



PLANNING COMMISSION Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Thursday, April 16, 2020

PUBLIC HEARING 5:30 P.M.

520 E. Cascade Avenue, Sisters, OR 97759 - Council Chambers

The meeting will be a teleconference style meeting, with only limited City staff at City Hall to facilitate the meeting. To maintain compliance with public meeting laws, a limited number of chairs will be provided in the room for citizens to listen to the meeting; however, social distancing is essential in reducing the spread of the COVID-19 pandemic. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. City officials strongly encourage all citizens who are able to use the phone number provided to listen to the meeting from home. The audio recording of the meeting will be posted to the City website the day following the meeting.

Please use the following phone number to listen to the meeting: **844-802-5555**

Meeting ID: **399434**

I. CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA

II. APPROVAL OF MINUTES: January 16, 2020

III. VISITOR COMMUNICATION: There will be no verbal Visitor Communication. Written communication can be submitted for the record to cjenkins@ci.sisters.or.us or dropped in the utility mail drop by 5:00 pm on Thursday, April 16, 2020.

IV. PUBLIC HEARING 5:30 P.M.:

The phone lines will be unmuted for citizen input during the public testimony portion of the Public Hearing.

A. SP 20-01/CU 20-01: Applicant: Darek Olson of Steele Associates on behalf of owner Sisters Corporation; zoning district - Highway Commercial (HC); request for site plan and conditional use permit approval to enable construction a bank with a drive through and supporting infrastructure on a 0.78 acre parcel; location - 650 N. Arrowleaf Trail; map/tax lot # 151005DB02800.

V. ADJOURN

This agenda is also available via the Internet at www.ci.sisters.or.us. The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other disability accommodations should be made at least 48 hours before the meeting by contacting Kerry Prosser, City Recorder at kprosser@ci.sisters.or.us



City Planning Commission Minutes
Thursday, January 16, 2020 – 4:00 P.M.
City Hall Council Chambers, 520 E. Cascade Avenue, Sisters, OR 97759

Chairman: Jeff Seymour
Commissioners: Cris Converse, Jack Nagel, Bob Wright, Scot Davidson
Absent: Mark Hamilton, Art Blumenkron,
City Staff: Patrick Davenport, CDD Director, Nicole Mardell, Principal Planner,
Paul Bertagna, PW Director
Visitors: None
Recording Secretary: Kerry Prosser for Carol Jenkins

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

Chairman Seymour called the workshop to order at 4:02 p.m.

Director Davenport asked if there could be a change in order on B 1 – Proposed new Chapter 3.5 Public Improvement Standards with associated definitions; associated amendments to Chapter 4.2 Site Plan Review; forward recommendations to the City Council so that Director Bertagna could go on with his day. Then, we'll go back to A 1 and B 2.

ADOPTION OF AGENDA

Commissioner Wright made a motion to approve the amended Agenda for Thursday, January 16, 2020. *Commissioner Nagel* seconded. Motion carries 4-0.

II. APPROVAL OF MINUTES

Chairman Seymour asked for a motion to approve the minutes from October 17, 2019 and November 21, 2019 as presented.

Commissioner Nagel made a motion to approve the minutes as presented.
Commissioner Converse seconded. Motion carries.

III. VISITOR COMMUNICATION – None

IV. WORKSHOP

Chairman Seymour stated that we will move forward with the revised Agenda starting with B 1.

Director Davenport stated that we are proposing a new chapter as a Development Text amendment that would add a new section called Public Improvement Standards. The overall purpose is to help better administer the Public Works Improvement Standards that are already in place. This is an administrative and process related amendments to help implement the Public Improvement Standards. The items discussed were:

- Section 3.5.100 - Process and Authority
- Section 3.5.150 - Waiver, Modification, Deferral and Payment in Lieu of Public Improvement Standards
- Section 3.5.200 - Transportation Improvement Standards
- Section 3.5.250 - Sanitary Sewer and Water Service Improvements
- Section 3.5.550 - Storm Drainage Improvements
- Section 3.5.600 - Utilities
- Section 3.5.650 - Easements
- Section 3.5.700 - Construction Plan Approval and Assurances
- Section 3.5.750 - Installation
- Adding a new Section to existing Chapter 4.2 – Site Plan Review
- Section 4.2.200.C – Enables Enforcement of requirements in Chapter 3.5 if necessary.

Director Davenport stated that the City Attorney has identified that we need this level of enabling regulations to provide a clear path to making these linkages between the Development Code, Land Use Reviews, and the linkage to the Public Improvement Plans – streets, water, sewer, storm drainage, etc. This would also allow Director Bertagna, or his designee to enable a modification in unique situations.

Commissioner Wright asked for clarification on 4.2.C – Site Plan Review and instead of it saying “may be’ a condition to issuance of a building permit that we might want to make it say “must be” a condition to issuance of a building permit. We need to try and get rid of the “may be”.

Director Davenport stated that we are moving away from may and should, to must and shall.

Director Bertagna stated that more than anything as our Public Improvement Plans get updated, requirements change and instead of taking all of those requirements and putting them back into Section 3.1, you just tie development to the most updated Public Improvements Plans that we have. As you change the Transportation System Plan (TSP), it may change where sidewalks go, etc.

A brief discussion took place regarding reference to a Site Plan, Conditions of Approvals to meet all of the City codes, working with applicants making sure they are in compliance, checklist of all City requirements, making sure there are clear guidelines in the Code, and authority to implement those plans, etc.

Director Bertagna stated that in 3.5.150 – Wavier Modification Deferral. I had reached out to the City Engineer because that should be the person, or designee instead of the Public Works Director. They do have the license engineering stamp, and the technical expertise to administer any type of wavier modification, deferral, or payment in lieu. As an example, in the Code, it requires to take alley access if an alley is there. The City Engineer would be the one that approves, or denies

the access permits. For the payments in lieu, you would allow the applicant to have this option, and that goes into a line item in the budget that is specifically for that certain project, then it can become matching funds for a grant for that project. The City Engineer will be the one that determines the construction estimate because they are the most qualified.

Director Bertagna stated that we are updating our Standards and Specs as the Facility Plans update. We just did the TSP update, and now we are aligning our Standards and Specs with the same cross-sections, same public improvements that are required in the current Transportation Plan.

A discussion took place in working with the existing rules and zoning, impacts on major projects for development, number of trips, number of gallons of waste water being used, infrastructure, any zone changes, analysis on changes that need to be made, mitigation of all the risks, cross-sections, water and sewer capacity, right-of-way dedications, easements, and special setback standards, redevelopment / infills, cottage developments, development on public streets, private internal drive within a new Master Planned area, housing shortages, etc.

Chairman Seymour stated that he feels that this language provides the staff with a concrete way of doing things, but also allows them the fluidity to be able to change it on a per applicant basis. All of the issues that are being discussed, all of that can still happen, but at the same time, there is a set guideline.

Director Bertagna stated that this is set up to make development follow the approved Capital Facilities Plans. As you update the different sections of the Code, you have to take a look at the Capital Facilities Plans and see what is around it and if it is going to function right, etc. It provides good and clear direction for the developers as well.

A discussion took place whether easements are required, additional right-of-way, width standards required in the TSP, providing construction plans through an approval process, installation of water, sewer, streets, etc. They will discuss with both engineers and tell us if it was put in according to what is required – then it goes to the City Council for acceptance to become our asset and something that we maintain.

Director Davenport stated that this is not going to be part of going through a Burden of Proof, it is basically a very handy administrative tool for staff that has been needed for quite some time. We will be discussing this process again, it will go to City Council on March 25th, and then back to the Planning Commission on February 20th for a hearing, and open again for a formal adoption.

Director Davenport stated that this Goal 1 is to accompany Goal 10 rewrite at the same time, and go concurrently. Also, this will be presented at a City Council workshop next week. These are all policies and not regulations, but it gives us the guidance and authority to start programs, ask for funding, etc. The Planning Commission would be the committee designated for Public Involvement given opportunities to observe and participate.

A brief discussion took place regarding ex-parte contacts, conflicts of interest, violation of meeting rules, non-participation, emails, and different scenarios that could take place.

Commissioner Wright asked about Goal 1 – page 1-1, “citizen involvement” must also extend to community businesses and industries. He asked if this included public entities, SPRD, School District, etc.

Director Davenport stated yes, we should include these as public agencies, private organizations, public and private community institutions, etc. In writing these, we are trying to avoid dozens of pages of background. We want to get critical information in here that can set up how you are doing objectives and policies. Also, besides City staff and the Planning Commission, other organizations can help amplify our message as well.

Commissioner Davidson stated that this is largely a compliance document in order to satisfy some of the things that an organization need to do for Planning, and to assign an entity to have this responsibility which is being assigned to us. What concerns me about the document, which I understand better now, it is really non-specific and it doesn’t really cause any thing to happen – it doesn’t cause anything new to happen, and it doesn’t bind this group to any specific action. Citizen Involvement is going to be really important to travel, so somewhere, we might want to create a more detailed action plan on how this is going to be accomplished.

Director Davenport stated that once this is adopted by the City Council, they are going to say that we need funding and human resources to make this happen. On 1.1.1, the Planning Commission is to take on this task with staff in the background, and 1.1.2, is an annual effort to check in on how we are doing and get back to the City Council on what we have done, and what else we should do. We want to time it around the budget process, goal setting, and reporting the departments activities for the fiscal year.

Chairman Seymour stated that we as a Commission determine that we can go back to Council and say that you have charged us with this, but we need direction from you. You guys provide us with the structure that you want to see, and then we will go ahead and execute that, but for the time being, we are going to focus on Planning. We can always get started with this, staff can provide us with some details, together we can analyze it – we have enough here to move forward, or kick it back to Council.

Commissioner Wright asked if the Planning Commission could get information from the other Committees and Boards here at the City as to what the important things, they are looking at relative to the future that may have some bearing on the Planning Commissions ability to be more aware of what is going on, and to make better decisions.

Planner Mardell stated that she wanted to brainstorm a little bit about long-term Planning ahead, and long-term planning projects with a background on Planned Unit Development Districts, or Mixed-Use Districts, and how they are used in other jurisdictions. She stated that she looked at Prineville, Cannon Beach, McMinnville, and Corvallis looking for areas that already had flexibility in their Codes. There are three (3) overall similarities among all of these jurisdictions – they all started out saying that these tools are meant for:

- Flexibility, but not totally circumvent zoning requirements.
- Compatibility requirements found in all of these zoning Districts.
- All of these tied into Master Planning similar to what the City has today.

Planner Mardell addressed the Planned Development/Mixed Use Matrix table to give an idea of what the common purpose is, some of the key concepts, with an intro to get an idea of what areas peak interests, etc.

A brief discussion took place regarding subdivisions, how lots are laid out, overlay zones, existing zones, uses that are allowed, limited land supply, greater flexibility, separate zoning districts, guidelines for discretion, Form Based Codes, Planned Development, Mixed-Use, Public Improvement Standards, etc.

Planner Mardell stated something that was common in each of these jurisdictions is that the site had to be unique in some ways, compatible criteria, and very discretionary based on harmony with the neighborhood, etc.

Commissioner Wright stated that he thought there would be an advantage to take this matrix and summarize it into a 'Summary Guideline' of what is important to us as priorities. After that, we could have a meeting where everybody can see if that is where we want to go.

Planner Mardell stated that today they wanted to introduce these different types:

- Cannon Beach and McMinnville – Overlay Zones – no matter what the zoning of the property is, you could add this on.
- Prineville, if you are doing a Mixed-Use District that has to be a base zone and would have to go through a full re-zoning process.
- Prineville, if you are doing a Planned Development, it is more-strict and a type of subdivision application – no re-zoning involved.

