



AGENDA
STAYTON CITY COUNCIL
Monday, June 1, 2026
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/jxT3pf_oJLk

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 **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 **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 **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.

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. May 18, 2026 City Council Work Session Minutes
- b. May 18, 2026 City Council Regular Session Minutes
- c. Resolution No. 26-013, Reappointment and New Appointment of Members to the Budget Committee

6. PRESENTATIONS**7. PUBLIC HEARING****8. GENERAL BUSINESS**

- | | |
|--|-----------------|
| <p>a. Resolution No. 26-014, Adopting Fees, Charges, and Rates and Repealing Resolution No. 25-009</p> <ol style="list-style-type: none"> 1. Staff Report – Randi Heuberger 2. Public Comment 3. Council Discussion 4. Council Decision | DECISION |
| <p>b. Ordinance No. 26-003, Annexation and Zone Change for Property on Golf Lane</p> <ol style="list-style-type: none"> 1. Staff Report – Jennifer Siciliano 2. Council Discussion 3. Council Decision | DECISION |
| <p>c. Ordinance No. 26-004, Annexation and Zone Change for Property on Shaff Road</p> <ol style="list-style-type: none"> 1. Staff Report – Jennifer Siciliano 2. Council Discussion 3. Council Decision | 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

JUNE 2026					
Monday	June 1	City Council	6:30 p.m.	https://youtube.com/live/jxT3pf_oJLk	
Tuesday	June 2	Parks and Recreation Board	6:00 p.m.	City of Stayton – Conference Room	
Monday	June 15	City Council	6:30 p.m.	https://youtube.com/live/xjBMQ5r1cGE	
Wednesday	June 17	Library Board	6:00 p.m.	Stayton Public Library	
Thursday	June 18	Public Arts Commission	6:00 p.m.	City of Stayton – Conference Room	
Monday	June 29	Planning Commission	7:00 p.m.	Stayton Community Center	
JULY 2026					
Friday	July 3	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY HOLIDAY			
Monday	July 6	City Council	6:30 p.m.	https://youtube.com/live/8N1ZVbno8h8	
Tuesday	July 2	Parks and Recreation Board	6:00 p.m.	City of Stayton – Conference Room	
Thursday	July 16	Public Arts Commission	6:00 p.m.	City of Stayton – Conference Room	
Monday	July 20	City Council	6:30 p.m.	https://youtube.com/live/sMeErPfScgE	
Monday	July 27	Planning Commission	7:00 p.m.	Stayton Community Center	
AUGUST 2026					
Monday	August 3	City Council	6:30 p.m.	https://youtube.com/live/PdUSPI13lcU	
Tuesday	August 4	Parks and Recreation Board	6:00 p.m.	City of Stayton – Conference Room	
Monday	August 17	City Council	6:30 p.m.	https://youtube.com/live/gA7DHCnQPXM	
Wednesday	August 19	Library Board	6:00 p.m.	Stayton Public Library	
Thursday	August 20	Public Arts Commission	6:00 p.m.	City of Stayton – Conference Room	
Monday	August 31	Planning Commission	7:00 p.m.	Stayton Community Center	
SEPTEMBER 2026					
Tuesday	September 1	Parks and Recreation Board	6:00 p.m.	City of Stayton – Conference Room	
Monday	September 7	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY			
Tuesday	September 8	City Council	6:30 p.m.	https://youtube.com/live/qvN2UYyECc4	
Wednesday	September 16	Library Board	6:00 p.m.	Stayton Public Library	
Thursday	September 17	Public Arts Commission	6:00 p.m.	City of Stayton – Conference Room	
Monday	September 21	City Council	6:30 p.m.	https://youtube.com/live/UwI0JQYUf24	
Monday	September 28	Planning Commission	7:00 p.m.	Stayton Community Center	

**Stayton City Council
Work Session
May 18, 2026**

LOCATION: STAYTON PUBLIC LIBRARY, 515 N. FIRST AVENUE, STAYTON

Time Start: 5:32 P.M.

Time End: 6:25 P.M.

MEETING ATTENDANCE LOG

	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor Ken Carey	Alissa Angelo, Assistant City Manager
Councilor Jordan Ohrt	James Brand, Finance Director
Councilor David Patty	Gwen Johns, Police Chief
Councilor Steve Sims	Janna Moser, Library Director (excused)
Leonard Hays	Jennifer Siciliano, Community & Economic Development (excused)
	Barry Buchanan, Public Works Director
	Melanie Raba, Administrative Special Projects

AGENDA	ACTIONS
Fee Updates Review	Mr. Brand reviewed proposed amendments to the fee schedule. Discussion regarding event permit application delay, planning related fees, and pool revenues sources.

APPROVED BY THE STAYTON CITY COUNCIL THIS 1st DAY OF JUNE 2026, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Brian Quigley, Mayor

Date: _____

Attest: _____
Julia Hajduk, City Manager

**City of Stayton
City Council Minutes
May 18, 2026**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 6:31 P.M. Time End: 8:45 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor Ken Carey	Alissa Angelo, Assistant City Manager
Councilor Leonard Hays	Gwen Johns, Police Chief
Councilor Jordan Ohrt	Janna Moser, Library Director
Councilor David Patty	James Brand, Finance Director
Councilor Stephen Sims	Jennifer Siciliano, Community & Economic Development Director
	Barry Buchanan, Public Works Director
	Melanie Raba, Administrative Special Projects

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Ohrt stated she had conversations with community members regarding annexation.
Public Comment	<p><u>Damian Centanni, Stayton Resident</u> spoke regarding the Pilot program.</p> <p><u>Larry Chamberland, Stayton Resident</u> spoke regarding getting assistance from an attorney to review housing laws.</p> <p><u>Harry Stratton, Stayton Resident</u> spoke regarding annexation and state requirements.</p> <p><u>Judy Stratton, Stayton Resident</u> spoke regarding Planning Commission and Council representation of citizens and changes in the community.</p>
Consent Agenda	
a. May 4, 2026 City Council Regular Session Minutes	Motion from Councilor Patty, seconded by Councilor Ohrt to approve the Consent Agenda, as presented.
b. Resolution No. 26-011, OLCC Liquor License – New Outlet “Full On-Premises, Commercial” Application for Yunta Tostaderia Jalisco Style.	<p>Sims, Carey, Hays, Ohrt, Patty: Yes Motion passed 5:0.</p> <p><i>Public Hearing: Ordinance No. 26-003, Annexation and Zone Change for Property on Golf Lane, was opened by Mayor Quigley at 6:42 p.m. Due to the advertised time of the public hearing, the hearing was paused and Council proceeded to other agenda items until that time.</i></p>

<p>Presentations</p>	<p>None.</p>
<p>General Business Resolution No. 26-012, Grant Authority for a Designed Signer for DEQ Loan</p> <ul style="list-style-type: none"> a. Staff Report b. Public Comment c. Council Discussion d. Council Decision 	<p>Mr. Brand reviewed the staff report.</p> <p>None.</p> <p>Discussion regarding projects proposed to be covered by loan funding.</p> <p>Motion from Councilor Ohrt, seconded by Councilor Patty to approve Resolution No. 26-012 as presented.</p> <p>Sims, Carey, Hays, Ohrt, Patty: Yes Motion passed 5:0.</p> <p>Mayor Quigley called for a 5-minute recess.</p>
<p>Public Hearing Ordinance No. 26-003, Annexation and Zone Change for Property on Golf Lane</p> <ul style="list-style-type: none"> a. Commencement of Public Hearing b. Staff Introduction c. Applicant Presentation d. Staff Report e. Questions from Council f. Public Testimony g. Questions from the Council h. Applicant Summary i. Staff Summary j. Close of Hearing k. Council Deliberation 	<p>Mayor Quigley reopened the public hearing at 7:02 p.m.</p> <p>Ms. Siciliano provided an introduction.</p> <p>Brittany Randal, Brand Land Use, presented the application detail.</p> <p>Ms. Siciliano presented the staff report.</p> <p>Discussion regarding the compatibility as defined by our municipal code, factors considered under the Comprehensive Plan, and street needs.</p> <p><u>Aaron Frichtl, Sublimity Resident</u> spoke regarding his family's history with the property, the character of the land, and a dispute related to the traffic study.</p> <p>Discussion regarding the traffic study.</p> <p>Ms. Randal spoke regarding revising the application from high density and resolving sewer capacity issues.</p> <p>Ms. Siciliano provided a staff summary.</p> <p>Mayor Quigley closed the public hearing at 7:50 p.m.</p> <p>Council discussion regarding the limitations on their authority to make a decision.</p>

