



**A RESOLUTION OF THE CITY OF SISTERS PLANNING COMMISSION
RESOLUTION PC 2024-01**

WHEREAS, Skidmore Consulting, LLC, on behalf of Lake House Inn, LLC, (the "Applicant"), proposed legislative amendments to the City's Development Code, which application was assigned Planning File No. TA 24-01 (the "Application");

WHEREAS, in accordance with Sisters Development Code Chapters 4.1 and 4.7 the Planning Commission provides the initial review of Type IV applications and provides a recommendation to City Council,

WHEREAS, the April 18, 2024, Planning Commission public hearing on the Application was properly noticed to owners of property in the Sun Ranch Tourist Commercial District and published in The Nugget newspaper per the Sisters Development Code;

WHEREAS, the Department of Land Conservation and Development (DLCD) received notice of the Application at least 35 days prior to the first evidentiary hearing; and

WHEREAS, City staff issued a staff report containing proposed findings of consistency with applicable approval criteria, which was available in advance of the public hearing;

WHEREAS, findings contained with the staff report determined that the Application, as proposed, is consistent with applicable approval criteria;

WHEREAS, a public hearing on the Application was held before the Sisters Planning Commission on April 18 and May 16, 2024, at which time the staff report was reviewed, the Applicant and interested parties were heard, and evidence was received;

WHEREAS, at the May 16, 2024, public hearing, the Planning Commission closed the public hearing to testimony, and after fully deliberating the matter, the Planning Commission voted to recommend that the City Council approve the Application as provided by the Applicant;

NOW, THEREFORE, the City of Sisters Planning Commission resolves as follows:

1. Findings. The above-stated findings and those contained in the staff report for Planning File No. TA 24-01 attached hereto as Exhibit A are hereby adopted.

2. Recommendation. The Planning Commission hereby recommends approval of TA 24-01 as proposed.

3. Severability; Effective Date. The provisions of this Resolution PC 2024-01 (this "Resolution") are severable. If any section, subsection, sentence, clause, and/or portion of this resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this resolution. This Resolution will be in full force and effect from and after its approval and adoption.

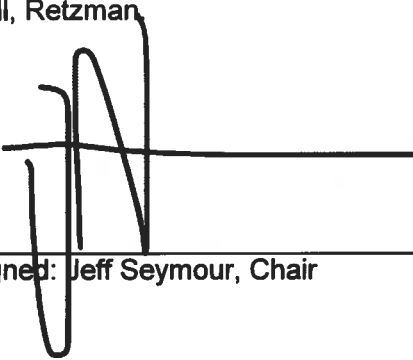
CITY OF SISTERS
Planning Commission Resolution

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 16th DAY OF MAY 2024.

Members of the Commission:

Seymour, Dickman, Blumenkron, McDougall, Reis, Retzman, Tewalt

AYES:	Seymour, Blumenkron, McDougall, Retzman	(4)
NOS:	Dickman, Reis	(2)
ABSENT:		(0)
ABSTAIN:	Tewalt	(1)



Signed: Jeff Seymour, Chair



**A RESOLUTION OF THE CITY OF SISTERS PLANNING COMMISSION
RESOLUTION PC 2024-01**

**EXHIBIT A
ADOPTED FINDINGS**

[attached]



STAFF REPORT
Community Development Department

FILE #: TA 24-01

APPLICANT: Jon Skidmore – Skidmore Consulting, LLC
Ernie Larrabee - Lake House Inn, LLC

LOCATION: All of Sun Ranch Tourist Commercial District Including the Following Properties:
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101
Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900
Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901

REQUEST: Text Amendments to the Sisters Development Code Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial District. The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code.

APPLICABLE CRITERIA: Sisters Development Code:
Chapter 1.3 – Definitions
Chapter 2.12 – Sun Ranch Tourist Commercial District
Chapter 4.1 – Types of Applications and Review Procedures
Chapter 4.7 – Land Use District Map and Text Amendments
City of Sisters Urban Area Comprehensive Plan
Oregon Statewide Land Use Goals

PLANNING COMMISSION HEARING DATES: April 18, 2024
May 16, 2024

STAFF: Matthew Martin, Principal Planner

I. PROPOSAL

The City of Sisters received an application that originally included text amendments to Sisters Development Code Chapter 1.3 (Definitions) and Chapter 2.12 (Sun Ranch Tourist Commercial (TC) District). The applicant, Ernie Larrabee of Lake House, LLC, indicates the purpose of the amendments is to expand and clarify the types of uses allowed in the TC District to reflect changes in the community and tourism industry.

The Planning Commission (Commission) held a public hearing on April 18, 2024. At the conclusion of testimony, the Commission voted unanimously to continue the public hearing to May 16, 2024. In response to testimony and commissioner comments at the April 18 public hearing, the applicant

coordinated with staff to revise the proposal to address issues raised and reduce the number of formatting changes proposed. Staff notes the revised proposal removed the proposed “Lodging Establishment” definition in SDC Chapter 1.3 that was originally proposed. All remaining proposed amendments are only to SDC Chapter 2.12. The revised proposal was presented to the Planning Commission for review on May 16. In summary, the revised proposal includes the following:

- **Additional New Uses:**
 - Retail Sales Establishment
 - Hostel
 - RV Park including Caretaker’s Quarters

- **Changes to Standards and Other Provisions:**
 - Amend the purpose statement to reflect removal of early 1900s Rural Farm/Ranch House design standards for the district.
 - Change “Restaurant, bar, and food services” to “Eating and drinking establishments” for consistency with the remainder of the SDC.
 - Add requirements for Hostel use that match standards for Hostels in the Highway Commercial District.
 - Reduce front and side yard setbacks from 20 to 10 feet.
 - Add Special Use Standard requiring maximum 1,000 square feet for Neighborhood Market and Retail Sales Establishment uses.
 - Add Special Use standard for RV Park use including:
 - Maximum stay of 30 days in any 90-day period.
 - Maximum of 65% of the gross area of property for use.
 - Required amenities to complement the use.
 - Add definition for existing Lodging Facility use.
 - Remove the 1900s Rural Farm/Ranch House design standards for the district.

