiencies.

Analysis: The Applicant has provided a site plan showing the proposed improvements. The Applicant has also provided a Preliminary Drainage Impact Analysis and a site plan showing a private stormwater facility and conveyance system.

Conditions:

Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall submit a final stormwater analysis, report and supporting documentation for approval of the proposed development in accordance with

PWDS. Existing site topography and off-site contributing areas shall be considered and included in the analysis and design.

As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and any needed public sidewalk improvements. A stipulation of the Agreement shall be that the City will not support a certificate of occupancy or other finalization for the proposed structures until the required onsite storm drainage system is complete and accepted by the City.

Prior to City support of occupancy for any building permits, the Applicant shall construct the onsite storm drainage system in accordance with PWDS requirements. (PWDS 103.10.B)

- 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 from those public streets and roads which serve the property in accordance with the City's Transportation System Plan and Standard Specifications.*

Finding: The existing driveway on W Regis St and parking area are proposed to remain unchanged. The new building will provide pedestrian connection to the on-site walkways that connect the school's existing structures.

The application included a Traffic Analysis Letter prepared by Tegan Enloe, PE. The TAL concluded that the addition of the practice gym would not increase the traffic generated by the school. The City's transportation planning consultant reviewed the TAL and concurred with the conclusion.

- 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.*

Finding: Public Works has determined that the existing right-of-way along the Subject Property is correct for this classification of street, consistent with the neighboring properties along W Regis St, and adequate for the proposed development.

- d. Provision has been made for parking and loading facilities as required by Section 17.20.060.*

Finding: See findings relative to Section 17.20.060 below.

- e. Open storage areas or outdoor storage yards shall meet the standards of Section 17.20.070.*

Finding: There are no open/outside storage areas proposed as part of the project.

- f. Site design shall minimize off site impacts of noise, odors, fumes or impacts.*

Finding: There will be no noise, odors, fumes or other impacts associated with the project.

- g. The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Multi-family Residential Design Standards, Section 17.20.200 Commercial Design Standards, Section 17.20.220 Downtown Development Design Standards, or Section 17.20.230 Industrial Design Standards.*

Finding: None of the referenced standards apply to this application.

- j. Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust*

control, present an attractive interface with adjacent land uses and be consistent with the requirements for landscaping and screening in Section 17.20.090.

Finding: See the findings regarding Section 17.20.090 below.

- k. *The design of any visual, sound, or physical barriers around the property such as fences, walls, vegetative screening, or hedges, shall allow them to perform their intended function and comply with the requirements in Sections 17.20.050 and 17.20.090.*

Finding: There are not visual, sound or physical barriers proposed. See the findings regarding Section 17.20.090 below.

- l. *The lighting plan satisfies the requirements of Section 17.20.170.*

Finding: See the findings regarding Section 17.20.170 below.

- m. *The applicant has established continuing provisions for maintenance and upkeep of all improvements and facilities.*

Finding: The applicant will maintain all improvements and facilities.

Conditions: 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 will need to be included as an attachment to the Drainage Report, to any declaration of covenants for the project, and included as part of the recorded O&M Agreement. (PWDS 603.01.m)

As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support a certificate of occupancy or other finalization for the proposed structures until the required onsite storm drainage system and public infrastructure are complete and accepted by the City. (PWDS 102.09.I, 103.10.B)

- n. *When any portion of an application is within 100 feet of the North Santiam River or Mill Creek or within 25 feet of Salem Ditch, the proposed project will not have an adverse impact on fish habitat.*

Finding: The property is not within the specified distances of the named waterbodies.

Section 17.20.060 – Off Street Parking Requirements

The following is the applicable provision from Section 17.20.060

5. *LOCATION. Off street parking and loading areas shall be provided on the same lot with the main building or use except that in any commercial, industrial, or public district, the parking area may be located within 500 feet of the main building.*

Finding: The parking areas are located on the same lot as the buildings.

7.a *REQUIREMENTS FOR AUTOMOBILE PARKING. The minimum number of required off-street parking spaces for a high school is 6 parking spaces per classroom plus off-street student drop-off and pick-up facilities.*

Finding: At 6 spaces per classroom, 60 spaces are required for 10 classrooms. The existing parking area provides 137 spaces along with designated drop-off and loading areas.

