AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

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

OCTOBER 22, 2015

6:00 P.M. JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP

1. Joint Meeting with Planning Commission – *Council/Commission*
   A. Welcome and Introductions
   B. Affordable Housing – *P. Davenport*
   C. Food Carts – *P. Davenport*
   D. Comprehensive Plan Update - *P. Davenport*
   E. Other Business
      - Transportation System Plan Update
      - Development Code Issues
      - Form Based Codes

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

A. Sisters Outdoor Leadership Experience (SOLE) Community Grant Request - *Brook Jackson*
B. Sisters Park and Recreation District (SPRD) Senior Program Community Grant Request – *Shannon Rackowski*

III. CONSENT AGENDA

A. Minutes - None

B. Bills to Approve
   1. October Accounts Payable

C. US Bank Signature Card Update

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office

V. PUBLIC HEARING

A. Public Hearing on Transient Merchant and Public Event Code Changes

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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

VI. COUNCIL BUSINESS

A. **Discussion and Consideration of Ordinance No. 462:** AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 2.2 RESIDENTIAL (R) DISTRICT TO ESTABLISH A NEW ZONING SUB-DISTRICT TITLED PINE MEADOW VILLAGE RESIDENTIAL SINGLE FAMILY SUB-DISTRICT (R-PMV) *– D. Reed*

VII. OTHER BUSINESS

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN

PROPOSED POLICY RECOMMENDATIONS TO SUPPORT AFFORDABLE HOUSING

1. **Appoint a part-time Housing Coordinator or designate an appropriate staff person to monitor housing related activity and to represent Sisters on a regional level.**

2. **Develop a Housing Policy Board to assist the City Housing Coordinator in developing strategies, providing input on housing related policies and regarding housing activity within the City.**

3. **Develop a Housing Trust Fund, and use other existing City funding sources on a limited basis.**

    - Potential sources of funds:
        - Urban Renewal Agency
        - Surcharges on building permits
        - General Fund reserves
        - Transient Room taxes

4. **Develop a comprehensive incentive program for developers of affordable housing.**

    - Potential program options:
        - Building permit and Development Plan review fee payments
        - Building permit and development review fees discounts for multifamily and single family attached housing units but not meeting the definition of Affordable Housing
        - SDC grants/underwritings

5. **Draft amendments to the Development Code adopting an Annexation Plan and Rezoning Plan both of which combine effectively to provide needed Affordable Housing units through buildout of the current UGB.**

6. **Draft Development Code revisions to encourage/facilitate Affordable Housing: All related codes should be examined to determine if they are adequate.**

    - Developers of Affordable Housing and other interested persons should be encouraged to closely examine the Sisters Development Code and advice what, if any revisions should be included.

7. **Land development/acquisition**
    - Survey public land for building opportunities: USFS property (east portal)
    - Search for opportunities to purchase vacant or underutilized land

8. **Financing Support/Tax Credits**
    - Encourage use of Low Income Housing Tax and other Credits by working with all taxing agencies in Sisters (SSD, SCSFD, and SPRD)
    - Encourage use of Oregon's Agricultural Workforce Tax Credit Program
    - Pursue Community Development Block Grant (CDBG) funds
        - Authorize staff to apply for grants as available
    - Pursue Oregon Rural Rehabilitation Loan (ORR) loans
    - Oregon Affordable Housing Tax Credit (OAHTC) Program
    - Any other viable capital sources

CHAPTER 4 - HOUSING NEED ANALYSIS

PURPOSE

The purpose of this Chapter is to provide a Housing Needs Analysis in support of various studies required to update the City's Comprehensive Land Use Plan. This Chapter will also provide policy recommendations to the City Council which are intended to support construction of appropriate levels of Affordable Housing stock within the City. This Chapter uses a 20 - year outlook as permitted by the Oregon Department of Land Conservation and Development (DLCD) for a Housing Needs Analysis. Although this is a "20-year plan", this Chapter should be updated approximately every 10 years or as population and economic development conditions change from the projections.

BACKGROUND

Within the Oregon Statewide Planning Goals, Goal 10: Housing - requires incorporated cities to complete an inventory of buildable residential lands and to encourage the availability of adequate land to support future housing stock commensurate with the needs of the City and nearby populations. Goal 10 Housing summary: "To provide for the housing needs of citizens of the state."

- *Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.*

Definitions used in this report:

Affordable Housing: In addition to housing industry standard and refined definitions specifically applied to Deschutes County, the term "Affordable Housing" in this report also refers to deed restricted properties with Affordability requirements on the title which restrict its resale value according to a prescribed formula. Additionally, housing developments or individual homes are considered Affordable Housing that are actively managed by Affordable Housing providers such as Housing Works, Habitat for Humanity and Pacific Crest Homes.

Lower Cost Housing: Lower cost housing refers to multifamily housing types that are not formally deed restricted or programmed Affordable Housing such as apartments, duplexes, triplexes, etc., townhouses and manufactured homes.

NEED FOR AFFORDABLE HOUSING

In January 2010, the City of Sisters approved a Housing Plan that examined many of the same topics that is covered in this report. It also provided a detailed analysis using data available at the time. The 2010 Housing Plan offered several recommendations for policies to support affordable housing. The information this report provides along with the 2010 Housing Plan are used in supporting polices that would enable construction of suitable levels of Affordable Housing and lower cost housing in the City.

The 2010 City of Sisters Housing Plan provides the following definition of Affordable Housing: "Affordable Housing" is defined as housing in which residents spend no more than 30 percent of their gross household incomes on housing-related expenses. Households are considered "cost-burdened" if they pay more than 30 percent of total household income on housing costs. Housing-related expenses are defined by HUD as follows: For homebuyers, housing-related expenses include mortgage principle and interest, taxes, property insurance, mortgage insurance, and essential utilities;
For renters, housing-related expenses include rent and utilities.

Based on these definitions, in order to consider a for-sale home to be "affordable" in Deschutes County, based on 2008 AMI ($58,200), it would need to be less than $180,500. (Update: The 2010 Census indicates that the Area Median Income for Deschutes County is $50,209. Based on this update and the same proportionality, a for-sale home valued at $155,687 is considered "affordable" at this revised income level.

Deschutes County Efforts to Support Affordable Housing

Currently, Deschutes County is not actively involved in developing or implementing policies to support Affordable Housing. The County faces mandates from the State to direct growth toward urban centers where appropriate services are available. The main intent of these mandates are to conserve agricultural lands, preserve open space and reduce strain on public services. The unintended consequence of these mandates require very large lots in scattered development patterns in close proximity to the City limits. This development pattern can cause property values and home prices to be priced above the affordability range of most families. Additionally, due to the large lot zoning and scattered development patterns in the County, this escalates land costs within the City limits which in turn applies significant pressure on housing affordability, necessitating the City to develop policies which incentivize Affordable Housing and lower cost housing.

The City will consider adoption of various policies that support Affordable Housing and lower cost housing using the information in this Chapter. However, the discussion that precede policies adoption should be framed in an appropriate perspective for the City of Sisters' current population, financial capabilities and growth projections. As a local government jurisdiction adjacent to the City, Deschutes County should be encouraged to coordinate policy adoption with the City as necessary and to take appropriate measures to unilaterally support Affordable Housing and lower cost housing in the unincorporated areas around Sisters.

RECENT ACCOMPLISHMENTS

The City has adopted several of the recommendations that were part of the 2010 Housing Plan as well as strengthened relationships with regional and local Affordable Housing Developers. The accomplishments to date include adoption of the following Development Code revisions:

1. Accessory Dwelling Units
2. Density and Height Bonuses for Affordable Housing Developers
3. Mixed Use development standards in the Downtown Commercial District
4. Permitting stand-along residential development in the Downtown Commercial District along Adams Ave

Other proposed Development Code amendments that should incentivize the construction of Affordable Housing and lower cost housing are in progress which include:

- Increasing building height for apartments (enabling a 3 story structure)
- Reducing the minimum density in the Multifamily Family District from (9 du/ac to 7 du/ac) to overlap with the maximum density (8 du/ac) Residential District
- Reducing certain rear yard setbacks for garages accessed from alleys.

HOUSING NEEDS ANALYSIS

The following evaluation is based on research from various sources conducted by City of Sisters staff to update the evaluation of trends that affect housing construction and future supply. A Working Group of individuals who are directly involved in active affordable housing programs or construction and other interested persons participated in reviewing background data, editing this Chapter and developing Affordable Housing policy recommendations.

Methods - There are seven essential steps in conducting a housing needs analysis:

1. Determine the number of new housing units needed in the next 20 years.

2. Identify relevant national, state, and local demographic trends that will affect the 20-year projection of dwelling distribution.

3. Describe the demographic characteristics of the population, and household trends that relate to demand for different types of housing.

4. Determine the types of housing that are likely to be affordable for the projected households.

5. Estimate the number of additional new units by dwelling type.

6. Within the current UGB, determine the density ranges for all plan designations and the average net density for all dwelling types.

7. Evaluate currently unfulfilled housing needs and the housing needs of special populations (Goal 10 needs).

The remainder of this chapter is organized into three sections. The first section describes residential development trends in City of Sisters, the second describes demand for new housing units over the 20-year planning period; and the third addresses housing needs.

Quality of Data

Readers of this chapter should be aware that discrepancies exist between data sources originating from the 2010 U.S. Census, Applied Geographic Solutions (Oregon Prospector), the American Community Survey (2009-2013), Deschutes County GIS records, and the City of Sisters internal records. Significant attempts have been made to reconcile the discrepancies but due to the nature of the data collection and reporting methods used by the various organizations, the reader of this section may notice some slight discrepancies in data sets that measure similar trends. Additionally, since the City continues to issue building permits and the development entitlement process is active, data sets maintained by the City of Sisters and Deschutes County are continually being updated. The data used in this chapter is updated through September 2015 and any new building permits issued or entitlements approved after the end of September 2015 are not included in this current draft unless otherwise noted.

Residential Development Trends Affecting the City Of Sisters

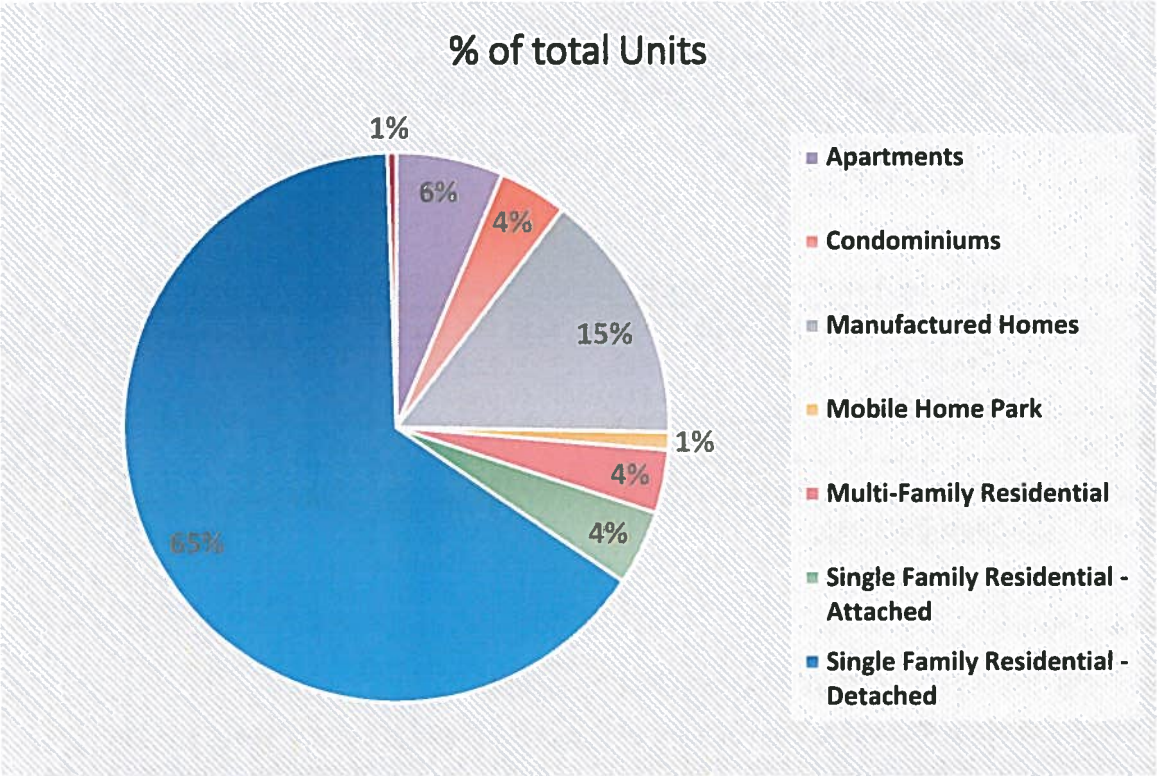
Narrative for City of Sisters Development Trends 2000-2015

- Subdivisions previously dormant during the recession, are seeing a resumption of construction
- Steady rate of residential building permits issued since the recession ended. Since 2013, the City has issued a total of 135 building permits for new residential construction at an average rate of approximately 4 per month.
- Previously approved subdivisions are advancing their entitlements and new developments are applying to be entitled
- Two assisted living facilities comprising up to 82 units and 62 units respectively are nearing building permit issuance
- In fill development is occurring on vacant lots
- At present, no building permits for multifamily structures comprised of 4 or more units have been issued since 2013.
- As of September 30, 2015, 1132 dwelling units exist in the City. It is projected that this number will approximate 2,872 dwelling units at full buildout of the UGB (projected to occur by 2035.

Table 4.1 Dwelling units by Type Sisters City Limits 2000-2015

Dwelling Type	Number of Units Built	% of total Units	Number of Parcels	% of total Parcels
Apartments	72	6%	3	0%
Condominiums	46	4%	61	6%
Manufactured Homes	168	15%	165	15%
Mobile Home Park	12	1%	1	0%
Multi-Family Residential	42	4%	21	2%
Single Family Residential - Attached	50	4%	58	5%
Single Family Residential - Detached	736	65%	762	71%
Mixed Use	6	1%	7	1%
Total Dwelling Types	**1,132**	**100%**	**1,078**	**100%**

Source: City of Sister GIS 2015 ***(Updated 10/12/15)***



Narrative for Table 4.1

- Single family detached homes comprise nearly two-thirds of the housing stock
- Townhouses, apartments and condominiums comprise only 14% of the City's housing stock.
- Only one development (Sisters RV Park) considered a Mobile Home Park exists in the City

Definitions of terms

- **Apartments:** Residential living units leased under common ownership. These units are located on three sites: Tamarack Village, Mountain View Apartments, and The Village Apartments.
- **Condominiums:** Multiple-unit complexes similar in appearance to apartments but the dwelling units of which are individually owned and common ownership of the grounds, passageways, etc.
- **Manufactured Homes:** A dwelling that has been partially or entirely constructed in a factory then transported to the site for assembly. The Department of Housing and Urban Development (HUD) enforces the construction standards.
- **Mobile Home Park:** An area in which manufactured homes are located on leased spaces.
- **Multi-Family Residential:** is a classification of leased housing where multiple housing units are contained within one building or several buildings within one complex. This represents all other dwellings that are not considered apartments.
- **Single Family Residential - Attached:** These dwelling units share a common wall on one or both sides. The property owners owns the ground and dwelling.
- **Single Family Residential - Detached:** is a free-standing residential building. The property owns the grounds and the dwelling located on the property.
- **Mixed Use:** Is a residential dwelling unit leased or owned located within, above, or attached to a commercial building.

Table 4.2 Dwelling Units by Tenure Sisters City Limits 2000-2015 (own vs rent)

Housing Tenure	2010 Census	%	2015 GIS Data	%	Difference	% Change
Owner-Occupied Dwellings	412	54%	833	74%	421	102%
Renter-Occupied Dwellings	353	46%	299	26%	-54	-15%
Total Dwellings	**765**	**100%**	**1,132**	**100%**	**367**	**87%**

Source: City of Sisters GIS data & U.S. Census, 2009-2013 American Community Survey 5 Year Estimates ***(Updated 09/29/15)***

Narrative for Table 4.2

- Approximately 26% of current housing stock is rented.
- Although this data show that the dwelling unit count increased by 367 units, the City issued 178 building permits during that period. Therefore, the estimates provided by the Census Bureau should be considered inaccurate.

Table 4.3 Dwelling units by Type and Tenure, Sisters City Limit 2000-2015

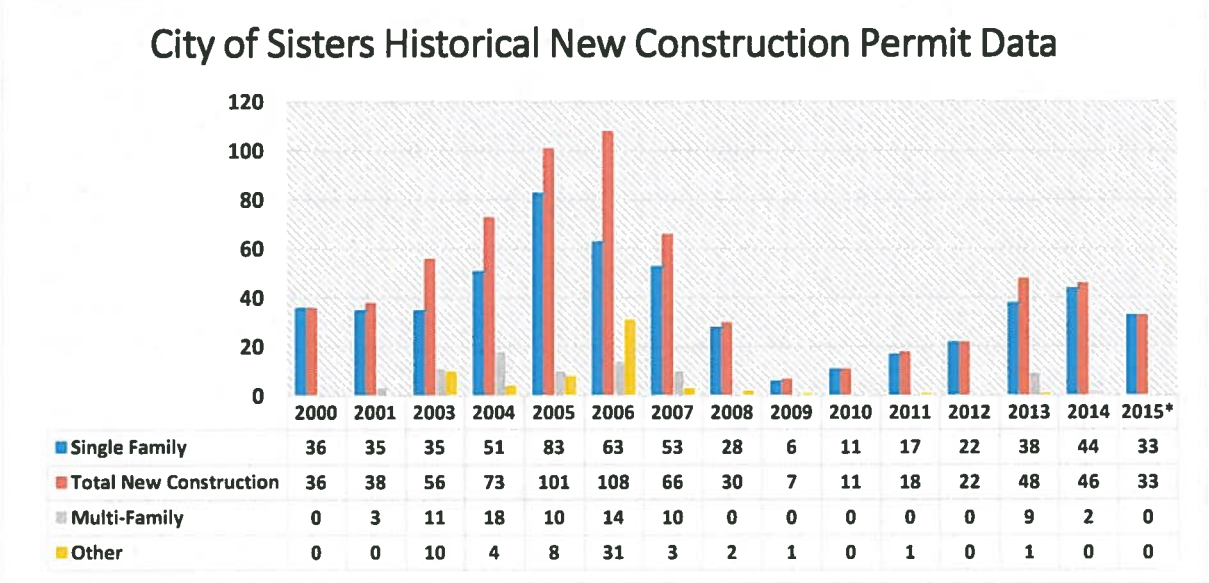
	Owner Occupied		Renter Occupied		All Dwellings	
Housing type	**DU by type**	**%**	**DU by type**	**%**	**DU by type**	**%**
Apartments	0	0%	72	24%	72	6%
Condominiums	45	5%	1	0%	46	4%
Manufactured Homes	128	15%	40	13%	168	15%
Mobile Home Park	12	1%	0	0%	12	1%
Multi-Family Residential	16	2%	26	9%	42	4%
Single Family Residential - Attached	38	5%	12	4%	50	4%
Single Family Residential - Detached	592	71%	144	48%	736	65%
Mixed Use	2	0%	4	1%	6	1%
Total	**833**	**100%**	**299**	**100%**	**1,132**	**100%**

Source: City of Sisters GIS data & City of Sisters Water Billing data ***(Updated 09/29/15)***

Narrative for Table 4.3

- Data for this Table was partially obtained by analyzing water billing data to determine if the customer's name is the same as the owner or different. If the water customer's name was different than the owner, it is assumed that the dwelling is occupied by a renter.
- 68% of current housing stock is single family detached housing.
- Approximately 48% of renters occupy single family detached dwellings.

Figure 4.1 Building Permits issued for residential dwellings, City of Sisters 2000-2015



	2000	2001	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015*
Single Family	36	35	35	51	83	63	53	28	6	11	17	22	38	44	33
Total New Construction	36	38	56	73	101	108	66	30	7	11	18	22	48	46	33
Multi-Family	0	3	11	18	10	14	10	0	0	0	0	0	9	2	0
Other	0	0	10	4	8	31	3	2	1	0	1	0	1	0	0

Source: City of Sisters, 2015 (2015 Building permits are through September 30, 2015)

- Building permit issuances are keeping pace with 2013 and 2014 but all of the permits issued for 2015 (so far) are for single family dwellings.
- Permit issuance rates are still at approximately half as compared to 2005 and 2006
- Multifamily units are being constructed at a very low rate compared to single family units and no multifamily dwelling building permits have been issued in 2015 (through September).

Table 4.4 Residential Buildable Lands and Development Inventory Summary (as of 09/24/15)

Neighborhood/Area	Year Approved	Acres	# Platted	Zone	Vacant Lots	Potential Vacant DUs	Dus Built Now	Dus If Built Out	Gross Density (DU/AC)	Type of Homes
Aspenwood	2002	2.69	26	R	21	21	4	26	9.67	SF Detached and Attached
Brooks Camp Rd THs & Apts	N/A	2.32	2	MFR	2	47	0	47	20.26	Expired plans
Buck Run	1991	5.68	72	R	9	9	63	72	12.68	SF Detached and Attached
Clear Pine (3 Sisters Pship)	2015	20.02	11	R	11	100	0	100	5.00	SF Detached, Multifamily
Cold Springs South	2014	1.42	12	MFR	0	0	12	12	8.45	SF Detached
Cottage Grove	2006	1.62	9	R	8	8	1	9	5.56	SF Detached
Covey Run	2003	1.78	8	R	2	2	6	8	4.49	SF Detached
Coyote Springs	1999	18.7	46	R	21	21	22	46	2.46	SF Detached
Creekside	1999	9.09	22	R	4	4	18	22	2.42	SF Detached
Davidson Addition	1918	70	147	MFR	18	18	129	147	2.10	SF Detached and Attached
Edge O' The Pines	1966	30.8	138	R	8	8	130	138	4.48	SF Detached
Fourth Sisters Condos	2010	2.89	14	R	0	0	14	14	4.84	Condominium
Hammond Place	2008	0.87	5	R	2	2	3	5	5.75	SF Attached and Detached
Highland Village	2015	4.55	24	R	24	24	0	24	5.27	SF Detached
Loe Brothers TnC Addition	1970	46.3	140	R	8	8	132	140	3.02	SF Detached
McCaffery's 1st Addition	1910	40	39	DC	13	13	26	39	0.98	SF Detached
McKenzie Meadow Village	2010	30	1	MFR	1	257	0	257	8.57	82 units ALF and mixed Res
Mountain View	1986	0.91	1	R	0	0	20	20	21.98	Apartments
North of Adams St: DC zone	Various	32	36	DC	6	300	10	352	11.00	Mixed use
Patterson Property	N/A	13.1	1	MFR	1	183	0	183	13.97	Zoning entitled only
Pine Mdw Village (PMV)	1998	50	125	R/MFR	56	88	69	156	3.12	SF and Condos
Roaring Springs	2006	1.92	13	R	8	8	5	13	6.77	SF Detached
Rolling Horse Meadow	1979	17.5	29	R	1	1	28	29	1.66	SF Detached
Saddlestone	2006	18	85	R	78	78	7	85	4.72	SF Detached
Sisters RV Park	1988	5.14	1	R	0	0	12	12	2.33	Manuf homes and RV Park
Sisters Park Place	2003	6.62	40	MFR	0	0	40	40	6.04	SF Detached
Skygate	2015	0.71	1	SRR	1	7	0	7	9.86	SF Detached
South View	2001	1.81	6	R	3	3	3	6	3.31	SF Detached
Spring Meadows	2001	2.31	12	R	0	0	12	12	5.19	SF Detached
SRR- Kuivato	2015	13.43	1	SRR	1	35	0	35	2.61	SF Detached
Tamarack Village	2003	2.09	1	MFR	0	0	33	33	15.79	Apartments
The Pines at Sisters	2005	13	79	MFR	7	7	72	79	6.08	SF Detached
The Village Apartments	2001	0.91	1	DC	0	0	19	19	20.88	Apartments
Timber Creek	1998	25	101	R	26	26	110	127	5.08	SF and multifamily duplexes
USFS property-east portal	N/A	47.06	2	PF	2	125	0	125	2.66	CLUP designation for PUD
Village @ Cold Spgs ph. I, II	2004	24	94	MFR	0	0	94	94	3.92	SF Detached
Village @ Cold Spgs ph. IV	2010	18.37	25	MFR	0	0	25	25	1.36	109 SF Attached and 164 Apts
Village at Cold Springs Phases III, V, VI VII	2005	6.36	1	MFR	1	273	0	273	42.92	SF Detached
Village Meadows Ph. I	2005	7.22	30	MFR	18	18	12	30	4.16	
West View Business Park	2012	2.16	11	DC	10	10	1	11	5.09	Mixed use res units above office
Total		**598**	**1,412**		**371**	**1,704**	**1,132**	**2,872**	**7.66**	**Overall gross density**
Overall Net Density (assuming 20% difference between Gross and Net):									**6.13**	

Gross Densities by Zone

DC	9.49
MFR	9.62
PF	2.66
R	5.83
R/MFR	3.12
SRR	6.23
Average	**6.16**

Narrative for Table 4.4 Residential Buildable Lands Inventory

- The City of Sisters is comprised of a total of 1,226 acres of which XXX acres are permitted for residential construction. Of the XXX acres, XXX undeveloped acres are zoned Downtown Commercial which may or may not be ultimately developed with residential units.
- As of September 30, 2015, the City contains a total of 1,132 residential units.
- At full build out of current UGB, it is estimated that the City would contain 2,872 residential units at an approximate density of 7.66 dwelling units per gross acre (6.13 net density).
- Averaging densities by zoning district indicates 6.16 gross units per acre (4.90 acres net density). This number is relatively high due two apartment developments located in the Downtown Commercial zoning district.
- These densities include 147 assisted living units planned for construction in the near term.
- Of the 371 vacant lots that are able to have residential units constructed:
    - 10 lots are not platted
        - Of these 10 lots:
            - 9 have zoning designations that enable residential development
            - 2 parcels have appropriate zoning for residential development but do not have any other advanced entitlements.
            - 3 parcels have either master plans and/or preliminary plats approved
            - Only 2 parcels (US Forest Service) do not have zoning that enable residential development.

Detailed Analysis of select parcels with incomplete entitlements

At the current time, there are only three sites within the City limits (two sites containing one parcel each and one site containing three parcels) that have substantially incomplete entitlements. This means that these parcels do not have an approved master plan.

- **Adams Street vicinity and North of Adams St – Downtown Commercial (DC) zone:**
    - The Development Code allows for residential uses co-located with non-residential uses and stand-alone residential uses in the DC District adjacent to and north of Adams St.
    - A recently expired plan known as "Black Butte Crossing" entitled 243 residential units in a mixed use development proposal which significantly added to the estimates of overall future residential unit count. For the purposes of the Buildable Lands Inventory, an assumption of 140 potential residential units is made if the property was rezoned to Multifamily Residential. The property can still be developed as a mixed use residential/commercial development within the current zoning designation.
    - Other vacant DC zoned parcels in the Adams St Vicinity could yield additional residential units and estimating the anticipated units to be built is difficult.

- **US Forest Service Property (East Portal)**
  - The property is currently zoned Public Facility, Open Space, and Urban Area Reserve and recently received entitlements in the current Comprehensive Plan
  - The Comprehensive Plan entitlements provide for a 3 – option scenario for development and one additional option for the entire parcel to become a park if purchased by the City. Each option includes residential, commercial/office and employment development and a dedication of a 6.3 acre park where the current rest area is located.
    - **Option A:** 60-70 residential units, 140,000 sq ft commercial and 20 acres reserved for employment development
    - **Option B:** 140-160 residential units, 112,000 sq. ft of commercial and 15 acres reserved for employment development.
    - **Option C:** 75 to 85 residential units. 100,000 sq. ft commercial and 12 acres of employment/light industrial.
  - For the purposes of the Buildable Lands Inventory, an assumption of 125 potential residential units was made if the property was rezoned to accommodate residential development

- **Patterson property north of McKenzie Highway**
  - This 13.1 acre parcel is zoned Multifamily Residential and does not have an approved master plan.
  - For the purposes of the Buildable Lands Inventory, an assumption of 183 potential residential units was made if the property was rezoned to Multifamily Residential. A gross density of 14 units per acre was used in the assumption, a density slightly higher than mid-range of what is currently allowed per the Development Code.

Future Density vs Existing Density

This section provides a comparison between the density of future developments within the City that are in various stages of the entitlement process and not yet platted or developed and the remaining developments that are either platted or otherwise fully entitled. The figures in Table 4.4 are used for this comparison.

