



SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

MAY 14, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

1. Transportation System Plan (TSP)/Transportation Growth Management (TGM) Grant – *P. Davenport*
2. City Council Candidate Discussion - *Council*
3. Other Business – *A. Gorayeb/Council*
 - A. HCD Lease Extension

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

III. CONSENT AGENDA

- A. Minutes - none
- B. Bills to Approve
 1. May Accounts Payable

IV. STAFF REPORTS

- A. May Staff/Council Work Plan
- B. New Business License Report for April 2015

V. COUNCIL BUSINESS

- A. **Public Hearing and Consideration of Ordinance No. 458:** AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 3.4 (SIGNS), CHAPTER 5.1.300 (MINOR VARIANCES), CHAPTER 2.5.300L (DEVELOPMENT STANDARDS – HIGHWAY COMMERCIAL DISTRICT FORMULA FOOD ESTABLISHMENTS), CHAPTER 2.12 (SUN RANCH TOURIST COMMERCIAL DISTRICT SECTION 2.12.300 TABLE OF PERMITTED USES), CHAPTER 2.6 LIGHT INDUSTRIAL DISTRICT SECTION 2.6.1 TABLE OF PERMITTED USES), CHAPTER 2.14 (NORTH SISTER BUSINESS PARK SECTION 2.14.300A TABLE OF PERMITTED USES), AND CHAPTER 4.5 (MASTER PLANNED DEVELOPMENT SECTION 4.5.400 PROPERTY DEVELOPMENT STANDARDS – *P. Davenport*

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 accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.

520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213

B. Discussion and Consideration of Ordinance No. 459: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS COMPREHENSIVE LAND USE PLAN AND TRANSPORTATION SYSTEM PLAN BY ELIMINATING POLICY REFERENCES ASSOCIATED WITH BACK IN DIAGONAL PARKING AND DECLARING AN EMERGENCY – *P. Davenport*

C. Discussion and Consideration of a Motion to Approve the FY 15/16 City of Sisters Goals and Priorities – *A. Gorayeb*

D. Discussion and Consideration of a Motion to Approve an Instream Lease Renewal for the Lazy Z Property and Authorize the City Manager to Sign the Renewal Application – *P. Bertagna*

VI. CONTRACT REVIEW BOARD

A. Discussion and Consideration of a Motion to Award a Contract to Spendthrift Forestry Consulting LLC for City Forester Services and Authorize the City Manager to Execute the Contract – *P. Bertagna*

B. Discussion and Consideration of a Motion to Award a Contract to Richards Bartell Construction, LLC for the E. Jefferson Avenue and E. Washington Avenue Parking and Pedestrian Improvements and Authorize the City Manager to Execute the Contract – *P. Bertagna*

VII. OTHER BUSINESS

A. Finalize Business Owner Survey –*P. Davenport*

VIII. MAYOR/COUNCILOR BUSINESS

A. Committee Reports

IX. ADJOURN

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: May 14, 2015

Staff: Patrick Davenport

Type: Workshop

Dept: CDD

Subject: Transportation System Plan (TSP): Transportation Growth Management (TGM) Grant application

Action Requested: Discuss TGM grant opportunity, approve scope of revision to current TSP enable consultant assistance to apply for TGM grant and authorize expenditure of matching funds to implement grant.

Summary: There is an opportunity for the City to apply for a TGM grant to update/refine the City's 2010 TSP. On April 30, 2015 the Planning Commission recommended that the TSP be updated to reflect recent improvements to the City's transportation system and also include a traffic analysis and mitigation recommendations to the City's transportation system on the east side. The proposed area of focus on the east side would include the Locust Street/Hwy 20 intersection, Creekside Park access and development in its vicinity, and the intersection of Hwy 20 and Hwy 126.

Staff is requesting City Council direction on the scope of refinement, authorization to proceed with the grant application and authorization to seek consultant assistance in applying for the TGM grant. Consultant assistance to apply for the grant is estimated to cost approximately \$4,500. The project TSP update project should cost approximately \$80,000 and with a 15% matching requirement, the City's portion of the cost would be \$12,000. The TGM grant application is due June 14, 2015 and staff will return to the City Council on May 28, 2015 with a resolution of support for the formal grant application.

Attachments: Grant application

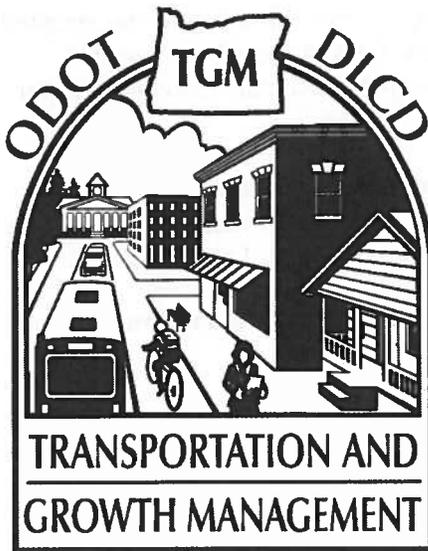
Concurrence:  CM  F&A  CDD  PW

2015

**Transportation and Growth Management
Grants to Local Governments**

Application Packet

Application Deadline:
4:00 p.m.
Friday, June 12, 2015



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A joint program of the
Oregon Department of Transportation and the
Oregon Department of Land Conservation and Development

Better Ways to Better Places

TGM APPLICATION CHECKLIST

Download the Cover Sheet, Application Form, Racial and Ethnic Impact Statement, and this Application Packet at: <http://egov.oregon.gov/LCD/TGM/grants.shtml>

NOTE: Application materials **MUST** be submitted **BOTH** electronically and in hard copy

- Electronically submitted application materials must include:**
 - Cover Sheet
 - Application Form (please limit to 10 pages)
 - Project area map
 - Racial and Ethnic Impact Statement (now required for state grants by SB 463, from the 2013 Regular Legislative Session)
 - Resolution or letter of support from governing body of applying jurisdiction(s)
 - Optional additional letters of support from stakeholders (for award criterion #4).

NEW: TGM no longer accepts resolutions or support letters after the June 12th deadline .

- You must also mail or hand-deliver 1 paper copy** of all electronically submitted application materials. Paper copy must be submitted on white, three-hole punched, 8-1/2" x 11" recycled paper. NO covers or additional binding.

Consultants: Consultants may prepare the jurisdiction's application. However, uncompensated consultants are not eligible to participate in the project itself. Consultants who are paid to prepare the application may be eligible to participate in the project. Contact Cindy Lesmeister at 503-986-4349 if you have questions.

Electronic applications are due by 4:00 p.m. Friday, June 12, 2015. Email them to TGMGrantApps@odot.state.or.us. If your materials exceed 9 MB, divide them into two emails. Put the jurisdiction name and project name in the subject line, along with *1 of 2* and *2 of 2*.

Mailed applications must be be POSTMARKED by Friday, June 12, 2015 and sent to:

**Cindy Lesmeister
Transportation and Growth Management Program
ODOT Mill Creek Building
555 13th Street NE, Suite 2
Salem, OR 97301**

If you encounter any issues with the submittal process, contact:

Rebecca Coffelt, Planning Section Web Coordinator
Rebecca.D.COFFELT@odot.state.or.us
(503) 986-4254

Sign Up for Emailed Updates: You may subscribe to receive announcements concerning TGM services, as well as the ODOT STIP Enhance Funding Program: [Subscribe to email list](#)

INTRODUCTION & GRANT BASICS

The Transportation and Growth Management (TGM) Program invites you to apply for funding in the 2015 grant cycle. The TGM Program provides resources to help Oregon communities prepare transportation and land use plans to respond to pressing transportation, land use, and growth management issues.

The TGM Program is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following goals and objectives:

1. **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
 - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
 - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
 - 1.3 Mobility choices for underserved communities and those with limited options.
 - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
2. **Create communities** composed of vibrant neighborhoods and lively centers linked by convenient transportation.
 - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
 - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
 - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
3. **Support economic vitality** by planning for land uses and the movement of people and goods.

- 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
 - 3.2 Well-located and accessible industrial and employment centers.
4. **Save public and private costs** with compact land uses and well-connected transportation patterns.
 - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
 - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
 5. **Promote environmental stewardship** through sustainable land use and transportation planning.
 - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

The TGM Program is primarily funded by the federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21), under an agreement with the Federal Highway Administration, with additional staff support and funding provided by the State of Oregon. Awarded projects are administered by TGM on behalf of a local jurisdiction according to state and federal requirements.

The TGM Program awards grants on an annual basis. Grants generally have a two-year period for projects to be negotiated and completed. Award amounts generally range between \$75,000 and \$200,000.

The TGM Program is committed to coordinating with and supporting other state programs. TGM planning grants can help local governments compete for state funding from such programs as:

- [Oregon Main Street Program](http://www.oregon.gov/OPRD/HCD/SHPO/Pages/mainstreet.aspx)
(<http://www.oregon.gov/OPRD/HCD/SHPO/Pages/mainstreet.aspx>)
- [ODOT – Enhance Funding](http://www.oregon.gov/ODOT/TD/STIP/Pages/WhatsChanged.aspx)
(<http://www.oregon.gov/ODOT/TD/STIP/Pages/WhatsChanged.aspx>)
- [ODOT - Public Transit Division](http://www.oregon.gov/ODOT/PT/Pages/index.aspx)
(<http://www.oregon.gov/ODOT/PT/Pages/index.aspx>)
- [Department of Land Conservation & Development](http://www.oregon.gov/LCD/Pages/grants.aspx)
(<http://www.oregon.gov/LCD/Pages/grants.aspx>)

ELIGIBLE APPLICANTS

Cities, counties, councils of government on behalf of a city or county, and tribal governments. Certain special districts are eligible, such as transportation districts, metropolitan planning organizations, ports, mass transit districts, park and recreation districts, and metropolitan service districts. School districts may be eligible as part of a joint application with a local government for an otherwise eligible project. Eligible applicants may join together to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

GRANT SELECTION

Projects are selected on a competitive basis within each of the five ODOT regions (see map on page 14). Applications are scored using the criteria on page 10. A consideration when scoring is ensuring a fair distribution of grant funds to smaller communities. TGM consults with other state agencies to gain further insights about proposed projects.

In August 2015, successful applicants will receive a grant award letter. The successful applicant and a TGM grant manager will work together to prepare a project statement of work, select a consultant (as appropriate), and complete an intergovernmental agreement (IGA).

Initial project statement of work negotiations must be completed within TGM's timeline or the grant award may be withdrawn. The grant award is not final until the intergovernmental agreement between ODOT and the local grantee is signed by all parties.

USE OF CONSULTANTS

For projects using consultants, ODOT, rather than local grantees, will contract with consultants. Using ODOT policies and procedures that meet state and federal requirements, TGM staff will work with jurisdictions to select the project consultant that best fits the specific planning services needed.

GRANTEE OBLIGATIONS

MATCH: TGM requires a local grant match of 12% of the total project cost. Grantees typically provide match in the form of cash or direct project costs, such as grantee staff time and materials directly related to the project. In certain cases, contract staff and certain volunteers' time also may be counted as match. Communities defined as "distressed" by the Oregon Business Development Department may request a partial match waiver. The list of distressed communities is available online at: <http://www.oregon4biz.com/Publications/Distressed-List/>.

The ways to fulfill match requirements vary:

- Grantees not using consultants will bill TGM for eligible project costs, such as in-house staff labor or other eligible items. TGM will reimburse the grantee for those costs, less the required match amount.
- Grantees using consultants and *not* being partially reimbursed for their own work must submit match reports that document eligible local project costs to meet the match requirement.
- Grantees using consultants and being partially reimbursed for their own work will bill all of their work and be reimbursed for those costs less the required match. Consultants will bill and be paid at 100%.
- Grantees may send cash directly to TGM at signing of IGA.

Please Note: As a grant award condition, grantees who have any unmet match obligations from previous TGM grant projects must document that the match was provided or pay the balance of unmet match within three weeks of notice of new grant award, or the award will be withdrawn.

PROJECT MANAGEMENT: Local commitment is the key ingredient to a successful project. As a condition of award, grantees will be asked to provide written commitment that they will meet all grantee obligations in a timely manner. Grantees must provide a project manager who will:

- serve as principal contact person for the project;
- help to develop a statement of work;
- monitor and coordinate work, including consultant work;
- keep local decision-makers informed about the project;
- make logistical arrangements;
- provide public notification for local meetings and public events;
- work with the TGM grant manager to ensure completion of all work on time and within budget;
- review consultant work products and payment requests; and,
- prepare progress reports, match reports, and reimbursement requests.

ELIGIBLE COSTS: TGM grants and required match can be spent only on “direct project-related costs.” Eligible costs include salary of local government employees assigned to the project, postage, travel, supplies, and printing.

Equipment purchases and indirect costs, including general administrative overhead, are not eligible costs unless you have a federally approved indirect cost plan. Local

expenses for persons or firms who contract with a local government to provide planning or other services are **not** eligible costs.

Costs incurred prior to signing an intergovernmental agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work for the intergovernmental agreement, and selecting a consultant.

TITLE VI/ENVIRONMENTAL JUSTICE/AMERICANS WITH DISABILITIES: Awarded projects are expected to abide by Title VI and related authorities including Executive Order 12898 (Environmental justice) which prohibit discrimination on the basis of race, color, national origin, or income, and other demographic characteristics. They are intended to make planning and decision-making more inclusive and to more equitably share the impacts and benefits of projects that receive federal funding. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. In addition, grants that include planning for pedestrians must consider Americans with Disabilities Act requirements.

For more information, see:

http://www.fhwa.dot.gov/environment/environmental_justice/

<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

http://www.ada.gov//2010ADASTandards_index.htm

TIMELINE

June 12, 2015	Grant Applications due by 4:00 p.m.
June-August 2015	Application scoring and ranking
August 2015	Project award announcements
December 2015-January 2016	Must have agreed on a detailed statement of work sufficient to select a Consultant or prepare an IGA if no consultant will be used
April-May 2016	IGA and personal services contracts must be signed and projects underway

At time of award, grants will be designated as either Fast Track, with earlier negotiation deadlines, or Standard Timeline. Grant projects generally have a two-year period to be negotiated and completed. Projects designed to take more than two years from award to completion should be identified as such in your application and may be programmed beyond the two year grant period. Project extension is subject to available funding and continued project eligibility.

ELIGIBLE PROJECTS

An applicant may choose from two categories of grants: Transportation System Planning or Integrated Land Use and Transportation Planning.

We are particularly interested in projects that demonstrate innovation in objectives, approach, or end product. Some examples of this could include considering public health objectives and collaborating with local public health officials, doing analyses aimed at reducing transportation-related greenhouse gas emissions, or incorporating innovative multimodal analysis tools, such as bicycle level of traffic stress or pedestrian safety planning.

A list of all TGM projects that have been completed or are underway is on our TGM Grants page on the Web: [TGM Grant Projects](#)

CATEGORY 1 - TRANSPORTATION SYSTEM PLANNING

PURPOSE

To help local governments develop and update transportation system plans (TSPs) and implementing measures that implement the Transportation Planning Rule (OAR 660-012-0045), 1999 Oregon Highway Plan, 2006 Oregon Transportation Plan, and other applicable statewide plans; that increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

ELIGIBLE USES

Projects in this category plan for transportation facilities inside Urban Growth Boundaries (UGB's), in urban unincorporated communities, and along rural highway corridors. Projects proposed for areas being considered in a UGB amendment process may be eligible, but TGM will give careful consideration to whether the proposed project is timely and reasonably achievable (TGM scoring criteria #2 and 3). Category 1 projects typically include preparation and adoption of:

- Complete Transportation System Plan preparation and adoption that results in a balanced, multi-modal system that addresses and accommodates a range of transportation needs, including movement of freight;
- Discrete portions of TSPs, including local street network plans, bike and pedestrian plans, transit plans, transportation system management plans, demand management plans, safe routes to school-related plans, parking plans, freight plans, etc.;
- TSP updates, for example, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, or plan for areas newly brought into the UGB.
- TSP implementing measures, such as street design plans, subdivision and site design standards, capital improvement plans and other funding strategies and programs, and land use regulations required by the Transportation Planning Rule;

- TSP refinements, such as plans for highway segment designation, corridor plans, or other planning to implement the 1999 Oregon Highway Plan;
- Project-level planning for facilities or improvements included in an adopted TSP that results in resolving important transportation and land uses issues required to move projects forward toward funding consideration;
- Detailed access and circulation planning for key employment centers;
- Other innovative transportation-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas.

CATEGORY 2 – INTEGRATED LAND USE AND TRANSPORTATION PLANNING

PURPOSE

To help local governments develop integrated land use and transportation plans that promote compact, mixed-use, pedestrian-friendly development; increase walking, biking, and transit options; or reduce reliance on the state highway system for local travel needs.

ELIGIBLE USES

Projects in this category combine land use planning with transportation facility planning to meet transportation needs inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects may include preparation and adoption of:

- Transportation and land use plans for an entire urban area – in metropolitan areas, such plans should be designed to address state goals for reducing greenhouse gas emissions that contribute to climate change;
- Land use and transportation concept plans for areas that have been brought into a UGB;
- Specific development, redevelopment, and area plans for a downtown, mixed-use commercial area, or neighborhood, including designation of a multimodal mixed-use area (MMA, as defined in OAR660-012-060(10)) as part of such a plan;
- Interchange Area Management Plans (if land use focused);
- Implementing measures, such as TSP amendments, code amendments, infill and redevelopment strategies, funding strategies and programs, and intergovernmental agreements;
- Transportation and land use planning related to the Oregon Main Streets Program;
- Other innovative land use and transportation planning-related projects that are consistent with TGM objectives – contact our staff to discuss your ideas.

GRANT ELIGIBILITY REQUIREMENTS

TGM grants are for planning work leading to local policy decisions. TGM grants cannot fund preliminary engineering, engineering, or construction work. If in doubt, discuss with your Region TGM planner about whether your proposed work is eligible.

Applications are reviewed on a pass/fail basis on each of the following criteria. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

1) Clear Transportation Relationship

A proposed project must have a clear transportation relationship and benefits. A project must entail research, analysis, alternatives evaluation, development of implementation measures, or public involvement that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

2). Adoption of Products

A proposed project must result in adoption-ready products that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use regulation, or intergovernmental agreement. Projects that will primarily do outreach, research, study an issue, or compile data are not eligible. Projects are expected to include adoption hearings.

3) Support of Local Officials

A proposed project must clearly demonstrate that local officials understand the purpose of the grant application and support the outcomes of the project. A letter or resolution of support from the governing body of the applying jurisdiction is required to be submitted with the application to meet this requirement.

AWARD CRITERIA

Applications are scored on a range of criteria and receive up to 100 points. Projects are selected primarily based on the points scored; also considered are the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects.

1) Proposed Project Addresses a Need and Supports TGM Objectives

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity through achieving one or more of the following TGM objectives.

1. **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
 - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
 - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
 - 1.3 Mobility choices for underserved communities and those with limited options.
 - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
2. **Create communities** composed of vibrant neighborhoods and lively centers linked by convenient transportation.
 - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
 - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
 - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
3. **Support economic vitality** by planning for land uses and the movement of people and goods.
 - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
 - 3.2 Well-located and accessible industrial and employment centers.
4. **Save public and private costs** with compact land uses and well-connected transportation patterns.
 - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
 - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
5. **Promote environmental stewardship** through sustainable land use and transportation planning.
 - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

Up to 40 points: Provide a statement of project purpose and transportation relationships and benefits, and relate them to TGM objectives. You must list the specific objective(s) your project supports. Projects that address an issue, problem, need, or opportunity with a clear expected outcome will receive more points. Projects that meet one or several TGM objectives in a substantial, integral way will receive more points than projects that meet one or more TGM objectives superficially. If applying to update your Transportation System Plan and you asked TGM to perform a TSP Assessment, what were the key Assessment recommendations and how do they relate to your proposed project?

2) Proposed Project is Timely and Urgent

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues;
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements, or regional plans;
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans including growth, changes in land use patterns, or changes in available funding;
- build on, complement, or take a necessary step toward completing other high priority community initiatives, including supporting a Governor's Regional Solutions Team priority; or
- resolve transportation- or land use-related issues affecting the project readiness of local, regional, or state transportation projects for which funding is expected to be obligated within the near future.

Up to 25 points: To explain why it is important to do the project at this time, describe what the project will accomplish and how it relates to other initiatives. Projects that match well with the TGM grant timeline will receive more points. Projects or project elements that are not clearly timely or urgent will receive fewer points.

3) Proposed Project Approach is Reasonable

The application demonstrates a clear approach to achieving the expected outcome and results in consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), the mechanisms and responsibilities for the coordination are clear.

Up to 15 points: Project approaches will receive more points if they clearly address the project need, are achievable considering scope, objectives, and benefits of the project, and are at a level of detail appropriate to the community.

4) Proposed Project has Community Support

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome.

Up to 5 points: Projects with written support from stakeholders including partner jurisdictions, community institutions, or businesses will receive more points. Letters of support should demonstrate a clear understanding of the project. A letter of support will score higher if it shows independent understanding of the project by the signer and is not identical in text to others that are submitted for a project.

5) Proposed Project Sponsor Readiness and Capacity

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage the project considering the complexity of the project, the size of the jurisdiction, and performance on previous TGM projects. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), all of the partners are ready and able to begin the project within the TGM timetable.

Up to 5 points: Projects with a clear description of the jurisdiction's capabilities and experience relative to the complexity of the proposed project will receive more points. Projects that lack a clear description of how they will be managed will receive fewer points. You must list any prior TGM projects your community received (grants or Community Assistance service) within the last 10 years and provide their outcomes or receive fewer points. For prior projects that were similar in subject matter or location to your proposed project, discuss why your proposed project is different. [If you are unsure what prior TGM projects your jurisdiction has received, contact Cindy Lesmeister at cindy.l.lesmeister@odot.state.or.us]

6) Proposed Project is Innovative

The application demonstrates that the project will be innovative in its subject matter, approach, or expected outcomes. For example, the project will use public health criteria or economic impact analysis as part of the evaluation of transportation alternatives or will include an innovative multimodal analysis.

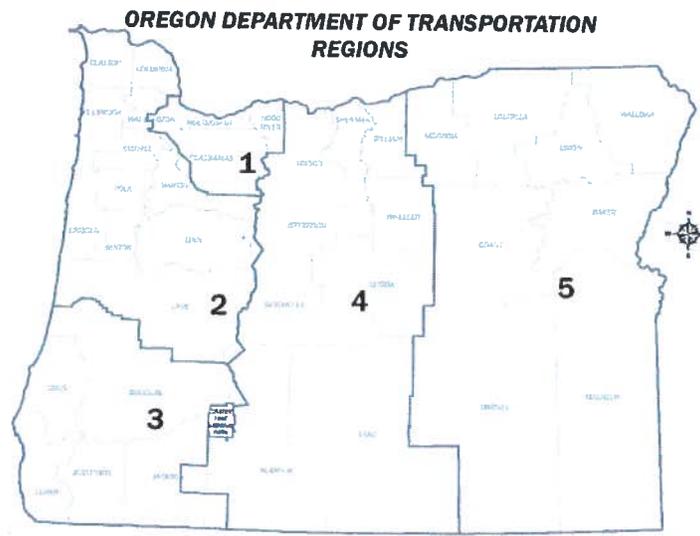
Up to 10 points: By the nature of this criterion, most projects will not receive any points. Projects may receive some points for innovative project elements. Projects with innovative subject matter will receive more points.

TGM STAFF CONTACTS

For general questions about the application process and for assistance with filling out your grant application, contact Cindy Lesmeister at 503-986-4349 or cindy.l.lesmeister@odot.state.or.us.

For specific advice on project approach and objectives, contact our lead Region TGM planners, listed below.

ODOT Region 1 Portland	Lidwien Rahman 503-731-8229 lidwien.rahman@odot.state.or.us
ODOT Region 2 Salem	Naomi Zwerdling 503-986-2836 naomi.zwerdling@odot.state.or.us
ODOT Region 3 Roseburg	John McDonald 541-957-3688 john.mcdonald@odot.state.or.us
ODOT Region 4 Bend	Devin Hearing 541-388-6388 devin.hearing@odot.state.or.us
ODOT Region 5 La Grande	Cheryl Jarvis-Smith 541-963-1574 cheryl.jarvis-smith@odot.state.or.us
DLCD - Statewide	Bill Holmstrom 503-934-0040 bill.holmstrom@state.or.us



AGREEMENT EXTENDING LEASE

DATE: May 11, 2015

PARTIES: City of Sisters ("Landlord")
520 E. Cascade Avenue
Sisters, OR 97759

And: High Country Enterprises, LLC ("Tenant")
An Oregon Limited Liability Company
PO Box 296
Redmond, OR 97756

RECITALS:

A. Tenant is the tenant and Landlord is the landlord under the original Ground Lease Agreement dated September 25, 2008 (the "Lease") pertaining to the following described property (the "premises"):

Approximately two (2) acres of bare ground as further described on **Exhibit A** attached hereto and incorporated herein by reference.

B. The Term of the Extended Lease currently expires June 30, 2015.

C. Landlord and Tenant wish to extend the Lease for an additional term of three years commencing July 1, 2015 and terminating June 30, 2018.

It is, therefore, agreed as follows:

AGREEMENT

- 1. Extension.** The lease term is extended for a term of three years commencing July 1, 2015 and terminating at midnight June 30, 2018 (the "Extended Term").
- 2. Rental.** Monthly Base Rent for the Extended Term commencing July 1, 2015 shall be \$1,000 per month.
- 3. Lease Preserved.** Except as specifically set forth herein, all terms and conditions of the Lease remain unmodified and fully enforceable. To the extent any part of this document conflicts with the lease, the terms of this document shall control.
- 4. Signature.** This addendum may be signed in counterparts. The transmission of a copy of this Addendum by electronic or facsimile transmission, bearing the signature of the sender, shall constitute delivery of an original executed document.

Landlord:

City of Sisters

By: _____
Andrew Gorayeb, City Manager

Date: _____

Tenant:

High Country Enterprises, LLC

By: _____
Brad Bailey, Member

Date: _____

PACKET: 02311 5/14/15 AP KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0858		ACTION AIR HEATING AND COOLING				
I-1786		CITY HALL HVAC INSPECT/MAINT	488.00			
4/30/2015	AP-US	DUE: 5/30/2015 DISC: 5/10/2015	9.76CR	1099: Y		
		CITY HALL HVAC INSPECT/MAINT		01 5-03-785	MAINTENANCE CITY HALL	488.00
		=== VENDOR TOTALS ===	488.00			
=====						
01-0616		ASIFLEX				
I-043015		ADMIN FEE APRIL 2015	15.00			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		ADMIN FEE APRIL 2015		01 5-02-727	PERMITS & FEES	15.00
		=== VENDOR TOTALS ===	15.00			
=====						
01-1		MISC VENDOR				
I-1310		ASPEN LAKES: CAC MEETING FOOD	300.00			
4/27/2015	AP-US	DUE: 4/27/2015 DISC: 4/27/2015		1099: N		
		ASPEN LAKES: CAC MEETING FOOD		01 5-01-783	PUBLIC OUTREACH	300.00
		=== VENDOR TOTALS ===	300.00			
=====						
01-0018		BAXTER AUTO PARTS				
C-28-0496805		RETURN BULB-DUMP TRAILER	1.45CR			
4/17/2015	AP-US	DUE: 4/17/2015 DISC: 4/17/2015		1099: N		
		RETURN BULB-DUMP TRAILER		03 5-00-796	VEHICLE MAINTENANCE	0.48CR
		RETURN BULB-DUMP TRAILER		02 5-00-796	VEHICLE MAINTENANCE	0.48CR
		RETURN BULB-DUMP TRAILER		05 5-00-796	VEHICLE MAINTENANCE	0.49CR
I-28-0495729		OIL CLEANER-MCINTOSH TRUCK	17.63			
4/06/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.35CR	1099: N		
		OIL CLEANER-MCINTOSH TRUCK		01 5-03-796	VEHICLE MAINTENANCE	1.76
		OIL CLEANER-MCINTOSH TRUCK		01 5-05-796	VEHICLE MAINTENANCE	3.61
		OIL CLEANER-MCINTOSH TRUCK		02 5-00-796	VEHICLE MAINTENANCE	1.76
		OIL CLEANER-MCINTOSH TRUCK		03 5-00-796	VEHICLE MAINTENANCE	3.61
		OIL CLEANER-MCINTOSH TRUCK		05 5-00-796	VEHICLE MAINTENANCE	6.89
I-28-495735		HANDLE-MCINTOSH TRUCK	60.31			
4/06/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	1.21CR	1099: N		
		HANDLE-MCINTOSH TRUCK		01 5-03-796	VEHICLE MAINTENANCE	6.03
		HANDLE-MCINTOSH TRUCK		01 5-05-796	VEHICLE MAINTENANCE	12.35
		HANDLE-MCINTOSH TRUCK		02 5-00-796	VEHICLE MAINTENANCE	6.03
		HANDLE-MCINTOSH TRUCK		03 5-00-796	VEHICLE MAINTENANCE	12.35
		HANDLE-MCINTOSH TRUCK		05 5-00-796	VEHICLE MAINTENANCE	23.55

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PACKET: 02311 5/14/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0018	BAXTER AUTO PARTS	(** CONTINUED **)					
I-28-496063		BYPASS CAP-MCINTOSH TRUCK	11.94				
4/09/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.24CR	1099: N			
		BYPASS CAP-MCINTOSH TRUCK		01 5-03-796	VEHICLE MAINTENANCE		1.19
		BYPASS CAP-MCINTOSH TRUCK		01 5-05-796	VEHICLE MAINTENANCE		2.45
		BYPASS CAP-MCINTOSH TRUCK		02 5-00-796	VEHICLE MAINTENANCE		1.19
		BYPASS CAP-MCINTOSH TRUCK		03 5-00-796	VEHICLE MAINTENANCE		2.45
		BYPASS CAP-MCINTOSH TRUCK		05 5-00-796	VEHICLE MAINTENANCE		4.66
I-28-496182		LOADED CALIPER	88.13				
4/20/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	1.76CR	1099: N			
		LOADED CALIPER		05 5-00-796	VEHICLE MAINTENANCE		16.76
		LOADED CALIPER		02 5-00-796	VEHICLE MAINTENANCE		18.52
		LOADED CALIPER		03 5-00-796	VEHICLE MAINTENANCE		23.73
		LOADED CALIPER		01 5-05-796	VEHICLE MAINTENANCE		17.64
		LOADED CALIPER		01 5-03-796	VEHICLE MAINTENANCE		11.48
I-28-496479		COMPACTOR MAINT-OIL	19.78				
4/14/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.40CR	1099: N			
		COMPACTOR MAINT-OIL		05 5-00-746	SMALL TOOLS & EQUIPMENT		3.76
		COMPACTOR MAINT-OIL		02 5-00-746	SMALL TOOLS & EQUIPMENT		4.16
		COMPACTOR MAINT-OIL		03 5-00-746	SMALL TOOLS & EQUIPMENT		5.33
		COMPACTOR MAINT-OIL		01 5-05-746	SMALL TOOLS & EQUIPMENT		3.96
		COMPACTOR MAINT-OIL		01 5-03-746	SMALL TOOLS & EQUIPMENT		2.57
I-28-496774		WIRING PARTS-DUMP TRAILER	37.29				
4/20/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.75CR	1099: N			
		WIRING PARTS-DUMP TRAILER		03 5-00-796	VEHICLE MAINTENANCE		12.43
		WIRING PARTS-DUMP TRAILER		02 5-00-796	VEHICLE MAINTENANCE		12.43
		WIRING PARTS-DUMP TRAILER		05 5-00-796	VEHICLE MAINTENANCE		12.43
=== VENDOR TOTALS ===			233.63				
01-0893	BECON LLC						
I-05072015		ENGINEERING SVS APRIL 2015	5,224.90				
5/11/2015	AP-US	DUE: 5/11/2015 DISC: 5/11/2015		1099: Y			
		ENGINEERING SVS APRIL 2015		02 5-00-713	DEVELOPMENT REVIEW		824.56
		ENGINEERING SVS APRIL 2015		05 5-00-713	DEVELOPMENT REVIEW		824.56
		ENGINEERING SVS APRIL 2015		03 5-00-713	DEVELOPMENT REVIEW		412.33
		HOOD AND ASH		03 5-00-906	CAPITAL OUTLAY		110.00
		CREEKSIDE CAMPGROUND		01 5-05-726	CONTRACTED SERVICES		892.00
		HOOD AVE LIGHTING AND IRRIG		03 5-00-906	CAPITAL OUTLAY		55.00
		WATER INFRASTRUCTURE		02 5-00-726	CONTRACTED SERVICES		200.00
		SEWER INFRASTRUCTURE		05 5-00-726	CONTRACTED SERVICES		200.00
		VILLAGE GR-JEFF/WASH PARKING		21 5-00-906	CAPITAL OUTLAY		605.00
		BPAC PRESENTATION		03 5-00-726	CONTRACTED SERVICES		521.45
		WHYCHUS CREEK WATERLINE		02 5-00-726	CONTRACTED SERVICES		160.00
		PAVEMENT MAINTENANCE		03 5-00-726	CONTRACTED SERVICES		420.00
=== VENDOR TOTALS ===			5,224.90				

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SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0389		BEND AWARDS & ENGRAVING				
I-66152		NAME PLATES-CLEM,NAGEL	20.00			
4/13/2015	AP-US	DUE: 4/13/2015 DISC: 4/13/2015		1099: Y		
		PC NAME PLATE-NAGEL		01 5-07-757	PLANNING COMMISSION	10.00
		CPAB NAME PLATE-CLEM		01 5-07-757	PLANNING COMMISSION	10.00
=====						
I-66261		PLAQUE-WOMACK	40.00			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: Y		
		PLAQUE-WOMACK		01 5-01-700	MAYOR & COUNCIL	40.00
		=== VENDOR TOTALS ===	60.00			
=====						

01-0969 BEND LANDCRAFT CORPORATION						
I-114509		POTTING SOIL, PLANTERS	1,588.00			
4/15/2015	AP-US	DUE: 4/15/2015 DISC: 4/15/2015		1099: N		
		POTTING SOIL, PLANTERS		05 5-00-906	CAPITAL OUTLAY	1,588.00
		=== VENDOR TOTALS ===	1,588.00			
=====						

