



## PLANNING COMMISSION Agenda

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)

### THURSDAY, APRIL 18, 2024 – 5:30 PM AGENDA

This Planning Commission meeting is accessible to the public in person in the City Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 and via the following Zoom link:

<https://us02web.zoom.us/j/82465567419>

#### I. CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA

II. **VISITOR COMMUNICATION:** This is time provided for individuals wishing to address the Planning Commission regarding issues not already on the agenda.

#### III. APPROVAL OF MINUTES

December 7, 2023 (Exhibit A)

January 4, 2024 (Exhibit B)

#### IV. PUBLIC HEARING

1. **PROJECT NAME:** Sun Ranch Tourist Commercial Zone District Text Amendments (Exhibit C)  
**FILE NUMBER(S):** City File# TA 24-01  
**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC  
**REQUEST:** Text Amendments to the Sisters Development Code Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial District. The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code.

#### V. STAFF AND COMMISSIONER COMMENTS

#### VI. ADJOURN

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Planning Commission Minutes  
Thursday, December 7, 2023 – 5:30 PM  
City Hall Council Chambers, 520 E. Cascade Avenue, Sisters, OR 97759

Chairman: Jeff Seymour  
Commissioners: Art Blumenkron, Jeremy Dickman, Vikki Hickman, Sarah McDougall,  
Tom Ries  
Absent: Cris Converse  
City Staff: Scott Woodford, Community Development Director, Matt Martin,  
Principal Planner, Emme Shoup, Associate Planner  
Visitor: John Barentine, Dark Skies Consultant  
Recording Secretary: Carol Jenkins, Recording Secretary

I. CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA

*Chairman Seymour* called the public hearing to order at 5:30 pm.  
A quorum was established. Adoption of Agenda – December 7, 2023.  
*Commissioner Blumenkron* made a motion to approve the Agenda for December 7, 2023, as proposed.  
*Commissioner Ries* seconded. Motion passes.

II. VISITOR COMMUNICATION - None

III. APPROVAL OF MINUTES – October 5, 2023, October 19, 2023, November 2, 2023.

*Commissioner McDougall* made a motion to approve the minutes for October 5, 2023, October 19, 2023, and November 2, 2023, as presented.  
*Commissioner Dickman* seconded. Motion passes.

IV. PUBLIC HEARING

Project Name: Dark Skies Outdoor Lighting Ordinance (Exhibit D)  
File Number(s): City File # TA 22-03  
Appellant: City of Sisters  
Request: Text Amendment to the Sisters Development Code to update Section 2.15.2400 on Dark Skies Standards.

*Chairman Seymour* asked the Commission if they had any conflicts of interest and if they plan to participate in the hearing.

*Commissioner Hickman* – No conflicts of interest and plan to participate.  
*Commissioner Blumenkron* – No conflicts of interest and plan to participate.  
*Commissioner Ries* – No conflicts of interest or plan to participate.

*Commissioner Dickman* – No conflicts of interest and plan to participate.

*Commissioner McDougall* – No conflicts of interest and plan to participate.

*Chairman Seymour* – No conflicts of interest and plan to participate.

*Chairman Seymour* asked staff to come forward and present the staff report.

#### BACKGROUND

In their goal setting for fiscal year 2023/2024, the City Council made continuing “to strengthen and prioritize Dark Sky Code language” a priority for the Council and the community.

There currently is an outdoor lighting ordinance in the Sisters Development Code – Section 2.15.400 (Dark Skies Standards, which was last updated in 2010 and applies to the installation of all outdoor lighting fixtures and provides standards for installation of such lighting and a timeframe for bringing non-conforming lighting into conformance.

Since the adoption, there have been many changes in lighting, including many technological advances and how lighting is measured and evaluated, as well as an increasing desire in the community to do more to protect our dark skies from the negative impacts of poorly designed outdoor lighting. Further, it is necessary to reconsider the timeframe for non-conforming lighting, as the five-year timeframe established in the current code was not met, which would have been in 2015.

Community led efforts to educate the community on the importance of sensitive lighting on the ability to see the nighttime stars have also inspired this effort - most notably by the Astronomy Club with Sisters High School - who have provided community education about the impacts of lighting on the ability to see the stars at night and on wildlife and the environment. Additionally, multiple letters have been encouraging steps to preserve the dark sky and goals and community input during the update of the Sisters Comprehensive Plan emphasized and supported the need to update the Dark Skies ordinance.

Ensuing discussions with City Council have also highlighted interest in becoming certified as an International Dark Sky Community by the International Dark Sky Association ([www.darksky.org](http://www.darksky.org)). According to the IDA, benefits of certification include increased tourism to the community (sometimes called astro-tourism) and increased public awareness about dark skies (while still preserving opportunities for lighting for safety). Designation entitles the community to display the International Dark Sky Community logo in official publications, promotions, and on signs at entrances or within the community. Certification requires adherence to a set of minimum standards and the proposed ordinance was designed to comply with IDA certification requirements should the City Council choose to apply.

In crafting the development code amendment, staff met with the Planning Commission and City Council for multiple workshops to craft the ordinance and sought input from several members of the business community, and from a variety of groups with a particular interest or expertise on the subject.

The 2010 Ordinance that was last adopted was no longer relevant in terms of some of the changes that have occurred in the industry and use of terminology that was out of date and obsolete. Time had passed and there was a non-conforming date that was set in the ordinance that had passed and needed to or considered to be reset. There was a lot of support from the High School Astronomy Club, and from the public to have a strong lighting ordinance to not only maintain what we have, but to strengthen it. Their efforts are a big part of why you are seeing these updates before you. It is a City Council goal and has been for the last couple of years and these goals are instrumental in driving the work plan for staff and for the rest of the City Commissions.

*Director Woodford* wanted to call out and highlight from the recent Comprehensive Plan Update two policies that support enhancing the lighting Ordinance.

Livability Policy 4.2.7 – The City shall enhance its Dark Skies program to prevent light pollution and protect night sky views both through regulation and new development and through incentivizing retrofitting of existing non-conforming lighting.

Public Facilities 9.12 – The City shall ensure that street lighting in Sisters is consistent with the City’s Western Design Theme, the dark skies ordinance, and other development code provisions, except where it is inconsistent with established or adopted safety-related requirements for standards.

For those of you that have been on the Commission for a couple of years, this has been a long process to get to where we are. It is an important ordinance that affects a lot of people in the community and just about everybody. It has some technical elements to it and we wanted to make sure that any ordinance that we crafted had the feedback of a broad section of the community to make sure it is the best ordinance that we could possibly put together. Including City Council, Planning Commission, multiple work sessions, and we started this process in early 2022 with five to six work sessions with both bodies. We did have a public hearing back in July of last year and felt by the Commission that the ordinance was not ready yet. We went back and did additional research, outreach to the community to make sure we had by in just in general and how the community was going to look at this.

We talked with the local architects, the School District Facility Manager, the Electrical Engineers, and Code Enforcement Officer which will enforce this often. The Public Works Staff was integral in this because a lot of the lighting is public lighting and overseen by their staff and internal Community Development staff were helpful in giving their input into how this would be administrated. We ran it by our legal staff and had a cross section of the business owners in the community to get their input on several aspects of the ordinance and incorporated their comments into the latest draft of the ordinance. The Astronomy Club at the High School and the teacher have been big advocates for this and very helpful in terms of providing information and being willing to provide the community with education aspects that this process will certainly entail as we go forward. Community members who are advocates of the Dark Skies have submitted multiple comments and provided multiple public testimony.

*Director Woodford* stated that Mr. Barentine, our Dark Skies Consultant has been very helpful and given our draft ordinance a pass through and an audit to make sure that it is something that would be workable, met industry standards, and was in line with the best practices that he has experienced throughout the country.

*Director Woodford* stated what we have presented before you tonight hopefully, we got it right, it may not be perfect, but we think it is a good ordinance. Certainly, if there is further input and further need for change, we want to hear that tonight, and things that we need to go back to the drawing board on, we want to hear that as well. Once we get it out there, and test it out, there will be some need for some tweaks which is not unusual for any ordinance.

*Director Woodford* stated that he wanted to summarize some of the community letters that we have gotten and feedback we have received. There was an emphasis on all public lighting is subject to the same standards that we would subject the private property owners to adhere to. Through the work sessions and discussions, we are at that point. Some of the comments are: Support for retro fitting the Cascade Ave. lights and different modifications that are under consideration, curfews and regulation of string lighting and one theme out of that is requirement of curfews on the string lighting, a general favor of the five (5) year timeframe for amortization of non-conforming private lighting (the current ordinance says 10 years, a strong support for the City applying for the International Dark Skies certification for Sisters.

*Director Woodford* stated that in terms of the Business Owner Feedback – Widespread support for protecting the dark skies, wanting regulations to work for their operations and be cost effective, need to provide safety for employees/guests, signage lit all night for guests checking in, unfamiliar to area, support for financial incentives to replace old non-conforming lighting could be a showcase, support for phase out over time vs. strict timeline, education first before enforcement, string lights – provide ambiance, regulating too far, support curfew.

Guiding Principles of Updated Ordinance:

Useful – All light should have a clear purpose. Targeted – so that light falls only where it is supposed to fall, Low Level – the lowest level necessary to achieve the goal, Controlled – only occurs when it is needed which the ordinance encourages timers or motion detectors on light to be employed to ensure that the lighting is only used when needed and off when it is not, and Color – it is an important concept and warmer lights should be used when possible.

Definitions – They help to guide administration of the ordinance, Key Definitions – Downcast (making sure the downcast means that the shielding is parallel to the ground), Fully Shielded (fully shielded on all sides where you cannot see the light source), and Light Trespass (a person standing on any other property cannot see the light emitting source directly).

Applicability – Applies to all new lighting installed on or after the effective date of the ordinance which could be sometime in February if the Planning Commission approves it tonight, and the City Council approves it in January – ordinances are effective 30 days after adoption. The Dark Skies Standards are in addition to applicable provisions of the Building Code and Electrical Code, and other provisions of the SDC including, without limitation, Chapter 3.4 (Signs).

Outdoor Lighting 101 – Five principles of Responsible Lighting – Shielding, Color Temperature, Intensity, and Timing.

Requirements – Downcast and Fully Shielded, Unshielded, Partially Shielded, and Fully Shielded.

Maximum Light Brightness – To prevent over-lighting, lighting shall not exceed the following lamp brightness:

Single Family: No individual lighting fixture may exceed 850 lumens and the entire property may not exceed 4,000 lumens in total, or 6,000 lumens in total if the property contains an accessory dwelling.

Duplex and Triplex: No individual lighting fixture may exceed 850 lumens and the entire property shall not exceed 6,000 lumens in total for a duplex or 8,000 lumens for a triplex.

Multi-Family Residential: No individual lighting fixture may exceed 850 lumens and the entire property may not exceed 20,000 lumens per net acre.

Mixed Use and Non-Residential: No individual lighting fixture may exceed 1,500 lumens and entire property may not exceed 25,000 lumens for the initial new acre plus 2,000 lumens for each additional net acre.

Publicly Owned Lighting: Public street lighting shall adhere to the standards contained in the current edition of IES Recommended Practice 8 (“Design of Roadway Facility Lighting”).

Parking Lot Lighting: Parking lot lighting shall be downcast, fully shielded, and meet the maximum brightness in accordance with recommended minimum value of the IES Standard RP-20-1, “Lighting for Parking Facilities” and shall not exceed a threshold of allowable light trespass of 0.1 foot-candle at the property line.

Color of Light: Blue light brightens the night sky more than any other color of light. Exposure to blue light at night has also been shown to harm human health and endanger wildlife. Bluer spectrum yields increased skyglow visible at large distances from cities. Proposed 3,000K max.

Curfew and Color: In all non-residential zones, all exterior lighting shall be extinguished either by 11 PM or within one (1) hour of close of normal business hours, or at the conclusion of usual operations whichever occur later. The lighting may resume one (1) hour before sunrise or the opening of business for the property whichever is earlier. Businesses whose normal operating hours are twenty-four (24) hours per day are exempt from this provision. Security lighting was feedback from the business community such as a gas station owner in town who does lower the lights when closed but would prefer to have some level of security lighting on his property. Color: The Correlated Color Temperature (CCT) shall not exceed 3000 Kelvins.