Planner Mardell stated that she wanted to show that this is pretty open ended, but hearing that, it sounds like an overlay zone, or a base zone is preferred, and that a Land Use application is not quite as far reaching as it could be. She asked the Commission if this gives a good framework for how she can come back with this for next time focusing on overlay's, etc.

The Commission stated that they preferred the overlays which pulls a lot of the different zones together and making it look respectful.

A brief discussion took place regarding the Forest Service Property, and a parcel being discussed for private ownership under contract. Open space, Base Zones, Overlay Zones, Urban Area Reserve, property owned by the Best Western family, public facilities, open space, and a sliver of Urban Area Reserve. The Overlay that we have right now is the Special Flood Hazard Overlay which is a specific natural hazard. Also, there is the Airport Safety Combining Zone, but it is very specific for Airport Safety.

Planner Mardell stated that an Overlay is typically based on a unique characteristic that is shared, or a geographic boundary where there might be a view corridor overlay, etc. She stated that she will look into other concrete examples just to give the Commission an idea of what is common.

Commissioner Wright offered to sit down and write what the requirements would be to put into the Code to table something, so that we can get some discussion going, etc. He said that he would hate to see some opportunities disappear because we are not being responsive.

Chairman Seymour stated that we need to explore this, it looks interesting, and let's keep it going.

Director Davenport discussed getting the grant from DLCD to update Goal 9 and Goal 14 – Economic Development and Urbanization. It will kick off in July, but also going to ask Council to provide more funding to update other Goals – Natural Hazards, Historic Natural Resource Open Space, Land Use Planning, etc. The Planning Commission will have a major Comprehensive Plan effort to do, Development Code Text Amendments, and the North Sisters Business Park, etc.

Director Davenport gave an overview of the 2019 Land Use Applications, Construction Valuations, Code Enforcement cases, building permits, participation with Special Projects and Grants - a grant to replace the Village Green Play Structure, and a grant to update the Comprehensive Plan Goals 1 and Goal 10, Adams Avenue Streetscape, Whychus Creek Riparian Project, and the Locust Street Sewer Line Realignment, etc.

Commissioner Davidson stated that he attended a conference in Portland called Build Small / Live Large. Originally, it was attended to explore ADU's as a mechanism for increased density and overtime has expanded to look at a number of forms of achieving greater density and better access to housing. The topics addressed during the conference:

- Creating more choice in residential neighborhoods
- Innovative housing legislation
- Creative approaches for temporary housing
- ADU's legislation, development costs, valuation
- Zoning strategies for missing middle housing
- SRO's and Co-Living
- ADU Finance
- Measuring the effect of housing tools and incentives
- Accessible homes

Commissioner Davidson stated that all of these cities had studies and projects that were funded by 3rd parties and grants including Oregon City, Talent, Oregon, Olympia, Washington, and Salem, Oregon. The Missing Middle:

- Repurpose/recalibrate existing districts
- Expand housing types per zone
- Tailor dimensional standards to use types
- Horizontal mixed-use land vs buildings
- Review density standards
- Review parking standards
- Reduce other barriers
- Code can permit new types of development explicitly, set development and review requirements. But a multipronged approach is needed to reduce other barriers.

Commissioner Davidson addressed the Legislation – Oregon HB2001, Oregon SB33, SB608, and Washington State. The key takeaways:

- Housing is a national issue with growing interest
- No silver bullet
- Oregon, California, British Columbia are leaders
- ADU's remain a viable strategy. The financial attractiveness is difficult. New financing options are emerging.

- Creative approaches emerging for temporary housing
- Importance of physical accessibility & aging in place
- Single room occupancy & co living options
- Other points of discussion related to housing availability
- Climate impact
- Social equity
- Transportation
- Community Imperative

Commissioner Davidson stated that Sisters and Bend are towards the front end on a lot of this discussion particularly when it comes to ADU's. It might be a good idea to explore the "Missing Middle" as well as the non-profit interest in this area with Habitat for Humanity, and some of the other housing groups. It is one good way to try and make progress and better communications, and help bring forward a lot of these ideas.

A brief discussion took place regarding ADU's, cottage developments, fencing to create the backyard atmosphere, design concepts, developer's greatest opportunities, stimulate public understanding of new opportunities that can encourage builders to be more active, and investment in building, options today that can create the new normal.

V. PLANNING COMMISSIONERS / STAFF OPEN DISUCSSION

Chairman Seymour stated that the next workshop will be on February 20th at 4:00 pm and public hearing at 5:30 pm.

VI. ADJOURN

Chairman Seymour adjourned the meeting at 6:27 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary



**STAFF FINDINGS AND RECOMMENDATION
FOR PLANNING COMMISSION PUBLIC HEARING**

LOCAL FILE NO: SP 20-01 and CU 20-01

ACCELA FILE NO: 793-20-000001-PLNG

LOCATION: Map and Taxlot: 151005DB02800
650 N. Arrowleaf Trail, Sisters, OR 97759

APPLICANT: Darek Olson of Steele Associates

OWNER: Sisters Corporation LLC/Todd Taylor

STAFF: Nicole Mardell, Principal Planner

REQUEST: Site Plan and Conditional Use review of a 3,506 sq. ft. bank with a drive-through and supporting infrastructure

APPLICABLE CRITERIA: Sisters Development Code (SDC) Chapter 2.5 – Highway Commercial (HC) District; Chapter 2.15 – Special Provisions; Chapter 3 – Design Standards; Chapter 4.1 – Types of Applications and Review; Chapter 4.2 – Site Plan Review and Chapter 4.4 Conditional Use Permits.

HEARING DATE: March 19, 2020 5:30 pm, City Council Chambers, 520 E Cascade Avenue, Sisters

CONTINUATION DATE: April 16, 2020 5:30 pm, Remote Hearing (see agenda for call in details).

FINDINGS OF FACT:

ZONING: Highway Commercial (HC) District

COMPREHENSIVE PLAN DESIGNATION: Commercial Highway (CH)

PROPOSAL DESCRIPTION: The proposal consists of a 3,506 sq. ft bank with drive-through and 23-space parking lot.

LOT OF RECORD: The property is platted as Lot 4 in the Green Ridge Subdivision.

SITE DESCRIPTION & SURROUNDING LAND USES: The subject property is currently vacant, located in the Green Ridge subdivision and contains 0.78 acres. The topography of site is flat with several ponderosa trees and native vegetation throughout. The site is located between N. Arrowleaf Trail and US Highway 20 approximately 300' south of the intersection of N. Arrowleaf and W. Rail Way, with a multiuse path to the northeast of the property, and a sidewalk located to the southwest. The site and surrounding properties to the west, east, and south are all zoned Highway Commercial (HC) and contain a mix of uses including the Ray's Shopping Center, McDonalds restaurant, St. Charles Medical Center, and Mainline Station. The abutting property to the northeast, across Highway 20 is the Best Western.



SUMMARY OF CONCLUSIONARY FINDINGS: The application can either be approved, approved with conditions, or denied on the basis of whether the applicable standards and criteria can be satisfied either as submitted, or as mitigated through conditions of approval.

A detailed analysis of applicable standards and conclusionary findings specific to the requested Site Plan and Conditional Use Permit are contained in the staff findings below.

STAFF RECOMMENDATION: *Approve with Conditions.* Based on the information and findings contained in this staff report, staff concludes that the requested Site Plan and Conditional Use proposal satisfies the approval criteria and recommends that the Planning Commission vote to approve this request, with conditions (Exhibit E).

EXHIBITS:

The following Exhibits make up the record in this matter:

- A. Vicinity Map
- B. Site Plan & Elevations
- C. Public Notice & Comments
- D. Agency Review Comments
- E. Recommended Draft Conditions of Approval

APPLICABLE CRITERIA & STAFF FINDINGS

CONCLUSIONARY FINDINGS

The following findings relate to compliance with applicable criteria. The terms “subject property” or “site” refers to the subject site under consideration. The criteria applicable to this land use application are as follows:

City of Sisters Development Code (SDC):

- Chapter 4.1 – Types of Applications and Review Procedures
- Chapter 4.2 – Site Plan Review
- Chapter 4.4 – Conditional Use Permits
- Chapter 2.5 – Highway Commercial District (HC)
- Chapter 2.15 – Special Provisions
- Chapter 3 – Design Standards

Chapter 4.1 – Types of Applications and Review Procedures

4.1.200 Description of Permit/Decision-Making Procedures

All land use and development permit applications, except building permits, shall be decided by using the procedures contained in this Chapter. General provisions for all permits are contained in Section 4.1.700. Specific procedures for certain types of permits are contained in Section 4.1.200 through 4.1.600. The procedure “type” assigned to each permit governs the decision-making process for that permit. There are four types of permit/decision-making procedures: Type I, II, III, and IV. These procedures are described in subsections A-D below. In addition, Table 4.1.200 lists all of the City’s land use and development applications and their required permit procedure(s).

- B. Type II Procedure (Administrative). Type II decisions are made by the Community Development Director or designee with public notice, and an opportunity for a public hearing if appealed. The appeal of a Type II decision is heard by the Planning Commission;
- C. Type III Procedure (Quasi-Judicial). Type III decisions are made by the Planning Commission after a public hearing, with appeals heard by the City Council. Type III decisions generally use discretionary approval criteria;

Table 4.1.200		
Summary of Development Decisions/Permit by Type of Decision-Making Procedure		
Action	Decision Type	Applicable Regulations
Site Plan Review	Type II	Chapter 4.2
Conditional Use Permit	Type III	Chapter 4.4

Staff Findings: The proposed project would typically represent a Type II Procedure (Site Plan Review), which is an administrative decision made by staff. However, since the applicant is also applying for a Conditional Use Permit to enable the drive-through, the proceedings have been consolidated for review and the application is subject to a decision by the Planning Commission as a Type III Procedure as consistent with section 4.1.700.E.2.

4.1.500 Type III Procedure (Quasi-Judicial)

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Staff Findings: Staff provided the required notice to those persons entitled to notice at least 14 calendar days before the March 19, 2020 hearing. The notice contained all of the required information. Staff also published notice in a local newspaper as would be required for a Type III decision. The public hearing will follow the requirements of SDC 4.1.500(C) and a decision will be issued in accordance with SDC 4.1.500(D) through (F).

4.1.700 General Provisions

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Staff Findings: The application was initially submitted on January 10, 2020 and was deemed complete on Friday, February 7, 2020. The 120 day in which the City must issue a final local land use decision is June 6, 2020. The subject property constitutes a lot of record for the reasons set forth above.

Chapter 4.2 – Site Plan Review

4.2.200 Applicability

- A. Any new development, structure, building, or substantial alteration of an existing structure or use shall require Site Plan Review in accordance with Chapter 4.1 and 4.2.

4.2.300 Application Procedure

- A. Application Review. Site Plan Review shall be conducted as a Type II procedure using the procedures in Chapter 4.1, and using the approval criteria contained in Section 4.2.500.
- B. The Community Development Director shall have discretion to forward any site plan submitted for administrative approval to the Planning Commission for review.

Staff Findings: The proposal requires Site Plan review (Type II) and a Conditional Use Permit (Type III). Pursuant to prior sections, the applications will be consolidated and reviewed via the Type III review procedure. The Site Plan review application and Conditional Use criteria vary, and are outlined in tables 4.2.500 and 4.4.500 below.

