

## **Chapter 2.14 – North Sisters Business Park (NSBP) District**

### **Sections:**

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**2.14.1000**

### **2.14.100 Purpose**

The purpose of the North Sisters Business Park district is to create a mix of land uses that effectively transition between neighboring residential, light industrial, and commercial land uses. The primary uses are light manufacturing and professional services, but secondary uses such as retail and living quarters are allowed. The purposes of allowing light manufacturing and professional services as primary uses are to maximize economic opportunities for the city while also decreasing opportunities for environmentally disruptive high-impact industrial uses. The purpose of allowing living quarters and retail is to establish a more vibrant economic center with the presence of full-time residents, provide more affordable housing types in close proximity to jobs, create investment incentives to locate in the city, and as a transition to adjacent residential areas. Restrictions on living quarters and retail are established to prevent uses from gravitating away from light manufacturing and professional services towards retail and additional residential uses. Enhanced construction requirements for mixed use buildings are established to protect the long-term economic use of the land and promote compatibility between traditionally incompatible uses. Development standards also aim to create an attractive light industrial park that will contribute to the long term economic health and aesthetic character of the City of Sisters.

### **2.14.200 Applicability**

The standards of the North Sisters Business Park district, as provided for in this section, shall apply to those areas designated North Sisters Business Park district on the City's Zoning Map. All structures within the North Sisters Business Park district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.

### **2.14.300 Uses**

All uses within the North Sisters Business Park District are subject to the requirements of the Airport Overlay District as outlined in Chapter 2.11 of the Sisters Development Code as applicable.

- A. Permitted uses. Uses permitted in the North Sisters Business Park District (NSBP) are listed in Table 2.14.300.A with a "P". These uses are allowed if they comply with the development standards and other regulations of this Code.

Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.

- B. Special Provisions. Uses that are allowed in the North Sisters Business Park District (NSBP) subject to limitations are listed in Table 2.14.300.A with an “SP”. These uses are allowed if they comply with the special provisions in Chapter 2.15.
- C. Conditional uses. Uses that are allowed in the North Sisters Business Park District (NSBP) with approval of a conditional use permit are listed in Table 2.14.300.A with either a Minor Conditional Use “MCU” or a Conditional Use “CU”. These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.
- D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Interpretations.

**2.14.300A Use Table for the North Sisters Business Park District**

| Land Use Category   | Permitted/Special Provisions/Conditional Use |
|---|--|
| <b>Residential</b>  |  |
| Loft apartments   | P/ See Section 2.14.1000                     |
| Work/live townhome  | P/See Section 2.14.1000                      |
| Home Occupations  | P/SP   |
| <b>Commercial (Professional Services)</b>   |  |
| Professional & business service offices (banks, real estate office, attorney office, architect, etc.) | P/See Section 2.14.1000                      |
| Animation studios, film production facilities and similar uses  | P/See Section 2.14.1000                      |
| Medical / dental clinic and similar uses (veterinary clinics, physical therapy, etc.)                 | P/See Section 2.14.1000                      |
| Research facilities provided that no odors or noxious fumes are produced from the site                | P/See Section 2.14.1000                      |
| Similar uses  | P/See Section 2.14.1000                      |
| Accessory uses to Professional Service uses, including accessory offices                              | P/See Section 2.14.1000                      |
| <b>Commercial (Retail Trade)</b>  |  |
| Artist’s studio & galleries   | P/See Section 2.14.1000                      |
| Import/export business  | P/See Section 2.14.1000                      |
| Building supply stores  | P/See Section 2.14.1000                      |
| Clothing, jewelry, furnishings, appliance, athletic equipment retailers                               | P/See Section 2.14.1000                      |
| Automobile-oriented uses excluding drive-up/in/through uses, body shops, and paint shops              | P/See Section 2.14.1000                      |
| Similar uses  | P/See Section 2.14.1000                      |
| Accessory uses including offices  | P/See Section 2.14.1000                      |

