



AGENDA PLANNING COMMISSION

July 27, 2026

at 7:00 p.m.

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

HYBRID MEETING

The Stayton Planning Commission will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be attended virtually. If you would like to virtually participate in the meeting, please contact the Planning Department at pwa@staytonoregon.gov to receive an invitation to the online meeting.

1. CALL TO ORDER

2. MEETING MINUTES

- a. Approval of June 29, 2026, Minutes

3. PUBLIC HEARING - LAND USE FILE #11-07/24 – Application for Detailed Master Planned Development Plan at 1601 Oriole Street a 7.11-acre property in Low Density Residential (LD) zone to subdivide into 22 single-family lots. (continuation)

- a. Staff Introduction and Report
- b. Applicant Presentation
- c. Questions from the Commission
- d. Questions and Testimony from the Public
- e. Applicant Summary
- f. Staff Summary
- g. Close of Public Hearing
- h. Commission Deliberation
- i. Commission Decision

4. Code Interpretation - Whether Offices of Physicians, Dentists, and Other Health Practitioners Uses are Included within Hospital Use

5. PUBLIC HEARING - LAND USE FILE #08-05/26 – Application for Site Plan Review to construct a new gymnasium on the Regis High School campus located at 550 W Regis Street in the Public/Semi-Public (P).

- a. Staff Introduction and Report
- b. Applicant Presentation
- c. Questions from the Commission
- d. Questions and Testimony from the Public
- e. Applicant Summary
- f. Staff Summary

- g. Close of Public Hearing
- h. Commission Deliberation
- i. Commission Decision

6. PUBLIC HEARING - LAND USE FILE #03-03/26 – Application for a 2-lot Partition of 395 N Noble Street a .43-acre parcel in a Medium Density (MD) Residential zone.

- a. Staff Introduction and Report
- b. Applicant Presentation
- c. Questions from the Commission
- d. Questions and Testimony from the Public
- e. Applicant Summary
- f. Staff Summary
- g. Close of Public Hearing
- h. Commission Deliberation
- i. Commission Decision

7. ADJOURN

The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodation, contact the Community and Economic Development Department at (503) 769-2998.

STAYTON PLANNING COMMISSION MEETING MINUTES

Monday, June 29, 2026

Commissioners: Larry McKinley – Chair (present)
Peter Bellas (present)
Amy Watts (present)
Melissa Sutkowski (present)
Steve Baldwin (present)

Staff Members: Jennifer Siciliano, Community & Economic Development
Director
Kendra Furry, Code Enforcement Officer
Elizabeth Embree, Office Specialist

Others Present: Steve Sims, City Councilor; Alan Sorem, representing JCNW, LLC, and Bill Martinak, applicant, for LU #7-04/26.

Call To Order: Chairman Larry McKinley called the meeting to order at 7:01 pm. Quorum is present.

Approval Of Minutes: Ms. Watts moved, and Ms. Sutkowski seconded to approve the minutes from May 26, 2026, as presented. Motion passed 5:0.

Land Use File #11-07/24: Application for Detailed Master Plan Development Plan at 1601 Oriole Street, a 7.11-acre property in Low Density Residential (LD) zone to subdivide into 22 single-family lots.

Chair McKinley continued public hearing for LU #11-07/24 regarding the proposed Detailed Master Planned Development Plan for a low-density residential development at 1601 Oriole Street.

Ms. Siciliano reported that City staff and the applicant continue to work collaboratively on revisions to the proposed conditions of approval. She stated that the applicant had submitted proposed revisions and that staff was preparing a response after consulting with the City Engineer. Staff anticipated providing its revised recommendations to the applicant within the following week.

Alan Sorem, attorney representing the applicant, stated that the applicant had submitted revisions to the proposed draft order of approval. He explained that the applicant was awaiting formal comments from City staff and believed it would be premature to present the proposal to the Planning Commission until the parties had either reached agreement on the remaining conditions or identified the outstanding issues.

STAYTON PLANNING COMMISSION MEETING MINUTES

Monday, June 29, 2026

Commissioner Baldwin asked whether the communication concerns discussed at the previous meeting had been resolved. Mr. Sorem responded that communication had continued; however, the applicant was still awaiting written comments from City staff.

Chair McKinley opened the hearing for public testimony. No testimony was received. No additional presentation was provided by the applicant due to the ongoing review process.

Staff confirmed that the proposed revisions to the conditions of approval were currently being reviewed with the City Engineer and were expected to be completed before the next Planning Commission meeting.

Following discussion, the Commission agreed that additional time was needed for staff and the applicant to complete their review of the proposed conditions.

Ms. Sutkowski moved, and Mr. Baldwin seconded to continue the public hearing for LU #11-07/24 (Detailed Master Planned Development Plan for 1601 Oriole Street) to the July 27, 2026, Planning Commission meeting. Motion passed 5:0.

Adjourn: Chair McKinley adjourned the meeting at 7:14 PM.

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: July 27, 2026
SUBJECT: Phillips Estates III Detailed Master Planned Development Approval for a 22-lot Master Planned Development subdivision
120 DAYS ENDS: August 15, 2026 (has been extended)

ISSUE

The issue before the Planning Commission is a public hearing on an application for Detailed Development Plan approval for a Master Planned Development subdivision at 1601 Oriole Street (Tax Lot 091W04DB03300). The proposal would subdivide the approximately 7.11-acre property into 22 single-family residential lots.

ENCLOSURE

- Updated Draft Order for Land Use File #11-07/24, including revised proposed conditions of approval

BACKGROUND

The Planning Commission opened the public hearing on May 25, 2026, and continued the hearing to June 29, 2026, and then to July 27, 2026, to allow additional time to finalize the proposed conditions of approval. Since the last hearing, staff and the applicant have discussed the draft conditions. Based on those discussions, staff has revised the proposed conditions and updated the Draft Order. The updated Draft Order is included with this staff report for the Planning Commission's consideration.

RECOMMENDATION

Staff recommends approval of the application for Detailed Development Plan approval for the Phillips Estates III Master Planned Development and adoption of the attached Updated Draft Order.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Community and Economic Development Department recommends the first option to approve the application as drafted.

1. Approve the application, adopting the draft order as presented.

I move the Stayton Planning Commission approve the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) and adopt the draft order presented by Staff.

2. Approve the application, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) and adopt the draft order with the following changes...

3. Continue the hearing until August 31, 2026.

City of Stayton

I move the Stayton Planning Commission continue the public hearing on the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) until August 31, 2026.

The applicant would need to agree to an additional extension of the 120-day review period.

4. Deny of the application, directing staff to modify the draft order.

I move the Stayton Planning Commission deny of the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the August 31, 2026, meeting.

The applicant would need to agree to an additional extension of the 120-day review period.

5. Close the hearing but keep the record open for submission of written testimony.

I move the Stayton Planning Commission close the hearing on the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) but maintain the record open to submissions by the applicant until August 3, 2026, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on August 31, 2026.

The applicant would need to agree to an additional extension of the 120-day review period.

6. Close the hearing and record, and continue the deliberation to the next meeting.

I move the Stayton Planning Commission continue the deliberation on the application for Detailed Master Planned Development for 1601 Oriole Street submitted by JCNW Family, LLC / Bill Martinak (Land Use File #11-07/24) until August 31, 2026.

The applicant would need to agree to an additional extension of the 120-day review period.

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of
The application of
JCNW Family, LLC/ Bill Martinak, Applicant

) Detailed Development Plan for
) Master Planned Development
) Phillips Estate III
) Land Use File # 11-07/24

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The applicant is requesting detailed development plan approval to subdivide a 7.11-acre parcel into a 22-lots with open space area subdivision to be called Phillips Estates III. Under the provisions of Section Stayton Municipal Code Section 17.24.090, the Planning Commission approved the conceptual plan in September 26, 2025. This application has been submitted as outlined in subsection 17.24.090.6-8.

II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on May 26, 2026, and continued to June 29, 2026, and then again to July 19, 2026. At the public hearing, the Planning Commission reviewed Land Use File #11-07/24, an application for detailed development plan approval, and it was made part of the record.

Following the public hearing, the Planning Commission began deliberations on the application.

III. FINDINGS OF FACT

A. GENERAL FACTS

1. The owner of the property is JCNM Family, LLC/ Bill Martinak.
2. The applicant is the owner.
3. The property can be described as taxlot 091W04DB03300.
4. The property is zoned Low Density Residential (LD).
5. The property is located at 1601 Oriole Street.
6. The properties to the east and south are zoned Low Density (LD) Residential and are developed with single-family dwellings. The properties to the north and west are outside the city limits, zoned Marion County Urban Transition.
7. The conceptual plan was approved by the Planning Commission on September 26, 2025.

B. EXISTING CONDITIONS

The subject property is located at 1601 Oriole Street and consists of approximately 7.11 acres. The property is currently vacant of buildings and contains a stormwater facility.

C. PROPOSED DETAILED DEVELOPMENT PLAN

applicant proposes to develop the subject property into a 22-lot Master Planned Development, with lot sizes ranging from approximately 6,000 square feet to 8,000 square feet. The proposal also includes the dedication of approximately 2.49 acres of open space to the City.

D. AGENCY COMMENTS

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

Stayton Cooperative Telephone Company commented that they are not affected by the development.

City of Stayton Public Works, through the City Engineer, submitted a memorandum. Their comments are incorporated into the findings below.

E. PUBLIC COMMENTS

The Community and Economic Development Department received no comments from the public on this application before the public hearing. During the May 26, 2026, public hearing, Valarie Lamphear, 2144 Quail Run Avenue, and Laura Franco, 2102 Quail Run Avenue, provided testimony regarding potential drainage and development impacts.

F. ANALYSIS – MASTER PLANNED DEVELOPMENT

The application for detailed development plan approval for a master plan development is required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.24.090.8. Section 17.24.100 contains design standards which must be met by master planned developments.

G. APPROVAL CRITERIA

Pursuant to the Stayton Municipal Code, the following criteria must be demonstrated as being satisfied by the application:

Section 17.24.050 DESIGN STANDARDS FOR SUBDIVISION PRELIMINARY PLANS

1. STREETS

- a. Streets shall be in alignment with existing streets in the vicinity of the proposed subdivision, either by prolongation of existing centerlines or by connection with suitable curves. Streets shall conform to the location, alignment, and width as*

- indicated on the official map of streets known as the Future Street Plan in the adopted Stayton Transportation System Plan.*
- b. Streets should intersect at or near right angles as practicable, and in no case shall the angle of intersection exceed 120 degrees.*
 - c. The criteria of a and b above may be modified where the applicant can demonstrate to the decision authority that the topography, or the small number of lots involved, or any other unusual conditions justify such modification.*
 - d. Bikeways and pedestrian ways shall be required in accordance with the City of Stayton Transportation System Plan.*
 - e. Concrete curbs and concrete sidewalks shall be installed on all streets, consistent with the Geometric Design Requirements by Street Functional Classification in the Public Works Design Standards. In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.*

Finding: The transportation elements shown in the submitted plan set are consistent with these requirements. Oriole Street and Quail Run Avenue are designated as Local streets in the Transportation System Plan (TSP), which require a 34-foot-wide street improvement with curbs, 5-foot-wide property-line sidewalks, and 7.5-foot-wide planter strips within a 60-foot-wide right-of-way. Oriole Street currently exists as a 34-foot-wide street improvement without sidewalks within a 60-foot-wide right-of-way and terminates at the east property line of the subject property. Quail Run Avenue currently exists as a 40-foot-wide full street improvement within a 60-foot-wide right-of-way and terminates at the south property line of the subject property. Junco Street is designated as a Neighborhood Collector street in the TSP, requiring a 34- to 36-foot-wide street improvement with curbs, 5-foot-wide property-line sidewalks, and 7.5-foot-wide planter strips within a 60-foot-wide right-of-way. Junco Street currently exists as an 18-foot-wide half-street improvement with curbs and sidewalks along the south side within a 30-foot-wide right-of-way and terminates at the east property line of the subject property. The proposed development extends and improves the surrounding street network consistent with the Transportation System Plan and Public Works Design Standards.

Condition to Remain Consistent: Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required transportation infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application and with the PWDS, SMC 17.24.050, and SMC 17.26.020. The proposed streets shall be constructed in accordance with current PWDS. No variance to the street standards is requested or granted with this Master Planned Development.

Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing the public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

2. *DEDICATION OF A RIGHT-OF-WAY. If a parcel of land to be divided includes any portion of a right-of-way or street, the preliminary plan shall show where such right-of-way or street will be dedicated for the purpose or use proposed.*

Finding: The rights-of-way shown in the submitted plan set are consistent with these requirements.

Condition to Remain Consistent: Prior to City approval of the Final Plat for the proposed Development, the Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the rights-of-way dedicated are in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application. The Final Plat shall also demonstrate that all existing and proposed easements are documented in conformance with the layout in the Detailed Master Planned Development Application, PWDS, and SMC.

3. *DEAD-END STREETS AND CUL-DE-SACS. When it appears necessary to continue a street into a future subdivision or adjacent acreage, streets shall be dedicated or platted to the boundary of a division without a turn-around. In all other cases, dead-end streets and cul-de-sacs shall have a turn-around with a radius of not less than 45 feet to the property line. Unless otherwise approved by the decision authority, the length of the street to the cul-de-sac bulb shall not exceed 450 feet in length.*

Finding: The proposed Junco Street right-of-way shown in the submitted plan set is consistent with these requirements.

Condition to Remain Consistent: Prior to City approval of the Final Plat for the proposed Development, the Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the streets are dedicated or platted to the boundary of the proposed Development in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application.

4. *RESERVE BLOCK.*

- a. *Reserve blocks controlling the access to public ways or which will not prove taxable for special improvements may be required by the decision authority, but will not be approved unless such strips are necessary for the protection of the public welfare or of substantial property rights, or both, and in no case unless the land comprising such strips is placed in the name of the City for disposal and dedication for street or road purposes whenever such disposal or dedication has the approval of the decision authority.*
- b. *In no case shall a reserve block be platted along a street that is dedicated to the required full width.*

Finding: The proposed Junco Street right-of-way is an extension of a previous partial street. Public Works does not recommend the implementation of a Reserve Block along this portion of the Development.

5. *STREET WIDTHS.*

- a. *The location, width, and grade of all streets must conform to any approved transportation master plan or recorded subdivision plat. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either provide for the continuation or appropriate projection of existing principal streets in the surrounding areas or conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions made continuance or conformance to existing streets impractical or where no plan has been previously adopted.*
- b. *In addition, new streets may be required to be located where the City Engineer determines that additional access is needed to relieve or avoid access deficiencies on adjacent or nearby properties. In determining the location of new streets in a development or street plan, consideration shall be given to maximizing available solar access for adjoining development sites.*
- c. *When an area within a subdivision is set aside for commercial uses or where probable future conditions warrant, the decision authority may require dedication of streets to a greater width than herein otherwise provided.*
- d. *The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in Standard Specifications for Public Works Construction, Section 300 - Street Design Standards, 2.07, except a boundary street may be half such width where it is apparent that the other half will be dedicated from adjacent properties.*

Temporary dead-end streets. Dead-end streets that may in the future be extended shall have a right of way and pavement width that will conform to the development pattern when extended.

e. *Additional Right-of-Way Widths.*

- 1) *Where topographical requirements necessitate either cuts or fill for the proper grading of streets, additional right-of-way width may be required to allow all cut and fill slopes to be within the right-of-way.*
- 2) *Where bikeways necessitate, additional right-of-way width may be required.*

Finding: The transportation elements shown in the submitted plan set are consistent with these requirements.

Condition to Remain Consistent: Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required transportation infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in

the Detailed Master Planned Development Application and with the PWDS, SMC 17.24.050, and SMC 17.26.020. The proposed streets shall be constructed in accordance with current PWDS. No variance to the street standards is requested or granted with this Master Planned Development.

Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

Prior to City approval of the Final Plat for the proposed Development, the Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the rights-of-way dedicated are in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application.

6. *SUBDIVISION BLOCKS.*

- a. *Block lengths and widths shall be determined by giving consideration to the following factors:*
 - 1) *The distance and alignment of existing blocks and streets.*
 - 2) *Topography.*
 - 3) *Lot size.*
 - 4) *Need for and direction of the flow of through and local traffic.*
- b. *Block length and perimeter standards are specified in Section 17.26.020.5.c.*
- c. *Except where topographical or other physical features require otherwise, block widths shall not be less than 180 feet.*

Finding: The proposed subdivision block layout is consistent with these requirements. Quail Run Avenue and Oriole Street are continuations of street improvements from previously approved subdivisions and provide connectivity to the surrounding neighborhood. The proposed extension of Goldfinch Avenue creates a subdivision block of approximately 370 feet in length, which complies with the minimum 100-foot and maximum 600-foot block length standards established in Section 17.26.020.5.c.

7. *MID-BLOCK WALKS. Where topographical or other conditions make necessary blocks of unusual length, the decision authority may require the developer to install mid-block pedestrian walks on a right-of-way at least 6 feet in width, which shall be hard surfaced throughout the block, and curb to curb, in order to provide easy access to schools, parks, shopping centers, mass transportation stops, or other community services.*

Finding: The applicant has not proposed a mid-block walks.

8. *LOT SIZE, LOT LINES.*

- a. *Lot sizes shall be as specified in the zoning district in which the land division is being proposed.*
- b. *If topography, drainage, location, or other conditions justify, the decision authority may require greater area and frontage widths on any or all lots within a subdivision, or it may allow smaller area or front line widths if the surrounding area and other conditions justify such requirements.*
- c. *In a cul-de-sac, the minimum lot line fronting the turn-around shall be 40 feet, and in no case shall the lot width be less than 60 feet at the building line.*
- d. *Side lot lines shall be as close to right angles to the front street as practicable.*
- e. *Unless otherwise approved, rear lot lines shall be not less than ½ the width of the front lot lines.*
- f. *The subdividing or partitioning of developed property shall not create lots or parcels that are in violation of the dwelling density limitations of the underlying zone.*

Finding: Section 17.24.100.1.a allows the minimum lot area, lot width, frontage, setbacks, and height requirements to be modified within a Master Planned Development. The proposed lots are generally rectangular in shape, with lot lines substantially perpendicular to the adjoining streets and rear lot lines generally similar in width to the front lot lines. The proposed development complies with the overall density requirements of the Low Density Residential (LD) zone, which permits a maximum density of 6 dwelling units per acre. Approximately 2.49 acres of the 7.11-acre site are proposed as open space and will remain undeveloped. Based on the remaining developable acreage and the proposed 22 single-family dwelling lots, the resulting residential density is approximately 4.76 dwelling units per acre.

- 9. *PUBLIC SURVEY MONUMENTS. Any donation land claim corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision shall be accurately referenced to at least two monuments.*

Finding: The proposed monument configuration in the submitted preliminary plat is consistent with these requirements.

Condition to Remain Consistent: Prior to City approval of the Final Plat for the proposed Development, the Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that any donation land claim, corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision is accurately referenced to at least two monuments.

10. *SEWAGE DISPOSAL.*

- a. *All extensions of the existing City sewage facilities shall be in accordance with the adopted Wastewater Master Plan. Sewer mains shall be extended to the edge of the subdivision unless otherwise approved by the Public Works Director.*
- b. *If adequate public sewage facilities are not available to the parcel of land proposed for subdivision, or if extension of the existing City sewage facilities to*

serve the buildings to be constructed in the proposed subdivision does not appear practical and economically feasible because of topographic or other considerations, and if all lots in a subdivision are of proper size and soil conditions are suitable, as determined by percolator or other tests made by or approved by the health officer having jurisdiction, the City may allow individual sewage disposal facilities approved by the health officer to be installed on each lot when and as buildings are erected thereon.

Finding: The sanitary sewer infrastructure elements shown in the submitted plan set are consistent with these requirements. An existing 8-inch PVC City sanitary sewer main is located within Oriole Street east of the subject property and terminates at a structure approximately 20 feet west of the east property line. An additional 8-inch PVC City sanitary sewer main is located within Quail Run Avenue south of the subject property and terminates at a mainline cleanout approximately 66 feet south of the south property line. Another 8-inch PVC City sanitary sewer main is located within Pheasant Avenue east of the subject property, running north to south and terminating at a manhole approximately 130 feet east and 90 feet south of the east property line. The proposed development will connect to and extend the existing public sanitary sewer system consistent with the Public Works Design Standards and Wastewater Master Plan.

Condition to Remain Consistent: Condition to Remain Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required sanitary sewer infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.

The Applicant's engineer shall verify that the proposed sanitary sewer main extended within Oriole Street is at a sufficient depth to be able to serve proposed Lots 9 and 10 of the planned Development.

Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public sanitary sewer infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

11. PUBLIC USE AREAS.

- a. Subdivision and partition preliminary plans shall provide a minimum of 5% of the gross area of the subdivision or partition as public recreation area.*
- b. Such public recreational area shall have access to a public street, and the decision authority may specify the location of such area to be compatible with existing or anticipated recreational development.*

- c. As an alternative to subsection a. of this section, in cases where such recreational area would not be effectively used because of size or the location of the subdivision or partition, or where agreed upon by the decision authority, the developer shall pay to the City a fee, earmarked for recreational use and development.*

Finding: The requirements of this section are superseded by Section 17.24.100.2.d. See the findings for Section 17.24.100.2.d below.

12. WATER SUPPLY.

- a. All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Board of Health or the county health officer.*
- b. In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City will pay the additional costs of such larger lines based on the current rate schedule adopted by the City.*

Finding: The water system infrastructure elements shown in the submitted plan set are consistent with these requirements. No “oversize” water mains are required, and no reimbursement will be due to the Applicant. An existing 8-inch ductile iron City water main is located along the south side of Oriole Street east of the subject property and extends west through the subject property, where it interties with an existing 8-inch ductile iron City water main located along the west side of Quail Run Avenue south of the subject property. An additional 10-inch ductile iron City water main is located near the center of the Junco Street improvements east of the subject property and terminates approximately 45 feet east of the east property line. The proposed development will connect to and extend the existing public water system consistent with the Public Works Design Standards.

Condition to Remain Consistent: Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant’s engineer shall submit final construction drawings to Public Works for the proposed and required water system infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.

The Applicant’s engineer shall provide engineered calculations per PWDS and Fire Marshal requirements to prove the adequacy of the new water system to provide domestic service and fire flows to each lot within the proposed Development.

Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public water system infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required

public infrastructure is complete and accepted by the City.

13. UNDERGROUND UTILITIES.

- a. *All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.*
- b. *The subdivider shall provide underground electricity and telephone service and wiring for future street lighting. The subdivider shall also provide such present street lighting, gas lines, and cable television or other data transmission lines as are available within 500 feet of the proposed subdivision.*

Finding: The franchise utility infrastructure elements shown in the submitted plan set are consistent with these requirements.

Condition to Remain Consistent: Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.

Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant shall enter into a Development Agreement with the City, guaranteeing construction and completion of the proposed and required public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support approval of the final plat until the required public infrastructure is complete and accepted by the City.

Section 17.24.090.8 DETAILED DEVELOPMENT PLAN APPROVAL CRITERIA

The decision authority shall approve the detailed development plan upon finding that the detailed development plan conforms to the concept plan and the conditions of its approval. Minor changes to the approved concept plan may be approved with the detailed plan when the approval body finds that the modification(s) are consistent with the criteria below.

- a. *The detailed development plan shall meet all applicable approval criteria of Sections 17.12.220, 17.24.050, 17.24.100, and Chapter 17.26.*

Finding: See the findings for Section 17.24.050 above and 17.24.100 below.

- b. *If a phased development, each phase shall be:*
 - 1) *Substantially and functionally self-contained and self-sustaining with regard to access, parking, utilities, open spaces, and similar physical features; capable of substantial occupancy, operation, and maintenance upon completion of construction and development.*

- 2) *Arranged to avoid conflicts between higher and lower density development.*
- 3) *Properly related to other services of the community as a whole and to those facilities and services yet to be provided.*
- 4) *Provided with such temporary or permanent transitional features, buffers, or protective areas as may be required to prevent damage or detriment to any completed phases and to adjoining properties not in the Master Planned Development.*

Finding: The applicant has not proposed to phase development of the subdivision.

Section 17.24.100 MASTER PLANNED DEVELOPMENT DESIGN STANDARDS

2. *DESIGN STANDARDS. In addition to the applicable design standards of Sections 17.20.190, 17.20.200, 17.20.220, and 17.20.230, the following design standards shall be met by Master Planned Developments.*
 - a. *Design Consistency: All structures, commercial, multi-family dwellings, single family dwellings, open space facilities shall have consistency in design through the use of similar design features such as but not limited to architectural details, lighting fixtures, and exterior finishes.*
 - 1) *This criterion does not require the development to conform to one specific architectural “style” such as Arts & Crafts, or Colonial, but it shall require continuity of design for all structures in the development.*
 - 2) *The design chosen by the developer shall be specified in the approval documents and the Codes, Covenants & Restrictions (CCRs) of the development and/or a specific set of standards approved as part of the detailed master plan. The design standards shall be enforced by the City throughout the development and permitting process and shall be enforceable by any homeowners owners association and individual lot owners through the CCRs.*
 - b. *Design for Detached Single Family Dwellings. The detailed design plan for any portion of the master planned development that includes detached single family dwellings shall meet the following standards:*
 - 1) *A minimum of fifteen percent of each lot shall be landscaped.*
 - 2) *Recreational vehicle storage in the front yard shall be prohibited.*
 - 3) *Graveled/paved parking areas in the front yard outside of the driveway shall be prohibited.*
 - 4) *At least four of the following design features shall be included on the sides of a building facing a street, public right of way or open space.*
 - a) *Dormers or gables*
 - b) *Cupolas*
 - c) *Bay or bow windows*

- d) *Exterior shutters*
- e) *Recessed entries*
- f) *Covered porch entries or porticos*
- g) *Front porch of at least 100 square feet*
- h) *Covered or uncovered balconies*
- i) *Pillars or posts*
- j) *Eaves with a minimum 18 inch projection*
- k) *Exterior brick work or masonry on a minimum of 15% of the façade, not including the area of doors and windows.*
- 5) *All buildings sides facing a street, public right of way or open space shall have a minimum of 15% in windows or doors with glazing.*
- 6) *A break in wall plane of at least 16 inches every 30 feet.*
- 7) *Offsets or breaks in roof elevation of at least 2 feet every 30 feet.*

Finding: The detailed development plan included a draft set of protective covenants, conditions and restrictions with an architecture review committee and architectural design standards that require the same design standard for single family dwellings. .

c. *Fences.*

- 1) *There shall be no fences in the front yard of residential structures*
- 2) *If a lot adjoins an open space, trail or water way, any fence not located in the front yard or between two structures must be 50% open and no more than 4 feet in height. Alternately, a solid fence of not more than 6 feet in height may be allowed in rear yards for privacy if an additional 10 feet of public open space is added between any trails, waterways or common open space and the fence and that area is landscaped to buffer and conceal the fence.*

Finding: The submitted plan set do not identify any of the fencing on the proposed lots or along the proposed Open Space.

Condition: Prior to City approval of any onsite construction or building permit application(s) for the Subject Property, the Applicant's engineer shall submit construction drawings showing the proposed fencing layout and configuration for Proposed Lots 1 through 9, along the Open Space frontage along the extension of Oriole Street, and the end of proposed Junco Street where it abuts the Open Space, to ensure that these requirements are met.

- d. *Open Space: Master Planned Developments shall contain a minimum of 25% open space, except in the downtown zones, where the open space requirement shall be 10%. Open space includes all areas not in a street right-of-way that are publicly dedicated or under common ownership.*

- 1) *If the development is adjacent to the shorelines of the North Santiam*

River, Mill Creek, the Stayton Ditch, or the Salem Ditch a useable portion of the shoreline and reasonable public access to it shall be part of the open space and the open space requirement shall be reduced to 20%.

