



CITY COUNCIL **Agenda**

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

Wednesday, April 24, 2019

520 E. Cascade Avenue, Sisters, OR 97759 - Council Chambers

5:30 P.M. WORKSHOP

1. Review Draft Development Code Text Amendments-*B. McConkie*
2. Other Business –*Staff/Council*

6:15 P.M. CITY COUNCIL REGULAR MEETING

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

II ROLL CALL

III APPROVAL OF AGENDA

IV VISITOR COMMUNICATION

V CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Sisters City Council for reading and study, are considered to be routine and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

A. Minutes

1. April 10, 2019-Regular Meeting
2. April 10, 2019- Workshop

B. Bills to Approve

1. April 17, 2019- Accounts Payable

VI SHERIFF'S REPORT

VII OTHER BUSINESS

VIII MAYOR/COUNCILOR BUSINESS

IX COUNCIL BUSINESS

- A. **Discussion and Consideration of Motion** to Adopt and File a Corrective Action Plan for the Fiscal Year 2017/18 Audit as Required by the Secretary of State-*J. O'Neill*

Starting Time for the Public Hearing is 6:30 p.m.

- B. **Public Hearing for Ordinance 496:** AN ORDINANCE CONCERNING PLANNING FILE NOS. MP 18-01/SUB 18-02/ZM 18-02/DA 19-01, MCKENZIE MEADOWS VILLAGE MASTER PLAN, SUBDIVISION, ZONE CHANGE, PLAN AMENDMENT, AND DEVELOPMENT AGREEMENT- *B. McConkie*

X ADJOURN

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be audiotaped. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eight (48) hours in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider



Agenda Item Summary

Meeting Date: April 24, 2019

Staff: BreAnne McConkie

Type: Workshop

Dept: CDD

Subject: Development Code Text Amendments -- Workshop

Action Requested: Review various proposed Development Code text amendments and provide staff with input. Authorize staff to prepare a formal Development Code text amendment (Type IV) application and schedule public hearings as appropriate.

SUMMARY: The Community Development Department (CDD) is responsible for development and routine maintenance of the Development Code. Working with the Planning Commission and City Attorney, staff has compiled the attached Development Code text amendments which were review by the Planning Commission in a number of workshops.

A Planning Commission workshop is scheduled for April 18, 2019 to provide additional input and review of the proposed draft amendments. Staff will provide a summary of the Planning Commission's input and recommendation at the Council's April 24th workshop.

A number of the proposed amendments are relatively small in scale, with a limited scope of impact. Many of these amendments are needed to clarify existing code language and/or intent. Changes to the service station related regulations in the Downtown Commercial (DC) zone, Urban Area Reserve (UAR) minimum lot size, cargo containers and minor variances are more substantial in scope.

Staff requests the City Council review the attached draft Development Code text amendments and recommend all or select certain revisions to proceed with a formal text amendment application. The Council may also consider scheduling additional workshop reviews at City Council or Planning Commission level for any of these proposed text amendments.

Proposed tentative timeline for review and adoption:

May 16 – Planning Commission workshop to review final TA drafts

June 20 – Planning Commission Hearing/Recommendation to City Council

July 10 – City Council Hearing and Adoption (July 24 for second reading if necessary)

August 10 – Effective Date (August 24 if adopted after second reading)

Redlined, marked versions of the draft amendments are attached. Proposed new text is shown as blue, double underlined, proposed deletions are shown ~~crossed-out in red~~.

The following is a list and summary of proposed Development Code text amendments for the Council's consideration and feedback:

1. Service Stations in the Downtown Commercial (DC) District:

Discussion: Service Stations (gas stations) are not a permitted use in the DC zone and are therefore considered a legal, nonconforming use. Generally, this means that they cannot be expanded, rebuilt or remodeled. During the 02.21.19 PC workshop, staff and the Commission discussed possible options to allow for existing service stations to rebuild/remodel and whether or not new service stations should be permitted. The PC recommended that a service stations be permitted through a Minor Conditional Use process in the DC zone.

Staff Recommendation & Summary of Draft TAs: Modify the code to allow for Service Stations in the DC zone as a Minor Conditional Use with Special Provisions and include a buffer to limit new Service Stations in the DC core. The following is a summary of the related draft text amendments:

- Service stations added as a Minor Conditional Use with Special Provisions (MCU/SP) in the DC zone (*SDC Table 2.4.1*)
- Amendments to the applicable Special Provisions (*SDC 2.15.1500 & 2.15.1600*):
 - Inclusion of a 1,000 ft buffer between stations in the DC zone (*SDC 2.15.1500(C)(1)*). This would effectively limit any new service stations in the downtown Cascade corridor while allowing for existing service stations to rebuild and opportunities for new service stations along the Barclay alternative route.
 - Clarify what accessory uses are prohibited (i.e. drive throughs, repair shops, etc.) (*SDC 2.15.1500(C)(2)*).
 - Exempt service station buildings from the front/exterior side yard building setbacks in the underlying (DC) zone and clarify the setbacks specific to service stations (*SDC 2.15.1600(C)(3)*).
- Remove Electric Car Charging Stations as a Conditional Use (*SDC Table 2.4.1*)

2. Urban Area Reserve (UAR) minimum lot size:

Discussion: The UAR District specifies a 10-acre minimum lot size but the Comprehensive Plan findings indicate a 2.5 acre minimum lot size. There are no requirements by the State specifying a minimum lot size of UAR parcels when located within City limits. However, UAR zoning outside the City must be a minimum of ten acres. Heavenly Ares subdivision contain several larger parcels that could be further partitioned to accommodate new development. The only other parcel zoned UAR within City limits is owned by the USFS located mostly north of Barclay Drive between Pine St and Hwy 20. The Comprehensive Plan text for three development options on the USFS site suggest that the UAR parcel should be further developed. This amendment could assist in facilitating future development decisions on the USFS parcel.

Staff Recommendation & Summary of Draft TAs: Staff recommends that the minimum lot size in the UAR be amended to 2.5 acres to synchronize with the adopted Comprehensive Plan finding. (*SDC Table 2.9.2*)

3. Accessory Structures/Storage Units:

Discussion: Accessory structures are subject to Special Provisions (SDC 2.15.400) which include compatibility standards regulating exterior finishing materials. However, if an accessory structure is less than 200 sq. ft., it is exempt from compatibility standards. Additionally, the code does not address temporary accessory structures, such as storage/cargo containers.

In PC workshops, the Commission recommended modifications to clarify what type of structures are allowed and address temporary accessory structures (including prohibiting long term use of cargo containers in residential and limiting cargo containers in commercial zones).

Summary of Draft TAs:

- Establish a definition for Cargo Container (SDC 1.3.300)
- Modify SDC 2.15.400(E) Special Provisions – Accessory Structures as follows:
 - Prohibit cargo containers and similar types of containers in residential and commercial zones except for the following circumstances:
 - Up to 30 days for temporary storage of household goods (i.e. for moving) (SDC 2.15.400(E)(1)(a))
 - Up to 180 days during on-site construction
 - In commercial zones, allow for one, 80 SF max cargo container if it is located behind a primary structure and painted to match the primary structure onsite.

4. Residential Amenity Buildings:

Discussion: The code does not explicitly allow for residential amenity buildings and it is not clear if a Site Plan application is required for these types of structures. In PC workshops, the Commission recommended modifications to clarify allowance and review procedures for residential amenity buildings.

Summary of Draft TAs:

- Modify Residential and MFR Use Tables to explicitly allow for Residential Amenities in residential zones. (SDC Table 2.2.1 and Table 2.3.1)
- Apply Design Standards to Residential Amenity Buildings. (SDC 2.2.300(G)(1) and SDC 2.3.300(H)(1))
- Exempt Residential Amenity Structures from Site Plan review requirements if the amenity was reviewed and approved through a Master Plan. (SDC 4.2.200(B)(5))

5. Subdivision Phasing:

Discussion: As currently drafted, there is some ambiguity as to the allowable timeframe for phased subdivisions. The current code implies the maximum total timeframe for development of a phased subdivision is four (4) years (two years for the first phase and two additional years for all subsequent phases).

Summary of Draft TAs: Staff is proposing the following changes to clarify the allowable timeframe for phased subdivisions:

- Clarify the allowable timeframe for a phased subdivision as two (2) years for the first phase, two (2) years for each subsequent phase, not to exceed six (6) total years unless an extension is granted. Note, the maximum allowable timeframe would be up to eight (8) total years if the two (2), one (1) year extensions were granted. (SDC 4.3.400(E)(1))

6. Accessory Dwelling Unit (ADU) Owner Occupancy Requirement:

Discussion: In Residential zones, the property owner (or a member of the property owner's family) is required to reside in either the primary dwelling unit or ADU. Staff is proposing to remove the owner occupancy requirement in order to remove barriers to additional housing options.

Summary of Draft TAs: Remove owner occupancy requirements for ADUs. (SDC 2.15.300(B))

7. Public Art Review:

Discussion: SDC 2.15.2200 requires Planning Commission approval of Public Art. Public Art is typically selected through a public process by an art selection committee specifically created to review each individual art project and provide art expertise.

Summary of Draft TAs: Remove PC approval of Public Art. (SDC 2.15.2200)

8. Residential units in NSBP (2.14.1000):

Discussion: The current code references lots 1-19 of the Three Sisters Business Park. Portions of the Three Sisters Business Park have been rezoned and replatted (as part of the Clearpine subdivision) after this section of the Development Code was adopted. The Three Sisters Business Park only contains 8 lots in the NSBP therefore staff is recommending the code be revised as follows to reflect the number of lots and number of units allowed:

SDC 2.14.1000.A.5. "A maximum of ~~57~~ 24 total loft apartment units shall be permitted in the North Sisters Business Park district component of the Three Sisters Business Park, lots 1-~~19~~ 8."

Staff & PC Recommendation: Modify the code to reflect the accurate number of lots and number of units allowed in the zone.

9. Minor Variance (5.1.300)

Discussion: The current code allows for Minor Variances as an administrative (staff) review and decision as follows:

5.1.300 Minor Variance

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

Setbacks in the residential zones are 5' (side), 10' (front and exterior side), and 15' (rear). Front setbacks in the DC zone are a minimum of 5' and maximum of 10'. Minor Variances are limited to a maximum of 10% change, meaning up to a 6" maximum variance for a reduced side yard and 1' maximum variance for front and exterior side yards. These are the most common variance inquiries we receive.

Staff & PC Recommendation: Modify SDC 5.1.300 to increase administrative, minor variances up to 20%.

10. Child Care Centers in DC zone (Table 2.4.1)

Discussion: The current code allows for a Child Care Home (no more than 16 children) as an outright permitted use and a in the Downtown Commercial (DC) zone, however a Child Care Center requires a Conditional Use Permit.

The definitions are as follows:

Child Care Center (commercial) – Any registered or certified child care facility which is not a family child care home.

Child Care Home (residential) – Any registered or certified family child care home where child care is offered to for no more than 16 children, including children of the provider, regardless of full-time or part-time status (ORS 657A.).

This means that a commercial Child Care Center, regardless of the number of children, requires a CU permit in the DC zone but a Child Care Home is permitted outright so long as it is located in a residential structure and meets the state requirements. Child Care Centers are typically permitted outright in Commercial zones (based on intensity of the surrounding permitted uses).

Staff & PC Recommendation: Allow Commercial Child Care Centers as an outright permitted use in the DC zone.

11. Dwelling Unit Definition

Discussion: The current definition of a dwelling unit is not linked to the building code or building code compliant structures.

