

BEFORE THE CITY COUNCIL OF THE CITY OF SISTERS

Appeal of Planning Commission Resolution  
PC 2023-01 for File Nos. MP 22-01 / SUB  
22-01 / MNR 22-02

NOTICE OF APPEAL

**I. INTRODUCTION AND SUMMARY**

Woodhill Homes (the “Appellant”) submitted an application for approval of a Master Planned Development (Type III), Tentative Subdivision (Type III), and Minor Partition (Type II) (the “Application”) for a 12.92-acre property in the Multi-Family Residential District, located at 15510 McKenzie Highway, Sisters, OR 97759, and identified as 15-10-5DC 7300 on the Tax Map. Public hearings on the Application were held on October 20, November 3, and December 8, 2022. On January 19, 2023, the Planning Commission voted to approve the application subject to certain conditions contained in Exhibit B appended to Planning Commission Resolution 2023-01. A copy of the Planning Commission’s Resolution, Staff’s Findings for the Application, and the Conditions of Approval are attached as **Exhibit 1**. The Notice of Decision and Planning Commission Resolution were mailed to the Appellant on January 24, 2023, as shown in the Notice of Decision attached as **Exhibit 2**. The Appellant hereby submits this Notice of Appeal to modify two conditions of the Planning Commission’s approval of the Application.

**II. APPLICABLE APPEAL CRITERIA**

The applicable appeal criteria are shown below in *italics* with responses below.

*4.1.800.B. – Appeal Authority*

1. *Decisions reached by the following review authorities pursuant to Chapter 4 shall be subject to appeal to the authority shown:*
  - a. *Community Development Department/Community Development Director/Planner – Decision may be appealed to the Planning Commission.*
  - b. *Planning Commission – Decision may be appealed to the City Council.*
  - c. *City Council – Decision may be appealed to the Land Use Board of Appeals (LUBA).*

**RESPONSE:** Because the Application was approved by the Planning Commission, the decision is appealable to the City Council.

*4.1.800.C. – Standing to Appeal*

*To have standing to appeal, persons must participate either orally or in writing at the public hearing.*

**RESPONSE:** The Appellant has standing to appeal as the applicant in the underlying decision. The Appellant participated orally and in writing at the Planning Commission public hearings.

*4.1.800.D. – Initiation of Appeal*

*A decision of a review authority pursuant to Chapter 4 shall be appealed by a party with standing within the time limits prescribed. The filing of a Notice of Appeal shall be accompanied by the fee prescribed by Resolution of the City Council. Except as otherwise required, the notice of appeal and appeal fee must be received by the Community Development Department no later than 5 p.m. on the fourteenth calendar day following mailing of the decision. Notices of Appeals may not be filed by facsimile machine. The Notice of Appeal shall be submitted upon the form provided by the Community Development Department, shall include any such information as listed on the application submittal checklist and shall contain the following:*

**RESPONSE:** This Notice of Appeal is accompanied by the filing fee and is filed on February 7, 2023, no later than 5 p.m. on the 14<sup>th</sup> calendar day following the mailing of the decision. This Notice of Appeal also includes the City of Sisters Master Plan Application Form (**Exhibit 3**).

- 1. A concise description of the land use decision sought to be reviewed, including the date of decision.*

**RESPONSE:** The Appellant hereby appeals the Planning Commission’s decision approving the Application contained in Resolution PC 2023-01 for File Nos. MP 22-01 / SUB 22-01 / MNR 22-02, dated January 19, 2023 (**Exhibit 1**).

- 2. A statement of the interest of the appellant seeking review and, that the appellant was a party to the initial proceedings.*

**RESPONSE:** The appellant seeking review was the applicant in the initial Planning Commission proceeding.

- 3. The grounds relied upon for review.*

**RESPONSE:** The Appellant hereby appeals the following two conditions of approval contained in Exhibit B of the Planning Commission’s decision.

- 25. The multi-family residential development proposed in this Master Plan shall be completed no later than as Phase 3 of Sunset Meadows. Certificates of Occupancy for the multi-family residential development shall be obtained prior to the recordation of the final plat for proposed Phases 3 or 4 of Sunset Meadows as identified on the revised phasing plan dated December 22, 2022.*

- 36. Sunset Meadows (or the first adjacent development project) shall prepare 30% design plans for the concept shown in Figure 1 to help identify issues, constraints, and utility modifications associated with the improvements.*

- a. Sunset Meadows to complete the improvements shown on the northwest intersection quadrant along the site frontage, as well as associated restriping as a result of the modifications. o Installation of new curbing along the revised northwestern curb return
- b. Installation of directional curb ramps in compliance with ADA requirements
- c. Integration of the multiuse pathways with the new ramps
- d. Relocation of signing and striping as required with the revised design.

With respect to Condition 25, the Planning Commission does not have the authority or discretion to modify phasing of the proposed development.

With respect to Condition 36, this exaction is not “roughly proportional” to the expected impacts caused by the proposed development. *See Dolan v. City of Tigard*, 512 U.S. 374, 391-395 (1994).

## **SCHEDULE OF EXHIBITS**

- Exhibit 1**      Planning Commission Resolution PC 2023-01 with Exhibits
- Exhibit 2**      Notice of Decision
- Exhibit 3**      City of Sisters Master Plan Application Form



**A RESOLUTION OF THE CITY OF SISTERS PLANNING COMMISSION  
RESOLUTION PC 2023-01**

**WHEREAS**, Woodhill Homes (the "Applicant") filed an application for Master Planned Development, Tentative Subdivision, and Minor Partition, which was assigned Planning File Nos. MP 22-01 / SUB 22-01 / MNR 22-02 (the "Application");

**WHEREAS**, in accordance with Sisters Development Code Chapters 4.1 the Planning Commission provides the final review of Type III applications, unless appealed;

**WHEREAS**, the October 20, 2022, public hearing on the Application was properly noticed to adjacent property owners and published in the Nugget newspaper per the Sisters Development Code;

**WHEREAS**, City staff issued a staff report containing proposed findings of consistency with applicable approval criteria, which was available in advance of the public hearing;

**WHEREAS**, findings contained with the staff report determined that the Application, as proposed to be conditioned, is consistent with applicable approval criteria;

**WHEREAS**, a public hearing on the Application was held before the Sisters Planning Commission on October 20, November 3, and December 8, 2022, at which time the staff report was reviewed, witnesses were heard, and evidence was received and, after fully deliberating the matter, the Planning Commission voted on January 19, 2023, to approve the application with conditions of approval as provided by staff or as amended by the Planning Commission;

**NOW, THEREFORE**, the City of Sisters Planning Commission resolves as follows:

1. Findings. The above-stated findings and those contained in the staff report or as amended by the Planning Commission for Planning File Nos. MP 22-01 / SUB 22-01 / MNR 22-02 attached hereto as Exhibit A are hereby adopted.
2. Decision. The Planning Commission hereby approves MP 22-01 / SUB 22-01 / MNR 22-02 subject to the conditions of approval contained in the attached Exhibit B.
3. Severability; Effective Date. The provisions of this Resolution PC 2023-01 (this "Resolution") are 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 will be in full force and effect from and after its approval and adoption.




**A RESOLUTION OF THE CITY OF SISTERS PLANNING COMMISSION  
RESOLUTION PC 2023-01**

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 19th DAY OF JANUARY, 2023.

Members of the Commission: Blumenkron, Converse, Davidson, Dickman, Hickmann, Ries, Seymour

AYES: Blumenkron, Converse, Hickmann, Seymour	(4)
NOS:	(0)
ABSENT:	(0)
ABSTAIN:	(0)
RECUSE: Davidson, Dickman, Ries	(3)

  
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Signed: Jeff Seymour, Chair



**A RESOLUTION OF THE CITY OF SISTERS PLANNING COMMISSION  
RESOLUTION PC 2023-01**

**EXHIBIT A  
ADOPTED FINDINGS**

[attached]



**STAFF REPORT**  
Community Development Department

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**STAFF FINDINGS & RECOMMENDATION**

**PROJECT NAME/**

**FILE#s:** Sunset Meadows - MP 22-01 / SUB 22-01 / MNR 22-02

**LOCATION:**

Address: 15510 McKenzie Highway, Sisters, OR 97759;  
Tax Map and Lot: 15-10-5DC 7300

**APPLICANT:**

Woodhill Homes – George Hale

**OWNER:**

Richard G Patterson Revocable Trust

**CITY STAFF:**

Matthew Martin, Principal Planner

**REQUEST:**

The Applicant is requesting approval of a Master Planned Development (Type III), Tentative Subdivision (Type III), and Minor Partition (Type II) on a 12.92-acre property in the Multi-Family Residential District.

**APPLICABLE CRITERIA:** City of Sisters Development Code (SDC):

- Chapter 4.1 – Types of Applications and Review Procedures
- Chapter 4.5 – Master Planned Developments
- Chapter 4.3 – Land Divisions and Lot Line Adjustments
- Chapter 2.3 – Multi-Family Residential District
- Chapter 2.11 – Airport Overlay District
- Chapter 2.15 – Special Provisions
- Chapter 3 – Design Standards

**HEARING DATES:**

October 20, 2022  
November 3, 2022  
December 8, 2022

**DELIBERATION DATE:** January 19, 2023

**FINDINGS OF FACT:**

**ZONING & COMPREHENSIVE PLAN DESIGNATION:** The property is zoned Multi-Family Residential (MFR) District and has as comprehensive plan designation of Residential Multi-Family (R-MFSD).

**LOT OF RECORD:** The subject property was platted as part of Lot 4 of the Section 5 Subdivision. The other part of Lot 4 was further divided as Lot 1 of Partition Plat 2021-9. Based on this information, staff finds the subject property is a lot of record.

**SITE DESCRIPTION & SURROUNDING LAND USES:** The subject 12.92-acre property is generally rectangle in shape and currently vacant. The topography is generally level throughout. The vegetative cover consists



of Western juniper, Ponderosa pine, and native groundcover and shrubs throughout. The property is bound by Hwy 242 (a.k.a. OR 242/McKenzie Highway) to the south, Hood Street to the east, Brooks Camp Road to the west, and Felicity Lane to the northeast.

To the west of the property is the Bishop of the Protestant Episcopal Church; to the east is city-owned public open space; to the south is the Pole Creek Ranch engaged in farm use; and to the north is the Oxbow Flats Apartments multi-family residential development and the Pines residential Planned Unit Development.



*Aerial Image of Subject Property (Source: 2022 Deschutes County DIAL)*

#### LAND USE HISTORY:

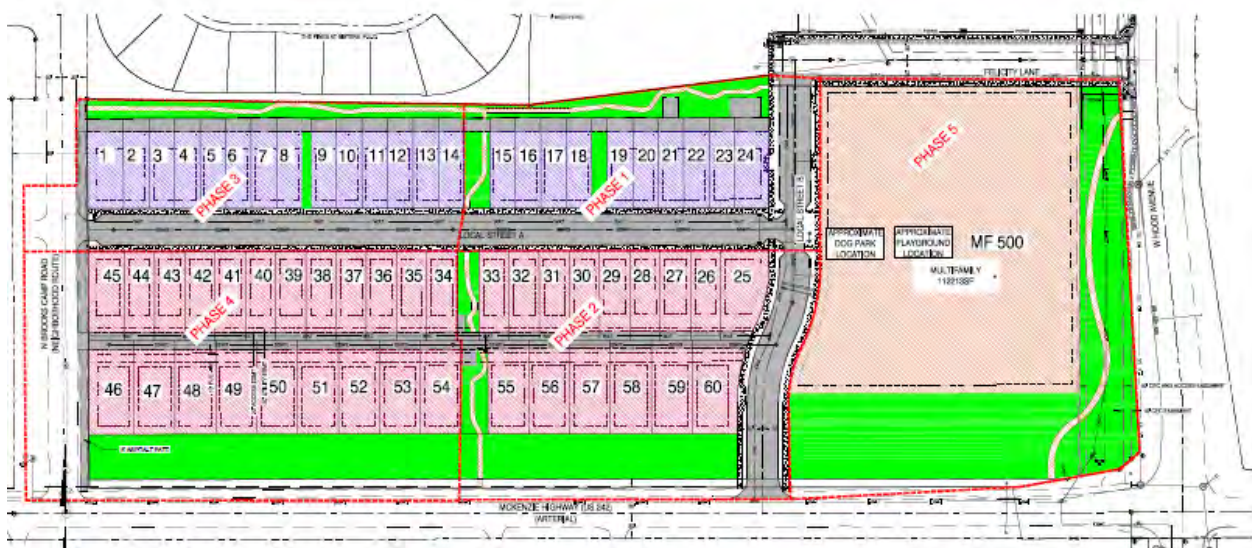
None.

**PROPOSAL:** The applicant is proposing a Master Plan, Tentative Subdivision, and Minor Partition. On December 20, 2022, the applicant submitted additional documents and evidence that revised the proposal. As revised, this master plan is proposed a mix of housing types including 36 single-family detached dwellings, 24 attached (townhome) single-family dwellings, approximately 72-124 multifamily units, public streets, and associated improvements. Utilities will be provided by City of Sisters (sewer and water), Central Electric Cooperative, and various franchise utility companies. Storm drainage runoff is be mitigated using drainage swales, infiltration trenches, and drywells. The proposed amenities include wooded open space throughout the development, a network of trails in the open space, and a playground and dog park to be built with the multi-family residential development.

The development was originally proposed to occur in three phases. Then, on October 10, 2022, the applicant submitted a revision to the phasing plan proposing to complete the development in five phases. The proposed development schedule is as follows:

- Minor Partition Final Plat - As detailed on Sheet P1.2 (Partition), the applicant proposes to complete the proposed three parcel partition of the multi-family residential development and portion of the open space property before construction and final plat of single-family dwelling subdivision portion of the master plan. The applicant indicates creating a separate unit of land for the multi-family residential development will allow for more opportunities for the future development of the multi-family and the portion of the open space to be separate from the multi-family residential parcel.
- Subdivision Final Plat – As detailed on Sheet P1.4 (Phasing and Housing Development Plan), the applicant proposes the following schedule for completion of construction of the overall master plan:

YEAR	MONTH	ITEM
2023	January	Masterplan Approval
2023	April	Phase 1 Street & Utility Construction
2023	August	Phase 1 Housing Construction
2023	August	Phase 2 Street & Utility Construction
2023	December	Phase 2 Housing Construction
2023	December	Phase 3 Street & Utility Construction
2024	April	Phase 3 Housing Construction
2024	April	Phase 4 Street & Utility Construction
2024	August	Phase 4 Housing Construction
2024	August	Phase 5 Street & Utility Construction
2024	December	Phase 5 Housing Construction



Excerpt from Sheet P1.4 – Phasing and Housing Development Plan (Source: Application materials.)

**PROCEDURAL HISTORY:** The Commission opened the public hearing on October 20, 2022,<sup>1</sup> and, at the conclusion of testimony, voted unanimously to continue the public hearing to November 3, 2022. At the conclusion of testimony on November 3<sup>2</sup>, the Commission voted unanimously to continue the public hearing to December 8, 2022. On December 8, 2022<sup>3</sup>, the Planning Commission closed the public hearing and left the written record open to provide the opportunity for participants to submit additional information. Following the close of the open written record period on January 12, 2023, the Commission deliberated on January 19, 2023.

**REVIEW PERIOD:** On June 28, 2022, following submission of all the materials identified on the required master planning land use application form, the City of Sisters Community Development Department accepted the land use application for review. Staff reviewed the submitted materials and deemed the application incomplete and requested additional information as outlined in the incomplete letter dated July 28, 2022. The applicant submitted the requested information and the application was deemed complete on August 23, 2022. On October 26, 2022, the applicant requested to add 45 days to the 120-day review time period. Then, at the December 8 Commission meeting, the applicant verbally agreed to extend the 120-day review time period during the 35-day open record period. Based on this information, the day upon which the City must issue a final local land use decision is March 6, 2023.

**SUMMARY OF CONCLUSIONARY FINDINGS:** The subject application can either be approved, approved with conditions, or denied on the basis of whether the applicable standards and criteria can be satisfied either as submitted, or as mitigated through conditions of approval.

A detailed analysis of applicable standards and conclusionary findings specific to the requested Master Planned Development, Subdivision, and Minor Partition are contained in the staff findings below.

**STAFF RECOMMENDATION: *Approve with Conditions.*** Based on the information and findings contained in this staff report, staff concludes that the requested Master Planned Development satisfies the approval criteria and recommends that the Planning Commission vote to approve this request, with conditions (Exhibit D).

**EXHIBITS:**

The following Exhibits make up the record in this matter:

- A. Public Notice & Comments
- B. Agency Review Comments
- C. Submitted Plans
- D. Recommended Draft Conditions of Approval

## **APPLICABLE CRITERIA & STAFF FINDINGS**

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### **CONCLUSIONARY FINDINGS**

The following findings relate to compliance with applicable criteria. The terms “subject property” or “site” refers to the subject site under consideration. The criteria applicable to this land use application are as follows:

<sup>1</sup> 10/20/22 Planning Commission Meeting: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-52>

<sup>2</sup> 11/3/22 Planning Commission Meeting: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-53>

<sup>3</sup> 12/8/22 Planning Commission Meeting : <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-rescheduled-1215>

Sisters Development Code

- Chapter 4.1 – Types of Applications and Review Procedures
- Chapter 4.5 – Master Planned Developments
- Chapter 4.3 – Land Divisions and Lot Line Adjustments
- Chapter 2.3 – Multi-Family Residential District
- Chapter 2.15 – Special Provisions
- Chapter 3 – Design Standards

**SISTERS DEVELOPMENT CODE**

**CHAPTER 4.1 – TYPES OF APPLICATIONS AND REVIEW PROCEDURES**

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**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).

...

- C. **Type III Procedure (Quasi-Judicial).** Type III decisions are made by the Planning Commission after a public hearing, with appeals heard by the City Council. Type III decisions generally use discretionary approval criteria;

**Table 4.1.200**

**Summary of Development Decisions/Permit by Type of Decision-making Procedure**

Action	Decision Type	Applicable Regulations
Master Planned Development	Type III	Chapter 4.5
Partition	Type II	Chapter 4.3
Subdivision	Type III	Chapter 4.3

- E. **Notice of all Type III and IV hearings will be sent to public agencies and local jurisdictions (including those providing transportation facilities and services) that may be affected by the proposed action. Affected jurisdictions could include ODOT, the Department of Environmental Quality, the Oregon Department of Aviation, and neighboring jurisdictions.**

**Staff Findings:** The proposal includes Master Planned Development (Type III), Subdivision (Type III), and Minor Partition (Type II) proposals. As discussed below in SDC 4.1.700(E)(2), the review will be completed utilizing the Type III procedures.

**4.1.500 Type III Procedure (Quasi-Judicial)**

...

**Staff Findings:** This section outlines the procedural requirements for Type III applications. Staff mailed the required notice to those persons entitled to notice on October 6, 2022, 14 calendar days before the

public hearing on October 20, 2022. The notice contained all of the required information. Staff also published notice The Nugget newspaper on October 5, 2022, as required for a Type III decision. The public hearing will follow the requirements of SDC 4.1.500(C) and a decision will be issued in accordance with SDC 4.1.500(D) through (F).

#### 4.1.700 General Provisions

...

##### E. Applications.

...

2. **Consolidation of proceedings.** When an applicant applies for more than one type of land use or development permit (e.g., Zone Change and Site Plan) for the same one or more parcels of land, the proceedings shall be consolidated for review and decision.
  - a. If more than one approval authority would be required to decide on the applications if submitted separately, then the decision shall be made by the approval authority having original jurisdiction over one of the applications in the following order of preference: the Council, the Commission, or the Community Development Director.

**Staff Findings:** The proposal includes elements that require both Type II (Minor Partition) and Type III (Master Planned Development, Subdivision) review processes. Pursuant to this section, these consolidated procedures require the Type III review by the Planning Commission.

3. **Check for acceptance and completeness.** In reviewing an application for completeness, the following procedure shall be used:

...

##### b. **Completeness.**

1. **Review and notification.** After the application is accepted, the Community Development Director or designee shall review the application for completeness. If the application is incomplete, the Community Development Director or designee shall notify the applicant in writing of exactly what information is missing within 30 days of receipt of the application and allow the applicant 180 days to submit the missing information;

**Staff Findings:** On June 28, 2022, following submission of all the materials identified on the required master planning land use application form, the City of Sisters Community Development Department accepted the land use application for review. Staff reviewed the submitted materials and deemed the application incomplete and requested additional information as outlined in the incomplete letter dated July 28, 2022. The applicant submitted the requested information and the application was deemed complete on August 23, 2022.

## CHAPTER 4.5 – MASTER PLANNED DEVELOPMENTS

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### 4.5.100 Purpose

The purpose of this Section is to encourage creativity, flexibility and open space in the planning of Residential, Commercial, Industrial and Mixed-Use Developments.

**Staff Findings:** Staff finds that this purpose statement does not contain any approval criteria.

#### 4.5.200 Applicability and Uses

- A. **Applicability.** The Master Planned development designation may be combined with any of the City's land use districts. An applicant may develop a project as a Master Planned Development. A Master Planned development shall be used for any property or combination of contiguous properties of ten (10) acres or larger in the Residential District and of five (5) acres or larger in the Residential Multi-Family, Industrial or the Commercial Districts, and for all Major Retail Developments.
- B. **Uses.**
1. Master Planned development (MP) in the Residential (R) and Multi-Family Residential (MFR) Districts shall include uses in accordance with the underlying zoning districts. Master Plans are encouraged to have a mix of residential uses.
  2. MP in other Districts shall have a mix of appropriate uses in accordance with the underlying zoning district.
  3. Use(s) not permitted in the underlying zone may be permitted and approved to occupy up to 20% of the gross area of the MP. Said use(s) shall be considered to be a conditional use and may be approved subject to compliance with the conditional use permit criteria in Chapter 4.4.
- C. **Accessory Uses.** Accessory uses such as laundry rooms, recreational vehicle storage areas, storage and maintenance facilities and similar uses may be permitted. All accessory buildings/uses shall be approved per the Master Plan.

**Staff Findings:** The subject property is zoned MFR and is approximately 12.92-acres, thereby requiring master plan approval. The proposal includes detached single-family dwellings, attached townhome dwellings, and a multi-family residential development. These uses are in accordance with the underlying MFR District.

#### 4.5.300 Review and Approvals Process

- A. **Submittal requirements as required by Site Plan Review, Chapter 4.2, may be processed as part of the Master Plan Approval. When the submittal requirements including elevations and floor plans are not included as part of the Master Plan application, then subsequent Site Plan Review applications and approvals shall be required as a condition of approval of the Master Plan. All Site Plan Review applications shall be submitted prior to the expiration of the Master Plan approval.**

**Staff Findings:** This Master Plan submittal does not include a Site Plan Review application required to establish the proposed multi-family residential development. It shall be a condition of approval that the required Site Plan Review shall be completed prior to establishing the multi-family residential development.

- B. **The Master Planned development and all other concurrent applications shall be reviewed using the Type III procedure in Chapter 4.1, the submittal requirements in Section 4.5.500, and the approval criteria in Section 4.5.700.**
- C. **As a condition of approval, the applicant shall record a deed restriction on the subject property and all future lots and parcels created, noting inclusion in the approved Master Planned Development.**
- D. **Land Use District map designation.** After the Master Plan has been approved, the Land Use District Map shall be amended to indicate the approved Master Planned Development (MPD) designation for the subject development site.

**Staff Findings:** These sections are procedural and do not include review criteria.

#### 4.5.400 Property Development Standards

- A. If the continuous horizontal distance (i.e., as measured from end-wall to end-wall) of an individual facade of a multi-family structure is greater than 20 lineal feet, the facade shall contain a minimum of five of the following features:

...

**Staff Findings:** The applicant is not seeking site plan review approval of the multi-family residential development as part of this application. Compliance with this section will be reviewed at the time of site plan review for the multi-family residential structure, which the applicant has acknowledged in the submitted burden of proof.

- B. Development standards, except for density, landscape and open space, may be modified by up to 20 percent of the required standard of the underlying Zone District. Dimensional standards include lot area, lot width, setbacks, lot coverage, lot depth, and access spacing on local streets. These development standards may be modified upon a finding by the Planning Commission that such modification will not be detrimental to the general welfare, health or safety of the City of Sisters and will enhance the visual characteristics of the neighborhood.

**Staff Findings:** The applicant addressed this criterion in the revised burden of proof submitted December 20, 2022, as follows:

***The follow modifications are requested to provide greater variety of housing and increased density in the MFR zone:***

- ***15% reduction for minimum single family attached lot width from 35 feet to 30 feet;***
- ***20% reduction for the proposed single-family detached lot area, from 4,500 square feet to 3,600 square feet;***
- ***12% reduction for the proposed single-family detached minimum lot width of 40 feet to 35.5 feet;***
- ***10% reduction for minimum lot area of single-family attached from 3500 square feet to 3150 square feet;***

***The requested modifications will allow for the greatest utilization of the subject property, and will allow for the development of needed housing. By granting all modifications requested, a complete neighborhood can be developed which will include housing for residents at any point along the housing continuum. This will allow for equity in housing access and provide Sisters with a neighborhood in which residents will be able to find homes to meet the greatest variety of household needs.***

The lot width and lot size deviations are requested in order to preserve significant trees and provide a vegetated open space throughout the development that will enhance the visual characteristics of the neighborhood and the entire community and compatibility with adjacent developments. Additionally, the requests are associated with development of open space path connections to support pedestrian and bicycle access throughout the site, which will benefit not only residents of the development, but also members of the public. Staff also notes the proposed alley access to all lots along Local Street A eliminates negative impacts that would be created by street side driveways, thereby improving the streetscape and providing more opportunity for on-street parking. Based on this information, Staff finds that the requested deviations are not detrimental to the general welfare, health or safety of the City of Sisters and will enhance the visual characteristics of the neighborhood.

- C. **Except for residential uses, parking space requirements may be modified up to 20 percent of the required standard upon a finding by the Planning Commission that such modifications will not be detrimental to the general welfare, health or safety of the City of Sisters and will enhance the visual characteristics of the neighborhood. All other vehicle and bicycle parking standards shall be per City Standards and shall be provided for in the submitted plan.**

**Staff Findings:** The applicant has not requested any modifications to the parking space requirements. Therefore, this section does not apply.

- D. **Public and private streets and alleys shall comply with the Public Works Construction Standards, latest edition. See also Access and Circulation, Chapter 3.1.**

**Staff Findings:** The City Engineer and Public Works Department has reviewed the proposal for conformance with the City of Sisters Public Works Construction Standards and found general compliance with special design standards for proposed Local Street A as detailed in comments received. Conditions of approval have been added to ensure compliance with this section. Additional detail is provided in the staff findings under Chapter 3.1. regarding access and circulation, and in Chapter 3.5 below relating to installation of public improvements.

- E. **Landscaping. A landscaping plan in accordance to Chapter 3.2 showing all fences, walls, hedges, screen plantings and trees shall be provided for in the submitted plan.**

**Staff Findings:** Street trees are included in this application. Landscaping of the multi-family residential development shall be included in the subsequent Site Plan Review application. The findings in Chapter 3.2 are discussed in more extensive detail below.

- F. **Laundry Facilities. All dwelling units shall be provided with internal laundry facilities or an accessory laundry building shall be provided on site.**

**Staff Findings:** The applicant acknowledges understanding these requirements and that they shall comply. The applicant further indicates the multi-family residential development will demonstrate compliance during its site and design review. A condition of approval has been added to ensure compliance with this criterion.

- G. **Garbage and recycling collection areas. All exterior garbage cans, garbage collection areas, and recycling collection areas shall be oriented away from the street and adjacent properties. Trash enclosures shall be constructed of solid, durable and attractive walls/fences, a minimum of six (6) feet in height, with solid doors, and shall be visually consistent with project architecture. Trash receptacles for pedestrian use are exempt. Trash enclosures shall be compliant with all applicable fire codes.**

**Staff Findings:** The applicant acknowledges development of the multi-family residential development areas will require subsequent Site Plan Review application and said application shall include proposed garbage and recycling collection areas compliant with the City of Sisters Development Code. A condition of approval has been added to ensure compliance with this criterion.



H. **Open Space.** The net acreage of the development site shall be used to calculate the minimum required open space of 15%. Net acres shall be determined by subtracting land dedicated to the public for rights-of-way or private streets and alleys.

Usable open spaces may be provided in the form of natural areas, tree preservation areas, playgrounds, active or passive recreational areas, and similar areas. Portions of the rights-of-way that include tree preservation or parkway strips 10-feet or greater may also be counted as open space. Usable open space area shall not include: drainage swales with slopes steeper than a 3:1 slope, rights-of-way for public or private streets and alleys, parkway strips less than 10-feet, vehicle parking areas, areas adjacent to or between any structures less than ten (10) feet apart, setbacks, patios and private yards.

Open space area calculations and dimensions shall be provided for in the plan submitted. Open space must be readily accessible to all lots and uses within the Master Plan development, and be generally accessible to the public (using a public access easement). Access to private recreational buildings can be restricted to residents within the Master Plan development.

Open space shall be designated as a common area on the Master Plan and on all plats, as applicable. Open space may be dedicated to the public, if approved by a public agency with responsibility for open space, recreation, or park facilities. If the open space is privately owned, it shall be maintained by a homeowners' association, property owner, or other legal entity.

**Staff Findings:** The applicant indicates in the burden of proof that the net acreage of the site for the purpose of this section and excluding right-of-way areas is 10.29 acres. The required 15% open space required for the development is 1.54 acres. The applicant is proposing to provide approximately 3.15 acres of open space in two tracts that will be open to all lots within the development and to the general public. The applicant has noted the public open space areas on plan Sheet P1.3 (Tentative Plat) and the breakdown of the area calculation. A condition of approval has been added to record an open space agreement and public access easement for these areas to ensure public use in perpetuity.

I. **Amenities.** All residential planned developments shall provide recreational amenities which may include: a swimming pool, spa, clubhouse, tot-lot with play equipment, picnic area, gazebo, barbecue area, day care facilities, and court-game facilities. The minimum number of amenities required shall be provided according to the following schedule.

1 to 11 units	1 amenity
12 to 40 units	2 amenities
41 to 100 units	3 amenities
More than 100 units	4 amenities

**Staff Findings:** To satisfy requirements of the MFR zoning code for a minimum of 142 units proposed, the applicant has proposed the following four amenities will be provided within the development at full build out:

1. Open space natural area between development and Hwy 242
2. Trail system throughout the development
3. Playground constructed with the multi-family residential development

- Playground structure
- Park benches
- Landscaping
- 4. Dog park area constructed with the multi-family residential development
  - Fenced area
  - Bark mulch surfacing
  - Park benches

Staff finds that the proposed amenities will satisfy the requirement for 4 amenities at full build out of the development. However, staff notes that the timing of when the required amenities are provided is based on the number of units created. More specifically, 2 amenities are required in conjunction with Phase 1 (12 total lots), a total of 3 amenities are required with Phase 3 (46 total lots), and a total of 4 amenities are required at the time of Phase 5 (142+ total units). This requires amendment to the amenities plan because both the playground and dog park are proposed in association with the multi-family residential development during Phase 5 of the development, which would not comply with this requirement. Therefore, it shall be a condition of approval that, prior to final plat approval of Phase 1, a revised amenities plan is submitted outlining the timing of installation of the required amenities based on the number of units with each phase as specified in this section. Detailed drawings will be required for these amenities for review by staff prior to the applicable building permit.

**J. Public Improvements Needed for Development. Development shall not occur unless the public improvements serving the development comply with the Public Works Construction Standards, latest edition,**

**Staff Findings:** The applicant is required to complete public improvements for all streets and public utilities serving the development. A condition of approval has been added for final construction plans to be submitted and either installed or bonded for prior to final plat approval.

**K. Conditions of Development Approval. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code and the Public Works Construction Standards, latest edition. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.**

**Staff Findings:** After Master Plan approval, the applicant indicates they will submit engineering plans to the City Engineer and Public Works for approval. Public infrastructure shall be accepted by the City prior to individual lot development. The City Engineer has provided conditions of approval related to public improvements required by the subdivision proposal including connection of individual water and sewer services, construction of new streets, and bicycle and pedestrian facilities. Further discussion of these items is found in Chapter 3 – Design Standards below.

**L. Mixed-use Development Requirement**

1. **The Master Plan process may be used to transfer ground-floor commercial and residential uses between parcels in the same development, which may result in stand-alone residential structures or ground-floor residential uses fronting the street, provided that a minimum of 50 percent of the ground floor shall be commercial uses.**
2. **Mixed use developments may be mixed “vertically” – meaning that a residential use is developed above the commercial use or may be mixed “horizontally” – meaning commercial**

and residential uses both occupy ground floor space, provided that a minimum of 50 percent of the ground floor shall be commercial uses.

3. Mixed use developments may be modified as allowed by Section a and b upon a finding by the Planning Commission that such modification will not be detrimental to the general welfare, health or safety of the City of Sisters and will enhance the visual characteristics of the neighborhood.
4. Mixed use developments may be modified as allowed by Section a and b upon a finding by the Planning Commission that such modification will create an attractive mixed-use environment through the use and inter-relationship of open spaces, building locations, building scale, and design, and pedestrian amenities

**Staff Findings:** Mixed use development is not proposed. Therefore, this criterion does not apply.

**M. Gated communities may be permitted upon a finding by the Planning Commission that such modification will not be detrimental to the general welfare, health and safety of the City of Sisters and will enhance the visual characteristics of the neighborhood.**

**Staff Findings:** The applicant is not proposing a gated community as part of this master plan application. Therefore, this criterion does not apply.

**N. Front lot lines do not need to abut a street.**

**Staff Findings:** The front lot lines of proposed Lots 46-60 front on the proposed open space and not a street. All other lots front along a street. The proposed configuration is allowed by this criterion.

#### **4.5.500 Master Plan Submittal Requirements**

**A. Submittal requirements.** The applicant shall submit an application containing all of the general information required for a Type III procedure, as governed by Chapter 4.1. In addition, the applicant shall submit the following....