- 2) The decision authority may waive or reduce the requirement for open space when the master planned development is adjacent to and provides access to a public park or other off-site open spaces.*
- 3) The open space area shall be shown on the detailed plan and recorded with the final plat.*
- 4) The open space shall be conveyed in accordance with one of the following methods:*
 - a) At the sole discretion of the City Council, open space may be dedicated to the City as publicly owned and maintained open space. Open space proposed for dedication to the City must be acceptable to the City Planner and Public Works Director with regard to the size, shape, location, improvement, environmental condition, and budgetary and maintenance abilities.*
 - b) By conveying title to a nonprofit corporation, lot-owners association or other legal entity, with a conservation easement deeded to the City. The terms of such lease or other instrument of conveyance must include provisions for maintenance suitable to the decision authority, with advice from the City Planner, Public Works Director, and City Attorney.*
- 5) Whenever any privately owned open space areas, recreation facilities, community buildings or other facilities are provided, an association of owners shall be created under state law. Owners within the development shall automatically be members and shall be assessed levies for maintenance of the facilities.*
- 6) Areas identified as open space shall preserve important natural features such as wetlands, hillsides or historical features and integrate them into the development design. If the development abuts wetlands, the wetlands and an area around their perimeter shall be included in the open space.*
- 7) Pedestrian trails shall provide connectivity within the development and to the adjacent area and meet the requirements of the adopted Trails Master Plan.*
 - a) Any pedestrian paths shall be public.*
 - b) Paths with hard surface shall be a minimum of 10 feet in width centered within a 20-foot wide right of way or easement.*
 - c) Paths with soft surface shall be a minimum of 6 feet in width generally centered within a 16-foot wide right of way or easement.*

- d) *Paths shall have a minimum average illumination level of 1.0 foot candles.*
 - i. *If the path is a sidewalk or adjacent to an open space with lighting such as a park or playground, this standard may be met if the surrounding lighting can meet the standard.*
 - ii. *If there is no surrounding lighting, the path shall be provided with continuous pedestrian scale lighting that meets this standard.*
- 8) *A minimum of 10% of the open space shall include amenities such as but not limited to: plazas, playgrounds, picnic areas, park shelters, indoor or outdoor recreation facilities, and community buildings.*

Finding: The proposed Master Planned Development includes approximately 2.49 acres of open space within the 7.11-acre development site, representing approximately 35 percent of the total site area. The subject property is not adjacent to the shorelines of the North Santiam River, Mill Creek, the Stayton Ditch, or the Salem Ditch; therefore, the reduced open space standard does not apply. The open space area is identified on the detailed development plan and is proposed to be dedicated to the City as publicly owned and maintained open space.

The proposed open space includes amenities such as a pedestrian walking path, benches, and picnic tables. Pursuant to Section 17.24.100.2.d.8, a minimum of 10 percent of the open space area, or approximately 0.25 acres, is required to contain amenities. The plan identifies an area labeled "usable open space" totaling 14,251 square feet, or 13.15% of the total open space. Based on the submitted plans, this area is understood to be the required amenity area.

e. *Streets.*

The detailed development plan may provide for streets that are narrower than those typically required in a subdivision.

- 1) *Street right of way width may be reduced to 50 feet if:*
 - a) *All lots and buildings that front on that portion of the street are accessed by alleys, with no driveway entrances onto that portion of the street which is reduced in width.*
 - b) *On-street parking is restricted to only one side of the street.*
 - c) *The street layout pattern preserves connectivity and intersection design that meets the standards of Title 12 and intent of the Transportation Master Plan.*
 - e) *If there are one-way loops provided to serve residential developments.*
- 2) *If there are long blocks in the design, additional pedestrian connectivity will be required*
- 3) *Approval of street designs shall be required from the Public Works Director after consultation with the Fire Chief.*

Finding: The street rights of way are proposed to be standard widths for conventional subdivision.

f. Parking.

Common parking areas shall meet the landscaping standards of Section 17.20.060. The total number of required parking spaces may be reduced by up to 15% if:

- 1) The parking area has pedestrian facilities that are connected to city's pedestrian trail system.*
- 2) The required number of bicycle parking spaces is increased by 25% and provided with a covered parking area.*
- 3) Additional parking spaces can be provided in parking areas within 500 feet with pedestrian connectivity or on-street parking is available.*
- 4) The area meets the joint use standards of Section 17.20.060.6.*

Finding: No common parking areas are proposed.

g. Density.

- 1) When calculating the density for a Master Planned Development, the density may be averaged across the development to meet the density criteria, allowing a clustering of development and preservation of open space. If a development is located in more than one zone, the maximum number of dwelling units shall be calculated by determining the number of units permitted in those portions of the development in each zone. Dwelling units may be provided in any mix of attached or detached single family, duplex, triplex, or multifamily dwellings.*

Finding: The subject property consists of approximately 7.11 acres. After subtracting the 2.49 acres proposed as open space, approximately 4.62 acres remain for residential development. The applicant proposes 22 single-family dwelling lots, resulting in a residential density of approximately 4.8 dwelling units per acre. The proposed density is below the maximum permitted density of 6 dwelling units per acre in the Low Density Residential (LD) zone.

- 2) Residential density bonuses may be granted when one or more of the following criteria are met, up to a 50% increase in density.*
 - a) Where the percentage of open space increases. The bonus shall permit a 5% increase in the maximum dwelling density for each percentage point increase of open space above the minimum required in Section 17.24.100.3.d.*
 - b) When the decision authority determines that the architectural standards proposed for the development exceed the applicable design standards of Sections 17.20.190, 17.20.200 and subsection 2.b through quality, distinctive and innovative design, and use of architectural*

amenities, such as locating garages behind the primary building line of the house, side loaded garages, or alley-access garages, a density bonus of up to 20% may be granted.

- c) Up to a 15% density increase may be granted by the decision authority if the development exceeds the standards of subsection 2.d.8.*
- d) Up to a 15% density increase may be granted by the decision authority if open space amenities such as those identified in subsection 2.d.8 are open to the public.*

Finding: No density bonuses are needed as the applicant is proposing less than the maximum allowed density.

IV. CONCLUSION

Based on the conclusion above, the Planning Commission approves the application for Detailed Development Plan approval for a Master Planned Development, as supported by the following materials: Construction Drawings for Phillips Estates Phase III (26 sheets), prepared by Multi/Tech Engineering Services, Inc., signed and dated August 20, 2025, January 7, 2026, and February 16, 2026; Phillips Phase 3 Stormwater Analysis, prepared by Multi/Tech Engineering Services, Inc., dated October 31, 2025; Department of the Army Permit, dated February 19, 2009, signed by Lawrence C. Evans, Regulatory Branch Chief; Marion County Subdivision/Condominium Name Request for Phillips Estates Phase III, dated December 10, 2024, signed by the Marion County Surveyor; Custom Soil Resource Report; Marion County Deed Record Reel 2655, Page 155, recorded May 31, 2006; draft Declarations of Covenants, Conditions and Restrictions for Phillips Estates Subdivision Phase III, prepared by Alan Sorem; Marion County Tax Map 09 1W 04DB, dated October 17, 2020; Oregon Secretary of State Business Entity Data for JCNW Family, LLC, dated January 6, 2026; draft Development and Reimbursement Agreement; modified and redlined copy of the July 28, 2025 City Public Works Memorandum; and Response to Incompleteness Letter, Our File No. 45763-00001, dated March 18, 2026, signed by Alan Sorem, together with all materials comprising the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval.

1. There are multiple conditions to remain consistent with requirements.

V. ORDER

Based on the findings and conclusions above, the Planning Commission approves the application for detailed development plan subject to the attached Standard Conditions of Approval and with the following conditions of approval which are necessary, appropriate and feasible to assure the application is in compliance the standards and criteria for approval and to address the concerns of the Public Works Department.

The following conditions of approval shall be completed prior to City approval of any site development permits, onsite construction, or building permit application(s) for the Subject Property:

1. The Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required transportation infrastructure, in accordance with adopted PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application and with the PWDS, SMC 17.24.050, and SMC 17. 26.020. The proposed streets shall be constructed in accordance with current PWDS. No variance to the street standards is requested or granted with this Master Planned Development.
2. The Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required sanitary sewer infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.
3. The Applicant's engineer shall verify that the proposed sanitary sewer main extended within Oriole Street is designed and constructed in accordance with applicable industry standards and is capable of serving proposed Lots 9 and 10 of the planned Development.
4. The Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required water system infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.
5. The Applicant's engineer shall provide engineered calculations per PWDS and Fire Marshal requirements to prove the adequacy of the new water system to provide domestic service and fire flows to each lot within the proposed Development.
6. The Applicant's engineer shall design and construct engineered stormwater facilities, pursuant to the PWDS and SMC 17.24.040, to accommodate all new and replaced impervious surfaces in the proposed and existing rights-of-way as well as the future impervious surfaces on all proposed lots, including the proposed walkways within the proposed "OPEN SPACE" parcel.
7. The Applicant and/or Applicant's engineer shall submit final construction drawings to Public Works for the proposed and required franchise utility infrastructure, in accordance with PWDS requirements, for final review and approval. The construction drawings shall substantially conform to the layout in the Detailed Master Planned Development Application.
8. The Applicant shall coordinate with the Oregon Department of State Lands (DSL) to verify what permits are required for construction of the proposed subdivision infrastructure, including but not limited to the construction and enhancement of

the proposed City storm drainage facility across the proposed "OPEN SPACE" parcel. Evidence of DSL permit issuance or waiver shall be provided to the City.

9. The Applicant shall design and construct all proposed ground disturbance and improvements in or near existing wetland areas in accordance with the requirements of the Oregon DSL, PWDS, and SMC 17.20.180.
10. The Applicant shall provide security, in a form acceptable to the City, to guarantee completion of the required public infrastructure improvements listed in the Conditions of Approval above. Such security may be provided through a Development Agreement or another form of guarantee acceptable to the City. The City will not support approval of the final plat until the required public transportation infrastructure improvements have been completed and accepted by the City.
11. The Applicant's engineer shall submit construction drawings showing the proposed fencing layout and configuration for Proposed Lots 1 through 9, along the Open Space frontage along the extension of Oriole Street, and the end of proposed Junco Street where it abuts the Open Space, to ensure that the yard fencing requirements of 17.24.100.2.c are met. In addition, the Planning Commission wants to make sure that you are aware of the requirement of Section 17.12.060.1.a that the construction plans be submitted within one year of this approval, unless a request is submitted to the City Planner prior to the expiration of the one-year period.

The following conditions of approval shall be completed prior to City approval of the Final Plat for the proposed Development:

12. The Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the rights-of-way dedicated are in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application. The Final Plat shall also demonstrate that all existing and proposed easements are documented in substantial conformance with the layout in the Detailed Master Planned Development Application, PWDS, and SMC.
13. The Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that the streets are dedicated or platted to the boundary of the proposed Development in accordance with PWDS requirements and substantially conform to the layout in the Detailed Master Planned Development Application.
14. The Applicant's surveyor shall submit a copy of the Final Plat to Public Works demonstrating that any donation land claim, corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision is accurately referenced to at least two monuments.

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.

APPROVED BY THE STAYTON PLANNING COMMISSION ON THIS 27th DAY
OF JULY 2026.

Planning Commission Chairman

Date

Community and Economic Development Director

Date

Jennifer Siciliano

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. **Agency 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 adopted and published City of Stayton Public Works Design Standards, Public Works Standard Construction Specifications, and Public Works Standard Specification Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC). (SMC 12.08.310.1) In compliance with ORS 92.040, the City will only apply applicable standards.
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 adopted and published 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. In compliance with ORS 92.040, the City will only apply applicable standards.

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. In compliance with ORS 92.040, the City will only apply applicable standards.
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.

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: July 27, 2026
SUBJECT: Code Interpretation – Permitted Uses Included Within the Hospital Use Classification

ISSUE

The issue before the Planning Commission is a request for an interpretation of the Stayton Land Use and Development Code pursuant to SMC 17.16.040 regarding whether medical offices, including the use classified as Offices of Physicians, Dentists, and Other Health Practitioners, are included within the permitted Hospital use.

ENCLOSURE

Letter from Paul Hartmann, Director of Facilities, Santiam Hospital, dated June 26, 2026, requesting a code interpretation.

BACKGROUND

On June 26, 2026, Paul Hartmann, Director of Facilities for Santiam Hospital, submitted a written request asking the Planning Commission to interpret the Stayton Land Use and Development Code pursuant to SMC 17.16.040.

Specifically, Mr. Hartmann requests clarification regarding whether the use classified as Offices of Physicians, Dentists, and Other Health Practitioners is permitted under the code definition of Hospital, which states:

"An institution in which patients or injured persons are provided overnight medical care and may also include out-patient clinics, administrative offices and medical offices. Unless otherwise specified, this means for humans only."

The request was submitted because the zoning code separately identifies Offices of Physicians, Dentists, and Other Health Practitioners as a distinct land use classification, yet the Hospital definition expressly states that hospitals may include medical offices.

SMC 17.16.040 authorizes the Planning Commission to issue interpretations when there is uncertainty regarding the intent or application of the Land Use and Development Code. This section reads:

17.04.040 INTERPRETATIONS

1. In the interpretation and application of this code, all provisions shall be:
 - a. Considered as minimum requirements.
 - b. Liberally construed in favor of the governing body.
 - c. Deemed neither to limit nor to repeal any other powers granted under state statutes.
2. When, in the administration of the provisions of this code, there is substantial doubt regarding the intent or meaning of the code, the City Planner may request an interpretation of the provisions by the Planning Commission, which shall issue an interpretation of the question if the

City of Stayton

Commission has determined that such interpretation is within its power and is an administrative and not a legislative act. Any interpretation of the code shall be based on the following considerations:

- a. The purpose and intent of the code as expressed within the particular section being questioned.
- b. Guidance provided by the City's Comprehensive Plan and related materials.
- c. The opinion of the City Attorney when requested by the Planning Commission.

The request is based upon the definition of Hospital contained in SMC 17.04.100, which states:

ANALYSIS

The Public/Semi-Public (P) Zone permits Hospital as a land use. However, Offices of Physicians, Dentists, and Other Health Practitioners are not listed as a permitted use within the P Zone. Instead, that use is permitted, subject to Site Plan Review, in the Commercial Residential (CR), General Commercial (CG), Commercial Professional (CP), Central Commercial Mixed Use (CCMU), Downtown Commercial Mixed Use (DCMU), and Downtown Residential Mixed Use (DRMU) zoning districts.

The definition of Hospital in SMC 17.04.100 provides that a hospital:

"...may also include out-patient clinics, administrative offices and medical offices."

Staff believes this language indicates that medical offices operated as part of a hospital are included within the permitted Hospital use. The request before the Planning Commission is not intended to determine whether physician offices should be permitted generally within the Public/Semi-Public Zone, but rather to provide a formal interpretation regarding the scope of the existing Hospital use.

Staff also notes that there is an important distinction between:

- physician offices that are operated as part of a hospital; and
- standalone Offices of Physicians, Dentists, and Other Health Practitioners.

The latter remains a separate land use classification under Table 17.16.070.1 and is not permitted in the Public/Semi-Public Zone.

This distinction is important because interpreting standalone physician offices as a permitted use throughout the Public/Semi-Public Zone could have broader regulatory implications than interpreting physician offices as one component of an otherwise permitted Hospital use. For example, allowing a new standalone use throughout the P Zone could require evaluation of transportation impacts under Oregon's Transportation Planning Rule and could affect the development potential of every property zoned Public/Semi-Public within the City.

Similarly, the Code establishes different parking requirements for Hospitals and Offices of Physicians, Dentists, and Other Health Practitioners, reflecting that they are recognized as separate land use classifications for development review purposes. Hospitals are required to provide parking based on hospital beds and outpatient/laboratory floor area, while physician offices are required to provide parking at a rate of 5.5 spaces per 1,000 square feet. This distinction further illustrates that the Planning Commission's interpretation should focus on whether medical offices may exist as part of a Hospital, rather than whether physician offices constitute an independently permitted use within the Public/Semi-Public Zone.

City of Stayton

REQUEST

The Pursuant to SMC 17.16.040, staff requests that the Planning Commission determine whether physician offices, outpatient clinics, and other medical offices that are operated as part of a Hospital are included within the permitted Hospital use as defined in SMC 17.04.100.

The Commission's interpretation will provide guidance for future administration of the Stayton Land Use and Development Code.

From: [Paul Hartmann](#)
To: [Jennifer Siciliano](#); [Julia Hajduk](#)
Cc: [Brian Quigley](#); [Tiffanie Pye](#); [Maggie Hudson](#)
Subject: RE: [External]RE: [External]RE: [External]Medical Offices in the Public/Semi-Public (P) Zone
Date: Monday, June 29, 2026 9:18:30 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

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.

City of Stayton Planning Department

Subject: Request for Interpretation of Stayton Land Use and Development Code – Definition of Hospital

Dear Members of the Planning Commission,

I am respectfully submitting a request for an official interpretation of the Stayton Land Use and Development Code pursuant to SMC 17.16.040 – General Administrative, specifically subsection (1)(a) regarding interpretations of the zoning code.

This request seeks clarification regarding the scope and application of the current code definition of “hospital,” which is defined as follows:

“An institution in which patients or injured persons are provided overnight medical care and may also include out-patient clinics, administrative offices and medical offices. Unless otherwise specified, this means for humans only.”

In particular, I am requesting an interpretation as to whether the use classified as “Offices of Physicians, Dentists, and Other Health Practitioners” is permitted under, or considered consistent with, the above definition of a hospital within the Stayton Land Use and Development Code.

Given that the definition explicitly states that a hospital “may also include out-patient clinics, administrative offices and medical offices,” clarification is needed to determine whether standalone or associated professional medical offices fall within the permitted scope of this definition, or if they are considered a distinct and separately regulated use.

As there appears to be reasonable uncertainty regarding the intent and application of this provision, I am requesting that the Planning Commission review this matter and issue a formal interpretation consistent with its authority under SMC 17.16.040.

Thank you for your time and consideration of this request. I appreciate your assistance in providing clarity on this matter. Please let me know if additional information is required.

Paul Hartmann EMT-P

Director of Facilities

503-769-9217 phartmann@santiamhospital.org



The materials and information in this email are private and may contain Protected Health Information. If you are not the intended recipient, be advised that any unauthorized use, disclosure, copying, distribution or the taking of any action associated with the contents of this information is strictly prohibited. If you have received this email in error, please notify the sender via email.

From: Jennifer Siciliano <jsiciliano@staytonoregon.gov>

Sent: Monday, June 29, 2026 8:25 AM

To: Paul Hartmann <phartmann@santiamhospital.org>; Julia Hajduk <jhajduk@staytonoregon.gov>

Cc: Brian Quigley <bquigley@staytonoregon.gov>; Tiffanie Pye <tpye@santiamhospital.org>; Maggie Hudson

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: July 27, 2026
SUBJECT: Site Plan Review for Major Modification at Regis Catholic High School
120 DAYS ENDS: October 3, 2026

ISSUE

The issue before the Planning Commission is a Public Hearing on an application for Site Plan review for a major modification at Regis Catholic High School, located at 550 W Regis St (Tax Lots 091W10BA04900 and 091W10BB05900).



BACKGROUND

Regis Catholic High School is proposing the construction of a new building to be used as a practice gymnasium for their students. The subject property is approximately 31.4 acres, developed with the existing school buildings, athletic fields, and parking areas. The property is zoned Public/Semi-Public and is surrounded by residential development on the north and west, commercial development on the east and Stayton High School to the south.

ANALYSIS

This report and the draft order present Staff's summary and analysis concerning this application. The analysis was developed with input from City departments, including the City Engineer and the City's transportation engineering consultant.

The draft order includes conditions of approval including the usual conditions regarding final engineering plans. There are several standards that staff have found are not met by the existing conditions. This means that the High School is a "nonconforming development." Section 7.16.050.6 requires a substantial alteration to a nonconforming development to bring the development into conformance. The Code leaves it to the Commission to determine whether an alteration is "substantial," based on the size and cost of the alteration compared to the value and size

City of Stayton

of the existing development. At Regis High, the existing driveway does not meet the separation distance from the W Kathy St intersection with W Regis St and the parking area does not conform to the interior landscaping standards. Whereas the costs of realignment of the driveway and landscaping the parking area would be substantial compared to the cost and size of the new gym, the draft order recommends that the Commission find that the new gym would not constitute a “substantial alteration.”

The existing parking area includes four ADA accessible parking spaces. The Code requires six. The submitted site plan does not show any bicycle parking. The code requires a minimum of 20 bicycle parking spaces. The conditions of approval address these two issues.

RECOMMENDATION

Staff recommends option one: approval of the draft order as presented.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion.

1. Approve the application, adopting the draft order of conditional approval as presented.

I move the Stayton Planning Commission approve the application for Site Plan Review for Regis High School (Land Use File #8-05/26), adopting the draft order of conditional approval as presented by Staff.

2. Approve the application, adopting modifications to the draft order of conditional approval.

I move the Stayton Planning Commission approve the application for Site Plan Review for Regis High School (Land Use File #8-05/26), adopting the draft order of conditional approval with the following changes...

3. Continue the hearing until August 31, 2026.

I move the Stayton Planning Commission continue the public hearing on the application for Site Plan Review for Regis High School (Land Use File #8-05/26) until August 31, 2026.

4. Deny the application, directing staff to modify the draft order of conditional approval.

I move the Stayton Planning Commission to deny of the application for for Site Plan Review for Regis High School (Land Use File #8-05/26) and direct staff to modify the draft order to reflect the Planning Commission’s discussion and bring a revised draft order for Planning Commission approval at the August 31, 2026, meeting.

5. Close the hearing but keep the record open for submission of written testimony.

I move the Stayton Planning Commission close the hearing on the application for Site Plan Review for Regis High School (Land Use File #8-05/26) but maintain the record open to submissions by the applicant until August 10, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on August 24, 2026.

6. Close the hearing and record and continue the deliberation to the next meeting.

I move the Stayton Planning Commission continue the deliberation on the application for Site Plan Review for Regis High School (Land Use File #8-05/26) until August 31, 2026.

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,
Director of Community and Economic Development

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.



CITY OF STAYTON APPLICATION FOR SITE PLAN REVIEW

APPLICATION AND DECISION-MAKING PROCEDURES

1. PRE-APPLICATION MEETING

Prior to submittal of an application, a pre-application meeting with City Staff is required. A completed pre-application form and sketch plan drawing need to be submitted at least two weeks in advance of the meeting. Meetings are held on Thursday afternoons and there is a fee for the first required pre-application meeting. The fee will be applied towards the Site Plan Review Application fee if the application is filed within one year.

2. APPLICATION FEE

Submission of a completed application form, with a plan and narrative statement required by page 2 of the application form, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Community & Economic Development Department during regular business hours.

3. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The Community & Economic Development Director will review the submitted application for completeness and, within 30 days from the date of submittal, determine if the applicant has provided all required information. If the application is incomplete, the Community & Economic Development Director will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Director will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month.

4. STAFF REPORT

Once a hearing date is set, the Planning and Development Director will prepare a staff report and draft order summarizing the applicant's proposal, the decision criteria, comments from other agencies or the public, and address whether the application complies with code requirements or suggest conditions to meet those requirements. A copy of the staff report and draft order will be provided to the applicant no less than 7 days prior to the public hearing.

5. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

Prior to the public hearing, notice is required to be sent to all property owners within 300 feet of the property 20 days before the hearing, so the hearing will be scheduled at the first regular meeting following the notice period. The hearing is to give all interested parties an opportunity to comment on the application. The hearing is conducted by the Chairperson in accordance with the Stayton Public Hearing Rules of Procedure. These rules are available at City Hall.

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order stating the decision criteria, findings of fact, conclusions whether the application meets any applicable standards and the Commission's decision. The Commission may decide to deny, approve, or approve the application with conditions.

6. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

An application may be called up by, or appealed to the City Council. If called up, the Council will also conduct a public hearing. If appealed, the Council will decide whether to hear the appeal and hold a public hearing. A notice is required 10 days prior to the hearing which will be held at the regular Council meeting, which meets the first and third Mondays of every month. Staff reports, Planning Commission findings, and any new information will be presented to Council for consideration. The purpose of the hearing is to receive further public testimony, to review the application and consider the Planning Commission's decision and conditions. Generally, the Council will make a decision at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant. The Council will then adopt an order either approving or denying the application.

7. APPEALS

Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

8. FOR MORE INFORMATION

Call or write to City of Stayton Community & Economic Development Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769 2998; email: jsiciliano@staytonoregon.gov.

APPLICATION CHECKLIST FOR SITE PLAN REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Sections 17.12.220 and 17.26.050. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A plan showing the boundary lines of the property as certified by a professional land surveyor.
- Three copies of the site plan at a scale of 1 inch equals not more than 50 feet and 7 reduced copies of the plan sized 11 inches by 17 inches with the following information included or accompanying the plan.
 - North point, graphic scale, and date of preparation of the proposed site plan.
 - Names and addresses of the landowners, applicant, the engineer, surveyor, land planner, landscape architect, or any other person responsible for designing the proposed site plan.
 - An appropriate space on the face of the plan to indicate the action of the Planning Commission, including the date of decision.
 - Map number (township, range and section) and tax lot number of the parcel.
 - The area of the property in acres or square feet.
 - The location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the property.
 - Existing buildings and the addresses for the buildings.
 - Topography of the site with contour intervals of not more than 2 feet.
 - The location of existing sewerage systems for the property.
 - The location of water mains, culverts, drainage ways, or other underground utilities or structures within the property or immediately adjacent to the property.
 - Predominant natural features such as water courses (including direction of their flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.
 - A stormwater management plan.

If the proposal will create 500 square feet or more of new impervious surface, then the application shall include a preliminary drainage impact analysis. The analysis shall include a preliminary drainage map and narrative which identifies the impact the development will have on existing stormwater systems. The narrative shall at a minimum include and discuss:

- The anticipated pre-development and post-development stormwater runoff flow rates.
- The proposed method for handling the computed stormwater runoff, including the location and capacity of all natural or proposed drainage facilities.
- The method of discharging stormwater offsite at the naturally occurring location and any anticipated design provisions needed to control the velocity, volume, and direction of the discharge in order to minimize damage to other properties, stream banks, and overall stormwater quality.
- A proposed plan for means and location of sewage disposal and water supply systems in accordance with the City's Wastewater and Water Master Plans.
- A landscaping plan (See section 17.20.090.3 for details).
- The location of parking facilities for the site including any parking areas shared with adjacent uses by

reciprocal access agreement.

- The location of any proposed structures including the ground coverage, floor area and the proposed use.
- The location and dimensions of open storage areas or outdoor storage yards.
- The location of any free-standing signage.
- The location of any proposed screening including fences, walls hedges and berms.

■ Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.

■ Building elevations of all building façades drawn to a scale of ¼ inch = 1 foot or 1/8 inch = 1 foot with the following information.

- Siding materials listed.
- Elevations include any accessory structures such as trash enclosures.
- Outlines of existing surrounding buildings with building heights detailed.

■ A lighting plan that includes:

- The location of all existing and proposed exterior lighting fixtures.
- Specifications for all proposed lighting fixtures.
- Proposed mounting height.
- Analyses and illuminance level diagrams.
- Relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illuminance levels of the walls, and the aiming points for any remote fixtures.

■ Either a Transportation Assessment Letter or a Transportation Impact Analysis. A Transportation Impact Analysis is required if:

- 1) The development generates 25 or more peak-hour trips or 250 or more daily trips.
- 2) An access spacing exception is required for the site access driveway(s) and the development generates 10 or more peak-hour trips or 100 or more daily trips.
- 3) The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the peak operating hour.
- 4) The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as a school.

The Transportation Impact Analysis shall be based on the standards and requirements in Section 17.26.050. If a Transportation Impact Analysis is not required, a Transportation Assessment Letter shall be submitted that meets the requirements of 17.26.050.2. The Public Works Director may waive the requirement for a transportation assessment letter if a clear finding can be made that the proposed land use action does not generate 25 or more peak-hour trips or 250 or more daily trips and the existing and or proposed driveway(s) meet the City's sight-distance requirements and access spacing standards.

Submission of all materials in an electronic format is encouraged.

BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every decisional criteria in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden of proof lies with the applicant to prove how the proposal complies with the land use ordinances, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: www.staytonoregon.gov. Click on the Document Center tab and select Municipal Code.



CITY OF STAYTON
APPLICATION FOR SITE PLAN REVIEW

PROPERTY OWNER: Regis Catholic High School

Address: 550 W. Regis Street

City/State/Zip: Stayton, OR 97383

Phone: (503) 769 2159 Email: apersons@regisstmary.org

APPLICANT: Regis Catholic High School - Contact: Aaron Persons

Address: 550 W. Regis Street

City/State/Zip: Stayton, OR 97383

Phone: (503) 769 2159 Email: apersons@regisstmary.org

APPLICANT'S REPRESENTATIVE: CBTWO Architects - Contact: Gretchen Stone

Address: 500 Liberty Street SE, Suite 100

City/State/Zip: Salem, OR 97301

Phone: (503) 480 8700 Email: gretchen@cbtwoarchitects.com

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

Name: CBTWO Architects

Address: 500 Liberty Street SE, Suite 100

City/State/Zip: Salem, OR 97301

Phone: () 480 - 8700

Email: gretchen@cbtwoarchitects.com

ENGINEERING

Name: North Santiam Paving

Address: _____

City/State/Zip: _____

Phone: () _____ - _____

Email: _____

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

☐ owner ☐ applicant ☒ applicant's representative ☒ planning consultant ☐ engineer

LOCATION:

Street Address: 550 W. Regis

Assessor's Tax Lot Number and Tax Map Number: 091W10BA04900 and 091W10BB05900

Closest Intersecting Streets: W. Regis and N. First Avenue

ZONE MAP DESIGNATION: Public / Semi-Public

SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Land Use File# _____

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

The Stayton Planning Commission, with assistance from the Planning Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.12.220.5. Please provide the following information in full and attaché to this application.

