



## CITY COUNCIL Agenda

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

**Wednesday, April 12, 2023**

This City Council meeting is accessible to the public either in person in the Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 or via Zoom at the link below:

<https://us02web.zoom.us/j/83963800096?pwd=MzREbHhpc0FzL096UWpzZ2d5Wkk1Zz09>

Meeting ID: 839 6380 0096 Passcode: 564379

### **5:00 PM WORKSHOP**

1. Review Draft Ordinance to Establish Camping Regulations
2. East Portal Transportation Hub Master Plan Update
3. Barclay Drive Improvements Project Design Update
4. Other Business-*Staff/Council*

### **6:30 PM CITY COUNCIL REGULAR MEETING**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **PROCLAMATION**
  - A. Arbor Day Proclamation
5. **VISITOR COMMUNICATION**
6. **CONSENT AGENDA**
  - A. Minutes
    1. March 8, 2023 - Regular Meeting
    2. March 8, 2023 – Joint Workshop
    3. March 30, 2023 – Special Meeting
7. **COUNCIL BUSINESS**
  - A. **Public Hearing and Consideration of Ordinance 527** - AN ORDINANCE APPROVING AN AMENDMENT TO THE SISTERS COMPREHENSIVE PLAN TO ADOPT AN UPDATED PARKS MASTER PLAN TO REPLACE AND SUPERSEDE ALL PRIOR PARKS MASTER PLANS.
  - B. **Public Hearing and Consideration of Ordinance 528:** AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE COMPREHENSIVE PLAN MAP AND THE ZONE MAP FOR

This agenda is also available via the Internet at [www.ci.sisters.or.us](http://www.ci.sisters.or.us)

THE HEAVENLY ACRES SUBDIVISION AND AMENDING SISTERS DEVELOPMENT  
CODE CHAPTERS 1.3, 2.7, 2.15, 3.2, 3.4, 4.7, 5.2, and 5.3.

**8. OTHER BUSINESS**

- A. Appointment of a City Councilor to the Sisters Economic Development Advisory Board.
- B. Staff Comments

**9. MAYOR/COUNCILOR BUSINESS**

**10. 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 recorded. 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-eighty (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 12, 2023

**Type:** Workshop

**Subject:** Draft Camping Ordinance and Campsite Removal Policy.

**Staff:** Green, Prosser

**Dept:** CMO

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**Action Requested:** Review and comment on the draft camping ordinance and campsite removal policy.

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**Summary Points:**

The Sisters City Council is considering regulations concerning the time, place, and manner in which camping may occur on property owned or controlled by City, including public rights-of-way. As part of this effort, the City has circulated a draft camping ordinance and campsite removal policy amongst various stakeholders for review and comment.

The intent of the camping ordinance is not to solve houselessness but rather comply with certain legal requirements imposed on local governments when regulating their public space. Pursuant to federal court rulings and recent Oregon legislation, a municipality cannot penalize a houseless person for resting or sleeping on public property unless adequate shelter space or available public property exists to satisfy those needs. State law requires that regulations concerning houseless camping on public property be “objectively reasonable” as to time, place, and manner.

Reasonableness is based on the totality of the circumstances. As a result, “reasonableness” will vary among Oregon’s various cities depending on their particular circumstances. Therefore, the City’s unique characteristics and the opinions of its residents help to inform what is “reasonable.”

The camping ordinance is intended to regulate the time, place, and manner in which persons may occupy public property to help make public rights-of-way accessible and safe to unhoused and housed individuals. For example:

- Time regulations concern the times of day when a person may camp on public property.
- Place regulations identify the public property where camping is not allowed such as on restricted utility facilities or parking lots.
- Manner regulations establish how an individual may camp on City property, such as the size of a camp, items in and around a camp, and prohibitions on open fires, unauthorized electrical hookups and sewage discharge onto streets.

The campsite removal policy concerns the removal and cleaning of campsites, as well as storage and disposition of personal property. The policy largely mirrors ORS 195.505 and should not be revised to provide less protections for the houseless. However, greater protections to the benefit of the houseless may be considered and implemented.



City staff would like you to review the draft camping ordinance and campsite removal policy and provide feedback to staff. This ordinance has been reviewed by houseless advocates and stakeholders, the Parks Board and the Public Works Advisory Board.

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**Attachments:**

- Draft Camping Ordinance
- Draft Campsite Removal Policy

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF CITY OF SISTERS ESTABLISHING CAMPING REGULATIONS.**

WHEREAS, the City Council (the "Council") of City of Sisters ("City") recognizes the competing concerns surrounding homeless individuals camping on public property within City's incorporated limits and desires to implement regulations to address these concerns; and

WHEREAS, ORS 195.530 requires that any city law that regulates the acts of sitting, lying, sleeping, and/or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place, and manner; and

WHEREAS, the Council and City staff solicited input concerning City camping regulations from members of the community, including interested stakeholders and organizations that assist low-income and/or homeless members of the community; and

WHEREAS, the Council has received valuable input from the community concerning the proposed camping regulations, including input from City's Public Works Advisory Board and Parks Advisory Board; and

WHEREAS, the Council held a work session concerning the proposed camping regulations on \_\_\_\_\_ . A public hearing was held during the Council meeting on \_\_\_\_\_, at the City Hall at \_\_\_\_\_ at \_\_\_\_\_ p.m. at which time and place all persons had an opportunity to appear and comment on the camping regulations; and

WHEREAS, the Council finds that the camping regulations contained in the attached Exhibit A are in the public interest.

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

1. Findings. The above-stated findings are hereby adopted.
2. Purpose. The purpose of this Ordinance No. \_\_\_\_ (this "Ordinance") is to minimize any adverse public safety and health impacts of camping on City property while providing some areas of City property, in the absence of alternative forms of shelter, where homeless persons may rest and/or sleep.
3. Adoption of Camping Regulations. The Council hereby adopts the camping regulations contained in the attached Exhibit A.
4. Interpretation; Severability; Errors. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. All prior and contemporaneous agreements, discussions, understandings, and negotiations, whether written or oral, express or implied, are merged herein, and to the extent inconsistent herewith, are of no further force and effect. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors.

APPROVED AND ADOPTED by the City Council of the City of Sisters and signed by the mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
By: Michael Preedin, Mayor

ATTEST:

\_\_\_\_\_  
By: Kerry Prosser, City Recorder

DRAFT

Exhibit A  
Camping Regulations

1. Purpose. The purpose of this Ordinance is to (a) maintain streets, parks, and other public areas within City in a clean, sanitary, and accessible condition, and (b) adequately protect the health, safety, and public welfare of the community by addressing time, place, and manner regulations that identify when, where, and how camping on public property is allowed.

2. Definitions. For purposes of this Ordinance, the following terms and phrases have the meanings assigned to them below:

“Alley” means a narrow way providing a means of public or private access to the back or side of a property which is not intended for general traffic circulation.

“Camp” or “camping” means to pitch, erect, create, use, and/or occupy camp facilities for the purpose of habitation, as evidenced by use of camp paraphernalia.

“Camp facilities” include, without limitation, tents, huts, temporary shelters, lean-tos, shacks, and/or any other structures (or parts thereof).

“Camp paraphernalia” includes, without limitation, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, outdoor cooking devices, and/or similar equipment.

“Campsite” means any place where one or more persons have established living accommodations by use of camp facilities and/or camp paraphernalia.

“Campsite Removal Policy” means City’s policy concerning the removal of established campsites.

“Established campsite” means a campsite in place for more than 24 hours.

“City manager” means City’s then-appointed city manager and his or her designee.

“City property” means all real property, land, and public facilities owned, leased (either to City or by City), controlled, and managed by City.

“Fire District” means the Sisters-Camp Sherman Rural Fire Protection District.

“Public park” means all property owned or controlled by City and operated for public use for recreational and/or open space purposes.

“Recreational fire” means a fire for the cooking of food, warmth, fellowship, and/or ceremonial purposes.

“Right-of-way” means streets, public utility easements, and other public rights-of-way.

“School” means public or private elementary, middle, and/or high school or other school attended primarily by children under 18 years of age.

“Street” means any highway, lane, road, street, right-of-way, alley, and every way or place in City that is publicly owned or maintained for vehicular travel (whether improved or unimproved).

“Sidewalk” means the portion of the street between the curblin and adjacent property line intended for use of pedestrians and includes multi-use pathways (i.e., pathways for bicycles and pedestrians).

3. Time, Place and Manner Regulations. Camping is permitted on City property subject to the time, place, and manner regulations contained in this Ordinance.

3.1 Time Regulations. Except as expressly authorized by City’s municipal code, camping is prohibited on any public property between the hours of 7:00 am to 8:30 pm.

3.2 Place Regulations. Unless otherwise specifically authorized by City’s municipal code or by declaration of the mayor and/or city manager in emergency circumstances, camping is prohibited on City property (a) not open to the public, (b) within or upon any alley, right-of-way, parking lot/space, public park, and/or school property, (c) within one hundred (100) feet of any street in which it is lawful for vehicular travel to exceed twenty-five (25) miles per hour, (d) within twenty-five (25) feet of the public entrance to a business, (e) within ten (10) feet of a public or private driveway, (f) within one hundred (100) feet of City property located within the following zones: (i) R Residential District; (ii) MFR Multi-Family Residential; (iii) SRR Sun Ranch Residential District; and (iv) DC Downtown Commercial, (g) all City property located at the following addresses: (i) 308 East Sun Ranch Drive, Sisters, Oregon 97759; (ii) 460 West Highway 20, Sisters, Oregon 97701; and/or (iii) Tax Lot 151005DA02100, and/or (h) any other City property designated by the city manager from time to time.

3.3 Manner Regulations. At times and locations where camping is permitted under this Ordinance, the following regulations apply: (a) camping in a manner that reduces the clear, continuous sidewalk width to less than three feet is prohibited; (b) at no time may camp facilities, whether constructed with plywood, wood materials, pallets, and/or other materials, be built or placed on City property by anyone other than, or as authorized by, the public entity that owns or controls the City property in question (tents and similar items used for shelter that are readily portable are not prohibited by this section); (c) individuals engaged in camping are allowed to use a sleeping bag, bedroll, and/or other material used for bedding purposes (e.g., materials used to keep warm and dry while sleeping are permitted provided any tent or tarpaulin used to keep warm and dry may not exceed fifty (50) square feet in surface area); (d) a camp or camping must be limited within a spatial footprint of one hundred fifty (150) square feet in surface area (the intent of this subsection is to permit a person to sleep and maintain the essentials for living, while still maintaining the ability of everyone to use public spaces as designed and intended); (e) individuals may not accumulate, discard, and/or leave behind garbage, debris, unsanitary or hazardous materials, and/or other items of no apparent utility in a right-of-way, on City property, and/or on any adjacent public or private property; (f) open flames, recreational fires, burning of garbage, bonfires, and/or other fires, flames, and/or heating deemed unsafe by Fire District are prohibited (some cooking stoves and other means of keeping warm may be allowed if permitted by Fire District); (g) dumping of gray water (i.e., wastewater from baths, sinks, and the like) or black water (i.e., sewage) into any facilities or places not intended for gray water or black water disposal is prohibited (this includes, without limitation, storm drains which are not intended for disposal of gray water or black water); (h) unauthorized connections or taps to electrical or other utilities, or violations of building, fire, and/or other relevant codes or standards, are prohibited; (i) obstruction or attachment of camp materials or personal property to fire hydrants, utility poses, and/or other utility or public infrastructure, fences, trees, vegetation, vehicles, and/or buildings is prohibited; (j) storage of personal property, including, without limitation, vehicle tires, bicycles, and/or associated components (except as needed for an



individual's personal use), gasoline, generators, lumber, household furniture, extra propane tanks, combustible material, lumber, or other items or materials, is prohibited (other than what is related to camping, sleeping, or keeping warm and dry); (k) digging, excavation, terracing of soil, alteration of property or infrastructure, and/or damage to vegetation or trees is prohibited; and (l) except as expressly authorized by City's municipal code, all persons are prohibited from leaving personal property, including, without limitation, camp facilities and camp paraphernalia, unattended on any City property for more than twenty-four (24) hours. Notwithstanding anything contained in this Ordinance providing otherwise, the city manager may temporarily authorize camping or storage of personal property on City property by written order that specifies the period of time and location for the camping or storage under the following circumstances: (x) emergency circumstances; (y) in conjunction with a special event permit; and/or (z) upon finding it to be in the public interest and consistent with the Council's goals and policies.

4. Health and Safety Fee; Fines, Enforcement.

4.1 Health and Safety Fee. Any person who violates any provision of this Ordinance will be subject to a health and safety fee in an amount not to exceed \$35. Each day a violation is committed or permitted to continue shall be subject to a separate health and safety fee. The purpose of this subsection is to reimburse City for the expense of maintaining a healthy, safe and organized community for the public. *[awaiting further client comment/direction concerning the health and safety fee]*

4.2 Fines. A violation of this Ordinance (and/or continued violation) is a Class B violation under City's municipal code. A Class B violation carries a penalty of no more than \$250.00; the actual fine imposed will be determined at the discretion of the hearings officer or municipal court judge. A violation is "continued" if the prohibited camping occurs after issuance of the first health and safety fee *[awaiting further client comment/direction]*. A violation is "willful" if the person committing the violation is not currently experiencing homelessness or camps on the same City property after receiving notice that camping is not permitted on that property. For purposes of this subsection, a person is "not currently experiencing homelessness" if the person has the means to pay for and/or free access to an indoor shelter.

4.3 Campsite Removal. Upon a determination by enforcement personnel that a camp or camping in violation of this Ordinance has become an established campsite, or enforcement personnel determine a campsite otherwise in compliance with this Ordinance endangers the public health and safety, the campsite may be removed consistent with this Section 4.3. Upon a determination by enforcement personnel that a camp or camping in violation of this Ordinance is not an established campsite, the campsite may be removed without complying with Sections \_\_\_\_\_, but otherwise the removal must comply with Sections \_\_\_\_\_.

4.3.1 Prior to removing personal property from an established campsite or removing personal property unlawfully stored on public rights-of-way or City property, at least 72-hours in advance, City must post notice at the location that all individuals must leave and all personal property remaining will be removed, and must inform local agencies that deliver services to homeless individuals that such notice has been posted and the location of the notice.

4.3.2 The notice required under Section 4.3.1 must state the location where the removed personal property will be stored and how individuals can contact City to retrieve their personal property;

4.3.3 An established campsite may be removed without posting a 72-hour notice (a) when there are grounds for law enforcement officials to believe that illegal activity, other than camping, is occurring on the campsite or in the immediate vicinity of the campsite, or the property that comprises the campsite is being used or is intended to be used to commit or facilitate the commission of otherwise illegal activity; or (b) occurrence of an exceptional emergency (e.g., site contamination by hazardous materials or when there is immediate danger to human life or safety). After the 72-hour notice has been posted, or there are grounds to remove the established campsite without advance notice, City may act on the notice and remove the campsite beginning seventy-two (72) hours after posting and for up to ten (10) days following the posting;

4.3.4 When removing individuals and property from a campsite, enforcement personnel will make reasonable efforts to remove individuals without the use of force, arrest, or citation. No person may be arrested or cited for failing to move under this Section 4.3 prior to being asked by enforcement personnel or other City personnel to move.

4.3.5 When removing personal property, City will make reasonable efforts to determine if the property belongs to an individual and has any apparent utility. Items that are perishable, or that have no apparent use, or that are in an unsanitary condition due to saturation or contamination from bodily fluids, whether human or animal, or other contamination, will be considered garbage, discarded, and need not be stored. Weapons, drug paraphernalia, or other contraband, and items that appear to be either stolen or evidence of a crime shall be given to law enforcement officials.

4.3.6 Personal property removed from an established campsite and unclaimed at the time of removal will be stored by City for a minimum of thirty (30) days, or the duration required by law at the time of the removal. Stored personal property will be reasonably available for any individual claiming ownership. City will make reasonable efforts to provide a range of times the storage location will be available for people to collect their property. City may dispose of any personal property that remains unclaimed after thirty (30) days, or such duration as required or allowed by law.

5. City Manager Authority. The city manager may adopt administrative rules to implement any of the provisions of this Ordinance.

## Campsite Removal Policy under ORS 195.500-195.505

1. Intent. City recognizes the social nature of the problem of homeless individuals camping on public property and developed the following policy to ensure the most humane treatment for removal of homeless individuals from campsites on public property.

2. Definitions. Unless otherwise defined in this policy, the following terms have the following meanings.

“Campsite” means any place where one or more persons have established camp facilities and/or camp paraphernalia on public property.

“Camp facilities” include, but are not limited to, tents, huts, temporary shelters, lean-tos, shacks, or any other structures or parts thereof.

“Camp paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

“Established campsite” means a campsite in place for over 24 hours.

“Personal property” means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.

“City property” means all real property, land and public facilities owned, leased (either to City or by City), controlled, or managed by City.

3. Removal/Clearing of Campsites. Any campsite on public property may be cleared and removed, including removal of individuals, camp facilities, camp paraphernalia, and personal property in accordance with the requirements of this policy.

4. Notice Requirements. The following notice requirements and exceptions apply to the removal and clearing of campsites.

4.1 Unestablished Campsites. Notice is not required prior to removal and clearance of a campsite that is not an established campsite.

4.2 Established campsites. At least 72 hours before removing individuals and personal property from an established campsite, law enforcement officials must post a written notice, in English and Spanish, at all entrances to the campsite to the extent that the entrances can reasonably be identified.

4.3 Written Notice Required Contents. The written notice required by this policy must state, at a minimum:

- a. Where unclaimed personal property will be stored;
- b. A phone number that individuals may call to find out where personal property will be stored; or
- c. If a permanent storage location has not yet been determined, the address and phone number of an agency that will have the information when available.

4.4 Exceptions. The following exceptions apply to the 72-hour notice requirement.

- a. The 72-hour notice requirement does not apply:
  - i. When there are grounds for law enforcement officials to believe that illegal activities other than camping are occurring at an established campsite.
  - ii. In the event of an exceptional emergency at an established campsite, including, but not limited to, possible site contamination by hazardous materials, a public health emergency or other immediate danger to human life or safety.
- b. If a funeral service is scheduled with less than 72-hours' notice at a cemetery at which there is a campsite, or a campsite is established at a cemetery less than 72 hours before the scheduled service, the written notice required under this policy may be posted at least 24 hours before removing homeless individuals from the campsite.

4.5 Communication with Local Agencies. When a 72-hour notice is posted, law enforcement officials must inform the local agency that delivers social services to homeless individuals as to where the notice has been posted. The local agency may arrange for outreach workers to visit the campsite that is subject to the notice to assess the need for social service assistance in arranging shelter and other assistance.

5. Personal Property. The following requirements apply to personal property located at a campsite upon removal or clearance of a campsite.

5.1 Custodian of Unclaimed Personal Property. All personal property at a campsite that remains unclaimed after removal/clearing, whether notice is required under this policy or not, must be given to:

- a. a law enforcement official;
- b. a local agency that delivers social services to homeless individuals;
- c. an outreach worker;
- d. a local agency official; or
- e. a person authorized to issue a citation for unlawful camping under state law, administrative rule or city or county ordinance.

5.2 Storage Location. Unclaimed personal property must be stored in a facility located in the same community as the campsite from which it was removed.

5.3 Trash/Rubbish. Items that have no apparent value or utility or are in an unsanitary condition may be immediately discarded upon removal of the homeless individuals from the campsite.

5.4 Other Items. Weapons, controlled substances other than prescription medication, and items that appear to be either stolen or evidence of a crime must be given to or retained by law enforcement officials.

6. Storage of Unclaimed Personal Property. Unclaimed personal property removed from campsites must be stored in the following manner.

6.1 Organization. Unclaimed personal property must be stored in an orderly fashion, keeping items that belong to an individual together to the extent that ownership can reasonably be determined. Unclaimed personal property must be stored in a manner in which it is possible to identify the date the property was removed and location where the property was removed.

6.2 Duration. Unclaimed personal property must be stored for a minimum of 30 days during which it must be reasonably available to any individual claiming ownership. Any personal property that remains unclaimed after 30 days may be disposed of or donated to a corporation described in section 501(c)(3) of the Internal Revenue Code as amended and in effect on December 31, 2020.

7. Evaluation of Removal of Individuals. Following the removal of homeless individuals from a campsite on public property, law enforcement officials, local agency officials and outreach workers may meet to assess the notice and removal policy, to discuss whether the removals are occurring in a humane and just manner and to determine if any changes to this policy are needed.

8. Prohibition on Citations in Limited Circumstances. A person authorized to issue a citation for unlawful camping under state law, administrative rule or city or county ordinance may not issue the citation if the citation would be issued within 200 feet of a notice required by this policy and within two hours before or after the notice was posted.

9. Preemption. Any city law or policy that offers greater protections to homeless individuals subject to removal from an established campsite preempts contrary provisions of this policy.



## Agenda Item Summary

**Meeting Date:** April 12, 2023

**Type:** Workshop

**Subject:** East Portal Transportation Hub Master Plan

**Staff:** P. Bertagna

**Dept:** Public Works

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**Action Requested:** Update on the East Portal Transportation Hub Master Plan

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**Summary Points:**

- The City contracted with Kittelson & Associates to develop a master plan for a multi-modal transportation hub on the newly acquired East Portal site. The project began in July of 2022 with the consultant/staff developing design criteria that would be used for developing future concept plans.
- A concept development workshop was convened to gather input from the key transportation and transit stakeholders. Three concepts were then developed and refined using the input provided by the stakeholders.
- The Public Engagement included multiple meetings with the Public Works Advisory Board (PWAB) to solicit feedback. The refined concepts were then presented at a Public Open House in November 2022. The public provided feedback and insight on the three alternatives and how well they met the design criteria.
- A preferred concept was developed using input from the public process. This concept was further vetted through PWAB and it is proposed as a phased development which will allow Council to prioritize the development of the site.
- Planning level cost estimates for each phase include a 30% contingency. As funding becomes available the Council will be able to strategically develop the site accordingly.
- Once staff has all the feedback and input from Council, staff will further refine the concept plan and final report and bring it back to Council for final approval. The final master plan will then be delivered to ODOT for their sign-off to complete the project.

**Financial Impact:** Professional Services Agreement with Kittelson & Associates will not exceed \$99,977. \$80,000.00 will be provided by ODOT's Statewide Transportation Improvement Fund (STIF) Discretionary Grant. \$20,000.00 from City of Sisters Street SDC Fund.

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**Attachments:** Mobility Hub Final Report

# Technical Memorandum

April 5, 2023

Project# 27741

To: Paul Bertagna & Jackson Dumanch  
City of Sisters  
520 E. Cascade Ave  
Sisters, OR 97759

From: Matt Kittelson, PE; Allison Woodworth; Russell Montgomery, Tony Roos

RE: Sisters East Portal Transportation Hub Master Plan  
Final Report

## INTRODUCTION

The City of Sisters (City), supported by Kittelson & Associates, Inc. (Kittelson), has developed a conceptual master plan for the East Portal Transportation Hub. The hub will be located on recently purchased City property between West Hood Avenue, US 20, and OR 242 (McKenzie Highway). This report summarizes the recommended concept master plan developed based on work to date and identifies the next steps toward an implementation approach.

The report is organized into the following sections:

- ▲ Project And Site Background
- ▲ Concept Development
- ▲ Public Engagement
- ▲ Preferred Concept
- ▲ Next Steps

## PROJECT AND SITE BACKGROUND

The City is seeking to develop a transportation hub on a parcel purchased from the US Forest Service in early 2022. The project site, bounded by US 20, W Hood Avenue, and McKenzie Highway, is located at the epicenter of a converging local street, bicycle, and pedestrian network providing access to regional highways and local residences and businesses (Figures 1 and 2). The City is seeking to leverage this strategic location by developing the "East Portal" site into a transportation hub which would achieve the following **site goals**:

- ▲ Improve local and regional connectivity
- ▲ Meet the various mobility needs of residents, employees, and visitors
- ▲ Facilitate recreational activities
- ▲ Support economic prospects

The project kicked off in summer 2022. In addition to the public, key stakeholders include:

- ▲ City of Sisters Planning and Public Works
- ▲ ODOT
- ▲ Cascades East Transit
- ▲ Pacific Crest Bus Lines
- ▲ Deschutes County Sheriff's Office
- ▲ Local elected officials

Figure 1 Sisters, Oregon Regional Context Map



Figure 2 East Portal Site Location Map (Local)



Additional information on the project background and existing conditions can be found in the **Existing Conditions and Design Criteria Memo (Appendix A)**.



# CONCEPT DEVELOPMENT

In August 2022, the project team convened a concept development workshop to gather input from key stakeholders on the design of the future East Portal site. Participants at the interactive event were provided “building blocks” to represent potential site features and amenities and aid attendees in drafting site concepts. Attendees were encouraged to consider the trade-offs induced by each design element.

Information gathered at the workshop was used to refine the site concept and develop design alternatives which were later presented at a public workshop (discussed in the next section). A more in depth summary of the concept development process and workshop results can be found in the **Concept Development Workshop Memorandum (Appendix B)**.

## SISTERS MOBILITY HUB CONCEPT



For each element:  
Who is your target user? What type of trip does it serve?

*Tourists - Park and walk to downtown*  
*Commuters - Bus access*  
*Long Term Parking - Park-n-ride*  
*Regional Bus Stop - Long term*

# PUBLIC ENGAGEMENT

Three draft site concepts were developed from the input gathered at the Concept Development Workshop. These design alternatives and information about how each concept met specified design criteria were presented at an open house in November 2022. The public was invited to provide feedback on how well each site alternative met design criteria identified and offer general feedback and insights.

SITE CRITERIA	DESCRIPTION
<b>Adequate space for expected transit service</b>	Site should provide space for multiple (ideally 2-4) transit vehicles to dwell at the same time. Transit amenities are near loading areas.
<b>Incorporation of planned walking and biking Infrastructure</b>	Site concept should incorporate existing and planned walking and biking pathways.
<b>Efficient motor vehicle access</b>	Conflicts between modes should be minimized, particularly between transit and passenger vehicles.
<b>Motor vehicle parking</b>	Site layout should accommodate sufficient passenger vehicle parking in amount and location for various onsite uses.
<b>Bicycle parking</b>	Area within the site concept should be viable for long- and short-term bike parking (i.e., available space and well lit)
<b>Adequate allocation of land for open space</b>	Sufficient allocation of open space should be retained to provide for community amenities/activity and/or preserved as natural space.
<b>Site layout that promotes safety and security</b>	Overall site layout should promote safety and security, including sight lines, lighting, and site features, particularly on transit loading areas and long-term parking spaces.
<b>Retention of existing site features</b>	Site concept should maximize value by retaining key existing site features as possible.
<b>Waiting areas</b>	Site should include areas allocated to year-round waiting e.g. for transit and shuttle riders

The results of the open house indicated common support for elements such as EV parking/charging, active transportation amenities (e.g. bike lockers, walking paths), and amenities (e.g. benches, covered parking, wayfinding and maps of Downtown Sisters).

The results of the November 2022 open house are discussed in more detail in the **East Portal Public Open House Memorandum (Appendix C)**.



## PREFERRED CONCEPT

The project team used feedback collected through the prior stakeholder and public engagement to refine and develop a preferred concept. The resulting design aimed to leverage the most supported and effective elements represented in the initial site concept alternatives presented for public feedback. The preferred concept design, which was vetted through the City Public Works Advisory Board, is proposed as a phased development, which will allow for strategic resource investment and prioritization of “low hanging fruit”.

The Preferred Concept, including recommended phasing, is shown in the following section as well as in **Appendix D**.

Key features of the preferred concept are highlighted below.

- ▲ **Pull through bus lane** that would utilize “sawtooth” bays for loading and unloading and limit vehicle/bus interactions
- ▲ **Dedicated transit parking and drop-off lane**
- ▲ **Walking trails** along the edge of the site consistent with the Sisters TSP (additional trails will be added internal to the site during the design phase to increase onsite mobility, align with the Parks Master Plan, and limit impacts to trees)
- ▲ **Additional parking** along site’s southern border to facilitate recreational uses, provide parking for downtown Sisters, and accommodate oversized vehicles.
- ▲ **Retention of existing on-site features** (e.g., public restrooms)
- ▲ **Bus pullout** along US 20
- ▲ **Electric vehicle charging stations** that would be constructed along Cascade Avenue as part of Phase 1. These spaces would serve the transportation hub and downtown Sisters.
- ▲ **Covered waiting area**
- ▲ **Security/Safety lighting** along roads and within parking areas and **pedestrian scale lighting** along pathways.
- ▲ **Flexible option to provide additional parking** and/or other amenities to the north (pink area)

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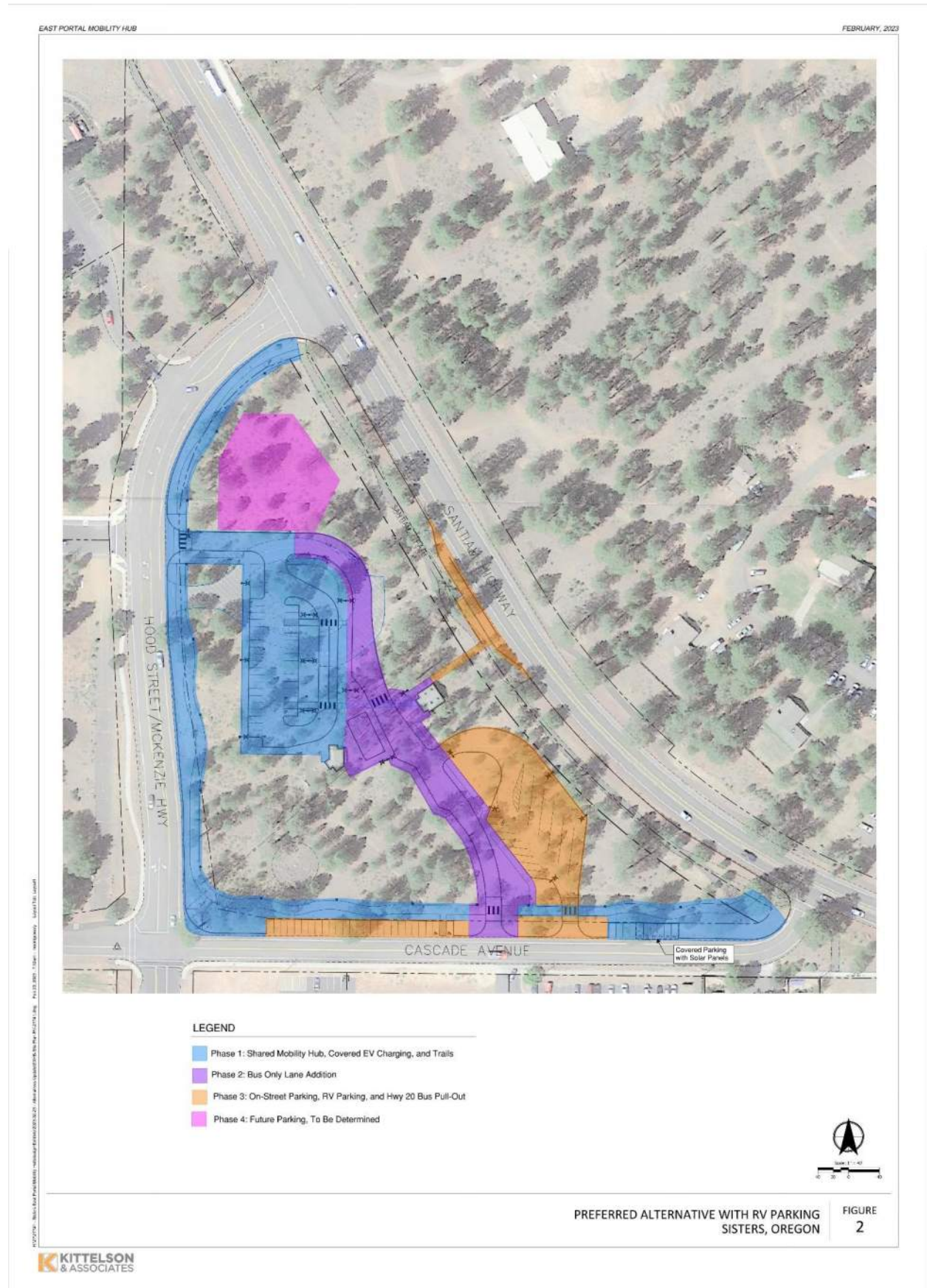
## Phasing Plan & Cost Estimates

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The color coding on the Preferred Concept figure and table below indicates recommended phasing for the site that would allow for transportation hub to be developed as funding becomes available. The following table describes key features of each phase and estimated cost estimates. Cost estimate worksheets are included in **Appendix E**.

Phase	Improvements	Cost Estimate
1 Shared Mobility Hub & Trails and EV Charging Stations on Cascades Avenue	<p>This phase would construct:</p> <ul style="list-style-type: none"> <li>- Realigned site driveway (align with Felicity Lane)</li> <li>- Initial parking area,</li> <li>- Drop-off lane</li> <li>- Pathways along Hood Street and Cascade Avenue</li> <li>- Six Level 2 EV charging stations along Cascade Avenue</li> </ul> <p>Drop-off lane will be constructed to allow for bus use so that this phase could function as a standalone transit facility prior to construction of Phase 2.</p> <p>Temporary paths may need to be constructed to provide access to bathroom facilities.</p>	<p>\$1.5 million for site development (including 30% contingency of \$347k)</p> <p>\$190k for EV Charging Station construction<sup>1</sup> (including power upgrades to the site, 44k of contingencies)</p>
2 Bus Only Lane Addition	<p>This phase would construct:</p> <ul style="list-style-type: none"> <li>- Bus facility including saw-tooth waiting bays</li> <li>- New bus-only exit onto Cascade Avenue</li> <li>- Transit shelter (covered area for waiting)</li> </ul> <p>New bus lane will require pedestrian crossing to allow for access to bathroom facilities.</p>	<p>\$1 million (including 30% contingency of \$242k)</p>
3 On-Street Parking, RV Parking, and Hwy 20 Bus Pull-Out	<p>This phase would construct:</p> <ul style="list-style-type: none"> <li>- Bus-pull out along US 20, including pathway to Phase 2 facilities</li> <li>- RV parking area, including new access from Cascade Avenue</li> <li>- On-street parking along Cascade Avenue between Hood Street and Transit exit road.</li> </ul> <p>RV parking area will use transit lane to exit back to Cascade Avenue.</p>	<p>\$1 million (including 30% contingency of \$232k)</p>
4 TBD	<p>This phase is not yet defined but could utilize the area north of the transportation hub for supportive uses, including more parking or amenities (retail, park, etc.).</p>	<p>TBD</p>
Total:		<p>\$3.7 million (including total contingency of \$865k)</p>

<sup>1</sup> EV Charging Station costs are subject to future revisions as site power needs are refined through additional coordination with the power utility, EV station providers, and the specifications of specific EV charging units implemented onsite.



## NEXT STEPS

The creation of the East Portal Transportation Hub Master Plan is the first step in the development of the site as a transportation hub for the community. Implementation of this Master Plan will require additional steps outlined below:

- ▲ **Continued coordination with stakeholders** – Many stakeholders have been engaged with the development of this Master Plan and should continue to be engaged throughout the next stages of project implementation. This includes transit providers, local policymakers, partner agencies, and members of the public.
- ▲ **Future Design Efforts** – The Master Plan as presented will be further refined through specific design efforts for each phase of the transportation hub. These efforts will add additional details to the design, including pathway locations, lighting design, etc., and may refine certain elements of the Master Plan as presented as more information is gathered and developed. More refined cost estimates will also be developed.
- ▲ **Create a vision for remaining elements of the East Portal site** – The Sisters Parks Master Plan will help inform the use of the open space that will remain on the East Portal site, which is currently identified as a natural space park. Access to and use of these lands will be critical to developing an important community amenity. In addition, branding efforts for the site may help with integration of the site into the community, including developing a new name related to the proposed site function.
- ▲ **Secure funding** – The City should continue to identify funding sources to implement each phase of this Master Plan those state, federal, and other funding opportunities.

# **APPENDIX A**

# Technical Memorandum

February 23, 2023

Project# 27741

To: Troy Rayburn, Public Works Project Coordinator  
City of Sisters  
520 E. Cascade Ave  
Sisters, OR 97759

From: Matt Kittelson, PE; Phill Worth; Allison Woodworth

RE: Sisters East Portal Transportation Hub Master Plan  
Existing Conditions Analysis & Design Criteria

## INTRODUCTION

Kittelison & Associates, Inc. and the City of Sisters are developing a conceptual master plan for the East Portal Mobility Hub. The hub will be located on recently-purchased City property between West Hood Avenue, US 20, and OR 242 (McKenzie Highway). This memorandum assesses the opportunities and challenges of developing the East Portal project site into a mobility hub, a place where multiple travel options come together to increase network connectivity and user mobility.

The East Portal Mobility Hub will help the City achieve four important goals:

- ▲ Improve local and regional connectivity.
- ▲ Meet the various mobility needs of residents, employees, and visitors.
- ▲ Facilitate recreational activities.
- ▲ Support economic prospects.

The East Portal site's location makes it a great match for a mobility hub. The site's connection to major regional roadways and local travelways and its local land uses set this area up to expand the geography of mobility of Sisters residents and visitors alike.

This document is organized into two sections:

### **Section 1:** Existing Conditions

- ▲ Site Background & Context
- ▲ Site Features
- ▲ Planned Facilities

### **Section 2:** Draft Design Considerations

Section 1 summarizes the existing and planned site context and the desired future uses indicated by stakeholders during a July 2022 walk audit. Section 2 describes draft design considerations developed from the information compiled and assessed in Section 1. This document concludes with a draft high-level schedule for the project. Memo findings may be updated as additional information is learned through the planning process.



# SECTION 1: EXISTING CONDITIONS

## Site Background & Context

### Location

Sisters, Oregon is adjacent to two important highways (**Figure 1**). The first, interstate highway US 20, stretches from Newport, Oregon to Boston, Massachusetts and carries approximately 10,000 vehicles a day through the area. The second, McKenzie Highway, connects Belknap Springs, Oregon to Sisters and carries approximately 1,600 vehicles a day through the area.

The project site—the Deschutes National Forest Service's East Portal—is in Deschutes County, southwest of US 20 between the intersections of W Hood Avenue and McKenzie Highway (**Figure 2**). The site is in Sisters, at the epicenter of a converging local street, bicycle, and pedestrian network that provides direct access to regional highways, adjacent bike and walking trails, and commercial and residential uses to the west and east.

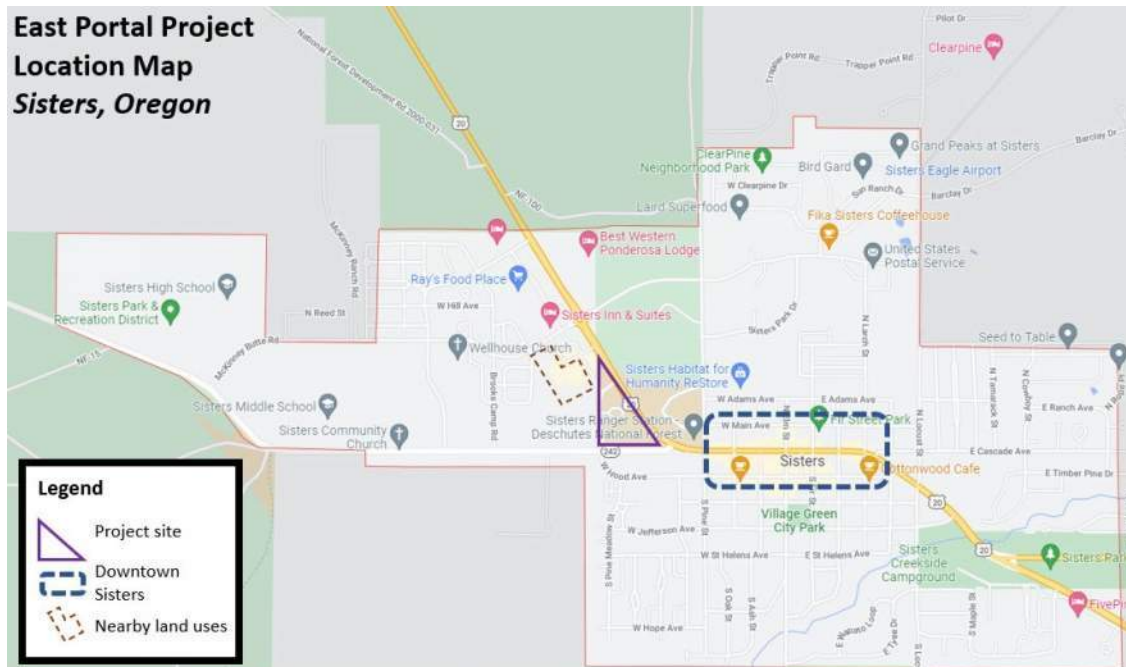
The site's location just west of downtown Sisters and proximity to US 20, means that East Portal can conveniently meet the orientation and wayfinding needs of regional travelers. The site's connections to shared-use paths, sidewalks, bike lanes, transit routes, and city streets would provide good accessibility for most community members. The East Portal has great views of the Cascade Range and surrounding natural areas make the site is attractive for both community members and visitors. The City plans to enhance the area's largely wooded and natural, park-like condition through actions by the Parks Department.

A small portion of the East Portal site is separated by the Hood Avenue right of way. This small portion is more associated the retail activities of Hood Avenue and US 20. The combination of location and adjacency to supporting land uses (retail, services, etc.) of this portion of the site will be considered as the project team develops site concepts.

Figure 1. Sisters, Oregon Regional Context Map



Figure 2. East Portal Site Location Map (Local)



## Land Use and History

Today, the project site largely functions, both formally and informally, as a highway rest stop. Site access depends on the season and aligns with the months that McKenzie Pass on OR 242 is open (typically, mid-June to mid-November). Originally developed by the US Forest Service (USFS), the East Portal facility provides parking, a transportation loop, traveler information, cultural areas, and restrooms. (For a more detailed list of site features, see page 6.)

## Project Stakeholders

The following stakeholders have authority or responsibility over the project site or adjacent facilities:

- ▲ **The City of Sisters** owns and operates the site. Before purchasing the site, the City provided operation and maintenance service via an agreement with the USFS. The City also owns and operates W Hood Avenue, which bounds the site to the west and provides direct access to the existing loop road. W Hood Avenue is one lane in each direction with left-turning pockets to access US 20, McKenzie Highway, and the East Portal transportation loop. A right-turn pocket enables westbound re-entry to McKenzie Highway.
- ▲ **The Oregon Department of Transportation (ODOT)** owns and operates two of the three roadways that bound the project site:
  - **McKenzie Highway** bounds the site to the south. It is a two-lane (one lane in each direction) District Highway and is not a designated freight route.
  - **US Route 20** bounds the site to the north. US 20 is a two-lane (one lane in each direction) State Highway with expressway designation north of Barclay Dr. The designated freight route serves as an important freight corridor.
- ▲ **The US Forest Service (USFS)** developed and previously owned the project site parcel and had an agreement with Sisters through which the City maintained the East Portal facility.
- ▲ **The Deschutes County Sheriff's Office** provides dedicated officers within the city and regularly patrols the East Portal site.

## Parcel Acquisition by City

In spring 2022, the Sisters City Council approved the project site parcel purchase from the USFS. The project parcel includes easements on the adjacent ODOT-owned roadways. Nearby parcels owned by the USFS have also been sold and are being redeveloped for residential, mixed-use, open space, and light industrial use.

## Related Planning Documents & Planned Facilities

The City of Sisters and Cascades East Transit (CET) have recently adopted transportation plans with policies and guidance that will impact the East Portal Master Plan's development.

### SISTERS TRANSPORTATION SYSTEM PLAN (2021)

The 2021 [Transportation System Plan \(TSP\)](#) envisions a comprehensive multimodal transportation network for Sisters. The network will connect residential areas, schools, and downtown and facilitate tourist trips within and through the community. For each mode, the document identifies key gaps in the existing transportation system and projects to fill those gaps. To align with TSP recommendations, development of

the East Portal site will help fill nearby walking and biking system gaps (see **Figure 4**) For relevant TSP maps, see **Appendix A**.

## 2040 CASCADES EAST TRANSIT MASTER PLAN (2020)

The [2040 Cascades East Transit Master Plan](#) identifies the East Portal site as a secondary hub (a small scale transit center) within the CET service area. CET expects the site to be a major activity center with two or more connecting routes and flagged the East Portal as a potential Community Connector (intercity service) stop. According to the plan, stop amenities could include real-time transit information, kiosks, and off-board fare payment. East Portal plan development will consider the key mobility services recommended by the CET:

- ▲ Context-sensitive park & ride
- ▲ Drop-off area
- ▲ Car share
- ▲ Micromobility
- ▲ Short- and long-term secure bike parking

## OTHER PLANNED FACILITIES

The City and its partner agencies, such as ODOT, regularly work with stakeholders and development partners to identify infrastructure necessary for future growth. The result of such collaboration, a residential development planned northeast of US 20 and opposite the East Portal Site, will implement a pedestrian crossing for US 20 at the US 20/W Hood Avenue intersection. This crossing will provide safe access to the East Portal site for future residents and other people who need to cross from the northside of US 20.

## Sisters Public Transportation

Two public transportation operators serve Sisters' residents, workers, and visitors. Numerous private operators—including chartered services—provide further connections with the Central Oregon region.

- ▲ **Cascades East Transit (CET)** provides fixed-route and on-demand services throughout Central Oregon. The free "Shopper Shuttle" runs one trip a week and connects Sisters residents to the Dial-A-Ride service area and major shopping destinations in Bend, Oregon. CET's fixed-route service that connects Sisters to Redmond (Route 28) and Bend (Route 29) are infrequent (two trips and three trips a day, respectively). The Dial-A-Ride shared, curb-to-curb service requires a reservation 24 hours in advance and allows for bicycle transport. These rides are only available one day each week (Tuesdays 9:30 AM–2:00 PM). CET currently uses 25-foot and 38-foot vehicles.
- ▲ **Pacific Crest Bus Lines:** Pacific Crest Bus Lines operates daily, one-trip regional bus routes between Amtrak stations and transit hubs in Eugene, Bend, Redmond, Klamath Falls, and Sisters.<sup>1</sup> Pacific Crest Bus Lines currently uses 40-foot vehicles (motor coaches).

East Portal site development should plan for future transit services, including assessing site-specific geometry and providing additional transit stops and/or providers; layovers; dwelling; and driver and rider services. The site's proximity to major roadways will help buses avoid re-entry challenges on downtown streets and give them convenient access to the US 20/Barclay Drive roundabout.

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<sup>1</sup> Wildfire clean-up activities along OR 22 has temporarily suspended Pacific Crest service within Sisters due to a detour on the route to OR 58.

## Transit at the East Portal Site

### Design Considerations:

- ▲ How will the site accommodate and/or facilitate (potentially multiple) transit vehicle operations?
  - Ingress & Egress (and reentry onto roadway)
  - Number of active boarding/alighting locations
  - Space to dwell, number to accommodate
  - Ability to maneuver onsite
  - Reduced conflicts with other modes onsite
- ▲ Safety and security for transit riders
- ▲ Rider amenities
- ▲ Wayfinding

### Other Considerations:

- ▲ Roles and responsibilities for maintenance and liability of the transit facilities on-site

## Site Features

### Amenities

Today, the East Portal site has transportation facilities and community amenities that are used formally and informally (see Figure 3: Site Feature Maps):

- ▲ East Portal entrance sign
- ▲ Restrooms
- ▲ Interpretive stand
- ▲ Parking & transportation loop
- ▲ Multiuse path along US 20
- ▲ Community labyrinth
- ▲ Utilities (power, water, sewer)

However, these amenities see limited use and activity. When people do use the site's features, they often do so as part of accessing recreational opportunities, such as the Makenzie Highway, or on-site rest stop amenities, such as restrooms.

### Terrain

The terrain between the restroom and interpretive stand is generally flat, and there is a gradual downward slope toward the transportation loop. The site is generally forested, with large trees and undergrowth typical of this climate and soil condition. There is no formal landscaping.

Figure 3. Site Features Map



## Site Visit

Together, the project team and key stakeholders walked around the site's amenities. They photographed the area and discussed the key features that would benefit a future transportation hub. This memo incorporates those conversations and documentation efforts.

### June 24, 2022—Site Visit Attendees

**City of Sisters:**

Troy Rayburn  
Paul Bertagna

**Kittelson & Associates**

Matt Kittelson  
Phill Worth

**ODOT**

Theresa Conley

**Cascades East Transit**

Mike Murphy

**Pacific Crest Bus Lines**

Carry Coffman

**Deschutes County Sherriff's Office**

Chad David

**Cameron McCarthy**

Colin McArthur  
Kelsey Zlevor

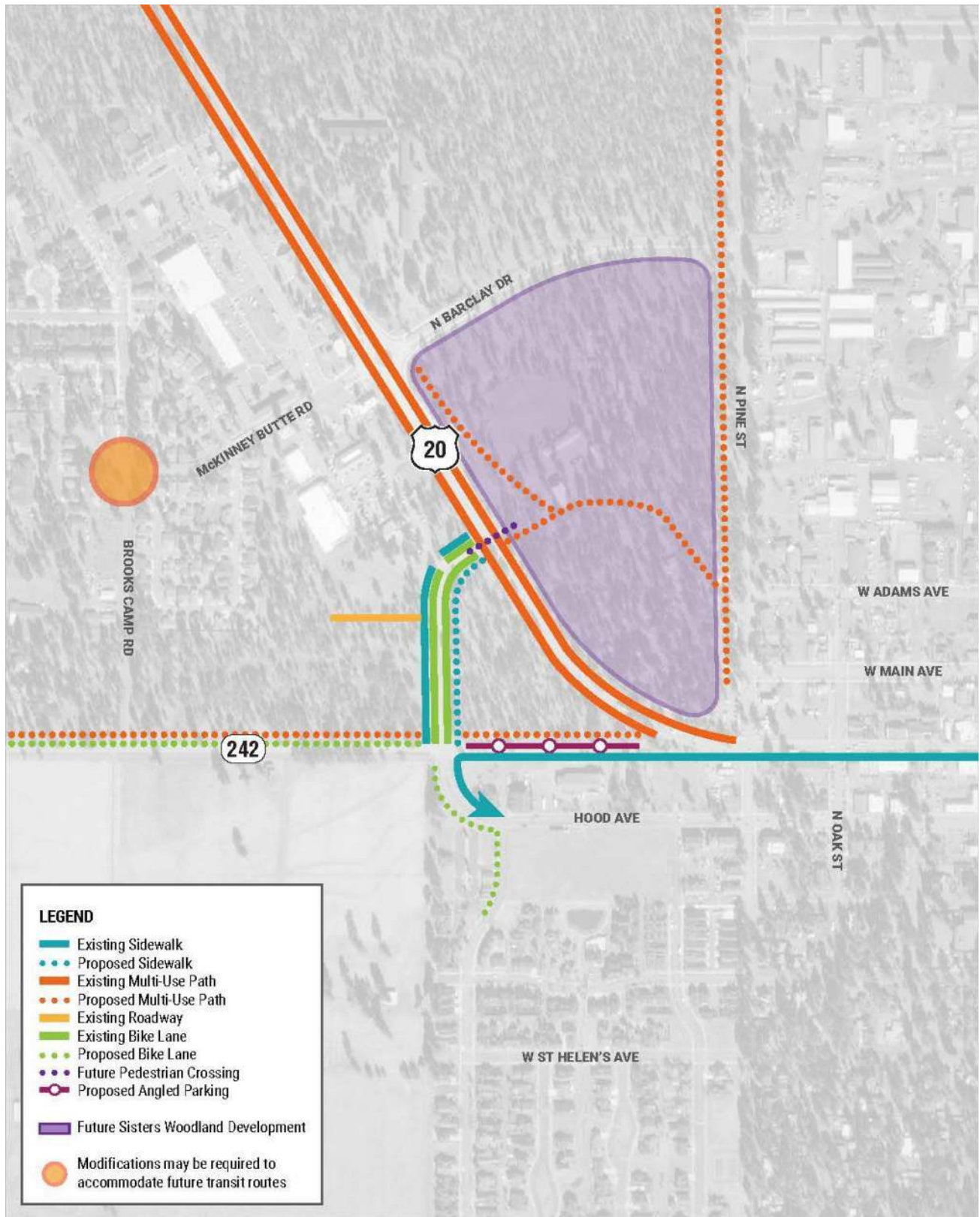
## Planned Facilities

Using input from key stakeholders and a review of existing site features, the project team developed a list of potential future uses and amenities for the East Portal site. In late August 2022, the project team will hold a concept development workshop to consider these ideas and determine whether they align with the project's vision and fit within the site's available space.

According to the City, ideas for the East Portal Transportation Hub need to meet four critical criteria:

- ▲ Is safe and accessible for all users
- ▲ Accommodates existing and future multimodal uses and makes it easier to travel to, from, and within the city via a variety of modes
- ▲ Emphasizes on-site security and limits unauthorized uses
- ▲ Bridges critical gaps in the pedestrian and bicycle network, allowing people to walk and bike safely and comfortably within the community

Figure 4. Project Site: Existing Land Use, Proposed, and Future Connections





## Site Functions

Concepts for future East Portal Transportation Hub will need to serve a variety of functions.

### SAFETY AND SECURITY

As a public space, the East Portal site should be welcoming and inviting to all people. To achieve this outcome, the project team has and will continue to coordinate with public safety officials to plan a layout and on-site features that promote a welcome and inviting atmosphere. Public safety officials have recommended the following strategies:

- ▲ Provide open sight lines that make it easy to scan the property
- ▲ Provide lighting, consistent with local dark sky guidelines, that illuminate public places and walkways
- ▲ Limit features that would promote loitering, such as access to power outlets and features that could encourage unauthorized camping (large benches, enclosed corners, etc.)

### WALKING AND BIKING

The East Portal site is ideally situated to fill bicycle and pedestrian network gaps and complete connections between Sisters' residential, recreational, and commercial areas. The site has multiuse paths along US-20 and planned multiuse paths along the southern site-frontage (**Figure 4**). Sidewalks along the western edge (W Hood Ave) of the project are identified in the Sisters TSP, and there are on-street bike lanes in both directions along W Hood Ave. The East Portal site should leverage existing and planned infrastructure, which may include extending walking paths through the site and to key amenities.

### TRANSIT

To ensure the East Portal site provides robust transit options for all users, the project team will continue to collaborate with Sisters transit providers, including CET and Pacific Crest Bus Lines. For future transit facilities and operations on-site, the project team will consider the following features:

#### Operations

A successful site design will accommodate the needs of transit operators, including space and connections for feasible ingress/egress, dwelling, staging, and turning radii of existing and future transit vehicles. The site design should enable operation of the 35- and 40-foot buses used on existing public transit services in the area. More specific transit considerations include:

- ▲ **Circulation on site and on nearby access roads.** For example, the southeast corner of Brooks Camp Rd and McKinney Butte Rd may require modification to accommodate future transit routes from the site to the US 20/Barclay Rd roundabout.
- ▲ **Roles and responsibilities.** Plans should be made for installation, maintenance, and liability for transit infrastructure.
- ▲ **Rider access to the site.** Every public transit rider is a motor vehicle user, pedestrian, or cyclist at some point in their journey. Internal circulation and access to the site should be easy and safe for transit riders to navigate, regardless of the mode they use to access the mobility hub.
- ▲ **Wayfinding and amenities.** These secondary features are critical to creating comfortable, convenient, and easily navigable transportation. In addition to wayfinding and destination signage, amenities such as shelters, benches, lighting, real-time transit information, and secure bike parking should be considered.
- ▲ **Siting/staging of transit facilities**  
For the comfort and safety of transit riders, the areas where riders will wait (called the staging area)

should be visible from the passing roadway. Early conversations indicate this staging area should be located near US 20 to increase visibility of transit services and to shield other on-site uses from highway noise.

## Parking at East Portal

Mobility hubs can have car parking; however, it is critical to avoid over-allocating space to personal vehicles. Instead, the project team should consider facilitating alternatives that increase the site's ability to serve more people and more modes. Moreover, the siting and scale of parking impacts sight lines, land use, and the desired natural, park-like setting. Too much parking may also create enforcement and security challenges.

## SITE ACCESS

Opportunities for users to access East Portal transportation services by car, bike, or drop-off could help people reach jobs, transit connections, or other on-site amenities.

### Drop-off/Pick-up

To reach the East Portal site, people may be dropped off by a personal vehicle or by mobility service provide. To accommodate these users, the East Portal site would need to provide designated drop-off and pick-up locations. Seasonal weather conditions and employment levels will be important considerations when sizing and locating these spots. A dedicated loop or curb space would help organize site operations, avoid conflicts, and increase user wayfinding.

### Access via Bikes

Other people may access the East Portal site by bicycle. These users will need bicycling infrastructure along nearby roads and adequate on-site facilities to securely store and service their bike. Bicycle parking and repair stations can promote biking to transit and support local recreational cycling. The scale and functionality of bike parking—which could be a mix of lockers and traditional bike storage—should consider peaks in seasonal recreational cycling and the size and weight of increasingly popular e-bikes, which are growing in popularity.

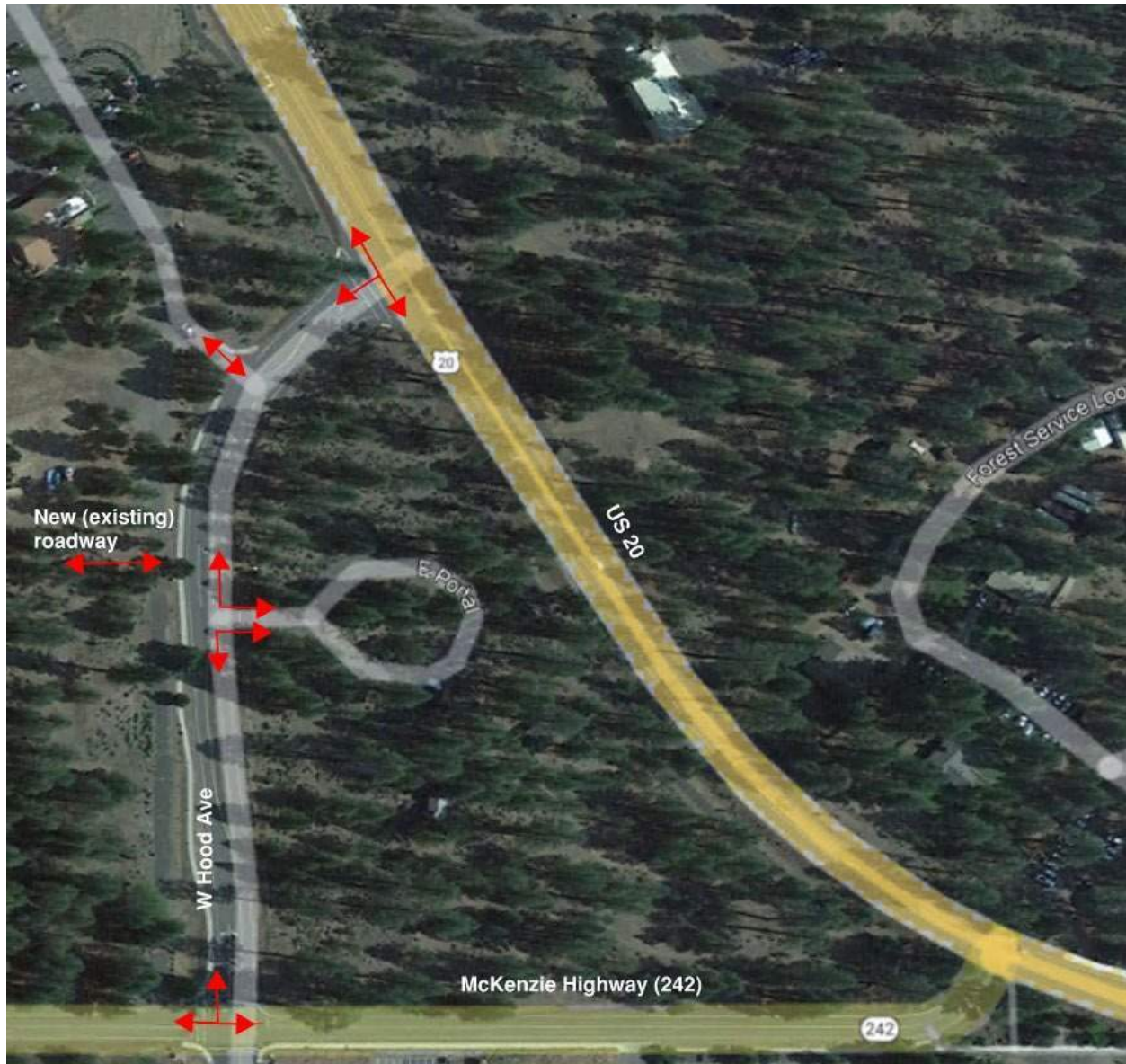
### Access via Personal Vehicles

Some users may reach the site by personal vehicle, especially if they are transferring to long-distance transit service, using on-site amenities, working at the site, or using the East Portal site for recreational purposes (such as biking along nearby highways). The amount and location of onsite vehicle parking should consider the following factors:

- ▲ User types, travel options, duration of stay, and likely vehicle types
  - Regional travelers seeking local access and/or respite
    - Short-term (less than 2 hours); mid-term (2–4 hours); long-term (4–12 hours)
    - Autos, pickup trucks, recreational vehicles, vehicles with trailers, tractor-trailers
  - Employees
    - Mid-term and long-term
    - Autos, pickup trucks
  - Local recreators
    - Autos, pickup trucks, vehicles with trailers
  - Users associated with the adjacent city park, based on likely park amenities
    - Sisters/regional tourism promotion, wayfinding, picnic facilities, and pet area
    - Regional and local recreators
    - Short-term (less than 2 hours); mid-term (2–4 hours)
    - Autos, pickup trucks, recreational vehicles, vehicles with trailers, tractor-trailers

Currently, the East Portal transportation loop can be only accessed by vehicle through the entrance on W Hood Ave (see **Figure 5**Figure 6). This access is slightly offset from a new local road constructed west of the site. Concept development should consider aligning the East Portal site access with this new road. If the site needs new access points for circulation, the most viable locations are along McKenzie Highway. Such access would require coordination with ODOT. Access to US 20 is likely not viable from a policy or functional perspective.

**Figure 5 Existing Vehicle Ingress & Egress Points**



**Parking**

Vehicle parking at the East Portal site may be provided by on-site lots or on-street parking. The City is considering adding angled parking along the McKenzie Highway site frontage (see **Figure 4**). This concept will be further evaluated during the site concept development process. Because large vehicles like RVs and boat trailers have trouble stopping in downtown Sisters, the project team will also consider oversized vehicle parking for the East Portal Site.

## EMPLOYMENT

Sisters residents are vital for regional employers, including Black Butte Ranch, Hoodoo, and Eagle Crest. A van pool or similar service at the East Portal Site may help employees access jobs from the Sisters area. Site concepts should consider how to provide such service (likely through many of the same features that serve drop-off/pick-up, bike access, and vehicle access).

## EV CHARGING

Sisters is a prime location for EV charging infrastructure, and because the Federal Highway Administration (FHWA) designated US 20 as an Electric Alternative Fuel Corridor, Sisters is eligible for federal funding. The City has assessed EV charging infrastructure at the library and recently installed four charging stations in partnership with the Deschutes County Library. Located along interstate and intrastate highways, the East Portal site is strategically positioned to complement the state, regional, and local EV charging network. Available charging facilities can increase the site's viability for travelers and encourage increased patronage of local businesses. Drivers could use the site's walking and biking infrastructure to visit surrounding destinations, including downtown, while waiting for their vehicles to charge.

## RECREATION

A portion of the site will likely be allocated for public park uses. From the East Portal site, users can see the Cascade Range, and such a vista can provide scenic picnic areas, rest stops, and other recreational uses. An East Portal transportation concept plan should closely align with the ongoing Parks Master Plan to ensure that transportation and recreation uses are well integrated and provide a robust community amenity for everyone.

## OTHER ON-SITE AMENITIES

In addition to the amenities discussed thus far, the East Portal site should provide the following amenities that improve the comfort, convenience, safety, and/or mobility of site users:

- ▲ Carshare and/or Mobility as a Service (MaaS)<sup>2</sup>
- ▲ Restrooms
- ▲ Shelters and seating areas for transit riders (including protection from weather)
- ▲ Landscaping (drought resistant)

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<sup>2</sup> Mobility as a service (MaaS) is an emerging business model in the transportation industry that imagines people purchasing transportation as a service (a ride on transit or bikeshare) rather than a commodity (e.g. owning a personal vehicle). MaaS is generally conceived as a digital "hub" that integrates trip planning and payment services across multiple modes of transportation, including public and private. For example, a user might trip plan and purchase fares for an Uber to a transit station, a train ticket into the city for the weekend, and a carshare for a daytrip – all within the same application.

## SECTION 2: DRAFT DESIGN CONSIDERATIONS

Using the analysis and findings presented in Section 1, the project team has recommended design criteria that should be considered when developing site layout alternatives. These high-level criteria will be further refined through the concept development process and as additional information is learned through the planning process.

### Site Function

These criteria support general site function and use.

- ▲ **Space for expected transit service load**, which could be space for 2–4 transit vehicles (up to 40 feet long) to stop or dwell on-site and/or additional van pool dwelling locations.
- ▲ **Walking and biking infrastructure** aligned with local plans (such as Sisters TSP and infrastructure conditioned as part of ongoing development), including infrastructure to and through the site
- ▲ **Accommodation for emerging technologies** (such as EV charging), which may include dedicated charging spaces and/or infrastructure, such as conduit, to accommodate those features.
- ▲ **Efficient motor vehicle access** for transit vehicles, maintenance vehicles, MaaS, and personal vehicles.
- ▲ **Motor vehicle parking** by type, purpose, and duration, including transit vehicles, maintenance/operation vehicles, mobility hub users, and park users.
- ▲ **Bicycle parking** by type and purpose, which may include short-term parking, long-term (secure) parking, or electric bicycle parking/charging.
- ▲ **Site access location and function** that promotes efficient on-site operations and safety and appropriately separates uses. This may require relocating existing access and/or adding access points, both of which will be further refined through the concept development process.
- ▲ **Adequate space for park uses** should be further coordinated with the ongoing Parks Master Plan update.
- ▲ **Adequate space for maintenance and operations**, such as snow storage.

### Site Features & Amenities

These physical features and spaces support site function.

- ▲ **Site features that promote security and ease local law enforcement patrol**, including appropriate design of public features (such as restrooms, benches, trash bins), public spaces, lighting, security features (such as call-boxes) and sight lines.
- ▲ **Wayfinding** to and within the site
- ▲ **Public amenities that support the future park site**, or features that promote public use but do not duplicate amenities on the park site.
- ▲ **Stormwater treatment** and options for applications on-site
- ▲ **Key existing features**, such as trees and amenities should be retained.
- ▲ **Waiting/dwelling areas** that accommodate year-round use, such as a warming hut for transit transfers and drop-offs.

## NEXT STEPS

In the coming months, the project team will assess and refine draft design criteria and host a concept development workshop in fall 2022. At the workshop, they will develop design alternatives and later assess them according to the project's design criteria and site goals. These processes will inform the final preferred concept. Additional stakeholder engagement and outreach to technical experts will continue throughout the East Portal Transportation Hub project.

## Appendix A: Site Context Maps

Figure 6 Existing Roadway Functional Classifications (Sisters 2021 TSP)

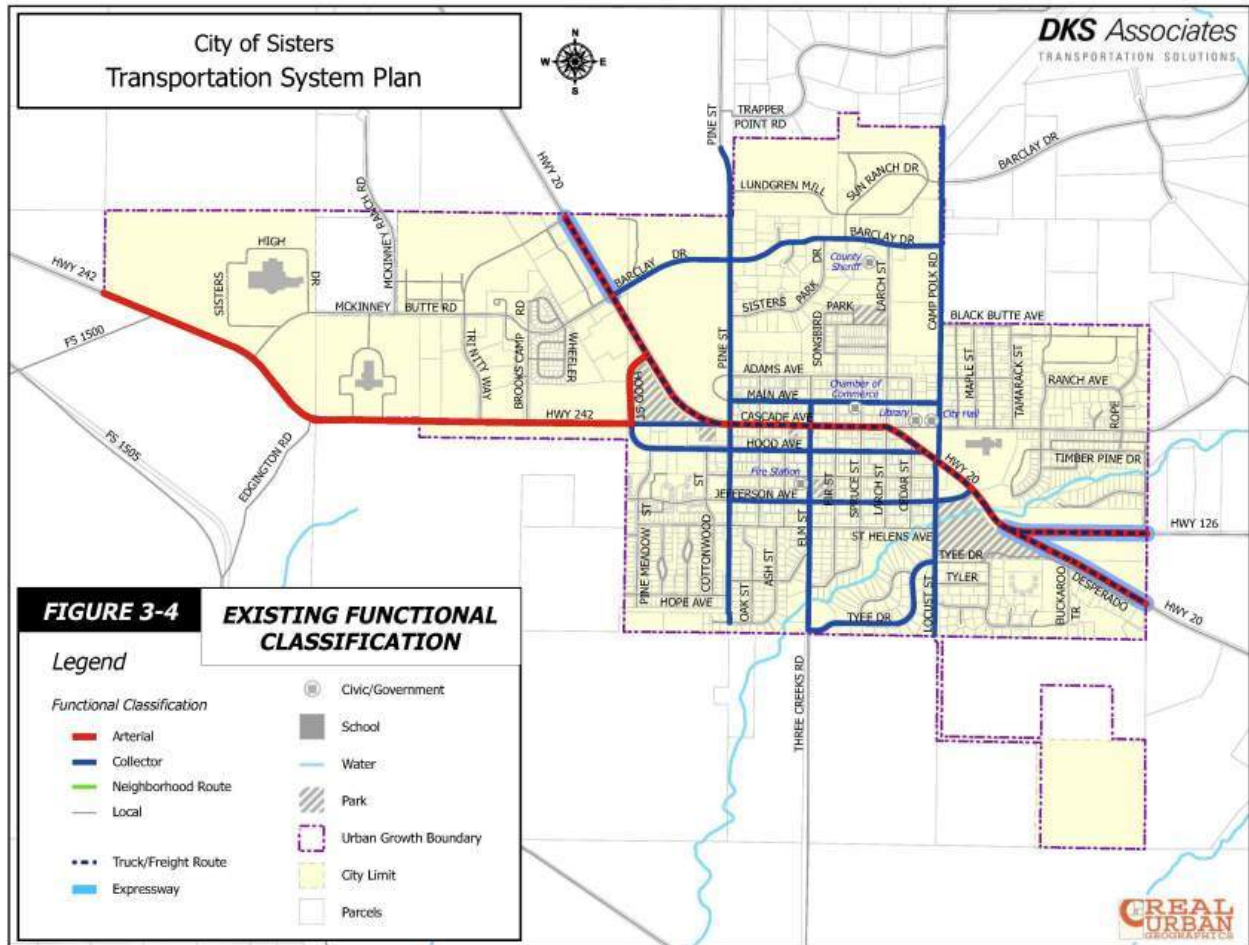
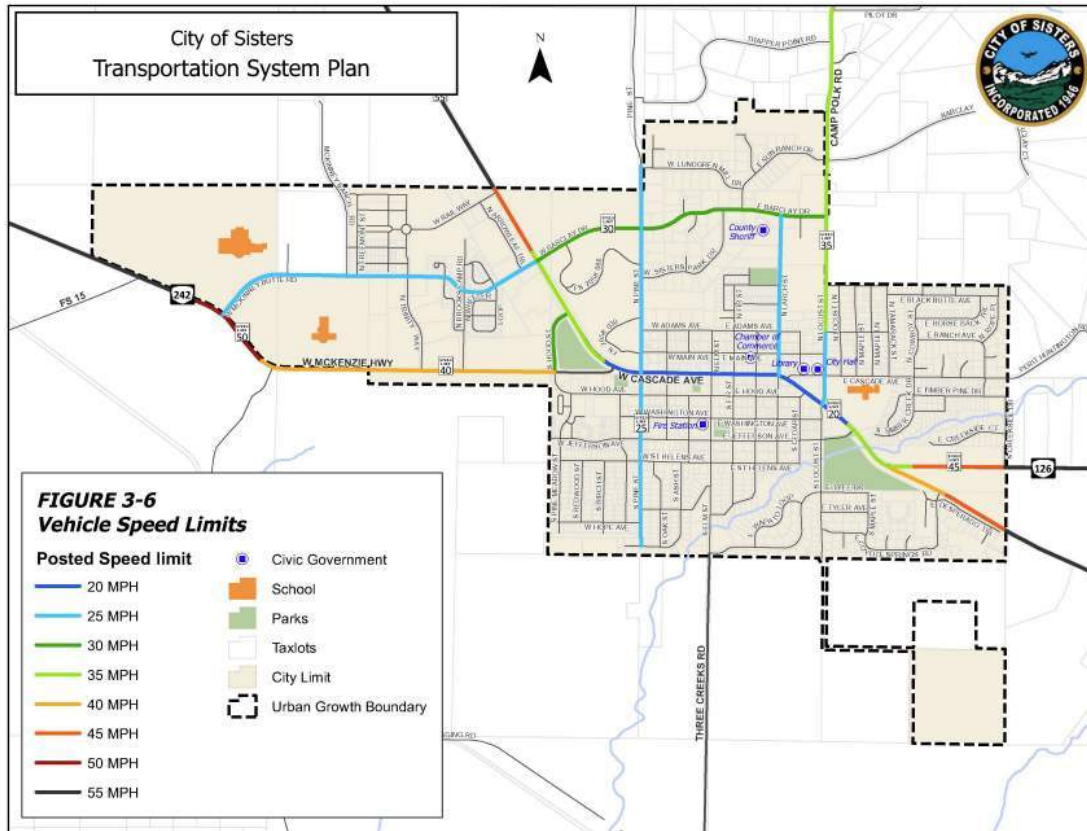


Figure 3-4. Existing Functional Classification



Figure 7 Speed Limits For Roadways Providing Access To Project Site (2021 Sisters TSP)



# **APPENDIX B**

# Technical Memorandum

September 15, 2022

Project# 27741

To: Troy Rayburn, Public Works Project Coordinator  
City of Sisters  
520 E. Cascade Ave  
Sisters, OR 97759

From: Matt Kittelson, PE; Phill Worth; Allison Woodworth

RE: Sisters East Portal Transportation Hub Master Plan  
Concept Development Workshop Summary

## INTRODUCTION

The City of Sisters (City), supported by Kittelson & Associates, Inc. (Kittelson), is developing a conceptual master plan for the East Portal Mobility Hub. The hub will be located on recently purchased City property between West Hood Avenue, US 20, and OR 242 (McKenzie Highway). In early summer 2022 the project team and key stakeholders conducted a site visit to glean an understanding of existing amenities and key features that would benefit a mobility hub, a place where multiple travel options come together to increase network connectivity and user mobility. Outcomes of that work is summarized in the Existing Conditions Memorandum. On August 30, 2022, the project team convened a concept development workshop with many of these same stakeholders to gather important feedback to develop design alternatives for the future East Portal site.

The following sections will discuss:

- Concept Workshop Structure
- Concept Workshop Outcomes
- Next Steps

Appendices:

- Attachment A: Agenda and PPT
- Attachment B: Mobility Hub Concept Catalog
- Attachment C: Cut-outs and Basemap
- Attachment D: Stakeholder Notes

## CONCEPT WORKSHOP STRUCTURE

Kittelson provided a brief overview of the project purpose and context, including revisiting the definition of a mobility hub (**Attachment A**). Participants were then broken into three development groups hereby referred to as Table 1, Table 2, and Table 3 (

**Figure 1**). Each

Figure 1 Table was provided large aerial basemap of the site, a Mobility Hub Concept Catalog (**Appendix B**), writing utensils, tape, and a bag of “building blocks” which represented various potential facilities or amenities that could be placed on the site. The exercise was designed to facilitate brainstorming and collaboration amongst the stakeholders with various community and technical expertise.

**Figure 1 Workshop Attendees and Roles**

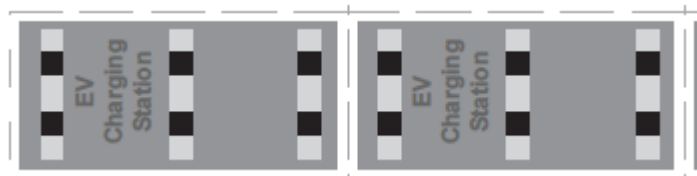
Workshop Attendees by Table or Role			
Support Staff	Table 1	Table 2	Table 3
<ul style="list-style-type: none"> <li>Troy Rayburn<sup>1</sup> (City)</li> <li>Corey Misley (City)</li> <li>Matt Kittelson<sup>1</sup> (Kittelson)</li> <li>Phill Worth<sup>1</sup> (Kittelson)</li> <li>Allison Woodworth (Kittelson)</li> </ul>	<ul style="list-style-type: none"> <li>Chris Cheng (ODOT)</li> <li>Jim Scholtes (ODOT)</li> <li>Paul Bertagna<sup>1</sup> (City)</li> <li>Michael Murphy<sup>1</sup> (Cascades East Transit)</li> <li>Dave Moyer (City of Sisters Public Works Committee)</li> </ul>	<ul style="list-style-type: none"> <li>Councilor Andrea Blum (Council member)</li> <li>Theresa Conley<sup>1</sup> (ODOT)</li> <li>Bill Kelly (City Public Works Committee)</li> <li>Tarren Black (Pacific Crest Bus Lines)</li> <li>Matt Martin (City)</li> </ul>	<ul style="list-style-type: none"> <li>Mayor Michael Preedin (City Mayor)</li> <li>Andrea Breault (Cascades East Transit)</li> <li>Lt. Chad Davis<sup>1</sup> (Deschutes County Sheriff’s Office)</li> <li>Anthony Ferro (Pacific Crest Bus Lines)</li> <li>Emme Shoup (City)</li> </ul>

Note: <sup>1</sup>Attended Site Walk Kick-off Meeting

## WORKSHOP RESOURCES

### Building Blocks

Many different building blocks representative of possible onsite amenities were designed at scale (1" to 30"), printed on cardstock, cut out, and assembled into packages for each Table to use as they considered which elements to include in their design. Building blocks included existing amenities (e.g. Restroom, Kiosk, and transportation loop) - in the event that a stakeholder wished to move an existing amenity to a new location on site - as well as potential future amenities (e.g. transit shelter, bike lockers, and vehicle parking).



## Mobility Hub Concept Catalog

The Mobility Hub Concept Catalog (catalog) included an image of each building block and a representative picture to help participants visualize the “look and feel” of each element. To maximize



creativity, participants were encouraged to annotate the map with any feature that they deemed important to the site, including those that were not represented explicitly by building blocks such as pathways, short-term parking, curbside pick-up/drop-off zones, bus pullouts, and lighting. A tear away page within the catalog encouraged users to brainstorm the goals and objectives of their site (e.g. who is the site serving and what amenities do those users need).

## WORKSHOP GOALS

The project team developed the interactive exercise to help participants ‘bring to life’ their site design and visualize it as a holistic concept. The groups were encouraged to consider users with local and regional purposes; recreational and commuter needs; site access and space allocation for various modes; and supporting amenities. The following section describes the key features of each Table's resulting concept design.

Figure 2 Basemap



# WORKSHOP OUTCOMES

Table 1

## KEY CONCEPTS

### Transit

- ▲ Bus pull-out on the eastbound shoulder of US 20, near the northeast corner of the site
- ▲ Existing transportation loop is retained for regional/commuter transit services
- ▲ Transit amenities, including shelter and bike parking, are located between the bus pull-out and transportation loop and near the existing restroom
- ▲ Robust transit parking spaces

### Parking

- ▲ 40 short term, street parking spaces along Mackenzie Highway
- ▲ 40 parking spaces off Mackenzie Highway, internal to site (near southern border). Stalls are marked for long term, park & ride, and scenic bike parking use cases.
- ▲ EV charging spaces

### Site Access and Circulation

- ▲ Aligns access to the existing transportation loop driveway with Felicity Lane
- ▲ Pick Up/Drop Off spaces identified along curb space in transportation loop

### North Parcel

- ▲ Remained undeveloped to retain natural space in the short term and create opportunities to monetize the property in the future.

### Other

- ▲ Kiosk and remaining open space/view corridors not included in mobility hub concept.

Figure 3 Snapshot of Table 1 Catalog Notes

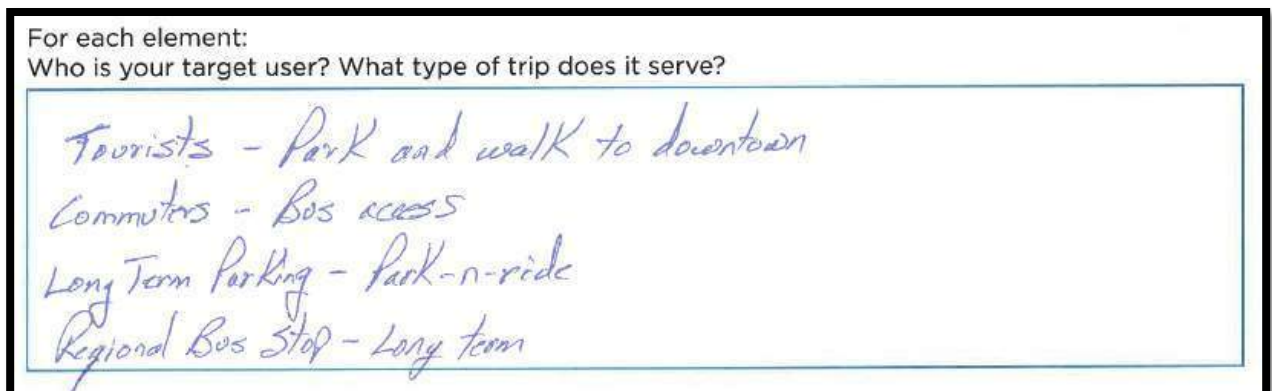


Figure 4 Concept Design (Table 1)





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## Table 2

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### KEY CONCEPTS

#### Transit

- ▲ One way bus loop with pull-through to Mackenzie Highway and sawtooth bus bays
- ▲ Shared ingress for bus and passenger vehicles creates some modal conflict
- ▲ Real time arrival information for transit services
- ▲ Transit shelter and bike parking adjacent to bus boarding area

#### Parking

- ▲ EV charging
- ▲ 16 parallel on-street parking spaces on Mackenzie Highway (marked as short term), along site southern border
- ▲ 20 stacked angled parking stalls (to accommodate trailers), 4 oversized vehicle parking stalls, and 8 additional vehicle parking stalls internal to site
- ▲ Additional bike parking provided near Mackenzie Highway

#### Site Access and Circulation

- ▲ Single ingress to transportation hub
- ▲ Passenger vehicle pick-up/drop-off on curbside in transportation loop, opposite of bus boarding area
- ▲ Soft paths for internal circulation

#### North Parcel

- ▲ Passenger vehicle parking
- ▲ Restroom
- ▲ Bike parking
- ▲ Food carts

#### Other

- ▲ Moved restroom closer to proposed transportation loop
- ▲ Suggested use of open space: low profile community amphitheater
- ▲ Monetizing site: vendors, EV charging, bike storage

Figure 5 Snapshot of Table 2 Catalog Notes

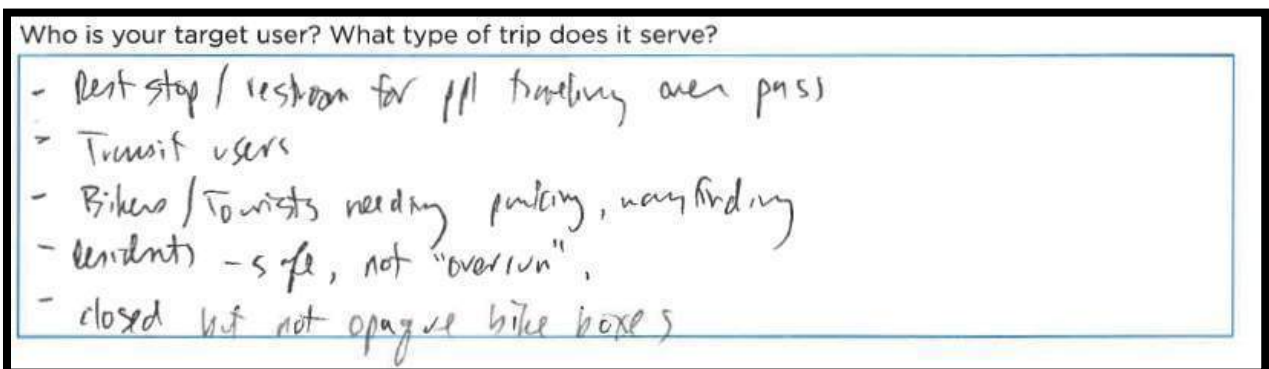


Figure 6 Concept Design (Table 2)



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## Table 3

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### KEY CONCEPTS

#### Transit

- ▲ Reorients transportation loop toward intersection of Hood and US-20, activating the northern area of main parcel
- ▲ Sawtooth bus bays in transportation loop
- ▲ Parking lot in middle of loop for transit users and Hoodoo passenger loading
- ▲ Adds restroom closer to relocated transportation loop

#### Parking

- ▲ 40 on-street passenger vehicle parking spaces along Makenzie Highway

#### Site Access and Circulation

- ▲ Soft paths for pedestrians and can act as emergency ingress/egress if main driveway is blocked

#### North Parcel

- ▲ Parking
- ▲ EV Charging
- ▲ Restroom
- ▲ Bike parking
- ▲ RV parking

#### Other

- ▲ Retains significant open space
- ▲ Community amenities located along southern border of site (along Makenzie Highway) to invite activity year round
- ▲ Community centered uses and view corridor preservation

Figure 7 Snapshot of Table 3 Catalog Notes



Figure 8 Concept Design (Table 3)



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## Report Out (All)

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Following the brainstorming and map annotation exercise, each table presented the results of their concepts to the room. The workshop wrapped up with a high-level conversation about additional features to be considered at the site. The following are key themes from that group discussion:

- ▲ Understand the business case for the site
- ▲ Understand the target for number and type of parking spaces (EV, short term, park & ride, etc)
- ▲ "Future proofing" for EV bus infrastructure
- ▲ Lighting for all lots/paths to increase safety and security of site users
- ▲ Placement of hydrants and defensible space
- ▲ Other amenities: bikeshare, sports courts, food vendors, community showers
- ▲ Low vegetation

## NEXT STEPS

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**INPUT FROM THE WORKSHOP AND STAKEHOLDERS HAS MADE CLEAR THAT THERE ARE MANY WAYS FOR HOW THE EAST PORTAL SITE COULD BE DEVELOPED. THIS INCLUDES THE AMOUNT OF THE SITE USED FOR THE TRANSPORTATION HUB AND THE OVERALL LAYOUT AND OPERATION OF THE FACILITY. THE PROJECT TEAM WILL STRIVE TO HIGHLIGHT THESE TRADE-OFFS DURING THE DEVELOPMENT OF THE DRAFT CONCEPTS.**

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The project team will utilize the results of the August workshop to develop draft site layout concepts for the East Portal site. These draft concepts will aim to incorporate the key goals and themes for land use, circulation, and site-access which have arisen during the stakeholder engagement process. The project team will refine site alternatives and return to solicit input from key stakeholders in Fall 2022.

An open house will tentatively be scheduled for Late Fall/Winter 2022, allowing the project team to solicit important input from the public on the preferred concept selection.



Sisters East Portal Transportation Hub  
Master Plan Concept Development Workshop

Appendix A: Workshop Agenda and PPT

# MEETING AGENDA

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August

Project# 27741

Project Name: Sisters Multi-Modal Transportation Hub Concept Plan

Meeting Location: Sisters City Council Chambers

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8:30 AM	Welcome & Introductions	Troy Rayburn
8:40 AM	Project Purpose, Background, & Context (ODOT Agreement, Outcomes, etc.)	Matt Kittelson, Troy Rayburn, & Andrea Breault
8:50 AM	Review of Agenda – Concept Workshop Overview	Matt Kittelson
	Create Concept Workshop Working Groups with Balanced Distribution of Perspectives	
9:00 AM	Concept Workshop	Team
	-Review Needs Analysis & Design Criteria	
	-Presentation of site objectives (e.g., what facilities should be provided? What options do we have for amenities, access, etc.?)	
	-Each participant will have an opportunity to work in groups to use tools to layout multiple site layout options. (1-1.5 hour work session)	
	-Consultant team to support each participant, answer questions, provide input, etc.)	
10:30 AM	Report Out	Matt Kittelson
	-Review of concepts developed	
	-Initial feedback and input from group	
11:00 AM	Next steps and meeting close	Matt Kittelson & Troy Rayburn

# Sisters East Portal Mobility Hub

Concept Development Workshop

August 30, 2022



# Welcome & Introductions

- ▶ Name
- ▶ Affiliation
- ▶ Interest in the East Portal Site

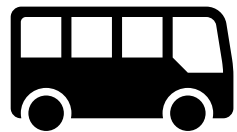


# Project Purpose

- ▶ Develop a **conceptual master plan** for the East Portal Mobility Hub
- ▶ Additional background:
  - ▶ City recently purchased the property from the Forest Service
  - ▶ Funding for the project is through a STIF Grant with ODOT
  - ▶ City is engaging with multiple partners and stakeholders throughout the planning process
- ▶ Important things to remember:
  - ▶ This is a **blank slate**! Be creative!
  - ▶ **Security and safety** is the #1 priority to ensure the site is usable and accessible for everyone.