**Staff Findings:** This section is procedural. The Master Plan application was reviewed for conformance with the Master Plan Submittal Requirements listed in SDC 4.5.500 above.

#### **4.5.600 Comprehensive Sign Plan**

**A. Comprehensive Sign Plan is intended to integrate the signs proposed for a development project with the design of the structures, into a unified architectural statement. A Comprehensive Sign Plan provides a means for defining common sign regulations for multi-tenant projects, to encourage maximum incentives in the design and display of multiple signs and to achieve, not circumvent the intent of this Ordinance.**

1. **Applicability.** A Comprehensive Sign plan shall be required for all Master Plans. Signs shall comply with the provisions of this ordinance and Chapter 3.4 Signs.
2. **Approval Authority.** The City shall approve a Comprehensive Sign Plan as part of the Master Plan approval.
3. **Application Requirements.** The Comprehensive Sign plan shall include all information and materials required as follows:
  - a. **Location:** identification of sign locations on the buildings and on the property.
  - b. **Materials:** description of the type of sign and sign materials including construction materials and proposed lighting if any.
  - c. **Size:** itemization of sign size or sign band area at identified locations.

- d. The Comprehensive Sign plan shall accommodate future revisions that may be required because of changes in use or tenants; and
  - e. Signs located in the Commercial Districts shall comply with the 1880's Western Design Theme.
4. **Revisions to Comprehensive Sign Plans.** The Community Development Department may approve revisions to a Comprehensive Sign plan if the intent of the original approval is not affected.

**Staff Findings:** The applicant indicates proposed signs shall conform to the above requirements and compliance will be demonstrated at the time of site and design review for each building within the development. For the proposed signage, other than standard street and other safety signage is proposed, a Comprehensive Sign Plan and a sign permit will be required and will be reviewed for conformance with SDC Chapter 3.4 Signs, in addition to this subsection, at the time of sign permit application.

#### **4.5.700 Master Plan Approval Criteria**

The City shall make findings that all of the following criteria are satisfied when approving, or approving with conditions, the Master Planned development. The City shall make findings that at least one of the criteria is not satisfied when denying an application.

**A. Comprehensive Plan. All relevant provisions of the Comprehensive Plan are met;**

**Staff Findings:** The Development Code expresses the goals, policies and objectives of the Comprehensive Plan. As found throughout this report, the proposal meets the requirements of the Development Code and is, therefore, compliant with the Sisters Comprehensive Plan.

**B. Land Division Chapter. All of the requirements for land divisions, as applicable, shall be met (Chapter 4.3);**

**Staff Findings:** The applicant is proposing a minor partition and subdivision concurrent with the master plan application. Requirements in Chapter 4.3 are reviewed in detail below.

**C. Chapter 2 Land Use and Chapter 3 Design Standards. Land use and design standards contained in Chapter 2 and 3 are met, except as modified by Section 4.5.400.**

**Staff Findings:** Land use and design standards contained in Chapter 2 and 3 are reviewed in further detail below.

**D. Property Development Standards. Land use and design standards contained in Section 4.5.400 are met.**

**Staff Findings:** Land use and design standards contained in Section 4.5.400 are reviewed in further detail above.

**E. Architectural Features. The Master Plan includes architectural features that complement and enhance positive characteristics of the site and surrounding area. Setbacks from streets shall be staggered or buildings otherwise provided with architectural features that assure variety and interest along the street. Master Plans in the Commercial Districts shall comply with the 1880's Western Frontier Design Theme;**

...

**Staff Findings:** The applicant provided samples of the detached single-family dwellings and attached townhomes (Sheets A4 and an unlabeled townhome design sketch) including architectural features that provide visual relief and variety along each streetscape. Compliance with the required “detailed, pedestrian-oriented design” standards of SDC 2.3.300(H) will be reviewed at the time of application for the building permits.

The proposed multi-family residential development requires subsequent land use review via a Site Plan Review application. The applicant has not provided detail regarding the siting of buildings of detailed design, compliance with this criterion will be reviewed at time of Site Plan Review.

**F. Compliance with Purpose of Master Planned Development Chapter. The Master Plan substantially meets the purpose of Section 4.5.100; and**

**Staff Findings:** The purpose of this Section is to encourage creativity, flexibility and open space in the planning of Residential, Commercial, Industrial and Mixed-Use Developments. As noted above, the applicant has met the intent of this section.

**G. Comprehensive Sign Plan. The Master Plan is in compliance with Section 4.5.600, Comprehensive Sign Plan.**

**Staff Findings:** As previously stated, no signage is proposed. Therefore, a comprehensive sign plan is not required. If signage is proposed in the future, a comprehensive sign plan in compliance with Section 4.5.600 will be required.

**H. Conformance with applicable public works, building and fire code standards.**

**Staff Findings:** The project, as conditioned, shall comply with all public works standards. Conditions of approval have been added to the applicant received building fire code compliance.

**4.5.800 Approval Durations, Extensions, and Amendments**

**A. Master Plan Approval Duration. The Master Plan approved by the Planning Commission shall expire three (3) years from the date on which the decision is final, if the approval has been initiated. The Community Development Director shall determine whether the approval has been initiated based on whether significant infrastructure improvements have been completed as of the date the approval expires. Such a determination will be made through either a Type II decision or a Type III decision before the Planning Commission at the discretion of the Community Development Director. Significant infrastructure includes but is not limited to site grading, streets, water, sewer, power and communications services construction sufficient in terms of time, labor, and/or money to demonstrate a good faith effort to complete the development or as otherwise specified as a condition of approval.**

**Staff Findings:** This duration of approval requirement shall be a condition of approval.

**CHAPTER 4.3 LAND DIVISIONS AND LOT LINE ADJUSTMENTS**

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**4.3.100 Purpose**

The purpose of this Chapter is to:

- A. Provide rules, regulations and standards governing the approval of subdivisions, partitions and lot line adjustments;
- B. Carry out the City's development pattern, as envisioned by the Comprehensive Plan;
- C. Encourage efficient use of land resources, full utilization of urban services, and adequate provisions for motor vehicle, pedestrian and bicycle circulation;
- D. Promote the public health, safety and general welfare through orderly and efficient urbanization;
- E. Lessen or avoid traffic congestion, and secure safety from fire, flood, pollution and other dangers;
- F. Provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage and drainage; and
- G. Encourage the conservation of energy resources.

**Staff Findings:** This section is procedural.

#### 4.3.200 General Requirements

- A. **Compliance with ORS Chapter 92.** All subdivision and partition proposals shall be in conformance with State regulations set forth in Oregon Revised Statute (ORS) Chapter 92, Subdivisions and Partitions.

**Staff Findings:** The Sisters Development Code has been designed in conformance with ORS Chapter 92 and has been acknowledged by DLCD. The Minor Partition and Tentative Subdivision Plans have been designed in conformance with the Development Code, and therefore will be in conformance with ORS Chapter 92. Technical review of the proposed land divisions, which further assures compliance with ORS Chapter 92, is performed upon application for final plat approval. Because this statute is carried out through local land use regulations, a specific review of ORS Chapter 92 is not required at this time.

- B. **Need for Adequate Utilities.** All lots created through land division shall be served by public utilities and facilities such as sewer, gas, electrical, and water systems.

**Staff Findings:** The site will be served with City sewer and water and connections will be constructed by the applicant as shown in the submitted drawings and in compliance with the public improvement standards of SDC 3.5.

Central Electric Cooperative will provide power. There are no natural gas providers serving the City of Sisters. Individual private propane tanks may or may not be used in the future.

- C. **Floodplain.** Where land filling and/or development is allowed within or adjacent to the 100-year flood plain outside the zero-foot rise flood plain, and the Comprehensive Plan designates the subject flood plain for park, open space, or trail use, the City may require the dedication of sufficient open land area for a greenway adjoining or within the flood plain. When practicable, this area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the flood plain in accordance with the City's adopted trails plan or pedestrian and bikeway plans, as applicable. The City shall evaluate individual development proposals and determine whether the dedication of land is justified based on the development's impact to the park and/or trail system, consistent with the Public Works Construction Standards, latest edition.

**Staff Findings:** The subject property is outside of the floodplain. Therefore, this criterion is not applicable.

- D. **Cul-de-sacs shall be "day-lighted"** to provide pedestrian and bicycle access as allowed by neighboring properties as shown below. The Planning Commission, in conjunction with tentative

subdivision plat applications, shall approve the design of all day-lighted cul-de-sacs (opening width, fencing, landscaping, hardscape, etc.).

**Staff Findings:** The proposal does not include any cul-de-sacs. Therefore, this criterion does not apply.

- E. **Easements for sewers, storm drainage and water quality facilities, water mains, electric lines or other public utilities shall be dedicated on a final plat, or provided for in the deed restrictions, prior to any connection to public infrastructure, in conformance to the Public Works Construction Standards, latest edition.**

**Staff Findings:** The applicant has provided preliminary layouts of utilities and noted those that are not within the public right-of-way will receive dedication of easements on the final plat. Easements must be noted and dedicated on the final plat and reviewed by the City Engineer; a condition of approval has been added to ensure compliance.

- F. **Public Improvements Required.** Before City approval is certified on the final plat, all required public improvements shall be installed, inspected, and approved in accordance with the City's Public Works Construction Standards, latest edition. Alternatively, the subdivider/partitioner shall provide a performance guarantee, in accordance with Section 4.3.800.

**Staff Findings:** A condition of approval has been added to satisfy this criterion.

- G. **Underground Utilities.** This standard applies only to proposed subdivisions. All utility lines including, but not limited to, those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high-capacity electric lines operating at 50,000 volts or above. The following additional standards apply to all new subdivisions, in order to facilitate underground placement of utilities:

1. The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that above ground equipment does not obstruct vision clearance areas for vehicular traffic (Chapter 3.1);
2. The City reserves the right to approve the location of all surface mounted facilities;
3. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and
4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.
5. **Exception to Under-Grounding Requirement.** An exception to the under-grounding requirement may be granted due to physical constraints, such as steep topography, sensitive lands or refusal by utility companies.

**Staff Findings:** The applicant notes in the burden of proof that all utilities are proposed to be installed underground. This requirement will be verified during the public improvements stage of development.

- H. **Dedication Requirements.**

1. Where a proposed park, playground or other public use shown in a plan adopted by the City is located in whole or in part in a subdivision, the City shall require the dedication or reservation of this area on the final plat for the subdivision.

2. If determined by the Planning Commission to be in the public interest in accordance with adopted Comprehensive Plan policies and the City of Sisters Park Plan, and where an adopted plan of the City does not indicate proposed public use areas, the City shall require the dedication or reservation of areas within the subdivision of a character, extent and location suitable for the development of parks and other public uses.
3. All required dedications or reservations of public use areas shall conform to Section 4.3.200.K (Conditions of Development Approval).

- I. **Acquisition by Public Agency.** If the developer is required to reserve land area for a publicly owned park, playground, or other public use, the land shall be acquired by the appropriate public agency within 24 months following final plat approval, at a price agreed upon prior to approval of the plat, or the reservation shall be released to the property owner.

**Staff Findings:** The proposal does not include dedication of land for a park, playground, or other public use shown in a plan adopted by the City and the Planning Commission did not require the dedication or reservation of proposed open space for public use beyond allowing public access via easement.

- I. **System Development Charge Credit.** Dedication of land to the City for public use areas shall be eligible as a credit toward any required system development charge for parks.

**Staff Findings:** This section is procedural.

- K. **Conditions of Development Approval.** No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code and the Public Works Construction Standards, latest edition. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.

**Staff Findings:** The proposed Minor Partition and Tentative Subdivision Plans illustrate the installation of public facilities necessary to serve each phase of development and the applicant plans to install the planned infrastructure, or provide a performance guarantee in place of construction, prior to final plat for each phase. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code and the Public Works Construction Standards, latest edition. A condition of approval has been added to ensure conformance with the criterion.

- L. **When subdividing or partitioning tracts into large lots (i.e., greater than two times the minimum lot size allowed by the underlying land use district), the lots shall be of such size, shape, and orientation as to facilitate future re-division in accordance with the requirements of the land use district and this Code.**

**Staff Findings:** The applicant is proposing to develop the property in five phases. Following the final phase, no large tracts will remain. This criterion does not apply.

- M. **Streets shall be extended to the boundary lines of the parcel or tract to be developed, when the Hearings Body determines that the extension is necessary to give street access to or permit a satisfactory future division of, adjoining land. The point where the streets temporarily end shall conform to 1-3, below.**



1. These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.
2. A barricade (e.g., fence, bollards, boulders or similar vehicle barrier) shall be constructed at the end of the street by the sub-divider and shall not be removed until authorized by the City or other applicable agency with jurisdiction over the street. The cost of the barricade shall be included in the street construction cost.
3. Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) shall be constructed for stub streets over 150 feet in length and in accordance to Oregon Fire Code.

**Staff Findings:** The applicant is proposing to construct two new streets and two alleys throughout the development.

Local Street A runs west to east and intersects with existing Brooks Camp Road to the west and new Local Street B to the east. The two proposed alleys also run west to east and extend to intersections with these same roads.

Local Street B runs north to south and intersects with Hwy 242 to the south and Felicity Lane to the north.

Staff finds these criteria are met.

#### 4.3.400 Approval Process

- A. **Subdivision and Partition Approval through Two-step Process.** Applications for subdivision or partition approval shall be processed through a two-step process; the preliminary plat and the final plat.
  1. The preliminary plat shall be approved before the final plat can be submitted for consideration and approval; and
  2. The final plat shall include all conditions of approval of the preliminary plat.
- B. **Review of Preliminary Plat.** Review of a preliminary plat with 2 or 3 lots (partition) shall be processed as a Type II procedure, as governed by Chapter 4.1.400. Preliminary plats with more than 3 lots (subdivision) shall be processed as a Type III procedure under 4.1.500. All preliminary plats shall be reviewed using approval criteria contained in Section 4.3.600.
- C. **Review of Final Plat.** Review of a final plat for a subdivision or partition shall be processed as a Type I procedure under Chapter 4.1.300, using the approval criteria in Section 4.3.700.

...

**Staff Findings:** Section 4.3.400 is largely procedural and outlines the approval process for Partitions and Subdivisions, which has been followed in these proceedings. Staff is processing the application under a Type III procedures pursuant to SDC 4.1.500. The applicant has acknowledged these requirements.

#### E. **Preliminary Plat Approval Period – Multi Phased Subdivision.**

1. The City, at its discretion, may approve a time schedule for developing a subdivision in phases, but in no case shall the expiration period for the initial subdivision phase be greater than two years from the date the preliminary plat approval became final or six years from the date that the preliminary plat approval became final for the final phase unless an extension is granted in accordance with SDC 4.3.400(F). The Community Development Director shall determine whether the approval, whether for the entire subdivision or any particular phase, has been initiated based on whether significant infrastructure improvements have been completed as of the date the approval expires. Such a determination will be made through either a Type II decision or, at the discretion of the Community Development Director, a Type III decision before

the Planning Commission. Significant infrastructure includes but is not limited to site grading, streets, water, sewer, power and communications services construction sufficient in terms of time, labor, and/or money to demonstrate a good faith effort to complete the development or as otherwise specified as a condition of approval.

2. The criteria for approving a phased land division proposal are:
  - a. Public facilities shall be constructed in conjunction with or prior to each phase;
  - b. The development and occupancy of any phase dependent on the use of temporary public facilities shall require City Council approval. Temporary facilities shall be approved only upon City receipt of bonding or other assurances to cover the cost of required permanent public improvements, in accordance with Section 4.3.800. A temporary public facility is any facility not constructed to the applicable City or district standard;
  - c. The phased subdivision shall not result in requiring the City or a third party (e.g., owners of lots) to construct public facilities that were required as part of the approved preliminary plat; and
  - d. A request for a phased land division shall be made as part of the preliminary plat application for a phased subdivision.

**Staff Findings:** The applicant is requesting a multi-phased land division. The partition and subdivision are proposed to be completed in five phases, as depicted in the submitted plans. The Applicant acknowledges these duration of approval timelines. As specified above, City approval of a time schedule for developing a subdivision in phases is discretionary. This is interpreted to include both the duration of approval and the sequency of the phases. The applicant proposed the multi-family residential development as Phase 5. Using the discretion afforded the City, the Planning Commission modified the phasing plan and requires, as a condition of approval, that the multi-family residential development proposed in this Master Plan shall be completed no later than as Phase 3 of Sunset Meadows. Certificates of Occupancy for the multi-family residential development shall be obtained prior to the recordation of the final plat for proposed Phases 3 or 4 of Sunset Meadows as identified on the revised phasing plan dated December 22, 2022.

Infrastructure will be completed within the phase in which it is located and will be appropriately stubbed and/or looped to serve subsequent phases. Construction plans for all infrastructure phasing will be submitted to the City for review and approval prior to construction within each phase. Staff supports the phased timeline and conditions of approval have been added.

#### **4.3.500 Preliminary Plat Submittal Requirements**

**A. General Submittal Requirements. The following information shall be submitted...**

**Staff Findings:** This section is procedural. The applicant has submitted the required information for the preliminary plat review.

#### **4.3.600 Approval Criteria for Preliminary Plat**

**A. General Approval Criteria. The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:**

1. All relevant provisions of the Comprehensive Plan are met.

**Staff Findings:** As previously stated, the Development Code expresses the goals, policies and objectives of the Comprehensive Plan. The proposal meets the terms of the Development Code and is, therefore, compliant with the Sisters Comprehensive Plan.

2. **The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable ordinances and regulations. At a minimum, the provisions of this Chapter, and the applicable sections of Chapter 2 (Land Use Districts) and Chapter 3 (Design Standards) shall apply;**

**Staff Findings:** The proposed preliminary plat complies with the applicable Development Code Sections, as detailed in the finding contained throughout this report. Where necessary, conditions of approval have been added to ensure compliance with the Development Code.

3. **The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;**

**Staff Findings:** The applicant is proposing a subdivision name of “Sunset Meadows.” Staff finds this name is not already recorded for another subdivision and satisfies the provisions of ORS Chapter 92.

4. **The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat; and**

**Staff Findings:** The subject property is bordered by four streets – Felicity Lane to the north, N Brooks Camp Road to the west, and W Hood Avenue to the east, and Hwy 242 to the south. Local Street A connects to N Brooks Camp Road to the west and proposed Local Street B to the east. Local Street B connects to Felicity Lane to the north and Hwy 242 to the south.

The applicant is proposing several improvements to sidewalks and multi-use paths within and through the site. Pedestrian and facilities are provided on both sides of each new street within the development. The applicant is also improving the frontage along N Brooks Camp Road to include an 8-foot path and proposing dedication of 10-feet of right-of-way for Hwy 242. The proposed public improvements and dedications are shown on the preliminary plat. Staff is requiring the addition of a public access easement over path and easement areas. Conditions of approval have been added.

5. **All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat.**

**Staff Findings:** The applicant has denoted private open space areas as required by the Master Plan section of the development code on the preliminary plat. Maintenance will be required by the property owners; a condition of approval have been added to ensure compliance with this item.

**B. Housing Density. The subdivision meets the City’s housing density standards of Chapter 2.**

**Staff Findings:** The subject property is zoned MFR. As specifically addressed SDC 2.3.200(G), the proposed development has an overall minimum density of 10 units per acre, which meets the density requirements of the MFR zone.

- C. **Conditions of Approval. The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties.**

**Staff Findings:** Conditions of Approval have been added where necessary to carry out the provisions of this code. The recommended Conditions of Approval are contained in this decision.

#### 4.3.800 Performance Guarantees

- A. **Performance Guarantee Required.** When a performance guarantee is required under Section 4.3.200(F), the subdivider/partitioner shall file an assurance of performance with the City supported by one of the following:
1. Cash deposit;
  2. A surety bond executed by a surety company authorized to transact business in the State of Oregon which remains in force until the surety company is notified by the City in writing that it may be terminated; or
  3. A cash contribution equivalent to the costs of constructing the required public improvements.

**Staff Findings:** The applicant has indicated that at the time of final plat submittal, the applicant may choose to financially guarantee the subdivision for plat approval.

- B. **Determination of Sum.** The assurance of performance shall be for a sum determined by the City as required to cover the cost of the improvements and repairs, including related engineering and incidental expenses.
- C. **Itemized Improvement Estimate.** The developer shall furnish to the City an itemized improvement estimate, certified by a registered civil engineer, to assist the City in calculating the amount of the performance assurance.
- D. **Agreement.** An agreement between the City and developer shall be recorded with the final plat that stipulates all of the following:
1. Specifies the period within which all required improvements and repairs shall be completed;
  2. A provision that if work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the applicant;
  3. Stipulates the improvement fees and deposits that are required.
  4. Provides for construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.
- The agreement may be prepared by the City, or in a letter prepared by the applicant. It shall not be valid until it is signed and dated by both the applicant and authorized City representative.
- E. **When the Subdivider Fails to Perform.** In the event the developer fails to carry out all provisions of the agreement and the City has un-reimbursed costs or expenses resulting from such failure, the City shall call in the bond or cash deposit for reimbursement.
- F. **Termination of Performance Guarantee.** The developer shall not cause termination of nor allow expiration of the guarantee without having first secured written authorization from the City.

**Staff Findings:** The applicant indicates a performance agreement is not being sought.

## CHAPTER 2.3 MULTI-FAMILY RESIDENTIAL DISTRICT

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### 2.3.100 Purpose

The Multi-Family Residential District is intended to accommodate a range of housing types and lot sizes and to make efficient use of land and public facilities by establishing minimum and maximum density standards for housing. Multi-Family Residential District design standards ensure compatible building and site design at an appropriate neighborhood scale.

**Staff Findings:** The applicant is proposing a mixed residential development in the MFR District. More specifically, the applicant is proposing a mixture of detached single-family dwellings, attached townhomes, and multi-family residential. Staff finds that the proposal meets the intent and purpose of this district by providing a range of housing types and lot sizes, which meet density standards for the district as noted below. Design standards will be reviewed in greater detail at time of building permit for the single-family dwellings and site plan review for the multi-family residential development.

**2.3.200 Uses**

- A. **Permitted uses.** Uses permitted in the Multi-Family Residential District are listed in Table 2.3.1 with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code.
- B. **Special Provisions.** Uses that are either permitted or conditionally permitted in the Multi-Family Residential District subject to special provisions for that particular use are listed in Table 2.3.1 with an “SP.” Uses subject to an SP shall comply with the applicable special use standards included in Chapter 2.15.
- C. **Conditional uses.** Uses that are allowed in the Multi-Family Residential District with approval of either a Minor Conditional Use “MCU” or a Conditional Use Permit “CU” as listed in Table 2.3.1. These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.
- D. **Similar uses.** Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Code Interpretations.

**Table 2.3.1 Use Table for the Multi-Family Residential District**

Land Use Category	Permitted/Special Provisions/ Conditional Use
<b>Residential</b>	
Single family detached dwelling	P
Attached dwelling (townhome)	P/SP
Multi-family development (4 + units)	P

**Key: P = Permitted SP=Special Provisions MCU = Minor Conditional Use Permit  
CU = Conditional Use Permit**

**Staff Findings:** The applicant is proposing 22 detached single-family dwellings, 48 attached townhome units, and 72-124 apartment units (multi-family development). Further discussion of the attached townhomes is found in section 2.15.1300 below. The proposed multi-family residential development is subject to subsequent site plan review prior to development.

**2.3.300 Development Standards**

**The following property development standards shall apply to all land, buildings and uses in the Multi-Family Residential District:**

- A. **Lot Area, lot width, lot depth, setbacks, floor area ratio, lot coverage and building height.** See Table 2.3.2 below.

**Table 2.3.2 Development Standards in the Multi-Family Residential District**

<b>Development Standard</b>	<b>Multi-Family-Residential District</b>	<b>Comments/Other Requirements</b>
<b>Minimum lot area</b>		
Single family detached dwelling, including manufactured dwelling on individual lot and zero lot line dwelling	4,500 square feet	
Single family attached dwelling, townhome	3,500 square feet	
Multi-family development (5 or more units)	12,000 square feet	Multi-family developments with 5 or more units shall provide an additional 200 square feet of usable open space per dwelling unit. The standard applies starting at the 6th unit
<b>Lot width at front property line</b>		
Single-family detached, zero lot line and manufactured dwellings	Minimum 40 feet	Except for flag lots and Driveway Courts – see Land Divisions and Lot Line Adjustments; or as required by this Code to protect sensitive lands, significant trees, etc.
Single family attached dwelling, townhome	Minimum 35 feet	
<b>Lot depth</b>		
Lot depth	No maximum lot depth for multi-family, Child Care Center, Public and Institutional uses and Residential facility; for all other uses, maximum lot depth of three (3) times the lot width.	Except as required by this Code to protect sensitive lands, significant trees, etc.

**Staff Findings:** The proposed development generally conforms to the above standards; however, exceptions to dimensional standards are sought as permitted as an exception in the Master Plan standards under 4.5.400(B). See that section for applicable exceptions.

Floor area ratio, lot coverage, building height, and the provisions of SDC 2.3.300(B) through (E) will be reviewed upon building permit application or Site Permit Review application, as applicable. The remaining design standards in Table 2.3.2 are either met or not applicable to the proposed subdivision application.

...

- E. Garage Requirements.** In addition to Table 2.3.2, the following standards shall apply;
1. Minimum one car garage shall be required per unit for single-family detached dwelling, manufactured dwelling on individual lot, zero lot line dwelling, town home, duplex and triplex dwelling.
  2. Garages and carports shall be accessed from alleys where available.
  3. Side loaded street accessed garages. The street facing elevation of the garage shall include windows and landscaping shall be provided between the dwelling unit and the driveway and between the street facing elevation of the garage and front property line. The throat of the driveway shall be a maximum of 12 feet in width.
  4. Garage and Carport Requirements for Multi-Family. Minimum one car garage or carport shall be required for 50 percent of the units provided. Garage and carport design shall use the same architectural features as the multi-family development. Affordable multi-family developments are exempt from the garage and carport requirements.

**Staff Findings:** The applicant has acknowledged understanding of these requirements and shall comply. The preliminary floor plans for the single-family dwellings show each unit contains at least a one car garage with access from the proposed alley.

Compliance with these standards for the multi-family residential development will be verified upon review of the required Site Plan Review application.

- F. Gated Communities.** Gated communities are prohibited except as may be permitted by Chapter 4.5 Master Planned Developments.

**Staff Findings:** The applicant is not proposing a gated community. This requirement does not apply.

- G. Residential Density Standards.** The following residential density standards apply to all land divisions in the Multi-Family Residential District and to multi-family housing on individual lots.
1. The density range for the Multi-Family Residential District shall be 7 units per gross acre minimum and 15 units per gross acre maximum; more than 15 units per acre up to 20 units per acre allowed via Minor Conditional Use.
  2. Minimum and maximum residential densities are calculated by multiplying the gross acres by the applicable density standard. For example, if the parcel size is 5 acres, the minimum density is 45 units and the maximum is 100 units. When calculating minimum and maximum densities, figures are rounded down to the closest whole number.
  3. Accessory dwelling units are exempt from the minimum density standards.

**Staff Findings:** The subject property is 12.92 acres. The applicant proposes a total of 132-184, depending on the number of multi-family residential units that are development. At 142 units, the proposed development will provide a minimum density of 10 units per acre. At 194 units, the proposed development will provide a maximum density of 14 units per acre. This standard is met.

- H. Design Standards.** The following design standards are intended to provide detailed, pedestrian-oriented design, while affording flexibility to use a variety of building styles.

...

**Staff Findings:** The provisions of SDC 2.3.300(H) through (K) will be reviewed upon application for building permits or Site Plan approval as applicable.

## CHAPTER 2.15.1300 SPECIAL PROVISIONS - ATTACHED DWELLING (TOWNHOME)

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### 2.15.1300 Attached Dwelling (Townhome)

Single-family attached dwellings (townhome units on individual lots) shall comply with the standards listed below.

- A. **Building mass supplemental standard.** Within the Residential District (R), the number of consecutively attached townhomes (i.e., with attached walls at the property line) shall not exceed 2 units. In the Residential Multi-Family District (RMF), the number of consecutively attached townhome units shall not exceed 4 units.
- B. **Alley access.** Townhome dwellings shall receive vehicle access from a rear alley where an alley is available or can be extended. Alleys should be created at the time of land division approval.
- ...
- D. **Common areas.** Where applicable common areas shall be maintained by a homeowners association or other legal entity.

**Staff Findings:** The proposal includes attached townhome units on Lots 1-26 and 49-70. The section above requires no more than 4 consecutively attached townhome units in the MFR zone. The applicant is proposing a maximum of two consecutively attached townhomes. Each proposed townhome receives vehicular access from a rear alley. These criteria are met.

The applicant has stated the common areas, including alleys, will be maintained by an HOA or other legal entity. A condition of approval has been added to ensure compliance with this criterion.

## CHAPTER 3.1 – ACCESS AND CIRCULATION

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### 3.1.100 Purpose

The purpose of this Chapter is to ensure that developments provide safe and efficient access and circulation for pedestrians, bicycles (including ADA and transit accessibility) and motorized vehicles including emergency vehicles and to preserve the transportation system in terms of safety, capacity, and function.

### 3.1.200 Applicability

- A. **Applicability.** This Chapter applies to all rights-of-way within the City and to all properties that abut these rights-of-way. The standards apply when lots are created, consolidated, or modified through a land division, partition, or street vacation; and when properties are subject to Site Plan Review. These standards also may be applied at the City's discretion during Conditional Use permit.

**Staff Findings:** The applicant is proposing a Master Plan with Subdivision and Minor Partition applications, which will require a subsequent Site Plan Review application for the multi-family residential development and additional review at the time of building permit for all structures. The applicant has provided preliminary analysis to ensure compliance with the access and circulation requirements on a greater scale as part of this master planning process.

### 3.1.300 Vehicular Access and Circulation

#### A. **Traffic Study and Control Requirements**

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.
3. Traffic-calming features, such as curb extensions, narrow residential streets, and special paving shall be required where appropriate and in accordance with the Transportation System Plan and Public Works' Standards and Specifications, latest edition, in order to slow traffic in neighborhoods and areas with high pedestrian traffic and to maximize a pedestrian friendly environment.

**Staff Findings:** The applicant submitted a traffic impact study dated June 3, 2022, and an addendum to that study dated August 22, 2022, by Lancaster Mobley for traffic impact review.

The City's Traffic Engineer reviewed the traffic study and provided the following analysis:

*This memorandum provides a formal review of the Sunset Meadows transportation materials that were prepared by Lancaster Mobley Engineering, as amended August 22, 2022. I have reviewed these materials and agree with the analysis and findings presented within the transportation study. The study identifies two transportation issues associated with this development:*

- *Delays along US 20 through the City core area; and*
- *Morning school period congestion at the OR 242/Hood Avenue intersection.*

*Each of these issues are discussed below.*

...

*The City and ODOT have developed a conceptual improvement plan for the intersection as shown in Figure 1. The intent of this project is as follows:*

- *Reduce the number of approaches to simplify driver decisions at the all-way stop. Removing the low-volume southbound left-turn improves traffic operations by reducing conflicts with the higher-volume movements.*
- *Reconstruct the intersection corners with directional ramps. This design significantly reduces the crossing distance along this school route.*
- *Reconstruct the wide curb radii to reduce turning speeds and shorten the crossing distances.*
- *Complete and interconnect area sidewalks, with frontage Sunset Meadows frontage improvements providing better spacing between the multiuse pathway and the OR 242 highway.*
- *Extend and connect bicycle lanes throughout the intersection.*

*It is my understanding that implementation of this concept (and the broader connections and school zone improvements) will be provided through the City, ODOT, and private development. For*

*Sunset Meadows I recommend the following be provided as the project's contribution toward these overall improvements:*

- *Sunset Meadows (or the first adjacent development project) prepare 30% design plans for the concept shown in Figure 1 to help identify issues, constraints, and utility modifications associated with the improvements.*
- *Sunset Meadows to complete the improvements shown on the northwest intersection quadrant along the site frontage, as well as associated restriping as a result of the modifications.*
  - *Installation of new curbing along the revised northwestern curb return*
  - *Installation of directional curb ramps in compliance with ADA requirements*
  - *Integration of the multiuse pathways with the new ramps*
  - *Relocation of signing and striping as required with the revised design.*

Staff, in coordination with the City Traffic Engineer and Oregon Department of Transportation (ODOT) find that the traffic impacts from the proposed development can be mitigated with the conditions of approval noted above. These mitigation requirements, with some clarifications, have been added as conditions of approval.

**B. Access Management. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system.**

**Staff Findings:** No closure of existing streets, shared accesses, or frontage street development are proposed or recommended in the traffic study. Comments received from the City Traffic Engineer and the ODOT did not dispute the findings of the traffic impact analysis or request closure of existing streets, shared accesses, or frontage street development.

The subject property is bordered by N Brooks Camp Road, W Hood Avenue, and Felicity Lane, which are City controlled streets.

The property also contains frontage on Hwy 242, a state-controlled street with oversight provided by Oregon Department of Transportation. No more than one new street intersection per frontage with these existing streets is proposed. Staff, in coordination with ODOT, is requiring mitigation items as noted above, including entering into an agreement with ODOT to construct intersection improvements at the new access point. This item can be met with conditions.

**C. Fire Access and Turnarounds. When required under the Oregon Fire Code, fire access lanes with turnarounds shall be provided. Except as waived in writing by the Fire Marshal, a fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than 150 feet from an existing public street or approved fire equipment access drive. The drive shall contain unobstructed adequate aisle width (20 feet) and turn-around area for emergency vehicles. The Fire Marshal may require that fire lanes be marked as "No Stopping/No Parking."**

**Staff Findings:** No dead-end streets or alleys are proposed. All other structures are within 150 feet of a public street or alley. Therefore, no turnarounds are required. Notice was sent to the Sisters-Camp Sherman Fire District, although no response was received.

- D. Vertical Clearances. Except for drive-through windows, all driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13' 6" for their entire length and width.**

**Staff Findings:** There are no vertical clearance limitations associated with the proposed development. Compliance with this criterion will be reviewed at the time of building permit.

