



PLANNING COMMISSION **Agenda**

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

THURSDAY, MARCH 21, 2024 – 4:00 P.M WORK SESSION AGENDA

This Planning Commission meeting is accessible to the public in person in the City Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 and via the following Zoom link:

<https://us02web.zoom.us/j/83724659109>

- I. **CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA**
- II. **VISITOR COMMUNICATION:** This is time provided for individuals wishing to address the Planning Commission regarding issues not already on the agenda.
- III. **WORK SESSION** – The intent for this work session is to be informational only and no action and no public comment will be taken. Public comment will be welcome at the future public hearing for this item.
 - A. **SUN RANCH TOURIST COMMERCIAL (TC) ZONE DISTRICT** – SISTERS DEVELOPMENT CODE TEXT AMENDMENTS – City File TA 24-01 (Exhibit A)
- IV. **STAFF AND COMMISSIONER COMMENTS**
- 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



PLANNING COMMISSION

Staff Report

Meeting Date: March 21, 2024

Staff: Martin

Type: Workshop

Dept: CDD

Subject: Sun Ranch Tourist Commercial Text Amendments – File No. TA 24-01

Action Requested: Workshop to continue an overview of the proposed text amendments and review process in preparation for public hearing before the Planning Commission. The workshop is for informational purposes only and is not a forum for deliberating the merits of the proposal.

SUMMARY POINTS

The Community Development Department has received an application proposing text amendments to Chapters 1.3 and 2.12 of the Sisters Development Code (File No. TA 24-01). The purpose of this workshop is to continue an overview of the proposal and review process in preparation for a public hearing. This staff report includes the following:

- I. BACKGROUND
- II. APPLICATION OVERVIEW
- III. REVIEW PROCESS OVERVIEW
- IV. OTHER RELEVANT INFORMATION
- V. PROJECT RECORD
- VI. NEXT STEPS

I. BACKGROUND

The Planning Commission (Commission) held a workshop on March 7, 2024¹, to prepare for a public hearing originally scheduled for March 21, 2024. At the workshop, the Commission expressed interest in more time to understand the details of proposal and review process before initiating the formal public hearing process. Therefore, the public hearing on March 21 is cancelled. When the date of the rescheduled public hearing is determined, notice of the public hearing will be provided as specified in Sisters Development Code (SDC) 4.1.600.

¹ 3/7/24 Planning Commission Workshop: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-74>

II. APPLICATION OVERVIEW

The Applicant, Skidmore Consulting, LLC (Jon Skidmore), on behalf of Lake House Inn, LLC (Ernie Larrabee), filed a land use application for Text Amendments to Sisters Development Code Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial (TC) District. Lake House Inn, LLC is the owner of 69013 Camp Polk Road, a property located in the TC District. The applicant indicates the purpose of the amendments is to expand and clarify the types of uses allowed in the TC District and make other edits for consistency with the Sisters Development Code. In summary, the proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3.
- Update the Purpose Statement in Chapter 2.12.
- Add uses permissible in Chapter 2.12 including Lodging Establishment, Hostel, RV Park including caretaker’s residence, and Park.
- Remove many listed uses that qualify as “Accessory uses.” Examples of this include “Saunas,” “Laundry establishment focusing on providing for the needs of guests”, and “Multi-use trails and paths.”
- Remove special standards for neighborhood market, laundry establishment, and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City’s Western Frontier Architectural Design Theme.
- Changes to the setback requirements.
- Format Chapter 2.12 for consistency with most district chapters of the SDC.

Attached is Addendum 1 to the application as submitted by the applicant on March 14, 2024 (Attachment A). Included as Exhibit C to the addendum is a summary table that details current language, proposed language, and their reason for the amendment. While there are a significant number of changes proposed, staff notes that many are not substantive and only changes to the formatting of the chapter. Staff will provide a detailed overview of this table at the workshop and highlight the substantive changes. Also included in the addendum are track changes and clean versions of the proposed text amendments (Exhibits A and B to Addendum 1). The track changes version identifies removed text with ~~strike through~~ and added text with underline.