# Why a Transportation Hub?

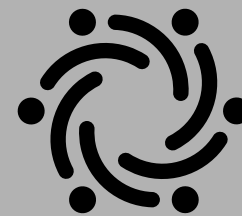
Provide facilities that allow for **access to public and private transit options**, including the potential for interservice transfers



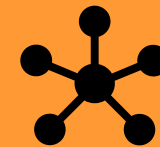
**Expand and enhance the walking and biking facilities** in the area, including to and through the site



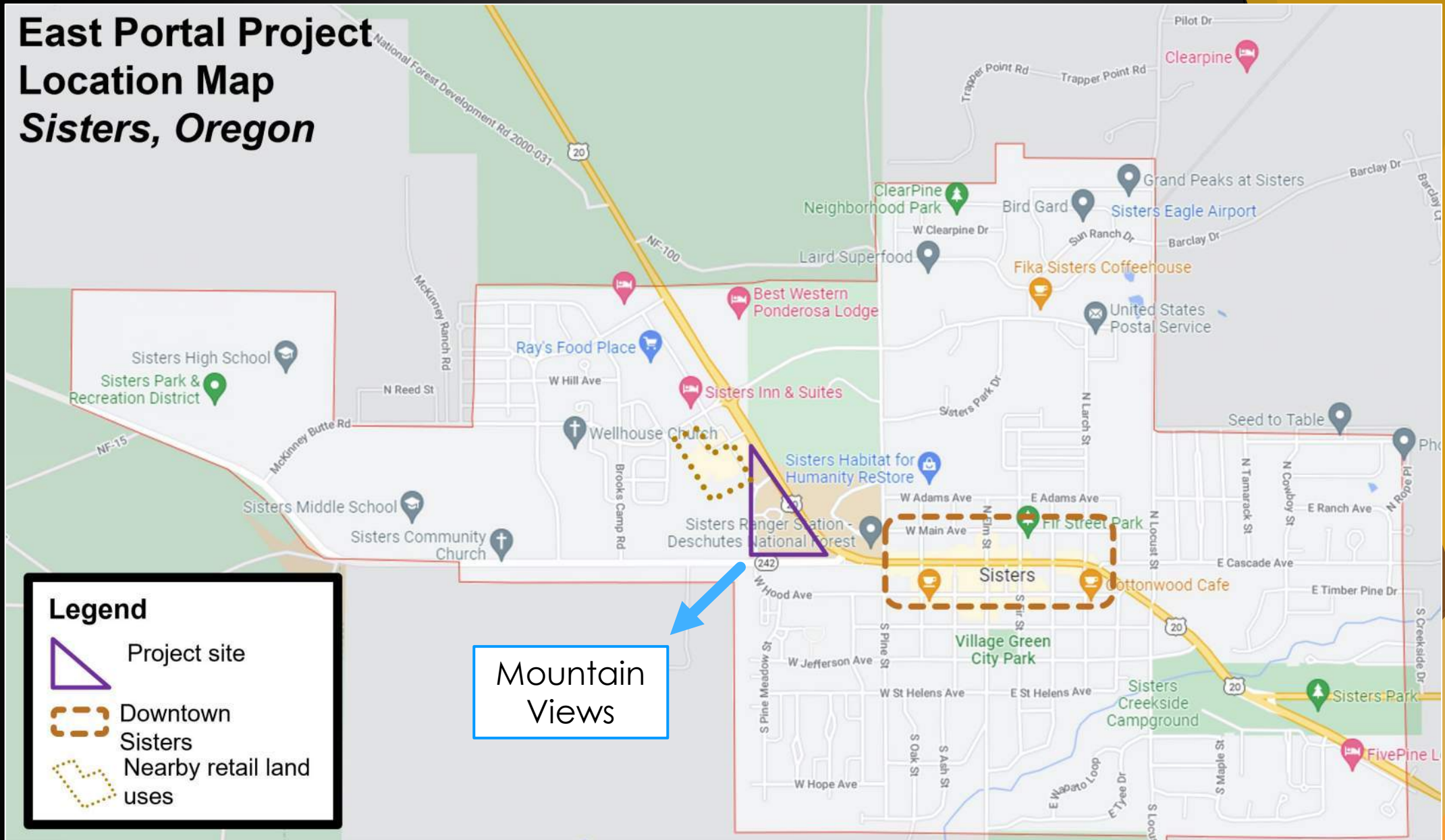
Provide **increased transportation options for all members of the community**



Serve as a **local amenity as well as a regional hub** that invites travelers into the Sisters community



# East Portal Project Location Map Sisters, Oregon



# Why the East Portal Site?

## Opportunities

- ▶ Location
- ▶ Existing facilities
- ▶ Opportunity for expansion
- ▶ Builds towards overall infrastructure plan

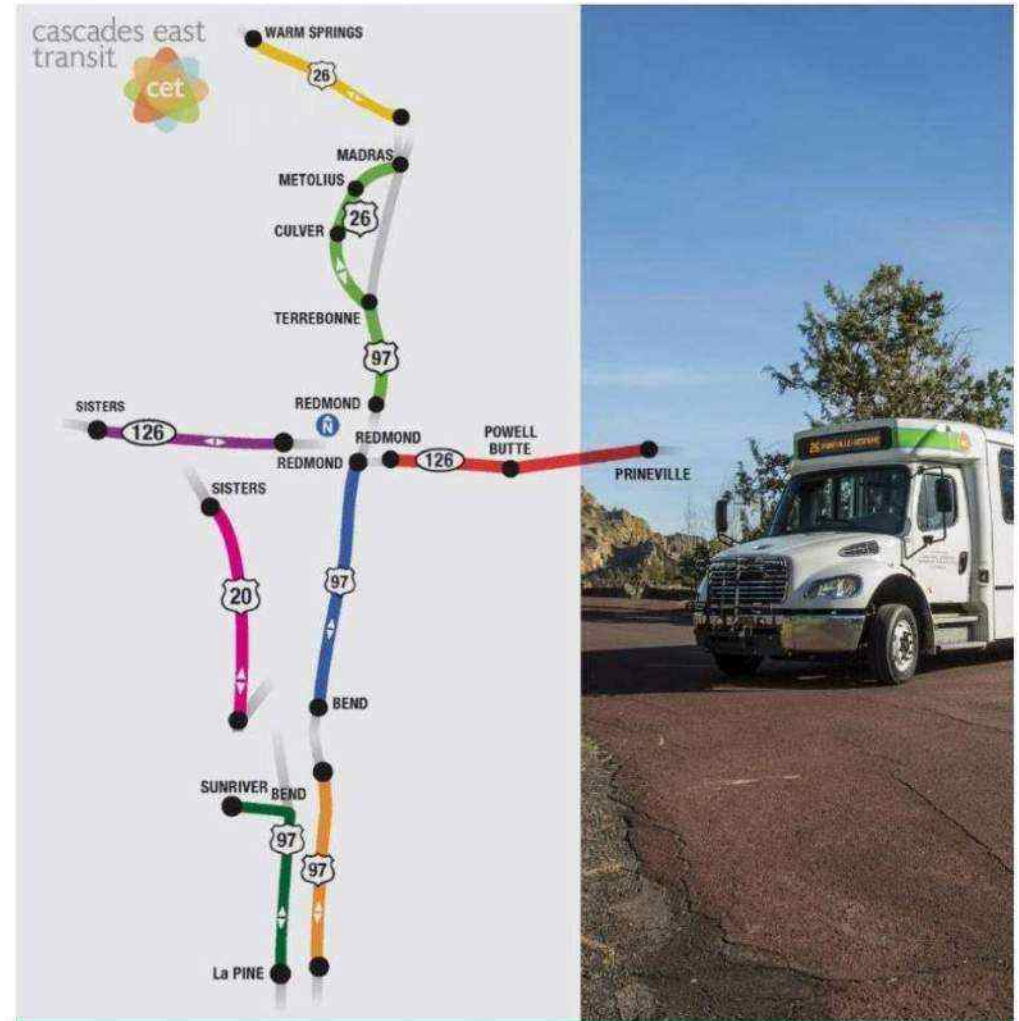
## Challenges

- ▶ Leveraging existing assets
- ▶ Providing parking, but avoiding a car-only facility
- ▶ Balancing various local needs and interest groups



# Regional Context

- ▶ CET and Pacific Crest provide regional transit service
- ▶ Mobility hubs identified as important first-last mile strategies
- ▶ East Portal site identified as a “Secondary Transit Hub”
  - ▶ May provide additional transfer and layover locations
- ▶ Site is critical to travel within, to, and through the Sisters community



## CASCADES EAST TRANSIT (CET) 2040 TRANSIT DEVELOPMENT PLAN

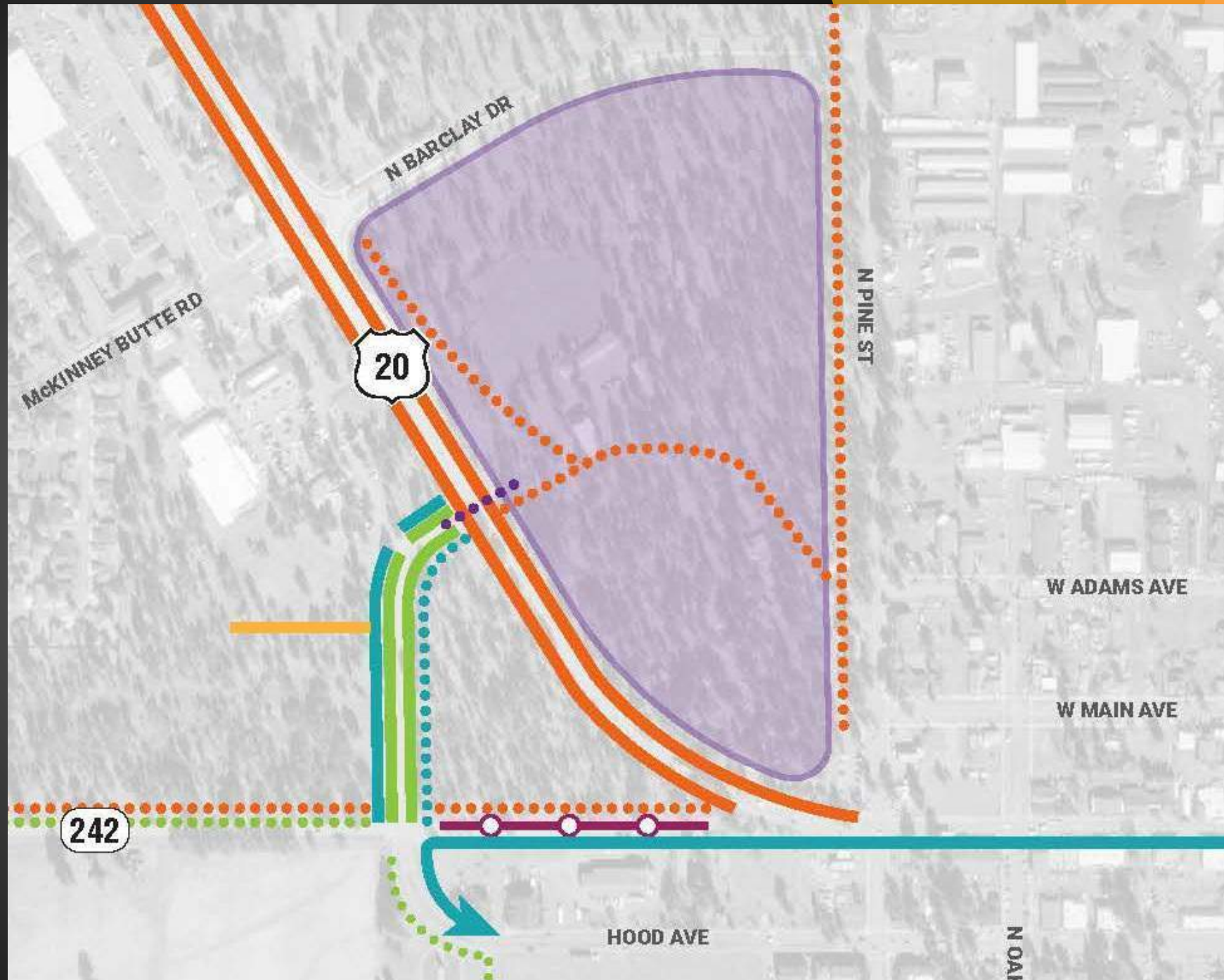
2020

ADOPTION DRAFT, AUGUST, 2020

# Backdrop to East Portal Mobility Hub

## LEGEND

- Existing Sidewalk
- Proposed Sidewalk
- Existing Multi-Use Path
- Proposed Multi-Use Path
- Existing Roadway
- Existing Bike Lane
- Proposed Bike Lane
- Future Pedestrian Crossing
- Proposed Angled Parking
- Future Sisters Woodland Development
- Modifications may be required to accommodate future transit routes





*Downtown Sisters, Bend, Redmond*

*Eugene, Newport, Portland*

**US 20**

*Multiuse path*

*Restrooms*



*Interpretive stand*

*Mckenzie Highway*

*Parking & transportation loop*



*Labyrinth*



*National Park Sign*

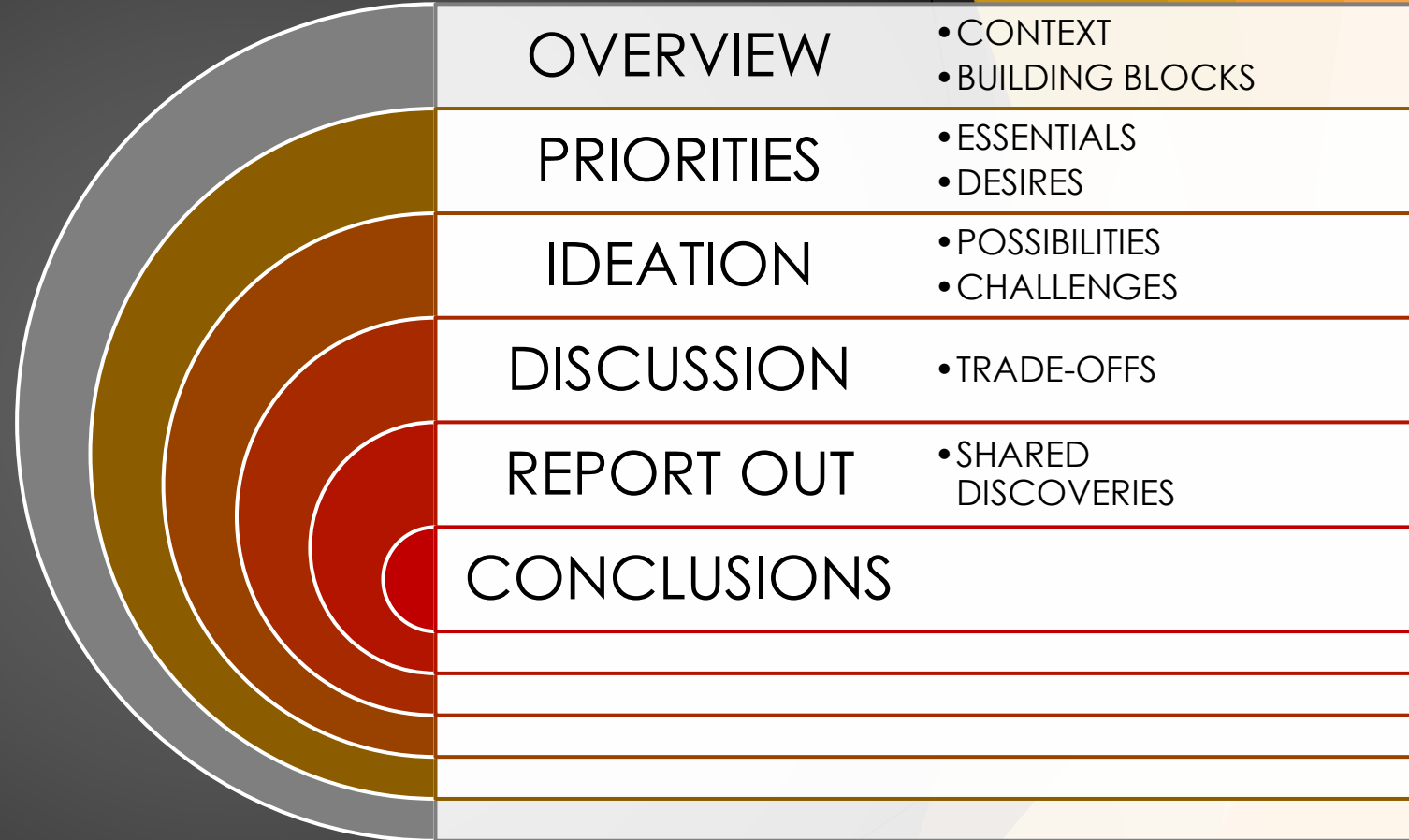
**W Hood Ave**



# Workshop Purpose & Process

## PURPOSE:

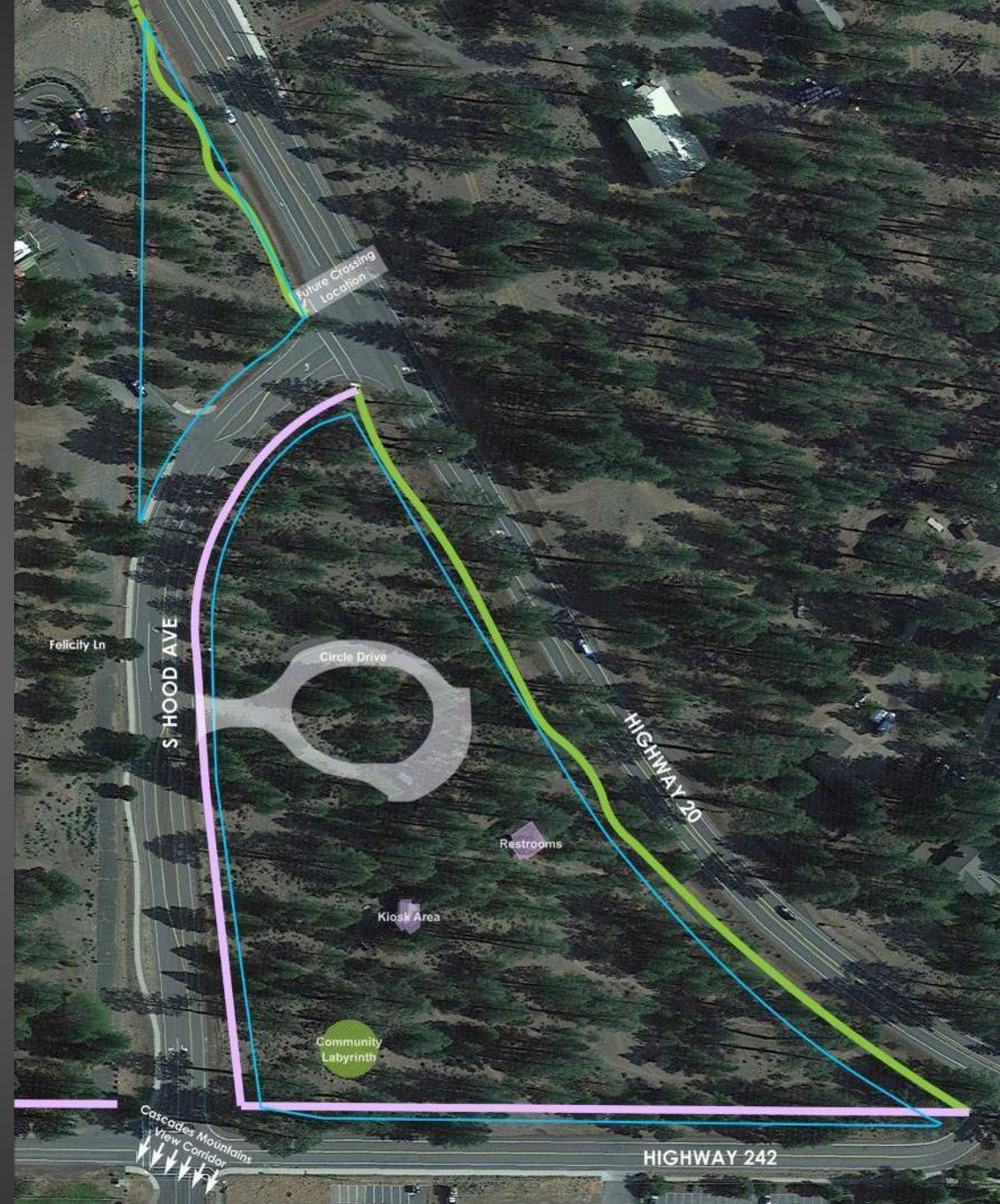
- ▶ Improve local & regional connectivity
- ▶ Meet the mobility needs of employees, residents, & visitors
- ▶ Facilitate recreational activities
- ▶ Support economic vitality



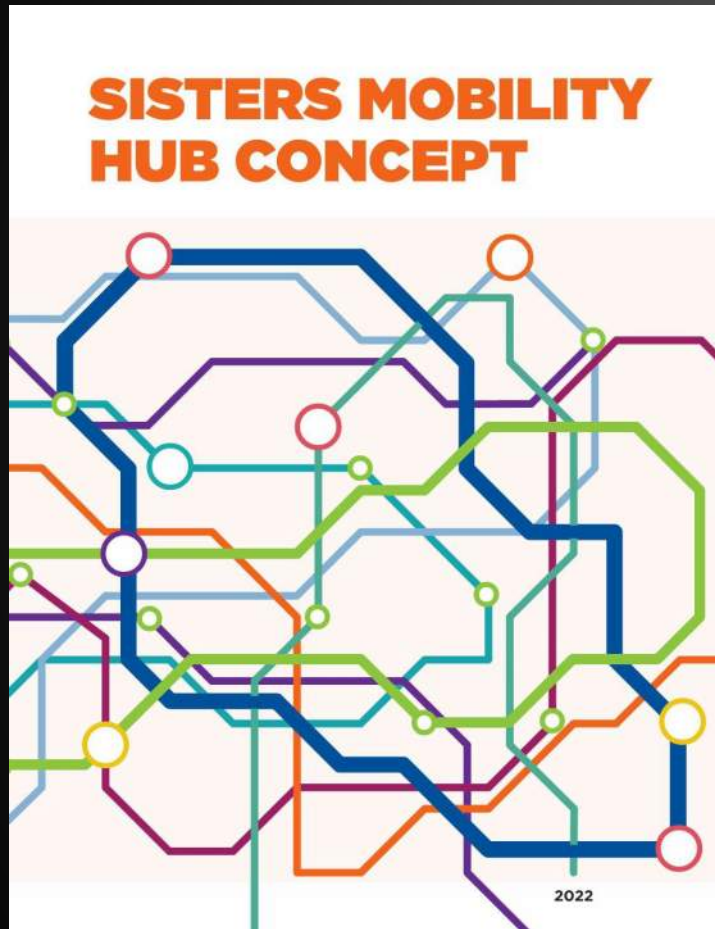
# Workshop Tools

- ▶ Base Map
- ▶ Overview Packet
- ▶ Site feature “pieces”
- ▶ Highlighters/Pens/Pencils
- ▶ Engineer Scale

## WORK IN GROUPS!



# Where to start



**A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.**

## **BALANCING PRIORITIES WITH DESIGN**

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

For each element:  
Who is your target user? What type of trip does it serve?

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?

# Existing Site Elements

## EXISTING ON-SITE AMENITIES

RESTROOM



INTERPRETIVE KIOSK



LABYRINTH



## PEDESTRIAN FACILITIES

**Shared use path (12')** - A facility with exclusive right of way for non-motorized users including people walking and biking. These existing facilities along the site boundaries provide a safe connection for people walking and biking that are separated from the main roadway. These facilities are wider than sidewalks to allow for speed variation between users.



**Sidewalk (6')** - Exclusive right of way for people walking.

Use the orange highlighter to draw a sidewalk

**Soft surface trail (4')** - These existing facilities provide access between on-site amenities. Their lack of hardscape helps with onsite drainage and can help retain a natural landscape.



# Bicycle Facilities

## BIKE PARKING

*Bike parking designs cater to different user types and needs. Commuters and people that are leaving their bikes on the site for long periods may prefer more secure bike parking options. Short term parking may be sufficient for people visiting the local amenities that could be provided onsite, such as a park.*

### SHORT-TERM

#### Uncovered U Racks.

"U racks" are very common and typically considered for short term parking as they are easy to install and require minimal space. They often do not include additional bicycle shelters or security features.



#### Covered Short Term (low density).

These are similar in function to u-racks, but with covering to protect bikes from weather.



#### Covered Short Term (high density).

A double tiered bike rack provides a high density of bike parking in a relatively small space. A covered example like the one pictured would still offer the same minimum security as with the traditional U-rack and thus be considered short term parking.



### LONG TERM, SECURE BIKE PARKING

**Bike lockers.** Secure bike parking which provides a "locker" for each bike and requires an electronic key or passcode. Such storage is common at public transportation stations in the United States. Secure bike lockers can often be stacked to allow for vertical use of space. Exclusive access to the locker makes these one of the more secure bike parking options available.



**Bike Room.** Bike rooms, like lockers, are popular at public transit stations because they provide an additional layer of security and protection from weather. A paid key or passcode is required for entry. Bike rooms can be more cost efficient to maintain than a system of individual lockers. The moderated access to the bike room means that this parking is more secure than the short term options.




# Motor Vehicle Parking

## MOTOR VEHICLE PARKING

As with bike parking, motor vehicle parking accommodates different vehicle types and user needs. Cars, buses, recreational vehicles (RVs), and motor coaches have different space needs. Commuters that rely on transit, need long-term parking and areas for drop-off/pick-up. Those needing respite, restrooms, and/or wayfinding prefer convenient short-term parking, while electric vehicles may need charging facilities.


**ON-STREET PARKING**

**Parallel**  
Depending on length of curb, space can be dedicated for cars or RVs and can serve short- and long-term parking needs.



Parallel parking — 4 spaces


**Angled**  
A very efficient use of on-street curb space that can serve short- and long-term parking needs. Angled parking tends to only serve cars and light-duty trucks.



Angle Parking — 10 spaces

**OFF-STREET PARKING & MOTOR VEHICLE ACCESS**

**Long-Term Commuter**  
Commuters using transit tend to have low auto occupancy and require space for 4 to 10 hours each day. They prefer off-street parking that is lit and appears secure. Small lots can be disbursed and less impactful, while consolidation of parking tends to offer efficiency and cost reductions.



Parking Lot  
10 spaces

**Short-Term "Visitor"**  
Users seeking restroom, respite, and wayfinding prefer parking that is convenient to facilities and avoids conflicts with moving vehicles. Stays tend to be 5 to 30 minutes unless facilities (tables, picnic area, shelter, etc.) are present for eating. The higher rate of user turnover means one space can accommodate many users each day.

**No specific icon for this element. Designate spaces on any parking building block as Short Term or draw in potential locations on the map.**

## OFF-STREET ELECTRIC CHARGING

While charging stations can be installed along on-street parking, it is most often provided in an off-street setting. Because charging can take 1 to 4 hours, preferred locations are near amenities such as retail, restaurants, trails, and other types of recreation and entertainment.



## DROP-OFF / PICK-UP (DOPU)

On-street or off-street space can be dedicated to accommodate users changing modes (transit, bike, scooter, etc.). Drivers typically wait less than 10 minutes for their rider(s). This can include Transportation Network Company services, such as Lyft and Uber.

**No specific icon for this element. Designate spaces on any parking building block for "DOPU" or draw in potential locations on the map.**

# Transit Vehicles

## TRANSIT VEHICLE ACCESS

### CURBSIDE

Transit stops and bus pullouts (along the curb) are commonly used by transit operators providing in-line service (typically without layovers for drivers). Stop amenities may include benches, lighting, traveler information, and shelters.

No specific icon for this element. Designate an RV space as "Transit" or annotate the map to mark space for this use.

### TRANSIT SHELTER

Transit shelters provide refuge and respite to riders while they wait. Shelters can range from a covering over a bench to an enclosed, climate controlled room to protect riders from harsh weather (pictured).



TRANSIT SHELTER

## TURNAROUND

### Existing Turnaround

The site has a turnaround that is sized to accommodate shuttles and small buses. It is equipped with motor vehicle parking that can serve multiple purposes (restroom/kiosk access, drop-off/pick-up). Additional transit or private vehicle parking could be provided.



### Motor Coach Turnaround

A turnaround to accommodate 40-foot motor coaches has a larger footprint. The one depicted has curbside space, along with a circulating lane and can serve shuttles and buses, as well. Private vehicle parking could be attached to this



### PULL THROUGH

A transit pull-through facility requires the transit vehicle to depart the roadway and provides internal roadway curbsides or parking areas for boarding/alighting and driver layovers. These can be isolated from motor vehicles to avoid conflicts and improve operational efficiency.

No specific icon for this element. A typical roadway is 20-24' wide. Annotate the map to add this location.

# Other Elements to Consider

Presented tools are not comprehensive. You may add anything you consider important, including:

- ▶ Roads (20-24 feet)
- ▶ Lighting
- ▶ ADA parking
- ▶ Benches
- ▶ Etc.

Consider how your design impacts health & safety, view corridors, open space, etc.

**This is your opportunity to tell us what you need onsite!**



# Ideation (Where the Fun Begins!)

## WHAT ARE THE OPPORTUNITIES:

- ▶ Location
- ▶ Infrastructure
- ▶ Views
- ▶ Natural condition
- ▶ Economic activity
- ▶ Sustainability
- ▶ ?
- ▶ ?
- ▶ ?

## WHAT ARE THE CHALLENGES:

- ▶ Access
- ▶ Circulation
- ▶ Parking
- ▶ Space allocation
- ▶ User comfort
- ▶ Lighting
- ▶ Security
- ▶ ?
- ▶ ?

# Report Out

## WHAT YOU DID & WHAT YOU LEARNED:

- ▶ Your priorities (Essentials versus Desired)
- ▶ Opportunities you seized
- ▶ Challenges you faced (and overcame)
- ▶ The trade-offs & how you managed them
- ▶ Your resulting site concept

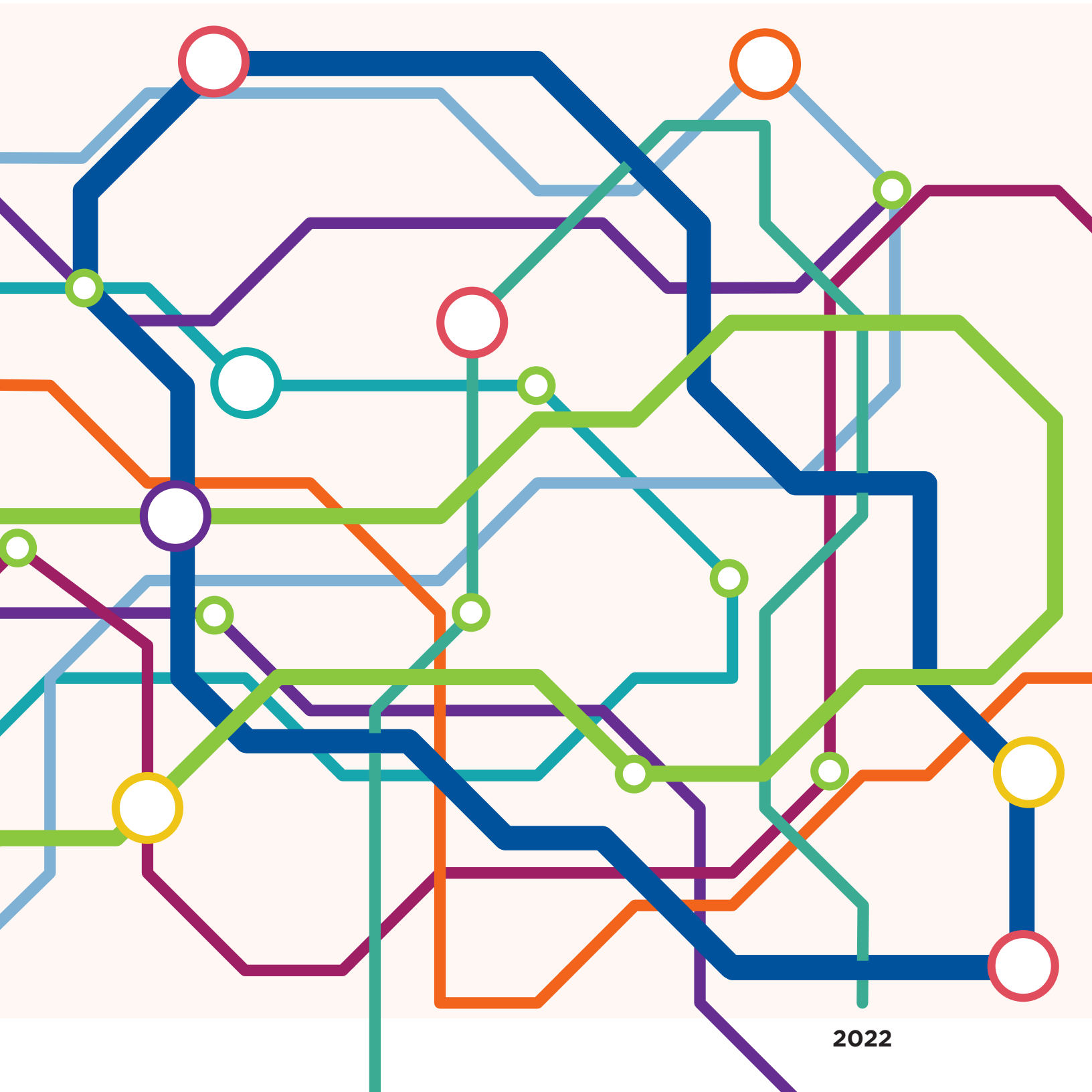
# Next Steps


- ▶ Project team to develop concept alternatives
- ▶ Public Open House to solicit input/feedback from the community.
  - ▶ You are INVITED!
- ▶ Developed preferred concept based on input
  - ▶ Submit for future funding
  - ▶ Coordinate with partners to continue implementation

Sisters East Portal Transportation Hub  
Master Plan Concept Development Workshop

Appendix B: Mobility Hub Catalog

# SISTERS MOBILITY HUB CONCEPT






Each participant in the Sisters Mobility Hub Concept Workshop has received “building block” shapes which represent various existing or potential amenities and design features for the planned mobility hub site. The size and shape of these “building blocks” are conceptual and intended to represent an approximate space need for each amenity or feature.

This catalog defines each mobility hub “building block” and, where possible, provides a visual example to help provide real world examples of how each might be implemented.

When using this catalog, consider the following questions:

- Who does each amenity/design element serve or prioritize? (e.g. People walking? People driving?)
  - User types/use cases:
    - Resident (local)
    - Visitor (regional)
    - Employee (Commuter)
    - Recreational
- 

# A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.

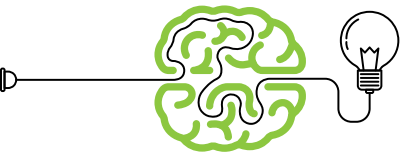
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For each element:  
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Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?





Noodle on it! Use this page to jot down notes, sketch your dream site, or leave comments on the exercise.



# EXISTING ON-SITE AMENITIES

## RESTROOM



## INTERPRETIVE KIOSK



## LABYRINTH



# PEDESTRIAN FACILITIES

**Shared use path (12')** – A facility with exclusive right of way for non-motorized users including people walking and biking. These existing facilities along the site boundaries provide a safe connection for people walking and biking that are separated from the main roadway. These facilities are wider than sidewalks to allow for speed variation between users.

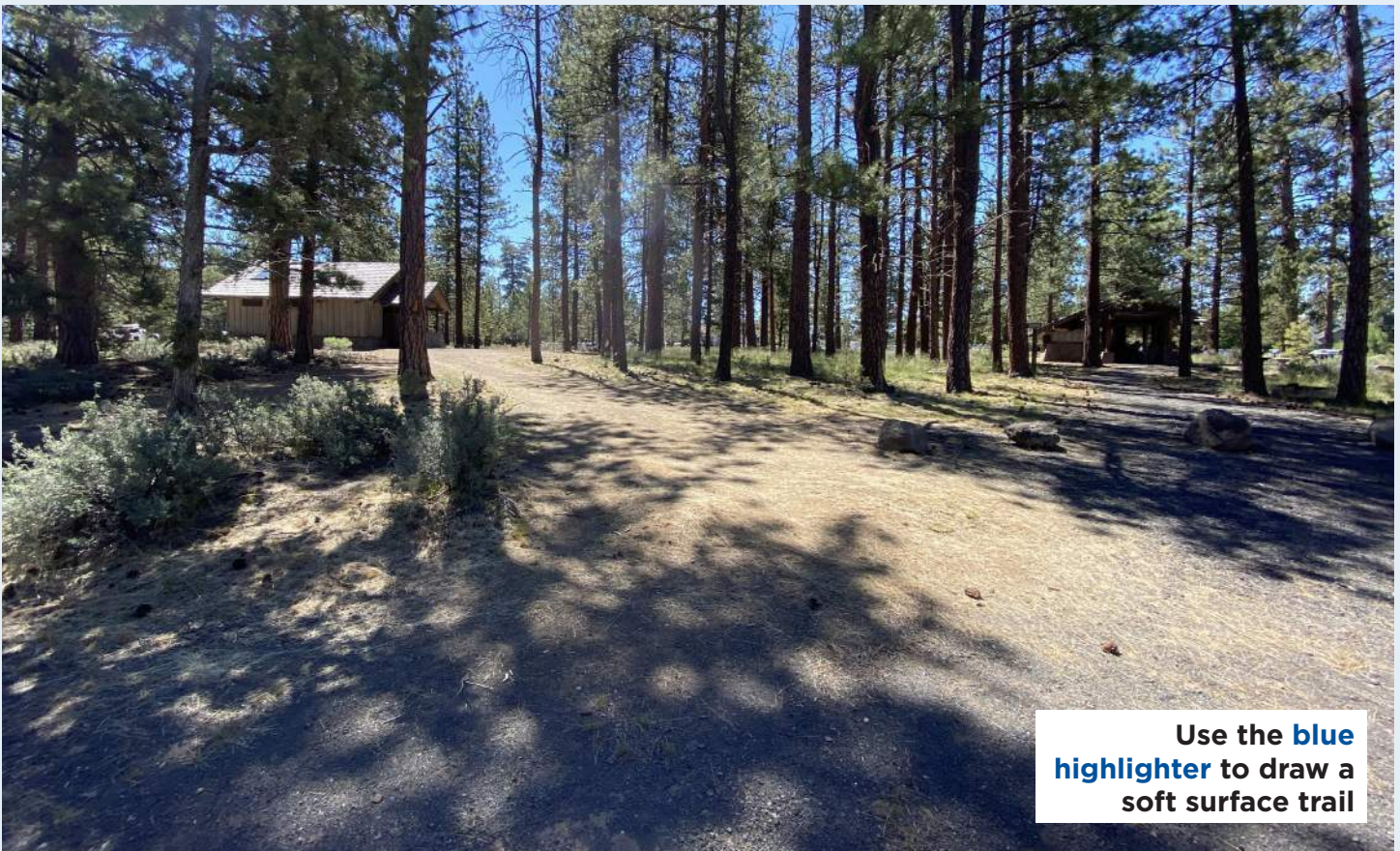


Use the **wide green highlighter** to draw a Shared Use Path

**Sidewalk (6')** – Exclusive right of way for people walking.

Use the **orange highlighter** to draw a sidewalk

**Soft surface trail (4')** – These existing facilities provide access between on-site amenities. Their lack of hardscape helps with onsite drainage and can help retain a natural landscape.



Use the **blue highlighter** to draw a soft surface trail

# BIKE PARKING

*Bike parking designs cater to different user types and needs. Commuters and people that are leaving their bikes on the site for long periods may prefer more secure bike parking options. Short term parking may be sufficient for people visiting the local amenities that could be provided onsite, such as a park.*

## SHORT-TERM

### **Uncovered U Racks.**

“U racks” are very common and typically considered for short term parking as they are easy to install and require minimal space. They often do not include additional bicycle shelters or security features.



12<sub>uc</sub> SHORT TERM U RACKS

### **Covered Short Term (low density).**

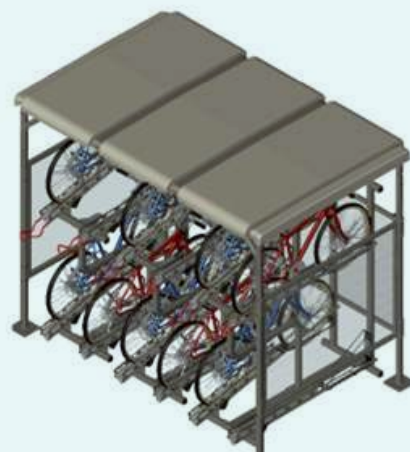
These are similar in function to u-racks, but with covering to protect bikes from weather.



12<sub>c</sub> SHORT TERM LOW DENSITY

### **Covered Short Term (high density).**

A double tiered bike rack provides a high density of bike parking in a relatively small space. A covered example like the one pictured would still offer the same minimum security as with the traditional U-rack and thus be considered short term parking.



12<sub>c</sub> SHORT TERM HIGH DENSITY

## LONG TERM, SECURE BIKE PARKING

**Bike lockers.** Secure bike parking which provides a “locker” for each bike and requires an electronic key or passcode. Such storage is common at public transportation stations in the United States. Secure bike lockers can often be stacked to allow for vertical use of space. Exclusive access to the locker makes these one of the more secure bike parking options available.



**Bike Room.** Bike rooms, like lockers, are popular at public transit stations because they provide an additional layer of security and protection from weather. A paid key or passcode is required for entry. Bike rooms can be more cost efficient to maintain than a system of individual lockers. The moderated access to the bike room means that this parking is more secure than the short term options.




# MOTOR VEHICLE PARKING

As with bike parking, motor vehicle parking accommodates different vehicle types and user needs. Cars, buses, recreational vehicles (RVs), and motor coaches have different space needs. Commuters that rely on transit, need long-term parking and areas for drop-off/pick-up. Those needing respite, restrooms, and/or wayfinding prefer convenient short-term parking, while electric vehicles may need charging facilities.


**ON-STREET PARKING**

**Parallel**  
Depending on length of curb, space can be dedicated for cars or RVs and can serve short- and long-term parking needs.



Parallel parking — 4 spaces

**Angled**  
A very efficient use of on-street curb space that can serve short- and long-term parking needs. Angled parking tends to only serve cars and light-duty trucks.



Angle Parking — 10 spaces

Oversize vehicle parallel parking — 4 spaces

## OFF-STREET PARKING & MOTOR VEHICLE ACCESS

### Long -Term Commuter

Commuters using transit tend to have low auto occupancy and require space for 4 to 10 hours each day. They prefer off-street parking that is lit and appears secure. Small lots can be disbursed and less impactful, while consolidation of parking tends to offer efficiency and cost reductions.



### Short-Term “Visitor”

Users seeking restroom, respite, and wayfinding prefer parking that is convenient to facilities and avoids conflicts with moving vehicles. Stays tend to be 5 to 30 minutes unless facilities (tables, picnic area, shelter, etc.) are present for eating. The higher rate of user turnover means one space can accommodate many users each day.

**No specific icon for this element. Designate spaces on any parking building block as Short Term or draw in potential locations on the map.**

## OFF-STREET ELECTRIC CHARGING

While charging stations can be installed along on-street parking, it is most often provided in an off-street setting. Because charging can take 1 to 4 hours, preferred locations are near amenities such as retail, restaurants, trails, and other types of recreation and entertainment.



## DROP-OFF / PICK-UP (DOPU)

On-street or off-street space can be dedicated to accommodate users changing modes (transit, bike, scooter, etc.). Drivers typically wait less than 10 minutes for their rider(s). This can include Transportation Network Company services, such as Lyft and Uber.

**No specific icon for this element. Designate spaces on any parking building block for “DOPU” or draw in potential locations on the map.**

# TRANSIT VEHICLE ACCESS

## CURBSIDE

Transit stops and bus pullouts (along the curb) are commonly used by transit operators providing in-line service (typically without layovers for drivers). Stop amenities may include benches, lighting, traveler information, and shelters.

**No specific icon for this element. Designate an RV space as “Transit” or annotate the map to mark space for this use.**

## TRANSIT SHELTER

Transit shelters provide refuge and respite to riders while they wait. Shelters can range from a covering over a bench to an enclosed, climate controlled room to protect riders from harsh weather (pictured).



## TURNAROUND

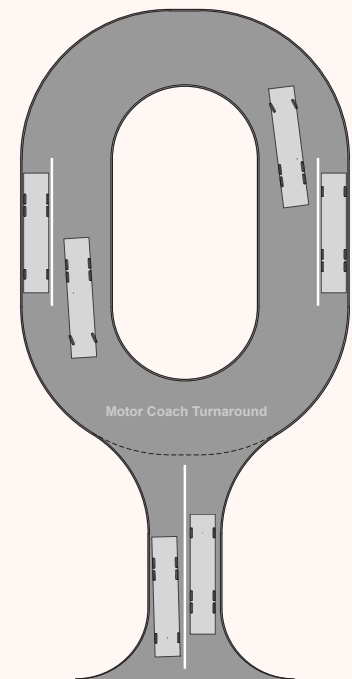
### Existing Turnaround

The site has a turnaround that is sized to accommodate shuttles and small buses. It is equipped with motor vehicle parking that can serve multiple purposes (restroom/kiosk access, drop-off/pick-up). Additional transit or private vehicle parking could be provided.



### Motor Coach Turnaround

A turnaround to accommodate 40-foot motor coaches has a larger footprint. The one depicted has curbside space, along with a circulating lane and can serve shuttles and buses, as well. Private vehicle parking could be attached to this



## PULL THROUGH

A transit pull-through facility requires the transit vehicle to depart the roadway and provides internal roadway curbsides or parking areas for boarding/alighting and driver layovers. These can be isolated from motor vehicles to avoid conflicts and improve operational efficiency.

**No specific icon for this element. A typical roadway is 20-24' wide. Annotate the map to add this location.**



## OTHER ELEMENTS TO CONSIDER

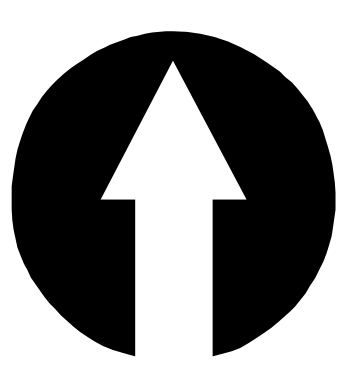
The Mobility Hub building blocks in this catalog are not comprehensive. As you bring your Mobility Hub to life, you may wish to annotate the map with additional amenities or facilities. Some considerations are listed here.

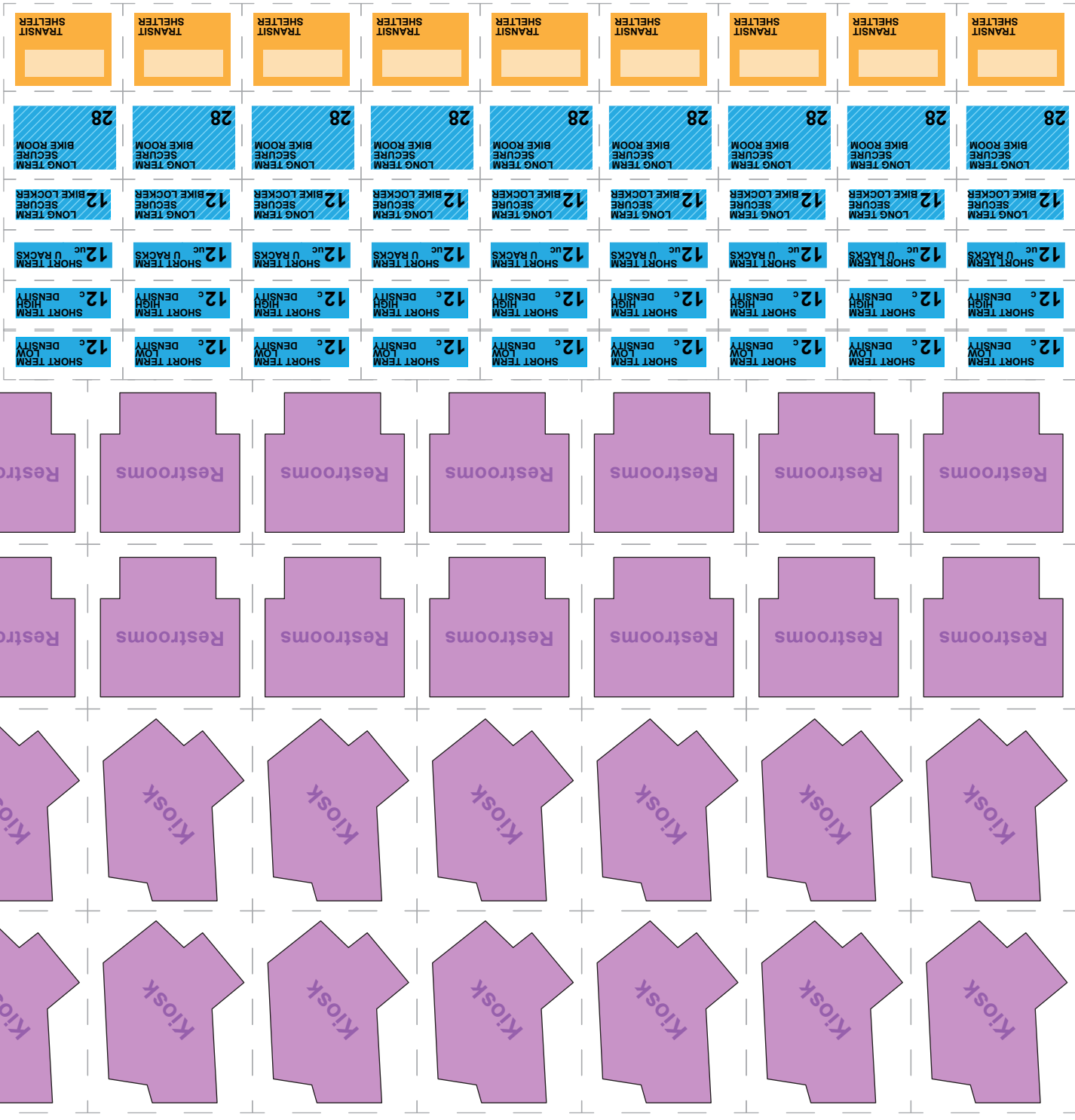
- Lighting
- ADA parking
- Benches
- How does your design impact the safety and security of users?
- How does your design impact the “view corridors”?
- What other uses do you imagine accommodated on site - and what facilities or amenities should be present to support those uses (e.g. a coffee stand, food trucks, etc)?



Sisters East Portal Transportation Hub  
Master Plan Concept Development Workshop

Appendix C: Basemap and Cutouts





Covered, Short Term -- 12 bikes (6 U Racks)

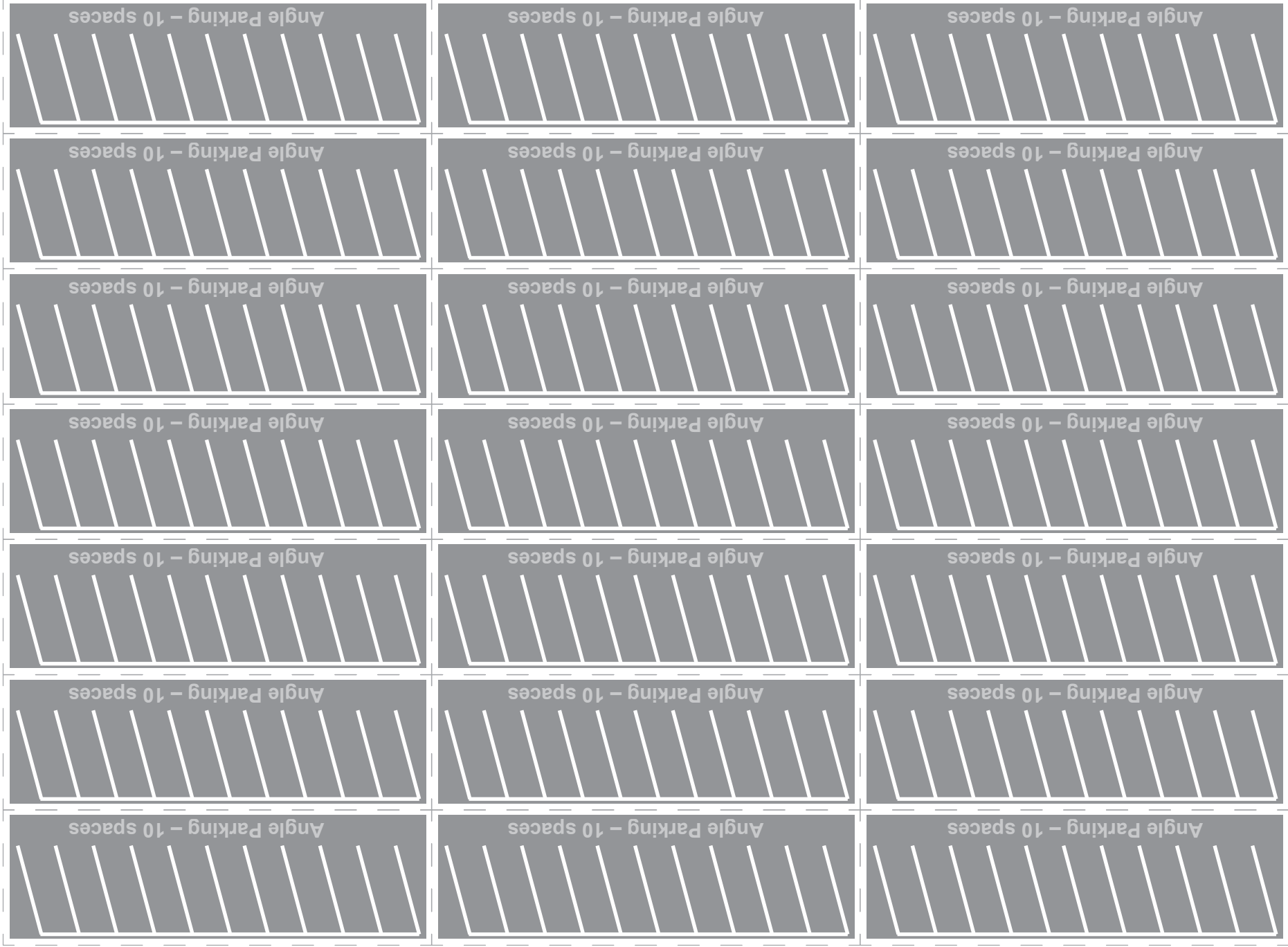
Covered, Short Term, Vertical Option -- 12 bikes, 65-7/8 wide x 94" high x 19 1/4 wide

Short Term, Uncovered (U-Racks) -- 6 bikes -- 84" long, 168" long (assuming 36" on each side and 48" between each rack)

Secure bike Locker -- 4 Bikes, 2 Boxes -- 80" long by 74.5" wide (each door is 29"). Secure bike lockers can often, depending on the design, be stacked to allow for vertical use of space.

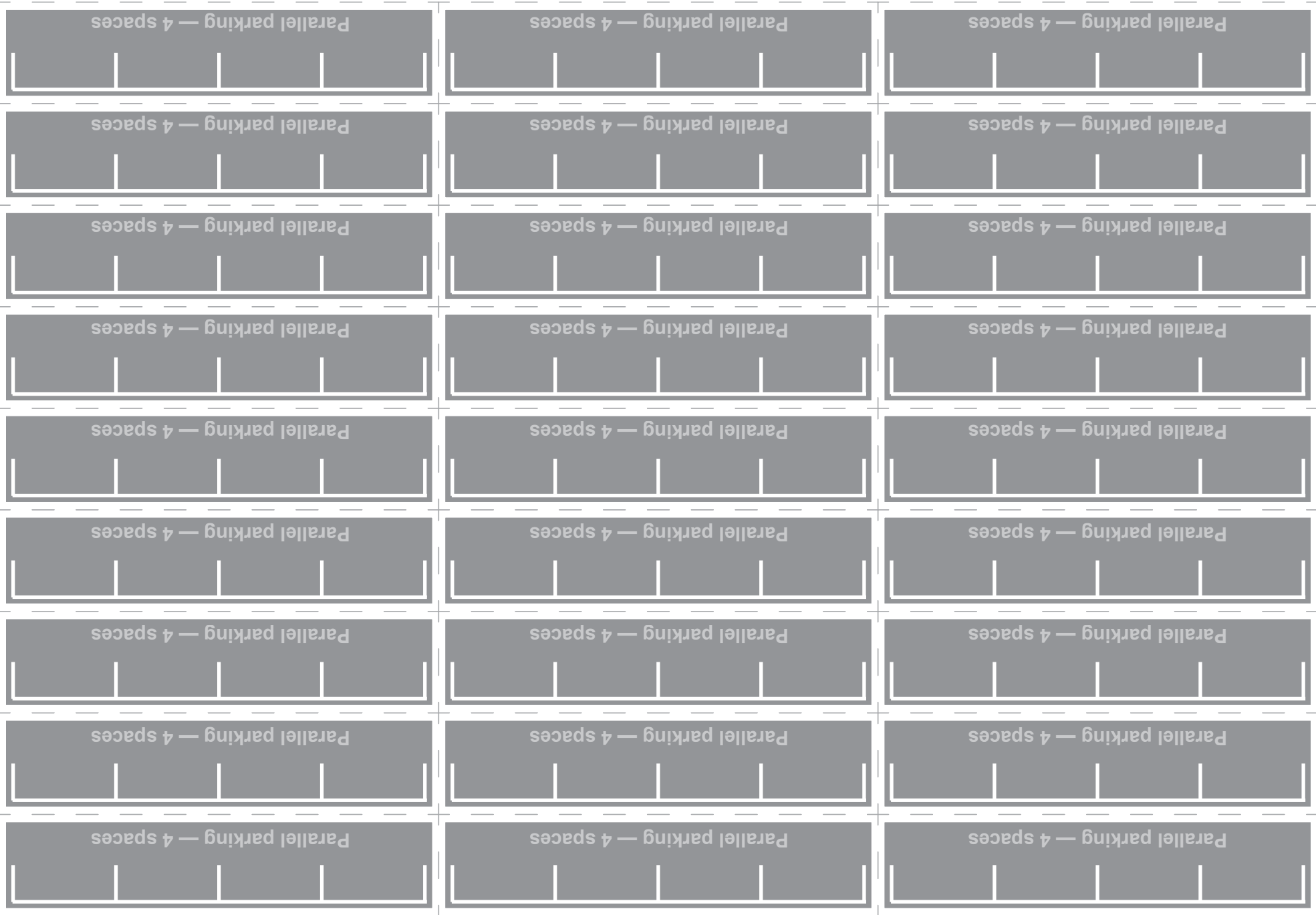
Long Term, Secure (Bike Room) -- 28 bicycles, 3900mm (154"), 6500mm (256"), 3500 high (138")

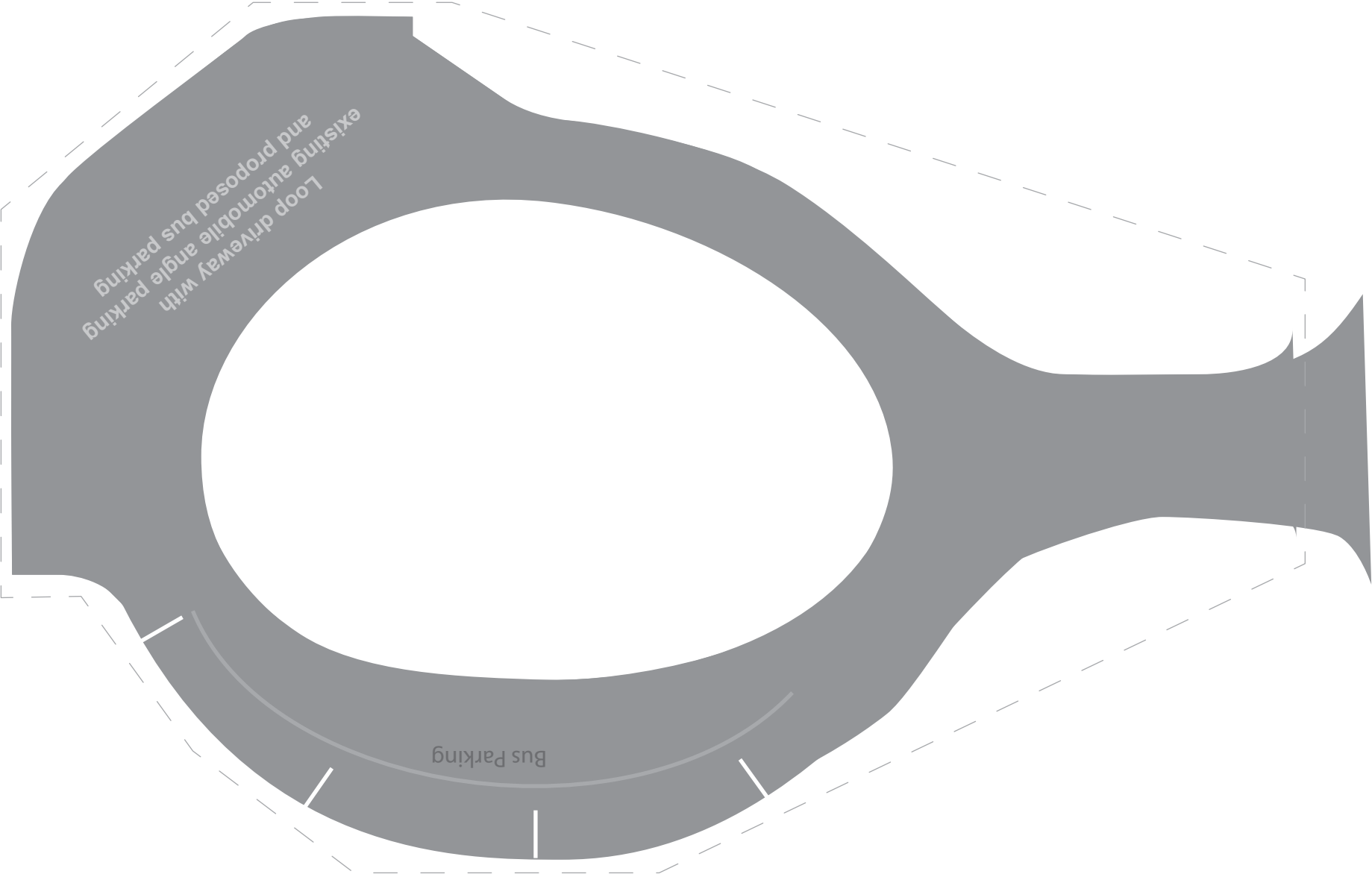
Transit Shelter -- 15 x 20'



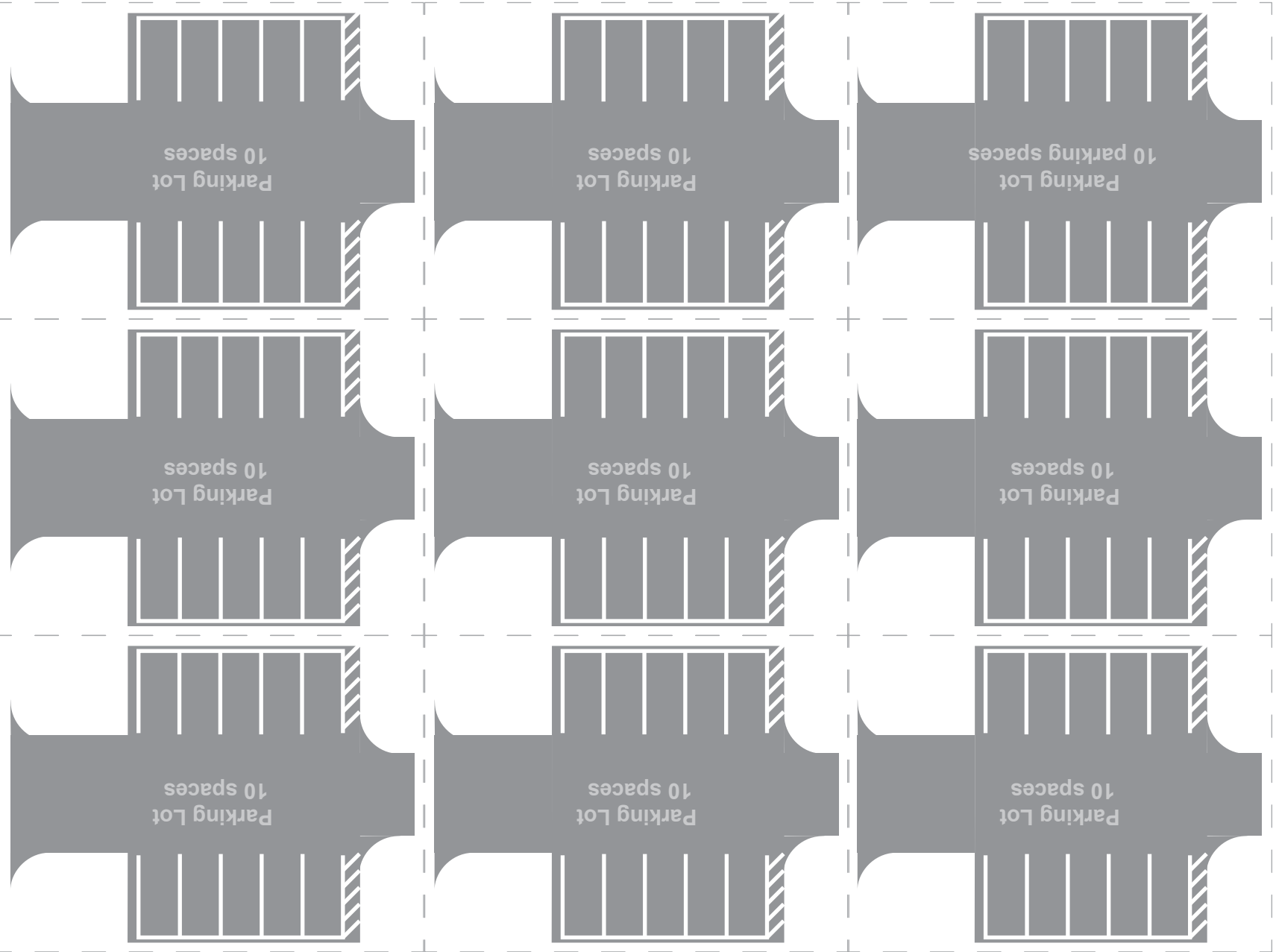
SCALE: 1 inch = 30 feet  
Angle Parking -- 9' x 20' parking space, x10, approx 100 ft curb length



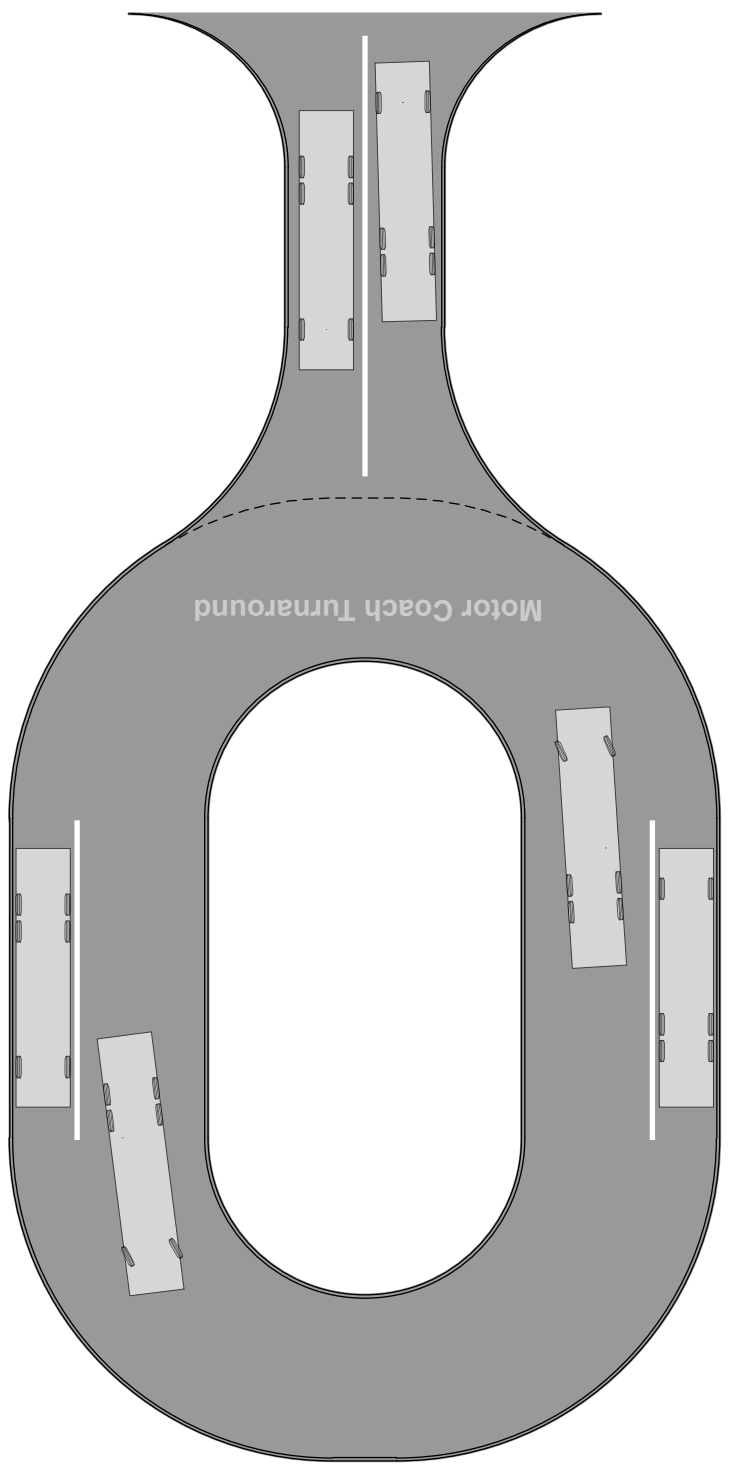
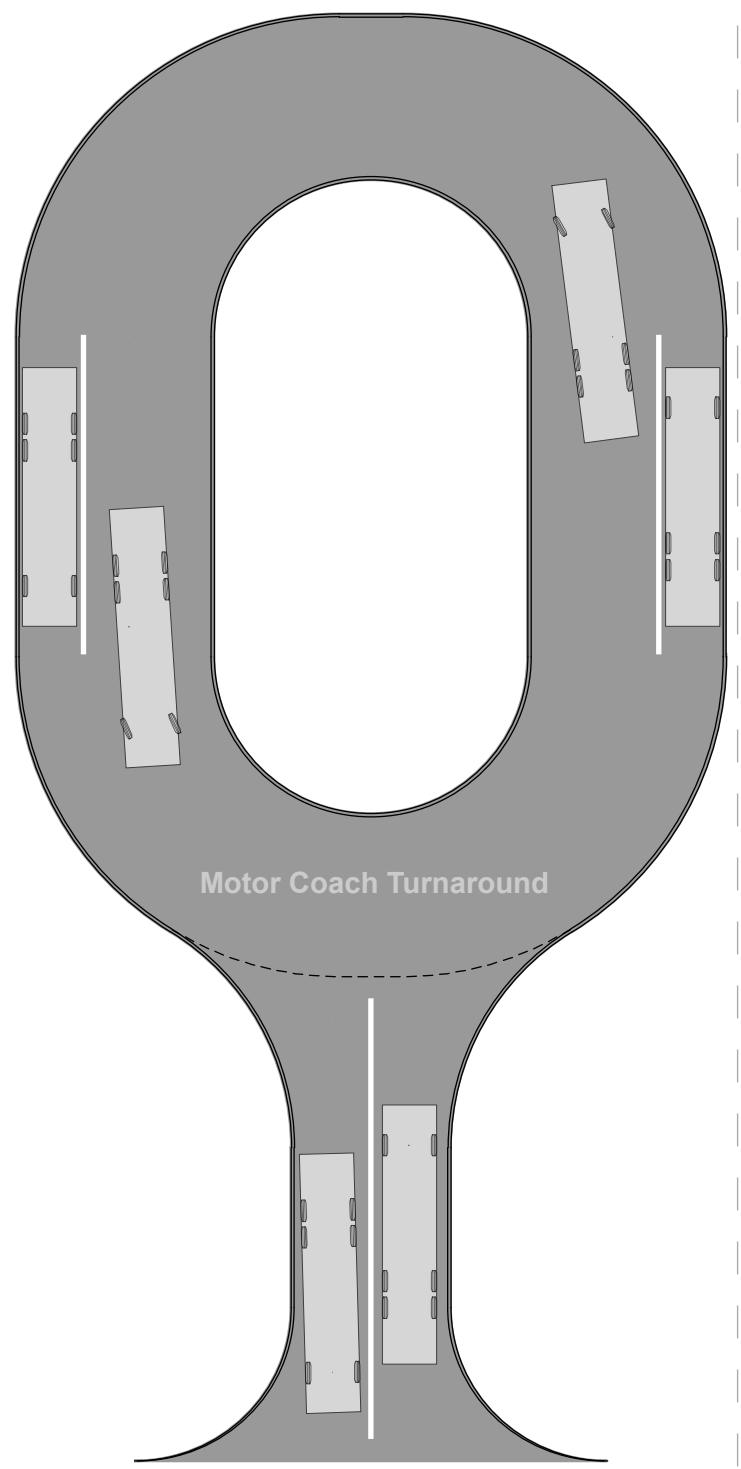












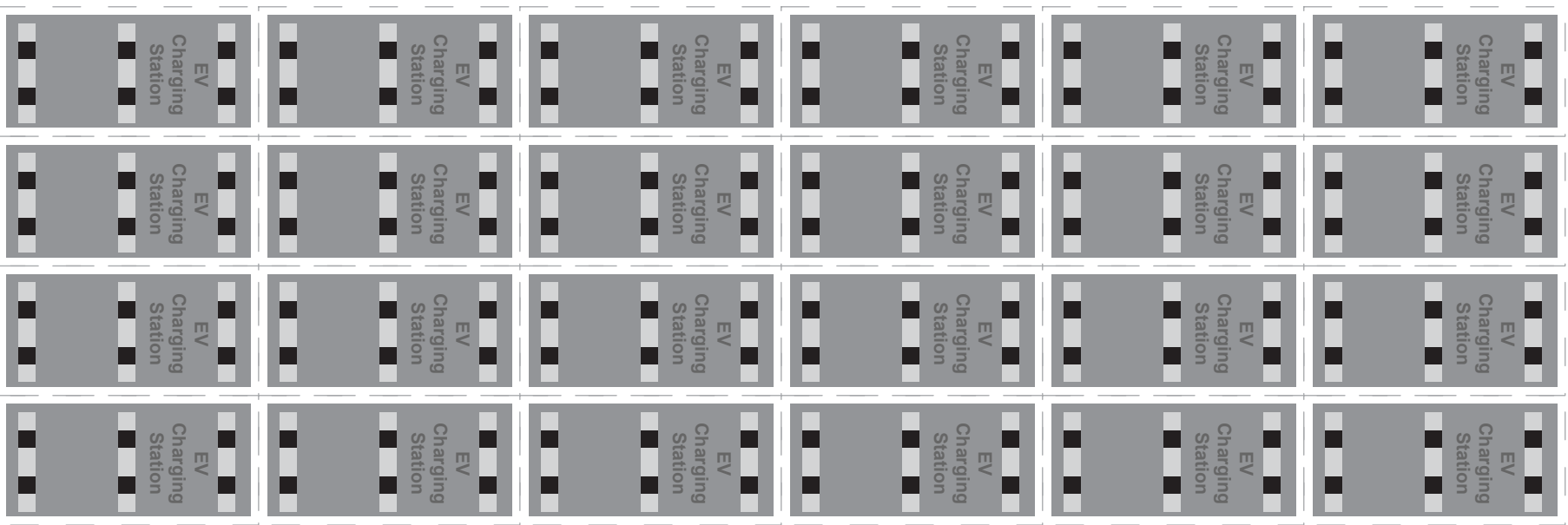
30

15

10

5

1



Sisters East Portal Transportation Hub  
Master Plan Concept Development Workshop

Appendix D: Stakeholder Notes

# STAKEHOLDER NOTES

## TABLE 1



# A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.

## BALANCING PRIORITIES WITH DESIGN

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

- Scenic Bike Route Parking
- Dedicated Bus Loop
- RV Parking adjacent to bus loop
- Bus stop
- EV Charging
- \* Open space w/ ped paths
- Short term parking
- Park-n-ride

For each element:

Who is your target user? What type of trip does it serve?

- Tourists - Park and walk to downtown
- Commuters - Bus access
- Long Term Parking - Park-n-ride
- Regional Bus Stop - Long term

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?

- Scenic Bikeway Parking
- Bus Stop on Hwy 20 (west side)
- EV charging
- Retain Open Space/View Corridor
- Short term tourist parking



Felicity Ln

SHOONAVE  
consisting of  
parking

Natural  
Space

Future Crossing  
Location

Transit  
Parking

Circle Drive

Dedicated  
bus  
space  
Pickup  
Dropoff

EV  
Parking

Transit  
Services

Restrooms

Kiosk Area

Community  
Labyrinth

Long Term  
Park n Ride  
Park n Ride

Short Term  
Parking

Short term  
Parking

Cascades Mountains  
View Corridor

HIGHWAY 20

HIGHWAY 242

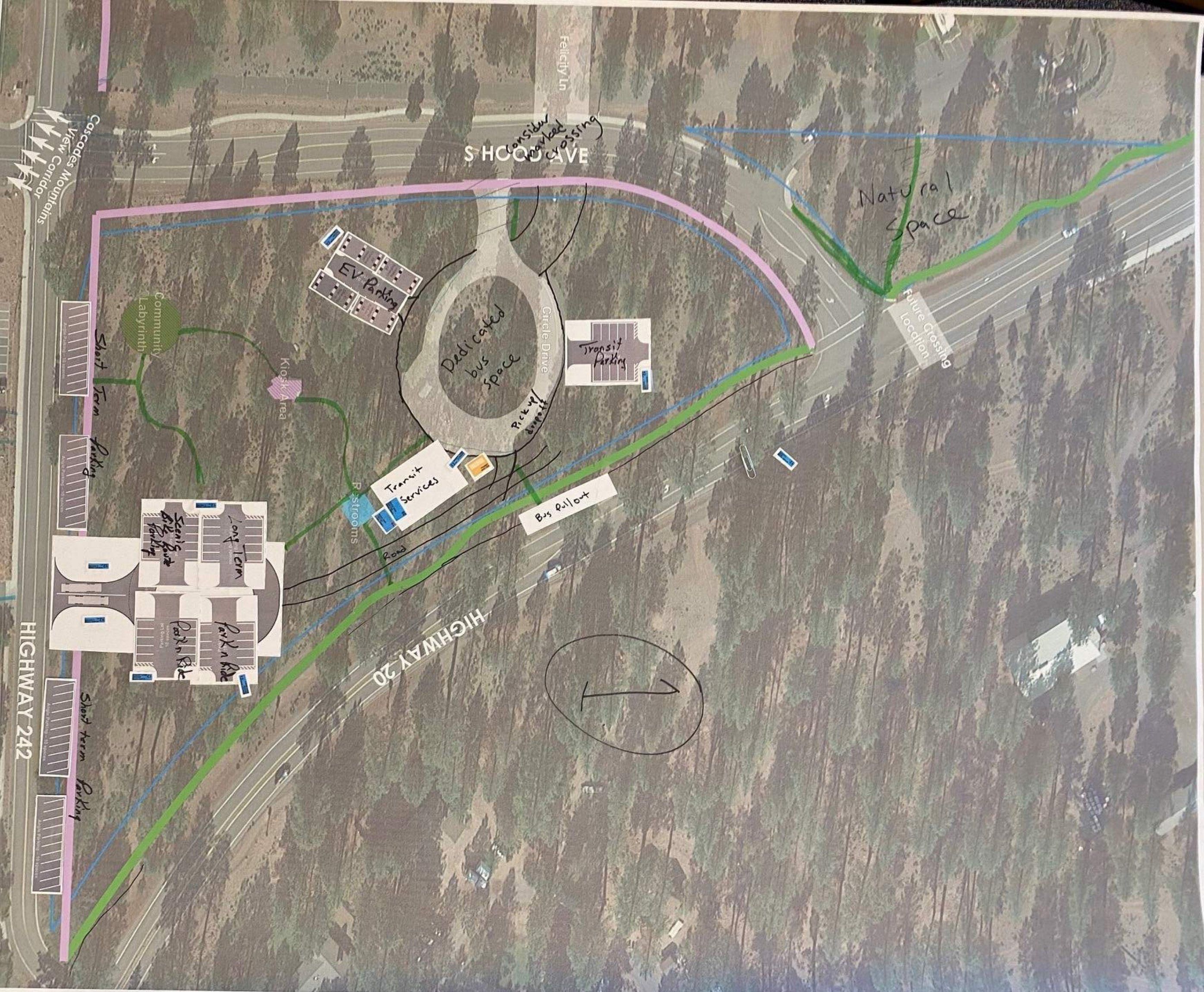
**KITTELSON  
& ASSOCIATES**

Existing Paths    Property Boundary  
Planned Paths/Sidewalks

0    120    240  
Feet







S HOOD AVE

Natural Space

Future Crossing Location

Dedicated bus space

Transit Parking

EV Parking

Transit Services

Bus Pullout

Restrooms

Kiosk Area

Short Term Parking

Long Term  
Park n Ride  
Park n Ride  
Park n Ride

HIGHWAY 242

1

Cascades Mountains View Corridor

Felicity Ln

Circle Drive

Pickup/Dropoff Area

# STAKEHOLDER NOTES

## TABLE 2



2

Felicity Ln

SHOOD AVE

HIGHWAY 20

HIGHWAY 242

Cascades Mountains View Corridor

Community Labyrinth

Kioski Area

rooms

Food Cakes

Future Crossing Location

Bio Share

Sawtooth



## A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.

### BALANCING PRIORITIES WITH DESIGN

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

- Triangle area too congested for long haul trucks & not desired near transit/park
- Food carts, EV charging + parking on triangle
- Preserve view + enhance by labyrinth
- Transit riders will use restroom

For each element:

Who is your target user? What type of trip does it serve?

- Rest stop / restroom for ppl traveling over pass
- Transit users
- Bikers / Tourists needing parking, wayfinding
- Residents - safe, not "overrun"
- closed but not opaque bike boxes

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?

- what kind of access do we have off Bi-Mont done? need access agreement
- sawtooth design good. transit driveway flexible as long as ingress/egress
- Wayfinding around site + into city
- want attractive amenity, not just a bus stop
- Good lighting (compliment w/ dark streets - lighted pathways)

2

**A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.**

## **BALANCING PRIORITIES WITH DESIGN**

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

For each element:  
Who is your target user? What type of trip does it serve?

- Drop off - SRAA	- Dark Sky lighting
- Transit & Streets	- Trash handling
	- Tour Hub.
	- Bunches - handle
	-

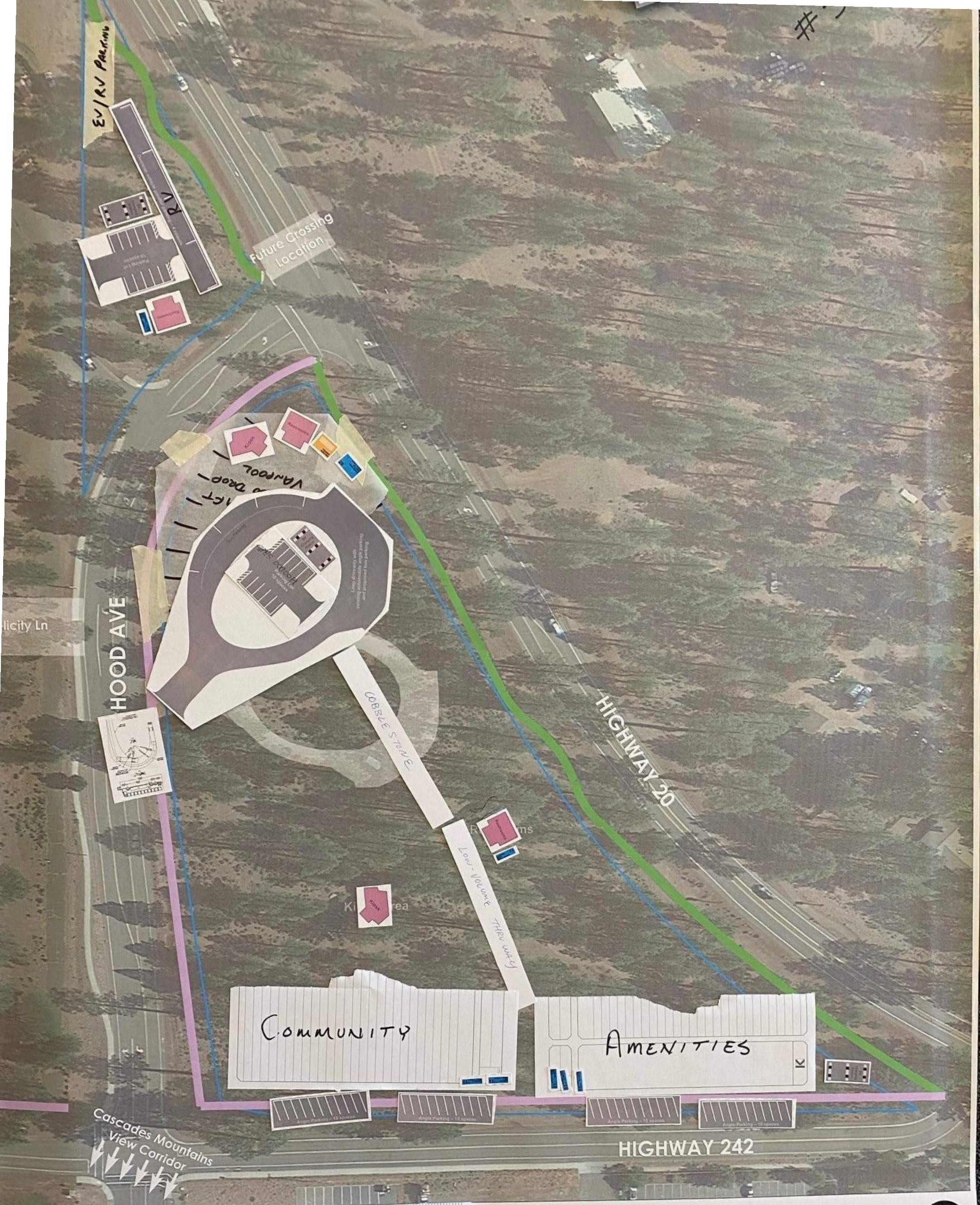
Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?



2

- Trash.
  - highway - Drink Skys
  - Saltone - Transients
  - \$\$\$ - coffee kiosk - Add some for City Business
  - Vending
  - CAR CHARGES -
  - Bike Storage
  - Pacific Coast Trail
  - Snow Bus to Hoodo
  - Snake Butte Shuttle
  - Airport Shuttle
- Toves
- 15 to 20 signs, including

**STAKEHOLDER NOTES**  
**TABLE 3**



HOOD AVE

HIGHWAY 20

HIGHWAY 242

COMMUNITY

AMENITIES

Cascades Mountains View Corridor

Future Crossing Location

EV/RV Parking

Kitchen area

Low-volume

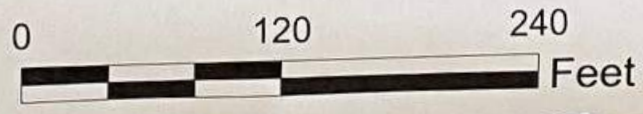
Highway 20

Angle Parking - 10 spaces

Angle Parking - 10 spaces

Angle Parking - 10 spaces

Angle Parking - 10 spaces



KIT & AS

SISTERS MOBILITY

MOBILITY CONCEPT



2022





Future Crossing  
ation

Ter  
KIT & A

Felicity Ln

S HOOD AVE

HIGHER  
EV Charging Station

Restrooms

Kiosk Area

Community  
Labyrinth

EV Charging Station





KIT & AS

**SISTERS MOBILITY**

A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY. — *Understanding a separation of over key*

**BALANCING PRIORITIES WITH DESIGN**

For each element:

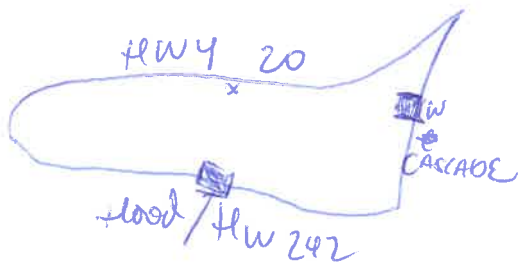
- What is your target user? What type of trip does it serve?
- How does your design support your target user's needs? How does your mobility hub balance user types and transportation modes? Does it meet your regional goals? Does it balance or improve local or regional goals? What types of trips are you trying to encourage?
- How does your design support your target user's needs? How does your mobility hub balance user types and transportation modes? Does it meet your regional goals? Does it balance or improve local or regional goals? What types of trips are you trying to encourage?

**SISTERS MOBILITY HUB CONCEPT**

2022

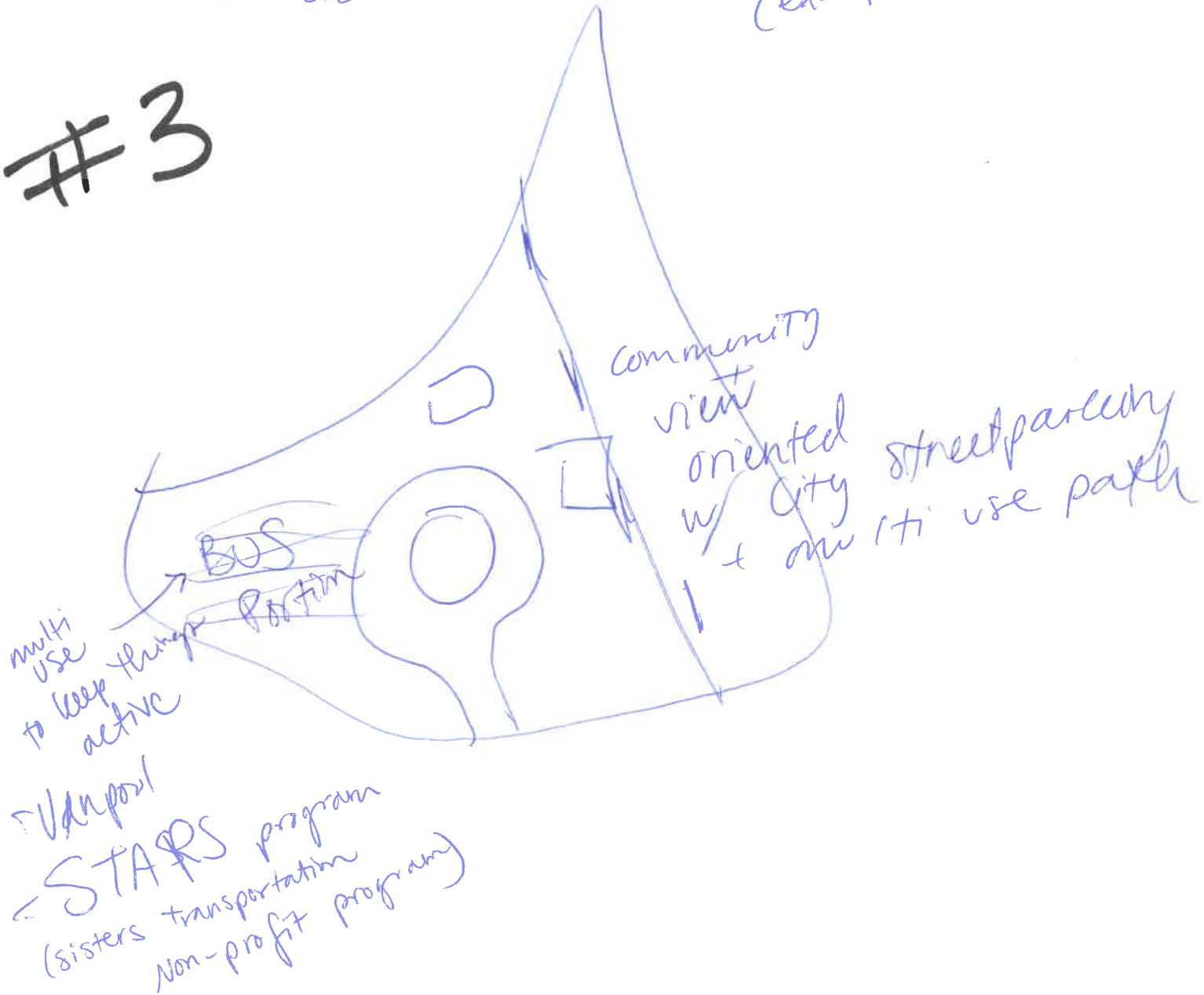
Yellow tape and various pens (blue, black, green) are visible on the desk surface.

# City Access Control for West Cascade (old McKenzie Hwy)



★ Village Green  
Shower Facilities  
(example/precedent)

## #3



↳ Vanpool  
↳ STARS program  
(sisters transportation non-profit program)

BY:	
DATE:	08/30/22

#3	PAGE No.
----	----------

## Brainstorming

- Wayfinding + Distinct separation of uses
- Community Centered uses + view corridor preservation (south edge)  
Tree Buffer. Sports Courts.
- Amenities: BR w/ Showers, Transit Shelter

↳ Security: increased security during "quiet hours" before opening + after closing  
- "Camp host" on site  
Seasonal camp host (for future concepts?)  
Overnight uses

- Bus + multi-agency transportation providers at North portion of "central" parcel

## DRAFTING

- Adjust Loop + active loading to more north



BY:	
DATE:	

	PAGE No.

### ① + Natural Space

- for the pie
- + Bus Off Ramp (US20)
- + Keep Turnaround
- + Internal Road Connections
- + Versatility of interconnectivity
- + Need for Regional Bike Parking
- + Protected View Corridor
- + Mixed-Use Lighting
- + 24/7/365

### ② Preserve Open Space

- + Protect View Corridor
- + Flow: thru, One Way
- + Pie: Restroom / Food Court / Welcome
- + Perpendicular Parking on 242
- + Flow was a driver

### ③ Community Amenities

- + Bike Parking w/ showers
- + Transit Consolidation
- + Pie: RV + EV
- + Disbursed EV;

Bike Share  
Truck Parking  
Priorities



BY:	
DATE:	

	PAGE No.