- E. Vision Clearance. Visual obstructions between three (3) feet and eight (8) feet in height are subject to Special Provisions, Vision Clearance.**

**Staff Findings:** This requirement will be reviewed at the time of Site Plan Review application or building permit. However, the proposed setbacks are designed to allow for the maintenance of clear vision.

- F. Surface Options. Required driveways, aprons, parking areas, aisles, and turn-arounds shall be paved with asphalt, concrete or comparable durable surfacing, subject to review and approval by the Community Development Director.**

**Staff Findings:** The applicant states that all proposed streets, driveways, parking areas, and aisles are intended to be paved as required by the City of Sisters. A condition of approval has been added to ensure all lots comply with this requirement.

- G. Surface Water Management. All driveways, parking areas, aisles and turn-arounds shall have on-site collection or infiltration of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with City standards. Swales may be considered to control surface water.**

**Staff Findings:** This requirement will be reviewed at the time of Site Plan Review application or building permit as no structures are proposed as part of this application.

- H. Private Streets and Alleys. Public and private streets and alleys shall conform to the standards in the City of Sisters Public Works Construction Standards, latest edition. While alley intersections and sharp changes in alignment shall be avoided, the corners of necessary alley intersections shall have a radius of not less than 20 feet.**

**Staff Findings:** No private streets are proposed. Two private alleys are proposed to access both the attached townhomes and detached single-family dwellings. Alley intersections will have radii and paved width of at least 20 feet. This criterion is met.

- I. Access Standards**

- 1. Access spacing standards. Street intersection and driveway spacing shall comply with the table below (Figure 3.1.300.A):**

**Figure 3.1.300.A. Access Spacing Standards**

<b>Street Facility</b>	<b>Maximum spacing* of roadways</b>	<b>Minimum spacing* of roadways</b>	<b>Minimum spacing* of roadway to driveway</b>	<b>Minimum Spacing* driveway to driveway</b>
Arterial	1,000 feet	660 feet	330 feet	330 feet or combine
Collector:	600 feet	330 feet	100 feet	100 feet or combine
Neighborhood/Local	600 feet	150 feet	50 feet	10 feet

**Notes:** \*Measured centerline to centerline  
TSP January 2010

**Staff Findings:** The proposed spacing of streets and alleys conforms with the above standards, except as noted below. Local Street A intersects N Brooks Camp Road 333 feet north of the Brooks Camp Road/Hwy 242 intersection and is greater than the 150-foot standard. The Local Street A/Local Street B intersection is 197 feet south of the Felicity Lane/Local Street B intersection and 338 feet north of the Local Street B/Hwy 242 intersection, both within the minimum and maximum distances street intersections. The intersection of Local Street B/Hwy 242 is 821 feet from the N Brooks Camp Road/ Hwy 242 intersection and 492 feet from the W Hood Avenue/Hwy 242 intersection. The spacing for this intersection falls under the Oregon Highway Plan since Hwy 242 is ODOT's jurisdiction. According to Table 13, the spacing standards for a district highway, 40 mph posted speed, and with an AADT of <5,000 vehicles is 360 feet; therefore, this intersection is compliant.

Staff is adding a condition of approval for all driveway spacing to be reviewed at the time of site plan, or building permit

- 2. Properties with Multiple Frontages. Where a property has frontage on more than one street, access shall be limited to the street with lesser classification.**

**Staff Findings:** All access to the proposed single-family dwelling lots is accomplished using alleys. Both alleys propose access to Local Street B and N Brooks Camp Road due to the east-west orientation of the property. Access to the future multi-family residential development shall be from Local Street B. This standard is met.

- 3. Alley Access. If a property has access to an alley or lane, direct access to a public street is not permitted.**

**Staff Findings:** The applicant states that all single-family dwelling lots shall take vehicular access from an adjacent alley. A condition of approval has been added to ensure this requirement is met at the time of building permit application.

- 4. Closure of Existing Accesses. Existing accesses that are not used as part of development or redevelopment of a property shall be closed and replaced with curbing, sidewalks/pathways, and landscaping, as appropriate.**

**Staff Findings:** No existing accesses are proposed or required to be abandoned. Therefore, this section is not applicable.

5. **Shared Driveways on Arterial Streets.** The number of driveways onto arterial streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:
  - a. Where there is an abutting developable property, a shared driveway shall be provided. When shared driveways are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway temporarily ends at the property line, but may be accessed or extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).
  - b. Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval.
  - c. No more than two lots may access one shared driveway.

**Staff Findings:** No driveways are proposed to access Hwy 242 or W Hood Avenue, the adjacent designated arterial roads. Therefore, this criterion does not apply.

6. **Frontage Streets and Alleys.** The hearings body for a design review or subdivision may require construction of a frontage street to provide access to properties fronting an arterial or collector street.

**Staff Findings:** All properties adjacent to arterials are open space. All single-family dwelling lots are accessed by alleys. Staff finds a frontage street is not required.

7. **Exceptions**
  - a. The Community Development Director or designee may allow exceptions to the access standards above in any of the following circumstances:
    1. Where existing and planned future development patterns or physical constraints, such as topography, parcel configuration, and similar conditions, prevent access in accordance with the above standards.
    2. Where the proposal is to relocate an existing access for existing development, where the relocated access is closer to conformance with the standards above and does not increase the type or volume of access.
    3. Where the proposed access results in safer access, less congestion, a better level of service, and more functional circulation, both on-street and on-site, than access otherwise allowed under these standards.
    4. When access requirements are divided by one or more multi-use pathway(s), in conformance with the provisions of Section 3.1.400. Multi-use pathways shall be located to minimize out-of-direction travel by pedestrians and bicycles and shall be 10-foot wide and located within an easement whose width is specified by the Fire Marshal.
  - b. Where an exception is approved, the access shall be as safe and functional as practical in the particular circumstance. The City may allow construction of an access connection at a distance less than required from an intersection, provided the access is as far away from the intersection as possible. In such cases, the City may impose turning restrictions (i.e.,

right in/out, right in only, or right out only) and may also require that the applicant submit a traffic study by a registered engineer to show the proposed access meets these criteria.

**Staff Findings:** The applicant is not requesting an exception to spacing standards. All intersections meet spacing requirements according to this development code and the Oregon Highway Plan, as applicable.

8. **Access Management Plan.** In addition, all requests for an access spacing exception shall be required to complete an access management plan for review and approval by the Public Works Director or City Engineer, which should include at a minimum the following items:
  - a. Review of the existing access conditions within the study area (defined the property frontage plus the distance of the minimum access spacing requirement). This should include a review of the last three years of crash data, as well as collection of traffic volume information and intersection operations analysis.
  - b. An analysis of the study area safety and operations with the proposed access configuration, as well as with a configuration that would meet access spacing standards. This scenario should also include consideration of the long-term redevelopment potential of the area and discussion of how access spacing standards may be achieved.

**Staff Findings:** The applicant is not requesting any spacing exemptions. Therefore, this section does not apply.

**J. Driveways, Access Connections and Driveway Design**

1. **Driveway Openings.** Driveway openings (or curb cuts) shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet minimum width for each travel lane). The following standards are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians (as measured where the front property line meets the sidewalk or right-of-way):
  - a. Single family, two-family, and three-family residential uses shall have a minimum driveway opening width of 10 feet, and a maximum width of 24 feet. Wider driveways may be necessary to accommodate approved paved recreational vehicle pads, but the driveway opening or connection to the street shall not be allowed to be wider.
  - b. Multi-family developments shall have a minimum driveway opening width of 20 feet, and a maximum width of 26 feet. These dimensions may be increased subject to the City Engineer approval.
  - c. Other Uses. Access widths for all other uses shall be based on 10 feet of width for every travel lane. These dimensions may be increased subject to the City Engineer approval. Driveways providing direct access to parking spaces shall conform to the parking area standards in Chapter 3.3, Vehicle and Bicycle Parking. Properties located in the Light Industrial (LI) District shall refer to Chapter 2.6.
2. **Driveway Approaches.** Driveway approaches shall be designed and located to provide exiting vehicles with an unobstructed view of other vehicles and pedestrians, and to prevent vehicles from backing into the flow of traffic on the public street or causing conflicts with on-site circulation. Construction of driveway accesses along acceleration or deceleration lanes or tapers should be avoided due to the potential for vehicular conflicts. Driveways should be located to allow for safe maneuvering in and around loading areas.
3. **Driveway Construction.** Driveway aprons (when required) shall be installed between the street right-of-way and the private drive, as shown in Figure 3.1.300.B. Driveway aprons shall conform to ADA requirements for sidewalks and pathways...

**Staff Findings:** Driveways shall conform to the requirements in this subsection and will be reviewed at the time of Site Plan Review application or building permit application.

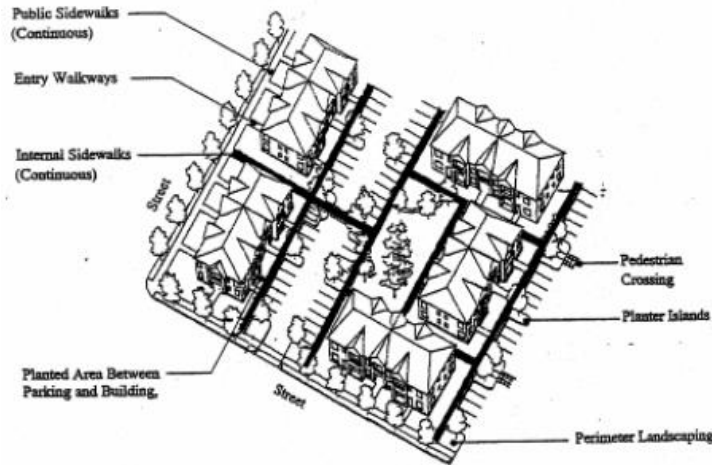
- K. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact. All public improvements shall be in conformance with the City of Sisters Public Works Construction Standards, latest edition.**

**Staff Findings:** The proposed Tentative Land Division Plans illustrate the installation of public facilities necessary to serve each phase of development, and the applicant plans to install the planned infrastructure, or provide a performance guarantee in place of construction, prior to final plat. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of this Code and the Public Works Construction Standards, latest edition. Rough proportionality is addressed in other findings. A condition of approval has been added to ensure conformance with the criterion.

### **3.1.400 Pedestrian/Bicyclist Access and Circulation**

- A. Site Layout and Design.** To ensure safe, direct, and convenient pedestrian circulation, all developments shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:
- 1. Continuous Access and Circulation System.** The pedestrian/bicycle circulation system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub pathways or multi-use paths to adjacent streets and to private property with a previously reserved public access easement for this purpose.
  - 2. Safe, Direct, and Convenient.** Pathways and multi-use paths within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets
  - 3. Pathway Connections within Development.** Connections within developments shall conform to the following standards: a. Pathways shall connect all building entrances to one another to the extent feasible; b. Pathways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent feasible. Topographic or existing development constraints may be cause for not making certain pathway connections, as generally shown in Figure 3.1.400A; and

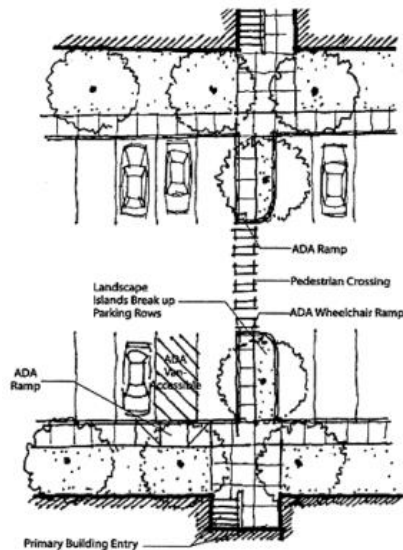
**Figure 3.1.400.A Pedestrian Pathway System (Typical)**



**B. Pathways Design and Construction.** Pathways and multi-use paths shall conform to the following standards:

1. **Vehicle/ Pathway and Multi-use Path Separation.** Except for crosswalks (subsection 2) and for properties in the Light Industrial Zone, where a pathway or multi-use path abuts a driveway or street, it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a pathway or multi-use path abutting a driveway at the same grade as the driveway if the pathway or multi-use path is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed to withstand a vehicle’s impact, with adequate minimum spacing between them to protect pedestrians and bicyclists.

Figure 3.1.400 Crosswalk Detail (Typical)



2. **Crosswalks.** Where pathways and multi-use paths cross a parking area, driveway, or street (“crosswalk”), they shall be clearly marked with contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area. Painted or thermo-plastic striping and similar types of non-permanent applications may be approved for crosswalks not exceeding 24 feet in length.



3. **Pathway and Multi-use Path Width and Surface.** Pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the Public Works Director or designee, at least 6 feet wide, and shall conform to ADA requirements. Multi-use paths (i.e., for bicycles and pedestrians) shall be the same materials, at least 10 feet wide and shall conform to ADA requirements.

**Staff Findings:** The applicant has provided an interconnected system of on and off-street pedestrian and bicycling facilities to promote travel to, from, and within the development by alternative transportation modes instead of single-occupancy vehicles. Staff, in coordination with the City Engineer and Traffic Engineer, find the system to provide a safe, direct, and convenient system for users.

Sidewalks are required to be at least 5-6 feet wide with coordination from the City Engineer. All sidewalks are required to be constructed of concrete or asphalt.

Tables 5-1 and 6-2 of The City of Sisters Transportation System Plan (TSP) identifies a multi-use path as a pedestrian project on the east side of N Brooks Camp Road adjacent to the subject property. Comments received from Engineering specify the width of the asphalt path along Brooks Camp Road frontage shall be 8 feet minimum.

In addition, Comment Received from Public Works require the Developer to re-construct the McKenzie Hwy multi-use path to be 10 feet in width and meander through the open space area creating better separation from the Hwy. The east end of the path shall terminate at new ADA compliant curb ramps at the W. Hood Ave and Hwy 242 intersection. This shall be a condition of approval. Staff further finds that this reconstruction of the path can replace the proposed bark mulch surface path included in the proposal.

Staff finds that the proposal complies with these criteria as conditioned.

## **CHAPTER 3.2 – LANDSCAPING AND SCREENING**

### **3.2.200 Landscape Requirements**

- A. **Requirements by Zone.** In the following designated districts, not less than the stipulated percent of gross site area shall be occupied by landscaping.

...

2. Residential Multiple Family (RMF), twenty (20%) percent.

- B. **Determination of Landscaped Area.** In determining landscaped area setbacks, private patios and all other areas not occupied by buildings, parking lots, vehicle storage areas, or driveways may be included.

- C. **Development Standards**

...

**Staff Findings:** As indicated on Sheet P2.6 (Landscape Plan), the applicant provides preliminary concepts of landscape materials and planting areas. The applicant calculates the proposed landscaped areas total 30% of the entire property. The proposed multi-family residential development requires a subsequent Site Plan Review application process for development. Compliance with this section for the multi-family residential development will be reviewed at that time.

The applicant has demonstrated that each single-family dwelling lot, both detached and attached, has adequate room for landscaping to meet the required percentage above. Staff finds this criterion can be

met and will be reviewed either at the time of building permit for the individual residences, or at the time of site plan review for the multi-family residential development.

### 3.2.300 Screening, Fences, and Walls

- A. **Screening.** Screening refers to a wall, fence, hedge, informal planting, or berm, provided for the purpose of buffering a building or activity from neighboring areas or from the street. When required, screening may be provided by one or more of the following means:
1. A solid masonry wall, board fence, or equivalent meeting the standards of the applicable building code.
  2. An evergreen hedge.
  3. An earth berm may be used in combination with any of the above types of screening, but not more than two-thirds (2/3) of the required height of such screening may be provided by the berm. The slope of a berm may not exceed 3:1. The faces of a berm's slope shall be planted with ground cover, shrubs, and trees.

**Staff Findings:** The applicant is not proposing any screening, fencing, or walls at this time but notes buffering for the multi-family residential development shall be addressed with a future Site Plan Review application.

...

### 3.2.500 Existing Trees

- A. **Applicability** – All development sites containing Significant Trees, shall comply with the standards of this Section. The purpose of this Section is to preserve significant trees within the city limits. The preservation of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting. Mature trees reduce air and water pollution, provides summer shade and wind breaks, and require less water than new landscaping plants having established root systems.

**Staff Findings:** The term “development site” is not defined within the Sisters Development Code. Staff has interpreted this section to apply to any site in which development is proposed. Therefore, this section applies.

- B. **Significant Trees** – Individual trees with a trunk diameter of eight (8) inches or greater as measured 4.5 feet above the ground (DBH), shall be identified as significant. Other trees may be deemed significant, when nominated by the property owner and designated by the City Council as “Heritage Trees” (i.e., by virtue of site, rarity, historical significance, etc.).
- C. **Mapping Required** – Existing significant trees shall be identified on all site plans, partitions and subdivisions and shall be retained whenever possible. Trees to be retained must be identified prior to the commencement of any construction activity and shall be protected during construction pursuant to D below.
- D. **Protection Standards** – All of the following protection standards shall apply to significant vegetation areas:
1. Significant trees shall be retained whenever practical. Preservation may become impractical when it would prevent reasonable development of public streets, utilities, or land uses permitted by the applicable land use district.
  2. Significant trees removed shall be replaced at a 3:1 ratio of trees removed to trees planted. Replacement trees of an appropriate species shall have a minimum two (2) inch caliper size and shall be planted in a suitable location as substitutes for removed trees, at the sole expense of the applicant. Ponderosa pines may be planted as replacement trees where appropriate.

- a. The Community Development Director or designee shall review tree relocation or replacement plans in order to provide optimum enhancement, preservation and protection of wooded areas. To the extent feasible and desirable, trees shall be relocated or replaced onsite and within the same general area as trees removed.
  - b. When it is not feasible or desirable to relocate or replace trees on-site, relocation or replacement may be made at another location approved by the Community Development Director or designee.
  - c. Where it is not feasible to relocate or replace trees on site or at another approved location in the City, the applicant shall pay into the City Tree Fund, which fund is hereby created, an amount, to be set by the City Council and incorporated into the City of Sisters Master Fee Schedule, for each of the replacement trees that would otherwise be required by this section. This amount shall reflect both the cost of purchasing and the cost of installing a replacement tree. The City shall use the City Tree Fund for the purpose of producing, maintaining and preserving wooded areas and heritage trees, and for planting trees within the City. In addition, and as funds allow, the City Tree Fund may provide educational materials to assist with tree planting, mitigation, and relocation.
3. Significant trees that are identified to be retained prior to any construction activity, as required by C, above, shall be removed only with the prior approval of the Community Development Director or designee.
  4. Significant trees that are identified to be retained shall be protected before and during all construction and site preparation activity. Protection measures shall include, but not be limited to, installation of a high visibility tree protection fence [minimum three (3) foot high fence with metal stakes/posts at eight (8) to ten (10) foot intervals] around the dripline(s) of a tree or trees to be preserved.
  5. Grading, operation of vehicles and heavy equipment, and storage of construction materials are prohibited within the dripline of significant trees to be preserved, except as approved by the City for installation of utilities or streets. Such approval shall only be granted after finding that there is no other reasonable alternative to avoid the protected area.
  6. When proposed developments encroach into the dripline area of significant trees, special construction techniques to allow the roots to breathe and obtain water may be required by the Director with respect to any application for a building, grading or development permit.
  7. The City also may require an inventory, survey, or assessment prepared by a qualified professional when necessary to determine vegetation boundaries, building setbacks, and other protection or mitigation requirements.
  8. Conservation Easements and Dedications. When necessary to implement the Comprehensive Plan, the City may require dedication of land or recordation of a conservation easement to protect sensitive lands, including groves of significant trees and natural rock outcroppings.

**Staff Findings:** The applicant provided the following information in the burden of proof:

*A tree inventory and specifications for tree fencing to ensure tree protection for final development shall be included with final engineering plans. The applicant, with encouragement from the City, has proposed a buffer along the McKenzie Highway that will preserve many existing trees. Remaining trees within rights-of-way and building footprints will need to be removed since this heavily forested property was designated as MFR by the City. The greater density required by the MFR zone requires more tree removal.*

...

*The attached masterplan identifies significant trees proposed for preservation, however, due to the preliminary nature of this master plan, further tree removal may be necessary and will be*

*identified during final engineering and at the time of site and design review for each lot within the subject property.*

...

*Replacement trees shall be proposed to mitigate significant tree removal and is included on the enclosed landscape plan. Due to the number of significant trees to be removed, some tree removal may be mitigated by payment into the City Tree Fund.*

The applicant has included Sheet P2.5 (Public Tree Preservation Plan) that notes significant trees and those that are planned to be retained, but will be re-evaluated at time of site plan review, and those to be removed.

The plan notes removal of approximately 357 significant trees (greater than 8" dbh) and retention of approximately 100 trees. The applicant notes that 89 trees will need to be re-evaluated at the time of construction. With that said, the applicant acknowledges that "due to the preliminary nature of this master plan, further tree removal may be necessary." Staff agrees and believes the converse is true and additional tree preservation may be possible. As such, it shall be a condition of approval that the tree preservation plan is evaluated and approved by City staff prior to construction of each phase and issuance of building permits for each lot to verify compliance with this section.

Based on the 357 trees proposed to be removed, a total of 119 to 149 trees are required to be planted as replacement of those removed, depending on the final decision of those trees that are later re-evaluated. The applicant can either choose to plant the required trees or submit a fee-in-lieu if planting is not feasible. A condition of approval has been added for the applicant to provide a tree replacement plan prior to final plat approval of the initial plat.

All trees noted to be retained shall be protected in accordance with the section above. Trees noted to remain on site must be protected with the protection standards outlined above. Conditions of approval have been added to ensure compliance with this requirement.

### **3.2.600 Street Trees**

**Street trees shall be planted for all developments that are subject to Land Division or Site Design Review. Planting on unimproved streets shall be deferred until the construction of curbs and sidewalks. Street trees shall conform to the following standards and guidelines:**

- A. Street Tree Standards. Trees shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following applies to street tree planting and selection:**
- 1. Street trees shall be planted between 5' and 15' of the curb, wherever possible.**
  - 2. Street trees shall be placed at an average of 35' maximum distance apart from one another. Reduced separation may be required for smaller species of trees. Variety in tree placement using clusters of trees and uneven spacing is encouraged.**
  - 3. An approved tree grate or other surface treatment acceptable to the Community Development Director or designee shall be used for street trees planted in paved or concrete areas.**
  - 4. Except for immature trees of insufficient height to prune and retain a crown that is at least 2/3 the height of the tree, street trees that overhang city property and public rights-of-way shall be pruned to maintain at a minimum a clearance height of 8' over sidewalks and a clearance height of 14' over streets.**
  - 5. Existing trees may be used to meet minimum street tree requirements if they are not killed or damaged during or as a result of development. Sidewalks of variable width and elevation may be used to save existing street trees.**

6. Existing street trees removed as the result of development shall be replaced by the developer with trees of a species appropriate to the site, as determined by the Community Development Director or designee.
7. Low-growing trees shall be required for spaces under utility wires.
8. Narrow or “columnar” trees may be used where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.
9. Trees that are extremely susceptible to insect damage shall be avoided.
10. Trees that produce excessive seeds or fruit are prohibited as street trees.
11. Street trees shall be those species suitable for the location in which they are placed. Recommended tree species include the following tree types, and within these, consideration should be given to those that are most drought-resistant. Drought resistant trees are marked with an asterisk (\*):
  - Small trees (under 25 feet at maturity)
    - a. Canada Red Cherry (*Prunus virginiana*)\*
    - b. Flowering Crabapple (*Malus spp.*)\*
    - c. Hawthorn (*Crataegus spp.*)\*
    - d. Japanese Tree Lilac (*Syringa reticulata*)
    - e. Serviceberry (*Amelanchier spp.*)
  - Medium trees (30 to 45 feet at maturity)
    - f. Flowering Plum (*Prunus cerasifera*)
    - g. American Hornbeam (*Carpinus caroliniana*)
    - h. Callery Pear (*Pyrus calleryana*)
    - i. Hedge Maple (*Acer campestre*)
    - j. Mountain Ash (*Sorbus aucuparia*)\*
  - Tall trees (over 50 feet at maturity)
    - k. Birch (*Betula spp.*)
    - l. Green Ash (*Fraxinus pennsylvanica*)\*
    - m. Honey Locust (*Gleditsia triacanthos “inermis”*)\*
    - n. Littleleaf Linden (*Tilia cordata*)
    - o. Norway Maple (*Acer platanoides*)
    - p. Pin Oak (*Quercus palustris*)\*
    - q. Red Maple (*Acer rubrum*)\*
    - r. Red Oak (*Quercus rubra*)\*

**Staff Findings:** The applicant provided Sheet P2.6 (Landscape Plan) noting the potential location of future street trees. The applicant has acknowledged these requirements. Trees will either be planted or bonded for, in coordination with the City Engineer. A condition of approval has been added to ensure compliance with this criterion.

### CHAPTER 3.3 – VEHICLE AND BICYCLE PARKING SECTIONS

#### 3.3.200 Applicability

- A. New Structures.** When a structure is constructed, on-site vehicle and bicycle parking and loading spaces shall be provided in accordance with this chapter.

**Staff Findings:** The applicant is proposing a mixed-use development that will be completed over five phases. The proposed multi-family residential development requires additional review through a Site Plan Review application. The applicant is seeking approval of the detached and attached single-family dwellings through this application, as no subsequent land use review for those uses are required. Staff has reviewed these single-family residential uses for compliance with the parking standards of this chapter below.

**3.3.300 General Provisions**

- 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.

**Table 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 <a href="#">3.3.300 D Floor Area</a> )
<b>Residential Categories</b>	
Single-family detached dwelling, manufactured dwelling, zero lot line dwelling and town home	2 spaces per dwelling unit

**Staff Findings:** The applicant is proposing detached and attached (townhome) single-family dwelling units with this application. As these uses do not require subsequent land use review, staff is reviewing the parking requirements as part of this decision to carry forward for final review at the time of building permit. Staff is adding a condition of approval that all parking must meet the requirements of Chapter 3.3 to ensure compliance with this criterion.

**CHAPTER 3.5 – PUBLIC IMPROVEMENT STANDARDS**

**3.5.100 Purpose and Authority**

- A. **Purpose.** The purpose of this chapter is to provide requirements for design and construction of public and private infrastructure including: transportation facilities; sewer, water and other utilities; and drainage features and activities. One of the primary purposes of this chapter is to provide standards for attractive and safe streets that can accommodate vehicle traffic from planned growth, and provide a range of transportation options, including options for driving, walking, bicycling, transit and other transportation modes.
- B. **Public Improvements Needed for Development.** Development shall not occur unless the public improvements serving the development comply with the public facility requirements established or incorporated by this chapter, unless compliance is exempted by this code or unless the applicable standard is modified, waived, deferred, or a payment made in lieu.
- C. **Compliance with Standards.** All public improvements constructed as part of a development or to comply with a condition of development approval shall comply with all applicable standards, including but not limited to any public works standards and specifications.
- D. **Conditions of Development Approval.** The City may deny an application for development approval or a request for a building permit if required public improvements are not in place, waived, modified, deferred, or a payment made in lieu in accordance with this Chapter.

**Staff Findings:** The applicant has indicated public improvements have been proposed in accordance with the above criteria. A condition of approval has been added requiring construction of bonding for public improvements prior to final plat approval.

**3.5.150 Waiver, Modification, Deferral, and Payment in Lieu of Public Improvement Standards**

- A. Purpose.** The City desires to establish uniform public improvement requirements, but recognizes there are circumstances where public improvement requirements cannot reasonably be met or it is not otherwise appropriate to require full public improvements to be installed prior to or concurrent with development. This section allows for flexibility under those circumstances...

**Staff Findings:** The applicant has requested an exception under Section B of this code to allow reduced right-of-way width and modified street section for Local Street A and Alley B. Local Street A is proposed as a 50-foot right-of-way (ROW) with 11-foot travel lanes, 7-foot parking lanes on both sides of the road, a standard curb, a 5-foot sidewalk on both sides of the road, and a 1.5-foot buffer from the property line. Alley B is proposed to have a 16-foot width. The applicant indicates the reduced widths are requested because the property is restricted in the north-south dimension. Allowing a 50-foot ROW enables the development to increase the open space buffer along the Hwy 242 by 10 feet. The narrower ROW necessitates alley loaded housing, which is proposed adjacent to Local Street A. A 16-foot wide alley is proposed (Alley B) which allows an additional 4 feet of buffer width along Hwy 242. Emergency access does not need to use Alley B since all proposed dwelling units can be accessed by Local Street A.

The City Engineer has approved slight modifications to the required street sections to provide more flexibility of the development, including providing additional open space and housing density which are consistent with City goals subject to the addition of midblock bulb outs to facilitate safe midblock pedestrian crossings. Subject to conditions including the addition of midblock bulb outs, the City Engineer accepts the modifications.

### **3.5.200 Transportation Improvement Standards**

- A. Development Requirements.** No development shall occur unless the development has frontage or approved access to a public or private street, in conformance with the provisions of SDC Chapter 3.1, and the following standards are met:
1. Streets within or adjacent to a development shall be improved in accordance with the City's Transportation System Plan (TSP), public works standards and specifications, provisions of this chapter and other pertinent sections of this code.
  2. Public street right-of-way shall be dedicated to the public and developers of private streets shall grant an easement for use by the public in a form satisfactory to the City.
  3. All new and/or existing streets and alleys shall be paved and otherwise in accordance with the public works standards and specifications.

**Staff Findings** The proposed development has frontage on and access to/from N Brooks Camp Road, Felicity Lane, W Hood Avenue, and Hwy 242. Within the development, several local streets are proposed, connecting to all adjacent streets.

All new streets have been reviewed for compliance with the TSP, unless modified by the City Engineer as noted above. These criteria are met.

Two private alleys are also proposed to provide access to the proposed single-family dwellings. Access easements will be provided over these alleys, in compliance with this requirement.

- B. Street Location, Width and Grade.** Except as noted below, the location, width and grade of all streets shall conform to the Transportation System Plan and the public works standards and specifications, the provisions of this chapter and any approved street plan or subdivision plat. Street location, width and grade shall be determined in relation to existing and planned streets,

topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets.

1. Street grades shall be designed and/or constructed per the public works standards and specifications.
2. The location of streets in a development shall:
  - a. Adhere to alignments set forth in the Transportation System Plan;
  - b. Adhere to any approved street plan or subdivision plat; and/or
  - c. Otherwise provide for the continuation and connection of existing streets in the surrounding areas, conforming to the street standards of this chapter.

**Staff Findings:** The City Engineer determined the proposed street design complies with the City’s TSP or approved for modifications as addressed above. Verification of compliance with the TSP and Public Works Specifications will occur prior to construction. A condition of approval has been added to ensure construction plans are submitted prior to construction for final approval.

**C. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall be the widths established in the Transportation System Plan. Additional right-of-way may be required at intersections to accommodate intersection widening and roundabouts.**

**Staff Findings:** The applicant is proposing two new streets as part of the subdivision, both of which will be classified as local streets. The cross-sections were reviewed by the City Engineer and found to be in compliance with the width required by the Transportation System Plan or approved for modifications, as discussed above. This criterion is met.

**D. Special Setbacks.**

1. **Purpose.** The purpose of this subsection is to ensure that adequate rights-of-way will be available for the appropriate street improvements as the City grows and that there will be no conflicts with the built environment.
2. **Applicability.** The special setback standards shall be applied to any lot or parcel that abuts a public right-of-way.
3. **Setback.**
  - a. Unless waived, all buildings or structures shall be set back from planned future rights-of-way the minimum distance established in the applicable zoning district.
  - b. Unless waived under Section 3.5.150, the special setback from existing substandard width rights-of-way shall comply with Table A.

**Table A: Special Setback Standards**

Street Classification	Additional Setback from Centerline of Street
Local Street	30 feet
Collector	40 feet
Arterial (Principal, Major, Minor)	50 feet

Note: The additional setback line shall be an assumed property boundary for the purpose of sidewalk construction.

**Staff Findings:** Since the applicant is only requesting land division approval at this time, the proposal does not include detail regarding building location, which will occur later with individual Site Plan Review or



building permit applications. Setbacks for buildings will be also reviewed at the time of Site Plan Review or building permit for compliance with the section above.

**E. Street Alignment and Connections.**

1. **Staggering of streets making “T” intersections shall be located to conform with the spacing standards contained in the Transportation System Plan and SDC Chapter 3.1.**
2. **All streets that abut a development site shall be extended within the site to provide through circulation, unless prevented by environmental or topographical constraints, existing development patterns or compliance with other standards in this code. This exception applies only when it is not possible to redesign or reconfigure the street pattern to provide required extensions. Land is considered topographically constrained if the slope is greater than 15 percent for a distance of 250 feet or more. In the case of environmental or topographical constraints, the mere presence of a constraint is not sufficient to show that a street connection is not possible. The applicant must show why the environmental or topographic constraint precludes a street connection.**
3. **In order to promote efficient vehicular and pedestrian circulation throughout the City, the design of developments and alignment of new streets shall conform to the standards in SDC Chapter 3.1.**

**Staff Findings:** The applicant is proposing three new street connections – N Brooks Camp Road to the east, Felicity Lane to the north, and Hwy 242 to the south. Each connection will conform with the alignments above as determined by the City Engineer and City Traffic Engineer. This requirement is met.

**F. Sidewalks, Planter Strips, Curbs, Bicycle Lanes. Sidewalks, planter strips, curbs and bicycle lanes must be installed in conformance with the applicable provisions of the Transportation System Plan, the public works standards and specifications, and the following standards:**

1. **The planter strip distance is measured from the face of the curb to the inside edge of the sidewalk.**
2. **Sidewalks must be separated from the street by a planter strip and placed at the property line, where practicable, or as otherwise directed by the City Engineer.**
3. **In areas with high pedestrian volumes, the City Engineer may approve a minimum 10-foot-wide sidewalk, curb tight, with street trees in tree wells and/or landscape planters.**
4. **Bicycle lanes must be constructed on all collector and arterial streets unless otherwise designated.**
5. **Planter strips are not required on T-courts.**
6. **Where practical, sidewalks will be allowed to meander around existing trees in conformance with the requirements of the Americans with Disabilities Act.**
7. **Sidewalks/multi-use paths and curbs must be constructed where shown on the TSP Bicycle and Pedestrian Plan.**

**Staff Findings:** The applicant is proposing new local streets A and B. These streets are proposed to be public and will feature landscaping planters, sidewalks, and curbs consistent with the public works standards and specifications. The streets are local classifications and, therefore, not required to contain bicycle lanes. 2. Tables 5-1 and 6-2 of The City of Sisters Transportation System Plan (TSP) identifies a path as a pedestrian project on the east side of N Brooks Camp Road adjacent to the subject property. Comments received from Engineering specify the width of the asphalt path along Brooks Camp Road frontage shall be 8 feet minimum. Staff finds that the proposal complies with the TSP as conditioned.

