CITY PLANNING COMMISSION
520 E Cascade Avenue Sisters, OR 97759
Thursday November 17, 2016 5:30 P.M.

AGENDA

I. CALL TO ORDER

II. VISITOR COMMUNICATION
This is the time provided for individuals wishing to address the Planning Commission regarding issues that are not already on the agenda. Citizens who wish to speak should sign up prior to the beginning of the meeting on the sign-up sheet at the podium. Please use the microphone and state your name and address at the time the Planning Commission calls on you to speak.

III. APPROVAL OF MINUTES: April, 21, 2016

IV. PUBLIC HEARING: **5:30pm**
A. File # MOD 16-02: Continued from 10/20/16 meeting: Modification to approved tentative subdivision plat (SUB 15-01) for ClearPine subdivision. The request is to revise the phasing and enable the construction of 9 cottage-style dwellings in proposed Phase 2. Applicant: Peter Hall on behalf of 3 Sisters Partners LLC.

VI. OTHER COMMISSION BUSINESS:
A. Select date/time for presentation: Sisters Country Civility Project

VII. TENTATIVE AGENDA FOR December 15, 2016 regular meeting
A. Workshop items:
1. Ongoing review of Development Code
2. Update: 2016-17 TSP Refinement

VII. ADJOURN

This agenda is also available via the Internet at www.ci.sisters.or.us. The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other disability accommodations should be made at least 48 hours before the meeting by contacting Kathy Nelson, City Recorder at: P.O. Box 39, Sisters, OR 97759 – 541-323-5213.

CITY OF SISTERS

PLANNING COMMISSION

STAFF REPORT

File #:	MOD 16-02
Applicant:	Peter Hall
Property Owners:	3 Sisters Partners
Request:	Modification of an approved preliminary subdivision plat (SUB #15-01); Review of a Cottage Development
Hearing Date:	August 18 2016, 5:30 pm, October 20, 2016, 5:30 pm (continued) **November 17, 2016, 5:30 pm (continued)** Sisters City Council Chambers, 520 E. Cascade Avenue, Sisters, Oregon
Location:	ClearPine subdivision - North of Lundgren Mill Drive, East of North Pine Street
Staff:	Patrick T. Davenport, Director BreAnne McConkie, Senior Planner

1. Project Request Summary

The Applicant requests modification of an approved subdivision plat (SUB #15-01) to revise the Phasing and enable the development of nine (9) cottage-style dwellings. The proposal would result in two single-family traditional lots being removed and replaced with nine cottage-style dwellings – a net total increase of 7 residential units over what is approved per SUB #15-01.

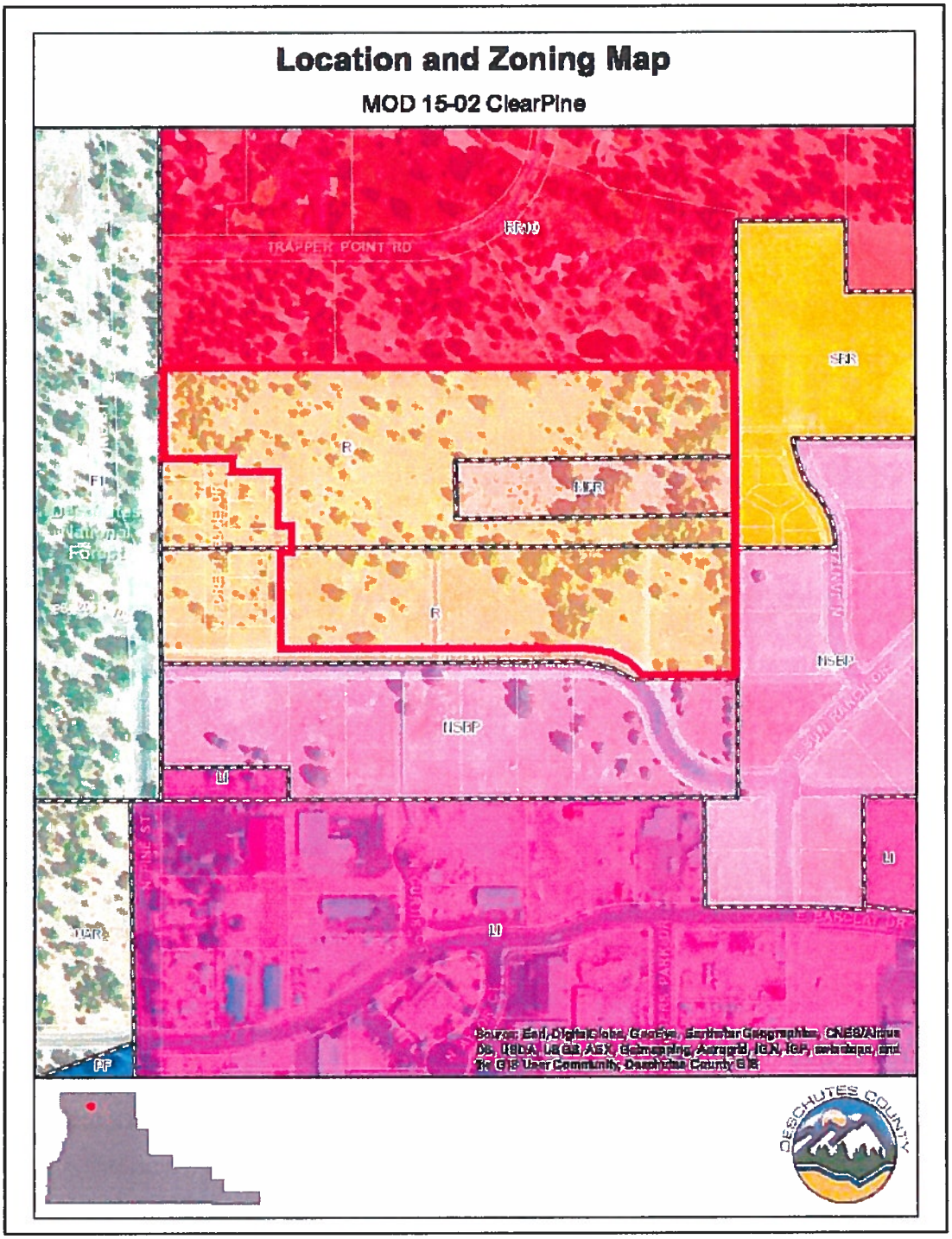
2. Property Description

The subject site consists of an approved 77- lot subdivision in the Residential (R) District known as ClearPine. The development has previously received approval for a master plan and tentative subdivision plat (MP 15-01 and SUB 15-01). The lots range in size from approximately 5,000 to 6,500 square feet. Adjacent land uses and zoning designations for the surrounding properties are summarized as follows:

Direction	Current Zoning District	Current Use
North	Deschutes County jurisdiction	Rural - residential
East	Sun Ranch Residential (SRR) and North Sisters Business Park (NSBP)	Skygate residential subdivision and vacant lots

South	North Sisters Business Park (NSBP)	Vacant lots
West	Clear Pine Phase 1 lots	Platted residential lots - developing

Site Location and Zoning



3. Background

The Master Plan and Subdivision applications (MP 15-01 and SUB 15-01) were approved by the Planning Commission on 04/30/2015 and an additional review was performed by the City Council via its call up authority and was approved on 06/25/15. Historical approvals of prior land use decisions are provided below:

- PA-99-4 / ZC 99-1 Deschutes County Decisions that were followed by Annexation
- SUB 05-07– Three Sisters Business Park Subdivision
- CP06-04, CP06-03, Z05-02 -Comprehensive Plan Amendment converting 12.58 acres to R and MFR and 16.91 acres to LI/NSBP
- CP14-01 and ZC 14-01 – Comprehensive Plan Amendment and Zone Change converting 8.32 acres of LI/NSBP to R
- MP 15-01 and SUB 15-01 – Master Plan and Tentative Subdivision Plat on 20.02 acres, for a 77 – lot subdivision
- FP 15-04 – Final Plat recorded for 14 single family lots in Phase 1.
- MOD 15-06 Modification of SUB 15-01 to modify the setbacks along the northern property line

The subdivision is zoned Residential (R) and Multifamily Residential (MFR) and its existing entitlements enable the construction of 77 single family detached residential units on lots ranging from approximately 5,000 to 6,500 square feet in area with the R zone. The MFR zoned area was not part of the prior master plan and tentative subdivision plat approval and is not directly associated with this request.

4. Applicant's Request

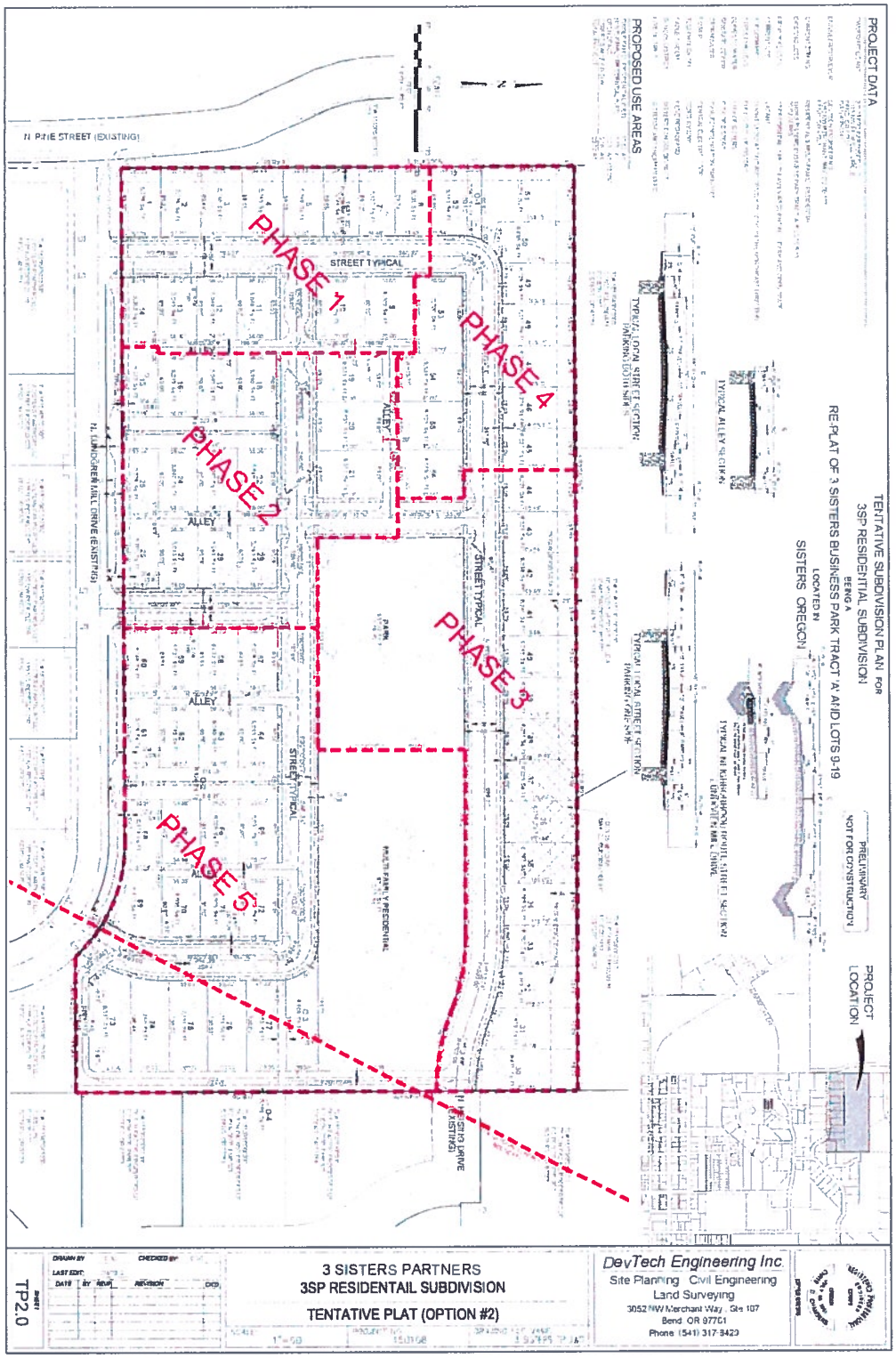
The applicant/developer has submitted a request to modify the phasing and enable the construction of nine cottage style dwellings as illustrated on the proposed tentative subdivision plat dated 10/31/16.

Specific proposal: In proposed Phase 2, the applicant is requesting to remove two single family traditional lots and add nine cottage-style lots for a net total gain of seven housing units. The nine cottage lots range in size from 2,574 to 3,280 square feet. Parking for all units will be accessed from an alley. Three lots will have onsite parking and six lots will have parking provided by detached garages.

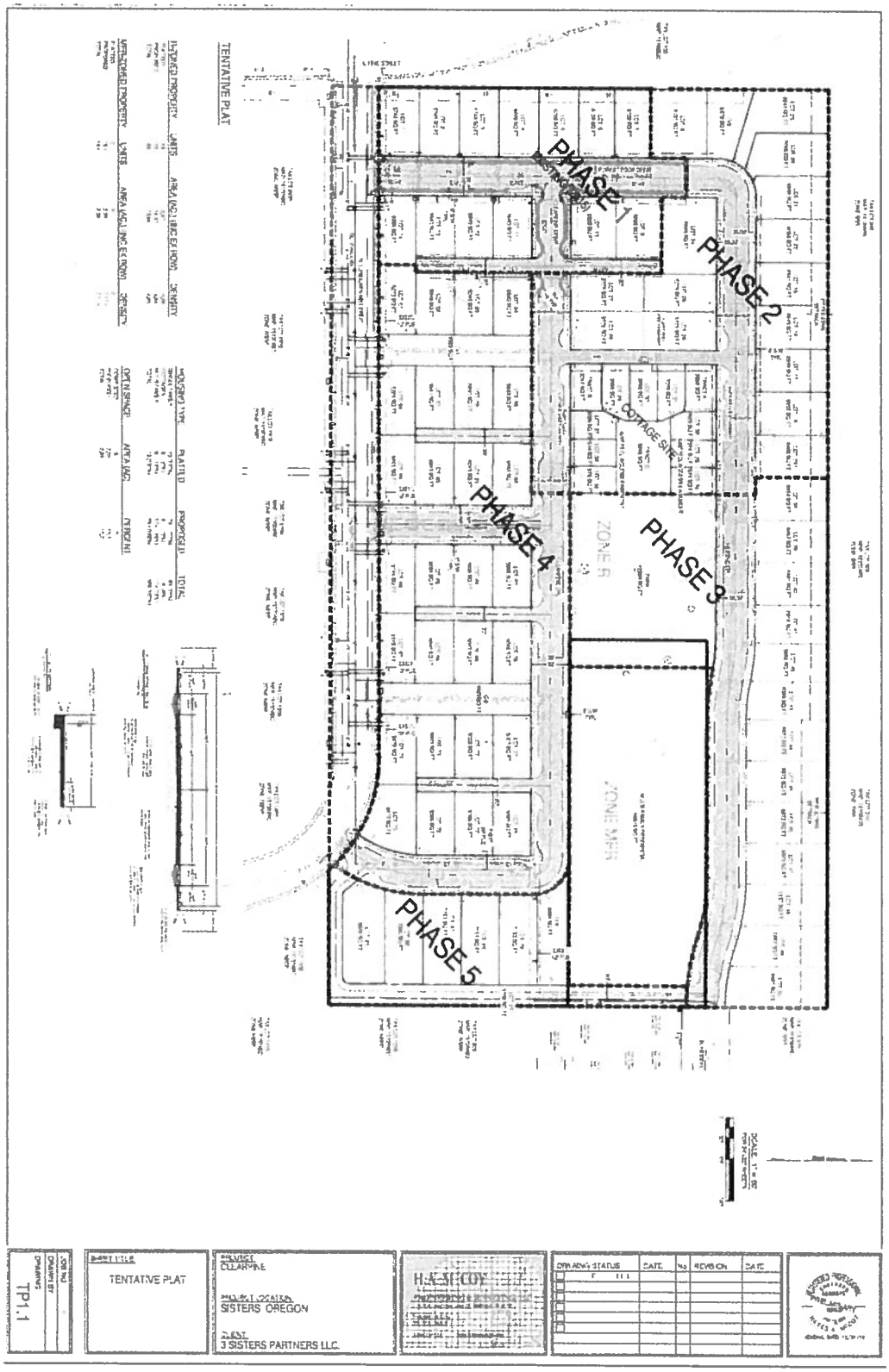
Residential density: The proposal increases the overall gross density from the currently approved 77 residential units in the Residential (R) District to 84 units. The proposed gross density for the R District is 4.61 units/acre which keeps the entire Residential District zoned portion of the subdivision well below the maximum permitted gross density (8 units/acre).

Open Space: The current approval for the tentative subdivision plat per SUB #15-01 provides 2.23 acres of open space with a 1.46 acre publically accessible park and 0.66 acres of other open space. If approved, the proposed modification to the tentative subdivision plat would result in 2.26 acres of total open space with the publically accessible park at 1.20 acres and other open space at .77 acres. Approximately 0.03 acres of the privately maintained open space within the cottage development would contain two detached parking structures which are dedicated to six cottage dwellings.

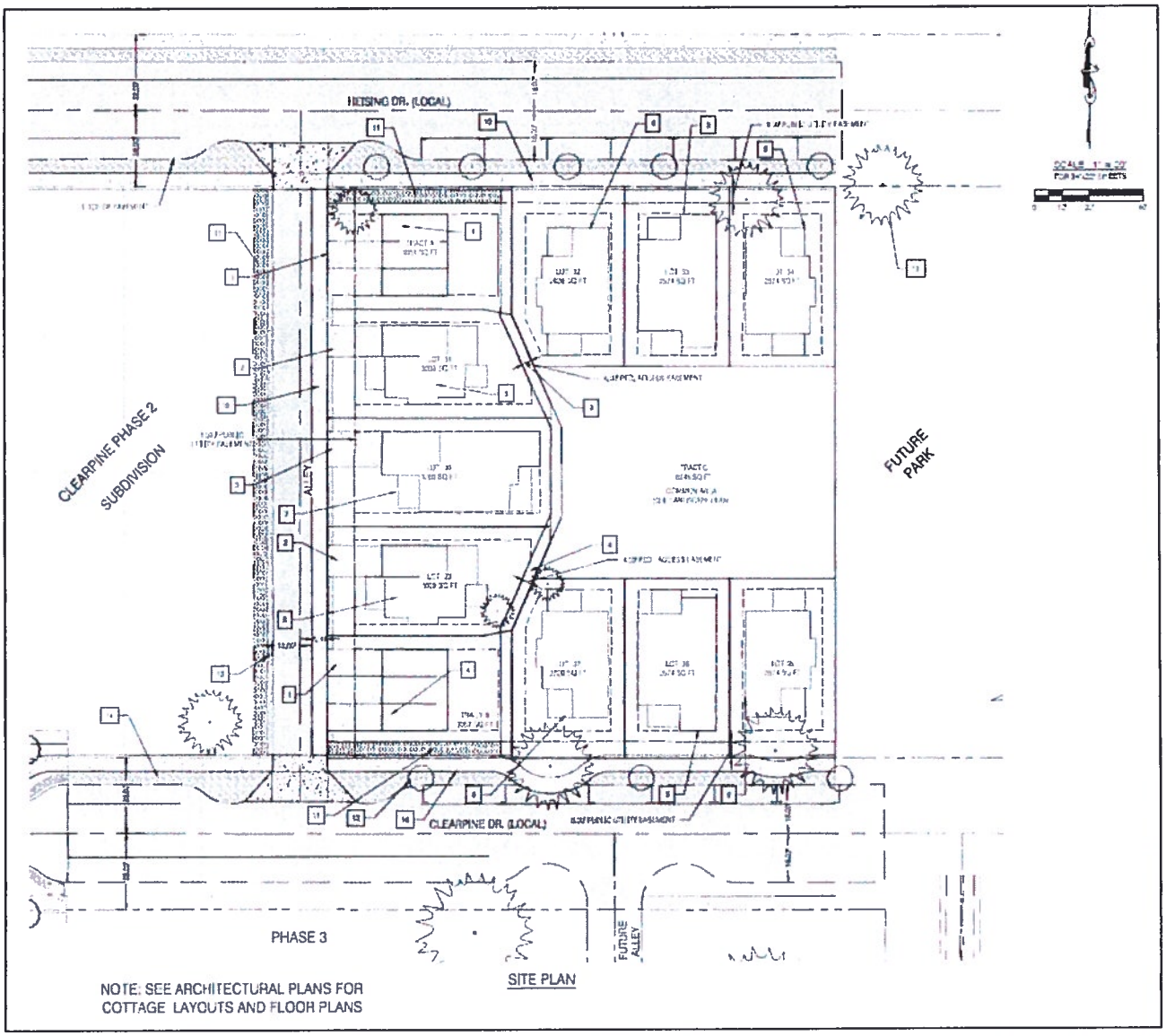
APPLICANT'S EXISTING PRELIMINARY PLAT per approved (MOD 15-06)



APPLICANT'S PROPOSED PRELIMINARY PLAT: Enabling Cottage Development



COTTAGE SITE PLAN



5. Review Procedures

Conclusionary Findings. Pursuant to the applicable chapters found in the Sisters Development Code, this modification request can either be approved, approved with conditions, or denied on the basis of whether the applicable standards and criteria can be satisfied either as submitted, or as mitigated through conditions of approval. The applicant provided an updated Burden of Proof dated October 31, 2016 which is attached to this staff report.

Applicable Criteria: Sisters Development Code (SDC) - Chapter 4.1 (Types of Applications and Review Procedures); Chapter 2.2 (Residential District); Chapter 4.3 (Land Divisions and Lot Lines Adjustments); Chapter 3.2 Landscaping and Chapter 4.6 Cottage Developments.

Chapter 4.1 - Types of Applications and Review Procedures

Applicable Sections:

4.1.100 Purpose
4.1.200 Description of Permit Procedures
4.1.500 Type III Procedure
4.1.700 General Provisions

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

***Staff response*:** This section is for describing the purpose and contains no mandatory requirements.

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

A. Type III Procedure (Quasi-Judicial). Type III decisions are made by the Planning Commission after a public hearing, (with appeals heard by the City Council. Type III decisions generally use discretionary approval criteria;

Table 4.1.200 Summary of Development Decisions/Permit by Type of Decision-making Procedure		
Action	**Decision Type**	**Applicable Regulations**
Cottage Development	Type III	Chapter 4.6
Subdivision	Type III	Chapter 4.3

Staff response: A modification to a subdivision and cottage development require a Type III review process.

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

***Staff response*:** Requests for comments were sent to Public Works, City Engineer and Sisters-Camp Sherman Fire Protection District. Replies were received and have been entered into the record and incorporated into the Conditions of Approval as appropriate.

4.1.500 Type III Procedure (Quasi-Judicial)

A. Application requirements. See 4.1.700.

B. Notice of Hearing.

1. Mailed notice. Notice of a Type III hearing shall be given by the Community Development Director or designee in the following manner:

a. At least 14 calendar days before the hearing date, notice shall be mailed to:

1. The applicant and all owners or contract purchasers of record of the property which is the subject of the application;

2. All property owners of record within 250 feet of the property line of the site;

3. Owners of airports shall be notified of a proposed zone change in accordance with ORS 227.175;

4. Any neighborhood or community organization recognized by the City Council and whose boundaries include the property proposed for development;

5. Any person who submits a written request to receive notice;

6. For a land use district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.

b. The Community Development Director or designee shall have an affidavit of notice be prepared and made a part of the file. The affidavit shall state the date that the notice was posted on the property and mailed to the persons who must receive notice;

c. At least 14 calendar days before the hearing, notice of the hearing shall be printed in a newspaper of general circulation in the City. The newspaper's affidavit of publication of the notice shall be made part of the administrative record;

d. At least 14 calendar days before the hearing, the applicant shall post notice of the hearing on the property. The applicant shall prepare and submit an affidavit of posting of the notice which shall be made part of the administrative record.

2. Content of Notice. Notice of appeal of a Type II Administrative decision or a Type III hearing to

be mailed, posted and published per Subsection 1 above shall contain the following information:

a. The nature of the application and the proposed land use or uses which could be authorized for the property;

b. The applicable criteria and standards from the development code(s) that apply to the application;

c. The street address or other easily understood geographical reference to the subject property;

d. The date, time, and location of the public hearing;

e. A statement that the failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals;

f. The name of a City representative to contact and the telephone number where additional information on the application may be obtained;

g. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Sisters City Hall at no cost and that copies shall be provided at a reasonable cost;

h. A statement that a copy of the City's staff report and recommendation to the hearings body shall be available for review at no cost at least seven days before the hearing, and that a copy shall be provided on request at a reasonable cost;

i. A general explanation of the requirements to submit testimony, and the procedure for conducting public hearings.

j. The following notice: "Notice to mortgagee, lien holder, vendor, or seller: The City of Sisters Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser."

Staff response: The application has been noticed as required per 4.1.500.B of the Development Code.

4.1.700 General Provisions

A. Application Requirements.

1. Include the information requested on the application form;
2. Include electronic copies of all materials submitted (acceptable file types to be determined by the Community Development Director or designee);
3. Include a preliminary title report or equivalent printed within 90 days of the date of the application submittal;
4. Be filed with a minimum of one (1) copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. The Community Development Director or designee may require additional copies to be provided;
5. Be filed with the required fee;-
6. Land Divisions. Include an impact study for all land division applications. The impact study shall

quantify and assess the effect of the development on public facilities and services. The study shall address, at a minimum the following:

a. Drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development;
b. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users.
c. In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval.

7. Type III. Include an impact study for all Type III applications. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval; and,

B. 120-day Rule. The City shall take final action on permit applications which are subject to this Chapter, including resolution of all appeals, within 120 days from the date the application is deemed as complete unless superseded by other ORS chapters or provisions. Any exceptions to this rule shall conform to the provisions of ORS 227.178. (The 120-day rule does not apply to Type IV legislative decisions - plan and code amendments - under ORS 227.178.)

C. Time Computation. In computing any period of time prescribed or allowed by this chapter, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event, the period runs until the end of the next day which is not a Saturday or legal holiday.

***Staff responses*:** The applicant has met the criteria in 4.1.700.A-C. An impact study was previously submitted as part of prior land use applications. This proposal does not require any new impact studies and comments regarding this proposal have been received from Public Works/City Engineer and entered into the record as appropriate.

4.1.700.J Major Modifications.

1. An applicant may apply to modify an approval at any time after a period of 60 days has elapsed from the time a development approval has become final.

***Staff Response*:** The application was approved on 06/25/15. The applicant meets this criteria.

2. Unless otherwise specified in this Code and is not considered a minor modification, the grounds for filing a modification shall be that a change of circumstances since the issuance of the approval makes it desirable to make changes to the proposal, as approved. A modification shall not be filed as a substitute for an appeal or to apply for a substantially new proposal or one that would have significant additional impacts on surrounding properties.

***Staff response*:** The request is not considered a minor modification and is not a substitute for an appeal. The modification proposes to remove two single family traditional dwelling and replace them with nine cottage-style dwellings, therefore the request is not a substantially new proposal.

