

STAYTON PLANNING COMMISSION MEETING MINUTES

Monday, July 31, 2023

COMMISSIONERS: Ralph Lewis -Absent
Dixie Ellard
Larry McKinley -Vice Chair
Richard Lewis
Amy Watts

STAFF MEMBER: Jim Jacks, Interim Planning & Development Director
Windy Cudd, Office Specialist

OTHERS PRESENT: Brandon & Jennifer Blythe, 815 W Ida St, Stayton
Jeff Brubaker, Mike Reynolds, 1308 N First Ave, Stayton
Jennifer Arnold, 1500 Valley River Dr, Suite 100, Eugene OR

1. **CALL TO ORDER:** Vice-Chair McKinley called the meeting to order at 7:01 pm
2. **OTHER BUSINESS:**
 - a. Mary Kathleen “Kitty” Myers addressed the Planning Commission regarding installation of a metal roof on her home at 230 N Evergreen Ave, Stayton. Expressed that she would like to put on a standing seam metal roof. The code does not specify that a metal roof is allowed.
 - b. Don Jensen, 5109 Kale St NE, Salem, OR. Has a piece of property at 201 Whitney St, Stayton, would like the Planning Commission to consider storage unit facility to be allowed in the ID Zone.
3. **APPROVAL OF MINUTES:** Richard Lewis moved, and Ellard seconded to approve the minutes from April 2023, as presented. Passed 4:0.
4. **LAND USE FILE #5-06/23 – PUBLIC HEARING -- Application to Vacate an Alley, Dark Horse Enterprises LLC, 1308 N First Ave**
 - a. **Commencement of Public Hearing-** Vice-Chair McKinley read the opening statement and opened the hearing at 7:11 pm. No objections were made by the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.
 - b. **Staff Introduction/Report-** The issue before the Planning Commission is a public hearing on an application to vacate the alley between N First Ave, running from E Hollister St to Pine St.
 - c. **Applicant Presentation-** Applicant Jeff Brubaker explained the reason for requests to vacate the alley is they want to expand the existing Hospital and parking area.
 - d. **Staff Summary-** The staff recommendation is for the Planning Commission to recommend that the City Council vacate the alley with the provision that it be clear that the applicant will be responsible for maintenance of the storm drain facilities.
 - e. **Questions from the Commission-** None
 - f. **Proponents Testimony-** None
 - g. **Opponents Testimony-** None
 - h. **Governmental Agencies-** None
 - i. **General Testimony-** None
 - j. **Questions from the Public-** None

- k. **Questions from the Commission-** None
- l. **Applicant Summary-** Nothing more to add.
- m. **Close of Hearing-** McKinley closed the hearing at 7:18 pm.
- n. **Commission Deliberation-** Vice-Chair McKinley reiterated the previous Planning Commission meetings that were involved with this piece of property. Explained that there really isn't a need to have an alley on this property.
- o. **Commission Decision-** Richard Lewis moved and Watts seconded to recommend approval of the application and adopt the draft order presented by staff.

5. LAND USE FILE #-6-06/23 – PUBLIC HEARING -- Application for Site Plan Review, Lunski Properties LLC, 1319 W Washington St

- a. **Commencement of Public Hearing-** Vice-Chair McKinley read the opening statement and opened the hearing at 7:20 pm. No objections were made by the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission. Richard Lewis noted that he was contacted by a neighbor wanting to know what was going on and Richard explained that he hadn't read the application yet. Richard Lewis suggested the neighbor come to the meeting. Richard Lewis claimed there was no bias.
- b. **Staff Introduction/Report-** The issue before the Planning Commission is a public hearing on an application for site plan approval for the construction of a 2,000 sq ft cold storage warehouse and a 2-story, 1200 sq ft office/storage building.
- c. **Applicant Presentation-** No applicant presentation.
- d. **Questions from the Commission-** Ellard asked about the sewer connection to Ida. Jim Jacks answered that it would be dealt with in the building permits process. Richard Lewis had some concerns about the noise of loading and unloading of the trucks. Jim Jacks said he would assume it could be noisy, but not knowing to what extent. McKinley asked if they would need to have an elevator at the premises. Jim Jacks said that the second story is proposed storage.
- e. **Proponents Testimony-** None
- f. **Opponents Testimony-** None
- g. **Governmental Agencies-** None
- h. **General Testimony-** None
- i. **Questions from the Public-** None
- j. **Questions from the Commission-** None
- k. **Applicant Summary-** Nothing to add.
- l. **Staff Summary-** Nothing more to add.
- m. **Close of Hearing-** Vice-Chair McKinley closed the hearing at 7:32 pm.
- n. **Commission Deliberation-** Ellard asked about the stipulations on the sewer restrictions. McKinley explained that it would come up in the permit process and at that time, they would have to comply with the regulations and requirements.
- o. **Commission Decision-** Watts moved and Richard Lewis seconded to recommend approval of the application and adopt the draft order presented by staff.