III. REVIEW PROCESS OVERVIEW

The types of applications and review procedures for all land use and development permit applications are outlined in SDC Chapter 4.1². Pursuant to SDC 4.1.200(D), the subject text amendment proposal is a legislative matter subject to the Type IV procedures as outlined in SDC 4.1.600. This is the same process used for city initiated legislative amendments (e.g. Dark Skies Lighting Ordinance). This means there will first be a public hearing before the Commission. At the conclusion of the public hearing, the Commission will provide a recommendation for consideration by the City Council at a required subsequent public hearing. The City Council makes the final decision via adoption of an ordinance. Throughout the review process there is opportunity for the public to provide comments, either in writing at any time or orally at the public hearings.

² SDC Chapter 4.1: <https://www.codepublishing.com/OR/Sisters/#1/SistersDevCode04/SistersDevCode0401.html#4.1>

While the review process is the same for applicant and city initiated legislative amendments, the timing of the opportunity for the Planning Commission to evaluate and refine the amendments is different. The Commission has likely become familiar with the city-initiated process that can involve a lengthy process of developing, drafting, and refining the amendments prior to the public hearing. In contrast, for applicant-initiated amendments the applicant has completed the initial steps of developing and drafting the amendments prior to the public hearing. This does not mean the Commission recommendation is limited to an approval or denial of the amendments as drafted. To the contrary, the Commission has the opportunity to recommend refinement of or changes to the amendments they see appropriate. The difference is that instead of discussing refinement or changes before the hearing, the discussion will take place during deliberations following the close of the public hearing.

IV. OTHER RELEVANT INFORMATION

At the previous workshop, questions and comments were expressed regarding topics that staff believes are worth addressing in this report. Those topics include:

- Meaning of Specific Words and Terms
- Districts Allowing RV Parks
- No Historic Designation

Meaning of Specific Words and Terms

The Commission asked about the meaning of several terms used in the SDC and proposal. There are many words and terms used in the SDC that have specific meanings other than as generally defined in the dictionary. The meaning of these specific words and terms are defined in SDC Chapter 1.3³. While there may be other specific definitions applicable to this project, staff offers the following for quick reference:

Accessory use – A use or activity which is a subordinate part of a primary use and which is clearly incidental to a primary use on a site.

Auto-Dependent Use – The use services motor vehicles and would not exist without them, such as vehicle repair, gas station, quick lube/service facilities, car wash, auto and truck sales.

Formula Food Establishment – An eating or drinking establishment that: (a) is required by contractual or other arrangements to offer standardized menus, ingredients, food preparation, employee uniforms, interior decor, signage or exterior design; or (b) adopts a name, appearance or food presentation format that causes it to be substantially identical to thirteen or more other establishments regardless of ownership or location.

Park – Public or privately owned land set apart and devoted to the purposes of pleasure, recreation, ornament, light and air for the general public. Parks may include picnic areas, playgrounds, indoor recreation facilities, athletic fields, courts, amphitheatres and open space.

³ SDC Chapter 1.3: <https://www.codepublishing.com/OR/Sisters/#/SistersDevCode01/SistersDevCode0103.html#1.3>

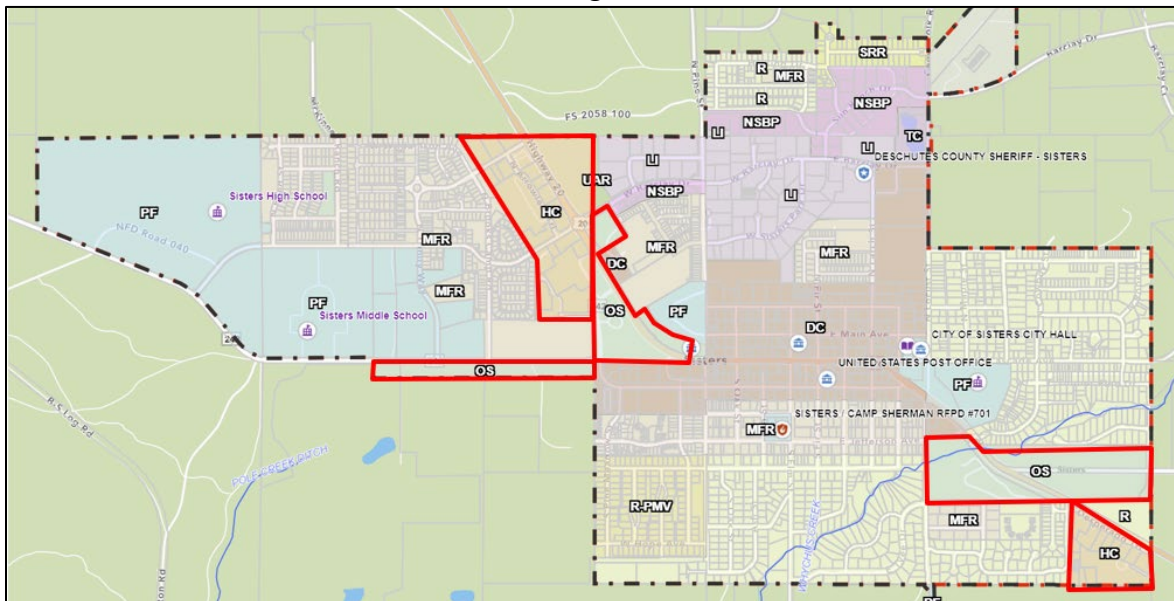
Recreational Vehicle – A vehicular type portable structure without permanent foundation, which can be towed, hauled or driven and primarily designed as temporary living accommodation for recreational, camping and travel use and including but not limited to travel trailers, truck campers, camping trailers and self-propelled motor homes.