Future Density

Development Name	Acres	Residential Units	Gross Density (DU/AC)
Brooks Camp Rd (2 parcels)	2.32	47	20.26
Clear Pine	20.02	100	5.00
Adams St vicinity and North: DC zoning district	32	300	9.38
Patterson property North of McKenzie Highway	13.1	183	13.97
Kuivato (Sun Ranch Residential)	13.43	35	2.61
US Forest Service (East Portal)	47.06	125	2.66
Village at Cold Springs Phases III, V, VI and VII	18.37	273	14.86
Totals	**146.3**	**1063**	**Avg=7.27 du/ac**

SECTION NEEDS MORE WORK

Existing Improved Land Calculation: X units, X acres = du/ac gross, net

Unimproved Land Calculations: X Units, X acres = X du/ac gross/net

The future density of parcels with incomplete entitlements is nearly twice the density of parcels that have completed the entitlement process and are ready to be developed.

Table 4.5 Gross Density of Residential Development by dwelling type in City of Sisters.

Dwelling Type	Units	Gross Acres	Gross Density
Apartments	72	1.90	37.8
Condominiums	46	2.35	19.6
Manufactured Homes	168	33.17	5.1
Mobile Home Park	12	1.14	10.5
Multi-Family Residential	42	5.13	8.2
Single Family Residential – Attached	50	4.75	10.5
Single Family Residential – Detached	736	158.29	4.6
Mixed Use	6	1.07	5.6
Total/Average	**1060**	**205.89**	**9.2**

Source: City of Sisters GIS data & U.S. Census ***(Updated 09/14/15)***

New Dwelling Units Needed

Estimating total new dwelling units needed during the planning period is a relatively straightforward process. Demand for new units is based on the county coordinated population forecast as required by ORS 195.036, ORS 197.296, and OAR 660-024-0040(1). Persons in group quarters are then subtracted from the total of changes in persons for the projected growth period to get total persons in households. Total persons in households is divided by persons per household to get occupied dwelling units. Occupied dwelling units are then inflated by a vacancy factor to arrive at total new dwelling units needed.

The following sections represent a step by step approach that describes the basis of assumptions applied estimate the demand for new dwelling units.

Population

Table 4-6 City of Sisters Population Growth History (1990-2015) and Forecast (2015-2065)

Year	City of Sisters	% Change
1990	722	
1995	801	10.9%
2000	973	21.5%
2005	1,214	24.8%
2010	2,039	68.0%
2015	2,315	13.5%
2020	2,960	27.9%
2025	3,431	15.9%
2030	3,903	13.7%
2035	4,375	12.1%

Year	Population
2015	2,315
2035	4,375
Change 2015 to 2037	
People	2,060
Percent Change	89%
Average Annual Growth Rate	1.4%

Source: Center for Population Research and Census – Portland State University
(Updated 10/12/15)

Table 4-6 presents City of Sisters' population forecast for the 2015 to 2035 (20 year) period. It illustrates the estimate that the City will grow an average annual rate of % and by a total of 2,060 persons over the next 20 years.

Persons in Group Quarters

- Persons living in group quarters are usually not included in population forecasts for the purpose of estimating future housing demand. The City of Sisters estimates that there are two group homes within the City limits housing 5 individuals each.

- Two proposed assisted living facilities (ALF) at McKenzie Meadow Village and the Lodge are nearing building permit issuance at the time of writing this report. These two ALFs will add approximately 144 ALF units to the City's group quarters total. This number far exceeds the minimum expectations for a City's population the size of Sisters. The eventual development of these ALF's are a welcome addition to help relieve pent up demand for ALF's in the region but the numbers of anticipated clients in these two ALF projects are not being considered in this study.

Average Household Size

Table 4-7 Average Household size in Deschutes County and City of Sisters

	Persons Per HH
Deschutes County	
Average household size	2.47
Owner-Occupied Dwellings	2.45
Renter-Occupied Dwellings	2.51
City of Sisters	
Average household size	2.05
Owner-Occupied Dwellings	2.75
Renter-Occupied Dwellings	2.18

Source: City of Sisters GIS data & U.S. Census ***(Updated 10/07/2015)***

Narrative summary for Table 4-7

- The average household size in the City of Sisters is lower than the average for all of Deschutes County
- Owner occupied dwellings contain more persons per household than rented dwellings.

VACANCY RATES

Vacant units are the final variable in the basic housing demand model. Vacancy rates are cyclical and represent the lag between demand and the market's response to demand in additional dwelling units. Analysts consider a 2%-4% vacancy rate typical for single-family units; 4%-6% is typical for multifamily residential units. According to the 2013 American Community Survey, about 7.5% of all housing stock in the City of Sisters was vacant at the time of the survey. However, examination of the City's water service billing indicates a vacancy rate of under 2%. To adjust for a sufficient margin of error, the forecast of needed dwelling units assumes a vacancy rate of 5%.

FORECAST OF NEW HOUSING UNITS 2015-2035

Table 4-8 Demand for new housing units, Baseline Assumptions, City of Sisters 2015-2035

Variable	Baseline Estimate of Housing Units
Change in Persons	2,060
minus Change in personsin group quarters	10
equals Persons in households	2,050
Average Household size	2.05
New occupied DU	1,132
times Vacancy rate	5%
equals Vacant dwelling units	57
equals Total new dwelling units	1,189
Dwelling units needed annually	59

Source: U.S. Census, 2009-2013 American Community Survey 5-Year Estimates
(Updated 10/16/15)

Narrative for Table 4-8

- Since 2010, the City is issuing an average of 30 new residential dwelling building permits per year. This pace is insufficient to keep up with the projected population growth.
- The estimate for 1,217 dwelling units needed by 2035 at an annual rate of 61 per year does not keep pace with the average number of permits issued since 2010.
- As mentioned in the narrative for Table 4-4, there are three parcels/locations in the City that could develop approximately 545 dwelling units but these parcels do not have advanced entitlements and their development future is uncertain.
- The Buildable Land Inventory indicates 1,132 existing dwelling units with another 1,740 potential units that could be developed in the future. This includes land that is zoned Downtown Commercial that may or may not be developed with residential uses.
- If an average pace of 30 residential building permits per year are issued over the next 20 years, the projected housing needs will go unfulfilled.
-

HOUSING NEEDS ANALYSIS

The DLCD Workbook describes five steps in analyzing housing needs in a community. The steps are:

1. Identify relevant national, state, and local demographic and economic trends and factors that may affect the 50-year projection of structure type mix.

2. Describe the demographic characteristics of the population and, if possible, housing trends that relate to demand for different types of housing.

3. Determine the types of housing that are likely to be affordable to the projected households based on household income.

4. Estimate the number of additional needed units by structure type.

5. Determine the needed density ranges for each plan designation and the average needed net density for all structure types.

Step 1. Identify Relevant National, State, and Local demographic And Economic Trends and Factors That May Affect The 20-Year Projection of Dwelling Type Mix

NATIONAL HOUSING TRENDS SUMMARY

Insert graphic tables

Overview of national, state, and local housing trends

National housing market trends include:

1. Improvement in the housing market depression.
2. Decrease in the oversupply of housing.
3. Declines in homeownership.
4. Leveling off of foreclosures.
5. Increasing housing prices.
6. Growth in rentals.
7. Housing affordability.
8. Demographics shift
9. Long-term growth and housing demand.
10. Changes in housing preference.

STATE DEMOGRAPHIC TRENDS

Oregon's Draft *2011-2015 Consolidated Plan* includes a detailed housing needs analysis as well as strategies for addressing housing needs statewide. The plan concludes that "Oregon's changing population demographics are having a significant impact on its housing market." It identified the following population and demographic trends that influence housing need statewide. Oregon is:

- Growing more slowly than the national average since 2007
- Facing housing cost increases but higher unemployment and lower wages, when compared to the nation
- Increasingly older, more diverse, and, less affluent households
- Significant in-migration from out of state, especially households with retired persons.

Statewide in Oregon, most measurements of permit issuances for new private housing registered declines in the first quarter of 2015 (as accounted on a seasonally adjusted basis). The Oregon total for this type of permit in the first quarter was 3,413, a 21 percent decrease of 902 permits from the prior quarter and a year-over year decrease of approximately one percent or 50 permits.

Local and Regional Trends in Demographics and Housing Affordability

- Escalating homeownership related costs and cost of living
- Tight market and high demand for rental housing
- Population shifts
- Proximity to employment centers in Bend and Redmond
- Desirable location for retirees and active lifestyles

As reported in the May 2015 edition of the Center for Real Estate Quarterly Report, the annual transaction volume trends of Bend and Redmond over the last two years have followed a distinct geometric pattern of start of the year valleys and mid-year peaks. The median sales price continued its upward momentum, increasing from the prior quarter by $25,050 or nine percent to $315,000, nearly setting a record. This is $65,000 or 26 percent greater than first quarter 2014. A median price higher than $315,000 has not been reported since the first quarter of 2007.

For Redmond, transaction volume in the first quarter decreased by 20 units or 12 percent to 146 homes, but this is still 14 percent more units sold year over year. The median price rebounded, increasing by 7 percent or $13,700 to $209,974, which represents a 17 percent or $30,000 year-over-year increase.

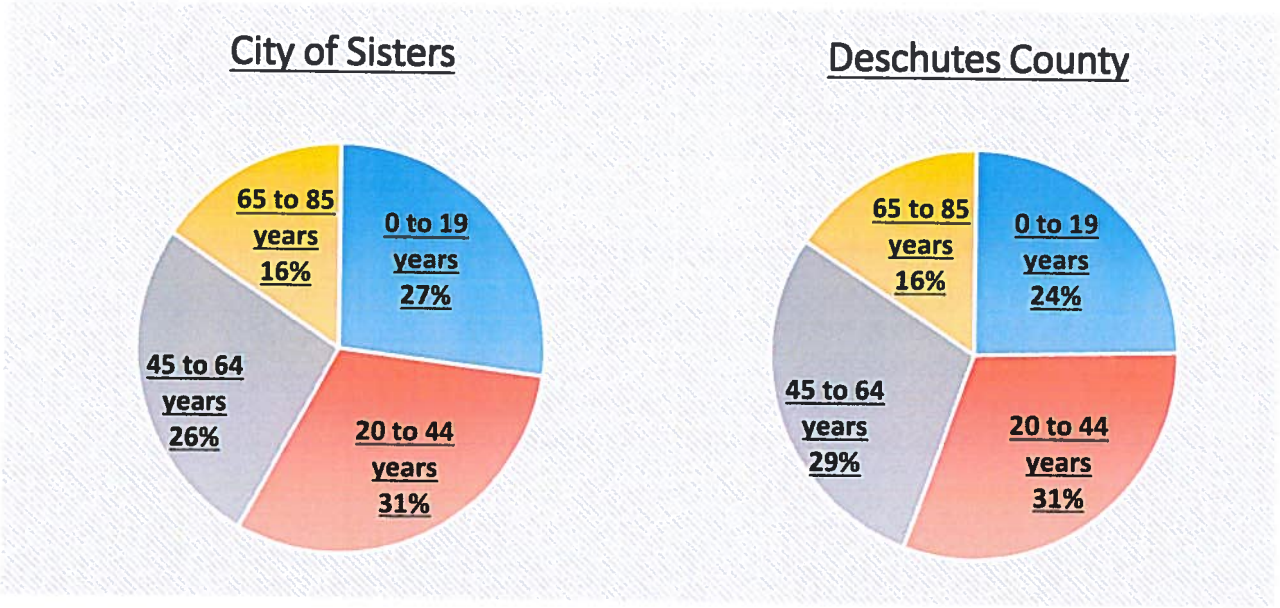
Step 2. Describe the demographic characteristics of the Population and, if possible, housing trends that relate to demand for different types of housing

Demographic characteristics are highly correlated with housing need. Factors such as age, income, migration and other trends affect both demand and need for housing.

Table 4-9 Population by Age, City of Sisters 2000 and 2015

	2015		2020 Projections		Change		
Age Distribution	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**	**Share**
0-4	99	4%	91	4%	-8	-8%	0%
5-9	125	6%	114	5%	-11	-9%	-1%
10-19	332	15%	322	14%	-10	-3%	-1%
20-29	146	7%	146	6%	0	0%	0%
30-39	203	9%	183	8%	-20	-10%	-1%
40-49	278	12%	270	12%	-8	-3%	-1%
50-59	353	16%	340	15%	-13	-4%	-1%
60-64	206	9%	204	9%	-2	-1%	0%
65+	493	22%	631	27%	138	28%	5%
Total Population	**2,235**	**100%**	**2,301**	**100%**	**66**	**-9%**	**0%**

Source: U.S. Census, 2009-2013 American Community Survey 5-Year Estimates ***(Updated 10/12/2015)***



Narrative for Table 4-9

- The largest age cohort group in the City of Sisters is 65+ year olds (22%)
- The combined age cohorts of 60 years and older comprise 31% of the City's population.
- The under 20 year old combined cohort group contains approximately 25% of the City's population.
- The 20-49 age group contains only 28% of the population.

Table 4-10 Place of residence in the past year, City of Sisters, Deschutes County and Oregon (2000 and 2010)

	City of Sisters		Deschutes County		Oregon	
Location	Persons	Percent	Persons	Percent	Persons	Percent
Population 1 year and over	2,220	98%	159,005	99%	3,825,695	99%
Same house	1,636	72%	130,774	81%	3,136,563	81%
Different house in the U.S.	559	25%	27,845	17%	668,833	17%
Same county	379	17%	17,772	11%	411,931	11%
Different county	180	8%	10,073	6%	256,902	7%
Same state	66	3%	4,690	3%	131,021	3%
Different state	114	5%	5,383	3%	125,881	3%
Abroad	25	1%	386	0%	20,299	1%

Source: U.S. Census, 2009-2013 American Community Survey 5-Year Estimates

- 72% of the City's residents have lived in the same house during the past year

Table 4-11 Persons of Hispanic or Latino origin, City of Sisters Deschutes County and Oregon (2000 and 2010)

	City of Sisters	Deschutes County	Oregon
2015			
Total Population	2,365	153,981	3,285,443
Hispanic or Latino	133	13,097	494,240
Percent of Hispanic or Latino	6%	9%	15%
2020 Projections			
Total Population	2,436	160,157	3,361,390
Hispanic or Latino	141	14,806	558,736
Percent of Hispanic or Latino	6%	9%	17%
Change 2015 - 2020 Projections			
Hispanic or Latino	8	1,709	64,496
Percent of Hispanic or Latino	6%	13%	13%

Source: Applied Geographic Solutions, 2015 ***(Updated 09/29/15)***

Step 3. Determine the types of housing that are likelyto be affordable to the projected households based on household income

Step 3 of the housing needs assessment results in an estimate of need for housing by income and housing type. This requires some estimate of the income distribution of future households in the community. These estimates are based on HUD section 8 program data for household income and fair market rents.

A typical standard used to determine housing affordability is that a household should pay no more than 30% of its total monthly household income for housing, including utilities. One way of exploring the issue of financial need is to review wage rates and housing affordability. Table 4-12 shows an analysis of affordable housing wage and rent gap for households in Sisters at different percentages of median family income (MFI). The data are for a typical family of four.

The results indicate that a household earning 50% of Median Family Income must earn approximately $11.44 an hour to afford a two-bedroom unit according to HUD's market rate rent estimate.

Table 4-12. Analysis of affordable housing wage and rent gap by HUD income categories, Deschutes County, 2012

Value	Minimum Wage	30% MFI	50% MFI	80% MFI	100% MFI	120% MFI
Annual Hours	2080	2080	2080	2080	2080	2080
Derived Hourly Wage	$9.25	$7.66	$11.44	$18.27	$28.56	$34.27
Annual Wage At Minimum Wage	$19,240	$15,930	$23,800	$38,000	$59,400	$71,280
Annual Affordable Rent (30% of Wages)	$5,772	$4,779	$7,140	$11,400	$17,820	$21,384
Monthly Affordable Rent (30% of Wages)	$481	$398	$595	$950	$1,485	$1,782
HUD Fair Market Rent (2 Bedroom)	$804	$804	$804	$804	$804	$804
Is HUD Fair Market Rent Higher Than The Monthly Affordable Rent	Yes	Yes	Yes	No	No	No
Rent Paid Monthly OVER 30% of Income	$323	$406	$209	na	na	na
Rent Paid Annually OVER 30% of Income	$3,876	$4,869	$2,508	na	na	na
Percentage of Income Paid OVER 30% of Income for Rent	20%	31%	11%	na	na	na
Total Spent on Housing	50%	61%	41%	25%	16%	14%
For this area what would the "Affordable Housing Wage" be?	$12.03	$9.96	$14.88	$23.75	$37.13	$44.55
The Affordable Housing Wage Gap IS:	$2.78	$2.30	$3.43	$5.48	$8.57	$10.28

Source: U.S. Department of Housing and Urban Development

(Updated 09/29/15) – Fixed the total spent on housing %

The total amount a household spends on housing is referred to as cost burden. Total housing expenses are generally defined to include payments and interest or rent, utilities, and insurance. HUD guidelines indicate that households paying more than 30% of their income on housing experience "cost burden" and households paying more than 50% of their income on housing experience "severe cost burden." Using cost burden as an indicator is consistent with the Goal 10 requirement of providing housing that is affordable to all households in a community.

Table 4-13 Housing cost as a % of household income, City of Sisters 2013 (Estimate)

	Owners		Renters		Total	
Percent of Income	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**
Less than 20%	59	20%	124	27%	183	24%
20% to 24.9%	22	8%	64	14%	86	11%
25% to 29.9%	43	15%	33	7%	76	10%
Not experiencing cost burden	**124**	**42%**	**221**	**48%**	**345**	**46%**
30% to 34.9%	56	19%	21	5%	77	10%
35% or more	113	39%	219	48%	332	44%
Experiencing cost burden	**169**	**58%**	**240**	**52%**	**409**	**54%**
Total	**293**	**100%**	**461**	**100%**	**754**	**100%**

Source: U.S. Census, 2009-2013 American Community Survey 5-Year Estimates

Narrative for Table 4-13

- According to the U.S. Census, 409 households (owners and renters) in the City of Sisters about 54%—paid more than 30% of their income for housing in 2013.

Table 4-14. Rough estimate of housing affordability, Sisters 2015
Add column for % AMI

Household Income Distribution	% of AMI	# of Households	%	Monthly Housing Cost	Owner-Occupied Unit	Owner Units	Renter Units	Surplus (Deficit)
Less than $20K	5%	311	27%	Less than $500	Less than $88,000	221	41	-49
$20-$30K	10%	95	8%	$501 to $750	$88,000 to $130,000	133	47	85
$30-$50K	15%	177	16%	$751 to $1,250	$130,001 to $220,000	203	58	84
$50-$60K	20%	145	13%	$1,251 to $1,500	$220,001 to $260,000	79	32	-34
$60-$75K	25%	79	7%	$1,501 to $1,875	$260,001 to $330,000	49	45	15
$75-$100K	30%	147	13%	$1,876 to $2,500	$330,001 to $440,000	89	32	-26
More than $100K	40%	177	16%	$2,501 or more	$440,000 or more	59	44	-74
Total		**1132**	**100%**			**833**	**299**	**0**

Source: U.S. Census, 2009-2013 American Community Survey 5-Year Estimates ***(Updated 10/16/48 – Added in % of AMI. But it does not look right, none of the income levels reach 50%.....***

Narrative for Table 4-14

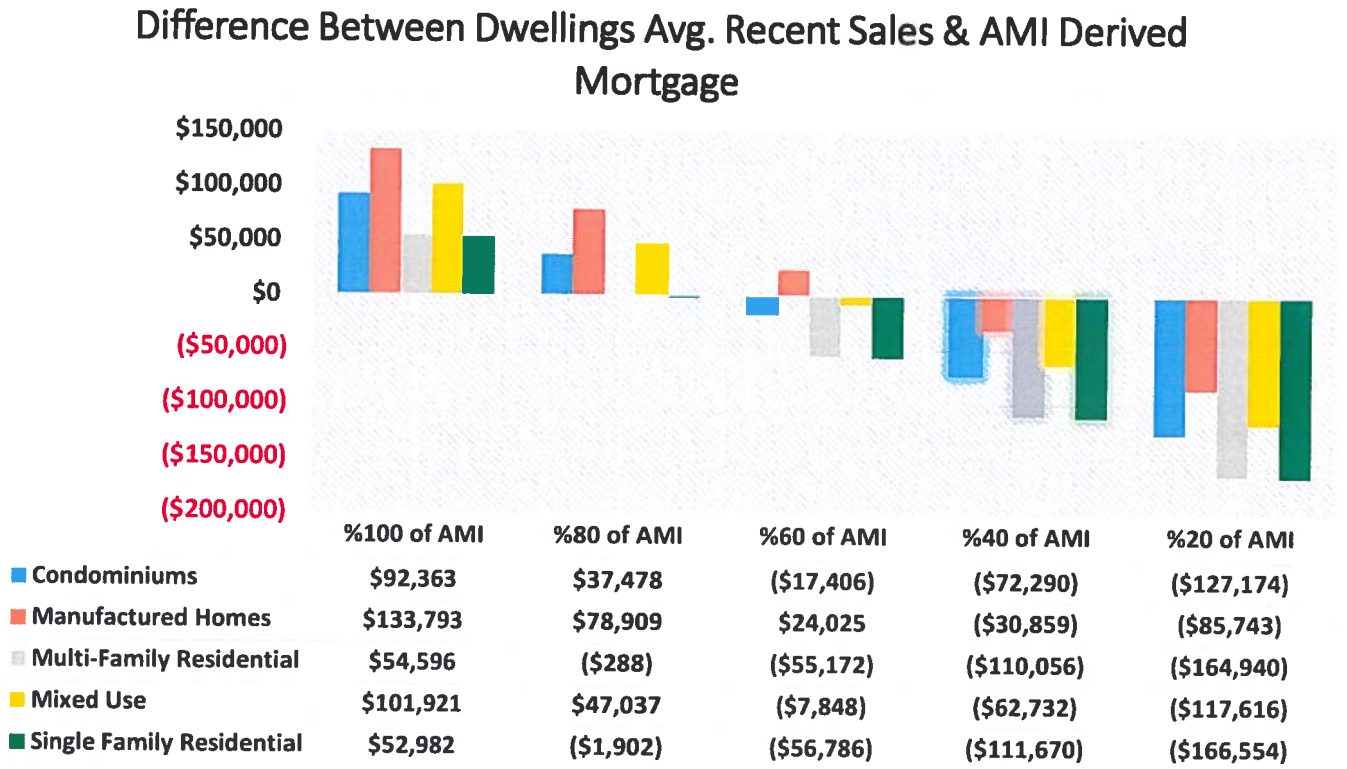
- There is a high demand of housing for households making less than $20,000 per year and for households making $50-60,000 per year

Table 4-15. Financially attainable housing type by income range, 2006-2010
This chart needs to be revised.

	Monthly Rent / Mortgage Payments	*Condominiums*	*Manufactured Homes*	*Multi-Family Residential*	*Mixed Use*	*Single Family Residential*	**Total**
Avg. Recent Sale:		$ 182,058	$ 140,627	$ 219,824	$ 172,500	$ 221,438	**$936,448.22**
%100 of AMI	**$ 274,421**	$ 92,363	$ 133,793	$ 54,596	$ 101,921	$ 52,982	**$ 435,656**
%80 of AMI	**$ 219,537**	$ 37,478	$ 78,909	$ (288)	$ 47,037	$ (1,902)	**$ 161,235**
%60 of AMI	**$ 164,652**	$ (17,406)	$ 24,025	$ (55,172)	$ (7,848)	$ (56,786)	**$ (113,186)**
%40 of AMI	**$ 109,768**	$ (72,290)	$ (30,859)	$ (110,056)	$ (62,732)	$ (111,670)	**$ (387,607)**
%20 of AMI	**$ 54,884**	$ (127,174)	$ (85,743)	$ (164,940)	$ (117,616)	$ (166,554)	**$ (662,027)**
Totals		**$ (87,028)**	**$ 120,126**	**$ (275,859)**	**$ (39,238)**	**$ (283,930)**	**$ (565,930)**

Source: Source: City of Sisters GIS data

(Updated 10/16/15) – Changed the layout of the above graph to make AMI % more distinctive



Insert summary narrative

Step 4: Estimate the number of additional needed units by structure type

Step four of the housing needs assessment results in an estimate of need for housing by income and housing type. This requires some estimate of the income distribution of future households in the community.

The next step in the analysis is to relate income levels to tenure and structure type. Table 4-3 showed tenure by structure type from the City of Sisters Dwelling Units by Type and Tenure, Sisters City Limit 2015.

THIS SECTION IS A WORK IN PROGRESS

Table 4-16 shows an estimate of needed housing by structure type and tenure for the 2015-2035 planning period. The following is a desired distribution of future dwelling types over the 20 year planning period.

Increase of 89% - What will happened in 2035 without intervention

	Owner Occupied		Renter Occupied		All Dwellings	
Dwelling Type	**DU by type**	**%**	**DU by type**	**%**	**DU by type**	**%**
Apartments	0	0%	136	24%	136	6%
Condominiums	85	5%	2	0%	87	4%
Manufactured Homes	242	15%	76	13%	318	15%
Mobile Home Park	23	1%	0	0%	23	1%
Multi-Family Residential	30	2%	49	9%	79	4%
Single Family Residential - Attached	72	5%	23	4%	95	4%
Single Family Residential - Detached	1119	71%	272	48%	1391	65%
Mixed Use	4	0%	8	1%	11	1%
Total	**1,574**	**100%**	**565**	**100%**	**2,139**	**100%**

Proposed End State Dwelling Type Mix (2035)
Insert New Table with Desired End State

Model Input Variables	**%**
Apartments	10%
Condominiums	10%
Manufactured Homes	15%
Mobile Home Park	1%
Multi-Family Residential	10%
Single Family Residential - Attached	2%
Single Family Residential - Detached	50%
Mixed Use	2%
	100%

Increase of 89% - 2035 With Intervention

	Owner Occupied		Renter Occupied		All Dwellings	
Dwelling Type	**DU by type**	**%**	**DU by type**	**%**	**DU by type**	**%**
Apartments	79	5%	28	5%	214	10%
Condominiums	79	5%	28	5%	214	10%
Manufactured Homes	118	8%	42	8%	321	15%
Mobile Home Park	8	1%	3	1%	21	1%
Multi-Family Residential	79	5%	28	5%	214	10%
Single Family Residential - Attached	16	1%	6	1%	43	2%
Single Family Residential - Detached	394	25%	141	25%	1070	50%
Mixed Use	16	1%	6	1%	43	2%
Total	**787**	**100%**	**283**	**100%**	**2,139**	**100%**

The housing needs analysis assumes that the homeownership rates will not change substantially, resulting in owner-occupancy of XX% of new housing and renter-occupancy of XX% of new housing.

Insert Table 4-16. Estimate of needed dwelling units by type and tenure, Sisters, 2015-2035

Step 5: Determine the needed density ranges for each designation and the average needed net density for all structure types

The forecast indicates that Sisters will need about XXX net residential acres, or about XXX gross residential acres to accommodate new housing between 2015 and 2035.

Insert Table 4-17. Forecast of new dwelling units and land need by type, 2015-2035

Insert Table 4-18. Allocation of new dwelling units and land to residential plan designations, City of Sisters, 2015-2035

Summary of Affordable Housing Policy Recommendations from the City of Sisters 2010 Housing Plan

1) Develop organizational capacity to implement housing programs, housing strategies, and to monitor regional and statewide activity concerning housing efforts.

2) Establish a Housing Trust Fund and use other existing sources of City funding on a limited basis.

3) Develop a comprehensive incentive program for developers of affordable housing. Target less than 80% for some; 80-120% AMI for others. (See detailed description)

4) Upon release of 2010 Census data, revise the Comprehensive Plan target of "1-in-10" affordable units, to develop targets based on real data.

5) Examine existing public policies to ensure that regulations do not hinder affordable housing efforts.

6) Preserve Existing Housing Stock by Promoting Existing Housing Programs and Countywide Resources, which generally target up to 80% AMI.

7) Support and monitor statewide efforts that encourage affordable housing

Detailed Recommendations from the City of Sisters 2010 Housing Plan

Strategy 1: Develop Organizational Capacity to Implement Housing Programs and Strategies, and to Monitor Success in Achieving Housing Goals.

A. **Appoint a part-time Housing Coordinator or designate an appropriate staff person to monitor housing related activity and to represent Sisters on a regional level.**
Approach: In the past, the City has not had a resource for specifically tracking, monitoring housing inventories, or for representing the City on a regional level. The Housing Coordinator would also be responsible for recruiting and soliciting affordable housing opportunities related to new business development, and generally with public relations for the City's programs.

Potential Impact: The impact of having a person designated to track housing related programs, monitor affordable housing units, to apply for and track funding opportunities, and participate in regional discussions is substantial, not necessarily in terms of direct numbers of housing units, but in acquiring funds for future affordable housing opportunities, and serving Sisters' interests throughout Central Oregon.

Recommendations: Budget for the position to begin in Fiscal Year 2009/2010. Dependent on existing workload, assign an existing staff person in the immediate and short-term.

