



City Planning Commission Minutes
Thursday, July 21, 2016 – 4:00 P.M.
City Hall Council Chambers, 520 E. Cascade Avenue, Sisters, OR 97759

Commissioners Present: Jeff Seymour, Roger Detweiler, Jack Nagle, Bob Wright

Absent: David Gentry, Tim Clem, Daryl Tewalt

City Staff: Patrick Davenport, Community Development Director, Carol Jenkins, Recording Secretary

- I. CALL TO ORDER
The workshop was opened at 4:00 p.m.
- II. VISITOR COMMUNICATION - None
- III. APPROVAL OF MINUTES – None
- IV. PUBLIC HEARINGS - None
- V. WORKSHOP ITEMS –

Preview of proposed Development Code text amendments: File No. TA16-01. Chapter 4.6 Cluster Developments and Chapter 4.2 Site Plan Reviews; Scheduled for Public Hearing on August 18, 2016.

Preview of MOD16-02: Modification of Approved Tentative Plat (SUB15-01) for ClearPine Subdivision. This workshop is an opportunity to preview a modification of an approved tentative subdivision plat to enable the construction of 9 cottage development units located at ClearPine subdivision.

Staff discussed the working draft of revisions to Chapter 4.6 Cluster Developments and Chapter 4.2 Site Plan Review. The revisions and several others were reviewed on 06/23/16 by a joint workshop between City Council and Planning Commission. The City Council authorized revisions to Chapter 4.6 and Chapter 4.2 to proceed with a public hearing and staff is returning these to the Planning Commission for a final workshop prior to scheduling a public hearing for the Type IV application.

Staff stated that they request the Planning Commission review and discuss the additional issues identified by staff, provide consensus based on the recommendations and provide direction to proceed with a public hearing during the 08/18/16 Planning Commission regular meeting.

Chapter 4.2 – Site Plan Review

A revision is proposed to Section 4.2.200 Applicability. This revision enables a small scale addition to an existing structure without requiring a formal site plan application.

- Section 4.2.200.A.1 needs additional editing / clarification.
The activity structurally alters the exterior of a structure, building or property by more than 25 percent of the existing floor area up to an area not to exceed 500 square feet of additional area or both. Construction not requiring public improvements may be exempted from this requirement upon staff determination.
- Consider: adding text related to site expansion to accommodate outdoor uses such as patios, parking lots, etc.

Applicability:

1. The activity structurally alters the exterior of a structure, building or property by more than 25 percent of the existing floor area up to an area not to exceed 500 square feet of additional area or both. Construction not requiring public improvements may be exempted from this requirement upon staff determination.

Chapter 4.6 – Cluster Development (Cottages)

- Ensure text in Section 4.6.100B.1 is appropriate with respect to applicability to properties that have an approved master plan.
- City Council expressed concerns regarding parking (4.6.100.D.5) and requested that the Planning Commission take another look at this section.

The revisions proposed to several sections throughout Chapter 4.6 are summarized as:

- Revise the title of the Chapter from Cluster Developments to Cottage Developments;
- Clarify that cottage style housing is not intended for infill on smaller parcels without an approved master plan;
- Enable a request for a density bonus of up to 25 percent for a cottage dwelling development in the Residential District;
- Raise the maximum area of a cottage dwelling from 1,200 to 1,250 square feet.
- Eliminate the need for a community building;
- Revise garage and parking requirements;
- Reduce the time to expiry from three (3) years to two (2) years.

The proposed text additions are in underlined bold and red font and deletions are in strikeout font (provided in Chapter 4.2 Site Plan Review and Chapter 4.6 Cluster Cottage Developments).

The Commission discussed and were all in agreement of the Cottage Development by adding the following text (the proposed changes are underlined for each item):

Purpose:

Added #5 – Does not apply to infill development of parcels without an approved master plan.

Applicability and Permitted Uses:

Added to #1 – Cottage developments are allowed as part of a master planned development.

General Requirements:

Added to #1 – Cottage development within approved Master Planned Development shall be at least ½ acres in size within any residential district.

Added to #4 – Density of the underlying zoning district with a cottage development may be increased by 25 percent in the R-District only.

Added wording to #5 – mutually owned by the HOA, or other legal mechanism and Alternative forms of maintaining common areas may be proposed and approved by the governing body on a case by case basis.

Development Standards - Cottages:

c. The total floor area of each cottage shall not exceed 1,250 square feet and not to exceed 60 percent lot coverage.

d. The second level floor area shall not exceed 50 percent of the first floor area. For the purposes of this calculation, the area of interior stairway may be allocated between floors served.

j. The maximum height of any cottage shall be defined by the underlying zoning district.

Community Building (if proposed):

c. Setbacks

Garages:

b. Garages having direct access to the street shall be approved at the discretion of the governing body if it is the only practical access solution to a particular site.

c. Garages or covered parking.

g. Garages or covered parking spaces are counted towards meeting the parking requirements.

Private Alleys:

a. All alleys shall be constructed to current City Standards.

Parking Requirements:

a. One on-site parking space shall be required per studio or one bedroom cottage; One and one-half parking spaces for a two bedroom cottage and two on-site parking spaces shall be required for three or more bedroom cottages.

b. Permissible parking spaces include a garage (20'x10' minimum), covered parking space or parking stall (18'x 9' minimum) or garage driveway (20'x 8' minimum).

f. On street parking directly adjacent to the development may be considered in fulfilling parking calculations, at the discretion of the governing bodies.

Building Orientation and Architectural Treatments:

e. Rear elevations are allowed to face a public street as long as the design detailing is consistent with front and side elevations.

Landscaping:

Shall be provided in accordance with Chapter 3.2 Landscaping.

Cottage Development Submittal Requirements:

1. This statement should include a description of the character of the proposed development and how the proposal integrates itself into the existing community or existing master plan as appropriate.

Approval Durations, Extensions and Amendments:

1. The Cottage Development approved by the Planning Commission shall expire two (2) years from the date on which this the decision is final.

Preview of MOD16-02 – Modification to approved Tentative Subdivision Plat (SUB15-01).

Staff stated that Mr. Peter Hall, applicant on behalf of Three Sisters Partners, LLC is requesting a modification to an approved tentative subdivision plat (SUB15-01). The application is scheduled for a public hearing on 08/18/16 Planning Commission meeting. Several plats supporting a request for modification to an approved tentative subdivision plat to enable the development of (9) cottage lots per Development Code Section 4.6.

Staff stated that the proposal offers two (2) main features: 1) Shift the project phasing, 2) In the proposed Phase 2 – exchange 6-single family lots for 9-cottage lots and keep 4 of the 6 traditional single family lots. Portions of the proposed modification are dependent upon successful adoption of the previously discussed Development Code text revisions.

Staff stated that this is an opportunity for a preview of the request prior to the public hearing and staff requests the Planning Commission review the proposed modification and provide the applicant with feedback regarding the proposal. No specific approvals of the modification application are being requested as part of this decision.

The Planning Commission were all in agreement to move this forward with a Public Hearing on Thursday, August 18, 2016 to hear this matter.

VI. OTHER COMMISSION BUSINESS AND STAFF UPDATES

Staff gave the monthly report for the Planning Departments activities regarding building permit activity and land use applications.

The Planning Commissioners gave a brief summary of their recent training to the Commission and staff members.

VII. ADJOURN

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary

Chapter 4.2 – Site Plan Review

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