<p>I. Council Decision on Ordinance No. 26-003</p> <p>Ordinance No. 26-004, Annexation and Zone Change for Property on Shaff Road</p> <p>a. Commencement of Public Hearing</p> <p>b. Staff Introduction</p> <p>c. Applicant Presentation</p> <p>d. Staff Report</p> <p>e. Questions from Council</p> <p>f. Public Testimony</p> <p>g. Questions from the Council</p> <p>h. Applicant Summary</p> <p>i. Staff Summary</p> <p>j. Close of Hearing</p> <p>k. Council Deliberation</p>	<p>Motion from Councilor Sims, seconded by Councilor Carey to approve Ordinance No. 26-003 as presented.</p> <p>Sims, Carey, Patty: Yes Hays, Ohrt: No Motion passed 3:2.</p> <p>Mayor Quigley opened the public hearing at 7:56 p.m.</p> <p>Ms. Siciliano provided an introduction.</p> <p>Brittany Randal, Brand Land Use, presented the application detail. Discussion regarding clarifications on the types of anticipated development and adjacent property owner intentions.</p> <p>Ms. Siciliano presented the staff report.</p> <p>Discussion regarding the housing needs as determined by the state, traffic analysis for the area, and stormwater concerns.</p> <p>None.</p> <p>None.</p> <p>Ms. Randal provided a final review of the application.</p> <p>Ms. Siciliano provided a staff summary.</p> <p>Mayor Quigley closed the public hearing at 8:16 p.m.</p> <p>Council discussion regarding current owner’s vision compared to potential future owners, changing zoning density, and the traffic plan.</p>
<p>I. Council Decision on Ordinance No. 26-003</p>	<p>Motion from Councilor Ohrt, seconded by Councilor Hays, to approve Ordinance No. 26-004 with an amendment to change the density to medium density.</p> <p>Hays, Ohrt, Carey: Yes Sims, Patty: No Motion passed 3:2.</p> <p>Discussion regarding findings to support the change in density.</p>
<p>Communications from City Staff</p>	<p>Mr. Buchanan requested Council input on street selections to include in the Safe Streets for All proposal.</p>

	Ms. Hajduk provided an update regarding public comment made by Mr. Larimer at a previous meeting.
Communications from Mayor and Council	<p>Councilor Patty spoke regarding an upcoming School Board meeting.</p> <p>Councilor Ohrt spoke regarding a recent traffic accident at 3rd and Fern Ridge and suggested a speed limit reduction there.</p> <p>Mayor Quigley thanked council for their work and shared concerns regarding state laws.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 1st DAY OF JUNE 2026, 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: Alissa Angelo, Assistant City Manager

DATE: June 1, 2026

SUBJECT: Appointment of Members to the Budget Committee

ISSUE

Shall the Council approve Resolution No. 26-013, reappointing community members to City boards and commissions?

ENCLOSURE(S)

- Budget Committee Reappointment Application – Damian Centanni
- Budget Committee Appointment Application – Chris Roberts
- Resolution No. 26-013

STAFF RECOMENDATION

N/A

BACKGROUND INFORMATION

The Budget Committee is comprised of 6 community members and the 6 sitting members of the City Council. The Committee currently has two vacant community member positions.

City staff received four applications requesting appointment to the Budget Committee. Applications were received from Bryan Phillips, Chris Roberts, Damian Centanni, and Mark Kronquist. Once received, all applications were forwarded to the Finance Director, City Manager, and the Mayor. Damian Centanni was recommended for reappointment and Chris Roberts recommended as a new appointment to the Committee.

FISCAL IMPACT

N/A

MOTION(S)

No motion necessary; consent agenda approval.



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

BUDGET

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 18 YEARS

PLEASE PRINT

Name DAMIAN CENTANNI

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

- CURRENT CITY BUDGET COMM MEMBER.
- AT OUR LOCAL STAYTON SCHOOL DISTRICT, PREVIOUSLY WAS A 2-3-YEAR TERM, BUDGET COMM MEMBER.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

CURRENTLY A BUDGET COMM MEMBER;
 WOULD LIKE TO CONTINUE AS ONE.

- 3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

STREETS.

- 4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

- 5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

- 6. How did you learn about this vacancy?

_____ Our Website _____ Word of mouth _____ Other

- 7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

Signature of Applicant  Date DECEMBER 30, 2025.

PLEASE RETURN TO: City of Stayton
 362 N. Third Avenue
 Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Budget Committee

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 28

PLEASE PRINT

Name Chris Roberts



1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I believe my professional experience coupled with the desire to serve the City of Stayton would make me a good candidate for the budget committee. I have degrees in both Finance and Accounting. I have held the following positions: Public Accounting Associate, Private Company Finance Manager, Controller, CFO, General Manager, and Business Owner. Note: Resume available upon request.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I understand budgets and budget processes and would like to give some of my time and energy back to the town where I grew up, moved back to and am currently living and raising a family.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

- 3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

I have no specific concerns other than wanting to see Stayton continue to thrive and be financially healthy.

- 4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

No current or past involvement other than having been involved as a member of the Stayton Chamber of Commerce.


- 5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
None

- 6. How did you learn about this vacancy?

Our Website Word of mouth Other

- 7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

Our business owns a few duplex properties in Stayton.

Signature of Applicant  Date 2/9/2026

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



**RESOLUTION NO. 26-013
REAPPOINTMENT AND NEW APPOINTMENT OF MEMBERS
TO THE BUDGET COMMITTEE**

WHEREAS, the Budget Committee is comprised of 6 community members plus the 6 sitting members of the City Council;

WHEREAS, as of May 31, 2026, there are two vacancies on the Budget Committee;

WHEREAS, City staff received four applications requesting appointment to the Budget Committee from Bryan Phillips, Chris Roberts, Damian Centanni, and Mark Kronquist;

WHEREAS, the applications for reappointment and new appointments were forwarded to the City Manager, Department Head, and Mayor who reviewed the applications and recommended the reappointment of Damian Centanni and the new appointment of Chris Roberts; and

WHEREAS, Council has reviewed the applications and concurs with the recommended appointments.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council accepts Mayor Quigley’s reappointment of Damian Centanni to the Budget Committee with a term ending December 31, 2027.
2. The Council accepts Mayor Quigley’s appointment of Chris Roberts to the Budget Committee with a term ending December 31, 2029.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF JUNE 2026.

CITY OF STAYTON

Signed: _____, 2026

By: _____

Mayor Brian Quigley, Mayor

Signed: _____, 2026

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: James Brand, Finance Director
DATE: June 1, 2026
SUBJECT: Resolution No. 26-014, Adopting July 1, 2026 City Fee Schedule

ISSUE

Shall the Council adopt Resolution 26-014 to modify the City Fee Schedule?

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 26-014 as presented.