Publicly Owned Lighting: Publicly owned lighting including streetlights shall be fully shielded, comply with the color limits, meet the brightness limits, and they are encouraged, but not required, to comply with the light trespass requirement. Sometimes the lights are on the edge of the right-of-way which is on the edge of the private property align. Not impossible to do but more challenging to not have light trespass onto the property. The way it is written is to

meet all those requirements and encouraged to but not required to comply with the light trespass requirement. All outdoor lighting fixtures on public property other than lighting in the public right-of-way which are buildings owned by the City of Sisters must be fully shielded unless exempt from 2.15.2400(H) and adaptive controls and curfews must be employed on public lighting.

Signage: Except for businesses whose normal operating hours are twenty-four (24) hours per day, sign illumination must be extinguished completely one (1) hour after sunset (or at close of business for the property, whichever is later), and remain off until one (1) hour before sunrise (or opening of business for the property, whichever is earlier). The illuminated surface area of an individual sign cannot exceed 200 square feet, and lighting must be downcast and fully shielded.

Prohibitions: These were carried forward from our existing ordinance - Laser Source Lights, Search Lights, and Upward-Pointing Light Fixtures.

Exemptions: Non-conforming lighting is subject to Section 2.15.2400(I). Airport operations lighting and aircraft navigational beacons required by the Federal or State Law are exempt from those provisions. All other airport outdoor lighting must conform with this ordinance.

String Lights: String lights may be allowed in occupied dining and entertainment areas only and the CCT must not exceed three thousand (3,000) Kelvin, and each bulb may not exceed 50 lumens. String lights shall not be used as landscape lights. These limitations do not apply to holiday lighting. There was not an interest in prohibiting them, but there was an interest in putting some restrictions on it.

Exemptions – String Lights – May be installed in either residential or non-residential zones. Shall not be used to illuminate or decorate landscaping features. Installation of string lighting shall employ lamps that do not flash or flicker and whose individual output does not exceed fifty (50) lumens.

String Lights, subject to the following standards:

String lights may be installed in either residential or non-residential zones.

String lights shall not be used to illuminate or decorate landscaping features.

All installations of string lighting shall employ lamps that do not flash or flicker and whose individual output does not exceed fifty (50) lumens.

When used for purposes other than holiday lighting, string lights shall consist only of white light sources with a CCT not to exceed three thousand (3000) Kelvin.

String lights are exempt from the downcast and full shielding requirements of Section 2.15.400.E; it should be noted, however, the installation and operation of string lights in accordance with these provisions may still result in civil nuisance claims.

In non-residential zones, string lights may be installed in outdoor dining and entertainment areas only and shall not be used to delineate or outline the edges of a building or for any other purpose. String lighting must be completely extinguished by the end of normal business hours.

Permanent string lighting installations shall be subject to inclusion in the total lumen allowance calculation.

In residential zones, string lighting may be used to delineate or outline the edges of patios, porches, decks, and similar structures that do not face directly toward a street or public right of way. String lighting must be completely extinguished by 11 P.M.

The aforementioned limitations do not apply to holiday lighting.

Exemptions (Decorative Lighting):

Holiday lighting shall be allowed for no more than the period between November 1 and February 15.

Decorative low lumen lights are permitted only in residential districts.

Low lumen landscape lighting is permitted, but such lighting shall be shielded in such a way as to prevent glare and light trespass. Light fixtures shall be mounted no more than three (3) feet above grade and used solely for landscape delineation rather than area lighting.

Landscape and Deck Lighting:

Low lumen landscape lighting is permitted, but such lighting must be shielded in such a way as to minimize glare and light trespass. Luminaries must be mounted in or at grade (but not more than 3 feet above grade) and must be used solely for landscape delineation rather than area lighting.

Exemptions:

Special events that require the use of temporary outdoor light fixtures are exempt if the exemption does not exceed five (5) days for a particular property in any calendar year; however, permanent installations special event venues must conform to the Dark Skies Standards.

Lighting for U.S. flags properly displayed (consistent with the U.S. Flag Code).

Temporary construction lighting necessary for allowed use.

Lighting under the jurisdiction of the Oregon Department of Transportation.

Exemptions (Athletic Fields):

Athletic field lighting meeting the following conditions:

Current Illuminating Engineering Society (IES) lighting guidelines are followed according to the appropriate class of play.

Field lighting is provided exclusively for illumination of the surface of play and viewing stands and not for any other application.

Illuminance levels must be adjustable based on the task (e.g., active play vs. field



maintenance.

Off-site impacts of the lighting will be limited to the greatest practical extent possible.

Lights must be extinguished by 10:00 pm local time or one hour after the end of play, whichever is later.

Timers must be installed to prevent lights being left on accidentally overnight.

Non-Conforming Lighting:

Outdoor light fixtures lawfully installed and operable prior to the Effective Date are exempt from all such requirements, except as follows:

All publicly owned lighting must be brought into conformance within five (5) years after the Effective Date.

All privately owned lighting must be brought into conformance within ten (10) years after the Effective Date.

Notwithstanding anything herein to the contrary, any replacement or modification to nonconforming outdoor lighting must comply with the Dark Skies Standards.

Notwithstanding anything herein to the contrary, all non-conforming outdoor lighting must be brought into compliance as a condition of land use approval involving a Conditional Use or a Site Plan Review.

Lighting Plans Required:

Lighting Plan Required. All applications for Site Plan Review and/or building permits must include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing light fixtures, along with light fixture cut sheets from the manufacturer. The applicant must provide enough information to demonstrate compliance with the Dark Skies Standards. The Community Development Director may request any additional information necessary or appropriate to evaluate compliance with the Dark Skies Standards.

Next Steps:

If the Planning Commission recommends approval of TA 22-03, then it will be scheduled before the City Council for consideration of approval at a public hearing.

*Chairman Seymour* opened the public testimony portion of the hearing.

Paul Bennett, 159 N. Rope St., Sisters, OR 97759

*Mr. Bennett* stated that he recently viewed a zoom conference called Under One Sky. This was a 24-hour global gathering by the Dark Skies organization that follows the night around the world. Speakers from 45 different countries talked about the concerns and progress they have made towards saving our Dark Skies and Starry Nights. Here in Sisters, we celebrate our affection for our trees, birch, cottonwood, elm, and the mountains. Cascade St., Hood Ave.

St. Helens, to mention just a few by the names of our streets. We have two street names – New Moon and Starry Skies are appreciation of the stars and the natural wonders around us are part of the identity and fabric of Sisters. Change of course happens, the Cascade Range could become active and turn into a series of volcanos, trees may disappear because of climate change, draught, or wildfires. We could lose our view of the starry skies in our lifetime if we do not do something about it now. Education is the key here and brochures are available through the Dark Skies site. He discussed the cost of replacing the streetlights on Cascade and would like to see a breakdown of those costs. Let's keep wonder alive by preserving the Starry Skies that we have today and for generations to come.

Rima Givot, 18557 McSwain Dr., Sisters, OR 97759

*Ms. Givot* thanked the Commission for their commitment to this endeavor. It has been a couple of years now, and thanked them for the commitment, sticking with it, doing it right, and it has been eye opening. She is supportive of the revisions of the Dark Skies Ordinance amendments as written although she does agree about bringing the time to comply for private lighting to five (5) years instead of 10 years. She supports that the city lights be subject to the ordinance, all city lights (public lights) be brought into compliance within five (5) years and supports that the city pursue Dark Skies community status. She supports incentives be used to bring lights into compliance for the businesses, etc. She stated that she thinks string lights are purpose driven and enhance outdoor spaces for people to use while they are outside. It should not bring attention to the business. In having an 11:00 curfew in the private sector is great and makes sense that businesses should turn them off when they close. She asked the consultant if the ordinance as written comply with requirements to become Dark Skies community certified if the city were to adopt the proposed ordinance as written and chose to apply to become a Dark Sky community would the current revisions fit the requirements.

*Mr. Barentine* stated that he hesitates to say definitively because he needs to go back and check this current version. The last time he did, it checked almost all, if not all, of those boxes. If there is any doubt about it and the city's preference was to enact something that would make it eligible for the status, we can do that. Right now, and without having done that analysis, he hesitates to make a definitive statement.

*Ms. Givot* stated that with that being said, she would urge the Planning Commission to wait to approve any ordinance until all of those boxes have been checked so that the city could become a Dark Sky community should they choose to apply. The Sisters High School Astronomy Club is eager to help support with the education around this as best as we can as a high school entity. We already have been writing monthly articles in the paper and every article they write has a little plug towards how to make your life dark skies compliant.

Ron Thorkildson, 14450 Mountain View Dr., Sisters, OR 97759

*Mr. Thorkildson* stated that he has a couple of questions – the slides that were shown tonight, is that language intended to be part of the revised ordinance item by item. Also, is it meant to be the final version.

*Director Woodford* stated yes, and that language was taken directly from the ordinance proposed. It is the final staff proposed version depending on what the Planning Commission and City Council do if they make revisions, but it is the one staff is putting forward for review and approval. The hearing date of the City Council for approval is January 10, 2023.

*Chairman Seymour* closed the public testimony portion of the hearing.

*Chairman Seymour* asked if the Planning Commission had any further questions of staff.

*Commissioner Ries* asked Director Woodford if he has heard anything from the School Board whether they are encouraging adopting any kind of changes in their lighting usage at the High School to help accommodate the Dark Skies initiative.

*Director Woodford* stated that he has not and did get some comments back from the Facilities Manager but did not hear that there were enough comments from the School Board.

*Chairman Seymour* asked if Council proclaimed their decision to go ahead and pursue Dark Skies designation as an official designation, and if so, we have not been able to confirm that this code amendment would be sufficient to achieve that certification – what would the process be if we were to approve tonight what has been laid out before us to achieve that certification. Would it be an additional code change and go through this process again.

*Director Woodford* stated that the Council has not made a decision formally, it has been more of a consensus – head-nod, but enough to give an indication of general support. They have not told staff to go forward with this certification, but sense there is strong support amongst the Council. He stated that he cannot say definitively without them making some kind of motion or direction. If it is adopted as is, we would maybe have to do a once more passover to confirm it, but we are pretty darn close if it is adopted the way it is that it meets a lot of the certification requirements. If there is something missing, we can insert it between now and the Council is an option or adopt it and find out later that there is a provision that we missed, we could bring it back through the hearings process.

*Mr. Barentine* stated that with respect to the status of the code compared to the requirements for certification, he looked up some email traffic from October when he took what was then the current draft of the amendment proposal, and compared it against all of the Dark Sky International requirements, and at that time, the only thing that was missing is that the Dark Sky requires what calls a warranting statement for public owned lighting – a policy statement that identifies the circumstances where the city will make new installations of outdoor lighting versus when it will not – looking at some kind of other intervention that did not require lighting, etc. The organization has accepted something like a City Manager memo in lieu of the statement in the city code and that would enable us to get more specific about those cases where lighting would be used. That is the only missing piece. We could get to eligibility without requiring further changes to the ordinance, but we could do one more pre-flight check. He stated that he could run it past the Program Manager at Dark Skies to make sure we get a definitive pronouncement on that.

*Chairman Seymour* closed the public testimony portion of the hearing.

*Chairman Seymour* asked the Planning Commission if they were ready to deliberate on this proposal.

*Commissioner Blumenkron* stated that he would suggest changing the timeframe to five (5) years instead of 10 years.

*Commissioner Dickman* stated that he agrees with five (5) years instead of 10 years and the financial concerns for people as well.

*Commissioner Hickman* stated that she agrees with the five (5) years instead of 10 years.

*Commissioner Ries* stated that he agrees with the five (5) years instead of 10 years.

*Commissioner McDougall* asked Chairman Seymour if he had specific concerns about this proposal.

*Chairman Seymour* stated not specifically, but there are things that he does not like, but does not mean he is not in favor of it.

