City Planning Commission Minutes
Thursday, April 16, 2020 – 5:30 P.M.
City Hall Council Chambers, 520 E. Cascade Avenue, Sisters, OR 97759

Chairman:	Jeff Seymour
Commissioners:	Cris Converse, Art Blumenkron, Scot Davidson, Mark Hamilton, Jack Nagel, Bob Wright
City Staff:	Patrick Davenport, CDD Director, Nicole Mardell, Principal Planner
Recording Secretary:	Carol Jenkins (Minutes) Kerry Prosser (Recording)

All Planning Commission members; Applicants Team - Darek Olson, Kevin Cole, Maureen Rodgers; City Attorney, Garrett Chrostek, and Sue Stafford, Nugget News, joined the meeting by phone.

I. CALL TO ORDER / ROLL CALL / DETERMINIATION OF AGENDA

Chairman Seymour called the meeting to order at 5:30 pm.
All seven (7) Planning Commission members present.

II. ADOPTION OF AGENDA

Vice Chair Converse made a motion to adopt the Agenda for Thursday, April 16, 2020.
Commissioner Blumenkron seconded the motion. Motion carries (7-0).

III. APPROVAL OF MINUTES – January 16, 2020

Vice Chair Converse made a motion to approve the minutes for Thursday, January 16, 2020.
Commissioner Wright seconded the motion. Motion carries (7-0).

IV VISITOR COMMUNICATION – None

Chairman Seymour read the Rules for Conducting a Public Hearing at this time. He asked the Planning Commission to disclose any ex-parte conduct, bias, or conflicts of interest. Please indicate the nature and extent of the ex-parte contact, bias, or conflicts of interest, and whether you intend to participate in, or abstain from the Public Hearing.

Chairman Seymour asked the Planning Commission to disclose any ex-parte, bias, or conflicts of interest at this time.

Chairman Seymour stated that he has driven by the site in route to other destinations particularly Ray's Food Place.
Vice Chair Converse stated she has none.
Commissioner Hamilton stated that they hold his car loan through Mid-Oregon Credit Union.
Commissioner Nagel stated he has none.
Commissioner Davidson stated he has none.
Commissioner Blumenkron stated he has none.
Commissioner Wright stated he has none.

Chairman Seymour asked if any member the audience wish to challenge the ability of any Commissioner to hear this matter.

Kerry Prosser, City Recorder stated that she would do a roll call for the people that are present on the call.

Kevin Cole stated he has no challenges.
Maureen Rodgers stated she has no challenges.
Darek Olson stated he has no challenges.
Sue Stafford stated she has no challenges.

V. PUBLIC HEARING

A. SP20-01 / CU20-01: Applicant: Darek Olson of Steele Associates on behalf of owner Sisters Corporation, LLC; Zoning District – Highway Commercial (HC); request for Site Plan and Conditional Use permit approval to enable construction of a new bank building with a drive-through and supporting infrastructure on a 0.78 acre parcel; Location: 650 N. Arrowleaf Trail; Map/Tax Lot: 151005DB02800.

Planner Mardell stated that she will provide a brief staff report covering the location of the proposed property, any public comments that were received, agency requirements added as Conditions of Approval, and the staff recommendation.

Planner Mardell stated that this is a continuation of the March 19th hearing, which was cancelled due to COVID-19 concerns. She stated that she does not have a visual power point, and would like to direct the participants to the staff report specifically the Exhibits A and B.

Planner Mardell stated that the location of the property is 0.78 acres in size and is currently vacant. This is part of the Green Ridge subdivision, located between Arrowleaf Trail and Highway 20, west Railway is to the north of the property, and surrounding uses include McDonalds to the north, a Gas Station also to the north, St. Charles Medical Center to the south with associated parking, Ray's Food Place to the west, Highway 20 to the east, and across Highway 20 is the Best Western Hotel.

Planner Mardell stated that the applicant is proposing for the subject property – the layout to be having 23 parking spaces in total and to be located along the N. Arrowleaf Trail frontage. The building would be located in the northeast corner with the drive-through and stacking lanes wrapping around that building. There is a pedestrian plaza proposed on the south side of the building with a connection to both N. Arrowleaf Trail and W. Highway 20. Also, a public art piece

as part of that pedestrian plaza. The applicant is also proposing landscaping and buffering to be surrounding the entirety of the property.

