

PLAN REVIEW

May 1, 2026

City of Stayton
Community and Economic Development – Planning Division
311 N. Third Avenue
Stayton, OR 97383

REGIS HIGH SCHOOL GYM

550 W. REGIS STREET

PROJECT NAME

SITE ADDRESS

1. REQUEST

The applicant, Regis High School, with their consultant CBTWO Architects, are pursuing Site Plan Review approval, under Chapter 17.12.220 of the Stayton Municipal Code, to allow the development of a new practice gym for their students.

2. PROJECT DESCRIPTION

The subject property is comprised of two Marion County Tax Lots, 091W10BA04900 (18.65 acres) and 19W10BB05900 (12.72 acres) totaling 31.37 acres, zoned P – Public/Semi Public. Currently the properties are improved with Regis Catholic High School facilities, which include: a single story structure housing classrooms and administrative uses; a school chapel; a full gymnasium structure; 8 accessory storage/maintenance structures; a centrally located surface parking lot with 137 off-street parking spaces; a baseball field with grandstand seating; and a football stadium with track on the western side of the schools campus. In addition to the school's existing improvements, there are 4 baseball/soft ball fields with associated dug outs and concessions stand, adjacent to the eastern boundary of the school's campus.

Regis High School is proposing the construction of a new practice gym to allow for simultaneous practice for their students' indoor sporting activities. The building is being sited adjacent to the east of the existing gymnasium in an area of the site which is undeveloped. The new building will be approximately 10,000 square feet including: a vestibule, 2 restrooms, practice gymnasium, storage space, and mezzanine housing mechanical equipment. One of the existing accessory structures will be removed due to their proximity to the new gym.

No other improvements are proposed and no expansion of the school's academic uses will occur with this gym construction.

3. SITE PLAN REVIEW

As noted in the request, Regis High School is proposing construction of a new 10,239 square foot practice gymnasium to benefit existing athletic programs for the school's students. The proposed gym is a permitted use with approval of a Site Plan Review procedure through the City of Stayton.

The following information, along with the accompanying plans, will provide City staff and the Planning Commission to review the proposed improvements to verify compliance with applicable criteria to obtain approval for the proposed improvements. Applicable criteria is provided in *gray italics*. Following each criterion is a detailed description, shown with **BOLD NAVY** headers, explaining how the proposed project meets the criteria as required.

CHAPTER 17.12.220

17.12.010 – PURPOSE

The purpose of this chapter is to provide clear and uniform procedures for the application for, review of, and decisions upon requests for land use and development permits.

RESPONSE: The subject property is located within a P – Public / Semi Public zone which permits Secondary Schools after a Site Plan Review procedure for new construction or expansions of existing structures. The proposed gym will be a new stand-alone structure therefore requires Site Plan Review approval in order to obtain Development and Building Permits necessary for its construction.

17.12.220.5. APPROVAL CRITERIA.

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 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.*

RESPONSE: Regis High School is currently served by City of Stayton with an 8-inch water line in W. Regis Street, an 8-inch sanitary sewer in W. Regis Street, and 21-inch storm sewer in W. Regis Street. Based on the limited scope of the proposed improvement, there is no intensification of the use, or increase in demand on City utilities as the proposed gym will serve the needs of the existing students and staff. Based on this, and with confirmation from the City of Stayton in our Pre-Application Conference, held February 26, 2026, the existing services are adequate to serve the school after the addition of the practice gym, with improvements related to stormwater which has been designed as part of the project.

Please refer to the Site and Utility Plan, Sheet C4, of the Civil Plan Set provided as part of the application materials. This plan shows how the site is served and where extensions are being made.

The school is also served by Pacific Power for electrical, Northwest Natural for gas, and SCTC for telephone and fiber internet. There is no indication that upgrades to those services have been triggered by the proposed gym.

- 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.*

RESPONSE: The existing surface parking lot is served by a single driveway located on W Regis Street. This driveway and the off-street parking will be unchanged, as there is no increase in the number of classrooms or the number of students the school is currently able to serve.

The new structure will provide a pedestrian connection to the on-site walkway which connects to the school's classroom/administrative structure, chapel, and existing gymnasium. This walkway system provides a connection to the public sidewalk on W Regis Street along the school's frontage.

Please refer to the Overall Site Plan, Sheet LU.10 for off-street parking and pedestrian walkway locations.

- 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.*

RESPONSE: Regis High School fronts onto W. Regis Street, which is classified as a Neighborhood Collector under the jurisdiction of the City of Stayton. Table 5, "Typical Rights-of-Way," in Stayton's 2019 Transportation System Plan identifies a standard right-of-way width of 60 feet for Neighborhood Collectors. The existing right-of-way for W. Regis Street is currently 60 feet wide, and the existing street improvements fully occupy this width.

The proposed project was discussed with the City of Stayton' Engineering department during our Pre-Application Conference on February 26, 2026. During that meeting, staff confirmed that no additional right-of-way dedication is required and that the proposal does not trigger any street improvements.

Should the existing sidewalk be damaged or deficient, the applicant is responsible for repairs to bring them back into compliance as part of this project.

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

RESPONSE: There are 10 classrooms at Regis High School that serve the academic needs of this private Catholic institution, requiring a minimum of 60 off-street parking spaces. The existing parking lot provides 137 spaces, along with a designated drop-off and loading area adjacent to the primary school building and existing gym.

