

BEFORE THE STAYTON PLANNING COMMISSION

In the matter of)
The application for) Site Plan Review
Lunski Properties, LLC) File # 13-11/25
)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATIONS

The application is for Site Plan Review for a proposed development at 1319 W. Washington Street (Tax Lot 091W09DA01103), located within the Light Industrial (IL) zone. The proposal consists of two buildings—a two-story, 1,200-square-foot office and storage building and a 2,400-square-foot storage building—with a shared loading dock and surface parking, on a 22,216-square-foot parcel.

II. PUBLIC HEARING

A public hearing was held on the application before the Stayton Planning Commission on March 30, 2026. At that hearing the Planning Commission reviewed Land Use File #13-11/25, application for site plan approval, and it was made part of the record.

III. FINDINGS OF FACT

A. GENERAL FACTS

1. The owner of the property is Lunski Properties, LLC.
2. The applicant is Scott Lunski, owner of the LLC.
3. The property can be described on Marion County Assessors Map as tax lot 091W09DA01103.
4. The property is zoned Light Industrial (IL)
5. The property is addressed 1319 W Washington St.
6. The property has 191.74 feet of frontage on W Washington St. The parcel is 0.51 acres in area.
7. The adjacent property to the north is zoned IL and is developed with a manufacturing facility. The property to the west is zoned IL and is developed with a single family dwelling. The property to the south, across W Washington St, is zoned IL, and is the Santiam Industrial Center. The property to the east is an unused railroad right of way. The property to the east of the railroad is zoned Commercial General and developed with single family dwelling.

B. EXISTING CONDITIONS

The property is vacant.

C. PROPOSAL

The application is to construct a 1,200 square foot 2-story office building to include 600 square feet of office on the first floor and 600 square feet of storage on the second floor and a 2,400 square foot warehouse/shop building for the applicant’s ice business, paved parking, and stormwater treatment areas. The plan includes a driveway entrance onto W Washington St and construction of a sidewalk along the W Washington St frontage of the property. The plan provides for 7 parking spaces. The plan shows two stormwater retention basins.

D. AGENCY COMMENTS

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

The Santiam Water Control District, Wave Broadband, SCTC, Pacific Power, Northwest Natural Gas, Stayton Fire District, Stayton Police Department, North Santiam School District, and Santiam Hospital provided no comments.

Written comments were received from the City of Salem and the Stayton Public Works Department through the City Engineer and the City's transportation engineering consultant which are included in the findings below. The City of Salem stated that it had no concerns, as the property is not located along the alignment of the City of Salem's transmission main that runs through Stayton. Marion County Building Inspection indicated that the 2025 Oregon Structural Specialty Code, which becomes mandatory on April 1, 2026, will apply, and any lights 25 feet or higher need a structural permit.

E. PUBLIC COMMENTS

The surrounding property owners were notified of the public hearing and the application by mail on March 10, 2026. No comments were received from the public prior to the public hearing.

F. 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; 17.20.080 – Special Street and Riparian Areas; 17.20.090 – Landscaping Requirements; 17.20.170 – Outdoor Lighting; and 17.20.230 – Industrial Design Standards. In addition, the application must meet the requirements of Section 17.26.020 – Access Management Requirements and Standards.

G. APPROVAL CRITERIA

Site Plan Review

Section 17.12.220.5 Site Plan 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 Standard Specifications.*

Findings:

Streets

Washington Street is designated as a Minor Arterial street in the Transportation System Plan (TSP). The standard for this street classification is a 34-foot-wide street improvement, including curbs, 6-foot-wide bike lanes, 6- to 8-foot-wide property-line sidewalks, and 5- to 8-foot-wide planter strips within a 60- to 70-foot-wide right-of-way. This street has an approximate 38-foot-wide improvement, with curbs along each side of the street, within a 60-foot-wide right-of-way. Neither the development side nor the opposite side of the street

currently include sidewalks, except that the property directly east of the Subject Property is improved with 5-foot-wide curblin sidewalks. The TSP does not indicate any significant transportation system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

There is a 6-inch water main in W Washington St. The applicant intends to connect to the existing main with a service line toward the southwest end of the property.