4.2.500 Approval Criteria

Prior to issuance of building permits, the Community Development Director or designee shall approve, approve with conditions or disapprove the proposed site plan. In approving the plan, the Community Development Director or designee shall find that all provisions of the Development Code are met. The following criteria shall be considered:

4.2.500 Approval Criteria	Finding	Rationale
A. Conformance with applicable Design Standards in Chapter 3.	Complies	The proposed site plan meets the applicable design standards in Chapter 3, as discussed in more detail below. Conditions of approval have been added where necessary.
B. Adequacy of public and private facilities.	Complies	The site is adequately served by public and private facilities and is not anticipated to have a significant impact on existing facilities.
C. Traffic safety, internal circulation and parking, including pedestrian and bicycle safety;	Complies	The site has been designed to maximize traffic, pedestrian, and bicycle safety and has provided adequate internal circulation and parking.
D. Provision for adequate noise and/or visual buffering from non-compatible uses.	Conditional	The proposed use of a bank is a permitted use allowed in the HC zoning district but since the proposal includes a drive-through, a Conditional Use Permit is required. The proposed use of a bank with drive-through is not anticipated to have significant visual or noise impacts.
E. Conformance with applicable public works, building and fire code standards.	Complies	Public Works, Building and the Fire Department have reviewed this proposal and recommended conditions as necessary; their comments are public record and are included in Exhibit D.
F. Conformance with development requirements of the underlying zone.	Complies	Conformance with applicable development requirements of the underlying zone has been reviewed and is outlined in more detail below.

Staff Findings: Per 4.2.200, Site Plan review applies to the proposed development. Per 4.2.300, Site Plan Review was conducted as a Type II procedure using the procedures in Chapter 4.1, and using the approval criteria contained in Section 4.2.500. However, the Planning Commission is given the authority to review the factors associated with the drive-through portion of the proposed bank via the Conditional Use Permit process.

4.2.300 Bonding and Assurances

- A. Performance Bonds for Public Improvements.** On all projects where public improvements are required, the City shall require a bond in an amount not greater than 120% or other adequate assurances as a condition of site development approval in order to guarantee the public improvements;
- B. Release of Performance Bonds.** The bond or assurance shall be released when the Community Development Director, Public Works Director or designee finds the completed project conforms to the site development approval, including all conditions of approval.

- C. Completion of Landscape Installation.** Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to the cost of the landscaping as determined by the Community Development Director, designee or a qualified landscape architect is filed with the City Recorder assuring such installation within six months after occupancy. If the installation of the landscaping is not completed within the six-month period, the security may be used by the City to complete the installation.
- D. Business License Filing.** The applicant shall ensure that all business occupants of the completed project, whether permanent or temporary, shall apply for and receive a City business license prior to initiating business.

Staff Findings: The items above are advisory and have been added as conditions of approval in Exhibit E.

Chapter 4.4 – Conditional Use Permits

4.4.100 Applicability

The purpose of a Minor Conditional Use Permit and Conditional Use Permit is to review uses that may be permitted in the underlying zoning district but which because of their size, operation, or other characteristics require review on a case-by-case basis. The purpose of review shall be to determine that the characteristics of any such use shall be reasonably compatible with the type of uses permitted in surrounding areas, and for the further purpose of stipulating such conditions as may be reasonable to protect the health, safety, general welfare and well-being of the persons residing or working in the neighborhood or for the general welfare of the City.

Staff Findings: The proposal includes a drive-through window as part of the bank operation, a conditional use in the Highway Commercial Zone. Therefore, the application requires review under the conditional use standards.

4.4.400 Conditional Use Permit Approval Criteria

Approval Criteria. The Planning Commission (Conditional Use Permit) or Community Development Director or designee (Minor Conditional Use Permit) shall determine whether or not the establishment, maintenance, or operation of the use applied for will, under the circumstances of the particular case, be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood or the general welfare of the City. The City shall approve, approve with conditions, or deny an application for a Minor Conditional Use Permit or Conditional Use Permit based on the following criteria:

4.4.400 Approval Criteria	Finding	Rationale
A. The location, size, design, and operating characteristics of the proposed use will be compatible with and will not have significant adverse effects on the appropriate development and use of abutting properties and the surrounding neighborhood. Consideration shall be given to scale, bulk, coverage, and density; to the availability of civic facilities and utilities, to harmful effects, if any, upon desirable neighborhood characteristics and livability; to the generation of traffic and the capacity of surrounding streets;	Complies	Location: The drive-through area, subject to the conditional use criteria is located along the eastern and southern property lines in the interior of the property, as prescribed in 2.15.1600. The location of the ATM queuing area, and drive aisles associated with the drive-through are sited to reduce vehicle and pedestrian conflicts and reduce visual impact to other properties. The siting of the facility and drive-through is compatible with other drive-through facilities approved in the area. The subject property is located over 500 feet from any residential area, therefore noise or

<p>and to any other relevant impact of the development.</p>		<p>light associated with the subject property are unlikely to disturb neighboring properties.</p> <p>Size: The proposed drive-through consists of a bank teller window, atm area, and drive aisle. The size of the drive-through is minor and allows for the majority of the site to be used for the primary walk in bank structure, a pedestrian plaza, and a significant landscape area. The size of structure is compatible with other one-story commercial buildings on adjacent properties.</p> <p>Design: The applicant stated in the burden of proof that the site was designed in compliance with all design standards included in 2.15.1600 (Special Provisions for Drive-Through Facilities). As the design complies with this section and is located within a commercial area, the impacts to the surrounding area are minimal. The design is cohesive and complimentary with nearby structures and uses.</p> <p>Operating Characteristics: The applicant stated in the burden of proof that the operating characteristics of the proposed drive-through are similar to the operations within the main bank building, which are consistent with the commercial nature of the area. The applicant has provided information regarding usage of water, sewer, and transportation facilities. A traffic study is not required as the traffic produced as part of the overall development will not exceed 200 Average Daily Trips (ADTs).</p>
<p>B. The location, design, and site planning of the proposed use will provide a convenient, attractive and functional living, shopping or civic environment.</p>	<p>Complies</p>	<p>The applicant is proposing to locate the drive-through window along the eastern and southern property lines, away from existing and proposed pedestrian facilities. The positioning will allow for adequate queuing and stacking areas for vehicles, increasing safety and function of the site. Additionally, the applicant is proposing landscaping, screening, and architectural features that will ensure an attractive street frontage from both W Highway 20 and from the internal N. Arrowleaf Trail. Lighting and signage will be verified for compliance with this criterion at</p>

		the time of building and sign permit submittal.
C. The proposed use is in conformance with this Development Code.	Conditioned	The drive-through window is allowed conditionally and meets the requirements within the HC Zone and other applicable sections of the SDC. Items in the application relating to construction and on-site improvement have been conditioned and will be verified during compliance during building permit review and inspection prior to certificate of occupancy.
D. The criteria for Site Design Review approval (4.2.500) shall be met.	Complies	As stated in SDC 4.2.500 above, staff finds that the proposal complies or can be conditioned to meet all Site Design Review criteria.

4.4.500 Conditions of Approval

The City may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, the following:

- A. Limiting the hours, days, place and/or manner of operation;
- B. Requiring site or architectural design features which minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust;
- C. Requiring larger setback areas, lot area, and/or lot depth or width;
- D. Limiting the building height, size or lot coverage, and/or location on the site;
- E. Designating the size, number, location and/or design of vehicle access points or parking areas;
- F. Requiring street right-of-way to be dedicated and street(s), sidewalks, curbs, planting strips, pathways, or trails to be improved;
- G. Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas;
- H. Limiting the number, size, location, height and/or lighting of signs;
- I. Limiting or setting standards for the location, design, and/or intensity of outdoor lighting;
- J. Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance;
- K. Requiring and designating the size, height, location and/or materials for fences;
- L. Encouraging the protection and preservation of natural features including existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, cultural resources, and/or sensitive lands;
- M. Requiring the protection and preservation of designated Historic trees and natural features;
- N. Requiring the dedication of sufficient land to the public, and/or construction of pedestrian/bicycle pathways in accordance with the adopted Transportation System Plan, where applicable. Dedication of land and construction shall conform to the provisions of Chapter 3.1.
- O. Such other conditions as will make possible orderly and efficient development in conformance to the Sisters Comprehensive Plan and this Development Code.

Staff Findings: Staff finds that the applicant’s proposal is consistent with the character of the surrounding commercial area, and no additional conditions of approval from this section are required.

4.4.700 Approval Period

- A. Not including Section 4.4.600 Transportation Facilities and Improvements, within one (1) year following the approval date of a Minor Conditional Use Permit or Conditional Use Permit, substantial construction on the development shall be completed or underway, or if a use, the use shall have commenced operation. If a request for an extension is filed with the planning department within one (1) year from the approval date, the approving authority (Community Development Director or Planning Commission), may, upon written request by the applicant, grant a single extension of the expiration date for a period not to exceed one (1) year from the expiration date. An extension shall be based on findings that the facts upon which the Minor Conditional Use Permit or Conditional Use Permit was first approved have not changed to an extent sufficient to warrant refiling of the use permit.
- B. Any Minor Conditional Use Permit or Conditional Use Permit granted pursuant to this code is transferable to subsequent owners or contract purchasers of the property unless otherwise provided at the time of granting such permit.
- C. Expiration. The Minor Conditional Use Permit or Conditional Use Permit shall expire when the use has been discontinued for a period of twelve (12) consecutive months.

Staff Findings: Staff has added a condition of approval in accordance with this criterion and a statement of the expiration of approval pursuant to item C above.

4.4.800 Revocation

If at any time any development code standards or conditions attached to a Minor Conditional Use Permit or Conditional Use Permit approval have been violated, the Community Development Director may initiate revocation through a public hearing before the Planning Commission. Revocation of a Minor Conditional Use Permit or Conditional Use Permit shall require the use to cease and desist immediately if approved by the Planning Commission. If revocation occurs, a new use permit approval shall be required prior to resuming the use. The revocation process is subject to appeal in the manner used for the appeal of a Type II decision, including fees, notices and time-frames.

Staff Findings: This section is advisory. The applicant acknowledged these requirements in the burden of proof statement.

4.4.900 Alterations to an Approved Use Permit.

Any change in a valid Minor Conditional Use Permit or Conditional Use Permit will be considered and processed as a new Minor Conditional Use Permit or Conditional Use Permit application.

Staff Findings: This section is advisory. The applicant acknowledged these requirements in the burden of proof statement.

Chapter 2.5 – Highway Commercial District (HC)

2.5.200 Uses

Table 2.5.1 outlines the uses permitted in the HC District comparative to the requested use.

Table 2.5.1 Use Table for the Highway Commercial District	
Land Use Category	Permitted/Special Provisions/Conditional Use
Commercial	
Office (medical, dental, professional)	P
Permitted Uses with a drive-through	CU/SP

Staff Findings: The applicant is proposing a 3,506 square foot bank building with associated drive-through. The bank itself is most closely categorized as an office, which is a use permitted outright. The proposed drive-through is allowed conditionally with special provisions. Staff has outlined compliance with the Conditional Use Permit criteria above, evaluation of special provisions criteria provided in 2.15.1600 associated with drive-through facilities are discussed in more detail below.