Recreational Vehicle Park – Two or more recreational vehicles located on one lot and as permitted by the underlying zoning district.

Districts Allowing RV Parks

The Commission inquired about where RV Parks are currently allowed in the City of Sisters. RV Parks are allowed in the Highway Commercial (HC) District and Open Space (OS) District. For reference, Image 1 is a map of the City of Sisters with the HC and OS Districts highlighted in red.

Image 1.



No Historic Designation

Public comment asserted the applicant's property (69013 Camp Polk Road, Sisters) is a historic property requiring protection and preservation. That is not true. The property contains old structures or may have a history of significance to the community, but this alone does not make it a protected historic resource requiring preservation. To be a protected resource it must be designated on the local (Oregon Land Use Goal 5) historic resource inventory or the National Register of Historic Places. The subject property is not listed on either. Therefore, there are no requirements or standards for preservation that are applicable to the subject property.


III. PROJECT RECORD

The complete record for the project will be formally presented to the Commission prior to the public hearing in the packet for that meeting. The record is also available for review at Sisters City Hall and on the project specific page on the City of Sisters webpage.⁴

IV. NEXT STEPS

As previously noted, the Commission was scheduled to conduct a public hearing on March 21, 2024, but that hearing has since been canceled. When the date of the public hearing is determined, notice of the public hearing will be provided as specified in Sisters Development Code (SDC) 4.1.600. The staff report will be prepared in advance of the public hearing and available no less than seven (7) prior to the public hearing.

Attachments

- Attachment A: Application Addendum 1 to City of Sisters File TA 21-01 Dated: 3/14/24
 - Exhibit A – Proposed Text Amendment (Track Changes)
 - Exhibit B – Proposed Text Amendment (Clean Version)
 -  Exhibit C – Text Amendment Detail and Explanation

⁴ Project Webpage: www.ci.sisters.or.us/community-development/page/space-age-service-station-proposal

Skidmore Consulting, LLC

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

From: Jon Skidmore, Skidmore Consulting, LLC

Date: March 14, 2024

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

Addendum

Please accept this memo and the attached addendum documents and add them to the record for City of Sisters file TA 24-1. The addendum is submitted to the record to help clarify what is proposed with the text amendment. The following items are part of the addendum:

- Addendum 1 – Exhibit A – Proposed Text Amendment (Track Changes)
- Addendum 1 – Exhibit B – Proposed Text Amendment (Clean Version)
- Addendum 1 – Exhibit C – Text Amendment Detail and Explanation

Exhibits A and B show the amendments proposed for the Sun Ranch Tourist Commercial zone in track changes form (Exhibit A) and in a clean format (Exhibit B). Exhibit C is a spreadsheet that contains a point-by-point description of what the existing language in the Sun Ranch Tourist Commercial zone is, what new language is proposed, and then the reasoning for the proposed change. All the documents have the date 03/14/24 in the header to assist with document/version control.