Water

A 6-inch City asbestos cement water main is located along W Washington Street. It does not appear that the subject property has any connections to this main. Per City GIS records, a fire hydrant is located on the development side of W Washington Street, approximately 119 feet east of the east line of the subject property. However, it should be noted that this hydrant is on the far side of the railroad tracks just east of the subject property. The Water Master Plan does not indicate any significant water system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Sanitary Sewer

A 10-inch City concrete sanitary sewer main flows from east to west along the far side of W Washington Street. It appears that the subject property has an existing 6-inch concrete service lateral to this main, approximately 82 feet west of the east line of the subject property. The Wastewater Facilities Planning Study (Master Plan) does not indicate any significant sanitary sewer system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Storm Drainage

An 18-inch "unknown material" City storm main flows west to an existing catch basin near the southwest corner of the subject property. This catch basin also receives stormwater through a 15-inch "unknown material" storm drain that crosses W Washington Street and connects to another 15-inch storm main along the opposite side of the roadway. It does not appear that the subject property has any connections to this main. Per the Stormwater Master Plan, stormwater runoff from this property and nearby storm drainage system drains to Salem Ditch. The Stormwater Master Plan does not indicate any significant stormwater system deficiencies in the nearby vicinity that will be impacted or could be improved by the proposed development.

Analysis: The Applicant has provided a site plan showing the proposed improvements and utility connections to onsite and then City infrastructure. The Applicant has also provided a Preliminary Drainage Design Report and a site plan showing a private stormwater facility and conveyance system. However, the Report does not address stormwater quality as required in the PWDS.

Conditions:

Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall revise the Drainage Design Report and site plan to address both stormwater quality and quantity for the runoff from the proposed Development, in accordance with PWDS requirements. (PWDS 602.05)

Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall submit a final stormwater analysis, report and supporting documentation for approval of the proposed development in accordance with PWDS. Existing site topography and off-site contributing areas shall be considered and included in the analysis and design. (PWDS 102.10.A.3)

As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support a certificate of occupancy or other finalization for the proposed structures until the required onsite storm drainage system is complete and accepted by the City. (PWDS 102.09.I, 103.10.B)

Prior to City support of occupancy for any building permits, the Applicant shall construct the onsite storm drainage system in accordance with PWDS requirements. (PWDS 103.10.B)

- 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 from those public streets and roads which serve the property in accordance with the City's Transportation System Plan and Standard Specifications.*

Finding: The Applicant has provided a site plan showing a proposed 30-foot-wide driveway approach and 6-foot-wide property line sidewalk improvements along the Subject Property frontage of W Washington Street. The Applicant also submitted a 2023 transportation scoping outline for the proposed Development, that an older version of the Institute of Transportation Engineering (ITE) Trip Generation Manual. However, the expected trips are well below the thresholds listed in SMC to waive the for updating the Transportation Assessment Letter (TAL).

Conditions: Obtain a waiver for the TAL from the Public Works Director or update the 2023 TAL.

Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, in accordance with PWDS requirements. (PWDS 102.09)

As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support a certificate of occupancy or other finalization for the proposed structures until the required onsite storm drainage system is complete and accepted by the City. (PWDS 102.09.I, 103.10.B)

Prior to City support of occupancy for any building permits, the Applicant shall construct the onsite storm drainage system in accordance with PWDS requirements. (PWDS 103.10.B)

- 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.*

Finding: Public Works has determined that the existing right-of-way along the Subject Property is correct for this classification of street, consistent with the neighboring properties along W Washington Street, and adequate for the proposed development. Therefore, it is determined that the proposed sidewalk improvements along W Washington Street are roughly proportional to the impact of Development of the Subject Property.

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

Finding: See findings relative to Section 17.20.060 below. All the requirements are met except Section 17.20.060.9-A.1 Bicycle Parking Requirements which requires 3 parking spaces.

Condition: This criterion can be met by submitting revised site plans to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrate the provision of three bicycle parking spaces.

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

Finding: There are no open/outside storage areas proposed as part of the project.

