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## Minor Modification - Site Plan Review Application

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Submitted to: City of Stayton  
Planning and Development Department  
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Stayton, OR 97383  
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Applicants/Property Owners: Roberts Industries LLC  
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Applicant's Representative: Udell Engineering and Land Surveying, LLC  
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Site Location: 1840 Pacific Court, Stayton, Oregon 97383

Marion County Assessor's Map No.: 09S-01W-09DB Tax Lot 2500

Site Size: 1.93-acres

Existing Land Use: Self-Storage Facility

Zone Designation: Light Industrial (IL)

Comprehensive Plan Designation: Industrial

Surrounding Zoning: North: Light Industrial (IL)  
South: Light Industrial (IL)  
East: Light Industrial (IL)  
West: Light Industrial (IL)



Surrounding Uses:

North: Self-Storage Facility  
South: Salem Ditch, Residential  
East: Warehousing  
West: Self-Storage Facility

## I. Executive Summary

Roger Roberts, Managing Member of Roberts Industries LLC ("Applicant") is requesting Minor Modification of an approved Site Plan Review (Stayton Planning File No. 19-10/06).

## II. Findings of Fact

### A. General Findings

1. The owner of the property is Roberts Industries LLC. The applicant is the owner.
2. The property is described as Township 9, Range 1 West of the Willamette Meridian, Section 09DB, Tax Lot 2500 and has an assigned address of 1840 Pacific Court, Stayton, Oregon 97383.
3. The property is within the Stayton City Limits, zoned Light Industrial (IL), and designated as Industrial by the Comprehensive Plan Map.
4. The property is approximately 1.93-acres in area with frontage along the Pacific Court cul-de-sac.
5. The site is bounded on all sides by property within the IL zoning district and developed with industrial uses. South of the Salem Ditch are residential uses (greater than 185-foot from the subject property).

## III. Existing Conditions

6. A phase development of a rental warehouse storage facility with associated site, utility, and landscaping improvements was approved under Stayton Site Plan Review file no. 19-10/06: Phase I was comprised of a 2,400 square foot shop/office building; Phase II comprised of two rental warehouse storage buildings with a total of 22,080 square feet; Phase III comprised of one two-sided rental warehouse storage building with a total of 9,600 square feet of building area.

Phase I and part of Phase II have been completed. Improvements included a 2,400 square shop/office building, 9,600 square foot (240' by 40') one-sided rental warehouse storage building along the northeast side of the site with associated site, landscaping, and utility improvements.

## IV. Proposal

7. The proposal is to add a 3,440 square foot (86' by 40') rental warehouse storage building at the southeast corner of the site.



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## V. Analysis

10. Staff level approval of a site plan review is permitted for a Minor Modification per Stayton Municipal Code (SMC) 17.12.070(1)(a)(3). Per SMC 17.04.100, a Minor Modification is a modification to an approved land use application that meets none of the criteria for a major modification.

Per SMC 17.04.100, a Major Modification is any of the following:

- i. A change in the type and/or location of access-ways, drives or parking areas affecting offsite traffic.
  - ii. An increase in the floor area proposed for non-residential use by more than 15 percent of the area previously specified.
  - iii. A reduction of more than 10% of the area reserved for common open space or landscaping.
  - iv. Increase in automobile parking spaces by more than 10%.
  - v. Proposals to add or increase lot coverage within an environmentally sensitive area or areas subject to a potential hazard.
  - vi. Changes that exceed 10 feet in the location of buildings, proposed streets, parking configuration, utility easements, landscaping, or other site improvements.
  - vii. Change to a condition of approval or change similar to subsections 1 through 9 that could have a detrimental impact on adjoining properties. The City Planner shall have discretion in determining detrimental impacts warranting a major modification.
11. 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 SMC 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 Setbacks; 17.20.090 Landscaping Requirements; 17.20.170 – Outdoor Lighting and 17.20.200 - Commercial Design Standards. In addition, the application must meet SMC Section 17.26.020 - Access Management Requirements and Standards. Variance applications are required to satisfy approval criteria contained in SMC Title 17, Section 17.12.200(6)(a)(b).

