

City of Sisters

Short-Term Rental Program Evaluation



COUNCIL GOAL

- Evaluate Short-Term Rental Code language to mitigate adverse impacts on the community.

Address concerns with:

- Impact on availability on housing units for long-term occupancy
- Nuisances created by STRs



FY 2023/24 CITY COUNCIL GOALS

HOUSING, LIVABILITY, AND GROWTH

- Leverage local and regional resources and partnerships to help the Sisters houseless community.
- Continue to pursue resources and partnerships for the development of affordable and workforce housing.
- Continue to implement the strategies of the Housing Plan and Efficiency Measures

determining
performance
monitor the

Effectiveness of Code Amendments:

- Continue to strengthen and prioritize Dark Sky Code language.
- Evaluate Short-Term Rental Code language to mitigate adverse impacts on the community.

WILDFIRE MITIGATION AND COMMUNITY RESILIENCY

- Expand partnerships and identify grants with County, State, and Federal governments regarding wildfire mitigation and natural disaster preparedness.
- Continue partnership with Sisters-Camp Sherman Fire District and other agency partners to improve public awareness about wildfire preparedness and mitigation.
- Work toward updating defensible space and structural hardening requirements through the Development Code.
- Continue implementing the Wildfire Resiliency Plan for the City's critical infrastructure and property.

ECONOMIC DEVELOPMENT

- Continue partnership with Explore Sisters for tourism promotion, development, and sustainability.
- Explore project concepts for a multi-purpose recreational facility that supports residents and visitors at the future northwest park adjacent to the Woodlands Development.
- Partner with Economic Development for Central Oregon to support traded-sector economic development, including assisting with support on workforce housing and childcare.



WORK SESSION OVERVIEW

REGULATORY FRAMEWORK

- What is a Short-Term Rental?
- Regulatory History
- Current Regulations

REGULATORY IMPACT

- Total Number of STR Units
- Code Compliance Complaints
- Revenue Generation

NEXT STEPS

- Regulatory Options to Consider



REGULATORY FRAMEWORK

What is a Short Term Rental?

The use of a dwelling unit (or a habitable portion of a dwelling unit) by any person or group of persons entitled to occupy the dwelling unit for rent for a period of less than thirty (30) consecutive days. Short-term rental(s) also means a vacation home rental approved under the regulations in effect through December 27, 2018, and owner-occupied short-term rentals. “Short-term rental(s)” does not mean bed and breakfast inns, hotels, and/or motels.

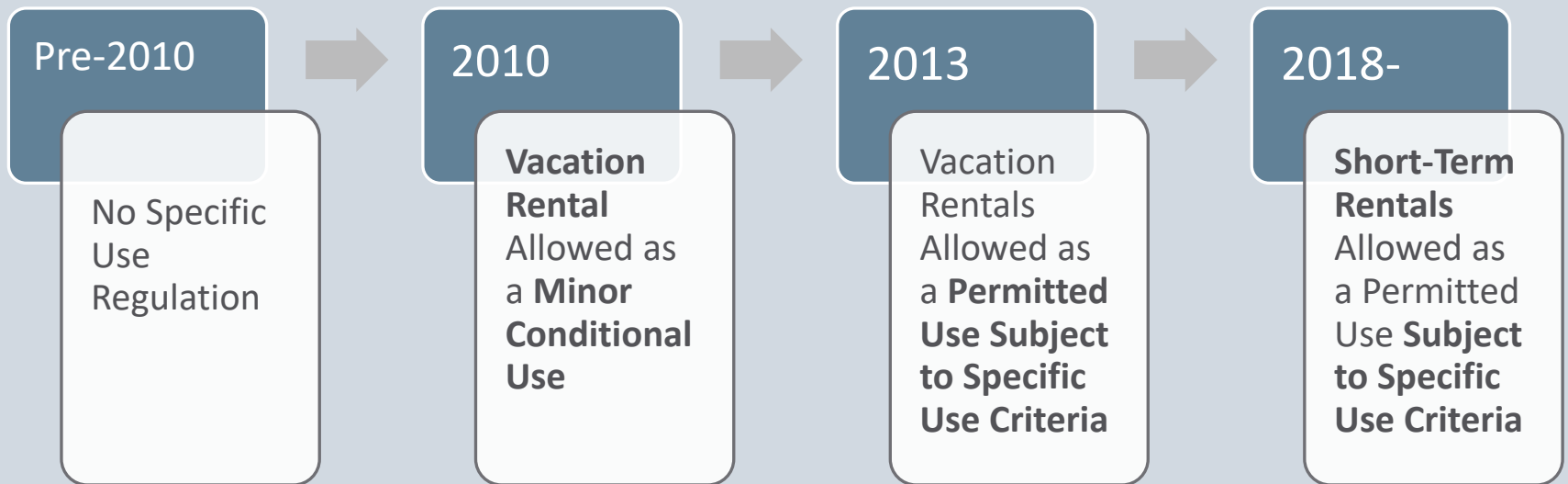
Includes a variety of dwelling types:

