



## 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, January 24, 2024**

This City Council meeting is accessible to the public in person in the Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759

This meeting is open to the public and can be accessed and attended in person or remotely. Members of the public may view the meeting via Zoom at the link below:

<https://us02web.zoom.us/j/89908441763>

**Visitor Communication:** To offer written comments, send an email to [kprosser@ci.sisters.or.us](mailto:kprosser@ci.sisters.or.us) no later than 3:00 p.m. on the day of the meeting. If attending the meeting via Zoom and wish to speak, submit your name, address, phone number, and the topic you intend to address to [kprosser@ci.sisters.or.us](mailto:kprosser@ci.sisters.or.us) by 3:00 p.m. on the meeting day. For those attending the meeting in person, you may complete a request to speak form on-site.

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

1. Deschutes County Sheriff Office Update
2. Water and Sewer System Development Charge Update
3. Short-term Rental Code Amendments
4. Other Business

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

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **VISITOR COMMUNICATION**
5. **CONSENT AGENDA**
  - A. Minutes
    1. January 10, 2024 - Regular Meeting
    2. January 10, 2024 – Workshop
  - B. Approve changes to the 2024 City Council Meeting Schedule: Cancel the July 24<sup>th</sup>, November 13<sup>th</sup>, November 27<sup>th</sup>, and December 25<sup>th</sup> meetings and add meetings on November 7<sup>th</sup> and 20<sup>th</sup>.

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

- C. Approve Resolution 2024-03: A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS.

**6. COUNCIL BUSINESS**

- A. **Discussion and Consideration of Resolution 2024-02:** A RESOLUTION OF THE CITY OF SISTERS AUTHORIZING AN INTERFUND LOAN OF \$500,000 FROM THE GENERAL FUND TO THE SISTERS' URBAN RENEWAL AGENCY.

**7. OTHER BUSINESS**

- A. Staff Comments

**8. MAYOR/COUNCILOR BUSINESS**

**9. 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



**Meeting Date:** January 24, 2024

**Type:** Workshop

**Subject:** 2024 Water and Wastewater System Development Charge (SDC) Update

**Staff:** P. Bertagna

**Dept:** Public Works

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**Action Requested:** Receive information about proposed updates to the water and sewer System Development Charges (SDC) and provide direction to staff on SDC findings and implementation strategies.

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### **Background:**

In 2023, the city completed and adopted updated Master Plans for our Water and Wastewater systems. Included in the Master Plans are capital improvement plans (CIP) that are based on identified current and future system deficiencies over a 20-year planning period. In the near term (2024-27), the CIP for our water and wastewater infrastructure totals over \$20 million (in 2023 dollars). These projects are funded through system development charges paid by new development, grants, and debt that is backed by rate revenue from utility customers.

A 2023-24 City Council Goal is to “develop a funding strategy and initiate the design and construction of high-priority projects from the newly updated Water and Wastewater Capital Improvement Plans” As part of that work, the staff hired a consultant (Donovan Enterprises) to update our System Development Charges based on the updated CIPs.

### **Summary Points:**

- SDC’s are one-time fees charged to new development to mitigate their impact on the city’s water, sewer, streets, and parks systems. SDC’s are restricted revenue that can only be spent on capacity building projects like a new reservoir or a new sewer pumpstation.
- SDC’s are comprised of a Reimbursement fee and an Improvement fee. The reimbursement portion represents a buy-in to the cost or value of existing infrastructure capacity. The Improvement fee is based on the proportional share of a specific list of planned capacity increasing capital improvements.
- The water and sewer SDC rates are calculated off a ¾” meter equivalent.
- The city has recently completed the process of updating its Water and Wastewater capital facility plans. A critical component of this analysis is the review and updating of the SDC’s for these services.
- The current SDC methodologies and rates were adopted by Council in 2018. This update does not contemplate any changes to the adopted SDC methodologies. The



principal task for this project was to update the water and sewer SDC fees based on the new capital improvement plans contained in the recently adopted facility plans.

- Since the 2018 update SDC rates have been adjusted annually for inflation using the indexing costs based on the Engineering News Record for our region.
- The City contracted with Donovan Enterprises Inc from Tigard Oregon to consult on the project and work with staff as well as our City Engineer to update growth forecasts, fixed assets inventory, and project lists.
- Staff is recommending using the same SDC methodology (3/4" meter equivalent) that we use today which is consistent with the other Central Oregon communities.
- The implementation strategy includes holding a public hearing in February and adopt the new rates by resolution, public communication, incorporating the new rates into the 2024/25 fiscal budget in April, and then implementing the new rates to be effective on July 1, 2024.

**Financial Impact:** \$10,000 was budgeted out of the Water and Sewer SDC funds and the cost of this project was estimated at \$7,000.

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**Attachments:** Donovan Power Point



# Water and Sewer SDCs Update Presentation

January 24, 2024



# AGENDA

- ❖ History and Background
- ❖ Policy issues concerning SDCs
- ❖ Specific details of the analysis
- ❖ SDCs in neighboring communities
- ❖ Next Steps



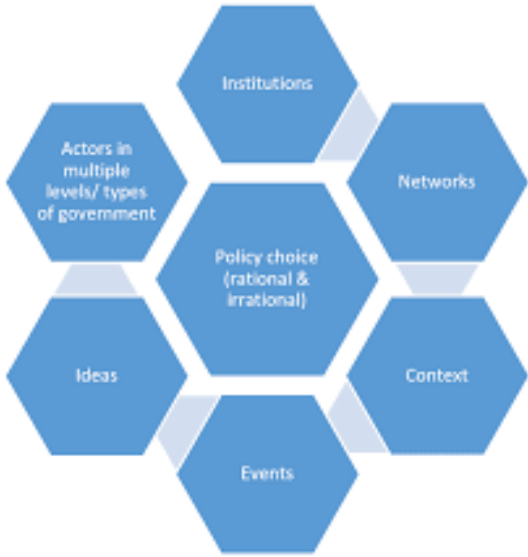
# HISTORY & BACKGROUND



- Current water and sewer SDC methodologies reviewed & adopted by the City Council in May 2018 (Resolution No. 2018-03)
- This SDC study employs the currently adopted SDC methodologies
- New water and sewer master plans have been completed and adopted by the City Council in June 2023 (Ordinances 530 and 531, respectively)
- Council historical policy to update SDCs when new master plans have been completed and adopted

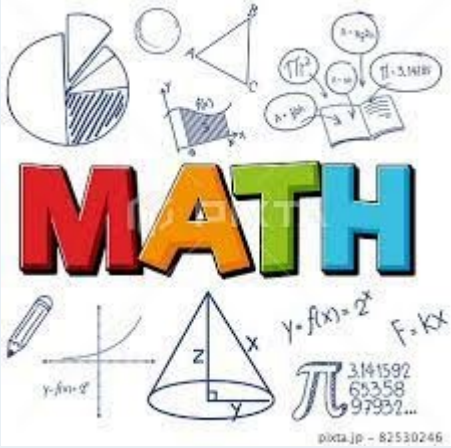
# POLICY

- SDCs are not charged to rate payers
  - ✓ SDCs are one-time fees charged to new development at the time of permit issuance
  - ✓ By statute SDCs consist of two unique fee components: a reimbursement fee and an improvement fee
- SDCs are “restricted” revenues and can only be spent on capacity expanding projects or the portion of project costs that expand capacity
- SDCs do have an impact on infrastructure development and the composition of our future tax base.
- The Council’s policy on SDC pricing must strike a balance between the philosophy of “growth pays for growth” and the goal of attracting smart growth and living wage jobs