17.20.060.8.a *HANDICAPPED/DISABLED PARKING. The minimum number of required ADA accessible parking spaces for a parking area of with 137 spaces is 6. ADA accessible spaces shall be*

located on the shortest possible accessible circulation route to an entrance of the building being accessed.

Finding: Sheet C3 of the site plan submitted does not show any designated handicapped spaces. The aerial image on sheet C2, shows 4 parking spaces with surface markings indicating they are handicapped parking spaces.

Condition: This criterion can be met by submitting revised site plans to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrate there will be a minimum of 6 designated ADA accessible parking spaces.

17.20.060.9-A.1 BICYCLE PARKING REQUIREMENTS. The minimum number of required bicycle parking spaces for a high school is 2 parking space per classroom with each space measuring at least 6 feet in length by 2 feet in width.

Finding: The site plan submitted does not show any parking for bicycles. Fractional numbers of spaces shall be rounded up to the next whole space. There should be 20 bicycle parking spaces.

Condition: This criterion can be met by submitting revised site plans to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrate the provision of three bicycle parking spaces.

17.20.060.10. DEVELOPMENT REQUIREMENTS. All parking and loading areas shall be developed and maintained as follows:

- b. Surfacing. All driveways, parking and loading areas shall be paved with asphalt or concrete surfacing and shall be adequately designed, graded, and drained as required by the Public Works Director. In no case shall drainage be allowed to flow across a public sidewalk. Parking areas containing more than 5 parking spaces shall be striped to identify individual parking spaces.*

Finding: The driveway and parking areas are paved with asphalt concrete surfacing and striped.

- d. Design of parking areas. Except where provided for by subsection 7 of this section parking area design shall comply with Title 12 and Standard Specifications.*
- 1) Entrances and exits shall be clearly marked with pavement markings and/or signs. Entrances and exits should favor right hand turns into and out of the area where possible and should be located at least 50 feet from intersections where possible.*
 - 2) Backing into or across a street, sidewalk, or right-of-way from any parking area shall be prohibited. The perimeter shall prevent access to or from the parking area except at designated entrances and exits.*

Finding: The existing driveway is offset from the driveway intersection of W Kathy St across W Regis St by less than 50 feet. SMC 17.16.050.6 requires a substantial alteration or expansion of a nonconforming development to comply with all applicable standards. The determination whether an alteration or expansion is substantial is based on the size of the alteration in comparison to the size of the development and the value of the alteration compared to the total value of the development. The Commission finds that the proposed practice gym is not a substantial alteration and that the cost of realignment of the driveway would be excessively disproportional to the impact of the development considering that the new practice gym will not generate additional traffic.

- e. Screening. When any development with over 6 parking spaces or a loading area is adjacent to any residential district, that area shall be screened from all adjacent residential properties. Screening*

shall be done with an ornamental fence, wall, or hedge at least 4 feet high but not more than 7 feet high, except along an alley.

Finding: The existing parking area is more than 250 feet from the neighboring residential properties.

- f. Lighting. Any light used to illuminate a parking or loading area shall meet the standards of Section 17.20.170.*

Finding: See the findings regarding Section 17.20.170 below.

17.20.060.11 PARKING AREA LANDSCAPING DESIGN STANDARDS. Landscaping required by the following standards shall be counted towards the overall landscaping requirements of Section 17.20.090.

- a. Perimeter Landscaping. All parking areas shall be landscaped along the property boundaries as required by 17.20.090.11.*

Finding: See the findings for Section 17.20.090 below.