Staff & PC Recommendation: Revise the definition of a dwelling unit to clarify that dwelling units must be constructed per Oregon Residential Specialty Code or HUD Code for manufactured dwellings.

12. Master Planning Requirements

Discussion: Both SDC Sections 4.3 and 4.5 lack specific clarity as to when a Master Plan is required. Section 4.5.200 provides that “A Master Planned development shall be used for any property . . .” over a certain size and in certain zones. “Development” does not appear to include land divisions, meaning that properties over a certain size that should require a Master Plan, could be subdivided to avoid the required Master Plan process.

Staff & PC Recommendation: Amend text in Section 4.5.200 to clarify when a Master Plan process is required and to better meet the intent of the code.

**1. SERVICE STATIONS IN THE DOWNTOWN COMMERCIAL (DC) DISTRICT
Draft Text Amendments**

Chapter 2.4 — Downtown Commercial (DC) District

Sections:

- 2.4.100 Purpose**
- 2.4.200 Uses**
- 2.4.300 Development Standards**

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2.4.200 Uses

- A. Permitted uses.** Uses allowed in the Downtown Commercial District are listed in Table 2.4.1 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 Downtown Commercial District subject to special provisions for that particular use are listed in Table 2.4.1 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 Downtown Commercial District with approval of a conditional use permit are listed in Table 2.4.1 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 2.4.1 Use Table for the Downtown Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Residential	
Dwelling(s) located above, within, or attached to a commercial building not including single family detached dwellings.	P /SP
Accessory dwelling on a single family or manufactured dwelling lot	P/SP
Child care home (Care for no more than 16 children)	P
Single family, Duplex, Townhomes (up to 2 units),	P, Type I review process; applies to lots fronting Adams Avenue and on lots that are located within 114’ of Adams Avenue to the south, and 256’ to the north of Adams Avenue.

Land Use Category	Permitted/Special Provisions/Conditional Uses
Manufactured Dwelling on an individual lot.	P/SP, Type I review process; applies to lots fronting Adams Avenue and on lots that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue.
Triplex, Multi-Family Development	MCU; applies to lots fronting Adams Avenue that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue, and only west of Fir Street.
Residential facilities	P/SP
Cottage Developments	P / Ch. 4.6; applies to lots fronting Adams Avenue and on lots that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue.
Commercial	
Amusement Uses	P
Artist studio	P
Assembly, Club	P
Concert Hall	P
Electric Car Charging Stations (regardless if accessory)	CU
Gallery	P
Hotel	P
Brewery and Distillery	MCU
Eating and drinking establishments	P/See Section 2.4.300.K
Retail sales establishment	P
Professional and personal services (dry cleaners, barber shops/salons, etc.)	P
Offices (medical, dental, professional)	P
Animal veterinary clinics	CU
Neighborhood market	P
Health club (e.g. gym, yoga studio, martial arts, etc.)	P
Small item repair services (e.g., jewelry, small appliances, etc.)	P
Light manufacture (e.g., small-scale crafts, electronic equipment, furniture, similar goods) when in conjunction with retail	CU
Theater	P
<u>Service Stations</u>	<u>MCU/SP</u>
Public and Institutional	
Community centers and similar uses	P
Churches and places of worship	CU

Land Use Category	Permitted/Special Provisions/Conditional Uses
Service clubs, lodges, etc.	P
Government offices	P
Museums	P
Public parking lots and garages	P
Public parks and recreational facilities	P
Schools (including child care centers)	CU
Miscellaneous	
Accessory uses and structures	P/SP
Adult business	P/ SP
Bed and breakfast inn	P/SP
Communication facility	CU/SP, incl. height exception
Home Occupation	P/SP
Hostel	P; accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period
Vacation Rental	P
PROHIBITED USES Drive-through facilities, motorized vehicle repair uses and sales, and outdoor storage, except for electric car charging stations (CU) service stations (MCU)	

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

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2.4.300 Development Standards

D. Building Orientation Standards. The building orientation standards are intended to promote the pedestrian-oriented, storefront character of the Downtown Commercial District by placing buildings with a primary entrance facing the sidewalk. Development in the Downtown Commercial zone is subject to the following standards:

1. Buildings shall have their primary entrance(s) oriented to (facing) the street. On corner lots, buildings shall have at least one entrance oriented to the street. All other street facing elevations shall comply with the Design Standards in Section 2.4.300.E. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances (i.e., to a cluster of units or commercial spaces).
2. Off-street parking, driveways or other vehicular circulation areas shall not be placed between a building and the street used to comply with the building orientation standard. Parking, driveways and other vehicle areas are prohibited between buildings and street corners.

Chapter 2.15 – Special Provisions

Sections:

- 2.15.1500 Service Stations**
- 2.15.1600 Drive-Through Facilities**

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2.15.1500 Service Stations

The following special use standards shall apply to vehicle service stations with pump islands.

- A. Minimum lot size. The minimum lot size for a service station shall be 12,000 square feet with a minimum street frontage of 100 feet on a street corner and 120 feet on an interior lot.
- B. Required front yard setback. A 10-foot landscaped front yard (and side yard when facing a street) setback from the property line is required. Landscaping shall be a minimum of three (3) feet in height within the 10 foot setback area. Only access driveways constructed with the minimum width necessary for the use may encroach into this required setback.
- C. Service Stations in the Downtown Commercial (DC) zone.
 - 1. Concentration Limits
 - a. A service station cannot be approved on a property within 1,000 feet of another property zoned DC that contains an existing service station.
 - b. “Within 1,000 feet” means a straight-line measurement in a radius extending for 1,000 feet or less in every direction from the closest point on the property line of the subject property to the closest point on the property line of the other property as determined by the Community Development Director.
 - 2. Accessory Uses. The following accessory uses for service stations located in the DC zone are prohibited: Drive-through facilities, motorized vehicle repair uses and sales, and outdoor storage.
- D. Lighting. Lighting fixtures installed within the fueling island canopy shall not extend below the canopy ceiling.
- ~~D~~E. Other provisions.
 - 1. No storage of inoperable automobiles or parts thereof shall be permitted except in enclosed structures.
 - 2. Landscape planters shall be used when practical as fuel island bollards to protect gas pumps.

3. Pedestrian sidewalk or pathway connection(s) linking the vehicle service station to the street are not required.

4. Vehicle service stations shall comply with standards for Drive-Through Facilities in Section 2.15.1600, unless specifically exempted.

2.15.1600 Drive-Through Facilities

It is the City of Sisters intent and policy to promote and encourage pedestrian use of the city. Many events are held within the City of Sisters that are predominately pedestrian based. It is the City's intent to support these events, future events, the 1880's theme, and resident use of the city by promoting pedestrian safety. To that end, the standards for drive-through facilities are intended to:

- Promote safer and more efficient on-site vehicular and pedestrian circulation
 - Reduce conflicts between vehicles and pedestrians on adjacent streets.
 - Reduce conflicts between queued vehicles and traffic circulation on adjacent streets
 - Reduce noise, lighting, vehicular traffic and visual impacts on abutting uses.
- A. Vehicular access. All driveway entrances, including stacking lane entrances, must meet vehicular access and circulation standards in Chapter 3.1, the Transportation System Plan, and the Public Works Standards, as applicable.
- B. Stacking lane standards. The stacking lane is the space occupied by vehicles queuing for the service to be provided.
1. A minimum of four (4) stacking spaces for one lane, two (2) stacking spaces per lane for multiple stacking lanes is required (20-feet per stacking space). A stacking lane is measured from the back of sidewalk to the service area.
 2. Stacking lanes must be designed so they do not interfere with on-site pedestrian, parking and vehicle circulation.
 3. Pedestrians must be able to enter the establishment from the sidewalk or on-site parking lot without crossing the stacking lane(s).
 4. All stacking lanes must be clearly identified, through the use of means such as striping, landscaping, or directional signs.
 5. Drive-through elements (e.g., stacking lanes, queuing lanes, order windows, pick-up windows) shall not be oriented to a street or corner and shall be primarily oriented to the rear or the side of a lot. On a corner lot, drive-through elements may be oriented to the lower class side street. This standard is not applicable to service stations.
- C. Setbacks and landscaping. All drive-through facilities must provide the setbacks and landscaping stated below.

- 1. Service areas and stacking lanes must be set back a minimum of 15 feet from all lot lines which abut Residential Districts. The 15-foot setback area must be landscaped with a combination of 5 shade trees per 100 lineal feet (deciduous trees capable of at least 25 feet in height and spread at maturity); and 50 evergreen shrubs per 100 lineal feet (capable of at least 8 feet in height at maturity); with the balance of the buffer area devoted to ground cover. Additionally, a minimum 6-foot masonry sound wall shall be placed along the property line.
- 2. Service areas and stacking lanes must be set back a minimum of 10 feet from all lot lines which abut non-Residential Districts. The 10-foot setback area must be landscaped with 40 evergreen shrubs per 100 lineal feet, with the balance of the buffer area devoted to ground cover. A wall or fence may also be required as a condition of site design review for screening or noise protection.
- ~~3.~~ 3. Service areas and stacking lanes must be set back a minimum of 20 feet and buffered from adjacent streets. Drive-Through Facilities Properties in the Highway Commercial District which abut a state highway shall refer to Table 2.5.2 for buffer setbacks. Drive-Through Facilities in the Downtown Commercial District are exempt from the maximum setback requirements in Table 2.4.1.
- 4. A minimum 10-foot wide landscape area shall be provided along all street frontages.

D. Compliance with design standards required. Drive-through facilities must comply with all of the development and design standards of the base zone, except that service stations are exempt from the development standards in section 2.4.300(D)(2). At a minimum, the following design elements are required:

- 1. A main entry to the drive-through building, if provided, must be oriented to the public street, with a direct pedestrian connection from the public street sidewalk to the main entry. The pedestrian connection shall be separate from and not crossed by driveway or stacking lanes. This standard is not applicable to service stations and other drive-through businesses that do not also serve pedestrians (e.g., car washes, lube services, etc.).
- 2. Building massing and roofs shall be designed with multiple features that break down the box, with a primary emphasis on windows, colors, textures, and broken roof lines. Windows shall be provided on all sides of the building that are visible from a public street or sidewalk. Building areas that are not conducive to windows can be fitted with "false windows." There shall be a minimum of one dormer or roof offset for every 40 feet of ridgeline when a pitched roof style is chosen. This standard is not applicable to service stations.

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**2. URBAN AREA RESERVE (UAR) MINIMUM LOT SIZE
Draft Text Amendments**

Chapter 2.9 – Urban Area Reserve District (UAR)

Sections:

- 2.9.100 Purpose**
- 2.9.200 Uses**
- 2.9.300 Development Standards**

2.9.100 Purpose

The purpose of the Urban Area Reserve District is to serve as a holding zone for lands that are within the Sisters Urban Growth Boundary and within City jurisdiction and to retain parcels in larger sizes until public facilities (including water, sewer and transportation) are available and the land is rezoned for urban uses and densities.