## VI. Site Plan Review - 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 Public Works Design Standards. Where an adopted Master Plan calls for facilities larger*

*than necessary for service to the proposed use, the developer shall install the size facilities called for in the Master Plan and shall be provided credit for the excess costs in accordance with SMC 13.12.245.*

Findings: Water service to proposed units will not be provided. The existing service to the office/shop building will remain. There is an existing 6-inch water main on the north side of Pacific Court and 6-inch water line located within a 15-foot-wide easement west of the existing rental storage warehouse. There is an existing fire hydrant on the north side of Pacific Court near the start of the cul-de-sac and at the southwest corner of the existing rental storage warehouse.

The City Engineer has recommended the applicant provide documentation that the Stayton Fire District has reviewed and approved any required fire protection devices and systems.

Sanitary sewer service to proposed units will not be provided. There is an existing 2-inch sanitary sewer main on the north side of Pacific Court.

There is an existing 10-inch storm drain on the north side of Pacific Court with a catch basin at the north end of the subject property. The applicant intends to direct surface water runoff through a stormwater basin that will infiltrate surface water into the ground. Overflow runoff from the stormwater basin will enter a private storm line and connect to the existing public catch basin at the north side of Pacific Court. A preliminary stormwater report is included as an exhibit.

The site is currently provided with public water, sewer, and other private utility services. The proposed development utilizes existing laterals to adjacent public water service and sewer systems and reconnect with other adjacent private utility services. The application includes a preliminary stormwater management report. Therefore, this criterion is met.

- 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 for vehicles, as well as bicycle and pedestrians, from those public streets which serve the property in accordance with the City's Transportation System Plan and Public Works Design Standards.*

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- 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, the City's Transportation System Plan, and Public Works Design Standards. Improvements required*

*as a condition of approval shall be roughly proportional to the impact of the development on transportation facilities. Approval findings shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development.*

Finding: Pacific Court is under the City of Stayton jurisdiction and designated a Local Street in the Stayton Transportation System Plan. Pacific Court is partially improved along the frontage of the subject property to a local street standard with 40 feet of pavement, partially improved curb, gutter, and sidewalk within a 60-foot-wide right-of-way.

According to Table 5 of the Stayton Transportation System Plan, the existing right-of-way width of Pacific Court conforms to required width based on roadway classification; therefore, no street dedications are required.

The applicable transportation requirements per Chapter 17.26 of the SMC are as follows:

- i. An access permit is required (SMC 17.26.020(1)(a)).

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- ii. The number of non-residential access encroachments is based on the daily trip generation. One driveway shall be allowed for up to 2,500 daily trips generated with a maximum of two driveways (SMC 17.26.020(3)(c)).

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- iii. Vehicle access locations must be a minimum of 50 feet from the intersection property lines and onto lowest function classification roadway (SMC 17.26.020(3)).

Finding: The two existing access encroachments are to Pacific Court, which is classified as a local street; therefore, this standard is met.

- iv. The minimum public intersection space on a commercial local street is 260 feet. The minimum space between driveways and/or streets along a commercial local street is 50 feet measured from the perpendicular near edge of the driveway to the perpendicular near edge of the driveway. (See figure 303.11. b)

Finding: The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- v. According to the Public Works Standards, the minimum and maximum commercial driveway widths onto local street is 12-feet and 36-feet, respectively (See SPW 303.11.E).

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

- vi. According to the Public Works Standards, for driveways along local access roads in urban and residential areas, the sight distance triangle is measured along the property lines of the street and along the driveway. The horizontal limits of the sight (vision) clearance area shall be a triangular area measuring 10 feet along the right-of-way or private access.

Finding: The subject site has two existing access encroachments: 1) one at the properties northwest corner south of Pacific Court; 2) one off the east end of Pacific Court cul-de-sac. No new or modified access encroachments are proposed in association with this application. The existing access encroachments were approved under Stayton Planning File No. 19-10/06 and subsequent encroachment permit(s).

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

Finding: The applicable parking and loading facilities per Section 17.20.060 are as follows:

- i. Off street vehicle parking and loading areas for any new, expanded, or change of use per 17.20.060(1).

Finding: Off-street vehicle parking and passenger vehicle loading areas are included in the application proposal.

- ii. 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 per Section 17.20.060(5).

Finding: Proposed off-street parking will be located within 500 feet of the building.

- iii. According to 17.20.060(7)(b), self-storages facilities are required to have one vehicle parking space per 1,000 square feet of building area.

Finding: A 3,440 square foot rental warehouse storage building is proposed, thus requiring a minimum of 4 parking spaces.

