

BEFORE THE STAYTON CITY PLANNER

In the matter of) Minor Modification Site Plan Review
The application of) File # 9-05/26
Santiam Women's Clinic)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The application is for a Minor Modification to a Site Plan Review for an expansion of the Women's Clinic at 1401 N 10th Avenue at the Santiam Hospital and is zoned Public/Semi Public (P). The proposal is to construct a 1,000-square-foot addition to the east side of the existing clinic building and demolish an existing 930-square-foot accessory pod.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner is Santiam Memorial Hospital.
2. The applicant is William Sloman of Clark/Kjos Architects, 421 SW Sixth Avenue, Suite 1300, Portland OR 97204
3. The property can be described on Marion County Assessors Map as 1369 N 10th Avenue (tax lot 091W10AD00100).
4. The address of the Santiam Women's Clinic building is 1373 N. 10th Avenue
5. The property is approximately 7.2 acres.
6. The property is zoned Public/ Semi Public (P).
7. The property is already developed with a hospital, women's clinic, and outpatient facility.
8. The adjacent property to the north is zoned Low Density (LD) Residential. To the east, the parcels are zoned LD and Medium Density (MD) Residential. To the south, the parcels are zoned High Density (HD) Residential and MD. To the west, the parcels are zoned LD and Commercial General (CG).

B. EXISTING CONDITIONS

The subject property is currently developed with a hospital, women's clinic, and outpatient facility.

C. PROPOSAL

The proposal is to construct a 1,000-square-foot addition to the east side of the existing Women's Clinic building and demolish an existing 930-square-foot accessory pod at the Santiam Hospital campus.

D. AGENCY COMMENTS

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

Responses were received from Stayton Public Works, City of Stayton's Transportation Consultant, whose comments are reflected in the findings below.

The Stayton Fire District reviewed the proposal and had no comments. Stayton Cooperative Telephone Company responded that it is not affected by the proposal. Marion County Building Inspection reviewed the proposal and had no comments that affect the land use review.

E. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220.

F. APPROVAL 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 City's Master Plans and Standard Specifications.*

Finding: The Applicant has provided a site plan showing the proposed improvements and utility connections to existing onsite infrastructure. The Applicant's site plan also shows that the proposed Development will not create a measurable increase in impervious area on the campus property.

Regarding water utility, an 8-inch city ductile iron water main is located along the west side of N. 10th Avenue. The existing Women's Clinic appears to be connected to this water main, and a city fire hydrant is located along the development frontage. The City's Water Master Plan does not identify any significant water system deficiencies in the vicinity that would be affected by or require improvements as a result of the proposed development.

Regarding sanitary sewer, an 8-inch city concrete sanitary sewer main is located along the east side of N. 10th Avenue. The existing building appears to be connected to this sewer main. The City's Wastewater Facilities Planning Study (Master Plan) does not identify any significant sanitary sewer deficiencies in the vicinity that would be affected by the proposed development.

Regarding storm drainage, a 12-inch city storm main is located within N. 10th Avenue, and another 12-inch city storm main is located at the dead end of E Street. According to the Stormwater Master Plan, runoff from the subject property and the surrounding area drains to the Salem Ditch. Although the Stormwater Master Plan identifies future improvements to upsize the existing 12-inch storm mains to 15-inch mains, the proposed development will not trigger those improvements because of the minimal increase in impervious surface associated with the project.

- b. *Provisions 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 applicant has submitted a site plan proposing an addition that will utilize the existing internal circulation system. No new access points are proposed as part of this development. The City's transportation engineering consultant determined that the anticipated traffic generated by the clinic addition is well below the threshold requiring a Traffic Impact Study or Transportation Assessment Letter (TAL). Because the existing driveways meet the spacing requirements of SMC 17.26.020.3.h and no new access points are proposed, the City's transportation consultant recommended that the Transportation Assessment Letter requirement be waived. The Public Works Director approved the waiver by email dated May 18, 2026. Therefore, this criterion is met.

- c. *Provision of 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.*

Finding: N 10th Avenue is designated as a Minor Arterial street in the Stayton Transportation System Plan (TSP), with a standard 34-foot street improvement including curbs, two 6-foot bicycle lanes, no on-street parking, 6-foot sidewalks, and 6-foot planter strips within a 60-foot right-of-way. The existing condition of N. 10th Avenue is an approximately 50-foot-wide improvement with curbs along both sides of the street within a 60-foot-wide right-of-way. The development side of the street includes a curb-line sidewalk for most of the subject property frontage. The subject property is currently served by an existing driveway from N. 10th Avenue. The TSP does not identify any transportation projects or deficiencies affecting the street adjacent to the subject property that would be impacted by the proposed development.

The applicant has stated that the proposed expansion of the existing Women's Clinic will not change incoming or internal traffic circulation. Based on the limited scope of the project and the anticipated minimal increase in traffic, no additional transportation improvements are required as part of this development.

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

Finding: Pursuant to Table 17.20.060.7.b, hospitals are required to provide two (2) parking spaces per 1,000 square feet of laboratory and outpatient care area, plus one-half (0.5) parking space per hospital bed.