| Land Use Category   | Permitted/Special Provisions/Conditional Use |
|---|--|
| <b>Commercial (Personal Services)</b>   |  |
| Outfitters and guide services   | P/See Section 2.14.1000                      |
| Florist   | P/See Section 2.14.1000                      |
| Restaurants, pubs, microbreweries, wineries, cafes, coffee shops, coffee roasters, catering/food services   | P/See Section 2.14.1000                      |
| Automobile-oriented uses excluding drive-up/in/through uses, body shops, and paint shops  | P/See Section 2.14.1000                      |
| Pet grooming and similar uses   | P/See Section 2.14.1000                      |
| Barber shop/beauty salon  | P/See Section 2.14.1000                      |
| Child care, nursery school, kindergarten or day-care facility   | P/See Section 2.14.1000                      |
| Accessory uses including offices  | P/See Section 2.14.1000                      |
| Similar uses  | P/See Section 2.14.1000                      |
| <b>Other Services</b>   |  |
| Recreation Uses (indoor)  | P/See Section 2.14.1000.B                    |
| Recreation Uses (outdoor)   | CU   |
| <b>Light Industrial</b>   |  |
| Light manufacture (electronic equipment assembly, printing, medical equipment manufacturing, manufacturing and assembling of goods)   | P/See Section 2.14.1000                      |
| Warehousing and distribution including commercial nursery   | P/See Section 2.14.1000                      |
| Blacksmith shop   | P/See Section 2.14.1000                      |
| Commercial bakeries that produce baked goods primarily for sale to other commercial establishments or delivery to customers off-site  | P/See Section 2.14.1000                      |
| Manufacturing and packaging of specialty food products, pharmaceuticals and similar uses excluding the production of meat or fish products, fermented foods or other products that produce noxious odors, except for breweries, cideries, distilleries, wineries, and coffee roasting | P/See Section 2.14.1000                      |
| Automobile-oriented uses excluding drive-up/in/through uses   | P/See Section 2.14.1000                      |
| Private parking lots  | P/See Section 2.14.1000                      |
| Direct sale of products produced on site to the public as an accessory use in area less than 1,000 sq. ft. of same building   | P/See Section 2.14.1000                      |
| Contractors' supply centers, building design centers and similar uses   | P/See Section 2.14.1000                      |
| Similar uses  | P/See Section 2.14.1000                      |

| <b>Land Use Category</b>   | <b>Permitted/Special Provisions/Conditional Use</b> |
|--|---|
| Accessory uses including offices.  | P/See Section 2.14.1000                             |
| Mini storage, in the Three Sisters Business Park only, lots 4, 5, 6, and 7.  | P/See Section 2.14.1000                             |
| <b>Public and Institutional</b>  |   |
| Public buildings   | P   |
| Publicly accessed multi-use trails and paths   | P   |
| Public parking lots  | P   |
| Similar uses   | P   |
| <b>Telecommunications Facilities</b>   |   |
| Telecommunication facilities affixed to buildings not poles, towers, or antennas   | P/SP  |
| <b>Prohibited Uses</b>   |   |
| Boat Building  |   |
| Fuel/oil distributors  |   |
| Cell towers  |   |
| Asphalt batch plants   |   |
| Manufacturing of concrete products   |   |
| Auto wrecking, crushing, dismantling, or "chop shops"  |   |
| Mini-storage facilities, in the Sun Ranch Mixed-Use Community only.  |   |
| Drive-up/in/through uses and facilities  |   |
| Unenclosed/outdoor light manufacture or assembly   |   |
| Any use considered a High-Hazardous Occupancy (H Occupancy) by the most recently State of Oregon adopted International Building Code |   |
| Similar uses   |   |

**Key:** P = Permitted SP = Special Provisions MCU = Minor Conditional Use Permit  
CU = Conditional Use

E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

**2.14.400 Lot Requirements**

**A. Lot size and frontage.**

Lot requirements for the North Sisters Business Park district will be determined by the spatial requirements for that use, associated landscape areas and parking requirements.