- a. Interior Landscaping. Interior landscaping of parking areas with 20 or more parking spaces shall meet the following standards.*
- 1) One landscaped island shall be required for every 10 parking spaces in a row. The interior islands shall be a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) and shall include a minimum of 1 tree per island.*
 - 2) Divider medians between rows of parking spaces, that are a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) may be substituted for interior islands, provided that 1 tree is planted for every 40 feet and shall be landscaped in accordance with Section 17.20.090. 8. Where divider medians are parallel with the buildings, there shall be designated pedestrian crossings to preserve plant materials.*
 - 3) A row of parking spaces shall be terminated on each end by a terminal island that is a minimum of 6 feet in width (from the inside of the curb to the inside of the curb). The terminal island shall have 1 tree is planted and shall be landscaped in accordance with Section 17.20.090.8.*

Finding: The existing parking area does not have any interior landscaping. SMC 17.16.050.6 requires a substantial alteration or expansion of a nonconforming development to comply with all applicable standards. The determination whether an alteration or expansion is substantial is based on the size of the alteration in comparison to the size of the development and the value of the alteration compared to the total value of the development. The Commission finds that the proposed practice gym is not a substantial alteration and that the cost of modifying the parking area to include interior landscaping would be disproportionate to the cost of the project.

- c. Pedestrian Access. Off street parking areas shall be required to meet the following pedestrian access standards:*
- 1) The off street parking and loading plan shall identify the location of safe, direct, well lighted and convenient pedestrian walkways connecting the parking area and the buildings.*
 - 2) All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.*
 - 3) Pedestrian walkways shall be attractive and include landscaping and trees.*

Finding: The existing parking area is connected to W Regis St by a concrete walkway.

Section 17.20.080 – Special Street and Riparian Setbacks

The following are the applicable provisions from Section 17.20.080:

17.20.080.1.g: There shall be a minimum building setback of 50 feet measured at right angles from the centerline of N First Ave.

Finding: The proposed building will be setback more than 50 feet from the N First Ave centerline.

Section 17.20.090 – Landscaping Requirements

The following are the applicable provisions from Section 17.20.090

2. BASIC PROVISIONS. The minimum area of a site to be retained in landscaping in the P zone is 15%.

Finding: The total area of the parcel is over 31 acres. A minimum of 4.7 acres of landscaping is required. The application narrative states that the existing landscaped area is approximately 24.2 acres which is 78% of landscaped area. Following construction of the proposed practice gym, the landscaped area will exceed 75% of the property.

4. SUBMITTAL REQUIREMENTS FOR IRRIGATION PLAN.

Finding: There is an existing irrigation system that will continue to be used.

Section 17.20.170 – Outdoor Lighting

2. GENERAL STANDARDS. Lighting may be provided which serves security, safety and operational needs but which does not directly or indirectly produce deleterious effects on abutting properties or which would impair the vision of the traveling public on adjacent roadways. Lighting fixtures with more than 800 lumens of light output shall be cut-off fixtures so that the lighting elements are not exposed to normal view by motorists, pedestrians, or from adjacent dwellings. Direct or indirect illumination shall not exceed 0.5 foot candles upon abutting lots in residential use measured at the property line.

Finding: The application included information on the type of outdoor lighting fixture to be installed and included a plan showing the location or number of fixtures and the illumination levels. Four (4) bollard lights will be 123W LED fixtures. Outdoor lighting fixtures on the buildings will include two (2) 123W LED full cut-off ceiling lights at the entrance and nine (9) wall packs. The illumination diagram indicates that the 0.5 foot candle illumination level will be away from the property lines.

4. NON-RESIDENTIAL LIGHTING STANDARDS. The following additional standards shall apply to all commercial, industrial, public and semi-public uses:

c. Lighting of Parking Areas. Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.

1) All lighting fixtures serving parking areas shall be full cut-off fixtures.

1) Parking area lighting in an industrial zone shall have a maximum mounting height of 25 feet, a minimum illumination level of 0.5 foot-candles, a maximum illumination level of 2.6 foot candles, a uniformity ratio of 4:1, and a minimum color rendering index of 20.

Finding: No change to the parking lot lighting is proposed.

Section 17.26.020 –Access Management Requirements and Standards

The following are the applicable provisions from Section 17.26.020

2. NUMBER OF ALLOWED ACCESSES.

c. Number of Allowed Accesses for Multi-Family Uses.

