



AGENDA PLANNING COMMISSION

November 25, 2024

at 7:00 p.m.

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

HYBRID MEETING

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

1. CALL TO ORDER

2. MEETING MINUTES

- a. Approval of October 30, 2024, Minutes

3. PUBLIC HEARING

LAND USE FILE #10-06/24 - Application for a Site Plan Review to develop a vacant lot at 101 Whitney Street in an Interchange Development (ID) zone into a 10,640 sq. ft. commercial building for a proposed Dollar General, including parking, access, and landscaping.

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

4. PUBLIC HEARING

LAND USE FILE #02-01/24 - Application for Modification Site Plan Review to build a 3,440 square foot warehouse storage building at 1840 Pacific Court a currently developed industrial site

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

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

5. ADJOURN

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

**STAYTON PLANNING COMMISSION
MEETING MINUTES
Monday, October 28, 2024**

COMMISSIONERS: Larry McKinley -Absent
Dixie Ellard
Peter Bellas
Richard Lewis
Amy Watts
Lucas Joyce- Student Representative

STAFF MEMBER: Jennifer Siciliano, Community & Economic Development Director
Windy Cudd, Planning Assistant, City of Stayton

OTHERS PRESENT: None

1. **CALL TO ORDER:** Vice-Chair Watts called the meeting to order at 7:00 pm
2. **APPROVAL OF MINUTES:** Lewis moved, and Ellard seconded to approve an amended version of the minutes from September 30, 2024, as presented. Passed 3:0. Watts abstained.
3. **LAND USE FILE #10-06/24 – PUBLIC HEARING (Continuation) - Application for a Site Plan Review to develop a vacant lot at 101 Whitney Street in an Interchange Development (ID) zone into a 10,640 sq. ft. commercial building for a proposed Dollar General, including parking, access, and landscaping.**

Commencement of Public Hearing- Vice-Chair Watts read the opening statement and opened the hearing at 7:01 pm. No objections were made by the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.

- a. **Staff Introduction and Report-** The applicant asked for a continuance of the Site Plan Review to the next scheduled Planning Commission meeting which is November 25, 2024.
 - b. **Applicant Presentation-** None
 - c. **Questions from the Commission-** None
 - d. **Questions and Testimony from the Public-** None
 - e. **Applicant Summary-** None
 - f. **Staff Summary-** None
 - g. **Close of Hearing-** Vice-Chair Watts continued the hearing at 7:07 pm.
 - h. **Commission Deliberation-** Bellas moved and Lewis seconded for the Stayton Planning Commission continue the public hearing on the application for a Site Plan Review for 6S DG Stayton OR, LLC/ Sam Moore at 101 Whitney Street (Land Use File #10-06/24) until November 25, 2024.
4. **OTHER BUSINESS** –None
 5. **ADJOURN** –Vice-Chair Watts adjourned the meeting at 7:09 pm.

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members

FROM: Jennifer Siciliano, Director of Community and Economic Development

DATE: November 25, 2024

SUBJECT: Site Plan Review, Dollar General for 6S DG Stayton OR, LLC/ Sam Moore at 101 Whitney Street

120 DAYS ENDS: December 11, 2024. (Extended)

ISSUE

The issue before the Planning Commission is a public hearing on an application for a Site Plan Review to develop a vacant lot into a 10,640 square foot commercial building with 8,750 square feet of retail floor space for a proposed Dollar General with required parking, access, and landscaping at 101 Whitney Street in an Interchange Development (ID) zone.

The City Council held a Public Hearing at their November 4, 2024 meeting and they voted to not change the Land Use and Development Code to permit “General Merchandise” in the Interchange Development (ID) zone.

BACKGROUND AND ANALYSIS

See the previous staff reports from August 19, 2024, September 23, 2024, and October 21, 2024, for additional information regarding the Site Plan Review.

RECOMMENDATION

The staff recommends denying the Site Plan Review application since the use proposed is not permitted in the Interchange Development (ID) zone.

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 to deny to the application.

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

I move the Stayton Planning Commission deny the application for a Site Plan Review for 6S DG Stayton OR, LLC/ Sam Moore at 101 Whitney Street (Land Use File #10-06/24) and adopt the draft order presented by Staff.

2. Approve the application, directing staff to modify the draft order.

I move the Stayton Planning Commission approve the application for a Site Plan Review for 6S DG Stayton OR, LLC/ Sam Moore at 101 Whitney Street (Land Use File #10-06/24) and direct staff to modify the draft order to reflect the Planning Commission’s discussion and bring a revised draft order for Planning Commission approval at the December 30, 2024, meeting.

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

I move the Stayton Planning Commission close the hearing on the application for a Site Plan Review for 6S DG Stayton OR, LLC/ Sam Moore at 101 Whitney Street (Land Use File #10-06/24) but maintain the record open to submissions by the applicant until December 2, allowing

City of Stayton

7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on December 30, 2024.

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

I move the Stayton Planning Commission continue the deliberation on the application for a Site Plan Review for 6S DG Stayton OR, LLC/ Sam Moore at 101 Whitney Street (Land Use File #10-06/24) until December 30, 2024.

BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of) Site Plan Review
The application of) File # 10-06/24
6S DG Stayton OR, LLC/ Sam Moore, Applicant)

ORDER OF CONDITIONAL DENIAL

I. NATURE OF APPLICATION

The application is for a Site Plan Review to develop a vacant lot into a 10,640 square foot commercial building with 8,750 square feet of retail floor space for a proposed Dollar General with required parking, access, and landscaping at 101 Whitney Street in an Interchange Development (ID) zone.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner is Daphne Girod.
2. The applicant is Sam Moore of 6S DG Stayton OR, LLC.
3. The properties can be described on Marion County Assessors Map as 101 Whitney Street (tax lot 091W03DB00400).
4. The property has approximately the following frontage: 261 feet along Whitney Street, and 176 feet along Cascade Highway SE. The property is approximately 1.49 acres.
5. The property is zoned Interchange Development (ID). Part of the property is within the Natural Resources Overlay District (NR); the area 100 feet from the normal high-water line of the Mill Creek. A portion of the property to the north is in the AE Zone and is under the Floodplain Overlay District (FR).
6. The ID zone does not permit the use of #17 "General Merchandise Stores" in Table 17.16.070.1.
7. The property to the north is owned by the State of Oregon ODOT for management of interchange of Cascade Highway and Highway 22 and is out of city limits. The property to the east is another vacant lot and zoned ID. The property to the south across Whitney Street is developed and is zone ID. The property to the west across from Cascade Highway is vacant is out of city limits.

B. EXISTING CONDITIONS

The subject property is currently undeveloped and has been vacant for several years.

C. PROPOSAL

The proposal to develop a vacant lot into a 10,640 square foot commercial building with 8,750 square feet of retail floor space for a proposed Dollar General with required parking, access, and landscaping at 101 Whitney Street in an Interchange Development (ID) zone.

D. AGENCY COMMENTS

The following agencies were notified of the proposal: City of Stayton Public Works, Marion County Public Works, WAVE Broadband, Stayton Cooperative Telephone Company, Pacific Power, Northwest Natural Gas, Santiam Water Control District, Stayton Fire District, Stayton Police

Department, Salem Development Services, Santiam Hospital, and Oregon Department of Transportation.

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

E. ANALYSIS

Site plan Review applications need to comply with the Stayton Land Use and Development Code (SMC) 17.04 General Provisions and comply with 17.16.020 Basic Provisions and are required to satisfy approval criteria contained within SMC Title 17, Section 17.12.220.

F. APPROVAL CRITERIA

Pursuant to SMC 17.04.070 Compliance, *“No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of the Stayton Land Use and Development Code and other applicable regulations including all permits and licenses required.”*

Pursuant to SMC 17.16.020.1. Compliance with Code Required, *“A lot may be used and a structure or part of a structure constructed, reconstructed, altered, occupied, or used only as this title permits, and then only after applying for and securing all permits and licenses required by all applicable laws.”*

Analysis: The proposal does not currently meet this standard because SMC 17.04.070, and SMC 17.12.220.2, the Interchange Development (ID) zone does not allow for “General Merchandise Stores”. The City Council has determined at their November 4, 2024 at not allow this use in the ID zone. For this Site Plan Review application to be considered to be in compliance with SMC 17.04.070, and SMC 17.12.220.2, the Interchange Development (ID) zone must allow for #17 “General Merchandise Stores” in Table 17.16.070.1.

Finding: This standard has not been meet and according to the current Stayton Land Use and Development Code, this use is not allowed on the parcel proposed.

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

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

Analysis: According to the City Engineer City GIS mapping indicates that there is an existing 8” sanitary sewer system and an existing 12” water main within Whitney Street. It also indicates that there is an existing storm drainage system within Whitney Street, along with an open swale/ditch system located along the easterly property line of the proposed development that partially serves the existing Santiam Station development.

It does not appear that there are any wastewater master planned improvements identified in Figure 15 of the Wastewater Master Plan along the frontage of the proposed development site. It does not appear that there are any water master planned improvements identified in Figure 4 of the Water Master Plan along the frontage of the proposed development site.

A drainage memorandum was submitted. It is unclear what part of the property is within the Natural Resources Overlay District (NR) which should be 100 feet from the normal high-water line of the Mill Creek. This will affect the stormwater drainage system. In addition, a preliminary storm water management in accordance with Public Works Design Standards needs to be submitted to discern whether stormwater can be handled with the current proposed development.

Finding: As discussed above, staff can not find that this standard has been met, however it appears feasible that this standard if the applicant meets the condition below.

Condition 2: Provide a revised site plan that shows the location of the NR and shows all necessary setbacks/resource overlays for the existing natural drainage features located onsite.

Condition 3: Provide a preliminary stormwater management plan that follows Public Works Design Standards.

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

Analysis: The Site Plan proposed a 44' wide driveway with access on Whitney Street. The driveway exceeds the maximum driveway width on a Commercial local street per the City's public work design standards 303.11.E. The maximum driveway width is 36 feet per city standard.

Whitney Street is a designated local street and based on Table 17.26.020.3.h Access Spacing Standard, there should be a minimum spacing of 50 feet between the driveways and/or street. The driveway does not appear to be spaced 50 feet (center-to-center) from the Martin Drive Street.

Additionally, there is a Memorandum of Understanding regarding Golf Lane realignment between Marion County and the city dated May 19, 2003. It requires on page 4 "tax lots 500 & 400 on Marion County Assessors Map 091W03DB00 shall access Whitney Street via a shared driveway ..."

The internal traffic circulation will change depending on how the parking requirements are modified to meet conditions in d.

Finding: As discussed above this standard has not been met. It appears feasible that this standard could be met through compliance with the conditions below.

Condition 4: Provide a revised site plan that shows a driveway with a maximum driveway width of 36 feet and that continued to shows safe and efficient internal traffic circulation and safe access to property taking into account other conditions in d.

Condition 5: Provide a revised site plan that shows a shared commercial driveway with the lot to the east per section 17.26.020.3.d to be aligned with Martin Drive with crossover easement that would allow future re-configuration of the driveway when 201 Whitney Street (taxlot 091W03DB00500) is developed.

Condition 6: Prior to issuance of building permits, obtain approval from Public Works for site development demonstrating that the access is consistent with Public Works Design Standards.

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

Analysis: The proposed development fronts Cascade Highway SE with approximately 176 feet of frontage and Whitney Street with 261 feet of frontage.

Regarding rights-of-way, Cascade Highway SE is a Principal Arterial under Marion County jurisdiction. A 100' of right-of-way is required. From the tax assessor's map, it appears that there is approximately 52' of existing right-of-way along the east half of Cascade Highway along the frontage of this development. No additional right-of-way is necessary to meet the standard half-width. However, the frontage is controlled by Marion County and any additional R/W dedication requirements will be as determined by them. The standard 10' wide public utility easement shall be provided along the frontage unless otherwise approved by the Public Works Director.

Whitney Street is a Local Street under City jurisdiction. A right-of-way minimum of 60' is required for local streets. From the tax assessor's map, it appears that there is approximately 50' of existing right-of-way along the frontage. Therefore, it appears that 5' of additional right-of-way will be needed along the frontage in order to meet the right-of-way halfwidth requirement. In addition, additional right-of-way dedication shall be provided at the intersection to at minimum provide 1' clearance behind the sidewalks and curb ramps at the intersection. The standard 10' wide public utility easement shall be provided along the frontage unless otherwise approved by the Public Works Director.

Cascade Highway SE is considered to be developed along the frontage with asphalt pavement, curb and gutter, sidewalks, and storm drainage. However, since the frontage is controlled by Marion County, any street improvement requirements will be as determined by them. No comments were received by the County.

Whitney Street is considered to be developed along the frontage with asphalt pavement, curb and gutter, and storm drainage, but it does not have sidewalks and the existing pavement width is narrow compared to what would typically be required for a 3-lane street section. As such, the existing street section, the new driveway access, and any recommended street improvements necessary for the existing 3-lane street section at the intersection will need to be included in the review and analysis by the Developer's Traffic Engineer as part of the Traffic Impact Analysis (TIA). The applicant did not include a TIA with the application and, therefore staff and the Planning Commission cannot determine if this criterion is met without an accurate traffic load analysis (TIA) to assess whether the proposed design can accommodate the increased traffic generated by the site development.

Finding: As discussed above, staff can not find that this standard has been fully met, however with compliance with the condition below, this standard will be met.

Condition 7: Prepare a Traffic Impact Analysis per SMC 17.26.050.

Condition 8: Submit a revised Site Plan that include dedication of an additional 5 foot right-of-way along the frontage of Whitney Street and show the required street improvements along Whitney Street.

Condition 9: Obtain PW approval for site development that includes 6-foot side walk necessary street improvements

Condition 10: Dedicate the necessary Public Utility Easements along frontage on Cascade Highway SE and Whitney Street.

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

Analysis: All proposed off-street parking is located on the development. The Site Plan shows a total of 37 parking spaces including 2 handicap spots, a carpool parking spot, and a bike rack. Perimeter landscaping is shown in the landscape plan on the west side along Cascade Highway SE which is a major arterial and on the south side along Whitney Street which is considered a residential local street. The trees shown in the parking area are from the approved list maintained by the Department of Public Works.