- G. Intersection Angles. Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable.**

**Staff Findings:** The applicant is proposing two new streets through the development. All intersections are laid out as near to a right angle as possible. The City Engineer has reviewed this layout and determined compliance with this criterion.

- H. Existing Rights-of-Way. Whenever existing rights-of-way adjacent to or within a property are of less than standard width, additional rights-of-way shall be provided at the time of development to meet minimum standards in the Transportation System Plan.**

**Staff Findings:** The applicant is proposing dedication of 10 feet of right-of-way along the frontage of Hwy 242 to comply with the required right-of-way width of 40 feet from center for arterial streets. This condition is met.

- I. Cul-de-Sacs. Cul-de-sacs are only permitted when existing development, topographical features, and similar circumstances prevent the continuation of a street. Cul-de-sacs must be designed in a manner consistent with the public works standards and specifications.**

**Staff Findings:** No cul-de-sacs are proposed or required in this subdivision; this criterion does not comply.

- J. Curbs, Curb Cuts, Ramps, and Driveway Approaches. Concrete curbs, curb cuts, curb ramps, bicycle ramps and driveway approaches shall be constructed in accordance with SDC Chapter 3.1 and applicable public works standards and specifications.**

**Staff Findings:** Driveway access permits will be required as necessary by the City Engineer. Conditions of approval have been added.

- K. Private Streets. Private streets, when allowed, shall connect with public streets to complete the City's transportation system grid where practical.**

**Staff Findings:** The applicant is proposing two private alleys through the site. The alleys connect to public streets and contribute toward a complete grid system. This criterion is met.

- L. Street Names. No street name shall be used that will duplicate or be confused with the names of existing streets in Deschutes County, except for extensions of existing streets. Street names, signs and numbers shall conform to the established pattern in the surrounding area, except as requested by emergency service providers, and shall comply with the public works standards and specifications.**

**Staff Findings:** No street names are proposed at this time. Street naming shall comply with the requirements in the Sisters Municipal Code at the time of final plat. A condition of approval has been added to meet this requirement.

- M. Survey Monuments. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be re-established and protected.**

**Staff Findings:** A condition of approval has been added.

- N. Street Signs. The City, County or State with jurisdiction shall install all signs for traffic control. The cost of signs required for new development, including stop signs and any other roadway signs, shall be the responsibility of the developers and shall be installed as part of the street system developed and approved through the land use process. Street name signs shall be installed by developers at all street intersections per public works standards and specifications.**

**Staff Findings:** A condition of approval has been added to ensure compliance.

- O. Street Light Standards. Street lights shall be installed in accordance with the public works standards and specifications.**

**Staff Findings:** Details on these lights will be reviewed when construction plans are submitted. A condition of approval has been added requiring compliance with this criterion.

### **3.5.250 Sanitary Sewer and Water Service Improvements**

- A. Sewers and Water Mains Required. Sanitary sewers and water mains must be installed to serve each new development and to connect developments to existing mains in accordance with the public works standards and specifications.**

**Staff Findings:** Sanitary sewer and water mains are proposed to serve the development, within the proposed street right-of-way and private alleys. Construction plans are required to be submitted to the City for review and approval prior to construction, to confirm compliance with City public works standards and specifications. A condition of approval has been added requiring compliance with this criterion.

- B. Sewer and Water Plan Approval. Construction of sewer and water improvements cannot commence until the City Engineer has approved all sanitary sewer and water plans in conformance with public works standards and specifications.**

**Staff Findings:** The applicant is required to submit construction plans for water and sewer improvements for review by the City Engineer prior to construction. A condition of approval has been added.

- C. Public Facility Plan Improvements. Proposed sewer and water systems must be sized to accommodate additional development within the area as projected by the applicable public facility plans. The developer may be entitled to system development charge credits and reimbursement for the improvements if eligible under the applicable provisions of the Sisters Municipal Code.**

**Staff Findings:** Compliance with this standard shall be a condition of approval.

- D. Inadequate Capacity. Development may be restricted by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which, if not rectified, will result in a threat to public health or safety, or surcharging of existing mains, or violations of State or Federal standards pertaining to operation of domestic water and sanitary sewer treatment systems.**

**Staff Findings:** Comments received from Public Works and Engineering did not express concern with the capacity of the existing water or sewer system to serve the development. Based on this information, staff finds there are no known deficiencies existing in the water or sewer systems to rectify.

- E. **Water and Sewer Collection Service Outside the Urban Growth Boundary.** The City may establish water and sewer collection or treatment facilities outside the urban growth boundary, including, but not limited to, the extension of sewer interceptor lines to serve lands in the urban growth boundary more efficiently by traversing outside the urban growth boundary, or to connect to treatment facilities outside of the urban growth boundary.

**Staff Findings:** The subject property is within the City's UGB, no facilities are proposed outside the UGB. This criterion does not apply.

### 3.5.550 Storm Drainage Improvements

- A. **Storm Drainage Improvements Required.** Storm drainage facilities shall be depicted on City-approved engineered construction drawings and installed to serve each new development in accordance with applicable public works standards and specifications.

**Staff Findings:** The City Engineer has reviewed the plans for preliminary compliance with this criterion. A condition of approval has been added for additional review of the grading and drainage plan prior to final plat approval and building permit issuance for each lot and parcel.

- B. **Easements for Existing Watercourses.** Where an existing watercourse traverses a development, such as a natural watercourse, drainage way, channel or stream, or any other existing drainage facility including but not limited to irrigation canals, laterals and associated ditches, there shall be provided and recorded an easement conforming substantially with the lines of such existing watercourses and such further width as will be adequate for conveyance and maintenance, as determined by the City Engineer.

**Staff Findings:** No existing watercourses traverse the subject property. This criterion does not apply.

- C. **Easements for Developed Drainage Facilities.** Where new drainage facilities are provided that include elements located outside the dedicated public right-of-way, such facilities shall be located within an area provided for in a recorded easement. The easement shall be adequate for conveyance and maintenance as determined by the City Engineer.

**Staff Findings:** No new drainage facilities outside of the public right-of-way or existing public easements are proposed with this application. This criterion does not apply.

### 3.5.600 Utilities

- A. **Underground Utilities.** All utility lines including, but not limited to, those required for electric, communication, lighting and cable television services and related facilities, shall be placed underground, except for surface-mounted transformers; surface-mounted connection boxes and meter cabinets; temporary utility service facilities during construction; and high-capacity electric lines operating at 50,000 volts or above, which may be placed above ground. The following additional standards apply to all development, in order to facilitate underground placement of utilities:
1. The developer shall make all necessary arrangements with the serving utility to provide the underground services. All above-ground equipment shall not obstruct clear vision areas and safe intersection sight distance for vehicular traffic in conformance with SDC Chapter 3.1.
  2. The City reserves the right to approve the location of all surface-mounted facilities.

3. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets.
4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

**Staff Findings:** All utilities are proposed to be installed underground, except for the surface mounted units, meter cabinets and temporary utility services, as allowed above. All sanitary sewer and water lines within the streets will be installed prior to street surfacing and service stubs will be long enough to avoid disturbing the streets when connections are made. The City Engineer will review this criterion in greater detail prior to construction. A requirement for submittal of construction plans to the City Engineer prior to construction has been added as a condition of approval.

- B. **Easements.** Easements shall be provided and recorded for all underground utility facilities where required by the City.

**Staff Findings:** Public water and sewer services are proposed within future City right-of-way and in some private alleys. A utility easement to provide access to infrastructure within private alleys. The applicant is proposing an 8' utility easement for private utilities. A condition of approval has been added to note all public and private utility easements on the final plat.

### 3.5.650 Easements

- A. **Requirement.** Easements for sewer facilities, storm drainage, water facilities, street facilities, electric lines or other public/private utilities shall be dedicated on a final plat, or other instrument approved by the City.
- B. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development.
- C. **Standard Width.** The City's standard width for exclusive public main line utility easements shall be 20 feet, unless otherwise specified by the utility company, applicable district, or City Engineer.

**Staff Findings:** Public utilities will be installed within public right-of-way and within the private alleys. In the case of the private alleys, a public utility easement will be provided. All of these easements shall be 20 feet in width unless otherwise specified, and are required to be dedicated on the final plat, and a condition of approval has been added accordingly.

### 3.5.700 Construction Plan Approval and Assurances

- A. **Plan Approval and Permit.** Public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements, shall not be undertaken except after the plans have been approved by the City and the developer has paid permit fees, received a permit, and executed any agreements required by City. The amount of the permit fee shall be set by City Council with the annual adoption of a fees resolution.

**Staff Findings:** All construction plans will be submitted to the City for review and approval prior to construction. A condition of approval has been added accordingly.

- B. **Performance Guarantee.** The City may require the developer to provide bonding or other performance guarantees to ensure completion of required public improvements.

**Staff Findings:** The developer may choose to construct required public improvements or provide a performance guarantee for these items.

- C. **Work within the Public Rights-of-Way.** The City shall approve all contractors and their subcontractors who work in City rights-of-way.

**Staff Findings:** The applicant will be required to receive approval from the City prior to working in City rights-of-way.

**3.5.750 Installation**

- A. **Conformance Required.** Improvements installed by the developer, either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this chapter, approved construction plans, and to improvement standards and specifications adopted by the City, referenced within the public works standards and specifications.
- B. **Commencement.** Work shall not begin until the City has reviewed and approved the construction plans and notified the contractor of the approval.
- C. **Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.
- D. **City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Any monuments that are disturbed before all improvements are completed by the developer shall be replaced prior to final acceptance of the improvements.
- E. **Engineer’s Certification.** All public improvements shall be designed and certified by a civil engineer licensed and registered in Oregon. The civil engineer’s professional stamp and signature shall provide written certification to the City that all improvements, workmanship and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade. Engineer’s certification is required prior to City acceptance of the public improvements, or any portion of the improvement, for operation and maintenance.

**Staff Findings:** Proposed and required improvements will be reviewed for compliance with City standards prior to construction. The applicant is required to submit construction plans for review by the City Engineer prior to initiation of construction. Conditions of approval have been added accordingly.

----- **End of Conclusionary Findings** -----



**STAFF REPORT**  
Community Development Department

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**EXHIBIT A: PUBLIC NOTICE AND COMMENTS**

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**Public Notice & Comments:** Notice of Public Hearing for the proposed Master Planned Development was mailed, posted, and published in accordance with SDC 4.1.500.B. Written and oral testimony are included in the project record.



**STAFF REPORT**  
Community Development Department

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## **EXHIBIT B: AGENCY COMMENTS**

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Notices were sent to City Departments and other affected agencies for comment. The following Department and Agency comments were received:

**PUBLIC WORKS (PAUL BERTAGNA)**

*See comments attached.*

**ENGINEERING (ERIK HUFFMAN):**

*See comments attached.*

**TRANSPORTATION (JOE BESSMAN):**

*See comments attached.*

**ODOT (DON MOREHOUSE)**

*See comments attached.*

**CENTRAL OREGON ELECTRIC COOPERATIVE (PARNELI PERKINS):**

7/6/22

*CEC request the owner call (541-312-778) and make an application for power for this project. To ensure adequate room for power equipment, additional PUE's will be required and will need to be worked out for the plat.*

9/9/22

*CEC will be working with the owner to ensure adequate room (PUE's), along the roadways for our facilities.*

**SISTERS/CAMP SHERMAN FIRE DISTRICT (DOUG GREEN):**

*See comments attached.*

**REPUBLIC DISPOSAL SERVICES (ABIE BURKUS):**

*No comments received.*

**OREGON DEPARTMENT OF AVIATION (HEATHER PECK):**

*No comments received.*





520 E. Cascade Ave.  
P.O. Box 39  
Sisters, OR 97759

Public Works Department

**CITY OF SISTERS**

(541) 323-5212  
Fax: (541)549-0561  
[www.sisters.or.us](http://www.sisters.or.us)

TO: Paul Bertagna, Director of Public Works  
FROM: Erik Huffman, City Engineer  
DATE: July 22, 2022  
SUBJECT: MP 22-01 SUB 22-01 MNR 22-02 – Patterson Property

---

15510 McKenzie Hwy

**Streets and Access:**

**Brooks Camp Road**

One public street connection is proposed to Brooks Camp Road, and two alley connections are proposed to Brooks Camp Road. Local Street A is proposed as a 50 foot right of way, an exception to City standards, with parking on one side.

**Felicity Lane**

One public street connection is proposed to Felicity Lane.

**McKenzie Hwy**

One public street connection is proposed to McKenzie Hwy.

Additional Requirements

Access spacing on Brooks Camp Rd, Felicity Lane, and McKenzie Hwy meets City standards.

Prior to land use approval, the McKenzie Hwy access shall be approved by ODOT.

Local Street A cross section with reduced 50 foot right of way will be permitted only with parking on both sides of the street. The City will allow roadside swales to be eliminated with the addition of curbs, curb extensions incorporated on both sides of the street for traffic calming, and a drainage system that includes drywells. Street trees shall be incorporated into curb extension locations.

The width of the asphalt path along Brooks Camp Road frontage shall be 8 feet minimum.

The width of proposed multi-use paths along McKenzie Hwy and Hood St frontages shall be 10 foot unless constrained by site topography.

**Water Review:**

Proposed Improvements

New water mains are proposed in Local Street A, Local Street B, and in the southerly private alley.

Additional Requirements:

The proposed water main in the southerly alley shall be within a 30 foot wide easement (covering both water and sewer mains). No franchise utilities will be allowed alongside water and sewer mains in the southerly private alley. Franchise utilities may be placed along Tracts A and B.

**Sewer Review:**

Proposed Improvements

New sewer mains are proposed in Local Street A, Local Street B, and in the southerly private alley.

Additional Requirements:

The proposed sewer main in the southerly alley shall be within a 30 foot wide easement (covering both water and sewer mains). No franchise utilities will be allowed alongside water and sewer mains in the southerly private alley. Franchise utilities may be placed along Tracts A and B.

**On-Site Stormwater Review:**

Proposed Improvements

No stormwater system is proposed on the planning set.

Additional Requirements

Prior to land use approval, provide preliminary grading and drainage plan.

Drywells may be utilized provided they are outside the two year time of travel from any drinking water well.

Prior to occupancy, provide City of Sisters with copy of UIC registration with Oregon DEQ.

**Construction Plans:**

Upon land use approval or building permit application, construction plans that include all proposed and/or required public improvements, water/sewer service connections, pretreatment facility, and on site grading and drainage shall be submitted to the City for review and approval.

**Matt Martin**

---

**From:** Paul Bertagna  
**Sent:** Friday, September 23, 2022 4:28 PM  
**To:** Matt Martin; Joe Bessman; Erik Huffman  
**Subject:** Sunset meadows

Revised Eng. Comments:

Local Street A cross section with reduced 50 foot right of way will be permitted only with parking on both sides of the street. The City will allow roadside swales to be eliminated with the addition of curbs, curb extensions incorporated on both sides of the street for traffic calming, and a drainage system that includes drywells. Street trees shall be incorporated into curb extension locations

\*We need to add in language requiring at least (2) mid-block pedestrian crossings with curb extensions for pedestrian safety.

New Condition: Local Street A, Developer shall construct (2) additional mid-block crossings with curb extensions equally spaced on local street A.

New Condition: Developer shall re-construct the McKenzie Hwy multi-use path to be 10' in width and meander through the open space area creating better separation from the Hwy. The east end of the path shall terminate at new ADA compliant curb ramps at the W. Hood Ave and Hwy 242 intersection.

New Condition: Developer shall design and construct new ADA curb ramps at the NE corner of the W. Hood Ave and Hwy 242 intersection.

Staff is ok with the revised 30 foot wide easement covering both water and sewer mains in the southerly alley.

Joe, Matt needs any additional comments from you ASAP so he can get his staff report done. We are rapidly running out of time.

thanks

**Paul Bertagna**

Public Works Director  
 City of Sisters | Public Works Dept.  
 PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759  
 Direct: 541-323-5212 | City Hall: 541-549-6022  
[pbertagna@ci.sisters.or.us](mailto:pbertagna@ci.sisters.or.us) | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



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**Matt Martin**

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**From:** Joe Bessman <Joe@transightconsulting.com>  
**Sent:** Friday, October 7, 2022 1:12 PM  
**To:** Matt Martin  
**Cc:** Paul Bertagna; Erik Huffman PE PLS CWRE LEED AP (ehuffman@beconeng.com)  
**Subject:** 1237ReviewComments  
**Attachments:** 1237ReviewComments.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Matt,  
Enclosed are my review comments on Sunset Meadows. ODOT was pretty vague about the requirements at OR 242/Hood, I would recommend that we have them work through a 30% design for the intersection but only be responsible for the northwest quadrant. Let me know if you have any questions!

Thanks,  
Joe

Joe Bessman, PE  
Principal, Owner

Transight Consulting, LLC  
Bend, Oregon  
office: (458) 202-5565  
cell: (503) 997-4473  
email: [joe@transightconsulting.com](mailto:joe@transightconsulting.com)  
web: <https://transightconsulting.net/>



Date:	October 7, 2022
To:	Matt Martin, City of Sisters
From:	Joe Bessman, PE
Project Reference No.:	1237
Project Name:	Sunset Meadows Review (Patterson Property)



This memorandum provides a formal review of the Sunset Meadows transportation materials that were prepared by Lancaster Mobley Engineering, as amended August 22, 2022. I have reviewed these materials and agree with the analysis and findings presented within the transportation study. The study identifies two transportation issues associated with this development:

- Delays along US 20 through the City core area; and
- Morning school period congestion at the OR 242/Hood Avenue intersection.

Each of these issues are discussed below.

## US 20 CORRIDOR

During the peak summer season, intersections along US 20 operate with high delays (but under capacity and operating at an acceptable ODOT mobility standards). This is a known issue, and the City's Transportation System Plan plans to address this need through the Alternate Route. This project aims to provide an alternative to through travelers and trucks that avoids the downtown commercial area. Contribution of the project toward the City's Transportation System Development Charges (SDC) will help the City of Sisters and ODOT implement this plan. Funding was recently secured for the US 20/Locust intersection, which is the most critical remaining element.

## OR 242 / HOOD AVENUE INTERSECTION

Due to the presence of the consolidated schools toward the west, much of the traffic at the OR 242/Hood Avenue intersection arrives within a narrow time period at the school arrival and dismissal periods. This consolidated traffic creates delays at the all-way stop-controlled intersection, but these delays dissipate quickly outside of these 20-minute window. The analysis prepared by Lancaster Mobley shows that the intersection operates over its carrying capacity during this peak 15-minute period, but operates with very low delays outside of these periods.

The analysis of the State system is complicated by the required analysis methodologies. This includes adjusting school year traffic counts to peak summertime conditions (when schools are closed) and assessing operations during the peak fifteen-minutes of the peak hour. Without these summertime traffic count adjustments analysis of the actual school year traffic counts shows that delays are low with the average delay in any approaching direction about 10 seconds with a queue of less than three vehicles.

As outlined within the analysis, the most critical time period occurs between 8:10 and 8:25 a.m., which coincides with the 8:30 start time at Sisters Middle School. With the planned relocation of the elementary

school, these peak school periods will experience even higher traffic, particularly as the elementary school start time is 8:35 a.m. As noted by the applicant, spreading these arrival/departure periods throughout the hour would allow the intersection to operate with substantially lower delays. Discussions held as part of the elementary school project also raised this issue. However, it was identified that the City's consolidated bussing and limited bus drivers currently provide limited flexibility in staggering the start and end times.

Accordingly, it is understood that this issue at this intersection is primarily a constraint of the school district, and we recognize that the proposed Sunset Meadows project provides only an incremental impact with its site-generated trips. Further, as discussed with the applicant the City's goal is not to widen the intersection and further increase capacity (which would provide a numerical solution but in reality would make the all-way stop more confusing for drivers), but rather to simplify the conflicts and enhance the pedestrian crossings. With plans to construct a mobility hub within the East Portal and relocate Sisters Elementary School, these safety-related improvements are considered the long-term vision for the intersection as the City and School District pursue school traffic safety and management strategies.

The City and ODOT have developed a conceptual improvement plan for the intersection as shown in Figure 1. The intent of this project is as follows:

- Reduce the number of approaches to simplify driver decisions at the all-way stop. Removing the low-volume southbound left-turn improves traffic operations by reducing conflicts with the higher-volume movements.
- Reconstruct the intersection corners with directional ramps. This design significantly reduces the crossing distance along this school route.
- Reconstruct the wide curb radii to reduce turning speeds and shorten the crossing distances.
- Complete and interconnect area sidewalks, with frontage Sunset Meadows frontage improvements providing better spacing between the multiuse pathway and the OR 242 highway.
- Extend and connect bicycle lanes throughout the intersection.

It is my understanding that implementation of this concept (and the broader connections and school zone improvements) will be provided through the City, ODOT, and private development. For Sunset Meadows I recommend the following be provided as the project's contribution toward these overall improvements:

- Sunset Meadows (or the first adjacent development project) prepare 30% design plans for the concept shown in Figure 1 to help identify issues, constraints, and utility modifications associated with the improvements.
- Sunset Meadows to complete the improvements shown on the northwest intersection quadrant along the site frontage, as well as associated restriping as a result of the modifications.
  - Installation of new curbing along the revised northwestern curb return
  - Installation of directional curb ramps in compliance with ADA requirements
  - Integration of the multiuse pathways with the new ramps
  - Relocation of signing and striping as required with the revised design.



Figure 1. Conceptual OR 242/Hood Avenue Improvement Plan.

## SITE PLAN REVIEW

In addition to these operational improvements, the following is also recommended:

- A 10-foot right-of-way dedication is recommended along OR 242, bringing the 60-foot ROW toward its 80-foot standard.
- All internal local streets and alleys to be constructed to standard City of Sisters structural and dimensional standards.
- Accessible ramps will be required at all internal street intersections in all directions.
- Fencing, signage, above-ground utilities, landscaping, and other obstructions should be sited outside of the intersection sight distance triangles with dimensions shown within project civil plans. Landscaping within this area should be maintained below a height of 2-feet, with tree canopies trimmed above 8-feet.
- Stop signs will be required at all minor-street approaches.

Thank you for the opportunity to provide these transportation materials, if you have any questions I can be reached at (503) 997-4473 or via email at [joe@transightconsulting.com](mailto:joe@transightconsulting.com).

Attachment:

September 20, 2022 Review of OR 242/Hood Avenue





Date:	September 19, 2022
To:	Paul Bertagna, City of Sisters
From:	Joe Bessman, PE
Project Reference No.:	1237
Project Name:	OR 242/W Hood Avenue Configuration



The purpose of this memorandum is to provide a review of the OR 242/W Hood Avenue intersection in Sisters, Oregon. The intersection is located on the west side of the City, with the alignment of OR 242 located along the northern and western intersection approaches.

### Intersection Context

Oregon Highway 242 (McKenzie Highway) connects the City of Sisters to OR 126, linking two federal wilderness areas and various historic, recreational, and scenic features along its route. It is also designated a scenic bikeway. Locally, the OR 242 route provides an access route to the City’s churches and schools to the west, continuing south into the W Hood Avenue alignment that extends east parallel to W Cascade Avenue (US 20/OR 126).

Planned development activity surrounding the intersection includes a new mobility hub is planned at the East Portal site to provide intermodal service and support intercity transit, and a new residential project is planned south of The Pines within the Patterson property, the Woodlands residential project was approved on the east side of US 20, and relocation of Sisters Elementary School has been approved near the OR 242 intersection with Barclay Drive. There are also pending plans to rezone the church properties along Trinity Way to allow workforce and multifamily housing. The location of these projects and the supporting roadway network are shown in Figure 1.



Figure 1. Site Vicinity Map. Source: Deschutes County DIAL.

With these development projects there are several improvements planned to area infrastructure. The East Portal mobility hub plans to improve its southern boundary to continue the east-west road alignment within a public right-of-way (it is currently within Forest Service owned lands). This will include construction of a new pathway along the north side of the road that will continue into the pathway toward the Middle and High Schools. This project will also improve the eastern edge of OR 242 as it continues north to US 20, along with enhancing regional transit connections for the City.

Currently, the intersection is controlled as an all-way stop, with marked crosswalks only on the southern and western approaches. East-west travel is supported with a single-lane approach, and separate dedicated left-turn lanes are available on the northbound and southbound approaches. The intersection contains a narrowed eastern approach as this was constructed along Forest Service property, and wide curb radii (particularly on the northwest corner). The northeast corner does not include accessible ramps, which will be completed along with the pathway extension with the East Portal mobility hub. Figure 2 illustrates the existing intersection configuration.

### Existing Traffic Volumes and Travel Patterns

Traffic volumes at the OR 242/W Hood Avenue intersection vary seasonally, and depend on whether area schools are in session and whether the scenic highway is open. When the highway is open, ODOT sources cite that it only carries about 300 vehicles per day, so the schools have a much more significant impact on travel patterns. Figure 2 illustrates the peak morning and afternoon school hour traffic volumes.

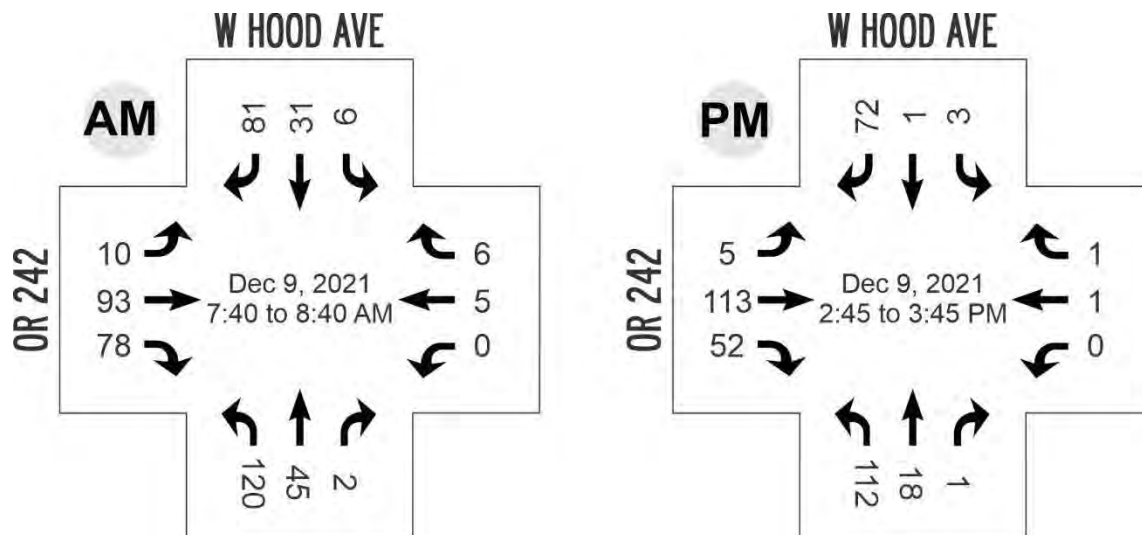


Figure 2. Vehicular traffic volumes at OR 242/Hood Avenue.

Comparison to historical evening commute data (4:10 to 5:10 p.m.) collected in mid-summer of 2020 shows that the traffic volumes vary with the summertime school closure, with increased north-south travel (62 southbound and 81 northbound), but with lower volumes to and from the west, resulting in about 15% lower travel volumes.

The wintertime traffic counts show fairly low pedestrian activity, with only two reported crossings along the southern intersection approach. Bicycle activity in the summer counts showed nine cyclists during the peak hour, with five of these eastbound, one southbound, and three traveling northbound. Trucks comprise a minor portion of the traffic flow, with all count periods showing about 2 percent of the overall traffic associated with trucks. ODOT data shows that most of these are single-unit box trucks.



Figure 3. Existing OR 242/W Hood Avenue intersection configuration.

## Intersection Safety

Review of historical crash records shows that there have been no reported crashes at the intersection between January 2016 and December 2020. This pattern is similar to the OR 242 intersection with Brooks Camp Road and Trinity Way, showing a good overall safety performance along this corridor. The City's primary safety issues have been identified along the US 20 corridor as this serves much higher traffic volumes than OR 242.

The posted speed along OR 242 is 40 miles per hour directly west of the intersection, and this speed increases to 55 miles per hour beyond the western boundary of the middle school. Hood Avenue is posted at 30 miles per hour to the north of the intersection.

## Intersection Considerations

Field review of the intersection along with review of the traffic operations information submitted as part of area projects noted the following characteristics:

- The southbound to eastbound traffic volumes are very low. With the configuration of the roadway network these movements reflect local trips from the area surrounding the East Portal returning to the highway.
- Northbound left-turns are the highest-volume movement during the school periods.
- There is no linkage today between the US 20 pathway and the OR 242 pathway due to the unimproved frontage along the East Portal. Sidewalks are present along the south side of this connection and link to the OR 242 pathway through the two marked crosswalks.
- The pedestrian crossings are very long. This is due to the single-ramp design on each corner of the intersection and the wide turning radii, along with the three-lane cross-sections on the north-south route. This design also supports faster turning speeds through the intersection.
- Bicycle lanes are not provided along the south approach (W Hood Avenue) despite its inclusion as part of the McKenzie Pass Scenic Bikeway that extends from Village Green City Park.
- There is ample carrying capacity at the intersection today to meet performance thresholds. During the school hours much of the traffic occurs during a brief time period spanning about 15 minutes in the morning (8:10 to 8:25 a.m.) and 25 minutes in the afternoon (3:10 to 3:35 p.m.). As the morning peak occurs during a narrower time period these volumes are higher than those in the afternoon.
- With an all-way stop-controlled intersection, the addition of unnecessary approaches can add confusion and reduce safety. It also makes it more difficult for motorists to see pedestrians as views can be blocked with the side-by-side movements.
- While the safety performance at the intersection is very good, the siting of the new elementary school to the west, new residential projects, and the addition of the East Portal mobility hub (and associated pathway improvements) will increase the amount of non-vehicular travel within this area.

Accordingly, we reviewed intersection improvement options that can be added incrementally with implementation to be provided with adjacent development projects, safety funding, or pavement enhancement projects. This improvement concept is illustrated in Figure 4.



Figure 4. Conceptual improvement plan for OR 242/Hood Avenue Intersection.

Key elements of this improvement concept include the following:

- Removal of the southbound left-turn lane and replacement with a raised pedestrian island. With such a low volume of southbound trips this modification has virtually no impact on intersection capacity, but substantially improves the pathway crossing along the north side of OR 242 that continues to the schools.
- Reconstruction of the northwest radii. Removal of the sweeping right turn requires a lower turning speed at the intersection, reduces the pedestrian crossing distance, and relocates the pathway away from through travel on the highway.
- New curb ramps on all approaches, replacing the single-ramp design with a dual ramp design in conformance with current ADA requirements. This results in shorter crossings for pedestrians and clear orientation for wheelchair users and those with vision impairments.

Beyond the improvements shown, the City should also explore whether there is adequate width to extend bicycle lanes south of the intersection along W Hood Avenue, as this route forms the McKenzie Pass Scenic Bikeway. The concept retains the all-way stop-control.

### Traffic Operations

Operational analysis of the concept was prepared to assess whether the loss of the southbound left-turn lane provided any appreciable reduction in intersection capacity. Modeling of vehicular delays using the existing traffic counts in the morning and afternoon hours is summarized in Table 1 with the existing and modified intersection configurations.

**Table 1. Summary of OR 242/W Hood Avenue Intersection Operations**

Scenario	Intersection Level of Service	Intersection Delay	Volume-to-Capacity Ratio	95 <sup>th</sup> Percentile Queue	Adequate?
Weekday AM Peak Hour					
Existing Configuration	Overall: LOS B NBL: LOS B NBTR: LOS A EB: LOS A WB: LOS A SBL: LOS A SBTR: LOS A	Wtd Avg: 11.1s NBL: 10.6s NBTR: 8.6s EB: 9.8s WB: 8.2s SBL: 8.7s SBTR: 8.9s	NBL: 0.36 NBTR: 0.06 EB: 0.44 WB: 0.01 SBL: 0.01 SBTR: 0.20	NBL: 25 ft NBTR: 25 ft EB: 50 ft WB: 25 ft SBL: 25 ft SBTR: 25 ft	Yes
Modified Configuration	Overall: LOS B NBL: LOS B NBTR: LOS A EB: LOS B WB: LOS A SB: LOS A	Wtd Avg: 11.0s NBL: 12.2s NBTR: 8.6s EB: 11.4s WB: 8.2s SB: 8.9s	NBL: 0.36 NBTR: 0.06 EB: 0.44 WB: 0.01 SB: 0.19	NBL: 50 ft NBTR: 25 ft EB: 75 ft WB: 25 ft SB: 25 ft	Yes
Weekday PM Peak Hour					
Existing Configuration	Overall: LOS A NBL: LOS B NBTR: LOS A EB: LOS A WB: LOS A SBL: LOS A SBTR: LOS A	Wtd Avg: 9.6S NBL: 10.6s NBTR: 8.6s EB: 9.8s WB: 8.2s SBL: 8.7s SBTR: 8.9s	NBL: 0.26 NBTR: 0.10 EB: 0.32 WB: 0.03 SBL: 0.01 SBTR: 0.21	NBL: 50 ft NBTR: 25 ft EB: 50 ft WB: 25 ft SBL: 25 ft SBTR: 25 ft	Yes
Modified Configuration	Overall: LOS A NBL: LOS B NBTR: LOS A EB: LOS B WB: LOS A SB: LOS A	Wtd Avg: 9.6s NBL: 10.6s NBTR: 8.6s EB: 9.8s WB: 8.1s SB: 8.8S	NBL: 0.26 NBTR: 0.10 EB: 0.32 WB: 0.03 SB: 0.20	NBL: 50 ft NBTR: 25 ft EB: 50 ft WB: 25 ft SB: 25 ft	Yes

Table 1 shows that there is virtually no change in intersection operations incurred as a result of shifting the low-volume of southbound left-turns into the through lane. In fact, the reduction in conflicting lanes provides a slight reduction in delays during the morning period. The advantages of this configuration, which include improved conflict identification, improved pedestrian crossings, and slower turning speeds are expected to outweigh the minor change in vehicular operations. This will be particularly true with the planned relocation of Sisters Elementary School.