2.9.200 Uses

- A. Permitted uses. Uses allowed in the UAR District are listed in Table 2.9.1 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 Urban Area Reserve District subject to special provisions for that particular use are listed in Table 2.9.1 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 UAR District with approval of a conditional use permit are listed in Table 2.9.1 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 2.9.1 Use Table for the Urban Area Reserve District

Land Use Category	Permitted/Special Provisions/Conditional Use
Residential	
Single family detached dwellings	P
Manufactured Home on individual lot	P
Residential Home	P/SP
Childcare Home	P
Accessory dwelling on a single family or manufactured dwelling lot	P/SP
Home occupations	P/SP
Public and Institutional	
Only the existing churches and places of worship at the time of adoption of the Development Code shall be conditionally	CU

Land Use Category	Permitted/Special Provisions/Conditional Use
permitted (CU) and shall be considered conforming uses.	
Open space and parks	P
Schools	CU
Miscellaneous	
Accessory uses and structures to a primary use	P/SP
Farm uses	CU
Nursery	CU
Dude or guest ranch	CU
Commercial riding stable	CU
Bed and breakfast inns	MCU/SP
Vacation rentals	P/SP

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

2.9.300 Development Standards

A. The development standards for the UAR District are set forth in Table 2.9.2 below and are intended to retain large parcels and setbacks in order to avoid premature or inefficient patterns of development and to protect future street corridors. The following property development standards shall apply to all land, buildings and uses in the Urban Area Reserve District:

Table 2.9.2 Development Standards in the Urban Area Reserve District

Development Standard	Urban Area Reserve District	Comments/Other Requirements
Minimum lot area	10 <u>2.5</u> acres	-
Minimum lot width at front property line	50 feet	-
Front yard setback		
a. Abutting designated arterial or collector right-of-way	50 feet	-
b. Abutting designated local street right-of-way	20 feet	
Side and rear yard setbacks		
a. Abutting designated arterial or collector right-of-way	50 feet	-
b. Abutting designated local street right-of-way	20 feet	
Building height	30 feet	General exceptions to building height. Exceptions to the building height

		<p>standard are available for certain types of affordable housing as set forth in Special Provisions. Chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features that are not intended for human occupancy and which do not exceed 40 feet in height are not subject to building height limits.-</p>
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3. ACCESSORY STRUCTURES/STORAGE UNITS
Draft Text Amendments

Chapter 1.3 — Definitions

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1.3.300 Meaning of Specific Words and Terms

As used in this Code, the following words and phrases mean:

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Cargo Container – A standardized reusable vessel that was:

1. Originally designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities; and/or
2. Originally designed for or capable of being mounted or moved by rail, truck or ship by means of being mounted on a chassis or similar transport device.

Chapter 2.15 – Special Provisions

Sections:

2.15.400 Accessory Structures

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2.15.400 Accessory Structures

All accessory structures shall comply with the following special use standards.

- A. Primary use required. An accessory structure shall not be allowed without another primary structure on the lot.
- B. Floor area. The maximum gross floor area of an accessory structure in the Residential Districts shall not exceed 1200 square feet.
- C. Setbacks, Height and lot coverage. All accessory structures shall meet the minimum setbacks, height requirements and, lot coverage standards of the underlying land use district, unless specified otherwise in this Development Code.
- D. Compatibility standards for accessory structures. Except for yurts, green houses, swimming pools, tree houses and structures under 200 square feet, the exterior finish materials, roof pitch, trim, window proportion and orientation, and eaves for the accessory structure must be the same or visually match in type, size and placement, the exterior details of the primary structure on the lot.

E. Cargo containers, storage containers, and similar type structures.

1. Cargo containers, and similar types of prefabricated containers, are not permitted to be used as temporary or permanent accessory structures on properties zoned residential or commercial except as follows:
 - a. For the limited purpose loading and unloading household contents for a period of time not exceeding 30 days in any one calendar year.
 - b. For the temporary location of equipment and/or materials storage by a licensed and bonded contractor during construction that is taking place on the property where the cargo container is located. All such facilities may be permitted for a period of time not exceeding 180 days in any one calendar year and must be removed within 30 days of completion or cessation of construction.
 - c. In commercial zones, one (1) cargo container or similar type of container per site, may be permitted for the use of long-term storage if the container is equal to or less than 80 SF, is located behind the primary structure and outside of required setbacks, and is painted to match the primary structure onsite.

4. RESIDENTIAL AMENITY BUILDINGS
Draft Text Amendments

Chapter 2.2 – Residential District (R)

Sections:

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

2.2.100 Purpose

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

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

2.2.200 Uses

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

Table 2.2.1 Use Table for the Residential District

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

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

2.2.300 Development Standards

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

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

Table 2.2.2 Development Standards in the Residential District

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

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

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G. Design Standards

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

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

2. Base Standards. This section is intended to show examples of how to comply with the design standards. Other building styles and designs can be used to

comply, so long as they are consistent with the text of the standard. An architectural feature may be used to comply with more than one standard.

- a. Building Orientation. All buildings shall have their primary entrance oriented to the street or a common area (private street, courtyard, or open space). If oriented to a common area, the development shall provide a pedestrian sidewalk or pathway connecting the building entrance to the street.
- b. Eyes on the Street. All building elevations visible from a street right-of-way shall provide doors, porches, balconies, and/or windows. The standard applies to each full and partial building story.
- c. Detailed Design. All buildings included in the applicability section shall provide detailed design along all elevations (e.g., front, rear and sides). Detailed design requires use of at least five of the following architectural features on all front and exterior side (corner lot) elevations and at least three of the following architectural features on all interior and rear yard elevations, as appropriate for the building type and style. Architectural features shall be varied on the different building elevations.
 1. Dormers
 2. Gables
 3. Recessed entries
 4. Covered porch entries
 5. Cupolas or towers
 6. Pillars or posts
 7. Eaves (minimum 6-inch projection)
 8. Off-sets in building face or roof (minimum 16 inches)
 9. Window trim
 10. Bay or oriel windows
 11. Balconies
 12. Decorative patterns on exterior finishes (e.g., scales/shingles, wainscoting, ornamentation, and similar features)
 13. Decorative cornices and roof lines (e.g., for flat roofs)
 14. An alternative feature providing visual relief and detail, similar to options 1-13 above.

Chapter 2.3 –Multi-Family Residential District (MFR)

Sections:

- 2.3.100 Purpose**
- 2.3.200 Uses**
- 2.3.300 Development Standards**

2.3.100 Purpose

The Multi-Family Residential District is intended to accommodate a range of housing types and lot sizes and to make efficient use of land and public facilities by establishing minimum and maximum density standards for housing. Multi-Family Residential District design standards ensure compatible building and site design at an appropriate neighborhood scale.

2.3.200 Uses

- A. Permitted uses. Uses permitted in the Multi-Family Residential District are listed in Table 2.3.1 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 Multi-Family Residential District subject to special provisions for that particular use are listed in Table 2.3.1 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 Multi-Family Residential District with approval of either a Minor Conditional Use “MCU” or a Conditional Use Permit “CU” as listed in Table 2.3.1. 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 2.3.1 Use Table for the Multi-Family Residential District

Land Use Category	Permitted/Special Provisions/Conditional Use
Residential	
Single family detached dwelling	P
Manufactured dwelling on an individual lot	P/SP
Accessory dwelling on a single family or manufactured dwelling lot	P/SP
Zero lot line dwelling	P/SP
Attached dwelling (townhome)	P/SP
Duplex and triplex dwellings	P

Land Use Category	Permitted/Special Provisions/Conditional Use
Multi-family development (4 + units)	P
Manufactured dwelling park	P/SP
Residential home/Residential facility	P/SP
Cottage Development	P / Ch. 4.6
Family child care (Care for no more than 16 children)	P
Home occupation	P/SP
Multifamily developments with a density of greater than 15 gross units per acre up to 20 gross units per acre	MCU
Commercial	
Child care center (more than 16 children)	CU
Public and Institutional	
Churches and places of worship	CU
Libraries and museums	CU
Utilities Facility	CU
Parks, recreational facilities, and community centers	CU
Schools	CU
Miscellaneous	
Accessory uses and structures.	P/SP
Bed and breakfast inn	P/SP
<u>Shared residential amenity structures (e.g., swimming pool, clubhouse, play equipment, picnic area, gazebo, barbecue area, and court-game facilities)</u>	<u>P</u>
Vacation Rentals	P/SP

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

2.3.300 Development Standards

The following property development standards shall apply to all land, buildings and uses in the Multi-Family Residential District:

- A. Lot Area, lot width, lot depth, setbacks, floor area ratio, lot coverage and building height. See Table 2.3.2

Table 2.3.2 Development Standards in the Multi-Family Residential District

Development Standard	Multi-Family Residential District	Comments/Other Requirements
Minimum lot area		

Development Standard	Multi-Family Residential District	Comments/Other Requirements
Single family detached dwelling, including manufactured dwelling on individual lot and zero lot line dwelling	4,500 square feet	
Duplex dwelling	7,500 square feet	
Triplex dwelling	9,000 square feet	
Fourplex	10,000 square feet	
Single family attached dwelling, townhome	3,500 square feet	
Multi-family development (5 or more units)	12,000 square feet	Multi-family developments with 5 or more units shall provide an additional 200 square feet of usable open space per dwelling unit. The standard applies starting at the 6th unit
Child Care Center, Public and Institutional uses and Residential facility	none	
Lot width at front property line		
Single-family detached, zero lot line and manufactured dwellings	Minimum 40 feet	Except for flag lots and Driveway Courts – see Land Divisions and Lot Line Adjustments; or as required by this Code to protect sensitive lands, significant trees, etc.
Duplex	Minimum 50 feet	
Triplex	Minimum 55 feet	
Single family attached dwelling, townhome	Minimum 35 feet	
Cul-de-sac, all uses	30-feet	
All other housing types	minimum 60 feet	
Child Care Center, Public and Institutional uses and Residential facility	None	
Lot depth		
Lot depth	No maximum lot depth for multi-family, Child Care Center, Public and Institutional uses and Residential facility; for all other uses, maximum lot depth of three (3) times the lot width	Except as required by this Code to protect sensitive lands, significant trees, etc.
Floor Area Ratio		
	Building construction may not exceed .60 FAR (60%) of the total lot area.	The areas of a building subject to this development standard

Development Standard	Multi-Family Residential District	Comments/Other Requirements
		shall include the following: a. Areas within the building footprint considered to be habitable space. b. Individual garages exceeding 500 sq ft in size. Exceptions to FAR: Accessory structures less than 10 ft in height and 200 sq ft in area, residential facility, public and institutional uses and child care centers
Lot Coverage		
	Maximum of 60 percent, except Child Care Center, Public and Institutional uses and Residential facility shall be 80 percent	-
Building Height		
	35' for all residential uses except 5 or more attached multifamily units; 35' for all non-residential uses.	Multifamily: 5 or more attached units 35' maximum building height for habitable area, 35' to 50' may include non-habitable area
Pre-existing lots. A single family, town home or manufactured dwelling may be developed on a lot or parcel smaller than the requirements listed above provided all other applicable Development Standards can be met.		

Continued - Table 2.3.2 Development Standards in the Multi-Family Residential District

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

Exterior Side Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Accessory Building	10 ft. min
Garage (front-loaded) when accessed from a street	20 ft. min
Garage (side-loaded) when accessed from a street	10 ft. min
Garage (front-loaded) when accessed from an alley	20 ft. min.
Garage (side-loaded) when accessed from an alley	3 ft. min.
Rear Yard Setbacks	
Primary Building/Living Space (Enclosed habitable area)/Attached garage (street accessed)	15 ft. min
Accessory Building	5 ft. per story min.
Detached Garage (street accessed)	5 ft. per story min.
Garage (front-loaded) when accessed from an alley	20 ft. min.
Garage (side-loaded) when accessed from an alley	3 ft. min.
See also garage requirements 2.3.300.E	
Accessory dwelling units shall comply with living space setbacks	

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H. Design Standards. The following design standards are intended to provide detailed, pedestrian-oriented design, while affording flexibility to use a variety of building styles.