1. ADEQUATE UTILITIES: How will the development obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve the subject property in accordance with accepted City standards?
 - a. How will the applicant assure there are adequate water, sewer, and storm drainage facilities available to serve the proposed development?
 - b. List public services currently available to the site:

Water Supply:	<u>8</u>	- inch line available in	<u>W. Regis Street</u>	Street.
Sanitary Sewer:	<u>8</u>	- inch line available in	<u>W. Regis Street</u>	Street.
Storm Sewer:	<u>21</u>	- inch line available in	<u>W. Regis</u>	Street.
Natural Gas:	<u> </u>	- inch line available in	<u> </u>	Street.
Telephone:	☐	is (or) ☐	is not available in	<u> </u> Street.
Cable TV:	☐	is (or) ☐	is not available in	<u> </u> Street.
Electrical:	☐	is (or) ☐	is not available in	<u> </u> Street.
 - c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the development?
2. TRAFFIC CIRCULATION: How will the development provide for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and provision for safe access to and from the property to those public streets and roads which serve the property?
3. STREET IMPROVEMENTS: How will the development provide 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?
4. PARKING AND LOADING AREAS: How will the development provide for parking areas and adequate loading/unloading facilities?
5. OPEN STORAGE AREAS/OUTDOOR STORAGE YARDS: Are there any open storage areas or outdoor storage yards included in the development? If yes, how will they meet development code standards?
6. OFFSITE IMPACTS: How will the development minimize off site impacts such as noise, odors, fumes, or other impacts?
7. DESIGN STANDARDS: How does the proposed development meet the applicable design standards for commercial or multi-family residential development?
8. COMPATIBILITY WITH NEIGHBORING PROPERTIES: How will the design and placement of buildings and other structural improvements provide compatibility in size, scale, and intensity of use between the development and neighboring properties?
9. DESIGN WILL SERVE INTENDED USE: How will the location, design, and size of the proposed improvements to the site fulfill the intended purpose of the intended use of the site and will properly serve anticipated customers or clients of the proposed improvements.
10. LANDSCAPING: How will the proposed landscaping prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust control, and present an attractive interface with adjacent land use and development?

11. SCREENING: How will the design of any visual or physical barriers around the property (such as fences, walls, vegetative screening or hedges) allow them to perform their intended function while having no undue adverse impact on existing or contemplated land uses.
12. MAINTENANCE: What continuing provisions are there for maintenance and upkeep of the proposed development?

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 school's 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's 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.

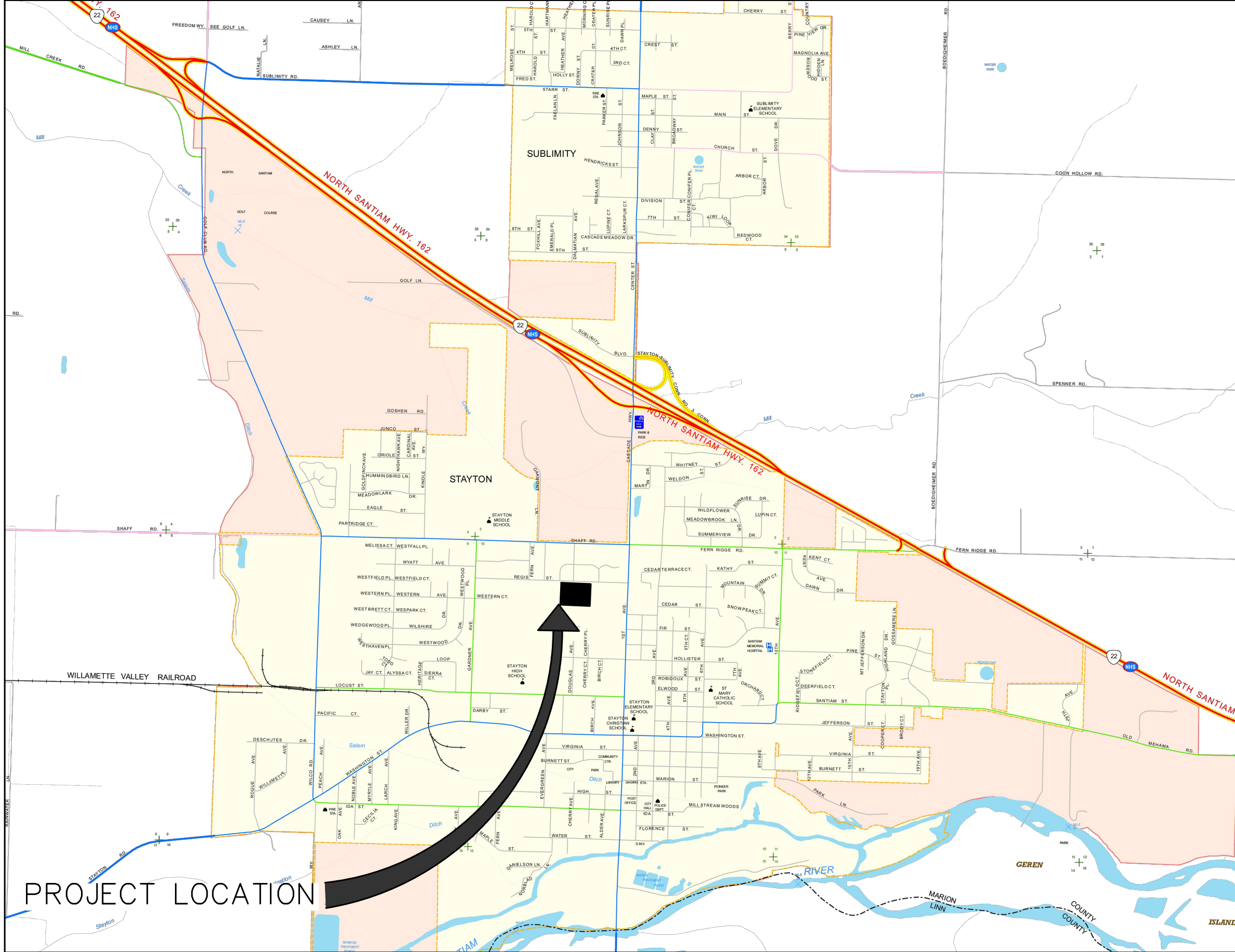
The proposal is limited to the construction of a 10,239-square-foot gym, which will be accommodated within the existing 31-acre property. The building is centrally located behind the existing chapel and adjacent to the primary gym, with generous setbacks from neighboring properties and minimal impact 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.

REGIS HIGH SCHOOL AUXILIARY GYM

550 W REGIS STREE
STAYTON, OREGON

IN THE NW 1/4
SEC 10, TOWNSHIP 9 SOUTH, RANGE 1 WEST, W.M
MARION COUNTY, OREGON
TAX LOT 4900
TAX MAP 09 1W 10BA

VICINITY MAP
NTS

OWNER:

REGIS CATHOLIC HIGH SCHOOL
550 W REGIS STREET
STAYTON, OR 97383

CIVIL ENGINEER

NORTH SANTIAM PAVING
LEVI WARRINER
PO BOX 516 STAYTON, OR
LEVIW@NSPOR.COM
503-769-3436

SURVEYOR:

NORTH SANTIAM PAVING
MICHAEL DOWNS
PO BOX 516 STAYTON, OR
MICHAELD@NSPOR.COM
503-769-3436

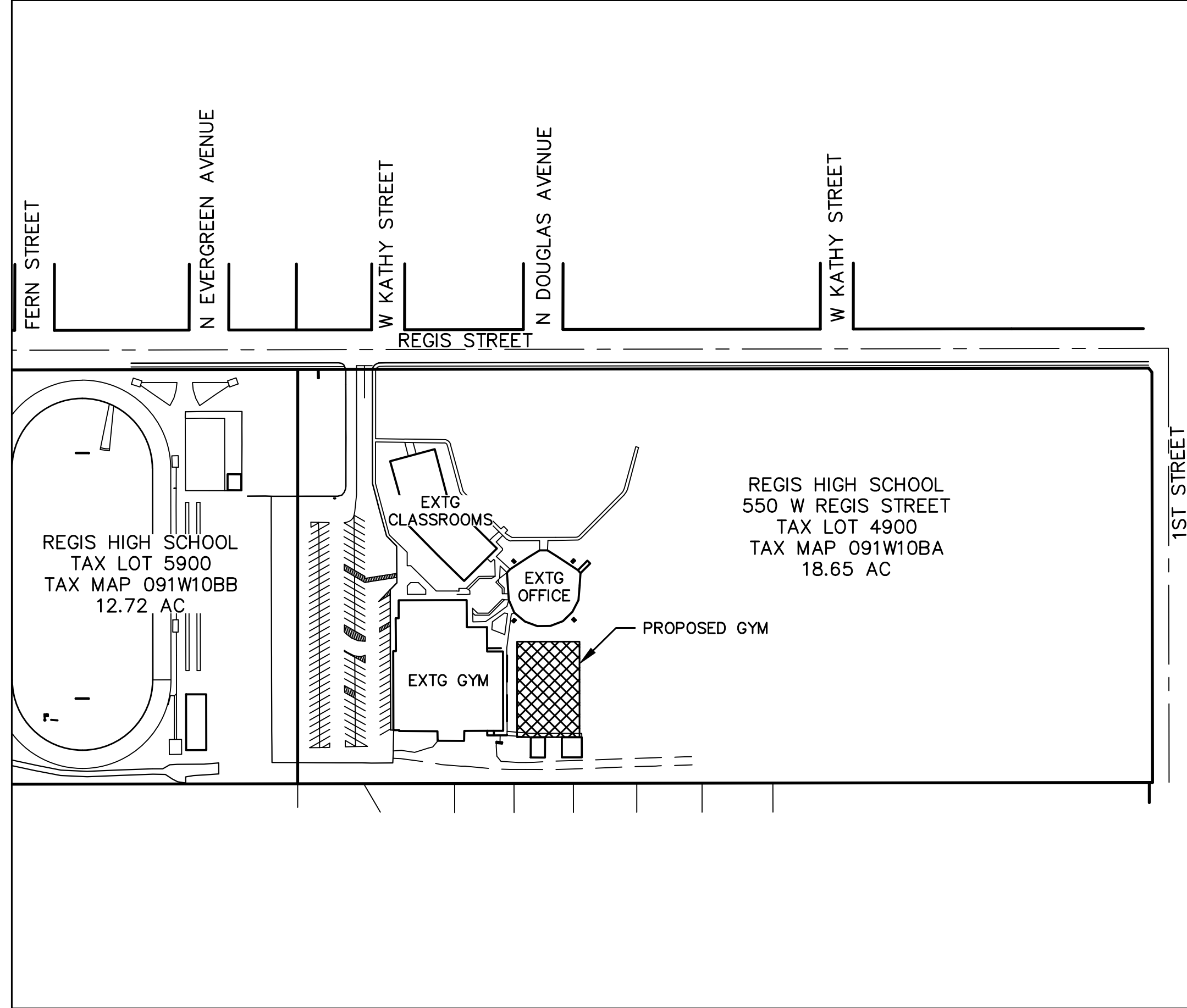
SHEET INDEX

C1: COVER SHEET
C2: EXISTING CONDITIONS
C3: EXISTING CONDITIONS AND DEMO PLAN
C4: SITE AND UTILITY PLAN
C5: GRADING AND DRAINAGE PLAN

PERMITS

ELEVATION DATUM

THE ELEVATION DATUM IS BASED ON A USGS BRASS CAP STAMPED "PRIM TRAV STA 37 447 ORE 1913" WITH AN ELEVATION OF 451.6 FEET. IT IS LOCATED AT THE NORTHWEST CORNER OF FIRST AND WATER STREET IN STAYTON, OREGON.



PROJECT LOCATION
1" = 160'

1" = 160

ATTENTION EXCAVATORS

OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THESE RULES FROM THE CENTER BY CALLING 503-232-1987. IF YOU HAVE ANY QUESTIONS ABOUT THE RULES, YOU MAY CONTACT THE CENTER. YOU MUST NOTIFY THE CENTER AT LEAST TWO BUSINESS DAYS BEFORE COMMENCING AN EXCAVATION. CALL 503-246-6699.

NS NORTH SANTIAM PAVING COMPANY
41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STATION, OREGON 97383
(503) 769-3436
LEW@NSPOR.COM

CONSTRUCTION • ENGINEERING • SURVEYING

REGIS HIGH SCHOOL
550 W REGIS STREET

CITY OF STAYTON MARION COUNTY, OREGON
NW1/4 SEC10 T9S R1W WM TAX LOT 4900 TAX MAP 091W10BA

COVER SHEET



EXPIRES: 6-30-2028

PLOT DATE:
4/6/2026

REVISIONS:

--	--

1000

[illegible]

DRAWN BY:

CHECKED BY:

LDW

JOB No: 05107

SCALE:

AS NOTED

SHEET

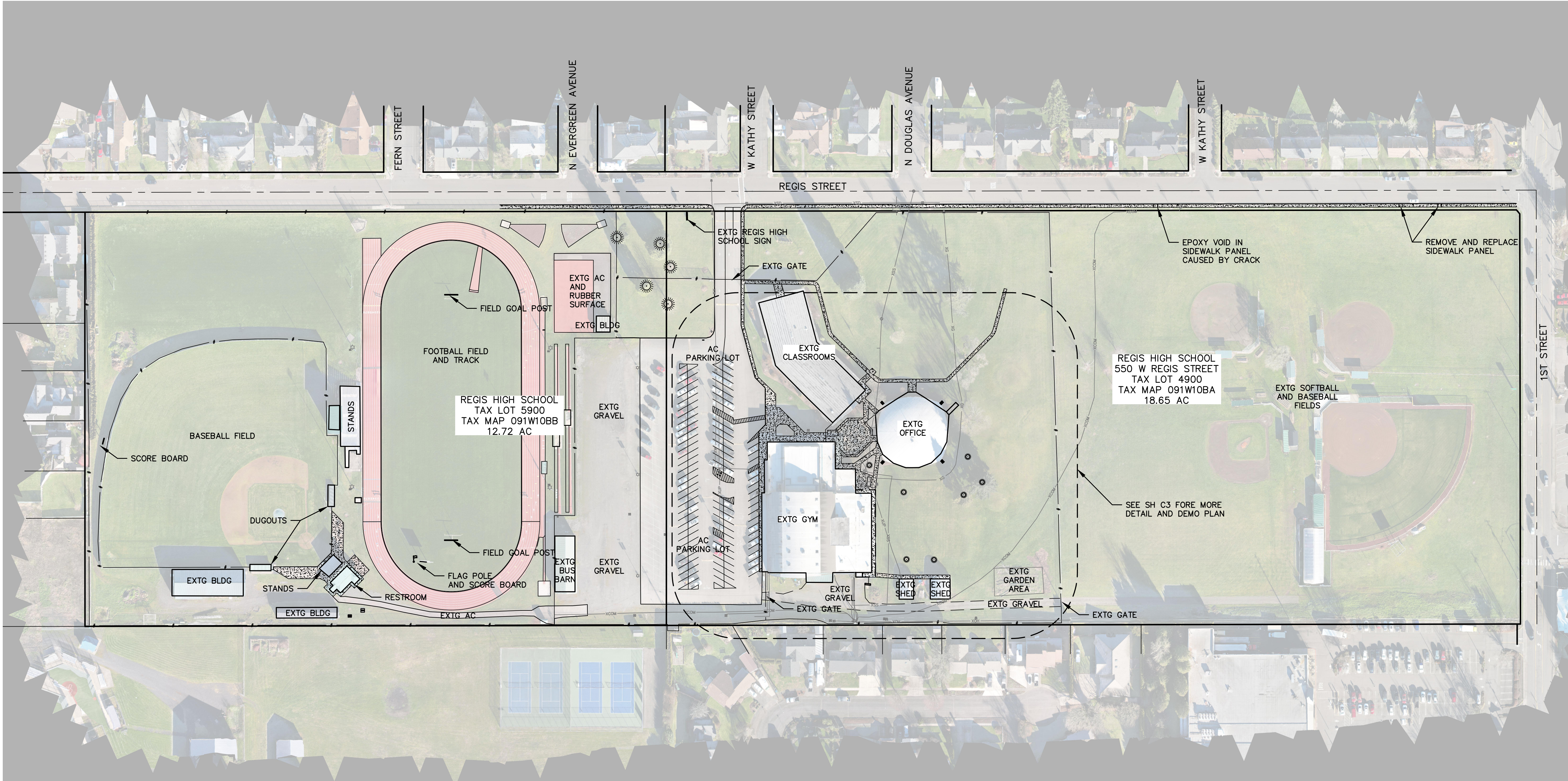
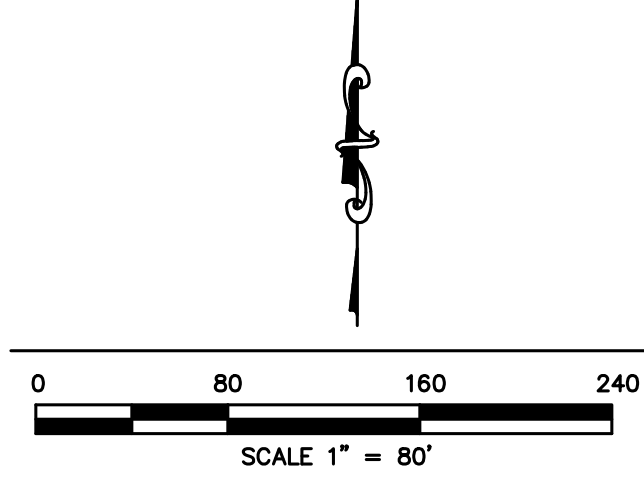
C1

LEGEND			
SITE PROPERTY LINE/ROW		SANITARY SEWER MANHOLE	
NEIGHBORING PROPERTY LINE		SANITARY SEWER CLEANOUT	
CENTER LINE		STORM SEWER MANHOLE	
SANITARY SEWER LINE		STORM SEWER CATCH BASIN	
STORM SEWER LINE		WATER VALVE	
WATER LINE		WATER METER	
IRRIGATION LINE		FIRE HYDRANT	
GAS LINE		IRRIGATION CONTROL VALVE	
UNDERGROUND POWER		POWER POLE	
OVERHEAD POWER		ELECTRICAL/JUNCTION BOX	
COMMUNICATION LINE		TRANSFORMER	
FENCE LINE		ELECTRICAL METER	
EDGE OF GRAVEL		LIGHT POLE	
		COMMUNICATION MANHOLE	
		COMMUNICATION VAULT	
		GAS METER	
		TREE	
			= EXISTING CONCRETE

COMMUNICATION MANHOLE	
COMMUNICATION VAULT	
GAS METER	
TREE	
= EXISTING CONCRETE	

- REGIS STREET SIDEWALK:
- CITY OF STAYTON PUBLIC WORKS IS REQUIRING CONFIRMATION THAT THE EXISTING SIDEWALK ALONG REGIS STREET HAS NO SAFETY OR TRIPPING HAZARDS.
 - A WALK WAS DONE WITH MICHAEL SCHMIDT OF STAYTON PUBLIC WORKS ON 4/3/2026. TWO SIDEWALK PANELS WERE IDENTIFIED THAT NEED TO BE REMOVED AND REPLACED. ONE SIDEWALK PANEL NEEDS EPOXY TO FILL IN A VOID CAUSED BY A CRACK.
 - AREAS SHOWN BELOW ARE APPROXIMATE. COORDINATE WITH ENGINEER TO IDENTIFY EXACT PANELS THAT NEED TO BE REPAIRED.

- GENERAL NOTES:
- THIS MAP DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY.
 - THE LOCATION AND DESCRIPTIONS OF EXISTING UTILITIES SHOWN ON THE DRAWINGS ARE COMPILED FROM AVAILABLE RECORDS AND/OR FIELD SURVEYS. THE ENGINEER OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. CONTRACTOR SHALL FIELD VERIFY SIZES AND LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
 - NOT ALL GROUND IMPROVEMENTS MAY BE SHOWN. THIS SITE PLAN HAS ONLY COLECTED POINTS THROUGH VARIOUS SMALL PROJECTS THROUGHOUT THE YEARS.
 - IMAGERY WAS COLLECTED VIA DRONE ON JANUARY 15, 2026.



NORTH SANTIAM PAVING COMPANY
41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STAYTON, OREGON 97383
LEWIS@NSP.COM

CONSTRUCTION • ENGINEERING • SURVEYING

REGIS HIGH SCHOOL
550 W REGIS STREET

CITY OF STAYTON
NW1/4 SEC10 T9S R1W WM TAX LOT 4900 TAX MAP 091W10BA

EXISTING
CONDITIONS

PRELIMINARY
OREGON
JANUARY 21, 2027
LEVI D. WARRINER

EXPIRES: 6-30-2028

PLOT DATE:
4/6/2026

REVISIONS:

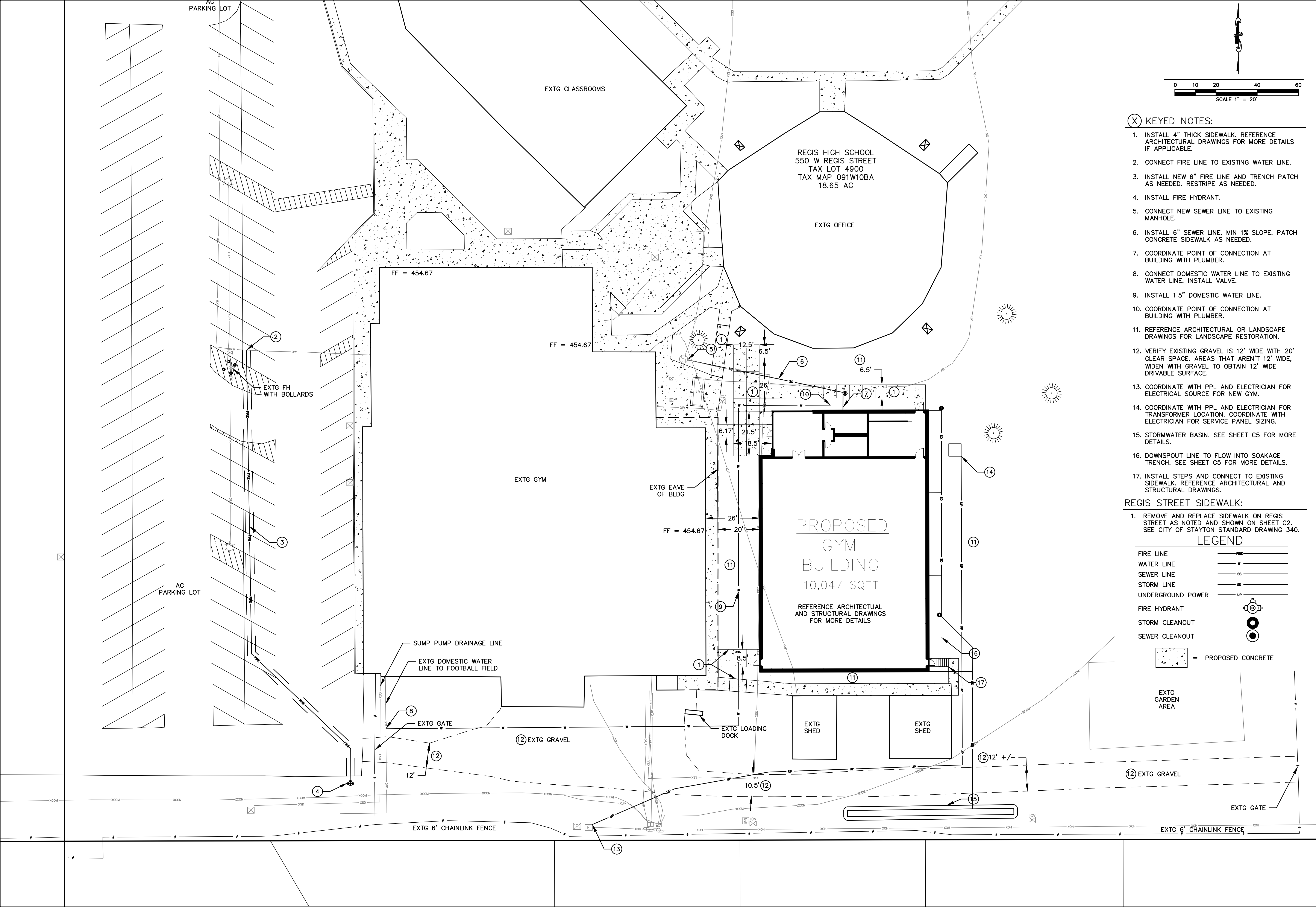
DRAWN BY:
LDW

CHECKED BY:
LDW

JOB No:
25123

SCALE:
1" = 80'

SHEET
C2



- KEYED NOTES:**
1. INSTALL 4" THICK SIDEWALK. REFERENCE ARCHITECTURAL DRAWINGS FOR MORE DETAILS IF APPLICABLE.
 2. CONNECT FIRE LINE TO EXISTING WATER LINE.
 3. INSTALL NEW 6" FIRE LINE AND TRENCH PATCH AS NEEDED. RESTRIPE AS NEEDED.
 4. INSTALL FIRE HYDRANT.
 5. CONNECT NEW SEWER LINE TO EXISTING MANHOLE.
 6. INSTALL 6" SEWER LINE. MIN 1% SLOPE. PATCH CONCRETE SIDEWALK AS NEEDED.
 7. COORDINATE POINT OF CONNECTION AT BUILDING WITH PLUMBER.
 8. CONNECT DOMESTIC WATER LINE TO EXISTING WATER LINE. INSTALL VALVE.
 9. INSTALL 1.5" DOMESTIC WATER LINE.
 10. COORDINATE POINT OF CONNECTION AT BUILDING WITH PLUMBER.
 11. REFERENCE ARCHITECTURAL OR LANDSCAPE DRAWINGS FOR LANDSCAPE RESTORATION.
 12. VERIFY EXISTING GRAVEL IS 12' WIDE WITH 20' CLEAR SPACE. AREAS THAT AREN'T 12' WIDE, WIDEN WITH GRAVEL TO OBTAIN 12' WIDE DRIVABLE SURFACE.
 13. COORDINATE WITH PPL AND ELECTRICIAN FOR ELECTRICAL SOURCE FOR NEW GYM.
 14. COORDINATE WITH PPL AND ELECTRICIAN FOR TRANSFORMER LOCATION. COORDINATE WITH ELECTRICIAN FOR SERVICE PANEL SIZING.
 15. STORMWATER BASIN. SEE SHEET C5 FOR MORE DETAILS.
 16. DOWNSPOUT LINE TO FLOW INTO SOAKAGE TRENCH. SEE SHEET C5 FOR MORE DETAILS.
 17. INSTALL STEPS AND CONNECT TO EXISTING SIDEWALK. REFERENCE ARCHITECTURAL AND STRUCTURAL DRAWINGS.