While removal of the northbound left-turn lane could also be considered given the available intersection capacity, this treatment was not reviewed at this time. Thank you for the opportunity to provide these transportation materials, if you have any questions I can be reached at (503) 997-4473 or via email at [joe@transightconsulting.com](mailto:joe@transightconsulting.com).

Attachments:

- Traffic Count Worksheets
- LOS Operational Analysis Worksheets





(303) 216-2439

www.alltrafficdata.net

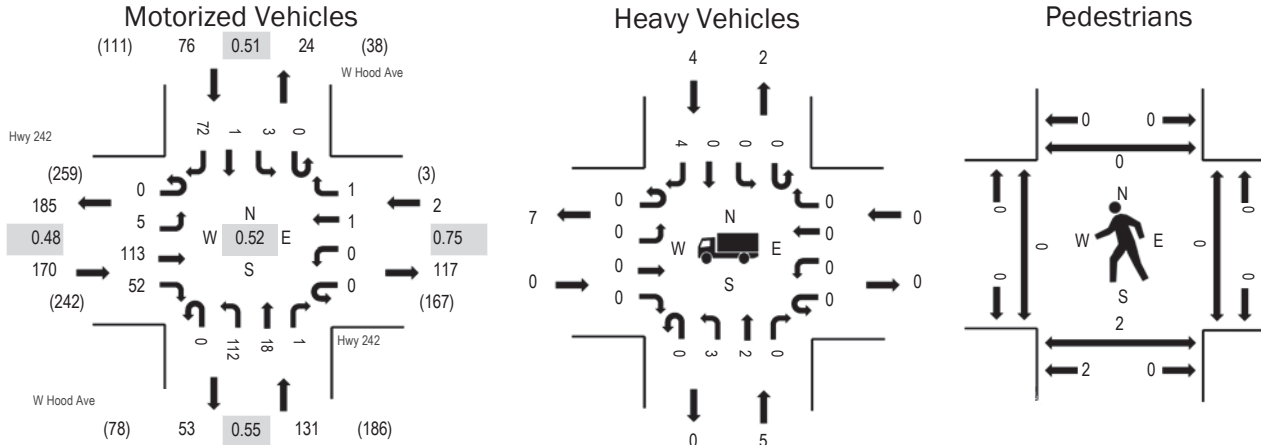
Location: 1 W Hood Ave & Hwy 242 AM

Date: Thursday, December 9, 2021

Peak Hour: 07:40 AM - 08:40 AM

Peak 15-Minutes: 08:10 AM - 08:25 AM

Peak Hour



Note: Total study counts contained in parentheses.

	HV%	PHF
EB	0.0%	0.48
WB	0.0%	0.75
NB	3.8%	0.55
SB	5.3%	0.51
All	2.4%	0.52

Traffic Counts - Motorized Vehicles

Interval Start Time	Hwy 242 Eastbound				Hwy 242 Westbound				W Hood Ave Northbound			W Hood Ave Southbound				Total	Rolling Hour	
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru			Right
7:00 AM	0	1	2	0	0	0	0	0	0	1	2	0	0	0	0	1	7	170
7:05 AM	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	3	5	192
7:10 AM	0	0	7	1	0	0	0	0	0	2	0	0	0	0	0	2	12	218
7:15 AM	0	1	4	2	0	0	0	0	0	5	0	0	0	0	0	2	14	258
7:20 AM	0	0	4	0	0	0	0	0	0	3	0	0	0	0	0	2	9	305
7:25 AM	0	0	7	3	0	0	0	0	0	10	0	0	0	0	1	8	29	366
7:30 AM	0	0	8	2	0	0	0	0	0	4	0	0	0	0	0	4	18	371
7:35 AM	0	0	1	1	0	0	0	0	0	5	0	0	0	1	0	3	11	375
7:40 AM	0	1	4	3	0	0	0	0	0	4	1	0	0	1	0	3	17	379
7:45 AM	0	0	6	1	0	0	0	0	0	3	1	0	0	0	0	1	12	375
7:50 AM	0	1	3	2	0	0	0	0	0	6	1	0	0	1	0	3	17	379
7:55 AM	0	0	5	1	0	0	1	0	0	7	1	0	0	0	0	4	19	376
8:00 AM	0	0	5	4	0	0	0	0	0	13	2	0	0	0	0	5	29	372
8:05 AM	0	1	9	2	0	0	0	0	0	9	2	0	0	1	0	7	31	
8:10 AM	0	2	13	4	0	0	0	1	0	17	1	0	0	0	0	14	52	
8:15 AM	0	0	21	6	0	0	0	0	0	15	1	0	0	0	0	18	61	
8:20 AM	0	0	25	10	0	0	0	0	0	24	2	0	0	0	0	9	70	
8:25 AM	0	0	17	12	0	0	0	0	0	1	1	0	0	0	0	3	34	
8:30 AM	0	0	3	4	0	0	0	0	0	6	4	0	0	0	1	4	22	
8:35 AM	0	0	2	3	0	0	0	0	0	7	1	1	0	0	0	1	15	
8:40 AM	0	0	3	5	0	0	0	0	0	2	1	0	0	0	1	1	13	
8:45 AM	0	0	4	6	0	0	0	0	0	2	3	0	0	0	0	1	16	
8:50 AM	0	0	2	1	0	0	0	1	0	4	3	0	0	1	0	2	14	
8:55 AM	0	0	5	2	0	0	0	0	0	4	2	0	0	1	0	1	15	
Count Total	0	7	160	75	0	0	1	2	0	156	29	1	0	6	3	102	542	
Peak Hour	0	5	113	52	0	0	1	1	0	112	18	1	0	3	1	72	379	

EXHIBIT A

Traffic Counts - Heavy Vehicles, Bicycles on Road, and Pedestrians/Bicycles on Crosswalk

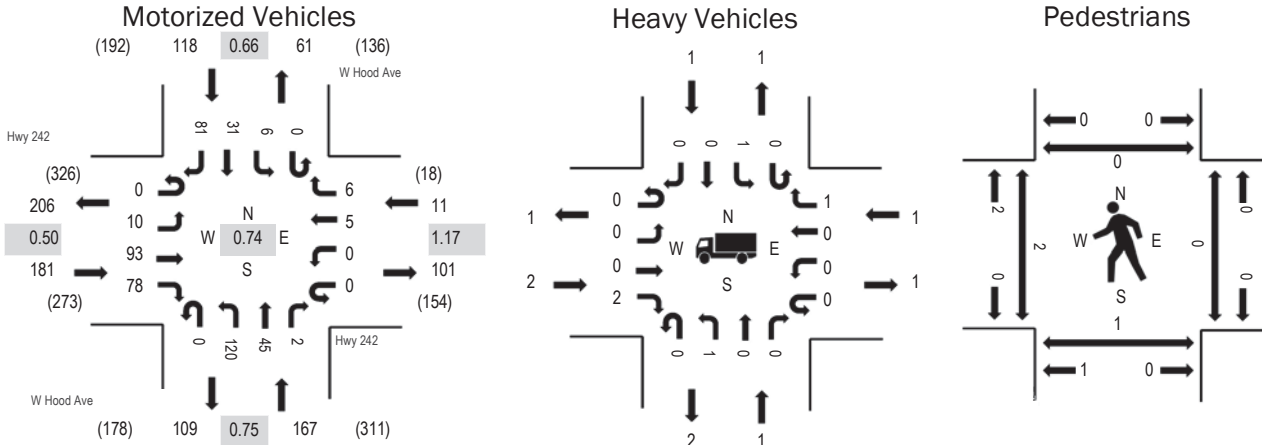
Interval Start Time	Heavy Vehicles					Interval Start Time	Bicycles on Roadway					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
7:00 AM	0	0	0	0	0	7:00 AM	0	0	0	0	0	7:00 AM	0	0	0	0	0
7:05 AM	0	0	0	0	0	7:05 AM	0	0	0	0	0	7:05 AM	0	0	0	0	0
7:10 AM	0	0	0	0	0	7:10 AM	0	0	0	0	0	7:10 AM	0	0	0	0	0
7:15 AM	0	0	0	0	0	7:15 AM	0	0	0	0	0	7:15 AM	0	0	0	0	0
7:20 AM	0	0	0	0	0	7:20 AM	0	0	0	0	0	7:20 AM	0	0	0	0	0
7:25 AM	0	0	0	0	0	7:25 AM	0	0	0	0	0	7:25 AM	0	0	0	0	0
7:30 AM	0	0	0	0	0	7:30 AM	0	0	0	0	0	7:30 AM	0	0	1	0	1
7:35 AM	0	0	0	0	0	7:35 AM	0	0	0	0	0	7:35 AM	0	0	0	0	0
7:40 AM	0	0	0	0	0	7:40 AM	0	0	0	0	0	7:40 AM	0	0	0	0	0
7:45 AM	0	0	0	0	0	7:45 AM	0	0	0	0	0	7:45 AM	0	0	0	0	0
7:50 AM	0	0	0	0	0	7:50 AM	0	0	0	0	0	7:50 AM	0	0	0	0	0
7:55 AM	0	0	0	0	0	7:55 AM	0	0	0	0	0	7:55 AM	0	0	0	0	0
8:00 AM	0	3	0	1	4	8:00 AM	0	0	0	0	0	8:00 AM	0	0	0	0	0
8:05 AM	0	1	0	0	1	8:05 AM	0	0	0	0	0	8:05 AM	0	0	0	0	0
8:10 AM	0	0	0	0	0	8:10 AM	0	0	0	0	0	8:10 AM	0	0	0	0	0
8:15 AM	0	0	0	2	2	8:15 AM	0	0	0	0	0	8:15 AM	0	0	0	0	0
8:20 AM	0	1	0	1	2	8:20 AM	0	0	0	0	0	8:20 AM	0	1	0	0	1
8:25 AM	0	0	0	0	0	8:25 AM	0	0	0	0	0	8:25 AM	0	0	0	0	0
8:30 AM	0	0	0	0	0	8:30 AM	0	0	0	0	0	8:30 AM	0	0	0	0	0
8:35 AM	0	0	0	0	0	8:35 AM	0	0	0	0	0	8:35 AM	0	2	0	0	2
8:40 AM	0	0	0	1	1	8:40 AM	0	0	0	0	0	8:40 AM	0	0	0	0	0
8:45 AM	0	0	0	1	1	8:45 AM	0	0	0	0	0	8:45 AM	0	0	0	0	0
8:50 AM	0	0	0	0	0	8:50 AM	0	0	0	0	0	8:50 AM	0	0	0	0	0
8:55 AM	0	0	0	0	0	8:55 AM	0	0	0	0	0	8:55 AM	0	0	0	0	0
Count Total	0	5	0	6	11	Count Total	0	0	0	0	0	Count Total	0	3	1	0	4
Peak Hour	0	5	0	4	9	Peak Hour	0	0	0	0	0	Peak Hour	0	3	0	0	3



(303) 216-2439  
www.alltrafficdata.net

**Location:** 1 W Hood Ave & Hwy 242 PM  
**Date:** Thursday, December 9, 2021  
**Peak Hour:** 02:45 PM - 03:45 PM  
**Peak 15-Minutes:** 03:10 PM - 03:25 PM

**Peak Hour**



Note: Total study counts contained in parentheses.

	HV%	PHF
EB	1.1%	0.50
WB	9.1%	1.17
NB	0.6%	0.75
SB	0.8%	0.66
All	1.0%	0.74

**Traffic Counts - Motorized Vehicles**

Interval Start Time	Hwy 242 Eastbound				Hwy 242 Westbound				W Hood Ave Northbound			W Hood Ave Southbound				Total	Rolling Hour	
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru			Right
2:00 PM	0	2	3	4	0	0	0	0	0	4	8	0	0	0	1	3	25	324
2:05 PM	0	1	1	5	0	0	0	0	0	7	8	1	0	0	1	2	26	329
2:10 PM	0	1	5	4	0	0	0	1	0	3	10	0	0	1	1	4	30	343
2:15 PM	0	0	3	6	0	0	1	2	0	8	2	0	0	3	5	1	31	367
2:20 PM	0	0	4	2	0	0	0	0	0	5	4	0	0	1	2	2	20	386
2:25 PM	0	1	4	1	0	0	0	0	0	7	5	0	0	1	3	5	27	424
2:30 PM	0	0	3	3	0	0	0	0	0	11	5	0	0	0	3	3	28	448
2:35 PM	0	0	2	2	0	0	1	0	0	8	4	0	0	0	2	2	21	467
2:40 PM	0	0	2	5	0	0	0	0	0	3	7	1	0	0	2	4	24	475
2:45 PM	0	0	3	3	0	0	1	1	0	9	5	0	0	1	3	9	35	477
2:50 PM	0	1	5	2	0	0	0	0	0	9	6	0	0	1	2	0	26	470
2:55 PM	0	0	5	3	0	0	1	0	0	9	1	0	0	0	2	10	31	474
3:00 PM	0	1	2	2	0	0	0	0	0	9	3	0	0	2	3	8	30	470
3:05 PM	0	1	2	3	0	0	1	1	0	16	4	0	0	0	2	10	40	475
3:10 PM	0	1	2	5	0	0	1	3	0	19	3	0	0	1	2	17	54	477
3:15 PM	0	2	15	9	0	0	0	0	0	11	6	0	0	0	3	4	50	470
3:20 PM	0	2	21	13	0	0	1	0	0	11	6	0	0	0	0	4	58	475
3:25 PM	0	2	15	16	0	0	0	0	0	8	4	0	0	1	1	4	51	470
3:30 PM	0	0	13	14	0	0	0	1	0	9	1	1	0	0	6	2	47	475
3:35 PM	0	0	6	6	0	0	0	0	0	4	2	1	0	0	3	7	29	470
3:40 PM	0	0	4	2	0	0	0	0	0	6	4	0	0	0	4	6	26	475
3:45 PM	0	1	4	4	0	0	0	0	0	6	6	0	0	0	1	6	28	470
3:50 PM	0	0	6	5	0	0	1	0	0	6	3	2	0	0	2	5	30	475
3:55 PM	0	0	5	3	0	0	0	1	0	7	3	0	0	1	2	5	27	470
Count Total	0	16	135	122	0	0	8	10	0	195	110	6	0	13	56	123	794	
Peak Hour	0	10	93	78	0	0	5	6	0	120	45	2	0	6	31	81	477	

EXHIBIT A

Traffic Counts - Heavy Vehicles, Bicycles on Road, and Pedestrians/Bicycles on Crosswalk

Interval Start Time	Heavy Vehicles					Interval Start Time	Bicycles on Roadway					Interval Start Time	Pedestrians/Bicycles on Crosswalk				
	EB	NB	WB	SB	Total		EB	NB	WB	SB	Total		EB	NB	WB	SB	Total
2:00 PM	0	0	0	0	0	2:00 PM	0	0	0	0	0	2:00 PM	0	0	0	0	0
2:05 PM	0	0	0	0	0	2:05 PM	0	0	0	0	0	2:05 PM	1	1	0	0	2
2:10 PM	1	0	0	0	1	2:10 PM	0	0	0	0	0	2:10 PM	0	0	0	0	0
2:15 PM	0	0	0	1	1	2:15 PM	0	0	0	0	0	2:15 PM	0	0	0	0	0
2:20 PM	0	0	0	1	1	2:20 PM	0	0	0	0	0	2:20 PM	0	0	0	0	0
2:25 PM	1	0	0	1	2	2:25 PM	0	0	0	0	0	2:25 PM	0	0	0	0	0
2:30 PM	0	0	0	0	0	2:30 PM	0	0	0	0	0	2:30 PM	0	0	0	0	0
2:35 PM	0	0	0	0	0	2:35 PM	0	0	0	0	0	2:35 PM	2	2	0	0	4
2:40 PM	0	0	0	0	0	2:40 PM	0	0	0	0	0	2:40 PM	0	0	0	0	0
2:45 PM	0	0	0	0	0	2:45 PM	0	0	0	0	0	2:45 PM	0	0	0	0	0
2:50 PM	0	0	0	0	0	2:50 PM	0	0	0	0	0	2:50 PM	0	0	0	0	0
2:55 PM	0	0	0	0	0	2:55 PM	0	0	0	0	0	2:55 PM	1	1	0	0	2
3:00 PM	0	0	0	1	1	3:00 PM	0	0	0	0	0	3:00 PM	0	0	0	0	0
3:05 PM	0	1	0	0	1	3:05 PM	0	0	0	0	0	3:05 PM	0	0	0	0	0
3:10 PM	0	0	1	0	1	3:10 PM	0	0	0	0	0	3:10 PM	0	0	0	0	0
3:15 PM	0	0	0	0	0	3:15 PM	0	0	0	0	0	3:15 PM	0	0	0	0	0
3:20 PM	0	0	0	0	0	3:20 PM	0	0	0	0	0	3:20 PM	0	0	0	0	0
3:25 PM	0	0	0	0	0	3:25 PM	0	0	0	0	0	3:25 PM	0	0	0	0	0
3:30 PM	2	0	0	0	2	3:30 PM	0	0	0	0	0	3:30 PM	1	0	0	0	1
3:35 PM	0	0	0	0	0	3:35 PM	0	0	0	0	0	3:35 PM	0	0	0	0	0
3:40 PM	0	0	0	0	0	3:40 PM	0	0	0	0	0	3:40 PM	0	0	0	0	0
3:45 PM	0	0	0	0	0	3:45 PM	0	0	0	0	0	3:45 PM	1	1	0	0	2
3:50 PM	0	0	1	0	1	3:50 PM	0	0	0	0	0	3:50 PM	0	0	0	0	0
3:55 PM	0	0	0	0	0	3:55 PM	0	0	0	0	0	3:55 PM	0	0	0	0	0
Count Total	4	1	2	4	11	Count Total	0	0	0	0	0	Count Total	6	5	0	0	11
Peak Hour	2	1	1	1	5	Peak Hour	0	0	0	0	0	Peak Hour	2	1	0	0	3

Intersection	
Intersection Delay, s/veh	11.1
Intersection LOS	B

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕		↕	↕		↕	↕	
Traffic Vol, veh/h	5	113	52	0	1	1	112	18	1	3	1	72
Future Vol, veh/h	5	113	52	0	1	1	112	18	1	3	1	72
Peak Hour Factor	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	5	5	5
Mvmt Flow	10	217	100	0	2	2	215	35	2	6	2	138
Number of Lanes	0	1	0	0	1	0	1	1	0	1	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	2	2
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	2	2	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	2	2	1	1
HCM Control Delay	11.5	8.2	11.7	9.1
HCM LOS	B	A	B	A

Lane	NBLn1	NBLn2	EBLn1	WBLn1	SBLn1	SBLn2
Vol Left, %	100%	0%	3%	0%	100%	0%
Vol Thru, %	0%	95%	66%	50%	0%	1%
Vol Right, %	0%	5%	31%	50%	0%	99%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	112	19	170	2	3	73
LT Vol	112	0	5	0	3	0
Through Vol	0	18	113	1	0	1
RT Vol	0	1	52	1	0	72
Lane Flow Rate	215	37	327	4	6	140
Geometry Grp	7	7	2	2	7	7
Degree of Util (X)	0.361	0.056	0.433	0.006	0.01	0.199
Departure Headway (Hd)	6.028	5.486	4.767	5.208	6.318	5.112
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes
Cap	590	646	749	690	570	706
Service Time	3.823	3.28	2.832	3.216	4.018	2.812
HCM Lane V/C Ratio	0.364	0.057	0.437	0.006	0.011	0.198
HCM Control Delay	12.2	8.6	11.5	8.2	9.1	9.1
HCM Lane LOS	B	A	B	A	A	A
HCM 95th-tile Q	1.6	0.2	2.2	0	0	0.7

Intersection	
Intersection Delay, s/veh	11
Intersection LOS	B

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕		↕	↕			↕	
Traffic Vol, veh/h	5	113	52	0	1	1	112	18	1	3	1	72
Future Vol, veh/h	5	113	52	0	1	1	112	18	1	3	1	72
Peak Hour Factor	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52	0.52
Heavy Vehicles, %	0	0	0	0	0	0	4	4	4	5	5	5
Mvmt Flow	10	217	100	0	2	2	215	35	2	6	2	138
Number of Lanes	0	1	0	0	1	0	1	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	1	2
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	2	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	2	1	1	1
HCM Control Delay	11.4	8.2	11.7	8.9
HCM LOS	B	A	B	A

Lane	NBLn1	NBLn2	EBLn1	WBLn1	SBLn1
Vol Left, %	100%	0%	3%	0%	4%
Vol Thru, %	0%	95%	66%	50%	1%
Vol Right, %	0%	5%	31%	50%	95%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	112	19	170	2	76
LT Vol	112	0	5	0	3
Through Vol	0	18	113	1	1
RT Vol	0	1	52	1	72
Lane Flow Rate	215	37	327	4	146
Geometry Grp	7	7	2	2	5
Degree of Util (X)	0.36	0.056	0.432	0.006	0.191
Departure Headway (Hd)	6.012	5.47	4.756	5.189	4.694
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	594	649	752	694	754
Service Time	3.799	3.257	2.815	3.189	2.786
HCM Lane V/C Ratio	0.362	0.057	0.435	0.006	0.194
HCM Control Delay	12.2	8.6	11.4	8.2	8.9
HCM Lane LOS	B	A	B	A	A
HCM 95th-tile Q	1.6	0.2	2.2	0	0.7

Intersection	
Intersection Delay, s/veh	9.6
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕		↕	↕		↕	↕	
Traffic Vol, veh/h	10	93	78	0	5	8	120	45	2	6	31	81
Future Vol, veh/h	10	93	78	0	5	8	120	45	2	6	31	81
Peak Hour Factor	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74
Heavy Vehicles, %	1	1	1	9	9	9	1	1	1	1	1	1
Mvmt Flow	14	126	105	0	7	11	162	61	3	8	42	109
Number of Lanes	0	1	0	0	1	0	1	1	0	1	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	2	2
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	2	2	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	2	2	1	1
HCM Control Delay	9.8	8.2	10	8.9
HCM LOS	A	A	A	A

Lane	NBLn1	NBLn2	EBLn1	WBLn1	SBLn1	SBLn2
Vol Left, %	100%	0%	6%	0%	100%	0%
Vol Thru, %	0%	96%	51%	38%	0%	28%
Vol Right, %	0%	4%	43%	62%	0%	72%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	120	47	181	13	6	112
LT Vol	120	0	10	0	6	0
Through Vol	0	45	93	5	0	31
RT Vol	0	2	78	8	0	81
Lane Flow Rate	162	64	245	18	8	151
Geometry Grp	7	7	2	2	7	7
Degree of Util (X)	0.261	0.093	0.316	0.024	0.013	0.205
Departure Headway (Hd)	5.798	5.264	4.651	4.972	5.903	4.887
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes
Cap	616	676	770	714	603	730
Service Time	3.562	3.028	2.694	3.044	3.671	2.654
HCM Lane V/C Ratio	0.263	0.095	0.318	0.025	0.013	0.207
HCM Control Delay	10.6	8.6	9.8	8.2	8.7	8.9
HCM Lane LOS	B	A	A	A	A	A
HCM 95th-tile Q	1	0.3	1.4	0.1	0	0.8

Intersection	
Intersection Delay, s/veh	9.6
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕		↕	↕			↕	
Traffic Vol, veh/h	10	93	78	0	5	8	120	45	2	6	31	81
Future Vol, veh/h	10	93	78	0	5	8	120	45	2	6	31	81
Peak Hour Factor	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.74
Heavy Vehicles, %	1	1	1	9	9	9	1	1	1	1	1	1
Mvmt Flow	14	126	105	0	7	11	162	61	3	8	42	109
Number of Lanes	0	1	0	0	1	0	1	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	1	2
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	2	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	2	1	1	1
HCM Control Delay	9.8	8.1	10	8.8
HCM LOS	A	A	A	A

Lane	NBLn1	NBLn2	EBLn1	WBLn1	SBLn1
Vol Left, %	100%	0%	6%	0%	5%
Vol Thru, %	0%	96%	51%	38%	26%
Vol Right, %	0%	4%	43%	62%	69%
Sign Control	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	120	47	181	13	118
LT Vol	120	0	10	0	6
Through Vol	0	45	93	5	31
RT Vol	0	2	78	8	81
Lane Flow Rate	162	64	245	18	159
Geometry Grp	7	7	2	2	5
Degree of Util (X)	0.26	0.093	0.315	0.024	0.201
Departure Headway (Hd)	5.782	5.248	4.633	4.95	4.537
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes
Cap	618	679	773	717	786
Service Time	3.543	3.008	2.678	3.022	2.598
HCM Lane V/C Ratio	0.262	0.094	0.317	0.025	0.202
HCM Control Delay	10.6	8.6	9.8	8.1	8.8
HCM Lane LOS	B	A	A	A	A
HCM 95th-tile Q	1	0.3	1.4	0.1	0.7



**Matt Martin**

---

**From:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>  
**Sent:** Thursday, July 14, 2022 3:44 PM  
**To:** Matt Martin  
**Cc:** 'Joe Bessman' (Joe@transightconsulting.com); BARRETT Mark S; AMITON David; KNITOWSKI David  
**Subject:** RE: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application  
**Attachments:** ODOT\_SunsetMeadows\_TIAComments.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Matt,

While we wait for Joe Bessman's proposed condition of approval requiring the developer to mitigate the impact at the OR 242/W. Hood Avenue intersection, I'd like to provide you with comments from both our Traffic and Access Management units within the attached comment log for the TIA dated June 3, 2022. David Knitowski has also provided the following comments on top of what is included within the attached spreadsheet:

*In general, the TIA does not address my TIA scoping comments sent to Lancaster Mobley on April 20, 2022, which said:*

*Regarding the proposed new highway approach (site access) to OR 242, the TIA should address:*

- OAR 734-051-4020(2)(b) Channelization Standards
- OAR 734-051-4020(2)(c) Sight Distance Standards
- OAR 734-051-4020(3) Safety and Operations Concerns
- OAR 734-051-4020(8) Access Management Spacing Standards
- OAR 734-051-3050(5) Approval of Requests for Deviations from Approach Spacing Standards.
- OAR 734-051-3050(7) Approval of Requests for Deviations from Channelization Standards (if applicable)
- OAR 734-051-3050(8) Approval of Requests for Deviations from Sight Distance Standards (if applicable)

Thanks,

Don Morehouse (he/him/his)  
 Senior Transportation Planner  
 ODOT Region 4  
 Desk: (541) 388-6046  
 Personal Cell: (805) 458-3320  
 Work Cell: (541) 233-6558

[Donald.Morehouse@odot.oregon.gov](mailto:Donald.Morehouse@odot.oregon.gov) ← NOTE NEW EMAIL

*\*\*I will be working from home for the week of July 11 – July 15:*

- Monday - Thursday (7:30AM-5:00PM)
- Friday - (7:30AM-11:30AM)

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**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Monday, June 27, 2022 11:47 AM  
**To:** Paul Bertagna <pbertagna@ci.sisters.or.us>; Erik Huffman <ehuffman@beconeng.com>; Joe Bessman

<Joe@transightconsulting.com>; MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>; ABurkus@republicservices.com; Doug Green <dgreen@sistersfire.com>; 'Perkins, Parneli' <pperkins@cec.coop>; PECK Heather <heather.peck@odav.oregon.gov>  
Cc: Scott Woodford <swoodford@ci.sisters.or.us>; Emelia Shoup <eshoup@ci.sisters.or.us>; Carol Jenkins <cjenkins@ci.sisters.or.us>  
**Subject:** File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Good Morning All,

The City of Sisters Community Development Department has received the land use applications described below. The select drawings and traffic impact study submitted with the applications are attached. Please send your comments and recommended conditions of approval to me ([mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)) by **Monday, July 11, 2022.**

**File #s:** MP 22-01 / SUB 22-01 / MNR 22-02  
**Applicant:** Woodhill Homes – George Hale  
**Owner:** Richard G Patterson Revocable Trust  
**Site Location:** Address: [15510 McKenzie Highway, Sisters, OR 97759](#);  
Tax Map and Lot: 151005DC07300  
**Zoning:** Multi-Family Residential District - MRF  
Airport Overlay District - AO

**Request:** The Applicant is requesting approval of a Master Plan, Tentative Subdivision Plat, and a Minor Partition on a 31.56-acre property in the Multi-Family Residential District. The proposed development includes:

- 22 lots for single family detached dwellings
- 48 lots for zero lot line townhome dwellings
- 1 parcel for approximately 72-124 multi-family units. (Site Plan Review of the proposed multi-family residential development is not included in this current proposal. Subsequent application will be required.)
- Associated infrastructure (streets, utilities) and other site improvements.

**Applicable**

**Criteria:** City of Sisters Development Code (SDC): Chapter 2.3 – Multi-Family Residential District; Chapter 2.11 – Airport Overlay District; Chapter 3.2 – Landscaping and Screening; Chapter 3.3 – Vehicle and Bicycle Parking; Chapter 4.1 – Types of Applications and Review Procedures; Chapter 4.5 – Master Planned Developments; Chapter 4.3 – Land Divisions and Lot Line Adjustments

Thank you,  
**Matthew Martin, AICP**  
Principal Planner  
City of Sisters | Community Development Dept.  
PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759  
Desk: 541-323-5208 | City Hall: 541-549-6022  
[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



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<p>Sunset Meadows TIA Lancaster Mobley - Melissa Webb Dated: 6/3/2022</p>			
Comment By	Page	Comment	Anticipated Impact
Ben Fuller	23	Remove reference to afternoon peak hour under Delay & Capacity Analysis.	Insignificant
Ben Fuller	26	W Hood Ave at OR 242 Mitigation Discussion: I don't see how eliminating the NBL/SBL lanes would improve operations--I'd like to see an operational analysis of this before making that conclusion. The TIA should initially discuss here that the operational deficiency is realized in the background condition, and state how much (i.e., increase in v/c and increase in traffic) the project would exacerbate the situation. I agree that the PHF is very low, and that a better spread of school start times could mitigate the impact. If it's possible to get planned school start times, one option could be to calculate a forecasted PHF; if this can be done, then perhaps you can show that this intersection would operate acceptably. Otherwise, I'd like to see what it would take (mitigation-wise) to achieve acceptable operations here and to then have a discussion on how much this project contributes to the impact.	Significant - determine appropriate mitigation.
Dave Hirsch	26/General	Coordinate discussion of OR 242/Hood mitigation with City of Sisters for consistency with Sisters Elementary TIA. Additionally if opportunity coordinate with ODOT project K22225 to reduce potential ADA throwaway work at OR 242/Hood.	Significant - determine appropriate mitigation.
David Knitowski	3 and 25-27	Re: proposed restriping of W Hood Avenue at OR 242 - need agreement from Region 4 Traffic that this is an acceptable mitigation measure.	May or may not result in ODOT's v/c mobility targets being met.
David Knitowski	6 and 23	Posted speed on OR 242 is 30 mph, not 40 to 55 mph.	Affects analyses further down in the TIA.
David Knitowski	3, 19-21 and 26	TIA did not address OAR 734-051-4020(3)(c) and (d).	Unclear whether published crash rate or SPIS ranking can be cited as a safety concern.
David Knitowski	21	Posted speed and approach spacing standard on OR 242 are 30 mph and 250 feet, not 40 mph and 360 feet. See OAR 734-051-4020(8).	None. Proposed approach to OR 242 meets spacing standard.
David Knitowski	21-22	Posted speed and Intersection Sight Distance standard on OR 242 are 30 mph and 390 feet, not 40 mph and 445 feet. See OAR 734-051-4020(2)(c).	None. Proposed approach to OR 242 meets ISD standard.
David Knitowski	3, 22 and 26	TIA did not address OAR 734-051-4020(2)(b).	Unclear whether channelization standard is met.
David Knitowski	N/A	TIA did not address OAR 734-051-4020(3) (b).	Unclear whether turn conflicts from offset approaches on the opposite side of the highway can be cited as a safety concern.

**Matt Martin**

---

**From:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>  
**Sent:** Friday, October 7, 2022 11:17 AM  
**To:** Matt Martin  
**Cc:** 'Joe Bessman' (Joe@transightconsulting.com); TOWNSEND Robert L; AMITON David; CLINE Jennifer \*Jenn; BARRETT Mark S; KNITOWSKI David; SHUBERT Quinn; LUCKMAN Wade; WILLIAMS Rick \* Reg4  
**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Matt,

Thank you for the opportunity to review MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows). The following items will be required as conditions of approval:

- **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 PR 242/W. Hood Avenue Configuration memorandum by Joe Bessman (dated September 19<sup>th</sup>, 2022).**
- **The proposed driveway onto OR 242 will require that a new Application for State Highway Approach be submitted to our District 10 Permits and Operations Specialist, Quinn Shubert. He can be reached at 541-410-0706.**

Let me know if you have any further questions. Thanks,

Don Morehouse (he/him/his)  
 Senior Transportation Planner  
 ODOT Region 4  
 Desk: (541) 388-6046  
 Personal Cell: (805) 458-3320  
 Work Cell: (541) 233-6558

[Donald.Morehouse@odot.oregon.gov](mailto:Donald.Morehouse@odot.oregon.gov) ← NOTE NEW EMAIL

*\*\*I will be working from home for the week of October 3 – October 7:*

- *Monday - Thursday (7:30AM-5:00PM)*
- *Friday - (7:30AM-11:30AM)*

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Friday, September 30, 2022 10:35 AM  
**To:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>; Joe Bessman <Joe@transightconsulting.com>

**Subject:** FW: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

**Importance:** High

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Greetings Don and Joe-

This is friendly reminder that comments have been requested regarding the subject project. The project is scheduled for a public hearing before the Planning Commission on October 20 so time is of the essence to incorporate and address your comments in the staff report. As always, your expertise and coordination are appreciated.

