



COMMUNITY DEVELOPMENT DEPARTMENT

June 21, 2021

Kevin Eckert
Build LLC
Kevin@buildllc.com

Sent via email

Re: Files no. MP 21-01/SUB 21-01/V 21-01 – Incomplete Application

Dear Kevin,

On May 20, 2021, the City of Sisters Community Development Department received the land use applications you submitted for a Master Plan, Subdivision, Cottage Development, and Variance for the property located at 201 N Pine Street, Sisters.

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 30th day fell on a Saturday, the following Monday, June 21 is considered the 30th day in terms of completeness. 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:

3.1.300 Vehicular Access and Circulation

(A) Traffic Study and Control Requirements Modification Request to Property Development Standards.

- 1. The City or other agency with access jurisdiction may require a traffic study prepared at applicant/developers expense by a qualified professional to determine access, circulation and other transportation requirements. A Traffic Impact Study shall be required for all development applications that will result in a traffic impact or increase in traffic impact of 200 or more average daily trips (ADT).*
- 2. Traffic control devices, subject to the approval of the Hearings Body, shall be required with development when traffic signal warrants are met, in conformance with the Oregon State Highway Capacity Manual, and Manual of Uniform Traffic Control Devices. The location of traffic control devices shall be noted on approved street plans. Where a proposed street intersection will result in an immediate need for a traffic signal or other traffic control device, a device meeting approved specifications shall be installed. The developer's cost and the timing of improvements shall be included as a condition of development approval.*

Staff Comment: The applicant has submitted a traffic impact study dated May 18, 2021 by Lancaster Mobley. Staff requires additional information in several areas to review the proposed application.



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The proposed site plan includes a new access location from US Highway 20, as well as a new pedestrian crossing from the site across Hwy 20 to W Hood Avenue. The traffic study does not have any discussion regarding access control from the site to Highway 20 or analysis of the proposed pedestrian crossing. Please provide an updated traffic study with this analysis. Before moving forward with review of the application, staff will also need to receive preliminary support or approval from ODOT for the new access and pedestrian crossing as the road is under the jurisdiction of ODOT.

The City Engineer has expressed concerns regarding the angled parking on Local Street B. The angled parking as currently situated appears to create a one-way street, directing all traffic to Alley 5. The City Engineer finds that if traffic is being directed to Alley 5 it will need to meet the public works standards for a public street. Please provide additional detail regarding the need for angled parking and how the one-way traffic will be mitigated, and if 90-degree parking stalls could be considered.

Additionally, the City Engineer expressed concern about the narrowing of Street D on the northwest portion of the site following the intersection with Alley 1. The right of way is noted to decrease from 48' feet (28' travel lane) to 40' (20' travel lane). Staff is concerned this narrowing of the street will cause impacts to traffic flow to the future Downtown Commercial mixed-use buildings and Multi-Family Residential apartment buildings. The City Engineer finds that Street D must maintain the same width throughout (48' right of way with a 28' travel lane) to ensure adequate traffic flow. Please provide greater detail on traffic circulation for this street.

Please provide an updated traffic study and plan set with greater detail on the above items.

3.3 Vehicle and Bicycle Parking

A. *The number of required off-street vehicle parking spaces shall be determined in accordance with the following standards. Off-street parking spaces may include spaces in garages, carports, parking lots, and/or driveways if vehicles are not parked in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pathway or landscape area.*

3.3.300(A) Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use (Fractions rounded down to the closest whole number) (See 3.3.300 D Floor Area)
Residential Categories	
Accessory dwelling	1 space per accessory dwelling unit
Single-family detached dwelling, manufactured dwelling, zero lot line dwelling and town home	2 spaces per dwelling unit



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Staff Comment: The applicant noted in the burden of proof that accessory dwelling units may be provided within the townhome units. Please provide detail regarding parking provided on site for potential accessory dwelling units for review.

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
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cc: file