3. An application to modify an approval shall be directed to one or more discrete aspects of the approval, the modification of which would not amount to approval of a substantially new proposal or one that would have significant additional impacts on surrounding properties. Any proposed modification, as defined in this section, shall be reviewed only under the criteria applicable to that particular aspect of the proposal. Proposals that would modify an approval in a scope greater than allowable as a modification shall be treated as an application for a new proposal.

Staff response: Only two aspects of the previously approved subdivision plat are requested to be modified: Phasing and the removal of two traditional single family dwelling to be replaced by nine cottage style dwellings. The request is not considered to have *significant, additional* impacts on the surrounding properties beyond what is already approved.

4. An application for a modification of a Type I approval shall be processed as a Type I application. An application for a modification of a Type II approval shall be processed as a Type II application. An application for a Type III approval shall be processed as a Type III application. The Communication Development Director shall have the discretion to forward any Type I or Type II modification to the Planning Commission for review.

***Staff response*:** This application is being reviewed via the Type III process.

5. The effect, if any, of a modification upon the original approval time limitation shall be established in the modification decision.

***Staff response*:** The modification, if approved, will not have any effect on the previous conditions of approval. All terms in the conditions of approval per the City Council's decision on 06/25/15 remain in effect should this Modification request be approved.

Chapter 2.2 – Residential District (R)

Applicable Sections:

2.2.100 Purpose
2.2.200 Uses
2.2.300 Development Standards

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	
Cottage Development	P / Ch. 4.6

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

***Staff response*:** Cottage Developments are a permitted use in the Residential (R) District and the detailed requirements are provided in Chapter 4.6.

2.2.300 Development Standards

Staff response: Development standards specific to Cottage Developments are detailed in Chapter 4.6. As individual dwellings are approved for building permits, staff will review the final development for compliance with the development standards in Chapter 2.2.300 and 4.6.

E. 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

Applicant's response: The Approved Tentative Plat for SUB 15-01 entitles the development of 77 single family residential units on 17.63 acres of R zone property. The gross density is currently approved at 77/17.63 = 4.4 units per gross acre. The updated Tentative Subdivision Plat proposes exchanging two single family lots for nine cottage style lots, for a total of 84 units. The density after the cottage lots are added is calculated at 85/17.63 = 4.7 units per gross acre. The proposed densities are consistent with those prescribed in the Comprehensive Plan and the Development Code (3 units per acre minimum and 8 units per acres maximum gross density), thus conform to this subdivision approval criterion.

***Staff response*:** Approval of SUB #15-01 enabled the development of 77 residential lots on 17.63 acres (4.4 units per acre gross density). The removal of two traditional residential lots and replacing them with 9 cottage style lots increase the residential units to 84 on the same 17.63 acres (4.7 units per acre gross density). The applicant meets the requirements of Section 2.2.300.E.1.

Chapter 4.3 - Land Divisions and Lot Line Adjustments

Applicable Sections:

4.3.100 Purpose
4.3.200 General Requirements
4.3.400 Approval Process
4.3.500 Preliminary Plat Submission Requirements
4.3.600 Approval Criteria for Preliminary Plat

4.3.100 Purpose

The purpose of this Chapter is to:

A. Provide rules, regulations and standards governing the approval of subdivisions, partitions and lot line adjustments;
B. Carry out the City's development pattern, as envisioned by the Comprehensive Plan;
C. Encourage efficient use of land resources, full utilization of urban services, and adequate provisions for motor vehicle, pedestrian and bicycle circulation;
D. Promote the public health, safety and general welfare through orderly and efficient urbanization;
E. Lessen or avoid traffic congestion, and secure safety from fire, flood, pollution and other dangers;
F. Provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage and drainage; and

G. Encourage the conservation of energy resources.

***Staff response*:** This Section describes the Chapter's purpose and does not contain any requirements.

4.3.200 General Requirements

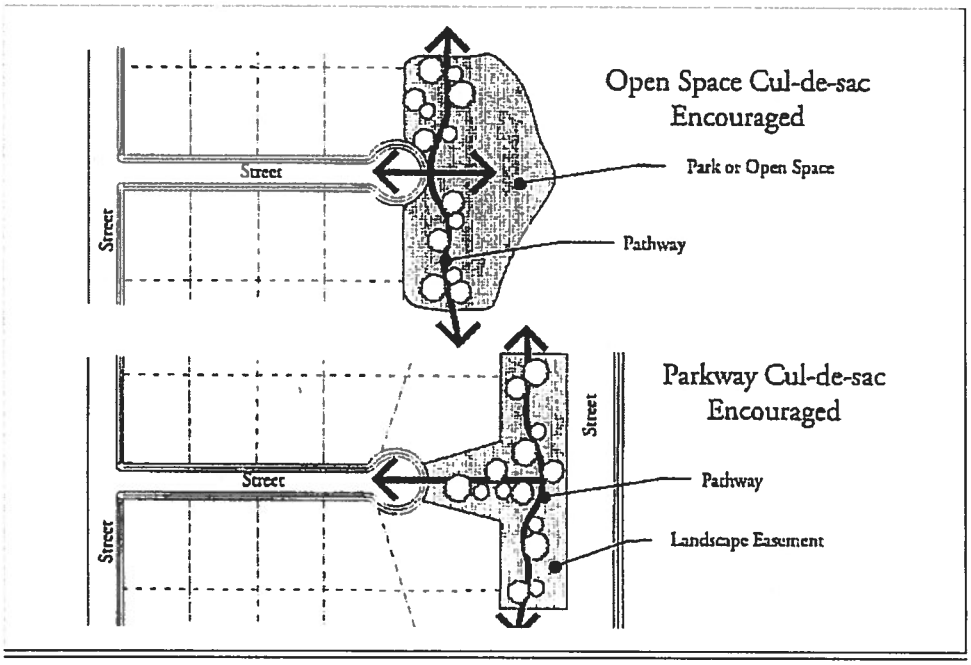
A. Compliance with ORS Chapter 92. All subdivision and partition proposals shall be in conformance with State regulations set forth in Oregon Revised Statute (ORS) Chapter 92, Subdivisions and Partitions.

B. Need for Adequate Utilities. All lots created through land division shall be served by public utilities and facilities such as sewer, gas, electrical, and water systems.

C. Floodplain. Where land filling and/or development is allowed within or adjacent to the 100-year flood plain outside the zero-foot rise flood plain, and the Comprehensive Plan designates the subject flood plain for park, open space, or trail use, the City may require the dedication of sufficient open land area for a greenway adjoining or within the flood plain. When practicable, this area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the flood plain in accordance with the City's adopted trails plan or pedestrian and bikeway plans, as applicable. The City shall evaluate individual development proposals and determine whether the dedication of land is justified based on the development's impact to the park and/or trail system, consistent with the Public Works Construction Standards, latest edition.

D. Cul-de-sacs shall be "day-lighted" to provide pedestrian and bicycle access as allowed by neighboring properties as shown below. The Planning Commission, in conjunction with tentative subdivision plat applications, shall approve the design of all day-lighted cul-de-sacs (opening width, fencing, landscaping, hardscape, etc.).

Figure 4.3.200.A - Daylighted Cul-de-sacs



E. Easements for sewers, storm drainage and water quality facilities, water mains, electric lines or other public utilities shall be dedicated on a final plat, or provided for in the deed restrictions, prior to any connection to public infrastructure, in conformance to the Public Works Construction Standards, latest edition.

F. Public Improvements Required. Before City approval is certified on the final plat, all required public improvements shall be installed, inspected, and approved in accordance with the City's Public Works Construction Standards, latest edition. Alternatively, the subdivider/partitioner shall provide a performance guarantee, in accordance with Section 4.3.800.

G. Underground Utilities. This standard applies only to proposed subdivisions. All utility lines including, but not limited to, those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above. The following additional standards apply to all new subdivisions, in order to facilitate underground placement of utilities:

1. The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that above ground equipment does not obstruct vision clearance areas for vehicular traffic (Chapter 3.1);

2. The City reserves the right to approve the location of all surface mounted facilities;

3. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and

4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

5. Exception to Under-Grounding Requirement. An exception to the under-grounding requirement may be granted due to physical constraints, such as steep topography, sensitive lands or refusal by utility companies.

H. Dedication Requirements.

1. Where a proposed park, playground or other public use shown in a plan adopted by the City is located in whole or in part in a subdivision, the City shall require the dedication or reservation of this area on the final plat for the subdivision.

2. If determined by the Planning Commission to be in the public interest in accordance with adopted Comprehensive Plan policies and the City of Sisters Park Plan, and where an adopted plan of the City does not indicate proposed public use areas, the City shall require the dedication or reservation of areas within the subdivision of a character, extent and location suitable for the development of parks and other public uses.

3. All required dedications or reservations of public use areas shall conform to Section 4.3.200.K (Conditions of Approval).

I. Acquisition by Public Agency. If the developer is required to reserve land area for a publicly owned park, playground, or other public use, the land shall be acquired by the appropriate public agency within 24 months following final plat approval, at a price agreed upon prior to approval of the plat, or the reservation shall be released to the property owner.

J. System Development Charge Credit. Dedication of land to the City for public use areas shall be eligible as a credit toward any required system development charge for parks.

K. Conditions of Development Approval. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code and the Public Works Construction Standards, latest edition. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.

L. When subdividing or partitioning tracts into large lots (i.e., greater than two times the minimum lot size allowed by the underlying land use district), the lots shall be of such size, shape, and orientation as to facilitate future re-division in accordance with the requirements of the land use district and this Code.

M. Streets shall be extended to the boundary lines of the parcel or tract to be developed, when the Hearings Body determines that the extension is necessary to give street access to or permit a satisfactory future division of, adjoining land. The point where the streets temporarily end shall conform to 1-3, below.

1. These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.

2. A barricade (e.g., fence, bollards, boulders or similar vehicle barrier) shall be constructed at the end of the street by the sub-divider and shall not be removed until authorized by the City or other applicable agency with jurisdiction over the street. The cost of the barricade shall be included in the street construction cost.

3. Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) shall be constructed for stub streets over 150 feet in length and in accordance to Oregon Fire Code.

Staff response: The applicant's proposal meets the criteria specified in Section 4.3.200.A-M as applicable.

4.3.400 Approval Process

A. Subdivision and Partition Approval through Two-step Process. Applications for subdivision or partition approval shall be processed through a two-step process; the preliminary plat and the final plat.

1. The preliminary plat shall be approved before the final plat can be submitted for consideration and approval; and

2. The final plat shall include all conditions of approval of the preliminary plat.

B. Review of Preliminary Plat. Review of a preliminary plat with 2 or 3 lots (partition) shall be processed as a Type II procedure, as governed by Chapter 4.1.400. Preliminary plats with more than 3 lots (subdivision) shall be processed as a Type III procedure under 4.1.500. All preliminary plats shall be reviewed using approval criteria contained in Section 4.3.600.

C. Review of Final Plat. Review of a final plat for a subdivision or partition shall be processed as a Type I procedure under Chapter 4.1.300, using the approval criteria in Section 4.3.700.

D. Preliminary Plat Approval Period – Single Phased Development. Preliminary plat approval shall be effective for a period of two (2) years from the date of approval (the date it is mailed by the City) for single-phased land divisions. The preliminary plat shall lapse if a final plat has not been submitted within a 2-year period.

E. Preliminary Plat Approval Period – Multi Phased Development.

1. The City may approve a time schedule for developing a subdivision in phases, but in no case shall the actual construction time period (i.e., for required public improvements, utilities, streets) for any partition or subdivision phase be greater than two years for the first phase, and up to two additional years for all subsequent phases from the original approval date without reapplying for a preliminary plat. In no case however shall approval durations exceed six years from the original approval date (including extensions) for any phase of a multiple phase development.

2. The criteria for approving a phased land division proposal are:
   a. Public facilities shall be constructed in conjunction with or prior to each phase;

b. The development and occupancy of any phase dependent on the use of temporary public facilities shall require City Council approval. Temporary facilities shall be approved only upon City receipt of bonding or other assurances to cover the cost of required permanent public improvements, in accordance with Section 4.3.800. A temporary public facility is any facility not constructed to the applicable City or district standard;
c. The phased development shall not result in requiring the City or a third party (e.g., owners of lots) to construct public facilities that were required as part of the approved development proposal; and
d. The application for phased development approval shall be reviewed concurrently with the preliminary plat application and the decision may be appealed in the same manner as the preliminary plat.

H. Modifications

Following partition or subdivision approval, an applicant may make modifications to the plan consistent with the following procedures. The Community Development Director or designee will determine whether the proposed modification is a minor or major modification.

1. Minor modifications are those in keeping with the general layout and pattern of the approved plan and include minor relocations of property lines, streets, walkways and alleys, changes in the site utilities, and changes which do not increase the number of lots. The Community Development Director or designee may approve a minor modification upon finding that the modification is substantially consistent with the approved tentative plan, is consistent with the provisions of this code and the conditions of approval, and does not have substantially greater impacts on surrounding properties than the original tentative plan.

2. Other modifications are major modifications. See Chapter 4.1

Staff response: Section 4.3.300.E remains applicable per the original tentative subdivision plat's approval (SUB 15-01). The applicant's proposal adds cottage style lots to the original tentative subdivision plat. The proposal meets the criteria to be processed as a major modification.

4.3.500 Preliminary Plat Submittal Requirements

A. General Submittal Requirements. The following information shall be submitted:

B. Preliminary Plat Information. In addition to the general information described in Subsection A above, the preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information:

1. General Information:

a. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in the county in which it is located (please check with County Surveyor);

b. Date, north arrow, and scale of drawing;

c. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;

d. Names, addresses and telephone numbers of the owners, designer, and engineer or surveyor if any, and the date of the survey; and

e. Identification of the drawing as a "preliminary plat".

2. Site analysis:

a. Streets: Location, name, present width of all streets, alleys and right-of-way on and abutting the site;

b. Easements: Width, location and purpose of all existing public and private easements of record on and abutting the site;

c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;

d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor. This requirement may be waived for partitions when grades, on average, are less than 6 percent;

e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);

f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;

g. Sensitive lands, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection;

h. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;

i. Designated historic and cultural resources on the site and adjacent parcels or lots;

j. The location, size and species of trees having a caliper (diameter) of eight inches or greater measured at four feet above grade in conformance with Chapter 3.2, and, any tree with a historic designation regardless of size;

k. North arrow, scale, name and address of owner;

l. Name and address of project designer, if applicable; and

m. Other information, as deemed appropriate by the Community Development Director or designee. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

n. A Traffic Impact Statement or Study may be required at the discretion of the Community Development Director or designee for any development that will generate less than 200 vehicle trips per day. A Traffic Impact Study shall be required for any development that generates more than 200 vehicle trips per day.

3. Proposed improvements:

a. Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts which are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;

b. Easements: location, width and purpose of all easements;

c. Lots and private tracts (e.g., private open space, common area, or street); approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all lots and tracts;

d. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use; potential location of future buildings;

e. Proposed improvements, as required by Chapter 3 (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);

f. Preliminary location of development showing that future buildings can meet dimensional standards of base zone;

g. The proposed source and preliminary plans for of domestic water;

h. The proposed method and preliminary plans of sewage disposal and method and preliminary plans of surface water drainage and treatment, if required;

a. The approximate location and identity of utilities, including the locations of street lighting fixtures;

i. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation related to proposed railroad crossing(s);

j. Changes to navigable streams, or other water courses. Provision or closure of public access to these areas shall be shown on the preliminary plat, as applicable;

k. Identification of the base flood elevation for development of more than 3 lots may be required at the discretion of the Community Development Director or designee. If

required, written evidence of initiation of a Federal Emergency Management Agency (FEMA) flood plain map amendment shall be required when development is proposed to modify a designated 100-year flood plain. FEMA approval of the amendment may be a condition of city land use approval;

l. Evidence of written notice to the Oregon Department of Transportation (ODOT) for any development requiring access to a highway under the State's jurisdiction; and

m. Evidence of written notice to the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands and other sensitive lands.

n. Phase development plan shall include the following;
   1. Overall tentative plan, including phase or unit sequence, and the schedule of initiation of improvements and projected completion date.

   2. Overall facility development phasing plan, including transportation and utility facility plans that specify the traffic pattern plan for motor vehicles, bicycles and pedestrian, water systems plans, sewer system plans and utility plans.

   3. Development and phasing plans for any common elements or facilities.

***Staff response*:** The applicant has provided sufficient information to meet the requirements of Section 4.3.500 with the exception of 4.3.500.B.3.n.3 – development and phasing plans for common elements or facilities. The applicant has indicated he will provide elevations of proposed detached parking structures at the Planning Commission meeting. Once the applicant provides this information, this submittal requirement criteria (4.3.500) will be satisfied.

4.3.600 Approval Criteria for Preliminary Plat

A. General Approval Criteria. The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:

1. All relevant provisions of the Comprehensive Plan are met.

2. The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable ordinances and regulations. At a minimum, the provisions of this Chapter, and the applicable sections of Chapter 2 (Land Use Districts) and Chapter 3 (Design Standards) shall apply;

3. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;

4. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat; and

5. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat.

B. Housing Density. The subdivision meets the City's housing density standards of Chapter 2.

C. Conditions of Approval. The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties.

***Staff response*:** The applicant's proposal meets the criteria of Section 4.3.600.A-B. Appropriate conditions of approval will be attached to the conclusion of this staff report as approved by the Planning Commission.

Chapter 3.2 - Landscaping and Screening
Applicable Sections:

3.2.100 Purpose
3.2.200 Landscape Requirements
3.2.500 Existing Trees
3.2.600 Street Trees

3.2.100 Purpose

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

3.2.200 Landscape Requirements

A. Requirements by Zone. In the following designated districts, not less than the stipulated percent of gross site area shall be occupied by landscaping.

1. Residential (R), twenty (20%) percent.

B. **Determination of Landscaped Area.** In determining landscaped area setbacks, private patios and all other areas not occupied by buildings, parking lots, vehicle storage areas, or driveways may be included.

C. **Development Standards**

1. All landscaping within the City shall comply with the requirements of the Oregon Forestland-Urban Interface Fire Protection Act, also known as Senate Bill 360.

2. Areas occupied by clubhouses, recreation buildings, pools, saunas, interior walkways and similar amenities may be also included as landscaped areas, up to fifty (50) percent of the required landscape area.

3. A hard surface pedestrian plaza or combined hard surface and soft surface pedestrian plaza, if proposed shall be counted towards meeting the minimum landscaping requirement, provided that the hard-surface portion of the plaza shall not exceed twenty-five (25) percent of the minimum landscaping requirement, and shall be comprised of the following:

    a. Any permeable surface such as brick pavers, or stone, scored, or colored concrete; and,
    b. One (1) tree having a minimum mature height of at least twenty (20) feet for every three hundred (300) square feet of plaza square footage; and,
    c. Street furniture including but not limited to benches, tables, and chairs; and,
    d. Pedestrian scale lighting consistent with the City's Dark Skies Standards; and,
    e. Public trash receptacles.

4. Bark dust, chips, aggregate and other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped.

5. Street trees shall be planted in accordance with the provisions of Street Tree Section 3.2.600 of this Code.

6. Any landscaping area provided in front of building(s) in the Downtown Commercial or Light Industrial zoning district shall be counted as double toward meeting the total landscape requirements.

7. A landscape strip, a decorative wall (masonry or similar quality material), arcade, trellis, evergreen hedge, or similar screen shall screen parking lots from adjacent streets to a height of three (3') feet. The required wall or screening shall provide breaks, as necessary, to allow for access to the site and sidewalk by pedestrians via pathways. Any areas between the wall/hedge and the street/driveway line shall be landscaped with plants or other ground cover.

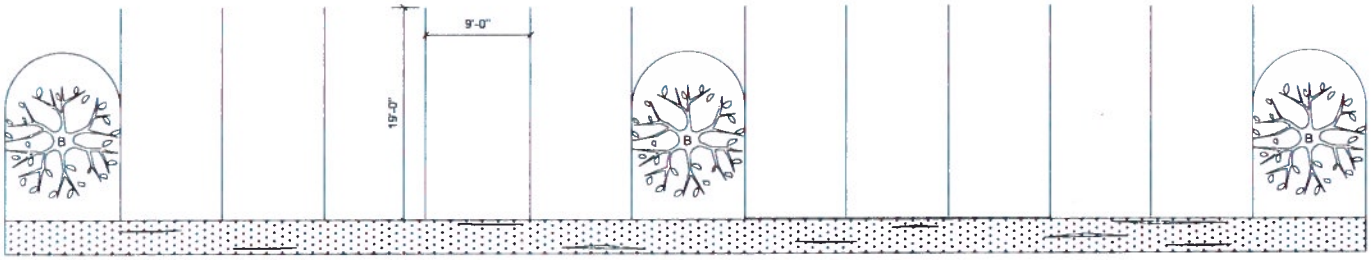
8. All mechanical equipment, refuse area, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and Residential districts. Properties located in the Light Industrial (LI) District shall refer to Chapter 2.6 for screening requirements.

9. Landscaping shall also be provided where practical in areas within a parking lot not used for the parking of vehicles, drives or turning area.

10. Parking Areas. All parking areas containing more than 10 spaces and all parking areas in conjunction with an off-street loading facility shall provide landscaping and screening in accordance with the following standard;

    a. Except for Light Industrial Zone properties, landscape islands shall be provided to break up the parking area into rows of not more than five (5) contiguous parking spaces. Landscape islands shall be a minimum of 15 feet X 7 ½ feet and include at least one tree in compliance with the Street Tree section and shrubs and ground cover.

Figure 3.2.200.A – Landscape Islands



b. Divider medians between rows of parking spaces that are a minimum of 6 feet in width (as measured from the inside of the curb or edge of pavement to the inside of the curb or edge of pavement) may be substituted for interior islands, provided that 1 tree is planted for every 40 feet and shall be landscaped in accordance with Chapter 3.2. Where divider medians are parallel with the buildings, there shall be designated pedestrian crossings to preserve plant materials.

c. A row of parking spaces shall be terminated on each end by a terminal island that is a minimum of 6 feet in width. The terminal island shall contain at least 1 tree and shall be landscaped in accordance with Chapter 3.2.

d. At the sole discretion of the decision authority, the requirement for landscaped islands or medians may be met through the design of additional parking lot landscaping if the configuration of the site makes the use of islands or medians impractical.

11. Buffering is required for parking areas containing four or more spaces, loading areas, and vehicle maneuvering areas. Boundary plantings shall be used to buffer these uses from adjacent properties and the public right-of-way. A minimum five (5) foot - wide perimeter landscaping buffer shall be provided around parking areas; and a minimum ten (10) foot-wide perimeter landscaping buffer shall be provided around trees. Additionally, where parking abuts this perimeter landscape buffer, either parking stops shall be used or landscape buffers shall be increased in width by three (3) feet.

12. When a commercial or industrial site adjoins a Residential District, where fences are required, such fencing shall be landscaped as appropriate.

13. All required building setbacks shall be incorporated in the landscape design, unless these areas are utilized in driveways, etc.

14. A combination of trees, shrubs and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, drought-tolerance, water availability, and drainage conditions; ground covers alone are not acceptable. As necessary, soils shall be amended to allow for healthy plant growth. The Community Development Director or designee may require the substitution of any plant material which they have reason to believe will not survive successfully under the particular conditions of the site in question.

15. Planted trees shall have a minimum caliper size of 1 1/2 (1.5") inches and shall conform to the standards described by the ANSI A300 standards for nursery stock, latest edition.

16. Detention facilities, such as ponds, shall be graded so that the sides of the facilities are no steeper than 3:1. Additionally, the facilities shall be landscaped with plant materials that provide erosion control and biofiltration.

17. Plans for the development of required landscaping shall be submitted to the Community Development Department for review and approval prior to the issuance of any building permit. When special conditions of design warrant, changes may be submitted for consideration.

18. All required landscaping shall be installed by the developer and approved by Community Development Department, prior to occupancy of any building, unless other arrangements are agreed to by the Community Development Director.

19. The use of drought-tolerant plant species is encouraged, and may be required when irrigation is not available. If the plantings fail to survive, the property owner shall replace them in kind or in consultation with the Community Development Director or designee. All other landscape features required by this Code shall be maintained in good condition, or otherwise replaced by the owner. Irrigation systems connected to the City water system shall have a back-flow prevention device installed as required by Public Works' Standards and Specifications, latest edition.

D. Landscaping in Right-of-Way

1. Landscaping in Right-of-Way -- Any landscaped area within the public right-of-way shall not be used when determining required percentage of landscaping provided on-site.

2. Design -- The design of the landscaping of the public right-of-way shall be included in the Landscape Plan and meet the requirements as specified in this section. Adequate space shall be provided in the landscape area to allow free, unrestricted growth and development of the landscaping and street trees.

E. All planting shall be maintained in good growing condition. Such maintenance shall include, where appropriate, pruning, mowing, weeding, cleaning, fertilizing, and regular watering. Whenever necessary, planting shall be replaced with other plant materials to insure continued compliance with applicable landscaping requirements.

3.2.500 Existing Trees

A. Applicability All development sites containing Significant Trees, shall comply with the standards of this Section. The purpose of this Section is to preserve significant trees within the city limits. The preservation of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting. Mature trees reduce air and water pollution, provides summer shade and wind breaks, and require less water than new landscaping plants having established root systems.

B. Significant Trees - Individual trees with a trunk diameter of eight (8) inches or greater as measured 4.5 feet above the ground (DBH), shall be identified as significant._Other trees may be deemed significant, when nominated by the property owner and designated by the City Council as "Heritage Trees" (i.e., by virtue of site, rarity, historical significance, etc.).

C. Mapping Required Existing significant trees shall be identified on all site plans, partitions and subdivisions and shall be retained whenever possible. Trees to be retained must be identified prior

to the commencement of any construction activity and shall be protected during construction pursuant to D below.

D. Protection Standards All of the following protection standards shall apply to significant vegetation areas:

1. Significant trees shall be retained whenever practical. Preservation may become impractical when it would prevent reasonable development of public streets, utilities, or land uses permitted by the applicable land use district.

2. Significant trees removed shall be replaced at a 3:1 ratio of trees removed to trees planted. Replacement trees of an appropriate species shall have a minimum one and one-half (1 ½") inch caliper size and shall be planted in a suitable location as substitutes for removed trees, at the sole expense of the applicant. Ponderosa pines may be planted as replacement trees where appropriate.

   a. The Community Development Director or designee shall review tree relocation or replacement plans in order to provide optimum enhancement, preservation and protection of wooded areas. To the extent feasible and desirable, trees shall be relocated or replaced onsite and within the same general area as trees removed.

   b. When it is not feasible or desirable to relocate or replace trees on-site, relocation or replacement may be made at another location approved by the Community Development Director or designee.

   c. Where it is not feasible to relocate or replace trees on site or at another approved location in the City, the applicant shall pay into the City Tree Fund, which fund is hereby created, an amount, to be set by the City Council and incorporated into the City of Sisters Master Fee Schedule, for each of the replacement trees that would otherwise be required by this section. This amount shall reflect both the cost of purchasing and the cost of installing a replacement tree. The City shall use the City Tree Fund for the purpose of producing, maintaining and preserving wooded areas and heritage trees, and for planting trees within the City. In addition, and as funds allow, the City Tree Fund may provide educational materials to assist with tree planting, mitigation, and relocation.