- single-family dwellings
- accessory dwelling units
- duplex, triplex, fourplex
- multi-family residential (including condominiums)



REGULATORY FRAMEWORK

Regulatory History




REGULATORY FRAMEWORK

Current Regulations

Sisters Development Code Section 2.15.2700

- Land Use Review Required
 - One Time Approval
- 250-Foot Concentration Setback
 - Not applicable to condominiums or Commercial Districts
- One STR dwelling unit per property
 - Not applicable to condominiums or Commercial Districts

continue...



COMMUNITY DEVELOPMENT DEPARTMENT
Administrative Decision

SHORT TERM RENTAL USE

FILE NO: STR 23-03
DATE: September 13, 2023
REQUEST: Request to allow for a Short-Term Rental Housing Use
LOCATION: 852 S. Pine St., Sisters, OR 97759; Map and Tax Lot 1510098CD6600
APPLICANT/ OWNER: David G. Ellis
STAFF: Carol Jenkins, Planning Technician II
cjenkins@ci.sisters.or.us
(541) 323-5207

APPLICABLE CRITERIA: City of Sisters Development Code (SDC): Chapter 2.2 (Residential District); Chapter 2.15.2700 (Special Provisions); and Chapter 4.1 (Types of Applications and Review Procedures)

FINDINGS OF FACT

ZONING: Residential District (R)

SITE DESCRIPTION & PROPOSAL: The subject site is located at 852 S. Pine St., Sisters, OR 97759 and contains a residential dwelling. The applicant is requesting approval to allow for use of the dwelling as a Short-Term Rental (STR) housing use. Use of a residential property as a Short-Term Rental housing use is permitted through a Type I review process.

ATTACHMENTS: Sisters Municipal Code (SMC) Chapter 5.50 SHORT-TERM RENTAL OPERATING LICENSE.

APPLICABLE CRITERIA & STAFF FINDINGS

CHAPTER 4.1 – TYPES OF APPLICATIONS AND REVIEW PROCEDURES

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

A. Type I Procedure (Ministerial). Type I decisions are made by the Community Development Director, or someone he or she officially designates, without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria and applies City standards and criteria that require no use of discretion. Appeals are possible to Oregon Land Use Board of Appeals (LUBA).

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REGULATORY FRAMEWORK

Current Regulations

Sisters Development Code Section 2.15.2700

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- Transferability
 - Pre-2018 - Within 60 days of purchase
 - 2019-Present - Not transferable
- Non-Conforming Uses
 - Pre-2013 - May continue to operate if not abandoned and an operating license is maintained.
- Inspection
 - Allows staff inspection
- Revocation
 - Allows revocation after 3 code violations



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REGULATORY FRAMEWORK

Current Regulations

Sisters Municipal Code Section 5.05

- General business license required annually for individuals and companies
- 1 business license required if operating multiple STRs

Business License
320 E. Cascade Avenue | PO Box 39 - Sisters, Or 97739 | ph. (541) 349-6022 | www.ci.sisters.or.us



City of Sisters business licenses are effective July 1 of the current year until June 30 of the following year. License applications are considered delinquent after July 31.
This application is for fiscal year July 1, 2023 through June 30, 2024.

BUSINESS LICENSE APPLICATION TYPE	
New _____ Transfer or Change of Ownership _____ Information Change (Address/Name) _____	
Short Term Rental Operating License _____ (must include Business License Attachment 1 for each STR unit)	
Current Business License # _____ Federal Id # _____	

BUSINESS INFORMATION	
Business Name (Please include all names associated with this business (i.e. dba, incorporations etc.)	
Business Street Address	Business Mailing Address
City, State, Zip	City, State, Zip
Date of Business Established: ____ / ____ / ____	Business Email Address:
Business Telephone (____) (____) (____) (____) (____) (____)	Business Fax (____) (____) (____) (____) (____) (____)
Please give a brief description of your business:	

BUSINESS OWNER AND EMERGENCY CONTACT INFORMATION	
Principal Owner Last Name, First (or corporation name and contact person as appropriate)	
Principal Owner Mailing Address	City, State, Zip
Owner Home Number (____) (____) (____) (____) (____) (____)	Owner Cell Number (____) (____) (____) (____) (____) (____)
Property Owner Name and Phone Number (Property Manager, Management Company etc.)	
Local Emergency Contact	Local Emergency Contact Phone Number
After hours emergency contact number: (____) (____) (____) (____) (____) (____)	