Attached are the proposed amendments as presented by the applicant as part of Application Addendum 2 (Attachment 1). Text removed is identified by ~~striketrough~~ and text added is identified by underline. Staff has prepared an Amendment Summary Matrix (Attachment 2) to assist in the evaluation process. The matrix includes the following categories:

- **Code Section** – Identifies the section of the Sisters Development Code being amended.
- **Summary of Proposed Amendment** - Provides a brief description of the proposed amendment to complement the specific amendment provided in the application.
- **Explanation for the Amendment** – Provides detail of the reason and justification for the amendment.
- **Staff Comment** – Identifies each amendment as what staff would consider to be “SUBSTANTIVE” and “NOT SUBSTANTIVE” to highlight the changes with policy implications. It also provides additional supporting information and perspective regarding each amendment.

Staff notes that there is no specific use or land use application proposed with these legislative amendments. Any subsequent land use is subject to the applicable review process and development standards of the SDC. All uses are subject to the applicable provisions of the Sisters Development Code.

II. BACKGROUND:

The applicant provided the following background of the subject properties and TC District:

The subject property enjoys a long history in the Sisters community. The site once had a schoolhouse on it. The old residential structure onsite was originally constructed in 1947. That house was used as the home of the Hitchcock family and then the Conklin family. The house was used as a bed and breakfast from the 1980s through the early 2000s.

In 2004/2005, the previous owner of the subject property purchased this property and the 35+/- acres adjacent to the north and west. That owner worked with the City to create the Sun Ranch Industrial Park, Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zone. These zoning districts were planned cohesively to leverage uses within the various districts for the benefit of residents and workers within those districts. For instance, the industrial district was planned to provide jobs for people who may live in the residential district. The Tourist Commercial district was planned to provide amenities such as eating and drinking establishments or overnight accommodations for the benefit of the residents of the residential zone or workers in the industrial park. That interplay is still very much a goal for the subject property. The zone was also planned to invite tourists as well as other Sisters community members. The proposed text amendments seek to expand and clarify the permissible uses on site with those objectives in mind.

The SRTC district was created around a specific vision for the property. The uses permissible were tightly tailored to that vision. From 2004 through 2007, the previous owner worked with the city to create the entirety of the Sun Ranch concept. The bed and breakfast structure was meant to be a centerpiece of the SRTC zone. Remodeling of the bed and breakfast commenced to house a high-end restaurant about 2006/2007. The restaurateur that was heading the effort abandoned the project. The structure that was mid-renovation has sat unfinished since that time and is boarded up for safety reasons.

The vision for the SRTC zone in the mid-2000s is outdated at this point. Sisters was a different place at the time that the TC zoning district was created. For instance, Five Pine was still in initial phases of development. The housing stock in Sisters was extremely limited. There were fewer eating and drinking establishments in Sisters.

In 2007, the population of Sisters was 1,825 per the Portland State University Population Research Center statistics. PSU's Population Research Center estimates that the population of Sisters in 2025 will be 3,890. Since the economic recovery following the Great Recession, the Sun Ranch area has developed with a variety of businesses and residential units. This reality creates an opportunity to create a set of regulations that permit various uses in keeping with the intent of attracting tourists and locals alike. The vision for the property still includes overnight accommodations and food & beverage establishments but in different forms. This new vision includes higher end RV spaces that cater to the "vanlife" market and things like food carts, a tap house, corn hole, pickleball, small concert stage and other items that attract local and tourist visitors.

Currently, the purpose of the TC zone, as stated in SDC 2.12.100 is:

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 proposed, new language still aims to provide various tourism related uses to attract locals and tourists and to provide community gathering spaces.

“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.”

Uses such as cabins for overnight rental are not as high in demand as other types of overnight accommodation. Food carts, tap rooms and recreational opportunities create places where people gather. The proposed text amendments seek to expand and clarify the types of uses on site but still honor the purpose of the district in its relationship to the community and the traveling public. Further, based on feedback from City staff, the proposed text amendments will put the SRTC zoning district into a format that is more consistent with the rest of the Sisters Development Code.

III. PROJECT RECORD:

The project record was presented to the Planning Commission as part of the materials in advance of or at the following Commission meetings:

- March 7, 2024¹ - Workshop
- March 21, 2024² - Workshop
- April 18, 2024³ - Public Hearing
- May 16, 2024⁴ - Public Hearing

IV. CONCLUSIONARY FINDINGS:

Sisters Development Code (SDC) Chapter 4, Table 4.1.200 lists a code amendment as a Type IV decision, regulated by Chapter 4.7 (Land Use District Map and Text Amendments). Section 4.7.200 states that legislative amendments are policy decisions made by the City Council and shall be reviewed using the Type IV procedure found in SDC Section 4.1.600 and shall conform to SDC section 4.7.600 Transportation Planning Rule compliance.

Pursuant to the SDC Section 4.1.600, the City may approve, approve with modifications, approve with conditions, deny the proposed change or recommend an alternative to the code text amendments based

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

² 3/21/24 Planning Commission Meeting: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-84>

³ 4/18/24 Planning Commission Meeting: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-85>

⁴ 5/16/24 Planning Commission Meeting: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-76>

on the criteria in SDC 4.1.600.E. Decision-Making Considerations. The following are staff's conclusionary findings for each of the applicable criteria:

CHAPTER 4.1 – TYPES OF APPLICATION AND REVIEW PROCEDURES

4.1.100 Purpose

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

Staff Finding: Staff finds that this provision is advisory.

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).

...

D. **Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

Staff Finding: The applicant is proposing text amendments to the Sisters Development Code. The amendments propose a revision to adopted land use regulations, thereby requiring compliance with Type IV procedure.

A. **Notice of all Type III and IV hearings will be sent to public agencies and local jurisdictions (including those providing transportation facilities and services) that may be affected by the proposed action. Affected jurisdictions could include ODOT, the Department of Environmental Quality, the Oregon Department of Aviation, and neighboring jurisdictions.**

Staff Finding: Partner organizations and agencies staff identified as having a particular interest in the proposal were notified of the proposal and invited to participate.

4.1.600 Type IV Procedure (Legislative)

A. **Application requirements. See 4.1.700.**

B. **Notice of Hearing.**

1. **Required hearings.** A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.
2. **Notification requirements.** Notice of public hearings for the request shall be given by the Community Development Director or designee in the following manner:

...

Staff Finding: Staff provided notice in accordance with 4.1.600(B) at least 14 days prior to the public hearing before the Planning Commission hearing, scheduled for April 18, 2024, at 5:30pm. A second hearing is required and will be held by the City Council. Notice will again be provided in compliance with this section.

...

E. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:

- 1. Approval of the request is consistent with the Statewide Planning Goals;**

Staff Finding: Staff has outlined review of compliance with the Statewide Planning Goals below.

Goal 1 – Citizen Involvement.

Staff Finding: During the text amendment process, public notice of the proposal has been provided through published notice in The Nugget newspaper, mailed to owners of property in the TC District, mailed to participants of record, and posted at City Hall. The City will hold public hearings before the Planning Commission and City Council. In addition, the applicant voluntarily held a public meeting prior to submittal of the application. These opportunities for public involvement satisfy Goal 1.

Goal 2 – Land Use Planning.

Staff Finding: Staff is following the prescribed procedure for a text amendment to ensure adequate review of the proposed text amendment. Staff finds Goal 2 is met.

Goals 3 and 4, Agricultural and Forest Lands

Staff Finding: These Goals are not applicable as the proposed text amendments will not have any known impact on either Agricultural or Forest Lands.

Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces.

Staff Finding: Staff finds Goal 5 is not applicable because the proposed text amendments will not have any known impact on inventoried natural resources, scenic and historic areas, and open spaces. While the house on the property may be older and associated with significant past Sisters residents, it does not have any specific historic status or protections.

Goal 6 – Air, Water and Land Resources Quality.

Staff Finding: Staff finds Goal 6 is not applicable because the proposed text amendments, including the new uses, are not associated with the types of pollution, contaminants, or industrial byproducts that this goal addressed.

Goal 7 – Areas Subject to Natural Hazards.

Staff Finding: Staff finds Goal 7 is not applicable because the subject properties do not contain and are uniquely susceptible to any natural hazards.

Goal 8 – Recreational Needs.

Staff Finding: The applicant proposes RV Park as a permitted use. In conjunction with an RV Park, at least two recreational amenities shall be required including fishing pond, decks, docks and other areas to enjoy the pond, sport courts, dog park, multi-use trails and paths, playground, small stage, and fire pits. Staff finds these amenities will enhance and add to recreational opportunities in the community. Based on this information, staff finds Goal 8 is satisfied.

Goal 9 – Economic Development.

Staff Finding: The City has adopted an Economic Opportunities Analysis (EOA) that identifies economic land needs, target industries, and other local policies aimed at assuring economic opportunities within Sisters. The City has identified a continued focus on tourism related industries and expansion of those types of uses to attract tourism activity in the shoulder season. The proposed text amendments will expand the types of uses permissible within the TC District that will specifically or indirectly attract tourists year-round. Staff finds Goal 9 is met.

Goal 10 – Housing.

Staff Finding: Staff finds Goal 10 is not applicable because the proposed text amendments do not address the housing needs of the city. Staff would note that the currently allowed uses in the TC District, as well as the proposed added uses, such as RV park, are intended to be temporary living accommodations and not intended to provide long term housing.

Goal 11 – Public Facilities and Services

Staff Finding: Agency comments received did not express concern with the adequacy of public facilities and services to accommodate the uses and standards as proposed. Further, review of development for adequacy of public facilities and services remains unchanged with the proposed amendments. Staff finds that the amendments comply with Goal 11.

Goal 12 – Transportation

Staff Finding: The City adopted an updated Transportation System Plan (TSP) in December 2021. The TC District is bound on E. Barclay Avenue and Camp Polk Road, both classified as collector streets in the TSP. Improvements to Barclay Avenue are planned and improvements to Camp Polk Road will be contemplated as part of future any development proposals.

The applicant submitted a Trip Generation and Transportation Planning Rule (TPR) Analysis memo from Melissa Webb, PE with Lancaster Mobley Engineers (Application Exhibit F). The study reviewed the morning peak hour, evening peak hour, and average daily trip generation potential of the site under both the existing allowable land uses and the proposed additional allowable land uses. The study concluded that the proposed text amendments would not degrade the performance of any existing or planned transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment. Comments received from the City Transportation Engineer express agreement with the assessment presented by Lancaster Mobley and the opinion that, as outlined, the proposed text amendments remain compliant with the TPR and noted the types of uses allowed with the amendments are lower in intensity than those already permitted within the zoning. Any future development on the property may be required to submit an updated traffic study to look at specific traffic impacts and necessary mitigation measures.

Based on this information, staff finds the proposal complies with Goal 12.

Goal 13 – Energy Conservation

Staff Finding: No impact on energy conservation is anticipated. Therefore, This provision does not apply.

Goal 14 – Urbanization

Staff Finding: The proposed text amendments apply only to properties located within the current city limits. Therefore, staff finds Goal 14 is not applicable.

Goals 15 through 19.

Staff Finding: Goals 15, 16, 17, 18 and 19 are not applicable because they only pertain to areas outside of Central Oregon.

2. Approval of the request is consistent with the Comprehensive Plan; and

Staff Finding: The Comprehensive Plan contains Goals and Policies for land use and development within the City. In turn, the Development Code implements the Goals and Policies of the Comprehensive Plan. Any amendments to the Development Code must be consistent with the applicable Goals and Policies of the Comprehensive Plan. Findings specific to applicable Goals and Policies are provided below:

Sisters Comprehensive Plan Section 1: Public Involvement

Goal 1

Offer a wide variety of traditional and contemporary tools and opportunities that enable and empower a diverse population of residents, business owners, private organizations, and partner agencies located inside and outside City limits to participate in all land use processes.

Objective 1.1

To maintain an effective Citizen Involvement Program and recognize an official body; a Committee for Citizen Involvement (CCI) will be responsible for overseeing and regularly reviewing the effectiveness of the program in order to grow public awareness and participation.

Policies:

1.1.1 The Citizen Involvement Program will be directed by the City's Planning Commission, sitting as the Committee for Citizen Involvement. The Planning Commission shall seek multiple methods to support and cultivate additional, new, and ever-expanding citizen involvement opportunities including working directly with private organizations to amplify opportunities for involvement.

Staff Finding: The proposed amendments will be reviewed at Planning Commission and City Council meetings via public hearings, which are open to the public with opportunities for public involvement. The amendment proposal has followed the notice requirements in Chapter 4.1, including mailed and published notice of the public hearing. Staff finds the review process for the proposed text amendments complies with the policy.

Objective 1.2

To recognize the need to use a variety of traditional and contemporary communication tools and channels in the Citizen Involvement Program, including communication methods that will reach diverse audiences and drive greater awareness and participation in all phases of planning processes.

