

Site Development Application

Submitted to:

City of Stayton
Community and Economic Development Department
311 N. 3rd Ave
Stayton, OR 97383

Site Address:

120 W. Hollister Street
Stayton, OR 97383

Owner/Applicant:

120 Hollister Street LLC
Contact: Soni Singh
Phone: 503-409-7664

Applicant Representative:

WCL Engineering
Contact: Cole Lathrop, PE
Phone: 541-954-3691

Site Information

Site Address	120 W. Hollister Street Stayton, OR 97383
Map and Tax Lot	091W10BD06801
Site Size	0.35 acres
Zoning	CG (General Commercial)

Executive Summary

This application is for a site plan review for the remodel and expansion of an existing commercial property located in the city of Stayton at the southwest corner of N. First Avenue and W. Hollister Street. The redevelopment would convert the existing commercial structure – auto parts store – to a retail convenience store. The conversion requires alteration to the exterior structure as well as an addition of 566 square feet for a kitchen facility from 4,091 square feet to 4,657 square feet.

Site Development Review

Based on pre-application meeting held 2/5/2026, because the proposed footprint increase is less than 15% of the existing square footage, it qualifies as a minor modification to an approved site plan and does not require a public hearing before the Stayton Planning Commission but simply internal land-use process.

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

c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the development?

City utility data indicates that utilities are available and adequate to serve the proposed site. Preliminary utilities, grading and drainage plans are shown on the preliminary site plan. Final plans will be submitted prior to building permit issuance. Below are the existing public utilities:

1. Water main on N. 1st Avenue & W. Hollister Street
2. Sewer line on W. Hollister Street
3. Natural Gas line on W. Hollister Street (not a municipally-managed utility)
4. Electric line and utility pole(s) at south end of property

During the pre-application meeting, the County requested a backflow device be added at the water meter to isolate the site. Owner agreed and will include this in updated submitted plans.

No additional stormwater provisions were stated as needed during pre-application meeting due to the swapping of impervious materials/locations.

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?

The proposed redevelopment is anticipated to increase the total trips by 1,995 and the peak trips by 47. As this is above the threshold for a TIA requirement, the applicant is proposing to forego a TIA. See the Traffic Impact Assessment for full information regarding this topic.

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?

The proposed improvements do not anticipate triggering any additional frontage improvements on either street bordering the property. During the pre-application meeting, both the City and County stated that no updates/improvements to the W. Hollister Street driveway pavement/asphalt will be required, and the County indicated that they will not require any ADA ramp upgrades as there is a pending project to resurface and update ramps.

Though the driveway location is non-confirming on 1st Avenue, the limited site modifications will not trigger any relocation requirements by the County (as stated in pre-application meeting). Current right-of-way was also deemed sufficient by County.

Parking and Loading Areas

How will the development provide for parking areas and adequate loading/unloading facilities?

Loading Requirements: No loading bay is required since the building is under 5,000 square feet.

Parking Requirements: Based on the square footage requirements, 19 parking spots are required, including 1 H/D space. There are currently 16 spots, including a H/D spot. 3 additional parking spots will be added to the site to meet the minimum requirements.

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?

Not applicable. No open storage areas or outdoor storage yards included in the site improvement.

Off-site Impacts

How will the development minimize off site impacts such as noise, odors, fumes, or other impacts?

Not applicable. No expected off-site impacts.

Design Standards

How does the proposed development meet the applicable design standards for commercial or multi-family residential development?

The proposed redevelopment is anticipated to meet the development standards as applicable for a 15% addition to an existing structure.

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?

With minimal proposed change to the existing site, no significant impact to the current neighborhood compatibility is expected, especially when considering the existing fuel station across the street.

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.

The proposed modifications and expansion will serve to best serve intended customers as well as meet the City's zoning rules. The Owner's businesses have a standard design set that align with the City's design expectations. Signage primarily exists as a built-in awning on the structure, which meets the City's architectural standards requiring weather protection over primary building entrance(s).

Additionally, the Owner's standard design includes window components along main walls that will meet or exceed the City's 45% minimum threshold. The Hollister Street side will not include addition of windows due to interior floorplan/layout. Current windows will remain in place with planned wall of windows along the main entrance wall.

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?

We understand that the perimeter requires landscaping. Based on the discussion at the pre-application meeting, we would prefer to leave asphalt in lieu of ripping it out for landscaping. The plan is to maintain the existing conditions and add limited trees along W. Hollister.

With feedback from Marion County, we plan to leave existing shrubs along the county road – N. 1st Avenue – to avoid site-distance interference from adding new trees.

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.

Not applicable as there will be no physical barriers added around the property.

Maintenance

What continuing provisions are there for maintenance and upkeep of the proposed development?

The proposed development is an in-person customer based operation and the operation requires a high level of maintenance to ensure business goals can be met. This inherently allows for the operator to keep the development in good working order.

Conclusion

Based on the analysis in this report, the proposed site development meets all the applicable review criteria as outlined.

Attachments

- 1) Existing Conditions
- 2) Plan Set
 - a) Title Sheet
 - b) Proposed Site Plan
 - c) Existing & Proposed Floor Plans
 - d) Proposed Elevations
- 3) Transportation Assessment Letter
- 4) Site Plan Review Application