Timing: Immediately.

5. AHWG recommended adopting this policy

B. **Develop a Housing Policy Board to assist the City Housing Coordinator in developing strategies, providing input on housing related policies and regarding housing activity within the City.**
Approach: As the City grows, and housing issues become even more important, having a subcommittee to advise the City Housing Coordinator on housing related issues is critical to review strategies, asses the City's progress towards goals, and for forming recommendations on future policy issues for the City Council. The Policy Board would also be responsible for assessing income limits for

qualifying for funds or incentives, which would be completed on an annual basis.

Potential Impact: No direct impact in terms of units achieved, but a means to ensure public participation, more local awareness of housing-related opportunities, and a system to continually monitor and review strategies with an ad-hoc group. In the future, as strategies are implemented, the Housing Policy Board would be responsible for reviewing and recommending courses of action for requests for funds, developing strategic plans for prioritizing future use of funds, and generally providing responses to the City Housing Coordinator.

Recommendations: Following adoption of the Housing Plan, and assignment of a City Housing Coordinator, establish a Housing Policy Board to advise the Housing Coordinator on policy-related issues. Initially, the Planning Commission could serve as the Policy Board. Meet only as needed initially, possibly quarterly.

Timing: Immediately.

C. Monitor housing-related activity

Approach: Provide an annual housing activity report to Planning Commission and City Council to keep them informed on housing trends in the City, not only related to prices, but to housing inventory, vacancy rates, and other relevant information.

Potential Impact: Depending on the trends in the City and Central Oregon, the impact of monitoring housing-related activity could be substantial for setting goals for achieving a specific number of units priced in a specific range, etc. Because the City has not been closely following the trends in the market, and reliable demographic data is not readily available, it is difficult to make recommendations on number of units to achieve, or on target prices, and further, recommendations for strategies to achieve housing goals. Additionally, because buildable lands analyses are conducted sporadically, they are time-consuming; developing an annual inventory analysis would make them less time consuming and more consistent. The Housing Coordinator could update and keep current information on a monthly, or as needed basis.

Recommendations: A responsibility of the Housing Coordinator position would be to develop and provide an annual report for the Planning Commission and City Council on housing-related activity, regional and local trends, and inventories. Use the findings of the annual report to refine housing strategies, modify, and revise goals as necessary.

Timing: Short-term.

Strategy 2: Develop a Housing Trust Fund, and use other existing City funding sources on a limited basis.

A. Develop a Housing Trust Fund through a variety of Funding Mechanisms

Approach: Adopt authorization, through ordinance, for the City to implement a Housing Trust Fund (HTF). The HTF could be funded through a variety of potential sources, including but not limited to: sale of land acquired through liens on property; administrative charge for SDC deferrals; private donations; or a limited use of room taxes. Although offering these deferral programs entails increased administration for the City, it is a proactive means for the City to generate some start-up funds for the HTF, or some supplies of land, and, additionally, may stimulate some additional permits during hard economic times.

Potential Impact; The amount of impact of an HTF can be small or large, depending on the amount of funds available. Uses could range from assistance with off-site improvements (sidewalks, parking areas, etc.), to underwriting the cost of land dedicated for affordable housing development. Initially, the HTF assistance would likely not be substantial.

Recommendations/Steps: By law, HTFs need to be adopted by ordinance. It is recommended that the City use a model ordinance, and adopt the authority, a general description of the use for the funds, and target income levels in the ordinance. Authorize the Housing Policy Board to evaluate and make

recommendations regarding the use of the HTF funds, through the development of a Strategic or Action Plan.

Timing: Short term.

B. Use a limited amount of Urban Renewal Funds

Approach: Portland, for example, has used a minimum of 30 percent of the City's Urban Renewal funds since 2006 to stimulate development of affordable housing for households earning below 80 percent of AMI. The Sisters City Council, which serves as the Sisters Urban Renewal Board, discussed using a portion of its Urban Renewal Funds for promoting affordable housing, purchasing land for housing, or providing assistance for off-site improvements for affordable housing within the boundaries of the Urban Renewal Plan for a limited time (i.e., 3-5 years).

Potential Impact: The impact could generate 18-30 units, conservatively, in the 3-5 year period. The units would likely be apartments or mixed-use commercial/residential, because of the use of the funds only in the Urban Renewal District.

Recommendations: Authorize the City's Urban Renewal Board to consider a limited use of Urban Renewal funds to encourage development of housing for low-income (up to 80 percent of AMI) residents. The City's existing Urban Renewal Plan provides the authorization for housing in the downtown commercial districts, so the Plan would not need to be amended.

Timing: Short-term.

6. AHWG recommended adopting this policy

C. Develop a 5 to 10-year Strategic Action Plan identifying priorities for the allocation of funds.

Approach: Through the Housing Policy Board, develop a 5-to 10-year Strategic or Action Plan which prioritizes projects and priorities for funding, for example: rental housing or home ownership, new housing or homeowner rehabilitation programs, off-site improvements, underwriting the cost of land, or provision of rental subsidies.4

Potential Impact: Establishing a Strategic or Action Plan will provide clarity and definition for funding, and enables Fund recipients to know where funding will be targeted in the short and long term.

Recommendations: First establish HTF, and follow with the Housing Committee developing the Strategic or Action Plan, with oversight by the City's Housing Coordinator.

Timing: Long-term.

Strategy 3: Develop a comprehensive incentive program for developers of affordable housing.

Approach: Develop and implement and incentive program for developers of affordable housing, in order offset some of the requirements for market-rate development.

A. Following adoption of the Housing Plan, identify which incentives are appropriate for the City of Sisters, and which incentives to provide developers of housing for low-income (less than 80 percent AMI), based on a cost/benefit analysis of each incentive. Provide an additional list of incentives for non-profit housing developers.

Examples of incentives implemented through Development Code provisions, include the following:

1) **Planning and Building Fee Exemptions**. All or a portion of Planning Division and Building Division fees could be exempted for qualifying projects, with the exempted fees paid by the City, similar to the City of Bend's exist- ing program. The percentage of fees waived for any project could be proportional to the percentage of units in a development that are affordable.
2) **Expedited Review and Permitting Processing**. For any qualifying project, review and permitting processing would be expedited. Although during hard economic times, this would likely not be an effective incentive, the incentive adds to the overall assistance provided by the City to encourage affordable housing and should be adopted to the menu of options for a developer.
3) **System Development Charge Deferrals**. For qualifying projects, defer SDCs for up to 1 year. SDCs are due upon transfer of ownership, or at the end of one year from the date the deferral is granted. This strategy varies from the market-rate deferral program (in Strategy 2B, above), in that interest is not charged for the period of deferral for a qualifying project.
4) **Off-site Improvement Assistance**. In Bend, developers of qualifying projects are eligible to apply for a grant from the City of Bend to assist with the cost of non-reimbursable off-site improvements. The grants will cover the cost of the off-site improvements required by the City, up to a maximum of $10,000. This incentive could work with the HTF program, when available.
5) **Density and Height Bonuses**. The City does offer a density bonus for providers of "income and rent con- trolled housing", but the Code language implementing the provision is confusing and leads to disagreements in interpretations, so is not often-used. As part of the City's upcoming Code amendments, Section 2.1.200(L) should be rewritten, with more modern and relevant definitions added, for greater clarity.
6) **Minimum Lot Size Exemptions**. Allow qualifying projects an exemption from minimum lot size standards (in Bend, lots are still subject to minimum frontage and other requirements).

Potential Impact: As the economy improves and planning and building in Central Oregon recovers, the incentives will have greater potential to create affordable units.

Recommendations: Based on the housing priorities established by the City, have the Housing Policy Board develop a sliding scale of incentives based on the ratio of affordable housing units to total units to be built by a developer and on how affordable the units are. (For example, if the City wants to increase housing affordable to low wage service workers, it would offer incentives with greater value to a builder for a larger ratio of housing targeted at households making less than 50% of AMI, and incentives with lower value for a smaller ratio of housing targeted at households making more than that.) Depending on priorities of the City, all incentives might be offered to builders that provided a larger amount of af- fordable housing, and none offered to builders that provided housing at low market rates. It should be one of the first tasks of the Housing Policy Board to develop a menu of incentives linked to the ratio and affordability of affordable hous- ing, to be provided, drawing on the examples of incentives listed above. The goal should be to offer more incentives to builders providing a larger share of affordable housing and to those providing a larger share affordable housing targeted at the lower income groups.

Timing: Immediate.

B. Develop a comprehensive annexation ordinance based on the needs of City residents, with requirements such as percentage of land for each income bracket; construction timing; construction standards; distribution of affordable units; land dedication; and additionally, other requirements such as roads, water, sewer, and other necessary public facilities. A component of the ordinance would be an "in-lieu-of" fee if a developer does not want to develop the housing themselves- the in-lieu-of fee could be used to fund the HTF fund, and support affordable housing efforts elsewhere in the City, as well as a provision for the developer to work with a non-profit affordable housing provider. An alternative to the strict requirement to provide affordable units would be to use an incentivized approach, so a developer would receive incentives for density bonuses, fee deferrals, or other incentive based on the amount of affordable housing provided.

Approach: City staff develops an Annexation Ordinance for adoption into the Sisters Development

Code. The annexation ordinance can either require similar affordable housing units in a "1-in-10" ratio that currently exits, or be drafted as more of an incentivized approach. An incentivized approach would provide incentives (density bonuses, transfers, etc.) to a developer that provided "x" number of units. More incentives would be provided based on the amount of affordable or workforce housing that is provided in a given area.

Potential Impact: Because the City's Buildable Lands Inventory indicates that additional supplies of residential land are not necessary for quantity of units, the impact of the Annexation Ordinance is not likely to provide substantial numbers of affordable units within the next decade. However, as the City grows, it is important to have a provision adopted to guide development in future growth areas.

Recommendations: Draft the Annexation Ordinance following adoption of the Housing Plan.

Timing: Short-term, with revision in Task C, below.

C. **Examine a provision similar to the annexation ordinance for zone changes and/or plan amendments, to provide incentives for property owners who desire to provide affordable housing with market rate when choosing to apply for changes to existing zoning or plan designation.**

Approach: Provide incentives for those who apply for zone changes, as opposed to making provision of affordable housing mandatory.

Potential Impact: In the past 3 years, 15 units dedicated to affordable housing were provided through zone changes and plan amendments. If an incentive program was provided, additional affordable units could be attained.

Recommendations: Draft the provisions for the Development Code following adoption of the Housing Plan.

Timing: Short term.

Strategy 4: Upon release of 2010 Census data, revise the Comprehensive Plan target of "1-in-10" affordable units, to develop targets based on real data.
Approach: Research completed for the Housing Plan indicates that roughly one-half of City residents are considered low-income, earning less than 80 percent of AMI, yet current City policy strives for a "1-in-10" ratio of affordable units to market rate units for areas proposed for annexation. Using data regarding the percentage of low income residents in Sisters, this ratio should be closer to 4-in-10. Without reliable, current data on residents' income levels, it is difficult to address housing needs or create targets for various income levels. Immediately following release of 2010 Census data, the City should revise the affordable housing targeted income ranges, and tailor strategies to address documented needs.

The following table illustrates the number of Sisters residents within each income bracket, based on a population of 1,875 residents.

	< 30% AMI	31-50% AMI	51-60% AMI	61-80% AMI	81-100% AMI	101-120% AMI	120% + AMI	Totals
% of Residents	11.8%	12.1 %	10.3%	17.6%	10.3%	6.8%	31.1%	100.0 %
Number of Residents	221	227	193	330	193	128	583	1,875

Using this data, ratios of affordable to market rate housing units could be developed, based on units targeted at specific income ranges (or percentage of AMI). For example, instead of 1-in-10, ranges could be as follows:

Targeted AMI:

- Less than 30%= 1-in-7.
- Less than 50%= 1-in-3.
- Less than 60%= 1-in-2.

Potential Impact: Likely not a direct impact, but indirect impact as strategies and policies are better formulated to meet residents' needs.

Recommendations: Designated Housing Coordinator complies Census data upon release, and provides recommendations for strategy or policy revisions to Housing Committee for review.

Timing: Short-term.

Strategy 5: Examine existing public policies to ensure that regulations do not hinder affordable housing efforts.

A. **Amend Sisters Development Code to remove barriers to development of affordable housing. Approach:** Use inventory of barriers provided in **Appendix B** of this Plan to identify and prioritize barriers.

Potential Impact: Removing barriers would have an indirect impact, but would provide clarity where contradictory policies and regulations currently exist.

Recommendations: Initiate amendments where necessary to streamline regulations, provide greater clarity, and ensure all City regulations are encouraging affordable housing.

Timing: Short-term.

B. **Amend/ revise City Charter to remove reference to 80 percent of AMI, and remove reference to SDC "waivers" for affordable housing developers for projects with a 50-year affordability requirement. Approach:** The City Charter, while well-intentioned, contains a provision for SDC waivers for projects that maintain affordability for 50 years, for low-income residents. The legal opinion

on this policy is that waiving SDCs in not legal in the State of Oregon. Further, the affordability period of 50 years is difficult to meet. As a result, the SDC waiver has never been used.

Potential Impact: No impact, because the provision has not been used. Revising the provision, following adoption of the Housing Plan and related strategies, would likely provide more effect in the long term.

Recommendations: Revise period of affordability; then revise this provision in the City Charter to "except" non profit housing providers from SDCs; following sales of homes after the required period of affordability, if the home is sold for market rate prices, the profits could go into the HTF (Strategy 2).

Timing: Short-term.

Strategy 6: Preserve existing housing stock by promoting existing housing programs and Countywide resources, which generally target up to 80% AMI.

A. **Streamline Review processes, and examine planning and building fee waivers or deferrals for Housing Works, Habitat for Humanity, and other non-profit housing providers within the community.**

Approach: A comment throughout the development of the Housing Plan was to support the existing "experts" in the nonprofit housing development field, such as Housing Works and Habitat for Humanity.

Potential Impact: The impact of supporting existing nonprofit housing providers is substantial. Not only does it build organizational capacity for local providers, but it also saves the City resources in terms of saving in administration of new programs.

Recommendations: Following adoption of the Housing Plan, begin to survey existing nonprofit housing providers to identify the type of incentives that would best suit their objectives, and which needs to prioritize first. Following, the City should initiate necessary code amendments, fee deferral programs, or other incentive-based programs to support the growth and sustainability of existing organizations.

Timing: Short-term.

B. **Develop Public Information Program for existing Programs or use existing informational resources. Approach:** Preserving existing housing stock, and promoting existing home rehabilitation programs is a relatively easy strategy to implement. Rural Development Initiatives (RDI) in Redmond provides home improvement grants and/or loans to improve or modernize homes for those who qualify as low and very-low income. The lifetime grant limit is $7,500, and residents must be within household income limits established by Rural Development. For homeowners 62 and over who cannot repay a loan, grants funds are available to remove health and safety hazards or to remodel dwellings to make them accessible to household members with disabilities. NeighborImpact has additional resources as well. The benefit of the existing programs are that it preserves existing housing stock and keeps residents in their homes, and moreover, funding and administration is available through other agencies, so it does not require substantial City resources.

Potential Impact: Likely 5-10 homes annually.

Recommendations: The City could support programs such as these by providing information at City Hall and by inventorying existing housing units that may be in need of repair and getting information to the owners. Alternatively, information on the program could go out in monthly utility bills.

Timing: Immediate.

Strategy 7: Support and monitor Statewide efforts that encourage affordable housing

A. Support efforts to establish a Document Recording Fee in Oregon.

Approach: An additional bill to be introduced is to establish a document recording fee, whereby the proceeds would be added to a State fund to support affordable housing throughout the State. The

funds would be allocated as part of the Oregon Housing and Community Services competitive funding cycle.

Potential Impact: The impact is difficult to determine; because funds will be allocated on a competitive, Statewide basis, it will be critical for the Sisters Housing Coordinator to be involved in any regional discussions of potential projects in Central Oregon.

Recommendations: Appoint a Housing Coordinator to represent Sisters, and follow through with other strategies, in order to give Sisters regional representation.

Timing: Immediate.

Consideration of the 2010 Plan recommendations are combined in the following proposed policies forwarded to City Council.

DRAFT schedule of milestones to adopt a new "City of Sisters 2017 Comprehensive Land Use Plan".

Budget estimate:

$25,000 for legal advertisement, printing, copying, other support materials; $2,000 legal review

~10% staff time commitment.

The estimate for consultancy assistance for this type of project is about $100K.

• Plan Effective Date:	February 13, 2017	PLAN EFFECTIVE/PUBLISH
• CC final approval/adopted:	January 12, 2017	PUBLIC HEARING
• CC: "1st Reading":	December 8, 2016	PUBLIC HEARING
• PC recommendation of approval:	November 17, 2016	PUBLIC HEARING
• CC/PC joint workshop:	October 27, 2016	WORKSHOP/PUBLIC INPUT
• 8TH/Final WG meeting	October 11, 2016	WORKSHOP/PUBLIC INPUT
• PC regular meeting	August 18, 2016	PUBLIC HEARING
• 7th WG meeting	August 9, 2016	WORKSHOP/PUBLIC INPUT
• PC Regular meeting	June 23, 2016	WORKSHOP/PUBLIC INPUT
• 6th WG meeting	June 7, 2016	WORKSHOP/PUBLIC INPUT
• PC regular meeting	May 19, 2016	PUBLIC HEARING
• CC workshop	May 12, 2016	WORKSHOP
• 5th WG meeting	May 3, 2016	WORKSHOP/PUBLIC INPUT
• PC regular meeting	April 21, 2016	WORKSHOP/PUBLIC INPUT
• 4th WG meeting	April 12, 2016	WORKSHOP/PUBLIC INPUT
• CC/PC joint workshop	March 31, 2016	"5th Thursday"/PUBLIC INPUT
• PC Regular Meeting	March 17, 2016	WORKSHOP/PUBLIC INPUUT
• 3rd WG meeting	March 1, 2016	WORKSHOP/PUBLIC INPUT
• PC regular meeting	February 18, 2016	WORKSHOP/PUBLIC INPUT
• 2nd WG meeting	February 9, 2016	WORKSHOP/PUBLIC INPUT
• 1ST WG meeting	January 26, 2016	WORKSHOP/VISIONING
• Project kickoff announcement	January 21, 2016	REGULAR PC MEETING
• CC auth to commence/select WG	December 10, 2015	WORKSHOP

City of Sisters
Community Services Grant Application

The City of Sisters may provide community services grants to non-profit and other entities that serve the Sisters community for projects or programs that meet the following criteria:

- Provides assistance for essential utilities, food, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Sisters.

In evaluating requests, the City will consider the following:

- The ability to meet one or more of the criteria listed above.
- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.

Please type or print clearly:

1. Organization: Sisters Middle School

2. Mailing Address: 15200 OR 242 Sisters, OR 97759

3. Telephone No.: _541-549-2099

4. E-mail Address: actionjksn@hotmail.com/brook.jackson@sisters.k12.or.us

4. Contact Person: Brook Q. Jackson

5. Requested Amount: __$1,000

6. Project/Use for Funds: __Sisters Outdoor Leadership Experience SOLE

Attach a letter explaining how the funds will be used, how one or more of the criteria will be met, number and types (children, seniors etc.) of community members served, and any other information relevant to the request. Community services grant funds may not be used for travel, budget deficits or for routine operating expense.

Brook Q. Jackson
Sisters Middle School
15200 McKenzie Hwy.
Sisters, OR 97759
541-549-3198

S.O.L.E. (Sisters Outdoor Leadership Experience)

The Sisters Middle School counseling department wishes to apply for a $1000 grant to improve the mental health of our "at-risk" students. The Sisters School District has identified the value of mental health professionals in the school by placing a counselor in the middle school. Currently approximately 10% of the middle school student population, or 35 students, receive mental health support individually, or in a small group setting. Psychoeducation topics through which the students are supported include:

-Self-Esteem	*-Transition(s) to Middle/High School*	*-Motivation*
-Communication	*-Family Dynamics*	*-Conflict Resolution*
-Values	*-Grief and loss (death or divorce)*	*-Accountability*
-Empathy	*-Anger/Depression/Anxiety (stress) management*	

I currently conduct these psychoeducation and process groups, and individual sessions as components of my mental health counseling position at the middle school. This grant funding would allow me to include a wilderness component including 1-2 "day trips" building up to an overnight backpacking adventure. During these outings, "hard" skills of packing a backpack, setting up shelter, leave no trace, cooking over a fire and fire safety will be taught. Adventure based, experiential learning allows children to become more self-aware and self-reflective, which assist them in controlling their behavior, making better decisions and being less impulsive. This type of program also helps them to practice higher-level thinking such as planning, organizing and problem solving. Experiential/Adventure based learning opportunities have positive benefits in developing an internal locus of control, leadership, emotional growth, improved self-esteem and interpersonal relationships (Hattie et al., 1997). Incorporating a wilderness component to support struggling middle school students will provide an opportunity for these students to develop new skills and self-confidence, leading to an increased sense of hope, which is a key ingredient to improving mental health. This coincides with the Sisters 2015

Advocacy Legislative Priority #5 which is to "increase mental health resources." Moreover, it meets the general grant application criteria by providing "recreational opportunities for children. "

I will develop and provide the counseling groups and lead the outings. This request is to run a pilot program of 8-10 8th graders this spring and conduct pre and post individual assessments on self-esteem, etc. to provide quantitative/qualitative data and efficacy for this type of program in a school. To provide context, this could be similar to the outdoor science middle school program, but with a pro-social/emotional or "at-risk" emphasis. I have a Masters degree in Counseling from Oregon State University and I have over 5 years of experience working in the wilderness therapy industry leading 21-30 day backpacking, and adventure based expeditions. I have a current WFR (Wilderness First Responder) medical certification, which is the industry standard for wilderness guides leading trips in the backcountry. These excursions will take place in the local wilderness area of Sisters. For the outings, I would plan to be accompanied by middle school volunteer teachers and Sisters high school mentors.

The future expansion of this program would include applying for increased funding next year to allow for more trips. Moreover, additional funding options, or reduced cost options (i.e. used or rental equipment) will be explored to increase program options and lower the cost.

Expenses:

My hope is that the school will provide necessary food and thus the predominant expense will be for equipment. Once basic individual gear has been acquired, this program will be able to run at a minimal cost. I would like to purchase a well-researched tool for my pre and post assessments to allow for reliable data on how this program impacts the students. Similar to the equipment cost, it will be largely upfront. Sisters Family Advocate Network has offered their support for outdoor specific clothing, especially if one of their clients is involved with this program. If this grant funding cannot be used for transportation expenses (vehicle rental and gas) my plan would be to do some fundraising to account for that portion of the budget. I have not included additional funding for myself at this point. If this request is approved, I would include personal compensation in the next grant request application.

Below, I have itemized general expenses that would allow this program to begin appropriately at a basic level. It is not an exhaustive list, yet I will explore additional funding sources to supplement what you may provide. If the amount I have requested exceeds the funding that is

available, I would happily accept a lesser amount to at least keep this program moving in a positive direction. Thank you for your consideration.

With Regards,

Brook Q. Jackson, MS, CADC-I, NCC, WFR

Revised Budget:

-6 backpacks	$300
-8 sleep pads	$100
-8 sleeping bags	$350
-Food	$150
-Valid assessment tool	$100
	Total: $1,000

Addendum:

This section is to update Sisters City Council of the status of SOLE at the middle school and to request further funding for this program. In addition to the $400 initial grant allocation, a generous donation of $100 and various equipment donations from community members enabled SOLE to take students on a day hike to Smith rock and a two night, 3 day backpacking trip into the Three Sisters Wilderness Area. There remains a grant budget surplus of $112 due to volunteer support with transportation and co-leading the backpacking trip. The largest expense was food, as the school did not contribute meals since the trips were scheduled largely over the weekend to avoid impacting instruction time. Thus, a "food" request amount has been specified.

I initiated contact with the Forest Service. It was determined that SOLE does not in fact need a special use permit, however an application detailing goals, mission statement and prospective itinerary options will be submitted. Moreover, possible future service projects including trail work or campsite clean up and camouflaging will be discussed during the school year. Incorporating Forest Ranger taught "Leave No Trace" principles was also discussed.

While there were gear donations, I supplied much of what was necessary for the backpacking trip, mainly sleep pads and sleeping bags. I was able to purchase tarp shelters and teach shelter set up as a skill to the students. I have found an online gear wholesaler that will meet my gear needs with the amount I have requested.

My recurrent request for a valid assessment tool is due to the fact that I needed more time to assess this wilderness component. In addition, a number of different students attended

the day hike versus the backpacking trip. After administering a "Self Concept Assessment" after the day hike to Smith Rock, I realized that I needed more time between the two outings. My goal is to give the students either this assessment or one similar at the beginning, middle and end of the year.

The wilderness outings were challenging and rewarding as nature usually is. We hiked the Misery Ridge trail that climbs up and over Smith Rock and circles back around to the trailhead. This route is approximately four miles in length and begins with a steep climb. It was more fun than challenging. Our backpacking trip began at the Scott Pass Trailhead. It was a very challenging five mile long hike that took seven hours until we reached the Mathieu Lakes where we camped. There were many mosquito bites, some tears, beautiful North Sister Views and, of course, S'mores. While some of the students struggled mightily, all of the students stated that they would do it again. Multiple parents expressed disbelief that their child had accomplished such a feat. In a basic survey, 4/5 students felt surprised that they were capable of what they had just completed and 5/5 reported they felt better about themselves.

In conclusion to this addendum, I believe this was a very positive beginning to this program. My words cannot accurately depict the impact these wilderness outings had on these students. Thus, with confidence and clarity I am requesting the above amount to continue Sisters Outdoor Leadership Experience, *SOLE*, for the continuing school year. Thank you for your consideration.

Warmly,

Brook Q. Jackson, MS, CADC-I, NCC, WFR

References

1. Hattie J., Marsh, H. W., Neill, J.T. & Richards, G. E. 1997. Adventure Education and Outward Bound: Out-of-class experiences that make a lasting difference. *Review of Educational Research,* 16, 43-87.

City of Sisters
Community Services Grant Application

The City of Sisters may provide community services grants to non-profit and other entities that serve the Sisters community for projects or programs that meet the following criteria:

- Provides assistance for essential utilities, food, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Sisters.

RECEIVED
OCT 16 2015
CITY OF SISTERS

In evaluating requests, the City will consider the following:

- The ability to meet one or more of the criteria listed above.
- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.

RECEIVED
OCT 19 2015
CITY OF SISTERS

Please type or print clearly:

1. Organization: Sisters Park & Recreation District
2. Mailing Address: 1750 West McKinney Butte Rd.
3. Telephone No.: 541-549-2091 E-mail Address: Sharron@sistersrecreation.com
4. Contact Person: Sharron Rackowski.
5. Requested Amount: $1,000.00
6. Project/Use for Funds: Senior Scholarships Fund.

Attach a letter explaining how the funds will be used, how one or more of the criteria will be met, number and types (children, seniors etc.) of community members served, and any other information relevant to the request. Community services grant funds may not be used for travel, budget deficits or for routine operating expense.

Return completed applications and letters to City of Sisters, Attn: Kathy Nelson, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For additional information, please contact City Recorder Kathy Nelson at 541-323-5213 or knelson@ci.sisters.or.us

Kathy Nelson

From: Shannon Rackowski <shannon@sistersrecreation.com>
Sent: Monday, October 19, 2015 9:54 AM
To: Kathy Nelson
Subject: community services grant application. Will drop off application at office.

To Whom It May Concern,

I would like to thank you in advance for considering this application on behalf of the seniors that I work with in Sisters Country. My name is Shannon Rackowski and I am the Adult/Senior Coordinator for Sisters Park & Recreation District. I am seeking funds to start a Senior Scholarship Program for the seniors of Sisters Country. I hope the following information will help you to look at the programs that have been created at SPRD for our seniors as an important part of giving and caring for those that have cared for us.

Classes created in the last 18 months for seniors:

Matter of Balance – 8 week evidence-based program to help improve balance for those seniors who have a fear of falling. Certified Instructor training from OHSU/Boston University – Shannon Rackowski

10 students of completed program with changes in their lives and homes. Letters available from seniors as references.

Walk With Ease – 18 classes evidence-based program to get seniors moving by walking. Certified Instructor training from Arthritis Foundation/OSU – Shannon Rackowski

Partnership with Sisters School District for usage of Sisters Middle School 5 days a week from 3:30 – 5:30 pm

5 students completed program and all are still walking. Letters available.

Stretch & Flex – This class is an on-going class which assists seniors with muscle strengthening, flexibility, balance, stamina and fun! 12 students currently attend at SPRD. This same class is taught at the Sisters Community Church Luncheon on Tuesdays with 18 – 20 seniors, instructor Shannon Rackowski free service from SPRD. Many of these seniors have no transportation to SPRD.