01-0314 BEND MEMORIAL CLINIC						
I-04102015		IMMUNIZATION-JOHNSON,MILBURN	360.00			
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: Y		
		IMMUNIZATION-JOHNSON,MILBURN		01 5-03-771	MEDICAL TESTING & SERVIC	72.30
		IMMUNIZATION-JOHNSON,MILBURN		01 5-05-771	MEDICAL TESTING & SERVIC	72.30
		IMMUNIZATION-JOHNSON,MILBURN		03 5-00-771	MEDICAL TESTING & SERVIC	215.40
		=== VENDOR TOTALS ===	360.00			
=====						

01-0716 BI-MART CORPORATION						
I-3946		CRACK SEALING SUPPLIES	10.00			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		CRACK SEALING SUPPLIES		03 5-00-749	STREET MAINTENANCE	10.00
=====						
I-8139		KITTY LITTER-RECYCLE CENTER C	20.35			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: N		
		KITTY LITTER-RECYCLE CENTER CU		01 5-03-784	MAINTENANCE RECYCLE CENT	20.35
		=== VENDOR TOTALS ===	30.35			

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PACKET: 02311 5/14/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0172	BMS TECHNOLOGIES					
I-42861		APRIL 2015 UT BILLING	587.69			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: Y		
		APRIL 2015 UT BILLING		02 5-00-715	POSTAGE	293.85
		APRIL 2015 UT BILLING		05 5-00-715	POSTAGE	293.84
=====						
I-42862		MAY 2015 ONLINE BILLPAY	46.67			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: Y		
		MAY 2015 ONLINE BILLPAY		02 5-00-715	POSTAGE	23.34
		MAY 2015 ONLINE BILLPAY		05 5-00-715	POSTAGE	23.33
=== VENDOR TOTALS ===			634.36			
=====						

=====						
01-0047	C & K MARKET INC.					
I-1630514		CC MTG	12.97			
5/06/2015	AP-US	DUE: 6/25/2015 DISC: 6/25/2015		1099: N		
		CC MTG		01 5-01-700	MAYOR & COUNCIL	12.97
=====						
I-1630677		COFFEE	25.30			
4/29/2015	AP-US	DUE: 5/25/2015 DISC: 5/25/2015		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	3.80
		COFFEE		01 5-02-714	OFFICE SUPPLIES	4.04
		COFFEE		01 5-03-795	SUPPLIES	0.51
		COFFEE		01 5-05-714	OFFICE SUPPLIES	2.28
		COFFEE		01 5-07-714	OFFICE SUPPLIES	6.32
		COFFEE		02 5-00-714	OFFICE SUPPLIES	3.54
		COFFEE		03 5-00-714	OFFICE SUPPLIES	2.02
		COFFEE		05 5-00-714	OFFICE SUPPLIES	2.79
=====						
I-1630743		CC WORKSHOP	29.90			
4/23/2015	AP-US	DUE: 5/25/2015 DISC: 5/25/2015		1099: N		
		CC WORKSHOP		01 5-01-700	MAYOR & COUNCIL	29.90
=====						
I-1635910		PLANNING COMMISSION MTG	32.76			
5/11/2015	AP-US	DUE: 6/25/2015 DISC: 6/25/2015		1099: N		
		PLANNING COMMISSION MTG		01 5-07-757	PLANNING COMMISSION	32.76
=== VENDOR TOTALS ===			100.93			
=====						

=====						
01-0481	CARLSON SIGN					
I-31103		STREET BANNERS	2,035.00			
4/07/2015	AP-US	DUE: 4/07/2015 DISC: 4/07/2015		1099: N		
		STREET BANNERS		01 5-01-783	PUBLIC OUTREACH	2,035.00
=== VENDOR TOTALS ===			2,035.00			
=====						

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PACKET: 02311 5/14/15 AP KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0014	CENTRAL ELECTRIC COOP					
I-0005589700-0415		SISTERS SEWER TREATMENT PLANT	2,854.02			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		SISTERS SEWER TREATMENT PLANT		05 5-00-743	ELECTRICITY	2,854.02
I-0005591100-0415		ROPE LN LIFT STATION	557.08			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		ROPE LN LIFT STATION		05 5-00-743	ELECTRICITY	557.08
I-4602923513-0415		ELM THREE CREEKS WELL	1,210.51			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		ELM THREE CREEKS WELL		02 5-00-743	ELECTRICITY	1,210.51
I-4603150100-0415		VILLAGE GREEN RESTROOMS	191.81			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	191.81
I-4630200101-0415		600 W HOOD	22.04			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	22.04
I-5024820101-0415		SISTERS HIGH WELL	461.85			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	461.85
I-5402923491-0415		FS1605 CHLORINE BLDG	44.92			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	44.92
I-5431540100-0415		68105 PETERSON BURN RD	50.89			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	50.89
I-8300033500-0415		CREEKSIDE CITY PARK	169.96			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	169.96
I-8300170200-0415		W BARCLAY DR LIFT STATION	29.73			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	29.73
I-8300418800-0415		SEWER TREATMENT/SHOP	538.17			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		SEWER TREATMENT/SHOP		05 5-00-743	ELECTRICITY	538.17
I-8300435700-0415		HAROLD BARCLAY MEMORIAL PARK	255.28			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		HAROLD BARCLAY MEMORIAL PARK		01 5-05-743	ELECTRICITY	255.28

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PACKET: 02311 5/14/15 AP KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)					
I-8300550700-0415		LARCH ST PARK	21.91				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		LARCH ST PARK		01 5-05-743	ELECTRICITY		21.91
I-8300593501-0415		5 PINE CAMPUS LIFT STATION	38.96				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		5 PINE CAMPUS LIFT STATION		05 5-00-743	ELECTRICITY		38.96
I-8300695200-0415		1000 S LOCUST ST GATE	22.80				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		1000 S LOCUST ST GATE		05 5-00-743	ELECTRICITY		22.80
I-8301018100-0415		520 E CASCADE CITY HALL	828.24				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		520 E CASCADE CITY HALL		01 5-03-743	ELECTRICITY		828.24
I-8301034600-0415		VETERANS PARK	33.73				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		VETERANS PARK		01 5-05-743	ELECTRICITY		33.73
I-8301186200-0415		LIBRARY OUTDOOR LIGHTING	57.35				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY		57.35
I-8301301000-0415		990 JANTZEN LN LIFT STATION	35.02				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		990 JANTZEN LN LIFT STATION		05 5-00-743	ELECTRICITY		35.02
I-8301339500-0415		SISTERS PARKWAY RECYCLE	61.41				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		SISTERS PARKWAY RECYCLE		01 5-03-743	ELECTRICITY		61.41
I-8301419900-0415		SUN RANCH DR WELL	119.00				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		SUN RANCH DR WELL		02 5-00-743	ELECTRICITY		119.00
I-8301614400-0415		E CASCADE DECORATIVE LIGHTING	28.32				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		28.32
I-8301715305-0415		1000 S LOCUST ST PW BLDG	223.28				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		1000 S LOCUST ST PW BLDG		01 5-03-743	ELECTRICITY		223.28
I-8301802201-0415		MAIN ST DECORATIVE LIGHTING	85.21				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		MAIN ST DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		85.21

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VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8301966001-0415		150 N FIR S-FIR ST PARK	79.04			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		150 N FIR S-FIR ST PARK		01 5-05-743	ELECTRICITY	79.04
=== VENDOR TOTALS ===			8,020.53			
=====						
01-0136	CENTRAL OREGON REDI-MIX LLC					
I-78983		PD1401-HOOD & ASH CONCRETE	574.00			
4/13/2015	AP-US	DUE: 4/13/2015 DISC: 4/13/2015		1099: Y		
		PD1401-HOOD & ASH CONCRETE		03 5-00-906	CAPITAL OUTLAY	574.00
=== VENDOR TOTALS ===			574.00			
=====						
01-0007	CIS TRUST					
I-04292015		SUPERVISOR TRAINING-LFC,AG	50.00			
4/29/2015	AP-US	DUE: 4/29/2015 DISC: 4/29/2015		1099: N		
		SUPERVISOR TRAINING-LFC,AG		01 5-01-740	EDUCATION	25.00
		SUPERVISOR TRAINING-LFC,AG		01 5-02-740	EDUCATION	25.00
=== VENDOR TOTALS ===			50.00			
=====						
01-0024	CURTS ELECTRIC					
I-3677		OVERNIGHT PARK SHOWER FAN	245.97			
4/22/2015	AP-US	DUE: 4/22/2015 DISC: 4/22/2015		1099: N		
		OVERNIGHT PARK SHOWER FAN		01 5-05-786	PARK MAINTENANCE	245.97
I-3679		OVERNIGHT PARK THERMOSTAT	93.10			
4/16/2015	AP-US	DUE: 4/16/2015 DISC: 4/16/2015		1099: N		
		OVERNIGHT PARK THERMOSTAT		01 5-05-786	PARK MAINTENANCE	93.10
I-3704		TREE FARM	636.06			
4/17/2015	AP-US	DUE: 4/17/2015 DISC: 4/17/2015		1099: N		
		TREE FARM		05 5-00-787	SEWER SYSTEM REPAIRS	636.06
=== VENDOR TOTALS ===			975.13			
=====						
01-0986	DAVIS, HIBBITS & MIDHALL, INC.					
I-2015039		QUESTIONNAIRE & CONSULTING	3,000.00			
4/28/2015	AP-US	DUE: 4/28/2015 DISC: 4/28/2015		1099: N		
		QUESTIONNAIRE & CONSULTING		01 5-07-726	CONTRACTED SERVICES	3,000.00
=== VENDOR TOTALS ===			3,000.00			

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VENDOR SET: 01 CITY OF SISTERS

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0025	DEPARTMENT OF ENVIRONMENTAL QU					
I-04272015		WW OPERATOR CERT-KIEFER	160.00			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		WW OPERATOR CERT-KIEFER		05 5-00-727	PERMITS & FEES	160.00
=====						
I-WQ16DOM-0012		15/16 WATER QUALITY PERMIT	1,172.00			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: N		
		15/16 WATER QUALITY PERMIT		05 5-00-727	PERMITS & FEES	1,172.00
=====						
I-WQ16WSC-0106		15/16 WW SUPPORT FEE	100.00			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: N		
		15/16 WW SUPPORT FEE		05 5-00-727	PERMITS & FEES	100.00
		=== VENDOR TOTALS ===	1,432.00			
=====						
01-0582	DESCHUTES COUNTY					
I-05052015		PERMIT SERVICES APRIL 2015	4,289.51			
5/11/2015	AP-US	DUE: 5/11/2015 DISC: 5/11/2015		1099: N		
		ELEC PERMIT SVS APRIL 2015		01 5-07-301	ELECTRICAL INSPECTION	239.94
		BLDG PERMIT SVS APRIL 2015		01 5-07-300	BUILDING INSPECTIONS	4,049.57
		=== VENDOR TOTALS ===	4,289.51			
=====						
01-0322	DESCHUTES COUNTY ROAD DEPARTME					
I-15-11225		CRACK SEALING MATERIAL	1,906.11			
5/07/2015	AP-US	DUE: 5/07/2015 DISC: 5/07/2015		1099: N		
		CRACK SEALING MATERIAL		03 5-00-749	STREET MAINTENANCE	1,906.11
		=== VENDOR TOTALS ===	1,906.11			
=====						
01-0101	DESCHUTES COUNTY SHERIFF'S DEP					
I-05012015		SHERIFF SERVICES MAY 2015	43,584.00			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		SHERIFF SERVICES MAY 2015		01 5-06-783	DCSD - POLICING SERVICES	43,584.00
		=== VENDOR TOTALS ===	43,584.00			
=====						
01-0673	DOGPOOPBAGS.COM					
I-5865		DOG POOP BAGS	308.24			
4/22/2015	AP-US	DUE: 4/22/2015 DISC: 4/22/2015		1099: N		
		DOG POOP BAGS		01 5-05-795	SUPPLIES	308.24
		=== VENDOR TOTALS ===	308.24			

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PACKET: 02311 5/14/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0909	FASTENAL					
I-ORBEN95009		GLOVES	74.38			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		GLOVES		05 5-00-795	SUPPLIES	14.15
		GLOVES		02 5-00-795	SUPPLIES	15.63
		GLOVES		03 5-00-795	SUPPLIES	20.03
		GLOVES		01 5-05-795	SUPPLIES	14.89
		GLOVES		01 5-03-795	SUPPLIES	9.68
		=== VENDOR TOTALS ===	74.38			
=====						
01-0028	FERGUSON ENTERPRISES, INC.					
I-3304872		FAUCET FOR WOMENS RESTROOM-CG	140.12			
4/14/2015	AP-US	DUE: 4/14/2015 DISC: 4/14/2015		1099: N		
		FAUCET FOR WOMENS RESTROOM-CG		01 5-05-786	PARK MAINTENANCE	140.12
		=== VENDOR TOTALS ===	140.12			
=====						
01-1	MISC VENDOR					
I-042615		FIVE PINE LODGE:CAC MEETING	372.00			
4/26/2015	AP-US	DUE: 4/26/2015 DISC: 4/26/2015		1099: N		
		FIVE PINE LODGE:CAC MEETING		01 5-01-783	PUBLIC OUTREACH	372.00
		=== VENDOR TOTALS ===	372.00			
=====						
01-0975	GLOBE LIGHTING					
I-S3199772.001		LIGHTS-CHAMBER BLDG	107.80			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: N		
		LIGHTS-CHAMBER BLDG		01 5-03-781	CHAMBER BLDG MAINTENANCE	107.80
I-S3199772.002		LIGHT BULBS-CHAMBER BLDG	9.96			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: N		
		LIGHT BULBS-CHAMBER BLDG		01 5-03-781	CHAMBER BLDG MAINTENANCE	9.96
		=== VENDOR TOTALS ===	117.76			
=====						
01-0029	H. D. FOWLER COMPANY					
I-I3892949		IRRIGATION CONTOLLER-BARCLAY	97.65			
4/16/2015	AP-US	DUE: 5/10/2015 DISC: 5/10/2015		1099: N		
		IRRIGATION CONTOLLER-BARCLAY		01 5-05-786	PARK MAINTENANCE	97.65
I-I3904242		PD1401 HOOD & ASH IRRIGATION	129.98			
4/29/2015	AP-US	DUE: 5/10/2015 DISC: 5/10/2015		1099: N		
		PD1401 HOOD & ASH IRRIGATION		03 5-00-906	CAPITAL OUTLAY	129.98
		=== VENDOR TOTALS ===	227.63			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISC VENDOR					
I-05082015		H2 LANDEV, LLC; REFUNDS	3,600.00			
5/06/2015	AP-US	DUE: 5/06/2015 DISC: 5/06/2015		1099: N		
		PERFORMANCE GUARANTEE RFND		03 2-00-163	DEPOSITS-PERFORMANCE BON	3,600.00
		=== VENDOR TOTALS ===	3,600.00			
=====						
01-0699	HCD					
I-03292015		FAN GRANT-P.PAGE 4768570	14.25			
5/07/2015	AP-US	DUE: 5/07/2015 DISC: 5/07/2015		1099: N		
		FAN GRANT-P.PAGE 4768570		01 5-08-311	COMMUNITY SERVICES GRANT	14.25
I-04282015		FAN GRANT-A.BAILEY 5031775	18.56			
5/07/2015	AP-US	DUE: 5/07/2015 DISC: 5/07/2015		1099: N		
		FAN GRANT-A.BAILEY 5031775		01 5-08-311	COMMUNITY SERVICES GRANT	18.56
I-2033483		HCD MASTER BILLING APRIL 2015	452.72			
4/27/2015	AP-US	DUE: 4/27/2015 DISC: 4/27/2015		1099: N		
		HCD MASTER BILLING APRIL 2015		01 5-08-309	CITY MANAGED ACCOUNTS	452.72
		=== VENDOR TOTALS ===	485.53			
=====						
01-0881	HELENA CHEMICAL CO					
I-213734822		WILDFLOWERS	100.00			
4/20/2015	AP-US	DUE: 5/20/2015 DISC: 5/20/2015		1099: N		
		WILDFLOWERS		01 5-05-795	SUPPLIES	50.00
		WILDFLOWERS		03 5-00-795	SUPPLIES	50.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-0139	HOOKER CREEK COMPANIES, LLC					
I-271046		PD1401-HOOD & ASH CONCRETE	430.25			
4/22/2015	AP-US	DUE: 4/22/2015 DISC: 4/22/2015		1099: N		
		PD1401-HOOD & ASH CONCRETE		03 5-00-906	CAPITAL OUTLAY	430.25
		=== VENDOR TOTALS ===	430.25			
=====						
01-0017	HOYT'S HARDWARE					
I-416331		JIGSAW BLADE, FILTER, BITS	66.25			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		JIGSAW BLADE, FILTER, BITS		05 5-00-746	SMALL TOOLS & EQUIPMENT	12.60
		JIGSAW BLADE, FILTER, BITS		02 5-00-746	SMALL TOOLS & EQUIPMENT	13.92
		JIGSAW BLADE, FILTER, BITS		03 5-00-746	SMALL TOOLS & EQUIPMENT	17.84
		JIGSAW BLADE, FILTER, BITS		01 5-05-746	SMALL TOOLS & EQUIPMENT	13.26
		JIGSAW BLADE, FILTER, BITS		01 5-03-746	SMALL TOOLS & EQUIPMENT	8.63

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0017	HOYT'S HARDWARE	(** CONTINUED **)				
I-417385		BARCLAY PARK MAINT-WOOD STAKE	25.79			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		BARCLAY PARK MAINT-WOOD STAKES		01 5-05-786	PARK MAINTENANCE	25.79
I-417718		PD1401-HOOD & ASH SUPPLIES	159.25			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: N		
		PD1401-HOOD & ASH SUPPLIES		03 5-00-906	CAPITAL OUTLAY	159.25
I-418474		PAINTPAILS	11.16			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		PAINTPAILS		03 5-00-795	SUPPLIES	11.16
=== VENDOR TOTALS ===			262.45			
=====						
01-0011	LUTTON'S HARDWARE					
I-302051		CONDUIT FOR BANNER ARMS	11.99			
4/03/2015	AP-US	DUE: 4/03/2015 DISC: 4/03/2015		1099: N		
		CONDUIT FOR BANNER ARMS		03 5-00-762	STREET SIGNS	11.99
I-302059		ELBOWS, JOINT PASTE-ST SIGNS	17.27			
4/03/2015	AP-US	DUE: 4/03/2015 DISC: 4/03/2015		1099: N		
		ELBOWS, JOINT PASTE-ST SIGNS		03 5-00-762	STREET SIGNS	17.27
I-302061		WATER LEAK SUPPLIES MAPLE/LOC	6.19			
4/03/2015	AP-US	DUE: 4/03/2015 DISC: 4/03/2015		1099: N		
		WATER LEAK SUPPLIES MAPLE/LOCU		02 5-00-779	WATER SYSTEM REPAIRS	6.19
I-302075		BANNERS ARM PVC SUPPLIES	2.98			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		BANNERS ARM PVC SUPPLIES		03 5-00-762	STREET SIGNS	2.98
I-302155		CONDUIT FOR BANNERS	34.95			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		CONDUIT FOR BANNERS		03 5-00-762	STREET SIGNS	34.95
I-302184		NAILS, BLADE-BANNER ARMS	24.97			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		NAILS, BLADE-BANNER ARMS		03 5-00-762	STREET SIGNS	24.97
I-302213		SAW BLADE	24.06			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		SAW BLADE		05 5-00-795	SUPPLIES	2.28
		SAW BLADE		02 5-00-795	SUPPLIES	2.52
		SAW BLADE		03 5-00-795	SUPPLIES	3.23
		SAW BLADE		01 5-05-795	SUPPLIES	2.40
		SAW BLADE		01 5-03-795	SUPPLIES	1.56
		DOWELS, ADHESIVE		03 5-00-762	STREET SIGNS	12.07

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 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)					
I-302216		SCREWS-SIGN REPAIRS ON PARK	10.99				
4/07/2015	AP-US	DUE: 4/07/2015 DISC: 4/07/2015		1099: N			
		SCREWS-SIGN REPAIRS ON PARK		01 5-05-786	PARK MAINTENANCE		10.99
I-302248		IRRIG SUPPLIES-TREE NURSERY	58.89				
4/07/2015	AP-US	DUE: 4/07/2015 DISC: 4/07/2015		1099: N			
		IRRIG SUPPLIES-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY		58.89
I-302293		IRRIG SUPPLIES-TREE NURSERY	100.87				
4/08/2015	AP-US	DUE: 4/08/2015 DISC: 4/08/2015		1099: N			
		IRRIG SUPPLIES-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY		100.87
I-302307		DOWEL PINS-BANNERS	6.58				
4/08/2015	AP-US	DUE: 4/08/2015 DISC: 4/08/2015		1099: N			
		DOWEL PINS-BANNERS		03 5-00-762	STREET SIGNS		6.58
I-302363		IRRIGATION-TREE NURSERY	36.63				
4/09/2015	AP-US	DUE: 4/09/2015 DISC: 4/09/2015		1099: N			
		IRRIGATION-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY		36.63
I-302388		GLUE,CLAMP-ST SIGNS	5.98				
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: N			
		GLUE,CLAMP-ST SIGNS		03 5-00-795	SUPPLIES		5.98
I-302522		SPACKLE	3.99				
4/13/2015	AP-US	DUE: 4/13/2015 DISC: 4/13/2015		1099: N			
		SPACKLE		05 5-00-795	SUPPLIES		0.76
		SPACKLE		02 5-00-795	SUPPLIES		0.84
		SPACKLE		03 5-00-795	SUPPLIES		1.07
		SPACKLE		01 5-05-795	SUPPLIES		0.80
		SPACKLE		01 5-03-795	SUPPLIES		0.52
I-302693		RACHET STRAPS	53.98				
4/16/2015	AP-US	DUE: 4/16/2015 DISC: 4/16/2015		1099: N			
		RACHET STRAPS		05 5-00-746	SMALL TOOLS & EQUIPMENT		10.27
		RACHET STRAPS		02 5-00-746	SMALL TOOLS & EQUIPMENT		11.35
		RACHET STRAPS		03 5-00-746	SMALL TOOLS & EQUIPMENT		14.54
		RACHET STRAPS		01 5-05-746	SMALL TOOLS & EQUIPMENT		10.81
		RACHET STRAPS		01 5-03-746	SMALL TOOLS & EQUIPMENT		7.01
I-302728		CABLE TIES,LEG TIPS-ST LIGHTS	8.57				
4/16/2015	AP-US	DUE: 4/16/2015 DISC: 4/16/2015		1099: N			
		CABLE TIES,LEG TIPS-ST LIGHTS		03 5-00-778	STREET LIGHTS		8.57
I-302778		EXPANSION NUTS	132.00				
4/27/2015	AP-US	DUE: 4/27/2015 DISC: 4/27/2015		1099: N			
		EXPANSION NUTS		03 5-00-778	STREET LIGHTS		132.00

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-302961		NOZZLE, PEAT MOSS, WAND	31.97			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		NOZZLE, PEAT MOSS, WAND		01 5-05-795	SUPPLIES	15.98
		NOZZLE, PEAT MOSS, WAND		03 5-00-795	SUPPLIES	15.99
I-303014		IRRIGATION PARTS	14.10			
4/21/2015	AP-US	DUE: 4/21/2015 DISC: 4/21/2015		1099: N		
		IRRIGATION PARTS		01 5-05-786	PARK MAINTENANCE	14.10
I-303023		SCH 40 IRRIGATION PIPE	2.79			
4/21/2015	AP-US	DUE: 4/21/2015 DISC: 4/21/2015		1099: N		
		SCH 40 IRRIGATION PIPE		01 5-05-786	PARK MAINTENANCE	2.79
I-303041		MOPHEAD	13.98			
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: N		
		MOPHEAD		05 5-00-795	SUPPLIES	2.66
		MOPHEAD		02 5-00-795	SUPPLIES	2.94
		MOPHEAD		03 5-00-795	SUPPLIES	3.76
		MOPHEAD		01 5-05-795	SUPPLIES	2.80
		MOPHEAD		01 5-03-795	SUPPLIES	1.82
I-303108		IRRIGATION-TREE NURSERY	16.45			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: N		
		IRRIGATION-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY	16.45
I-303113		IRRIGATION-TREE NURSERY	31.47			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: N		
		IRRIGATION-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY	31.47
I-303133		PD1401 HOOD & ASH-IRRIG SUPP	18.90			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: N		
		PD1401 HOOD & ASH-IRRIG SUPP		03 5-00-906	CAPITAL OUTLAY	18.90
I-303170		IRRIGATION-ON PARK	17.97			
4/24/2015	AP-US	DUE: 4/24/2015 DISC: 4/24/2015		1099: N		
		IRRIGATION-ON PARK		01 5-05-786	PARK MAINTENANCE	17.97
I-303194		PD1401 HOOD & ASH-IRRIGATION	16.87			
4/24/2015	AP-US	DUE: 4/24/2015 DISC: 4/24/2015		1099: N		
		PD1401 HOOD & ASH-IRRIGATION		03 5-00-906	CAPITAL OUTLAY	16.87
I-303293		INSULATION-TREE NURSERY	47.52			
4/27/2015	AP-US	DUE: 4/27/2015 DISC: 4/27/2015		1099: N		
		INSULATION-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY	47.52
I-303346		FLAG POLE HARDWARE	11.18			
4/28/2015	AP-US	DUE: 4/28/2015 DISC: 4/28/2015		1099: N		
		FLAG POLE HARDWARE		03 5-00-795	SUPPLIES	11.18

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)					
I-303397		NAILS-CHAMBER	12.83				
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: N			
		NAILS-CHAMBER		01 5-03-781	CHAMBER BLDG MAINTENANCE		12.83
=====							
I-303956		CONCRETE BIT	5.49				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N			
		CONCRETE BIT		05 5-00-746	SMALL TOOLS & EQUIPMENT		1.04
		CONCRETE BIT		02 5-00-746	SMALL TOOLS & EQUIPMENT		1.15
		CONCRETE BIT		03 5-00-746	SMALL TOOLS & EQUIPMENT		1.48
		CONCRETE BIT		01 5-05-746	SMALL TOOLS & EQUIPMENT		1.10
		CONCRETE BIT		01 5-03-746	SMALL TOOLS & EQUIPMENT		0.72
		=== VENDOR TOTALS ===	782.41				
=====							
01-0988	MEDIAMERICA, INC						
I-0027149-IN		ADVERTISING TRAVEL OREGON	735.00				
4/13/2015	AP-US	DUE: 4/13/2015 DISC: 4/13/2015		1099: N			
		ADVERTISING TRAVEL OREGON		01 5-05-705	ADVERTISING		735.00
		=== VENDOR TOTALS ===	735.00				
=====							
01-0079	MIKE'S FENCE CENTER, INC						
I-61511		PWHQ GATE REPAIR	125.00				
4/24/2015	AP-US	DUE: 5/04/2015 DISC: 5/04/2015		1099: N			
		PWHQ GATE REPAIR		01 5-03-788	PWHQ MAINTENANCE		125.00
		=== VENDOR TOTALS ===	125.00				
=====							
01-0311	MIRELES, TERESA						
I-1509		2015 WATER QUALITY REPORT	200.00				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: Y			
		2015 WATER QUALITY REPORT		02 5-00-733	DUES & SUBSCRIPTIONS		200.00
		=== VENDOR TOTALS ===	200.00				
=====							
01-0049	MISSION LINEN SUPPLY						
I-420163688		PWHQ MAT CLEANING	19.86				
4/27/2015	AP-US	DUE: 4/27/2015 DISC: 4/27/2015		1099: N			
		PWHQ MAT CLEANING		01 5-03-788	PWHQ MAINTENANCE		19.86
		=== VENDOR TOTALS ===	19.86				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0143	NORCO					
I-15888745		20#	19.20			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		20#		05 5-00-795	SUPPLIES	3.65
		20#		02 5-00-795	SUPPLIES	4.04
		20#		03 5-00-795	SUPPLIES	5.17
		20#		01 5-05-795	SUPPLIES	3.84
		20#		01 5-03-795	SUPPLIES	2.50
		=== VENDOR TOTALS ===	19.20			

01-0515	OFFICEMAX					
I-239812		COPY PAPER	50.98			
4/21/2015	AP-US	DUE: 4/21/2015 DISC: 4/21/2015		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	15.79
		COPY PAPER		01 5-02-721	COPIER/PRINTER	9.17
		COPY PAPER		01 5-05-721	COPIER/PRINTER	1.02
		COPY PAPER		01 5-07-721	COPIER/PRINTER	15.79
		COPY PAPER		02 5-00-721	COPIER/PRINTER	4.09
		COPY PAPER		03 5-00-721	COPIER/PRINTER	1.02
		COPY PAPER		05 5-00-721	COPIER/PRINTER	4.10

I-239812A		BANKER BOXES, BINDERS	151.88			
4/21/2015	AP-US	DUE: 4/21/2015 DISC: 4/21/2015		1099: N		
		BANKER BOXES, BINDERS		01 5-01-714	OFFICE SUPPLIES	22.82
		BANKER BOXES, BINDERS		01 5-02-714	OFFICE SUPPLIES	24.23
		BANKER BOXES, BINDERS		01 5-03-795	SUPPLIES	3.04
		BANKER BOXES, BINDERS		01 5-05-714	OFFICE SUPPLIES	13.71
		BANKER BOXES, BINDERS		01 5-07-714	OFFICE SUPPLIES	37.93
		BANKER BOXES, BINDERS		02 5-00-714	OFFICE SUPPLIES	21.26
		BANKER BOXES, BINDERS		03 5-00-714	OFFICE SUPPLIES	12.15
		BANKER BOXES, BINDERS		05 5-00-714	OFFICE SUPPLIES	16.74

I-277132		PAPER CLIPS, WHITE-OUT	20.38			
4/23/2015	AP-US	DUE: 4/23/2015 DISC: 4/23/2015		1099: N		
		PAPER CLIPS, WHITE-OUT		01 5-01-714	OFFICE SUPPLIES	3.06
		PAPER CLIPS, WHITE-OUT		01 5-02-714	OFFICE SUPPLIES	3.25
		PAPER CLIPS, WHITE-OUT		01 5-03-795	SUPPLIES	0.41
		PAPER CLIPS, WHITE-OUT		01 5-05-714	OFFICE SUPPLIES	1.84
		PAPER CLIPS, WHITE-OUT		01 5-07-714	OFFICE SUPPLIES	5.09
		PAPER CLIPS, WHITE-OUT		02 5-00-714	OFFICE SUPPLIES	2.85
		PAPER CLIPS, WHITE-OUT		03 5-00-714	OFFICE SUPPLIES	1.63
		PAPER CLIPS, WHITE-OUT		05 5-00-714	OFFICE SUPPLIES	2.25

I-292039		STAPLES	4.71			
4/24/2015	AP-US	DUE: 4/24/2015 DISC: 4/24/2015		1099: N		
		STAPLES		01 5-01-714	OFFICE SUPPLIES	0.71
		STAPLES		01 5-02-714	OFFICE SUPPLIES	0.75
		STAPLES		01 5-03-795	SUPPLIES	0.09
		STAPLES		01 5-05-714	OFFICE SUPPLIES	0.43

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PACKET: 02311 5/14/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0515	OFFICEMAX	(** CONTINUED **)				
		STAPLES		01 5-07-714	OFFICE SUPPLIES	1.18
		STAPLES		02 5-00-714	OFFICE SUPPLIES	0.66
		STAPLES		03 5-00-714	OFFICE SUPPLIES	0.38
		STAPLES		05 5-00-714	OFFICE SUPPLIES	0.51
I-338772		COPY PAPER	76.47			
4/29/2015	AP-US	DUE: 4/29/2015 DISC: 4/29/2015		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	23.69
		COPY PAPER		01 5-02-721	COPIER/PRINTER	13.75
		COPY PAPER		01 5-05-721	COPIER/PRINTER	1.53
		COPY PAPER		01 5-07-721	COPIER/PRINTER	23.69
		COPY PAPER		02 5-00-721	COPIER/PRINTER	6.13
		COPY PAPER		03 5-00-721	COPIER/PRINTER	1.53
		COPY PAPER		05 5-00-721	COPIER/PRINTER	6.15
		=== VENDOR TOTALS ===	304.42			
01-0016	ONE CALL CONCEPTS, INC.					
I-5040469		WATER/SEWER LOCATES	84.48			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		WATER LOCATES		02 5-00-770	WATER LOCATE SERVICE	42.24
		SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	42.24
		=== VENDOR TOTALS ===	84.48			
01-0987	PACIFIC OFFICE AUTOMATION					
I-585063		PLOTTER MAINTENANCE	861.00			
4/27/2015	AP-US	DUE: 4/27/2015 DISC: 4/27/2015		1099: N		
		PLOTTER MAINTENANCE		01 5-02-721	COPIER/PRINTER	189.42
		PLOTTER MAINTENANCE		02 5-00-721	COPIER/PRINTER	223.86
		PLOTTER MAINTENANCE		03 5-00-721	COPIER/PRINTER	223.86
		PLOTTER MAINTENANCE		05 5-00-721	COPIER/PRINTER	223.86
		=== VENDOR TOTALS ===	861.00			
01-0056	PETTY CASH					
I-04302015		PETTY CASH-APRIL 2015	30.95			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		WILDFLOWERS		01 5-05-795	SUPPLIES	27.46
		POSTAGE		01 5-01-715	POSTAGE	0.49
		LARGE PRINTS		01 5-05-795	SUPPLIES	3.00
		=== VENDOR TOTALS ===	30.95			

