

# City of Stayton

## MEMORANDUM

**TO:** Chairperson Larry McKinley and Planning Commission Members  
**FROM:** Jennifer Siciliano, Director of Community and Economic Development  
**DATE:** December 29, 2025  
**SUBJECT:** Site Plan Review – 155 N Second Avenue (Enclosed Porch Addition)  
**120 DAYS ENDS:** March 6, 2026.

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### ISSUE

The issue before the Planning Commission is a Public Hearing on an application for a Site Plan Review for the enclosure of porch areas at 155 N Second Avenue on an approximately 7,841-square-foot property in the Downtown Commercial Mixed Use (DCMU) zone.



*Figure 1 Marion Co. Assessor's Office*



*Figure 2 Picture taken Nov. 14, 2025, by Planner.*

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## **BACKGROUND**

The applicant requested a continuance of the Public Hearing from its scheduled November 13, 2025, meeting to December 29, 2025. The Planning Commission opened the Public Hearing and continued it to the December 29, 2025, meeting.

On March 5, 2025, during routine field observation, City Planning staff identified unpermitted construction activity at 155 N Second Avenue, specifically the enclosure of existing porch areas on the mixed-use building located on the approximately 7,841-square-foot property. Because no building permit had been issued, the scope, structural implications, and compliance of the work could not be verified. Marion County Building Inspection was contacted and conducted a site visit. The County determined that a building permit could not be reviewed or issued until the property obtained land use approval.

At the time of the observation, the porches had already been enclosed, adding approximately 326 square feet to the original 960-square-foot structure. The building—containing both a thrift store and a residential unit—is located in the Downtown Commercial Mixed Use (DCMU) zone and is subject to the Downtown Development Design Standards under SMC 17.20.220. Because the enclosure increased the building area, it triggered the need for Site Plan Review under SMC 17.12.220.

Following notification from the City, the applicant submitted a Site Plan Review application to request land use approval for the enclosed porch areas and to bring the structure into compliance with applicable zoning and design standards. Upon review, staff determined that while several approval criteria are satisfied, others—including landscaping, exterior finish materials, and streetscape treatment—were not met. Staff has identified options and conditions that could bring the development into compliance; however, it is within the Planning Commission’s discretion to determine whether to require corrective improvements or approve the enclosure as constructed.

## **ANALYSIS**

This report and the draft order present the Planning Staff’s summary and analysis concerning this application. It was developed with the input of other City departments and agencies. Due to the minimal scope of the project, the Stayton Public Works Department has chosen not to submit comments on this application.

Attached is an application and plans for Site Plan Review from Bob Thatcher for JoAnne Drake, owner of The Treasure Hunt Thrift Store. The application consists of an overview, elevations and floor plans, and an application form with permission from the owner of the property, Byron Hatch. The complete application submission has been posted on the City’s website.

The attached draft order provides findings and analysis of each approval criterion for Site Plan Review. The Draft Order of Approval concludes that the application meets all criteria except the following: 17.20.220.3.a (Building placement/streetscape treatment), 17.20.220.3.g (Exterior finish materials), and 17.20.090.8 (Landscaping plant material requirements). Staff have provided conditions under which these deficiencies could be corrected.

## **RECOMMENDATION**

Staff recommends continuing the Public Hearing as requested by the applicant—option one.

Following the continuation, staff recommends approving the draft order as presented. Staff recommends approval of the application subject to the conditions contained in the Draft Order, as

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these conditions provide a clear and feasible path for the applicant to bring the development into compliance within defined timelines.

## **OPTIONS AND SUGGESTED MOTIONS**

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Community and Economic Development Department recommends the first option to approve the application as drafted.

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

I move the Stayton Planning Commission approve the application for Site Plan Review for JoAnne Drake for 155 N Second Avenue, (Land Use File #6-05/25) 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 Site Plan Review for JoAnne Drake for 155 N Second Avenue, (Land Use File #6-05/25) and adopt the draft order with the following changes...

### **3. Continue the hearing until January 26, 2026.**

I move the Stayton Planning Commission continue the public hearing on the application for Site Plan Review for JoAnne Drake for 155 N Second Avenue, (Land Use File #6-05/25) until January 26, 2026.

### **4. Deny the application, directing staff to modify the draft order.**

I move the Stayton Planning Commission deny the application for Site Plan Review for JoAnne Drake for 155 N Second Avenue, (Land Use File #6-05/25) 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 January 26, 2026, meeting.

### **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 Site Plan Review for JoAnne Drake for 155 N Second Avenue, (Land Use File #6-05/25) but maintain the record open to submissions by the applicant until January 5, 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 January 26, 2026.

### **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 Site Plan Review for JoAnne Drake for 155 N Second Avenue, (Land Use File #6-05/25) until January 26, 2026.