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

Finding: Sources of noise will be loading and unloading of vehicles. There will be no odors, fumes or other impacts.

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

Finding: The Industrial Design Standards are met for this application. See findings regarding 17.20.230 below.

- 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: See the findings regarding Section 17.20.090 below.

- 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 and comply with the requirements in Sections 17.20.050 and 17.20.090.*

Finding: The site plan and the landscape plan show landscaping around the perimeter of the site. The landscape and site plans do not clearly demonstrate compliance with SMC 17.20.090.11.a.1), as they do not adequately show that a minimum 15-foot-wide landscaped buffer is provided along the west property line adjacent to the existing single-family residence, nor that a minimum 10-foot-wide landscaped buffer is provided along the W Washington Street frontage. See the findings regarding Section 17.20.090 below.

Condition: Revise the site and landscape plans to clearly demonstrate compliance with SMC 17.20.090 by providing: (1) a minimum 15-foot-wide landscaped buffer along the west property line adjacent to the existing single-family residence; and (2) a minimum 10-foot-wide landscaped buffer along the W Washington Street frontage (arterial). Buffer widths shall be dimensioned on the plans and measured from the property line inward.

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

Finding: See the findings regarding Section 17.20.170 below.

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

Finding: The applicant will maintain all improvements and facilities. The applicant has provided a site plan showing proposed private stormwater facilities and conveyance system.

Conditions: An operation and maintenance (O&M) plan and agreement is required for privately owned and maintained stormwater quality and quantity control facilities. The O&M plan will need to be included as an attachment to the Drainage Report, to any declaration of covenants for the project, and included as part of the recorded O&M Agreement. (PWDS 603.01.m)

As part of the Development application, the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support a certificate of occupancy or other finalization for the proposed structures until the required onsite storm drainage system and public infrastructure are complete and accepted by the City. (PWDS 102.09.I, 103.10.B)

- 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.*

Finding: The property is not within the specified distances of the named waterbodies.

Section 17.20.060 – Off Street Parking Requirements

The following is the applicable provision from Section 17.20.060

5. *LOCATION. 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.*

Finding: The parking areas will be located on the same lot as the buildings.

7.a *REQUIREMENTS FOR AUTOMOBILE PARKING. The minimum number of required off-street parking spaces for office use is 3.5 parking spaces per 1,000 square feet and warehouse use less than 50,000 square feet is 1 parking spaces per 1,000 square feet.*

Finding: At 1 spaces per 1,000 square feet of floor area, the warehouse requires 3 spaces. At 3.5 spaces per 1,000 square feet of floor area, a 600 square foot office building requires 2.1 spaces. Section 17.20.060.7.b indicates that the required number shall be rounded up if the fractional space is greater than 1/3. The required amount is 5 spaces, and the plan provides for 7 spaces.

17.20.060.8.a *HANDICAPPED/DISABLED PARKING. The minimum number of required ADA accessible parking spaces for a parking area of with 25 or fewer spaces is 1. ADA accessible spaces shall be located on the shortest possible accessible circulation route to an entrance of the building being accessed.*

Finding: The site plan submitted provides for 1 ADA space.

17.20.060.9-A.1 *BICYCLE PARKING REQUIREMENTS. The minimum number of required bicycle parking spaces for office use is 1 parking space per 1,000 square feet and for warehousing use is 2 or .1 per 1,000 whichever is greater with each space measuring at least 6 feet in length by 2 feet in width.*

Finding: The site plan submitted does not show any parking for bicycles. Fractional numbers of spaces shall be rounded up to the next whole space. There should be 1 required for the office space and two required for the warehouse space. The total requirement shall be 3.

Condition: This criterion can be met by submitting revised site plans to the City Planner for approval prior to any on-site construction or issuance of building permits that demonstrate the provision of three bicycle parking spaces.

17.20.060.10. DEVELOPMENT REQUIREMENTS. All parking and loading areas shall be developed and maintained as follows:

b. Surfacing. All driveways, parking and loading areas shall be paved with asphalt or concrete surfacing and shall be adequately designed, graded, and drained as required by the Public Works Director. In no case shall drainage be allowed to flow across a public sidewalk. Parking areas containing more than 5 parking spaces shall be striped to identify individual parking spaces.