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PACKET: 02311 5/14/15 AP KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0144		RESERVE ACCOUNT				
I-04202015		RESERVE ACCOUNT POSTAGE	200.00			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	6.00
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.00
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	36.00
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.00
		=== VENDOR TOTALS ===	200.00			
=====						
01-0034		PONDEROSA FORGE & IRONWORKS, I				
I-12558		BANNER ARMS FOR ST LIGHTS	35.00			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		BANNER ARMS FOR ST LIGHTS		03 5-00-778	STREET LIGHTS	35.00
I-12580		PD1401-HOOD & ASH PROJECT-RAI	132.60			
4/17/2015	AP-US	DUE: 4/17/2015 DISC: 4/17/2015		1099: N		
		PD1401-HOOD & ASH PROJECT-RAIL		03 5-00-906	CAPITAL OUTLAY	132.60
		=== VENDOR TOTALS ===	167.60			
=====						
01-0013		PONY EXPRESS				
I-248698		PRINTER INK	57.98			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		PRINTER INK		01 5-05-795	SUPPLIES	57.98
		=== VENDOR TOTALS ===	57.98			
=====						
01-0944		QUANTUM COMMUNICATION				
I-25143		TELEPHONE MAY 2015	836.75			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		TELEPHONE MAY 2015		01 5-01-735	TELEPHONE	50.89
		TELEPHONE MAY 2015		01 5-02-735	TELEPHONE	61.08
		TELEPHONE MAY 2015		01 5-03-735	TELEPHONE	20.38
		TELEPHONE MAY 2015		01 5-05-735	TELEPHONE	61.08
		TELEPHONE MAY 2015		01 5-07-735	TELEPHONE	91.41
		TELEPHONE MAY 2015		02 5-00-735	TELEPHONE	86.50
		TELEPHONE MAY 2015		03 5-00-735	TELEPHONE	76.31
		TELEPHONE MAY 2015		05 5-00-735	TELEPHONE	61.10
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	173.00
		=== VENDOR TOTALS ===	836.75			

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PACKET: 02311 5/14/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0787		RUSSELL'S BODY SHOP				
I-413084		DAMAGE REPAIR TO TRUCK-MCINTO	699.60			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: N		
		DAMAGE REPAIR TO TRUCK-MCINTOS		01 5-03-796	VEHICLE MAINTENANCE	70.00
		DAMAGE REPAIR TO TRUCK-MCINTOS		01 5-05-796	VEHICLE MAINTENANCE	143.29
		DAMAGE REPAIR TO TRUCK-MCINTOS		02 5-00-796	VEHICLE MAINTENANCE	70.00
		DAMAGE REPAIR TO TRUCK-MCINTOS		03 5-00-796	VEHICLE MAINTENANCE	143.29
		DAMAGE REPAIR TO TRUCK-MCINTOS		05 5-00-796	VEHICLE MAINTENANCE	273.02
		=== VENDOR TOTALS ===	699.60			
=====						
01-0754		SANI-STAR				
I-2762		SANISTAR APRIL 2015	100.00			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		SANISTAR APRIL 2015		01 5-05-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-0866		SIGNS OF SISTERS				
I-05272015		RECYCLE CENTER SIGNS	60.00			
4/22/2015	AP-US	DUE: 4/22/2015 DISC: 4/22/2015		1099: Y		
		RECYCLE CENTER SIGNS		01 5-03-784	MAINTENANCE RECYCLE CENT	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-1		MISC VENDOR				
I-05062015		SIMMONS, GERALD: PERMIT RFND	613.60			
5/06/2015	AP-US	DUE: 5/06/2015 DISC: 5/06/2015		1099: N		
		SIMMONS, GERALD: PERMIT RFND		01 4-00-313	BUILDING INSPECTION FEES	613.60
I-05072015		SINGLETON, BYRN: SPEC EVNT DE	250.00			
4/28/2015	AP-US	DUE: 4/28/2015 DISC: 4/28/2015		1099: N		
		SINGLETON, BYRN: SPEC EVNT DEP		01 2-00-162	DEPOSITS - SPECIAL EVENT	250.00
		=== VENDOR TOTALS ===	863.60			
=====						
01-0100		SISTERS AREA CHAMBER OF COMMER				
I-03312015		TRT MARCH 2015	7,974.18			
5/11/2015	AP-US	DUE: 5/11/2015 DISC: 5/11/2015		1099: N		
		TRT MARCH 2015		01 5-08-312	CHAMBER OF COMMERCE	7,974.18
		=== VENDOR TOTALS ===	7,974.18			

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PACKET: 02311 5/14/15 AP KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISC VENDOR					
I-04262015		SISTERS HIGH SCHOOL: CAC MTG	300.00			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		CAC MTG FOOD		01 5-01-783	PUBLIC OUTREACH	300.00
		=== VENDOR TOTALS ===	300.00			
=====						
01-0157	SISTERS LOCK & KEY SERVICE					
I-9757		KEYS FOR WELLS	103.00			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: Y		
		KEYS FOR WELLS		02 5-00-765	IMPROVEMENTS & REPAIRS	103.00
		=== VENDOR TOTALS ===	103.00			
=====						
01-0110	SISTERS PARK AND RECREATION DI					
I-05112015		COMMUNITY GRANT	400.00			
5/11/2015	AP-US	DUE: 5/11/2015 DISC: 5/11/2015		1099: N		
		COMMUNITY GRANT		01 5-08-311	COMMUNITY SERVICES GRANT	400.00
		=== VENDOR TOTALS ===	400.00			
=====						
01-0083	SISTERS RENTAL					
I-0012809-00		PLATE COMPACTOR MAINT	109.50			
4/15/2015	AP-US	DUE: 4/15/2015 DISC: 4/15/2015		1099: N		
		PLATE COMPACTOR MAINT		05 5-00-746	SMALL TOOLS & EQUIPMENT	20.82
		PLATE COMPACTOR MAINT		02 5-00-746	SMALL TOOLS & EQUIPMENT	23.01
		PLATE COMPACTOR MAINT		03 5-00-746	SMALL TOOLS & EQUIPMENT	29.49
		PLATE COMPACTOR MAINT		01 5-05-746	SMALL TOOLS & EQUIPMENT	21.92
		PLATE COMPACTOR MAINT		01 5-03-746	SMALL TOOLS & EQUIPMENT	14.26
I-0012827-00		CHAIN SAW MAINTENANCE	51.88			
4/16/2015	AP-US	DUE: 4/16/2015 DISC: 4/16/2015		1099: N		
		CHAIN SAW MAINTENANCE		05 5-00-746	SMALL TOOLS & EQUIPMENT	9.87
		CHAIN SAW MAINTENANCE		02 5-00-746	SMALL TOOLS & EQUIPMENT	10.90
		CHAIN SAW MAINTENANCE		03 5-00-746	SMALL TOOLS & EQUIPMENT	13.97
		CHAIN SAW MAINTENANCE		01 5-05-746	SMALL TOOLS & EQUIPMENT	10.39
		CHAIN SAW MAINTENANCE		01 5-03-746	SMALL TOOLS & EQUIPMENT	6.75
I-0012937-00		2 CYCLE OIL	24.95			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		2 CYCLE OIL		05 5-00-746	SMALL TOOLS & EQUIPMENT	4.74
		2 CYCLE OIL		02 5-00-746	SMALL TOOLS & EQUIPMENT	5.24
		2 CYCLE OIL		03 5-00-746	SMALL TOOLS & EQUIPMENT	6.72
		2 CYCLE OIL		01 5-05-746	SMALL TOOLS & EQUIPMENT	4.99
		2 CYCLE OIL		01 5-03-746	SMALL TOOLS & EQUIPMENT	3.26

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PACKET: 02311 5/14/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0083	SISTERS RENTAL	(** CONTINUED **)					
I-0030833		PD1401-HOOD & ASH CONCRETE MI	22.05				
4/01/2015	AP-US	DUE: 4/01/2015 DISC: 4/01/2015		1099: N			
		PD1401-HOOD & ASH CONCRETE MIX		03 5-00-906	CAPITAL OUTLAY		22.05
I-0030915		LOG SPLITTER RENTAL	57.50				
4/02/2015	AP-US	DUE: 4/02/2015 DISC: 4/02/2015		1099: N			
		LOG SPLITTER RENTAL		01 5-05-786	PARK MAINTENANCE		57.50
I-0031013		TRENCHER-TREE NURSERY	121.77				
4/08/2015	AP-US	DUE: 4/08/2015 DISC: 4/08/2015		1099: N			
		TRENCHER-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY		121.77
I-0031053		CONCRETE MIXER RENTAL	17.25				
4/09/2015	AP-US	DUE: 4/09/2015 DISC: 4/09/2015		1099: N			
		CONCRETE MIXER RENTAL		03 5-00-762	STREET SIGNS		17.25
I-0031057		TRENCHER RENTAL-TREE NURSERY	100.77				
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: N			
		TRENCHER RENTAL-TREE NURSERY		05 5-00-906	CAPITAL OUTLAY		100.77
I-0031505		SPAYER RENTAL	11.00				
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N			
		SPAYER RENTAL		03 5-00-749	STREET MAINTENANCE		11.00
		=== VENDOR TOTALS ===	516.67				

01-0052 THE NUGGET NEWSPAPER

I-57079		AD-COMMUNITY TOWN HALL	545.00				
4/22/2015	AP-US	DUE: 4/22/2015 DISC: 4/22/2015		1099: N			
		AD-COMMUNITY TOWN HALL		01 5-01-783	PUBLIC OUTREACH		545.00
I-57292		HELP WANTED-UT ASSISTANT	24.00				
4/22/2015	AP-US	DUE: 4/22/2015 DISC: 4/22/2015		1099: N			
		HELP WANTED-UT ASSISTANT		01 5-05-704	RECRUITMENT		24.00
I-57365		PUB NOTICE-HEARING, PC	168.75				
4/01/2015	AP-US	DUE: 4/01/2015 DISC: 4/01/2015		1099: N			
		PUB NOTICE-HEARING, PC		01 5-07-705	ADVERTISING		168.75
I-57366		PUB NOTICE-FILE RP15-01,V15-0	243.75				
4/01/2015	AP-US	DUE: 4/01/2015 DISC: 4/01/2015		1099: N			
		PUB NOTICE-FILE RP15-01,V15-01		01 5-07-705	ADVERTISING		243.75
I-57367		PUB NOTICE-HEARLING FILE 15-0	277.50				
4/01/2015	AP-US	DUE: 4/01/2015 DISC: 4/01/2015		1099: N			
		PUB NOTICE-HEARLING FILE 15-02		01 5-07-705	ADVERTISING		277.50

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PACKET: 02311 5/14/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0052	THE NUGGET NEWSPAPER	(** CONTINUED **)				
I-57368	AP-US	PUB NOTICE-HEARING FILE 15-03	251.25			
4/01/2015		DUE: 4/01/2015 DISC: 4/01/2015		1099: N		
		PUB NOTICE-HEARING FILE 15-03		01 5-07-705	ADVERTISING	251.25
I-57370	AP-US	PUB NOTICE-HEARING 15-01,	281.25			
4/15/2015		DUE: 4/15/2015 DISC: 4/15/2015		1099: N		
		PUB NOTICE-HEARING 15-01,		01 5-07-705	ADVERTISING	281.25
I-57371	AP-US	PUB NOTICE-FILE CI 15-01	277.50			
4/15/2015		DUE: 4/15/2015 DISC: 4/15/2015		1099: N		
		PUB NOTICE-FILE CI 15-01		01 5-07-705	ADVERTISING	277.50
I-57372	AP-US	PUB NOTICE-SIGN VARIANCES	215.70			
4/15/2015		DUE: 4/15/2015 DISC: 4/15/2015		1099: N		
		PUB NOTICE-SIGN VARIANCES		01 5-07-705	ADVERTISING	215.70
I-57374	AP-US	PUB NOTICE-INVITE TO BID	157.50			
4/22/2015		DUE: 4/22/2015 DISC: 4/22/2015		1099: N		
		PUB NOTICE-INVITE TO BID		21 5-00-906	CAPITAL OUTLAY	157.50
I-57375	AP-US	PUB NOTICE-CLUP & TSP	196.95			
4/15/2015		DUE: 4/15/2015 DISC: 4/15/2015		1099: N		
		PUB NOTICE-CLUP & TSP		01 5-07-705	ADVERTISING	196.95
		=== VENDOR TOTALS ===	2,639.15			
=====						
01-0497	TYRHOLM BIG R INC.					
I-199038	AP-US	UNIFORMS-BENTZ	62.49			
5/07/2015		DUE: 5/07/2015 DISC: 5/07/2015		1099: N		
		UNIFORMS-BENTZ		01 5-03-782	UNIFORMS	6.25
		UNIFORMS-BENTZ		01 5-05-782	UNIFORMS	18.75
		UNIFORMS-BENTZ		02 5-00-782	UNIFORMS	18.75
		UNIFORMS-BENTZ		03 5-00-782	UNIFORMS	12.50
		UNIFORMS-BENTZ		05 5-00-782	UNIFORMS	6.24
		=== VENDOR TOTALS ===	62.49			
=====						
01-0937	U.S. BANK					
C-042015NELSONCR	AP-US	VISA-NELSON APRIL 2015 CREDIT	225.00CR			
5/11/2015		DUE: 5/11/2015 DISC: 5/11/2015		1099: N		
		CLASS CANCELLATION-WOMACK		01 5-01-700	MAYOR & COUNCIL	225.00CR
I-04202015NELSON	AP-US	VISA- NELSON APRIL 2015	123.20			
5/11/2015		DUE: 5/11/2015 DISC: 5/11/2015		1099: N		
		EMPLOYEE RECOGNITION		01 5-02-707	EMPLOYEE RECOGNITION	73.25
		WINDOWS RECOVERY		01 5-07-714	OFFICE SUPPLIES	49.95

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PACKET: 02311 5/14/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0937	U.S. BANK	(** CONTINUED **)					
I-04302015DAVENPORT		VISA-DAVENPORT APRIL 2015	90.46				
5/11/2015	AP-US	DUE: 5/11/2015 DISC: 5/11/2015		1099: N			
		PC MEETING		01 5-07-757	PLANNING COMMISSION		90.46
=== VENDOR TOTALS ===			11.34CR				
01-0070	UMPQUA RESEARCH COMPANY						
I-B051183		COLIFORM	28.00				
4/27/2015	AP-US	DUE: 5/27/2015 DISC: 5/27/2015		1099: Y			
		COLIFORM		02 5-00-775	LABORATORY FEES		28.00
=== VENDOR TOTALS ===			28.00				
01-0344	USA BLUEBOOK						
I-623040		WATER TESTING SUPPLIES	69.95				
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: Y			
		WATER TESTING SUPPLIES		02 5-00-795	SUPPLIES		69.95
=== VENDOR TOTALS ===			69.95				
01-0976	USA FLEET SOLUTIONS						
I-19690		MONTHLY TRACKING FEE MAY 2015	237.65				
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N			
		MONTHLY TRACKING FEE MAY 2015		01 5-03-726	CONTRACTED SERVICES		23.76
		MONTHLY TRACKING FEE MAY 2015		01 5-05-726	CONTRACTED SERVICES		61.80
		MONTHLY TRACKING FEE MAY 2015		02 5-00-726	CONTRACTED SERVICES		57.02
		MONTHLY TRACKING FEE MAY 2015		03 5-00-726	CONTRACTED SERVICES		61.80
		MONTHLY TRACKING FEE MAY 2015		05 5-00-726	CONTRACTED SERVICES		33.27
=== VENDOR TOTALS ===			237.65				
01-0903	VELOX SYSTEMS						
I-2166		IT SUPPORT MAY 2015	1,496.98				
5/07/2015	AP-US	DUE: 5/07/2015 DISC: 5/07/2015		1099: Y			
		IT SUPPORT MAY 2015		01 5-01-726	CONTRACTED SERVICES		130.50
		IT SUPPORT MAY 2015		01 5-02-726	CONTRACTED SERVICES		156.60
		IT SUPPORT MAY 2015		01 5-03-726	CONTRACTED SERVICES		52.20
		IT SUPPORT MAY 2015		01 5-05-726	CONTRACTED SERVICES		169.65
		IT SUPPORT MAY 2015		01 5-07-726	CONTRACTED SERVICES		221.85
		IT SUPPORT MAY 2015		02 5-00-726	CONTRACTED SERVICES		221.85
		IT SUPPORT MAY 2015		03 5-00-726	CONTRACTED SERVICES		195.75
		IT SUPPORT MAY 2015		05 5-00-726	CONTRACTED SERVICES		156.60
		CDD PRINTER		01 5-07-717	OFFICE EQUIPMENT		191.98
=== VENDOR TOTALS ===			1,496.98				

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PACKET: 02311 5/14/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0760		VERIZON WIRELESS				
I-9744016304		CELL PHONES APRIL 2015	243.90			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		CELL PHONES APRIL 2015		01 5-03-736	CELLULAR PHONES	18.50
		CELL PHONES APRIL 2015		01 5-05-736	CELLULAR PHONES	63.94
		CELL PHONES APRIL 2015		01 5-07-736	CELLULAR PHONES	41.24
		CELL PHONES APRIL 2015		05 5-00-736	CELLULAR PHONES	43.81
		CELL PHONES APRIL 2015		03 5-00-736	CELLULAR PHONES	47.61
		CELL PHONES APRIL 2015		05 5-00-736	CELLULAR PHONES	28.80
		=== VENDOR TOTALS ===	243.90			

=====						
01-1		MISC VENDOR				
I-050815		VISTA RIDGE HOMES: REFUND	175.17			
5/08/2015	AP-US	DUE: 5/08/2015 DISC: 5/08/2015		1099: N		
		BLDG PERMIT REFUND		01 4-00-313	BUILDING INSPECTION FEES	86.45
		BLDG PERMIT REFUND		01 4-00-313	BUILDING INSPECTION FEES	88.72
I-043015		WARVIN CAFE, LLC; CAC MTG FOO	300.00			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		WARVIN CAFE, LLC; CAC MTG FOOD		01 5-01-783	PUBLIC OUTREACH	300.00
		=== VENDOR TOTALS ===	475.17			

=====						
01-0043		WCP SOLUTIONS				
I-491150		SOAP DISPENCER-BARCLAY PARK	12.31			
4/20/2015	AP-US	DUE: 5/25/2015 DISC: 4/30/2015	0.12CR	1099: N		
		SOAP DISPENCER-BARCLAY PARK		01 5-05-795	SUPPLIES	12.31
		=== VENDOR TOTALS ===	12.31			

=====						
01-0225		X-PRESS PRINTING				
I-75293		WINDOW ENVELOPES	117.18			
4/30/2015	AP-US	DUE: 4/30/2015 DISC: 4/30/2015		1099: N		
		WINDOW ENVELOPES		01 5-01-714	OFFICE SUPPLIES	17.61
		WINDOW ENVELOPES		01 5-02-714	OFFICE SUPPLIES	18.69
		WINDOW ENVELOPES		01 5-03-795	SUPPLIES	2.34
		WINDOW ENVELOPES		01 5-05-714	OFFICE SUPPLIES	10.57
		WINDOW ENVELOPES		01 5-07-714	OFFICE SUPPLIES	29.27
		WINDOW ENVELOPES		02 5-00-714	OFFICE SUPPLIES	16.41
		WINDOW ENVELOPES		03 5-00-714	OFFICE SUPPLIES	9.37
		WINDOW ENVELOPES		05 5-00-714	OFFICE SUPPLIES	12.92
		=== VENDOR TOTALS ===	117.18			

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PACKET: 02311 5/14/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0428	XEROX CORPORATION					
I-079421739		COPIER LEASE 7665-APRIL 2015	20.00			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		COPIER LEASE 7665-APRIL 2015		01 5-01-721	COPIER/PRINTER	6.20
		COPIER LEASE 7665		01 5-02-721	COPIER/PRINTER	3.60
		COPIER LEASE 7665		01 5-05-721	COPIER/PRINTER	0.40
		COPIER LEASE 7665		01 5-07-721	COPIER/PRINTER	6.20
		COPIER LEASE 7665		02 5-00-721	COPIER/PRINTER	1.60
		COPIER LEASE 7665		03 5-00-721	COPIER/PRINTER	0.40
		COPIER LEASE 7665		05 5-00-721	COPIER/PRINTER	1.60
I-079421747		COPIER LEASE 7855-APRIL 2015	553.18			
5/01/2015	AP-US	DUE: 5/01/2015 DISC: 5/01/2015		1099: N		
		COPIER LEASE 7855-APRIL 2015		01 5-01-721	COPIER/PRINTER	171.39
		COPIER LEASE 7855-APRIL 2015		01 5-02-721	COPIER/PRINTER	99.47
		COPIER LEASE 7855-APRIL 2015		01 5-05-721	COPIER/PRINTER	11.09
		COPIER LEASE 7855-APRIL 2015		01 5-07-721	COPIER/PRINTER	171.39
		COPIER LEASE 7855-APRIL 2015		02 5-00-721	COPIER/PRINTER	44.38
		COPIER LEASE 7855-APRIL 2015		03 5-00-721	COPIER/PRINTER	11.09
		COPIER LEASE 7855-APRIL 2015		05 5-00-721	COPIER/PRINTER	44.37
		=== VENDOR TOTALS ===	573.18			
		=== PACKET TOTALS ===	102,406.13			

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PACKET: 02304 4/24/15

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0893	BECON LLC					
I-04022015		ENGINEER SERVICES MARCH 2015	18,886.75			
4/24/2015	AP-US	DUE: 4/24/2015 DISC: 4/24/2015		1099: Y		
		ENGINEER SERVICES MARCH 2015		02 5-00-713	DEVELOPMENT REVIEW	778.04
		ENGINEER SERVICES MARCH 2015		05 5-00-713	DEVELOPMENT REVIEW	778.04
		ENGINEER SERVICES MARCH 2015		03 5-00-713	DEVELOPMENT REVIEW	389.07
		HOOD AND ASH		13 5-00-906	CAPITAL OUTLAY	2,015.80
		O/N CAMPGROUND		01 5-05-726	CONTRACTED SERVICES	1,411.45
		OREGON HEALTH AUTHORITY		03 5-00-726	CONTRACTED SERVICES	110.00
		HOOD AVE LIGHTING & IRRIGATION		03 5-00-906	CAPITAL OUTLAY	4,350.00
		WATER INFRASTRUCTURE PLANNING		02 5-00-726	CONTRACTED SERVICES	2,603.95
		SEWER INFRASTRUCTURE PLANNING		05 5-00-726	CONTRACTED SERVICES	2,603.95
		VILLAGE GREEN/JEFF AVE PARKING		21 5-00-906	CAPITAL OUTLAY	2,320.00
		VILLAGE GREEN RESTROOMS		21 5-00-906	CAPITAL OUTLAY	110.00
		HOOD AND PINE CURB SURVEY		03 5-00-906	CAPITAL OUTLAY	576.45
		CLEMENS PARK GRANT APP		01 5-05-726	CONTRACTED SERVICES	600.00
		BPAC PRESENTATION PREP		02 5-00-726	CONTRACTED SERVICES	240.00
		=== VENDOR TOTALS ===	18,886.75			
		=== PACKET TOTALS ===	18,886.75			

pg 1 of 1

Work Plan

May 2015

City of Sisters

Finance:

- 2014/15 Budget Changes
 - Supplemental Budget, May 28th
 - ODOT / Cascade Avenue Cost Reimbursement – Applying, requesting updates - Ongoing
 - Sewer/Water Rate Changes – Reviewing data, revisiting rates schedule
 - 5 year forecast for Sewer and Water, DONE. Need to revisit Capital Improvement Plans once we have reviewed infrastructure plans.
- Receivables Status Update (Report to CM)-DONE, continue monthly reporting – 30th of every month
- Forecasting Tool (Excel Sheet) – DONE, update monthly
- Cash Position Update, review CoS cash position, commitments and potential commitments – DONE, 30th of every month
- Transient, Temporary Business License and Special Event Permit Code Update – Ongoing
- Engage outside financial company to create a credit rating for City of Sister (BOTC loan compliance requirement) – Done
- Begin creating budget for 2015/16 – Ongoing
- Legal, Insurance & Engineering contracts are all posted for Proposals.

City of Sisters

Community Development:

- Existing Applications –TUP 14-02 appeal to LUBA; Appeal 15-01 of MOD 15-01 Saddlestone; TA 14-06, 14-07 and 15-01 on Signs & FFE's, et al. to CC May 14, MOD 15-01 Habitat (May 21 PC), LLA 15-01 Baxter property; SP 15-01 MMV Res Care Facility – building permit issuance pending approval of bike ped easement and payment of fees, SUB 15-02 in SRR “Skygate” (7 lots); New Sisters Village Hotel building permit nearing issuance; MOD 15-04 ATM @ Outlaw Station; FP 15-01 Jefferson Ave (3 lots); MNR 15-01 Dutch Pacific -2 lots
- Grants: Urban Renewal Grants received totaling \$97,000, City Council awarded 25% of project cost, 3 applications not approved, 1 agreement signed, notice of revised agreement conditions sent out; Trash Enclosure Grants - \$1,500 make 20 available = up to \$30K, lesser of \$1,500 or 50% of cost – approved two and will accept more applications
- Kiosk Signs – waiting for kiosk configurations
- Future Development Code Updates – TUP requirements refined; Formula foods cont'd, Mobile food units, parking requirements for retail and office, Landscaping, Affordable housing; Art districts, NAICS for Use Table
- Long range planning and studies: Comp Plan Update, Cascade Avenue Streetscape, TSP TGM grant application due June 12, 2015; Housing Needs Analysis update
- Parks: Update Park SDC List; Creekside RV Park site plan –CPAB's recommendations FWD to City Council on May 21; Clemens Park restroom grant application - June 2-4 presentations; Research Tennis/Pickle Ball facility grant – USTA; Code Enforcement: active enforcement underway – weed abatement/ladder fuel reduction
- Business Owner Opinion survey for May-June business license renewal
- Admin/Dept management: Improve tracking forms and reporting for building permits, Development applications, PC and Boards actions; Improve filing system; Staff training
- PC and Boards., Vacancies: Urban Forestry Board – Need one more applications – open until filled; Committee for Citizen Involvement

City of Sisters

Community Development continued:

PLANNING COMMISSION, CITY COUNCIL and CITY PARKS ADVISORY BOARD AGENDAS TRACKING

- **Planning/Zoning:**
 - **May 14 CC:**
 - Public Hearing TA's from April 23 workshop and April 30 Planning Commission- regular meeting
 - TSP/TGM Grant discussion - workshop
 - **May 21 PC:**
 - Pine Meadow Village MOD # 15-01
 - Workshop future text amendments: TUP, MFU and NAICS codes
 - **May 28 CC**
 - Resolution for TGM Grant
 - **June 18 PC:**
 - McKenzie Meadows Site Plan #15-01- pending completion
 - Skygate Subdivision #15-02

- **City Parks Advisory Board**
 - June 3
 - Updates

City of Sisters

Public Works:

- List and schedule for all “can’t you just (CYJ)” projects –schedule/completion is on-going – List has been updated (2/1), prioritized. Scheduling/execution is progressing
- Tree Nursery / Farm on Lazy Z –Tree planting DONE, irrigation system DONE, 2015 trees DONE
- URA Projects
 - Village Green – Phase 2 & 3 – Project is out to bid, bids will be received in early May.
 - Village Green Restroom Improvements – Grant awarded, Project Development Spring 2015, Construction 2015
- Hood and Ash Improvements – Construction contract is substantially complete, working on punch list
- SDC Update – Draft Project Lists complete – Draft Parks SDC update complete, Adam Sussman water rights analysis DONE, presentation to Council at 12/4/14 Workshop – DONE, Infrastructure Capacity analysis April 2015
- Red Dirt Triangle- to be analyzed along with intersections and access points for the eastern highway corridors as part of a TSP update or a corridor refinement plan.
- Cascade Ave. – Construction nearing completion, Working on punch list, lighting retrofit test is in and staff received direction from Council to proceed with installation. Parts are awaiting ODOT authorization of payment
- East Portal – Forest Service is working on a property appraisal
- Barclay Square Waterline Upgrade – Design Spring 2015
- Chamber Building Improvements – Lighting and Flooring Done, Interior painting Done, Landscape/ADA improvements May/June 2015.
- Speed zone study – Met with ODOT, established scope for speed zone study (up to one year process for completion)
- Barclay/Hwy 20 Roundabout – Roundabout freight mobility testing- Done, Community Meeting-Done
- Hood Avenue Improvements – Curb Ramp replacements complete, lighting/irrigation design at 90% of completion.
- Contract Forester RFP – Forester selected by Urban Forestry Board, Council to approve contract in May
- Master Projects List – Draft of project list is complete, next step is inputting scope, schedule and cost for the projects in the developed master spreadsheet.

City of Sisters

City Manager:

- **Kathy**
 - Upcoming Council Meeting /Workshops – ongoing
 - Municipal Code Update –2015
- **Andrew**
 - SDCs
 - Restructure and rationalize based on water / sewer service sizes, work with Parks Board and Council to revise Park and potentially Transportation as well.
 - Forgivable Loan Program
 - Comments received from EDCO, forwarded to attorney, waiting for final version
 - Water / Sewer Rate discussion to occur in April / May

City of Sisters

City Council:

- Strengthen City finances
- Increase both community and private sector asset base
- Economic development
- Improve connectivity
- Improve public outreach

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 4/01/2015 TO 5/11/2015

PAID STATUS: ALL

EFFECTIVE DATES: 0/00/0000 TO 99/99/9999

LIC CODES: ALL

EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	PROPERTY ADDRESS	CITY LIMIT	ORIGINATION
000640	RETAIL	HERITAGE U.S.A.	253 E HOOD AVE	INSIDE	4/22/2015
001081	SVS	WOODLAND FLORAL	1010 E CASCADE AVE	INSIDE	4/08/2015
001082	CONTR	PROPERTY BROTHERS, LLC		OUTSIDE	4/08/2015
001083	RETAIL	DEJA VU INTERIORS, LLC	625 ARROWLEAF TRAIL	INSIDE	4/09/2015
001084	SVS	ACME PROTOTYPE, LLC	652 N AYLOR CT 1	INSIDE	4/09/2015

TOTAL LICENSES: 5

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: May 14, 2015

Staff: Patrick Davenport

Type: Regular Meeting

Dept: CDD

Subject: Various Text Amendments to the Sisters Development Code

Action Requested: Approve text amendments to the Sisters Development Code

Summary: On April 16th and April 30th, 2015, the Planning Commission held public hearings and approved motions to various text amendments to the Sisters Development Code. A workshop was also held with City Council on May 7, 2015 to further discuss these proposed revisions. The following text amendments were recommended for approval by the Planning Commission to City Council:

TA 14-06 enables revisions to:

- Various sections throughout 3.4 Signs and Section 5.1.500, Minor Variances

TA 14-07 (continued) enables revisions to:

- Section 2.5.300 Formula Foods Establishments- 2.5.300 Development Standards – Highway Commercial (HC) DISTRICT; L. Formula Food Establishments;

TA 15-01 enables revisions to:

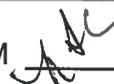
- Use Tables under Chapter 2.12 Sun Ranch Tourist Commercial (TC) District, Chapter 2.13 Sun Ranch Tourist Commercial (TC) District and Chapter 2.6 - Light Industrial District (LI) to permit production of various types of alcoholic beverages;
- Chapter 4.5 Master Planned Development Section 4.5.400 Property Development Standards which would enable a front lot line to face a direction other than a street (open space).

Attachments:

Ordinance No. 458: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS DEVELOPMENT CODE, including the following Exhibits:

Exhibit A - Proposed Development Code text changes.

Exhibit B - Planning Commission Resolution No. PC 2015-05, 2015-07 and 2015-08 with staff reports and findings.

Concurrence:  CM  F&A  PTD CDD  PW

ORDINANCE NO. 458

AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 3.4 (SIGNS), CHAPTER 5.1.300 (MINOR VARIANCES), CHAPTER 2.5.300L (DEVELOPMENT STANDARDS – HIGHWAY COMMERCIAL DISTRICT FORMULA FOOD ESTABLISHMENTS), CHAPTER 2.12 (SUN RANCH TOURIST COMMERCIAL DISTRICT SECTION 2.12.300 TABLE OF PERMITTED USES), CHAPTER 2.6 LIGHT INDUSTRIAL DISTRICT SECTION 2.6.1 TABLE OF PERMITTED USES), CHAPTER 2.14 (NORTH SISTER BUSINESS PARK SECTION 2.14.300A TABLE OF PERMITTED USES), AND CHAPTER 4.5 (MASTER PLANNED DEVELOPMENT SECTION 4.5.400 PROPERTY DEVELOPMENT STANDARDS

WHEREAS, the City of Sisters has developed a unique community character in its commercial, industrial and residential districts, and the city desires to maintain this unique character;

WHEREAS, the City of Sisters desires to protect the community's culture and economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs;

WHEREAS, the City of Sisters finds that to meet these objectives, it is imperative to revise development code requirements associated with Signs, Variances, Formula Food Establishments, production of alcoholic beverages and the arrangement of dwellings in master planned developments within the City;

WHEREAS, the City of Sisters finds that certain amendments to the City of Sisters Development Code are necessary to facilitate orderly and beneficial development within the City of Sisters; and

WHEREAS, the Planning Commission held public hearings on April 16th and April 30th, 2015 on the proposed Development Code amendments and determined that the amendments meets all applicable approval criteria, including all notice requirements, and that the ordinance will benefit the City of Sisters and recommended approval to the City Council as amended; and,

WHEREAS, the City Council held a public hearing on May 14, 2015 on the proposed Development Code amendments and determined that the amendments meet all applicable approval criteria, including all notice requirements, and that the ordinance will benefit the City of Sisters; and,

WHEREAS, official notice of this public hearing was published in the Nugget Newspaper on April 29, 2015 in the manner prescribed within Section 4.1.700 of the Development Code.

NOW, THEREFORE, the City Council of the City of Sisters ordains as follows:

SECTION 1. The Sisters Development Code is amended as provided in the attached Exhibit A, which is incorporated into this Ordinance by reference.

SECTION 2. In support of the Development Code Amendments, the City Council hereby adopts the findings attached hereto as Exhibits A and B to this Ordinance, which demonstrates compliance with the Sisters Development Code, the City's Comprehensive Plan, and the applicable statewide planning goals, statutes and administrative rules.