The Women's Clinic is part of the larger Santiam Hospital campus, which is located on a single parcel. Therefore, parking must be evaluated for the entire campus rather than for the Women's Clinic independently. The square footage of the various outpatient facilities on the hospital campus is based on the information provided by the applicant and a previous land use application. Because hospital campuses often contain a mix of inpatient, outpatient, and shared support spaces, the precise allocation of floor area among these uses may vary. However, the available information demonstrates that the campus provides parking well in excess of the minimum required by SMC 17.20.060.

The application states that the hospital campus provides a total of 204 parking spaces. The campus includes three buildings. The hospital contains approximately 40 beds, requiring 20 parking spaces, and approximately 7,600 square feet of laboratory and outpatient care area, requiring an additional 15 parking spaces. A separate outpatient facility contains approximately 6,040 square feet, requiring 12 parking spaces. Following the proposed expansion, the Women's Clinic will contain approximately 5,471 square

feet, requiring 11 parking spaces. In addition, Land Use Application LU #17-12/24 established that five (5) parking spaces are allocated to the adjacent Orthopedic Clinic.

Table 17.20.060.9-A.1 requires hospitals to provide one (1) bicycle parking space for every 20 hospital beds. The proposed development does not increase the number of hospital beds. Therefore, no additional bicycle parking spaces are required as part of this application.

With 204 parking spaces provided, the campus substantially exceeds the minimum parking requirement. The proposed expansion of the Women's Clinic does not reduce the parking supply below the minimum required by SMC 17.20.060. Therefore, this criterion is met.

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

Finding: No new open storage areas or outdoor storage are being proposed.

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

Finding: There will be no off-site noise, odor or fumes from the proposed development 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: The proposed project is a public use and no residential, commercial, downtown, or industrial standards are applicable.

- 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 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: The subject property contains approximately 313,632 square feet (7.20 acres). The Public/Semi-Public (P) zoning district requires a minimum of 15 % of the site to be landscaped, which may include lawn areas. The application states that approximately 138,036 square feet of the site will remain landscaped, representing approximately 44 % of the total site area. This exceeds the minimum landscaping requirement.

The proposed addition is located within an existing developed area of the hospital campus and does not include the installation of new trees or shrubs. Accordingly, a landscape plan was not submitted.

- 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 without undue adverse impact on existing land uses.*

Finding: No new visual, sound, or physical barriers are proposed for this site plan development.

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

Finding: No new outdoor lighting is proposed as part of this minor modification. Accordingly, the applicant did not submit an outdoor lighting plan. The proposed development will not alter the existing site lighting and therefore continues to comply with the applicable outdoor lighting requirements of Section 17.20.170.

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

Finding: Santiam Hospital Facility will be responsible for the upkeep and maintenance of the building and grounds.

- 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.*

Findings: The proposed development site is not within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch. This criterion is not applicable.

- 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.*

Finding: This criterion is not applicable since no building on the property is listed on the National Register of Historic Places.

III. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements for Sections 17.12.220 Site Plan Review, 17.20.060 Off-Street Parking and Loading, 17.20.090 Landscaping Requirements, and 17.20.170 Outdoor Lighting.

IV. ORDER

Based on the findings above, the Stayton City Planner hereby approves the application for a Minor Modification to the Site Plan Review for the property owned by Santiam Hospital and Clinics, located at 1401 N. 10th Avenue, tax lot 091W10AD00100, for the addition of approximately 1,000 to the Women's Clinic. This approval applies to the Application for Site Plan Review (3 pages, signed by William Sloman and dated March 2026), the Site Plan Review & Variance Applications narrative (5 pages, prepared by William Sloman and dated June 10, 2026), the Existing Conditions survey prepared by Greg Wilson of Barker Surveying (dated October 27, 2010), and the architectural site plans (11 sheets, prepared by Clark & Kjos Architects, LLC, dated April 15, 2026). This approval is granted subject to the standard conditions of approval attached and the following specific conditions listed below

The following conditions of approval shall be completed prior to City approval of any onsite construction or support of building permit approval:

1. The applicant shall connect the proposed development to either a new City water service line and meter or an existing private domestic water line serving the subject property, in accordance with SMC 13.16.390.
2. Fire hydrants, if required, shall be installed in accordance with the Public Works Design Standards (PWDS) and Stayton Fire District requirements. Fire hydrants shall generally be located within 250 feet of any new structure.
3. The applicant shall install suitable toilet facilities and connect them to the City sanitary sewer system, either directly to the City system or to an existing private sanitary sewer system serving the subject property, in accordance with SMC 13.24.770.
4. No new driveway approaches to serve the subject property shall be constructed as part of this development.
5. The applicant shall connect all new rain drains, foundation drains, and area drains or catch basins to the City storm drainage system through a new stormwater facility or to an existing private storm drainage system serving the subject property.
6. The applicant shall obtain all required construction permits for work within a public street, public right-of-way, City easement, or for public infrastructure on private property, including any permits required for erosion control and stormwater management.
7. All franchise utility improvements required to serve the proposed development shall be installed underground in accordance with the current standards of the applicable utility provider and the Public Works Design Standards.

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 satisfy 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 City Planner at least 30 days prior to the expiration date of 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.

Jennifer Siciliano

Jennifer Siciliano,
Director of Community and Economic Development

July 9, 2026

Date

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.