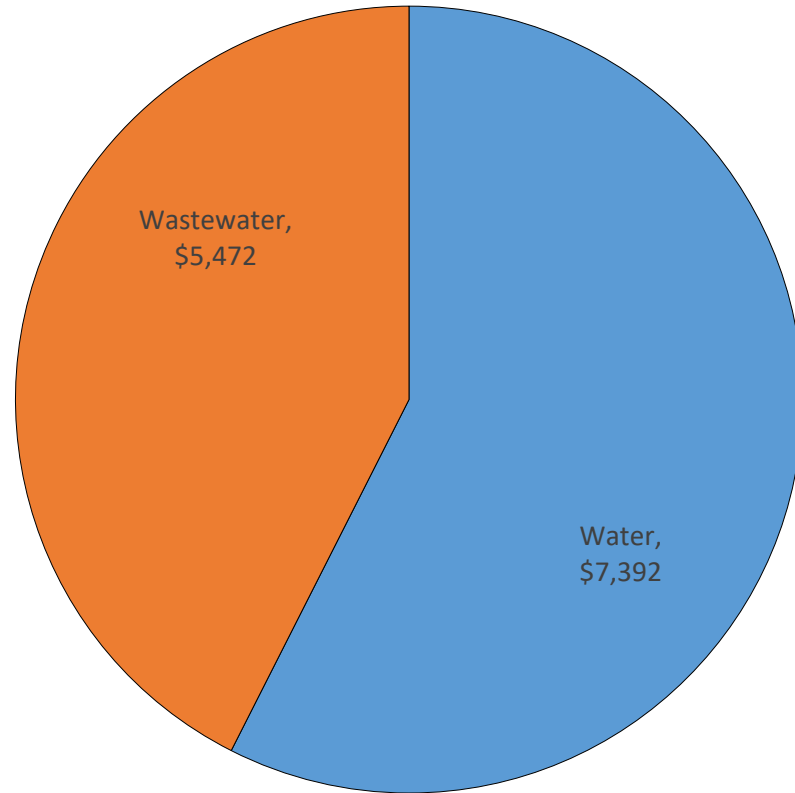




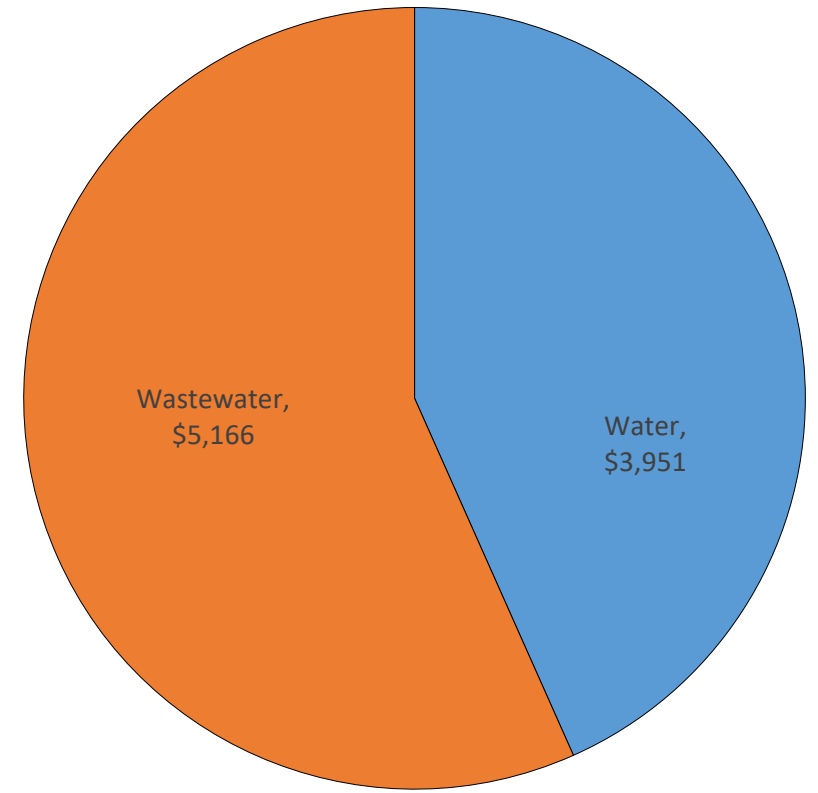
# PROPOSED VS. CURRENT SDC 3/4" METER



Proposed SDCs - \$12,865



Current SDCs - \$9,117



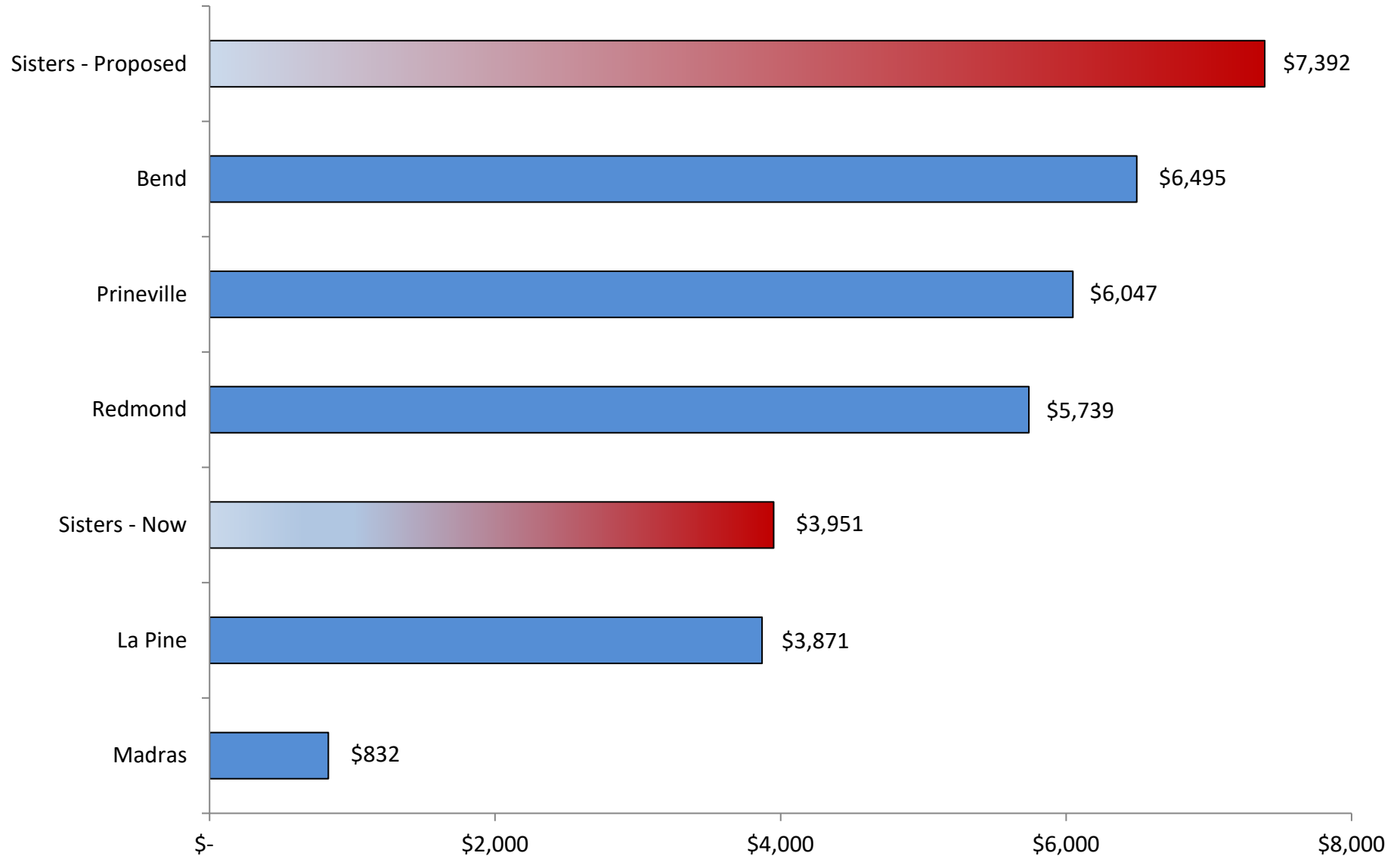
# SDC COMPS



Statewide  
Precedence/standard

High degree of  
variability in Oregon

Water Single-family Residential December, 2023



# SDC COMPS

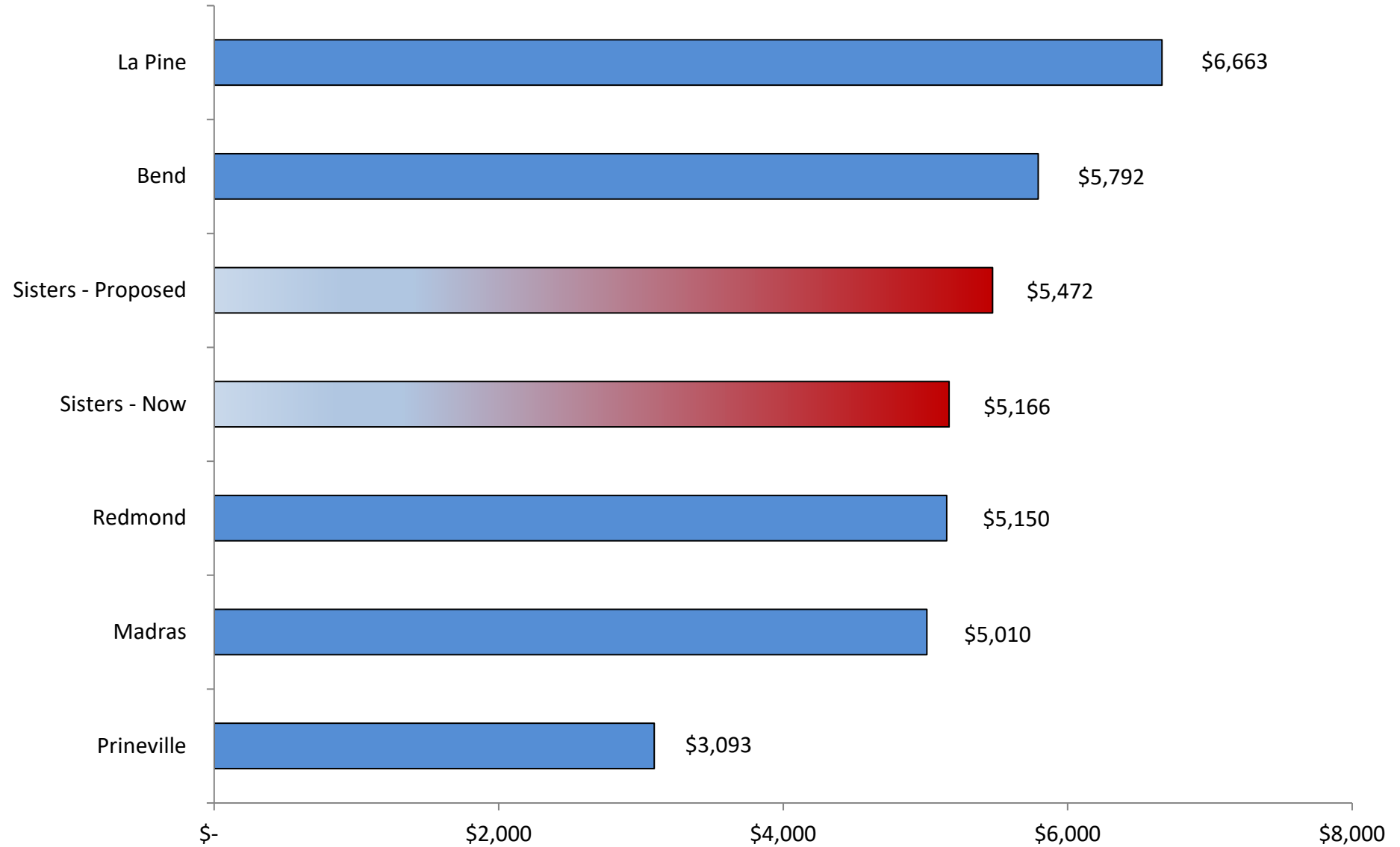


Statewide  
Precedence/standard

High degree of  
variability in Oregon

JANUARY 24, 2024

## Wastewater Single-family Residential December, 2023



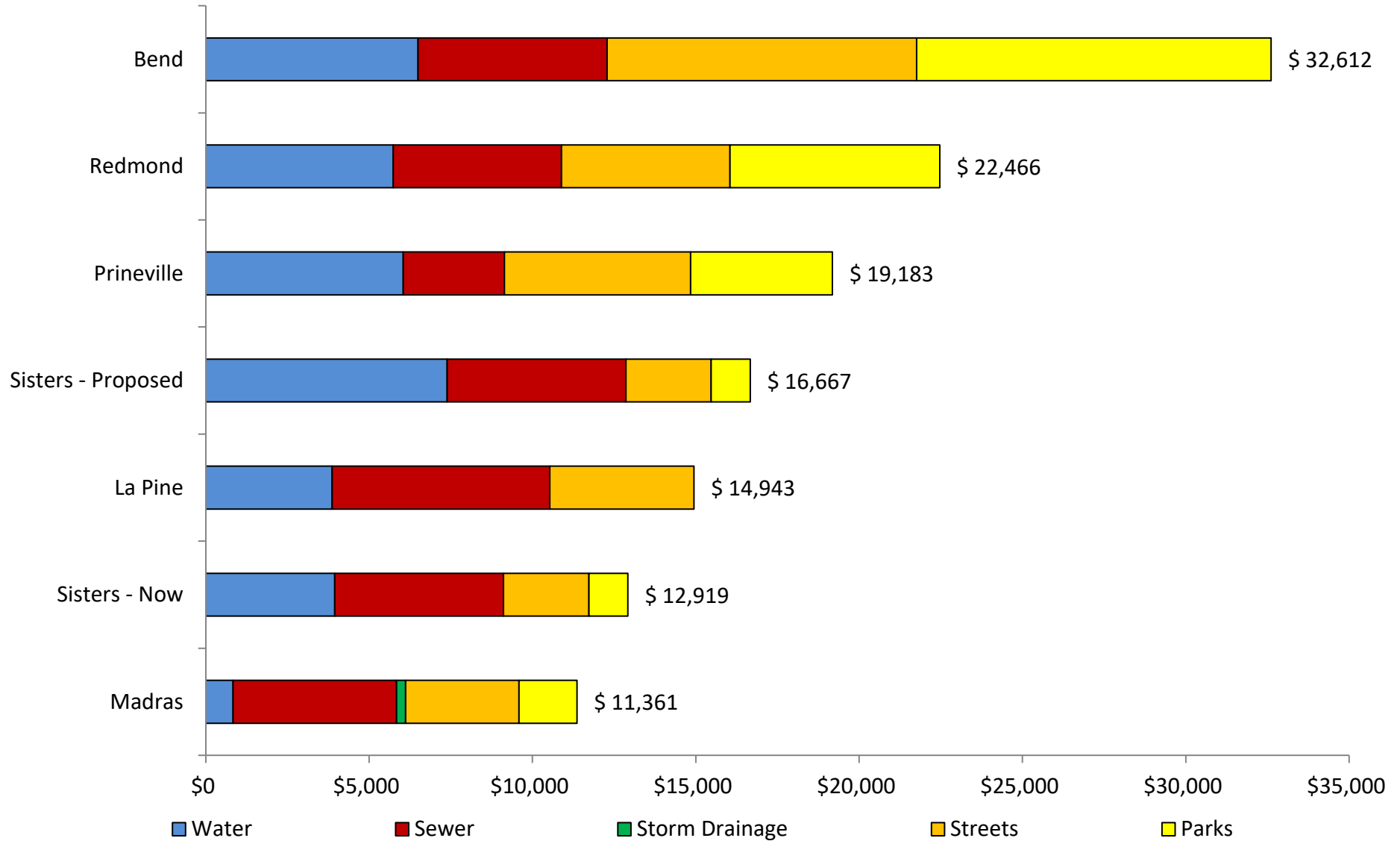
# SDC COMPS



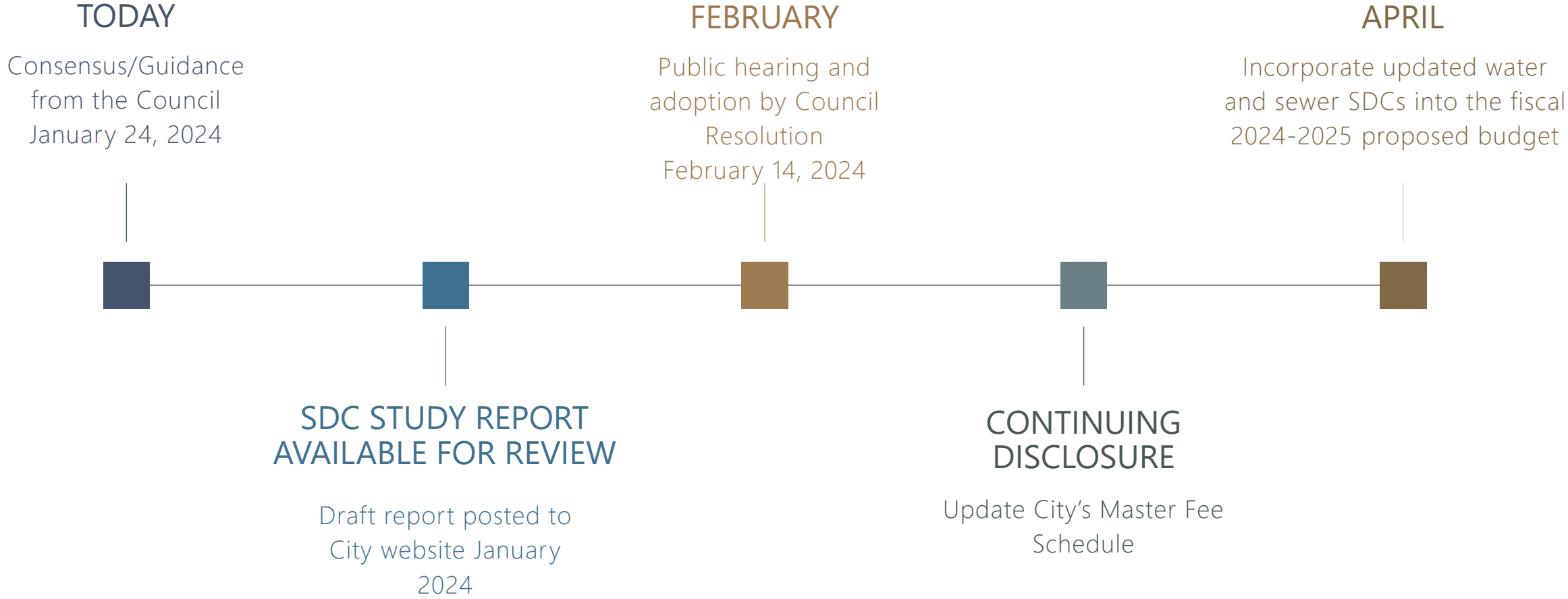
Statewide  
Precedence/standard

High degree of  
variability in Oregon

Neighboring Communities' Single-family SDCs - December, 2023



# NEXT STEPS



# DISCUSSION





## CITY COUNCIL Staff Report

**Meeting Date:** January 24, 2024  
**Type:** Work Session  
**Subject:** Short-Term Rental Program Analysis

**Staff:** Martin  
**Dept:** Community Development

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**Action Requested:** Work Session to present additional data and analysis of the current short-term rental program and potential amendments.

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### Summary Points:

The City Council (Council) identified “evaluation of the Short-Term Rental Code language to mitigate adverse impacts on the community” as a goal for the 2023-24 fiscal year. This evaluation was initiated on September 13, 2023<sup>1</sup>, when staff met with the Council for a work session to present an overview of the Short-Term Rental (STR) program and seek input and direction from the Council regarding evaluation of potential changes to the program. Staff then met with the Planning Commission (Commission) on October 5, 2023<sup>2</sup>, to provide a similar presentation and receive input and recommended direction. The Council and Commission were in general agreement that changes to the program should be considered, including increasing the concentration limit and limiting transferability to new owners. Staff finds it noteworthy that the Commission also identified increasing the minimum number of days rented as another change to consider.

Before pursuing any formal action, both the Council and Commission requested additional data and analysis to better understand the impacts of the current STR program and potential changes. In response, staff has addressed the following aspects of the current and potential changes to the STR program:

- I. Deschutes County Sheriff STR Call Data
- II. STR Owner/Operation Survey Results
- III. Analysis of Increasing Concentration Limits

With this additional information, staff seeks additional input and confirmation of direction regarding next steps with these potential code amendments.

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<sup>1</sup> 9/13/23 City Council Workshop: <https://www.ci.sisters.or.us/bc-citycouncil/page/city-council-workshop-and-regular-meeting-4>

<sup>2</sup> 10/5/23 Planning Commission Workshop: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-66>

## I. DESCHUTES COUNTY SHERIFF STR CALL DATA

Staff requested the Deschutes County Sheriff's Office provide call data between October 2018-2023 for all locations with current STR operating licenses, totaling 119 at the time. The calls to STR properties for the identified 5-year reporting period total 258. The Sheriff's Office noted the call data does not differentiate those calls specific to operation of STRs and other unrelated activities. Further, the Sheriff's Office indicated one location, which accounted for 65 of the 258 reported calls, is known to be related to a specific long-term tenant and not to the operation of an STR at that location. For the purpose of this analysis, staff will not include the identified 65 calls resulting in an adjusted total of 193 calls potentially related to the operation of an STR. Table 1 provides the total calls to the sheriff in the city limits for the preceding 5-year period. Based on these totals, the 193 calls to STR properties account for approximately 0.6% of total calls.

**Table1. Sheriff Total Calls**

Year	Total Calls
2018	3,519
2019	3,759
2020	4,120
2021	5,751
2022	6,781
2023 through October	6,678
<b>TOTAL</b>	<b>30,608</b>

Table 2 identifies the number of calls to individual STR properties. As noted in the table, the vast majority of STR properties are associated with fewer than 5 total calls during the 5-year reporting period. The call report identified a variety of types of calls with the most common being animal control, parking complaints, noise complaints, dispute, welfare checks, and suspicious behavior.

**Table 2. Sheriff Call to STR Properties**

Calls to Individual STR Properties	Number of Properties
10+	1
5-9	7
1-4	62
None	49

## II. STR OWNER/OPERATION SURVEY RESULTS

In December 2023, a survey was sent to individuals known to be current owners and/or operators of STRs in the City of Sisters. This list included not only owners but also representatives of property management companies that provide operator services for owners. The intent was to better understand their characteristics and experiences with STR ownership and operation. Of the 122 survey invitations



sent out, 59 (48%) survey responses were received. Staff notes and apologies to those that indicated difficulty providing multiple responses to the questions where multiple responses were intended to be available. A summary report of the survey results is attached (Attachment 1). Notable results of the survey include:

- **89%** own only 1 STR in the City of Sisters.
- **63%** live in Central Oregon.
- **45%** rent the whole house (single-family detached/attached, condominium)
- **37%** rent their primary residence as an STR.
- **47%** of occupancies are in the summer.
- **39%** of renters are vacationers followed by 21% are traveling workers.
- **64%** would consider long-term rental for at least 3 months.

The survey also provided opportunities for respondents to express perspectives and opinions in freeform regarding the following topics:

- Reason for obtaining STR permit (Question #6, Page 6)
- Challenges experienced renting to short-term tenants (Question #9, Page 12)
- Challenges, experienced or perceived, renting to long-term tenants (Question #13, Page 17)
- Types of incentives that would encourage long-term rental (Question #14, Page 19)
- General comments regarding short-term or long-term rentals and/or suggestions for addressing the housing shortage in Sisters (Question #15, Page 22)

As expected, these responses are wide ranging and very insightful. Instead of summarizing here, staff encourages reviewing the specific comments in the report.

### **III. ANALYSIS OF INCREASING CONCENTRATION LIMITS**

Sister Development Code (SDC) currently allows STRs in the following zone districts:

- Residential (R)
- Multi-Family Residential (MFR)
- Residential-Pine Meadow Village (R-PMV)
- North Sisters Business Park (NSBP)
- Sun Ranch Residential (SRR)
- Downtown Commercial (DC)
- Highway Commercial (HC)

Section SDC 2.15.2700(E) of the SDC further limits the concentration of STRs in the R, MFR, SRR, UAR, and NSBP Districts requiring a separation of 250-feet from any property containing an STR. Staff notes this concentration limit does not apply the DC and HC Districts or condominiums in any district.

The Council and Commission expressed interest in evaluating the impacts of expanding the concentration limit and applying a concentration limit to the DC and HC Districts and condominiums. To assist this evaluation, staff has prepared data analyzing the impacts of applying a 250-foot concentration limit buffer to the DC and HC Districts and condominiums and increasing the concentration limit buffer to 500-feet for all applicable zone districts.

Table 3 summarizes the impacts of applying and increasing the concentration limits as described. As shown, the results of increasing the buffer to 500 feet can have a measurable impact. For example, the tax lots potentially eligible for establishing a new STR would be reduced from 26% to 14% (110 fewer tax lots) in the Residential District and from 43% to 28% (144 fewer tax lots) in the Multi-Family Residential District. Staff notes these percentages do not account for neighborhoods with Codes, Covenants, and Restrictions (CCRs) that prohibit STRs, of which the City does not have the responsibility or authority to enforce. Another notable outcome is applying a concentration buffer to the Commercial Districts will be significant, especially in the Downtown Commercial District where 47% of tax lots will be potentially eligible with a 250-foot buffer and only 11% with a 500-foot buffer.

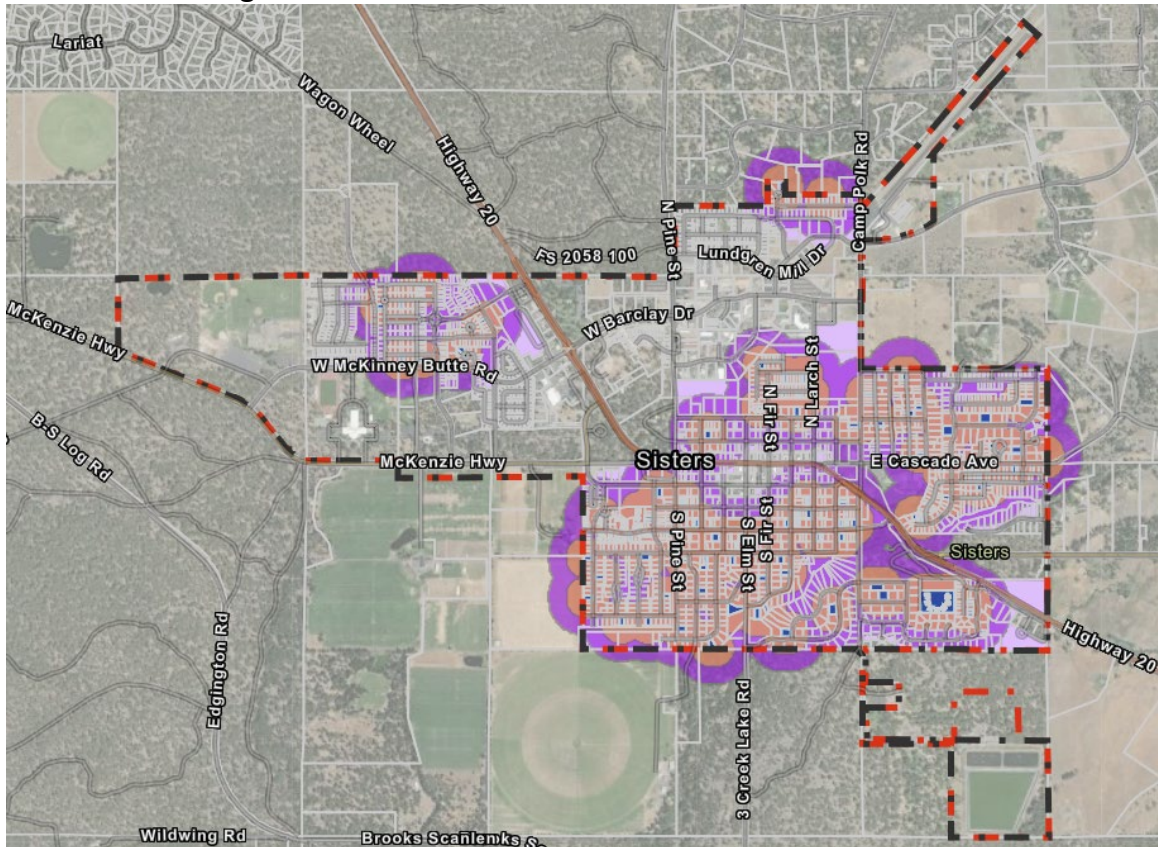
**Table 3. 250-Foot vs. 500-Foot Concentration Limit**

Zone District	Total Tax Lots	Concentration Buffer Distance (in feet)	Tax Lots Located in Buffer	% Tax Lots Located in Buffer
Residential (R)	1,113	250	692	74
		500	802	86
Multi-Family Residential (MFR)	1,091	250	558	57
		500	702	72
Residential-Pine Meadow Village (R-PMV)	157	250	122	91
		500	128	96
Sun Ranch Residential (SRR)	63	250	36	72
		500	47	94
North Sisters Business Park (NSBP)	53	250	6	12
		500	14	29
Downtown Commercial (DC)	337	250	141	53
		500	239	89
	56	250	12	27

Highway Commercial (HC)		500	24	53
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Image 1 is a map comparing the current 250-foot and analyzed 500-foot concentration limit buffers. The STR properties are identified in blue, the 250-foot buffer identified in orange, and the 500-foot buffer identified in purple, and the inedible properties with area outside the buffers in pink.

**Image 1. STRs with 250 and 500-foot Concentration Buffers**



The following Images 2-4 provide a larger scale image of regions of the city to show the impact of increasing the buffer distance to 500 feet in more detail.