1. Applicability. The design standards are applicable to the following types of uses and buildings in the Multi-Family Residential District.
 - a. Single-Family Detached Dwelling Units
 - b. Duplex and triplex dwellings
 - c. Town home
 - d. Multi-family development
 - e. Public and institutional buildings
 - f. Manufactured dwellings
 - g. Shared residential amenity buildings

2. Base standards. The figures in this section are intended to show examples of how to comply with the design standards. Other building styles and design can be used to comply, so long as they are consistent with the text of the standard. An architectural feature may be used to comply with more than one standard.
 - a. Building orientation. All buildings shall have their primary entrance oriented to the street or a common area (private street, courtyard, or open space). If oriented to a common area, the development shall provide a pedestrian sidewalk or pathway connecting the building entrance to the street.
 - b. Location of off-street parking. Off-street parking areas shall not be placed between the primary building facades and streets for multi-family, public and institutional and neighborhood commercial buildings. Alley access is required

where existing alleys are available or can be extended to serve new development. Alley access is recommended for all uses unless it is not feasible because of existing development patterns or topography.

3. Eyes on the street. All building elevations visible from a street right-of-way shall provide doors, porches, balconies, and/or windows. The standard applies to each full and partial building story.
4. Detailed design. . All buildings included in the applicability section shall provide detailed design along all elevations (e.g., front, rear and sides). Detailed design requires use of at least five of the following architectural features on all front and exterior side (corner lot) elevations and at least three of the following architectural features on all interior and rear yard elevations, as appropriate for the building type and style. Architectural features shall be varied on the different building elevations.
 - a. Dormers
 - b. Gables
 - c. Recessed entries
 - d. Covered porch entries
 - e. Cupolas or towers
 - f. Pillars or posts
 - g. Eaves (minimum 6-inch projection)
 - h. Off-sets in building face or roof (minimum 16 inches)
 - i. Window trim
 - j. Bay or oriel windows
 - k. Balconies
 - l. Decorative patterns on exterior finishes (e.g., scales/shingles, wainscoting, ornamentation, and similar features)
 - m. Decorative cornices and roof lines (e.g., for flat roofs)
 - n. An alternative feature providing visual relief and detail, similar to options a-m above.

Chapter 4.2 - Site Plan Review

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4.2.200 Applicability

- A. Any new development, structure, building, or substantial alteration of an existing structure or use shall require Site Plan Review in accordance with Chapter 4.1 and 4.2. For the purposes of this Chapter, the term "substantial alteration" shall mean any development as defined by this Code that generally requires a building permit and may exhibit one or more of the following characteristics:
1. The activity structurally alters the exterior of a structure, building or property by more than 25% of the existing floor area up to an area not to exceed 500 square feet of additional area or both. Construction not requiring public improvements may be exempted from this requirement upon staff determination.
 2. The activity involves changes in the use of a structure, building, or property from residential to commercial or industrial.
 3. The activity involves non-conforming uses as defined in Chapter 5.2
- B. Exemptions from site plan review are as follows:
1. Exterior elevation alterations that do not increase the square footage of the existing structures' interior.
 2. Interior work which does not alter the exterior of the structure or affect parking standards by increasing floor area.
 3. Regular building maintenance including the repair or maintenance of structural members (e.g., roof, siding, paint, awnings, etc.), parking resurfacing.
 4. All residential development, except multi-family and group residential.
 - 4.5. Shared residential amenity structures (e.g., swimming pool, clubhouse, play equipment, picnic area, gazebo, barbecue area, and court-game facilities) approved through a master planned development.
 - 5.6. Manufactured homes on individual lots;
 - 6.7. Child Care Home;
 - 7.8. Home occupation; or
 - 8.9. Residential accessory structures and accessory dwelling units.
 - 9.10. Other Accessory structures 200 square feet or less
 - 10.11. Landscaping, fences and similar developments/structures

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5. SUBDIVISION PHASING
Draft Text Amendments

Chapter 4.3 - Land Divisions and Lot Line Adjustments**Sections:**

- 4.3.100 Purpose**
4.3.200 General Requirements
4.3.300 Infill Development Options

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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, at its discretion, 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 initial phase, and up to two additional years for ~~all~~each subsequent phases from the original approval date without reapplying for a preliminary plat. In no case shall the final plat of a multi-phased development be recorded more than six years from the date of the tentative approval unless an extension is granted in accordance with 4.3.400(F). The Community Development Director shall determine whether the approval, whether for the entire subdivision or any particular phase, has been initiated based on whether significant

infrastructure improvements have been completed as of the date the approval expires. Such a determination will be made through either a Type II decision or a Type III decision before the Planning Commission at the discretion of the Community Development Director. Significant infrastructure includes but is not limited to site grading, streets, water, sewer, power and communications services construction sufficient in terms of time, labor, and/or money to demonstrate a good faith effort to complete the development or as otherwise specified as a condition of approval.

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.

F. Extensions

1. The Community Development Director or designee may, upon written request by the applicant and payment of the required fee prior to expiration of the approval period, grant a total of one extension of the approval period not to exceed one year per project; provided that:
 - a. The applicant has submitted written intent to file a final plat within the one-year extension period;
 - b. For a phased development, only a single one-year extension is permitted (not one per phase). If granted, the issuance of the extension extends the current phase and all subsequent phases by an additional year.
 - c. An extension of time will not prevent the lawful development of abutting properties;
 - d. There have been no changes to the applicable Code provisions on which the approval was based. If the Community Development Director or designee finds that the applicable Code provisions have changed, the Director may add conditions of approval to the land division to bring the land division into compliance with all current standards and ordinances. If conditions have substantially changed the Director shall direct the applicant to refile the application for a new land division; and
 - e. The extension request is made before expiration of the original approved plan.

2. Additional Extension by Original Decision-Making Body. The original decision-making body may, upon written request by the applicant prior to the expiration of the approval period granted by the Community Development Director, grant a single additional one-year extension at their discretion. If applicable Code provisions have changed, the original decision-making body may add conditions of approval to the land division to bring the land division into compliance with all current standards and ordinances. If conditions have changed substantially the decision-making body shall direct the applicant to refile the application for a new land division.
 3. Through the Type III application process, the Planning Commission is authorized to consider resetting the expiration date of the approval as a part of approving a major modification to an existing tentative plat. The applicant must submit justification and supporting evidence to the Planning Commission that the additional time is warranted by the proposed major modification.
- G. Additional Approval Time Extension. Notwithstanding Sections D, E and F, above, all City Subdivision and Partition approvals, including approvals for which the City has granted an extension of time, that were due to expire on or after December 31, 2014, are hereby automatically and exceptionally extended to June 30, 2015. Subdivision and Partition approvals that were approved after January 1, 2015 shall comply with Sections D, E, and F, above. Approvals that have been automatically extended by this regulation may apply for an additional extension of time in accordance with Sections D, E and F above.

4.3.700 Final Plat Submission Requirements and Approval Criteria

- A. Submission Requirements. Final plats shall be reviewed and approved by the City prior to recording with Deschutes County. The applicant shall submit the final plat within two years of the approval of the preliminary plat or as provided by Section 4.3.400. Specific information about the format and size of the plat, number of copies and other detailed information can be obtained from the Community Development Director or designee.
- B. Approval Criteria. By means of a Type I procedure, the Community Development Director or designee shall review the final plat and shall approve or deny the final plat based on findings regarding compliance with the following criteria:

4.3.900 Filing and Recording

- A. Filing plat with County. Within 60 days of the City approval of the final plat, the applicant shall submit the final plat to Deschutes County for signatures of County officials as required by ORS Chapter 92.

- B. Proof of recording. Upon final recording with the County, the applicant shall submit to the City a mylar copy ~~and 3 a paper copies~~ copy, and an electronic copy of all sheets of the recorded final plat. This shall occur prior to the issuance of building permits for the newly-created lots.

6. ACCESSORY DWELLING UNITS (ADUS)
Draft Text Amendments

Chapter 2.15 – Special Provisions

Sections:

2.15.300 Accessory Dwelling

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2.15.300 Accessory Dwelling Unit (ADU)

Accessory dwellings are subject to a Type I review and are subject to the development standards of the underlying land use district. In addition accessory dwellings shall comply with all of the following:

- A. Oregon Structural Specialty Code. The ADU complies with the Oregon Structural Specialty Code.
- ~~B. Owner-occupied. Except when located in the DC or MFR zone, the primary residence or ADU shall be owner-occupied or occupied by a member of the owner's family.~~
- ~~C.~~B. Number of units. A maximum of one (1) ADU is allowed per lot.
- ~~D.~~C. Floor area. The maximum living area of the accessory dwelling unit shall not exceed eight hundred (800) square feet.
- ~~E.~~D. The ADU may be a detached unit, a unit attached to a garage, or a converted portion of the primary dwelling unit.
- ~~F.~~E. Setbacks, Height and lot coverage. All ADUs shall meet the minimum setbacks, height requirements and lot coverage standards of the underlying land use district.
- ~~G.~~F. Parking. One additional parking space for the ADU shall be provided on-site, and shall meet all applicable parking standards.
- ~~H.~~G. Compatibility standards for ADUs. The exterior finish materials, roof pitch, trim, window proportion and orientation, and eaves for the accessory dwelling must be the same or visually match in type, size and placement, the exterior details of the primary dwelling on the lot.
- ~~I.~~H. Lighted Entrance. The entrance of an ADU shall be constructed with an exterior light that complies with the Dark Skies standards.
- ~~J.~~I. Addressing. Each ADU shall be identified with house numbers which shall be located in such a manner as to be visible from the street.
- ~~K.~~J. Each property containing an ADU shall have at least one water and sewer lateral from the city main line to the property line which can be split to accommodate the additional meter and sewer service for the ADU if the

existing service line size is adequate. If the size (diameter) of the existing water or sewer lateral line is determined by the developer's Engineer to not be adequate for the proposed use, then it shall be the property owner's responsibility to install an additional or larger service line from the city main line to the property line.

7. PUBLIC ART REVIEW
Draft Text Amendments

Chapter 2.15 – Special Provisions

Sections:

2.15.2200 Public Art

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2.15.2200 Public Art

All sculpture and visual art shall incorporate themes related to Sisters' western heritage, culture, recreation, natural surroundings, wildlife, history and educational opportunities. These themes can be interpreted by a wide range of artistic styles, ranging from traditional to contemporary. ~~Such displays shall be subject to Planning Commission approval.~~

8. RESIDENTIAL UNITS IN NSBP
Draft Text Amendments

Chapter 2.14 – North Sisters Business Park (NSBP) District**Sections:**

2.14.100
2.14.200
2.14.300
2.14.400
2.14.500
2.14.600
2.14.700
2.14.800
2.14.900
2.14.1000

2.14.100 Purpose

2.14.1000 Special Standards for Certain Uses**A. Loft Apartments**

Loft apartments are a residential use accessory to the primary light industrial or commercial use in the North Sisters Business Park district. As such, they are subject to the following standards to protect the long-term viability of the economic uses while establishing a safe and habitable dwelling unit.

1. A loft apartment unit is a dwelling unit on the second story above a light industrial or commercial use.
2. A maximum of 4 loft apartment units shall be permitted per lot.
3. Separate ingress/egress shall be provided for the loft apartments and other entrances (emergency) shall be provided as required by applicable building codes.
4. A maximum of 60 total loft apartment units shall be permitted in the North Sisters Business Park district component of the Sun Ranch Mixed Use Community. This includes lots 1-20 of the Sun Ranch Phase 1 subdivision.
5. A maximum of ~~57~~24 total loft apartment units shall be permitted in the North Sisters Business Park district component of the Three Sisters Business Park, lots 1-~~19~~8.