ADDITIONAL BUSINESS INFORMATION	
Contractors Only: State Issued CCB# _____ Expiration Date _____ Federal Id# _____	
Is your primary business location inside City of Sisters city limits? Yes _____ No _____	

REGULATORY FRAMEWORK

Current Regulations

Sisters Municipal Code Section 5.50

- STR operator license required annually
- 1 STR license required for each STR
- Review criteria
 - Prior use
 - Contact Info
 - Notice to neighbors
 - Fire and emergency equipment
 - Good neighbor guidelines
 - Evidence of insurance
 - No pending actions or violations

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The image shows a 'Business License Attachment 1' form for a 'Short Term Rental Operating License' from the City of Sisters, Oregon. The form is titled 'Business License Attachment 1' and 'Short Term Rental Operating License'. It includes a header with the City of Sisters logo and contact information: '320 E. Cascade Avenue | PO Box 30 • Sisters, Or 97730 | ph. (541) 349-6022 | www.ci.sisters.or.us'. The form is divided into several sections: 'SHORT TERM RENTAL INFORMATION', 'OWNER INFORMATION', and 'USE IN PRIOR 12 MONTHS'. The 'SHORT TERM RENTAL INFORMATION' section includes fields for 'Street Address (Include Unit Number if applicable):', 'City, State, Zip:', 'Land Use Project Number:', and 'Date of Land Use Approval:'. The 'OWNER INFORMATION' section includes fields for 'Property Owner Last Name, First', 'Property Owner Mailing Address', 'City, State, Zip', 'Owner Home Number', and 'Owner Cell Number'. The 'USE IN PRIOR 12 MONTHS' section includes a 'Proof that the Short Term Rental was rented at least once in the prior 12 months must be submitted to show that the use has not been abandoned. Please check one:' checkbox with options for 'New STR' and 'Transient Room Tax has been submitted to the City within last 12 months'. The form also includes a 'Business License' header and a 'City of Sisters' logo.

REGULATORY FRAMEWORK

Current Regulations

Sisters Municipal Code Section 5.50

...continued

- Operating requirements
 - Compliance with applicable laws
 - Obtain business license
 - Insurance
 - License display
 - Response to complaints
 - Reporting
- Revocation
 - Allows for denial, suspension, or revocation

Business License
320 E. Cascade Avenue | PO Box 30 • Sisters, Or 97730 | ph. (541) 349-6022 | www.ci.sisters.or.us

CITY OF SISTERS
EST. 1946

City of Sisters considered
This applica

Business License Attachment 1
Short Term Rental Operating License

CITY OF SISTERS
EST. 1946

This form is supplemental to the Business License Application and must be completed for each, individual Short-Term Rental unit.

SHORT TERM RENTAL INFORMATION

Street Address (Include Unit Number if applicable):
City, State, Zip:
Land Use Approval – When you receive approval for your Short Term Rental Land Use Permit, the Final Decision Letter has a VR or STR number, also known as a Project Number (i.e. VR 18-09 or STR 19-04), associated with it.
Land Use Project Number:
Date of Land Use Approval:
Listing Number (The listing number(s) or website address(es) of where the short-term rental is advertised which may include, without limitation, the VRBO, Airbnb, and/or rental website number or account number and/or URL).

OWNER INFORMATION

Property Owner Last Name, First
Property Owner Mailing Address
City, State, Zip
Owner Home Number
Owner Cell Number
Representative Information. If the owner does not permanently reside within the Sisters City limits and/or is not available when the property is being rented, the owner must provide the following information for a representative who may be contacted concerning use of the property (e.g., complaints) related to the short-term rental.
Local Representative Last Name, First (or corporation name and contact person as appropriate)
Representative Number
Representative email address

USE IN PRIOR 12 MONTHS

Proof that the Short Term Rental was rented at least once in the prior 12 months must be submitted to show that the use has not been abandoned. Please check one:
 New STR Transient Room Tax has been submitted to the City within last 12 months