BACKGROUND INFORMATION

At least annually, the City reviews its fees, charges, rates, and fines. The published fees include those found on utility bills and for many other optional services the City provides. The attached fee schedule (Exhibit A) contains the new proposed City charges. Most of the fees stayed the same while a few were increased. Some of the fee names, locations, and notes were updated for better clarity. Most of the increases were in keeping with the City's rising costs due to higher personnel costs and inflation. Other reasons for rate changes are as follows:

The residents' utility bill rates changed in line with the Utility Rate Study done recently by our consultants from FCS Group. This study was approved by the Council in Resolution 1090 (Feb 2024) and the rate changes for July 2026 are as follows:

- Transportation: no change
- Water usage: no change
- Water fixed rates: +3%
- Wastewater rates: +3%
- Stormwater rates: +3%

We added a late fee for event permits to encourage on-time completion. Event permits are time sensitive and require multiple managers' attention. We added the new City Hall conference room as rentable. We also added the rates for one-time water purchasing at the filling station and temporary hydrant usage. Under Community & Economic Development, we added two new deposits (City Engineer Review and Transportation Review).

One change was made as a result of discussions at the May 18, 2026 Council work session. This was to increase the non-resident fees for Parks rentals to 40% more than the resident fees. This achieves a consistent 40% increase in non-resident fees for all Parks and Pool facilities. The proposed fee schedule retains both the resident and non-resident rates despite the failure of the Parks & Pool Levy (Measure 24-518). One fee was removed (community garden rentals) because of the failed levy.

The fees for System Development Charges (SDC's) 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 our normal annual practice.

Exhibit A represents the proposed fee schedule that will be effective July 1, 2026, which is the start of the next fiscal year. The final approved rates will be made publicly available on the City website.

FISCAL IMPACT

These 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. If these fees are not adopted, an operational revenue shortfall is likely to occur, and services may need to be reduced.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

- 1. Adopt Resolution No. 26-014 as presented.**
 - a. Move to adopt Resolution No. 26-014 as presented.
- 2. Adopt Resolution No. 26-014 as amended.**
 - a. Move to adopt Resolution No. 26-014 as amended.
- 3. Do not approve Resolution No. 26-014**
 - a. Take no action which means the City will continue to operate under Resolution 25-009 (April 2025) for the City fee schedule.



**RESOLUTION NO. 26-014
ADOPTING FEES, CHARGES, AND RATES
AND REPEALING RESOLUTION 25-009**

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;

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, 2026.

SECTION 2. Resolution 25-009, adopting fees, charges, and rates for various City services will be repealed in its entirety as of July 1, 2026.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF JUNE 2026.

CITY OF STAYTON

Signed: _____, 2026

BY: _____
Brian Quigley, Mayor

Signed: _____, 2026

ATTEST: _____
Julia Hajduk, City Manager



EXHIBIT A

Fees and Charges Effective July 1, 2025

The fee schedule is updated at least once per year. These fees were adopted by the Stayton City Council in Resolution XX. For more information, see the SMC (Stayton Municipal Code) at www.staytonoregon.gov or call the City Hall at 503-769-3425.

ADMINISTRATIVE			
	Fee	Unit	Notes (and Stayton Municipal Code references)
Lien Search	\$10	per search	
Notary Public	\$5	per action	Subject to Notary availability, appointments recommended
Residential Rental	\$10	per year	SMC 15.06.120
<u>Permits for Events (includes Promotional/Processional Events)</u>	<u>\$5060</u>	per event	<u>SMC 5.44; SMC 10.36 \$100 if form is not fully complete and received at least 45 days prior to event</u>
<u>Permits for Recurring Events</u>	<u>\$2530</u>	<u>per event</u>	<u>\$75 if form is not fully complete and received at least 45 days prior to event</u>
Event Street Marking	\$200	per event	<u>Refundable</u> Deposit
Transient Occupancy Tax	7%	of gross rent charged	SMC 3.06
Returned Payments	\$35	per item	Equal to the bank fee
Credit Card Processing	3%	of amount owing	For balances over \$3,000 (excludes monthly utility bill)
<u>Use of City Hall Conference Room</u>	<u>\$25</u>	<u>per hour</u>	<u>Call 503-769-3425 for availability (City has priority)</u>
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	

<u>Printed</u> Copies of Digital Photos	\$1	per photo	
CD of Digital Photos	\$10	each CD	
<u>Thumb drive</u> Audio CD, DVD, or other <u>digital</u> 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. \$20 non-refundable search fee included. Free for the victim's first copy.
Fingerprinting	\$30	per person	Service for Stayton residents and business only
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	
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		
<u>Delinquent bills sent to Collections</u>	25% of assessed fine		

Permits Issued by Police

	Fee	Unit	Notes
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)
OLCC/OHA License Application	\$100	per application	
OLCC/OHA License Renewal	\$35	per year	
<u>OLCC/OHA Change of Ownership</u>	<u>\$75</u>	<u>per incident</u>	
<u>OLCC/OHA License Privilege Change</u>	<u>\$75</u>	<u>per incident</u>	
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	
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	
Fines for Ordinance Violations			
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 Alarms		SMS 8.08 <u>(per fiscal year)</u>
• First 5 Alarms	\$0	
• Alarms 6-15	\$25	
• 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)
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 SMC Title 10 Not Specifically Listed	\$50	SMC 10

COMMUNITY & ECONOMIC DEVELOPMENT

	Fee	Notes
Land Use Applications		
Pre-Application Meeting	\$500	
Minor modifications to Site Plan Review	\$900	staff review only
Major modifications to Site Plan Review*	\$1,700	Planning Commission decision Plus City Engineer and Transportation Review deposits
Site Plan Review*	\$1,700	Planning Commission decision Plus City Engineer and Transportation Review deposits
Preliminary Partition Plan*	\$1,700	Planning Commission decision Plus City Engineer and Transportation Review deposits
Preliminary Subdivision Plan 4 to 10 lots*	\$2,000	Planning Commission decision Plus City Engineer and Transportation Review deposits
Preliminary Subdivision Plan >11 lots*	\$2,500	Planning Commission decision Plus City Engineer and Transportation Review deposits
Master Plan Developments*	\$2,500	Plus City Engineer and Transportation Review deposits
Conditional Use	\$1,200	
Variance	\$1,200	(not associated with other applications)
Variance submitted with Land Use application	\$500	(for same property)
Comprehensive Plan Map and Zone Map Amendment	\$2,500	Planning Commission decision

Zone Map Amendment only	\$2,000	City Council decision	
<u>Annexation (Major or Minor)</u>	<u>\$2,500</u>	<u>City Council decision (\$4,500 if voter approval is required)</u>	
<u>Annexation with</u> Subdivision, Master Plan Development, Site Plan Review that includes Annexation*	\$2,500	<u>Plus City Engineer and Transportation Review deposits</u>	
Annexation (Major or Minor)	\$2,500	City Council decision (\$4,500 if voter approval is required)	
Code Interpretation by Planning Commission	\$1,200		
Other Planning Commission Hearings	\$1,200		
Vacation of Streets and Alleys	\$1,500	deposit per application	
<u>*City Engineer Review</u>	<u>\$1,000</u>	<u>Refundable deposit toward actual costs (added to Site Plan Review, Subdivision, and Master Plan Development applications)</u>	
<u>*Transportation Review</u>	<u>\$1,000</u>	<u>Refundable deposit toward actual costs (added to Site Plan Review, Subdivision, and Master Plan Development applications)</u>	
Appeals			
Appeals of decisions made by Staff without a public hearing	\$250	per application	
Appeals 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	
Zone Verification Letter	\$75	per property	
Mobile Food Unit License	\$40	per year	SMC 5.48
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
Solicitor's License per Employee	\$25	per person per year	(includes background check)

LIBRARY (SMC 2.48.1150)			
	Fee	Unit	Notes
Library Cards			
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
Other Fees			
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	

PUBLIC WORKS

Site Development Permit: Engineering and Plan Review (for on-site and off-site public improvements) and ROW permit. Prior to **p**Permit issuance, actual plan review costs will be paid by the **a**Applicant. Inspection services will be paid ~~for~~ by **the a**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
New Infrastructure		
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)	4% \$150	
Right of Way (ROW) Permits		
Type 1: Street tree replacement or installation	no charge	
Type 2: Repair/replace sidewalk and/or driveway approach with no street cutting (includes 3 inspections)	\$125 100	per permit
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections)	\$200 165	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	\$40 35	per inspection
Permits		
3/4" Water Meter (including radio, valve, & installation)	\$600 543	
1" Water Meter (including radio, valve, & installation)	\$750 708	
Larger than 1"	actual cost	
Vehicles per hour	FEMA rate	www.fema.gov/assistance/public/tools-resources