*Commissioner Dickman* stated that he is inclined to approve with that changes.

*Commissioner Ries* stated that he agrees but wishes there would be more by in in the community with business owners understanding, School Board understanding, and Public Works understanding and not just pushed by an astronomy club, Planning Commission, and City Council.

*Commissioner Hickman* stated that she thinks there should be some conditions tied to this.

*Chairman Seymour* stated that with his experience using Short-Term Rentals as an example that we would do the best we could at the time and then see how it went. It will be on the Planning Commission and staff to re-evaluate the 1, 2, 5 years, and see how that has come full circle and that is the topic we are now discussing. He stated that he does not feel that it needs to have a condition and that it needs to be brought back around for discussion at a predetermined date and time. We need to work with staff to make sure we are on top of it but that should be sufficient.

*Commissioner Dickman* stated that if we are just talking about the words in the ordinance as they sit right now, that is going to be fine with the City Manager memo, or City Council approval.

*Commissioner Dickman* stated that Section H 3.b string lights shall not be used to “solely” illuminate and decorate landscaping.

*Commissioner Dickman* moved to adopt the ordinance changing the private compliance date to five (5) years and inserting the word “solely” under Section H.3b with reference to illuminating or decorating landscaping features.

*Commissioner Blumenkron* seconded the motion. *Motion passes.*

*Chairman Seymour, Commissioner Blumenkron, Commissioner Dickman, Commissioner Hickman, Commissioner McDougall, Commissioner Ries. Motion passes. Absent: Vice Chairman Converse.*

*Chairman Seymour* stated that he wanted to express gratitude on behalf of the Commission to the community. We appreciate all the work everyone did.

V. STAFF AND COMMISSIONER COMMENTS

*Chairman Seymour* stated that he wanted to acknowledge Commissioner Hickman's birthday.

*Director Woodford* stated that he wanted to acknowledge Commissioner Hickman's birthday as well because not only is it her birthday, but her last Planning Commission meeting. He thanked her for being on the Commission and appreciated her in site and pushing us on some conventional thoughts and continue to participate in the process and community in some capacity, etc.

*Director Woodford* stated that they have done the interviews for the position and have made a recommendation to the mayor on the appointment that he will announce next week.

*Chairman Seymour* wanted to thank the Commission, staff, and the community. It has been a great and productive year and Sisters is on the right path with a lot of work still to do, but we are making it happen.

*Planner Shoup* stated that Sunset Meadows is moving and shaking right now. We have building permits coming in, final plats being submitted, and they are committing to that multi-family development first thing right off the bat.

VI. ADJOURN

The meeting was adjourned at 5:30 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary



Planning Commission Minutes  
Thursday, January 4, 2024 – 4:00 PM  
City Hall Council Chambers, 520 E. Cascade Avenue, Sisters, OR 97759

Chairman: Jeff Seymour  
Commissioners: Cris Converse, Art Blumenkron, Jeremy Dickman, Sarah McDougall, Rick Retzman  
Absent: Tom Ries  
City Staff: Scott Woodford, Community Development Director, Matt Martin, Principal Planner, Emme Shoup, Associate Planner  
Recording Secretary: Emme Shoup, Recording Secretary

I. CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA

*Chairman Seymour* called the workshop to order at 4:00 pm.

A quorum was established.

Adoption of Agenda – January 4, 2024.

*Vice Chairman* Converse made a motion to approve the Agenda for January 4, 2024, as proposed.

*Commissioner Retzman* seconded. Motion passes.

II. VISITOR COMMUNICATION – None

*Chairman Seymour* introduced and welcomed the newest member of the Planning Commission – Rick Retzman. Welcome Rick!

III. WORK SESSION

A. Wildfire Hazard Mitigation – Defensible Space and Building Hardening Code Update.

*Planner Martin* stated that this work session is to discuss defensible space and structural hardening standards to mitigate the impacts of wildfire and provide direction for associated Sisters City Code updates.

For the 2023-24 fiscal year, the City Council adopted several goals to accomplish in the coming year. One of those goals is to “Work toward updating defensible space and structural hardening requirements through the Development Code.” The Council identified this as a priority to address the risks and mitigate the impacts of wildfire in the city limits of Sisters. The purpose of this work session is to provide an overview of: Defensive Space and Structural Hardening. Existing City of Sisters Standards Updated/Upcoming Statewide Standards. Other Examples of Best Practices.

Staff seeks input and recommended direction from the Planning Commission regarding potential next steps regarding evaluation of potential changes to Sisters City Code to address defensible space and building hardening standards. To assist this process, the staff has identified several options for the Commission to consider. On November 29, 2023, staff met with the Council for a work session to present a similar overview of defensible space and building hardening strategies and receive input and direction from the Council. A summary of input and direction from the Council is provided at the end of the report.

Defensible Space:

Defensible space is the buffer created between buildings and the vegetated landscape that surrounds them that reduces the likelihood of embers or flames igniting the structure. Establishing and maintaining defensible space can make a significant difference during a wildfire. Creating a defensible space does not mean creating a moonscape. Examples of managing this defensible space include limbing and spacing trees, use of fire-resistant plants, removing vegetative byproducts such as needles and leaves, and keeping other combustibles separated from the buildings.

The study of wildfire behavior and mitigation best practices continues to evolve with a variety recommended actions to provide defensible space. To provide one example, staff looked to the National Fire Protection Association (NFPA) for guidance. Figure 1 below was created by NFPA to provide a visual example of defensible space. It is generally accepted that the requirements for an effective defensible space vary based on proximity to buildings. Figure 1. Defensible Space (Source: nfpa.org).

The NFPA identifies three (3) distinct areas of a defensible space: 1. Immediate Zone; 2. Intermediate Zone; and 3. Extended Zone. Table 1 describes each zone and the associated recommended actions to create and manage the zones. Staff recognizes that these are the recommendations of only one of many reputable organizations and that these recommendations may not be practicable or feasible for jurisdiction or individual property.

Immediate Zone, Description, Measures:

The home and the area *0-5 feet* from the furthest attached exterior point of the home; defined as a non-combustible area. Science tells us this is the most important zone to take immediate action on as it is the most vulnerable to embers. Start with the house itself then move into the landscaping section of the Immediate Zone.

Clean roofs, gutters, and vents of debris. • Replace or repair any loose or missing shingles or roof tiles. • Installing 1/8-inch metal mesh screening on vents and penetrations. • Repair or replace damaged or loose window screens and any broken windows • Screen or box-in areas below patios and decks with wire mesh. • Remove anything stored underneath decks or porches. • Move any flammable material away from wall exteriors – mulch, flammable plants, leaves, and needles, firewood piles.

Intermediate Zone:

*5-30 feet* from the furthest exterior point of the home. Landscaping/hardscaping employing careful landscaping or creating breaks that can help influence and decrease fire behavior.

Clear vegetation from under large stationary propane tanks. • Create fuel breaks with driveways, walkways/paths, patios, and decks. • Keep lawns and native grasses mowed to a height of four inches. • Remove ladder fuels (vegetation under trees) • Prune trees up to six to ten feet from the ground but not to exceed 1/3 of the overall height of shorter trees. • Space trees to have a minimum of eighteen feet between crowns with the distance increasing with the percentage of slope. • Tree placement should be planned to ensure the mature canopy is no closer than ten feet to the edge of the structure. • Tree and shrubs should be limited to small clusters of a few each to break up the continuity of the vegetation across the landscape.

Extended Zone:

*30-100 feet*, out to 200 feet. Landscaping – the goal here is not to eliminate fire but to interrupt fire’s path and keep flames smaller and on the ground.

Dispose of heavy accumulations of ground debris. • Remove small conifers growing between mature trees. • Remove vegetation adjacent to storage sheds or other outbuildings within this area. • Trees 30 to 60 feet from the home should have at least 12 feet between canopy tops. • Trees 60 to 100 feet from the home should have at least 6 feet between the canopy tops.

Structural Hardening:

Structural hardening (aka – building hardening, fire hardening) describes steps that can be taken to make a building more resistant to damage from a wildfire. This includes using materials for siding and/or roofing that resist ignition during a wildfire, installing fire resistant windows to protect openings, or using attic ventilation devices that help reduce ember intrusion. Structural hardening, along with creating defensible space, decreases the likelihood that a nearby fire will ignite a building, and it reduces the potential for damage. Structural hardening makes the community more resistant to the spread of wildfire. By slowing down a fire, it may create additional time and opportunity for emergency responders to protect life and property threatened by the fire. Figure 2 below (in the report) illustrates which building components are most vulnerable to ignition during a wildfire.

Building Components and Vulnerability:

Roof - Due to its large surface area, the roof is most susceptible to embers. Complicated roofs, such as those that meet vertical walls or include dormers, present additional vulnerabilities since they could accumulate debris and embers.

Vents – Traditional vents are vulnerable to embers and flame impingement. Embers passing through foundation, roof, and attic vents could ignite flammable materials inside the house.

Gutters - Debris can accumulate in the gutters and ignite with embers. This could directly expose the roof edges and the under-eave to flame contact.

Eave - Depending on design, the eave overhang can allow embers to enter through under-eave attic vents. With open-eave construction, gaps between the rafter tails and the blocking are vulnerable to ember entry.

Deck - Materials under and on top of a deck can ignite from embers or flame contact. Leaves and needles can accumulate in gaps between deck boards, creating ignition targets for



embers. If a deck burns, other parts of the house will be exposed to flames for a long period of time.

Windows - Flame contact and radiant heat could shatter the glass. Larger windows are more vulnerable than smaller windows. Vinyl windows could deform with radiant heat and create gaps in the window.

Fence - Debris or vegetation in contact with the fence could ignite it. If made of combustible materials, fences in contact with the house walls could expose the building to flame impingement.

Garage - Chemicals and flammable materials are often stored in a garage. Often garages are not insulated and could have air leaks or gaps where embers could land.

Siding - Siding is vulnerable when exposed to flames or radiant heat for extended periods. Gaps and joints in siding can create places where flame penetration can occur. Poorly maintained or degraded siding is also vulnerable to flame penetration.

Existing City of Sisters Standards:

The Sisters City Code does not explicitly use the terms “defensible space” or “structural hardening (or similar).” With that said, the Sisters Municipal Code (SMC) includes the following chapters that address vegetation management and building hardening that reduce the impacts of wildfire:

SMC Chapter 8.20 - Urban/Rural Interface (Attachment A) in the report.

SMC Chapter 8.20 addresses vegetation management in the city with the purpose “to incorporate “urban/rural interface” standards and criteria as a means of reducing the risk of the spread of wildfire.” The standards include establishment and maintenance of fuel breaks for any site within the city limits of Sisters that is designated as “extreme fire risk” property according to the fire risk map prepared by the Oregon Department of Forestry and referenced by exhibit in the chapter. Also included are requirements that all properties in the city limits of Sisters create clear space that is fuel free.

SMC Chapter 8.35 - Roofing Materials (Attachment B) in the report.

SMC Chapter 8.35 prohibits treated and untreated wood shingles and shake roofs. Instead, this code requires roofing to be asphalt shingles, slate shingles, metal roofing, tile, clay, or concrete shingles, and other approved roofing which is deemed to be equivalent to a minimum Class C rated roof covering.

Staff notes there are no standards in the Sisters Development Code (SDC) explicitly directed at defensible space or structural hardening. This, along with advancement in best practices for reducing the risk of the spread of wildfire, warrants consideration of updates to existing standards and adoption of others.

Updated/Upcoming Statewide Standards:

In 2021, the Governor signed into law Senate Bill 762 requiring action to reduce the risk to people and property from wildfire. Prominent elements of the legislation that coincides with this project include:

- Wildfire Risk Mapping

On Aug. 4, 2022, the Oregon Wildfire Risk Map that was released on June 30, was temporarily withdrawn for further refinement by the Oregon Department of Forestry. These refinements will incorporate feedback from more than 2,000 Oregonians received during the recent public engagement process from in-person and online sessions around the state. The department has not set a timetable for these revisions.