Policies:

...

1.2.2 The City shall ensure that information about planning activities and notices of upcoming meetings are maintained on the City's website and distributed via a variety of outlets and methods, including non-traditional methods that might be more successful at reaching underrepresented or less frequently involved members of the public such as greater use of social media pages, email list serves, or partnerships with local community organizations.

Staff Finding: Notice of the public hearing was published in the Nugget newspaper, emailed to the subscriber list of the City's Planning Commission listserv, mailed to owners of property in the TC District

and participants of record, and posted at City Hall. Staff finds the review process for the proposed text amendments complies with this policy.

- 1.2.3 The City shall provide information about planning activities and notices of upcoming meetings in clear, understandable language and will include information about relevant City processes and procedures. This will include brief descriptions of items that City Council and Planning Commission will be discussing.**

Staff Finding: Notice of the public hearing includes information about relevant City processes and procedures in clear, understandable language, with a listed contact person in the event an individual needs additional information. Staff finds the review process for the proposed text amendments complies with this policy.

...

- 1.2.6. The City shall provide options for community members to view and participate in all official City meetings remotely in order to reduce barriers to participation.**

Staff Finding: The public meetings will include use of the Zoom online meeting app to provide opportunity for remote participation. A contact person is listed on the notice of public hearing for individuals that may need to request special accommodations prior to the hearing in order to reduce barriers to participation. Staff finds the review process for the proposed text amendments complies with this policy.

...

- 1.3.1 The City shall provide information necessary to reach policy decisions at City Hall, on the City's website, and via other avenues as appropriate.**

Staff Finding: The project record is available at City Hall for inspection. In addition, a project specific page of the City of Sisters website has been created to provide information relevant to this project⁵.

Sisters Comprehensive Plan Section 2: Land Use

Goal 2

Continue to implement a Land Use Planning process and policy framework as a basis for all decisions and actions related to the use of land; ensure an adequate factual base for such decisions and actions are consistent with the policy framework, other Comprehensive Plan policies, and the implementing planning documents.

Policies:

...

- 2.1.2 The City of Sisters shall continue to maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.**

Staff Finding: The applicant addressed this policy with the following:

The proposed text amendments are geared towards updating and clarifying the permissible uses within the Tourist Commercial zone. Comprehensive Plans and Development Codes are living

⁵ Project webpage: <https://www.ci.sisters.or.us/community-development/page/text-amendments-sun-ranch-tourist-commercial-district-%C2%A0>

documents that require routine updates based on changes in federal and state law, local policy direction, and response to changing market conditions. In this instance, the applicant is proposing text amendments to the Tourist Commercial zone that will contribute to many of the goals and policies of the Comprehensive Plan and supporting documents as discussed below. Identifying the applicable Comprehensive Plan policies and explaining how the amendments are consistent with and will contribute to various policy ambitions provides the factual basis needed to support the changes. Changes that have occurred since the SRTC zone was adopted on the subject property, within the Sisters community and amongst travel behavior of tourists that also support these proposed amendments.

The applicant also notes the changes in the community, the district, and travel behavior that warrant consideration of the proposed amendments.

As detailed in the application narrative, the applicant contends, “As documented in the City’s Comprehensive Plan, the City’s EOA and the Sisters Country Vision, tourism has been and will continue to be an economic driver for the community. The EOA explains that uses that attract tourists provide desirable amenities for locals as well.” Staff agrees with this opinion.

Based on this information, and as discussed throughout this report, staff finds the proposed amendments are based on factual information, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations and the proposed text amendments complies with this policy.

...

2.1.4 The City shall notify and engage partner organizations, residents, property owners, and businesses as part of processes to update and amend the City’s Comprehensive Plan and Development Code.

Staff Finding: Notice of the public hearing was provided consistent with the City Development Code and Oregon State Law. Partner organizations and agencies staff identified as having a particular interest in the proposal were notified of the proposal and invited to participate. Owners of property in the TC District were identified to be affected by the proposed amendments, so Measure 56 notice was provided to these owners. Notice of the public hearing was posted in a variety of methods as previously listed. Staff finds the review process for the proposed text amendments complies with this policy.

2.1.7 The City shall continue to explore opportunities to incorporate new regulatory approaches and other best practices to implement the Comprehensive Plan in a manner that can be administered effectively and efficiently.

Staff Finding: The applicant argues the text amendments allow property owners within the TC District to respond to changing market conditions and travel behavior is an effective way to adjust the city’s development code to deliver on the tourism economic development policy ambitions in the City’s Comprehensive Plan, EOA, and the Sisters Country Vision. Staff finds the amendments represent an evolution in the regulatory approach for uses and development standards in the TC District. Further, staff finds the proposed amendments that incorporate basic formatting and development standards similar to other commercial district chapters of the Sisters Development Code provide consistency and ease of use and implementation. Based on this information, staff finds this policy is met.

...

Sisters Comprehensive Plan Section 4: Livability

Goal 4

Maintain and enhance the livability of Sisters as a welcoming community with a high quality of life and a strong community identity.

Objective 4.1: Community Identity

To promote projects, programs, and initiatives that strengthen the community's identity, including historic resources, scenic views, trees, artisanal activities, and inclusive attitude towards all community members.

Policies:

4.1.1 The City shall recognize and conserve the environment and natural resources that enhance the community's identity, including open spaces, natural landscapes, outdoor recreation areas, historic structures, architectural styles, and public art.

Staff Finding: The proposed amendments remove the TC District specific 1900s Rural Farm/Ranch House Design Theme standards. This results in the 1880s Western Frontier Design Theme being applicable to the TC District along with all other commercial districts. The proposed amendments do not have a greater impact on conservation of the environment and natural resources than those uses already allowed in the TC District. Based on this information, staff finds the proposed text amendments comply with this policy.

Objective 4.2: Neighborhood Design

To facilitate development and redevelopment of neighborhoods to support community members' economic, social, and cultural needs, and promote health, well-being, universal access, and innovative design.

Policies:

...

4.2.3 The City shall encourage transitions between residential and nonresidential areas through the use of buffers, screening, or other methods to improve compatibility and reduce impacts to residential neighborhoods.