Each non-condominium lot shall have a minimum of 30 ft. of frontage on a public or private street to insure a minimum level of access to all newly created lots.

### **2.14.500 Height Regulations**

No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet. The maximum height may be increased to 35 feet when loft apartments are provided in the second story above a light industrial, professional service, retail trade, or public use.

### **2.14.600 Setbacks and Building Orientation**

All building setbacks within the North Sisters Business Park district shall be measured from the property line to the building wall or foundation, whichever is less.

Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.

#### **A. Front Yard Setback**

50% of the primary building façade measured horizontally from wall to wall shall be sited between 10 and 25 feet from the primary front property line. All outside storage areas shall be located at least 20 feet from the primary front property line.

#### **B. Side Yard Setback**

Ten (10) feet. Lots having a side yard along the pedestrian paths or alley easements shall maintain a minimum of five (5) feet between the pedestrian path or alley easement and any structure.

#### **C. Rear Yard Setback**

Ten (10) feet, except that buildings shall be setback 20 feet from any residential district. Lots having a rear yard along the pedestrian paths or alley easements shall maintain a minimum of five (5) feet between the pedestrian path or alley easement and any structure.

#### **D. Buffering**

All outside storage areas (including trash/recycling receptacles) associated with a use on any site shall be buffered by a masonry wall, site obscuring fencing or other measures using materials that are compatible with the color and materials of the primary building on site. Such buffers shall not encroach into any required clear vision area. All outside storage areas shall be located at least 20 feet from the primary front property line.

#### **E. Building Orientation and Pedestrian Amenities**

1. Buildings shall have their primary entrance oriented towards the adjacent street frontage or common access/area that provides access to the lot.

2. All buildings within the North Sisters Business Park district shall have a pedestrian connection from the sidewalk along the front lot line to the main entrance of the building on site.
3. Recessed entrances, canopies or other similar features in proportion to the whole building shall be used at the entries to buildings in order to create a pedestrian scale.

**2.14.700 Lot Coverage**

The maximum lot coverage for all structures is 60%.

**2.14.800 Off-Street Parking**

The off-street parking requirements for uses in the North Sisters Business Park district are established by Chapter 3.3– Vehicle and Bicycle Parking, of the Sisters Development Code.

**2.14.900 Landscape Area Standards**

A minimum of 20 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.

**2.14.1000 Special Standards for Certain Uses****A. Loft Apartments**

Loft apartments are a residential use accessory to the primary light industrial or commercial use in the North Sisters Business Park district. As such, they are subject to the following standards to protect the long-term viability of the economic uses while establishing a safe and habitable dwelling unit.

1. A loft apartment unit is a dwelling unit on the second story above a light industrial or commercial use.
2. A maximum of 4 loft apartment units shall be permitted per lot.
3. Separate ingress/egress shall be provided for the loft apartments and other entrances (emergency) shall be provided as required by applicable building codes.
4. A maximum of 60 total loft apartment units shall be permitted in the North Sisters Business Park district component of the Sun Ranch Mixed Use Community. This includes lots 1-20 of the Sun Ranch Phase 1 subdivision.
5. A maximum of 57 total loft apartment units shall be permitted in the North Sisters Business Park district component of the Three Sisters Business Park, lots 1-19.
6. Prior to approval of building permits for structures containing loft apartment(s), the owner of the property shall sign, notarize and record a waiver of remonstrance prohibiting resident(s) and owner(s) and all successors of the proposed loft apartment(s) from making complaints or claims against permitted uses on the subject property and surrounding commercial and light industrial lands. Such waivers shall utilize the City's waiver form or must be reviewed and approved by the City of Sisters prior to recording. A copy of the recorded waiver of remonstrance shall be provided to the City at the time of application for said building permit. The waiver of remonstrance shall not preclude the ability of residents from acting against uses that negligently cause property damage or injury, or do not comply with the air emission standards listed below.
7. The second story floor between the commercial or light industrial use and loft apartments shall achieve a Sound Transmission Class rating of 60 to 64.