PASSED by the Common Council of the City of Sisters this 14th day of May, 2015 and APPROVED by the Mayor of the City of Sisters.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-05**

**THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND
RESOLVE THAT:**

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code to revise the Permitted Uses in the Sun Ranch Tourist Commercial (Ch. 2.12), North Sisters Business Park (Ch. 2.14) and Light Industrial (2.6) Districts and to amend Section 4.5.400 by adding new Section N to enable front lot lines to align in a direction other than a street; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 15-01 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 1, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 16, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING
COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT
THE COMPREHENSIVE PLAN AMENDMENT, FILE NO. TA 15-01 SUBJECT TO THE
FOLLOWING EXHIBITS:**

- Exhibit A – Memo to Planning Commission with amended text**
- Exhibit B – Report of Findings**
- Exhibit C – Resolution**
- Exhibit D – Notice to DLCD**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 16th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewalt, Wright,

AYES: Layne, Gentry, Nagel, Seymour, Tewalt, Wright (6)
NOES: (0)
ABSENT: Dean (1)
ABSTAIN: (0)

 4-21-15
Signed: Darren Layne, Vice Chairman (Acting Chair)



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-07**

THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code to revise various Sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 14-06 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 15, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 30, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE SISTERS DEVELOPMENT CODE TEXT AMENDMENT, FILE NO. TA 14-06 SUBJECT TO THE FOLLOWING EXHIBITS:

- Exhibit A – Staff Report**
- Exhibit B – Draft Text of proposed amendments**
- Exhibit C – Notice to DLCD**
- Exhibit D – Resolution**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 30th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewalt, Wright,

AYES: Dean, Nagel, Seymour, Tewalt, Wright

NOES:

ABSENT: Gentry, Layne

ABSTAIN:


 5/8/15

Signed: Darryl Tewalt, Acting Chairmah

5050



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-08**

**THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND
RESOLVE THAT:**

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code to revise Chapter 2.5 Highway Commercial District Section 2.5.300L Development Standards, Formula Foods Establishments; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 14-07 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 15, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 30, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING
COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT
THE SISTER DEVELOPMENT CODE TEXT AMENDMENT, FILE NO. TA 14-07 SUBJECT TO
THE FOLLOWING EXHIBITS:**

- Exhibit A – Staff Report**
- Exhibit B – Notice to DLCD**
- Exhibit C – Resolution**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 30th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewalt, Wright,

AYES: Dean, Nagel, Seymour, Tewalt

NOES:

ABSENT: Gentry, Layne

ABSTAIN: Wright


Signed: Darryl Tewalt, Acting Chairman

(4)
(0)
(2)
(1)

**Exhibit A
TA 14-06 SIGN CODE REVISIONS****Chapter 3.4 - Signs****Sections:**

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3.4.100 Purpose

The purpose of this chapter is to maintain or improve the aesthetic quality of the City's residential and business environment in a manner which recognizes and balances the need for signs with other visual, aesthetic and safety concerns of the community.

3.4.200 Applicability

All new or remodeled signs within the City Zoning districts shall require a permit, provided that they meet all standards and provisions of this ordinance. The permitting process may be administrative or if necessary, reviewed by a hearings body.

3.4.300 Definitions

- A.** The following definitions apply to this Chapter and supersede conflicting definitions in the Development Code.
1. **Alteration** - Any change including but not limited to the size, content, shape, method of illumination, position, location, materials, construction, or supporting structure of a sign.
 2. **Awning** - An architectural projection that provides weather protection, identity or decoration and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight, rigid skeleton structure over which a covering is attached.
 3. **Billboard** - A sign structure subject to the provisions of the Oregon Motorist Information Act of 1971 and erected for advertising space to promote an interest other than that of an individual, business, product or service available on the premises the billboard is located on.

4. Building Directory Sign - A sign giving the name, address number or location of the occupants of a building or buildings.
5. Building Face of Wall - All window and wall area of a building in one plane or elevation.
6. Bulletin Board or Reader Board - A sign of a permanent nature, but which accommodates changeable copy to announce an coming event or attraction or used to convey a specific message related to the building or use of the property on which the bulletin board is located.
7. Directional Sign - An on-premise sign designed to identify and locate an office, entrance, exit, motor vehicle route, telephone or similar place, service, or route.
8. Directory Signs - Used for multi-tenant buildings to provide a directory of tenant locations within the building. They may also serve as the address sign for the property. Directory signs are small scale and are oriented to pedestrians.
9. Display Surface - The area made available by the sign structure for the purpose of displaying a message thereon.
10. Double-faced Sign - Signs which have only two sign surfaces back-to-back.
11. Event (Community Event) - A significant and organized occurrence that is beyond the scope of day-to-day activities and that benefits the community at large. Community events may take place at single or multiple sites. Examples of a community event include, but are not limited to, the Sisters Rodeo, Quilt Show, music festival, farmer's market, car show, fundraiser or Chamber of Commerce occurrence. Determination of whether an occurrence qualifies as a community event shall be determined by the CDD Director in the Director's sole discretion.
12. Externally Illuminated - A sign which is illuminated by an external source from which light is directed toward a sign so that the beam of light falls upon the exterior surface of the sign
13. Flexible Sign - A windsock, flag, pennant, streamer or banner or similar sign or structure constructed of cloth, canvas or similar material, and hung from the building, or sign, which serves to identify the building or the business and/or attract attention to the business. The windsock, banner, pennant, flag or similar sign may or may not include copy or other graphic signs.
14. Free-standing Sign. A sign supported by one or more uprights or braces and not attached or incidentally attached to any building or structure.
15. Ground-mounted Sign - A permanently mounted sign which is not attached to any structure or building.
16. Hanging Sign - Those which have one or more edges of the sign attached to a supporting structure above it.
17. Internally Illuminated - A sign which is wholly or partially illuminated by an internal light source from which source light passes through the display surface to the exterior of the sign.
18. Logo - Pictures, figures, symbols, letters, sign copy or similar graphic design which advertises or identifies a business, building or use.
19. Monument Sign - A low profile, ground-mounted freestanding sign that is supported by a solid base as an essential element of the design of the sign.

20. Non-conforming Sign - An existing sign, lawful at the time of enactment of this Ordinance, which does not conform to the requirements of this Code.
21. Off-site Sign – A business identification sign occupying space on private property which is not the property occupied by the business.
22. Portable Sign - Any sign or other graphic, including an A-frame sign, which is designed to be or is capable of being transported from one place to another and not permanently affixed to a structure or building.
23. Projecting Signs - Signs other than wall signs, which are attached to and project from a structure or building elevation, usually perpendicular to the building elevation.
24. Roof Sign - A sign located on or above the roof of any building.
25. Shopping Center/Business Complex - A group of three (3) or more commercial retail/industrial businesses which have been designed and developed together as an integral unit on a single parcel of land or separate parcels of land and which businesses utilize common off-street parking or access.
26. Sign - Any structure, device, fixture or placard using graphics, symbols and /or written copy designed specifically for the purpose of advertising or identifying any business occupant, establishment, product, goods or services. However, a sign shall not include the following:
 - a. Legal notices, identification, information or directional signs erected by governmental bodies or public utilities.
 - b. Flags and insignia of a government, school, religious group, or nonprofit organization.
 - c. A memorial plaque, tablet or cornerstone made an integral and permanent part of the building or structure.
 - d. Signs within a building which cannot be seen from outside the building.
 - e. Holiday decorations.
27. Temporary Sign - A sign which is not permanently affixed. A banner, pennant, poster or advertising display constructed of cloth, canvas, flags, (not including flags of national, state or city governments) plastic, sheet, cardboard, wallboard, sheet metal, plywood or similar materials and intended to be displayed for a limited period of time. Temporary signs do not include portable signs.
28. Wall Sign - A sign attached to or erected against the wall of a building with the face in a parallel plane of the building wall.
29. Sign, Public - A sign erected by a public officer or employee in the performance of a public duty which shall include, but not be limited to, motorist informational signs and warning lights.
30. Wayfinding Sign – An off-premise sign for the purpose of facilitating vehicular tourist to local tourist destinations as designated.
31. Wind Sign - Any cloth or plastic or other flexible light material which is fastened together by wire, rope, cord, string or other means in such manner as to move by wind pressure and which are used or displayed to attract attention to a business, product, service or entertainment.

32. Window Area - An individual pane of glass or a contiguous area of glass separated only by nonstructural elements of dissimilar (non-glass) material.
33. Window Sign - A sign painted on, etched, attached to or placed upon glass surfaces of windows or doors of a building intended for viewing from the exterior of the building.

3.4.400 General Provisions

- A. ~~Signage shall be in proportion with and visually related to the architectural character of the building, restrained in size.~~
- B. Basis for Design. Sisters has a sense of time and place dating from the 1880's. Signage at that time was pedestrian-oriented. The size, lettering and placement of signs were, for the most part, designed to attract the attention of foot and slower-moving horse traffic. The basis for design shall be compatible with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
- C. ~~Rectangular, straight edged and oval signs are the preferred shape for signs. Signs with highly stylized, curvilinear edges are discouraged.~~
- D. Permitted Materials. Wood, stone, dimensional lumber, metal or iron or their visual equivalent are the recommended substrate materials for both the sign and the stanchion (in the case of ground mounted or monument signs).
- E. Signing Techniques shall be in conformance with the 1880's Western Architectural Theme as defined in the Sisters Urban Area Comprehensive Plan and permitted as follows:
1. Painting the sign directly on the facade of the building.
 2. Painting of a sign on a finished material or sign board which is subsequently affixed to the building.
 3. Affixing raised block letters directly on the facade of the building.
- F. Lettering Techniques shall be in conformance with the 1880's Western Architectural Theme as defined in the Sisters Urban Area Comprehensive Plan and permitted as follows:
1. Ornamental lettering, similar to in Exhibit A-1
 2. ~~Shaded block or ornamental lettering~~
 3. ~~Raised or routed block letters.~~
- G. Illumination - no sign shall be erected or maintained which, by use of lights or illumination creates an unduly distracting and hazardous condition to a motorist, pedestrian or the general public. In addition:
1. Signs may be externally illuminated by flood lights or other lighting approved by the Community Development Director or designee, located on wall or roof area adjacent to the sign intended to be illuminated with illumination directed down.
 2. No exposed reflective type bulb or incandescent lamp shall be exposed to direct view from a public street or highway but may be used for indirect light illumination of the display surface of a sign. This means that a person standing at the adjacent property line would not see the light emitting source.

3. No external illumination devices shall be allowed to exceed the building height requirements of the underlying zone.
 4. All illumination shall comply with the Dark Skies Standards in Chapter 2.15, Special Provisions.
- H. Any sign or other graphic display which is supported by more than one means and, therefore, cannot be clearly defined as ground, wall, roof, hanging, awning, projecting, or other sign shall be administratively assigned to the sign category most logically applicable and the appropriate standards applied.
- I. All signs shall comply with the vision clearance standards.
- J. All signs shall be non-reflective materials and paint.

3.4.500 Permit Exceptions

- A. The following signs or procedures shall not require a sign permit:
1. The changing of advertising or message on an approved painted or printed sign or signs specifically designed for the use of replaceable copy, except for changing the name of the business or use advertised.
 2. Repainting, cleaning or other normal maintenance or repair of a sign or sign structure for which a Sign Permit approval has been given, so long as the sign design, color, material, content, etc. is not modified in such a way as to conflict with the intent of the ordinance.
 3. Real estate sign not exceeding twelve (12) square feet in area and six (6) feet in height, and unlighted which advertises the sale, rental or lease of the premises upon which the sign is located. Such signs shall be removed no later than fourteen (14) days after the sale or lease of, or expiration of the listing for such property.
 4. One construction development signs per development site which identify the architects, engineers, contractors and other individuals or firms involved in the construction (but not including any advertisement of any product) and signs announcing the character of the building enterprise or the purpose for which the building is intended, during the construction period, to a maximum area of ~~twelve (12)~~ thirty two (32) square feet for each firm. The signs shall be confined to the construction site and shall be removed not later than fourteen (14) days after the beginning of the intended use of the project. Construction signs are considered double sided when the faces are 90 degrees or less.
 5. One construction sign-for an individual lot which identify the architects, engineers, contractors and other individuals or firms involved in the construction (but not including any advertisement of any product) and signs announcing the character of the building enterprise or the purpose for which the building is intended, during the construction period, to a maximum area of six (6)-square feet. The signs shall be confined to the construction site and shall be removed not later than fourteen (14) days after the beginning of the intended use of the project.
 6. One on-site temporary subdivision sign not exceeding thirty-two (32) square feet in area and (10) ten feet in height for each recorded subdivision; provided that such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever

occurs first. Construction signs are considered double sided when the faces are 90 degrees or less.

7. Temporary unlighted subdivision directional signs not exceeding sixteen (16) square feet in area and six (6) feet in height for each recorded subdivision as follows:
 - a. When the boundaries of any recorded subdivision or any part thereof abut an arterial, as identified in the Sisters Comprehensive Plan, one (1) subdivision directional sign shall be permitted which may be located on any vacant lot or parcel which is owned by the subdivision owner.
 - b. When the boundaries of any recorded subdivision, or any part thereof, do not abut an arterial as identified in the Sisters Comprehensive Plan, two (2) off-site subdivision directional signs shall be permitted, which signs may be located as follows:
 1. One such sign may be located on property not owned by the subdivision owner with the permission of the property owner on whose property it is to be located.
 2. One or both signs may be located only on property owned by the subdivision owner.
 - c. Such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.
8. Home occupation signs shall comply with the following:
 - a. The sign may be wall or window mounted.
 - b. The sign shall not exceed two (2) square feet in area.
 - c. The sign shall indicate only the name and occupation of the resident
 - d. The sign shall comply with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
9. Signs directing traffic movement onto or within premises, not exceeding three (3) square feet per sign and four (4) feet in height, excluding drive-through signage. The signs shall comply with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
10. Campaign/Political signs are allowed to be displayed without a permit provided the sign complies with the following:
 - a. The sign shall only be located on private property, with the permission of the property owner.
 - b. The sign shall not be illuminated.
 - c. The sign shall not be located in a manner to cause any traffic or pedestrian safety issues.
 - d. The sign shall not be installed more than 60 days prior to the election and removed within 3 days after.
 - e. In Residential zones the sign is limited to a maximum of 6 square feet in area and if freestanding, not more than 4 feet in height.

- f. In all other zones (commercial, industrial mixed-use, etc.) the sign shall not exceed 32 square feet in area and if freestanding, 5 feet in height.
 - g. Signs shall not be installed in a manner that is prohibited per code.
11. Garage sale, yard sale, patio or other similar sale signs of a temporary nature. Such signs shall be placed no sooner than 48 hours before the sale begins and removed no later than 12 hours after the sale ends
12. Any other signs that are state or federally regulated and are not required to comply with local sign requirements.
13. Memorial tablets, cornerstones, or similar plaques not exceeding six square feet in size.
14. Small illuminated/non-illuminated informational signs related to the operation of a business. Examples of such signs are "open/closed" signs and signs of a similar nature. Small illuminated/non-illuminated signs are permitted as follows;
- a. One sign per business elevation
 - b. Three (3) square feet maximum per sign
 - c. Two (2) colors maximum per sign
15. Parking Space Signage. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.
16. Event-related A-Frame signs, announcing a community event are permitted subject to the following;
- a. City approval of qualifying signs, placement and duration is required before signs may be used. Written acceptance by the City shall be provided for qualifying signs.
 - b. Signs are limited up to 16 square feet in area per sign.
 - c. Up to 4 signs per venue are allowed.
 - d. May be used up to 10 days in advance of the event.
 - e. No sign permit is required. An encroachment permit is required when a sign is sited in public right of way. No fee is required for this permit.
 - f. Signs shall be in compliance with the clear vision areas and ADA accessibility.
 - g. Event-related A-Frame signs shall be removed within 72 hours of the end of the event.
17. Menu signs, representative of those given to customers.
18. One chalkboard shall be permitted to advertise specials & shall be no larger than 16" by 24" in size & shall be affixed to a building face of a wall of which it represents. Chalk of any color may be used and exempt from 1880s font;

19. Public signs such as kiosks, historical markers, safety signs and street signs.

20. Wind signs no larger than 14 square feet, securely anchored to the ground or building, and displayed only during business hours.

3.4.600 Prohibitions

- A.** No sign shall have or consist of any moving, rotating or otherwise animated part or any flashing, blinking, fluctuating or otherwise animated light. In addition, no sign shall approximate or resemble in any way an emergency light or sign. The provisions of this subsection shall not be applied so as to prohibit the following types of signs:
1. A conventional clock face.
 2. An on-premises barber pole, of a length not to exceed 30 inches, of traditional design which shall be permitted to revolve during the time that a barbershop is open for business. The top of the pole shall not be more than ten feet six inches (10' 6") above the ground.
- B.** Signs that are placed on, affixed to or painted on a motor vehicle or trailer and placed on public or private property for the primary purpose of providing a sign not otherwise permitted by this Ordinance. Signs on vehicles used in the normal course of business shall not be subject to this provision.
- C.** Signs or sign structures that create a hazard by obstructing clear view of pedestrian and vehicular traffic.
- D.** Service signs such as those identifying VISA or MasterCard shall not be attached to an approved sign. If such services are to be advertised as part of a permitted sign, the signs shall be integrated into the overall sign design and are subject to all requirements of this ordinance.
- E.** No sign shall be attached to or placed against a building or other structure in such a manner as to prevent or inhibit ingress or egress through any door or window required or designated for access to any building, nor shall any sign obstruct or be attached to a fire escape.
- F.** Signs in right-of-way. Signs shall not be located in or extended onto public rights of way except as otherwise provided in this ordinance. Traffic control signs and devices installed by the governmental entity responsible for the right-of-way and City signs are exempt from this prohibition.
- G.** Noise-emitting signs. Signs that emit sounds.
- H.** Billboards shall not be allowed within the City of Sisters or the Urban Growth Boundary.
- I.** No neon tubing sign or decoration shall be allowed on or in a building which is visible from the exterior of the building except as otherwise provided in this ordinance.
- J.** No sign shall be internally illuminated except as specifically allowed by this ordinance. Internally illuminated signs are signs which are wholly or partially illuminated by an internal light source from which source light passes through the display surface to the exterior of the sign. Illuminated signs are prohibited within six feet of inside windows, whose illuminated face(s) are visible from the street;

- K.** No colored lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
- L.** Billboards or off-premises advertising signs, wind signs or devices.
- M.** Sandwich boards, A-frame, bench and portable signs are prohibited when way-finding signs are available. Portable signs, such as A-frame signs, shall comply with the following requirements:
1. All portable signs require a permit from the Community Development Department prior to placement, which shall be renewed by the applicant on an annual basis as long as portable signs continue to be placed upon the premises and the wayfinding signs are not available. An annual permit fee as established by City Council Resolution shall be charged. Applicant shall provide the Community Development Department with sign models and proposed sign locations prior to issuance of the permit. Permits will be issued for those signs meeting the Sign Ordinance criteria.
 2. Portable signs shall be securely anchored to the ground.
 3. No portable sign shall affect easements, nor restrict or impede pedestrians or disabled persons. Portable signs shall not restrict the clear vision of pedestrians or vehicles. Portable signs shall only be permitted in locations on private property as approved by the Community Development Director or designee.
 4. Portable signs shall be no larger than sixteen (16) square feet per side. Sign size within the allowed parameters may be regulated by the Community Development Department depending on location and safety considerations
 5. Each business shall be allowed one (1) sign per entrance, with sign placed within ten (10) feet of the primary public entrance or occupied building space, but no business may have more than two (2) portable signs.
 6. Signs shall be displayed only during business hours.
 7. Sign shall include the business name and may include products sold or offered.
- N.** Exposed vending machines, such as those used to dispense soft drinks, not including newspaper and magazine stands.
- O.** Signs attached to trees, telephone poles, public benches, street lights or placed on any public property or public right-of-way.
- P.** Roof signs that exceed the height of the existing building or structure.
- Q.** ~~Paper or cardboard signs or posters except as otherwise permitted by the Code.~~

3.4.700 Procedure

- A. Sign Permit Required.** A sign permit is required in each of the following instances:
- 1 Upon the erection of any new sign except exempted signs.
 2. To make alteration to an existing sign, including a change in the size or materials. Permits shall not be required for minor maintenance and repairs to existing signs.
 3. To alter an existing non-conforming sign.
 4. To erect a temporary sign for a new business.
- B. Required Information for a Sign Permit.** For the purposes of review by the Community Development Director or designee and Building Official, a drawing to scale shall be submitted which indicates fully the material, color, texture, dimensions, shape, lighting, relation and attachment to building and other structures, structural elements of

the proposed sign, and the size and dimensions of any other signs located on the applicant's building or property.

- C. Sign Permit Fee.** The applicant shall pay the required fee as established by the City Council. It is unlawful for any person to erect, repair, alter, relocate or maintain within this City, any sign or other graphic display except as provided in this ordinance. When a sign is erected or placed prior to approval of a required sign permit, the sign permit application fee shall be doubled. Payment of the double fee shall not relieve an applicant from fully complying with the requirements of this ordinance or from any penalties prescribed herein.
- D.** Either the Community Development Director or the applicant shall have the right to refer a Sign Permit application directly to the Planning Commission in lieu of the normal process for Sign Permits.

3.4.800 Sign Measurement

- A.** The following criteria shall be used in measuring a sign to determine compliance with this ordinance:
1. **Area.** The area of the sign surface is computed by calculating the area encompassed within any regular geometric figure which would enclose all parts of the sign (excluding structural supports, provided they are not used to attract attention).
 2. **Double-faced signs.** Allowable sign square footage applies to only one side of double-faced signs.
 3. **Clearance.** Clearance of a sign is measured from the average grade at the base of the sign to the lowest point of the sign.
 4. **Height.** Signs shall comply with the following requirements:
 - a. Height is measured from the grade of the curb line closest to the base of the sign to the highest point of the sign. In the absence of a curb line, the edge of the street pavement shall be used. In the absence of street pavement, the average finish grade shall be used to measure the height.
 - b. The maximum height of any sign shall be as stated herein, but in no case shall a ground mounted sign exceed fifteen (15) feet in height. No ground mounted sign shall project above the roof line of any building.
 - c. Height. The height of an attached sign shall not exceed the ridgeline of the building or the top of the false façade.
 5. Logos shall be considered as part of the allowable sign area and are encouraged to comply with the 1880s Western Architectural Frontier Design Theme.

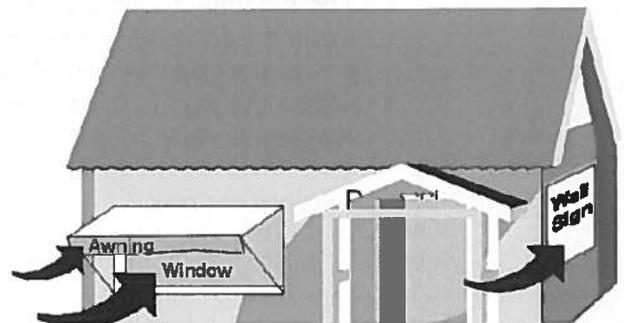
3.4.900 Requirements For Signs By Specific Zone

A. Residential Zones

1. Except as specified herein, sign regulations for non-residential uses are as follows:

- a. One bulletin board or monument sign not exceeding twenty five (25) square feet in area and six (6) feet in height when associated with churches, synagogues, civic or similar organizations.
 - b. Awnings and wall signs limited to one-half square foot in combined sign area for each horizontal lineal foot of any wall. Awning and wall signs may have external illumination only; no internal illumination shall be permitted.
2. For residential facilities and multiple family developments and mobile home parks containing four (4) or more units there may be one identification sign limited to twenty (20) square feet in area and not exceeding six (6) feet in height located at each entrance to the park or building complex. In addition, at each entrance, there may be an externally lit sign not to exceed fifteen (15) square feet in area containing a map showing the location of individual sites or units.
 3. ~~One on-site temporary subdivision sign not exceeding thirty two (32) square feet in area and (10) ten feet in height for each recorded subdivision; provided that such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.~~
 4. ~~Temporary unlighted subdivision directional signs not exceeding sixteen (16) square feet in area and six (6) feet in height for each recorded subdivision as follows:~~
 - a. ~~When the boundaries of any recorded subdivision or any part thereof abut an arterial, as identified in the Sisters Comprehensive Plan, one (1) subdivision directional sign shall be permitted which may be located on any vacant lot or parcel which is owned by the subdivision owner.~~
 - b. ~~When the boundaries of any recorded subdivision, or any part thereof, do not abut an arterial as identified in the Sisters Comprehensive Plan, two (2) off-site subdivision directional signs shall be permitted, which signs may be located as follows:~~
 1. ~~One such sign may be located on property not owned by the subdivision owner with the permission of the property owner on whose property it is to be located.~~
 2. ~~One or both signs may be located only on property owned by the subdivision owner.~~
 - c. ~~Such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.~~
 5. Permanent Subdivision Signs. One (1) monument sign not to exceed 20 square feet in area and a maximum height of four feet. The subdivision sign shall be permitted at the primary street entrance into the subdivision.
 6. Bed and Breakfast Signs. One (1) freestanding, on-premise sign not to exceed six (6) square feet in area and six feet (6') in height.

B. All Other Districts



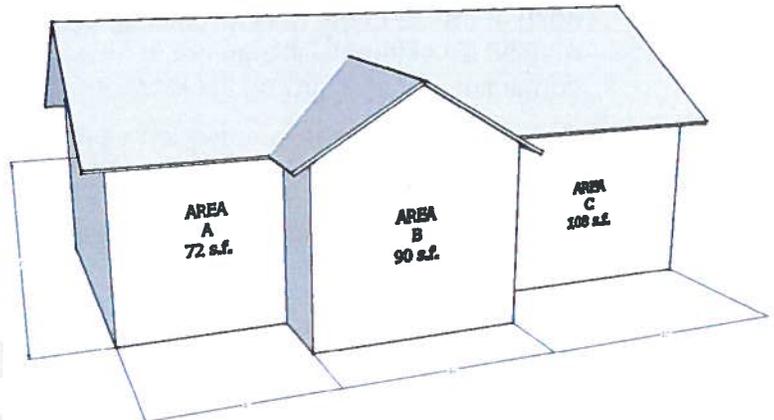
Sign regulations for all other Districts are as follows:

1. Wall, Awning, Projecting, and Hanging and Roof Signs

- a. Each business shall be allowed a maximum of two of the following signs per elevation; wall, awning, projecting, ~~or hanging sign~~ or roof sign. The face of a wall projecting from another wall shall not be considered part of the adjoining wall. Awning, projecting, hanging and wall signs shall be located on the portion of a building wherein the use or occupancy is conducted.

Examples of Allowable Sign Areas:

- Area A = 72 s.f.
 Allowable sign area = 10.8 s.f.
- Area B = 90 s.f.
 Allowable sign area = 13.5 s.f.
- Area C = 208 s.f.
 Allowable sign area = 31.2 s.f.



- b. Area of Front Building Facade. When the area of the building elevation is used to determine sign area, said area shall be computed by multiplying the width of the building frontage or portion thereof by the height of the building or portion thereof which are devoted to the particular business. "False fronts" and mansard roofs shall be included when calculating the area of the building facade.
- c. Lettering may include the name and logo of the business and a general description of the products or services provided by the business, but shall not include brand names or logos of specific products.
- d. Wall Signs.
 1. Wall signs may not stand more than twelve (12) inches away from the wall.
 2. Wall signs shall not exceed two hundred (200) square feet in area per elevation, except in the Downtown Commercial (DC) District where they are limited to fifty (50) square feet in area per sign per elevation
 3. Total wall signage shall not exceed fifteen percent (15%) of the wall area in square feet on each facade.
 4. The top of a wall sign shall not exceed the ridgeline of the building or the top of the false façade.
- e. Awning Sign.
 1. The maximum total area for each awning sign shall be based on the horizontal lineal length of the awning where the sign is to be located. Awning signs shall not exceed one



square foot per two horizontal lineal feet of awning.

2. The area of a sign on an awning shall be deducted from the wall sign area permitted.
3. Supports, posts or columns beyond the property line will not be permitted.
4. Lettering shall be painted or otherwise permanently placed.
5. The lowest point of the awning must be at least eight (8) feet above the sidewalk.

f. Projecting Signs.

1. Where a building is built to the property line, a "Projecting" sign may extend over the public right-of-way. The signs' supporting structure shall not extend more than 42 inches from the building wall and the sign itself can be no more than 36 inches wide and ~~6~~ 16 square feet in area per face. A minimum 7 (seven) foot clearance from the bottom of the sign to finished grade is required. Alleys require a minimum 14 foot clearance. Projecting signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
2. The top of a projecting sign shall not exceed the ridgeline of the building or the top of the false façade.
3. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

g. ~~Hanging Signs~~

- ~~1. Hanging signs must be attached to building façades that have a public entrance and shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.~~
- ~~2. One hanging sign is allowed per tenant space.~~
- ~~3. Individual hanging signs shall not exceed 4 square feet in area.~~
- ~~4. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.~~

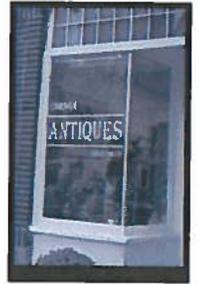


h. Roof Signs.

1. Roof signs shall not exceed 50 square feet in area and no taller than 3 feet in height per roof.
3. Total roof signage per sign shall not exceed fifteen percent (15%) of the wall area below roof line.
4. The top of a roof sign shall not exceed the ridgeline of the building or the top of the false façade.

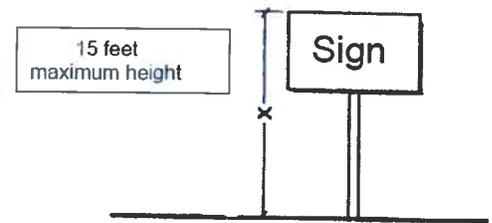
2. Permanent Window Signs

- a. The total area of such permanent window signs, in combination with temporary window signs, shall not exceed 25% of the total window area.
- b. The sign area of each window sign shall be deducted from the maximum sign area permitted on the elevation . See wall signs.
- c. Permanent window signs shall not be illuminated.
- d. Hours of operation or open/close signs shall not count towards sign allowance



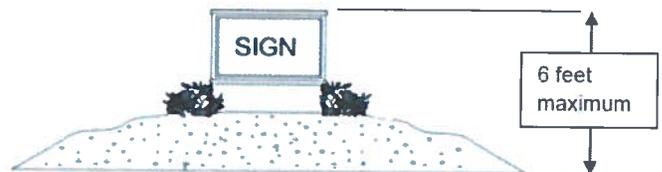
3. Ground Mounted Signs.

- a. Ground mounted signs shall only be permitted in the Highway Commercial (HC) District and Public Facility (PF) District.
- b. Ground mounted signs shall not exceed thirty-two (32) square feet in area.
- c. Ground mounted signs shall not exceed fifteen (15) feet in height. No ground mounted sign shall project above the roof line of any building.
- d. A ground mounted sign shall not be located within ten (10) feet of any other sign within any street right of way (stop signs, etc.)
- e. No more than one (1) ground mounted sign shall be permitted for each lot.
- f. Sign supports shall be compatible with the design requirements and intent of the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.



4. Monument Signs –

- a. ~~Monument signs shall not be permitted in the Downtown Commercial (DC) District.~~
- b. Monuments signs shall not exceed twenty-five (25) square feet in area.
- c. The bottom of the sign shall not be more than four feet (4') from the ground.
- d. Monument signs shall not exceed six (6) feet in height.
- e. A monument sign shall not be located within ten (10) feet of any other sign within any street right of way (stop signs, etc.)



- f. No more than one (1) monument sign shall be permitted for each lot.
- g. Sign supports shall be compatible with the design requirements and intent of the 1880's Architectural Design Theme.
- h. Downtown Commercial (DC) District
 - 1. Monument sign shall be located more than ten (10) feet behind the front or exterior side property line.
 - 2. No more than one monument sign shall be permitted for each lot.

5. Directory Signs

A. Directory signs may be free standing ~~except for in the Downtown Commercial (DC) District~~ or may be fixed on an exterior wall. Free standing Directory signs for Downtown Commercial (DC) District, see B below.

- 1. One directory sign may be permitted per premises.
- 2. Directory signs shall be no larger than 12 square feet in area, and individual letters shall not exceed 6 inches in height.
- 3. Directory signs shall have a maximum height of 5 feet.

B. Free standing directory signs located in the Downtown Commercial District shall only be permitted for shopping centers.

- 1. One free standing or wall directory sign may be permitted per premises.
- 2. Free standing directory signs shall be no larger than 6 square feet in area, and individual letters shall not exceed ~~3~~ 6 inches in height.
- 3. Free standing Directory signs shall have a maximum height of 4 feet.

6. Shopping Center Signs

- a. A shopping center shall be allowed one (1) ground mounted sign in compliance with Section 3.4.900.B.3 indicating the total shopping center use or listing of uses.
- b. A shopping center in the Downtown Commercial (DC) District shall refer to Section 3.4.900.B.5.B. The lettering for the listing of such uses shall be of a size not greater than one-half the size of the lettering of the shopping center name on such sign.
- c. In addition, each business in the shopping center will be allowed signage in compliance with Section 3.4.900 B one signs per exterior wall, subject to the restrictions outlined above; except that
- d. No additional ground mounted or monument signs shall be allowed within the shopping center

7. Drive Through Menu Boards

- a. Menu boards shall be located out of the setbacks.
- b. Maximum height of this sign shall be 8 feet and maximum size shall be 30 square feet.

- c. Each drive through will be limited to 2 menu boards.

8. Service Station Price Signs

- a. In compliance with Section 3.4.900.B.3, when a lot or parcel of land is used for gasoline service station purposes there may be a maximum of one ground mounted changeable copy sign for the purpose of advertizing gasoline prices subject to the following standards:
1. That such sign shall advertise only the name of the business, price of the gasoline sold and the hours of operation.
 2. Such sign shall not exceed an area of thirty-two (32) square feet.
 3. Such sign shall not exceed fifteen feet (15) feet in height. No ground mounted sign shall project above the roof line of any building.
 4. All signs shall comply with the 1880's Western Frontier Design Theme including interchangeable gasoline prices.
 5. No other ground mounted or monument signs shall be permitted.

9. Building Identification Name

- a. One Building identification name shall be permitted per building. The sign shall be in compliance with Section 3.4.900 Requirements for Signs by Specific Zone.

10. Hanging Signs

- a. Hanging signs shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
- b. Three hanging signs are allowed per elevation.
- c. Individual hanging signs shall not exceed 6 square feet in area.
- d. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian pathway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

3.4.1000 Temporary Signs

- A. Window. Temporary signs placed upon a window opening are allowed when such signs do not obscure more than twenty-five (25) percent of the window area, and are maintained for a period not exceeding thirty (30) days where upon they shall be removed. The total area of such temporary window signs, in combination with permanent window signs, shall not exceed 25% of the total window area. Temporary window sign's font and color shall comply with the 1880's Western Design Theme.