3. Significant trees that are identified to be retained prior to any construction activity, as required by C, above, shall be removed only with the prior approval of the Community Development Director or designee.

4. Significant trees that are identified to be retained shall be protected before and during all construction and site preparation activity. Protection measures shall include, but not be limited to, installation of a high visibility tree protection fence [minimum three (3) foot high fence with metal stakes/posts at eight (8) to ten (10) foot intervals] around the dripline(s) of a tree or trees to be preserved.

5. Grading, operation of vehicles and heavy equipment, and storage of construction materials are prohibited within the dripline of significant trees to be preserved, except as approved by the City for installation of utilities or streets. Such approval shall only be granted after finding that there is no other reasonable alternative to avoid the protected area.

6. When proposed developments encroach into the dripline area of significant trees, special construction techniques to allow the roots to breathe and obtain water may be required by the Director with respect to any application for a building, grading or development permit.

7. The City also may require an inventory, survey, or assessment prepared by a qualified professional when necessary to determine vegetation boundaries, building setbacks, and other protection or mitigation requirements.

8. Conservation Easements and Dedications. When necessary to implement the Comprehensive Plan, the City may require dedication of land or recordation of a conservation easement to protect sensitive lands, including groves of significant trees and natural rock outcroppings.

3.2.600 Street Trees

Street trees shall be planted for all developments that are subject to Land Division or Site Design Review. Planting on unimproved streets shall be deferred until the construction of curbs and sidewalks. Street trees shall conform to the following standards and guidelines:

A. Street Tree Standards. Trees shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following applies to street tree planting and selection:

1. Street trees shall be planted between 5' and 15' of the curb, wherever possible.

2. Street trees shall be placed at an average of 35' maximum distance apart from one another. Reduced separation may be required for smaller species of trees. Variety in tree placement using clusters of trees and uneven spacing is encouraged.

3. An approved tree grate or other surface treatment acceptable to the Community Development Director or designee shall be used for street trees planted in paved or concrete areas.

4. Except for immature trees of insufficient height to prune and retain a crown that is at least 2/3 the height of the tree, street trees that overhang city property and public rights-of-way shall be pruned to maintain at a minimum a clearance height of 8' over sidewalks and a clearance height of 14' over streets.

5. Existing trees may be used to meet minimum street trees requirements if they are not killed or damaged during or as a result of development. Sidewalks of variable width and elevation may be used to save existing street trees.

6. Existing street trees removed as the result of development shall be replaced by the developer with trees of a species appropriate to the site, as determined by the Community Development Director or designee.

7. Low-growing trees shall be required for spaces under utility wires.

8. Narrow or "columnar" trees may be used where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.

9. Trees that are extremely susceptible to insect damage shall be avoided.

10. Trees that produce excessive seeds or fruit are prohibited as street trees.

11. Street trees shall be those species suitable for the location in which they are placed. Recommended tree species include the following tree types, and within these, consideration should be given to those that are most drought-resistant. Drought resistant trees are marked with an asterisk (*):

<u>Small trees (under 25 feet at maturity)</u>

a. Canada Red Cherry (*Prunus virginiana*)*
b. Flowering Crabapple (*Malus spp.*)*
c. Hawthorn (*Crataegus spp.*)*
d. Japanese Tree Lilac (*Syringa reticulata*)
e. Serviceberry (*Amelanchier spp.*)

<u>Medium trees (30 to 45 feet at maturity)</u>

f. Flowering Plum (*Prunus cerasifera*)
g. American Hornbeam (*Carpinus caroliniana*)
h. Callery Pear (*Pyrus calleryana*)
i. Hedge Maple (*Acer campestre*)
j. Mountain Ash (*Sorbus aucuparia*)*

<u>Tall trees (over 50 feet at maturity)</u>

k. Birch (*Betula spp.*)
l. Green Ash (*Fraxinus pennsylvanica*)*
m. Honey Locust (*Gleditsia triacanthos 'inermis'*)*
n. Littleleaf Linden (*Tilia cordata*)
o. Norway Maple (*Acer platanoides*)
p. Pin Oak (*Quercus palustris*)*
q. Red Maple (*Acer rubrum*)*
r. Red Oak (*Quercus rubra*)*

B. **Prohibited Street Tree Species.** Use of the following tree species as street trees is prohibited for one or more of the following reasons: 1) their roots cause injury to sewers or pavements; 2) they are particularly subject to insects or diseases; 3) they cause safety and visibility problems along streets and at intersections; 4) they create messy sidewalks and pavements. Prohibited species include the following:

a. Walnut *(Juglans spp.)*
b. Osage Orange *(Maclura pomifera)*
c. Weeping varieties of mulberries, crabapples, cherries, etc. (*Morus, Prunus, etc.*
d. Fruiting Mulberry (*Morus alba)*
e. Poplar (*Populus trichocarpa)*
f. Commercial Fruit Trees (*Prunus, Pyrus, etc. (fruiting)*)
g. Weeping Willow (*Salix babylonica)*
h. American Elm (*Ulmus americana)*
i. Siberian Elm (*Ulmus pumila)*

C. **Caliper Size**. Planted trees shall have a minimum caliper size of one and one-half (1 ½) inches and shall conform to the standards described by the ANSI A300 standards for nursery stock, latest edition.

D. **Location.** Street trees shall be planted within existing and proposed planting strips and in sidewalk tree wells on streets without planting strips.

E. **Street Tree Maintenance**

1. Except for trees located in medians within public rights-of-way, which shall be maintained by the City, it shall be the continuing duty and routine obligation of property owner(s) of land abutting public rights-of-way to perform activities required to maintain trees located within the abutting right-of-way in good health and vigor. Activities may include watering, pruning, protection against damage, and replacement if necessary.

2. Street tree removal and planting shall be the obligation of the adjacent property owner(s).

3. All maintenance activities shall be conducted in accordance with the City of Sisters Urban Forestry Ordinance and City of Sisters Public Works Construction Standards, latest edition.

F. **Assurances.** The developer shall install all required landscaping prior to the occupancy of the development. In the event that installation needs to be delayed, the City shall require the developer to provide an estimate of landscaping improvement costs to the City. Upon acceptance of this amount, the City shall require a performance bond in the amount of 120 percent of the accepted estimate from the owner/developer. .

Applicant Responses: Approximately 50% of the cottage site area will be common space. A minimum of 20% of the cottage lot area will be landscaped. Additional landscaping will be provided in the central common areas located between cottages. Street trees shall be planted in accordance with the provisions of Street Tree Section 3.2.600 of this Code. The Exhibit titled "ClearPine Conceptual Cottage Plan" shows existing native Ponderosa Pine & Juniper trees over 6" in diameter. Additional street trees will be planted so that spacing shall be no more than 35' between trees (including native trees). The trees will be planted within 5' – 15' of the curb, a minimum caliper of 1.5", and will be of the varieties specified in 3.2.600 Street Trees.

***Staff responses*:** The applicant has provided sufficient information and/or responses to meet the requirements of Chapter 3.2 Landscaping for the purposes of this Type III decision. As individual dwellings are approved for building permits and/or prior to release of construction guarantees, staff will review the final development for compliance with Chapter 3.2 Landscaping.

APPLICANT'S SUMMARY OF PROPOSAL FOR COTTAGE DEVELOPMENT

Applicant Response/summary: General description of the proposed cottage development is as follows: The applicant, 3 Sisters Partners, LLC has previously obtained approval for a Master Plan and Subdivision known as ClearPine. The applicant believes that it is important to have a variety of housing prices and styles to help enhance the overall quality of ClearPine as a community. To meet the prevailing demographics, the applicant proposes a 9---unit cottage cluster near the center of ClearPine, directly

adjacent to a future public park. The cottages are primarily intended for singles and couples who desire a less costly, lower maintenance housing option built to high quality standards. Informal market survey data collected over the last two years indicate a demand for this type of housing. Options will include one or two---story designs, and 1, 2 or 3 bedrooms.

Each cottage will have its own platted lot, and will have either an attached or detached garage. Detached garages will be clustered together in two separate locations, but easily accessible to their respective cottage units via pedestrian pathways. The cottages will all front an open "commons" space, but also have direct access to public streets and a proposed public alley. Approximately 50% of the site plan will be composed of open/common space, the other 50% will be individually deeded parcels containing a single cottage. The minimum lot size will be 2574 sq ft, and the largest 3280 sq ft. Cottage units will have a maximum living area of 1250 sq ft, each with its own private yard and attached or detached garage.

All cottages will be served by public streets and utilities, and the cluster will be to the west and adjacent to a future pubic park, separated by a privacy fence with gate. There is no community building proposed for the cottage cluster. This development will be in very close proximity to the public park shelter to be constructed when the Park site is developed.

Chapter 4.6, Cottage Developments

4.6.100 Cottage Developments

A. **Purpose.** The purpose of this section is to provide a housing type that responds to changing household sizes and ages (e.g., retirees, small families, single-person households) and provides opportunities for ownership of small, detached single-family dwelling units within the Cottage Development. The Cottage Development supports the following principles:

1. Encourages the creation of more usable open space for residents of the development through flexibility in density and lot standards;
2. Supports the growth management goal of more efficient use of urban residential land;
3. Provides development standards to ensure compatibility with surrounding land uses; and,
4. Allows diversity of land uses within certain commercial zones as well as establishes smaller lot sizes and creative residential development within residential zones.
5. Does not apply to infill development of parcels without an approved master plan.

B. **Applicability and Permitted Uses.**

1. Cottage Developments are permitted in the R-Residential, MFD Multi-Family Residential District, Sun Ranch Residential District, and in the portion of the Downtown Commercial (DC) District that allows new single family dwellings. Cottage developments are allowed as part of a master planned development.
2. Cottage Developments are reviewed under Cottage Development and Subdivision review processes in addition to the standards and criteria found herein. In the event of conflicts between this chapter and the underlying zoning, these standards and criteria supersede the standards and criteria found in the underlying zone.

3. Buildings accessory to a Cottage Development are subject to the development standards in this section.
4. On a lot to be used for a cottage housing development, existing detached single-family residential structures, which may be nonconforming with respect to the standards of this section, shall be permitted to remain, but the extent of the nonconformity may not be increased. Such nonconforming dwelling units shall be included in the maximum permitted cottage density.
5. Accessory dwelling units are not permitted within Cottage Developments.
6. Mixed-use developments (residential and commercial uses) are allowed in Cottage Developments located in the Downtown Commercial (DC) District.
7. Prior to recording a subdivision plat for any new or modified cottage development, all cottage developments shall provide Covenants, Codes and Restrictions (CC&RS) or similar enforceable document that provides assurance of the ongoing maintenance of all common areas within the Cottage Development. All agreements are subject to review and acceptance by the City of Sisters prior to enacting the agreement.

Applicant Response: This application is on property located in an Approved Masterplan (MP15---01). There are no existing structures or ADU's in this proposal. CCR's for ClearPine were established when the Phase 1 plat was recorded. HOA's specific to the cottage development will govern the cottage development portion of the subdivision, providing for irrigation/maintenance of common spaces, and other necessary structure.

***Staff Response*:** The applicant has provided draft CC&R's that cover the area of the Cottage Development and include the HOA's responsibility for maintenance of the Cottage Development's common areas and its associated detached parking structures.

C. **General Requirements.**

1. Cottage development sites in residential districts shall be a minimum of one acre in gross area. Cottage developments within approved Master Planned Developments shall be at least ½ (one half) acre in size within any residential district. There is no minimum size for cottage development sites in the eligible lots located within the Downtown Commercial District provided that all minimum standards for cottage developments are met.

Applicant Response: This development proposal is for 9 cottages on .9 acres.

***Staff response*:** The applicant meets this requirement.

2. Each cottage development shall contain a minimum of four cottages.

Applicant Response: A total of nine cottages are proposed therefore this criteria has been met.

3. Density of the underlying zoning district with a cottage development may be increased by 25% in the R - District only.

Applicant Response: The underlying density of the R zone is 8 units/acre gross density. This proposal cluster development requests a 25% density increase, resulting in 9 units on .9 acres.

***Staff Response*:** As a result of this proposal, the overall gross density of ClearPine subdivision increases from 4.37 units per acre to 4.71 units per acre which is below the maximum gross density for the R District (8 units per acre gross density). The applicant is requesting a density bonus specific to the Cottage Development area of the subdivision. Since the overall density of the subdivision is below the maximum allowed density the density bonus request is not needed for this application.

4. Community buildings and all common areas within a cottage development shall be mutually owned by the Home Owner's Association or other legal mechanism and shall be for the use of the development's inhabitants. Alternative forms of maintaining common areas may be proposed and approved by the governing body on a case by case basis.

5. Alley access is preferred where an alley is available. Alternate forms of access may be approved as part of the Master Plan.

6. New lots created as a part of a Cottage Development are not required to have frontage on either a public or private street.

***Staff response*:** The applicant has provided a draft of the CC&R's that defines how the common areas, including the detached garage structures for the Cottage Development will be maintained and managed.

D. **Development Standards**. The design standards and floor area requirements ensure that the overall size and scale including bulk and mass of cottage structures remain smaller and incur less visual impact than standard sized single-family dwellings.

1. **Cottages.**

a. Minimum lot size within the Cottage Development is 2,000 square feet.

b. The total floor area of each cottage shall not exceed 1,250 square feet and not to exceed 60% lot coverage.

c. The second level floor area shall not exceed 50% of the first floor area. For the purposes of this calculation, the area of interior stairway may be allocated between floors served.

d. The maximum height of any cottage shall be defined by the underlying zoning district.

e. Cottage areas that do not count toward the total floor area calculation include:

i. Unheated storage space located under the main floor of the cottage;

ii. Architectural projections, such as bay windows or fireplaces;

iii. Attached roofed porches;

iv. Attached and/or detached garages;

v. Spaces with a ceiling height of six feet or less measured to the exterior walls, such as in a second floor area under the slope of the roof.

f. Cottage setbacks:

i. Front – 4 feet minimum to common open space.

ii. Side – 5 feet minimum or 10 feet between habitable buildings.

iii. Rear – 10 feet minimum.

iv. 10' minimum to all streets.

***Staff response*:** The applicant has provided sufficient information and/or responses to meet the requirements of Section 4.6.100.D for the purposes of this Type III decision. Staff will review the building permits of individual dwellings and structures for compliance with Section 4.6.100.D, Development Standards.

2. **Community Building (if proposed).**
   a. Setbacks:
      i. 20' from any cottage.
      ii. 10' from any property line.
      iii. 10' from any garage or accessory structure.
      iv. 5' from any driveway, access aisle or parking area.

***Staff response*:** No community building is proposed with this request therefore this criteria is not applicable.

3. **Garages.**
   a. Garages having direct access to the street shall be approved at the discretion of the governing body if it is the only practical access solution to a particular site.
   b. Garages or covered parking spaces may be attached, detached, or clustered together.
   c. Garages when accessed from a public alley shall be setback a minimum of 10 feet if front loaded or 3 feet if side loaded.
   d. Garages or covered parking spaces are counted towards meeting the parking requirements.

***Staff response*:** Access to the garages is via a proposed alley.

4. **Private Alleys.**
   a. All alleys shall be constructed to current City standards

5. **Parking Requirements**. The parking requirements are designed to ensure minimal visual impact from vehicular use and parking areas for residents of the Cottage Development and adjacent properties, and to maintain a single-family character along public streets.

a. One on-site parking spaces shall be required per studio or one bedroom cottage; One and one-half parking spaces for a two bedroom cottage and two on-site parking spaces shall be required for three or more bedroom cottages.

b. Permissible parking spaces include a garage (20' x 10' minimum), covered parking space or parking stall (18' x 9' minimum) or garage driveway (20' x 8' minimum).

c. Parking, including garages, shall not be located between a cottage and the front property line.

d. Parking may be either provided on individual lots or in a combined parking area or areas.

e. Garage driveways that are at least 20' long by 10' wide may count as parking. On street parking directly adjacent to the development may be considered in fulfilling parking calculations, at the discretion of the governing bodies.

6. **Building Orientation and Architectural Treatments.**

a. Community buildings, accessory buildings and garages shall match the architectural theme of the cottage development by incorporating similar design treatments on the community buildings, accessory buildings and garages.

b. Separation of Identical Building Elevations. Units of identical elevation types must be separated by at least two different elevations. This will result in at least three different elevations per cottage development. No two adjacent structures shall be built with the same orientation (reverse elevations do not count as different building elevations), facade, materials, and colors.

c. Variety in Building Design. Design standards shall comply with the requirements of the underlying zone.

d. Rear elevations are allowed to face a public street as long as the design detailing is consistent with front or side elevations.

7. **Screening Requirements.**

a. Parking areas shall be screened from public streets and cottages by landscaping, fencing or buildings where practicable.

b. Boundaries between cottage dwellings and neighboring properties shall be screened with landscaping to reduce the appearance of bulk or intrusion onto adjacent properties, or otherwise treated (i.e., through setbacks or architectural techniques) to meet the intent of this section.

c. Common waste and other storage receptacles shall not be placed in the front yard setback area.

d. Common waste and other storage receptacles shall be architecturally screened and/or screened with landscaping so as to mask their appearance to residents, adjacent property owners, and the public rights-of-way.

8. **Open Space.**

    a. Shared Open Space.

        i. Shall provide a centrally located, focal area for the Cottage Development.

        ii. Shall total a minimum of 500 square feet per cottage when all shared open space areas are combined.

        iii. Common parking areas are not counted in the shared open space area requirements.

    b. Private Open Space.

        i. Shall be a minimum of 300 square feet of private, contiguous, usable open space with no dimension less than 10 feet, for the exclusive use of the cottage resident.

9. **Landscaping.**

    a. Shall be provided in accordance with Chapter 3.2 Landscaping.

10. **Pathways.**

    a. Pathways shall be ADA compliant and a minimum four foot-wide paved pedestrian pathway (sidewalks).

11. **Public Improvements.** Every cottage development shall improve the public right of way immediately adjacent to the cottage development.

***Staff response*:** The applicant has provided sufficient information and/or responses to meet the requirements of Section 4.6.100.D for the purposes of this Type III decision. Staff will review the building permits of individual dwellings and structures for compliance with Section 4.6.100.D, Development Standards.

E. **Cottage Development Submittal Requirements.** The applicant shall submit an application containing all of the general information required for a Type III procedure, as governed by Chapter 4.1. In addition, the applicant shall submit the following:

1. A detailed project description by the applicant. This statement should include a description of the character of the proposed development and how the proposal integrates itself into the existing community or existing master plan as appropriate;

2. Burden of Proof documenting compliance with all applicable approval criteria;

3. Complete application form with fee;

4. Electronic copies of all materials submitted (acceptable file types to be determined by the Community Development Director or designee); and,

5. Preliminary title report or equivalent printed within 90 days of the date of the application submittal.

6. Existing Conditions Site Plan.

7. Topographic Map at appropriate contour intervals to be determined by the Community Development Director.

8. Access and Circulation Map.

9. Site Plan – proposed.

10. Landscape/Open Space Plan.

11. Utility Plan.

12. Conceptual Drainage Plan (to include benchmarks and elevations at staff's discretion).

13. Elevations and floor plans of all proposed buildings.

14. Tentative Plat.

15. Copy of all existing covenants and restrictions, and general description of proposed restrictions or covenants (e.g., for common areas, access, parking, etc.).

16. Special studies prepared by qualified professionals may be required by the Community Development Director, Planning Commission or City Council to determine potential traffic, geologic, noise, environmental, natural resource and other impacts, and required mitigation.

***Staff response*:** The applicant has not provided elevations of the proposed shared garage structures (item 4.6.100.E.13), which is a Cottage Development submittal requirement, and has indicated that he will provide this item prior to the November 17 Planning Commission meeting.

Once the applicant provides this information, this submittal requirement (4.6.100.E) will be satisfied.

F. **Cottage Development Approval Criteria.** The City shall make findings that all of the following criteria are satisfied when approving, or approving with conditions, the Cottage Development. The City shall make findings that at least one of the criteria is not satisfied when denying an application:

1. Land Division Chapter. All of the requirements for land divisions, as applicable, shall be met (Chapter 4.3);

2. Chapter 2 Land Use and Chapter 3 Design Standards. Land use and design standards contained in Chapter 2 and 3 are met, except as modified by Section 4.6.100.

3. Property Development Standards. Land use and design standards contained in Section 4.6.100 are met.

4. Architectural Features. The Cottage Development includes architectural features that complement and enhance positive characteristics of the site and surrounding area. Setbacks from streets shall be staggered or buildings otherwise provided with architectural features that assure variety and interest along the street.

5. Compliance with Purpose of Cottage Development Chapter. The Cottage Development substantially meets the purpose of Section 4.6.100; and,

6. Conformance with applicable Public Works, Building and Fire code standards.

G. **Approval Durations, Extensions and Amendments**

1. Cottage Development Approval Duration. The Cottage Development approved by the Planning Commission shall expire two (2) years from the date on which the decision is final, if no construction or significant infrastructure improvements of the planned unit development has been initiated.

1. Extension. The City may, upon written request by the applicant and payment of the required fee, grant up to two (2) one-year extensions of the approval period. The first extension may be approved administratively. The second extension, if needed, shall be considered and may be granted by the original decision body at their discretion. Extensions may be considered if:

a. No changes, unless modified as permitted in Chapter 4.1.700, have been made on the original Cottage Development as approved;

b. There have been no changes to the applicable Comprehensive Plan policies and ordinance provisions on which the approval was based; and

c. The extension is requested before expiration of the original approval.

H. **Modification to an Approved Cottage Development**. All proposed cottages and accessory buildings that are not reviewed under the initial land use review during the establishment of the Cottage Development through a land use review process are subject to the following;

1. The following minor modification examples may be approved administratively by the Community Development Director;

a. An increase to the amount of open space or landscaping;

b. Changes to dimensional standards identified in Section 4.6 as long as the minimum requirements are satisfied. Changes to dimensional standards approved as part of a land division shall be reviewed using Chapter 4.3 Land Divisions.

c. The location of buildings, proposed streets, parking and landscaping or other site improvements shall be as proposed, or as modified through conditions of approval. Changes in the location or alignment of these features by 25 feet or less or other changes of similar magnitude may be approved administratively. Changes to locations approved as part of a land division shall be reviewed using Chapter 4.3 Land Divisions.

2. Other modifications are major modifications. See Chapter 4.1
3. The Community Development Director or the applicant shall have the right to refer a proposed amendment directly to the Planning Commission for their determination of whether or not the amendment creates a substantial adverse impact to the approved Cottage Development.

PUBLIC NOTICES: On August 3, 2016, the City mailed a notice to properties located within 250 feet of the project. The City also posted the site with a notice of pending land use action and provided a notice in the Nugget newspaper on August 3, 2016.

PUBLIC COMMENTS: One written request for information dated 08/04/16 was sent by Linda Sundvall and was replied to by staff on the same day. No other correspondences were received at the time of staff report publishing:

REVIEWING AGENCY REQUIREMENTS:

Sisters-Camp Sherman Fire Protection District: Letter dated July 15, 2016

- Dead-end fire apparatus access roads shall not be in excess of 150 feet without an approved method to turn around fire apparatus as set forth in Appendix D of the 2014 Oregon Fire Code.
- The roads and turnarounds will need to be engineered to hold the load of 60,000 lbs. in weight.
- Any road or turnaround less than 28 feet in width will need NO PARKING signs on each side to prohibit parking to meet City Code and to be approved by the fire department, if 28 feet and wider please refer to City of Sisters standards for NO PARKING striping and signs.

Public Works Department/City Engineer: Letter dated July 20, 2016

Access and Circulation: The modification replaces a north-south local street with an alley which does not indicate a sidewalk, eliminating a pedestrian connection.

Prior to construction of subdivision improvements, the applicant shall provide plans which include a public pedestrian connection (6' min width sidewalk) adjacent to the proposed alley or in an alternative location as approved by the City Public Works Director and City Engineer.

Email dated November 7, 2016: *"For a public path, the minimum continuous width is 5-feet, but a 4-foot width is acceptable with "passing spaces": A 4-foot walk must have passing spaces at an interval of no more than every 200-feet. The passing spaces must be shaped 5-foot by 5-foot minimum (sections from the PROWAG below).*

The City Engineer will require the following: *A public access easement over the path to make sure the general public has the right to use it.*

R302.3 Continuous Width. Except as provided in R302.3.1, the continuous clear width of pedestrian access routes shall be 1.2 m (4.0 ft) minimum, exclusive of the width of the curb.

R302.4 Passing Spaces. Where the clear width of pedestrian access routes is less than 1.5 m (5.0 ft), passing spaces shall be provided at intervals of 61 m (200.0 ft) maximum. Passing spaces shall be 1.5 m (5.0 ft) minimum by 1.5 m (5.0 ft) minimum. Passing spaces are permitted to overlap pedestrian access routes."

Traffic Impacts: The applicant previously submitted a traffic letter dated March 12, 2015 which indicated that the site is allowed up to 210 pm peak trips per previous agreements, and that the subdivision with 77 lots and an estimated 25 townhomes would create a total of 90 pm peak trips. The addition of 6 lots to the subdivision would add approximately 6 pm peak trips for a total of 96 which is below the maximum of 210. No additional traffic analysis is necessary.

Transportation: No modifications to the typical street sections are proposed. Due to the replacement of a local street with an alley, one sidewalk connection is proposed to be eliminated.

Prior to construction of subdivision improvements, the applicant shall provide plans which include a public pedestrian connection (6' min width sidewalk) adjacent to the proposed alley or in an alternative location as approved by the City Public Works Director and City Engineer.

(See Access and Circulation comments dated November 7, 2016, above).

Water: The applicant previously submitted a water and sewer analysis indicating that water demand is not in excess of previous development approvals for the property. The 6 additional connections proposed do not exceed the original quantity of connections approved as indicated in the memo. No additional water capacity analysis is necessary.

Prior to construction of each phase of subdivision improvements, the applicant shall provide a memo to indicate that the configuration of water mains will provide a minimum of 1500 gpm at 20 psi residual pressure throughout the water system.

As part of the subdivision plat for any phase, where water and sewer mains run parallel within alleys, the applicant shall provide public utility easements with a minimum width of 30 feet.

Sewer: The applicant has submitted a water and sewer analysis indicating that water demand is not in excess of previous development approvals for the property. The 6 additional connections proposed do not exceed the original quantity of connections approved as indicated in the memo. No additional sewer capacity analysis is necessary.

As part of the subdivision plat for any phase, where water and sewer mains run parallel within alleys, the applicant shall provide public utility easements with a minimum width of 30 feet.

Grading and Drainage: The applicant has proposed a cottage development with reduced-sized lots and common area between.

Prior to construction phase 2 (cottage phase) the applicant shall provide a grading and drainage plan for the disposal of on-site storm water among the cottage lots including all anticipated impervious areas and which meets Central Oregon Storm water Manual requirements.

Construction Plans: Construction plans for each phase shall be submitted as required in the SUB 15-01 decision.

Previous Requirements: All other engineering requirements in the SUB 15-01 decision remain applicable.

Recommendations:

The applicant's burden of proof and staff's responses document that the application for modification to the preliminary subdivision plat (MOD 16-02) and Cottage Development conform to the applicable approval criteria of the Development Code and Comprehensive Plan.