Planner Mardell stated that there were no public comments for this item. We did receive one question from a Planning Commission member before the meeting regarding the Western Design Theme guidelines. Staff responses to the Code that are in the staff report. The reviewed materials (muted color simulated wood grain siding, parapet roof and porch, building massing consistency with neighboring properties, etc. The application will be able to provide more detail.

Planner Mardell stated that some of the Key Agency Requirements:

<u>Key Agency Requirements for Public Works</u>:
- Shared Access Easements between tax lots 2800 and 2900 (parking for St. Charles).
- Shared Parking Agreement Required:
- 11 parking spaces are required, but the applicant is providing 23 parking spaces.
- 12 spaces to be shared with neighboring businesses.

<u>Key Agency Requirements for Planning:</u>
- Public art needs to tie in with Sisters western heritage, cultural, wildlife, etc.
- Prior to building permit issuance, the applicant shall provide to staff an example of the exterior building materials and compliance to ensure compliance with the Western Theme.
- Landscaping and buffering to surround the entirety of the property – 86 shrubs and 15 trees, and in addition to that - 5 street trees.

<u>Staff Recommendation:</u>
- *Approval of Proposed Site Plan Review and Conditional Use Permit with Conditions as proposed by staff and included in the staff report.*

Chairman Seymour asked staff if we received any additional correspondence on this matter other than those items included in the agenda materials.

Planner Mardell stated that we have not received any correspondence for this item.

Chairman Seymour stated at this time, I will be asking each Commissioner whether they have any questions for staff. Questions will be stated by each Commissioner, and staff will respond after all questions have been asked by the Commissioners. When your name is called, please ask your questions, or indicate that you have no questions.

Chairman Seymour stated that at this time, I have no questions for staff.

Vice Chair Converse stated that I have no questions for staff.

Commissioner Hamilton asked Planner Mardell to expand on the Western Design Theme issue.

Planner Mardell stated that what she received from Commissioner Davidson is whether or not the Western Design Theme guidelines are subjective, clear guidelines, or examples of how those should be applied. In the staff report, I would direct you to all of the Findings there, specifically, staff focused on items that the applicant provided – the exterior finish of the property, benches

being provided, providing architectural details that relate to the Western Frontier period, walls and roof, canopy entrance, etc.

Commissioner Hamilton asked staff if they are to accept the image in the packet as the final image, what is being proposed, or will it change based on our recommendations.

Planner Mardell stated that the renderings provided in the materials is the proposed rendering of the building. All of the information in the staff report is only a recommendation, so if you have any comments feel free to direct them to the applicant. As of right now, what you see in the packet is the final rendering that they have proposed to the City.

Commissioner Hamilton asked staff if there is a rendering that shows any signage on the ease side that faces Highway 20.

Planner Mardell stated that I don't believe there is a rendering that shows the eastern face, and the only rendering that was provided, was the item on the cover sheet that shows the view from Highway 20.

Commissioner Hamilton asked staff if it is the intent of the applicant to put signage on the east side of the building.

Chairman Seymour stated that there will be an opportunity to ask that question to the applicant.

Commissioner Hamilton stated I have no further questions.

Commissioner Nagel stated that I have no questions for staff.

Commissioner Davidson stated that I have no additional questions for staff at this time.

Commissioner Blumenkron asked if we have a comment about the appearance of the exterior and it is not looking western, would that go to the applicant rather than staff. To me, it looked distinctly modern and not western – that is a comment and not a question. My question is if it can be modified to look more western.

Planner Mardell stated that this item is under review by the Planning Commission, and the items provided in the staff report and staff recommendation, is only a recommendation. If you want to require use of different materials, or review later, a revised design – you can certainly request that of the applicant.

Commissioner Blumenkron started that I have no additional questions of staff.

Commissioner Wright stated that my concern pertains to the drive-through. One is the height of the canopy and that it would have sufficient clearance, and the second one – since there is no bypass around the outside cash machine – any vehicle could get stuck, or delayed in the queue. What would be the scenario for removing such a vehicle that would cause a considerable amount of chaos. I also have a question about signage going into the queue, and will it indicate that the vehicle is over the height limit.

Planner Mardell stated that off-hand, I do not have the height of the drive-through in the materials before me, so I would ask the applicant to address that item. In regards to the second question, the applicant can provide more detail on this, but there are two (2) drive-through lanes provided. The intent was that all the cars could be coming through the same stacking area, and there would be two (2) lanes in case it was busy and they needed to get around.

