



**AGENDA**  
**PLANNING COMMISSION**  
**Monday, January 26, 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 Susan Bender at [sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov) to receive an invitation to the online meeting.

**1. CALL TO ORDER**

**2. MEETING MINUTES**

- a. Approval of December 29, 2025 Minutes

**3. PUBLIC HEARING**

**LAND USE FILE #7-08/25 – Application for Site Plan Review for development of a triplex on a vacant .24-acre property on Ida Street tax lot 091W10CC03002 in the 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

**4. PUBLIC HEARING**

**LAND USE FILE #11-09/25 – Application for Site Plan Review for development of two duplexes 1100 E Santiam Street tax lot 091W11CB02300 a .42-acre property in the 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

**5. PUBLIC HEARING**

**LAND USE FILE #16-12/24 – Application for Annexation and Subdivision of three parcels 1) 9164 Golf Club Rd, 2) 9384 Golf Club Rd (part of parcel), and 3) 9474 Golf Club Rd (part of parcel) to be zoned 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

**6. OTHER BUSINESS**

**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, December 29, 2025**

**COMMISSIONERS:** Larry McKinley – Chair  
Peter Bellas  
Amy Watts  
Melissa Sutkowski  
Steve Baldwin

**STAFF MEMBERS:** Jennifer Siciliano, Community & Economic Development Director  
Susan Bender, Public Works Office Specialist

**OTHERS PRESENT:**

Steve Sims;  
JoAnne Drake, Applicant;  
Nicolas Hennemann of Hennemann Law at 278 E High St, Suite 202, Stayton, OR 97383  
representing applicant;  
James Taylor of E Water St, Stayton

**CALL TO ORDER:** Chairman McKinley called the meeting to order at 7:00 pm. Quorum is present.

**APPROVAL OF MINUTES:** Ms. Sutkowski moved, and Ms. Watts seconded to approve the minutes from November 24, 2025, as presented. Passed 5:0.

**COMMENCEMENT OF PUBLIC HEARING:** Chair McKinley read the opening statement and opened the hearing at 7:00 pm. No objections were made by the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.

**STAFF INTRODUCTION AND REPORT:** LAND USE FILE #6-05/25 -PUBLIC HEARING – Application for Site Plan Review to expand an existing 960 square foot commercial building by an additional 326 square feet by enclosing porch areas. The building is mixed use with both a thrift store and a residential unit located at 155 N 2<sup>nd</sup> Avenue (tax lot number: 091 W10DC11000) in the Downtown Commercial Mixed-Use Zone. Staff mentioned that this application seeks land use approval for previous construction that was built without building permits, so even if the Planning Commission approves the request, the applicant is still required to get building permits, and Marion County will be the inspecting agency, but they will not perform this until the land use decision is made.

Staff presented conditions for approval, including foundation landscaping requirements and uniform exterior siding. All work should be completed within six months of approval.

**APPLICANT PRESENTATION:** Mr. Hennemann presented on behalf of the applicant, JoAnne Drake. Asked that conditions #1 & #2 be removed.

**PUBLIC TESTIMONY:** Mr. Taylor commented on several deficiencies that he notes, including the siding.

**APPLICANT SUMMARY/RESPONSE:** Mr. Hennemann restated the request to remove the first two conditions.

**STAFF SUMMARY:** All land use approvals have standard conditions. Noted that Marion County will eventually be inspecting the building for various issues, including safety concerns.

Chair McKinley closed the public hearing at 7:20 pm.

**COMMISSION DELIBERATION:** General discussion of the importance of maintaining the integrity of the downtown historic district and consideration of the two conditions. Mr. Bellas stated that his personal viewing of the siding is that it is very noticeable and recommends that that condition remain.

**DECISION:** Ms. Sutkowski moved to adopt the draft site plan option which allows modification to the draft order and remove the landscaping condition. Seconded by Mr. Bellas. Motion passed 4:0.

**ADJOURN:** Chair McKinley adjourned the meeting at 7:29 pm.

# City of Stayton

## MEMORANDUM

**TO:** Chairperson Larry McKinley and Planning Commission Members  
**FROM:** Jennifer Siciliano, Director of Community and Economic Development  
**DATE:** January 26, 2026  
**SUBJECT:** Site Plan Review – Triplex W Ida Street  
**120 DAYS ENDS:** March 6, 2026.

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### ISSUE

The issue before the Planning Commission is a public hearing on an application for Site Plan Review to develop a triplex on a vacant 0.24-acre property located on W Ida Street (Tax Lot 091W10CC03002) in the Medium Density (MD) Residential zone.



### BACKGROUND

The subject property is currently vacant and was created as part of a three-lot partition approved on October 22, 2024. The applicant, Ross Bochsler on behalf of Kardboard Box, LLC, submitted an application for Site Plan Review to construct a new triplex residential development. Because the proposal involves new tri-plex in the MD zone, Site Plan Review is required.

The proposal is to develop a triplex with a building footprint of 3,168 square feet on a 0.24-acre lot (approximately 10,454 square feet) in the Medium Density (MD) Residential zone. The development consists of three dwelling units, each with a one-car garage and individual living areas of approximately 1,760 square feet for Units 1 and 3 and 1,663 square feet for Unit 2. The site design includes a single driveway providing access to rear parking with associated landscaping, as well as front and rear entrances serving the building.

Notice of the application was provided to City departments and outside agencies, including City of Stayton Public Works, Marion County Public Works, utility providers, emergency services, and local service districts. Comments were received from City of Stayton Public Works and the City's

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transportation engineering consultant. No objections were received from other agencies, and several agencies indicated no concerns with the proposal.

## ANALYSIS

The application was reviewed for compliance with the Site Plan Review approval criteria in SMC 17.12.220, as well as applicable provisions of SMC 17.20.060 (Off-Street Parking and Loading), 17.20.090 (Landscaping Requirements), 17.20.170 (Outdoor Lighting), and 17.20.190 (Multi-Family Residential Design Standards). Staff's analysis, provided in the attached Draft Order, evaluates utilities, transportation access, street improvements, parking, multi-family design standards, and landscaping.

Staff finds that the majority of the applicable criteria are satisfied; however, several items require conditions of approval to ensure full compliance with the Stayton Municipal Code.

## RECOMMENDATION

Staff recommends approval of the application and adoption of the Draft Order as presented, subject to the conditions contained therein.

## 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 Site Plan Review for Ross Bochsler, Kardboard Box, LLC W Ida Triplex, (Land Use File #7-08/25) 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 Site Plan Review for Ross Bochsler, Kardboard Box, LLC W Ida Triplex, (Land Use File #7-08/25) and adopt the draft order with the following changes...

### **3. Continue the hearing until February 23, 2026.**

I move the Stayton Planning Commission continue the public hearing on the application for Site Plan Review for Ross Bochsler, Kardboard Box, LLC W Ida Triplex, (Land Use File #7-08/25) until February 23, 2026.

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

I move the Stayton Planning Commission deny the application for Site Plan Review for Ross Bochsler, Kardboard Box, LLC W Ida Triplex, (Land Use File #7-08/25) 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 February 23, 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 Ross Bochsler, Kardboard Box, LLC W Ida Triplex, (Land Use File #7-08/25) but maintain the record open to submissions by the applicant until February 2, 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 February 23, 2026.

# City of Stayton

## **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 Ross Bochsler, Kardboard Box, LLC W Ida Triplex, (Land Use File #7-08/25) until February 23, 2026.

## **BEFORE THE STAYTON PLANNING DEPARTMENT**

In the matter of ) Site Plan Review  
The application of ) File # 7-8/25  
Ross Bochsler, P.O. Box 516, Stayton, Oregon 97383, Applicant )

## **ORDER OF CONDITIONAL APPROVAL**

### **I. NATURE OF APPLICATION**

The application is for site plan review for development of a tri-plex on a vacant .24-acre property on Ida Street tax lot 091W10CC03002 in the Medium Density (MD) Residential zone.

### **II. FINDINGS OF FACT**

#### **A. GENERAL FINDINGS**

1. The owner is Kardboard Box, LLC.
2. The applicant is Ross Bochsler, P. O. Box 516, Stayton, Oregon 97383.
3. The properties can be described on Marion County Assessors Map as tax lot 091W10CC03002.
4. The properties have approximately 105 feet of frontage along Ida Street and is approximately 10,602 square feet.
5. The property is zoned Medium Density (MD) Residential.
6. The properties to the north, and east are Medium Density (MD) Residential zoned. To the east, the properties are zoned LD. To the south across W Ida Street, the parcels are zoned LD.

#### **B. EXISTING CONDITIONS**

The subject property is currently vacant, and the parcel was part of a 3-lot partition completed on October 22, 2024.

#### **C. PROPOSAL**

The proposal is to develop a triplex with a building footprint of 3,168 square feet on a .24-acre lot located in the Medium Density (MD) Residential zone, consisting of three dwelling units, each with a one-car garage and individual living areas of approximately 1,760 square feet for Unit 1, 1,663 square feet for Unit 2, and 1,760 square feet for Unit 3; the site design includes a single driveway providing access to rear parking with associated landscaping, as well as both front and rear building entrances serving the overall structure.

#### **D. AGENCY COMMENTS**

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

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

City of Salem stated that they had no concerns with the request. Santiam Hospital had no comment or corner. Stayton Fire District stated that they had no comment. No other review comments were received.

## E. ANALYSIS

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

## F. APPROVAL CRITERIA

Pursuant to SMC 17.12.220.5 the following criteria must be demonstrated as being satisfied by the application:

- a. The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve development in accordance with City's Master Plans and Standard Specifications.*

Finding: Adequate public utility systems are available to serve the proposed development. A 16-inch City water main is located along the entire frontage of the subject property on the far side of W Ida Street, with three existing water services connected to the site. A City fire hydrant is located approximately 190 feet east of the property, and the Water Master Plan identifies no water system deficiencies in the area that would be affected by the proposed development. Sanitary sewer service is provided by a 30-inch City sewer main located along the frontage on the development side of W Ida Street, with three existing sewer laterals serving the property, and the Wastewater Facilities Planning Study does not identify any capacity or system deficiencies in the vicinity. Stormwater service is provided by an 8-inch City storm main near the intersection of W Ida Street and N High Street, and stormwater runoff from the site drains to Salem Ditch in accordance with the Stormwater Master Plan. The applicant has submitted a site plan showing proposed on-site improvements and utility connections to City infrastructure. Collectively, these systems demonstrate the existence of, and ability to obtain, adequate utilities and connections to properly serve the development in accordance with the City's Master Plans and Standard Specifications.

- b. Provisions for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property from those public streets and roads which serve the property in accordance with the City's Transportation System Plan and Standard Specifications.*

Finding: The proposed triplex fronts W Ida Street and provides safe and efficient access to the site. The City's engineering consultant has determined that the proposed driveway spacing is adequate based on its location relative to adjacent roadways, and the removal of frontage trees has eliminated prior sight-distance concerns. W Ida Street is designated as a Major Collector in the Transportation System Plan (TSP) and includes an existing curbline sidewalk along the development side of the street. Public Works has determined that the existing street improvements and right-of-way are adequate to serve the proposed development and that the proposed sidewalk improvements are roughly proportional to the impacts of the development, supporting safe pedestrian and vehicular access in accordance with the TSP and City standards. In addition, the site design includes 5-foot-wide pedestrian walkways connecting the public sidewalk to the front entrance of each dwelling unit, and a single driveway located at the rear of the building provides vehicular access to parking areas with direct access to rear doors for each unit, supporting safe and efficient pedestrian and vehicle circulation.

*c. Provision of all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site.*

Finding: The triplex development fronts W Ida Street. The City's engineering consultant has determined that the proposed driveway spacing is adequate based on its location relative to adjacent roadways. While large trees were previously identified along the property frontage as a potential sight-distance concern, those trees have since been removed and no longer present an issue for driveway access or visibility.

The City of Stayton Public Works Director has issued a provisional waiver of the TAL requirement for the proposed triplex development. Based on the scale of the proposed development, the removal of frontage trees, and the adequacy of the proposed driveway location, the TAL requirement is provisionally waived, subject to receipt of satisfactory supporting information if requested by Public Works.

W Ida Street is designated as a Major Collector in the Transportation System Plan (TSP), which has a standard cross-section of a 46-foot-wide street improvement, including curbs, 6-foot-wide property-line sidewalks, and 8-foot-wide planter strips within an 80-foot-wide right-of-way. The existing street along the frontage of the subject property is improved to approximately 45 feet in width, includes a curbline sidewalk along the development side, and is located within a 60-foot-wide right-of-way. Public Works has determined that the existing right-of-way is consistent with neighboring properties along W Ida Street and is adequate to serve the proposed development. Accordingly, the proposed sidewalk improvements along W Ida Street and N Evergreen Avenue are found to be roughly proportional to the impacts of the development.

Analysis: The proposed development meets the requirement to provide necessary local street and road improvements; however, information regarding projected peak-hour trip generation must still be submitted to the Public Works Director to confirm compliance.

Condition: This criterion can be met by submitting information on projected peak-hour trip generation to the Public Works Director for review and approval prior to any on-site construction or issuance of building permits.

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

Finding: Five off-street parking spaces are required for the proposed development. The proposal includes three garage spaces and three additional off-street parking spaces, providing a total of six parking spaces, which exceeds the minimum requirement. No ADA-accessible parking space is identified on the submitted plans. The site includes a 12-foot-wide driveway and provides appropriate perimeter landscaping.

Analysis: All requirements of SMC 17.20.060, Off-Street Parking and Loading, are met, except that the site plans do not provide a required ADA-accessible parking space pursuant to SMC 17.20.060.8, and the driveway does not meet the minimum standard of a 16-foot paved width with 20 feet of clear width as required by SMC 17.20.060.10.c.1).

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 one ADA-accessible parking space, as none is shown on the current site plan. The accessible parking space shall be designated by signage displaying the international symbol of

accessibility and shall be a minimum of 9 feet wide and 18 feet long. The revised plans shall also demonstrate a driveway with a minimum of 16 feet of paved width and 20 feet of clear width.

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

Finding: There will be no open storage areas or outdoor storage yards.

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

Finding: There will be no off-site noise, odors or fumes from the proposed development project.

- g. *The proposed improvements shall meet all applicable criteria of Section 17.20.190 Multi-Family Residential Design Standards*

Finding: The lot coverage of the building is 3,168 square feet, which is below the maximum allowable lot coverage of 50 percent. The proposed triplex is two stories in height, measuring 26 feet 8 inches, and is located more than 50 feet from surrounding one-story single-family homes, making the building height compatible with adjacent development. The triplex is oriented toward the street, meets the required 20-foot front setback, and includes a primary building entrances facing the adjoining street. Off-street parking and driveways are located at the rear of the parcel. The building length is 72 feet and does not exceed the maximum allowed length of 100 feet. The design incorporates an entrance projection that extends a minimum of 2 feet horizontally for at least 4 feet in length and includes a roof elevation break greater than 2 feet. The street-facing façade provides the required architectural features for the number of dwelling units, including gables, recessed entries with a minimum depth of 30 inches, eaves with a minimum projection of 18 inches, offsets in the building face of at least 16 inches (provided at 24 inches), and window trim with a minimum width of 3 inches. However, the proposal does not provide the required private open space, as ground-floor dwelling units are required to include a front or rear patio of at least 40 square feet, which has not been shown.

Analysis: All requirements of SMC 17.20.190 for multi-family design standards are met, except that site plans do not include provisions for required private open space of at least a 40 square foot front or rear patio as stated in SMC 17.20.190.4.b.

Condition: This criterion can be met by submitting site plans revised to the City Planner for approval prior to any on-site construction or issuance of building permits that depicts a front or rear patio of at least 40 square feet.

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

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

- j. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust control, present an attractive interface with adjacent land uses and be consistent with the requirements for landscaping and screening in Section 17.20.090.*

Finding: The proposed development provides 34% landscaped area, which exceeds the 20 percent minimum required in the Medium Density (MD) Residential zone. The applicant has submitted a site plan that includes all required landscape plan submittals in accordance with SMC 17.20.090.3. No irrigation plan was submitted. Two frontage trees are proposed to be installed as street trees, spaced a minimum of 30 feet apart, consisting of Scanlon maple (*Acer rubrum* 'Scanlon') with a minimum 2-inch caliper at planting and an expected mature height of

approximately 8 to 14 feet within five years. 75% of the required landscaped area is planted with trees, shrubs, and ground cover, and all proposed deciduous trees exceed 1.5 inches in caliper. The plans propose emerald green arborvitae with a minimum height of 24 inches and dwarf redleaf Japanese barberries with a minimum height of 12 inches; however, SMC 17.20.090.8.f requires shrubs to be a minimum of 2 feet in height at the time of planting. As required for all multi-family developments with more than four parking spaces, buffer planting is proposed that provides the minimum five-foot landscaped buffer between the parking area and adjacent single-family homes.

Analysis: All requirements of SMC 17.20.090 for landscaping are met, except that the landscape plan does not include provisions for irrigation, and the shrubs do not meet the minimum 24-inch height requirement at the time of planting.

Condition: This criterion can be met by submitting a revised landscape plan to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrates provisions for irrigation—including a permanent underground or drip irrigation system with an approved backflow prevention device—the separation of high-water-demand landscape areas from lower-water-use plantings where feasible, and shrubs with a minimum height of 24 inches at the time of planting.

- k. The design of any visual, sound, or physical barriers around the property such as fences, walls, vegetative screening, or hedges, shall allow them to perform their intended function without undue adverse impact on existing land uses.*

Finding: No barriers are proposed only required buffer planting around parking areas.