According to Table 17.20.060.7.b Commercial and Industrial Parking Requirements, the Retail Store use requires 4 parking spaces per 1,000 square feet, which would require 43 parking spaces. The site plan depicts 37 parking spaces; this is deficient by 8.

Two handicap spaces are required and are shown on the submitted site plans.

One loading facility is required since the building is between 5,001 to 40,000 gross floor area. This requirement has not been shown on the plan.

There is a requirement to have 3 bike parking spots. The Site Plan only proposes a bike rack and not bike parking. This requirement has not been met.

The Site Plan does show required perimeter landscaping as required in SMC 17.20.090.11 along Cascade Highway SE and Whitney Street. No perimeter landscaping on the property line on the east side because of its adjacency to a commercial property.

The Site Plan does not show landscaped islands that are required for every 10 parking spaces or divider medians that may be used as a substitute in the two solid rows of 14 parking spaces. The Site Plan does not show terminal island at the intersection of the 9 and 14 parking space rows.

The Site Plan does not identify pedestrian walkways connecting the parking areas to the building entrance way. The code requires that pedestrian walkways be attractive and include landscaping and trees.

Finding: As discussed above, multiple of the parking and loading standards have not been met. Given the amount of standards that have not been met in this section, staff is not certain how the applicant can meet the standards without significant modification to the site layout. In order to meet this standard, the applicant would need to:

- Increase the number of off-street parking spaces by eight using standard dimensions.
- Show a loading facility that follows the requirements of SMC 17.20.060.9.b., c., and d.
- Show 3 bike parking spots that fulfill requirements in SMC 17.20.060.9-A.1)a. and b.
- Show appropriate interior landscaped islands and terminal islands fulfilling the requirements SMC 17.20.060.11.b.
- Show a pedestrian connection from parking area to the buildings entrance.

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

Analysis: The only proposed storage area will be a trash enclosure in the northeast section of the property that will be fully contained with a landscape buffer.

Finding: This requirement is met.

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

Analysis: There are no off-site noise, odors or fumes anticipated from the proposed development project

Finding: This requirement is met.

g. *The proposed improvements shall meet all applicable criteria of Section 17.20.200 Commercial Design Standards*

Analysis: The building proposed is a 10,640 square foot with 8,750 square feet of retail floor space to have a Dollar General retail space.

Finding: The submitted architectural elevation drawings show a building that does not meet the city's architectural standards for pedestrian orientation, human scale design, breaks in building length, and standards for massing. If the applicant submits revised plans that fully comply with the condition below, this condition will be met.

Condition 11: Prior to submittal of building permits, submit a revised site plan and architectural drawings that follow architectural standards in particular the following:

Follow 4. a. 2) Add a corner entrance or have an entrance that is within 20 feet of the street corner.

Follow 4. a. 3) Add window displays at least along 45% of the building's ground floor street facing elevations(s) making them integral to the building design.

Follow 4. a. 4) Add weather protection such as awnings, canopies, overhangs, or similar features to the primary building entrance(s).

Follow 4. b. 1) Add regularly spaced and similarly shaped windows on all building stories.

Follow 4. b. 2) Provide display windows where the lower edge of the display windows shall be no higher than 4 feet above the sidewalk and the top edge shall be no less than 7 feet above the sidewalk.

Follow 4. c.1)b) Provide articulation of the building face at least every 50 feet.

Follow 4. c.2) Provide horizontal and vertical offsets relating to the overall design and organization of the building, its entrances, and door and window treatments. The features shall be designed to emphasize building entrances.

Follow 4. c.3) Provide offsets that are grouped and organized in a manner to provide variation in scale and massing rather than providing a series of identical repeating masses.

Follow 4. c.5)b) Provide architecture and site plans showing a building without a wall plane exceeding 50 feet in length fitting this sections criteria. Use a combination of horizontal and vertical offsets may be used to satisfy this requirement. The total width of the offset combination shall not be less than 12 feet wide. A horizontal or vertical break in the cornice line needs to be at least 18 inches in height or 3 feet in depth and at least 12 feet wide.

Follow 4. c.5)c) Provide architecture and site plans showing a building that avoids repetition of offsets that are identical in size and shape.

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

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

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

Analysis: The submitted landscape plan shows landscaping for the proposed site. It does not state what percentage of landscape area is purposed. A minimum landscaped area of 15% is required in the ID zone. No irrigation plan was submitted. The landscape plan shows trees along Cascade Highway SE but does not show any street trees along Whitney Street. Interior landscaped islands are discussed in condition d.

Finding: As discussed above, staff cannot find that the standard has been met but if the applicant complies with the condition below, this standard will be met.

Condition 12: Provide revised site plan noting the amount of landscape area and provide the required minimum of 15%.

Condition 13: Provide an irrigation plan indicating the source of water and show the materials, size and location of all components, including back flow or anti-siphon devices, valves, and irrigation heads.

Condition 14: Provide revised site plan showing street trees along the frontage of Whitney Street as required SMC 17.20.090.5.

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

Finding: No barriers are proposed.

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

Analysis: The provided Lighting Plan show average area footcandles of 2.3. The maximum allowed is 1.6 in the commercial area. The height of the lights were not provided in the plans.

Finding: As discussed above, staff cannot determine if this standard has been met. If the applicant complies with the conditions below, this standard will be met.

Condition 15: Submit a revised Lighting plan that states the mounting height with a maximum of 20 feet.

Condition 16: Revise lighting plan to have a minimum of .3 footcandles and a maximum average illumination level of 1.6 footcandles.

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

Analysis: The property owner will be responsible for upkeep and maintenance of the property and all parts of the development. As part of a Site Development Permit, the applicant will be

Planning Commission Order, Land Use File #10-06/24

Sam Moore/6S DG Stayton OR, LLC Site Plan Review

required to submit a stormwater operations and maintenance (O&M) plan to be approved by the Public Works Department.

Finding: The required O & M plan will layout requirements for proper maintenance of stormwater drainage maintenance.

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

Analysis: The proposed development site is within 100 feet of Mill Creek. It is not clear where the high-water mark is within Mill Creek. The applicant will need to provide revised plans showing the portion of the parcel within the 100 feet of Mill Creek.

Conditions 17: The applicant submits a revised plan clearly showing where the portion of the parcel is within the 100 feet of Mill Creek and show that there will be on adverse impact on fish habitat.

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

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

III. CONCLUSION

Based on the facts above, the Planning Commission determines that the application does not meet the requirements for Sections 17.16.020.1 Compliance with Code Required, 17.12.220 Site Plan Review, 17.20.060 Off-Street Parking and Loading, 17.20.090 Landscaping Requirements, 17.20.170 Outdoor Lighting, and 17.20.200 Commercial Design Review.

IV. ORDER

Based on the conclusions above, the Planning Commission denies the application for site plan review as shown on Site Plan, and Landscaping Plan dated 05/13/2024, prepared by Tectonics Design Group, Reno, Nevada, Narrative dated 05/14/2024 by Tectonics Design Group, Reno, Nevada, Lighting Photometric Plan, and Architecture Plan by Dollar General inhouse architecture and engineering department dated 12/04/2023 and the accompanying materials due to the proposed use of #17 "General Merchandise Stores" in the ID zone is not permitted as stated in Stayton Land Use and Development Code Table 17.16.070.1.

VI. APPEAL DATES

The Planning Commission’s action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

Planning Commission Chairperson

Date

Jennifer Siciliano,
Director of Community and Economic Development

Date

DRAFT

Standard Conditions of Approval for Land Use Applications

1. Minor variations to the approved plan shall be permitted provided the development substantially conforms to the submitted plans, conditions of approval, and all applicable standards contained in the Stayton Land Use and Development Code.
2. **Permit Approval:** The applicant shall obtain all necessary permits and approvals from the City of Stayton prior to construction of the project.
3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided on the parcel.
4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.
5. **Utilities** - Utility companies shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
6. **Agency Approval** - The Developer shall be responsible for all costs relating to the required public improvements identified in the approved plan and the specific conditions of approval and within the City Ordinances and Standard Specifications. The developer is also responsible for securing design approval from all City, State and Federal agencies having jurisdiction over the work proposed. This includes, but is not limited to, the City of Stayton, the Fire District, Marion County, DEQ, ODHS (water design), DSL, 1200C (state excavation permit), etc
7. **Construction Bonding** - Bonding shall be required if there are any public improvements. Prior to start of construction of any public improvement, the developer shall provide a construction bond in the amount of 100% of the total project costs, plus added City costs associated with public construction. The bond shall be in a form acceptable to the Director of Public Works.
8. **Inspection** - At least five days prior to commencing construction of any public improvements, the Developer shall notify the Director of Public Works in writing of the date when (s)he proposes to commence construction of the improvements, so that the City can arrange for inspection. The written notification shall include the name and phone number of the contracting company and the responsible contact person. City inspection will not relieve the developer or his engineer of providing sufficient inspection to enforce the approved plans and specifications.
9. **Public Works Standards** - Where public improvements are required, all public and private public works facilities within the development will be designed to the City of Stayton, Standard Specifications, Design Standards & Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC). (SMC 12.08.310.1)
10. **Engineered Plans** - Where public improvements are required, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the Stayton PW Standards. Engineered construction plans and specifications shall be reviewed by the City

Engineer and signed approved by the City Engineer, or Stayton Public Works Department, prior to construction.

11. **Street Acceptance** - Where public improvements are required, acceptance of completed public street improvements associated with the project shall be in accordance with SMC 12.04.210.
12. **Construction Approval** - All public improvements and public utilities shall be fully constructed and a letter of substantial completion provided by the City Engineer prior to any building permit applications being accepted or issued unless the required improvements are deferred under a non-remonstrance or other agreement approved and signed by the City. Construction items must be completed within a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.
13. **Maintenance Bond** - After completion and acceptance of a public improvement by the City, the developer shall provide a 1-year maintenance bond in the amount of 30% of the construction bond amount. The bond shall be in a form acceptable to the Director of Public Works.
14. **As-Builts** - Where public improvements are required, the developer shall submit to the City, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
15. **Drainage Permit** – A 1200C permit will be secured by the developer if required under the rules of the Oregon State DEQ.
16. **SDC** - Systems Development Charges are applied to the project at the time of issuance of a building permit.

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members

FROM: Jennifer Siciliano, Director of Community and Economic Development

DATE: November 25, 2024

SUBJECT: Site Plan Review Roberts Industries, LLC for 1840 Pacific Court

120 DAYS ENDS: February 1, 2025.

ISSUE

The issue before the Planning Commission is a public hearing on an application for a Site Plan Review to add a 3,440 square foot (40' x 86') additional warehouse storage building to an already developed industrial site at 1840 Pacific Court in a Light Industrial (IL) zoning district.



BACKGROUND

The property at 1840 Pacific Court is already developed with a 2,400-square-foot shop/office and a 9,600-square-foot warehouse storage building. All adjacent properties are industrial and located within the Light Industrial (IL) zoning district. The property previously received approval for Site Plan Review (Land Use File 18-09/91) and a modification to the Site Plan Review (Land Use File 19-10/06), which approved the current buildings on the site. The proposed building will be 3,440 square feet and situated in the southeast corner of the site. It will include the required additional parking, a handicapped-accessible parking space, and bicycle parking for two. The building will feature architectural variation, with horizontal shifts in wall design and a mix of exterior materials

City of Stayton

and colors to highlight entrances and enhance visual appeal. Additional information is included in the draft order, per the criteria for a Site Plan Review.

ANALYSIS

This report and the draft order presents the Planning Staffs summary and analysis concerning this application. It was developed with the input of other City departments and agencies.

Attached is an application for site plan review approval from Roberts Industries, LLC. The application consists of the application form and narrative, architectural drawings, site plans, and a memorandum regarding stormwater drainage. The complete application submission has been posted on the City's website.

The attached draft order provides findings and analysis of each approval criteria for Site Plan Review.

RECOMMENDATION

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

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the first option to approve the draft order as presented.

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

I move the Stayton Planning Commission approve the application for a Site Plan Review of Roberts Industries, LLC, (Land Use File #2-01/24) and adopt the draft order presented by Staff.

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

I move the Stayton Planning Commission approve the application for a Site Plan Review of Roberts Industries, LLC (Land Use File #2-01/24) and adopt the draft order with the following changes...

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

I move the Stayton Planning Commission deny the application for a Site Plan Review of Roberts Industries, LLC (Land Use File #2-01/24) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the December 30, meeting.

4. Continue the hearing until December 30, 2024.

I move the Stayton Planning Commission continue the public hearing on the application for a Site Plan Review of Roberts Industries, LLC (Land Use File #2-01/24) until December 30, 2024.

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

I move the Stayton Planning Commission close the hearing on the application for a Site Plan Review of Roberts Industries, LLC (Land Use File #2-01/24) but maintain the record open to submissions by the applicant until December 2, allowing 7 days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on December 30, 2024.

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

I move the Stayton Planning Commission continue the deliberation on the application for a Site Plan Review of Roberts Industries, LLC (Land Use File #2-01/24) until December 30, 2024.

BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of) Site Plan Review
The application of) File # 2-01/24
Roberts Industries. LLC, Applicant)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

Application for Site Plan Review modification to an industrial site. The property is currently developed with a warehouse storage facility, located at 1840 Pacific Court and is zoned Light Industrial (LI). The proposal is to build create an additional 3,440 square foot (40’ x 86’) storage building with associated parking and site improvements.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant is Robert Industries LLC.
2. The property can be described on Marion County Assessors Map as Tax Lot 091W09DB02500.
3. The property is addressed as 1840 Pacific Court and has frontage on Pacific Court. The property contains approximately 1.93 acres.
4. The property is zoned Light Industrial (IL).
5. The site is bounded on all sides by property within the IL zoning district and developed with industrial uses.
6. The property received approval for Site Plan Review (Land Use File 18-09/91) and modification to Site Plan Review (Land Use File 19-10/06).