Staff recommends approval of this application, subject to the conditions attached hereto including any additional or revised conditions as approved by the Planning Commission.

Exhibits

The following exhibits make up the record in this matter. These are contained in file MOD #15-06 and are available for review at the City of Sisters City Hall:

- **A- Burden of Proof Statement (supplement), dated 7/13/16**
- **B- Tentative Plat – existing (MOD15-06)**
- **C- Tentative Plat – proposed (MOD16-02)**
- **D- Cottage Site Plan**
- **E- Conceptual Landscape Plan (proposed)**
- **F- Cottage Elevations and Floorplans (draft)**
- **G- Draft CC&Rs**
- **H- DRAFT Planning Commission Resolution**

----------**END OF REPORT**----------

This decision is subject to appeal. The appeal must be filed within 14 (fourteen) days of the date the final decision is mailed. Any appeal must be on a form provided by the City; must be accompanied by the required fee, and must be accompanied by a statement listing the specific reasons(s) for the appeal. See the Sisters Development Code Chapter 4.1 for appeals procedures. For information regarding appeals, contact the Sisters City Hall, Community Development Department, at (541) 549-6022.

Failure to raise an issue with specificity within the appeal form may preclude an appeal to LUBA, and may prevent the ability of the appellant from collecting damages in Circuit Court.

THE FINAL PLAT SHALL NOT BE RECORDED AND NO PERMITS SHALL BE ISSUED UNTIL ALL CONDITIONS ARE MET AND THE APPEAL PERIOD HAS EXPIRED. AN APPEAL SHALL AUTOMATICALLY STAY THE ISSUANCE OF PERMITS UNTIL THE APPEAL PROCESS HAS CONCLUDED.

_____ _____

Mailed by: Date

DRAFT Conditions of Approval on following page

DRAFT Conditions of Approval

1. This proposal does not provide any approvals in the area designated Multifamily Residential (MFR) zoning district.

2. All other conditions of approval per MP 15-01, SUB 15-01 and MOD 15-06, not modified by this application, remain in effect.

3. Landscaping requirements shall be illustrated during submission for building permits and shall be installed prior to issuance of a Certificate of Occupancy.

4. **Public Works Department/City Engineer:**

   a. **Public Pedestrian Connection**. Prior to construction of subdivision improvements, the applicant shall provide plans which include a public pedestrian connection (6' minimum width sidewalk) adjacent to the proposed alley or an alternative design and location, as described below, to be approved by the City Public Works Director and City Engineer.

   An alternative north-south public pedestrian connection located along the eastern edge of Tract A, Lot 31, Lot 30, Lot 29, and Tract B would satisfy this condition. The alternative pedestrian connection shall be a minimum width of four (4) feet with "passing spaces" at an interval of no more than every 200 feet. The passing spaces must be shaped 5-foot by 5-foot minimum (sections from the PROWAG below).

   A public access easement over the entire path is required.

   PROWAG Standards:

   R302.3 Continuous Width. Except as provided in R302.3.1, the continuous clear width of pedestrian access routes shall be 1.2 m (4.0 ft) minimum, exclusive of the width of the curb.

   R302.4 Passing Spaces. Where the clear width of pedestrian access routes is less than 1.5 m (5.0 ft), passing spaces shall be provided at intervals of 61 m (200.0 ft) maximum. Passing spaces shall be 1.5 m (5.0 ft) minimum by 1.5 m (5.0 ft) minimum. Passing spaces are permitted to overlap pedestrian access routes."

   b. **Utilities:**

      i. Prior to construction of each phase of subdivision improvements, the applicant shall provide a memo to indicate that the configuration of water mains will provide a minimum of 1500 gpm at 20 psi residual pressure throughout the water system.

      ii. As part of the subdivision plat for any phase, where water and sewer mains run parallel within alleys, the applicant shall provide public utility easements with a minimum width of 30 feet.

   c. **Grading and Drainage:** Prior to construction of Phase 2 (cottage phase) the applicant shall provide a grading and drainage plan for the disposal of on-site storm water among the cottage lots including all anticipated impervious areas and which meets Central Oregon Storm water Manual requirements.

   d. **Construction Plans:** Upon land use approval or building permit application, construction plans that include all proposed and/or required public improvements, water/sewer service

connections, site grading/drainage and utilities shall be submitted to the City for review and approval.

e. **Previous Requirements:** All other engineering requirements in the SUB 15-01 decision remain applicable.

5. **Sisters-Camp Sherman Fire Protection District:**

a. Dead-end fire apparatus access roads shall not be in excess of 150 feet without an approved method to turn around fire apparatus as set forth in Appendix D of the 2014 Oregon Fire Code.

b. Roads and turnarounds shall be engineered to hold the load of 60,000 lbs. in weight.

c. Any road or turnaround less than 28 feet in width requires NO PARKING signs on each side to prohibit parking to meet City Code and to be approved by the fire department. If 28 feet or wider refer to City of Sisters standards for required NO PARKING striping and signs.

Burden of Proof Statement
Supplement - October 31, 2016
Modification of Subdivision File #16-02

APPLICANT/OWNER:	3 Sisters Partners, LLC Peter Hall 1195 NW Redfield Circle Bend, OR 97703
CIVIL ENGINEER:	HA McCoy Engineering & Surveying Hayes McCoy, P.E. 1180 SW Lake Road, Suite 201 Redmond, OR 97756
REQUEST:	Type III Review of a Modification of an approved Subdivision, and a Type III Review of a Cluster Cottage Development, both located in ClearPine Phase 1, Tract A, in the R zone.
LOCATION:	The property is Tract A of the ClearPine subdivision, Map/Tax Lot #151004BC00100. A current title report has been included. The property is situated north of Lundgren Mill Drive, east of N Pine Street, and West of the intersection with East Sun Ranch Drive.

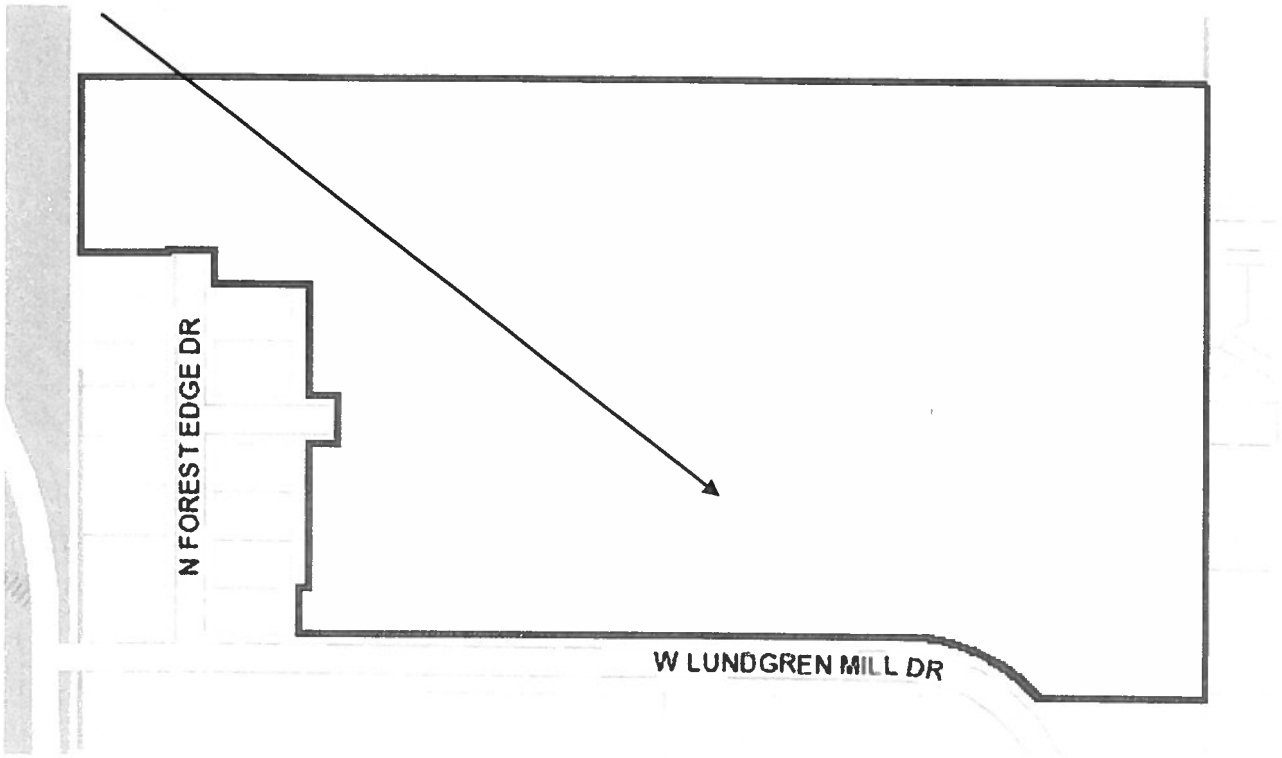
I. Applicable Criteria, Standards, and Procedures:

Procedures:	Chapter 4.1;	Types of Applications and Review Procedures
Criteria:	Chapter 3.2;	Landscaping and Screening
	Chapter 4.2;	Applicability
	Chapter 4.6;	Cluster Cottage Developments
Standards:	Chapter 2.2;	Residential Districts

II. General Facts:

1. Location: The subject property consists of ClearPine, Phase 1, Tract A. The property is situated north of Lundgren Mill Drive, east of N Pine Street and West of the intersection with East Sun Ranch Drive. The subject property is identified as Map/Tax Lot #151004BC00100.

Subject Property DIAL image-



Chapter 4.2 Site Plan Review

Applicant Response: This submittal includes a complete site plan that adheres to the newly updated City of Sisters Cottage Cluster development code adopted as Ordinance 471, dated September 22, 2016,

Chapter 4.6 Cottage Developments

4.6.B.1 Applicability and Permitted Uses

Applicant Response: The proposed development is located within an approved Master Plan.

4.6.100.C.1

Applicant Response: The proposed development is at least ½ acre in size.

4.6.100.C.4

Applicant Response: The density of the R District is 3-8 units/acre. The proposed development is designed at 10 units/acre (9 units on .9 acre), a 25% (10/8) increase over the standard R District maximum density.

4.6.100.C.5

Applicant Response: The proposed common areas will be owned by the ClearPine HOA, for the exclusive use of the cottage residents. Landscape maintenance will be provided by the HOA. Additionally, the detached garages will have exterior maintenance provided by the HOA. Phase 2 Amended CCR's will be filed with Deschutes County, and are included as an Exhibit to this submittal.

4.6.100.D Development Standards

4.6.100.D.1.a-m

Applicant Response: All lots are proposed are more than 2000 sqft. All cottage structures are proposed at less than 1250 sqft. All second level floorplans are less than 50% of the first level floor plan. All structures are proposed to be under 30 ft height. Cottage setbacks all meet development standards as proposed.

4.6.100.D.5.a

Applicant Response: Each cottage has at least 1 garage parking space and 1 driveway parking space per unit, which exceeds the required standards of 1 space for one bedroom, 1.5 spaces for two bedrooms, and 2 spaces for three bedrooms. Garages are 20' x 10' minimum; driveways are 20' x 8' minimum, as required by this code section. All are detailed on Site Plan.

4.6.100.D.8.b.i

Applicant Response: Each cottage has at least 500 sqft of private, contiguous, usable open space with no dimension less than 10 feet (located on the street side). In total, the nine units have nearly 17,000 sqft of private open space, for an average of 1889 sqft per cottage. The minimum required area per 4.6.100.8.iii is 4500 sqft for 9 units. Landscape easements may be applied to lots 29, 30, 31 to allow full use of the space on the south side of each cottage, tbd.

4.6.100.E Cottage Development Submittal Requirements. The applicant shall submit an application containing all of the general information required for a Type III procedure, as governed by Chapter 4.1. In addition, the applicant shall submit the following:

1. A detailed project description by the applicant. This statement should include a description of the character of the proposed development and how the proposal integrates itself into the existing community or existing master plan as appropriate. ~~and the rationale behind the assumptions and choices made by the applicant~~;

Applicant Response: The applicant, 3 Sisters Partners, LLC has previously obtained approval for a Master Plan and Subdivision known as ClearPine. The applicant believes that it is important to have a variety of housing prices and styles to help enhance the overall quality of ClearPine as a community. To meet the prevailing demographics, the applicant proposes a 9-unit cottage cluster near the center of ClearPine, directly adjacent to a future public park. The cottages are primarily intended for singles and couples who desire a less costly, lower maintenance housing option built to high quality standards. Informal market survey data collected over the last two years indicate a

demand for this type of housing. Options will include one and two-story designs, one car garage or detached garage, and 1-2 bedrooms, with optional second level bedtroom lofts on some plans.

Each cottage will have its own platted lot. Three cottages will have an attached garage, six cottages will have detached garages. Detached garages will be clustered together in two separate locations, but easily accessible to their respective cottage units via pedestrian pathways. The cottages will all front open "commons" space, but also have direct access to public streets and a public alley. Detached garages will be constructed on common space parcels, and owned by the HOA. Cottages units without built in garages will be assigned specific detached garages, and their respective owners will be responsible for all interior maintenance. The HOA will provide exterior maintenance and insurance on the structures.

Approximately 26% of the cottage site area will be shared common space, 43% of the site area will be private yard area, and approximately 31% will be buildings or sidewalks (see exhibit Site Plan P1.1)

Cottage lots will be individually deeded parcels containing a single structure. The smallest lot size will be 2574 sqft, and the largest 3280 sqft. Cottage units will have a maximum living area of 1250 sqft, be unique in appearance, with either an attached or detached garage. Several floor plans will be similar, but either reverse (mirror) images or alternate (different roof lines, porches, exterior finishes, etc). From the "street level", each cottage will appear quite unique.

The common areas will be landscaped as a single entity, with the ClearPine HOA responsible for irrigation and landscape maintenance, and snow removal on private pathways. Residents of the cottage cluster will be governed by the Phase 2 addendum to the ClearPine CCR's. All cottage lots/units will be part of the ClearPine HOA, and assessed monthly dues.

This development will be served by public streets and utilities. Car access and garages will be served from a public alley (approximately 200') connecting ClearPine Drive to Heising Drive to the north. This alley will be proposed at a standard 20' width, and include an integrated pedestrian access pathway (alleys do not require standard sidewalks).

In Phase 3, a park will be constructed (per approval MP #15-01) immediately to the east of the cottage cluster. The cottages will share an approximate 200 ft boundary with the new park, but will be separated by a public/private demarcation line (privacy fence with gate). There is no community building proposed for the cottage cluster, however a community shelter for public use has been proposed for the adjacent park.

2. Burden of Proof documenting compliance with all applicable approval criteria;
3. Complete application form with fee;

Applicant Response: Originally submitted June 10, 2016, and amended with this submittal to specifically address the cottage cluster Site Development Plan.

4. Electronic copies of all materials submitted (acceptable file types to be determined by the Community Development Director or designee); and,

Applicant Response: Included with this response, including Exhibits.

5. Preliminary title report or equivalent printed within 90 days of the date of the application submittal.

Applicant Response: Included with original application.

6. Existing Conditions Site Plan.
7. Topographic Map at appropriate contour intervals to be determined by the Community Development Director.
8. Access and Circulation Map.
9. Site Plan – proposed.
10. Landscape/Open Space Plan.
11. Utility Plan.
12. Conceptual Drainage Plan (to include benchmarks and elevations at staffs discretion).
13. Elevations and floor plans of all proposed buildings.
14. Tentative Plat.
15. Amendment to ClearPine Phase 1 CCR's, which cover Phase 2 lots. Copy of all existing covenants and restrictions, and general description of proposed restrictions or covenants (e.g., for common areas, access, parking, etc.).

Applicant Response: All items are included as Exhibits with this submittal.

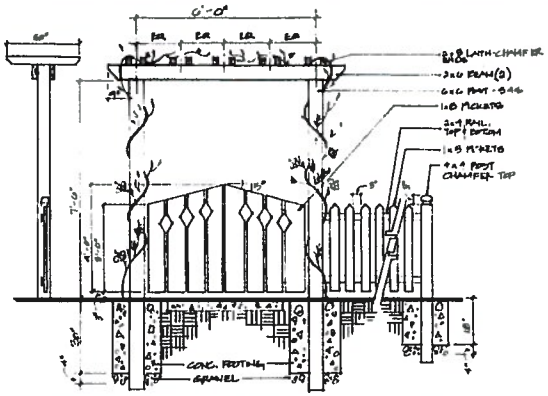
16. Special studies prepared by qualified professionals may be required by the Community Development Director, Planning Commission or City Council to determine potential traffic, geologic, noise, environmental, natural resource and other impacts, and required mitigation.

Applicant Response: Item #16 is not applicable, unless requested by governing bodies.

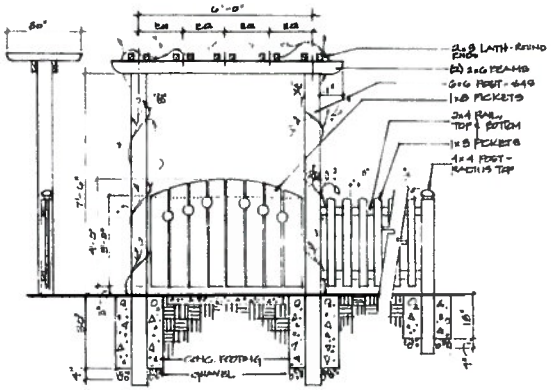
<u>List of Exhibits</u>

1. Phase 2 CCR Annexation
2. ClearPine Tract A Title Report

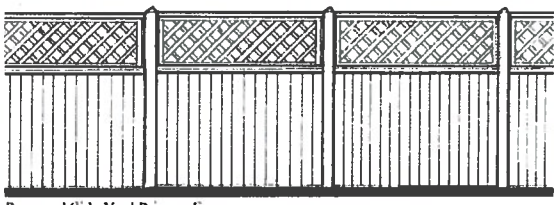
3. 3SP Cottage Site Plan (Existing Conditions, Traffic Circulation, Grading and Drainage Plan, Site Plan, Utility Plan, Tentative Plat)
4. Cottage Elevations and Floorplans
5. Proposed Landscape Plan
6. Phase 2-5 Tentative Plat



PICKET FENCE DETAIL 1 – Optional



PICKET FENCE DETAIL 2 – Optional



Proposed Side Yard Privacy Fence
Used where applicable, Optional
4' solid with 2' lattice wood fence

SIDE YARD FENCE ELEVATION – Optional

PROPOSED LANDSCAPE PLAN

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

3 Sisters Partners, LLC
Peter Hall Contact
541.408.0141
1195 NW Redfield Circle
Bend OR 97703

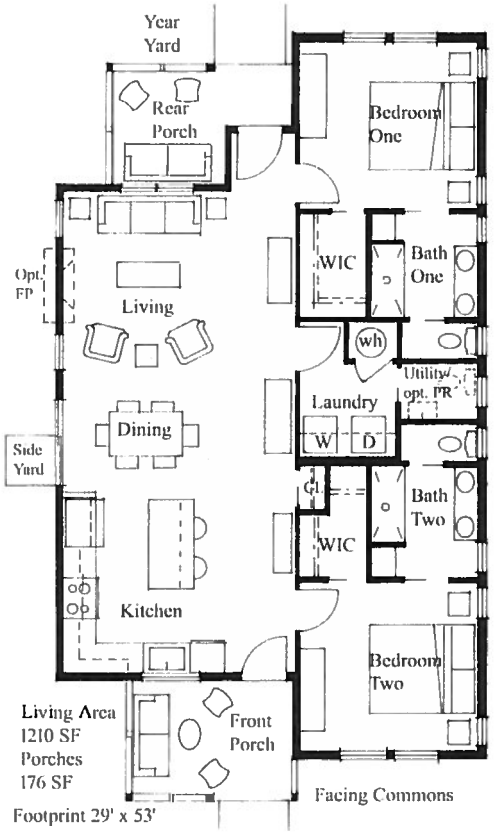
The Cottages at ClearPine

SISTERS, OREGON

PROPOSED LANDSCAPE PLAN

L1

OCTOBER 31, 2016



FIRST FLOOR PLAN

SCALE 1/4" = 1'-0"

PLAN 1

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

Three Sisters Partners
Peter Hall Contact 541.408.0141
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Bend OR 97703

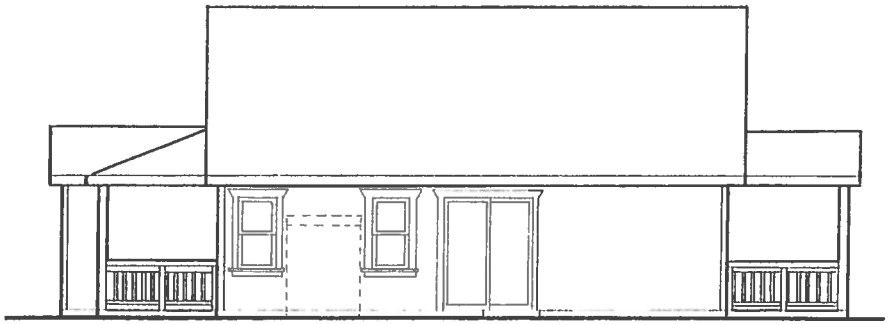
The Cottages at ClearPine

SISTERS, OREGON

FLOOR PLANS

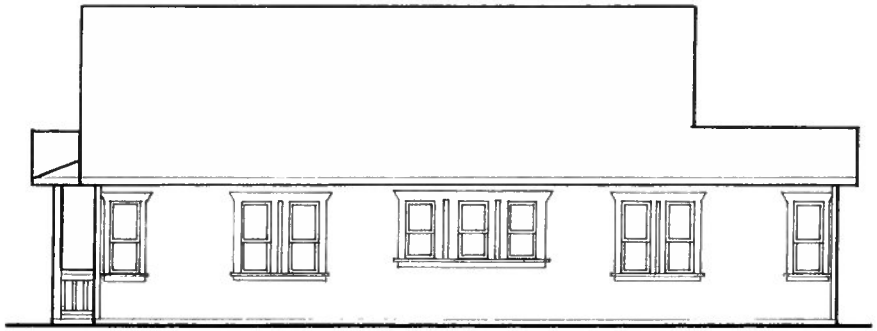
A1

OCTOBER 31, 2016



LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"

COMMONS ELEVATION
SCALE 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE 1/4" = 1'-0"

STREET SIDE ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
21' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

PLAN 1

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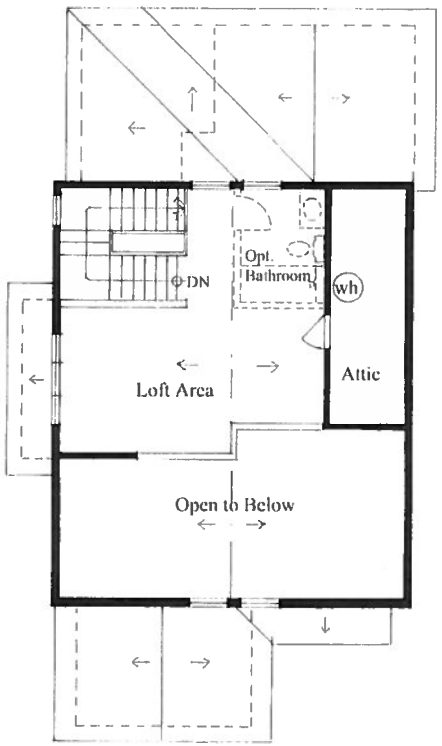
Bend OR 97703

The Cottages at ClearPine
SISTERS, OREGON

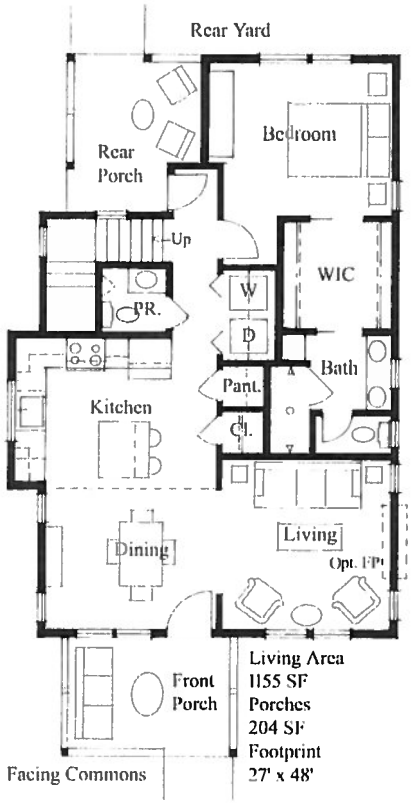
ELEVATIONS

A2

OCTOBER 31, 2016



SECOND FLOOR PLAN
SCALE 1/4" = 1'-0"



FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"

PLAN 2

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

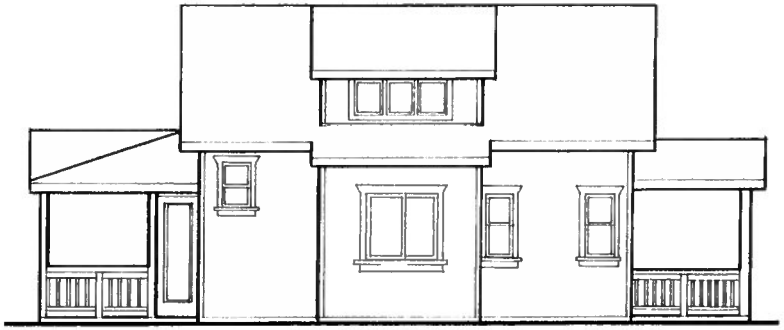
Three Sisters Partners
Peter Hall Contact
541.408.0141
1195 NW Redfield Circle
Bend OR 97703

The Cottages at ClearPine
SISTERS, OREGON

FLOOR PLANS

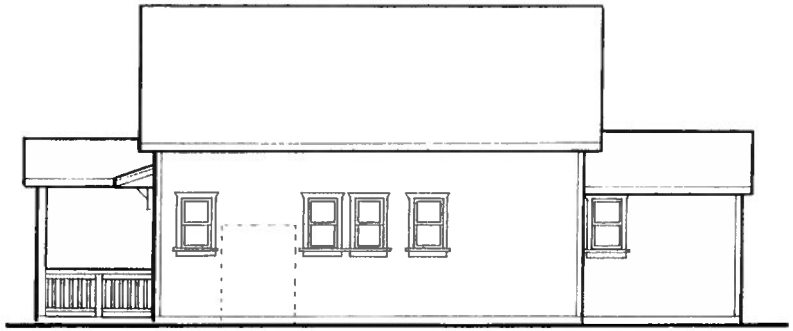
A3

OCTOBER 31, 2016

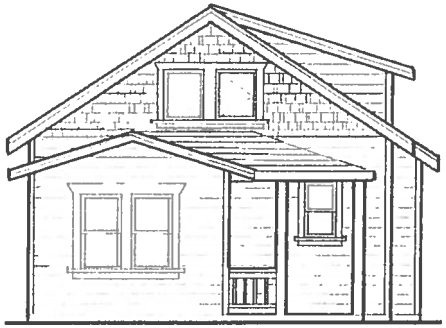


LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"