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

Finding: The submitted plans do not propose any outdoor lighting for parking areas or pedestrian walkways. This complies with SMC 17.20.170.5, Multi-Family Residential Lighting Standards, which provide that such lighting may be installed but is not required. If outdoor lighting for parking areas or pedestrian walkways were proposed in the future, it would be required to comply with SMC 17.20.170.5.a, Lighting of Parking Areas, and SMC 17.20.170.5.b, Lighting of Pedestrian Walkways.

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

Finding: The property owner will be responsible for upkeep and maintenance of the development. As part of a Site Development Permit, the applicant will be required to submit a stormwater operations and maintenance (O&M) plan to be approved by the Public Works Department.

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

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

- o. Notwithstanding the above requirements the decision authority may approve a site plan for a property on the National Register of Historic Places that does not meet all of the development*

*and improvement standards of Chapter 17.20 and the access spacing standards of Chapter 17.26 provided the decision authority finds that improvements proposed are in conformance with Secretary of the Interior's Standards for Treatment of Historic Properties, the site will provide safe ingress and egress to the public street system, and that adequate stormwater management will be provided.*

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

### III. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements for Sections 17.12.220 Site Plan Review, 17.20.060 Off-Street Parking and Loading, 17.20.090 Landscaping Requirements, 17.20.170 Outdoor Lighting, and 17.20.190 Multi-Family Residential Design Standards, except for the following.

1. 17.12.220.5.c. This criterion requires information demonstrating that the proposed development will not exceed applicable traffic thresholds. This standard can be met by submitting projected peak-hour trip generation information to the Public Works Director for review and approval prior to any on-site construction or issuance of building permits.
2. 17.20.060.8. This criterion requires compliance with off-street parking including provision of accessible parking. The site plan does not currently show a required ADA-accessible parking space. This standard 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 one ADA-accessible parking space designated with the international symbol of accessibility, with minimum dimensions of 9 feet by 18 feet.
3. 17.20.060.10.c.1). This criterion requires compliance with driveway standards. The site plan does not currently show a compliant driveway width. This standard 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 a driveway with a minimum of 16 feet of paved width and 20 feet of clear width.
4. 17.20.190.4.b. This criterion requires that ground-floor dwelling units provide private open space. The site plan does not depict a required front or rear patio of at least 40 square feet. This standard 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 depict a front or rear patio with a minimum area of 40 square feet.
5. 17.20.090.7. This criterion requires landscaped areas to include irrigation provisions. The landscape plan does not include irrigation details. This standard can be met by submitting a revised landscape plan to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrates irrigation provisions—including a permanent underground or drip irrigation system with an approved backflow prevention device—separation of high-water-demand landscape areas from lower-water-use plantings where feasible.

6. 17.20.090.8.f. This criterion requires minimum plant sizes. The landscape plan does not demonstrate that all shrubs meet the minimum planting height. This standard can be met by submitting a revised landscape plan to the City Planner for approval prior to any on-site construction or issuance of building permits that denotes that shrubs will have a minimum height of 24 inches at the time of planting.

#### **IV. ORDER**

Based on the conclusions above, the Planning Commission approves the application for site plan review as shown on Cover Sheet C1, Existing Conditions and Demolition Plan C2, Site Plan C3, and Grading and Utility Plan C4, all dated May 28, 2025 and prepared by Levi Warriner of North Santiam Paving Company, Stayton, Oregon; Elevations Drawings 1 through 4, dated June 2025 and prepared by Wavra Design Co., LLC, Silverton, Oregon; Structural Upper Floor Plan S1, Structural Lower Floor Plan S2, and Structural Details S3, dated July 17, 2025 and prepared by Dan Green Engineering, Inc.; the project narrative dated August 18, 2025; the Preliminary Drainage Impact Analysis dated May 28, 2025 prepared by Levi Warriner of North Santiam Paving Company; the application; and all accompanying materials comprising the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval:

1. Prior to any on-site construction or issuance of building permits, the applicant shall submit projected peak-hour trip generation information to the Public Works Director for review and approval in accordance with SMC 17.12.220.5.c.
2. Prior to any on-site construction or issuance of building permits, the applicant shall submit revised site plans to the City Planner for approval:
  - a. demonstrating one ADA-accessible parking space, designated with the international symbol of accessibility and with minimum dimensions of 9 feet by 18 feet, in compliance with SMC 17.20.060.8.
  - b. demonstrating a driveway with a minimum of 16 feet of paved width and 20 feet of clear width in compliance with SMC 17.20.060.10.c.1.
  - c. depicting a front or rear patio with a minimum area of 40 square feet for each ground-floor dwelling unit in compliance with SMC 17.20.190.4.b.
  - d. demonstrating irrigation provisions, including a permanent underground or drip irrigation system with an approved backflow prevention device and separation of high-water-demand landscape areas from lower-water-use plantings where feasible, in compliance with SMC 17.20.090.7.
  - e. demonstrating that all shrubs will have a minimum height of 24 inches at the time of planting in compliance with SMC 17.20.090.8.f.
3. Engineered plans and supporting documentation shall be submitted to the City for review and approval prior to City approval of any on-site construction or issuance of building permits for the proposed development, as follows:
  - a) Stormwater Analysis and Drainage Plans.  
The Applicant or Applicant's engineer shall submit a final stormwater analysis, drainage report, and supporting documentation for review and approval in accordance with the Public Works Development Standards (PWDS). The analysis shall account for existing site

topography and all off-site contributing drainage areas. (PWDS 102.10.A.3).

b) Operation and Maintenance (O&M) Plan and Agreement.

An Operation and Maintenance (O&M) plan and agreement shall be submitted for all privately owned and maintained stormwater quality and quantity control facilities. The O&M plan shall be included as an attachment to the drainage report, incorporated into any declaration of covenants for the project, and recorded as part of the O&M Agreement. (PWDS 603.01.m).

c) Public Infrastructure Construction Drawings.

The Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, prepared in accordance with PWDS requirements. (PWDS 102.09).

d) Development Agreement.

As part of the development application, the Applicant shall enter into a Development Agreement with the City prior to approval of construction plans to guarantee completion of the required on-site storm drainage and public street infrastructure improvements. The Agreement shall stipulate that the City will not support issuance of a certificate of occupancy or other finalization for the proposed structures until all required storm drainage and public infrastructure improvements are constructed and accepted by the City. (PWDS 102.09.I, 103.10.B).

4. Construction Completion Prior to Occupancy.

Prior to City support of occupancy or other finalization for any building permit on the subject property, the Applicant shall construct all required on-site storm drainage systems and public infrastructure improvements in accordance with the approved plans and Public Works Development Standards, and such improvements shall be completed and accepted by the City. (PWDS 103.10.B).

## **V. OTHER PERMITS AND RESTRICTIONS**

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

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

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

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Planning Commission Chairperson

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Date

---

Jennifer Siciliano,  
Director of Community and Economic Development

---

Date

DRAFT

## 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.

**LAND USE FILE #7-08/25 – Application for Site Plan Review for development of a tri-plex on a vacant .24-acre property on Ida Street tax lot 091W10CC03002 in the Medium Density (MD) Residential zone.**

Additional information found at the following webpage:

Application: <https://www.staytonoregon.gov/page/open/5933/0/Application>

Narrative: <https://www.staytonoregon.gov/page/open/5933/0/Narrative>

Site Plans: <https://www.staytonoregon.gov/page/open/5933/0/Site%20Plans>

Elevations: <https://www.staytonoregon.gov/page/open/5933/0/Elevations>

Stormwater Report:

<https://www.staytonoregon.gov/page/open/5933/0/Stormwater%20Report>

Updated Site Plans:

<https://www.staytonoregon.gov/page/open/5933/0/Updated%20Site%20Plans>



# City of Stayton

## Department of Public Works

362 N. Third Avenue • Stayton, OR 97383

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

**Date:** 11/25/2025  
**To:** Jennifer Siciliano, AICP – Community and Economic Development Director  
**Through:** Barry Buchanan, PE – Interim Public Works Director  
Michael Schmidt – Engineering Associate  
**From:** Lyle J. Misbach, PE, CFM  
**Project Name:** Ida Street Tri-Plex SPR, File Number 7-08/25  
**AKS Job No.:** 12093-02-1014  
**Project Site:** 500 Block of W Ida Street  
**Subject:** **Public Works Recommendations – Site Plan Review for Tri-Plex Construction**

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## PROPOSAL

The Application for Site Plan Review is to discuss development of a tri-plex residential structure on a currently vacant parcel. The subject development property (the "Subject Property") is approximately 0.24 acres in size, zoned MD (Medium Density Residential) and listed as R (Residential) in the City Comprehensive Plan, and located at 1100 E Santiam Street - 97383 (Marion County Assessor's Map and Tax Lot number: 091W10CC / 03002). The Site Plan Review approval is being requested by Ross Bochlser of Kardboard Box, LLC, 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 dated August 18, 2025
- Civil plan sheets C1 through C4, dated May 28, 2025
- Preliminary Drainage Impact Analysis, dated May 28, 2025
- Building plan sheets 1 through 7, dated June 2025
- Triplex Site Plan Review Narrative, dated August 18, 2025

## 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. 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.

2. 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 an attachment to the Drainage Report, to any declaration of covenants for the project, and included as part of the recorded O&M Agreement.
3. The Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, in accordance with PWDS requirements.
4. As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee 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.

The following condition 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:

4. Prior to City support of occupancy for any building permits, the Applicant shall construct the required onsite storm drainage system and public infrastructure in accordance with PWDS requirements.

## FACTS

### General

1. Per the City's Local Wetland Inventory (LWI) and the Oregon Rapid Wetland Assessment Protocol (ORWAP), no mapped wetland areas or hydric soils are located on or near the Subject Property.
2. Per Flood Insurance Rate Map (FIRM) Number 41047C0716G, the Subject Property is located outside of any mapped Special Flood Hazard Areas (SFHA).
3. Per the Statewide Landslide Information Database for Oregon (SLIDO), the Subject Property is located outside of any mapped Landslide Susceptibility Areas.

### Streets

1. W Ida Street
  - a. Standard - This street is designated as a Major Collector street in the TSP. The standard for this street classification is a 46-foot-wide street improvement, including curbs, 6-foot-wide property-line sidewalks, and 8-foot-wide planter strips within an 80-foot-wide right-of-way.
  - b. Existing Condition – This street is constructed along the entire frontage of the Subject Property as an approximately 45-foot-wide improvement, with curbline sidewalk along the development side of the street, within a 60-foot-wide right-of-way.
  - c. 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 16-inch ductile iron City water main is located along the entire frontage of the Subject Property, on the far side of W Ida Street. The Subject Property has three water services connected to this main – per City as-built drawings for the 2024 project, one meter box is in the southwest corner and the other two meter boxes are in the southeast corner.
2. A City fire hydrant is located on the south side of W Ida Street, approximately 190 feet east of the east 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. A 30-inch PVC City sanitary sewer main is located along the entire frontage of the Subject Property, on the development side of W Ida Street. The Subject property has three sanitary sewer services connected to this main – per City as-built drawings for the 2024 project, one lateral is just east of the southwest water meter box and the other two services are just west of the southeast water meter boxes.
2. The Wastewater Facilities Planning Study does not indicate any significant wastewater system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

## Storm Drainage

1. An 8-inch concrete City storm main is located on the north side of W Ida Street, in the northeast corner of the intersection with N High Street.
2. Per the Stormwater Master Plan, stormwater runoff from this property and nearby storm drainage system drains to Salem Ditch.
3. The Stormwater Master Plan indicates a Priority 2 project near the Subject Property, described as follows: “Implement the best apparent alternative improvements outlined in Chapter 6 for the South Downtown Drainage Basin by constructing a regional detention facility on property owned by Norpac north of Holly Avenue and rerouting all the storm water lines that discharge directly into Salem Ditch with a new large storm line along Ida Street.”

## 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 onsite and then City infrastructure.**

**Recommended Condition:** 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. (PWDS 102.10.A.3)

**Recommended Condition:** As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the onsite storm drainage 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.

**Recommended Condition:** 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 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 has provided a site plan showing the proposed driveway approach and sidewalk improvements along the Subject Property frontage of W Ida Street as well as sidewalk improvements connecting to the N Evergreen Avenue intersection and along the west side of N Evergreen Avenue to the north line of Tax Lot 091W10CC 03000.**

**Recommended Condition:** Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, in accordance with PWDS requirements. (PWDS 102.09)

**Recommended Condition:** As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the 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 public infrastructure is complete and accepted by the City. (PWDS 102.09.I, 103.10.B)

**Recommended Condition:** Prior to City support of occupancy for any building permits, the Applicant shall construct the public infrastructure in accordance with PWDS requirements. (PWDS 103.10.B)

- 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** – Public Works has determined that the existing right-of-way along the Subject Property is consistent with the neighboring properties along W Ida Street and adequate for the proposed development. Therefore, it is determined that the proposed sidewalk improvements along W Ida Street and N Evergreen Avenue are roughly proportional to the impact of Development of the Subject Property.

...

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

**Finding** –The Applicant has provided a Preliminary Drainage Impact Analysis and a site plan showing proposed improvements and a private stormwater facility and conveyance system.

**Recommended Condition:** 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 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)

**Recommended Condition:** As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee 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)

cc: Richard Walker, PE – City Engineer

**From:** [Max Heller](#)  
**To:** [Jennifer Siciliano](#)  
**Cc:** [Susan Wright](#); [Caleb Cox](#)  
**Subject:** Re: Request for Comments on Application for Tri-Plex Ida Street - Site Plan Review - LU # 7-08/25  
**Date:** Thursday, November 20, 2025 10:03:14 AM  
**Attachments:** [Re Pre-Application for Site Plan Review - Triplex and Duplexes - Bochsler - Ida Evergreen and High.msg](#)

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**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,

Our 3/31/2025 email (attached) noted the presence of large trees along the property frontage. We would recommend the applicant submit a transportation assessment letter and sight distance evaluation if these trees are still in place.

Additionally, the driveway spacing is likely adequate as it seems the applicant has attempted to position it as far from adjacent roadway as practicable.

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](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Thursday, November 6, 2025 9:12 AM  
**To:** Adam Kohler <[Adam.Kohler@PacificCorp.com](mailto:Adam.Kohler@PacificCorp.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; [breich@co.marion.or.us](mailto:breich@co.marion.or.us) <[breich@co.marion.or.us](mailto:breich@co.marion.or.us)>; Brent Stevenson <[BrentS@santiamwater.gov](mailto:BrentS@santiamwater.gov)>; [brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com) <[brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com)>; Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificcorp.com](mailto:Christopher.clark@pacificcorp.com)>; [dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org) <[dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org)>; Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Jay Alley <[jay.alley@staytonfire.org](mailto:jay.alley@staytonfire.org)>; John Eckis <[johnbeckis@sctcweb.com](mailto:johnbeckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; [kinman@co.marion.or.us](mailto:kinman@co.marion.or.us) <[kinman@co.marion.or.us](mailto:kinman@co.marion.or.us)>; Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[misbachl@aks-eng.com](mailto:misbachl@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificcorp.com](mailto:nicole.willis@pacificcorp.com)>; [oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com) <[oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com)>; [planning@co.marion.or.us](mailto:planning@co.marion.or.us) <[planning@co.marion.or.us](mailto:planning@co.marion.or.us)>; Richard Walker (richardw@aks-eng.com) <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; [rlee@waveboardband.com](mailto:rlee@waveboardband.com) <[rlee@waveboardband.com](mailto:rlee@waveboardband.com)>; Salem Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[twheeler@co.marion.or.us](mailto:twheeler@co.marion.or.us)>; Wayne.clevenger@pacificcorp.com <[Wayne.clevenger@pacificcorp.com](mailto:Wayne.clevenger@pacificcorp.com)>  
**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>  
**Subject:** Request for Comments on Application for Tri-Plex Ida Street - Site Plan Review - LU # 7-08/25

**[External Sender]**

The City of Stayton has received an application for Site Plan Review for development of a tri-plex on a vacant .24-acre property on Ida Street tax lot 091W10CC03002 in the Medium Density (MD) Residential zone.

The application materials include application form, narrative, site plans, elevations, stormwater report, and updated site plans that include landscaping and parking. I have attached our usual request for comments form.

Please send responses by **December 1, 2025**.

**From:** [Laurel Christian](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** RE: [EXTERNAL]Request for Comments on Application for Tri-Plex Ida Street - Site Plan Review - LU # 7-08/25  
**Date:** Monday, November 10, 2025 12:08:07 PM

---

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Hi Jennifer,

The proposed development is not located near the City of Salem water transmission mains that travel through Stayton. No City of Salem concerns with this request. Thank you for the opportunity to review.

Thank you,

**Laurel Christian**

*Infrastructure Planner III*

City of Salem | Community Planning and Development | Development Services

**Find us at the Development Services Division Offices:** [440 Church St SE, 5<sup>th</sup> Floor](#)

Mailing Address: P.O. Box 14300, Salem, OR 97309

[Lchristian@cityofsalem.net](mailto:Lchristian@cityofsalem.net) | Office: 503-584-4632

[Facebook](#) | [YouTube](#) | [Linkedin](#) | [www.cityofsalem.net](#)

---

**From:** Development Services <developmentservices@cityofsalem.net>

**Sent:** Thursday, November 6, 2025 11:40 AM

**To:** Laurel Christian <LChristian@cityofsalem.net>

**Subject:** FW: [EXTERNAL]Request for Comments on Application for Tri-Plex Ida Street - Site Plan Review - LU # 7-08/25

Laurel,

Please see attached.