Thank you,

**Matthew Martin, AICP**

Principal Planner

City of Sisters | Community Development Dept.

PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759

Desk: 541-323-5208 | City Hall: 541-549-6022

[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



*This email is public record of the City of Sisters and is subject to public inspection unless exempt from disclosure under Oregon Public Records Law. This email is also subject to the City's Public Records Retention Schedule.*

**From:** Matt Martin

**Sent:** Wednesday, August 31, 2022 3:12 PM

**To:** Paul Bertagna <[pbertagna@ci.sisters.or.us](mailto:pbertagna@ci.sisters.or.us)>; Erik Huffman <[ehuffman@beconeng.com](mailto:ehuffman@beconeng.com)>; Joe Bessman <[Joe@transightconsulting.com](mailto:Joe@transightconsulting.com)>; MOREHOUSE Donald <[Donald.MOREHOUSE@odot.state.or.us](mailto:Donald.MOREHOUSE@odot.state.or.us)>; [ABurkus@republicservices.com](mailto:ABurkus@republicservices.com); Doug Green <[dgreen@sistersfire.com](mailto:dgreen@sistersfire.com)>; 'Perkins, Parneli' <[pperkins@cec.coop](mailto:pperkins@cec.coop)>

**Cc:** Scott Woodford <[swoodford@ci.sisters.or.us](mailto:swoodford@ci.sisters.or.us)>; Emelia Shoup <[eshoup@ci.sisters.or.us](mailto:eshoup@ci.sisters.or.us)>; Carol Jenkins <[cjenkins@ci.sisters.or.us](mailto:cjenkins@ci.sisters.or.us)>; Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)>

**Subject:** REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

Good afternoon all,

Request for comment on an application for a Master Plan (MP 22-01), Subdivision (SUB 22-01), and MNR 22-02) for the Sunset Meadows development was original sent on **June 27, 2022**. The City of Sisters Community Development Department has since received supplemental application materials in response to a request for additional information and revision to the original application. Attached are the supplemental application materials submitted by the applicant. Please send your amended comments and recommended conditions of approval, if any, to me ([mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)) by **Wednesday, September 14, 2022**.

**File #s:** MP 22-01 / SUB 22-01 / MNR 22-02  
**Applicant:** Woodhill Homes – George Hale  
**Owner:** Richard G Patterson Revocable Trust  
**Site Location:** Address: [15510 McKenzie Highway, Sisters, OR 97759](#);  
 Tax Map and Lot: 151005DC07300  
**Zoning:** Multi-Family Residential District - MRF  
 Airport Overlay District - AO

**Request:** The Applicant is requesting approval of a Master Plan, Tentative Subdivision Plat, and a Minor Partition on a 31.56-acre property in the Multi-Family Residential District. The proposed development includes:

- 22 lots for single family detached dwellings
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- 1 parcel for approximately 72-124 multi-family units. (Site Plan Review of the proposed multi-family residential development is not included in this current proposal. Subsequent application will be required.)
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**Applicable**

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Thank you,

**Matthew Martin, AICP**

Principal Planner

City of Sisters | Community Development Dept.

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**Matt Martin**

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**From:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>  
**Sent:** Monday, October 10, 2022 4:26 PM  
**To:** Matt Martin  
**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Matt,

Oops, yes, the “PR” should be “OR”. The Application for State Highway Approach is the correct application for the new street connection. Let me go ahead and resubmit the comments to eliminate any confusion:

- **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 19<sup>th</sup>, 2022).**
- **The proposed new street connection onto OR 242 will require that a new Application for State Highway Approach be submitted to our District 10 Permits and Operations Specialist, Quinn Shubert. He can be reached at 541-410-0706.**

Let me know if you have any further questions. Thanks,

Don Morehouse (he/him/his)  
 Senior Transportation Planner  
 ODOT Region 4  
 Desk: (541) 388-6046  
 Personal Cell: (805) 458-3320  
 Work Cell: (541) 233-6558

[Donald.Morehouse@odot.oregon.gov](mailto:Donald.Morehouse@odot.oregon.gov) ← NOTE NEW EMAIL

*\*\*I will be working from home for the week of October 10 – October 14:*

- *Monday - Thursday (7:30AM-5:00PM)*
- *Friday - (7:30AM-11:30AM)*

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Monday, October 10, 2022 3:48 PM  
**To:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>  
**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

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Hi Don-

Thanks again for the comments. I do have a couple points I would like to clarify and I am sending this message to you individually to not unnecessarily engage others but please forward as you see fit.

1. Regarding the requested CIA you note "The improvements are shown in detail within the PR 242/W. Hood Avenue Configuration memorandum by Joe Bessman (dated September 19th, 2022)." To what does PR 242 reference? I assume this is simply a typo reference to OR 242 but, if not, please clarify the reference.
2. You reference the requirement for an Application for State Highway Approach a new driveway onto OR 242. This proposal does not include a driveway onto OR 242. Instead, the applicant is proposing a new street connection. Please clarify any comments regarding or required permitting for this street connection.

Thank you,

**Matthew Martin, AICP**

Principal Planner

City of Sisters | Community Development Dept.

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**From:** MOREHOUSE Donald <[Donald.MOREHOUSE@odot.oregon.gov](mailto:Donald.MOREHOUSE@odot.oregon.gov)>

**Sent:** Friday, October 7, 2022 11:17 AM

**To:** Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)>

**Cc:** 'Joe Bessman' ([Joe@transightconsulting.com](mailto:Joe@transightconsulting.com)) <[Joe@transightconsulting.com](mailto:Joe@transightconsulting.com)>; TOWNSEND Robert L <[Robert.L.TOWNSEND@odot.oregon.gov](mailto:Robert.L.TOWNSEND@odot.oregon.gov)>; AMITON David <[David.AMITON@odot.oregon.gov](mailto:David.AMITON@odot.oregon.gov)>; CLINE Jennifer \*Jenn <[Jennifer.CLINE@odot.oregon.gov](mailto:Jennifer.CLINE@odot.oregon.gov)>; BARRETT Mark S <[Mark.S.BARRETT@odot.oregon.gov](mailto:Mark.S.BARRETT@odot.oregon.gov)>; KNITOWSKI David <[David.KNITOWSKI@odot.oregon.gov](mailto:David.KNITOWSKI@odot.oregon.gov)>; SHUBERT Quinn <[Quinn.SHUBERT@odot.oregon.gov](mailto:Quinn.SHUBERT@odot.oregon.gov)>; LUCKMAN Wade <[Wade.LUCKMAN@odot.oregon.gov](mailto:Wade.LUCKMAN@odot.oregon.gov)>; WILLIAMS Rick \* Reg4 <[Richard.L.WILLIAMS@odot.oregon.gov](mailto:Richard.L.WILLIAMS@odot.oregon.gov)>

**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

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**From:** Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)>

**Sent:** Friday, September 30, 2022 10:35 AM

**To:** MOREHOUSE Donald <[Donald.MOREHOUSE@odot.oregon.gov](mailto:Donald.MOREHOUSE@odot.oregon.gov)>; Joe Bessman <[Joe@transightconsulting.com](mailto:Joe@transightconsulting.com)>

**Subject:** FW: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

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Principal Planner

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**From:** Matt Martin

**Sent:** Wednesday, August 31, 2022 3:12 PM

**To:** Paul Bertagna <[pbertagna@ci.sisters.or.us](mailto:pbertagna@ci.sisters.or.us)>; Erik Huffman <[ehuffman@beconeng.com](mailto:ehuffman@beconeng.com)>; Joe Bessman

<[Joe@transightconsulting.com](mailto:Joe@transightconsulting.com)>; MOREHOUSE Donald <[Donald.MOREHOUSE@odot.state.or.us](mailto:Donald.MOREHOUSE@odot.state.or.us)>;  
[ABurkus@republicservices.com](mailto:ABurkus@republicservices.com); Doug Green <[dgreen@sistersfire.com](mailto:dgreen@sistersfire.com)>; 'Perkins, Parneli' <[pperkins@cec.coop](mailto:pperkins@cec.coop)>  
**Cc:** Scott Woodford <[swoodford@ci.sisters.or.us](mailto:swoodford@ci.sisters.or.us)>; Emelia Shoup <[eshoup@ci.sisters.or.us](mailto:eshoup@ci.sisters.or.us)>; Carol Jenkins  
 <[cjenkins@ci.sisters.or.us](mailto:cjenkins@ci.sisters.or.us)>; Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)>  
**Subject:** REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Notice of Application

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**File #s:** MP 22-01 / SUB 22-01 / MNR 22-02  
**Applicant:** Woodhill Homes – George Hale  
**Owner:** Richard G Patterson Revocable Trust  
**Site Location:** Address: [15510 McKenzie Highway, Sisters, OR 97759](#);  
 Tax Map and Lot: 151005DC07300  
**Zoning:** Multi-Family Residential District - MRF  
 Airport Overlay District - AO

**Request:** The Applicant is requesting approval of a Master Plan, Tentative Subdivision Plat, and a Minor Partition on a 31.56-acre property in the Multi-Family Residential District. The proposed development includes:

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#### Applicable

**Criteria:** City of Sisters Development Code (SDC): Chapter 2.3 – Multi-Family Residential District; Chapter 2.11 – Airport Overlay District; Chapter 3.2 – Landscaping and Screening; Chapter 3.3 – Vehicle and Bicycle Parking; Chapter 4.1 – Types of Applications and Review Procedures; Chapter 4.5 – Master Planned Developments; Chapter 4.3 – Land Divisions and Lot Line Adjustments

Thank you,

**Matthew Martin, AICP**

Principal Planner

City of Sisters | Community Development Dept.

PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759

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**Matt Martin**

---

**From:** Doug Green <dgreen@sistersfire.com>  
**Sent:** Wednesday, December 7, 2022 10:57 AM  
**To:** Matt Martin  
**Subject:** MP 22-01  
**Attachments:** MP 22-01.doc

Matt,

Attached are the Fire Department comments at this time. Our biggest concern is the alley access and the cars/basketball hoops, etc that will block it especially since those lots do not have any street access, and fire department access during construction and phasing of the project. We would also like to strongly recommend the use of fire resistive landscaping and ground cover and building the homes using the current wildfire home hardening standards. If the developer would support some of these wildfire mitigation measures, it would go a long way in gaining public support for the project.

Let me know if you need additional.

Doug Green  
Fire Safety Manager  
Sister-Camp Sherman Fire District  
541-549-0771 Office  
dgreen@sistersfire.com



## Fire Department Comments

By: D. Green

Date: 12/7/22

Site Plan No: MP 22-01

### **Fire Safety During Construction**

Approved fire department access roads shall be provided to all construction sites. Required water supply, fire hydrants, and safety precautions shall be made available as soon as combustible materials arrive on site. Any dead-end access roads during construction greater than 150' will be required to have an approved temporary fire department turnaround. A minimum of 2 approved access routes into the property will be required to be maintained at all times once the development exceeds 30 structures.

### **Water Supply - OFC Appendix B**

The required water supply for fire suppression for this building or project shall meet the requirements in the Oregon Fire Code. Documentation provided to the Fire Marshal from the Water Purveyor demonstrating the fire flow infrastructure capacity in flow at 20 p.s.i. residual pressure. The duration of flow shall meet the requirements of Appendix B also.

### **Fire Hydrants – OFC Section 507.5 and Appendix C**

The minimum amount and spacing of fire hydrants needed on this site shall meet the requirements in the Oregon Fire Code. Fire hydrants shall be installed to specifications of the water purveyor and fire department. Unobstructed access to fire hydrants shall be maintained at all times. A 3-foot clear space shall be maintained around fire hydrants.

### **Additional Comments:**

*Alley will be required to meet OFC access requirements, including 20 wide, clear access throughout its length at all times. No parking will be allowed in the alley and the alley shall remain clear of any obstacles at all times. As lots 49-70 have no street parking availability, this is a concern for the Fire Department. The alley shall meet all Fire Department turning radius requirements.*

*This office encourages the installation of fire resistive landscaping, fencing and decking, and prohibiting the use of any type of combustible ground cover, including bark mulch. This office also encourages the construction of all homes to meet the current wildfire home hardening standards.*

**Matt Martin**

**From:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>  
**Sent:** Thursday, January 5, 2023 3:19 PM  
**To:** Matt Martin  
**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Request for Comment  
**Attachments:** Comment Log\_Sunset MeadowsSupplementalMaterials.xlsx

Hi Matt,

Our ODOT comments are attached to this email. Thanks,

**Don Morehouse (he/him/his)**  
**Senior Transportation Planner**  
**ODOT Region 4**  
**Desk: (541) 388-6046**  
**Personal Cell: (805) 458-3320**  
**Work Cell: (541) 233-6558**

[Donald.Morehouse@odot.oregon.gov](mailto:Donald.Morehouse@odot.oregon.gov) ← NOTE NEW EMAIL

*\*\*I will be working from home for the week of January 2 – January 6:*

- *Monday - Thursday (7:30AM-5:00PM)*
- *Friday - (7:30AM-11:30AM)*

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Tuesday, December 27, 2022 10:43 AM  
**To:** Paul Bertagna <pbertagna@ci.sisters.or.us>; Erik Huffman <ehuffman@beconeng.com>; Joe Bessman <Joe@transightconsulting.com>; MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>; ABurkus@republicservices.com; Doug Green <dgreen@sistersfire.com>; Roger Johnson <rjohnson@sistersfire.com>; 'Perkins, Parneli' <pperkins@cec.coop>  
**Cc:** Scott Woodford <swoodford@ci.sisters.or.us>; Emelia Shoup <eshoup@ci.sisters.or.us>; Carol Jenkins <cjenkins@ci.sisters.or.us>; Matt Martin <mmartin@ci.sisters.or.us>  
**Subject:** REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Request for Comment  
**Importance:** High

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Good Morning All,

Requests for agency comment on the subject Sunset Meadows Master Plan application were previously sent and all comments received are included in the project record for consideration. The Planning Commission then held a public hearing regarding this request over several meetings and on December 8, 2022, the public hearing was closed and the written record open was left open for submittal of additional information. The City of Sisters Community Development Department received revised plans and supplemental materials from the applicant during the first open record period. Because of the large file sizes the documents are not attached here but, instead, can be found at the following links – [Link #1](#), [Link #2](#). Please note there is a short time period afforded for comments pertaining to this new information. As

such, please send any additional comments and recommended conditions of approval, if any, to me ([mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)) by **Tuesday, January 3, 2023.**

**File #s:** MP 22-01 / SUB 22-01 / MNR 22-02  
**Applicant:** Woodhill Homes – George Hale  
**Owner:** Richard G Patterson Revocable Trust  
**Site Location:** Address: [15510 McKenzie Highway, Sisters, OR 97759](#);  
Tax Map and Lot: 151005DC07300  
**Zoning:** Multi-Family Residential District - MRF  
Airport Overlay District - AO

**Request:** The Applicant is requesting approval of a Master Plan, Tentative Subdivision Plat, and a Minor Partition on a 31.56-acre property in the Multi-Family Residential District. The REVISED proposed development includes:

- 24 lots for single family detached dwellings
- 36 lots for zero lot line townhome dwellings
- 1 parcel for approximately 72-124 multi-family units. (Site Plan Review of the proposed multi-family residential development is not included in this current proposal. Subsequent application will be required.)
- Associated infrastructure (streets, utilities) and other site improvements.

**Applicable**

**Criteria:** City of Sisters Development Code (SDC): Chapter 2.3 – Multi-Family Residential District; Chapter 2.11 – Airport Overlay District; Chapter 3.2 – Landscaping and Screening; Chapter 3.3 – Vehicle and Bicycle Parking; Chapter 4.1 – Types of Applications and Review Procedures; Chapter 4.5 – Master Planned Developments; Chapter 4.3 – Land Divisions and Lot Line Adjustments

Thank you,  
**Matthew Martin, AICP**  
Principal Planner  
City of Sisters | Community Development Dept.  
PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759  
Desk: 541-323-5208 | City Hall: 541-549-6022  
[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



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Sunset Meadows Master Plan Supplemental Materials, Received December 27, 2022				
Document	Comment By	Page	Comment	Anticipated Impact
Supp. Materials	Wade Coatney	Stormwater	It is noted that runoff will be managed with drainage swales, drywells and infiltration trenches. These are not really shown on the master plan. I understand it is likely that level of detail has not yet been completed. ODOT will need to review a stormwater report detailing the storm drainage for the development prior to construction of roads connecting to state highways. Requirements for the stormwater report for private developments can be found in the ODOT Hydraulics Manual Chapter 4, Appendix C. ( <a href="https://www.oregon.gov/odot/GeoEnvironmental/Docs/Hydraulics_Manual/Hydraulics-04-C.pdf">https://www.oregon.gov/odot/GeoEnvironmental/Docs/Hydraulics_Manual/Hydraulics-04-C.pdf</a> )	
Supp. Materials	Martin Matejsek	Roadway	For both roadways connecting to McKenzie Highway, identify the appropriate design vehicle and complete autoturn analysis to determine the appropriate radii. Are there any frequent commercial deliveries down either of these routes. I would probably assume an SU40 single unit truck may be appropriate but open for discussion. It appears the new local street B may be showing something close to 20' radii but hard to tell.	
Supp. Materials	Martin Matejsek	Roadway	Construct two ADA ramps per corner at N Brooks and the local Street B.	
Supp. Materials	David Amiton	P2.1	Construct two ADA ramps per corner at intersection of OR242/McKenzie Hwy & Local Street B.	
Supp. Materials	Martin Matejsek	Roadway	Note all sidewalk in ODOT r/w shall meet the ODOT 6' wide standard. May be narrowed to City/County standards off highway R/W.	
Supp. Materials	Aaron Smith	District	Frontage improvements and work within ODOT right of way will need to be approved through a miscellaneous permit from the District office.	
Supp. Materials	Aaron Smith	District	Any proposed city street access will need to be approved through an access permit with ODOT District office.	
Supp. Materials				
Supp. Materials				
Supp. Materials				
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Supp. Materials				
Supp. Materials				
Supp. Materials				
Supp. Materials				
Supp. Materials				
Supp. Materials				
Supp. Materials				

**Matt Martin**

---

**From:** Paul Bertagna  
**Sent:** Thursday, January 5, 2023 4:40 PM  
**To:** Matt Martin  
**Cc:** Erik Huffman; Joe Bessman  
**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Request for Comment

Matt,

After a close look at the revised layout, there does not appear to be significant impacts to the existing public infrastructure. The following will need to be addressed in Conditions of Approval.

- Both alleys will be private, owned and maintained by the HOA or adjacent property owners. Public Utilities shall be constructed withing PUE's at a width determined by the City Engineer.
- Local Street A shall have bulb-outs located at the mid-block pedestrian crossing.
- The existing 8' multi-use path on Hwy 242 shall be reconstructed with a meandering path through the open space tract to provide additional setback from the Highway for pedestrian safety.
- A Right-of-Way dedication shall be completed with the Phase I plat to provide a full 60' Right-of-way over Brooks Camp Dr. adjacent to the subject property.

These conditions are in addition to the City Engineer and the City Traffic Engineer.

Thanks a lot

**Paul Bertagna**

Public Works Director  
 City of Sisters | Public Works Dept.  
 PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759  
 Direct: 541-323-5212 | City Hall: 541-549-6022  
[pbertagna@ci.sisters.or.us](mailto:pbertagna@ci.sisters.or.us) | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



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---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Tuesday, December 27, 2022 10:43 AM  
**To:** Paul Bertagna <pbertagna@ci.sisters.or.us>; Erik Huffman <ehuffman@beconeng.com>; Joe Bessman <Joe@transightconsulting.com>; MOREHOUSE Donald <Donald.MOREHOUSE@odot.state.or.us>; ABurkus@republicservices.com; Doug Green <dgreen@sistersfire.com>; Roger Johnson <rjohnson@sistersfire.com>; 'Perkins, Parneli' <pperkins@cec.coop>  
**Cc:** Scott Woodford <swoodford@ci.sisters.or.us>; Emelia Shoup <eshoup@ci.sisters.or.us>; Carol Jenkins <cjenkins@ci.sisters.or.us>; Matt Martin <mmartin@ci.sisters.or.us>  
**Subject:** REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Request for Comment  
**Importance:** High



Good Morning All,

Requests for agency comment on the subject Sunset Meadows Master Plan application were previously sent and all comments received are included in the project record for consideration. The Planning Commission then held a public hearing regarding this request over several meetings and on December 8, 2022, the public hearing was closed and the written record open was left open for submittal of additional information. The City of Sisters Community Development Department received revised plans and supplemental materials from the applicant during the first open record period. Because of the large file sizes the documents are not attached here but, instead, can be found at the following links – [Link #1](#), [Link #2](#). Please note there is a short time period afforded for comments pertaining to this new information. As such, please send any additional comments and recommended conditions of approval, if any, to me ([mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)) by **Tuesday, January 3, 2023.**

**File #s:** MP 22-01 / SUB 22-01 / MNR 22-02  
**Applicant:** Woodhill Homes – George Hale  
**Owner:** Richard G Patterson Revocable Trust  
**Site Location:** Address: [15510 McKenzie Highway, Sisters, OR 97759](#);  
 Tax Map and Lot: 151005DC07300  
**Zoning:** Multi-Family Residential District - MRF  
 Airport Overlay District - AO

**Request:** The Applicant is requesting approval of a Master Plan, Tentative Subdivision Plat, and a Minor Partition on a 31.56-acre property in the Multi-Family Residential District. The REVISED proposed development includes:

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Thank you,

**Matthew Martin, AICP**

Principal Planner  
 City of Sisters | Community Development Dept.  
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**Matt Martin**

---

**From:** MOREHOUSE Donald <Donald.MOREHOUSE@odot.oregon.gov>  
**Sent:** Thursday, January 5, 2023 5:09 PM  
**To:** Matt Martin  
**Cc:** BARRETT Mark S  
**Subject:** RE: REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Request for Comment  
**Attachments:** Comment Log\_Sunset MeadowsSupplementalMaterials.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Matt,

This is our most up to date ODOT comment log attached. Please disregard my previous email.  
 Thanks,

Don Morehouse (he/him/his)  
 Senior Transportation Planner  
 ODOT Region 4  
 Desk: (541) 388-6046  
 Personal Cell: (805) 458-3320  
 Work Cell: (541) 233-6558

[Donald.Morehouse@odot.oregon.gov](mailto:Donald.Morehouse@odot.oregon.gov) ← NOTE NEW EMAIL

*\*\*I will be working from home for the week of January 2 – January 6:*

- *Monday - Thursday (7:30AM-5:00PM)*
- *Friday - (7:30AM-11:30AM)*

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
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**Cc:** Scott Woodford <swoodford@ci.sisters.or.us>; Emelia Shoup <eshoup@ci.sisters.or.us>; Carol Jenkins <cjenkins@ci.sisters.or.us>; Matt Martin <mmartin@ci.sisters.or.us>  
**Subject:** REVISED: File Nos. MP 22-01/SUB 22-01/MNR 22-02 (Sunset Meadows) - Agency Request for Comment  
**Importance:** High

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Good Morning All,

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<b>Development:</b> <i>Review Phase:</i>	<b>Sunset Meadows Master Plan</b> <i>Supplemental Materials, Received December 27, 2022</i>
---	--

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Supp. Materials	Aaron Smith	District	Any proposed city street access will need to be approved through an access permit with ODOT District office.	
Supp. Materials	Mark Barrett	Application	Application says 10 houses were removed - no increase in trips.	
Supp. Materials	Mark Barrett	Application	Application says TIA is included. TIA is not in materials. Confirm if TIA was updated to reflect changes, or if it remains the same as last review?	
Supp. Materials	Mark Barrett	Missing	Plans do not include the enhanced pedestrian crossing that was part of the conditions of approval.	
Supp. Materials	Mark Barrett	Missing	New approach will require signing and striping plans.	
Supp. Materials	Mark Barrett	P2.1	OR242/Local Street - sight line evaluation necessary to determine if trees shown as remaining are OK or if they obstruct intersection sight distance.	
Supp. Materials				
Supp. Materials				
Supp. Materials				
Supp. Materials				



**STAFF REPORT**  
Community Development Department

---

**EXHIBIT C: MASTER PLAN AND LAND DIVISION PLANS**

---

Attached are the proposed Master Plan, Tentative Subdivision, and Minor Partition Plans submitted December 22, 2022.

The entire record on this MP 22-01/SUB 22-01/MNR 22-02 is available on the City website via the link below: <https://www.ci.sisters.or.us/community-development/page/sunset-meadows-master-planned-development>

# SUNSET MEADOWS

## MASTER PLAN, PARTITION, AND SUBDIVISION

15510 MCKENZIE HWY, SISTERS, OREGON 97759  
 TAX LOT: 7300, MAP: 151005DC  
 DECEMBER, 2022  
**REVISED PLAN**



**UTILITY STATEMENT**  
 UNDERGROUND UTILITIES WERE MARKED BY ONE CALL OREGON UNDER TICKETS NO. 19396535, 19396545, 19396552, AND 19396562.

THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

EXISTING UNDERGROUND UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION ACTIVITIES.

**SITE INFORMATION**  
 ADDRESS: 15510 MCKENZIE HWY, SISTERS, OR 97759  
 TAX ASSESSORS MAP: TAX LOT 7300, MAP 151005DC  
 PROPERTY SIZE: 12.92 ACRES  
 ZONING: MFR

**VERTICAL DATUM**  
 ELEVATIONS ARE BASED OFF OF DESCHUTES COUNTY BENCHMARK GIS 015, A 3.1' IZ ALUMINUM CAP SET IN CONCRETE LOCATED 26 FEET SOUTH OF THE CENTERLINE OF HIGHWAY 242, 200 FEET NORTH OF A WOOD POLE FENCE AND 140 FEET WEST OF TRINITY WAY IN SISTERS, OREGON.  
 (ELEVATION = 3198.95, NGVD 29)

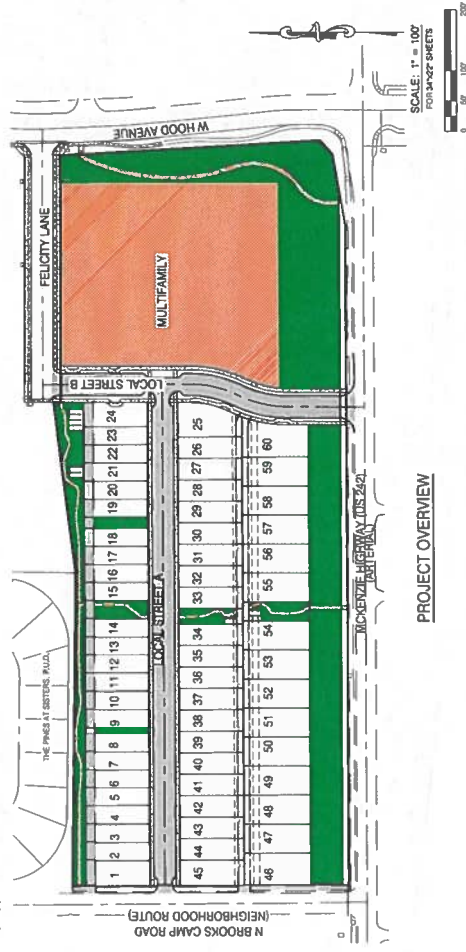
**OWNER**  
 RICHARD G PATTERSON REVOCABLE TRUST  
 19510 FAIRWAY RIDGE LN  
 BEND, OR 97702

**LAND SURVEYOR / CIVIL ENGINEER**  
 H.A. MFCOY ENGINEERING & SURVEYING  
 CONTACT: HAYES MFCOY  
 1180 SW LAKE ROAD, SUITE 201  
 REDMOND, OR 97756  
 PH: 541-823-7554

LEGEND	
EXISTING	PROPOSED
COAX	NEW COAX
EXISTING GAS	NEW GAS
EXISTING CABLE	NEW CABLE
EXISTING TELECOMMUNICATIONS	NEW TELECOMMUNICATIONS
EXISTING POWER	NEW POWER
EXISTING WATER	NEW WATER
EXISTING STORM DRAIN	NEW STORM DRAIN
EXISTING SANITARY	NEW SANITARY
EXISTING CONCRETE	NEW CONCRETE
EXISTING ASPHALT	NEW ASPHALT
EXISTING GRAVEL	NEW GRAVEL
EXISTING PAVEMENT	NEW PAVEMENT
EXISTING CURB	NEW CURB
EXISTING TREE	NEW TREE
EXISTING MAINTAIN	NEW MAINTAIN
EXISTING SANITARY SEWER MANHOLE	NEW SANITARY SEWER MANHOLE
EXISTING WATER VALVE	NEW WATER VALVE
EXISTING BACKFLOW PREVENTER	NEW BACKFLOW PREVENTER
EXISTING WATER METER	NEW WATER METER
EXISTING CATCH BASIN/CURB INLET	NEW CATCH BASIN/CURB INLET
EXISTING SANITARY MANHOLE	NEW SANITARY MANHOLE
EXISTING STREET LIGHT	NEW STREET LIGHT
EXISTING UTILITY HOLE	NEW UTILITY HOLE
EXISTING ELECTRICAL JUNCTION	NEW ELECTRICAL JUNCTION
EXISTING CABLE FOOTSTAP	NEW CABLE FOOTSTAP
EXISTING TELECOMMUNICATIONS FOOTSTAP	NEW TELECOMMUNICATIONS FOOTSTAP
EXISTING IRON HOOD IRON PIPE	NEW IRON HOOD IRON PIPE
EXISTING TREE	NEW TREE
EXISTING SKIN	NEW SKIN
EXISTING MAINTAIN	NEW MAINTAIN

**SHEET INDEX**

P1.0	COVER SHEET
P1.1	EXISTING CONDITIONS
P1.2	PARTITION
P1.3	TENTATIVE PLAT
P1.4	PHASING AND HOUSING DEVELOPMENT PLAN
P2.1	PUBLIC STREET AND PEDESTRIAN & BIKE FACILITY PLAN
P2.2	NW SISTERS CONNECTIVITY PLAN
P2.3	STREET SECTIONS AND TABULATIONS
P2.5	PUBLIC TREE PRESERVATION PLAN
P2.8	PUBLIC CONCEPTUAL LANDSCAPE PLAN



NO.	REVISION	DATE
1	MASTER PLAN	10/10/22
2	REVISED PLAN	12/22/22



PROJECT: SUNSET MEADOWS MASTER PLAN AND SUBDIVISION  
 CLIENT: WOODHILL HOMES SISTERS, OR  
 PROJECT LOCATION: SISTERS, OR

EXHIBIT A  
 COVER SHEET  
 SHEET TITLE: COVER SHEET  
 JOB NO. 21-041  
 DRAWN BY: MFC  
 DRAWING: P1.0

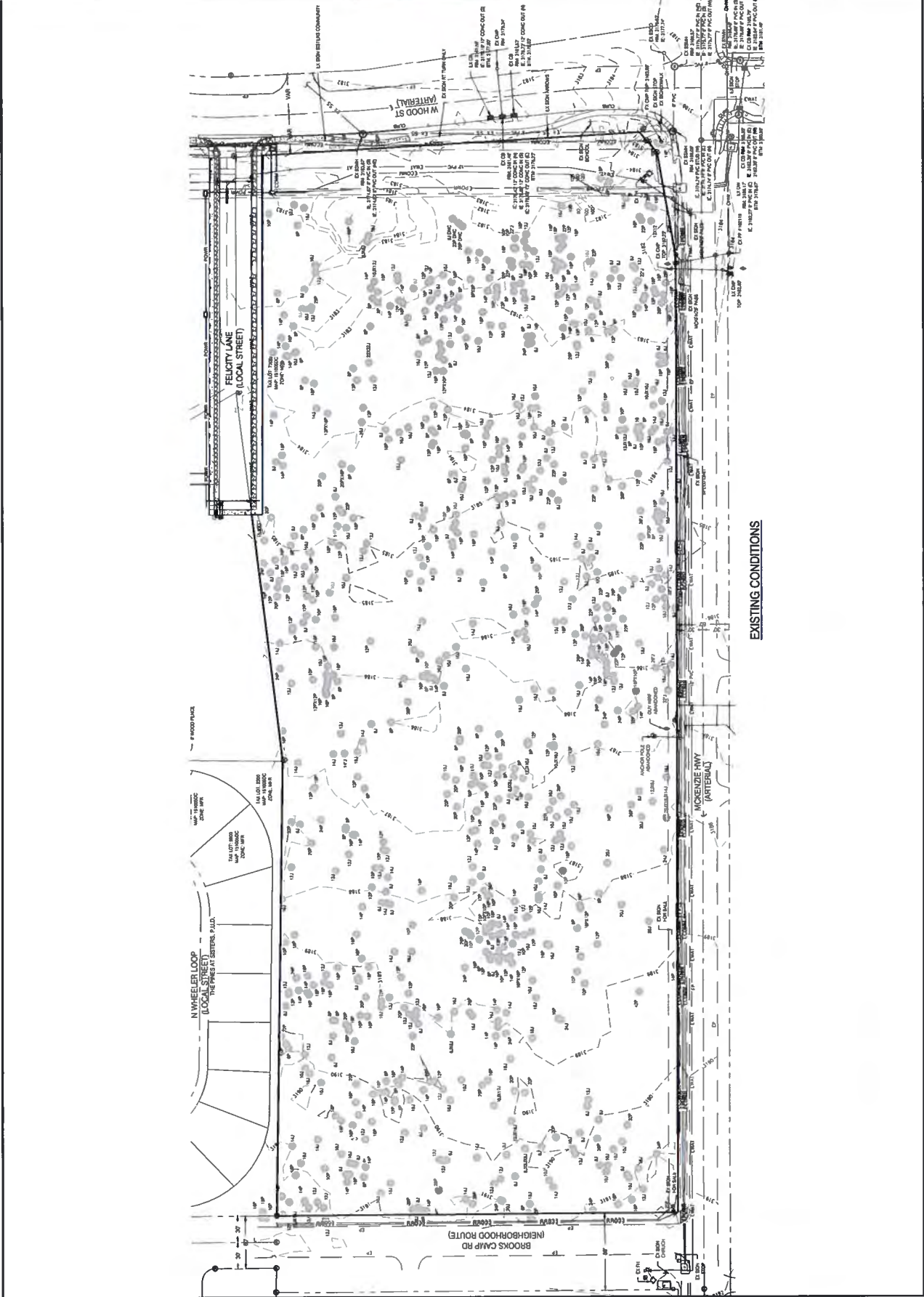
**EXHIBIT A**  
 EXISTING CONDITIONS  
 SHEET TITLE:  
 PROJECT: SISTER MEADOWS  
 MASTER PLAN AND SUBMISSION  
 PROJECT LOCATION:  
 SISTERS, OR  
 CLIENT:  
 WOODHILL HOMES