REGIS STREET SIDEWALK:

1. REMOVE AND REPLACE SIDEWALK ON REGIS STREET AS NOTED AND SHOWN ON SHEET C2. SEE CITY OF STAYTON STANDARD DRAWING 340.

LEGEND

FIRE LINE	---
WATER LINE	---
SEWER LINE	---
STORM LINE	---
UNDERGROUND POWER	---
FIRE HYDRANT	⊙
STORM CLEANOUT	⊙
SEWER CLEANOUT	⊙

⊙ = PROPOSED CONCRETE

NORTH SANTIAM PAVING COMPANY
41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STAYTON, OREGON 97383
(503) 769-3466
LEVINSONFOR.COM

CONSTRUCTION • ENGINEERING • SURVEYING

REGIS HIGH SCHOOL
550 W REGIS STREET

SITE AND UTILITY PLAN

REGISTERED PROFESSIONAL ENGINEER
88956PE
JANUARY 21, 2021
LEVI D. WARRNER
EXPIRES: 6-30-2028

PLOT DATE:
4/6/2026

REVISIONS:

DRAWN BY:
LDW

CHECKED BY:
LDW

JOB No:
25123

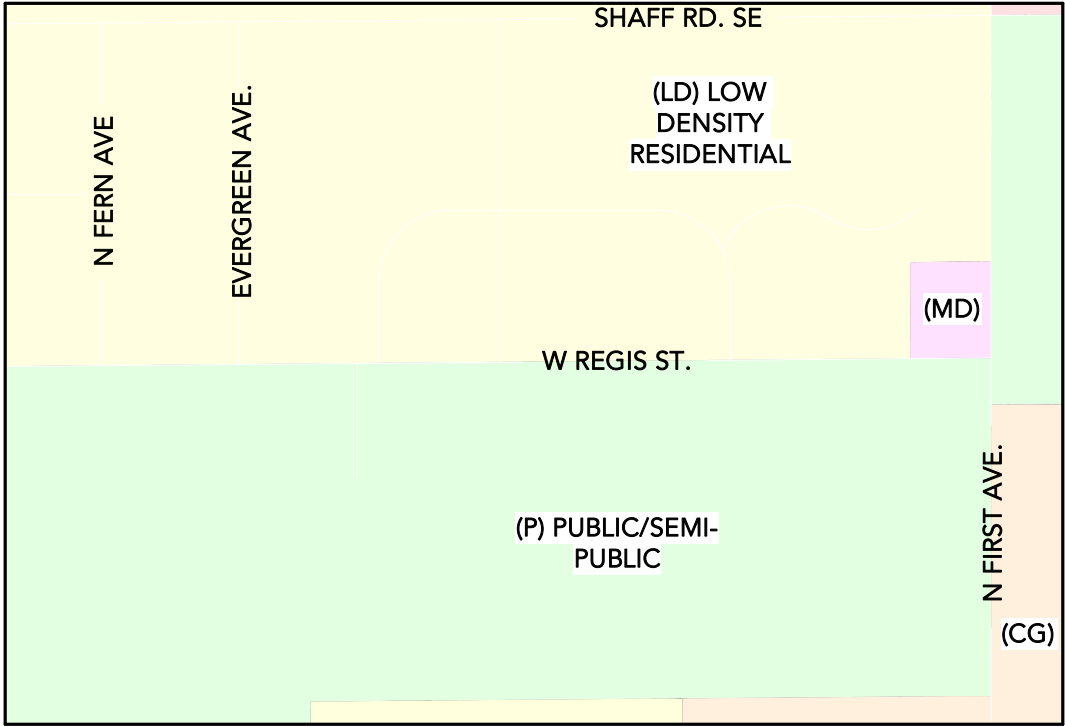
SCALE:
1" = 20'

SHEET
C4

ENTRY RENDERING



ZONING MAP



DRAWING INDEX

Sheet Number	Sheet Name
ARCHITECTURAL	
LU.00	COVER SHEET
LU.10	OVERALL SITE PLAN
LU.12	LANDSCAPE PLAN
LU.20	FLOOR PLAN
LU.30	BUILDING ELEVATIONS
LU.40	PHOTOMETRIC
LU.50	BUILDING SECTION
LU.51	BUILDING SECTION
LU.60	REFLECTED CEILING PLAN
LU.70	INTERIOR ELEVATIONS
LU.80	EXTERIOR RENDERING
LU.81	INTERIOR RENDERING

LOCATION MAP



PROJECT INFORMATION

THIS PROJECT CONSISTS OF A NEW 1-STORY MASS PLYWOOD PANEL, 10,239 SF PRACTICE GYM LOCATED AT THE REGIS HIGH SCHOOL CAMPUS AT 550 W REGIS ST IN STAYTON, OREGON.

PROJECT INFORMATION

OWNER

REGIS HIGH SCHOOL
550 W REGIS ST.,
STAYTON, OR 97383
PH: 503.769.2718

ARCHITECT

CBTWO ARCHITECTS, LLC
500 LIBERTY ST SE, SUITE 100
SALEM, OR 97301
PH: 503.480.8700

CIVIL

NORTH SANTIAM PAVING CO.
41203 KINGSTON-LYONS DR.,
P.O. BOX 516
STAYTON, OR 97383
PH: 503.769.3436



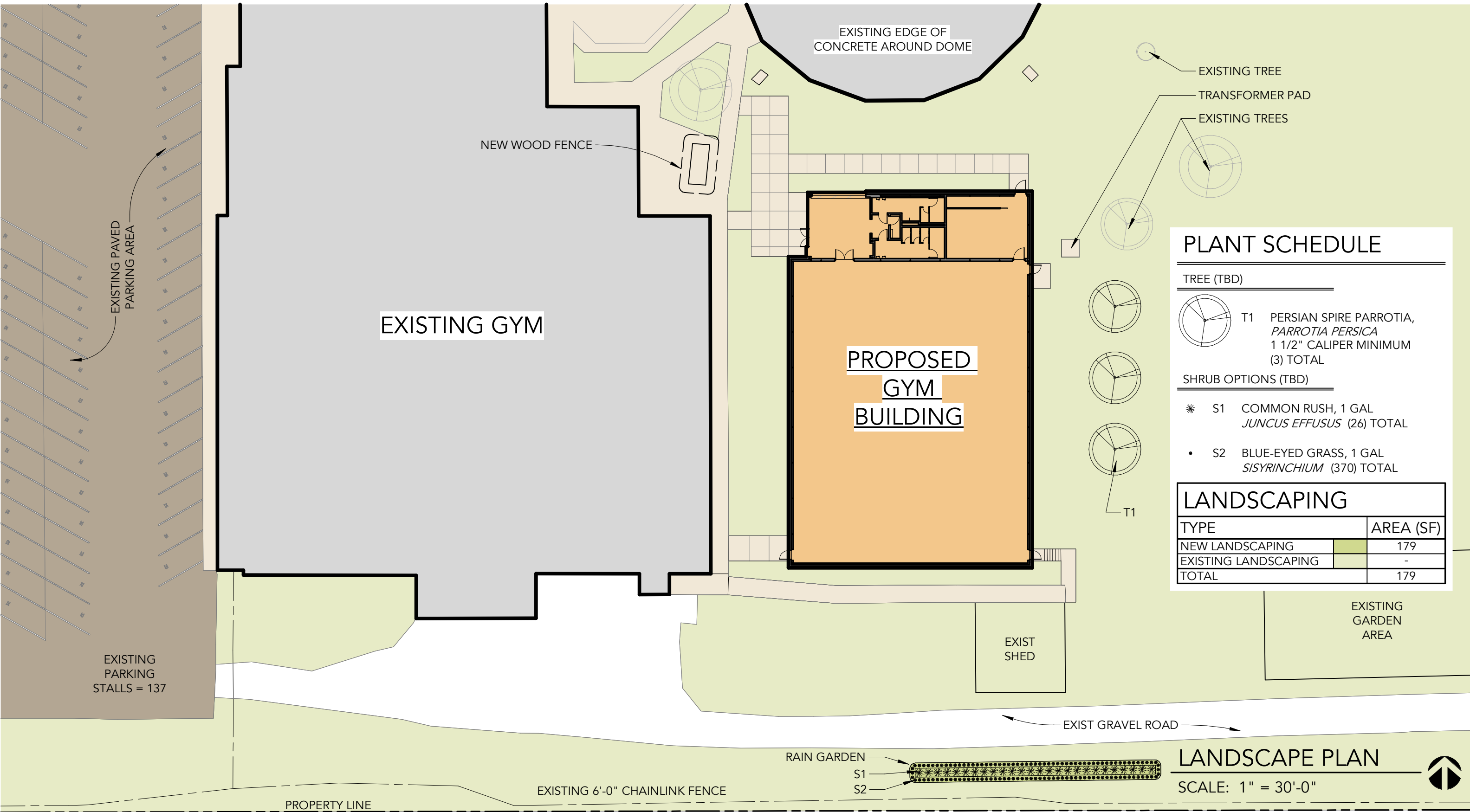
REGIS HIGH SCHOOL PRACTICE GYM
-- 550 W REGIS ST STAYTON, OR 97383 --

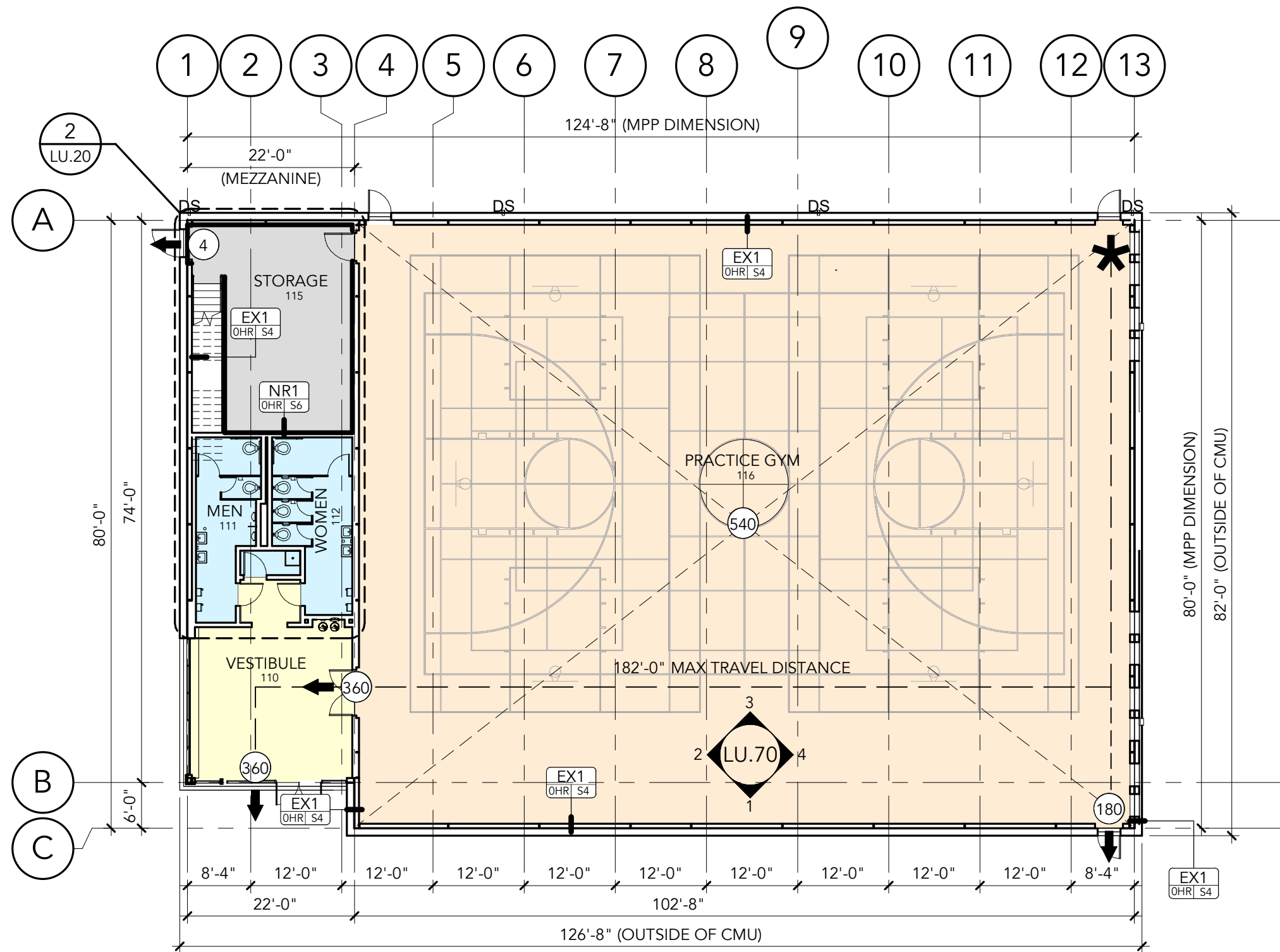
COVER SHEET

LU.00

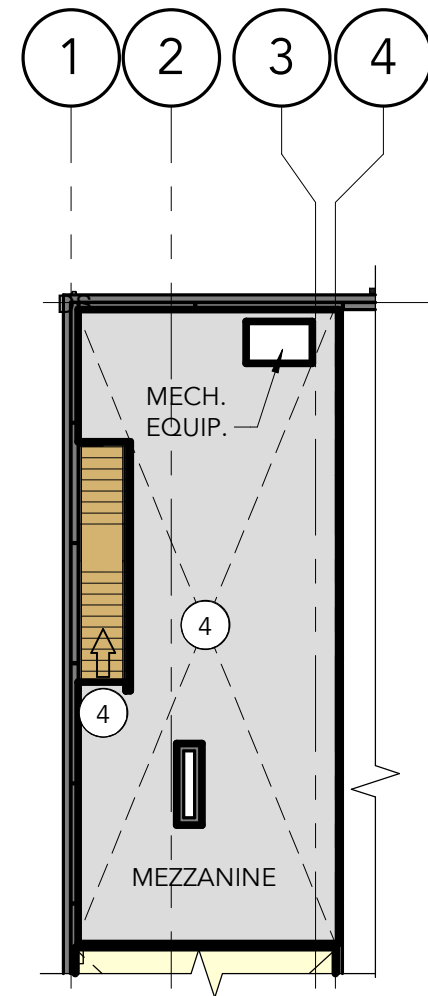
DATE: 04/30/26

REVISION: 01



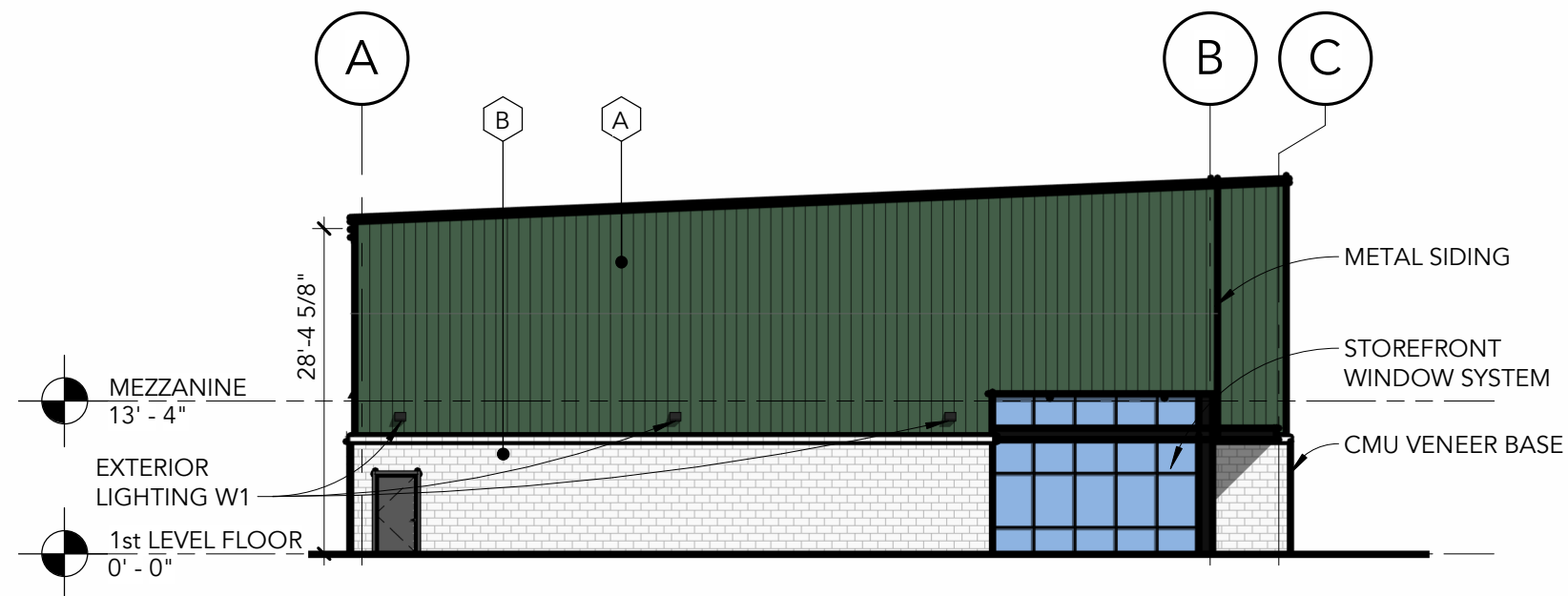


1 FIRST FLOOR PLAN - OVERALL
SCALE: 1/16" = 1'-0"

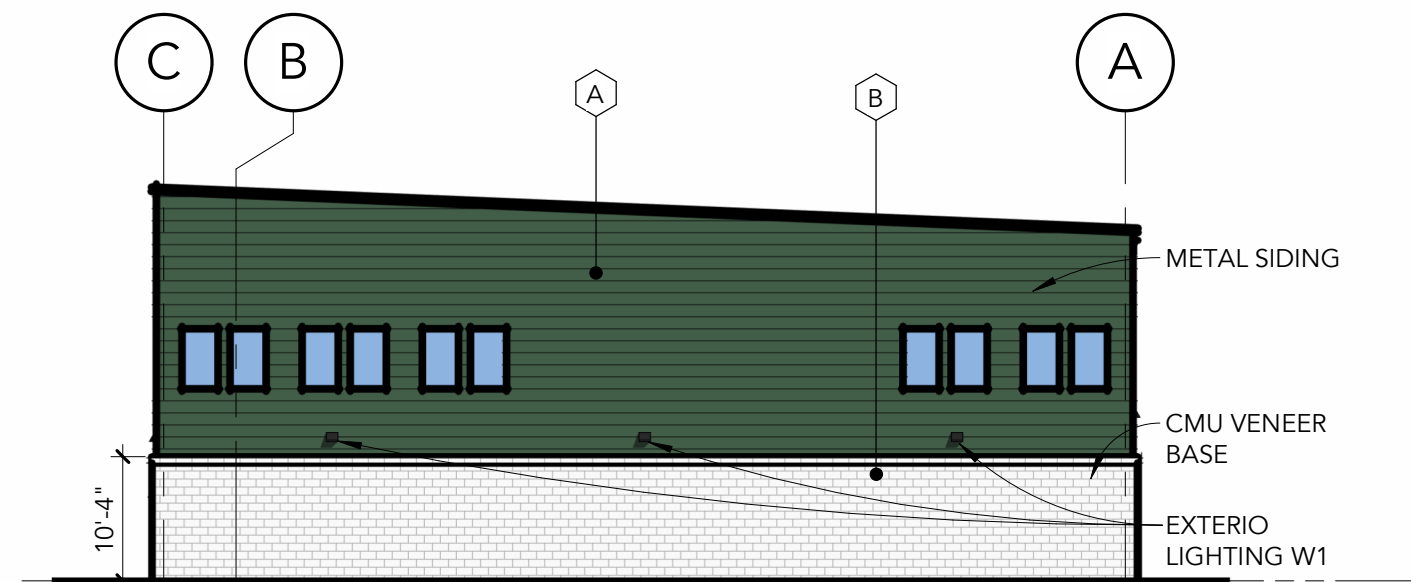


2 MEZZANINE
SCALE: 1/16" = 1'-0"

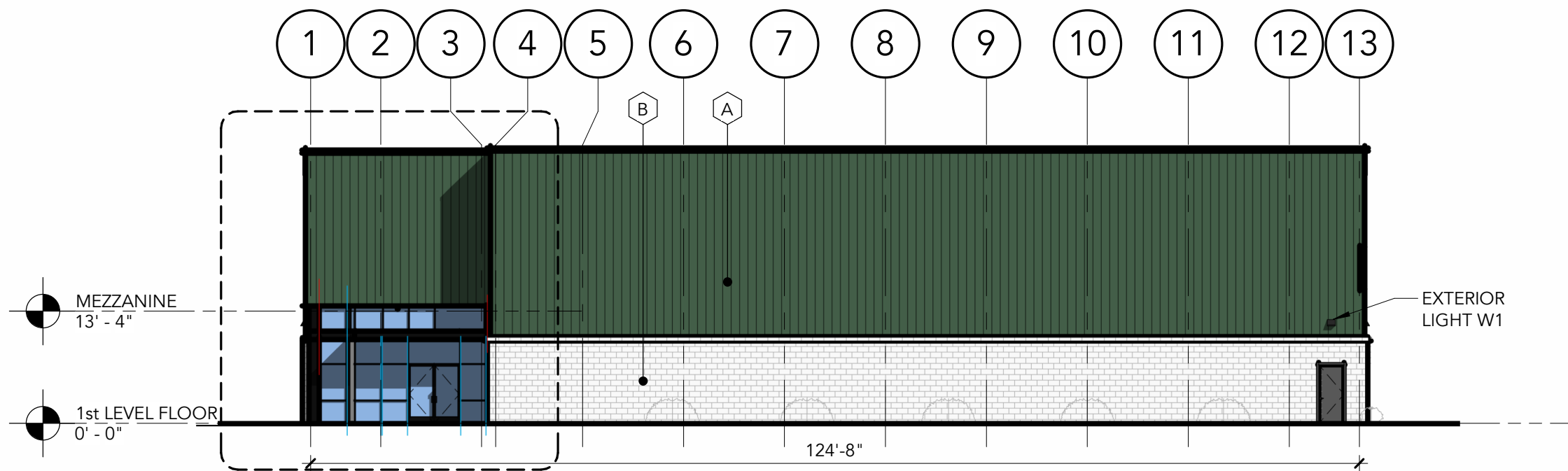
FLOOR PLAN STATISTICS		
DESCRIPTION	ROOM #	AREA (SF)
VESTIBULE	110	541
MEN'S RR	111	241
WOMEN'S RR	112	238
JANITOR	113	33
FIRE RISER	114	41
STORAGE	115	628
PRACTICE GYM	116	8,517
MEZZANINE	-	989
TOTAL		10,239



1 BUILDING ELEVATION - NORTH
SCALE: 1/16" = 1'-0"



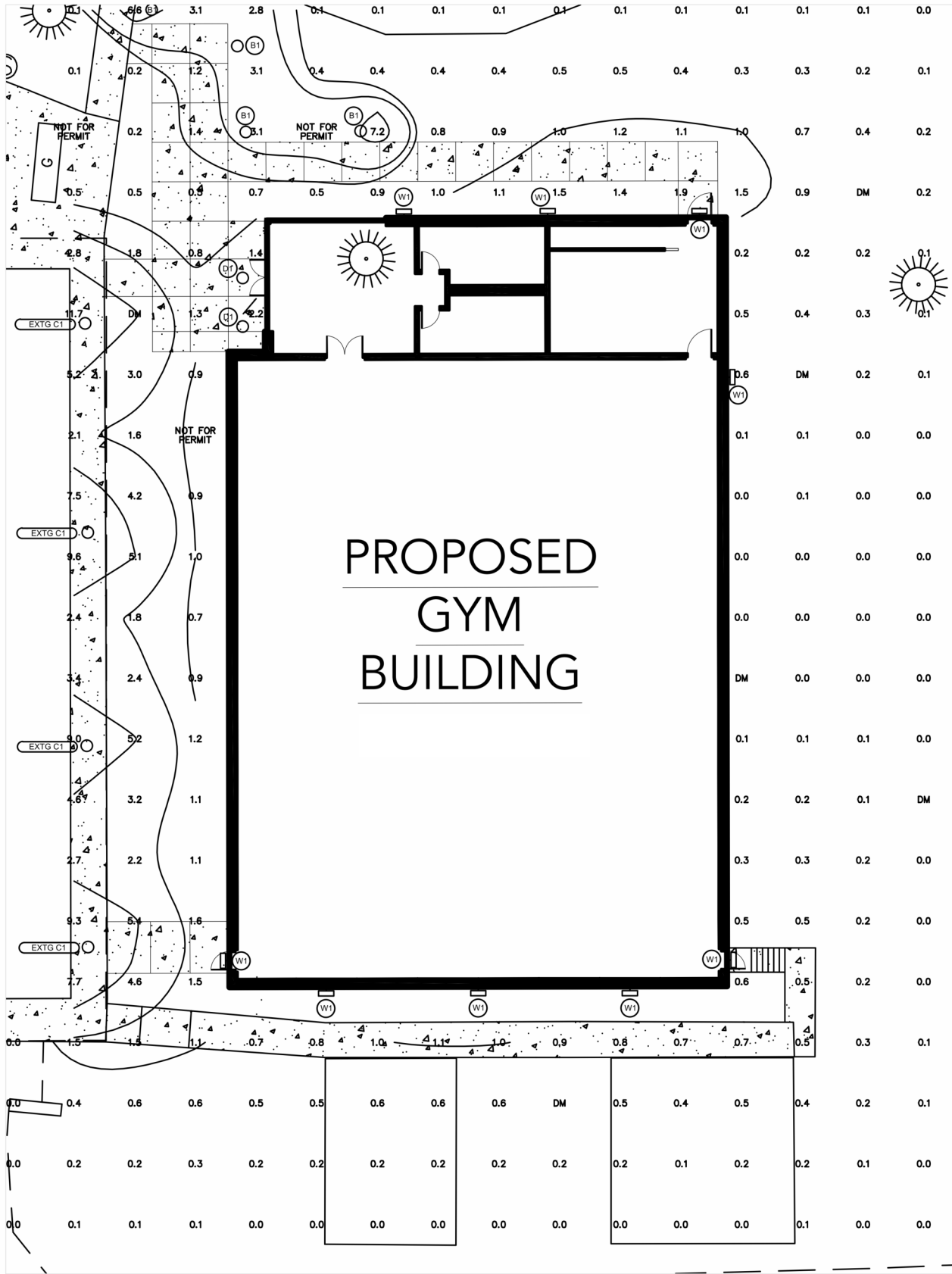
3 BUILDING ELEVATION - SOUTH
SCALE: 1/16" = 1'-0"



2 BUILDING ELEVATION - WEST
SCALE: 1/16" = 1'-0"

COLOR & FINISH LEGEND

(A)		MATERIAL: METAL SIDING COLOR: GREEN
(B)		MATERIAL: CONCRETE MASONRY UNIT COLOR: BIRCH GROUND FACE
(C)		MATERIAL: METAL ROOFING COLOR: CHAMPAGNE
(D)		MATERIAL: METAL FLASHING/TRIM COLOR: SW 7674 PEPPERCORN



LUMINAIRE SCHEDULE											
DME	SYMBOL	LAMP	DESCRIPTION	BALLAST	MOUNTING	MODEL	VOLTS	NOTE 1	NOTE 2	DME	QUANTITY
B1	○	(1) 123W P3 40K 80CRI R4 MVOLT SRM DOBXD	KBAB WITH 3 LIGHT BOARDS (12 LED), 350mA DRIVER, 4000K COLOR TEMP, AND ASYMMETRIC OPTIC	ELECTRONIC	POLE	Lithonia Lighting, KBAB LED 12C 350 40K ASY MVOLT	120V 1P 2W			DME	4
C1	○	(1) 123W P3 40K 80CRI R4 MVOLT SRM DOBXD	CNY LED ALO SWW2 UVOLT PE PIR DOB 30K 5000L	ELECTRONIC	CEILING	Lithonia Lighting, CNY LED ALO 65000L SWW2 630K UVOLT PE PIR DOB	120V 1P 2W				DME
D1	○	(1) 123W P3 40K 80CRI R4 MVOLT SRM DOBXD	IV06 500 Lumens 2700K 80+ CRI Lensed Wall Wash Clear Anodized Matte Diffuse	ELECTRONIC	CEILING	Gotham Architectural Lighting, IV06 WW OSUM 27K 80CRI LW AR LD	120V 1P 2W			DME	2
W1	⌋	(1) 123W P3 40K 80CRI R4 MVOLT SRM DOBXD	WGE2 LED WITH PO - PERFORMANCE PACKAGE, 2700K, 70CRI, TYPE 3 MEDIUM OPTIC	ELECTRONIC	WALL	Lithonia Lighting, WGE2 LED PO 27K 70CRI T3M	120V 1P 2W				DME

GENERAL NOTES:

- 1. THE PURPOSE OF THIS DRAWING IS TO SHOW THE ILLUMINATION LEVELS OF THE PROPOSED LIGHTING ON THE EXTERIOR OF THE GYM.
- 2. SEE SCHEDULE FOR LIGHTING TYPE AND DESCRIPTION.
- 3. NUMBERS ARE SHOWN IN FOOT CANDLES.



NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • www.nspor.com

**Regis High School Auxiliary Gym
Preliminary Drainage Impact Analysis**
Stayton, Oregon 97393

Owner:

Regis Catholic High School
550 W Regis Street
Stayton, Oregon 97383

Engineer of Record:

Levi Warriner, PE
North Santiam Paving
41203 Kingston-Lyons Drive
PO Box 516
Stayton, Oregon 97383
503-769-3436
leviw@nspor.com



EXPIRES: 6-30-2028



NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • www.nspor.com

Existing Conditions and Proposed Conditions

The site is located at Regis High School, 550 W Regis Street in Stayton. The existing parcel is approximately 18.65 acres and includes high school buildings, a gymnasium, parking areas, and athletic fields. The proposed project consists of constructing a 10,047 square foot auxiliary gym to the east of the existing gym, along with associated pedestrian improvements for connection.

Stormwater Management Approach

Stormwater facility sizing will be conducted in accordance with the City of Portland Stormwater Management Manual (SMM) using the performance approach. Hydrologic modeling will be performed using HydroCAD Version 10.0 software. Runoff analysis will utilize the SCS TR-20 methodology with the Type I, 24-hour design storm applicable to the region. The proposed facility is designed to fully infiltrate the 100-year storm event, based on a 24-hour rainfall depth of 4.60 inches.

Infiltration Testing

Infiltration testing was conducted to evaluate subsurface soil conditions. Test pit locations are provided in Appendix A, and detailed results are included in Appendix B. An open pit falling head test was performed, yielding a measured infiltration rate of 8 inches per hour. Applying a factor of safety of 2 results in a design infiltration rate of 4 inches per hour. Proposed sidewalks will be graded to direct runoff toward adjacent pervious areas, promoting sheet flow and infiltration into existing landscaped surfaces.

Basin Design

The proposed stormwater basin has been sized using the performance approach. The total contributing impervious area to the basin is 10,047 square feet. In accordance with the SMM, the basin is designed with a maximum allowable ponding depth of 18 inches during the 100-year storm event. HydroCAD modeling results (Appendix D) indicate a maximum water surface elevation of 14 inches above the basin bottom during this event, providing 4 inches of freeboard. The basin will have a bottom width of 3 feet and a bottom length of 81 feet, with side slopes of 3H:1V. Design details are consistent with Typical Section SW-203 from the SMM (see Appendix C).

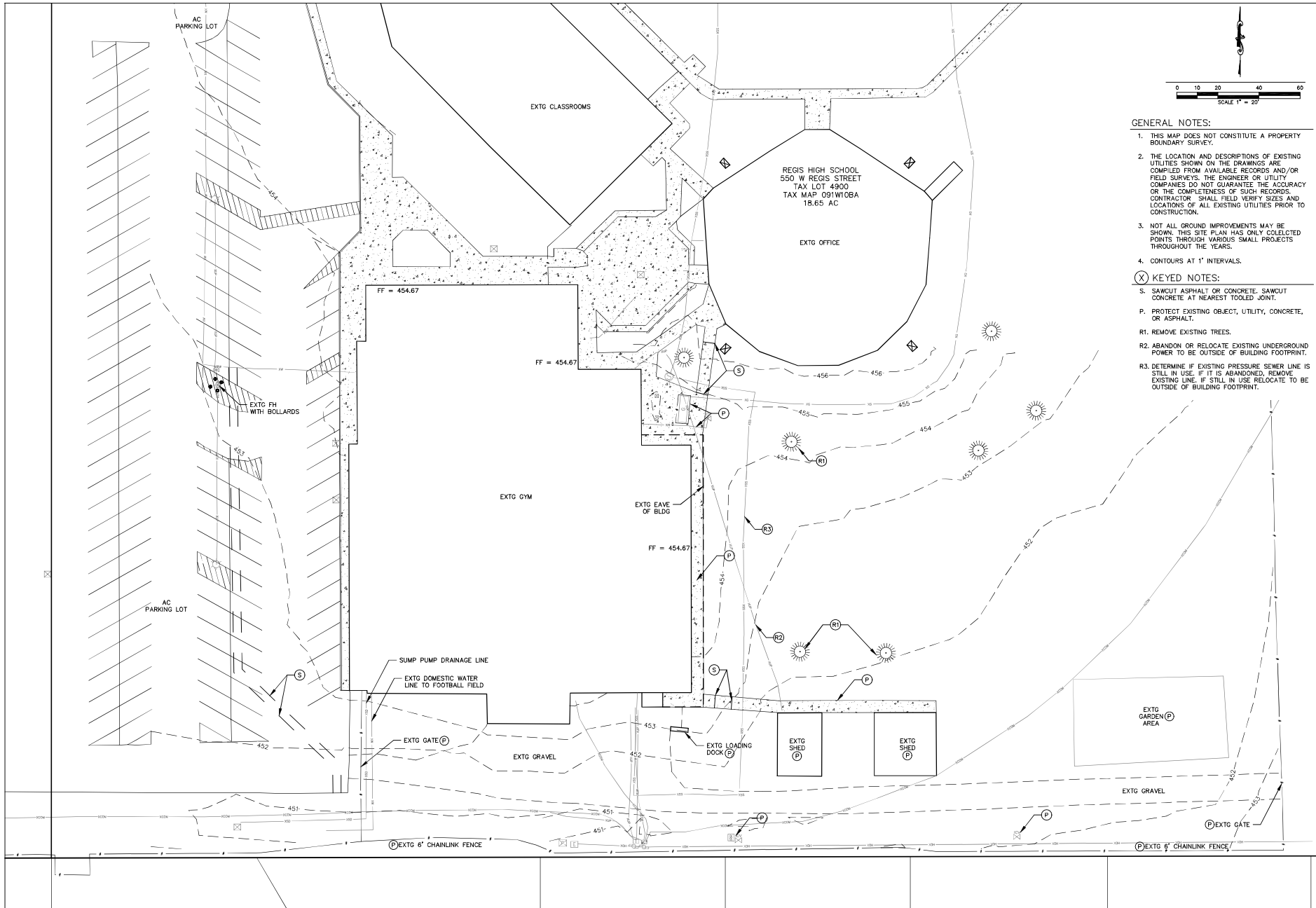


NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • www.nspor.com

APPENDIX A
PRE AND POST DEVELOPMENT CONDITIONS

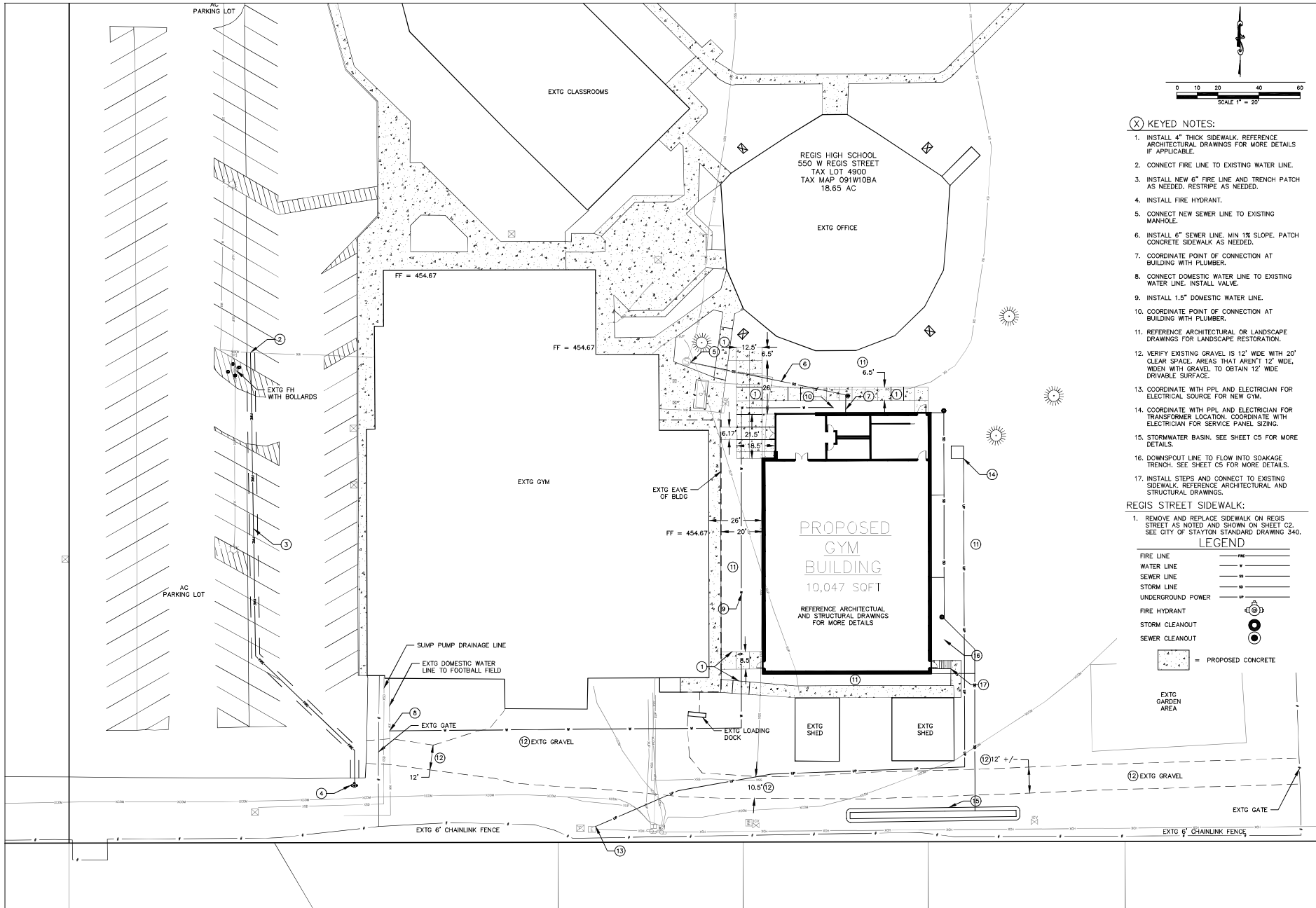


GENERAL NOTES:

1. THIS MAP DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY.
2. THE LOCATION AND DESCRIPTIONS OF EXISTING UTILITIES SHOWN ON THE DRAWINGS ARE COMPILED FROM AVAILABLE RECORDS AND/OR FIELD SURVEYS. THE ENGINEER OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. CONTRACTOR SHALL FIELD VERIFY SIZES AND LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
3. NOT ALL GROUND IMPROVEMENTS MAY BE SHOWN. THIS SITE PLAN HAS ONLY COLLECTED POINTS THROUGH VARIOUS SMALL PROJECTS THROUGHOUT THE YEARS.
4. CONTOURS AT 1' INTERVALS.

(X) KEYED NOTES:

- A. SAWCUT ASPHALT OR CONCRETE. SAWCUT CONCRETE AT NEAREST TOOLED JOINT.
- B. PROTECT EXISTING OBJECT, UTILITY, CONCRETE, OR ASPHALT.
- C. REMOVE EXISTING TREES.
- D. ABANDON OR RELOCATE EXISTING UNDERGROUND POWER TO BE OUTSIDE OF BUILDING FOOTPRINT.
- E. DETERMINE IF EXISTING PRESSURE SEWER LINE IS STILL IN USE. IF IT IS ABANDONED, REMOVE EXISTING LINE. IF STILL IN USE RELOCATE TO BE OUTSIDE OF BUILDING FOOTPRINT.



(X) KEYED NOTES:

1. INSTALL 4" THICK SIDEWALK. REFERENCE ARCHITECTURAL DRAWINGS FOR MORE DETAILS IF APPLICABLE.
2. CONNECT FIRE LINE TO EXISTING WATER LINE.
3. INSTALL NEW 6" FIRE LINE AND TRENCH PATCH AS NEEDED. RESTRIPE AS NEEDED.
4. INSTALL FIRE HYDRANT.
5. CONNECT NEW SEWER LINE TO EXISTING MANHOLE.
6. INSTALL 6" SEWER LINE. MIN 1% SLOPE. PATCH CONCRETE SIDEWALK AS NEEDED.
7. COORDINATE POINT OF CONNECTION AT BUILDING WITH PLUMBER.
8. CONNECT DOMESTIC WATER LINE TO EXISTING WATER LINE. INSTALL VALVE.
9. INSTALL 1.5" DOMESTIC WATER LINE.
10. COORDINATE POINT OF CONNECTION AT BUILDING WITH PLUMBER.
11. REFERENCE ARCHITECTURAL OR LANDSCAPE DRAWINGS FOR LANDSCAPE RESTORATION.
12. VERIFY EXISTING GRAVEL IS 12" WIDE WITH 20" CLEAR SPACE. AREAS THAT AREN'T 12" WIDE, WIDEN WITH GRAVEL TO OBTAIN 12" WIDE DRIVABLE SURFACE.
13. COORDINATE WITH PPL AND ELECTRICIAN FOR ELECTRICAL SOURCE FOR NEW GYM.
14. COORDINATE WITH PPL AND ELECTRICIAN FOR TRANSFORMER LOCATION. COORDINATE WITH ELECTRICIAN FOR SERVICE PANEL SIZING.
15. STORMWATER BASIN. SEE SHEET C5 FOR MORE DETAILS.
16. DOWNSPOUT LINE TO FLOW INTO SOAKAGE TRENCH. SEE SHEET C5 FOR MORE DETAILS.
17. INSTALL STEPS AND CONNECT TO EXISTING SIDEWALK. REFERENCE ARCHITECTURAL AND STRUCTURAL DRAWINGS.

REGIS STREET SIDEWALK:

1. REMOVE AND REPLACE SIDEWALK ON REGIS STREET AS NOTED AND SHOWN ON SHEET C2. SEE CITY OF STATTON STANDARD DRAWING 340.

LEGEND

FIRE LINE	---
WATER LINE	---
SEWER LINE	---
STORM LINE	---
UNDERGROUND POWER	---
FIRE HYDRANT	⊕
STORM CLEANOUT	⊙
SEWER CLEANOUT	⊙
PROPOSED CONCRETE	▨

NS NORTH SANTIAM PAVING COMPANY
(503) 769-4436
LEWIS@NSPC.COM
CONSTRUCTION • ENGINEERING • SURVEYING

REGIS HIGH SCHOOL
550 W REGIS STREET
CITY OF STATTON
MARION COUNTY, OREGON
NW 1/4 SEC 10 T15 R1W W4 TAX LOT 4900 TAX MAP 091W004

SITE AND UTILITY PLAN



EXPIRES: 6-30-2028

PLOT DATE:
4/6/2026

REVISIONS:

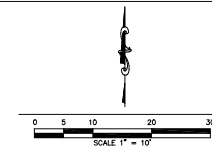
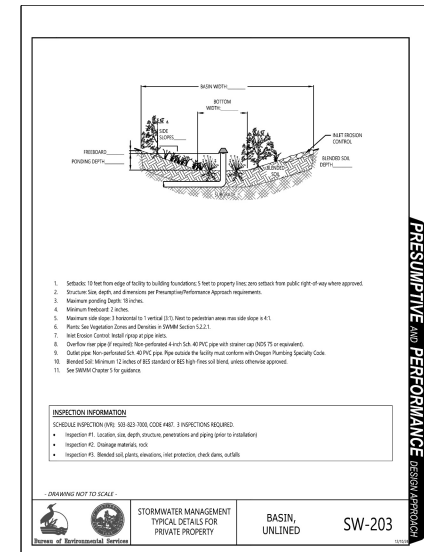
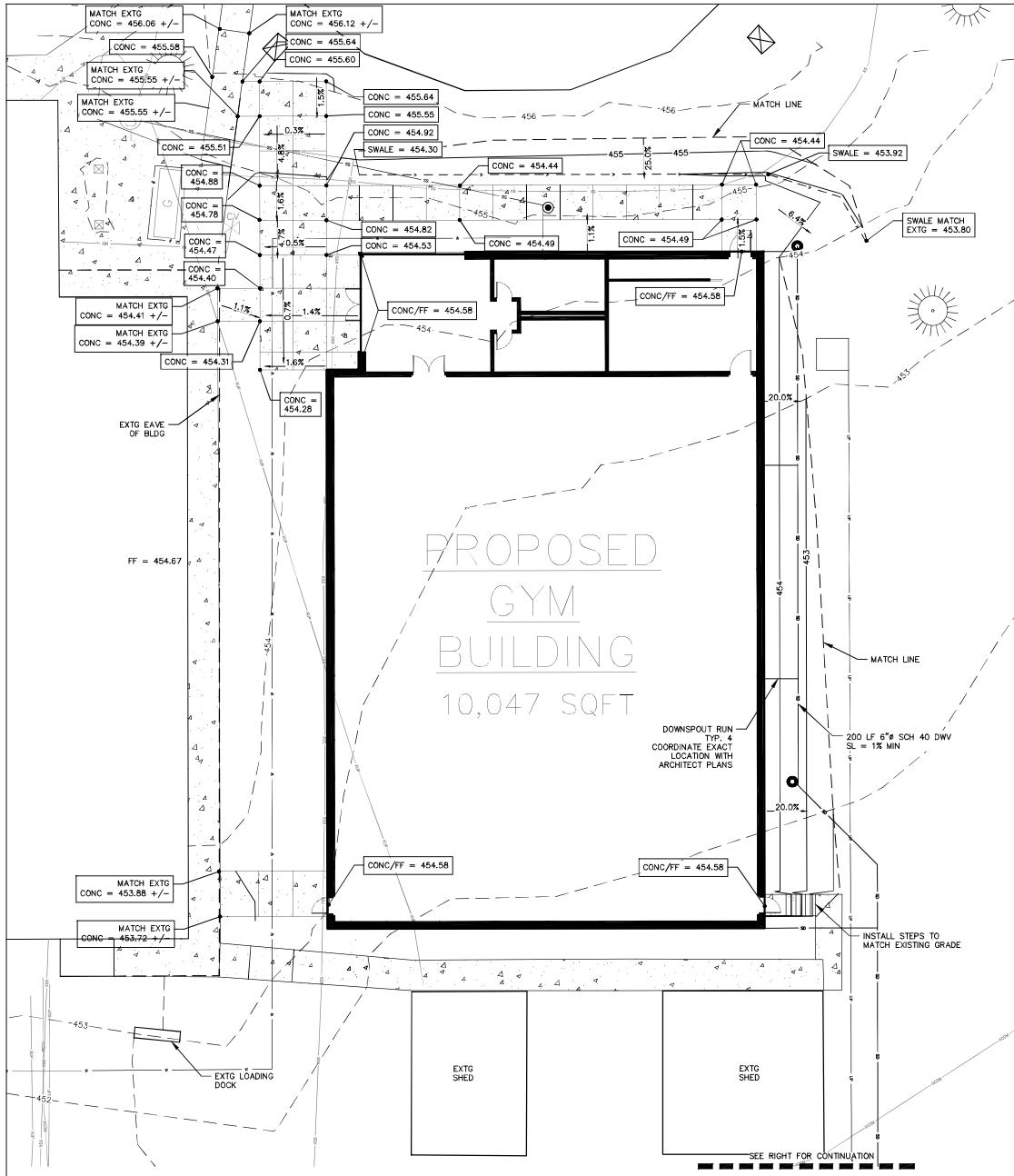
DRAWN BY:
LDW

CHECKED BY:
LDW

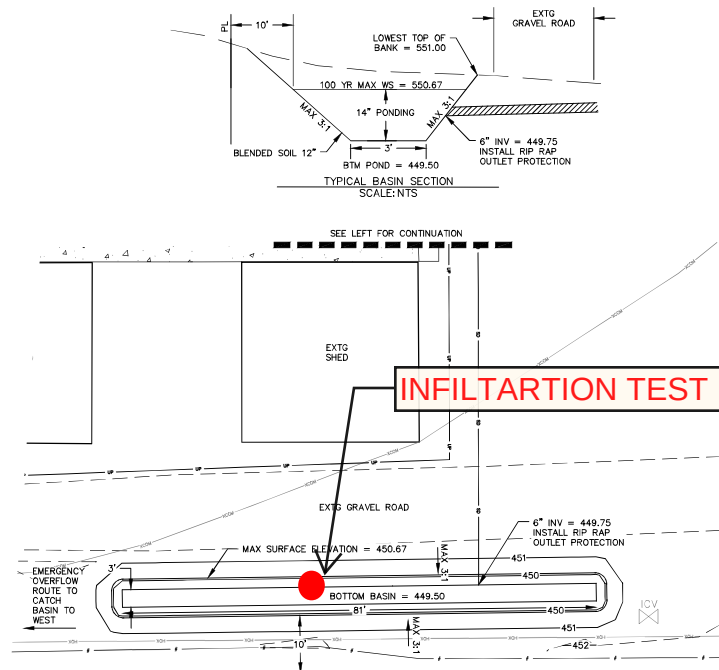
JOB No:
25123

SCALE:
1" = 20'

SHEET
C4



- GENERAL NOTES:**
- MAX 3:1 SLOPES
 - CREATE POSITIVE DRAINAGE AWAY FROM FOUNDATION.
 - MAX 5% LONGITUDINAL SLOPES FOR ONSITE SIDEWALKS.
- BASIN NOTES:**
- SEE SW 203 FOR MORE DETAILS.
 - INSTALL RIP RAP OUTLET PROTECTION AT BASIN.
 - BASIN WAS SIZED USING HYDROCAD SOFTWARE. SEE STORMWATER REPORT. THE BASIN IS DESIGNED TO FULLY INFILTRATE THE 100-YR STORM. AN EMERGENCY OVERFLOW IS SHOWN ON THE WEST SIDE OF THE BASIN. STORMWATER WOULD SHEET FLOW TO A CATCH BASIN TO THE WEST.
 - PRIOR TO AMENDING SOIL, SCARIFY BOTTOM AND SIDES OF POND WITH A TOOTH, BUCKET OR OTHER APPROVED METHODS.



NS NORTH SANTIAM PAVING COMPANY
 (503) 769-4436
 4700 KINGSLEY-LOVE DRIVE, P.O. BOX 516
 STATION, OREGON 97135
 LEWIS@NSPC.COM

CONSTRUCTION • ENGINEERING • SURVEYING

REGIS HIGH SCHOOL
 550 W REGIS STREET
 CITY OF STATION
 MARION COUNTY, OREGON
 NW 1/4 SEC 20 T15S R1W W4 TAX LOT 4800 TAX MAP 091W008A

GRADING AND DRAINAGE PLAN

PRELIMINARY
 EXPIRES: 6-30-2028
 PLOT DATE: 4/6/2026
 REVISIONS:
 DRAWN BY: LDW
 CHECKED BY: LDW
 JOB No: 25123
 SCALE: 1" = 10'
 SHEET **C5**



NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • www.nspor.com

APPENDIX B INFILTRATION TEST RESULTS

Location:	Regis High School	Date:	3/19/2026	Test Hole Number:	1	Trial Number:	1
Depth to Bottom of Hole:	3'	Test Method		Open Pit Falling Head	Soaking Time		
					10:00-12:00		

Time	Time Interval (Minutes)	Measurement (Feet)	Drop in Water Level (Feet)	Infiltration Rate (in/hr)	Remarks
12:00	0	2.62	-	-	Filled to 12" water line
12:10	10	2.98	0.36	25.92	
12:20	10	3.12	0.14	10.08	
12:30	10	3.22	0.10	7.2	
12:40	10	3.32	0.10	7.2	
12:50	10	3.41	0.09	6.48	
13:00	10	3.5	0.09	6.48	
			Avg Infiltration Rate (in/hr)	10.56	

Location:	Regis High School	Date:	3/19/2026	Test Hole Number:	1	Trial Number:	2
Depth to Bottom of Hole:	3'	Test Method		Open Pit Falling Head			

Time	Time Interval (Minutes)	Measurement (Feet)	Drop in Water Level (Feet)	Infiltration Rate (in/hr)	Remarks
13:01	0	2.91	-	-	Filled with 12"
13:11	10	3.11	0.20	14.4	
13:21	10	3.21	0.10	7.2	
13:31	10	3.31	0.10	7.2	
13:41	10	3.4	0.09	6.48	
13:51	10	3.49	0.09	6.48	
14:01	10	3.58	0.09	6.48	
			Avg Infiltration Rate (in/hr)	8.04	

Location:	Regis High School	Date:	3/19/2026	Test Hole Number:	1	Trial Number:	3
Depth to Bottom of Hole:	3'	Test Method		Open Pit Falling Head			

Time	Time Interval (Minutes)	Measurement (Feet)	Drop in Water Level (Feet)	Infiltration Rate (in/hr)	Remarks
14:02	0	2.85	-	-	Filled with 12"
14:12	10	3.05	0.20	14.40	
14:22	10	3.16	0.11	7.92	
14:32	10	3.26	0.10	7.20	
14:42	10	3.35	0.09	6.48	
14:52	10	3.44	0.09	6.48	
15:02	10	3.53	0.09	6.48	
			Avg Infiltration Rate (in/hr)	8.16	



NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • www.nspor.com

APPENDIX C BASIN DETAILS

5.2.2.3 Basins



Basins are shallow landscape depressions designed to capture, store, and filter stormwater runoff. They can be designed for total or partial infiltration depending on soil infiltration rates. They can be lined if conditions do not allow for infiltration. The footprint of a basin can be round, or long and narrow with the cross-section of a swale.

Design

Basins can be designed under either the Presumptive or Performance Approach.

Site Suitability: Basins can be designed for a wide range of infiltration rates, and they can be lined where infiltration is not allowed or feasible. See [Chapter 2](#) to determine whether site conditions allow infiltration.

Setbacks: See Table 5-3 for setbacks for basins without a full liner. Setbacks are measured from the typical high-water level in the basin. Fully lined basins do not require setbacks.

Table 5-3. Standard Setbacks for Basins without a Full Liner¹

Setback to	Distance (ft)
Property lines along parcels ²	5
Foundations	10
Drainfields downslope of the basin	100
Top of slopes $\geq 25\%$ and top of grade breaks > 3 ft high, applied only in the uphill direction	5 times the slope height up to 100 ft
Top of slopes $> 50\%$ and > 10 ft high, applied only in the uphill direction	200

1. These setbacks apply to both onsite and offsite foundations, drainfields, grade breaks, and slopes.

2. No setbacks are required for property lines with the right-of-way.

Access: See access requirements in [Section 5.2.2.1](#).

Pollution Prevention: See pollution prevention requirements in [Section 5.2.2.1](#).

Sizing: Basins must be sized to meet any applicable performance standards (see Chapters [1](#) and [4](#)).

Dimensions and Slopes:

- Maximum side slope: 3 horizontal to 1 vertical (3:1)
- Maximum side slope next to pedestrian areas: 4 horizontal to 1 vertical (4:1)
- Minimum freeboard: 2 inches
- Maximum ponding depth: 18 inches

Drainage and Overflow: The basin must have an underdrain system and/or an overflow pipe unless it infiltrates the stormwater runoff from the 10-year, 24-hr storm event.

Components/Materials: See [Section 5.2.2.1](#) for components and materials including liners, piping, drain aggregate, configurations, orifices, check dams, flow spreaders, entrance erosion control, blended soil, vegetation, mulch, and irrigation systems.

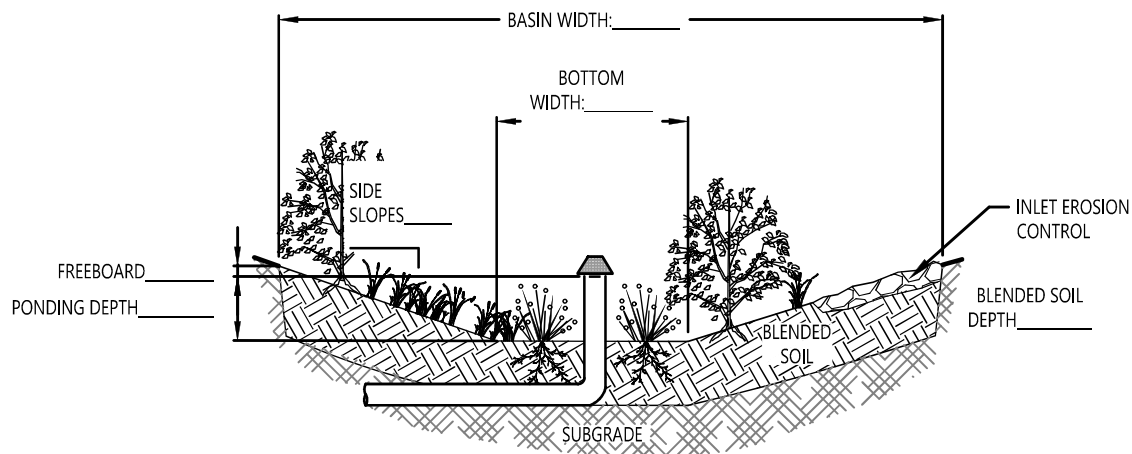
Construction Guidance

See standard construction guidance for bioretention facilities in [Section 5.2.2.2](#).