Thank you,

**Jason Long**

*Permit Technician*

City of Salem | Community Planning and Development | Development Services

**Find us at the Development Services Division Offices:** [440 Church St SE, 5<sup>th</sup> Floor](#)

Mailing Address: P.O. Box 14300, Salem, OR 97309

[Jlong@cityofsalem.net](mailto:Jlong@cityofsalem.net) | 503-584-4646

[Facebook](#) | [Twitter](#) | [YouTube](#) | [CityofSalem.net](#)

---

**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>

**Sent:** Thursday, November 6, 2025 9:12 AM

**To:** Adam Kohler <[Adam.Kohler@PacificCorp.com](mailto:Adam.Kohler@PacificCorp.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; [breich@co.marion.or.us](mailto:breich@co.marion.or.us)>; [brents@santiamwater.gov](mailto:brents@santiamwater.gov); [brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com); Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[christopher.clark@pacificorp.com](mailto:christopher.clark@pacificorp.com)>; [dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org); Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Alley, Jay <[jay.Alley@staytonfire.org](mailto:jay.Alley@staytonfire.org)>; John Eckis <[johnckis@sctcweb.com](mailto:johnckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; [kinman@co.marion.or.us](mailto:kinman@co.marion.or.us); Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[lmisbach@aks-eng.com](mailto:lmisbach@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mheburn@co.marion.or.us](mailto:mheburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificorp.com](mailto:nicole.willis@pacificorp.com)>; [oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com); [planning@co.marion.or.us](mailto:planning@co.marion.or.us); Richard Walker <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; [richardw@aks-eng.com](mailto:richardw@aks-eng.com); [rlee@wavebroadband.com](mailto:rlee@wavebroadband.com); Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[twheeler@co.marion.or.us](mailto:twheeler@co.marion.or.us)>; [Wayne.clevenger@pacificorp.com](mailto:Wayne.clevenger@pacificorp.com)

**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>

**From:** [Danny Freitag](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** Re: [External]Request for Comments on Application for Tri-Plex Ida Street - Site Plan Review - LU # 7-08/25  
**Date:** Thursday, November 6, 2025 9:28:10 AM  
**Attachments:** [Outlook-ScreenShot.png](#)

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Santiam Hospital Ambulance has no comment or concern.

*Thank you,*

*Danny Freitag  
Ambulance Director  
Santiam Hospital & Clinics  
(503) 798-1335  
dfreitag@santiamhospital.org*



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**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Thursday, November 6, 2025 9:12 AM  
**To:** Adam Kohler <[Adam.Kohler@Pacificorp.com](mailto:Adam.Kohler@Pacificorp.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; [breich@co.marion.or.us](mailto:breich@co.marion.or.us) <[breich@co.marion.or.us](mailto:breich@co.marion.or.us)>; Brent Stevenson <[BrentS@santiamwater.gov](mailto:BrentS@santiamwater.gov)>; [brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com) <[brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com)>; Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificorp.com](mailto:Christopher.clark@pacificorp.com)>; Danny Freitag <[dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org)>; Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Jay Alley <[jay.alley@staytonfire.org](mailto:jay.alley@staytonfire.org)>; John Eckis <[johnbeckis@sctcweb.com](mailto:johnbeckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; [kinman@co.marion.or.us](mailto:kinman@co.marion.or.us) <[kinman@co.marion.or.us](mailto:kinman@co.marion.or.us)>; Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[misbach@aks-eng.com](mailto:misbach@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificorp.com](mailto:nicole.willis@pacificorp.com)>; [oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com) <[oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com)>; [planning@co.marion.or.us](mailto:planning@co.marion.or.us) <[planning@co.marion.or.us](mailto:planning@co.marion.or.us)>; Richard Walker (richardw@aks-eng.com) <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; [rlee@waveboardband.com](mailto:rlee@waveboardband.com) <[rlee@waveboardband.com](mailto:rlee@waveboardband.com)>; Salem Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[tw Wheeler@co.marion.or.us](mailto:tw Wheeler@co.marion.or.us)>; Wayne.clevenger@pacificorp.com <[Wayne.clevenger@pacificorp.com](mailto:Wayne.clevenger@pacificorp.com)>  
**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>  
**Subject:** [External]Request for Comments on Application for Tri-Plex Ida Street - Site Plan Review - LU # 7-08/25

**CAUTION-EXTERNAL:** This email originated from outside the organization. Do not click links or open attachments unless you validate the sender and know the content is safe. Please forward this email to [helpdesk@santiamhospital.org](mailto:helpdesk@santiamhospital.org) if you believe this email is suspicious.

The City of Stayton has received an application for Site Plan Review for development of a tri-plex on a vacant .24-acre property on Ida Street tax lot 091W10CC03002 in the Medium Density (MD) Residential zone.

The application materials include application form, narrative, site plans, elevations, stormwater report, and updated site plans that include landscaping and parking. I have attached our usual request for comments form.

Please send responses by **December 1, 2025**.



# City of Stayton

## MEMORANDUM

**TO:** Chairperson Larry McKinley and Planning Commission Members  
**FROM:** Jennifer Siciliano, Director of Community and Economic Development  
**DATE:** January 26, 2026  
**SUBJECT:** Site Plan Review – 1100 E Santiam Street Duplexes  
**120 DAYS ENDS:** March 6, 2026.

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### ISSUE

The issue before the Planning Commission is a public hearing on an application for Site Plan Review to develop two duplexes on property located at 1100 E Santiam Street (Tax Lot 091W11CB02300) in the Medium Density (MD) Residential zone.



### BACKGROUND

The subject property is approximately 0.42 acres (16,910 square feet) and has approximately 118 feet of frontage on E Santiam Street. The property is zoned Medium Density (MD) Residential and is currently developed with an existing single-family dwelling and accessory garden shed, both of which are vacant.

The applicant, Sly Toran of Gervais, Oregon, submitted an application for Site Plan Review to construct two duplex structures served by a single shared driveway from E Santiam Street, with associated parking, on-site utilities, stormwater facilities, and landscaping improvements.

Notice of the application was provided to City departments and outside agencies, including City of Stayton Public Works, Marion County Public Works, the City's transportation engineering consultant, utility providers, emergency services, and local service districts. Written comments were

# City of Stayton

received from Stayton Public Works, the City's transportation consultant, and Marion County Public Works. Other agencies indicated no concerns or did not submit comments.

## ANALYSIS

The application was reviewed for compliance with the Site Plan Review approval criteria contained in SMC 17.12.220, as well as applicable provisions of SMC 17.20.060 (Off-Street Parking and Loading), SMC 17.20.090 (Landscaping Requirements), SMC 17.20.170 (Outdoor Lighting), and SMC 17.20.190 (Multi-Family Residential Design Standards).

Staff's detailed findings, analysis, and recommended conditions of approval are provided in the attached Draft Order of Conditional Approval, which evaluates the proposal's consistency with utility availability, stormwater management, internal circulation and access, frontage improvements along E Santiam Street, parking and loading, building design standards, and landscaping requirements.

Staff finds that some of the applicable criteria can be met; however, several elements of the proposal do not currently demonstrate full compliance with the Stayton Municipal Code. These items include stormwater documentation, driveway alignment and access spacing, frontage improvements and right-of-way dedication along a designated Major Collector, parking and bicycle facilities, certain multi-family design standards, and specific landscape plan details. These deficiencies can be addressed through conditions of approval requiring revised plans, engineering submittals, right-of-way and easement dedication.

## RECOMMENDATION

Staff recommends approval of the application and adoption of the Draft Order as presented, subject to the conditions contained therein.

## 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 Site Plan Review for Sly Toran, 1100 E Santiam Street Duplexes (Land Use File #11-09/25) 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 Site Plan Review for Sly Toran, 1100 E Santiam Street Duplexes (Land Use File #11-09/25) and adopt the draft order with the following changes...

### **3. Continue the hearing until February 23, 2026.**

I move the Stayton Planning Commission continue the public hearing on the application for Site Plan Review for Sly Toran, 1100 E Santiam Street Duplexes (Land Use File #11-09/25) until February 23, 2026.

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

I move the Stayton Planning Commission deny the application for Site Plan Review for Sly Toran, 1100 E Santiam Street Duplexes (Land Use File #11-09/25) and direct staff to modify the draft

# City of Stayton

order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the February 23, 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 Sly Toran, 1100 E Santiam Street Duplexes (Land Use File #11-09/25) but maintain the record open to submissions by the applicant until February 2, 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 February 23, 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 Site Plan Review for Sly Toran, 1100 E Santiam Street Duplexes (Land Use File #11-09/25) until February 23, 2026.

## **BEFORE THE STAYTON PLANNING DEPARTMENT**

In the matter of ) Site Plan Review  
The application of ) File # 11-9/25  
Sly Toran, 12309 Miller Road, Gervais, OR 97026, Applicant )

## **ORDER OF CONDITIONAL APPROVAL**

### **I. NATURE OF APPLICATION**

The application is for site plan review for development for two duplexes on 1100 E Santiam Street (taxlot number: 091W11CB02300) in the Medium Density (MD) Residential zone.

### **II. FINDINGS OF FACT**

#### **A. GENERAL FINDINGS**

1. The owner and application is Sly Toran, 12309 Miller Road, Gervais, OR 97026.
2. The property can be described on Marion County Assessors Map as tax lot 091W11CB02300.
3. The property has approximately 118 feet of frontage at 1100 E Santiam Street and is approximately 16,910 square feet.
4. The property is zoned Medium Density (MD) Residential.
5. The subject property is surrounded by Medium Density (MD) Residential zoning to the east, south, and west, as well as to the north across E Santiam Street.

#### **B. EXISTING CONDITIONS**

The subject property has an existing single-family home with garden shed that is currently vacant.

#### **C. PROPOSAL**

The proposal is to develop two duplexes on a 0.42-acre lot located in the Medium Density (MD) Residential zone, consisting of four dwelling units; the site design includes a single driveway providing access to the units, with associated landscaping.

#### **D. AGENCY COMMENTS**

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

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

City of Salem stated that they had no concerns with the request. Santiam Hospital had no comment or corner. Stayton Fire District stated that they reviewed the application and had no comments. No other review comments were received.

## E. ANALYSIS

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

## F. APPROVAL CRITERIA

Pursuant to SMC 17.12.220.5 the following criteria must be demonstrated as being satisfied by the application:

- a. *The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve development in accordance with City's Master Plans and Standard Specifications.*

Finding: Adequate public water and sanitary sewer infrastructure is available to serve the proposed development, and public stormwater infrastructure is present in the vicinity; however, final determination of stormwater adequacy is contingent upon submission and approval of a drainage report, as discussed below.

### Water

A 12-inch ductile iron City water main is located along the entire frontage of the subject property on the far side of E Santiam Street. According to the applicant's site plan, the subject property is currently served by this main, which will remain the point of connection for the proposed development. A City fire hydrant is also located on the far side of E Santiam Street directly across from the subject property, providing fire protection. The City's Water Master Plan does not identify any significant water system deficiencies in the vicinity that would be impacted by or require improvement as a result of the proposed development.

### Sanitary Sewer

An eight-inch concrete City sanitary sewer main is located along the entire frontage of the subject property on the development side of E Santiam Street. While neither the City's GIS system nor the applicant's site plan currently show a connection to this main, it shall serve as the point of connection for the proposed development. The Wastewater Master Plan does not identify any significant sanitary sewer system deficiencies in the area that would be impacted by the proposed development or that would necessitate off-site improvements.

### Storm Drainage

A 12-inch City storm main of unknown material is located on the far side of E Santiam Street along the west frontage of the subject property and transitions to an open ditch along the east frontage. The existing storm main is identified as the point of connection for the proposed development. According to the Storm Water Master Plan, stormwater runoff from the subject property and the surrounding drainage system ultimately discharges to Salem Ditch. The Storm Water Master Plan does not identify any significant stormwater system deficiencies in the vicinity that would be impacted by the proposed development.

The applicant has submitted a site plan showing proposed on-site stormwater improvements, including a private stormwater facility and conveyance system connecting to City infrastructure; however, a drainage report was not submitted with the application. As a result, compliance with City stormwater design standards and the adequacy of the proposed on-site stormwater facilities

cannot be verified at this time. This criterion can be met through submission and approval of a drainage report demonstrating compliance with applicable stormwater standards.

Analysis: Public water and sanitary sewer utilities are available to serve the proposed development, and no deficiencies are identified in the City's adopted Water Master Plan or Wastewater Master Plan that would preclude service. Existing City water and sewer mains are located along the frontage of the subject property and are designated as the points of connection for the proposed development, consistent with City standards. Public stormwater infrastructure is also available in the vicinity, and the Storm Water Master Plan does not identify system deficiencies; however, a drainage report has not been submitted. As a result, compliance with City stormwater design standards and the adequacy of the proposed on-site stormwater facilities cannot be verified at this time. No Master Plan improvements larger than necessary to serve the proposed development are identified at this time.

Condition: This criterion can be met if prior to City approval of any on-site construction or City support of building permit issuance the applicant:

- 1) Submits a final stormwater analysis, report, and supporting documentation for review and approval, demonstrating that the proposed development complies with the Public Works Design Standards (PWDS). The analysis shall account for existing site topography and off-site contributing drainage areas and shall be used to inform the final design of the on-site storm drainage facilities (PWDS 102.10.A.3).
- 2) Enters into a Development Agreement with the City prior to approval of construction plans, guaranteeing construction of the required on-site storm drainage improvements. The Development Agreement shall stipulate that the City will not support issuance of a certificate of occupancy or other project finalization for the proposed structures until the on-site storm drainage system has been constructed and formally accepted by the City (PWDS 102.09.I, 103.10.B).
- 3) Constructs the on-site storm drainage system in accordance with the approved stormwater analysis, approved construction plans, and applicable Public Works Design Standards.

*b. Provisions for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property from those public streets and roads which serve the property in accordance with the City's Transportation System Plan and Standard Specifications.*

Finding: The applicant has submitted a site plan showing proposed internal circulation, a driveway approach, and sidewalk improvements along the E Santiam Street frontage. Marion County Public Works reviewed the proposed access and determined that the driveway location should be mirrored 180 degrees to relocate the shared driveway to the east side of the property so that it more closely aligns with the existing driveway serving 1173 E Santiam Street. The currently proposed driveway location is offset from Ridgefield Court, a private road serving approximately 20 residences, in a manner that would result in undesirable and conflicting left-turn movements during simultaneous egress. The City's engineer similarly identified that the proposed driveway approach does not meet alignment or spacing requirements relative to Ridgefield Court, creating potential turning conflicts. While the City's traffic engineer did not identify sight distance concerns and recommended waiving a transportation assessment letter, both Marion County and City engineering staff

concluded that modifications to the driveway location and frontage improvements along E Santiam Street are necessary to ensure safe and efficient vehicular access and internal circulation. Marion County construction permits will be required for the frontage improvements and for right-of-way restoration associated with utility service extensions.

Analysis: The submitted site plan does not demonstrate compliance with the requirement for safe and efficient internal traffic circulation and access, as the proposed driveway location does not meet spacing or alignment standards relative to Ridgefield Court and would result in conflicting turning movements. A transportation assessment letter is not required, modifications to the driveway location and design are necessary to ensure safe vehicular access and internal circulation consistent with the City's Transportation System Plan and Public Works Design Standards. This criterion can be met through conditions of approval requiring relocation of the driveway, submission of final construction drawings, and execution of a Development Agreement to guarantee completion and acceptance of the required improvements.

Conditions: This criterion can be met by requiring that the applicant:

- (1) As part of the site development permit application, relocate the proposed driveway approach along E Santiam Street so that it is located at least 50 feet from the Ridgefield Court alignment and designed to provide safe and efficient traffic flow, turning movements, and access, consistent with City standards (PWDS 303.07.D);
- (2) As part of the development application, submit final construction drawings for the proposed driveway and all required public street improvements along the development side of E Santiam Street for review and approval by the Public Works Department, in accordance with the Public Works Design Standards (PWDS 102.09); and
- (3) Prior to approval of construction plans, enter into a Development Agreement with the City guaranteeing completion of the required on-site storm drainage and public street infrastructure improvements, which shall stipulate that the City will not support issuance of a certificate of occupancy or other project finalization until the required on-site storm drainage system and public infrastructure have been constructed and formally accepted by the City (PWDS 102.09.I, 103.10.B).

c. *Provision of all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site.*

Finding: The development is located on E Santiam Street, which is designated as a Major Collector in the Stayton Transportation System Plan (TSP). The standard for Major Collectors is a 46-foot-wide improved roadway with curbs, six-foot-wide sidewalks, and eight-foot-wide planter strips within an 80-foot-wide right-of-way. Under the Marion County Rural Transportation System Plan, E Santiam Street is also classified as a Basic Collector, which has a standard cross-section of a 34-foot-wide improvement, including curbs, sidewalks, and bicycle lanes within a 68-foot-wide right-of-way. Existing conditions along the frontage of the subject property consist of an approximately 32-foot-wide turnpike-style roadway within a 60-foot-wide right-of-way. Aside from identifying E Santiam Street as a Major Collector, the Stayton TSP does not identify transportation system deficiencies in the immediate vicinity that would be directly impacted by the proposed development.

The applicant has submitted a site plan showing a proposed driveway and sidewalk improvements along E Santiam Street; however, the plans do not address the full street improvements required for a Major Collector classification. A 10-foot right-of-way dedication is shown on the site plan, a corresponding 10-foot-wide public utility easement (PUE) is not depicted.