Image 2. STRs in West Sisters with 250 and 500-Foot Concentration Buffers

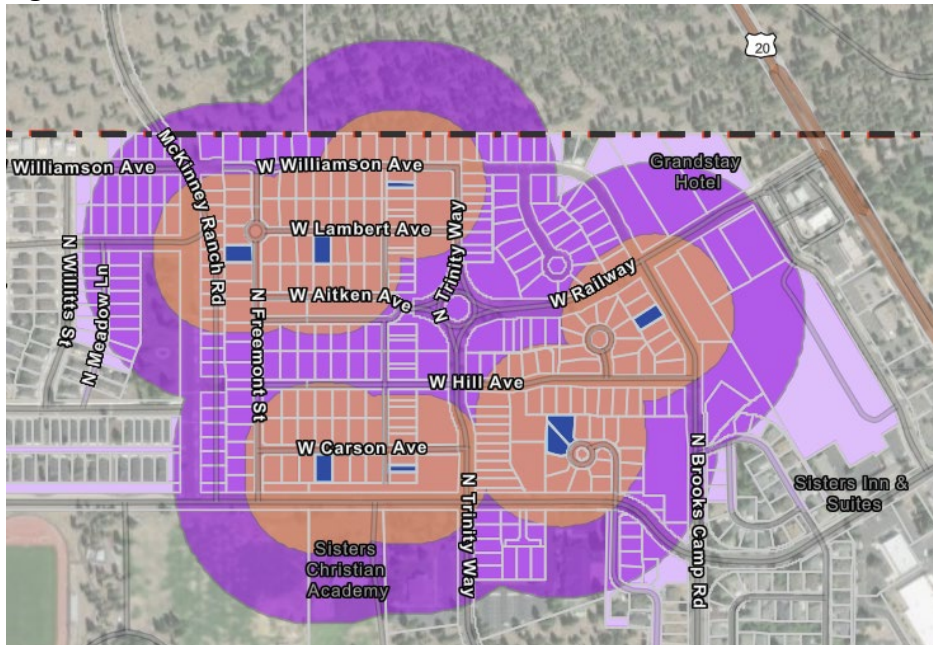


Image 3. STRs in North Sisters with 250 and 500-Foot Concentration Buffers

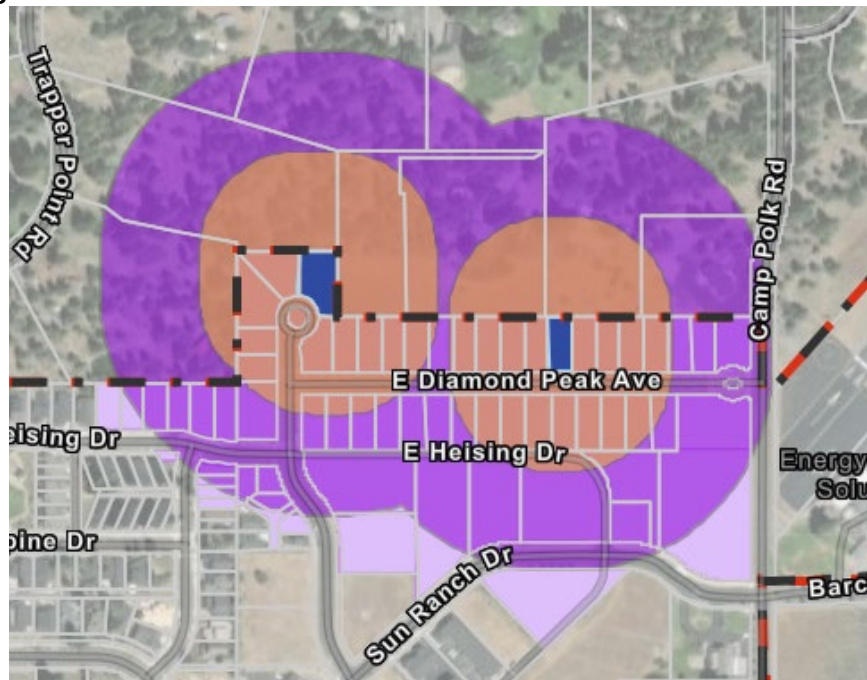
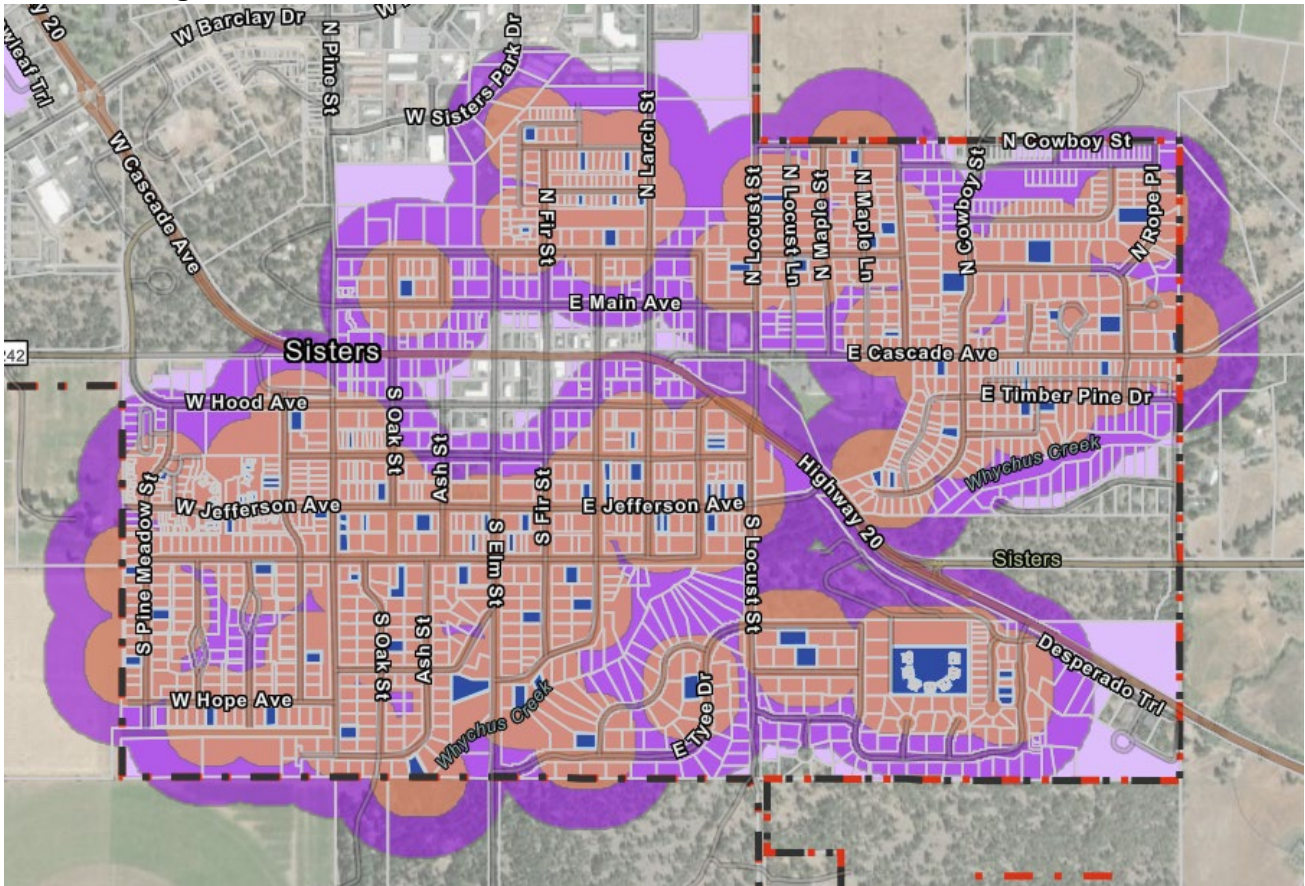


Image 4. STRs in Southeast Sisters with 250 and 500-Foot Concentration Buffers



**Financial Impact:** None identified at this time.

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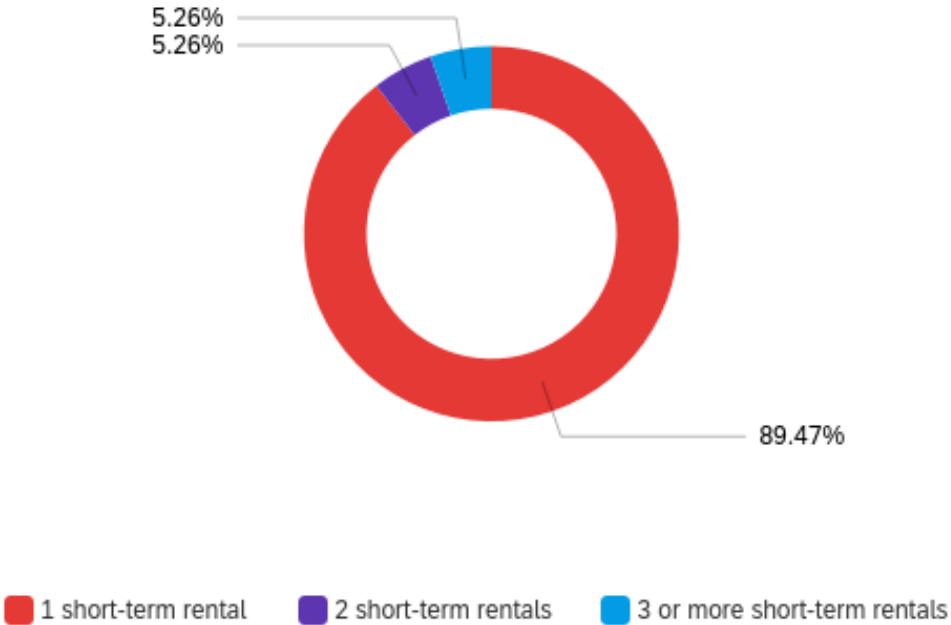
**Attachments:**

Attachment A – Short-Term Rental Owner/Operator Survey Summary Report

# CITY OF SISTERS SHORT-TERM RENTAL PROGRAM EVALUATION OWNER/OPERATOR SURVEY RESULTS SUMMARY

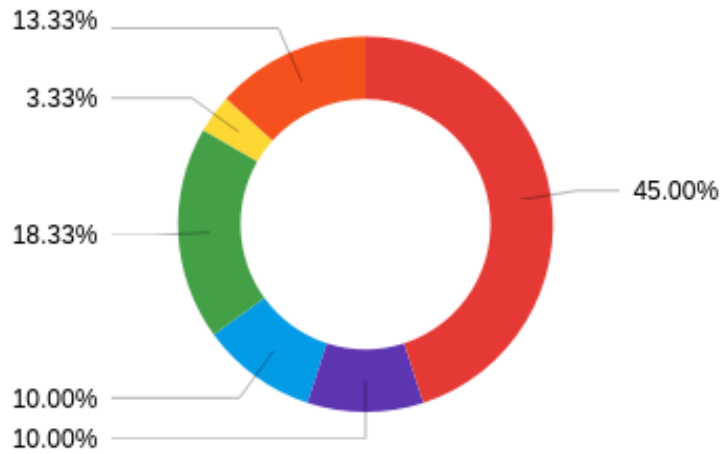
December 2023

1. How many short-term (29 or fewer days at a time) rentals do you own within the city limits of Sister, Oregon?



#	Answer	%	Count
1	1 short-term rental	89.47%	51
2	2 short-term rentals	5.26%	3
3	3 or more short-term rentals	5.26%	3
	Total	100%	57

2. What type of short-term rental property do you own? Select all that apply.



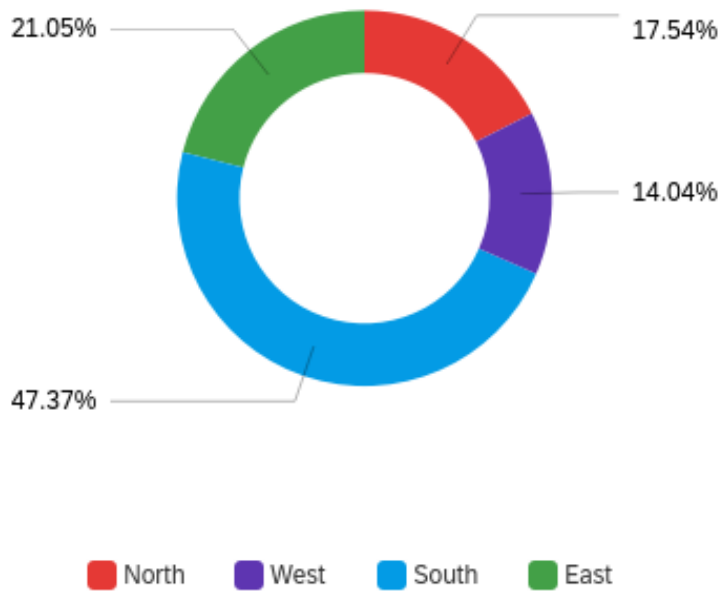
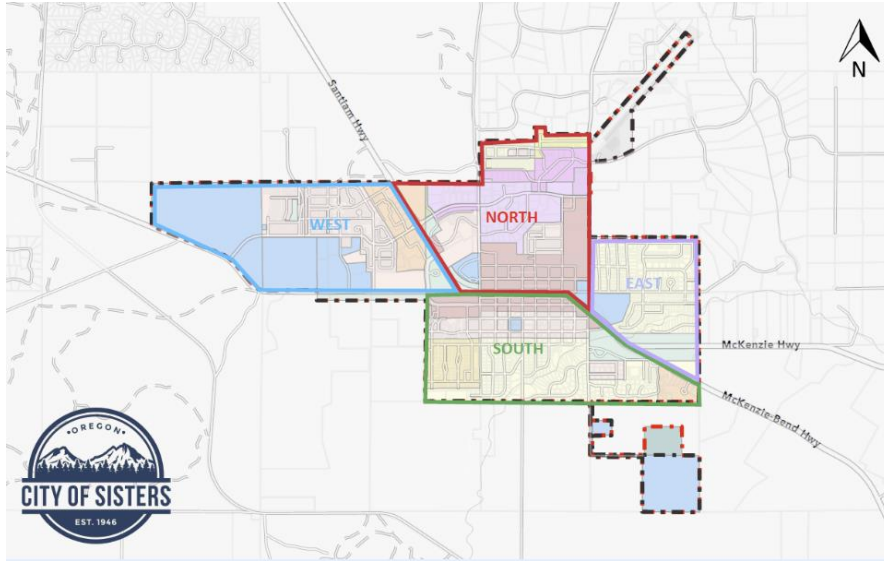
■ Single-Family Dwelling - Whole House    
 ■ Attached Townhome - Whole House

■ Accessory Dwelling Unit - Whole Unit    
 ■ Condominium - Whole Unit    
 ■ Apartment - One or More Units

■ Renting Rooms - Not a Whole House    
 ■ Other

#	Answer	%	Count
1	Single-Family Dwelling - Whole House	45.00%	27
2	Attached Townhome - Whole House	10.00%	6
3	Accessory Dwelling Unit - Whole Unit	10.00%	6
4	Condominium - Whole Unit	18.33%	11
6	Apartment - One or More Units	3.33%	2
7	Renting Rooms - Not a Whole House	13.33%	8
8	Other	0.00%	0
	Total	100%	60

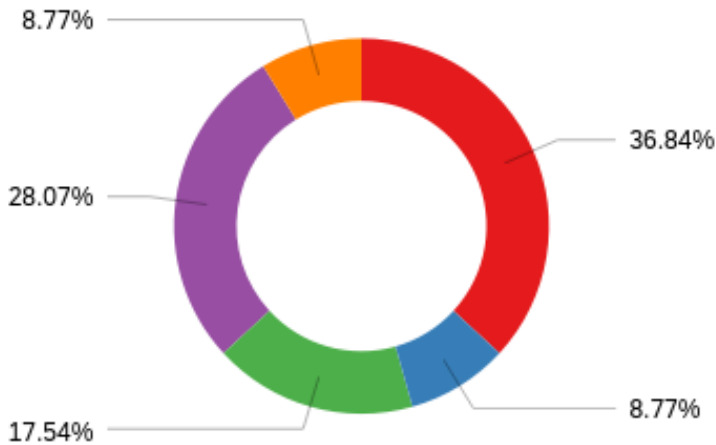
3. In what part of the City of Sisters is your short-term rental property located?



#	Answer	%	Count
1	North	17.54%	10
2	West	14.04%	8
3	South	47.37%	27
4	East	21.05%	12
	Total	100%	57



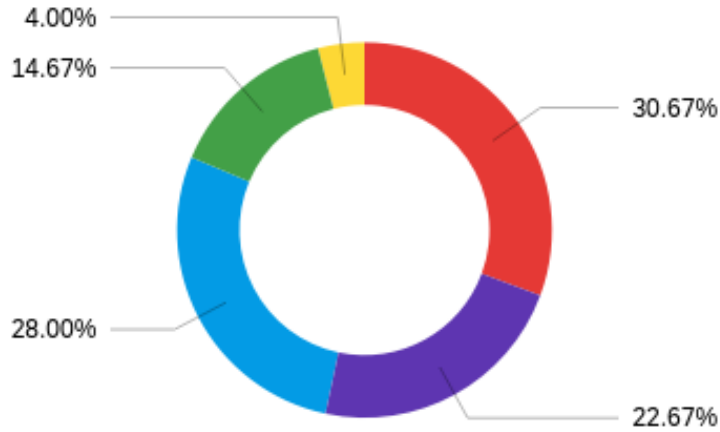
#### 4. Where is your primary residence located?



- The same as my short-term rental property in Sisters
- Within Sisters city limits, but not the same as my short-term rental
- Outside of Sisters city limits, but in Central Oregon     ■ Outside of Central Oregon, but in Oregon
- Outside of Oregon, but in the United States     ■ Outside of the United States

#	Answer	%	Count
1	The same as my short-term rental property in Sisters	36.84%	21
2	Within Sisters city limits, but not the same as my short-term rental	8.77%	5
3	Outside of Sisters city limits, but in Central Oregon	17.54%	10
4	Outside of Central Oregon, but in Oregon	28.07%	16
5	Outside of Oregon, but in the United States	8.77%	5
6	Outside of the United States	0.00%	0
	Total	100%	57

5. For what reason did you originally purchase the property that is now licensed as a short-term rental? Select all that apply.



#	Answer	%	Count
1	Investment/Rental Purposes	30.67%	23
2	Retirement	22.67%	17
3	Primary Residence	28.00%	21
4	Second/Vacation Home	14.67%	11
6	Other	4.00%	3
	Total	100%	75

OTHER

- The homes we manage are for homeowners that regularly visit Sisters and would not be interested in doing long term rentals (30+).
- Elderly family member
- Son and daughter in law are long time Sisters residents

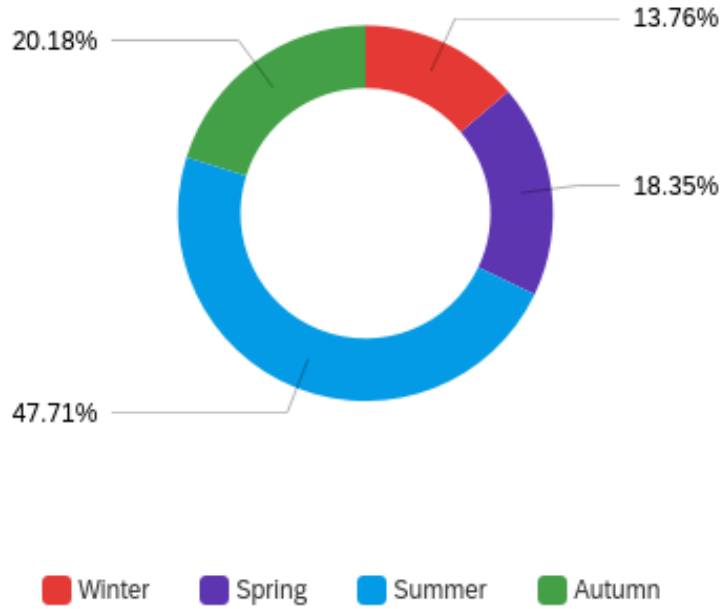
## 6. For what reason did you obtain a short-term rental permit and/or operating license for the property?