B. EXISTING CONDITIONS

The site is developed with the development of 2,400-square-foot shop/office building and a 9,600-square-foot (240' by 40') warehouse storage building.

C. PROPOSAL

The proposal is to add a 3,440 square foot (86’ by 40’) rental warehouse storage building at the southeast corner of the site.

D. AGENCY COMMENTS

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

Responses were received from Stayton Public Works, the city’s consultant City Engineer, and the city’s transportation consultant, whose comments are reflected in the findings below.

E. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220 and applicable provisions of the Development and Improvement Standards of Title 17 Chapter 20. The applicable sections of Chapter 20 are 17.20.060 – Off-Street Parking and Loading, 17.20.070 – Open Storage Areas and Outdoor Storage Yards, 17.20.080 – Special Street and Riparian Areas, 17.20.090 – Landscaping Requirements, 17.20.170 – Outdoor Lighting, and 17.20.230 – Industrial Design Standards.

F. APPROVAL CRITERIA

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

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

Finding: The property is already developed and has access to existing utilities, including a 6-inch water main and a 10-inch storm drainage system within Pacific Court, as well as a private 2-inch pressure sanitary sewer system running along the north side of Pacific Court to Wilco Road. The proposal indicates that no additional sewer, water, or site lighting improvements are planned for the project.

No water master planned improvements are identified in the Water Master Plan that are needed along the frontage of the proposed development site. No wastewater master planned improvements shown in the Water Master Plan. There are no stormwater master planned improvements identified in the Stormwater Master Plan.

Due to the increase in impervious surface, stormwater management will be necessary. A stormwater analysis, drainage report, and supporting documentation must be submitted in accordance with PWDS 603.01. Stormwater quality facilities that comply with PWDS 607 will also be required. The stormwater drainage system for the development must be designed to meet PWDS standards, with design calculations provided for review. Before a Site Development Permit is issued, the developer must submit engineered plans for stormwater conveyance, quality, and quantity, along with a stormwater analysis, report, and an O&M plan and agreement. These documents must conform to Public Works Standards and meet the requirements of the Building Official for review and approval. The Developer shall submit to the City for review and approval an erosion and sediment control plan conforming to Public Works Standards.

The applicant must coordinate with the Fire Code Official to ensure compliance with all relevant fire codes and regulations. Before final approval of the Site Development Permit, the developer shall provide written confirmation that the Fire Code Official has reviewed and approved all required fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.

Conditions: Engineered plans and supporting documentation shall be submitted to the City for review and approval prior to issuance of a Site Development Permit.

- b. *Provisions for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property from those public streets and roads which*

serve the property in accordance with the City's Transportation System Plan and Standard Specifications.

Finding: Pacific Court is considered a Commercial Local Street in the City's Transportation System Plan. The existing driveway access meets the standards of the City's code. The parking lot has the correct amount of parking and necessary ADA parking stall.

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

Finding: Pacific Court, as a Commercial Local Street, requires a minimum of 60' of R/W for Commercial Local Streets. From the tax assessor's map, it appears that additional R/W dedication will not be required along the frontage in order to meet the half-width R/W requirement in the Public Works Design Standards. Pacific Court is considered to be developed along the frontage with asphalt pavement, curbs, and sidewalks.

The City Traffic Engineer provided information about the proposed development at 1840 Pacific Court with a 3,440 square foot warehouse storage building and stated that the traffic generated by the warehouse storage is well below the threshold to trigger a comprehensive traffic impact study and the existing driveways meet the city code. They recommend waiving the transportation assessment letter, but that will need to be waived by the Public Works Director.

Condition: Request a waiver from the Public Works Director to be exempt from submitting a Transportation Assessment Letter (TAL).

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

Finding: A warehouse facility must provide one vehicle parking space per 1,000 square feet of building area. The proposed 3,440-square-foot warehouse storage building requires a minimum of four parking spaces. The site plan includes one handicapped parking space positioned perpendicular to the existing warehouse and three parallel parking spaces per tenant space (totaling six spaces) along the frontage of the proposed structure, thereby meeting the parking requirement.

For bicycle parking, warehouse spaces must provide either two spaces or 0.1 spaces per 1,000 square feet, whichever is greater, with each space measuring at least 6 feet in length by 2 feet in width. The proposed building, with a total area of 3,440 square feet, requires a minimum of two bicycle parking spaces, which are provided to the north of the structure as shown on the site plan. Therefore, the proposal includes sufficient vehicle and bicycle parking for the intended use.

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

Finding: There are no storage or outdoor storage area proposed. If they were, screening is only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The property and abutting properties are zoned Light Industries; therefore, the standards of 17.20.070 are not applicable.

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

Finding: No off-site impacts (i.e., noise, odors, or fumes) are anticipated because of the proposed use.

- f. *The proposed improvements shall meet all applicable criteria of Section 17.20.230 Industrial Design Standards*

Finding: The proposed building is a one-story, 3,440-square-foot (86' by 40') warehouse with a pitched roof, and it is not subject to height step-down requirements. The structure extends approximately 235 feet in length. Architectural interest is achieved through horizontal variations in wall design, along with differing exterior materials and colors that highlight building entrances.

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

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

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

Finding: The total area of the site is 1.93-acres. A minimum of 12,611 square feet of landscaping is required. As shown on the site plan 12,611 square feet of landscaping is provided. 15% landscaping is required - 12,610 square feet. This meets the requirement.

There are two existing street streets. The proposed street trees comply with standards.

The existing vehicle parking stalls are located approximately 218 feet from the Pacific Court and separated from property boundaries by existing and proposed warehouse storage buildings. Therefore, street side landscaping buffer is not applicable.

Screening is only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The subject property and abutting properties are zoned Light Industries; therefore, the standards of 17.20.070 are not applicable.

As shown on the site plan, landscaped areas along Pacific Court and east property setback area are included in the overall landscaping area calculations.

Parking lot landscaping is not required as proposed parking will be separated from property boundaries by the rental warehouse storage facility.

As shown on the site plan, pedestrian access standards are met.

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

Finding: No new visual, sound, or physical barriers are proposed for this site plan development.

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

Finding: This is a previously developed site and no additional security lighting is included with this application submittal.

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

Finding: The applicant acknowledges that they will be responsible for will be responsible for upkeep and maintenance of the improvements.

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

Findings: The subject site is greater than 100 feet of the North Santiam River or Mill Creek and greater than 25 feet of the Salem Ditch; therefore, this criterion is not applicable.

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

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

III. CONCLUSION

The applicant's request meets the requirements established in SMC 17.12.220.5 except the following:

17.12.220.5.a. This section requires adequate utility systems and connections to properly serve the development in accordance with the city's master plans and Public Works Design Standards (PWDS.) A stormwater report with proposed stormwater facility design that complies with PWDS should be submitted. This section could be met if a proposed facility design are submitted with the application for Site Development Permit meeting the PWDS.

17.12.220.5.c. This section requires that provisions be made for all necessary improvements to local streets. To determine this, an applicant is required to submit a Traffic Assessment Letter. The City's Traffic Engineer recommends that the requirement be waived. The applicant should submit a waiver to the Public Works Director.

IV. ORDER

Based on the conclusions above the City Planner approves the application for Site Plan Review as submitted and prepared by Udell Engineering and Land Surveying, LLC dated August 24, 2024, including sheets C102, C103, C104, C200, C201, and C400, and Architectural Drawings by Varitone Architecture dated July 2024 pages 1-3, and the accompanying materials on file in the Planning Department subject the following specific conditions of approval and subject to the Standard Conditions of Approval for Land Use Applications attached to this decision.

1. Request a waiver from the Public Works Director to be exempt from submitting a Transportation Assessment Letter (TAL).
2. The City of Stayton Standard Conditions of Approval shall apply. All required easements, agreements, and other documentation required by the Planning Conditions of Approval, SMC,

PWDS and other agencies having jurisdiction over the work shall be provided to the City for review and approval prior to issuance of a Site Development Permit.

3. Engineered plans and supporting documentation shall be submitted to the City for review and approval prior to issuance of a Site Development Permit:
 - a) Site and street improvement plans conforming to the SMC and Public Works Standards.
 - b) If modifications to the existing water system are needed, then the Developer shall submit to the City for review and approval an engineered water system plan conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official and Fire Code Official. The Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required private fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.
 - c) If modifications to the existing sanitary sewer system are needed, then the Developer shall submit to the City for review and approval an engineered sanitary sewer system plan conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official.
 - d) A stormwater analysis and report conforming to Public Works Standards. Careful review and consideration of the area's seasonal high groundwater impacts, including the necessary vertical separation requirements, will need to be included in the analysis.
 - e) Stormwater conveyance, quality, and quantity facility plans conforming to Public Works Standards and meeting the requirements of the Building Official. It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
 - f) A stormwater operation and maintenance plan and agreement (as approved by the City) to ensure future operation and maintenance of the stormwater quality and quantity facilities.
 - g) An erosion and sediment control plan for the site grading and earth disturbing activities conforming to Public Works Standards.

V. OTHER PERMITS AND RESTRICTIONS

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

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

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

VI. APPEAL DATES

The Planning Commission’s action may be appealed to the Stayton City Council pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

Planning Commission Chairperson

Date

Jennifer Siciliano,
Director of Community and Economic Development

Date

Standard Conditions of Approval for Land Use Applications

1. Minor variations to the approved plan shall be permitted provided the development substantially conforms to the submitted plans, conditions of approval, and all applicable standards contained in the Stayton Land Use and Development Code.
2. **Permit Approval:** The applicant shall obtain all necessary permits and approvals from the City of Stayton prior to construction of the project.
3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided on the parcel.
4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.
5. **Utilities** - Utility companies shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.
6. **Agency Approval** - The Developer shall be responsible for all costs relating to the required public improvements identified in the approved plan and the specific conditions of approval and within the City Ordinances and Standard Specifications. The developer is also responsible for securing design approval from all City, State and Federal agencies having jurisdiction over the work proposed. This includes, but is not limited to, the City of Stayton, the Fire District, Marion County, DEQ, ODHS (water design), DSL, 1200C (state excavation permit), etc
7. **Construction Bonding** - Bonding shall be required if there are any public improvements. Prior to start of construction of any public improvement, the developer shall provide a construction bond in the amount of 100% of the total project costs, plus added City costs associated with public construction. The bond shall be in a form acceptable to the Director of Public Works.
8. **Inspection** - At least five days prior to commencing construction of any public improvements, the Developer shall notify the Director of Public Works in writing of the date when (s)he proposes to commence construction of the improvements, so that the City can arrange for inspection. The written notification shall include the name and phone number of the contracting company and the responsible contact person. City inspection will not relieve the developer or his engineer of providing sufficient inspection to enforce the approved plans and specifications.
9. **Public Works Standards** - Where public improvements are required, all public and private public works facilities within the development will be designed to the City of Stayton, Standard Specifications, Design Standards & Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC). (SMC 12.08.310.1)
10. **Engineered Plans** - Where public improvements are required, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the Stayton PW Standards. Engineered construction plans and specifications shall be reviewed by the City

Engineer and signed approved by the City Engineer, or Stayton Public Works Department, prior to construction.

11. **Street Acceptance** - Where public improvements are required, acceptance of completed public street improvements associated with the project shall be in accordance with SMC 12.04.210.
12. **Construction Approval** - All public improvements and public utilities shall be fully constructed and a letter of substantial completion provided by the City Engineer prior to any building permit applications being accepted or issued unless the required improvements are deferred under a non-remonstrance or other agreement approved and signed by the City. Construction items must be completed within a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.
13. **Maintenance Bond** - After completion and acceptance of a public improvement by the City, the developer shall provide a 1-year maintenance bond in the amount of 30% of the construction bond amount. The bond shall be in a form acceptable to the Director of Public Works.
14. **As-Builts** - Where public improvements are required, the developer shall submit to the City, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
15. **Drainage Permit** – A 1200C permit will be secured by the developer if required under the rules of the Oregon State DEQ.
16. **SDC** - Systems Development Charges are applied to the project at the time of issuance of a building permit.



CITY OF STAYTON APPLICATION FOR SITE PLAN REVIEW

APPLICATION AND DECISION MAKING PROCEDURES

1. PRE-APPLICATION MEETING

Prior to submittal of an application, a pre-application meeting with City Staff is required. A completed pre-application form and sketch plan drawing need to be submitted at least two weeks in advance of the meeting. Meetings are held on Tuesday afternoons and there is a \$300 fee for the first required pre-application meeting. The fee will be applied towards the Site Plan Review Application fee if the application is filed within one year.

2. APPLICATION FEE

Submission of a completed application form, with a plan and narrative statement required by page 2 of the application form, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Planning Department during regular business hours. **The fee for this application is \$1,050.** If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application.

3. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

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

4. STAFF REPORT

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

5. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

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

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

6. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

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

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

8. FOR MORE INFORMATION

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

APPLICATION CHECKLIST FOR SITE PLAN REVIEW

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

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

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

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

reciprocal access agreement.

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

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

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

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

N/A A lighting plan that includes:

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

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

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

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

Submission of all materials in an electronic format is encouraged.