Process

At the March 7, 2024, City of Sisters Planning Commission workshop, members of the commission asked questions regarding the text amendment process and about various components of the proposed text amendments to the Sun Ranch Tourist Commercial zone (SRTC). Below I address the text amendment process and provide a summary of why Lake House Inn, LLC has applied for the text amendments. Further below, I address some of the other key questions raised.

It was clear that the current Planning Commission has not reviewed an applicant-proposed text amendment. Although this commission hasn't reviewed applicant-initiated text amendments, these applications are quite common in the land use planning process. The entire Sun Ranch area – the North Sisters Business District, the Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zones – were all proposed by the previous landowner. Comprehensive Plans and Zoning Codes are living documents. Routine adjustments to those documents, whether applicant- or municipally driven, are appropriate to reflect changes to communities, market conditions, new state regulations or other items. Some of central Oregon's most successful land development projects had custom zoning districts that were applicant-initiated. In addition to Sun Ranch, the Old Mill District and NorthWest Crossing in Bend

Skidmore Consulting, LLC

are examples of development codes written by the landowners in coordination with the regulating bodies.

There were questions about why the text amendment is proposed. The answer lies in the fact that the property owners have a vision to develop the property in a mixed-use fashion consistent with the purpose of the SRTC but there was disagreement about what uses are permissible within the zone. The mix of uses envisioned includes various potential types of overnight accommodation to meet tourist demand, a tap house or similar, food carts, fire pits, a fishing pond, potentially a pickleball court, and other ideas. One of the key components of this vision is the concept of a boutique, higher-end RV Park that caters to the growing sector of the tourism industry that travels in RVs. The existing SRTC zone contains “Lodging Facilities” as a permitted use and the owner felt that term included an RV Park use.

The City was approached about whether an RV Park could be proposed under the “Lodging Facilities” use. Staff explained that because the “RV Park” use is defined in the Sisters Development Code and not listed specifically as a use in the SRTC, “Lodging Facilities” doesn’t include the RV Park use. Staff suggested the applicant-initiated text amendment application route as the way to have the RV Park use considered for inclusion in the SRTC. After conversations with staff about the text amendment, there was support to propose other amendments that would clarify uses permissible on site and create a format that is more consistent with other sections of the code.

When looking at the pages of materials submitted, the changes may look to be substantial. However, there are only three new uses proposed (RV Park & Caretaker’s Residence, Hostel, and Park). Another use – Retail Establishments limited to 1000 square feet – is more of a clarification of the amusement use that is in the current SRTC. The remainder of the changes are focused on updating the code language and format of the SRTC to be more consistent with the other sections of the Sisters Development Code. One other notable change is that the applicant seeks to remove the 1900 Rural Farm/Ranch House design standards and revert back to the 1880s Western Design Theme that applies in all other commercial zoning districts.

There were some additional questions asked about the proposal. I address those below.

Proposed “Lodging Establishment” Term:

The applicant has proposed amending the Sisters Development code to add the term “Lodging Establishment” to provide a consistent, defined term for overnight accommodations in various zoning districts. This definition provides for various approaches to overnight accommodations – from individual cabins to more traditional hotel type structures to “Glamping” options. Other sections of the Sisters Development Code list “Hotel” and “Motel” as permitted uses. However, those terms are not defined in the Sisters Development Code. In initial conversations with staff, there was

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recognition that a consistent, defined term would be a benefit in the administration of the Sisters Development Code.

The [Merriam-Webster Dictionary](#) defines “Hotel” and “Motel” as such:

Hotel - an establishment that provides lodging and usually meals, entertainment, and various personal services for the public.

Motel - an establishment which provides lodging and parking and in which the rooms are usually accessible from an outdoor parking area.

The applicant is willing to discuss the best approach for resolving this issue so that consistent terms and definitions are used to cover various types of lodging accommodations. The proposed “Lodging Establishment” use and definition were proposed to provide clarity, not create confusion.

RV Park and Length of Stay:

There were several questions related to the length of stay that would be permissible with an RV Park use. Although no specific park rules accompany the proposed text amendment, the applicant is willing to consider a length of stay limit as part of this process to address that concern.