Health Talks – Local doctors, health professionals and fitness specialist speak on their expertise for 30 minutes with 15 minutes of questions and answers at SPRD and the Luncheons. Attendance 15 – 25

All American Hearing of Redmond, Lanie Tandy, Hearing Screening at SPRD 3 times per year. Each screening 7 – 12 seniors.

Women's Self Defense Class Seniors – 32 attended

Red Cross Emergency Preparedness Classes Seniors – 12 attended

All of these services are FREE and provided by SPRD

Sage – Senior Activities, Gathering & Experiences at SPRD

1 – 4 pm Women's Wednesday 6 - 8

1 – 4 pm Men's Table Tennis Thursday New Starts Oct. 29th

Sage Excursions – 14 seniors taken on trips every 2 months to such places as Oregon Gardens, High Desert Museum, Ponderosa Forge & Ironworks, Earth Wood Timber Frame Homes, D & D Ranch, and others.

Mahalo for your time!

Shannon Rackowski

Adult Program Coordinator

Sisters Park and Recreation District

541-549-2091

PACKET: 02400 AP 10/22/15
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0175 ALERT SAFETY SUPPLY						
I-1681		STREET SIGNS	99.25			
10/02/2015	AP-US	DUE: 10/02/2015 DISC: 10/02/2015		1099: N		
		STREET SIGNS		03 5-00-746	SMALL TOOLS & EQUIPMENT	99.25
		=== VENDOR TOTALS ===	99.25			
01-0018 BAXTER AUTO PARTS						
I-280514166		BATTERY FOR NEW TRAILER	157.72			
10/12/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	3.15CR	1099: N		
		BATTERY FOR NEW TRAILER		05 5-00-746	SMALL TOOLS & EQUIPMENT	29.99
		BATTERY FOR NEW TRAILER		02 5-00-746	SMALL TOOLS & EQUIPMENT	33.15
		BATTERY FOR NEW TRAILER		03 5-00-746	SMALL TOOLS & EQUIPMENT	42.47
		BATTERY FOR NEW TRAILER		01 5-05-746	SMALL TOOLS & EQUIPMENT	31.57
		BATTERY FOR NEW TRAILER		01 5-03-746	SMALL TOOLS & EQUIPMENT	20.54
I-280514655		UJOINT-ROBINS TRUCK	23.27			
10/07/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	0.47CR	1099: N		
		UJOINT-ROBINS TRUCK		01 5-03-796	VEHICLE MAINTENANCE	2.32
		UJOINT-ROBINS TRUCK		01 5-05-796	VEHICLE MAINTENANCE	2.32
		UJOINT-ROBINS TRUCK		02 5-00-796	VEHICLE MAINTENANCE	9.30
		UJOINT-ROBINS TRUCK		03 5-00-796	VEHICLE MAINTENANCE	6.98
		UJOINT-ROBINS TRUCK		05 5-00-796	VEHICLE MAINTENANCE	2.35
		=== VENDOR TOTALS ===	180.99			
01-0893 BECON LLC						
I-10142015		CREEKSIDE TRAFFIC STUDY	4,328.25			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: Y		
		CREEKSIDE TRAFFIC STUDY		01 5-05-726	CONTRACTED SERVICES	4,328.25
		=== VENDOR TOTALS ===	4,328.25			
01-0719 BEND OIL CO., INC.						
I-122223		FUEL SEPTEMBER 2015	1,102.36			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		FUEL SEPTEMBER 2015		01 5-01-755	GAS/OIL	19.98
		FUEL SEPTEMBER 2015		01 5-03-755	GAS/OIL	146.09
		FUEL SEPTEMBER 2015		01 5-05-755	GAS/OIL	146.52
		FUEL SEPTEMBER 2015		01 5-07-755	GAS & OIL	7.99
		FUEL SEPTEMBER 2015		02 5-00-755	GAS/OIL	197.49
		FUEL SEPTEMBER 2015		03 5-00-755	GAS/OIL	349.20
		FUEL SEPTEMBER 2015		05 5-00-755	GAS/OIL	235.09

PACKET: 02400 AP 10/22/15
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0719 BEND OIL CO., INC.		(** CONTINUED **)				
I-124174		OFF ROAD DIESEL	656.40			
10/06/2015	AP-US	DUE: 10/06/2015 DISC: 10/06/2015		1099: N		
		OFF ROAD DIESEL		01 5-03-755	GAS/OIL	65.63
		OFF ROAD DIESEL		01 5-05-755	GAS/OIL	170.69
		OFF ROAD DIESEL		02 5-00-755	GAS/OIL	157.49
		OFF ROAD DIESEL		03 5-00-755	GAS/OIL	170.69
		OFF ROAD DIESEL		05 5-00-755	GAS/OIL	91.90
		=== VENDOR TOTALS ===	1,758.76			
01-0047 C & K MARKET INC.						
I-1636075		CC MTG	11.86			
10/14/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		CC MTG		01 5-01-700	MAYOR & COUNCIL	11.86
I-1636288		EDCO MEETING	45.10			
10/07/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		EDCO MEETING		01 5-01-783	PUBLIC OUTREACH	45.10
I-1636337		CC MEETING	21.68			
10/08/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	21.68
		=== VENDOR TOTALS ===	78.64			
01-0582 DESCHUTES COUNTY						
I-09302015		PERMIT SERVICES SEPTEMBER 15	4,764.47			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		ELEC PERMIT SEPTEMBER 15		01 5-07-301	ELECTRICAL INSPECTION	226.30
		BLDG PERMIT SEPTEMBER 15		01 5-07-300	BUILDING INSPECTIONS	4,538.17
		=== VENDOR TOTALS ===	4,764.47			
01-0050 DESCHUTES COUNTY CLERK'S OFFIC						
I-10152015		RECORDING FEES ACCOUNT	750.00			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		RECORDING FEES ACCOUNT		01 5-01-716	RECORDING FEES	750.00
		=== VENDOR TOTALS ===	750.00			

PACKET: 02400 AP 10/22/15
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0596 DICKEY AND TREMPER, LLP						
I-62392		14/15 AUDIT	2,000.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: Y		
		14/15 AUDIT		01 5-02-706	AUDIT FEES	1,125.00
		14/15 AUDIT		02 5-00-706	AUDIT FEES	216.00
		14/15 AUDIT		03 5-00-706	AUDIT FEES	268.00
		14/15 AUDIT		05 5-00-706	AUDIT FEES	391.00
		=== VENDOR TOTALS ===	2,000.00			
01-0909 FASTENAL						
I-ORBEN97836		GLOVES	45.67			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		GLOVES		01 5-03-795	SUPPLIES	4.57
		GLOVES		01 5-05-795	SUPPLIES	11.88
		GLOVES		02 5-00-795	SUPPLIES	10.96
		GLOVES		03 5-00-795	SUPPLIES	11.88
		GLOVES		05 5-00-795	SUPPLIES	6.38
I-ORBEN97955		GLOVES	107.88			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		GLOVES		01 5-03-795	SUPPLIES	10.79
		GLOVES		01 5-05-795	SUPPLIES	28.05
		GLOVES		02 5-00-795	SUPPLIES	25.88
		GLOVES		03 5-00-795	SUPPLIES	28.05
		GLOVES		05 5-00-795	SUPPLIES	15.11
		=== VENDOR TOTALS ===	153.55			
01-0681 FLINT TRADING INC.						
I-189152		THERMO PLASTIC	5,747.75			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		THERMO PLASTIC		03 5-00-749	STREET MAINTENANCE	5,747.75
		=== VENDOR TOTALS ===	5,747.75			
01-0565 GSI WATER SOLUTIONS, INC.						
I-0283.004-63		MITIGATION OF WELL 2,PERMIT E	1,665.48			
10/07/2015	AP-US	DUE: 10/07/2015 DISC: 10/07/2015		1099: N		
		MITIGATION OF WELL 2,PERMIT EX		02 5-00-726	CONTRACTED SERVICES	1,665.48
		=== VENDOR TOTALS ===	1,665.48			

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0029 H. D. FOWLER COMPANY						
I-I4056718		GRIPPER PLUG	22.87			
10/15/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		GRIPPER PLUG		01 5-05-795	SUPPLIES	22.87
I-I4058753		IRRIGATION CLOCK,CH MAINT	389.14			
10/15/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		CH MAINT		01 5-03-785	MAINTENANCE CITY HALL	194.57
		IRRIGATION AT PARKS		01 5-05-786	PARK MAINTENANCE	194.57
		=== VENDOR TOTALS ===	412.01			
01-1 MISC VENDOR						
I-10152015		LARSON,CAROLYNNE:CG REFUND	70.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		LARSON,CAROLYNNE:CG REFUND		01 4-00-312	PARK USERS FEE	64.22
		LARSON,CAROLYNNE:CG REFUND		01 4-00-303	TRANSIENT ROOM TAX	5.14
		LARSON,CAROLYNNE:CG REFUND		01 2-00-163	STATE ROOM TAX PAYABLE	0.64
		=== VENDOR TOTALS ===	70.00			
01-0103 LEAGUE OF OREGON CITIES						
I-200371		ANNUAL CONFERENCE-AG,AB	765.00			
10/09/2015	AP-US	DUE: 10/09/2015 DISC: 10/09/2015		1099: N		
		CONFERENCE-AMY BURGSTAHLER		01 5-01-700	MAYOR & COUNCIL	370.00
		CONFERENCE-ANDREW GORAYEB		01 5-01-740	EDUCATION	395.00
		=== VENDOR TOTALS ===	765.00			
01-0049 MISSION LINEN SUPPLY						
I-500971892		PWHQ MAT CLEANING	21.37			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		PWHQ MAT CLEANING		01 5-03-788	PWHQ MAINTENANCE	21.37
		=== VENDOR TOTALS ===	21.37			
01-0851 MOTION & FLOW CONTROL PRODUCTS						
I-6160883		PARTS FOR DE-ICER TRUCK	2.21			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		PARTS FOR DE-ICER TRUCK		03 5-00-796	VEHICLE MAINTENANCE	2.21
		=== VENDOR TOTALS ===	2.21			

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0143 NORCO						
I-16934338		20#	19.20			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		20#		01 5-03-795	SUPPLIES	1.92
		20#		01 5-05-795	SUPPLIES	4.99
		20#		02 5-00-795	SUPPLIES	4.61
		20#		03 5-00-795	SUPPLIES	4.99
		20#		05 5-00-795	SUPPLIES	2.69
		=== VENDOR TOTALS ===	19.20			
01-0515 OFFICEMAX						
I-015604		FLASH DRIVES	27.54			
10/09/2015	AP-US	DUE: 10/09/2015 DISC: 10/09/2015		1099: N		
		FLASH DRIVES		01 5-01-714	OFFICE SUPPLIES	4.14
		FLASH DRIVES		01 5-02-714	OFFICE SUPPLIES	4.39
		FLASH DRIVES		01 5-03-795	SUPPLIES	0.55
		FLASH DRIVES		01 5-05-714	OFFICE SUPPLIES	2.48
		FLASH DRIVES		01 5-07-714	OFFICE SUPPLIES	6.88
		FLASH DRIVES		02 5-00-714	OFFICE SUPPLIES	3.86
		FLASH DRIVES		03 5-00-714	OFFICE SUPPLIES	2.20
		FLASH DRIVES		05 5-00-714	OFFICE SUPPLIES	3.04
I-035322		COPY PAPER	81.17			
10/13/2015	AP-US	DUE: 10/13/2015 DISC: 10/13/2015		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	25.98
		COPY PAPER		01 5-02-721	COPIER/PRINTER	14.61
		COPY PAPER		01 5-05-721	COPIER/PRINTER	4.06
		COPY PAPER		01 5-07-721	COPIER/PRINTER	25.16
		COPY PAPER		02 5-00-721	COPIER/PRINTER	5.68
		COPY PAPER		05 5-00-721	COPIER/PRINTER	5.68
I-049311		LABEL MAKER TAPE, PENS	38.50			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		LABEL MAKER TAPE, PENS		01 5-01-714	OFFICE SUPPLIES	5.79
		LABEL MAKER TAPE, PENS		01 5-02-714	OFFICE SUPPLIES	6.14
		LABEL MAKER TAPE, PENS		01 5-03-795	SUPPLIES	0.77
		LABEL MAKER TAPE, PENS		01 5-05-714	OFFICE SUPPLIES	3.47
		LABEL MAKER TAPE, PENS		01 5-07-714	OFFICE SUPPLIES	9.62
		LABEL MAKER TAPE, PENS		02 5-00-714	OFFICE SUPPLIES	5.39
		LABEL MAKER TAPE, PENS		03 5-00-714	OFFICE SUPPLIES	3.08
		LABEL MAKER TAPE, PENS		05 5-00-714	OFFICE SUPPLIES	4.24
		=== VENDOR TOTALS ===	147.21			

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01-1009 OGFOA						
I-10122015		EMPLOYMENT AD-FINANCE OFFICER	150.00			
10/12/2015	AP-US	DUE: 10/12/2015 DISC: 10/12/2015		1099: N		
		EMPLOYMENT AD-FINANCE OFFICER		01 5-02-704	RECRUITMENT	150.00
		=== VENDOR TOTALS ===	150.00			
01-0056 PETTY CASH						
I-09302015		PETTY CASH-SEPTEMBER 2015	141.68			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		CERTIFIED LETTER		01 5-02-715	POSTAGE	6.74
		PROPANE		03 5-00-755	GAS/OIL	119.46
		CLEANING SUPPLIES		01 5-03-795	SUPPLIES	15.48
		=== VENDOR TOTALS ===	141.68			
01-0742 PHOENIX ASPHALT						
I-20400		BEARCAT HOSE DISCONNECT	60.00			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		BEARCAT HOSE DISCONNECT		03 5-00-749	STREET MAINTENANCE	60.00
I-20415		BEARCAT VALVE,WAND SLEEVE	91.50			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		BEARCAT VALVE,WAND SLEEVE		03 5-00-749	STREET MAINTENANCE	91.50
		=== VENDOR TOTALS ===	151.50			
01-0556 PRECISION ELECTRIC AND MACHINE						
I-1102		WELL REPAIRS	475.00			
10/09/2015	AP-US	DUE: 10/09/2015 DISC: 10/09/2015		1099: N		
		WELL REPAIRS		02 5-00-726	CONTRACTED SERVICES	475.00
		=== VENDOR TOTALS ===	475.00			
01-0527 RANCH COUNTRY OUTHOUSES						
I-19387		PORTABLE TOILET-RODEO	150.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-RODEO		01 5-05-731	SPECIAL EVENTS	150.00
I-19388		PORTABLE TOILET-CLEMENS PARK	48.10			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-CLEMENS PARK		01 5-05-786	PARK MAINTENANCE	48.10

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0527 RANCH COUNTRY OUTHOUSES		(** CONTINUED **)				
I-19996		PORTABLE TOILET-CLEMENS PARK	110.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-CLEMENS PARK		01 5-05-786	PARK MAINTENANCE	110.00
I-19997		PORTABLE TOILET-CLEMENS PARK	110.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-CLEMENS PARK		01 5-05-786	PARK MAINTENANCE	110.00
I-20231		PORTABLE TOILET-CLEMENS PARK	110.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-CLEMENS PARK		01 5-05-786	PARK MAINTENANCE	110.00
I-20232		PORTABLE TOILET-QUILT SHOW	190.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-QUILT SHOW		01 5-05-731	SPECIAL EVENTS	190.00
I-20233		PORTABLE TOILET-FOLK FEST	285.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PORTABLE TOILET-FOLK FEST		01 5-05-731	SPECIAL EVENTS	285.00
		=== VENDOR TOTALS ===	1,003.10			
01-0502 SISTERS COFFEE CO.						
I-1195166		COFFEE	176.97			
10/06/2015	AP-US	DUE: 10/06/2015 DISC: 10/06/2015		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	26.60
		COFFEE		01 5-02-714	OFFICE SUPPLIES	28.23
		COFFEE		01 5-03-795	SUPPLIES	3.53
		COFFEE		01 5-05-714	OFFICE SUPPLIES	15.96
		COFFEE		01 5-07-714	OFFICE SUPPLIES	44.20
		COFFEE		02 5-00-714	OFFICE SUPPLIES	24.78
		COFFEE		03 5-00-714	OFFICE SUPPLIES	14.15
		COFFEE		05 5-00-714	OFFICE SUPPLIES	19.52
		=== VENDOR TOTALS ===	176.97			
01-0166 SWIFT STEEL						
I-809604		BEAMS-VG RESTROOMS G1401	1,134.00			
10/07/2015	AP-US	DUE: 10/07/2015 DISC: 10/07/2015	11.34CR	1099: N		
		BEAMS-VG RESTROOMS G1401		21 5-00-906	CAPITAL OUTLAY	1,134.00
I-809616		STEEL-VG RESTROOMS G1401	162.40			
10/07/2015	AP-US	DUE: 10/07/2015 DISC: 10/07/2015	1.62CR	1099: N		
		STEEL-VG RESTROOMS G1401		21 5-00-906	CAPITAL OUTLAY	162.40
		=== VENDOR TOTALS ===	1,296.40			

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01-0182 TEWALT & SONS EXCAVATION						
I-6965		VG RESTROOM REMOVAL-G1401	4,920.00			
10/07/2015	AP-US	DUE: 10/07/2015 DISC: 10/07/2015		1099: N		
		VG RESTROOM REMOVAL-G1401		21 5-00-906	CAPITAL OUTLAY	4,920.00
		=== VENDOR TOTALS ===	4,920.00			
01-0052 THE NUGGET NEWSPAPER						
I-59900		PUBLIC HEARING-ZONING AMEND	108.75			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PUBLIC HEARING-ZONING AMEND		01 5-07-705	ADVERTISING	108.75
I-59901		PUB NOTICE-CAMP POLK/BARCLAY	168.75			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PUB NOTICE-CAMP POLK/BARCLAY		03 5-00-906	CAPITAL OUTLAY	84.38
		PUB NOTICE-CAMP POLK/BARCLAY		05 5-00-906	CAPITAL OUTLAY	84.37
I-59902		PUBLIC NOTICE-MOD 15-16 TA150	333.75			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PUBLIC NOTICE-MOD 15-16 TA1503		01 5-07-705	ADVERTISING	333.75
I-59912		PUBLIC NOTICE-BUDGET HEARING	180.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		PUBLIC NOTICE-BUDGET HEARING		01 5-02-705	ADVERTISING	180.00
		=== VENDOR TOTALS ===	791.25			
01-0420 VAN HANDEL AUTOMOTIVE, INC.						
I-34086		PCV HOSE-CONRADS TRUCK	155.62			
10/12/2015	AP-US	DUE: 10/12/2015 DISC: 10/12/2015		1099: N		
		PCV HOSE-CONRADS TRUCK		01 5-03-796	VEHICLE MAINTENANCE	7.78
		PCV HOSE-CONRADS TRUCK		01 5-05-796	VEHICLE MAINTENANCE	15.56
		PCV HOSE-CONRADS TRUCK		02 5-00-796	VEHICLE MAINTENANCE	46.68
		PCV HOSE-CONRADS TRUCK		03 5-00-796	VEHICLE MAINTENANCE	77.82
		PCV HOSE-CONRADS TRUCK		05 5-00-796	VEHICLE MAINTENANCE	7.78
I-34099		SHIRFTER REPAIR-ROBINS TRUCK	398.66			
10/09/2015	AP-US	DUE: 10/09/2015 DISC: 10/09/2015		1099: N		
		SHIRFTER REPAIR-ROBINS TRUCK		01 5-03-796	VEHICLE MAINTENANCE	39.76
		SHIRFTER REPAIR-ROBINS TRUCK		01 5-05-796	VEHICLE MAINTENANCE	39.76
		SHIRFTER REPAIR-ROBINS TRUCK		02 5-00-796	VEHICLE MAINTENANCE	159.40
		SHIRFTER REPAIR-ROBINS TRUCK		03 5-00-796	VEHICLE MAINTENANCE	119.63
		SHIRFTER REPAIR-ROBINS TRUCK		05 5-00-796	VEHICLE MAINTENANCE	40.11
		=== VENDOR TOTALS ===	554.28			

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01-0815 ZUMAR INDUSTRIES, INC.						
I-0178653		ROAD CLOSED SIGN	205.90			
10/06/2015	AP-US	DUE: 11/05/2015 DISC: 11/05/2015		1099: N		
		ROAD CLOSED SIGN		03 5-00-762	STREET SIGNS	205.90
		=== VENDOR TOTALS ===	205.90			
		=== PACKET TOTALS ===	32,830.22			

AGENDA ITEM SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: October 22, 2015 **Staff:** Lynne Fujita-Conrads

Type: Regular Meeting **Dept:** Finance

Subject: U.S. Bank Authorized Agents

Action Requested:
Discussion and Consideration of a Motion to modify U.S. Bank Authorized Account Signers by adding the name of Andrea Blum.

Background:

With the change of City Councilors, an update of Authorized Account Signers for the City's accounts with US Bank is required. Account Signers are authorized to open, add, modify, or close accounts, and to sign checks, drafts or other orders for payment, transfer, or withdrawals of any funds. They are also authorized to add or delete Account Signers.

The City Manager and City Councilors are authorized to sign checks on behalf of the City of Sisters. The City follows a "two man rule" where every cash disbursement requires two approvals. All checks require two signatures. ACH or Wire transactions require two approvals from either the City Manager, Finance Officer or City Recorder at the time of transfer or at the time of set up if it is a recurring payment.

Financial Impact:
N/A

Attachment(s): None

Concurrence: CM: _____ FIN: _____ PW:___N/A___ CDD:__N/A____

SISTERS PATROL HOURS

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL PATROL	VACATION	SICK	TRAINING	SRO	TOTAL
JAN	120	122	115.5	111	46	514.5	46.5	0	0	64	625
FEB	119.5	109.5	116	139.5	0	484.5	26.5	27	0	61.5	599.5
MAR	122	122	126.5	132	58.5	561	40	60	0	95	756
APR	117	118.5	139	114.5	34	523	58.5	24	0	151	756.5
MAY	111	115.25	107	104	41.5	478.75	72.75	17.5	5.5	140.5	715
JUN	111.5	179.5	126	115	32	564	35	9	10	111	729
JUL	112	142	117.5	125.5	48	545	60	24	0	0	629
AUG	103.5	121	118.5	121	43.5	507.5	48	12	0	48	615.5
SEP	132	97	127	82	26.5	464.5	48	0	9	181	702.5
OCT											0
NOV											0
DEC						0					0
YEAR TO DATE						4642.75	435.25	173.5	24.5	852	6128

PATROL ACTVITY STATISTICS

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
city traffic warnings	63	55	44	26	31	35	30	31	46				361
city traffic citations	14	3	12	3	2	6	0	7	6				53
city ordinace warnings	3	1	2	2	12	0	1	0	2				23
city ordinace citations	0	4	0	0	0	0	0	0	0				4
city parking warnings	5	2	7	0	0	4	0	1	1				20
city parking citations	4	0	9	0	0	0	0	0	0				13
county traffic warnings	23	21	36	18	26	21	14	21	45				225
county traffic cite	5	2	7	0	0	1	4	4	3				26
county ordinance warnings	7	1	1	4	1	4	1	3	0				22
county ordinance citations	0	0	0	0	0	0	0	1	0				1
city misd arrests	2	0	4	5	4	4	2	4	3				28
city felony arrests	2	3	0	0	0	2	1	0	0				8
county misd arrests	4	0	2	0	0	1	0	1	1				9
county felony arrest	0	0	0	4	0	2	1	0	2				9
school zone elementary warnings	0	7	2	4	2	0	0	0	0				15
school zone elementary citations	0	2	0	0	0	0	0	0	0				2
school zone middle /high warnings	2	5	1	3	6	0	0	5	16				38
school zone middle /high citations	2	0	0	0	0	0	0	0	0				2

security checks	250	233	336	239	341	245	386	597	236				2863
open doors	3	2	0	0	0	0	3	3	1				12

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00249092	09/01/2015 11:26	HWY 20 / TOLLGATE	Warrant Arrest*: Adult male arrested on an outstanding warrant.	
2015-00249137	09/01/2015 11:50	W MCKINNEY BUTTE RD	Theft III: Parent removed documents from their child's school file without permission. Parent will replace file. School declined to press charges.	
lam17916!	09/02/2015 1:18	E CASCADE AVE / S ELM ST	Drug Offense*: Two adult males were arrested for Possession of Methamphetamine found during a traffic stop.	2
2015-00250622	09/02/2015 15:09	N CEDAR ST	Lost/Found Property: Employees turned in a gun that had been left in a backpack in their building. Gun later claimed by citizen with full rights to the gun and no threat to the community. Citizen is a firearms instructor. He will return to the business to apologize for the disruption.	
2015-00250657	09/02/2015 15:31	W MCKINNEY BUTTE RD	Theft: Juvenile female reported her bike was stolen from a bike rack at school.	
2015-00250717	09/02/2015 16:14	W SISTERS PARK DR	Identity Theft/Fraudulent Use of Credit Card: Citizen reported someone charged over $4000 to her credit card over the internet.	
2015-00251783	09/03/2015 15:24	MEADOW VIEW RD	Missing Person*: Female juvenile taken into custody as a runaway. Juvenile returned to her parents.	
2015-00251860	09/03/2015 16:31	HIGHWAY 126	Lost Property: Citizen reported she lost her computer tablet.	
2015-00252489	09/04/2015 11:10	E CASCADE AVE	Lost Property: Citizen reported he lost his wallet downtown.	
2015-00254905	09/07/2015 15:26	S SPRUCE ST	Domestic Violence/Warrant Arrest*: Adult male arrested for menacing his girlfriend and for an outstanding warrant.	2
2015-00256325	09/09/2015 9:47	E RANCH AVE	Sex Crime*: Adult male arrested on multiple charges for having sex with underage girl and Possession of Child Pornography.	1
2015-00257131	09/10/2015 7:25	LARIAT	Theft: Citizen reported the theft of two bicycles.	
2015-00257477	09/10/2015 13:03	HIGHWAY 126 ST / CREEKSIDE DR	Lost/Found Property: Citizen turned in a cellphone found in the roadway.	
2015-00258085	09/11/2015 6:27	BARCLAY DR	Agency Assist: Deputy assisted Redmond Police with a hit and run case.	
2015-00258556	09/11/2015 14:42	E DESPERADO TRL	Lost/Found Property: Citizen turned in a cellphone found in the roadway. Phone returned to owner.	1

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00259202	09/12/2015 8:30	WILT RD	Domestic Disturbance: Adult female reported she was afraid of her fiancé and wanted to go to the home of a friend. Deputy transported female to friends house. Later contact with the adult male who claimed to be prior law enforcement which proved to be false.	
2015-00259781	09/12/2015 20:17	HWY 126	Police Officer Hold*: Adult female taken to hospital on Police Officer Hold.	1
2015-00260997	09/14/2015 10:42	MEADOW VIEW RD	Runaway*: Female juvenile taken into custody in Portland as a runaway.	
2015-00261672	09/15/2015 1:33	W ANTLER / PINE ST	Agency Assist: Deputies assisted Central Oregon Drug Enforcement Team with drug investigation.	4
2015-00261678	09/15/2015 1:49	N PINE ST / W CASCADE AVE	Agency Assist*: Two adult males arrested on multiple drug charges.	2
2015-00266064	09/19/2015 13:41	HWY 126	Sex Crime*: Adult male arrested on multiple charges for having sex with underage girl.	3
2015-00267478	09/21/2015 9:26	W MCKINNEY BUTTE RD	Theft: Juvenile male reported money stolen from his wallet he left in his locker at school.	
2015-00267550	09/21/2015 10:31	S COTTONWOOD ST / W JEFFERSON AVE	Abandoned Vehicle: Vehicle tagged and towed as abandoned.	
2015-00267667	09/21/2015 12:26	LARIAT	Animal Complaint*: Adult female cited for Dog at Large and Animal Nuisance after her dog bit an adult female.	
2015-00268526	09/22/2015 10:12	LAVA CT	Agency Assist: Detectives assisted Lane County Sheriff with sex abuse investigation.	3
2015-00269351	09/23/2015 7:51	N MAPLE ST	Custody Dispute: Multiple issues with family disputes over custody. Case referred to the District Attorney.	
2015-00269598	09/23/2015 11:26	15200 HWY 242	Found Property: Wallet with cash found. Secured for safekeeping.	1

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00269740	09/23/2015 13:37	E CASCADE AVE	Found Property: Small plastic crossbow was found. Owner located and parents asked that it be destroyed.	
2015-00270944	09/24/2015 14:43	W MCKINNEY BUTTE RD	Theft: Juvenile male reported his wallet stolen from his backpack.	
2015-00273526	09/27/2015 9:02	69958 MEADOW VIEW RD	Theft: Citizen reported she was the victim of an internet scam.	
2015-00275055	09/28/2015 20:05	HWY 20 / RAIL WAY	Drug Offense*: Adult male arrested for Manufacture/Delivery/Possession of Methamphetamine.	2
2015-00276542	09/30/2015 9:11	17232 IVY LN	Menacing/Theft II/ Harassment/Interfering with Making a Police Report*: Adult male arrested for menacing a houseguest.	2
2015-00276926	09/30/2015 14:40	635 N ARROWLEAF TRL	Theft*: Adult male cited for shoplifting.	
*** DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION**				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				24

AGENDA ITEM SUMMARY

CITY OF SISTERS
CITY COUNCIL

Meeting Date:	October 22, 2015	**Staff:**	Darcy Reed
Type:	Regular Meeting / Public Hearing	**Dept:**	CDD
Subject:	R-PMV Sub District, City File No. TA 15-02, ZC 15-02		

Action Requested: Discussion and consideration to adopt Ordinance No. 462, AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 2.2 RESIDENTIAL (R) DISTRICT TO ESTABLISH A NEW ZONING SUB-DISTRICT TITLED PINE MEADOW VILLAGE RESIDENTIAL SINGLE FAMILY SUB-DISTRICT (R-PMV).

