

BEFORE THE STAYTON PLANNING DEPARTMENT

In the matter of) Minor Modification Site Plan Review
The application of) File # 4-03/26
Soni Singh / Central Market – 120 W Hollister Street)

ORDER OF CONDITIONAL APPROVAL

I. NATURE OF APPLICATION

The application is for a Minor Modification to a Site Plan Review for a remodel and expansion of an existing building from auto parts store to a retail convenience store from 4,091 square feet to a proposed 4,657 square feet at 120 W Hollister Street (tax lot number: 091W10BD06801) in a Commercial General (CG) zone on a 15,246 square feet property.

II. FINDINGS OF FACT

A. GENERAL FINDINGS

1. The owner and applicant are Soni Singh, 1420 17th Street NE, Salem, OR 97301.
2. The property can be described on Marion County Assessors Map as 120 W Hollister Street (tax lot 091W10BD06801).
3. The property is approximately .35 acres.
4. The property is zoned Commercial General (CG).
5. The property is already developed with an existing vacant auto parts store.
6. All properties adjacent to the subject site are zoned Commercial General (CG), including an auto repair shop to the west, a gas station to the north, interior finishes store and a hair stylist across 1st Avenue to the east, and a car wash to the south.
7. The proposed footprint increase is less than 15% of the existing square footage and qualifies for a minor modification to a Site Plan Review.

B. EXISTING CONDITIONS

The subject property is currently developed with a vacant auto parts store with an existing structure is approximately 4,091 square feet on a 15,246 square foot property.

C. PROPOSAL

The proposal is to convert the existing building into a retail convenience store and expand it to 4,657 square feet, including associated site improvements within the Commercial General (CG) 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, the Santiam Hospital, and North Santiam School District.

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

The Stayton Fire District, and Santiam Hospital reviewed the proposal and had no comments. Marion County said they are not affected by the proposal.

E. ANALYSIS

Site plan review applications are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.220.

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 Applicant has provided a site plan showing the proposed improvements and connection to onsite and city infrastructure.

Regarding water utility, a 12-inch city water main is located within N. 1st Avenue and an 8-inch city water main is located within W. Hollister Street. The existing building is currently connected to the city water system through the water main in N. 1st Avenue. Public Works has reviewed the proposal and determined that the existing water infrastructure is available to serve the proposed development. As a condition of approval, the applicant shall provide an approved backflow prevention assembly.

Regarding sanitary sewer, an 8-inch city sanitary sewer main is located within W. Hollister Street. The existing building is already connected to the city sanitary sewer system, and adequate sewer service is available to serve the proposed development. Public Works has requested that the applicant provide a grease trap as a condition of approval.

Regarding other utilities, a natural gas line is located within W. Hollister Street and electric service is provided to the site by utility pole infrastructure located near the south end of the property. The applicant has indicated that the existing electric meter will be relocated south to accommodate the proposed building footprint. These utilities are available to serve the development and no deficiencies have been identified that would prevent the proposed improvements from being served by existing utility infrastructure.

Conditions: Prior to City approval of any onsite construction or support of building permit approval, the Applicant or Applicant's engineer shall provide an approved plans for a backflow prevention assembly and grease trap, subject to Public Works approval.

- 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: This application is for a minor modification to an existing site plan. The proposal will enhance the existing parking area through the addition of landscaped islands and trees while maintaining safe and efficient internal circulation. The proposal utilizes the existing access point from W. Hollister Street and includes modifications to the site layout and parking area to accommodate the proposed redevelopment. The applicant's Transportation

Assessment Letter estimates that the redevelopment will generate approximately 1,995 average daily trips and 47 peak-hour trips. Because the estimated site-generated trips exceed the threshold established in SMC 17.26.050.1.a., the City Traffic Engineer determined that the development is not exempt from the requirement to prepare a Transportation Impact Analysis (TIA). The site plan also demonstrates compliance with parking requirements by providing 19 parking spaces, including one ADA-accessible parking space that is better positioned to serve the building entrance. No loading berth is required because the building contains less than 5,000 square feet of floor area.