This legislative proposal to amend the Sun Ranch Tourist Commercial district has been submitted to the City of Sisters recognizing that the original zoning district was tailored to a vision based on the market realities almost 20 years ago. The intent of the district, however, has not changed. The Sun Ranch Tourist Commercial zone was created to attract tourists, business travelers, and to create a gathering space for visitors to and members of the Sisters community. The proposed amendments seek to update the zone to better meet changing market and community conditions as well as to create a zoning district more consistent with the remainder of the Sisters Development Code.

I appreciate your questions about and your attention to this proposal. We are committed to working with the community to update the Sun Ranch Tourist Commercial zone in a manner that honors the intent of the district, assures compatibility with surrounding uses, and provides flexibility to meet changing market and community conditions.

Don't hesitate to contact me if you have any questions.

Exhibit C

City of Sisters Planning File TA-24-01
 Sun Ranch Tourist Commercial District Text Amendment Application
 Text Amendment Summary Table

Section	Current Language	Proposed Language	Reason for Change
2.12.100 Purpose	The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.	The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.	The purpose statement was edited to highlight the focus on tourism-based uses to attract the traveling public and also highlight the focus on creating gathering space for locals as well. The reference to the early 1900s Rural Farm/Ranch House special design standards was removed as the applicant is seeking to revert back to the 1880s Western Design Theme for any built structures.
2.12.200 Applicability	The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.	Removed the "Applicability" section.	The applicability section is not needed to define where the standards of the Sun Ranch Tourist Commercial district apply. Chapter 2.1 Land Use District Administration of the Sisters Development Code explains how regulations apply within the various zoning districts. This was done for consistency with the remainder of the Sisters Development Code. As a result, the numbering protocol for the remaining sections has changed (ie, 2.1.200 is proposed to be the section for "Uses.")
2.12.300 Permitted Uses	A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.	2.12.200 Uses A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The word "Permitted" was removed from the title for consistency with the rest of Sisters Development Code. The use-table was retitled as 2.12.1 as it is the first table in this section of the zoning district and was changed to contain the correct reference.
2.12.300 Permitted Uses	B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.	B. <u>Special Provisions</u> . Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.1 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The proposed language updates the table reference.
2.12.300 Permitted Uses	C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.	C. <u>Conditional uses</u> . Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The proposed language updates the table reference.
2.12.300 Permitted Uses	D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Code Interpretations.	NO CHANGE	This section is now 2.12.200 versus 2.12.300.

Exhibit C

Section	Current Language	Proposed Language	Reason for Change
Table 2.12.1	Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building)	Deleted the language in this cell.	Removed the "Cottages" use. When the SRTC was initially proposed, the cottages were meant to be units of overnight accommodation. The City now has a specific definition for cottages that refers to small houses used as accessory dwelling units or in master planned cottage developments. The Hotel & Lodging Establishments use is proposed to allow various types of structures to be used for overnight accommodations - including cottage structures or others as explained below.
Table 2.12.1	Lodging Facilities	Hotel & Lodging Establishments	The Lodging Facilities use is not defined in the Sisters Development Code. The applicant proposes the "Hotel & Lodging Establishments" term to provide for the broad range of lodging options that the "Lodging Facilities" term sought to cover including things like traditional hotel structures, cabins, "glamping" type facilities and other types of lodging.
Table 2.12.1	Office	Hostel	The "Office" use is proposed to be deleted as explained further below. The Hostel use is proposed as it is consistent with the purpose statement and was considered to be covered by the Lodging Facilities use. However, "Hostel" is a defined use in the Sisters Development Code and is therefore added as a separate use.
Table 2.12.1	Office	Accessory Uses.	The proposed code language deletes the "Office" use as it was initially envisioned to be an accessory use to a lodging establishment or other permitted use. Offices in conjunction with permitted uses will still be permitted as an "Accessory Use." The zone was never intended to permit stand-alone office buildings. In keeping with the inter-related nature of the Sun Ranch area, office buildings and similar would be in the Sun Ranch Business Park.
Table 2.12.1	Restaurant, bar and food services.	Eating and Drinking Establishments.	The new language is proposed to provide language that is consistent with other sections of the Sisters Development Code. The City has interpreted the "Eating and Drinking Establishments" term to include a wide array of food service and drinking establishments including food carts, food cart lots, and more traditional "brick and mortar" food and beverage establishments.
Table 2.12.1	Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related facilities.	Accessory Uses.	The proposed updated code deletes the use listed and is replaced by "Accessory Use." The uses listed are accessory to and customary for Hotel & Lodging Establishments.
Table 2.12.1	Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc.	Retail sales establishment limited to 1000 square feet.	The Amusement Uses was intended to allow for facilities that would appeal to guests of the property - bike rentals, etc. Most amusement uses envisioned for the SRTC are Accessory Uses - like fire pits or seating areas. The retail sales establishment use was proposed to permit a smaller retail use that would appeal to visitors and would allow for rental and sales of recreational or other items.