Staff Finding: The TC District is located adjacent to the North Sisters Business Park District and Airport District to the north, the North Sisters Business Park and Light Industrial Districts to the west, the Downtown Commercial District to the south. These zones are primarily intended to provide for commercial and industrial uses with limited opportunities for residential uses in the North Sisters Business Park and Downtown Commercial District resulting in a mixed-use environment. The properties to the east are located outside the city limits, zoned Rural Residential, and comprised of primarily larger acreage with limited residential development. Based on this information, staff does find these districts and existing development do not constitute a residential neighborhood.

Comments received expressed concern with noise, light, and other negatives associated with an RV Park use may have on adjacent residential use. Staff notes the special use standards applicable to RV Parks in SDC 2.15.1700(G) state, "Screening. The recreational vehicle park shall be enclosed by a fence, wall, landscape screening, berms, or by other designs approved by the Hearings Body which will complement the landscape and assure compatibility with the adjacent environment." This standard provides the

opportunity to require project specific screening at the time of development review to address such impacts.

Based on this information, staff finds the proposal complies with this policy. With that said, if the Commission finds this area constitutes an area of transition between residential and nonresidential areas, the Commission may consider additional development or design requirements to improvement compatibility and reduce impacts on residential neighborhoods.

...

Sisters Comprehensive Plan Section 7: Parks, Recreation, And Open Space

Staff Finding: Staff has reviewed this section and did not identify any policies that are applicable to this proposal. With that said, the proposes RV Park use requires at least two recreational amenities including fishing pond, decks, docks and other areas to enjoy the pond, sport courts, dog park, multi-use trails and paths, playground, small stage, and fire pits. Staff finds these amenities will enhance and add to recreational opportunities in the community.

Sisters Comprehensive Plan Section 8: Economy

Goal 8

Provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of the City's community.

Policies:

8.1 The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, encouraging mixed use development and unique design using the City's Western Frontier Architectural Design Theme.

Staff Finding: The proposed text amendments will remove the TC District specific 1900s Rural Farm/Ranch House Design Theme thereby applying the City's 1880s Western Frontier Architectural Design that is applicable in all commercial districts. Staff finds the proposed text amendments comply with this policy.

...

8.3 The City shall promote pedestrian scale developments in the commercial zones. Auto-oriented developments such as restaurants with drive-up windows will be discouraged, limited or prohibited in the Downtown area; in other areas, they shall be limited and managed to minimize their impacts.

Staff Finding: Auto-oriented developments is not a defined term in the Sisters Development Code or the Merriam-Webster Dictionary. With that said, Staff acknowledges the definitions section of SDC 1.3.300 includes a definition for "Auto-dependent use"⁶ and uses this definition in addressing this policy. Currently, The TC District prohibits "auto-oriented uses and drive-through facilities." The applicant proposes to change the terminology used from "auto-oriented" to "auto-dependent" to match the defined term. Staff notes such a use will continue to be prohibited in the district.

⁶ SCD 1.3.300 "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."

The applicant is proposing RV Park as a new use in the TC District, a commercial zone. RVs by design require the use of a vehicle. However, based on the definition of “auto-dependent use,” staff finds RV Park is no such use because the use does not service motor vehicles. Instead, staff finds the relationship of an RV Park to vehicles is similar to that of a hotel in that hotels typically serve the traveling public that arrive by motor vehicle.

Based on this information, staff finds this policy is met.

8.4 The City shall assure development contiguous to commercial and residential zones is designed and built in a manner that is consistent and integrates with the character and quality of those zones, including minimizing potential adverse impacts related to noise, odor, or light from commercial or industrial uses. Building shall be constructed in an attractive and inviting manner, without disrupting operations.

Staff Finding: The definition section of SDC 1.3.300 includes a definition for “Abutting.”⁷ Based on the definition, the TC District is not contiguous to any residential zones and is contiguous to the Downtown Commercial District. In addition, while the North Sisters Business Park District is not by name a commercial zone, staff finds it is commercial in nature and compliance with this policy is applicable.

This policy is directed at the designed and built environment. The applicant is proposing new uses and reduced setbacks. The proposed setbacks are generally consistent with the setback standards of the other commercial districts in the city. In addition, the applicant is proposing to remove the district specific 1900s Rural Farm/Ranch House Design Theme resulting in implementing the City’s 1880s Western Frontier Architectural Design Theme that is applicable in all commercial districts.

In addition to the design standards and the development standards of the district, new development will be subject to the applicable site plan review criteria of SDC 4.2, design standards of SDC Chapter 3, and special use standards of SDC 2.15.

As previously discussed, comments received expressed concern for the impacts created by RV Park use in the district.

Based on this information, staff finds the proposal complies with this policy. With that said, if the Commission finds additional development or design standards are warranted, the Commission may consider additional requirements to address this policy.

...

8.7 The City shall implement development standards such as buffers, setbacks, landscaping, sign regulation and building height restrictions, to minimize the impacts of commercial and industrial uses on adjacent residential areas, including those related to noise, odor, or excessive lighting. Such standards will be applied in light-industrial parks and other transition areas.

Staff Finding: As previously discussed, Staff finds the TC District is not adjacent to residential areas based on the definition of “Abutting” as specified in the Sisters Development Code. Based on this information, staff finds this policy is not applicable to this proposal.

⁷ SDC 1.3.300 “Abutting – Two or more lots or features (such as buildings) joined by a common boundary line or point. It shall include the terms adjacent, adjoining and contiguous.”

3. **The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.**

RESPONSE: The TC District currently has adequate public facilities, services, and transportation networks to support the proposed uses and is anticipated to continue to provide adequate service with the maximum anticipated levels and uses allowed by the amendments. They are not anticipated to have a significant impact on existing or planned transportation and public facilities for the following reasons.

SEWER:

The city adopted the Wastewater System Capital Facilities Plan in 2016. The plan analyzed the ability to provide necessary sewer service based on development that could occur within the existing zoning districts and forecasted population growth. The sewer system was found to be sized appropriately to accommodate commercial level flows from the property. The proposed text amendments do not include new uses that are anticipated to exceed sewer capacity needs of the uses currently allowed in the TC District. No comments were submitted by Public Works or the City Engineer that expressed concern with serving the new uses proposed. Staff notes actual impacts on the system will be evaluated at the time land use review of future development.

WATER:

The city adopted the Water Capital Facilities Plan Update in 2018. The plan analyzed the ability to serve the community with water based on the existing zoning districts and forecasted population growth. This analysis included the SRTC zoning for the property. While the plan identifies maintenance and capital projects to meet the needs of to accommodate future growth, the plan identified adequate capacity to serve the TC District. No comments were submitted by Public Works or the City Engineer that expressed concern with serving the new uses proposed. Staff notes actual impacts on the system will be evaluated at the time land use review of future development.