9. MINOR VARIANCES
Draft Text Amendments

Chapter 5.1 - Variances

Sections:

- 5.1.100 Purpose
- 5.1.200 Exceptions
- 5.1.300 Minor Variance
- 5.1.400 Major Variance
- 5.1.500 Approval Criteria
- 5.1.600 Approval Period, Extensions and Appeals
- 5.1.700 Amendment to a Variance
- 5.1.800 Mapping

5.1.100 Purpose

5.1.300 Minor Variance

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

10. CHILD CARE CENTERS
Draft Text Amendments

Chapter 2.4 — Downtown Commercial (DC) District

Sections:

- 2.4.100 Purpose**
- 2.4.200 Uses**
- 2.4.300 Development Standards**

- 2.4.100 Purpose**

2.4.200 Uses

- A. Permitted uses.** Uses allowed in the Downtown Commercial District are listed in Table 2.4.1 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 Downtown Commercial District subject to special provisions for that particular use are listed in Table 2.4.1 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 Downtown Commercial District with approval of a conditional use permit are listed in Table 2.4.1 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 2.4.1 Use Table for the Downtown Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Residential	
Dwelling(s) located above, within, or attached to a commercial building not including single family detached dwellings.	P /SP
Accessory dwelling on a single family or manufactured dwelling lot	P/SP
Child care home (Care for no more than 16 children)	P
Single family, Duplex, Townhomes (up to 2 units),	P, Type I review process; applies to lots fronting Adams Avenue and on lots that are located within 114' of

Land Use Category	Permitted/Special Provisions/Conditional Uses
	Adams Avenue to the south, and 256' to the north of Adams Avenue.
Manufactured Dwelling on an individual lot.	P/SP, Type I review process; applies to lots fronting Adams Avenue and on lots that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue.
Triplex, Multi-Family Development	MCU; applies to lots fronting Adams Avenue that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue, and only west of Fir Street.
Residential facilities	P/SP
Cottage Developments	P / Ch. 4.6; applies to lots fronting Adams Avenue and on lots that are located within 114' of Adams Avenue to the south, and 256' to the north of Adams Avenue.
Commercial	
Amusement Uses	P
Artist studio	P
Assembly, Club	P
Concert Hall	P
Child Care Center	P
Electric Car Charging Stations (regardless if accessory)	CU
Gallery	P
Hotel	P
Brewery and Distillery	MCU
Eating and drinking establishments	P/See Section 2.4.300.K
Retail sales establishment	P
Professional and personal services (dry cleaners, barber shops/salons, etc.)	P
Offices (medical, dental, professional)	P
Animal veterinary clinics	CU
Neighborhood market	P
Health club (e.g. gym, yoga studio, martial arts, etc.)	P
Small item repair services (e.g., jewelry, small appliances, etc.)	P
Light manufacture (e.g., small-scale crafts, electronic equipment, furniture, similar goods) when in conjunction with retail	CU
Theater	P
Public and Institutional	

Land Use Category	Permitted/Special Provisions/Conditional Uses
Community centers and similar uses	P
Churches and places of worship	CU
Service clubs, lodges, etc.	P
Government offices	P
Museums	P
Public parking lots and garages	P
Public parks and recreational facilities	P
Schools (including child care centers)	CU
Miscellaneous	
Accessory uses and structures	P/SP
Adult business	P/ SP
Bed and breakfast inn	P/SP
Communication facility	CU/SP, incl. height exception
Home Occupation	P/SP
Hostel	P; accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period
Vacation Rental	P
PROHIBITED USES Drive-through facilities, motorized vehicle repair uses and sales, and outdoor storage, except for electric car charging stations (CU)	

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

11. DWELLING UNIT DEFINITION
Draft Text Amendments

Chapter 1.3 — Definitions

Sections:

- 1.3.100 **Meaning of Words Generally**
- 1.3.200 **Meaning of Common Words**
- 1.3.300 **Meaning of Specific Words and Terms**

1.3.100 **Meaning of Words Generally**

All of the terms used in this Development Code have their commonly accepted, dictionary meaning unless they are specifically defined in this chapter or the context in which they are used clearly indicates to the contrary. Webster’s Third New International Dictionary of the English Language, Unabridged, shall be considered the standard reference.

1.3.300 **Meaning of Specific Words and Terms**

As used in this Code, the following words and phrases mean:

Dwelling-related definitions:

- **Dwelling unit** –A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation- permitted and constructed per the requirements of the Oregon Residential Code and applicable City of Sisters Municipal Codes regarding connections to municipal water and sewer services.

12. MASTER PLANNING REQUIREMENTS

Draft Text Amendments

Chapter 4.5 – Master Planned Developments

Sections:

- 4.5.100 Purpose
- 4.5.200 Applicability and Uses
- 4.5.300 Review and Approvals Process
- 4.5.400 Property Development Standards
- 4.5.500 Master Plan Submittal Requirements
- 4.5.600 Comprehensive Sign Plan
- 4.5.700 Master Plan Approval Criteria
- 4.5.800 Approval Durations, Extensions, and Amendments

...

4.5.200 Applicability and Uses

- A. Applicability. The Master Planned development designation may be combined with any of the City’s land use districts. An applicant may develop a project as a Master Planned Development. A Master Planned development shall be required prior to subdividing, partitioning, or developing~~used for~~ any property or combination of contiguous properties of ten (10) acres or larger in the Residential District and of five (5) acres or larger in the Residential Multi-Family, Industrial or the Commercial Districts, and for all Major Retail Developments.
- B. Uses.
 - 1. Master Planned development (MP) in the Residential (R) and Multi-Family Residential (MFR) Districts shall include uses in accordance with the underlying zoning districts. Master Plans are encouraged to have a mix of residential uses.
 - 2. MP in other Districts shall have a mix of appropriate uses in accordance with the underlying zoning district.
 - 3. Use(s) not permitted in the underlying zone may be permitted and approved to occupy up to 20% of the gross area of the MP. Said use(s) shall be considered to be a conditional use and may be approved subject to compliance with the conditional use permit criteria in Chapter 4.4.
- C. Accessory Uses. Accessory uses such as laundry rooms, recreational vehicle storage areas, storage and maintenance facilities and similar uses may be permitted. All accessory buildings/uses shall be approved per the Master Plan,

MEMBERS PRESENT:

Chuck Ryan Mayor
Nancy Connolly Council President
Andrea Blum Councilor
Richard Esterman Councilor
Michael Preedin Councilor

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Joe O’Neill Finance Director
Patrick Davenport CDD Director
Kerry Prosser City Recorder

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Ryan at 6:35 p.m.

II ROLL CALL

City Recorder Prosser took roll call and established a quorum.

III APPROVAL OF AGENDA

Councilor Preedin made a motion to approve the agenda. Councilor Blum seconded the motion. The motion carried 5-0

IV ARBOR DAY PROCLAMATION

Council President Connolly made a motion to accept the 2019 Arbor Day Proclamation. Councilor Blum seconded the motion. The motion carried 5-0.

Mayor Ryan read the proclamation.

V VISITOR COMMUNICATION

Sharlene Weed-Sisters

Ms. Weed introduced herself as the Executive Director of Sisters Habitat for Humanity. She thanked the Council for working through the issues pertaining to Park and Transportation System Development Charges (SDC) for the homes on Desert Rose Loop. She handed out Habitat for Humanity’s annual report. Ms. Weed invited the Council to attend the grand opening for the new thrift store and handed out invitations.

Councilor Blum asked how they would receive donations at the new thrift store. Ms. Weed responded they would accept donations from the alley behind the building.

Mayor Ryan asked if they would paint the exterior of the building. Ms. Weed said they would paint the upper portion this summer.

VI CONSENT AGENDA

A. Minutes

1. April 10, 2019-Regular Meeting

2. April 10, 2019- Workshop

B. Bills to Approve

1. April 04, 2019 Accounts Payable

C. Road Closure Approval

1. Sisters Folk Festival: My Own Two Hands Parade
2. Central Oregon Shows Foundation: Art in the Park
3. Central Oregon Shows Foundation: Arts & Craft Show
4. Central Oregon Shows Foundation: Wild West Show
5. Central Oregon Shows Foundation: Fall Street Festival
6. Cycle Oregon Classic 2019

D. OLCC Liquor License Application Approval: Rudy's Markets, Inc.

Councilor Esterman recused himself from the vote due to a direct conflict of interest.

Councilor Blum made a motion to approve the Consent Agenda. Council President Connolly seconded the motion. Mayor Ryan, Council President Connolly, Councilor Blum, and Councilor Preedin voted aye. Councilor Esterman abstained. The motion carried 4-0.

VII COUNCIL BUSINESS

A. Public Hearing and Consideration of Ordinance 495: AN ORDINANCE OF CITY OF SISTERS ADOPTING AN AFFORDABLE HOUSING PROGRAM FOR PURPOSES OF CREATING AND PRESERVING AFFORDABLE HOUSING IN CITY.

Mayor Ryan opened the public hearing.

City Manager Misley reviewed the changes made to the Ordinance from the last workshop. He explained if the Ordinance was approved tonight staff would begin working on the documents associated with the rollout. He expected outreach for the program to begin in the fall and the application process would be open from January-March 2020.

Mayor Ryan asked for public comment on the topic; there were no comments; he closed the public hearing.

Council President Connolly made a motion to have the City Manager read Ordinance 495 by title only. Councilor Blum seconded the motion. The motion carried 5-0.

City Manager Misley read Ordinance 495 by title.

Council President Connolly made a motion to approve and adopt Ordinance 495. Councilor Blum seconded the motion. A roll call vote was taken. The motion carried 5-0.

B. Discussion and Consideration of Resolution 2019-04: A RESOLUTION OF CITY OF SISTERS GRANTING FUNDS TO SISTERS HABITAT FOR HUMANITY FOR PURPOSES ARISING OUT A CERTAIN AFFORDABLE HOUSING PROJECT OF SISTERS HABITAT FOR HUMANITY.

City Manager Misley explained this Resolution would be the final clean-up regarding the Park and Transportation SDC's on nine Habitat for Humanity houses on Desert Rose Loop. He noted this process had taken over two years and there were challenges and deficiencies on both sides. City Manager Misley said the grant agreement allowed:

- The City to make the Park and Transportation SDC funds whole.
- Required the houses to be affordable for 25 years.
- Would need to be executed by May 10, 2019.

Councilor Preedin made a motion to adopt Resolution 2019-04. Councilor Blum seconded the motion. The motion carried 5-0.

C. Discussion and Consideration of Resolution 2019-05: A RESOLUTION OF CITY OF SISTERS ADOPTING FY 2019/20 COUNCIL GOALS.

City Manager Misley explained staff had made the minor revisions to the goals that the Council requested. He said the Council was adopting the one-page goals document, but would see the broader work plan in the Budget committee meeting.

Councilor Esterman made a motion to adopt Resolution 2019-05. Councilor Blum seconded the motion. The motion carried 5-0.

D. Discussion and Consideration of a Motion to Approve a Professional Services Agreement between Olson, LLC. and the City of Sisters for Backflow Testing and Authorize the City Manager to Execute the Agreement.

Director Bertagna explained they had solicited bids for backflow services and received two; Olson, LLC was the low bidder for the contract. He said the contract was for one year with an option to renew for two additional years.

Councilor Esterman made a motion to approve a Professional Services Agreement between Olson, LLC. and the City of Sisters for Backflow Testing and authorize the City Manager to

execute the agreement with final legal counsel revisions. Councilor Preedin seconded the motion. The motion carried 5-0.

E. Discussion and Consideration of a Motion to Award a Public Improvement Contract to Robinson and Owen in the Amount of \$521,607.87 for the Portion of the Work Identified as Schedule A in the Lazy Z Ranch Wastewater Reuse Expansion Invitation to Bid.