The number of driveways allowed for non-residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways. An exception shall be allowed if it is proven through a traffic impact study that this limitation creates a significant traffic operations hardship for on-site traffic. The primary criteria to allow more driveways will be level of service (see standards in 17.26.050) analysis, queuing analysis, and safety analysis of the site accesses. If a development has a need for more than two access points, then signalization of the main access shall be investigated as a potential option prior to allowing additional driveways. A signal warrant study will then be required to study whether or not signalization of the main access is required. The Public Works Director or his/her designee shall determine whether the traffic study adequately proves that more accesses are needed for a particular project.

Finding: No change from the existing single driveway is proposed.

3. LOCATION OF ACCESSES.

Vehicle access locations shall be provided based on the following criteria:

h. Access Spacing Standards

The streets within Stayton are classified as arterials, minor arterials, collectors, and local streets. The access spacing standards are shown in Table 17.26.020.3.h. for both full intersection spacing and driveway spacing. Table 17.26.020.3.h requires a minimum of 50 feet on a neighborhood collector street.

Finding: The separation between the existing driveway and W Kathy Street is less than 50 feet when measured from the perpendicular near edge of the driveway to the start of the tangent for the intersecting street. SMC 17.16.050.6 requires a substantial alteration or expansion of a nonconforming development to comply with all applicable standards. The determination whether an alteration or expansion is substantial is based on the size of the alteration in comparison to the size of the development and the value of the alteration compared to the total value of the development. The Commission finds that the proposed practice gym is not a substantial alteration and that the cost of realignment of the driveway would be excessively disproportional to the impact of the development considering that the new practice gym will not generate additional traffic.

4. ACCESS STANDARDS.

a. Driveway Design.

- 1) See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.22b for minimum and maximum driveway widths.*

Finding: There is no change to the driveway proposed.

- 2) Driveways providing access into off-street, surface parking lots shall be designed in such a manner to prevent vehicles from backing into the flow of traffic on the public*

street or to block on-site circulation. The driveway throat approaching the public street shall have adequate queue length for exiting vehicles to queue on-site without blocking on-site circulation of other vehicles. The driveway throat approaching the public street shall also have sufficient storage for entering traffic not to back into the flow of traffic onto the public street. A traffic impact study, subject to approval by the Public Works Director or his/her designee, shall be used to determine the adequate queue length of the driveway throat. This requirement shall be applied in conjunction with the design requirements of parking lots in section 17.20.060.9. If there is a conflict between these two code provisions, then this code provision supersedes those of 17.20.060.9.

Finding: The driveway extends more than 250 feet into the property before reaching the parking area.

- 3) *Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Sight distance triangle requirements are identified in 17.26.020.4.c and 17.26.020.4.d.*

Finding: See the findings for Section 17.26.020.4.c below.

c. Sight Distance Triangle

Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d. Table 17.26.020.4.c requires a minimum sight distance triangle of 250 feet along a street with a design speed of 35 mph.

Finding: The sight distances at the driveway is not provided in the application. There is no change to the driveway proposed.

IV. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements established in SMC Section 17.12.220, and Sections 17.20.060, 17.20.070, 17.20.080, 17.20.090, 17.20.170, 17.20.230, and 17.26.020 except for the following:

1. 17.20.060.8.a. This section requires six ADA accessible parking spaces. The existing parking lot includes only four ADA spaces. This standard could be met if the applicant submits a revised site plan to the Community and Economic Development Director (Director) for approval prior to any on-site construction or issuance of building permits that shows a minimum of 6 designated ADA accessible parking spaces.
2. 17.20.060.9-A.1. This section requires a minimum of 20 bicycle parking spaces. The site plan does not show any bicycle parking. This standard could be met if the applicant submits a revised site plan to the Director for approval prior to any on-site construction or issuance of building permits that shows a minimum of 20 bicycle parking spaces.
3. 17.12.220.5.a. This section requires adequate utility systems be available to the proposed development. This standard could be met if the applicant submits a final stormwater analysis, report and supporting documentation for approval of the proposed development in accordance with PWDS. As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and public sidewalk improvements. A stipulation of the Agreement shall be that the City will not support a certificate of occupancy or other finalization for the

proposed structures until the required onsite storm drainage system is complete and accepted by the City.