- Draft Defensible Space Standards:

The Oregon State Fire Marshal (OSFM) is mandated to adopt statewide minimum defensible space standards for high hazard zones. The OSFM, per the Senate Bill 762 mandate, has drafted said defensible space standards (Attachment C) using sections 603 and 604 of International Wildland-Urban Interface Code model language as a framework. Mandated implementation of these defensible space standards is tied to the adoption of the wildfire risk map.

- Update to Oregon Residential Specialty Code (ORSC) section R327 (Wildfire Hazard Mitigation). The Building Codes Division (BCD) is mandated to adopt fire hardening building code standards, based on existing wildfire mitigation provisions, which could be applied to new dwellings and the accessory structures of dwellings in areas of the state mapped as high hazard zones and that are in the wildland urban interface. The updated R327 code (Attachment D) would require dwellings and their accessory structures in the city limits of Sisters to incorporate certain types of materials and requirements for roofing, ventilation, exterior wall coverings, overhanging projections, decking surfaces, and glazing in windows/skylights and doors. The code also outlines a process for local implementation of these building code standards independent of state adoption of the wildfire risk map and/or applicability to high hazard zones identified on said map.

OTHER EXAMPLES OF BEST PRACTICES:

In addition to those best practices identified by the State of Oregon and the NFPA previously discussed, there are other examples of measures adopted by other jurisdictions that can be evaluated for implementation in the City of Sisters. One example is the City of Ashland, Oregon. Ashland is often referred to as a leader in the State of Oregon regarding wildfire mitigation measures for land use development.

In 2018, the Ashland City Council adopted a Wildfire Safety Ordinance that, as stated on the portion of the City's website dedicated to this topic<sup>2</sup>, is "One piece of an overall strategy to better protect our community from wildfire..." The ordinance amended both the land use code (Attachment E) and municipal code (Attachment F) incorporating standards for the following types of development projects: • Fences • Installing New Landscaping • Building a Deck, Addition, or Accessory Structure • New Construction on a Single, Vacant Lot • Fire Prevention and Control Plan for Subdivisions, Multi-family Dwellings, Commercial Development, or Partitions.

These standards, and those of other jurisdictions, can be evaluated for applicability and implementation in the City of Sisters.

OPTIONS:

Staff seeks input and recommended direction from the Planning Commission on next steps to implement defensible space and structural hardening standards in the City of Sisters. Table 3 includes options Staff has identified for consideration.

OPTION 1:

Monitor Adoption of State Wildfire Risk Map.

Waiting until adoption of the map allows the City of Sisters to understand if the State of Oregon initiates a top- down approach related to fire-resistant building materials and defensible space. However, adoption of the Wildfire Risk Map and associated implementation of the defensible space and R327 building code provisions may not be adopted in a timely fashion or provide local governments with adequate funding for implementation.

OPTION 2:

Local Adoption of ORSC section R327 (Building Hardening).

Update the City of Sisters Code in accordance with the ORSC section R327 independent and/or ahead of Wildfire Risk Map adoption and implementation. If Council is interested in this option, Staff can schedule a follow-up meeting to discuss in greater detail the number of vacant properties that would be affected, and the cost estimates for implementing R327 including an updated breakdown based on the most recent building cost estimates.

OPTION 3:

Adopt Oregon State Fire Marshal Defensible Space Standards.

Update the City of Sisters Code using the OSFM draft defensible space standards as a guide. These standards can be evaluated to determine where (city limits, mapped risk areas, etc.) and what provisions should apply.

OPTION 4:

Adopt Alternative Defensible Space Standards

Update the City of Sisters Code using best practices that expand beyond those identified in the OSFM draft defensible space standards. This would involve a comprehensive evaluation of various standards to determine what is applicable and acceptable to the City of Sisters community.

OPTION 5:

Other

Other changes may be identified or emerge that warrant evaluation.

City Council Direction:

The Council discussed the options listed above and provided the following direction:

Don't Wait for Adoption of the Wildfire Risk Map:

There is currently no timeline for adoption of the Statewide Wildfire Risk Map. In addition, the outcome of the mapping is unknown. These factors further delay implementation of the

statewide building hardening and defensible space standards. For these reasons, the Council has directed staff to pursue local code amendments independent of the statewide map and associated building hardening and defensible space standards. In addition, the City Council expressed interest in applying updated building hardening and defensible space standards to the entirety of the city limits and not in relation to a risk map or other determining factors.

Local Adoption of ORSC section R327 (Building Hardening).

The Council directed staff to pursue local adoption of ORSC section R327. Further, the Council recognized that the update to R327 includes a local adoption process and standards that are not likely to warrant extensive analysis or development of specialized standards. For these reasons, the Council recommended pursuing these amendments independent of the defensible space standards that will be more comprehensive and require detailed policy analysis.

Develop Local Defensible Space Standards.

The Council directed staff to evaluate the draft OSFM defensible space standards and those of other communities to develop policies and standards for local adoption. This process will require detailed analysis of the various strategies and techniques of defensible space best practices to determine those applicable to and appropriate for the City of Sisters given the unique location, setting, and needs of the community.

*Planner Martin* stated that any building code standards and any more detailed landscape materials type of defensible criteria would not apply, but with that said, there are opportunities to implement the vegetation management side of things from removing vegetation, mowing it down, limbing trees up to reduce those risks of nuisances that are created by those. We cannot look back at the ones that have already been done and retroactively apply any of these spacing or material standards. The R327 is in place now, and in place for some time and was just updated this last year. Those building hardening standards only apply to the high risk and extreme areas where those jurisdictions have adopted the code already. We have not locally adopted any of those provisions except the roofing material standards. We cannot impose those standards today, but if we got ahead and adopted the R327 within the next couple of months, then any new construction in those subdivisions would be subject to that building hardening.

*Planner Martin* stated that most folks today do employ many of these strategies for building hardening because they recognize there is the value of longevity of the materials and value in investing above the minimum standards. There are a lot of applications of Hardie Plank siding of the asphalt composition roofs which makes you already ahead, etc. There are arguments that these standards will increase the cost of construction, but it is a nominal difference when you employ these building hardening standards.

The Commission discussed homes within Sisters complying with the Western Design Theme, the State dragging their feet on the wildfire map with places like Tollgate and Crossroads that do not have a label at all for extreme or high risks, mandate for the City with more access to fire protection resources and people are less protected in the areas where they need it the most in terms of policies that are implemented. Grants being available for communities to help with vegetation management, etc. A lot of money being available from the Department of Agriculture for fire mitigation, but they have strict requirements, etc.

*Planner Martin* stated that Federal and State non-profit local jurisdictions grant programs, but it comes down to the criteria that are applicable by individual property scale, size of property or size of neighborhood, what programs are already in place, some are only available to those with the Firewise designation, but if we adopt these standards that require some level of improvements that might create a pathway or open a door to some funding mechanisms. We always have our eyes on that not only here but with our partnering agencies.

*Director Woodford* stated that it is the intention to make sure that COBA is aware of these potential changes, so they are not surprised at the end of the process and are engaged and aware of what is going on.

Staff welcomes input from the Commission regarding these identified directives and others to consider. Based on the input and direction of the Council and Commission, staff will conduct a comprehensive evaluation of the identified options. This process will likely require multiple workshops with both the Council and Commission to provide the necessary background, evaluation, and analysis of those standards under consideration prior to a formal ordinance review process. The City Council stated that they would like to explore or look for standards to apply city wide and not be associated with any risk categories or risk mapping since it seemed equitable and appropriate to be looking at all properties within the city limits and subject to these standards instead of potential pockets, or a controversy from one lot to another.

*Planner Martin* stated that this is a chance to promote some of our partners and one of these partners is Project Wildfire and are tasked with educating and employing programs to inform residents and provide mechanisms to address the risks of wildfires. They have funding to go into some of these neighborhoods and have community cleanup events where they come out and as a community, they have collective resources to hire contractors, rent the equipment for chippers or dumpsters, etc. and cleanup as a group.

*Planner Martin* stated that the Sisters Camp Sherman Fire District has their Fire Corp. which is another trained volunteer group that will go out and do a property assessment which is available to residents and will give recommendations on what you can do to make the property more defensible and make those improvements. Again, to mitigate those impacts of wildfire and there are a lot of people thinking about this and working on this from different perspectives.

*Planner Martin* stated that the next steps will be to circle back to the City Council and report back what we know and what was discussed here tonight, get more refined and defined direction on what aspects of the code provisions we should be changing – and then, we will come back to the Commission for the actual development of those standards.

*Vice Chairman Converse* asked Planner Martin if he wanted some input on the Options 1-5. She stated that she is in favor of Option 4 because it says to go beyond and customize, but to use it as a base.

*Planner Martin* stated that what they will be doing is providing those different categories of strategies and let others that have employed and see what is appropriate. It sounds like the Commission is wanting to move forward prior to adoption of the Statewide map to explore

these changes. Any waiting would be that mechanism that once the map is adopted then these standards would be in play and staying ahead of that trigger point. We are just looking for that informal feedback on what we should be considering and report it back to the City Council.

IV. STAFF AND COMMISSIONER BUSINESS

*Director Woodford* stated that the January 18, 2024, meeting will be cancelled. There are no items currently ready to go onto that agenda. We are not quite sure about the February meeting yet as well, but we will let the Commission know. We are continuing to process development code amendments and that is the primary work item going right now. There are some potential development applications coming through but will not be until around March or April. In the meantime, there will be work sessions and at some point, bringing these back for review at a public hearing.

*Director Woodford* stated that we are also putting out an RFP to get a consultant for the Urban Growth Boundary (UGB) amendment and we are currently working on that. We will go through an interview process for perspective consultants, and hopefully have someone on board at the end of March 2024. We are also organizing an open house on January 22, 2024, from 4:30-6:30 where the Council will be doing some community input, etc.

*Director Woodford* stated that we have a new hire for a new position here in the city for a Deputy Recorder/Communications Manager. Rebecca Green is the new hire and was on the Urban Forestry Board (UFB) and will start on Monday, January 22, 2024. It will expand some of the communication efforts and she will spend more time on that getting our message out more effectively.

V. ADJOURN

*Chairman Seymour* adjourned the meeting at 5:00 pm.

Respectfully submitted.

Carol Jenkins, Recording Secretary.



**FILE #:** TA 24-01

**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC

**LOCATION:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101  
Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900  
Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901

**REQUEST:** Text Amendments to the Sisters Development Code Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial District. The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code. No land use is proposed with these amendments. Any subsequent land use is subject to the land use review process required by the Sisters Development Code.

**APPLICABLE**

**CRITERIA:** Sisters Development Code:  
Chapter 1.3 – Definitions  
Chapter 2.12 – Sun Ranch Tourist Commercial District  
Chapter 4.1 – Types of Applications and Review Procedures  
Chapter 4.7 – Land Use District Map and Text Amendments  
City of Sisters Urban Area Comprehensive Plan  
Oregon Statewide Land Use Goals

**PLANNING  
COMMISSION**

**HEARING DATE:** April 18, 2024

**STAFF:** Matthew Martin, Principal Planner

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**I. FINDINGS OF FACT:**

**ZONING:** The properties are zoned Sun Ranch Tourist Commercial District (TC) and Airport Overlay (AO).

**COMPREHENSIVE PLAN DESIGNATION:** The properties have a Comprehensive Plan designation of Commercial (C).

**SITE DESCRIPTION:** The TC District is located in the northeast portion of the City of Sisters at the intersection of E. Barclay Drive and Camp Polk Road (see Figure 1) and includes:

- The entirety of the following property:
  - **Lot #1:** Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101
- A portion of the following properties:
  - **Lot #2:** Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900
  - **Lot #3:** Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901



Figure 1. TC District and vicinity. (Source: Deschutes DIAL)

The TC District encompasses approximately 6.20 acres and is generally rectangular in shape. Both E. Barclay Drive and Camp Polk Road are classified as collector streets by the City’s Transportation System Plan (TSP). Lot #1 is developed with a building in disrepair that was intended for use as a restaurant, but not completed, and previously used as a bed and breakfast along with multiple accessory structures and associated improvements. Lot #2 is developed with a distillery and associated improvements. Lot #3 is undeveloped.