- B. On-site Temporary signs, other than window signs and limited duration event portable A-frame signs, shall be displayed not more than one week before 14 consecutive days an event and be removed the day after the event. Total time for a temporary sign to be displayed shall not exceed 10 . Exceptions to this time limit are business closure (Going out of business or coming soon) and Two on-site temporary sign permits are permitted at one time and used during the same time duration. In no case shall a new on-site temporary sign permit be issued until 45 days after the last approval ended.
- C. Seasonal Signage which may be displayed for 30 days prior to the event and removed the day after the event. No extensions of these times shall be permitted.
- D. Temporary signs, other than window signs and limited duration event portable A-frame signs, as defined herein have a separate permit procedure. Temporary sign applications shall be made on forms provided by the Community Development Department. A temporary sign permit fee, as established by the City Council, shall be paid prior to the issuance of a temporary sign permit. If the sign is not displayed as required by this ordinance and not removed the day after the event, the deposit is forfeited and the responsible party notified. If the temporary sign is not then removed, City employees or their agents shall remove the sign and the responsible party billed for removal.
- E. Prohibited Signs. Inflatable or lighter than air signs and/or devices used for advertisement are expressly prohibited.
- F. Location. Temporary signs shall not be displayed in the public right of way, and shall have the permission of the property owner on which they are displayed.
- F. Size. Temporary signs shall be a maximum of twenty (20) square feet in area.
- G. Off-site Temporary Sign. Off-site temporary signs are limited to Events (Community Events). Banners shall be allowed to be hung for 2 weeks (14 consecutive days) prior to an event, and shall be removed within 3 days of the event's completion.

3.4.1100 — Historical Signs

The owner of a nonconforming sign in existence on June 9, 1970, may apply to the Planning Commission for a determination that the sign qualifies as a Historical Sign under the provisions of Chapter 15.13 of the Sisters Municipal Code. The burden of proof shall be on the owner.

3.4.1200 — Wayfinding Signs

- A. **Purpose.** ~~The purpose of these standards is to provide a consistent and coordinated system of wayfinding and public signage to get vehicles and pedestrians to and around downtown by providing a hierarchical system of signage. Wayfinding signage shall provide limited directional information.~~
- B. **General Provisions.** ~~The Community Development Department shall administer the City of Sisters Way-Finding Signs and shall be responsible for:~~
- ~~1. Establishing design criteria for uniformity of signage, which criteria shall conform substantially to concept designs provided herein; and,~~
 - ~~2. Ensuring compliance with these regulations and payment of all fees required herein by entities placing signs on sign assemblies.~~
- C. **Procedure**
- ~~1. A sign permit is required for all wayfinding signs.~~

- ~~2. The applicant shall pay the required sign permit fee as established by the City Council for all wayfinding signs.~~
- ~~3. The City will purchase and own all signs. Any business seeking to display a secondary sign pursuant to this policy shall first execute an agreement with the City in a form available at the Community Development Department.~~
- ~~4. The Community Development Department shall coordinate the manufacture, placement and installation of all wayfinding signs. The Public Works Department shall approve the location of all signs in the right of way. The City of Sisters Public Works Department shall install and maintain all wayfinding signs.~~

D. Eligible Businesses

- ~~1. Only public facilities and unique, local tourist-oriented businesses that attract and are open to members of the general public. These include one of the following type businesses or attractions:

 - a. Museums and Historical sites
 - b. Local tourist-oriented businesses
 - c. Meeting facilities
 - d. Public Recreation Facilities
 - e. Galleries
 - f. Public Facilities
 - g. Campgrounds and lodging.~~

E. Wayfinding Signs

- ~~1. Wood, stone or Iron or their visual equivalent are the recommended materials for both the sign and the stanchion (in the case of ground mounted or monument signs)~~
- ~~2. Signs shall include white western font and brown background.~~

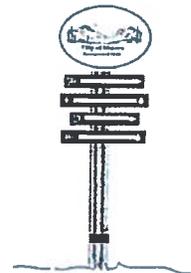


F. Sign Types

~~The design, dimensions and content of each sign are described below.~~

~~1. General Directional Signs~~

- ~~a. General Directional Signs provide basic directions to various destinations, such as City Hall, downtown, shopping districts, parks, parking, RV parking, lodging, and campgrounds and farmers market. These signs do not include specific business names.~~
- ~~b. Location. At key intersections or mid-block crossings to indicate changes in direction.~~
- ~~c. Dimensions. A maximum height of 10 feet without the city logo.~~



- ~~d. Size of City logo or other City approved design: standard 30" X 30" advisory sign size.~~
- ~~e. Letters should be 4" high (ALL CAPS) or 4" and 3" for (Sentence Lettering— upper case and lower case letters, respectively). The design intent is that the letters can be seen from 30'— 50' away as a pedestrian.~~

2. Secondary Signs

- ~~a. To provide directional assistance in locating specific tourist-oriented businesses and destinations. The name of the business or destination and an arrow are the only text on the signs. Individual logos shall not be permitted.~~
- ~~b. Location. Secondary signs would be located within the right-of-way at intersections near to the businesses or destinations that are identified on the wayfinding signs.~~
- ~~c. Dimensions. A maximum height of 10 feet without the city logo.~~
- ~~d. Size of City logo or other City approved design: Standard 30" by 30" advisory sign size.~~
- ~~e. Letters should be about 3" high, or 1.5" for every 5' of viewing distance. Secondary signs are intended to be viewed at close range by pedestrians (within 10'), so the lettering can be smaller.~~



3.4.1300 Non-Conforming, Illegal and Abandoned Signs.

- A. A nonconforming sign shall not be replaced, altered, reconstructed, relocated or expanded in any manner unless it is made to conform with all the provisions of this article except as follow:
 - 1. Other nonconforming signs on the same property need not be made to conform as a result; however, they are encouraged to comply.
 - 2. Change in copy shall be permitted if no structural changes in the sign are necessary except that no change in copy shall be permitted for nonconforming painted wall signs.
 - 3. Ordinary maintenance and minor repairs which will not increase the normal life of the sign and which are required for safety purposes shall be permitted. Structural alterations to a nonconforming sign are prohibited unless they are made to conform to all requirements of the Development Code.
- B. If the use identified by a nonconforming sign is abandoned for a period of not less than ninety (90) days, the sign shall be removed unless it is made to conform to the provisions of this Section. If such sign is not made to conform or if it is not removed within one hundred twenty (120) days from the time the use is abandoned, it shall thereafter be unlawful. "Abandoned" shall mean cessation of operation or change of use. "Abandoned" shall not mean an ownership change or a name change as long as there is no cessation of the operation for longer than ninety (90) days and the use is not changed.

3.4.1400 Maintenance

- A. All signs together with all their supports, braces, guys and anchors shall be kept in good repair and be maintained in a safe condition. All signs and the site on which they are located shall be maintained in a neat, clean and attractive condition. Signs shall be kept free from deterioration. The display surfaces, trims, frames and supports of all signs shall be kept neatly painted or otherwise neatly maintained as applicable. No person shall scatter, daub or leave any paint, paste or glue or other substance used for painting or affixing a message to the display surface of any sign or throw or permit to be scattered or throw any bills, waste matter, paper, cloth or materials of whatsoever kind removed from a sign on any public street, sidewalk or private property.

3.4.1500 Enforcement

- A. If the Building Official shall find that any sign regulated in this chapter is unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this chapter, the Building Official shall give written notice to the permittee thereof. If the permittee fails to remove or alter the structure so as to comply with the standard set forth in this chapter, within ten days after such notice, such sign may be removed or altered to comply by the city at the expense of the permittee or owner of the property upon which it is located. The Building Official may cause any sign or other advertising structure which is an immediate peril to persons or property to be removed summarily and without notice.
- B. The owner of any sign, including supporting structures, shall keep the same in a presentable condition at all times. All painted signs, and all supporting structures of any sign, shall be repainted whenever such action is necessary to keep them in good condition.
- C. Any sign which no longer advertises a bona fide business conducted, or a product available for purchase by the public, shall be taken down and removed within six months of closing by the owner, agent or person having the beneficial use of the building or structure upon which such sign may be found, within thirty (30) days after written notification from the Building Official, and upon failure to comply with such notice within the time specified in such order, the Building Official is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building or structure to which such sign is attached, or, if the sign is not attached to a building, by the owner of the sign.
- D. Any signage that is determined by the City to be in violation of these sign regulations is subject to citation and associated fine as established in subsection 3.4.1600 herein.

Section 3.4.1600, Penalty

- A. Violation of any portion of Chapter 3.4 of this Development Code is a Class A Violation.

EXHIBIT A-1

LETTER STYLES

ACADEMY
BIG IRON
CIBOLA
Lachesis
PERIODS
Plowright
PRIMER
RIUDOSO
Niederwald
Stonehouse
MANQUO
Rochambeau
New Times Roman
Bookman Old Style

TA- 14-06 Sign Code revisions

Section 5.1.300 Minor Variance proposed to be revised as follows:

The following types of minor variances shall be processed using a Type II procedure, as governed by Chapter 4.1. and using the approval criteria in Section 5.1.500. Minor Variances are limited to lot setbacks, landscaping, tree preservation or sign standards, including up to a 10 percent change to the setback standard required in the base land use district, up to 10 percent reduction in landscape area, or up to a ~~40~~ 20 percent difference in sign size.

TA 14-07 continued - Formula Food Establishments in the Highway Commercial District

Proposed revisions:

2.5.300 Development Standards - HIGHWAY COMMERCIAL (HC) DISTRICT

L. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The city desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the city limits Formula Food Establishments **to a maximum of six within this zone** as follows: 1) ~~No more than two per intersection provided that the streets are designated as either an arterial or a collector, and 2) other than at approved intersections, the Formula Food Establishments shall be separated on the same side of the street by at least 400 feet from property line of each Formula Food Establishment, regardless where the establishment fronts.~~

Text Amendment 15-01 Proposed revisions

(Text additions are underlined and deletions are struck out.)

Chapter 2.12 Sun Ranch Tourist Commercial (TC) District

Development Code Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial (TC) District is amended as follows:

Land Use Category	Permitted/Special Provisions/Conditional Uses
<u>Cideries, Distilleries, Wineries and Breweries</u>	<u>P</u>

Chapter 2.6 — Light Industrial District (LI)

Development Code Table 2.6.1 Use Table for the Light Industrial (LI) District is amended as follows:

Land Use Category	Permitted/Special Provisions/Conditional Uses
<u>Distilleries, cideries, wineries and breweries, not to include a restaurant or bar.</u>	<u>MCU P</u>

Chapter 2.14 – North Sister Business Park (NSBP)

2.14.300A Use Table for the North Sisters Business Park (NSBP) District is amended as follows

Land Use Category	Permitted/Special Provisions/Conditional Use
Manufacturing and packaging of specialty food products, pharmaceuticals and similar uses excluding the production of meat or fish products, fermented foods or other products that produce noxious odors, except for <u>microbreweries, cideries, distilleries, wineries, and coffee roasting</u>	<u>P/See Section 2.14.1000</u>

Chapter 4.5 Master Planned Development

Development Code Section 4.5.400 Property Development Standards is amended as follows:

4.5.400 Property Development Standards

N. Front lot lines do not need to abut a street.



STAFF REPORT

File #: Text Amendment 14-06

Applicant: City of Sisters

Request: The proposal includes a Development Code amendment to various Sections throughout Chapter 3.4 Signs, and Chapter 5.1 – Variances Section 5.1.300, Minor Variances

Hearing Date: April 30, 2015, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location: Applicable zoning districts

Planner: Patrick Davenport

Date: April 22, 2015

I. Background

This proposal has been discussed and refined in multiple workshops including a citizen committee and staff and several Planning Commission workshops. Recently, staff and a citizen committee met on March 9, 2015 to refine the proposed amendments. These revisions were presented and discussed with the Planning Commission in workshops during the March 19th and April 16th, 2015 meetings. At the April 16th Planning Commission meeting, staff was directed to schedule a Public Hearing for the text amendments during the next Planning Commission’s meeting of April 30, 2015.

II. Project Request

This proposal includes a Development Code amendment to various sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances. Within Chapter 3.4, the following Sections are proposed to be amended:

- 3.4.400 General Provisions
- 3.4.500 Permit Exceptions
- 3.4.600 Prohibitions
- 3.4.900 Requirements For Signs By Specific Zone
- 3.4.1000 Temporary Signs
- 3.4.1100 Historical Signs
- 3.4.1200 Wayfinding Signs

Attached to this staff report are the proposed amendments in both Chapter 3.4 and Chapter 5.1. Proposed text additions are underlined and proposed text deletions are in ~~strikeout~~ font.

CITY OF SISTERS
Planning Commission

Title: TA14-07
Hearing Date: March 5, 2015

III. 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 (if applicable).

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 amendment based on the following four criteria and standards.

Section 4.1.600 of the SDC states:

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

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

- 1. Approval of the request is consistent with the Statewide Planning Goals.** The Sisters Development Code requires all text amendments to comply with the requirements of the Statewide Planning Goals. Compliance with the relevant goals is as follows.

Goal 1 - Citizen Involvement. To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: On March 19, 2015 and April 16, 2015, the Planning Commission held two workshops to gather feedback regarding these changes. Two public hearings are required by the Development Code; the first requires a recommendation to City Council by the Planning Commission, the second hearing requires a public hearing on the part of the City Council to decide whether to amend the Development Code. The Text Amendment (TA

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14-06) was noticed in the Nugget Newspaper on April 15, 2015 and the City's website, two weeks prior to the April 30, 2015 Planning Commission hearing.

Staff finds the Text Amendment (TA 14-06) complies with Goal 1.

Goal 2 - Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: As previously stated, proposal includes a Development Code amendment to various sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances. The process to adopt these amendments are established by Code which supports the planning process and ensures that the Planning Commission and City Council are aware of these Decisions.

Staff finds the Text Amendment (TA 14-06) complies with Goal 2.

Goal 9 – Economic Development. To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Response: These text amendments provides for a variety of opportunities for businesses to advertise their products for sale or for other development activities to advertise their activities or presence. At the same time, the proposed amendments require strict guidelines in accordance with the City's desired visual appearance standards for Signs.

Staff finds that the proposed Text Amendment complies with Goal 1, 2 and 9 of the Statewide Planning Goals.

2. **Approval of the request is consistent with the Comprehensive Plan.** The City of Sisters Comprehensive Plan is organized in a manner that follows the format of the statewide planning goals. The evaluation for consistency with the Comprehensive Plan text relies on whether the proposal aligns with specific tasks, policies and objectives within the relevant portions of the Plan, which are as follows.

Goal 1: Citizen Involvement

1.4 POLICIES

1. The City of Sisters shall seek out and encourage public participation in all aspects of the City planning process.

Tasks –

- a. Planning Commission and City Council meetings shall be held on a regularly scheduled basis.
- b. Planning Commission and City Council meeting agendas shall be publicized in a manner that makes this information widely available.

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- d. The City shall use a variety of methods to achieve citizen involvement.

Response: Staff and a citizen committee met on March 9, 2015 to review and refine this proposal. The Planning Commission held workshops on March 19, and April 16 2015 to discuss these text amendments. The Text Amendment (TA 14-06) was noticed in the Nugget Newspaper on April 15, 2015, two weeks prior to the April 30, 2015 Planning Commission hearing.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1 of the Comprehensive Plan.

Goal 2: Land Use Planning

2.4 POLICIES

3. As economic and social conditions change, it may be appropriate for the City to create new zoning designations that will work to assist the City in meeting the goals and policies of the Comprehensive Plan, the requirements of state law, and state land use goals.

Tasks -

- a. The City shall periodically review the Sisters Development Code to determine whether the districts set forth therein are adequate to address the goals, policies and objectives of the Comprehensive Plan and whether economic and social conditions warrant revision of the district codes, or creation of new districts. Any application for a code amendment shall address the policies and facts supporting the proposed code amendments.

Response: The City of Sisters has developed a unique community character in its commercial districts, and the City desires to maintain this unique character. The proposed amendments continue to protect the community's character, culture and economic vitality by ensuring a diversity of opportunities for businesses and other entities to advertise their products for sale and/or their presences with signage that will maintain the City's unique character.

Goal 9: Economic Development

A. 9.4 POLICIES

1. The City shall guide growth in a manner that will result in a balance between economic and environmental interests.

Tasks -

- a. The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, mixed use development, and requiring adherence to the Sisters Western Frontier Architectural Design for all types of development and signage. The Sisters Western Frontier Architectural Design Theme does not apply to the Sun Ranch Tourist Commercial District. In its place, a more historically accurate 1900s Rural Farm/Ranch

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House design standard applies. The City shall establish standards for this design theme in the Development Code.

Response: The proposal includes a Development Code amendment to various sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances. The proposed amendments are reflective of this Goal and Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 9 of the Comprehensive Plan.

2. The City should support efforts to attract businesses providing family-wage employment opportunities.

Response: The proposed amendment maintains economic development opportunities in the affected districts without compromising the Districts' purposes.

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 shall update City of Sisters Masters Plans for Water, Sewer, Parks and Transportation Systems subject to City Council approval, to reflect impacts of the rezoning on those facilities and long-range plans. 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 amendments do not negatively affect public facilities, services and transportation networks.

Staff finds that the proposed Text Amendments complies with all relevant policies provided within Goal 1, 2 and 9 of the Comprehensive Plan.

4. Transportation Planning Rule (TPR) Compliance.

Legislative changes are reviewed to verify compliance with the TPR, which is found in Oregon Administrative Rules, Division 12, Section 660-012-0060. Sisters Development Code, section

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

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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;

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 effect 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.

Response: This change has no effect on either the Comprehensive Plan or any of the land use districts. The functional classifications of the streets will remain as shown on the 2010 Transportation System Plan (TSP).

IV. Public Comments

Staff has received positive comments from several individuals regarding these text amendments. No comments have been received that indicate opposition to these amendments.

I. Composition of the Record

The following make up the record in this matter, and are contained in file TA 15-01 and are available for review at the City of Sisters City Hall:

1. Staff Report
2. Proposed Text Amendments
3. Draft Resolution
4. DLCD Notice

TEXT AMENDMENT: 14-06

SIGN CODE REVISION

April 30, Planning Commission Public Hearing

PROPOSED REVISIONS

Chapter 3.4 - Signs

Sections:

- 3.4.100 Purpose
- 3.4.200 Applicability
- 3.4.300 Definitions
- 3.4.400 General Provisions
- 3.4.500 Permit Exemptions
- 3.4.600 Prohibitions
- 3.4.700 Procedures
- 3.4.800 Sign Measurement
- 3.4.900 Requirements for Signs by Specific Zone
- 3.4.1000 Temporary Signs
- 3.4.1100 Historical
- 3.4.1200 Wayfinding Signs
- 3.4.1300 Non-Conforming, Illegal and Abandoned Signs
- 3.4.1400 Maintenance
- 3.4.1500 Enforcement
- 3.4.1600 Penalty

3.4.100 Purpose

The purpose of this chapter is to maintain or improve the aesthetic quality of the City's residential and business environment in a manner which recognizes and balances the need for signs with other visual, aesthetic and safety concerns of the community.

3.4.200 Applicability

All new or remodeled signs within the City Zoning districts shall require a permit, provided that they meet all standards and provisions of this ordinance. The permitting process may be administrative or if necessary, reviewed by a hearings body.

3.4.300 Definitions

- A. The following definitions apply to this Chapter and supersede conflicting definitions in the Development Code.
 - 1. Alteration - Any change including but not limited to the size, content, shape, method of illumination, position, location, materials, construction, or supporting structure of a sign.

2. Awning – An architectural projection that provides weather protection, identity or decoration and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight, rigid skeleton structure over which a covering is attached.
3. Billboard - A sign structure subject to the provisions of the Oregon Motorist Information Act of 1971 and erected for advertising space to promote an interest other than that of an individual, business, product or service available on the premises the billboard is located on.
4. Building Directory Sign - A sign giving the name, address number or location of the occupants of a building or buildings.
5. Building Face of Wall - All window and wall area of a building in one plane or elevation.
6. Bulletin Board or Reader Board - A sign of a permanent nature, but which accommodates changeable copy to announce an coming event or attraction or used to convey a specific message related to the building or use of the property on which the bulletin board is located.
7. Directional Sign - An on-premise sign designed to identify and locate an office, entrance, exit, motor vehicle route, telephone or similar place, service, or route.
8. Directory Signs - Used for multi-tenant buildings to provide a directory of tenant locations within the building. They may also serve as the address sign for the property. Directory signs are small scale and are oriented to pedestrians.
9. Display Surface - The area made available by the sign structure for the purpose of displaying a message thereon.
10. Double-faced Sign - Signs which have only two sign surfaces back-to-back.
11. Event (Community Event) - A significant and organized occurrence that is beyond the scope of day-to-day activities and that benefits the community at large. Community events may take place at single or multiple sites. Examples of a community event include, but are not limited to, the Sisters Rodeo, Quilt Show, music festival, farmer's market, car show, fundraiser or Chamber of Commerce occurrence. Determination of whether an occurrence qualifies as a community event shall be determined by the CDD Director in the Director's sole discretion.
12. Externally Illuminated - A sign which is illuminated by an external source from which light is directed toward a sign so that the beam of light falls upon the exterior surface of the sign
13. Flexible Sign - A windsock, flag, pennant, streamer or banner or similar sign or structure constructed of cloth, canvas or similar material, and hung from the building, or sign, which serves to identify the building or the business and/or attract attention to the business. The windsock, banner, pennant, flag or similar sign may or may not include copy or other graphic signs.
14. Free-standing Sign. A sign supported by one or more uprights or braces and not attached or incidentally attached to any building or structure.
15. Ground-mounted Sign - A permanently mounted sign which is not attached to any structure or building.

16. Hanging Sign - Those which have one or more edges of the sign attached to a supporting structure above it.
17. Internally Illuminated - A sign which is wholly or partially illuminated by an internal light source from which source light passes through the display surface to the exterior of the sign.
18. Logo - Pictures, figures, symbols, letters, sign copy or similar graphic design which advertises or identifies a business, building or use.
19. Monument Sign - A low profile, ground-mounted freestanding sign that is supported by a solid base as an essential element of the design of the sign.
20. Non-conforming Sign - An existing sign, lawful at the time of enactment of this Ordinance, which does not conform to the requirements of this Code.
21. Off-site Sign - A business identification sign occupying space on private property which is not the property occupied by the business.
22. Portable Sign - Any sign or other graphic, including an A-frame sign, which is designed to be or is capable of being transported from one place to another and not permanently affixed to a structure or building.
23. Projecting Signs - Signs other than wall signs, which are attached to and project from a structure or building elevation, usually perpendicular to the building elevation.
24. Roof Sign - A sign located on or above the roof of any building.
25. Shopping Center/Business Complex - A group of three (3) or more commercial retail/industrial businesses which have been designed and developed together as an integral unit on a single parcel of land or separate parcels of land and which businesses utilize common off-street parking or access.
26. Sign - Any structure, device, fixture or placard using graphics, symbols and /or written copy designed specifically for the purpose of advertising or identifying any business occupant, establishment, product, goods or services. However, a sign shall not include the following:
 - a. Legal notices, identification, information or directional signs erected by governmental bodies or public utilities.
 - b. Flags and insignia of a government, school, religious group, or nonprofit organization.
 - c. A memorial plaque, tablet or cornerstone made an integral and permanent part of the building or structure.
 - d. Signs within a building which cannot be seen from outside the building.
 - e. Holiday decorations.
27. Temporary Sign - A sign which is not permanently affixed. A banner, pennant, poster or advertising display constructed of cloth, canvas, flags, (not including flags of national, state or city governments) plastic, sheet, cardboard, wallboard, sheet metal, plywood or similar materials and intended to be displayed for a limited period of time. Temporary signs do not include portable signs.

28. Wall Sign - A sign attached to or erected against the wall of a building with the face in a parallel plane of the building wall.
29. Sign, Public - A sign erected by a public officer or employee in the performance of a public duty which shall include, but not be limited to, motorist informational signs and warning lights.
30. Wayfinding Sign – An off-premise sign for the purpose of facilitating vehicular tourist to local tourist destinations as designated.
31. Wind Sign - Any cloth or plastic or other flexible light material which is fastened together by wire, rope, cord, string or other means in such manner as to move by wind pressure and which are used or displayed to attract attention to a business, product, service or entertainment.
32. Window Area - An individual pane of glass or a contiguous area of glass separated only by nonstructural elements of dissimilar (non-glass) material.
33. Window Sign - A sign painted on, etched, attached to or placed upon glass surfaces of windows or doors of a building intended for viewing from the exterior of the building.

3.4.400 General Provisions

- A. ~~Signage shall be in proportion with and visually related to the architectural character of the building, restrained in size.~~
- B. Basis for Design. Sisters has a sense of time and place dating from the 1880's. Signage at that time was pedestrian-oriented. The size, lettering and placement of signs were, for the most part, designed to attract the attention of foot and slower-moving horse traffic. The basis for design shall be compatible with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
- C. ~~Rectangular, straight edged and oval signs are the preferred shape for signs. Signs with highly stylized, curvilinear edges are discouraged.~~
- D. Permitted Materials. Wood, stone, dimensional lumber, metal or iron or their visual equivalent are the recommended substrate materials for both the sign and the stanchion (in the case of ground mounted or monument signs).
- E. Signing Techniques shall be in conformance with the 1880's Western Architectural Theme as defined in the Sisters Urban Area Comprehensive Plan and permitted as follows:
 1. Painting the sign directly on the facade of the building.
 2. Painting of a sign on a finished material or sign board which is subsequently affixed to the building.
 3. Affixing raised block letters directly on the facade of the building.
- F. Lettering Techniques shall be in conformance with the 1880's Western Architectural Theme as defined in the Sisters Urban Area Comprehensive Plan and permitted as follows:
 1. Ornamental lettering, similar to in Exhibit A-1
 2. ~~Shaded block or ornamental lettering~~

~~3.— Raised or routed block letters.~~

- G.** Illumination - no sign shall be erected or maintained which, by use of lights or illumination creates an unduly distracting and hazardous condition to a motorist, pedestrian or the general public. In addition:
1. Signs may be externally illuminated by flood lights or other lighting approved by the Community Development Director or designee, located on wall or roof area adjacent to the sign intended to be illuminated with illumination directed down.
 2. No exposed reflective type bulb or incandescent lamp shall be exposed to direct view from a public street or highway but may be used for indirect light illumination of the display surface of a sign. This means that a person standing at the adjacent property line would not see the light emitting source.
 3. No external illumination devices shall be allowed to exceed the building height requirements of the underlying zone.
 4. All illumination shall comply with the Dark Skies Standards in Chapter 2.15, Special Provisions.
- H.** Any sign or other graphic display which is supported by more than one means and, therefore, cannot be clearly defined as ground, wall, roof, hanging, awning, projecting, or other sign shall be administratively assigned to the sign category most logically applicable and the appropriate standards applied.
- I.** All signs shall comply with the vision clearance standards.
- J.** All signs shall be non-reflective materials and paint.

3.4.500 Permit Exceptions

- A.** The following signs or procedures shall not require a sign permit:
1. The changing of advertising or message on an approved painted or printed sign or signs specifically designed for the use of replaceable copy, except for changing the name of the business or use advertised.
 2. Repainting, cleaning or other normal maintenance or repair of a sign or sign structure for which a Sign Permit approval has been given, so long as the sign design, color, material, content, etc. is not modified in such a way as to conflict with the intent of the ordinance.
 3. Real estate sign not exceeding twelve (12) square feet in area and six (6) feet in height, and unlighted which advertises the sale, rental or lease of the premises upon which the sign is located. Such signs shall be removed no later than fourteen (14) days after the sale or lease of, or expiration of the listing for such property.
 4. ~~One construction development signs per development site~~ One construction development signs per development site which identify the architects, engineers, contractors and other individuals or firms involved in the construction (but not including any advertisement of any product) and signs announcing the character of the building enterprise or the purpose for which the building is intended, during the construction period, to a maximum area of ~~twelve (12)~~ thirty two (32) square feet ~~for each firm~~. The signs shall be confined to the construction site and shall be removed not later than fourteen (14) days after the

beginning of the intended use of the project. Construction signs are considered double sided when the faces are 90 degrees or less.

5. One construction sign-for an individual lot which identify the architects, engineers, contractors and other individuals or firms involved in the construction (but not including any advertisement of any product) and signs announcing the character of the building enterprise or the purpose for which the building is intended, during the construction period, to a maximum area of six (6)-square feet. The signs shall be confined to the construction site and shall be removed not later than fourteen (14) days after the beginning of the intended use of the project.
6. One on-site temporary subdivision sign not exceeding thirty-two (32) square feet in area and (10) ten feet in height for each recorded subdivision; provided that such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first. Construction signs are considered double sided when the faces are 90 degrees or less.
7. Temporary unlighted subdivision directional signs not exceeding sixteen (16) square feet in area and six (6) feet in height for each recorded subdivision as follows:
 - a. When the boundaries of any recorded subdivision or any part thereof abut an arterial, as identified in the Sisters Comprehensive Plan, one (1) subdivision directional sign shall be permitted which may be located on any vacant lot or parcel which is owned by the subdivision owner.
 - b. When the boundaries of any recorded subdivision, or any part thereof, do not abut an arterial as identified in the Sisters Comprehensive Plan, two (2) off-site subdivision directional signs shall be permitted, which signs may be located as follows:
 1. One such sign may be located on property not owned by the subdivision owner with the permission of the property owner on whose property it is to be located.
 2. One or both signs may be located only on property owned by the subdivision owner.
 - c. Such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.
8. Home occupation signs shall comply with the following:
 - a. The sign may be wall or window mounted.
 - b. The sign shall not exceed two (2) square feet in area.
 - c. The sign shall indicate only the name and occupation of the resident
 - d. The sign shall comply with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.
9. Signs directing traffic movement onto or within premises, not exceeding three (3) square feet per sign and four (4) feet in height, excluding drive-through signage. The signs shall comply with the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.

10. Campaign/Political signs are allowed to be displayed without a permit provided the sign complies with the following:
- a. The sign shall only be located on private property, with the permission of the property owner.
 - b. The sign shall not be illuminated.
 - c. The sign shall not be located in a manner to cause any traffic or pedestrian safety issues.
 - d. The sign shall not be installed more than 60 days prior to the election and removed within 3 days after.
 - e. In Residential zones the sign is limited to a maximum of 6 square feet in area and if freestanding, not more than 4 feet in height.
 - f. In all other zones (commercial, industrial mixed-use, etc.) the sign shall not exceed 32 square feet in area and if freestanding, 5 feet in height.
 - g. Signs shall not be installed in a manner that is prohibited per code.
11. Garage sale, yard sale, patio or other similar sale signs of a temporary nature. Such signs shall be placed no sooner than 48 hours before the sale begins and removed no later than 12 hours after the sale ends
12. Any other signs that are state or federally regulated and are not required to comply with local sign requirements.
13. Memorial tablets, cornerstones, or similar plaques not exceeding six square feet in size.
14. Small illuminated/non-illuminated informational signs related to the operation of a business. Examples of such signs are "open/closed" signs and signs of a similar nature. Small illuminated/non-illuminated signs are permitted as follows;
- a. One sign per business elevation
 - b. Three (3) square feet maximum per sign
 - c. Two (2) colors maximum per sign
15. Parking Space Signage. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.
16. Event-related A-Frame signs, announcing a community event are permitted subject to the following;
- a. City approval of qualifying signs, placement and duration is required before signs may be used. Written acceptance by the City shall be provided for qualifying signs.
 - b. Signs are limited up to 16 square feet in area per sign.
 - c. Up to 4 signs per venue are allowed.

- d. May be used up to 10 days in advance of the event.
- e. No sign permit is required. An encroachment permit is required when a sign is sited in public right of way. No fee is required for this permit.
- f. Signs shall be in compliance with the clear vision areas and ADA accessibility.
- g. Event-related A-Frame signs shall be removed within 72 hours of the end of the event.

17. Menu signs, representative of those given to customers.

18. One chalkboard shall be permitted to advertise specials & shall be no larger than 16" by 24" in size & shall be affixed to a building face of a wall of which it represents. Chalk of any color may be used and exempt from 1880s font;

19. Public signs such as kiosks, historical markers, safety signs and street signs.

20. Wind signs no larger than 14 square feet, securely anchored to the ground or building, and displayed only during business hours.

3.4.600 Prohibitions

- A.** No sign shall have or consist of any moving, rotating or otherwise animated part or any flashing, blinking, fluctuating or otherwise animated light. In addition, no sign shall approximate or resemble in any way an emergency light or sign. The provisions of this subsection shall not be applied so as to prohibit the following types of signs:
 - 1. A conventional clock face.
 - 2. An on-premises barber pole, of a length not to exceed 30 inches, of traditional design which shall be permitted to revolve during the time that a barbershop is open for business. The top of the pole shall not be more than ten feet six inches (10' 6") above the ground.
- B.** Signs that are placed on, affixed to or painted on a motor vehicle or trailer and placed on public or private property for the primary purpose of providing a sign not otherwise permitted by this Ordinance. Signs on vehicles used in the normal course of business shall not be subject to this provision.
- C.** Signs or sign structures that create a hazard by obstructing clear view of pedestrian and vehicular traffic.
- D.** Service signs such as those identifying VISA or MasterCard shall not be attached to an approved sign. If such services are to be advertised as part of a permitted sign, the signs shall be integrated into the overall sign design and are subject to all requirements of this ordinance.
- E.** No sign shall be attached to or placed against a building or other structure in such a manner as to prevent or inhibit ingress or egress through any door or window required or designated for access to any building, nor shall any sign obstruct or be attached to a fire escape.