Report in Brief:

- The application for the Pine Meadow Village Planned Unit Development was filed on May 18, 1998 with Deschutes County under File # TP98-896, CU98-64. Pine Meadow Village Planned Development was annexed into the City limits on June 24, 1999 by Ordinance No. 294. Since the development was entitled through Deschutes County prior to annexation, the entitlements carried over as the development was annexed into the City.
- A development agreement for Phase II, approved by the City of Sisters on November 8, 2001, stated any subsequent construction on the subject property would be reviewed under the law in effect at the time of filing the application (May 18, 1998) and would be effective for a period of ten years. At the end of the ten year period the development standards were supposed to revert to the City's development standards.
- During the time since the development standards from the original land use application expired on May 18, 2008 City CDD staff continued to approve building permits using the development standards provided in the original entitlements. Recently, it was brought to the CDD staff's attention that the development standards should revert to the City's current standards.
- Staff requested and received a legal opinion from the City attorney confirming the original development standards had expired and new development should be reviewed under the standards in the current City's development code. Staff was further advised to go through a process in order to allow the standards to revert back to the original entitlements. One option was to record a new Development Agreement, which would require signatures of all property owners in Pine Meadow Village. A second option was to amend the Development Code and establish a new sub-district and zoning map. After conferring with representatives from Pine Meadow Village and receiving support from the majority of the Planning Commissioners during the August 20, 2015 workshop, staff determined the second option was more appropriate.

- At the September 17, 2015 Planning Commission meeting, staff held a public hearing to present the text amendment and zoning map amendment under consideration. The Planning Commission voted 4 to 1 in favor of approving the resolution, which reinstated the original dimensional standards for Pine Meadow Village.

Attachments:

A. Ordinance No. 462, AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 2.2 RESIDENTIAL (R) DISTRICT TO ESTABLISH A NEW ZONING SUB-DISTRICT TITLED PINE MEADOW VILLAGE RESIDENTIAL SINGLE FAMILY SUB-DISTRICT (R-PMV), including the following Exhibits:

Exhibit A – Proposed Code Text

Exhibit B – Map of Affected Area

Exhibit C – Planning Commission Resolution 2015-14 with Findings

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Concurrence: CM: _____ A&F: _____ PW: _____ CDD: PD

ORDINANCE NO. 462

AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 2.2 RESIDENTIAL (R) DISTRICT TO ESTABLISH A NEW ZONING SUB-DISTRICT TITLED PINE MEADOW VILLAGE RESIDENTIAL SINGLE FAMILY SUB-DISTRICT (R-PMV) UNDER NEW SECTION 2.2.400

WHEREAS, development in Pine Meadow Village - Phase II was previously being reviewed using certain dimensional standards that were originally approved in 1998 prior to Pine Meadow Village being annexed into the City limits; and,

WHEREAS, the dimensional standards have since expired and new development is reviewed using the current Development Code of the City of Sisters; and,

WHEREAS, the current City Development Code is not compatible with the original entitlements or the desired development patterns of Pine Meadow Village; and,

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

WHEREAS, the City of Sisters seeks to amend the Sisters Development Code to create a sub-district that would allow development in Pine Meadow Village - Phase II to continue to develop using certain dimensional standards that were originally approved; and

WHEREAS, the City of Sisters seeks to amend the Sisters Zoning Map to establish the exact location of the sub-district; and,

WHEREAS, after due notice, the Planning Commission held a public hearing on September 17, 2015 on the proposed Development Code and Zoning Map amendments, received public testimony and determined the amendments meets all applicable approval criteria, including all notice requirements, and the proposed Development Code text amendment and Zoning Map amendment would benefit the City of Sisters by passing PC Resolution 2015-14 and recommending approval by the City Council; and,

WHEREAS, the City Council held a public hearing on October 22, 2015 on the proposed Development Code and Zoning Map amendments and determined the amendments met all applicable approval criteria, including all notice requirements, and the proposed Development Code text amendment and Zoning Map amendment will benefit the City of Sisters; and,

WHEREAS, official notice of this public hearing was published in the Nugget Newspaper on October 7, 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 and Zoning Map are amended as provided in the attached Exhibits A and B, which is incorporated into this Ordinance by reference.

SECTION 2. In support of the Development Code and Zoning Map Amendments, the City Council hereby adopts the findings attached hereto as Exhibit C 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 22nd day of October, 2015 and APPROVED by the Mayor of the City of Sisters.

_____

Chris Frye, Mayor

ATTEST:

_____

Kathy Nelson, City Recorder

Exhibit A
Sisters Development Code – Amended Text
New proposed text is double-underlined / red font. Stricken text is in ~~strikethrough font.~~

Chapter 2.2 – Residential District (R)

Sections:

2.2.100 Purpose
2.2.200 Uses
2.2.300 Development Standards
2.2.400 Pine Meadow Village Residential Single Family Sub-District (R-PMV)

2.2.100 Purpose

The Residential District is intended to promote the livability, stability and improvement of neighborhoods in the City of Sisters. This chapter provides standards for the orderly development and improvement of neighborhoods based on the following principles:

- Make efficient use of land and public services, accommodate a range of housing types consistent with the Comprehensive Plan, and provide minimum and maximum density standards for land divisions.
- Provide for compatible building and site design at an appropriate neighborhood scale which includes public security and fire protection.
- Reduce reliance on the automobile for neighborhood travel and provide options for walking and bicycling. Provide direct and convenient access to schools, parks and neighborhood services.
- Maintain and enhance the City's historic and natural characteristics.

2.2.200 Uses

A. Permitted uses. Uses permitted in the Residential District are listed in Table 2.2.1 with a "P". These uses are allowed if they comply with the development standards and other regulations of this Code.

B. Special Provisions. Uses that are either permitted or conditionally permitted in the Residential District subject to special provisions for that particular use are listed in Table 2.2.1 with an "SP". Uses subject to an SP shall comply with the applicable special use standards included in Chapter 2.15.

C. Conditional uses. Uses that are allowed in the Residential District with approval of a conditional use permit are listed in Table 2.2-1 with either a Minor Conditional Use "MCU" or a Conditional Use "CU". These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.

D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Interpretations.

Table 2.2.1 Use Table for the Residential District

Land Use Category	Permitted/Special Provisions/Conditional Use
Residential	
Single family detached dwelling	P
Manufactured dwelling on individual lot	P/SP
Manufactured Dwelling Park	P/SP
Accessory dwelling on a single family or manufactured dwelling lot	P/SP
Zero lot line dwelling	P/SP
Attached dwelling (townhome)	SP/ MCU
Duplex dwelling	MCU
Residential Home	P/SP
Cottage Development	P / Ch. 4.6
Manufactured dwelling parks	P/SP
Child care home (Care for no more than 16 children)	P
Home occupation	P/SP
Commercial	
Childcare center (17 or more children)	CU
Public and Institutional	
Churches and places of worship	CU
Clubs, lodges	CU
Libraries, museums, community centers	CU
Utility Facility	CU
Parks	P
Recreational facilities	CU
Schools	CU
Miscellaneous	
Accessory uses and structures.	P/SP
Bed and breakfast inn	SP /MCU
Vacation Rentals	P/SP

Key: P = Permitted SP=Special Provisions MCU = Minor Conditional Use Permit CU = Conditional Use Permit

2.2.300 Development Standards

A. The following property development standards shall apply to all land, buildings and uses in the Residential District:

A. Lot Area, lot width, lot depth, setbacks, floor area ratio, lot coverage and building height. See Table 2.2.2.

Table 2.2.2 Development Standards in the Residential District

Development Standard	Residential District	Comments/Other Requirements
Minimum lot area		
Single family detached dwelling, manufactured dwelling on individual lot, zero lot line dwelling	6,000 square feet	
Duplex dwelling	11,000 square feet	
Attached dwelling	5,500 square feet	

(townhome)		
Child Care Center, Public and Institutional uses	None	
Lot width at front property line		
Single Family and manufactured dwelling	Minimum 45	Except for Flag Lots and Driveway Courts: See Land Divisions and Lot Line Adjustments; or as required by this Code to protect sensitive lands, significant trees, etc
Duplex	Minimum 65 feet	
Attached Dwelling	Minimum 45 feet	
Cul-de-sacs, all uses	Minimum 30 feet	
Child Care Center, Public and Institutional uses	No minimum lot sizes	
Lot depth		
All housing types	No maximum lot depth for child care center, public and institutional uses, For all other uses, maximum lot depth of three times the lot width	Except as required by this Code to protect sensitive lands, significant trees, etc.
Floor Area Ratio		
	Building construction may not exceed 50% of the total lot area for lots 10,000 square feet or larger.	The areas of a building subject to this development standard shall include the following: a. Areas within the building footprint considered to be habitable space. b. Garages exceeding 500 sq ft in size. Exceptions to FAR: - Accessory structures less than 10 ft in height and 200 sq ft in area, child care center and public and institutional uses.
Lot Coverage		
	Maximum of 60 percent; except child care center and public and institutional uses shall be 80 percent	
Building Height		
	Maximum 30-feet for all residential uses; 35-feet maximum for all non-residential uses, also refer to exceptions.	
Pre-existing lots. A single family, town home or manufactured dwelling may be developed on an existing lot or parcel that is smaller than the requirements listed above provided all other applicable development standards can be met.		

Continued - Table 2.2.2 Development Standards in the Residential District

Front Yard Setbacks	
Porch	10 ft. min.
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min.
Garage (front-loaded street accessed)	20 ft. min.
Garage (side-loaded street accessed)	10 ft. min.
Interior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	5 ft. min.
Exterior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min
Garage (front-loaded street accessed)	20 ft. min
Garage (side-loaded street accessed)	10 ft. min
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)	15 ft. min
Accessory Building	5 ft. per story min.
Detached Garage (street accessed)	5 ft. per story min.
Garage setbacks when accessed from an alley	20 ft. min.
Side loaded garages when accessed from alley	3 ft. min.
See also garage requirements 2.2.300.E	
Accessory dwelling units shall comply with living space setbacks	

B. General Exceptions to Setbacks and Building Height

1. Front and Rear Deck. An uncovered deck not exceeding 30 inches in height above grade may encroach into the front yard setback by no more than 6 feet and rear yard setback by no more than 8 feet, as long as it does not encroach into a public utility easement.

2. Acceptable Encroachments into Setbacks.
   a. The following features are allowed to encroach into the required side setbacks by no more than two (2) feet: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.

   b. The following features are allowed to encroach into the required rear setbacks by no more than two (2) feet: bay windows, chimneys, overhangs, canopies, fire escapes, balconies, landing places, outside stairways and similar architectural features.

   c. The following feature is allowed to encroach into the front and rear setbacks no more than three (3) feet: eaves.

3. General Exceptions to Building Height. Exceptions to the building height standard are available for certain types of affordable housing as set forth in Special Provisions. Chimneys, bell towers, steeples, roof equipment, flagpoles, and

similar features that are not intended for human occupancy and which do not exceed 40 feet in height are not subject to building height limits.

C. **Walls and Fences.** Walls and fences may be placed on property lines, subject to the standards in Chapter 3.2 – Landscaping and Fences and Walls. Walls and fences within front yards shall also comply with the vision clearance standards in Special Provisions, Chapter 2.15.

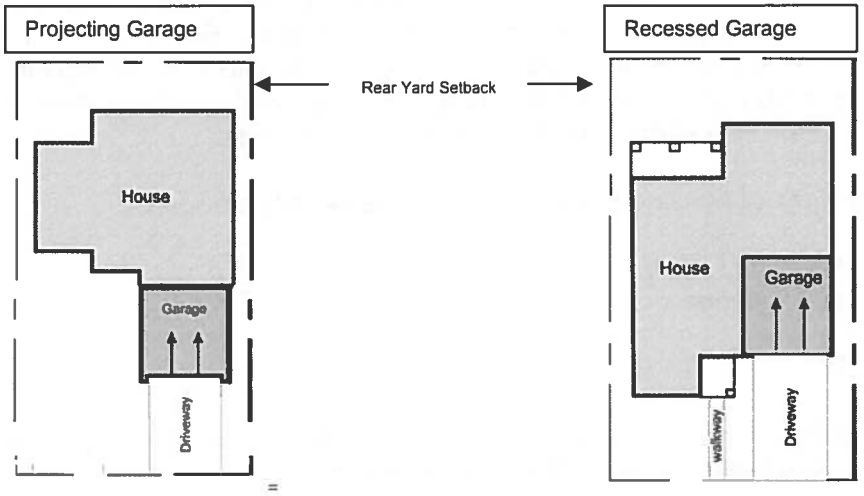
D. **Special Yards.** Distance between buildings on the same lot. To provide usable yard area and allow air circulation and light, the distance between buildings on the same lot shall be a minimum of six feet.

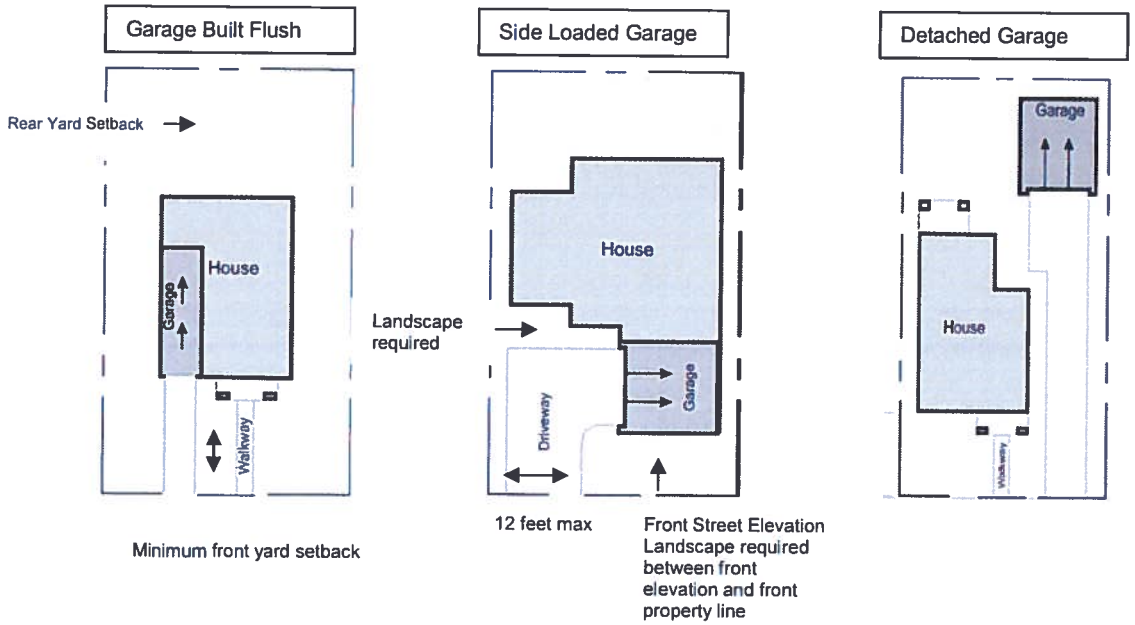
E. **Garage Requirements.** In addition to Table 2.2.2, the following standards shall apply;

1. Minimum one car garage shall be required per unit for single-family detached dwelling, manufactured dwelling on individual lot, zero lot line dwelling, townhome and duplex dwelling

2. Garages and carports shall be accessed from alleys where available.

3. Side loaded street accessed garages. The street facing elevation of the garage shall include windows and landscaping shall be provided between the dwelling unit and the driveway and between the street facing elevation of the garage and front property line. The throat of the driveway shall be a maximum of 12 feet in width.





F. Residential Density Standards. The following residential density standards apply to all land divisions in the Residential District.

1. The density range for the Residential District shall be 3 units per gross acre minimum and 8 units per gross acre maximum.

2. Minimum and maximum residential densities are calculated by multiplying the gross acres by the applicable density standard. For example, if the parcel size is 5 acres, the minimum density is 15 units and the maximum density is 40 units. When calculating minimum and maximum densities, figures are rounded down to the closest whole number.

3. The following types of housing are exempt from the density standards:

   a. Accessory dwelling units
   b. Bed and breakfast inns

G. Design Standards

1. Applicability. The design standards are applicable to the following types of uses and buildings in the Residential District:

a. Single-Family Detached Dwelling Units
b. Duplexes and triplex dwellings
c. Attached dwelling (townhome)
d. Public and institutional buildings
e. Manufactured dwellings

2. Base Standards. This section is intended to show examples of how to comply with the design standards. Other building styles and designs can be used to comply, so long as they are consistent with the text of the standard. An architectural feature may be used to comply with more than one standard.

a. Building Orientation. All buildings shall have their primary entrance oriented to the street or a common area (private street, courtyard, or open space). If oriented to a common area, the development shall provide a pedestrian sidewalk or pathway connecting the building entrance to the street.

b. Eyes on the Street. All building elevations visible from a street right-of-way shall provide doors, porches, balconies, and/or windows. The standard applies to each full and partial building story.

c. Detailed Design. All buildings included in the applicability section shall provide detailed design along all elevations (e.g., front, rear and sides). Detailed design requires use of at least five of the following architectural features on all front and exterior side (corner lot) elevations and at least three of the following architectural features on all interior and rear yard elevations, as appropriate for the building type and style. Architectural features shall be varied on the different building elevations.

1. Dormers
2. Gables
3. Recessed entries
4. Covered porch entries
5. Cupolas or towers
6. Pillars or posts
7. Eaves (minimum 6-inch projection)
8. Off-sets in building face or roof (minimum 16 inches)
9. Window trim
10. Bay or oriel windows
11. Balconies
12. Decorative patterns on exterior finishes (e.g., scales/shingles, wainscoting, ornamentation, and similar features)
13. Decorative cornices and roof lines (e.g., for flat roofs)
14. An alternative feature providing visual relief and detail, similar to options 1-13 above.

3. Garbage and Recycling Collection Areas. An exterior garbage and recycling collection area is required and shall be oriented away from the street.

4. Mechanical Equipment. Mechanical equipment located on the ground, such as heating or cooling equipment, pumps or generators, must be screened from the street by walls, fences, or vegetation. Landscaping and screening shall be tall enough to screen the equipment. Mechanical equipment is not permitted to be placed on roofs. Screening shall be compliant with all applicable fire codes.

4. Gated Communities. Gated communities are prohibited except as may be permitted by Chapter 4.5 Master Plans.

2.2.400 Pine Meadow Village Residential Single Family Sub-District (R-PMV)

A. Purpose. This section provides specific development standards for the Pine Meadow Village (PMV) Subdivision, a residential sub-district, by adopting certain development standards originally approved in 1998 prior to PMV being annexed into the City limits. This sub-district is separated from the Residential (R) District due to differences in building setbacks, building height, maximum lot coverage and other development standards.

B. Development Standards. The following property development standards shall apply to all land, buildings and uses in the R-PMV Sub District:

Table 2.2.3 Development Standards in the Pine Meadow Village Sub-District

R-PMV Single Family Development	
Front Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)	15 ft. min. to 20 ft. max.
Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)	6 ft. min.
Accessory Buildings	0 ft. or 6 ft. for detached garage/other permitted accessory structures; 6 ft. for attached garage/other permitted accessory structures
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)	15 ft. for Lots 30-60; 4 ft. min. for all other Lots
Accessory Buildings	4 ft. required for alley access garage; 4 ft. min for street access parking
Detached Garage Setbacks	
Garage setback from main dwelling	15 ft. min. setback between main dwelling and garage
Garage setback from neighboring garage	6 ft. separation between detached garages unless zero lot line attached garage.

Development Standard	R-PMV District	Comments/Other Requirements
Minimum lot area		
	6,000 square feet	
Lot width at front property line		
	50 feet	
Lot Coverage		
	Maximum of 50 percent with A.R.C. approval for alley accessed garage; Maximum of 45 percent for street access parking.	Lot coverage includes that portion of a lot which, when viewed directly from above, would be covered by a building or structure, or any part thereof. All building footprints subject to maximum lot restrictions.
Building Height		
	Single story lots: 20' max. Two story lots: 30' max (main building); 20' max (garage); 25' max (bonus)	Height measured to midpoint of sloping roof.
Accessory Building Size Limits		
	600 square foot max.	Dimensions: 22 ft. x 25 ft. max. except as approved by A.R.C.

Other Development Standards. Development standards not specifically addressed under Section 2.2.400 will be reviewed per the development standards in the base district, which are listed under Section 2.2.

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Exhibit B – Map of Affected Area

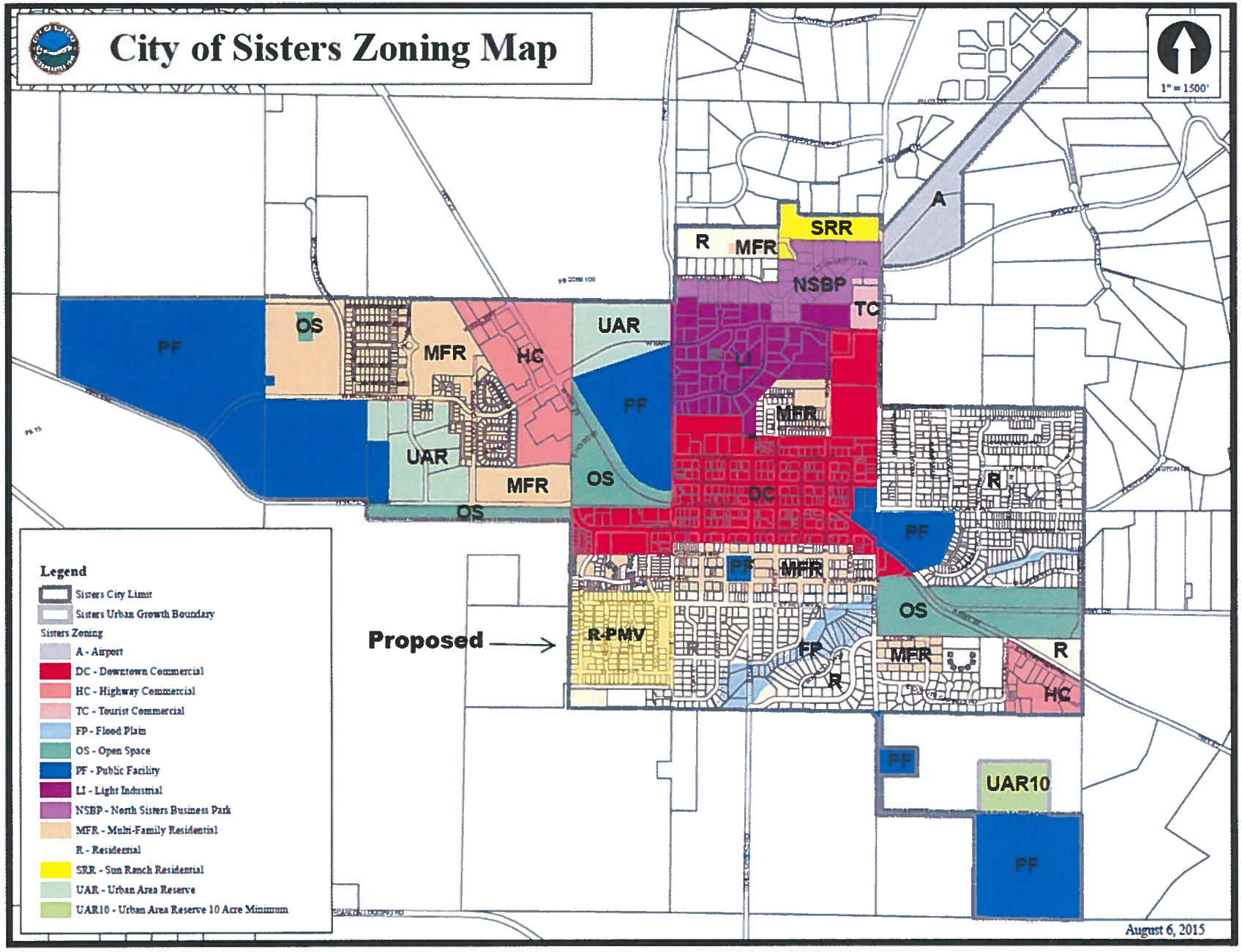

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Exhibit C - Planning Commission Resolution 2015-14 with Findings

A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF SISTERS
STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2015- 14

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

WHEREAS, Pine Meadow Village development received its original development entitlements through the Deschutes County development review process, prior to its annexation by the City of Sisters; and,

WHEREAS, a development agreement for Phase II was approved by the City of Sisters on November 8, 2001 stating that any subsequent construction on the subject property would be reviewed under the law in effect at the time of filing the application (May 18, 1998) and had a life span of ten years in which at the end of the ten year period the development standards were supposed to revert to the City's development standards; and,

WHEREAS, the original development entitlements have reverted to the current development code of the City of Sisters;

WHEREAS, the current City Development Code are not compatible with the original entitlements and the desired development patterns of Pine Meadow Village; and,

WHEREAS, the City of Sisters proposes to amend the Sisters Development Code by revising Chapter 2.2 Residential District to add a new zoning sub district entitled Residential Pine Meadow Village (R-PMV) to enable a permanent approval of the development entitlements originally received as it was annexed into the City limits on June 24, 1999; 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 TA 15-02 and ZC 15-01 have determined that the changes proposed to the 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 August 8, 2015 at least 35 days prior to the first evidentiary hearing; and,

WHEREAS, after due notice was published in the Nugget newspaper on September 3, 2015, a public hearing on the proposed text amendment was held before the Sisters Planning Commission on September 17, 2015, at which time findings were reviewed, witnesses were heard and evidence was received; and,

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

CITY OF SISTERS

Planning Commission Resolution

(CONSIDERED BY THE PLANNING COMMISSION SEPTEMBER 17, 2015)

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 15-02 AND ZC 15-01 SUBJECT TO THE FOLLOWING EXHIBIT:

Exhibit A – Staff Report with attachments as noted and proposed Development Code text

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 17th DAY OF SEPTEMBER, 2015.

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

AYES: Dean, Gentry, Nagel, Wright	(4)
NOES: Detweiler	(1)
ABSENT: Tewalt, Seymour	(2)
ABSTAIN:	(0)

David Gentry 9/22/2015

Signed: David Gentry, Chairman

CITY OF SISTERS
PLANNING COMMISSION

STAFF REPORT

Exhibit A

File #: Text Amendment #15-02 and Zone Change #15-02

Applicant: City of Sisters

Request: The proposal includes a Development Code amendment to the Residential (R) District by establishing a new zoning sub district titled Pine Meadow Village Residential Single Family Sub district (R-PMV).

Hearing Date: September 17, 2015, 5:30 pm, Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon

Location: Pine Meadow Village Planned Development, Phase II

Planner: Darcy Reed

Date: September 17, 2015

I. Background

The application for the Pine Meadow Village Planned Unit Development was filed on May 18, 1998 with Deschutes County under File # TP98-896, CU98-64. Pine Meadow Village Planned Development was annexed into the City limits on June 24, 1999 by Ordinance No. 294. Since the development was entitled through Deschutes County prior to annexation, the entitlements carried over as the development was annexed in the City.

A development agreement for Phase II which was approved by the City of Sisters on November 8, 2001 states that any subsequent construction on the subject property would be reviewed under the law in effect at the time of filing the application (May 18, 1998) and had a life span of ten years in which at the end of the ten year period the development standards were supposed to revert to the City's development standards.

During the time since the development standards from the original land use application expired on May 18, 2008 City CDD staff continued to approve building permits using the development standards provided in the original entitlements. Recently, it was brought to the CDD staff's attention that the development standards should revert to the City's current standards.

Staff requested and received a legal opinion from the City attorney that the original development standards expired and new development should be reviewed using the standards in the current City's development code. Staff was further advised that there are

two processes to enable the standards to revert back to the original entitlements which are execute a new development agreement or process a text amendment to the Development Code. After conferring with representatives from Pine Meadow Village and receiving direction from the Planning Commission during the August 20, 2015 workshop, the Development Code text amendment process was agreed upon as being the most appropriate process.