**SURROUNDING LAND USES:** The property directly west of the southern half of the district is developed with a mini-storage facility. Directly west of the north portion of the district is vacant land within the Runway Protection Zone associated with the Sisters Eagle Airport. The properties to the east, across Camp Polk Road, are developed with single-family dwellings and located outside the city limits of Sisters. The property to the south, across E. Barclay Drive, is vacant and zoned Downtown Commercial.

**PROPOSAL:** The applicant requests text amendments to Sisters Development Code Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial District. Many of the proposed amendments propose reformatting the TC District chapter for consistency the majority of the other zone district chapters of the Sisters Development Code that are not substantive in nature. The substantive text amendments proposed are directed towards expanding and clarifying the types of uses permitted in the district and the district specific development standards including setbacks and design standards. The proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3 of the SDC.
- Update the Purpose Statement in Chapter 2.12 (TC).



- Add new uses permissible in Chapter 2.12 (TC) including Hostel, RV Park including caretaker's residence, and Park.
- Remove several permitted uses listed in the TC District, as those uses would qualify as "Accessory uses," which is an allowed use in the TC. Examples of this include "Saunas", "Laundry establishment focusing on providing for the needs of guests", and "Multi-use trails and paths."
- Remove special standards for neighborhood market, laundry establishment, and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City's Western Frontier Architectural Design Theme.
- Format the SRTC in a manner more like the rest of the SDC including introduction of a table format for development requirements.

The original application materials submitted were submitted on January 25, 2024, and later supplemented on March 4, 2024, and March 14, 2024. Staff notes the submittal on March 4 was duplicated in the Application Addendum 1 submitted March 14. Staff also notes Exhibits A and B of the submittal on March 14 replace Exhibits A and B of the original submittal. Planning Commission and the public should focus on the specific amendments identified in Exhibit B of Application Addendum 1 with the removed text identified by ~~strike through~~ and added text identified by underline.

Staff has prepared an Amendment Summary Matrix (Staff Report Attachment A) to assist in the evaluation process. The matrix includes the following categories:

- **Code Section** – Identifies the section of the Sisters Development Code being amended.
- **Proposed Amendment** - Provides a brief description of the proposed amendment to complement the specific amendment provided in Exhibit A of Application Addendum 1.
- **Applicant Explanation for the Amendment** – Provides the applicants reason and justification for the amendment.
- **Staff Comment** – Identifies each amendment as what staff would consider to be "SUBSTANTIVE" and "NOT SUBSTANTIVE" to highlight the changes with policy implications. It also provides additional supporting information and perspective regarding each amendment.

The role of the Planning Commission in reviewing these legislative amendments is to determine if these changes represent good policy for the city. This begins with an initial assessment of the proposed changes to the allowed uses. If the changes to the allowed uses is determined to be good policy, then the next step is to evaluate if the changes to development and design standards represent good policy. This evaluation should be done in accordance with the applicable review criterion laid out by staff later in the report. As legislative amendments, the recommendation the Planning Commission makes to the City Council can vary from rejection of the proposal as drafted, adoption as drafted, adoptions of part, or adoption with amendments. Adoption with amendment can include a variety of revisions, such as size limits or development standards, but must remain generally consistent with the scope of the proposal. Staff notes the applicant has expressed willingness to consider modifications of the proposal to address issues or concerns of the Planning Commission.

One example of potential revisions for the Planning Commission to consider is related to the proposed "RV Park" use. If the Planning Commission recommends the addition of "RV Park" as a permitted use, staff suggests consideration of additional special use standards to address length of stay, provided amenities, and the intensity and scale of such a use if there is concern with compatibility and off-site visual, noise, light, or other impacts of such a use in the TC District.

**II. BACKGROUND:**

The applicant provided the following background of the subject properties and TC District:

*The subject property enjoys a long history in the Sisters community. The site once had a schoolhouse on it. The old residential structure onsite was originally constructed in 1947. That house was used as the home of the Hitchcock family and then the Conklin family. The house was used as a bed and breakfast from the 1980s through the early 2000s.*

*In 2004/2005, the previous owner of the subject property purchased this property and the 35+/- acres adjacent to the north and west. That owner worked with the City to create the Sun Ranch Industrial Park, Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zone. These zoning districts were planned cohesively to leverage uses within the various districts for the benefit of residents and workers within those districts. For instance, the industrial district was planned to provide jobs for people who may live in the residential district. The Tourist Commercial district was planned to provide amenities such as eating and drinking establishments or overnight accommodations for the benefit of the residents of the residential zone or workers in the industrial park. That interplay is still very much a goal for the subject property. The zone was also planned to invite tourists as well as other Sisters community members. The proposed text amendments seek to expand and clarify the permissible uses on site with those objectives in mind.*

*The SRTC district was created around a specific vision for the property. The uses permissible were tightly tailored to that vision. From 2004 through 2007, the previous owner worked with the city to create the entirety of the Sun Ranch concept. The bed and breakfast structure was meant to be a centerpiece of the SRTC zone. Remodeling of the bed and breakfast commenced to house a high-end restaurant about 2006/2007. The restaurateur that was heading the effort abandoned the project. The structure that was mid-renovation has sat unfinished since that time and is boarded up for safety reasons.*

*The vision for the SRTC zone in the mid-2000s is outdated at this point. Sisters was a different place at the time that the TC zoning district was created. For instance, Five Pine was still in initial phases of development. The housing stock in Sisters was extremely limited. There were fewer eating and drinking establishments in Sisters.*

*In 2007, the population of Sisters was 1,825 per the Portland State University Population Research Center statistics. PSU's Population Research Center estimates that the population of Sisters in 2025 will be 3,890. Since the economic recovery following the Great Recession, the Sun Ranch area has developed with a variety of businesses and residential units. This reality creates an opportunity to create a set of regulations that permit various uses in keeping with the intent of attracting tourists and locals alike. The vision for the property still includes overnight accommodations and food & beverage establishments but in different forms. This new vision includes higher end RV spaces that cater to the "vanlife" market and things like food carts, a tap house, corn hole, pickleball, small concert stage and other items that attract local and tourist visitors.*

*Currently, the purpose of the TC zone, as stated in SDC 2.12.100 is:*

*The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light*

*industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.*

*The proposed, new language still aims to provide various tourism related uses to attract locals and tourists and to provide community gathering spaces.*

*“The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.”*

*Uses such as cabins for overnight rental are not as high in demand as other types of overnight accommodation. Food carts, tap rooms and recreational opportunities create places where people gather. The proposed text amendments seek to expand and clarify the types of uses on site but still honor the purpose of the district in its relationship to the community and the traveling public. Further, based on feedback from City staff, the proposed text amendments will put the SRTC zoning district into a format that is more consistent with the rest of the Sisters Development Code.*

### **III. PROJECT RECORD:**

The project record is attached to this report as Attachment B as detailed at the end of this report. Staff notes the majority of the public comments are directed specifically at the potential development of an RV Park on the property. No specific development proposal is included with these text amendments. Further development of the properties will be subject to land use review and applicable development standards at that time.

### **IV. CONCLUSIONARY FINDINGS:**

Sisters Development Code (SDC) Chapter 4, Table 4.1.200 lists a code amendment as a Type IV decision, regulated by Chapter 4.7 (Land Use District Map and Text Amendments). Section 4.7.200 states that legislative amendments are policy decisions made by the City Council and shall be reviewed using the Type IV procedure found in SDC Section 4.1.600 and shall conform to SDC section 4.7.600 Transportation Planning Rule compliance.

Pursuant to the SDC Section 4.1.600, the City may approve, approve with modifications, approve with conditions, deny the proposed change or recommend an alternative to the code text amendments based on the criteria in SDC 4.1.600.E. Decision-Making Considerations. The following are staff’s conclusionary findings for each of the applicable criteria:

## **CHAPTER 4.1 – TYPES OF APPLICATION AND REVIEW PROCEDURES**

### **4.1.100 Purpose**

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

**Staff Finding:** Staff finds that this provision is advisory.

#### 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).

...

D. **Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

**Staff Finding:** The applicant is proposing text amendments to the Sisters Development Code. The amendments propose a revision to adopted land use regulations, thereby requiring compliance with Type IV procedure.

A. **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 Finding:** Partner organizations and agencies staff identified as having a particular interest in the proposal were notified of the proposal and invited to participate.

#### 4.1.600 Type IV Procedure (Legislative)

A. **Application requirements. See 4.1.700.**

B. **Notice of Hearing.**

1. **Required hearings. A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.**
2. **Notification requirements. Notice of public hearings for the request shall be given by the Community Development Director or designee in the following manner:**

...

**Staff Finding:** Staff will provide notice in accordance with 4.1.600(B) at least 14 days prior to the public hearing before the Planning Commission hearing, scheduled for April 18, 2024, at 5:30pm. A second hearing is required and will be held by the City Council. Notice will again be provided in compliance with this section.

...

**E. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:**

- 1. Approval of the request is consistent with the Statewide Planning Goals;**

**Staff Finding:** Staff has outlined review of compliance with the Statewide Planning Goals below.

**Goal 1 – Citizen Involvement.**

**Staff Finding:** During the text amendment process, public notice of the proposal has been provided through published notice in The Nugget newspaper, mailed to owners of property in the TC District, mailed to participants of record, and posted at City Hall. The City will hold public hearings before the Planning Commission and City Council. In addition, the applicant voluntarily held a public meeting prior to submittal of the application. These opportunities for public involvement satisfy Goal 1.

**Goal 2 – Land Use Planning.**

**Staff Finding:** Staff is following the prescribed procedure for a text amendment to ensure adequate review of the proposed text amendment. Staff finds Goal 2 is met.

**Goals 3 and 4, Agricultural and Forest Lands**

**Staff Finding:** These Goals are not applicable as the proposed text amendments will not have any known impact on either Agricultural or Forest Lands.

**Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces.**

**Staff Finding:** Staff finds Goal 5 is not applicable because the proposed text amendments will not have any known impact on inventoried natural resources, scenic and historic areas, and open spaces. While the house on the property may be older and associated with significant past Sisters residents, it does not have any specific historic status or protections.

**Goal 6 – Air, Water and Land Resources Quality.**

**Staff Finding:** Staff finds Goal 6 is not applicable because the proposed text amendments, including the new uses, are not associated with the types of pollution, contaminants, or industrial byproducts that this goal addressed.

**Goal 7 – Areas Subject to Natural Hazards.**

**Staff Finding:** Staff finds Goal 7 is not applicable because the subject properties do not contain and are uniquely susceptible to any natural hazards.

**Goal 8 – Recreational Needs.**

**Staff Finding:** The proposed text amendments propose adding “Park” use that could provide for additional recreational opportunities for visitors and residents. The applicant indicates, and staff agrees, the size of the subject properties will not introduce facilities that will overburden existing recreational resources or the public facilities within the City of Sisters that serve the subject property. Staff finds Goal 8 is met.

**Goal 9 – Economic Development.**

**Staff Finding:** The City has adopted an Economic Opportunities Analysis (EOA) that identifies economic land needs, target industries, and other local policies aimed at assuring economic opportunities within Sisters. The City has identified a continued focus on tourism related industries and expansion of those types of uses to attract tourism activity in the shoulder season. The proposed text amendments will expand the types of uses permissible within the TC District that will specifically or indirectly attract tourists year-round. Staff finds Goal 9 is met.

**Goal 10 – Housing.**

**Staff Finding:** Staff finds Goal 10 is not applicable because the proposed text amendments do not address the housing needs of the city. Staff would note that the currently allowed uses in the TC District, as well as the proposed added uses, such as RV park, are intended to be temporary living accommodations and not intended to provide long term housing.

**Goal 11 – Public Facilities and Services**

**Staff Finding:** Agency comments received did not express concern with the adequacy of public facilities and services to accommodate the uses and standards as proposed. Further, review of development for adequacy of public facilities and services remains unchanged with the proposed amendments. Staff finds that the amendments comply with Goal 11.

