

## **Matt Martin**

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**From:** jonski826@gmail.com  
**Sent:** Tuesday, May 7, 2024 2:24 PM  
**To:** Matt Martin  
**Subject:** TA 24-01 Addendum 2  
**Attachments:** 050724 Addendum #2 Memo.pdf; 050724 Sun Ranch Tourist Commercial Zone.pdf; 050724 Sun Ranch Tourist Commercial Zone.docx

Hi Matt,

Please submit the attached documents to the record for City of Sisters file TA 24-01. Addendum 2 consists of the attached memo and the attached proposed text amendments to the Sun Ranch Tourist Commercial zone. I attached a pdf and a word version of the proposed text amendments.

Thank you for your assistance and coordination to date. Contact me with any questions.

Thanks!

Jon Skidmore

## Skidmore Consulting, LLC

To: Matthew Martin, AICP, Principal Planner  
Members of the City of Sisters Planning Commission

From: Jon Skidmore, Skidmore Consulting, LLC

Date: May 7, 2024

Subject: Addendum 2 for City of Sisters File TA 24-1

### Addendum 2

Please accept this memo and the attached addendum document and add them to the record for City of Sisters file TA 24-1.

Initially, the text amendment application sought to add a few specific permissible uses within the Sun Ranch Tourist Commercial (TC) zone and to reformat a large portion of the text and structure of the zoning district language for consistency with other sections of the Sisters Development Code (SDC). The volume of proposed changes, which are overwhelmingly non-substantive, has confused the conversation. Based on feedback from the Planning Commission at the 04/18/24 public hearing and conversations with city staff, this addendum reduces the volume of proposed changes and focuses on the proposed uses to add to the TC zone.

Addendum 2 proposes to add three uses:

- Retail sales establishment.
- Hostel.
- RV Park including caretaker's quarters.

Further, the addendum proposes the following:

- Relies on the Special Use standards to address square footage requirements for the Neighborhood Market and Retail Sales Establishment uses.
- Adds requirements for hostels that are included in the Highway Commercial zone.
- Replaces the proposed "RV Park including caretaker's residence" with "RV Park including caretaker's quarters."
- Adds Special Use standards for the RV Park Use to address the length of stay concern.
- Adds the following Special Use standard for the RV Park Use: "A maximum of 65% of the gross area of any property in the TC zone shall be developed for an RV Park use."
- Adds required amenities to complement the RV Park use. This was done to address concerns that Commissioner McDougall raised related to the originally proposed "Park" use.
- Changes "Restaurant, bar, and food services" to "Eating and drinking establishments" for consistency with the remainder of the SDC.
- Makes minor changes to the purpose statement and other sections including proposing a 10-foot front yard setback.

## Skidmore Consulting, LLC

- Adds a definition of “Lodging Facility.”

If you recall, the reason this Text Amendment application was submitted was because city staff found that the undefined term “Lodging Facility” in the TC zone did not include the RV Park use. This was not the view of the property owners, but the owners were willing to work with the city to clarify that the RV Park use is permissible within the TC zone. To address that issue, the submitted application contained the request to add the RV Park use.

Further, the initial text amendment application contained a proposed “Hotel and lodging establishment” use to replace the undefined “Lodging Facility” use. The proposed “Hotel and lodging establishment” use could apply to the TC zone and the entirety of the SDC so that there was a common use defined in the code that would apply citywide. However, as evidenced through the process to date, that proposed addition has complicated this process. Therefore, this addendum removes the proposed “Hotel and lodging establishment” term and in its place, provides a definition of the original “Lodging Facility” term to be used only in the TC zone.

There were discussions with city staff about replacing the “Lodging Facility” use in the TC zone with “Hotel and motel” as used elsewhere in the SDC. Based on those conversations, the direction chosen was to define “Lodging Facility.” Again, that use and definition will only apply within the TC zone. The definition provides for various types of overnight accommodations to be provided on site – from traditional hotel structures, to cabins, to permanently sited RVs.

Our team appreciates your attention to this proposal and the continued conversation. Due to the limited area of the TC zone and because it only exists in one area of the city, adding the desired uses and changing only a few other items was deemed most appropriate in this situation.

The reasoning and data in the narrative submitted with the original application support this proposed text amendment package as well.

If you have any questions, please contact me.

Thank you!

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### Chapter 2.12 – Sun Ranch Tourist Commercial (TC)

Sections:

- 2.12.100 Purpose**
- 2.12.200 Applicability**
- 2.12.300 Permitted Uses**
- 2.12.400 Lot Requirements**
- 2.12.500 Height Regulations**
- 2.12.600 Setbacks and Buffering**
- 2.12.700 Lot Coverage**
- 2.12.800 Off-Street Parking**
- 2.12.900 Landscape Area Standards**
- 2.12.1000 Special Standards for Certain Uses**
- ~~**2.12.1100 Design Theme**~~

#### **2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. ~~Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme.~~ Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.

#### **2.12.200 Applicability**

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

#### **2.12.300 Permitted Uses**

A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being

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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 TC District subject to special provisions are listed in Table 2.12.300 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 TC District with approval of a conditional use permit are listed in Table 2.12.300 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](#) – Code Interpretations.

Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial District		
Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<b>Commercial</b>		
<del>Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).</del>	P	<del>See Section <a href="#">2.12.1000</a></del>
Lodging facilities.	P	
Office	P	
<del>Restaurant, bar and food services.- <a href="#">Eating and drinking establishments</a>.</del>	P	
Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.	P	

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<b>Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial District</b>		
<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>	<b>Special Use References</b>
Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc.	P	
Neighborhood Market	P	See Section <a href="#">2.12.1000</a>
<del>Retail sales establishment</del>	<del>P</del>	<del>See Section <a href="#">2.12.1000</a></del>
<del>Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.</del>	<del>P</del>	<del>See Section <a href="#">2.12.1000</a></del>
<del>Multi-use trails and paths.</del>	<del>P</del>	
Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	
<del>Decks, docks and other areas to provide enjoyment of the ponds.</del>	<del>P</del>	
Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	
Cideries, Distilleries, Wineries and Breweries	P	

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<b>Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial District</b>		
<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>	<b>Special Use References</b>
<u>Hostel</u>	<u>P</u>	<u>Accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period.</u>
<u>RV Park including caretaker’s quarters</u>	<u>P</u>	<u>See Section 2.12.1000 and subject to Chapter 2.15.1700 of the Sisters Development Code.</u>
Similar uses.	P	
Accessory uses.	P	
Utility service lines.	P	
<b>Prohibited Uses</b>		
Auto- <del>oriented</del> <u>dependent</u> uses and drive-through uses.	P	
Telecommunications equipment, other than telecommunication service lines and cell towers.	P	
Industrial, residential, and public and institutional uses except as allowed in Table <a href="#">2.12.300</a>	P	

**Key: P = Permitted SP = Special Provisions**

**MCU = Minor Conditional Use Permit CU = Conditional Use Permit**

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

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entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

### 2.12.400 Lot Requirements

Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements.

### 2.12.500 Height Regulations

No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.

### 2.12.600 Setbacks and Buffering

All building setbacks within the Sun Ranch Tourist Commercial 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

New buildings shall be at least ten feet from ~~the front property line except buildings and structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from~~ the edge of the right of way.

#### B. Side Yard Setback

There is no minimum side yard setback required except where clear vision standards apply. ~~A 10-foot setback is required for side yards that are adjacent to a street. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way.~~ Buildings shall conform to applicable fire and building codes.

#### C. Rear Yard Setback

There is no minimum rear yard setback required except where clear vision standards apply. ~~However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way.~~ Buildings shall conform to applicable fire and building codes.



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### D. Buffering

Any outside storage area (including trash/recycling receptacles) associated with a use on any site shall be buffered by masonry wall, site obscuring fencing or other measures using materials that are compatible with the color and materials of the primary buildings on site.

#### **2.12.700 Lot Coverage**

There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.

#### **2.12.800 Off-Street Parking**

The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages per Chapter [3.3](#). Parking Location and Shared Parking. Parking requirements for uses are established by Chapter [3.3](#) – Vehicle and Bicycle Parking, of the Sisters Development Code.

#### **2.12.900 Landscape Area Standards**

A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter [3.2](#) of the Sisters Development Code.

#### **2.12.1000 Special Standards for Certain Uses**

##### A. Neighborhood Market and Laundry Establishment

A neighborhood market ~~and self-serve laundry establishment~~ shall:

1. Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.
2. Such uses shall not operate past 10:00 p.m.
- ~~3. Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 50 feet.~~
4. ~~Structures housing s~~Such uses shall not exceed 1000 square feet, excluding storerooms.

##### B. Retail Sales Establishment

- ~~1. Such uses shall not exceed 1000 square feet per lot, excluding storerooms.~~

##### ~~B. Cottages~~

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~~1. A maximum of 30 cottage units are permitted in the Sun Ranch Tourist Commercial Zone.~~

### C. RV Parks:

1. The maximum stay in an RV space is 30 days in any 90-day period (does not apply to caretaker's quarters).
2. A maximum of 65% of the gross area of any property in the TC zone shall be developed for an RV Park use.
3. In concert with development of an RV Park, at least two amenities below or similar amenities shall be provided (amenities shall occupy at least 10,000 square feet combined):
  - a. Fishing pond.
  - b. Decks, docks and other areas to enjoy the pond.
  - c. Sport court(s), such as pickleball, bocci ball, basketball, or similar.
  - d. Fenced dog park.
  - e. Multi-use trails and paths.
  - f. Playground.
  - g. Small stage.
  - h. Fire pits.

D. For purposes of the Sun Ranch Tourist Commercial zone, Lodging Facilities means any building, structure, or improvement used to provide sleeping accommodations to the public for charge. For the purposes of this definition, improvement includes, but is not limited to, permanently installed recreational vehicles, park model recreational vehicles, cabins, and similar.

### **~~2.12.1100 Design Theme~~**

~~A. All structures proposed within the Sun Ranch Tourist Commercial district shall be consistent with the early 1900's Rural Farm/Ranch House design standards outlined below. Figures 2.12.1100 A and B provide illustrations of examples of architectural styles that are consistent with the theme.~~

~~1. Era. Rural farm and ranches of the early 1900s.~~

~~2. Architecture. Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.~~

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3. Exterior Materials. Rough sawn boards and/or board and batten walls, rough stone and brick. Dimensional composition shingle roofs.

4. Roof Pitches. A majority of 8:12 pitched main roof forms, with 6:12 and 4:12 sheds.

**Figure 2.12.1100-A**



**Figure 2.12.1100-B**