BURDEN OF PROOF

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

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



CITY OF STAYTON APPLICATION FOR SITE PLAN REVIEW

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

APPLICANT'S REPRESENTATIVE: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Phone: (____) _____ - _____

Email: _____

Email: _____

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

- owner applicant applicant's representative planning consultant engineer

LOCATION:

Street Address: _____

Assessor's Tax Lot Number and Tax Map Number: _____

Closest Intersecting Streets: _____

ZONE MAP DESIGNATION: _____

SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

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

Land Use File# _____

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

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

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

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

Minor Modification - Site Plan Review Application

Submitted to: City of Stayton
Planning and Development Department
311 N. Third Avenue
Stayton, OR 97383
Jennifer Siciliano, Community Development Director
(503) 769-2998 / jsiciliano@staytonoregon.gov

Applicants/Property Owners: Roberts Industries LLC
P.O. Box 807
Stayton, OR 97383
Roger Roberts, Managing Member
(503) 881-7087 / robindllc.2@gmail.com

Applicant's Representative: Udell Engineering and Land Surveying, LLC
63 E. Ash Street
Lebanon, OR 97355
Laura LaRoque, Land Use Planner
(541) 990-8661 / laura@udelleng.com
Brian Vandetta, Professional Engineer
(541) 451-5125 / brian@udelleng.com
Varitone Architecture
231 SW 2nd Avenue / P.O. Box 3420
Albany, OR 97321
Christina Larson, Principal Architect
(541) 497-2954 ext. 101 / christina@varitonearchitecture.com

Site Location: 1840 Pacific Court, Stayton, Oregon 97383

Marion County Assessor's Map No.: 09S-01W-09DB Tax Lot 2500

Site Size: 1.93-acres

Existing Land Use: Self-Storage Facility

Zone Designation: Light Industrial (IL)

Comprehensive Plan Designation: Industrial

Surrounding Zoning: North: Light Industrial (IL)
South: Light Industrial (IL)
East: Light Industrial (IL)
West: Light Industrial (IL)



23-295 Roberts Industries LLC
1840 Pacific Court
Site Plan Review Application

August 26, 2024
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Surrounding Uses: North: Self-Storage Facility
 South: Salem Ditch, Residential
 East: Warehousing
 West: Self-Storage Facility

I. Executive Summary

Roger Roberts, Managing Member of Roberts Industries LLC (“Applicant”) is requesting Minor Modification of an approved Site Plan Review (Stayton Planning File No. 19-10/06).

II. Findings of Fact

A. General Findings

1. The owner of the property is Roberts Industries LLC. The applicant is the owner.
2. The property is described as Township 9, Range 1 West of the Willamette Meridian, Section 09DB, Tax Lot 2500 and has an assigned address of 1840 Pacific Court, Stayton, Oregon 97383.
3. The property is within the Stayton City Limits, zoned Light Industrial (IL), and designated as Industrial by the Comprehensive Plan Map.
4. The property is approximately 1.93-acres in area with frontage along the Pacific Court cul-de-sac.
5. The site is bounded on all sides by property within the IL zoning district and developed with industrial uses. South of the Salem Ditch are residential uses (greater than 185-foot from the subject property).

III. Existing Conditions

6. A phase development of a rental warehouse storage facility with associated site, utility, and landscaping improvements was approved under Stayton Site Plan Review file no. 19-10/06: Phase I was comprised of a 2,400 square foot shop/office building; Phase II comprised of two rental warehouse storage buildings with a total of 22,080 square feet; Phase III comprised of one two-sided rental warehouse storage building with a total of 9,600 square feet of building area.

Phase I and part of Phase II have been completed. Improvements included a 2,400 square shop/office building, 9,600 square foot (240’ by 40’) one-sided rental warehouse storage building along the northeast side of the site with associated site, landscaping, and utility improvements.

IV. Proposal

7. The proposal is to add a 3,440 square foot (86’ by 40’) rental warehouse storage building at the southeast corner of the site.



V. Analysis

10. Staff level approval of a site plan review is permitted for a Minor Modification per Stayton Municipal Code (SMC) 17.12.070(1)(a)(3). Per SMC 17.04.100, a Minor Modification is a modification to an approved land use application that meets none of the criteria for a major modification.

Per SMC 17.04.100, a Major Modification is any of the following:

- i. A change in the type and/or location of access-ways, drives or parking areas affecting offsite traffic.
 - ii. An increase in the floor area proposed for non-residential use by more than 15 percent of the area previously specified.
 - iii. A reduction of more than 10% of the area reserved for common open space or landscaping.
 - iv. Increase in automobile parking spaces by more than 10%.
 - v. Proposals to add or increase lot coverage within an environmentally sensitive area or areas subject to a potential hazard.
 - vi. Changes that exceed 10 feet in the location of buildings, proposed streets, parking configuration, utility easements, landscaping, or other site improvements.
 - vii. Change to a condition of approval or change similar to subsections 1 through 9 that could have a detrimental impact on adjoining properties. The City Planner shall have discretion in determining detrimental impacts warranting a major modification.
11. Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220 and applicable provisions of the Development and Improvement Standards of SMC Title 17, Chapter 20. The applicable sections of Chapter 20 are 17.20.060 – Off Street Parking and Loading; 17.20.080 – Special Street and Riparian Setbacks; 17.20.090 Landscaping Requirements; 17.20.170 – Outdoor Lighting and 17.20.200 - Commercial Design Standards. In addition, the application must meet SMC Section 17.26.020 - Access Management Requirements and Standards. Variance applications are required to satisfy approval criteria contained in SMC Title 17, Section 17.12.200(6)(a)(b).

VI. Site Plan Review - Review Criteria

Pursuant to SMC 17.12.220(5) the following criteria must be demonstrated as being satisfied by the application:

- a. *The existence of, or ability to obtain, adequate utility systems (including water, sewer, surface water drainage, power, and communications) and connections, including easements, to properly serve development in accordance with the City's Master Plans and Public Works Design Standards. Where an adopted Master Plan calls for facilities larger*

than necessary for service to the proposed use, the developer shall install the size facilities called for in the Master Plan and shall be provided credit for the excess costs in accordance with SMC 13.12.245.

Findings: Water service to proposed units will not be provided. The existing service to the office/shop building will remain. There is an existing 6-inch water main on the north side of Pacific Court and 6-inch water line located within a 15-foot-wide easement west of the existing rental storage warehouse. There is an existing fire hydrant on the north side of Pacific Court near the start of the cul-de-sac and at the southwest corner of the existing rental storage warehouse.

The City Engineer has recommended the applicant provide documentation that the Stayton Fire District has reviewed and approved any required fire protection devices and systems.

Sanitary sewer service to proposed units will not be provided. There is an existing 2-inch sanitary sewer main on the north side of Pacific Court.

There is an existing 10-inch storm drain on the north side of Pacific Court with a catch basin at the north end of the subject property. The applicant intends to direct surface water runoff through a stormwater basin that will infiltrate surface water into the ground. Overflow runoff from the stormwater basin will enter a private storm line and connect to the existing public catch basin at the north side of Pacific Court. A preliminary stormwater report is included as an exhibit.

The site is currently provided with public water, sewer, and other private utility services. The proposed development utilizes existing laterals to adjacent public water service and sewer systems and reconnect with other adjacent private utility services. The application includes a preliminary stormwater management report. Therefore, this criterion is met.

- b. Provisions have been made for safe and efficient internal traffic circulation, including both pedestrian and motor vehicle traffic, and for safe access to the property for vehicles, as well as bicycle and pedestrians, from those public streets which serve the property in accordance with the City's Transportation System Plan and Public Works Design Standards.*

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- c. Provision has been made for all necessary improvements to local streets and roads, including the dedication of additional right-of-way to the City and/or the actual improvement of traffic facilities to accommodate the additional traffic load generated by the proposed development of the site in accordance with Chapter 17.26, the City's Transportation System Plan, and Public Works Design Standards. Improvements required*

as a condition of approval shall be roughly proportional to the impact of the development on transportation facilities. Approval findings shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development.

Finding: Pacific Court is under the City of Stayton jurisdiction and designated a Local Street in the Stayton Transportation System Plan. Pacific Court is partially improved along the frontage of the subject property to a local street standard with 40 feet of pavement, partially improved curb, gutter, and sidewalk within a 60-foot-wide right-of-way.

According to Table 5 of the Stayton Transportation System Plan, the existing right-of-way width of Pacific Court conforms to required width based on roadway classification; therefore, no street dedications are required.

The applicable transportation requirements per Chapter 17.26 of the SMC are as follows:

- i. An access permit is required (SMC 17.26.020(1)(a)).

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- ii. The number of non-residential access encroachments is based on the daily trip generation. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways (SMC 17.26.020(3)(c)).

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- iii. Vehicle access locations must be a minimum of 50 feet from the intersection property lines and onto lowest function classification roadway (SMC 17.26.020(3)).

Finding: The two existing access encroachments are to Pacific Court, which is classified as a local street; therefore, this standard is met.

- iv. The minimum public intersection space on a commercial local street is 260 feet. The minimum space between driveways and/or streets along a commercial local street is 50 feet measured from the perpendicular near edge of the driveway to the perpendicular near edge of the driveway. (See figure 303.11. b)

Finding: The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- v. According to the Public Works Standards, the minimum and maximum commercial driveway widths onto local street is 12-feet and 36-feet, respectively (See SPW 303.11.E).

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- vi. According to the Public Works Standards, for driveways along local access roads in urban and residential areas, the sight distance triangle is measured along the property lines of the street and along the driveway. The horizontal limits of the sight (vision) clearance area shall be a triangular area measuring 10 feet along the right-of-way or private access.

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

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

Finding: The applicable parking and loading facilities per Section 17.20.060 are as follows:

- i. Off street vehicle parking and loading areas for any new, expanded, or change of use per 17.20.060(1).

Finding: Off-street vehicle parking and passenger vehicle loading areas are included in the application proposal.

- ii. Off street parking and loading areas shall be provided on the same lot with the main building or use except that in any commercial, industrial, or public district, the parking area may be located within 500 feet of the main building per Section 17.20.060(5).

Finding: Proposed off-street parking will be located within 500 feet of the building.

- iii. According to 17.20.060(7)(b), self-storages facilities are required to have one vehicle parking space per 1,000 square feet of building area.

Finding: A 3,440 square foot rental warehouse storage building is proposed, thus requiring a minimum of 4 parking spaces.

As shown on the site plan there is one accessible parking space perpendicular to the existing warehouse, three parallel spaces per tenant space (i.e., 6 provided spaces) along the frontage of the proposed structure, and 22 gravel overflow vehicle parking spaces south of the asphalt travel aisles. Therefore, there is sufficient on-site parking provided for the proposed use.

- iv. Warehouse spaces are required to provide 2 or 0.1 space per 1,000 square feet, whichever is greater. Each space is required to be at least 6 feet long by two feet wide (SMC 17.20.060(9-A)).

Finding: A 3,440 square foot rental warehouse storage building is proposed, thus requiring a minimum of 2 bicycle parking spaces. As shown on the site plan, two bicycle parking spaces are proposed to the north of the proposed structure.

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

Finding: Open Storage Area is defined as an area on a lot where the main use stores or displays materials, equipment, finished product, or merchandise or provides long-term parking for vehicles in its fleet (SMC 17.04.100).

Outdoor Storage Area is defined as all the building support functions located outside of a building including, but not limited to loading docks and bays, trash containers and compactors, storage sheds and containers, heating, ventilation, and air conditioning (HVAC) facilities, and disk antennas (SMC 17.04.100).

Sight-obscuring fencing or walls are only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The subject property and abutting properties are zoned Light Industries; therefore, the standards of 17.20.070 are not applicable.

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

Finding: No off-site impacts (i.e., noise, odors, or fumes) are anticipated because of the proposed use; therefore, this criterion is not applicable.

- g. *The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Multi-family Residential Design Standards, Section 17.20.200 Commercial Design Standards, Section 17.20.220 Downtown Development Design Standards, or Section 17.20.230 Industrial Design Standards.*

Finding: The applicable commercial design standards of SMC 17.20.230 are outlined below.

- i. Height step downs between new multistory industrial buildings and existing adjacent single-story dwellings are required per SMC 17.20.230(2)(a).

Finding: The proposed building is one story tall and therefore not subject to height step downs.

- ii. Outdoor service areas must face an interior area, side or rear property line, or separate corridor, alley, or courtyard per SMC 17.20.230(2)(b).

Per SMC 17.04.100, an outdoor service area is defined as follows: *All the building support functions located outside of a building including, but not limited to: loading docks and bays, trash containers and compactors, storage sheds and containers, heating, ventilation, and air conditioning (HVAC) facilities, and disk antennas.*

Finding: All outdoor service areas are proposed to face an interior of the subject property.

- iii. All Parking Areas. In addition to the requirements of Section 17.20.060, parking areas shall meet the requirements of Section 17.20.090.12.

Finding: SMC 17.20.090.11 contains parking lot landscaping buffering standards. Buffer landscaping and screening are not required since proposed parking spaces are interior to the site and obscured from view from adjacent public streets and property lines.

- iv. Pedestrian Orientation. Primary building entrances shall have walkways connecting to the street sidewalk. Any portion of an industrial building that is used for sales to the public shall meet the architectural standards of Section 17.20.200.4.

Finding: Storage unit entrances are oriented to the interior of the subject property and proposed parking stalls. No public sales will occur at the proposed storage units. Therefore, the architectural standards of Section 17.20.200.4 are not applicable.

- v. Building Façade Breaks. For all buildings more than 75 feet long:
 - a. A pitched roof building shall have a break in the roof plane or wall, or articulation of the building face at least every 50 feet.
 - b. A flat roof building shall have a horizontal or vertical change in the wall plane, or articulation of the building face at least every 50 feet.
 - c. Wall changes may be accomplished by use of differing architectural materials or building siding and need not be physical changes in the wall plane.
 - d. Horizontal and vertical offsets required by this Section shall relate to the overall design and organization of the building, its entrances, and door and window treatments. Features shall be designed to emphasize building entrances.
 - e. The above standards shall not apply to walls not visible from a public street or from neighboring residential properties within the city limits.

Finding: The proposal is to add a 3,440 square foot (86' by 40') rental warehouse storage building with a pitched roof. The proposed structure is approximately 235-feet from and limited visibility to Pacific Court. However, as shown in the floor plan and building

elevations, there are horizontal changes in the wall as well as differing exterior wall materials/colors that emphasize building entrances and add architectural interest to the proposed structure.

- vi. LIGHTING. All new industrial development shall provide a lighting plan that meets the standards of Section 17.20.170.

Findings: Findings pertaining to lighting standard are provided in section j below and included herein by reference.

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

Finding: The subject site was previously developed, void of major vegetation, and lacks unusual natural or historic feature(s).

The applicable landscaping and screening standard of Section 17.20.090 are as follows:

- i. A minimum of 15 percent landscaping is required per lot in the IL zoning district for lot less than 2-acres.