**Goal 12 – Transportation**

**Staff Finding:** The City adopted an updated Transportation System Plan (TSP) in December 2021. The TC District is bound on E. Barclay Avenue and Camp Polk Road, both classified as collector streets in the TSP. Improvements to Barclay Avenue are planned and improvements to Camp Polk Road will be contemplated as part of future any development proposals.

The applicant submitted a Trip Generation and Transportation Planning Rule (TPR) Analysis memo from Melissa Webb, PE with Lancaster Mobley Engineers (Application Exhibit F). The study reviewed the morning peak hour, evening peak hour, and average daily trip generation potential of the site under both the existing allowable land uses and the proposed additional allowable land uses. The study concluded that the proposed text amendments would not degrade the performance of any existing or planned transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment. Comments received from the City Transportation Engineer express agreement with the assessment presented by Lancaster Mobley and the opinion that, as outlined, the proposed text amendments remain compliant with the TPR and noted the types of uses allowed with the amendments are lower in intensity than those already permitted within the zoning. Any future development on the property may be required to submit an updated traffic study to look at specific traffic impacts and necessary mitigation measures.

Based on this information, staff finds the proposal complies with Goal 12.

**Goal 13 – Energy Conservation**

**Staff Finding:** No impact on energy conservation is anticipated. Therefore, This provision does not apply.

**Goal 14 – Urbanization**

**Staff Finding:** The proposed text amendments apply only to properties located within the current city limits. Therefore, staff finds Goal 14 is not applicable.

**Goals 15 through 19.**

**Staff Finding:** Goals 15, 16, 17, 18 and 19 are not applicable because they only pertain to areas outside of Central Oregon.

**2. Approval of the request is consistent with the Comprehensive Plan; and**

**Staff Finding:** The Comprehensive Plan contains Goals and Policies for land use and development within the City. In turn, the Development Code implements the Goals and Policies of the Comprehensive Plan.

Any amendments to the Development Code must be consistent with the applicable Goals and Policies of the Comprehensive Plan. Findings specific to applicable Goals and Policies are provided below:

**Sisters Comprehensive Plan Section 1: Public Involvement**

**Goal 1**

*Offer a wide variety of traditional and contemporary tools and opportunities that enable and empower a diverse population of residents, business owners, private organizations, and partner agencies located inside and outside City limits to participate in all land use processes.*

**Objective 1.1**

*To maintain an effective Citizen Involvement Program and recognize an official body; a Committee for Citizen Involvement (CCI) will be responsible for overseeing and regularly reviewing the effectiveness of the program in order to grow public awareness and participation.*

**Policies:**

**1.1.1** The Citizen Involvement Program will be directed by the City's Planning Commission, sitting as the Committee for Citizen Involvement. The Planning Commission shall seek multiple methods to support and cultivate additional, new, and ever-expanding citizen involvement opportunities including working directly with private organizations to amplify opportunities for involvement.

**Staff Finding:** The proposed amendments will be reviewed at Planning Commission and City Council meetings via public hearings, which are open to the public with opportunities for public involvement. The amendment proposal has followed the notice requirements in Chapter 4.1, including mailed and published notice of the public hearing. Staff finds the review process for the proposed text amendments complies with the policy.

**Objective 1.2**

*To recognize the need to use a variety of traditional and contemporary communication tools and channels in the Citizen Involvement Program, including communication methods that will reach diverse audiences and drive greater awareness and participation in all phases of planning processes.*

**Policies:**

...

**1.2.2** The City shall ensure that information about planning activities and notices of upcoming meetings are maintained on the City's website and distributed via a variety of outlets and methods, including non-traditional methods that might be more successful at reaching underrepresented or less frequently involved members of the public such as greater use of social media pages, email list serves, or partnerships with local community organizations.

**Staff Finding:** Notice of the public hearing was published in the Nugget newspaper, emailed to the subscriber list of the City's Planning Commission listserv, mailed to owners of property in the TC District and participants of record, and posted at City Hall. Staff finds the review process for the proposed text amendments complies with this policy.

**1.2.3** The City shall provide information about planning activities and notices of upcoming meetings in clear, understandable language and will include information about relevant City processes and procedures. This will include brief descriptions of items that City Council and Planning Commission will be discussing.

**Staff Finding:** Notice of the public hearing includes information about relevant City processes and procedures in clear, understandable language, with a listed contact person in the event an individual needs additional information. Staff finds the review process for the proposed text amendments complies with this policy.

...

**1.2.6. The City shall provide options for community members to view and participate in all official City meetings remotely in order to reduce barriers to participation.**

**Staff Finding:** The public meetings will include use of the Zoom online meeting app to provide opportunity for remote participation. A contact person is listed on the notice of public hearing for individuals that may need to request special accommodations prior to the hearing in order to reduce barriers to participation. Staff finds the review process for the proposed text amendments complies with this policy.

...

**1.3.1 The City shall provide information necessary to reach policy decisions at City Hall, on the City's website, and via other avenues as appropriate.**

**Staff Finding:** The project record is available at City Hall for inspection. In addition, a project specific page of the City of Sisters website has been created to provide information relevant to this project<sup>1</sup>.

## **Sisters Comprehensive Plan Section 2: Land Use**

### **Goal 2**

***Continue to implement a Land Use Planning process and policy framework as a basis for all decisions and actions related to the use of land; ensure an adequate factual base for such decisions and actions are consistent with the policy framework, other Comprehensive Plan policies, and the implementing planning documents.***

### **Policies:**

...

**2.1.2 The City of Sisters shall continue to maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.**

**Staff Finding:** The applicant addressed this policy with the following:

*The proposed text amendments are geared towards updating and clarifying the permissible uses within the Tourist Commercial zone. Comprehensive Plans and Development Codes are living documents that require routine updates based on changes in federal and state law, local policy direction, and response to changing market conditions. In this instance, the applicant is proposing text amendments to the Tourist Commercial zone that will contribute to many of the goals and policies of the Comprehensive Plan and supporting documents as discussed below. Identifying the applicable Comprehensive Plan policies and explaining how the amendments are consistent with and will contribute to various policy ambitions provides the factual basis needed to support the changes. Changes that have occurred since the SRTC zone was adopted on the subject property, within the*

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<sup>1</sup> Project webpage: <https://www.ci.sisters.or.us/community-development/page/text-amendments-sun-ranch-tourist-commercial-district-%C2%A0>



*Sisters community and amongst travel behavior of tourists that also support these proposed amendments.*

The applicant also notes the changes in the community, the district, and travel behavior that warrant consideration of the proposed amendments.

As detailed in the application narrative, the applicant contends, “As documented in the City’s Comprehensive Plan, the City’s EOA and the Sisters Country Vision, tourism has been and will continue to be an economic driver for the community. The EOA explains that uses that attract tourists provide desirable amenities for locals as well.” Staff agrees with this opinion.

Based on this information, and as discussed throughout this report, staff finds the proposed amendments are based on factual information, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations and the proposed text amendments complies with this policy.

...

**2.1.4 The City shall notify and engage partner organizations, residents, property owners, and businesses as part of processes to update and amend the City’s Comprehensive Plan and Development Code.**

**Staff Finding:** Notice of the public hearing was provided consistent with the City Development Code and Oregon State Law. Partner organizations and agencies staff identified as having a particular interest in the proposal were notified of the proposal and invited to participate. Owners of property in the TC District were identified to be affected by the proposed amendments, so Measure 56 notice was provided to these owners. Notice of the public hearing was posted in a variety of methods as previously listed. Staff finds the review process for the proposed text amendments complies with this policy.

**2.1.7 The City shall continue to explore opportunities to incorporate new regulatory approaches and other best practices to implement the Comprehensive Plan in a manner that can be administered effectively and efficiently.**

**Staff Finding:** The applicant argues the text amendments allow property owners within the TC District to respond to changing market conditions and travel behavior is an effective way to adjust the city’s development code to deliver on the tourism economic development policy ambitions in the City’s Comprehensive Plan, EOA, and the Sisters Country Vision. Staff finds the amendments represent an evolution in the regulatory approach for uses and development standards in the TC District. Further, staff finds the proposed amendments that incorporate basic formatting and development standards similar to other commercial district chapters of the Sisters Development Code provide consistency and ease of use and implementation. Based on this information, staff finds this policy is met.

...

#### **Sisters Comprehensive Plan Section 4: Livability**

##### **Goal 4**

***Maintain and enhance the livability of Sisters as a welcoming community with a high quality of life and a strong community identity.***

**Objective 4.1: Community Identity**

*To promote projects, programs, and initiatives that strengthen the community's identity, including historic resources, scenic views, trees, artisanal activities, and inclusive attitude towards all community members.*

**Policies:**

**4.1.1 The City shall recognize and conserve the environment and natural resources that enhance the community's identity, including open spaces, natural landscapes, outdoor recreation areas, historic structures, architectural styles, and public art.**

**Staff Finding:** The proposed amendments remove the TC District specific 1900s Rural Farm/Ranch Design Theme standards. This results in the 1880s Western Frontier Design Theme being applicable to the TC District along with all other commercial districts. The proposed amendments do not have a greater impact on conservation of the environment and natural resources than those uses already allowed in the TC District. Based on this information, staff finds the proposed text amendments comply with this policy.

**Objective 4.2: Neighborhood Design**

*To facilitate development and redevelopment of neighborhoods to support community members' economic, social, and cultural needs, and promote health, well-being, universal access, and innovative design.*

**Policies:**

...

**4.2.3 The City shall encourage transitions between residential and nonresidential areas through the use of buffers, screening, or other methods to improve compatibility and reduce impacts to residential neighborhoods.**

**Staff Finding:** The TC District is located adjacent to the North Sisters Business Park District and Airport District to the north, the North Sisters Business Park and Light Industrial Districts to the west, the Downtown Commercial District to the south. These zones are primarily intended to provide for commercial and industrial uses with limited opportunities for residential uses in the North Sisters Business Park and Downtown Commercial District resulting in a mixed-use environment. The properties to the east are located outside the city limits, zoned Rural Residential, and comprised of primarily larger acreage with limited residential development. Based on this information, staff does find these districts and existing development do not constitute a residential neighborhood.

Comments received expressed concern with noise, light, and other negatives associated with an RV Park use may have on adjacent residential use. Staff notes the special use standards applicable to RV Parks in SDC 2.15.1700(G) state, "Screening. The recreational vehicle park shall be enclosed by a fence, wall, landscape screening, berms, or by other designs approved by the Hearings Body which will complement the landscape and assure compatibility with the adjacent environment." This standard provides the opportunity to require project specific screening at the time of development review to address such impacts.

Based on this information, staff finds the proposal complies with this policy. With that said, if the Commission finds this area constitutes an area of transition between residential and nonresidential areas, the Commission may consider additional development or design requirements to improvement compatibility and reduce impacts on residential neighborhoods.

...

**Sisters Comprehensive Plan Section 7: Parks, Recreation, And Open Space**

**Staff Finding:** Staff has reviewed this section and did not identify any policies that are applicable to this proposal. With that said, staff acknowledges that “Park” is included in the proposal as permitted use. The policies will be considered applicable when or if a park use is contemplated on property in the district.

**Sisters Comprehensive Plan Section 8: Economy**

**Goal 8**

***Provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of the City’s community.***

**Policies:**

**8.1 The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, encouraging mixed use development and unique design using the City’s Western Frontier Architectural Design Theme.**

**Staff Finding:** The proposed text amendments will remove the TC District specific 1900s Rural Farm/Ranch Design Theme thereby applying the City’s 1880s Western Frontier Architectural Design that is applicable in all commercial districts. Staff finds the proposed text amendments comply with this policy.

...

**8.3 The City shall promote pedestrian scale developments in the commercial zones. Auto-oriented developments such as restaurants with drive-up windows will be discouraged, limited or prohibited in the Downtown area; in other areas, they shall be limited and managed to minimize their impacts.**

**Staff Finding:** Auto-oriented developments is not a defined term in the Sisters Development Code or the Merriam-Webster Dictionary. With that said, Staff acknowledges the definitions section of SDC 1.3.300 includes a definition for “Auto-dependent use”<sup>2</sup> and uses this definition in addressing this policy. Currently, The TC District prohibits “auto-oriented uses and drive-through facilities.” The applicant proposes to change the terminology used from “auto-oriented” to “auto-dependent” to match the defined term. Staff notes such a use will continue to be prohibited in the district.

