



## COMMUNITY DEVELOPMENT DEPARTMENT

---

April 13, 2020

Tammy Wisco  
Retia Consulting  
twisco@retiaconsult.com

***Sent via email***

Re: Files no. CP 20-02, Z 20-01 – Incomplete Application

Dear Tammy,

On March 12, 2020, the City of Sisters Community Development Department received the land use applications you submitted for a Comprehensive Plan Amendment and Zoning Map Amendment for property located at 800 W Barclay Drive.

The City has 30 days following application submittal to determine whether the application is complete for the purpose of reviewing and deciding on the specific request. As the 30<sup>th</sup> day (April 11) fell on a Saturday, the formal response deadline falls on the following Monday (April 13). The application has been deemed incomplete as the information below is missing. The following information is needed in order for the City to deem your application complete and conduct our review. Please provide updated materials that include the following:

### **Traffic Analysis and Transportation Planning Rule (TPR) – OAR 660-012-0060**

- For a TPR analysis the purpose is to identify if there is a significant impact to the planned transportation system, specifically to intersection performance and facility classifications. The classifications of surrounding streets is incorrectly cited in the report which would make this comparison difficult to ascertain.
- The comparative land use scenario needs to be more fully explained to better understand why the subdivision into 17 lots is assumed, why specific building sizes are assumed within the 17 lots, and how the assumed loading from these lands was applied to the transportation network.
- Discussion of US 20/Locust seems to imply that the intersection fails, the project makes it worse, but no mitigation is identified or recommended. This would leave an unmitigated significant impact to the State Highway system as stated and I don't think that's the outcome that is intended.

### **Water/Sewer Analysis**

- The City's water and sewer master plans assumed zero demand on the property. The applicant shall revise both the water and sewer analyses to indicate that the assumed anticipated water and sewer demand in the current UAR zone are zero. Calculations for demand in both existing and future water and sewer flows shall be revised to reflect zero current demand.



## COMMUNITY DEVELOPMENT DEPARTMENT

---

### **OAR 660-009 Economic Development**

- The stated purpose of the Comprehensive Plan Map and Zoning Map Amendments are related to economic development and job creation. A response to the OAR 660-009 Economic Development is required and has not been addressed in the burden of proof.

Once we have received these missing items, we will be able to deem the application complete.

Please feel free to call or email me if you need any clarification or have questions.

Sincerely,

Nicole Mardell  
Principal Planner

cc: file