As previously noted, there is no increase in the intensity of use. The new gym is intended to provide additional space for the school's current programming and to better support its student-athletes. No changes to the parking lot are proposed and none are required.

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

RESPONSE: There are no open storage areas or outdoor storage yards existing or proposed.

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

RESPONSE: The new practice gym has been sited adjacent to the existing gymnasium, behind the school's chapel. It is setback from the rear property line by more than 60-feet. With an anticipated height of approximately 32-feet, the building will be well below the 60-foot building height allowed in the P – Public / Semi Public zone. The proposed use will not increase noise levels, create odors or fumes, nor will there be changes that would negatively impact the existing uses within the boundaries of the site or on neighboring properties.

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.*

RESPONSE: The above-referenced code sections are not applicable to the subject property, as the project is not a multi-family development, does not involve commercial uses, and is not located within one of the City's Downtown zones.

h. *(Repealed Ord. 913, September 2, 2009)*

i. *(Repealed Ord. 913, September 2, 2009)*

j. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historic 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.*

RESPONSE: The Regis campus contains large expanses of lawn which is typical with the uses that occur on the subject property. Additional plant materials include 24 mature trees, plus smaller trees and mixed shrubs all planted away from sport fields, near buildings or in front of the school. There is no significant vegetation within the area where the practice gym is sited; primarily lawn and 3 small (4" DBH) maple trees will be removed to accommodate the gym construction.

Further, there are no unique or unusual natural or historic features within the overall boundary of the Regis High School property.

Section 17.20.090.2 dictates that the site is required to have a minimum of 15% landscaped area. As noted previously, the overall site is more than 31 acres (1,366,477 square feet) and will require at least 4.7 acres of landscaped area (204,972 square feet). The existing conditions within the Regis High School property include 24.24 acres of landscaped area which is 78% of the overall site. Once the new gym is constructed, there will be a slight decrease in the amount of lawn bringing the landscaped area to 77%, which still exceeds the minimum requirement.

Landscape plantings associated with the project are limited to the replacement of three small maple trees and the installation of a rain garden to manage stormwater runoff from the new structure. The preliminary Landscape Plan shows three trees (Persian Spire Parrotia / *Parrotia persica*) to the east of the new gym, and 396 one-gallon rain garden plants (Common Rush / *Juncus effusus* and Blue-Eyed Grass / *Sisyrinchium*) in the rain garden located south of the gym near the southern property line. Any existing lawn areas adjacent to the new building that are disturbed during construction will be restored.

The existing irrigation system will be used as needed to maintain new plantings.

- 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.*

RESPONSE: No walls, fences or other forms of screening are proposed as part of this project.

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

RESPONSE: Proposed lighting is limited to building entries and pedestrian pathways associated with the new development.

Fixtures include ceiling-mounted flush or recessed lights at entry canopies, exterior wall sconces, and bollard lights. Wall sconces are the predominant fixture type and are intended to illuminate walkways adjacent to the building exterior. Bollard lights will provide illumination along a new walkway on the north side of the building, connecting to the campus courtyard.

All fixtures are fully shielded, with wall sconces directed downward to minimize light spill. The selected fixtures are designed to prevent light trespass and glare onto adjacent properties. A lighting plan demonstrating compliance with Section 17.20.170 is included in the land use application package.

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

RESPONSE: Regis High School was established at the subject property in 1963. The original buildings, and subsequent additions, as well as the facilities serving them are maintained in good order. Maintenance of the school's campus and facilities will continue in the same manner as required.

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

RESPONSE: The subject property is more than 1,700 feet south of Mill Creek, 2,500 feet north of Salem Ditch, and more than 3,500 feet from the North Santiam River 3,870 feet. Due to these distances there will be no impact on any of them or their associated fish habitats.

- o. *Notwithstanding the above requirements the decision authority may approve a site plan for a property on the National Register of Historic Places that does not meet all of the development and improvement standards of Chapter 17.20 and the access spacing standards of Chapter 17.26 provided the decision authority finds that improvements proposed are in conformance with Secretary of the Interior's Standards for Treatment of Historic Properties, the site will provide safe ingress and egress to the public street system, and that adequate stormwater management will be provided.*

RESPONSE: The Regis High School campus and its improvements are not part of the National Register of Historic Places; this criterion does not apply.

4. CONCLUSION

The applicant and their consultant appreciate the City of Stayton's consideration of this proposal. We believe the proposed design satisfies the applicable Site Plan Review criteria and supports Regis High School's plan to construct a new practice gym on its existing campus. The proposed use is permitted within the Public/Semi-Public zone, subject to Site Plan Review approval.

The new facility is intended to serve student needs by providing additional gym space to accommodate simultaneous use for the school's athletic programs. It is not proposed to increase student capacity or intensify the existing use; rather, it will enhance the overall functionality of Regis High School's athletic facilities.

The proposal is limited to the construction of a 10,239-square-foot gym, which will be accommodated within the existing 31-acre property. The building is centrally located behind the existing chapel and adjacent to the primary gym, with generous setbacks from neighboring properties and minimal impact on existing landscaping. No mature trees will be removed. Any landscaping displaced by construction will be replaced, and a rain garden is proposed to manage stormwater generated by the project.

We look forward to continuing to work with the City of Stayton to help Regis High School realize this long-term goal and further support the school's students and staff.