Director Bertagna reviewed:

- Due to the current economy and an increase in construction costs, the low bid for the overall project came in at \$1.212 million. Not knowing what the actual costs would come in at staff decided to break the project into three separate schedules so that in case bids came in over budget, the City could strategize on which schedules to award.
- Schedule A is the backbone of the entire effluent expansion onto the Lazy Z which includes the 18" & 14" mainline and power conduits to the disposal site. Staff was recommending awarding this portion of the project so that work could get started right away.
- Staff will value engineer the irrigation improvements (Schedule B) and the electrical and SCADA improvements (Schedule C) to provide cost-saving options and still allow construction later this summer and into the fall. The overall project will need to be online before the 2020 irrigation season.

Mayor Ryan asked if we would be addressing this in the budget. Director Bertagna replied they were still working on piecing this project together. He said there was 1.9 million in the bank, but there were also other large projects coming up, and he wasn't comfortable allocating 1.2 million to this project. He said the focus would be to value engineer the expansion, but we needed to execute schedule A- the mainline.

City Manager Misley explained we needed more space to discharge effluent by the summer of 2020 and we had to put in the mainline.

Director Bertagna thought the bids were representative of the current market. Mayor Ryan asked who did the original engineering estimates and why were they on the low side. Director Bertagna replied on the same day these bids came in high; another projects bids came in low. He said the sub-contractor market had changed which was driving costs up. Councilor Preedin noted both material and labor were on the rise.

Director Bertagna discussed the possible use of pivot irrigation on the project. Council President Connolly asked if there would be different requirements from DEQ if pivots were installed. Director Bertagna replied the requirements would be the same whether

you sprayed or flooded the discharge. He noted the City had a Class D effluent certification, which allowed us to potentially grow fodder and some nursery crops.

Councilor Esterman said if all of the bids came in from Central Oregon contractors could we broaden our reach. Director Bertagna replied they had advertised statewide but had not received any interest from the Valley.

Councilor Preedin made a motion to award a public improvement contract to Robinson and Owen in the amount of \$521,607.87 for the portion of the work identified as Schedule A in the Lazy Z Ranch Wastewater Reuse Expansion Invitation to Bid and authorize the City Manager to execute the contract on behalf of City and further authorize the City Manager to execute any necessary contract change orders and/or amendments within a contract contingency amount of 5%. Council President Connolly seconded the motion. The motion carried 5-0.

F. Discussion and Consideration of a Motion to Award a Public Improvement Contract to Tri-County Paving in the Amount of \$76,345.80 for the 2019 Street Overlay Project.

Director Bertagna explained the bid for this project came in low and staff would work with the Contractor to potentially pave a section of S. Spruce and W. Hood where the road conditions warrant the overlay, and if there were any remaining overlay dollars in the budget.

Councilor Preedin asked if there was a long term solution to trees pushing up the pavement. Director Bertagna replied as needed staff would go in and do root removal on a set schedule.

Councilor Blum made a motion to award a public improvement contract to Tri-County Paving in an amount not to exceed \$76,345.80 for the 2019 Street Overlay Project and authorize the City Manager to execute the contract on behalf of City and further authorize the City Manager to execute any necessary contract change orders and/or amendments within the project budget (not to exceed \$90,000.00 total). Councilor Preedin seconded the motion. The motion carried 5-0.

VIII OTHER BUSINESS

A. New Business License Report

Councilor Blum asked if there had been any issues with the new short-term rental policies. Director Davenport replied about 15 people had been turned away because of their proximity to other short-term rentals. He had not heard of any issues with the new policy.

He said there were currently 90 short term rentals registered in Sisters. Mayor Ryan asked if the policy was working and City Manager Misley said it was too soon to tell.

B. Staff Comments

Community Development Department- Director Davenport

- A Public hearing would be held on April 24th on the McKenzie Meadow Village project with deliberation tentatively scheduled for May 15th. The workshop would cover a package of development code text amendments.
- The Oregon Parks and Recreation Department (OPRD) grant for the Village Green play structure was submitted.
- A Joint Housing Policy Advisory Board (HPAB) and Planning Commission meeting was scheduled for April 18th to review the Housing Needs Analysis.
- Deschutes County Planning Commission would be meeting in Sisters on April 25th at 5:30 pm.

Public Works-Director Bertagna

- The roundabout art was placed this week, and landscaping work would continue. Staff was coordinating with ODOT on a ribbon-cutting ceremony sometime in June.
- There was one Urban Forestry Board position open for a representative of the development community. The term was for one year, and the application deadline was April 19th.
- Staff would update Council on Well #4 when more information became available.

Finance-Director O'Neill

- Last year's camp hosts would be returning on May 1st.
- Five additional tent sites would be added to the campground this year.
- Staff appreciated the technology upgrade in Council Chambers and Conference Room A.

City Manager's Office-City Manager Misley, City Recorder Prosser

- A special City Council meeting was scheduled for May 15th
- SEI filings were due on April 15th.
- City Manager Misley would do a live interview with KBND on April 22nd
- An Urban Renewal Agency meeting would be scheduled in May to discuss a proposal for a consultant.

IX MAYOR/COUNCILOR BUSINESS

- Councilor Esterman would attend the joint HPAB/Planning Commission meeting.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
April 10, 2019

- Councilor Blum and City Manager Misley would be speaking at the Library on April 11th about what it takes to be on City Council at an event coordinated by Indivisible Sisters.
- Councilor Preedin attended the EDCO Regional Board meeting on March 14th where they reviewed funding sources for economic development.
- Councilor Preedin also attended his first Regional Solutions meeting where they picked their priorities for next year.
- Council President Connolly would like the Mayor to schedule a workshop to discuss street closures.

City Manager Misley said there were inadequacies in our public event policies and there were plans to look at the whole package beginning in late summer.

- Mayor Ryan noted numerous ribbon cuttings were happening in the next month including Ponderosas Heights on April 12th, the assisted living facility on April 14th and the Habitat for Humanity Thrift store on April 27th.

X ADJOURN- 7:56 P.M.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
APRIL 10, 2019

MEMBERS PRESENT:

Chuck Ryan Mayor
Nancy Connolly Council President
Andrea Blum Councilor
Richard Esterman Councilor
Michael Preedin Councilor

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Joe O'Neill Finance Director
Patrick Davenport CDD Director
Kerry Prosser City Recorder

GUESTS:

Dixie Eckford Age Friendly Sisters Country
Capi Foote-Lewis Sisters Country Economic Development (SCED)

Mayor Ryan called the workshop to order at 5:30 p.m. and City Recorder Prosser took roll call.

1. Age-Friendly Sisters Country

Dixie Eckford from Age Friendly Sisters Country (AFSC) introduced herself and board members Toni Landis and Diane Goble. Ms. Eckford said AFSC would like to submit an AARP application on behalf of the City of Sisters for recognition by the World Health Organization as an Age-Friendly City.

Ms. Eckford explained that by AFCS submitting a letter of interest and application through AARP, the City of Sisters would be joining both the World Health Organization (WHO) Global and the AARP National Network of Age-Friendly Cities. As part of the National network Sisters would join;

- 833 cities and 41 countries
- A peer network for sharing resources and practices.
- Special consideration when there were funding and training opportunities.

Ms. Eckford reviewed the AFSC mission statement and Board members. She said the group wanted to help individuals who were looking for partners to execute their ideas. She noted AFSC would be used as an umbrella organization for those partners.

Ms. Eckford asked the Council for a letter of support for their Age-Friendly City application.

Councilor Blum asked how AARP and WHO got together on this project. Ms. Eckford replied WHO had started a project to find out what constituted an Age-friendly community and as the program expanded AARP became the affiliate. She said there was more information on the AARP website.

Councilor Preedin asked if becoming an Age-friendly City would open up more opportunities and resources. Ms. Eckford replied it would open up possible grants that would otherwise be

unavailable. She noted there was not a downside to the program. Council President Connolly asked staff if being recognized as an Age-friendly City would help in receiving grants. Director Davenport replied it would be helpful and would allow the City to apply for grants they were currently ineligible for; it would benefit both entities.

Mayor Ryan noted that addressing the aging population was a big part of the Vision and he thanked AFSC for pursuing this project.

Councilor Blum recommended changes to the letter of support. City Manager Misley said staff would put together a letter of support and circulate it to the Council for approval. He thought this project was a balance between the City and AFSC and saw little to no downside.

Council agreed staff should draft a letter of support for the Age-friendly City application for AFSC.

2. Local EDCO Advisory Update

Councilor Preedin reviewed the progress the local EDCO board had made over the past few months.

- The name of the Committee would change to Sisters Country Economic Development (SCED).
- Looking at expanding the board to include more members including private sector leaders.
- Established a fundraising goal of \$2,000 for the current year.

Councilor Blum asked how the funds that were raised would be spent. Caprielle Foote-Lewis replied the money would stay in the community. City Manager Misley thought the funds could be spent on trade shows, marketing, etc. He said they were still working out the details on how the funds were allocated. Mayor Ryan asked that new funds not replace current items funded by EDCO. Caprielle Foote-Lewis said the new board wanted to be more aggressive with fundraising, but the current three-year goal was \$5,000.

Councilor Preedin said they were looking at determining membership levels and were still formalizing the program and its framework. City Manager Misley explained they were working on building the program and making it sustainable.

Councilor Preedin personally wanted Council to know the SCED program was a high level, long term project. He said it took years to get traction and he would like a continued financial commitment from the City and Council for this program.

Councilor Preedin said a Made in Sisters tour was scheduled for May 17th.

Caprielle Foote-Lewis updated Council on current SCED activities

- Anaheim Expo: She attended this conference and continually heard that Sisters had a reputation of being business friendly, which should open up additional opportunities for the City.
- The shared co-working space opened above Fika Coffee.
- A ribbon cutting for Art Blumenkron's project in Sun Ranch would be coming soon
- S.E.E.N. (Sisters Entrepreneurial and Executive Network) will begin to hold gatherings at Fika Sisters over the summer.
- Working to fit partners with developers on the 15 acre Forest Service property project.
- Seeking Sisters students for Young Entrepreneur Business Week.

3. Vision Update

City Manager Mисley reviewed that the Project Management Team (PMT) met last week and discussed the next steps for the implementation of the Vision. He explained Central Oregon Intergovernmental Council's (COIC) role in the visioning process; they had offered to be the convener/facilitator for the implementation team. He said staff was working with COIC to develop the role they would take and a budget for FY 2019/20. City Manager Mисley said he would bring a draft Intergovernmental Agreement (IGA) to a workshop in May and have a comprehensive conversation with Council.

City Manager Mисley explained the PMT thought that the Vision Implementation Team (VIT) would be made up of government entities or boards which had been designated with at least four lead partner roles in the Vision. He noted the VIT would not be making all of the decisions; there would be sub-committees that would be specific to large projects. City Manager Mисley said projects were already happening organically like the AFSC and the Sisters Arts Association projects.

City Manager Mисley said the City was working on a 16 page Vision booklet that would be a tool used by the Chamber of Commerce, SCED, Relators, etc. to introduce people to the Sisters Country Vision.