Finding: The driveway and parking areas will be paved with asphalt concrete surfacing. The parking area will be striped.

d. Design of parking areas. Except where provided for by subsection 7 of this section parking area design shall comply with Title 12 and Standard Specifications.

1) Entrances and exits shall be clearly marked with pavement markings and/or signs. Entrances and exits should favor right hand turns into and out of the area where possible and should be located at least 50 feet from intersections where possible.

2) Backing into or across a street, sidewalk, or right-of-way from any parking area shall be prohibited. The perimeter shall prevent access to or from the parking area except at designated entrances and exits.

Finding: The proposed driveway is aligned with the driveway intersection across W Washington St. The parking area will be accessed from the driveway. The parking area is designed such that vehicles will not be backing into the street or across a sidewalk along the street.

e. Screening. When any development with over 6 parking spaces or a loading area is adjacent to any residential district, that area shall be screened from all adjacent residential properties. Screening shall be done with an ornamental fence, wall, or hedge at least 4 feet high but not more than 7 feet high, except along an alley.

Finding: The site is not adjacent to a residential district.

f. Lighting. Any light used to illuminate a parking or loading area shall meet the standards of Section 17.20.170.

Finding: See the findings regarding Section 17.20.170 below.

17.20.060.11 PARKING AREA LANDSCAPING DESIGN STANDARDS. Landscaping required by the following standards shall be counted towards the overall landscaping requirements of Section 17.20.090.

a. Perimeter Landscaping. All parking areas shall be landscaped along the property boundaries as required by 17.20.090.11.

Finding: See the findings for Section 17.20.090 below.

- a. *Interior Landscaping. Interior landscaping of parking areas with 20 or more parking spaces shall meet the following standards.*
- 1) *One landscaped island shall be required for every 10 parking spaces in a row. The interior islands shall be a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) and shall include a minimum of 1 tree per island.*
 - 2) *Divider medians between rows of parking spaces, that are a minimum of 6 feet in width (as measured from the inside of the curb to the inside of the curb) may be substituted for interior islands, provided that 1 tree is planted for every 40 feet and shall be landscaped in accordance with Section 17.20.090. 8. Where divider medians are parallel with the buildings, there shall be designated pedestrian crossings to preserve plant materials.*
 - 3) *A row of parking spaces shall be terminated on each end by a terminal island that is a minimum of 6 feet in width (from the inside of the curb to the inside of the curb). The terminal island shall have 1 tree is planted and shall be landscaped in accordance with Section 17.20.090.8.*

Finding: The parking area does not have 20 or more parking spaces.

- c. *Pedestrian Access. Off street parking areas shall be required to meet the following pedestrian access standards:*
- 1) *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.*
 - 2) *All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.*
 - 3) *Pedestrian walkways shall be attractive and include landscaping and trees.*

Finding: The parking area is connected to the street by a concrete walkway.

Section 17.20.080 – Special Street and Riparian Setbacks

The following are the applicable provisions from Section 17.20.080:

17.20.080.1.g: There shall be a minimum building setback of 50 feet measured at right angles from the centerline of W Washington St.

Finding: The proposed buildings will be setback more than 50 feet from the W Washington St centerline.

Section 17.20.090 – Landscaping Requirements

The following are the applicable provisions from Section 17.20.090

2. BASIC PROVISIONS. The minimum area of a site to be retained in landscaping in the IL zone for lot of less than 2 acres in area is 15%.

Finding: The total area of the parcel is 22,207 square feet. A minimum of 3,331 square feet of landscaping is required. The landscape plan shows a landscaped area of 4,821 square feet which is 21.7% of landscaped area.

4. SUBMITTAL REQUIREMENTS FOR IRRIGATION PLAN.

Finding: An irrigation plan was submitted that meets requirements.