Building Permits		varies	per Marion County fee schedule						
Building Structural Permit Driveway/Sidewalk Inspections		\$150							
Systems Development Charges (SMC 13.12)									
Wastewater - Stayton SDCTotal (shared and Stayton only)									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	
Reimbursement	\$7,535	\$12,558	\$25,116	\$40,186	\$80,372	\$125,582	\$251,163	\$401,861	
Improvement	\$4,130	\$6,883	\$13,767	\$22,027	\$44,053	\$68,832	\$137,665	\$220,264	
Compliance	\$78	\$130	\$260	\$416	\$832	\$1,300	\$2,600	\$4,160	
Total	\$11,743	\$19,571	\$ 39,143	\$62,629	\$125,257	\$195,714	\$391,428	\$626,285	
Wastewater - Sublimityshared SDC (shared system)									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	
Reimbursement	\$4,812	\$8,021	\$16,041	\$25,666	\$51,332	\$80,205	\$160,410	\$256,657	
Improvement	\$1,455	\$2,425	\$4,850	\$7,761	\$15,521	\$24,252	\$48,503	\$77,605	
Compliance	\$42	\$68	\$137	\$219	\$437	\$683	\$1,367	\$2,187	
Total	\$6,308	\$10,514	\$21,028	\$33,645	\$67,290	\$105,140	\$210,280	\$336,449	
Water									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	Multi fam/unit
Reimbursement	\$1,409. 00	\$2,353. 21	\$4,692. 15	\$7,511. 20	-	-	-	-	\$1,127. 6 99
Improvement	\$2,735. 12	\$4,568. 00	\$9,108. 30	\$14,580. 57	-	-	-	-	\$2,188. 7 69
Total	\$4,144.13	\$6,921.22	\$13,800.45	\$22,091.78	-	-	-	-	\$3,315.469
Stormwater									
New dwelling on existing (20 09 14) street based on assumed avg impervious area of 3500 sq ft.							\$2,580.48		
New dwelling on new street (built after 20 09 14) based on assumed avg impervious area of 5020 sq ft.							\$3,682.30		
<u>All other additional new impervious surfaces</u> Multi-family and non-residential development (per sq ft of impervious surface)							\$0.74		
Transportation									
\$4,701 per PM Peak trip end – contact Public Works for full Transportation SDC Schedule based on ITE code									
Single family (detached)							\$7,441/unit		
Multi-family (low rise)							\$2,269/unit		
Parks		per residential unit							
Reimbursement		\$251. 33							
Improvement		\$3,730. 29 99							
Total		\$3,981.31							

For informational purposes only – the total SDC for a typical single family detached home in Stayton would be:

	Wastewater	Water	Stormwater	Transportation	Parks	Total
¾" meter, home on new street	\$11,743	\$4,144. 13	\$3,682. 30	\$7,441	\$3,981. 31	\$30,991.74
¾" meter, new home on "existing" street	\$11,743	\$4,144. 13	\$2,580. 48	\$7,441	\$3,981. 31	\$29,889.92

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

Type	Cost per Square Foot	Rates are set by the North Santiam School District.
Residential	\$1. 7067	<ul style="list-style-type: none"> • All new or relocated single or multiple unit housing, including manufactured housing units • Conversion of non-residential to residential • Addition of living space to an existing residential structure
Non - Residential	\$0.8 54	<ul style="list-style-type: none"> • \$421,4800 Maximum

FACILITY RENTALS

Community Center	Resident	Non-Resident (those who live outside the Stayton city limits)	
Community Center Rental (Entire Building—Hourly) Community Center – meeting room (479 capacity inwith chairs or 223 with tables), kitchen, lobby, restrooms	\$200 plus \$50 per hr.	\$280 plus \$70 62.50 per hr.	Includes cleaning fee. (+\$50 hourly if cleaning exceeds 3 hours). An application is required for alcohol usage service. Call 503-769-2919
Community Center Rental Cleaning (per event)	\$200	\$250	\$50 cleaning fee per hour if cleaning exceeds 3 hours
Tables and Chairs Rental	\$100	\$140 25	19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Key – <u>Refundable</u> d Deposit	\$25	\$25	per event
City Parks			
Pioneer Park – Jordan Bridge	\$50 per hr.	\$62.50 \$70 per hr.	Plus <u>refundable deposits of \$50</u> 20 for electricity <u>key</u> and bridge closure signs. Call 503-769-2919
Pioneer Park – Concession Stand <u>Kitchen Facility</u>	\$50 per hr.	\$62.50 \$70 per hr.	Plus a \$100 cleaning <u>fee</u> deposit and \$25 <u>refundable</u> key deposit. Call 503-769-2919
Pioneer Park – North Covered Shelter (Freres Pavilion)	\$50 per hr.	\$62.50 \$70 per hr.	
Pioneer Park – South Covered Shelter (<u>near playground</u>)	\$50 per hr.	\$62.50 \$70 per hr.	
All Pioneer Park	\$250 per hr.	\$312.50 \$350 per hr.	Plus a \$500 \$1,000 <u>cleaning</u> deposit. Call 503-769-2919
Santiam Park – Covered Shelter	\$50 per hr.	\$62.50 \$70 per hr.	
Community Center Tennis/Pickleball Courts (all three)	\$50 per hr.	\$62.50 \$70 per hr.	
Other Fees	Fee	Unit	Notes
Alcohol Beverage Service Permit	\$50	per event	
Alcohol Beverage Cleaning (non-refundable)	\$300	per event	Costs over \$300 will be billed to you if necessary
Community Garden Plot Rental	\$25	per year	
Sport Sites Reservation	\$5	per reservation	For Park Facilities, Community Center, and Pool
Cancellation	\$25	per event	No refund if cancelled within 10 days of the event

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 <u>Account Service (starting or changing a utility account)</u>				\$40
Requested Service to turn Water Off or On During Business hours				\$40
Requested Service to turn Water Off or On or for Leak Repairs after hours (any single service call <u>s</u> 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%
<u>Temporary Hydrant Usage (also requires a \$1,000 refundable deposit)</u>				<u>\$90 + \$2.73 per 1,000 gal</u>
<u>Water rate for Filling Station or Hydrant meter (water for purchase)</u>				<u>\$90 + \$2.73 per 1,000 gal</u>
Water Rates (SMC 13.16)				
Residential, Commercial, and Industrial <u>all have fixed fees and variable (usage) fees</u>	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>
	\$19.63	0.75"	Class 1: 0-3,086 ft ²	Single Family \$1.66
	19.06	\$9.909.61	\$7.237.02	Multi Family \$1.65
		1"	Class 2: 3,087-12,345 ft ²	City \$2.732.31
		\$24.8124.09	\$30.7829.89	Non-residential \$1.65
		1.25"	Class 3: 12,346-27,777 ft ²	Irrigation \$3.412.73
	\$37.0635.98	\$207.23201.20		
	1.5"	Class 4: 27,778-49,392 ft ²		
	\$49.4848.04	\$493.10478.74		
	2"	Class 5: 49,392+ ft ²		
	\$79.0476.74	\$964.37936.28		

		3" \$ 148.30 143.98	
		4" \$ 247.16 239.97	
		6" \$ 494.17 479.78	
		8" \$ 815.46 791.71	
		10" \$ 1,136.74 1,103.63	

Stormwater Rates (SMC 13.32)