Analysis: The submitted site plan does not demonstrate compliance with the full Major Collector street standards along the project frontage, including required right-of-way dedication, public utility easement dedication, and construction of frontage improvements. Accordingly, this criterion can be met through the conditions of approval requiring dedication of right-of-way and public utility easements, construction of frontage improvements to Major Collector standards, submission of final construction drawings, and execution of a Development Agreement to guarantee completion and acceptance of the required public street infrastructure.

Condition: This criterion can be met by requiring that the applicant:

- (1) Prior to City approval of any on-site construction or City support of building permit issuance, dedicate right-of-way along the development side of E Santiam Street to one-half of the ultimate 80-foot-wide right-of-way (40 feet measured from the right-of-way centerline) along the subject property frontage (SMC 12.04.030.1.b);
- (2) Prior to City approval of any on-site construction or City support of building permit issuance, dedicate a 10-foot-wide public utility easement along the development side of E Santiam Street along the subject property frontage (PWDS 102.08.B);
- (3) As part of the site development permit application, construct or otherwise demonstrate through approved plans that street improvements along the development side of E Santiam Street meet current Major Collector street standards, including 23 feet from roadway centerline to the face of curb, 6-foot-wide property-line sidewalks, an 8-foot-wide planter strip, and an accessible pedestrian ramp at the east leg of the Ridgefield Court intersection, with all improvements constructed in accordance with the Public Works Design Standards (PWDS 303.02.C);
- (4) Prior to City approval of any on-site construction or City support of building permit issuance, submit final construction drawings for the required public street infrastructure to the Public Works Department for review and approval, in accordance with the Public Works Design Standards (PWDS 102.09);
- (5) As part of the development application and prior to approval of construction plans, enter into a Development Agreement with the City guaranteeing completion of the required public street infrastructure improvements, which shall stipulate that the City will not support issuance of a certificate of occupancy or other project finalization until the public infrastructure is constructed and accepted by the City (PWDS 102.09.I, 103.10.B); and
- (6) Prior to City support of occupancy for any building permits, construct the required public street infrastructure in accordance with approved plans and applicable Public Works Design Standards, subject to acceptance by the Public Works Department (PWDS 103.10.B).

(7) Obtain all required Marion County construction permits for frontage improvements and right-of-way restoration associated with utility service extensions, and complete such work in accordance with applicable County requirements.

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

Finding: Seven off-street parking spaces are required for the proposed development. The proposal includes four garage spaces and four additional off-street parking spaces, providing a total of eight parking spaces, which exceeds the minimum requirement. The site plan contains notes about ADA-accessible parking space; however, none are identified on the submitted plans. One bicycle parking space is required. The site plan includes a note indicating six bicycle spaces; however, the bicycle parking spaces are not depicted on the site plan. The site plan shows the driveway at the required clear 24-foot width for developments with four or more dwelling units. The landscape plans show the required perimeter landscaping along the property line adjacent to the parking area, consistent with the landscaping design standards.

Analysis: All requirements of SMC 17.20.060, Off-Street Parking and Loading, are met, except that the site plans do not show the required ADA-accessible parking space pursuant to SMC 17.20.060.8, and the required bicycle parking space SMC 17.20.060.9-A.1).

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 location and design of the required ADA-accessible parking space in compliance with SMC 17.20.060.8 and the required bicycle parking space in compliance with SMC 17.20.060.9-A.1.

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

Finding: There will be no open storage areas or outdoor storage yards.

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

Finding: There will be no off-site noise, odors or fumes from the proposed development project.

*g. The proposed improvements shall meet all applicable criteria of Section 17.20.190 Multi-Family Residential Design Standards*

Finding:

## 17.20.190 MULTI-FAMILY RESIDENTIAL DESIGN STANDARDS

### 2. Site Design.

a. Although the narrative indicates a proposed lot coverage of 45 percent, the site plans do not provide building square footage, and compliance with the lot coverage standard cannot be verified.

b. Height Step Down.

Building footprints are not depicted on the adjacent parcels.

#### c. Building Orientation Standards.

1) The building layout complies with standard setbacks for Medium Density (MD) Residential.

- 2) Off street parking is oriented internally to the site. Primary building entrances face the internal driveway and parking areas.
- 3) Not on corner lot.
- 4) Repealed.
- 5) Driveways and off-street parking are not placed between the building and the street.
- 6) Parking and driveways are not located between attached residential structures and adjacent single-family homes.
- 7) Primary building entrances face the internal driveway and parking areas.
- 8) No outdoor service areas are shown.

### 3. Architectural Standards.

- a. Building Length. The narrative states that each proposed building is 43 feet in width. The elevations and site plan do not specify the building length, and compliance with the maximum allowed building length of 100 feet cannot be verified.
- b. Articulation. The narrative states that the proposed buildings will have a covered entrance that extends at least 4 feet from the building and will include offsets of at least 2 feet to break up the roof elevations.
- c. Street-side facades. The narrative states the side of the buildings provide windows and architectural features like offsets.
- d. Exterior Stairways. There are no exterior stairways proposed.
- e. Design Features. The narrative states that the buildings will both have dormers with windows, gables, covered entryways, pillars, eaves, and balconies. The buildings are required to have at least five of the listed design features. Six are listed.

### F. Building Materials. The proposed buildings will not use prohibited exterior finish material.

### 4. Open Space.

- a. Common Open Space. Not applicable, as the development does not include more than 10 units.
- b. Private open space.

- 1) The narrative states that all units will have a patio of the required 40 square feet.
- 2) Not applicable, as the development are townhouses, with no upper-floor housing units.

### 5. Lighting. No lighting plan was submitted or required. The narrative stated that lighting will be located on the building facades and side yards.

Analysis: 2.a. The application does not clearly show that the proposed coverage does not exceed the maximum permitted. It is unclear that criteria are met.

2.b. The application does not show that the development will create a "step down" for building height transition. It is unclear that criteria are met.

2.c. The site plans show the correct standard setbacks. The entrances are oriented internally to the site and face the internal driveway and packing area. The criteria are met.

3.a. The narrative states the width of the building at 43 feet and does not mention the length. The building measurements are not included in the site plan or elevations. It is unclear that criteria are met.

b. - f. The narrative proposes the appropriate architectural standards. The criteria are met.

4. The narrative states that each unit will include a patio meeting the required 40 square feet, and the site plan identifies the patio locations; however, measurements are not provided. The criteria are met.

5. Lights were not depicted on building facades and side yards and are not required. The applicant has met this criterion.

Condition: Provide a revised site plan that: (1) identifies the building square footage and demonstrates that total lot coverage does not exceed 50 percent and that building length does not exceed 100 feet; and (2) shows the distance between the proposed duplexes and the single-family homes at 1260 E Santiam Street and 1119 E Jefferson Street, and demonstrates that this spacing creates an appropriate “step-down” in building height to adjacent single-family homes.

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

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

j. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historical features, provide for vegetative ground cover and dust control, present an attractive interface with adjacent land uses and be consistent with the requirements for landscaping and screening in Section 17.20.090.*

Finding: The proposed development provides 55% landscaped area, which exceeds the 20 percent minimum required in the Medium Density (MD) Residential zone. The applicant has submitted landscape plan submittals in accordance with SMC 17.20.090.3 with a few noted exceptions: dimensions and footprint of structures (3.a.) and does not show adjacent land-uses for residence within 50 feet of the subject site (3.e.). No separate irrigation plan was submitted; however, the landscape plans indicate that the landscaping will be irrigated by an automatic underground system, as required. Three frontage trees are proposed as street trees and are identified as upright European hornbeam; however, the plans do not specify planting spacing. Street trees are required to be spaced 20 feet on center, or 25 feet on center for large-canopy trees. The landscape plans demonstrate compliance with plant material requirements, including the requirement that at least 75 percent of the landscaped area be planted with a suitable combination of trees, shrubs, evergreens, and/or ground cover. The plans also indicate that trees and shrubs meet the required caliper and height at planting. However, multifamily developments with more than four parking spaces are required to provide a five-foot-wide landscape buffer (11.a.1.). While a buffer area is shown on the landscape plans, the plans do not specify its width; the required buffer width is five feet.

Analysis: All requirements of SMC 17.20.090 for landscaping are met, except the landscape plan must be revised to include the dimensions of the building footprint, the distance to adjacent residences, the required spacing for frontage trees, and the width of the required landscape buffer, which must be shown as five feet.

Condition: This criterion can be met by submitting a revised landscape plan to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrates

the dimensions of the building footprint, the distances to adjacent residences, the required spacing of frontage trees of at least 20 feet from center, and the required five-foot-wide landscape buffer for parking areas associated with multifamily development.

- k. The design of any visual, sound, or physical barriers around the property such as fences, walls, vegetative screening, or hedges, shall allow them to perform their intended function without undue adverse impact on existing land uses.*

Finding: No barriers are proposed only required buffer planting around parking areas.

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

Finding: The submitted plans do not propose any outdoor lighting for parking areas or pedestrian walkways. This complies with SMC 17.20.170.5, Multi-Family Residential Lighting Standards, which provide that such lighting may be installed but is not required. If outdoor lighting for parking areas or pedestrian walkways were proposed in the future, it would be required to comply with SMC 17.20.170.5.a, Lighting of Parking Areas, and SMC 17.20.170.5.b, Lighting of Pedestrian Walkways.

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

Finding: The property owner will be responsible for upkeep and maintenance of the development. As part of a Site Development Permit, the applicant will be required to submit a stormwater operations and maintenance (O&M) plan to be approved by the Public Works Department.

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

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

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

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

### III. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements for Sections 17.12.220 Site Plan Review, 17.20.060 Off-Street Parking and Loading, 17.20.090 Landscaping Requirements, 17.20.170 Outdoor Lighting, and 17.20.190 Multi-Family Residential Design Standards, except for the following.

1. 17.12.220.5.a. This criterion requires the existence of, or ability to obtain, adequate utility systems, including surface water drainage, to serve the proposed development in accordance with the City's Master Plans and Standard Specifications. While public water and sanitary sewer utilities are available and adequate, a drainage report has not been submitted; therefore, compliance with City stormwater design standards and the adequacy of the proposed on-site stormwater facilities cannot be verified.

This standard can be met by submitting a final stormwater analysis, report, and supporting documentation for review and approval prior to any on-site construction or City support of building permit issuance, and by constructing the approved stormwater facilities in accordance with the Public Works Design Standards.

2. 17.12.220.5.b. This criterion requires provisions for safe and efficient internal traffic circulation and safe access to the site. The submitted site plan does not demonstrate compliance, as the proposed driveway location does not meet alignment or spacing standards relative to Ridgefield Court and would result in conflicting turning movements.

This standard can be met by relocating the driveway to meet spacing requirements, submitting final construction drawings for review and approval, and entering into a Development Agreement to guarantee completion and acceptance of the required improvements.

3. 17.12.220.5.c. This criterion requires provision of all necessary improvements to local streets and roads, including right-of-way dedication and frontage improvements. The submitted site plan does not demonstrate compliance with Major Collector street standards along E Santiam Street, including required right-of-way dedication, public utility easement dedication, and construction of full frontage improvements.

This standard can be met by dedicating the required right-of-way and public utility easement, constructing frontage improvements to Major Collector standards, submitting final construction drawings, entering into a Development Agreement, and obtaining all required Marion County construction permits.

4. 17.20.060.8. This criterion requires provision of an ADA-accessible parking space. The site plan does not depict a required ADA-accessible parking space.

This standard can be met by submitting revised site plans showing one ADA-accessible parking space in compliance with SMC 17.20.060.8.

5. 17.20.060.9-A.1. This criterion requires provision of bicycle parking. The site plan does not depict the required bicycle parking space.

This standard can be met by submitting revised site plans showing the required bicycle parking space in compliance with SMC 17.20.060.9-A.1.

6. 17.20.190.2.a., 17.20.190.2.b., and 17.20.190.3.a. These criteria require compliance with maximum lot coverage, a step-down in building height adjacent to single-family residential

development, and a maximum building length of 100 feet. The site plans and elevations do not provide sufficient information to verify building square footage, building length, or distances to adjacent single-family residences; therefore, compliance with these standards cannot be confirmed.

These standards can be met by submitting revised site plans and elevations that demonstrate compliance with lot coverage, building length, and height step-down requirements.

7. 17.20.090.3, 17.20.090.7, and 17.20.090.11.a.1. These criteria require complete landscape plan information, including structure dimensions, distances to adjacent residences, street tree spacing, and a five-foot-wide landscape buffer for parking areas. The submitted landscape plans do not provide all required dimensions or spacing information.

This standard can be met by submitting a revised landscape plan that shows building footprint dimensions, distances to adjacent residences, street tree spacing of at least 20 feet on center, and a clearly labeled five-foot-wide landscape buffer.

#### **IV. ORDER**

Based on the conclusions above, the Planning Commission approves the application for site plan review as shown on Cover Sheet SDR1, Existing Conditions SDR2, Site Plan SDR3, Open Space SDR4, Grading Plan SDR5, Private Storm Drainage SDR6, Private Sanitary Sewer SDR7, and Private Domestic Water Plan SDR8 all dated November 11, 2025 and prepared by Multi/Tech Engineering, Salem, Stayton, Oregon; Elevations Drawings 1, dated August 30, 2022 prepared by Brad Eisele, Home Design, Independence, Oregon; Report of Infiltration Testing, dated February 25, 2025, by Carlson Geotechnical, Tigard, Oregon; and Landscaping plans Cover Sheet L0.0 and L1.1 by Laurus Designs, LLC, Silverton, Oregon dated August 28, 2025; the application; and all accompanying materials comprising the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval:

1. Prior to any on-site construction or issuance of building permits, the applicant shall submit revised site plans to the City Planner for review and approval that demonstrate the following:
  - a. One ADA-accessible parking space in compliance with SMC 17.20.060.8.
  - b. One bicycle parking space in compliance with SMC 17.20.060.9-A.1.
  - c. Building square footage demonstrating that total lot coverage does not exceed 50 percent and that building length does not exceed 100 feet.
  - d. Distances between the proposed duplexes and the single-family homes at 1260 E Santiam Street and 1119 E Jefferson Street demonstrating an appropriate step-down in building height.
2. Prior to any on-site construction or issuance of building permits, the applicant shall submit a revised landscape plan to the City Planner for review and approval that demonstrates:
  - a. Dimensions of the building footprint.
  - b. Distances to adjacent residential properties.
  - c. Frontage tree spacing of at least 20 feet on center.
  - d. A clearly labeled five-foot-wide landscape buffer adjacent to parking areas associated with the multifamily development.

3. Prior to City approval of any on-site construction or City support of building permit issuance, the applicant or the applicant's engineer shall submit a final stormwater analysis, drainage report, and supporting documentation for review and approval in accordance with the Public Works Design Standards (PWDS). The analysis shall account for existing site topography and all off-site contributing drainage areas and shall inform the final design of the on-site storm drainage facilities (PWDS 102.10.A.3).
4. Prior to City approval of any on-site construction or City support of building permit issuance, an Operation and Maintenance (O&M) plan and agreement shall be submitted for all privately owned and maintained stormwater quality and quantity control facilities. The O&M plan shall be attached to the drainage report, incorporated into any declaration of covenants for the project, and recorded as part of the O&M Agreement (PWDS 603.01.m).
5. As part of the site development permit application, the applicant or the applicant's engineer shall relocate the proposed driveway approach along E Santiam Street so that it is located at least 50 feet from the Ridgefield Court alignment and is designed to provide safe and efficient traffic flow, turning movements, and access, consistent with City standards (PWDS 303.07.D).
6. Prior to City approval of any on-site construction or City support of building permit issuance, the applicant shall dedicate right-of-way along the development side of E Santiam Street to one-half of the ultimate 80-foot-wide right-of-way (40 feet measured from the right-of-way centerline) along the subject property frontage (SMC 12.04.030.1.b).
7. Prior to City approval of any on-site construction or City support of building permit issuance, the applicant shall dedicate a 10-foot-wide public utility easement (PUE) along the development side of E Santiam Street along the subject property frontage (PWDS 102.08.B).
8. As part of the site development permit application, the applicant shall construct or otherwise demonstrate through approved plans that street improvements along the development side of E Santiam Street meet current Major Collector street standards, including 23 feet from roadway centerline to the face of curb, six-foot-wide property-line sidewalks, an eight-foot-wide planter strip, street lighting, street trees, and an accessible pedestrian ramp at the east leg of the Ridgefield Court intersection. All improvements shall be designed and constructed in accordance with the Public Works Design Standards in effect at the time of construction plan submittal (PWDS 303.02.C).
9. Prior to City approval of any on-site construction or City support of building permit issuance, the applicant or the applicant's engineer shall submit final construction drawings to the Public Works Department for the proposed driveway approach, public sidewalk improvements, storm drainage system, and all required public infrastructure, in accordance with the Public Works Design Standards (PWDS 102.09).
10. As part of the development application and prior to approval of construction plans, the applicant shall enter into a Development Agreement with the City guaranteeing completion of the required on-site storm drainage and public street infrastructure improvements. The Agreement shall stipulate that the City will not support issuance of a certificate of occupancy or other project

finalization until all required storm drainage and public infrastructure improvements are constructed and accepted by the City (PWDS 102.09.I, 103.10.B).

11. The applicant shall obtain all required Marion County construction permits for frontage improvements and right-of-way restoration associated with utility service extensions and shall complete such work in accordance with applicable County requirements.
12. Prior to City support of occupancy or other finalization for any building permit on the subject property, the applicant shall construct all required on-site storm drainage systems and public infrastructure improvements in accordance with approved plans and applicable Public Works Design Standards, and such improvements shall be completed and accepted by the City (PWDS 103.10.B).