5. *REQUIRED TREE PLANTINGS. Plantings of trees is required along public street frontages, and long private driveways more than 150 feet long. Trees shall be planted outside the street right of way except where there is a designated planting strip or a City-adopted street tree plan.*

- a. *Street trees species shall be selected from a list of approved species maintained by the Director of Public Works. Other varieties may be used only with approval by the decision authority.*

Finding: The landscape plan proposes 5 Eastern Redbud trees to be planted as street trees within the W Washington St right of way. Eastern Redbud is on the list of approved species for planting under overhead wires.

- b. *Spacing of Street Trees. Trees with a medium canopy shall be spaced 20 feet on center. Trees with a large canopy shall be spaced 25 feet on center.*

Finding: The landscape plan does not clearly specify the spacing of the proposed trees along the W Washington Street frontage; however, based on the plan, the trees appear to be spaced at least 25 feet on center.

- c. *Trees shall be trimmed to a height that does not impede sight distance, pedestrian traffic or vehicular traffic.*

Finding: The landscape plan does not address tree trimming after planting.

6. *TREE PLANTING RESTRICTIONS. Street trees shall not be planted:*

- a. *Within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer.*
- b. *Where the decision authority determines the trees may be a hazard to the public interest or general welfare.*
- c. *Under overhead powerlines, if tree height at mature age exceeds the height of the power line.*

Finding: There are overhead power lines on the north side of W Washington St. The selected tree species are on the City's list of acceptable species for planting under overhead power lines.

7. *IRRIGATION. Due to an increasing public demand for water and the diminishing supply, economic and efficient water use shall be required. Landscaping plans shall include provisions for irrigation. Specific means to achieve conservation of water resources shall be provided as follows:*

- d. *Any newly planted landscaped area shall have a permanent underground or drip irrigation system with an approved back flow prevention device.*

Finding: An irrigation plan was submitted that meets this standard.

8. *REQUIREMENTS FOR PLANT MATERIALS.*

Finding: The landscape plan calls for the establishment of landscaping with trees, shrubs, ornamental grasses and non-lawn ground covers. The landscape plan indicates shrub sizes will be a minimum of two feet. The landscape plan indicates that deciduous trees will be 2-inch caliper and a minimum height of eight feet.

11. *BUFFER PLANTING – PARKING, LOADING AND MANEUVERING AREAS.*

- a. *Buffering is required for any commercial, industrial, or multi-family development with more than 4 parking spaces. Buffering shall occur in the following manner:*

- 1) *Any parking area, loading area, or vehicle maneuvering area shall be landscaped along property boundaries. The landscaped area for an industrial use adjacent to a single family residence shall be 15 feet and adjacent to an arterial street shall be 10 feet.*

Finding: It is unclear from the landscape plan and the site plan whether this condition has been met.

Condition: Revise the site and landscape plans to clearly demonstrate compliance with SMC 17.20.090 by providing: (1) a minimum 15-foot-wide landscaped buffer along the west property line adjacent to the existing single-family residence; and (2) a minimum 10-foot-wide landscaped buffer along the W Washington Street frontage (arterial). Buffer widths shall be dimensioned on the plans and measured from the property line inward.

- 2) *Decorative walls and fences may be used in conjunction with plantings, but may not be used by themselves to comply with buffering requirements and must meet the standards of Section 17.20.050.*

Finding: No fencing is proposed.

12. SCREENING (HEDGES, FENCES, WALLS, BERMS). Screening is used where unsightly views or visual conflicts must be obscured or blocked and where privacy and security are desired. Fences and walls used for screening may be constructed of wood, concrete, stone, brick, and wrought iron, or other commonly used fencing/wall materials. Acoustically designed fences and walls are also used where noise pollution requires mitigation.

- a. *Height and Capacity. Where landscaping is used for required screening, it shall be at least 6 feet in height and be at least 80 percent opaque, as seen from a perpendicular line of sight, within 2 years following establishment of the primary use of the site.*
- b. *Chain Link Fencing. A chain link fence with sight obscuring slats shall qualify for screening only if a landscape buffer is also provided.*
- c. *Height Measurement. The height of fences, hedges, walls and berms shall be measured from the lowest adjoining finished grade, except where used to comply with screening requirements for parking, loading, storage, and similar areas. In these cases, height shall be measured from the finished grade of such improvements. Screening is prohibited within the sight distance triangle.*
- d. *Berms. Earthen berms up to 6 in height may be used to comply with screening requirements. Slope of berms may not exceed 2:1 and both faces of the slope shall be planted with ground cover, shrubs and trees. Bark mulch or other non-living materials shall not be used as the ground cover for an earthen berm.*

Finding: No screening has been proposed.