Finding: The total area of the site is 1.93-acres. A minimum of 12,611 square feet of landscaping is required. As shown on the site plan 12,611 square feet of landscaping is provided.

- ii. Planting of trees is required along public street frontages, and along private drives more than 150 feet long. Trees with a medium canopy shall be spaced 20 feet on-center. Trees with a large canopy shall be spaced 25 feet on-center. (see SMC 17.20.090(5)).

Findings: As shown on the site plan, there are two existing street streets and no trees along private driveways. No driveway trees were required/approved under the original phased development plan, and none are proposed in association with this Minor Modification request.

- iii. Street trees shall not be planted within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer or under overhead power lines if tree height at mature age exceeds the height of the power line.

Findings: As shown on the site plan, proposed street trees comply with these standards.

- iv. A landscape along parking lots with four or more parking spaces. A 15-foot-wide landscape buffer along local streets. (see SMC 17.20.090(11)(a)(1))

Finding: The existing vehicle parking stalls are located approximately 218 feet from the Pacific Court and separated from property boundaries by existing and proposed rental

warehouse storage buildings. Therefore, street side landscaping buffer is not applicable.

- v. Screening of refuse containers is required per SMC 17.20.090(2)(c)(8).

Finding: Screening is only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The subject property and abutting properties are zoned Light Industries; therefore, the standards of 17.20.070 are not applicable.

As shown on the site plan the refuse contain complies with required setbacks and clear vision areas requirements.

- vi. Parking area landscaping can be counted towards the overall landscaping requirements of SMC 17.20.090. (SMC 17.20.060(11)).

Finding: As shown on the site plan, landscaped area along Pacific Court and east property setback area are included in the overall landscaping area calculations.

- vii. All parking areas shall be landscaped along the property boundaries as required by 17.20.090(11).

Finding: Parking lot landscaping is not required as proposed parking will be separated from property boundaries by the rental warehouse storage facility.

- viii. Off street parking areas shall be required to meet the following pedestrian access standards:

- a. The off-street parking and loading plan shall identify the location of safe, direct, well lighted, and convenient pedestrian walkways connecting the parking area and the buildings.
- b. All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.
- c. Pedestrian walkways shall be attractive and include landscaping and trees.

Finding: As shown on the site plan, pedestrian access standards are met.

- i. ***The design of any visual, sound, or physical barriers around the property such as fences, walls, vegetative screening, or hedges, shall allow them to perform their intended function and comply with the requirements in Sections 17.20.050 and 17.20.090.***

Finding: No barriers are proposed; therefore, this criterion is not applicable.

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

SMC 17.20.170(3) states that when an application for land use approval contains outdoor lighting installation or replacement, the decision authority shall review and approve the lighting installation as part of the application.

The following standards per SMC 17.20.170(4)(c)(d) are applicable to this application:

- i. Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets. All lighting fixtures serving parking areas shall be fully cut-off fixtures.
- ii. All security lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and not cast on other areas. In no case shall lighting be directed above a horizontal plane through the top of the lighting fixture, and the fixture shall include shields that prevent the light source or lens from being visible from adjacent properties and roadways. The use of general floodlighting fixtures is discouraged unless the above standards can be met.
 - Security lighting may illuminate vertical surfaces (e.g. building facades and walls) up to a level 8 feet above grade or 8 feet above the bottoms of doorways or entries, whichever is greater.
 - Security lighting fixtures may be mounted on poles located no more than 10 feet from the perimeter of the designated secure area.
 - Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within 5 feet of the perimeter.
 - Security lighting shall meet the standards of the table below:

Feature	Commercial Zones
Maximum Mounting Height	20 feet
Maximum Average Horizontal Illumination Level on Ground	1.0 foot-candle
Maximum Average Illumination Level on Vertical Surface	1.0 foot-candle
Minimum Color Rendering Index	65

Finding: No additional security lighting is included with this application submittal.

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

Finding: The property owner will be responsible for upkeep and maintenance of the improvements.

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

Finding: The subject site is greater than 100 feet of the North Santiam River or Mill Creek and greater than 25 feet of the Salem Ditch; therefore, this criterion is not applicable.

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

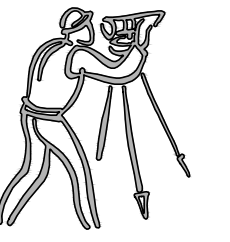
Finding: The subject site is not within a National Register Historic District or an individually listed historic resource; therefore, this criterion is not applicable.

VII. Conclusion

Based on the above analysis, the submitted land use applications are consistent with the applicable provisions of the City of Stayton Municipal Code, Comprehensive Plan, and Public Works Design standards. Therefore, the applicant respectfully requests that the Stayton Community Development Direct approve the submitted land use application.

VIII. Exhibits

- A. Architectural Plan Set, Varitone Architecture
 1. Architectural Site Plan
 2. Building Elevations
- B. Civil Plan Set, Udell Engineering and Land Surveying, LLC
 1. Existing Conditions/Demolition Plan, Sheet C102
 2. Preliminary Overall Site Plan, Sheet C103
 3. Preliminary Overall Civil Site Plan, Sheet C104
 4. Preliminary Overall Grading, Sheet C200
 5. Preliminary Grading and Drainage Plan, Sheet C201
 6. Preliminary Utility Plan, Sheet C400



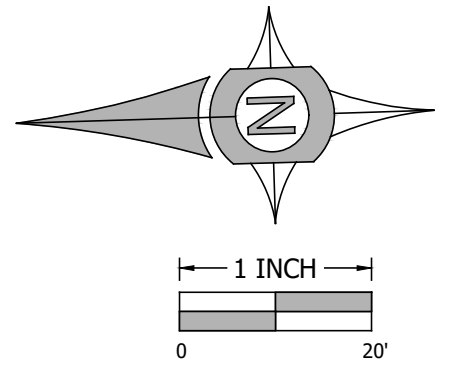
CLIENT:
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

UDELL ENGINEERING AND LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBANON, OREGON 97355
 (541) 451-5125 PH.
 (541) 451-1366 FAX

EXISTING CONDITIONS/DEMO PLAN
SITE PLAN REVIEW
1840 PACIFIC COURT
STAYTON, OREGON

DATE: AUGUST 26, 2024
 PROJECT: 1840 PACIFIC COURT STORAGE EXPANSION
 DRAWN BY: MLM
 CHECKED BY: RBV

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY



ABBREVIATIONS LEGEND

- (E) - EXISTING
- (P) - PROPOSED
- BLDG - BUILDING
- CONC - CONCRETE
- CB - CATCH BASIN
- DS - DOWN SPOUT
- FD - FOUND
- FH - FIRE HYDRANT
- FF - FINISH FLOOR
- IE - INVERT ELEVATION (FLOW LINE)
- IR - IRON ROD
- PP - POWER POLE
- MH - MANHOLE
- OPC - ORANGE PLASTIC CAP
- PP - PARTITION PLAT
- SD - STORM DRAIN
- W/ - WITH
- YPC - YELLOW PLASTIC CAP

EXISTING SYMBOL LEGEND

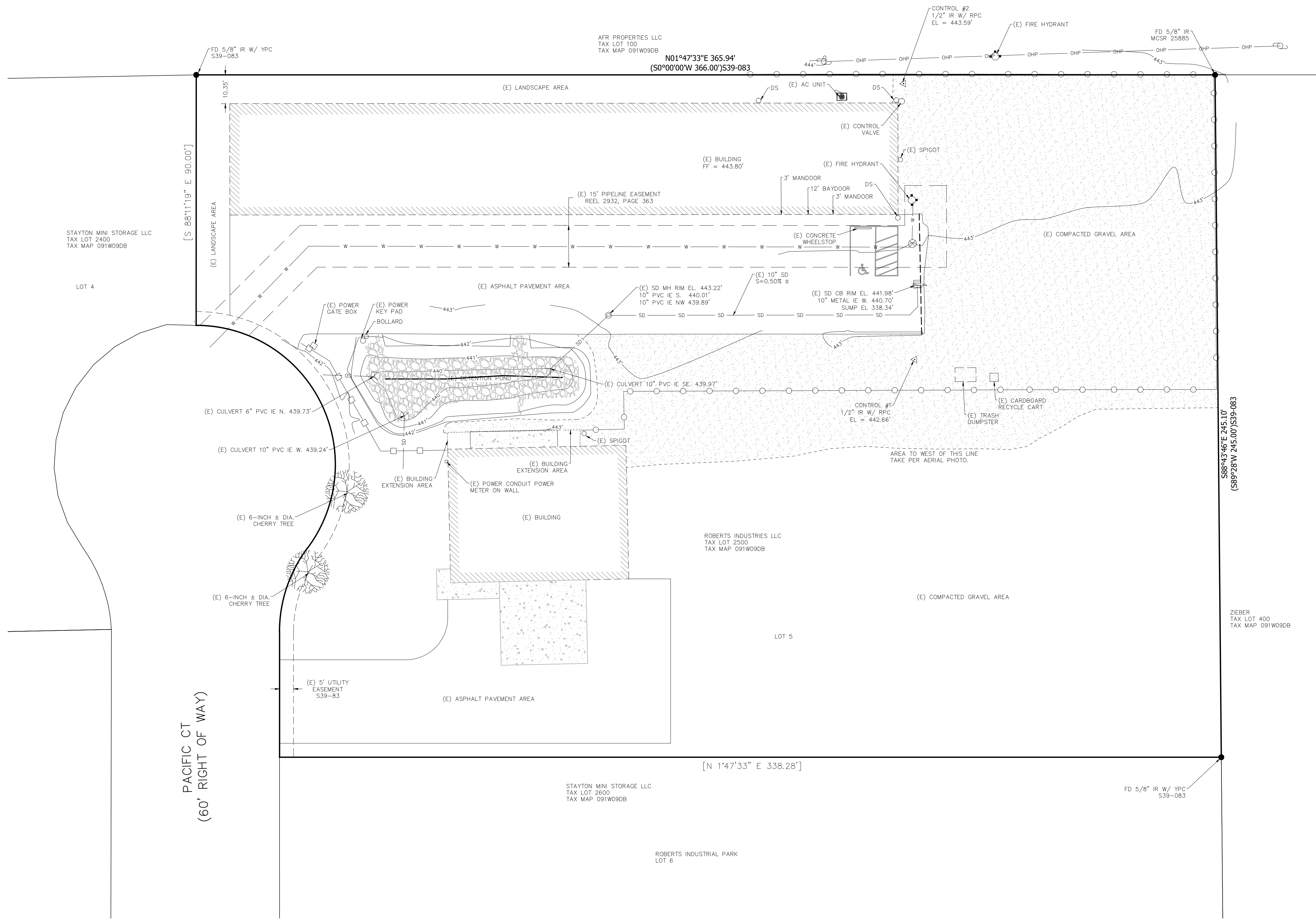
- - FOUND MONUMENT AS NOTED
- - (E) HVAC
- ⊕ - (E) POWER POLE W/DROP
- ▨ - (E) STORM CATCH BASIN
- ⊙ - (E) STORM MANHOLE
- > - (E) STORM CULVERT INVERT
- ⊗ - (E) WATER FIRE HYDRANT
- ⊗ - (E) WATER VALVE
- ▨ - (E) CONCRETE
- ▨ - (E) GRAVEL
- ▨ - (E) PAVEMENT
- ▨ - (E) RIPRAP
- - (E) 7' CHAINLINK FENCE
- - (E) 7' METAL RAIL FENCE
- SD - (E) STORM DRAIN LOCATE PAINT
- OHP - (E) OVERHEAD POWER
- || - (E) 8" WATER LOCATE PAINT

PROPERTY
 TAX MAP: 9S-1W-9DB
 TAX LOT: 2500
 ZONE: LIGHT INDUSTRIAL - IL
 SITE ADDRESS: 1840 PACIFIC COURT
 STAYTON, OREGON
 LAT: 44° 24' 39.42" W (BASED ON GOOGLE EARTH)
 LONG: 122° 42' 15.26" W

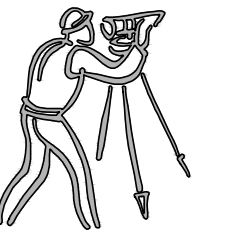
OWNER/DEVELOPER
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

PLAN REVISIONS	DATE

Sheet **C102**
 SCALE: SEE BARSCALE



PROJECT VERTICAL DATUM -- NAVD 88
 ALL ELEVATIONS ARE SHOWN ON THE VERTICAL DATUM OF NAVD 88. THE VERTICAL BENCHMARK USED FOR ESTABLISHING ELEVATIONS IS MARION COUNTY QE0391 BENCHMARK LOCATED AT THE INTERSECTION OF FIRST AVE. AND W. WATER STREET.