Residential	Storm Drainage Maintenance by Type of Residence:												
	<table border="1"> <thead> <tr> <th><i>Type of Residential Use</i></th> <th><i>Monthly</i></th> </tr> </thead> <tbody> <tr> <td>Single Family Dwelling</td> <td>\$13.4113.02</td> </tr> <tr> <td>Duplex</td> <td>\$13.4113.02</td> </tr> <tr> <td>Mobile Home Park (per unit)</td> <td>\$13.4113.02</td> </tr> <tr> <td>Apartment (per unit)</td> <td>\$8.057.82</td> </tr> <tr> <td>Assisted Living Care Facility (per unit)</td> <td>\$8.057.82</td> </tr> </tbody> </table>	<i>Type of Residential Use</i>	<i>Monthly</i>	Single Family Dwelling	\$ 13.41 13.02	Duplex	\$ 13.41 13.02	Mobile Home Park (per unit)	\$ 13.41 13.02	Apartment (per unit)	\$ 8.05 7.82	Assisted Living Care Facility (per unit)	\$ 8.05 7.82
<i>Type of Residential Use</i>	<i>Monthly</i>												
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Commercial and Industrial	<table border="1"> <thead> <tr> <th><i>Impervious Surface size</i></th> <th><i>Monthly</i></th> </tr> </thead> <tbody> <tr> <td>up to 2,500 sq ft impervious surface</td> <td>\$13.4113.02</td> </tr> <tr> <td>2,501 to 5,000 sq ft impervious surface</td> <td>\$20.1219.53</td> </tr> <tr> <td>5,001 to 10,000 sq ft impervious surface</td> <td>\$40.2439.07</td> </tr> <tr> <td>10,001 to 15,000 sq ft impervious surface</td> <td>\$67.0765.12</td> </tr> <tr> <td>15,001 to 20,000 sq ft impervious surface</td> <td>\$93.8791.14</td> </tr> </tbody> </table>	<i>Impervious Surface size</i>	<i>Monthly</i>	up to 2,500 sq ft impervious surface	\$ 13.41 13.02	2,501 to 5,000 sq ft impervious surface	\$ 20.12 19.53	5,001 to 10,000 sq ft impervious surface	\$ 40.24 39.07	10,001 to 15,000 sq ft impervious surface	\$ 67.07 65.12	15,001 to 20,000 sq ft impervious surface	\$ 93.87 91.14	
	<i>Impervious Surface size</i>	<i>Monthly</i>												
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	10,001 to 15,000 sq ft impervious surface	\$ 67.07 65.12												
15,001 to 20,000 sq ft impervious surface	\$ 93.87 91.14													

20,001 to 30,000 sq ft impervious surface	\$ 134.124 30.21
30,001 to 40,000 sq ft impervious surface	\$ 187.814 82.34
40,001 or more sq ft impervious surface	\$ 241.422 34.39

Street Maintenance Fee (SMC 3.30)

Residential

~~Street Transportation~~ Maintenance Fees by Type of Residence

<i>Type of Residential Use</i>	<i>Monthly</i>
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

Commercial and Industrial

See Municipal Code (SMC) 3.30.060 for a listing of each category for non-residential developed property.

<i>Category</i>	<i>Monthly</i>
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 3 + apartments	\$105.60

Wastewater Rates (SMC 13.24)											
Residential	All residential wastewater customers pay a monthly flat rate of \$ 77.61 ^{75.35} per residential unit.										
Commercial and Industrial	<p>Commercial and Industrial <u>wastewater</u> rates are based on the average monthly water usage from December through February. These three months are when the highest percentage of <u>used</u> water enters the City’s wastewater facilities. The following rate schedule is used:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #d9d9d9;">Average Monthly Use</th> <th style="background-color: #d9d9d9;">Monthly</th> </tr> </thead> <tbody> <tr> <td>Up to 4,000 gallons</td> <td style="text-align: right;">\$64.56^{60.48}</td> </tr> <tr> <td>4,001 to 6,000 gallons</td> <td style="text-align: right;">\$86.40^{80.94}</td> </tr> <tr> <td>6,001 to 10,000 gallons</td> <td style="text-align: right;">\$161.28^{151.08}</td> </tr> <tr> <td>Above 10,000 gallons</td> <td style="text-align: right;">\$16.13^{15.11} / 1,000 gallons</td> </tr> </tbody> </table>	Average Monthly Use	Monthly	Up to 4,000 gallons	\$ 64.56 ^{60.48}	4,001 to 6,000 gallons	\$ 86.40 ^{80.94}	6,001 to 10,000 gallons	\$ 161.28 ^{151.08}	Above 10,000 gallons	\$ 16.13 ^{15.11} / 1,000 gallons
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6,001 to 10,000 gallons	\$ 161.28 ^{151.08}										
Above 10,000 gallons	\$ 16.13 ^{15.11} / 1,000 gallons										

SWIMMING POOL

Resident Non-Resident* Notes

Drop-In			
Adult	\$6.50 <u>\$7.00</u>	\$9.00 <u>\$9.75</u>	per visit
Youth (1-17 years old) / Seniors (59+)	\$4.50 <u>\$4.75</u>	\$6.25 <u>\$6.75</u>	per visit
Family (2-5 individuals from the same household)	\$20.00 <u>\$21.00</u>	\$28.00 <u>\$29.50</u>	per visit
Each additional family member above 5	\$2.00 <u>\$2.25</u>	\$3.00 <u>\$3.25</u>	per visit
Punch Cards (10 <u>v</u>Visits)			
Adult	\$59.50 <u>\$62.50</u>	\$83.25 <u>\$87.50</u>	per card
Youth (1-17 years old) / Seniors (59+)	\$39.75 <u>\$41.50</u>	\$55.75 <u>\$58.00</u>	per card
Children under age 1	Free	free	
Monthly Memberships			
Adult	\$55.25 <u>\$58.00</u>	\$77.25 <u>\$81.25</u>	per month
Youth (1-17 years old) / Seniors (59+)	\$33.00 <u>\$34.75</u>	\$46.25 <u>\$48.75</u>	per month
Family (2+ individuals from the same household)	\$93.75 <u>\$98.25</u>	\$131.25 <u>\$137.50</u>	per month
Private Pool Rentals (<u>hourly rate</u>)			
Pool Rental 2 guards (0-25 people)	\$121.25 <u>\$127.25</u>	\$169.75 <u>\$178.75</u>	per hour
Pool Rental 3 guards (0-50 people w/slide)	\$143.25 <u>\$150.25</u>	\$200.50 <u>\$210.25</u>	per hour
Pool Rental 4 guards (51-75 people w/slide)	\$165.50 <u>\$173.50</u>	\$231.75 <u>\$243.00</u>	per hour
Pool Rental 5 guards (up to 100 people w/slide)	\$187.50 <u>\$196.50</u>	\$262.50 <u>\$275.00</u>	per hour
Locker Rates			
Monthly	\$20.00	\$28.00	per locker
Yearly	\$203.00	\$284.25	per locker
Swimming Lessons			
Eight 30-minute sessions	\$50.00 <u>\$52.00</u>	\$67.00 <u>\$73.00</u>	per swimmer
—Additional Swimmers (from same household)	\$31.50	\$48.50	per swimmer
Private lesson	\$50.00 <u>\$52.00</u>	\$67.00 <u>\$73.00</u>	per swimmer

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



Fees and Charges Effective July 1, 2025

The fee schedule is updated at least once per year. These fees were adopted by the Stayton City Council in Resolution XX. For more information, see the SMC (Stayton Municipal Code) at www.staytonoregon.gov or call the City Hall at 503-769-3425.