Section 17.20.170 – Outdoor Lighting

2. *GENERAL STANDARDS. Lighting may be provided which serves security, safety and operational needs but which does not directly or indirectly produce deleterious effects on abutting properties or which would impair the vision of the traveling public on adjacent roadways. Lighting fixtures with more than 800 lumens of light output shall be cut-off fixtures so that the lighting elements are not exposed to normal view by motorists, pedestrians, or from adjacent dwellings. Direct or indirect illumination shall not exceed 0.5 foot candles upon abutting lots in residential use measured at the property line.*

Finding: The application included information on the type of outdoor lighting fixture to be installed and included a plan showing the location or number of fixtures and the illumination levels. Three pole-mounted lights will be 150W LED fixture on a 25-foot pole. Outdoor lighting fixtures on the buildings will include three 20W LED full cut-off wall packs. The illumination diagram indicates that the 0.5 foot candle illumination level will be away from the property line.

4. *NON-RESIDENTIAL LIGHTING STANDARDS. The following additional standards shall apply to all commercial, industrial, public and semi-public uses:*

c. Lighting of Parking Areas. 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.

1) All lighting fixtures serving parking areas shall be full cut-off fixtures.

3) Parking area lighting in an industrial zone shall have a maximum mounting height of 25 feet, a minimum illumination level of 0.5 foot-candles, a maximum illumination level of 2.6 foot candles, a uniformity ratio of 4:1, and a minimum color rendering index of 20.

Finding: Pole mounted lights around the parking area will be a 150W LED fixture on a 25-foot pole. The illumination diagram indicates that the illumination level will be between than 0.5 foot-candles and 7.9 foot candles in the parking area. The illumination diagram does not indicate the uniformity ratio.

Section 17.20.230 – Industrial Design Standards

The following are the applicable provisions from Section 17.20.230

2. SITE DESIGN.

a. Height Step Down. To provide compatible scale and relationships between new multi-story industrial buildings and existing adjacent dwellings not in an industrial zone, the multi-story building shall “step down” to create a building height transition to adjacent single-family building(s). The transition standard is met when the height of any portion of the taller structure does not exceed 3 feet in height for every 2 feet separating that portion of the multi-story building from the adjacent dwelling. This provision shall apply to any industrial building with a vertical wall height of 14 feet or more, regardless of whether the interior contains more than one story.

Finding: The adjacent dwelling to the west is in an industrial zone. The existing dwelling to the east is approximately 50 feet from the easterly property line. The warehouse building will be approximately 21 feet tall.

b. Outdoor Service Areas. Outdoor service areas shall either face an interior area, side or rear property line, a separate service corridor, a service alley, or a service courtyard.

1) If the location of an outdoor service area as proscribed by this Section is difficult to accommodate because of site considerations, the decision authority may determine that the service area may be located in another location with additional screening requirements.

2) Screening of outdoor service areas. Screening shall be provided when an outdoor service area is adjacent to a property in residential use or adjacent to a residential

zone. Screening shall also be provided to soften the effects of outdoor service areas as they may be viewed from a public street.

- a. Outdoor service areas shall be screened either with evergreen hedge or solid fence of materials similar to the rest of the development that is a minimum of 6 feet in height.
- b. When the outdoor service area is more than 300 feet from a neighboring residence, screening is not required.

Finding: The site plan does not show the location of any outdoor service areas.

- c. *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: See the findings regarding Section 17.20.090.12 above.

3. ARCHITECTURAL STANDARDS.

- a. *Pedestrian Orientation.* The design of all new buildings on a site shall support a safe pedestrian environment. This standard is met when the decision authority finds that all of the following criteria are met:
 - 1) Primary building entrances shall have walkways connecting to the street sidewalk.
 - 2) 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.

