



City of Stayton

Department of Planning and Development

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MEMORANDUM

TO: Chairperson Ralph Lewis and Planning Commission Members
FROM: Dan Fleishman, Director of Planning and Development
DATE: June 28, 2021
SUBJECT: Appeal of Conditions of Approval, Site Plan Approval, Santiam Heritage Foundation, 425 N First Ave
120 DAYS ENDS: extended to August 31, 2021 with permission of applicant

ISSUE

The issue before the Planning Commission is the continuation of a public hearing on an appeal of a conditional approval of an application from the Santiam Heritage Foundation for site plan approval to convert the Brown House at 425 N First Ave into an events center and four small offices.

Whereas the application met the definition of a minor modification, the original application was reviewed and approved by staff. The application was approved with a number of conditions. The Foundation has appealed that decision to the Planning Commission.

This hearing was previously scheduled for June 1 and the Planning Commission commenced the hearing at that time. The Planning Commission determined that it has jurisdiction, that the applicant has standing to appeal, and that the appeal had been filed in a timely manner. The applicant then requested the hearing be continued until the June 28 meeting and subsequently agreed to extend the 120-day deadline for the City to take final action on the application for 60 days.

UPDATED ANALYSIS

The applicant, at the June 1 hearing reported an error in the application regarding the seating capacity of the first floor meeting rooms in the building. The application had stated that the total seating capacity was 150. At the hearing the applicant indicated the correct number is 88 and subsequently provided photos of the “maximum capacity” signs posted in each the rooms to verify that number.

The draft order has been revised to reflect the continuance of the public hearing and to correct the reference to the seating capacity in the finding on page 6 regarded needed parking. Whereas the requirement for 10 parking spaces, as in the original staff decision and in the draft order is based on 3.5 parking spaces per 1,000 square feet of floor space rather than the maximum capacity of the building, there is no change in the staff recommendation.

I also noticed an error in this finding that has been corrected. The original draft order stated that W High St was “an unapproved street.” This has been corrected to state that W High St is a “partially improved street.”

City of Stayton

The two changes noted above are shown in yellow highlighting below:

Calculating the required off street parking based on seating capacity and assuming 1 space per 3 seats with a 88 seat capacity would require 30 spaces. Calculating the required off street parking based on square footage at the rate of 3.5 spaces per 1,000 square foot for 2,607 square feet results in a requirement for 10 spaces.

The application requests that no off street parking be required and notes that seven parallel parking spaces would be available along the property frontage on W High St. W High St is a partially improved street with a gravel surface and no curb and gutter.

There is no other change in the analysis from that presented in the June 1 staff report.

RECOMMENDATION

The staff recommendation for conditional approval is reflected in the revised draft order that is attached to the staff report. This recommendation contains a number of conditions of approval to bring the plans into compliance with the requirements of the Code. The condition of approval relative to improvements to W High St has been modified from the staff Order that was issued March 31.

There may be testimony at the public hearing that requires the draft order be further modified to reflect that testimony.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the first option.

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

I move the Stayton Planning Commission approve the application of the Santiam Heritage Foundation (Land Use File #3-02/21) and adopt the revised draft order presented by Staff.

2. Approve the application with conditions, adopting modifications to the revised draft order.

I move the Stayton Planning Commission approve the application of the Santiam Heritage Foundation (Land Use File #3-02/21) and adopt the revised draft order with the following changes...

3. Approve the application with conditions, directing staff to modify the revised draft order.

I move the Stayton Planning Commission approve the application of the Santiam Heritage Foundation (Land Use File #3-02/21) and direct staff to modify the revised draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the June 28, 2021 meeting.

4. Deny the application, adopting the findings and conclusions in the revised draft order.

I move that the Stayton Planning Commission deny the application of the Santiam Heritage Foundation (Land Use File #3-02/21) and direct staff to modify the revised draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the July 26, 2021 meeting.

5. Continue the hearing until June 28, 2021.

City of Stayton

I move the Stayton Planning Commission continue the public hearing on the application of the Santiam Heritage Foundation (Land Use File #3-02/21) until July 26, 2021.

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

I move the Stayton Planning Commission close the hearing on the application of the Santiam Heritage Foundation (Land Use File #3-02/21) but maintain the record open to submissions by the applicant until July 12, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on July 26, 2021.

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

I move the Stayton Planning Commission continue the deliberation on the application of the Santiam Heritage Foundation (Land Use File #3-02/21) until July 26, 2021.