COMMONS ELEVATION
SCALE 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE 1/4" = 1'-0"



STREET SIDE ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
21.5' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

PLAN 2

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

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Peter Hall Contact
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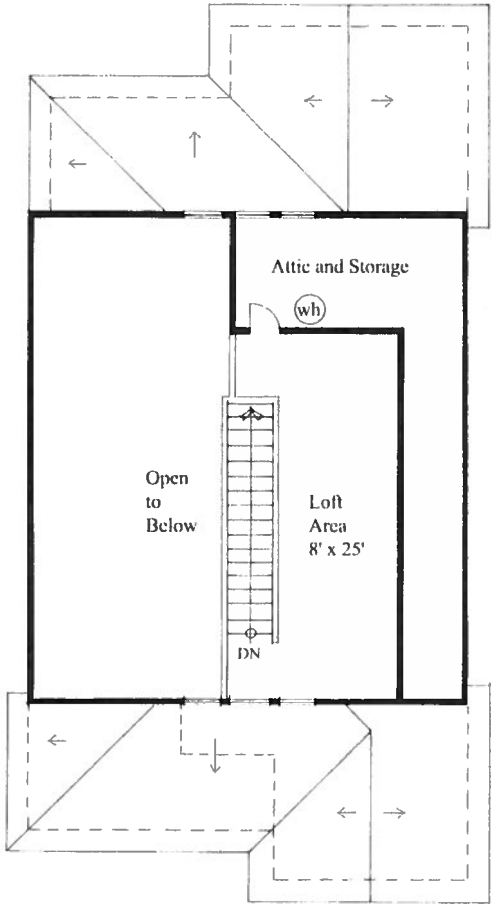
1195 NW Redfield Circle
Bend OR 97703

The Cottages at ClearPine
SISTERS, OREGON

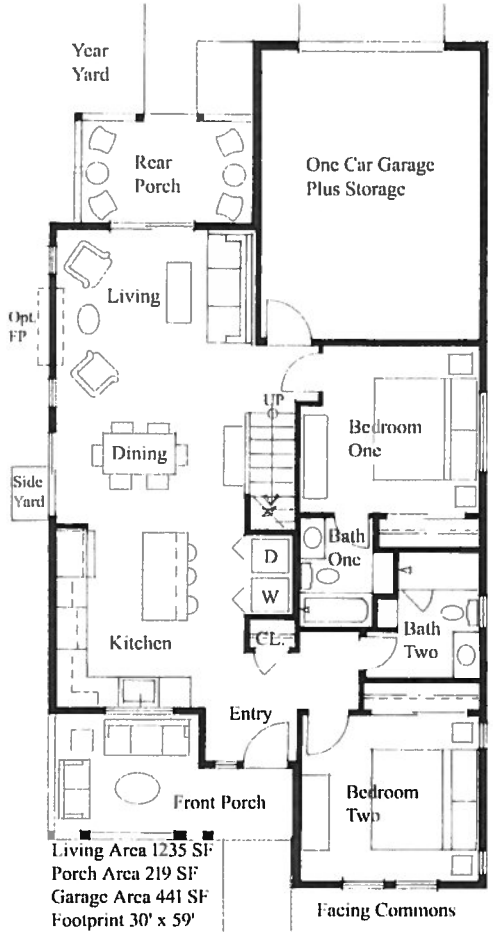
ELEVATIONS

A4

OCTOBER 31, 2016



SECOND FLOOR PLAN
SCALE 1/4" = 1'-0"



FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"

PLAN 3

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

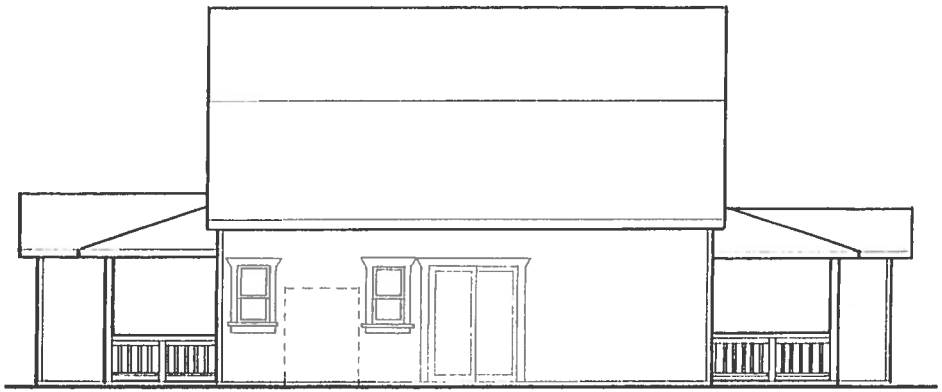
Three Sisters Partners
Peter Hall Contact
541.408.0141
1195 NW Redfield Circle
Bend OR 97703

The Cottages at ClearPine
SISTERS, OREGON

FLOOR PLANS

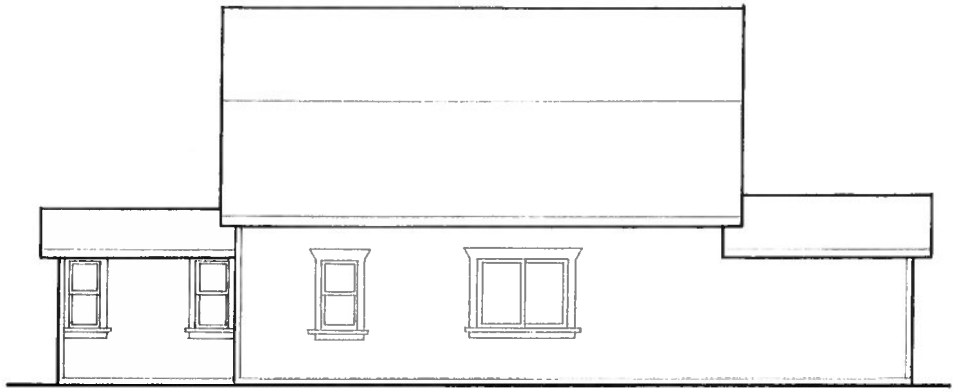
A5

OCTOBER 31, 2016



LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"

COMMONS ELEVATION
SCALE 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE 1/4" = 1'-0"

ALLEY SIDE ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
25.5' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

PLAN 3

Katherine Austin, AIA
179 SE Rice Way
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Three Sisters Partners
Peter Hall Contact
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Bend OR 97703

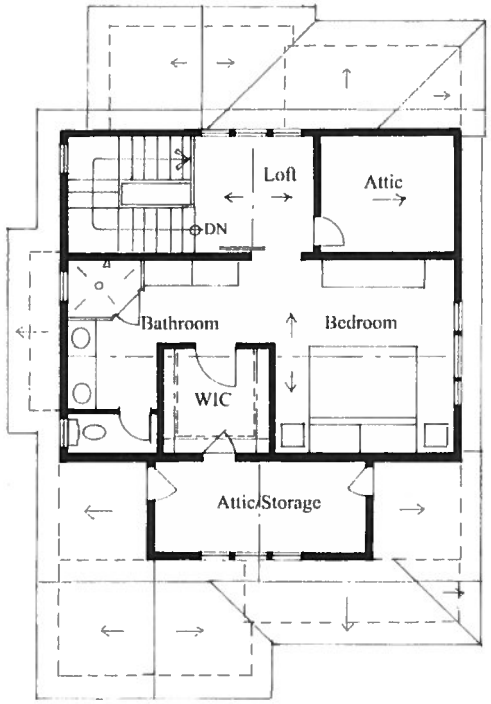
The Cottages at ClearPine

SISTERS, OREGON

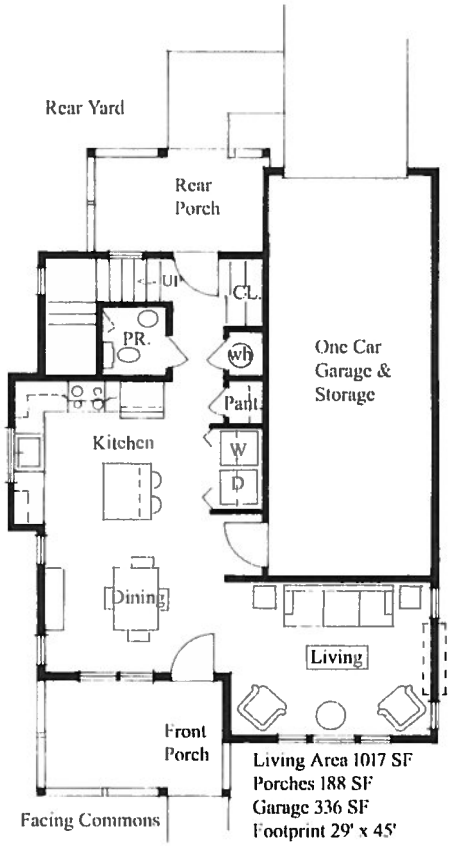
ELEVATIONS

A6

OCTOBER 31, 2016



SECOND FLOOR PLAN
SCALE 1/4" = 1'-0"



FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"

PLAN 4

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

Three Sisters Partners
Peter Hall Contact
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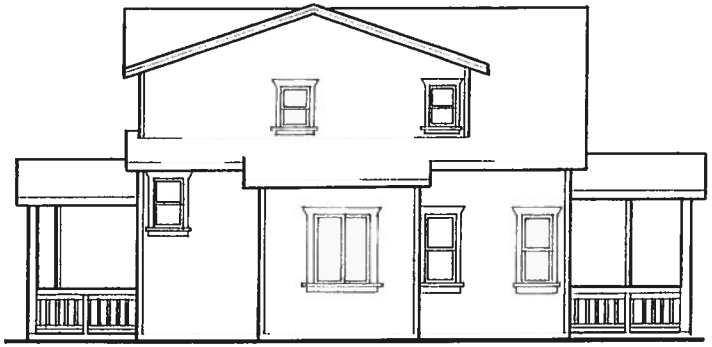
1195 NW Redfield Circle
Bend OR 97703

The Cottages at ClearPine
SISTERS, OREGON

FLOOR PLANS

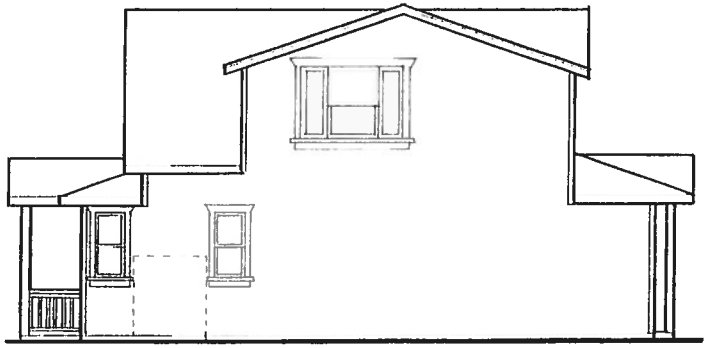
A7

OCTOBER 31, 2016



LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"

COMMONS ELEVATION
SCALE 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE 1/4" = 1'-0"

ALLEY SIDE ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
22.5' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

PLAN 4

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

Three Sisters Partners
Peter Hall Contact
541.408.0141
1195 NW Redfield Circle
Bend OR 97703

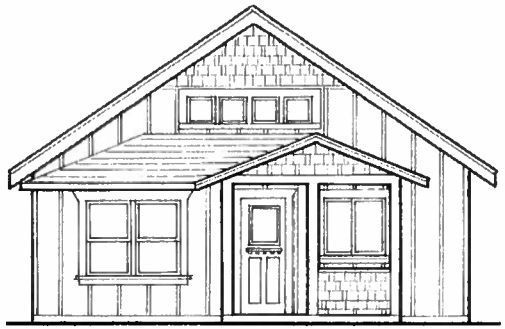
The Cottages at ClearPine

SISTERS, OREGON

ELEVATIONS

A8

OCTOBER 31, 2016

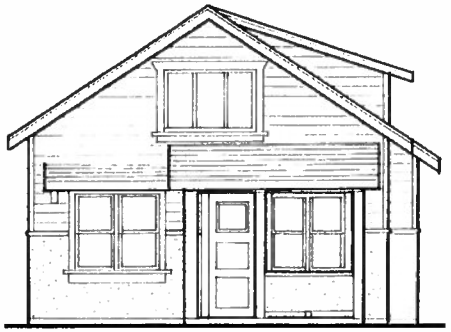


COMMONS ELEVATION
SCALE 1/4" = 1'-0"

STREET ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
21' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

Alternate Elevations
PLAN 1



COMMONS ELEVATION
SCALE 1/4" = 1'-0"

STREET ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
21' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

Alternate Elevations
PLAN 2

COMMONS ELEVATION
SCALE 1/4" = 1'-0"

ALLEY SIDE ELEVATION
SCALE 1/4" = 1'-0"

RIDGE HEIGHT MAXIMUM
22.5' ± FROM FINISH FLOOR
SLAB ON GRADE FOUNDATION

Alternate Elevations
PLAN 4

Katherine Austin, AIA
179 SE Rice Way
Bend OR 97702
707.529.5565
kaaustin@pacbell.net

Three Sisters Partners
Peter Hall Contact
541.408.0141
1195 NW Redfield Circle
Bend OR 97703

The Cottages at ClearPine

SISTERS, OREGON

ALTERNATE ELEVATIONS

A9

OCTOBER 31, 2016

COMMONS ELEVATIONS – Lot 32 Lot 33 Lot 34

SCALE 1/4" = 1'-0"

STREET ELEVATIONS – Lot 34 Lot 33 Lot 32

SCALE 1/4" = 1'-0"

Katherine Austin, AIA
179 SE Rice Way
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kaaustin@pacbell.net

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Bend OR 97703

The Cottages at ClearPine

SISTERS, OREGON

RENDERED ELEVATIONS

A10

OCTOBER 31, 2016

COMMONS ELEVATIONS – Lot 29 | Lot 30 | Lot 31

SCALE 1/4" = 1'-0"

ALLEY ELEVATIONS – Lot 31 | Lot 30 | Lot 29

SCALE 1/4" = 1'-0"

Katherine Austin, AIA
179 SE Rice Way
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707.529.5565
kaaustin@pacbell.net

Three Sisters Partners
Peter Hall Contact
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1195 NW Redfield Circle
Bend OR 97703

The Cottages at ClearPine

SISTERS, OREGON

RENDERED ELEVATIONS

A11

OCTOBER 31, 2016

After Recording, Return to:
3 Sister Partners, LLC
Attn: Peter Hall
1195 NW Redfield Circle
Bend, Oregon 97703

DECLARATION OF ANNEXATION OF REAL PROPERTY TO THE AMENDED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR CLEARPINE

THIS DECLARATION OF ANNEXATION OF REAL PROPERTY TO THE AMENDED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR CLEARPINE (this "Declaration of Annexation") is made effective as of the date of its recording in the property records of Deschutes County, Oregon, by the ClearPine Homeowners Association, Inc. ("Association") and 3 Sisters Partners, LLC, an Oregon limited liability company, as the owner of the real property subject to this Declaration of Annexation ("Declarant").

RECITALS:

A. The Association governs a residential subdivision known as ClearPine (the "Subdivision") that was created through the recording of that certain: (i) Plat of ClearPine, Phase 1, recorded as document 2015-42811 in the Deschutes County property records (the "Plat"), and (ii) the Amended Declaration of Covenants, Conditions and Restrictions for ClearPine recorded on December 9, 2015 as Document Number 2015-049627 in the real property records of Deschutes County, Oregon (the "Declaration.")

B. The Association now desires to annex the following described real property into the Subdivision pursuant to its right of annexation as specified in Article 2, Section 2.2 of the Declaration (property described collectively hereafter as the "Phase 2 Property:")

> The Plat of CLEARPINE PHASE 2, City of Sisters, Deschutes County, Oregon, recorded as document _____ in the Deschutes County property records (the "Phase 2 Plat.")

NOW, THEREFORE, the Association hereby declares the following pursuant to its right of annexation under Article 2, Section 2.2 of the Declaration:

1. **Annexation.**

1.1 The Phase 2 Property is hereby annexed into the Subdivision and is subject to all of the terms of the Declaration (except as specifically modified in Section 1.2 below). Each lot shown on the Phase 2 Plat shall be a "Lot" as defined in Section 1.11 of the Declaration, and the recorded Phase 2 Plat shall be a "Plat" as defined in Section 1.15 of the Declaration.

1.2 Pursuant to the Association's right to establish additional or different limitations, uses, restrictions, covenants and conditions pertaining to newly annexed land, that portion of the Phase 2 Plat designated as Lots 29 through 37 (inclusive) and Tracts A, B and C (referred to collectively as the "ClearPine Cottages") shall be subject to the following alternative conditions which the Association deems appropriate for the development of this portion of the annexed property. The conditions and restrictions specified in this Section 1.2 shall supersede and replace any inconsistent terms or obligations specified in the Declaration and Plat:

(a) Lots 29 through 37 (the "Cottage Lots") shall be developed in accordance with the "ClearPine Cottages Site Plan" approved by the City of Sisters in City land use file_____ or such future modification of the site plan as may hereafter be approved by the City. The Cottage Lots shall share exclusively in the costs to maintain, upkeep and repair the following amenities designated on the Phase 2 Plat: all landscaping, utilities and common area amenities located on Tract C; the four-foot wide pedestrian easement and associated pedestrian path from ClearPine Drive to Heising Drive; and all landscaping (if any) located on Tract A and Tract B.

(b) The Cottage Lots shall share exclusively in all costs associated with providing irrigation water to Tracts A, B and C as designated on the Phase 2 Plat.

(c) The cost to maintain, upkeep, repair and replace the parking garage structure located on Tract A shall be shared exclusively by the owners of Lots 32, 33 and 34, subject to the following limitations. Each of the owners of Lots 32, 33 and 34 shall be assigned an individual garage unit as depicted on the "ClearPine Cottages Site Plan." Each lot owner shall have exclusive use of their individual garage unit and shall be responsible for upkeep, maintenance and repair of the interior of the structure (including doors, windows and interior paint) and all associated plumbing, electrical and mechanical systems contained therein. Each lot owner shall procure and maintain insurance for the contents of their individual garage unit subject to such standards as may hereafter be adopted by the Association. All costs associated with the maintenance, upkeep, repair and/or replacement of the exterior of the garage unit, all structural elements of the building and the cost to insure the structure shall be the common responsibility of the owners of Lots 32, 33 and 34.

(d) The cost to maintain, upkeep, repair and replace the parking garage structure located on Tract B shall be shared exclusively by the owners of Lots 35, 36 and 37, subject to the following limitations. Each of the owners of Lots 35, 36 and 37 shall be assigned an individual garage unit as depicted on the "ClearPine Cottages Site Plan." Each lot owner shall have exclusive use of their individual garage unit and shall be responsible for upkeep, maintenance and repair of the interior of the structure (including doors, windows and interior paint) and all associated plumbing, electrical and mechanical systems contained therein. Each lot owner shall procure and maintain insurance for the contents of their individual garage unit subject to such standards as may hereafter be adopted by the Association. All costs associated with the maintenance, upkeep, repair and/or replacement of the exterior of the garage unit, all structural elements of the building and the cost to insure the structure shall be the common responsibility of the owners of Lots 35, 36 and 37.

2. **Miscellaneous**.

2.1 All capitalized terms not defined in this Declaration of Annexation shall have the meaning ascribed to such terms in the Declaration.

2.2 In the event of a conflict between the terms of the Declaration and the terms of this Declaration of Annexation, the terms of this Declaration of Annexation shall prevail with respect to the Phases 2 Property.

IN WITNESS WHEREOF, the Association and Owner have executed and delivered this Declaration of Annexation as of the day and year first above written.

ASSOCIATION

CLEARPINE HOMEOWNERS ASSOCIATION, INC.

_____

3 Sister Partners, LLC
Declarant

OWNER:

3 SISTERS PARTNERS, LLC
an Oregon limited liability company

_____

Peter Hall
Managing Member

ACKNOWLEDGMENTS

STATE OF OREGON)
) ss.
County of Deschutes)

This instrument was acknowledged before me by Peter Hall, Managing Member of 3 Sisters Partners, as the Declarant and authorized signatory on behalf of ClearPine Homeowners Association, Inc.

Dated this ___ day of _____ 2016.

_____
Print Name:
Notary Public in and for the State of Oregon
My Commission expires: _____

STATE OF OREGON)
) ss.
County of Deschutes)

This instrument was acknowledged before me by Peter Hall as the Managing Member and authorized signatory on behalf of 3 Sisters Partners, LLC.

Dated this ___ day of _____ 2016.

_____
Print Name:
Notary Public in and for the State of Oregon
My Commission expires: _____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SISTERS STATE OF OREGON PLANNING COMMISSION RESOLUTION PC 2016-05

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

WHEREAS, the applicant, 3 Sisters Partners, LLC, requests approval of a Modification to a previously approved subdivision plat (SUB #15-01) on a 20.02 acre property to allow a 5 - Phase, 84 lot residential redevelopment including a 9 unit cottage development; and,

WHEREAS, this proposed modification assists in providing needed residential dwellings and is not detrimental to the general welfare, health or safety of the City of Sisters; and,

WHEREAS, Oregon Revised Statutes Chapter 92 establishes a process through which land located in urban areas that is properly zoned can be divided through a subdivision process if findings can be made that the land division will not adversely impact the infrastructure of the jurisdiction, and,

WHEREAS, after due notice, a public hearing on the proposed application (MOD #16-02) was held by the Sisters Planning Commission on November 17, 2016 at which time findings were reviewed, witnesses were heard, and evidence and written testimony was received.

WHEREAS, the Planning Commission approved the request with the conditions as written the staff report's Conditions of Approval;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION FINDS THAT:

1. All required notices have been sent in the time and in the manner required by state law and city code; and,
2. The findings of fact in this matter are located in the staff report attached and by this reference incorporated herein as Exhibit A and Other Attachments.

NOW THEREFORE, BE IT FURTHER RESOLVED THAT BASED ON THE FINDINGS, THE PLANNING COMMISSION HEREBY APPROVES THE MODIFICATION (FILE NO. MOD #16-02) SUBJECT TO THE FOLLOWING EXHIBITS:

A- Application and applicant's request
B- Staff report with Conditions of Approval
C- Burden of Proof Statement (supplement), dated 7/13/16
D- Tentative Plat – existing (MOD15-06)
E- Tentative Plat – proposed (MOD16-02)
F- Cottage Site Plan
G- Conceptual Landscape Plan (proposed)
H- Cottage Elevations and Floorplans (draft)
I- Draft CC&Rs

CITY OF SISTERS

Planning Commission Resolution

(FILE: MOD #16-02; CONSIDERATION BY THE PLANNING COMMISSION NOVEMBER 17, 2016)

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 17TH DAY OF NOVEMBER, 2016.

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

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

Signed: _____ David Gentry, Chairman

TENTATIVE SUBDIVISION PL

3SP RESIDENTIAL SUBDIV

BEING A

RE-PLAT OF 3 SISTERS BUSINESS PARK TR

LOCATED IN

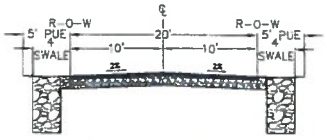
SISTERS, OREGON

PROJECT DATA

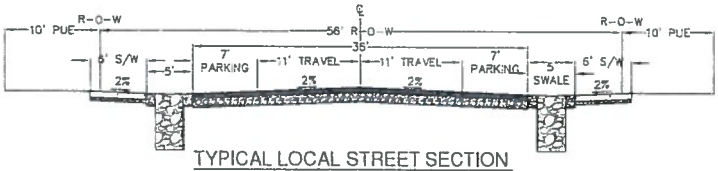
OWNER/APPLICANT:	3 SISTERS PARTNERS, LLC 1195 NW REDFIELD CIRCLE BEND, OR 97701 (541) 408-0141
ENGINEER/SURVEYOR:	DEVTECH ENGINEERING 3052 NW MERCHANT WAY, SUITE 107 BEND, OR 97701
CURRENT ZONING:	RESIDENTIAL & MULTI-FAMILY RESIDENTIAL
EXISTING LOTS:	THREE SISTERS BUSINESS PARK TRACT 'A' & LOTS 9-19 20.02 ACRES
PROPOSED LOTS:	77 RESIDENTIAL, 1 MULTI-FAMILY RESIDENTIAL, 1 PARK AND OPEN SPACE
CURRENT USE:	VACANT
TOPOGRAPHY:	SLIGHT UNDULATIONS AND GENTLY SLOPING IN THE NORTHEAST DIRECTION
STREETS/ALLEYS:	PUBLIC CITY OF SISTERS
DOMESTIC WATER:	CITY OF SISTERS
SANITARY SEWER:	CITY OF SISTERS
STORMWATER:	SWALES/INFILTRATION TRENCHES
POWER:	CENTRAL ELECTRIC COOP
TELEPHONE/COM:	CENTURY LINK
CABLE TV/COM:	BEND BROADBAND
SCHOOL DISTRICT:	SISTERS SCHOOL DISTRICT
FIRE DISTRICT:	SISTERS-CAMP SHERMAN RFPD

PROPOSED USE AREAS

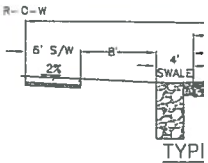
SINGLE FAMILY RESIDENTIAL (NET)	10.50 Ac.
MULTI-FAMILY RESIDENTIAL (NET)	2.13 Ac.
OPEN SPACE	2.23 Ac. (15.0%)
STREET & ALLEY R-O-W	5.16 Ac.
TOTAL PROJECT	20.02 Ac.