- to rent it out with ARBNB
- to help with expenses in retirement, meet new people from all over and share our beautiful area with.
- to have legal right to sometimes rent out a furnished bedroom
- to allow for short term rental
- an option for passive income as we age
- additional income and as a way to bring the world to us
- added and flexible income to offset ownership expenses
- With the future possibility of renting it out a few weeks a year
- We rent our property in prime months to help pay for our vacation home. We frequently return to Central Oregon where we used to live.
- Very occasional rental to friends and family while we travel.
- To use revenue from STR to pay for investment income property.
- To short term rent it
- To rent out if we are not using it to help pay for costs
- To rent it out as a short term rental to help pay the mortgage.
- To offset my mortgage
- To help pay the bills because it is so expensive to live in Central Oregon and I am single
- To help offset the costs of our mortgage. We work in education and otherwise without the ability to generate some income off our home as a part-time rental, we would struggle to be able to afford to live in Sisters.
- To ensure that the house does not sit empty for long periods of time between visits. My ultimate goal is to retire here once my son goes to college.
- To comply with local rules

- To comply with city and state laws and taxes
- To cash flow the investment. Long term rentals would not generate enough money to pay for the mortgage on this new construction four-plex.
- To be able to operate a airbnb to be able to afford the housing cost in sisters
- To abide by city requirements
- The license was grandfathered into my purchase so I only had to renew, not apply to a new license. I only rent it part time.
- Thank you for asking.. For the time being, I rent out my studio, primarily to people I already know for short visits. When I am able to afford a conversion, this dwelling will be used for a caregiver to care for me in the next 5 to 10 years.
- Semi-retired, live alone, needed extra income and I love hospitality. I make enough to pay my property taxes
- STR
- Rental income and provide small private units
- Rental income
- Provide a home/retreat for Pastors & VRBO guests
- Our homeowners regularly visit Sisters (Usually monthly) and only do STR to offset their expenses. Many of our homes would not be considered "affordable housing" for people to rent 12 months at a time.
- Opportunities for others to enjoy Sisters
- Offset expenses during periods of non-use
- Offset expenses
- Offset cost of maintaining a vacation home
- Occasional rental of the property
- My long term goal is to retire in Sisters, but wanted to continue using as a Short term rental because it had an active license when I purchased my property. I stay there whenever I can. I love Sisters!
- Long term investment in our unique home town of Sisters

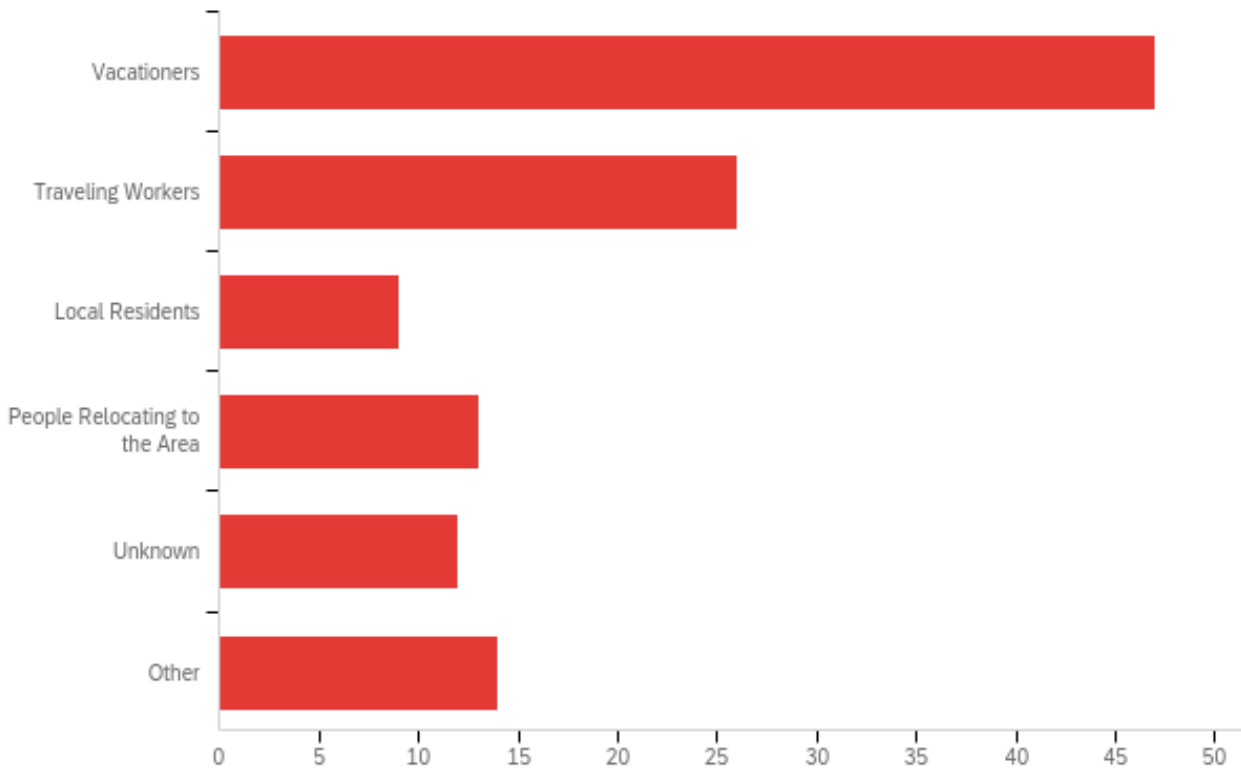
- Legally offer an STR and support the city with fees and TOT tax
- It was required
- It was already a rental since it was built, I just took it over but I am not ready to retire yet but plan to live there when I do
- It was a requirement and wanted to secure my geographical location
- It already had the license when we bought it and that is one of the big reasons why. We have horses so we knew eventually we would be in land and wanted it for short term rental.
- Investment purposes
- Investment
- Income. Bad experience / home damage / income loss / property damage/ with long term renters
- Income generated when we were not living here full-time to help with expenses
- Income
- I wanted to be able to use and enjoy the home when time allows, yet have it pay for itself until I retire and can fully move into it.
- I have 3 vacation rentals, two of which are ensconded in a commercial property we own. The one being reported on since commercial property don't come under the heading of a house, we purchased the house within an IRA 10/31 structure. Having the commercial property within a block of downtown we built in 2002 and building a warehouse/office in the industrial section of Sisters in 1998, we grew fond of Sisters and made this single family purchase. the
- House purchased with intent to move aging parents closer. STR helps offset costs until that time.
- Help offset cost of our second home in Sisters
- Future home, but current life situation doesn't allow
- Extra income option
- Extra income
- Cover expenses
- Blocking maneuver.

**7. What time of year is this property most likely to be rented as a short-term rental?  
Select all that apply.**



#	Answer	%	Count
1	Winter	13.76%	15
3	Summer	47.71%	52
2	Spring	18.35%	20
4	Autumn	20.18%	22
	Total	100%	109

**8. For what purposes have your tenants rented your short-term rental property? Select all that apply.**



#	Answer	%	Count
1	Vacationers	38.84%	47
2	Traveling Workers	21.49%	26
3	Local Residents	7.44%	9
4	People Relocating to the Area	10.74%	13
6	Unknown	9.92%	12
7	Other	11.57%	14
	Total	100%	121

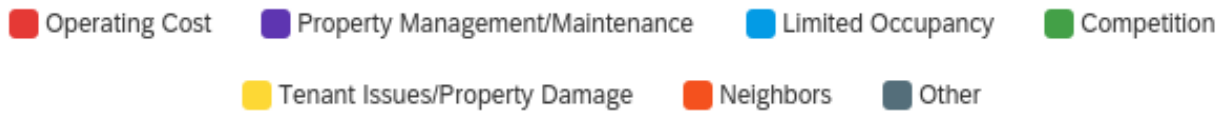
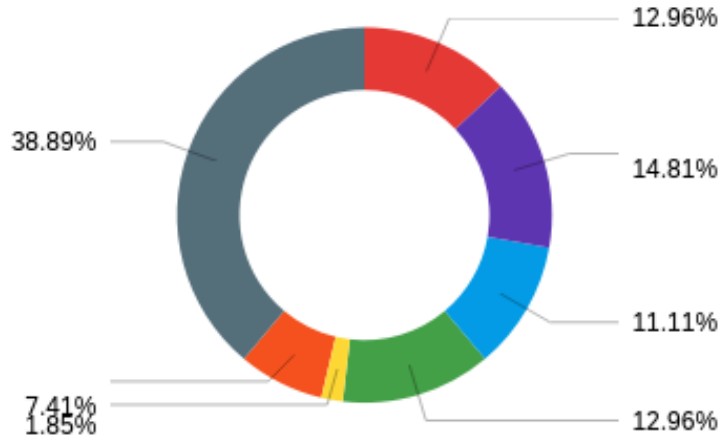
**Other**

- quilt show
- Visiting family members who live locally
- Individuals moving to the area and need an extended stay while searching for a home

- Weddings, funerals
- Most are coming for events in Sisters
- We have not rented it yet
- We have now moved to LTR mostly
- Wedding venues and camp ground that are near my home
- tourists, wedding attendees, hikers, bikers, bicyclists, writers, music festival attendees
- Visiting family



9. What challenges have you experienced in renting to short-term tenants? Select all that apply.



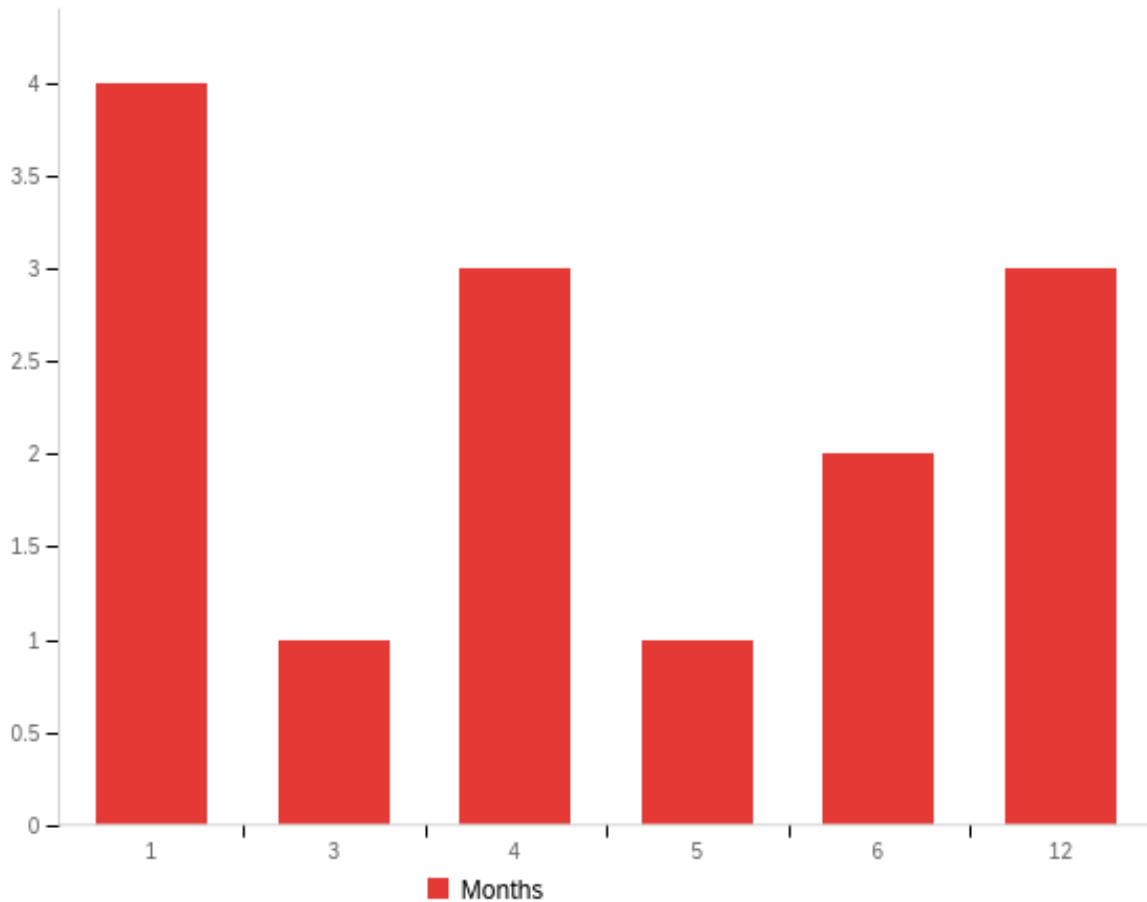
#	Answer	%	Count
1	Operating Cost	12.96%	7
2	Property Management/Maintenance	14.81%	8
3	Limited Occupancy	11.11%	6
4	Competition	12.96%	7
5	Tenant Issues/Property Damage	1.85%	1
6	Neighbors	7.41%	4
7	Other	38.89%	21
	Total	100%	54

Other

- None. Been easy. Great renters

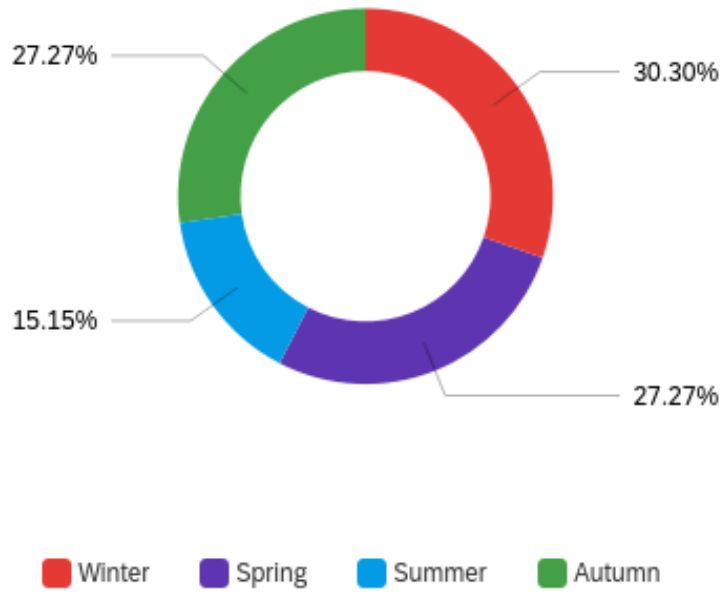
- Usually more damage occurs with long term rentals. (30+). STR causes less damage since the average stay is 3.5 days and our staff is visiting the property regularly making sure it is ok.
- Unable to make multiple selections #1, 2, 3, 4
- cannot select all that apply. operating costs, competition
- Negative and uninformed publicity from CATS (Citizens Action Team)
- Fees from the rental platforms
- None
- Unable to select multiple entries but 1-4 apply
- none
- No issues so far
- The cost of the license and city taxes are designed for companies, not individuals trying to make a little extra to get by.
- property mgmt, tenant damage/issues
- None
- No issues
- None
- You give one choice only, not more.
- Haven't actually rented the property yet
- I love hosting for guests that enjoy the community of Sisters
- we just rent out our son's bedroom. We tend to interact with all our guests and have met many wonderful people over the 9 years we've been doing this.

10. Have you ever rented this property LONG-TERM (30 days or more at a time) while it has been licensed as a short-term rental? If yes, what is the longest period you have rented to one tenant/group? If no, indicate "0" months.



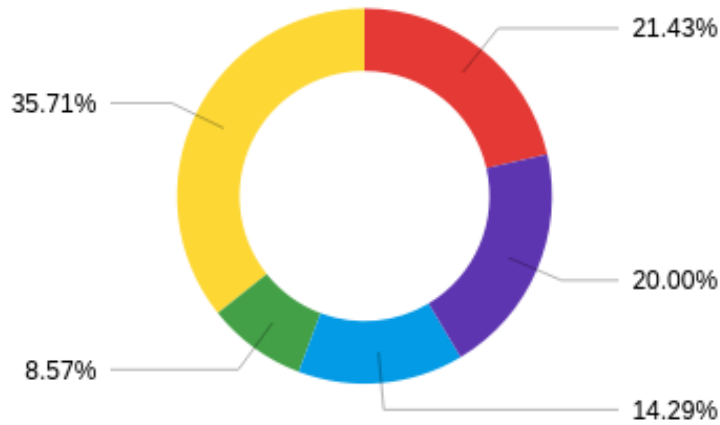
**Staff Note:** Due to survey software limitation, the results of this question did not clearly display. 14 respondents indicated they have rented their properties long-term. The horizontal axis identifies the months rented and the vertical axis identifies the number of responses for each. All other respondents identified "0" months indicating they have not rented their property long-term.

**11. If answered yes above, what time of year have you made this property available as a LONG-TERM rental? Select all that apply.**



#	Answer	%	Count
1	Winter	30.30%	10
2	Spring	27.27%	9
3	Summer	15.15%	5
4	Autumn	27.27%	9
	Total	100%	33

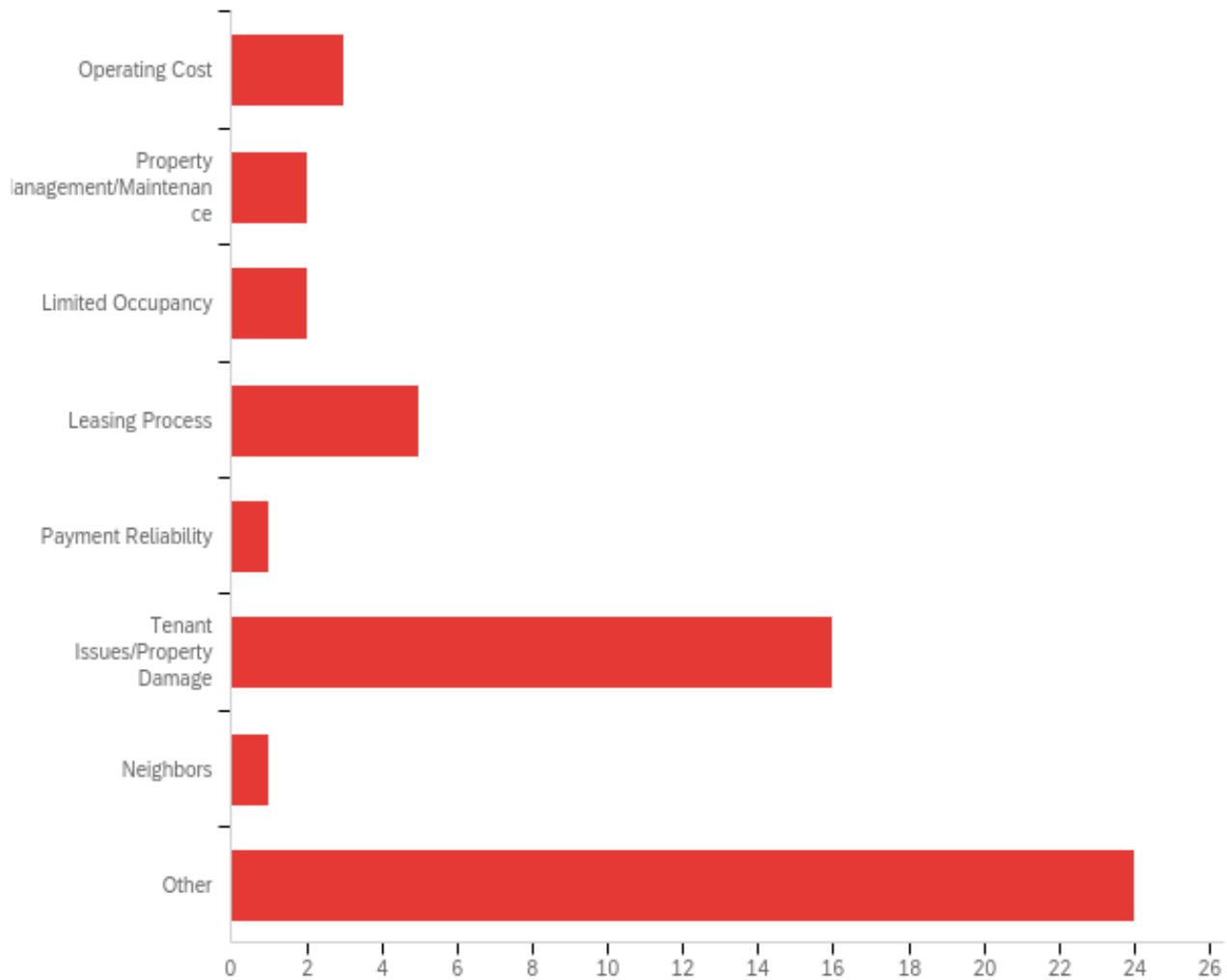
**12. Would you consider renting the unit LONG-TERM in the future? If so, how long of a lease would you be willing to offer? Select all that apply.**



- Up to 3 Months
- Up to 6 Moths
- Up to 12 Months
- Multiple Years
- I would not consider renting long-term.