- F.** Signs in right-of-way. Signs shall not be located in or extended onto public rights of way except as otherwise provided in this ordinance. Traffic control signs and devices installed by the governmental entity responsible for the right-of-way and City signs are exempt from this prohibition.
- G.** Noise-emitting signs. Signs that emit sounds.
- H.** Billboards shall not be allowed within the City of Sisters or the Urban Growth Boundary.
- I.** No neon tubing sign or decoration shall be allowed on or in a building which is visible from the exterior of the building except as otherwise provided in this ordinance.
- J.** No sign shall be internally illuminated except as specifically allowed by this ordinance. Internally illuminated signs are signs which are wholly or partially illuminated by an internal light source from which source light passes through the display surface to the exterior of the sign. Illuminated signs are prohibited within six feet of inside windows, whose illuminated face(s) are visible from the street;
- K.** No colored lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
- L.** Billboards or off-premises advertising signs, wind signs or devices.
- M.** Sandwich boards, A-frame, bench and portable signs are prohibited after January 1, 2016, when way-finding signs are available. Portable signs, such as A-frame signs, shall comply with the following requirements:
1. All portable signs require a permit from the Community Development Department prior to placement, which shall be renewed by the applicant on an annual basis as long as portable signs continue to be placed upon the premises and the wayfinding signs are not available. An annual permit fee as established by City Council Resolution shall be charged. Applicant shall provide the Community Development Department with sign models and proposed sign locations prior to issuance of the permit. Permits will be issued for those signs meeting the Sign Ordinance criteria.
 2. Portable signs shall be securely anchored to the ground.
 3. No portable sign shall affect easements, nor restrict or impede pedestrians or disabled persons. Portable signs shall not restrict the clear vision of pedestrians or vehicles. Portable signs shall only be permitted in locations on private property as approved by the Community Development Director or designee.
 4. Portable signs shall be no larger than sixteen (16) square feet per side. Sign size within the allowed parameters may be regulated by the Community Development Department depending on location and safety considerations
 5. Each business shall be allowed one (1) sign per entrance, with sign placed within ten (10) feet of the primary public entrance or occupied building space, but no business may have more than two (2) portable signs.
 6. Signs shall be displayed only during business hours.
 7. Sign shall include the business name and may include products sold or offered.
- N.** Exposed vending machines, such as those used to dispense soft drinks, not including newspaper and magazine stands.
- O.** Signs attached to trees, telephone poles, public benches, street lights or placed on any public property or public right-of-way.

P. Roof signs that exceed the height of the existing building or structure.

Q. ~~Paper or cardboard signs or posters except as otherwise permitted by the Code.~~

3.4.700 Procedure

- A. **Sign Permit Required.** A sign permit is required in each of the following instances:
- 1 Upon the erection of any new sign except exempted signs.
 2. To make alteration to an existing sign, including a change in the size or materials. Permits shall not be required for minor maintenance and repairs to existing signs.
 3. To alter an existing non-conforming sign.
 4. To erect a temporary sign for a new business.
- B. **Required Information for a Sign Permit.** For the purposes of review by the Community Development Director or designee and Building Official, a drawing to scale shall be submitted which indicates fully the material, color, texture, dimensions, shape, lighting, relation and attachment to building and other structures, structural elements of the proposed sign, and the size and dimensions of any other signs located on the applicant's building or property.
- C. **Sign Permit Fee.** The applicant shall pay the required fee as established by the City Council. It is unlawful for any person to erect, repair, alter, relocate or maintain within this City, any sign or other graphic display except as provided in this ordinance. When a sign is erected or placed prior to approval of a required sign permit, the sign permit application fee shall be doubled. Payment of the double fee shall not relieve an applicant from fully complying with the requirements of this ordinance or from any penalties prescribed herein.
- D. Either the Community Development Director or the applicant shall have the right to refer a Sign Permit application directly to the Planning Commission in lieu of the normal process for Sign Permits.

3.4.800 Sign Measurement

- A. The following criteria shall be used in measuring a sign to determine compliance with this ordinance:
1. **Area.** The area of the sign surface is computed by calculating the area encompassed within any regular geometric figure which would enclose all parts of the sign (excluding structural supports, provided they are not used to attract attention).
 2. **Double-faced signs.** Allowable sign square footage applies to only one side of double-faced signs.
 3. **Clearance.** Clearance of a sign is measured from the average grade at the base of the sign to the lowest point of the sign.
 4. **Height.** Signs shall comply with the following requirements:
 - a. Height is measured from the grade of the curb line closest to the base of the sign to the highest point of the sign. In the absence of a curb line, the edge of the street pavement shall be used. In the absence of street pavement, the average finish grade shall be used to measure the height.

- b. The maximum height of any sign shall be as stated herein, but in no case shall a ground mounted sign exceed fifteen (15) feet in height. No ground mounted sign shall project above the roof line of any building.
 - c. Height. The height of an attached sign shall not exceed the ridgeline of the building or the top of the false façade.
5. Logos shall be considered as part of the allowable sign area and are encouraged to comply with the 1880s Western Architectural Frontier Design Theme.

3.4.900 Requirements For Signs By Specific Zone

A. Residential Zones

1. Except as specified herein, sign regulations for non-residential uses are as follows:
 - a. One bulletin board or monument sign not exceeding twenty five (25) square feet in area and six (6) feet in height when associated with churches, synagogues, civic or similar organizations.
 - b. Awnings and wall signs limited to one-half square foot in combined sign area for each horizontal lineal foot of any wall. Awning and wall signs may have external illumination only; no internal illumination shall be permitted.
2. For residential facilities and multiple family developments and mobile home parks containing four (4) or more units there may be one identification sign limited to twenty (20) square feet in area and not exceeding six (6) feet in height located at each entrance to the park or building complex. In addition, at each entrance, there may be an externally lit sign not to exceed fifteen (15) square feet in area containing a map showing the location of individual sites or units.
3. ~~One on-site temporary subdivision sign not exceeding thirty-two (32) square feet in area and (10) ten feet in height for each recorded subdivision; provided that such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.~~
4. ~~Temporary unlighted subdivision directional signs not exceeding sixteen (16) square feet in area and six (6) feet in height for each recorded subdivision as follows:~~
 - a. ~~When the boundaries of any recorded subdivision or any part thereof abut an arterial, as identified in the Sisters Comprehensive Plan, one (1) subdivision directional sign shall be permitted which may be located on any vacant lot or parcel which is owned by the subdivision owner.~~
 - b. ~~When the boundaries of any recorded subdivision, or any part thereof, do not abut an arterial as identified in the Sisters Comprehensive Plan, two (2) off-site subdivision directional signs shall be permitted, which signs may be located as follows:~~

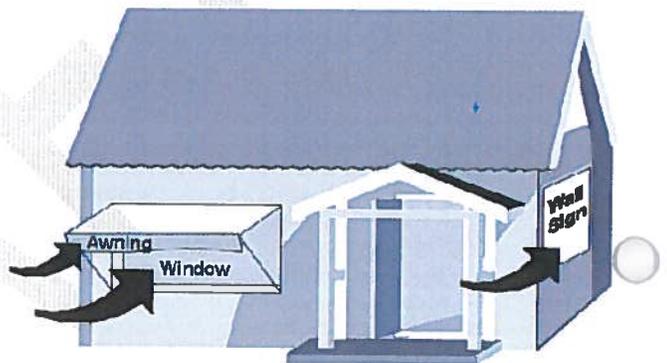
- ~~1. One such sign may be located on property not owned by the subdivision owner with the permission of the property owner on whose property it is to be located.~~
- ~~2. One or both signs may be located only on property owned by the subdivision owner.~~
- ~~c. Such signs shall be removed not later than two (2) years from the recording date of the subdivision or until building permits have been issued on all of the lots, whichever occurs first.~~
- 5. Permanent Subdivision Signs. One (1) monument sign not to exceed 20 square feet in area and a maximum height of four feet. The subdivision sign shall be permitted at the primary street entrance into the subdivision.
- 6. Bed and Breakfast Signs. One (1) freestanding, on-premise sign not to exceed six (6) square feet in area and six feet (6') in height.

B. All Other Districts

Sign regulations for all other Districts are as follows:

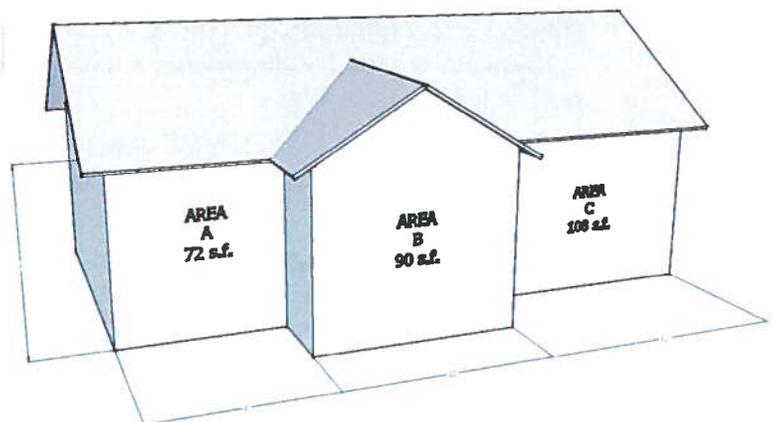
1. Wall, Awning, Projecting, and Hanging and Roof Signs

- a. Each business shall be allowed a maximum of two of the following signs per elevation; wall, awning, projecting, or hanging sign or roof sign. The face of a wall projecting from another wall shall not be considered part of the adjoining wall. Awning, projecting, hanging and wall signs shall be located on the portion of a building wherein the use or occupancy is conducted.



Examples of Allowable Sign Areas:

- Area A = 72 s.f.
Allowable sign area = 10.8 s.f.
- Area B = 90 s.f.
Allowable sign area = 13.5 s.f.
- Area C = 208 s.f.
Allowable sign area = 31.2 s.f.



- b. Area of Front Building Facade. When the area of the building elevation is used to determine sign area, said area shall be computed by multiplying the width of the building frontage or portion thereof by the height of the building or portion thereof which are devoted to the particular business. "False fronts" and mansard roofs shall be included when calculating the area of the building facade.

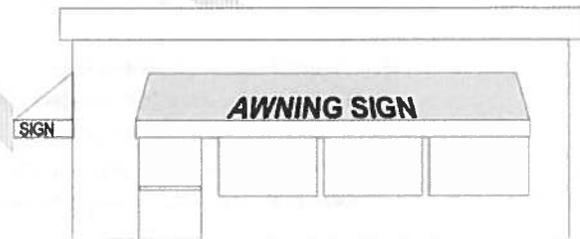
c. Lettering may include the name and logo of the business and a general description of the products or services provided by the business, but shall not include brand names or logos of specific products.

d. Wall Signs.

1. Wall signs may not stand more than twelve (12) inches away from the wall.
2. Wall signs shall not exceed two hundred (200) square feet in area per elevation, except in the Downtown Commercial (DC) District where they are limited to fifty (50) square feet in area per sign per elevation
3. Total wall signage shall not exceed fifteen percent (15%) of the wall area in square feet on each facade.
4. The top of a wall sign shall not exceed the ridgeline of the building or the top of the false façade.

e. Awning Sign.

1. The maximum total area for each awning sign shall be based on the horizontal lineal length of the awning where the sign is to be located. Awning signs shall not exceed one square foot per two horizontal lineal feet of awning.
2. The area of a sign on an awning shall be deducted from the wall sign area permitted.
3. Supports, posts or columns beyond the property line will not be permitted.
4. Lettering shall be painted or otherwise permanently placed.
5. The lowest point of the awning must be at least eight (8) feet above the sidewalk.



f. Projecting Signs.

1. Where a building is built to the property line, a "Projecting" sign may extend over the public right-of-way. The signs' supporting structure shall not extend more than 42 inches from the building wall and the sign itself can be no more than 36 inches wide and ≤ 16 square feet in area per face. A minimum 7 (seven) foot clearance from the bottom of the sign to finished grade is required. Alleys require a minimum 14 foot clearance. Projecting signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
2. The top of a projecting sign shall not exceed the ridgeline of the building or the top of the false façade.
3. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision

clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

g. Hanging Signs

- ~~1. Hanging signs must be attached to building façades that have a public entrance and shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.~~
- ~~2. One hanging sign is allowed per tenant space.~~
- ~~3. Individual hanging signs shall not exceed 4 square feet in area.~~
- ~~4. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.~~

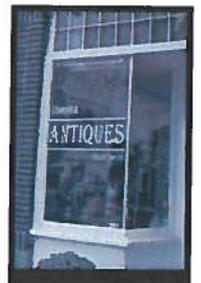


h. Roof Signs.

1. Roof signs shall not exceed 50 square feet in area and no taller than 3 feet in height per roof.
3. Total roof signage per sign shall not exceed fifteen percent (15%) of the wall area below roof line.
4. The top of a roof sign shall not exceed the ridgeline of the building or the top of the false façade.

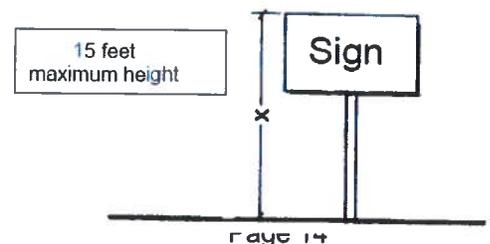
2. Permanent Window Signs

- a. The total area of such permanent window signs, in combination with temporary window signs, shall not exceed 25% of the total window area.
- b. The sign area of each window sign shall be deducted from the maximum sign area permitted on the elevation . See wall signs.
- c. Permanent window signs shall not be illuminated.
- d. Hours of operation or open/close signs shall not count towards sign allowance



3. Ground Mounted Signs.

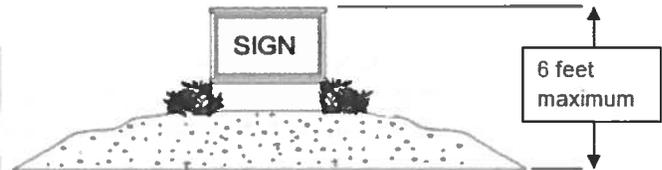
- a. Ground mounted signs shall only be permitted in the Highway Commercial (HC) District and Public Facility (PF) District.



- b. Ground mounted signs shall not exceed thirty-two (32) square feet in area.
- c. Ground mounted signs shall not exceed fifteen (15) feet in height. No ground mounted sign shall project above the roof line of any building.
- d. A ground mounted sign shall not be located within ten (10) feet of any other sign within any street right of way (stop signs, etc.)
- e. No more than one (1) ground mounted sign shall be permitted for each lot.
- f. Sign supports shall be compatible with the design requirements and intent of the 1880's Western Frontier Architectural Design Theme in Chapter 2.15, Special Provisions.

4. Monument Signs –

a. ~~Monument signs shall not be permitted in the Downtown Commercial (DC) District.~~



- b. Monuments signs shall not exceed twenty-five (25) square feet in area.
- c. The bottom of the sign shall not be more than four feet (4') from the ground.
- d. Monument signs shall not exceed six (6) feet in height.
- e. A monument sign shall not be located within ten (10) feet of any other sign within any street right of way (stop signs, etc.)
- f. No more than one (1) monument sign shall be permitted for each lot.
- g. Sign supports shall be compatible with the design requirements and intent of the 1880's Architectural Design Theme.
- h. Downtown Commercial (DC) District
 - 1. Monument sign shall be located more than ten (10) feet behind the front or exterior side property line.
 - 2. No more than one monument sign shall be permitted for each lot.
- i. All monument signs shall be reviewed by the Western Sign Board.

5. Directory Signs

A. Directory signs may be free standing ~~except for in the Downtown Commercial (DC) District~~ or may be fixed on an exterior wall. Free standing Directory signs for Downtown Commercial (DC) District, see B below.

- 1. One directory sign may be permitted per premises.
- 2. Directory signs shall be no larger than 12 square feet in area, and individual letters shall not exceed 6 inches in height.
- 3. Directory signs shall have a maximum height of 5 feet.

B. Free standing directory signs located in the Downtown Commercial District shall only be permitted for shopping centers.

- 1. One free standing or wall directory sign may be permitted per premises.

2. Free standing directory signs shall be no larger than 6 square feet in area, and individual letters shall not exceed 3 6 inches in height.
3. Free standing Directory signs shall have a maximum height of 4 feet.

6. Shopping Center Signs

- a. A shopping center shall be allowed one (1) ground mounted sign in compliance with Section 3.4.900.B.3 indicating the total shopping center use or listing of uses.
- b. A shopping center in the Downtown Commercial (DC) District shall refer to Section 3.4.900.B.5.B. The lettering for the listing of such uses shall be of a size not greater than one-half the size of the lettering of the shopping center name on such sign.
- c. In addition, each business in the shopping center will be allowed signage in compliance with Section 3.4.900 B ~~one signs per exterior wall, subject to the restrictions outlined above; except that~~
- d. No additional ground mounted or monument signs shall be allowed within the shopping center

7. Drive Through Menu Boards

- a. Menu boards shall be located out of the setbacks.
- b. Maximum height of this sign shall be 8 feet and maximum size shall be 30 square feet.
- c. Each drive through will be limited to 2 menu boards.

8. Service Station Price Signs

- a. In compliance with Section 3.4.900.B.3, when a lot or parcel of land is used for gasoline service station purposes there may be a maximum of one ground mounted changeable copy sign for the purpose of advertizing gasoline prices subject to the following standards:
 1. That such sign shall advertise only the name of the business, price of the gasoline sold and the hours of operation.
 2. Such sign shall not exceed an area of thirty-two (32) square feet.
 3. Such sign shall not exceed fifteen feet (15) feet in height. No ground mounted sign shall project above the roof line of any building.
 4. All signs shall comply with the 1880's Western Frontier Design Theme including interchangeable gasoline prices.
 5. No other ground mounted or monument signs shall be permitted.

9. Building Identification Name

- a. One Building identification name shall be permitted per building. The sign shall be in compliance with Section 3.4.900 Requirements for Signs by Specific Zone.

10. Hanging Signs

- a. Hanging signs shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
- b. Three hanging signs are allowed per elevation.
- c. Individual hanging signs shall not exceed 6 square feet in area.
- d. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian pathway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

3.4.1000 Temporary Signs

- A. Window. Temporary signs placed upon a window opening are allowed when such signs do not obscure more than twenty-five (25) percent of the window area, and are maintained for a period not exceeding thirty (30) days where upon they shall be removed. The total area of such temporary window signs, in combination with permanent window signs, shall not exceed 25% of the total window area. Temporary window sign's font and color shall comply with the 1880's Western Design Theme.
- B. On-site Temporary signs, other than window signs and limited duration event portable A-frame signs, shall be displayed not more than one week before 14 consecutive days an event and be removed the day after the event. Total time for a temporary sign to be displayed shall not exceed 10 . Exceptions to this time limit are business closure (Going out of business or coming soon) and Two on-site temporary sign permits are permitted at one time and used during the same time duration. In no case shall a new on-site temporary sign permit be issued until 45 days after the last approval ended.
- C. Seasonal Signage which may be displayed for 30 days prior to the event and removed the day after the event. No extensions of these times shall be permitted.
- D. Temporary signs, other than window signs and limited duration event portable A-frame signs, as defined herein have a separate permit procedure. Temporary sign applications shall be made on forms provided by the Community Development Department. A temporary sign permit fee, as established by the City Council, shall be paid prior to the issuance of a temporary sign permit. If the sign is not displayed as required by this ordinance and not removed the day after the event, the deposit is forfeited and the responsible party notified. If the temporary sign is not then removed, City employees or their agents shall remove the sign and the responsible party billed for removal.
- E. Prohibited Signs. Inflatable or lighter than air signs and/or devices used for advertisement are expressly prohibited.
- F. Location. Temporary signs shall not be displayed in the public right of way, and shall have the permission of the property owner on which they are displayed.
- F. Size. Temporary signs shall be a maximum of twenty (20) square feet in area.

- G. Off-site Temporary Sign. Off-site temporary signs are limited to Events (Community Events). Banners shall be allowed to be hung for 2 weeks (14 consecutive days) prior to an event, and shall be removed within 3 days of the event's completion.

3.4.1100 — Historical Signs

~~The owner of a nonconforming sign in existence on June 9, 1970, may apply to the Planning Commission for a determination that the sign qualifies as a Historical Sign under the provisions of Chapter 15.13 of the Sisters Municipal Code. The burden of proof shall be on the owner.~~

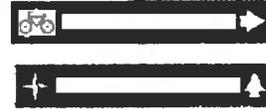
3.4.1200 — Wayfinding Signs

- A. ~~**Purpose.** The purpose of these standards is to provide a consistent and coordinated system of wayfinding and public signage to get vehicles and pedestrians to and around downtown by providing a hierarchical system of signage. Wayfinding signage shall provide limited directional information.~~
- B. ~~**General Provisions.** The Community Development Department shall administer the City of Sisters Way-Finding Signs and shall be responsible for:~~
- ~~1. Establishing design criteria for uniformity of signage, which criteria shall conform substantially to concept designs provided herein; and,~~
 - ~~2. Ensuring compliance with these regulations and payment of all fees required herein by entities placing signs on sign assemblies.~~
- C. ~~**Procedure**~~
- ~~1. A sign permit is required for all wayfinding signs.~~
 - ~~2. The applicant shall pay the required sign permit fee as established by the City Council for all wayfinding signs.~~
 - ~~3. The City will purchase and own all signs. Any business seeking to display a secondary sign pursuant to this policy shall first execute an agreement with the City in a form available at the Community Development Department.~~
 - ~~4. The Community Development Department shall coordinate the manufacture, placement and installation of all wayfinding signs. The Public Works Department shall approve the location of all signs in the right-of-way. The City of Sisters Public Works Department shall install and maintain all wayfinding signs.~~
- D. ~~**Eligible Businesses**~~
- ~~1. Only public facilities and unique, local tourist-oriented businesses that attract and are open to members of the general public. These include one of the following type businesses or attractions:~~
 - ~~a. Museums and Historical sites~~
 - ~~b. Local tourist-oriented businesses~~
 - ~~c. Meeting facilities~~
 - ~~d. Public Recreation Facilities~~
 - ~~e. Galleries~~
 - ~~f. Public Facilities~~

g. Campgrounds and lodging.

E. Wayfinding Signs

1. ~~Wood, stone or iron or their visual equivalent are the recommended materials for both the sign and the stanchion (in the case of ground-mounted or monument signs)~~



2. ~~Signs shall include white western font and brown background.~~

F. Sign Types

The design, dimensions and content of each sign are described below.

1. General Directional Signs

a. ~~General Directional Signs provide basic directions to various destinations, such as City Hall, downtown, shopping districts, parks, parking, RV parking, lodging, and campgrounds and farmers market. These signs do not include specific business names.~~

b. ~~Location. At key intersections or mid-block crossings to indicate changes in direction.~~

c. ~~Dimensions. A maximum height of 10 feet without the city logo.~~

d. ~~Size of City logo or other City approved design: standard 30" X 30" advisory sign size.~~

e. ~~Letters should be 4" high (ALL CAPS) or 4" and 3" for (Sentence Lettering—upper case and lower case letters, respectively). The design intent is that the letters can be seen from 30'—50' away as a pedestrian.~~



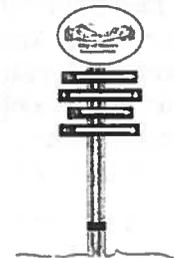
2. Secondary Signs

a. ~~To provide directional assistance in locating specific tourist-oriented businesses and destinations. The name of the business or destination and an arrow are the only text on the signs. Individual logos shall not be permitted.~~

b. ~~Location. Secondary signs would be located within the right-of-way at intersections near to the businesses or destinations that are identified on the wayfinding signs.~~

c. ~~Dimensions. A maximum height of 10 feet without the city logo.~~

d. ~~Size of City logo or other City approved design: Standard 30" by 30" advisory sign size.~~



- ~~e. Letters should be about 3" high, or 1.5" for every 5' of viewing distance. Secondary signs are intended to be viewed at close range by pedestrians (within 10'), so the lettering can be smaller.~~

3.4.1300 Non-Conforming, Illegal and Abandoned Signs.

- A. A nonconforming sign shall not be replaced, altered, reconstructed, relocated or expanded in any manner unless it is made to conform with all the provisions of this article except as follow:
1. Other nonconforming signs on the same property need not be made to conform as a result; however, they are encouraged to comply.
 2. Change in copy shall be permitted if no structural changes in the sign are necessary except that no change in copy shall be permitted for nonconforming painted wall signs.
 3. Ordinary maintenance and minor repairs which will not increase the normal life of the sign and which are required for safety purposes shall be permitted. Structural alterations to a nonconforming sign are prohibited unless they are made to conform to all requirements of the Development Code.
- B. If the use identified by a nonconforming sign is abandoned for a period of not less than ninety (90) days, the sign shall be removed unless it is made to conform to the provisions of this Section. If such sign is not made to conform or if it is not removed within one hundred twenty (120) days from the time the use is abandoned, it shall thereafter be unlawful. "Abandoned" shall mean cessation of operation or change of use. "Abandoned" shall not mean an ownership change or a name change as long as there is no cessation of the operation for longer than ninety (90) days and the use is not changed.

3.4.1400 Maintenance

- A. All signs together with all their supports, braces, guys and anchors shall be kept in good repair and be maintained in a safe condition. All signs and the site on which they are located shall be maintained in a neat, clean and attractive condition. Signs shall be kept free from deterioration. The display surfaces, trims, frames and supports of all signs shall be kept neatly painted or otherwise neatly maintained as applicable. No person shall scatter, daub or leave any paint, paste or glue or other substance used for painting or affixing a message to the display surface of any sign or throw or permit to be scattered or throw any bills, waste matter, paper, cloth or materials of whatsoever kind removed from a sign on any public street, sidewalk or private property.

3.4.1500 Enforcement

- A. If the Building Official shall find that any sign regulated in this chapter is unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this chapter, the Building Official shall give written notice to the permittee thereof. If the permittee fails to remove or alter the structure so as to comply with the standard set forth in this chapter, within ten days after such notice, such sign may be removed or altered to comply by the city at the expense of the permittee or owner of the property upon which it is located. The

Building Official may cause any sign or other advertising structure which is an immediate peril to persons or property to be removed summarily and without notice.

- B. The owner of any sign, including supporting structures, shall keep the same in a presentable condition at all times. All painted signs, and all supporting structures of any sign, shall be repainted whenever such action is necessary to keep them in good condition.
- C. Any sign which no longer advertises a bona fide business conducted, or a product available for purchase by the public, shall be taken down and removed within six months of closing by the owner, agent or person having the beneficial use of the building or structure upon which such sign may be found, within thirty (30) days after written notification from the Building Official, and upon failure to comply with such notice within the time specified in such order, the Building Official is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building or structure to which such sign is attached, or, if the sign is not attached to a building, by the owner of the sign.
- D. Any signage that is determined by the City to be in violation of these sign regulations is subject to citation and associated fine as established in subsection 3.4.1600 herein.

Section 3.4.1600, Penalty

- A. Violation of any portion of Chapter 3.4 of this Development Code is a Class A Violation.

EXHIBIT A-1

LETTER STYLES

ACADEMY
BIG IRON
CIBOLA
Lachesis
PERDIDO
Plowright
PRIMER
RIUDOSO
Niederwald
Stonehouse
MANQUO
Rochambeau
New Times Roman
Bookman Old Style

Chapter 5.1 - Variances

5.1.300 Minor Variance

The following types of minor variances shall be processed using a Type II procedure, as governed by Chapter 4.1. and using the approval criteria in Section 5.1.500. Minor Variances are limited to lot setbacks, landscaping, or tree preservation ~~or sign standards~~, including up to a 10 percent change to the setback standard required in the base land use district, or up to 10 percent reduction in landscape area, or up to a ~~10~~ 20 percent difference in sign size.

DRAFT



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-07**

THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code to revise various Sections within Chapter 3.4 Signs and Chapter 5.1 – Variances Section 5.1.300 Minor Variances; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 14-06 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 15, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 30, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE COMPREHENSIVE PLAN AMENDMENT, FILE NO. TA 14-06 SUBJECT TO THE FOLLOWING EXHIBITS:

- Exhibit A – Staff Report**
- Exhibit B – Draft Text of proposed amendments**
- Exhibit C – Notice to DLCD**
- Exhibit D – Resolution**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 30th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewart, Wright,

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Signed: David Gentry, Chairman



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing.** (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Sisters**

Local file no.: **TA 14-06**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): Patrick Davenport

Phone: 541-323-5219 E-mail: pdavenport@ci.sisters.or.us

Street address: 520 E Cascade Avenue, PO Box 39 City: Sisters Zip: 97759-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

The proposal includes amending Chapter 3.4 Signs to make the chapter more flexible, Chapter 4.5 Master Planned Development so that dwelling units do not need to front a street, Chapter 2.14 North Sisters Business Park to allow Distilleries as a permitted use and Chapter 5.1 Variances to remove the reference to signs.

Date of first evidentiary hearing: 04/16/2015

Date of final hearing: 05/14/2015

- This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from _____ to _____
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at

http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or.xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

<http://www.oregon.gov/LCD/Pages/forms.aspx>

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal



STAFF REPORT

File #: Text Amendment 14-07

Applicant: City of Sisters

Request: The proposal includes a Development Code amendment to Chapter 2.5 Highway Commercial District Section 2.5.300 Development Standards, L. Formula Food Establishments (TA 14-07).

Hearing Date: April 30, 2015, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location Highway Commercial (HC) zoning district

Planner: Patrick Davenport

Date: April 22, 2015

I. Background

Text Amendments to the Sisters Development Code regarding Formula Food Establishments were recently approved by City Council per (attached) Ordinance #456 on March 12, 2015 after a Planning Commission public hearing on March 5, 2015. Prior to this approval, the Planning Commission held several workshops to receive public input and discuss these revisions on September 9th and November 11th, 2014 and February 19, 2015. These amendments revised several District requirements regarding Formula Food Establishments however, the City Council did not approve a specific section which was reconsidered in an April 16, 2015 workshop held by the Planning Commission. The Planning Commission directed staff to hold a public hearing on April 30, 2015 for the proposed text amendments presented herein.

This proposed text amendment reflects the Planning Commission's desire to limit the number of Formula Food Establishments in the HC zone by using an absolute number as a maximum and to delete the distance spacing requirements. Since the spacing requirements can be overcome by lot line adjustments and land partitions, which are difficult to anticipate and regulate, using an absolute number for a maximum is the most efficient and logical manner to appropriately restrict their development.

CITY OF SISTERS
Planning Commission

Title: TA14-07
Hearing Date: March 5, 2015

II. Project Request

This proposal includes a Development Code amendment to amend the Development Code, Chapter 2.5 Highway Commercial District Section 2.5.300 Development Standards, L. Formula Food Establishments. The following text illustrates the proposed amendments. Proposed text additions are underlined and proposed deletions are in ~~strikeout~~ font.

2.5.300 Development Standards - HIGHWAY COMMERCIAL (HC) DISTRICT

L. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The city desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the city limits Formula Food Establishments to a maximum of six within this zone. ~~as follows: 1) No more than two per intersection provided that the streets are designated as either an arterial or a collector, and 2) other than at approved intersections, the Formula Food Establishments shall be separated on the same side of the street by at least 400 feet from property line of each Formula Food Establishment, regardless where the establishment fronts.~~

III. 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 (if applicable).

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 amendment based on the following four criteria and standards.

Section 4.1.600 of the SDC states:

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

CITY OF SISTERS
Planning Commission

Title: TA14-07
Hearing Date: March 5, 2015

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.

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

- 1. Approval of the request is consistent with the Statewide Planning Goals.** The Sisters Development Code requires all text amendments to comply with the requirements of the Statewide Planning Goals. Compliance with the relevant goals is as follows.

Goal 1 - Citizen Involvement. To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: Multiple Planning Commission workshops were held to gather feedback regarding these changes. Two public hearings are required by the Development Code; the first requires a recommendation to City Council by the Planning Commission, the second hearing requires a public hearing on the part of the City Council to decide whether to amend the Development Code. The Text Amendment (TA 14-07) was noticed in the Nugget Newspaper on April 15, 2015 and the City's website, two weeks prior to the April 30, 2015 Planning Commission hearing.

Staff finds the Text Amendment (TA 14-07) complies with Goal 1.

Goal 2 - Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: The process to adopt these amendments are established by Code which supports the planning process and ensures that the Planning Commission and City Council are aware of these Decisions.

Staff finds the Text Amendment (TA 14-07) complies with Goal 2.

Goal 9 – Economic Development. To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Response: Although this amendment, as written will enable four more Formula Food establishments in the City of Sisters (HC) District, these businesses will have their locations limited appropriately.

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2. **Approval of the request is consistent with the Comprehensive Plan.** The City of Sisters Comprehensive Plan is organized in a manner that follows the format of the statewide planning goals. The evaluation for consistency with the Comprehensive Plan text relies on whether the proposal aligns with specific tasks, policies and objectives within the relevant portions of the Plan, which are as follows.

Goal 1: Citizen Involvement

1.4 POLICIES

1. The City of Sisters shall seek out and encourage public participation in all aspects of the City planning process.

Tasks –

- a. Planning Commission and City Council meetings shall be held on a regularly scheduled basis.
- b. Planning Commission and City Council meeting agendas shall be publicized in a manner that makes this information widely available.
- d. The City shall use a variety of methods to achieve citizen involvement.

Response: Multiple Planning Commission workshops was held to gather feedback regarding these changes. Two public hearings are required by the Development Code; the first requires a recommendation to City Council by the Planning Commission, the second hearing requires a public hearing on the part of the City Council to decide whether to amend the Development Code. The Text Amendment (TA 14-07) was noticed in the Nugget Newspaper on April 15, 2015 and the City's website, two weeks prior to the April 30, 2015 Planning Commission hearing.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1 of the Comprehensive Plan.

Goal 2: Land Use Planning

2.4 POLICIES

3. As economic and social conditions change, it may be appropriate for the City to create new zoning designations that will work to assist the City in meeting the goals and policies of the Comprehensive Plan, the requirements of state law, and state land use goals.

Tasks -

- a. The City shall periodically review the Sisters Development Code to determine whether the districts set forth therein are adequate to address the goals, policies and objectives of the Comprehensive Plan and whether economic and social conditions warrant revision of the district codes, or creation of new districts. Any application for a code amendment shall address the policies and facts supporting the proposed code amendments.

Response: The City of Sisters has developed a unique community character in its commercial districts, and the City desires to maintain this unique character. The proposed

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amendments continue to protect the community's character, culture and economic vitality while still permitting a diversity of businesses with sufficient opportunities for independent entrepreneurs.

Staff finds that the proposed Text Amendments comply with all relevant policies provided within Goal 2 of the Comprehensive Plan.

Goal 9: Economic Development

A. 9.4 POLICIES

1. The City shall guide growth in a manner that will result in a balance between economic and environmental interests.

Tasks -

a. The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, mixed use development, and requiring adherence to the Sisters Western Frontier Architectural Design for all types of development and signage. The Sisters Western Frontier Architectural Design Theme does not apply to the Sun Ranch Tourist Commercial District. In its place, a more historically accurate 1900s Rural Farm/Ranch House design standard applies. The City shall establish standards for this design theme in the Development Code.

Response: The proposed amendments continue to protect the community's character, culture and economic vitality while still permitting a diversity of businesses with sufficient opportunities for independent entrepreneurs.

Staff finds that the proposed Text Amendments comply with all relevant policies provided within Goal 9 of the Comprehensive Plan.