#### **V. OTHER PERMITS AND RESTRICTIONS**

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

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

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

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Planning Commission Chairperson

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Date

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Jennifer Siciliano,  
Director of Community and Economic Development

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Date

DRAFT

## 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.

**LAND USE FILE #11-09/25 – Application for Site Plan Review for development of two duplexes 1100 E Santiam Street tax lot 091W11CB02300 a .42-acre property in the Medium Density (MD) Residential zone.**

Additional information found at the following webpage:

Application: <https://www.staytonoregon.gov/page/open/5942/0/Application>

Site Plan Cover Sheet:

<https://www.staytonoregon.gov/page/open/5942/0/Site%20Plan%20Cover%20Sheet>

Existing Conditions:

<https://www.staytonoregon.gov/page/open/5942/0/Existing%20Conditions>

Site Plan: <https://www.staytonoregon.gov/page/open/5942/0/Site%20Plan>

Open Space Plan:

<https://www.staytonoregon.gov/page/open/5942/0/Open%20Space%20Plan>

Grading Plan: <https://www.staytonoregon.gov/page/open/5942/0/Grading%20Plan>

Storm Drain Plan:

<https://www.staytonoregon.gov/page/open/5942/0/Storm%20Drain%20Plan>

Sewer Plan: <https://www.staytonoregon.gov/page/open/5942/0/Sewer%20Plan>

Water Plan: <https://www.staytonoregon.gov/page/open/5942/0/Water%20Plan>

Landscaping Cover Sheet:

<https://www.staytonoregon.gov/page/open/5942/0/Cover%20Sheet>

Landscape Plan: <https://www.staytonoregon.gov/page/open/5942/0/Landscape%20Plan>

Building

Elevations: <https://www.staytonoregon.gov/page/open/5942/0/Building%20Elevations>

Infiltration Report:

<https://www.staytonoregon.gov/page/open/5942/0/Infiltration%20Report>



# City of Stayton

## Department of Public Works

362 N. Third Avenue • Stayton, OR 97383

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

**Date:** 1/15/2026  
**To:** Jennifer Siciliano, AICP – Community and Economic Development Director  
**Through:** Barry Buchanan, PE – Interim Public Works Director  
Michael Schmidt – Engineering Associate  
**From:** Lyle J. Misbach, PE, CFM  
**Project Name:** 1100 E Santiam Street Duplexes SPR, File Number 11-09/25  
**AKS Job No.:** 12093-02-1015  
**Project Site:** 1100 E Santiam Street  
**Subject:** **Public Works Recommendations – Site Plan Review for Duplex Construction**

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## PROPOSAL

The Application for Site Plan Review is to discuss development of two duplex residential structures and associated infrastructure on an existing parcel which is currently developed with a single-family structure and two accessory structures. The subject development property (the “Subject Property”) is approximately 0.42 acres in size, zoned MD (Medium Density Residential) and listed as R (Residential) in the City Comprehensive Plan and located at 1100 E Santiam Street - 97383 (Marion County Assessor's Map and Tax Lot number: 091W11CB / 02300). The Site Plan Review approval is being requested by Sly Toran, 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:

- Civil plan set consisting of 10 sheets, prepared by Multi/Tech Engineering and dated November 6, 2025

## RECOMMENDED CONDITIONS OF APPROVAL

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

1. Prior to City approval of any onsite construction or support of building permit approval, the Applicant shall dedicate, as shown on the Applicant's site plan, right-of-way along the development side of E Santiam Street to half of the 80-foot-wide right-of-way (40 feet measured from the right-of-way centerline) along the Subject Property frontage.

2. Prior to City approval of any onsite construction or support of building permit approval, the Applicant shall dedicate a 10-foot-wide public utility easement (PUE) along the development side of E Santiam Street along the Subject Property frontage.
3. As part of the Development application, the Applicant shall construct or otherwise demonstrate the street improvements along the development side of E Santiam Street meet current Major Collector street standards: 23 feet from roadway (right-of-way) centerline to the face of curb, including 6-foot-wide property-line sidewalks, 8-foot-wide planter strip, street lighting, and street trees. The street improvement shall include an accessible pedestrian ramp for the crossing of E Santiam Street at the east leg of the Ridgefield Court intersection. These improvements shall be constructed in conformance with the PWDS in effect at the time of construction plan submittal.
4. As part of the Development application, the Applicant or Applicant's engineer shall relocate the proposed driveway approach so that it is at least 50 feet from the Ridgefield Court alignment and provide for traffic flow, safety, and turning movements.
5. 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.
6. 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.
7. As part of the Development application, the Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, in accordance with PWDS requirements.
8. As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee 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.

The following condition 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:

9. Prior to City support of occupancy for any building permits, the Applicant shall construct the required onsite storm drainage system and public infrastructure in accordance with PWDS requirements, for acceptance by the Public Works Department.

## FACTS

### General

1. Per the City's Local Wetland Inventory (LWI) and the Oregon Rapid Wetland Assessment Protocol (ORWAP), no mapped wetland areas or hydric soils are located on or near the Subject Property.
2. Per Flood Insurance Rate Map (FIRM) Number 41047C0716G, the Subject Property is located outside of any mapped Special Flood Hazard Areas (SFHA).

3. Per the Statewide Landslide Information Database for Oregon (SLIDO), the Subject Property appears to have a small, localized area of moderate landslide susceptibility near the east property line.

#### **Streets**

1. E Santiam Street
  - a. City Standard - This street is designated as a Major Collector street in the TSP. The standard for this street classification is a 46-foot-wide street improvement, including curbs, 6-foot-wide property-line sidewalks, and 8-foot-wide planter strips within an 80-foot-wide right-of-way.
  - b. County Standard – This street is designated as a Basic Collector street in the Rural TSP. The standard for this street classification is a 34-foot-wide street improvement, including curbs, sidewalks, and bike lanes within a 68-foot-wide right-of-way.
  - c. Existing Condition – This street is constructed along the entire frontage of the Subject Property as an approximately 32-foot-wide turnpike improvement within a 60-foot-wide right-of-way.
  - d. Except for specifying Major Collector designation for E Santiam Street, the Stayton 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 12-inch ductile iron City water main is located along the entire frontage of the Subject Property, on the far side of E Santiam Street. Per the Applicant's site plan, the Subject Property is served from this main and will continue to be the point of connection for the proposed Development.
2. A City fire hydrant is located on the far side of E Santiam Street, directly across from 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 concrete City sanitary sewer main is located along the entire frontage of the Subject Property, on the development side of E Santiam Street. Neither the City's GIS system nor the Applicant's site plan show any connection to this main, but this shall be the point of connection for the proposed Development.
2. The Wastewater Facilities Planning Study does not indicate any significant wastewater system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

#### **Storm Drainage**

1. A 12-inch unknown material City storm main is located on the far side of E Santiam Street along the west frontage of the Subject Property, which transitions to an open ditch along the east frontage. The existing storm main shall be the point of connection for the proposed Development.
2. Per the Stormwater Master Plan, stormwater runoff from this property and nearby storm drainage system drains to Salem Ditch.
3. The Stormwater Master Plan does not indicate any significant stormwater system deficiencies in the nearby vicinity that will be impacted or could 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 connection to onsite and then City infrastructure. The site plan also shows a proposed private stormwater facility and conveyance system. A drainage report was not submitted with the Application.

**Recommended Condition:** 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. (PWDS 102.10.A.3)

**Recommended Condition:** As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the onsite storm drainage 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. (PWDS 102.09.I, 103.10.B)

**Recommended Condition:** Prior to City support of occupancy for any building permits, the Applicant shall construct the onsite storm drainage system in accordance with PWDS requirements, for acceptance by the Public Works Department. (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 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 has provided a site plan showing a proposed driveway approach and sidewalk improvements along the Subject Property frontage of E Santiam Street. The proposed driveway approach is in a location that does not align nor meet spacing requirements from Ridgefield Court on the north side, creating conflicting left-turn movements.

**Recommended Condition:** As part of the Development application, the Applicant or Applicant's engineer shall relocate the proposed driveway approach so that it is at least 50 feet from the Ridgefield Court alignment and provide for traffic flow, safety, and turning movements. (PWDS 303.07.D)

**Recommended Condition:** As part of the Development application, the Applicant or Applicant's engineer shall submit final construction drawings to the City for the required public street

improvements and the proposed driveway on the development side of E Santiam Street, in accordance with PWDS requirements, for acceptance by the Public Works Department. (PWDS 102.09)

**Recommended Condition:** 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)

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 has provided a site plan showing a proposed driveway approach and sidewalk improvements along the Subject Property frontage of E Santiam Street. The Application does not address the required boundary street improvements to E Santiam Street along the frontage.**

**Recommended Condition:** Prior to City approval of any onsite construction or support of building permit approval, the Applicant shall dedicate, as shown on the Applicant's site plan, right-of-way along the development side of E Santiam Street to half of the 80-foot-wide right-of-way (40 feet measured from the right-of-way centerline) along the Subject Property frontage. (SMC 12.04.030.1.b)

**Recommended Condition:** Prior to City approval of any onsite construction or support of building permit approval, the Applicant shall dedicate a 10-foot-wide public utility easement (PUE) along the development side of E Santiam Street along the Subject Property frontage. (PWDS 102.08.B)

**Recommended Condition:** As part of the Development application, the Applicant shall construct or otherwise demonstrate the street improvements along the development side of E Santiam Street meet current Major Collector street standards: 23 feet from roadway (right-of-way) centerline to the face of curb, including 6-foot-wide property-line sidewalks, 8-foot-wide planter strip, street lighting, and street trees. The street improvement shall include an accessible pedestrian ramp for the crossing of E Santiam Street at the east leg of the Ridgefield Court intersection. These improvements shall be constructed per the PWDS in effect at the time of construction plan submittal. (PWDS 303.02.C)

**Recommended Condition:** Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the required public street infrastructure, in accordance with PWDS requirements. (PWDS 102.09)

**Recommended Condition:** As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, to guarantee the 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 public infrastructure is complete and accepted by the City. (PWDS 102.09.I, 103.10.B)

**Recommended Condition:** Prior to City support of occupancy for any building permits, the Applicant shall construct the public infrastructure in accordance with PWDS requirements, for acceptance by the Public Works Department. (PWDS 103.10.B)

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

**Finding –The Applicant has provided a site plan showing proposed construction of a private stormwater facility and conveyance system.**

**Recommended Condition:** 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)

**Recommended Condition:** 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)

cc: Richard Walker, PE – City Engineer

**From:** [Max Heller](#)  
**To:** [Jennifer Siciliano](#)  
**Cc:** [Susan Wright](#); [Caleb Cox](#)  
**Subject:** Re: Request for Comments on Application for 1100 E Santiam Street - Site Plan Review - LU # 11-09/25  
**Date:** Thursday, November 20, 2025 9:34:20 AM

---

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Hi Jennifer,

We don't have any additional comments on this application, and it does not seem like sight distance will be a concern either. As such, we would recommend waiving the transportation assessment letter altogether.

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](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Sunday, November 9, 2025 7:32 AM  
**To:** Adam Kohler <[Adam.Kohler@PacificCorp.com](mailto:Adam.Kohler@PacificCorp.com)>; Astound Construction Team <[oregonconstruction@astound.com](mailto:oregonconstruction@astound.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; [breich@co.marion.or.us](mailto:breich@co.marion.or.us) <[breich@co.marion.or.us](mailto:breich@co.marion.or.us)>; Brent Stevenson <[BrentS@santiamwater.gov](mailto:BrentS@santiamwater.gov)>; [brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com) <[brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com)>; Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificorp.com](mailto:Christopher.clark@pacificorp.com)>; [dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org) <[dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org)>; Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Jay Alley <[jay.alley@staytonfire.org](mailto:jay.alley@staytonfire.org)>; John Eckis <[johnbeckis@sctcweb.com](mailto:johnbeckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; [kinman@co.marion.or.us](mailto:kinman@co.marion.or.us) <[kinman@co.marion.or.us](mailto:kinman@co.marion.or.us)>; Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[misbachl@aks-eng.com](mailto:misbachl@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificorp.com](mailto:nicole.willis@pacificorp.com)>; [oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com) <[oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com)>; [planning@co.marion.or.us](mailto:planning@co.marion.or.us) <[planning@co.marion.or.us](mailto:planning@co.marion.or.us)>; Richard Walker (richardw@aks-eng.com) <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; Salem Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[twheeler@co.marion.or.us](mailto:twheeler@co.marion.or.us)>; Wayne.clevenger@pacificorp.com <[Wayne.clevenger@pacificorp.com](mailto:Wayne.clevenger@pacificorp.com)>  
**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>  
**Subject:** Request for Comments on Application for 1100 E Santiam Street - Site Plan Review - LU # 11-09/25

**[External Sender]**

The City of Stayton has received an application for Site Plan Review for two duplexes on 1100 E Santiam Street (Tax Lot No. 091W11CB02300) within the Medium Density (MD) Residential zone.

The application materials include a cover sheet, landscape, site development, existing conditions, open space, grading, storm drain, sanitary sewer, and water plans. For your review, I have attached the Request for Comments form.

Please provide any comments or recommendations by **December 9, 2025**.

Thank you for your time and assistance in reviewing this application.

**From:** [John Rasmussen](#)  
**To:** [Jennifer Siciliano](#)  
**Cc:** [Michael Schmidt](#); [Lyle Misbach](#)  
**Subject:** Comments for City Land Use File 11-09/25; 1100 E Santiam St  
**Date:** Thursday, December 4, 2025 11:06:45 AM  
**Attachments:** [image002.png](#)

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Jennifer,

- MCPW Eng will require that the site layout be mirrored 180 degrees to flip the shared driveway access location to the east side of the property so as to line it up, more or less, with the driveway serving #1173 E Santiam St. The currently proposed driveway location is depicted as offset from the private road Ridgefield Ct serving 20 homes to a degree such that it will lead to undesirable turning movement conflicts with Ridgefield Ct during simultaneous left-out egress.
- Urban frontage improvements on E Santiam St meeting city standards should be obligated. A Marion County construction permit will be required for that, as well as for R/W restoration associated with utility service extensions.



**John Rasmussen, PE | Civil Engineer Associate 3**  
**Land Development Engineering & Permits**  
**Engineering Division, Marion County Public Works**

 [jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)  (503) 584-7706 (office) 

**From:** [Laurel Christian](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** RE: [EXTERNAL]Request for Comments on Application for 1100 E Santiam Street - Site Plan Review - LU # 11-09/25  
**Date:** Monday, November 10, 2025 12:12:37 PM

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Hi Jennifer,

The proposed development is not located near the City of Salem water transmission mains that travel through Stayton. No City of Salem concerns with this request. Thank you for the opportunity to review.

Thank you,

**Laurel Christian**

*Infrastructure Planner III*

City of Salem | Community Planning and Development | Development Services

**Find us at the Development Services Division Offices:** [440 Church St SE, 5<sup>th</sup> Floor](#)

Mailing Address: P.O. Box 14300, Salem, OR 97309

[lchristian@cityofsalem.net](mailto:lchristian@cityofsalem.net) | Office: 503-584-4632

[Facebook](#) | [YouTube](#) | [Linkedin](#) | [www.cityofsalem.net](#)

---

**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>

**Sent:** Sunday, November 9, 2025 7:32 AM

**To:** Adam Kohler <[Adam.Kohler@PacificCorp.com](mailto:Adam.Kohler@PacificCorp.com)>; Astound Construction Team <[oregonconstruction@astound.com](mailto:oregonconstruction@astound.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; [breich@co.marion.or.us](mailto:breich@co.marion.or.us); [brents@santiamwater.gov](mailto:brents@santiamwater.gov); [brian.kelley@wnnatural.com](mailto:brian.kelley@wnnatural.com); Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificcorp.com](mailto:Christopher.clark@pacificcorp.com)>; [dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org); Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Alley, Jay <[Jay.Alley@staytonfire.org](mailto:Jay.Alley@staytonfire.org)>; John Eckis <[joheckis@sctcweb.com](mailto:joheckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; [kinman@co.marion.or.us](mailto:kinman@co.marion.or.us); Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[misbach@aks-eng.com](mailto:misbach@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificcorp.com](mailto:nicole.willis@pacificcorp.com)>; [oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com); [planning@co.marion.or.us](mailto:planning@co.marion.or.us); Richard Walker ([richardw@aks-eng.com](mailto:richardw@aks-eng.com)) <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[tw Wheeler@co.marion.or.us](mailto:tw Wheeler@co.marion.or.us)>; [Wayne.clevenger@pacificcorp.com](mailto:Wayne.clevenger@pacificcorp.com)

**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>

**Subject:** [EXTERNAL]Request for Comments on Application for 1100 E Santiam Street - Site Plan Review - LU # 11-09/25

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The City of Stayton has received an application for Site Plan Review for two duplexes on 1100 E Santiam Street (Tax Lot No. 091W11CB02300) within the Medium Density (MD) Residential zone.

The application materials include a cover sheet, landscape, site development, existing conditions, open space, grading, storm drain, sanitary sewer, and water plans. For your review, I have attached the Request for Comments form.

Please provide any comments or recommendations by **December 9, 2025**.

Thank you for your time and assistance in reviewing this application.