Typical Details

See *Facility Details - Private Facility Presumptive and Performance Approaches* for typical details for basins. The details include the following sheets:

- [SW-203: Basin, unlined](#)
- [SW-204: Basin, unlined with underdrain](#)
- [SW-205: Basin, lined](#)



1. Setbacks: 10 feet from edge of facility to building foundations; 5 feet to property lines; zero setback from public right-of-way where approved.
2. Structure: Size, depth, and dimensions per Presumptive/Performance Approach requirements.
3. Maximum ponding Depth: 18 inches.
4. Minimum freeboard: 2 inches.
5. Maximum side slope: 3 horizontal to 1 vertical (3:1). Next to pedestrian areas max side slope is 4:1.
6. Plants: See Vegetation Zones and Densities in SWMM Section 5.2.2.1.
7. Inlet Erosion Control: Install riprap at pipe inlets.
8. Overflow riser pipe (if required): Non-perforated 4-inch Sch. 40 PVC pipe with strainer cap (NDS 75 or equivalent).
9. Outlet pipe: Non-perforated Sch. 40 PVC pipe. Pipe outside the facility must conform with Oregon Plumbing Specialty Code.
10. Blended Soil: Minimum 12 inches of BES standard or BES high-fines soil blend, unless otherwise approved.
11. See SWMM Chapter 5 for guidance.

INSPECTION INFORMATION

SCHEDULE INSPECTION (IVR): 503-823-7000, CODE #487. 3 INSPECTIONS REQUIRED.

- Inspection #1. Location, size, depth, structure, penetrations and piping (prior to installation)
- Inspection #2. Drainage materials, rock
- Inspection #3. Blended soil, plants, elevations, inlet protection, check dams, outfalls

- DRAWING NOT TO SCALE -

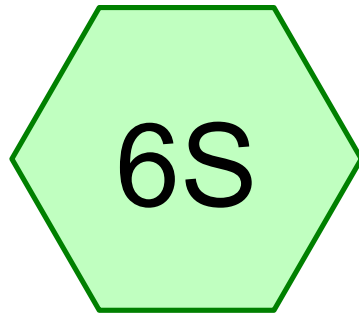


NORTH SANTIAM PAVING CO.

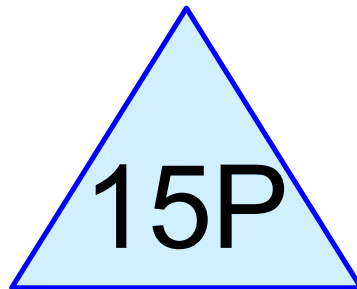
SITE DEVELOPMENT AND ROADWAY CONTRACTORS • CCB# 53247

PO Box 516 - Stayton, OR 97383 • Office: 503-769-3436 • Fax: 503-769-7358 • www.nspor.com

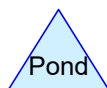
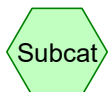
APPENDIX D HYDROCAD ANALYSIS



Gym



Basin



Routing Diagram for Regis Aux Gym

Prepared by North Santiam Paving, Printed 4/6/2026

HydroCAD® 10.20-8a s/n 09975 © 2025 HydroCAD Software Solutions LLC

Regis Aux Gym

Prepared by North Santiam Paving

HydroCAD® 10.20-8a s/n 09975 © 2025 HydroCAD Software Solutions LLC

Printed 4/6/2026

Page 2

Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	100Year	Type IA 24-hr		Default	24.00	1	4.60	2

Regis Aux Gym

Prepared by North Santiam Paving

HydroCAD® 10.20-8a s/n 09975 © 2025 HydroCAD Software Solutions LLC

Printed 4/6/2026

Page 3

Area Listing (selected nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.232	98	AC Curb and Sidewalk (6S)
0.232	98	TOTAL AREA

Regis Aux Gym*Type IA 24-hr 100Year Rainfall=4.60"*

Prepared by North Santiam Paving

Printed 4/6/2026

HydroCAD® 10.20-8a s/n 09975 © 2025 HydroCAD Software Solutions LLC

Page 6

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN

Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 6S: Gym

Runoff Area=10,100 sf 100.00% Impervious Runoff Depth>3.46"

Tc=10.0 min CN=98 Runoff=0.25 cfs 0.067 af

Pond 15P: Basin

Peak Elev=450.67' Storage=646 cf Inflow=0.25 cfs 0.067 af

Outflow=0.08 cfs 0.066 af

Total Runoff Area = 0.232 ac Runoff Volume = 0.067 af Average Runoff Depth = 3.46"
0.00% Pervious = 0.000 ac 100.00% Impervious = 0.232 ac

Summary for Subcatchment 6S: Gym

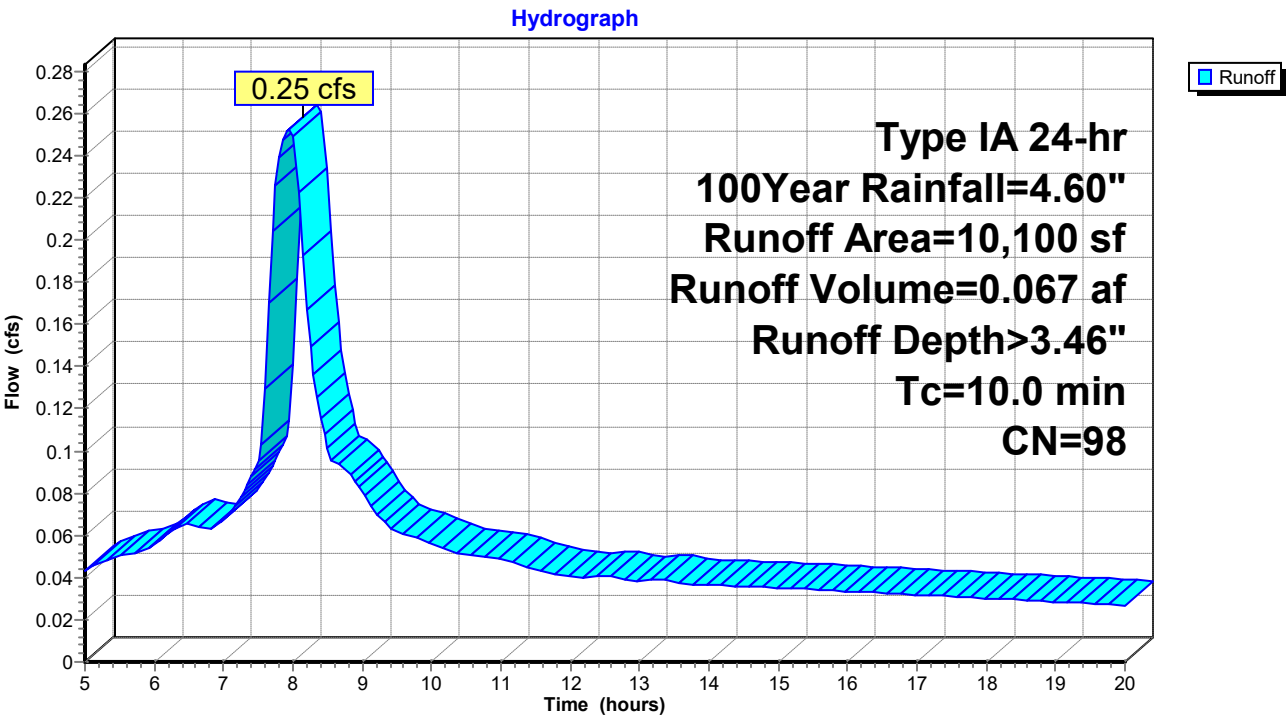
Runoff = 0.25 cfs @ 7.94 hrs, Volume= 0.067 af, Depth> 3.46"
Routed to Pond 15P : Basin

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type IA 24-hr 100Year Rainfall=4.60"

	Area (sf)	CN	Description
*	10,100	98	AC Curb and Sidewalk
	10,100		100.00% Impervious Area

Tc	Length	Slope	Velocity	Capacity	Description
(min)	(feet)	(ft/ft)	(ft/sec)	(cfs)	
10.0					Direct Entry,

Subcatchment 6S: Gym



Summary for Pond 15P: Basin

[82] Warning: Early inflow requires earlier time span

Inflow Area = 0.232 ac, 100.00% Impervious, Inflow Depth > 3.46" for 100Year event
 Inflow = 0.25 cfs @ 7.94 hrs, Volume= 0.067 af
 Outflow = 0.08 cfs @ 8.97 hrs, Volume= 0.066 af, Atten= 68%, Lag= 62.0 min
 Discarded = 0.08 cfs @ 8.97 hrs, Volume= 0.066 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 450.67' @ 8.97 hrs Surf.Area= 881 sf Storage= 646 cf

Plug-Flow detention time= 88.1 min calculated for 0.065 af (98% of inflow)
 Center-of-Mass det. time= 76.2 min (722.4 - 646.1)

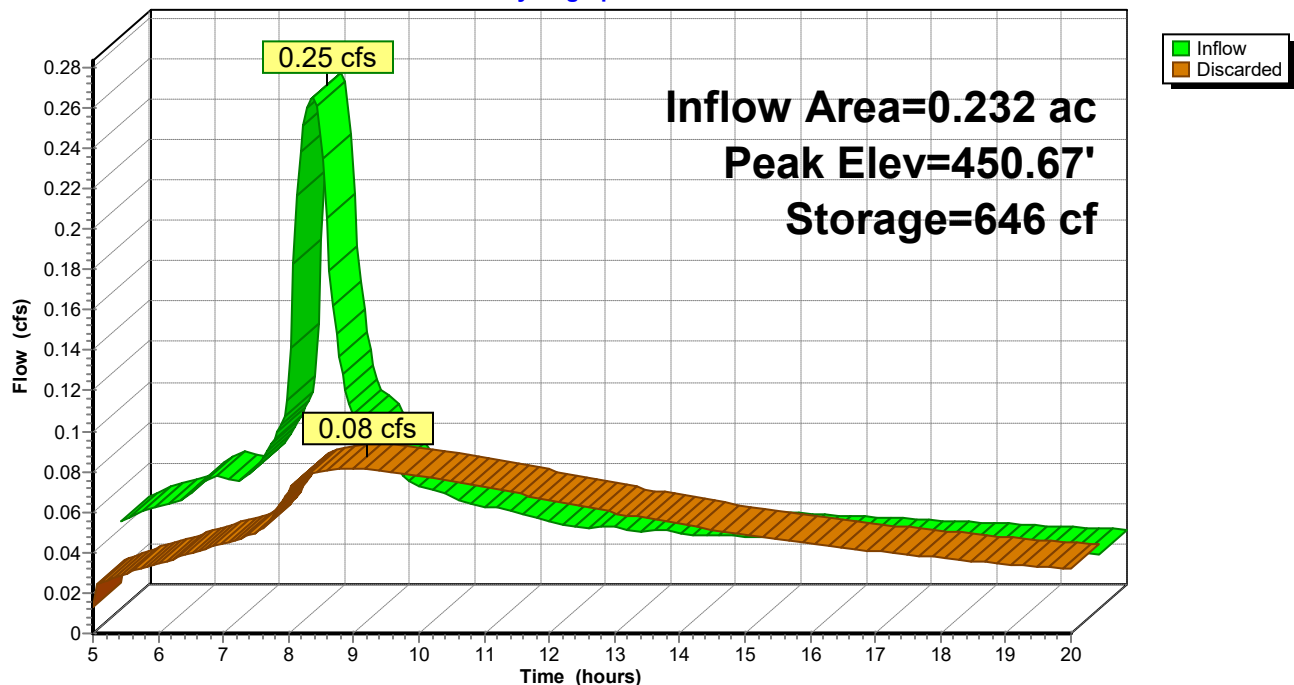
Volume	Invert	Avail.Storage	Storage Description
#1	449.50'	1,590 cf	3.00'W x 81.00'L x 2.00'H Prismatic Z=3.0

Device	Routing	Invert	Outlet Devices
#1	Discarded	449.50'	4.000 in/hr Exfiltration over Surface area

Discarded OutFlow Max=0.08 cfs @ 8.97 hrs HW=450.67' (Free Discharge)
 ↳1=Exfiltration (Exfiltration Controls 0.08 cfs)

Pond 15P: Basin

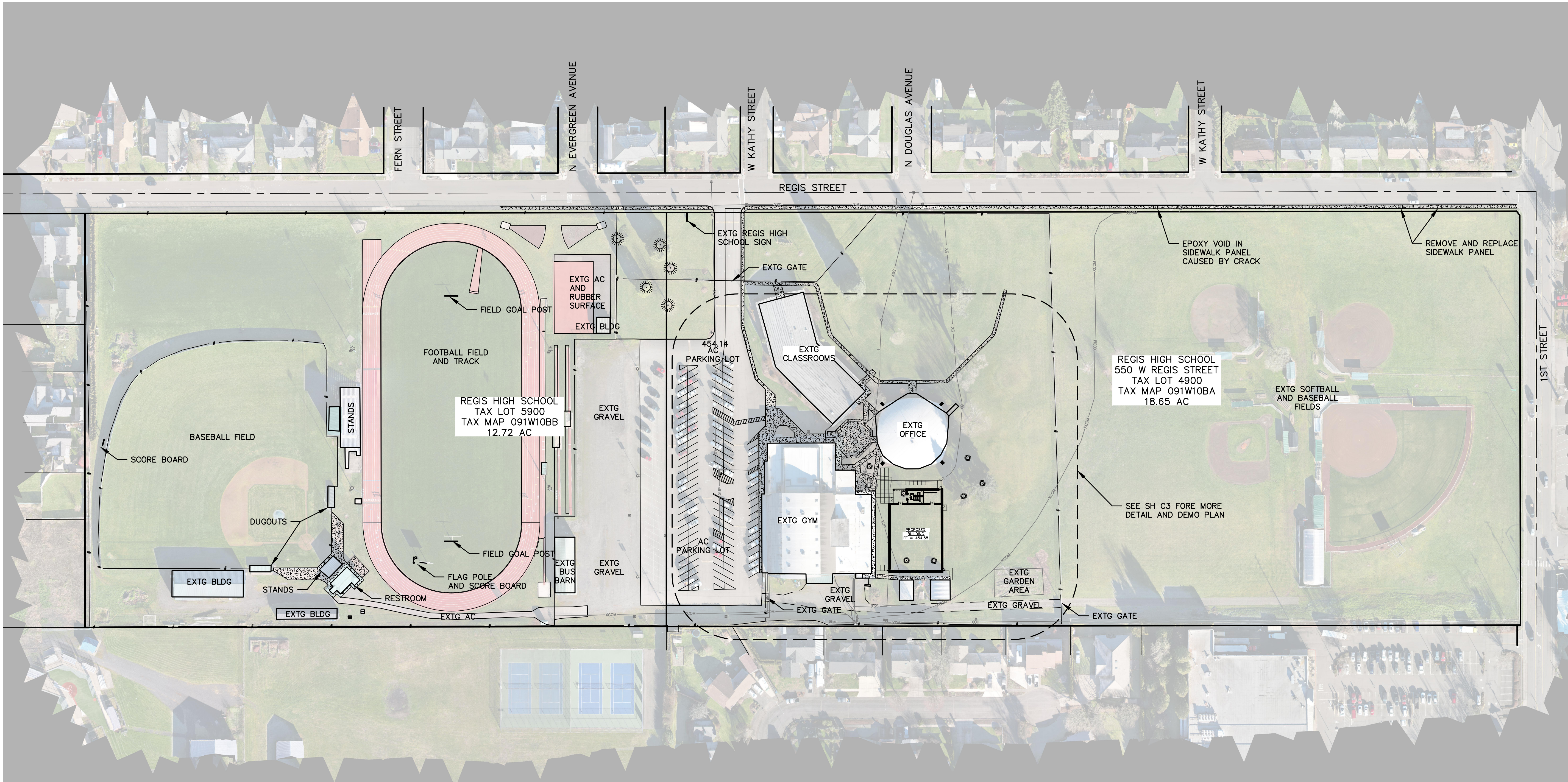
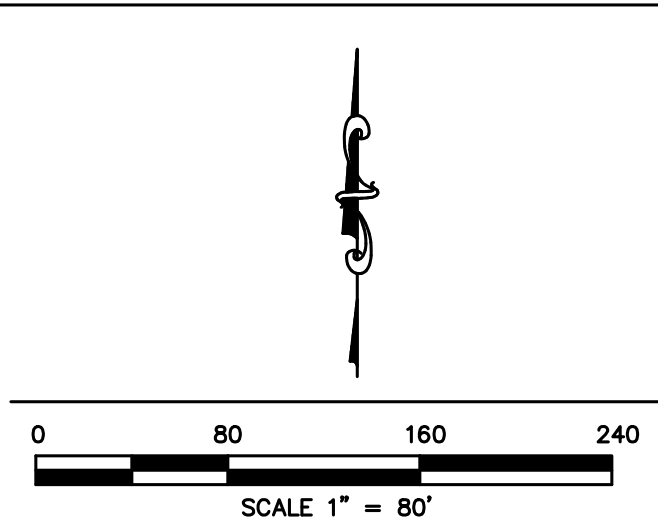
Hydrograph



LEGEND			
SITE PROPERTY LINE/ROW		SANITARY SEWER MANHOLE	
NEIGHBORING PROPERTY LINE		SANITARY SEWER CLEANOUT	
CENTER LINE		STORM SEWER MANHOLE	
SANITARY SEWER LINE		STORM SEWER CATCH BASIN	
STORM SEWER LINE		WATER VALVE	
WATER LINE		WATER METER	
IRRIGATION LINE		FIRE HYDRANT	
GAS LINE		IRRIGATION CONTROL VALVE	
UNDERGROUND POWER		POWER POLE	
OVERHEAD POWER		ELECTRICAL/JUNCTION BOX	
COMMUNICATION LINE		TRANSFORMER	
FENCE LINE		ELECTRICAL METER	
EDGE OF GRAVEL		LIGHT POLE	
		COMMUNICATION MANHOLE	
		COMMUNICATION VAULT	
		GAS METER	
		TREE	
		= EXISTING CONCRETE	

- REGIS STREET SIDEWALK:
- CITY OF STAYTON PUBLIC WORKS IS REQUIRING CONFIRMATION THAT THE EXISTING SIDEWALK ALONG REGIS STREET HAS NO SAFETY OR TRIPPING HAZARDS.
 - A WALK WAS DONE WITH MICHAEL SCHMIDT OF STAYTON PUBLIC WORKS ON 4/3/2026. TWO SIDEWALK PANELS WERE IDENTIFIED THAT NEED TO BE REMOVED AND REPLACED. ONE SIDEWALK PANEL NEEDS EPOXY TO FILL IN A VOID CAUSED BY A CRACK.
 - AREAS SHOWN BELOW ARE APPROXIMATE. COORDINATE WITH ENGINEER TO IDENTIFY EXACT PANELS THAT NEED TO BE REPAIRED,

- GENERAL NOTES:
- THIS MAP DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY.
 - THE LOCATION AND DESCRIPTIONS OF EXISTING UTILITIES SHOWN ON THE DRAWINGS ARE COMPILED FROM AVAILABLE RECORDS AND/OR FIELD SURVEYS. THE ENGINEER OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. CONTRACTOR SHALL FIELD VERIFY SIZES AND LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
 - NOT ALL GROUND IMPROVEMENTS MAY BE SHOWN. THIS SITE PLAN HAS ONLY COLECTED POINTS THROUGH VARIOUS SMALL PROJECTS THROUGHOUT THE YEARS.
 - IMAGERY WAS COLLECTED VIA DRONE ON JANUARY 15, 2026.



NORTH SANTIAM PAVING COMPANY
41203 KINGSTON-LYONS DRIVE, P.O. BOX 516
STAYTON, OREGON 97383
LEWIS@NSP.COM

CONSTRUCTION • ENGINEERING • SURVEYING

REGIS HIGH SCHOOL
550 W REGIS STREET

CITY OF STAYTON
NW1/4 SEC10 T9S R1W WM TAX LOT 4900 TAX MAP 091W10BA

REGISTERED
PROFESSIONAL
LAND SURVEYOR

PRELIMINARY

OREGON
SEPTEMBER 10, 2019
MICHAEL S. DOWNS
55018

RENEWS: 12/31/2027

PLOT DATE:
6/4/2026

REVISIONS:

DRAWN BY:
LDW

CHECKED BY:
LDW

JOB No:
25123

SCALE:
1" = 80'

SHEET
C2

MEMORANDUM

DATE: March 27, 2026

TO: Michael Schmidt/ City of Stayton

FROM: Tegan Enloe, PE/Enloe Consulting, LLC

SUBJECT: Traffic Analysis Letter – Regis High School Gym Expansion



Background

The applicant seeks to expand their existing services at Regis High School with the addition of a new gym space. The new gym is intended to expand space for existing programs and allow teams to practice simultaneously using a dedicated secondary facility. The proposed expansion does not include any additional classroom space, intensification of proposed use, or administrative staff increases.

As part of the proposed expansion, the City of Stayton has requested additional information on potential traffic impacts, which are further explored in this memorandum.

Trip Generation Analysis

The proposed expansion will add approximately 10,700 SQFT of dedicated gym space. Trip generation estimates for the proposed expansion are calculated using the Institute of Transportation Engineer's Trip Generation Manual, 11th Edition. Land use code 525: "High School" is used to estimate trips associated with High School facilities and bases the trip estimates on the student count and the employee count.

While the proposed gym expansion will increase the overall square footage of Regis High School, it is not expected to add students or staff. Since trip generation estimates are based on increases in students or employees, there is no indication this project will increase vehicle, transit, pedestrian, or bicycle trips to and from the site.

Key Findings

The proposed gym expansion is expected to add approximately 10,700 SQFT of space to the Regis High School campus, but is not expected to result in any increase in students or administrative staff/employees. The ITE Trip Generation Manual associates increases in vehicular, transit, pedestrian, and bicycle trips with increases in students and staff. As a result, there is no indication the proposed expansion will result in additional traffic to/from the site.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383

Phone: (503) 769-2919 • Fax (503) 767-2134

Date: 6/25/2026
To: Jennifer Siciliano, AICP – Community and Economic Development Director
Through: Michael Schmidt – Engineering Associate
From: Lyle J. Misbach, PE, CFM LYLE J MISBACH 2026.06.25 06:44:22-07'00'
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), curblane 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

...

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.

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 transportation 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
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: July 27, 2026
SUBJECT: Preliminary Partition Plan for 395 N Noble Avenue
120 DAYS ENDS: September 25, 2026.

ISSUE

The issue before the Planning Commission is a public hearing on an application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.



ENCLOSURES

- Draft Order of Approval
- Comments from the City Engineer, transportation consultant, Stayton Fire District, and SCTC.

BACKGROUND

The subject property is vacant and undeveloped and contains several existing trees. It has approximately 150 feet of frontage along N Noble Avenue. Each proposed parcel would have approximately 74.86 feet of frontage and a depth of approximately 125 feet before the required right-of-way dedication. The applicants indicate that they intend to construct a duplex on each parcel.

N Noble Avenue is designated as a local street in the City's Transportation System Plan but is not currently improved to local street standards along the property frontage. The draft order requires

City of Stayton

dedication of a 30-foot-wide half-street right-of-way measured from the centerline and construction of a 17-foot-wide half-street improvement, including curbs, sidewalks, street lighting, and street trees. A 10-foot-wide public utility easement would also be dedicated along the frontage.

City water, sanitary sewer, and stormwater mains are located in N Noble Avenue. The draft conditions require the applicant to address water and sewer services, stormwater facilities, driveway approaches, underground franchise utilities, and other improvements necessary to serve the proposed development.

ANALYSIS

The draft order provides findings addressing the applicable preliminary partition approval criteria in SMC 17.24.040.6, the subdivision and partition design standards in SMC 17.24.050, and the applicable access and transportation requirements in SMC 17.26.020. The order concludes that the identified requirements can be satisfied through the proposed conditions of approval.

The conditions address water and sanitary sewer service, transportation review or an approved waiver, half-street and driveway improvements, stormwater analysis and construction, a development agreement, required permits, underground utilities, right-of-way and public utility easement dedication, final plat labeling, existing septic systems, and tree retention.

RECOMMENDATION

The staff recommends option one to approve the draft order as presented.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the fourth option until additional information is provided by city staff.

1. Approve the application, adopting the draft order as presented.

I move the Stayton Planning Commission approve the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) and adopt the draft order presented by Staff.

2. Approve the application, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) and adopt the draft order with the following changes...

3. Deny the application, directing staff to modify the draft order.

I move the Stayton Planning Commission deny the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the August 31, 2026, meeting.

4. Continue the hearing until August 31, 2026.

I move the Stayton Planning Commission continue the public hearing on the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) until August 31, 2026.

5. Close the hearing but keep the record open for submission of written testimony.

City of Stayton

I move the Stayton Planning Commission close the hearing on the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) but maintain the record open to submissions by the applicant until August 3, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on August 31, 2026.

6. Close the hearing and record, and continue the deliberation to the next meeting.

I move the Stayton Planning Commission continue the deliberation on the application for a Preliminary Partition Plan for James Baxter and Michael Flanigan at 395 N Noble Avenue, (Land Use File #3-03/26) until August 31, 2026.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383

Phone: (503) 769-2919 • Fax (503) 767-2134

Date: 6/22/2026
To: Jennifer Siciliano, AICP – Community and Economic Development Director
Through: Michael Schmidt – Engineering Associate
From: Lyle J. Misbach, PE, CFM
Project Name: 395 N Noble Avenue PAR, File Number 3-03/26
AKS Job No.: 12093-02-1000
Project Site: 395 N Noble Avenue
Subject: **Public Works Recommendations – Partition**

PROPOSAL

The City has received an application for a partition of an existing 0.43-acre property at 395 N Noble Avenue (Tax Lot 091W09DC03100). The proposed partition (the “Development”) will divide the property into two parcels: Parcel 1 – 9,351 square feet; and Parcel 2 – 9,345 square feet. The property (the “Subject Property”) is designated as Residential (R) in the City’s Comprehensive Plan and is zoned Medium Density Residential (MD). The preliminary partition approval is being requested by James Baxter and Michael Flanigan, as Applicant for the proposed Development and owners of the Subject Property.

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:

- Revised *An Application for a Tentative Partition Plat*, consisting of 7 pages, prepared by Willamette Valley Planning and Northstar Surveying, Inc., dated May 15, 2026, unsigned
- A printout from the Web Soil Survey website, consisting of 3 pages, dated 5/1/2026, unsigned

RECOMMENDED CONDITIONS OF APPROVAL

The following conditions of approval shall be completed prior to City acceptance of the final plat map for review:

1. It will be the responsibility of the Applicant to locate any existing water services that serve the subject Property and provide evidence that these are available for reuse or that they will be abandoned according to City requirements.

2. The Applicant shall design and construct a domestic water service line and water meter for each proposed dwelling unit in the Development (4 total meters), all connected to a single tap into the City water main. The construction shall be in conformance with the PWDS and sized in accordance with the Oregon Plumbing Specialty Code (OPSC).
3. It will be the responsibility of the Applicant to locate any existing sanitary sewer services that serve the Subject Property and provide evidence that these are available for reuse or that they will be abandoned in accordance with City requirements.
4. The Applicant shall design and construct a single sanitary sewer service to each of the proposed parcels in the Development. The construction shall be in conformance with the PWDS and sized in accordance with the OPSC.
5. Either a Transportation Assessment Letter or a Transportation Impact Analysis in accordance with SMC 17.26.050 shall be submitted to the City review. The onus and risk are on the Applicant to provide this information and mitigate any traffic impacts generated by the full build-out of the proposed Development.
6. The Applicant shall design and construct a 17-foot-wide half-street improvement along the Development side of N Noble Avenue, including curbs, sidewalks, street lighting, and street trees, to Local street standards in conformance with the PWDS. The street improvements alongside the Subject Property shall be constructed as a single construction project, rather than split by parcel.
7. The Applicant shall design and construct a driveway approach from N Noble Avenue onto each of the proposed parcels in the Development. The construction shall conform to the requirements of the SMC and the PWDS. The construction of the driveway approaches shall be included in the boundary street improvement construction project.
8. The Applicant shall provide an engineered stormwater analysis, report, and supporting documentation, all in accordance with the PWDS for the proposed Development. Existing site topography and off-site contributing areas will need to be considered and included in the analysis. The onus and risk are on the Applicant to provide this information and mitigate any impacts of existing and proposed runoff from the Subject Property.
9. The Applicant shall construct the stormwater system, designed in accordance with the stormwater analysis and the PWDS, 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. 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 shall be included as an attachment to the stormwater analysis report, with any declaration of covenants for the project, and included as part of the recorded O&M Agreement.
11. The Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the required public improvements as well as all private stormwater systems. A stipulation of the Agreement shall be that the City will not support certificates of occupancy for the proposed structures until the required public 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. The Applicant shall coordinate the location of individual or cluster box unit (CBU) mailboxes with the U.S. Postal Service.
15. 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.