As shown on the site plan there is one accessible parking space perpendicular to the existing warehouse, three parallel spaces per tenant space (i.e., 6 provided spaces) along the frontage of the proposed structure, and 22 gravel overflow vehicle parking spaces south of the asphalt travel aisles. Therefore, there is sufficient on-site parking provided for the proposed use.

- iv. Warehouse spaces are required to provide 2 or 0.1 space per 1,000 square feet, whichever is greater. Each space is required to be at least 6 feet long by two feet wide (SMC 17.20.060(9-A)).

Finding: A 3,440 square foot rental warehouse storage building is proposed, thus requiring a minimum of 2 bicycle parking spaces. As shown on the site plan, two bicycle parking spaces are proposed to the north of the proposed structure.

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

Finding: Open Storage Area is defined as an area on a lot where the main use stores or displays materials, equipment, finished product, or merchandise or provides long-term parking for vehicles in its fleet (SMC 17.04.100).

Outdoor Storage Area is defined as all the building support functions located outside of a building including, but not limited to loading docks and bays, trash containers and compactors, storage sheds and containers, heating, ventilation, and air conditioning (HVAC) facilities, and disk antennas (SMC 17.04.100).

Sight-obscuring fencing or walls are only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The subject property and abutting properties are zoned Light Industries; therefore, the standards of 17.20.070 are not applicable.

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

Finding: No off-site impacts (i.e., noise, odors, or fumes) are anticipated because of the proposed use; therefore, this criterion is not applicable.

- g. *The proposed improvements shall meet all applicable criteria of either Section 17.20.190 Multi-family Residential Design Standards, Section 17.20.200 Commercial Design Standards, Section 17.20.220 Downtown Development Design Standards, or Section 17.20.230 Industrial Design Standards.*

Finding: The applicable commercial design standards of SMC 17.20.230 are outlined below.

- i. Height step downs between new multistory industrial buildings and existing adjacent single-story dwellings are required per SMC 17.20.230(2)(a).

Finding: The proposed building is one story tall and therefore not subject to height step downs.

- ii. Outdoor service areas must face an interior area, side or rear property line, or separate corridor, alley , or courtyard per SMC 17.20.230(2)(b).

Per SMC 17.04.100, an outdoor service area is defined as follows: *All the building support functions located outside of a building including, but not limited to: loading docks and bays, trash containers and compactors, storage sheds and containers, heating, ventilation, and air conditioning (HVAC) facilities, and disk antennas.*

Finding: All outdoor service areas are proposed to face an interior of the subject property.

- iii. All 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: SMC 17.20.090.11 contains parking lot landscaping buffering standards. Buffer landscaping and screening are not required since proposed parking spaces are interior to the site and obscured from view from adjacent public streets and property lines.

- iv. Pedestrian Orientation. Primary building entrances shall have walkways connecting to the street sidewalk. 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.

Finding: Storage unit entrances are oriented to the interior of the subject property and proposed parking stalls. No public sales will occur at the proposed storage units. Therefore, the architectural standards of Section 17.20.200.4 are not applicable.

- v. Building Façade Breaks. 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 proposal is to add a 3,440 square foot (86' by 40') rental warehouse storage building with a pitched roof. The proposed structure is approximately 235-feet from and limited visibility to Pacific Court. However, as shown in the floor plan and building



elevations, there are horizontal changes in the wall as well as differing exterior wall materials/colors that emphasize building entrances and add architectural interest to the proposed structure.

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

Findings: Findings pertaining to lighting standard are provided in section j below and included herein by reference.

- h. *Landscaping of the site shall prevent unnecessary destruction of major vegetation, preserve unique or unusual natural or historic 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 subject site was previously developed, void of major vegetation, and lacks unusual natural or historic feature(s).

The applicable landscaping and screening standard of Section 17.20.090 are as follows:

- i. A minimum of 15 percent landscaping is required per lot in the IL zoning district for lot less than 2-acres.

Finding: The total area of the site is 1.93-acres. A minimum of 12,611 square feet of landscaping is required. As shown on the site plan 12,611 square feet of landscaping is provided.

- ii. Planting of trees is required along public street frontages, and along private drives more than 150 feet long. Trees with a medium canopy shall be spaced 20 feet on-center. Trees with a large canopy shall be spaced 25 feet on-center. (see SMC 17.20.090(5)).

Findings: As shown on the site plan, there are two existing street streets and no trees along private driveways. No driveway trees were required/approved under the original phased development plan, and none are proposed in association with this Minor Modification request.

