

From: [Max Heller](#)
To: [Jennifer Siciliano](#)
Cc: [Caleb Cox](#); [Susan Wright](#)
Subject: Re: Request for Comments on Site Plan Review Regis Gym - LU # 8-05/26
Date: Tuesday, June 23, 2026 1:15:44 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've reviewed this application and agree with the assessment that the development won't reach the threshold to trigger a TIA.

To determine the anticipated increase in trips generated by this new gym, the *ITE Manual* looks at expected increases in student enrollment or staff employment. The applicant's engineer states in their transportational assessment letter that this gym will not lead to an increase in either of these. As such, we agree that the development won't generate new trips in excess of the TIA thresholds.

Please let us know if you have any additional questions.

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, June 5, 2026 10:53 AM

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 <jshanahan@co.marion.or.us>; Jay Alley <jay.alley@staytonfire.org>; John Eckis <johneckis@sctcweb.com>; John Rasmussen <jasmussen@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>; Kendra Furry <kfurry@staytonoregon.gov>

Subject: Request for Comments on Site Plan Review Regis Gym - LU # 8-05/26

[External Sender]

The City of Stayton has received an application for Site Plan Review to construct a new 10,239-square-foot practice gymnasium on the existing Regis High School campus located at 550 W Regis Street. The 31.37-acre property (two parcels 091W10BA04900 and 091W10BB05900) is zoned Public/Semi-Public (P).

See below for links to application materials. Our usual request for comments form is attached. Please submit comments by June 25, 2026.

Application: <https://www.staytonoregon.gov/page/open/6350/0/Application>

Narrative Statement: <https://www.staytonoregon.gov/page/open/6350/0/Narrative%20Statement>

Civil Site Plan: <https://www.staytonoregon.gov/page/open/6350/0/Civil%20Site%20Plans>

Architectural and Landscaping: <https://www.staytonoregon.gov/page/open/6350/0/Architectural%20and%20Landscaping>

Preliminary Stormwater Narrative:

<https://www.staytonoregon.gov/page/open/6350/0/Preliminary%20Stormwater%20Narrative>

Survey: <https://www.staytonoregon.gov/page/open/6350/0/Survey>

Traffic Analysis Letter: <https://www.staytonoregon.gov/page/open/6350/0/Traffic%20Analysis%20Letter>

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: June 5, 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 8-05/26** – Application Site Plan Review to construct a new 10,239-square-foot practice gymnasium on the existing Regis High School campus located at 550 W Regis Street. The 31.37-acre property (two parcels 091W10BA04900 and 091W10BB05900) is zoned Public/Semi-Public (P).

APPLICANT: Regis Catholic High School, 550 W Regis Street, Stayton, OR 97383

TAX MAP/LOT NUMBER: 091W10BA04900 and 091W10BB05900

DECISION CRITERIA: Stayton Municipal Code (SMC) 17.12.220.5 Site Plan Review Approval Criteria;

APPLICATION DEEMED COMPLETE: June 5, 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 25, 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: *ensure access meets fire code and signed fire lane*

By: Jay Alleg

Date: 6-18-2026

Agency: Stayton Fire District

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

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

**COMMUNITY AND
ECONOMIC
DEVELOPMENT**
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
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STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218