4. Other Business - None

The meeting was adjourned at 6:29 p.m.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

PACKET: 02921 4/24/2019 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0540		AUDIO VISUAL BEND					
I-1002		CH1804 CONF RM A UPGRADE	382.00				
4/17/2019	AP-US	DUE: 4/17/2019 DISC: 4/17/2019		1099: Y			
		CH1804 CONF RM A UPGRADE		01 5-03-906	CAPITAL OUTLAY		382.00
I-1003		CH1804 COUNCIL CHAMBERS AV	5,729.00				
4/17/2019	AP-US	DUE: 4/17/2019 DISC: 4/17/2019		1099: Y			
		CH1804 COUNCIL CHAMBERS AV		01 5-03-906	CAPITAL OUTLAY		5,729.00
=== VENDOR TOTALS ===			6,111.00				
=====							
01-0018		BAXTER AUTO PARTS					
I-28-622574		SWEeper FILTERS	182.41				
4/01/2019	AP-US	DUE: 5/15/2019 DISC: 5/10/2019	3.65CR	1099: N			
		SWEeper FILTERS		03 5-00-796	VEHICLE MAINTENANCE		182.41
I-28-623237		MUD FLAPS,SIDE BARS	161.71				
4/04/2019	AP-US	DUE: 5/15/2019 DISC: 5/10/2019	3.23CR	1099: N			
		MUD FLAPS,SIDE BARS		01 5-03-796	VEHICLE MAINTENANCE		32.25
		MUD FLAPS,SIDE BARS		01 5-05-796	VEHICLE MAINTENANCE		32.25
		MUD FLAPS,SIDE BARS		02 5-00-796	VEHICLE MAINTENANCE		32.25
		MUD FLAPS,SIDE BARS		03 5-00-796	VEHICLE MAINTENANCE		32.25
		MUD FLAPS,SIDE BARS		05 5-00-796	VEHICLE MAINTENANCE		32.71
I-28-623276		PRIMER	13.52				
4/05/2019	AP-US	DUE: 5/15/2019 DISC: 5/10/2019	0.27CR	1099: N			
		PRIMER		01 5-03-796	VEHICLE MAINTENANCE		2.70
		PRIMER		01 5-05-796	VEHICLE MAINTENANCE		2.70
		PRIMER		02 5-00-796	VEHICLE MAINTENANCE		2.70
		PRIMER		03 5-00-796	VEHICLE MAINTENANCE		2.70
		PRIMER		05 5-00-796	VEHICLE MAINTENANCE		2.72
I-28-623493		PAINT	17.66				
4/09/2019	AP-US	DUE: 5/15/2019 DISC: 5/10/2019	0.35CR	1099: N			
		PAINT		01 5-03-796	VEHICLE MAINTENANCE		3.52
		PAINT		01 5-05-796	VEHICLE MAINTENANCE		3.52
		PAINT		02 5-00-796	VEHICLE MAINTENANCE		3.52
		PAINT		03 5-00-796	VEHICLE MAINTENANCE		3.52
		PAINT		05 5-00-796	VEHICLE MAINTENANCE		3.58
I-28-623586		AIR RATCHET	50.86				
4/10/2019	AP-US	DUE: 5/15/2019 DISC: 5/10/2019	1.02CR	1099: N			
		AIR RATCHET		05 5-00-746	SMALL TOOLS & EQUIPMENT		9.67
		AIR RATCHET		02 5-00-746	SMALL TOOLS & EQUIPMENT		10.69
		AIR RATCHET		03 5-00-746	SMALL TOOLS & EQUIPMENT		13.70
		AIR RATCHET		01 5-05-746	SMALL TOOLS & EQUIPMENT		10.18
		AIR RATCHET		01 5-03-746	SMALL TOOLS & EQUIPMENT		6.62

pg 10 of 7

PACKET: 02921 4/24/2019 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-0018 BAXTER AUTO PARTS (** CONTINUED **)

I-28-623770		AIR LINE, BRAKE CONTROLLER-GJ	118.30			
4/01/2019	AP-US	DUE: 5/15/2019 DISC: 5/10/2019	2.37CR	1099: N		
		AIR LINE, BRAKE CONTROLLER-GJ		01 5-03-796	VEHICLE MAINTENANCE	23.59
		AIR LINE, BRAKE CONTROLLER-GJ		01 5-05-796	VEHICLE MAINTENANCE	23.59
		AIR LINE, BRAKE CONTROLLER-GJ		02 5-00-796	VEHICLE MAINTENANCE	23.59
		AIR LINE, BRAKE CONTROLLER-GJ		03 5-00-796	VEHICLE MAINTENANCE	23.59
		AIR LINE, BRAKE CONTROLLER-GJ		05 5-00-796	VEHICLE MAINTENANCE	23.94
=== VENDOR TOTALS ===			544.46			

01-0062 BENDBROADBAND

I-0026686-0419		CAMPGROUND INTERNET APRIL 19	272.90			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		CAMPGROUND INTERNET APRIL 19		01 5-05-733	DUES & SUBSCRIPTIONS	272.90
=== VENDOR TOTALS ===			272.90			

01-1113 BENNETT-MILLER, DANAE

I-FINAL04122019		ST1802-ART FINAL INVOICE	51,955.00			
4/12/2019	AP-US	DUE: 4/12/2019 DISC: 4/12/2019		1099: Y		
		ST1802-ART FINAL INVOICE		03 5-00-906	CAPITAL OUTLAY	51,955.00
=== VENDOR TOTALS ===			51,955.00			

01-0716 BI-MART CORPORATION

I-9324		RESTROOM CLEANING SUPPLIES	12.97			
4/12/2019	AP-US	DUE: 4/12/2019 DISC: 4/12/2019		1099: N		
		RESTROOM CLEANING SUPPLIES		01 5-05-795	SUPPLIES	12.97
=== VENDOR TOTALS ===			12.97			

01-0047 C & K MARKET INC.

I-1735597		CC MEETING	30.65			
4/10/2019	AP-US	DUE: 5/25/2019 DISC: 5/25/2019		1099: N		
		CC MEETING		01 5-01-793	MEETINGS/WORKSHOPS	30.65
=== VENDOR TOTALS ===			30.65			

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PACKET: 02921 4/24/2019 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0210	CONSOLIDATED SUPPLY CO.					
I-S9203891.001		PIPE FOR CAMPGROUND NEW SITES	555.30			
4/09/2019	AP-US	DUE: 4/09/2019 DISC: 4/09/2019		1099: N		
		PIPE FOR CAMPGROUND NEW SITES		01 5-05-906	CAPITAL OUTLAY	555.30
		=== VENDOR TOTALS ===	555.30			
=====						
01-1001	EDGE ANALYTICAL, INC.					
I-19-11228		WATER SAMPLE	33.00			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	33.00			
=====						
01-0028	FERGUSON ENTERPRISES, INC. #30					
I-0753467		MXU'S, REGISTERS	4,783.68			
4/03/2019	AP-US	DUE: 4/03/2019 DISC: 4/03/2019		1099: N		
		MXU'S, REGISTERS		02 5-00-788	METERS & PARTS	4,783.68
I-0753469		METER ADAPTERS	222.57			
4/03/2019	AP-US	DUE: 4/03/2019 DISC: 4/03/2019		1099: N		
		METER ADAPTERS		02 5-00-788	METERS & PARTS	222.57
I-0754406		METERS	816.00			
4/08/2019	AP-US	DUE: 4/08/2019 DISC: 4/08/2019		1099: N		
		METERS		02 5-00-788	METERS & PARTS	816.00
		=== VENDOR TOTALS ===	5,822.25			
=====						
01-0214	FIREPRO					
I-4736839		FIRE EXTINGUISHER ANNUAL SVS	549.00			
4/15/2019	AP-US	DUE: 4/15/2019 DISC: 4/15/2019		1099: N		
		FIRE EXTINGUISHER ANNUAL SVS		01 5-03-726	CONTRACTED SERVICES	54.90
		FIRE EXTINGUISHER ANNUAL SVS		01 5-05-726	CONTRACTED SERVICES	71.37
		FIRE EXTINGUISHER ANNUAL SVS		02 5-00-726	CONTRACTED SERVICES	137.25
		FIRE EXTINGUISHER ANNUAL SVS		03 5-00-726	CONTRACTED SERVICES	159.21
		FIRE EXTINGUISHER ANNUAL SVS		05 5-00-726	CONTRACTED SERVICES	126.27
		=== VENDOR TOTALS ===	549.00			

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PACKET: 02921 4/24/2019 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0565	GSI WATER SOLUTIONS, INC.					
I-0283.004-96		WA1801 WELL 4	162.75			
4/08/2019	AP-US	DUE: 4/08/2019 DISC: 4/08/2019		1099: N		
		WA1801 WELL 4		11 5-00-726	CONTRACTED SERVICES	162.75
		=== VENDOR TOTALS ===	162.75			
=====						
01-0699	HCD					
I-6005245		HCD ACCOUNT #6005245	31.90			
4/01/2019	AP-US	DUE: 4/01/2019 DISC: 4/01/2019		1099: N		
		HCD ACCOUNT #6005245		01 5-08-311	COMMUNITY SERVICES GRANT	31.90
I-7186584		HCD ACCOUNT #7186584	11.92			
4/01/2019	AP-US	DUE: 4/01/2019 DISC: 4/01/2019		1099: N		
		HCD ACCOUNT #7186584		01 5-08-311	COMMUNITY SERVICES GRANT	11.92
		=== VENDOR TOTALS ===	43.82			
=====						
01-0139	HOOKER CREEK COMPANIES, LLC					
I-435307		BOOMLIFT RENTAL	863.13			
4/03/2019	AP-US	DUE: 4/03/2019 DISC: 4/03/2019		1099: N		
		BOOMLIFT RENTAL		03 5-00-761	STREET TREES	863.13
		=== VENDOR TOTALS ===	863.13			
=====						
01-0017	HOYT'S HARDWARE					
I-547352		WOOD-CG NEW SITES	628.75			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		WOOD-CG NEW SITES		01 5-05-906	CAPITAL OUTLAY	628.75
I-547740		HARDWARE-CG NEW SITES	66.59			
4/10/2019	AP-US	DUE: 4/10/2019 DISC: 4/10/2019		1099: N		
		HARDWARE-CG NEW SITES		01 5-05-906	CAPITAL OUTLAY	66.59
		=== VENDOR TOTALS ===	695.34			
=====						
01-1071	OFFICE DEPOT					
I-297014220001		ADDRESS STAMPS	31.59			
4/04/2019	AP-US	DUE: 4/04/2019 DISC: 4/04/2019		1099: N		
		ADDRESS STAMPS		01 5-01-714	OFFICE SUPPLIES	4.75
		ADDRESS STAMPS		01 5-02-714	OFFICE SUPPLIES	5.03
		ADDRESS STAMPS		01 5-03-795	SUPPLIES	0.63
		ADDRESS STAMPS		01 5-05-714	OFFICE SUPPLIES	2.84
		ADDRESS STAMPS		01 5-07-714	OFFICE SUPPLIES	7.90
		ADDRESS STAMPS		02 5-00-714	OFFICE SUPPLIES	4.43
		ADDRESS STAMPS		03 5-00-714	OFFICE SUPPLIES	2.52
		ADDRESS STAMPS		05 5-00-714	OFFICE SUPPLIES	3.49

PACKET: 02921 4/24/2019 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1071	OFFICE DEPOT	(** CONTINUED **)				

I-301237795001		PRINTER TONER	58.09			
4/11/2019	AP-US	DUE: 4/11/2019 DISC: 4/11/2019		1099: N		
		PRINTER TONER		01 5-02-721	COPIER/PRINTER	58.09
		=== VENDOR TOTALS ===	89.68			
=====						
01-0441	OWEN EQUIPMENT COMPANY					

I-00189167		SWEeper PART	305.57			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		SWEeper PART		03 5-00-796	VEHICLE MAINTENANCE	305.57