Restroom: \$250K Construction

Future: Electric Buses

Hested S/W

Good Ped/Bike Connections

Invite Activity Year Round

Wayfinding

*flexible parking → partner w/ SPD?  
or drop off format*

3

**KITTELSON & ASSOCIATES**

1001 SW Emkay Drive, Suite 140  
Bend, OR 97702  
P 541.312.8300

*"waiting garden"*

# MEETING AGENDA

*"future proof a site for growth"*

Project# 27741

*North Cascade Mall Area?*

August

*\* Preferred not to have public art \**

Project Name: Sisters Multi-Modal Transportation Hub Concept Plan

Meeting Location: Sisters City Council Chambers

8:30 AM Welcome & Introductions

Troy Rayburn

8:40 AM Project Purpose, Background, & Context – e.g. Importance of Transportation Hubs & Travel Demand, ODOT Agreement, Outcomes, etc.

Matt Kittelson, Troy Rayburn, & Andrea Breault

*↑ mobility hub funded for Bend*

8:50 AM Review of Agenda – Concept Workshop Overview

Matt Kittelson

*"Sawtooth"*

Create Concept Workshop Working Groups with Balanced Distribution of Perspectives

*Design for mobility hubs in Redmond (2018) Sense of place for Community Connectors*

9:00 AM Concept Workshop

Team

-Review Needs Analysis & Design Criteria

-Presentation of site objectives (e.g., what facilities should be provided? What options do we have for amenities, access, etc.?)

*(\*)*

*Cascade East Transit (CET)*

-Each participant will have an opportunity to work in groups to use tools to layout multiple site layout options. (1-1.5 hour work session)

*2040 Transit Dev Plan Adopted Aug 2020*

-Consultant team to support each participant, answer questions, provide input, etc.)

*Timber Line Gov Camp Mobility Hub Shuttle*

10:30 AM Report Out

Matt Kittelson

-Review of concepts developed

-Initial feedback and input from group

11:00 AM Next steps and meeting close

Matt Kittelson & Troy Rayburn

Anthony Ferro  
Pacific Crest

**A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.**

3

## BALANCING PRIORITIES WITH DESIGN

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

Future planning 3 bus turnaround rather than  
Ex. 2. Flow through for 45' Hoodoo shuttle  
Plan for future EV bus charging

For each element: EV charging in multiple Areas increases  
Who is your target user? What type of trip does it serve? traffic which decreases  
Certain behavior

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?

Empty box for notes.





- Save \$ by keeping facilities close to what it is
- Leave room for growth Phased in
- Tree Buffer - Pickleball Court

**A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.**

- wayfinding + separation of uses key

### **BALANCING PRIORITIES WITH DESIGN**

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

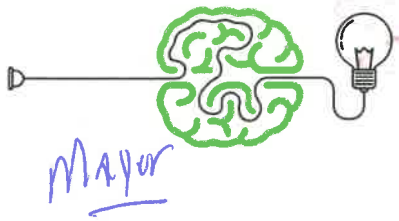
3

For each element:

Who is your target user? What type of trip does it serve?

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?

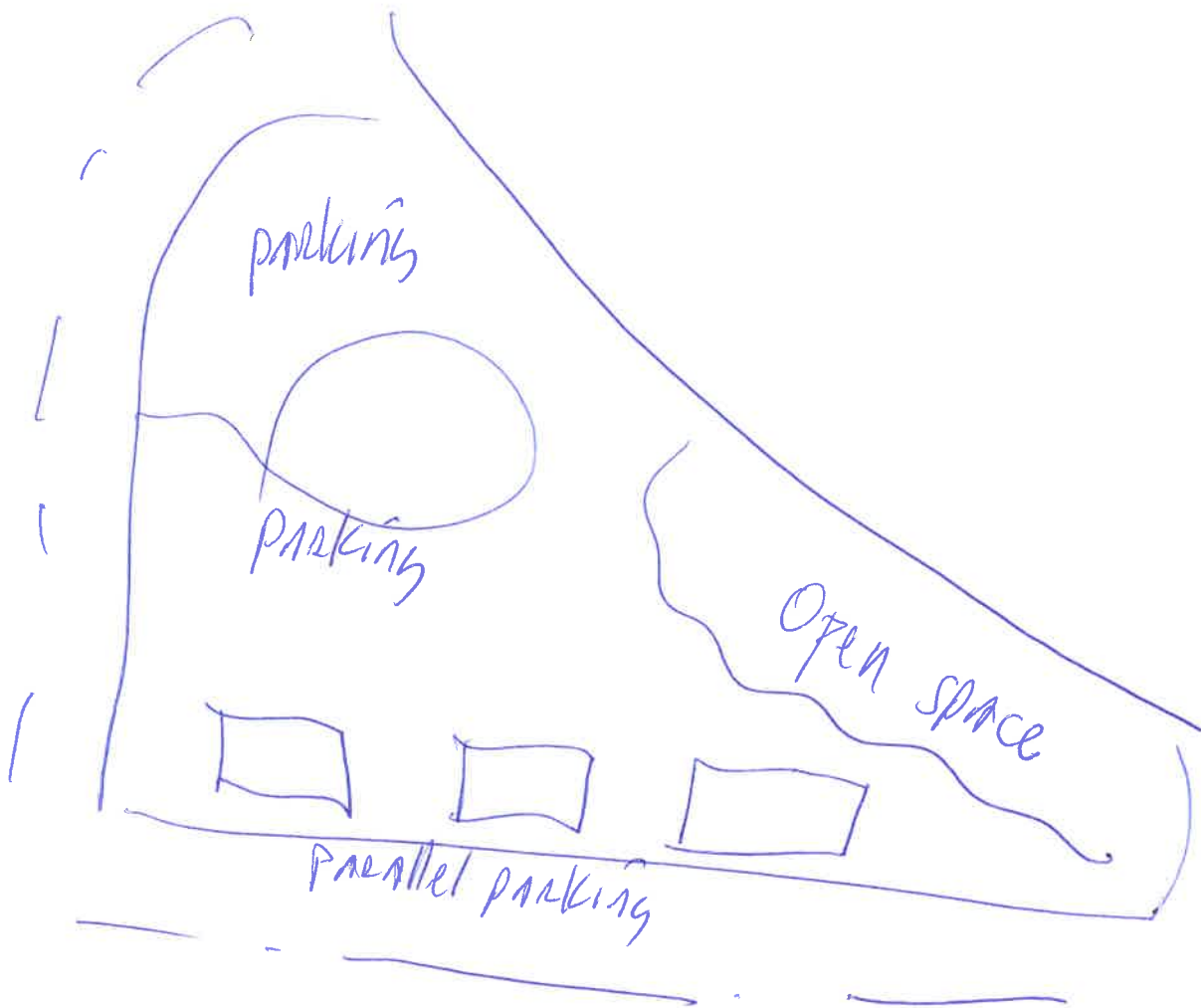




Noodle on it! Use this page to jot down notes, sketch your dream site, or leave comments on the exercise.

3

Would like Auxiliary uses such as sports courts. 2/4 pickleball, 1/2 basketball courts + 1/2 tennis courts along south end. w/ parallel parking across from



# A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.

## BALANCING PRIORITIES WITH DESIGN

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?

1. Fully functioning transportation hub.  
2. City public amenities.

For each element:  
Who is your target user? What type of trip does it serve?

Both commuters + local.

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?

It will.




- Save \$ by keeping facilities close to what it is
- Leave room for growth Phased in
- Tree Buffer - Pickleball Court

## A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE TRANSPORTATION NETWORK CONNECTIVITY AND INDIVIDUAL MOBILITY.

- wayfinding + separation of uses key

### BALANCING PRIORITIES WITH DESIGN

Use this space to jot down some thoughts about what your goals are for the site. Do you want to serve more local or regional uses? What types of trips are you hoping to encourage?



For each element:  
Who is your target user? What type of trip does it serve?

Consider the design elements you've chosen to implement on site. How does your Mobility Hub balance user types and transportation modes? Does it meet your original goals? Does it balance or prioritize modes?



# **APPENDIX C**

# Technical Memorandum

December 5, 2022

Project# 27741

To: Jackson Dumanch, Public Works Project Coordinator  
City of Sisters  
520 E. Cascade Ave  
Sisters, OR 97759

From: Matt Kittelson, PE; Phill Worth; Allison Woodworth; Grace Carsky

RE: Sisters East Portal Transportation Hub Master Plan  
Public Open House Feedback Summary Report

## INTRODUCTION

The City of Sisters (City), supported by Kittelson & Associates, Inc. (Kittelson), is developing a conceptual master plan for the East Portal Mobility Hub. The hub will be located on recently purchased City property between West Hood Avenue, US 20, and Cascade Avenue. In August 2022, the project team and key stakeholders participated in a concept development workshop to gather important feedback to develop design alternatives for the future East Portal site. The outcomes of that workshop resulted in three design alternatives which were refined and presented at an open house in November 2022. The feedback solicited as a result of the public open house will be used to inform the selection and refinement of a preferred alternative. City staff and the project team will work to develop the preferred alternative in early 2023 for consideration by the city of Sisters Public Works Committee and City Council.

The memorandum summarizes the information presented at the Open House and feedback received.

The following sections will discuss:

- Open House Structure
- Feedback Summary
- Next Steps

Appendices:

- Appendix A: Press Release & Flyer
- Appendix B: Comments Received
- Appendix C: Boards Displayed at Open House

## OPEN HOUSE STRUCTURE

The East Portal Concept Plan Open House was held November 16, 2022 in the City Council Chambers. The public was invited to review three draft site concept layouts, connect with the project team, and share input to shape the vision of the future transportation hub.

The event was held as an open format with the proposed draft site concepts displayed on 32x40 boards throughout the room along with information on the project background, schedule, and site criteria. Each concept board included an annotated draft layout as well as a summary of how the proposed concept

met site criteria such as adequate space for transit parking and allocation of open space (Appendix C). The following section describes the public input generated from this event.

## FEEDBACK SUMMARY

Participants were encouraged to provide feedback via public comment forms provided at the event. The forms provided the opportunity for the community to describe what elements they liked or would prefer to change about each concept. The team received 31 responses (Appendix B). High level summary of feedback received is provided below for the site criteria and each of the three draft concepts (Figures 1-3).

### Input on Site Criteria

Feedback across concepts was generally supportive of certain site elements:

- ▲ Support for EV parking/charging (5)
- ▲ Would like to see more amenities at the site (e.g., maps/signage of Downtown Sisters, restrooms, benches, covered parking) (5)
- ▲ Support for bike facilities (e.g., lockers/racks, e-bike charging, bike rental options) (3)
- ▲ Supportive of walking paths/walkable environment (3)
- ▲ Would like to see this station connect to transit options to/from Redmond/Bend/Eugene (2)
- ▲ Would like to change the name - "East Portal" in confusing and should be changed (2)
- ▲ Suggestions include "Stage Stop," "East of Cascades Portal"
- ▲ Would like to see a park for kids on site (2)
- ▲ Would like RV parking
- ▲ Would like an RV dump station
- ▲ Supportive of preserving green space
- ▲ Would like the site to follow Transit Oriented Development (TOD) guidelines
- ▲ Would like to see open space used for other events (e.g., farmer's markets, music, outdoor dining)
- ▲ Would like to see ADA compliant facilities

Some key concerns:

- ▲ Concerns about who is maintaining/patrolling parking to prevent abuse of long-term parking on the site (e.g., overnight parking, RV parking, future apartment residents using parking lots) (5)
- ▲ Concerns about ecological disturbances (e.g., cutting trees, habitat destruction, etc.) (3)
- ▲ Concern that the transit hub could take travelers away from downtown area and impact local businesses/economy (2)
- ▲ Concerns about traffic flow at site (2)
- ▲ Can concepts be posted on the city website for review?
- ▲ How is short/long term parking defined?

*The number in parenthesis indicates the frequency that the support/concern was raised.*

### Concept Specific Input

The public comment forms asked users what they liked and what they would change about each concept, but did not explicitly ask participants to rank the concepts against one another. However, some users still explicitly indicated their preferred concept. Those indications of a preferred alternative are listed below:

- ▲ Concept 1: 5
- ▲ Concept 2: 8
- ▲ Concept 3: 8
- ▲ No explicit choice: 10

High level feedback for each specific proposed layout is summarized in the following section.



Figure 1: Concept 1



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## Concept 1: Feedback Summary

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*The number in parenthesis indicates the frequency that the support/concern was raised.*

### ▲ Support/Likes

- Preservation of green space **(5)**
- Separation of transit station & parking **(4)**
- Distance between bus pullout and transit station **(2)**
- Support for proximity of restrooms to shelters
- Centrally located transit center
- Adequate parking
- Accessible paths

### ▲ Suggested changes/Concerns

- Separate loop entrances **(5)**
- Divides the green space up **(2)**
- Would like to see more parking **(2)**
- Losing the kiosk **(2)**
- Parking not ideal for transit
- No connection between parking on Cascade Ave to the sidewalk
- Would like to see ADA walking paths through green area
- Would like to see more bike parking

### ▲ Other Concerns

- Concerns about conflicts between transit site/parking lot access and traffic on S Hood Ave
- Concerns about lack of long term/RV parking

Figure 2: Concept 2



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## Concept 2: Feedback Summary

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*The number in parenthesis indicates the frequency that the support/concern was raised.*

### ▲ Support/Likes

- Preserving green space **(7)**
- Retaining the kiosk **(5)**
- More parking **(6)**
- One entry driveway to transit station **(4)**
- RV dump station **(2)**
- Separate short and long term parking **(2)**
- Separate loop for buses
- Likes parking entrance on Cascade Ave
- Likes parking on Cascade Ave
- Support for future use of green space to the north
- Likes walkways from parking to transit (would like to see more though)

### - Suggested changes/Concerns

- Too much parking/dislikes long term parking **(6)**
- Short term and long term parking are separated/ have separate entrances **(6)**
- Little green space/asphalt visible from HWY 20 **(3)**
- Include signage on Hood Ave/Hwy 20 ("Welcome to Sisters") **(3)**
- Distance from bus pullout to transit station – needs another path
- Distance from kiosk to restrooms and parking lots
- Traffic flow at the site

### ▲ Other concerns

- Concerns about lack of long term/RV parking **(2)**
- Concerns about all traffic only having one entrance/exit point and conflicting traffic with other developments
- Switch transit station with short term parking so long term parking can be directly connected to the transit center

Figure 3: Concept 3



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## Concept 3: Feedback Summary

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### ▲ Support/Likes

- Separate entrance and exit out on S Hood Ave & Cascade Ave/one-way route **(8)**
- Preserved green area **(4)**
- More parking/future parking **(4)**
- Support for traffic not impacting surrounding developments **(2)**
- Single parking lot
- Transit Shelter
- Bus pull-out area

### ▲ Suggested changes/Concerns

- Divides green space **(2)**
- No long term parking **(2)**
- Would like to see future possible parking turn into long-term parking area
- Dislikes the 2-way entrance that turns into 1-way for buses
- Would like to see paved entrance to drop-off/pick-up
- Dislike parking on Cascade

### ▲ Concerns

- Parking and exit on Cascade could impede traffic **(3)**
- Reduced greenspace if parking was expanded **(2)**
- Crossing bus lane to get to the restrooms

## NEXT STEPS

The project team and City staff will consider the feedback received to develop a Preferred Concept in early 2023. The preferred concept is expected to be a blend of the most supported and effective elements presented within the 3 initial site concept alternatives presented for public feedback. The updated concept will be presented to the Public Works Advisory Committee for consideration potential recommendation to the City Council.

## Appendix A - Press Release & Flyer



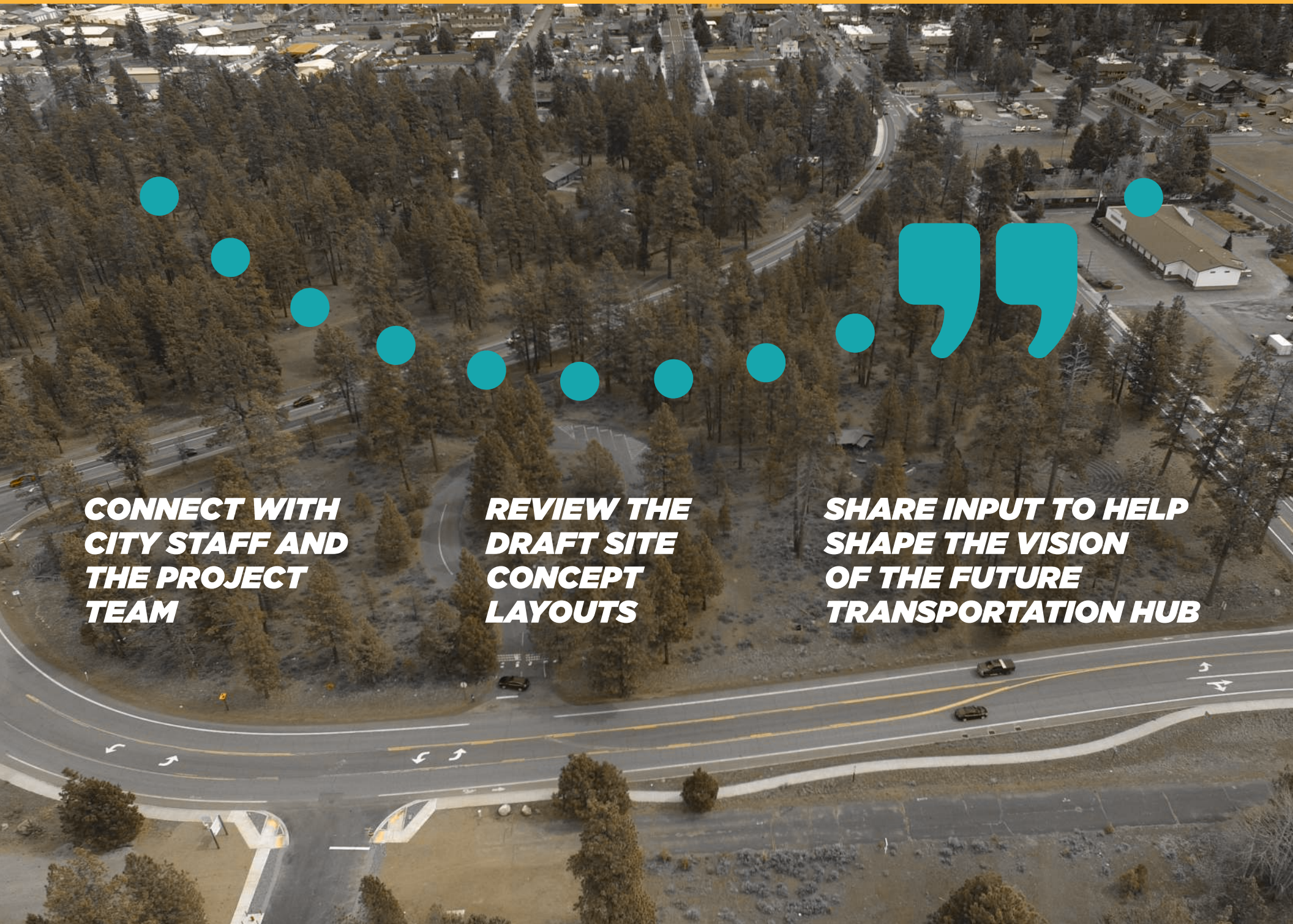
**YOU'RE  
INVITED!**

# **EAST PORTAL CONCEPT PLAN OPEN HOUSE**

Wednesday, November 16  
4:00-7:00 PM

Sisters City Council Chambers

*REVIEW THREE DRAFT SITE CONCEPT LAYOUTS*



**CONNECT WITH  
CITY STAFF AND  
THE PROJECT  
TEAM**

**REVIEW THE  
DRAFT SITE  
CONCEPT  
LAYOUTS**

**SHARE INPUT TO HELP  
SHAPE THE VISION  
OF THE FUTURE  
TRANSPORTATION HUB**





## PRESS RELEASE

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

### FOR IMMEDIATE RELEASE

November 2, 2022

### Media Contact:

Jackson Dumanch  
Project Coordinator  
541-323-5220  
[jdumanch@ci.sisters.or.us](mailto:jdumanch@ci.sisters.or.us)

### City Encourages Public Input on Concepts for East Portal Site at Open House

SISTERS, Oregon – The City of Sisters, through a funding grant from ODOT, is developing concept plans for the recently acquired East Portal site.

The community is invited to participate and help shape development of the site by giving feedback on the draft concept layouts. Participants will be able to see the three concepts, connect with City staff and the project team, and share input.

The purpose of the concept plan is to provide a clear vision for how the site could be modified to operate as a transportation hub for the community. The concept plan will serve as the basis of forthcoming design and construction efforts as the site is developed in the future.

Past events have included a site walk and an interactive concept development workshop.

The concept development process to-date has included robust engagement from local and regional providers, including participation from ODOT, transit providers, community safety officials, and various representatives from City of Sisters community committees.

All concepts developed to-date strive to balance future site uses and new amenities that could be provided on-site with features that exist today. Specifically, all concepts retain the existing restrooms onsite and the Community Labyrinth.

An in-person Open House will be hosted in Sisters City Council Chambers on Wednesday, November 16 between 4:00 – 7:00 PM.

###

## Appendix B - Comments Received

Appendix C -  
Boards Displayed at Open House



# SISTERS EAST PORTAL MOBILITY HUB OPEN HOUSE COMMENT FORM

Please remember to leave your comment forms with us or scan and email to Jackson Dumanch ([jdumanch@ci.sisters.or.us](mailto:jdumanch@ci.sisters.or.us)) by Wednesday, November 23rd.

OPTIONAL:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Leave concept specific feedback on the following pages. Additional input is welcome below.



**Additional Comment Space:**



# CONCEPT 1

What do you like about this concept?

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Are there any elements of this concept you would change?

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Other comments:

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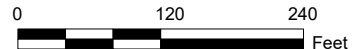
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- **Key Features:**
- Significant retention of contiguous natural space zones
- New additional driveway on S Hood Ave
- Bus pull out on Highway 20
- Removal/Relocation of Kiosk area
- Estimated parking provided: approx. 81 - 90 stalls



Existing Paths  
Planned Paths/Sidewalks



# CONCEPT 2

What do you like about this concept?

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Are there any elements of this concept you would change?

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Other comments:

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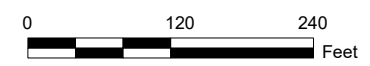
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- Key Features:**
- Significant retention of contiguous natural space zones
  - Single driveway on Hood Ave (shared by transit and personal vehicles)
  - New driveway on Cascade Avenue
  - Bus Pullout on Highway 20
  - Retention of existing community amenities (restroom, kiosk, labyrinth)
  - Estimated parking provided: approx. 140-150 stalls



Existing Paths  
Planned Paths/Sidewalks



# CONCEPT 3

What do you like about this concept?

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Are there any elements of this concept you would change?

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Other comments:

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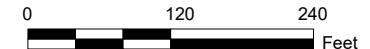
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- Key Features:
- Significant retention of contiguous natural space zones
- Single driveway on Hood Ave (shared by transit and personal vehicles)
- Bus pull through from Hood Ave with sawtooth bus bays to new driveway on Cascade Avenue
- Bus Pullout on Highway 20
- Retention of community labyrinth, kiosk, existing restroom
- Estimated parking provided: approx. 74-76 stalls



Existing Paths  
Planned Paths/Sidewalks





# **SISTERS EAST PORTAL MOBILITY HUB OPEN HOUSE WELCOME!**

- View proposed concepts**
- Engage with the project team**
- Provide feedback**

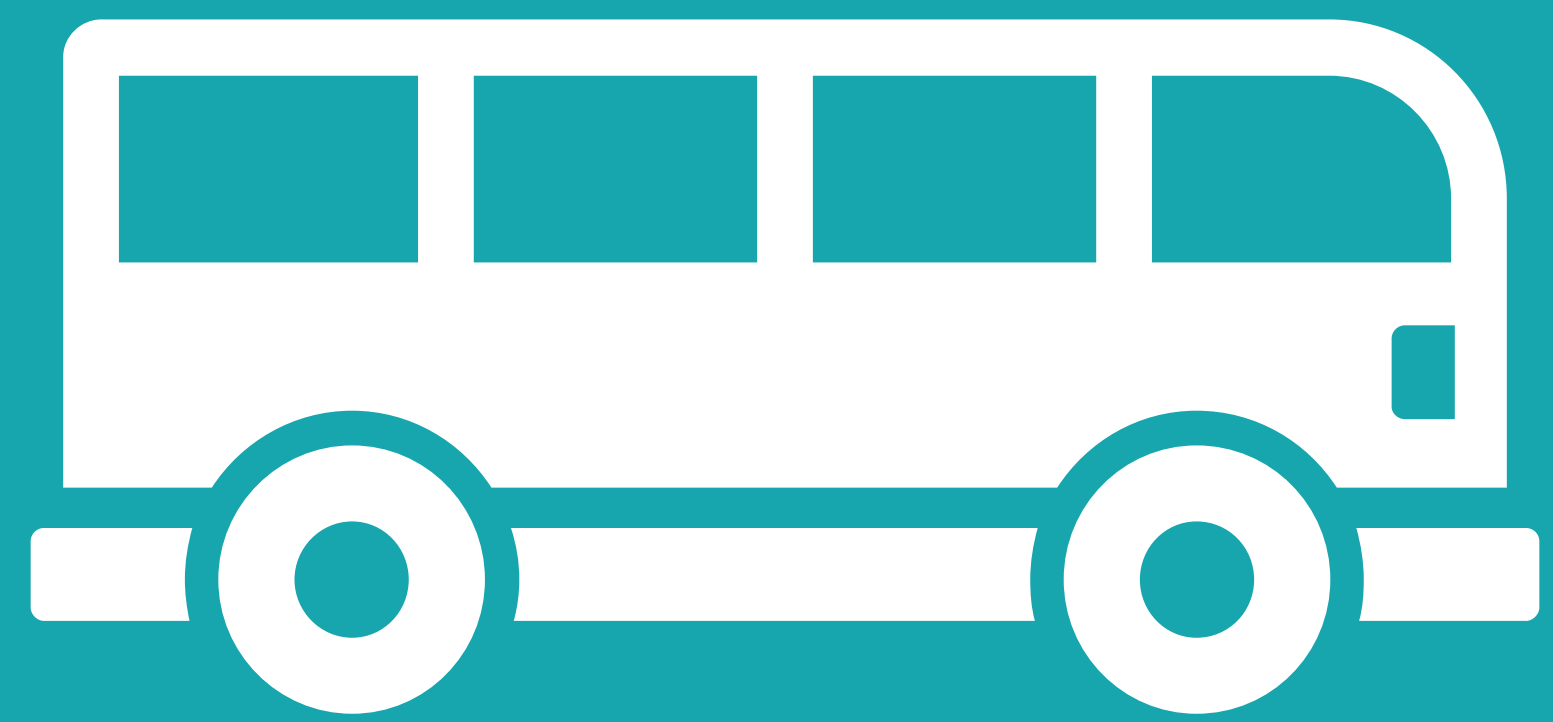




# Project Purpose

Develop a conceptual master plan for the East Portal Mobility Hub

Provide facilities that allow for access to public and private transit options, including the potential for interservice transfers



Expand and enhance the walking and biking facilities in the area, including to and through the site



Facilitate recreational activities and support economic prospects



Serve as a local amenity as well as a regional hub that meets the mobility needs of residents, employees, and visitors



**A MOBILITY HUB IS A PLACE WHERE MULTIPLE TRAVEL OPTIONS COME TOGETHER TO INCREASE NETWORK CONNECTIVITY AND USER MOBILITY.**



# Why East Portal?

## BACKGROUND

- Site recently purchased from Forest Service
- Site Concept work funded by STIF grant with ODOT
- Site identified as a transportation hub in CET Transit Development Plan

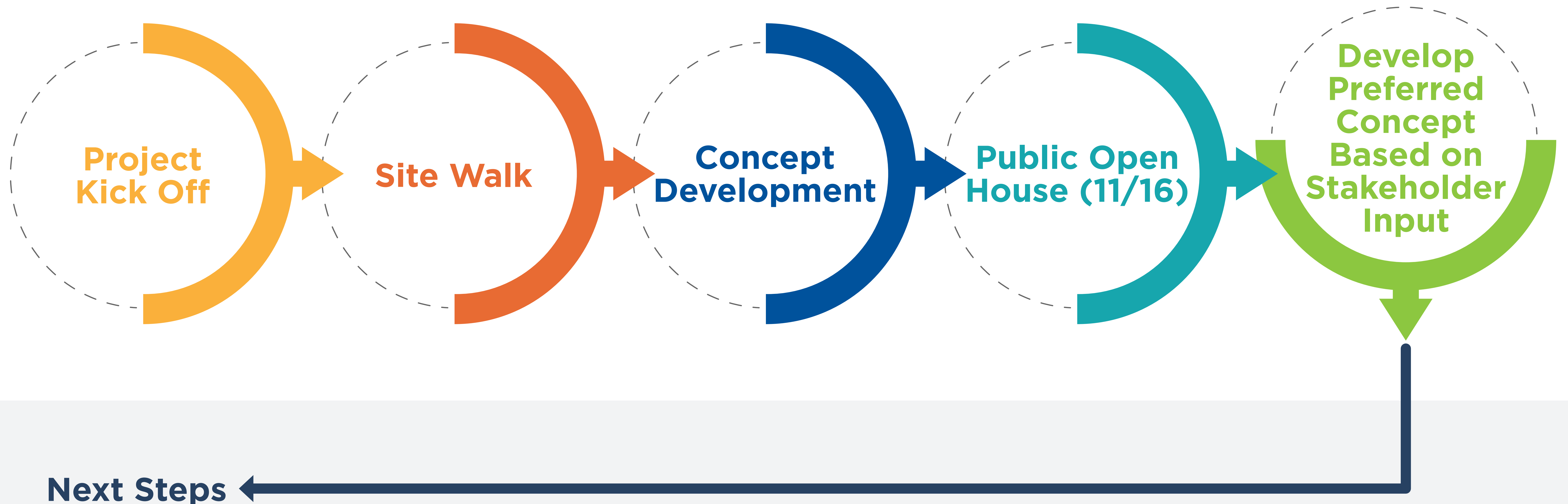
## OPPORTUNITIES

- Location
- Existing facilities
- Opportunity for expansion
- Builds towards overall infrastructure plan





# East Portal Concept Plan Process



## Next Steps

- Incorporate comments received
- Coordinate with key stakeholders on concept refinements
- Select preferred site concept for consideration by City Council
- City to work with partners on additional design and implementation steps



# DRAFT SITE CONCEPT REVIEW

- Grab a comment form**
- Review the site layout boards and the project team's preliminary evaluation of how each concept meets specified goals**
- Let us know in the comment form how you think each concept meets those goals & what you think works or what you would change about specific layouts**
- The project team will refine concepts based on your input**



# Site Criteria

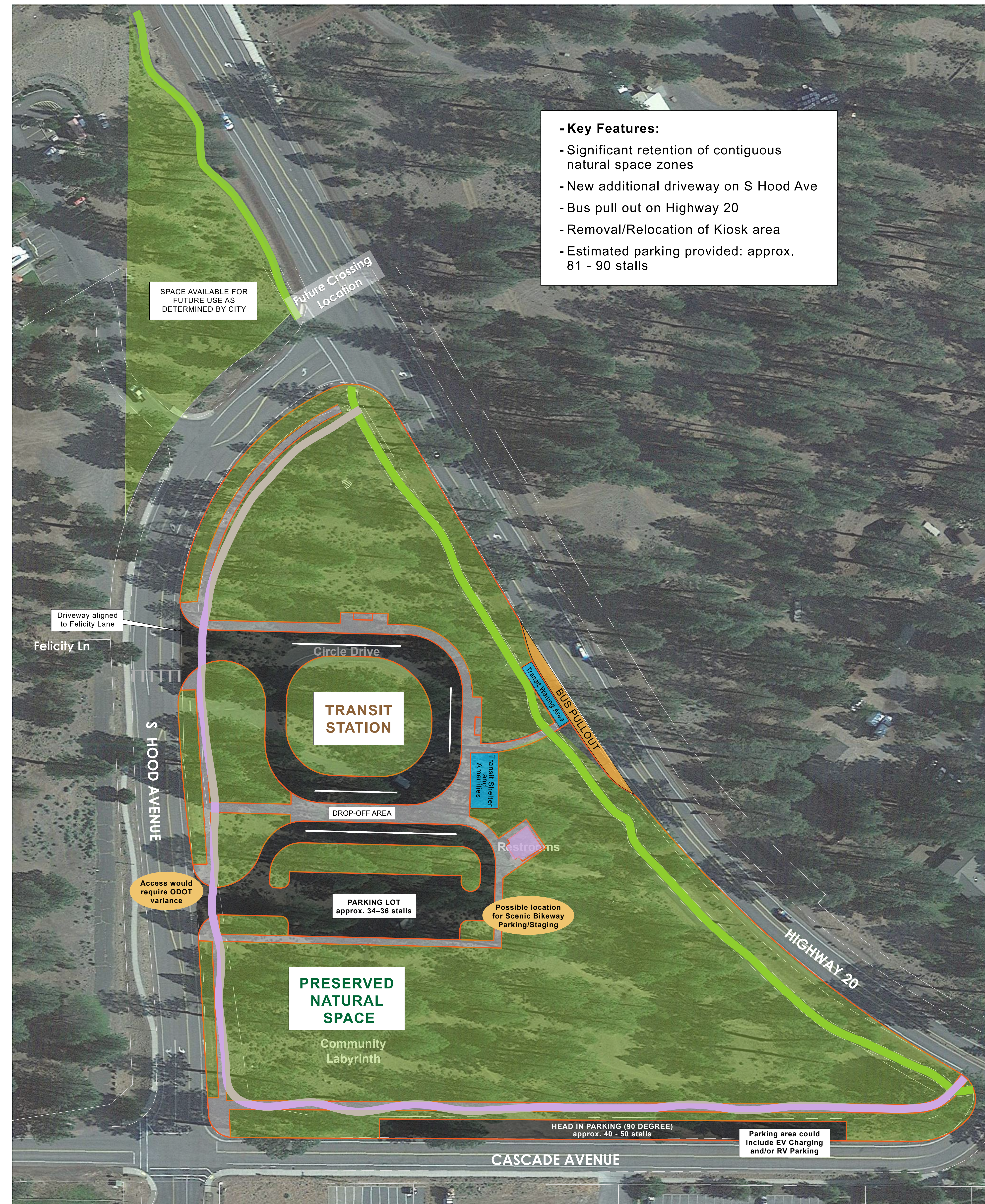
The following site criteria has been developed through input from City and Regional stakeholders and is intended to help guide the concept development process for the East Portal site. This board lists each criterion and provides a brief description of intended outcomes. Preliminary ratings for each concept are presented on subsequent boards. Please use the criteria information presented below to share your feedback on the site concepts presented.

SITE CRITERIA	DESCRIPTION
<b>Adequate space for expected transit service</b>	Site should provide space for multiple (ideally 2-4) transit vehicles to dwell at the same time. Transit amenities are near loading areas.
<b>Incorporation of planned walking and biking infrastructure</b>	Site concept should incorporate existing and planned walking and biking pathways.
<b>Efficient motor vehicle access</b>	Conflicts between modes should be minimized, particularly between transit and passenger vehicles.
<b>Motor vehicle parking</b>	Site layout should accommodate sufficient passenger vehicle parking in amount and location for various onsite uses.
<b>Bicycle parking</b>	Area within the site concept should be viable for long- and short-term bike parking (i.e., available space and well lit)
<b>Adequate allocation of land for open space</b>	Sufficient allocation of open space should be retained to provide for community amenities/activity and/or preserved as natural space.
<b>Site layout that promotes safety and security</b>	Overall site layout should promote safety and security, including sight lines, lighting, and site features, particularly on transit loading areas and long-term parking spaces.
<b>Retention of existing site features</b>	Site concept should maximize value by retaining key existing site features as possible.
<b>Waiting areas</b>	Site should include areas allocated to year-round waiting e.g. for transit and shuttle riders

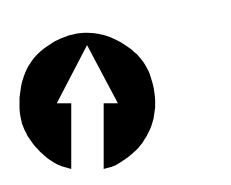


# CONCEPT 1

SITE CRITERIA	DESCRIPTION	MEETS CRITERION
<b>Adequate space for expected transit service</b>	Provides robust space for transit operations.	●
<b>Incorporation of planned walking and biking infrastructure</b>	Provides for and incorporates walking and biking infrastructure.	●
<b>Efficient motor vehicle access</b>	Provides separate motor vehicle access but requires coordination with ODOT on additional access via Hood Avenue.	◐
<b>Motor vehicle parking</b>	Ample parking provided and separated from transit operations.	●
<b>Bicycle parking</b>	Adequate space for ample bicycle parking.	●
<b>Adequate allocation of land for open space</b>	Large retention of open space on site.	●
<b>Site layout that promotes safety and security</b>	Site features centrally located and easily lit.	●
<b>Retention of existing site features</b>	Removes existing kiosk onsite.	◐
<b>Waiting areas</b>	Provides waiting areas near transit service.	●



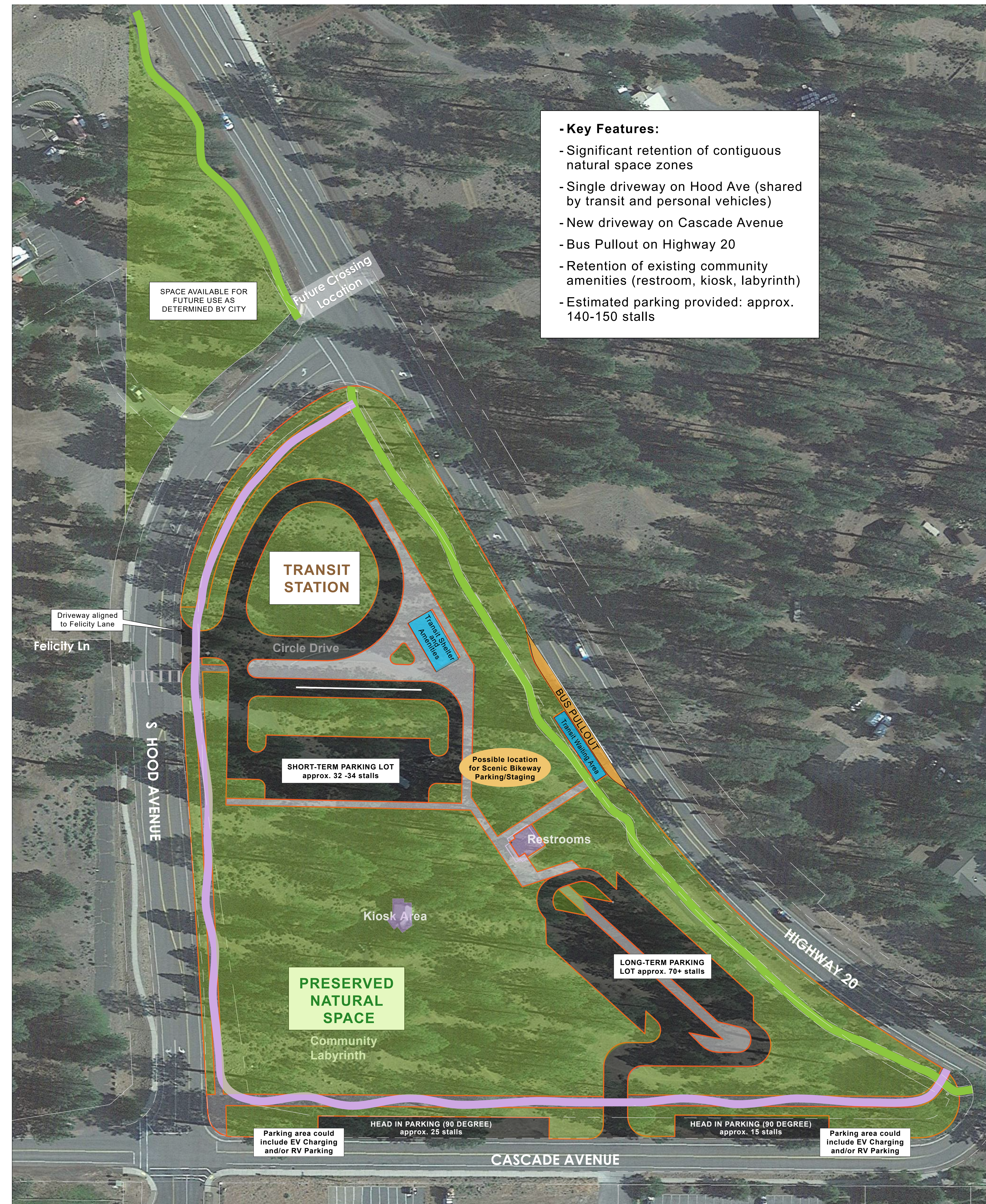
Existing Paths  
Planned Paths/Sidewalks





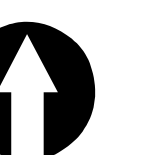
# CONCEPT 2

SITE CRITERIA	DESCRIPTION	MEETS CRITERION
<b>Adequate space for expected transit service</b>	Transit operations area is more constrained than other concepts.	◐
<b>Incorporation of planned walking and biking infrastructure</b>	Provides for and incorporates walking and biking infrastructure.	●
<b>Efficient motor vehicle access</b>	Shared access with transit and motor vehicles. New access point on Cascade Avenue may create wayfinding issues.	○
<b>Motor vehicle parking</b>	Robust parking, but parking areas are separated with RV parking opportunities.	◐
<b>Bicycle parking</b>	Adequate space for ample bicycle parking.	●
<b>Adequate allocation of land for open space</b>	Large retention of open space on site.	●
<b>Site layout that promotes safety and security</b>	Site features separated and spread out.	○
<b>Retention of existing site features</b>	Retains key onsite features.	●
<b>Waiting areas</b>	Provides waiting areas near transit service.	●



Existing Paths  
Planned Paths/Sidewalks

0 120 240 Feet





# CONCEPT 3

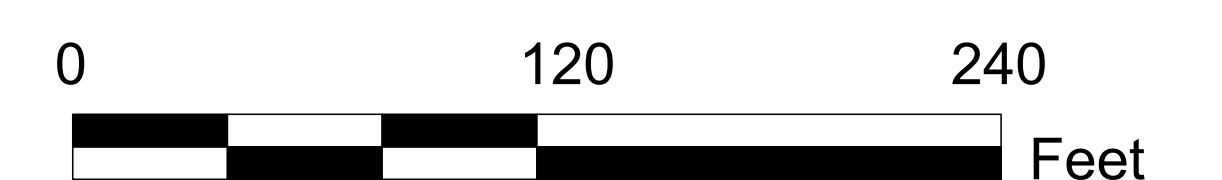
SITE CRITERIA	DESCRIPTION	MEETS CRITERION
<b>Adequate space for expected transit service</b>	Provides robust space for transit operations.	●
<b>Incorporation of planned walking and biking infrastructure</b>	Provides for and incorporates walking and biking infrastructure.	●
<b>Efficient motor vehicle access</b>	One-way operations makes access to site intuitive. Separated area for transit operations.	●
<b>Motor vehicle parking</b>	Ample parking provided with opportunity for future expansion to the north.	●
<b>Bicycle parking</b>	Adequate space for ample bicycle parking.	●
<b>Adequate allocation of land for open space</b>	Large retention of open space on site.	◐
<b>Site layout that promotes safety and security</b>	Site easy to drive through and monitor. Site features centrally located.	●
<b>Retention of existing site features</b>	Retains key onsite features.	◐
<b>Waiting areas</b>	Provides waiting areas near transit service.	●



- Key Features:**
- Significant retention of contiguous natural space zones
  - Single driveway on Hood Ave (shared by transit and personal vehicles)
  - Bus pull through from Hood Ave with sawtooth bus bays to new driveway on Cascade Avenue
  - Bus Pullout on Highway 20
  - Retention of community labyrinth, kiosk, existing restroom
  - Estimated parking provided: approx. 74-76 stalls



Existing Paths  
Planned Paths/Sidewalks







# THANK YOU FOR COMING!

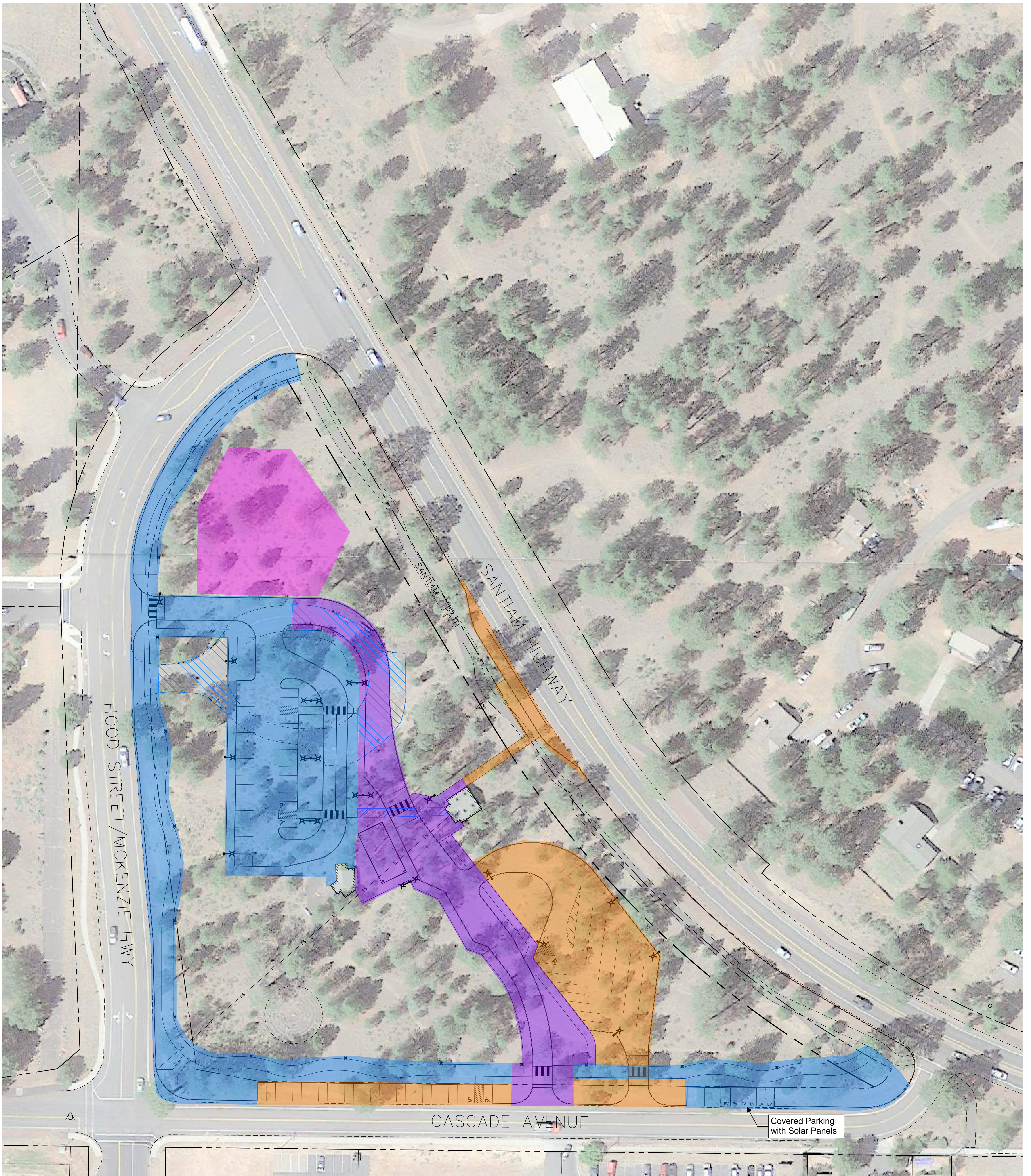
**Please remember to leave your comment forms with us!**

**Or scan & email to Jackson Dumanch ([jdumanch@ci.sisters.or.us](mailto:jdumanch@ci.sisters.or.us))**

**by Wednesday, November 23rd.**

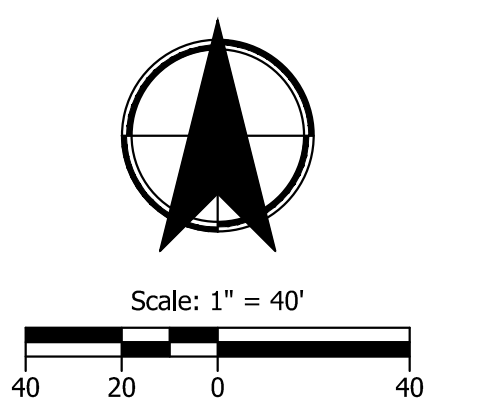
# **APPENDIX D**

**PREFERRED CONCEPT**



LEGEND

- Phase 1: Shared Mobility Hub, Covered EV Charging, and Trails
- Phase 2: Bus Only Lane Addition
- Phase 3: On-Street Parking, RV Parking, and Hwy 20 Bus Pull-Out
- Phase 4: Future Parking, To Be Determined



PREFERRED ALTERNATIVE WITH RV PARKING  
SISTERS, OREGON

FIGURE  
2

# **APPENDIX E**

COST ESTIMATES

**East Portal Mobility Hub**  
**Conceptual Cost Estimate - Cover Sheet Summary**  
 City of Sisters



**Engineer's Conceptual Estimate**

Prepared By: Russell Montgomery, PE		Date: April, 2023	
Reviewed By: Tony Roos, PE			
This Estimate has a Rating of:		<b>2B</b>	(See rating scale guide below.)
ALTERNATIVE COMPARISON		TOTAL COST	
PREFERRED ALTERNATIVE			
Phase 1: Shared Mobility Hub, Covered EV Charging, and Trails		\$1,500,895.00	
Phase 1: EV Infrastructure**		\$189,450.00	
Phase 2: Bus Only Lane Addition		\$1,048,140.00	
Phase 3: On-Street Parking, RV Parking, and Hwy 20 Bus Pull-Out		\$1,005,025.00	
Phase 4: Future Parking, To Be Determined		TBD	
PREFERRED ALTERNATIVE TOTAL CONSTRUCTION COST		\$ 3,743,510	

\*\* EV charging station costs are subject to future revisions as power needs are refined through additional coordination with the power utility, EV station providers, and the specifications of specific EV charging units implemented onsite.

**Unit Costs Note:**

The associated product and material costs are based upon the most recent available cost data. Due to the current volatility of the construction market, we cannot guarantee these costs for any duration of time.

**Scope Accuracy:**

**Level 1:** Project scope well understood and well defined.

**Level 2:** Project scope conceptual. Scope lacks detail due to potential permit requirements; Unknown project conditions; limited knowledge of external impacts.

**Level 3:** Project scope is a "vision" with limited detail.

**Engineering Effort:**

**Level A:** Preliminary engineering performed. Technical information is available, engineering calculations have been performed; clear understanding of the materials size and quantities needed to execute job. Schedule understood; staff and permitting is fairly clear, (however this element may still need refining). Project Development & Construction Contingencies ranges between 10%-20%.

**Level B:** Conceptual engineering performed. Technical information is available, rough engineering calculations may have been performed, or similar information from previous similar work is compared and used. Project Development Contingencies ranges between 15% to 25% and Construction Contingencies ranges between 20% to 30%.

**Level C:** No engineering performed. Educated guesstimating. Limited technical information available and/or analysis performed. Project Development and Construction Contingencies should be selected appropriately by Project Manager. Contingency may range up to 50%.

**East Portal Mobility Hub**  
**Conceptual Cost Estimate - Phase 1 Improvements**  
 City of Sisters



**Engineer's Conceptual Estimate**

Prepared By: Russell Montgomery, PE	Date: April, 2023
Reviewed By: Tony Roos, PE	

This Estimate has a Rating of: **2B** (See rating scale guide below.)

ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST	
<b>MOBILIZATION AND TRAFFIC CONTROL (00200)</b>					
1	Mobilization (00210)	LS	ALL	\$101,000.00	\$101,000.00
2	Temporary Work Zone Traffic Control, Complete (00221)	LS	ALL	\$31,000.00	\$31,000.00
3	Erosion Control (00280)	LS	ALL	\$12,000.00	\$12,000.00
<b>MOBILIZATION AND TRAFFIC CONTROL SUBTOTAL</b>				<b>\$</b>	<b>144,000</b>
<b>ROADWORK (00300)</b>					
4	Construction Survey Work (00305)	LS	ALL	\$15,000.00	\$15,000.00
5	Removal of Structures and Obstructions (00310)	LS	ALL	\$22,000.00	\$22,000.00
6	Clearing and Grubbing (00320)	LS	ALL	\$20,000.00	\$20,000.00
7	General Excavation (00330)	CY	1,900	\$40.00	\$76,000.00
<b>ROADWORK SUBTOTAL</b>				<b>\$</b>	<b>133,000</b>
<b>DRAINAGE AND SEWERS (00400)</b>					
8	Storm Water System, Complete (00445)	LS	ALL	\$ 71,000.00	\$71,000.00
<b>DRAINAGE AND SEWERS SUBTOTAL</b>				<b>\$</b>	<b>71,000</b>
<b>BASES (00600)</b>					
9	Cold Plane Pavement Removal (00620)	SY	0	\$8.60	\$0.00
10	Aggregate Base (00641)	CY	820	\$100.00	\$82,000.00
<b>BASES SUBTOTAL</b>				<b>\$</b>	<b>82,000</b>
<b>WEARING SURFACES (00700)</b>					
11	Level 3, 1/2 inch Dense ACP (00744)	TONS	670	\$200.00	\$134,000.00
12	Concrete Curbs, Standard 6" Curb (00759)	LF	2,850	\$30.40	\$86,640.00
13	Raised Crossing (00759)	SF	640	\$15.00	\$9,600.00
14	Concrete Walks (00759)	SF	9,450	\$8.90	\$84,105.00
15	Trail, Soft Surface	SF	16,550	\$4.00	\$66,200.00
15	Truncated Domes on New Surfaces (00759)	EA	12	\$450.00	\$5,400.00
16	Extra for New Curb Ramps (00759)	EA	12	\$1,500.00	\$18,000.00
<b>WEARING SURFACES SUBTOTAL</b>				<b>\$</b>	<b>403,945</b>
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES (00800)</b>					
17	Thermoplastic Pavement Markings, Complete (00865)	LS	ALL	\$19,000.00	\$19,000.00
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES SUBTOTAL</b>				<b>\$</b>	<b>19,000</b>
<b>PERMANENT TRAFFIC CONTROL &amp; ILLUMINATION SYSTEMS (00900)</b>					
18	Signage, Complete (00940)	LS	ALL	\$7,000.00	\$7,000.00
19	Parking Lot Illumination System, Complete, (00970)	LS	ALL	\$ 137,000.00	\$137,000.00
20	Pedestrian Trail Illumination System, Complete (00970)	LS	ALL	\$ 101,000.00	\$101,000.00
<b>PERMANENT TRAFFIC CONTROL &amp; ILLUMINATION SYSTEMS SUBTOTAL</b>				<b>\$</b>	<b>245,000</b>
<b>RIGHT-OF-WAY DEVELOPMENT (01000)</b>					
21	Permanent Landscaping (01030)	SF	17,300	\$1.50	\$25,950.00
22	Bus Shelter, Complete	EA	0	\$150,000.00	\$0.00
23	Electric Vehicle Charging Solar Carport, Complete	LS	ALL	\$30,000.00	\$30,000.00
<b>RIGHT-OF-WAY DEVELOPMENT SUBTOTAL</b>				<b>\$</b>	<b>55,950</b>
<b>CONSTRUCTION SUBTOTAL</b>				<b>\$</b>	<b>1,153,895</b>
<b>30% Contingency*</b>				<b>\$</b>	<b>347,000</b>
<b>TOTAL CONSTRUCTION COST</b>				<b>\$</b>	<b>1,500,895</b>

**East Portal Mobility Hub**  
**Conceptual Cost Estimate - Phase 1 EV Infrastructure**  
 City of Sisters



**Engineer's Conceptual Estimate**

Prepared By: Russell Montgomery, PE Date: April, 2023

Reviewed By: Tony Roos, PE

This Estimate has a Rating of: **2B** (See rating scale guide below.)

ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST	
<b>RIGHT-OF-WAY DEVELOPMENT (01000)</b>					
1	3 Phase Service Conduit, trenching, and wiring	LF	550	\$25.00	\$13,750.00
2	3 Phase Service Conduit, street crossing boring, and wiring	LF	50	\$40.00	\$2,000.00
3	644 Pad Mount Transformer Vault	EA	1	\$3,050.00	\$3,050.00
4	577 Switch Vault	EA	1	\$6,650.00	\$6,650.00
5	Level 2 EV Charging Stations*	EA	6	\$20,000.00	\$120,000.00
<b>RIGHT-OF-WAY DEVELOPMENT SUBTOTAL</b>				<b>\$</b>	<b>145,450</b>
<b>CONSTRUCTION SUBTOTAL</b>				<b>\$</b>	<b>145,450</b>
<b>30% Contingency*</b>				<b>\$</b>	<b>44,000</b>
<b>TOTAL CONSTRUCTION COST</b>				<b>\$</b>	<b>189,450</b>

\* Level 3, 150 KW charging stations approximately \$200,000 each

**East Portal Mobility Hub**  
**Conceptual Cost Estimate - Phase 2 Improvements**  
 City of Sisters



**Engineer's Conceptual Estimate**

Prepared By: Russell Montgomery, PE	Date: April, 2023
Reviewed By: Tony Roos, PE	

This Estimate has a Rating of: **2B** (See rating scale guide below.)

ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST	
<b>MOBILIZATION AND TRAFFIC CONTROL (00200)</b>					
1	Mobilization (00210)	LS	ALL	\$71,000.00	\$71,000.00
2	Temporary Work Zone Traffic Control, Complete (00221)	LS	ALL	\$22,000.00	\$22,000.00
3	Erosion Control (00280)	LS	ALL	\$8,000.00	\$8,000.00
<b>MOBILIZATION AND TRAFFIC CONTROL SUBTOTAL</b>				<b>\$</b>	<b>101,000</b>
<b>ROADWORK (00300)</b>					
4	Construction Survey Work (00305)	LS	ALL	\$10,000.00	\$10,000.00
5	Removal of Structures and Obstructions (00310)	LS	ALL	\$15,000.00	\$15,000.00
6	Clearing and Grubbing (00320)	LS	ALL	\$14,000.00	\$14,000.00
7	General Excavation (00330)	CY	1,200	\$40.00	\$48,000.00
<b>ROADWORK SUBTOTAL</b>				<b>\$</b>	<b>87,000</b>
<b>DRAINAGE AND SEWERS (00400)</b>					
8	Storm Water System, Complete (00445)	LS	ALL	\$ 66,000.00	\$66,000.00
<b>DRAINAGE AND SEWERS SUBTOTAL</b>				<b>\$</b>	<b>66,000</b>
<b>BASES (00600)</b>					
9	Cold Plane Pavement Removal (00620)	SY	0	\$8.60	\$0.00
10	Aggregate Base (00641)	CY	570	\$100.00	\$57,000.00
<b>BASES SUBTOTAL</b>				<b>\$</b>	<b>57,000</b>
<b>WEARING SURFACES (00700)</b>					
11	Level 3, 1/2 inch Dense ACP (00744)	TONS	430	\$200.00	\$86,000.00
12	Concrete Curbs, Standard 6" Curb (00759)	LF	1,300	\$30.40	\$39,520.00
13	Raised Crossing (00759)	SF	1,600	\$15.00	\$24,000.00
14	Concrete Walks (00759)	SF	12,800	\$8.90	\$113,920.00
15	Trail, Soft Surface	SF	0	\$4.00	\$0.00
15	Truncated Domes on New Surfaces (00759)	EA	6	\$450.00	\$2,700.00
16	Extra for New Curb Ramps (00759)	EA	6	\$1,500.00	\$9,000.00
<b>WEARING SURFACES SUBTOTAL</b>				<b>\$</b>	<b>275,140</b>
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES (00800)</b>					
17	Thermoplastic Pavement Markings, Complete (00865)	LS	ALL	\$14,000.00	\$14,000.00
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES SUBTOTAL</b>				<b>\$</b>	<b>14,000</b>
<b>PERMANENT TRAFFIC CONTROL &amp; ILLUMINATION SYSTEMS (00900)</b>					
18	Signage, Complete (00940)	LS	ALL	\$5,000.00	\$5,000.00
19	Parking Lot Illumination System, Complete, (00970)	LS	ALL	\$ 32,000.00	\$32,000.00
20	Pedestrian Trail Illumination System, Complete (00970)	LS	ALL	\$ 10,000.00	\$10,000.00
<b>PERMANENT TRAFFIC CONTROL &amp; ILLUMINATION SYSTEMS SUBTOTAL</b>				<b>\$</b>	<b>47,000</b>
<b>RIGHT-OF-WAY DEVELOPMENT (01000)</b>					
21	Permanent Landscaping (01030)	SF	6,000	\$1.50	\$9,000.00
22	Bus Shelter, Complete	EA	1	\$150,000.00	\$150,000.00
23	Electric Vehicle Charging Solar Carport, Complete	LS	ALL	\$0.00	\$0.00
<b>RIGHT-OF-WAY DEVELOPMENT SUBTOTAL</b>				<b>\$</b>	<b>159,000</b>
<b>CONSTRUCTION SUBTOTAL</b>				<b>\$</b>	<b>806,140</b>
<b>30% Contingency*</b>				<b>\$</b>	<b>242,000</b>
<b>TOTAL CONSTRUCTION COST</b>				<b>\$</b>	<b>1,048,140</b>



**East Portal Mobility Hub**  
**Conceptual Cost Estimate - Phase 3 Improvements**  
 City of Sisters



**Engineer's Conceptual Estimate**

Prepared By: Russell Montgomery, PE	Date: April, 2023
Reviewed By: Tony Roos, PE	

This Estimate has a Rating of: **2B** (See rating scale guide below.)

ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST	
<b>MOBILIZATION AND TRAFFIC CONTROL (00200)</b>					
1	Mobilization (00210)	LS	ALL	\$67,000.00	\$67,000.00
2	Temporary Work Zone Traffic Control, Complete (00221)	LS	ALL	\$34,000.00	\$34,000.00
3	Erosion Control (00280)	LS	ALL	\$10,000.00	\$10,000.00
<b>MOBILIZATION AND TRAFFIC CONTROL SUBTOTAL</b>				<b>\$</b>	<b>111,000</b>
<b>ROADWORK (00300)</b>					
4	Construction Survey Work (00305)	LS	ALL	\$10,000.00	\$10,000.00
5	Removal of Structures and Obstructions (00310)	LS	ALL	\$15,000.00	\$15,000.00
6	Clearing and Grubbing (00320)	LS	ALL	\$13,000.00	\$13,000.00
7	General Excavation (00330)	CY	1,600	\$40.00	\$64,000.00
<b>ROADWORK SUBTOTAL</b>				<b>\$</b>	<b>102,000</b>
<b>DRAINAGE AND SEWERS (00400)</b>					
8	Storm Water System, Complete (00445)	LS	ALL	\$ 114,000.00	\$114,000.00
<b>DRAINAGE AND SEWERS SUBTOTAL</b>				<b>\$</b>	<b>114,000</b>
<b>BASES (00600)</b>					
9	Cold Plane Pavement Removal (00620)	SY	0	\$8.60	\$0.00
10	Aggregate Base (00641)	CY	780	\$100.00	\$78,000.00
<b>BASES SUBTOTAL</b>				<b>\$</b>	<b>78,000</b>
<b>WEARING SURFACES (00700)</b>					
11	Level 3, 1/2 inch Dense ACP (00744)	TONS	700	\$200.00	\$140,000.00
12	Concrete Curbs, Standard 6" Curb (00759)	LF	2,100	\$30.40	\$63,840.00
13	Raised Crossing (00759)	SF	700	\$15.00	\$10,500.00
14	Concrete Walks (00759)	SF	1,650	\$8.90	\$14,685.00
15	Trail, Soft Surface	SF	0	\$4.00	\$0.00
15	Truncated Domes on New Surfaces (00759)	EA	5	\$450.00	\$2,250.00
16	Extra for New Curb Ramps (00759)	EA	5	\$1,500.00	\$7,500.00
<b>WEARING SURFACES SUBTOTAL</b>				<b>\$</b>	<b>238,775</b>
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES (00800)</b>					
17	Thermoplastic Pavement Markings, Complete (00865)	LS	ALL	\$15,000.00	\$15,000.00
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES SUBTOTAL</b>				<b>\$</b>	<b>15,000</b>
<b>PERMANENT TRAFFIC CONTROL &amp; ILLUMINATION SYSTEMS (00900)</b>					
18	Signage, Complete (00940)	LS	ALL	\$5,000.00	\$5,000.00
19	Parking Lot Illumination System, Complete, (00970)	LS	ALL	\$ 89,000.00	\$89,000.00
20	Pedestrian Trail Illumination System, Complete (00970)	LS	ALL	\$ -	\$0.00
<b>PERMANENT TRAFFIC CONTROL &amp; ILLUMINATION SYSTEMS SUBTOTAL</b>				<b>\$</b>	<b>94,000</b>
<b>RIGHT-OF-WAY DEVELOPMENT (01000)</b>					
21	Permanent Landscaping (01030)	SF	13,500	\$1.50	\$20,250.00
22	Bus Shelter, Complete	EA	0	\$150,000.00	\$0.00
23	Electric Vehicle Charging Solar Carport, Complete	LS	ALL	\$0.00	\$0.00
<b>RIGHT-OF-WAY DEVELOPMENT SUBTOTAL</b>				<b>\$</b>	<b>20,250</b>
<b>CONSTRUCTION SUBTOTAL</b>				<b>\$</b>	<b>773,025</b>
<b>30% Contingency*</b>				<b>\$</b>	<b>232,000</b>
<b>TOTAL CONSTRUCTION COST</b>				<b>\$</b>	<b>1,005,025</b>

# Sisters East Portal Mobility Hub

City Council Meeting—  
Preferred Concept & Final Report

# Discussion Overview

- ▶ **Recap Project Purpose**
  - ▶ Why a transportation hub?
  - ▶ Why the East Portal Site?
- ▶ **Recap Work Completed To-Date**
  - ▶ Existing Conditions Review
  - ▶ Concept Development Workshop
  - ▶ Community Open House
- ▶ **Presentation of Preferred Concept**
  - ▶ Overall Plan
  - ▶ Phased Approach

# Project Purpose

- ▶ Develop a **conceptual master plan** for the East Portal Mobility Hub
- ▶ Additional background:
  - ▶ City recently purchased the property from the Forest Service
  - ▶ Funding for the project is through a STIF Grant with ODOT
  - ▶ City is engaging with multiple partners and stakeholders throughout the planning process



# Why a Transportation Hub?

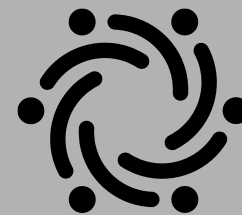
Provide facilities that allow for **access to public and private transit options**, including the potential for interservice transfers



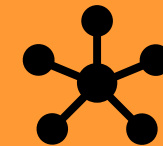
**Expand and enhance the walking and biking facilities** in the area, including to and through the site



Provide **increased transportation options for all members of the community**



Serve as a **local amenity as well as a regional hub** that invites travelers into the Sisters community





Downtown Sisters, Bend, Redmond

Eugene, Newport, Portland

US 20

Multiuse path

Restrooms



Cascade Avenue

Parking & transportation loop



Labyrinth

W Hood Ave

# Efforts completed to-date

- ▶ **Site walk** - June 2022
  - ▶ Engaged with local and regional stakeholders
- ▶ **Concept Workshop** – August 2022
  - ▶ Brainstorming and idea sharing for site use, function, and layout
- ▶ **Site layout concept development**
  - ▶ Based on feedback and input received
- ▶ **Public Open House** – November 2022
  - ▶ Concepts refined based on input
- ▶ **Preferred Concept & Final Report**
  - ▶ Shared today!

# Concept Workshop Overview

- ▶ Interactive exercise intended to identify key site needs and elements
- ▶ Participants worked in 3 groups for 1.5 hours to share and brainstorm ideas
- ▶ Groups reported out at the end
- ▶ Representation from City, ODOT, transit providers, and local safety
- ▶ Outcomes directly informed the Draft Concepts Developed





# Open House

- ▶ Held Wednesday, November 16 in City Council Chambers
- ▶ City posted flyers around town and issued a press release
- ▶ **50+ people attended** over 3-hour event
- ▶ **30+ comments and feedback received**



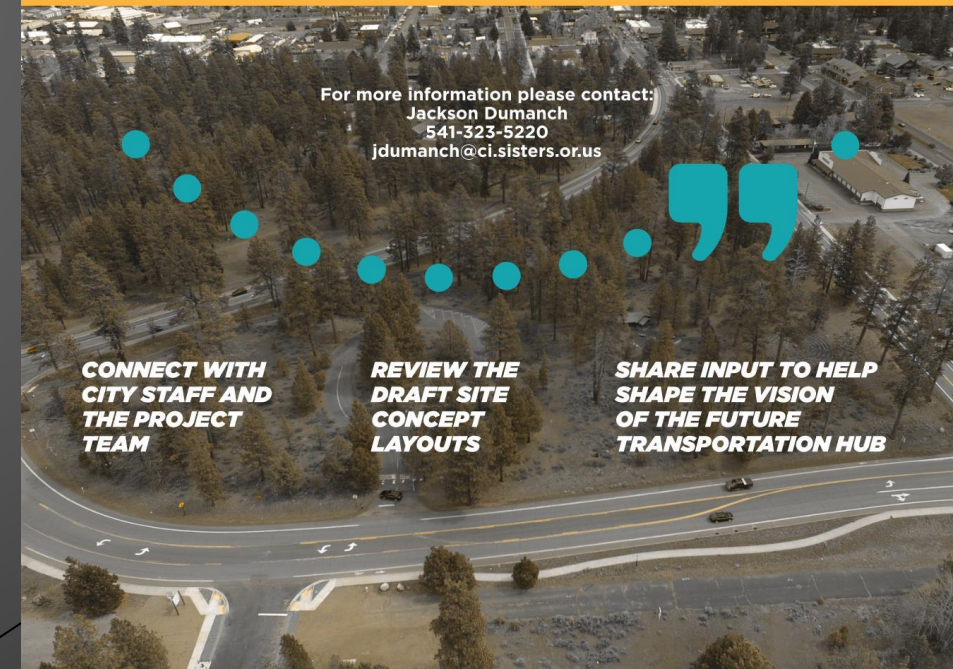
**YOU'RE  
INVITED!**

## **EAST PORTAL CONCEPT PLAN OPEN HOUSE**

Wednesday, November 16  
4:00-7:00 PM

Sisters City Council Chambers  
520 E. Cascade Avenue

*REVIEW THREE DRAFT SITE CONCEPT LAYOUTS*



# Concepts Presented

## Concept 1



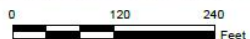
## Concept 2



## Concept 3



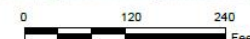
Existing Paths  
Planned Paths/Sidewalks



Existing Paths  
Planned Paths/Sidewalks



Existing Paths  
Planned Paths/Sidewalks



# Selected Concept for Refinement

## Concept 3





- ▶ Project team has worked to refine concept to:
  - ▶ Move from visual conceptual layout to AutoCAD based site master plan
  - ▶ Add in additional site features, such as parking area in southeast corner, refined pedestrian facilities, and lighting throughout
  - ▶ Added project phasing
  - ▶ Develop cost estimates

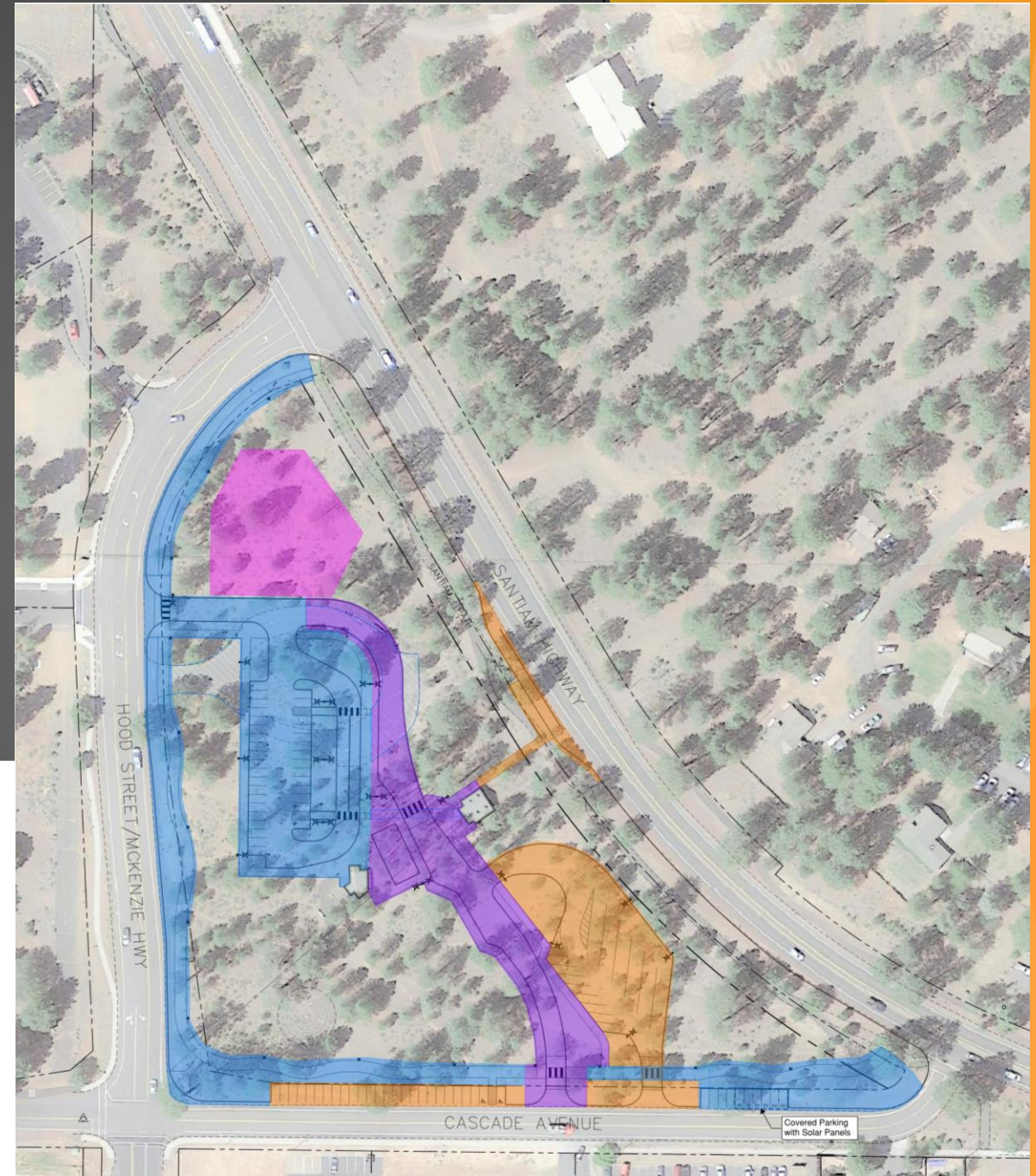


# Preferred Concept

- ▶ Phased approach to site development
- ▶ Closely coordinated with stakeholders
- ▶ Safety and security of site an emphasis throughout development
- ▶ Future flexibility

## LEGEND

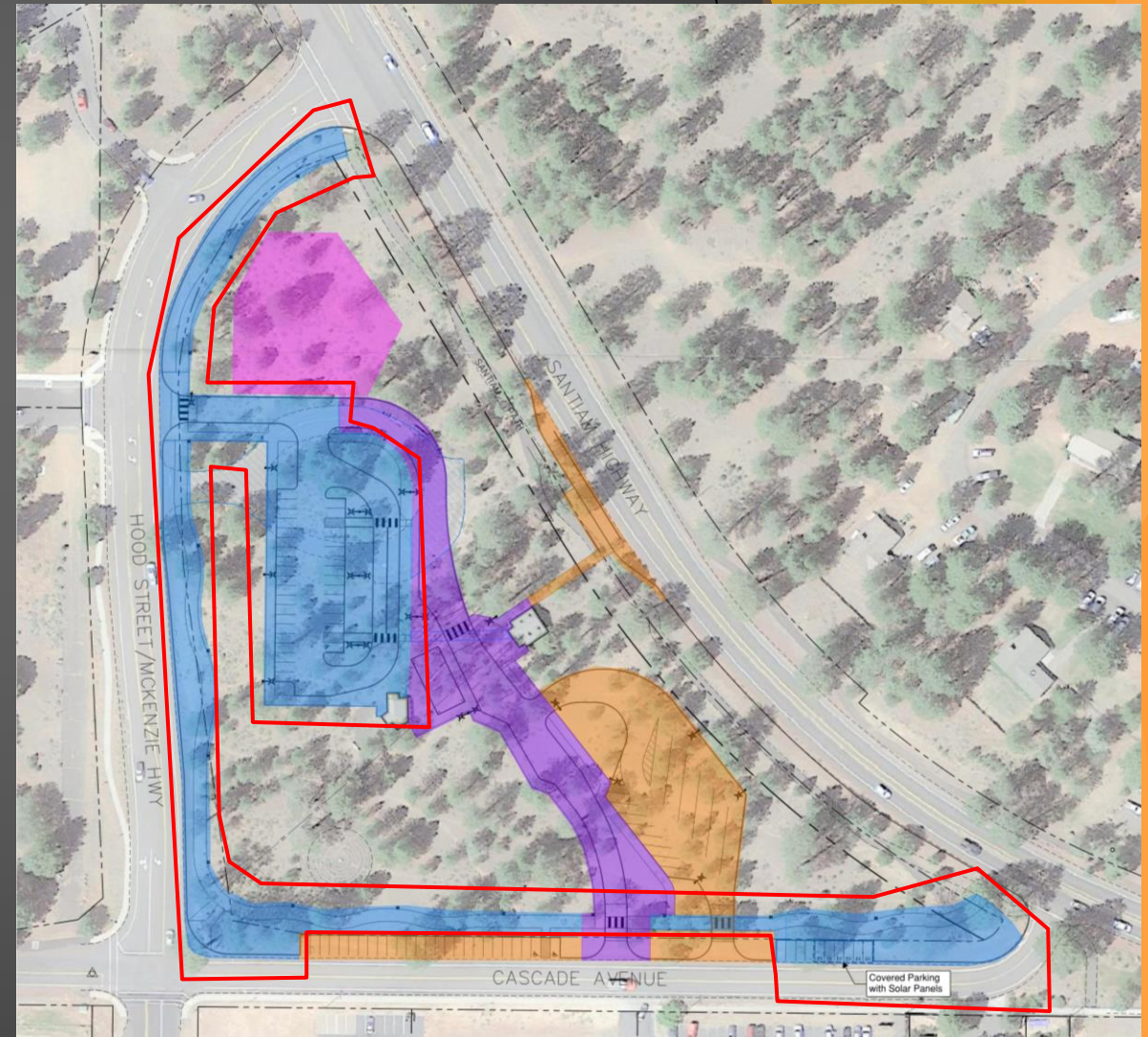
-  Phase 1: Shared Mobility Hub, Covered EV Charging, and Trails
-  Phase 2: Bus Only Lane Addition
-  Phase 3: On-Street Parking, RV Parking, and Hwy 20 Bus Pull-Out
-  Phase 4: Future Parking, To Be Determined



# Phase 1: Shared Mobility Hub, Covered EV Charging, and Trails

- ▶ Demo existing vehicle loop
- ▶ Align driveway with Felicity Lane
- ▶ Provide key site features
  - ▶ Drop-off area could serve as temporary bus facility
  - ▶ Parking area
  - ▶ Complete exterior trail system
- ▶ Support Electric Vehicle Charging network within City
  - ▶ Leverage available funding sources

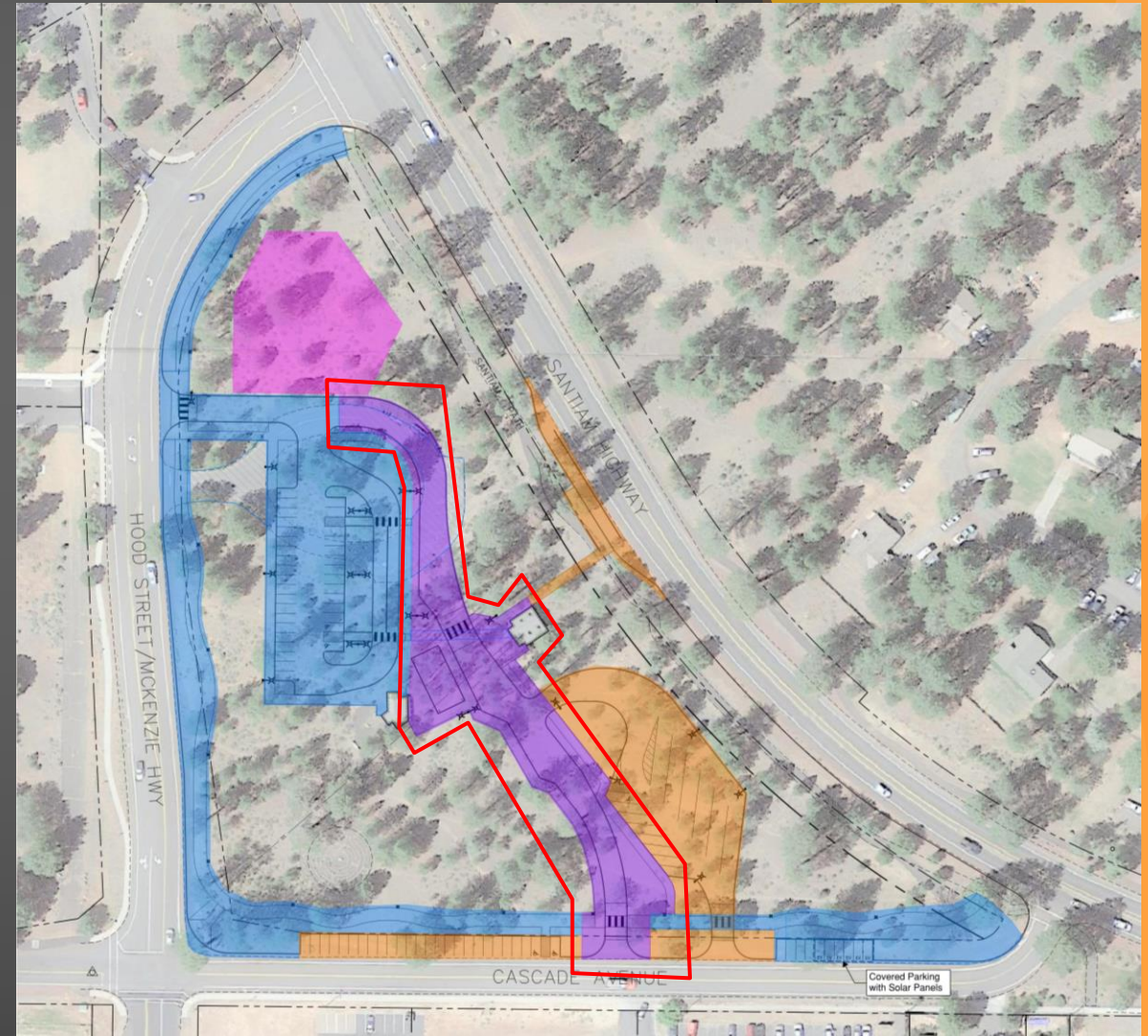
**Cost Estimate: \$1.5 million + \$190k for EV Charging Station construction**



# Phase 2: Bus Only Lane Addition

- ▶ Bus facility including saw-tooth waiting bays
- ▶ New bus-only exit onto Cascade Avenue
- ▶ Transit shelter (covered area for waiting)

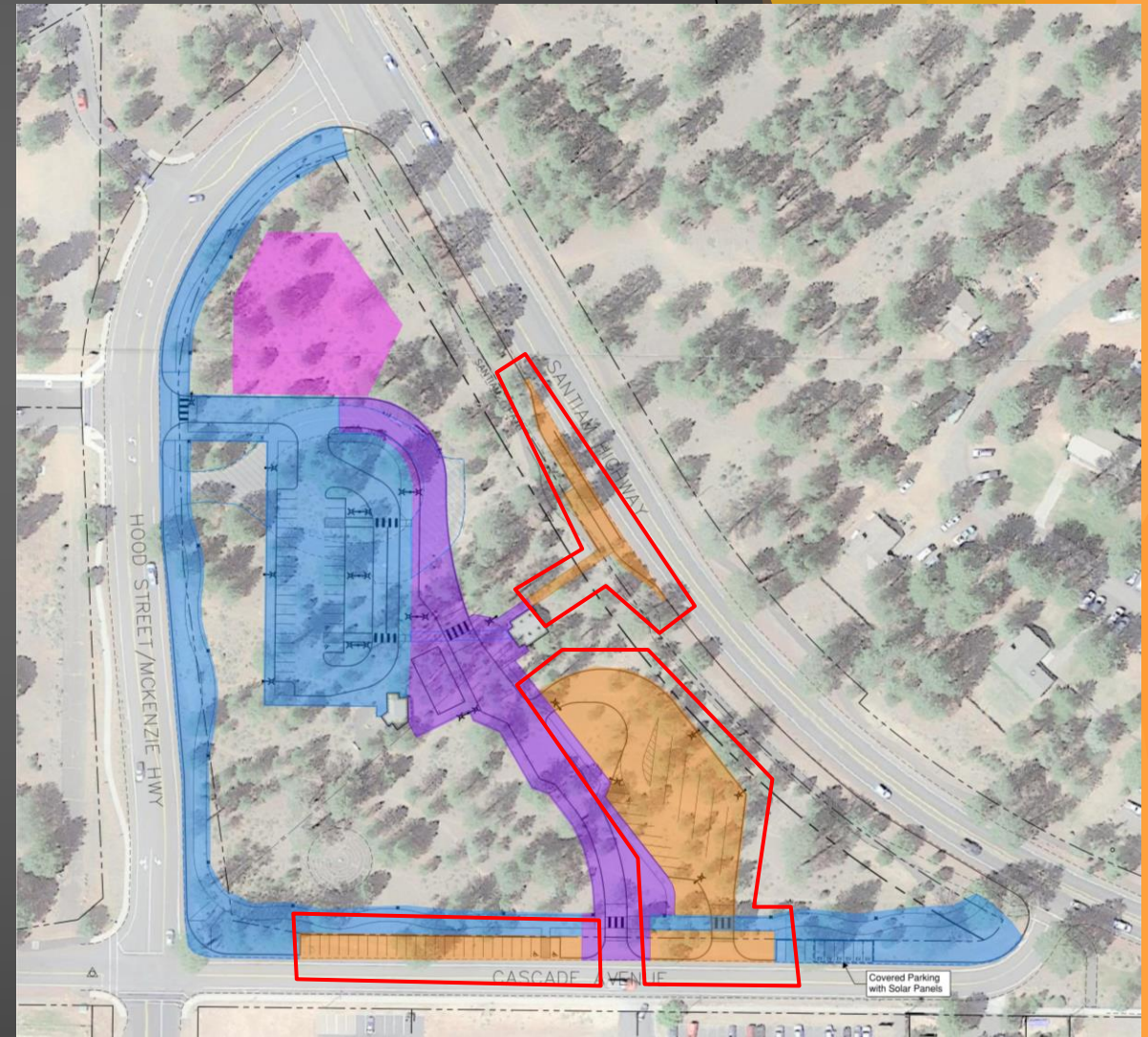
**Cost Estimate: \$1 million**



# Phase 3: On-Street Parking, RV Parking, and Hwy 20 Bus Pull-Out

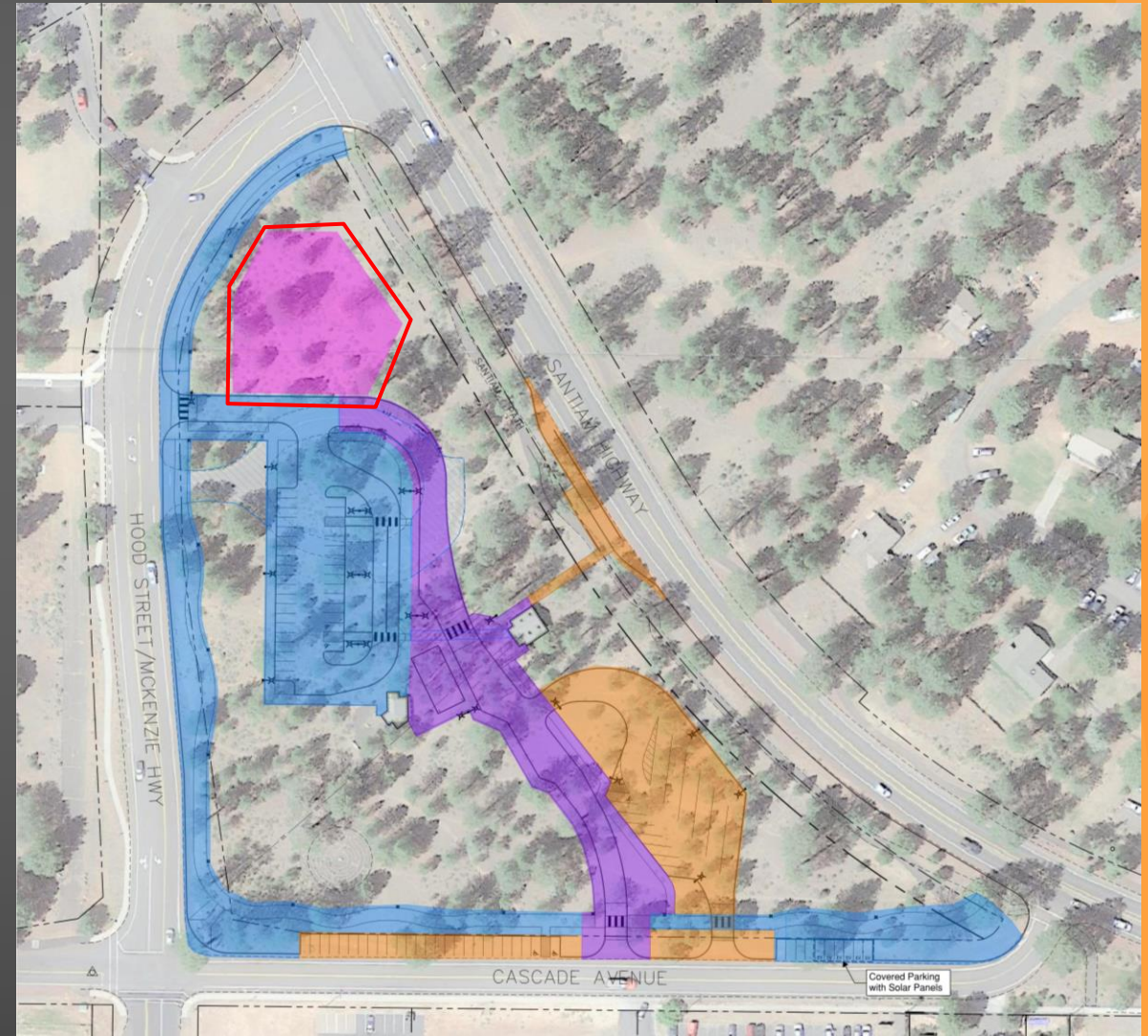
- ▶ Complete Cascade Avenue on-street parking
  - ▶ Serve downtown area, recreational uses, and potential onsite park features
- ▶ Hwy 20 bus pull-out
  - ▶ Increase transit facilities and operations
- ▶ RV Parking area
  - ▶ Large vehicle parking near downtown
  - ▶ Additional parking spaces near downtown

**Cost Estimate: \$1 million**



# Phase 4: To Be Determined

- ▶ Northern site could be used for additional parking, EV Charging, or other amenities





# Preferred Concept Summary

Phase	Cost Estimate
<b>Phase 1:</b> Shared Mobility Hub & Trails and EV Charging Stations on Cascades Avenue	<b>\$1.5 million for site development</b> (including 30% contingency of \$347k) <b>\$190K for EV Charging Station</b> (including 30% contingency of 44k)
<b>Phase 2:</b> Bus Only Lane Addition	<b>\$1 million</b> (including 30% contingency of \$242k)
<b>Phase 3:</b> On-Street Parking, RV Parking, and Hwy 20 Bus Pull-Out	<b>\$1 million</b> (including 30% contingency of \$232k)
<b>Phase 4:</b> To Be Determined	-
Total:	<b>\$3.7 million</b> (including total contingency of \$865k)

# Next Steps

- ▶ **Continued coordination with stakeholders**
  - ▶ Transit providers, policymakers, partner agencies, and members of the public
- ▶ **Future design efforts**
  - ▶ Continued refinement through focused design efforts
- ▶ **Create a vision for remaining elements of the East Portal site**
  - ▶ Sisters Parks Master Plan, branding, unused spaces, etc.
- ▶ **Secure funding**
  - ▶ Leverage available funding sources



**Meeting Date:** April 12, 2023  
**Type:** Workshop  
**Subject:** Barclay Drive Improvements Design

**Staff:** Paul Bertagna  
**Dept:** Public Works

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**Action Requested:** Update on the Barclay Drive Improvements Project Design

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**Summary Points:**

- Kittelson and Associates was chosen to provide engineering and design services for the Barclay Drive project. They are intimately familiar with the City's Transportation System Plan since they did the 2016 update as well as they provided the baseline design for the near-term Locust/Barclay intersection improvements. Kittelson also worked extensively on the 2011 Roundabout Feasibility Study, US20/Barclay roundabout design and they performed preliminary design work on the US20/Locust roundabout project.
- Barclay Drive/Locust St. has been identified (2021 TSP) as the Alternate Route around downtown Sisters for pass through trips to relieve congestion on US20/126. The existing roadway between US20/Barclay and N. Pine Street was widened by adjacent development to provide a three-lane cross section with a center turn lane, roadside swales and 10' multi-use paths. Between Pine St. and Locust the improvements include the same three lane cross section, curb and gutter, 10' concrete sidewalks, stormwater and lighting improvements. The project also realigns the Barclay/Locust intersection to provide through movement for the Alternate Route and stop control for the Camp Polk leg coming from the north.
- The existing Right-of-way (ROW) width from Pine to Locust is 60 to 66' in width which will accommodate almost all of the new cross section. The design does increase the radius of the curves from Pine to Sisters Park Dr to accommodate 30 mph WB67 truck movements through the corridor. This will require a handful of ROW acquisitions where the city will contract with a third-party ROW Agent to work with the property owners to acquire the necessary property. Most of the acquisitions are slivers of ROW from 0-3' in width so they are not a significant impact to the properties.
- To date Kittelson has completed a full topographic survey of the project limits and they developed a corridor concept plan with input from the Public Works Advisory Board (PWAB).
- Other items that the consultant will be charged with designing include Dark Sky friendly LED Cobra lighting, Franchise utility coordination, significant tree and existing landscape preservation.