ADMINISTRATIVE			
	Fee	Unit	Notes (and Stayton Municipal Code references)
Lien Search	\$10	per search	
Notary Public	\$5	per action	Subject to Notary availability, appointments recommended
Residential Rental	\$10	per year	SMC 15.06.120
Permits for Events (includes Promotional/Processional Events)	\$60	per event	SMC 5.44; SMC 10.36 \$100 if form is not fully complete and received at least 45 days prior to event
Permits for Recurring Events	\$30	per event	\$75 if form is not fully complete and received at least 45 days prior to event
Event Street Marking	\$200	per event	Refundable deposit
Transient Occupancy Tax	7%	of gross rent charged	SMC 3.06
Returned Payments	\$35	per item	Equal to the bank fee
Credit Card Processing	3%	of amount owing	For balances over \$3,000 (excludes monthly utility bill)
Use of City Hall Conference Room	\$25	per hour	Call 503-769-3425 for availability (City has priority)
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	
Printed Copies of Digital Photos	\$1	per photo	
Thumb drive, or other digital 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. \$20 non-refundable search fee included. Free for the victim's first copy.
Fingerprinting	\$30	per person	Service for Stayton residents and business only
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	
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		
Delinquent bills sent to Collections	25% of fine		

Permits Issued by Police

	Fee	Unit	Notes
Carnival, Amusement Park & Concession	\$300	per year	SMC 5.08
Alarm Permit (Residential/Commercial)	\$20	one-time registration	SMC 8.08 (late fee is \$25 per year)
OLCC/OHA License Application	\$100	per application	
OLCC/OHA License Renewal	\$35	per year	
OLCC/OHA Change of Ownership	\$75	per incident	
OLCC/OHA License Privilege Change	\$75	per incident	
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	
Temporary permit for non-OLCC Licensed Business	\$35	per application	
Temporary permit for OLCC Licensed Business	\$15	per application	

Fines for Ordinance Violations

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 Alarms		SMS 8.08 (per fiscal year)
• First 5 Alarms	\$0	
• Alarms 6-15	\$25	
• 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)
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 SMC 10 Not Specifically Listed	\$50	SMC 10

COMMUNITY & ECONOMIC DEVELOPMENT

	Fee	Notes
Land Use Applications		
Pre-Application Meeting	\$500	
Minor modifications to Site Plan Review	\$900	
Major modifications to Site Plan Review*	\$1,700	Plus City Engineer and Transportation Review deposits
Site Plan Review*	\$1,700	Plus City Engineer and Transportation Review deposits
Preliminary Partition Plan*	\$1,700	Plus City Engineer and Transportation Review deposits
Preliminary Subdivision Plan 4 to 10 lots*	\$2,000	Plus City Engineer and Transportation Review deposits
Preliminary Subdivision Plan >11 lots*	\$2,500	Plus City Engineer and Transportation Review deposits
Master Plan Developments*	\$2,500	Plus City Engineer and Transportation Review deposits
Conditional Use	\$1,200	
Variance	\$1,200	(not associated with other applications)
Variance submitted with Land Use application	\$500	(for same property)
Comprehensive Plan Map and Zone Map Amendment	\$2,500	
Zone Map Amendment only	\$2,000	City Council decision
Annexation (Major or Minor)	\$2,500	City Council decision (\$4,500 if voter approval is required)
Annexation with Subdivision, Master Plan Development, Site Plan Review*	\$2,500	Plus City Engineer and Transportation Review deposits

Code Interpretation by Planning Commission	\$1,200		
Other Planning Commission Hearings	\$1,200		
Vacation of Streets and Alleys	\$1,500	deposit per application	
*City Engineer Review	\$1,000	Refundable deposit toward actual costs (added to Site Plan Review, Subdivision, and Master Plan Development applications)	
*Transportation Review	\$1,000	Refundable deposit toward actual costs (added to Site Plan Review, Subdivision, and Master Plan Development applications)	
Appeals			
Appeals of decisions made by Staff without a public hearing	\$250	per application	
Appeals 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	
Zone Verification Letter	\$75	per property	
Mobile Food Unit License	\$40	per year	SMC 5.48
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
Solicitor's License per Employee	\$25	per person per year	(includes background check)

LIBRARY (SMC 2.48.1150)			
	Fee	Unit	Notes
Library Cards			
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
Other Fees			

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	

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 by the 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

New Infrastructure

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)	4%	

Right of Way (ROW) Permits

Type 1: Street tree replacement or installation	no charge	
Type 2: Repair/replace sidewalk and/or driveway approach with no street cutting (includes 3 inspections)	\$125	per permit
Type 3: Sidewalk, driveway approach and/or existing utility repair where street cut is needed (includes 4 inspections)	\$200	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	\$40	per inspection

3/4" Water Meter (including radio, valve, & installation)	\$600	
1" Water Meter (including radio, valve, & installation)	\$750	
Larger than 1"	actual cost	
Vehicles per hour	FEMA rate	www.fema.gov/assistance/public/tools-resources

Permits

Building Permits		varies	per Marion County fee schedule						
Building Structural Permit Driveway/Sidewalk Inspections		\$150							
Systems Development Charges (SMC 13.12)									
Wastewater - Stayton SDC (shared and Stayton only)									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	
Reimbursement	\$7,535	\$12,558	\$25,116	\$40,186	\$80,372	\$125,582	\$251,163	\$401,861	
Improvement	\$4,130	\$6,883	\$13,767	\$22,027	\$44,053	\$68,832	\$137,665	\$220,264	
Compliance	\$78	\$130	\$260	\$416	\$832	\$1,300	\$2,600	\$4,160	
Total	\$11,743	\$19,571	\$ 39,143	\$62,629	\$125,257	\$195,714	\$391,428	\$626,285	
Wastewater - Sublimity SDC (shared system)									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	
Reimbursement	\$4,812	\$8,021	\$16,041	\$25,666	\$51,332	\$80,205	\$160,410	\$256,657	
Improvement	\$1,455	\$2,425	\$4,850	\$7,761	\$15,521	\$24,252	\$48,503	\$77,605	
Compliance	\$42	\$68	\$137	\$219	\$437	\$683	\$1,367	\$2,187	
Total	\$6,308	\$10,514	\$21,028	\$33,645	\$67,290	\$105,140	\$210,280	\$336,449	
Water									
Meter size	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	Multi fam/unit
Reimbursement	\$1,409	\$2,353	\$4,692	\$7,511	-	-	-	-	\$1,127
Improvement	\$2,735	\$4,568	\$9,108	\$14,580	-	-	-	-	\$2,188
Total	\$4,144	\$6,921	\$13,800	\$22,091	-	-	-	-	\$3,315
Stormwater									
New dwelling on existing (2009) street based on assumed avg impervious area of 3500 sq ft.								\$2,580	
New dwelling on new street (built after 2009) based on assumed avg impervious area of 5020 sq ft.								\$3,682	
All other additional new impervious surfaces (per sq ft)								\$0.74	
Transportation									
\$4,701 per PM Peak trip end – contact Public Works for full Transportation SDC Schedule based on ITE code									
Single family (detached)								\$7,441/unit	
Multi-family (low rise)								\$2,269/unit	
Parks		per residential unit							
Reimbursement		\$251							
Improvement		\$3,730							
Total		\$3,981							

For informational purposes only – the total SDC for a typical single family detached home in Stayton would be:

	Wastewater	Water	Stormwater	Transportation	Parks	Total
¾" meter, home on new street	\$11,743	\$4,144	\$3,682	\$7,441	\$3,981	\$30,991
¾" meter, new home on "existing" street	\$11,743	\$4,144	\$2,580	\$7,441	\$3,981	\$29,889

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

Type	Cost per Square Foot	Rates are set by the North Santiam School District.
Residential	\$1.70	<ul style="list-style-type: none"> • All new or relocated single or multiple unit housing, including manufactured housing units • Conversion of non-residential to residential • Addition of living space to an existing residential structure
Non - Residential	\$0.85	<ul style="list-style-type: none"> • \$42,400 Maximum

