



# City of Stayton

Department of Planning and Development  
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## MEMORANDUM

**TO:** Chairperson Ralph Lewis and Planning Commission Members

**FROM:** Jim Jacks, Interim Director of Planning and Development

**DATE:** September 25, 2023

**SUBJECT:** Site Plan Approval, Laird Living Trust, Family Building Blocks Day Care Center, 955 E. Santiam Street

**120 DAYS ENDS:** December 30, 2023

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### ISSUE

The issue before the Planning Commission is a public hearing on an application for site plan approval for the construction of an 8,836 square foot day care center.

### BACKGROUND

The vacant triangular shaped property is located on the north side of E. Santiam Street between Orchard Court on the west and N. 10<sup>th</sup> Avenue on the east. The property is Tax Lot 4800. The plan is to construct a 2-story 8,836 square foot day care center. Parking and landscaping will be provided. The intersection of E. Santiam and N. 10<sup>th</sup> will be a future round-about.



## ANALYSIS

This report presents the Planning Staff's 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 approval from Ronald James Ped Architect, PC, for Family Building Blocks. The application consists of the application form (to be provided) and narrative, a site plan, architectural drawings, a landscape plan, a transportation impact analysis, and a preliminary stormwater management report. The complete application submission has been posted on the City's website, but has not been included in the Planning Commission Packet. Included in the packet are:

- The application form (to be provided)
- Applicant's narrative
- Site Plans
- Architectural Plans
- Transportation Impact Analysis
- The narrative from the Preliminary Stormwater report, without figures or appendices

Also included in the packet is the review memo from the City Engineer. A condition of approval requires the right-of-way for the round-about and the 5 feet on the east side of Orchard Court to be dedicated to the public before the Site Development Permit review process is concluded.

The staff concerns about the application have been addressed by suggested conditions of approval regarding revisions in the landscape plan, site illumination, and a Site Development Permit will only be issued where the City Engineer and City Traffic Engineer comments are addressed.

## RECOMMENDATION

The staff recommendation for conditional approval is reflected in the draft order that is attached to the staff report. This recommendation contains a number of conditions of approval to bring the plans into compliance with the requirements of the Code and to address engineering details.

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

## OPTIONS AND SUGGESTED MOTIONS

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

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

I move the Stayton Planning Commission approve the application of Family Building Blocks (Land Use File #7-08/23) and adopt the draft order presented by Staff.

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

I move the Stayton Planning Commission approve the application of Family Building Blocks (Land Use File #7-08/23) and adopt the draft order with the following changes....

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

I move the Stayton Planning Commission approve the application of Family Building Blocks (Land Use File #7-08/23) 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 October 30, 2023 meeting.

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

I move that the Stayton Planning Commission deny the application of Family Building Blocks (Land Use File #7-08/23) 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 October 30, 2023 meeting.

**5. Continue the hearing until August 28, 2023.**

I move the Stayton Planning Commission continue the public hearing on the application of Family Building Blocks (Land Use File #7-08/23) until October 30, 2023.

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

I move the Stayton Planning Commission close the hearing on the application of Family Building Blocks (Land Use File #7-08/23) but maintain the record open to submissions by the applicant until October 9, 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 October 23, 2023.

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

I move the Stayton Planning Commission continue the deliberation on the application of Family Building Blocks (Land Use File #7-08/23) to October 30, 2023.