**Jennifer Siciliano, AICP**

Community and Economic Development Director



# 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](http://www.staytonoregon.gov)

## REQUEST FOR COMMENTS ON PROPOSED LAND USE ACTION

**DATE:** November 9, 2025

**TO:** Stayton Police Department      Stayton Fire District  
North Santiam School District      Stayton Public Works  
Marion County Public Works      Pacific Power  
Stayton Cooperative Telephone      Northwest Natural  
Santiam Water Control District      Wave Broadband  
Santiam Hospital

**FROM:** City of Stayton Community and Economic Development Department

**RE:** **Land Use File 11-09/25** – Application for Site Plan Review for two duplexes on 1100 E Santiam Street (taxlot number: 091W11CB02300) in the Medium Density (MD) Residential zone.

**APPLICANT:** Sly Toran, 12309 Miller Road, Gervais, OR 97026

**TAX MAP/LOT NUMBER:** 091W11CB02300

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

**APPLICATION DEEMED COMPLETE:** November 9, 2025

**PUBLIC HEARING DATE:** January 26, 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](mailto:jsiciliano@staytonoregon.gov).

In order for staff to process this application in a timely manner, comments need to be in our office by **December 9, 2025**. 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: Jay Alley

Date: 11-10-2025

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

**From:** [Danny Freitag](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** Re: [External]Request for Comments on Application for 1100 E Santiam Street - Site Plan Review - LU # 11-09/25  
**Date:** Monday, November 10, 2025 8:33:17 AM  
**Attachments:** [Outlook-ScreenShot.png](#)

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Good morning,

Santiam Hospital Ambulance has not comment or concern.

*Thank you,*

*Danny Freitag  
Ambulance Director  
Santiam Hospital & Clinics  
(503) 798-1335  
dfreitag@santiamhospital.org*



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---

**From:** Jennifer Siciliano <jsiciliano@staytonoregon.gov>  
**Sent:** Sunday, November 9, 2025 7:32 AM  
**To:** Adam Kohler <Adam.Kohler@PacificCorp.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>; Danny Freitag <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 <johnbeckis@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>; 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 <developmentservices@cityofsalem.net>; Susan Wright <swright@kittelson.com>; Troy Wheeler <t Wheeler@co.marion.or.us>; Wayne.clevenger@pacificorp.com <Wayne.clevenger@pacificorp.com>  
**Cc:** Susan Bender <sbender@staytonoregon.gov>  
**Subject:** [External]Request for Comments on Application for 1100 E Santiam Street - Site Plan Review - LU # 11-09/25

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The City of Stayton has received an application for Site Plan Review for two duplexes on 1100 E Santiam Street (Tax Lot No. 091W11CB02300) within the Medium Density (MD) Residential zone.

The application materials include a cover sheet, landscape, site development, existing conditions, open space, grading,



# City of Stayton

## MEMORANDUM

**TO:** Chairperson Larry McKinley and Planning Commission Members  
**FROM:** Jennifer Siciliano, Director of Community and Economic Development  
**DATE:** January 26, 2026  
**SUBJECT:** Annexation – Randy Myers, Brownstone Homes Golf Club Road SE

---

### ISSUE

The issue before the Planning Commission is a public hearing on an application for annexation of approximately 59.63 acres, consisting of three parcels located at 9164, 9384 (partial), and 9474 (partial) Golf Club Road SE, together with an approximately 3,000-foot portion of existing public right-of-way along Golf Club Road SE. The applicant requests annexation into the City of Stayton with application of the Medium Density (MD) Residential zoning district.



# City of Stayton

## BACKGROUND

The subject properties for annexation are located on the east side of Golf Club Road SE and are currently outside the City limits but within the Stayton Urban Growth Boundary (UGB). The properties are zoned Urban Transition (UT-20) under Marion County jurisdiction. The annexation area totals approximately 59.63 acres, including right-of-way.

The surrounding area is predominantly residential in character. Residential uses are located to the east, south, and west of the subject parcels, while the property to the north is developed as a golf course. Portions of Golf Club Road SE abutting the subject parcels are currently under Marion County jurisdiction. A segment of the right-of-way proposed for annexation is contiguous with the City limits to the south, connecting the subject parcels to the City.

The applicant, Randy Myers of Brownstone Homes, initially submitted a combined annexation and subdivision application. On January 7, 2026, the subdivision portion of the application was formally withdrawn. The annexation request remains under consideration.

Marion County reviewed the proposed annexation area and noted that it did not appear to include the full width of the Golf Club Road SE right-of-way. Marion County expressed a preference that the right-of-way be included within the City limits, given that the City's Urban Growth Boundary extends along the properties bordering the west side of Golf Club Road SE.

## ANALYSIS

The annexation application is reviewed under the approval criteria contained in Stayton Municipal Code (SMC) 17.12.210. The draft Order of Recommendation, included as an attachment to this staff report, contains detailed findings addressing each applicable criterion, including community need, availability of urban services, contiguity, compatibility with surrounding uses, and compliance with state and local law.

Based on review of the 2013 Buildable Lands Inventory (BLI) and subsequent residential development activity, staff finds that the City continues to have an identified need for additional single-family and duplex housing. While the BLI projections assume a higher growth rate than has historically occurred, the annexation of residentially designated land within the UGB supports the City's long-term housing and growth objectives.

Public Works analysis demonstrates that the site may be served by City services at the time of development, subject to future infrastructure extensions and compliance with adopted master plans and City standards. No infrastructure improvements are required as a condition of annexation.

As part of the Planning Commission's review, the applicant may be asked to revise the annexation boundary to adjust the width of the Golf Club Road SE right-of-way to better align with Marion County's preference that the right-of-way be included within the City limits. This potential revision is not included in the draft Order of Recommendation but may be considered by the Planning Commission during its deliberations.

## RECOMMENDATION

Staff recommends approval of the application and adoption of the Draft Order as presented, subject to the conditions contained therein.

## 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 recommend approval of the application as drafted.

# City of Stayton

## **1. Recommend approval of the application, adopting the draft order as presented.**

I move the Stayton Planning Commission recommend approval of the application for annexation for Randall Myers, Brownstone Homes, for approximately 59.63 acres located on Golf Club Road SE (Land Use File #16-12/24) and adopt the draft order presented by Staff.

## **2. Recommend approval of the application, adopting modifications to the draft order.**

I move the Stayton Planning Commission recommend approval of the application for annexation for Randall Myers, Brownstone Homes, for approximately 59.63 acres located on Golf Club Road SE (Land Use File #16-12/24) and adopt the draft order with the following changes...

## **3. Continue the hearing until February 23, 2026.**

I move the Stayton Planning Commission continue the public hearing on the application for annexation for Randall Myers, Brownstone Homes, for approximately 59.63 acres located on Golf Club Road SE (Land Use File #16-12/24) until February 23, 2026.

## **4. Recommend denial of the application, directing staff to modify the draft order.**

I move the Stayton Planning Commission to recommend denial of the application for annexation for Randall Myers, Brownstone Homes, for approximately 59.63 acres located on Golf Club Road SE (Land Use File #16-12/24) 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 February 23, 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 annexation for Randall Myers, Brownstone Homes, for approximately 59.63 acres located on Golf Club Road SE (Land Use File #16-12/24) but maintain the record open to submissions by the applicant until February 2, 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 February 23, 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 annexation for Randall Myers, Brownstone Homes, for approximately 59.63 acres located on Golf Club Road SE (Land Use File #16-12/24) until February 23, 2026.

# BEFORE THE STAYTON PLANNING COMMISSION

In the matter of  
the application of  
Randall Myers, Brownstone Homes

)  
) Annexation  
) File # 16-12/24  
)

## ORDER OF RECOMMENDATION

### I. NATURE OF APPLICATION

The applicant has submitted an application for annexation of a 59.63-acres area including three parcels 1) 9164 Golf Club Rd - tax lot 091W04B000200, 2) 9384 Golf Club Rd - tax lot 091W04B000900 (part of parcel), and 3) 9474 Golf Club Rd - tax lot 091W04B001000 (part of parcel) and ±3,000-foot portion of existing public right-of-way along Golf Club Road SE has been submitted, proposing a zoning designation of Medium Density (MD) Residential.

### II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on January 26, 2026. At that hearing the Planning Commission reviewed Land Use File #16-12/24 application for annexation was made part of the record.

### III. FINDINGS OF FACT

#### A. EXISTING CONDITIONS

1. The owners of the properties are Yvonne A Parsons Trust, Sumei Li and Toby Lee, and Chunmei Nie and Sam Vuong, respectively.
2. The applicant is Randy Myers, Brownstone Homes.
3. The parcels and the right-of-way can be described as consisting of three parcels—9164 Golf Club Road SE (Tax Lot 091W04B000200), a portion of 9384 Golf Club Road SE (Tax Lot 091W04B000900), and a portion of 9474 Golf Club Road SE (Tax Lot 091W04B001000)—together with an approximately 3,000-foot portion of existing public right-of-way along Golf Club Road SE.
4. The properties and right-of-way are currently outside of the City Limits and zoned Marion County Urban Transition (UT-20).
5. The area to be annexed is approximately 59.63-acres with frontage on Golf Club Road.
6. Partition 2025-34 of 9164 Golf Club Road SE (Tax Lot 091W04B000200) was recorded on July 24, 2025, and Partition 2025-43 of 9384 Golf Club Road SE was recorded on September 4, 2025; however, Marion County has not yet updated the assessor's property records to assign new tax lot numbers to the partitioned

property. The partition for 9474 Golf Club Road SE had been applied for but had not been recorded as of the annexation application date

7. The subject properties proposed for annexation consist of 9164 Golf Club Road SE (Tax Lot 091W04B000200), containing approximately 22.60 acres; a partitioned area of 9384 Golf Club Road SE, containing approximately 16.53 gross acres; a partitioned area of 9474 Golf Club Road SE, containing approximately 15.44 gross acres; and an area of public right-of-way measuring approximately 55.23 feet in width and 3,000 feet in length.
8. The right-of-way proposed for annexation provides a continuous connection between the subject parcels and the City of Stayton, with the southern portion of the right-of-way connecting to Tax Lot 091W04C000700, a property within the city limits that has frontage on Golf Club Road and is zoned Medium Density (MD) Residential.
9. The applicant submitted a combined annexation and subdivision application and formally withdrew the subdivision portion of the application on January 7, 2026.

## B. PROPOSAL

The proposal is to annex a 59.63-acres area including three parcels 1) 9164 Golf Club Rd - tax lot 091W04B000200, 2) 9384 Golf Club Rd - tax lot 091W04B000900 (part of parcel), and 3) 9474 Golf Club Rd - tax lot 091W04B001000 (part of parcel) and ±3,000-foot portion of existing public right-of-way along Golf Club Road SE. The applicant has proposed that Medium Density (MD) Residential zoning be applied at the time of annexation.

## C. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Stayton Cooperative Telephone Company, Pacific Power, NW Natural Gas, Stayton Fire District, Marion County Public Works, Wave Broadband, Marion County Planning Division, Santiam Water Control District, Santiam Hospital, Stayton Police Department, Oregon Department of Transportation, and the North Santiam School District.

The City's transportation engineering consultant, Kittelson & Associates, provided comments dated January 8, 2026, noting that a Traffic Impact Analysis (TIA) is not required for the annexation application and that an updated TIA will be expected with a future development application. In addition, the City's consulting engineer submitted a memorandum dated January 12, 2026. These comments are incorporated into the findings below.

Santiam Hospital and Clinics stated that they had no comment. The Oregon Department of Transportation (ODOT) acknowledged receipt of the revised application and indicated that its Region 2 Traffic Unit is reviewing the applicant's TIA; ODOT stated that it will provide comments, if any, upon completion of its review and requested a copy of the staff decision or report for the case. North Santiam School District 29J inquired whether the proposed development includes plans for school bus stops and turnarounds.

Marion County provided comments indicating that, based on their review of the proposed annexation, the area did not appear to include the Golf Club Road right-of-way; Marion County expressed a preference that the right-of-way be included within the City limits where the Urban Growth Boundary abuts the west side of Golf Club Road.

#### D. PUBLIC COMMENTS

The Community and Economic Development Department notified all owners of property within 300 feet of the subject property and has received one public comment on these applications prior to the public hearing. Charles Hawkins, owner of property at 9534 Golf Club Road SE, Aumsville, Oregon 97325, submitted written comments expressing concerns regarding potential stormwater drainage and overland flow impacts to adjacent southern properties associated with future development of the subject property.

#### E. ANALYSIS

Annexation applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.210.

#### F. REVIEW CRITERIA

Pursuant to SMC 17.12.210.4 the following criteria must be demonstrated as being satisfied by the application:

- a. *Need exists in the community for the land proposed to be annexed.*

Finding: The 2013 Stayton Comprehensive Plan update included a Buildable Lands Inventory (BLI). The 2013 BLI provides the following information on projected growth and need for additional land in the community. At that time, there were 106 acres of vacant buildable land inside the City limits in the Low, Medium, and High Density Residential Zones. The projected population for the City in 2030 (at a medium growth rate of 1.7%) was 11,359 people, requiring an additional 1,281 dwellings. To meet that need, the City Comprehensive Plan indicates the expected need of additional 320 acres of residential to be annexed into the City. Since the time that analysis was conducted, the City has annexed 60 acres of residential land.

The need for 1,281 additional units was broken up into 889 single-family detached dwellings, 193 duplexes, 174 multi-family units, and 25 mobile homes. It is projected that the percentage of homes are needed at the following: single-family detached dwellings 65%, duplexes (or attached single-family homes) 13%, multi-family units 18%, and mobile homes 4%.

Since the BLI has been calculated, the following is a table of developments, year, type of housing unit, and number.

Project Name	Year	Type	Number
Phillips Estates, Phase 2	2014	single-family home	21
Phillips Estates, Phase 3	2025/26	single-family home	22 (concept plan)
Wildlife Meadows	2017	single-family home	42 (2 duplexes)
Hayden (Lambert Place)	2020	single-family home	51
Fern Ridge	2022	multi-family	72

Shaff Square

2023 multi-family 100

Based on these totals, Stayton's housing needs are as follows: 753 single-family homes, 191 duplex or attached single-family units, 2 multifamily units, and 25 mobile homes.

These projections are based on a higher anticipated growth rate than what has actually occurred, meaning the calculated housing needs may be somewhat overstated. From 2000 to 2024, Stayton's population increased from 6,816 to 8,176—a change of 1,360 people—reflecting an average annual growth rate of approximately 0.76%. The Marion County Coordinated Growth projection of 1.6% average annual growth rate was used in the projected needs.

The annexation application includes a request for Medium Density (MD) Residential zoning. Although the subdivision application has been formally withdrawn, the withdrawn materials illustrated 126 residential lots ranging in size from the minimum required 7,000 square feet to six lots exceeding 10,500 square feet. If the property were developed in this manner and to the full range of housing types permitted within the MD zone, the site could theoretically accommodate up to 240 duplex units and up to 18 triplex units; however, triplex development is permitted only on lots of at least 10,500 square feet, and only six of the illustrated lots met this minimum standard.

Analysis: The City has an identified need for additional single-family and duplex housing based on the Buildable Lands Inventory (BLI), recognizing that the BLI projections are approximate and assume a growth rate higher than what has historically occurred. Even with these assumptions, the remaining housing need demonstrates demand for single-family detached and duplex units within the City. Accordingly, there is a reasonable basis to conclude that annexation of the subject property with a Medium Density (MD) Residential zoning designation is appropriate to help address the City's identified housing needs, particularly for single-family and duplex housing types.

*b. The site is or is capable of being serviced by adequate City public services, including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.*

Finding: There the site is capable of being served by adequate City public services. While the property is not currently connected to City utilities, the City's adopted master plans (Transportation, Water, Stormwater, and Wastewater) provide clear pathways for extending services. At the time of development, the applicant will be required to construct or extend infrastructure to meet all applicable standards, ensuring the property can be fully and adequately served.

#### Streets

The subject property can be served by adequate transportation facilities upon construction of required improvements at the time of development. Golf Club Road SE, which abuts the subject property, is designated as a Minor Arterial in the City's Transportation System Plan and is currently under Marion County jurisdiction. Existing roadway improvements are substandard and will require upgrades to City

Minor Arterial standards along the full frontage of the subject property, including travel lanes, a center turn lane, bicycle lanes, curbs, sidewalks, planter strips, and appropriate transitions. Additional right-of-way dedication will also be required at the time of development.

Future development will also require construction of Golf Lane, a planned City Collector street that will extend east from Golf Club Road SE through the subject property, as well as construction of internal local streets in accordance with the Stayton Municipal Code and Public Works Design Standards. The Transportation System Plan identifies multiple future projects along Golf Club Road SE, including sidewalks, bicycle facilities, and a potential roundabout at Shaff Road SE, which will improve long-term connectivity and safety. Transportation impacts and proportional contributions to planned improvements will be evaluated with future development applications.

#### Stormwater Drainage

The subject property can be served by the City's stormwater system once required stormwater infrastructure is constructed. The property is not currently served by City storm drainage facilities, and existing roadside ditches along Golf Club Road SE do not connect to an approved City discharge point. The site contains wetlands, hydric soils, and FEMA-mapped flood hazard areas near Mill Creek, which will require careful evaluation during future development.

At the time of development, the applicant will be required to design and construct a complete stormwater management system, including flow control, water quality treatment, and conveyance to an approved discharge point, in compliance with the Stayton Municipal Code, Public Works Design Standards, and the Stormwater Master Plan. Stormwater runoff from the site ultimately drains to Mill Creek, and future facilities must protect regulated wetlands and floodplain functions.