#	Answer	%	Count
1	Up to 3 Months	21.43%	15
2	Up to 6 Moths	20.00%	14
3	Up to 12 Months	14.29%	10
4	Multiple Years	8.57%	6
5	I would not consider renting long-term.	35.71%	25
	Total	100%	70

**13. What challenges have you experienced or what challenges do you perceive in renting to LONG-TERM tenants (versus short-term)? Select all that apply.**



#	Answer	%	Count
1	Operating Cost	5.56%	3
2	Property Management/Maintenance	3.70%	2
3	Limited Occupancy	3.70%	2
4	Leasing Process	9.26%	5
5	Payment Reliability	1.85%	1
6	Tenant Issues/Property Damage	29.63%	16
7	Neighbors	1.85%	1
8	Other	44.44%	24
	Total	100%	54

## OTHER

- None. Great renters
- See notes from previous question.
- Unable to select multiple choices: #1, 2, 3, 4, 5
- Can't select all that apply. everything except neighbors
- None
- Multi-click functionality does not work so clicked other to include (1) tenant issues / property damage and (2) property management / maintenance
- Oregon laws discourage property owners from renting long term. Squatting, refusal to pay and eviction issues are highly common in Oregon. If one were to have long term tenants, the odds that they will have a tenant who refused to pay or leave is high and owners often goes many months without payment before this is resolved
- Unable to select multiple answers - #1, 2, 3, 4, 5 and especially 6
- Cannot select more than one of the listed above
- tenant rights issues
- I live in my home so I wouldn't do long term rental
- I come stay several times a year so hard to rent full time
- This is my permanent residence. I have 1 room I rent out and only when I am here.
- My inability to use it if I rent long-term.
- No longer a vacation home to go to
- We live here
- Limit the question. You have entered "all" that apply. Only 1 can be chosen. Did you have any owners helping in putting together this question-aire. If so it would have different questions and additional choices.
- I use property as primary residence
- Revenue adequate to cover costs
- House is used as full time residence
- None, prefer it now
- I wouldn't be able to enjoy my home when I want to. I try to stay at my home whenever I can for the peace and solitude of Sisters. It is my personal sanctuary!
- We are not interested in having a "roommate" in our home.
- The dilemma of charging a rent sufficient to cover all of my risks, maintenance, utilities, insurance, and inconvenience expenses, without being held up as a greedy landlord by the community.

#### 14. What type(s) of incentive(s) would encourage you to rent to a LONG-TERM tenant?

- unlikely we would consider it, as we live in the home full time, and see this as renting out a bedroom for 1-2 folks at a time, and prefer not to have renters with us for more than very brief stays.
- simplify city and county codes to owners benefit Tax breaks
- I already do.. just not for yearly.. I mix and match
- Our homeowners would not be interested in long term rents since they visit their properties regularly. Our homes would not be considered Afford Homes for locals to rent out on a yearly basis.
- Property tax rebate
- Transition incentive, to help cover the cost of moving from short-term to long-term.
- Cash incentives or tax incentive to make it more economically viable.
- Reliable mgt, tenant screening financial benefits
- None.
- While it would be more convenient to rent to longer term tenants, that would likely reduce the actual tenancy due to less demand
- How can you address the cost of my mortgage? That's what I'm battling month to month to afford to live in Sisters, given home prices. Is that a reduction in my property taxes? Is that an increase in pay as a worker in service or not-for-profit / education industries?
- None, as we use the ADU for Family and Friends year round
- Easy eviction or an entity covering my mortgage for a tenant who refuses to pay or leave while I went through the multi month process
- Property tax credit, loosened ADU restrictions and ADU incentives
- Insure a tenant can accommodate a short term lease of 120 days or less, security deposit that would cover expenses to allow the property to be used as an STR, no smoking/pets, limit occupancy to four tenants.
- None. We do not want to have long term tenants. We like being able to use it for family gatherings.
- None, this would be a decision we would make per our own goals and wouldn't be swayed by an incentive that we can think of.
- Incentives would have no effect on decision
- More information and access to resources that secure tenants. Part of the issue is that rent costs will likely not cover operating costs and also does not allow for vacation opportunities. We would be very interested, as this is an investment property, but it would have to make sense financially.
- Nothing



- flip side - It is my belief that because the Sisters economy is tourist based our community needs short term rentals to provide lodging to our many visitors during the peak and event season. Maintaining the short term rental base is important to the area businesses. Yet longer term rentals in off season could be a solution to teachers (school year/term occupancy) and workforce when climate/road conditions make commute options more difficult.
- None at this point. I work full time and can only accommodate weekend rentals in the summer when I go camping.
- I don't want it to be a full time rental as I like to use it, I could maybe do 3 months but lots of friends and family like to go all times of year so its difficult to commit to that. Its not really about money, that house is my happy place and I love the town. It is my 2nd house I have owned in sisters since 2010
- None. I like the flexibility of short term so I can block out weeks or weekends for friends, family and grandkids. It's my only guest room.
- would need protection from tenants squatting/refusing to leave major property tax break reduction in city service cost The City to pay for the "Alley" to be paved instead of me, they required when home was built (its not a true alley-W Jefferson/oak)
- I am happy to rent it longer-term like three or six months, but not longer than that as I would be unable to use it. That is the whole point of buying. It is so that I can spend time there.
- Lots of money, around \$2000 per month.
- That is not possible, since we live in this house and only intend to rent it very occasionally.
- Main issue really is our timing of moving ourselves in full time.
- You are asking "30 Days or More" when in fact I know of no one that would rent for 30 days at a price that would benefit the tenant you are trying to garner. That would be those in the lower income bracket that can work in the city but have no place to stay. For you to make it attractive to move from a STR to a regular rental would very unappealing to most who own STR's. Our STR house brings in approximately \$32K plus per year. Do you want as a city to make up the difference? People buy property sometimes for income purposes. That is the benefit or working hard and having the ability to make good investments and choices. The property we bought for an STR would not sell to a buyer for the amount we could attain if it were not for it being an STR. Trying to put new rules into place that are very different than when we bought the property is changing the rules. Investments on the part of new owners is based on rules the city has put into place. To change the rules after a person has bought a property is like inviting a retailer to join the commercial downtown to make it more attractive to visitors or local people. After they do so and have followed all city rules and regs, they now find their reason for being in the downtown area eliminated in lieu of the city finding a better fit for some other entity that benefits a certain customer base. I would imagine the "hotels" in the Sisters area are clamoring for the city to reduce STR's so that its bottom line is less affected.
- none
- Incentives by the city to help tenants afford the rent. Leasing services that would help me as an owner be incentivized to rent long term. For example, I prefer renting long term however cannot make a profit with HOA dues, electric/cable etc. at a rental rate that would be considered

“affordable”. I am VERY open to renting long term over the slower seasons at an affordable rate (\$1,500-\$2,000/mo)

- None
- I’m open to any ideas....I have to see my property not being used! It’s adorable! I hope to retire in Sisters.
- None that is not of interest
- A Revenue stream to match short term
- financial, the income is higher with short- term
- No pets, high rent to cover mortgage, operating expenses and provide some income
- None. I live in house full time.
- We have rented for a long time on ABB for STR. We own homes at the beach, in the Portland-Metro area and Sisters, all have been STR usage. We are aware that the move now is towards long term rental or at the least mid-term rental. We do not rent STR at the beach or in the metro area. We are prepared to do the same in Sisters. I will just add that at the beach, the county will ultimately forfeit large tax funds for excessively limiting STRs.
- NONE!! The last question did not allow me to check all that apply so I chose the number one reason, leasing process and home owners rights. I have been a landlord before for many years and that was 8 years ago when owners were just starting to lose their rights. Now you couldn’t pay me a million dollars to rent long term. We limit our STR to max stay to a week. So many squatting issues, and the eviction process is ridiculous.
- Discounted utilities? Overall, the cost to build in Sisters was too high to be able to do long term rentals. We would lose money every month, unfortunately. We are looking into doing 6 month rentals for the winter months for next year starting in 2024. November-April.
- There really isn't any insensitive that would encourage me. I have permanent rentals and I find them to be far more work. I love managing and taking care of my guests. It is more than just income for me. It is highly rewarding and enjoyable!
- None right now. We feel we have the ideal situation for us and for the city of Sisters. We direct people to different restaurants and outdoor destinations. it is a way to bring the world to us as people from far away as Bangladesh have stayed with us.
- I don’t need an incentive, I already do.
- Laws protecting me as a landlord, in the case of needing to evict the tenant or otherwise cut the tenancy short.
- Reduction monthly Transient Tax

**15. Please share anything else you would like the City of Sisters to consider regarding short-term or long-term rentals and/or suggestions for addressing the housing shortage in Sisters.**

- Consider a 500 foot spacing between licensed STRs single family residences. Consider also disallowing more than 1 STR condo or townhouse unit in a development or neighborhood unless 500' or greater in distance from another.
- I was told my permit was grandfathered in when I purchased it. I hope it stays that way. Otherwise it would be very disappointing
- Certainly, addressing housing shortages in a community like Sisters involves a multifaceted approach. Here are some considerations and suggestions for long-term solutions. I am sure the city has looked at these in the past, but these are a few I pulled while doing some research. Long-Term Housing Solutions: Affordable Housing Initiatives: Develop and implement programs to incentivize the construction of affordable housing units through partnerships with developers and nonprofits. Consider offering tax incentives or subsidies to encourage the creation of affordable housing. Zoning Changes: Evaluate and potentially adjust zoning regulations to allow for higher density in appropriate areas, promoting the construction of multi-family housing. Public-Private Partnerships: Collaborate with private sector entities to invest in affordable housing projects that meet the needs of the community. Infrastructure Development: Invest in infrastructure development to support new housing projects, such as improved transportation, utilities, and community amenities. Incentives for Developers: Offer incentives, such as reduced fees or expedited permitting processes, to developers who commit to building a certain percentage of affordable housing units in their projects. Land Use Policies: Review and update land use policies to ensure they align with the community's long-term vision for sustainable growth and development. Community Land Trusts: Explore the establishment of community land trusts to secure and maintain affordable housing options for residents in perpetuity. Innovative Housing Solutions: Explore alternative housing options, such as tiny homes, co-housing developments, and modular housing, to increase the variety of affordable choices. Remember, a comprehensive approach that combines regulatory measures with incentives and community involvement is often most effective. Engaging residents, businesses, and local organizations in the planning and decision-making processes can contribute to the success of these initiatives.
- I do understand and agree that something needs to change. And although, I appreciate having a short-term rental, the simplest approach is to change the regulations and limit the number of short-term rentals. Period. Easiest way would be to put a cap on it. Don't allow for any more permits. To include a building permit for a short-term rental complex of any sort. The growth of Sisters needs to be slowed up. This is one way to help with that as well.
- Eliminating or reducing STRs will result in a loss of annual income (\$280K+) from licenses, permits and TRT tax. As many STR owners also use their properties for personal use, with existing mortgage payments, escalating taxes, insurance and other expenses there's no assurance that they will, or can, offer them as below-market rate rentals for minimum wage, working families. If the city is serious about developing affordable housing then a consortium of local business owners led by city and county leaders should explore funding from local, state and federal sources. The city must not allow projects such as the USFS/Sisters Woodland that was intended for work force housing to

morph into market rate units and require that a substantial percentage of new development be allocated include true affordable housing. And further, Deschutes County can create innovative programs such as eliminating or reducing property tax to incentivize affordable housing so the landlord can pass on the savings as lower rents. Coupled with employer rent stipends and low income federal rental assistance more will be able to rent. STR Oversight/Enforcement - The city is losing income from non-compliant property owners who offer non permitted/unlicensed STRs. These renegade offerings also exacerbate complaints by unruly renters. The city relies on anonymous reporting by community members but the city rarely follows through with enforcement. Sisters should create an online reporting webpage and engage a web based monitoring service such as Host Compliance that surveys online listings for non-compliant properties and notifies the city and owner of violations. And the city MUST enforce and pursue noncompliance. The monitoring fee will pay for itself and the level of monitoring can be reduced or eliminated once the bulk of non-compliant properties are addressed. Host Compliance: <https://granicus.com/dictionary/short-term-vacation-rental-compliance/> Tourism: Eliminating STRs will impact tourist income as visitation rates will drop due to lack of affordable options for lodging especially during peak summer events. Suggestions: The current 250' buffer has created a saturation point limiting the number of STRs. Increasing the buffer to 500' will further limit the number of STRs in future city annexations. Along with culling unlicensed STRs the increased buffer will cap the STRs. Per the DCSO, complaints are rare and caused by a few repeat STR offenders. Pursue these offenders directly and not the entire STR program. Curtailing STRs is low hanging fruit and presents an easy yet deceptive attempt to remedy the low income housing problem. It's punitive, counter productive, and will result in the city losing considerable income while not providing affordable workforce, low income housing. Correction: One councilor stated that the Fourth Sisters Lodge has 85% STRs. With twenty-seven units and only four permitted STRs that's only 15% STRs - NOT 85%!

- We average 250+ nights a year, so there is strong demand for short term vacation rentals. We employ and pay for professional property management. Also, we lived next to a long-term rental that had parties every weekend, so long term does not fix the ills of short-term.
- No second homes as STRs. Moratorium on increased STR licenses. Financial incentives to turn STRs into long term rentals.
- I don't feel that STR's are the answer for solving the housing shortage in Sisters. Most of the people I know who rent short term (at least in units that share their primary residence)do so because of the flexibility in having their unit open for family and friends when needed and not having someone "in their space" 100% of the time. Plus the income from STR can far exceed a long term tenant.
- The vast majority of short term renters are respectful and abide by the rules. In our case, we have had zero problems with renters...though we have had a few issues with full-time resident neighbors. They assume short term renters are undesirable and communicate that in disrespectful ways. Really sends the message that Sisters is unfriendly to visitors...
- I've heard stories of people who are long-time Sisters residents with STR permits purely because they don't want their neighbors to have a STR permit. They never rent their property. I would guess that create a STR receipt for &lt;2 nights a yr so it conveys year to year. This behavior is applying unwarranted pressure on your STR program and creates inequality in your system. You have a long-time resident, perhaps a retiree or someone with a secondary home with a STR permit and a low mortgage rate or non-existent mortgage. Meanwhile, someone is scraping by to afford a first home

and work full-time and is willing to rent to help address costs but they can't access a permit because of the current policy. A STR permit policy is essential but it needs to operate in a way that is actually used and serves those who intend / need to operate an STR. Those who are retaining a permit purely to keep others out are being selfish.

- I did not build the ADU to fix the housing shortage in Sisters. We have lived in Sisters since 1998 and it's been an issue since we moved here.
- Sisters is not unlike any other couture small town in the west (Whitefish, Joseph, Breckinridge, Telluride etc). It is exclusive and highly desirable. The wealthy will ultimately buy property there as second homes even if the city limits investment properties. However, if the City were to take back these licenses, hard working people trying to build a portfolio would also be pushed out and the houses would merely be bought as second homes, which would not benefit the economy. The city could refuse / limit future new licenses for a time as the market is a bit saturated. However, many tourists (which sisters relies on) depends on people staying there and there is not enough hotels to support that, so vacation rentals help sisters economy. Sisters should consider housing that is affordable for workers but that does not attract undesirable characters and those who are merely living unemployed which would discourage Sisters tourism industry. Breckinridge Co had a program for its laborers who earn a living but under certain wages. The city should do a case study of cities like Breckenridge who have seceded Sisters livability long ago.
- Loosen code restrictions on ADUs and provide incentives for their development.
- It is a very tough issue. Thanks for considering it!
- I don't think we have a housing shortage in Sisters; we have a rental housing shortage. I believe this is acutely tied into the Sisters community as a whole as a small town that people buy in and chose to live in - people buy homes here to live here for the way of life. By being able to offset some of the cost of owning a second or investment property with income from an STR - it makes this desire more attainable to many - particularly to those who can't live here full time ... yet
- I applaud that efforts that the city is taking to attempt to address housing issues. I wish I had lots of suggestions to address the housing shortage in Sisters and most everywhere else.
- One of our greatest frustrations is the HOA that we work with. They make it extremely difficult to rent to tenants. We currently have an ADU that we would be happy to rent especially to people that are working in Sisters, but it cuts into the overall occupancy of our short term rental and does not make it feasible. Our HOA is extremely difficult to work with.
- STRs serve a vital role in Sister's vibrant community, of which tourism is a very important piece. I don't think making STRs the lightning rod for affordable housing and demonizing the owners will be productive in this conversation. We own a house that has a STR rental license, but it is also our home. It helped us afford to make the move here and we have hosted many wonderful families that come here for the festivals, weddings and sadly, even funerals. A STR house can provide an experience for families not available in a hotel room. It may make sense to increase the size of the buffer zone and maybe limit STRs in the UGB if expanded, but I would ask that you resist any move to cancel current licenses or the ability to transfer the license when the property is sold. These are important private property rights that should be protected. Making housing affordable is an issue with no simple solution. STRs are just one small piece of the picture. Please do not let this loud vocal minority group speak for the entire community. I would challenge this group, since they seek to limit others financial livelihoods, to pledge to sell their own house below the market value to

make it more affordable. I suspect they would list and sell to the highest bidder, which is a free market economy. Please do not limit our free market economy.

- I think there needs to be short term rentals to support the local businesses in order to have people visit for the rodeo, quilt show and other events. These visitors support restaurants shops and other local establishments
- allow property owners to lease long term without losing a short term use license. Property owners have made significant investments in their properties to allow short term uses and they pay annual fees and motel tax fees faithfully. To eliminate this allowed use results in a financial impact on these owners. Use should be monitored and if some property owners are not reporting short term use's as required they should lose that license. Because there is a perceived value for this license the city might consider buying the license ie giving the property owner a payment for relinquishing the short term license. Start with a nominal offer of \$4,000 and see if there 20-30 property owners would give up their property right. Another option is to allow long term rentals for a period of time, say 3 years without losing the STD privilege, which could be reactivated. I'd imagine that property owners would return units to the housing market as a "test" and perhaps never return to the nightly rental market. Hope this helps, Good luck
- I feel that decisions are made based on the belief that every short term or long term rental is a company and it hurts those of us trying to get by. Airbnb used to be for people like me but companies are pushing us out.
- More affordable housing needs to be built, I think some of that has been done but some of the new developments are \$1M plus even if they rented to people full time its not affordable. I have met people living in the woods (during winter) who have jobs its disheartening that they can't find housing. If I rented my house full time it would not be affordable for most, my sister in law currently is renting her house there out full time and she is not getting paid because the tenant can't afford it. She has two kids and relies on the money to pay the mortgage.
- My Air BnB room is an answer to prayer. In the past 7 years, I have met the most wonderful people from all over the world and directed them to my favorite local restaurants and businesses. I'm an "Ambassador" for Sisters. At 73, it's one way to supplement my income. Re: long term rentals; Supply & Demand have always seemed to work things out. It just takes time. The 3 BR townhouse across from me has been vacant & for rent for 3 months.
- I built my home with the hopes to have 2 or 3 attached units to provide for single person or couples. I need the home available in the summer and winter to make enough money to pay off the loan. I am currently not making enough to cover my mortgage payment except for November, December, June-Aug. Long term would help bring in consistent income but would not allow me to profit and I would have renters that may be disruptive, unreliable or refuse to leave or create legal trouble for homeowner. I live next door to my rental and enjoy not having full time neighbors on each side. The lots are so close together they don't offer any privacy. I would not rent longer than 3 months at a time.
- I definitely see a lack of longer-term rentals in Sisters. And the ones that are available are expensive. For those of us that have short term rentals we are definitely seeing an increase in more of those in the past year, and this has greatly impacted our ability to rent our own. Way too much competition, it's starting to feel quite saturated. A lot of us would like to see a cap on adding more short term rentals in the city. It also seems clear that we need to figure out how to add affordable long-term rentals.