JOB NO. 21-04  
 DRAWN BY: BM  
 DRAWING: P1.1



**H.A.M. COY**  
 H.A.M. COY ENGINEERING & SURVEYING, LLC  
 1010 NE 11TH AVE SUITE 100  
 SEASIDE, OR 97138  
 503.325.8800  
 www.hamcoy.com

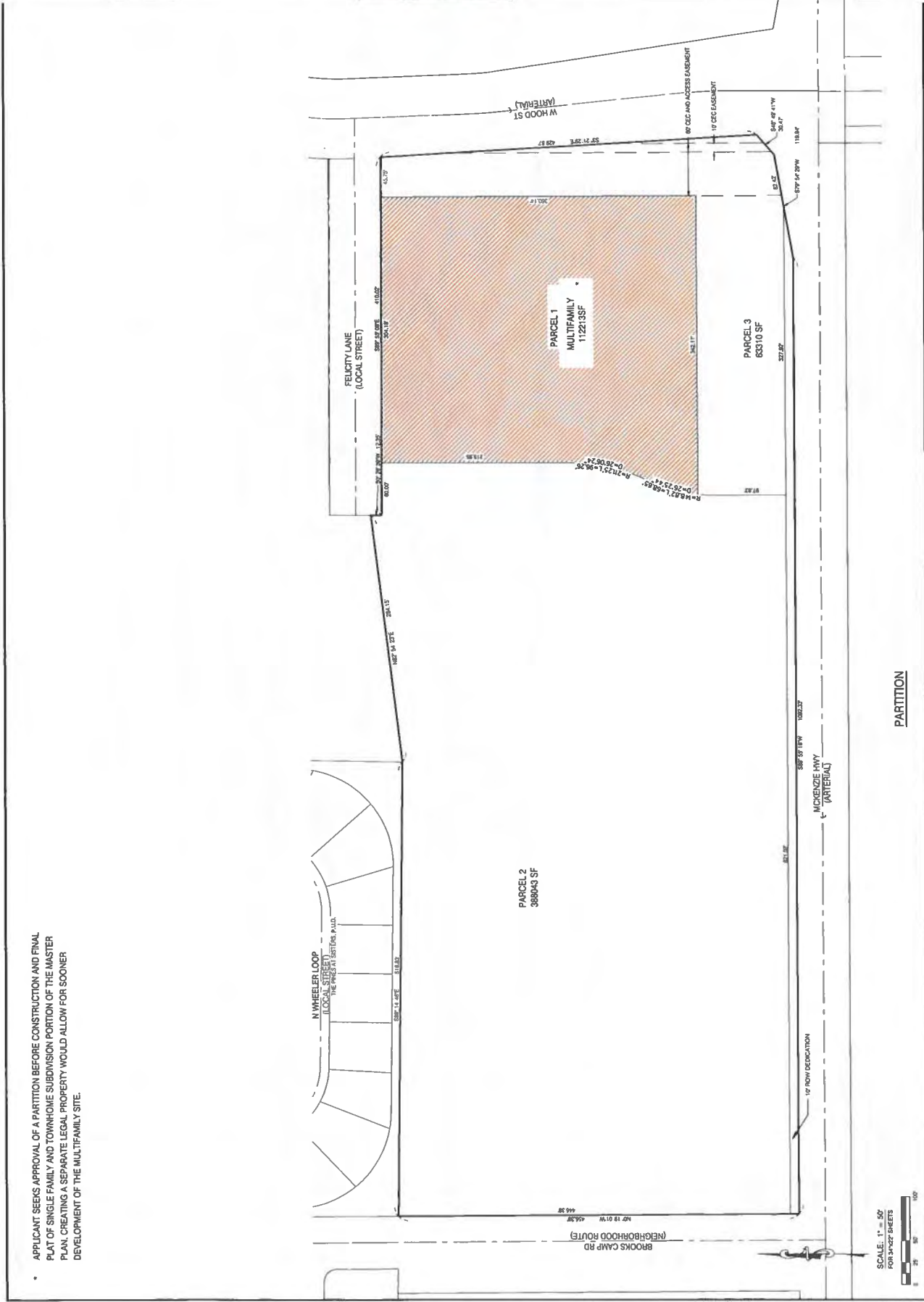
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NO. REVISION:	
DATE:	10/10/23
NO. REVISION:	
DATE:	12/22/22
NO. REVISION:	
DATE:	
NO. REVISION:	
DATE:	
NO. REVISION:	
DATE:	
NO. REVISION:	
DATE:	
NO. REVISION:	

DRAWING STATUS:  
 MASTER PLAN  
 REVISED PLAN



EXISTING CONDITIONS

			PROJECT: SUNSET MEADOWS MASTER PLAN AND SUBDIVISION PROJECT LOCATION: SISTERS, OR CLIENT: WOODHILL HOMES	<b>EXHIBIT A</b> PARTITION	JOB NO. 21-041 DRAWN BY: MW
DRAWING: <b>P1.2</b> SHEET TITLE: PARTITION					DATE: _____ NO. REVISION: _____ DATE: _____ MASTER PLAN: 10/19/23 REVISION PLAN: 12/22/23



APPLICANT SEEKS APPROVAL OF A PARTITION BEFORE CONSTRUCTION AND FINAL PLAT OF SINGLE FAMILY AND TOWNHOME SUBDIVISION PORTION OF THE MASTER PLAN. CREATING A SEPARATE LEGAL PROPERTY WOULD ALLOW FOR SOONER DEVELOPMENT OF THE MULTIFAMILY SITE.

SCALE: 1" = 50'  
FOR PACE SHEETS

Exhibit 1  
Page 100 of 118





DATE:	NO.	REVISION
10/10/22	1	MASTER PLAN
12/22/22	2	REVISED PLAN

**H.A.M. COY**  
ENGINEERING & SURVEYING, P.C.  
1100 NE 10TH ST, SUITE 200  
PORTLAND, OREGON 97232  
503.255.1100

PROJECT: SUNSET MEADOWS MASTER PLAN AND SUBDIVISION  
PROJECT LOCATION: SISTERS, OR  
CLIENT: WOODHILL HOMES

SHEET TITLE: TENTATIVE PLAT  
JOB NO.: 21-101  
DRAWN BY: WFF  
DRAWING: P1.3

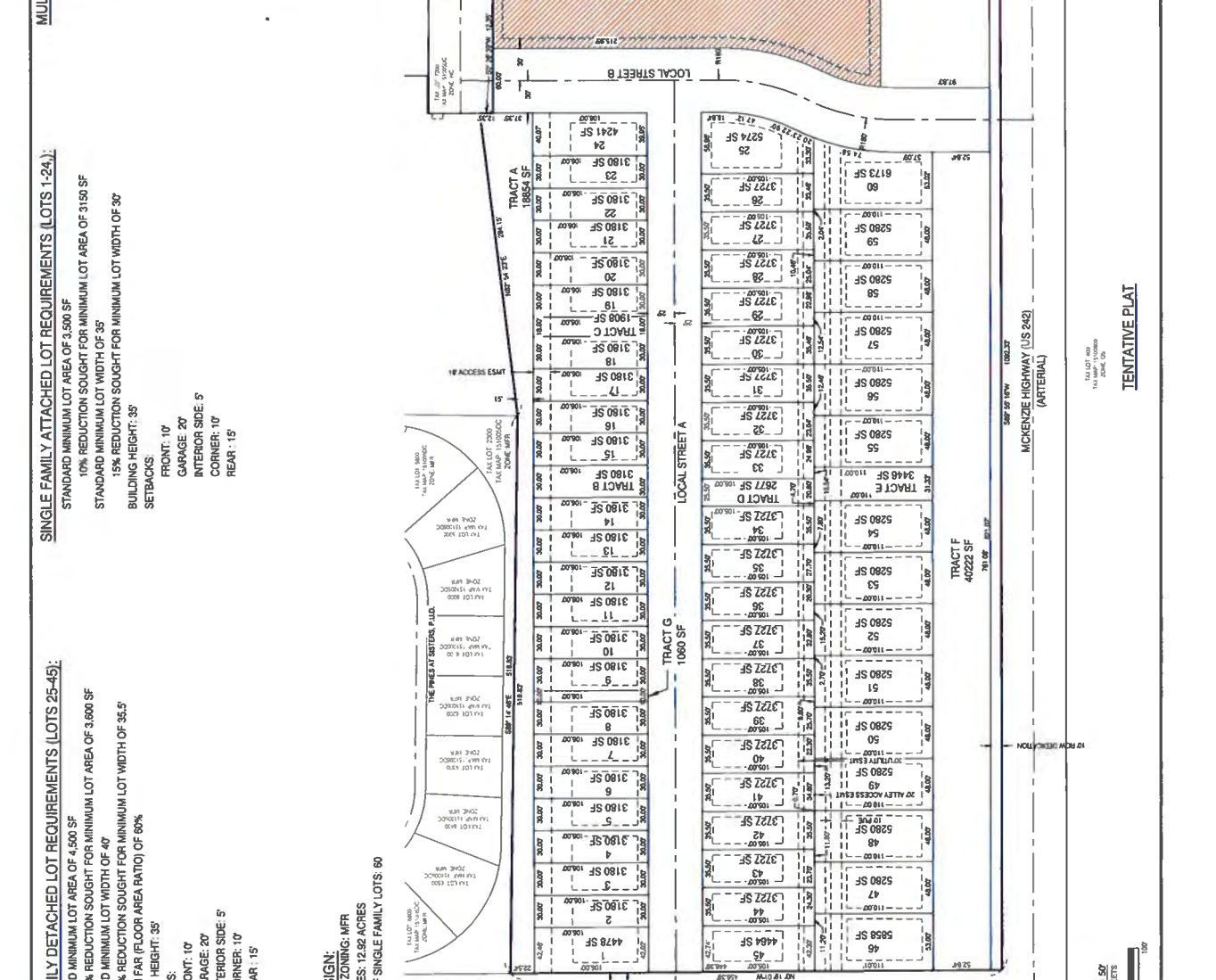
**MULTIFAMILY COMPLEX LOT REQUIREMENTS (MF 500):**  
 MINIMUM DENSITY: 7 GROSS UNITS PER ACRE  
 MAXIMUM DENSITY: 15 GROSS UNITS PER ACRE  
 MINIMUM LOT AREA OF 12,000 SF  
 MINIMUM LOT WIDTH OF 60'  
 MAXIMUM FAR (FLOOR AREA RATIO) OF 80%  
 BUILDING HEIGHT: 35' FOR HABITABLE AREA AND 50' FOR NON-HABITABLE AREA  
 SETBACKS:  
 FRONT: 10'  
 INTERIOR SIDE: 5'  
 CORNER: 10'  
 REAR: 15'

**SINGLE FAMILY ATTACHED LOT REQUIREMENTS (LOTS 1-24):**  
 STANDARD MINIMUM LOT AREA OF 4,500 SF  
 10% REDUCTION SOUGHT FOR MINIMUM LOT AREA OF 3,150 SF  
 STANDARD MINIMUM LOT WIDTH OF 35'  
 15% REDUCTION SOUGHT FOR MINIMUM LOT WIDTH OF 30'  
 BUILDING HEIGHT: 35'  
 SETBACKS:  
 FRONT: 10'  
 GARAGE: 20'  
 INTERIOR SIDE: 5'  
 CORNER: 10'  
 REAR: 15'

**SINGLE FAMILY DETACHED LOT REQUIREMENTS (LOTS 25-45):**  
 STANDARD MINIMUM LOT AREA OF 4,500 SF  
 20% REDUCTION SOUGHT FOR MINIMUM LOT AREA OF 3,600 SF  
 STANDARD MINIMUM LOT WIDTH OF 40'  
 12% REDUCTION SOUGHT FOR MINIMUM LOT WIDTH OF 35.5'  
 MAXIMUM FAR (FLOOR AREA RATIO) OF 80%  
 BUILDING HEIGHT: 35'  
 SETBACKS:  
 FRONT: 10'  
 GARAGE: 20'  
 INTERIOR SIDE: 5'  
 CORNER: 10'  
 REAR: 15'

**SITE DESIGN:**  
 PROPOSED ZONING: MFR  
 TOTAL ACRES: 12.92 ACRES  
 TOTAL # OF SINGLE FAMILY LOTS: 60

FUTURE SITE PLAN APPLICATION REQUIRED PRIOR TO CONSTRUCTION OF MULTIFAMILY UNITS. DETAILS TO BE EVALUATED DURING SITE PLAN REVIEW PROCESS. DENSITY IS SUMMARIZED ON SHEET P2.4.



SCALE: 1" = 50'  
FOR SHEET SHEETS

TENTATIVE PLAT

EXHIBIT 1  
Page 101 of 118

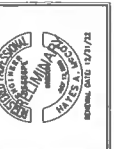
**PRELIMINARY DEVELOPMENT SCHEDULE**

YEAR	MONTH	ITEM
2020	JANUARY	MASTER PLAN APPROVAL
2020	APRIL	PHASE 1 STREET & UTILITY CONSTRUCTION
2020	AUGUST	PHASE 1 HOUSING CONSTRUCTION
2020	AUGUST	PHASE 2 STREET & UTILITY CONSTRUCTION
2020	DECEMBER	PHASE 2 HOUSING CONSTRUCTION
2024	APRIL	PHASE 3 STREET & UTILITY CONSTRUCTION
2024	APRIL	PHASE 3 HOUSING CONSTRUCTION
2024	AUGUST	PHASE 4 STREET & UTILITY CONSTRUCTION
2024	DECEMBER	PHASE 4 HOUSING CONSTRUCTION

**LEGEND**

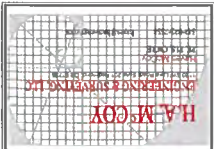
[Red Hatched Box]	DETACHED SINGLE FAMILY LOT OR TOWNHOME LOT (PH)
[Blue Hatched Box]	MULTIFAMILY LOT (1)
[Green Box]	OPEN SPACE (3.15 ACRES, 30% OF NET AREA)

\* FUTURE SITE PLAN APPLICATION REQUIRED PRIOR TO CONSTRUCTION OF MULTIFAMILY UNITS. DETAILS TO BE EVALUATED DURING SITE PLAN REVIEW PROCESS. DENSITY IS SUMMARIZED ON SHEET P2.4.



NO.	REVISION	DATE
1	MASTER PLAN	10/10/22
2	REVISED PLAN	12/22/22

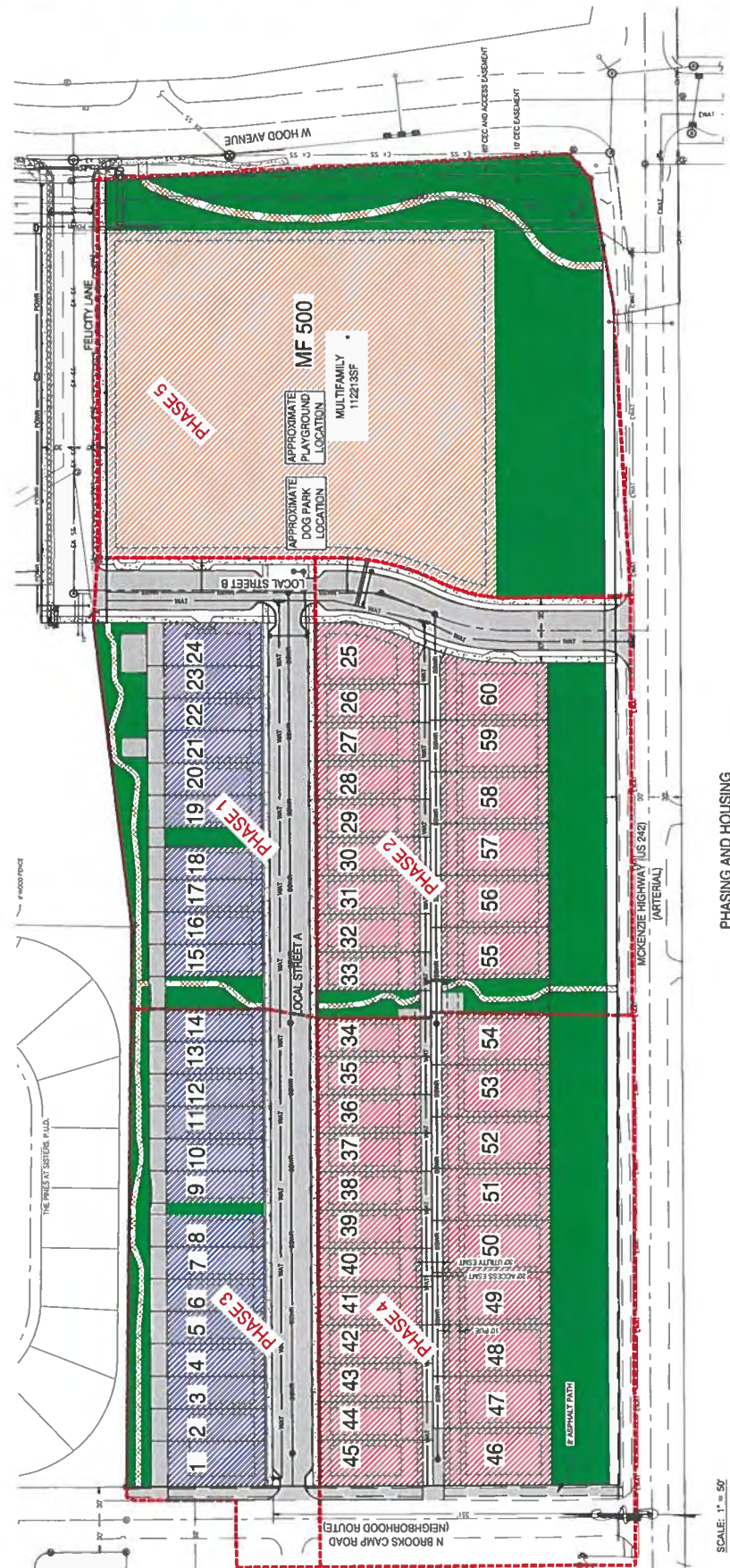
DRAWING STATUS: DATE: 12/22/22



PROJECT: SUNSET MEADOWS MASTER PLAN AND SUBMISSION  
 PROJECT LOCATION: SISTERS, OR  
 CLIENT: WOODHILL HOMES

SHEET TITLE: PHASING AND HOUSING DEVELOPMENT PLAN  
 EXHIBIT A

JOB NO.: 21-041  
 DRAWN BY: MFP  
 DRAWING: P1.4

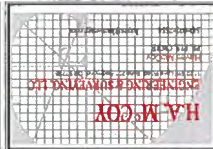


**PHASING AND HOUSING DEVELOPMENT PLAN**

SCALE: 1" = 50'  
 FOR 34"x52" SHEETS



DATE:	
REVISION:	No.
DRAWING STATUS:	DATE:
MASTER PLAN:	10/19/23
REVISED PLAN:	12/22/23



PROJECT: SUNSET MEADOWS MASTER PLAN AND SUBDIVISION  
 CLIENT: WOODHILL HOMES  
 PROJECT LOCATION: SISTERS, OR

SHEET TITLE: PUBLIC STREET AND PEDESTRIAN & BIKE FACILITY PLAN  
 EXHIBIT A

JOB NO.: 21-041  
 DRAWN BY: um  
 DRAWING: P2.1



PUBLIC STREET AND PEDESTRIAN & BIKE FACILITY PLAN

SCALE: 1" = 50'  
 FOR LARGER SHEETS



DATE: \_\_\_\_\_  
 NO. REVISION: \_\_\_\_\_  
 DATE: \_\_\_\_\_

DRAWING STATUS: \_\_\_\_\_  
 DATE: 10/19/22  
 MASTER PLAN 12/22/22  
 REVISED PLAN \_\_\_\_\_

**H.A. MCCOY**  
 ENGINEERING & SURVEYING, LLC  
 11472 WOODHILL AVENUE, SUITE 100  
 CINCINNATI, OHIO 45244-1100  
 TEL: 513-252-3200

PROJECT: SUNSET MEADOWS  
 MASTER PLAN AND SUBDIVISION  
 PROJECT LOCATION: SISTERS, OH  
 CLIENT: WOODHILL HOMES

SHEET TITLE: PUBLIC STREET AND UTILITY PLAN  
 EXHIBIT A

JOB NO. 21-00  
 DRAWN BY: MF  
 DRAWING: P2.2



PUBLIC STREET AND UTILITY PLAN

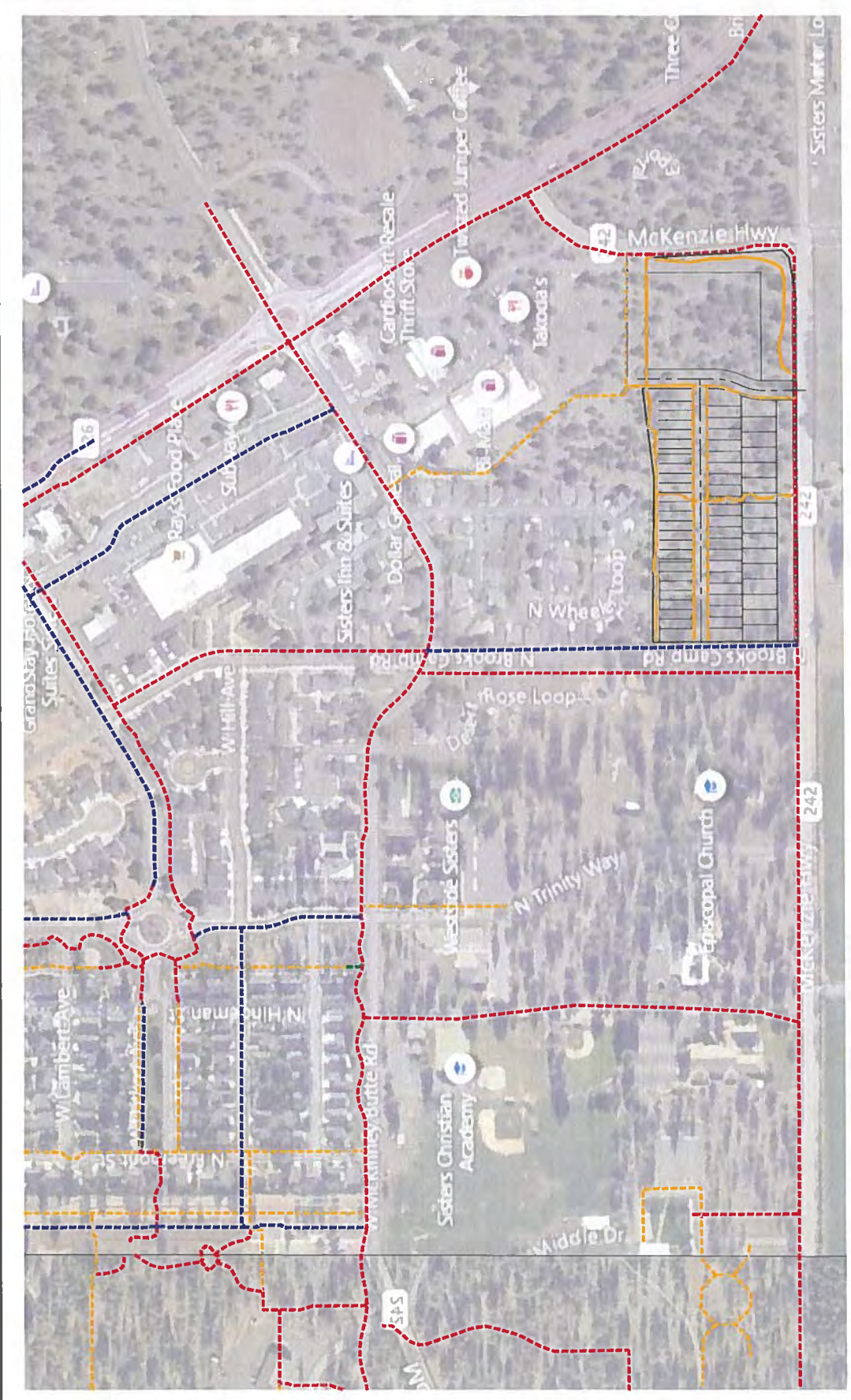
# EXHIBIT A P2.3

**SHEET TITLE:**  
NW SISTERS  
CONNECTIVITY PLAN

**PROJECT:** SUNSET MEADOWS  
MASTER PLAN AND SUBDIVISION  
**PROJECT LOCATION:** SISTERS, OR  
**CLIENT:** WOODHILL HOMES

**DATE:** 10/10/23  
**NO. REVISION:**  
**DATE:** 10/10/23  
**REVISION PLAN**

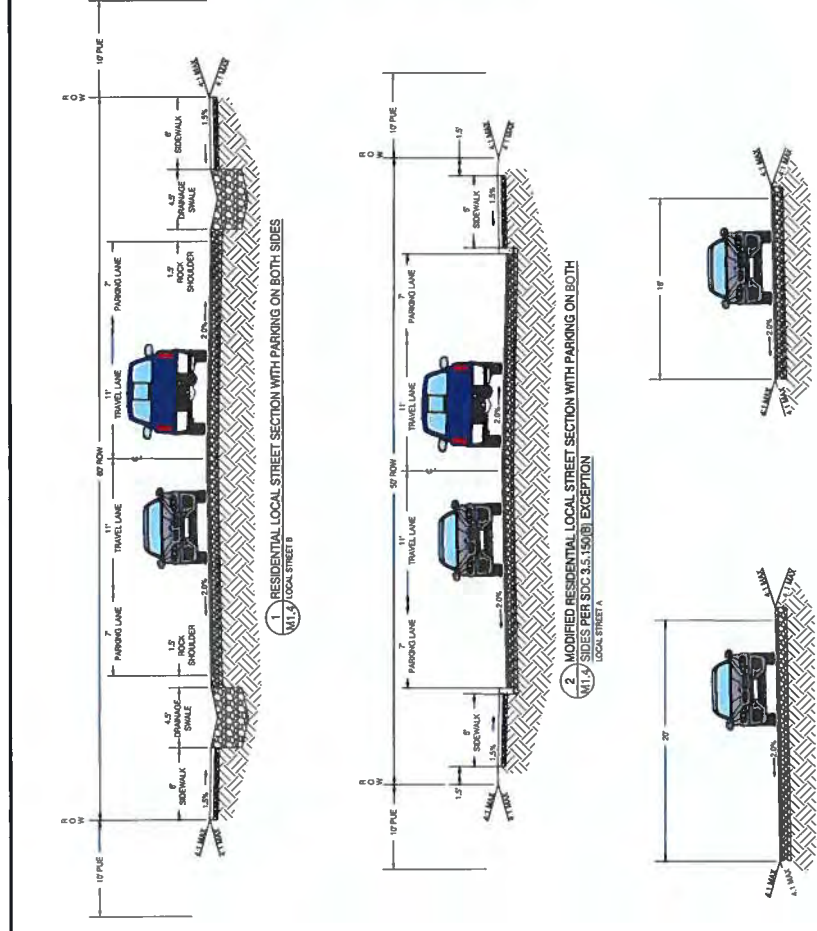
**DATE:** 10/10/23  
**NO. REVISION:**  
**DATE:** 10/10/23  
**REVISION PLAN**



**NW SISTERS CONNECTIVITY PLAN**

**NOTES**  
WHERE PEDESTRIAN AND BIKE ROUTES EXIST OR ARE PROVIDED ON OTHER SIDE OF THE STREET, ONLY ONE ROUTE IS SHOWN FOR THE PURPOSE OF CLARITY.  
WHERE EXISTING AND PROPOSED PEDESTRIAN ROUTES EXIST OR ARE PROVIDED ON THE SAME SIDE OF THE STREET, THESE ROUTES ARE SHOWN ON A LACK OF IMPORTANCE TO THE OVERALL CONNECTIVITY OF THE AREA.  
MULTI-USE ROUTE IS DEFINED AS A PATH THAT SERVES BOTH PEDESTRIANS AND BICYCLISTS. THESE PATHS ARE GENERALLY PAVED WITHIN SISTERS.

LEGEND	
—	EXISTING BIKE ROUTE**
- - -	PROPOSED BIKE CONNECTION**
- - -	EXISTING PEDESTRIAN ROUTE**
- - -	PROPOSED PEDESTRIAN CONNECTION**
- - -	EXISTING OR PLANNED MULTI-USE ROUTE***
- - -	PROPOSED MULTI-USE CONNECTION***



PHASING, AREA, AND DENSITY SUMMARY

PHASE	UNITS PROVIDED	GROSS AREA (ACRES)	ROW AREA (ACRES)	NET AREA (ACRES)	OS REQUIRED (ACRES)	OS PROVIDED (ACRES)	OS PERCENTAGE
1	10	1.77	0.78	0.98	0.15	0.34	34%
2	15	2.73	0.63	2.10	0.32	0.52	25%
3	14	1.73	0.65	1.08	0.16	0.22	21%
4	21	2.81	0.31	2.50	0.38	0.53	21%
5*	72-124*	3.89	0.11	3.77	0.57	1.54	30%
TOTAL	132-184*	12.92	2.49	10.43	1.56	3.15	30%

\* FUTURE SITE PLAN APPLICATION REQUIRED PRIOR TO CONSTRUCTION OF MULTIFAMILY UNITS. DETAILS TO BE EVALUATED DURING SITE PLAN REVIEW PROCESS.

HOUSING SUMMARY

HOUSING TYPE	PHASE	UNITS PROVIDED	AREA (ACRES)
TOWNHOMES	1	10	0.34
	2	14	0.52
	3	14	0.22
	4	21	1.54
	5	72-124	3.15
			1.56
			1.56

OPEN SPACE SUMMARY

PHASE	TRACT NAME	AREA (ACRES)
1	A,B,C	0.34
2	D,E,F	0.52
3	A,G	0.22
4	F	1.54
5	PARCEL 3	3.15
	TOTAL	3.15
	REQUIRED	1.56

MFR STANDARDS  
 MINIMUM DENSITY: 7 UNITS PER GROSS ACRE  
 MAXIMUM DENSITY: 15 UNITS PER GROSS ACRE  
 DENSITY PROVIDED: 10-14 UNITS PER GROSS ACRE  
 MINIMUM OS: 15% OF NET AREA

ACCESS SPACING

MAIN ROAD	INTERSECTING ROAD 1	INTERSECTION ROAD 2	DISTANCE (FT)
LOCAL STREET A	N. BROOKS CAMP RD.	LOCAL STREET B	800
LOCAL STREET B	MORRIS HWY	LOCAL STREET A	308
MORRIS HWY	LOCAL STREET A	FELICITY LANE	197
	HOOD AVE	LOCAL STREET B	482
	LOCAL STREET B	N. BROOKS CAMP ROAD	821

MFR STANDARDS  
 MINIMUM DENSITY: 7 UNITS PER GROSS ACRE  
 MAXIMUM DENSITY: 15 UNITS PER GROSS ACRE  
 MAXIMUM DENSITY WITH MINOR CONDITIONAL USE: 20 UNITS PER ACRE  
 MINIMUM OS: 15% OF NET AREA

AMENITIES  
 MASTER PLANS PROPOSING MORE THAN 100 UNITS ARE REQUIRED TO PROVIDE 4 AMENITIES. THE MASTER PLAN CURRENTLY PROPOSES A DOGS PARK (1) AND A DOGS PARK (1) AND APPROXIMATE LOCATIONS FOR PLAYGROUND (1) AND A DOGS PARK (1). APPROXIMATE LOCATIONS FOR AMENITIES WITHIN THE MULTIFAMILY SITE ARE PROVIDED. FINAL LOCATIONS FOR AMENITIES WITHIN THE MULTIFAMILY SITE WILL BE DETERMINED DURING SITE PLAN APPLICATION. THE PLAYGROUND WILL INCLUDE A PLAY STRUCTURE, BENCHES, AND A DOGS PARK. THE DOGS PARK WILL INCLUDE A TENCED AREA, BARK MULCH SURFACING, AND BENCHES.