II. Request

This proposal includes a Development Code amendment to the Residential (R) District by establishing a new zoning sub-district titled Pine Meadow Village Residential Single Family Sub district (R-PMV). The creation of the sub-district will be within Chapter 2.2 (Residential) and adopts certain development standards such as building setbacks and building height. In addition to the changes to the Development Code, the sub-district will be recognized on the City's Zoning Map.

The following section contains the proposed amendments to the City of Sisters Development Code:

Chapter 2.2 – Residential District (R)

Sections:

2.2.100 Purpose
2.2.200 Uses
2.2.300 Development Standards
2.2.400 Pine Meadow Village Residential Single Family Sub-District (R-PMV)

2.2.100 Purpose

The Residential District is intended to promote the livability, stability and improvement of neighborhoods in the City of Sisters. This chapter provides standards for the orderly development and improvement of neighborhoods based on the following principles:

- Make efficient use of land and public services, accommodate a range of housing types consistent with the Comprehensive Plan, and provide minimum and maximum density standards for land divisions.

- Provide for compatible building and site design at an appropriate neighborhood scale which includes public security and fire protection.

- Reduce reliance on the automobile for neighborhood travel and provide options for walking and bicycling. Provide direct and convenient access to schools, parks and neighborhood services.

- Maintain and enhance the City's historic and natural characteristics.

2.2.200 Uses

A. Permitted uses. Uses permitted in the Residential District are listed in Table 2.2.1 with a "P". These uses are allowed if they comply with the development standards and other regulations of this Code.

B. Special Provisions. Uses that are either permitted or conditionally permitted in the Residential District subject to special provisions for that particular use are listed in Table 2.2.1 with an "SP". Uses subject to an SP shall comply with the applicable special use standards included in Chapter 2.15.

C. Conditional uses. Uses that are allowed in the Residential District with approval of a conditional use permit are listed in Table 2.2-1 with either a Minor Conditional Use "MCU" or a Conditional Use "CU". These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.

D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Interpretations.

Table 2.2.1 Use Table for the Residential District

Land Use Category	Permitted/Special Provisions/Conditional Use
Residential	
Single family detached dwelling	P
Manufactured dwelling on individual lot	P/SP
Manufactured Dwelling Park	P/SP
Accessory dwelling on a single family or manufactured dwelling lot	P/SP
Zero lot line dwelling	P/SP
Attached dwelling (townhome)	SP/ MCU
Duplex dwelling	MCU
Residential Home	P/SP
Cottage Development	P / Ch. 4.6
Manufactured dwelling parks	P/SP
Child care home (Care for no more than 16 children)	P
Home occupation	P/SP
Commercial	
Childcare center (17 or more children)	CU
Public and Institutional	
Churches and places of worship	CU
Clubs, lodges	CU
Libraries, museums, community centers	CU
Utility Facility	CU

Parks	P
Recreational facilities	CU
Schools	CU
Miscellaneous	
Accessory uses and structures.	P/SP
Bed and breakfast inn	SP /MCU
Vacation Rentals	P/SP

Key: P = Permitted SP=Special Provisions MCU = Minor Conditional Use Permit CU = Conditional Use Permit

2.2.300 Development Standards

A. The following property development standards shall apply to all land, buildings and uses in the Residential District:

A. Lot Area, lot width, lot depth, setbacks, floor area ratio, lot coverage and building height. See Table 2.2.2.

Table 2.2.2 Development Standards in the Residential District

Development Standard	Residential District	Comments/Other Requirements
Minimum lot area		
Single family detached dwelling, manufactured dwelling on individual lot, zero lot line dwelling	6,000 square feet	
Duplex dwelling	11,000 square feet	
Attached dwelling (townhome)	5,500 square feet	
Child Care Center, Public and Institutional uses	None	
Lot width at front property line		
Single Family and manufactured dwelling	Minimum 45	Except for Flag Lots and Driveway Courts: See Land Divisions and Lot Line Adjustments; or as required by this Code to protect sensitive lands, significant trees, etc
Duplex	Minimum 65 feet	
Attached Dwelling	Minimum 45 feet	
Cul-de-sacs, all uses	Minimum 30 feet	
Child Care Center, Public and Institutional uses	No minimum lot sizes	
Lot depth		
All housing types	No maximum lot depth for child care center, public and institutional uses, For all other uses, maximum lot	Except as required by this Code to protect sensitive lands, significant trees, etc.

	depth of three times the lot width	
Floor Area Ratio		
	Building construction may not exceed 50% of the total lot area for lots 10,000 square feet or larger.	The areas of a building subject to this development standard shall include the following: a. Areas within the building footprint considered to be habitable space. b. Garages exceeding 500 sq ft in size. Exceptions to FAR: - Accessory structures less than 10 ft in height and 200 sq ft in area, child care center and public and institutional uses.
Lot Coverage		
	Maximum of 60 percent; except child care center and public and institutional uses shall be 80 percent	
Building Height		
	Maximum 30-feet for all residential uses; 35-feet maximum for all non-residential uses, also refer to exceptions.	
Pre-existing lots. A single family, town home or manufactured dwelling may be developed on an existing lot or parcel that is smaller than the requirements listed above provided all other applicable development standards can be met.		

Continued - Table 2.2.2 Development Standards in the Residential District

Front Yard Setbacks	
Porch	10 ft. min.
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min.
Garage (front-loaded street accessed)	20 ft. min.
Garage (side-loaded street accessed)	10 ft. min.
Interior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	5 ft. min.
Exterior Side Yard Setbacks	

Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min
Garage (front-loaded street accessed)	20 ft. min
Garage (side-loaded street accessed)	10 ft. min
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)	15 ft. min
Accessory Building	5 ft. per story min.
Detached Garage (street accessed)	5 ft. per story min.
Garage setbacks when accessed from an alley	20 ft. min.
Side loaded garages when accessed from alley	3 ft. min.
See also garage requirements 2.2.300.E	
Accessory dwelling units shall comply with living space setbacks	

B. General Exceptions to Setbacks and Building Height

1. Front and Rear Deck. An uncovered deck not exceeding 30 inches in height above grade may encroach into the front yard setback by no more than 6 feet and rear yard setback by no more than 8 feet, as long as it does not encroach into a public utility easement.

2. Acceptable Encroachments into Setbacks.
   a. The following features are allowed to encroach into the required side setbacks by no more than two (2) feet: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.

   b. The following features are allowed to encroach into the required rear setbacks by no more than two (2) feet: bay windows, chimneys, overhangs, canopies, fire escapes, balconies, landing places, outside stairways and similar architectural features.

   c. The following feature is allowed to encroach into the front and rear setbacks no more than three (3) feet: eaves.

3. General Exceptions to Building Height. Exceptions to the building height standard are available for certain types of affordable housing as set forth in Special Provisions. Chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features that are not intended for human occupancy and which do not exceed 40 feet in height are not subject to building height limits.

C. Walls and Fences. Walls and fences may be placed on property lines, subject to the standards in Chapter 3.2 – Landscaping and Fences and Walls. Walls and fences within front yards shall also comply with the vision clearance standards in Special Provisions, Chapter 2.15.

D. Special Yards. Distance between buildings on the same lot. To provide usable yard area and allow air circulation and light, the distance between buildings on the same lot shall be a minimum of six feet.

E. Garage Requirements. In addition to Table 2.2.2, the following standards shall apply;

1. Minimum one car garage shall be required per unit for single-family detached dwelling, manufactured dwelling on individual lot, zero lot line dwelling, townhome and duplex dwelling

2. Garages and carports shall be accessed from alleys where available.

3. Side loaded street accessed garages. The street facing elevation of the garage shall include windows and landscaping shall be provided between the dwelling unit and the driveway and between the street facing elevation of the garage and front property line. The throat of the driveway shall be a maximum of 12 feet in width.

F. Residential Density Standards. The following residential density standards apply to all land divisions in the Residential District.

1. The density range for the Residential District shall be 3 units per gross acre minimum and 8 units per gross acre maximum.

2. Minimum and maximum residential densities are calculated by multiplying the gross acres by the applicable density standard. For example, if the parcel size is 5 acres, the minimum density is 15 units and the maximum density is 40 units. When calculating minimum and maximum densities, figures are rounded down to the closest whole number.

3. The following types of housing are exempt from the density standards:

   a. Accessory dwelling units
   b. Bed and breakfast inns

G. Design Standards

1. Applicability. The design standards are applicable to the following types of uses and buildings in the Residential District:

a. Single-Family Detached Dwelling Units
b. Duplexes and triplex dwellings
c. Attached dwelling (townhome)
d. Public and institutional buildings
e. Manufactured dwellings

2. Base Standards. This section is intended to show examples of how to comply with the design standards. Other building styles and designs can be used to comply, so long as they are consistent with the text of the standard. An architectural feature may be used to comply with more than one standard.

a. Building Orientation. All buildings shall have their primary entrance oriented to the street or a common area (private street, courtyard, or open space). If oriented to a common area, the development shall provide a pedestrian sidewalk or pathway connecting the building entrance to the street.

b. Eyes on the Street. All building elevations visible from a street right-of-way shall provide doors, porches, balconies, and/or windows. The standard applies to each full and partial building story.

c. Detailed Design. All buildings included in the applicability section shall provide detailed design along all elevations (e.g., front, rear and sides). Detailed design requires use of at least five of the following architectural features on all front and exterior side (corner lot) elevations and at least three of the following architectural features on all interior and rear yard elevations, as appropriate for the building type and style. Architectural features shall be varied on the different building elevations.

1. Dormers
2. Gables
3. Recessed entries
4. Covered porch entries
5. Cupolas or towers
6. Pillars or posts
7. Eaves (minimum 6-inch projection)
8. Off-sets in building face or roof (minimum 16 inches)
9. Window trim
10. Bay or oriel windows
11. Balconies
12. Decorative patterns on exterior finishes (e.g., scales/shingles, wainscoting, ornamentation, and similar features)
13. Decorative cornices and roof lines (e.g., for flat roofs)
14. An alternative feature providing visual relief and detail, similar to options 1-13 above.

3. Garbage and Recycling Collection Areas. An exterior garbage and recycling collection area is required and shall be oriented away from the street.

4. Mechanical Equipment. Mechanical equipment located on the ground, such as heating or cooling equipment, pumps or generators, must be screened from the street by walls, fences, or vegetation. Landscaping and screening shall be tall enough to screen the equipment. Mechanical equipment is not permitted to be placed on roofs. Screening shall be compliant with all applicable fire codes.

5. Gated Communities. Gated communities are prohibited except as may be permitted by Chapter 4.5 Master Plans.

----------Beginning of proposed text amendment----------

2.2.400 Pine Meadow Village Residential Single Family Sub-District (R-PMV)

A. Purpose. This section provides specific development standards for the Pine Meadow Village (PMV) Subdivision, a residential sub-district, by adopting certain development standards originally approved in 1998 prior to PMV being annexed into the City limits. This sub-district is separated from the Residential (R) District due to differences in building setbacks, building height, maximum lot coverage and other development standards.

B. Development Standards. The following property development standards shall apply to all land, buildings and uses in the R-PMV Sub District:

Table 2.2.3 Development Standards in the Pine Meadow Village Sub-District

R-PMV Single Family Development	
Front Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)	15 ft. min. to 20 ft. max.
Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)	6 ft. min.
Accessory Buildings	0 ft. or 6 ft. for detached garage/other permitted accessory structures; 6 ft. for attached garage/other permitted accessory structures
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)	15 ft. for Lots 30-60; 4 ft. min. for all other Lots
Accessory Buildings	4 ft. required for alley access garage; 4 ft. min for street access parking
Detached Garage Setbacks	
Garage setback from main dwelling	15 ft. min. setback between main dwelling and garage
Garage setback from neighboring garage	6 ft. separation between detached garages unless zero lot line attached garage.

Development Standard	R-PMV District	Comments/Other Requirements
Minimum lot area		
	6,000 square feet	
Lot width at front property line		
	50 feet	
Lot Coverage		
	Maximum of 50 percent with A.R.C. approval for alley accessed garage; Maximum of 45 percent for street access parking.	Lot coverage includes that portion of a lot which, when viewed directly from above, would be covered by a building or structure, or any part thereof. All building footprints subject to maximum lot restrictions.
Building Height		
	Single story lots: 20' max. Two story lots: 30' max	Height measured to midpoint of sloping roof.

	(main building); 20' max (garage); 25' max (bonus)	
Accessory Building Size Limits		
	600 square foot max.	Dimensions: 22 ft. x 25 ft. max. except as approved by A.R.C.

C. **Other Development Standards.** Development standards not specifically addressed under Section 2.2.400 will be reviewed per the development standards in the base district, which are listed under Section 2.2.

----------End of proposed text amendment----------

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 applicable 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 August 20, 2015, a Planning Commission workshop 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 and Zone Change (TA #15-02, ZC #15-02) was noticed in the Nugget Newspaper on September 2, 2015 and the City's website, two weeks prior to the September 17, 2015 Planning Commission hearing.

Staff finds the Text Amendment and Zone Change (TA #15-02, ZC #15-02) 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 the Residential (R) District by establishing a new zoning sub district titled Pine Meadow Village Residential Single Family Sub district (R-PMV). 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 and Zone Change (TA #15-02, ZC #15-02) 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: This proposal will enable the development to continue using the development standards that were originally entitled and be constructed in a harmonious fashion with the rest of the existing development.

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.

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

Response: The Planning Commission held a workshop on August 20, 2015 to discuss these text amendments. The Text Amendment and Zone Change (TA #15-02, ZC #15-02) was noticed in the Nugget Newspaper and the City's website on September 2, 2015, at least two weeks prior to the September 17, 2015 Planning Commission hearing.

Staff finds that the proposed Text Amendment and Zone Change comply 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 residential developments are developed in a harmonious and consistent manner.

Staff finds that the proposed Text Amendment and Zone Change 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 an amendment to the Residential (R) District by establishing a new zoning sub district titled Pine Meadow Village Residential Single Family Sub district (R-PMV). New residential construction in Pine Meadow Village will be able to continue as originally entitled and will have no negative effects on economic development and environmental interests.

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.

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.

SDC 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 affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or

2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,

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

Response: This change has no significant effect on either the Comprehensive Plan or any of the land use districts. Residential Densities will not be increased if this text amendment and zone change is approved. Additionally, the functional classifications of the streets will remain as shown on the 2010 Transportation System Plan (TSP).

IV. Public Comments

During the workshop on August 20, 2015, the Planning commission discussed these amendments to the Development Code and received public comment. Two speakers spoke in opposition to the proposed text amendment and several representatives from Pine

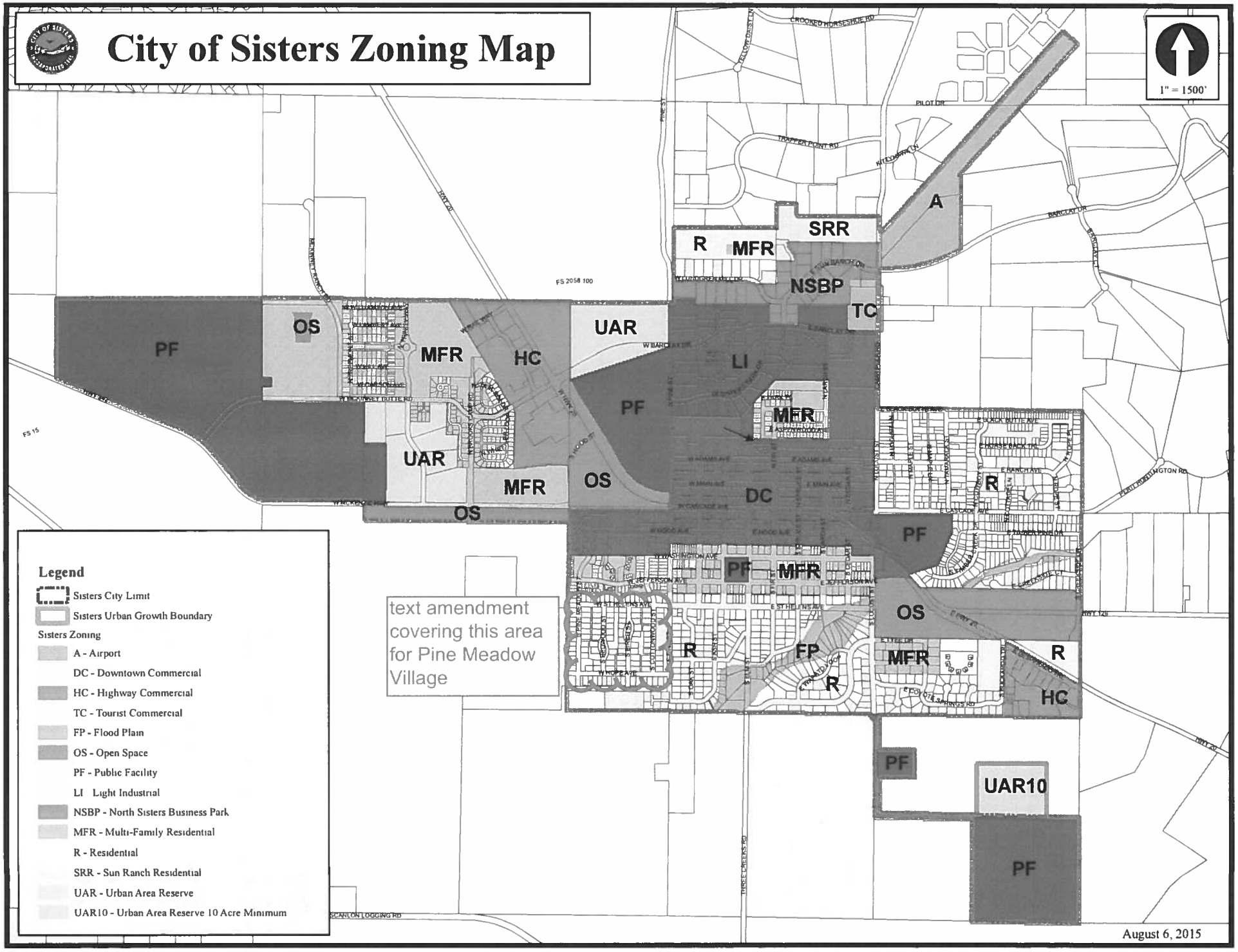
Meadow Village spoke either in support or contended that the text amendments were not necessary – the original entitlement should still be effective.

I. Composition of the Record

The following make up the record in this matter, and are contained in file TA #15-02, ZC #15-02 and are available for review at the City of Sisters City Hall:

1. Staff Report and Resolution
2. Map of Proposed zoning sub district
3. DLCD Notice
4. Ordinance No. 294
5. PMV, Phase II Plat Map
6. Development Agreement for PMV, Phase II
7. PC Resolution 2015-14

City of Sisters Zoning Map



DLCD FORM 1

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 15-02 and ZC 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: 541-323-5219 E-mail: pdavenport@ci.sisters.or.us
Street address: 520 E. Cascades Avenue 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 a Development Code TA to adopt PUD standards for Pine Meadow Village. The PUD standards were established in 1998 when the development received entitlements through Deschutes County, prior to annexing into the City. The TA will support establish of a subdistrict within the City's existing Residential District. The sub district will adopt the PUD Standards as shown in the "RS" district from the 198 County entitlements. The zoning map change will illustrate the new sub district.

Date of first evidentiary hearing: 09/17/2015
Date of final hearing: 10/17/2015

☐ 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 R to R-PMV subdistrict
Change from to

☐ An exception to a statewide planning goal is proposed – goal(s) subject to exception:

☒ Acres affected by map amendment: 35

Location of property, if applicable (site address and T, R, Sec., TL): T15 R10 S 08-AA and T15 R10 S08-AD
List affected state or federal agencies, local governments and special districts: City of Sisters

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.

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

99-44632-1

ORDINANCE NO. 294

AN ORDINANCE DECLARING ALL LANDS WITHIN THE URBAN GROWTH BOUNDARY OF THE CITY OF SISTERS AS BEING ANNEXED TO AND INCORPORATED WITHIN THE CITY OF SISTERS, SETTING THE ZONE THEREFOR, AND DECLARING AN EMERGENCY.

WHEREAS: The City of Sisters received written consents to annex from more than half of the owners of property in the urban growth boundary (UGB) who own more than half the property in the UGB to be annexed, representing more than half the assessed value of all real property in the UGB; and

WHEREAS: The City of Sisters also received written consents to annex from a majority of registered electors in the UGB; and

WHEREAS: A public hearing on the question of annexation of the UGB was held on March 25, 1999 before the Sisters City Council and all consents were received prior to the public hearing; and

WHEREAS: The City of Sisters submitted the question of annexation of the UGB to the registered voters of the city, which was approved by a vote of 202 YES, 31 NO; and

WHEREAS: The City Council finds this annexation is necessary for the immediate health, peace and safety of the city, so that city code provisions concerning health, peace and safety become immediately effective.

NOW, THEREFORE, THE CITY OF SISTERS ORDAINS AS FOLLOWS:

Section 1. Annexation Area: The following described territory is hereby proclaimed to be annexed to the city of Sisters, Oregon:

See Exhibit "A"

Section 2. Record: The City Administrator shall submit to the Secretary of State of the state of Oregon, 1) a copy of this Ordinance, 2) a copy of the statement of consent; and 3) a copy of the election results for ballot measure 9-72.

Section 3. Zoning: The parcels being annexed to the city shall be zoned as shown in Exhibit "B".

Return To:
City of Sisters
P.O. Box 39
Sisters, Or 97759

99-44632-2

Section 4. Emergency: The City Council finds that this annexation of this property is necessary for the immediate health, peace and safety of the city and, therefore, this Ordinance shall be effective upon the date of passage by the City of Sisters.

PASSED by the City Council and signed by the Mayor this 24th day of June, 1999.

Steven M. Wilson, Mayor

ATTEST:

Barbara J. Warren, City Administrator

99-44632-3

EXHIBIT A

LEGAL DESCRIPTION

CITY OF SISTERS ANNEXATION

SITUATED IN THE SOUTH HALF OF SECTION 4, THE SOUTH HALF OF SECTION 5, THE NORTH HALF OF SECTION 8 AND THE NORTH HALF OF SECTION 9, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, DESCHUTES COUNTY, OREGON BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CORNER COMMON TO SECTIONS 3, 4, 9 AND 10, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, DESCHUTES COUNTY, OREGON

THENCE SOUTHERLY ON THE EAST LINE OF SAID SECTION 9 TO THE QUARTER CORNER COMMON TO SAID SECTIONS 9 AND 10;

THENCE WESTERLY, ON THE EAST-WEST CENTERLINE OF SAID SECTION 9, TO THE QUARTER CORNER COMMON TO SAID SECTIONS 8 AND 9;

THENCE WESTERLY, ON THE EAST-WEST CENTERLINE OF SAID SECTION 8, TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 8;

THENCE NORTHERLY ON WEST LINE OF THE EAST HALF OF THE NORTHEAST QUARTER OF SAID SECTION 8 TO A POINT 200.00 FEET SOUTHERLY OF THE NORTH LINE OF SAID SECTION 8;

THENCE WESTERLY, ON A LINE 200.00 FEET SOUTHERLY OF WHEN MEASURED AT RIGHT ANGLES TO THE NORTH LINE OF SAID SECTION 8, TO A POINT ON THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 8;

THENCE NORTHERLY, 200.00 FEET TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 8;

THENCE WESTERLY, ON THE LINE COMMON TO SAID SECTIONS 5 AND 8, TO THE CORNER COMMON TO SECTIONS 5, 6, 7 AND 8;

THENCE NORTHERLY, ON THE LINE COMMON TO SAID SECTIONS 5 AND 6, TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5;

THENCE EASTERLY, ON THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER , TO A POINT 288.7 FEET WESTERLY OF THE NORTHEAST CORNER THEREOF;

THENCE NORTHERLY, ON A LINE PARALLEL TO AND 288.7 FEET WESTERLY OF WHEN MEASURED AT RIGHT ANGLES TO THE EAST LINE OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 5, TO A POINT ON THE EAST-WEST CENTERLINE OF SAID SECTION;

THENCE EASTERLY , ON SAID EAST-WEST CENTERLINE, TO THE QUARTER CORNER COMMON TO SAID SECTIONS 4 AND 5;

99-44632-4

THENCE EASTERLY, ON THE EAST-WEST CENTERLINE OF SAID SECTION 4, TO THE NORTHEAST CORNER OF LOT 6, BLOCK 3, SISTERS INDUSTRIAL PARK - FIRST ADDITION, A SUBDIVISION OF RECORD;
THENCE SOUTHERLY, ON THE EAST LINE OF SAID LOT 6, TO THE SOUTHEAST CORNER THEREOF ON THE NORTH RIGHT-OF-WAY LINE OF "BARCLAY DRIVE";

THENCE EASTERLY, ON THE NORTH RIGHT-OF-WAY LINE OF "BARCLAY DRIVE" AND THE EASTERLY EXTENSION THEREFROM TO A POINT ON THE NORTH-SOUTH CENTERLINE OF SAID SECTION 4;

THENCE SOUTHERLY, ON SAID NORTH-SOUTH CENTERLINE, TO THE NORTHWEST CORNER OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 4;

THENCE EASTERLY, ON THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHEAST QUARTER, TO THE NORTHEAST CORNER THEREOF ON THE LINE COMMON TO SAID SECTIONS 3 AND 4;

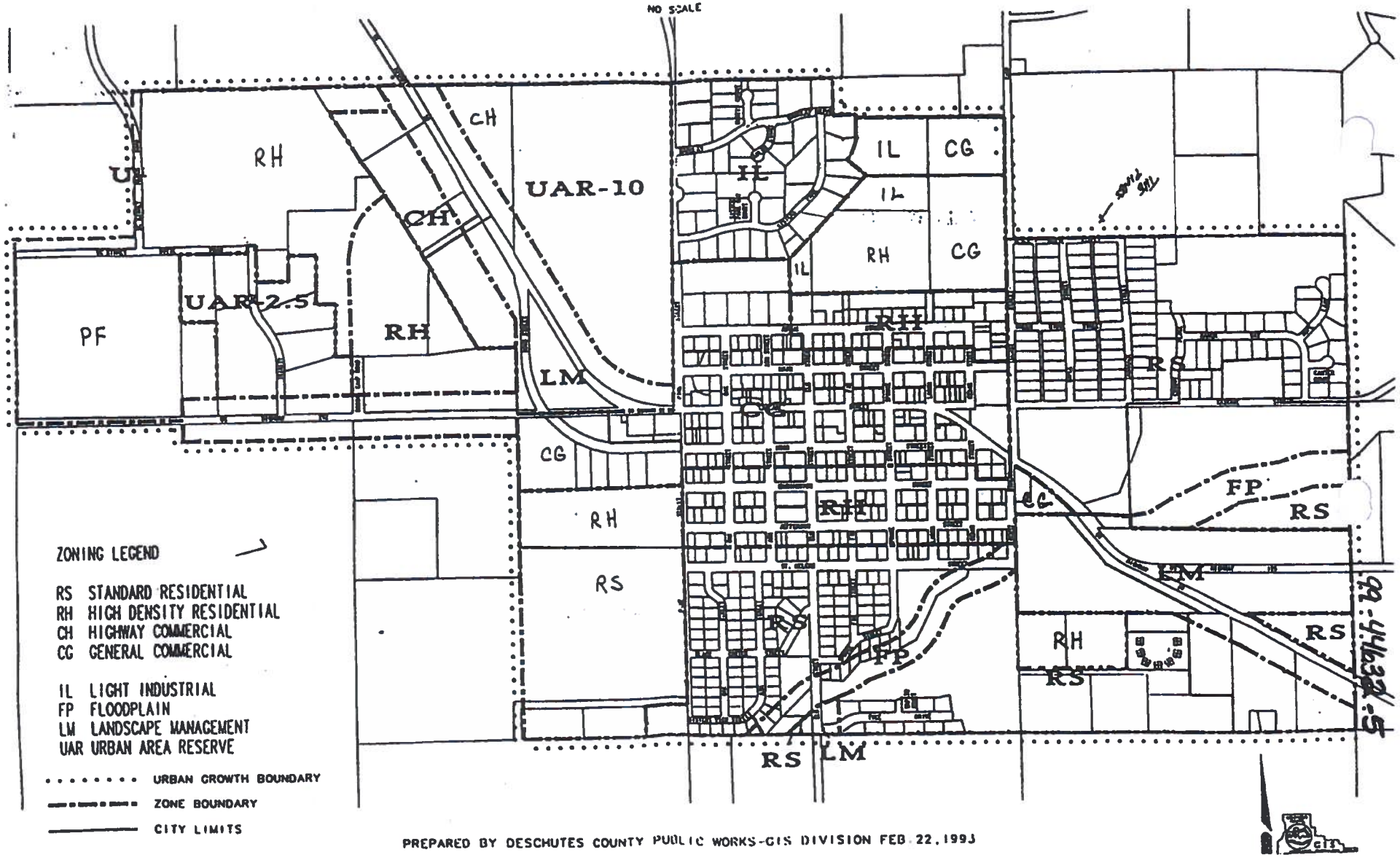
THENCE SOUTHERLY, ON SAID SECTION LINE, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION LYING WITHIN THE BOUNDARIES OF THE CITY OF SISTERS, AS IT EXISTED ON MAY 1, 1999.