- Provide incentives to build affordable housing. There is no housing shortage for those with deep pockets
- I would add an ADU for long term rental, but construction, taxes, permits, and interest rates are all too high for this to be feasible.
- To us, the issue is not the occasional rental of a home, room(s) in the home, or an ADU on the owner's property for events to get a little income. There may be reason to regulate the ownership and rental of multiple short term rental properties by one owner. Buying multiple properties and holding them off of the market for long term rental negatively impacts inventory and increases rental prices, we believe.
- Sister is a very unique. Owners who have made decisions to invest in Sisters is a compliment to this small city. To now say to owners that the city appreciates you less now is sad. It's not our fault as a city you say. We made rules that we thought best for the city but now our rules don't benefit a particular segment. Changing the rules benefits the retail owners that need housing for their help. Housing that is cheaper. It's the fault of people like us, owners that have purchased property. For the number of STR's in the city, the city has greatly benefited from it. The retailers have benefited from STR's. STR's have turned once OK cities, to travelers that say to themselves they have to return to a place like Sisters that offers an expansive choice of where to stay and they stay much longer. Your city would reduce interest to travelers that use the national websites Vrbo and Airbnb to introduce travelers to locales they did not know of previously. Travels look for STR's when making reservations and not hotels. Reducing STR's reduces what the city has enjoyed in the increased popularity of the town. Taking away choices of places travelers chose to spend money and come for another visit, is a great reason to stop STR's from existing. If you are looking for reasonable rents for one set of people it would be wise to consider another set that stokes the real reason you have a problem. And its not STR's. It is business people that need labor and they let the city know over an over that it is of utmost concern to them. Perhaps the city needs to see what they can charge less for from business owners instead owners of rentals. Travelers like your city because of STR's and good people that live here. Take away STR's and your national focus will diminish. One additional note. We have had from 2008 a STR. We have never had any neighbor call with a report of a rude traveler. Never had police called. It has been over all a quiet business to own. And most travelers that land here have been people that care about others. The travelers that land here so often return. Our reservations are from all over the US and most would not have known about Sisters except thought the STR community. You have mentioned previously about hiring personel that can let the outside world know about Sisters. We do that every day nationwide and pay for it in taxes the city benefilts from. Thanks for survey. Some of the question such as how many times we use our STR. The choices don't fit since we visit Sisters about 4 days a year. We have a great manager since 2008 and all is well, up to this point.
- Incentives to rent long term versus short term during the non-peak seasons. During the summer is when we make a profit and other months we are in the red. I'd be happy to rent long term between Labor Day and Memorial Day.
- Let's figure out a plan! I travel 6 months a year.... My home could be used to solve housing issues.
- There have been zero issues with neighbors in the three years that we have had our STR's. That would be expected as we are local owners who live in the same neighborhood as our STRs, who value our relationships with our neighbors, and as a result screen tenants very tightly. The same can't be said of some remote landlords who often use remote management companies like Vaasa,

etc. with less exacting standards and more focus on just getting the units rented for max revenue to the management company. We have long term rather than short term focus and have a deep respect for our neighbors and city. Another item of concern for us in this look at STR's and their impact on housing costs, rental availability, etc., is are you taking a look at those homes sitting empty much of the year because they are owned as second homes/vacation homes/investments by absentee out-of-the-area owners who spend a limited amount of time in the home and in the area? We have many of these in our neighborhood, homes with owners from the Valley, Portland/Vancouver, and states as far away as Indiana and Florida. Our community has always had and will always have a relatively high percentage of vacation home owners who spend a limited amount of time in the community and who also drive up prices and limit the home's use as long term rentals to others. It is a meaningful percentage of homes. I would say that our STRs have far higher occupancy rates than those vacation homes and are occupied by vacationers who highly support our local tourist economy when they come. I would argue that the relative negative impact of a mostly vacant vacation home on home price affordability, rental home availability, economic impact etc is far higher than for an STR so let's not overly vilify the STR's impact on the housing issues at hand and give it all the blame, We are a highly sought after vacation/tourist destination and like others areas like us, home affordability/availability is going to be an ongoing issue. - Stricter STR distancing would be good. Every 500 ft. Rather than 250 ft? Trends - The STR 'craze' instigated by Covid- remote work, skyrocketing RE costs, low interest rates, etc is now meaningfully slowing. Our numbers are down quite a bit. Check the Sisters transient tax levels for STR tax revenue in recent months. We have one of our homes for sale and will likely sell another next summer. Airbnb/STR income numbers are falling in a big way across the nation and are likely seeing a meaningful decrease in Sisters. STR saturation is in the process of self-correcting from an unsustainable level. I expect this trend to continue as we move forward. The 'alarming' STR growth phase is past. - Housing Shortage- We have a housing shortage relative to current demand. This tells me that the past PSU population growth estimates on local housing demand in our area (that gets worked into UGB expansion plans, etc,) was, and remains in error. There are many reasons why they missed on their demand estimates. They are mostly macro economic misses. The impact on RE demand from Low interest rates for many years, availability of doing remote work from where you would really like to live, big city exodus, the high number of newly minted California Equity refugees leaving crowded high value cities for a relative low cost Sisters, etc. Get a more accurate housing demand figure in place. Clearly we would not have resort-like prices in our little city had PSU done their homework correctly. They need to adjust demand estimates for changing macroeconomic and demographic conditions.

- there is demand for both types of rentals. It is important to limit the amount of authorized short-term rentals. Short-term rentals can adversely affect neighborhoods if not carefully screened and managed. Owners must be responsible to the neighborhoods
- My renters are mostly retired and/or families who come to Sisters for a specific event. My house is only listed on VRBO (not AirB&B) which typically has a different clientele (older). I would not consider a long term renter because I use my house frequently. Prior to Covid the plan was for Sisters to be my primary residence.
- Banning STRs is not a good idea. People have the right to have them within the code as decided by the community.
- I invite someone to contact me at [REDACTED]. I do have some thoughts about this issue borne out of years of STR rentals and closely following the efforts to limit STRs to increase housing.



- There has been a housing issue as long as I have been here! What is new? I had to live in Redmond and commute to work in Sisters and I've worked my butt off and it took many years to achieve my goals of owning my first little 800 sq ft house to now having property. I also am an employer here and I don't hire people who need to put food on the table or having a hard time making ends meet unless they are working towards an end goal. I do not offer a job that is conducive to bettering one's financial life. These "fun" jobs are for kids and for retired people and I would say that applies to a lot of the jobs in downtown especially retail jobs. Just face the facts and own up to Sisters is not affordable and no matter what we do it will probably never be affordable.
- I'm sad there is a housing shortage. I really don't know how to resolve the issue but to free up more land to build more homes. I believe we already have restrictions on the distance one STR can be from another. We should have a meeting with STR and the City counsel and see if we can figure it out as members of the community! Our Nieghbor's should be involved too! Thank you for your time! Debbie
- I think everyone should have the opportunity to rent a room in their house if they want to. At some point, every house has an empty room for a variety of reasons: kids grow up and move away, divorce, death, change of usage of the room, etc. Think of houses as living systems rather than simply as buildings.
- Care for property, respect for rules.
- Construction costs are much too high. Not just the cost of materials -- the cost of labor is unrealistic considering the amount of education and training required to do the work. Greed and unreliability within the Construction job families is also a factor. I realize you cannot fix this, but at least acknowledging it would help.
- Long-term rental incentives for owners.

# City of Sisters

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## Short-Term Rental Program Analysis Continued



# BACKGROUND

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## 2023/24 CITY COUNCIL GOAL

- *Evaluate Short-Term Rental Code language to mitigate adverse impacts on the community.*
  - Availability on housing units for long-term occupancy
  - Nuisances created by STRs

## PREVIOUS WORKSHOPS

- 9-13-23 City Council & 10-5-23 Planning Commission
  - Regulatory Framework
  - Regulatory Impact
  - Next Steps

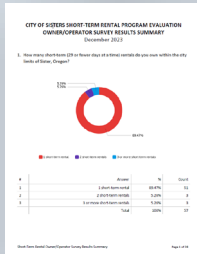


# OVERVIEW

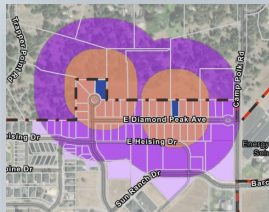
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## DESCHUTES COUNTY SHERIFF CALL DATA



## OWNER/OPERATOR SURVEY RESULTS



## ANALYSIS OF INCREASING CONCENTRATION LIMITS

# DESCHUTES CO. SHERIFF CALL DATA

## October 2018-2023

### Total Calls

Year	Total Calls
2018	3,519
2019	3,759
2020	4,120
2021	5,751
2022	6,781
2023 through October	6,678
<b>TOTAL</b>	<b>30,608</b>



- **258** Calls to STR Properties\*  
\*65 related to known long term tenant
- **193** Net Calls to STR Properties
- **0.6%** Total Calls

### Call to STR Properties

Calls to Individual STR Properties	Number of Properties
10+	1
5-9	7
1-4	62
None	49

# OWNER/OPERATOR SURVEY RESULTS

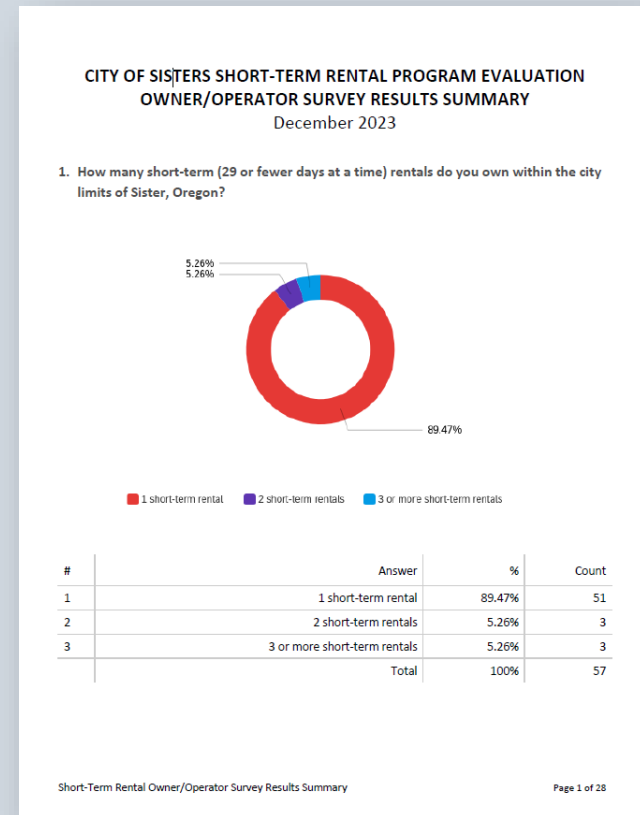
**December 2023**

**122** Survey Invitations

**59 (48%)** Responses Received

## Notable Results

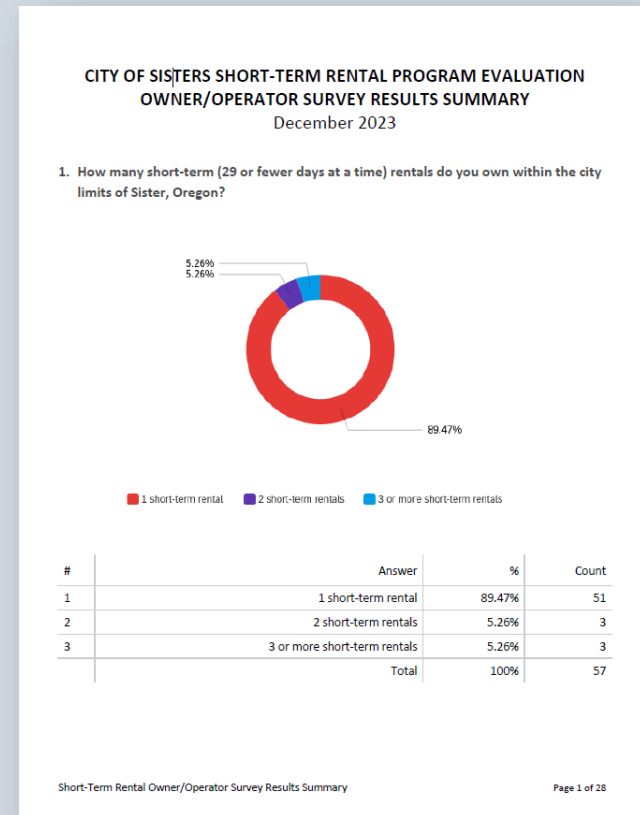
- **89%** own only 1 STR in the City of Sisters
- **63%** live in Central Oregon
- **45%** rent the whole unit
- **37%** rent primary residence
- Most renters are vacationers, followed by traveling workers.
- Occupancies are year-round with highest in the summer



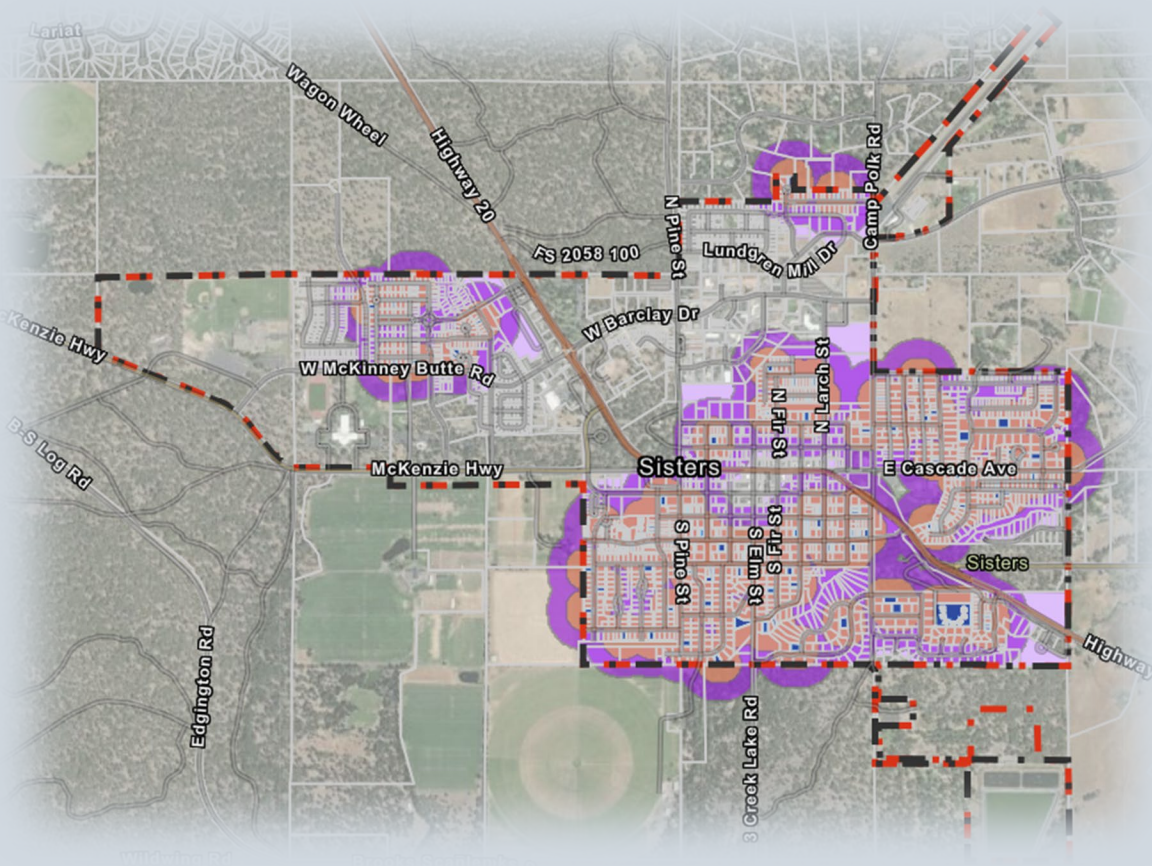
# OWNER/OPERATOR SURVEY RESULTS

## Notable Results (continued)

- **Challenges to Renting Long-Term**
  - Personal use of the property
  - Cost/revenue
  - Tenant issues/property damage
  - Landlord-tenant laws
- **Incentives to Rent Long-Term**
  - Tax incentives
  - Cash incentives
  - Waive minimum rental requirement to retain STR operating license



# ANALYSIS OF INCREASING CONCENTRATION LIMITS



## CURRENT STANDARDS

### 250-Ft Concentration Limit Buffer

- Residential
- Residential-Pine Meadow Village
- Multi-Family Residential
- North Sisters Business Park
- Sun Ranch Residential

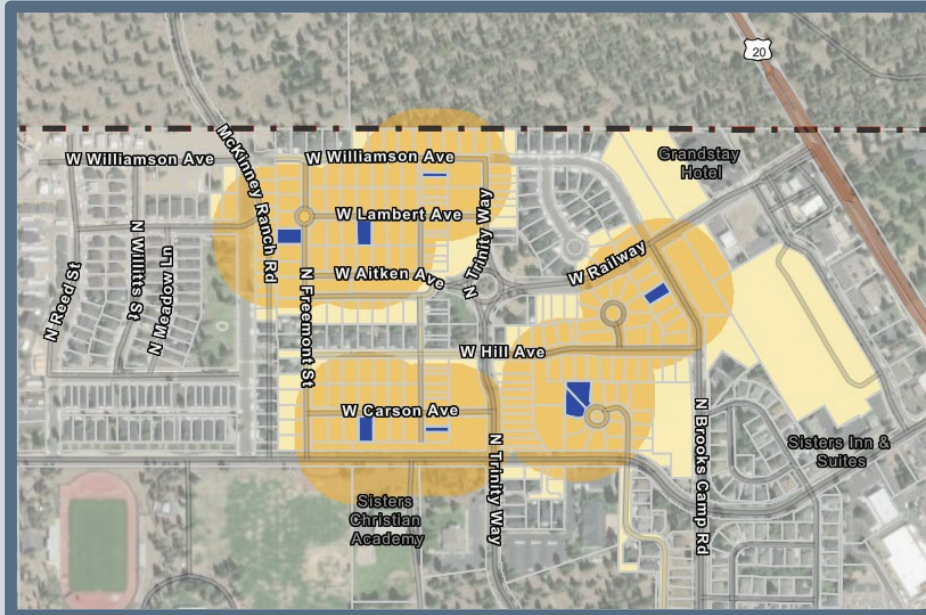
### No Concentration Limit Buffer

- Downtown Commercial
- Highway Commercial
- Condominiums (any zone)