Condition: Prior to City approval of onsite construction or support of building permit approval, the applicant shall submit a Transportation Impact Analysis prepared in accordance with SMC 17.26.050.3 for review and approval by the City Traffic Engineer. Any transportation improvements or mitigation measures identified by the approved Transportation Impact Analysis shall be installed or otherwise guaranteed to the satisfaction of the City prior to occupancy of the development.

- 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.*

Finding: N. 1st Avenue is designated as a Major Arterial under the jurisdiction of Marion County. The Stayton Transportation System Plan (TSP) identifies a Major Arterial standard with 100 feet of right-of-way. Marion County Public Works reviewed the proposal and indicated that, because the site layout will remain substantially unchanged, the proposal does not affect county transportation facilities.

W. Hollister Street is designated as a Residential Local Street under the jurisdiction of the City of Stayton. The Stayton TSP identifies a Residential Local Street standard with 45 to 60 feet of right-of-way. The subject property takes access from W. Hollister Street through an existing driveway. Public Works reviewed the proposal and determined that the existing street, sidewalk, and driveway improvements are adequate to serve the proposed development. Because this application is a minor modification to an approved site plan and not a major redevelopment of the site, no additional frontage improvements or right-of-way dedications are required.

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

Finding: Pursuant to SMC 17.20.060, retail uses are required to provide four parking spaces per 1,000 square feet of floor area. Based on the proposed 4,657-square-foot retail building, a minimum of 19 off-street parking spaces is required. The proposed minor modification provides the required 19 parking spaces, including one ADA-accessible parking space as required by Table 17.20.060.8.a. No off-street loading berth is required because the building contains less than 5,000 square feet of floor area. Pursuant to Table 17.20.060.9-A.1, retail uses are required to provide one bicycle parking space for every 5,000 square feet of floor area, with fractional spaces rounded up to the next whole number. Therefore, one bicycle parking space is required. The submitted site plan does not identify the required bicycle parking space.

Condition: Prior to City approval of onsite construction or support of building permit approval, the applicant shall submit a revised site plan demonstrating one bicycle parking space meeting the requirements of SMC 17.20.060.9-A.1.

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

Finding: No new open storage areas or outdoor storage are being proposed.

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

Finding: There will be no off-site noise, odor or fumes from the proposed development project.

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

Finding: The proposed development complies with the applicable provisions of SMC 17.20.200 Commercial Design Standards. The proposed retail building will contain substantially less than the maximum 45,000 square feet of gross floor area permitted under SMC 17.20.200.2.a. The height step-down standards are not applicable because the structure is not a multi-story building. The building orientation standards are not applicable because the proposal consists of a minor expansion to an existing commercial building rather than construction of a new commercial building.

The proposal incorporates pedestrian-oriented design elements. The primary entrance is located along the N. 1st Avenue frontage and includes a canopy that provides weather protection for customers. The building façade facing N. 1st Avenue contains approximately 500 square feet of existing doors and windows. In addition, the proposal includes three product display windows measuring approximately 80 inches by 110 inches each, providing approximately 220 square feet of additional display window area. Together, these windows and doors provide substantial ground-floor transparency along the street-facing façade of the ground-floor street-facing elevation contain windows or display areas. The display windows are integrated into the building design and satisfy the human-scale design standards by providing ground-floor display areas visible from the public street. Therefore, the proposed development meets the applicable commercial design standards of SMC 17.20.200.

- 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.*

Finding: The proposed minor modification will enhance the site's landscaping through the addition of landscaped islands and trees within the parking lot while preserving existing mature landscaping along the property perimeter. The applicant proposes to retain the existing healthy and established shrubs along N. 1st Avenue rather than removing them, which will preserve existing vegetation and maintain site screening. The proposed landscaping will provide vegetative ground cover, improve the visual appearance of the

site, and maintain an attractive interface with adjacent rights-of-way and surrounding properties. Therefore, the proposal meets the intent of the landscaping requirements.

- 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: The applicant is not proposing any new lighting.