2.5.300 Development Standards

The following property development standards shall apply to all land, buildings and uses in the Highway Commercial District:

A. Lot Area, lot frontage, setbacks, lot coverage and building height. See Table 2.5.2.

Table 2.5.2 Development Standards for the Highway Commercial District		
Development Standard	Highway Commercial District	Comments/Other Requirements
Minimum lot size	No minimum lot size	
Lot frontage	No minimum lot frontage	
Front yard setback		
a. Abutting a local street	10 foot minimum	Through-Lots. For buildings on through-lots (lots with front and rear frontage onto a street), the front yard setbacks shall apply.
b. Abutting state highway	50 foot minimum; 30-foot buffer setback which shall not include parking or vehicular circulation	The following features are allowed to encroach into the required setback by no more than five (5) feet: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.
c. Abutting Arterial	20 foot minimum	
d. Abutting Collector	10 foot minimum	
Interior side yard setback		
a. Abutting nonresidential district	No minimum	
b. Abutting residential district	15 foot minimum	See Buffering.
Exterior side yard setback		The following features are allowed to encroach into the required setback by no more than five (5) feet: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.
a. Abutting local street	10 foot minimum	
b. Abutting state highway	50-foot minimum building setback; 30-foot buffer setback which shall not include parking or vehicular circulation (See Buffering)	
c. Abutting Arterial	20 foot minimum	
d. Abutting Collector street	10-foot minimum	

Table 2.5.2 Development Standards for the Highway Commercial District (continued)		
Rear yard setback		
a. Abutting non-residential district	No minimum	
b. Abutting residential district	15 foot minimum	See Buffering
Lot coverage	No maximum lot coverage	Compliance with other sections of the Code (landscaping, parking, pedestrian circulation, etc.) may preclude 100 percent lot coverage for certain uses
Building Height	35-feet	See exceptions to building height in Section 2.5.300.B

B. Exceptions to Building Height

1. The building height increase allowed for housing shall apply only to vertical mixed use buildings, and shall only apply to that portion of the building that contains housing.
2. Not included in the maximum height limit are bell towers, steeples, flagpoles, and similar features that are not intended for human occupancy and by their vertical orientation do not block views.
3. Not included in the maximum height limit are western design theme facades (false front facades), which may extend to 40 feet for a maximum 25 percent of the street-facing building length.

Staff Finding: The applicant is utilizing an existing lot; therefore, the minimum lot size and frontage requirements do not apply.

The subject property is located adjacent to State Highway 20 to the northeast, N. Arrowleaf Trail (local street) to the southwest, and non-residential properties to the northwest and southeast. The structure is proposed to be located approximately 50 feet from the front property line along State Highway 20, approximately 80 feet from the rear property line adjacent to N. Arrowleaf Trail, 57 feet from the southeastern side property line, and approximately 40 feet from the northwestern side property line. All proposed setbacks comply with table 2.5.2 above.

Proposed structures on site include a 3,506 square foot structure, equating a lot coverage of approximately 10 percent. Table 2.5.2 above notes that there is no maximum lot coverage, therefore the proposal complies. The proposed height of structure, as shown in the submitted materials, is 20 feet, 6 inches and is under the maximum height limit of 35 feet. Staff finds these criteria are met.

- C.** All uses shall be conducted wholly within a completely enclosed building, except for service stations, off-street parking and loading facilities and outdoor displays, sales and dining. The Planning Commission may permit the outdoor operation of other permitted use by approving a conditional use permit including display of larger items, such as automobiles, trucks, motorcycles, buses, recreational vehicles/boats, construction equipment, building materials, and similar vehicles and equipment.

Staff Finding: The applicant is proposing a bank on the subject property. The operations of the bank will be wholly conducted within the proposed completely enclosed building, with the exception of the drive-through window. The impacts of the drive-through window will be negligible due to the siting and design of the area required by the conditional use standards. Therefore, staff finds this criterion is met.

- D. Outdoor Displays, Sales, and Dining.** Outdoor display, sale of merchandise and dining associated with the primary use is permitted and shall be limited to the private property of that primary use.

Merchandise shall be limited to items such as cards, plants, floral products, food, books, newspapers, bicycles, and similar small items for sale or rental to pedestrians. A minimum clearance of 4 feet shall be maintained at all times to allow pedestrians to pass by the displays, sales and dining areas. This section does not include public art; see Special Provisions.

Staff Finding: The applicant is not proposing any outdoor display, sale of merchandise, or dining associated with the use. Therefore, this standard does not apply.

E. Buffering. When abutting residential districts or a state highway, the setback area shall include landscaping to screen parking, services and delivery areas, and building walls without windows or entries, as applicable. The buffer may contain pedestrian seating but shall not contain any trash receptacles, parking or vehicular circulation, loading facilities or storage of equipment, materials, vehicles, etc. The landscaping standards in Chapter 3.2 may require buffering of other activities, as well.

Staff Finding: The subject property abuts a state highway (Highway 20) to the northeast. The applicant has provided a setback area of 50 feet from all buildings, and 30 feet not including parking or drive aisles. Within the 30-foot setback area, the applicant has provided landscaping to screen the drive aisle associated with the drive-through window. The setback area does not contain any trash receptacles, parking or vehicular circulation, loading facilities or storage of equipment, materials, vehicles, etc. Staff finds this criterion is met.

F. Building Orientation Standards. The following standards shall apply to all development within the Highway Commercial District in order to reinforce streets as public spaces and encourage alternative modes of transportation such as walking and bicycling.

- 1. Building entrances.** Buildings shall have their primary entrance(s) oriented to (facing) the street. On corner lots, buildings shall have at least one entrance oriented to the street. All other street facing elevations shall comply with the Design Standards including ground floor windows. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances (i.e., to a cluster of units or commercial spaces).

Staff Finding: The applicant notes in the burden of proof that the primary building entrance is located along the southern portion of the property, visible from N. Arrowleaf Trail. The other street facing elevation along Highway 20 also contains ground floor windows and other features from the required design standards outlined below. Staff finds this criterion is met.

G. Design Standards. The design standards in this section apply to all uses and buildings in the Highway Commercial District.

- 1. Ground floor windows** shall be provided along all street facing facades for viewing the activity inside the building and blank walls are prohibited.
- 2. Architectural features** include, but are not limited to the following: recesses, projections, wall insets, arcades, window display areas, awnings, balconies, window projections or other features that complement the design of the structure.
- 3. Roofs** should be designed to reduce the apparent exterior mass of a building, add visual interest and be appropriate to the Western Frontier Architectural Design theme. Architectural methods shall be used to conceal flat roof tops. Overhanging eaves, sloped roofs, articulated parapet walls and multiple roof elements are highly encouraged. Mansard style roofs are prohibited.

4. **Clearly defined, highly visible customer entrances** using features such as canopies, porticos, arcades, arches, wing walls, and/or integral planters are required.

Staff Finding: Ground floor windows are provided along all street facing facades. Architectural features including a covered entry area utilizing projections and articulations, a multi-tiered roof, articulated parapet walls, and changes in materials have been incorporated to complement the design of the structures. The design of the building incorporates a pedestrian plaza to draw in visitors and reduce building mass. Staff finds this criterion is met.

I. Pedestrian Amenity Standards. Development in the Highway Commercial District shall provide at least two (2) of the pedestrian amenities listed below. Pedestrian amenities may be provided within a public right-of-way (i.e., on the sidewalk, curb, or street pavement) when approved by the City (for city street), Deschutes County (for county roads) or ODOT (for state highways).

1. A plaza, courtyard, square or extra-wide sidewalk next to the building entrance (minimum width of 8 feet).
2. Sitting space (i.e., benches or ledges between the building entrance and sidewalk, with a minimum of 16 inches in height and 30 inches in width).
3. Building canopy, awning, pergola, or similar weather protection (minimum projection of 4 feet over a privately owned sidewalk or pedestrian space).
4. Public art
5. Water feature

Staff Finding: The proposed bank building includes a large pedestrian plaza area adjacent to the entrance (approximately 45' x 20' in size) which is partially covered and includes sitting space in the form of benches. The plaza also connects to both the multiuse path adjacent to Highway 20, and to an existing sidewalk along N. Arrowleaf Trail. A public art piece is incorporated into the center of the pedestrian plaza as a visual amenity to those passing by. Staff finds the applicant has provided two pedestrian amenities, and this criterion is met. A condition of approval has been added to ensure these amenities are installed in a timely manner.

J. Screening. The screening standards address specific unsightly features which detract from the appearance of commercial areas.

1. **Garbage and recycling collection areas.** Garbage and recycling collection enclosures are required and shall be orientated away from the street and adjacent properties. Enclosures shall be constructed of solid, durable and attractive walls/fences, a minimum of six (6) feet in height, with solid doors, and shall be visually consistent with project architecture. Trash receptacles for pedestrian use are exempt. Enclosures shall be compliant with all applicable fire codes.
2. **Mechanical equipment.** Mechanical equipment located on the ground, such as heating or cooling equipment, pumps or generators, must be screened from the street and any abutting residential zones by walls, fences, or vegetation. Landscaping and screening shall be tall enough to screen the equipment. Mechanical equipment placed on roofs must be screened by a parapet around the façade or the equipment that is as tall as the tallest part of the equipment. Screening shall be compliant with all applicable fire codes and height requirements.

Staff Finding: The applicant is proposing placement of the garbage and recycling collection areas on the northern portion of the parking lot area, orientated away from the street and adjacent properties. The area will be screened by a 6-foot enclosed brick masonry structure. The application stated in the application that mechanical equipment will be located on the ground on the northern portion of the

property. The landscape plan and site plan denote screening that will shield these areas from public view. Staff finds these criteria are met.

K. Western Frontier Architectural Design Theme. See *Special Provisions, Chapter 2.15 below*.

Staff Finding: Compliance with these criteria are addressed below.

L. 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 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 limits Formula Food Establishments to a maximum of six within this zone.

Staff Finding: The applicant is proposing a bank with a drive-through. A formula food establishment is not proposed; therefore this criterion does not apply.

CONCLUSIONARY FINDINGS: Chapter 2.15 – Special Provisions

2.15.1600 Drive-Through Facilities

It is the City of Sisters intent and policy to promote and encourage pedestrian use of the city. Many events are held within the City of Sisters that are predominately pedestrian based. It is the City's intent to support these events, future events, the 1880's theme, and resident use of the city by promoting pedestrian safety. To that end, the standards for drive-through facilities are intended to:

- Promote safer and more efficient on-site vehicular and pedestrian circulation
- Reduce conflicts between vehicles and pedestrians on adjacent streets.
- Reduce conflicts between queued vehicles and traffic circulation on adjacent streets
- Reduce noise, lighting, vehicular traffic and visual impacts on abutting uses.

Staff Finding: This section is advisory. The applicant has sited the drive-through within the property to reduce conflicts between vehicles and pedestrians, and between cars queued for the drive-through and those on adjacent streets. Greater detail on the location of the drive-through and its placement to reduce impacts was described in the conditional use approval criterion above.

A. Vehicular access. All driveway entrances, including stacking lane entrances, must meet vehicular access and circulation standards in Chapter 3.1, the Transportation System Plan, and the Public Works Standards, as applicable.

Staff Finding: Compliance with Chapter 3.1 is provided in detail below.

B. Stacking lane standards. The stacking lane is the space occupied by vehicles queuing for the service to be provided.

1. A minimum of four (4) stacking spaces for one lane, two (2) stacking spaces per lane for multiple stacking lanes is required (20-feet per stacking space). A stacking lane is measured from the back of the sidewalk to the service area.
2. Stacking lanes must be designed to not interfere with on-site pedestrian, parking and vehicle circulation.

3. Pedestrians must be able to enter the establishment from the sidewalk or on-site parking lot without crossing the stacking lane(s).
4. All stacking lanes must be clearly identified, through the use of striping, landscaping, directional signs, or similar means.
5. Drive-through elements (e.g., stacking lanes, queuing lanes, order windows, pick-up windows) shall not be oriented to a street or corner and shall be primarily oriented to the rear or the side of a lot except that drive-throughs on a corner lot may be oriented toward the street with the lower street classification. This standard is not applicable to service stations.