FACILITY RENTALS

Community Center	Resident	Non-Resident (those who live outside the Stayton city limits)	
Community Center – meeting room (479 capacity with chairs or 223 with tables), kitchen, lobby, restrooms	\$200 plus \$50 per hr.	\$280 plus \$70 per hr.	Includes cleaning fee. (+\$50 hourly if cleaning exceeds 3 hours). An application is required for alcohol usage. Call 503-769-2919
Tables and Chairs Rental	\$100	\$140	19 - 6 ft. tables, 2 - 8 ft. tables, and 135 chairs
Community Center Key – Refundable deposit	\$25	\$25	per event
City Parks			
Pioneer Park – Jordan Bridge	\$50 per hr.	\$70 per hr.	Plus refundable deposits of \$50 for electricity key and bridge closure signs. Call 503-769-2919
Pioneer Park – Kitchen Facility	\$50 per hr.	\$70 per hr.	Plus \$100 cleaning fee and \$25 refundable key deposit. Call 503-769-2919
Pioneer Park – North Covered Shelter (Freres Pavilion)	\$50 per hr.	\$70 per hr.	
Pioneer Park – South Covered Shelter (near playground)	\$50 per hr.	\$70 per hr.	
All Pioneer Park	\$250 per hr.	\$350 per hr.	Plus a \$\$1,000 deposit. Call 503-769-2919
Santiam Park – Covered Shelter	\$50 per hr.	\$70 per hr.	
Community Center Tennis/Pickleball Courts (all three)	\$50 per hr.	\$70 per hr.	
Other Fees	Fee	Unit	Notes
Alcohol Beverage Service Permit	\$50	per event	
Alcohol Beverage Cleaning (non-refundable)	\$300	per event	Costs over \$300 will be billed to you if necessary
Cancellation	\$25	per event	No refund if cancelled within 10 days of the event

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
New Account (starting or changing a utility account)	\$40
Requested Service to turn Water Off or On During Business hours	\$40
Requested Service to turn Water Off or On after hours (any single service calls 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%
Temporary Hydrant Usage (also requires a \$1,000 refundable deposit)	\$90 + \$2.73 per 1,000 gal
Water rate for Filling Station or Hydrant meter (water for purchase)	\$90 + \$2.73 per 1,000 gal

Water Rates (SMC 13.16)

Residential, Commercial, and Industrial all have fixed fees and variable (usage) fees	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>	
	\$19.63	0.75" \$9.90	Class 1: 0-3,086 ft ² \$7.23	Single Family	\$1.66
		1" \$24.81	Class 2: 3,087-12,345 ft ² \$30.78	Multi Family	\$1.65
		1.25" \$37.06	Class 3: 12,346-27,777 ft ² \$207.23	City	\$2.73
		1.5" \$49.48	Class 4: 27,778-49,392 ft ² \$493.10	Non-residential	\$1.65
		2" \$79.04	Class 5: 49,392+ ft ² \$964.37	Irrigation	\$3.41
		3" \$148.30			
		4" \$247.16			
		6" \$494.17			
	8" \$815.46				
	10" \$1,136.74				

Stormwater Rates (SMC 13.32)

Residential	Storm Drainage Maintenance by Type of Residence:	
	Type of Residential Use	Monthly
	Single Family Dwelling	\$13.41
	Duplex	\$13.41
	Mobile Home Park (per unit)	\$13.41

	<table border="1"> <tr> <td>Apartment (per unit)</td> <td>\$8.05</td> </tr> <tr> <td>Assisted Living Care Facility (per unit)</td> <td>\$8.05</td> </tr> </table>	Apartment (per unit)	\$8.05	Assisted Living Care Facility (per unit)	\$8.05														
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Wastewater Rates (SMC 13.24)																															
Residential	All residential wastewater customers pay a monthly flat rate of \$77.61 per residential unit.																														
Commercial and Industrial	<p>Commercial and Industrial wastewater rates are based on the average monthly water usage from December through February. These three months are when the highest percentage of used water enters the City’s wastewater facilities. The following rate schedule is used:</p> <table border="1" data-bbox="659 1084 1325 1287"> <thead> <tr> <th><i>Average Monthly Use</i></th> <th><i>Monthly</i></th> </tr> </thead> <tbody> <tr> <td>Up to 4,000 gallons</td> <td>\$64.56</td> </tr> <tr> <td>4,001 to 6,000 gallons</td> <td>\$86.40</td> </tr> <tr> <td>6,001 to 10,000 gallons</td> <td>\$161.28</td> </tr> <tr> <td>Above 10,000 gallons</td> <td>\$16.13 / 1,000 gallons</td> </tr> </tbody> </table>	<i>Average Monthly Use</i>	<i>Monthly</i>	Up to 4,000 gallons	\$64.56	4,001 to 6,000 gallons	\$86.40	6,001 to 10,000 gallons	\$161.28	Above 10,000 gallons	\$16.13 / 1,000 gallons																				
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SWIMMING POOL

Resident Non-Resident*

Drop-In			
Adult	\$7.00	\$9.75	
Youth (1-17 years old) / Seniors (59+)	\$4.75	\$6.75	
Family (2-5 individuals from the same household)	\$21.00	\$29.50	
Each additional family member above 5	\$2.25	\$3.25	
Punch Cards (10 visits)			
Adult	\$62.50	\$87.50	
Youth (1-17 years old) / Seniors (59+)	\$41.50	\$58.00	
Children under age 1		free	
Monthly Memberships			
Adult	\$58.00	\$81.25	
Youth (1-17 years old) / Seniors (59+)	\$34.75	\$48.75	
Family (2+ individuals from the same household)	\$98.25	\$137.50	
Private Pool Rentals (hourly rate)			
Pool Rental 2 guards (0-25 people)	\$127.25	\$178.75	
Pool Rental 3 guards (0-50 people w/slide)	\$150.25	\$210.25	
Pool Rental 4 guards (51-75 people w/slide)	\$173.50	\$243.00	
Pool Rental 5 guards (up to 100 people w/slide)	\$196.50	\$275.00	
Swimming Lessons			
Eight 30-minute sessions	\$52.00	\$73.00	
Private lesson	\$52.00	\$73.00	

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



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

TO: Mayor Quigley and the Stayton City Council

FROM: Jennifer Siciliano, Director of Community and Economic Development

DATE: June 1, 2026

SUBJECT: Second Reading - Ordinance No. 26-003, Annexation and Zone Change of Property on Golf Lane.

ISSUE

The issue before the City Council is the second reading of Ordinance No. 26-003, the annexation of an approximately 21-acre property located on Golf Lane (Tax Lot 091W03B001500). The applicant proposes annexation into the city limits and application of the Medium Density (MD) Residential zoning district.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 26-003, on second reading and enact the annexation as approved by first reading at the May 18, 2026, City Council meeting.

BACKGROUND INFORMATION

The City Council held a public hearing on May 18, 2026, on this application. At that hearing, the Council received a staff presentation, heard testimony from the applicant, and received public testimony regarding the proposed annexation.

The proposed ordinance was considered at that time and advanced for a second reading. For a detailed description of the application, including analysis, findings, agency comments, and public testimony, the Council is directed to refer to the May 18, 2026 City Council meeting packet.

The hearing was closed at the last meeting so there can be no new evidence presented at this point in the proceedings. The Council also completed its deliberations at the last meeting, reaching a 3-2 vote for approval and first reading of the ordinance. The need for a second reading is created on account of the City Charter's ordinance adoption procedures. If a majority of the Council wishes to engage in new deliberations, those deliberations may take place so long as no

new evidence is sought or considered. If a majority of the Council wishes to re-open the record for new evidence, staff will need to schedule a hearing by providing the required notice.

FISCAL IMPACT

Upon annexation, the property will be assessed as City property at the next assessment cycle and will begin contributing City property taxes. Because the property is currently vacant, the immediate increase in tax revenue will be minimal.

OPTIONS AND MOTIONS:

Staff have provided the City Council with several options, each with an appropriate motion. The Community and Economic Development Department and Planning Commission recommend the first option.

1. Approve the application, enact Ordinance 26-003 as presented.

I move to approve Ordinance 26-003, approving the application of KSD Properties LLC for annexation (Land Use File # 5-02/24) as presented by Staff.