Planner Mardell stated that on the signage, there is a section in the Code that relates to Vertical Clearance, and the applicant is ensuring the Vertical Clearance of at least 13' 6" as maintained. I don't believe that a sign is required as part of the review criteria, the City Engineer did not require one, but you can ask the applicant if they are going to provide one.

Commissioner Wright stated that I have no additional questions of staff.

Commissioner Davidson asked staff if the Western Frontier Design Theme question is going to be a point of discussion, it is going to require some reference to Code, and a better understanding by the Commission on what the provisions are and matter of how we interpret that. My point of concern is that I'm not so sure that can happen effectively during the questions of the applicant.

Chairman Seymour stated that one thing I would like to remind the Commissioners is that tonight we are reviewing their Site Plan. They have been kind enough to include a rendering of the potential look of the building, but typically, the way this works is the actual appearance and materials used are at the discretion of the staff. What we are doing tonight is looking at their overall Site Plan, and making sure it meets the Code requirements.

Chairman Seymour asked Planner Mardell to expand on the Western Theme and how it is decided and if it western enough.

Planner Mardell stated it is my understanding that these items are in the Development Code and referencing specifically to the staff report. There are some guidelines in place, but they are a little bit subjective or discretionally. The items that were included in the staff report are guidelines, and the applicant must provide details and features, etc. Staff finds that the applicant is consistent with meeting these Development Code requirements.

Chairman Seymour stated that she will close the portion of the staff questions at this time.

Chairman Seymour did a roll call of the Commissioners and whether they had any additional questions of staff.

All seven (7) Commissioners responded that they had no further questions of staff.

Chairman Seymour asked for the applicant to come forward and provide their presentation.

Darek Olson – Steele Associates Architects

Mr. Olson stated that I will address the questions that have been discussed. We do have signage for the drive-through that lists the heights at the very beginning of that route, or go through the drive-through aisle so if there is a problem, somebody could easily backup and get turned around and get back out. The canopy currently meets Code of 13'6" so we are in the clear with that. The

materials – we are using wood grain that is prefinished, and the trim in a darker color to accent the lighter colors. On the parking, we are over parked, but that is because there is a shared parking agreement with the rest of the complex. We feel like we have met the intent of the Western Code with the covered walkways, and we do want a building that feels more modern not so much on the outside, but the inside so that users of the Credit Union members feel like they are in a new building. We do have the plaza and a piece of art that will be commissioned to go in there that will meet the Sisters Western Theme requirements.

Kevin Cole – Mid Oregon Credit Union

Mr. Cole stated that I would like to describe the process that we use at our locations when a vehicle does become disabled in the drive-through. It is an issue that we have had to deal with, if they go in with the snow getting stuck before we've plowed. We keep cones at all of our locations and close the entrance to the drive-through so no cars can stack up behind the disabled vehicle until it can be removed. Then our staff will help navigate any traffic problems in terms of getting people out of that situation.

Chairman Seymour stated that I have no questions for the applicant.
Vice Chair Converse stated that I have no questions for the applicant.

Commissioner Hamilton stated that I have two (2) questions for the applicant since he described construction materials as well as repeating my question about the signage, if any, on the Highway 20 side of the building. Is there an intent to put signage similar to the other two (2) sides of the buildings – lettering, etc.

Mr. Olson stated that the intent is to have signage, and the Credit Union is in business to make money and to draw people to their locations. They want people to know that they are there, and all of the signage requirements will meet the Sisters Sign Code and permitted as such. As far as the location, it will be on Highway 20 and the Ray's side as well – the south side of the building.

Commissioner Hamilton as for clarification if the signs would be on posts or attached to the building.

Mr. Olson stated that they will be attached to the building.

Commissioner Hamilton asked if the porch would be black to accent the color of the siding. My question is if that is going to be a metal material, or a wooden material.

Mr. Olson stated that it is going to be both. The underneath side of the canopy is a tongue and groove material that would match the siding so it will look like wood. The facia will be wrapped in a metal trim just like the top of the building to match the parapet cap.

Commissioner Hamilton asked if the facia would be a glossy black, matte black, etc.

Mr. Olson stated that it is actually not a black, but a dark bronze color. If the suns hit's it directly there could be some reflection, but it is not a shiny / glossy type black.

Commissioner Hamilton started that I have no further questions for the applicant.

Commissioner Nagle stated that I have no further questions for the applicant.
Commissioner Davidson stated that I have no further questions for the applicant.

Commissioner Blumenkron asked Mr. Olson in your research in the 1880's style building, and I read through your presentation, but I don't recall ever seeing this kind of window coverage in any western theme building. I am curious if you looked at any other examples that follow the theme, or is this something you had to do for function.