8. The minimum number of parking spaces required per loft apartment shall be 1.5 per loft unit. Parking spaces must be provided on the same lot as the loft units. The total parking requirements for a lot, when other than a whole number, shall be rounded up.
9. Proposals for buildings and site plans containing loft apartments shall explicitly state the proposed light industrial and commercial uses occurring in proposed buildings. Land use approvals shall be limited to disclosed and approved uses, unless and until a change of use is approved by the City.

### **B. Light Industrial and Commercial Uses**

1. Impacts disclosure for mixed-use loft apartment buildings. The following requirements apply to all new, remodeled, or enlarged uses occurring on lots or in structures containing loft apartments.
  - a. All odor, noise, vibration, or sound created by the proposed light-industrial and commercial use that negatively impact or cause hazards to residents of the loft apartments shall be disclosed prior to land use approval. During site plan review, including a change of use if applicable, the property owner shall demonstrate that the proposed use will not pose a hazard to residents of the loft apartments located above the use in order to obtain approval of the use. Reasonable conditions of approval may be imposed to insure compatibility between the residential, light industrial and commercial uses.
  - b. Hours of operation and deliveries shall be disclosed.
  - c. There shall be no emission of odorous, toxic, noxious matter or dust in such quantities from industrial operations as to produce a public nuisance or hazard. All emissions shall meet DEQ standards.
  - d. Changes of use shall require Site Design Review per Chapter 4.2, if applicable.
2. Auto-oriented uses. All auto-oriented uses shall meet the following guidelines:
  - a. All storage, parking of vehicles to be serviced, and service of vehicles shall occur within fully enclosed buildings or carports or a sight obscuring fence such as wood or vinyl, excluding slat fences.
3. Direct sale of products produced on site to the public as an accessory use in an area less than 1,000 sq. ft. of same building is allowed on all lots and does not count towards the ten lot retail and personal service use maximum in 2.14.1000.C.

### **C. Retail and Personal Services**

1. A maximum of ten (10) lots (each) within the North Sisters Business Park district zoned areas of the Sun Ranch Mixed Use Community and Three Sisters Business Park may contain retail and personal service uses. Direct sale of products produced on site to the public as an accessory use in an area less than 1,000 sq. ft. of same building is allowed on all lots and does not count towards the maximum.
2. A maximum of 10,000 square feet of retail trade and personal service uses are allowed per lot in the North Sisters Business Park district zoned portions of the Sun Ranch Mixed Use Community. A maximum of 11,000 square feet of retail trade and personal service uses are allowed per lot in the North Sisters Business Park district portions of the Three Sisters Business Park. However, limitations in 2.14.1000.C.1, C.3, and C.4. may preclude developing some or all retail trade and personal services

on any lot. Direct sale of products produced on site to the public as an accessory use in an area less than 1,000 sq. ft. of the same building is allowed on all lots and does not count towards the maximum.

3. A maximum of 50,000 square feet of retail trade uses are allowed in the North Sisters Business Park district zoned portions of the Sun Ranch Mixed Use Community. A maximum of 55,000 square feet of retail trade uses are allowed in the North Sisters Business Park district zoned portions of the Three Sisters Business Park.
4. A maximum of 50,000 square feet of personal service uses are allowed in the North Sisters Business Park district zoned portions of the Sun Ranch Mixed Use Community. A maximum of 55,000 square feet of personal service uses are allowed in the North Sisters Business Park district zoned portions of the Three Sisters Business Park.
5. All limitations in 2.14.1000.C.1-4 must be met in order to receive land use approval for retail and personal service uses.

#### **D. Design Standards for Mini-Storage**

A "mini-storage" is a 'self-service storage facility'. It is real property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to the space for the purpose of storing and removing personal property on a self-service basis, but does not include a garage or other storage area in a private residence.