TRANSPORTATION:

The City adopted an updated Transportation System Plan (TSP) in 2021. Figure 4-3 from the TSP shows that the subject property has frontage on two collector roads, E. Barclay Drive to the south and Camp Polk Road to the east. Per figure 3-3 from the TSP, Camp Polk Road contains a bicycle lane. Planned improvements to E. Barclay Drive, including bicycle and pedestrian facilities, along with existing street connectivity will accommodate multiple modes of transportation and trip distribution.

The transportation impacts resulting from the proposed text amendments are analyzed in the submitted Trip Generation & Transportation Planning Rule Analysis by Melissa Webb, PE with Lancaster Mobley transportation engineers (Application Exhibit F). Based on the trip generation analysis, the proposed new and clarified uses will not generate more trips than can be developed under the current zoning. As previously noted, comments received from the City Transportation Engineer express agreement with the

assessment presented by Lancaster Mobley and the opinion that, as outlined, the types of uses allowed with the amendments are lower in intensity than those already permitted within the zoning.

Comments received expressed concern with traffic impacts associated with RV Park use of the property. However, these comments were anecdotal in nature and did not provide fact-based analysis to rebut the findings of the information provided by the applicant and affirmed by the City Transportation Engineer.

Based on this information, staff finds this policy is met.

4. Compliance with 4.7.600, Transportation Planning Rule (TPR) Compliance

Staff Finding: Compliance with SDC 4.7.600 is addressed below.

CHAPTER 4.7 – LAND USE DISTRICT MAP AND TEXT AMENDMENTS

4.7.100 Purpose

The purpose of this Chapter is to provide standards and procedures for legislative and quasi-judicial amendments to this Code and the Land Use District map. These amendments will be referred to as “map and text amendments.” Amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

Staff Finding: Staff finds that this provision is advisory.

4.7.200 Legislative Amendments

Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Chapter 4.1, Section 600 and shall conform to Section 4.7.600, as applicable.

Staff Finding: The proposal is for legislative changes to the Development Code through a text amendment application. Accordingly, this review is using the Type IV procedure in Chapter 4.1.600 and is required to conform to Section 4.7.600 (as applicable). Discussion regarding Chapter 4.1.600 is reviewed above.

...

4.7.600 Transportation Planning Rule Compliance

- A. When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed by the City to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. Significant means the proposal would:**
- 1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal is projected to cause future traffic to exceed the capacity of “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or**
 - 2. Change the standards implementing a functional classification system; or**
 - 3. Allow types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility; or**
 - 4. The effect of the proposal would reduce the performance standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan.**
- B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity,**

and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or
2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,
3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

Staff Finding: The Trip Generation and Transportation Planning Rule Analysis provided by Melissa Webb, PE with Lancaster Mobley Engineers found that the trip generation potential from the existing zoning district language would produce a much higher volume of trips than the trips produced if the site were developed exclusively with the proposed new uses. Therefore, the analysis concluded the proposal will not “degrade the performance of any planned or existing transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment.” Comments received from the City Transportation Engineer express agreement with the assessment presented by Lancaster Mobley and the opinion that, as outlined, the proposed text amendment remains compliant with the Transportation Planning Rule.

As previously noted, comments received expressed concern with traffic impacts associated with RV Park use of the property but did not provide fact-based analysis to rebut the findings of the information provided by the applicant and affirmed by the City Transportation Engineer.

Based on this information, staff finds this criterion is met.

V. ATTACHEMNTS

- **Attachment 1** - Proposed Amendments
- **Attachment 2** - Amendment Summary Matrix

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

Sections:

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

2.12.100 Purpose

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

2.12.200 Applicability

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

2.12.300 Permitted Uses

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

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

B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).

C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter [4.4](#) of this Code.

D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter [4.8](#) – Code Interpretations.

Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial District		
Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
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.	P	
Office	P	
Restaurant, bar and food services.- Eating and drinking establishments.	P	
Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.	P	

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Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc.	P	
Neighborhood Market	P	See Section 2.12.1000
Retail sales establishment	P	See Section 2.12.1000
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 Section 2.12.1000
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 shall require a Conditional Use Review.	P/CU	
Cideries, Distilleries, Wineries and Breweries	P	

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Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial District

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

Key: P = Permitted SP = Special Provisions

MCU = Minor Conditional Use Permit CU = Conditional Use Permit

E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community’s economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent

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

2.12.400 Lot Requirements

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

2.12.500 Height Regulations

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

2.12.600 Setbacks and Buffering

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

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

A. Front Yard Setback

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

B. Side Yard Setback

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

C. Rear Yard Setback

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

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D. Buffering

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

2.12.700 Lot Coverage

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

2.12.800 Off-Street Parking

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

2.12.900 Landscape Area Standards

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

2.12.1000 Special Standards for Certain Uses

A. Neighborhood Market and Laundry Establishment

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

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

B. Retail Sales Establishment

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

~~B. Cottages~~

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

C. RV Parks:

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

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

~~2.12.1100 Design Theme~~

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

- ~~1. Era. Rural farm and ranches of the early 1900s.~~
- ~~2. Architecture. Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.~~