Mr. Olson stated that by using the window style that we did; we are giving it the 1880's Western Theme with a taller thin window style. You are correct, you won't find full glass windows in an 1880's building because glass was incredibly expensive during that era. Wood materials or siding materials were much easier to use. With that said, banks sitting on the highway are notorious for being targets of robbery. Having great visual acuity around the site and through the site is definitely a safety concern, and it improves safety a great deal with the glazing that we've proposed.

Commissioner Blumenkron stated that I have no further questions for the applicant.

Commissioner Wright stated that I want to say that I think you've answered all my questions with regarding the Site Plan, and am encouraged to hear that the canopy is 13'6", that there will be proper signage, and a plan to respond to any broken down vehicles during all seasons, in terms of the function of that drive-through. I would like to have seen an elevation at the bottom of the canopy shown on the drawing – that was my only comment.

Commissioner Wright stated that I have no further questions for the applicant.

Chairman Seymour stated that I am going to go ahead and conclude questions for the applicant.

Chairman Seymour opened the public testimony portion of the hearing at this time.

Sue Stafford stated I have no testimony.
Maureen Rodgers stated I have no testimony.
Kevin Cole stated I have no testimony.
Darek Olson stated I have no testimony.

Chairman Seymour asked if the applicant wishes to provide any rebuttal testimony.

Darek Olson - applicant stated no, not at this time.

Chairman Seymour asked if staff has anything to add in response to the testimony.

Planner Mardell stated that I have no additional comments at this time.

Chairman Seymour asked for any additional questions and clarifications. Does any member of the Planning Commission have any further questions of staff?

Commissioner Davidson stated that I do have questions of staff. I am responding to your comments from earlier about the purpose of this hearing, and trying to understand where the responsibility lies to make a call on this architectural design theme. The Code states a purpose that the reason for this is to improve the City's image and visual appearance. My question to staff, or potentially to Chairman Seymour – who is responsible to make that decision on behalf of the community, and if it is not at this hearing, where is it.

Planner Mardell stated that these are items that are up for review as part of the Planning Commissions Resolution. You are certainly able to provide additional commentary, or alternative findings to those in the staff report. One thing, I would like to mention is that these are guidelines for building design, so again the recommendations that I have provided as staff, and the staff report are showing how the applicant's proposal meets the intent of these guidelines. You can also discuss this as part of the deliberation as well.

Chairman Seymour stated again, does any member of the Planning Commission have any further questions of staff.

Chairman Seymour stated I do not.
Vice Chair Converse stated I do not.
Commissioner Hamilton stated I do not.
Commissioner Nagel stated I do not.
Commissioner Davidson stated I do not.
Commissioner Blumenkron stated I do not.
Commissioner Wright stated I do not.

Chairman Seymour closed the public testimony portion of the hearing.

Chairman Seymour stated that he wanted to touch a little bit on the questions that we've experienced here tonight. They are all really good questions and all very relevant. With the 1880's Theme, it is just that – a Theme. We also need to make sure that, first and foremost, safety and to some degree function are a priority as well as preserving the Western Theme here in Sisters. The Western Theme and maybe down the road what we should do during a workshop, as a Commission review what a Western Theme looks like, but it is a very diverse look. It is everything from Victorian, to what we actually think about it being Western Theme. You can see that around town which includes wood sided buildings, to block, to brick and stone, and all different sorts of styles. Overtime, the Code has done a good job at facilitating the theme and keeping it consistent.

Chairman Seymour stated that there are a few new Commissioners with us that have not experienced a whole lot of this, but it has been my experience that the Code, and the staff does an excellent job of making sure the Western Theme is maintained throughout the community. I feel this is a good addition to the community, a great design, and I am excited to having this be a part of the community.

Chairman Seymour asked for the Planning Commission deliberation at this time.

Chairman Seymour stated that I am going to be leaning towards '*approving'* as it has been submitted.

Vice Chair Converse stated that I am leaning towards '*approving'* with the Conditions recommended by staff.

Commissioner Hamilton stated that I understand your thoughts, but my concern is that when I look at the artistic rendering, I see two (2) very big graphic signs on the side of the building which I think stand out as difference, or the other buildings within the complex. I am also concerned that the modern look nods to the Western Theme, in terms of having a covered walkway. It is a very modern looking building, I understand the need for diversity, but we also should be considering how homogeneous it is with the buildings in the complex.

