



MEMORANDUM
Community Development Department

Date: January 5, 2023

To: Project Record - Sunset Meadows Master Plan (File Nos. MP 22-01/SUB 22-01/MNR 22-02)

From: Matthew Martin, Principal Planner

Subject: Staff Response to Application Revisions Submitted in Open Record Period #1

I. SUMMARY

On December 8, 2022, the Planning Commission closed the public hearing pertaining to the subject master planned development and left the written record open to provide the opportunity for participants to submit additional information. On December 22, 2022, during Open Record Period #1, the applicant submitted additional documents and evidence that includes revisions to the original proposal. These submittals and the entire project record is available at City Hall and on the City of Sisters webpage¹. The purpose of this memorandum is to summarize the revisions and associated development standards and provide recommended changes to the recommended conditions of approval to reflect these revisions.

II. SUMMARY OF REVISIONS AND ASSOCIATED DEVELOPMENT STANDARDS

The following table summarizes the revisions proposed by the applicant. Included are the applicable development standard with the details of the original and revision proposals for comparison.

DEVELOPMENT STANDARD	ORIGINAL PROPOSAL	REVISED PROPOSAL
OVERALL DENSITY	11-15 units per acre	10-14 units per acre
NUMBER OF PARCELS	2	3 (new parcel for open space tract.)
NUMBER OF SINGLE-FAMILY LOTS		
Attached Townhome	48	24 (Lots 1-24)
Detached	22	36 (Lots 25-60)
Total	70	60
MODIFIED STANDARDS FOR MASTER PLAN		
Area of Single-Family Lots		
Attached Townhome	2,800 square feet	3,150 square feet (Lots 1-24)
Detached	3,600 square feet	3,600 square feet (Lots 25-45)
		No Modification (Lots 46-60)
Width Single-Family Lots		
Attached Townhome	30 feet	30 feet (Lots 1-24)
Detached	35 feet	35.5 feet (Lots 25-45)
		No Modification (Lots 46-60)

¹ City of Sisters Sunset Meadows Project Record: <https://www.ci.sisters.or.us/community-development/page/sunset-meadows-master-plan-record>

DEVELOPMENT STANDARD	ORIGINAL PROPOSAL	REVISED PROPOSAL
Garage Setback		
Attached Townhome	18 feet	No Modification
Detached	18 feet	No Modification
OPEN SPACE		
Total Area	3.15 acres	3.17 acres
Location	Primarily adjacent to Hwy 242 and W. Hood Avenue.	Distributed throughout including adjacent to Hwy 242 and W. Hood Avenue, along the north property line, and through the center of the development.
ON-SITE TRAIL LOCATION	Meandering through the open space adjacent to Hwy 242.	Located in the open space and extending north from Hwy 242, through center of development, and along the north property line.
PROPOSED TREE REMOVAL	429 trees	357 trees
ADDITIONAL PARKING		3 additional guest parking spaces proposed near the middle of the southern alley.

Staff finds the new documents or other evidence submitted by the applicant are substantially similar to the original proposal and do not significantly change the application. The revisions remain consistent with the allowed requirements of the corresponding development standards and, in many instances, reduce the impact of the proposal.

III. REVISED RECOMMENDED CONDITIONS OF APPROVAL

The proposed revisions impact the recommended conditions of approval originally identified in the staff report presented in advance of the public hearing on October 20, 2022. If approved, staff recommends the following revisions to the previously recommended conditions of approval with removed text identified by ~~strike through~~ and added text identified by underline. Staff does not recommend changes to the previously recommended conditions not listed below.

Planning

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5. The modifications to the development standards allowed as part of this master plan approval include:

- Detached Single-Family Dwelling Lots ~~27-48~~ 25-45
 - ~~Setback: 10% reduction for minimum garage setback from 20 feet to 18 feet.~~
 - Lot Area: 20% reduction in lot area from 4,500 square feet to 3,600 square feet
 - Lot Width: 12% reduction from 40 feet to 35.5 feet
- Attached Single Family Dwelling Lots ~~1-26, 49-70~~ 1-24
 - Lot Area: ~~20%~~ 10% reduction in lot area from 3,500 square feet to ~~2,800~~ 3,150 square feet
 - Lot Width: 15% reduction from 35 feet to 30 feet

STAFF COMMENT: The proposed changes to this condition are to accurately reflect the revised proposal.

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**Public Works & Engineering
Transportation**

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~~36. Prior to final plat approval of any phase, ODOT, City of Sisters, and Richard G. Patterson Revocable Trust are required to enter into a cooperative improvement agreement (CIA) in order to direct Richard G. Patterson Revocable Trust (Sunset Meadows) to fund the improvements located on the northwest leg of the OR 242/W. Hood Avenue intersection. The improvements are shown in detail within the OR 242/W. Hood Avenue Configuration memorandum by Joe Bessman (dated September 19th, 2022).~~

STAFF COMMENT: As discussed at the public hearing on October 20, 2022, staff recommends removing this condition of approval because recommended condition of approval #35 required the applicant to construct improvements located on the northwest leg of the Hwy 242/W. Hood Avenue. Therefore, staff believes this condition and the referenced agreement to fund the improvements are not necessary.