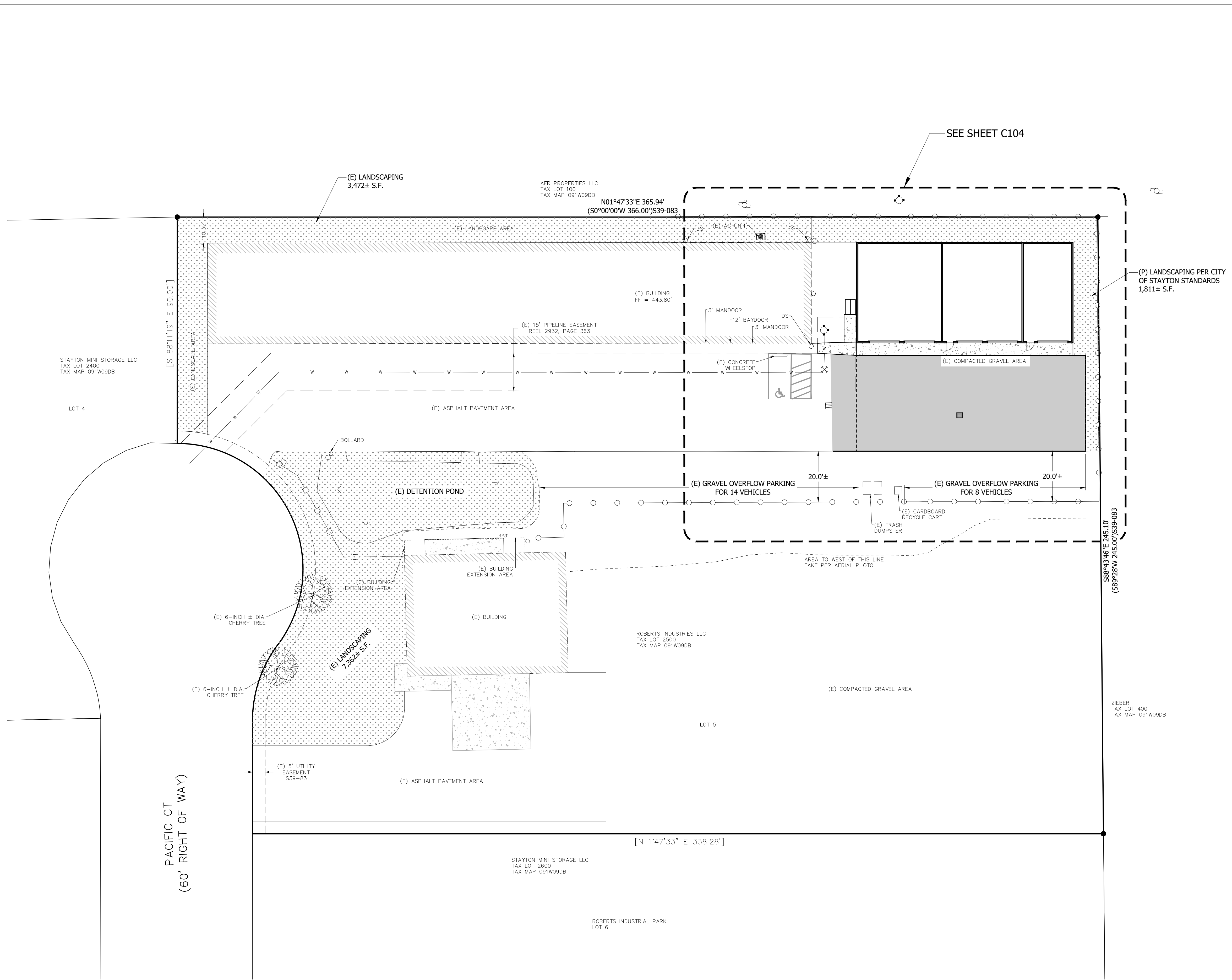
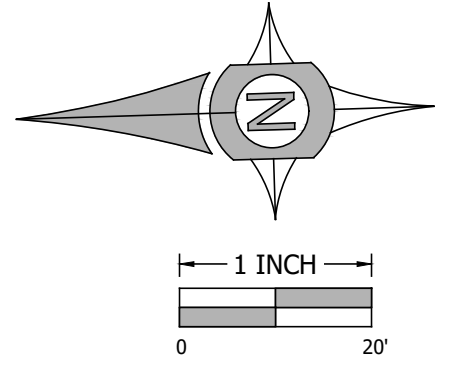
CLIENT:
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

UDELL ENGINEERING AND LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBANON, OREGON 97355
 (541) 451-5125 PH.
 (541) 451-1366 FAX

PRELIMINARY OVERALL SITE PLAN

SITE PLAN REVIEW
 1840 PACIFIC COURT
 STAYTON, OREGON

DATE: AUGUST 26, 2024
 PROJECT: 23-205 ROBERTS STAYTON STORAGE EXPANSION
 DRAWN BY: MLM
 CHECKED BY: RBV

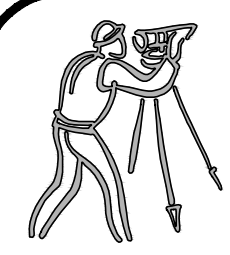
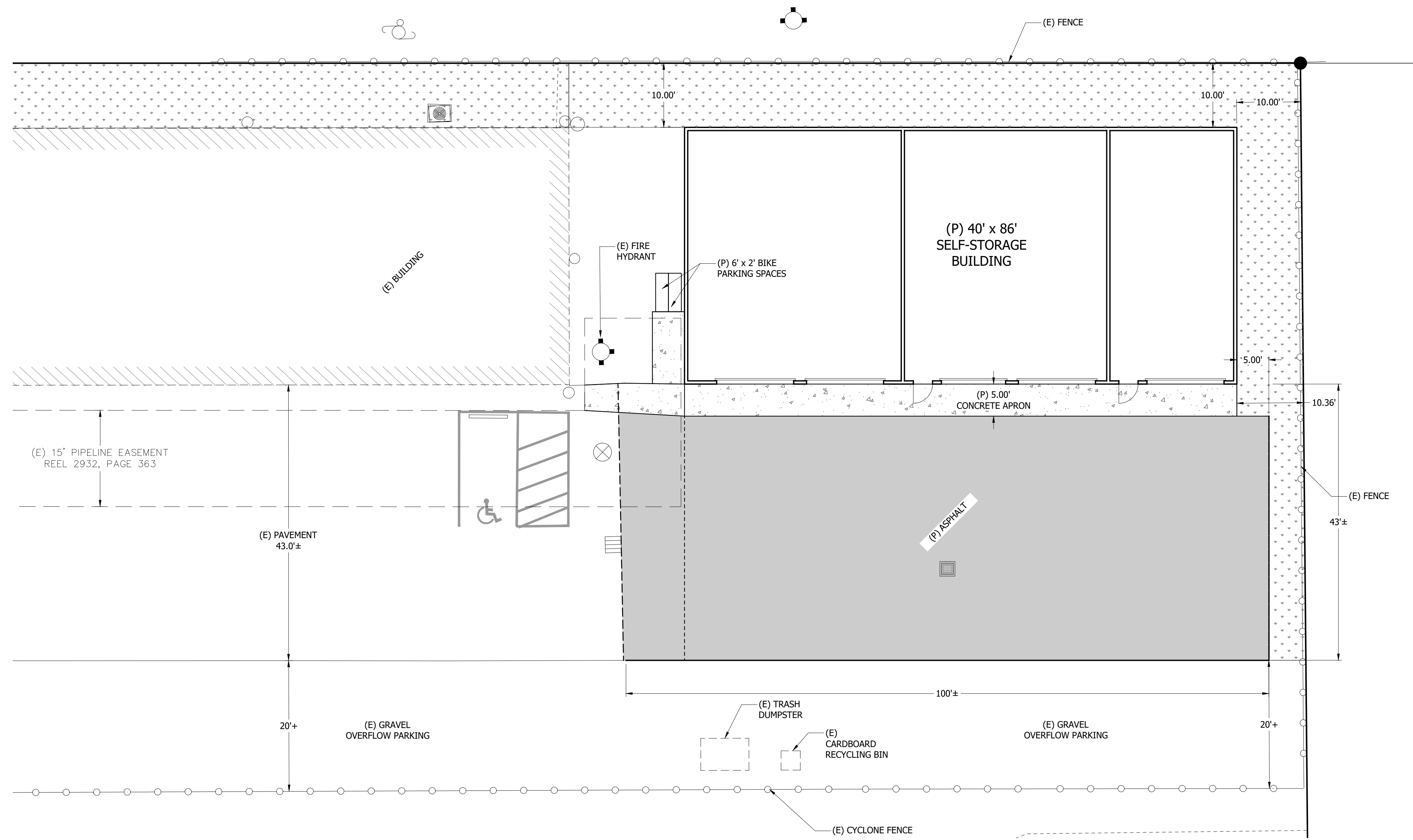


PROJECT AREA SUMMARY	
GROSS LAND AREA:	1.93± ACRES
LANDSCAPE REQUIRED:	15% = 12,610 S.F.
(E) LANDSCAPE:	10,834 S.F.
(P) LANDSCAPE:	1,811 S.F.
TOTAL LANDSCAPE:	12,645 S.F.

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY

PLAN REVISIONS	DATE

Sheet **C103**
 SCALE: SEE BARSCALE



CLIENT:
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

UELLE ENGINEERING AND LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBANON, OREGON 97355
 (541) 451-5125 PH.
 (541) 451-1366 FAX

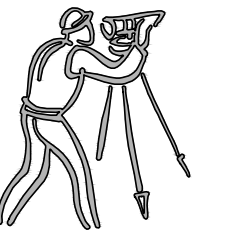
PRELIMINARY CIVIL SITE PLAN
SITE PLAN REVIEW
1840 PACIFIC COURT
STAYTON, OREGON

DATE: AUGUST 26, 2024
 PROJECT: 23-025 ROBERTS STAYTON STORAGE EXPANSION
 DRAWN BY: MLM
 CHECKED BY: BSJ

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY

PLAN REVISIONS	DATE

Sheet **C104**
 SCALE: SEE BARSCALE



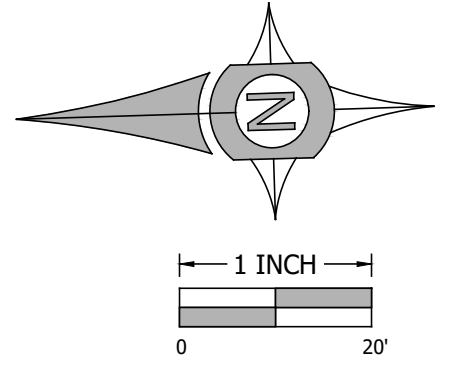
CLIENT:
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

UDELL ENGINEERING
 AND
 LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBANON, OREGON 97355
 (541) 451-5125 PH.
 (541) 451-1366 FAX

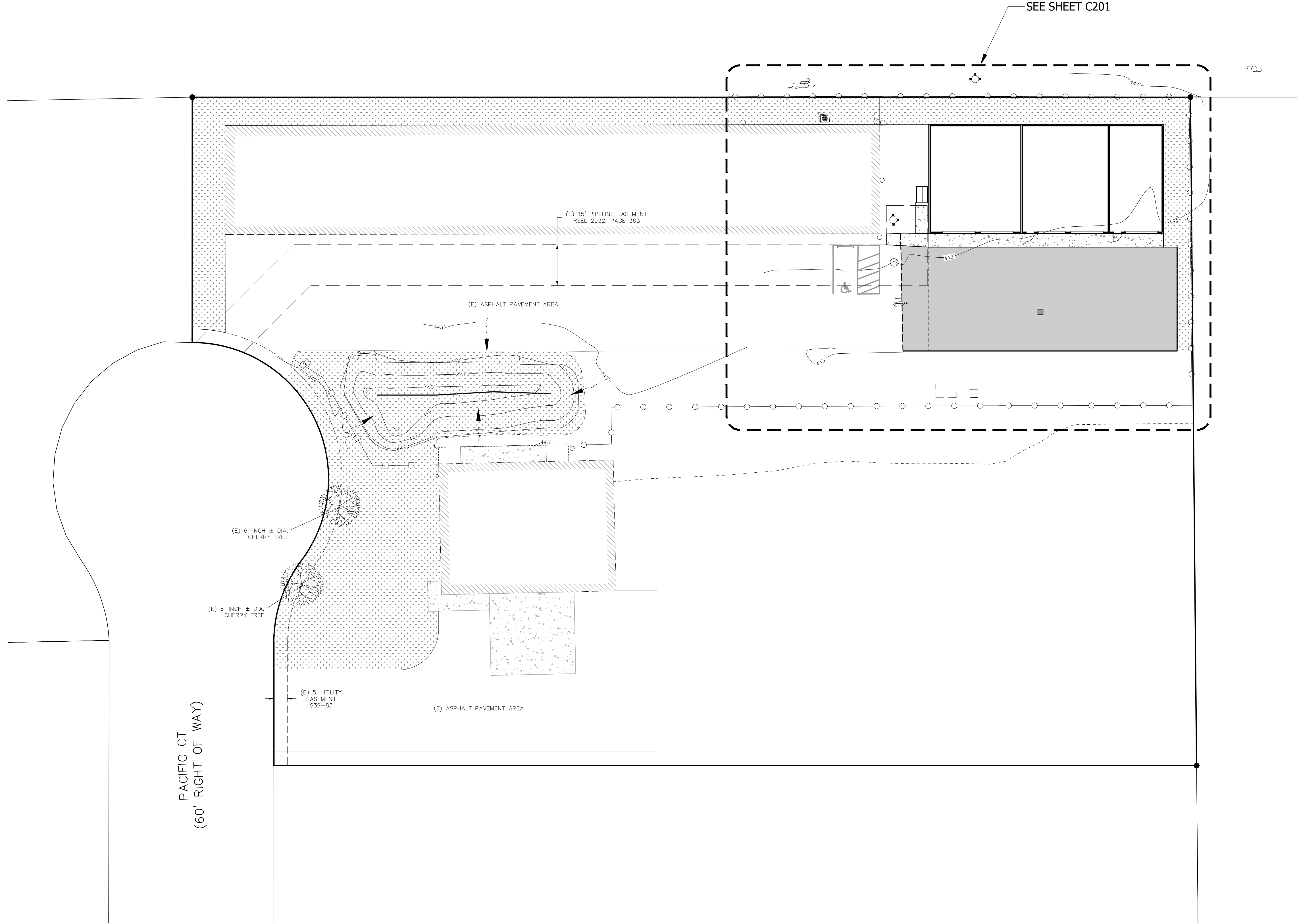
PRELIMINARY OVERALL GRADING PLAN
 SITE PLAN REVIEW
 1840 PACIFIC COURT
 STAYTON, OREGON