Staff Finding: The applicant is proposing a one lane drive-through with adequate space for up to nine (9) stacking spaces. The location of the drive-through and stacking area is located northwest of the main building, located opposite of the main vehicular and pedestrian entrance into the site from N. Arrowleaf Trail. The sidewalk access from the multi-use path adjacent to Highway 20 would require pedestrians to cross the stacking lane, although the location at approximately 125 feet from the drive-through window limits conflicts to cars, and alternative routes through from N. Arrowleaf Trail provide alternative routes for pedestrian entrance. The applicant has provided plans that denote striping and landscaping to clearly identify the stacking lanes. The location of the drive-through is in the northwest corner of the subject property, located as far from Highway 20 and N. Arrowleaf Trail as possible. Staff finds these criteria are met.

C. Setbacks and landscaping. All drive-through facilities must provide the setbacks and landscaping stated below.

1. Service areas and stacking lanes must be set back a minimum of 15 feet from all lot lines which abut Residential Districts. The 15-foot setback area must be landscaped with a combination of 5 shade trees per 100 lineal feet (deciduous trees capable of at least 25 feet in height and spread at maturity); and 50 evergreen shrubs per 100 lineal feet (capable of at least 8 feet in height at maturity); with the balance of the buffer area devoted to ground cover. Additionally, a minimum 6-foot masonry sound wall shall be placed along the property line.
2. Service areas and stacking lanes must be set back a minimum of 10 feet from all lot lines which abut non-Residential Districts. The 10-foot setback area must be landscaped with 40 or more evergreen shrubs per 100 lineal feet, with the balance of the buffer area devoted to ground cover. A wall or fence may also be required as a condition of site design review for screening or noise protection.
3. Service areas and stacking lanes must be set back a minimum of 20 feet and buffered from adjacent right-of-ways. Drive-Through Facilities in the Highway Commercial District which abut a state highway shall refer to Table 2.5.2 for buffer setbacks. Drive-Through Facilities in the Downtown Commercial District are exempt from the maximum setback requirements in Table 2.4.1.
4. A minimum 10-foot wide landscape area shall be provided along all street frontages.

Staff Finding: The subject property is located in the Highway Commercial zone and is not located adjacent to any residential districts. The stacking lane is located 10 feet from the western property line and more than 25 feet from the northern property line. In the burden of proof, the applicant notes that the western property line contains approximately 55 lineal feet of stacking area, requiring 22 evergreen shrubs per criterion (2) above and the northern property line contains 160 lineal feet of stacking area, requiring 64

evergreen shrubs. A total of 86 evergreen shrubs will be planted for adequate screening. A condition of approval has been added to ensure compliance with this criterion.

The proposed stacking lane is located 30 feet from the property line adjacent to Highway 20 per Table 2.5.2. The stacking lanes are located over 100 feet from N. Arrowleaf Trail. A ten (10) foot wide landscape buffer has been provided along all street frontages. Staff finds this criterion is met.

D. Compliance with design standards required. Drive-through facilities must comply with all of the development and design standards of the base zone. At a minimum, the following design elements are required:

1. A main entry to the drive-through building, if provided, must be oriented to the public street, with a direct pedestrian connection from the public street sidewalk to the main entry. The pedestrian connection shall be separate from and not crossed by driveway or stacking lanes. This standard is not applicable to service stations and other drive-through businesses that do not also serve pedestrians (e.g., car washes, lube services, etc.).

Staff Finding: The applicant is proposing for the main entrance to be oriented from N. Arrowleaf Trail and has provided a direct pedestrian connection from this street to the main entrance. A clearly demarcated sidewalk is provided from the southwestern portion of the subject property and connects to the plaza area. The crosswalk is situated to avoid conflict with the parking area and stacking lanes. Staff finds this criterion is met.

2. Building massing and roofs shall be designed with multiple features that break down the box, with a primary emphasis on windows, colors, textures, and broken roof lines. Windows shall be provided on all sides of the building that are visible from a public street or sidewalk. Building areas that are not conducive to windows can be fitted with “false windows.” There shall be a minimum of one dormer or roof offset for every 40 feet of ridgeline when a pitched roof style is chosen. This standard is not applicable to service stations.

Staff Finding: The applicant has provided elevations and an architectural rendering of the proposed building. Windows are provided on all sides of buildings, and the roof is multi-tiered to prevent a box-like shape. The applicant is providing a variety of colors and material textures to add visual interest to the building. Staff finds this criterion is met.

2.15.2200 – Public Art

All sculpture and visual art shall incorporate themes related to Sisters’ western heritage, culture, recreation, natural surroundings, wildlife, history and educational opportunities. These themes can be interpreted by a wide range of artistic styles, ranging from traditional to contemporary.

Staff Finding: The applicant has chosen to provide a public art piece as a pedestrian amenity. The applicant has not yet provided renderings or details regarding the piece. Compliance with this section will be reviewed at the time of installation. A condition of approval has been added to ensure compliance with this section.

2.15.2300 – Vision Clearance

Vision clearance is defined by a triangle created as follows: starting at the intersection of the projections along the edge of the pavement or along curb lines into the intersection of two vehicular ways, measure out from this point along each way for the specified distance to create two legs of a triangle and connect these two legs across the corner of the intersection (as shown in Figure 2.15.2300 A.). The clear vision space is defined by this triangle between 3' and 8' in height from the ground; within this space, the line of sight must remain unobstructed.

The legs of the triangles shall be determined as follows:

1. At the intersection of a street (public or private) and a driveway, alley, lane, or other vehicle way that is not a street, the minimum distance along each vehicular way as defined above shall be 15'.

...

Except as exempted below, no signs, structures or vegetation in excess of three feet in height shall be placed in “vision clearance areas,” as shown in Figure 2.15.2300 A. This standard applies to the following types of roadways: streets, alleyways and railways. The minimum vision clearance area may be increased by the City Engineer upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).

The clear vision area provisions do not apply to the following;

1. Any sign, post, pole or similar structure installed and maintained by a public entity; or,
2. Any private post or pole eight inches or less in diameter (width or length).

Staff Finding: A clear vision area exists at the intersection of the driveway into the site and N. Arrowleaf Trail. No signs, structures, or vegetation in excess of three feet in height are proposed in these areas per the landscape plan and other submitted materials. Staff finds this criterion is met.

2.15.2400—Dark Skies Standards

A. Requirements for installation. Except as exempted by provisions of this ordinance, as of the date of adoption, the installation of outdoor lighting fixtures shall be subject to the provisions of this ordinance and with the provisions of the applicable building Code and electrical Code, and with the Sign Chapter 3.4.

B. Shielding. All nonexempt outdoor lighting fixtures shall have light directed luminaires or shielding so as to prevent direct light from the fixture shining beyond the property limits where the fixture is installed. This means that a person standing at the adjacent property line would not see the light emitting source. Shielding by design or external application directs light downward and limits direct line-of-sight of a fixture’s lamp to the property upon which the fixture is installed and light directed upward is prohibited.

C. Permitted.

1. **Maximum Lamp Wattage and Required Luminaire or Lamp Shielding:**

All lighting installations shall be designed and installed to be fully shielded (full cutoff), except as in exceptions below, and shall have a maximum lamp wattage of 250 watts High Intensity Discharge (HID) or lumen equivalent for commercial lighting and 100 watts incandescent, and 26 watts compact fluorescent lighting or lumen equivalent for residential lighting (or approximately 1,600 lumens).

2. **Landscape and Deck lighting.** Low voltage landscape lighting, but such lighting shall be shielded in such a way as to eliminate glare and light trespass. Luminaries shall be mounted in or at grade

(but not more than 3 feet above grade) and shall be used solely for landscape rather than any area lighting.

Staff Finding: This applicant has provided detail regarding the proposed lighting on site. One of the lights, an area luminaire, appears to exceed 250 watts. Staff will confirm compliance with these standards at the time of building permit. A condition of approval has been added to ensure compliance with this criterion.

2.15.2600 Western Frontier Architectural Design Theme

- A. Purpose.** The purpose of the 1880's Western Frontier architectural design theme is to improve the City's image and visual appearance. It has also been developed with the desire to establish City identity and interest and to attract visitors and tourists in support of a significant community economy.
- B. Applicability.** The Western Frontier Architectural Design Theme applies to all new, reconstructed or remodeled uses in all Commercial Districts. Each proposed development is required to complete land use review process subject to the following standards. All designs must comply with all applicable Building and Fire Codes.
 - 1. Architectural Compatibility** Chapter 2.15.2600.B.1 outlines the architectural compatibility standards required including rhythm of spacing of buildings on streets, proportion of buildings' front facades.
 - 2. Design Themes** Chapter 2.15.2600.B.2 outlines the acceptable historic design themes.

Staff Finding: The applicant is proposing a new structure in the Highway Commercial zone; therefore, this section applies. The area, in contrast to the Downtown Commercial Zone, is more vehicular in scale and features individual buildings rather than single story attached structures. Existing structures in the area include 1880's themed gas stations and a formula food establishment, along with the 1880's Western Design themed Ray's shopping center. Rhythm and spacing is provided through a variation in materials and roof lines, alongside landscaping and the small footprint of existing structures. The applicant is proposing a design that is generally consistent with the area, including a height that is compatible with surrounding structures, higher quality building materials, and a public art piece that will be representative of Sister's history and culture per SDC 2.15.2200. The structure will include a covered pedestrian walkway, horizontal lap siding, and muted earth tone colors. Staff finds the proposal is consistent with the criteria above.

3. Guidelines for building designs

- a. Roofs.** Coverings shall be non-reflective metal, tile, asphalt, and other appropriate materials. All roofing shall meet all applicable Fire and Building Codes.
- b. Exterior Finishes.** Typical materials are varieties of actual or simulated horizontal wood siding, vertical board and batten (rough sawn or surfaced four sides) and cedar shingles, with the latter particularly applicable to ornamental patterns on residential structures .
- c. Windows.** Wood sash windows are typical, to include double hung, casement, horizontal sliding and fixed sash. Simulated wood is acceptable in commercial construction provided that it replicates the appearance of wood. This is particularly true for large expanses of glass which are permitted in commercial storefronts and will undoubtedly require special foundation.

- d. **Doors.** Combination glass and wood panel doors are typical and are available in certain standard types, in single and divided glass lights. Synthetic or simulated wood is acceptable as it provides durability, but must have the appearance of authentic 1880's western design.
- e. **Colors.** Rough sawn or milled boards and batten, particularly cedar and redwood, may be left unfinished and which may ultimately weather to silver gray in color. Applied surface colors were predominately flat white for most buildings. Large area surface colors other than white were primarily flat earthy ochres, yellows, browns and reds. Trim was found at the cornices, vertical corner trim of a building, windows and doors, porch and balustrade. Color samples are available at the Sisters City Hall.

Staff Finding: Chapter 2.15.2600.B.3 outlines the details for exterior finishes. The roof is to be constructed of horizontal wood sided parapet walls. The siding proposed for the bank building is primarily fiber cementitious lap siding with simulated wood grain, as shown on the project cover sheet and is muted in color. Black metal or vinyl windows are proposed. The applicant stated that the windows and doors are not wood and do not simulate wood, due to the size necessary for safety and visibility needed for the nature of the bank's operation. The windows and doors continue to promote pedestrian engagement and an active commercial ground floor; therefore, staff finds them to be acceptable.

