



**AGENDA**  
**STAYTON CITY COUNCIL**  
**Monday, March 17, 2025**  
Stayton Community Center  
400 W. Virginia Street  
Stayton, Oregon 97383

**HYBRID MEETING**

The Stayton City Council will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be live streamed on the City of Stayton's YouTube account. Please use the following option to view the meeting:

City Council Regular Session – <https://youtube.com/live/11GoUBf5Lbs>

**Public Comment and Public Hearing Testimony:** Meetings allow for in-person, virtual, or written public comment. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff at [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **no less than three hours prior to the meeting start time** to make arrangements to participate.

Comments and testimony are limited to three minutes. All parties interested in providing public comment or testifying as part of a public hearing shall participate using one of the following methods:

- **In-Person Comment:** Parties interested in providing in-person verbal public comment shall fill out a "Request for Recognition" form available at the meeting. Forms must be filled out and submitted to the Assistant City Manager or designee prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comments.
- **Written Comment:** Written comment submitted to [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **at least three hours prior to the meeting start time** will be provided to the public body in advance of the meeting and added to the City Council's webpage where agenda packets are posted.

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**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ANNOUNCEMENTS**

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

**4. PUBLIC COMMENT**

## 5. CONSENT AGENDA

- a. March 3, 2025 City Council Regular Session Minutes

## 6. PRESENTATIONS

## 7. PUBLIC HEARING

## 8. GENERAL BUSINESS

- a. **Resolution No. 25-008, Adopting Council's 2026-2028 Council Goals** **ACTION**
  - 1. Staff Report – Julia Hajduk
  - 2. Public Comment
  - 3. Council Discussion
  - 4. Council Decision
- b. **Resolution No. 25-009, Adopting Fees, Charges, and Rates and Repealing Resolution No. 1112** **ACTION**
  - 1. Staff Report – James Brand
  - 2. Public Comment
  - 3. Council Discussion
  - 4. Council Decision
- c. **Resolution No. 25-010, Downtown Core Parking Management** **ACTION**
  - 1. Staff Report – Jennifer Siciliano
  - 2. Public Comment
  - 3. Council Discussion
  - 4. Council Decision

## 9. COMMUNICATION FROM CITY STAFF

## 10. COMMUNICATION FROM MAYOR AND COUNCIL

## 11. 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 accommodations, contact City Hall at (503) 769-3425.*

## CALENDAR OF EVENTS

MARCH 2025				
Wednesday	March 19	Library Board	6:00 p.m.	Stayton Public Library
Thursday	March 20	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	March 31	Planning Commission	7:00 p.m.	Stayton Community Center
APRIL 2025				
Tuesday	April 1	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	April 7	City Council	7:00 p.m.	<a href="https://youtube.com/live/96d-fnRk8ys">https://youtube.com/live/96d-fnRk8ys</a>
Wednesday	April 16	Library Board	6:00 p.m.	Stayton Public Library
Thursday	April 17	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	April 21	City Council	7:00 p.m.	<a href="https://youtube.com/live/G1kJ8pgNNpl">https://youtube.com/live/G1kJ8pgNNpl</a>
Monday	April 28	Planning Commission	7:00 p.m.	Stayton Community Center
MAY 2025				
Monday	May 5	City Council	7:00 p.m.	<a href="https://youtube.com/live/0x6LNbRT_lo">https://youtube.com/live/0x6LNbRT_lo</a>
Tuesday	May 6	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	May 12	Budget Committee	6:00 p.m.	TBD
Wednesday	May 14	Budget Committee	6:00 p.m.	TBD
Thursday	May 15	Budget Committee	6:00 p.m.	TBD
Thursday	May 15	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	May 19	City Council	7:00 p.m.	<a href="https://youtube.com/live/CrpLldzcj3g">https://youtube.com/live/CrpLldzcj3g</a>
Wednesday	May 21	Library Board	6:00 p.m.	Stayton Public Library
Monday	May 26	<b>CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY</b>		
Tuesday	May 27	Planning Commission	7:00 p.m.	Stayton Community Center
JUNE 2025				
Monday	June 2	City Council	7:00 p.m.	<a href="https://youtube.com/live/QUZE3A1CmSI">https://youtube.com/live/QUZE3A1CmSI</a>
Tuesday	June 3	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	June 16	City Council	7:00 p.m.	<a href="https://youtube.com/live/_JlmrtvJva8">https://youtube.com/live/_JlmrtvJva8</a>
Wednesday	June 18	Library Board	6:00 p.m.	Stayton Public Library
Thursday	June 19	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	June 30	Planning Commission	7:00 p.m.	Stayton Community Center
JULY 2025				
Tuesday	July 1	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Thursday	July 4	<b>CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY HOLIDAY</b>		
Monday	July 7	City Council	7:00 p.m.	<a href="https://youtube.com/live/jRNMrYVMA1U">https://youtube.com/live/jRNMrYVMA1U</a>
Wednesday	July 16	Library Board	6:00 p.m.	Stayton Public Library
Thursday	July 17	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	July 21	City Council	7:00 p.m.	<a href="https://youtube.com/live/61V7tNEGehw">https://youtube.com/live/61V7tNEGehw</a>
Monday	July 29	Planning Commission	7:00 p.m.	Stayton Community Center

**City of Stayton  
City Council Minutes  
March 3, 2025**

**LOCATION:** STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON  
**Time Start:** 7:00 P.M. **Time End:** 7:42 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

<b>COUNCIL</b>	<b>STAYTON STAFF</b>
Mayor Brian Quigley	Julia Hajduk, City Manager
Council President Stephen Sims	Alissa Angelo, Assistant City Manager
Councilor Ken Carey	Gwen Johns, Police Chief
Councilor Luke Bauer	Janna Moser, Library Director
Councilor Jordan Ohrt	James Brand, Finance Director (excused)
Councilor David Patty	Jennifer Siciliano, Community & Economic Development Director (excused)
	Melanie Raba, Administrative Special Projects

<b>AGENDA</b>	<b>ACTIONS</b>
<b>REGULAR MEETING</b>	
<b>Announcements</b>	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
<b>Consent Agenda</b>	
a. February 18, 2025 City Council Regular Session Minutes	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the Consent Agenda as presented.  <b>Sims, Carey, Ohrt, Patty, Bauer: Yes</b> <b>Motion passed 5:0</b>
<b>Presentations</b>	
a. Police Department Award Presentation – Gwen Johns	Chief Johns presented Ofc. Gamble with the Life Saving Award.
b. Crosswalk Safety Video – Julia Hajduk	Ms. Hajduk presented the final version of the Crosswalk Safety video.
c. Student Recognition – Julia Hajduk	Ms. Hajduk and Council presented Student Recognition Awards.
<b>Public Comment</b>	<b>James Loftus, Stayton</b> played a video of himself interviewing another citizen regarding his interaction with the Police department.
<b>Public Hearing</b>	None.
<b>General Business</b>	None.
<b>Communications from City Staff</b>	Ms. Hajduk discussed the Spring Adventure Log and



	<p>followed up with clarification regarding SDC's in the downtown area.</p> <p>Councilor Sims asked for clarification regarding the removal of trees.</p>
<b>Communications from Mayor and Council</b>	<p>Councilor Ohrt discussed the If I Were Mayor Contest.</p> <p>Mayor Quigley gave an update on the School Board meeting, requested a future discussion regarding City Council meeting hours, and followed up on 6<sup>th</sup> street repairs. He gave a recap of Trivia night, announced his planned absence for the March 17<sup>th</sup> council meeting, and acknowledged Julia's follow up from questions raised in the previous meeting.</p> <p>Ms. Hajduk discussed the Why Wednesday social media campaign.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 17<sup>th</sup> DAY OF MARCH 2025, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Brian Quigley, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Julia Hajduk, City Manager



**CITY OF STAYTON**  
**M E M O R A N D U M**

**TO:** Mayor Brian Quigley and the Stayton City Council  
**FROM:** Julia Hajduk, City Manager  
**DATE:** March 17, 2025  
**SUBJECT:** Adoption of Council Goals for 2026-2028

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**ISSUE**

Shall the Council approve Resolution No. 25-008, Adopting the 2026-2028 Council Goals.

**ENCLOSURE(S)**

- Resolution No. 25-008, Adopting Council's 2026-2028 Council Goals

**STAFF RECOMENDATION**

Staff respectfully recommends adoption of the attached resolution.