##### 1. Site Design Requirements:

- a. **Site Entrances:** One or more secured ingress and egress entrance drives shall be provided as approved by the 3 Sisters ARC and the City of Sisters. The drive(s) shall be designed to provide separate lanes for entering and exiting traffic so that either lane can be used for emergency vehicle access.
- b. **Access:** shall be controlled by a security system consisting of key or keypad - controlled gate arms, gates or similar devices. Each lessee shall have key access or pass code access through the security system. The system shall be approved by the 3 Sisters ARC.
- c. **Parking:** Parking shall conform to the standards per the City of Sisters Development Code.
- d. **On-site circulation and driveways:** All two-way driveways directly serving storage spaces or buildings shall provide for one 10-foot parking lane on each side and one 24 -foot two way driving lane. Traffic direction and parking shall be designated by signing or painting.
- e. **Landscaping:** Every Lot on which a mini-storage building resides shall be landscaped according to plans approved by the 3 Sisters ARC and the City of Sisters and shall be maintained in a sightly and well-kept condition per section 6.19 of the 3 Sisters CC&R's.

##### 2. Spaces for Open Storage of Recreational Vehicles, Boats and Trailers:

- a. Open Storage: The space devoted to open storage shall be properly screened by fencing and landscape in a manner consistent with the North Sisters Business Park district, Chapter 2.14.

### 3. Architectural Design Requirements:

- a. Exterior Wall Construction: All exterior walls shall be finished with architectural masonry units, natural stone, concrete, or metal panel subject to the approval of the 3 Sisters ARC. Buildings utilizing metal wall panels shall incorporate a masonry wainscot around the entire perimeter. The wainscot shall be a minimum of 4' high where the walls are less than 12' high and a minimum of 7'-4" where the wall height exceeds 12'. The metal panels must be high quality, flush or box ribbed, architectural grade with concealed fasteners.
- b. Eaves: Eaves with the exception of flat roof units, shall consist of overhangs that are of appropriate scale relative to height of unit. The minimum overhang shall be two (2) feet. Eave brackets and similar articulations are encouraged.
- c. Roofs: Roof materials shall be subject to approval of the 3 Sisters ARC. Metal roofs are required to have a standing seam application, and a minimum 3:12 minimum slope Composition shingle roofs shall have a minimum slope of 3:12. Steeper roof slopes are encouraged. Low slope roofs shall incorporate a parapet around the entire perimeter that completely screens the roof surface from view.
- d. Windows, Glazing, Doors and Entrances. Vinyl or pre-finished metal window frames are allowed. Glazing shall be clear or Low E units. No reflective glass is allowed. Aluminum window and doorframes must be pre-finished with a factory-applied coating or anodized finish. Interior window treatments shall compliment the exterior façade. Entrance Doors, no entrance doors to storage compartments shall front on any public street.
- e. Gutters and Downspouts. Gutters and downspouts are recommended and may be required on some buildings where either pedestrian traffic may occur or where roof or building surface drainage will need to be controlled. Gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored or painted to blend in with the adjacent surface. All drainage pipes that are connected to downspouts must be concealed from view of neighboring properties.
- f. Exterior Colors. Exterior colors shall be compatible with the colors of the natural surroundings and adjacent buildings and are subject to the approval of the 3 Sisters ARC. Single color buildings are discouraged. Walls should be articulated with an accent/trim color and roofs shall be of different complimentary color.

### 4. Building Orientation

- a. Purpose. The following standards are intended to orient the office, storage buildings and loft units close to streets to promote human-scale development, create an active and inviting appearance from the street, and greatly diminish the view of the storage unit entrances, access ways, and mini-storage operations from the street.