Exhibit C

Section	Current Language	Proposed Language	Reason for Change
Table 2.12.1	Neighborhood Market	Neighborhood Market	The change proposed is to delete the reference to section 2.12.1000 which contained specific regulations for such uses such as hours of operation and special setbacks. The proposed language deletes that section of the code and ties the use back to its definition in Section 1.3 of the Sisters Development Code.
Table 2.12.1	Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.	Accessory Uses.	The initial proposed use is a usual and customary accessory use associated with Hotel and Lodging Establishments, Hostels, and RV Parks.
Table 2.12.1	Multi-use trails and paths.	Accessory Uses.	Trails, paths, and walkways are customary and accessory to Hotel & Lodging Establishments, Hostels, RV Parks and commercial zones in general.
Table 2.12.1	Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	Accessory Uses.	The applicant is not seeking to permit a chapel onsite (or other houses of worship). Other uses listed as ceremonial pavilions or outdoor seating areas are accessory and customary uses associated with Hotel & Lodging Establishments, Eating and Drinking Establishments and other permissible uses on site.
Table 2.12.1	Decks, docks and other areas to provide enjoyment of the ponds.	Accessory Uses.	The existing language was focused on minor, recreational use of the ponds onsite. The property possesses certificated water rights. These uses are accessory uses customary to properties that contain water features.
Table 2.12.1	Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	Community Centers and similar uses.	The proposed language uses the same language that is used in other portions of and is defined within the Sisters Development Code. The Conditional Use review is proposed to be removed as community centers are not required to be reviewed through a conditional use process in other commercial districts.
Table 2.12.1	Cideries, Distilleries, Wineries and Breweries	NO CHANGE	
Table 2.12.1	Similar Uses.	NO CHANGE	
Table 2.12.1	Accessory Uses.	NO CHANGE	
Table 2.12.1	Utility Service Lines.	Deleted the use in this cell. No replacement is proposed.	The term was deleted as utility service lines for infrastructure and dry utility services are customary and appurtenant with development of property. There is no reason to call this out as a permissible use nor would it be appropriate to list building foundations or framing as permissible uses.
Table 2.12.1	Prohibited Uses	Prohibited Uses - auto-dependent uses and drive-through facilities.	The Prohibited Uses section of Table 2.12.1 was updated to be consistent with the Use table in the Downtown Commercial District. The existing SRTC zone prohibits "Auto-oriented uses and drive-through uses." Those terms are not defined. The Prohibited Uses section of table 2.12.1 now contains "auto-dependent uses and drive-through uses" both of which are defined in the Sisters Development Code.
Table 2.12.1	Auto-oriented and drive-through uses.	Deleted the language and replaced with better defined terms as explained above.	See the explanation in the cell above.
Table 2.12.1	Telecommunications equipment, other than telecommunication service lines and cell towers.	Deleted the use in this cell. No replacement is proposed.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.
Table 2.12.1	Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300	Deleted the use in this cell. No replacement is proposed.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.

Exhibit C

Section	Current Language	Proposed Language	Reason for Change
2.1.400 Lot Requirements	Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements.	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in proposed table 2.12.2.
2.1.500 Height Regulations	No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.	30 feet.	The language was edited to be more concise. The Runway Protection Zone regulations are now referenced as such in the Comments/Other Requirements column: "Compliance with the requirements of the Runway Protection Zone is required (See section 2.11)." The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
2.1.600 Setbacks and Buffering	All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less. Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.	See proposed Table 2.12.2 for the various setback and buffering standards.	This language is proposed to be deleted for various reasons. Setbacks are defined in the Sisters Development Code which includes direction on how they are measured. The building code contains regulations about what portions of structures are subject to setbacks. There is no need to reference the variance process here or elsewhere in the Sun Ranch Tourist Commercial district. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
2.12.700 Lot Coverage	There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	Simplified the language without losing the intent. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2
2.12.800 Off Street Parking	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages per Chapter 3.3. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
2.12.900 Landscape Standards	A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.	No proposed change.	The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.