#### Water

Water service may be provided to the subject property through future extension of City water infrastructure at the time of development. The property is not currently served by the City's water system, and no on-site or adjacent City water facilities are presently available to provide service. However, the City's Water Master Plan identifies planned infrastructure improvements that would allow service to be extended to the site following annexation.

The subject property is located within the City's base water system service level, with anticipated pressures of approximately 55 psi during maximum day demand conditions. The nearest City water facility is a 10-inch ductile iron water main located in Junco Road, approximately 970 feet southeast of the subject property, although intervening properties are outside City limits. The next nearest City water facility is a 12-inch ductile iron water main located approximately 1,700 feet south in Golf Club Road SE; annexation of Golf Club Road SE would make this facility legally available for connection to City services.

The Water Master Plan identifies a future looped 12-inch water main to be installed along Golf Club Road SE, connecting to the existing City distribution system at Shaff Road SE and extending north and east along the future Golf Lane Collector street. Extension of this water main within Golf Club Road SE and Golf Lane to the east boundary of the subject property would be required as part of any future development.

At the time of development, the applicant will be required to construct water system extensions and submit engineering calculations demonstrating that adequate domestic water supply and emergency fire flow can be provided in compliance with the Stayton Municipal Code, Public Works Design Standards, and Stayton Fire District requirements. Based on review of the Water Master Plan model, fire flows exceeding 1,000 gallons per minute are anticipated to be available with extension of the planned 12-inch main; however, if fire flow demands in excess of 1,500 gallons per minute are required, additional system improvements may be necessary.

#### Sanitary Sewer

Sanitary sewer service can be extended to the subject property at the time of development. The property is located primarily within the Mill Creek Pump Station basin, and an existing 24-inch sanitary sewer main crosses the site and discharges to the Mill Creek Pump Station. Based on the Wastewater Facilities Planning Study, the existing system appears to have capacity to accept additional flows, although this will need to be confirmed with detailed engineering at the time of development.

No known sanitary sewer deficiencies currently prevent service to the site; however, future development applications will be required to evaluate system capacity, extend sewer infrastructure as necessary, and contribute proportionally to identified wastewater capital improvements where applicable.

*c. The proposed annexation is property contiguous to existing City jurisdictional limits.*

Finding: The parcels proposed for annexation do not directly abut the existing City of Stayton jurisdictional limits. Contiguity is established through the inclusion of an approximately 3,000-foot segment of Golf Club Road SE right-of-way, the southern portion of which is contiguous with the City limits. The annexed right-of-way provides a continuous physical connection between the subject parcels and the City, thereby satisfying the statutory contiguity requirement. The annexation area lies within the City's Urban Growth Boundary and reflects the City's anticipated direction for future urban expansion.

*d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and the policies of the City of Stayton.*

Finding: The properties surrounding the parcels proposed for annexation are predominantly residential in character. Residential uses are located to the east, south, and west of the subject parcels, while the property to the north is developed as a golf

course. The right-of-way areas proposed for annexation abut existing residential uses along Golf Club Road SE.

The proposed annexation is compatible with the character of the surrounding area and complies with the Comprehensive Plan policies. The subject property lies within the Stayton Urban Growth Boundary and is designated Residential in the Comprehensive Plan. Application of the Medium Density (MD) Residential zoning designation upon annexation is consistent with this designation and supports the planned residential character of the area. The annexation promotes orderly and efficient urban growth and allows future development to occur in coordination with City standards and infrastructure planning. Accordingly, the proposed annexation is compatible with surrounding land uses and consistent with the City's long-range land use policies.

*e. The annexation request complies or can be made to comply with all applicable provisions of state and local law.*

**Finding:** The criteria of ORS 222 apply to the adoption of an annexation ordinance, which is a legislative action of the City Council. The property owners have consented to the annexation. While the parcels proposed for annexation do not directly abut the existing City limits, contiguity is established through the inclusion of a portion of Golf Club Road SE right-of-way, the southern end of which is contiguous with the City's jurisdictional boundary and provides a continuous physical connection between the parcels and the City. The annexation territory is located entirely within the City of Stayton's Urban Growth Boundary, and the acknowledged Stayton Comprehensive Plan designates the area as Residential.

*f. If a proposed contract annexation, the terms and conditions, including the cost of City facility and service extensions to the annexed area shall be calculated by the Public Works Director.*

**Finding:** The proposed annexation is not a contract annexation.

#### **IV. CONCLUSION**

Based on the facts above, the Planning Commission concludes that the application meets the requirements for Sections 17.12.210.4 Annexation Approval Criteria.

#### **V. RECOMMENDATION**

Based on the Findings and Conclusions above, the Planning Commission recommends approval of the application for annexation to the City Council and amendment of the Official Zoning Map to designate the property as Medium Density (MD) Residential.

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Larry McKinley, Chairperson

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Date

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Jennifer Siciliano,  
Community and Economic Development Director

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Date

**LAND USE FILE #16-12/24 – Application for Annexation and Subdivision of three parcels 1) 9164 Golf Club Rd, 2) 9384 Golf Club Rd (part of parcel), and 3) 9474 Golf Club Rd (part of parcel) to be zoned Medium Density (MD) Residential zone.**

Additional information found at the following webpage:

Withdrawal of Golf Club Road Subdivision:

<https://www.staytonoregon.gov/page/open/5956/0/Withdrawal%20of%20Golf%20Club%20Road%20Subdivision>

Narrative and Plans:

<https://www.staytonoregon.gov/page/open/5956/0/Narrative%20and%20Plans>

Traffic Impact Analysis:

<https://www.staytonoregon.gov/page/open/5956/0/Traffic%20Impact%20Analysis>

Preliminary Stormwater Analysis:

<https://www.staytonoregon.gov/page/open/5956/0/Preliminary%20Stormwater%20Analysis>

DSL Wetland Delineation:

<https://www.staytonoregon.gov/page/open/5956/0/DSL%20Wetland%20Delineation>

Geotech Report: <https://www.staytonoregon.gov/page/open/5956/0/Geotech%20Report>



# City of Stayton

## Department of Public Works

362 N. Third Avenue • Stayton, OR 97383

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

**Date:** 1/12/2026  
**To:** Jennifer Siciliano, AICP – Community and Economic Development Director  
**Through:** Barry Buchanan, PE – Interim Public Works Director  
Michael Schmidt – Engineering Associate  
**From:** Lyle J. Misbach, PE, CFM  
**Project Name:** 9000 Block Golf Club Road SE Annexation, Land Use File #16-12/24  
**AKS Job No.:** 12093-02-1017  
**Project Site:** 9164-9474 Golf Club Road SE, Stayton, Oregon  
**Subject:** **Public Works Recommendations – Developer-Proposed Annexation**

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## PROPOSAL

The submitted Application is for annexation of property approximately 59.63 acres in size (including a ±3,000-foot portion of existing public right-of-way along Golf Club Road SE), located on the east side of Golf Club Road SE (Tax Lots 00200, 00900, and 01000 of Tax Map 091W04B), to be incorporated into the City as Medium Density (MD) Residential zoning. The property (the “Subject Property”) is currently designated as Residential in the City’s Comprehensive Plan. The Annexation approval is being requested by Randy Myers, President of Brownstone Development Inc, as Applicant.

## PURPOSE

The purpose of this memorandum is to identify the potential availability and current deficiencies of City public works infrastructure (streets, storm drainage, water, and sanitary sewer) necessary to be resolved to provide City services for the proposed property Annexation. The following comments are based on our review of the Application as it relates to City infrastructure and in general conformance with applicable public works portions of the City of Stayton *Municipal Code* (SMC) – specifically Sections 17.12.210; 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 Narrative and attached Exhibits, prepared by multiple parties and dated November 18, 2025
- Preliminary Stormwater Analysis, prepared by Multi/Tech Engineering and dated August 25, 2025
- Preliminary Geotechnical Engineering Report, prepared by GeoPacific Engineering, Inc. and dated January 17, 2025
- Transportation Impact Analysis, prepared by Clemow Associates, LLC and dated November 13, 2025
- Wetland Determination Letter 2024-0648, prepared by Oregon DEQ and dated April 28, 2025

## PUBLIC WORKS INFRASTRUCTURE DEFICIENCIES

Public infrastructure improvements are not required for annexation of property. The following information explains the condition of the existing public infrastructure in the vicinity of the Subject Property and the 3,000-foot “linking” portion of Golf Club Road SE, known deficiencies in the existing City and County public systems, and potential future development requirements. At the time of development of the Subject Property, improvements to public infrastructure to adequately serve the proposed Development will be required and described in the land use decision(s) for that Development application.

### **Streets**

At the time of development, right-of-way dedication and/or construction of street improvements will be required. The proposed development may also be responsible for contributing a proportional share toward Transportation System Plan capital improvements that benefit the Subject Property.

#### **1. Golf Club Road SE**

- a. County Standard - This street is designated as an Urban Minor Arterial street in the Marion County TSP. The standard for this street classification is a 34-foot-wide street improvement, including bike lanes, curbs, and sidewalks, within a 64-foot-wide right-of-way.
- b. City Standard - This street is designated as a Minor Arterial street in the Stayton TSP – modified in 2014 under the City-County as the “Wilco Road Conceptual Design” cross-section. The standard for this street classification is a 46-foot-wide street improvement (two 11-foot travel lanes and a 12-foot center turn lane), including 6-foot bicycle lanes, curbs, 6-foot-wide property-line sidewalks, and 6-foot-wide planter strips on each side, within a 100-foot-wide right-of-way.
- c. Existing Conditions:
  - i. Golf Club Road SE, along the Subject Property south to Shaff Road SE, is currently under Marion County ownership and jurisdiction.
  - ii. This street has an approximate 30-foot-wide turnpike improvement within a 50- to 60-foot-wide right-of-way along the Subject Property frontage.
  - iii. The nearest City intersection, at Shaff Road SE and Wilco Road SE, is located approximately 3,000 feet southeast of the Subject Property.
- d. Current Deficiencies:
  - i. Golf Club Road SE is a boundary street for the Subject Property and will need to be improved to Minor Arterial street standards along the entire Subject Property frontage, including the segment between the “A” Street and “C” Street intersections, at time of development. These improvements will include, at a minimum, two travel lanes and a center turn lane, along with the bicycle lane, curb, sidewalk, and planter strip on the Development side of the street. These improvements shall include pavement and lane tapers, consistent with PWDS requirements at each end of the street frontage improvements.
  - ii. The Applicant will be required to dedicate up to a 40-foot-wide right-of-way from the roadway centerline along the entire Subject Property frontage of Golf Club Road SE, including the segment between the “A” Street and “C” Street intersections, as part of any development of the Subject Property.

- e. Transportation System Plan. Four projects for Golf Club Road SE are listed in the current TSP, and may affect some of the requirements for future development of the Subject Property:
  - i. Project P15 identifies installation of a 6-foot property line sidewalk on the west side of the roadway from Shaff Road SE to 400 feet north of that intersection.
  - ii. Project P43 identifies installation of a 6-foot property line sidewalk on both sides of the roadway from Highway 22 to 400 feet north of the Shaff Road SE intersection.
  - iii. Project B17 identifies installation of a 6-foot bicycle lane on both sides of the roadway from the Mill Creek Bridge to the Shaff Road SE intersection.
  - iv. Project M1 as listed is a proposed roundabout at the intersection of Shaff Road SE and Golf Club Road SE, south of the Subject Property.
- 2. "C" Street
  - a. City Standard - This street is designated as Golf Lane, a Collector street in the Stayton TSP. The standard for this street classification is a 46-foot-wide improvement (two 11-foot travel lanes and a 12-foot center turn lane), including 6-foot bicycle lanes, curbs, 6-foot-wide property-line sidewalks, and 8-foot-wide planter strips on each side, within an 80-foot-wide right-of-way.
  - b. Existing Conditions:
    - i. The street does not currently exist.
  - c. Current Deficiencies:
    - i. Golf Lane is an internal street for the Subject Property and will need to be improved to 46-foot Collector street standards from the intersection with Golf Club Road SE to the east line of the Subject Property, in an alignment approved by the City. These improvements shall be consistent with PWDS requirements.
    - ii. The Applicant will be required to dedicate 80-foot-wide right-of-way, from the east Golf Club Road SE right-of-way to the east line of the Subject Property, as part of any development of the Subject Property.
  - d. Transportation System Plan:
    - i. Per the current TSP, an extension of Golf Lane, a City Collector street, intersects Golf Club Road SE and approximately bisects the Subject Property to the east property line.

### 3. Internal Streets

- a. Existing Conditions:
  - i. No City streets currently exist within the Subject Property. Any streets provided within the Subject Property shall be constructed in accordance with SMC and PWDS requirements.

### **Storm Drainage**

Construction of a storm drainage system, including flow control, stormwater quality treatment, and extension of existing City storm infrastructure to serve the property, will be required at the time of development of the Subject Property. The proposed development may also be responsible for contributing a proportional share toward *Stormwater Master Plan* capital improvements that benefit the Subject Property.

### 1. Existing Conditions:

- a. The nearest downstream City stormwater “facility” is Mill Creek, which lies adjacent to the northeast corner of the Subject Property and is approximately 2,100 feet north of the property frontage on Golf Club Road SE.
- b. Per FIRM Map 4104C0704G, the Subject Property has FEMA-mapped Special Flood Hazard Areas and Floodway (Zone AE) along the northeast corner.
- c. Per the Oregon Rapid Wetland Assessment Protocol (ORWAP) and Wetland Determination Letter 2024-0648 from Oregon DEQ, the Subject Property contains approximately 7 acres of wetlands, along with a significant amount of mapped hydric soil areas.
- d. Some Marion County localized drainage ditches exist along Golf Club Road SE, but these do not connect to the City system or an approved discharge point as defined in the PWDS.

2. Current Deficiencies:

- a. The Subject Property is not currently served by any City storm drainage infrastructure.
- b. The Wetland Delineation submitted with the annexation Application does not extend across the Subject Property or to the edge Golf Club Road SE. It is anticipated that a portion of this area and/or the existing County roadside ditches could contain wetland areas that will also need to be evaluated and delineated as part of future Development.
- c. An application for development of the Subject Property will need to include design calculations and a stormwater analysis report to demonstrate that stormwater flow control and water quality treatment for all the runoff from constructed and planned impervious areas within the Subject Property, in conformance with SMC and PWDS requirements, can be achieved.
- d. An application for development of the Subject Property will need to include design calculations to demonstrate that conveyance of all runoff from the Subject Property, from the required stormwater facility(ies) to an approved point of connection, in conformance with SMC and PWDS requirements, can be achieved.

3. Stormwater Master Plan (currently being updated):

- a. Per the current *Stormwater Master Plan*, stormwater runoff from this area drains to a future Regional Detention facility, along the County ditch system along the east side of Golf Club Road SE, and then into Mill Creek. The Applicant shall be required to construct a stormwater conveyance system, meeting Marion County requirements and consistent with City PWDS, between the required flow control and water quality systems within the Subject Property to the proposed storm outfall and Mill Creek north of the Subject Property.

## Water

At the time of development, construction of water system infrastructure, including extension of existing City water mains to serve the property, will be required. The proposed development may also be responsible for contributing a proportional share toward *Water Master Plan* capital improvements that benefit the Subject Property.

1. Existing Conditions:

- a. The Subject Property is located in the “base” water system service level, with pressures at this elevation anticipated to be approximately 55 psi during maximum day demand periods.
- b. The nearest City water facility is a 10-inch ductile iron water main located in Junco Road, approximately 970 feet southeast of the Subject Property. However, the majority of the intervening properties are outside of City limits.

- c. The next nearest City water facility is a 12-inch ductile iron water main located in Golf Club Road SE, approximately 1,700 feet south of the Subject Property. Annexation of Golf Club Road SE will make this legally available for connection to City services.

2. Current Deficiencies:
  - a. The Subject Property is not currently served by any City water system infrastructure.
  - b. An application for development of the Subject Property will need to include calculations demonstrating that adequate domestic water and emergency water supply, in conformance with SMC, PWDS, and Stayton Fire Department requirements, can be achieved.
3. Water Master Plan:
  - a. The current *Water Master Plan* identifies a looped 12-inch water main in Golf Club Road SE, connecting to the existing City distribution system at Shaff Road SE and continuing north along Golf Club Road SE, then east along the future Golf Lane Collector street identified in the TSP. The installation of this main within Golf Club Road SE and Golf Lane (to the east line of the Subject Property) will be required for future Development of the Subject Property.
  - b. Per review of the *Master Plan* model, fire flows above 1000 gallons per minute should be available by extension of the 12-inch main as shown in the Application materials. If fire flows in excess of 1,500 gallons per minute are required for the future Development, additional improvements will be necessary.

### **Sanitary Sewer**

At the time of development, construction of sanitary sewer system infrastructure, including extension of existing City sewer mains to serve the property, will be required. The proposed development may also be responsible for contributing a proportional share toward *Wastewater Facilities Planning Study* capital improvements that benefit the Subject Property.