## CITY COUNCIL

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# Agenda Item Summary

- The public involvement/outreach consists of multiple presentations to the Public Works Advisory Board, a Council workshop presentation and outreach to each of the effected property/business owners. Staff is currently meeting with property owners to update them on the project progress, introduce the project to those that were not involved with the TSP update and gather specific site information/concerns with each property.
- Next steps include taking the feedback from Council and finalizing the concept design which we will bring back to Council for approval. The consultant will then take the concept to 50% design which we will take to the utility providers for any conflict issues. The design will then be continued to 90% and then 100% bid ready. The design contract goes through June 30, 2023, which will likely need to be extended due to design complexities and the associated ROW acquisitions.

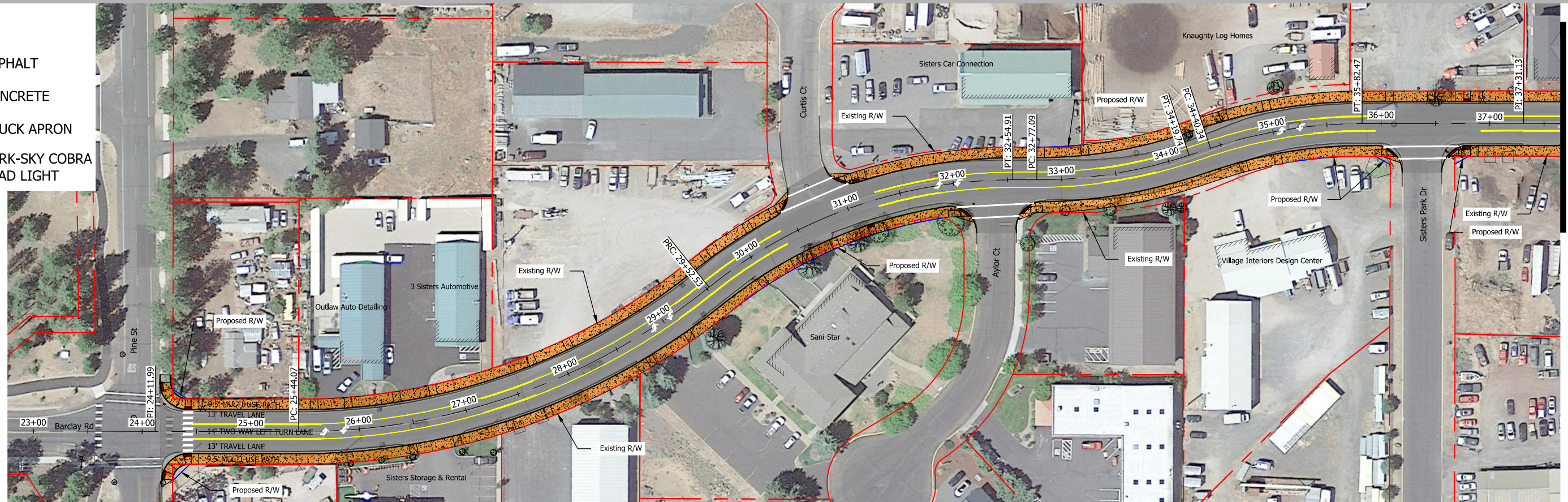
**Financial Impact:** \$100,000 was budgeted out of the Street SDC fund in the FY 22-23 budget and the project is currently within budget.

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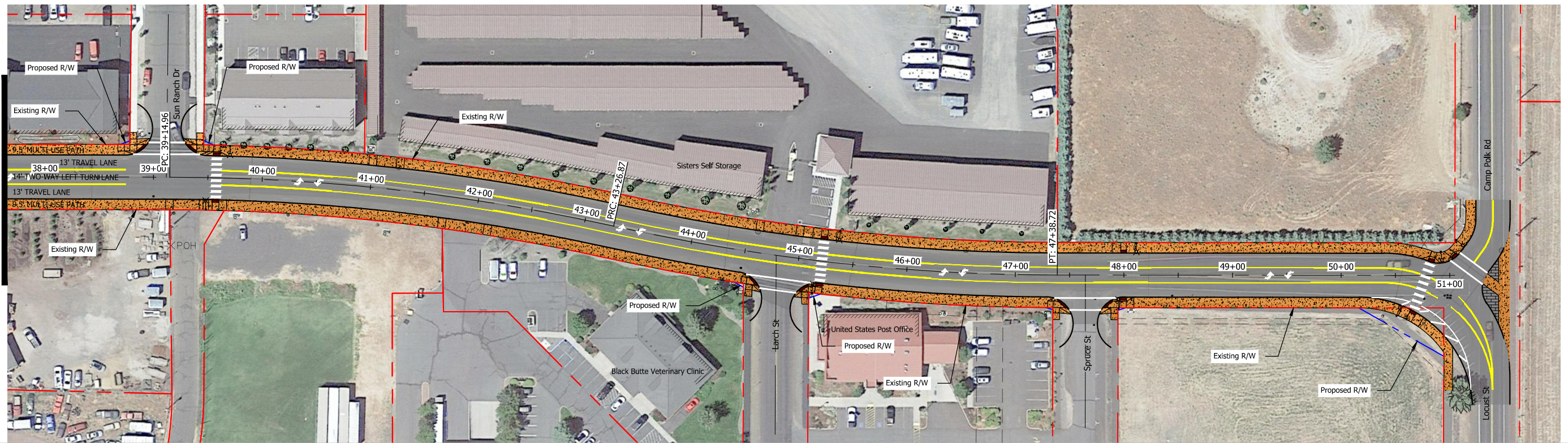
**Attachments:** Barclay Drive Roll Plot and Plan View drawings

## LEGEND

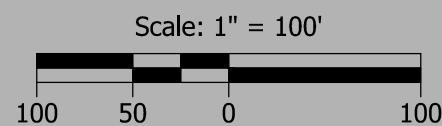
- ASPHALT
- CONCRETE
- TRUCK APRON
- DARK-SKY COBRA HEAD LIGHT



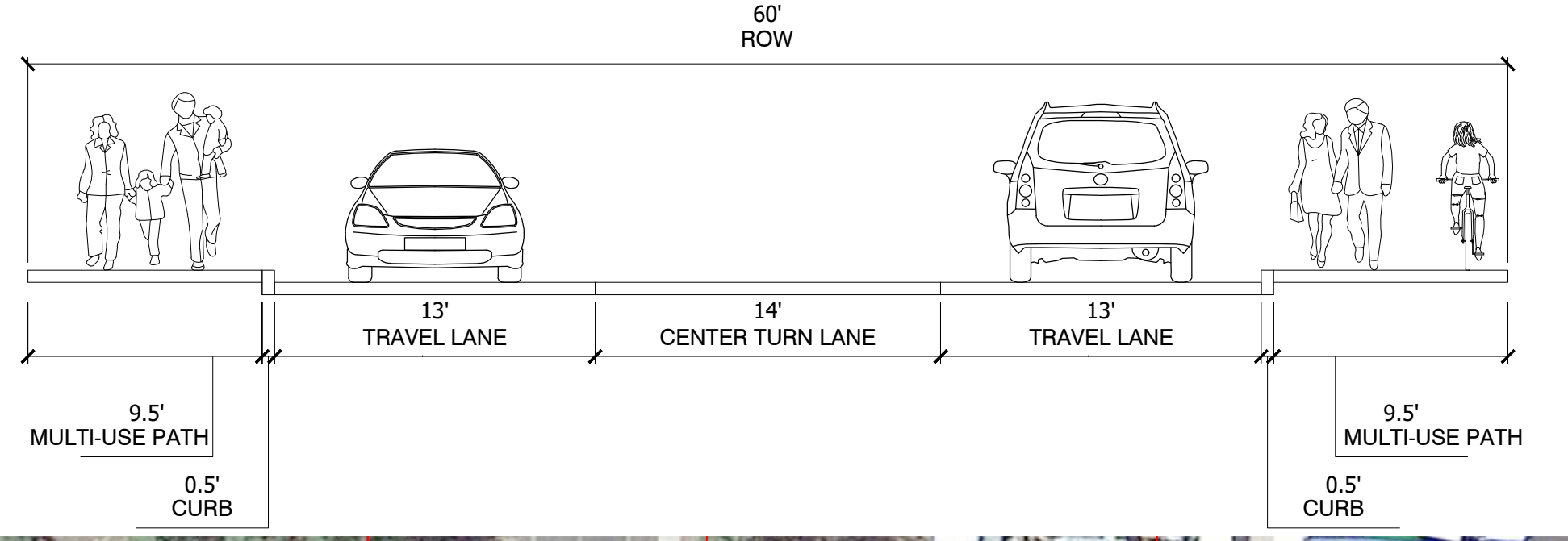
MATCH LINE - STA: 37+65  
SEE BELOW



SEE ABOVE  
MATCH LINE - STA: 37+65

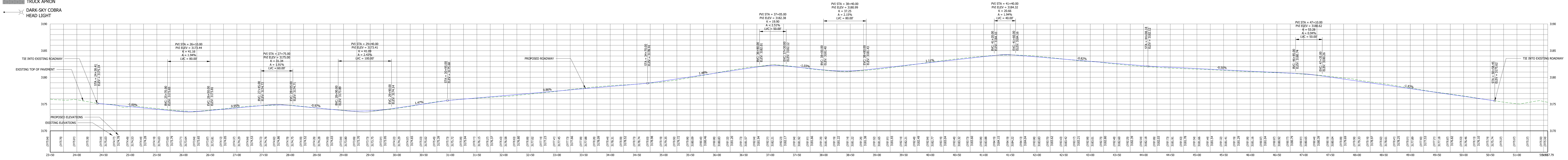


# Barclay Drive Conceptual Design



**LEGEND**

- ASPHALT
- CONCRETE
- TRUCK APRON
- DARK-SKY COBRA HEAD LIGHT



**KITTELISON & ASSOCIATES**  
PHONE: (503) 228-5230 CONTACT: Tony Roos



4/27/23 7:59 AM - Barclay Drive Conceptual Design - E:\Projects\2023\04\27\23\Barclay Drive Conceptual Design.dwg - User: tkroos - Plot Date: 4/27/23 7:59 AM - Plot Scale: 1" = 40' - Plot Path: \\server\projects\2023\04\27\23\Barclay Drive Conceptual Design.dwg - Plot Title: Barclay Drive Conceptual Design



## City of Sisters 2023 Arbor Day Proclamation

- Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- Whereas,** This holiday, called Arbor Day, is now observed throughout the nation and the world, as well as in the City of Sisters, and
- Whereas,** Trees are healthy for salmon and steelhead because they reduce the stormwater runoff and lower water temperature when planted near our creeks and rivers, and
- Whereas,** Ponderosa Pines and other trees are a critical part of the unique character of Sisters; and,
- Whereas,** The City of Sisters has received Tree City U.S.A. status for sixteen consecutive years; and,
- Whereas,** In honor of its Tree City USA Status, the City will host an Arbor Day tree planting celebration with local Sisters students at Cliff Clemens Park, to inspire the next generation of stewards.

**Now, Therefore,** as Mayor of the City of Sisters, I, Michael Preedin, hereby declare the 28<sup>th</sup> day of April 2023 to be Arbor Day in the City of Sisters. I urge all citizens to celebrate Arbor Day and to protect and plant trees to promote the well-being of this and future generations.

Dated this 12<sup>th</sup> day of April 2023.

---

Michael Preedin, Mayor

Attest:

---

Kerry Prosser, City Recorder

**MEMBERS PRESENT:**

Michael Preedin      Mayor  
Andrea Blum          Council President  
Jennifer Letz        Councilor  
Gary Ross            Councilor  
Susan Cobb          Councilor

**STAFF PRESENT:**

Joe O'Neill          Interim City Manager  
Paul Bertagna        PW Director  
Scott Woodford      CDD Director  
Kerry Prosser        City Recorder  
Matt Martin          Principal Planner

**GUESTS:**

Collin McArthur      Principal, Cameron McCarthy  
Zach Rix              Project Manager, Cameron McCarthy  
Allie Langley        Assistant Planner, Community Lead, Cameron McCarthy  
Joe Bessman         Transight Consulting, LLC.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Mayor Preedin at 6:50 pm.

**2. ROLL CALL**

A roll call was taken, and a quorum was established.

**3. APPROVAL OF AGENDA**

*Council President Blum made a motion to approve the agenda. Councilor Cobb seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0.*

**5. VISITOR COMMUNICATION**

Documents submitted during visitor communication can be found in the meeting packet on the [City Website](#).

- Zena Kuzma of Sisters spoke about the changes to the City and the need for more regulation of short-term rentals.
- Jan Piercy of Sisters spoke against the expansion of the Space Age gas station and thought it would take away from established family businesses.
- Charlie Stephens of Sisters submitted a letter for the record and spoke about community planning.
- Elmer Carr of Sisters thought the City needed to do a better job managing growth and opposed the Space Age gas station expansion.
- Paul Bennett of Sisters submitted a letter for the record regarding dark skies and spoke on the topic.



- Sharon Booth of Tollgate submitted a letter for the record and spoke on the health effects of living near a gas station.
- Mark Dickens of Sisters spoke on City policy and code changes. They thought the community had lost trust in the Council.
- Michael, no address given, spoke on the human condition and various other topics.
- Nancy Connolly of Sisters thanked Council for their volunteer work and encouraged the public to educate themselves on the facts around their concerns and not spread rumors.

## 6. CONSENT AGENDA

### A. Minutes

1. February 22, 2023 - Regular Meeting
2. February 22, 2023 – Workshop
3. February 15, 2023 – Goal Setting Workshop
4. February 8, 2023 – Workshop

- B. Approval of the Long-Term Rural Enterprise Zone Agreement Extension with S.A. Piazza & Associates LLC (Wild Mike’s Pizza).

*Council President Blum made a motion to approve the Consent Agenda. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0.*

## 7. COUNCIL BUSINESS

- A. **Public Hearing and Consideration of a Motion** to Approve Parks Master Plan City File #CP 22-03: A Comprehensive Plan Amendment to update the Sisters Parks Master Plan.

Mayor Preedin opened the public hearing and read the conduct of the hearing. He asked Councilors to disclose any conflicts of interest. There were none. No one in attendance challenged the participation of a Councilor.

Director Woodford reviewed this was a Comprehensive Plan amendment to update the Parks Master Plan. He explained Cameron McCarthy, Landscape Architecture and Planning, consulted on the project and would present the update.

Collin McArthur, Principal, Zach Rix, Project Manager, and Allie Langley, Assistant Planner and Community Lead for Cameron McCarthy, reviewed the Parks Master Plan Update and presented the following [slides](#).

- Presentation Overview
- Planning Process
- Facility Inventory (2)
- Level of Service
- Public Outreach
- Needs Assessment (2)
- Vision Statement
- Planned Projects and Prioritization (2)
- Recommendations and Projects
- Funding Mechanisms
- Plan Amendment Findings (2)
- Goals

Mayor Preedin asked if there was any additional correspondence. Director Woodford said there was no additional correspondence. He asked if the Council had any questions or clarification for staff.

Council President Blum asked if you were recommending updates to Cliff Clemens Park, why would you decrease the parking. She was concerned people would park in the adjacent neighborhood. Collin McArthur replied it was a legitimate concern and that any updates would include the neighborhood in the design process; they might not reduce parking spaces but would make better use of the circulation area.

Mayor Preedin asked if park improvements would have a land use process. Director Woodford replied most likely yes.

Council President Blum asked why an upgrade was needed to the electrical at Creekside Park if only limited events were held there. Collin McArthur replied it was not for events; it was a general recommendation to expand the functionality of the park and campground. Zach Rix noted this project was already a part of a public works upgrade to the area; we were not expanding the capacity; it was for continued use of the space.

Council President Blum asked what the lavender area on exhibit B, Map 5.1, represented. Collin McArthur replied those areas were identified as potential park development and acquisition for future residential development.

Council President Blum thought this Plan was a miraculous piece of work that was significantly better than the 2011 plan.

Councilor Cobb noted a downside to dog parks was the watering of grass; she wondered if a dog park must have a lawn.

Councilor Cobb asked where bike racks and additional art might be located at Wild Stallion park. Zach Rix replied there were potential improvements to this site, they looked at what could be done across all parks, and bike racks and art were opportunities to explore.

Councilor Cobb was concerned with the funding for the Northwest Park facility and what resources would be used to staff it. Collin McArthur recognized this project was a large improvement in the Plan. He noted the project was viable, but a lot of work would be needed with partners and funding sources. Councilor Ross said this project was on a wish list in the Master Plan, and it would be hard to get funding for it if it were not included. He noted some projects in this Plan would get done, some would not, and some would change.

Councilor Letz asked about the interval on updating the Plan; she thought five years was a little long between updates, and it should be looked at more often. Collin McArthur replied updates could come more often and we could adjust projects along the way as things in the City changed.

Mayor Preedin asked for public testimony; there was none; Mayor Preedin closed the public testimony portion of the hearing.

Mayor Preedin called for Council deliberations.

*Councilor Cobb made a motion to approve City File CP 22-03 as drafted by staff. Council President Blum seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0*

Mayor Preedin called for a recess at 8:28 pm; the meeting reconvened at 8:37 pm.

- B. Public Hearing and Consideration of a Motion** to Approve City Files #CP 22-04/ZC 22-01/TA 22-05: the Comprehensive Plan Map and Zoning Map Amendment to Redesignate and Rezone the “Heavenly Acres” Subdivision from Urban Area Reserve to Public Facility and Institutional and Multi-Family Residential. The Request Also Includes Associated Text Amendments to Sisters Development Code Chapter 1.3 (Definitions), Chapter 2.3 (MFR District). Chapter 2.7 (PF District), Chapter 4.7 (Land Use District Map and Text Amendments), Chapter 5.2 (Non-Conforming Use), and Chapter 5.3 (Subsequently Allowed Uses).

Mayor Preedin opened the public hearing and read the conduct of the hearing. He asked Councilors to disclose any conflicts of interest. There were none. No one in attendance challenged the participation of a Councilor.

Director Woodford and Planner Martin reviewed the staff report and the following [slides](#).

- Urban Area Reserve (URA) Zone Change Project
- Overview
- Location and Existing Uses (2)
- Background
- Proposed Legislative Changes
- Multi-family Residential (MFR) Map Amendments (2)
- public Facilities and Institutions (PFI) Map Amendments (2)
- Development Code Text Amendments (4)
- Finding: Transportation (2)
- Finding: Water and Wastewater
- Next Steps
- Questions

Mayor Preedin asked if there was any additional correspondence. Director Woodford said one additional letter came in, which was given to the Council prior to the meeting. He asked if the Council had any questions or clarification for staff.

Mayor Preedin asked if there was an outright use for churches in any of the zones. Director Woodford replied there was not; they were all conditional uses. Mayor Preedin thought churches should be an outright use in the new zone. Councilor Ross had concerns about allowing this as an outright use in all PFI Zone as we did not know about possible uses for property down the road; he would like to keep it as written; it keeps it cleaner.

Council President Blum asked if the landowner of parcel five was comfortable with the change to PFI vs. the initial recommendation of MFR. Director Woodford replied they had corresponded with them at the beginning of the process but had not heard from them since the initial conversation.

Council President Blum asked if the mitigation fees were in addition to System Development Charge's (SDC) and Director Woodford replied they would be in addition to SDCs.

Councilor Letz asked if churches were a conditional use in the MFR Zone, and Director Woodford replied that was correct. Councilor Letz asked if the land stayed UAR, would it limit what churches could do in the future, and Planner Martin said it was less about continuation of use and more about removing the UAR district from city maps because it was antiquated. Councilor Letz said this rezone to PFI ultimately was a win for all of the property owners, but it did limit them from building housing because it was not allowed in that zone.

Councilor Letz noted the transportation report referenced 2040 and would like an explanation on why those numbers were used. Joe Bessman, Transight Consulting, replied that during a rezone, they looked at the maximum buildout scenario of the development; he said this was a very hypothetical analysis. Councilor Letz noted that more housing in town could actually cut down on traffic trips as more people might live in the City and not have to commute into town from other cities.

Councilor Cobb asked if areas Zoned PFI would need to rezone to build housing or did Section 5.3 allow for that. Planner Martin replied no because there currently was not any housing on the lots, and it was not currently a use for the PFI Zone.

Councilor Cobb asked if churches in other zones would be changed to PFI. Director Woodford replied, no, only the seven lots we were considering rezoning. Planner Martin noted churches could operate as a conditional use in most zones. Councilor Cobb asked if all the existing churches would change to PFI, and Planner Martin replied they would not, only the seven lots we were looking at tonight.

Mayor Preedin asked for public testimony; there was none; Mayor Preedin closed the public testimony portion of the hearing.

Mayor Preedin called for Council deliberations.

Councilor Letz pointed out that this rezone was a long process and a heavy lift for the Community Development staff. She was disappointed there was not more MFR included in the rezoning.

*Councilor Ross made a motion to approve City File CP 22-04 ZM 22-01 TA 22-05 as drafted by staff. Councilor Cobb seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0*

Planner Martin explained the next step was formally adopting the amendments via an ordinance at the April 12<sup>th</sup> Council meeting.

Councilor Ross thanked the staff for bringing this amendment forward so quickly.

**C. Discussion and Consideration of Resolution 2023-03- A RESOLUTION OF CITY OF SISTERS TO ADOPT FY 2023/24 COUNCIL GOALS.**

Director O'Neill reviewed the Council met in February to establish their goals and thanked the Council for being thoughtful about them.

Mayor Preedin said staff had provided a good blueprint for the goals, and he appreciated Councilor Cobb and Councilor Letz's recommendations of a few new objectives.

*Council President Blum made a motion to approve and adopt Resolution 2023-03. Councilor Letz seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0*

## **8. OTHER BUSINESS**

Public Works-Director Bertagna

- The second year of the water conservation program was kicked off with a Lunch and Learn talk at Sisters Park and Recreation District and a community information table in the lobby of City Hall

Community Development- Director Woodford

- Council asked Director Woodford about several upcoming land use applications.

City Manager's Office-Recorder Prosser

- Reviewed the City Manager finalist interview week.

Finance- Director O'Neill

- Thanked the front office staff for their professionalism in handling customers.

## **9. MAYOR/COUNCILOR BUSINESS**

Councilor Letz attended a CPACE workshop and would send details to Councilors if they were interested. She also attended the School District Superintendent Coffee, where the cost of construction insurance on the new elementary school was discussed as it continued to rise.

Council President Blum attended a roundtable with local houseless stakeholders organized by City staff to discuss the funding available from the governor's emergency order and review the draft camping ordinance.

Mayor Preedin noted we currently had Short Term Rental (STR) Code in place, and Council would discuss the topic in FY 2023/24. He said the Code was not static, and we reviewed it as needed.

Mayor Preedin said there would be an Economic Development for Central Oregon (EDCO) Board meeting tomorrow morning at FivePine Lodge in Sisters.

Mayor Preedin would like Council to consider funding for the CORE3 facility discussed in the Joint meeting earlier tonight.

**10. ADJOURN:** 9:56 pm.

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Kerry Prosser, City Recorder

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Michael Preedin, Mayor

**MEMBERS PRESENT:**

Michael Preedin Mayor  
Andrea Blum Council President  
Gary Ross Councilor  
Jennifer Letz Councilor  
Susan Cobb Councilor

**STAFF PRESENT:**

Joe O’Neill Interim City Manager  
Paul Bertagna Public Works Director  
Scott Woodford CDD Director  
Kerry Prosser City Recorder

**BOARD OF COUNTY COMMISSIONERS:**

Tony DeBone Chair  
Patti Adair Commissioner  
Phil Chang Commissioner

**COUNTY STAFF:**

Nick Lelack Administrator  
Chad Centola Director of Solid Waste  
Tim Brownell Director of Solid Waste

**GUESTS:**

Scott Humpert Explore Sisters, Executive Director  
Nancy Connolly Explore Sisters, Board Member  
Cheyanne Purrington Coordinated Houseless Response Office, Executive Director

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The Joint meeting was called to order by Mayor Preedin at 5:00 p.m.

**2. ROLL CALL**

Mayor Preedin took roll call and established a quorum of the City Council were present. Chair Debone took roll call and established a quorum of the Board of County Commissioners (BOCC) were present.

**3. INTRODUCTIONS**

Mayor Preedin welcomed County Commissioners and staff.

**4. UPDATES**

A. Update on Explore Sisters

Scott Humpert, Executive Director of Explore Sisters (ES), introduced himself and briefly explained where the Destination Management Organization (DMO) was heading. Board Member Nancy Connolly explained the ES Board makeup would be critical to its success; they were a group of residents and business owners who valued livability.

Chair Debone asked if ES was membership-based and how you would coordinate with the Chamber of Commerce. Director Humpert replied they were not members based, and they had met with the Chamber and were open to collaborating for the good of the community, and so efforts were not duplicated.



Councilor Letz explained the Council had heard from the citizens, and they did not want our community and resources overrun by tourists. We wanted an organization that could take a big-picture view of tourism and its impact; we were cognizant of other community's mistakes.

Commissioner Chang asked Director Humpert for his initial thoughts on growing the shoulder season and reacting to emergencies like wildfires. Director Humpert replied ES would use intentional marketing to affect the shoulder seasons and move into a communication mode to help support the community during emergencies.

Councilor Ross noted that Director Humpert had come on board with the essential skills needed to stand up the DMO, and it was important to the Council that ES was set-up well, and then we let them go out on their own.

#### B. Landfill Siting and Recycle Modernization Act Update

Chad Centola and Tim Brownell, Directors of Solid Waste for Deschutes County, reviewed the siting of the landfill and the Recycle Modernization Act (RMA) and presented the following [slides](#):

- Deschutes County Solid Waste Department Updates
- Topics: New Solid Waste Management Facility Siting, Oregon RMA
- County 2019 Solid Waste Management Plan Update
- General Design Criteria
- Initial Areas Identified by Deschutes County
- Exclusionary Area Mapping
- Broad Screen Sites Identified
- Broad Screen Sites Removed due to Fatal or Practical Flaws
- Possible Addition of BLM Parcels
- Next Steps
- RMA: Impacts on Sister's Recycling Program
- RMA Implementation Timeline
- RMA Implementation Timeline

Chair Debone summarized they were looking for a location that was cost-effective to keep the landfill in Deschutes County. Commissioner Adair noted that most of the final locations were on private property.

Councilor Letz asked if Knott Landfill would stay operational and, if so, what was the long-term plan for the facility. Director Centola replied it would stay operational; the residents of Bend would not have to drive to the new location, and he thought the location could become a passive park in the future.

Commissioner Chang asked how you dealt with the defensible space materials brought to the landfill. Director Centola explained the debris was used as cover for the Knott landfill, and they ground all of the material taken to the transfer stations.

#### C. Affordable Housing Project Update

Director Woodford reviewed that Northwest Housing Alternative (NHA) was negotiating for a piece of property to build a 40-unit affordable housing project. In addition, the City was in the process of rezoning the area under consideration to Multi-Family Residential (MFR) and should have that completed by early spring.

Administrator Lelack requested an update on the Housing Needs Analysis (HNA) and the Urban Growth Boundary (UGB) expansion. Director Woodford replied the HNA was completed with the Comprehensive Plan update. Before looking at a UGB expansion, the City had to consider efficiency measures and in late 2022 the City Council passed amendments that increased density; they were trying to balance Sisters' character with needed infill. The next step would be an updated Buildable Lands Inventory (BLI) to determine whether the City should move forward with a UGB expansion.

Councilor Letz said the Council would keep moving forward with efficiency measures. Mayor Preedin noted with the level of growth in Sisters; we would also need to keep checking in on livability.

#### D. Houseless Strategies in Response to Governor's Executive Order

Cheyenne Purrington, Executive Director of the Coordinated Houseless Response Office, gave an update on the Governor's Executive Order in response to homelessness. She reviewed that because of Central Oregon's high unsheltered rate, the area was set to receive 14 million dedicated to 81-83 new shelter beds and to rehouse 157-162 people; this funding was a one-time allotment. Director Purrington explained this would be a fast-funding process and that Central Oregon Intergovernmental Council (COIC) was coordinating the effort. An executive team would be looking at the criteria and screening potential projects. The funds would need to be spent by January of 2024, and she was currently working with cities and counties on what projects they would like to submit.

#### E. CORE3 Update

Chair DeBone reviewed that CORE3 would be a dedicated, multi-agency coordination center for emergency operations and a training facility for local, state, and federal personnel. He thought this was an exciting opportunity for the community. Commissioner Adair noted that the County had allocated 300 acres for the facility at a value of 16.4 million, and she thought other entities should step up for funding.

Councilor Letz asked if dormitories would be available on site as they would be a valuable option for entities with a small budget. Chair DeBone said housing was not included in Phase One of the project.

**5. OTHER BUSINESS**

Commissioner Chang said the Board had approved a land use application today for a meadery at the privately owned portion of the Lazy Z located just outside of Sisters.

**6. ADJOURN:** 6:36 p.m.

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Kerry Prosser, City Recorder

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Michael Preedin, Mayor

**MEMBERS PRESENT:**

Michael Preedin      Mayor  
Nancy Connolly      Council President  
Andrea Blum          Councilor  
Jennifer Letz        Councilor  
Gary Ross            Councilor

**STAFF PRESENT:**

Joe O’Neill            Finance Director  
Kerry Prosser        City Recorder  
Paul Bertagna        PW Director

**GUESTS:**

Erik Jensen            Principal, Jensen Strategies, LLC  
Amelia Wallace        Associate, Jensen Strategies, LLC  
Emily Rehder          Operations Manager, Jensen Strategies, LLC

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order by Mayor Preedin at 12:10 pm. A roll call was taken, and a quorum was established.

**2. CONSENT AGENDA**

- A. Award a Public Improvement Contract to 7 Peaks Paving, LLC. in the Amount of \$49,880 for the 2023 Pavement Rehabilitation and Improvement Project and Authorize the Interim City Manager to Execute the Contract and any Necessary Change Orders and/or Amendments Within a Contract Contingency Amount of 5% of the Contract.
- B. Award a Public Improvement Contract to Timber Stand Improvements in the Amount of \$55,000.00 for the Hazardous Fuel Reduction Project and Authorize the Interim City Manager to Execute the Contract and any Necessary Contract Change Orders and/or Amendments Within a Contract Contingency Amount of 5% of The Contract.
- C. Approve a Professional Services Agreement with BECON, LLC. in an Amount not to Exceed \$80,370.00 for the Well 1 Design and Construction Contract Administration Services and Authorize the Interim City Manager to Execute the Agreement.

*Council President Blum made a motion to approve the Consent Agenda. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 - 0.*

**3. COUNCIL BUSINESS**

- A. **Discussion and Consideration of a Motion** for the Appointment of a City Manager and Designate the Mayor, the Interim City Manager, and Legal Counsel to Engage in Contract Negotiations on Behalf of the City.

Mayor Preedin stated the City Council had unanimously chosen to extend an offer to Jordan Wheeler for the City Manager position pending contract negotiations.

*Council President Blum made a motion to appoint Jordan Wheeler as the City Manager and designate the Mayor, Interim City Manager, and legal counsel to engage in contract negotiations on behalf of the City. Councilor Letz seconded the motion.*

Councilor Ross thought this was a thorough and rigorous process and believed we had the best candidate.

Councilor Letz thanked the staff, Council, consultants, and community members who put so much into the process. In addition, she appreciated the time the candidates put into the research of our community.

Councilor Cobb said she was doing this for the first time as a Council member and was impressed with the process, the detail, and the cooperation of all parties involved.

Council President Blum was happy with the quality of the candidates, it was difficult to make a choice, but she was pleased with the choice.

Mayor Preedin thanked the hundreds of people who helped with this decision; it was not made in a vacuum. He thanked our consultants for their work and noted that all the candidates were well-qualified.

*Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0.*

#### **4. OTHER BUSINESS**

Councilor Ross asked Council if they would like to submit a letter of support for Sisters Parks and Recreation Department levy on the May ballot. Council agreed to submit a letter written by Councilor Ross and signed by Mayor Preedin.

#### **5. ADJOURN: 12:16 pm.**

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Kerry Prosser, City Recorder

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Michael Preedin, Mayor



CITY COUNCIL  
**Agenda Item Summary**

**Meeting Date:** April 12, 2023

**Staff:** Woodford

**Type:** Regular Meeting-Public Hearing

**Dept:** CDD

**Subject:** Sisters Parks Master Plan Update

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**Action Requested:** Approval of Ordinance 527 for a Comprehensive Plan Amendment to adopt the updated Sisters Parks Master Plan and replace and supersede all prior Parks Master Plans (Planning File #CP 22-03).

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**Background:** On February 22, 2023, City Council – after a recommendation of approval from the Planning Commission at a public hearing on January 19, 2023 - approved a Comprehensive Plan Amendment request to update the Sisters Parks Master Plan during a public hearing. In its review, Council deferred approval of the adopting ordinance until April 12, 2023 so that changes requested to the Parks Master Plan during the public hearing process could be incorporated into a final, clean document and be presented for final review and approval by Council.

**Summary Points:** Minor changes have been made to the Parks Master Plan since the public hearing on February 22, 2023 with the vast majority being grammatical or clarifying edits. A change log was maintained to detail the requested changes by staff and Council and how they were resolved. To review that document, please see the project website below.

**Recommendation:** Staff recommends that City Council review and formally adopt Ordinance No. 527.

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**Attachments:**

- Attachment A – Ordinance No. 527
- Exhibit A – Staff Findings
- Exhibit B – Adoption of the Updated Parks Master Plan

(Note: the Plan and its appendices, along with related information are also available on the City of Sisters website at the following link:

<https://www.ci.sisters.or.us/community-development/page/2022-city-parks-master-plan-project> or hard copy upon request)

**ORDINANCE NO. 527**

**AN ORDINANCE APPROVING AN AMENDMENT TO THE SISTERS COMPREHENSIVE PLAN TO ADOPT AN UPDATED PARKS MASTER PLAN TO REPLACE AND SUPERSEDE ALL PRIOR PARKS MASTER PLANS**

WHEREAS, the City of Sisters (“City”) determined that its current Parks Master Plan is outdated and insufficient to plan for the future parks needs of City;

WHEREAS, after conducting an assessment of the city’s existing parks and recreational facilities and a needs assessment with extensive public outreach, including coordination with the City’s Parks Advisory Board, the staff and its consultants drafted an updated Parks Master Plan;

WHEREAS, the updated Parks Master Plan includes a vision for the future parks system with updated goals and policies, recommendations for improving and expanding Sisters’ parks system to maintain current facilities and accommodate population growth and an implementation plan that prioritizes projects over the 20-year planning timeline and funding strategies the City can leverage for implementation;

WHEREAS, in accordance with Sisters Development Code Chapter 4.1, legislative amendments to the Comprehensive Plan are subject to Type IV review procedures;

WHEREAS, the Department of Land Conservation and Development received notice of City’s consideration of the 2040 Comprehensive Plan at least 35 days prior to the first evidentiary hearing;

WHEREAS, after publishing of notice in the Sisters Nugget newspaper, a public hearing on the updated Parks Master Plan was held before the Sisters Planning Commission (“Planning Commission”) on January 19, 2023;

WHEREAS, the Planning Commission, after receiving public testimony and other evidence, and fully deliberating the matter, recommended that the Sisters City Council (“City Council”) adopt the updated Parks Master Plan;

WHEREAS, after publishing notice in the Sisters Nugget newspaper, a public hearing on the updated Parks Master Plan was scheduled before the City Council on February 22, 2023; and

WHEREAS, after reviewing the staff report, considering the Planning Commission’s recommendation, receiving public testimony and other evidence, and deliberating the matter fully, City Council voted to adopt the updated Parks Master Plan.

WHEREAS, approval of Ordinance 527, with an updated version of the Parks Master Plan incorporating changes from the February 22, 2023, public hearing, was reviewed and approved by City Council on April 12, 2023.

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

1. Findings. The City Council finds that the updated Parks Master Plan (Planning File #CP-21-03) meets all applicable criteria for approval. The more specific findings contained in the recitals and those found in the attached Exhibit A are hereby adopted to support the approval.

2. Parks Master Plan. The updated Parks Master Plan attached hereto as Exhibit B is hereby adopted. The updated Parks Master Plan wholly replaces and supersedes all prior Parks Master Plans of City.

4. Authorization. The City Manager, or his designee, is authorized to execute any documents and to take such actions as are necessary to compile and publish the updated Parks Master Plan and otherwise further the purposes and objectives of this Ordinance No. 527 (this “Ordinance”).

5. Severability; Corrections. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

This Ordinance was PASSED by the City Council by a vote of \_\_\_ for and \_\_\_ against and APPROVED by the Mayor on this 12<sup>th</sup> day of April 2023.

\_\_\_\_\_  
Michael Preedin, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Prosser, City Recorder



Exhibit A

FINDINGS

[attached]



## STAFF REPORT

### Community Development Department

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<b>FILE NUMBERS:</b>	Sisters Parks Master Plan Update / City File #: CP 22-03
<b>APPLICANT:</b>	City of Sisters
<b>REQUEST:</b>	Comprehensive Plan Amendment to replace the 2016 Sisters Parks Master Plan with the 2022 Sisters Parks Master Plan Update
<b>APPLICABLE CRITERIA:</b>	City of Sisters Development Code (SDC): Chapter 4.1 – Types of Applications and Review Procedures Oregon Revised Statutes Oregon Administrative Rules
<b>HEARING DATE:</b>	February 22, 2023 at 5:30 pm
<b>CITY STAFF:</b>	Scott Woodford, Community Development Director

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- I. BACKGROUND:** The current Parks Master Plan was adopted in 2011 and updated in 2016. In the meantime, the city has experienced rapid residential growth and population increases and many of the elements in the 2016 Plan have either been accomplished or are now outdated. A City Council Goal for Fiscal Year 2021-22 was to "conduct a complete replacement to the City's 2011 Parks Master Plan." The replacement process was started in early 2022.

The recently updated Sisters Comprehensive Plan provides support for the effort to maintain a parks plan that recognizes the current needs of the community (other Comprehensive Plan policies are supported by the updated Plan and are evaluated later in the report):

*GOAL 7.1: Plan, develop, maintain, and enhance recreation opportunities, scenic views, and open spaces to meet the needs of community members and visitors of all ages, abilities, cultures, and incomes and enhance their physical and mental health.*

The purpose of a Parks Master Plan is to provide a guiding vision for the parks and recreation system through integration of community input with best practices in public recreation planning to ensure adequate facilities and programs to serve all its current and future residents.

Cameron McCarthy, a consultant from Eugene with extensive experience in development of parks master plans, was hired by the city to assist with the Plan update. Extensive community outreach was undertaken by the city and the consultant throughout the process, to ensure that public input was a major basis of the Plan. Community outreach and involvement activities were conducted from March through September 2022 and included 10 stakeholder interviews, four focus groups, and three public events. For more detailed information about each of the activities, see Appendices D-F of the Draft Plan.

In addition, a Project Management Team was formed to assist the consultant to ensure the Plan meets community needs and consisted of the Public Works Director, Community Development Director, Sisters Parks and Recreation Executive Director, a member of the City's Parks Advisory Board (CPAB), and the City Council liaison to the CPAB.

The CPAB has held three meetings to discuss the updated parks plan, including a joint meeting with the City Council and a review of the final draft of the Plan. Their comments were incorporated into the adoption draft that will be reviewed by the Planning Commission and then by City Council.

The Plan is a component of the Sisters Comprehensive Plan by reference and thus requires an Amendment to the Comprehensive Plan to approve the updated Parks Master Plan.

- II. **EXHIBITS:** The Exhibit that make up the record in this matter is the Draft Parks Master Plan (**Note:** Exhibits are available for review on the City of Sisters website at the following link: <https://www.ci.sisters.or.us/community-development/page/2022-city-parks-master-plan-project>)
- III. **CONCLUSIONARY FINDINGS:** The following findings relate to compliance with applicable criteria to this land use application:

City of Sisters Development Code (SDC):  
 Chapter 4.1 – Types of Applications and Review Procedures

- City of Sisters Comprehensive Plan
- Statewide Planning Goals

## SISTERS DEVELOPMENT CODE

### CHAPTER 4.1 – TYPES OF APPLICATIONS AND REVIEW PROCEDURES

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#### 4.1.100 Purpose

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

**Staff Finding:** Staff finds that this provision is advisory.

#### 4.1.200 Description of Permit/Decision-Making Procedures

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

...

**D. Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire

districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

Table 4.1.200 Summary of Development Decisions/Permit by Type of Decision-making Procedure		
Action	Decision Type	Applicable Regulations
Comprehensive Plan Amendment	Type IV	Comprehensive Plan

**Staff Finding:** The City is proposing an amendment to its Parks Master Plan, which will “involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts),” thus compliance with a Type IV procedure is required.

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

**Staff Findings:** The procedures outlined in the sections above were followed in the review of this application.

#### 4.1.600 Type IV Procedure (Legislative)

A. Application requirements. See 4.1.700.

B. Notice of Hearing.

- 1. **Required hearings.** A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.

**Staff Finding:** A minimum of two hearings will be provided – at least one before the Planning Commission and at least one before the City Council.

- 2. **Notification requirements.** Notice of public hearings for the request shall be given by the Community Development Director or designee in the following manner:
  - a. At least 20 days, but not more than 40 days, before the date of the first hearing on an ordinance that proposes to amend the comprehensive plan or any element thereof, or to adopt an ordinance that proposes to rezone property, a notice shall be prepared in conformance with ORS [227.175](#) and mailed to:
    - 1. Each owner whose property would be rezoned in order to implement the ordinance (i.e., owners of property subject to a comprehensive plan amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment);
    - 2. Any affected governmental agency.
    - 3. Recognized neighborhood groups or associations affected by the ordinance;
    - 4. Any person who requests notice in writing;

5. For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS [227.175](#).
6. Owners of airports shall be notified of a proposed zone change in accordance with ORS [227.175](#).

**Staff Finding:** Staff reviewed the requirements in Section 4.1.600 (B)(2)(a) and did not provide any notice, as staff found that the criteria for notice was not met in this case.

- b. At least 14 calendar days before the scheduled Planning Commission public hearing date, and 14 calendar days before the City Council hearing date, notice shall be published in a newspaper of general circulation in the City.
- c. The Community Development Director or designee shall:
  1. For each mailing of notice, file an affidavit of mailing in the record as provided by Subsection a; and
  2. For each published notice, file in the record the affidavit of publication in a newspaper that is required in subsection b.
- d. The Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 35 days before the first public hearing at which public testimony or new evidence will be received.
- e. Notifications for annexation shall follow the provisions of this Chapter and ORS 199.

**Staff Finding:** Staff provided notice in accordance with 4.1.600 (B)(2)(b). The notice was published in the Nugget newspaper on January 4, 2023, at least 14 days prior to the initial January 19, 2023 public hearing. A second hearing is required and will be held by City Council, at which time notice will again be posted in compliance with this section.

.....

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

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

**Staff Finding:** Staff has reviewed the request for a Comprehensive Plan Amendment with the Statewide Planning Goals and finds the Amendment to be consistent with all of the applicable goals. See more detail below.

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

**Staff Finding:** The Parks Master Plan is a guiding document for long-range parks planning in Sisters and anticipates park and recreation needs for all residents and visitors. Development of the Plan relied heavily on citizen involvement and utilized an outreach and involvement process to verify and inventory uses, identify park interests and desires, and prioritize park and recreation needs. The outreach and involvement process began in March 2022 and extended through September 2022. Outreach methods included three public events, ten stakeholder interviews, and four focus groups. Public events were held at the Sisters Farmers Market on

June 5, at the Concerts in the Park event on June 25, and at an open house event hosted on September 27. All events were held at Fir Street Park. The ten stakeholder interviews were completed by phone in April. Stakeholders represented small businesses, recreation groups, the school district, and the music and crafts community. In June, July, and September the team met with four focus groups identified by City staff and the project management team. The focus groups represented outdoor recreation organizations, arts and culture organizations, seniors, and youth.

The process for approval of the Sisters Parks Master Plan is detailed in 4.1.600. The adoption process requires public hearings and notifications as outlined in 4.1.600.B. 4.1.600.B.1 states that two hearings are required, one Planning Commission hearing and one City Council hearing, for application approval. The Planning Commission public hearing date is set for January 19, 2023. The City Council date is pending. The City provided noticing in accordance with 4.1.600.B.2. Type IV Procedure (Legislative) Notice of Hearing, which details the required public hearing notification process. In compliance with 4.1.600.B.2.a, the City met the required notice timelines to the parties affected. In compliance with 4.1.600.B.2.b, the city also published notice in the local newspaper. Additionally, the Department of Land Conservation and Development was notified in writing by the city as required in 4.1.600.B.2.d. The City filed the required affidavits per 4.1.600.B.2.c.. The amendment does not include any annexations, therefore 4.1.600.B.2.e is not applicable.

The City included the required content as specified in 4.1.600.C. Based on the preceding findings, the process for adoption of the amendment complies with Goal 1 and meets the requirements of the State's citizen involvement provisions.

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

***Staff Finding:*** The Sisters 2040 Comprehensive Plan is the planning and policy framework tool for decisions and actions related to use of land in the Sisters Urban Area. The plan was adopted September 22, 2021, with an effective date of October 22, 2021. The Parks Master Plan complies with and is consistent with the goals and policies set in the Comprehensive Plan.

The project management team for the Parks Master Plan was comprised of City staff, a City Council member, a representative from the City Parks Advisory Board, and a representative from Sisters Park and Recreation District (SPRD). In addition, the project team met with the City Parks Advisory Board three times during the planning process on July 6, September 7, and December 7. The project team also met with City Council on September 7 and the Planning Commission on October 20 to provide project updates and receive input and feedback, prior to the formal adoption process.

Sisters established planning and policy framework, including but not limited to the Comprehensive Plan and Development Code, has been acknowledged to be consistent with state law and provide adequate factual basis for decisions and actions. As adopted as a contextual document to this framework, the amendment is consistent with Statewide Planning Goal 2.

***Goal 3 - Agricultural Land: To preserve and maintain agricultural lands.***

**Staff Finding:** Goal 3 is not applicable as the Parks Master Plan does not affect any agricultural plan designations or uses.

**Goal 4 - Forest Land: To conserve forest lands.**

**Staff Finding:** Recommendations and development projects in the Parks Master Plan primarily address properties within the Urban Growth Boundary (UGB) and do not occur on land designated as Forest Land. One project in the Plan, E12, recommends minor improvements to the Lazy Z Ranch Open Space property, which is zoned Exclusive Farm Use – Sisters Cloverdale Subzone (EFUSC). The City-owned property is an undeveloped open space located approximately ¾ miles east of the City and outside of the UGB. Planned improvements include the installation of soft surface trails, an information kiosk, and site furnishings.

Deschutes County Code Section 18.16.030 specifies the conditional uses permitted in Exclusive Farm Use zones (high value and non-high value farmland). Section 18.16.030 H of Deschutes County Code identifies public parks as a permitted conditional use within the provisions of ORS 195.120 and including only the uses specified under OAR 660-034-0035 or 660-034-0040, whichever is applicable.

OAR 66-034-0035.2.C and OAR 66-034-0035.2.E identify recreation and park uses as an allowed use on Agricultural and Forest Land:

\* \* \*

1. ***The park uses listed in subsection (a) through (i) of this section are allowed in a state park subject to the requirements of this division, OAR chapter 736, division 18, and other applicable laws. Although some of the uses listed in these subsections are generally not allowed on agricultural lands or forest lands without exceptions to Statewide Planning Goals 3 or 4, a local government is not required to adopt such exceptions in order to allow these uses on agricultural or forest land within a state park provided the uses, alone or in combination, meet all other applicable requirements of statewide goals and are authorized in a state park master plan adopted by OPRD, including a state park master plan adopted by OPRD prior to July 15, 1998:***

\* \* \*

***c. Recreational trails: walking, hiking, biking, horse, or motorized off-road vehicle trails; trail staging areas;***

\* \* \*

***e. Amenities related to park use intended only for park visitors and employees: laundry facilities; recreation shops; snack shops not exceeding 1500 square feet of floor area;***

\* \* \*

The planned recreational trails and accompanying amenities (kiosk and benches) are an allowed uses under OAR 66-034-0035.2.C and OAR 66-034-0035.2.E, which state that recreational trails and amenities related to park use intended only for park visitors are allowed uses on forest

lands. Therefore, the project, and amendment entirely is in compliance with Statewide Planning Goal 4.

Additional regulations regarding park uses on Agricultural and Forest Lands are identified in OAR 660-034-0035 with the reference to OAR 660-006-0025 Uses Authorized in Forest Zones. Rule 660-006-0025 states that:

1. ***Goal 4 requires that forest land be conserved. Forest lands are conserved by adopting and applying comprehensive plan provisions and zoning regulations consistent with the goals and this rule. In addition to forest practices and operations and uses auxiliary to forest practices, as set forth in ORS 527.722 (Restrictions on local government adoption of rules regulating forest operations), the Commission has determined that five general types of uses, as set forth in the goal, may be allowed in the forest environment, subject to the standards in the goal and in this rule. These general types of uses are:***
  - a. ***Uses related to and in support of forest operations;***
  - b. ***Uses to conserve soil, air and water quality and to provide for fish and wildlife resources, agriculture and recreational opportunities appropriate in a forest environment;***
  - c. ***Locationally-dependent uses, such as communication towers, mineral and aggregate resources, etc;***
  - d. ***Dwellings authorized by ORS 215.705 (Dwellings in farm or forest zone) to 215.757 (Accessory dwellings supporting family forestry) (ORS 215.757 (Accessory dwellings supporting family forestry)); and***
  - e. ***Other dwellings under prescribed conditions.***

Project E12 also complies with 660-006-0025.1.B. as the planned improvements (soft surface trails, information kiosk, site furnishings) are appropriate recreational opportunities in a forest environment. Therefore, the proposed amendment is consistent with Statewide Planning Goal 4.

***Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: To conserve open space and protect natural and scenic resources.***

***Staff Finding:*** OAR 660-015-0000(5) requires local governments to protect significant riparian corridors, upland wildlife habitat, and wetlands to conserve these resources and the biological systems they contain and support. The City of Sisters details protection and conservation efforts in the Comprehensive Plan. The Comprehensive Plan also details local partnerships and planning efforts to address creek restoration and management at Whychus Creek.

The Parks Master Plan identifies multiple projects that comply with Goal 5. Recommended projects enhance undeveloped open space (Project E12) and create targeted water access



points along Whychus Creek to enhance recreation access and protect adjacent habitat and natural resources (Project S2.9). Projects E4, E6 and E8 also propose improvements to land currently zoned as Open Space. Creekside Park planned improvements in project E4 include drought tolerant landscaping, interpretive signage about Whychus Creek, tree and shrub screening, and stormwater treatment. Project E6 recommends a park concept planning process to locate future amenities at Creekside Campground. An expansion of Creekside Park is proposed in project E8, which allows for additional play facilities.

The cumulative effect of the planned projects in the Parks Master Plan projects will protect and conserve existing natural resources and improve open spaces in Sisters. The amendment does not change or functionally alter any previously established protection or conservation measures. Therefore, the amendment is consistent with Statewide Planning Goal 5.

***Goal 6 - Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water, and land resources of the state.***

***Staff Finding:*** Numerous projects in the Parks Master Plan support enhanced air, water, and land resource quality. Project S2.9 proposes improved water access at strategic locations along Whychus Creek. Consolidating water access to the creek to targeted locations will protect habitat and water quality from degraded vegetation and erosion caused by human activity.

Recommendations also maintain air and land resource quality by including protections for existing tree canopy when implementing site improvements (e.g., project E1.7 at Harold and Dorothy Barclay Park). Air quality is also promoted by prioritizing more tree plantings at Cliff Clemens Park in accordance with the Sisters Urban Forest Management Plan (project E3.2). The Parks Master Plan seeks to improve water quality with proposed stormwater treatment recommendations at the Future Northwest Park (project E9.4).

The Plan recommends identifying potential sites for a dog park within an existing or future park site. A dog park would concentrate the environmental impacts of dog activity to one location, promoting the protection of land resources in all other park facilities throughout the park system (Project N3).

System-wide recommendations include implementing permeable paving which reduces water runoff (Project O2); rainwater, and snowmelt collection for irrigation (Project O4); reducing the use of fertilizers and herbicides to preserve existing soils (Project O5); introduction of drought-tolerant plants to reduce water usage (Project O6); use of energy and water-saving features over time in new and old restrooms (Project O7); and, implementation of Sisters' Urban Forest Management Plan within city-operated park and open spaces (Project O8).

The Parks Master Plan recommendations thoroughly promote the improvement of air, water and land resource quality and therefore the amendment is in compliance with Statewide Planning Goal 6.

***Goal 7 - Areas Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.***

**Staff Finding:** This amendment does not directly address potential natural disasters and hazards. These hazards are addressed in other planning processes. Therefore, this amendment is consistent with Statewide Planning Goal 7.

**Goal 8 - Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.**

**Staff Finding:** The City of Sisters has an established park system with a network of existing parks, open space, and trails. The system has 16.51 acres of developed park land and 31.91 acres of open space. Additionally, there are 4.87 acres of undeveloped park land. The Parks Master Plan recommendations propose park development projects at existing parks to further enhance current facilities (Projects E1-E7), improvements at undeveloped open space sites (Projects E8-E12 and S2.9), and identify facilities that aren't yet sited (Projects N1-N8) and park acquisition and development areas (Projects A1-A4).

The Plan's recommendations collectively address Goal 8 by responding to current recreational needs of citizens and visitors as well as identifying future needs and desires. The planned park projects were heavily informed by local residents and organizations, and implementation of these projects will satisfy the recreational goals and needs of the Sisters community. Therefore, this amendment is consistent with Statewide Planning Goal 8.

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

**Staff Finding:** This amendment does not directly impact or inhibit economic activities or propose any zoning designation changes. Parks and open spaces are designed though to be attractive and open to both residents and visitors and may be another reason for visitors to come to Sisters and for new residents to consider relocating to the area. Therefore, this amendment is consistent with Statewide Planning Goal 9.

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

**Staff Finding:** The provisions of this amendment do not specifically address the planning or development of housing, although one purpose of the Plan update is to ensure that as the community grows, adequate parks and recreation needs are also developed commensurately. Therefore, this amendment is consistent with Statewide Planning Goal 11.

**Goal 11 - Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.**

**Staff Finding:** The provisions of this amendment contemplate the provision and expansion of public parks and facilities to keep pace with new growth, so as to maintain or increase the level of service that is enjoyed in the community. Therefore, this amendment is consistent with Statewide Planning Goal 11.

**Goal 12- Transportation: To provide and encourage a safe, convenient and economic transportation system.**

**Staff Finding:** Goal 12 is implemented through the Transportation Planning Rule (TPR). The Transportation Planning Rule (OAR 660-012-0060) states that land use changes that significantly affect a transportation facility shall require mitigation measures to address the anticipated impacts. The rule states that:

**(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:**

**(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**

**(b) Change standards implementing a functional classification system; or**

**(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**

**(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**

**(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**

**(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.**

**(2) If a local government determines that there would be a significant effect, then the local government must ensure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility measured at the end of the planning period identified in the adopted TSP through one or a combination of the remedies listed in (a) through (e) below, unless the amendment meets the balancing test in subsection (2)(e) of this**

*section or qualifies for partial mitigation in section (11) of this rule. A local government using subsection (2)(e), section (3), section (10) or section (11) to approve an amendment recognizes that additional motor vehicle traffic congestion may result and that other facility providers would not be expected to provide additional capacity for motor vehicles in response to this congestion.*

- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.*
- (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of this division; such amendments shall include a funding plan or mechanism consistent with section (4) or include an amendment to the transportation finance plan so that the facility, improvement, or service will be provided by the end of the planning period.*
- (c) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.*
- (d) Providing other measures as a condition of development or through a development agreement or similar funding method, including, but not limited to, transportation system management measures or minor transportation improvements. Local governments shall, as part of the amendment, specify when measures or improvements provided pursuant to this subsection will be provided.*
- (e) Providing improvements that would benefit modes other than the significantly affected mode, improvements to facilities other than the significantly affected facility, or improvements at other locations, if:
 
  - (A) The provider of the significantly affected facility provides a written statement that the system-wide benefits are sufficient to balance the significant effect, even though the improvements would not result in consistency for all performance standards;*
  - (B) The providers of facilities being improved at other locations provide written statements of approval; and*
  - (C) The local jurisdictions where facilities are being improved provide written statements of approval.**

This amendment will not change the functional classification of an existing or planned transportation facility. Nor will it change standards implementing a functional classification system. Further, it will not permit types or levels of land uses which would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility

or reduce the performance standards of any facility. Therefore, Statewide Planning Goal 12 is not implicated by this amendment.

***Goal 13 - Energy Conservation: To conserve energy.***

**Staff Finding:** The amendment does not specifically concern energy conservation, but efforts are encouraged in the Plan to discourage landscaping that requires heavy irrigation and which uses a lot of water and energy. Therefore, the proposed amendment is consistent with Statewide Planning Goal 13.

***Goal 14 - Urbanization: To provide for an orderly and efficient transition from rural to urban land use.***

**Staff Finding:** The proposed projects in the Parks Master Plan are primarily located within the Urban Growth Boundary, and do not impact the transition from rural to urban land use. One proposed project, E12, is proposed Lazy Z Ranch Open Space which is located outside of the UGB, approximately ¾ mile east of the city. Findings for Project E12 are previously stated under Statewide Planning Goal 4 above and are incorporated by reference herein. Therefore, the proposed amendment is consistent with Statewide Planning Goal 14.

***Goal 15 - Willamette River Greenway: To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.***

**Staff Finding:** Goal 15 is not applicable to the Sisters UGB and the amendment does not interfere with compliance with Statewide Planning Goal 15.

***Goal 16 through 19 (Estuarine Resources, Coastal Shorelands, Beaches and Dunes, and Ocean Resources):***

**Staff Finding:** There are no coastal, ocean, estuarine, or beach and dune resources within the Sisters UGB. Therefore, these goals are not relevant, and the amendment will not affect compliance with Statewide Planning Goals 16 through 19.

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

**Staff Finding:** The 2040 Sisters Comprehensive Plan (adopted September 22, 2021) includes five parks, recreation, and open space goals outlined in section 7. The following goals are applicable to the proposed amendment:

- Goal 7.1 sets out requirements for the Parks Master Plan and its purpose to plan, develop, maintain, and enhance recreation opportunities, scenic views and open spaces to meet the needs of all community members and visitors.
- Goal 7.2 requires identifying and pursuing funding mechanisms for acquisition of development, maintenance, and operations of facilities.
- Goal 7.3 requires the creation of a citywide network of accessible recreation opportunities connected by a variety of transportation options.
- Goal 7.4 requires promoting the development of park and recreation facilities that minimize impacts to natural areas and habitats, including sensitive environmental areas.

- Goal 7.5 requires sustaining and enhancing the partnerships with residents, community groups and other local agencies.

Development of the 2022 Parks Master Plan included a community outreach and involvement process that involved the collection of feedback from a variety of community members that informed recommendations regarding the planning, development, and maintenance of recreational opportunities, views, and open spaces. The Plan's implementation strategy includes an overview of funding sources to address acquisition of development, maintenance, and operations of park and recreation facilities. The Proposed Park System in the Parks Master Plan enhances the network of recreational opportunities by locating proposed facilities near or adjacent to multiple transportation options, including existing and proposed multi-use paths. In addition, the identified park acquisition and development areas do not infringe on environmentally sensitive areas. The development of the Parks Master Plan and resulting recommendations are informed by and rely on collaboration with location partners, including residents, community groups, and local agencies.

As stated previously, the 2022 Park Master Plan is designed to be consistent with the Comprehensive Plan goals and further implements the goals through recommendations and projects in the Plan. The proposed amendment does not affect any other goals in the Comprehensive Plan, nor create any inconsistency within the Comprehensive Plan. Therefore, this criterion is satisfied.

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

**Staff Finding:** Parks, trails, and open space areas are facilities that provide a critical public service by meeting the recreational needs of residents and visitors and enhancing their health, wellbeing, and quality of life. The 2022 Parks Master Plan proposes the development of existing and additional parks, open space, and trails facilities. Implementation of the recommended projects will assist the city as demand for park and recreation facilities increase with expected population growth.

The amendments do not propose any land use changes and are compatible with adjacent land uses. The Parks Master Plan recommendations are compatible with the 2021 Transportation System Plan (TSP). The Proposed Park System in the Plan includes trailheads, multi-use paths, and proposed multi-use paths as identified in the TSP. Recommendations in the Park Master Plan also identify pedestrian and bicycle improvements that will enhance the transportation network. In addition, circulation improvements are recommended at Harold and Dorothy Barclay Park (project E1) and a multi-use path and bike furnishings are recommended at Village Green (project E5).

Paths, bicycle furnishings, and access to power service are several key improvements the Parks Master Plan contributes to Sisters' public facilities, urban services, and the transportation network. Circulation, multi-use paths and/or trail improvements are recommended at Harold and Dorothy Barclay Park,

Village Green, Future Northwest Park, Sun Ranch Park, East Portal, Lazy Z Ranch Open Space, and the yet-to-be sited Pickleball Court Complex site (projects E1, E5, E9, E10, E11, E12, and N1). Bike furnishings are recommended at Cliff Clemens Park, Creekside Park, Village Green, Creekside Campground, and Wild Stallion Park (projects E3, E4, E5, E6, and E7). Power service or access is included in recommendations for Harold & Dorothy Barclay Park, Creekside Park, Creekside Campground (projects E1, E4 and E6). These improvement projects will positively affect public facilities, urban services, and transportation network in Sisters. Therefore, this criterion is satisfied.

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

**Staff Finding:** 4.7.600 Transportation Planning Rule Compliance states:

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

Adoption of the amendment will not change the functional classification of an existing or planned transportation facility. Nor will it change standards implementing a functional classification system. Further, it will not allow types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility or reduce the performance standards of any facility. Therefore, Statewide Planning Goal 12 is not implicated by this amendment.

- B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:**
- 1. Limiting allowed land uses to be consistent with the planned function of the transportation facility;**

*Or*

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

**Staff Finding:** The amendment does not significantly affect a transportation facility and therefore do not interfere with compliance of 4.7.600B. This criterion is satisfied.



Exhibit B

UPDATED PARKS MASTER PLAN

[attached]

# SISTERS PARKS MASTER PLAN 2023

Adopted April 12, 2023



# Acknowledgments

## City Council and Mayor

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2023 Council President Andrea Blum  
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Jennifer Letz  
Susan Cobb

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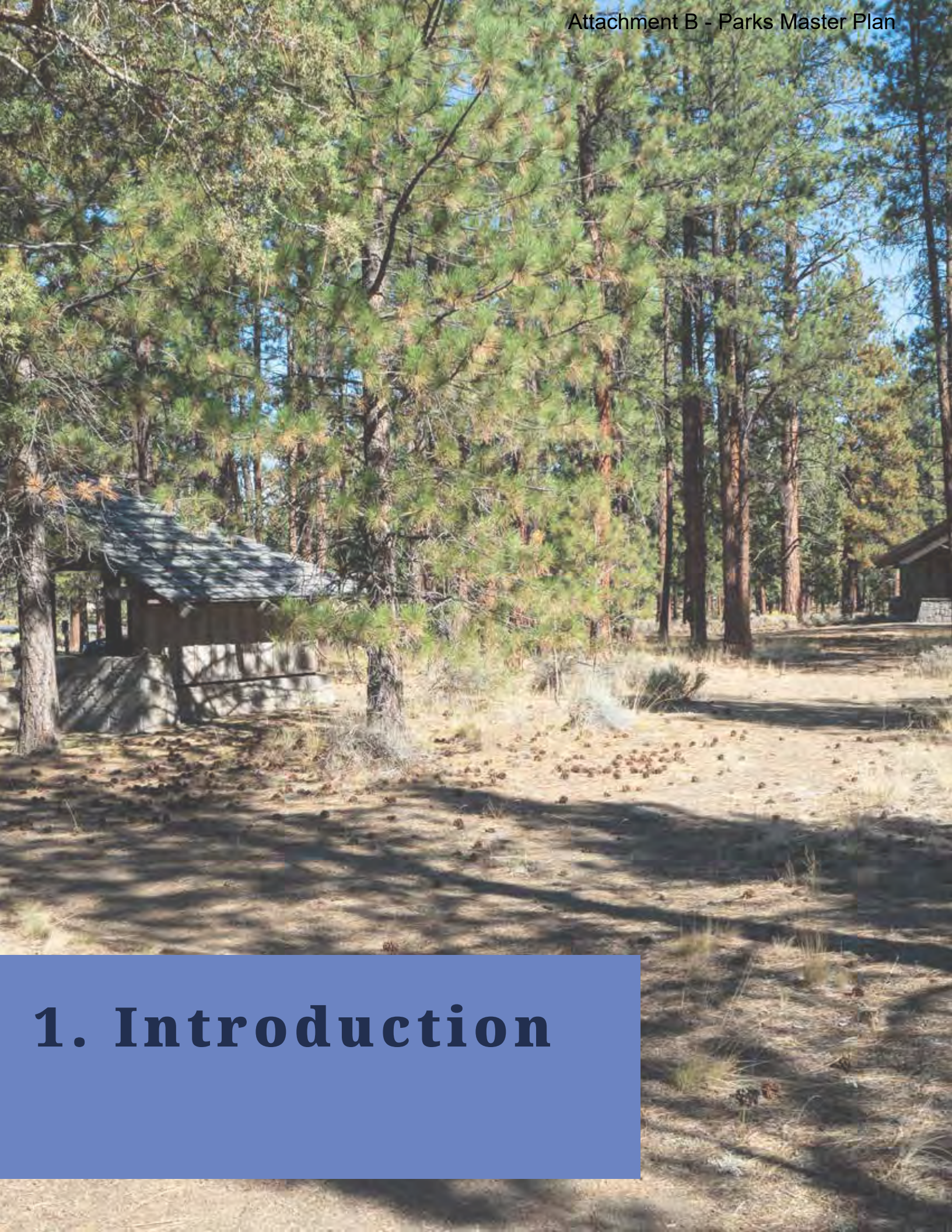


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# 1. Introduction

## Planning Process

The 2022 Sisters Parks Master Plan provides direction for current and long-range planning in the park and recreation system. The Plan was prepared in collaboration with City staff, stakeholders, and community residents and documents the research, analysis, and community involvement process used to identify system assets and needs. The Plan follows a systems approach, as recommended by the National Recreation and Parks Association (NRPA), which places local values and needs first and provides a framework for creating a park system to meet those values and needs.

## Relationship to Other Plans

The Parks Master Plan is one of several documents that comprise the City of Sisters' long-range planning and policy framework. Key documents include the City's Comprehensive Plan, Transportation System Plan (TSP), and the Urban Forest Management Plan. These were reviewed during Plan development and informed the goals, actions, and recommendations within this Plan.

### Sisters 2040 Comprehensive Plan, 2021

The recently updated Comprehensive Plan includes goals for parks, recreation, and open space in Sisters. The five main goals focus on enhancing recreation opportunities, identifying funding sources, connecting the network of facilities, promoting environmentally sensitive park and recreation development, and enhancing partnerships with community members and agencies. The Parks Master Plan is compatible with these goals and further details recommendations and improvement projects to uphold the intent of the Comprehensive Plan.

### Sisters Transportation System Plan, 2021

Sisters' Transportation System Plan includes goals relevant to the Parks Master Plan. Goal 1 (Livability) conveys that the City should design transportation facilities to improve quality of life in Sisters' neighborhoods and commercial areas. Transportation facilities that support walking and bicycling can also be recreation opportunities and promote health and wellbeing (Goal 1 Policy a). Transportation facilities also connect parks that are health and recreation destinations, enhancing the livability of Sisters. Goal 2 (Safety) promotes the development and maintenance of a safe transportation system and emphasizes that the design and maintenance of pedestrian and bicycle routes between parks must be safe and secure (Goal 2. Policy a).



## Sisters Urban Forest Management Plan

The City's Urban Forest Management Plan guides urban forest improvements, including tree planting, maintenance, inspection, replacement, and removal. This plan notes that trees with large canopies improve parks because they provides ideal spots to picnic or sit while resting from summer activities. The Parks Master Plan references this plan.

## Regional Context and Planning Area

The Sisters area was inhabited and stewarded by Indigenous peoples (including the Warm Springs, Wasco, and Pauite tribes<sup>1</sup>) since time immemorial. Before and after an 1855 treaty, tribes were forcibly displaced by the U.S. government and moved to the Warm Springs Reservation. Descendants are part of the Confederated Tribes of Warm Springs.

The forerunner of Sisters was Camp Polk, a military camp established in 1865-66 by volunteers from Polk County along Whychus Creek to protect Euro-American miners and settlers. After its abandonment, the site was homesteaded by Samuel M. Hindman who operated a store and post office.<sup>2</sup> In 1888 the post office was moved three miles south to the John J. Smith Store and named "Sisters" for the nearby Three Sisters volcanic peaks. Sisters became a supply station for sheep ranchers passing through, and the town was formally established in 1901 and incorporated in 1946 after growth of the lumber industry. The last mill's closure in 1963 caused a population decline.

Sisters then became known as the Gateway to the Cascades as highways were improved, and today Sisters is recognized for the area's natural environment, 1880s-style charm, and specialty shops and galleries. The old mill site is an industrial park with businesses and light industries. More people are choosing to live in Sisters for its views and recreation activities.

Today, the City encompasses about 1.88 contiguous square miles. Sisters has 13 primary land use zones: Residential, Multi-Family Residential, Downtown Commercial, Highway Commercial, Light Industrial, Public Facility, Open Space, Urban Area Reserve, Sun Ranch Tourist Commercial, Sun Ranch Residential, and North Sisters Business Park. Parks are permitted or allowed as conditional uses in all zones except for Light Industrial and Sun Ranch Tourist Commercial.

<sup>1</sup> Deschutes Land Trust. "Cultural History." <https://www.deschuteslandtrust.org/protected-lands/camp-polk-meadow-preserve>

<sup>2</sup> City of Sisters. "Sisters History." <https://www.ci.sisters.or.us/community/page/sisters-history>.





## 2. Park System

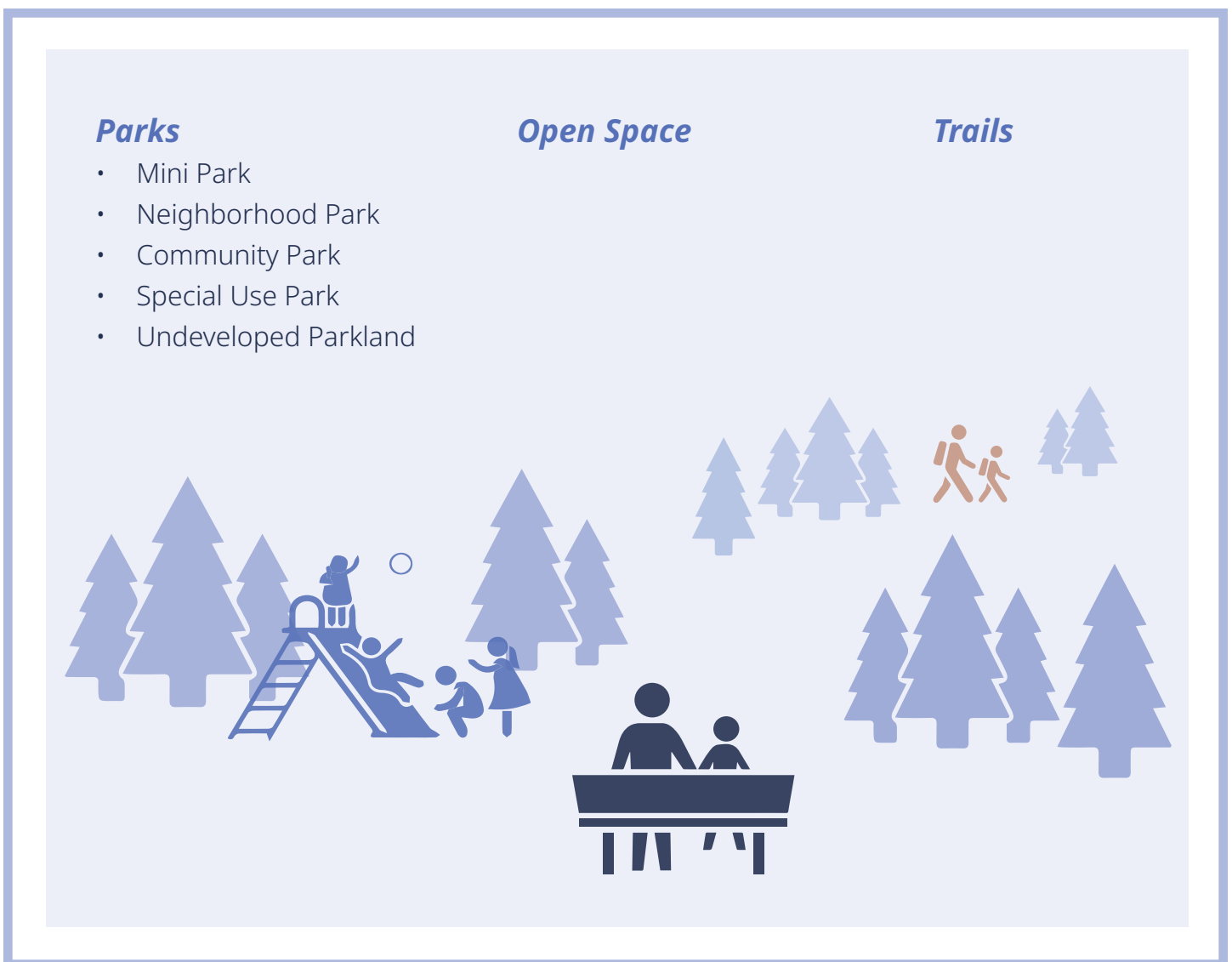


# Facility Inventory

Comprehensive park system planning requires identifying and assessing existing park facilities and amenities. This inventory process highlights system-wide strengths, needs, opportunities and constraints; reveals underserved areas; and helps guide recommendations and capital improvement program efforts. The inventory includes considering park classifications, which helps ensure a balanced system that meets current and future community needs, as different types of parks serve different functions.

## Classification

National Recreation and Parks Association (NRPA) classifications are used as a basis to categorize Sisters park facilities and to evaluate the system using NRPA Park Metrics.<sup>3</sup> Park classification considers individual park benefits, functions, size, service area, and amenities (see Appendix A). For Sisters, the park classifications are:



<sup>3</sup> NRPA Park Metrics are benchmark data that assist in the management and planning of park and recreation systems. They are discussed in Appendix B along with an assessment of the park system's performance relative to applicable benchmarks. <https://www.nrpa.org/publications-research/ParkMetrics/>

The parks inventory includes all park land owned by the City as well as information about trails, open space, privately owned parks and open space, Sisters Park & Recreation District (SPRD) facilities, Sisters School District No. 6 facilities, and state and federal facilities that contribute to provide parks and recreation opportunities to Sisters residents and visitors.

## City Facilities

The City currently owns and maintains nine developed park facilities, which comprise 16.51 acres of developed park land, and three undeveloped parcels, which comprise 4.87 acres of undeveloped park land (Table 2.1). The Sisters park system also contains 31.91 acres of open space (Table 2.2). The existing system is shown on Map 1.1 Existing Park System and provides a range of park types and recreation opportunities. See Appendix B for more detailed information on each facility.

## School Facilities

Sisters School District operates three schools on 203.41 acres. These facilities are included in the inventory because they provide active recreation opportunities to students when school is in session and provide recreation opportunities to residents and visitors through programming by other agencies and facility rental agreements with other organizations.

Table 2.1 City Facility Inventory

EXISTING PARKS	ACRES
<b>Mini Parks</b>	<b>0.77</b>
Buck Run Park	0.02
Harold & Dorothy Barclay Park	0.44
Fir Street Park	0.31
<b>Neighborhood Parks</b>	<b>2.28</b>
Cliff Clemens Park	2.28
<b>Community Parks</b>	<b>3.97</b>
Village Green Park	1.32
Creekside Park	2.65
<b>Special Use Parks</b>	<b>9.49</b>
Creekside Campground	9.22
Veterans Memorial Park	0.25
Wild Stallion Park	0.02
<b>TOTAL DEVELOPED PARKLAND</b>	<b>16.51</b>
<b>UNDEVELOPED PARKLAND</b>	<b>ACRES</b>
Sun Ranch Park	0.50
Creekside Park Eastward Expansion	1.55
Future Northwest Park	2.82
<b>TOTAL UNDEVELOPED PARKLAND</b>	<b>4.87</b>

Table 2.3 School District Facility Inventory

School District Facilities	Acres
Elementary School (planned for other use after new school construction near middle school)	13.54
Middle School	39.50
High School (acreage includes planned location of new elementary school)	150.37
<b>Total School District Facilities</b>	<b>203.41</b>

Table 2.2 Open Space Inventory

Open Space	Acres
East Portal	2.50 <sup>4</sup>
Whychus Creek	3.20
Lazy Z Ranch	16.50 <sup>5</sup>
Other Parcels	9.71
<b>Total Open Space</b>	<b>31.91</b>

<sup>4</sup> The East Portal property is 7.54 acres. The acreage in the Inventory (2.50 acres) includes land that may be available for park or open space uses and excludes land planned for transportation purposes.

<sup>5</sup> The Lazy Z Ranch property is 225.94 acres. The acreage in the Inventory (16.50 acres) includes land that may be available for open space uses and excludes land planned for irrigation water reuse and effluent disposal purposes.



# PARK SYSTEM MAP / MAPA DEL SISTEMA DE PARQUES

## Legend / Leyenda

-  Urban Growth Boundary / Límite de crecimiento urbano
-  Developed Parkland / Parque desarrollado
-  Undeveloped Parkland / Parque no desarrollado
-  Public Lands / Terrenos publicos
-  School District Facilities / Instalaciones públicas educativas
-  Oregon Parks & Recreation Department Land / Departamento de Recreación y Parques de Oregon
-  Private Park / Open Space / Espacio abierto privado
-  Trail head / Comienzo del sendero
-  Multi-Use Path / Camino de multiuso
-  Trail System (outside of city limits / Sistema de senderos (fuera de los límites de la ciudad)

## Other Public Facilities

- 1** Sisters Park & Rec District (SPRD) Admin. & Community Center / Admón. SPRD y centro comunitario
  - Hyzer Pines Disc Golf Course / Golf de disco Hizer Pines
  - Skate Park / Parque de patinaje
  - Bike Park 242 / Parque de bicicletas 242
- 2** High School & School District Facilities / Instalaciones de la escuela secundaria y del distrito escolar
  - Ball Fields / Campos de béisbol
- 3** Middle School & School District Facilities / Instalaciones de la escuela intermedia y del distrito escolar
  - Ball Fields / Campos de béisbol
  - Track / Pista
  - Tennis Courts / Pista de tenis
- 4** Elementary School / Escuela primaria
  - Current location. New building planned near Middle School
- 5** Sisters Community Garden / Jardín comunitario

## City Owned & Operated

### Mini Parks

- 1** Barclay Park
- 2** Buck Run Park
- 3** Fir Street Park

### Neighborhood & Community Parks

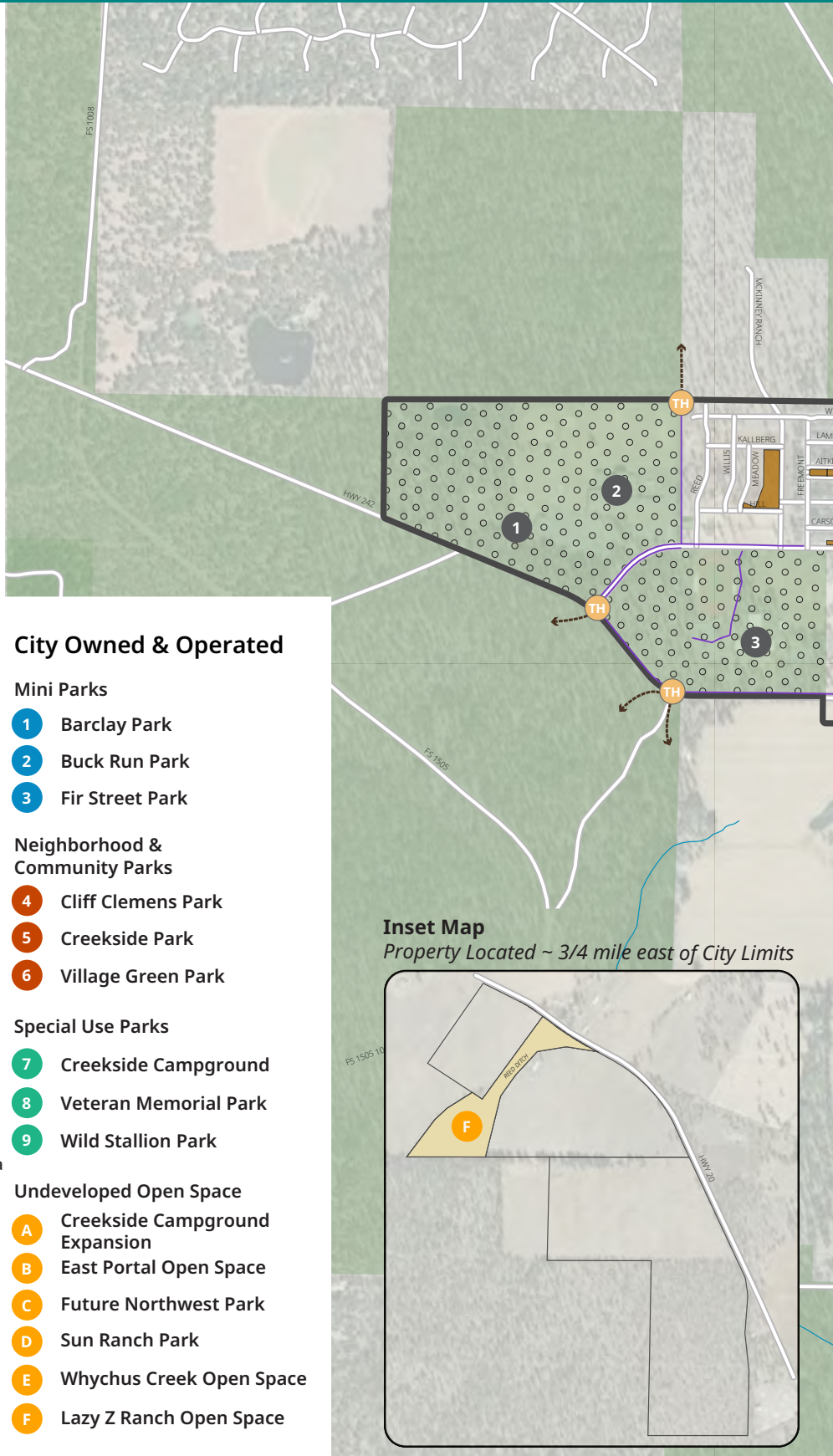
- 4** Cliff Clemens Park
- 5** Creekside Park
- 6** Village Green Park

### Special Use Parks

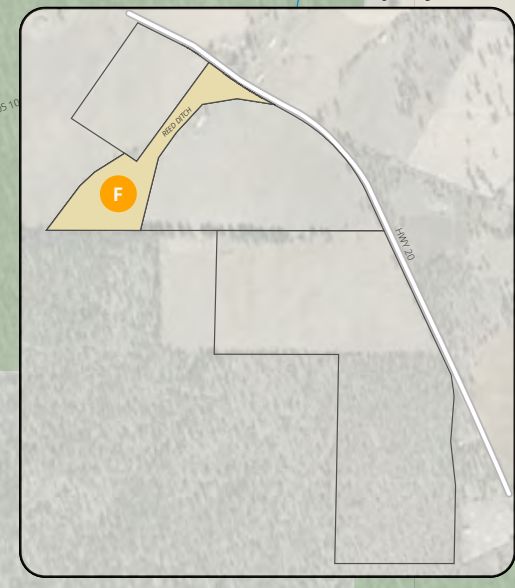
- 7** Creekside Campground
- 8** Veteran Memorial Park
- 9** Wild Stallion Park

### Undeveloped Open Space

- A** Creekside Campground Expansion
- B** East Portal Open Space
- C** Future Northwest Park
- D** Sun Ranch Park
- E** Whychus Creek Open Space
- F** Lazy Z Ranch Open Space



**Inset Map**  
Property Located ~ 3/4 mile east of City Limits



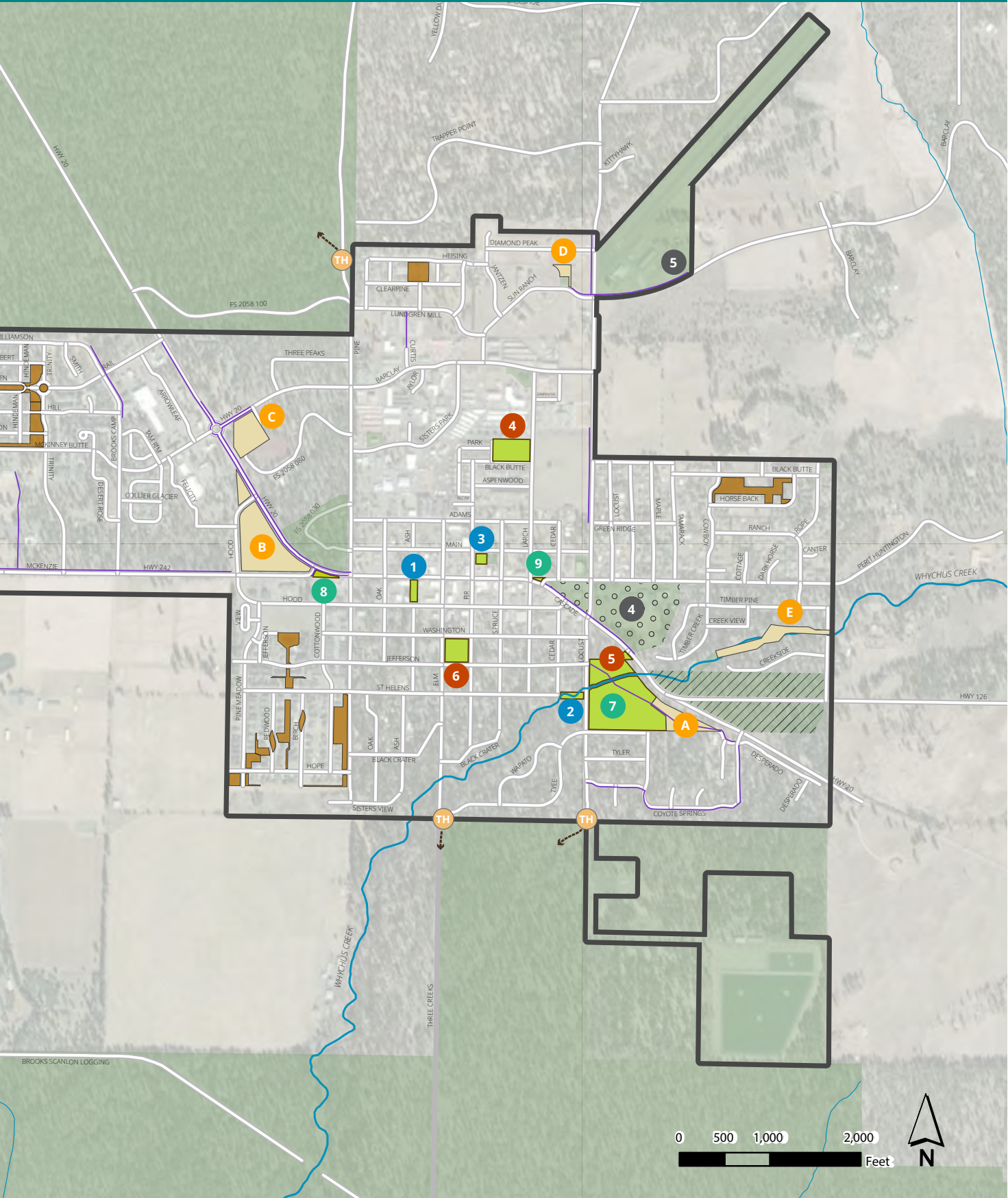


Table 2.4 Sisters Park &amp; Recreation District Facility Inventory

SPRD Operated Facilities	Acres
Sisters Park & Recreation District (acreage included in School District Facilities above)	15.00
<b>Total Park And Recreation District Facilities</b>	<b>15.00</b>

## Sisters Park & Recreation District Facilities

Sisters Park & Recreation District (SPRD) is a special district that manages land on school district property on the west side of Sisters. This land includes Bike Park 242, Hyzer Pines Disc Golf Course, a playground, a skatepark, and Coffield Community Center. SPRD provides organized recreation programming for activities including adult athletics, adult recreation, camps, care programs, fitness, preschool, youth athletics, and youth recreation, providing a variety of programs for all ages year-round.