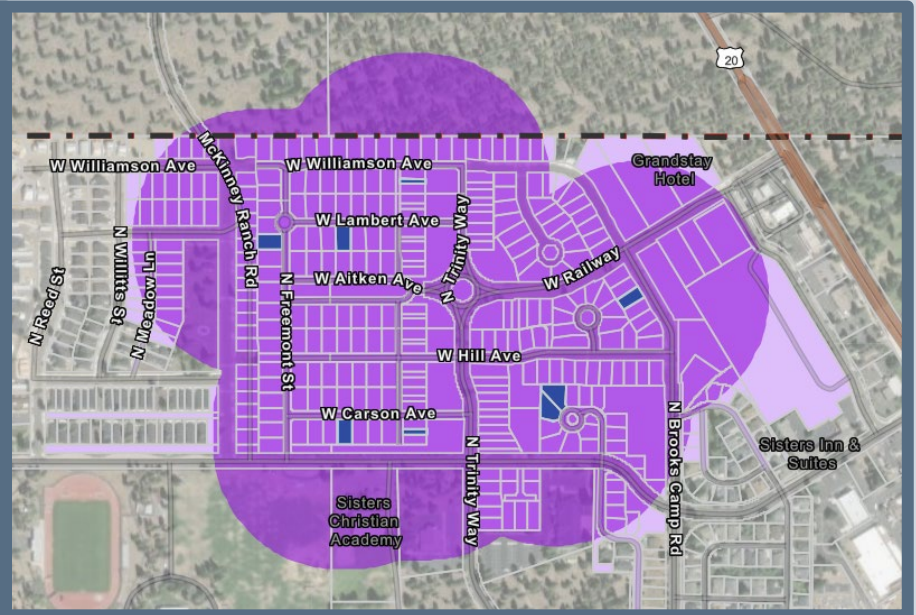


# ANALYSIS OF INCREASING CONCENTRATION LIMITS

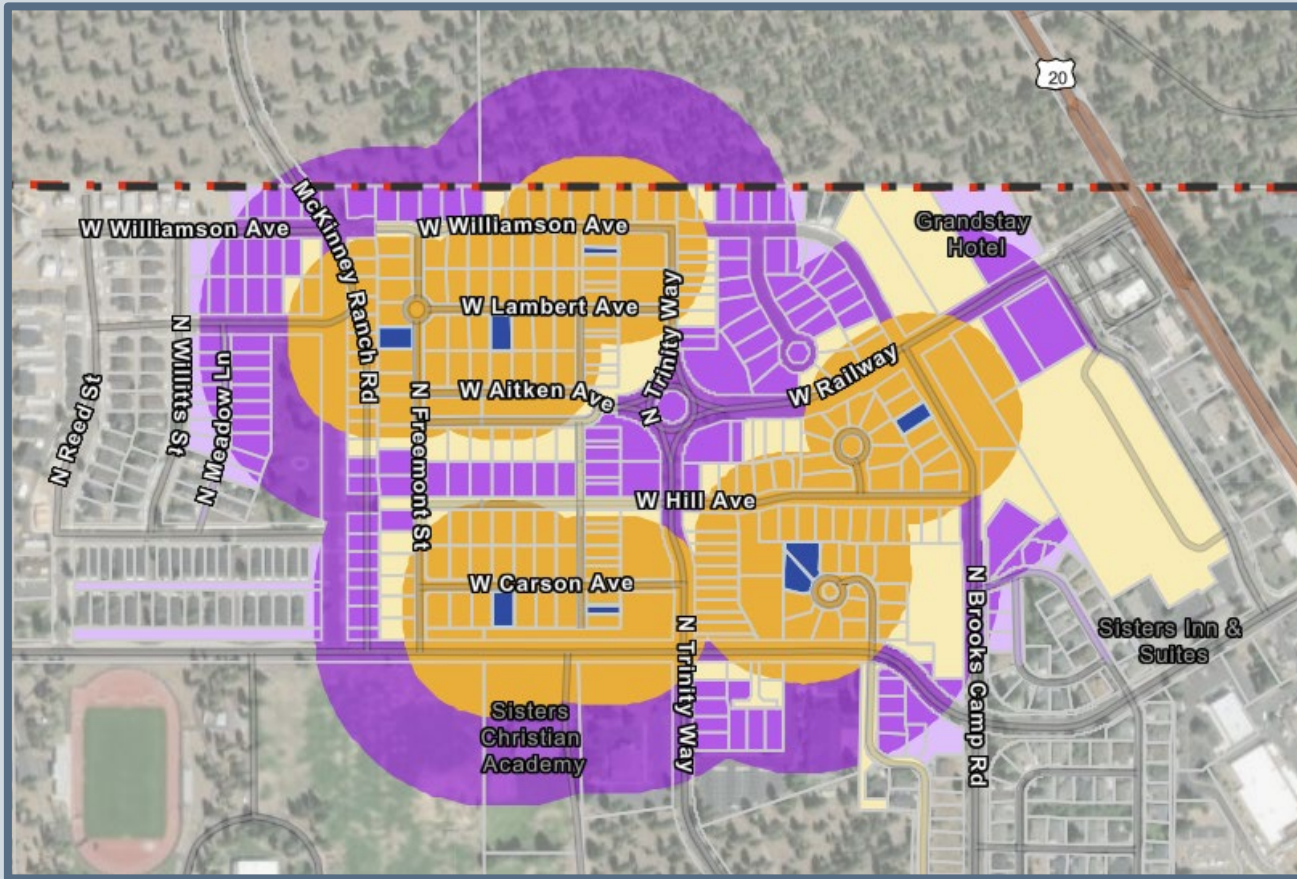
## 250-Foot Concentration Limit



## 500-Foot Concentration Limit

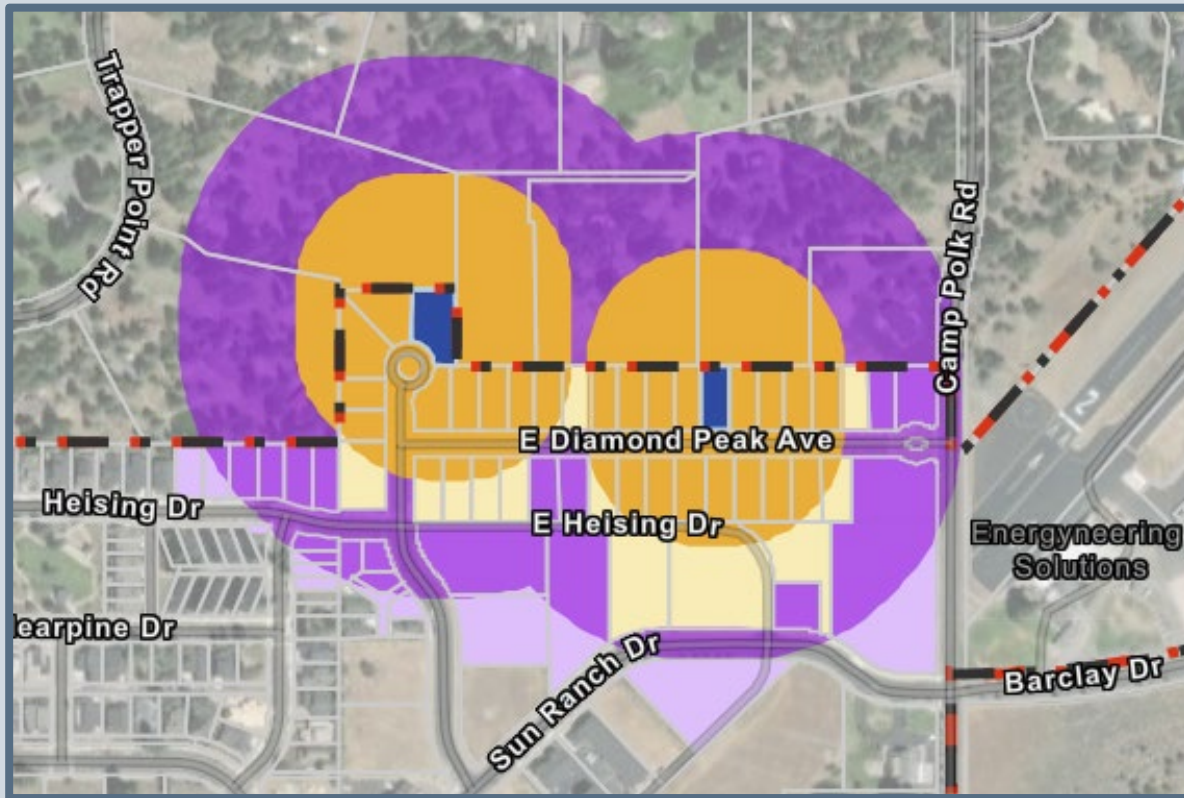


# ANALYSIS OF INCREASING CONCENTRATION LIMITS

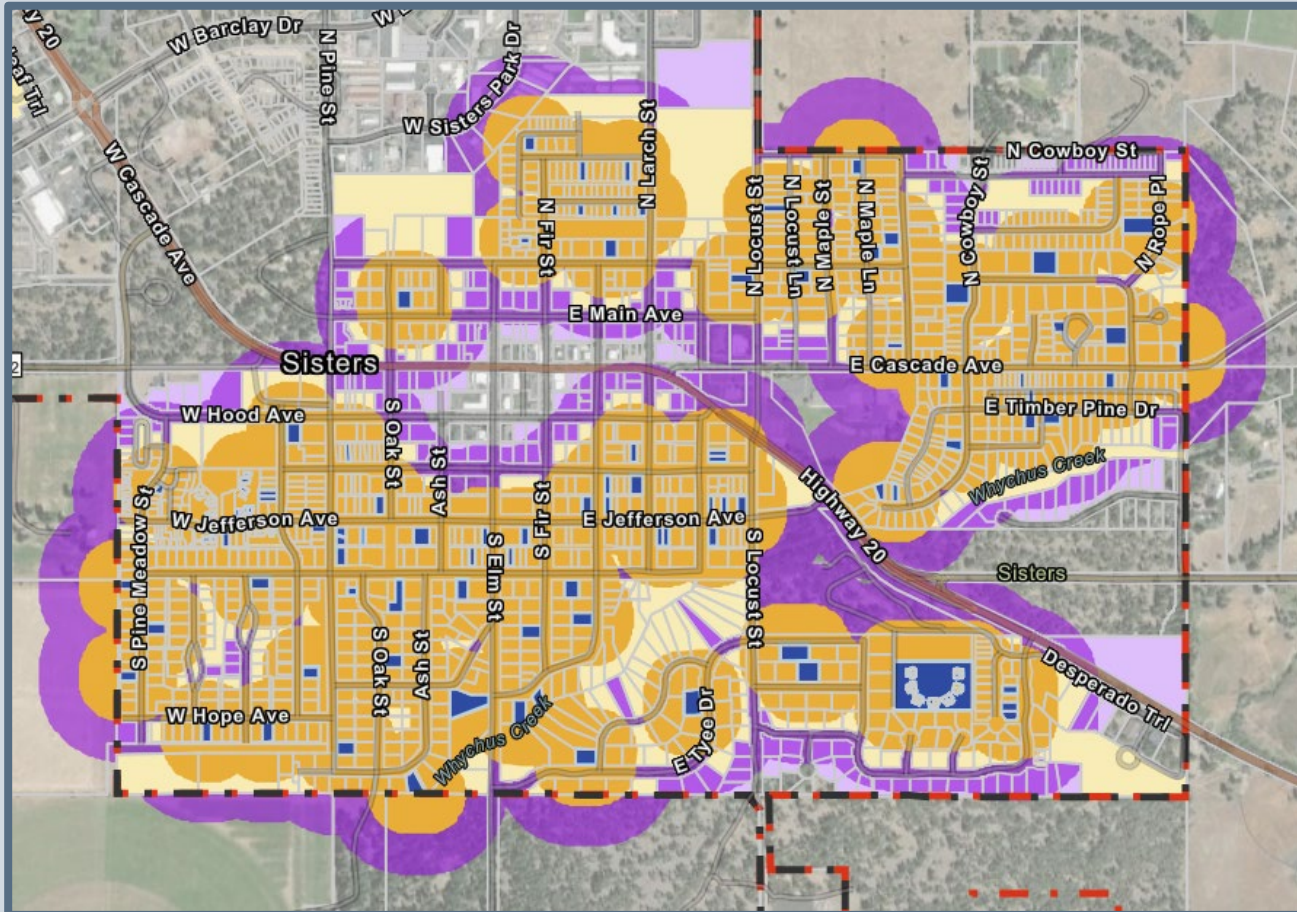


# ANALYSIS OF INCREASING CONCENTRATION LIMITS

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# ANALYSIS OF INCREASING CONCENTRATION LIMITS



# ANALYSIS OF INCREASING CONCENTRATION LIMITS

Zone District	Total Tax Lots	Concentration Buffer Distance (in feet)	Tax Lots Located in Buffer	% Tax Lots Located in Buffer
Residential (R)	1,113	250	692	74
		500	802	86
Multi-Family Residential (MFR)	1,091	250	558	57
		500	702	72
Residential-Pine Meadow Village (R-PMV)	157	250	122	91
		500	128	96
Sun Ranch Residential (SRR)	63	250	36	72
		500	47	94
North Sisters Business Park (NSBP)	53	250	6	12
		500	14	29
Downtown Commercial (DC)	337	250	141	53
		500	239	89
Highway Commercial (HC)	56	250	12	27
		500	24	53

## ELIGIBILITY IMPACT

### 500-Ft Buffer in Residential Districts

- **Residential District**
  - 14% Eligible (110 fewer lots)
- **Multi-Family Residential District**
  - 28% Eligible (144 fewer lots)

**Note:** Does not account for HOA / CC&Rs

### Applying Buffer in Commercial Districts

- **Downtown Commercial District**
  - 250-Ft. Buffer = 47% Eligible
  - 500-Ft. Buffer = 11% Eligible



# QUESTIONS?

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Matthew Martin, AICP

Principal Planner

[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)

541-323-5208



**MEMBERS PRESENT**

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

**STAFF PRESENT:**

Jordan Wheeler      City Manager  
Joe O'Neill          Finance Director  
Kerry Prosser        Assistant City Mgr.  
Scott Woodford      CDD Director  
Jackson Dumanch    PW Project Cord.

**GUEST:**

John Barentine      Dark Sky Consulting

The meeting recording is available here:

<https://www.ci.sisters.or.us/bc-citycouncil/page/city-council-workshop-meeting>

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

The meeting was called to order by Mayor Preedin at 6:36 pm.

**2. ROLL CALL**

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

**3. APPROVAL OF AGENDA**

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

**4. VISITOR COMMUNICATION**

- Madelyn Stasko, Sisters, asked what progress the Council had made in caring for the homeless.

**5. CONSENT AGENDA**

A. Minutes

1. November 29, 2023 - Regular
2. November 29, 2023 – Workshop
3. December 13, 2023 – Regular
4. December 13, 2023 – Workshop

B. Approve Minor Updates to the Employee Handbook.

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

**6. COUNCIL BUSINESS**

**A. Public Hearing and Consideration of Ordinance 536: AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE CHAPTERS 2.15– SPECIAL PROVISIONS (SECTION 2.15.2400 DARK SKIES STANDARDS).**

Mayor Preedin opened the public hearing.

Director Woodford reviewed a [presentation](#) and staff report on amending the Development Code on Dark Skies standards.

The Council asked questions of the staff, regarding security lighting and the proposed regulations on string lights.

Mayor Preedin asked for public comment.

- Paul Bennett, Sisters, expressed concerns about the global impact of artificial lights on night skies, particularly the adverse effects on wildlife and bird migration patterns. He asked if the residential or business lighting code would be used for a business near a home. Mr. Bennet had sent Council a survey but had yet to hear back from anyone and expressed frustration about the lack of dialogue in the current format of the meetings. He proposed including a question-and-answer session within the allocated time for public comments. He would like more transparent communication to ensure that community members feel heard.
- Rima Givot, Sisters Country, acknowledged the time and effort invested by staff, the Planning Commission, and the City Council over the past couple of years on the Dark Skies updates. She supported the proposed revisions, specifically the five-year timeframe for compliance. Regarding string lights, she thought it was important to turn them off to avoid creating unnecessary light at night.

Director Woodford clarified that a business in a residential zone was subject to the residential lighting requirements. The Council asked staff to investigate how neon was regulated and if signs with letters illuminated by unshielded light bulbs were covered in the code. Director Woodford replied he would look into the sign code.

Mayor Preedin closed the public hearing.

Mayor Preedin noted the importance of education before enforcement in implementing the Dark Skies code. He was happy with the five-year timeframe for compliance and encouraged a collaborative approach rather than pitting neighbors against each other.

Council President Blum preferred to keep holiday lighting special and limit the timeframe it was allowed. She did not favor string lighting outlining commercial buildings year-round,



and she agreed that string lights should be turned off at a reasonable time of night, regardless of their placement. Council President Blum did not think we needed to regulate where the string lights were placed on a property.

Council President Blum was happy with the overall ordinance and noted the importance of clear implementation goals. She said there might be a need to consider funding assistance for implementing the ordinance.

Council discussed amending sections 3(d) and 3(g) regarding string lighting. They amended 3(d) to read: When used for purposes other than holiday lighting, string lights shall consist only of white light sources with a CCT not to exceed three thousand (3000) Kelvin; and 3(g) to read: In residential zones, string lighting may be used to delineate or outline the edges of patios, porches, decks, and similar structures. String lighting must be completely extinguished by 11:00 pm.

*Councilor Cobb made a motion to have the Assistant City Manager (ACM) read Ordinance No. 536 by title only. Council President Blum seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0*

ACM Prosser read Ordinance 536 by title.

*Councilor Ross made a motion to approve and adopt Ordinance 536, city file TA 22-03, subject to the proposed changes as indicated in the record. Council President Blum seconded the motion. A roll call vote was taken. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.*

- B. Discussion and Consideration of a Motion** to Approve a Professional Service Agreement with Harper Houf Peterson Righellis Inc. for the Design of the Westside Pumpstation Project in an amount not to exceed \$232,375 and Authorize the City Manager to Execute the Agreement Subject to Minor Legal Revisions.

Project Coordinator Dumanch reviewed the Westside Pump Station project, which was a high-priority project in the 2023 Wastewater Master Plan. The project would collect wastewater from the city's west side, channel it through an 8-inch, 4500-foot pressure main, and then intercept into the 12-inch pressure main at Jefferson and Locust Streets before proceeding to the wastewater treatment plant. Harper Houf Peterson Righellis Inc. was selected for the design process and had extensive experience designing pump stations, particularly in Central Oregon. Periodic cost estimates were anticipated throughout the process.

*Councilor Cobb made a motion to approve a professional service agreement with Harper Houf Peterson Righellis Inc. for the design of the Westside Pumpstation Project in an amount not to exceed \$232,375 and authorize the City Manager to execute the agreement subject to minor legal revisions. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0*

**C. Discussion and Consideration of Resolution 2024-01: A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS**

ACM Prosser reviewed this emergency declaration, which allowed any entity with a facility to establish an emergency shelter if they complied with fire codes and other regulations outlined in the resolution. The resolution included stringent weather-related criteria, specifying conditions for the activation of temporary nighttime cold weather shelter facilities. The stipulations were aligned with guidelines from the National Weather Service for the region. This declaration begins on January 10th and runs until January 25<sup>th</sup>; during this two-week time frame, the city expected to see heavy winter weather. A new resolution extending the emergency declaration could be reissued at the Council meeting on January 24<sup>th</sup> if needed.