Findings: A walkway connects the building entrances to the street. No portion of the building will be used for sales to the public.

- b. *Standards for breaks in building facade.*
 - 1) 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 project is made up of two buildings connected by a covered loading dock. There will not be a wall on the back of the loading dock. Neither of the proposed buildings are more than 75 feet in any dimension.

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

Finding: See the findings regarding Section 17.20.170 above.

Section 17.26.020 – Access Management Requirements and Standards

The following are the applicable provisions from Section 17.26.020

2. NUMBER OF ALLOWED ACCESSES.

c. Number of Allowed Accesses for Multi-Family Uses.

The number of driveways allowed for non-residential uses shall be based on the daily trip generation of the site in question. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways. An exception shall be allowed if it is proven through a traffic impact study that this limitation creates a significant traffic operations hardship for on-site traffic. The primary criteria to allow more driveways will be level of service (see standards in 17.26.050) analysis, queuing analysis, and safety analysis of the site accesses. If a development has a need for more than two access points, then signalization of the main access shall be investigated as a potential option prior to allowing additional driveways. A signal warrant study will then be required to study whether or not signalization of the main access is required. The Public Works Director or his/her designee shall determine whether the traffic study adequately proves that more accesses are needed for a particular project.

Finding: The site plan proposes a single driveway.

3. LOCATION OF ACCESSES.

Vehicle access locations shall be provided based on the following criteria:

h. Access Spacing Standards

The streets within Stayton are classified as arterials, minor arterials, collectors, and local streets. The access spacing standards are shown in Table 17.26.020.3.h. for both full intersection spacing and driveway spacing. Table 17.26.020.3.h requires a minimum of 300 feet on a minor arterial street.

Finding: The Transportation Assessment Letter notes that the proposed driveway will not conform with the separation requirement but will be aligned with the driveway across W Washington St and that there is no location on the site that will conform with the standard and this is the most logical location.

4. ACCESS STANDARDS.

a. Driveway Design.

- 1) *See Standard Specifications for Public Works Construction, Section 300 – Street Design Standards, 2.22b for minimum and maximum driveway widths.*

Finding: The driveway standards have been moved into the Public Works Design Standards (PWDS). The PWDS allow driveways in industrial zones between 12 feet and 36 feet in width. The proposed driveway is 30 feet in width.

- 2) *Driveways providing access into off-street, surface parking lots shall be designed in such a manner to prevent vehicles from backing into the flow of traffic on the public street or to block on-site circulation. The driveway throat approaching the public street shall have adequate queue length for exiting vehicles to queue on-site without blocking on-site circulation of other vehicles. The driveway throat approaching the public street shall also have sufficient storage for entering traffic not to back into the flow of traffic*

onto the public street. A traffic impact study, subject to approval by the Public Works Director or his/her designee, shall be used to determine the adequate queue length of the driveway throat. This requirement shall be applied in conjunction with the design requirements of parking lots in section 17.20.060.9. If there is a conflict between these two code provisions, then this code provision supersedes those of 17.20.060.9.

Finding: The driveway throat enters the parking area with all parking spaces in front of the buildings. This provides a large area for trucks to maneuver and turn around.

- 3) *Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Sight distance triangle requirements are identified in 17.26.020.4.c and 17.26.020.4.d.*

Finding: See the findings for Section 17.26.020.4.c below.

c. Sight Distance Triangle

Traffic entering an uncontrolled public road from a stop sign controlled public road, or from private roads or private driveways, shall have minimum sight distances, as shown in Table 17.26.020.4.c, except as allowed in 17.26.020.4.d. Table 17.26.020.4.c requires a minimum sight distance triangle of 250 feet along a street with a design speed of 35 mph.

Finding: The TAL reports the sight distances at the driveway exceed 500 feet.