DATE: AUGUST 26, 2024
 PROJECT: ROBERTS STAYTON STORAGE EXPANSION
 DRAWN BY: MLM
 CHECKED BY: RBV

THIS MAP WAS
 PREPARED FOR
 PLANNING
 PURPOSES ONLY



SEE SHEET C201

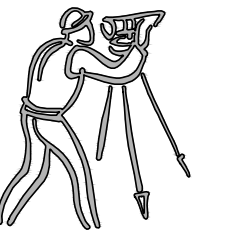


GRADING LEGEND

- 362 — - EXISTING SURFACE CONTOUR ELEVATION
- 362 — - DESIGN SURFACE CONTOUR ELEVATION
- - - - - EXISTING SURFACE DRAIN DIRECTION
- - - - - - DESIGN SURFACE DRAIN DIRECTION
- (E)P 000.00 - EXISTING TOP OF PAVEMENT ELEVATION
- (E)TC 000.00 - EXISTING TOP OF CURB ELEVATION
- (E)G 000.00 - EXISTING GROUND ELEVATION
- P 000.00 - DESIGN TOP OF ASPHALT PAVE ELEVATION
- C 000.00 - DESIGN TOP OF CONCRETE PAVE ELEVATION
- W 000.00 - DESIGN TOP OF SIDEWALK ELEVATION
- TC 000.00 - DESIGN TOP OF CURB ELEVATION
- GR 000.00 - DESIGN TOP OF GRAVEL ELEVATION
- GND 000.00 - DESIGN TOP OF GROUND ELEVATION

PLAN REVISIONS	DATE

Sheet **C200**
 SCALE: SEE BARSCALE



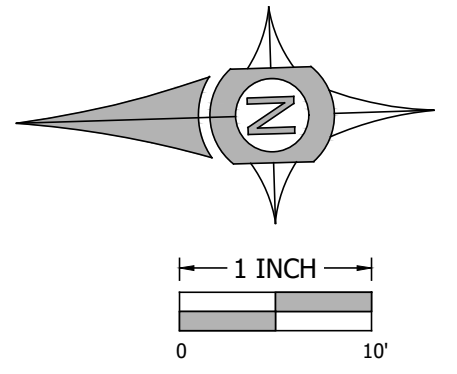
CLIENT:
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

PRELIMINARY GRADING & DRAINAGE PLAN
 UDELL ENGINEERING
 AND
 LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBANON, OREGON 97355
 (541) 451-5125 PH.
 (541) 451-1366 FAX

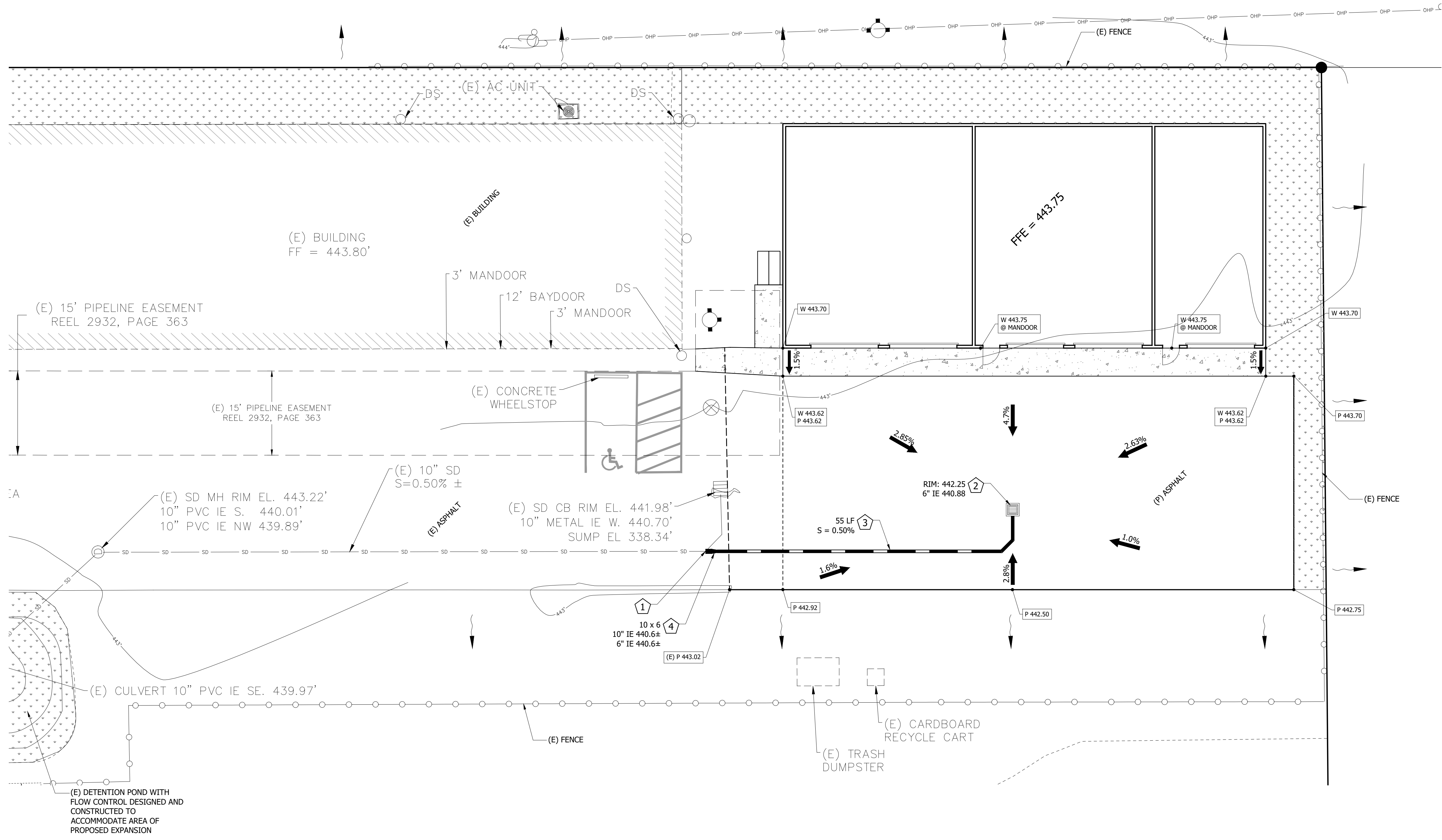
SITE PLAN REVIEW
 1840 PACIFIC COURT
 STAYTON, OREGON

DATE: AUGUST 26, 2024
 PROJECT: 23-205 ROBERTS STAYTON STORAGE EXPANSION
 DRAWN BY: MLM
 CHECKED BY: RBV

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY



- STORM DRAIN NOTES**
- CONNECT TO EXISTING STORM DRAIN WITH MANUFACTURED FITTINGS.
 - INSTALL PRIVATE CATCH BASIN.
 - INSTALL PRIVATE 6-INCH C-900 DR-18 STORM PIPE PER CURRENT STATE OF OREGON PLUMBING SPECIALTY CODE.
 - INSTALL ECCENTRIC PIPE REDUCER.



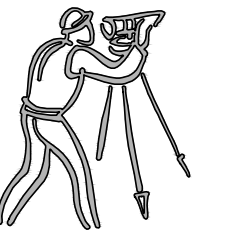
GRADING LEGEND

- 362 - EXISTING SURFACE CONTOUR ELEVATION
- 362 - DESIGN SURFACE CONTOUR ELEVATION
- EXISTING SURFACE DRAIN DIRECTION
- DESIGN SURFACE DRAIN DIRECTION
- (E)P 000.00 - EXISTING TOP OF PAVEMENT ELEVATION
- (E)TC 000.00 - EXISTING TOP OF CURB ELEVATION
- (E)G 000.00 - EXISTING GROUND ELEVATION
- P 000.00 - DESIGN TOP OF ASPHALT PAVE ELEVATION
- C 000.00 - DESIGN TOP OF CONCRETE PAVE ELEVATION
- W 000.00 - DESIGN TOP OF SIDEWALK ELEVATION
- TC 000.00 - DESIGN TOP OF CURB ELEVATION
- GR 000.00 - DESIGN TOP OF GRAVEL ELEVATION
- GND 000.00 - DESIGN TOP OF GROUND ELEVATION

PLAN REVISIONS	DATE

Sheet **C201**

SCALE: SEE BARSCALE



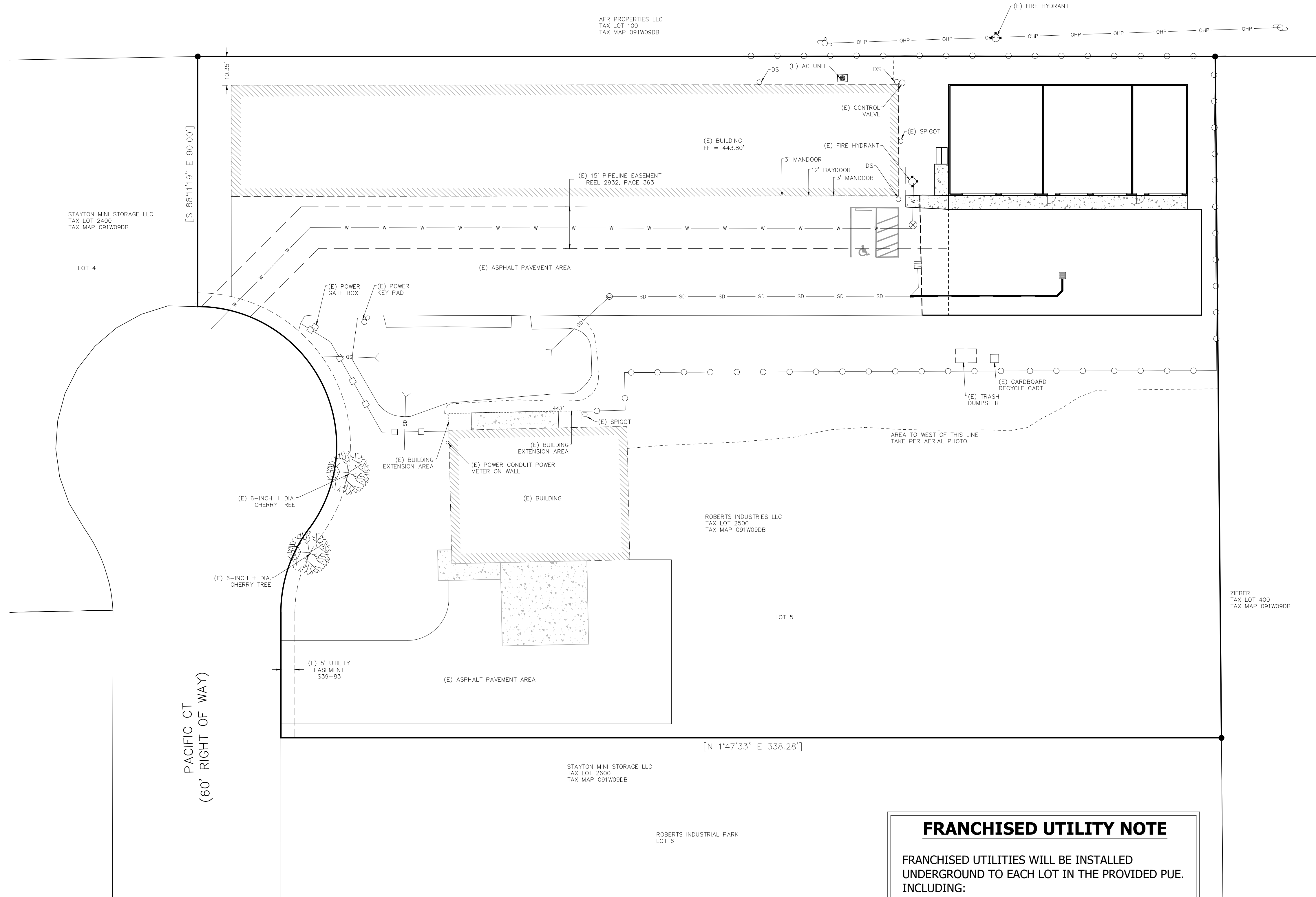
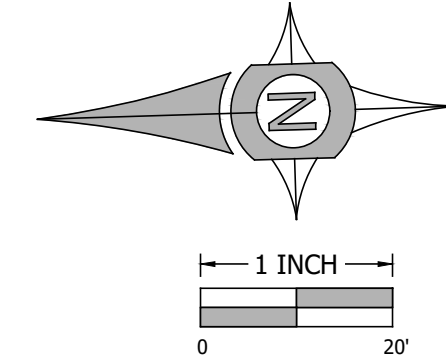
CLIENT:
 ROBERTS INDUSTRIES, LLC
 C/O ROGER ROBERTS
 P.O. BOX 807
 STAYTON, OREGON 97383
 (503) 881-7087
 ROBINDLLC.2@GMAIL.COM

UDELL ENGINEERING AND LAND SURVEYING, LLC
 63 EAST ASH ST.
 LEBANON, OREGON 97355
 (541) 451-5125 PH.
 (541) 451-1366 FAX