**BACKGROUND INFORMATION**

The Council held an all-day goal-setting session on February 8, 2025 to refine and identify goals for the next 2 years. Exhibit A is a written report prepared by the consultant, SSW Consulting, summarizing the process and outcomes of the day. Pages 15-20 of the document identify the goal, desired outcomes and specific objectives that staff will work towards accomplishing over the upcoming years. For the most part, the goals and outcomes did not change. Council added a new goal to "promote a financially stable and sustainable organization equipped to meet the needs of the community" and modified the outcomes slightly. Below is a summary of the goals and desired outcomes:

- **IMPROVE THE CITY'S INFRASTRUCTURE AND SUPPORT MAINTENANCE WITH SUSTAINABLE FUNDING.**  
**Desired Outcomes**
  - Well-maintained City infrastructure
  - Stability in the funding of the City's infrastructure
  - Fiscally responsible
- **ALIGN HOUSING POLICIES WITH THE COMMUNITY'S NEEDS.**  
**Desired Outcomes**
  - Understand housing inventory/availability and potential needs
  - Understand and maintain local control of our growth
  - Maintain the City's existing assets while balancing the demands of growth

- **INCREASE COMMUNICATION, ENGAGEMENT AND TRANSPARENCY.**

- Desired Outcomes

- Increase community involvement and support
    - Increased transparency
    - Create community infrastructure to understand current community needs
    - Accountability to the public

- **FOSTER A DIVERSE AND BALANCED ECONOMY TO SUPPORT A VIBRANT AND PROSPEROUS COMMUNITY**

- Desired Outcomes

- Provide employment opportunities for residents
    - Support a vibrant and prosperous community
    - Strengthen relationship with the business community
    - Continue to enhance downtown and make it welcoming

- **IMPLEMENT MODERN GOVERNANCE SYSTEMS THAT IMPROVE SERVICE TO THE COMMUNITY.**

- Desired Outcomes

- Modern governance that meets community needs
    - Complies with state laws

- **PROMOTE A FINANCIALLY STABLE AND SUSTAINABLE ORGANIZATION EQUIPPED TO MEET THE NEEDS OF THE COMMUNITY**

- Financial sustainability
    - Sustainable growth
    - Organizational resiliency and efficiency

## **FISCAL IMPACT**

The Council goals will inform the budget development.

## **MOTION(S)**

Staff respectfully recommends the following motion: “I motion to approve Resolution 25-008, adopting the Council Goals for 2026-2028”



**RESOLUTION NO. 25-008**  
**A RESOLUTION ADOPTING COUNCIL'S 2026-2028 COUNCIL GOALS**

**WHEREAS,** Council held a Goal setting session on February 8, 2025 to establish goals for the 2026-2028 Budget cycle;

**WHEREAS,** The Council used the 2023-2025 Goals as a starting point and revised the goals to reflect current emphasis and priorities;

**WHEREAS,** while there are many on-going and critical tasks done by the City on a regular basis, establishing goals helps set a clear priority to City Staff for allocation of resources and time;

**WHEREAS,** It is understood that just because a project or projects are not listed on the Council's goals it does not mean that they will not get done or are not important; it simply means that staff is directed to focus on the goals and will be held accountable for the progress towards achieving the goals over time.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Council Goals attached as Exhibit 1 to this resolution are hereby adopted.
2. The City Manager and Department Directors shall work towards achieving these goals and shall provide periodic updates to the Council on the progress of the goals.

This Resolution shall become effective upon its adoption by the Stayton City Council.

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 17<sup>TH</sup> DAY OF March 2025.**

CITY OF STAYTON

Signed: \_\_\_\_\_, 2025

By: \_\_\_\_\_  
 Mayor Brian Quigley, Mayor

Signed: \_\_\_\_\_, 2025

ATTEST: \_\_\_\_\_  
 Julia Hajduk, City Manager



# CITY OF STAYTON

## 2026–2028 CITY COUNCIL GOALS + ACTION PLAN



SSW CONSULTING





# Table of Contents

Introduction	03
Stayton Team	04
Partnership + Communication	05
Environmental Scan	08
Goal Refinement Process	13
2026–2028 Goals	14
Implementation + Reporting	21

# Introduction

The City of Stayton is pleased to present the summary the 2025 Council Retreat.

On February 8, 2025, the City Council and Leadership Team gathered to assess the status of the existing Council Goals adopted in 2023, refine the existing goals as needed, and develop any new goals to respond to needs in the Stayton. The 2026 - 2028 Council Goals will be adopted in March 2025 and will guide the organization in serving the community over the next two years.

To guide this process, the City engaged SSW Consulting, a professional facilitation and strategic planning firm. The retreat aimed to achieve the following outcomes:

- Refine the Council goals to be tangible and measurable to guide the Council and organization in 2026-2028 and demonstrate progress along the way
- Build a shared understanding of the current context to inform goal refinement
- Build unity and ownership in the goals to create a shared vision together
- Review roles to strengthen staff and Council partnership to advance the Council's goals

In advance of the retreat, SSW Consulting conducted individual outreach interviews with the Mayor, City Councilors, and the Leadership Team to gather input on desired outcomes for the retreat, progress on the existing Council Goals, priorities for the future, and any opportunities and challenges that should be considered in the goal refinement process.

During the retreat, Council worked with staff to refine the goals to be responsive and relevant to the developments within the community and Council's shared vision for the future. They collaborated to assess current factors, trends, and considerations within the community and organization to develop clear and measurable goals to guide the work of the City. Staff will develop the biennial budget to align with the Council goals and support implementation.

In addition to setting Council goals, the Council retreat is an opportunity to foster a cohesive team, amongst Council and with staff. This shared partnership supports the effective advancement of the goals to ultimately improve and enhance prosperity, resiliency, and enjoyment for all in Stayton.



# Stayton Team

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## CITY COUNCIL

**Brian Quigley**, Mayor

**Stephen Sims**, Council President

**Luke Bauer**, Councilor

**Ken Carey**, Councilor

**Jordan Ohrt**, Councilor

**David Patty**, Councilor

## CITY LEADERSHIP TEAM

**Julia Hajduk**, City Manager

**Alissa Angelo**, Assistant City Manager

**Jennifer Siciliano**, Community & Econ. Dev. Director

**James Brand**, Finance Director

**Janna Moser**, Library Director

**Gwen Johns**, Police Chief



**Mayor Brian Quigley**



**Stephen Sims**  
Council President



**Luke Bauer**  
Councilor



**Ken Carey**  
Councilor



**Jordan Ohrt**  
Councilor



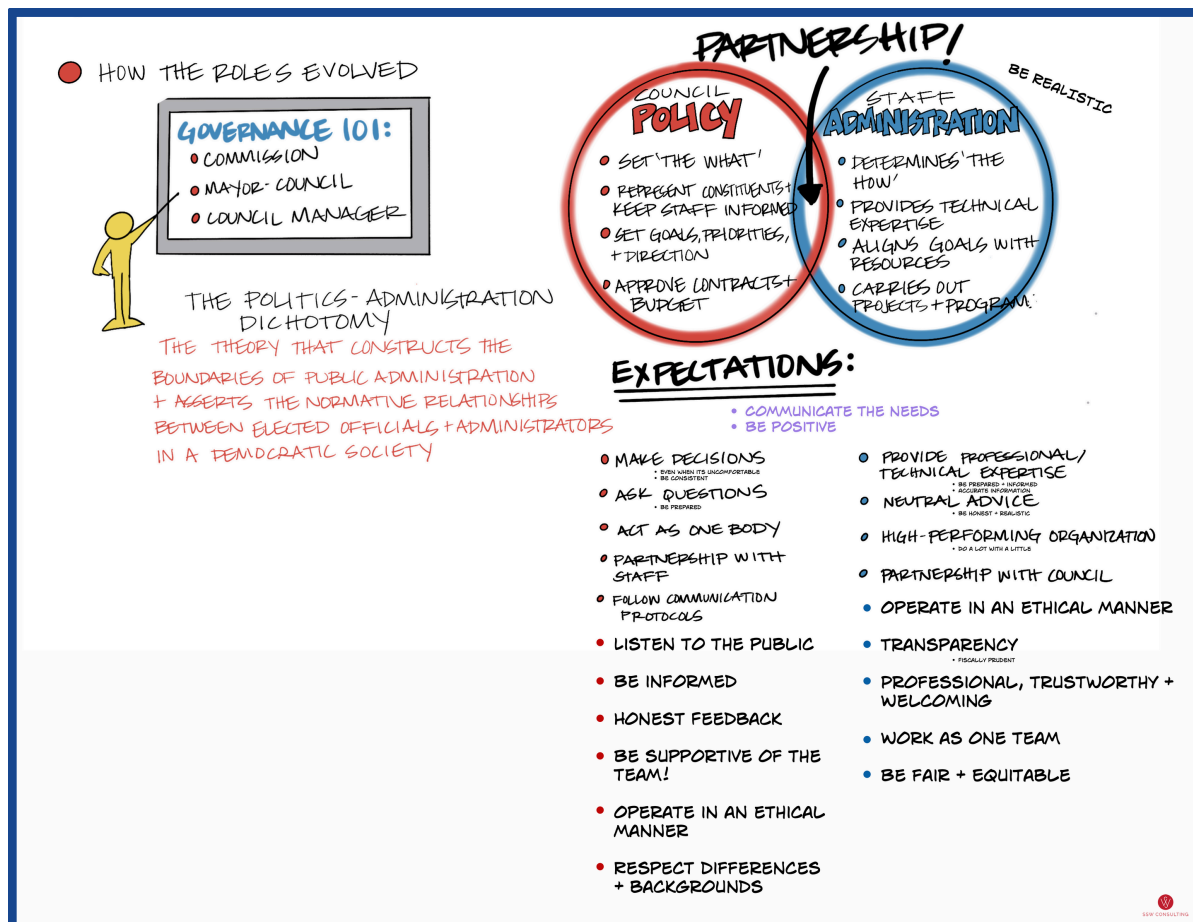
**David Patty**  
Councilor



# Partnership + Communication

## Roles of Policy + Administration

Council and staff received an overview of the Council-Manager form of government and the roles of Council as policymakers and staff to carry out the Council's direction. The team discussed how these two bodies work together to best serve the Stayton community and expectations for a successful partnership. Using the graphic below as a guide, they identified their expectations for staff and Council.