TYPICAL ALLEY SECTION



TYPICAL LOCAL STREET SECTION
PARKING BOTH SIDES



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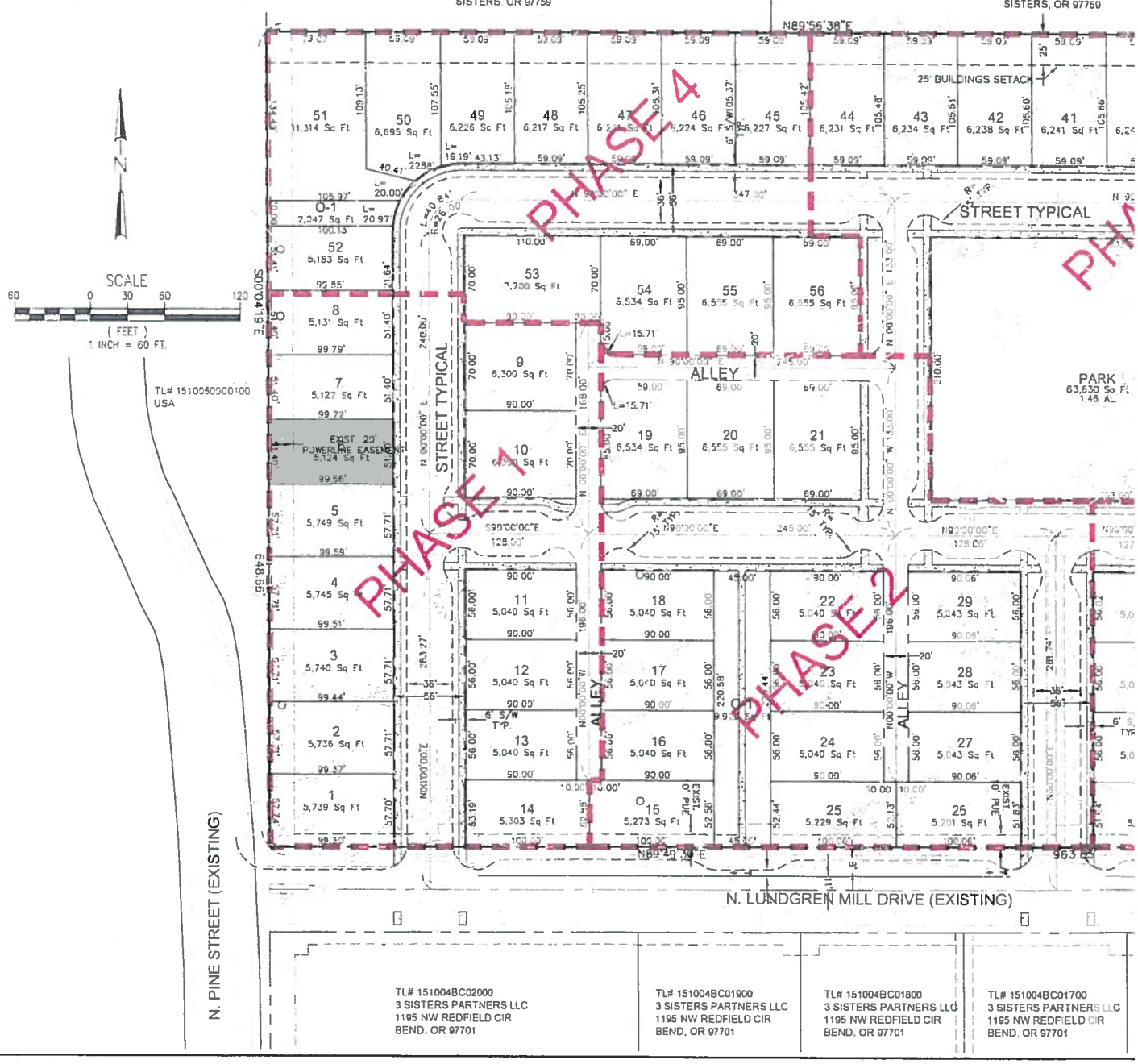


CLEARI

MODIFICATION OF

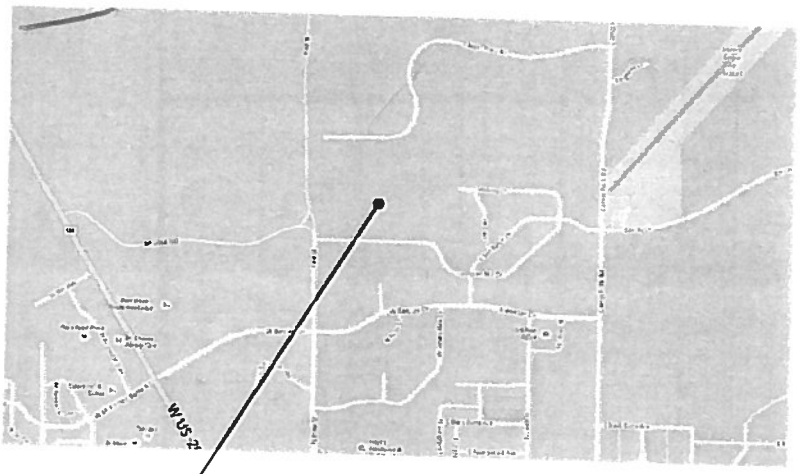
SISTERS, OR

TAX LOT 100, MAI

ALSO KNOWN AS "CLEARPII

CITY FILE 1

OCTOBER,



PROJECT SITE

VICINITY MAP

NTS

LEGEND

		EXISTING	PROPOSED	
ECABL	EXISTING CABLE			
EGAS	EXISTING GAS			
EIRRG	EXISTING IRRIGATION			
OHW	EXISTING OVERHEAD LINES			
EPOWR	EXISTING POWER			
EX SS	EXISTING SANITARY SEWER			
EX SD	EXISTING STORM DRAIN			
ECOMM	EXISTING TELECOMMUNICATIONS			
EWAT	EXISTING WATER			
CABL	NEW CABLE			
GAS	NEW GAS			
IRRG	NEW IRRIGATION			
POWR	NEW POWER			
SSWR	NEW SANITARY SEWER			
SD	NEW STORM DRAIN			
COMM	NEW TELECOMMUNICATIONS			
WAT	NEW WATER			
	FENCE			
	EXISTING RIGHT-OF-WAY			
	EXISTING EDGE OF GRAVEL			
	EXISTING EDGE OF PAVEMENT			
	EXISTING CURB			
	NEW RIGHT-OF-WAY			
	NEW EDGE OF GRAVEL			
	NEW EDGE OF PAVEMENT			
	NEW CURB			
	GRIND EXISTING PAVEMENT LIMITS			
				SANITARY SEWER MANHOLE
				STORM DRAIN MANHOLE, DRYWELL
				WATER VALVE, GAS VALVE
				AIR RELEASE VALVE
				BACKFLOW PREVENTER
				WATER METER, GAS METER
				FIRE HYDRANT
				CATCH BASIN/CURB INLET
				CLEAN OUT
				RAIN DRAIN
				STREET LIGHT, PARKING LOT LIGHT
				UTILITY POLE, GUY ANCHOR
				UTILITY VAULT
				ELECTRICAL PEDESTAL
				CABLE PEDESTAL
				TELECOMMUNICATIONS PEDESTAL
				IRON ROD, IRON PIPE
				TREES
				SIGN
				MAILBOX

SHEET INDEX

TP1.0 COVER SHEET, ZONING AND EXISTING CONDITIONS PLAN
TP1.1 TENTATIVE PLAT

VERTICAL DATUM

ELEVATIONS ARE BASED OFF OF CENTRAL OREGON COORDINATE SYSTEM MARK SISTERS (GIS 066), A 4" BRASS CAP IN A MASS OF CONCRETE AT GROUND LEVEL, 1.1 MILE NORTH OF SISTERS ON FS ROAD 2058 AND 400 FEET WEST IN A LARGE CLEARING.
(ELEVATION = 3174.058, NGVD 29)

SITE INFORMATION

ADDRESS: SISTERS, OR 97759

TAX ASSESSORS MAP: 151004BC100

LEGAL DESCRIPTION: CLEARPINE PHASE 1 TRACT A

PROPERTY SIZE: 19.33 ACRES

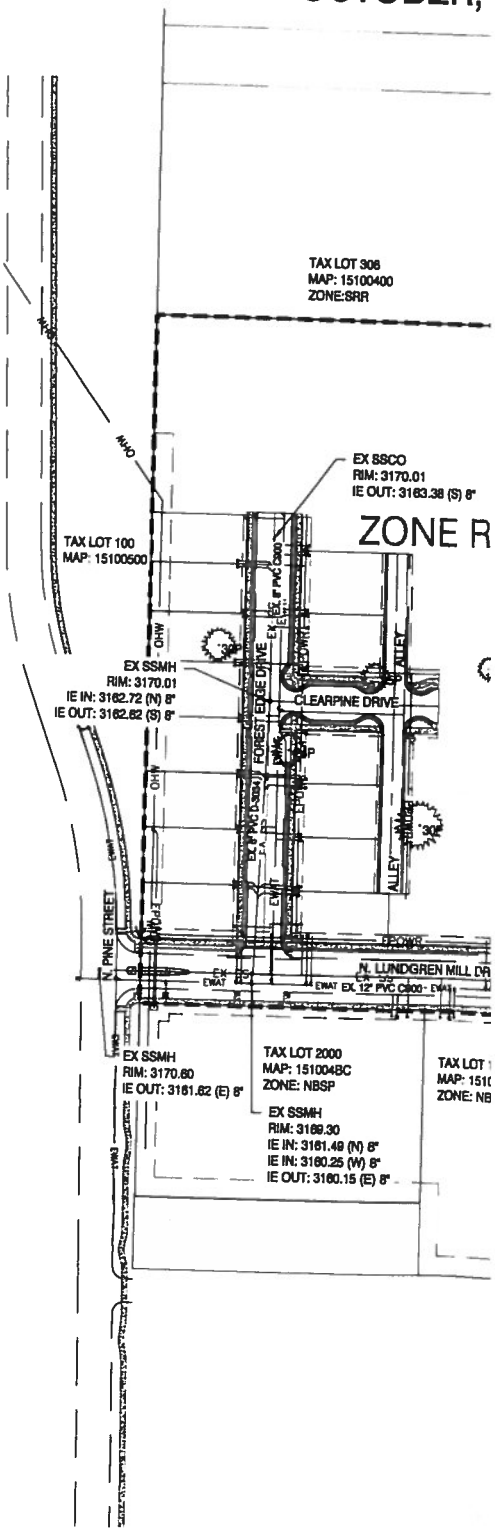
ZONING: RESIDENTIAL (R) AND MULTI-FAMILY RESIDENTIAL (MFR)

OWNER

3 SISTERS PARTNERS, LLC
CONTACT: PETER HALL
1195 NW REDFIELD CIRCLE
BEND, OR 97701
PH: 541-408-0141

CIVIL ENGINEER/LAND SURVEYOR

H.A. M^CCOY ENGINEERING & SURVEYING
CONTACT: HAYES M^CCOY
1180 SW LAKE ROAD
SUITE 201
REDMOND, OR 97756
PH: 541-923-7554



CLEARPINE C

SITE PL

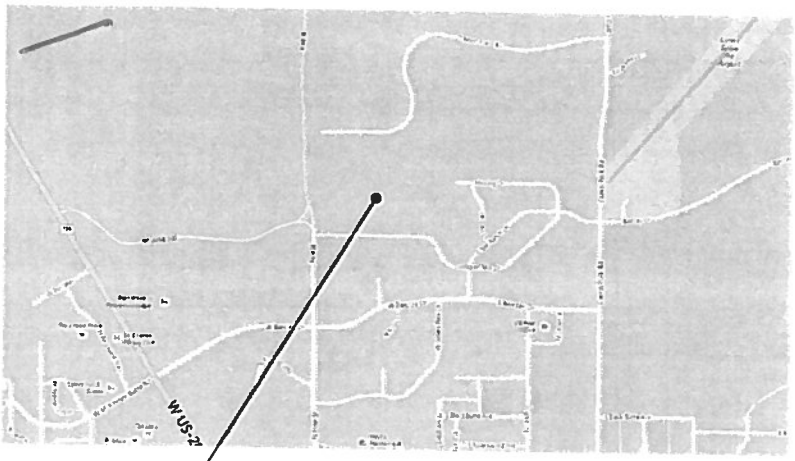
SISTERS, OR

TAX LOT 100, MA

ALSO KNOWN AS "CLEARPI

CITY FILE 1

OCTOBER,



PROJECT SITE

VICINITY MAP

NTS

LEGEND

		EXISTING	PROPOSED	
ECABL	EXISTING CABLE			
EGAS	EXISTING GAS			SANITARY SEWER MANHOLE
EIRRG	EXISTING IRRIGATION			STORM DRAIN MANHOLE, DRYWELL
OHW	EXISTING OVERHEAD LINES			
EPOWR	EXISTING POWER			WATER VALVE, GAS VALVE
EX SS	EXISTING SANITARY SEWER			AIR RELEASE VALVE
EX SD	EXISTING STORM DRAIN			BACKFLOW PREVENTER
ECOMM	EXISTING TELECOMMUNICATIONS			WATER METER, GAS METER
EWAT	EXISTING WATER			FIRE HYDRANT
CABL	NEW CABLE			CATCH BASIN/CURB INLET
GAS	NEW GAS			CLEAN OUT
IRRG	NEW IRRIGATION			RAIN DRAIN
POWR	NEW POWER			STREET LIGHT, PARKING LOT LIGHT
SSWR	NEW SANITARY SEWER			UTILITY POLE, GUY ANCHOR
SD	NEW STORM DRAIN			UTILITY VAULT
COMM	NEW TELECOMMUNICATIONS			
WAT	NEW WATER			ELECTRICAL PEDESTAL
	FENCE			CABLE PEDESTAL
				TELECOMMUNICATIONS PEDESTAL
	EXISTING RIGHT-OF-WAY			IRON ROD, IRON PIPE
	EXISTING EDGE OF GRAVEL			
	EXISTING EDGE OF PAVEMENT			
	EXISTING CURB			TREES
	NEW RIGHT-OF-WAY			
	NEW EDGE OF GRAVEL			
	NEW EDGE OF PAVEMENT			SIGN
	NEW CURB			MAILBOX
	GRIND EXISTING PAVEMENT LIMITS			

SHEET INDEX

P1.0 COVER SHEET, EXISTING CONDITIONS AND TREE REMOVAL PLAN
P1.1 COTTAGES SITE PLAN
P1.2 UTILITY PLAN
P1.3 TRAFFIC CIRCULATION AND DRAINAGE PLAN
P1.4 TENTATIVE PLAT

VERTICAL DATUM

ELEVATIONS ARE BASED OFF OF CENTRAL OREGON COORDINATE SYSTEM MARK SISTERS (GIS 066), A 4" BRASS CAP IN A MASS OF CONCRETE AT GROUND LEVEL, 1.1 MILE NORTH OF SISTERS ON FS ROAD 2058 AND 400 FEET WEST IN A LARGE CLEARING.
(ELEVATION = 3174.058, NGVD 29)

SITE INFORMATION

ADDRESS: SISTERS, OR 97759

TAX ASSESSORS MAP: 151004BC100

LEGAL DESCRIPTION: CLEARPINE PHASE 1 TRACT A

PROPERTY SIZE: 0.90 ACRES

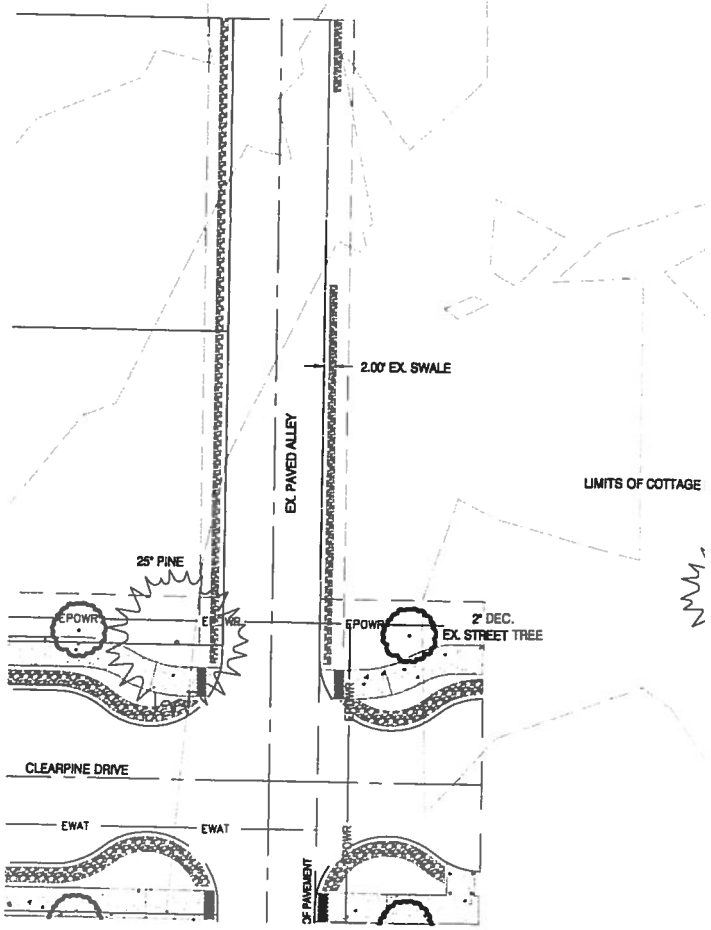
ZONING: RESIDENTIAL (R) AND MULTI-FAMILY RESIDENTIAL (MFR)

OWNER

3 SISTERS PARTNERS, LLC
CONTACT: PETER HALL
1195 NW REDFIELD CIRCLE
BEND, OR 97701
PH: 541-408-0141

CIVIL ENGINEER/LAND SURVEYOR

H.A. M^cCOY ENGINEERING & SURVEYING
CONTACT: HAYES M^cCOY
1180 SW LAKE ROAD
SUITE 201
REDMOND, OR 97756
PH: 541-923-7554



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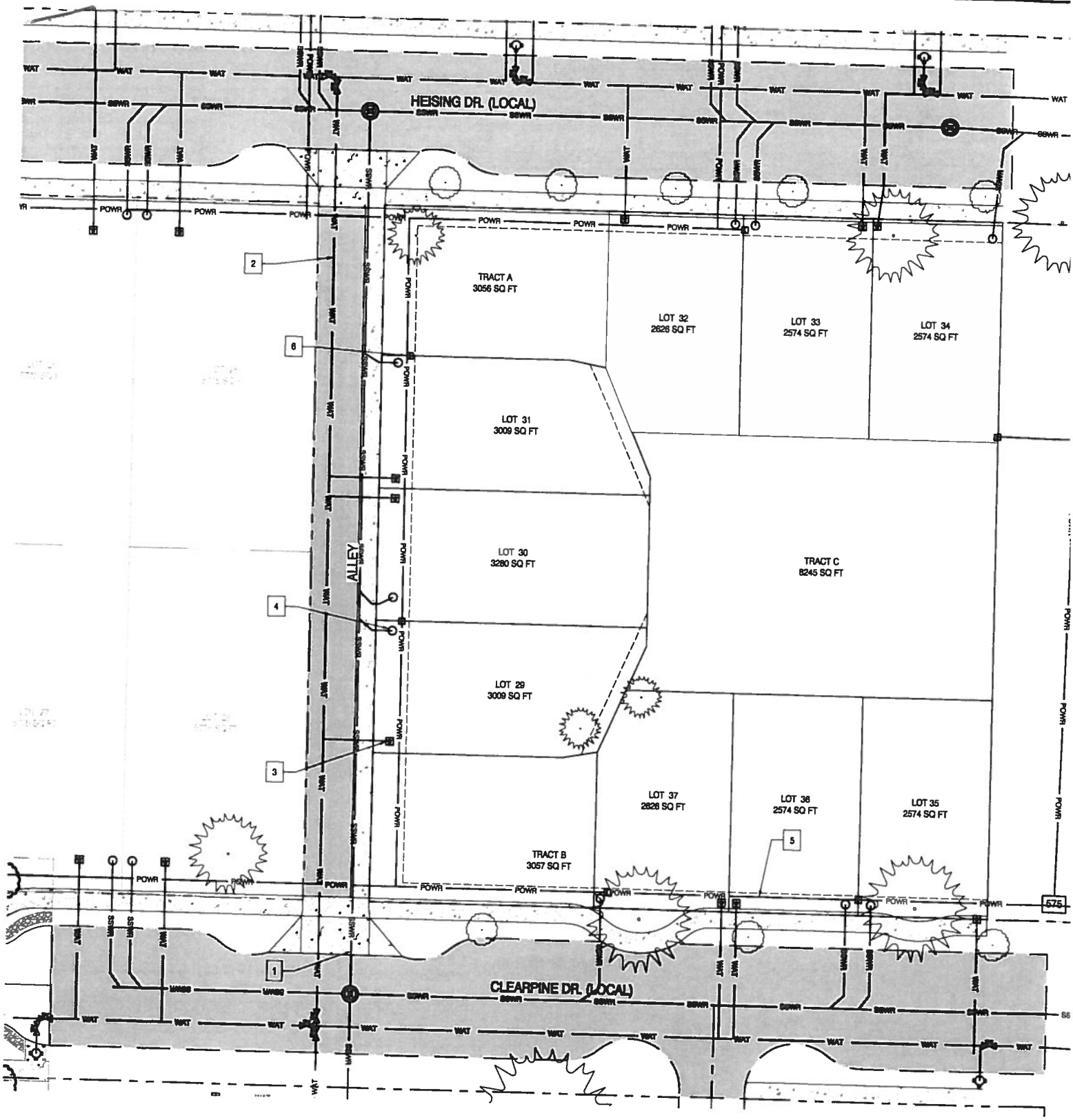


UTILITY PLAN

TENTATIVE SUBDIVISION PLAN FOR
3SP RESIDENTIAL SUBDIVISION
BEING A
RE-PLAT OF 3 SISTERS BUSINESS PARK TRACT 'A' AND LOTS 9-19
LOCATED IN
SISTERS, OREGON

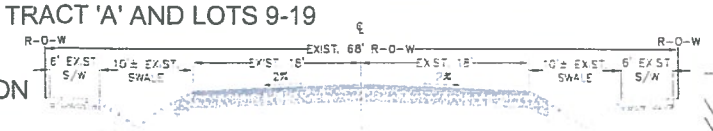
PRELIMINARY
NOT FOR CONSTRUCTION

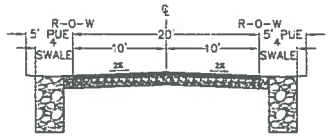
PROJECT DATA

OWNER/APPLICANT	3 SISTERS PARTNERS, LLC 1195 NW REDFIELD CIRCLE BEND, OR 97701 (541) 408-0141
ENGINEER/SURVEYOR	DEVTECH ENGINEERING 3052 NW MERCHANT WAY, SUITE 107 BEND, OR 97701
CURRENT ZONING	RESIDENTIAL & MULTI-FAMILY RESIDENTIAL
EXISTING LOTS	THREE SISTERS BUSINESS PARK TRACT 'A' & LOTS 9-19 20.02 ACRES
PROPOSED LOTS	77 RESIDENTIAL, 1 MULTI-FAMILY RESIDENTIAL 1 PARK AND OPEN SPACE
CURRENT USE	VACANT
TOPOGRAPHY	SLIGHT UNDULATIONS AND GENTLY SLOPING IN THE NORTHEAST DIRECTION
STREETS/ALLEYS	PUBLIC CITY OF SISTERS
DOMESTIC WATER	CITY OF SISTERS
SANITARY SEWER	CITY OF SISTERS
STORMWATER	SWALES/INFILTRATION TRENCHES
POWER	CENTRAL ELECTRIC COOP
TELEPHONE/COM	CENTURY LINK
CABLE TV/COM	BEND BROADBAND
SCHOOL DISTRICT	SISTERS SCHOOL DISTRICT
FIRE DISTRICT	SISTERS-CAMP SHERMAN RFPD

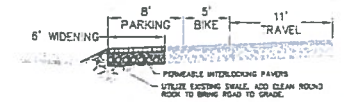
PROPOSED USE AREAS

SINGLE FAMILY RESIDENTIAL (NET)	10.50	Ac.
MULTI-FAMILY RESIDENTIAL (NET)	2.13	Ac.
OPEN SPACE	2.23	Ac. (15.0%)
STREET & ALLEY R-O-W	5.16	Ac.
TOTAL PROJECT	20.02	Ac.

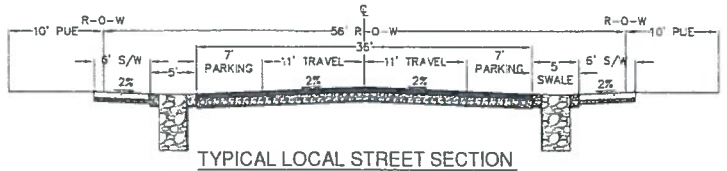




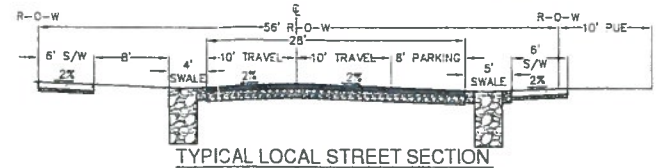
TYPICAL ALLEY SECTION



TYPICAL NEIGHBORHOOD ROUTE STREET SECTION
LUNDGREN MILL DRIVE

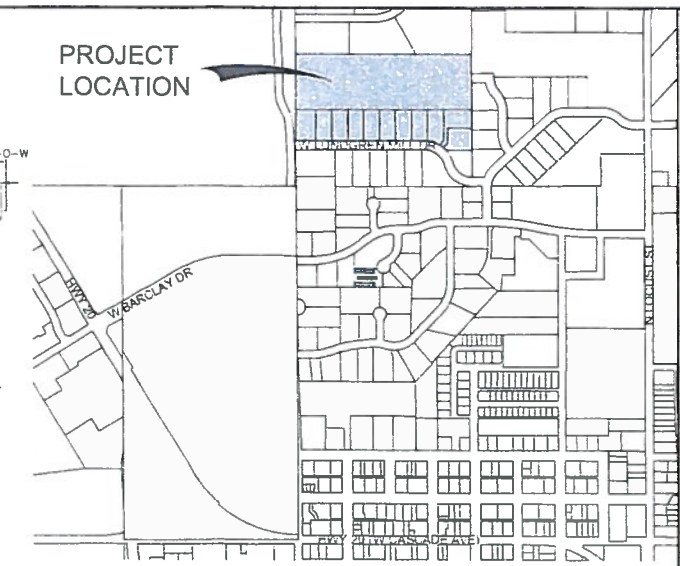


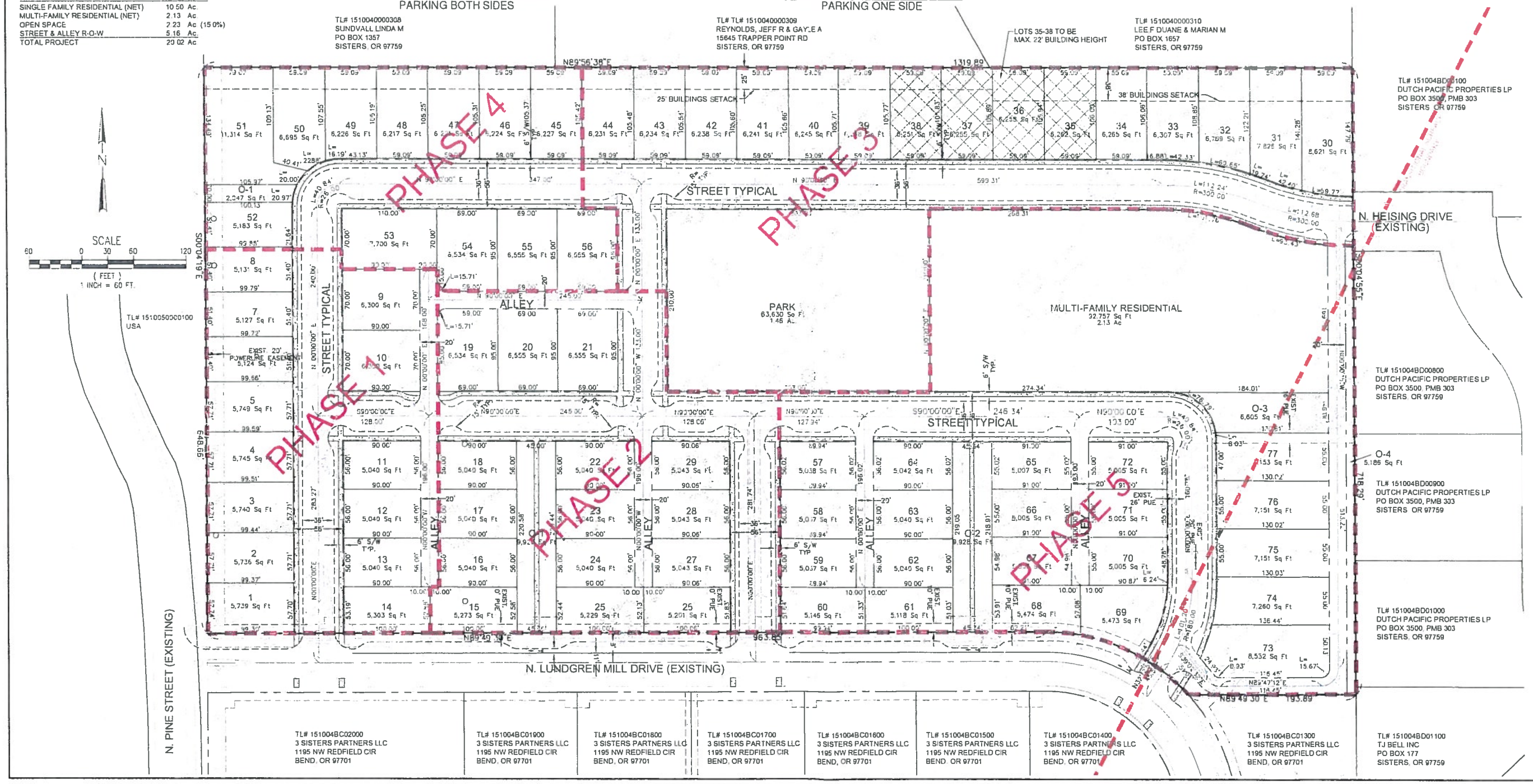
TYPICAL LOCAL STREET SECTION
PARKING BOTH SIDES



TYPICAL LOCAL STREET SECTION
PARKING ONE SIDE

PROJECT LOCATION





REGISTERED PROFESSIONAL ENGINEER
52709PE
OREGON
JULY 9, 2001
CHRIS D. CHAMBERS
EXPIRES 12/31/2016

DevTech Engineering Inc.
Site Planning · Civil Engineering
Land Surveying
3052 NW Merchant Way., Ste 107
Bend, OR 97701
Phone: (541) 317-8429