The following conditions shall be addressed on the final plat when submitted to the City for review:

16. The final plat shall include dedication of a 30-foot-wide half-street right-of-way (from centerline), along the development side of the street frontage along N Noble Avenue.
17. A 10-foot-wide public utility easement (PUE) shall be dedicated along the N Noble Avenue frontage, adjacent to the right-of-way.

The following conditions of approval shall be completed prior to City support of occupancy or other finalization for any building permit application on the Subject Property for the proposed Development:

18. Any existing septic tanks and/or drainfields located on the Property shall be abandoned in accordance with Marion County requirements, and evidence of compliance submitted to the City, prior to issuance of any building permits on the Subject Property.
19. As indicated in the Application materials, all of the existing trees shall be retained on the Subject Property throughout the Development.
20. As indicated in the Application materials, cuts or fills greater than 24 inches in depth will not be allowed within the Subject Property.

FACTS

General

1. Aerial photographs indicate that the site is currently undeveloped. Per Google Lidar data online, the Property is generally flat with only a 2- to 3-foot fall across the Property, with the lowest point near the northwest corner at an elevation of ± 439 feet above mean sea level (MSL).
2. Per the Oregon Rapid Wetland Assessment Protocol (ORWAP), the subject Property does not include any mapped wetlands or hydric soils.
3. Per Flood Insurance Rate Map Number 41047C0716G, the subject Property is located outside of any mapped Special Flood Hazard Areas (SFHA).

Streets

1. N Noble Avenue
 - a. Standard – This City street is designated as a Local street in the Stayton TSP. The standard for this street classification is a 34-foot-wide street improvement, including curbs and 5-foot-wide property-line sidewalks, in a 60-foot-wide right-of-way.

- b. Existing Conditions - This street has an approximate 26-foot-wide improvement within a 50-foot-wide right-of-way. The development side is constructed as a turnpike street with no sidewalks. The opposite side of the street is constructed with curbs and property-line sidewalks.
2. 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

1. A looped 6-inch City asbestos cement water main is located along the east side of N Noble Street. Per City records, it appears that the Property has an existing service to this main, near the north line of the Property, although the exact location is unknown.
2. Per City GIS records, a fire hydrant is located on the east side of N Noble Street, almost directly across from the north property line of the subject Property.
3. The Water Master Plan does not indicate any significant water system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Sanitary Sewer

1. An 8-inch City concrete sanitary sewer main is located along N Noble Street, starting at a manhole approximately 82 feet south of the north line of the subject Property and conveying wastewater to the north. It appears from City GIS records that the Property has two existing concrete service laterals to this main, at 4- and 65-feet from the south manhole.
2. The Wastewater Facilities Planning Study (Master Plan) does not indicate any significant sanitary sewer system deficiencies in N Noble Street or the nearby vicinity that will be impacted or could be improved by the proposed development.

Stormwater

1. A 10-inch City storm main is located along the east side of N Noble Street, starting at the north side of W Washington Street and connecting to the City storm system in S Ida Street. This main conveys stormwater from north to south. It does not appear that the subject Property has any connections to this main.
2. Per the Stormwater Master Plan, stormwater runoff from this Property and nearby system drains to Power Canal.
3. The Stormwater Master Plan does not indicate any significant stormwater system deficiencies in N Noble Street or the nearby vicinity that will be impacted or could be improved by the proposed development.

CRITERIA AND FINDINGS

SMC SECTION 17.24.040 – APPLICATION AND APPROVAL REQUIREMENTS FOR CONVENTIONAL SUBDIVISIONS AND PARTITIONS

...

1. *PRELIMINARY PARTITION PLAN AND SUBDIVISION PLAN SUBMITTAL REQUIREMENTS.*
Preliminary partition or subdivision plans shall be clearly and legibly drawn. The preliminary partition or subdivision plan shall include or be accompanied by following information:
 - a. *Appropriate identification clearly stating the drawing is a preliminary partition or subdivision plan.*



b. North arrow , graphic scale, and date of preparation of the preliminary plan.

...

- g. The location and size of any existing sanitary sewer systems, water supply systems, culverts, drainage ways, and other storm drainage systems, and any other underground utilities or structures within and immediately adjacent the tract being divided.

Finding – Although the February 24, 2026 Site Plan included in the application is not formatted like a preliminary plat, it is labeled “PARTITION APPLICATION SITE PLAN” and substantially conforms with the requirement.

Public Works Response: We believe that requirements “a”, “b”, and “g” are addressed.

...

- i. A proposed general plan for collecting, treating, and detaining stormwater runoff from the development, developed in accordance with the City’s Public Works Design Standards and the Stormwater Master Plan. Preliminary Stormwater calculations shall accompany the plan showing how the proposal will meet stormwater quality and quantity requirements.

Finding – The Applicant has not provided this information.

Public Works Response: Public Works is unable to accurately review the proposed Development to determine if the Subject Property can be developed as proposed. Since the Application has been deemed complete for land use review, we are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the stormwater requirements in the PWDS.

...

- j. Proposed location and size of sanitary sewer systems, water supply systems, stormwater facilities, and storm drainage systems in accordance with the City’s Public Works Design Standards and the City’s Wastewater and Water Master Plans.

Finding – The Applicant has not provided this information.

Public Works Response: Public Works is unable to accurately review the proposed Development to determine if the Subject Property can be developed as proposed. Since the Application has been deemed complete for land use review, we are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the sanitary sewer, water supply, and storm drainage requirements in the PWDS.

...

- k. Predominant natural features such as water courses (including direction of their flow), wetlands, rock outcroppings, and areas subject to flooding or other natural hazards.

Finding – The Site Plan does not include this information, but the project narrative indicates that the Subject Property is free of these natural features.

Public Works Response: We believe that this requirement is addressed.

...

- q. *An inventory of existing trees and any proposals for tree removal, detailing numbers of trees, size, and species of trees to be removed as required by Section 17.20.150.*

Finding – The Site Plan includes an inventory of the existing trees and does not propose any for removal.

Public Works Response: Per the Application, we are including a requirement that all existing trees shall remain on the proposed Development.

...

- r. *A proposed plan showing access features required in Section 17.26.020, specifically Section 17.26.020.6.*

Finding – The Applicant has not provided this information.

Public Works Response: Public Works is unable to accurately review the proposed Development to determine if the Subject Property can be developed as proposed. Since the Application has been deemed complete for land use review, we are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the access management requirements in the SMC and PWDS.

- s. *Either a Transportation Assessment Letter or a Transportation Impact Analysis in accordance with the provisions of Section 17.26.050. Five copies of the traffic impact analysis shall be submitted.*

Finding – The Applicant has not provided this information.

Public Works Response: The Applicant did not provide either Transportation assessment document, nor did they request a waiver. However, per the current Institute of Transportation Engineering manual, since the proposed Development will generate a maximum of less than 30 daily trips, we are including a requirement that the onus and risk is on the Applicant to be able to mitigate any traffic impacts generated, in conformance with SMC and PWDS.

- t. *A plan showing soils information and any proposed cuts or fills of more than 24 inches.*

Finding – The Applicant has provided soils information from the Web Soils Survey and does not show any cuts or fills more than 24 inches in depth.

Public Works Response: Per the Application, we are including a requirement that cuts or fills greater than 24 inches will not be allowed with the Development.

- u. *The location and functional characteristics of any wetlands on the property to be divided as shown in the City of Stayton Local Wetlands and Riparian Inventory, July 1998.*

Finding – The Site Plan does not include this information, but the project narrative indicates that the Subject Property is free of these natural features.

Public Works Response: We believe that this requirement is addressed.

- v. *A statement indicating the proposed timing of installation of all proposed improvements.*

Finding – The Applicant has not provided this information.

Public Works Response: The Applicant did not provide a statement of timing. Per this lack of information, we are including a requirement that the required public improvements and public and private stormwater facilities for both proposed parcels shall be performed as part of a single project, rather than separated by parcel Development timing.

- w. *A Design Modification Request if the applicant proposes to not meet any design requirement in the Public Works Design Standards.*

Finding – The Applicant is not requesting any Design Modifications.

Public Works Response: Per the Application, we are including a requirement that all improvements included with the Development shall be designed and constructed in conformance with the PWDS.

6. **PRELIMINARY PLAN APPROVAL CRITERIA.** *In determining whether to approve a subdivision or partition preliminary plan, the decision authority shall determine that the applicant has demonstrated the following criteria and standards have been or will be met:*

- b. *Adequate urban services are available to the property.*

Finding – Adequate City domestic water, sanitary sewer, and storm drainage systems are located in the public right-of-way of N Noble Avenue.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

...

- d. *All streets shall be in a location and have a right of way and traveled way width in accordance with the City's Transportation System Plan. Street spacing and location and block dimensions shall meet the standards of Section 17.26.020.5.c.*

Finding – N Noble Avenue is identified as a Local street in the TSP. This is not currently developed to Local street standards as defined in the TSP and PWDS. The Applicant discusses planned curb and sidewalk street improvements in their Narrative and Site Plan.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

- e. *The design standards of Section 17.24.050 below are satisfied as well as the access management standards in Section 17.26.020.*

Finding – The Design Standards of Section 17.24.050 are discussed later in this memo. The Applicant has not provided the required information regarding compliance with the access management standards in Section 17.26.020.

Public Works Response: Public Works has not been provided sufficient information to determine if the access management standards can be met. The Conditions of Approval will outline the required improvements and are including a requirement that the onus and risk is on the Applicant to be able to adequately comply with the access management requirements in the SMC and PWDS.

...

- g. *The subdivision or partitioning preliminary plan provides adequate access and utilities to allow future development of the remainder of the parcel and adjacent parcels.*

Finding – No future land divisions are possible after this Development, and no remainder parcels are being proposed with the current Development plan.

Public Works Response: Public Works believes that this criterion does not apply to the proposed Development.

SMC SECTION 17.24.050 – DESIGN STANDARDS FOR CONVENTIONAL SUBDIVISIONS AND PARTITIONS

1. STREETS

...

- e. *Concrete curbs and concrete sidewalks shall be installed on all streets, consistent with the Geometric Design Requirements by Street Functional Classification in the Public Works Design Standards.*

In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.

Finding – The Applicant discusses planned curb and sidewalk street improvements in their Narrative and Site Plan.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

...

5. STREET WIDTHS.

- a. *The location, width, and grade of all streets must conform to the Public Works Design Standards and City's Transportation System Plan.*

Finding – N Noble Avenue is identified as a Local street in the TSP. This is not currently developed to Local street standards as defined in the TSP and PWDS. The Applicant discusses planned curb and sidewalk street improvements in their Narrative and Site Plan.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

- b. *The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in the Public Works Design Standards.*

Finding – N Noble Avenue is identified as a Local street in the TSP. This is not currently developed to Local street standards as defined in the TSP and PWDS.

Public Works Response: The Applicant shall dedicate up to a 30-foot-wide half-street right-of-way (from centerline), along the Development side of the N Noble Avenue street frontage.

10. SEWAGE DISPOSAL.

- a. *All extensions of the existing City sewage facilities shall be in accordance with the Public Works Design Standards and the City's Wastewater Master Plan. Sewer mains shall be extended to the edge of the subdivision unless otherwise approved by the Public Works Director.*

Finding – The properties south of the Development have access to a City sanitary sewer main in W Ida Street. It is not necessary to extend the City sanitary sewer main in N Noble Avenue to the south line of the Subject Property to serve the Development.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

12. WATER SUPPLY.

- a. *All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Health Authority and Oregon Water Resources Department.*
- b. *In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City and the Developer will enter into an agreement that specifies what, if any costs the City will reimburse the Developer for the oversizing.*

Finding – The existing City water main in N Noble Avenue is looped and sufficient to serve the proposed Development. Per criteria “a” above, the proposed Development shall be served from this City main. Criteria “b” above does not apply to the Development.

Public Works Response: The Conditions of Approval will outline the public improvements required for this Development.

13. UNDERGROUND UTILITIES.

- a. *All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.*

Finding – The Applicant notes in their Narrative that the existing power and communication utilities along N Noble Avenue are located on existing utility poles. Service to the Development shall be required to be through underground services.

Public Works Response: The Application will need to coordinate and provide underground power and communication services to the parcels in the proposed Development.

From: [Max Heller](#)
To: [Jennifer Siciliano](#)
Cc: [Caleb Cox](#); [Susan Wright](#)
Subject: Re: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26
Date: Thursday, June 4, 2026 3:01:56 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 do not have any transportation-related comments on this application. If the development application for the two duplexes moves forward in the future, we'll want to review their site plan for driveway locations and sight distance.

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, May 29, 2026 3:57 PM
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 <jschanahan@co.marion.or.us>; Jay Alley <jay.alley@staytonfire.org>; John Eckis <johneckis@sctcweb.com>; John Rasmussen <jrasmussen@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>
Subject: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26

[External Sender]

The City of Stayton has received an application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.

The application and narrative materials are included and our usual request for comments form. **Please submit comments by June 22, 2026.**

Sincerely,

Jennifer Siciliano, AICP

From: [Jay Alley](#)
To: [Jennifer Siciliano](#)
Subject: RE: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26
Date: Tuesday, June 2, 2026 9:39:01 AM

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.

Stayton Fire has no comments for this application.

Jay Alley

Fire Chief

Stayton Fire District

Office 503-769-2601

Cell 503-932-7805

Jay.alley@staytonfire.org

“TO PROVIDE OUTSTANDING SERVICE WITH COMMITMENT TO SAVING LIVES AND PROPERTY”

From: Jennifer Siciliano <jsiciliano@staytonoregon.gov>

Sent: Friday, May 29, 2026 3:57 PM

To: Adam Kohler <Adam.Kohler@PacifiCorp.com>; Astound Construction Team <oregonconstruction@astound.com>; Barry Buchanan <bbuchanan@staytonoregon.gov>; breich@co.marion.or.us; Brent Stevenson <BrentS@santiamwater.gov>; brian.kelley@nwnatural.com; Caleb Cox <ccox@kittelson.com>; Christopher Clark <Christopher.clark@pacificorp.com>; 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 <johnneckis@sctcweb.com>; John Rasmussen <jasmussen@co.marion.or.us>; Kendall Smith <ksmith@staytonoregon.gov>; kinman@co.marion.or.us; Lee Loving <lee.loving@nsantiam.k12.or.us>; Lyle Misbach <misbachl@aks-eng.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; 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>

Subject: Request for Comments on 2-lot Partition 395 N Noble Avenue - LU # 3-03/26

[Email originated from outside of SFD – As always, Do not click links or attachments unless you are sure they are safe]

The City of Stayton has received an application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.

The application and narrative materials are included and our usual request for comments form. **Please submit comments by June 22, 2026.**

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: May 29, 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 3-03/26** – Application for preliminary partition plan of a .43-acre lot to divide into two parcels: Parcel 1 – 9,351 square feet, and Parcel 2 – 9,345 square feet located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.

APPLICANT: James Baxter and Michael Flanigan, 395 N Noble Avenue, Stayton, OR

TAX MAP/LOT NUMBER: 091W09DC03100

DECISION CRITERIA: Stayton Municipal Code (SMC) 17.24.040.6 Preliminary Plan Approval Criteria;

APPLICATION DEEMED COMPLETE: May 28, 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 22, 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:

By: John Eckis
Agency: SCTC Engineering

Date: 6/2/26

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
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of
The application of
James Baxter & Michael Flanigan, Applicants

) Preliminary Partition Plan
) File # 03-03/26
)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The application is to divide an existing 0.43-acre lot into two parcels: Parcel 1, consisting of approximately 9,351 square feet, and Parcel 2, consisting of approximately 9,345 square feet. The property is located at 395 N Noble Avenue and is zoned Medium Density (MD) Residential.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owners and applicants are James Baxter and Michael Flanigan.
2. The property can be described on Marion County Assessors Map as 395 N. Noble Ave, Stayton, OR, 97383 (tax lot 091W09DC03100).
3. The property has a frontage of approximately 150 feet along N Noble Ave. The property is approximately 0.43 acres in area.
4. The property is zoned Medium Density Residential. (MD)
5. The neighboring properties to the north and northwest are Commercial General (CG) zone, and the properties to the south, east and southwest are zoned Medium Density (MD) Residential.

B. EXISTING CONDITIONS

The subject property is currently vacant and undeveloped, with several existing trees on the site.

C. PROPOSAL

The proposal is to divide the existing parcel into two parcels: Parcel 1, consisting of approximately 9,351 square feet, and Parcel 2, consisting of approximately 9,345 square feet.

D. AGENCY COMMENTS

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

The Stayton Fire District indicated that it had no comments, and SCTC stated that it is not affected by the proposal. Comments were received from the City's transportation consultant and Public Works engineering consultant and are reflected in the findings below.

E. PUBLIC COMMENTS

The Community and Economic Development Department received no public comments on this application prior to the hearing.

F. APPROVAL CRITERIA

Partitioning applications are required to satisfy approval criteria contained within the Stayton Municipal Code (SMC) 17. 24.040.6 Preliminary Plan Approval Criteria and 17.24.050 Design Standards for Subdivisions and Partitions.

Pursuant to SMC 17.24.040.6 the following criteria must be demonstrated as being satisfied by the application:

- a. *(Repealed).*
- b. *Adequate urban services are available to the property.*

Finding: Water: A looped 6-inch City asbestos cement water main is located along the east side of N Noble Street. City records indicate that the property may have an existing service connection to this main near the north property line, although the exact location has not been verified. In addition, a fire hydrant is located on the east side of N Noble Street, nearly directly across from the north property line, providing adequate fire protection coverage for the site. The City's Water Master Plan does not identify any significant deficiencies in the water system in this area that would be impacted by or could be improved through the proposed development.

Sanitary Sewer: An 8-inch City concrete sanitary sewer main is located along N Noble Street, beginning at a manhole approximately 82 feet south of the north property line and conveying flows to the north. City GIS records indicate that the property is served by two existing concrete service laterals connecting to this main, located approximately 4 feet and 65 feet from the southern manhole. The Wastewater Facilities Planning Study (Master Plan) does not identify any significant sanitary sewer system deficiencies in N Noble Street or the surrounding area that would be affected by the proposed development.

Stormwater: A 10-inch City stormwater main is located along the east side of N Noble Street, extending from the north side of W Washington Street and connecting to the City storm system in S Ida Street. This system conveys stormwater runoff from north to south. There are no known existing connections from the subject property to this stormwater main. According to the Stormwater Master Plan, runoff from the property and surrounding area ultimately drains to the Power Canal. The Stormwater Master Plan does not identify any significant deficiencies in the stormwater system in this vicinity that would be impacted by or improved through the proposed development.

Conditions: It will be the responsibility of the Applicant to locate any existing water services that serve the subject property and provide evidence that these are available for reuse or that they will be abandoned in accordance with City requirements. The Applicant shall design and construct a domestic water service line and water meter for each proposed dwelling unit in the development with construction conforming to the Public Works Design Standards (PWDS) and sized in accordance with the Oregon Plumbing Specialty Code (OPSC). The Applicant shall also locate any existing sanitary sewer services that serve the subject property and provide evidence that these are available for reuse or that they will be abandoned in accordance with City requirements, and shall design and construct a single sanitary sewer service to each of the proposed parcels in the development in conformance with the PWDS and sized in accordance with the OPSC.

The Applicant shall provide an engineered stormwater analysis, report, and supporting documentation in accordance with the PWDS for the proposed development, taking into account existing site topography and off-site contributing areas, and shall be responsible for mitigating any impacts of existing and proposed runoff from the subject property. The Applicant shall construct the stormwater system in accordance with the approved analysis and the PWDS 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. An operation and maintenance plan and agreement shall be required for privately owned and maintained stormwater quality and quantity control facilities, with the plan included as an attachment to the stormwater analysis report, incorporated into any declaration of covenants for the project, and recorded as part of the O&M Agreement.

The Applicant shall enter into a Development Agreement with the City prior to approval of construction plans to guarantee the required public improvements as well as all private stormwater systems, with a stipulation that the City will not support certificates of occupancy for the proposed structures until the required public improvements are complete and accepted by the City. All franchise utility improvements to serve the proposed development shall be installed underground in accordance with the standards of the utility provider and in compliance with the SMC and PWDS. A 10-foot-wide public utility easement shall be dedicated along the N Noble Avenue frontage adjacent to the required right-of-way. All conditions of approval shall be completed prior to City support of occupancy or other finalization for any building permit application on the subject property for the proposed development.

- c. *The proposed parcels or lots meet the minimum dimensional requirements of Section 17.16.070.2.*

Finding: Parcel 1 has an area of approximately 9,351 square feet, and Parcel 2 has an area of approximately 9,345 square feet. Both parcels have approximately 74.86 feet of frontage and a lot depth of 125 feet. However, the proposed plan does not provide the required 60-foot right-of-way for a local street. An additional 5 feet of right-of-way is required, reducing the depth of each parcel to approximately 120 feet and the area of each parcel by approximately 374.3 square feet. Following the required dedication, both parcels will continue to exceed the MD zone's minimum lot area of 7,000 square feet.

- d. *All streets shall be in a location and have a right of way and traveled way width in accordance with the City's Transportation System Plan. Street spacing and location and block dimensions shall meet the standards of Section 17.26.020.5.c.*

Finding: N Noble Avenue is identified as a Local street in the TSP. N Noble is not currently developed to Local Street standards as defined in the TSP and PWDS. To reach the required 30 foot half-street right-of-way for this road, the final plan should include a dedication of an additional 5 feet ROW along the frontage of N Noble Avenue.

Condition: Right-of-way areas along frontages are increased to Public Works Design Standards. The Applicant shall design and construct a 17-foot-wide half-street improvement along the Development side of N Noble Avenue, including curbs, sidewalks, street lighting, and street trees, to Local Street standards in conformance with the PWDS. The street improvements alongside the Subject Property shall be constructed as a single construction project, rather than split by parcel.

- e. *The design standards of Section 17.24.050 below are satisfied as well as the access management standards in Section 17.26.020.*

Finding: This is a two-lot partition creating two vacant lots. When the lot is developed, it will be required to follow the access management standards. The applicant has not provided sufficient information to determine whether the proposed driveway approaches will comply with the access management standards of Section 17.26.020.

The applicant did not submit a Transportation Assessment Letter or Transportation Impact Analysis and did not request a waiver from this requirement. Therefore, there is insufficient information to determine whether the proposed development will comply with the applicable transportation and access requirements.

Condition: The applicant shall design and construct a driveway approach from N Noble Avenue onto each proposed parcel. The construction shall conform to the requirements of the SMC and the Public Works Design Standards. Construction of the driveway approaches shall be included in the boundary street improvement project.

The applicant shall submit a Transportation Assessment Letter prepared by a traffic engineer in accordance with SMC 17.26.050 or request a waiver from the Director of Public Works. A waiver may be approved if the proposed development will generate fewer than 25 peak-hour trips and fewer than 250 daily trips, and the existing or proposed driveways comply with the City's sight-distance and access-spacing standards.

- f. *The plan complies with the provisions of the Comprehensive Plan and the zoning district(s) in which it is or will be located.*

Finding: The Comprehensive Plan map shows the proposed partition area as residential use. It will continue to be residential use. The parcels will conform to current zoning.

- g. *The subdivision or partitioning preliminary plan provides adequate access and utilities to allow future development of the remainder of the parcel and adjacent parcels.*

Finding: No future land divisions are possible after this development, and no remainder parcels are being proposed with the current development plan.

- h. *Multiple Access Roads: Developments of one- and two-family dwellings where the number of dwelling units exceeds 30, multiple-family residential projects having more than 100 dwelling units shall be provided with not less than two approved means of access. Exceptions may be allowed when the proposed CC&Rs for the development will require an automatic sprinkler system approved in accordance with the provisions of ORS 455.610(6).*

Finding: The dwelling units will not exceed 30 since this is not allowed in Medium Density (MD) Residential for this size partition. The maximum density for this zone is 12 units per acre. The parcel to be partitioned is an approximate total of 0.43 Acres.

- i. *All applicable standards of Chapter 17.20 are satisfied.*

Finding: There are no standards of Chapter 17.20 applicable to this partitioning.

- j. *All applicable standards of 17.20.180 shall be met and the applicant shall obtain any necessary permits from the Department of State Lands for appropriate mitigation.*

Finding: There are no identified wetlands on this property.

- k. *The name of any proposed subdivision shall not be the same as or similar to any name used on a recorded plat or subdivision in Marion County, except for the use of suffixes such as "town," "place," "court," "addition," or similar generic terms, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the subdivision bearing that name. All plats must continue the block numbers of the plat of the same name last filed. A name shall not be required for a partitioning.*

Finding: A name is not required for a partition. The submitted preliminary drawing is labeled "Partition Application Site Plan"; however, the drawing is a preliminary partition plan and should be labeled accordingly.

Condition: The partition drawing submitted for final approval shall be correctly labeled as a partition plat and shall not be identified as a site plan.

- l. *The land division complies with the provisions of ORS 92.090 as amended.*

Finding: The applicable provisions of ORS 92.090 are that a tentative plan for a proposed partition shall not be approved unless the streets and roads are laid out so as to conform to the plats of subdivisions and partitions already approved for adjoining property as to width, general direction and in all other respects; streets and roads held for private use are clearly indicated on the tentative plan and all reservations or restrictions relating to such private roads and streets are set forth thereon; and the tentative plan complies with the applicable zoning ordinances and regulations and the ordinances or regulations adopted under ORS 92.044. There are no streets proposed as part of the partitioning. The MD zone establishes a 7,000 square foot minimum lot size with a minimum of 70 feet of frontage. The proposal is to create two lots with more than 7,000 square feet of lot area and more than 70 feet of frontage.

- m. *When any portion of a subdivision or partition is within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch, the land division and site development shall comply with the requirements of Sections 17.16.090.3, 17.16.090.4, and 17.20.080.2. Conditions, Covenants and Restrictions for the parcels shall assure that the vegetation maintenance standards of Section 17.20.080.2.d will be met.*

Finding: The subject property is not within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch.

Section 17.24.050 Design Standards for Subdivision and Partition Preliminary Plans.

Pursuant to SMC 17.24.050 the following criteria and objectives must be demonstrated as being satisfied by the application for preliminary plan approval of a partitioning:

1. STREETS.

a. Streets shall be in alignment with existing streets in the vicinity of the proposed subdivision, either by prolongation of existing centerlines or by connection with suitable curves. Streets shall conform to the location, alignment, and roadway design as indicated on the official map of streets known as the Future Street Plan and the Roadway Functional Classification Map in the adopted Stayton Transportation System Plan.

b. Streets should intersect at or near right angles as practicable, and in no case shall the angle of intersection exceed 120 degrees.

c. The criteria of a and b above may be modified where the applicant can demonstrate to the decision authority that the topography, or the small number of lots involved, or any other unusual conditions justify such modification.

d. Bikeways and pedestrian ways shall be required in accordance with the City of Stayton Transportation System Plan.

e. Concrete curbs and concrete sidewalks shall be installed on all streets, consistent with the Geometric Design Requirements by Street Functional Classification in the Public Works Design Standards.

In residential neighborhoods, sidewalks shall be placed along the property line whenever possible. In all cases, sidewalks shall be placed 1 foot from the property line on arterial and collector streets.

Findings: No new streets are proposed. There is currently no sidewalk or curb improvements along the west side of N Noble.

Condition: The Applicant shall design and construct a 17-foot-wide half-street improvement along the Development side of N Noble Avenue, including curbs, sidewalks, street lighting, and street trees, to Local Street standards in conformance with the PWDS. The street improvements alongside the Subject Property shall be constructed as a single construction project, rather than split by parcel.

2. DEDICATION OF A RIGHT-OF-WAY.

If a parcel of land to be divided includes any portion of a right-of-way or street, the preliminary plan shall show where such right-of-way or street will be dedicated for the purpose or use proposed.

Findings: The preliminary plan is required to show an additional right-of-way of 5' along the frontage of N Noble on both lots in order to meet the required 30-foot-wide half-street right-of-way required for local roads.

Condition: The final plat shall include dedication of a 30-foot-wide half-street right-of-way (from centerline), along the development side of the street frontage along N Noble Avenue.