## Private Facilities

In addition, six private, or Homeowner Association-owned, parks are within the City and comprise 10.82 acres (Table 2.5).

Private parks with public access easements or general agreements for public access:

- Clear Pine with written intention for public access, no easement or agreement in place.
- McKenzie Meadows Village as condition of land use approval.
- Pine Meadow Village noted on plat as available for public use consistent with park rules for HOA members.
- Saddlestone Park & Open Space as public access easement.
- Village at Cold Springs as public access easement

Table 2.5 Private Parks And Open Space

Private Parks And Open Space	Acres
Clear Pine Neighborhood Park (Playground, Lawn, and Pavilion)	1.11
Grand Peaks (Pickleball Courts, Lawn, Pavilion, and Trails)	2.52
McKenzie Meadows Village (Lawn and Playground)	1.96
Pine Meadow Village (Tennis Courts and Lawn)	1.90
Saddlestone Park (Playground and Open Space)	2.71
Village at Cold Springs (Lawn and Swings)	0.62
<b>SUBTOTAL PRIVATE PARKS WITH DENOTED PUBLIC ACCESS</b>	
<b>TOTAL PRIVATE PARKS AND OPEN SPACE</b>	<b>10.82</b>

## Trail Facilities

While Sisters has no unpaved trails on City-owned land outside of park land, the City does have multiuse paths. The Sisters Transportation System Plan is the guiding document for development and maintenance of these multiuse paths.

## Existing Level of Service

This plan uses industry-standard benchmarks to describe the City's current park system level of service.<sup>6</sup> The two most applicable benchmarks for Sisters are: residents per park and acres of park land per 1,000 residents.

### Residents Per Park

The ratio of residents per park is calculated by dividing the current population estimate (3,437 people) by the number of developed parks (six parks<sup>7</sup>). In Sisters, this ratio is 573 residents per park.

Compared to surveyed U.S. jurisdictions with fewer than 20,000 residents (see Appendix B), the City's residents per park ratio is significantly lower than the median and within the lower quartile. A lower ratio of residents per park (lower quartile) is preferred, meaning parks are less crowded.

### Acres of Park Land Per 1,000 Residents

The ratio of acres of park land per 1,000 residents is calculated based on the current acreage of developed park land (7.02 acres<sup>8</sup>) and the current population estimate divided by 1,000. In Sisters, this ratio is 2.04 acres per 1,000 residents.

Compared to surveyed U.S. jurisdictions with fewer than 20,000 residents (see Appendix B), the City's acres of park land per 1,000 residents ratio is much lower than the median and within the lower quartile. A higher ratio of acres per resident (upper quartile) is preferred, meaning more access for residents and visitors.

## Conclusion

The City currently owns and maintains nine developed park facilities (16.51 total acres), three undeveloped park land parcels (4.87 total acres), and four open space parcels (31.91 total acres with public access or planned public access). The City provides its current residents with a number of developed parks that exceeds the industry-standard benchmark but provides a below-benchmark number of park acres.

<sup>6</sup> Source: National Recreation and Park Association (NRPA). 2022 NRPA Agency Performance Review

<sup>7</sup> While Sisters has nine developed parks, special use parks are excluded from the analysis. Creekside Campground is excluded from this analysis as it primarily serves visitors, and Veterans Memorial Park and Wild Stallion Park are excluded as they provide primarily visual and limited active recreation opportunities.

<sup>8</sup> The analysis excludes special use parks, open space, and undeveloped park land. Special use parks Creekside Campground (6.74 acres), Veterans Memorial Park (0.25 acres), and Wild Stallion Park (0.02 acres) are excluded. Creekside Campground is excluded as it primarily serves visitors, and Veterans Memorial Park and Wild Stallion Park are excluded as they provide primarily visual and limited active recreation opportunities.





### **3. Needs Assessment**

To assess the Sisters park and recreation system's current and future needs, the planning process considered a combination of factors including:

- local demographic trends
- the park system's level of service
- regional, state, and national recreation trends
- community input from outreach and involvement activities

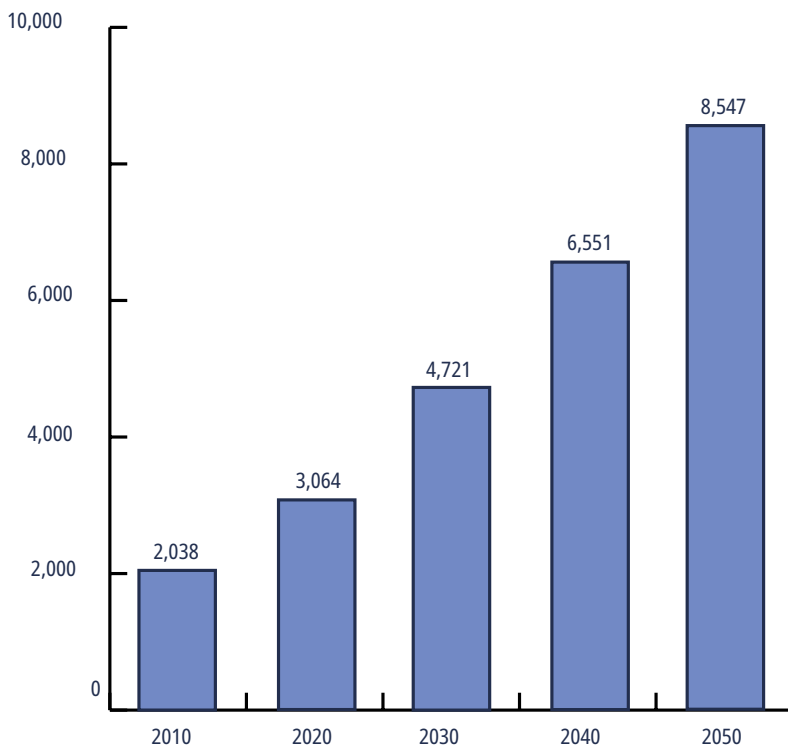
This chapter summarizes those four primary considerations and concludes with a high-level overview of the system's needs.

## Community Demographic Trends

Understanding the demographic characteristics of Sisters is critical for determining park and recreation priorities and applying for alternate funding sources to help pay for park projects.

The current population of Sisters is 3,437 residents.<sup>9</sup> This reflects significant recent growth, including a roughly 50% increase between 2010 and 2020. Continued growth is anticipated in the city, county, and

**Chart 3.1 Sisters Population, 2010-2050**<sup>10</sup>



state, and Sisters is projected to grow faster than other jurisdictions in the region, doubling its current population by 2040 (Chart 3.1). This suggests a need to accommodate population growth with new and expanded park and recreation facilities and amenities.

While Sisters is home to residents across the age spectrum, the City notably has a larger share of residents 65 and older than the county and state, and seniors form an increasingly large portion of the community (Chart 3.2). A variety of park and recreation amenities and activities are needed to serve a community of all ages.

In 2020, 73% of Sisters households were families (people related by birth, marriage, or adoption), a higher portion than in the county (67%) and the state (37%). Of Sisters non-family

households (people living alone or with non-relatives), most lived alone. The city's household composition highlights the need to provide activities and opportunities across a wide age spectrum for families as well as residents living alone, some of whom are older.

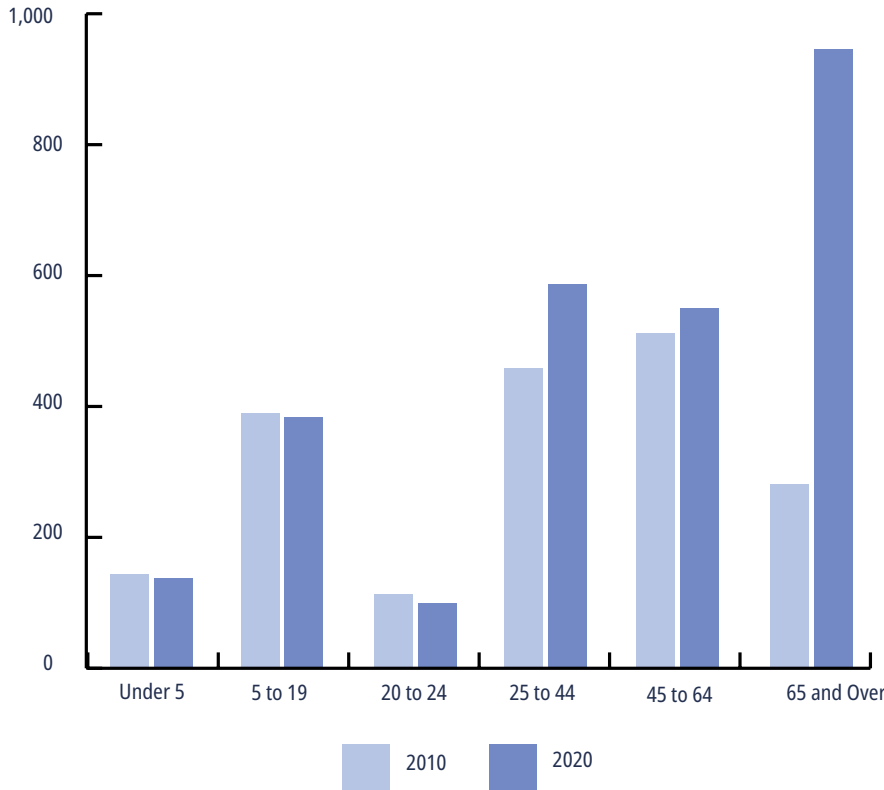
Most Sisters residents (87.8%) are white. Black, American Indian, Asian, and Native Hawaiian or Pacific Islander residents comprised about 2% of the population in 2020. Residents identifying as biracial and residents identifying as Hispanic or Latino increased as portions of the population in 2020, to 8.6% and 7.5%, respectively. Sisters will likely continue to diversify following national, state, and regional trends, and park

<sup>9</sup> Source: Portland State University (PSU), Population Research Center, 2022.

<sup>10</sup> Source: Portland State University (PSU), Population Research Center, 2022.



Chart 3.2 Sisters Population By Age Estimate <sup>11</sup>



system amenities and activities are needed to serve current and future community members from racially and ethnically diverse backgrounds.

Poverty and income influence residents' willingness and ability to pay for higher levels of service and new facilities. Economic disparities are also important to consider in working to address inequities in park services.

In 2020, Sisters had higher median household, family, and per capita incomes than the county and the state (Table 3.1). However, Sisters had significantly higher percentage of adults living below the poverty level (16.7%) than the county and the state.

Table 3.1 Income and Poverty; Sisters, Deschutes County, and Oregon <sup>12</sup>

	Sisters	Deschutes County	Oregon
Median Household Income	\$75,662	\$68,937	\$65,667
Median Family Income	\$86,341	\$81,822	\$80,630
Per Capita Income	\$39,359	\$37,615	\$35,393
Percent of Families below Poverty Level	6.8%	6.4%	7.8%
Individuals 18 and older below Poverty Level	16.7%	10.1%	12.7%

<sup>11</sup> Source: Portland State University (PSU), Population Research Center, 2022.

<sup>12</sup> Source: U.S. Census Bureau, 2020.

## Level of Service Analysis

The City's population growth prompts the need to consider how existing park system levels of service can be at least maintained at their current level, if not increased. National Recreation and Park Association (NRPA) benchmarks help assess Sisters' needs for park land acquisition and development.<sup>13</sup>

Table 3.2 Acres of Park Land Per 1,000 Residents, 2022

Population	Number of Residents	Ratio (acres of park land/1,000 residents)	Comparison
Sisters	3,437	2.04 acres / 1,000 residents	--
Lower Quartile	--	5.2	-3.1
Median	--	12.9	-10.8
Upper Quartile	--	21.7	-19.6

Table 3.3 Acres of Park Land Per 1,000 Residents Projection, 2022-2040

	Population	Ratio with No Additional Land Acquisition (acres of park land/1,000 residents)	# of Additional Acreage Needed to Maintain Current Ratio	Median	Lower Quartile	Upper Quartile
2020	3,437	2.04	--	12.9	5.2	21.7
2025	3,890	1.80	0.92	12.9	5.2	21.7
2030	4,721	1.49	2.61	12.9	5.2	21.7
2035	5,616	1.25	4.44	12.9	5.2	21.7
2040	6,551	1.07	6.34	12.9	5.2	21.7

To maintain the existing ratio of residents per park, according to the level of service analysis (see Appendix B), Sisters needs to increase the number of City-owned parks over time, by developing roughly one new park every three years.

More importantly, Sisters needs to increase its total park acreage by developing at least 6.34 acres of park land, or roughly one park acre every three years, to maintain its current level of service ratio of park acres per 1,000 residents into 2040.

The City owns 4.55 acres<sup>14</sup> of undeveloped park land and available open space that could be developed to contribute to this level of service. Developing undeveloped park land is critical to maintaining the park system, as Sisters currently provides an acreage level of service that is significantly lower than the NRPA median.

However, it is important to note that the City is surrounded by abundant public land managed by the U.S. Forest Service and other agencies, in addition to organizations such as the SPRD, the Sisters School District, and Sisters Trail Alliance providing recreation services and amenities. These facilities are used frequently for outdoor recreation by City residents and visitors.

<sup>13</sup> Source: National Recreation and Park Association (NRPA). 2022 NRPA Agency Performance Review

<sup>14</sup> This acreage total excludes Future Northwest Park, which is planned to become a special use park and would then be excluded from the Level of Service analysis, and includes East Portal land currently classified as open space that is planned to become developed parkland.



# EXISTING LEVEL OF SERVICE / NIVEL DE SERVICIO EXISTENTE

## Legend / Leyenda

Urban Growth Boundary /  
Límite de crecimiento urbano

Existing Facilities /  
Instalaciones existentes

Developed Parkland /  
Parque desarrollado

Undeveloped Parkland /  
Parque no desarrollado

School District Facilities /  
Instalaciones públicas  
educativas

Oregon Parks & Recreation  
Department Land /  
Departamento de Recreación y  
Parques de Oregon

Private Park / Open Space /  
Espacio abierto privado

Multi-Use Path /  
Camino de multiuso

## City Owned & Operated

### Mini Parks

- 1 Barclay Park
- 2 Buck Run Park
- 3 Fir Street Park

### Neighborhood & Community Parks

- 4 Cliff Clemens Park
- 5 Creekside Park
- 6 Village Green Park

### Special Use Parks

- 7 Creekside Campground
- 8 Veteran Memorial Park
- 9 Wild Stallion Park

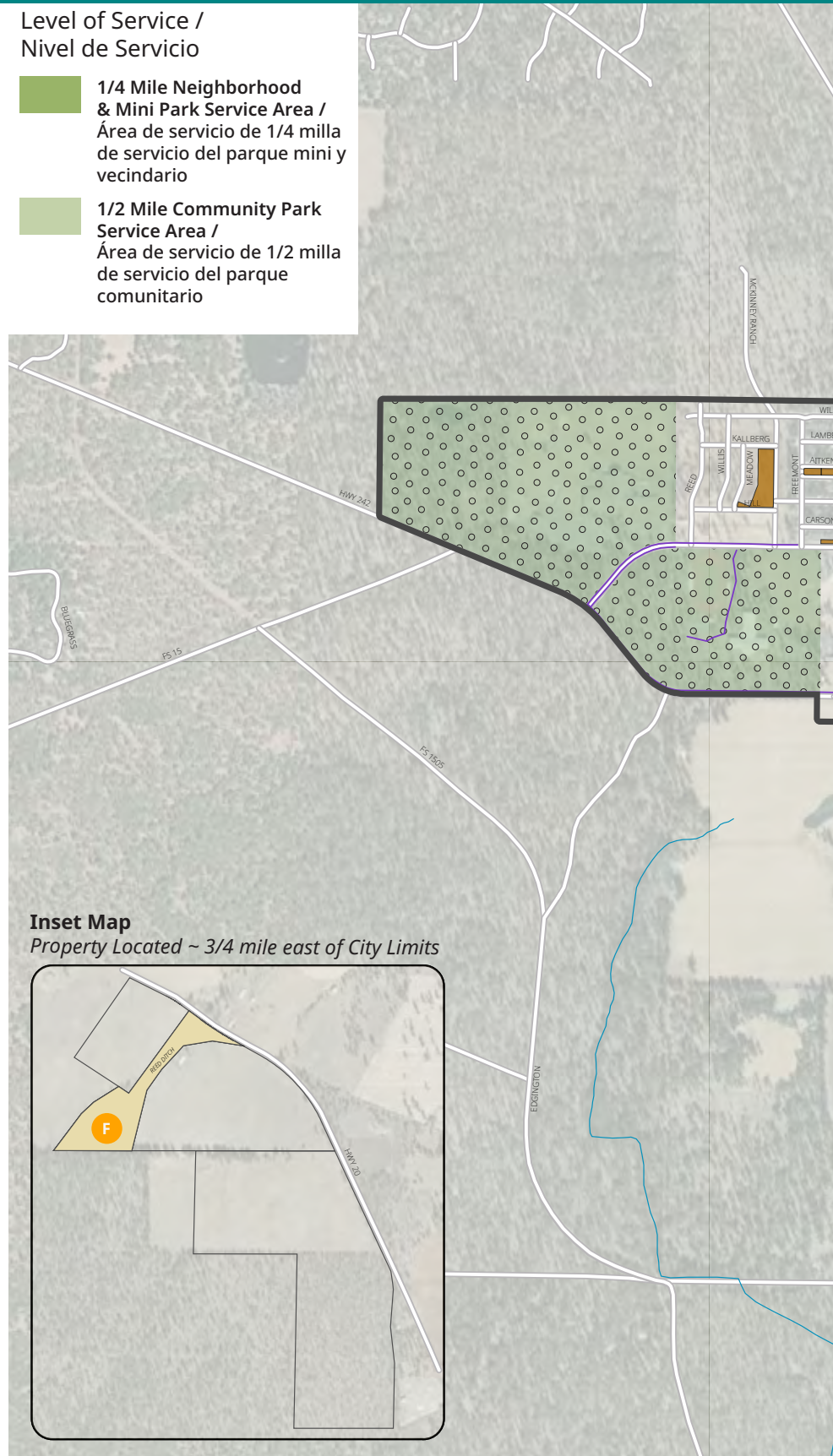
### Undeveloped Open Space

- A Creekside Campground  
Expansion
- B East Portal Open Space
- C Future Northwest Park
- D Sun Ranch Park
- E Whychus Creek Open Space
- F Lazy Z Ranch Open Space

## Level of Service / Nivel de Servicio

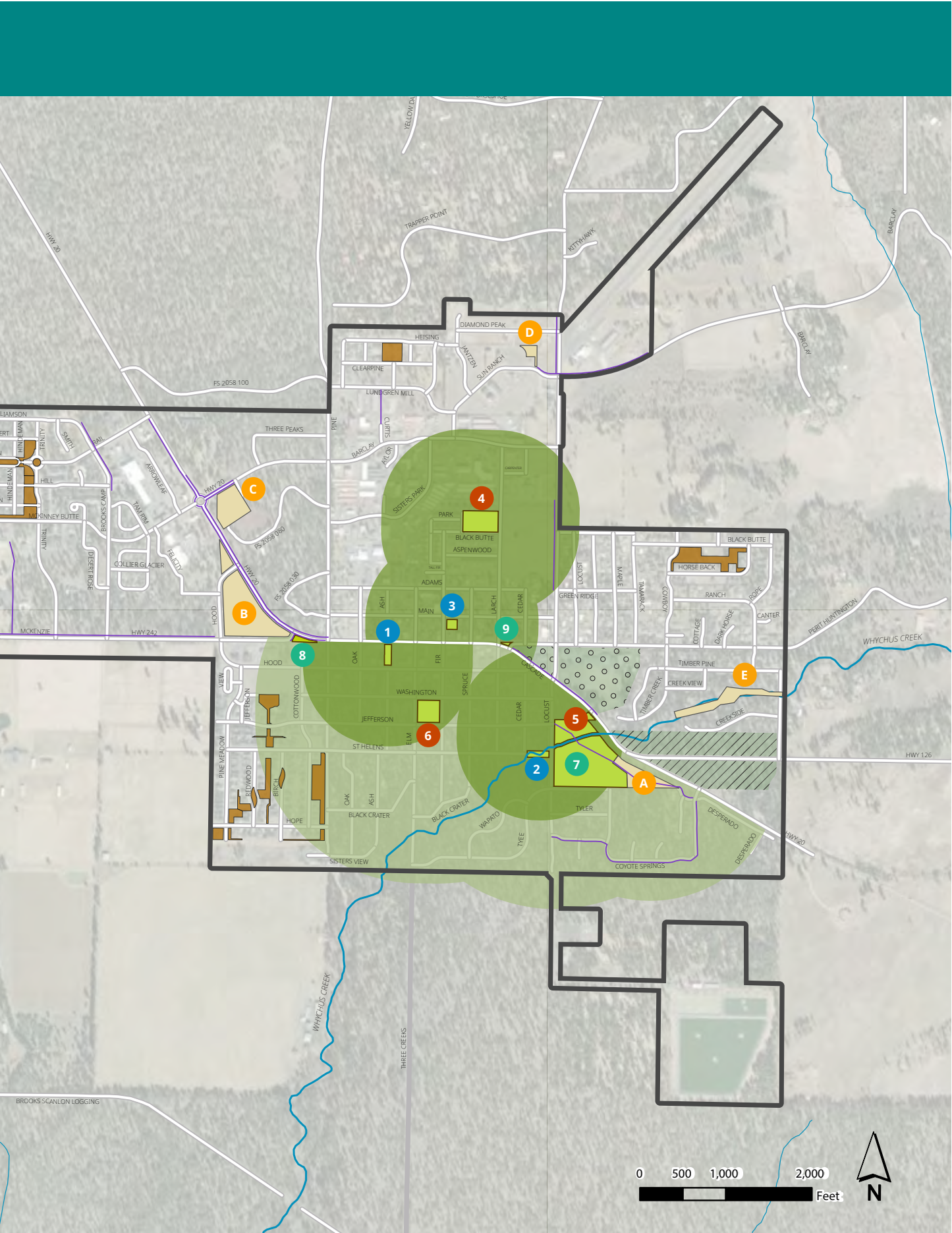
1/4 Mile Neighborhood  
& Mini Park Service Area /  
Área de servicio de 1/4 milla  
de servicio del parque mini y  
vecindario

1/2 Mile Community Park  
Service Area /  
Área de servicio de 1/2 milla  
de servicio del parque  
comunitario



### Inset Map

Property Located ~ 3/4 mile east of City Limits



## Recreation Trends Analysis

Reviewing current sports and activities in Sisters in comparison with national and state recreation trends informs the Plan to better provide for services that meet current and future user demands.

The City does not currently provide recreation programs. However, the City's parks provide facilities that support recreational activities. Pedestrian trails are available at East Portal Open Space. Pine Meadow Village, a private park with public access, offers tennis courts.

Sports courts and fields are on Sisters School District property, including pickleball, tennis, and basketball courts and soccer, baseball, softball, and football fields. The SPRD operates on school district property and offers youth sports including soccer, basketball, volleyball, football, and jiu-jitsu as well as movie and arts and craft events. The district also offers dance, yoga, and fitness classes for adults. Other access to recreational activities, such as mountain biking, rock climbing, hiking, camping, backpacking, kayaking, paddleboarding, and rafting, are offered by local businesses or accessed by residents privately.

### National Recreation Trends

The Outdoor Recreation Trends and Futures assessment reviews past national trends in outdoor recreation participation, describes current participation patterns, and compares patterns across regional and demographic levels.<sup>15</sup> Nature-based recreation stands out as a category of activity that showed substantial growth in the first decade of the millennium. Generally, all outdoor recreation activities are projected to grow in participants through 2060.

Local parks and recreation facilities provide vital youth services year-round, and they are particularly essential when school is not in session. U.S. adults say having opportunities to play sports and other physical activities and having access to outdoor learning and environmental education are among the most beneficial offerings for youth outside school hours.<sup>16</sup>

Before the pandemic, most individuals surveyed (91 percent) indicated they would participate in an outdoor recreation activity hosted by their local park and recreation agency.<sup>17</sup> Americans' top three outdoor recreation activities include: gathering with family and friends at the park for games, picnics, or barbecues

<sup>15</sup> Cordell, H. Ken. 2012. U.S. Forest Service. Outdoor recreation trends and futures: a technical document supporting the Forest Service 2010 RPA Assessment.

<sup>16</sup> National Recreation and Park Association. Providing Vital Youth Services. <https://www.nrpa.org/publications-research/park-pulse/providing-vital-youth-services>.

<sup>17</sup> National Recreation and Park Association. New survey reveals Americans' top outdoor recreation activities. <https://www.nrpa.org/about-national-recreation-and-park-association/press-room/new-survey-reveals-americans-top-outdoor-recreation-activities>.

(58 percent), going to the pool (48 percent), and walking or hiking along a local trail (45 percent). Other popular activities include attending community social events (38 percent), attending performing arts events (32 percent), camping (30 percent), playing in team sports or leagues (12 percent), playing racquet sports (11 percent), and running/cycling races (10 percent).

Compared with the average respondent, parents are most likely to gather with friends and family at the park (68 percent vs. 58 percent), go to the pool (66 percent vs. 48 percent), and go camping (42 percent vs. 30 percent).<sup>18</sup> Millennials are particularly active outdoors compared to Americans overall with significantly more millennials naming gathering with family and friends at the park (62 percent), going to the pool (61 percent) and walking or hiking along trails (52 percent) as their favorite outdoor recreational activities.

Latino populations have many of the same recreation needs as other groups but often experience barriers that lower park usage. Many Latino workers report having one day off from work a week and are primarily day-use park visitors. In addition, outdoor activities are closely tied to intergenerational family bonding time in larger groups for longer periods of time, suggesting a need for amenities that accommodate more people for most of the day, such as larger picnic tables, group day-use areas, on-site cooking amenities, and adjacent play areas. Removing cultural and language barriers also supports greater parks and recreation accessibility for Hispanic/Latino community members and can include providing signage, park information, and promotional materials in Spanish.

In a Minnesota study about park use among communities of color, participants were asked about their preferred outdoor activities, barriers, and concerns related to parks and trails. Participants shared that they often use park spaces for social interaction and family gatherings. Their answers also suggested the need to produce informational materials in different languages, ensure parks are safe and well-maintained, and diversify programmatic offerings and timing.<sup>19</sup> Many dual-worker and single-parent households have longer working hours and are unable to take advantage of local park events during the week. With this information in mind, park planners and other city staff can schedule park programming that is inclusive of all community members.

A recent NRPA article noted the growing importance of out-of-school time children's programming, pickleball (the fastest growing sport with at least four million annual players), and dog parks.<sup>20</sup> NRPA also noted a decline in youth sports participation and youth physical activity and thus a need for innovation in youth sports programming and other youth- and family-focused recreation activities and events.

## State and Regional Recreation Trends

Deschutes County public recreation providers surveyed recently identified top recreation needs as playgrounds and play areas (with swings, slides, and climbing structures), community trail systems, trails connected to public lands, trails connecting into larger trail systems, day-use hiking trails, and restrooms.<sup>21</sup> Public recreation providers statewide also highlighted additional needs including picnic areas and shelters for small visitor groups, picnicking/day use facilities, RV/trailer campgrounds and facilities, and interpretive displays.

<sup>18</sup> National Recreation and Park Association. New survey reveals Americans' top outdoor recreation activities. <https://www.nrpa.org/about-national-recreation-and-park-association/press-room/new-survey-reveals-americans-top-outdoor-recreation-activities>.

<sup>19</sup> Bartram, Samantha. 2015. "Addressing Equity in Park Use" National Recreation and Park Association. Parks and Recreation Magazine. <https://www.nrpa.org/parks-recreation-magazine/2015/april/addressing-equity-in-park-use>.

<sup>20</sup> Dolesh, Richard J. "Top Trends in Parks and Recreation for 2022." Parks and Recreation Magazine. January 2022. National Recreation and Parks Association. <https://www.nrpa.org/parks-recreation-magazine/2022/january/top-trends-in-parks-and-recreation-for-2022>.

<sup>21</sup> Oregon Parks and Recreation Department. "Outdoor Recreation in Oregon: Responding to Demographic and Societal Change." 2019-2023 Oregon Statewide Comprehensive Outdoor Recreation Plan. Pg 174-176. <https://www.oregon.gov/oprd/PRP/Documents/SCORP-2019-2023-Final.pdf>.

## Community Outreach and Involvement

Community outreach and involvement activities were conducted from March through September 2022. The following findings are based on analysis of 10 stakeholder interviews, four focus groups, and three public events. For more detailed findings from each of the activities, see Appendices D-F.

### Existing parks are:

- Highly used and generally satisfy current needs within the city (Village Green specifically noted).
- Considered concentrated within the city core and serving that part of the city well.
- Generally well maintained and clean.

### Park users expressed desire for or interest in:

- Amenities for multi-generational all-season (winter) recreation.
- Swings and playground equipment for children and families.
- More planned activities in parks, especially for older children and multi-generational groups.
- A public swimming pool.
- Pickleball facilities.
- A dog park for off-leash play.
- Multipurpose fields for softball/soccer/football/lacrosse (in addition to school district facilities).
- Walking trails and fitness equipment for older children and adults, including seniors.
- Publicly accessible/rentable community garden space.
- Improved connection between existing and future parks.
- More furnishings at all parks including bike racks, accessible seating, tables, benches, and water bottle refill stations.



- More trash bins and/or more frequent service.
- More public art.
- Improved lighting for safety, mindful of Dark Skies Standards.
- Intersection improvements for pedestrian crossings at Highway 20 (near elementary school and near Creekside Park).
- Interpretive signage for wayfinding and about local and regional natural and cultural history.
- Environmentally conscious design, including tree preservation and water conservation (e.g. repurposing the fountain at Barclay Park into a shaded sitting area).

Of the listed activities, trails, nature viewing, and water access remain top priorities. A desire for more paved and fully accessible trails is mentioned along with acknowledgment of progress made and an interest in further developing universally accessible trails for nature viewing and outdoor exercise. There is interest in further strengthening connections to the trail system and surrounding natural areas. Bicycling for sport, leisure, and seasonal commuting are noted as significant activities, and continued investment in facilities that promote access to these activities is strongly supported. Court sports, primarily pickleball, are needed and supported by an engaged user group. This sport is experiencing rapid growth according to the Sports & Fitness Industry Association and is one of the top requested facilities in park system plans.

Facilities associated with community centers such as a natatorium, senior-focused activities, and communal event space are desired by young families and older demographics. Shade structures, including tree canopy, are noted from stakeholder conversations but ranked low in facility preferences exercises. However, access to shade is important as structures and tree canopy serve multiple functions, most notably as shelter from extreme heat.

While findings are generally consistent with information in previous Parks Master Plan (2011/2016), some new desired amenities appeared in outreach efforts: nature-based playgrounds with water play, climbing/bouldering (noted by youth outreach in 2011 and in 2022), and related activities. These playground types facilitate active play with natural materials, encourage appreciation and protection of the surrounding natural environment, and provide local access for skill development.





## Conclusion

The needs assessment concludes with key findings for the Sisters park and recreation system based on relevant demographic data, recreation trends, and level of service projections as well as the community outreach and involvement process. These findings can help identify and prioritize park system needs, future capital projects, and other expenditures.

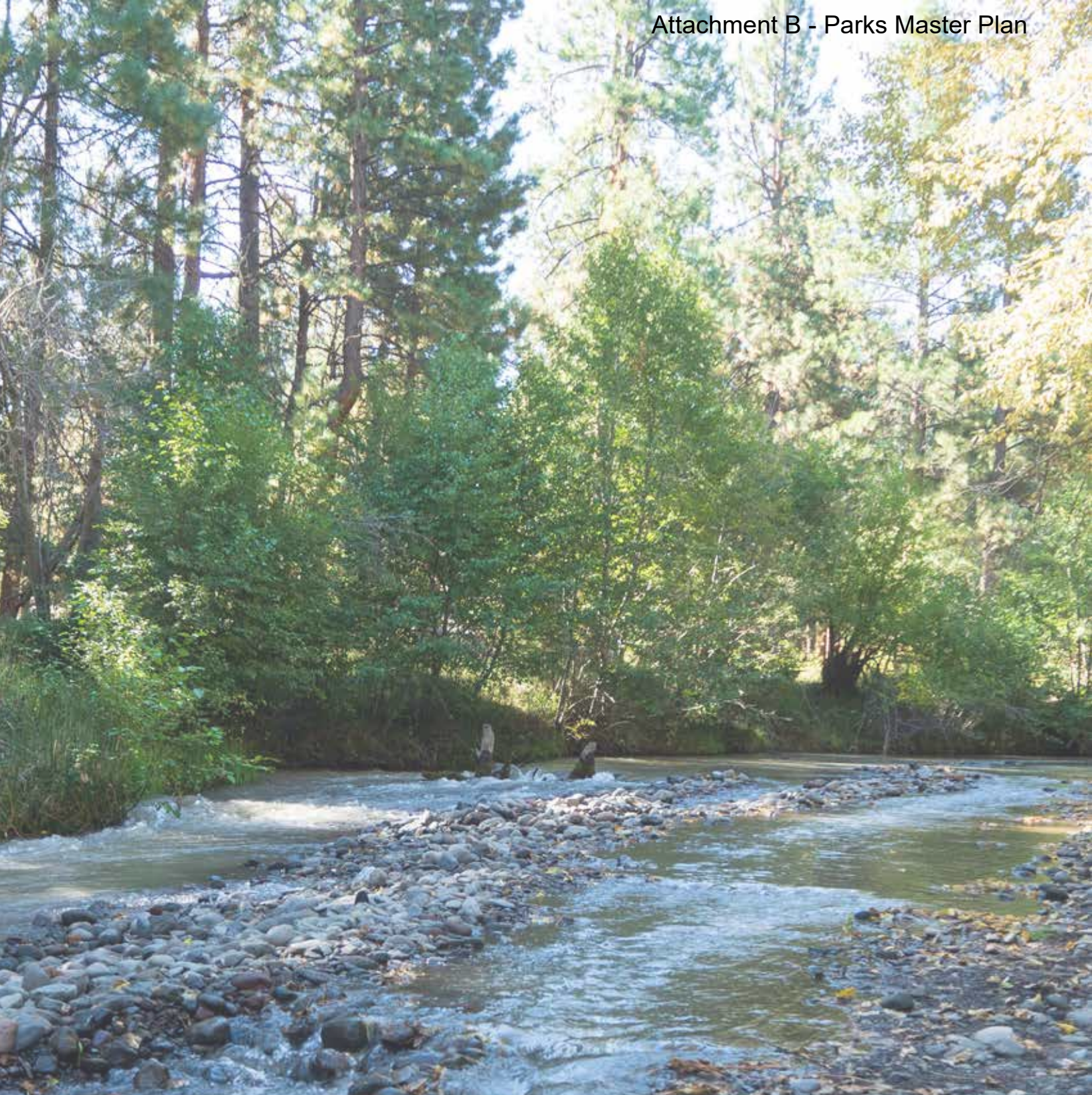
### Needs

- Broad park land acquisition, development, and redevelopment.
- New park facilities outside city center and in north and west areas of City experiencing current and future residential growth.
- Better system connectivity and trail connections across the City (especially across Highway 20 near the city limits) and to trail systems outside of the City.
- ADA accessibility improvements for events and more recreation opportunities for people with disabilities.
- More shade-providing trees, shade structures (pavilions, etc.) and covered performing space.
- More trails, paved and unpaved.
- Bike infrastructure (racks, e-bike charging stations).
- Need for more camping sites and/or campgrounds for visitors and to support events.
- More visual art and performing art spaces.
- More kid-friendly nature-based play areas.
- More park system signage (historic, cultural, ecological, wayfinding).

### Desires

- New facilities including:
  - dog park
  - pickleball courts
  - natural areas
  - senior center
  - youth center
  - community pool
  - performance venue
  - ice skating rink
- Stronger environmental conservation initiatives including:
  - water conservation
  - tree preservation
  - water bottle refill stations
  - pollinator-friendly landscaping or gardens





## **4. Vision**

## Vision Statement

The City of Sisters provides a well-connected park system and opportunities for diverse recreation activities for residents and visitors of all ages and abilities. Our parks, trails, and open spaces conserve natural resources, promote the arts, and support our wellbeing.

## Goals and Actions

The Sisters community is situated among some of Oregon's most accessible outdoor recreation opportunities due to local and regional involvement to protect and promote trails and natural open spaces. The Parks Master Plan goals and policies will guide local policy and decision makers in the ongoing realization of this vision.

The Parks Master Plan is consistent with the Comprehensive Plan goals and policies related to parks, recreation, and open space system planning. The following proposed goal and actions are color-coded under the four focus areas from the Sisters Vision Action Plan: prosperous, connected, resilient, and livable. Although Parks and Recreation is listed only in that plan's last category, livable, each category plays a role in the park system's success.

### PROSPEROUS SISTERS

***Goal 1: Identify opportunities to promote parks as a destination for community members and visitors.***

- 1.1 Publicize public parks as a destination and highlight uses for events, especially those for public benefit. Support annual events while maintaining a low barrier of entry for small organizations, groups, and artisans.
- 1.2 Plan and develop a covered, open-air recreation center to hold community events, meeting space, and a seasonal ice rink.
- 1.3 Coordinate with the Sisters School District and Sisters Park & Recreation District to improve users' online experience of navigating park facility rentals. Clearly identify available amenities and provide updates as park enhancements are added.
- 1.4 Identify underutilized park land and promote multiuse or alternative uses that meet neighborhood or community needs.
- 1.5 Improve parks with public art that showcase the region's crafts and Sisters' dedication to the arts.



## CONNECTED SISTERS

**Goal 2: Create a citywide network of recreation opportunities connected and accessible through a variety of transportation and mobility options.**

- 2.1 Promote social and physical connections to facilities, including assessing and responding to gaps in access and ensuring accessible connections for alternative transportation options with construction of new facilities.
- 2.2 Plan, design, and construct pedestrian and bicycle corridors, paths, and trails to promote connectivity between recreation facilities and other destinations across the city.
- 2.3 Improve pedestrian access to Whychus Creek in accordance with the Whychus Creek Restoration and Management Plan.
- 2.4 Develop a network of wayfinding signage, informational kiosks, and maps to help people find parks and recreation facilities.
- 2.5 Ensure that pathways through park facilities are adequately lit, consistent with the City's Dark Sky Ordinance.
- 2.6 Pursue easements through private properties to create new connections and improve access to park and recreation facilities and Whychus Creek.

## RESILIENT SISTERS

**Goal 3: Ensure parks and open spaces meet the needs of community members and visitors of all ages, abilities, cultures, and incomes and enhance their physical and mental health regardless of their social identities (e.g., gender, age, race/ethnicity, ability).**

- 3.1 Acquire land located and sized to provide equitable park space in all neighborhoods, with priority to neighborhoods currently underserved by parks. Provide park land within ¼ mile of all residences.
- 3.2 Enhance and renovate existing facilities to improve universal accessibility and to support an array of uses that promote healthy social engagement, reflective of an inclusive and diversifying community.
- 3.3 Ensure that new facilities are planned, designed, and constructed to meet high standards toward betterment of health, safety, and welfare for all.
- 3.4 Ensure parks are appropriately lit in accordance with the City's Dark Sky Ordinance.





***Goal 4: Plan, develop, and enhance recreation opportunities and protect valuable scenic views and open spaces.***

4.1 Develop standards to preserve notable scenic views and green spaces as development occurs, including development standards, public access easements, conservation easements, or property acquisition where applicable.

4.2 Work with private and public property owners to inventory and preserve scenic view corridors and creek access points along roadways, balancing access with conservation of natural resources.

4.3 Identify opportunities to acquire land that protects open space and scenic view corridors as well as defensible space for wildfire protection and work with partner agencies and organizations to develop surveys and action plans.

4.4 Plan for resiliency to drought, fire, extreme heat, and other natural hazards when developing new park and recreation facilities. Utilize existing agency guidelines and programs where applicable.

***Goal 5: Identify and pursue funding mechanisms for acquisition, development, maintenance, and operations of facilities.***

5.1 Establish a database of stable and diverse mechanisms for funding acquisition, development, operations, and maintenance of existing and future recreation and parks facilities, including researching and preparing grant proposals and identifying donation opportunities to fund projects.

5.2 Annually track operations and maintenance costs and regularly update contingency plans for potential future funding shortfalls using existing plans, policies, and procedures.

5.3 Review new and current funding mechanisms periodically to assess their effectiveness in meeting the goals and objectives of the Parks Master Plan.

5.4 Maintain a program of System Development Charges (SDC) to develop park facilities.

**LIVABLE SISTERS**

***Goal 6: Promote Sisters community identity in park spaces and use parks to tell untold stories to encourage multicultural and multi-generational gathering.***

6.1 Develop, enhance, and maintain parks to be attractive and enjoyable spaces with water-wise and climate appropriate landscaping and natural resources that serve a diverse range of

activities and events.

6.2 Develop and display educational information that explores, acknowledges, identifies, and restores local culture, history, and the environment using interpretive signage or covered kiosks in parks and public plaza spaces.

***Goal 7: Promote the development of park and recreation facilities that minimize impacts to natural areas and habitats, particularly those that are environmentally sensitive.***

7.1 Where appropriate, plan, design, and protect areas for habitat viability, including the safe movement of wildlife necessary to maintain biodiversity and ecological balance.

7.2 Incorporate low-impact design practices into the planning and development of new and existing facilities, including the use of native or climate-adaptive plant species in park and recreation facility landscaping.

7.3 Preserve and enhance natural landscapes, including preserving naturalized open spaces and fire-resistant, native vegetation as part of park and recreation facilities.

7.4 Incorporate use of environmentally safe chemicals and renewable energy sources as part of routine park and recreation facility operations and maintenance.

7.5 Explore programs and funding to obtain land in the floodplain for the public's recreational use.

***Goal 8: Sustain and enhance partnerships with residents, community groups, and other agencies including Deschutes County, the Sisters School District, Sisters Park & Recreation District, Oregon Parks and Recreation Department, and the U.S. Forest Service to integrate and manage recreational resources in a collaborative and cost-effective manner.***

8.1 Allocate appropriate resources to the continued development of partnerships with public and private entities. (e.g., community alliances, organizations, groups, and businesses) that have an interest in providing recreation opportunities to enhance and complement the community's recreation services and park system.

8.2 Identify service gaps where private and public entities have interest and cultivate or strengthen partnerships to provide a wider range of amenities to the public.

8.3 Develop strategies to foster a sense of community ownership of the park system, enhance volunteerism, and involve youth in stewardship of the park system.



8.4 Establish a coordinated process for implementing and updating the Parks Master Plan that involves residents, community groups, visitors, stakeholders, the City Parks Advisory Board, and City staff.

8.5 Continue to engage stakeholder groups, community members, visitors and other local partners in the parks planning process.

8.6 Ensure that the City Parks Advisory Board continues to advise the City Council on behalf of the park system.

8.7 Coordinate with community partners to establish a network of multiuse trails within the City and connect to trails established or planned beyond the City limits.

8.8 Pursue regulatory strategies and partnerships with private developers of new neighborhoods to create small park and recreation facilities that are dedicated to the City as part of the subdivision process.

8.9 Develop a program to foster opportunities for park stewardship by community members, particularly for smaller neighborhood parks.

8.10 Where appropriate, support inclusion of community garden spaces and work with local community groups and public entities to support development of neighborhood and community garden programs.

8.11 The City shall update the Parks Master Plan every five to 10 years to ensure that it continues to reflect the needs for specific types of park and recreation facilities and programs identified by the community and supported by current and projected future recreation trends.





## **5. Recommendations**



Healthy communities are sustained and strengthened by an adequate, diverse, and accessible supply of parks and recreation facilities. This chapter outlines recommendations for improving and expanding Sisters' parks system to maintain current facilities and accommodate population growth. The recommendations expand on the goals and actions in the previous chapter by identifying specific projects that can improve existing facilities, expand and diversify recreation services, and adapt to changing needs. The recommendations also incorporate natural resource conservation, economically sustainable maintenance and operation, and a strategy for identifying and acquiring new land for parks and open space.

The recommendations listed from the community involvement process were refined with input from City staff. They also drew from analysis of the City's existing park and open space facilities, current and projected population and demographics, and broader trends in park and recreation planning and design.

Each recommendation is assigned a letter and sequential number, which does not represent a rank or priority, that correlates with its reference in Chapter 6, organized into the following categories:

- Systemwide (S)
- Existing Facilities (E)
- New Facilities (N)
- Operations & Maintenance (O)
- Acquisition (A)

### **SYSTEMWIDE (S)**

These recommendations pertain to the entire park system, are ongoing, or address goals that require more collaboration with partners or coordination with other plans.

### **LEVEL OF SERVICE**

Sisters' current level of service (LOS) ratio of park acreage per 1,000 residents falls far below the median for similarly sized jurisdictions. To better serve residents, Sisters should adopt an LOS target of 5.0 park acres per 1,000 residents. Using an LOS target provides a standard by which the park system can be assessed to determine if it meets current and future park land needs. Sisters' population is estimated to reach roughly 6,551 residents by 2040, which means Sisters will need to develop about 26 acres of additional park land over the next 20 years to achieve the targeted LOS. In addition to the City's 4.55 acres of undeveloped park land and available open space (see page 17), the City will need to acquire and develop roughly 19 acres to meet the target.



## CONNECTIVITY AND UNIVERSAL ACCESSIBILITY

These recommendations help ensure Sisters parks are safe and accessible for everyone. While the City can implement some of these recommendations alone, many require strong relationships and collaboration with public, private, nonprofit, and informal community groups including the destination management organization (DMO), Sisters School District, Sisters Park & Recreation District, Sisters Community Garden, the Oregon Parks & Recreation Department, residential and commercial developers, and more.

One example of a recreation facility requiring collaborative effort is for needed multi-sport ball fields. Currently, the only regulation sized ball fields for baseball, softball, soccer, lacrosse, and football are on Sisters School District property on the west side of town at the middle school and high school as well as land on the east side of town at the current elementary school. Competitive sized recreation fields with public access are recommended on the east side of town and could be fulfilled by securing public use of existing fields at the current elementary school grounds.

### Creek Access

Whychus Creek access within Creekside Park was improved in September 2022. These four designated access points provide a stepped approach from the top of the bank to the water line using mostly natural stone materials. The successful creek restoration and access improvements are a precedent for further efforts at sites that intersect with city owned property, public rights-of-way, or other public land within the city. The City should coordinate with the Upper Deschutes Watershed Council (UDWC) on creek-related projects.

## SUSTAINABILITY AND CONSERVATION

Environmental sustainability and resource conservation are important to Sisters community members. Sisters should prioritize efforts to follow the latest principles and practices for park sustainability. Additional resources:

1. See 12 Principles: <https://conservationtools.org/guides/93-creating-sustainable-community-parks>
2. [https://www.epa.gov/sites/default/files/2017-05/documents/gi\\_parksplaybook\\_2017-05-01\\_508.pdf](https://www.epa.gov/sites/default/files/2017-05/documents/gi_parksplaybook_2017-05-01_508.pdf)
3. Developing Design Criteria for Sustainable Urban Parks. *Journal of Contemporary Urban Affairs*, 6(1), 69-81/ 2022



Table 5.1 Systemwide Recommendations (S)

Project ID	Site	Description
S1.1	System	Adopt a LOS target of 5.0 acres of developed park land per 1,000 residents.
S1.2	System	Evaluate progress towards the LOS standard every five years and, as appropriate, increase the LOS standard over time.
S2.1	System	Follow recommended design standards that exceed the baseline required for public health, safety, and welfare. Prioritize amenities used by all people, of all ability, and by people collectively without separation by ability.
S2.2	System	Routinely conduct a written safety assessment of existing, new, or updated facilities including reported incident locations, day and night visibility, and park use within the context of each park's unique conditions.
S2.3	System	In collaboration with partners, create a Sisters Country wayfinding and signage plan to clearly and cohesively address informing, locating, and safely navigating outdoor recreation sites and amenities, trails, historic and natural landmarks, and important resources by multimodal travel.
S2.4	System	Create a series of interpretive signs with locations around the city and direction to each.
S2.5	System	Improve the ease of navigating city-wide recreation facility rental. Partner with the Sisters School District and Sisters Park & Recreation District to create a website explaining recreation rental facilities, the facility authority, and the renting process. Regularly and jointly update with new facilities.
S2.6	System	Work with the Sisters destination management organization (DMO) to promote select park venues.
S2.7	System	Amend the City's Development Code to require public access easements at park facilities on new privately developed land, to strengthen park land dedication requirements and standards, and to ensure alignment with the Parks Master Plan.
S2.8	System	Work with the school district to explore opportunities for public use times at specific district fields. <sup>22, 23</sup> Explore shared maintenance agreements with the school district and SPRD to offset burden of fields that forgo rental requirements at certain times of the year or week.
S2.9	System	<p>Creek access: Work to improve creek access across the city and at strategic locations including two potential locations on the north bank and, after implementation of the proposed multiuse paths in the 2021 TSP and safe crossings at Highway 20, two locations on the south bank. Coordinate with UDWC on creek access opportunities. Coordinate with OPRD on access to south bank.</p> <p>Study the following opportunities for creek access:</p> <ul style="list-style-type: none"> <li>• South Elm Street right-of-way at creek crossing.</li> <li>• South Creekside Drive right-of-way at creek crossing.</li> <li>• Potential for access easement on undeveloped parcels between South Locust Street and South Elm Street and along west side of South Elm Street.</li> </ul>

<sup>22</sup> Fields must be rented currently for group use. Rental requirements can be a barrier to entry, but rental fees can help fund field maintenance.

<sup>23</sup> The current elementary school property (on East Cascade Avenue east of North Locust Street) is an opportunity to meet some parks and recreation needs. Future use of this property is of high interest to community members, as noted during public outreach, and the City should partner with the school district.

## EXISTING FACILITIES (E)

Recommendations for the City's existing facilities are broken down by park (mini, neighborhood, community, and special use) and open space classification.

Among the City's three mini parks, Harold & Dorothy Barclay Park provides the most opportunity for improvements that increase functionality and use, including for additional event space and regular or pop-up open-air markets, which was an expressed desire from community members during the public involvement process.

**Table 5.2 Mini Park Facility Recommendations (E1-2)**

Project ID	Site	Description
E1.1	Harold & Dorothy Barclay Park	Conduct a design and public outreach process with a consultant to document potential uses for a flexible and paved public plaza extending to W. Hood Avenue and to prepare design drawings.
E1.2	Harold & Dorothy Barclay Park	Add, maintain, and enhance fixed benches as needed.
E1.3	Harold & Dorothy Barclay Park	Install poles for mounting decorative string lights and directional lighting where appropriate to increase and enhance event use.
E1.4	Harold & Dorothy Barclay Park	Install locking ground or pedestal power access (120/240v outlets) at points from West Cascade Avenue to West Hood Avenue for event use.
E1.5	Harold & Dorothy Barclay Park	Study parking need and opportunity to reduce or eliminate parking space in favor of pedestrian space.
E1.6	Harold & Dorothy Barclay Park	Install new decorative paving at all paved areas within the park, with paving to be fully ADA accessible.
E1.7	Harold & Dorothy Barclay Park	Add decorative paving for access and flexible use within the existing lawn and planting area at the west side of the right of way, while protecting existing tree canopy.
E1.8	Harold & Dorothy Barclay Park	Explore opportunities to create partnerships with local galleries and other art retailers for weather resistant art pieces, seasonal art displays, or rotating art installations to promote and encourage interest in the park space.
E1.9	Harold & Dorothy Barclay Park	Explore opportunities for local markets or other pop-up tent or table events. With improvements to the flexible paved space and access to power, (40+) 10 ft square booths could fit within the right-of-way with 10 ft circulation aisles.
E2	Fir Street Park	None recommended at this time.

Cliff Clemens Park is the City’s only neighborhood park. A formal public involvement and design process with a professional design consultant is recommended to engage the neighborhood on future use of the park space and needed amenities.

**Vehicle Parking**

Off-street vehicle parking is necessary for parks classified as community and special use parks. However, mini and neighborhood parks often omit off-street parking as they primarily serve residents within ¼ mile. Restriction of off-street parking at neighborhood parks also incentivizes park use by immediate neighbors and disincentivizes frequent regional or non-resident use. This is why parking recalibration may be appropriate at Cliff Clemens Park, including both reduction of off-street parking and reconfiguration of the stall striping to more efficiently use the paved area and to reclaim land for recreational uses.

**Table 5.3 Neighborhood Park Facility Recommendations (E3)**

Project ID	Site	Description
E3.1	Cliff Clemens Park	Conduct a design and public outreach process with a consultant to document desired amenities to support the surrounding neighborhood. Elements like more shade, splash pad, etc.
E3.2	Cliff Clemens Park	Provide more tree planting where shade is most needed with large canopy trees in accordance with the Sisters Urban Forest Management Plan.
E3.3	Cliff Clemens Park	Provide additional shade, temporary or permanent, with picnic tables between playground and restrooms.
E3.4	Cliff Clemens Park	Install at least two more bicycle racks at lit points of entry and egress. Of the bicycle parking stalls, 15% to 25% should be at least 10 feet long and 2 feet wide to allow for larger family bikes or bikes with trailers without impeding circulation.
E3.5	Cliff Clemens Park	Develop paved accessible walking path on north edge to create a loop.
E3.6	Cliff Clemens Park	Explore a fenced portion of lawn for an off-leash dog park use with bench seating, drinking fountain with dog bowl and close access to the restrooms. Conditionally include noise abatement strategies.
E3.7	Cliff Clemens Park	Improve parking lot area with restriping and reconfiguration of paved surface and planting area to free space for other park amenities and allow for reduced impervious and heat radiating surfaces.

**“I love Buck Run because it’s small, calm, and by a creek.”**

The City’s community parks include Creekside Park and Village Green Park. Creekside Park recommendations include exploring the feasibility of a dog park, upgrading electricity service and path lighting, installing bicycle infrastructure, adding landscaping, and improving the parking area.

Table 5.4 Community Park Facility Recommendations (E4-5)

Project ID	Site	Description
E4.1	Creekside Park	Upgrade electrical service to 200 amp and install path lighting at paved circulation paths.
E4.2	Creekside Park	Improve the northern side of Jefferson Street right-of-way with paving and striping of angled parking, minimum street lighting, and signage. Incorporate snow storage, trees, shrub screening, and stormwater treatment where practical.
E4.3	Creekside Park	Install drought tolerant landscape plantings along the entry and parking lot bays for headlight screening and beautification of park entrance.
E4.4	Creekside Park	Generate and install interpretive signage about Whychus Creek at accessible points within the park.
E4.5	Creekside Park	Explore feasibility of siting a small off-leash, fenced dog park.
E4.6	Creekside Park	Install more bicycle parking and a bicycle repair station.
E5.1	Village Green Park	Provide an accessible approach to the gazebo at the Veterans Memorial Garden that includes a firm path and ramp or sloping walk. This could replace the stone landing with a universally accessible sloping walk, about 3' length, or integrate a ramp and step using materials consistent or compatible with the gazebo.

Table 5.5 Special Use Park Facility Recommendations (E6-7)

Project ID	Site	Description
E6.1	Creekside Campground	Conduct a new park concept planning process to document and create a site plan showing all future new campground amenities.
E6.2	Creekside Campground	Survey current use and need for more standard RV campsites with full hook-ups. Locate, design, and install.
E6.3	Creekside Campground	Locate and install one picnic shelter with picnic tables and outdoor post-mounted cooking grills.
E7.1	Wild Stallion Park	Install one bicycle rack on east side of park.
E7.2	Wild Stallion Park	Install one concrete art pedestal and acquire or commission another decorative sculpture.

At Village Green Park, improvements focus on connections to the nearby Peterson Ridge trail system, ADA accessibility, and bicycle racks.

Recommendations for Sisters' existing special use parks focus on adding more accessible RV campsites, picnic facilities, playground equipment, and bike infrastructure. For Creekside Park and Campground, this would require a master plan update process and a new site plan.

Sisters' undeveloped park lands provide opportunities to add more recreation facilities desired by the community. The largest recommended facility is a covered pavilion large enough for a seasonal ice rink. The facility is proposed on the City-owned land near the Woodlands development referred to as Future Northwest Park in the interim. The City should also develop playgrounds, paths, and trails at this site and its other currently undeveloped parks.

### Multipurpose Covered Recreation Facility

Sisters does not currently have a competition sized ice rink or seasonal rink to support recreation league hockey use. A permanent covered pavilion with indoor/outdoor flexible space also provides an avenue for programming all-season recreational activities or private rental use.

Table 5.6 Undeveloped Park Facility Recommendations (E8-10)

Project ID	Site	Description
E8	Creekside Park Eastward Expansion	Install swing set and additional playground surfacing.
E9.1	Future Northwest Park	Working with SPRD, explore feasibility of developing a covered, open-air pavilion large enough for a seasonal ice rink that can be expanded to provide a regulation size hockey rink and a support building with restrooms, lockers, community room space, office space, and secure storage.
E9.2	Future Northwest Park	As part of feasibility study, include alternative for developing the property as a community or neighborhood park, with courts and a playground, if the covered, open-air pavilion is determined not be viable or does not advance to construction.
E9.3	Future Northwest Park	Develop soft-surface trail and paved accessible path network with a through multiuse path connecting to surrounding circulation and appropriately illuminated.
E9.4	Future Northwest Park	Develop a vehicle parking lot to service park development with lighting, bike parking, snow storage, trees, shrub screening, and stormwater treatment where practical. Design parking to meet average daily need or as the Development Code requires. Avoid excess parking in favor of alternative transportation amenities.
E10.1	Sun Ranch Park	Develop a paved, accessible walking path loop with intermittent bollard path lighting. Coordinate with adjacent property owner to the east for potential path connection.
E10.2	Sun Ranch Park	Study potential for fenced dog park.

Table 5.7 Open Space Facility Recommendations (E11-12)

Project ID	Site	Description
E11.1	East Portal	Develop accessible paved surface trails, sized and located in accordance with the East Portal Master Plan.
E11.2	East Portal	Coordinate new streetside parking on W. Cascade Ave. with the East Portal Master Plan.
E11.3	East Portal	Coordinate with the East Portal Master Plan to install a new RV dump station and waterfill station.
E12.1	Lazy Z Ranch	Develop soft-surface trail system consistent with Lazy Z Ranch Master Plan.
E12.2	Lazy Z Ranch	Construct an asphalt frontage drive and parking lot near the trailhead for open space/trail access.
E12.3	Lazy Z Ranch	Install a picnic shelter with tables near Highway 20 at Three Sisters view location.

### Walking and Jogging Paths

Sisters' open space facilities would benefit from new soft-surface trails for walking and jogging. Sisters has access to an extensive trail network outside city limits that is exceeding current need for nature trails. Multiuse path connections to these trailheads at the edge of the city are recommended in the 2021 TSP. Further development of walking paths and running trails is recommended to provide varied recreation opportunity within the city that have a flatter gradient and more accessible surface.

## NEW FACILITIES (N)

These recommendations are for Sisters' existing undeveloped park land and include recreation facilities not currently provided elsewhere in the City and of high interest to community members. These facilities include playgrounds, pickleball courts, a dog park, restrooms, shade structures, wildlife observation areas, community garden space, and a multipurpose, open-air pavilion that could house a seasonal ice rink.

### Playgrounds

Playgrounds offer two primary purposes in a community. They provide a higher intensity of physical activity, potentially designed for all age ranges, often in an open-ended form, and within walking distance of residences. Second, playgrounds designed for inclusive play within targeted age ranges of 2 to 5 and 5 to 12 promote development of needed physical and social mobility with no barrier to participation, such as private entry fees, limited enrollment, or specific time of day.

### Sports Courts

Public outreach and national and state trends indicate pickleball is in high demand across age ranges and that Sisters is deficient in courts. Nearby jurisdictions have about one court per 5,000 residents. Larger metropolitan areas have around two courts per 10,000 residents. To provide the most flexibility, Sisters should provide two dedicated pickleball courts for all-access public use. A larger complex may draw local and small regional competitions, and the location, impact, and design of such complexes requires a thoughtful plan for program, operation, and maintenance of this type of facility.

### Restrooms

Existing Sisters parks are well served with on-site restroom buildings. More need for restrooms and shower facilities was not a clear outcome of the public involvement process. However, Sisters should provide new restroom buildings with new park land development. Restrooms may be required by code for special use facilities such as an ice skating pavilion or a pickleball complex.

### Off Leash Dog Park

Public involvement activities surfaced requests for secure public places where dogs are allowed off leash within the city. These facilities require high maintenance to keep functional, including routine turf establishment and repair. This can conflict with other sustainability goals unless existing, underused lawn area can be repurposed or removed to offset sizable new lawn space without increasing water demand.

“ I like the trails by the schools because they're easy to access and local to people in Crossroads and Tollgate.



Table 5.8 New Facility Recommendations (N)

Project ID	Site	Description
N1	Unsited	<b>Pickleball Court Complex:</b> Conduct a feasibility study for pickleball court complex, including recommended number of courts, with soft surface trails and paved loop path.
N2	Unsited	<b>Pickleball Courts (Two Courts Only):</b> Provide two or more dedicated pickleball courts for all-access public use. Land considered for pickleball courts, ranked by suitability: <ul style="list-style-type: none"> <li>• East side of Creekside Park</li> <li>• Future Northwest Park (single or double court)</li> </ul>
N3	Unsited	<b>Off Leash Dog Park:</b> Lands with opportunity for a dog park: <ul style="list-style-type: none"> <li>• Cliff Clemens Park</li> <li>• Creekside Park Eastward Expansion (undeveloped)</li> <li>• Sun Ranch Park</li> <li>• Unidentified future acquisition</li> </ul>
N4	Unsited	<b>Restrooms:</b> Future facilities to include restrooms and/or showers: <ul style="list-style-type: none"> <li>• At courts, provide at least one (1) single user (all-gender) stall. Where four to eight courts are built, provide one stall for every three courts, rounding up to nearest whole number. If the facility is elevated to regional use, study the quantity of restroom stalls needed.</li> <li>• At competition-sized ball fields, provide one single user stall per field. Where parking directly serves the ball field, provide two single user stalls for every 15 to 20 parking stalls. If the facility is elevated to regional use, study the quantity of restroom stalls needed.</li> <li>• At new neighborhood playgrounds.</li> </ul>
N5	Unsited	<b>Picnic Shelter and Seasonal Shade Structures:</b> Provide at least one permanent shelter at all neighborhood and community parks with playgrounds or restrooms. <ul style="list-style-type: none"> <li>• Provide permanent picnic shelter or posts and tensioned shade sails at strategic locations to provide broad areas of shade that can encompass a standard picnic table near playgrounds and court sports.</li> </ul>
N6	Unsited	<b>Scenic and Natural Area Viewpoints:</b> Provide at points around the city, prioritizing natural areas and locations with full views of the Three Sisters. <ul style="list-style-type: none"> <li>• Explore opportunities for seating, paving, and interpretive signage at scenic viewing areas.</li> <li>• Continue to install formalized creek access points along Whychus Creek in coordination with UDWC.</li> </ul>
N7	Unsited	<b>Community Garden:</b> Provide opportunities for community garden plots in different city quadrants. Support construction of fencing, gates, and secure access to potable water where community interest is present. Alternatively, work with Sisters Community Garden to support expansion and improvement of amenities and utilities at existing location as need increases.
N8	Unsited	<b>Playground:</b> Develop a new playground with a shade structure and, if needed, a restroom building.

### Scenic and Wildlife Observation Viewpoints

Scenic views and passive engagement in the native flora and fauna are educational activities Sisters community members expressly enjoy, and room for viewing waysides with places to sit, rest, or discover interpretive signage can enhance the experience and protect sensitive habitat by directing users to select locations.

## OPERATIONS AND MAINTENANCE (O)

Recommendations for operations and maintenance focus on reducing input costs and conserving natural resources by installing environmentally conscious infrastructure and using the latest sustainable practices for public park and recreation agencies.

Table 5.9 Operations And Maintenance Recommendations (O)

Project ID	Site	Description
01	System	Continue to develop park maintenance operations that minimize waste generation and use of valuable resources.
02	System	Consider life-cycle costs of paved material when end-of-life pavement replacement is required.
03	System	Plant new tree canopy where canopy shade is lacking coverage of paved surfaces and playground areas.
04	System	Explore use of roofs for installation of solar panels to support EV charging and power generation, and other park areas for collection and storage of rainwater and snowmelt for use as non-potable drip irrigation, particularly in new park construction.
05	System	Test and amend existing planting soils to reduce use of fertilizers and avoid herbicides.
06	System	Replace unused lawn and higher maintenance plant beds with non-irrigated drought-tolerant grass and perennial species appropriate for the situation and location.
07	System	Require new restrooms be furnished with the most current energy- and water-saving features. Update existing restroom facilities similarly as replacement fixtures become necessary.
08	System	Follow the City of Sisters Urban Forest Management Plan within city-operated park and open spaces. Park lands and open space with potential high value tree canopy include: <ul style="list-style-type: none"> <li>• Buck Run Park</li> <li>• Creekside Park</li> <li>• Creekside Campground</li> <li>• East Portal Open Space</li> <li>• Future Northwest Park</li> <li>• Village Green Park</li> </ul>

## PARKLAND ACQUISITION (A)

Acquisition recommendations focus on areas currently underserved by City park and open space facilities as well as areas expected to see more residential development. The importance of creek access to community members also informs the plan's acquisition strategy.

Table 5.10 Acquisition Recommendations (A)

Project ID	Site	Description
A1	-	Identify future park land opportunity in potential urban growth boundary (UGB) expansion zones. <ul style="list-style-type: none"> <li>• Identify land for future park land and park facility development (active recreation).</li> <li>• Identify land for conservation of natural resources and trail development (passive recreation).</li> </ul>
A2	-	Identify opportunities for neighborhood park acquisition and development in northwest quadrant of the city.
A3	-	Explore potential acquisition of or potential public access easements to undeveloped property adjacent to Whychus Creek for future creek access.
A4	-	Work with the Oregon Parks and Recreation Department to secure property held in the agency's ownership east of Sisters adjacent to Whychus Creek for future open space, creek access, and passive recreation.





# PROPOSED PARK SYSTEM / SISTEMA DE PARQUES PROPUESTO

## Legend / Leyenda

-  Urban Growth Boundary / Límite de crecimiento urbano
- Existing Facilities / Instalaciones existentes
  -  Developed Parkland / Parque desarrollado
  -  Undeveloped Parkland / Parque no desarrollado
  -  School District Facilities / Instalaciones públicas educativas
  -  Oregon Parks & Recreation Department Land / Departamento de Recreación y Parques de Oregon
  -  Private Park / Open Space / Espacio abierto privado
  -  Trail head / Comienzo del sendero
  -  Multi-Use Path / Camino de multiuso
  -  Trail System (Outside of City Limits) / Sistema de senderos (Fuera de la ciudad)
  -  Proposed TSP Multi- Use Path / Camino propuesto de multiuso TSP

## Park Development Projects



### Mini Parks

-  E1 Harold & Dorothy Barclay Park
-  E2 Fir Street Park





### Neighborhood & Community Parks

-  E3 Cliff Clemens Park
-  E4 Creekside Park
-  E5 Village Green Park


### Special Use Parks

-  E6 Creekside Campground
-  E7 Wild Stallion Park

### Undeveloped Open Space

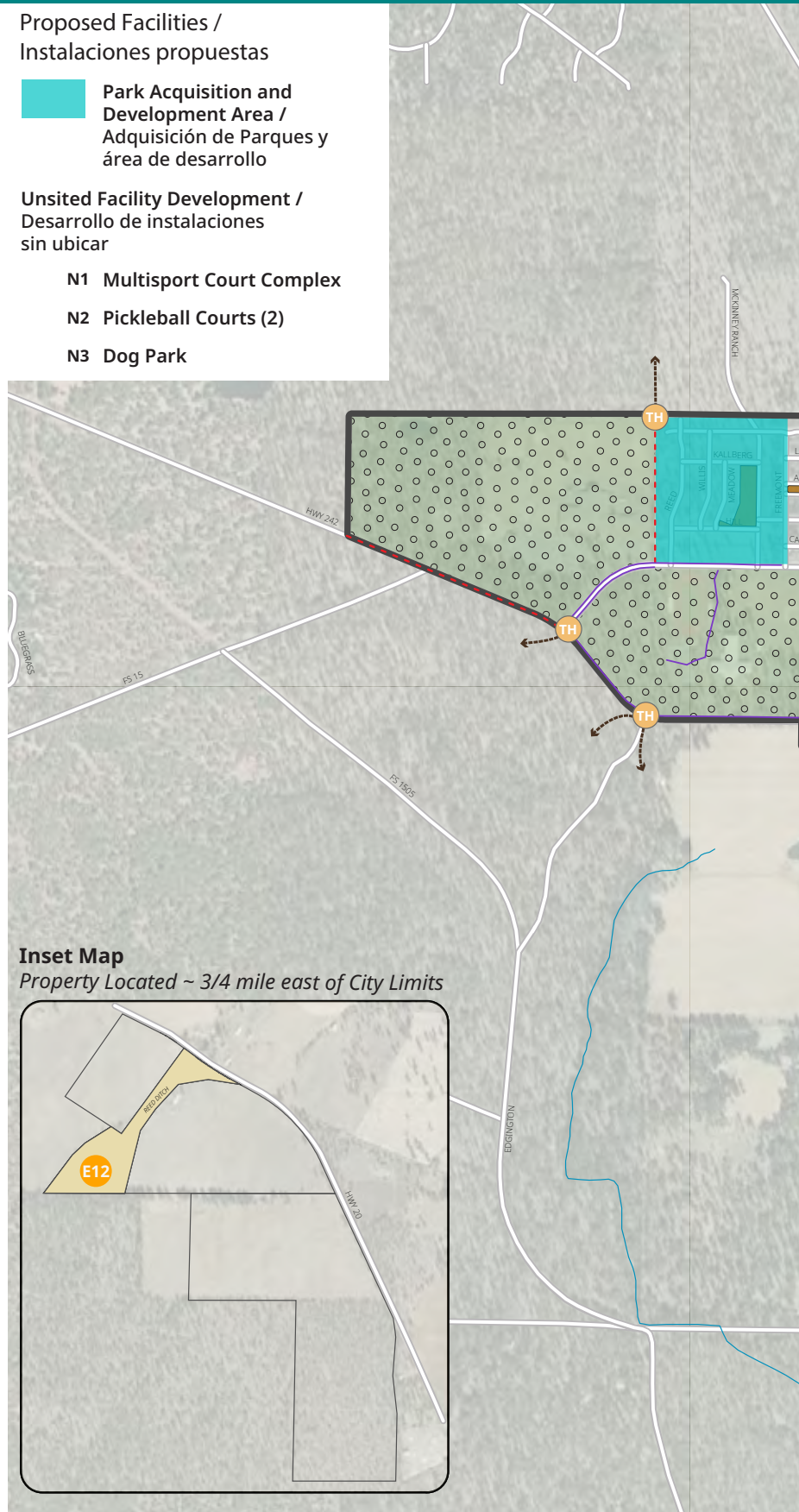
-  E8 Creekside Eastward Expansion
-  E9 Future Northwest Park
-  E10 Sun Ranch Park
-  E11 East Portal Open Space
-  E12 Lazy Z Ranch Open Space
-  S2.9 Whychus Creek Access

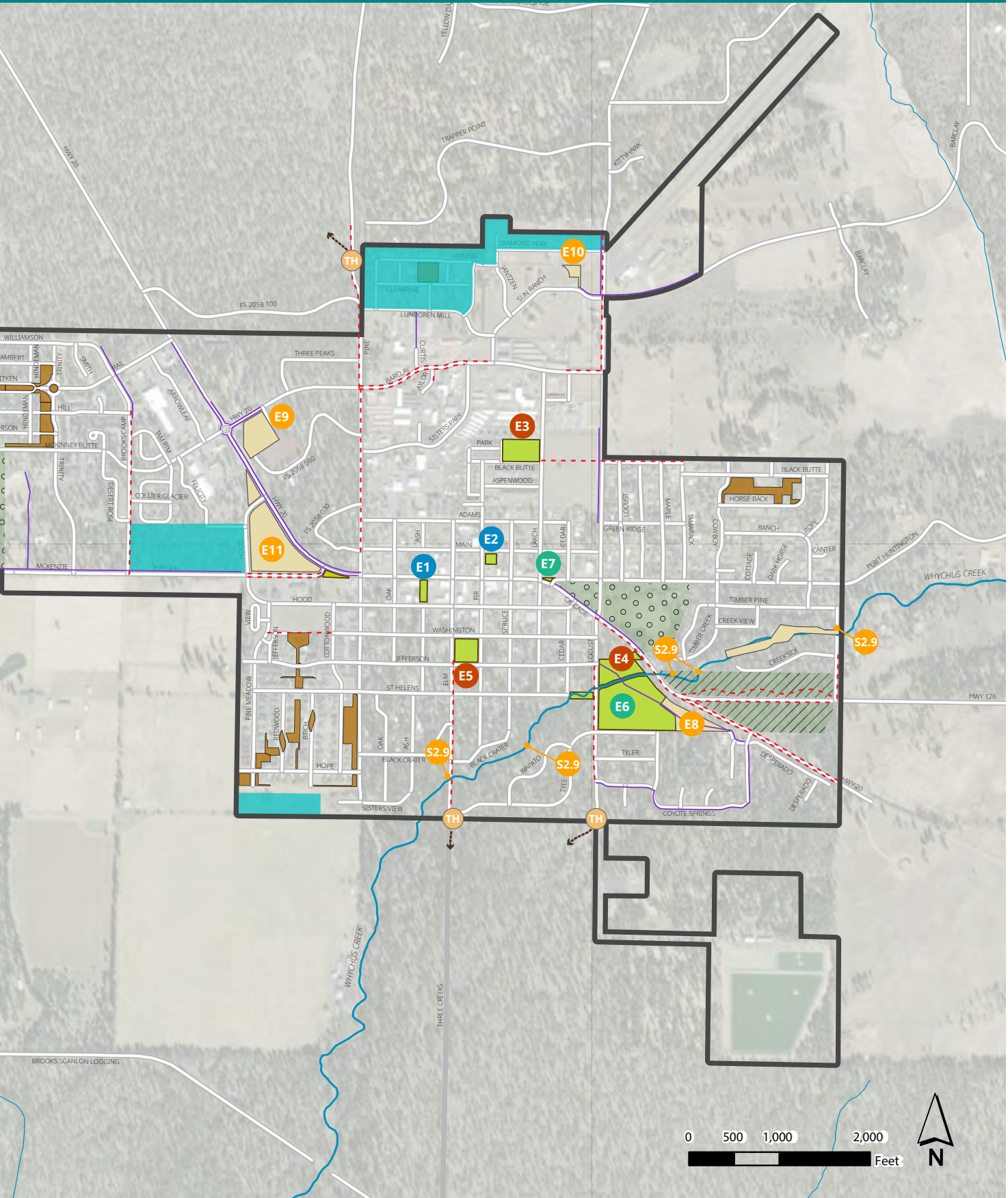
## Proposed Facilities / Instalaciones propuestas

-  Park Acquisition and Development Area / Adquisición de Parques y área de desarrollo

## Unsitd Facility Development / Desarrollo de instalaciones sin ubicar

- N1 Multisport Court Complex
- N2 Pickleball Courts (2)
- N3 Dog Park







## **6. Implementation**

This chapter summarizes the park projects and system recommendations chosen for implementation, the prioritization of projects over the roughly 20-year planning timeline, and funding strategies the City can leverage for implementation. The operations and maintenance section also includes a brief discussion of those estimated costs as additional parkland is added to the system.

## PLANNED PROJECTS

Proposed projects included in the Capital Improvement Plan (CIP) were identified and selected based on information from:

- Quantitative results from the 2022 Park System Plan needs assessment
- Qualitative findings from community input
- City staff input
- Geospatial analysis
- Census data
- 2012 Parks Master Plan
- Comprehensive Plan
- Other relevant plans and policies.

The planned projects in Table 6.1 include project and site information, which correspond to the recommendations in Chapter 5, as well as estimated cost.

**Table 6.1 Planned Projects**

Project ID	Project Title	Description	Acres	Cost
E1	Harold & Dorothy Barclay Park	Generally improve circulation, paving, and access. Replace drive lane and parking south of restrooms with decorative paving. Improve site furnishings and power access.	0.44	\$664,000
E2	Fir Street Park	None recommended at this time.	0.31	\$-
E3	Cliff Clemens Park	Install tree planting for shade, bike furnishings, picnic shelter, children's splash pad, and improve parking lot/parking diet.	2.28	\$432,400
E4	Creekside Park	Upgrade power service and path lighting, improve parking and lighting at Jefferson Street, improve entry planting, add creek interpretive signage, and install bike furnishings.	2.65	\$269,800
E5	Village Green	Install an accessible path to provide wheelchair access to the gazebo.	1.32	\$2,600
E6	Creekside Campground	Install additional ADA campsites, Standard RV campsites, power access, a picnic shelter, cooking grill and bike furnishings.	8.05	\$378,100
E7	Wild Stallion Park	Install bike furnishing. Construct an additional concrete art pedestal/footing and art sculpture.	0.02	\$11,107
E8	Creekside Park Eastward Expansion	Install RV sewer waste station and swings at the playground.	4.05	\$141,300
E9	Future northwest park	Conduct a feasibility study, design, and construct an open-air pavilion with an enclosed support building, parking lot to serve park development requirements, site circulation paths and lighting, plazas, and general landscape improvements.	2.82	\$10,375,778
E10	Sun Ranch Park	Design and install a children's playground, paved walking path loop, path lighting, tree and shrub planting, and irrigation.	0.5	\$92,100

Table 6.1 Planned Projects (cont'd)

Project ID	Project Title	Description	Acres	Cost
E11	East Portal	Construct a network of accessible asphalt trails.	2.5	\$25,700
E12	Lazy Z Ranch Open Space	Install soft surface trails, trailhead kiosk, bench furnishings, asphalt frontage road, parking lot, and stormwater swale.	16.5	\$375,300
N1	Unsite: Pickleball Court Complex	Conduct a feasibility study for pickleball courts including recommended quantity of courts. Install Courts, fencing, plaza and circulation pavements and restroom building, and soft surface trail loop path.	-	\$1,072,383
N2	Unsite: Pickleball Court (2 courts only)	A 2 court pickleball court, placed on existing park land.	-	\$110,900
N3	Unsite: Dog Park	Install picnic structure, fence in dog park area with signage and furnishings.	-	\$205,888
N6	Wildlife Observation Areas	Install decorative paving and bench with interpretive signage. 4 locations.	-	\$107,400
S2.9	Whychus Creek Access	Install similar water access steps at Creekside Park for accessing the creek.	-	\$97,400

## Improvement Costs

Capital improvement project costs are estimated based on timing, design, construction, and land acquisition and vary based on local conditions, economic factors, environmental constraints, and the application of specific funding sources. The following land acquisition and development parameters are used for estimating costs and are based on current market conditions in the City, past projects, and other local information.

- Land acquisition costs are based on a random sampling of real market value to estimate an average (mean) cost of \$300,000 per acre for undeveloped land within the UGB and \$95,000 per acre for undeveloped land outside the UGB.
- Development costs for new park facilities are estimated at \$900,000 per acre for mini parks, \$200,000 per acre for neighborhood parks, and \$200,000 per acre for community parks.
- Development costs for trails are estimated at \$18 per linear foot of single track compacted native earth trail and \$70,000 to \$150,000 for picnic shelters at a trailhead.
- Operational and maintenance costs account for the additional future costs of operating and maintaining each capital project upon its completion.

Find detailed cost estimates developed for each project in the 2023-2043 Capital Improvements Plan in the appendices.

## PRIORITIZATION

Projects included in the CIP were prioritized based on the following information sources:

- **Planning Documents and Tools:** The City uses a variety of planning documents and tools to determine service level needs for the development of parks, trails, and recreational facilities. These documents include but are not limited to the Parks System Plan, the Comprehensive Plan, and various population and demographic forecasting resources.
- **Level of Service (LOS):** The Parks Master Plan defines level of service benchmarks for parks and trails that meet current and future community needs. These benchmarks help the City determine how well existing facilities are meeting current park and recreation needs and what investments are needed in the future to reach or maintain the targeted LOS as the population grows.

Table 6.2 Project Prioritization

Project ID	Project Title/Description		High	Medium	Low
			FY 2023-2027	FY 2028-2032	FY 2033-2043
E1	Harold & Dorothy Barclay Park				
	Phase 1	Area south of restrooms: Decorative paving, pedestrian scale lighting, furnishings, and conversion of some existing lawn and underutilized landscape areas to hardscape paving.	\$-	\$515,600	\$-
	Phase 2	Area north of restrooms: Decorative paving, convert some existing landscape into paved area with furnishings. Extend pedestrian scale lighting.	\$-	\$-	\$148,400
E2	Fir Street Park				
	Phase 1	None recommended at this time.	\$-	\$-	\$-
E3	Cliff Clemens Park				
	Phase 1	Plant shade trees and install bike parking.	\$18,500	\$-	\$-
	Phase 2	Construct concrete pad, shade structure, and install picnic tables.	\$-	\$136,100	\$-
	Phase 3	Construct splash play area, concrete perimeter walking path on north side, parking lot improvements/diet (splash pad budget=\$100k)	\$-	\$-	\$277,800
E4	Creekside Park				
	Phase 1	Upgrade electrical service, install bike parking and interpretive signage.	\$20,200	\$-	\$-
	Phase 2	Construct parking and other ROW improvements.	\$-	\$-	\$249,600



Table 6.2 Project Prioritization (cont'd)

Project ID	Project Title/Description		High	Medium	Low
			FY 2023-2027	FY 2028-2032	FY 2033-2043
E5	Village Green				
	Phase 1	Add an accessible path, under 5% run slope to provide wheelchair access to gazebo.	\$2,600	\$-	\$-
E6	Creekside Campground				
	Phase 1	Construct ADA campsites and bike parking.	\$89,900	\$-	\$-
	Phase 2	Install navigational signage	\$-	\$15,500	\$-
	Phase 3	Construct standard RV campsites, 1 picnic shelter, BBQ furnishings, picnic tables, and landscaping.	\$-	\$-	\$239,300
E7	Wild Stallion Park				
	Phase 1	Install bike parking.	\$1,300	\$-	\$-
	Phase 2	Construct concrete pedestal and acquire and install art sculpture.	\$-	\$9,800	\$-
E8	Creekside Park Eastward Expansion				
	Phase 1	Construct expanded play surfacing area and install swing set.	\$29,100	\$-	\$-
	Phase 2	Relocate sewage dump site, construct paved parking and turnaround.	\$-	\$-	\$122,300
E9	Future northwest park				
	Phase 1	Install utility services, construct parking lot to service park development, construct pavilion and support building, essential circulation paths, and fire access.	\$9,620,500	\$-	\$-
	Phase 2	Install scoreboard in pavilion, construct trails, site landscaping, plaza space with decorative lighting.	\$-	\$-	\$721,200
E10	Sun Ranch Park				
	Phase 1	Install paved walking path, path lighting, and furnishings.	\$92,100	\$-	\$-
E11	East Portal				
	Phase 1	Construct a network of accessible asphalt trail.	\$25,700	\$-	\$-
E12	Lazy Z Ranch Open Space				
	Phase 1	Construct soft surface trail, pad, and bike parking.	\$77,300	\$-	\$-
	Phase 2	Construct asphalt frontage drive and parking lot (~40 stalls) and stormwater swale for pavement.	\$-	\$204,200	\$-

Table 6.2 Project Prioritization (cont'd)

Project ID	Project Title/Description		High	Medium	Low
			FY 2023-2027	FY 2028-2032	FY 2033-2043
E12 Cont.	Lazy Z Ranch Open Space				
	Phase 3	Construct concrete pad, shade structure, and solar powered overhead light.	\$-	\$-	\$93,700
N1	Unsitd: Pickleball Court Complex				
	Phase 1	Complex with 8 courts, fencing, plaza space, and circulation paths, spectator bleachers, parking, furnishings, and restroom building.	\$-	\$1,568,400	\$-
N2	Unsitd: Pickleball Court (2 courts only)				
	Phase 1	Court paving with furnishings, fencing, and minor walkway improvement.	\$110,900	\$-	\$-
N3	Unsitd: Dog Park				
	Phase 1	Water utility extension, drinking fountain, benches, tables, picnic shelter, site fencing.	\$-	\$-	\$205,900
N6	Wildlife Observation Waysides				
	Phase 1	Install decorative paving and bench with interpretive signage. 4 locations.	\$-	\$-	\$107,400
S2.9	Whychus Creek Access				
	Phase 1	Install rocks steps similar to Creekside Park. 5 locations.	\$-	\$-	\$97,400
		<b>TOTAL</b>	<b>\$10,088,100</b>	<b>\$2,449,600</b>	<b>\$2,165,600</b>

“

**We need more family friendly activities and a focus on all ages.**

**Let's honor the environment by preserving trees and creating eco-friendly parks.**

- **Geographic Distribution:** The Parks Master Plan and CIP consider the appropriate location for specific parks based on the facility type and their overall geographic distribution throughout the City, as well as the recommended distance of certain types of parks and facilities to residents.
- **Cost and Funding Source:** System Development Charge (SDC) fees are a primary CIP funding source. Fees are collected using a methodology adopted by City ordinance that determines the SDC rate assessed on new residential development. At times, grants can provide alternative funding for a project. If a project matches grant requirements and meets the City's needs, the project may be moved up in priority to take advantage of the funding opportunity or to match the grant funding cycle.

## Priority Levels

Each project is shown in Table 6.2 as high, medium, or low priority.

- High priority projects are for the first 5-year planning period, through fiscal year 2027.
- Medium priority projects are for the second 5-year planning period, through fiscal year 2032.
- Low priority projects are for the third 10-year planning period, which extends to 2043.

## FUNDING SOURCES

The City may use five primary funding sources for capital improvements:

- **General Fund Subsidy:** Property tax revenues from the City's General Fund are a major funding source for park and recreation annual operating costs and reserves for future operations. CIP projects not eligible for other funding sources can be funded from this source.
- **Park User and Event Fees:** Park user and event fees, such as from Creekside Campground and park facility rentals, are established for public services that primarily benefit specific individuals or organizations rather than the broader public. User fees and charges aim to recover the full cost of the service whenever practical to minimize subsidization and should be regularly reevaluated.
- **Park System Development Charge (SDC):** This CIP and the Park System Plan provide the foundation for the assessment and use of system development charges (SDCs) to fund park and systemwide improvements, land acquisition, and development associated with implementing the Plan's goals and recommendations. SDCs assess a fee for new residential development within City limits. The fees can be used to pay for new or expanded public facilities to address the increased demand accompanying population growth. Legally, SDCs can only be used for land acquisition and capital improvements; operation and maintenance expenses do not qualify.
- **General Obligation Bonds:** This type of bond is a tax assessment on real and personal property. The City can levy a general obligation bond with majority voter approval during a general election held on an even year. The fund can supplement SDC revenues and is more widely distributed than the assessment of SDC's. The City does not have any current bond obligations.
- **Alternative Funding:**
  - Grants are funds from federal or state governmental agencies or nonprofit organizations that support a portion of capital costs.
  - Donations include monies or real property from individuals and nonprofit organizations.
  - Partnerships include financial agreements with nonprofits and user groups to share the cost of building facilities.
  - Other includes proceeds from the sale of surplus properties.

# FUNDING REQUIREMENTS AND STRATEGIES

The park system will increase in acreage over the planning period. To increase the level of service to the target of 5 developed park acres per 1,000 residents discussed in Chapters 3 and 5, by 2040 the City will need to develop roughly 26 acres of new park facilities (including 4.55 acres of available undeveloped park land and open space, see page 17).

Table 6.2 shows proposed projects categorized by site and priority level. Total costs for planned projects are approximately \$14,845,500. The plan includes:

- \$10,207,000 for High Priority projects (2023-2027)
- \$2,229,000 for Medium Priority projects (2028-2032)
- \$2,409,500 for Low Priority project (2033-2043)

The City's General Fund has historically been used to fund and subsidize park improvements. These funds rely on property tax revenue from the local tax base as well as Transient Room (Lodging) Tax (TLT) revenue. The Plan discusses leveraging resources from the following anticipated and recommended funding sources:

## Park System Development Charges (SDC)

The City should assess the implementation of park system development charges (SDCs) supported by the park system plan as a funding source. Park SDCs apply a fee to new residential developments within city limits and provide funding for future park acquisitions and development that respond to the increased demands that accompany population growth. The current SDC rate — estimated to produce about \$2.7 million in over the next 20 years — is not sufficient to allow the City to expand and develop its parks system while meeting its park goals. Additionally, the SDC methodology does not consider inflation, nor does it account for acquisition or development costs. The City should update the SDC rate methodology based on the eligible projects identified in Plan. As part of the update, the City should evaluate the effects of proposed SDC rate schedule changes on housing development in Sisters.

## Grants

The City should pursue grants — state, regional, and federal — for parks, trails, and open space capital improvements. Planned projects such as parking reconfigurations, multiuse paths, trails, and creek access improvements may be good candidates



for grant funding opportunities such as state of Oregon Local Government Grants, Land and Water Conservation Fund grants, Oregon Watershed Enhancement Board grants, federal transportation grants, athletic association grants, and other grants for recreation, youth development, equity and access efforts, conservation, sustainability, and urban and community forestry. The City should balance the potential application's competitiveness with required staff time when applying for grant funds.

## General Obligation Bonds

This type of bond is a tax assessment on real and personal property. This fund can supplement existing revenue and is more widely distributed. Funds can be used for capital purposes but cannot be used for the replacement of equipment. In collaboration with SPRD and following the completion of a feasibility study for funding, operation, and maintenance, the City may evaluate the potential of a bond measure for construction of the multipurpose pavilion recommended in this Plan.

## Partnerships

The City should continue to strengthen partnerships with local recreation service providers, specifically the Sisters Park & Recreation District and the Sisters School District, to improve operational efficiencies and leveraging of funds. Pursuing relationships with local land trusts also provides an opportunity for collaborative efforts to contribute to the open space and natural areas of the parks system.

## Relationships

The City should cultivate relationships with landowners, developers, and employers who may be interested in donating land or services to the City or allowing purchase at a reduced cost. Private landowners have supported local recreation in the parks system in the past and may continue to do so in the future. The U.S. Forest Service is another important relationship, as much adjacent land is managed by the agency.

## Performance Measures

The City should explore measures to minimize acquisition, development, and operational costs: The City should investigate how to reduce operational costs, potentially through cost-efficient design and facilities; to reduce development costs through the use of volunteers and donations; and to reduce land acquisition costs by exploring alternative means of acquiring land.



## OPERATIONS AND MAINTENANCE CONSIDERATIONS

As the City implements the Plan's recommendations, the park system will grow in size and number and diversity of facilities. The City will need to obtain additional funds to cover increased operations and maintenance costs associated with the expanding system. Significantly fewer revenue sources are available for funding operations than for capital projects. The below are available options:

- **Local Option Levy:** This type of levy is established for a given rate or amount for a specific time period, generally one to five years. However, voter approval is required and historically less likely when the levy is for operations.
- **Grants and Donations:** Grants are harder to secure for operations than capital projects. However, mechanisms like endowment funds can be set up for park operations or the operation of a specific park.
- **Operating Efficiency:** Operating costs can be reduced by exploring possible efficiency improvements, such as with more outsourcing, more cost-sharing with other public agencies, eliminated duplication of services, and improved efficiency in specific maintenance tasks.
- **Volunteers:** Some maintenance costs can be offset with volunteers although it takes staff time to coordinate volunteer programs.
- **Park Services Revenue:** Park services revenue can be increased by expanding rental facilities, charging for maintenance services that benefit specific groups rather than the whole community, and charging for other services at highly used parks.