Contractors On
Is your primary

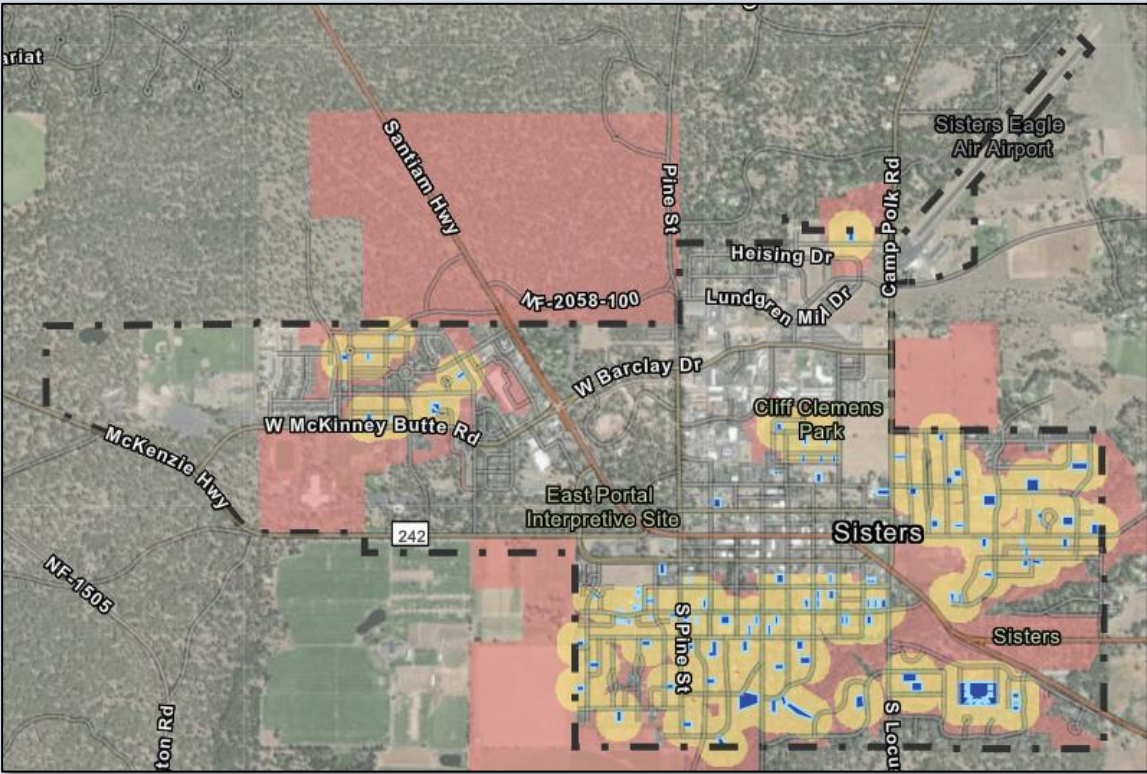
REGULATORY IMPACT

Total Number of STR Units

Established	Type	# of Units
Prior to 2/2013	Pre-Existing/Nonconforming Vacation Rental	20
2/2013-12/2018	Vacation Rental	57
1/2019-Present	Short Term Rental	34 (2 new in 2023)
TOTAL		111

REGULATORY IMPACT

Total Number of STR Units



REGULATORY IMPACT

Code Compliance Complaints

Since 2020, Community Development Department staff has recorded:

- 10 complaints for 5 locations

Nature of the identified complaints:

- Noise
- Refuse
- Vehicle parking
- Loose animals



REGULATORY IMPACT

Revenue Generation

Land Use Application

- One-time application fee for new STR requests

STR Operator License

- Annual fee for each STR operated

General Business License

- Annual fee paid for individuals or companies
- Only one business license is required if multiple STRs are operated

Transient Room Tax

- Monthly tax paid for 8.99% tax of gross receipts



REGULATORY IMPACT

Revenue Generation

Type	Fee/Tax	Total
Land Use Permit	\$500 (one time)	\$1,000 (2023 YTD)
STR Operator License	\$105/unit (annual)	\$12,600
General Business License	\$100 (annual)	\$8,980
Transient Room Tax	8.99% (monthly)	\$258,000 (FY 2022/23)



NEXT STEPS

Regulatory Options to Consider

Options	Description
Option 1: Increase Concentration Setback Requirement	Expand the concentration setback from 250 feet to limit the proximity of STRs to one another and the total number of STRs in the City.
Option 2: Change Concentration Exceptions	Apply the concentration limits to dwelling units within a condominium and/or Commercial Districts.
Option 3: Establish Maximum Number of STRs	There is currently no maximum number of STRs that can operate in the City. A maximum would explicitly limit the number of units regardless of proximity to other STRs.

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NEXT STEPS

Regulatory Options to Consider

...continued

Options	Description
Option 4: Prohibit in Specific Areas	Apply a prohibition on STRs in particular areas of the City, such as future areas of annexation or particular zones.
Option 5: Adjust Fees	Change land use application and license fees which can serve as an incentive or disincentive to establishing an STR.
Option 6: Other	Other changes may be identified or emerge that warrant evaluation.



QUESTIONS?

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