*Councilor Cobb made a motion to approve Resolution 2024-01. Council President Blum seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.*

**7. OTHER BUSINESS**

**A. Staff Comments**

Finance – Director O'Neill

- Campground reservations for the new year went live on January 2nd and had a successful start. There was a significant increase in reservations compared to the previous year, with almost \$73,000 on the first day.
- We hired a deputy recorder, Rebecca Green, who comes with high qualifications and previous experience in the role.

Community Development Department – Director Woodford

- The Request for Proposals (RFP) for a UGB consultant has been released.
- The final plat for Sunset Meadows had been approved.
- A work session on January 24th would address short-term rentals.

Public Works – Project Coordinator Dumanch

- The city-contracted snow removal service had mobilized for the recent snowfall. The Public Works crew was scheduled for early morning road widening and cleanup.

- Staff would monitor the weather forecast to stay prepared for additional snowfall.
- The 2023 goal of reaching net zero in the Environmental Sustainability plan was not achieved; we reached about 95%.

City Manager's Office - ACM Prosser

- An RFP was issued for the Main St. building, with submissions due by February 9th.
- The City Council open house was scheduled for January 22<sup>nd</sup> from 4:30 to 6:30 pm.
- Goal setting was scheduled for February 6<sup>th</sup> at 9:00 am
- The Civic Leadership Academy application process, led by C4C, will open in late January.

### **8. MAYOR/COUNCILOR BUSINESS**

Council President Blum reviewed the Public Works Advisory Board meeting, which was focused on upgrades to McKinney Butte Road between the high school and the new elementary school. She said the new members brought valuable experience and perspectives to the Board. Councilor Blum noted the importance of having an advisory committee composed of specialists who could thoroughly review topics, providing a second level of assurance for City Council decisions.

Councilor Ross commented that he received a lot of solicited surveys, and if he did not know the purpose of the survey or the entity sending it, he did not fill it out. He would have liked Mr. Bennett to stay and hear these comments. Councilor Cobb said it was unclear whether we were being asked to take the survey or it was already going out to the public.

Councilor Letz attended the annual luncheon for the Central Oregon Cities Organization (COCO), where they discussed regional topics such as water regulation changes and juniper reduction projects. She said there was discussion and a shared concern about the lack of substance abuse programs, transitional housing support, and mental health resources in the region. Other meetings she attended included:

- The Sisters Economic Development Board was working on goals for the Sisters area.
- At the Superintendent Coffee, they discussed the Youth Career Connect program and engaging high school interns with business partners.
- Deschutes County Bicycle Pedestrian Advisory Committee was working on goal setting and was planning to host a future meeting in Sisters.

Councilor Cobb attended a League of Women Voters meeting on the Deschutes County Crisis Center. She noted individuals in a mental health crisis could call 988 to connect with someone who could assess and assist them, including coordinating with law enforcement and determining the need for shelter.

Councilor Cobb met with Lou Blanchard of the Sisters Cold Weather Shelter. They discussed the need to revisit the city's approach to providing solutions for the unhoused population, specifically regarding waste disposal from trailers in the winter. She was concerned about the high percentage of unhoused individuals with children and the challenges of the 14-day stay limit on forest service land.

Councilor Cobb was in favor of looking into updating the signage code.

Mayor Preedin shared he was no longer the chair of COCO. However, he remained the Sisters representative on COCO and held the position of Co-chair of the Water Subcommittee.

Mayor Preedin acknowledged the community's desire for better engagement and said efforts were being made for improvement.

**9. ADJOURN:** 8:51 pm.

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Kerry Prosser, Recorder

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Michael Preedin, Mayor

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Jordan Wheeler      City Manager  
Kerry Prosser      Assistant City Manager  
Joe O'Neill          Finance Director  
Scott Woodford      CDD Director  
Emme Shoup        Associate Planner

The meeting recording is available here:

<https://www.ci.sisters.or.us/bc-citycouncil/page/city-council-workshop-meeting>

Mayor Preedin called the workshop to order at 5:30 p.m.

**1. Community Involvement Review**

Planner Shoup reviewed a [presentation](#) on the Planning Commission's feedback on community involvement. Feedback for the Council included updating the policy on neighborhood meetings, drafting a history of Sisters Development, creating more informal opportunities for the public to engage with the City Council and staff, considering forming neighborhood districts, expanding public outreach tools and strategies, and auditing the Comprehensive Plan for the implementation of policies into the Development Code.

The Council discussed the Planning Commission's feedback and gave staff direction to:

- Neighborhood meetings: Have staff work on the threshold to trigger a neighborhood meeting.
- Development History: In general, the Council thought this was a good idea and preferred to have a memo or "elevator speech" on the history of development in Sisters.
- Informal public engagement: The Council discussed the challenges and limitations of the format of City Council meetings, including the lack of interactive engagement; public comments were heard but not necessarily responded to immediately. A suggestion was made to encourage people to attend the end of meetings for additional information. Other ideas for informal engagement included town halls, office hours, "coffee with a councilor," or "beers with the mayor." Hiring the deputy recorder/communications position was seen as a potential solution to improve communication and engagement.
- Neighborhood Districts: The Council thought this idea might be premature as the town was still relatively small; citizen-led initiatives might be more appropriate.
- Expand Public Outreach: Different viewpoints were shared regarding the use of social media platforms, with some Councilors expressing concern about the constantly changing landscape and the need for resources to manage and maintain these channels. However, others thought there was value in quick information dissemination and suggested exploring strategies used by other communities,

including short videos. Council discussed the new Deputy Recorder's ability to assist with outreach efforts.

- Audit the Comprehensive Plan: This was a City Council goal for FY 2023/24. The staff planned to audit the comprehensive plan, highlight the policies that could result in amendments to the development code, and review those with the City Council for direction on which to prioritize.

Planner Shoup said if the Council has any questions about community involvement, they could follow up with staff.

## **2. Discuss 2024 City Council Calendar**

Council discussed the 2024 meeting calendar and determined they would like to cancel the July 24<sup>th</sup>, November 13<sup>th</sup>, November 27<sup>th</sup>, and December 25<sup>th</sup> meetings and add meetings on November 7<sup>th</sup> and 20<sup>th</sup>.

## **3. Other Business - None**

The meeting was adjourned at 6:30 p.m.

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Kerry Prosser, Recorder

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Michael Preedin, Mayor



**Meeting Date:** January 24, 2024

**Type:** Regular Meeting

**Subject:** Resolution 2024-03 – Cold Weather Emergency Declaration

**Staff:** Prosser

**Dept:** CMO

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**Action Requested:** Motion to approve Resolution 2024-03: A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS.

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**Summary Points:**

- This is a request to adopt a Resolution declaring a cold weather emergency, which would enable suspension of applicable land use regulations and associated review process to enable cold weather shelter operations to be established for the 2024 winter season.
- In 2017, City Council adopted Ord. #483 to enable the City Council to declare emergencies specific to certain circumstances. The confluence of cold weather, people living outdoors or in other circumstances related to cold weather, coupled with the lack of existing emergency shelters, justify adoption of this Resolution.
- An approval letter from the Sisters - Camp Sherman Fire District, Jeff Puller, Fire Safety Manager, will need to be secured for any facility operating as a shelter.
- All Shelter visitors will need to adhere to the attached code of conduct.

Updates from the prior emergency declaration include:

- The Emergency Declaration runs from January 25, 2024, to March 14, 2024.
- Section 3.2 - Overnight operating hours begin at 6:00 p.m. and end at 10:00 a.m. the following day.
- Section 3.3 - During the state of emergency if the Deschutes County Library – Sisters Branch is not open for warming and there are no other alternatives when the daytime temperature is below 25 F, the designated shelter facility may stay open from 10:00 a.m. through 6 p.m.

This emergency declaration is a temporary solution that allows the City and its partners to help houseless neighbors during extreme winter weather. The establishment of this emergency declaration underscores the city's commitment to supporting vulnerable individuals and families within the community.

**Financial Impact:** NA

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**Attachments:** Resolution 2024-03  
Code of Conduct

**RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS.**

WHEREAS, City of Sisters (“City”), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, under City Ordinance No. 483 (the “Emergency Ordinance”) an emergency is defined to include, without limitation, a natural event that threatens the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City; and

WHEREAS, Section 5.1 of the Emergency Ordinance provides that City may adopt procedures to prevent, prepare for, minimize, respond to, and/or recover from an emergency, including, without limitation, granting temporary exemptions from applicable Sisters Municipal Code provisions for emergency shelters, and/or such other measures and/or actions necessary for the protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment; and

WHEREAS, commencing January 25, 2024, and ending on March 14, 2024, City anticipates there might be severe weather conditions that may threaten the health, safety, and/or welfare of City and its citizens and/or cause or may cause damage, injury, and/or death to persons and/or property in City; and

WHEREAS, City finds that there is a need for local assistance to respond to severe cold weather conditions and City has received information from existing homeless shelter and cold weather service providers that there is a need for additional shelter resources during severe cold weather; and

WHEREAS, City finds that temporary nighttime cold weather shelter facilities may be necessary for local residents when a Winter Storm Warning is issued for 97759 by the National Weather Service; and/or temperature is at 25 F or lower; and/or five inches or more of snow is forecasted in a 12-hour period or seven inches within a 24 hour period; and/or a life threatening combination of snow and/or ice accumulation with wind; or any time deemed necessary by the city manager; and

WHEREAS, the Sisters City Council (the “Council”) finds that anticipated severe cold weather conditions may threaten the health, safety, and welfare of City and its citizens and thereby necessitate a state of emergency declaration.

NOW, THEREFORE, BE IT RESOLVED that City of Sisters resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2024-03 (this “Resolution”) are hereby adopted.
2. Emergency Declaration; Notice. Council finds that severe cold weather conditions may threaten the health, safety, and/or welfare of City and its citizens and/or cause or may cause damage, injury, and/or death to persons and/or property in City. In accordance with Section 4.1 of the Emergency Ordinance, the mayor and Council hereby declare a state of emergency commencing January 25, 2024, and ending on March 14, 2024, during any period that a Winter Storm Warning is issued by the National Weather Service. The emergency declared in this Resolution applies to all areas within the geographic boundaries of City. City will give notice of the declaration through such public media as the mayor and/or city manager deems reasonable under the circumstances.



3. Temporary Regulations. For purposes of preventing, preparing for, minimizing, responding to, and/or recovering from the emergency declared herein, City adopts the following temporary regulations:

3.1 City's city manager and/or mayor may designate one or more facilities, buildings, and/or shelters as temporary cold weather shelter facility(ies). City's city manager and/or mayor will coordinate with the community development director and the fire safety manager concerning any waiver of applicable code provisions and/or additional regulations, including, without limitation, waiver(s) of temporary use permit(s) for temporary cold weather shelter facilities.

3.2 During the state of emergency declared herein, from the period commencing at 6:00 p.m. until 10:00 a.m. the following day, each designated temporary cold weather shelter facility is authorized to shelter up to twenty persons, but in no event exceeding the number of persons identified by the fire safety manager for the facility; a 24-hour fire watch will be maintained at all times.

3.3 During the state of emergency if the Deschutes County Library – Sisters Branch is not open for warming and the daytime temperature is expected to be below 25 F the designated shelter facility may stay open from 10:00 a.m. through 6 p.m.

4. Miscellaneous. All pronouns contained in this Resolution 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. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution 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 Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Sisters and signed by the mayor this 24th day of January 2024.

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Michael Preedin, Mayor

ATTEST:

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Kerry Prosser, Recorder

## Emergency Cold Weather Shelter Code of Conduct

At this emergency cold weather shelter we are committed to providing a safe environment for all individuals seeking assistance. To achieve this, we expect everyone using this facility to adhere to the following Code of Conduct:

1. **Respect for All Individuals:** Treat all shelter guests, staff, volunteers, and visitors with dignity and respect, regardless of their background, ethnicity, gender, age, religion, sexual orientation, or any other characteristic.
2. **Non-Discrimination Policy:** We do not tolerate any form of discrimination, harassment, or violence towards anyone within our premises. Everyone is entitled to equal access to our services and resources.
3. **Maintaining Safety and Security:** Follow the instructions of the shelter staff and volunteers to ensure the safety and security of everyone present. Avoid engaging in any behavior that may put others at risk.
4. **No Smoking, Drug or Alcohol Use:** The use of drugs or alcohol on the premises or on surrounding public property is strictly prohibited. We are committed to maintaining a drug and alcohol-free environment to safeguard the well-being of all guests.
5. **Compliance with Rules and Guidelines:** Abide by all the rules and guidelines established by the shelter, including curfew times, registration procedures, and use of facilities.
6. **Responsible Use of Resources:** Use shelter resources and supplies responsibly and avoid wastage. Do not damage or misuse any property belonging to the shelter or other guests.
7. **Conflict Resolution:** If conflicts arise, approach shelter staff or volunteers to mediate and resolve the issues peacefully and constructively.
8. **Personal Belongings:** Keep personal belongings in designated areas and avoid leaving valuables unattended. The shelter will not be responsible for lost or stolen items.
9. **Hygiene and Cleanliness:** Maintain personal hygiene and cleanliness standards. Utilize the provided restroom and bathing facilities to ensure a healthy living environment for everyone.
10. **Quiet Hours:** Respect quiet hours from 10:00 pm – 6:00 am to allow others to rest and sleep peacefully. Minimize noise and disturbances during these designated times.
11. **Cooperation with Staff and Volunteers:** Cooperate with shelter staff and volunteers during intake, and other interactions.
12. **No Weapons:** Possession of weapons or any dangerous objects within the shelter is strictly prohibited.
13. **Pets and Animals:** We cannot accommodate pets or animals within the shelter premises for the safety and well-being of all guests. Exceptions may be made for service animals in compliance with applicable laws.
14. **Confidentiality and Privacy:** Respect the privacy of other shelter guests and refrain from sharing their personal information outside of the shelter.

I understand that failure to comply with this Code of Conduct may result in appropriate actions, including temporary suspension of services or assistance.

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Meeting Date:** January 24, 2024  
**Type:** Regular Meeting  
**Subject:** Interfund Loan from the General Fund for Urban Renewal Projects

**Staff:** J. O'Neill  
**Dept:** Finance

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**Action Requested:** Discussion and Consideration of Resolution No. 2024-02: A RESOLUTION APPROVING INDEBTEDNESS RELATING TO AN INTERFUND LOAN OF \$500,000 FROM THE GENERAL FUND FOR URBAN RENEWAL PROJECTS

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**Background:**

Per ORS 294.468, a resolution is required to permit a loan from one fund to another. In this case, the interfund loan is between the City of Sisters General Fund and City of Sisters Urban Renewal Agency (URA). Under statute, if the interfund loan is a capital loan (which this loan is because it is made for the purpose of financing the design, acquisition, construction, installation or improvement of real or personal) the amount of the loan, shall bear interest at the lesser of (1) the rate of return on money's invested in the Local Government Investment Pool (LGIP) or (2) such rate as the governing body may determine, and shall provide for the repayment in full of the loan over a term not to exceed ten years from the date of the loan is made.

The primary reason for initiating this loan is to effectively transfer the available fund balance from the URA Debt Service Fund to the URA Project Fund for the purpose of contributing to the Design and Construction for the US20/Locust Roundabout.

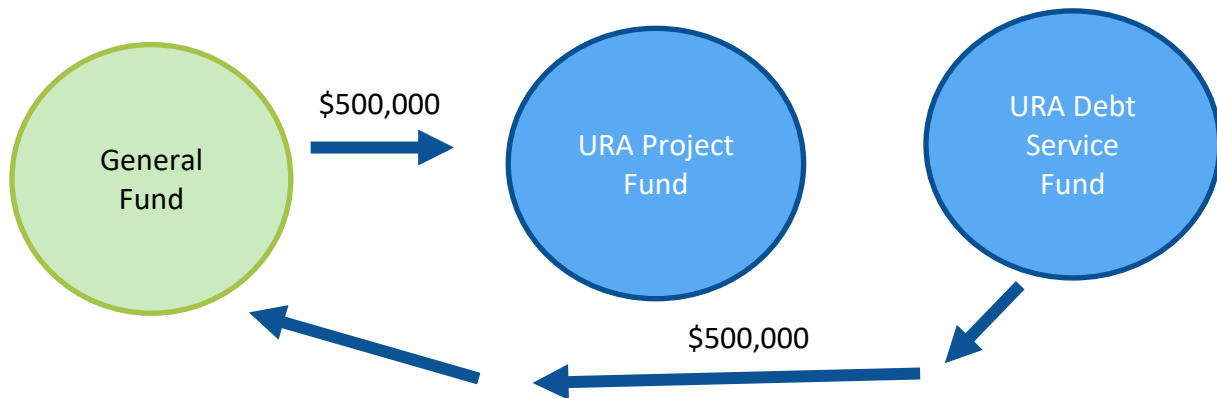
The URA has two Funds, The URA Debt Service Fund and the URA Project Fund. The main purpose of the URA Debt Service Fund is collect tax increment and to pay debt, The URA Debt Service Fund has amassed a healthy fund balance within the last several years due to the fact that the tax increment (revenue) has increased, and debt service payments (expenses) have decreased.

The Urban Renewal Project Fund is where expenses such as capital projects or operational support occur. Since the tax increment (revenue) only flows into the URA Debt Service Fund, the URA Project Fund does not have the resources required to pay for projects set forth in the URA Plan. To address this shortcoming, it makes the most sense to directly transfer funds from the URA Debt Service Fund (because it has the fund balance available) to the URA Project Fund (because it needs the fund balance). However, since the URA Debt Service Fund is only able to pay debt and cannot directly transfer funds to the URA Project Fund, transferring funds to the URA Project Fund requires an additional process that includes the City of Sisters General Fund.



The General Fund will loan cash to the URA Project Fund creating debt. Now, the URA Project Fund has the necessary fund balance to fulfill the Fiscal Year 2023/24 obligation of design and construction for the US20/Locust Roundabout. At this point in the process, the URA is in debt to the City of Sisters General Fund for the transfer of cash to the URA Project fund.

To satisfy the debt incurred by the URA, the URA Debt Service Fund can now perform its main purpose by paying the debt back to the City. As a result, the URA Project Fund has the resources to go forward with its projects, and the URA does not carry any debt with the City of Sisters General Fund since it was paid by the URA Debt Service Fund. This process will be completed simultaneously, therefore, there is no need to incur interest and no remaining debt will exist.



**Financial Impact:**

The effect for the Urban Renewal Agency and the City of Sisters is \$500,000.

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**Attachment(s):**

Resolution No. 2024-02

**RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE CITY OF SISTERS AUTHORIZING AN INTERFUND LOAN OF \$500,000 FROM THE GENERAL FUND TO THE SISTERS URBAN RENEWAL AGENCY.**

WHEREAS, resources are available in the General Fund and ORS 294.468 permits short-term interfund loans from one fund to another.

WHEREAS, the Urban Renewal Agency is borrowing \$500,000 from the City of Sisters' General Fund.

WHEREAS, a loan cannot be made from a debt service fund to any other fund, and the loan to the City of Sisters will be repaid by the end of FY 2023/24.

NOW, THEREFORE, BE IT RESOLVED that City of Sisters resolves that the Sisters Urban Renewal Agency Resolution 2024-01 recognizes the indebtedness and obligation to pay back the interfund loan agreement to the City of Sisters General Fund for \$500,000. The amounts and dates of the loan payments will be completed following the approval of this ordinance.

ADOPTED by the City Council of City of Sisters and signed by the mayor this 24th day of January 2024.

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

ATTEST:

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Kerry Prosser, Recorder