The City Recorder shall call the roll and the names of each Councilor present, and their vote shall be recorded in the meeting minutes. Ordinance No. 26-003 is enacted and will be presented to the Mayor for his approval.

2. Approve the application, enact Ordinance 26-003 with amendments.

I move to amend Ordinance 26-002 with the following modifications...

Council will need to include modifications to the Ordinance, as well as relevant findings, as applicable. If amendment motion passes....

I move to approve the application of KSD Properties LLC for annexation (Land Use File # 5-02/24) as amended...

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. Ordinance No. 26-003 is enacted with amendments and will be presented to the Mayor for his approval.

3. Deny the application and adopt findings and conclusions to substantiate the decision.

I move that the City Council deny the application of KSD Properties LLC for annexation (Land Use File # 5-02/24) and direct staff to prepare an order of denial with findings and conclusions to support denial based upon the application failing to satisfy the following criteria on account of the following evidence in the record...

4. Continue deliberation to the next meeting.

I move that the City Council continue deliberations on the application of KSD Properties LLC for annexation (Land Use File # 5-02/24) until June 15, 2026.

5. Re-open the record and set a continued public hearing.

I move that the City Council re-open the record and set a continued public hearing as to the application of KSD Properties LLC for annexation (Land Use File # 5-02/24) for _[future date that allows for noticing of hearing]_____.

**ORDINANCE NO. 26-003****ANNEXING REAL PROPERTY LOCATED ON GOLF LANE AND CHANGING THE ZONE FROM MARION COUNTY URBAN TRANSITIONAL (UT-20) TO CITY OF STAYTON MEDIUM DENSITY RESIDENTIAL (MD).**

WHEREAS, KSD Properties, LLC has initiated annexation of certain real property located on Golf Lane, Marion County, Oregon, identified as Map Tax Lot 091W03B001500, more particularly described in Exhibit 1 attached hereto and incorporated herein, and further illustrated on a map shown in Exhibit 2 attached hereto and incorporated herein; and

WHEREAS, the owner of the property and applicant is KSD Properties, LLC; and

WHEREAS, the annexation area consists of approximately 21 acres; and

WHEREAS, the property is currently located outside the City limits of Stayton and is zoned Marion County Urban Transition (UT-20); and

WHEREAS, the territory proposed for annexation lies within the City of Stayton Urban Growth Boundary and is designated Residential on the Stayton Comprehensive Plan Map; and

WHEREAS, upon annexation the property will be zoned Medium Density (MD) Residential, consistent with the Comprehensive Plan designation, the City's long-range residential land use policies and findings within the staff report and Planning Commission recommendation; and

WHEREAS, on November 24, 2025, February 23, 2026, and April 27, 2026, the Stayton Planning Commission held public hearings on the annexation request (File No. 5-02/24); and

WHEREAS, the Planning Commission reviewed the application materials, agency comments, and public testimony, and thereafter adopted findings of fact and conclusions determining that the application satisfies the annexation approval criteria in Stayton Municipal Code Section 17.12.210.4; and

WHEREAS, the Planning Commission recommended that the City Council approve the annexation and amend the Stayton Official Zoning Map to apply Medium Density (MD) Residential zoning to the annexed property; and

WHEREAS, the City Council held a public hearing as required by law and reviewed the Planning Commission recommendation and findings of fact, which are attached as Exhibit 3 and incorporated herein; and

WHEREAS, the City Council concludes that the annexation application satisfies the approval criteria contained in SMC 17.12.210.4.

NOW THEREFORE, THE STAYTON CITY COUNCIL ORDAINS AS FOLLOWS:

SECTION 1. Pursuant to ORS 222.125, the Stayton City Council hereby proclaims the annexation to

the City of Stayton, Oregon, of approximately 21 acres consisting of the property located on Golf Lane identified as Map Tax Lot 091W03B001500, the legal description of which is set forth in Exhibit 1, attached hereto and incorporated herein by reference.

SECTION 2. Pursuant to ORS 222.005, the Stayton City Recorder shall provide by certified mail to all public utilities, telecommunication facilities, and franchise holders operating within the City a written notice of the annexation including the site address, legal description, and map of the territory annexed, along with a copy of this Ordinance. Such notice shall be mailed within ten (10) working days following passage of this Ordinance.

SECTION 3. Pursuant to ORS 222.010, the Stayton City Recorder shall, within ten (10) days of passage of this Ordinance, file with the Marion County Clerk and Marion County Assessor a report of the annexation including the legal description and map of the territory annexed.

SECTION 4. Pursuant to ORS 308.225(2), the Stayton City Recorder shall provide to the Oregon Department of Revenue a copy of this Ordinance including the legal description and map of the annexed territory.

SECTION 5. The Stayton Official Zoning Map is hereby amended to include the annexed territory and designate the property as Medium Density (MD) Residential.

SECTION 6. Upon adoption by the Stayton City Council and signature by the Mayor, this Ordinance shall become effective thirty (30) days after the date of signing.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1 DAY OF JUNE 2026.

Signed: _____, 2026

BY: _____
Brian Quigley, Mayor

Signed: _____, 2026

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Mayor Quigley and the Stayton City Council

FROM: Jennifer Siciliano, Director of Community and Economic Development

DATE: June 1, 2026

SUBJECT: Second Reading - Ordinance No. 26-004, Annexation and Zone Change at 11641 Shaff Road with amended Medium Density (MD) Residential Zone.

ISSUE

The issue before the City Council is the second reading of Ordinance No. 26-004, the annexation of an approximately 17.01-acre property located at 11641 Shaff Road. The applicant proposed annexation into the city limits and application of the High Density (HD) Residential zoning district and the City Council amended it to Medium Density (MD) Residential zoning.

STAFF RECOMMENDATION

Staff recommends that the City Council continue the second reading of Ordinance No. 26-004 until June 15, 2026, to allow staff adequate time to prepare updated findings supporting the Council's amended decision and to accommodate a request from the applicant's representative due to a serious medical issue involving a family member requiring travel out of state.

BACKGROUND INFORMATION

The City Council held a public hearing on May 18, 2026, on this application. At that hearing, the Council received a staff presentation, heard testimony from the applicant's representative, and received public testimony regarding the proposed annexation.

Following deliberation, the City Council voted 3-2 to approve the application on first reading with amendments. Specifically, the Council approved annexation of the property but amended the proposed zoning designation from the requested High Density (HD) Residential zoning district to the Medium Density (MD) Residential zoning district.

Because the Council's action differed from the applicant's original request and from the Planning Commission recommendation, staff will need additional time to prepare revised findings and conclusions supporting the Council's decision and amended zoning designation.

In addition, the applicant's representative has requested additional time before the second reading due to a serious medical issue involving a family member that requires them to travel to another part of the country.

The hearing was closed at the May 18, 2026, meeting and no new evidence may be submitted unless the City Council reopens the record and schedules a continued public hearing with proper notice. The Council also completed its deliberations at the prior meeting. The remaining action before the Council is the second reading and enactment of the ordinance, together with adoption of the revised findings supporting the Council's amended decision.

FISCAL IMPACT

Upon annexation, the property will be assessed as City property at the next assessment cycle and will begin contributing City property taxes. Because the property is currently vacant, the immediate increase in tax revenue will be minimal.

OPTIONS AND MOTIONS:

Staff have provided the City Council with several options, each with an appropriate motion. Staff recommends the first option.

1. Continue the second reading of Ordinance 26-004 until June 15, 2026.

I move that the City Council continue the second reading and consideration of Ordinance No. 26-004, regarding the application of Kevin and Paige Butler for annexation (Land Use File #10-08/25), until June 15, 2026.

2. Re-open the record and set a continued public hearing.

I move that the City Council re-open the record and set a continued public hearing regarding the application of Kevin and Paige Butler for annexation (Land Use File #10-08/25) for a future date to allow for proper notice of hearing.