## COMPARISON

In Sisters' annual budgets, the Parks SDC Fund and a parks portion of the General Fund provide for planning, design, and construction of park improvements as well as operations and maintenance. The SDC Fund, which has grown significantly in recent years to \$1,183,606 in fiscal year 2022/23, can only be used for capital costs. They cannot be used for maintenance or projects that either fix deficiencies or replace capacity. The parks portion of the general fund in the 2022/23 budget is \$433,428.

Table 6.3 compares this spending to that of other U.S. agencies serving populations under 20,000 people. Overall, Sisters operates below the median values in annual operating expenditures and above the median in expenditures per capita and expenditures per park acre. These findings correlate with Sisters' population being in the lower quartile of the NRPA data. As the City continues to grow, it is reasonable to expect that annual, per capita, and per park acre operation expenditures will increase and trend toward meeting or surpassing the median values.

**Table 6.3. Operating Expenditure Comparison**

	Annual Operating Expenditure	Δ	Expenditure per Capita	Δ	Expenditure per Acre	Δ
<b>Sisters</b>	\$433,428	---	\$126.11	---	\$11,185	---
Upper Quartile	\$2,443,647	-\$2,010,219	\$226.43	-\$100.32	\$24,015	-\$12,830
Median	\$1,200,000	-\$766,572	\$117.36	+\$8.75	\$8,188	+\$2,997
Lower Quartile	\$551,925	-\$118,497	\$67.73	+\$58.38	\$3,950	+\$7,235

## CONCLUSION

The 2022 Sisters Park System Plan is a guiding document based on a collective local vision for maintaining and improving the quality of life for Sisters residents through parks and recreation facilities. The City recognizes that park facilities are essential to the physical and mental health of Sisters residents and that the park system provides a key foundation for a healthy community.

The Plan evaluates the needs of current and future residents and then synthesizes goals, actions, recommendations, and priority projects designed to be implemented over a roughly 20-year planning period. The recommendations address key community needs and interests, including maintenance and improvement of existing parks, activation of undeveloped park land, and acquisition and development of new neighborhood parks in underserved areas.

The planning framework ensures that the future park system will provide accessible and welcoming facilities and programs that support the needs of an increasingly diverse and growing community.



# SISTERS PARKS MASTER PLAN 2023

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*Appendices*

Adopted April 12, 2023





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A photograph of a forest stream with large trees and sunlight filtering through the canopy. The stream flows over rocks, and the surrounding forest is lush with green and yellowing leaves, suggesting an autumn setting. The sky is visible through the branches, showing a clear blue color.

# **Appendix A: Facility Inventory**

# Inventory of Park Amenities

## Citywide Park Amenities



AMENITY	SISTERS PARK & RECREATION DISTRICT	BUCK RUN PARK	HAROLD & DOROTHY BARCLAY PARK	CLIFF CLEMENS PARK	VILLAGE GREEN
Baseball Field					
Basketball Court	●				
Benches	●	●	●	●	●
Bicycle Pump Track	●				
Community Center	●				
Covered Pavillion					●
Disc Golf Course	●				
Drinking Fountain	●			●	●
Fire Pit					
Football/ Soccer Field				●	
Gazebo					●
Picnic Table	●	●	●	●	●
Pickleball Courts					
Playground	●			●	●
Plaza					
Restrooms	●			●	●
Showers					●
Skatepark	●				
Softball Field					
Splash Pad					
Stage					
Tennis Courts					
Track Oval					
Track & Field Events					
Water Feature			●		

CREEKSIDE PARK	CREEKSIDE CAMPGROUND	VETERANS MEMORIAL PARK	FIR STREET PARK	SSD ELEMENTARY SCHOOL	SSD MIDDLE SCHOOL	SSD HIGH SCHOOL
				●	●	●
				●	●	
●	●		●	●	●	●
			●			
	●	●	●	●		●
	●		●			
				●	●	●
●	●			●	●	
				●		
				●	●	
			●			
	●		●			
	●					
						●
			●			
			●			
				●	●	
						●
						●



## Classifications

National Recreation and Parks Association (NRPA) classifications are used as a basis to categorize Sisters park resources and facilities and to evaluate the system using NRPA Park Metrics. Park classification considers individual park benefits, functions, size, service area, and amenities. For Sisters, the park classifications are:

### ***Parks***

- Mini Park
- Neighborhood Park
- Community Park
- Special Use Park
- Undeveloped Parkland

### ***Open Space***

### ***Trails***

## Mini Parks

Sisters operates three mini parks: Buck Run Park, Barclay Park, and Fir Street Park. Mini parks are small outdoor spaces, usually no more than  $\frac{1}{4}$  of an acre, most often in an urban area surrounded by commercial buildings or houses on small lots. These parks support small group gathering, relaxation or respite from the sun, or access to enjoy the outdoors. Mini parks may include amenities such as flexible paved space, small play equipment, waysides with seating, and lawn areas. Successful mini parks are accessible, allow people to engage in daily activities, are comfortable spaces to sit, and are sociable places (e.g., where people meet for social interaction).

## Neighborhood Parks

Sisters operates one neighborhood park: Cliff Clemens Park. Neighborhood parks are small parks within biking and walking distance to surrounding neighborhoods. They provide access to basic recreation and social opportunities such as ball fields, basketball courts, exercise stations, pickleball/tennis courts, playgrounds, walking paths, picnic pavilions, and benches. With specific park amenities, neighborhood parks can enhance neighborhood identity and preserve neighborhood open space. Their service area radius is ideally  $\frac{1}{4}$  to  $\frac{1}{2}$  mile in a residential setting. Neighborhood parks may range in size from 5 to 15 acres.

## Community Parks

Sisters operates two community parks: Village Green Park and Creekside Park. Community parks provide a variety of structured, active, passive, and informal recreation opportunities for all age groups. Community parks are generally larger in size and serve a wide base of residents. They typically include facilities that attract people from the entire community, such as sports fields, pavilions, picnic shelters, and water features, and require supporting facilities, such as parking and restrooms. These parks may also include natural areas, unique landscapes, and trails. Their service area radius is typically 1 to 2 miles. Community parks may range in size from 25 acres or more.

## Special Use Parks

Sisters operates three special use parks: Creekside Campground, Veterans Memorial Park, and Wild Stallion Park. Special use parks are recreation sites or parkland occupied by specialized facilities designed to serve specific functions such as community centers, community gardens, skate parks, aquatic centers, memorials, public art, amphitheaters, and sports field complexes. These parks vary in size and service area.

## Undeveloped Parkland

Sisters owns three areas of undeveloped parkland: Sun Ranch Park, Creekside Park (Eastward Expansion), and Future Northwest Park. Undeveloped parkland is land that can be City-owned or potentially owned by the city and could become developed parkland. This can occur through adding facilities or amenities or developing the land for higher use.

## Open Space

Open space includes areas designated for protection or preservation through conservation easements, acquisition, or dedication. Open space lands may be held for future park recreation needs, but often are left primarily in their natural state and managed to provide limited passive recreation opportunities, as appropriate, in locations with important habitat, natural resources, or scenic view corridors. Sisters has three areas designated as open space: East Portal, Lazy Z Ranch, and land along Whychus Creek in the east end of the city.

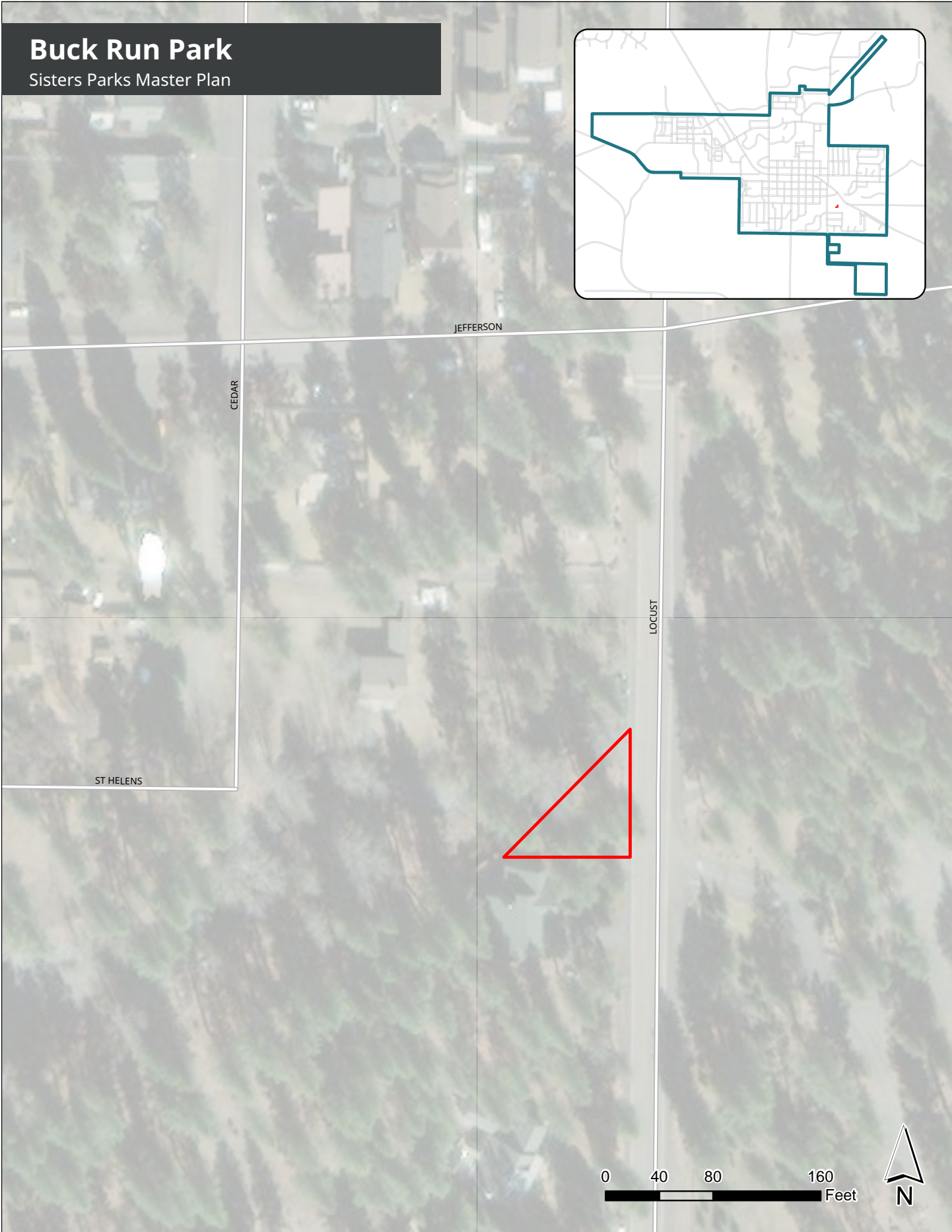


# Parks

## Buck Run Park

The triangularly shaped Buck Run Park provides access to Whychus Creek from South Locust Street. The park is located across from Creekside Campground and next to Buck Run subdivision. This park was named after Mylon Buck.

- **Size:**
  - 0.02 Acres
- **Park Classification:**
  - Mini Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - Bench
  - Picnic table
  - 1 park sign
  - Water access to Whychus Creek
- **Opportunities:**
  - Streambank erosion mitigation and native vegetation establishment due to foot traffic accessing gravel bar.





## Harold and Dorothy Barclay Park

The park is south of Highway 20 between Oak and Fir Streets, serving as a welcome resting spot for residents and visitors. The park features a small landscaped pond, public restrooms, and seating. The park received an Award of Excellence for small cities in 2003 from the League of Oregon Cities.

- **Size:**
  - 0.44 Acres
- **Park Classification:**
  - Mini Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - 1 signage
  - Benches
  - 3 trash receptacles
  - Tree canopy (large)
  - 1 water feature
  - 10 parking spots – 45 deg
  - Accessible path
  - Lighting
  - Pedestrian plaza
  - Restrooms
  - Drinking fountain outside restrooms
  - Art installation
  - 2 murals
- **Opportunities:**
  - Parking ‘diet’ to support higher intensity use
  - Opportunity for additional public art or rotating outdoor display of arts & culture.
  - Re-configuring entire park space (while preserving existing trees)
  - Paving with tables and chairs and umbrellas
  - Power access and decorative lighting

# Barclay Park

Sisters Parks Master Plan



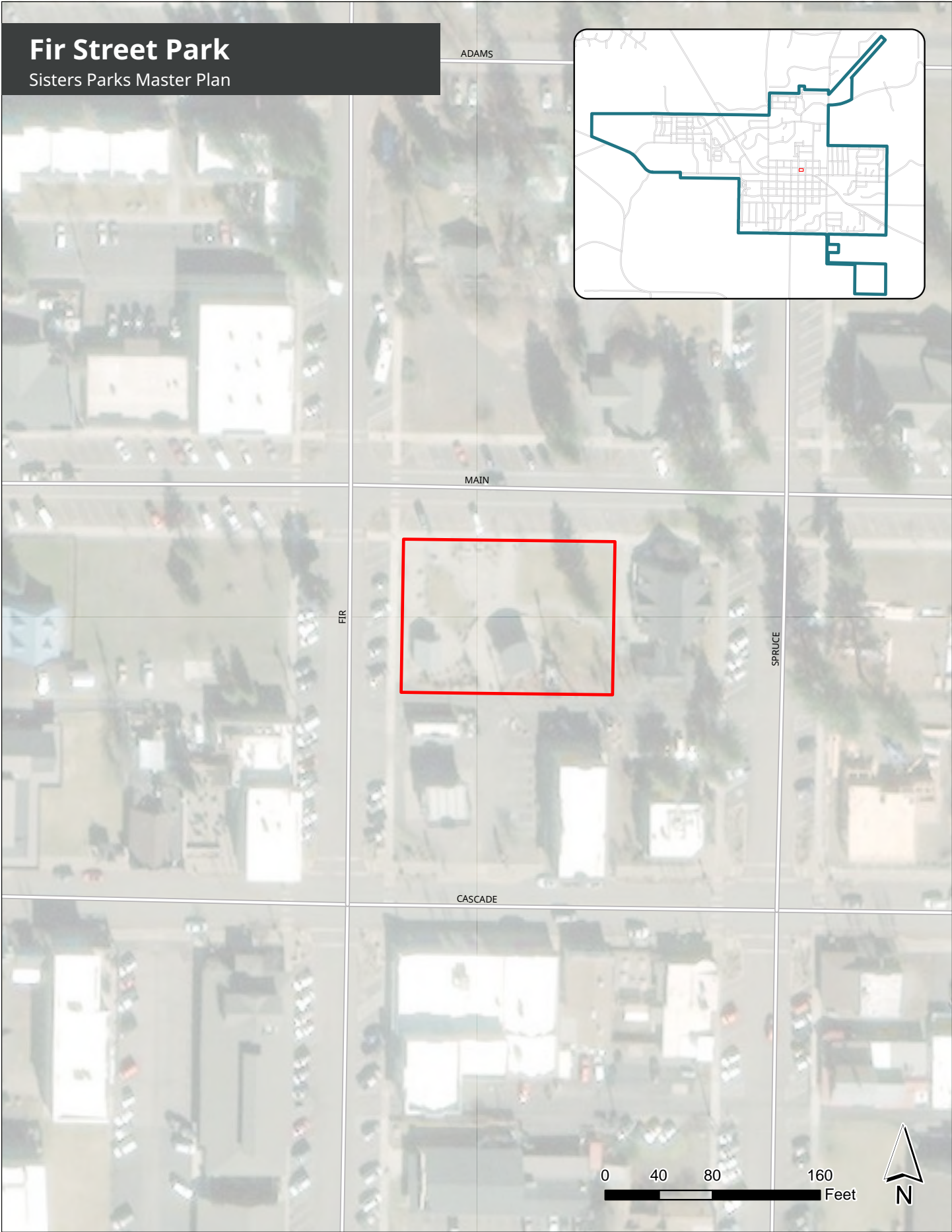
## Fir Street Park

Fir Street Park is one of the city's newest parks and is on the corner of Fir Street and Main Avenue. Its most popular feature in the summer is the splash pad. Some of the water used for the splash pad is recycled to irrigate the park's landscaping. The onsite restrooms, small stage, and proximity to downtown make this a popular event venue, including for the Sisters Farmers Market.

- **Size:**
  - 0.31 Acres
- **Park Classification:**
  - Mini Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - Splash pad
  - Stage/pavilion
  - Restrooms (ADA)
  - Picnic tables
  - Benches/seat walls
  - Decorative art
  - Tree canopy (medium size)
  - Dog waste station
  - Shade canopy + shade sails
  - Paver patio connecting to City owned buildings (Fir St Building and Maida Baily Old Library building)
  - Cell tower
  - City Christmas Tree
  - Bike racks
  - Fire pit
  - Bollard lighting
  - 3 garbage cans
  - Decorative lighting

# Fir Street Park

Sisters Parks Master Plan



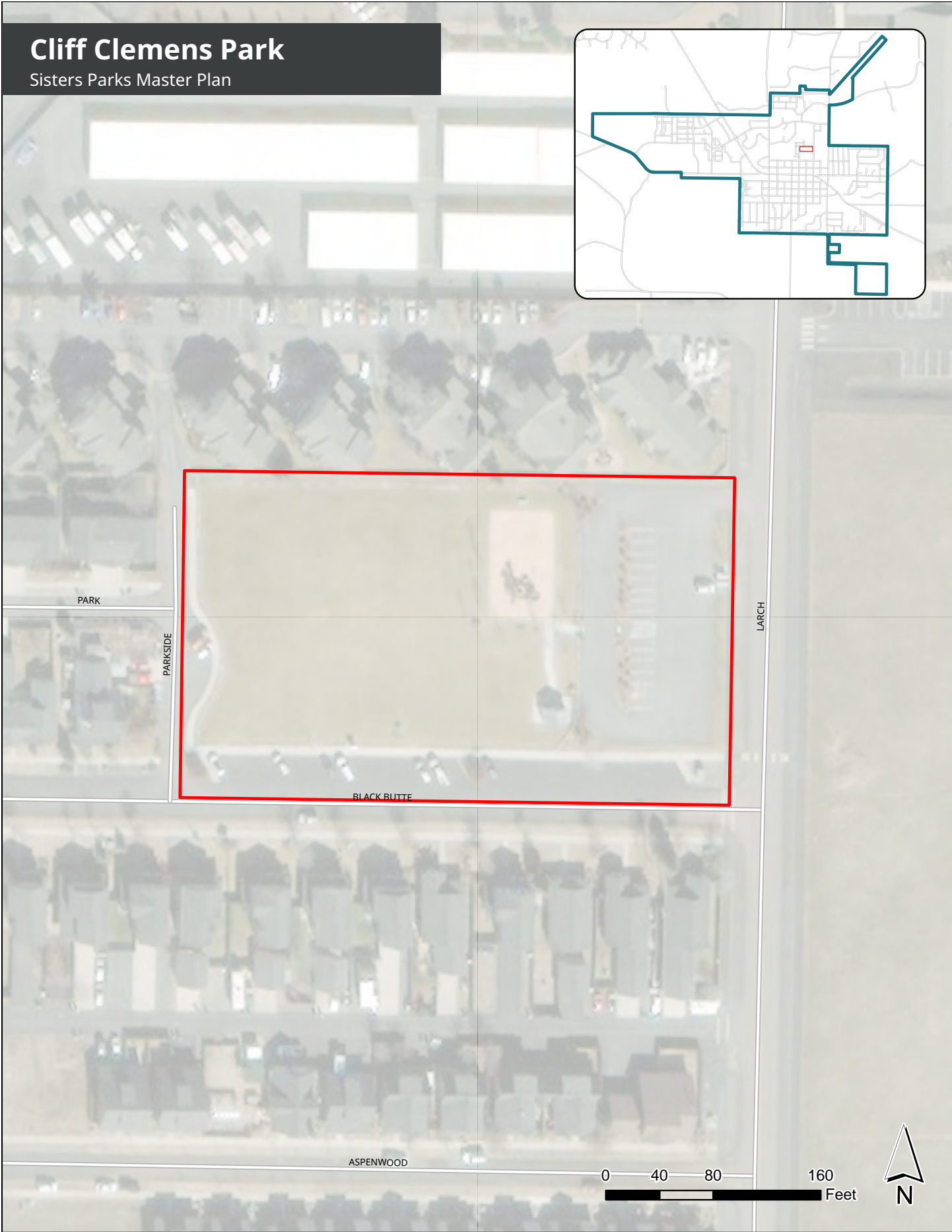
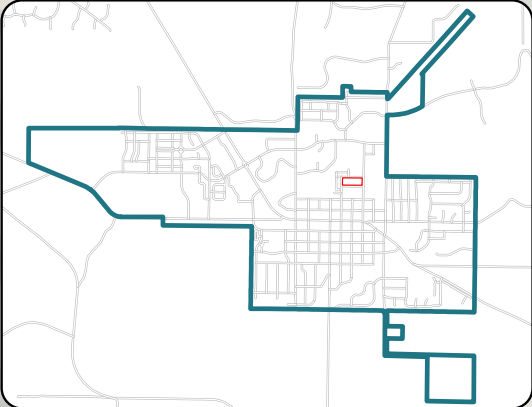
## Cliff Clemens Park

In 2004, Cliff Clemens Park was dedicated to Clifton Clemens in recognition of a lifetime of outstanding and devoted service to the community of Sisters. Located at the corner of Black Butte Avenue and Larch Street, this partially developed neighborhood park has more than one acre of open lawn with a playground constructed in 2011 and a restroom with ADA access and tree planting constructed in 2016. The lawn area is used as an informal dog park.

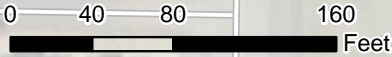
- **Size:**
  - 2.28 Acres
- **Park Classification:**
  - Neighborhood Park
- **Status:**
  - Developed
- **Site Visit Notes:**
  - No ADA playground equipment
- **Existing Amenities:**
  - Play structure
  - Swings
  - Signage
  - 29 parking spots – 90 deg
  - 2 accessible parking
  - Vehicle drop-off lane
  - Accessible path (Heated)
  - Egress/parking lighting
  - Picnic tables
  - 5 benches
  - 2 dog waste stations
  - 1 trash receptacle
  - Tree canopy (newly planted)
  - Drinking fountain (RR)
  - Restrooms (ADA)
  - Mountain view
  - Fenced (wooden)
  - Pedestrian path connection to downtown
  - 120/240v power outlets to support community events (400 amp service)
- **Opportunities:**
  - Open lawn area is mostly unused and could be reprogrammed
  - Site of sufficient size to accommodate pickleball court complex
  - Additional tree planting for shade
  - Additional tree planting along back of sidewalk at Black Butte
  - Parking lot improvements
  - Shade structure/picnic shelter
  - Splash pad.

# Cliff Clemens Park

Sisters Parks Master Plan



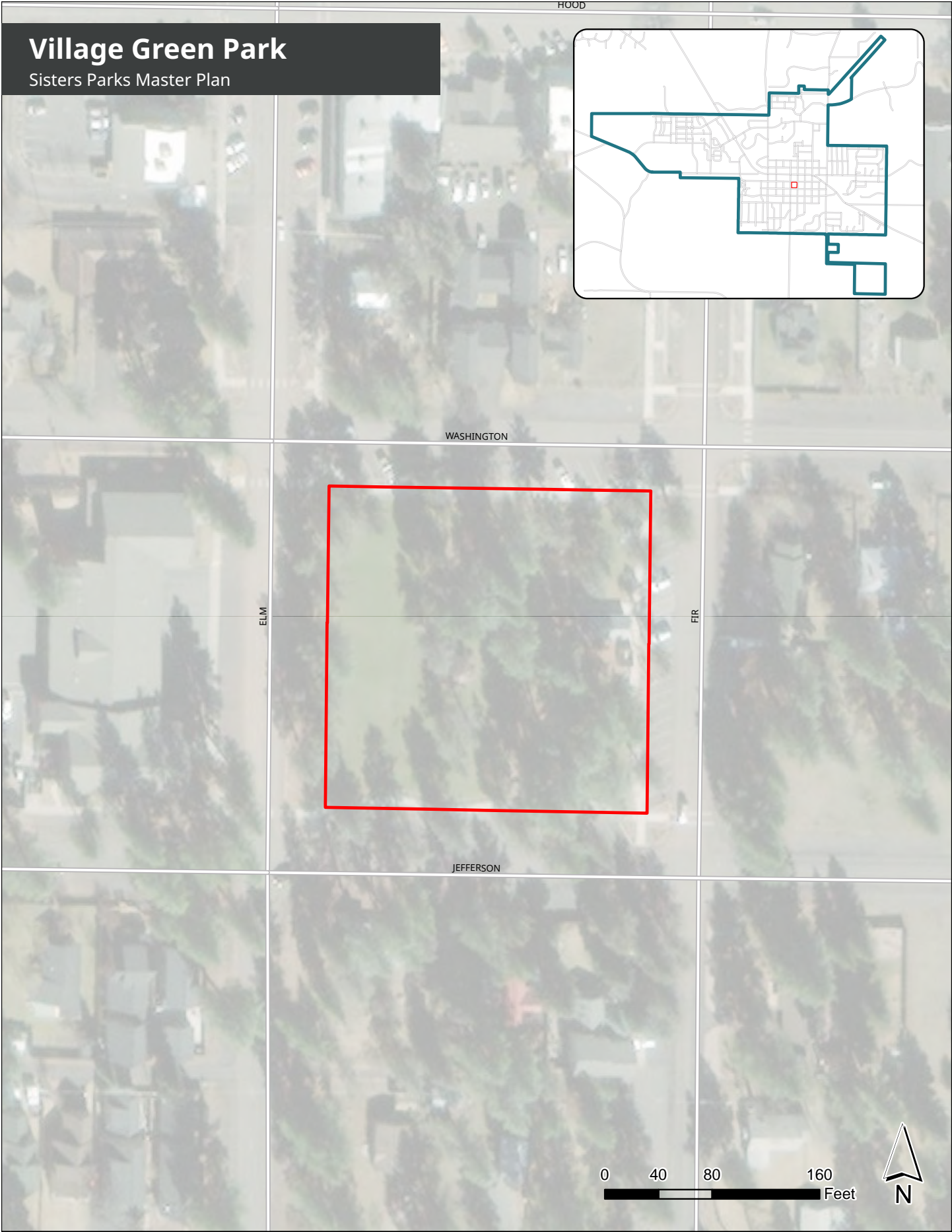
ASPENWOOD



## Village Green Park

Sited on a full city block, this highly used community park is two blocks south of downtown between Elm and Fir Streets. The park has various developed amenities offering a range of uses to the community and fee-based reservations for events including craft shows, fairs, and weddings.

- **Size:**
  - 1.32 acres
- **Park Classification:**
  - Community Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - Signage
  - 2 information kiosk
  - Parking
  - 3 accessible parking
  - Lighting (Limited)
  - 1 bike rack
  - 6 picnic tables
  - 8 benches
  - Drinking fountain
  - 1 gazebo
  - 1 covered pavilion w/fireplace
  - Veterans memorial
  - Play structure on play tile
  - Basket swing
  - 3 trash receptacles
  - Tree canopy (large)
  - 2 dog waste stations
  - Fenced (wooden)
  - Restrooms & showers (ADA)
  - ADA parking signage
  - Outlets to support community needs (600 amp service)
  - Bicycle support infrastructure (repair, etc.)
- **Opportunities:**
  - ADA accessibility connection to gazebo.





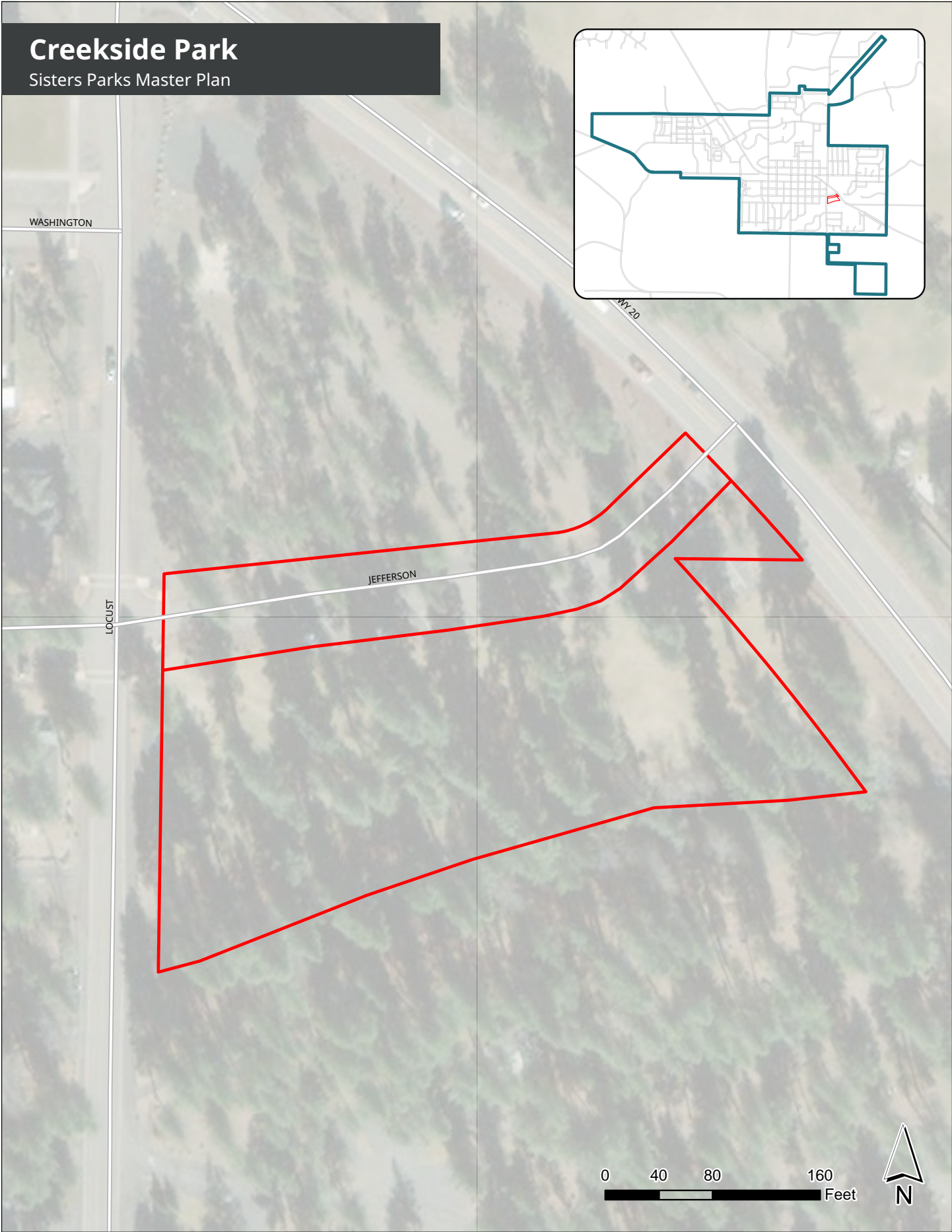
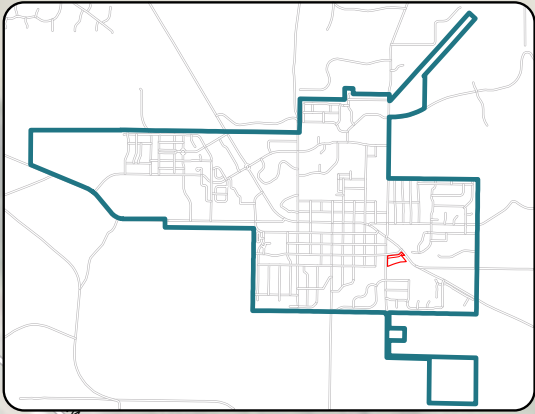
## Creekside Park

Located between Highway 20, Jefferson Avenue, and Locust Street, Creekside Park is a partially developed park adjacent to the north bank of Whychus Creek. The park is often used for picnicking beneath large coniferous trees on the north side of a long grass lawn space. The park has close access to restrooms and amenities at Creekside Campground and the south bank of Whychus Creek, by way of a covered pedestrian bridge. A Creekside Park & Campground Master Plan has been developed to improve the park, and planned amenities are listed below.

- **Size:**
  - 2.65 acres
- **Park Classification:**
  - Community Park
- **Status:**
  - Partially Developed
- **Existing Amenities:**
  - Signage
  - 1 information kiosk
  - Parking
  - 1 accessible parking
  - Water access (2) developed access points (stone steps)
  - 6 picnic tables
  - 2 benches
  - 1 dog waste station
  - Covered pedestrian bridge w/ ADA ramps and bump outs for creek viewing
  - Railing art
  - Split rail fenced riparian area
  - 6' wide asphalt path
  - 6' wide bark chip path
  - Trail kiosk
  - Shared use path connection to Three Creeks
  - Tree Canopy (large)
  - 1 drinking fountain
  - 1 Trash receptacle
- **Opportunities:**
  - Needs electrical upgrades (200-amp service)
  - Public art
  - Additional lighting (Parking area + Bollard lighting on paths)
  - Entryway and landscape improvements
  - Additional parking
  - Whychus Creek interpretive signage
  - Off-leash dog park
  - Develop North side of Jefferson Ave with sidewalk / lighting / parking
  - Bike parking & repair station

# Creekside Park

Sisters Parks Master Plan



0 40 80 160 Feet



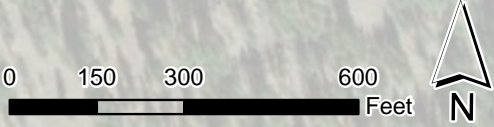
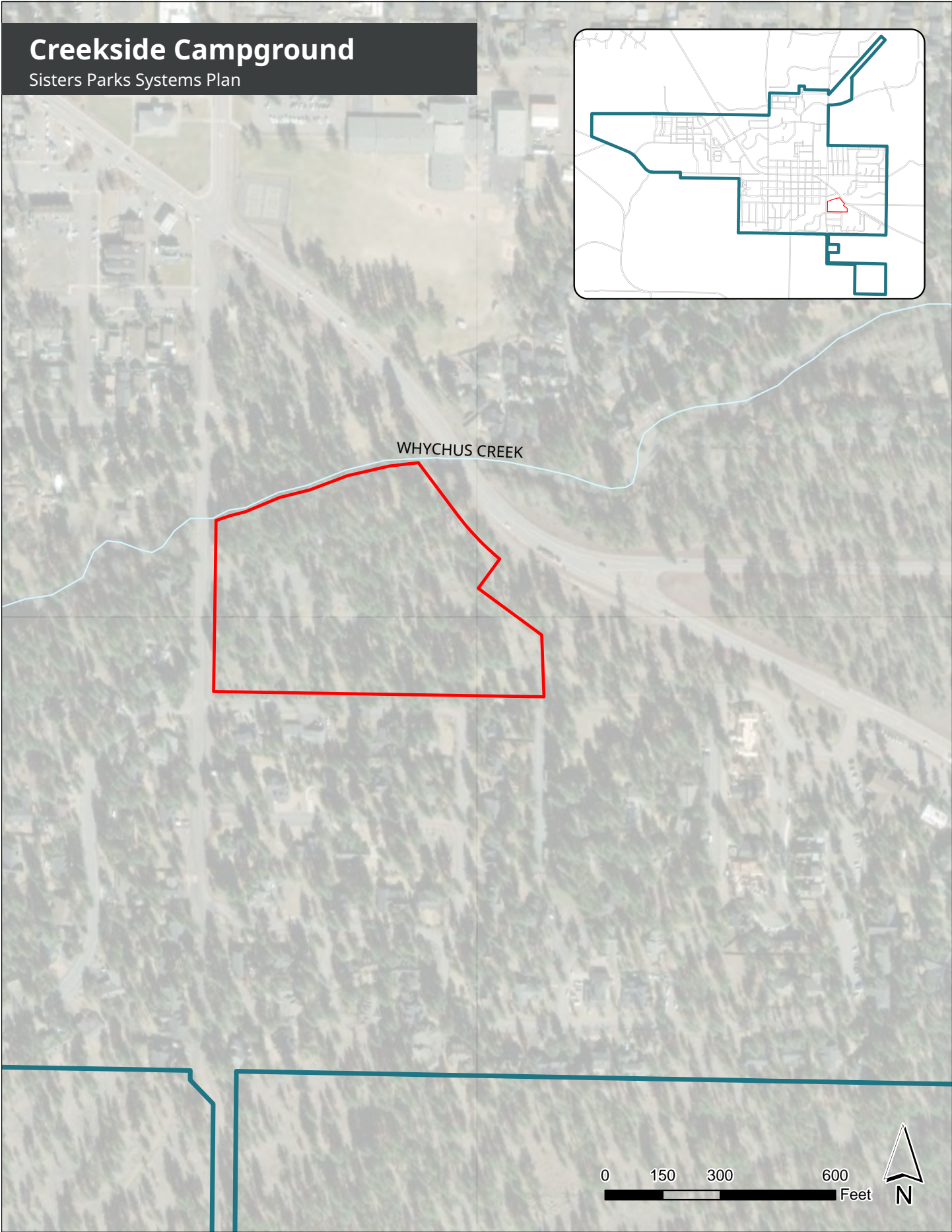
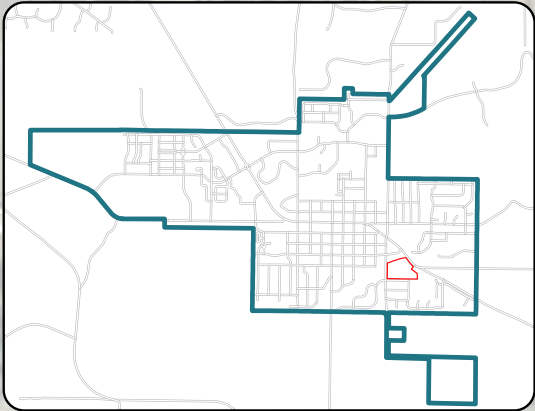
## Creekside Campground

Creekside Campground is a developed campground for tent and RV visitors. Located between Highway 20, Jefferson Avenue, and Locust Street, it is close to the highway and tucked into the surrounding neighborhood on three sides. This overnight campground is opposite Creekside Park from Whychus Creek and accessible by a covered footbridge. Paved shared-use path access is along the north and east sides of the campground. A Creekside Park & Campground Master Plan has been developed to improve and expand the overnight campground, and planned amenities are listed below.

- **Size:**
  - 9.22 Acres
- **Park Classification:**
  - Special Purpose Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - 22 full hook-up sites for RVs – 30amp; 6 full hook-up sites for RVs – 50amp
  - 32 tent sites
  - RV sewage disposal station (automated)
  - Storage shed (new)
  - Camp host site; Fire host site
  - Fire pits for each campsite
  - Pay station (automated)
  - Picnic tables for each campsite
  - Commercial-size trash bin
  - Shared-use path access
  - Water access (2) new access (Rock Stairs)
  - WiFi access
  - Playground equipment in expansion area (2022)
  - Restrooms & showers (ADA)
  - Signage
  - Hiker/biker site; (5) walk-in sites
  - Tree canopy (large)
  - Covered dish station; Drinking fountain
  - Fenced riparian area
  - Pedestrian bridge access with ADA ramps
  - (5) hose bibs; (2) 400-amp electrical amp services
  - Berm and landscaping adjacent to Locust Street; Landscape adjacent to Tye Drive
- **Opportunities:**
  - (3) ADA-compliant camp sites
  - Additional full-hook up sites
  - Dump station located in expansion area
  - Whychus Creek interpretive signage
  - BBQ furnishings
  - Bollard lighting on Whychus Creek Trail
  - Additional electric service
  - Wayfinding and information improvement
  - Picnic shelter
  - Bike parking

# Creekside Campground

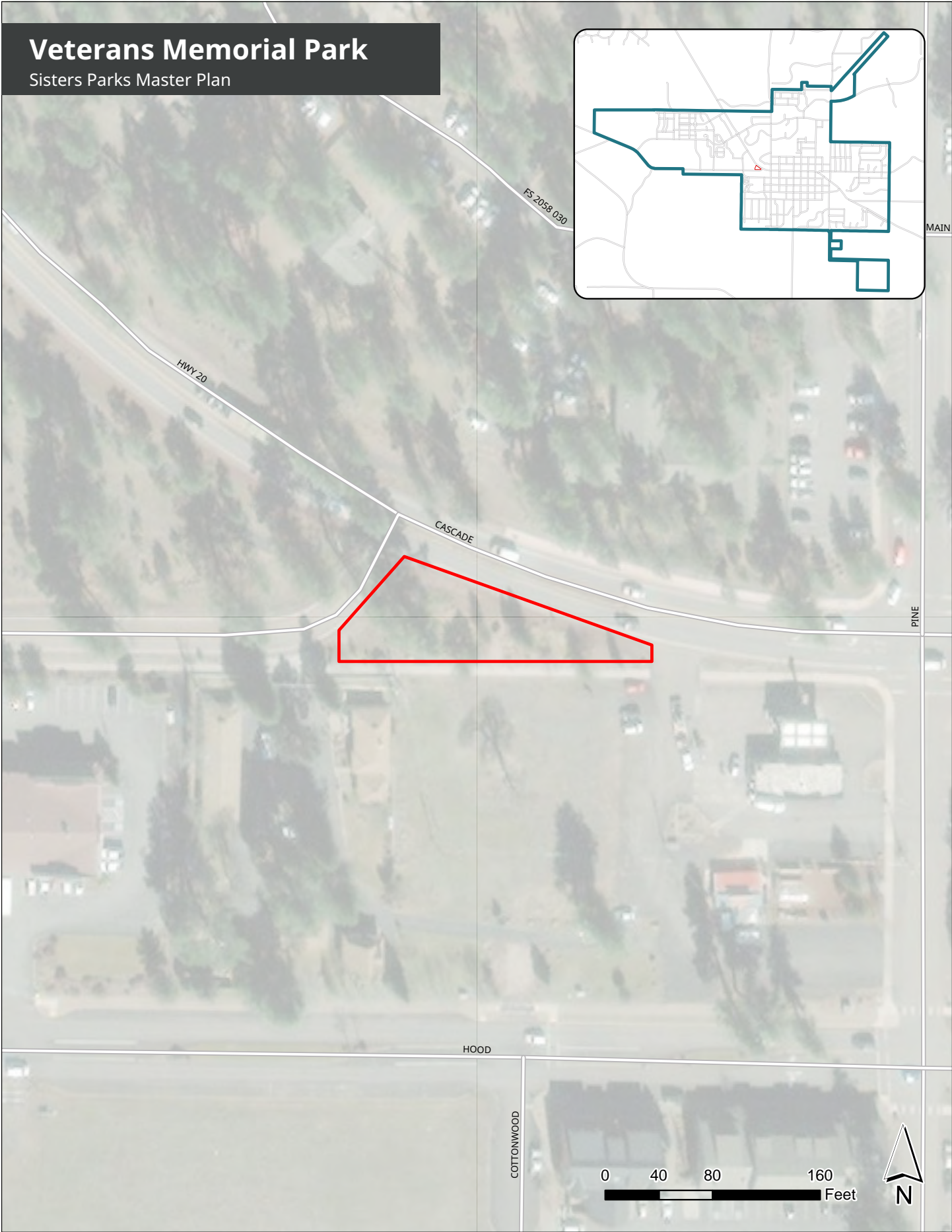
Sisters Parks Systems Plan



## Veterans Memorial Park

Veterans Memorial Park was dedicated in 2008 to those who have served in the U.S. Armed Forces and their families. The park is maintained by volunteers, mostly through the Sisters Rotary or the Community Church. The flagpole was donated by local contractor Lynn Johnston, and the flag has been donated (and replaced about every two years) by Earl Schroeder or the Sisters Veterans of Foreign Wars (VFW). The park also features a memorial rock plaque donated by the VFW.

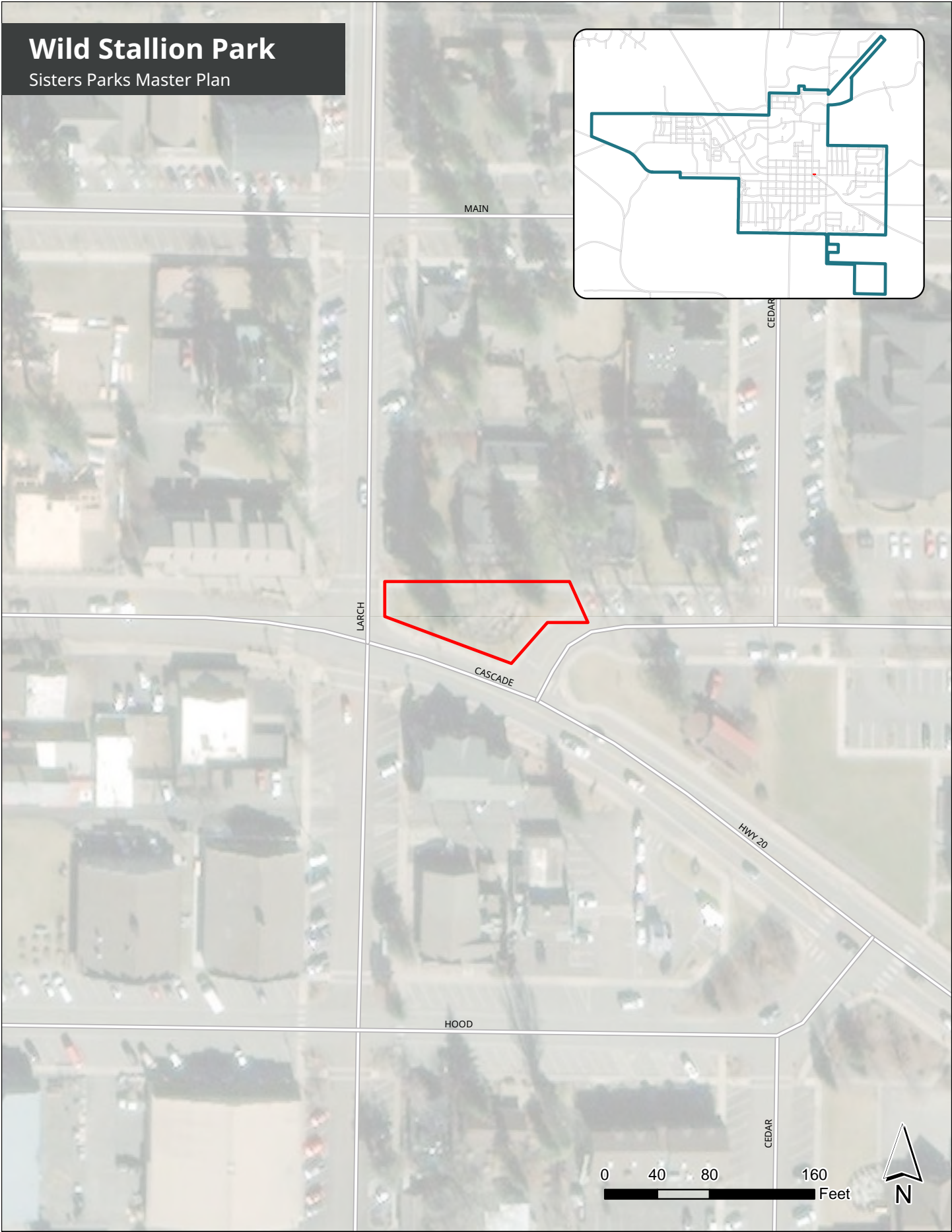
- **Size:**
  - 0.25 acres
- **Park Classification:**
  - Special Purpose Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - Flagpole
  - Memorial
  - Welcome sign
  - Decorative lighting
  - Landscaping
  - Multi-use path w/bollard lighting



## Wild Stallion Park

Wild Stallion Park, on the corner of Larch and Cascade Streets, is named for its prominent 13-foot-tall bronze horse statue by renowned Sisters artist Lorenzo Ghiglieri. The statue, entitled "The Wild Stallion," was donated to the City in 2009. The park contains lawn and a rock-lined bioswale surrounded by landscaping.

- **Size:**
  - 0.02 Acres
- **Park Classification:**
  - Special Purpose Park
- **Status:**
  - Developed
- **Existing Amenities:**
  - Bronze stallion statue
  - Landscaping
  - Bioswale
  - Landscape lighting on Stallion
  - Streetlights (decorative)
  - Decorative lighting
  - Accessible parking stall nearby
- **Opportunities:**
  - Bike parking
  - Seating/Benches
  - Additional art pedistal and sculpture





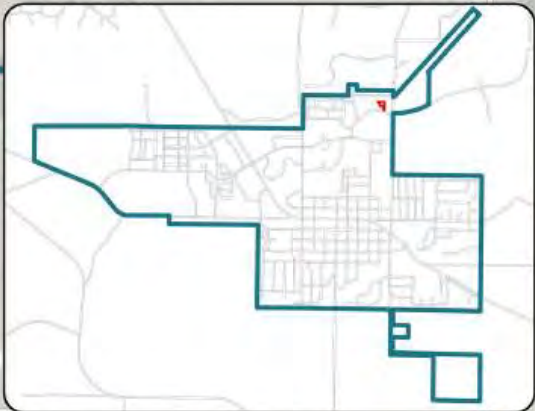
## Sun Ranch Park

Sun Ranch Park is an undeveloped park near at the intersection of Sun Ranch Drive and Camp Polk Road. The parcel was dedicated as part of the Kulvato subdivision in the Sun Ranch Residential zoning district. A City-owned well site sits adjacent to the park.

- **Size:**
  - 0.50 Acres
- **Park Classification:**
  - TBD
- **Status:**
  - Undeveloped
- **Existing Amenities:**
  - Multi-use path to Sisters Community Garden
- **Opportunities:**
  - Art
  - Circulation path, paved, approximately 1/8th mile loop path.
  - Bollard path lighting.
  - Landscaping improvements, native planting

# Sun Ranch Park

Sisters Parks Master Plan

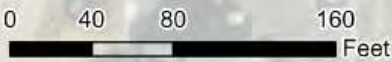


DIAMOND PEAK

CAMP POLK

SUN RANCH

BARCLAY



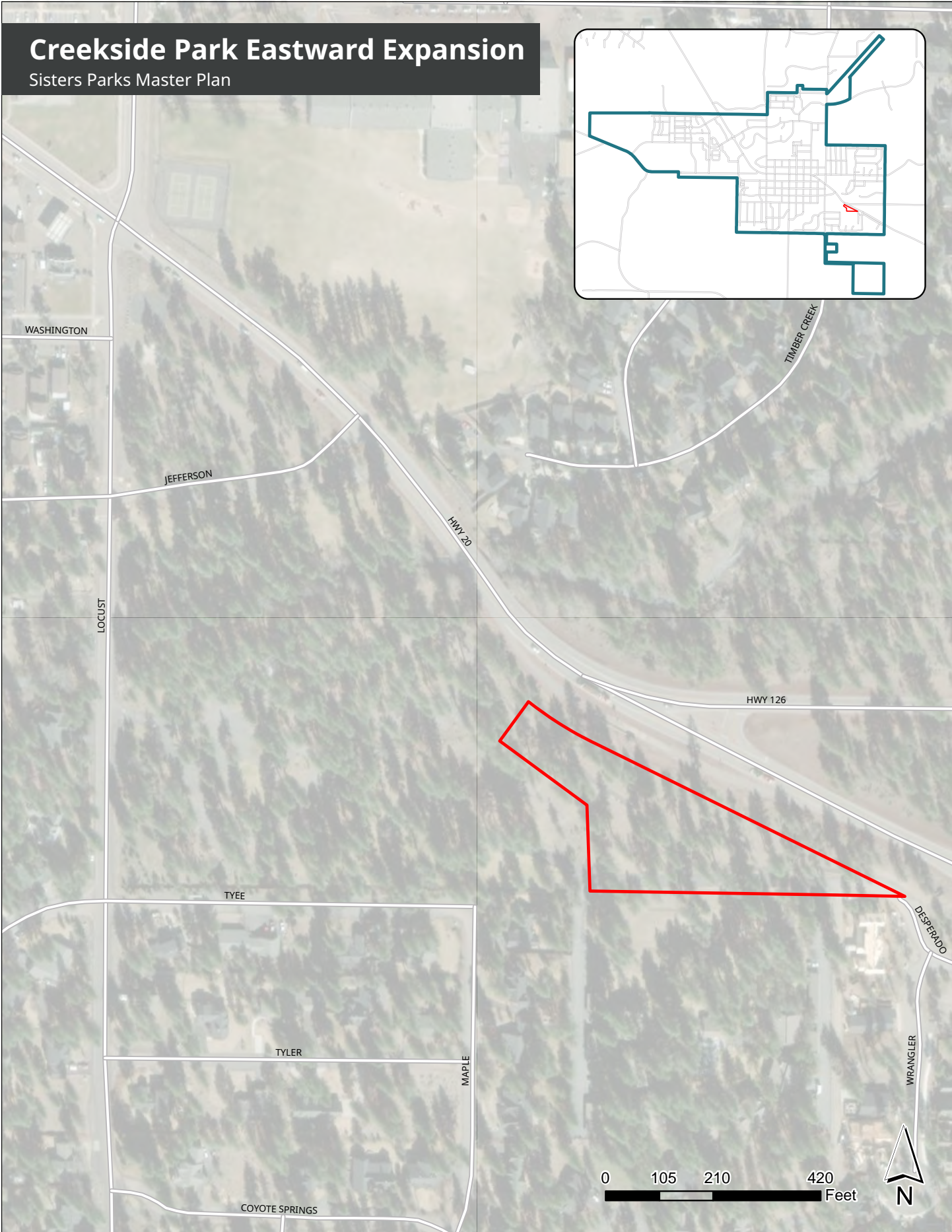
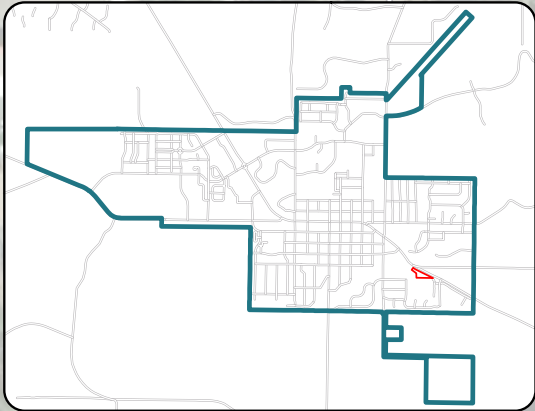
## Creekside Park (Eastward Expansion)

The City owns 1.55 acres east of Creekside Park and Campground that could be developed to provide additional parks and open space facilities or amenities.

- **Size:**
  - 1.55 Acres
- **Park Classification:**
  - TBD
- **Status:**
  - Undeveloped
- **Existing Amenities:**
  - Water access
  - Bird houses
  - Playground
  - City well
  - Turf area
- **Opportunities:**
  - Off-leash dog park
  - Campground expansion
  - New campground access off of future Hwy 20/126 Roundabout
  - Swing set
  - Re-located RV dump station
  - Pickleball

# Creekside Park Eastward Expansion

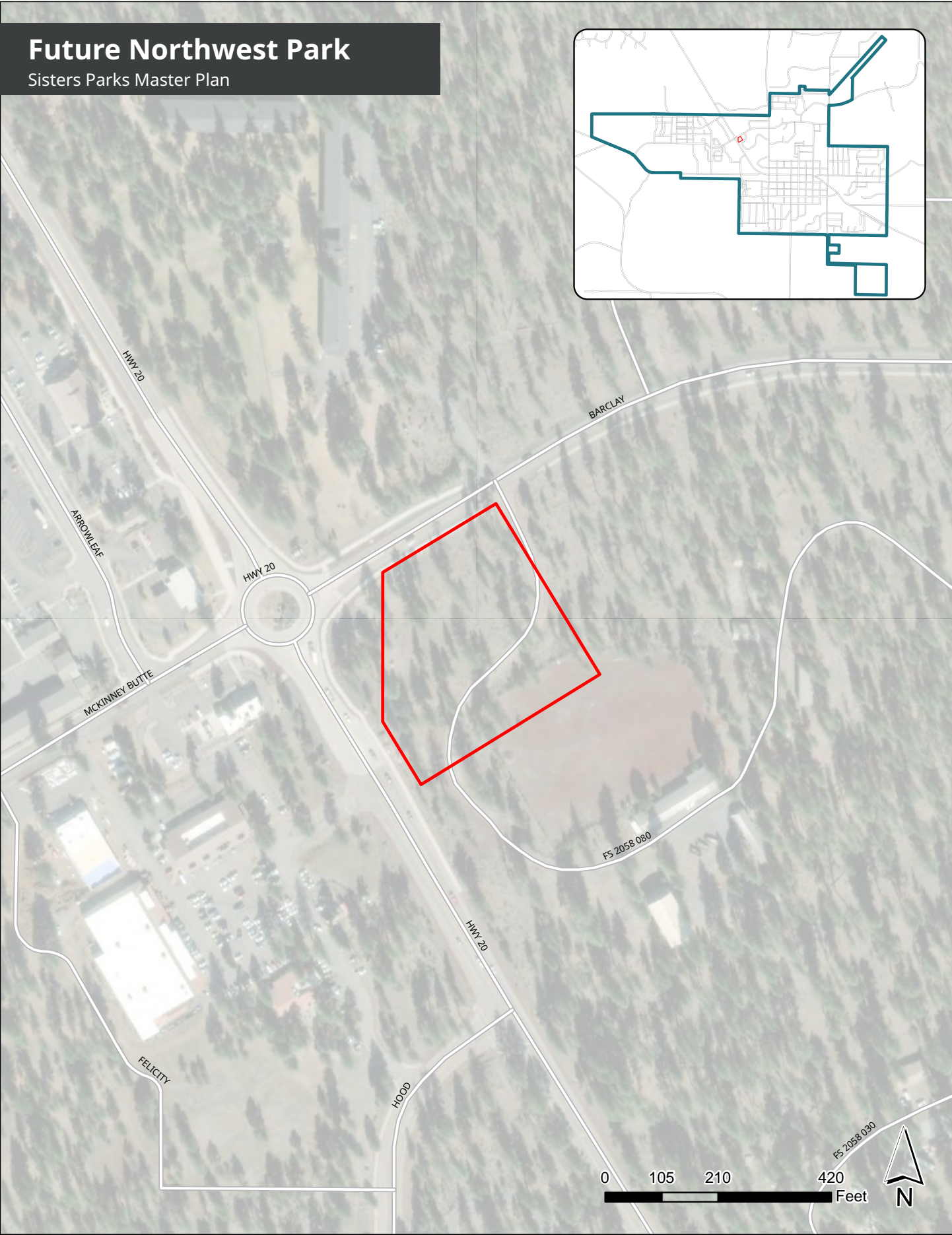
Sisters Parks Master Plan



## Future Northwest Park

The City recently acquired 2.82 acres of future parks and open space land as part of the Woodlands Subdivision at the southeast corner of the intersection of Highway 20 and W. Barclay Drive.

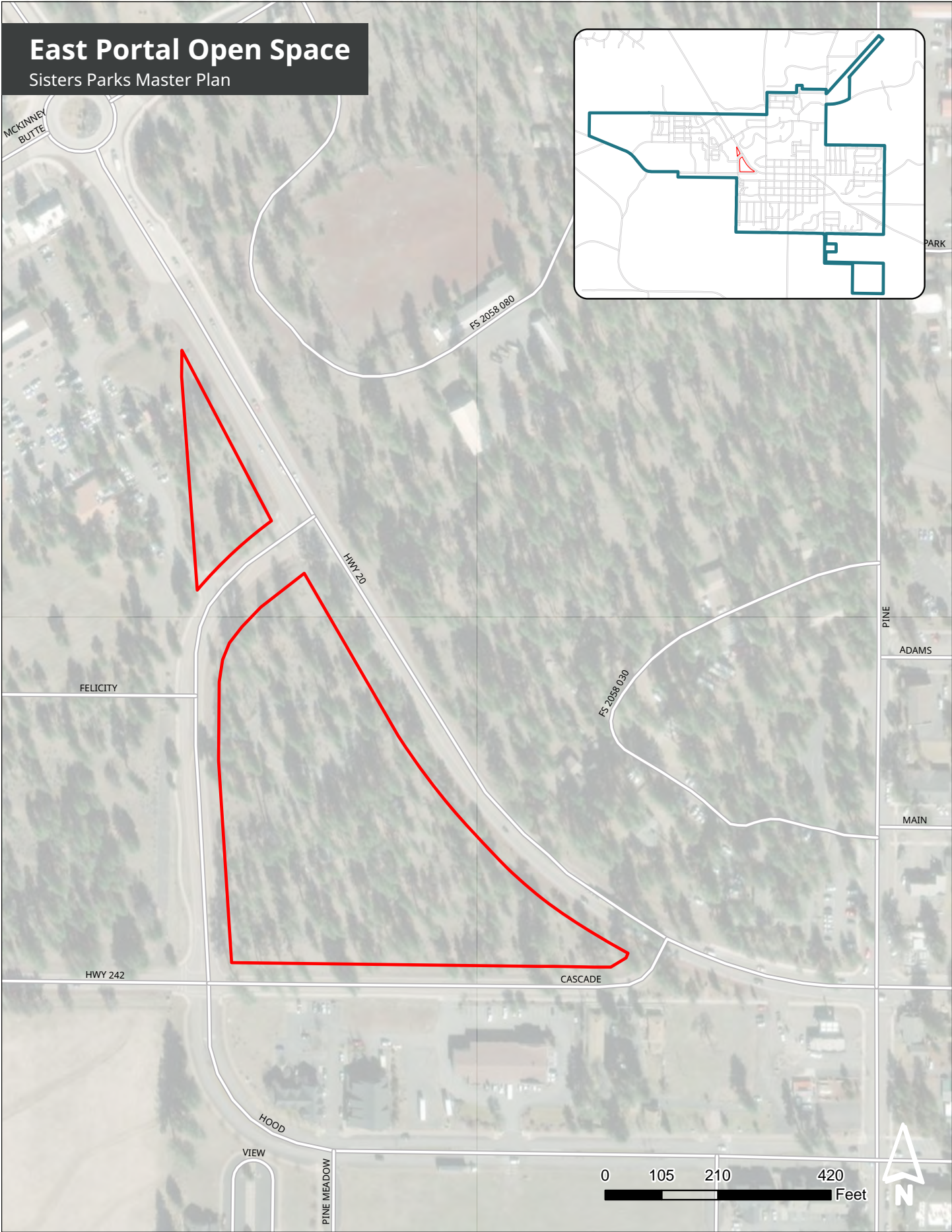
- **Size:**
  - 2.82 Acres
- **Park Classification:**
  - TBD
- **Status:**
  - Undeveloped
- **Existing Amenities:**
  - Existing tree canopy
- **Opportunities:**
  - Trail connection to East Portal Open Space
  - Ice rink
  - Covered open-air recreation pavilion
  - Flexible outdoor event space
  - Trails/accessible paths
  - Benches
  - Bike parking
  - Parking
  - Pickleball
  - Outdoor exercise circuit
  - Playground



## East Portal Open Space

The City has approved a purchase and sale agreement with the U.S. Forest Service to purchase the 14.57-acre property at 460 West US 20. The property is bordered by Highway 20 to the northwest, West Hood Avenue to the west, and Highway 242 to the south. The site contains parking, restroom facilities, a historical interpretive display, the Sisters Community Labyrinth, and a small trail system. The City is creating a master plan for a mobility hub for multi-modal transportation uses including bikes, pedestrians, cars, and public transportation in the center of the site. The remainder of the site will be planned for future open space uses.

- **Size:**
  - 14.57 Acres
- **Park Classification:**
  - Open Space
- **Status:**
  - Partially Developed
- **Existing Amenities:**
  - Parking
  - Restrooms
  - Historical interpretive display and shelter
  - Community labyrinth
  - Trails
  - View of Three Sisters from southeast corner
- **Opportunities:**
  - Multi-modal transportation hub (separate project)
  - Forest thinning while retaining old growth
  - New crossing of Highway 20 as part of Woodlands Development
  - Accessible trail connections across site
  - On-street parking on Highway 242
  - Picnic area
  - Informational kiosks
  - Scenic bikeway (McKenzie pass) staging area
  - Pickleball courts (possibly up to 8 courts, may need add'l restrooms)
  - RV dump station
  - RV water fill station





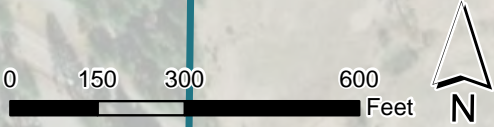
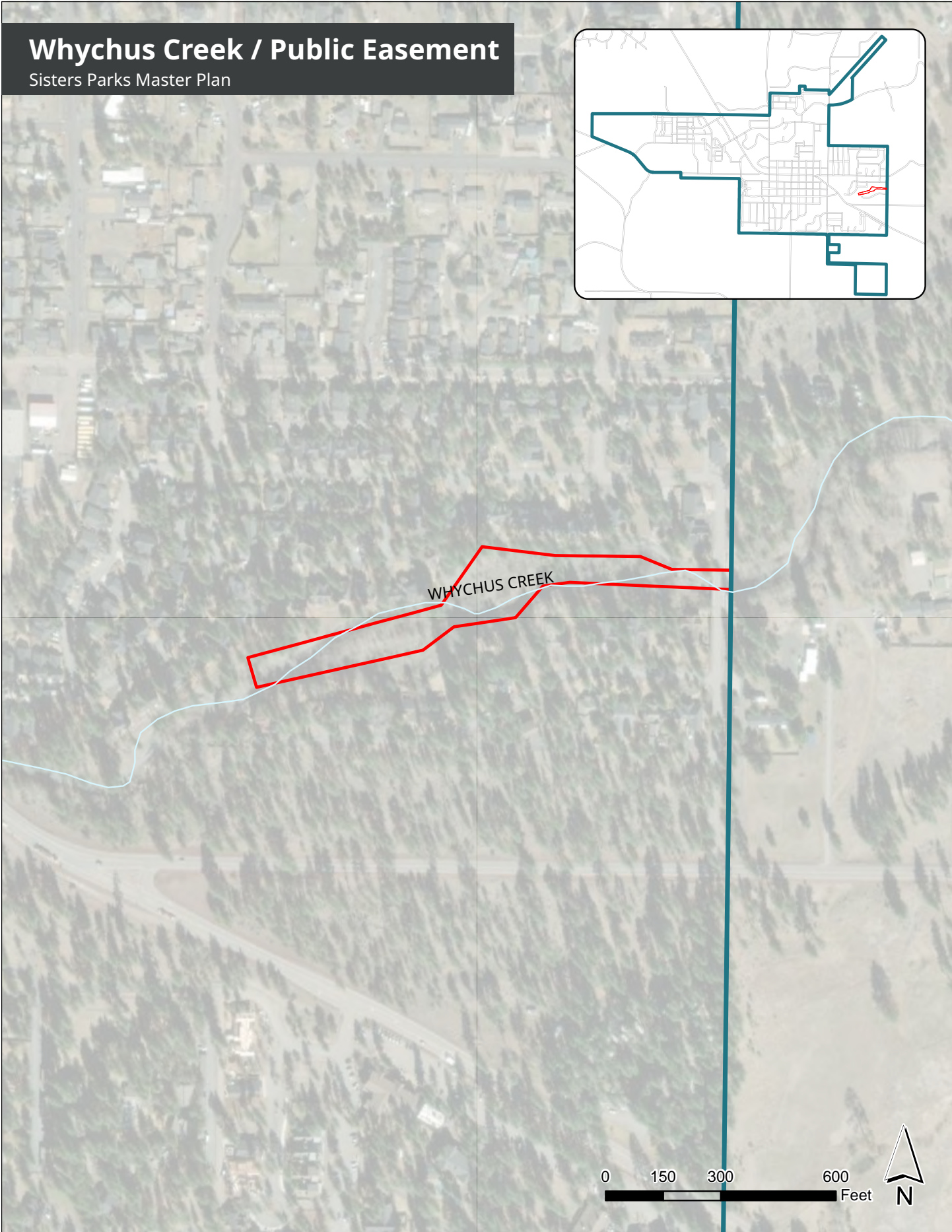
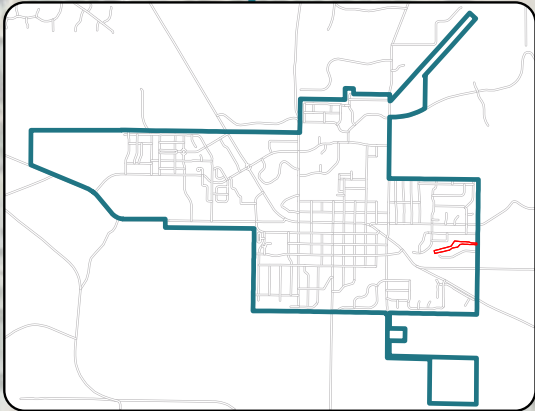
## Whychus Creek

Sisters owns 2.67 acres of undeveloped open space along Whychus Creek in the Timber Creek subdivision. The site is accessible from Creekside and Creek View streets.

- **Size:**
  - 3.20 Acres
- **Park Classification:**
  - Open Space
- **Status:**
  - Undeveloped
- **Existing Amenities:**
  - (2) developed access points
  - Informational map dispensers

# Whychus Creek / Public Easement

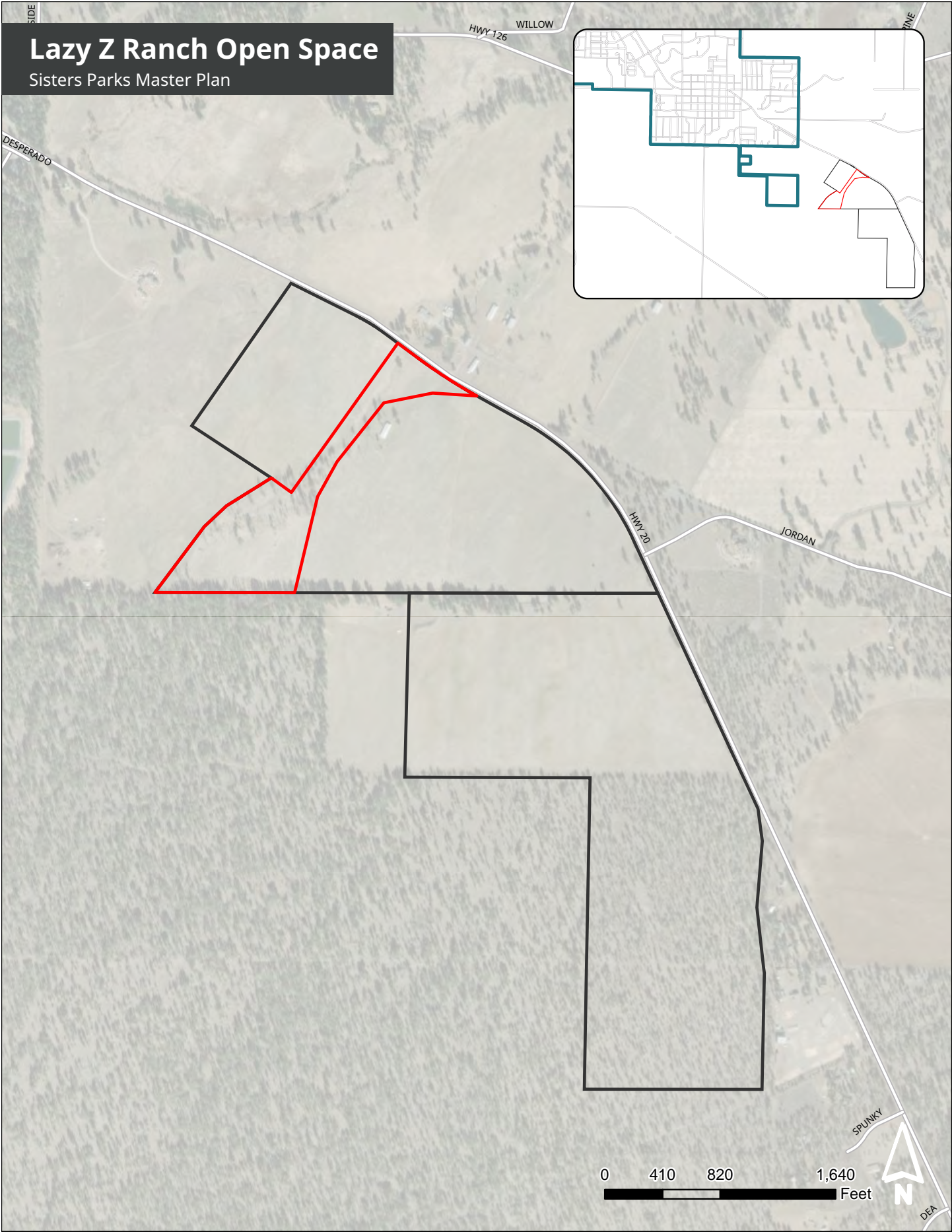
Sisters Parks Master Plan



## Lazy Z Ranch Open Space

The Lazy Z Ranch property is 225.94 acres and is 0.75 miles east of the City limits along Highway 20. The acreage in the Inventory (16.5 acres) includes land that may be available for open space uses and excludes land planned specifically for irrigation, water reuse, and effluent disposal. This open space total is subject to change and will be adjusted through the planning process. The property is planned as a future wastewater irrigation and water reuse facility with limited public amenities including viewpoints and trails.

- **Size:**
  - 16.5 Acres
- **Park Classification:**
  - Open Space
- **Status:**
  - Undeveloped
- **Opportunities:**
  - Walking path, 1/2 mile
  - Viewpoints
  - Connections to surrounding trail systems
  - Passive recreation
  - Historical informational kiosks
  - Benches and waysides
  - Parking Lot
  - Covered picnic area
  - Multi-use path to Sisters / S. Locust St.



# Trails

## Tollgate to Sisters High School Trail

The Tollgate to Sisters High School Trail is 0.76 miles of compacted gravel and bentonite connecting the Tollgate Community to the middle and high schools. Constructed in 2006 between Tollgate and the high school, the trail meanders through the Trout Creek Conservation area (managed by the Deschutes Basin Land Trust and the Sisters School District). The trail is roughly 8 feet wide, moderately flat, and bikeable. The trail is accessible from the Tollgate south end and the Sisters High School east parking lot.

- **Distance:** 0.76 Miles
- **Trail Classification:** Trail
- **Status:** Developed

## Sisters Tie Trail

This trail starts just north of the Sisters Ranger Station and meanders to the northwest on a series of old roads and singletrack to Indian Ford Campground. Portions of the tread are soft, making biking more difficult. The vegetation along most of the trail consists of second growth ponderosa pine and juniper in the overstory, with bitterbrush in the understory. During the winter and fall you can expect to see deer moving between water sources along Indian Ford Creek and the forested areas where they browse on the grasses and forbs. You will see Black Butte through occasional openings in the forest canopy. This trail connects to the trails in the Black Butte area and eventually links to Suttle Lake.

- **Distance:** 6.60 Miles
- **Trail Classification:** Trail
- **Status:** Developed

## Crossroads to Sisters High School Trail

This short trail connects Sisters High School to the Crossroads neighborhood and the Jimerson Loop trail. Mostly single-track, it is a great beginner ride with views and wildflowers in the spring. Also known as the Sisters High School South Trail, this connector was completed in 2012 and is about 3.5 miles long. Parking access is just south of the Sisters Park & Recreation District building. The trail passes through the disc golf course, crosses Highway 242 (The McKenzie Pass Highway) and meanders south and west through forest and rock outcroppings. It terminates at Highway 15 (Pole Creek Road) where it links with the Jimerson Trail Loop equestrian trail. Note: Access to the Crossroads neighborhood is restricted to residents and guests only. An alternative trailhead is just south of Highway 242 on Edgington Road.

- **Distance:** 3.00 Miles
- **Trail Classification:** Trail
- **Status:** Developed

## Peterson Ridge Trail System

The Peterson Ridge Trail/Sisters Mountain Bike Trail was originally constructed in 1989 and expanded in 2008. The trails alternate between singletrack and an old Forest Service road. The trail's east and west legs are considered generally easy, with connector trails in between and some sections of moderate difficulty due to elevation gains to the south. A 5.5-mile section includes the Eagle Rock Loop Trail. The Peterson Ridge/Sisters Mountain Bike Trail can be accessed from Three Creek Road, but the main trailhead is half a mile south of downtown on the south side of the Whychus Creek bridge. According to the Sisters Trails Alliance, parking is limited at the main trailhead, and users often park at Village Green Park where restrooms are also available. More access points are just past mile marker five on Three Creek Road and where the trail crosses Mainline and Peterson Ridge Roads. The Sisters Trails Alliance also notes that parking is limited at both and that the portion in town is heavily used by walkers, joggers, hikers, and dog walkers, so bicyclists should use caution.

- Distance: 16+ Miles
- Trail Classification: Trail
- Status: Developed

## Elk Ranch Loop

This trail connects Sisters High School to Crossroads trail to the Peterson Ridge Trail (PRT) via the PRT Whychus Footbridge Tie Trial to the west. And to the south it connects to the Whychus Footbridge - Met-Win Tie Trail. While technically not a loop, this trail allows users to create loops within the trail system.

- Distance: 2.00 Miles
- Trail Classification: Trail
- Status: Developed

## Sisters To Crossroads Horse Trail

This beautiful horse trail follows forest roads and some singletrack providing riders with spectacular views of the mountains and old growth Ponderosa pine forests. It integrates with the newly constructed Jimerson Equestrian Trail providing riders with multiple loop options. All horse trails in this area are marked with white diamonds.

- Distance: 3.60 Miles
- Trail Classification: Trail
- Status: Developed

## Multi-use paths inside UGB

The multi-use paths within the urban growth boundary reference 2021 Transportation System Plan and include paved paths at least 8 feet in width. Less than 8' width is indicated as sidewalk on the TSP and is not counted. Developed trails are shown on Map 1. Park System.

- Distance: 5.32 Miles
- Trail Classification: Trail
- Status: Developed

# SSD No. 6 (Sisters School District) Facilities

## Sisters Elementary School

Sisters Elementary School is at 611 E. Cascade Ave. near City Hall. In May 2021, the City passed a general obligation bond to fund a new elementary school on McKinney Butte Road on a shared campus with Sisters Middle School. The district is exploring future use of the existing elementary school building and site once the new elementary school is constructed. The site includes the Locust Street Pickleball Courts, which include two pickleball courts on the north side of the former tennis courts.

- **Size:**
  - 13.54 Acres
- **Park Classification:**
  - Public Open Space
- **Status:**
  - Developed
- **Existing Amenities:**
  - Trails map
  - Pickleball courts (6 baskets or 2 courts)

- Play structures (2)
- Open lawn areas
- Swing sets (2)
- Picnic benches (4 on play field)
- Soccer goals (6)
- Perimeter trail (around play field)
- Bike rack (1)
- Mini softball field
- Dugouts (2)
- Maintenance shed
- Climbing dome

## Sisters Middle School

Sisters Middle School is at 15200 McKenzie Hwy. across from the high school. The 39.5-acre campus includes tennis courts, a track and field complex, and athletic fields.

- **Size:**
  - 39.50 Acres
- **Park Classification:**
  - Public Open Space
- **Status:**
  - Developed
- **Existing Amenities:**
  - 4 tennis courts
  - Baseball field
  - Dugouts (2)
  - Reed Stadium
    - Ticket stands (2)
    - Football field
    - Track
    - Sheltered picnic area
    - Lights (6)
    - Picnic benches (4)
    - Trash receptacles (8)
    - Portable restrooms (3)
    - Bench
  - Soccer field (4 goals)
  - Bike rack (3 sets)
  - Picnic benches (9)
  - Pay phone
  - Rock wall
  - Play structures
  - Basketball court
  - Wall ball (shared with basketball court)
  - Benches (7)
  - Portable toilets
  - Secured storage
  - Bleachers (4)

## Sisters High School

Sisters High School is at 1700 McKinney Butte Rd. across from the middle school. The 150.37-acre site includes competition and practice athletic fields.

- **Size:**
  - 150.37 Acres
- **Park Classification:**
  - Public Open Space
- **Status:**
  - Developed
- **Existing Amenities:**
  - Bike racks (3 sets)
  - Picnic benches (9)
  - Pay phone
  - Benches (7)
  - Baseball fields (2)
  - Softball fields (2)
  - Portable toilets (2)
  - Football field
  - Soccer field (4 goals)
  - Open lawn areas
  - Portable toilets (2)
  - Secured storage (3: 2 small, 1 large garage)
  - Dugouts (2 at each field)
  - Bleachers (at each field)

## Sisters Park & Recreation District Facilities

Sisters Park & Recreation District (SPRD) is a special district that manages about 15 acres on the west side of Sisters, across from the high school. The district campus includes a bike park (Bike Park 242), Hyzer Pines Disc Golf Course, playground, skatepark, and community center. SPRD provides organized recreation programming including adult athletics, adult recreation, camps, care programs, fitness, preschool, youth athletics, and youth recreation. The district is the main source of recreation, sports, youth programs, enrichment, and childcare programs in the Sisters area, providing a variety of programs for all ages year-round.

- **Size:**
  - 15 Acres
- **Park Classification:**
  - Special District
- **Status:**
  - Developed
- **Facilities (description below)**
  - Community center & other amenities
  - Ball Fields
  - Disc golf course
  - Skatepark
  - Bike park (bike skills course and pump track)



## Coffield Community Center

Located off McKinney Butte Road east of Sisters High School, Coffield Community Center is a 10,000 square foot facility that includes the following:

- Teen center,
- Dance and fitness studio,
- Kitchen,
- Community room,
- Three classrooms.
- Outside the building features a skateboard halfpipe, playground with climbing wall, and basketball hoop under half court size.

## Community Ball Fields

SPRD operates two community ball fields at Sisters Community Church. The fields include the following amenities:

- Picnic table
- Bleachers (2 at Field 1)
- Dugouts (2 at each)
- Secured storage
- Drinking fountain
- Concession stand

## Hyzer Pines Disc Golf Course

Located near Sisters High School and SPRD headquarters at 1750 W. McKinney Butte Rd., the Hyzer Pines Disc Golf Course was constructed by Ryan Lane. It opened in 2007 as the premier 18-hole, par-3 course in Deschutes County. The equipment includes Innova Discatcher Baskets and Launch Pads Rubber tee pads.

## Sisters Skatepark

The Sisters Skate Park is behind the Coffield Community Center and features three main bowls plus street skateboarding features.

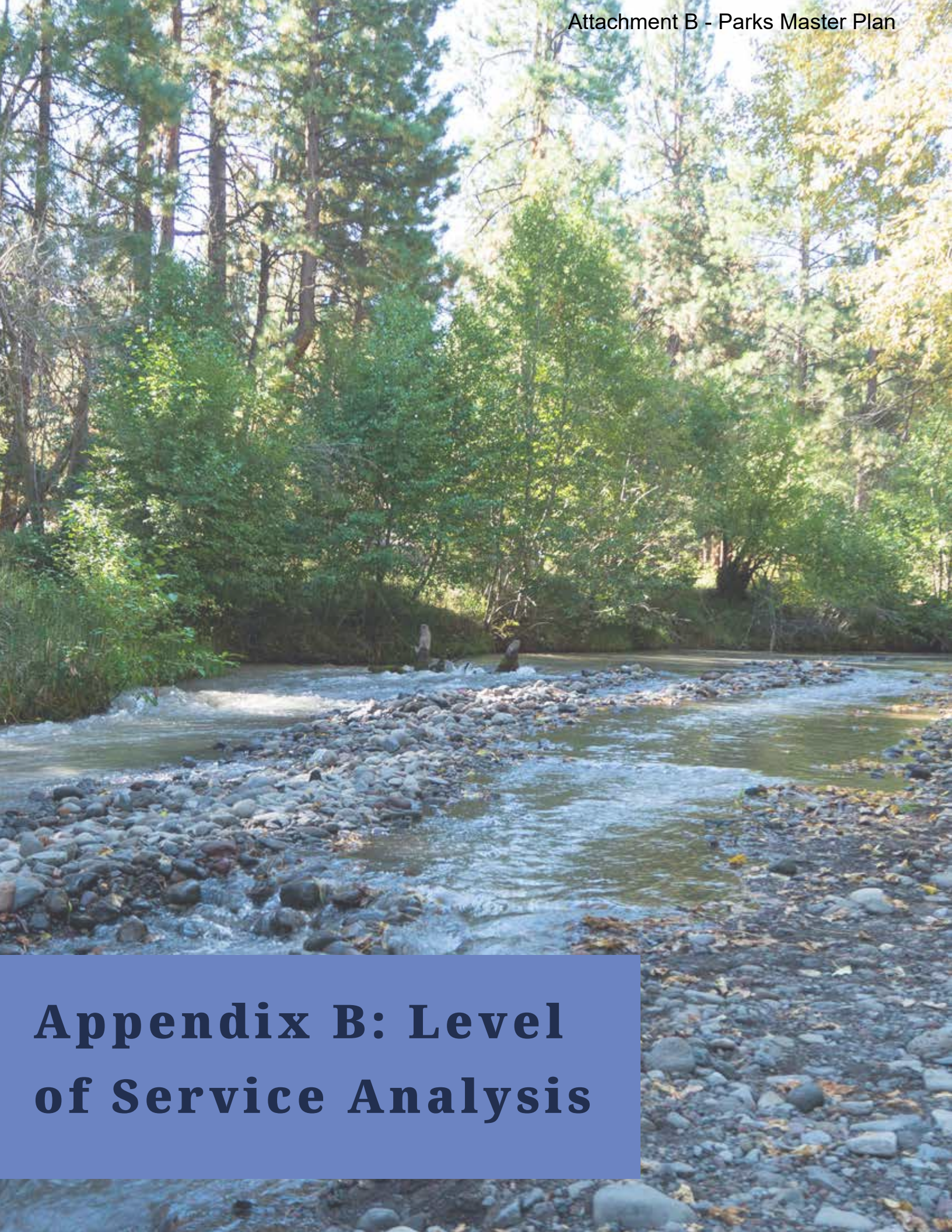
## Bike Park 242

Working in cooperation with Blazin' Saddles, Central Oregon Trail Alliance, Noble 911, and a local Boy Scout Troop, Sisters Park & Recreation District created the Bike Park 242 Project. The first phase, completed in 2015, features a pump track suited for all ages. Additionally, a Sisters Boy Scout Troop helped add a larger riding circuit next to the pump track.

## Planned Facilities

### Bike Park 242 Expansion (Phase 2)

The SPRD Board of Directors approved plans for the construction of a bicycle skills park to serve multiple ages and skill ranges. With phase one complete, the current designs call for the addition of a wood skills area and jump lines to serve the increasing demand for cycling facilities in Sisters Country.



# **Appendix B: Level of Service Analysis**

This plan uses industry-standard benchmarks to describe the City's current park system level of service and any existing and future need for park land acquisition and trail development. The two benchmarks used are: residents per park and acres of park land per 1,000 residents.

Sisters can understand how its park system compares to other similar jurisdictions using data from an annual report prepared by the National Recreation and Park Association (NRPA).<sup>24</sup> In addition to the geographic comparison, the level of service analysis extends through time to include the 2040 population forecast<sup>25</sup> as the new parks master plan is meant to guide the park system during the next 20 years.

The benchmarks analyzed provide measurable targets and can be used to budget and leverage funding for future land acquisition needs through the Capital Improvement Program (CIP), System Development Charge (SDC) fees, and other revenue sources.

## Residents Per Park

The ratio of residents per park is calculated based on the current population estimate (3,437 people) and the number of existing developed parks (six parks<sup>26</sup>). This ratio in Sisters is 573 residents per park. For this benchmark, a lower ratio of residents per park (lower quartile) is preferred, meaning parks are less crowded. The higher the ratio (upper quartile), the more crowded the existing parks. In Table B.1, this ratio is compared to the national median, lower quartile, and upper quartile figures for jurisdictions surveyed with populations under 20,000 residents.

**Table B.1 Residents Per Park, 2022**

Jurisdiction	Population	Ratio of Residents per Park	Comparison
Sisters	3,437	573 residents/park	--
Lower Quartile	--	761	-188
Median	--	1,233	-660
Upper Quartile	--	1,924	-1,351

As shown in Table B.1, the City's residents per park ratio is lower than the national lower quartile ratio and significantly lower than the national median ratio.

Gauging residents per park in the future also helps ensure appropriate level of service over time. To accommodate the City's projected population growth, the number of city parks would need to increase to continue to provide the same level of service. Table B.2 shows the ratio of residents per park increasing as the population grows over time, assuming the number of parks does not increase. The next column shows the number of parks needed to at least maintain the current level of service over the next 20 years.

<sup>24</sup> Source: National Recreation and Park Association (NRPA). 2022 NRPA Agency Performance Review

<sup>25</sup> Source: Portland State University Population Research Center, June 30, 2022

<sup>26</sup> While Sisters has nine developed parks, special use parks are excluded from the analysis. Creekside Campground is excluded from this analysis as it primarily serves visitors, and Veterans Memorial Park and Wild Stallion Park are excluded as they provide primarily visual and limited active recreation opportunities.

Table B.2 Residents Per Park Projection, 2022-2040

	Population	Ratio (residents/park)	# of Additional Parks Needed to Maintain Current Ratio	Lower Quartile	Median	Upper Quartile
2020	3,437	573	--	761	1,233	1,924
2025	3,890	649	0.8	761	1,233	1,924
2030	4,721	787	2.2	761	1,233	1,924
2035	5,616	936	3.8	761	1,233	1,924
2040	6,551	1,092	5.4	761	1,233	1,924

As shown in Table B.2, Sisters will need to increase the number of city parks over time, by acquiring and developing roughly one park every three years, to maintain its current residents per park ratio. Assuming no additional park acquisition over the next 20 years, Sisters would continue to exceed the national median level of service but would no longer fall into the preferred lower quartile.

### Acres of Park Land Per 1,000 Residents

The ratio of acres of park land per 1,000 residents is calculated based on the current acreage of developed park land (7.02 acres<sup>27</sup>) and the current population estimate divided by 1,000. The acres of park land per 1,000 Sisters residents is 2.04 acres per 1,000 residents. For this benchmark, a higher ratio of acres per resident (upper quartile) is preferred, meaning parks are more accessible to residents. The lower the ratio (lower quartile), the more crowded the existing parks. In Table B.3, this ratio is again compared to jurisdictions surveyed with populations under 20,000 residents.

Table B.3: Acres of Park Land Per 1,000 Residents, 2022

Jurisdiction	Population	Ratio of Park Land per 1,000 Residents	Comparison
Sisters	3,437	2.04 acres/1,000 residents	--
Lower Quartile	--	5.2	-3.1
Median	--	12.9	-10.8
Upper Quartile	--	21.7	-19.6

As shown in Table B.3, the ratio of acres of park land per 1,000 residents is much lower than the national median ratio and lower than the national lower quartile ratio. Gauging acres of park land per 1,000 residents in the future also helps ensure an appropriate level of service over time. Table B.4 shows how this ratio decreases in the future if the City does not develop additional park acreage. To accommodate the City's projected population growth, the developed park acreage owned and maintained by the city will need to increase to continue to provide a sufficient level of service. Table B.4 shows the amount of additional park acreage needed to at least maintain the current level of service over the next 20 years.

<sup>27</sup> The analysis excludes special use parks, open space, and undeveloped park land. Special use parks Creekside Campground (9.22 acres), Veterans Memorial Park (0.25 acres), and Wild Stallion Park (0.02 acres) are excluded. Creekside Campground is excluded as it primarily serves visitors, and Veterans Memorial Park and Wild Stallion Park are excluded as they provide primarily visual and limited active recreation opportunities.

Table B.4: Acres of Park Land Per 1,000 Residents Projection, 2022-2040

	Population	Ratio with No Additional Land Acquisition (acres of park land/1,000 residents)	# of Additional Acreage Needed to Maintain Current Ratio	Lower Quartile	Median	Upper Quartile
2020	3,437	2.04	--	5.2	12.9	21.7
2025	3,890	1.80	0.92	5.2	12.9	21.7
2030	4,721	1.49	2.61	5.2	12.9	21.7
2035	5,616	1.25	4.44	5.2	12.9	21.7
2040	6,551	1.07	6.34	5.2	12.9	21.7

As shown in Table B.4, the City will need to increase the amount of developed park acreage, by developing roughly six acres by 2040, to maintain the current level of service ratio. The City currently owns 4.55 acres of available undeveloped park land and open space that could be developed with facilities and amenities that contribute to this level of service.<sup>28</sup> Assuming no additional acreage development over the next 20 years, Sisters would be continuously below the national median for park acreage per 1,000 residents.