I-00189192		SWEeper PARTS	75.43			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		SWEeper PARTS		03 5-00-796	VEHICLE MAINTENANCE	75.43
		=== VENDOR TOTALS ===	381.00			
=====						
01-0944	QUANTUM COMMUNICATION					

I-INV35404		TELEPHONE APRIL 2019	822.78			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		TELEPHONE APRIL 2019		01 5-01-735	TELEPHONE	35.90
		TELEPHONE APRIL 2019		01 5-02-735	TELEPHONE	46.15
		TELEPHONE APRIL 2019		01 5-03-735	TELEPHONE	35.90
		TELEPHONE APRIL 2019		01 5-05-735	TELEPHONE	92.31
		TELEPHONE APRIL 2019		01 5-07-735	TELEPHONE	76.91
		TELEPHONE APRIL 2019		02 5-00-735	TELEPHONE	82.04
		TELEPHONE APRIL 2019		03 5-00-735	TELEPHONE	76.91
		TELEPHONE APRIL 2019		05 5-00-735	TELEPHONE	66.66
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
		=== VENDOR TOTALS ===	822.78			
=====						
01-0754	SANI-STAR					

I-5595		SANI-STAR LEASE FEBRUARY 2019	100.00			
4/01/2019	AP-US	DUE: 4/01/2019 DISC: 4/01/2019		1099: N		
		SANI-STAR LEASE FEBRUARY 2019		01 5-05-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			

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PACKET: 02921 4/24/2019 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0083	SISTERS RENTAL					
I-0024345-00		CHAINSAW BAR	77.51			
4/03/2019	AP-US	DUE: 4/03/2019 DISC: 4/03/2019		1099: N		
		CHAINSAW BAR		01 5-05-746	SMALL TOOLS & EQUIPMENT	77.51
I-0024365-00		CHAINSAW CHAIN	36.58			
4/02/2019	AP-US	DUE: 4/02/2019 DISC: 4/02/2019		1099: N		
		CHAINSAW CHAIN		01 5-05-746	SMALL TOOLS & EQUIPMENT	36.58
		=== VENDOR TOTALS ===	114.09			
=====						
01-0039	SOLID WASTE					
I-724715		SEWER SCREENINGS REMOVAL	21.00			
4/01/2019	AP-US	DUE: 4/01/2019 DISC: 4/01/2019		1099: N		
		SEWER SCREENINGS REMOVAL		05 5-00-795	SUPPLIES	21.00
		=== VENDOR TOTALS ===	21.00			
=====						
01-0272	STATE OF OREGON-CORP. DIVISION					
I-PIEPER2019		NOTARY APPLICATION FEE-PIEPER	40.00			
4/05/2019	AP-US	DUE: 4/05/2019 DISC: 4/05/2019		1099: N		
		NOTARY APPLICATION FEE-PIEPER		01 5-02-727	PERMITS & FEES	40.00
		=== VENDOR TOTALS ===	40.00			
=====						
01-0182	TEWALT & SONS EXCAVATION					
I-1640		SNOW REMOVAL	3,925.00			
4/17/2019	AP-US	DUE: 4/17/2019 DISC: 4/17/2019		1099: N		
		SNOW REMOVAL		03 5-00-773	SNOW REMOVAL/STREET CLEA	3,925.00
		=== VENDOR TOTALS ===	3,925.00			
=====						
01-0109	TYLER TECHNOLOGIES/INCODE					
I-025-255051		UT NOTIFY 1ST QTR 2019	20.70			
4/01/2019	AP-US	DUE: 4/01/2019 DISC: 4/01/2019		1099: N		
		UT NOTIFY 1ST QTR 2019		02 5-00-733	DUES & SUBSCRIPTIONS	10.35
		UT NOTIFY 1ST QTR 2019		05 5-00-733	DUES & SUBSCRIPTIONS	10.35
		=== VENDOR TOTALS ===	20.70			

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PACKET: 02921 4/24/2019 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0225		X-PRESS PRINTING				
<hr/>						
I-94256		UT START SERVICE AGREEMENT	85.59			
4/04/2019	AP-US	DUE: 4/04/2019 DISC: 4/04/2019		1099: N		
		UT START SERVICE AGREEMENT		02 5-00-714	OFFICE SUPPLIES	42.80
		UT START SERVICE AGREEMENT		05 5-00-714	OFFICE SUPPLIES	42.79
		=== VENDOR TOTALS ===	85.59			
		=== PACKET TOTALS ===	73,251.41			

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Deschutes County Sheriff's Office
City of Sisters – Monthly Statistics
January – December 2019

Month	Traffic Warnings	% Warnings to Residents	% Warnings to Non-Residents**	Traffic Tickets	% Tickets to Residents	% Tickets to Non-Residents**	Business Checks	Total Time*	Other Issued Tickets
January	10	40%	60%	2	100%	0%	231	658	8
February	1	100%	0%	0	0%	0%	285	598.50	1
March	21	67%	33%	6	33%	67%	187	704.50	4
April									
May									
June									
July									
August									
September									
October									
November									
December									

*Total time includes, vacation, sick time, training hours and School Resource Officer hours.

**Non-Resident also includes transient or unknown.

*Other issued tickets include Violations and Criminal Tickets.

Case Number	Date And Time	Location	Incident Type	Additional Officers
2019-00070675	03/01/2019 20:23:30	SISTERS	Death Investigation-Natural	3
2019-00070904	03/02/2019 05:48:14	N PINE ST / W BARCLAY DR	*Unauthorized Use of Motor Vehicle - Adult male arrested for attempted vehicle theft	3
2019-00070986	03/02/2019 08:39:07	W WASHINGTON AVE	Unauthorized Use of Motor Vehicle - Vehicle Stolen	
2019-00072458	03/03/2019 21:19:31	442 E HOOD AVE	*DUII - Arrest - Property damage to business.	1
2019-00073462	03/04/2019 19:30:54	SISTERS	*Harassment - Arrest	
2019-00074500	03/05/2019 17:53:19	210 E CASCADE AVE	Motor Vehicle Crash - No injuries or property damage	
2019-00074518	03/05/2019 18:10:49	SISTERS	Information/Misc Report - Report of possible internet money scam.	
2019-00075225	03/06/2019 11:17:20	SISTERS	*Arrest - Probation Violation	1
2019-00077615	03/08/2019 12:14:29	367 W SISTERS PARK DR	Animal Complaint - Public Nuisance - Dog	
2019-00079137	03/09/2019 22:25:29	600 W HOOD AVE	*Arrest - Parole Violation	
2019-00080660	03/11/2019 15:27:38	SISTERS	*Harassment - Arrest	1
2019-00081328	03/12/2019 08:31:48	657 E JEFFERSON AVE	Agency Assist - Stolen vehicle recovery	
2019-00081448	03/12/2019 09:58:05	SISTERS	*Warrant Arrest - Warrant Arrest at residence	
2019-00083015	03/13/2019 15:10:24	SISTERS	*Police Officer Hold	
2019-00083339	03/13/2019 20:19:00	16900 ASPEN LAKES DR	*DUII - Arrest - Property damage to business	1

2019-00083823	03/14/2019 10:11:50	SISTERS	Death Investigation-Natural - Individual died at residence	3
2019-00083878	03/14/2019 10:57:32	1700 W MCKINNEY BUTTE RD	*Assault - Arrest	
2019-00084511	03/14/2019 21:00:00	ELM / CASCADE	*DUII - Arrest - Damage to parked vehicle	1
2019-00085095	03/15/2019 12:29:56	171 W CASCADE AVE	*Motor Vehicle Crash - Arrest - Damage to parked vehicle	
2019-00087295	03/17/2019 18:55:23	HWY 20 W MP2	*Weapons Offense - Arrest - Road rage incident	11
2019-00089681	03/19/2019 17:44:27	BLUEGRASS LOOP / CRATER WAY	Animal Complaint	
2019-00091970	03/21/2019 16:25:49	SISTERS	*Warrant Arrest - Warrant arrest at residence	
2019-00093745	03/23/2019 10:35:01	SISTERS	*Warrant Arrest - Warrant Arrest at residence	
2019-00095115	03/24/2019 18:34:09	SISTERS	Death Investigation-Natural - Individual died at residence	1
2019-00097317	03/26/2019 17:35:11	14835 BLUEGRASS LOOP	Animal Complaint	
2019-00098632	03/27/2019 22:12:22	SISTERS	Criminal Mischief - Eggs thrown at a residence and vehicle	
2019-00098996	03/28/2019 10:43:56	1021 E DESPERADO TRL	Theft - Guests of local business reported items missing from their room	
2019-00101912	03/31/2019 00:32:32	HWY 20 / JORDAN RD	*DUII - Arrest - Traffic stop resulting in arrest	

AN * DENOTES CASES THAT INCLUDED LAW ENFORCEMENT ACTION

HIGHLIGHTED CASES ARE CASES THAT OCCURRED WITHIN THE CITY OF SISTERS



Meeting Date: April 24, 2019

Staff: O'Neill

Type: Regular meeting

Dept: Finance

Subject: Adopting action plan to address FY 2017-18 audit results

Staff was made aware by the Oregon Secretary of State's office of ORS 297.466 which states the City must formally adopt and file an action plan addressing deficiencies as identified by our audit team during the fiscal year 2017-18 financial statement audit.

Summary Points:

- When significant deficiencies, material weaknesses or other recommendations for improvements have been reported by auditors, the governing body of the municipality is required to adopt and file a plan of action with the Secretary of State.
- These issues in concert with an action plan were presented in front of City Council during the audit report on January 23, 2019. All corrective action steps have not only been set in motion immediately following audit fieldwork, they have proved to effectively streamline our process as it pertains to project/grant management.

Staff recommendations:

Formally adopt action plan to remedy deficiencies as reported by our Auditors.

Attachment:

- Corrective action plan



April 25, 2019

Office of the Secretary of State
Audits Division
255 Capitol St. NE, Suite
#500 Salem, OR 97310

Plan of Action for the City of Sisters

The City of Sisters respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ending June 30, 2018. The audit was completed by the independent auditing firm Dickey and Tremper LLP, Pendleton, Oregon.

The deficiencies are discussed below with the Action Plan listed for each.

1. The capital assets schedules and summaries were available on the first day of fieldwork, which is a significant improvement over the past few years. However, in our initial review of the schedules and reconciliation for the trial balance, we found that the donated water rights were not booked to fixed assets. A large adjustment of \$269,000 was made to the schedules to record the contribution of capital assets. The City's controls over the fiscal year-end recording of accounts receivable, payable, and deferred revenues rely largely on manual processes to reconcile amounts to the trial balance. Although the process improved from the prior year, there were still several entries that needed to be made to report the City's account balances properly.

Recommendation: We recommend that all items receive a secondary review prior to finalization and that contributed assets be included in the schedules.

Action Taken: As recommended, the City of Sisters will perform a secondary review prior to finalization of schedules provided to auditors at the time of fieldwork.

2. Project files were missing information and reports for the Creekside Restroom grand and ODOT agreements related to the round-about artwork and landscaping, and reimbursement requests were not prepared promptly. Also, there was not a full reconciliation of the reimbursement requests to the general ledger prior to submitting the request, and there were reclassifications and additional accruals required to properly state the activity.

Recommendation: Reconciling the revenue and expenditure summaries to each reimbursement request and the general ledger prior to submitting the request and that there be a secondary review prior to submitting the request. All reimbursement request, progress reports, significant correspondence, and other items should be filed in the grant files to maintain a permanent record of the project.

Action Taken: We agree with this finding of the material weakness regarding grant file organization. Management will closely review grant files and organize as needed.

Chuck Ryan, Mayor