PRELIMINARY UTILITY PLAN
SITE PLAN REVIEW
1840 PACIFIC COURT
STAYTON, OREGON

DATE: AUGUST 26, 2024
 PROJECT: 22-025 ROBERTS STAYTON STORAGE EXPANSION
 DRAWN BY: MLM
 CHECKED BY: RBV

THIS MAP WAS PREPARED FOR PLANNING PURPOSES ONLY

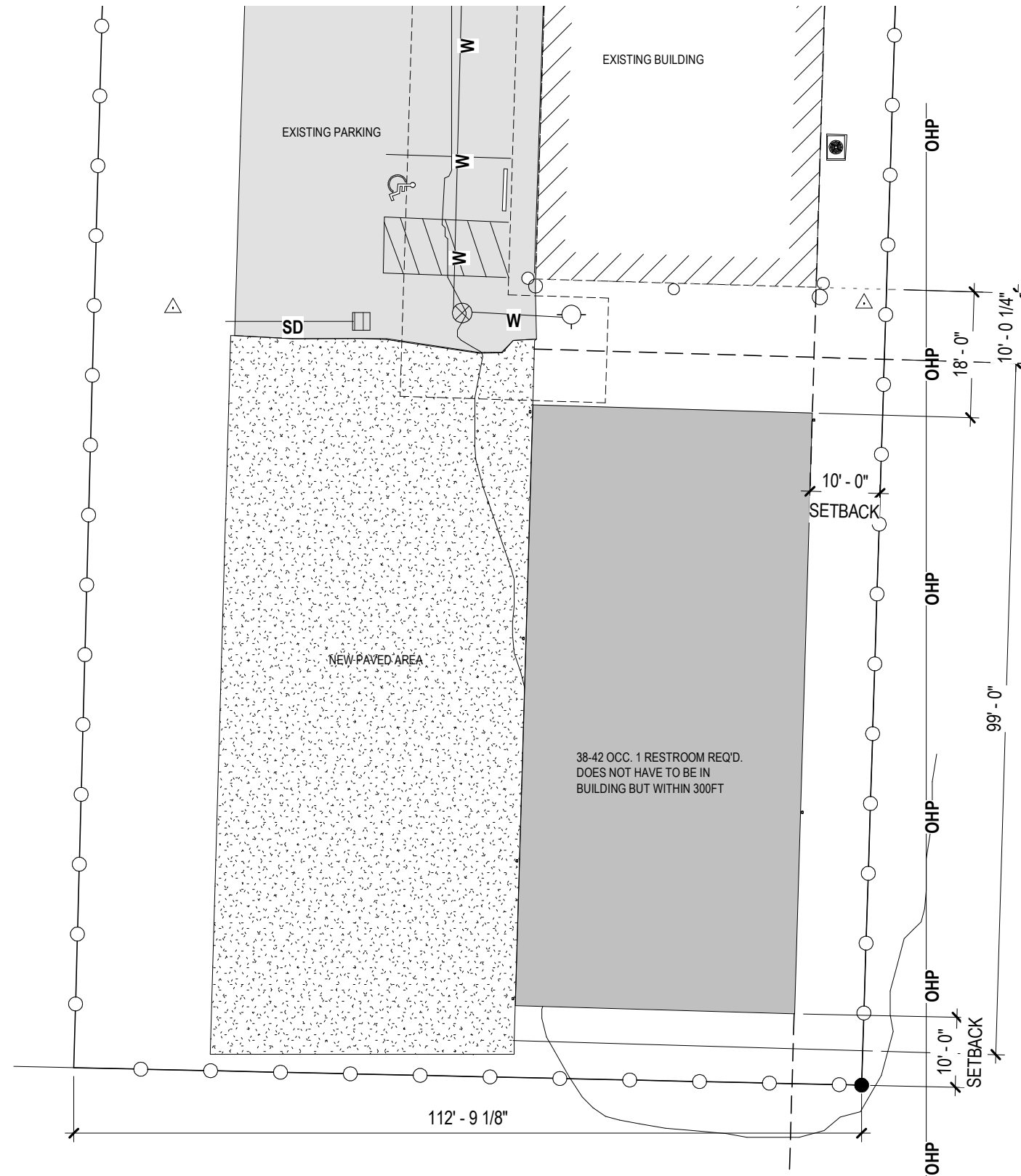


FRANCHISED UTILITY NOTE
 FRANCHISED UTILITIES WILL BE INSTALLED UNDERGROUND TO EACH LOT IN THE PROVIDED PUE. INCLUDING:
 * NW NATURAL GAS
 * COMMUNICATIONS
 * POWER

NOTE: NO SEWER, WATER OR SITE LIGHTING IS PROPOSED FOR THIS PROJECT

PLAN REVISIONS	DATE

Sheet **C400**
 SCALE: SEE BARS SCALE

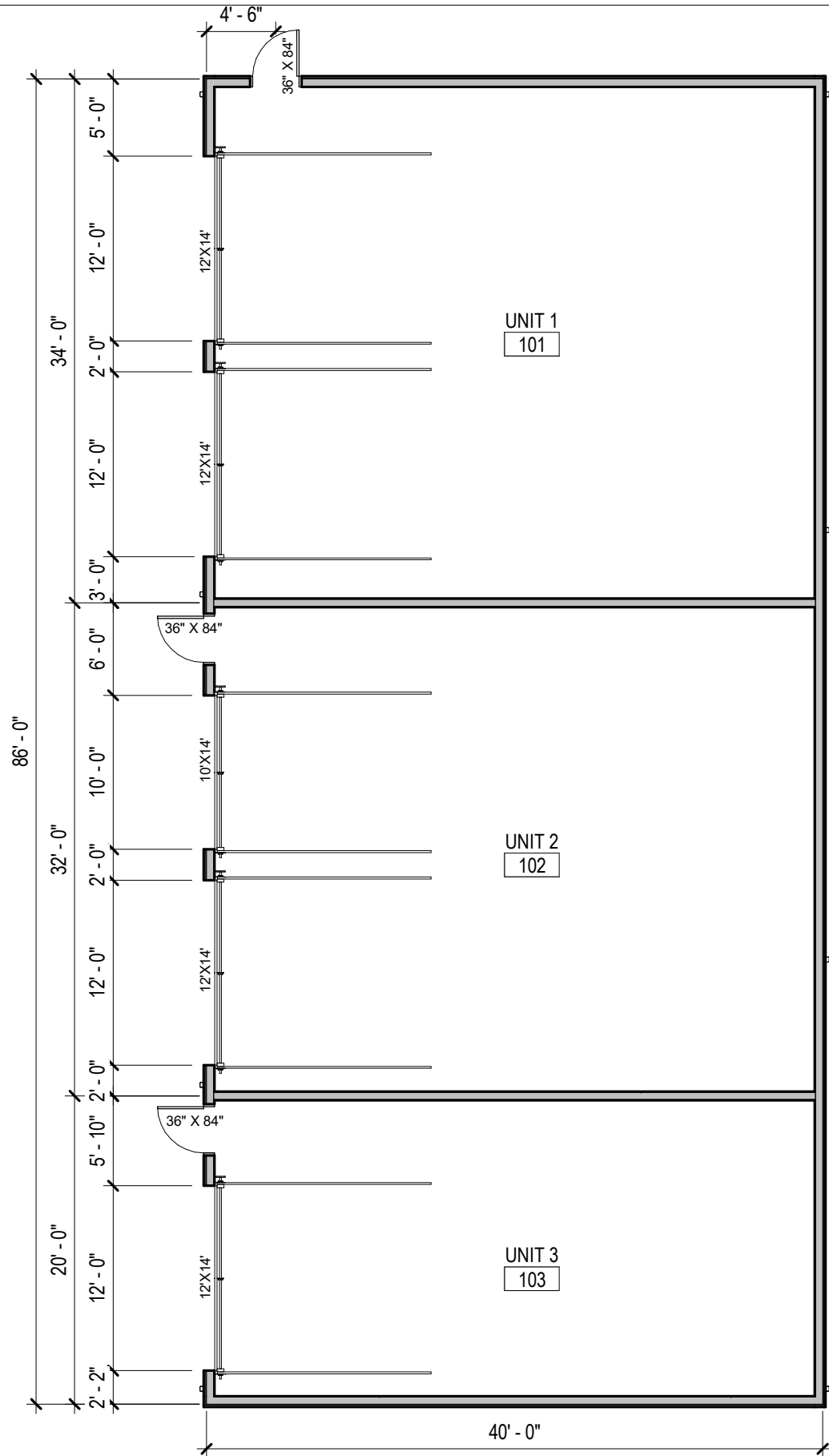


01 SITE PLAN
1" = 20'-0"

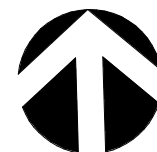


ROBERTS INDUSTRIES - NEW BUILDING
SCHEMATIC DESIGN 1
JULY 2024



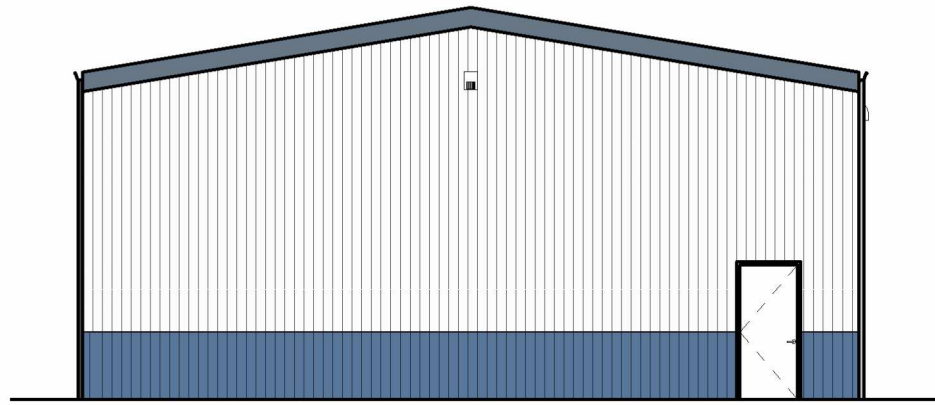


01 FLOOR PLAN
1" = 10'-0"

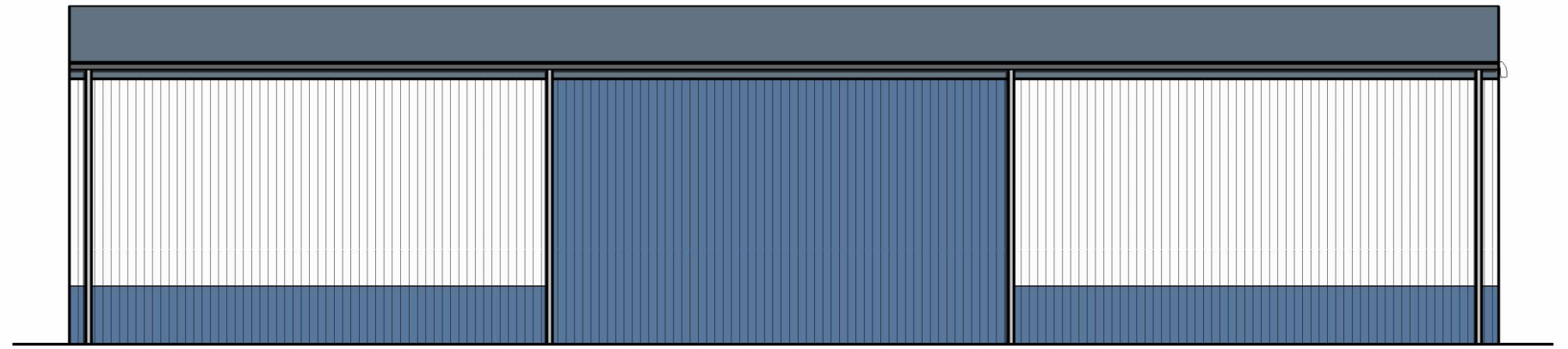


ROBERTS INDUSTRIES - NEW BUILDING
SCHEMATIC DESIGN 1
JULY 2024

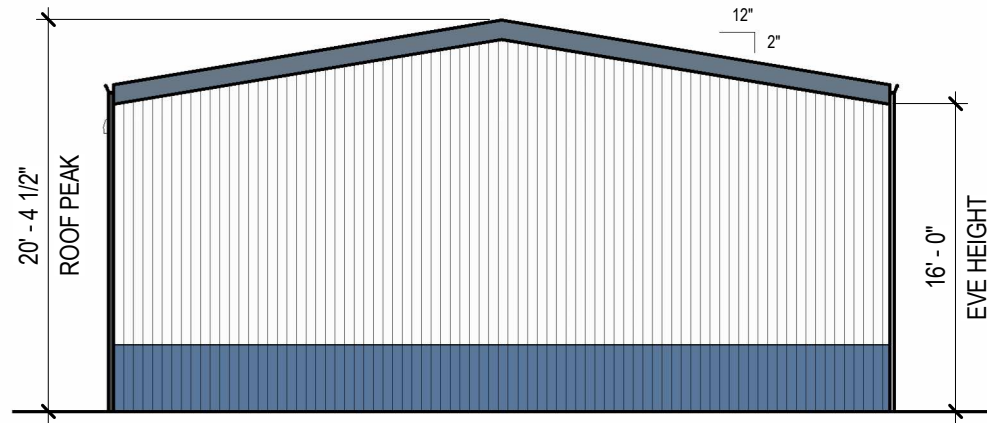




02 NORTH ELEVATION
1" = 10'-0"



01 EAST ELEVATION
1" = 10'-0"



04 SOUTH ELEVATION
1" = 10'-0"



03 WEST ELEVATION
1" = 10'-0"

ROBERTS INDUSTRIES - NEW BUILDING
SCHEMATIC DESIGN 1
JULY 2024





Udell Engineering & Land Surveying, LLC



63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366

Memorandum of Understanding

To: City of Stayton
From: Brian Vandetta PE, PLS
Date: Wednesday, August 21, 2024
Re: Roberts' Industrial Storage Expansion Storm Drainage

To whom it may concern,

This memo is provided as supporting documentation for the Conditional Use Application required for the additional building proposed on the property at 1840 Pacific Court. The property is approximately 1.93 acres in size. Large portions of the existing site are covered with pavement, roofs and gravel with a small portion being landscaped.

In 2008 a design was prepared by Westech that included flow control and onsite detention considering the entire 1.93 acres at full build-out. The proposed development footprint of 9,906 square feet is within the 1.93 acres and all of the 9,906 square feet area is compacted gravel.

The proposed development will add the following surface conversions from the gravel:

- 3,440 square feet of roof
- 4,345 square feet of asphalt pavement
- 1,678 square feet of landscaping
- 443 square feet remaining gravel

Per the City of Stayton Engineering Design Standards, the above surfaces have the following drainage coefficients of runoff.

- 3,440 square feet of roof = 0.90
- 4,345 square feet of asphalt pavement = 0.90
- 1,678 square feet of landscaping = 0.17
- 443 square feet remaining gravel = 0.85

This results in a proposed weighted runoff coefficient of 0.77. Compared to the current runoff coefficient of 0.85 for all gravel, the net result is a decrease and should not trigger a need to alter the existing flow control or detention facility.

The proposed building and asphalt expansion is occurring in areas currently considered as impervious (compacted gravels) and therefore no net increase is proposed. Therefore, stormwater quality treatment is not proposed.

Respectfully,



RENEWAL JUNE 30, 2026

Brian Vandetta PE, PLS
Udell Engineering and Land Surveying, LLC
63 East Ash Street
Lebanon, OR 97355
Phone: 541-451-5125
Fax: 541-451-1366