6. LAND USE FILE #4-05/23 – PUBLIC HEARING -- Application for Partitioning, George Hale, 930 W Washington St

a. Commencement of Public Hearing- Vice-Chair McKinley read the opening statement and opened the hearing at 7:34 pm. No objections were made by the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, *ex parte* contact, or bias by members of the Planning Commission.

b. Staff Introduction/Report- The issue before the Planning Commission is a public hearing on an application for partition plan approval for a 3-parcel partition of approximately 50-acre “Norpac” property. It is comprised of three non-contiguous portions separated by W Washington St and by the Salem Ditch. The property is developed as a manufacturing facility with associated parking, outdoor storage, loading sites, and off-street parking.

Review comments were received from Marion Co Surveyor, the Public Works Department through the City Engineer, and the Santiam Water Control District (SWCD). The City Engineer recommends the easements, agreements, and other documentation required by the conditions of approval be provided to the City for review and approval prior to final plat approval, and that the applicant determine whether the existing public utilities within the existing parcel are located within existing easements and shown on the final plat.

The SWCD also recommends conditions of approval be included to address future storm water planning for all three parcels when any of the three parcels is developed in the future and addressing future storm water discharge into Salem Ditch or into the City’s storm water system.

Staff is recommending several conditions of approval addressing the issues outlined above.

c. Applicant Presentation- Jennifer Arnold, 1500 Valley River Dr, Suite 100, Eugene OR, with Emerio Engineering & Surveying Design. They are proposing a 3 lot partition, for possible dividing up of ownership. They were required to do a redevelopment plan for parcels 1 and 3. They chose storage units as a potential future use for those parcels.

At this time, they are only proposing land division. Any future development plan would come back to the City for further review. They are aware of utility issues; they’ve turned in preliminary plats. They’ve been informed of a handful of easements on the GIS, but they don’t appear on any title report. There will be some survey work that needs to get done before they can get a plat approval.

Storm water issues will be resolved with future development.

d. Questions from the Commission- McKinley asked about the 3 lot partition, Jim explained that there would be issues to work out with an approved plat. Watts asked if the residents of Stayton would be notified about the partition that would affect the easement for the Community Garden. Watts also asked about the survey certificate; was it not signed because it is not complete yet? Jacks explained they will sign after final plat submitted and approved.

e. Proponents Testimony- None

f. Opponents Testimony- None

g. Governmental Agencies- None

h. General Testimony- None

i. Questions from the Public- Brandon & Jennifer Blythe, 815 W Ida St, Stayton; has concerns about N Fern Ave being developed, and how is it going to be developed. Jennifer Arnold of Emerio Design responded and said that their only plan is to divide properties at this time, that she has no idea what the future development would be.

j. Questions from the Commission- None

k. Applicant Summary- Jennifer Arnold reiterated that they are just asking the Commission for approval to this 3 parcel division, and they are hoping for an approval.

- l. Staff Summary-** Jacks wanted noted to the question from the public, that if parcel 3 is developed, the neighboring property owners would get notified and they would be given a chance to testify.
 - m. Close of Hearing-** Vice-Chair McKinley closed the hearing at 7:55 pm.
 - n. Commission Deliberation-**
 - o. Commission Decision-** Ellard moved and Watts seconded to approve the application of the proposed 3 parcel partition and adopt the draft order presented by staff.
- 7. OTHER BUSINESS – None**
- 8. ADJOURN-** Vice-Chair McKinley adjourned the meeting at 8:01 pm.

DRAFT