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

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

Figure 2.12.1100-A

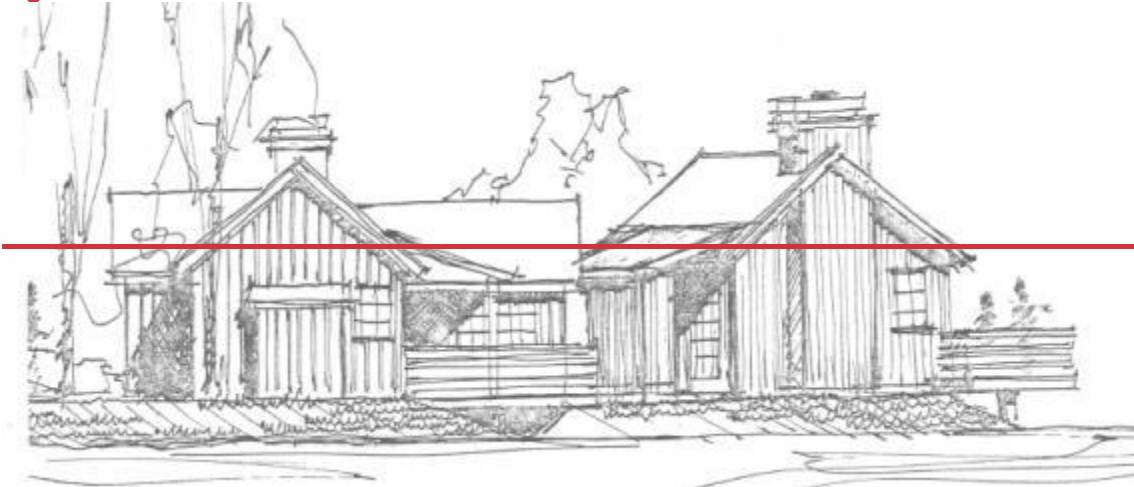
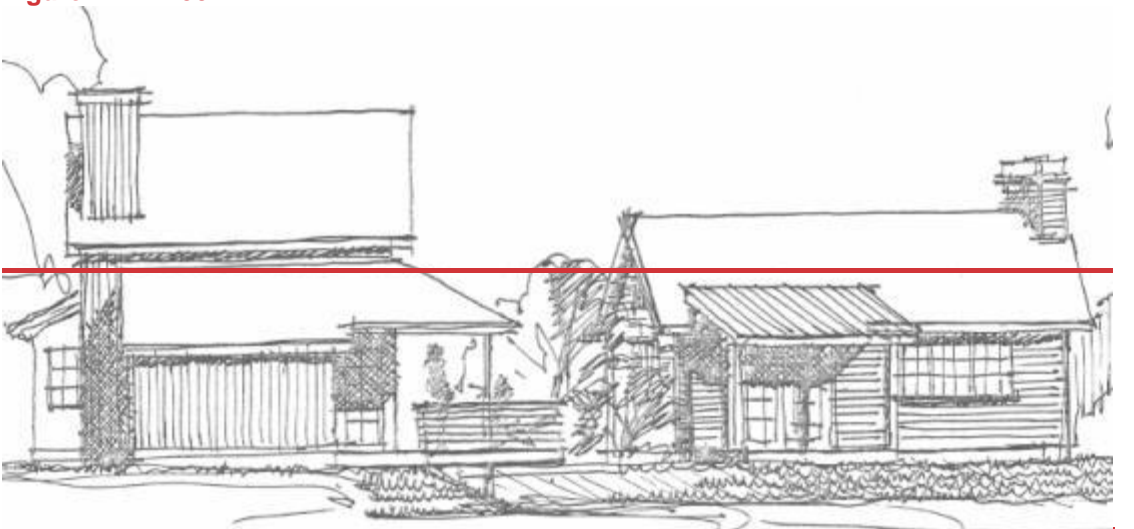


Figure 2.12.1100-B



Staff Report – Attachment 2
Amendment Summary Matrix

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
2.12.200 Applicability	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.")	Staff finds this amendment is NOT SUBSTANTIVE . Most other zone districts do not include an applicability section. Staff concurs with the statement by the applicant's explanation of the amendment and emphasizes the point that most zone district chapters do not include an applicability section based on applicability criteria in SDC 2.1. Staff further highlights that removal of this section triggers necessary changes to the numbering protocol of remaining sections.
2.12.300 Permitted Uses	Change Section from 2.12.300 to 2.12.200 and the use table is retitled to Table 2.12.1.	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.	Staff finds this amendment is NOT SUBSTANTIVE . This formatting provides consistency with the formatting of the majority of the SDC.
Table 2.12.300 (New Table 2.12.1)	Deleted "Cottage" as permitted use.	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.	Staff finds this amendment is SUBSTANTIVE . Overnight accommodation in the TC District are currently limited to cottages as specified. Staff concurs with the applicant that this use would be accommodated under the "hotel" and "Lodging Establishment" uses proposed and thereby making "cottages" as a permitted use unnecessary.
	Add "Hotel & Lodging Establishments" as permitted use.	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.	Staff finds the addition of this use category is SUBSTANTIVE . The inclusion expands the allowed overnight accommodation uses beyond the current "cottage" use. "Hotel" and "Lodging Establishment" were previously discussed in detail. Staff notes the terms "cabin" and "glamping" are not defined in the SDC.
	Remove "Office" as permitted use.	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 [North Sisters Business Park].	Staff finds the removal of "office" as permitted use is SUBSTANTIVE . An office building is currently permitted but would not be as proposed but is not substantive in the resulting development potential. The outcome of allowing office as accessory use is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Add "Hostel" as permitted use.	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.	Staff finds the addition of this use category is SUBSTANTIVE . The inclusion expands the allowed overnight accommodation uses beyond the current "cottage" use. Staff notes the terms "cabin" and "glamping" are not defined in the SDC.
	"Change Restaurant, bar and food services" to "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	Staff finds this amendment is NOT SUBSTANTIVE . It simply provides consistency with the formatting of the majority of the SDC.

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Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
		beverage establishments.	
	Remove “Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses” as a permitted use.	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.	Staff finds this amendment is NOT SUBSTANTIVE . It is consistent with how such accessory uses are accommodated in other zone districts.
	Replace “Amusement Use” with “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.	Staff finds this amendment is SUBSTANTIVE . “Amusement Use” is a defined term in the SDC ¹ that encompasses a variety uses. This amendment will instead allow small scale retail uses.
	Remove special use standards for Neighborhood Market use	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.	Staff finds this amendment is SUBSTANTIVE . This amendment changes how “Neighborhood Markets ² ” are permitted to operate in the TC District. Removing the special use standards of SDC 2.12.1000 will result in no restriction of the hours of operation or the 1,000 square feet maximum, thereby providing the potential for market that is a maximum of 6,000 square feet.
	Remove “Laundry Establishment...”	The initial proposed use is a usual and customary accessory use associated with Hotel and Lodging Establishments, Hostels, and RV Parks.	Staff finds this amendment is NOT SUBSTANTIVE . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Remove “Multi-use trails and paths.”	Trails, paths, and walkways are customary and accessory to Hotel & Lodging Establishments, Hostels, RV Parks and commercial zones in general.	Staff finds this amendment is NOT SUBSTANTIVE . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Remove “Small chapels, ceremonial pavilions and outdoor seating areas...”	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.	Staff finds this amendment is NOT SUBSTANTIVE . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC. With that said, the recommendation may consider such a use is viable as a standalone primary use and not only as an accessory use.
	Remove “Decks, docks...”	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.	Staff finds this amendment is NOT SUBSTANTIVE . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Replace “Special events/meeting facility, reception hall or community center” as a Conditional Use with “Community Centers and similar uses” as a Permitted Use.	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.	Staff finds this amendment is SUBSTANTIVE only in changing the use from Conditional Use to Permitted use. Staff recognizes the applicant is correct in noting that Community Centers are allowed as a permitted use, not conditional, in the Public Facility and Institutional, Downtown Commercial, and Highway Commercial Districts. In contrast, Community Center is a conditional use in the Residential and Multi-Family Residential Districts. Staff finds the current reference to “Special events/meeting facility” and “reception hall” is not needed as such uses are included in the

¹ SDC 1.3.300 defines “Amusement use – A building or site that provides a means of entertainment that is not otherwise defined (arcade, bowling alley, billiard parlor, etc).”

² SDC 1.3.300 defines “Neighborhood Market – A small grocery store, 6,000 square feet or smaller.”

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Amendment Summary Matrix

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
			more general “community center and similar uses” use category.
	Add “RV Park, including caretaker’s residence” as permitted use and reference to special use standards for RV Parks in SDC 2.15.1700.	An RV Park would offer a more affordable form of overnight accommodations that cater to that growing segment of the tourism market and has the potential for providing a year-facility.	Staff finds the addition of this use category is SUBSTANTIVE . SDC 2.15.1700 includes standards specific to RV Parks. Staff suggests consideration of additional special use standards to address length of stay, provided amenities, and the intensity and scale of such a use if there is concern with compatibility and off-site visual, noise, light, or other impacts of such a use in the TC District.
	Add “Park” as permitted use.	“Park” use is proposed as a permissible use which allows the property owner to consider development of a dog park area or pickleball court both of which are popular activities.	Staff finds the addition of this use category is SUBSTANTIVE . ” Park” is a defined term in the SDC ³ . As indicated in the definition, a park can include a variety of amenities of increasing intensity and scale. Staff suggests consideration of special use standards if there is concern with the potential intensity and scale of such a use in the TC District.
	Add reference to SDC 4.8 that is applicable to similar use code interpretation review process.	The applicant did not provide specific explanation for removing the requirements of this section.	Staff finds this amendment is NOT SUBSTANTIVE . The change provides reference to the code interpretation section that is applicable such similar use rulings.
	Remove “Utility service lines” as permitted use.	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.	Staff finds this amendment is NOT SUBSTANTIVE . Staff concurs with the applicant’s conclusion that such utility service lines are part of development of a property and, thereby, not a standalone use.
	Reformat and replace “Auto-oriented uses and drive-through uses with “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.	Staff finds this amendment is NOT SUBSTANTIVE . It provides consistency with the formatting of the majority of the SDC and use of the defined “auto-dependent use”. “Auto-oriented use” is not a defined term.
	Removed “Telecommunication equipment...” and Industrial, residential, and public and institutional uses...” as prohibited use.	If the use isn’t contained in the permissible uses section of Table 2.12.1 it isn’t permissible.	Staff finds this amendment is NOT SUBSTANTIVE . This opinion is based on the fundamental code construct that if the use is not identified as a permissible use in a zone and is allowed in a different zone then the use, by default, is not permitted in the TC District.
2.1.400 Lot Requirements (New Table 2.12.2)	Change Section from 2.12.400 to 2.12.300, replaced “Lot Requirements” with “Development Standards,” reworded introductory statement, as reformatted development standards of sections 2.7.500-900 into new Table 2.12.2.	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.	Staff finds this amendment is NOT SUBSTANTIVE . It provides consistency with the formatting of the majority of the SDC.

³ SDC 1.3.300 defines “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.”

Staff Report – Attachment 2
Amendment Summary Matrix

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
2.1.500 Height Regulations (New Table 2.12.2)	Added to new Table 2.12.2. No change to requirement.	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.	Staff finds this amendment is NOT SUBSTANTIVE . It provides consistency with the formatting of the majority of the SDC.
2.1.600 Setbacks and Buffering (New Table 2.12.2)	Added to new Table 2.12.2. See also the 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.	Staff finds the addition of this use category is SUBSTANTIVE . While the proposed standards are consistent with similar standards on the Downtown Commercial and Highway Commercial District, the proposed amendment removes the increased setback requirements currently applicable in the TC District. Staff suggests determination of if these increased setback standards are warranted in the TC District and, therefore, be retained.
2.12.700 Lot Coverage (New Table 2.12.2)	Added to new Table 2.12.2. No change to requirement.	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	Staff finds this amendment is NOT SUBSTANTIVE . It provides consistency with the formatting of the majority of the SDC.
2.12.800 Off Street Parking (New Table 2.12.2)	Added to new Table 2.12.2. No change to requirement.	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.	Staff finds this amendment is NOT SUBSTANTIVE . It provides consistency with the formatting of the majority of the SDC.
2.12.900 Landscape Standards (New Table 2.12.2)	Added to new Table 2.12.2. No change to requirement.	The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.	Staff finds this amendment is NOT SUBSTANTIVE . It provides consistency with the formatting of the majority of the SDC.
2.12.1000 Special Standards for Certain Uses	Remove special standards applicable to Neighborhood Markets, Laundry Establishments, and Cottages.	The applicant did not provide specific explanation for removing the requirements of this section.	Staff finds this amendment is SUBSTANTIVE . Removal of this section eliminates the 1,000 square-foot size limit, hours of operation for a neighborhood market, and 50-foot setback from Camp Polk Road and Barclay Drive. Instead, the maximum 6,000 square-foot size for all neighborhood markets would apply.
2.12.1100 Design Theme	Remove 1900s Rural Farm/Ranch House Design Theme.	The applicant did not provide specific explanation for removing the requirements of this section but noted the intent is to instead implement the 1880s Western Design Theme for commercial structures on the property.	Staff finds this amendment is SUBSTANTIVE . The existing 1900s Rural Farm/Ranch House Design Theme is only applicable to the TC District. If removed, the Western Frontier Architectural Design Theme of SDC 2.15.2600 will be applicable to all new, reconstructed, or remodeled uses in the TC district. This is consistent with all other commercial districts. Staff notes that if this amendment is approved a corresponding amendment to SDC 2.15.2600(B) is required to remove reference to the exception for the TC District.