2. The City should support efforts to attract businesses providing family-wage employment opportunities.

Response: The proposed amendment increase economic development opportunities in the affected districts without compromising the Districts' purposes.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1, 2 and 9 of the Comprehensive Plan.

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 shall update City of Sisters Masters Plans for Water, Sewer, Parks and Transportation Systems subject to City Council approval, to reflect impacts of the rezoning on those facilities and long-range plans. 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

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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 amendments do not negatively affect public facilities, services and transportation networks. During land use review of the projects, staff can work with the property owner, Building Department, Public Works Department and the City Engineer to make sure the project doesn't negatively affect public facilities, services or transportation networks.

4. Transportation Planning Rule (TPR) Compliance.

Legislative changes are reviewed to verify compliance with the TPR, which is found in Oregon Administrative Rules, Division 12, Section 660-012-0060. Sisters Development Code, section

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;**
- 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 effect 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,**

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3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

Response: This change has no significant effect on either the Comprehensive Plan or any of the land use districts. The functional classifications of the streets will remain as shown on the 2010 Transportation System Plan (TSP).

IV. Public Comments

Staff has received support for this text amendment. No comments have been received that indicate opposition to these amendments. As discussed previously, the Planning Commission held multiple workshops to receive public input and refine this amendment to the Development Code as previously discussed. The Text Amendment (TA 14-07) was noticed in the Nugget Newspaper on April 15, 2015, two weeks prior to the April 30, 2015 Planning Commission hearing.

I. Composition of the Record

The following make up the record in this matter, and are contained in file TA 15-01 and are available for review at the City of Sisters City Hall:

1. Staff Report with proposed text amendments
2. Resolution
3. DLCD Notice



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-08**

THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code to revise Chapter 2.5 Highway Commercial District Section 2.5.300 Development Standards, L. Formula Food Establishments.; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 14-07 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 15, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 30, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE COMPREHENSIVE PLAN AMENDMENT, FILE NO. TA 14-07 SUBJECT TO THE FOLLOWING EXHIBITS:

- Exhibit A – Staff Report**
- Exhibit B – Notice to DLCD**
- Exhibit C – Draft Resolution**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 30th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewart, Wright,

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Signed: David Gentry, Chairman



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing**. (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Sisters**

Local file no.: **TA 14-07**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): Pauline Hardie

Phone: 541 323-5208 E-mail: phardie@ci.sisters.or.us

Street address: 520 E Cascade Avenue, PO Box 39 City: Sisters Zip: 97759-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Development Code amendment to the definition and regulations of Formula Food Establishments in the Downtown Commercial, Highway Commercial, North Sisters Business Park and Tourist Commercial Districts. Also amending the Code to require staff Decisions (Type II) to be forwarded to Planning Commission and Planning Commission Decisions (Type III) to be forwarded to City Council during the appeal period so they know about the Decision and can call it up for review if they choose to do so.

Date of first evidentiary hearing: 03/05/2015

Date of final hearing: 03/12/15

- This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from _____ to _____
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:

Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

<http://www.oregon.gov/LCD/Pages/forms.aspx>

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal



STAFF REPORT

Exhibit A

File #: Text Amendment 15-01

Applicant: City of Sisters

Request: The proposal includes a Development Code amendment to Permitted Uses in the Sun Ranch Tourist Commercial (Ch. 2.12), North Sisters Business Park (Ch. 2.14) and Light Industrial (2.6) Districts. The proposal also includes amending Section 4.5.400 by adding new Section N to enable front lot lines to align in a direction other than a street.

Hearing Date: March 5, 2015, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location: Applicable zoning districts

Planner: Patrick Davenport

Date: April 7, 2015

I. Background

The City of Sisters is proposing to amend the Development Code, Permitted Uses in the Sun Ranch Tourist Commercial (Ch. 2.12), North Sisters Business Park (Ch. 2.14) and Light Industrial (2.6) Districts. The proposal also includes amending Section 4.5.400 by adding a new Section N to enabling front lot lines to align in a direction other than a street. Staff received a request from Economic Development of Central Oregon requesting that Distilleries be added as a permitted use in the Sun Ranch Tourist Commercial District. After discussing this proposal during a March 26, 2015 workshop, the Planning Commission directed staff to ensure permitted uses were consistent regarding the manufacturing of all types of alcoholic beverages in the Sun Ranch Tourist Commercial, Light Industrial and North Sisters Business Park District. Staff also discovered that certain types of master planned developments could be better designed if the front lot lines were enabled to front a direction other than the street.

II. Project Request

This proposal includes a Development Code amendment to the Table of Permitted Uses regarding the manufacturing of alcoholic beverages in the Sun Ranch Tourist Commercial (Ch. 2.12), North Sisters Business Park (Ch. 2.14) and Light Industrial (2.6) Districts. This proposal should enable consistent economic development opportunities across the three Districts. The proposal also amends the type of Development Decision in the Light Industrial District for 'Distilleries, cideries, wineries and breweries, not to include a restaurant or bar'

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from Minor Conditional Use to Permitted Use. The proposal also includes amending Section 4.5.400 by adding new Section N to enabling front lot lines to align in a direction other than a street.

The following are the proposed amendments by category. (Text additions are underlined and deletions are struck out.)

Chapter 2.12 Sun Ranch Tourist Commercial (TC) District

Development Code Table 2.12.300 Use Table for the Sun Ranch Tourist Commercial (TC) District is amended as follows:

Land Use Category	Permitted/Special Provisions/Conditional Uses
<u>Cideries, Distilleries, Wineries and Breweries</u>	<u>P</u>

Chapter 2.6 — Light Industrial District (LI)

Development Code Table 2.6.1 Use Table for the Light Industrial (LI) District is amended as follows:

Land Use Category	Permitted/Special Provisions/Conditional Uses
<u>Distilleries, cideries, wineries</u> and breweries, not to include a restaurant or bar.	<u>MCU P</u>

Chapter 2.14 – North Sister Business Park (NSBP)

2.14.300A Use Table for the North Sisters Business Park (NSBP) District is amended as follows

Land Use Category	Permitted/Special Provisions/Conditional Use
Manufacturing and packaging of specialty food products, pharmaceuticals and similar uses excluding the production of meat or fish products, fermented foods or other products that produce noxious odors, except for <u>microbreweries, cideries, distilleries, wineries, and coffee roasting</u>	P/See Section 2.14.1000

Chapter 4.5 Master Planned Development

Development Code Section 4.5.400 Property Development Standards is amended as follows:

4.5.400 Property Development Standards
N. Front lot lines do not need to abut a street.

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III. 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 (if applicable).

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 amendment based on the following four criteria and standards.

Section 4.1.600 of the SDC states:

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

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

- 1. Approval of the request is consistent with the Statewide Planning Goals.** The Sisters Development Code requires all text amendments to comply with the requirements of the Statewide Planning Goals. Compliance with the relevant goals is as follows.

Goal 1 - Citizen Involvement. To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Response: On March 26, 2015, a Planning Commission workshop was held to gather feedback regarding these changes. Two public hearings are required by the Development

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Code; the first requires a recommendation to City Council by the Planning Commission, the second hearing requires a public hearing on the part of the City Council to decide whether to amend the Development Code. The Text Amendment (TA 15-01) was noticed in the Nugget Newspaper on April 1, 2015 and the City's website, two weeks prior to the April 16, 2015 Planning Commission hearing.

Staff finds the Text Amendment (TA 14-07) complies with Goal 1.

Goal 2 - Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Response: As previously stated, the proposal includes a Development Code amendment to Permitted Uses in the Sun Ranch Tourist Commercial (Ch. 2.12), North Sisters Business Park (Ch. 2.14) and Light Industrial (2.6) Districts and to amend the type of Development Decision in the Light Industrial District for 'Distilleries, cideries, wineries and breweries, not to include a restaurant or bar' from Minor Conditional Use (MCU) to Permitted Use (P). The proposal also includes amending Section 4.5.400 by adding new Section N to enabling front lot lines to align in a direction other than a street. This builds upon the planning process and ensures that the Planning Commission and City Council are aware of these Decisions.

Staff finds the Text Amendment (TA 15-01) complies with Goal 2.

Goal 9 – Economic Development. To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Response: Several of the proposed changes will help to encourage more commerce in the City of Sisters. Allowing diversified opportunities of alcoholic beverage manufacturing in Sun Ranch Tourist Commercial (TC), Light Industrial (LI) and North Sisters Business Park (NSBP) Districts will enable additional economic development opportunities for those properties. The revision the Development Decision type will enable a more streamlined review process. The types of uses proposed in these code amendments are suitable as a "by right use" reviewed via a Type I decision. Enabling lot lines to face directions other than a street will enable additional flexibility in designing buildings to face open space, natural features or other common areas.

Staff finds that the proposed Text Amendment complies with Goal 1, 2 and 9 of the Statewide Planning Goals.

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2. **Approval of the request is consistent with the Comprehensive Plan.** The City of Sisters Comprehensive Plan is organized in a manner that follows the format of the statewide planning goals. The evaluation for consistency with the Comprehensive Plan text relies on whether the proposal aligns with specific tasks, policies and objectives within the relevant portions of the Plan, which are as follows.

Goal 1: Citizen Involvement

1.4 POLICIES

1. The City of Sisters shall seek out and encourage public participation in all aspects of the City planning process.

Tasks –

- a. Planning Commission and City Council meetings shall be held on a regularly scheduled basis.
- b. Planning Commission and City Council meeting agendas shall be publicized in a manner that makes this information widely available.
- d. The City shall use a variety of methods to achieve citizen involvement.

Response: The Planning Commission held a workshop on March 26, 2015 to discuss these text amendments. The Text Amendment (TA 15-01) was noticed in the Nugget Newspaper on April 1, 2015, two weeks prior to the April 16, 2015 Planning Commission hearing.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1 of the Comprehensive Plan.

Goal 2: Land Use Planning

2.4 POLICIES

3. As economic and social conditions change, it may be appropriate for the City to create new zoning designations that will work to assist the City in meeting the goals and policies of the Comprehensive Plan, the requirements of state law, and state land use goals.

Tasks -

- a. The City shall periodically review the Sisters Development Code to determine whether the districts set forth therein are adequate to address the goals, policies and objectives of the Comprehensive Plan and whether economic and social conditions warrant revision of the district codes, or creation of new districts. Any application for a code amendment shall address the policies and facts supporting the proposed code amendments.

Response: The City of Sisters has developed a unique community character in its commercial districts, and the City desires to maintain this unique character. The proposed amendments continue to protect the community's character, culture and economic vitality

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by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs.

The following are the purposes of the affected Districts:

Sun Ranch Tourist Commercial (TC)

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.

Light Industrial (LI)

2.6.100 Purpose

The Light Industrial District provides land for light manufacturing, warehousing, processing, and distribution of goods and other low intensity industrial uses. It is intended for industrial uses which involve the low level of noise, vibration, air pollution, radiation, glare, or fire and explosive hazards.

North Sisters Business Park (NSBP)

2.14.100 Purpose

The purpose of the North Sisters Business Park district is to create a mix of land uses that effectively transition between neighboring residential, light industrial, and commercial land uses. The primary uses are light manufacturing and professional services, but secondary uses such as retail and living quarters are allowed. The purposes of allowing light manufacturing and professional services as primary uses are to maximize economic opportunities for the city while also decreasing opportunities for environmentally disruptive high-impact industrial uses. The purpose of allowing living quarters and retail is to establish a more vibrant economic center with the presence of full-time residents, provide more affordable housing types in close proximity to jobs, create investment incentives to locate in the city, and as a transition to adjacent residential areas. Restrictions on living quarters and retail are established to prevent uses from gravitating away from light manufacturing and professional services towards retail and additional residential uses. Enhanced construction requirements for mixed-use buildings are established to protect the long-term economic use of the land and promote compatibility between traditionally incompatible uses. Development standards also aim to create an attractive light industrial park that will contribute to the long-term economic health and aesthetic character of the City of Sisters.

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Master Plans

4.5.100 Purpose

The purpose of this Section is to encourage creativity, flexibility and open space in the planning of Residential, Commercial, Industrial and Mixed Use Developments.

Staff finds that the proposed Text Amendments comply with all relevant policies provided within Goal 2 of the Comprehensive Plan.

Goal 9: Economic Development

A. 9.4 POLICIES

1. The City shall guide growth in a manner that will result in a balance between economic and environmental interests.

Tasks -

a. The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, mixed use development, and requiring adherence to the Sisters Western Frontier Architectural Design for all types of development and signage. The Sisters Western Frontier Architectural Design Theme does not apply to the Sun Ranch Tourist Commercial District. In its place, a more historically accurate 1900s Rural Farm/Ranch House design standard applies. The City shall establish standards for this design theme in the Development Code.

Response: The proposed text amendments include amending the permitted uses in the Sun Ranch Tourist Commercial (Ch. 2.12), North Sisters Business Park (Ch. 2.14) and Light Industrial (2.6) Districts and also amends the type of Development Decision in the Light Industrial District for 'Distilleries, cideries, wineries and breweries, not to include a restaurant or bar' from Minor Conditional Use to Permitted Use. The proposal also includes amending Section 4.5.400 by adding new Section N to enabling front lot lines to align in a direction other than a street. The amendment is intended to protect the community's culture and economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs.

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 9 of the Comprehensive Plan.

2. The City should support efforts to attract businesses providing family-wage employment opportunities.

Response: The proposed amendment increase economic development opportunities in the affected districts without compromising the Districts' purposes.

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Hearing Date: March 5, 2015

Staff finds that the proposed Text Amendment complies with all relevant policies provided within Goal 1, 2 and 9 of the Comprehensive Plan.

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 shall update City of Sisters Masters Plans for Water, Sewer, Parks and Transportation Systems subject to City Council approval, to reflect impacts of the rezoning on those facilities and long-range plans. 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 amendments do not negatively affect public facilities, services and transportation networks. During land use review of the projects, staff can work with the property owner, Building Department, Public Works Department and the City Engineer to make sure the project doesn't negatively affect public facilities, services or transportation networks.

4. **Transportation Planning Rule (TPR) Compliance.**

Legislative changes are reviewed to verify compliance with the TPR, which is found in Oregon Administrative Rules, Division 12, Section 660-012-0060. Sisters Development Code, section

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;**

CITY OF SISTERS
Planning Commission

Title: TA14-07
Hearing Date: March 5, 2015

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 effect 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.

Response: This change has no significant effect on either the Comprehensive Plan or any of the land use districts. The functional classifications of the streets will remain as shown on the 2010 Transportation System Plan (TSP).

IV. Public Comments

Staff has received support and encouragement from Economic Development of Central Oregon and other individuals supporting these text amendments. No comments have been received that indicate opposition to these amendments. The Planning Commission held a workshop on March 26, 2015 to discuss these amendments to the Development Code as discussed above. The Text Amendment (TA 15-01) was noticed in the Nugget Newspaper on April 1, 2015, two weeks prior to the April 16, 2015 Planning Commission hearing.

I. Composition of the Record

The following make up the record in this matter, and are contained in file TA 15-01 and are available for review at the City of Sisters City Hall:

1. Staff Report and Resolution
2. DLCD Notice



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2012-06**

THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, the City of Sisters proposes to amend the City of Sisters Development Code; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Chapter 4.1, text amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number TA 15-01 have determined that the changes proposed to the Sisters Development Code will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 1, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 16, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Sisters Development Code are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE COMPREHENSIVE PLAN AMENDMENT, FILE NO. CP 15-01 SUBJECT TO THE FOLLOWING EXHIBITS:

- Exhibit A – Memo to Planning Commission with amended text**
- Exhibit B – Report of Findings**
- Exhibit C – Resolution**
- Exhibit D – Notice to DLCD**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 16th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Seymour, Tewalt, Wright,

AYES: ()
NOES: ()
ABSENT:
ABSTAIN: ()

Signed: Darren Gentry, Vice Chairman (Acting Chair)

March 2, 2015

Dear Sisters Planning Commission and Sisters City Council:

I am writing in support of a text amendment to Chapter 2.12– Sun Ranch Tourist Commercial (TC) District in the Sisters Development Code 2012. The requested text amendment would add “distilleries” as a permitted use under the commercial land use category.

The current code allows for “Restaurant, bar and food services” and is also written with the intent to support tourism activities as well. The concept (as described by the business owner) is to provide visitor tours of the distillery, product tastings, and a small event space. This is growing traded-sector company excited to invest in Sisters by bringing the business and new jobs to our community.

Thank you for your consideration.

Sincerely,


Caprielle Foote-Lewis
Economic Development Manager, Sisters Country
EDCO|Economic Development for Central Oregon
Direct: 541-977-5683
www.edcoinfo.com

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: May 14, 2015

Staff: Patrick Davenport

Type: Regular Meeting

Dept: CDD

Subject: Amendments to the Comprehensive Land Use Plan and Transportation System Plan Eliminating Policy References to Back In Diagonal Parking

Action Requested: Approve amendments to the Comprehensive Land Use Plan and Transportation System Plan to Eliminate Policy References to Back In Diagonal Parking

Summary: After receiving direction from City Council to eliminate Back In Diagonal Parking (BIDP) regulations, staff was directed to amend the Comprehensive Land Use Plan and Transportation System Plan to eliminate policy references to BIDP prior to amending the regulatory requirements and changing striping and signage in the affected parking areas.

The Planning Commission held a workshop on March 26, 2015 to discuss the revisions and also held a public hearing on April 16, 2015. No oppositional public comments were received during both Planning Commission meetings and the Planning Commission forwarded a unanimous recommendation of approval for the revisions to the City Council. A City Council workshop was also held on May 7, 2015 to further discuss these revisions.

Attachments:

Ordinance No. 459: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS COMPREHENSIVE LAND USE PLAN AND TRANSPORTATION SYSTEM PLAN BY ELIMINATING POLICY REFERENCES TO BACK IN DIAGONAL PARKING, including the following Exhibits:

Exhibit A - Proposed CLUP AND TSP text changes.

Exhibit B - Planning Commission Resolution No. PC 2015-06 with staff report and findings.

Concurrence:  CM  F&A  CDD  PW

ORDINANCE NO. 459

AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS COMPREHENSIVE LAND USE PLAN AND TRANSPORTATION SYSTEM PLAN BY ELIMINATING POLICY REFERENCES ASSOCIATED WITH BACK IN DIAGONAL PARKING AND DECLARING AN EMERGENCY.

WHEREAS, in 2010 the City of Sisters approved an Ordinance to implement back in diagonal parking with the objective of increasing traffic safety for pedestrians, bicyclists, and vehicles; and

WHEREAS, the City of Sisters has now determined that back in diagonal parking within the City has reduced traffic safety for pedestrians, bicyclists, and vehicles and resulted in an increase in traffic movement and parking difficulties in the City of Sisters; and,

WHEREAS, the City of Sisters finds that an amendment to the Comprehensive Land Use Plan and Transportation System Plan is necessary to improve public safety; and,

WHEREAS, the purpose of these amendments are to eliminate policy references to Back In Diagonal Parking in the Comprehensive Land Use Plan and Transportation System Plan; and,

WHEREAS, the Sisters Planning Commission held a public hearing on April 16, 2015 and adopted Planning Commission Resolution No. 2015-06, attached to this ordinance as Exhibit C, which finds that certain revisions, clarifications and amendments to the City of Sisters Development Code are necessary in order to provide longer approval time frames and extension durations, which in turn will facilitate orderly and beneficial development within the City of Sisters; and

WHEREAS, the Sisters City Council held a public hearing on December 31, 2014 on the proposed Development Code amendment and determined that the amendment meets all applicable approval criteria, including all notice requirements, and that the ordinance will benefit the City of Sisters; and,

WHEREAS, the City of Sisters provided notice to the Department of Land Conservation and Development; and,

WHEREAS, official notice of this public hearing was published in the Nugget Newspaper on April 29, 2015 in the manner prescribed within Section 4.1.700 of the Development Code.

NOW, THEREFORE, the City Council of the City of Sisters ordains as follows:

SECTION 1. The Sisters Comprehensive Land Use Plan and Transportation System Plan is amended as provided in the attached Exhibit A, which is incorporated into this Ordinance by reference.

SECTION 2. In support of the Comprehensive Land Use Plan and Transportation System Plan amendments, the City Council hereby adopts the findings attached hereto as Exhibits A and B to this Ordinance, which demonstrates compliance with the Sisters Development Code, the City's Comprehensive Plan, and the applicable statewide planning goals, statutes and administrative rules.

SECTION 3. The City Council finds that the adoption of this Ordinance is necessary for the immediate preservation of the health, welfare and public safety of the community. The City Council declares that an emergency exists and that this Ordinance becomes effective upon adoption by the City Council.

PASSED by the Common Council of the City of Sisters this 14th day of May, 2015 and APPROVED by the Mayor of the City of Sisters.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder



STAFF REPORT

Exhibit A

File #: CP15-01

Applicant: City of Sisters

Request: Amend the Comprehensive Plan and Transportation System Plan to eliminate references to Back In Diagonal Parking

Hearing Date: April 16, 2015, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location: City wide; Cascade Avenue / US 20.

Planner: Patrick Davenport, Community Development Director

I. Staff Recommendation

After receiving direction from City Council to eliminate Back In Diagonal Parking (BIDP) regulations, staff was directed to first amend the Comprehensive Land Use Plan and Transportation System Plan to eliminate policy references to BIDP prior to amending the regulatory requirements. The Planning Commission held a workshop on March 26, 2015 to discuss the changes and directed staff to hold a public hearing regarding these amendments during the Planning Commission's April 16, 2015 meeting. Staff recommends that the Planning Commission adopt these revisions to remove all policy language related to BIDP which will enable the City Council to revise the associated parking regulations and for Public Works Department to perform the necessary adjustments to signage and striping.

Background

Cascade Avenue / US 20 Streetscape Plan.

On May 13, 2010, City Council approved a resolution to apply for a Pedestrian and Bicycle Improvement Grant which provided various improvements along Cascade and Main street. A portion of these improvements included establishing striping and signage related to regulating Back In Diagonal Parking along Main St. Subsequently, the grant was approved and the City implemented the BIDP improvements and enforcements. Since BIDP's implementation, numerous complaints/concerns were received regarding the inefficiency of these parking regulations which ultimately led to City Council directing staff to implement its reversal.

CITY OF SISTERS
Recommendation to the Planning Commission

Title: CP12-01
Report Date: August 10, 2012
Hearing Date: August 16, 2012

II. Conclusionary Findings

Chapter 4.1 Types of Reviews and Procedures

Required Findings

Amending the Comprehensive Plan is a Type IV Legislative action. Notice of the April 16, 2015 public hearing was published in the Nugget newspaper on April 1, 2015, and was posted on the City's web page on April 1, 2015.

4.1.600.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.** The proposed Comprehensive Plan amendments are consistent with the applicable Statewide Planning Goals as discussed below, and only the applicable Goals are listed. Compliance with statewide planning goals 1 and 2 is not discussed in the body of the proposed text, but is nonetheless met for the reasons stated below.

GOAL 1: CITIZEN INVOLVEMENT: *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

A significant majority of public input indicated that since BIDP regulations were implemented, traffic movements were not made safer and were instead being made more problematic. Elected and appointed officials have received multiple requests to remove BIDP regulations and recently, the Planning Commission held a workshop on March 26, 2015 to discuss this issue and directed staff to proceed with this amendment. Public notice was advertised in the *Nugget* newspaper on April 1, 2015. The City also received legal advice that prior to the regulations, striping and signage being removed, the Comprehensive Land Use Plan and Transportation System Plan needed to be amended to remove any BIDP associated policy language.

GOAL 2: LAND USE PLANNING: *To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.*

Goal 2 outlines the basic procedures of Oregon's statewide planning program. It says that land use decisions are to be made in accordance with a comprehensive plan, and that suitable "implementation ordinances" to put the plan's policies into effect must be adopted. It requires that plans be based on factual information; that local plans and ordinances be coordinated with those of other jurisdictions and agencies, and that plans be reviewed periodically and amended as needed. No specific changes of Goal 2 of the

CITY OF SISTERS
Recommendation to the Planning Commission

Title: CP12-01
Report Date: August 10, 2012
Hearing Date: August 16, 2012

Comprehensive Plan are being proposed, however a finding can be made that the changes sought to the Comprehensive Plan are consistent with all state statutes, and that the process of amending the Comprehensive Plan is consistent with Sisters Development Code Chapter 4,1 'Applications and Procedures', which has been vetted by DLCDC for consistency with all applicable ORSs and OARs during the 2005 adoption of the Comprehensive Plan update.

GOAL 5: NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACES: *To protect natural resources and conserve scenic and historic areas and open spaces.*

This amendment does not specifically address Goal 5.

Goal 9: ECONOMIC DEVELOPMENT: *To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

This amendment does not specifically address Goal 9.

Goal 10: HOUSING: *To provide for the housing needs of citizens of the state.*

This amendment does not specifically address Goal 10.

GOAL 12: TRANSPORTATION: *To provide and encourage a safe, convenient and economic transportation system.*

Goal 12 aims to provide "a safe, convenient and economic transportation system." It also is intended to minimize adverse social, economic and environmental impacts and costs. The 2010 Transportation System Plan recognizes the need to decrease reliance on the automobile and increase the use of other modes including walking and bicycling to minimize transportation system impacts on the environment.

This amendment address Goal 10 in that the requested amendments are a reflection of negative public reaction to the implementation of BIDP regulations. A significant majority of public opinion indicated that BIDP is problematic and was causing unsafe traffic movements.

Goal 14: URBANIZATION: *To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.*

This amendment does not specifically address Goal 10.

CITY OF SISTERS
Recommendation to the Planning Commission

Title: CP12-01
Report Date: August 10, 2012
Hearing Date: August 16, 2012

Approval of the request is consistent with the Comprehensive Plan. Since the proposed changes are to the actual Comprehensive Plan document, the issue is whether the proposed changes are consistent with the vision for the City of Sisters.

//////////////////////////////////////END OF FINDINGS//////////////////////////////////////

III. Public Agency Comments

DLCD and ODOT were notified of the changes proposed to the Comprehensive Plan and had no comment. No other comments were received during the comment period.

IV. Exhibits

The following attachments comprise the record in this matter (these are contained in file CP15-01 and are available for review at the City of Sisters City Hall):

1. A – Amended text
2. B – Findings (this document)
3. C – Resolution
4. DLCD Notice #1, submitted to DLCD on 03/25/15.

ELIMINATE BACK IN DIAGONAL PARKING FROM

COMPREHENSIVE LAND USE PLAN AND TRANSPORTATION SYSTEM PLAN

COMPREHENSIVE LAND USE PLAN REFERENCES:

12.3.7 GOAL 12 Transportation; Findings

- ~~Existing text: Convert head-in diagonal parking to back-in diagonal parking to increase the safety for all roadway users and to reduce bicycle-pedestrian-vehicle conflicts throughout the city along bikeways and elsewhere when feasible.~~

TRANSPORTATION SYSTEM PLAN REFERENCES:

Chapter 10. Implementation

Introduction

This chapter will discuss the implementation plan for this Sisters Transportation Systems Plan (TSP). It will be completed at a future time by City of Sisters staff in conjunction with the code development process.

On (May 14, 2015), City Council approved revisions to this document which eliminates all policy references to back in diagonal parking.

Introduction

This chapter will discuss the implementation plan for this Sisters Transportation Systems Plan (TSP). It will be completed at a future time by City of Sisters staff in conjunction with the code development process.

Chapter 1, Page 1-5

~~Diagonal Parking: Convert head-in diagonal parking to back-in diagonal parking along bikeways and elsewhere when feasible to increase the safety for all roadway users and to reduce bicycle-pedestrian-vehicle conflicts~~

Chapter 3, Page 3-13

- ~~Drivers backing out of diagonal parking spaces in the downtown core could create conflicts for cyclists.~~

Chapter 6, Page 6-2

- Convert head-in diagonal parking to back-in diagonal parking to increase the safety for all roadway users and to reduce bicycle-pedestrian-vehicle conflicts throughout the city along bikeways and elsewhere when feasible.

Chapter 6, Page 6-4

Addressing Diagonal Head-In Parking

Sisters utilizes diagonal head-in parking as a design standard on many streets in the downtown area (e.g., Hood Avenue and Main Avenue). This practice has several advantages over traditional parallel parking, including:

- More parking spaces per block
- Room for the creation of curb extensions on many corners
- Traffic calming due to reduced travel lane width and slower average motor vehicle speeds

Despite these benefits, head-in diagonal parking can create safety and comfort issues for all roadway users, including cyclists, thereby decreasing cyclists' willingness to travel on streets with this type of parking facility. Both AASHTO's Guide for the Development of Bicycle Facilities and the Oregon Bicycle and Pedestrian Plan recommend against this practice, citing reduced sight distance for drivers of backing motor vehicles and reduced chance that cyclists will see vehicles performing a backing maneuver. Additionally, the Oregon Bicycle and Pedestrian Plan states that, "these factors require cyclists to ride close to the center of a travel lane, which is intimidating to inexperienced riders."

The Oregon Bicycle and Pedestrian Plan suggests back-in diagonal parking in place of head-in parking. Additional support comes from, "Back-In/Head-Out Parking Angle Parking" (2005), a report by Nelson\Nygaard Consulting Associates, which cites benefits of back-in diagonal parking for all roadway users over parallel or head-in parking including:

- Decreased incidence of parking-related crashes
- Increased visibility for motorists, especially when entering into traffic
- Increased quantity of spaces over parallel parking
- Automatic curbing of motor vehicle wheels
- Improved access to curb ramps and loading/unloading out of the path of oncoming traffic

Many cities currently utilize back-in angled parking, including Seattle, WA; Olympia, WA; Vancouver, WA; Portland, OR; Tucson, AZ; Austin, TX; Salt Lake City, UT; Indianapolis, IN; and Wilmington DE.

Several cities have studied back-in angled parking and found significant benefits. Pottstown, PA, for example, found a 25% reduction in the number of crashes as a result of back-in angled parking and a 43% reduction in crashes resulting in injury.

This TSP recommends that head-in diagonal parking throughout Sisters be replaced with back-in angled parking or parallel parking along bikeways (streets with bike lanes or designated shared streets) and as feasible along other streets. This TSP particularly calls out the need to eliminate head-in angle parking in the downtown area on collector streets. Wheel stops or a landscaped median should be installed in conjunction with back-in angled parking to prevent vehicles from overhanging onto the sidewalk.

Chapter 6, Page 6-5

~~This TSP recommends conversion of head-in diagonal parking to back-in diagonal parking for cyclist safety in conjunction with bike lane striping. This choice may require trade offs in terms of parking, bicycle facility type, and sidewalk width.~~

Chapter 6, Page 6-5

Future expansion of the multi-modal transportation network in Sisters may help address and mitigate these future conflicts, such as. ~~Additional needs include comprehensive bicycle design standards, elimination of head-in diagonal parking facilities, and expansion of the shared-use path network.~~

Chapter 6, Page 6-6

~~Though bike lanes are recommended on several streets with head-in diagonal parking, striping should not occur without changing existing parking to back-in diagonal or parallel parking.~~

Chapter 6, Page 6-8

Traffic calming, on street parking and other treatments along the corridor reduce vehicle speeds so that motorists and bicyclists generally travel at the same speed, creating a safer and more comfortable environment for all users. ~~On-street parking does help slow traffic but should be parallel or back-in diagonal to minimize motor vehicle/bicycle conflicts.~~

TSP APPENDIX

Design and Guideline Standards

Pg. 8 BICYCLE LANES If parking is permitted on a street, bicycle lanes should be placed between the parking lane and the travel lane, and vehicle parking should be parallel parking or diagonal ~~back-in~~ parking.

~~Diagonal Head-in Parking Causes Cyclist Conflicts~~

~~In the downtown area, diagonal parking along Hood Street, Main Street, Cedar Street, Larch Street, Spruce Street, Elm Street, Ash Street, Oak Street and Adams Street creates conflict of a driver seeing an oncoming cyclist. These conditions the lane to avoid potential collisions, which may discomfort inexperienced riders.~~

ADDRESSING DIAGONAL HEAD-IN PARKING

Sisters utilizes diagonal head-in parking as a design standard on many streets in the downtown area (e.g., Hood Avenue and Main Avenue). This practice has several advantages over traditional parallel parking, including:

- More parking spaces per block
- Creation of curb extensions on many corners
- Natural traffic calming due to reduced travel lane width and slower average motor vehicle speeds

Figure 7 Example grate configurations for use with bike facilities

8 Despite these benefits, head-in diagonal parking is dangerous for roadway users, including cyclists and can increase the discomfort and willingness of cyclists to travel on streets with this type of parking facility. Both AASHTO's *Guide for the Development of Bicycle Facilities* and the *Oregon Bicycle and*

Pedestrian Plan recommend against this practice, citing reduced sight distance for drivers of backing motor vehicles and a reduced ability of cyclists to see cars in motion because of already parked cars.

Additionally, the *Oregon Bicycle and Pedestrian Plan* states that, "these factors require cyclists to ride close to the center of a travel lane, which is intimidating to inexperienced riders."

"Back in/Head-Out Parking Angle Parking" (2005), a report by Nelson\Nygaard Consulting Associates, cited benefits of back-in diagonal parking over parallel or head-in parking including:

- Decreased incidence of parking-related crashes
- Increased visibility for motor vehicle drivers
- Increased quantity of spaces over parallel parking
- Automatic curbing of motor vehicle wheels
- Improved access to curb ramps and loading/unloading out of the path of oncoming traffic

Many cities currently utilize back-in angled parking, including Seattle, WA; Olympia, WA; Vancouver, WA; Portland, OR; Tucson, AZ; Austin, TX; Salt Lake City, UT; Indianapolis, IN; and

Wilmington DE. Several cities have documented benefits of diagonal back-in parking; Pottstown, PA, for example, found a 25% reduction in the number of accidents as a result of back-in angled parking, and a 43% reduction in accidents resulting in injury.

This Plan recommends that head-in diagonal parking throughout Sisters be replaced with back-in angled parking or parallel parking.