4 MODIFIED ALLEY SECTION PER SDC 3.5.150(B) EXCEPTION  
 M.L.9 ALLEY 6

3 ALLEY SECTION  
 M.L.9 ALLEY A



DRAWING STATUS: DATE: 10/09/23  
 MASTER PLAN 10/09/23  
 REVISION PLAN 12/22/23

NO.	REVISION	DATE



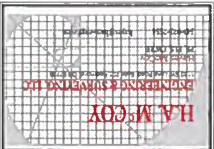
PROJECT: SUNSET MEADOWS  
 MASTER PLAN AND SUBMISSION  
 PROJECT LOCATION: SISTERS, OH  
 CLIENT: WOODHILL HOMES

SHEET TITLE: STREET SECTIONS AND TABULATIONS  
 EXHIBIT A

JOB NO.: 21-04  
 DRAWN BY: BM  
 DRAWING: P2.4



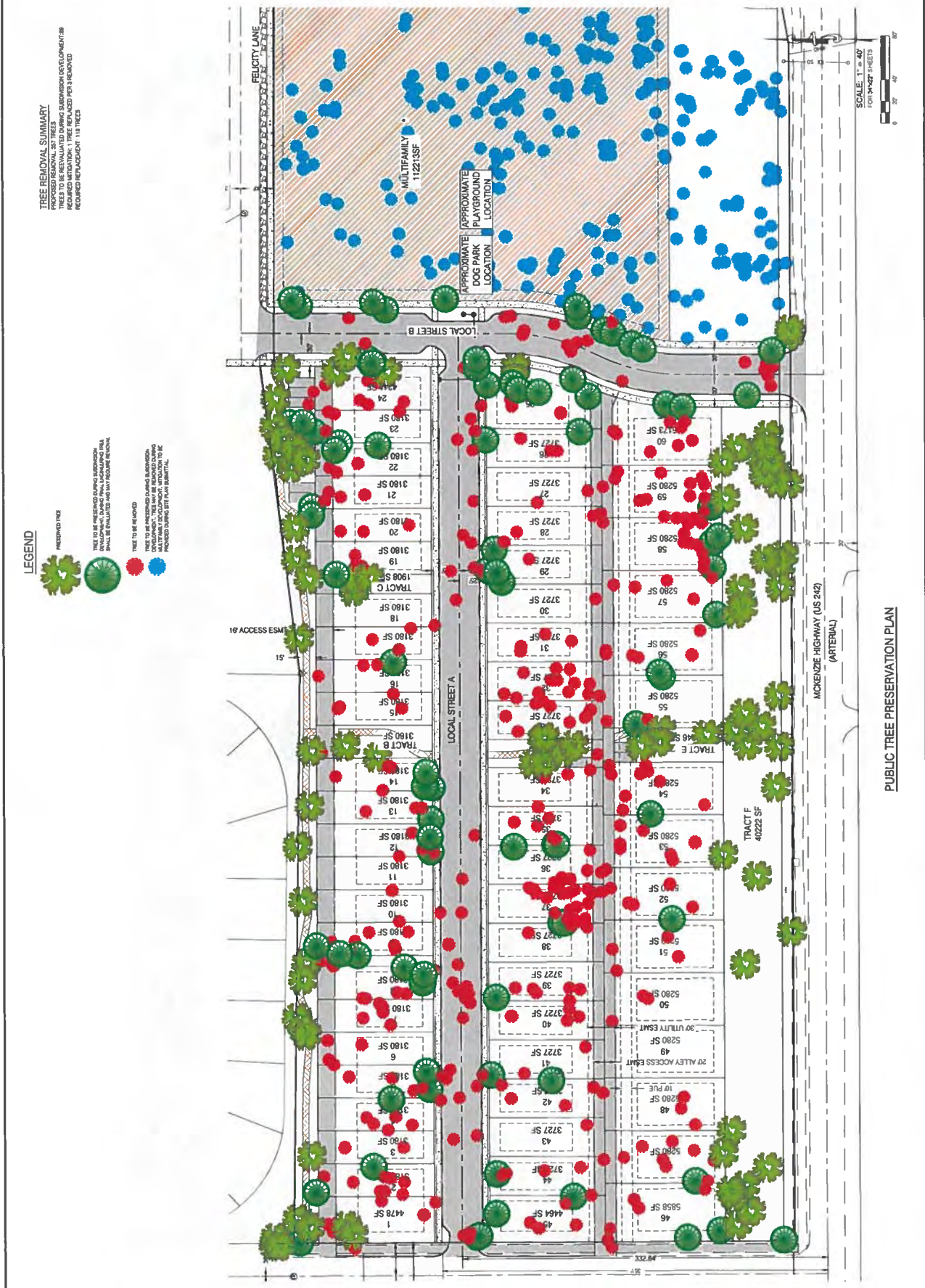
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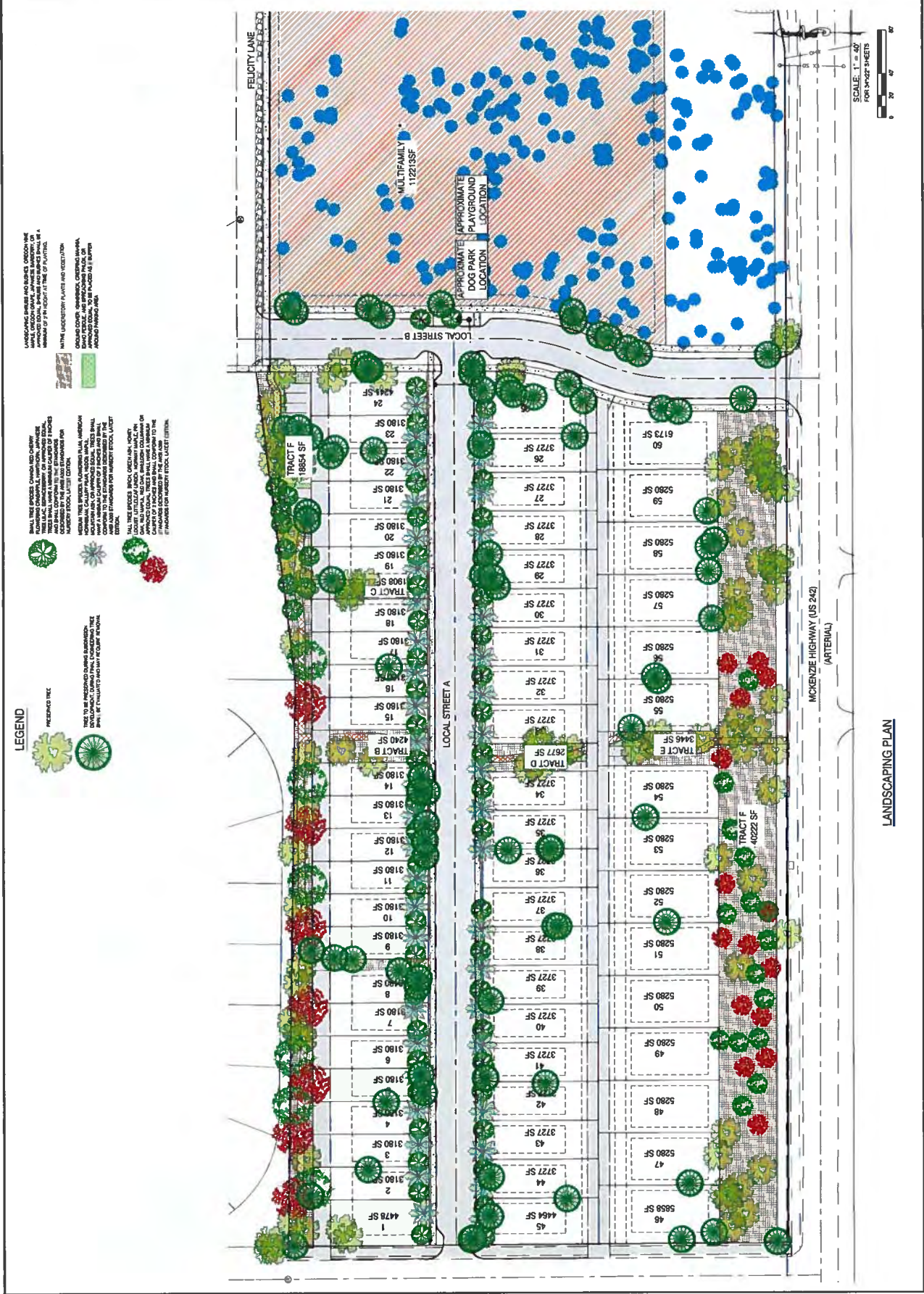


PROJECT: SUNSET MEADOWS MASTER PLAN AND SUBDIVISION  
 PROJECT LOCATION: SISTERS, OR  
 CLIENT: WOODHILL HOMES

SHEET TITLE: PUBLIC TREE PRESERVATION PLAN

JOB NO. 21-041  
 DRAWN BY: MW  
 DRAWING: P2.5









## STAFF REPORT

### Community Development Department

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#### **EXHIBIT D: STAFF RECOMMENDED CONDITIONS OF APPROVAL**

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##### **Staff Recommended Conditions of Approval for MP 22-01/ SUB 22-01/MNR 22-02**

Based on the submitted plans and foregoing findings, Staff recommends that the Planning Commission recommend approval of the land use applications in file nos. MP 22-01/ SUB 22-01/MNR 22-02 subject to the following conditions of approval:

##### **Planning**

1. Approval is based on the submitted plans and application materials. Significant changes will require a modification of decision or submission of a new application depending upon the scope of the change.
2. Site Plan Review approval is required for development of the proposed multi-family residential development.
3. Development shall comply with all applicable public works, building, and fire code standards.
4. All dwelling units shall be provided with internal laundry facilities or an accessory laundry building shall be provided on site.
5. The modifications to the development standards allowed as part of this master plan approval include:
  - Detached Single-Family Dwelling Lots 25-45
    - 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 1-24
    - Lot Area: 10% reduction in lot area from 3,500 square feet to 3,150 square feet
    - Lot Width: 15% reduction from 35 feet to 30 feet
6. Garbage and recycling collection areas must be shown on future site plans and comply with SDC 4.5.400(G).
7. On the final plat for each phase, or via a separate recorded instrument recorded concurrent with each phase, the applicant shall establish a perpetual open space easement for all privately owned, but publicly accessible open spaces, public access easements, and public utility easements for open spaces, alleys, multi-use paths, and utility areas. The language creating such easements must be acceptable to City.
8. Prior to final plat approval of Phase 1, a revised amenities plan shall be submitted outlining the timing of installation of the required amenities based on the number of units with each phase as specified

SDC 4.5.400(I). Detailed plans for these amenities are required to be submitted to staff for review prior to recording of each plat.

9. Garage/carports shall be provided for all dwelling units in the MFR zone district in accordance with SDC 2.3.300(E).
10. Detailed landscaping plans are required to be submitted at the time of each individual site plan review and building permit per SDC Chapter 3.2. City may withhold certificates of occupancy/final approval until required landscaping is installed, or, in the case of inclement winter weather, a refundable deposit may be posted with the Community Development Department in order to secure a Certificate of Occupancy.
11. The applicant shall record a deed restriction on the subject property and all future lots and parcels created, noting inclusion of the property in the approved Master Planned Development in a form acceptable to the City.
12. Setbacks from streets shall be staggered or buildings must contain architectural features that assure variety and interest along the street in accordance with SDC 4.5.700(E).
13. Street names shall conform to Chapter 12.20 of the Sisters Municipal Code, including, without limitation, the procedures for naming new roads in SMC 12.20.030.
14. No signs, other than ordinary street and safety signs, shall be installed until a Comprehensive Sign Plan is approved in accordance with SDC 4.5.800. Sign permits shall also be required for individual signs.
15. Required driveways, aprons, parking areas, aisles, and turn-arounds shall be paved with asphalt, concrete or comparable durable surfacing, subject to review and approval by the Community Development Director.
16. All driveway spacing to be reviewed at the time of site plan, or building permit.
17. Where a property has frontage on more than one street, access shall be limited to the street with lesser functional classification.
18. If a property has access to an alley or lane, direct access to a public street is not permitted.
19. The tree preservation plan is evaluated and approved by City staff prior to construction of each phase and issuance of building permits for each lot to verify compliance with SDC 3.2.500. The applicant must provide replacement trees in accordance with the 3:1 removal to replacement ratio requirement in SDC 3.2.500(D)(2). The applicant can either choose to plant replacement trees or pay a fee-in-lieu, if planting is not feasible. Prior to final plat approval for each phase, a tree replacement plan shall be provided for staff to review the location of the replacement trees. All trees noted on the approved plans to remain, or to be evaluated at a later time, must be protected with the protection standards outlined in SDC 3.2.500.
20. Street trees must be planted or bonded for, prior to final plat approval for each phase, in accordance with SDC 3.2.600.
21. All parking must meet the requirements of Chapter 3.3 to ensure compliance with this criterion.

- 22. Common areas shall be maintained by a homeowners association or other legal entity.
- 23. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of the Sisters Development Code.
- 24. The applicant shall develop the property in accordance with the phasing plan attached to this decision and with the requirements noted in the SDC Section 4.3.400(E).

Phase	Final Plat Application Submitted By:
Minor Partition and Phase 1	Within 3 years of date decision becomes final
Phase 2-5	Within 6 years of date decision becomes final

- 25. The multi-family residential development proposed in this Master Plan shall be completed no later than as Phase 3 of Sunset Meadows. Certificates of Occupancy for the multi-family residential development shall be obtained prior to the recordation of the final plat for proposed Phases 3 or 4 of Sunset Meadows as identified on the revised phasing plan dated December 22, 2022.

**Public Works & Engineering  
Transportation**

- 26. All internal local streets and alleys to be constructed to standard set forth in the Public Works Construction Standards, latest edition, except for the approved design exception for Local Street A.
- 27. Local Street A cross section with reduced 50-foot right-of-way will be permitted only with parking on both sides of the street. The City will allow roadside swales to be eliminated with the addition of curbs, curb extensions incorporated on both sides of the street for traffic calming, and a drainage system that includes drywells. Developer shall construct (2) additional mid-block crossings with curb extensions equally spaced on local street A. Street trees shall be incorporated into curb extension locations.
- 28. The width of the asphalt path along Brooks Camp Road frontage shall be 8 feet minimum.
- 29. Developer shall re-construct the McKenzie Hwy multi-use path to be 10 feet in width and meander through the open space area creating better separation from the Hwy. The east end of the path shall terminate at new ADA compliant curb ramps at the W. Hood Ave and Hwy 242 intersection.
- 30. Developer shall design and construct new ADA curb ramps at the NE corner of the W. Hood Ave and Hwy 242 intersection.
- 31. A 10-foot right-of-way dedication is required along Hwy 242.
- 32. Accessible ramps will be required at all internal street intersections in all directions.
- 33. Fencing, signage, above-ground utilities, landscaping, and other obstructions should be sited outside of the intersection sight distance triangles with dimensions shown within project civil

plans. Landscaping within this area should be maintained below a height of 2-feet, with tree canopies trimmed above 8-feet.

34. The City, County or State with jurisdiction shall install all signs for traffic control. The cost of signs required for new development, including stop signs and any other roadway signs, shall be the responsibility of the developers and shall be installed as part of the street system developed and approved through the land use process. Street name signs shall be installed by developers at all street intersections per public works standards and specifications.
35. Street lights shall be installed in accordance with the public works standards and specifications.
36. Sunset Meadows (or the first adjacent development project) shall prepare 30% design plans for the concept shown in Figure 1 to help identify issues, constraints, and utility modifications associated with the improvements.
  - a. Sunset Meadows to complete the improvements shown on the northwest intersection quadrant along the site frontage, as well as associated restriping as a result of the modifications.
  - b. Installation of new curbing along the revised northwestern curb return
  - c. Installation of directional curb ramps in compliance with ADA requirements
  - d. Integration of the multiuse pathways with the new ramps
  - e. Relocation of signing and striping as required with the revised design.
37. Prior to final plat approval involving establishing the intersection of Local Steet B and Hwy 242, a new Application for State Highway Approach shall be approved. The Application for State Highway Approach shall be submitted to ODOT District 10 Permits and Operations Specialist, Quinn Shubert.
38. Driveway access permits are required for any new access to a public street under the jurisdiction of the City of Sisters.
39. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be re-established and protected.

#### **Water**

40. The proposed water main in the southerly alley shall be within a 30-foot wide easement (covering both water and sewer mains). No franchise utilities will be allowed alongside water and sewer mains in the southerly private alley. Franchise utilities may be placed along Tracts A and B.

#### **Sewer**

41. The proposed sewer main in the southerly alley shall be within a 30-foot wide easement (covering both water and sewer mains). No franchise utilities will be allowed alongside water and sewer mains in the southerly private alley. Franchise utilities may be placed along Tracts A and B.

#### **Construction Plans**

42. Upon land use approval or building permit application, construction plans that include all proposed and/or required public improvements, water/sewer service connections, pretreatment facility, and

on-site grading and drainage shall be submitted to the City for review and approval prior to development.

**Expiration of Approval**

The approval for the subdivision will expire, with respect to each phase, unless a final plat application is submitted for such phase in accordance with the schedule set out below. A phase will not be considered initiated until it is platted. The master plan approval will expire two years from the date the decision becomes final and will be considered initiated upon recording of the Minor Partition and Phase 1 plats. The approvals may be extended as provided under the Development Code. For the sake of clarity, the decision becomes final on the date that it is no longer subject to appeal.

Phase Final Plat Application Submitted By:

Minor Partition and Phase 1 Within 3 years of date decision becomes final

Phases 2-5 Within 6 years of date decision becomes final



**A RESOLUTION OF THE CITY OF SISTERS PLANNING COMMISSION  
RESOLUTION PC 2023-01**

**EXHIBIT B**

**Planning Commission Approved Conditions of Approval for MP 22-01 / SUB 22-01 / MNR 22-02.**

Based on the submitted plans and foregoing findings, Planning Commission approves the land use applications in files MP 22-01 / SUB 22-01 / MNR 22-02 subject to the following conditions of approval:

**Planning**

1. Approval is based on the submitted plans and application materials. Significant changes will require a modification of decision or submission of a new application depending upon the scope of the change.
2. Site Plan Review approval is required for development of the proposed multi-family residential development.
3. Development shall comply with all applicable public works, building, and fire code standards.
4. All dwelling units shall be provided with internal laundry facilities or an accessory laundry building shall be provided on site.
5. The modifications to the development standards allowed as part of this master plan approval include:
  - Detached Single-Family Dwelling Lots 25-45
    - 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
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7. On the final plat for each phase, or via a separate recorded instrument recorded concurrent with each phase, the applicant shall establish a perpetual open space easement for all privately owned, but publicly accessible open spaces, public access easements, and public utility easements for open spaces, alleys, multi-use paths, and utility areas. The language creating such easements must be acceptable to City.
8. Prior to final plat approval of Phase 1, a revised amenities plan shall be submitted outlining the timing of installation of the required amenities based on the number of units with each phase as specified SDC 4.5.400(I). Detailed plans for these amenities are required to be submitted to staff for review prior to recording of each plat.

CITY OF SISTERS  
Planning Commission Resolution

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9. Garage/carports shall be provided for all dwelling units in the MFR zone district in accordance with SDC 2.3.300(E).
10. Detailed landscaping plans are required to be submitted at the time of each individual site plan review and building permit per SDC Chapter 3.2. City may withhold certificates of occupancy/final approval until required landscaping is installed, or, in the case of inclement winter weather, a refundable deposit may be posted with the Community Development Department in order to secure a Certificate of Occupancy.
11. The applicant shall record a deed restriction on the subject property and all future lots and parcels created, noting inclusion of the property in the approved Master Planned Development in a form acceptable to the City.
12. Setbacks from streets shall be staggered or buildings must contain architectural features that assure variety and interest along the street in accordance with SDC 4.5.700(E).
13. Street names shall conform to Chapter 12.20 of the Sisters Municipal Code, including, without limitation, the procedures for naming new roads in SMC 12.20.030.
14. No signs, other than ordinary street and safety signs, shall be installed until a Comprehensive Sign Plan is approved in accordance with SDC 4.5.800. Sign permits shall also be required for individual signs.
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16. All driveway spacing to be reviewed at the time of site plan, or building permit.
17. Where a property has frontage on more than one street, access shall be limited to the street with lesser functional classification.
18. If a property has access to an alley or lane, direct access to a public street is not permitted.
19. The tree preservation plan is evaluated and approved by City staff prior to construction of each phase and issuance of building permits for each lot to verify compliance with SDC 3.2.500. The applicant must provide replacement trees in accordance with the 3:1 removal to replacement ratio requirement in SDC 3.2.500(D)(2). The applicant can either choose to plant replacement trees or pay a fee-in-lieu, if planting is not feasible. Prior to final plat approval for each phase, a tree replacement plan shall be provided for staff to review the location of the replacement trees. All trees noted on the approved plans to remain, or to be evaluated at a later time, must be protected with the protection standards outlined in SDC 3.2.500.

CITY OF SISTERS  
 Planning Commission Resolution

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- 20. Street trees must be planted or bonded for, prior to final plat approval for each phase, in accordance with SDC 3.2.600.
- 21. All parking must meet the requirements of Chapter 3.3 to ensure compliance with this criterion.
- 22. Common areas shall be maintained by a homeowners association or other legal entity.
- 23. No development may occur unless required public facilities are in place or are guaranteed in conformance with the provisions of the Sisters Development Code.
- 24. The applicant shall develop the property in accordance with the phasing plan attached to this decision and with the requirements noted in the SDC Section 4.3.400(E).

Phase	Final Plat Application Submitted By:
Minor Partition and Phase 1	Within 3 years of date decision becomes final
Phase 2-5	Within 6 years of date decision becomes final

- 25. The multi-family residential development proposed in this Master Plan shall be completed no later than as Phase 3 of Sunset Meadows. Certificates of Occupancy for the multi-family residential development shall be obtained prior to the recordation of the final plat for proposed Phases 3 or 4 of Sunset Meadows as identified on the revised phasing plan dated December 22, 2022.

**Public Works & Engineering  
 Transportation**

- 26. All internal local streets and alleys to be constructed to standard set forth in the Public Works Construction Standards, latest edition, except for the approved design exception for Local Street A.
- 27. Local Street A cross section with reduced 50-foot right-of-way will be permitted only with parking on both sides of the street. The City will allow roadside swales to be eliminated with the addition of curbs, curb extensions incorporated on both sides of the street for traffic calming, and a drainage system that includes drywells. Developer shall construct (2) additional mid-block crossings with curb extensions equally spaced on local street A. Street trees shall be incorporated into curb extension locations.
- 28. The width of the asphalt path along Brooks Camp Road frontage shall be 8 feet minimum.
- 29. Developer shall re-construct the McKenzie Hwy multi-use path to be 10 feet in width and meander through the open space area creating better separation from the Hwy. The east end of the path shall terminate at new ADA compliant curb ramps at the W. Hood Ave and Hwy 242 intersection.
- 30. Developer shall design and construct new ADA curb ramps at the NE corner of the W. Hood Ave and Hwy 242 intersection.



CITY OF SISTERS  
Planning Commission Resolution

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31. A 10-foot right-of-way dedication is required along Hwy 242.
32. Accessible ramps will be required at all internal street intersections in all directions.
33. Fencing, signage, above-ground utilities, landscaping, and other obstructions should be sited outside of the intersection sight distance triangles with dimensions shown within project civil plans. Landscaping within this area should be maintained below a height of 2-feet, with tree canopies trimmed above 8-feet.
34. The City, County or State with jurisdiction shall install all signs for traffic control. The cost of signs required for new development, including stop signs and any other roadway signs, shall be the responsibility of the developers and shall be installed as part of the street system developed and approved through the land use process. Street name signs shall be installed by developers at all street intersections per public works standards and specifications.
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  - c. Installation of directional curb ramps in compliance with ADA requirements
  - d. Integration of the multiuse pathways with the new ramps
  - e. Relocation of signing and striping as required with the revised design.
37. Prior to final plat approval involving establishing the intersection of Local Steet B and Hwy 242, a new Application for State Highway Approach shall be approved. The Application for State Highway Approach shall be submitted to ODOT District 10 Permits and Operations Specialist, Quinn Shubert.
38. Driveway access permits are required for any new access to a public street under the jurisdiction of the City of Sisters.
39. Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be re-established and protected.

CITY OF SISTERS  
Planning Commission Resolution

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**Water**

40. The proposed water main in the southerly alley shall be within a 30-foot wide easement (covering both water and sewer mains). No franchise utilities will be allowed alongside water and sewer mains in the southerly private alley. Franchise utilities may be placed along Tracts A and B.

**Sewer**

41. The proposed sewer main in the southerly alley shall be within a 30-foot wide easement (covering both water and sewer mains). No franchise utilities will be allowed alongside water and sewer mains in the southerly private alley. Franchise utilities may be placed along Tracts A and B.

**Construction Plans**

42. Upon land use approval or building permit application, construction plans that include all proposed and/or required public improvements, water/sewer service connections, pretreatment facility, and on-site grading and drainage shall be submitted to the City for review and approval prior to development.

*END OF CONDITIONS*

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**From:** Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)>  
**Date:** January 24, 2023 at 3:18:23 PM PST  
**To:** George Hale <[ghale@woodhillhomes.net](mailto:ghale@woodhillhomes.net)>, Hayes McCoy <[hayes@ham-engr.com](mailto:hayes@ham-engr.com)>  
**Cc:** Scott Woodford <[swoodford@ci.sisters.or.us](mailto:swoodford@ci.sisters.or.us)>, Emelia Shoup <[eshoup@ci.sisters.or.us](mailto:eshoup@ci.sisters.or.us)>, Carol Jenkins <[cjenkins@ci.sisters.or.us](mailto:cjenkins@ci.sisters.or.us)>  
**Subject: Planning Commission Decision: File Nos. MP 22-01/SUB 22-01/MNR 22-02 - Sunset Meadows Master Plan (15510 McKenzie Highway)**

Hello George and Hayes-

Attached please find the Notice of Decision and Planning Commission Resolution for file nos. MP 22-01/SUB 22-01/MNR 22-02.

**File #s:** MP 22-01/SUB 22-01/ MNR 22-02  
**Applicant:** Woodhill Homes – George Hale  
**Owner:** Richard G Patterson Revocable Trust  
**Location:** Address: 15510 McKenzie Highway, Sisters, OR 97759;  
Tax Map and Lot: 15-10-5DC 7300  
**Request:** The Applicant is requesting approval of a Master Planned Development, Tentative Subdivision, and Minor Partition on a 12.92-acre property in the Multi-Family Residential District. The development includes 60-lot residential development with 36 lots for single family detached dwellings, 24 lots for attached townhome dwellings, a parcel for an approximately 72-124 unit multi-family residential development, 3.15-acres of open space, and other associated improvements.  
**Applicable Criteria:** City of Sisters Development Code (SDC):

Chapter 2.3 – Multi-Family Residential District  
Chapter 2.11 – Airport Overlay District  
Chapter 2.15 – Special Provisions  
Chapter 3 – Design Standards  
Chapter 4.1 – Types of Applications and Review  
Procedures  
Chapter 4.5 – Master Planned Developments  
Chapter 4.3 – Land Divisions and Lot Line Adjustments

This message serves as mailing of the decision as required by Chapter 4.1 of the Sisters Development Code.

Thank you,

**Matthew Martin, AICP**

Principal Planner

City of Sisters | Community Development Dept.

PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759

Desk: 541-323-5208 | City Hall: 541-549-6022

[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)

*This email is public record of the City of Sisters and is subject to public inspection unless exempt from disclosure under Oregon Public Records Law. This email is also subject to the City's Public Records Retention Schedule.*

# Master Planning Application Form

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)



- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accessory Dwelling     | <input type="checkbox"/> Lot Consolidation          | <input type="checkbox"/> Re-plat              |
| <input type="checkbox"/> Annexation (III/IV)    | <input type="checkbox"/> Lot Line Adjustment        | <input type="checkbox"/> Short Term Rental    |
| <input checked="" type="checkbox"/> Appeal      | <input type="checkbox"/> Lot of Record Verification | <input type="checkbox"/> Site Plan Review     |
| <input type="checkbox"/> Code Text Amendment    | <input type="checkbox"/> Master Plan                | <input type="checkbox"/> Subdivision          |
| <input type="checkbox"/> Comp. Plan Amendment   | <input type="checkbox"/> Minor Conditional Use      | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Minor/Major Variance       | <input type="checkbox"/> Time Extension       |
| <input type="checkbox"/> Final Plat Review      | <input type="checkbox"/> Modification               | <input type="checkbox"/> Zone Change          |
| <input type="checkbox"/> Home Occupation        | <input type="checkbox"/> Partition                  | <input type="checkbox"/> Other _____          |

### Applicant Information

\* The applicant will be the primary contact for all correspondence and contact from the City unless other arrangements are made in writing.

Woodhill Homes c/o George Hale

541.896.1777

Name

Phone

70 SW Century Drive, Suite 100-240, Bend, OR 97702

ghale@woodhillhomes.net

Address

Email

### Property Owner Information

Richard G Patterson Revocable Trust

Name

Phone

Address

Email

### Property Information

15510 McKenzie Highway, Sisters, OR 97759

12.92 acres

Address

Property Size (Acres or Square Feet)

15-10-5DC 7300

Tax Lot Number(s)

Multi-Family Residential (MFR)

Residential Multi-Family (R-MFSD)

Existing Zoning of Property

Comprehensive Plan Designation

Describe Project/Request: The Applicant hereby appeals the Planning Commission's Approval of Planning File No. MP-22 / SUB 22-01 / and MNR 22-02. Please see attached narrative.

DocuSigned by:  
Applicant Signature:   
0FCÉ1583F345410...

Date: 2/6/2023

DocuSigned by:  
Property Owner Signature: Richard G Patterson  
FOE94F472023465...

Date: 02/06/2023 | 12:29 PM PST

### For Office Use Only

Date Received: \_\_\_\_\_

File No.: \_\_\_\_\_

Check No.: \_\_\_\_\_

Cash: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Checked By: \_\_\_\_\_

Ver. 06/02/2022  
**Exhibit 3**

Use this table to determine the documents/maps needed to complete your application package. Incomplete application packets will delay the processing of your application.  X – Information is required. O – Other Information <u>may</u> be required. <i>SEE PLANNING STAFF</i>	Application & Filing Fee	Burden of Proof / Needs Analysis	Other Studies	Existing Site Conditions	Proposed Site Plan	Elevations	Floor Plans	Preliminary Title Report	Tentative Plat	Landscape Plan	Drainage / Grading Plan	Letter of Authorization	Legal Description	Dark Skies Lighting	PDFs of Each Drawing	Refer to Code section
	<b>Annexation</b>	X	X	O					X				X	X		
<b>Appeal</b>	X	X	X													X
<b>Code Interpretation</b>	X	X														X
<b>Code Text Amendment</b>	X	X	O													X
<b>Comp. Plan Amend.</b>	X	X	O													X
<b>Conditional Use Permit</b>	X	X	O	X	X	X	X	X		X	X	X	O		X	X
<b>Development Review</b>	X	X		X	X	O	O	X				X			O	X
<b>Flood Plain Review</b>	X	X		X	X			X				X			X	X
<b>Home Occupation Permit</b>	X			X	X	X	X	X			O	X			X	X
<b>Lot Line Adjustment</b>	X	X						X	X			X	X		X	X
<b>Lot Consolidation</b>	X	X						X	X			X	X		X	X
<b>Master Plan Development</b>	X	X	O	X	X	O	O	X	X	X	X	X	X		X	X
<b>Partition</b>	X	X	O	X	X			X	X			X			X	X
<b>Replat</b>	X	X	O	X	X			X	X			X			X	X
<b>Site Plan Review</b>	X	X	O	X	X	X	X	X		X	X	X	X	X	X	X
<b>Subdivision</b>	X	X	O	X	X			X	X			X			X	X
<b>Temporary Use Permit</b>	X	X	O	X	X	O	O	X				X			X	X
<b>Time Extension</b>	X											O				X
<b>Variance</b>	X	X	O	X	X	O	O	X	O	O	O	X			X	X
<b>Zone Change</b>	X	X	O					X				X				X
<b>Accessory Dwelling</b>	X	X	O	X	X	X	X	X				O		X	X	X

## Application Requirements

The following application requirements shall be submitted, unless indicated otherwise. Applicant may be required to submit additional copies upon staff's request.

- APPLICATION** (one copy) with FEE. *Note: Please refer to fee schedule.*
- PDF's OF EACH DRAWING.** PDF's of all application materials listed in this section shall be provided at the time of application.
- BURDEN OF PROOF or NEEDS ANALYSIS.** Scope of this document will vary according to the complexity of the Code Standards and Criteria that are used to review each application. Burden of proof shall include references to all applicable code sections. Questions regarding which code sections apply shall be directed to the Community Development Department staff.
- OTHER STUDIES.** Other studies, such as a Traffic Study, Impact Study or Soils Study may be required by the Community Development Director or designee according to the applicant's request. If required, the specific requirements needed by the City will be identified clearly/in writing, and within 30 days from the date the application is submitted to the City.
- SITE PLAN (Existing Conditions).** One (1) 18 x 24-inch minimum site plan and one (1) 11 x 17 reduction of the site plan.
- SITE PLAN (Proposed Project).** One (1) 18 x 24-inch minimum site plan and one (1) 11 x 17 reduction of the site plan.
- ELEVATIONS.** One (1) 18 x 24 inch minimum elevation drawing, and one (1) 11 x 17 reduction of the elevation drawings.
- FLOOR PLANS.** One (1) 18 x 24 inch minimum floorplan drawing, and one (1) 11 x 17 reduction of the floorplan drawings.
- PRELIMINARY TITLE REPORT.** A preliminary title report, subdivision guarantee, deed or equivalent documentation not older than six (6) months which shows any and all easements affecting the project site. *Note: this document must disclose easements recorded on the subject property, or it will not be accepted as meeting the submittal criteria.*
- TENTATIVE PLAT.** One (1) copy of a tentative subdivision or parcel plat; 18 x 24 inches minimum. One (1) 11 x 17 reduced copy of the subdivision or partition plat shall also be provided.
- LANDSCAPE PLAN.** One (1) 18 x 24-inch minimum landscape plan and one (1) 11 x 17 reduction of the landscape plan. Plan shall show tree / plant specie(s), coverage and sizes at time of planting, and approximate / type of irrigation system(s) to be used. Significant trees (8" or greater DBH) shall be mapped and identified for preservation or removal.
- GRADING AND DRAINAGE PLAN.** One (1) 18 x 24-inch minimum grading / drainage plans and one (1) 11 x 17 reduced version. Plan shall show on-site water retention, and shall be engineered to a 10 year / 24 hour event.
- LETTER OF AUTHORIZATION.** A letter signed by the property owner and containing the original signature which authorizes an agent or representative to act in the behalf of the owner during the planning review process.
- LEGAL DESCRIPTION.** A legal description of the entire project site (metes and bounds; subdivision or comparable acceptable legal description).
- DARK SKIES LIGHTING.** A cut-sheet and/or photometric study identifying any exterior lighting fixtures to be installed for the development. The information will be evaluated for compliance with the Dark Skies Ordinance (SDC 2.15.2400).

Ver. 06/02/2022