Commissioner Hamilton stated that at a minimum, my position would be '*approval with Conditions'* of reducing the graphic elements of the signage on the building.

Chairman Seymour stated that I want to point out to the Commission with respect to signage, the City of Sisters has a very specific Sign Code in place that must be followed, and limits the sizing of the sign – any sign that you put up is reviewed by the staff, and has to be in accordance with the Code. With that being said, it can be as large as the Code allows. It has to meet all of the Code requirements for it to actually happen.

Commissioner Nagel stated that I am inclined to *'approve'* the application subject to the Conditions recommended by staff.

Commissioner Davidson stated that on the Site Plan, it looks great and appreciate some of the considerations in landscaping and art, etc. I consider Mid-Oregon to be a great contributor to the community, and looking forward to them developing this parcel. As you might expect in my previous comments, I am really concerned about the architecture, and I do understand, we do have something to say about this. My read of the Code is that it is pretty vague. There are some specifics about materials, and those are addressed in the review, and in the staff's comments, but there is also a half a dozen examples of buildings that speak to very specific features.

Commissioner Davidson stated that what I would like to encourage the Planning Commission to consider is that this is Sisters brand – it is our identity, and needs to be taken seriously because it translates out to the economics of the town. I want to be able to say as a Planning Commissioner that I am helping that happen by maintaining that brand. My read on the building is that it is more modern than it is old Western Theme, and is due to the block execution of the architecture and the board use of windows. I am no expert in bank safety and I appreciate the rational. We should pay attention to the efforts that have been made by the surrounding properties, etc.

Commissioner Davidson stated that I am inclined to *'deny'* this application wanting more additional work on a design to meet this theme.

Commissioner Blumenkron stated that I agree with Commissioner Davidson that it is the wrap around windows, but also see the function of those windows, and the fact that you are able to see into the building if something is going on for security purposes. It is highway frontage business rather than in the town itself. I am more concerned about the main street of town than stuff entering in on the highway. The Site Plan is fine and I wish it looked more western, but I would be inclined to accept the proposal.

Commissioner Blumenkron stated that I would be inclined to *'approve'* this proposal.

Commissioner Wright stated that I am inclined to *'approve'* this particular plan. It is up to staff to ensure that they have met the Sign Code, the Western Theme, and the clearance of the drive-through. Those items are in the Development Code, and the staff report clearly states that they were in compliance.

Chairman Seymour stated he would go through one more time to see if there is anybody that has anything else to say.

Chairman Seymour stated nothing further from me.

Vice Chairman Converse stated nothing further from me.

Commissioner Hamilton stated that I have a comment that one of the Commissioners mentioned that they were willing to accept the degradation of the Western Theme in this particular location. I would just say that when you start making exceptions where does that stop. It becomes something which others could use as a rational for buildings, some other design that takes us down the road of losing our identity as a Western Themed town.

Commissioner Nagel stated that I have to agree that the Western Theme is, and has been important to our town. Over the last 10 years, it has been somewhat watered down and especially out in the Highway Commercial. I would hope that the staff can insist on being as strict as they possibly can on the Western Theme that is in the Code.

Commissioner Davidson stated nothing further from me.

Commissioner Blumenkron stated nothing further from me.

Commissioner Wright stated nothing further comments from me.

Chairman Seymour asked what is the pleasure of the Commission and do I have a motion.

Commissioner Wright moved to adopt the Planning Commission Resolution PC 2020-02 approving City File # SP 20-01 and CU 20-01 subject to the Conditions of Approval as presented by staff.

Vice Chair Converse seconded the motion.

Chairman Seymour – AYE
Vice Chair Converse – AYE
Commissioner Hamilton – NAY
Commissioner Nagel – AYE
Commissioner Davidson – NAY
Commissioner Blumenkron – AYE
Commissioner Wright – AYE

Chairman Seymour stated that the motion passes (5-2).

Members of the Commission: Seymour, Converse, Hamilton, Nagel, Davidson, Blumenkron, Wright.

AYES:	Seymour, Converse, Nagel, Blumenkron, Wright	(5)
NOES:	Hamilton, Davidson	(2)
ABSENT:		(0)
ABSTAIN:		(0)

Chairman Seymour closed the public hearing.

Director Davenport stated asked the Planning Commission to standby for notice on the meeting for next month in May. We have an application that will require a hearing, but we are not sure if it will be scheduled for the May meeting.

VI. ADJOURN

Chairman Seymour adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary