

City of Stayton

MEMORANDUM

TO: Chairperson Larry McKinley and Planning Commission Members
FROM: Jennifer Siciliano, Director of Community and Economic Development
DATE: August 18, 2025
SUBJECT: Preliminary Plan for Kardboard Box, LLC and Ross Bochsler for 650 W High Street
120 DAYS ENDS: November 1, 2025.

ISSUE

The issue before the Planning Commission is a public hearing on an application for a Preliminary Partition Plan to divide 650 W High Street into 3 parcels creating Lot 1 - 14,373 square feet with frontage on W High Street, Lot 2, 7,000 square feet with frontage on W High Street and is vacant, and Lot 3, 8,033 square feet with frontage on W High Street and N Evergreen Avenue and is vacant.



BACKGROUND

650 W High Street is a parcel that is approximately .68 acres and fronts N Evergreen Avenue, and W High Street. One single-family home is currently on the property and the proposed preliminary partition plans to provide a separate lot for the home. The home conforms to the zoning ordinance in all ways except the front setback is 18 feet rather than the required minimum of 20 feet. This is considered an existing non-conforming structure, and the partition will not create additional non-conformity. The other two parcels will be vacant and be able to be developed with residential use.

W High Street is an unimproved local road without sidewalks. N Evergreen Avenue has a substandard sidewalk that will need to be replaced. The necessary rights-of-way have been dedicated to the city per the partition recorded on December 31, 2024, of this parcel as well as the required standard 10-foot Public Utility Easement (PUE).

Water, sewer, and other urban services are available to the three proposed lots and are adequate for future development.

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The applicant will need to work with Marion County's Surveyor's Office when recording their final approved plan.

ANALYSIS

This report and the draft order presents the Planning Staffs summary and analysis concerning this application. It was developed with the input of other City departments and agencies.

Attached is an application for preliminary partition plan from Kardboard Box, LLC and Ross Bochslar. The application consists of a stamped plan, a narrative, and an application form. The complete application submission has been posted on the City's website.

As future developments progress on these partitioned parcels, depending on what is proposed in future developments, additional will be asked of the developer.

The attached draft order provides findings and analysis of each approval criteria for Preliminary Partition Plan.

RECOMMENDATION

The staff recommends option one to approve the draft order as presented.

OPTIONS AND SUGGESTED MOTIONS

Staff has provided the Planning Commission with a number of options, each with an appropriate motion. The Planning Department recommends the first option to approve the draft order as presented.

1. Approve the application, adopting the draft order as presented.

I move the Stayton Planning Commission approve the application for a Preliminary Plan for Kardboard Box, LLC and Ross Bochslar for 650 W High Street, (Land Use File #2-03/25) and adopt the draft order presented by Staff.

2. Approve the application, adopting modifications to the draft order.

I move the Stayton Planning Commission approve the application for a Preliminary Plan for Kardboard Box, LLC and Ross Bochslar for 650 W High Street, (Land Use File #2-03/25) and adopt the draft order with the following changes...

3. Deny the application, directing staff to modify the draft order.

I move the Stayton Planning Commission deny the application for a Preliminary Plan for Kardboard Box, LLC and Ross Bochslar for 650 W High Street, (Land Use File #2-03/25) and direct staff to modify the draft order to reflect the Planning Commission's discussion and bring a revised draft order for Planning Commission approval at the September 29, 2025, meeting.

4. Continue the hearing until September 29, 2025.

I move the Stayton Planning Commission continue the public hearing on the application for a Preliminary Plan for Kardboard Box, LLC and Ross Bochslar for 650 W High Street, (Land Use File #2-03/25) until September 29, 2025.

5. Close the hearing but keep the record open for submission of written testimony.

I move the Stayton Planning Commission close the hearing on the application for a Preliminary Plan for Kardboard Box, LLC and Ross Bochslar for 650 W High Street, (Land Use File #2-03/25) but maintain the record open to submissions by the applicant until October 1, allowing 7

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days for review and rebuttal and then an additional 7 days for the applicant to reply, with final closure of the record on September 29, 2025.

6. Close the hearing and record, and continue the deliberation to the next meeting.

I move the Stayton Planning Commission continue the deliberation on the application for a Preliminary Plan for Kardboard Box, LLC and Ross Bochsler for 650 W High Street, (Land Use File #2-03/25) until September 29, 2025.