3. DEAD-END STREETS AND CUL-DE-SACS.

When it appears necessary to continue a street into a future subdivision or adjacent acreage, streets shall be dedicated or platted to the boundary of a division without a turn-around. In all other cases, dead-end streets and cul-de-sacs shall have a turn-around with a radius of not less than 45 feet to the property line. Unless otherwise approved by the decision authority, the length of the street to the cul-de-sac bulb shall not exceed 450 feet in length.

Findings: No dead-end or cul-de-sacs are proposed.

4. RESERVE BLOCK.

a. Reserve blocks controlling the access to public ways or which will not prove taxable for special improvements may be required by the decision authority, but will not be approved unless such strips are necessary for the protection of the public welfare or of substantial property rights, or both, and in no case unless the land comprising such strips is placed in the name of the City for disposal and dedication for street or road purposes whenever such disposal or dedication has the approval of the decision authority.

b. In no case shall a reserve block be platted along a street that is dedicated to the required full width.

Findings: No reserve blocks are proposed.

5. STREET WIDTHS.

a. The location, width, and grade of all streets must conform to the Public Works Design Standards and City's Transportation System Plan. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either provide for the continuation or appropriate projection of existing principal streets in the surrounding areas or conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions made continuance or conformance to existing streets impractical or where no plan has been previously adopted.

b. In addition, new streets may be required to be located where the City Engineer determines that additional access is needed to relieve or avoid access deficiencies on adjacent or nearby properties. In determining the location of new streets in a development or street plan, consideration shall be given to maximizing available solar access for adjoining development sites.

c. When an area within a subdivision is set aside for commercial uses or where probable future conditions warrant, the decision authority may require dedication of streets to a greater width than herein otherwise provided.

d. The street right-of-way in or along the boundary of a subdivision shall have the minimum width as specified in the Public Works Design Standards.

Temporary dead-end streets. Dead-end streets that may in the future be extended shall have a right-of-way and pavement width that will conform to the development pattern when extended.

e. Additional Right-of-Way Widths.

- 1) Where topographical requirements necessitate either cuts or fill for the proper grading of streets, additional right-of-way width may be required to allow all cut and fill slopes to be within the right-of-way.
- 2) Where bikeways necessitate, additional right-of-way width may be required.

Findings: N Noble Avenue is identified as a local street in the Transportation System Plan but is not currently developed to the local street standards established by the TSP and Public Works Design Standards. The applicant's narrative and site plan identify proposed curb and sidewalk improvements

along the property frontage. Additional right-of-way is required to provide the standard 60-foot-wide right-of-way.

Condition: The applicant shall dedicate a 30-foot-wide half-street right-of-way, measured from the centerline of N Noble Avenue, along the frontage of the proposed development.

6. SUBDIVISION BLOCKS.

a. Block lengths and widths shall be determined by giving consideration to the following factors:

- 1) The distance and alignment of existing blocks and streets.
- 2) Topography.
- 3) Lot size.
- 4) Need for and direction of the flow of through and local traffic.

b. Block length and perimeter standards are specified in Section 17.26.020.5.c.

c. Except where topographical or other physical features require otherwise, block widths shall not be less than 180 feet.

Findings: The application is for partitioning. No blocks will be created.

7. MID-BLOCK WALKS.

Where topographical or other conditions make necessary blocks of unusual length, the decision authority may require the Developer to install mid-block pedestrian walks on a right-of-way 20 feet in width, which shall consist of at least 8 feet of hard surfacing throughout the block, and curb to curb, in order to provide easy access to schools, parks, shopping centers, mass transportation stops, or other community services.

Findings: The application is for partitioning. No blocks will be created.

8. LOT SIZE, LOT LINES.

a. Lot sizes shall be as specified in the zoning district in which the land division is being proposed.

b. If topography, drainage, location, or other conditions justify, the decision authority may require greater area and frontage widths on any or all lots within a subdivision, or it may allow smaller area or front line widths if the surrounding area and other conditions justify such requirements.

c. In a cul-de-sac, the minimum lot line fronting the turn-around shall be 40 feet, and in no case shall the lot width be less than 60 feet at the building line.

d. Side lot lines shall be as close to right angles to the front street as practicable.

e. Unless otherwise approved, rear lot lines shall be not less than $\frac{1}{2}$ the width of the front lot lines.

f. The subdividing or partitioning of developed property shall not create lots or parcels that are in violation of the dwelling density limitations of the underlying zone.

Findings: The proposed lots meet the required size and dimensional standards for the medium density zone as established in section C of approval criteria. There is no development on this property.

9. PUBLIC SURVEY MONUMENTS. Any donation land claim, corner, section corner, or other official survey monument within or on the boundary of a proposed subdivision shall be accurately referenced to at least two monuments.

Findings: There are no public survey monuments on the parcel.

10. SEWAGE DISPOSAL.

a. All extensions of the existing City sewage facilities shall be in accordance with the Public Works Design Standards and the City's Wastewater Master Plan. Sewer mains shall be extended to the edge of the subdivision unless otherwise approved by the Public Works Director.

b. If adequate public sewage facilities are not available to the parcel of land proposed for subdivision, or if extension of the existing City sewage facilities to serve the buildings to be constructed in the proposed subdivision does not appear practical and economically feasible because of topographic or other considerations, and if all lots in a subdivision are of proper size and soil conditions are suitable, as determined by percolator or other tests made by or approved by the health officer having jurisdiction, the City may allow individual sewage disposal facilities approved by the health officer to be installed on each lot when and as buildings are erected thereon.

Findings: The properties south of the Development have access to a city sanitary sewer main in W Ida Street. It is not necessary to extend the city sanitary sewer main in N Noble Avenue to the south line of the Subject Property to serve the Development.

Conditions: It will be the responsibility of the Applicant to locate any existing sanitary sewer services that serve the Subject Property and provide evidence that these are available for reuse or that they will be abandoned in accordance with City requirements. The Applicant shall design and construct a single sanitary sewer service to each of the proposed parcels in the Development. The construction shall be in conformance with the PWDS and sized in accordance with the OPSC.

11. PUBLIC USE AREAS.

a. Subdivision and partition preliminary plans shall provide a minimum of 5% of the gross area of the subdivision or partition as public recreation area.

b. Such public recreational area shall have access to a public street, and the decision authority may specify the location of such area to be compatible with existing or anticipated recreational development.

c. As an alternative to subsection a. of this section, in cases where such recreational area would not be effectively used because of size or the location of the subdivision or partition, or where agreed upon by the decision authority, the developer shall pay to the City a fee, earmarked for recreational use and development.

Findings: There are no proposed public use areas with this partition and no parks planned for the area in the Parks Master Plan.

12. WATER SUPPLY.

a. All lots shall be served from the established public water system of the City or, if permitted by the decision authority, from community or public wells, of which the water quality and system maintenance shall be in accordance with the requirements of the Oregon Health Authority and Oregon Water Resources Department.

b. In the event that larger lines are deemed necessary by the City for service to adjoining areas than what would normally be required to serve the area to be subdivided, the City and the Developer will enter into an agreement that specifies what, if any costs the City will reimburse the Developer for the oversizing.

Findings: The existing City water main in N Noble Avenue is sufficient to serve the proposed Development. Proposed lots can both be serviced by the 6" water line on N Noble Ave.

13. UNDERGROUND UTILITIES.

a. All permanent utility service to lots in a subdivision shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted with the exception of poles used exclusively for street lighting and other equipment appurtenant to underground facilities that the utility companies have indicated in writing that there would be impractical difficulty to install underground.

Findings: This application is for partitioning. The Applicant notes in their Narrative that the existing power and communication utilities along N Noble Avenue are located on existing utility poles. Service to the Development shall be required to be through underground services. The Application will need to coordinate and provide underground power and communication services to the parcels in the proposed Development.

III. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements of Sections 17.24.040.6, 17.24.050, and 17.26.020, except for Sections 17.24.040.6.b, 17.24.040.6.d, 17.24.040.6.e, 17.24.040.6.k, 17.24.050.1, 17.24.050.2, 17.24.050.5, and 17.24.050.10. These sections can be met following the conditions in their respective criteria findings.

IV. ORDER AND CONDITIONS OF APPROVAL

Based on the conclusions above, the Planning Commission approves the preliminary plan application to divide 395 N Noble Avenue into two parcels, as described in the revised Application for a Tentative Partition Plat, consisting of seven pages and prepared by Willamette Valley Planning and Northstar Surveying, Inc., dated May 15, 2026, and the accompanying three-page Web Soil Survey printout dated May 1, 2026. Approval is subject to the attached standard conditions of approval and the following specific conditions of approval.

The following specific conditions of approval must be satisfied prior to City acceptance of the final plat map for review:

1. The Applicant shall locate any existing water services serving the Subject Property and provide evidence that the services are available for reuse or will be abandoned in accordance with City requirements.

2. The Applicant shall design and construct a domestic water service line and water meter for each proposed dwelling unit within the Development, for a total of four meters connected through a single tap into the City water main. The improvements shall conform to the Public Works Design Standards (PWDS) and be sized in accordance with the Oregon Plumbing Specialty Code (OPSC).
3. The Applicant shall locate any existing sanitary sewer services serving the Subject Property and provide evidence that the services are available for reuse or will be abandoned in accordance with City requirements.
4. The Applicant shall design and construct one sanitary sewer service to each proposed parcel. The improvements shall conform to the PWDS and be sized in accordance with the OPSC.
5. The Applicant shall submit a Transportation Assessment Letter or Transportation Impact Analysis for City review in accordance with SMC 17.26.050. Alternatively, the Applicant may request a waiver of the Transportation Assessment Letter requirement from the Public Works Director in accordance with SMC 17.26.050. The Applicant shall be responsible for addressing and mitigating any transportation impacts associated with the full build-out of the proposed Development.
6. The Applicant shall design and construct a 17-foot-wide half-street improvement along the Development side of N Noble Avenue, including curbs, sidewalks, street lighting, and street trees, in accordance with the Local street standards of the PWDS. The improvements along the entire frontage of the Subject Property shall be completed as a single construction project and shall not be divided by parcel.
7. The Applicant shall design and construct a driveway approach from N Noble Avenue to each proposed parcel. The driveway approaches shall conform to the SMC and PWDS and shall be included in the boundary street improvement project.
8. The Applicant shall submit an engineered stormwater analysis, report, and supporting documentation in accordance with the PWDS. The analysis shall consider existing site topography and off-site contributing areas. The Applicant shall be responsible for addressing and mitigating the effects of existing and proposed runoff from the Subject Property.
9. The Applicant shall construct a stormwater system designed in accordance with the approved stormwater analysis and the PWDS. 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.
10. The Applicant shall submit an operation and maintenance plan and agreement for all privately owned and maintained stormwater quality and quantity control facilities. The plan shall be included as an attachment to the stormwater analysis report and any declaration of covenants for the Development and shall be incorporated into the recorded operation and maintenance agreement.

11. Before construction plans are approved, the Applicant shall enter into a Development Agreement with the City guaranteeing the required public improvements and private stormwater systems. The agreement shall stipulate that the City will not support issuance of certificates of occupancy for the proposed structures until the required public improvements are completed and accepted by the City.
12. The Applicant shall obtain all required construction permits for work within a public street, right-of-way, or City easement; public infrastructure located on private property; and erosion-control and stormwater-management activities on public or private property.
13. A preconstruction conference shall be held before beginning any work authorized by City-issued construction permits.
14. The Applicant shall coordinate the location of individual mailboxes or cluster box units with the United States Postal Service.
15. All franchise utility improvements serving the proposed Development shall be installed underground in accordance with the current standards of the utility provider, the SMC, and the PWDS.

Conditions to be addressed on the final plat:

16. The partition drawing submitted for final approval shall be correctly labeled as a "Partition Plat" and shall not be identified as a site plan.
17. The final plat shall dedicate a 30-foot-wide half-street right-of-way, measured from the centerline of N Noble Avenue, along the Development's frontage.
18. The final plat shall dedicate a 10-foot-wide public utility easement along the N Noble Avenue frontage adjacent to the right-of-way.

Conditions to be completed before City support of occupancy or other finalization of a building permit:

19. Any existing septic tanks or drainfields on the Subject Property shall be abandoned in accordance with Marion County requirements. Evidence of compliance shall be submitted to the City before issuance of any building permit for the Subject Property.
20. Existing trees on the Subject Property shall be maintained to the greatest extent practicable throughout the Development, as indicated in the application materials.
21. Cuts or fills exceeding 24 inches in depth shall not be permitted on the Subject Property, as indicated in the application materials.

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, 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.

VI. EFFECTIVE DATE

This decision regarding this application is final, but shall not become effective until the 15th day after the mailing of the Notice of Decision in this case, and then only if no appeal to the Stayton City Council is timely filed. In the event of a timely appeal to the City Council, this decision shall not become effective until the appeal is finally resolved, including any appeals from the decision of the City Council to the Oregon Land Use Board of Appeals.

Subject to the Effective Date of this decision set forth herein, the land use approval granted by this decision shall also be effective only when the exercise of the rights granted herein is commenced within one year of the effective date of the decision. Section 17.12.120.7.c requires submittal and acceptance of a draft partition final plat. In case such right has not been exercised or extension obtained, this approval shall be void. A written request for an extension of time may be filed with the Director of Community and Economic Development at least 30 days prior to the expiration date of the approval.

VII. 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 within 14 days of the notice of decision.

Planning Commission Chairperson

Date

Jennifer Siciliano,
Director of Community and Economic Development

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.

Noble Avenue Partition

An Application for a Tentative Partition Plat

On Behalf of:

James Baxter & Michael Flanigan
395 N. Noble Avenue
Stayton, OR 97383

Prepared by:



Northstar Surveying, Inc.
Professional Land Surveying



WILLAMETTE VALLEY PLANNING

Revised May 15, 2026

Application Narrative

INTRODUCTION

James Baxter and Michael Flanigan own a 0.43 acre parcel at 395 N. Noble Avenue in Stayton. They wish to partition the existing parcel into two lots, Parcel 1 being 9,351 square feet and Parcel 2 being 9,345 square feet. They intend to ultimately construct a duplex on each lot. The flat site is vacant and contains several large trees along the northeast and northwest edges. There are single family homes, duplexes, and industrial uses to the north and west, while single family residential homes and duplexes are to the south and east. The site is zoned Medium Density Residential.

REQUEST

The applicant is requesting approval of a partition plat to replat the existing parcel into two parcels, (Attachment A).

LIST OF EXHIBITS

Attachment A	Tentative Partition Plat
Attachment B	Assessor's Map

Tentative Partition Plat

The Stayton Planning Commission, with assistance from the Planning and Development Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.24.040.5.

1. **COMPATIBILITY WITH SURROUNDING AREA:** How is the partition/subdivision compatible with the surrounding area?

Response: Compatibility is typically defined as the ability of different uses to exist in harmony with each other. The predominant uses along this stretch of N. Noble Avenue is single family residential, with several duplexes and one industrial metal building. Lot sizes along this segment of Noble Avenue range from the smallest, which is 2,875 square feet to the largest, which is the subject site, at 18,722 square feet. It's important to note that the subject site was originally three separate lots that were platted with the Cramer's Addition. The applicant intends to construct duplexes on the newly created parcels, which are considered compatible with the existing single family homes and duplexes along N. Noble Avenue.

2. **PUBLIC SERVICES:** All partitions and subdivisions are required to have all public improvements installed as part of any land division process. Therefore, the applicant must be prepared to install the required street, water, sewer, and storm drainage and other improvements.
 - a. How will the applicant assure there are adequate water, sewer, street, and storm drainage facilities available to serve the proposed subdivision?

Response: The east side of N. Noble Avenue contains curbs and gutters, while the west side along the frontage of the subject site has a gravel shoulder. Prior to final plat approval the application will need to install new curbs and gutters along the frontage of N. Noble Avenue as shown on Attachment A or provide security for these improvements. A fire hydrant is located along the east side of N. Noble Avenue in line with the northern property line. See discussion below for existing utilities that serve the subject site.

- b. List public services currently available to the site:

Response: A 6-inch water main runs along the entire east side frontage of N. Noble Avenue. A fire hydrant is located at the northern terminus of the parcel on the east side of the street. A sanitary sewer line and manhole exists in N. Noble Avenue in the middle of the subject property slightly south of where the new partition line is proposed. The 8-inch concrete sewer line extends north from the manhole. There are two existing sewer stubs serving what was likely the previous structures located on the property. One is at the manhole and the other is along the northern boundary of the parcel. A 10-inch concrete storm drain line runs down the east side of N. Noble Avenue. In conclusion, the site is fully served by underground public utilities.

With regard to franchise utilities, electricity, telephone and cable are provided on poles located on the east side of N. Noble Avenue. A natural gas line runs down the west side of N. Noble Avenue. The applicant is proposing a new 10-foot wide franchise utility easement along the frontage of the new parcels, consistent with city requirements. In conclusion, the site is fully served by franchise utilities.

- c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the subdivision?

Response: Other than the new curbs and gutters along the project frontage, no additional public facilities or services are anticipated with the proposed partition. A new 5-foot wide concrete sidewalk will be installed along the project frontage concurrent with construction of the new duplexes.

3. DESIGN LAYOUT/PATTERN OF DEVELOPMENT: How does the design layout of the proposed parcels, lots, and roads fit with the existing pattern of development in the area?

Response: The predominant uses along this stretch of N. Noble Avenue are single family residential, with several duplexes and one industrial metal building. Lot sizes along this segment of Noble Avenue range from the smallest, which is 2,875 square feet to the largest, which is the subject site, at 18,722 square feet. Following approval of this partition, the next largest parcel is 12,500 square feet. The applicant intends to construct duplexes on the newly created lots, which fit the existing pattern of development including single family homes and duplexes along N. Noble Avenue.

The subject site is zoned MDR, which requires a minimum lot size of 7,000 square feet and a minimum lot width of 70-feet. The tentative partition plat will create minimum lot sizes of 9,345 square feet that will each be just over 74 feet wide, in compliance with the minimum lots standards of the zone.

4. Natural, Physical and Geographic Features:

- b. Flood Hazards:

Is any portion of the property located in a flood plain? Is any portion of the property located adjacent to a waterway? If the answer to either of the above questions is "yes," how will the proposed subdivision comply with all standards for riparian setbacks or flood hazard protection?

Response: The subject site is outside the 100-year floodplain.

- c. Wetlands:

Are there any wetlands on the site? If yes, are any of these wetlands identified in the Stayton Comprehensive Plan and how will the proposed subdivision comply with all wetland development requirements?

Response: The City of Stayton Loal Wetlands and Riparian Inventory does not show any wetlands on the subject site.

d. Natural Features:

Are there any other important natural features on the site? If yes, how will the proposed subdivision address potential impacts to those features?

Response: The subject site contains no important natural features. There are several large trees along the northwest property boundary and another large tree at the northeast corner. The stand of trees along the northwest property boundary will be preserved, however the evergreen tree along the northeast corner of Parcel 1 will be removed to construct the proposed driveway and home. This existing tree and the proposed driveway locations are shown on Attachment A.

5. Historic Sites or Structures:

Do any historic sites or structures listed on the City of Stayton Comprehensive Plan Historic Landmarks Inventory exist on the property? If yes, what is the name of the landmark and how will the proposed subdivision comply with all historic preservation standards?

Response: The subject site contains no historic structures.

6. DEED COVENANTS AND RESTRICTIONS: Will any deed covenants or deed restrictions apply to the proposed master planned development? If yes, attach.

Response: Not applicable, as the applicant intends to partition the property and is not proposing a master planned development.

CONCLUSIONS FOR THE TENTATIVE PARTITION PLAT

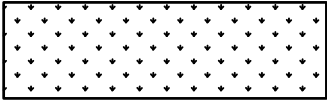
The applicant believes the Tentative Partition Plat complies with all of the city's development standards and submittal criteria. The site contains no wetlands and is outside the 100-year floodplain. Existing public facilities are sufficient to adequately serve the site. New curbs and gutters will be installed along the project frontage of N. Noble Avenue prior to final plat approval or financially secured. The newly created lots will meet the minimum lot size and minimum lot width for the Medium Density Residential zone. Sidewalks will be installed at the time dwellings are constructed on each of the new lots.

LEGEND

-FOUND MONUMENT PER MCSR 39309
UNLESS OTHERWISE NOTED
-SET MONUMENT- 5/8" X 30" REBAR WITH RED CAP
STAMPED "NORTHSTAR SURVEYING"
- ().....RECORD DATA FROM CS 39309
- [].....RECORD DATA FROM CS 28361
- CATCH BASIN (CB)
- ⊙ STORM DRAIN MANHOLE (SDMH)
- ⊙ SANITARY SEWER MANHOLE (SSMH)
-POWER POLE

T139

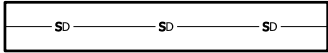
.... TREE/TAG NUMBER



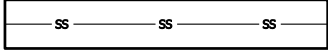
.... PROPOSED PLANTER AREAS



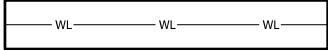
.... CONCRETE SURFACE



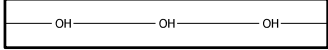
.... STORM DRAINAGE



.... SANITARY SEWER



.... WATER LINE



.... OVERHEAD UTILITIES



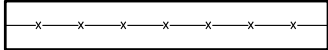
.... NATURAL GAS LINE



.... ASPHALT SURFACE



.... GRAVEL SURFACE



.... FENCE

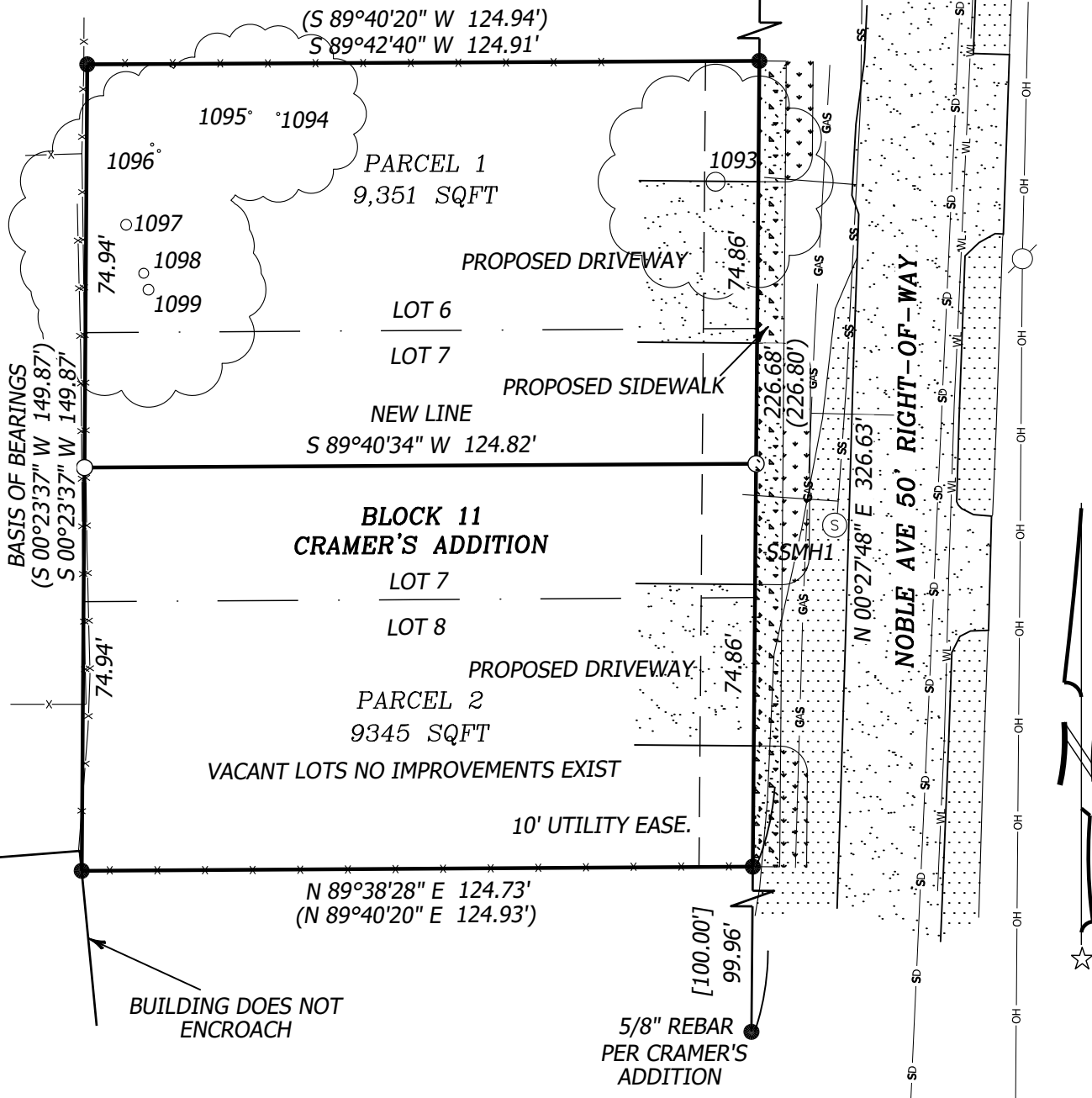
DIPS:

SSMH1 = 8" NORTH +/- -4.35' INV.
SSMH2 = 8" SOUTH +/- -7.42' INV.
8" SOUTH +/- -10.37' INV.
SDCB1 = 3" SOUTH +/- -0.62' INV.
8" WEST +/- -1.40' INV.
SDMH1 = 8" NORTH +/- -6.77' INV.

FEBRUARY 24, 2026

PARTITION APPLICATION SITE PLAN
for
JAMES BAXTER & MICHAEL FLANIGAN

in the
SW 1/4 OF SECTION 10
T 9 S, R 1 W, W.M.
A REPLAT OF LOT 6, 7, & 8, BLOCK 11
OF CRAMER'S ADDITION
CITY OF STAYTON
MARION COUNTY, OREGON

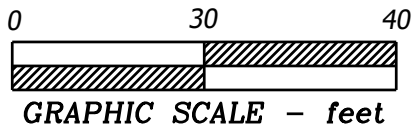


TREE TABLE			
TAG#	TYPE	TRUNK	DRIP RAD
1093	CONIFEROUS	42"	20'
1094	DECIDUOUS	7"	15'
1095	DECIDUOUS	7"	15'
1096	DECIDUOUS	7"	15'
1097	DECIDUOUS	24"	20'
1098	DECIDUOUS	22"	20'
1099	DECIDUOUS	24"	20'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 10, 2014
DAVID LEE SCHLOSSER JR.
72617

RENEWS: 06/30/2026



UTILITY STATEMENT:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES

ATTACHMENT A



720 NW 4TH STREET CORVALLIS, OR 97330
(541) 757-9050 www.northstarsurveying.com
NSTAR JOB NO. 26093; DB -DLS.

09 1W 09DC

09 1W 09DC
STAYTON



MARION COUNTY, OREGON
SW1/4 SE1/4 SEC9 T9S R1W W.M.
SCALE 1" = 100'

LEGEND

LINE TYPES

Taxlot Boundary

Historical Boundary

Road Right-of-Way

Easement

Railroad Right-of-Way

Railroad Centerline

Private Road ROW

Taxcode Line

Subdivision/Plat Bndry

Map Boundary

Waterline - Taxlot Bndry

Waterline - Non Bndry

CORNER TYPES

+ 1/16TH Section Cor.

 1/4 Section Cor

© DLC Corner

16,15

 Section Corner
 21 22

NUMBERS

Tax Code Number

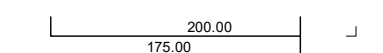
00 00 0

Acreage
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS

3200
3600
3700
4101
4300
4400
4500
4600
8500
10000

DISCLAIMER: THIS MAP WAS PREPARED
FOR ASSESSMENT PURPOSES ONLY



Assessors Office
Cartography Dept

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.marion.or.us

PLOT DATE: 10/17/2020

STAYTON
09 1W 09DC

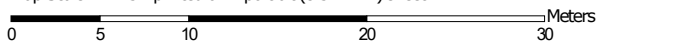


ATTACHMENT B

Soil Map—Marion County Area, Oregon
(Baxter Property: 395 N NOBLE AVE, STAYTON, OR, 97383)



Map Scale: 1:425 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 10N WGS84



**Natural Resources
Conservation Service**

Web Soil Survey
National Cooperative Soil Survey

5/1/2026
Page 1 of 3

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Marion County Area, Oregon

Survey Area Data: Version 23, Sep 10, 2025

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 28, 2020—May 29, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.



Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Sa	Salem gravelly silt loam	0.8	100.0%
Totals for Area of Interest		0.8	100.0%