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

Finding: The proposed development is an in-person customer-based operation that requires a high level of maintenance to ensure business operations can be maintained. The property owner and business operator will be responsible for the ongoing maintenance and upkeep of the building, parking area, landscaping, and associated site 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 proposed development site is not within 100 feet of the North Santiam River or Mill Creek or within 25 feet of the Salem Ditch. 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.*

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 City Planner concludes that the application meets the requirements for Sections 17.12.220 Site Plan Review, 17.20.060 Off-Street Parking and Loading, 17.20.090 Landscaping Requirements, 17.20.200 Commercial Design Standards and 17.26.050 Transportation Impact Analysis Requirements except for the following.

1. Public Works has determined that plans for a backflow prevention assembly and grease trap have not been provided for full compliance with SMC 17.12.220.5.a.

This standard can be met by submitting plans for an approved backflow prevention assembly and grease trap, subject to Public Works approval, prior to any onsite

construction or City support of building permit issuance.

2. SMC 17.26.050.1 requires a Transportation Impact Analysis (TIA) when a proposed development exceeds the trip generation thresholds established by the code. The applicant submitted a Transportation Assessment Letter; however, the City Traffic Engineer determined that the proposed redevelopment is anticipated to generate approximately 1,995 average daily trips and 47 peak-hour trips, which exceeds the threshold for exemption from a TIA. Therefore, compliance with the transportation impact requirements of SMC 17.26.050 cannot be verified at this time.

This standard can be met by submitting a Transportation Impact Analysis prepared in accordance with SMC 17.26.050.3 for review and approval by the City Traffic Engineer prior to any onsite construction or City support of building permit issuance, and by completing or guaranteeing any transportation improvements or mitigation measures identified in the approved Transportation Impact Analysis.

3. SMC 17.20.060.9-A.1 requires retail uses to provide bicycle parking at a rate of one space per 5,000 square feet of floor area, with fractional spaces rounded up to the next whole number. The submitted site plan does not identify the required bicycle parking space; therefore, compliance with the bicycle parking requirements cannot be verified.

This standard can be met by submitting a revised site plan demonstrating one bicycle parking space meeting the requirements of SMC 17.20.060.9-A.1 prior to any onsite construction or City support of building permit issuance.

IV. ORDER

Based on the findings above, the Stayton City Planner hereby approves the application for a minor modification to the site plan review for the property owned by 120 Hollister Street LLC/ Soni Singh, located at 120 Hollister Street, tax lot 091W10BD06801. This approval applies to the Site Plan Review application, the Site Application Narrative; the Preliminary Drainage Impact Analysis dated March 26, 2026; and the 120 W. Hollister Street Transportation Assessment Letter dated February 27, 2026, prepared by William Cole Lathrop of WCL Engineering LLC, Eugene, Oregon. This approval also applies to plan sheets CS (Cover Sheet), A1.0 (Existing Floor Plan), A2.1 (Main Floor Plan), A2.2 (Roof Plan), and A4.0 (Elevations), dated November 10, 2025, and SP-0 (Revised Existing Site Plan) and SP-1 (Revised Proposed Site Plan), dated March 26, 2026, prepared by designer Miranda Mueller of Vancouver, Washington, and structural engineer William Cole Lathrop of WCL Engineering LLC, Eugene, Oregon. This approval is granted subject to the standard conditions of approval attached and the following specific conditions listed below.

The following conditions of approval shall be completed prior to City approval of any onsite construction or support of building permit approval for the proposed development:

1. The applicant or applicant's engineer shall submit plans for a backflow prevention assembly and grease trap, subject to Public Works approval.
2. The applicant or applicant's engineer shall submit a Transportation Impact Analysis prepared in accordance with SMC 17.26.050.3 for review and approval by the City

Traffic Engineer.

3. The applicant shall submit a revised site plan demonstrating one bicycle parking space meeting the requirements of SMC 17.20.060.9-A.1.

The following condition of approval shall be completed prior to City support of occupancy or other finalization for any building permit application on the subject property for the proposed development:

4. The applicant shall complete, or otherwise guarantee to the satisfaction of the City, any transportation improvements or mitigation measures identified in the approved Transportation Impact Analysis.

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 City Planner's action may be appealed to the Stayton Planning Commission pursuant to Stayton Municipal Code Section 17.12.110 APPEALS.

Jennifer Siciliano

Jennifer Siciliano,
Director of Community and Economic Development

June 4, 2026

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.