Addendum 1
March 14, 2024
Exhibit A

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

Sections:

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

2.12.100 Purpose

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

~~2.12.200 Applicability~~

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

~~2.12.300-200 Permitted Uses~~

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit A

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.~~300-1~~ with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.
- B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.~~300-1~~ with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.~~300-1~~ with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter [4.4](#) of this Code.
- D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter [4.8](#) – Code Interpretations.

Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District		
Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
Commercial		
Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).	P	See Section 2.12.1000
Lodging facilities <u>Hotel & Lodging Establishments.</u>	P	-
Office <u>Hostel</u>	P	-
Restaurant, bar and food services. <u>Eating and Drinking Establishments</u>	P	-

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit A

Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.	P	-
Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc. <u>Retail sales establishment limited to 1000 square feet.</u>	P	-
Neighborhood Market	P <u>See section 1.3</u>	See <u>Section 2.12.1000</u>
Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.	P	See <u>Section 2.12.1000</u>
Multi-use trails and paths.	P	-
Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	-
Decks, docks and other areas to provide enjoyment of the ponds.	P	-
Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more	P/CU	-

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit A

Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
shall require a Conditional Use Review. <u>Community Centers and similar uses.</u>		
Cideries, Distilleries, Wineries and Breweries	P	-
<u>RV Park, including caretaker's residence.</u>	P <u>See Section 2.15.1700</u>	
<u>Park</u>	P	
Similar uses.	P <u>See section 4.8 Code Interpretations.</u>	-
Accessory uses.	P	-
<u>Utility service lines.</u>	P	-
Prohibited Uses <u>– auto-dependent uses and drive-through facilities.</u>		
<u>Auto-oriented uses and drive-through uses.</u>	P	
<u>Telecommunications equipment, other than telecommunication service lines and cell towers.</u>	P	
<u>Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300</u>	P	

Key: P = Permitted, SP = Special Provisions

MCU = Minor Conditional Use Permit CU = Conditional Use Permit

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

Addendum 1
March 14, 2024
Exhibit A

2.12.400-300 Lot Requirements Development Standards

Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements. The following property development standards shall apply to all land, buildings, structures, and uses in the Sun Ranch Tourist Commercial District.

Table 2.12.2

<u>Development Standard</u>	<u>Tourist Commercial District</u>	<u>Comments/Other Requirements</u>
<u>Minimum Lot Area</u>	<u>Lot size determined by spatial requirements for proposed use and associated landscaping and parking.</u>	
<u>Height Regulations</u>	<u>30 feet</u>	<u>Compliance with the requirements of the Runway Protection Zone is required (See section 2.11).</u>
<u>Front Yard Setbacks</u>	<u>At least 10 feet from front property line.</u>	
<u>Side Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Rear Yard Setbacks</u>	<u>No minimum rear yard setback.</u>	
<u>Lot Coverage</u>	<u>No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.</u>	
<u>Buffering</u>	<u>Any outside storage area including trash/recycling receptacles shall be buffered by masonry wall, site obscuring fence or other materials</u>	

Addendum 1
March 14, 2024
Exhibit A

	<u>compatible with color of primary structures on site.</u>	
<u>Off-Street Parking</u>	<u>The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking.</u>	
<u>Landscaping</u>	<u>A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.</u>	

2.12.500 Height Regulations

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

2.12.600 Setbacks and Buffering

~~All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less.~~

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

~~A. Front Yard Setback~~

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

~~B. Side Yard Setback~~

Addendum 1
March 14, 2024
Exhibit A

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

~~C.—Rear Yard Setback~~

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

~~D.—Buffering~~

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

~~**2.12.700 Lot Coverage**~~

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

~~**2.12.800 Off-Street Parking**~~

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

~~**2.12.900 Landscape Area Standards**~~

~~A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.~~

~~**2.12.1000 Special Standards for Certain Uses**~~

~~A.—Neighborhood Market and Laundry Establishment~~

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

- ~~1.—Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.~~

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit A

~~2.—Such uses shall not operate past 10:00 p.m.~~

~~3.—Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 50 feet.~~

~~4.—Structures housing such uses shall not exceed 1000 square feet, excluding storerooms.~~