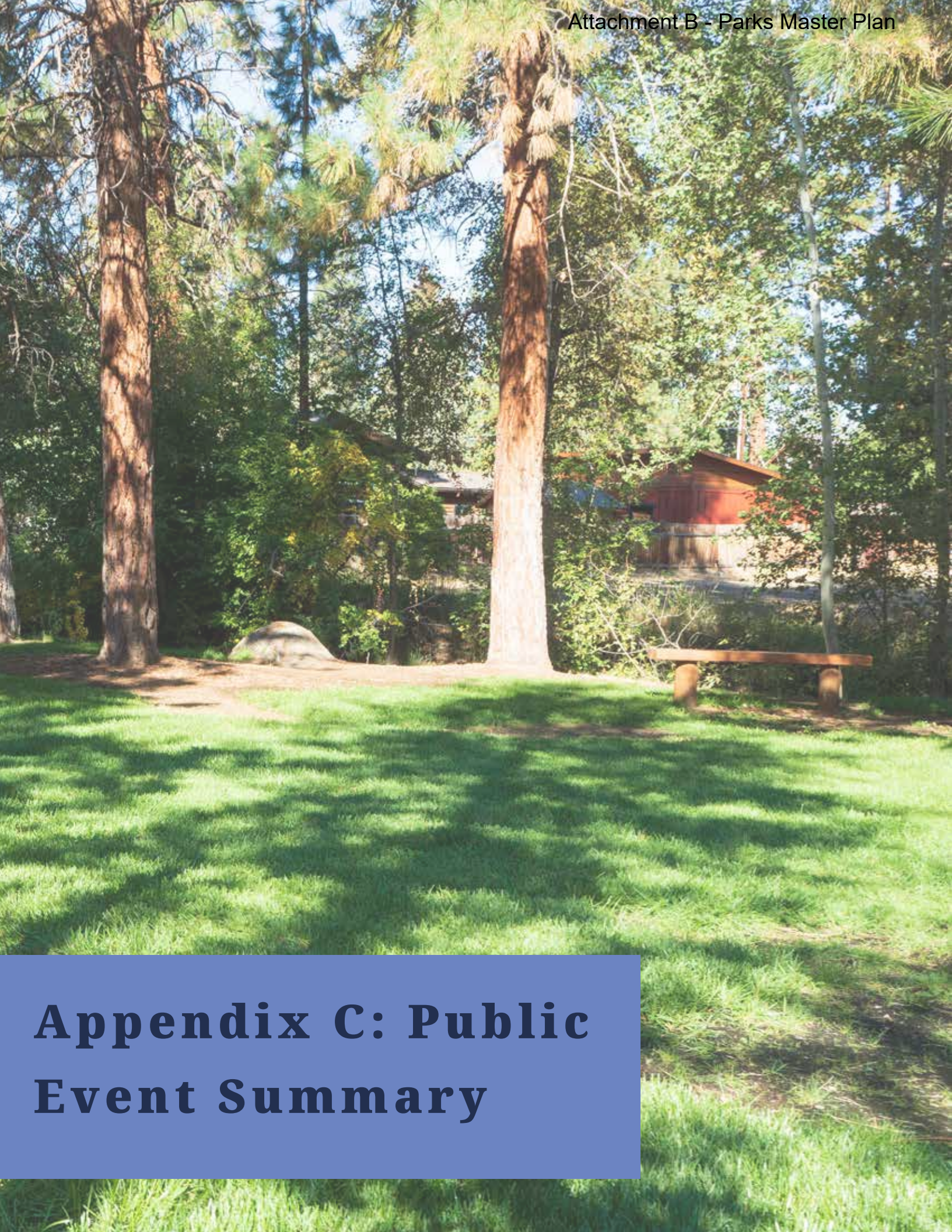
However, it is important to note regional context and that the City is surrounded by abundant adjacent forest land managed by the U.S. Forest Service and other agencies, in addition to other organizations supporting the provision of recreational services and amenities such as the SPRD, the School District, and Sisters Trail Alliance. These areas and facilities are frequently used for different forms of outdoor recreation by City residents and visitors.

## Conclusion

Given the City's current population, the City currently provides an above benchmark number of parks and a below benchmark number of park acres.

The City's expected population increase prompts the need to consider how the city's existing park and trail system levels of service can be at least maintained at their current level, if not increased. To maintain the current level of service, as measured by parks per resident, acres of park land per 1,000 residents, and miles of trail, Sisters should consider acquiring and developing more parks and more park acreage in the next 20 years.

<sup>28</sup> This acreage total excludes Future Northwest Park, which is planned to become a special use park and would then be excluded from the Level of Service analysis, and includes East Portal land currently classified as open space that is planned to become developed parkland.



# **Appendix C: Public Event Summary**

The public involvement process included staffing informational and input booths at two community events and conducting an open house, all at Fir Street Park.

### **Sisters Farmers Market Public Event**

At the Sisters Farmers Market opening day on June 5, more than 50 participants from a broad age range provided input on their top recreation activity priorities through image preference boards and informal conversations. The top five most popular park amenities were:

- Pickleball
- Unpaved trails
- Natural areas
- Dog park
- Biking trails

### **Sisters Concerts in the Park Public Event**

The second community event was on June 25, part of the free Concerts in the Park and Bluegrass Jam Camp presented by Sisters Folk Festival. More than 50 participants from a broad age range reviewed feedback from previous public involvement efforts and provided input on their top recreation activity priorities through image preference boards and informal conversations. The top five most popular park amenities were:

- Natural areas
- Dog park
- Youth center
- Performance venue
- Non-motorized boat launches

### **Open House Public Event**

At the open house on September 27, more than 75 participants from a broad age range provided input on their top three priorities for both park system funding and new facilities, narrowing down from input from previous public involvement efforts. Many participants asked about and submitted written comments requesting a community pool. Participants also used a pin board map to identify where in the City they would like new park development. This activity did not identify specific areas of the City to target as participants chose locations distributed throughout the City.

- **Top funding categories:** New facilities, natural area conservation, and equity and access.
- **Top new facilities and amenities:** Multiuse all-season recreation center, dog park, pickleball courts, and playgrounds and outdoor fitness equipment.



# Appendix D: Stakeholder Interview Summary



The project team identified a list of stakeholders to interview, and 10 interviews were conducted by phone. Interviewees were asked for their feedback on existing park and recreation facilities and amenities and their suggestions for addressing current and future needs.

### Needs

- New parks: On west side of town, near new subdivisions.
- Amenities: Shade, benches, garbage cans, picnic shelters/pavilions, outdoor cooking areas, bike racks and cycling infrastructure, covered performing arts space with electricity, dog park, aquatic center, pickleball courts, softball field, outdoor fitness equipment, ice skating rink or other winter activities.
- Park-specific updates: Updates to Barclay Park, more camping opportunities at Creekside Campground.
- Access and connections: Highway 20 pedestrian and biking crossing, formalized walking path between St. Helens and Jefferson (old canal route).
- Communication: SPRD and City responsibilities clarification, permit instructions for renting parks, historic/interpretive signage, navigational signage, information in Spanish.
- Programming: Adult recreation through SPRD.
- Event-specific: Unlocked restrooms, wheelchair-accessible paths.
- Conservation: Water bottle refill stations, water conservation, pollinator gardens, nighttime light pollution (Dark Sky City).

### Opportunities

- Future use of elementary school site.
- Partnerships with School District, SPRD, and USFS.
- Transient Room Tax, SDC funding.



# **Appendix E: Focus Group Conversation Summary**



Targeted conversations, also known as focus groups, were conducted in June, July, and September with four interest groups identified by City staff and the project management team (PMT): outdoor recreation organizations, arts and culture organizations, seniors, and youth. The following are key desired changes and improvements from each conversation.

## Outdoor Recreation

- New parks: West and north sides of city.
- Amenities: Pickleball courts, dog park, larger performing arts space with electricity, playgrounds with rock climbing and splash areas, more formalized trailheads (signage, restrooms, bike racks, and other infrastructure).
- Access: Trail connectivity (Edgington Road trailhead to Pine Street Trail), improved Highway 20 crossing, Whychus Creek Open Space ADA access.
- Events: Parking, access, mobility improvements.
- Location-specific: More shade at Cliff Clemens, map and other visitor information at Village Green, Peterson Ridge trailhead map and information.

## Arts & Culture

- New parks: West side of city.
- Amenities: More camping, larger pavilion for events, children's park space with interactive elements (e.g. music).
- Access: Transit center with art installations, bike path connectivity, wheelchair-accessible stages (Fir Street Park), wheelchair-accessible paths for events.
- Location-specific: More shade at Cliff Clemens Park.

## Senior

- Amenities: Lighting at night, pickleball courts, senior center, trails.
- Conservation: Eco-friendly park design, tree preservation.
- Maintenance: Safe sidewalks in winter.
- Location-specific: Develop formal Whychus Creek Open Space access.

## Youth (Elementary School)

- Amenities: Bike paths and trails, creek access.
- Access: Bike paths or off-road connector trails for commuting and inter-school travel, especially between the east and west parts of the city and between Cliff Clemens Park and Peterson Ridge Trailhead.
- Location-specific: Shade at Cliff Clemens Park, East Portal improvements, Whychus creek access at Highway 20.

## Youth (High School)

- Amenities: More shade, trees, vegetation, tables, benches, paths, bathrooms, signs, playgrounds, swings, sports fields (baseball/softball, soccer, lacrosse), sand volleyball, community pool, rock climbing wall, sledding hill, dog park.
- Access: Some teens desired a park with locals-only access, indicating a need for more park development to meet the needs of both residents and tourists.
- Programming: More activities for older children and young adults such as community gardening, archery, and seasonal events in the park.
- Conservation: Sustainability measures for water conservation





# Appendix F: Capital Improvements Plan

Table F.1 Capital Improvement Plan Projects

Project ID	Project Title	Description	Size	Cost
E1	Harold & Dorothy Barclay Park	Generally improve circulation, paving, and access. Replace drive lane and parking south of restrooms with decorative paving. Improve site furnishings and power access.	0.44	\$ 664,000
E2	Fir Street Park	Non recommended at this time.	0.31	\$ -
E3	Cliff Clemens Park	Install tree planting for shade, bike furnishings, picnic shelter, children's splash plad, and improve parking lot/parking diet.	2.28	\$ 432,400
E4	Creekside Park	Upgrade power service and path lighting, improve parking and lighting at Jefferson Street, improve entry planting, add creek interpretive signage, and install bike furnishings.	2.65	\$ 269,800
E5	Village Green	Install an accessible path to provide wheelchair access the gazebo.	1.32	\$ 2,600
E6	Creekside Campground	Install additional ADA campsites, Standard RV campsites, power access, a picnic shelter, cooking grill and bike furnishings.	8.05	\$ 378,100
E7	Wild Stallion Park	Install bike furnishing. Construct an additional concrete art pedestal/footing and art sculpture.	0.02	\$ 11,100
E8	Creekside Park Eastward Expansion	Install RV sewer waste station and swings at the playground.	4.05	\$ 141,300
E9	Future northwest park	Conduct a feasibility study, design, and construct an open-air pavilion with an enclosed support building, parking lot to serve park development requirements, site circulation paths and lighting, plazas, and general landscape improvements.	2.82	\$ 10,375,800
E10	Sun Ranch Park	Design and install a childrens playground, paved walking path loop, path lighting, tree and shrub planting, and irrigation.	0.5	\$ 92,100
E11	East Portal	Construct a network of accessible asphalt trails.	2.5	\$ 25,700
E12	Lazy Z Ranch Open Space	Install soft surface trails, trailhead kiosk, bench furnishings, asphalt frontage road, parking lot, and stormwater swale.	16.5	\$ 375,300
N1	Unsite: Pickleball Court Complex	Conduct a feasibility study for pickleball courts including recommended quantity of courts. Install Courts, fencing, plaza and circulation pavements and restroom building, and soft surface trail loop path.	2	\$ 1,072,400
N2	Unsite: Pickleball Court (2 courts only)	A 2 court pickleball court, placed on existing park land.	0.08	\$ 110,900
N3	Unsite: Dog Park	Install picnic structure, fence in dog park area with signage and furnishings.	0.75	\$ 205,900
N6	Wildlife Observation Waysides	Install decorative paving and bench with interpretive signage. 4 locations.	0	\$ 107,400
S2.9	Whychus Creek Access	Install similar water access steps as Creekside Park for accessing the creek.	0	\$ 97,400


Table F.2 Capital Improvements Plan Priorities

Project ID	Project Title/Description		High	Medium	Low
			FY 2023-2027	FY 2028-2032	FY 2033-2043
E1	Harold & Dorothy Barclay Park				
	Phase 1	Area south of restrooms: Decorative paving, pedestrian scale lighting, furnishings, and conversion of some existing lawn and underutilized landscape areas to hardscape paving.	\$ -	\$ 515,600	\$ -
	Phase 2	Area north of restrooms: Decorative paving, convert some existing landscape into paved area with furnishings. Extend pedestrian scale lighting.	\$ -	\$ -	\$ 148,400
E2	Fir Street Park				
	Phase 1	Non recommended at this time.	\$ -	\$ -	\$ -
E3	Cliff Clemens Park				
	Phase 1	Plant shade trees and install bike parking.	\$ 18,500	\$ -	\$ -
	Phase 2	Construct concrete pad, shade structure, and install picnic tables.	\$ -	\$ 136,100	\$ -
	Phase 3	Construct splash play area, concrete perimeter walking path on north side, parking lot improvements/diet. (splash pad budget=\$100k)	\$ -	\$ -	\$ 277,800
E4	Creekside Park				
	Phase 1	Upgrad electrical service, install bike parking and interpretive signage.	\$ 20,200	\$ -	\$ -
	Phase 2	Constructed parking and other ROW improvements.	\$ -	\$ -	\$ 249,600
E5	Village Green				
	Phase 1	Add an accessible path, under 5% run slope to provide wheelchair access to gazebo.	\$ 2,600	\$ -	\$ -
E6	Creekside Campground				
	Phase 1	Construct ADA campsites and bike parking.	\$ 89,900	\$ -	\$ -
	Phase 2	Install navigational signage	\$ -	\$ 15,500	\$ -
	Phase 3	Construct standard RV campsites, a picnic shelter, bbq furnishings, picnic tables, and landscaping.	\$ -	\$ -	\$ 239,300
E7	Wild Stallion Park				
	Phase 1	Install bike parking.	\$ 1,300	\$ -	\$ -
	Phase 2	Construct concret pedestal and aquire and install art sculpture.	\$ -	\$ 9,800	\$ -
E8	Creekside Park Eastward Expansion				
	Phase 1	Construct expanded play surfacing area and install swing set.	\$ 29,100	\$ -	\$ -
	Phase 2	Relocate sewage dump site, construct paved parking and turnaround.	\$ -	\$ -	\$ 122,300

Table F.2 Capital Improvements Plan Priorities (continued)

Project ID	Project Title/Description		High	Medium	Low
			FY 2023-2027	FY 2028-2032	FY 2033-2043
E9	Future northwest park				
	Phase 1	Install utility services, construct parking lot to service park development, construct pavilion and support building, essential circulation paths, and fire access.	\$ 9,620,500	\$ -	\$ -
	Phase 2	Install scoreboard in pavilion, construct trails, site landscaping, plaza space with decorative lighting.	\$ -	\$ -	\$ 721,200
E10	Sun Ranch Park				
	Phase 1	Install paved walking path, path lighting, and furnishings.	\$ 92,100	\$ -	\$ -
E11	East Portal				
	Phase 1	Construct a network of accessible asphalt trail.	\$ 25,700	\$ -	\$ -
E12	Lazy Z Ranch Open Space				
	Phase 1	Construct softsurface trail, pad, and bike parking.	\$ 77,300	\$ -	\$ -
	Phase 2	Construct asphalt frontage drive and parking lot (~40 stalls) and stormwater swale for pavement.	\$ -	\$ 204,200	\$ -
	Phase 3	Construct concrete pad, shade structure, and solar powered overhead light.	\$ -	\$ -	\$ 93,700
N1	Unsitd: Pickleball Court Complex				
	Phase 1	Complex with 8 courts, fencing, plaza space, and circulation paths, spectator bleachers, parking, furnishings, and restroom building.	\$ -	\$ 1,568,400	\$ -
N2	Unsitd: Pickleball Court (2 courts only)				
	Phase 1	Court paving with furnishings, fencing, and minor walkway improvement.	\$ 110,900	\$ -	\$ -
N3	Unsitd: Dog Park				
	Phase 1	Water utility extension, drinking fountain, benches, tables, picnic shelter, site fencing.	\$ -	\$ -	\$ 205,900
N6	Wildlife Observation Waysides				
	Phase 1	Install decorative paving and bench with interpretive signage. 4 locations.	\$ -	\$ -	\$ 107,400
S2.9	Whychus Creek Access				
	Phase 1	Install rocks steps similar to Creekside Park. 5 locations.	\$ -	\$ -	\$ 97,400
		<b>TOTAL</b>	<b>\$ 10,088,100</b>	<b>\$ 2,449,600</b>	<b>\$ 2,263,000</b>



<b>Project ID:</b>	<b>E1</b>		
<b>Project Title:</b>	Harold & Dorothy Barclay Park		
<b>Project Type:</b>	Mini Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	0.44	(19,100)	
<b>Project Size SF:</b>	14,600		
<b>Location:</b>	<p>Barclay Park is bound by W. Cascade Avenue and W. Hood Avenue and aligned with S. Ash Street public right-of-way.</p> 		
<b>Description:</b>	<p>Barclay Park occupies a one block length between W. Cascade Avenue and W. Hood Avenue, half used for angled parking, the other half occupied by a restroom building, paving, and landscape features. The southern half of this park has potential for use as public plaza space, repaved to provide full ADA accessibility, pedestrian scale lighting, furnishings, and conversion of some existing lawn and underutilized landscape areas to hardscape paving. These interventions provide for a flexible space suited for pop-up events like food and art markets, rotating display of ephemeral art and seasonal lighting, food truck vending, and regular seating and gathering space. Paving shall remain vehicle accessible as required to support planned use.</p>		
<b>Scope:</b>	General earthwork, hardscape paving, electrical supply and site distribution, lighting, landscape and site furnishings.		
<b>Considerations:</b>	<p><b>Design Phase:</b> Consult with a multi discipline design team for public outreach, concept design, and construction documentation to assit in determining and sizing the planned improvmeents.</p> <p><b>Project Phase 1:</b> All areas south of the existing restroom building.</p> <p><b>Project Phase 2:</b> All areas including and north of the restroom building.</p> <p><b>Note:</b> Provide for unique design and methods of construction when working around existing large established trees.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>		<b>Ph1</b>	<b>Ph2</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High FY 2023 - 2027</b>	<b>Medium FY 2028 - 2032</b>	<b>Low FY 2033 - 2043</b>
Park System Development Charges (SDC)		\$ 515,588.00	
Park User Fees and General Funding			\$ 148,365.00

<b>Project ID:</b>	<b>E2</b>		
<b>Project Title:</b>	Fir Street Park		
<b>Project Type:</b>	Mini Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	0.31	(13,640)	
<b>Project Size SF:</b>	n/a		
<b>Location:</b>	<p>Fir Street Park is a quarter block of property at the southeast corner of E. Main Avenue and N. Fir Street.</p>		
<b>Description:</b>	<p>Fir Street Park is widely used for local events and has a diverse grouping of park amenities. This is the most developed park for events and has recently added shade furnishings. No improvements are recommended at this time.</p>		
<b>Scope:</b>			
<b>Considerations:</b>			
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>			
<b>Project Cost by Priority &amp; Source</b>	<b>High FY 2023 - 2027</b>	<b>Medium FY 2028 - 2032</b>	<b>Low FY 2033 - 2043</b>
Park User Fees and General Funding	\$ -		



<b>Project ID:</b>	<b>E3</b>		
<b>Project Title:</b>	Cliff Clemens Park		
<b>Project Type:</b>	Neighborhood Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	2.28	(99,317)	
<b>Project Size SF:</b>	45,000		
<b>Location:</b>	Cliff Clemens Park is located off N. Larch Street, north of E. Black Butte Avenue.		
<b>Description:</b>	<p>Cliff Clemens Park is the only classified neighborhood park in the city. Community input suggests a need for greater protection from the sun and summertime heat abatement. A formal neighborhood outreach and design process is recommended to fine tune amenities needed and scale of improvements. Assumed park improvements include installation of a picnic shelter for shade, landscape plantings, a children’s splash pad, and site furnishings. A reconfiguration of parking with an overall reduction in existing parking lot impervious area by 40% is recommended. This can be achieved with an efficient circulation and parking stall layout and without reduction in parking quantity.</p>		
<b>Scope:</b>	and power utility distribution, splash play furnishings, landscaping, and site furnishings.		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> Tree planting, installation of bike furnishings.  <b>Project Phase 2:</b> Shade structure, concrete pad, tables.  <b>Project Phase 3:</b> Splash pad and parking lot improvements to reduce impervious paving, soil and landscaping at parking lot.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>		<b>Ph1</b>	<b>Ph2</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)			\$ 277,811.15
Park User Fees and General Fund	\$ 18,499.25	\$ 136,060.55	



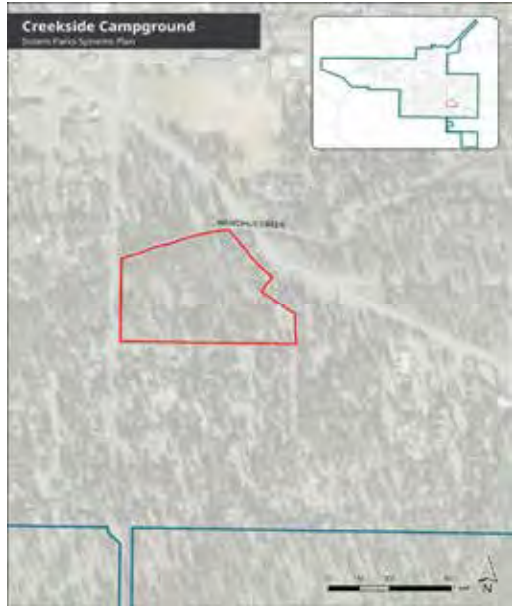
<b>Project ID:</b>	<b>E4</b>		
<b>Project Title:</b>	Creekside Park		
<b>Project Type:</b>	Community Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	2.65	(115,434)	
<b>Project Size SF:</b>	34,780		
<b>Location:</b>	<p>Creekside Park occupies the northern bank of Whychus Creek and all acreage north of the creek on the same parcel. The park entrance is located on E. Jefferson Avenue between S. Locust Street and McKenzie Highway.</p>		
<b>Description:</b>	<p>Creekside Park improvements include a power service upgrade, bike racks, and interpretive signage for Whychus Creek. In addition, construction of additional parking with lighting off E. Jefferson Avenue, on north side, sidewalk connecting S. Locust St to Mckenzie Highway and landscape screening along the south side of E. Jefferson Ave.</p>		
<b>Scope:</b>	General earthwork, hardscape paving, electrical supply and site distribution, lighting, landscape and site signage.		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> Utility service upgrade, bike furnishings, and signage.  <b>Project Phase 2:</b> Parking lot/right-of-way improvements, parking lot and path lighting, landscaping and sidewalk construction.  <b>Note:</b> Where alternative funding sources are available, some street work could be completed on a quicker schedule.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>		<b>Ph1</b>	<b>Ph2</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)			
Park User Fees and General Fund	\$ 20,219.75		\$ 249,565.50



<b>Project ID:</b>	<b>E5</b>		
<b>Project Title:</b>	Village Green		
<b>Project Type:</b>	Community Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	1.32	(57,499)	
<b>Project Size SF:</b>	7,000		
<b>Location:</b>	One square block, bound by E. Washington Avenue and E. Jefferson Avenue, S. Elm Street, and S. Fir Street.		
<b>Description:</b>	Village Green’s strengths include a recent playground upgrade, restrooms with showers, and large mature trees with many picnicking opportunities. Due to the recent upgrades and popularity of this park, recommended improvements are minor, consisting of accessibility improvements.		
<b>Scope:</b>	General earthwork and hardscape paving.		
<b>Considerations:</b>	<b>Note:</b> As a heavily used community park near town center for daily use, an expansion of the existing playground is recommended for future consideration, although not included at this time. New developed park land suitable for medium to large events elsewhere in town is needed, and at this time enlarging the playground to accomodate more all-age equipment, swings, and other frequented play elements is appropriate.		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>		<b>Ph1</b>	<b>Ph2</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)			
Park User Fees and General Fund	\$ 2,617.95		



<b>Project ID:</b>	<b>E6</b>		
<b>Project Title:</b>	Creekside Campground		
<b>Project Type:</b>	Special Use Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	8.05	(350,658)	
<b>Project Size SF:</b>	34,780		
<b>Location:</b>	<p>Creekside Campground occupies the southern bank of Whychus Creek and about half of the acreage south of the creek on the same parcel. The park entrance is located on S. Locust Street and a secondary access off E. Desperado Trail through the Eastward Expansion portion of the property.</p>		
<b>Description:</b>	<p>Creekside Campground improvement recommendations are consistent with the Creekside Park and Campground Master Plan, 2015, items that have not been completed. An update or new campground concept planning process with a new site plan showing all amenities is recommended. Assumed improvements include additional ADA compliant RV camp stalls, additional standard RV stalls, navigation signage, and site furnishings, and landscape improvements.</p>		
<b>Scope:</b>	<p>General earthwork, hardscape paving, electrical supply and site distribution, water supply and distribution, stormwater, landscaping, site signage, and site furnishings.</p>		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> Focus on accessiblity improvements with constructing additional ADA RV Camp Sites with power and water hookups and overall site bicycle furnishings.  <b>Project Phase 2:</b> Site navigational signage.  <b>Project Phase 3:</b> Add new standard RV Campsites, landscape berm along S. Locust St, a picnic shelter, and bbq and picnic table furnishings.  <b>Note:</b> Cost of improvements could be reduced by installing ADA and Standard RV Camp sites and infrastructure at once.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>	<b>Ph1</b>	<b>Ph2</b>	<b>Ph3</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
	<b>FY 2023 - 2027</b>	<b>FY 2028 - 2032</b>	<b>FY 2033 - 2043</b>
Park System Development Charges (SDC)			
Park User Fees and General Fund	\$ 89,906.20	\$ 15,500.00	\$ 239,297.89



<b>Project ID:</b>	<b>E7</b>		
<b>Project Title:</b>	Wild Stallion Park		
<b>Project Type:</b>	Special Use Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	0.02	(871)	
<b>Project Size SF:</b>	n/a		
<b>Location:</b>	Within the public right-of-way at the intersections of E. Cascade Avenue and McKenzie Highway and N. Larch Street.		
<b>Description:</b>	Wild Stallion Park is fully developed mostly as a stormwater basin with large sculpture, lighting, some narrow strips of lawn and street trees, however, due to the park's central location, some bike parking is recommended, consistent with other examples of bike racks installed in Sisters public rights-of-way. Additionally, the site has opportunity for an additional art sculpture on the opposite side.		
<b>Scope:</b>	Site Furnishings, surface mounted. Construction of concrete pedestal for a potential future sculpture.		
<b>Considerations:</b>	<p><b>Phase 1:</b> Install bike furnishing.</p> <p><b>Phase 2:</b> Install concrete art pedestal/footing and art sculpture.</p> <p><b>Note:</b> Although not a recommendation at this time, conversion of the existing lawn into native plant bed is one option to reduce maintenance and operation costs as part of a city-wide approach to sustainable landscapes on public lands.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>			
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)			
Park User Fees and General Fund	\$ 1,266.90	\$ 9,840.00	

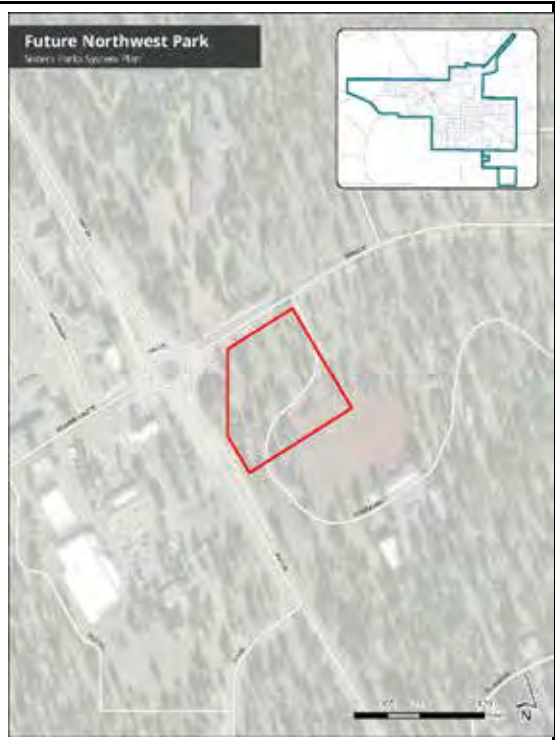


<b>Project ID:</b>	<b>E8</b>		
<b>Project Title:</b>	Creekside Park Eastward Expansion		
<b>Project Type:</b>	Community Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	4.05	(176,418)	
<b>Project Size SF:</b>	176,418		
<b>Location:</b>	<p>Creekside Eastward Expansion is the portion of the Creekside Park and Campground taxlot that is southeast of the campground sites. Access is from E. Desperado Trail with pedestrian only access from E. Tyee Dr. and S. Maple St.</p>		
<b>Description:</b>	<p>The Eastward Expansion is a triangle shaped open space with a multi-use path, drive lane, and open space with mature trees. Recommended improvements include a paved turnaround, small head in parking lot off the existing drive, and improvements to the existing playground to add swings.</p>		
<b>Scope:</b>	<p>General earthwork, hardscape paving, lighting, and playground surfacing and equipment installation. Assumes playground equipment is installed by Public Works.</p>		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> Expand the existing playground with engineered wood fiber surfacing and a new swing set.  <b>Project Phase 2:</b> Construct driveway pavements for turnaround and a small 5-stall head in parking bay.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>		<b>Ph1</b>	<b>Ph2</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)			
Park User Fees and General Fund	\$ 29,132.56		\$ 122,334.03





<b>Project ID:</b>	<b>E9</b>		
<b>Project Title:</b>	Future Northwest Park		
<b>Project Type:</b>	Special Use Park		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	2.82	(122,664)	
<b>Project Size SF:</b>	122,664		
<b>Location:</b>	<p>The unnamed and undeveloped park land titled in this plan as Future Northwest Park is located at the southwest corner of the Highway 20 and W. Barclay Dr. roundabout. Access is off W. Barclay Dr.</p>		
<b>Description:</b>	<p>This future park is intended to be a special use park with an open-air, multipurpose recreation pavilion with support building. The primary use is intended to allow for a winter season recreation leage or full sized hockey rink and other spring and summer events and recreation activities suitable. Further feasibility work is required to generate a full facility program and a more in-depth costing exercise. A diagram of this facility is included in the appendices.</p> <p>As part of feasibility study, include alternative for developing the property as a community or neighborhood park, with courts and a playground, if the covered, open-air pavilion is determined not be viable or does not advance to constuction.</p> <p>Park developement may include playground, parking lot, (2) sport courts, and open space. Due to location, a small synthetic turf field could be considered as a neighborhood park amenity.</p>		
<b>Scope:</b>	General earthwork, tree removal, utility service and distribution, building construction, hardscape paving, lighting, stormwater, and landscaping.		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> All buildings plus all associated site improvements required to service building and as required by Sisters development code.</p> <p><b>Project Phase 2:</b> Additional site improvements like planting and non-code required landscaping, plaza paving, and decorative site lighting.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>		<b>Ph1</b>	<b>Ph2</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)	\$ 9,620,509.00		\$ 721,159.60
Park User Fees and General Fund			



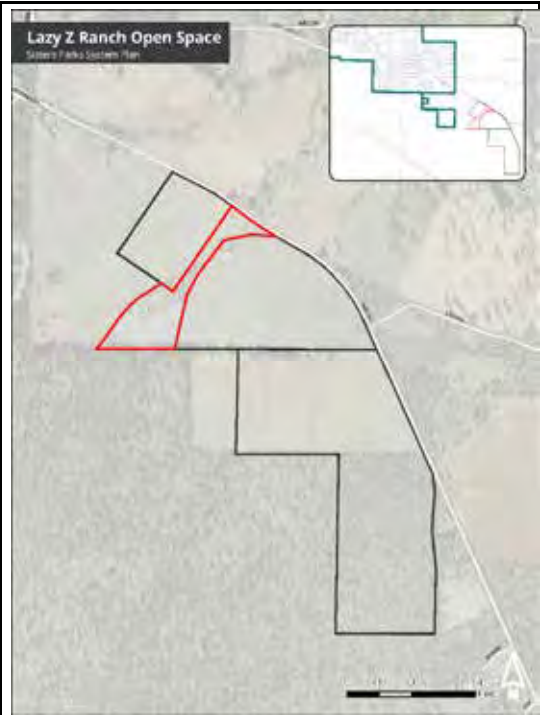
<b>Project ID:</b>	<b>E10</b>		
<b>Project Title:</b>	Sun Ranch Park		
<b>Project Type:</b>	Special Use Park		
<b>Estimating Stage:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	0.5	(21,780)	
<b>Project Size SF:</b>	21,780		
<b>Location:</b>	Sun Ranch Park is located near the intersection of E. Sun Ranch Dr. and Heising Dr. Primary access will be from Heising Dr. however, a dog-leg in the property line provides pedestrian access from E. Sun Ranch Dr.		
<b>Description:</b>	Sun Ranch is recommended to be developed as an open space with walking path and seating.		
<b>Scope:</b>	General earthwork, paved path, furnishings, and lighting.		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> Concrete walking path with bollard path lighting, tree planting, native landscaping, and wooden post &amp; rail perimeter fencing.</p> <p><b>Notes:</b> Recommend working with adjacent land owner to the east for connection to the existing soft surface trail at some point along the adjoining property line. Dog park is a potential amenity that requires further study and is not included in this project cost.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>	<b>Ph1</b>	<b>Ph2</b>	<b>Ph3</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
	<b>FY 2023 - 2027</b>	<b>FY 2028 - 2032</b>	<b>FY 2033 - 2043</b>
Park System Development Charges (SDC)	\$ 92,101.36	\$ -	\$ -
Park User Fees and General Fund			



<b>Project ID:</b>	<b>E11</b>		
<b>Project Title:</b>	East Portal		
<b>Project Type:</b>	Open Space		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	2.5	(108,900)	
<b>Project Size SF:</b>	108,900		
<b>Location:</b>	East Portal is located in between the intersections of Highway 20 and S. Hood Avenue, Highway 20 and Highway 242, and S. Hood Avenue and Highway 242.		
<b>Description:</b>	<p>The majority of East Portal tax lot is place-held for ongoing study of a multimodal transportation hub occupying roughly 5 acres. The remaining approximately 2.5 acres on the southern half along Hwy 242 is identified in this plan as park open space. Improvements including formal MU path are anticipated to be constructed with the multimodal transportation hub development. In tandem with this development, construct an internal network of asphalt trail, 5ft width minimum. The budget amount set for asphalt trail development is based on a TBD placeholder 800 linear feet of trail.</p>		
<b>Scope:</b>	General earthwork and asphalt paving.		
<b>Considerations:</b>	The southwest corner of this site has a spectacular view of the mountains. Future seating or interperative signage opportunity.		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>			
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)	\$ 25,699.00		
Park User Fees and General Fund			



<b>Project ID:</b>	<b>E12</b>		
<b>Project Title:</b>	Lazy Z Ranch		
<b>Project Type:</b>	Open Space		
<b>Estimating Statge:</b>	Order of Magnitude		
<b>Park Acreage (SF):</b>	16.5	(718,740)	
<b>Project Size SF:</b>	718,740		
<b>Location:</b>	<p>The portion of open space allocated for public park use is accessed off of Highway 20 near where Jordan Road intersects. The open space extends to the western most corner of the property.</p>		
<b>Description:</b>	<p>The northern end of this open space has a spectacular view of the Three Sisters. Included in this estimate is a picnic shelter with table furnishings, bike racks, and a soft surface trail connecting this site with the Peterson Ridge Trail System. In addition, construct frontage drive and parking lot (~40 stalls) per Lazy Z Ranch Master Plan dated August 2021. Construct a vegetative stormwater swale.</p>		
<b>Scope:</b>	General earthwork, paving, trails, furnishings, and landscaping.		
<b>Considerations:</b>	<p><b>Project Phase 1:</b> Soft surface trail and bike rack.  <b>Project Phase 2:</b> Frontage drive and parking lot and stormwater swale.  <b>Project Phase 3:</b> Picnic Shelter and picnic table.</p>		
<b>Costs:</b>			
<b>Project Phase (if referenced above)</b>	<b>Ph1</b>	<b>Ph2</b>	<b>Ph3</b>
<b>Project Cost by Priority &amp; Source</b>	<b>High</b> FY 2023 - 2027	<b>Medium</b> FY 2028 - 2032	<b>Low</b> FY 2033 - 2043
Park System Development Charges (SDC)	\$ 77,332.96	\$ 204,240.00	\$ 93,731.95
Park User Fees and General Fund			





# **Appendix G: SDC Memorandum**



## MEMORANDUM

### Sisters Parks Master Plan

**To:** Scott Woodford  
*Community Development Director*  
Paul Bertagna  
*Public Works Director*

**From:** Colin McArthur, AICP  
Zach Rix, ASLA

**Date:** March 29, 2023

**Subject:** Park SDC and GO Bond Analysis

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#### OVERVIEW

This supplemental memorandum discusses funding sources for the planned park and recreation improvement projects identified in the Parks Master Plan. Specifically, the memorandum focuses on two potential funding sources, Systems Development Charges (SDCs) and General Obligation (GO) Bonds. The SDCs section provides background information on the framework for SDC charges and includes information on which improvement projects are CIP eligible, if there is a split between funding sources, and overall funding needs based on priority levels. The GO Bonds section includes preliminary planning level analysis of potential bond payments if that funding source were used to fund the largest planned project, the Future Northwest Park.

#### PARK SYSTEM DEVELOPMENT CHARGE ANALYSIS

##### Established Park SDC Rate

Oregon Revised Statutes (ORS) 223.297-314 authorizes Cities to adopt System Development Charges (SDCs) for five components of public infrastructure including Parks and Recreation Facilities. An SDC is a one-time fee imposed on new development or expansion of existing development that is a reimbursement fee, an improvement fee, or a combination thereof. The fee is collected or assessed at the time of increased usage of a capital improvement or issuance of a development permit, building permit, or connection to the capital improvement. The statute is intended to provide equitable funding for orderly growth and development and to establish that SDCs may only be used for capital improvements.

The statute provides the framework for the preparation and imposition of SDCs. The City has an established Park SDC rate of **\$1,193** per housing unit that is assessed at the time of development approval.<sup>1</sup> The City uses a methodology comprised of two components, reimbursement and improvement fees. Reimbursement fees include costs associated with capital improvements already constructed, or under construction when the fee is established, for which the City determines that capacity exists. Improvement fees include costs associated with



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capital improvements to be constructed. The statute defines Capital Improvement as facilities or assets including Parks and Recreation. Capital Improvements do not include costs of operation or routine maintenance.

### Planned CIP Projects

The 2023-2043 Parks and Recreation Capital Improvements Plan (CIP) is included as Appendix F. to the Parks Master Plan. The CIP includes 12 planned projects and 28 components organized into phases based on prioritization using planning documents, other tools, and level of service analysis and identified as E (existing site) projects. The Parks Master Plan includes an additional five planned improvement projects prioritized using the same methodology and identified as N (non-sited) or S (special use site) projects.

Improvement project costs are estimated based on timing, design, construction, and land acquisition and vary based on local conditions, economic factors, and environmental constraints. The project estimates do not distinguish between project costs eligible for reimbursement and improvement fees. However, the CIP project estimates do include and identify project costs projected to be SDC eligible as well as the percentage split between SDC eligible costs and those costs not eligible.

Table S-1. Improvement Projects and Funding sources lists each planned project and includes project identification number (ID), project title and description, prioritization schedule, anticipated funding sources, and projects costs split between the funding sources. The funding sources are identified as follows:

- SDCs (Systems Development Charges)
- U/G (User Fees and General Funds)
- N/A (Not applicable, no project cost)
- GO Bond (General Obligation Bond)

**Table S-1. Improvement Projects and Funding.**

Project ID	Project Title/Description	High FY 2023- 2027	Medium FY 2028- 2032	Low FY 2033- 2043	Funding Source	Source Split (%)
<b>E1</b>	<b>Harold &amp; Dorothy Barclay Park</b>					
	<b>Phase 1</b> Area south of restrooms: Decorative paving, pedestrian scale lighting, furnishings, and conversion of some existing lawn and underutilized landscape areas to hardscape paving.		\$515,600		<b>SDCs</b>	<b>78%</b>
	<b>Phase 2</b> Area north of restrooms: Decorative paving, convert some existing landscape into paved area with furnishings. Extend pedestrian scale lighting.			\$148,400	<b>U/G</b>	<b>22%</b>
<b>E2</b>	<b>Fir Street Park</b>					
	<b>Phase 1</b> Non recommended at this time.				<b>N/A</b>	

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Project ID	Project Title/Description		High FY 2023-2027	Medium FY 2028-2032	Low FY 2033-2043	Funding Source	Source Split (%)
<b>E3</b>	<b>Cliff Clemens Park</b>						
	<b>Phase 1</b>	Plant shade trees and install bike parking.	\$18,500			U/G	100%
	<b>Phase 2</b>	Construct concrete pad, shade structure, and install picnic tables.		\$136,100		U/G, SDCs	
	<b>Phase 3</b>	Construct splash play area, concrete perimeter walking path on north side, parking lot improvements/diet. (splash pad budget=\$100k)			\$277,800	SDCs	64%
<b>E4</b>	<b>Creekside Park</b>						
	<b>Phase 1</b>	Upgrade electrical service, install bike parking and interpretive signage.	\$20,200			U/G	100%
	<b>Phase 2</b>	Construct parking and other ROW improvements.			\$249,600	U/G, SDCs	
<b>E5</b>	<b>Village Green</b>						
	<b>Phase 1</b>	Add an accessible path, under 5% run slope to provide wheelchair access to gazebo.	\$2,600			U/G	100%
<b>E6</b>	<b>Creekside Campground</b>						
	<b>Phase 1</b>	Construct ADA campsites and bike parking.	\$89,900			U/G	100%
	<b>Phase 2</b>	Install navigational signage		\$15,500		U/G	
	<b>Phase 3</b>	Construct standard RV campsites, a picnic shelter, bbq furnishings, picnic tables, and landscaping.			\$239,300	U/G, SDCs	
<b>E7</b>	<b>Wild Stallion Park</b>						
	<b>Phase 1</b>	Install bike parking.	\$1,300			U/G	100%
	<b>Phase 2</b>	Construct concrete pedestal and acquire and install art sculpture.		\$9,800		U/G	
<b>E8</b>	<b>Creekside Park Eastward Expansion</b>						
	<b>Phase 1</b>	Construct expanded play surfacing area and install swing set.	\$29,100			U/G	100%
	<b>Phase 2</b>	Relocate sewage dump site, construct paved parking and turnaround.			\$122,300	U/G	



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Project ID	Project Title/Description		High FY 2023- 2027	Medium FY 2028- 2032	Low FY 2033- 2043	Funding Source	Source Split (%)
<b>E9</b>	<b>Future Northwest Park</b>						
	<b>Phase 1</b>	Install utility services, construct parking lot to service park development, construct pavilion and support building, essential circulation paths, and fire access.	\$9,620,500			<b>SDCs, GO Bond</b>	<b>100%</b>
	<b>Phase 2</b>	Install scoreboard in pavilion, construct trails, site landscaping, plaza space with decorative lighting.			\$721,200	<b>SDCs, GO Bond</b>	
<b>E10</b>	<b>Sun Ranch Park</b>						
	<b>Phase 1</b>	Install paved walking path, path lighting, and furnishings.	\$92,100			<b>SDCs</b>	<b>100%</b>
<b>E11</b>	<b>East Portal</b>						
	<b>Phase 1</b>	Construct a network of accessible asphalt trail.	\$25,700			<b>SDCs</b>	<b>100%</b>
<b>E12</b>	<b>Lazy Z Ranch Open Space</b>						
	<b>Phase 1</b>	Construct soft surface trail, pad, and bike parking.	\$77,300			<b>SDCs</b>	<b>100%</b>
	<b>Phase 2</b>	Construct asphalt frontage drive and parking lot (~40 stalls) and stormwater swale for pavement.		\$204,200		<b>SDCs</b>	
	<b>Phase 3</b>	Construct concrete pad, shade structure, and solar powered overhead light.			\$93,700	<b>SDCs</b>	
<b>N1</b>	<b>Unsitied: Pickleball Court Complex</b>						
	<b>Phase 1</b>	Complex with 8 courts, fencing, plaza space, and circulation paths, spectator bleachers, parking, furnishings, and restroom building.		\$1,568,400		<b>SDCs</b>	<b>100%</b>
<b>N2</b>	<b>Unsitied: Pickleball Court (2 courts only)</b>						
	<b>Phase 1</b>	Court paving with furnishings, fencing, and minor walkway improvement.	\$110,900			<b>SDCs</b>	<b>100%</b>
<b>N3</b>	<b>Unsitied: Dog Park</b>						
	<b>Phase 1</b>	Water utility extension, drinking fountain, benches, tables, picnic shelter, site fencing.			\$205,900	<b>SDCs</b>	<b>100%</b>
<b>N6</b>	<b>Wildlife Observation Waysides</b>						

**Sister Parks Master Plan**  
**Park SDC and GO Bond Analysis Memorandum**

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Project ID	Project Title/Description		High FY 2023- 2027	Medium FY 2028- 2032	Low FY 2033- 2043	Funding Source	Source Split (%)
	<b>Phase 1</b>	Install decorative paving and bench with interpretive signage. 4 locations.			\$107,400	<b>U/G</b>	<b>100%</b>
<b>S2.9</b>	<b>Whychus Creek Access</b>						
	<b>Phase 1</b>	Install rocks steps similar to Creekside Park. 5 locations.			\$97,400	<b>U/G</b>	<b>100%</b>
		<b>TOTAL</b>	<b>\$10,088,100</b>	<b>\$2,449,600</b>	<b>\$2,263,000</b>		

Table S-2. SDC Eligible Improvement Projects by Priority Level includes the planned projects anticipated to be funded by SDCs, the total estimated amount of SDC funds needed by priority level, and total estimated SDC funding.

**Table S-2. SDC Eligible Improvement Project by Priority Level.**

Project ID	Project Title/Description	High	Medium	Low
		FY 2023-2027	FY 2028-2032	FY 2033-2043
<b>E1</b>	<b>Harold &amp; Dorothy Barclay Park</b>			
	Phase 1		\$515,600	
<b>E3</b>	<b>Cliff Clemens Park</b>			
	Phase 3			\$277,800
<b>E9</b>	<b>Future Northwest Park</b>			
	Phase 1	\$9,620,500		
	Phase 2			\$721,200
<b>E10</b>	<b>Sun Ranch Park</b>			
	Phase 1	\$92,100		
<b>E11</b>	<b>East Portal</b>			
	Phase 1	\$25,700		
<b>E12</b>	<b>Lazy Z Ranch Open Space</b>			
	Phase 1	\$77,300		
	Phase 2		\$204,200	
	Phase 3			\$93,700
<b>N1</b>	<b>Unsitied: Pickleball Court Complex</b>			
	Phase 1		\$1,568,400	
<b>N2</b>	<b>Unsitied: Pickleball Court (2 courts only)</b>			
	Phase 1	\$110,900		
<b>N3</b>	<b>Unsitied: Dog Park</b>			
	Phase 1			\$205,900
	<b>TOTAL</b>	<b>\$9,926,500</b>	<b>\$2,288,200</b>	<b>\$1,298,600</b>

Sister Parks Master Plan  
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Based on Table S-2, the total amount of SDC eligible improvement project funding needs for all the planned projects in the next 20 years is **\$13,513,300**. If other funding sources, such as a General Obligation Bond, were used to fund the Future Northwest Park project, which is the largest project in the CIP, and that project was removed from SDC fundings needs, the total amount of SDC project funding needs for planned projects decreases to **\$4,614,000**. For analysis purposes, the future Park SDC rate analysis in the following section assumes that the Future Northwest Park project is funded through a GO Bond or other sources.

### Future Park SDC Rate

The Parks Master Plan recommends the City assess the current Parks SDC rate and update the methodology based on the eligible projects identified in CIP. The City is projected to add approximately 2,320 housing units subject to SDC rate assessment during the next 20 years.<sup>2</sup> The current SDC rate (\$1,193 per housing unit) is estimated to produce about **\$2,778,000** in funding over the next 20 years. Table S-3. Park SDC Fund Balances displays resources and requirements from the last five fiscal years. The City currently has **\$1,128,606** in reserves for future expenditures, based on the 2022/23 adopted budget. There is a shortfall of approximately **\$3.1M** in SDC funding between the reserves for future expenditures and needs of planned CIP projects.

**Table S-3. Park SDC Fund Balances<sup>3</sup>**

Sisters Park SDC Fund (one of Special Revenue Funds)						
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Budget 2021/22	Adopted 2022/23
<b>Resources</b>						
<b>System Development Charges</b>	\$164,903	\$128,844	\$192,073	\$195,652	\$199,904	\$160,000
Interest	\$3,838	\$10,215	\$11,525	\$4,965	\$3,815	\$3,200
Intergovernmental			\$36,813		\$36,813	
<b>Total Revenue</b>	\$168,741	\$139,059	\$240,411	\$200,617	\$240,532	\$163,200
Beginning Fund Balance			\$485,857	\$616,245	\$791,070	\$1,020,406
<b>Total</b>	<b>\$168,741</b>	<b>\$139,059</b>	<b>\$726,268</b>	<b>\$816,862</b>	<b>\$1,031,602</b>	<b>\$1,183,606</b>
<b>Requirements</b>						
<b>Personnel</b>						
<b>Materials &amp; Services</b>					\$50,000	\$55,000
Capital Improvements			\$110,023	\$175		
<b>Reserve for future expenditures</b>					\$870,883	\$1,128,606
<b>Total</b>			<b>\$110,023</b>	<b>\$175</b>	<b>\$920,883</b>	<b>\$1,183,606</b>

The current SDC rate is not sufficient to allow the City to expand and develop its parks system while meeting its park goals. Additionally, the SDC methodology does not consider inflation, nor does it account for acquisition or development costs, which are included in specific CIP project costs. As part of the methodology update, the City should evaluate the effects of proposed SDC rate schedule changes on housing development in Sisters, particularly affordable housing.

## GENERAL OBLIGATION BONDS ANALYSIS

General Obligation (GO) bonds are a tax assessment on real and personal property. They typically benefit a community as a whole and are secured by the full-faith-and-credit and taxing power of the issuer. Local government GO bonds may only be issued if authorized by a ballot election of the issuing jurisdiction. Under ORS 287A.001-287A.145, GO debt can be incurrent for capital costs including costs associated with acquisition, construction, improvement, and other costs having an expected useful life of more than one year. GO bond funding can supplement existing revenue and is more widely distributed across the jurisdiction.

The estimated cost of a GO bond for the Future Northwest Park project is **\$10,341,700**, not including interest based on the repayment terms and duration (typically 20 or 30 years). Table S-4. Estimated GO Bond Debt Service includes an analysis of bond payments based on both 20- and 30-year terms using a standard interest rate of 3.5%.<sup>4</sup> Additional analysis is recommended to determine the estimated bond rate per assessed value and whether or not the bond should be accompanied by a new or increased local option levy to support operational costs of the facility.

**Sister Parks Master Plan**  
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**Table S-4. Estimated GO Bond Debt Service**

<b>Principal</b>	<b>\$14,142,275</b>		<b>Principal</b>	<b>\$15,952,072</b>
<b>Interest</b>	<b>\$3,800,575</b>		<b>Interest</b>	<b>\$5,610,372</b>
<b>Interest Rate</b>	<b>3.5%</b>		<b>Interest Rate</b>	<b>3.5%</b>
<b>Term</b>	<b>20 years</b>		<b>Term</b>	<b>30 years</b>
<b>Year</b>	<b>Payment</b>		<b>Year</b>	<b>Payment</b>
1	\$879,045		1	\$706,683
2	\$860,947		2	\$694,618
3	\$842,849		3	\$682,552
4	\$824,751		4	\$670,487
5	\$806,653		5	\$658,422
6	\$788,555		6	\$646,356
7	\$770,457		7	\$634,291
8	\$752,359		8	\$622,226
9	\$734,261		9	\$610,160
10	\$716,163		10	\$598,095
11	\$698,065		11	\$586,030
12	\$679,967		12	\$573,964
13	\$661,869		13	\$561,899
14	\$643,771		14	\$549,834
15	\$625,673		15	\$537,768
16	\$607,575		16	\$525,703
17	\$589,477		17	\$513,638
18	\$571,379		18	\$501,572
19	\$553,281		19	\$489,507
20	\$535,183		20	\$477,442
			21	\$465,377
			22	\$453,311
			23	\$441,246
			24	\$429,181
			25	\$417,115
			26	\$405,050
			27	\$392,985
			28	\$380,919
			29	\$368,854
			30	\$356,789

**Sister Parks Master Plan  
Park SDC and GO Bond Analysis Memorandum**

**March 29, 2023**

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- <sup>1</sup> Sisters Master Fee Schedule. June 2022.
  - <sup>2</sup> Sisters Housing Plan Update. August 2022.
  - <sup>3</sup> Sisters FY 2022/23 Budget, P. 55. June 2022.
  - <sup>4</sup> Debt Service Calculator. Massachusetts. <https://www.mass.gov/doc/debt-service-calculator/download>



## CITY COUNCIL Agenda Item Summary

**Meeting Date:** 4/12/2023

**Type:** Regular Meeting-Public Hearing

**Subject:** Heavenly Acres Subdivision Rezone

**Staff:** Woodford/Martin

**Dept:** Community Development

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**Action Requested:** Approval of Ordinance No. 528 amending the City of Sisters Comprehensive Plan map for the Heavenly Acres Subdivision and amending the Sisters Development Code Chapters 1.3, 2.7, 2.15, 3.2, 3.4, 4.7, 5.2 and 5.3.

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**Background:**

On March 8, 2023, the City Council held a public hearing and approved a Type IV Application for a Comprehensive Plan Map and Zoning Map Amendment to redesignate and rezone the “Heavenly Acres” subdivision from Urban Area Reserve (UAR) to Public Facility/Institutional (PFI) and Multi-Family Residential (MFR) and associated Text Amendments to Sisters Development Code.

Prior to Council review and approval, the Planning Commission recommended approval of the proposal at its February 16, 2023 public hearing.

Type IV Application require City Council to act by ordinance. Typically, staff presents both the ordinance and land use requests concurrently. In this case, staff chose to separate them to bring back a “clean” ordinance that incorporated all potential changes made at the Council public hearing.

**Proposal:** Comprehensive Plan Map and Zone Map Amendment to redesignate and rezone the “Heavenly Acres” subdivision from Urban Area Reserve (UAR) to Public Facility/Institutional (PFI) and Multi-Family Residential (MFR). The request also includes associated Text Amendments to Sisters Development Code (SDC) Chapter 1.3 (Definitions), Chapter 2.7 (PFI District), Chapter 2.15 (Special Provisions), Chapter 3.2 (Landscaping and Screening), Chapter 3.4 (Signs), Chapter 4.7 (Land Use District Map and Text Amendments), Chapter 5.2 (Non-Conforming Use), and Chapter 5.3 (Subsequently Allowed Uses).

A detailed summary of the proposed changes can be found in Exhibit A of the ordinance and the record for land use file nos. CP 22-04/ZM 22-01/TA 22-05.

**Project Website:** For additional information, a project website has been created on the city’s website at [www.ci.sisters.or.us/community-development/page/urban-area-reserve-zone-change-project](http://www.ci.sisters.or.us/community-development/page/urban-area-reserve-zone-change-project).

**Financial Impact:** N/A.

**Attachments:**

Ordinance Number 528

Exhibits to the Ordinance:

Exhibit A – Staff Findings

Exhibit B – Conditions of Approval

Exhibit C – MFR Legal Description

Exhibit D – PFI Legal Description

Exhibit E – Comprehensive Plan Map Amendment

Exhibit F – Zone Map Amendment

Exhibit G – Development Code Chapter 1.3 Text Amendments

Exhibit H - Chapter 2.7 Public Facility District

Exhibit I - Development Code Chapter 2.15 - Supplementary Provisions

Exhibit J - Development Code Chapter 3.2 - Landscaping and Screening

Exhibit K - Development Code Chapter 3.4 - Signs

Exhibit L - Development Code Chapter 5.2 Non-Conforming Uses and Structures

Exhibit M - Development Code Chapter 5.3 Subsequently Allowed Uses



**ORDINANCE NO. 528**

**AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE COMPREHENSIVE PLAN MAP AND THE ZONE MAP FOR THE HEAVENLY ACRES SUBDIVISION AND AMENDING SISTERS DEVELOPMENT CODE CHAPTERS 1.3, 2.7, 2.15, 3.2, 3.4, 4.7, 5.2, AND 5.3.**

WHEREAS, the City of Sisters (“Applicant”) sought approval of comprehensive plan map amendment and zoning map amendments for certain properties located in the Heavenly Acres subdivision and associated text amendments to the Sisters Development Code (“Code”) under Planning File Nos. CP 22-5, ZM 22-01, and TA 22-05;

WHEREAS, on February 16, 2023, a public hearing on the Application was held before the Sisters Planning Commission (“Planning Commission”), testimony was accepted, and the Planning Commission voted to close the hearing and deliberate the matter;

WHEREAS, the Planning Commission, after reviewing the record and fully deliberating the matter, voted to recommended that the Sisters City Council (“City Council”) approve the Application with conditions;

WHEREAS, the Sisters Development Code requires a second hearing before the City Council for legislative amendments;

WHEREAS, after due notice, a public hearing was held before the City Council on March 8, 2023, with deliberations conducted March 8, 2023, and

WHEREAS, the City Council, after reviewing the record and fully deliberating the matter, voted to approve the Application with conditions of approval.

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

1. Findings. The findings contained in the recitals and those found in the staff report attached hereto as Exhibit A, are hereby adopted.
2. Approval; Conditions of Approval. The Application is hereby approved subject to the conditions of approval contained in the attached Exhibit B.
3. Amended Maps. The amendments to City’s Comprehensive Plan Map and Zone Map proposed as part of the Application, which are legally described in the attached Exhibits C and D, are hereby adopted. The Comprehensive Plan Map and Zone Map, as amended by the Application, are attached hereto as Exhibit E and Exhibit F respectively.
4. Text Amendments. The amendments to the Code contained in the attached Exhibits G-M are hereby adopted. Those provisions of the Code that are not amended or modified by this Ordinance remain unchanged and in full force and effect. This Ordinance does not relieve any person of any obligations that may have accrued prior to the effective date of this Ordinance. City may continue the enforcement, prosecution, conviction, and/or punishment of any person who has or will violate the Code prior to the effective date of this Ordinance.

5. Authorization. The City Manager, or designee, is authorized to execute any documents and to take such actions as are necessary to further the purposes and objectives of this Ordinance including, without limitation, integrating the adopted text amendments into City's Comprehensive Plan.

6. Severability; Corrections. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

This Ordinance was PASSED by the City Council by a vote of \_\_\_ for and \_\_\_ against and APPROVED by the mayor this 12th day of April 2023.

\_\_\_\_\_  
Michael Preedin, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Prosser, City Recorder

Exhibit A

FINDINGS



**FILE NUMBERS:** CP 22-04/ZM 22-01/TA 22-05

**APPLICANT:** City of Sisters

**REQUEST:** Comprehensive Plan Map and Zone Map Amendment to redesignate and rezone the “Heavenly Acres” subdivision from Urban Area Reserve (UAR) to Public Facility/Institutional (PFI) and Multi-Family Residential (MFR). The request also includes associated Text Amendments to Sisters Development Code (SDC) Chapter 1.3 (Definitions), Chapter 2.7 (PFI District), Chapter 2.15 (Special Provisions), Chapter 3.2 (Landscaping and Screening), Chapter 3.4 (Signs), Chapter 4.7 (Land Use District Map and Text Amendments), Chapter 5.2 (Non-Conforming Use), and Chapter 5.3 (Subsequently Allowed Uses). No specific development plans are proposed at this time.

**APPLICABLE CRITERIA:** City of Sisters Development Code (SDC):  
Chapter 1.3 - Definitions  
Chapter 2.3 - Multi-Family Residential District  
Chapter 2.7 - Public Facility District  
Chapter 2.15 - Special Provisions  
Chapter 3.2 - Landscaping and Screening  
Chapter 3.4 - Signs  
Chapter 4.7 - Land Use District Map and Text Amendments  
Chapter 4.1 - Types of Applications and Review  
Chapter 5.2 - Non-Conforming Use  
Chapter 5.3 - Subsequently Allowed Uses

City of Sisters Comprehensive Plan

Oregon Revised Statutes  
Oregon Administrative Rules

**PLANNING COMMISSION**

**HEARING DATE:** February 16, 2023, at 5:30 pm

**CITY COUNCIL**

**HEARING DATE:** March 8, 2023, at 6:30 pm

**CITY STAFF:** Scott Woodford, Community Development Director  
Matthew Martin, Principal Planner

**PROJECT WEBSITE:** [www.ci.sisters.or.us/community-development/page/urban-area-reserve-zone-change-project](http://www.ci.sisters.or.us/community-development/page/urban-area-reserve-zone-change-project)

## I. FINDINGS OF FACT:

**BACKGROUND:** The Heavenly Acres Subdivision was created in the early 1980's in Deschutes County and includes seven (7) lots. It was annexed into the City of Sisters in the early 2000's. At the time of the annexation, Urban Area Reserve (UAR) zoning was applied to the property.

According to the Sisters Development Code, the UAR zoning was meant "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." Public facilities (including water, sewer, and transportation) are all now available to the parcels.

The City has discussed for many years about the need to rezone the properties, as the UAR zoning was recognized as no longer being relevant and reflective of its urban status; however, it was never initiated by the property owners – likely due to the coordination and cost involved. Also, the zone district was allowing them to continue their operations unabated, so there was not a pressing need to change the zoning. Similarly, the City never initiated it either, as it was one of many projects annually competing for priority and due to the outdated zoning not causing any issues with the landowners and any building or expansion plans.

The impetus to finally push forward with the rezone relates to the City Council's goals of achieving more affordable housing in the community. With the availability of funds to help leverage affordable and workforce housing through the Affordable Housing Grant Fund (funded by a percentage of the transient room tax levied), Urban Renewal District funds devoted to housing and from a one time, \$500,000 contribution of ARPA (American Rescue Plan Act) funds passed through from Deschutes County for affordable housing.

To move forward with those funds was the need for an affordable housing developer and a suitable site to build it on (one which was vacant, about two acres or less, zoned properly for housing and a willing seller). The City conducted a Request for Proposals for use of the funds and received one proposal - from Northwest Housing Alternatives. Concurrently, the city inquired with property owners in the city who might be interested and who met the above criterion. Only one property owner expressed interest – one within the Heavenly Acres Subdivision; however, the UAR zoning does not currently support multi-family housing. To make the affordable housing project happen, a rezoning of the property to Multi-Family Residential (MFR) is necessary. Because of this opportunity and due to the existing need to "clean up" the UAR zoning, the city is spearheading this effort as the applicant.

**SITE DESCRIPTION:** The subject area is comprised of seven (7) lots, identified in Table 1 and shown in Figure 3. The properties, known as the Heavenly Acres subdivision, total approximately 27 acres. The properties are located in southwestern area of the City of Sisters and are general bound by W. McKinney Butte Road to the north, Oregon Highway 242 (aka McKenzie Highway) to the south, and N. Brooks Camp Road to the east. The subject area is bisected north/south by N. Trinity Way. The topography of the properties is generally level throughout and are vegetated with a variety of native trees, shrubs, grasses, and introduced landscaping. Existing development consists of places of worship and associated accessory uses. Two properties are undeveloped.

Table 1. Subject Properties

Map #	Tax Map and Lot	Address	Ownership
1	151005CD00900	1307 W McKinney Butte Rd	Sisters Community Church
2	151005CD00800	452 N Trinity Way	Corp Pres Bishop Church of Jesus Christ of LDS
3	151005CD00200	442 N Trinity Way	Wellhouse Church Inc
4	151005CD00300	322 N Trinity Way	Wellhouse Church Inc
5	151005CD00400	222 N Trinity Way	Assemblies of God Oregon District
6	151005CD00500	121 N Brooks Camp Road	Bishop of the Protestant Episcopal Church in the USA in the Episcopal Diocese of Eastern Oregon
7	151005CD00700	123 N Trinity Way	St Edward Catholic Church of Sisters

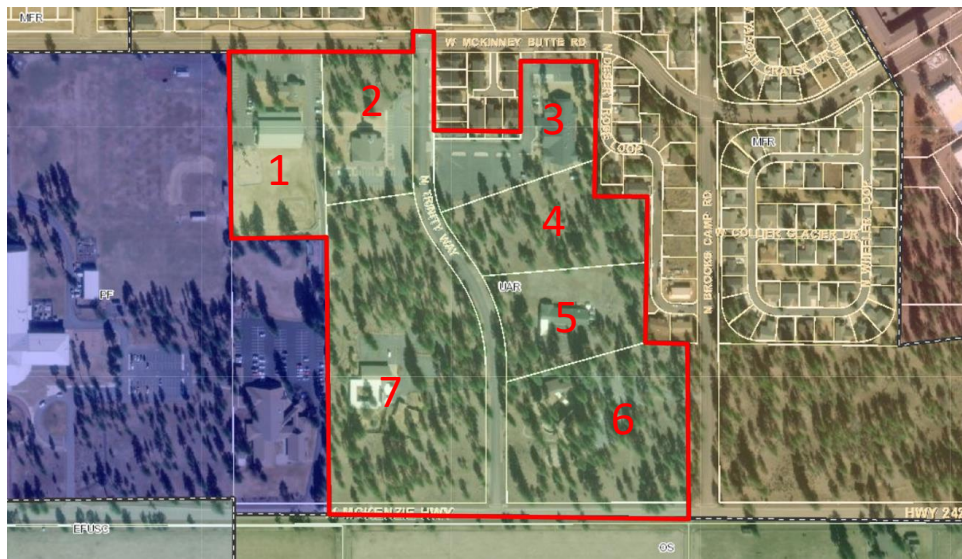


Figure 3. Aerial photo of subject properties. (Source: Deschutes DIAL, 2023)

**SURROUNDING LAND USES:** The properties to the north are zoned Multi-Family Residential District and developed with the Village at Cold Springs, Cold Springs South, and Village Meadows residential subdivisions. The properties to the west are zoned Public Facility District and developed with the Sisters Community Church and Sisters Middle School. The property to the east is zoned Multi-Family Residential District and developed with the Village Meadows and The Pines residential subdivisions. Also to the east is a vacant parcel is the location of the recently approved, but not yet constructed, Sunset Meadows subdivision. The property to the south is zoned Exclusive Farm Use, located outside of the City of Sisters Urban Growth Boundary, and developed with a farm use commonly referred to as the Patterson Ranch.

**PLANNING COMMISSION RECOMMENDATION:** The Sisters Planning Commission held a public hearing on February 16, 2023. At the conclusion of the public hearing, the Planning Commission unanimously voted in favor of recommending approval to City Council with conditions and modification to the proposed Comprehensive Plan Map and Zone Map Amendments (four members voted in favor; two members were absent). The only change from the staff recommendation by the Planning Commission was to recommend the property at 222 N Trinity Way (tax map/lot 151005CD00400) be rezoned and redesignated to Public Facilities and Institutional (PFI) instead

of Multi-Family Residential (MFR). This staff report has been amended to reflect the Planning Commission recommendation.

**AMENDMENT SUMMARY:**

COMPREHENSIVE PLAN MAP AND ZONING MAP AMENDMENTS

The proposal includes a Comprehensive Plan Map Amendment (Figure 1) and Zoning Map Amendment (Figure 2) to redesignate and rezone the “Heavenly Acres” subdivision from Urban Area Reserve (UAR) to Public Facility/Institutional and Multi-Family Residential. The request also includes associated Text Amendments to the Sisters Development Code chapters as specified below. No specific development is proposed at this time.

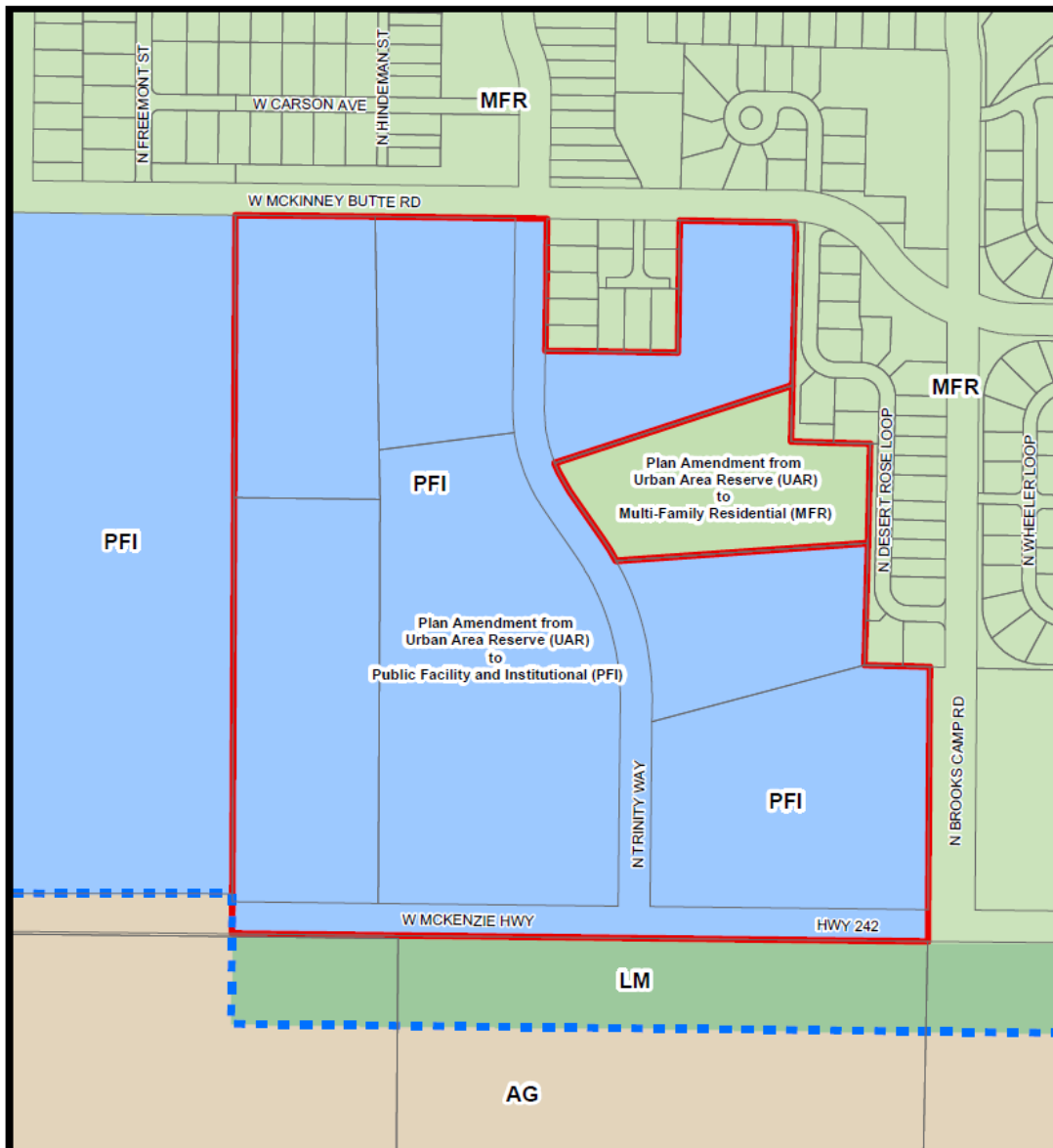


Figure 1. Comprehensive Plan Amendment

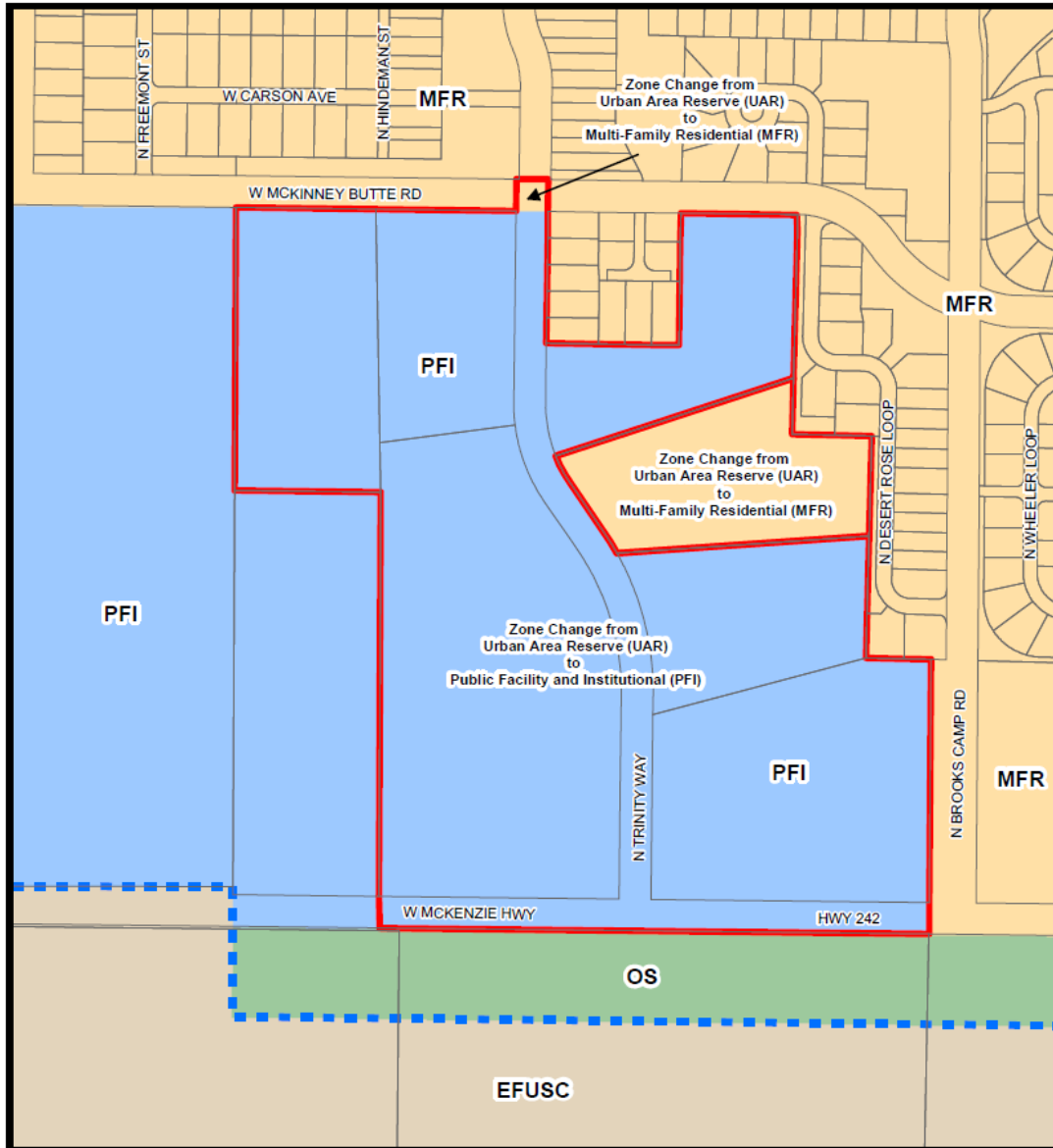


Figure 2. Zoning Map Amendment

TEXT AMENDMENTS

The following Text Amendments to the Sisters Development Code (SDC) are proposed in association with the proposed comprehensive plan and zone map amendments:

- **Chapter 1.3 - Definitions**
  - **Section 1.3.300 Meaning of Specific Words and Terms**  
Amend the definition of “Community Center” to allow both public and private ownership of a community center.
- **Chapter 2.7 - Public Facility District**
  - **Chapter 2.7 Title**



Amend title of the zone district to “Public Facility and Institutional District (PFI)” to accurately reflect the institutional uses that are currently allowed and as proposed.

- **Section 2.7.100 Purpose**

Amend to reflect new ““Public Facility and Institutional District (PFI)” zone district name inclusion of institutions and private ownerships.

- **Section 2.7.200 Uses (Table 2.7.1)**

Add “Churches and places of worship” as a Conditional Use in the district to acknowledge the existing and intended uses in the zone district.

Rename allowed use “Community Building” to “Community Center” for consistency with other provisions of the Sisters Development Code. The term “Community Building” is not a defined term and is only used in association with Cottage Developments and Manufactured Dwelling Parks, whereas “Community Center” is a defined term and an identified standalone use allowed in several zone districts.

Amend allowed use “Public play fields, sport complexes and similar recreational facilities” to include both public and private facilities to reflect existing and intended uses in the zone district.

- **Section 2.7.300 Development Standards**

Amend subsections C-D and F-H to reflect new ““Public Facility and Institutional District (PFI)” zone district name.

- **Chapter 2.15 - Special Provisions**

- **Section 2.15.1800 Communication Facilities**

Amend subsection (E)(2)(a) to reflect new ““Public Facility and Institutional District (PFI)” zone district name.

- **Chapter 3.2 - Landscaping and Screening**

- **Section 3.2.200 Landscape Requirements**

Amend subsection (A)(6) to reflect new ““Public Facility and Institutional District (PFI)” zone district name.

- **Chapter 3.4 - Signs**

- **Section 3.4.900 Requirements for Signs By Specific Zone**

Amend subsection (B)(3)(a) to reflect new ““Public Facility and Institutional District (PFI)” zone district name.

- **Chapter 5.2 - Non-Conforming Uses and Structures**

- **Section 5.2.200 Nonconforming Use**

Amend introductory statement to acknowledge that a use that was legally established in one zone and rezoned to another zone that permits that use conditionally, but hasn’t received conditional use permit approval, may continue so long as it complies with all applicable non-conforming use criteria.

- **Chapter 5.3 - Subsequently Allowed Uses**

- New chapter to address non-conforming uses that are subsequently made conforming by adding the use as a permitted use in the applicable zone or a zone change of the property to a zone where the non-conforming use on the property is permitted as well as instances where a lawfully established use is subsequently designated as a conditional use in applicable zone or the subject property is rezoned to a zone where the lawfully established use is allowed as a conditional use.

[MM1]

### **III. CONCLUSIONARY FINDINGS**

The following findings relate to compliance with applicable criteria. The criteria applicable to this land use application are as follows:

City of Sisters Development Code (SDC):

- Chapter 1.3 - Definitions
- Chapter 2.3 - Multi-Family Residential District
- Chapter 2.7 - Public Facility District
- Chapter 2.15 - Special Provisions
- Chapter 3.2 - Landscaping and Screening
- Chapter 3.4 - Signs
- Chapter 4.7 - Land Use District Map and Text Amendments
- Chapter 4.1 - Types of Applications and Review
- Chapter 5.2 - Non-Conforming Use
- Chapter 5.3 - Subsequently Allowed Uses

City of Sisters Comprehensive Plan

- Oregon Revised Statutes
- Oregon Administrative Rules

### **SISTERS DEVELOPMENT CODE**

#### **CHAPTER 4.1 – TYPES OF APPLICATIONS AND REVIEW PROCEDURES**

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##### **4.1.100 Purpose**

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

**Staff Finding:** Staff finds that this provision is advisory.

##### **4.1.200 Description of Permit/Decision-Making Procedures**

All land use and development permit applications, except building permits, shall be decided by using the procedures contained in this Chapter. General provisions for all permits are contained in Section 4.1.700. Specific procedures for certain types of permits are contained in Section 4.1.200 through 4.1.600. The procedure “type” assigned to each permit governs the decision-making process for that permit. There are four types of permit/decision-making procedures: Type I, II, III, and IV. These procedures are described in subsections A-D

below. In addition, Table 4.1.200 lists all of the City’s land use and development applications and their required permit procedure(s).

...

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

Table 4.1.200		
Summary of Development Decisions/Permit by Type of Decision-making Procedure		
Action	Decision Type	Applicable Regulations
Comprehensive Plan Amendment	Type IV	Comprehensive Plan

**Staff Finding:** The City is proposing an amendment to the Sisters Comprehensive Plan, which does “involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts),” thus compliance with a Type IV procedure is required.

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

**Staff Finding:** The procedures outlined in the sections above were followed in the review of this application.

**4.1.600 Type IV Procedure (Legislative)**

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

**B. Notice of Hearing.**

- 1. **Required hearings.** A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.

**Staff Finding:** A minimum of two hearings will be provided – at least one before the Planning Commission and at least one before the City Council.

- 2. **Notification requirements.** Notice of public hearings for the request shall be given by the Community Development Director or designee in the following manner:
  - a. At least 20 days, but not more than 40 days, before the date of the first hearing on an ordinance that proposes to amend the comprehensive plan or any element thereof, or to adopt an ordinance that proposes to rezone property, a notice shall be prepared in conformance with ORS [227.175](#) and mailed to:
    - 1. Each owner whose property would be rezoned in order to implement the ordinance (i.e., owners of property subject to a comprehensive plan

amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment);

2. Any affected governmental agency.
3. Recognized neighborhood groups or associations affected by the ordinance;
4. Any person who requests notice in writing;
5. For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS [227.175](#).
6. Owners of airports shall be notified of a proposed zone change in accordance with ORS [227.175](#).

**Staff Finding:** Staff provided notice in accordance with the 4.1.600 (B)(2)(a) where applicable. Notice of Application was mailed to owners of the subject properties and potentially affected agencies on January 26, 2023.

- b. At least 14 calendar days before the scheduled Planning Commission public hearing date, and 14 calendar days before the City Council hearing date, notice shall be published in a newspaper of general circulation in the City.
- c. The Community Development Director or designee shall:
  1. For each mailing of notice, file an affidavit of mailing in the record as provided by Subsection a; and
  2. For each published notice, file in the record the affidavit of publication in a newspaper that is required in subsection b.

**Staff Finding:** Staff provided notice in accordance with 4.1.600 (B)(2)(b). The notice was published in the Nugget newspaper on February 1, 2023, at least 14 days prior to the initial public hearing before the Planning Commission on February 19, 2023. A second hearing is required and will be held by City Council, at which time notice will again be published in compliance with this section.

- d. The Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 35 days before the first public hearing at which public testimony or new evidence will be received.

**Staff Finding:** Notice of the proposed amendments was provided to DLCD on January 11, 2023.

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

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

**Staff Finding:** Staff has reviewed the proposed Amendments with the Statewide Planning Goals and finds the Amendments are consistent with all of the applicable goals as specified below.

This section summarizes consistency of the proposed Amendment with the following statewide goals:

- Goal 1: Citizen Involvement
- Goal 2: Land Use Planning
- Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces
- Goal 6: Air, Water and Land Resources Quality
- Goal 7: Areas Subject to Natural Hazards
- Goal 8: Recreational Needs

- Goal 9: Economic Development
- Goal 10: Housing
- Goal 11: Public Facilities and Services
- Goal 12: Transportation
- Goal 13: Energy Conservation
- Goal 14: Urbanization

The following are other Statewide Planning Goals that are not directly applicable to Sisters and, therefore, not addressed:

- Goal 3: Agricultural Lands
- Goal 4: Forest Lands
- Goal 15: Willamette River Greenway
- Goal 16: Estuarine Resources
- Goal 17: Coastal Shorelands
- Goal 18 Beaches and Dunes
- Goal 19: Ocean Resources

Consistency with the applicable goals is a requirement for any amendment to a City’s Comprehensive Plan Map, Zone Map, and Development Code. Based on the findings described below, the proposed amendments comply with all applicable Statewide Goals and associated ORS and OAR provisions.

**Goal 1 – Citizen Involvement**

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

***Finding:*** During the amendment process, public notice of the proposal was provided through mailed notice to the subject property owners, posted notice in the project area, published notice in the Nugget newspaper and posted notice on the City’s website. The city will hold public hearings before the Planning Commission and City Council. In addition, citizen involvement opportunities were provided prior to the public hearings in the form of a work session before the Planning Commission and City Council.

Based on this information, staff finds Goal 1 is met.

**Goal 2: Land Use Planning**

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

***Staff Finding:*** Staff is following the prescribed procedure for amendments to ensure adequate review of the proposed amendments.

Based on this information, staff finds Goal 2 is met.

...

**Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces**

***To protect natural resources and conserve scenic and historic areas and open spaces.***

**Staff Finding:** The proposed amendments will help promote efficient development within the Urban Growth Boundary (UGB) by rezoning one lot to MFR, thus allowing opportunities to meet the city's identified housing needs within the existing UGB and reduce the size of a potential UGB expansion.

Most of the subject properties are developed with churches on relatively large, wooded lots and this rezone will not likely change that. A few haven't been developed or could be redeveloped with housing. The city has a tree preservation ordinance that aims to preserve as many trees as possible during development.

Staff does not foresee any additional impact to Goal 5 from these amendments and the amendments could, in fact, help preserve natural resources, scenic and historic areas and open spaces by promoting infill over sprawl.

Based on the findings above, staff finds Goal 5 is met.

**Goal 6: Air, Water and Land Resources Quality**

***To maintain and improve the quality of the air, water and land resources of the state.***

**Staff Finding:** There are no specific development plans associated with the proposal. As previously found, the amendments will help promote efficient development within the current UGB, thereby limiting the additional need for land resources, and the city has a tree preservation ordinance that aims to preserve as many trees as possible during development. Any potential impacts of future development will be evaluated at the time of application for a proposed use.

Based on the findings above, staff finds Goal 6 is met.

**Goal 7: Areas Subject to Natural Hazards**

***To protect people and property from natural hazards.***

**Staff Finding:** The proposed amendments will help promote efficient development within the UGB by rezoning one lot to Multi-Family Residential District, thus allowing opportunities to meet the city's identified housing needs within the existing UGB and reduce the size of a potential UGB expansion into areas that may otherwise be subject to additional risk of natural hazards. There are no known natural hazards specific or unique to the subject properties.

Staff notes, Community wide efforts and planning are underway to minimize and mitigate the threats of natural hazards, specifically wildfire, through coordination with partner agencies, such as Deschutes County Office of Emergency Management and the local fire district. In addition, the State is formulating new rules related to mitigation of wildfire impacts through defensible space and building code requirements/recommendations.

Based on the findings above, staff finds Goal 7 is met.

**Goal 8: Recreational Needs**

***To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.***

**Staff Finding:** The amendments allow for the development of public and private play fields, sport complexes and similar recreational facilities on the subject properties that will be zoned Public Facility and Institutional. These additional recreational opportunities will expand on those already available, both publicly and privately owned.

Based on the findings above, staff finds Goal 8 is met.

**Goal 9: Economic Development**

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

**Staff Finding:** The proposed amendments expand the economic opportunities associated with development of housing in the community and recreational facilities.

Based on the findings above, staff finds Goal 9 is met.

**Goal 10: Housing**

***To provide for the housing needs of citizens of the state.***

**Staff Finding:** The 2019 Housing Needs Analysis (HNA), and as updated in 2021, identified the need for a variety of housing types to address the needs of current and future residents of Sisters. Several strategies have been employed to address this need. The City recently adopted Ordinance No. 526 amended the Sisters Development Code to that facility the development of additional housing units by changing such requirements as minimum lot sizes, density, and allowed residential uses. The proposed zone change to Multi-Family Residential District will facilitate the development of additional needed housing units, including low- and moderate-income housing, where not currently allowed.

Based on these findings, staff finds Goal 10 is met.

**Goal 11: Public Facilities and Services**

***To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.***

**Staff Finding:** The City of Sisters provides many public facilities and services and coordinates with several other local service providers to ensure timely, orderly, and efficient arrangement and provision of public services within the City of Sisters. The subject properties are in an area currently served by water, wastewater, and electrical services and there are no known capacity issues serving the existing development on the subject properties. Any future development will be subject to analysis of impact on these facilities and any associated need to increase capacity to serve the proposed use.

Based on these findings, staff finds Goal 11 is met.

**Goal 12: Transportation**

***To provide and encourage a safe, convenient and economic transportation system.***

**Staff Finding:** The City of Sisters and Oregon Department of Transportation (ODOT) provide transportation facilities in the city. The subject properties are in an area currently served by transportation facilities and there are no known capacity issues serving the existing development on the subject properties. Any future development

will be subject to analysis of impact on these facilities and any associated need to increase capacity to serve the proposed use.

Goal 12 is also implemented by OAR 660-0060, better known as the Transportation Planning Rule (TPR). The TPR is addressed in more detail below.

Based on the findings herein, staff finds Goal 12 is met.

**Goal 13: Energy Conservation**

*To conserve energy.*

**Staff Finding:** No impact to energy conservation is anticipated. This provision does not apply.

**Goal 14: Urbanization**

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

**Staff Finding:** The proposed amendments apply only to properties located with the current city limits and provide for efficient use of these lands and accommodate urban uses, including multi-family residential, places of worship, community centers, and recreational uses. More particular, the proposed rezoning of one lot to Multi-Family Residential District allows opportunities to address the city’s identified housing needs within the existing UGB and reduce the size of a potential UGB expansion.

Based on the findings above, staff finds Goal 14 is met.

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

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

**Section 1 - Public Involvement**

POLICY 1.1.1 The Community Involvement Program will be directed by the City’s Planning Commission, sitting as the Committee for Community Involvement. The Planning Commission shall seek multiple methods to support and cultivate additional, new, and ever-expanding community involvement opportunities including working directly with a diversity of organizations to amplify opportunities for involvement.

**Staff Finding:** Not applicable.

POLICY 1.1.2 The Planning Commission shall annually evaluate the City’s public involvement tools and processes and report its findings in writing to the City Council along with recommendations as appropriate for improving the program.

**Staff Finding:** Not applicable.



POLICY 1.1.3 The City shall ensure that the level of funding and human resources allocated to the Community Involvement Program is an amount that will make community involvement and outreach an integral part of the planning process and that will remove barriers to participation for community members with limited incomes through methods such as providing compensation.

**Staff Finding:** Not applicable.

POLICY 1.1.4 The City shall ensure that the Vision Implementation Team of the Sisters Country Vision regularly reports on the progress of Action Plan implementation, including documentation of its community outreach efforts.

**Staff Finding:** Not applicable.

POLICY 1.1.5 The City shall provide information or conduct activities that help community members learn about and better understand the municipal operations of the City and encourage a greater degree of civic engagement.

**Staff Finding:** Not applicable.

POLICY 1.2.1 Planning Commission and other City officials shall identify barriers to engagement and actively seek opportunities to personally present planning process or specific project information to community organizations, especially opportunities that will reach historically lesser-involved residents.

**Staff Finding:** Not applicable.

POLICY 1.2.2 The City shall ensure that information about planning activities and notices of upcoming meetings are maintained on the City's website and distributed via a variety of outlets and methods, including non-traditional methods that might be more successful at reaching underrepresented or less frequently involved members of the public.

**Staff Finding:** All meeting agendas, packets and meeting minutes are available on the City website and agendas are posted at the post office and in the city hall lobby. Notices are mailed to the impacted property owners and the subject properties are posted with relevant information. In addition, a specific website page is maintained on the city website with project specific information.