EXHIBIT B

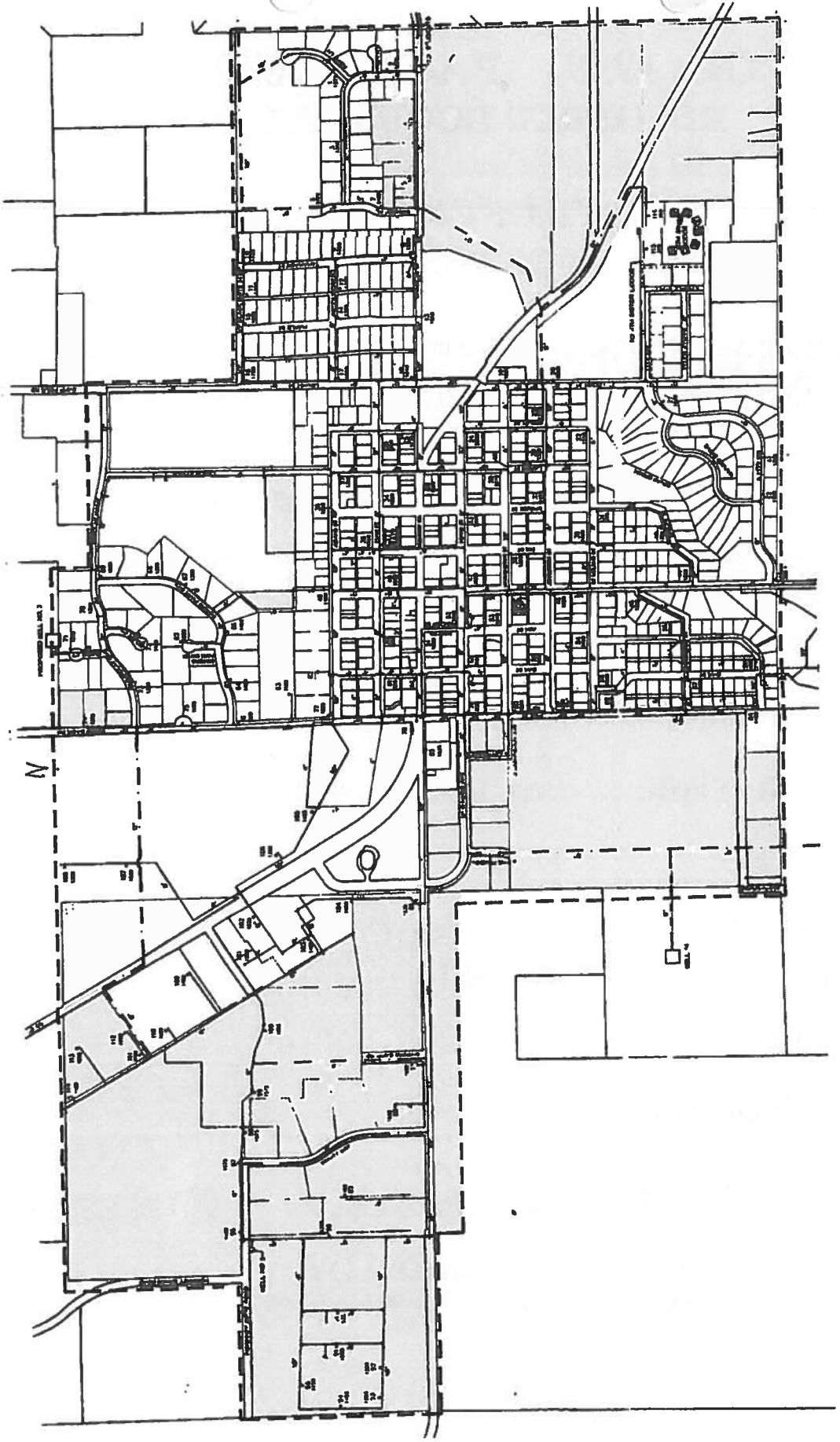
SISTERS URBAN AREA ZONING MAP

NO SCALE



PREPARED BY DESCHUTES COUNTY PUBLIC WORKS-GIS DIVISION FEB. 22, 1993

99-44632-6



VOL: 1999 PAGE: 44632
RECORDED DOCUMENT

STATE OF OREGON
COUNTY OF DESCHUTES

*1999-44632 * Vol-Page Printed: 09/14/1999 16:01:56

DO NOT REMOVE THIS CERTIFICATE

(This certificate constitutes a part of the original instrument in accordance with ORS 205.180(2). Removal of this certificate may invalidate this certificate and affect the admissibility of the original instrument into evidence in any legal proceeding.)

I hereby certify that the attached instrument was received and duly recorded in Deschutes County records:

DATE AND TIME:	Sep. 14, 1999; 4:00 p.m.
RECEIPT NO:	11247
DOCUMENT TYPE:	Ordinance (County or City)
FEE PAID:	$35.00
NUMBER OF PAGES:	6

RECEIVED
SEP 17 1999
CITY of SISTERS

Mary Sue Penhollow

MARY SUE PENHOLLOW
DESCHUTES COUNTY CLERK

DESCHUTES COUNTY OFFICIAL RECORDS
MARY SUE PENHOLLOW, COUNTY CLERK

2002-01844

$101.00

00048391200200018440180182

01/11/2002 11:59:56 AM

IPPS-IPPS Cnt=1 Stn=2 TRACY
$75.00 $11.00 $10.00 $5.00

RECEIVED
JAN 16 2002
CITY OF SISTERS

DESCHUTES COUNTY CLERK

CERTIFICATE PAGE

This page must be included if document is re-recorded. Do Not remove from original document.

15

Pine Meadow Village, Phase II
Development Agreement

Between: **PMR Dev Co LLC, Developer**
Pine Meadow Ranch, Inc., Owner

and

City of Sisters, City

This agreement is a development agreement that is governed by ORS 94.504 to ORS 94.528 with persons having legal and equitable interests in the following real property, located within the City of Sisters, Deschutes County, Oregon (hereinafter the "subject property"):

Phase 2, Pine Meadow Village, Sisters, Deschutes County, Oregon.

The agreement relates to a planned development of seven or more lots. The duration of the agreement is seven years from the date the agreement is signed by both parties, the maximum duration allowed by law.

Developer obtained final approval of a planned unit development of the subject property from Deschutes County in 1999. The land use application for this development was filed with Deschutes County on May 18, 1998. The application was incomplete when filed but the applicant completed the application within 180 days of filing. As a result, the law in effect at the time of filing the application governs the review of the application and subsequent construction on the subject property for a period of ten years, unless the property owner agrees to proceed under subsequently adopted laws. ORS 92.040(2); ORS 215.427.

The PUD plans that were approved were filed with Deschutes County on November 6, 1998. Approval of the PUD was granted by Deschutes County, prior to the annexation of the subject property into the City of Sisters. The uses approved by Deschutes County and allowed on the subject property in the PUD are as follows:

single-family residence, including living space above garages (e.g., home office, guest bedroom, bonus room, enclosed storage, shop)
home occupation
accessory uses, including garages, play structures
parks (privately owned and maintained, open to public)
park and recreation facilities, including parking areas, athletic fields and tennis courts
water features (ponds, creek and irrigation system)
streets, sidewalks and paths
common area/open space
utility facilities and lines (sewer, water, electric, etc.)
sewer system pump station (underground)

RETURN TO
CITY OF SISTERS
P.O. BOX 39
SISTERS, OR
97759

This listing of uses does not preclude PMR DevCo, L.L.C. or others from seeking approval for other uses in the future.

The maximum density of development of the land in Phase 2 of PMV is 7.26 dwelling units per acre. Additionally, the maximum density of development of Phases 1 and 2 of the entire PMV development, including land in the RH and RS zones, may not exceed 275 dwelling units. It is expected, however, that development will occur well below the maximum density.

There is no maximum size for structures although all structures are subject to setback and building restrictions outlined in the PUD approval that effectively limit structure size. The maximum lot coverage is 50 percent.

The maximum height and size of proposed structures in Phase 2 is 30 feet. The maximum height of buildings is further limited by the CC&Rs of the subdivision by the imposition of a one-story limit on some of the building lots. The measurement of the height of structures is governed by DCC 21.04.350.

The proposed development shall be developed and constructed in substantial compliance with the PUD development plans approved by Deschutes County as part of its approval of Pine Meadow Village PUD applications (as modified by the City of Sisters), the terms of this agreement, the terms of the 2001 Agreement re Pine Meadow Village and New Sisters Village and the final plat of Phase 2, Pine Meadow Village.

This agreement makes the following provisions for the reservation or dedication of land for public purposes:

> All roads within Pine Meadow Village are dedicated to the public and will be maintained by the City of Sisters, except for snow removal.
>
> A minimum of eight percent of the land area of the subject property will be privately owned but open for park use by the public on the same terms and conditions applied to members of the subdivision homeowners' association.

The fees and charges for development permits and systems development charges will be governed by the lawfully established fee schedules in effect at the time of development. Notwithstanding the foregoing, the City agrees it will not collect park systems development charges as PMR has made 8% of the land area in PMV available for public park use. It has also committed itself and the PMV owners, by means of deed covenants, to maintain and operate these parks for public and development use.

The City may initiate a compliance review of this development following the signing of agreement after a minimum of one year has elapsed since signing of the agreement or completion

of the prior compliance review. The City Planning Director is authorized to seek and review information regarding compliance on behalf of the City.

The Developer is responsible for providing the following infrastructure improvements and services:

1. Installation of water lines within the public right-of-way and easements within the boundaries of the subject property, as necessary to enable each lot in the subdivision to be served by the City's public water service. Individual service lines shall be the responsibility of the lot owner who develops the lot.
2. Installation of sewage gravity system main and collector lines within the subdivision, as proposed on the tentative plan and City approved construction drawings for Phase 2. These facilities are to be accepted by the City upon completion by the Developer.
3. Installation of roadways, bikeways and pathways within the subject property as shown on the tentative plan.
4. Snow plowing roadways and alleys. This duty may be delegated to the PMV owners' association.

The Developer shall make the above-referenced improvements in the manner shown on the City-approved construction drawings for Phase 2 of PMV.

The City of Sisters is responsible for providing the following services:

1. Municipal water service to each residence within the development.
2. Water meters, at rates established by the City and generally applicable to other developments within the City.
3. Police service (currently provided via contract with Deschutes County), public works and general governmental services.
4. Maintenance of public infrastructure installed in the subdivision, excluding snow plowing.
5. Municipal sewer service.

All City services will be provided to future residents of the subject property upon the same terms and conditions as provided to other City residents.

Street lighting is not required by the PUD approval granted by Deschutes County. PMR will not install streetlights in PMV, Phase 2 without the approval of the City of Sisters. Maintenance of and power costs for streetlights, if installed, shall be the responsibility of the City of Sisters, unless agreed otherwise at the time of approval.

The City of Sisters is responsible for providing planning services for the subject property as follows:

1. Processing all land use and permit applications filed with the city, under the applicable laws identified in this development agreement.

   A. Until May 18, 2008, the applicable laws that govern subsequent construction in PMV are the local government laws in effect and applicable to the property on May 18, 1998, unless the applicant agrees otherwise, to the extent allowed by ORS 92.040(2). These laws are:
      - Title 21 of the Deschutes County Code, the Sisters Urban Area Zoning Ordinance
      - Title 17 of the Deschutes County Code, the County's Subdivision Ordinance
      - Deschutes County Building Codes

      The applicant may, elect to have such applications processed according to the law in effect at the time of application.

   B. Land use approvals not covered by ORS 92.040(2) shall be reviewed for compliance with the law in effect at the time of application.

   C. On and after May 18, 2008, the law in effect at the time of application shall apply to the review of land use applications.

When changes in regional policy or federal or state law or rules render compliance with the agreement impossible, unlawful or inconsistent with such laws, rules or policy, the parties agree as follows:

1. The party bound to do an illegal or impossible act will be forgiven from compliance with the provision of the contract which causes the illegality or impossibility, as to the act in question; and

2. The party bound to perform a duty that is merely inconsistent with subsequent law shall be bound to perform the duty unless it can be demonstrated by the party that performance of the duty would be illegal.

The remedy of specific performance shall be available to the parties upon a material breach of the agreement.

This agreement is assignable by the developer.

All of the subject property is now located within the City of Sisters. The impact of the annexation that has occurred is that the City of Sisters is now responsible for administering and reviewing land use, limited land use and expedited land division application involving the subject property.

The following are the future discretionary approvals required for the development specified in the agreement:

Conditional use approvals for home occupation.

The conditions, terms, restrictions and requirements for those discretionary approvals are as follows:

The conditional use must comply with the requirements of Title 21 or, at the election of the property owner, the applicable provisions of the City's RS zoning district.

The City has granted final plat approval concurrent with execution of this agreement. The Developer is responsible for recording the final plat with the Deschutes County Clerk and for paying all recording fees.

The Developer agrees to do the following in return for City's approval of the final plat:

1. Construct the following public improvements according to the City approved public improvement plans that are included as a part of **Exhibit A** (City approved construction plans) or as required by subsequently revised plans approved by the City:

   A. All public streets and sidewalks platted within public rights-of-way within Phase II of the subdivision.
   B. Install public utilities, private irrigation water lines and water features in areas planned for public right-of-ways according to the specifications of **Exhibit A**.

Construction of improvements for Phase II shall be commenced no later than July 1, 2002 provided that any government approval of such construction or the land use authorization needed to proceed with such construction is not appealed. The developer's obligations for development of the second phase of the project shall be completed by November 30, 2004.

All city obligations to expend moneys under this development agreement are contingent upon future appropriations as part of the local budget process. Nothing in this development agreement obligates the city to appropriate money to fund the obligations undertaken in this agreement.

The following are the assumptions underlying the agreement that relate to the ability of the city to serve the development:

The City has recently obtained funding to construct a municipal sewer system. The City has also adopted an SDC ordinance that assesses almost $3,000 per dwelling unit per EDU to fund sewer system expansion. The City has also adopted an SDC fee for water that will fund the construction of two new wells to provide water for the City. The City has over $350,000 in collected SDC revenues to fund water system improvements. The City has recently annexed all property within its urban growth boundary and some pieces of property located outside the urban growth boundary, dramatically increasing the tax revenue received by the City.

In the event a change in circumstances affects the ability of either party to comply with the agreement, the parties may negotiate a new development agreement to modify or supercede the agreement.

The governing bodies of the city hereby finds that this agreement is consistent with local regulations that govern the development of the subject property.

This agreement shall be effective upon the date that it has been adopted by ordinance by the City of Sisters and has been recorded in the official records of the City of Sisters (Recorder's Office).

The development allowed by this particular development agreement is authorized by the planned unit development and subdivision provisions of Titles 21 and 17 of the Deschutes County Codes in existence on May 18, 1998, the date of filing of the PUD application and the applicable land use approvals.

This development agreement may be amended or canceled by mutual consent of the parties to the agreement or their successors in interest. The governing body of a city or county shall amend or cancel a development agreement by adoption of an ordinance declaring cancellation of the agreement or setting forth the amendments to the agreement. Until the development agreement is canceled, the terms of the development agreement are enforceable by any party to the agreement.

In the event that provisions of this agreement are in direct conflict with the provisions of the City's 2001 New Sisters Village and Pine Meadow Village Agreement, the provisions of this statutory development agreement shall control development in Phase 2. This agreement shall, in no way, alter the provisions of the 2001 NSV/PMV Agreement as they relate to Phase 1 of PMV or to NSV.

Not later than 10 days after the execution of this development agreement, the governing body of the City of Sisters shall cause the development agreement to be recorded in the office of the Deschutes County Clerk.

DATED this 8TH day of Nov., 2001.

CITY OF SISTERS

Ann M. Wilson

By:
Its:

DATED this 8TH day of NOV., 2001.

DEVELOPER

PMR DEVCO, LLC

By: Doug Sokol
Its: Managing Member

State of Oregon

County of Deschutes

Signed before me on November 8, 2001 by Steven M. Wilson, Mayor of City of Sisters and Douglas Sokol, Managing Member of PMR DEVCO, LLC.

Notary

City Administrator
Title

My commission expires 11/21/05

OFFICIAL SEAL
BARBARA J WARREN
NOTARY PUBLIC - OREGON
COMMISSION NO. 349914
MY COMMISSION EXPIRES NOV. 21, 2005

E-794.

DESCHUTES COUNTY OFFICIAL RECORDS
MARY SUE PENHOLLOW, COUNTY CLERK
2001-63979
$91.00
12/27/2001 01:58:40 PM
D-PLAT Cnt=1 Stn=1 JEFF
$70.00 $11.00 $10.00

CS14775

I, FRED A. AST, Jr. DO HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL MAP.

FRED A. AST, Jr.

PINE MEADOW VILLAGE – PHASE 2

A SUBDIVISION SITUATED IN THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 15 SOUTH, RANGE 10 EAST, W.M., CITY OF SISTERS, DESCHUTES COUNTY, OREGON

12-04-01
REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 17, 1981
FREDERICK A. AST, Jr
1938
RENEWAL DATE 12/31/01

DESCHUTES COUNTY SURVEYOR
FILED 01/03/2002 BY:

DECLARATION OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT PINE MEADOW RANCH, INC., AN OREGON CORPORATION, OWNER IN FEE SIMPLE OF THE LAND SHOWN HEREON, HAS CAUSED SAID LAND TO BE SURVEYED AND SUBDIVIDED INTO THE RIGHT-OF-WAYS, PUBLIC UTILITY EASEMENTS, LOTS, OPEN SPACE, PRIVATE ALLEYS, PARKS, WATER FEATURE EASEMENTS AND WATER LINE EASEMENTS AS SHOWN, AND DO HEREBY DEDICATE SAID RIGHT-OF-WAYS AND PUBLIC UTILITY EASEMENTS TO THE PUBLIC. PINE MEADOW RANCH, INC. RETAINS OWNERSHIP OF ALL OPEN SPACES, PRIVATE ALLEYS AND PARKS. WATER FEATURE EASEMENTS AND WATER LINE EASEMENTS HAVE BEEN CREATED FOR THE BENEFIT OF PINE MEADOW RANCH, INC. PINE MEADOW RANCH, INC. INTENDS TO TRANSFER ITS RIGHTS IN ALL OPEN SPACE, PRIVATE ALLEY, PARK, WATER FEATURE EASEMENT AND WATER LINE EASEMENT AREAS TO P.M.R. DEVCO, L.L.C. P.M.R. DEVCO, L.L.C. INTENDS TO TRANSFER ITS RIGHTS TO THESE AREAS TO PINE MEADOW VILLAGE HOME OWNERS ASSOCIATION, INC. PARK AREAS WILL BE SUBJECT TO PUBLIC USE RIGHTS CREATED BY A SEPARATELY RECORDED PARK AND PATHWAY AGREEMENT.

DORRO SOKOL, PRESIDENT, PINE MEADOW RANCH, INC. — DATE 12-11-01

DOUGLAS SOKOL, SECRETARY, PINE MEADOW RANCH, INC. — DATE 12-11-01

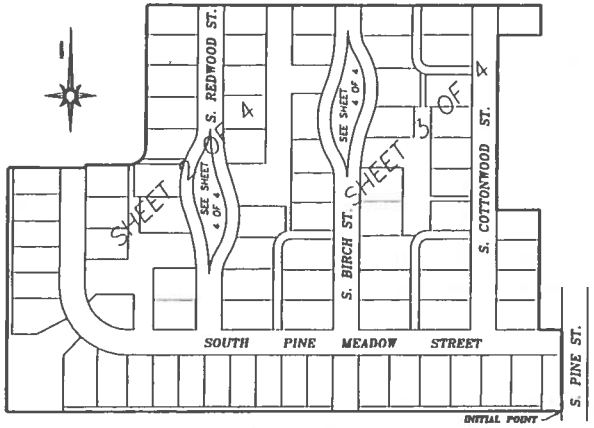
ACKNOWLEDGMENT:

THIS IS TO CERTIFY THAT ON THIS 11th DAY OF December, 2001, BEFORE ME, A NOTARY PUBLIC, PERSONALLY APPEARED DORRO SOKOL AND DOUGLAS SOKOL, TO ME KNOWN TO BE THE INDIVIDUALS WHO EXECUTED THE FOREGOING "DECLARATION" AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE PURPOSES THEREIN NAMED.

COUNTY OF DESCHUTES
STATE OF OREGON

NOTARY SIGNATURE

OFFICIAL SEAL
CRYSTAL D ADKISSON
NOTARY PUBLIC-OREGON
COMMISSION NO. A338123
MY COMMISSION EXPIRES SEPT 21, 2004



INDEX MAP
1" = 200'

SURVEYOR'S CERTIFICATE:

I, FRED A. AST, JR., OREGON REGISTERED PROFESSIONAL LAND SURVEYOR NO. 1938, DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS THE LAND REPRESENTED ON THIS PLAT OF PINE MEADOW VILLAGE – PHASE 2, SITUATED IN THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS, DESCHUTES COUNTY, OREGON AND THAT THE 5/8" IRON ROD AT THE SOUTHEAST CORNER OF PARCEL NO. 1, MINOR LAND PARTITION MP 87-24, ON THE WEST RIGHT-OF-WAY LINE OF S. PINE STREET, WHICH BEARS S00°15'56"E, 2319.98 FEET AND S89°45'33"W, 30.00 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 8 WAS ACCEPTED AS THE "INITIAL POINT" FOR PINE MEADOW VILLAGE – PHASE 2, THE BOUNDARY OF WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT SAID "INITIAL POINT", AS DESCRIBED ABOVE; THENCE S89°45'33"W, ON THE SOUTH LINE OF SAID PARCEL NO. 1, 1296.80 FEET TO A 5/8" IRON ROD ON THE WEST LINE OF THE EAST HALF OF SAID NORTHEAST QUARTER; THENCE N00°05'29"E, ON SAID WEST LINE, 574.03 FEET TO A 5/8" IRON ROD AT THE SOUTHWEST CORNER OF "PINE MEADOW VILLAGE – PHASE 1". THENCE ON THE BOUNDARY OF SAID "PHASE 1", THE FOLLOWING COURSES: N89°53'03"E, 182.01 FEET TO A 5/8" IRON ROD; N00°05'00"E, 6.82 FEET TO A 5/8" IRON ROD; N89°53'03"E, 100.14 FEET TO A 5/8" IRON ROD; ON THE ARC OF A 40.00 FOOT RADIUS CURVE TO THE LEFT, (CHORD BEARS N44°59'02"E, 56.47 FEET), 62.69 FEET TO A 5/8" IRON ROD; N00°05'00"E, 332.14 FEET TO A 5/8" IRON ROD; N89°53'03"E, 920.00 FEET TO A 5/8" IRON ROD; S00°05'00"W, 70.00 FEET TO A 5/8" IRON ROD; S89°53'03"W, 100.00 FEET TO A 5/8" IRON ROD; S00°05'00"W, 408.00 FEET TO A 5/8" IRON ROD; N89°53'03"E, 100.00 FEET TO A 5/8" IRON ROD; S00°05'00"W, 280.00 FEET TO A 5/8" IRON ROD AND N89°53'03"E, 53.53 FEET TO A 5/8" IRON ROD AT THE SOUTHEAST CORNER OF SAID "PHASE 1" ON THE WEST RIGHT-OF-WAY LINE OF S. PINE STREET; THENCE S00°15'56"E, ON SAID WEST RIGHT-OF-WAY LINE, 192.02 FEET TO THE POINT OF BEGINNING.

CONTAINING 23.66 ACRES, MORE OR LESS.

NARRATIVE

THE PURPOSE OF THIS SURVEY WAS TO DEFINE THAT PORTION OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS, DESCHUTES COUNTY OREGON, LYING NORTH OF THE SOUTH LINE OF PARCEL 1, MINOR LAND PARTITION NO. MP-87-24; WEST OF THE EAST LINE OF SAID PARCEL 1; AND SOUTH OF THE SOUTH BOUNDARY OF PINE MEADOW VILLAGE, PHASE 1. MONUMENTS DEFINING SAID BOUNDARIES WERE FOUND AND HELD. ADDITIONAL MONUMENTS WILL BE SET AT A FUTURE DATE TO COMPLETE THE POST MONUMENTATION OF ALL LOTS, COMMON AREAS, OPEN SPACE AND ROAD RIGHTS-OF-WAY AS DEPICTED HEREON. NO UNUSUAL CONDITIONS WERE ENCOUNTERED DURING THE COURSE OF THIS SURVEY.

AN AFFIDAVIT OF CONSENT TO DECLARATION FROM BANK OF THE CASCADES, BENEFICIARY OF TRUST DEED RECORDED MARCH 20, 1998, IN BOOK 485, PAGE 945 MODIFIED JANUARY 21, 1999 IN BOOK 1999, PAGE 2973; JUNE 7, 1999, BOOK 1999, PAGE 28357 AND APRIL 6, 2000, BOOK 2000, PAGE 3298, OFFICIAL RECORDS OF DESCHUTES COUNTY, HAS BEEN RECORDED IN BOOK 2001, PAGE 63980, DESCHUTES COUNTY RECORDS.

POST-MONUMENTATION CERTIFICATION

I, FRED A. AST, Jr., PLS NO. 1938, CERTIFY THAT POST-MONUMENTATION OF ALL THE INTERIOR CORNERS OF "PINE MEADOW VILLAGE – PHASE 2" WILL BE COMPLETED ON OR BEFORE 12/31/03.

FRED A. AST, Jr. – PLS 1938

INTERIOR MONUMENTS SET 12/13/2004 PER AFFIDAVIT OF MONUMENTATION
RECORDED 12/21/2004, BOOK 2004, PAGE 261140

DESCHUTES COUNTY SURVEYOR

APPROVALS

DESCHUTES COUNTY COMMISSIONER — DATE 12/17/01
SIGNATURE BY THE DESCHUTES COUNTY COMMISSIONERS CONSTITUTES ACCEPTANCE BY THE COUNTY OF ANY DEDICATION MADE HEREIN TO THE PUBLIC.

WATER MASTER — DATE 12-17-01
QUASI-MUNICIPAL WATER RIGHTS EXIST ON THIS PROPERTY (PERMIT G-13316).
MUNICIPAL WATER RIGHTS EXIST ON THIS PROPERTY

DESCHUTES COUNTY SURVEYOR — DATE 12-14-01

DESCHUTES COUNTY TAX COLLECTOR — DATE 12-7-01
I HEREBY CERTIFY THAT ALL TAXES ARE PAID AS OF THIS DATE.

DESCHUTES COUNTY ASSESSOR — DATE 12-7-01
I HEREBY CERTIFY THAT ALL AD VALOREM TAXES AND SPECIAL ASSESSMENTS, FEES AND OTHER CHARGES REQUIRED BY THE LAW TO BE PLACED ON THE 2001-2002 TAX ROLLS WHICH BECAME A LIEN OR WILL BECOME A LIEN DURING THIS TAX YEAR, BUT NOT YET CERTIFIED TO THE TAX COLLECTOR FOR COLLECTION, HAVE BEEN PAID TO ME.