- iii. Street trees shall not be planted within 10 feet of fire hydrants and utility poles, unless approved otherwise by the City Engineer or under overhead power lines if tree height at mature age exceeds the height of the power line.

Findings: As shown on the site plan, proposed street trees comply with these standards.

- iv. A landscape along parking lots with four or more parking spaces. A 15-foot-wide landscape buffer along local streets. (see SMC 17.20.090(11)(a)(1))

Finding: The existing vehicle parking stalls are located approximately 218 feet from the Pacific Court and separated from property boundaries by existing and proposed rental

warehouse storage buildings. Therefore, street side landscaping buffer is not applicable.

- v. Screening of refuse containers is required per SMC 17.20.090(2)(c)(8).

Finding: Screening is only required when storage yards are adjacent to Commercial or Residential districts or directly across the street right-of-way from those districts. The subject property and abutting properties are zoned Light Industries; therefore, the standards of 17.20.070 are not applicable.

As shown on the site plan the refuse contain complies with required setbacks and clear vision areas requirements.

- vi. Parking area landscaping can be counted towards the overall landscaping requirements of SMC 17.20.090. (SMC 17.20.060(11)).

Finding: As shown on the site plan, landscaped area along Pacific Court and east property setback area are included in the overall landscaping area calculations.

- vii. All parking areas shall be landscaped along the property boundaries as required by 17.20.090(11).

Finding: Parking lot landscaping is not required as proposed parking will be separated from property boundaries by the rental warehouse storage facility.

- viii. Off street parking areas shall be required to meet the following pedestrian access standards:

- a. 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.
- b. All pedestrian walkways constructed within parking lots areas be raised to standard sidewalk height.
- c. Pedestrian walkways shall be attractive and include landscaping and trees.

Finding: As shown on the site plan, pedestrian access standards are met.

- i. ***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: No barriers are proposed; therefore, this criterion is not applicable.

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

SMC 17.20.170(3) states that when an application for land use approval contains outdoor lighting installation or replacement, the decision authority shall review and approve the lighting installation as part of the application.

The following standards per SMC 17.20.170(4)(c)(d) are applicable to this application:

- i. 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. All lighting fixtures serving parking areas shall be fully cut-off fixtures.
- ii. All security lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and not cast on other areas. In no case shall lighting be directed above a horizontal plane through the top of the lighting fixture, and the fixture shall include shields that prevent the light source or lens from being visible from adjacent properties and roadways. The use of general floodlighting fixtures is discouraged unless the above standards can be met.
  - Security lighting may illuminate vertical surfaces (e.g. building facades and walls) up to a level 8 feet above grade or 8 feet above the bottoms of doorways or entries, whichever is greater.
  - Security lighting fixtures may be mounted on poles located no more than 10 feet from the perimeter of the designated secure area.
  - Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within 5 feet of the perimeter.
  - Security lighting shall meet the standards of the table below:

Feature	Commercial Zones
Maximum Mounting Height	20 feet
Maximum Average Horizontal Illumination Level on Ground	1.0 foot-candle
Maximum Average Illumination Level on Vertical Surface	1.0 foot-candle
Minimum Color Rendering Index	65

Finding: No additional security lighting is included with this application submittal.

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

Finding: The property owner will be responsible for upkeep and maintenance of the improvements.

- l. When any portion of an application is within 100 feet of 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 subject site is greater than 100 feet of the North Santiam River or Mill Creek and greater than 25 feet of the Salem Ditch; therefore, this criterion is not applicable.

- m. 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: The subject site is not within a National Register Historic District or an individually listed historic resource; therefore, this criterion is not applicable.

## **VII. Conclusion**

Based on the above analysis, the submitted land use applications are consistent with the applicable provisions of the City of Stayton Municipal Code, Comprehensive Plan, and Public Works Design standards. Therefore, the applicant respectfully requests that the Stayton Community Development Direct approve the submitted land use application.

## **VIII. Exhibits**

- A. Architectural Plan Set, Varitone Architecture
  1. Architectural Site Plan
  2. Building Elevations
- B. Civil Plan Set, Udell Engineering and Land Surveying, LLC
  1. Existing Conditions/Demolition Plan, Sheet C102
  2. Preliminary Overall Site Plan, Sheet C103
  3. Preliminary Overall Civil Site Plan, Sheet C104
  4. Preliminary Overall Grading, Sheet C200
  5. Preliminary Grading and Drainage Plan, Sheet C201
  6. Preliminary Utility Plan, Sheet C400