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

**Staff Finding:** See response above in Policy 1.2.2.

POLICY 1.2.4 The City shall actively encourage community participation in planning processes and shall implement strategies to reach underrepresented or marginally-involved populations.

**Staff Finding:** All public notices sent out related to this application encourage community input and provide clear direction about how to do that and by what deadline.

POLICY 1.2.5 City officials shall reach out to and encourage qualified individuals from historically lesser-involved populations to apply for vacancies on the City’s advisory bodies, not only to foster vibrant and diverse perspectives within these bodies but also to encourage bridge-building to other voices in those populations and to create, strengthen and maintain relationships with those populations.

**Staff Finding:** Not applicable.

POLICY 1.2.6 The City shall provide options for community members to view and participate in all official City meetings in-person or remotely, consistent with State requirements, in order to reduce barriers to participation.

**Staff Finding:** There will be a minimum of two public hearings associated with the subject application – one at the Planning Commission and one at City Council – and all meetings will be public to view and participate both in person and remotely via Zoom.

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

**Staff Finding:** See response above in Policy 1.2.2

POLICY 1.3.2 The City shall provide information in a simple and understandable form, with minimal use of abbreviations or technical jargon.

**Staff Finding:** Staff strives to provide information in a simple, understandable form, while also meeting its requirement to make legally defensible findings of compliance with criterion.

POLICY 1.3.3 Upon written request, the City shall aid in distributing, interpreting, and using technical information in a timely manner.

**Staff Finding:** Staff stands available to assist with any questions about technical information.

POLICY 1.3.4 The City shall document, retain, and make available for public assessment recommendations resulting from the Community Involvement Program.

**Staff Finding:** Not applicable.

POLICY 1.3.5 Policy-makers shall endeavor to respond to community members who have participated in community engagement activities. The City will make available a written record of the rationale used to reach land-use policy decisions at City Hall, on the City’s Website, and via other resources as appropriate.

**Staff Finding:** The City posts approved land use decisions and the rationale for the decisions on the City website (<https://www.ci.sisters.or.us/community-development/page/active-land-use-notice-decisions>).

POLICY 1.3.6 The City shall consider appointing a designated staff member who can help community members understand and interpret City plans and regulations upon request.

**Staff Finding:** Not applicable.

## **Section 2 - Land Use**

GOAL 2: Continue to implement a Land Use Planning process and policy framework as a basis for all decisions and actions related to the use of land; ensure an adequate factual base for such decisions and actions are consistent with the policy framework, other Comprehensive Plan policies, and the implementing planning documents.

**Staff Finding:** A land use planning process prescribed in the Sisters Development Code is being used as the basis for this land use decision. A factual basis is being utilized for the decision, including an analysis of the impact on transportation and utilities and other infrastructure, as well as consistency with Comprehensive Plan policies and other implementing planning documents, such as the Transportation System Plan.

POLICY 2.1.1 The City shall maintain a cohesive Comprehensive Plan developed with guidance from community input and the Sisters Country Vision process to further implement the aspirations of the Vision in day-to-day land use decisions and actions.

**Staff Finding:** Not applicable.

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

**Staff Finding:** Not applicable.

POLICY 2.1.3 The City shall periodically review and as-needed update Comprehensive Plan policies to account for changes in public policy, community priorities, state and federal law, and demographic, physical, environmental, economic, natural hazard, or other conditions in order to ensure that the Plan is an accurate and effective guide for future growth.

**Staff Finding:** Not applicable.

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

**Staff Finding:** Staff is proposing amendments to the Development Code as part of this request. Notification of partner organizations, residents and property owners and businesses occurred as part of the required public notices, including email notices, mailed notices, published notice in the Sisters Nugget, and posted signs around the subject property.

POLICY 2.1.5 The City Council shall consider the Comprehensive Plan goals and policies during its annual goal setting process and/or during other decision-making, budgeting, or policy-making processes.

POLICY 2.1.6 The City shall periodically review and as needed amend the Sisters Development Code to ensure that the zoning districts are adequate to address the goals, policies, and objectives of the Comprehensive Plan.

**Staff Finding:** This land use request includes amendments to the Sisters Development Code to amend the Public Facility Zone District to allow churches as a conditional use and to allow private parks. The purpose of that is to facilitate the cleanup of outdated zoning (Urban Area Reserve) by rezoning it to the more appropriate Public Facility zone district.

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

**Staff Finding:** Not applicable.

POLICY 2.1.8 The City shall ensure that a clear and objective process is available for all housing types that meet design standards, provide adequate open space, and meet the needs of Sisters' residents, while potentially offering an alternative discretionary path for projects that cannot meet these standards.

**Staff Finding:** For the portion of properties proposed to be rezoned to Multi-Family Residential (MFR), staff will endeavor to ensure a clear and objective process for future housing proposals.

### **Section 3 - Growth Management**

GOAL 3: Encourage growth to strike a balance between urban scale development and preserving the history, natural beauty, and character of the community.

**Staff Finding:** The proposed requests cleans up outdated zoning and allow the status quo to continue in the subject area, as well as allow for opportunities to meet future housing needs on several of the lots. With this, future growth in the area will continue to strike the necessary balance of urban development and preservation of the natural feel in the area.

Objective 3.1 To promote efficient development within the Urban Growth Boundary (UGB) to accommodate forecasted housing and employment growth, minimize the cost of providing public services and infrastructure, and to protect resource land outside the UGB. This shall be balanced with community goals and policies to manage natural resources, preserve open space, protect life and property from natural hazards, and maintain community livability.

**Staff Finding:** The proposed request will help promote efficient development within the UGB by rezoning one lot to MFR, thus allowing opportunities to meet the city's identified housing needs within the existing UGB and reduce the size of a potential UGB expansion.

POLICY 3.1.1 The City shall manage the UGB to maintain the potential for planned urban development on urbanizable lands to accommodate forecasted housing and employment growth and accommodate other supporting facility and land needs, including open space.

**Staff Finding:** Rezoning to PFI and MFR allow increased opportunities for housing and employment and accommodate other supporting facility and land needs in the UGB, including open space and parks.

POLICY 3.1.2 As part of its growth management program, the City shall promote efficient development within the existing UGB and explore the potential for establishing and implementing urban reserves to guide longer-term development.

**Staff Finding:** The proposed request will promote efficient development within the UGB by allowing opportunities for increased housing and expansion of public and institutional uses.

POLICY 3.1.3 The City shall plan for the use of land within the Sisters Urban Growth Boundary for urban uses, urban services, public facilities, and annexation.

**Staff Finding:** Not applicable.

POLICY 3.1.4 The City shall support adequate public safety services to serve its growing population.

**Staff Finding:** The PFI zone supports public uses, such as public safety to ensure they have adequate space for facilities.

POLICY 3.1.5 The City shall provide for an orderly and efficient conversion of urbanizable land to urban land through application of comprehensive plan and zoning designations at the time of annexation, and development review at the time of proposed development.

**Staff Finding:** Not applicable as the properties are already annexed.

POLICY 3.1.6 When evaluating the capacity of the Sisters Urban Growth Boundary and considering annexation of land for urban development, the City shall consider the needs of parks and open space, natural hazards, specifically wildfire and flooding, and infrastructure provision.

**Staff Finding:** Not applicable. The properties are already annexed.

Objective 3.2 To provide City services as an integral part of the City's growth management strategy.

**Staff Finding:** The rezone to PFI will support city and public services necessary to support future growth.

POLICY 3.2.1 The City shall require annexation prior to extending water or sanitary sewer services to any property within the unincorporated portion of the UGB.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.2.2 The City shall not authorize urban levels of development without the provision of all necessary urban services to support planned levels of development. The City will require provision of urban services as lands are converted to urban lands.

**Staff Finding:** No development is proposed with this request. In the future, if one of parcels associated with this request proposes to develop, the city requires land use approval and one of the review criteria is that adequate water, wastewater and transportation infrastructure is provided to support the planned level of development. The city will not authorize development until this is demonstrated.

POLICY 3.2.3 Development that occurs on unincorporated rural land within the Sisters UGB shall be sited in such a way as to not preclude future urban development and services.

**Staff Finding:** Not applicable.

POLICY 3.2.4 The City and Deschutes County shall work together, in coordination with other public agencies to require property owners and/or developers to pay their appropriate proportionate share of the costs to

extend urban services to their properties and to pay for or build necessary on- and off-site public improvements.

**Staff Finding:** Not applicable. Urban facilities are already extended to the properties.

Objective 3.3 To ensure that land brought into the UGB to meet the City's residential needs provides adequate public facilities and a mix of market rate and affordable housing units.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.3.1 The City shall ensure that the Development Code requires approval of a framework plan that includes a description of the development proposed (including uses and densities for the subject area) for lands brought into the UGB. The City should work cooperatively with property owners in the development of framework plans.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.3.2 The City shall coordinate capital improvements planning with concept and master planning of parcels brought into the UGB to ensure that land is ready for efficient residential development.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.3.3 The City shall require that lands intended for residential development that are annexed into the city limits, will have a residential zone applied concurrent with annexation.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.3.4 The City shall ensure Development Code requirements contain clear and objective standards for development of Affordable Housing when land is annexed into the City or when land is rezoned from a non-residential district to a residential district.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.3.5 The City shall ensure that the Development Code requires that newly annexed residential areas will be evaluated through a master plan ensuring provision of adequate public facilities and take into design consideration, the uses of lands located outside the UGB.

**Staff Finding:** Not applicable. The properties are already annexed.

POLICY 3.3.6 Where possible, new development should accommodate the extension of services to abutting lands that are in the UGB and City Limits, prior to, or in association with, servicing lands outside the UGB and/or City limits.

**Staff Finding:** Not applicable. The properties are already annexed.

**Livability**

GOAL 4: Maintain and enhance the livability of Sisters as a welcoming community with a high quality of life and a strong community identity.

**Staff Finding:** The proposed request will continue to allow the existing institutional uses within the subject properties and allow for possible public facilities and residential uses on the one lot proposed to be rezoned to MFR. This will maintain and enhance the livability of Sisters.

Objective 4.1 COMMUNITY IDENTITY. To promote projects, programs, and initiatives that strengthen the community's identity, including historic resources, scenic views, trees, artisanal activities, and inclusive attitude towards all community members.

**Staff Finding:** Preserving the opportunity for existing and future churches, along with providing limited opportunities for housing will help to strengthen the community's identity.

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

**Staff Finding:** Most of the subject properties are developed with churches on relatively large, wooded lots and this rezone will not likely change that. A few haven't been developed or could be redeveloped with housing. The city has a tree preservation ordinance that aims to preserve as many trees as possible during development.

POLICY 4.1.2 The City shall work with community partners to promote the friendly smalltown atmosphere of Sisters as the City and region grow and increase opportunities for connections between businesses, residents, and visitors.

**Staff Finding:** Not applicable.

POLICY 4.1.3 The City shall work to identify and reduce barriers to participation from historically underserved populations in Sisters and promote diverse, welcoming, and inclusive community conversations about the future of Sisters so that all residents are valued and supported.

**Staff Finding:** Not applicable.

POLICY 4.1.4 The City shall support proactive, engaged community-oriented crime prevention strategies that help maintain neighborhood stability and promote cooperation between residents and law enforcement.

**Staff Finding:** Not applicable.

POLICY 4.1.5 The City shall develop and implement an action plan to address current and historical practices related to diversity, equity, and inclusion in Sisters.

**Staff Finding:** Not applicable.

POLICY 4.1.6 The City shall work with community partners to promote Sisters as a safe place where all people are welcome, regardless of racial, ethnic, and cultural background, age, sexual orientation, or socio-economic status.

**Staff Finding:** Not applicable.

POLICY 4.1.7 The City shall conduct public education and outreach of the historic resources in Sisters and encourage property owners to nominate their eligible properties to the Deschutes County Inventory of Historic Sites and/ or National Historic Register.

**Staff Finding:** Not applicable.

POLICY 4.1.8 The City shall identify and protect historical sites in coordination with the Deschutes County Landmarks Commission.

**Staff Finding:** Not applicable.

Objective 4.2 NEIGHBORHOOD DESIGN. To facilitate development and redevelopment of neighborhoods to support community members' economic, social, and cultural needs, and promote health, wellbeing, universal access, and innovative design.

**Staff Finding:** This proposal will continue to facilitate development of neighborhood that meet the community members needs, specifically institutional and housing needs.

POLICY 4.2.1 The City shall encourage the development of housing that is safe and durable, with design features and transitions that contribute to compatibility with existing neighborhoods and allow for innovation.

**Staff Finding:** The city's existing Development Code requires high quality housing that is compatible with existing neighborhoods through required compliance with design, height, and setback standards.

POLICY 4.2.2 The City shall encourage the development of livable, cohesive, well connected and accessible neighborhoods with convenient access to goods and services, such as neighborhood commercial uses and childcare, opportunities for recreation, and access to nature.

**Staff Finding:** The subject properties are mostly developed, but future development or redevelopment is possible and all of it would be required to comply with the site plan and architecture standards of the development code that incorporate many of these features.

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

**Staff Finding:** The properties are mostly developed, but future development or redevelopment will be required by the code to ensure proper buffering with neighboring properties.

POLICY 4.2.4 The City shall adopt Development Code provisions that require new neighborhoods be designed to include a variety of housing types suitable for different income levels, ages, and lifestyles.

**Staff Finding:** Limited opportunities for housing are proposed with this rezoning and the MFR zone district allows a variety of housing types to satisfy a wide variety of people's needs.



POLICY 4.2.5 The City may allow creative interim uses on vacant properties until the time that development becomes viable.

**Staff Finding:** Interim uses are allowed on vacant properties as long as they are in compliance with the development code.

POLICY 4.2.6 The City shall reduce the negative impacts of noise pollution from industrial uses upon residential uses through compatible site and building design.

**Staff Finding:** Not applicable. No industrial uses are allowed in the proposed new zone districts.

POLICY 4.2.7 The City shall enhance its Dark Skies program to prevent light pollution and protect night sky views both through regulation of new development and through incentivizing retrofitting of existing non-conforming lighting.

**Staff Finding:** All new development will comply with the Dark Skies requirements.

Objective 4.3 ACTIVE TRANSPORTATION. To promote use of active transportation modes such as walking and bicycling to improve individual and community health, social interaction, and community safety.

**Staff Finding:** All new development and redevelopment is required to provide sidewalks, bicycle racks and, in some cases, multi-use paved paths.

POLICY 4.3.1 The City shall promote the use of active transportation modes and transit to provide more reliable options for neighborhood residents, specifically workforce housing residents, and help reduce the need to drive for local trips, including in underdeveloped areas that currently lack facilities for walking or biking.

**Staff Finding:** Not applicable. This is something the City is encouraged to do through programs, education, policies and investments.

POLICY 4.3.2 The City shall require that development improves the connectivity of the City's active transportation modes by providing infrastructure and connections that make it easier and more direct for people to walk or bike to destinations such as parks, schools, commercial services, and neighborhood gathering places.

**Staff Finding:** All new development and redevelopment is required to provide sidewalks, bicycle racks and, in some cases, multi-use paved paths.

POLICY 4.3.3 The City shall coordinate with the US Forest Service to create trail connections between the City and the Deschutes National Forest.

**Staff Finding:** Not applicable.

POLICY 4.3.4 The City shall expand pedestrian and bicycle-friendly amenities, including lighting and wayfinding, in key corridors to encourage residents and visitors to walk rather than drive.

**Staff Finding:** The City continuously looks for opportunities to expand pedestrian and bicycle-friendly amenities, including lighting and wayfinding, in key corridors to encourage residents and visitors to walk rather than drive. Opportunities exist in the future to improve the path along Highway 242 that includes several of the subject properties.

## **Housing**

GOAL 5: Meet the housing needs of current and future residents, as well as the region’s private and public sector employers, by creating opportunities for development of a wide range of housing for all ages and income levels, including housing that is safe and high quality and that includes design features and transitions that contribute to compatibility with existing neighborhoods.

**Staff Finding:** The rezoning of the one lot to MFR will help meet the housing needs of current and future residents.

Objective 5.1 To accommodate residential growth within the City of Sisters Urban Growth Boundary.

**Staff Finding:** Residential growth would be accommodated within the UGB with the proposed rezoning of one lot to MFR.

POLICY 5.1.1 The City shall ensure adequate, developable residential land is available to meet the City’s needs as identified in the most recent adopted Housing Needs Analysis.

**Staff Finding:** Creating more MFR land will help meet the city’s housing needs identified in its most recent adopted HNA.

POLICY 5.1.2 The City shall maintain reasonable, clear, objective, and enforceable design standards for all housing types, including single-family detached homes, “plexes,” townhomes, apartments, cottage cluster housing, accessory dwelling units, and manufactured homes on individual lots and in manufactured home parks.

**Staff Finding:** Not applicable.

POLICY 5.1.3 The City shall encourage development of residential land in a manner that is compatible with existing neighborhoods and that promotes the creation of mixed income neighborhoods.

**Staff Finding:** A rezoning to MFR for one lot is proposed, however, no specific development is proposed at this time. If that occurs in the future, any proposal will be required to comply with the Sisters Development Code that includes standards to ensure compatibility with existing neighborhoods.

POLICY 5.1.4 The City shall ensure the development code allows for housing developers to respond to changing market conditions and other circumstances such as changing incomes, household size or other demographic characteristics, demand or need for different types of housing, the cost of land or building materials, and other factors.

**Staff Finding:** Not applicable.

POLICY 5.1.5 The City shall monitor residential development and the availability of land within the City to meet future needs and publish this information for City leadership and the broader community.

**Staff Finding:** Not applicable.

POLICY 5.1.6 The City shall periodically reassess current and projected future housing needs and update and implement housing policies and strategies to address them.

**Staff Finding:** Not applicable.

Objective 5.2 To provide housing opportunities that meet the needs and preferences of current and future households.

**Staff Finding:** Creating more MFR land will help meet the city's housing needs identified in its most recent adopted HNA.

POLICY 5.2.1 The City shall provide flexibility through Development Code requirements for innovative housing types to meet the need for the full range of housing types in the City.

**Staff Finding:** Not applicable.

POLICY 5.2.2 The City shall accommodate the housing needs of people in all life stages through housing design, types, and locations that accommodate aging populations (including assisted living facilities and aging-in-place in existing homes) in locations within walking distance of commercial areas and other services.

**Staff Finding:** By adding property zoned MFR, the city is helping to accommodate the housing needs of a wide variety of people in locations within walking distance to commercial area and other services nearby.

POLICY 5.2.3 The City shall support construction of dwelling units that incorporate alternative or innovative building materials and methods that follow approved State Building Code requirements.

**Staff Finding:** Not applicable.

POLICY 5.2.4 The City shall encourage mixed use development including live/work housing in Commercial and North Sisters Business Park districts to support both residents and businesses.

**Staff Finding:** Not applicable.

Objective 5.3 To support the development of low- and moderate-income housing, transitional housing, and emergency shelters through its development code, land use policies, and other incentive programs.

**Staff Finding:** Rezoning one lot to MFR allows for the opportunity to support low- and moderate-income housing.

POLICY 5.3.1 The City shall coordinate with providers of affordable housing to identify sites, projects, and partners to develop housing units for low- and moderate-income households.

**Staff Finding:** The rezone to MFR will help create the opportunity for providers of affordable housing to identify sites, projects, and partners to develop housing units for low- and moderate-income households.

POLICY 5.3.2 The City shall evaluate and update the development code to identify and reduce barriers to the creation of housing units for low- and moderate-income households and to encourage creating mixed income neighborhoods.

**Staff Finding:** Not applicable.

POLICY 5.3.3 The City shall evaluate policy and program options to enhance funding streams that would offer subsidies to offset development costs of affordable housing projects, including potential dedication of city or other publicly owned land.

**Staff Finding:** Not applicable to the proposal; however, the city has made efforts to create funding streams for subsidies to offset development costs of affordable housing projects through its Affordable Housing Grant Program, money dedicated to workforce housing in the Urban Renewal District, and other sources.

POLICY 5.3.4 The City shall monitor and evaluate the efficacy of the existing Affordable Housing Grant Program and support changes to the program as conditions warrant.

**Staff Finding:** Not applicable.

POLICY 5.3.5 The City shall coordinate with emergency shelter providers, public safety providers and the County Health Department to adopt appropriate policies that are supportive of emergency shelters, transitional housing and supportive services for people who are experiencing houselessness and/or face other specialized housing needs, and which are sensitive to the concerns of the whole community and continue to comply with state law.

**Staff Finding:** Not applicable.

## **Section 6 - Environment**

GOAL 6.1: Protect, conserve, and enhance the quality of the City's natural and scenic resources; maintain the quality of its air, land, water, and wildlife habitat; and improve community health.

**Staff Finding:** There are no specific development plans associated with the proposal, but there is no net increase or decrease in the impact that development would have on the city's natural and scenic resources on the account of the rezone and development code amendments.

POLICY 6.1.1 The City shall identify and protect natural and scenic resources within the UGB, including riparian areas.

**Staff Finding:** Not applicable.

POLICY 6.1.2 The City shall require the preservation and health of inventoried wildlife habitat corridors.

**Staff Finding:** Not applicable.

POLICY 6.1.3 The City shall require retention of significant trees, in particular mature groves and individual ponderosa pine trees, before, during and after the development process to support a healthy urban forest and honor the City's status as an Arbor Day Tree City, while also maintaining a fire-resistant urban forest.

**Staff Finding:** Not applicable. There are no specific development plans associated with the proposal.

POLICY 6.1.4 The City shall evaluate potential impacts to wildlife from light and noise pollution and require mitigation where appropriate.

**Staff Finding:** Not applicable. There are no specific development plans associated with the proposal.

POLICY 6.1.5 The City shall promote development that integrates with the surrounding natural environment and reduces impact on natural systems by using natural resources and processes to manage stormwater, decrease greenhouse gas emissions, and address other impacts related to air and water quality.

**Staff Finding:** Not applicable. There are no specific development plans associated with the proposal.

POLICY 6.1.6 The City shall emphasize use of fire-resistant, native vegetation and establish a noxious weed control program in coordination with Deschutes County.

**Staff Finding:** Not applicable.

POLICY 6.1.7 The City shall develop, and periodically review and update, ordinances to ensure that air, land, and water resources are protected.

**Staff Finding:** Not applicable.

POLICY 6.1.8 All development within the City of Sisters city limits and UGB shall comply with applicable state and federal water quality requirements.

**Staff Finding:** Not applicable. There are no specific development plans associated with the proposal, but will be required to comply with applicable state and federal water quality requirements at the time of development.

POLICY 6.1.9 To protect and enhance water quality as required by state and federal requirements, the City shall implement provisions in the Central Oregon Stormwater Manual through the City of Sisters Public Works Construction Standards.

**Staff Finding:** Not applicable at this time.

POLICY 6.1.10 The City shall enhance opportunities for physical and visual access to Whychus Creek while protecting its watershed from contaminants.

**Staff Finding:** Not applicable.

GOAL 6.2: Protect people, property, and structures from natural hazards, such as flooding, drought, wildfires, volcanic or seismic hazards.

**Staff Finding:** Community wide efforts and planning are underway to minimize and mitigate the threats of natural hazards.

Objective 6.2.1 To reduce the hazards related to wildfire through a combination of proper location and design of new development, reduction of combustible materials, and coordination with partnering agencies and community members.

**Staff Finding:** Community wide efforts and planning are underway to minimize and mitigate the threats of natural hazards, specifically wildfire, through coordination with partner agencies, such as Deschutes County Office of Emergency Management and the local fire district.

POLICY 6.2.1.1 The City shall develop, refine, and implement a coordinated wildfire mitigation strategy in partnership with Deschutes County, Sisters Camp Sherman Fire District, the US Forest Service, Oregon Department of Forestry, and other relevant agencies.

**Staff Finding:** See above.

POLICY 6.2.1.2 The City shall continue to review and update the City of Sisters development codes to improve and enhance the fire and drought resistance of homes, communities, and landscapes.

**Staff Finding:** See above.

POLICY 6.2.1.3 To reduce risk of destruction by wildfire, the City shall require preparation of wildfire mitigation plans in conjunction with new development for review and approval by the City as part of the development application process.

**Staff Finding:** See above.

POLICY 6.2.1.4 The City shall promote and enforce resident participation in Fire Free Program to reduce combustible materials on existing properties and create defensible space.

**Staff Finding:** See above.

POLICY 6.2.1.5 The City shall support a program to support fire resistant retrofits of commercial and residential buildings with emphasis on buildings that are designated historic or have historic value, as determined through historic survey.

**Staff Finding:** Not applicable.

POLICY 6.2.1.6 The City shall evaluate wildfire risk as a criterion for future areas of growth.

**Staff Finding:** Not applicable.

POLICY 6.2.1.7 The City shall address the impacts of wildfire in the design and determining the location of development projects.

**Staff Finding:** Community wide efforts and planning are underway to minimize and mitigate the threats of natural hazards, specifically wildfire, through coordination with partner agencies, such as Deschutes County

Office of Emergency Management and the local fire district. In addition, the State is formulating new rules related to mitigation of wildfire impacts through defensible space and building code requirements/recommendations.

Objective 6.2.2 To reduce potential impacts from flooding of Whychus Creek by managing stormwater runoff, limiting development in flood-prone areas, and other flood mitigation and management strategies.

**Staff Finding:** Not applicable as the subject properties are not located in the floodplain or new Whychus Creek.

POLICY 6.2.2.1 The City shall regulate development in the 100- year floodplain and flood prone areas to protect life and property; to allow for transport of flood waters; to protect and enhance water quality; and to protect the economic, environmental, and open space qualities of the land and Whychus Creek.

**Staff Finding:** Not applicable.

POLICY 6.2.2.2 The City shall require certain land-disturbing activities associated with site clearing, grading, construction, and other improvements to employ erosion control practices to prevent increased stream sedimentation.

**Staff Finding:** Not applicable.

POLICY 6.2.2.3 The City shall investigate and, where feasible, require developers or property owners to utilize instruments such as conservation easements or dedications to preserve the natural state and health of the Whychus Creek floodplain.

**Staff Finding:** Not applicable.

POLICY 6.2.2.4 The City shall ensure that standards for new development require stormwater runoff to be infiltrated or detained onsite to the maximum extent practicable or stored and treated in a regional facility to preserve the natural hydrology and water quality of Whychus Creek.

**Staff Finding:** Not applicable.

POLICY 6.2.2.5 The City shall require site-specific buffering, setback requirements, and best management practices, to enhance and protect stream-side properties, as well as Whychus Creek riparian areas and channel migration zone.

**Staff Finding:** Not applicable.

Objective 6.2.3 To improve responses to natural disasters and associated emergencies through improved communication, education, coordination, and other strategies.

**Staff Finding:** Community wide efforts and planning are underway to minimize and mitigate the threats of natural hazards, specifically wildfire, through coordination with partner agencies, such as Deschutes County Office of Emergency Management and the local fire district.

POLICY 6.2.3.1 The City shall collaborate with other emergency service providers and agencies to promote and participate in enhanced coordination of disaster preparedness and response efforts in Sisters Country within the statewide network.

**Staff Finding:** See above.

POLICY 6.2.3.2 The City shall work with appropriate agencies, including the Deschutes County Emergency Management and Sisters Camp Sherman Rural Fire Protection District to update and implement emergency management plans.

**Staff Finding:** See above.

POLICY 6.2.3.3 The City shall develop and implement a strategy to educate the public and reduce barriers to public information about natural hazards.

**Staff Finding:** See above.

POLICY 6.2.3.4 The City shall comply with State requirements on wildfire mitigation for defensible space and building codes in areas categorized as extreme or high wildfire risk, as determined and by State wildfire mapping.

**Staff Finding:** Once the rules are approved, the city will comply with State requirements on wildfire mitigation for defensible space and building codes in areas categorized as extreme or high wildfire risk, as determined and by State wildfire mapping.

GOAL 6.3: Promote energy efficiency and mitigate the anticipated impacts of climate change in Sisters.

**Staff Finding:** Not applicable to this proposal.

POLICY 6.3.1 The City shall update ordinances regarding replacing existing non-certified wood stoves and encourage non-polluting and efficient heat sources for homes.

**Staff Finding:** Not applicable to this proposal.

POLICY 6.3.2 The City shall advocate at the local, state, and federal levels for building codes that increase energy conservation and facilitate emission reductions; and implement these codes locally.

**Staff Finding:** Not applicable to this proposal.

POLICY 6.3.3 The City shall identify ways to address climate change in city decision making processes.

**Staff Finding:** Not applicable.

POLICY 6.3.4 The City shall support local educators and other local organizations and/or state and federal agencies in informing residents, businesses, developers, and other community members about climate science and how community members can adapt and mitigate for a changing climate, including transportation and energy choices, local food production and consumption, the sharing economy, sustainability at work programs and waste reduction.



**Staff Finding:** Not applicable.

POLICY 6.3.5 The City shall promote native climate-resilient vegetation, landscaping, and local food systems such as community gardens, farmers markets, and other programs aimed at local food production and increasing equitable access to local foods.

**Staff Finding:** Not applicable.

POLICY 6.3.6 The City shall consider equity and affordability when developing city programs and development standards related to energy conservation and climate change and identify strategies for reducing potential impacts related to increased costs.

**Staff Finding:** Not applicable.

POLICY 6.3.7 The City shall partner with business owners as well as regional and state agencies on strategies to reduce greenhouse gas emissions from known sources that adversely affect public health and contribute to climate change.

**Staff Finding:** Not applicable.

POLICY 6.3.8 The City shall provide a sustainable transportation system that meets the needs of present and future generations, consistent with the adopted Transportation System Plan.

**Staff Finding:** Not applicable.

POLICY 6.3.9 The City shall practice energy efficiency and climate change mitigation in its own operations, including sustainable buildings, electric vehicles, outdoor lighting, and active transportation.

**Staff Finding:** Not applicable.

POLICY 6.3.10 The City shall promote environmentally- and socially-sustainable practices associated with housing development and construction.

**Staff Finding:** Not applicable. When a specific development proposal in the subject properties come forward, it will be subject to the rules and codes in place at the time.

POLICY 6.3.11 The City shall encourage the adaptive reuse of existing buildings to help meet the City's housing, employment, and other needs, while also reducing and/or managing conflicts between residential and non-residential uses.

**Staff Finding:** Not applicable.

POLICY 6.3.12 The City shall consider incentives for new housing development or redevelopment projects that increase energy efficiency, improve building durability, produce, or use clean energy, conserve water, use repurposed or sustainably produced materials, manage stormwater naturally, and/or employ other environmentally sustainable practices.

**Staff Finding:** Not applicable to this proposal.

## **Section 7 – Parks, Recreation and Open Space**

GOAL 7.1: Plan, develop, maintain, and enhance recreation opportunities, scenic views, and open spaces to meet the needs of community members and visitors of all ages, abilities, cultures, and incomes and enhance their physical and mental health.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.1 The City shall create a unique park system that reflects and strengthens the City's identity, including consistency with the western design theme and a focus on public arts.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.2 The City shall develop parks that serve as destinations for locals and visitors.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.3 The City shall ensure that new facilities are planned, designed, and constructed to be safe, inclusive, and accessible to individuals of all ages, abilities, backgrounds, and income levels.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.4 The City shall update existing facilities and equipment to improve accessibility for all individuals and to ensure safety and utility.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.5 The City shall ensure that parks are appropriately lit and in accordance with the City's Dark Sky Ordinance.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.6 The City shall acquire land in accordance with the Parks Master Plan that can provide park space in all neighborhoods, including those currently underserved by parks.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.7 The City shall develop and maintain attractive and enjoyable spaces with enhanced landscaping and natural resources that serve a diverse range of activities and events, as identified in the Parks Master Plan.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.8 The City shall update the Parks Master Plan every five to ten years to ensure that it continues to reflect the needs for specific types of park and recreation facilities and programs identified by the community and supported by current and projected future recreation trends.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.9 The City shall provide public restrooms as part of major and/or centrally located parks and recreation facilities.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.10 The City shall ensure that the Development Code contains provisions that require publicly accessible open space as a component of residential development and Master Plan developments.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.11 The City shall identify and develop standards to preserve notable scenic views and green spaces as development occurs, possibly including development standards, public access easements, conservation easements, or property acquisition where applicable.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.12 The City shall work with private and public property owners to inventory and preserve scenic view corridors and creek access points along roadways, balancing access with conservation of natural resources.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.13 Where possible, the City shall acquire land that serves to protect open space and scenic view corridors as well as defensible space for wildfire protection.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.14 The City shall consider strategies to set aside large areas of land in the City's core for centric urban park use through the Parks Master Plan Update.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.15 The City shall support the use of parks and recreation facilities for hosting events, particularly those that are providing public benefits.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.1.16 The City shall add signage or information kiosks in parks that include historical and educational information, where appropriate.

**Staff Finding:** Not applicable to this proposal.

GOAL 7.2: Identify and pursue funding mechanisms for acquisition, development, maintenance, and operations of facilities.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.2.1 The City shall establish stable and diverse mechanisms for funding acquisition, development, operations, and maintenance of existing and future recreation and parks facilities, including researching and preparing grant proposals to fund projects.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.2.2 The City shall regularly update contingency plans for potential future funding shortfalls utilizing existing plans, policies, and procedures.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.2.3 The City shall review new and current funding mechanisms periodically to assess their effectiveness in meeting the goals and objectives of the Parks Master Plan.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.2.4 The City shall maintain a program of System Development Charges (SDC) to develop park facilities.

**Staff Finding:** Not applicable to this proposal.

GOAL 7.3: Create a citywide network of recreation opportunities that are connected and accessible through a variety of transportation options.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.1 The City shall develop strategies to address gaps in access to recreation facilities. Fir Street Park

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.2 The City shall promote social and physical connections to facilities and an equitable distribution of facilities within the community.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.3 The City shall construct pedestrian and bicycle paths and trails to promote connectivity between parks and other local destinations.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.4 The City shall improve pedestrian access to Whychus Creek in accordance with the Whychus Creek Restoration and Management Plan.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.5 The City shall develop a network of wayfinding signage, informational kiosks, and maps to help people find parks and recreation facilities.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.6 The City shall ensure that pathways through park facilities are adequately lit, consistent with the City's Dark Sky Ordinance.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.7 The City shall pursue easements through private properties to create new connections and improve access to park and recreation facilities.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.3.8 The City shall develop designated bicycle and pedestrian corridors that connect park and recreation facilities across the city.

**Staff Finding:** Not applicable to this proposal.

GOAL 7.4: Promote the development of park and recreation facilities that minimize impacts to natural areas and habitats, particularly those that are environmentally sensitive.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.4.1 The City shall explore programs and funding to obtain land in the flood plain for the public's recreational use.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.4.2 Where appropriate, the City shall plan, design, and protect areas for habitat viability, including the safe movement of wildlife necessary to maintain biodiversity and ecological balance.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.4.3 The City shall incorporate low-impact design practices into the planning and development of new and existing facilities, including the use of native or climate adaptive plant species in park and recreation facility landscaping.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.4.4 The City shall preserve and enhance natural landscapes, including preserving naturalized open spaces and fire-resistant, native vegetation as part of park and recreation facilities.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.4.5 The City shall require the safe use of chemicals as part of park and recreation facility operations and maintenance.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.4.6 The City shall consider resiliency to drought, fire, and other natural hazards when developing new park and recreation facilities.

**Staff Finding:** Not applicable to this proposal.

GOAL 7.5: Sustain and enhance partnerships with residents, community groups, and other agencies including Deschutes County, the Sisters School District, Oregon Parks and Recreation Department, the US Forest Service, and others to integrate and manage recreational resources in a collaborative and cost-effective manner.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.1 The City shall develop partnerships with community and private entities (e.g., community alliances, organizations, groups, businesses, and employers) that have an interest in providing recreation opportunities to enhance and complement the community's recreation services and parks system.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.2 The City shall develop strategies to foster a sense of community ownership of the parks system, enhance volunteerism, and involve youth in stewardship of the parks system.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.3 The City shall establish a coordinated process for implementing and updating the Parks Master Plan that involves residents, community groups, visitors, stakeholders, Parks Advisory Committee, and City staff.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.4 The City shall continue to engage stakeholder groups, community members, visitors and other local partners in the parks planning process.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.5 The City shall ensure that the Parks Advisory Committee continues to advise the City Council on behalf of the parks system.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.6 The City shall coordinate with community partners to establish a network of multi-use trails within the City and connect to trails established or planned beyond the City limits.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.7 The City shall pursue regulatory strategies and partnerships with private developers to create small park and recreation facilities in new neighborhoods that are dedicated to the City as part of the subdivision process.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.8 The City shall identify opportunities to work with local community groups and public agencies to develop community garden spaces on underutilized lots.

**Staff Finding:** Not applicable to this proposal.

POLICY 7.5.9 The City shall develop a program to foster opportunities for park stewardship by community members, particularly for smaller neighborhood parks.

**Staff Finding:** Not applicable to this proposal.

### **Section 8 - Economy**

GOAL 8: Provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of the City's community.

**Staff Finding:** The proposal will continue to allow a variety of public and private institutions and residential uses in the PFI and MFR zone districts, which are vital to health, welfare, and prosperity of the community.

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

**Staff Finding:** Not applicable to this proposal.

POLICY 8.2 The City shall periodically review design guidelines to ensure consistency with the Western Design Theme and shall solicit community input in this process, including as part of a review by the City's Planning Commission.

**Staff Finding:** Not applicable to this proposal.

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

**Staff Finding:** Not applicable to this proposal.

POLICY 8.4 The City shall assure development contiguous to commercial and residential zones is designed and built in a manner that is consistent and integrates with the character and quality of those zones, including

minimizing potential adverse impacts related to noise, odor, or light from commercial or industrial uses. Building shall be constructed in an attractive and inviting manner, without disrupting operations.

**Staff Finding:** The current development code contains provisions to ensure that development next to residential areas is designed to be consistent and integrate with the character of these areas. Any future development in the rezoned areas and/or in the PFI zone with expanded uses will be required to adhere to these standards.

POLICY 8.5 The City shall promote and incentivize mixed-use development within the Commercial Districts, and in transitional light- industrial areas such as the Sun Ranch and Three Sisters Business Parks (as previously noted in the findings), and small commercial uses and home occupation mixed with residential uses.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.6 The City shall facilitate local entrepreneurial infrastructure and the development of a light industrial land and building inventory that is compatible with the character of Sisters walkable, pedestrian-friendly, and where live/work opportunities are available.

**Staff Finding:** Not applicable to this proposal.

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

**Staff Finding:** Not applicable to this proposal, as it doesn't contemplate commercial or industrial uses.

POLICY 8.8 The City shall continue to partner with the Chamber of Commerce, Economic Development for Central Oregon, and other economic development agencies to improve local and regional economic development efforts, attract businesses, and enhance and diversify the City's economic base. The City will participate with these agencies to periodically update the Sisters Strategic Action Plan for Economic Development.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.9 The City should support efforts to attract businesses providing family-wage employment opportunities, including within target industries identified in the City's most recently adopted Economic Opportunities Analysis or other primary economic planning document.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.10 The City should continue to work with area educational institutions to promote educational and workforce training opportunities that support local businesses and industries, particularly target industries identified by the City in its most recently adopted Economic Opportunities Analysis.



**Staff Finding:** Not applicable to this proposal.

POLICY 8.11 The City shall periodically monitor and ensure an adequate supply of land for the needs of commercial, mixed-use and light industrial development and employment purposes, including within walking and/or bicycling distance of residential neighborhoods.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.12 The City shall encourage speculative development of industrial properties for multi-tenant use to help provide a supply of land with buildings that can be occupied by future industrial businesses seeking to locate in Sisters.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.13 The City shall identify a member of City staff or designee as a point person for implementation of economic development activities.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.14 The City shall make information about economic land development resources and opportunities known to prospective employers through local and statewide information sources such as the Oregon Prospector tool.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.15 The City shall continue to support existing and future local businesses, including through continued coordination with business owners, through development of business incubator opportunities and other small business support services and programs, and by limiting formula food and retail chains.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.16 The City shall collaborate with partnering agencies and local employers to reduce or eliminate barriers to establishment or operation of childcare businesses and promote it to the community.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.17 The City shall continue to actively support, market, renew, and/or consider expansion of local business and development zone programs, including but not limited to the Sisters enterprise zone, e-commerce zone, and the Deschutes County renewal energy development zone.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.18 The City shall strategically develop and continue to support the tourism and

destination economy through strategies such as increasing the number of “shoulder season” (spring/fall) and winter events and attractions, including performances, festivals, retreats, educational speaker series, trainings, and outdoors sports tournaments.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.19 The City shall promote Sisters Country as an artisanal center, building on its strategic location and spectacular environment. The City shall work to expand the artisanal economy including visual artists, trades and crafts people, musicians, performance artists, writers, brewers, distillers, and farm-to-table chefs.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.20 The City shall work with its economic development partners and local businesses to promote the creation and successful operation of businesses owned and operated by members of historically marginalized or underrepresented communities.

**Staff Finding:** Not applicable to this proposal.

POLICY 8.21 The City shall encourage its economic development partners to attract businesses that promote climate-friendly practices, such as in management of waste and energy-efficient practices including use of reusable energy.

**Staff Finding:** Not applicable to this proposal.

## **Section 9 – Public Facilities**

GOAL 9: Plan and develop a timely, orderly, and efficient arrangement of water, wastewater, stormwater, transportation, and other public facilities to support the City’s continued operation and future development.

**Staff Finding:** The City has a Water, Wastewater and Transportation Master Plan that plans for growth by ensuring that water, sewer, and street infrastructure is planned to adequately address expected population projections twenty years into the future by providing a schedule of improvements and enhancements to the system and mechanisms to help fund those improvements (through System Development Charges).

POLICY 9.1 The City shall be proactive in planning, financing, managing, and obtaining lands, facilities, equipment, and other system elements to ensure the safe and efficient operation of the public facilities and services for which it is primarily responsible, including water wastewater, stormwater, and transportation facilities and services.

**Staff Finding:** See above response.

POLICY 9.2 The City shall continue to update its water and wastewater supply system to meet current and new State and Federal health requirements, and domestic and emergency needs.

**Staff Finding:** The City continues to update its supply system to meet all State and Federal health requirements and domestic and emergency needs.

POLICY 9.3 The City shall continue to assess System Development Charges to finance the impacts of growth on public facilities in an equitable and efficient manner.

**Staff Finding:** System Development Charges are charged at time of each building permit to finance the impacts of growth on public facilities in an equitable and efficient manner.

POLICY 9.4 The City of Sisters Public Works Standards shall be periodically updated and improved for specificity, accuracy, and consistency with County, State and Federal requirements, and should incorporate innovative strategies and initiatives based on cost-effective and scientifically-proven principles.

**Staff Finding:** Not applicable to this proposal.

POLICY 9.5 The City shall continue to promote water management and conservation strategies to reduce impacts on the City's water supply system. Strategies could include reduced use of irrigation; tiered billing system tied to water use; incentives or requirements for use of water-efficient fixtures; use of drought-tolerant plants; or other similar strategies or incentives.

**Staff Finding:** Not applicable to this proposal.

POLICY 9.6 The City shall pursue additional water rights as needed to ensure adequate capacity to meet water demands identified in the City's Water System Plan.

**Staff Finding:** The City is requiring a water mitigation fee of \$54,744.41 as part of the rezone of the one lot to MFR. According to the City Engineer, this what an additional 98 Equivalent Dwelling Units (EDUs) would cost the City in water right acquisition. The additional EDUs are being facilitated by allowing residential units in a zone district they were previously not allowed.

POLICY 9.7 The City shall continue to explore strategies for wastewater reuse and use of biosolids as a means of helping to meet future effluent disposal demands.

**Staff Finding:** Not applicable to this proposal.

POLICY 9.8 The City shall plan for all properties within the city limits to be able to be provided with water, sewer and transportation facilities; will support the provision of electrical, internet and phone utilities; and will plan for adequate public facilities to be provided to properties in the urban growth boundary.

**Staff Finding:** The City ensures that all properties within city limits are served with water, sewer and transportation facilities now and in the future through its adopted and regularly updated Water, Wastewater and Transportation Master Plans.

POLICY 9.9 Public facilities and all utilities (phone, cable, internet, and power), where feasible shall be located underground and required "to and through" when a property is developed or redeveloped, in order to ensure that neighboring properties can be served in the future.

**Staff Finding:** Public facilities and all utilities (phone, cable, internet, and power) are required in the Sisters Development Code to be located underground.

POLICY 9.10 The City shall support and coordinate with agencies and interest groups including the Sisters School District, County, Central Oregon Community College, Deschutes County Libraries, and the Sisters Parks and Recreation District to meet the educational and recreational needs for the community.

**Staff Finding:** Not applicable to this proposal.

POLICY 9.11 The City shall implement opportunities for on-site infiltration, detention, and treatment of stormwater through implementation of the Central Oregon Stormwater Manual (2007) and the City's Public Works Standards in the development process and in construction of City stormwater management facilities.

**Staff Finding:** All future development on the proposed rezoned lands and in the PFI zone around the city will be required to comply with stormwater requirements in accordance with the Central Oregon Stormwater Manual (2007) and the City's Public Works Standards, as required in the development code.

POLICY 9.12 The City shall ensure that street lighting in Sisters is consistent with the City's Western Design Theme, the dark skies ordinance, and other development code provisions, except where it is inconsistent with established or adopted safety-related requirements or standards.

**Staff Finding:** Not applicable to this proposal. Compliance with the lighting code will be reviewed at time of building permit for any development on the property.

POLICY 9.13 The City shall coordinate with Sisters Ranger District on planning on Forest Service property within and adjacent to the city limits.

**Staff Finding:** Not applicable to this proposal.

POLICY 9.14 Support the work of partnering agencies and businesses in promoting and improving access to and the quality of community health services and outcomes.

**Staff Finding:** Not applicable to this proposal.

POLICY 9.15 The City shall consider potential impacts from natural hazards, such as wildfire, when locating its Public Works facilities and equipment.

**Staff Finding:** Not applicable to this proposal.

## **Section 10 – Transportation**

Goal 1: LIVABILITY. Design and construct transportation facilities in a manner that enhances the livability of the Sisters neighborhoods and business community.

**Staff Finding:** Not applicable to this proposal. No additional transportation facilities are proposed with this land use request.

POLICY A. Provide convenient walking and bicycling facilities to promote the health and physical well-being of the community.

POLICY B. Support the integration of public art in the City’s streetscapes, including as part of roundabouts.

POLICY C. Protect residential neighborhoods from excessive through-traffic and travel speeds while providing reasonable access to and from residential areas.

POLICY D. Protect residential neighborhoods from excessive noise and pollutants associated with higher functional class streets and industrial uses.

POLICY E. Minimize the “barrier” effect that wide and/or high-volume transportation facilities have on non-motorized modes of travel.

POLICY F. Construct a transportation system that is accessible to all members of the community.

POLICY G. Provide a seamless and coordinated transportation system that is barrier free provides affordable and equitable access to travel choices, and serves the needs of all people and businesses, including people with low income, people with disabilities, children, and seniors.

POLICY H. Develop a wayfinding system that helps residents and visitors locate local destinations, including park and recreation facilities, and reflects the City of Sisters in its quantity and design.

POLICY I. Support the use of the City’s rights-of-way as appropriate for flexible outdoor space for outdoor dining, open space, bike racks, or other innovative uses.

**Staff Finding:** Not applicable to this proposal. No additional transportation facilities are proposed with this land use request.

Goal 2: REDUCE DOWNTOWN CONGESTION on US20/126 by providing a fully functional alternate transportation route for through-traffic and freight carriers.

POLICY A. Design and construct the US20/Locust roundabout to provide safe and efficient mobility onto and off of the alternate route at its eastern terminus.

POLICY B. Design and construct the Locust/Barclay roundabout to provide more efficient through movement on the Alternate Route while providing a safer intersection for City and county residents entering Sisters from the neighborhoods north of town.

POLICY C. Integrate additional safety improvements along the Alternate Route corridor including the addition of turn lanes where needed.

POLICY D. Reduce access points along the Alternate Route by requiring developers to build alternate access points to less congested streets.

POLICY E. Provide multi-modal improvements in the form of multi-use paths on Locust and Barclay to reduce vehicular/bike-ped conflict points.

POLICY F. Work with ODOT to require freight carriers to use the Alternate Route once it's completed.

**Staff Finding:** Not applicable to this proposal. No additional transportation facilities are proposed with this land use request and the subject parcels are not located in the downtown area or are expected to generate traffic impacts that will negatively impact downtown.

Goal 3: SAFETY. Develop and maintain a safe and secure transportation system.

POLICY A. Design and maintain safe and secure pedestrian and bicycle ways between parks, schools, residential areas, and other activity centers.

POLICY B. Design and construct transportation-related improvements to meet applicable City and Americans with Disabilities Act (ADA) standards.

POLICY C. Adopt and implement access control and spacing standards for all streets under the City's jurisdiction to improve safety and promote efficient through-street movement. Access control measures should be generally consistent with County and ODOT access guidelines to ensure consistency on City, County, and State roadways

POLICY D. Partner with ODOT to ensure safe speeds within the City of Sisters.

**Staff Finding:** A safe and secure transportation system exists in Sisters with the city making continual improvement to further enhance safety. This includes building multi-use paths with lighting, requiring development to construct sidewalks, improving ADA accessibility, requiring connected streets in development to promote efficient movement of cars, bikes and pedestrians, and maintaining a good partnership with ODOT to aid in state highway improvements, such as roundabouts.

Goal 4: ECONOMIC VITALITY. Promote the development of the City, Region, and State economies through the efficient movement of people, goods, and services and through the distribution of information.

POLICY A. Ensure a safe and efficient freight system that facilitates the movement of goods to, from, and through the City, Region, and State while minimizing conflicts with other travel modes.

**Staff Finding:** The City does promote economic vitality and movement of goods through its transportation system by providing a grid of streets and by making improvements to the highway, such as the roundabout constructed at the intersection with Barclay Drive and McKinney Butte Road and the proposed roundabout at Locust, which facilitate the alternative route around downtown and reduce congestion.

POLICY B. Provide transportation facilities that support land uses that are consistent with the City's Comprehensive Plan.

**Staff Finding:** The city's Transportation System Plan ensures that transportation facilities support the allowed land uses in the code (which by extension are consistent with the Comprehensive Plan).

POLICY C. Evaluate land development projects to determine possible adverse traffic impacts.

**Staff Finding:** No land development projects are proposed at this time. A traffic study will be required with any future projects to determine any possible adverse impacts. A transportation analysis was prepared by Transight Consulting, Inc. that outlines the potential land use and transportation implications of the rezoning of existing Urban Area Reserve zoned parcels to a mix of Public Facilities and Institutional (PFI) and Multi-Family Residential (MFR), along with various text amendments.

The analysis noted that rezoning could result in over 170 additional trips during the critical weekday p.m. peak hour, with the rezone scenario showing a total trip generation potential of up to 255 weekday p.m. peak hour trips. The study looked at potential extra trips that will be generated on account of the rezone over the existing zoning and resulting impact to neighboring streets and intersections. It notes that the rezone does not change the long-term transportation needs within this area. It also notes required financial contributions would be supplemental to City SDC fees and would be paid as part of any future site plan entitlements for the affected properties, with the fee assessment based on the current edition of the ITE Trip Generation Manual at time of site plan application.

POLICY D. Ensure that all new development contributes a fair share in relation to the impacts of the development toward on-site and off-site transportation system improvements.

**Staff Finding:** A transportation mitigation fee is being assessed on the rezone of the lot from UAR to MFR to account for the number of increased trips and impacts to the transportation system. In addition, any new projects will be required to pay their fair share of SDC fees to help ensure infrastructure keeps pace with growth.

POLICY E. Evaluate and address parking needs and address through a combination of off-street parking requirements, on-street parking supply and pricing, and other parking and travel demand management strategies.

**Staff Finding:** The City does promote economic vitality through its transportation system by making improvements to the highway, such as the roundabout constructed at the intersection with Barclay Drive and McKinney Butte Road and the proposed roundabout at Locust, which will facilitate the alternative route around downtown and reduce congestion.

Goal 5: SUSTAINABILITY. Provide a sustainable transportation system that meets the needs of present and future generations.

POLICY A. Encourage an energy efficient transportation system.

POLICY B. Increase the use of walking and bicycling for all travel purposes.

POLICY C. Decrease reliance on the automobile and increase the use of other modes to minimize transportation system impacts on the environment.

POLICY D. Practice stewardship of air, water, land, wildlife, and botanical resources. Take into account the natural environments in the planning, design, construction and maintenance of the transportation system.

POLICY E. Use sustainable materials in the development and maintenance of the transportation system, where long-term cost, efficiency and environmental benefits can be demonstrated.

**Staff Finding:** No new transportation facilities are proposed with this application, but future projects in the area of these two zones will be required to comply with development code requirements in place at the time for sustainability. In general, facilitating new opportunities for housing close to downtown, recreation, schools and commercial services will help reduce reliance on automobiles and increase walking and biking, which will all encourage reduction of energy use and reduce climate change impacts.

Goal 6: TRAVEL CHOICES. Plan, develop, and maintain a transportation system that provides travel choices and allows people to reduce the number of trips made by single-occupant vehicles.

POLICY A. Provide a citywide network of convenient walkways and bikeways that are integrated with other transportation modes and regional destinations.

POLICY B. Support travel options that allow individuals to reduce single-occupant vehicle trips.

POLICY C. Encourage local employment and commercial opportunities to target local employees and retail customers to reduce vehicle miles traveled.

POLICY D. Pursue development of a centralized multi-modal transportation hub to provide convenient access to modes of transportation, including public transit.

**Staff Finding:** Not applicable to this proposal.

Goal 7: QUALITY DESIGN. Establish and maintain a set of transportation design and development regulations that are sensitive to local conditions.

POLICY A. Design streets to support their intended users, including vulnerable road users such as pedestrians and bicyclists.

POLICY B. Integrate bicycle and pedestrian facilities into all street planning, design, construction, and maintenance activities.

POLICY C. Require developers to include pedestrian, bicycle, and transit-supportive improvements within proposed developments and to adjacent rights-of way in accordance with adopted policies and standards.

POLICY D. Promote context-sensitive transportation facility design, which fits the physical context, responds to environmental resources, and maintains safety and mobility.

POLICY E. Minimize private property impacts.

POLICY F. Minimize construction impacts.

POLICY G. Support the use of roundabouts as an appropriate intersection design.

**Staff Finding:** Not applicable to this proposal.



Goal 8: RELIABILITY AND MOBILITY. Develop and maintain a well-connected transportation system that reduces travel distance, improves reliability, and manages congestion.

POLICY A. Enhance street system connectivity wherever practical and feasible.

POLICY B. Maintain traffic flow and mobility on arterial and collector roadways.

POLICY C. Facilitate truck movements by providing adequate turn lane storage and turning radii.

POLICY D. Adopt City mobility standards to evaluate the impacts of growth on City facilities. The standard for signalized, all-way stop, or roundabout intersections should be level of service D and a volume to capacity ratio equal to or less than 0.85. The standard for unsignalized, two-way stop control intersections should be a volume to capacity ratio equal to or less than 0.90. Mobility should be evaluated by methods approved by the City Engineering or Public Works Department (e.g., Highway Capacity Manual).

**Staff Finding:** Not applicable to this proposal.

Goal 9: EFFICIENT AND INNOVATIVE FUNDING. Efficiently allocate available funding for recommended transportation improvements and pursue additional transportation funding that includes innovative funding methods and sources.

POLICY A. Plan for an economically viable and cost-effective transportation system.

POLICY B. Identify and develop diverse and stable funding sources to implement recommended projects in a timely fashion.

POLICY C. Make maintenance of the transportation system a priority.

POLICY D. Identify local street improvement projects that can be funded by the State of Oregon to improve the state highway system.

POLICY E. Provide funding for local match share of jointly funded capital projects with other public partners.

POLICY F. Prioritize funding of projects that are most effective at meeting the goals and policies of the Transportation System Plan.

**Staff Finding:** Not applicable to this proposal.

Goal 10: COMPATIBILITY. Develop a transportation system that is consistent with the City's Comprehensive Plan and that coordinates with County, State, and Regional plans.

POLICY A. Coordinate and cooperate with adjacent jurisdictions and other transportation agencies to develop transportation projects that benefit the City, Region, and State as a whole.

POLICY B. Work collaboratively with other jurisdictions and agencies so the transportation system can function as one system.

POLICY C. Coordinate with other jurisdictions and community organizations to develop and distribute transportation-related information.

POLICY D. Review City transportation standards periodically to ensure consistency with Regional, State, and Federal standards.

POLICY E. Coordinate with the County and State agencies to ensure that improvements to County and State highways within the City benefit all modes of transportation and achieve the City's design goals.

POLICY F. Partner with Cascades East Transit to implement their Transit Master Plan and improve transit facilities and access for Sisters residents and visitors.

POLICY G. Identify and help reduce barriers to "new mobility" services such as Transportation Network Companies (Uber, Lyft, etc.), car-sharing services, micro-mobility (i.e., bikeshare), and other innovative transportation solutions.

**Staff Finding:** Not applicable to this proposal.

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

**Staff Finding:** An analysis was prepared by the City Engineer to analyze whether the affected area is presently provided with adequate public facilities, services to support the new zoning and code amendments or whether such facilities and services are planned to be provided concurrently with the development of the property. The City's contract Transportation Engineer, Joe Bessman, PE, of Transight Consulting analyzed the impact of the rezone on the transportation network, which is addressed in #4 below.

According to the City Engineer, the city currently has approximately 2,228 Equivalent Dwelling Units (EDUs) of sewer flow into the collection system accounted for in the Wastewater Master Plan. To estimate the increased impact to the sewer system as part of the rezoning, it was estimated that a reasonable expected density on the site would be 25 EDUs per acre as an average. At that density, the likely type of housing would be multi-family in the form of apartments. Each apartment unit would contribute 0.7 EDUs to sewer flows.

Rezoning the one lot from UAR to MFR would account for 2.97 acres of the total rezoning proposal. This could add 52 additional EDUs to the city's sewer system. 52 EDUs represents an increase of 2.33% to the EDUs in the

city. The potential impact of this rezone to planned infrastructure in the project's basis is an impact to the planned Westside Pump Station. The estimated cost of the pump station is \$2,165,000. Assuming the increase in potential EDUs created by the zone change will be proportionate to the number of EDUs in the City, the proportionate cost of changing the zone of the 2.97 acres is \$50,529.62 ( $\$2,165,000 \times 2.33\% = \$50,529.62$ ). This equates to \$972 per EDU. Per the City Engineer, this is a reasonable proportionate share contribution for the property subject to MFR zoning toward construction of the Westside Pump Station.

The 52 additional EDUs also creates an impact to water capacity to serve the rezone. According to the City Engineer, the additional impacts warrant the need for purchase of additional water rights to serve the new multi-family units. If this fee is paid to help purchase additional water rights, then the property and affected area will be able to be provided with adequate public facilities, services to support the proposed rezone.

The calculations of the fee are below:

Assumed EDUs (52)  
Potential City of Sisters Gallons per Capita per Day (300)  
Acres of Water Right Mitigation Required (4.27)  
Current Senior Water Right Acre Value (\$6800)  
Water Right Mitigation Cost Per EDU (\$559)  
Total Mitigation Cost (\$29,048.06)

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

**Staff Finding:** An analysis on TRP compliance was prepared by Transight Consulting, LLC that outlines the potential transportation implications of the proposed rezoning of the Heavenly Acres Subdivision from Urban Area Reserve (UAR) to a mix of Public Facilities and Institutional (PFI) and Multi-Family Residential (MFR), along with various text amendments to support City housing goals. Effectively, the purpose is to show that changes in land use will continue to be supported with safe, accessible, and efficient multi-modal transportation systems and that they will not create a "significant affect" on the transportation system. This process also ensures that changes to land use do not impact the findings and funding mechanisms outlined within the City's adopted Transportation System Plan, and thereby conforms with the State's planning requirements.

This is done by comparing the potential trip generation of the property assuming a reasonable worst case development scenario under the existing and proposed zoning. If the trip generation under the proposed zoning, additional operational analysis may be required. If it is equal or less than that under existing zoning, no additional operational analysis is required. Detail of the trip comparison between existing and proposed zoning is contained in the consultant's memo attached to this report.

Based on the comparison analysis, the consultant concluded that the zoning change could result in over 170 additional trips during the weekday PM peak hour (4-6 pm) over what the existing zoning would generate. Taking those figures, the consultant then looked at the distribution of those trips in order to analyze the impacts of those additional trips on specific intersections in the area and to determine if any improvements would be necessary to mitigate the impacts.

Consistent with the adopted TSP, the comparative analysis, which is based on peak 15-minute summer conditions in 2040, identified the following:

- There is adequate capacity on the local City network to support the additional trips. Trinity Way, McKinney Butte Road, Hood Street, and Oregon Highway 242 will continue to operate within their carrying capacity.
- Even with the roundabouts, the US 20/Barclay and US 20/Locust intersections will operate over ODOT mobility standards with or without the rezone. To maintain acceptable mobility standards during the peak summer season, additional turn lanes would be required.
- Lefthand turns onto the highway will operate with high delays throughout the US 20 corridor. Development of off-highway routes to the roundabouts at McKinney Butte – Barclay and Locust Street will be important for continued highway crossings and access.

The memo concludes that the proposed legislative rezoning of the subject properties to PFI and MFR does not alter the long-term plans or needs identified within the City’s Transportation System Plan. There are impacts shown to the US 20 Alternate Route roundabouts at Barclay Drive and Locust Street, but the mitigation measures previously identified within the TSP remain the same with or without the rezone. While the proposed rezone follows a legislative process, for consistency with prior area rezones, the following mitigation measure is provided to ensure that adequate funding mechanisms are in place to support the City’s long-term needs, particularly as the future expansion of the roundabouts is not a funded project and would not be considered “reasonably likely”.

A pro-rata payment shall be provided toward improvements along US 20 and the parallel Alternate Route to support east-west mobility needs along the US 20 corridor. Improvements to either facility is considered adequate mitigation for the finding of a significant impact based on OAR 660-12-0060(2)(e):

*(e) Providing improvements that would benefit modes other than the significantly affected mode, improvements to facilities other than the significantly affected facility, or improvements at other locations, if:*

*(A) The provider of the significantly affected facility provides a written statement that the system-wide benefits are sufficient to balance the significant effect, even though the improvements would not result in consistency for all performance standards;*

*(B) The providers of facilities being improved at other locations provide written statements of approval; and*

*(C) The local jurisdictions where facilities are being improved provide written statements of approval.*

The specific improvements that were previously identified by the City and ODOT to enhance the Alternate Route include the following; note that specific addition of auxiliary turn lanes at the roundabout are not included within these interim measures:

- Variable Message Signs for eastbound and westbound US 20 traffic (Est. \$400,000 with overhead mount, cabinet, and wireless communication system).
- Alternate Route Wayfinding Signage (Est. \$10,000 with fabrication/installation)
- Completion of single-lane US 20/Locust roundabout (fully funded by the STIP)
- Completion of Barclay/Locust roundabout (50% costs from SDC, 50% unfunded - \$1,250,000)
- Addition of a westbound right-turn auxiliary lane from Barclay Drive onto US 20 westbound at the US 20/Barclay Drive roundabout (Est. \$250,000)

- Addition of a westbound right-turn auxiliary lane from US 20 westbound onto northbound Locust Street at the US 20/Locust Street roundabout (Est. \$250,000)

Total Unfunded Projects: \$2,660,000

Estimated Pro-Rata Impact to US 20: 64 Added Highway PM Trips / 1,498<sup>1</sup> Through Trips = 4.27%

Based on a total improvement cost of \$2,660,000, this percentage results in a total contribution from the collective properties of \$92,539 and based on a total trip generation potential of up to 268 weekday p.m. peak hour trips equates to \$345 per PM Peak Hour Trip.

These contributions would be supplemental to City SDC fees and could be paid as part of any future site plan entitlements for the affected properties, with the fee assessment based on the current edition of the ITE Trip Generation Manual at time of site plan application.

#### **IV. DECISION**

The City Council finds that the proposed Comprehensive Plan Map Amendment, Zone Map Amendment, and Development Code Text Amendments satisfy all applicable criteria and adopt the proposed amendments as recommended by the Planning Commission.

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<sup>1</sup> Based on projected 2040 highway through trips at US 20/Pine Street as identified within prior US 20 forecasts used to establish this methodology (868 eastbound, 630 westbound).

Exhibit B

CONDITIONS OF APPROVAL

**EXHIBIT "B"**  
**CONDITIONS OF APPROVAL**  
**FILE NOS. CP 22-04/ZM 22-01/TA 22-05**

1. Within 30 days after this approval becomes final, applicant will record a conditions of approval agreement against the subject properties in a form satisfactory to City to place future owners on record notice of these conditions of this approval.
2. Prior to issuance of building permits for residential development on MFR zoned land within the Heavenly Acres Subdivision, applicants for those projects shall pay the city \$345 per PM Peak Hour Trip (the amount shall be increased based on inflation), as their proportionate share of transportation improvements along US 20 and the parallel Alternate Route to support east-west mobility needs along the US 20 corridor in satisfaction of the Transportation Planning Rule (a total contribution of \$92,539 is required to mitigate all MFR zoned land in the Heavenly Acres Subdivision.
3. Additional traffic analysis will be required for subsequent land use applications as prescribed in the Sisters Development Code, which may require additional mitigation.
4. Transportation System Development Charges still apply to each property and will be assessed at the time of building permit.
5. Prior to issuance of building permits for residential development on MFR zoned land within the Heavenly Acres Subdivision, applicant for those projects shall pay the city \$559 per Equivalent Dwelling Unit to mitigate impacts to the water supply (the amount shall be increased based on inflation). City may increase this rate proportionally if subsequent development of the property exceeds the 4.27 acres of water rights mitigation assumed for calculating the rate.
6. A stamped engineering memo must be included as part of each site plan/building permit application indicating the number of EDUs proposed, total EDUs for all development on the subject property to date, and confirmation of required fire flows at peak demand for the development subject to site plan approval. If required fire flows cannot be met, mitigation satisfactory to the City shall be required prior to the issuance of any building permits in furtherance of the proposed site plan.
7. Water System Development Charges still apply to each property and will be assessed at the time of site plan building permit.
8. Prior to issuance of building permit for residential development on MFR zoned lands within the Heavenly Acres Subdivision, the applicant must pay the city \$972 per Equivalent Dwelling Unit (EDU) (or increased amount base on inflation), for the number of EDUs subject to the building permit in order to mitigate impacts to wastewater and contribute a proportionate share towards construction of the Westside Pump Station. The amount shall be increased based on inflation.
9. A stamped engineering memo must be included as part of each site plan/building permit application indicating the number of EDUs proposed, total EDUs for all development on the subject property to date, and peak flow for the proposed development subject to site plan review. If

peak flows exceed maximum operating conditions as determined by AWWA guidelines developer shall be required to provide mitigation satisfactory to the City prior to any building permits in furtherance of the proposed site plan.

10. Sewer System Development Charges still apply to each property and will be assessed at the time of site plan application and/or building permit.



Exhibit C

LEGAL DESCRIPTION  
MULTI-FAMILY RESIDENTIAL  
COMPREHENSIVE PLAN AND ZONE MAP  
AMENDMENTS

EXHIBIT "C"

LEGAL DESCRIPTION  
MULTI-FAMILY RESIDENTIAL  
COMPREHENSIVE PLAN AND ZONE MAP  
AMENDMENTS

PROPERTY LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS, DESCHUTES COUNTY, OREGON BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

LOT 3, BLOCK 2, HEAVENLY ACRES, VOLUME 19 PAGE 76, DESCHUTES COUNTY RECORDS.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
DEC. 16, 2009  
ERIK J. HUFFMAN  
70814

RENEWS: JUN. 30, 2023

Exhibit D

LEGAL DESCRIPTION  
PUBLIC FACILITY AND INSTITUTIONAL  
COMPREHENSIVE PLAN AND ZONE MAP  
AMENDMENTS

EXHIBIT "D"

LEGAL DESCRIPTION  
PUBLIC FACILITY AND INSTITUTIONAL  
COMPREHENSIVE PLAN AND ZONE MAP  
AMENDMENTS

PROPERTY LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS, DESCHUTES COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

LOTS 1,2,3, AND 4, BLOCK 1, HEAVENLY ACRES, VOLUME 19 PAGE 76, DESCHUTES COUNTY OFFICIAL RECORDS.

TOGETHER WITH

LOTS 1,2, AND 4, BLOCK 2, HEAVENLY ACRES, VOLUME 19 PAGE 76, DESCHUTES COUNTY OFFICIAL RECORDS.

TOGETHER WITH;

BEGINNING AT THE SOUTHEAST CORNER OF LOT 1, BLOCK 2, HEAVENLY ACRES;

THENCE ALONG THE SOUTH BOUNDARY OF SAID LOT 1, BEING THE NORTH RIGHT OF WAY OF MCKENZIE HIGHWAY, SOUTH 89°54'27" WEST, 525.00' TO THE SOUTHWEST CORNER OF SAID LOT 1;

THENCE ALONG THE WEST BOUNDARY OF SAID LOT 1, NORTH 0°05'33" WEST, 348.00' TO THE NORTHWEST CORNER OF SAID LOT 1;

THENCE ALONG THE WEST BOUNDARY OF LOT 2, BLOCK 2, HEAVENLY ACRES, NORTH 0°05'33" WEST, 35.73';

THENCE CONTINUING ALONG SAID WEST BOUNDARY OF SAID LOT 2 THROUGH A CURVE TO THE LEFT WITH RADIUS 530.00', AN ARC LENGTH OF 277.00', A TOTAL ANGLE OF 29°56'43", AND CHORD BEARING NORTH 15°03'54" WEST, 273.86' TO THE NORTHWEST CORNER OF SAID LOT 2;

THENCE ALONG THE WESTERLY BOUNDARY OF LOT 3, BLOCK 2, HEAVENLY ACRES, THROUGH A CURVE TO THE LEFT WITH RADIUS 530.00', AN ARC LENGTH OF 47.95', A TOTAL ANGLE OF 5°11'00", AND CHORD BEARING NORTH 32°37'45" WEST, 46.69';

THENCE CONTINUING ALONG THE WESTERLY BOUNDARY OF SAID LOT 3, NORTH 35°13'15" WEST, 109.64'

THENCE CONTINUING ALONG THE WESTERLY BOUNDARY OF SAID LOT 3, THROUGH A CURVE TO THE RIGHT WITH RADIUS 270.00', AN ARC LENGTH OF 60.12', A TOTAL ANGLE OF 12°45'31", AND CHORD BEARING NORTH 28°50'30" WEST, 60.00' TO THE NORTHWEST CORNER OF SAID LOT 3;

THENCE ALONG THE WESTERLY BOUNDARY OF LOT 4, BLOCK 2, HEAVENLY ACRES, THROUGH A CURVE TO THE RIGHT WITH RADIUS 270.00', AN ARC LENGTH OF 106.04', A TOTAL ANGLE OF 22°30'10", AND CHORD BEARING NORTH 11°12'39" WEST, 105.36';

THENCE CONTINUING ALONG THE WESTERLY BOUNDARY OF SAID LOT 4, NORTH 0°02'26" EAST, 132.10' TO THE NORTHWESTERLY CORNER OF SAID LOT 4;

THENCE NORTH 0°02'26" EAST, 285.09' TO A POINT ON THE NORTH RIGHT OF WAY OF MCKINNEY BUTTE ROAD;

THENCE ALONG SAID NORTH RIGHT OF WAY SOUTH 89°58'47" WEST, 60.00';

THENCE LEAVING SAID NORTH RIGHT OF WAY SOUTH 0°02'26" WEST, 417.13' TO A POINT ON THE EAST BOUNDARY OF LOT 3, BLOCK 1, HEAVENLY ACRES;

THENCE ALONG SAID EAST BOUNDARY, THROUGH A CURVE TO THE LEFT WITH RADIUS 330.00', AN ARC LENGTH OF 46.73', A TOTAL ANGLE OF 8°06'47", AND CHORD BEARING SOUTH 04°00'57" EAST, 46.69' TO THE SOUTHEAST CORNER OF LOT 3, BLOCK 1, HEAVENLY ACRES;

THENCE ALONG THE EASTERLY BOUNDARY OF LOT 2, BLOCK 1, HEAVENLY ACRES, THROUGH A CURVE TO THE LEFT WITH RADIUS 330.00', AN ARC LENGTH OF 156.36', A TOTAL ANGLE OF 27°08'55", AND CHORD BEARING SOUTH 21°38'48" EAST, 154.91';

THENCE CONTINUING ALONG SAID EASTERLY BOUNDARY, SOUTH 35°13'15" EAST, 109.64';

THENCE CONTINUING ALONG SAID EASTERLY BOUNDARY, THROUGH A CURVE TO THE RIGHT WITH RADIUS 470.00', AN ARC LENGTH OF 168.59', A TOTAL ANGLE OF 20°33'05", AND CHORD BEARING SOUTH 24°56'43" EAST, 167.68' TO THE SOUTHEAST CORNER OF SAID LOT 2;

THENCE ALONG THE EASTERLY BOUNDARY OF LOT 1, BLOCK 1, HEAVENLY ACRES, THROUGH A CURVE TO THE RIGHT WITH RADIUS 470.00', AN ARC LENGTH OF 119.58', A TOTAL ANGLE OF 14°34'37", AND CHORD BEARING SOUTH 07°22'51" EAST, 119.25';

THENCE CONTINUING ALONG SAID EASTERLY BOUNDARY SOUTH 0°05'33" EAST, 386.73' TO THE SOUTH EAST CORNER OF SAID LOT 1, SAID CORNER BEING ON THE NORTH RIGHT OF WAY LINE OF MCKENZIE HIGHWAY;

THENCE ALONG THE SOUTH BOUNDARY OF SAID LOT 1, BEING THE NORTH RIGHT OF WAY OF MCKENZIE HIGHWAY SOUTH 89°54'27" WEST, 452.47' TO THE SOUTHWEST CORNER OF SAID LOT 1;

THENCE LEAVING SAID SOUTH BOUNDARY, BEING SAID NORTH RIGHT OF WAY, ALONG A PROLONGATION OF THE WEST BOUNDARY OF SAID LOT 1, SOUTH 0°27'59" EAST, 60.00' TO THE SOUTH RIGHT OF WAY OF MCKENZIE HIGHWAY;

THENCE ALONG SAID SOUTH RIGHT OF WAY NORTH 89°54'27" EAST, 1037.47' TO A POINT ON SAID SOUTH RIGHT OF WAY, SAID POINT BEING ON THE PROLONGATION OF THE EAST BOUNDARY OF LOT 1, BLOCK 2, HEAVENLY ACRES;

THENCE LEAVING SAID SOUTH RIGHT OF WAY, ALONG SAID PROLONGATION NORTH 0°18'54" WEST, 60.00' TO THE POINT OF BEGINNING.

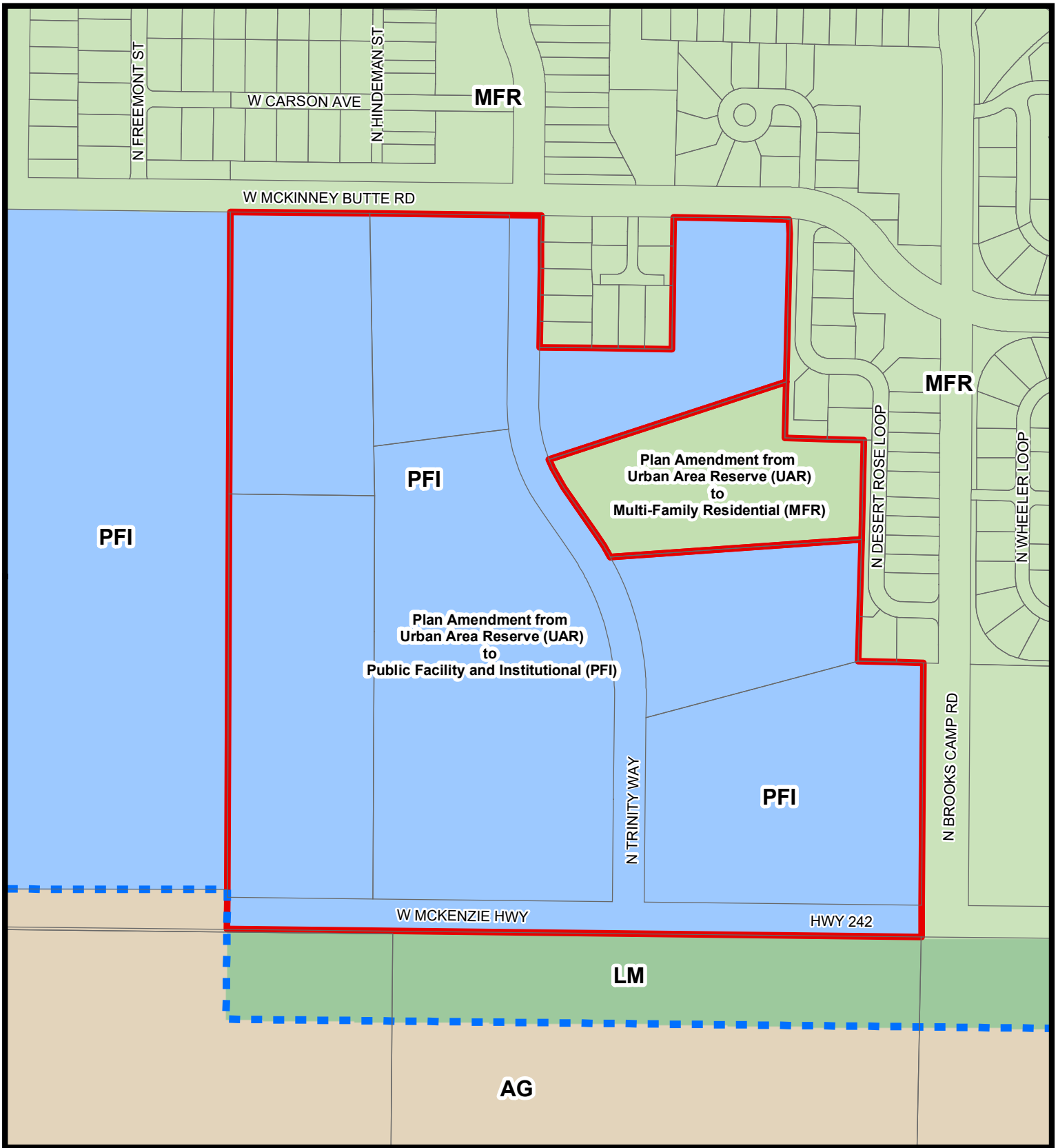
REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
DEC. 16, 2009  
ERIK J. HUFFMAN  
70814

Exhibit E

Comprehensive Plan Map Amendment



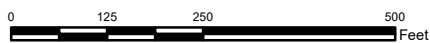
# COMPREHENSIVE PLAN MAP AMENDMENT

Exhibit "E"  
Ordinance No. 528



## Legend

-  Comprehensive Plan Amendment Area
-  AG - Agriculture (Deschutes County)
-  LM - Landscape Management
-  PFI - Public Facilities and Institutional
-  MFR - Multi-Family Residential



February 27, 2023

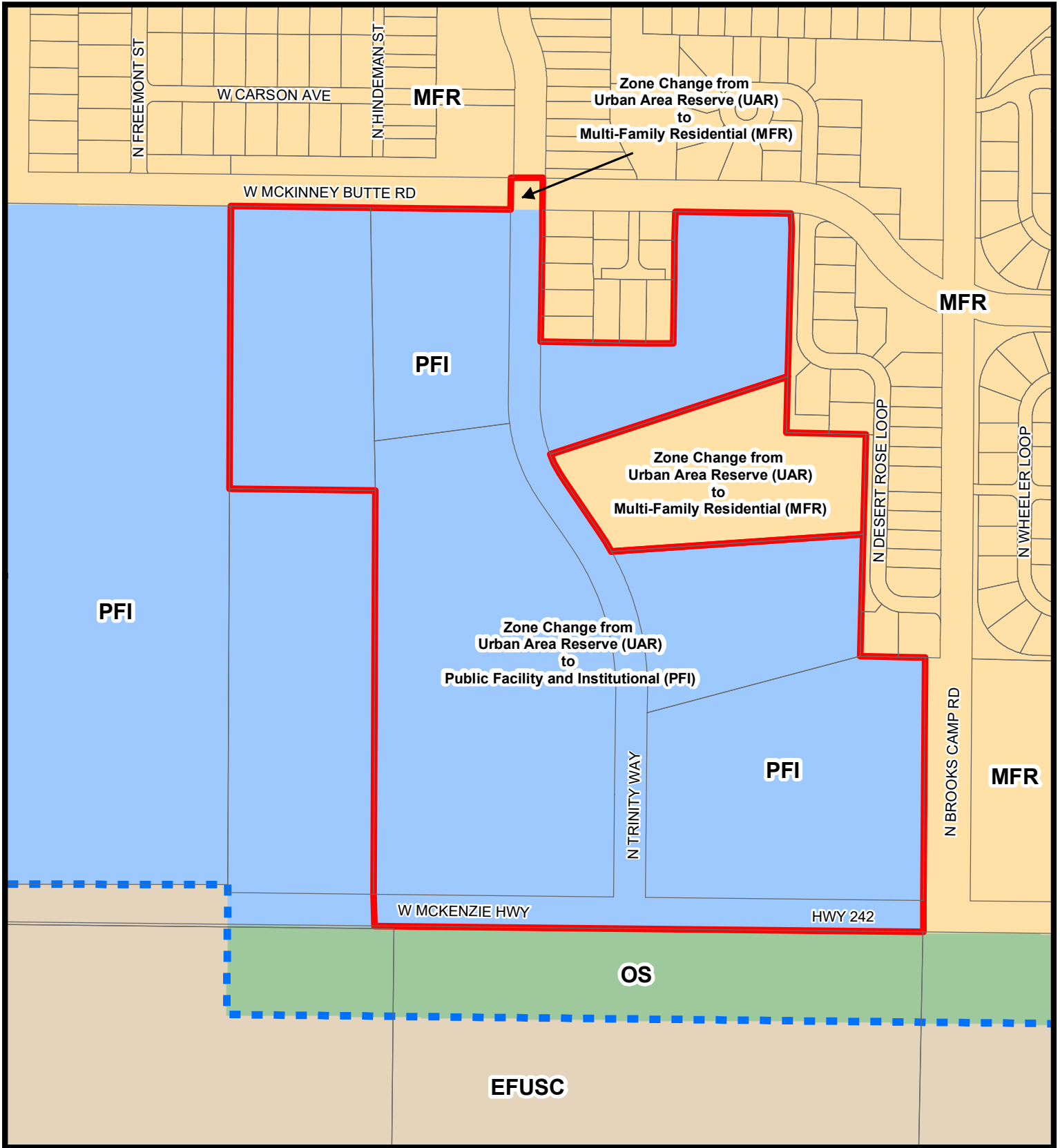
**DISCLAIMER:**  
The information on this map was derived from digital databases on Deschutes County's G.I.S. Care was taken in the creation of this map, but it is provided "as is". Deschutes County cannot accept any responsibility for errors, omissions, or positional accuracy in the digital data or the underlying records. There are no warranties, express or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product. However, notification of any errors will be appreciated.

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Exhibit F

Zone Map Amendment






# ZONE MAP AMENDMENT

Exhibit "F" Ordinance No. 528




## Legend

 Zone Change Area

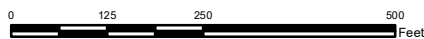
## Zoning Designation

 EFUSC - Sisters / Cloverdale (Deschutes County)

 MFR - Multi-Family Residential

 OS - Open Space

 PFI - Public Facility and Institutional



February 27, 2023

DISCLAIMER:  
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N:\Custom\Public\CityofSisters\ZoneChanges\ZM2011\ProjectFiles\ZM\_22\_01.mxd

Exhibit G

DEVELOPMENT CODE CHAPTER 1.3 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
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:

| **Community Center** - A ~~public~~-meeting place, often a complex of buildings, where people may carry on cultural, recreational, or social activities.

Exhibit H

DEVELOPMENT CODE CHAPTER 2.7 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
CHAPTER 2.7 – PUBLIC FACILITY DISTRICT**

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**Chapter 2.7 — Public Facility and Institutional District (PFI)**

**2.7.100 Purpose**

The Public Facility and Institutional (PFI) District is intended to provide areas primarily for the location and establishment of facilities and institutions which are maintained in private, public, and quasi-public ownership and which utilize relatively large areas of land.

**2.7.200 Uses**

- A. Permitted uses. Uses permitted in the Public Facilities and Institutional District are listed in Table 2.7.1 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 Public Facility and Institutional District subject to special provisions for that particular use are listed in Table 2.7.1 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 Public Facilities District with approval of a conditional use permit are listed in Table 2.7.1 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 2.7.1 Use Table for the Public Facility and Institutional District**

Land Use Category	Permitted/Special Provisions/Conditional Use	References
<b>Public and Institutional Uses</b>		
<u>Churches and places of worship</u>	<u>CU</u>	
Community <u>center building</u>	P	-
Concession stand providing food, beer and/or wine as an accessory use	P	-
Museum & libraries	P	-
Public buildings and structures	P	-
Public yards	MCU	-

Land Use Category	Permitted/Special Provisions/Conditional Use	References
Public park, playground, swimming pool, skateboard park or similar facilities intended for public use	P/CU	Uses with outdoor night lighting and/or amplified sound system require a conditional use approval (CU)
Public <u>or private</u> play fields, sport complexes and similar recreational facilities	P/ CU	Uses with outdoor night lighting and/or amplified sounds require conditional use approval (CU)
Utility Facility	P	-
Public or private schools	P	-
Public trails, natural areas, open space, future park sites, and similar sites owned by public or special districts with minimal improvements	P	-
College or university	P	-
Public utility maintenance facilities and operation yards with outdoor storage of materials and supplies for T15R10S09 1002	MCU	
Permanent outdoor facilities for performance of music, theater, and similar community events	P/CU	Uses with outdoor night lighting and/or amplified sound system require a conditional use approval (CU)
Communication facilities	CU/SP	-
Solid waste disposal site or transfer site T15R10S09 1002	CU	-
Sewage treatment facilities T15R10S09 1002	CU	-
<b>Miscellaneous</b>		
Accessory uses and structures to a primary use are allowed if they comply with all development standards and any referenced special use standards.	P/SP	-

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

Exhibit I

DEVELOPMENT CODE CHAPTER 2.15 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
CHAPTER 2.15 - SPECIAL PROVISIONS**

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**2.15.1800 Communication Facilities**

E. Review Process.

...

2. Type II Process. The following facilities are allowed with the approval of a Wireless or Broadcast Communication Facility Site Plan pursuant to a Type II process under SDC [4.1](#):

- a. High visibility facilities located on any property within the Commercial Highway District (CH), Light Industrial District (LI), or Public ~~Facilities-Facility~~ and Institutional District (PF~~I~~), on the City's Zoning Map and at least 500 feet from any property within the Residential District (R), Multi-Family Residential District (MFR), Sun Ranch Residential District (SRR), or Open Space District (OS) on the City's Zoning Map that do not exceed the height limit of the applicable zone.



Exhibit J

DEVELOPMENT CODE CHAPTER 3.2 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
CHAPTER 3.2 - LANDSCAPING AND SCREENING**

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**3.2.200 Landscape Requirements**

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

...

6. Public Facility and Institutional (PFI), ten (10%) percent

Exhibit K

DEVELOPMENT CODE CHAPTER 3.4 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
CHAPTER 3.4 – SIGNS**

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**3.4.900 Requirements For Signs By Specific Zone**

...

B. All Other Districts

...

3. Ground Mounted Signs.

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

Exhibit L

DEVELOPMENT CODE CHAPTER 5.2 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
CHAPTER 5.2 – NON-CONFORMING USES AND STRUCTURES**

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**5.2.100 Purpose**

The purpose of this chapter is to allow nonconformities to continue, but to ultimately bring all uses, buildings, and structures into conformance with this Development Code and the Comprehensive Plan.

**5.2.200 Nonconforming Use**

A use that was legally allowed when established, but which is no longer permitted in the zone in which it is located, or a use that was legally established in one zone and rezoned to another zone that permits that use conditionally, but hasn't received conditional use permit approval, may continue so long as it complies with all of the following requirements:

- A. Expansion. A nonconforming use shall not be expanded or moved to occupy a different or greater area of land, building, or structures than the use occupied at the time it became nonconforming.
- B. A nonconforming use may be replaced with another use even though the building or site does not meet the standards of this Code. However, such substitution is to occur only when the new use is designated as permitted or conditionally permitted for the zone in which the property is located.
- C. Discontinuance. If a nonconforming use is discontinued for any reason for more than twelve (12) consecutive months, any subsequent use shall **conform** to all of the regulations of the subject zone. For purposes of calculating the twelve (12) month period, a use is discontinued or abandoned upon the occurrence of the first of any of the following events:
  - 1. On the date when the use of land is physically vacated;
  - 2. On the date the use ceases to be actively involved in the sale of merchandise or the provision of services;
  - 3. On the date of termination of any lease or contract under which the nonconforming use has occupied the land; or
  - 4. On the date a request for final reading of water and power meters is made to the applicable utility districts.

Exhibit M

DEVELOPMENT CODE CHAPTER 5.3 TEXT AMENDMENTS

**DEVELOPMENT CODE AMENDMENTS  
CITY OF SISTERS DEVELOPMENT CODE  
CHAPTER 5 - EXCEPTIONS TO CODE STANDARDS**

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**Chapter 5.3 Subsequently Allowed Uses**

**5.3.100 Purpose/Applicability**

The purpose of this chapter is to address non-conforming uses that are subsequently made conforming by adding the use as a permitted use in the applicable zone or a zone change of the property to a zone where the non-conforming use on the property is permitted as well as instances where a lawfully established use is subsequently designated as a conditional use in applicable zone or the subject property is rezoned to a zone where the lawfully established use is allowed as a conditional use.

**5.3.200 Non-Conforming Uses Allowed as Permitted Uses**

A. Continued Use. A non-conforming use subsequently designated as an permitted use is allowed to continue under the operating conditions at the time of the change notwithstanding any non-compliance with then applicable land use regulations.

B. Alteration. Any alteration of a non-conforming use subsequently designated as an permitted use including, without limitation, the operating conditions, land, buildings, and structures associated with the use must comply with standards applicable at the time of alteration and any unmodified portion of the use must come into compliance to the extent reasonably practical. Such alterations may require site plan review approval under SDC Chapter 4.2.

**5.3.300 Non-Conforming Uses Allowed as Conditional Uses**

A. Continued Use. A non-conforming use subsequently designated as a conditional use is allowed to continue under the operating conditions at the time of the change notwithstanding any non-compliance with then applicable land use regulations.

B. Alteration. Any alteration of a non-conforming use subsequently designated as a conditional use including, without limitation, the operating conditions, land, buildings, and structures associated with the use must comply with standards applicable at the time of alteration and any unmodified portion of the use must come into compliance to the extent reasonably practical. Such alterations will require conditional use approval under SDC Chapter 4.4 and may require site plan review approval under SDC Chapter 4.2.

**5.3.400 Lawfully Established Uses Allowed as Conditional Uses**

A. Continued Use. A lawfully established use subsequently designated as a conditional use is allowed to continue under the operating conditions at the time of the change notwithstanding any lack of conditional use approval or any non-compliance with any special standards associated with the conditional use.



B. Alteration. Any alteration of a lawfully established use subsequently designated as a conditional use including, without limitation, the operating conditions, land, buildings, and structures associated with the use must comply with standards applicable at the time of alteration and any unmodified portion of the use must come into compliance to the extent reasonably practical. Such alterations will require conditional use approval under SDC Chapter 4.4 and may require site plan review approval under SDC Chapter 4.2.

**5.3.500 Reasonably Practical**

For purposes of this Chapter, it will not be reasonably practical to achieve compliance where compliance requires the applicant to commit resources that clearly exceed the public benefit of achieving compliance.