4. 17.12.220.5.m. This section requires that the applicant has established continuing provisions for maintenance and upkeep of all improvement and facilities. The application proposes the construction of a private stormwater facility. The PWDS require approval of an operation and maintenance (O&M) plan for the facility. This standard could be met if the final drainage report includes an O&M plan.

V. ORDER

Based on the conclusion above, the Planning Commission approves the application for Site Plan Review, as supported by the following materials: Application for Site Plan Review, signed by Aaron Persons; Site Plan Review Narrative, prepared by CBTWO Architects, dated May 1, 2026; Preliminary Drainage Impact Analysis, prepared by North Santiam Paving, dated April 6, 2026; a one-page Existing Conditions survey map prepared by Michael Downs of North Santiam Paving, dated June 4, 2026; a 5-page set of civil drawings prepared by North Santiam Paving, dated April 6, 2026; a 6-page set of architectural and landscape drawings prepared by CBTWO Architects, dated April 30, 2026; and a Traffic Analysis Letter prepared by Tegan Enloe, dated March 27, 2026, together with all materials comprising the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval:

1. Prior to the submittal of the application for any building permits the applicant shall obtain a Site Development Permit from the Stayton Public Works.
2. Prior to the submittal of an application for a Site Development Permit, the applicant shall submit a revised site plan to the City Planner that shows a minimum of 6 designated ADA accessible parking spaces and a minimum of 20 bicycle parking spaces.
3. With the submittal of an application for a Site Development Permit, any City approval of onsite construction or building permit application for the proposed Development the applicant or the applicant's engineer shall:
 - a. Submit a final stormwater analysis, report, and supporting documentation for City review and approval in accordance with the Public Works Design Standards. The analysis and design shall account for existing site topography and off-site contributing areas. The applicant shall demonstrate that the proposed "emergency overflow route to catch basin to west" will convey overflow to the identified catch basin without negatively affecting the residential properties to the south. and
 - b. Submit an Operation and Management O&M plan will be included as an attachment to the Final Drainage Report, to any declaration of covenants for the project, and included as part of the recorded O&M Agreement; and
 - c. Enter into a Development Agreement with the City guaranteeing completion of the onsite stormwater facilities and any required public improvements. The agreement shall provide that the City will not support issuance of a certificate of occupancy or other finalization of the proposed building until the required improvements have been completed and accepted by the City; and
 - d. Demonstrate that the proposed development will connect to a City water service and meter or to a private domestic water line that is connected to a City water service and meter, in accordance with SMC 13.16.390; and

- e. Demonstrate that fire hydrant access and placement comply with the Public Works Design Standards and Stayton Fire District requirements; and
 - f. Demonstrate that the proposed toilet facilities will connect to the City sanitary sewer system, either directly to the City main in W. Regis Street or through the private system served by the existing six-inch sanitary sewer lateral, in accordance with SMC 13.24.770; and
 - g. Design any new sanitary sewer services in accordance with the Public Works Design Standards and connect them to a City sanitary sewer main. Any unused sanitary sewer laterals shall be capped and abandoned in accordance with the Public Works Design Standards; and
 - h. Provide evidence that any septic tank or drainfield located on the subject property has been abandoned in accordance with Marion County requirements; and
 - i. New driveway approaches to serve the Subject Property will not be permitted as part of this Development; and
 - j. Obtain all required permits for construction within a public street, right-of-way, or City easement; construction of public infrastructure on private property; and erosion control and stormwater management on public or private property; and
 - k. Show that all new franchise utility improvements serving the proposed development will be installed underground in accordance with the standards of the applicable utility provider, the Stayton Municipal Code, and the Public Works Design Standards.
4. Prior to beginning any work authorized by a City-issued construction permit, the applicant shall participate in a preconstruction conference with City staff.
 5. Prior to City support of occupancy or other finalization for any building permit application on the Subject Property for the proposed Development the Applicant shall:
 - a. Construct the onsite stormwater system in accordance with the approved final stormwater analysis and the Public Works Design Standards. The system shall collect runoff from the proposed development and provide flow control, water-quality treatment, and conveyance to a point of disposal approved by the City; and
 - b. Repair or replace the W. Regis Street sidewalk panels identified on Sheet C2 of the Existing Conditions survey map.