The majority of the building is proposed to be a light tan wood color, which is muted and flat in tone. Trim will be a lighter shade of the same color family. The roof is proposed to be a flat brown/black color. The final design will be reviewed for conformance with Chapter 2.15.2600 at the time of building permit.

C. Benches. Benches should be provided in both buildable and private pedestrian areas and walkways.

Staff Finding: Benches are proposed in the pedestrian plaza at the main entrance of the building. This criterion is met.

D. Trash Enclosures. Trash enclosures shall be carefully located and treated to integrate with the appearance of the site/building design. Trash enclosures shall incorporate construction materials which are consistent with the western frontier theme and the style of the adjacent buildings.

Staff Finding: The trash enclosure is located away from the right-of-way, in the parking area. A 6' brick and masonry enclosure is proposed to shield the trash receptacles. Although the enclosure does not utilize the same materials as the adjacent building, the materials are consistent with the Western Design Standards and will integrate with the appearance of the overall site and adjacent buildings. This criterion is met.

E. Lighting. Lighting shall be low intensity, shaded or shielded and subject to review and shall be compatible with the western frontier theme. Exterior lighting shall comply with Section 3.4.200 m., Dark Skies Standards.

Staff Finding: The applicant has provided details regarding the proposed site lighting. Lighting shall be screened and conform to Section 3.4.200 m., Dark Skies Standards as outlined above. Final review and approval of lighting will be reviewed at the building permit stage. A condition of approval has been added to ensure compliance with this criterion.

F. Building Entrances. Entrances to the building shall be recessed from the sidewalk to provide for an entryway not in conflict with the pedestrian circulation on the sidewalk.

Staff Finding: The primary entrance to the proposed bank building is over 50 feet from the nearest sidewalk, and features a covered porch recessed from the pedestrian plaza. Staff finds this criterion is met.

G. Roof, mechanical equipment and satellite dishes. Such equipment shall be screened in a method consistent and integral with the overall architectural appearance of the structure.

Staff Finding: The applicant is proposing to locate mechanical equipment on the ground floor along the north side of the proposed bank building. The equipment will be screened by a partial screen wall and adjacent landscaping. Staff finds this criterion is met.

H. Architectural details. Attention to detail is of significant importance. Lighting fixtures, gates, exterior window treatments, use of material and color must be considered relative to the western frontier period for authenticity and detail.

Staff Finding: The applicant’s design incorporates a variety of architectural details in order to meet the western design theme. Greater detail on these requirements are found in the sections above. Staff notes that the final review of these design guidelines will occur at the time of building permit. Any modification to the submitted elevations and described materials will require additional review. Staff has added a condition of approval to ensure compliance with this criterion.

I. Awnings, canopies, porches. Awnings, porches, canopies or other additions to a structure shall be reviewed and approved by the city, and shall be compatible with the western frontier theme.

Staff Finding: The proposed structure includes a covered entry with an eave that extends along pedestrian areas to the side of the building, providing a connection to the pedestrian plaza and overall pedestrian circulation on site. The entry is utilizing materials that meet the western frontier design theme and are compatible with the overall building. Staff finds that the proposed covered entry complies with the intent of this section.

J. Fences and Gates. Fences and gates shall be constructed of wood and may contain ornamental iron details. Fence designs shall be consistent with the overall architectural style of the development, and shall meet all applicable clear vision, Fire and Building Code requirements.

Staff Finding: The applicant is not proposing any fences or gates, therefore this criterion does not apply.

Chapter 3 - Design Standards

Chapter 3.1 – Access and Circulation

3.1.300 Vehicular Access and Circulation - Standards	Finding	Rationale
<p>A. Traffic Study and Control Requirements. <i>The City may require a traffic study and a traffic study shall be required for all development resulting in a traffic impact or increase of 200 or more average daily trips. Traffic control devices and traffic-calming features shall be required when warranted.</i></p>	<p>N/A</p>	<p>A traffic study is not required, as the proposed use is not anticipated to result in a traffic impact or increase of 200 or more daily trips. The applicant provided detailed information regarding the number of trips in the burden of proof.</p>

<p>B. Access Management. <i>The City may require mitigation as a condition of granting an access permit.</i></p>	<p>Conditioned</p>	<p>The proposal includes access from an existing shared driveway into the site. The access is shared with the neighboring property immediately adjacent to the southeast (Tax Lot 2900). Prior to issuance of building permit, the applicant shall provide a copy of a shared access easement between tax lots 2800 and 2900. A condition of approval has been added to ensure compliance with this criterion.</p>
<p>C. Fire Access and Turnarounds. <i>This standard states that fire access lanes with turnarounds may be required and outlines the requirements.</i></p>	<p>Complies</p>	<p>All exterior walls are located within 150 of an existing public road. Therefore, adequate access for fire equipment is provided, and no additional fire access lanes or turnarounds are required.</p>
<p>D. Vertical Clearances. <i>Requires a minimum vertical clearance of 13'6" for vehicular circulation.</i></p>	<p>Complies</p>	<p>All vehicular circulation meets this standard.</p>
<p>E. Vision Clearance. <i>Visual obstructions between 3' and 8' feet are subject to Special Provisions, Vision Clearance.</i></p>	<p>Complies</p>	<p>Visual obstructions between 3' and 8' feet are subject to Special Provisions, Vision Clearance. The applicant has provided detailed site drawings, no obstructions are proposed.</p>
<p>F. Surface Options. <i>All vehicular circulation, parking, and access must be paved.</i></p>	<p>Complies</p>	<p>All proposed vehicular circulation and access will be paved with asphalt and meets this standard.</p>
<p>G. Surface Water Management. <i>All surface drainage must be on-site and constructed to City standards.</i></p>	<p>Conditioned</p>	<p>The applicant has provided a drainage plan that demonstrates adequate capacity to accommodate surface drainage on site. All site drainage shall be maintained on site and shall not drain onto public streets or neighboring properties. Storm water runoff from private property shall not impact public right-of-way or easements unless otherwise approved by the Public Works Director or City Engineer. A Condition of Approval has been added to satisfy this criterion.</p>
<p>H. Private Streets and Alleys. <i>Public and private streets and alleys shall conform to the standards in the City of Sisters Public Works Construction Standards.</i></p>	<p>N/A</p>	<p>No new streets or alleys are proposed.</p>
<p>I. Access Standards. <i>This standard lays out standards for access including spacing, closure of existing access points, and shared driveways.</i></p>	<p>Conditioned</p>	<p>As previously stated, the proposal includes a shared driveway accessed from N. Arrowleaf Trail, local street designation. Per Figure 3.1.300.A the minimum spacing of roadway to</p>

		<p>driveway is 10'. The driveway access has no other driveways located within 10' and is more than 385' from the intersection of N. Arrowleaf Trail and W Rail Way, meeting the requirements of this section. Per 3.1.300.1.5.b Access easements (i.e., for the benefit of affected properties) shall be recorded for the shared driveway prior to building permit issuance. A condition of approval has been added to satisfy this requirement.</p>
<p>J. Driveways, Access Connections and Driveway Design. Driveway openings (or curb cuts) shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet minimum width for each travel lane). The following standards are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians (as measured where the front property line meets the sidewalk or right-of-way):</p> <p>c. Other Uses. Access widths for all other uses shall be based on 10 feet of width for every travel lane. These dimensions may be increased subject to the City Engineer approval. Driveways providing direct access to parking spaces shall conform to the parking area standards in Chapter 3.3, Vehicle and Bicycle Parking. Properties located in the Light Industrial (LI) District shall refer to Chapter 2.6.</p>	<p>Complies</p>	<p>The existing driveway is a 24' two-way driveway, with 24' internal circulation driveways/drive aisles. Use of the existing driveway complies with this requirement.</p>
<p>K. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact. All public improvements shall be in conformance with the City of Sisters Public Works Construction Standards, latest edition.</p>	<p>Conditioned</p>	<p>As previously stated, based on the limited number of anticipated vehicular trips generated by the proposal, pedestrian improvements and traffic control devices are not required. Conditions of Approval from the City Engineer related to general public improvement requirements have been added to satisfy this criterion.</p>

3.1.400. Pedestrian/Bicyclist Access and Circulation

- A. Site Layout and Design.** To ensure safe, direct, and convenient pedestrian circulation, all developments shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:
- 1. Continuous Access and Circulation System.** The pedestrian/bicycle circulation system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub pathways or multi-use paths to adjacent streets and to private property with a previously reserved public access easement for this purpose.
 - 2. Safe, Direct, and Convenient.** Pathways and multi-use paths within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets
 - 3. Pathway Connections within Development.** Connections within developments shall conform to the following standards: a. Pathways shall connect all building entrances to one another to the extent feasible; b. Pathways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent feasible. Topographic or existing development constraints may be cause for not making certain pathway connections, as generally shown in Figure 3.1.400A;

Staff Finding: The applicant has provided site plan drawings that denote safe, direct, and convenient pedestrian connections from the multi-use path adjacent to Highway 20 to the north, through the site, and to N. Arrowleaf Trail to the south. Pedestrians can use the existing pedestrian routes along Highway 20 (multi-use path) or along N. Arrowleaf Trail to travel east and west. Staff finds the proposed bicycle and pedestrian circulation system meets these requirements.

B. Pathways Design and Construction. Pathways and multi-use paths shall conform to the following standards:

- 1. Vehicle/ Pathway and Multi-use Path Separation.** Except for crosswalks (subsection 2) and for properties in the Light Industrial Zone, where a pathway or multi-use path abuts a driveway or street, it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a pathway or multi-use path abutting a driveway at the same grade as the driveway if the pathway or multi-use path is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed to withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians and bicyclists.
- 2. Crosswalks.** Where pathways and multi-use paths cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area. Painted or thermo-plastic striping and similar types of non-permanent applications may be approved for crosswalks not exceeding 24 feet in length.
- 3. Pathway and Multi-use Path Width and Surface.** Pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the Public Works Director or designee, at least 6 feet wide, and shall conform to ADA requirements. Multi-use paths (i.e., for bicycles and pedestrians) shall be the same materials, at least 10 feet wide and shall conform to ADA requirements.

Staff Finding: The applicant is proposing 6 inch raised sidewalks with curbs on site. The sidewalks will be constructed of concrete, which provide contrast to the asphalt paving on site. Conditions of approval have

been added to ensure conformance Public Rights-of-Way Accessibility Guidelines (PROWAG) including compliant curb ramps.

Chapter 3.2 - Landscaping and Screening

3.2.100. Purpose

The purpose of this chapter is to promote community health, safety and welfare by protecting existing trees and setting development standards for landscaping, street trees, fences and walls. Landscaped areas should help to control surface water drainage and can improve water quality.