• Table 1 Recommended Bicycle and Pedestrian Facility Design Standards¹

Bicycle and Pedestrian Facility Type	Used with Roadway Functional Class	Sidewalk	Swale, Planting or Street Furnishing Zone	On-Street Parking	Bike Lane	Shared-use pathway
Shared-use path/cycle track ²	Highway, Arterial, Collector, Local or Neighborhood Route	6' standard, 5' constrained (one side only)	6' standard, 5' constrained	Parallel, if present on highway. Otherwise parallel or back-in diagonal (one side only)	Bikes accommodated on shoulder or shared-use pathway	10' minimum
Wide sidewalks and bike lanes ³	Highway, Arterial, Collector	10' +	6' standard, 0' constrained	Parallel, if present on highway. Otherwise parallel or back-in diagonal	6' standard, 5' constrained	N/A
Standard sidewalks and bike lanes ⁴	Highway, Arterial, Collector	6' – 8' standard, 5' constrained	6' standard, 4' constrained ⁵	Parallel, if present on highway. Otherwise parallel or back-in diagonal	6' standard, 5' constrained	N/A
Sidewalks and shared street (Bicycle Boulevard) ⁶	Local or Neighborhood Route	6' – 8' standard, 5' constrained	4' - 14'	Parallel or back-in diagonal	N/A	N/A
Woonerf	Local or Neighborhood Route	N/A	N/A	N/A	N/A	N/A



**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015-06**

THE CITY OF SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, the City of Sisters proposes to amend the Comprehensive Plan and the Transportation System Plan to eliminate references to Back In Diagonal Parking; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Table 4.1.200 and Section 4.1.600, the proposed adoption of the Comprehensive Plan amendments are processed as a Type IV application; and,

WHEREAS, the findings presented within City file number CP 15-01 have determined that the changes proposed to the Comprehensive Plan will not adversely impact the City's sewer, water and/or road infrastructure; and,

WHEREAS, staff has made findings that this request is consistent with the applicable Statewide Planning Goals, the City's adopted Comprehensive Plan, Transportation System Plan, and the City's adopted Development Code; and,

WHEREAS, the Department of Land Conservation and Development (DLCD) received the Notice of Proposed Amendment on March 11, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on April 1, 2015, a public hearing on the proposed project was held before the Sisters Planning Commission on April 16, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, adopting the changes proposed to the Comprehensive Plan are in the best interest of the City of Sisters.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE COMPREHENSIVE PLAN AMENDMENT, FILE NO. CP 15-01 SUBJECT TO THE FOLLOWING EXHIBITS:

- Exhibit A – Memo to Planning Commission with amended text**
- Exhibit B – Report of Findings**
- Exhibit C – Resolution**
- Exhibit D – Notice to DLCD**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 16th DAY OF APRIL, 2015.

Members of the Commission: Dean, Gentry, Layne, Nagel, Seymour, Tewalt, Wright,

AYES: Layne, Gentry, Nagel, Seymour, Tewalt, Wright (6)

NOES: (0)

ABSENT: Dean (1)

ABSTAIN: ()

 4-21-15
Signed: Darren Layne, Vice Chairman (Acting Chair)

CITY OF SISTERS, OREGON: PARKING MAP, Downtown Business Core

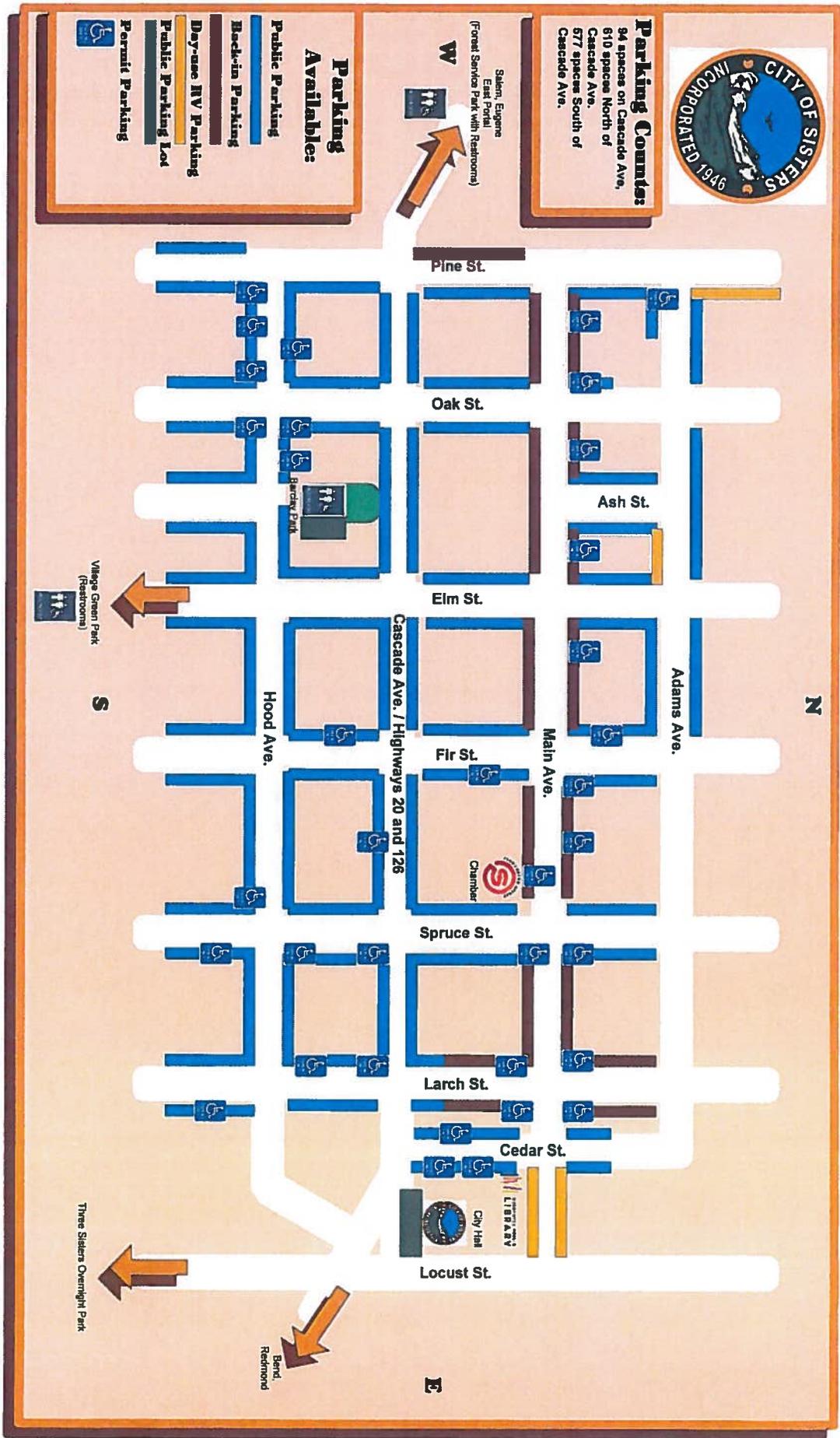


Parking Counts:
 94 spaces on Cascade Ave,
 610 spaces North of
 Cascade Ave,
 677 spaces South of
 Cascade Ave.

Salem, Eugene
 East Portal
 (Forest Service Park with Restrooms)
W

Parking Available:

- Public Parking
- Back-in Parking
- Day-use RV Parking
- Public Parking Lot
- Permit Parking





NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing.** (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Sisters**

Local file no.: **CP 15-01**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): Patrick T. Davenport, Community Development Director

Phone: 541-549-6022 E-mail: pdavenport@ci.sisters.or.us

Street address: 520 E. Cascades Ave PO Box 39 City: Sisters Zip: 97759-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

This is an amendment to the approved Comprehensive Land Use Plan and Transportation System Plan. The City is initiating these revisions. The revisions eliminates text which references support for back in diagonal parking.

Date of first evidentiary hearing: 04/16/2015

Date of final hearing: 04/23/2015

This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from _____ to _____
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at

http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

<http://www.oregon.gov/LCD/Pages/forms.aspx>

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal

Council Goals

Economic Development:

1. Increase funding to make EDCO position full-time
2. Increase chamber funding to 50% of transient room tax
3. Create and implement a forgivable loan program
4. Develop a practical and workable affordable housing policy as suggested by article 10-4 of the Sisters Comprehensive Plan.

Increase both community and public sector asset base:

1. Enhance city parks: Cliff Clemens/Village Green: Expanded play structure, sand volleyball court, and new restrooms for Clemons
2. Explore the creation of movies in the park in conjunction with SPRD
3. Support creation of bike park alongside SPRD

Strengthen City Finances:

1. Establish water and sewer rates that assure ratepayer equity and build cash reserves for future capital improvement needs.
2. Review current status of pending litigation and potential financial liability of the city.
3. Explore increasing transient room tax
4. Examine Park SDCs

Improve Connectivity:

1. Continue work with ODOT on roundabout project for Hwy 20
2. Work on connectivity projects such as path to Petersen Ridge trailhead from Village
3. Green Park, and bike/pedestrian path to the Sisters Airport.

Improve Public Outreach:

1. Reinstate CCI, Establish clear direction for its purpose.
2. Conduct Surveys to find out how the majority of citizens and businesses feel.
3. Utilize Sisters radio: Announce Council agendas, and meetings, as well as current projects and undertakings.
4. Establish guidelines on how Council will process future capital projects requiring public outreach and or advisory board input. Who, What, Where, When, Why.

AGENDA ITEM



SUMMARY

**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: May 14, 2015

Staff: Paul Bertagna

Type: Workshop

Dept: Public Works

Subject: Lazy Z Water Rights Lease

Action Requested/Motion: Authorize the City Manager to sign In-stream Renewal for previous In-Stream Lease Application No. 1323.

Summary Points:

- The City of Sisters holds approximately 155 acres of surface water rights on the Lazy Z.
- This coming irrigation season the City does not plan to irrigate the lands on the southern portion of the property (about 53 acres).
- Since no irrigation will take place here staff intends to work with GSI Water Solutions and the DRC to develop an instream lease application renewal. These water rights were previously leased in-stream in 2013.
- The process is straight forward. An application for renewal and fee are required. The DRC will cover the fee. Once submitted a 30 day notice period commences (the notice is in OWRD's weekly notice). Once the notice period is over OWRD will issue a final order.
- Leasing the water instream will count as beneficial use of the water rights (as though irrigation had taken place).
- A lease can be for 1-5 years. Staff plans to ask for a 1 year lease.
- The water right is still "attached" to the Lazy Z property – it is just "temporarily" placed instream.

Financial Impact: There will be a small cost for GSI to facilitate the process.

Attachment(s): In-Stream Lease Renewal Application

Concurrence: _____ CM *[Signature]* F&A *PTD* CDD *[Signature]* PW



State of Oregon
Water Resources Department
 725 Summer Street NE, Suite A
 Salem, Oregon 97301-1266
 (503) 986-0900

Instream Lease Renewal Application

Complete the questions below and include any required attachments Fill in or check boxes as indicated. (N/A= Not Applicable)	Instream Lease IL-- 1323 Renewal Fee included <input type="checkbox"/>
---	--

The undersigned hereby request Instream Lease Number **IL-1323** be renewed.

Fees: \$110.00 for an instream lease renewal application
 Check enclosed Fee Charged to customer account Deschutes River Conservancy (Account name)

Term of the Lease: The lease is requested to begin in <u>month July</u> year <u>2015</u> and end <u>month Oct</u> year <u>2015</u>	
Validity of the Right(s) (check the appropriate box): <input checked="" type="checkbox"/> The water right(s) to be leased have been used under the terms and conditions of the right(s) during the last five years or have been leased instream. <input type="checkbox"/> If the water right(s) have not been used for the last five years, right(s). Documentation describing why the water right(s) is not subject to forfeiture is provided. ORS 540.610(2).	Termination provision (for multiyear leases): The parties to the lease request: <input type="checkbox"/> a. The option of terminating the lease prior to expiration of the full term with written notice to the Department by the Lessor(s) and/or Lessee. <input type="checkbox"/> b. The option of terminating the lease prior to expiration of the full term, with consent by all parties to the lease. <input type="checkbox"/> c. The parties would not like to include a Termination Provision. (See instructions for limitations to this provision)

Yes No Conservation Reserve Enhancement Program **CREP**—Are some or all of the lands to be leased part of CREP or another Federal program (list here: _____)?

The undersigned declare:

1. The Lessor(s) agree during the term of this lease, to suspend use of water allowed under the subject water right(s) and under any appurtenant primary or supplemental water right(s) not involved in the lease application; and
2. The Lessor(s) certify that I/we are the holders of the water right(s) involved in this Instream Lease. If not the deeded land owner, I/we have provided documentation demonstrating authorization to pursue the lease application and/or consent from the deeded landowner; and
3. All parties affirm that information provided in this lease application is true and accurate. Circumstances have not changed and all matters involved with or affected by the original instream lease remain as they were when the lease was previously approved. We also acknowledge that the terms and conditions of the original lease, referenced herein, are incorporated by reference in their entirety.

 Signature of Lessor Date: _____

Printed name (and title): Andrew Gorayeb Business name, if applicable: City of Sisters
 Mailing Address (with state and zip): PO Box 39, Sisters, OR 97759
 Phone number (include area code): 541-549-6022 **E-mail address: agorayeb@ci.sisters.or.us

 Signature of Lessor Date: _____

Printed name (and title): _____ Business name, if applicable: _____
 Mailing Address (with state and zip): _____
 Phone number (include area code): _____ **E-mail address: _____

See next page for additional signatures.

Signature of Co-Lessor Date: _____

Printed name (and title): Marc Thalacker, District Manager
District/organization name: Three Sisters Irrigation District
Mailing Address (with state and zip): PO Box 2230, Sisters, OR 97759
Phone number (include area code): 541-549-8815 **E-mail address: office@tsidweb.org

Signature of Co-Lessor Date: _____

Printed name (and title): _____
Business/organization name: _____
Mailing Address (with state and zip): _____
Phone number (include area code): _____ **E-mail address: _____

Signature of Lessee Date: _____

Printed name (and title): Genevieve Hubert, Program Manager
Business/organization name: Deschutes River Conservancy
Mailing Address (with state and zip): 700 NW Hill St., Bend, OR 97701
Phone number (include area code): 541-382-4077 **E-mail address: gen@deschutesriver.org

**** BY PROVIDING AN E-MAIL ADDRESS, CONSENT IS GIVEN TO RECEIVE ALL CORRESPONDENCE FROM THE DEPARTMENT ELECTRONICALLY. COPIES OF THE FINAL ORDER DOCUMENTS WILL ALSO BE MAILED TO THE LESSOR.**

PERSONAL SERVICES CONTRACT

City Forester

THIS AGREEMENT, entered into this ____ day of May, 2015, by and between the **CITY OF SISTERS**, a municipal corporation of the state of Oregon, hereinafter referred to as "CITY," and **SPINDRIFT FORESTRY CONSULTING, LLC**, an Oregon Limited Liability Company, operating as an independent contractor, hereinafter referred to as "CONTRACTOR."

W I T N E S S E T H:

The signing of this Agreement by CITY and CONTRACTOR authorizes Contractor to carry out and complete the services as described below in consideration of the mutual covenants set forth in this Agreement.

1. **Effective Date and Duration:** This Agreement is effective May 14, 2015. Except as otherwise provided in this agreement, this Agreement terminates at 11:59 p.m., May 13, 2018, unless extended in writing by both parties for up to an additional two years.
2. **Scope of Services:** Contractor agrees to provide the following services:
 - 2.1 **Duties:** Contractor agrees to perform the work and services typically conducted by an Urban Forester and/or Arborists including but are not limited to, the following:
 - a. Perform Hazard Tree assessment on all city trees twice a year, once in the fall and once in early spring.
 - b. Respond to Hazard tree emergencies within the same day of being notified.
 - c. Respond to non-emergency request for services by the City within 24 hours.
 - d. Advise the City on proper pruning and tree maintenance standards
 - e. Provide infrastructure (water/sewer/storm/street and park) plan review to determine tree impacts and provide mitigation and/or removal recommendations.
 - f. Take part and advise the City on its annual Arbor Day activities.
 - g. Assist the Urban Forestry Board with developing and updating an Urban Forest Management Plan (Initial plan to be completed by Fall 2015).
 - h. Oversee the GIS mapping of all City owned trees for inclusion in the Urban Forestry Management Plan, excluding City owned timber and ranch

land (Wastewater Treatment Plant, Lazy Z and Edgington Road properties).

- i. Advise the City on tree management and removal on City owned campgrounds and parks.
 - j. Provide management of timber stands owned by the City, (Wastewater Treatment Plant, Lazy Z and Edgington Road properties). Recommend and apply silvicultural prescriptions to accomplish improved forest stand health. Prepare logging plan and timber sale contracts, and provide administration of the contracts.
 - k. All additional projects as identified by Contractor in their RFP response.
- 2.2 Authority: Contractor shall perform all work personally or through authorized subcontractors. ArborSurveys, LLC is approved as a subcontractor.
- 2.3 Ownership of Documents: All documents, data or other work product produced by Contractor pursuant to this Agreement are the property of City. Contractor hereby conveys, transfers, and grants to City all rights of reproduction and the copyright to all such documents.

3. Fee for Services:

- 3.1 City shall pay Contractor \$55.00 per hour for performing the services under this Contract. The rate for travel expenses shall be \$19.00 per round trip. Contractor will provide two consultants for the tree inventory. Any other project requiring two or more consultants shall be preapproved by the City. If more than one consultant is being used, only one travel fee shall be paid.
- 3.2 In the event that a dispute arises regarding Contractor's billing, City shall pay any amounts it agrees it owes and shall withhold payment of disputed amounts pending resolution of those disputes. Contractor shall provide any necessary documentation to support its billing to City.

4. Standard of Performance - Limited Warranty:

- 4.1 Contractor warrants that its services provided hereunder will be prepared and presented in accordance with Section 2 Scope of Services.
- 4.2 A regular performance evaluation will be held between Contractor and the Public Works Director to review pending and anticipated work.
- 4.3 Contractor warrants that its work will meet the standards for urban foresters within the Northwest.

6. Indemnification and Insurance:

6.1 Contractor shall be responsible for any injury to persons or property caused directly or indirectly by reason of any activities by Contractor in the performance of the Agreement. Contractor agrees to indemnify the City from all suit, actions, and claims of any kind resulting or as a consequence of any act or omission by the Contractor, its employee or any subcontractor acting under this Contract. Contractor further agrees, at the City's election, to reimburse the City for any claims paid for injury or damage caused by Contractor and to reimburse City for any expenses associated with defending against such claims, or to indemnify and defend the City, its officers, agents and employees from all claims, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected with any such injury or damage.

6.2 Contractor shall provide and maintain professional liability insurance of at least \$1,000,000, which shall name the City of Sisters as an additional insured.

7. Independent Contractor: Contractor, for the purpose of this Agreement, shall be considered an independent contractor. As an independent contractor, Contractor agrees as follows:

7.1 Contractor will be solely responsible for payment of Federal or State taxes required as a result of this Agreement;

7.2 Contractor is not entitled to any benefits generally granted to City employees;

7.3 Contractor is solely liable for any Workers Compensation coverage under this contract. If Contractor has the assistance of other persons in the performance of this contract, Contractor shall qualify and remain qualified for the term of this contract as a direct responsibility employer under Oregon Workers' Compensation law.

7.4 Contractor shall comply with the requirements of a contractor under ORS 279.310 through ORS 279.320.

8. Non-Discrimination: Contractor agrees that it shall not discriminate on the grounds of race, color, creed, national origin, sex, marital status, age, or disability in Contractor's performance of this Agreement.

9. Assignment: Neither Contractor nor City may assign this Agreement without the prior written consent of the other. Contractor may, however, employ any other party or entity it deems necessary or proper for any part of the Services required to be performed by Contractor under the terms of this Agreement.

10. Termination:

10.1 Either party may terminate this Agreement immediately in the event of a material breach by the other party to perform in accordance with the terms hereof. Written notice of the breach shall be provided to the other party, who shall have 10 days from the date notice is received to correct the breach. If the breach is not corrected, the agreement shall terminate at the end of the 10 day notice. If this Agreement terminates for Force Majeure, City shall pay Contractor for all Services previously authorized and performed before the termination date.

10.2 This Agreement may be terminated by either party without cause on 30 days written notice to the other party.

11. Force Majeure: Neither party to this Agreement shall be liable to the other party for delays in performing the Services or for the direct or indirect cost resulting from such delays that may result from strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

12. Notice: Any notices required under this Agreement shall be effective when received at the following addresses:

City: City Recorder's Office
City of Sisters
520 East Cascade Avenue
Sisters, OR 97759

Contractor: Spindrift Forestry Consulting
Daniel Galecki
1909 SE Autumnwood Ct
Bend, OR 97701

13. Waiver: The failure to enforce any provision of this Agreement shall not constitute a waiver by City of that or any other provision.

14. Jurisdiction: This Agreement is executed in Redmond, Oregon. Any litigation over this Agreement shall be governed by the Laws of the State of Oregon and shall be commenced in Deschutes County.

15. Attorney Fees: If a suit or action is filed to enforce any term of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to costs and disbursements provided by statute, any sum that a court, including any appellate court, may adjudge reasonable as attorney's fees.

16. **Severability:** If any term or provision of this Agreement is declared illegal or in conflict with any law by a court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
17. **Integration:** This Agreement constitutes the entire agreement between City and Contractor regarding the Services and supersedes all prior or contemporaneous oral or written representations or agreements. This Agreement shall not be modified except by a document signed by both parties and in writing.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

SPINDRIFT FORESTRY CONSULTING, LLC

CITY OF SISTERS

Daniel Galecki, Member

Andrew Gorayeb, City Manager

AGENDA ITEM



SUMMARY

**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: May 14, 2015

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: E. Washington Avenue & E. Jefferson Avenue Parking and Pedestrian Improvement Project

Action Requested/Motion:

By motion, award a construction services contract to Richard Bartels Construction, LLC in an amount of \$98,051.31 for the E. Washington Avenue and E. Jefferson Avenue Parking and Pedestrian Improvement Project and authorize the City Manager to execute the contract.

Summary Points:

- The E. Washington Avenue and E. Jefferson Avenue Project went out to bid on Thursday, April 16th, 2015.
- City staff received 5 bids. Bids were opened on Tuesday, May 5th, 2015.
- Richard Bartels Construction, LLC was the apparent low bidder.

Financial Impact:

- The City Engineer's estimate for the contract is \$110,126.00.
- The project will be funded by URA money for a total project cost of \$98,051.31

Attachment(s):

A. Bid Analysis

B.

Concurrence: CM F&A CDD PW

[Handwritten signatures and initials in blue ink over the Concurrence line]

E. Washington Ave and E. Jefferson Ave. Parking and Pedestrian Project
Bids opened May 5, 2015

NO.	DESCRIPTION	QTY	UNIT	RICHARD BARTELS CONSTRUCTION		ROBINSON AND OWEN		RG INCORPORATED		KNIFE RIVER		VIC RUSSELL		ENGINEER OPINION	
				Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL
1	Mobilization	1	Lump Sum	\$ 7,000.00	\$ 7,000.00	\$ 11,500.00	\$ 11,500.00	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,698.53	\$ 12,698.53	\$ 8,000.00	\$ 8,000.00
2	Temporary Work Zone Traffic Control	1	Lump Sum	\$ 2,500.00	\$ 2,500.00	\$ 2,297.00	\$ 2,297.00	\$ 1,000.00	\$ 1,000.00	\$ 7,500.00	\$ 7,500.00	\$ 2,172.50	\$ 2,172.50	\$ 2,500.00	\$ 2,500.00
3	Erosion Control	1	Lump Sum	\$ 1,500.00	\$ 1,500.00	\$ 1,025.00	\$ 1,025.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,705.00	\$ 1,705.00	\$ 500.00	\$ 500.00
4	Clearing and Grubbing	1	Lump Sum	\$ 2,200.00	\$ 2,200.00	\$ 2,010.00	\$ 2,010.00	\$ 12,500.00	\$ 12,500.00	\$ 3,500.00	\$ 3,500.00	\$ 22,423.50	\$ 22,423.50	\$ 3,500.00	\$ 3,500.00
5	Saw Cutting	480	Linear Foot	\$ 1.75	\$ 840.00	\$ 2.15	\$ 1,032.00	\$ 1.50	\$ 720.00	\$ 1.00	\$ 480.00	\$ 0.65	\$ 312.00	\$ 2.00	\$ 960.00
6	Removal of Surfacing	60	Square Yard	\$ 30.00	\$ 1,800.00	\$ 33.00	\$ 1,980.00	\$ 16.00	\$ 960.00	\$ 62.00	\$ 3,720.00	\$ 9.90	\$ 594.00	\$ 20.00	\$ 1,200.00
7	Concrete Curbs (12-inch)	623	Linear Foot	\$ 16.00	\$ 9,968.00	\$ 21.39	\$ 13,325.97	\$ 27.00	\$ 16,821.00	\$ 16.00	\$ 9,968.00	\$ 22.63	\$ 14,098.49	\$ 20.00	\$ 12,460.00
8	Concrete Sidewalks	3039	Square Foot	\$ 6.75	\$ 20,513.25	\$ 7.10	\$ 21,576.90	\$ 6.58	\$ 19,996.62	\$ 7.50	\$ 22,792.50	\$ 6.68	\$ 20,300.52	\$ 8.00	\$ 24,312.00
9	Remove and Re-Set Existing Brick	56	Square Foot	\$ 10.75	\$ 602.00	\$ 13.75	\$ 770.00	\$ 8.00	\$ 448.00	\$ 27.00	\$ 1,512.00	\$ 19.25	\$ 1,078.00	\$ 25.00	\$ 1,400.00
10	Aggregate Base (8-inch)	1021	Square Yard	\$ 17.36	\$ 17,724.56	\$ 8.76	\$ 8,943.96	\$ 12.00	\$ 12,252.00	\$ 18.00	\$ 18,378.00	\$ 15.89	\$ 16,223.69	\$ 14.00	\$ 14,294.00
11	Level 2 1/2" Dense HMA (3-inch)	1021	Square Yard	\$ 13.50	\$ 13,783.50	\$ 16.90	\$ 17,254.90	\$ 18.00	\$ 18,378.00	\$ 16.00	\$ 16,336.00	\$ 17.21	\$ 17,571.41	\$ 22.00	\$ 22,462.00
12	Adjustment of Incidental Structures to Grade	1	Each	\$ 250.00	\$ 250.00	\$ 360.00	\$ 360.00	\$ 500.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 550.00	\$ 550.00	\$ 200.00	\$ 200.00
13	Construct Utility Trench with 2" Electrical Conduit	335	Linear Foot	\$ 11.00	\$ 3,685.00	\$ 11.73	\$ 3,929.55	\$ 10.00	\$ 3,350.00	\$ 19.00	\$ 6,365.00	\$ 11.34	\$ 3,798.90	\$ 14.00	\$ 4,690.00
14	Construct Electrical Junction Box	5	Each	\$ 275.00	\$ 1,375.00	\$ 590.00	\$ 2,950.00	\$ 200.00	\$ 1,000.00	\$ 400.00	\$ 2,000.00	\$ 275.00	\$ 1,375.00	\$ 3.00	\$ 15.00
15	Construct Concrete Street Light Base	5	Each	\$ 550.00	\$ 2,750.00	\$ 1,130.00	\$ 5,650.00	\$ 250.00	\$ 1,250.00	\$ 470.00	\$ 2,350.00	\$ 836.00	\$ 4,180.00	\$ 225.00	\$ 1,125.00
16	Remove and Rebuild Existing Wood Fence	376	Linear Foot	\$ 12.50	\$ 4,700.00	\$ 8.38	\$ 3,150.88	\$ 10.00	\$ 3,760.00	\$ 13.00	\$ 4,888.00	\$ 14.30	\$ 5,376.80	\$ 8.00	\$ 3,008.00
17	Excavate and Construct Drain Rock in Swale	80	Cubic Yard	\$ 67.00	\$ 5,360.00	\$ 58.13	\$ 4,650.40	\$ 90.00	\$ 7,200.00	\$ 90.00	\$ 7,200.00	\$ 72.05	\$ 5,764.00	\$ 100.00	\$ 8,000.00
18	Construct 6" Topsoil in Swale with Topsoil	20	Cubic Yard	\$ 75.00	\$ 1,500.00	\$ 217.00	\$ 4,340.00	\$ 330.00	\$ 6,600.00	\$ 510.00	\$ 10,200.00	\$ 72.88	\$ 1,457.60	\$ 75.00	\$ 1,500.00
	TOTAL				\$ 98,051.31		\$ 106,746.56		\$ 112,235.62		\$ 130,839.50		\$ 131,679.94		\$ 110,126.00

E. Washington Ave. and E. Jefferson Ave. Parking and Pedestrian Project

PROJECT DESCRIPTION	
Project (what/why/where/who):	The Urban Renewal Agency will complete a parking and pedestrian project in the summer of 2015. The scope of work of the project generally includes construction of 6-foot wide meandering sidewalks and paved parking areas on the north and south sides of Village Green City Park, on E. Washington Ave. and E. Jefferson Ave. The project also includes construction of curb, electrical trenching and conduit, electrical junction boxes, concrete street light bases, drainage improvements. This project will improve parking, pedestrian and ADA accessibility.
Project Goal	This project will improve parking, pedestrian and ADA accessibility for Village Green Park.
Council Goal	
Council Approved	Approved through URA Supplemental Budget February 12th, 2015
Project Manager	Paul Bertagna
Last Update:	11-May-15
PROJECT DEVELOPMENT	
Feasibility Analysis	N/A
Environmental Impact Analysis	N/A
Preliminary Design Approval (Council/Committees)	PAB & UFB / Approved in April meetings
Design Status	100% plans complete
Final Design	Approved
PROJECT SCHEDULE	
Estimated Start Date	May 18, 2015
Estimated End Date	July 17, 2015
Current Status	Out for bid
PROJECT FUNDING	
Funding Source(s)	URA
Grants/Monies	None
PROJECT BUDGET	
Engineer's Estimate	\$110,000.00
Bid Amount	\$98,051.31
Budget Amount	\$120,000.00
Budget Year	2014-2015 & 2015-2016
Supplemental Budget	Yes (Approved Feb 12, 2015)
PROJECT STAKEHOLDERS	
Agencies	URA, Sisters-Camp Sherman Fire Dept and Chamber of Commerce
Committies	City Parks Advisory Board and Urban Forestry Board
Private	Neighbors, Park Users, SPRD, Sisters Folk Festival
PUBLIC NOTICES	
Media Notices	Nugget Newspaper and Website
Project Flyers	Yes, 1st Distribution on 5/15/15 by Nicole M
Project Updates	
Project Follow Up	
ADMINISTRATION	
Notifications	Central Oregon Builders Exchange, Nugget and Website
Project Plans	100% Plans dated April 2015 (Bid Set)
Bid Docs	Published April 16, 2015
Bid Advertisement	Published April 16, 2015. Nugget News, COBE and City Website.
Bid Submittals	May 5, 2015
NOIA	May 6, 2015
Contracts Approved (Council)	To be awarded on May 14, 2015

Bid Tab (Original)	On File with City Engineer with no line item changes
Bid Tab (Current Status)	To Be Updated by City Engineer with payment submittals
Change Orders	None to date
Invoices	None to date
Certified Payroll	Yes
Boli Reporting	Yes
PROJECT CONSTRUCTION	
Pre-con Meeting	Scheduled for May 18th 2015
Construction Schedule	5/18 to 7/17
RFIs	None to Date
Construction Issues	Event season coordination (NM follow-up w/S-Holders May 19th)
Current Status	Pre-Construction
Daily Inspection Reports	None to Date
PROJECT COMPLETION	
Substantial Completion Date	July 17, 2015
Final Walk Through	July 20, 2015
Punch List	TBD
As-Builts	TBD
Council Acceptance	TBD



City of Sisters Survey of Local Business Owners

In an effort to better serve this fast-growing community, the City of Sisters is interested in the opinions of local business owners such as yourself. Your feedback will help the City maintain a welcoming environment for local businesses. Thank you for your participation in this brief survey, which should take no more than five minutes of your time. Your responses will be kept confidential and used only for internal planning purposes.

1. All things considered, rate how satisfied you are with the services provided by the City of Sisters. Check the appropriate box.
- Very satisfied
 - Somewhat satisfied
 - Not too satisfied
 - Not at all satisfied
 - Don't know

The City would like to know your opinion about a number of issues and public services. Please rate **how important** the following issues and services are to you and your business. Check the appropriate boxes.

	Very Important	Somewhat Important	Not too Important	Not at all Important	Don't know
2. Available parking in the downtown area	<input type="checkbox"/>				
3. Street and storefront beautification	<input type="checkbox"/>				
4. City information kiosks showing businesses and services	<input type="checkbox"/>				
5. The City of Sisters' website	<input type="checkbox"/>				
6. Clarity of the City's <u>development</u> code	<input type="checkbox"/>				
7. Clarity of the City's <u>sign</u> code	<input type="checkbox"/>				
8. Snow removal from public right-of-ways	<input type="checkbox"/>				
9. Availability of affordable housing	<input type="checkbox"/>				

Please rate **how satisfied** you are with the City's performance on the following issues and services. Check the appropriate boxes.

	Very Satisfied	Somewhat Satisfied	Not too Satisfied	Not at all Satisfied	Don't know
10. Available parking in the downtown area	<input type="checkbox"/>				
11. Street and storefront beautification	<input type="checkbox"/>				
12. City information kiosks showing businesses and services	<input type="checkbox"/>				
13. The City of Sisters' website	<input type="checkbox"/>				
14. Clarity of the City's <u>development</u> code	<input type="checkbox"/>				
15. Clarity of the City's <u>sign</u> code	<input type="checkbox"/>				
16. Snow removal from public right-of-ways	<input type="checkbox"/>				
17. Availability of affordable housing	<input type="checkbox"/>				



18. Does a lack of affordable housing affect employee hiring and retention? Check the appropriate box.

- Yes
- No
- Don't know

19. When it comes to the City's sign code, how would you describe it? Check the appropriate box.

- Too strict
- Just right
- Not strict enough
- Don't know

Please explain why you feel that way: _____

20. You may have heard of a proposed paved bike trail that would run nearly nine miles from the downtown area of the City of Sisters to the Black Butte Ranch. How would you rate your support for such a proposal? Check the appropriate box.

- Very supportive
- Somewhat supportive
- Not too supportive
- Not at all supportive
- Don't know

21. Are there any other concerns you would like to include that have not already been covered?

The remaining questions are for demographic purposes only. Your responses are confidential and will in no way be associated with personal information about yourself. Check the appropriate boxes.

22. Do you live inside or outside of the city limits for the City of Sisters?

- Inside
- Outside

23. What is your gender?

- Male
- Female

24. What is your age range?

- 18-34
- 35-54
- 55-64

NAME: _____
BUSINESS: _____
EMAIL: _____