3 SISTERS PARTNERS
3SP RESIDENTAIL SUBDIVISION
TENTATIVE PLAT (OPTION #2)
150108
1"=60'
3 SISTERS TP.DWG

DRAWN BY:	CDC	CHECKED BY:	CDC
LAST EDIT:	2/4/2016		

DATE	BY	REV#	REVISION	CK'D

SHEET
TP2.0

CLEARPINE

MODIFICATION OF SUBDIVISION

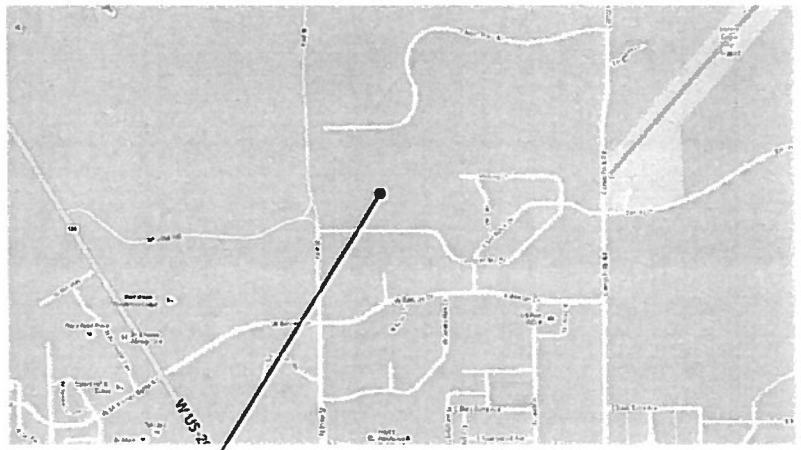
SISTERS, OR 97759

TAX LOT 100, MAP 151004BC

ALSO KNOWN AS "CLEARPINE PHASE 1 TRACT A"

CITY FILE 16-02

OCTOBER, 2016



VICINITY MAP

NTS

LEGEND

	EXISTING	PROPOSED
ECABL — EXISTING CABLE		
EGAS — EXISTING GAS		SANITARY SEWER MANHOLE
EIRRG — EXISTING IRRIGATION		STORM DRAIN MANHOLE, DRYWELL
OHW — EXISTING OVERHEAD LINES		
EPOWR — EXISTING POWER		WATER VALVE, GAS VALVE
EX SS — EXISTING SANITARY SEWER		AIR RELEASE VALVE
EX SD — EXISTING STORM DRAIN		BACKFLOW PREVENTER
ECOMM — EXISTING TELECOMMUNICATIONS		WATER METER, GAS METER
EWAT — EXISTING WATER		FIRE HYDRANT
CABL — NEW CABLE		CATCH BASIN/CURB INLET
GAS — NEW GAS		CLEAN OUT
IRRG — NEW IRRIGATION		RAIN DRAIN
POWR — NEW POWER		STREET LIGHT, PARKING LOT LIGHT
SSWR — NEW SANITARY SEWER		UTILITY POLE, GUY ANCHOR
SD — NEW STORM DRAIN		UTILITY VAULT
COMM — NEW TELECOMMUNICATIONS		
WAT — NEW WATER		ELECTRICAL PEDESTAL
FENCE		CABLE PEDESTAL
		TELECOMMUNICATIONS PEDESTAL
EXISTING RIGHT-OF-WAY		IRON ROD, IRON PIPE
EXISTING EDGE OF GRAVEL		
EXISTING EDGE OF PAVEMENT		
EXISTING CURB		TREES
NEW RIGHT-OF-WAY		
NEW EDGE OF GRAVEL		SIGN
NEW EDGE OF PAVEMENT		MAILBOX
NEW CURB		
GRIND EXISTING PAVEMENT UMITS		

SHEET INDEX

TP1.0 COVER SHEET, ZONING AND EXISTING CONDITIONS PLAN
TP1.1 TENTATIVE PLAT

VERTICAL DATUM

ELEVATIONS ARE BASED OFF OF CENTRAL OREGON COORDINATE SYSTEM MARK SISTERS (GIS 066), A 4" BRASS CAP IN A MASS OF CONCRETE AT GROUND LEVEL, 1.1 MILE NORTH OF SISTERS ON FS ROAD 2058 AND 400 FEET WEST IN A LARGE CLEARING.
(ELEVATION = 3174.058, NGVD 29)

SITE INFORMATION

ADDRESS: SISTERS, OR 97759

TAX ASSESSORS MAP: 151004BC100

LEGAL DESCRIPTION: CLEARPINE PHASE 1 TRACT A

PROPERTY SIZE: 19.33 ACRES

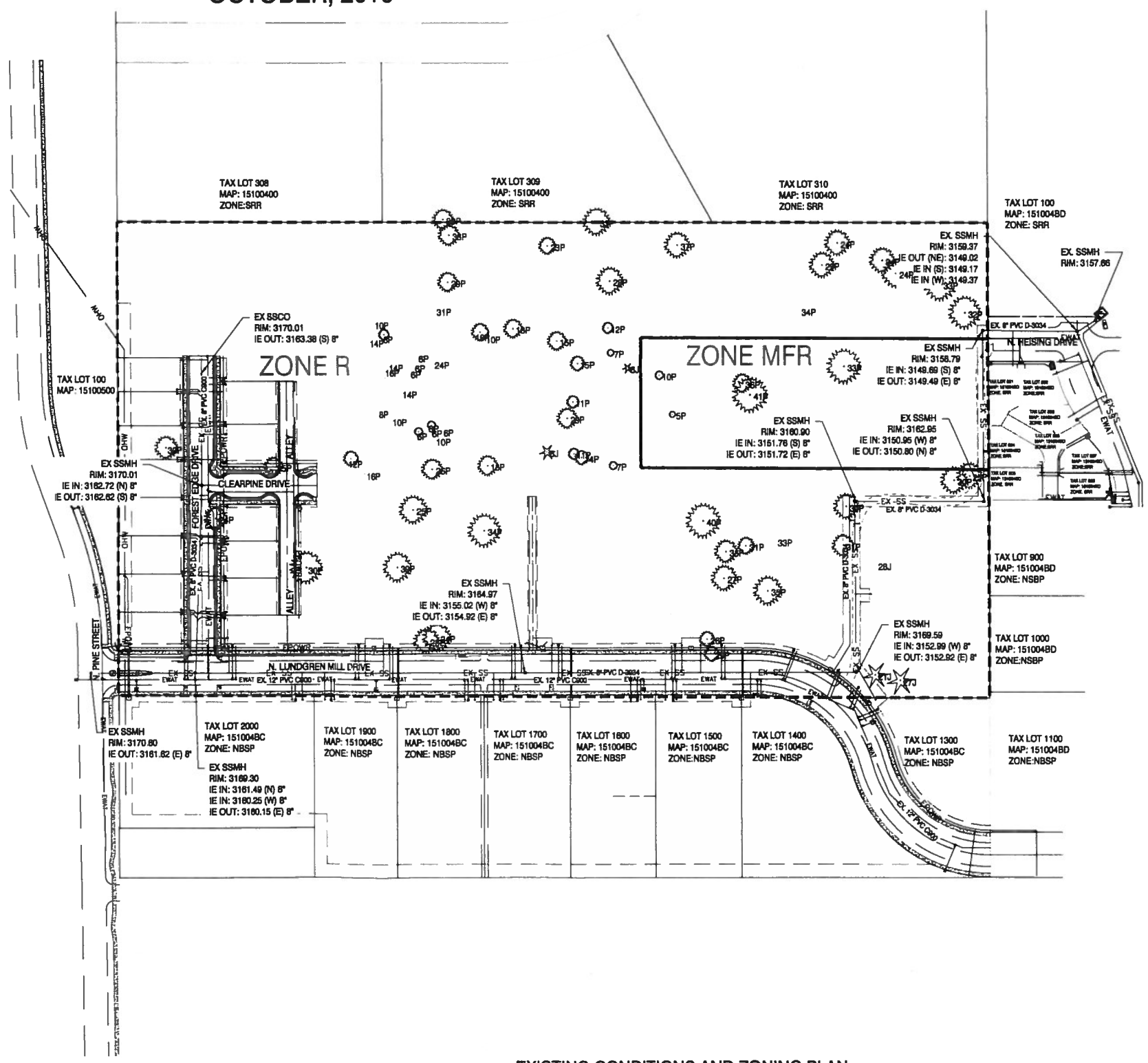
ZONING: RESIDENTIAL (R) AND MULTI-FAMILY RESIDENTIAL (MFR)

OWNER

3 SISTERS PARTNERS, LLC
CONTACT: PETER HALL
1195 NW REDFIELD CIRCLE
BEND, OR 97701
PH: 541-408-0141

CIVIL ENGINEER/LAND SURVEYOR

H.A. M^CCOY ENGINEERING & SURVEYING
CONTACT: HAYES M^CCOY
1180 SW LAKE ROAD
SUITE 201
REDMOND, OR 97756
PH: 541-923-7554



EXISTING CONDITIONS AND ZONING PLAN

SCALE: 1" = 100'
FOR 34"x22" SHEETS
0 50' 100' 200'

REGISTERED PROFESSIONAL ENGINEER — OREGON — HAYES A. M^CCOY — PRELIMINARY — RENEWAL DATE: 12/31/16

DRAWING STATUS:	DATE:	No.	REVISION:	DATE:
☒ MOD. OF SUBDIVISION	10/31/16	△		
☐		△		
☐		△		
☐		△		
☐		△		
☐		△		

H.A. M^CCOY ENGINEERING & SURVEYING, LLC
1180 SW Lake Road, Suite 201 Redmond, OR 97756
Hayes McCoy
PE, RLS, CWRE
541-923-7554
hayes@haccoy.com

PROJECT: CLEARPINE

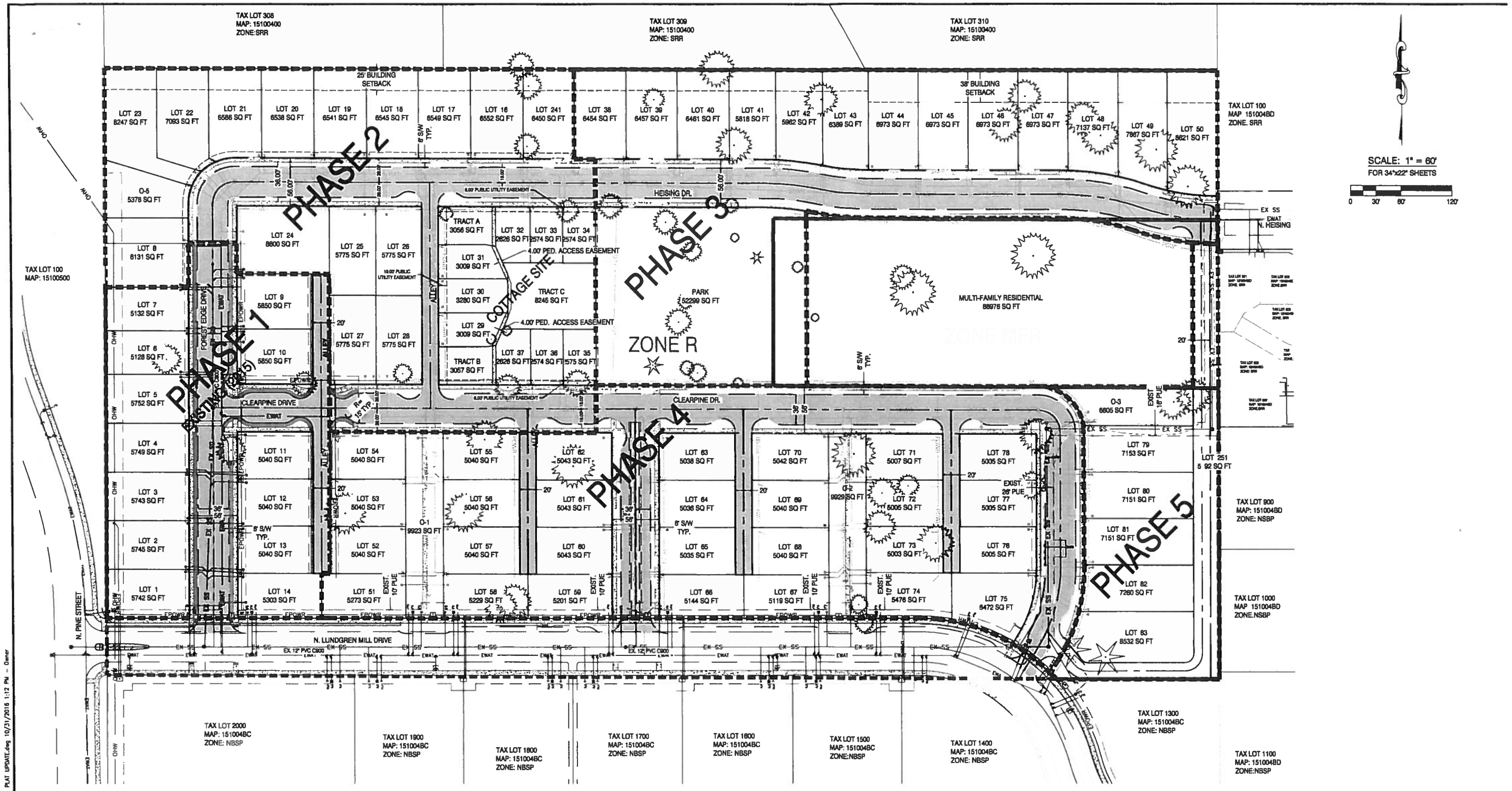
PROJECT LOCATION: SISTERS, OREGON

CLIENT: 3 SISTERS PARTNERS LLC.

SHEET TITLE: COVER SHEET, ZONING AND EXISTING CONDITIONS PLAN

JOB NO. 16-107
DRAWN BY: SCW
DRAWING: TP1.0

P:\1 \\Vreznas\KASYAM Eng\16-107 Clearpine Phase 2\Survey\Plat\161028-16107-TENTATIVE PLAT UPDATE.dwg 10/31/2016 1:12 PM - Owner



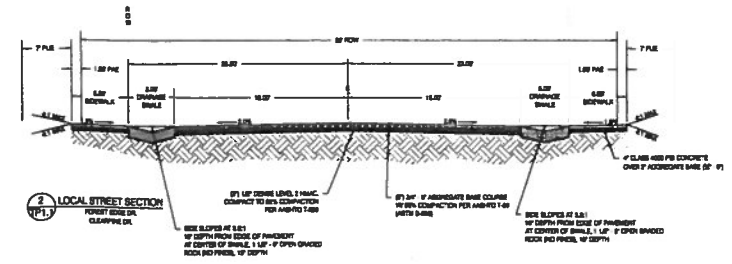
TENTATIVE PLAT

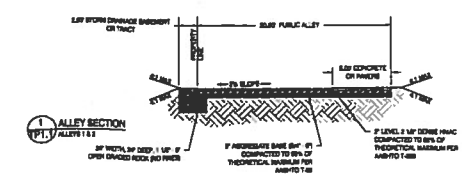
R-ZONED PROPERTY	UNITS	AREA (AC.) (INC EX ROW)	DENSITY
PLATTED	13	2.47	5.26
PROPOSED	70	14.47	4.84
TOTAL	83	16.94	4.90

MFR-ZONED PROPERTY	UNITS	AREA (AC.) (INC EX ROW)	DENSITY
PLATTED	0	0	0
PROPOSED	18+	2.39	7.11+
TOTAL	18+	2.39	7.11+

HOUSING TYPE	PLATTED	PROPOSED	TOTAL
SINGLE FAMILY	13 (100%)	70 (73%)	83 (76%)
COTTAGES	0 (0%)	9 (9%)	9 (8%)
MULTI-FAMILY	0 (0%)	17+ (18%)	17+(16%)
TOTAL	13 (100%)	96+(100%)	109 (100%)

OPEN SPACE	AREA (AC)	PERCENT
COMPLETED	0	0
PROPOSED	2.55	15.7
TOTAL	2.55	15.7





REGISTERED PROFESSIONAL ENGINEER
OREGON
JULY 15, 1986
83588PE
PRELIMINARY
HAYES A. MCCOY
RENEWAL DATE: 12/31/16

No.	REVISION:	DATE:
△		
△		
△		
△		
△		
△		
△		

DRAWING STATUS: ☒ MOD. OF SUBDIVISION DATE: 10/31/16

H.A. McCOY ENGINEERING & SURVEYING, LLC
1130 SW Lake Road, Suite 201, Bend, OR 97702
Phone: 541-312-9672
Fax: 541-312-9673
Expiration date: 6/30/17

PROJECT: CLEARPINE

PROJECT LOCATION: SISTERS, OREGON

CLIENT: 3 SISTERS PARTNERS LLC.

SHEET TITLE: TENTATIVE PLAT

JOB NO. 16-107
DRAWN BY: SCW
DRAWING: TP1.1

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CLEARPINE COTTAGES

SITE PLAN

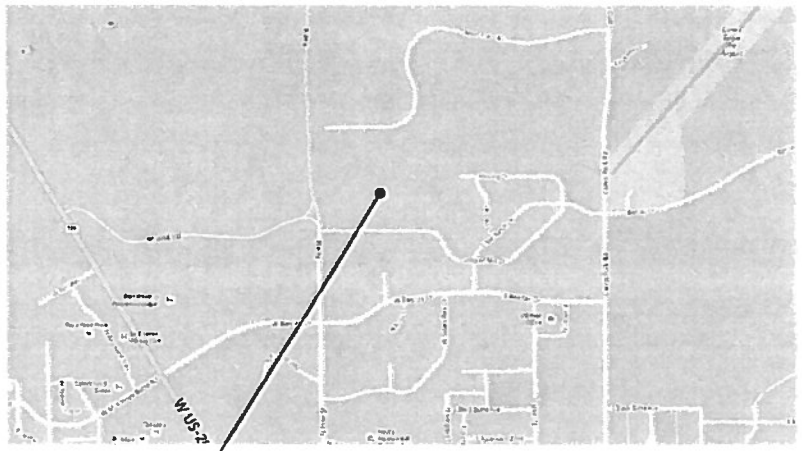
SISTERS, OR 97759

TAX LOT 100, MAP 151004BC

ALSO KNOWN AS "CLEARPINE PHASE 1 TRACT A"

CITY FILE 16-02

OCTOBER, 2016



PROJECT SITE

VICINITY MAP

NTS

SCALE: 1" = 20'
FOR 34"x22" SHEETS
0 10' 20' 40'

LEGEND

		EXISTING	PROPOSED	
ECABL	EXISTING CABLE			
EGAS	EXISTING GAS			SANITARY SEWER MANHOLE
EIRRG	EXISTING IRRIGATION			STORM DRAIN MANHOLE, DRYWELL
OHW	EXISTING OVERHEAD LINES			
EPOWR	EXISTING POWER			WATER VALVE, GAS VALVE
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POWR	NEW POWER			STREET LIGHT, PARKING LOT LIGHT
SSWR	NEW SANITARY SEWER			UTILITY POLE, GUY ANCHOR
SD	NEW STORM DRAIN			UTILITY VAULT
COMM	NEW TELECOMMUNICATIONS			ELECTRICAL PEDESTAL
WAT	NEW WATER			CABLE PEDESTAL
				TELECOMMUNICATIONS PEDESTAL
	FENCE			
	EXISTING RIGHT-OF-WAY			IRON ROD, IRON PIPE
	EXISTING EDGE OF GRAVEL			
	EXISTING EDGE OF PAVEMENT			
	EXISTING CURB			TREES
	NEW RIGHT-OF-WAY			
	NEW EDGE OF GRAVEL			SIGN
	NEW EDGE OF PAVEMENT			MAILBOX
	NEW CURB			
	GRIND EXISTING PAVEMENT LIMITS			

SHEET INDEX

P1.0 COVER SHEET, EXISTING CONDITIONS AND TREE REMOVAL PLAN
P1.1 COTTAGES SITE PLAN
P1.2 UTILITY PLAN
P1.3 TRAFFIC CIRCULATION AND DRAINAGE PLAN
P1.4 TENTATIVE PLAT

VERTICAL DATUM

ELEVATIONS ARE BASED OFF OF CENTRAL OREGON COORDINATE SYSTEM MARK SISTERS (GIS 066), A 4" BRASS CAP IN A MASS OF CONCRETE AT GROUND LEVEL, 1.1 MILE NORTH OF SISTERS ON FS ROAD 2058 AND 400 FEET WEST IN A LARGE CLEARING.
(ELEVATION = 3174.058, NGVD 29)

SITE INFORMATION

ADDRESS: SISTERS, OR 97759

TAX ASSESSORS MAP: 151004BC100

LEGAL DESCRIPTION: CLEARPINE PHASE 1 TRACT A

PROPERTY SIZE: 0.90 ACRES

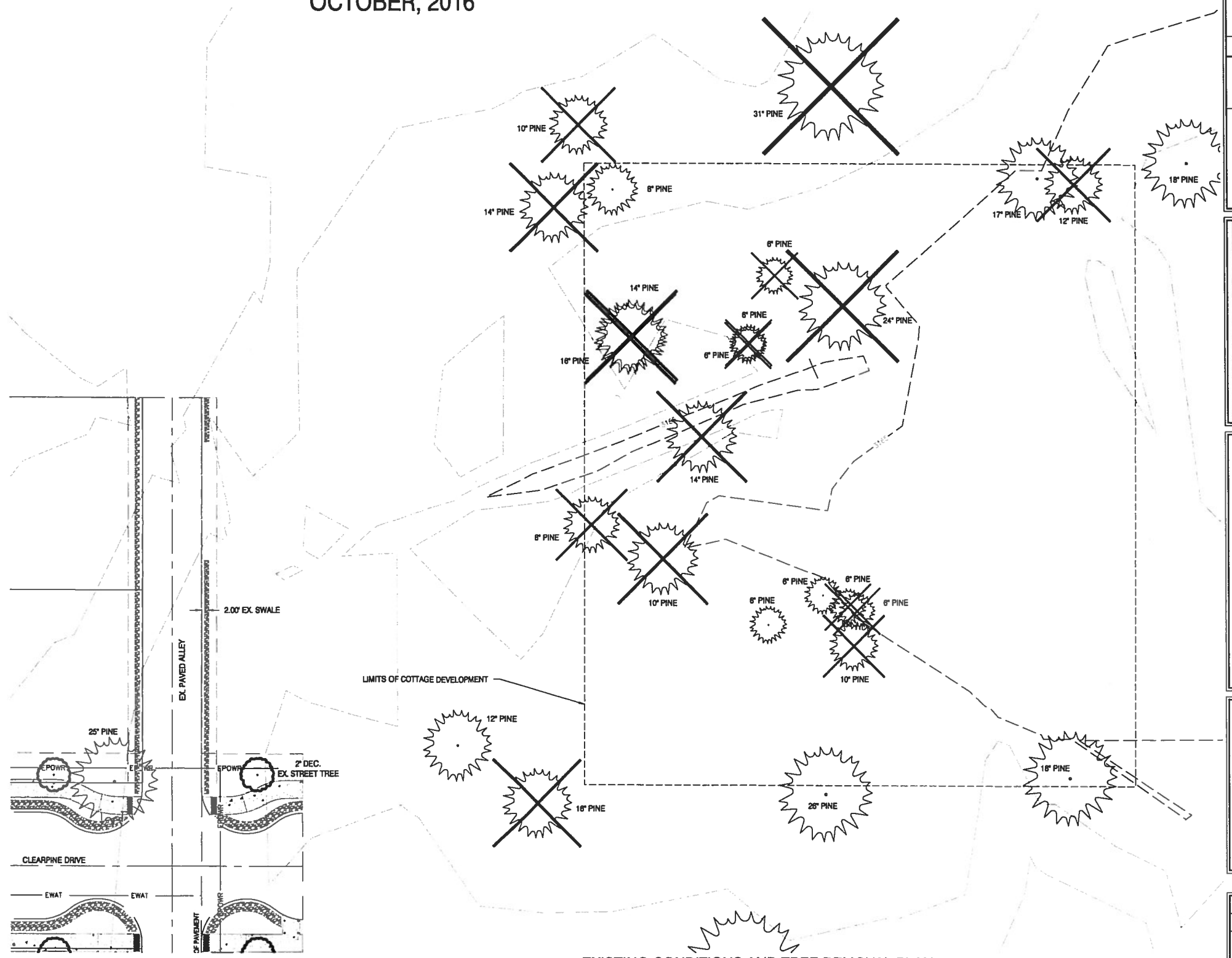
ZONING: RESIDENTIAL (R) AND MULTI-FAMILY RESIDENTIAL (MFR)

OWNER

3 SISTERS PARTNERS, LLC
CONTACT: PETER HALL
1195 NW REDFIELD CIRCLE
BEND, OR 97701
PH: 541-408-0141

CIVIL ENGINEER/LAND SURVEYOR

H.A. M^cCOY ENGINEERING & SURVEYING
CONTACT: HAYES M^cCOY
1180 SW LAKE ROAD
SUITE 201
REDMOND, OR 97756
PH: 541-923-7554



EXISTING CONDITIONS AND TREE REMOVAL PLAN

REGISTERED PROFESSIONAL ENGINEER 65686PE OREGON HAYES A. McCOY
PRELIMINARY
RENEWAL DATE: 12/31/16

DRAWING STATUS:	DATE:	No.	REVISION:	DATE:
☒ SITE PLAN	10/28/16	△		
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ENGINEERING & SURVEYING, LLC
1180 SW Lake Road, Suite 201, Redmond, OR 97756
Hayes@hamccoy.com
541-923-7554

PROJECT: CLEARPINE COTTAGES

PROJECT LOCATION: SISTERS, OREGON

CLIENT: 3 SISTERS PARTNERS LLC.