V. OTHER PERMITS AND RESTRICTIONS

The applicant is herein advised that the use of the property involved in this application may require additional permits from the City or other local, State or Federal agencies.

The City of Stayton Land Use review and approval process does not take the place of or relieve the Applicant of responsibility for acquiring such other permits or satisfying any restrictions or conditions there on. The land use permit approval herein does not remove, alter, or impair in any way the covenants or restrictions imposed on this property by deed or other instrument.

In accordance with Section 17.12.120.7, the land use approval granted by this decision shall be effective only when the exercise of the rights granted herein is commenced within 1 year of the effective date of the decision. In case such right has not been exercised or extension obtained, the approval shall be void. A written request for an extension of time may be filed with the Director at least 30 days prior to the expiration date of the approval.

VI. APPEAL DATES

The Planning Commission’s action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

_____	_____
Planning Commission Chairperson	Date

_____	_____
Jennifer Siciliano,	Date
Director of Community and Economic Development	

Standard Conditions of Approval for Land Use Applications

1. Minor variations to the approved plan shall be permitted provided the development substantially conforms to the submitted plans, conditions of approval, and all applicable standards contained in the Stayton Land Use and Development Code.
2. **Permit Approval:** The applicant shall obtain all necessary permits and approvals from the City of Stayton prior to construction of the project.
3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided on the parcel.
4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.
5. **Utilities** - Utility companies shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
6. **Agency Approval** - The Developer shall be responsible for all costs relating to the required public improvements identified in the approved plan and the specific conditions of approval and within the City Ordinances and Standard Specifications. The developer is also responsible for securing design approval from all City, State and Federal agencies having jurisdiction over the work proposed. This includes, but is not limited to, the City of Stayton, the Fire District, Marion County, DEQ, ODHS (water design), DSL, 1200C (state excavation permit), etc
7. **Construction Bonding** - Bonding shall be required if there are any public improvements. Prior to start of construction of any public improvement, the developer shall provide a construction bond in the amount of 100% of the total project costs, plus added City costs associated with public construction. The bond shall be in a form acceptable to the Director of Public Works.
8. **Inspection** - At least five days prior to commencing construction of any public improvements, the Developer shall notify the Director of Public Works in writing of the date when (s)he proposes to commence construction of the improvements, so that the City can arrange for inspection. The written notification shall include the name and phone number of the contracting company and the responsible contact person. City inspection will not relieve the developer or his engineer of providing sufficient inspection to enforce the approved plans and specifications.
9. **Public Works Standards** - Where public improvements are required, all public and private public works facilities within the development will be designed to the City of Stayton, Standard Specifications, Design Standards & Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC). (SMC 12.08.310.1)
10. **Engineered Plans** - Where public improvements are required, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the Stayton PW Standards. Engineered construction plans and specifications

shall be reviewed by the City Engineer and signed approved by the City Engineer, or Stayton Public Works Department, prior to construction.

11. **Street Acceptance** - Where public improvements are required, acceptance of completed public street improvements associated with the project shall be in accordance with SMC 12.04.210.
12. **Construction Approval** - All public improvements and public utilities shall be fully constructed and a letter of substantial completion provided by the City Engineer prior to any building permit applications being accepted or issued unless the required improvements are deferred under a non-remonstrance or other agreement approved and signed by the City. Construction items must be completed within a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.
13. **Maintenance Bond** - After completion and acceptance of a public improvement by the City, the developer shall provide a 1-year maintenance bond in the amount of 30% of the construction bond amount. The bond shall be in a form acceptable to the Director of Public Works.
14. **As-Builts** - Where public improvements are required, the developer shall submit to the City, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
15. **Drainage Permit** – A 1200C permit will be secured by the developer if required under the rules of the Oregon State DEQ.
16. **SDC** - Systems Development Charges are applied to the project at the time of issuance of a building permit.