IV. CONCLUSION

Based on the facts above, the Planning Commission concludes that the application meets the requirements established in SMC Section 17.12.220, and Sections 17.20.060, 17.20.070, 17.20.080, 17.20.090, 17.20.170, 17.20.230, and 17.26.020 except for the following:

1. 17.12.220.5.a. This section requires adequate utility systems be available to the proposed development. This standard could be met if the applicant revises the Drainage Design Report and site plan to address both stormwater quality and quantity for the runoff from the proposed Development, submit a final stormwater analysis, report and supporting documentation for approval of the proposed development in accordance with PWDS, enter into a Development Agreement with the City, and construct the onsite storm drainage system in accordance with PWDS requirements.
2. 17.20.090.5.b. This section requires a Transportation Assessment Letter (TAL) or obtain a waiver from the Public Works Director, submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, and enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the public street infrastructure improvements.
3. 17.20.060.9-A.1. This section requires new uses to provide bicycle parking spaces. This standard could be met if the site plan is revised to show three bicycle parking spaces.
4. 17.20.090.11.a.1) This section requires a 15-foot landscaped buffer on the west side of the parcel abutting a single-family home and a 10-foot landscaped buffer along the frontage of W Washington Street. This standard could be met if the landscape plan and site plan are revised to clearly demonstrate compliance.
5. 17.20.090.5.m. This section requires establishing a continuing provisions for maintenance and upkeep of all improvements and facilities. This section could be met if the applicant includes a operation and maintenance (O&M) plan as an attachment to the Drainage Report, to any

declaration of covenants for the project, and included as part of the recorded O&M Agreement, and enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage.

V. ORDER

Based on the conclusion above, the Planning Commission approves the application for Site Plan Review, as supported by the following materials: Application for Site Plan Review, signed by Scott Lunski; Site Plan Review Narrative, prepared by Project Delivery Group, LLC, dated January 2026; Drainage Design Report, prepared by Project Delivery Group, LLC, dated April 2024; Luminaire Photometric Report, dated March 16, 2021; Traffic Scoping Outline, prepared by Project Delivery Group, LLC, dated June 28, 2023, signed by Keith Whisenhunt; and Improvement Drawings for Santiam Ice Stayton Facility (14 sheets), prepared by Project Delivery Group, LLC, dated May 2, 2024, signed by Keith Whisenhunt, together with all materials comprising the complete application, subject to the attached standard conditions of approval and the following specific conditions of approval:

1. Prior to the submittal of the application for any building permits the applicant shall obtain a Site Development Permit from the Stayton Public Works.
2. Prior to the submittal of an application for a Site Development Permit, any City approval of onsite construction or building permit application for the proposed Development:
 - a) the applicant shall obtain a waiver for the TAL from the Public Works Director or update the 2023 TAL.; and
 - b) the applicant shall submit a revised site plans to the City Planner for approval that demonstrate the provision of three bicycle parking spaces. 17.20.060.9-A.1.; and
 - c) the applicant shall submit a revised site and landscape plans to the City Planner for approval that demonstrate the required buffers are demonstrated according to Section 17.20.090.11.a.1).; and
 - d) the Applicant or Applicant's engineer shall revise the Drainage Design Report and site plan to address both stormwater quality and quantity for the runoff from the proposed Development, in accordance with PWDS requirements.; and
 - e) the Applicant or Applicant's engineer shall submit a final stormwater analysis, report and supporting documentation for approval of the proposed development in accordance with PWDS. Existing site topography and off-site contributing areas shall be considered and included in the analysis and design.; and
 - f) an Operation and Management O&M plan will be included as an attachment to the Drainage Report, to any declaration of covenants for the project, and included as part of the recorded O&M Agreement; and
 - g) the Applicant or Applicant's engineer shall submit final construction drawings to Public Works for the proposed driveway approach and public sidewalk infrastructure, in accordance with PWDS requirements.; and
 - h) the Applicant shall enter into a Development Agreement with the City, prior to approval of construction plans, guaranteeing the onsite storm drainage and public street infrastructure improvements. A stipulation of the Agreement shall be that the City will not support a

certificate of occupancy or other finalization for the proposed structures until the required onsite storm drainage system is complete and accepted by the City.

3. Prior to City support of occupancy or other finalization for any building permit application on the Subject Property for the proposed Development:
 - i) the Applicant shall construct the onsite storm drainage system in accordance with PWDS requirements.

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.