SHEET TITLE: COVER SHEET, EXISTING CONDITIONS AND TREE REMOVAL PLAN

JOB NO. 16-107
DRAWN BY: SCW
DRAWING: P1.0

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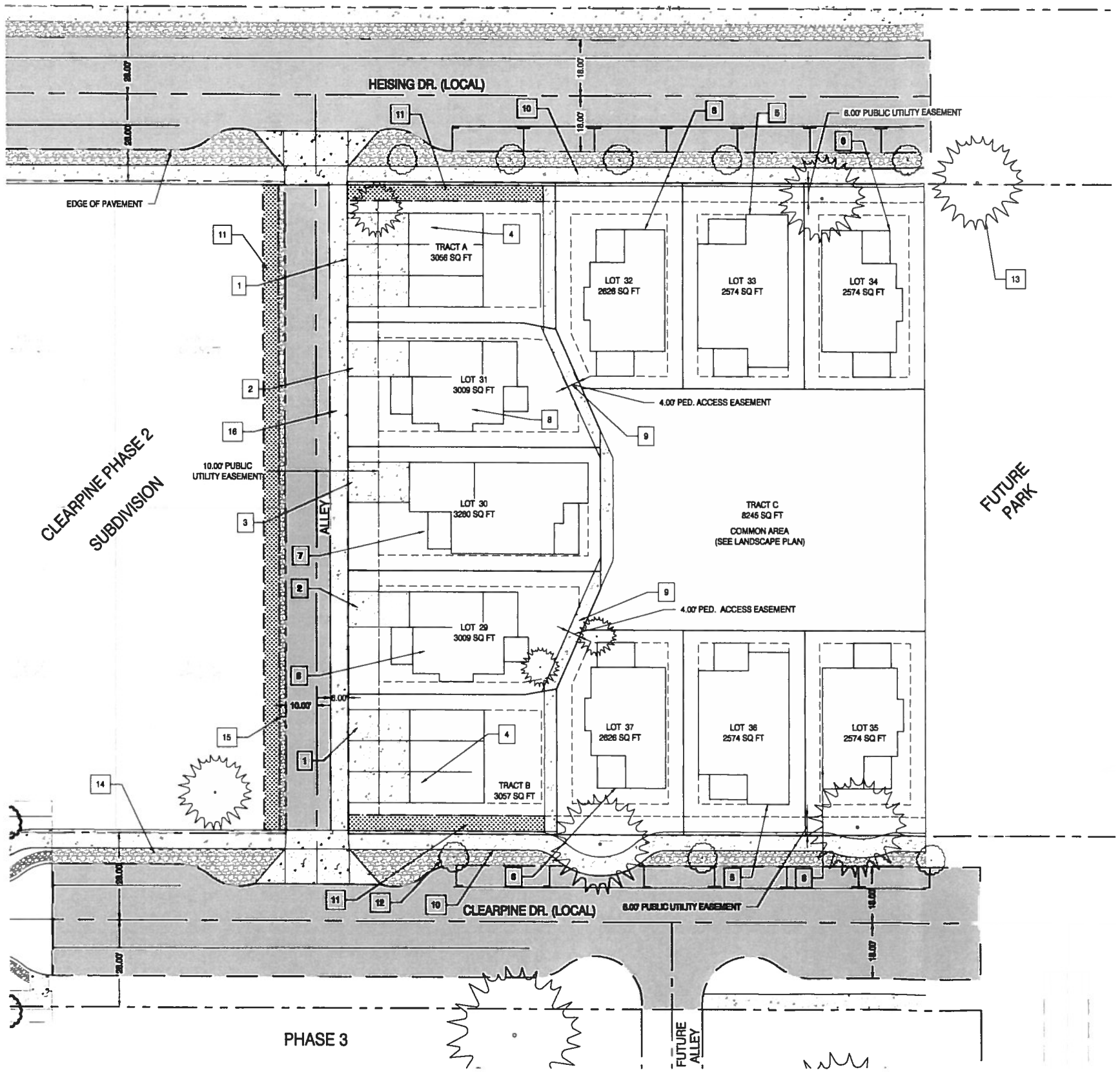

NOTE: SEE ARCHITECTURAL PLANS FOR
COTTAGE LAYOUTS AND FLOOR PLANS

SITE PLAN

SCALE: 1" = 20'
FOR 34"x22" SHEETS
0 10' 20' 40'

SITE PLAN NOTES

1. CONSTRUCT 20' x 30' DRIVEWAY.
2. CONSTRUCT 10' x 20' DRIVEWAY.
3. CONSTRUCT 13' x 20' DRIVEWAY
4. DETACHED GARAGE, SEE ARCHITECTURAL DRAWINGS.
5. PROPOSED COTTAGE (LAYOUT 1), SEE ARCHITECTURAL DRAWINGS.
6. PROPOSED COTTAGE (LAYOUT 2), SEE ARCHITECTURAL DRAWINGS.
7. PROPOSED COTTAGE (LAYOUT 3), SEE ARCHITECTURAL DRAWINGS.
8. PROPOSED COTTAGE (LAYOUT 4), SEE ARCHITECTURAL DRAWINGS.
9. 4' WIDE PRIVATE SIDEWALK WITHIN PEDESTRIAN ACCESS EASEMENT.
10. 6' WIDE PUBLIC SIDEWALK.
11. 5' WIDE LANDSCAPE STRIP
12. STREET TREES (TYP.)
13. EXISTING TREES (TO BE PROTECTED) (TYP.)
14. 5' DRAINAGE SWALE (TYP.)
15. 2' DRAINAGE SWALE (TYP.)
16. 6' CONCRETE OR PAVER WALKWAY. ALLEY ALSO FUNCTIONS AS PEDESTRIAN WAY

ZONING STANDARDS

MINIMUM LOT AREA:
2000 SF FOR EACH COTTAGE LOT, PLUS 500 SF OF OPEN SPACE FOR EACH PROPOSED COTTAGE.
REQUIRED MINIMUM AREA FOR 9 UNITS = 18000 SF
REQUIRED SHARED OPEN SPACE FOR 9 UNITS= 4500 SF

SETBACK REQUIREMENTS:

FRONT -	4' MIN.
SIDE -	5' MIN.
BETWEEN HABITABLE BUILDINGS-	10' MIN.
REAR -	10' MIN.

MAXIMUM HEIGHT:
30 FEET

MAXIMUM FLOOR AREA:
1250 SQ FT PER COTTAGE

PROPOSED FLOOR AREA:

LAYOUT 1:	1210 SQ FT
LAYOUT 2:	1155 SQ FT
LAYOUT 3:	1235 SQ FT
LAYOUT 4:	1017 SQ FT

MAXIMUM LOT COVERAGE:
60%

PROPOSED LOT COVERAGE:

LOT 34, 35:	40%	LOT 29, 31:	35%
LOT 32, 37:	39%	LOT 30:	47%
LOT 33, 36:	53%	TRACTS A, B:	24%

AREA SUMMARY:

TOTAL -	39204 SF	
CONCRETE -	2745 SF	7.00%
BUILDING -	9335 SF	23.8%
YARD/LANDSCAPING-	16933 SF	43.2%
SHARED OPEN SPACE -	10191 SF	26.0%

*BUILDING AREA INCLUDES ONLY FIRST FLOOR FOOTPRINT. TOTAL BUILDING AREA IS 14629 SQ FT, INCLUDING SECOND FLOOR AREAS.

SCREENING:
5' LANDSCAPING BUFFER REQUIRED BETWEEN PARKING AREAS AND ADJACENT PUBLIC ROADWAYS AND COTTAGES

REGISTERED PROFESSIONAL ENGINEER
OREGON
PRELIMINARY
HATES A. McCOY
RENEWAL DATE: 12/31/16

DRAWING STATUS:	DATE:	No.	REVISION:	DATE:
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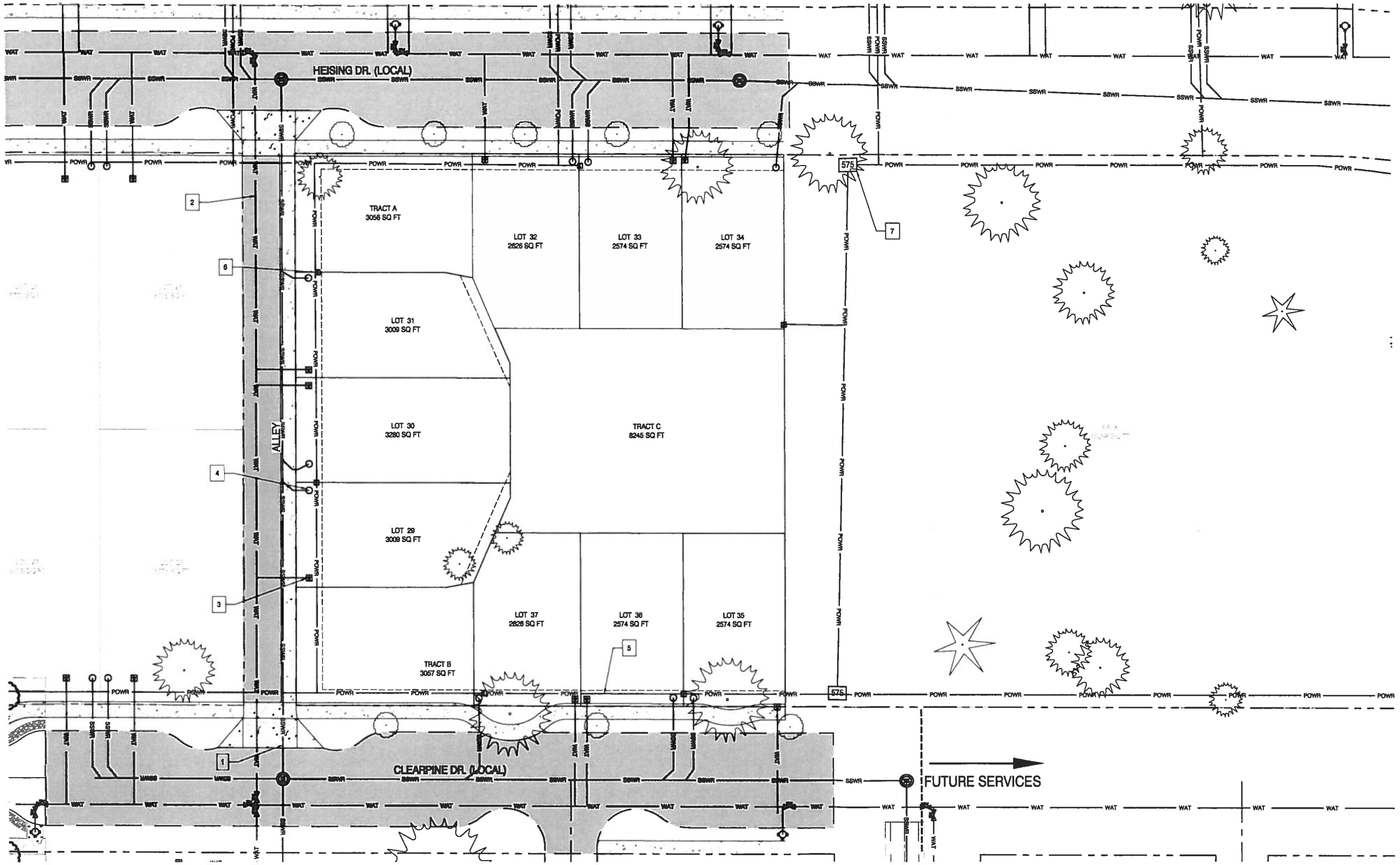
PROJECT: CLEARPINE COTTAGES
PROJECT LOCATION: SISTERS, OREGON
CLIENT: 3 SISTERS PARTNERS LLC.

SHEET TITLE: COTTAGE SITE PLAN

JOB NO. 16-107
DRAWN BY: SCW
DRAWING: P1.1

FILE: \\Vcsnas\WAS\HAM Eng\16-107 Clearpine Phase 2\Planning\161026-16107-COTTAGE SITE PLAN.dwg 10/31/2016 10:08 AM - Owner



UTILITY PLAN

UTILITY PLAN NOTES

1. 8" SEWER LINE.
2. 8" WATER MAIN.
3. NEW 1" WATER SERVICE (TYP.)
4. NEW 4" SEWER SERVICE (TYP.)
5. POWER CONDUIT.
6. NEW POWER SERVICE (TYP.)*
7. NEW 575 POWER VAULT (TYP)*

*NOTE: POWER LAYOUT IS PRELIMINARY AND SUBJECT TO CHANGE

SCALE: 1" = 20'
FOR 34"x22" SHEETS

0 10' 20' 40'

REGISTERED PROFESSIONAL ENGINEER 63585PE HAYES A. McCOY
PRELIMINARY NOT FOR CONSTRUCTION
RENEWAL DATE: 12/31/16

DRAWING STATUS:	DATE:	No.	REVISION:	DATE:
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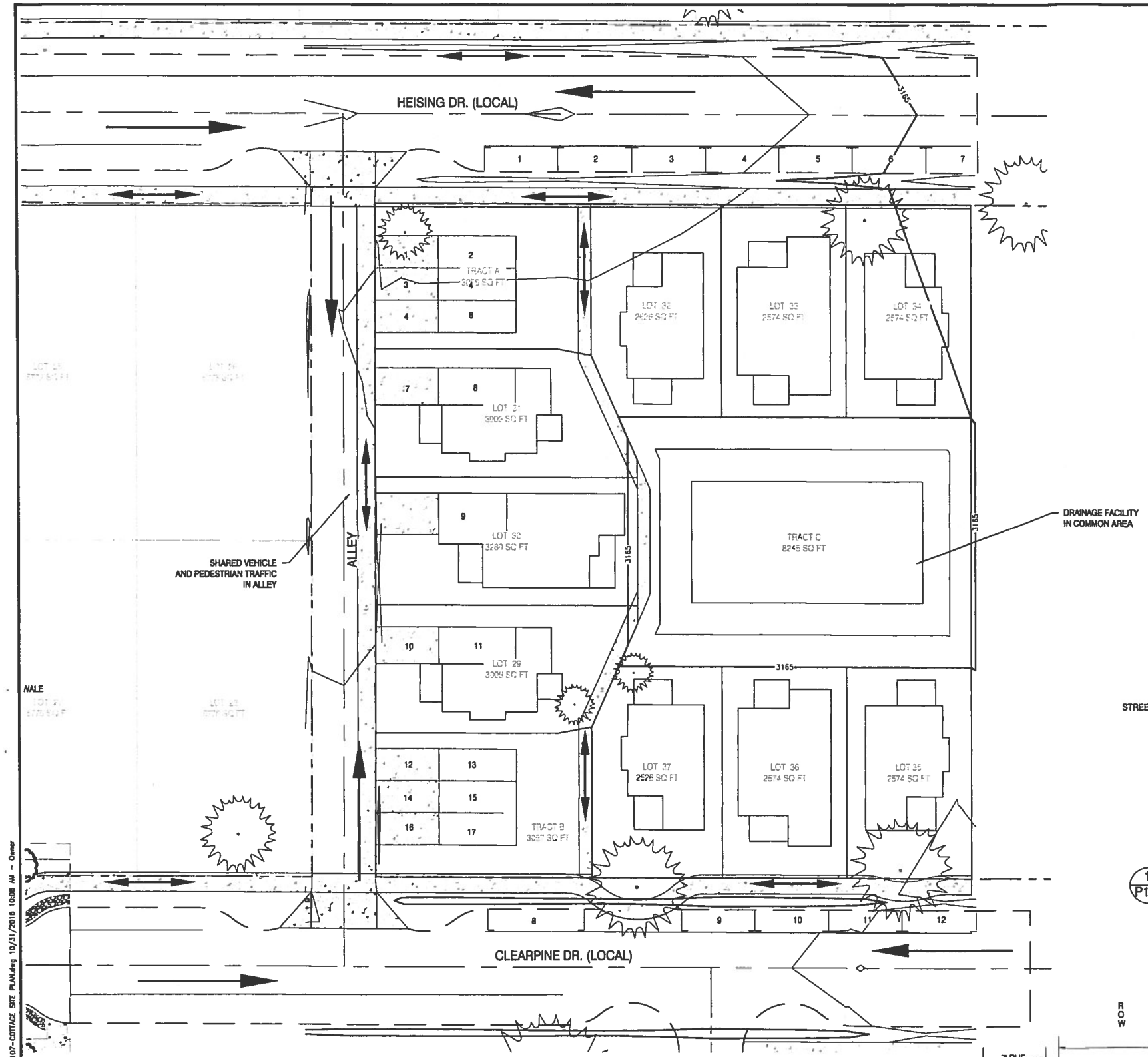
541-923-7554 hayes@hamccoy.com

PROJECT: CLEARPINE COTTAGES
PROJECT LOCATION: SISTERS, OREGON
CLIENT: 3 SISTERS PARTNERS LLC.

SHEET TITLE: UTILITY PLAN

JOB NO. 16-107
DRAWN BY: SCW
DRAWING: P1.2

FILE: \\Vicenza\HAS\HAM Engr\16-107 Clearpine Phase 2\Planning\161028-16107-COTTAGE SITE PLAN.dwg 10/31/2016 10:08 AM - Owner



TRAFFIC CIRCULATION, GRADING AND DRAINAGE PLAN

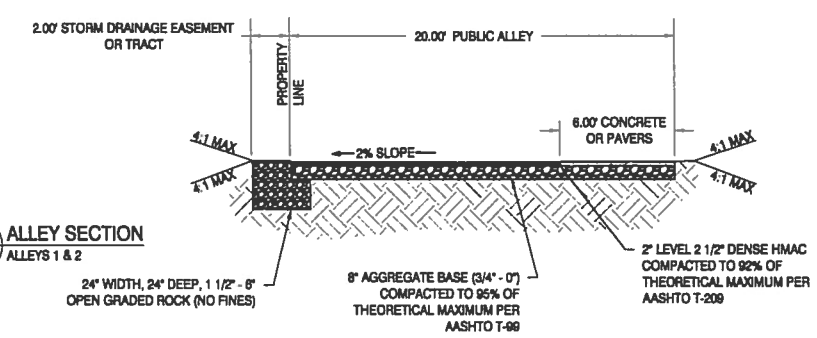
SCALE: 1" = 20'
FOR 34"x22" SHEETS
0 10' 20' 40'

PARKING REQUIREMENTS:
1 SPACES PER 1-BEDROOM UNIT — 6 UNITS PROPOSED
1.5 SPACES PER 2-BEDROOM UNIT — 3 UNITS PROPOSED
11 REQUIRED ONSITE PARKING SPACES — 17 ON-SITESPACES PROPOSED
12 OFF-SITE SPACES PROPOSED

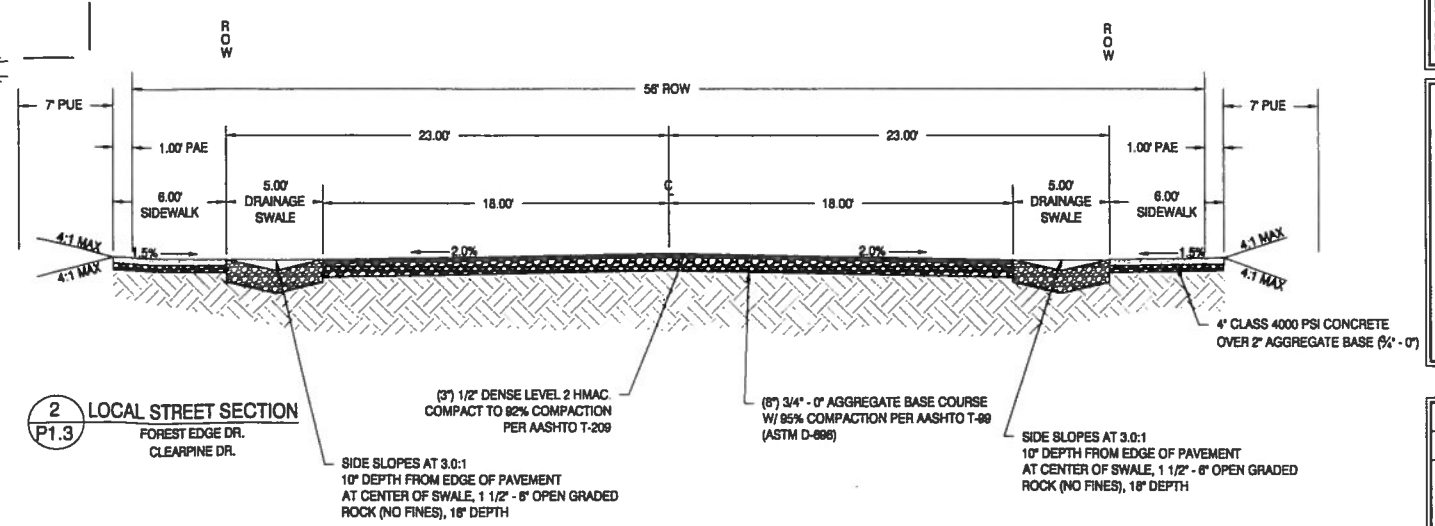
VEHICULAR TRAFFIC

PEDESTRIAN TRAFFIC

STREET SECTIONS



1 / P1.3 ALLEY SECTION
ALLEYS 1 & 2



2 / P1.3 LOCAL STREET SECTION
FOREST EDGE DR.
CLEARPINE DR.

REGISTERED PROFESSIONAL ENGINEER — OREGON — 65686PE — HAYES A. McCOY — PRELIMINARY — REVISAL DATE: 12/31/16

DRAWING STATUS:	DATE:	No.	REVISION:	DATE:
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PROJECT: CLEARPINE COTTAGES
PROJECT LOCATION: SISTERS, OREGON
CLIENT: 3 SISTERS PARTNERS LLC.

SHEET TITLE: TRAFFIC CIRCULATION, GRADING AND DRAINAGE PLAN

JOB NO. 16-107
DRAWN BY: SCW
DRAWING: P1.3

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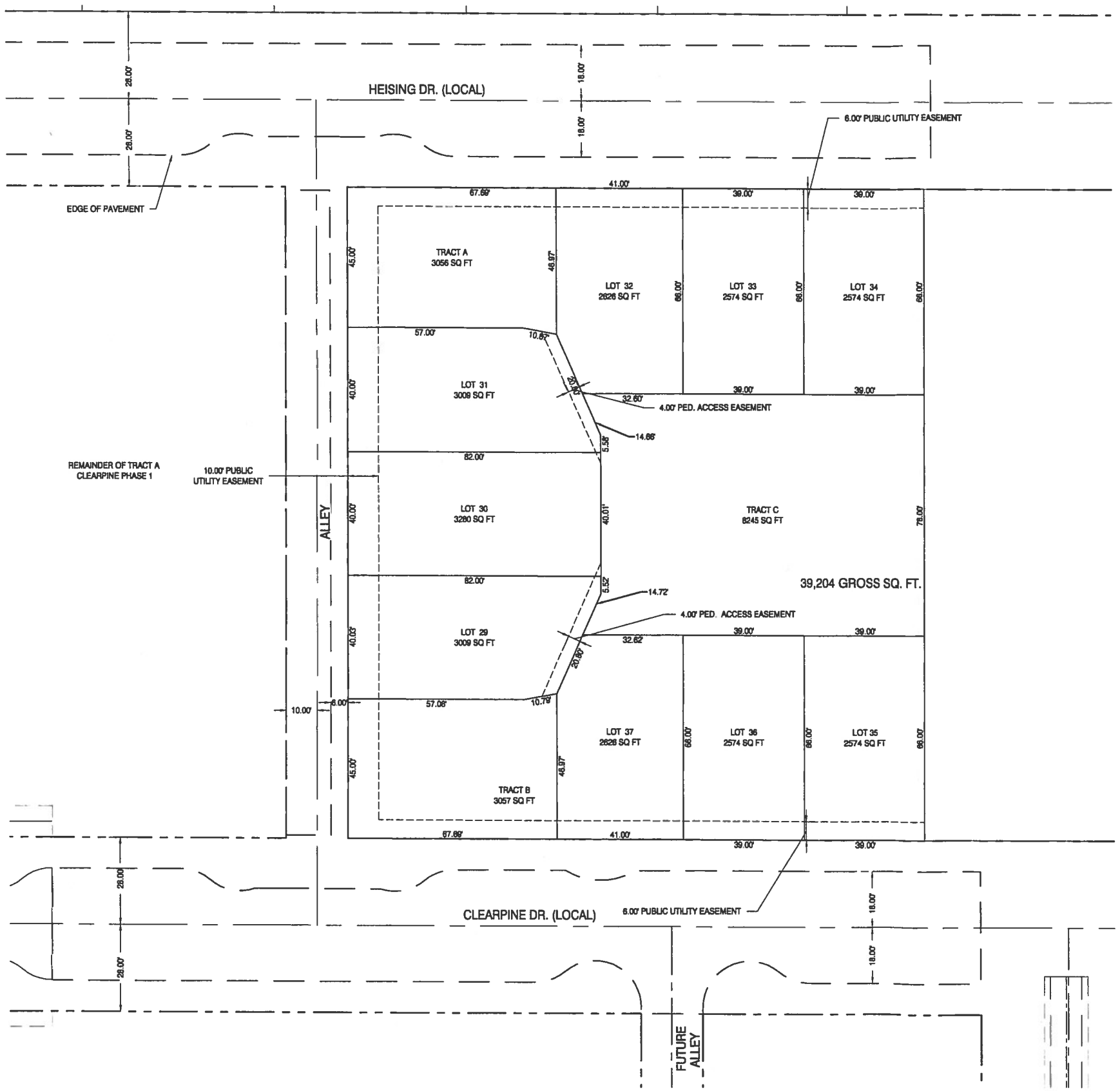
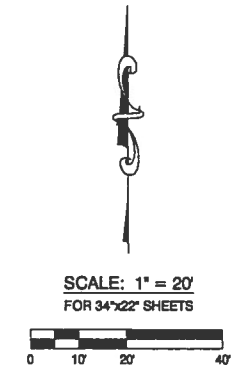


TENTATIVE PLAT



REGISTERED PROFESSIONAL ENGINEER
65658PE
PRELIMINARY
OREGON
HAYES A. McCOY
RENEWAL DATE: 12/31/16

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Hayes McCoy
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541-923-7554

PROJECT:
CLEARPINE COTTAGES

PROJECT LOCATION:
SISTERS, OREGON

CLIENT:
3 SISTERS PARTNERS LLC.

SHEET TITLE:
TENTATIVE PLAT

JOB NO.	16-107
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