3.2.200 Landscape Requirements & Standards	Finding	Rationale
<p>3.2.200.A-E. <i>3.2.200 sections A through E outline the landscaping requirements by zone; areas that may be included in landscaping; landscaping requirements including but not limited to the Oregon Forestland-Urban Interface Fire Protection Act, tree planting, groundcover, buffering, and landscape installation requirements; right-of-way landscaping requirements; and landscape maintenance.</i></p>	<p>Conditioned</p>	<p>Per 3.2.200, a minimum of 10% (3,398 sf) of the combined site must be landscaped. The proposal calls for a total of 33% of the combined site to be landscaped. Detailed landscape plans were submitted by the applicant and demonstrate compliance with these criteria.</p> <p>Per 3.2.200.C.10, trees are located every 8 parking spaces to provide a partial canopy over the parking lot. All landscaping shall be installed prior to issuance of a certificate of occupancy. A condition of approval has been added to ensure compliance.</p>
3.2.300 Screening, Fences, and Walls	Finding	Rationale
<p><i>3.2.300 sections A through C outline the requirements for screening, fences, and walls.</i></p>	<p>Complies</p>	<p>Screening in the form of evergreen hedges and a partial screen around equipment has been reviewed and is in compliance with this section. No fences are proposed.</p>
3.2.500 Existing Trees	Finding	Rationale
<p><i>3.2.500 sections A through E outline the requirements for existing trees onsite.</i></p>	<p>Conditioned</p>	<p>Per SDC 3.2.500.D. significant trees shall be retained whenever practical. The applicant has provided a tree removal plan, in which thirteen (13) significant trees are proposed to be removed to accommodate the proposed development. Per 3.2.500.D.2, Significant Trees removed shall be replaced at a 3:1 ratio of trees removed to trees planted. Five (5) replacement trees are required. The applicant is proposing to plant five (5) large Ponderosa Pine trees and ten (10) additional deciduous trees at least two caliper inches in size as replacements.</p>

		<p>No trees in the public right of way are proposed to be removed. If any need to be removed, prior approval is required by the Urban Forestry Board. Trees proposed to remain shall be protected during construction per SDC 3.2.500.D.</p> <p>Conditions of approval have been added to ensure compliance with these criteria.</p>
3.2.600 Street Trees	Finding	Rationale
<p><i>3.2.600 sections A through F outline the requirements for street trees.</i></p>	<p>Conditioned</p>	<p>A total of five (5) street trees are required and must meet the standards in 3.2.600 including a 35' maximum average spacing between street trees.</p> <p>Existing trees in or adjacent to the ROW may be substituted to fulfill this requirement with the City's approval.</p> <p>All trees proposed for removal partially or wholly within public right of way shall be subject to Urban Forestry Board approval. A condition of approval has been added to satisfy this requirement.</p>

Chapter 3.3 – Vehicle and Bicycle Parking

3.3.200 Applicability

A. New Structures. When a structure is constructed, on-site vehicle and bicycle parking and loading spaces shall be provided in accordance with this chapter.

3.3.300 General Provisions	Finding	Rationale
<p>3.3.300.A-H. <i>3.3.300 sections A through H outline the general parking provisions including the following minimum parking requirements:</i></p> <p>Commercial Categories Professional and personal services (barber shops/salons, banks and financial institutions, etc.) 1 space per 400 square feet of floor area</p>	<p>Conditioned</p>	<p>Per Table 3.3.300.A. nine (9) parking spaces are required for the bank building. The applicant is proposing 23 spaces in the proposed parking area, of those twelve (12) spaces will be shared with the neighboring property owner to the south.</p> <p>Per 3.3.300.E, the maximum number of parking spaces allowed for a lot containing 1-10 required parking spaces is 120% of the minimum. Therefore, the maximum is eleven (11) spaces. Spaces that are to be used as shared parking do not count toward</p>

		the maximum number of parking. To ensure the spaces are adequately shared, staff has added a condition of approval for the applicant to provide a copy of a shared parking agreement for the use of the excess spaces.
3.3.400 Standards for Off-Street Parking	Finding	Rationale
3.3.400.A-N. <i>3.3.400 sections A through N outline the specific standards for off-street parking including pavement, maneuvering areas, stall dimensions and accessible parking space requirements.</i>	Complies	The proposed parking meets the standards in 3.3.400 including ADA requirements.
3.3.500 Off-Street Loading Facility Requirements	Finding	Rationale
B.1. One berth for each building containing 20,000 to 50,000 square feet of floor area.	N/A	The proposal is under 20,000 square feet in size; therefore, this standard is not applicable.
3.3.600 Bicycle Parking Requirements	Finding	Rationale
3.3.600.A-G. <i>3.3.600 sections A through G outline the specific standards for bicycling parking.</i> 3.3.600.A.5. All Other Uses. All uses which require off street parking, except as specifically noted, shall provide one bicycle parking space for every 10 required vehicle parking spaces.	Complies	One bicycle parking space is provided for every ten required vehicular parking spaces. The applicant is proposing a total of 23 new parking spaces. Two bicycle spaces are required and are provided near the primary entrance of the proposed building.

----- **End of Conclusionary Findings** -----

EXHIBIT A: Vicinity Maps



EXHIBIT B: Elevations and Site Plan

18 WEST ELEVATION
1/2" = 1'-0"

20 NORTH ELEVATION
1/2" = 1'-0"

GENERAL NOTES:

- SEE SHEET A01 FOR GENERAL NOTES, DIMENSIONS, AND ABERRATIONS.
- SEE TITLE SHEET FOR DRAWING INDEX.
- DO NOT SCALE DRAWINGS.
- REFER TO BUILDING SECTIONS FOR ADDITIONAL INFORMATION.
- REFER TO WALL ASSEMBLY TYPES ON SHEET A01.
- REFER TO ELECTRICAL DRAWINGS FOR EXTERIOR ELECTRICAL FUTURES.
- CONTRACTOR SHALL MAKE ALL ROOF AND WALL PENETRATIONS WATER PROOF AND WEATHER PROOF.
- REFER TO MECHANICAL DRAWINGS FOR EXTERIOR MECHANICAL EQUIPMENT.
- PROVIDE FINISHES OF THE SAME COLOR AS ADJACENT TRIM OR SIDING.

MATERIAL LEGEND:

PERIMETER FINISHES:

- 1. HEIGHT DROP BOX
- 2. ROOF
- 3. BRIDGE MOUNTED BLOSSOM WALL AS REQUIRED FOR SUPPORT
- 4. CONCRETE AND TYP.
- 5. MECHANICAL AND TYP.
- 6. MECHANICAL EQUIPMENT SCREEN

KEYED NOTES:

STEEL

MID-OREGON CREDIT UNION
650 N. ARROWLEAF TRL
ORIGON

EXTERIOR ELEVATIONS

19113.01
DATE: 01.10.2020
BY: [Signature] / [Signature]

A201
EXTERIOR ELEVATIONS

SITE PLAN REVIEW

18 EAST ELEVATION
1/2" = 1'-0"

20 SOUTH ELEVATION
1/2" = 1'-0"

GENERAL NOTES:

- SEE SHEET A01 FOR GENERAL NOTES, DIMENSIONS, AND ABERRATIONS.
- SEE TITLE SHEET FOR DRAWING INDEX.
- DO NOT SCALE DRAWINGS.
- REFER TO BUILDING SECTIONS FOR ADDITIONAL INFORMATION.
- REFER TO WALL ASSEMBLY TYPES ON SHEET A01.
- REFER TO ELECTRICAL DRAWINGS FOR EXTERIOR ELECTRICAL FUTURES.
- CONTRACTOR SHALL MAKE ALL ROOF AND WALL PENETRATIONS WATER PROOF AND WEATHER PROOF.
- REFER TO MECHANICAL DRAWINGS FOR EXTERIOR MECHANICAL EQUIPMENT.
- PROVIDE FINISHES OF THE SAME COLOR AS ADJACENT TRIM OR SIDING.

MATERIAL LEGEND:

PERIMETER FINISHES:

- 1. STEEL
- 2. BRIDGE MOUNTED BLOSSOM WALL AS REQUIRED FOR SUPPORT
- 3. CONCRETE AND TYP.
- 4. MECHANICAL AND TYP.
- 5. MECHANICAL EQUIPMENT SCREEN

KEYED NOTES:

STEEL

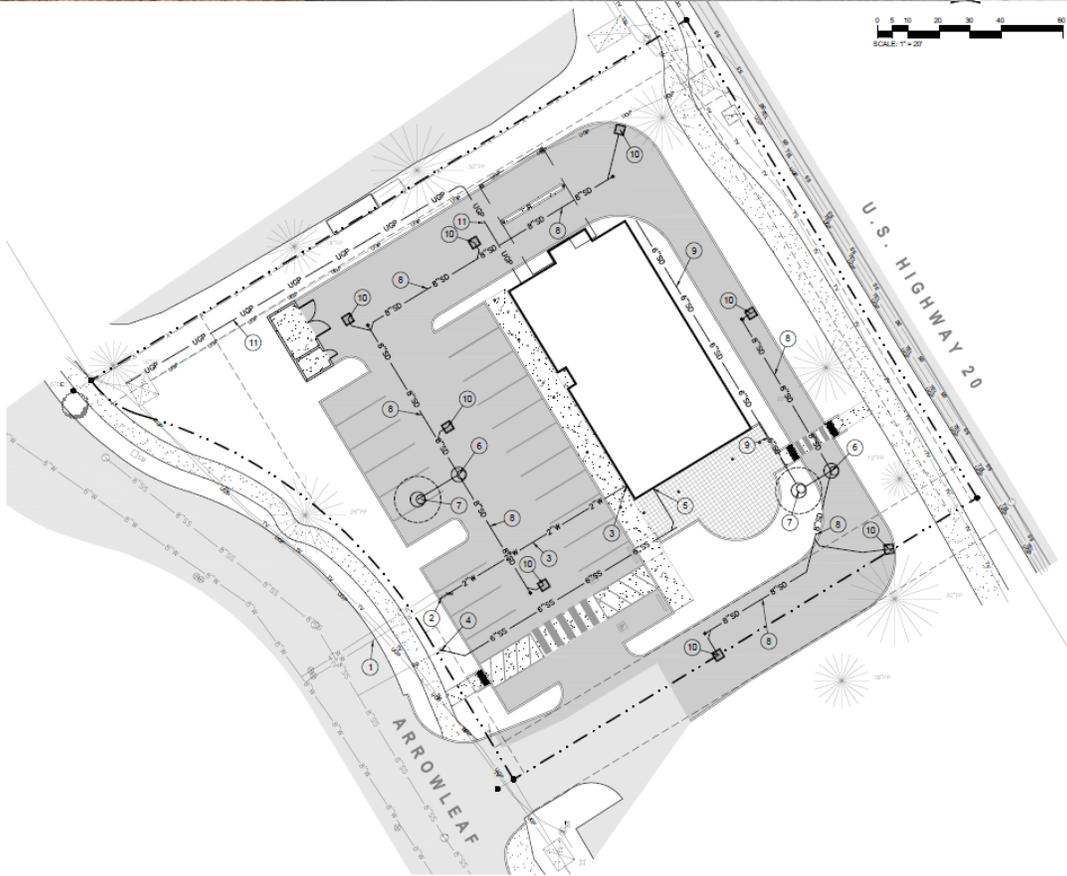
MID-OREGON CREDIT UNION
650 N. ARROWLEAF TRL
ORIGON

EXTERIOR ELEVATIONS

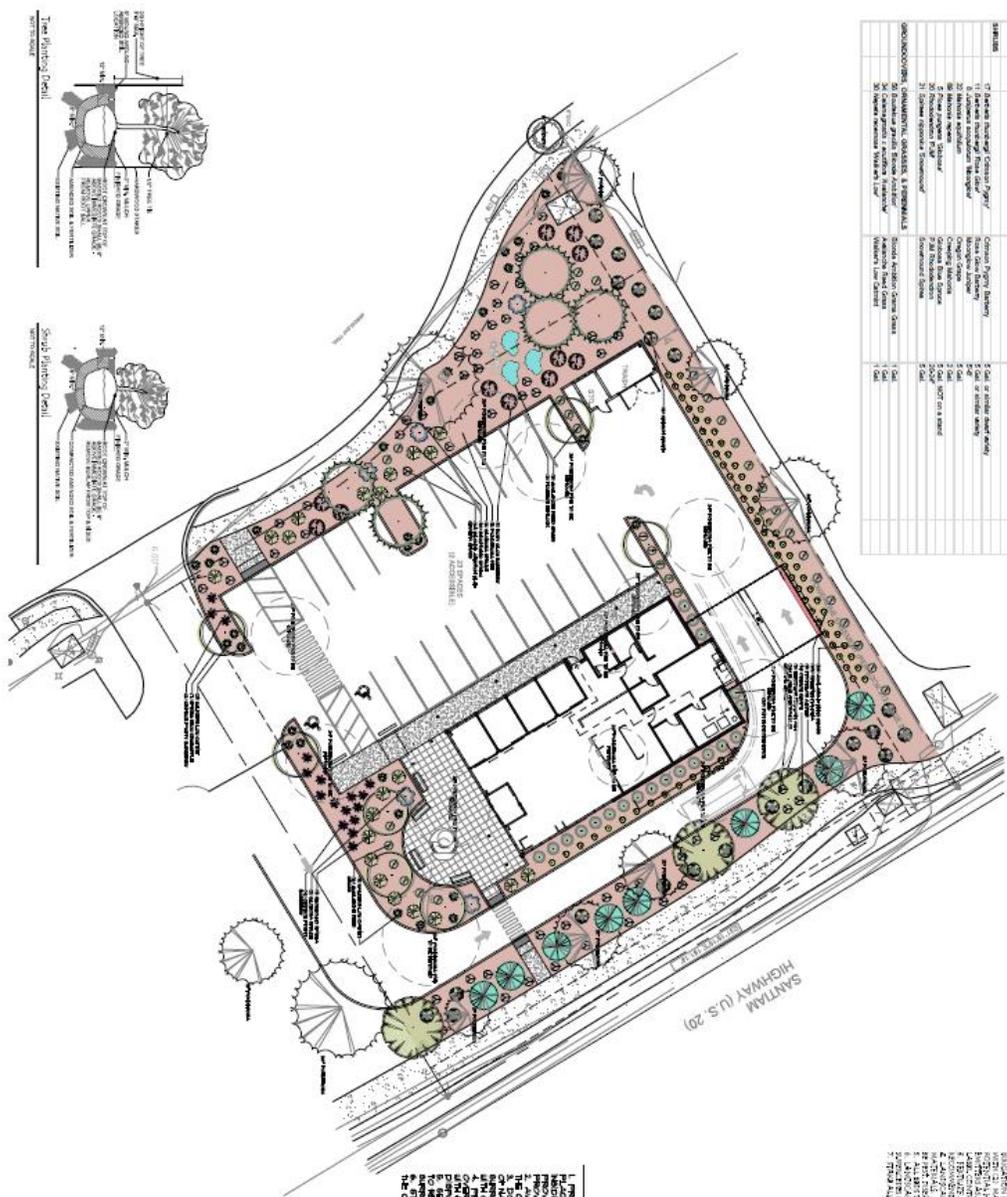
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A202
EXTERIOR ELEVATIONS

SITE PLAN REVIEW

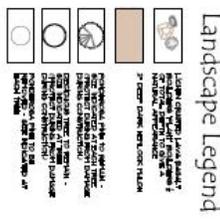


QTY	SCIENTIFIC NAME	PLANT MATERIAL LIST	DATE COMMENTS
1	1" x 1" x 1" x 1" x 1"	1" x 1" x 1" x 1" x 1"	
2	2" x 2" x 2" x 2" x 2"	2" x 2" x 2" x 2" x 2"	
3	3" x 3" x 3" x 3" x 3"	3" x 3" x 3" x 3" x 3"	
4	4" x 4" x 4" x 4" x 4"	4" x 4" x 4" x 4" x 4"	
5	5" x 5" x 5" x 5" x 5"	5" x 5" x 5" x 5" x 5"	
6	6" x 6" x 6" x 6" x 6"	6" x 6" x 6" x 6" x 6"	
7	7" x 7" x 7" x 7" x 7"	7" x 7" x 7" x 7" x 7"	
8	8" x 8" x 8" x 8" x 8"	8" x 8" x 8" x 8" x 8"	
9	9" x 9" x 9" x 9" x 9"	9" x 9" x 9" x 9" x 9"	
10	10" x 10" x 10" x 10" x 10"	10" x 10" x 10" x 10" x 10"	
11	11" x 11" x 11" x 11" x 11"	11" x 11" x 11" x 11" x 11"	
12	12" x 12" x 12" x 12" x 12"	12" x 12" x 12" x 12" x 12"	
13	13" x 13" x 13" x 13" x 13"	13" x 13" x 13" x 13" x 13"	
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Landscape Notes

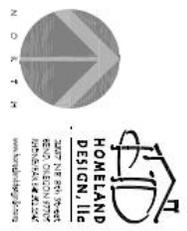
1. All landscape plantings shall be installed in accordance with the following specifications:
2. All plants shall be installed in accordance with the following specifications:
3. All plants shall be installed in accordance with the following specifications:
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30. All plants shall be installed in accordance with the following specifications:



Tree Preservation Notes

1. All trees shall be preserved in accordance with the following specifications:
2. All trees shall be preserved in accordance with the following specifications:
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25. All trees shall be preserved in accordance with the following specifications:
26. All trees shall be preserved in accordance with the following specifications:
27. All trees shall be preserved in accordance with the following specifications:
28. All trees shall be preserved in accordance with the following specifications:
29. All trees shall be preserved in accordance with the following specifications:
30. All trees shall be preserved in accordance with the following specifications:

LANDSCAPE PLAN
DATE: 11/10/20



3007 NW 10th Street Bend, OR 97701 541.382.9867 www.homedesignllc.com	MID-OREGON CREDIT UNION 650 N ARROWLEAF TRL SISTERS OREGON	STEELE architecture interiors planning 541.382.9867 www.steele-arch.com	NOT FOR CONSTRUCTION
	LANDSCAPE PLAN L10	ASSOCIATES ARCHITECTS LLC 808 NW YORK DRIVE SUITE 150 SEASIDE, OR 97138 541.382.9867 FAX 541.386.8918	

EXHIBIT C: Public Notice & Comments

Public Notice & Comments: Notice of the proposed Site Plan was posted on site and sent to all neighboring property owners located within 250 feet of the border of the sites' property boundary over two weeks from the date of this decision as required by the Sisters Development Code. No written public comments were received as of April 8, 2020.

EXHIBIT D: Agency Review Comments

Notices were sent to City Departments and other affected agencies for comment. The following Department and Agency comments were received:

PUBLIC WORKS (PAUL BERTAGNA) & ENGINEERING (ERIK HUFFMAN):

See attached.

CENTRAL OREGON ELECTRIC COOPERATIVE (PARNELI PERKINS):

CEC has no concerns, an easement may be needed.

HIGH COUNTRY DISPOSAL (ABIE BURKUS):

No comments received.

SISTERS/CAMP SHERMAN FIRE DISTRICT (Doug Green):

No comments received.

EXHIBIT E: CONDITIONS OF APPROVAL

Conditions of Approval for SP 20-01, CU 20-01

The following conditions of approval are associated with the land use application file nos. SP 20-01, CU 20-01. **All conditions shall be met prior to issuance of building permit** unless otherwise stated within each condition of approval.

1. The applicant is required to comply with all requirements of the Fire Marshal and Oregon Fire Code, latest edition (see Sisters/Camp Sherman Fire District comments in Exhibit D to the staff report). Fire District review is required for all building permits.
2. Site plan approval is effective for a period of two (2) years from the date of approval per 4.2.700. The approval shall lapse if a building permit has not been issued within the time period provided by 4.2.700.
3. Prior to or at the time of building permit application, the applicant shall provide final exterior building materials and colors to ensure compliance with the submitted elevations and western design theme requirements.
4. All trees proposed for removal partially or wholly within public right of way shall be subject to Urban Forestry Board approval prior to removal. The applicant shall add this note to final construction plans to ensure compliance with this requirement.
5. Prior to issuance of Certificate of Occupancy, all landscaping, including pedestrian amenities, shall be installed unless approval from the Community Development Director and/or Public Works Director has been obtained for alternative installation timing. In order to screen the stacking area, 22 evergreen shrubs must be planted along the western property line, and 64 evergreen shrubs must be planted along the northern property line.
6. Prior to issuance of Certificate of Occupancy for the proposed structure, at least five (5) large Ponderosa Pine trees and ten (10) additional deciduous trees at least two caliper inches in size as must be installed, or security acceptable to City must be provided to City. Additionally, a total of five street trees are required and must meet the standards in 3.2.600 including a 35' maximum average spacing between street trees.
7. Public art chosen by the applicant shall incorporate themes related to Sisters' western heritage, culture, recreation, natural surroundings, wildlife, history and educational opportunities. These themes can be interpreted by a wide range of artistic styles, ranging from traditional to contemporary.
8. All lighting shall comply with the Dark Skies Standards described in SDC 2.15.2400 . Lighting shall be verified for compliance prior to issuance of a Certificate of Occupancy.
9. Prior to building permit issuance, developer shall execute and provide the City a copy of a shared access easement acceptable to City between tax lots 2800 and 2900.

10. Prior to building permit issuance, developer shall execute and provide the City a copy of a shared parking agreement acceptable to City for shared use of twelve parking spaces.
11. Prior to occupancy, developer shall install a water meter on the existing water service line for the property. The existing 2" water service line will allow a water meter as small as 1.5". If the developer desires a water meter smaller than 1.5", developer shall remove the water service to the valve at the main, remove the valve can and bury the valve, and install a new water service.
12. Prior to occupancy, developer shall either connect to the existing fire service line or shall abandon the fire service line. For use of the existing fire line, the developer shall install a doublecheck, FDC, and PIV vault or alternative as approved by the City and Fire Marshal. For abandonment, no reconfiguration of the existing fire service line is necessary.
13. All roadway cuts shall be patched per City standard drawing 1-1, Class C trench. Roadway cuts shall extend to roadway centerline or the full roadway width, as necessary to reach the utility line.
14. All site drainage shall be maintained on site and shall not drain onto public streets or neighboring properties. Storm water runoff from private property shall not impact public right-of-way or easements unless otherwise approved by the Public Works Director or City Engineer.
15. Site grading and drainage plans shall be submitted for Engineering review and shall be subject to City and Central Oregon Stormwater Manual (COSM) design, construction, and testing standards.
16. Stormwater calculations shall be provided to the City of Sisters for review and approval as part of the grading and drainage plan submittal.
17. Proposed site drainage facilities and stormwater systems shall be designed for a 25 year/24 hour storm event (2.8 inches) and have appropriate pretreatment per City standards. Infiltration rates must be supported by a Geotech report or other verifiable documentation.
18. New on-site private drywells and other underground injection control (UIC) systems not part of the public drainage system must be registered and approved by the Oregon Department of Environmental Quality (DEQ) prior to construction or building permit issuance.
19. Impervious area from roof areas must be included in calculations of stormwater volumes and runoff rates.
20. Developer must provide construction plans that include all proposed and/or required public improvements, water/sewer service connections, site grading/drainage and utilities to the City for City review and approval.
21. Prior to building permit issuance, Developer must provide City a performance guarantee for 120% of the value for all required public improvements in a form acceptable to the City. The applicant shall submit a cost estimate to the City for review and approval prior to executing the performance guarantee.
22. Release of Performance Bonds. The bond or assurance shall be released when the Community Development Director, Public Works Director or designee finds the completed project conforms

to the site development approval, including all conditions of approval. City may require a one-year maintenance bond as a condition of accepting any public improvements.

23. Business License Filing. The applicant shall ensure that all business occupants of the completed project, whether permanent or temporary, shall apply for and receive a City business license prior to initiating business.

END OF CONDITIONS