## Expectations of Council

- Communication
  - Clear, direct + open
- Policy questions to staff "ok" - but keep the City Manager in the loop
- Loop in City Manager on community feedback + needs
  - CM close the loop of communication with Council
- Be mindful not to direct work of staff
- Respectful
  - Seek to understand
- Clarity on desired outcome
- Make Decisions
- Allow staff to answer + address closure with community concerns
- Be prepared + ask questions
  - In advance when possible
  - Read packet
  - No surprises or "gotcha" questions
- Partner with staff
  - Foundation of trust
- Act as one body
  - City staff + Council = "The City" + TEAM

## Expectations of Staff

- Communication
  - Seek to understand
  - Open + honest
  - Timely response with information + options
  - Respectful
  - Report back to Council
  - Close loop + inform Council
  - OK to not answer right away, but communicate that
  - Transparent + approachable
- Safety for dialogue
- Neutral advice
  - All policy options
- Partner with Council
  - Foundation of trust
- Safety for innovation
  - Constant communication
  - Lessons learned
  - Continuous improvements
- High-performing organization

## Team Agreements for Partnership

The policy and administration roles and expectations discussion resulted in some key takeaways for the team to support a strong partnership. The graphic on the following page outlines Council's vision for the next two years, shared values they will embody as they work together, and the team's commitment to building a culture of trust, transparency, respect, and collaboration.



# CITY OF STAYTON

## TEAM AGREEMENT

**Our Vision:** Stayton is a vibrant, connected community where people come first, growth is intentional, and every resident has the opportunity to thrive.

## WE VALUE

### Intentionality

We act with purpose, ensuring that our decisions and actions align with the best interests of our community, fostering trust and meaningful impact.

### Collaboration

We work together, across teams and with our community, recognizing that collective effort leads to stronger solutions and a more connected Stayton.

### Stewardship

We are responsible stewards of public resources, time, and trust, ensuring sustainability and accountability in everything we do.

### Engagement

We listen with intention, value diverse perspectives, and create space for residents to be heard, shaping a future that reflects their needs and aspirations.

### Progress

We move forward with integrity and innovation, always seeking solutions that strengthen our community and organization for generations to come.

## OUR COMMUNICATION COMMITMENT

*Building a culture of trust, transparency, respect, and collaboration*

### 1. Be Clear, Direct & Open

- Communicate in a straightforward, transparent manner
- Ensure clarity on desired outcomes before discussions

### 2. Keep the City Manager in the Loop

- Council may direct policy-related questions and community feedback to City Manager or staff, but City Manager needs to stay in the loop on all communications
- The City Manager is responsible for closing communication loops with the Council

### 3. Respect Boundaries & Roles

- Council members should not direct the work of staff— staff should execute their responsibilities under direction of City Manager
- Staff provides neutral, well-rounded policy options without bias to Council

### 4. Foster a Culture of Respect & Understanding

- Always seek to understand before responding
- Maintain a respectful tone, even when there are disagreements
- Create a safe space for dialogue where all perspectives are valued

### 5. Ensure Timely & Transparent Communication

- Staff will respond to inquiries with timely information and options
- If an immediate answer isn't possible, staff will communicate when a response can be expected

### 6. No Surprises

- Council should prepare for meetings by reading materials provided by staff and asking questions in advance when possible
- Staff will do their best to answer Council questions in a timely manner and share responses with all members

### 7. Partner as One Team

- Staff and Council operate as "The City"—a unified team working toward shared goals
- Trust is the foundation of effective collaboration

### 8. Encourage Innovation & Continuous Improvement

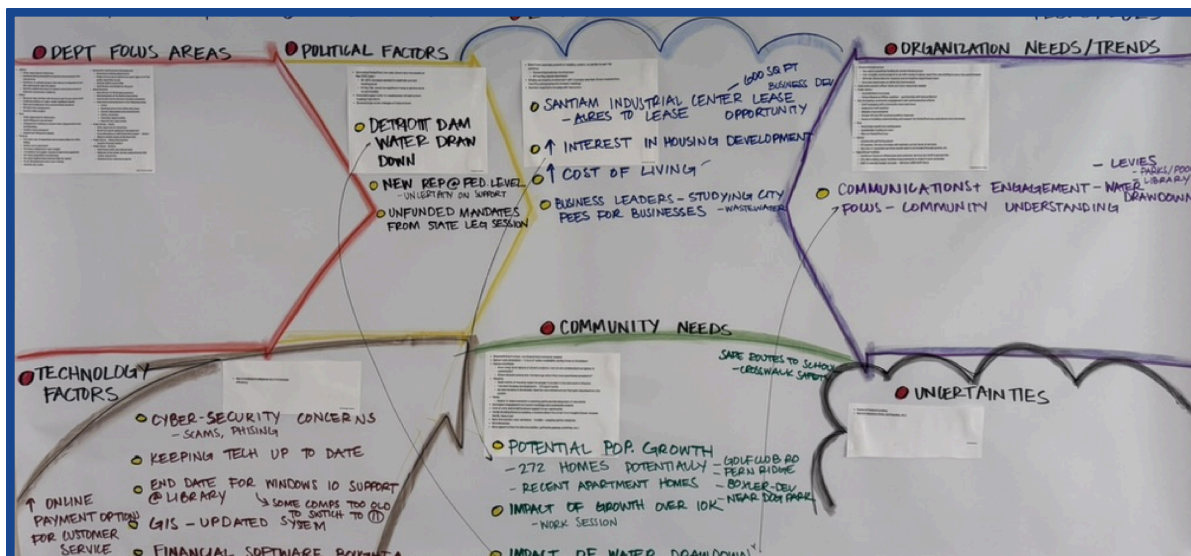
- Maintain open lines of communication for lessons learned and process improvements
- Support a culture of innovation while ensuring accountability

# Environmental Scan

## Understanding the Current Context

To build a shared understanding to inform the goal refinement process, Council and staff completed a context mapping exercise to assess the current environment in Stayton. The team explored internal considerations, such as upcoming and current work underway within City departments and organizational needs and trends. Similarly, the team discussed external considerations, including community needs, political factors, economic climate, technology factors, and uncertainties.

Through the discussion, the team identified key areas for the Council to address in the goal refinement process. By understanding the current context for where the community and organization is today, Council can respond with relevant and responsive goals to lead the organization into the future. The following notes and graphics summarize the results of the discussion.



## Department Focus Areas

### Library

- Voter approval of critical levy
- Continue bring innovative programs and services to the community
- Continue to refresh areas in the Library in response to how the community uses the space
- Identify additional ways to support community groups to improve community resilience

### Police

- Become fully staffed with 13 sworn and 1.5 non-sworn staff
- Implementation of radar reader feedback boards
- Plan and implement first annual Citizen Academy
- Fill detective assignment
- County radio project

### Pool

- Voter approval of critical levy
- Adult lifeguard recruitment
- Lifeguard in training to receive their Lifeguard Instructor Certification
- Facility improvements?
- Implement lifeguard classes

### Finance

- Increase use of paperless and auto-pay billing for utility billing
- Online court payments
- Develop a balanced 2-year budget
- Transition from paper checks to electronic payments
- Develop expenditure projections
- Develop Capital Improvement Plan for assets
- Staff development and cross training
- Update City codes

### Community and Economic Development

- Downtown parking adjustments
- Public Arts survey to determine what types of art the public would like to see
- Stayton Safety Action Plan
- Safe Streets and Roads for All grant

### Administration

- Recruitment to fill all open positions
- Reorganization of the Safety Committee
- Community Center kitchen remodel completion
- Improved communication in the following areas:
  - Planning for levies
  - Meetings where fees will be discussed
  - Charter discussions and amendments
  - Safety reminders
  - Volunteer opportunities

### Public Works – Parks

- Voter approval of critical levy
- Riverfront south parking lot development
- Groundbreaking on Mill Creek Park project – phase 1
- Replace shelter posts at Santiam Park

### Public Works – Water/Stormwater

- Aquifer Storage Facility?

### Public Works - Streets

- Shaff Road water line and services
- Westown Drive water service replacements, ADA ramps, and paving
- Westown Drive repaving projects

## Political Factors

- Upcoming Parks/Pool Levy and Library levy increases on May 2025 ballot
  - 30-40% increase needed to maintain current funding level
  - If they fail, would be significant drop in service level to community
- Potential opportunity for wastewater infrastructure funding from State
- Several large-scale changes at Federal level
- Detroit damn water drain down
- New Rep @ State level
- Potential unfunded mandates

## Economic Climate

- Downtown business growth is trending upward, would like to see this continue
- Supporting business development
- Attracting people downtown
- Strong community involvement with Chamber and Main Street organization, monthly entrepreneurial network meetings
- Santiam Hospital is merging with Samaritan
- Santiam industrial center has an opportunity of being leased - lots of acres of the building to be leased (10 different lease areas)
- Interest in housing + development --> increase tax base
- Increase in cost of living
- Business leaders - Studying city fees for businesses - waste water

## Technology Factors

- Use of Artificial Intelligence (A.I.) to increase efficiency
- Cybersecurity
- Ensure technology is up to date
- Library - Windows 10 support (Regional Library Service will do updates, but we have equipment that is too old to switch to Windows 11)
- GIS - update computers to meet the needs of the updates + upgrades
- Financial software bought by new company - different support costs more money
- Enhance customer service with digital improvements + enhancements
- Online payment options for customer service



## Organizational Needs/Trends

- Streets/Infrastructure
  - Success in acquiring funding for street infrastructure
  - A lot of public works projects to do with money in place; need time and staffing to carry the work forward
  - Fill Public Works Director vacancy and strengthen department team
  - Increase awareness on deferred maintenance
- Code enforcement officer hired, but more resources needed
- Public Safety
  - Accreditation in process
  - School Resource Officer position – partnership with School District
- City increasing community engagement and communication efforts
  - Staff engaging with community more and more
  - Dedicated staff position
  - Website improvements
  - Streets 101 and 201 received positive response
  - Focus on building understanding and support for Parks/Pool Levy and Library Levy increases
- Pool
  - Pool study results are coming soon
  - Sustainable funding for pool
  - Plan for Parks/Pool Levy
- Library
  - Community gathering space
  - If it passes, the levy increase will maintain current level of services
  - Any new or expanded services would need to be funded through grants, etc.
- Operations/Facilities
  - Continued focus on efficiencies and customer service; but staff is spread thin
  - City Hall building needs facilities improvements to make it more workable
  - Shift to biennial budget process – will save 1,000 staff hours
- Communication + Engagement of the dam draw down and impacts on the community
  - Levies - parks, pools, library

## Community Needs/Trends

- Streets/Infrastructure - continued improvements needed
- Detroit Lake drawdown + future of water availability during times of drawdown
- Communications
  - Given long-term nature of streets projects, how do we communicate progress to community?
  - Where should community members go when they have questions/complaints?
- Housing
  - Need variety of housing types for people to be able to live and work in Stayton
  - Two new housing developments – 272 apartments
  - As new housing is developed, need for new infrastructure that gets absorbed into City system
- Parks
  - Desire for improvements to existing parks and development of new parks
- Increased engagement at Council meetings and community events
- A lot of unity and small business support in our community
- Family Building Blocks is building a location down the street from hospital (lower-income family resources)
- Dark intersection near cemetery – fatality + ongoing safety concerns
- Homelessness
- More opportunities for kids (recreation, gathering spaces; activities, etc.)
- Potential growth
  - 272 new homes
  - Recent apartment homes
  - Golf Club RD
  - Fern Ridge
  - Boxer- Dev
  - Near dog park
- Impact of growth over 10K
  - Work session
- Impact of water drawdown
  - Community understanding + engagement
- Safe Routes to school
  - Crosswalk safety

## Uncertainties

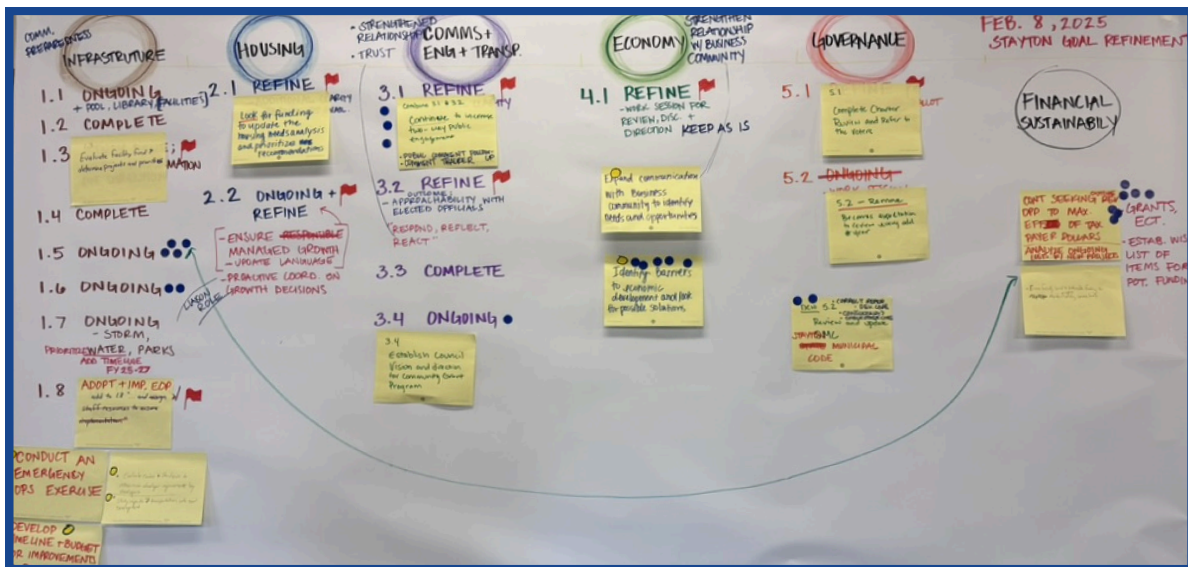
- Future of Federal funding
- Natural disasters (fires, earthquake, etc.)



# Goal Refinement Process

Following the context mapping exercise, the team collaboratively reviewed the 2023-2025 Goals and status of the supporting actions. Actions were identified as either being complete, ongoing, or needing refinement, reflecting the work accomplished in over the past two years and considering opportunities identified during the environmental scan discussion. The team broke into small groups to facilitate a targeted discussion on specific goal areas, Focusing on the desired outcome for each goal area, Council worked with staff to develop proposals to refine existing actions as needed and proposals for any new items for Council to consider.

As each group reported the results of their discussion and proposals to the larger team, Council participated in a facilitated discussion to provide clarity and direction to staff in the actions. After all goal areas were discussed and Council achieved consensus in the draft goals and actions for the next two years, Council participated in a prioritization exercise of the actions to aid staff in the implementation process.





# CITY OF STAYTON 2026–2028 CITY COUNCIL GOALS



## INFRASTRUCTURE

Improve and maintain the City's infrastructure and facilities in a financially sustainable manner



## HOUSING

Align housing policies with the community's needs



## COMMUNICATIONS + ENGAGEMENT

Strengthen engagement, connection, and trust with the community



## ECONOMIC DEVELOPMENT

Foster a diverse and balanced economy to support a vibrant and prosperous community



## GOVERNANCE

Implement modern governance systems that improve service to the community



## FINANCIAL SUSTAINABILITY

Promote a financially stable and sustainable organization equipped to meet the needs of the community

# Goal 1: Infrastructure

Improve and maintain the City's infrastructure and facilities in a financially sustainable manner

## OUTCOMES:

- Well-maintained City infrastructure and facilities to support current use and growth
- Stability in the funding of the City's infrastructure and facilities
- Fiscal responsibility

ACTION		LEAD	TIMELINE
1.1	Develop five-year Capital Improvement Plan to include all capital investments	PW / Admin / Finance	Multi-phase: <ul style="list-style-type: none"> <li>• Phase 1 - Simple 5 year CIP- NOW</li> <li>• Phase 2 - Detailed and comprehensive 5 year CIP - June 2027</li> <li>• Phase 3 - Annual update and review of the CIP -annually</li> </ul>
1.2	Evaluate facility fund and determine projects and priorities	Finance / PW	June 2027
1.3	Complete construction of the aquifer storage and recovery (ASR) system at Mill Creek Park	PW	<ul style="list-style-type: none"> <li>• Shaff Rd water line - Summer 2025</li> <li>• ASR design/permitting- April 2025-April 2026</li> <li>• ASR construction - Spring 2026-Spring 2027</li> </ul>
1.4	Update infrastructure master plans: <ul style="list-style-type: none"> <li>• Stormwater</li> <li>• Water</li> <li>• Parks</li> </ul>	PW	<ul style="list-style-type: none"> <li>• Stormwater underway, estimated completion date: December 2026</li> <li>• Water FY 26/27</li> <li>• Parks FY 27/28</li> </ul>
1.5	Complete update and implement the emergency operations plan	Admin	FY 25/26; implementation ongoing
1.6	Actively participate in emergency operations exercises	Admin	Beginning in 2026
1.7	Evaluate codes and standards to maximize developer improvements by developers	CED / PW	*December 2026
1.8	Study impacts of transportation on development	CED / PW	Present- Sept 2028 (SS4A and TSP update)
1.9	Develop timeline and budget to inform approach for pool improvement direction	Admin	*December 2026

## Goal 2: Housing

Align housing policies with the community's needs

### OUTCOMES:

- Understand housing inventory/availability and potential needs
- Understand and maintain local control of our growth
- Maintain the City's existing assets while balancing the demands of growth

ACTION	LEAD	TIMELINE
2.1 Assess funding options to update the housing needs analysis and prioritize recommendations	CED	TBD
2.2 Evaluate and update policies, procedures, and standards for annexation	CED	"December 2026

## Goal 3: Communications + Engagement

Strengthen engagement, connection, and trust with the community

### OUTCOMES:

- Increase community involvement and support
- Increased transparency
- Create community infrastructure to understand current community needs
- Accountability to the public

ACTION		LEAD	TIMELINE
3.1	Continue to increase two-way public engagement	Admin	Ongoing
3.2	Establish Council vision	Admin	"December 2026

## Goal 4: Economic Development

Foster a diverse and balanced economy to support a vibrant and prosperous community

### OUTCOMES:

- Diverse and balanced economy to support livability
- Provide employment opportunities for residents
- Support a vibrant and prosperous community
- Strengthen relationship with business community
- Continue to enhance downtown and make it welcoming

ACTION		LEAD	TIMELINE
4.1	Review existing economic development strategies and consider whether modifications or reprioritization is necessary	CED	April/May 2025 for review  If modifications are needed, timeline TBD
4.2	Identify barriers to economic development and look for possible solutions.	CED	Present-June 2026
4.3	Expand communication with business community to identify needs and opportunities	CED	Ongoing

## Goal 5: Governance

Implement modern governance systems that improve service to the community

### OUTCOMES:

- Modern governance that meets community needs
- Complies with state laws

ACTION		LEAD	TIMELINE
5.1	Complete Charter review	Admin	Present-April 2025
			Election - Nov 2025
5.2	Review + update Stayton Municipal Code	Admin	"December 2027

## Goal 6: Financial Sustainability

Promote a financially stable and sustainable organization equipped to meet the needs of the community

### OUTCOMES:

- Financial sustainability
- Sustainable growth
- Organizational resiliency and efficiency

ACTION		LEAD	TIMELINE
6.1	Continue seeking outside revenue opportunities to maximize the effectiveness of taxpayer dollars	Admin / Finance	Ongoing
6.2	Ensure fiscally sound and sustainable funding to maintain existing service levels	Admin / Finance	Ongoing
6.3	Explore opportunities for alternative funding sources to address infrastructure needs	Admin / Finance	Ongoing



# Implementation + Progress Reporting

To support accountability and transparency in advancing the goals and actions, Council and staff agreed to continue the implementation process they developed during the 2023 Council Retreat.

After the retreat, City staff work together to assign project leads to each action and develop timelines based on Council prioritization, department workflow, and resources. Following the adoption of the goals, City staff develop the biennial budget to align resources with the goals. Furthermore, department heads update their department work plans accordingly to support implementation of the goals while continuing to provide the highest quality services to the Stayton community.

City staff will continue to present regular updates throughout the year to City Council on the goals and actions. These updates will include any progress to advance the goals, reporting on success measures, challenges to be addressed, and areas needing clarification and/or further direction from Council. Additionally, staff will highlight any goals and actions in relevant staff reports. Staff will continue to provide real-time updates to Council on relevant projects and include any pertinent developments in weekly updates to Council.

The team will revisit the goals again in two years to assess progress, refine existing goals as needed, and develop new goals to reflect the community and organization's priorities.





# CITY OF STAYTON

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SSW CONSULTING

**Prepared by SSW Consulting**

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Maleigha Martinez, Administrative Assistant





**CITY OF STAYTON**  
**M E M O R A N D U M**

**TO:** Stayton City Council  
**FROM:** James Brand, City Finance Director  
**DATE:** March 17, 2025  
**SUBJECT:** Resolution No. 25-009, Adopting Fee Schedule effective July 1, 2025

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**BACKGROUND INFORMATION**

At least annually, the City reviews its fees, charges, rates, and fines to ensure they are appropriate while considering the impact of inflation, personnel, and material costs. The attached fee schedule (Exhibit A) contains the updated City charges, including the rates found on resident's utility bills as well as many optional services the City provides.

Exhibit A represents the fee schedule that will be effective July 1, 2025, which is the start of the next budget cycle. For ease of comparing to the prior fee schedule, we have included color coding (in the document footer of each page) that reflects the types of changes. The final approved rates will be made publicly available on the City website.

The fees for the System Development Charges will be updated once the appropriate price inflation index data is released in June. At that time, an updated fee schedule with the new SDC rates will be brought to Council for approval. This is a normal annual practice.

**FISCAL IMPACT**

The fees generate direct revenues for the City's governmental and proprietary funds. As allowed by Oregon State Statute, the fee schedule assists the City to recover our costs when providing these services. These rates will be used to calculate the City's revenues for the next budget cycle beginning July 1, 2025. If these fees are not adopted, an operational revenue shortfall is likely to occur, and General Fund subsidies may be necessary, or services may need to be reduced.

**SUMMARY**

The fee changes are shown in Exhibit A of this staff report. In summary:

- Minor text descriptions were made to improve clarity.
- We added some new fees and highlighted them in Exhibit A.
- A few existing City fees were found to be missing from the schedule, so we added them.

- The pool rates for residents increased by about 5%. The non-resident pool fees reflect an approximate 40% increase over the resident fees. These increases help towards the pool becoming more self-sustaining, while not increasing rates to the extent that pool usage would be anticipated to be significantly reduced.
- The utility rate increases for water, wastewater, and stormwater are in accordance with the Utility Rate Study approved by Council in Resolution 1090 (Feb 2024).
- The street fees were left unchanged in recognition of the increases that went into effect January 1, 2025.

### **OPTIONS AND MOTIONS**

The City Council is presented with the following options.

**1. Adopt Resolution No. 25-009 as presented.**

- a. Move to approve Resolution No. 25-009 as presented.

**2. Adopt Resolution No. 25-009 as amended.**

- a. Move to amend Resolution No. 25-009.

**3. Do not approve Resolution No. 25-009.**

- a. Take no action which means the City will continue to operate under Resolution 1112 for the City fee schedule.



**RESOLUTION NO. 25-009  
ADOPTING FEES, CHARGES, AND RATES  
AND REPEALING RESOLUTION 1112**

**WHEREAS** the City of Stayton receives requests from citizens and businesses for administrative, police, municipal court, library, pool, public works, parks, utilities, planning and code enforcement, which require the expenditure of personnel time and resources;

**WHEREAS** use of the City's resources requires that the City charge fees sufficient to recover the cost in time and materials to render the services requested;

**WHEREAS** Stayton Municipal Codes 13.16.440, 13.24.1190, and 13.32.060 require rates to be established to pay for the costs of operating the City's water, wastewater, and stormwater utilities; and

**WHEREAS** such rates are to be set in Resolution form by the Stayton City Council.

**NOW THEREFORE, THE CITY OF STAYTON RESOLVES:**

**SECTION 1.** The fees, charges, and rates appended hereto, designated Exhibit A, are hereby adopted and will go into effect on July 1, 2025.

**SECTION 2.** Resolution 1112, adopting fees, charges, and rates for various City services for the 2024-25 fiscal year will be repealed in its entirety as of July 1, 2025.

This Resolution shall become effective upon its adoption by the Stayton City Council.

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF MARCH 2025.**

CITY OF STAYTON

Signed: \_\_\_\_\_, 2025

BY: \_\_\_\_\_  
Brian Quigley, Mayor

Signed: \_\_\_\_\_, 2025

ATTEST: \_\_\_\_\_  
Julia Hajduk, City Manager



# EXHIBIT A: Fees and Charges Effective July 1, 2025

## ADMINISTRATIVE

	Fee	Unit	Notes (and Stayton Municipal Code references)
Lien Search	\$10	per search	
Returned Payments	\$35	per item	Equal to the bank fee
Notary Public	\$5	per action	Subject to Notary availability, appointments recommended
Residential Rental	\$10	per year	SMC 15.06.120
Promotional/Processional Event	\$50	per event	SMC 5.44; SMC 10.36
Event Street Marking	\$200	per event	Deposit
All Other Services not Identified	actual cost		

## PUBLIC RECORDS

	Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	per page	
Printing / Copies – larger than 11x17	\$10	per page	
Digital Copies (PDF)	\$0.10	per page	
Certified Copies	\$5	each	
Copies of Digital Photos	\$1	per photo	
CD of Digital Photos	\$10	each CD	
Audio CD, DVD, or other media	\$15	each item	
Postage		per transaction	Actual cost of postage
Public Records Requests	varies	time	Free for 1st 15 minutes. Additional time will be charged at actual staff cost for all staff involved in fulfilling the request.
Open Records Check	\$20	each	Includes 1st 30 minutes. Additional time will be charged at actual staff costs. \$10 search fee included.
Police Reports	\$33 + \$.25 per printed page	per report	Includes 1st 30 minutes. Additional time will be charged \$33 per 30-minute increment. \$10 non-refundable search fee included. Free for the victim's first copy.

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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<b>Fingerprinting</b>	<b>\$30</b>	<b>per person</b>	<b>Service for Stayton residents and business only</b>
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	
<b>Permits Issued by Police</b>			
	<b>Fee</b>	<b>Unit</b>	<b>Notes</b>
Carnival, Amusement Park & Concession	\$300	per year	SMC 5.08.150
Recurring Events	\$25	per event	
Alarm Permit (Residential/Commercial)	\$20	one-time registration	SMC 8.08 (late fee is \$25 per year)
Dispensary License Application	\$100	per application	Plus background checks for each employee SMC 5.12.030
Dispensary License Renewal	\$100	per year	Includes background checks SMC 5.12.030
Dispensary Employee Background Check	\$15	per person	Includes new dispensary employees
OLCC/OHA License Application	\$100	per application	
OLCC/OHA License Renewal	\$35	per year	
Temporary permit for non-OLCC Licensed Business	\$35	per application	
Temporary permit for OLCC Licensed Business	\$15	per application	
Change of Ownership	\$75	per incident	
License Privilege Change	\$75	per incident	
<b>Fines for Ordinance Violations</b>			
Business Regulations	\$1,000	SMC 5.08	
Medical Marijuana Facilities	\$1,000	SMC 5.12	
Pharmaceutical Disposal	\$500	SMC 5.50	
Garage Sales	\$500	SMC 5.16.020	
Solicitors	\$1,000	SMC 5.20	
Private Security Enterprises	\$1,000	SMC 5.28	
Secondhand Dealers and Pawnbrokers	\$1,000	SMC 5.32.100	
Animal Control	up to \$500	SMC 6.04.290	
Nuisances	up to \$1,000	SMC 8.04 & 8.20.080	
False Alarm		SMS 8.08	
• First 5 Alarms	\$0		
• Alarms 6-15	\$25		

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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• Alarms 16+	\$50	
Any other Violation of SMC 8.08 (Public Alarm Systems) Not listed previously	\$500	SMC 8.08
Use of Public Parks, Public Property and Waterways	\$500	SMC 8.12
Fee		Notes
Violation of Public Peace and Welfare	\$1,000	SMC 9
Violation of Prohibited Parking Parking in Alley No Parking Zone	\$50	SMC 10.12.040 ORS 811.550
Violation of Loading Zone	\$50	SMC 10.12.070
Violation of Promotional / Processional / Event Permit	\$1,000	SMC 10.36
Parking on a Sidewalk Damaging Sidewalks and Curbs	\$50 + cost of repairs	SMC 10.12.040 SMC 10.40.1040 ORS 811.570(1)
Crossing Private Property	\$110	SMC 10.40.1010
Violation of Truck Routes	\$110	SMC 10.40.1060
Prohibited Parking for Certain Purposes: Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle	\$50	SMC 10.12.050
Unlawful Storage on the Street	\$110	SMC 10.12.060
Violation of Bus and Taxi	\$50	SMC 10.12.080/ 10.12.090
Skateboards, Skis, Toboggans, and Sleds	\$25	SMC 10.40.1030
Violation of Bicycle	\$25	SMC 10.28
Violation of Pedestrian	\$25	SMC 10.32
Overtime Parking	\$50	SMC 10.12.040 / SMC 10.12.100
Parking Permit Violation	\$50	SMC 10.12.150
Parking Spaces – Correct Use and in the Direction of Travel	\$50	SMC 10.12.020
Violation of Prohibited Parking Contrary to a Parking Control Device	\$50	SMC 10.12.040(g)

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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Impound Charge per Day for City Owned Storage	\$50 + towing	SMC 10.16.430
Impound Tow	\$125	SMC 10.12.180 & 10.16
Other Violations of Title 10 Not Specifically Listed	\$50	SMC 10

COMMUNITY & ECONOMIC DEVELOPMENT		
Fee		
Land Use Applications		
Pre-Application Meeting	\$500	
Minor modifications to Site Plan Review	\$900	staff review only <i>[fee instead of deposit]</i>
Major modification to Site Plan Review	\$1,700	Planning Commission Decision <i>[fee instead of deposit]</i>
Site Plan Review	\$1,700	Planning Commission Decision <i>[fee instead of deposit]</i>
Preliminary Partition Plan	\$1,700	Planning Commission Decision <i>[fee instead of deposit]</i>
Preliminary Subdivision Plan 4 to 10 lots	\$2,000	Planning Commission Decision <i>[now a fee – formerly a \$1,700 deposit]</i>
Preliminary Subdivision Plan >11 lots	\$2,500	Planning Commission Decision <i>[now a fee – formerly a \$1,700 deposit]</i>
Master Plan Developments	\$2,500	<i>[now a fee – formerly a \$1,700 deposit]</i>
Conditional Use	\$1,200	<i>[now a fee – formerly a \$1,700 deposit]</i>
Variance	\$1,200	(not associated with other applications) <i>[now a fee – formerly a \$1,700 deposit]</i>
Variance submitted with Land Use application	\$500	(for same property)
Comprehensive Plan Map and Zone Map Amendment	\$2,500	Planning Commission Decision <i>[formerly a \$2,000 deposit]</i>
Zone Map Amendment only	\$2,000	City Council Decision <i>[fee instead of deposit]</i>
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	\$2,500	<i>[formerly a \$2,000 deposit]</i>
Annexation (Major or Minor)	\$2,500	City Council Decision (\$4,500 if voter approval is required) <i>[formerly \$4,500 deposit]</i>
Code Interpretation by Planning Commission	\$1,200	<i>[now a fee – formerly a \$1,700 deposit]</i>
Other Planning Commission Hearings	\$1,200	<i>[now a fee – formerly a \$1,700 deposit]</i>

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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Vacation of Streets and Alleys	\$1,500	deposit per application [formerly a \$700 deposit]	
Appeals			
Of decisions made by Staff without a public hearing	\$250	per application	
Of decisions made by the Planning Commission	\$400	per application	
Other Permits, Licenses, and Fees			
Sign Permits	\$40	per application	
Temporary Sign	no charge	per application	
Change of Use Permits	\$40	per application	[formerly \$25]
Zone Verification Letter	\$75	per property	
Mobile Food Unit License	\$40	per year	SMC 5.48
Sidewalk Vendor License	\$100	per application	SMC 5.52
Sidewalk Vendor License renewal	\$20	per year	SMC 5.52
Secondhand Business License	\$50	per year	SMC 5.32
Junk Dealers License	\$50	per year	SMC 5.36
Solicitors' License Application	\$125	per business	SMC 5.20
Solicitors' License per Employee	\$25	per person per year	(includes background check)

### MUNICIPAL COURT (SMC 2.20.300)

#### Fee

Payment Plan Agreement	\$30	
License Reinstatement	\$30	
Failure To Appear for Arraignment	\$25	
Failure to Appear for Trial	\$100	
Trial	\$40	
Warrant	\$55	
Appeal Filing	\$55	
Collection	25% of assessed fine	

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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## LIBRARY (SMC 2.48.1150)

	Fee	Unit	Notes
<b>Library Cards</b>			
Resident Full-Service	Free		Residents are those who live inside the Stayton city limits
Non-Resident Full-Service Family	\$60	annual	
Non-Resident Full-Service Family	\$30	six months	
Non CCRLS District Full-Service Family	\$70	annual	
Non CCRLS District Full-Service Family	\$35	six months	
Non CCRLS District Full-Service Child	\$12		\$8 for each additional card
<b>Other Fees</b>			
Lost or Damaged DVD Case	\$1	per case	
Lost or Damaged AV Cover	\$1	per cover	
Lost or Damaged Audiobook Case	\$3	per case	
All Other Lost or Damaged Materials	actual cost + \$5 processing		
Replace Cultural Pass	price of membership		
Interlibrary Loan	actual cost		
Printing - Black & White	\$0.10	per page	
Printing - Color	\$0.25	per page	

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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## PUBLIC WORKS

**Site Development Permit: Engineering and Plan Review (for on-site and off-site public improvements) and ROW permit. Prior to Permit issuance, actual plan review costs will be paid by the Applicant. Inspection services will be paid for by Applicant after project completion and prior to Notice of Final Completion and Acceptance from the City. Permit reviews include water, wastewater, storm drainage, and street improvements where excavation or utility cuts of pavement are required.**

	Fee	Notes	
<b>New Infrastructure</b>			
Site Development Permit Review – Residential	\$750	Deposit	
Site Development Permit Review – Commercial, Industrial, Multi-family	\$1,500	Deposit	
Site Development Permit Review – Minor Partition (1 – 3 lots)	\$750	Deposit	
Site Development Permit Review – Subdivision (4 – 10 lots)	\$2,500	Deposit	
Site Development Permit Review – Subdivision (11+ lots) or Master Planned Development	\$4,500	Deposit	
Site Development Permit Inspection - costs during project construction (% of public improvement construction costs including onsite grading)	4%	Based on approved engineers estimate of public improvements	
Stormwater Review - Water Quality and Detention Plan and Calculation Review (infill lots only)	\$150		
<b>Right of Way (ROW) Permits</b>			
Type 1: Street tree replacement or installation	no charge		
Type 2: Repair/replace sidewalk and/or driveway approach with no street cut (includes 3 inspections)	\$100	per permit	
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections)	\$165	per permit	
Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	\$40	unless specified in franchise agreement	
Type 5: Encroachment Permit to use Public ROW (for a long-term use: awning, billboard, structure, etc.)	\$65	per permit	
Additional Inspections over the permit type allotment	\$35	per inspection	
Vehicles, per hour	<a href="#">FEMA rate</a>		
3/4" Water Meter (including radio, valve, & installation)	\$543		

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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1" Water Meter (including radio, valve, & installation)	\$708	
Larger than 1"	actual cost	
<b>Permits</b>		
Building Permits	varies	per <a href="#">Marion County fee schedule</a>
Building Structural Permit Driveway/Sidewalk Inspections	\$150	
<b>Systems Development Charges (SMC 13.12)</b>		

Size of meter	Wastewater	Mill Creek Wastewater*	Water	Parks	Transportation**	Stormwater***	Total SDC
3/4"	\$3,015	\$924	\$4,047	\$3,888	\$3,272	\$3,596	\$18,742
1"	\$5,036	\$1,543	\$6,759	\$3,888	\$3,272	\$3,596	\$24,094
1 ½"	\$8,978	\$3,074	\$13,477	\$3,888	\$3,272	\$3,596	\$36,285
2"	\$14,752	\$4,924	\$21,574	\$3,888	\$3,272	\$3,596	\$52,006
Multi-family (per unit)	\$2,411	\$740	\$3,237	\$3,888 per unit	\$2,029 per unit	\$0.72/sq ft of imp surf	

\*The Mill Creek Sewer SDC will be assessed only for development located in the selected areas of the City.

\*\*Single family homes have 1.00 PM Peak Hour trips. The Transportation SDC is reduced to \$443 per PM Peak Hour Trip for developments in the Downtown Revitalization Area.

\*\*\*The Stormwater SDC is for a new home on a new street. For a new home on an existing street, the Stormwater SDC is \$2,470. For all other uses the Stormwater SDC is \$0.7056 per square foot of new impervious surface.

### **School Construction Excise Tax** (collected by the City and remitted to the North Santiam School District)

Type	Cost per Square Foot	Rates effective July 1, 2024. Rates are not developed or changed by the City
Residential	\$1.63	<ul style="list-style-type: none"> <li>All new or relocated single or multiple unit housing, including manufactured housing units</li> <li>Conversion of non-residential to residential</li> <li>Addition of living space to an existing residential structure</li> </ul>
Commercial	\$0.82	<ul style="list-style-type: none"> <li>\$40,800 Maximum</li> </ul>

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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## FACILITY RENTALS

Community Center	Resident	Non-Resident (those who live outside the Stayton city limits)	
Community Center Rental (Entire Building - Hourly)	\$50 <i>[\$40]</i>	\$62.50 <i>[\$60]</i>	An application is required for alcohol service
Community Center Rental Cleaning (per event)	\$200 <i>[\$150]</i>	\$250 <i>[\$150]</i>	\$50 cleaning fee per hour if cleaning exceeds 3 hours
Tables and Chairs Rental	\$100	\$125 <i>[\$100]</i>	19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Key Deposit	\$25	\$25	per event
<b>City Parks</b>	<i>[\$100/3hrs]</i>	<i>[\$125/3 hrs]</i>	
Pioneer Park – Jordan Bridge	\$50 per hr	\$62.50 per hr	Plus \$20 for electricity and bridge closure sign <i>[\$25 deposit]</i>
Pioneer Park – Concession Stand	\$50 per hr	\$62.50 per hr	Plus, a \$100 cleaning deposit and \$25 key deposit
Pioneer Park – North Covered Shelter (Freres Pavilion)	\$50 per hr	\$62.50 per hr	
Pioneer Park – South Covered Shelter	\$50 per hr	\$62.50 per hr	
All Pioneer Park	\$250 per hr	\$312.50 per hr	\$500 cleaning deposit
Santiam Park – Covered Shelter	\$50 per hr	\$62.50 per hr	
Community Center Tennis/Pickleball Courts (all three)	\$50 per hr	\$62.50 per hr	
<b>Other Fees</b>	<b>Fee</b>	<b>Unit</b>	
Alcohol Beverage Service Permit	\$50	per event	
Alcohol Beverage Cleaning (non-refundable)	\$300	per event	If cleaning costs exceed \$300 you will be billed for excess
Community Garden Plot Rental	\$25	per year	
SportSites Reservation	\$5	per reservation	For Park Facilities, Pool, & Community Center
Cancellation	\$25	per event	No refund if cancelled within 10 days of the event

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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## UTILITY RATES

Utility Fees				
Deposit for Water Service (refundable)				\$100
Deposit for Wastewater Service (refundable)				\$100
Electronic (Paperless) Billing Discount per month				(\$1.00) monthly credit
Autopay Billing Discount per month				(\$1.00) monthly credit
Initial hook up for New Service				\$40
Requested Water Off and On Service During Business hours				\$40
Requested Water Off or On or Leak Repairs after hours (any single service call out)				\$200
Late Payment				\$35
Processing Delinquent Shut-off for Non-Payment of Bill				\$50
Penalty for Tampering with Water Meter (estimated at least \$500)				labor & materials + 10%
<b>Water Rates (SMC 13.16)</b> <span style="float: right;">[+3%]      [+3%]      [+3%]      [+16%]</span>				
Residential, Commercial and Industrial	The monthly water rate is the addition of the base, meter size, fire standby, and the usage.			
	<u>Base +</u>	<u>Meter size +</u>	<u>Fire Standby +</u>	<u>Usage per 1,000 gallons</u>
	<b>\$19.06</b>	0.75" <b>\$9.61</b>	Class 1: 0-3,086 ft <sup>2</sup> <b>\$7.02</b>	Single Family \$1.66
		1" <b>\$24.09</b>	Class 2: 3,087-12,345 ft <sup>2</sup> <b>\$29.89</b>	Multi Family \$1.65
		1.25" <b>\$35.98</b>	Class 3: 12,346-27,777 ft <sup>2</sup> <b>\$201.20</b>	City <b>\$2.31</b>
		1.5" <b>\$48.04</b>	Class 4: 27,778-49,392 ft <sup>2</sup> <b>\$478.74</b>	Non-residential \$1.65
		2" <b>\$76.74</b>	Class 5: 49,393+ ft <sup>2</sup> <b>\$936.28</b>	Irrigation <b>\$2.73</b>
		3" <b>\$143.98</b>		
		4" <b>\$239.97</b>		
		6" <b>\$479.78</b>		
		8" <b>\$791.71</b>		
		10" <b>\$1,103.63</b>		
Stormwater Rates (SMC 13.32)				
Residential	Storm Drainage Maintenance by Type of Residence:			
	[+3%]			
	<b>Type of Residential Use</b>			<b>Monthly</b>
	Single Family Dwelling			<b>\$13.02</b>
	Duplex			<b>\$13.02</b>

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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		Mobile Home Park (per unit)	\$13.02	
		Apartment (per unit)	\$7.82	
		Assisted Living Care Facility (per unit)	\$7.82	
Commercial and Industrial		<b>Impervious Surface size</b>	<b>Monthly</b>	
		up to 2,500 sq ft impervious surface	\$13.02	
		2,501 to 5,000 sq ft impervious surface	\$19.53	
		5,001 to 10,000 sq ft impervious surface	\$39.07	
		10,001 to 15,000 sq ft impervious surface	\$65.12	
		15,001 to 20,000 sq ft impervious surface	\$91.14	
		20,001 to 30,000 sq ft impervious surface	\$130.21	
		30,001 to 40,000 sq ft impervious surface	\$182.34	
		40,001 or more sq ft impervious surface	\$234.39	
Street Maintenance Fee (SMC 3.30)				
Residential	Transportation Maintenance Fees by Type of Residence			
		<b>Type of Residential Use</b>	<b>Monthly</b>	
		Single Family Residence	\$10.00	
		Multi Family - Apartment (per unit)	\$5.60	
		Mobile Home in a MH Park	\$5.20	
		Assisted Living Care Center (per unit)	\$2.50	

Legend:

Rates changed	New fee	Rate is same but was not on prior schedule	Rate not being charged until further Council clarification
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Commercial and Industrial	<p>See Municipal Code (SMC) 3.30.060 for a listing of each category for non-residential developed property.</p> <table border="1"> <thead> <tr> <th>Category</th><th>Monthly</th></tr> </thead> <tbody> <tr><td>up to 15 trips/1000 sq ft of building space</td><td>\$25.00</td></tr> <tr><td>16 to 799 trips/1000 sq ft of building space</td><td>\$50.00</td></tr> <tr><td>800+ trips/1000 sq ft of building space</td><td>\$100.00</td></tr> <tr><td>4 trips per acre of land used for the state purpose</td><td>\$100.00</td></tr> <tr><td>160 trips per fueling station</td><td>\$100.00</td></tr> <tr><td>10 trips per rental room</td><td>\$100.00</td></tr> <tr><td>1.5 trips per student</td><td>\$100.00</td></tr> <tr><td>single tenant office with apartment</td><td>\$30.60</td></tr> <tr><td>in home business</td><td>\$35.00</td></tr> <tr><td>single business with 2 apartments</td><td>\$36.20</td></tr> <tr><td>special business with apartment</td><td>\$55.60</td></tr> <tr><td>multi business with home</td><td>\$60.00</td></tr> <tr><td>multi business with 2 apartments</td><td>\$61.20</td></tr> <tr><td>multi business with 2+ apartments</td><td>\$105.60</td></tr> </tbody> </table>	Category	Monthly	up to 15 trips/1000 sq ft of building space	\$25.00	16 to 799 trips/1000 sq ft of building space	\$50.00	800+ trips/1000 sq ft of building space	\$100.00	4 trips per acre of land used for the state purpose	\$100.00	160 trips per fueling station	\$100.00	10 trips per rental room	\$100.00	1.5 trips per student	\$100.00	single tenant office with apartment	\$30.60	in home business	\$35.00	single business with 2 apartments	\$36.20	special business with apartment	\$55.60	multi business with home	\$60.00	multi business with 2 apartments	\$61.20	multi business with 2+ apartments	\$105.60
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## SWIMMING POOL

	Resident	Non-Resident*	Notes
<b>Drop-In</b>	<b>[+5% (with rounding)]</b>	<b>[Res +40%]</b>	
Adult	\$6.50	\$9.00	per visit
Youth (1-17 years old) / Seniors (59+)	\$4.50	\$6.25	per visit
Family (2-5 individuals from the same household)	\$20.00	\$28.00	per visit
Each additional family member above 5	\$2.00	\$3.00	per visit
<b>Punch Cards (10 Visits)</b>			
Adult	\$59.50	\$83.25	per card
Youth (1-17 years old) / Seniors (59+)	\$39.75	\$55.75	per card
Children under age 1	Free	free	
<b>Monthly Memberships</b>			
Adult	\$55.25	\$77.25	per month
Youth (1-17 years old) / Seniors (59+)	\$33.00	\$46.25	per month
Family (2+ individuals from the same household)	\$93.75	\$131.25	per month
<b>Private Pool Rentals</b>			
Pool Rental 2 guards (0-25 people)	\$121.25	\$169.75	per hour
Pool Rental 3 guards (0-50 people w/slide)	\$143.25	\$200.50	per hour
Pool Rental 4 guards (51-75 people w/slide)	\$165.50	\$231.75	per hour
Pool Rental 5 guards (up to 100 people w/slide)	\$187.50	\$262.50	per hour
<b>Locker Rates</b>			
Monthly	\$20.00	\$28.00	per locker
Yearly	\$203.00	\$284.25	per locker
<b>Swimming Lessons</b>			
Eight 30-minute sessions	\$50.00	\$67.00	per swimmer
Additional Swimmers (from same household)	\$31.50	\$48.50	per swimmer
Private lesson	\$50.00	\$67.00	per swimmer

\*Non-Residents are those who live outside the Stayton city limits.

Legend:

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**CITY OF STAYTON**  
**M E M O R A N D U M**

**TO:** Mayor Brian Quigley and the Stayton City Council  
**FROM:** Jennifer Siciliano, Community and Economic Development  
**DATE:** March 17, 2025  
**SUBJECT:** Downtown Core Parking Survey and Proposed Solutions

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**ISSUE**

Whether to adopt a Resolution formalizing direction to City staff to ameliorate parking issues in the core downtown area on Third Avenue.

**ENCLOSURE(S)**

1. Resolution No. 25-010 for Downtown Core Parking Management

**BACKGROUND INFORMATION**

The City Council held a work session on January 21, 2025, to review the results of the downtown core parking survey and provide directions to City staff. Staff presented various options to address concerns raised in the survey. The options included:

1. Encourage employees and business owners to avoid parking on Third Avenue.
2. Install additional signage directing visitors to public parking areas.
3. When the City next bids for downtown parking restriping, potentially in a year from now, we will assess parking layouts to maximize available spaces and
4. Install short-term parking staggered along Third Avenue.

**Survey**

The City conducted a parking survey focusing on the downtown core area, which includes Third Avenue and adjacent side streets between Second and Fourth Avenues from Water to Burnett Streets. The survey aimed to assess parking challenges and gather feedback on potential improvements. This area consists of 192 marked parking spaces, including two public parking lots—Florence Street with 15 spots and Courthouse parking lot with 26 spots.

A total of 110 letters were sent to building owners, businesses, and residents, and businesses were asked to distribute QR codes to customers for online participation. The survey was available from August 27 to October 20, 2024, receiving 155 responses, primarily from customers (139 responses), with residents, employees, business owners, and building owners also participating.

## Key Findings

Survey responses revealed mixed perspectives on parking availability. While 43% of respondents found parking easy or very easy, 30% found it difficult or very difficult. Parking frequency data indicated that 44% of respondents visit the downtown core several times a week, and 33% visit weekly. Notably, 34% of respondents reported occasional parking difficulties, while 27% often experienced challenges. Most respondents (97%) used street parking, while one-third utilized public parking lots.

The most challenging times to find parking were identified as 5:00 p.m. to 8:00 p.m. (43%) and 2:00 p.m. to 5:00 p.m. (41%). Additionally, 58% of respondents felt there was inadequate signage directing visitors to available parking. The primary concerns cited were the lack of parking near desired destinations (65%) and issues with poorly parked vehicles (36%). While 60% of respondents indicated parking availability did not influence their decision to visit downtown, 29% reported avoiding the area at specific times, and 23% opted for alternative locations.

## Proposed Solutions

Based on the survey results, four potential solutions were proposed to address parking challenges in the downtown core:

1. Encourage employees and business owners to park off Third Avenue. This would free up prime parking spaces for customers and visitors. Implementing this change would require City policies and collaboration with business owners, along with outreach and education efforts to ensure compliance.
2. Install additional signage directing drivers to public parking areas. This would improve awareness of available parking spaces, making it easier for visitors to find parking. City staff would need to analyze optimal sign locations and allocate resources for installation, with an estimated cost of \$800 per sign.
3. Remeasure and restripe street parking spaces to optimize their use, potentially increasing overall capacity. This effort would require funding for restriping and may necessitate a preliminary study to assess potential efficiency gains. The City plans to incorporate this adjustment during its next scheduled parking space repainting.
4. Install short-term parking signs on Third Avenue to encourage turnover in high-demand parking spaces by designating 30-minute spaces. While this could help improve access for more visitors, it would require signage installation, enforcement by police, and a decision on when short-term parking should be enforced, such as on weekdays from 8:00 a.m. to 6:00 p.m.

## Conclusion

The City Council indicated support of encouraging employees to park in public parking lots and away from Third Avenue to free up prime spaces for customers. The Council also supported improving signage for the existing Florence Street and Courthouse parking lots. Furthermore,

the Council directed staff to remeasure and maximize parking spaces next time downtown parking is restriped.

No particular direction was provided to staff in regard to implementing short- or medium-term parking signage along Third Avenue in the downtown area at this time. The City Council may formalize their support regarding management of parking in the core downtown area by considering the attached draft resolution.

**FISCAL IMPACT**

The installation of signs directing community members to public parking lots will have a cost of approximately \$800 per sign from the street fund.

Reassessing and restriping downtown core parking will cost approximately \$5,000 from the street fund.

**MOTIONS**

1. Adopt Resolution No. 25-010, as presented.

*Motion to approve Resolution No. 25-010, as presented.*

2. Adopt Resolution No. 25-010, with the following modifications...

*Motion to approve Resolution No. 25-010, with the following modifications...*



**RESOLUTION NO. 25-010  
DOWNTOWN CORE PARKING MANAGEMENT**

**WHEREAS**, City staff conducted a survey focused on parking in the core downtown area, including Third Avenue and adjacent side streets between Second Avenue and Fourth Avenue from Water Street to Burnett Street, to assess parking challenges and gather feedback on potential improvement;

**WHEREAS**, the survey was open from August 2024 to October 2024, receiving input from 155 respondents, primarily customers, as well as residents, employees, business owners, and building owners, identifying key concerns such as lack of signage, inadequate parking near destinations, and poorly parked vehicles;

**WHEREAS**, the City Council held a work session on January 21, 2025, to review the results of the downtown core parking survey and provide direction to City staff; and

**WHEREAS**, City staff presented the Council with various options to address concerns raised in the survey.

**NOW THEREFORE, THE CITY OF STAYTON RESOLVES:**

**SECTION 1.** City staff shall work with local businesses to encourage employees and business owners to park off Third Avenue, freeing up customer-accessible spaces.

**SECTION 2.** The City shall install additional signage directing drivers to existing public parking areas, with staff responsible for identifying optimal sign locations and overseeing installation.

**SECTION 3.** When the City next bids for downtown parking restriping, an assessment shall be conducted to optimize space utilization, including potential reconfiguration for additional capacity and motorcycle parking.

**SECTION 4.** City staff shall install four (4) staggered – every other block – short-term thirty minutes parking signs along Third Avenue from Water Street to Burnett Street in operation on weekdays from 8:00 a.m. to 6:00 p.m.

This Resolution shall become effective upon its adoption by the Stayton City Council.

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 17 DAY OF MARCH 2025.**

CITY OF STAYTON

Signed: \_\_\_\_\_, 2025

BY: \_\_\_\_\_  
Brian Quigley, Mayor

Signed: \_\_\_\_\_, 2025

ATTEST: \_\_\_\_\_  
Julia Hajduk, City Manager