- b. Applicability. This section applies to: mini-storage developments including the office, manager quarters and lofts, and storage units.
- c. Building orientation standards. All developments in B, above, shall establish a main focal point to the street, including dwelling unit or office entrances, primary architectural features, porches, landscaping, windows, and areas for meeting and recreation. The building orientation standard is met when the following criteria are satisfied:
  - 1. Office buildings and uses receiving the public, loft units, and managers quarters shall have their primary entrances oriented to the street.
  - 2. All building elevations visible from a street right-of-way shall provide doors, porches, balconies, and/or windows. A minimum of 40% of the front (street facing) elevations meet this standard. This is measured as the horizontal plane (lineal feet) containing these features. The standard applies to each full and partial building story.
  - 3. Storage units shall be visually screened by the lofts, office buildings, and/or manager quarters, and shall not directly face the street. This standard does not require the storage units to be completely obscured from view.
  - 4. Access ways serving the units shall be visually screened by the lofts, office buildings, and/or manager quarters, and not be placed between the street and these buildings.
  - 5. Landscaped areas including lawn areas shall be provided between the street and buildings to provide shade, greenery, and a visual buffer between the street and buildings.
  - 6. In as much as possible, lofts, office buildings, and/or manager quarters, will serve as a visual buffer between the storage units, access ways, and street.
- 5. Open space. Access to private or public open spaces enhances the living environment of the loft units and provides active uses close to the street. Private open space areas or common open space areas are required for manager quarters and loft units based on the following standards:
  - a. Loft units shall have balconies or porches measuring at least 48 square feet.
  - b. Loft units shall have access to commonly-owned landscaped open space areas at least 100 square feet per loft unit. Open space areas shall be oriented towards the street and away from trash receptacles, vehicular access areas, and the mini-storage units.

**F. Work/live townhome.** A residential townhome unit in which a business shall be operated and are subject to the following standards to protect the long-term viability of the economic uses while establishing a safe and habitable dwelling unit.

- 1. The maximum number and width of consecutively attached work/live townhomes (i.e., with attached walls at property line) shall not exceed 4 townhome units.
- 2. Residential units shall be limited to the second floor, except for garages.

3. A minimum of 50 percent of the first floor shall be commercial/industrial/retail and no less than 500 square feet.
4. One-hundred (100) percent of the first floor street frontage shall be commercial/industrial/retail. Ground floor entrances or breezeways are permitted for dwellings located above or behind a non-residential storefront use.
5. The exterior units shall maintain a 10-foot side yard setback.
6. The minimum number of parking spaces required per townhome is 2 per unit. Additional parking for the commercial/industrial/retail use shall be based on Chapter 3.3 Vehicle and Bicycle Parking. Parking spaces shall be located on the same lot as the work/live townhome.
7. To preserve the pedestrian orientation of the North Sisters Business Park, alley access is required to provide trash service and parking when alley access is available.
8. The number of units shall be deducted from the allowable loft units in section 2.14.1000.
9. All light industrial and commercial uses shall comply with 2.14.1000.B
10. All retail and personal service uses shall comply with 2.14.1000.C.
11. Prior to approval of building permits for work/live townhomes, the owner of the property shall sign, notarize and record a waiver of remonstrance prohibiting resident(s) and owner(s) and all successors of the proposed units from making complaints or claims against permitted uses on the subject property and surrounding commercial and light industrial lands. Such waivers shall utilize the City's waiver form or must be reviewed and approved by the City of Sisters prior to recording. A copy of the recorded waiver of remonstrance shall be provided to the City at the time of application for said building permit. The waiver of remonstrance shall not preclude the ability of residents from acting against uses that negligently cause property damage or injury, or do not comply with the air emission standards listed in Section 2.14.1000.B.
12. Open space. Access to private or public open spaces enhances the living environment of the work/live townhome and provides active uses close to the street. Private open space areas or common open space areas are required for work/live townhome based on the following standards:
  - a. Work/live townhome shall have balconies or porches measuring at least 48 square feet; or,
  - b. Work/live townhome units shall have access to commonly-owned landscaped open space areas at least 100 square feet per loft unit. Open space areas shall be oriented towards the street and away from trash receptacles and vehicular access areas.
13. Platting Lots for work/live townhomes shall include the following;
  - a. The location of lots where live/work townhomes may be sited shall be specified on the subdivision plat.
  - b. The final plat for a subdivision in the North Sisters Business Park shall specify the lots where work/live townhomes uses will be permitted.

c. Prior to recording the final plat, a deed restriction shall be recorded with each lot identified on the final plat as a work/live townhomes.