B.—Cottages

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

2.12.1100 Design Theme

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

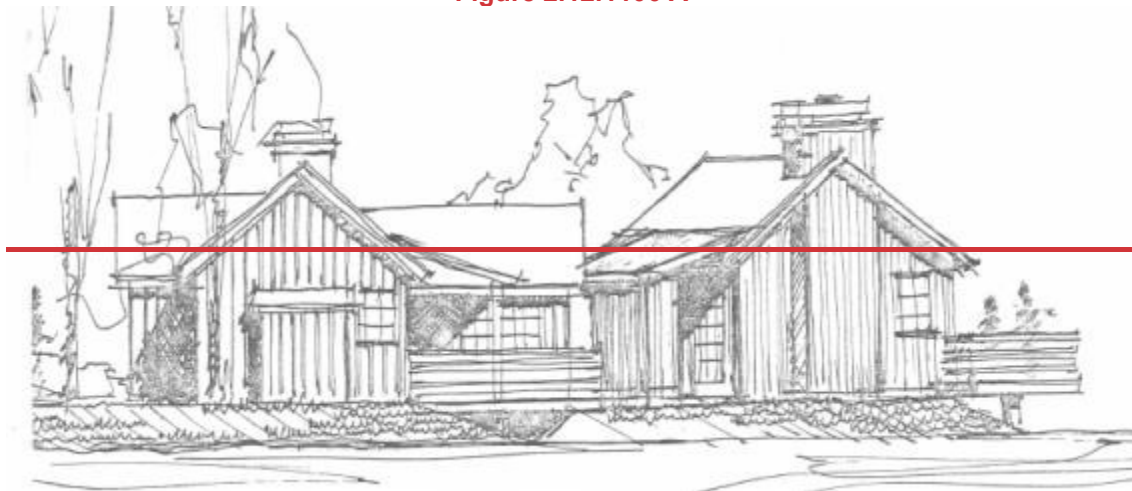
~~1.—Era. Rural farm and ranches of the early 1900s.~~

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

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

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

Figure 2.12.1100 A



ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit A
Figure 2.12.1100-B

Exhibit A



Addendum 1
March 14, 2024
Exhibit A

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

Lodging establishment - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit B

Chapter 2.12 –
Sun Ranch Tourist Commercial (TC)

Sections:

- 2.12.100 Purpose**
- 2.12.200 Uses**
- 2.12.300 Development Standards**
- 2.12.400 Off-Street Parking**

2.12.100 Purpose

The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists, and members of the Sisters community alike.

2.12.200 Uses

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.
- B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.1 with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter [4.4](#) of this Code.
- D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter [4.8](#) – Code Interpretations.

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit B

Table 2.12.1 Use Table for the Sun Ranch Tourist Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses	
Commercial		
Hotel & Lodging Establishments.	P	
Hostel	P	
Eating and Drinking Establishments	P	
Retail sales establishment limited to 1000 square feet.	P	
Neighborhood Market	P See section 1.3	
Community Centers and similar uses.	P	
Cideries, Distilleries, Wineries and Breweries	P	
RV Park, including caretaker's residence.	P See Section 2.15.1700	
Park	P	
Similar uses.	P See section 4.8 Code Interpretations.	
Accessory uses.	P	
Prohibited Uses – auto-dependent uses and drive-through facilities.		

Key: P = Permitted SP = Special Provisions

MCU = Minor Conditional Use Permit CU = Conditional Use Permit

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ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit B

2.12.300 Development Standards

The following property development standards shall apply to all land, buildings, structures, and uses in the Sun Ranch Tourist Commercial District.

Table 2.12.2

Development Standard	Tourist Commercial District	Comments/Other Requirements
Minimum Lot Area	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	
Height Regulations	30 feet	Compliance with the requirements of the Runway Protection Zone is required (See section 2.11).
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Side Yard Setbacks	No minimum side yard setback.	
Rear Yard Setbacks	No minimum rear yard setback.	
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Buffering	Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site.	

ATTACHMENT A
Addendum 1
March 14, 2024
Exhibit B

Exhibit A

Off-Street Parking	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking .	
Landscaping	A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.	

Addendum 1
March 14, 2024
Exhibit B

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

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