MAYOR – CITY OF SISTERS — DATE 12/13/01

CITY OF SISTERS PLANNING DIRECTOR — DATE 12/13/01

CITY OF SISTERS PUBLIC WORKS DIRECTOR — DATE 12-12-01

CITY ADMINISTRATOR — DATE 12/13/01

SISTERS – CAMP SHERMAN RFPD — DATE 12/14/01

SHEET 1 OF 4

Fred A. Ast, Jr. and Associates 250 West Cascade P.O. Box 751 Sisters, Oregon 97759 541-549-7851

CS14775

E-795

CS14775

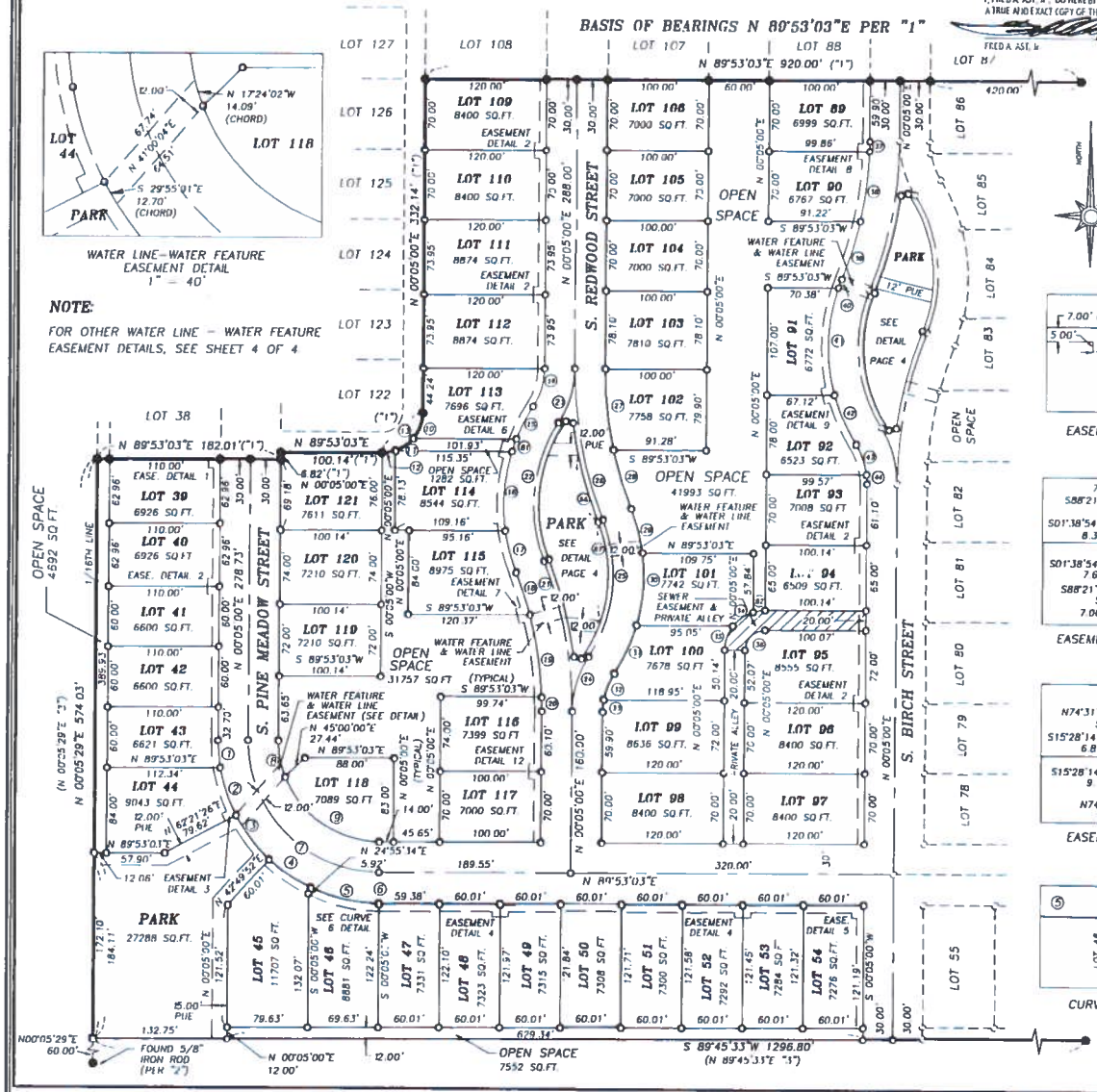
PINE MEADOW VILLAGE – PHASE 2

A SUBDIVISION SITUATED IN THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 15 SOUTH, RANGE 10 EAST, W.M., CITY OF SISTERS, DESCHUTES COUNTY, OREGON

I, FRED A. AST, Jr., DO HERE BY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL MAP

FRED A. AST, Jr.

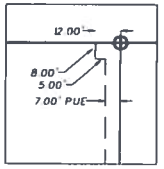
BASIS OF BEARINGS N 89°53'03"E PER "1"



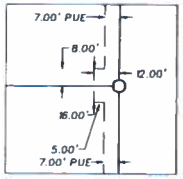
WATER LINE–WATER FEATURE EASEMENT DETAIL
1" = 40'

NOTE:

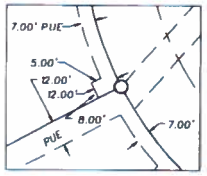
FOR OTHER WATER LINE – WATER FEATURE EASEMENT DETAILS, SEE SHEET 4 OF 4



EASEMENT DETAIL 1



EASEMENT DETAIL 2



EASEMENT DETAIL 3

LEGEND

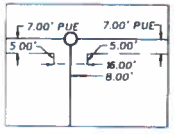
- ● FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "FRED AST JR – PLS 1938", UNLESS OTHERWISE DESCRIBED.
- ▫ SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "FRED AST JR. – PLS 1938".
- ○ CORNER TO BE SET AFTER ROAD CONSTRUCTION IS COMPLETE
- (....) RECORD DATA AS PER REFERENCE MATERIAL

12-04-01

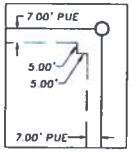
REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
JULY 17, 1981
FREDERICK A. AST, Jr
1938

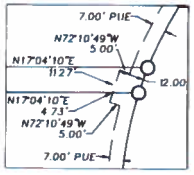
RENEWAL DATE 12/31/01



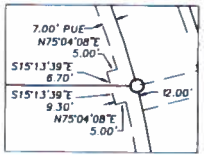
EASEMENT DETAIL 4



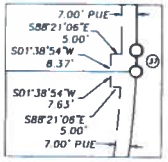
EASEMENT DETAIL 5



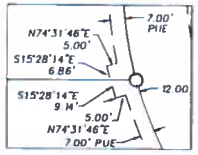
EASEMENT DETAIL 6



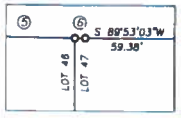
EASEMENT DETAIL 7



EASEMENT DETAIL 8



EASEMENT DETAIL 9



CURVE 6 DETAIL

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CH.BEARING
1	160.00'	27.43'	9°49'16"	27.39'	N 04°49'38"W
2	160.00'	50.00'	17°54'18"	49.80'	N 18°41'25"W
3	160.00'	54.53'	19°31'34"	54.26'	N 37°24'21"W
4	160.00'	50.00'	17°54'18"	49.80'	N 56°07'17"W
5	160.00'	69.30'	24°49'01"	68.76'	N 77°28'56"W
6	160.00'	0.63'	0°13'30"	0.63'	S 89°59'48"W
7	130.00'	204.66'	90°11'57"	184.17'	N 45°00'59"W
8	100.00'	37.34'	21°31'24"	37.34'	N 10°40'42"W
9	100.00'	119.86'	68°40'33"	112.81'	N 55°46'40"W
10	40.00'	28.00'	40°06'18"	27.43'	N 20°08'09"E
11	40.00'	21.59'	30°55'50"	21.33'	N 55°39'13"E
12	40.00'	13.10'	18°45'55"	13.04'	N 80°30'05"E
13	40.00'	62.69'	89°48'03"	56.47'	N 44°59'02"E
14	70.00'	39.95'	32°41'47"	39.41'	S 16°25'53"W
15	180.00'	36.24'	11°32'13"	36.18'	N 27°00'41"E
16	180.00'	79.01'	25°09'17"	78.39'	N 04°37'00"E
17	180.00'	43.46'	13°50'04"	43.36'	S 14°52'41"E
18	370.00'	44.33'	6°51'52"	44.30'	S 18°21'47"E
19	370.00'	83.06'	12°51'44"	82.89'	S 08°30'00"E
20	370.00'	13.90'	2°09'08"	13.90'	S 00°59'34"E
21	100.00'	57.07'	32°41'47"	56.29'	S 16°25'53"W
22	150.00'	142.88'	54°34'30"	137.54'	S 05°29'32"W
23	400.00'	152.74'	21°52'43"	151.82'	S 10°51'22"E
24	100.00'	57.07'	32°41'47"	56.29'	N 16°25'53"E
25	150.00'	142.88'	54°34'30"	137.54'	N 05°29'32"E
26	400.00'	152.74'	21°52'43"	151.82'	N 10°51'22"W
27	370.00'	80.50'	12°27'56"	80.34'	S 06°08'58"E
28	370.00'	60.79'	9°24'48"	60.72'	S 17°05'19"E
29	180.00'	45.48'	14°28'33"	45.36'	S 14°33'26"E
30	180.00'	72.70'	23°08'31"	72.21'	S 04°15'06"W
31	180.00'	53.27'	16°57'25"	53.08'	S 24°18'04"W
32	70.00'	27.78'	22°44'07"	27.59'	S 21°24'44"W
33	70.00'	12.17'	9°57'40"	12.15'	S 05°03'50"W
34	40.00'	24.90'	35°39'48"	24.50'	N 54°35'07"E
35	40.00'	25.60'	36°40'13"	25.17'	S 18°25'06"W
36	20.00'	31.35'	89°48'03"	28.24'	N 44°59'02"E
37	370.00'	10.11'	1°33'54"	10.11'	S 00°51'57"W
38	370.00'	70.67'	10°56'36"	70.56'	S 07°07'12"W
39	370.00'	60.51'	9°22'13"	60.44'	S 17°16'37"W
40	180.00'	8.89'	2°49'50"	8.89'	S 20°33'48"W
41	180.00'	108.71'	34°36'07"	107.06'	S 01°49'50"W
42	180.00'	53.85'	17°08'33"	53.65'	S 24°02'30"E
43	70.00'	31.03'	25°23'50"	30.78'	S 18°54'52"E
44	70.00'	8.92'	7°17'57"	8.91'	S 03°33'59"E
66	405.00'	68.00'	9°37'16"	67.93'	N 16°59'05"W
67	145.00'	100.07'	39°52'53"	98.90'	S 01°51'17"E
68	145.00'	30.86'	12°11'38"	30.80'	N 15°51'54"E
81	180.00'	12.72'	4°02'56"	12.72'	N 19°13'06"E
82	40.00'	12.19'	17°28'02"	12.15'	N 81°09'02"E

80 0 80 160 240

GRAPHIC SCALE – FEET

SHEET 2 OF 4

DESCHUTES COUNTY SURVEYOR
FILED 01/02/2002 BY

Fred A. Ast, Jr. and Associates 250 West Cascade P.O. Box 751 Sisters, Oregon 97759 541-549-7851

CS14775

E-796

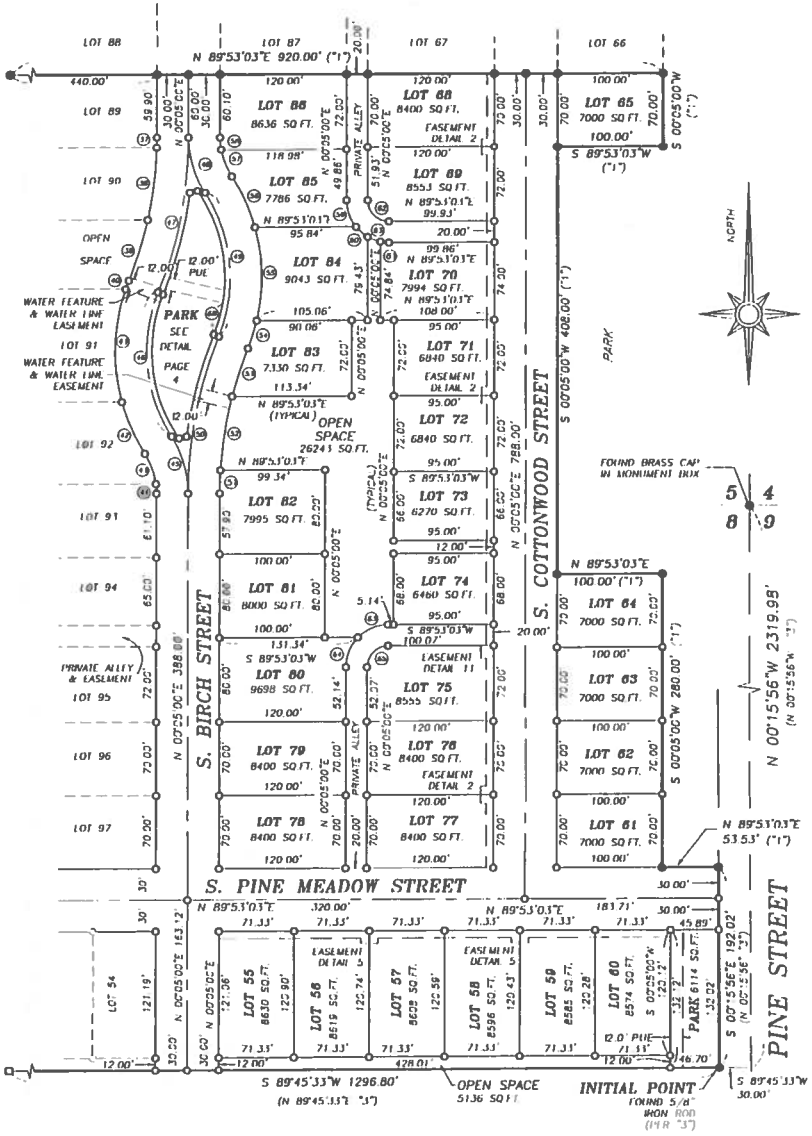
CS14775

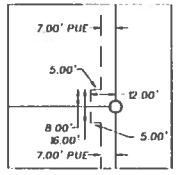
PINE MEADOW VILLAGE – PHASE 2

A SUBDIVISION SITUATED IN THE NORTHEAST QUARTER OF SECTION 8,
TOWNSHIP 15 SOUTH, RANGE 10 EAST, W.M., CITY OF SISTERS, DESCHUTES COUNTY, OREGON

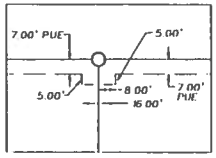
I, FRED A. AST, Jr. DO HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL MAP.

FRED A. AST, Jr.

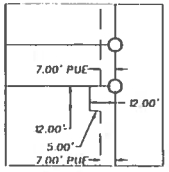




EASEMENT DETAIL 2



EASEMENT DETAIL 5



EASEMENT DETAIL 11

NOTE:

SEE SHEET 4 OF 4 FOR WATER FEATURE & WATER LINE EASEMENT DETAILS.

REFERENCE MATERIAL

1. CS13754 PLAT OF PINE MEADOW VILLAGE – PHASE 1 BY PLS 1938 FILED 8/26/1999.
2. CS13239 PLAT OF NEW SISTERS VILLAGE BY PLS 1938 FILED 4/8/1998
3. CS00509 MP-87-24 BY PLS 1938 FILED 7/22/1988.

12-04-01

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
JULY 17, 1981
FREDERICK A. AST, Jr.
1938

RENEWAL DATE 12/31/01

DESCHUTES COUNTY SURVEYOR
FILED 01/03/2002 BY

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CH BEARING
37	370.00'	10.11'	1°33'54"	10.11'	S 00°51'57"W
38	370.00'	70.67'	10°56'16"	70.56'	S 07°07'12"W
39	370.00'	60.51'	9°22'13"	60.44'	S 17°16'37"W
40	180.00'	8.89'	2°49'50"	8.89'	S 20°12'48"W
41	180.00'	108.71'	34°36'07"	107.06'	S 01°49'50"W
42	180.00'	53.85'	17°08'33"	53.65'	S 24°02'30"E
43	70.00'	31.03'	25°23'50"	30.78'	S 19°54'52"E
44	70.00'	8.97'	7°17'57"	8.91'	S 01°31'59"E
45	100.00'	57.07'	32°41'47"	56.29'	N 16°15'53"W
46	150.00'	142.88'	54°34'30"	137.54'	N 05°19'32"W
47	400.00'	152.74'	21°52'43"	151.82'	N 11°01'22"E
48	100.00'	57.07'	32°41'47"	56.29'	S 16°15'53"E
49	150.00'	142.88'	54°34'30"	137.54'	S 05°19'32"E
50	400.00'	152.74'	21°52'43"	151.82'	S 11°01'22"W
51	370.00'	22.12'	3°25'31"	22.12'	N 01°47'45"E
52	370.00'	71.01'	10°59'43"	70.90'	N 09°00'23"E
53	370.00'	48.16'	7°27'29"	48.13'	N 18°13'59"E
54	180.00'	27.65'	8°48'05"	27.62'	N 17°33'41"E
55	180.00'	89.95'	28°37'51"	89.01'	N 01°09'17"W
56	180.00'	53.86'	17°08'34"	53.65'	N 24°02'30"W
57	70.00'	28.00'	22°54'54"	27.81'	N 21°09'20"W
58	70.00'	11.95'	9°46'53"	11.94'	N 04°48'27"W
59	40.00'	27.14'	38°52'56"	26.63'	S 19°21'28"E
60	40.00'	14.74'	21°07'09"	14.66'	N 49°21'30"W
61	40.00'	8.19'	11°44'07"	8.18'	S 84°14'54"E
62	20.00'	31.49'	90°11'57"	28.33'	N 45°00'59"W
63	40.00'	31.82'	45°34'23"	30.98'	S 67°05'51"W
64	40.00'	30.88'	44°11'40"	30.12'	S 22°11'50"W
65	20.00'	31.35'	89°48'03"	28.24'	N 44°59'02"E
66	405.00'	68.00'	9°37'16"	67.93'	N 16°39'05"W
67	145.00'	100.93'	39°52'53"	98.90'	S 01°51'17"E
68	145.00'	30.86'	12°11'38"	30.80'	N 15°51'54"E
83	40.00'	12.89'	18°27'46"	12.83'	N 69°08'57"W

LEGEND

- ● FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP MARKED "FRED AST JR – PLS 1938", UNLESS OTHERWISE DESCRIBED.
- □ SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "FRED AST JR. – PLS 1938".
- ○ CORNER TO BE SET AFTER ROAD CONSTRUCTION IS COMPLETE
- (.....) RECORD DATA AS PER REFERENCE MATERIAL

80 0 80 160 240
GRAPHIC SCALE: 1"=80'

SHEET 3 OF 4

Fred A. Ast, Jr. and Associates 250 West Cascade P.O. Box 751 Sisters, Oregon 97759 541-549-7851

CS14775

E-797

CS14775

PINE MEADOW VILLAGE – PHASE 2

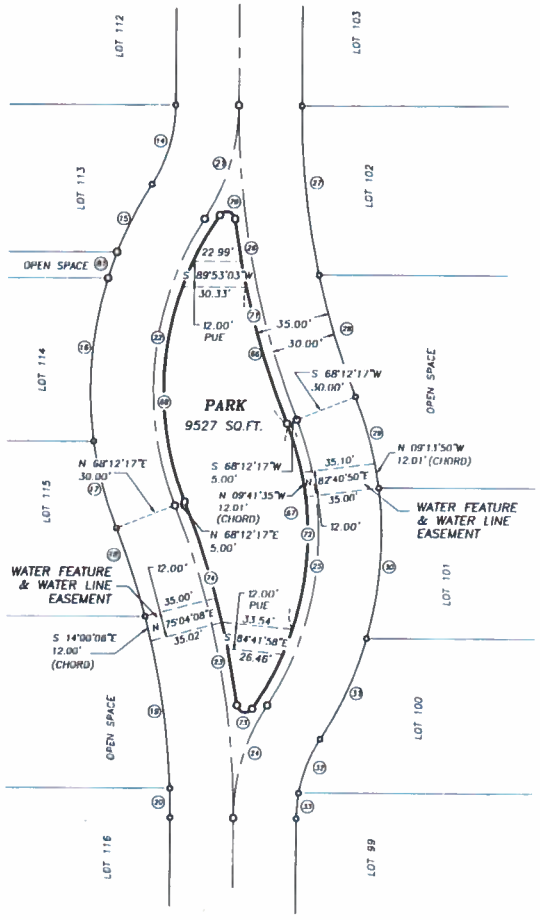
A SUBDIVISION SITUATED IN THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 15 SOUTH, RANGE 10 EAST, W.M., CITY OF SISTERS, DESCHUTES COUNTY, OREGON

I, FRED A. AST, Jr. DO HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL MAP.

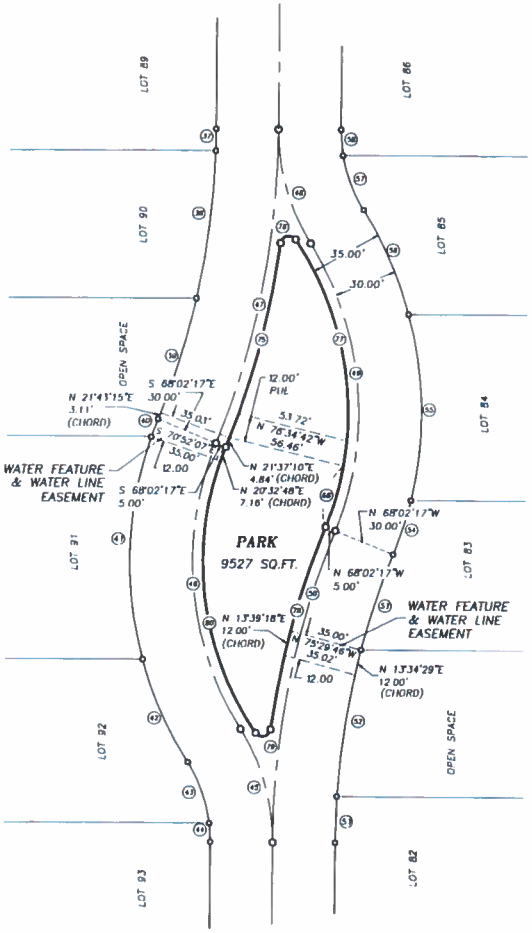
FRED A. AST, Jr.

PARK AND EASEMENT DETAILS

S. REDWOOD AND S. BIRCH STREETS



SOUTH REDWOOD STREET



SOUTH BIRCH STREET

NORTH

12-04-01

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
JULY 17, 1981
FREDERICK A. AST, Jr.
1938

RENEWAL DATE 12/31/01

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	CHORD	CH.BEARING
14	70.00'	39.95'	32°41'47"	39.41'	S 16°25'53"W
15	180.00'	47.00'	14°57'36"	46.86'	S 25°17'59"W
16	180.00'	80.99'	25°46'50"	80.31'	S 04°55'46"W
17	180.00'	43.46'	13°50'04"	43.36'	S 14°52'41"E
18	370.00'	44.33'	6°51'52"	44.30'	S 18°21'47"E
19	370.00'	83.06'	12°51'44"	82.89'	S 08°30'00"E
20	370.00'	13.90'	2°09'08"	13.90'	S 00°59'34"E
21	100.00'	57.07'	32°41'47"	56.29'	S 16°25'53"W
22	150.00'	142.88'	54°34'30"	137.54'	S 05°29'32"W
23	400.00'	152.74'	21°52'43"	151.82'	S 10°51'22"E
24	100.00'	57.07'	32°41'47"	56.29'	N 16°25'53"E
25	150.00'	142.88'	54°34'30"	137.54'	N 05°29'32"E
26	400.00'	152.74'	21°52'43"	151.82'	N 10°51'22"W
27	370.00'	80.50'	12°27'56"	80.34'	S 06°08'58"E
28	370.00'	60.79'	9°24'48"	60.72'	S 17°05'19"E
29	180.00'	45.48'	14°28'33"	45.36'	S 14°33'26"E
30	180.00'	72.70'	23°08'31"	72.21'	S 04°15'06"W
31	180.00'	53.27'	16°57'25"	53.08'	S 24°18'04"W
32	70.00'	27.78'	22°44'07"	27.59'	S 21°24'44"W
33	70.00'	12.17'	9°57'40"	12.15'	S 05°03'50"W
37	370.00'	10.11'	1°33'54"	10.11'	S 00°51'57"W
38	370.00'	70.67'	10°56'36"	70.56'	S 07°07'12"W
39	370.00'	60.51'	9°22'13"	60.44'	S 17°16'37"W
40	180.00'	8.89'	2°49'50"	8.89'	S 20°32'48"W
41	180.00'	108.71'	34°36'07"	107.08'	S 01°49'50"W
42	180.00'	53.85'	17°08'33"	53.65'	S 24°02'30"E
43	70.00'	31.03'	25°23'50"	30.78'	S 19°54'52"E
44	70.00'	8.92'	7°17'57"	8.91'	S 03°33'59"E
46	150.00'	142.88'	54°34'30"	137.54'	N 05°19'32"W
47	400.00'	152.74'	21°52'43"	151.82'	N 11°01'22"E
48	100.00'	57.07'	32°41'47"	56.29'	S 16°15'53"E
49	150.00'	142.88'	54°34'30"	137.54'	S 05°19'32"E
50	400.00'	152.74'	21°52'43"	151.82'	S 11°01'22"W
51	370.00'	22.12'	3°25'31"	22.12'	N 01°47'45"E
52	370.00'	71.01'	10°59'43"	70.90'	N 09°00'23"E
53	370.00'	48.16'	7°27'29"	48.13'	N 18°13'59"E
54	180.00'	27.65'	8°48'05"	27.62'	N 17°33'41"E
55	180.00'	89.95'	28°37'51"	89.01'	N 01°09'17"W
56	180.00'	53.86'	17°08'34"	53.65'	N 24°02'30"W
57	70.00'	28.00'	22°54'54"	27.81'	N 21°09'20"W
58	70.00'	11.95'	9°46'53"	11.94'	N 04°48'27"W
66	405.00'	68.00'	9°37'16"	67.93'	N 16°59'05"W
67	145.00'	100.93'	39°52'53"	98.90'	S 01°51'17"E
68	145.00'	30.86'	12°11'38"	30.80'	N 15°51'54"E
69	145.00'	143.52'	56°42'38"	137.73'	N 06°33'36"E
70	4.00'	9.60'	137°31'03"	7.46'	S 76°19'34"E
71	405.00'	100.51'	14°13'10"	100.25'	S 14°41'08"E
72	145.00'	143.45'	56°41'07"	137.68'	S 06°32'50"W
73	4.00'	9.67'	138°25'39"	7.48'	N 76°47'18"W
74	405.00'	100.51'	14°13'10"	100.25'	N 14°41'08"W
75	405.00'	100.51'	14°13'10"	100.25'	N 14°51'08"E
76	4.00'	9.60'	137°30'32"	7.46'	N 76°29'49"E
77	145.00'	143.52'	56°42'38"	137.73'	S 06°23'36"E
78	405.00'	100.53'	14°13'20"	100.27'	S 14°51'03"W
79	4.00'	9.56'	136°56'00"	7.44'	S 76°29'39"W
80	145.00'	143.54'	56°43'07"	137.75'	N 06°23'50"W
81	180.00'	12.72'	4°02'56"	12.72'	N 19°13'06"E

40 0 40 80 120

GRAPHIC SCALE: 1"=40'

DESCHUTES COUNTY SURVEYOR
FILED 03 2002 BY:

SHEET 4 OF 4

Fred A. Ast, Jr. and Associates 250 West Cascade P.O. Box 751 Sisters, Oregon 97759 541-549-7851

CS14775

Pine Meadow Village Phase 2
CS14775 15-10-08A

INTERIOR CORNER MONUMENTATION

I, Fred A. Ast, Jr., being duly sworn say that in accordance with ORS 92.070, have correctly surveyed and marked with proper monuments the interior corners as indicated on the attached plat of Pine Meadow Village-Phase 2, as originally recorded on December 27, 2001, in Document No. 2001-63979, Cabinet No. E-792, 793, 794 and 795 of the Deschutes County Plat Records. Corners were monumented with a 5/8" x 30" iron rod with yellow plastic cap marked "Fred Ast Jr. - PLS 1938", except for the following, which were monumented with a magnetic nail and a brass washer marked "PLS 1938":

1. Southwest curve point of Park on South Redwood Street
2. All curve points of Park on South Birch Street (6 corners)
3. Southeast corner of Lot 69 at alley
4. Northeast corner of Lot 70 at alley
5. Southeast corner of Lot 74 at alley
6. Northeast corner of Lot 75 at alley
7. Southwest corner of Lot 77 at alley
8. Southeast corner of Lot 78 at alley
9. Northeast corner of Lot 80 at alley
10. Southeast corner of Lot 94 at alley
11. Northeast corner of Lot 95 at alley
12. Southwest corner of Lot 97 at alley
13. Southeast corner of Lot 98 at alley
14. Northwest corner of Lot 121 at alley

REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 17, 1991
FREDERICK A. AST, JR.
1938

12 13 04

Frederick A. Ast, Jr. PLS 1938 Date

This instrument was subscribed and sworn before me on December 13, 2004, by Frederick A. Ast, Jr.

By: Karen Skye
Notary Public

State of Oregon }
}
County of Deschutes }

OFFICIAL SEAL
KAREN SKYE
NOTARY PUBLIC OREGON
COMMISSION NO. 371681
MY COMMISSION EXPIRES AUG. 17, 2007

APPROVAL

Approved this 21ST day of DECEMBER, 2004, pursuant to ORS 92.070 (4) Deschutes County Surveyor.

By: Jeff Kern by Ken Deanthe Deputy

After recording, return to:

Deschutes County Surveyor

DESCHUTES COUNTY OFFICIAL RECORDS
NANCY BLANKENSHIP, COUNTY CLERK

2004-76140

$31.00

00327030200400761400010010

12/21/2004 02:09:31 PM

D-AFFIM Cnt=1 Stn=23 SHIRLEY
$5.00 $11.00 $10.00 $5.00