1. Existing Conditions
  - a. The Subject Property is primarily located in the Mill Creek Pump Station basin of the City's system.
  - b. Existing properties north and south of the Subject Properties do not currently have access to the existing gravity sanitary sewer system. The future development application will need account for extending sanitary sewer service to surrounding properties.
  - c. The nearest City sanitary sewer facility is an existing 24-inch PVC sanitary sewer main running east to west through the Subject Property, which discharges into the Mill Creek Pump Station. Per review of the sanitary sewer model included in the *Wastewater Facilities Planning Study*, this main and the Pump Station appear to have capacity to receive some additional flows.
  - d. An 18-inch PVC force main leaves the Mill Creek Pump Station and runs south along Golf Club Road SE and Wilco Road SE, discharging into the gravity collection system at W Ida Street.
2. Current Deficiencies:
  - a. At this point in time, there are not any known deficiencies in the sanitary sewer system serving this area. This will need to be re-evaluated when an application for development of the Subject Property is submitted.
3. Sewer Master Plan:

- a. The current *Wastewater Facilities Planning Study* identifies a surcharge issue in the existing gravity system at W Ida Street and lists a Priority 2.1 project to extend the sanitary sewer force main from W Ida Street, along Jetters Way, to the City Wastewater Treatment Plant.

cc: Richard Walker, PE – City Engineer

**From:** [Caleb Cox](#)  
**To:** [Jennifer Siciliano](#)  
**Cc:** [Lyle Misbach](#); [Michael Schmidt](#); [Richard Walker](#); [Susan Wright](#); [Max Heller](#)  
**Subject:** Re: Request for Comments on Annexation and Subdivision 54.5 acres off Golf Club Road - LU # 16-12/24  
**Date:** Thursday, January 8, 2026 10:34:42 AM  
**Attachments:** [Traffic Impact Analysis KAI Review.pdf](#)

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**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, thanks for the update. I was just about to send out comments on the TIA, though they're probably irrelevant for the time being.

I will attach my comments anyway for our records, but the TIA is not required for just the annexation, so we'll anticipate an update to the TIA when the applicant submits a new development application.

I have a meeting with Lyle scheduled for this afternoon to address some questions he had regarding the land use & transportation elements of the application. Some of that may be irrelevant now too, but I think we'll still meet to close the loop. Let me know if you'd like to be included in that meeting at 4:00 this afternoon.

Thanks,

**Caleb Cox, PE**  
Senior Engineer

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**Kittelson & Associates, Inc.**  
Transportation Engineering & Planning  
503.228.5230  
503.535.7453 (direct)

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**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Thursday, January 8, 2026 10:20 AM  
**To:** Adam Kohler <[Adam.Kohler@PacificCorp.com](mailto:Adam.Kohler@PacificCorp.com)>; Astound Construction Team <[oregonconstruction@astound.com](mailto:oregonconstruction@astound.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; [breich@co.marion.or.us](mailto:breich@co.marion.or.us) <[breich@co.marion.or.us](mailto:breich@co.marion.or.us)>; Brent Stevenson <[BrentS@santiamwater.gov](mailto:BrentS@santiamwater.gov)>; [brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com) <[brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com)>; Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificorp.com](mailto:Christopher.clark@pacificorp.com)>; [dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org) <[dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org)>; Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Jay Alley <[jay.alley@staytonfire.org](mailto:jay.alley@staytonfire.org)>; John Eckis <[johnbeckis@sctcweb.com](mailto:johnbeckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; [kinman@co.marion.or.us](mailto:kinman@co.marion.or.us) <[kinman@co.marion.or.us](mailto:kinman@co.marion.or.us)>; Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[misbachl@aks-eng.com](mailto:misbachl@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificorp.com](mailto:nicole.willis@pacificorp.com)>; [oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com) <[oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com)>; [planning@co.marion.or.us](mailto:planning@co.marion.or.us) <[planning@co.marion.or.us](mailto:planning@co.marion.or.us)>; Richard Walker <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)> <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; Salem Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Brion.SCOTT@odot.oregon.gov <[Brion.SCOTT@odot.oregon.gov](mailto:Brion.SCOTT@odot.oregon.gov)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[t Wheeler@co.marion.or.us](mailto:t Wheeler@co.marion.or.us)>; Wayne.clevenger@pacificorp.com <[Wayne.clevenger@pacificorp.com](mailto:Wayne.clevenger@pacificorp.com)>  
**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>  
**Subject:** RE: Request for Comments on Annexation and Subdivision 54.5 acres off Golf Club Road - LU # 16-12/24

**[External Sender]**

Please be advised that **Land Use #16-12/24** has changed in scope and will now consist solely of the annexation application. The subdivision component of the original application has been formally withdrawn.

Any future submittal for a revised subdivision affecting the same area will be processed as a separate land use application and will be assigned a new land use case number.

To date, comments have been received from Santiam Hospital and Clinics, North Santiam School District 29J, and ODOT. Any additional comments submitted should be limited to the annexation application only.

Sincerely,

**Jennifer Siciliano, AICP**

Community and Economic Development Director

311 N. 3<sup>rd</sup> Ave  
Stayton, OR 97383  
Phone 503-769-2998

---

**From:** Jennifer Siciliano

**Sent:** Monday, December 22, 2025 10:26 AM

**To:** Adam Kohler <Adam.Kohler@PacificCorp.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 <johnbeckis@sctcweb.com>; John Rasmussen <jrasmussen@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>; 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 <nicolette.willis@pacificorp.com>; oregonconstruction@wavebroadband.com; planning@co.marion.or.us; Richard Walker (richardw@aks-eng.com) <richardw@aks-eng.com>; Salem Development Services <developmentservices@cityofsalem.net>; Susan Wright <swright@kittelson.com>; Troy Wheeler <t Wheeler@co.marion.or.us>; Wayne.clevenger@pacificorp.com

**Cc:** Susan Bender <sbender@staytonoregon.gov>

**Subject:** Request for Comments on Annexation and Subdivision 54.5 acres off Golf Club Road - LU # 16-12/24

The City of Stayton has received an application for Annexation and Subdivision of an approximately 54.5-acres of three parcels on 9164 Golf Club Rd - 091W04B000200, 9384 Golf Club Rd - 091W04B000900 (part of parcel), and 9474 Golf Club Rd - 091W04B001000 (part of parcel) to be zoned Medium Density (MD) Residential zone subdivided into 126 lots with water quality facilities and open space.

The application and narrative package can be accessed at city's website at the following address:

- Narrative and Plans <https://www.staytonoregon.gov/page/open/5956/0/Narrative%20and%20Plans>
- Traffic Impact Analysis <https://www.staytonoregon.gov/page/open/5956/0/Traffic%20Impact%20Analysis>
- Preliminary Stormwater Analysis <https://www.staytonoregon.gov/page/open/5956/0/Preliminary%20Stormwater%20Analysis>
- DSL Wetland Delineation <https://www.staytonoregon.gov/page/open/5956/0/DSL%20Wetland%20Delineation>
- Geotech Report <https://www.staytonoregon.gov/page/open/5956/0/Geotech%20Report>

I have attached our usual request for comments form.

Please send responses by **January 12, 2026**.

Thank you for your assistance.

**Jennifer Siciliano, AICP**

Community and Economic Development Director

311 N. 3<sup>rd</sup> Ave  
Stayton, OR 97383  
Phone 503-769-2998

**From:** [John Rasmussen](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** LU # 16-12/24 Golf Club Rd Annexation; County Comment  
**Date:** Monday, January 12, 2026 2:21:01 PM  
**Attachments:** [image002.png](#)

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Jennifer,

Reviewing Figure *Attachment A* proposed annexation area as part of the Annexation Application, it does not graphically appear to include Golf Club Rd R/W. However, we would prefer that since City UGB is also present along the properties bordering the west side of Golf Club Rd, that the R/W be taken into City limits as well. It is our understanding that the Subdivision element of this Application has been withdrawn; therefore, we are not commenting on that at this time.

Thank you,



**John Rasmussen, PE | Civil Engineer Associate 3**  
**Land Development Engineering & Permits**  
**Engineering Division, Marion County Public Works**  
✉ [jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us) ☎ (503) 584-7706 (office) ☎

**From:** [WILLIAMS Brandon](#)  
**To:** [Jennifer Siciliano](#)  
**Cc:** [SCOTT Brion](#)  
**Subject:** Land Use #16-12/24 ; ODOT response  
**Date:** Monday, January 12, 2026 10:44:26 AM

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Hello Jennifer,

Thank you for the opportunity to comment on Land Use Case #16-12/24, as revised, off Golf Club Road. Please note that ODOT's Region 2 Traffic Unit is reviewing applicant's TIA and we will share our comments with you, if any, once available.

Please share with us a copy of the staff decision/report for this case.

Thank you,

Brandon Williams – He/Him/His  
Senior Transportation Planner | ODOT Region 2  
Area 3 | Polk, Marion & Yamhill Counties  
[Brandon.WILLIAMS@odot.oregon.gov](mailto:Brandon.WILLIAMS@odot.oregon.gov) | 503.507.0391



# 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](http://www.staytonoregon.gov)

## REQUEST FOR COMMENTS ON PROPOSED ANNEXATION

**DATE:** December 22, 2025

**TO:** Stayton Police Department      Stayton Fire District      Santiam Hospital  
North Santiam School District      Stayton Public Works  
Marion County Public Works      Pacific Power  
Stayton Cooperative Telephone      Northwest Natural  
Santiam Water Control District      Wave Broadband

**FROM:** City of Stayton Community and Economic Development Department

**RE:** **Land Use File 16-12/24** – An application for Annexation and Subdivision of an approximately 54.5-acres of three parcels on 9164 Golf Club Rd, 9384 Golf Club Rd (part of parcel), and 9474 Golf Club Rd (part of parcel) to be zoned Medium Density (MD) Residential zone subdivided into 126 lots with water quality facilities and open space.

**APPLICANT:** Randy Myers, Brownstone Homes

**TAX MAP/LOT NUMBER:** 9164 Golf Club Rd - 091W04B000200, 9384 Golf Club Rd - 091W04B000900 (part of parcel), and 9474 Golf Club Rd - 091W04B001000 (part of parcel)

**DECISION CRITERIA:** Stayton Municipal Code (SMC) 17.12.210.4 Annexations Approval Criteria and 17.24.040.6. Preliminary Plan Approval Criteria.

**APPLICATION DEEMED COMPLETE: December 18, 2025**

**PUBLIC HEARING DATE: January 26, 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](mailto:jsiciliano@staytonoregon.gov) .

In order for staff to process this application in a timely manner, comments need to be in our office by **January 12, 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: *Are there plans to include school bus stops and turnarounds in the development?*

By: Lee W. Loving Date: 12/22/2025

Agency: North Santiam School District 29J

**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

**From:** [Danny Freitag](#)  
**To:** [Jennifer Siciliano](#)  
**Subject:** Re: [External]Request for Comments on Annexation and Subdivision 54.5 acres off Golf Club Road - LU # 16-12/24  
**Date:** Monday, December 22, 2025 10:49:30 AM  
**Attachments:** [Outlook-ScreenShot.png](#)

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Santiam Ambulance has no comment or concern

*Thank you,*

*Danny Freitag  
Ambulance Director  
Santiam Hospital & Clinics  
(503) 798-1335  
dfreitag@santiamhospital.org*



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---

**From:** Jennifer Siciliano <[jsiciliano@staytonoregon.gov](mailto:jsiciliano@staytonoregon.gov)>  
**Sent:** Monday, December 22, 2025 10:26 AM  
**To:** Adam Kohler <[Adam.Kohler@PacificCorp.com](mailto:Adam.Kohler@PacificCorp.com)>; Astound Construction Team <[oregonconstruction@astound.com](mailto:oregonconstruction@astound.com)>; Barry Buchanan <[bbuchanan@staytonoregon.gov](mailto:bbuchanan@staytonoregon.gov)>; breich@co.marion.or.us <[breich@co.marion.or.us](mailto:breich@co.marion.or.us)>; Brent Stevenson <[BrentS@santiamwater.gov](mailto:BrentS@santiamwater.gov)>; brian.kelley@nwnatural.com <[brian.kelley@nwnatural.com](mailto:brian.kelley@nwnatural.com)>; Caleb Cox <[ccox@kittelson.com](mailto:ccox@kittelson.com)>; Christopher Clark <[Christopher.clark@pacificorp.com](mailto:Christopher.clark@pacificorp.com)>; Danny Freitag <[dfreitag@santiamhospital.org](mailto:dfreitag@santiamhospital.org)>; Doug Kintz <[doug.kintz@staytonfire.org](mailto:doug.kintz@staytonfire.org)>; Erik Hoefer <[erik@sctcweb.com](mailto:erik@sctcweb.com)>; Gwen Johns <[gjohns@staytonoregon.gov](mailto:gjohns@staytonoregon.gov)>; Janelle Shanahan <[jshanahan@co.marion.or.us](mailto:jshanahan@co.marion.or.us)>; Jay Alley <[jay.alley@staytonfire.org](mailto:jay.alley@staytonfire.org)>; John Eckis <[johnbeckis@sctcweb.com](mailto:johnbeckis@sctcweb.com)>; John Rasmussen <[jrasmussen@co.marion.or.us](mailto:jrasmussen@co.marion.or.us)>; Kendall Smith <[ksmith@staytonoregon.gov](mailto:ksmith@staytonoregon.gov)>; kinman@co.marion.or.us <[kinman@co.marion.or.us](mailto:kinman@co.marion.or.us)>; Lee Loving <[lee.loving@nsantiam.k12.or.us](mailto:lee.loving@nsantiam.k12.or.us)>; Lyle Misbach <[misbachl@aks-eng.com](mailto:misbachl@aks-eng.com)>; Max Heller <[mheller@kittelson.com](mailto:mheller@kittelson.com)>; Max Hepburn <[mhepburn@co.marion.or.us](mailto:mhepburn@co.marion.or.us)>; MCPW Engineering <[mcldep@co.marion.or.us](mailto:mcldep@co.marion.or.us)>; Michael Schmidt <[mschmidt@staytonoregon.gov](mailto:mschmidt@staytonoregon.gov)>; Nicole Willis <[nicole.willis@pacificorp.com](mailto:nicole.willis@pacificorp.com)>; oregonconstruction@wavebroadband.com <[oregonconstruction@wavebroadband.com](mailto:oregonconstruction@wavebroadband.com)>; planning@co.marion.or.us <[planning@co.marion.or.us](mailto:planning@co.marion.or.us)>; Richard Walker <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)> <[richardw@aks-eng.com](mailto:richardw@aks-eng.com)>; Salem Development Services <[developmentservices@cityofsalem.net](mailto:developmentservices@cityofsalem.net)>; Susan Wright <[swright@kittelson.com](mailto:swright@kittelson.com)>; Troy Wheeler <[twheeler@co.marion.or.us](mailto:twheeler@co.marion.or.us)>; Wayne.clevenger@pacificorp.com <[Wayne.clevenger@pacificorp.com](mailto:Wayne.clevenger@pacificorp.com)>  
**Cc:** Susan Bender <[sbender@staytonoregon.gov](mailto:sbender@staytonoregon.gov)>  
**Subject:** [External]Request for Comments on Annexation and Subdivision 54.5 acres off Golf Club Road - LU # 16-12/24

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The City of Stayton has received an application for Annexation and Subdivision of an approximately 54.5-acres of three parcels on 9164 Golf Club Rd - 091W04B000200, 9384 Golf Club Rd - 091W04B000900 (part of parcel), and 9474 Golf Club Rd - 091W04B001000 (part of parcel) to be zoned Medium Density (MD) Residential zone subdivided into 126 lots with water quality facilities and open space.

The application and narrative package can be accessed at city's website at the following address:

- Narrative and Plans <https://www.staytonoregon.gov/page/open/5956/0/Narrative%20and%20Plans>

**From:** [chawkins@wvi.com](mailto:chawkins@wvi.com)  
**To:** [Jennifer Siciliano](#)  
**Subject:** Land Use File #16-12/24  
**Date:** Friday, January 9, 2026 3:39:32 PM  
**Attachments:** [Subdivision Letter 9 Jan 2026.docx](#)

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Jennifer - attached are my comments regarding proposed subdivision. I plan on trying to come in to discuss/review the details, but wanted these comments to get to you before you develop the staff report. I am counting on the City to be an advocate for the properties south of the proposed subdivision. The letter has my main concern...drainage. I am also concerned about the traffic changes on Golf Club Rd which are already horrendous, though I have not yet seen the proposals.

Thanks for Listening

Chuck Hawkins

PS - let me know you received this attachment so I don't have to mail a copy.

9 Jan 2026

To: Stayton Community and Economic Development Department

362 N. 3<sup>rd</sup> Ave

Stayton, OR, 97383

Dear Sirs:

I recently received a Notice of Public Hearing before the Stayton Planning Commission for Land Use File # 16-12/24, an application for annexation and subdivision of three parcels on Golf Club Rd SE. In accordance with that notice I am providing written comments to be considered in your staff report prior to the hearing.

My property is located at 9534 Golf Club Rd, adjacent to the south boundary of the proposed subdivision. We have lived here since 1997 and have witnessed numerous times where water has surrounded the home just north of us at 9474 Golf Club Rd from overland flow from the east part of their property (where the subdivision is proposed), and water has occasionally flooded yards at 9474, 9534 and 9584 Golf Club Rd due to overflowing ditches.

I have no objection to the proposed subdivision in general. I am however, very concerned about the possibility that the terrain changes over the area may cause increased overland water flow toward the south and the properties at 9534 and 9584 Golf Club Rd., not to mention increased flow in the ditch line along Golf Club Rd.

Even when no flooding is occurring at the surface, the water table on our property during the rainy periods of winter is about 1 foot below the surface and causes our sump pump to run frequently until the water table drops. We cannot afford to have construction of this subdivision to affect the water table (raise it), but need to make sure that drainage is accounted for along our properties to the south.

I request that the city not approve the application unless consideration of water drainage for the subdivision clearly indicates that no impact will occur to the properties to the south.

Sincerely,

Charles E Hawkins

9534 Golf Club Rd SE

Aumsville, OR 97325

[chawkins@wvi.com](mailto:chawkins@wvi.com)