The applicant is proposing RV Park as a new use in the TC District, a commercial zone. RVs by design require the use of a vehicle. However, based on the definition of “auto-dependent use,” staff finds RV Park is no such use because the use does not service motor vehicles. Instead, staff finds the relationship of an RV Park to vehicles is similar to that of a hotel in that hotels typically serve the traveling public that arrive by motor vehicle.

Based on this information, staff finds this policy is met.

**8.4 The City shall assure development contiguous to commercial and residential zones is designed and built in a manner that is consistent and integrates with the character and quality of those**

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<sup>2</sup> SCD 1.3.300 “Auto-dependent use – The use services motor vehicles and would not exist without them, such as vehicle repair, gas station, quick lube/service facilities, car wash, auto and truck sales.”

**zones, including minimizing potential adverse impacts related to noise, odor, or light from commercial or industrial uses. Building shall be constructed in an attractive and inviting manner, without disrupting operations.**

**Staff Finding:** The definition section of SDC 1.3.300 includes a definition for “Abutting.”<sup>3</sup> Based on the definition, the TC District is not contiguous to any residential zones and is contiguous to the Downtown Commercial District. In addition, while the North Sisters Business Park District is not by name a commercial zone, staff finds it is commercial in nature and compliance with this policy is applicable.

This policy is directed at the designed and built environment. The applicant is proposing new uses and reduced setbacks. The proposed setbacks are generally consistent with the setback standards of the other commercial districts in the city. In addition, the applicant is proposing to remove the district specific 1900s Rural Farm/Ranch Design Theme resulting in implementing the City’s 1880s Western Frontier Architectural Design Theme that is applicable in all commercial districts.

In addition to the design standards and the development standards of the district, new development will be subject to the applicable site plan review criteria of SDC 4.2, design standards of SDC Chapter 3, and special use standards of SDC 2.15.

As previously discussed, comments received expressed concern for the impacts created by RV Park use in the district.

Based on this information, staff finds the proposal complies with this policy. With that said, if the Commission finds additional development or design standards are warranted, the Commission may consider additional requirements to address this policy.

...

**8.7 The City shall implement development standards such as buffers, setbacks, landscaping, sign regulation and building height restrictions, to minimize the impacts of commercial and industrial uses on adjacent residential areas, including those related to noise, odor, or excessive lighting. Such standards will be applied in light-industrial parks and other transition areas.**

**Staff Finding:** As previously discussed, Staff finds the TC District is not adjacent to residential areas based on the definition of “Abutting” as specified in the Sisters Development Code. Based on this information, staff finds this policy is not applicable to this proposal.

- 3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant’s proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.**

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<sup>3</sup> SDC 1.3.300 “Abutting – Two or more lots or features (such as buildings) joined by a common boundary line or point. It shall include the terms adjacent, adjoining and contiguous.”

**RESPONSE:** The TC District currently has adequate public facilities, services, and transportation networks to support the proposed uses and is anticipated to continue to provide adequate service with the maximum anticipated levels and uses allowed by the amendments. They are not anticipated to have a significant impact on existing or planned transportation and public facilities for the following reasons.

**SEWER:**

The city adopted the Wastewater System Capital Facilities Plan in 2016. The plan analyzed the ability to provide necessary sewer service based on development that could occur within the existing zoning districts and forecasted population growth. The sewer system was found to be sized appropriately to accommodate commercial level flows from the property. The proposed text amendments do not include new uses that are anticipated to exceed sewer capacity needs of the uses currently allowed in the TC District. No comments were submitted by Public Works or the City Engineer that expressed concern with serving the new uses proposed. Staff notes actual impacts on the system will be evaluated at the time land use review of future development.

**WATER:**

The city adopted the Water Capital Facilities Plan Update in 2018. The plan analyzed the ability to serve the community with water based on the existing zoning districts and forecasted population growth. This analysis included the SRTC zoning for the property. While the plan identifies maintenance and capital projects to meet the needs of to accommodate future growth, the plan identified adequate capacity to serve the TC District. No comments were submitted by Public Works or the City Engineer that expressed concern with serving the new uses proposed. Staff notes actual impacts on the system will be evaluated at the time land use review of future development.

**TRANSPORTATION:**

The City adopted an updated Transportation System Plan (TSP) in 2021. Figure 4-3 from the TSP shows that the subject property has frontage on two collector roads, E. Barclay Drive to the south and Camp Polk Road to the east. Per figure 3-3 from the TSP, Camp Polk Road contains a bicycle lane. Planned improvements to E. Barclay Drive, including bicycle and pedestrian facilities, along with existing street connectivity will accommodate multiple modes of transportation and trip distribution.

The transportation impacts resulting from the proposed text amendments are analyzed in the submitted Trip Generation & Transportation Planning Rule Analysis by Melissa Webb, PE with Lancaster Mobley transportation engineers (Application Exhibit F). Based on the trip generation analysis, the proposed new and clarified uses will not generate more trips than can be developed under the current zoning. As previously noted, comments received from the City Transportation Engineer express agreement with the assessment presented by Lancaster Mobley and the opinion that, as outlined, the types of uses allowed with the amendments are lower in intensity than those already permitted within the zoning.

Comments received expressed concern with traffic impacts associated with RV Park use of the property. However, these comments were anecdotal in nature and did not provide fact-based analysis to rebut the findings of the information provided by the applicant and affirmed by the City Transportation Engineer.

Based on this information, staff finds this policy is met.

**4. Compliance with 4.7.600, Transportation Planning Rule (TPR) Compliance**

**Staff Finding:** Compliance with SDC 4.7.600 is addressed below.

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## CHAPTER 4.7 – LAND USE DISTRICT MAP AND TEXT AMENDMENTS

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### 4.7.100 Purpose

The purpose of this Chapter is to provide standards and procedures for legislative and quasi-judicial amendments to this Code and the Land Use District map. These amendments will be referred to as “map and text amendments.” Amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

**Staff Finding:** Staff finds that this provision is advisory.

### 4.7.200 Legislative Amendments

Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Chapter 4.1, Section 600 and shall conform to Section 4.7.600, as applicable.

**Staff Finding:** The proposal is for legislative changes to the Development Code through a text amendment application. Accordingly, this review is using the Type IV procedure in Chapter 4.1.600 and is required to conform to Section 4.7.600 (as applicable). Discussion regarding Chapter 4.1.600 is reviewed above.

...

### 4.7.600 Transportation Planning Rule Compliance

- A. When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed by the City to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. Significant means the proposal would:
1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal is projected to cause future traffic to exceed the capacity of “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or
  2. Change the standards implementing a functional classification system; or
  3. Allow types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility; or
  4. The effect of the proposal would reduce the performance standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan.
- B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:
1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or
  2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,
  3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

**Staff Finding:** The Trip Generation and Transportation Planning Rule Analysis provided by Melissa Webb, PE with Lancaster Mobley Engineers found that the trip generation potential from the existing zoning district language would produce a much higher volume of trips than the trips produced if the site were developed exclusively with the proposed new uses. Therefore, the analysis concluded the proposal will not “degrade the performance of any planned or existing transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment.” Comments received from the City Transportation Engineer express agreement with the assessment presented by Lancaster Mobley and the opinion that, as outlined, the proposed text amendment remains compliant with the Transportation Planning Rule.

As previously noted, comments received expressed concern with traffic impacts associated with RV Park use of the property but did not provide fact-based analysis to rebut the findings of the information provided by the applicant and affirmed by the City Transportation Engineer.

Based on this information, staff finds this criterion is met.

## **V. ATTACHMENTS**

### **A. Amendment Summary Matrix**

### **B. Project Record**

- Application – 1-25-24 Master Planning Application Form
- Application - 1-25-24 Title Report
- Application - 1-25-24 Burden of Proof Narrative
- Application - 1-25-24 Exhibit A (Proposed Text Amendment Chapter 2.12 Mark Up)
- Application - 1-25-24 Exhibit B 1 (Proposed Text Amendment Chapter 2.12 Clean)
- Application - 1-25-24 Exhibit B 2 (Proposed Text Amendments Chapter 1.3 Clean)
- Application - 1-25-24 Exhibit C (Neighborhood Meeting Notice)
- Application - 1-25-24 Exhibit C (Neighborhood Meeting Sign In Sheet)
- Application - 1-25-24 Exhibit D (RVIA Oregon Annual Impact))
- Application - 1-25-24 Exhibit E (Visitor Opportunity Study)
- Application - 1-25-24 Exhibit F (Lancaster Mobley Trip Generation and Transportation Planning Rule Analysis)
- Public Comment - 2-8-24 Anderson Email
- Public Comment - 2-8-24 Davis Email
- Public Comment - 2-8-24 Gardner (Morgridge) Email
- Public Comment - 2-8-24 Gardner Email
- Public Comment - 2-8-24 Hallenberg Email
- Public Comment - 2-8-24 Lamb Email
- Public Comment - 2-8-24 Pfeiffer Email
- Public Comment - 2-8-24 Riede Email
- Public Comment - 2-8-24 Rullman Email
- Public Comment - 2-8-24 Snyder Email
- Public Comment - 2-8-24 Stevens Email
- Public Comment - 2-9-24 Hamerly Email
- Public Comment - 2-9-24 Pfeiffer Email
- Public Comment - 2-12-24 Davis Email
- Public Comment - 2-13-24 Gardner Email
- Public Comment - 2-13-24 Newman Email

- Public Comment - 2-14-24 Nicol Email
- Notice - 2-14-24 Staff Email Notice of Application to Agencies / Request for Comment
- Notice - 2-15-24 Email Confirmation of DLCN Notice
- Agency Comment - 2-16-24 Scheid (DSBSD) Email
- Agency Comment - 2-20-24 Perkins (CEC) Email
- Agency Comment - 2-29-24 Pike (ODA) Email
- Application - 3-4-24 Skidmore (Applicant) Email
- Staff Report - 3-7-24 Planning Commission Workshop
- Notice - 3-8-24 Affidavit of Mailing PC Measure 56 Notice of Public Hearing
- Notice - 3-8-24 Affidavit of Mailing PC Notice of Public Hearing
- Notice - 3-14-24 Staff Email PC Notice of Public Hearing Cancellation
- Application - 3-14-24 Skidmore (Applicant) Email Application Addendum 1
- Agency Comment - 3-14-24 Bessman (Transportation Engineering) Email
- Notice - 3-15-24 Affidavit of Mailing PC Notice of Public Hearing Cancellation
- Public Comment - 3-16-24 Warnholtz Email
- Public Comment - 3-21-24 Stephens Email
- Staff Report - 3-21-24 Planning Commission Workshop
- Notice - 3-29-24 Affidavit of Publication Notice of Public Hearing
- Notice - 4-4-24 Affidavit of Mailing PC Measure 56 Notice of Public Hearing
- Notice - 4-4-24 Affidavit of Mailing PC Notice of Public Hearing



Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
<p><b>1.3.300 Definitions</b></p>	<p>Add definition “Lodging establishment- - any hotel, motel, resort, building, structure, or other habitable space that is used to provide sleeping accommodations to the public for charge.”</p>	<p>The applicant has proposed amending the Sisters Development code to add the term “Lodging Establishment” to provide a consistent, defined term for overnight accommodations in various zoning districts. This definition provides for various approaches to overnight accommodations – from individual cabins to more traditional hotel type structures to “Glamping” options. Other sections of the Sisters Development Code list “Hotel” and “Motel” as permitted uses. However, those terms are not defined in the Sisters Development Code. In initial conversations with staff, there was recognition that a consistent, defined term would be a benefit in the administration of the Sisters Development Code.</p>	<p>Staff finds the addition of this term is <b>SUBSTANTIVE</b>.</p> <p>This will expand the allowed overnight accommodation options in the TC District. With that said, it is not needed to facilitate the primary intent of the amendments and could be removed if determined to have unintended consequence or it too broad. If removed, the recommendation should consider inclusion of “hotel” and “motel” as alternatives to allow the intended overnight night accommodations. This terminology would be consistent with other commercial zone districts.</p> <p>Defining the term “Lodging establishment” in Chapter 1.3 is technically applicable to the entirety of the SDC where used. However, the term will only be used and be applicable in the TC District unless adoption for other districts as part of a separate amendment process.</p> <p>Staff notes “Hotel,” “Motel,” and “Resort” are not defined in the SDC. As such, SDC 1.3.100 indicated the commonly accepted definition used in Webster’s Third New International Dictionary of the English Language, Unabridged, shall be considered the standard reference<sup>1</sup>.</p> <p>“Building” and “Structure” are defined in the SDC as specified in SDC 1.3.300<sup>2</sup>. These terms can include a wide range of improvements.</p>
<p><b>2.12.100 Purpose</b></p>	<p>Amend purpose to state: “The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.”</p>	<p>The purpose statement was edited to highlight the focus on tourism-based uses to attract the traveling public and also highlight the focus on creating gathering space for locals as well. The reference to the early 1900s Rural Farm/Ranch House special design standards was removed as the applicant is seeking to revert back to the 1880s Western Design Theme for any built structures.</p>	<p>Staff finds the changes to the purpose statement are <b>SUBSTANTIVE</b>.</p> <p>The amendment is warranted to reflect the amendments as proposed and the renewed vision for the TC District.</p>
<p><b>2.12.200 Applicability</b></p>	<p>Removed the "Applicability" section.</p>	<p>The applicability section is not needed to define where the standards of the Sun Ranch Tourist Commercial district apply. Chapter 2.1 Land Use District Administration of the Sisters Development Code explains how regulations apply within the various zoning districts. This was done for consistency with the remainder of the Sisters Development Code. As a result, the numbering protocol for the remaining sections has changed (ie, 2.1.200 is proposed to be the section for "Uses.")</p>	<p>Staff finds this amendment is <b>NOT SUBSTANTIVE</b>.</p> <p>Most other zone districts do not include an applicability section. Staff concurs with the statement by the applicant’s explanation of the amendment and emphasizes the point that most zone district chapters do not include an applicability section based on applicability criteria in SDC 2.1.</p> <p>Staff further highlights that removal of this section triggers necessary changes to the numbering protocol of remaining sections.</p>
<p><b>2.12.300 Permitted Uses</b></p>	<p>Change Section from 2.12.300 to 2.12.200 and the use table is retitled to Table 2.12.1.</p>	<p>This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The word "Permitted" was removed from the title for consistency with the rest of Sisters Development Code. The use-</p>	<p>Staff finds this amendment is <b>NOT SUBSTANTIVE</b>.</p> <p>This formatting provides consistency with the formatting of the majority</p>

<sup>1</sup> Webster’s Third New International Dictionary of the English Language, Unabridged, defines “Hotel: an establishment that provides lodging and usually meals, entertainment, and various personal services for the public,” “Motel: : an establishment which provides lodging and parking and in which the rooms are usually accessible from an outdoor parking area,” and “Resort (2)(c)(2): : a place designed to provide recreation, entertainment, and accommodation especially to vacationers : a community or establishment whose purpose or main industry is catering to vacationers.”

<sup>2</sup> SDC 1.3.300 defines “Building – Any structure used or intended for supporting or sheltering any use or occupancy,” and “Structure- Any object constructed in or on the ground. Structure includes buildings, decks, fences, towers, flag poles, signs, and other similar objects. Structure does not include uncovered paved areas or vegetative landscaping materials.”

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
		table was retitled as 2.12.1 as it is the first table in this section of the zoning district and was changed to contain the correct reference.	of the SDC.
<b>Table 2.12.300 (New Table 2.12.1)</b>	Deleted "Cottage" as permitted use.	Removed the "Cottages" use. When the SRTC was initially proposed, the cottages were meant to be units of overnight accommodation. The City now has a specific definition for cottages that refers to small houses used as accessory dwelling units or in master planned cottage developments. The Hotel & Lodging Establishments use is proposed to allow various types of structures to be used for overnight accommodations - including cottage structures or others as explained below.	Staff finds this amendment is <b>SUBSTANTIVE</b> . Overnight accommodation in the TC District are currently limited to cottages as specified. Staff concurs with the applicant that this use would be accommodated under the "hotel" and "Lodging Establishment" uses proposed and thereby making "cottages" as a permitted use unnecessary.
	Add "Hotel & Lodging Establishments" as permitted use.	The Lodging Facilities use is not defined in the Sisters Development Code. The applicant proposes the "Hotel & Lodging Establishments" term to provide for the broad range of lodging options that the "Lodging Facilities" term sought to cover including things like traditional hotel structures, cabins, "glamping" type facilities and other types of lodging.	Staff finds the addition of this use category is <b>SUBSTANTIVE</b> . The inclusion expands the allowed overnight accommodation uses beyond the current "cottage" use. "Hotel" and "Lodging Establishment" were previously discussed in detail. Staff notes the terms "cabin" and "glamping" are not defined in the SDC.
	Remove "Office" as permitted use.	The proposed code language deletes the "Office" use as it was initially envisioned to be an accessory use to a lodging establishment or other permitted use. Offices in conjunction with permitted uses will still be permitted as an "Accessory Use." The zone was never intended to permit stand-alone office buildings. In keeping with the inter-related nature of the Sun Ranch area, office buildings and similar would be in the Sun Ranch Business Park [North Sisters Business Park].	Staff finds the removal of "office" as permitted use is <b>SUBSTANTIVE</b> . An office building is currently permitted but would not be as proposed but is not substantive in the resulting development potential. The outcome of allowing office as accessory use is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Add "Hostel" as permitted use.	Hostel use is proposed as it is consistent with the purpose statement and was considered to be covered by the Lodging Facilities use. However, "Hostel" is a defined use in the Sisters Development Code and is therefore added as a separate use.	Staff finds the addition of this use category is <b>SUBSTANTIVE</b> . The inclusion expands the allowed overnight accommodation uses beyond the current "cottage" use. Staff notes the terms "cabin" and "glamping" are not defined in the SDC.
	"Change Restaurant, bar and food services" to "Eating and Drinking Establishments."	The new language is proposed to provide language that is consistent with other sections of the Sisters Development Code. The City has interpreted the "Eating and Drinking Establishments" term to include a wide array of food service and drinking establishments including food carts, food cart lots, and more traditional "brick and mortar" food and beverage establishments.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It simply provides consistency with the formatting of the majority of the SDC.
	Remove "Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses" as a permitted use.	The proposed updated code deletes the use listed and is replaced by "Accessory Use." The uses listed are accessory to and customary for Hotel & Lodging Establishments.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It is consistent with how such accessory uses are accommodated in other zone districts.
	Replace "Amusement Use" with "Retail sales establishment limited to 1000 square feet."	The Amusement Uses was intended to allow for facilities that would appeal to guests of the property - bike rentals, etc. Most amusement uses envisioned for the SRTC are Accessory Uses - like fire pits or seating areas. The retail sales establishment use was proposed to permit a smaller retail use that would appeal to visitors and would allow for rental and sales of recreational or other items.	Staff finds this amendment is <b>SUBSTANTIVE</b> . "Amusement Use" is a defined term in the SDC <sup>3</sup> that encompasses a variety uses. This amendment will instead allow small scale retail uses.

<sup>3</sup> SDC 1.3.300 defines "Amusement use – A building or site that provides a means of entertainment that is not otherwise defined (arcade, bowling alley, billiard parlor, etc)."

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
	Remove special use standards for Neighborhood Market use	The change proposed is to delete the reference to section 2.12.1000 which contained specific regulations for such uses such as hours of operation and special setbacks. The proposed language deletes that section of the code and ties the use back to its definition in Section 1.3 of the Sisters Development Code.	Staff finds this amendment is <b>SUBSTANTIVE</b> . This amendment changes how “Neighborhood Markets <sup>4</sup> ” are permitted to operate in the TC District. Removing the special use standards of SDC 2.12.1000 will result in no restriction of the hours of operation or the 1,000 square feet maximum, thereby providing the potential for market that is a maximum of 6,000 square feet.
	Remove “Laundry Establishment...”	The initial proposed use is a usual and customary accessory use associated with Hotel and Lodging Establishments, Hostels, and RV Parks.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Remove “Multi-use trails and paths.”	Trails, paths, and walkways are customary and accessory to Hotel & Lodging Establishments, Hostels, RV Parks and commercial zones in general.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Remove “Small chapels, ceremonial pavilions and outdoor seating areas...,”	The applicant is not seeking to permit a chapel onsite (or other houses of worship). Other uses listed as ceremonial pavilions or outdoor seating areas are accessory and customary uses associated with Hotel & Lodging Establishments, Eating and Drinking Establishments and other permissible uses on site.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC. With that said, the recommendation may consider such a use is viable as a standalone primary use and not only as an accessory use.
	Remove “Decks, docks...,”	The existing language was focused on minor, recreational use of the ponds onsite. The property possesses certificated water rights. These uses are accessory uses customary to properties that contain water features.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It is consistent with how such accessory uses are accommodated in other zone districts in the SDC.
	Replace “Special events/meeting facility, reception hall or community center” as a Conditional Use with “Community Centers and similar uses” as a Permitted Use.	The proposed language uses the same language that is used in other portions of and is defined within the Sisters Development Code. The Conditional Use review is proposed to be removed as community centers are not required to be reviewed through a conditional use process in other commercial districts.	Staff finds this amendment is <b>SUBSTANTIVE</b> only in changing the use from Conditional Use to Permitted use. Staff recognizes the applicant is correct in noting that Community Centers are allowed as a permitted use, not conditional, in the Public Facility and Institutional, Downtown Commercial, and Highway Commercial Districts. In contrast, Community Center is a conditional use in the Residential and Multi-Family Residential Districts. Staff finds the current reference to “Special events/meeting facility” and “reception hall” is not needed as such uses are included in the more general “community center and similar uses” use category.
	Add “RV Park, including caretaker’s residence” as permitted use and reference to special use standards for RV Parks in SDC 2.15.1700.	An RV Park would offer a more affordable form of overnight accommodations that cater to that growing segment of the tourism market and has the potential for providing a year-facility.	Staff finds the addition of this use category is <b>SUBSTANTIVE</b> . SDC 2.15.1700 includes standards specific to RV Parks. Staff suggests consideration of additional special use standards to address length of stay, provided amenities, and the intensity and scale of such a use if there is concern with compatibility and off-site visual, noise, light, or other impacts of such a use in the TC District.
	Add “Park” as permitted use.	“Park” use is proposed as a permissible use which allows the property owner to consider development of a dog park area or pickleball court	Staff finds the addition of this use category is <b>SUBSTANTIVE</b> . “Park” is a defined term in the SDC <sup>5</sup> . As indicated in the definition, a

<sup>4</sup> SDC 1.3.300 defines “Neighborhood Market – A small grocery store, 6,000 square feet or smaller.”

<sup>5</sup> SDC 1.3.300 defines “Park – Public or privately owned land set apart and devoted to the purposes of pleasure, recreation, ornament, light and air for the general public. Parks may include picnic areas, playgrounds, indoor recreation facilities, athletic fields, courts, amphitheatres and open space.”

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
		both of which are popular activities.	park can include a variety of amenities of increasing intensity and scale. Staff suggests consideration of special use standards if there is concern with the potential intensity and scale of such a use in the TC District.
	Add reference to SDC 4.8 that is applicable to similar use code interpretation review process.	The applicant did not provide specific explanation for removing the requirements of this section.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . The change provides reference to the code interpretation section that is applicable such similar use rulings.
	Remove "Utility service lines" as permitted use.	The term was deleted as utility service lines for infrastructure and dry utility services are customary and appurtenant with development of property. There is no reason to call this out as a permissible use nor would it be appropriate to list building foundations or framing as permissible uses.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . Staff concurs with the applicant's conclusion that such utility service lines are part of development of a property and, thereby, not a standalone use.
	Reformat and replace "Auto-oriented uses and drive-through uses with "auto-dependent uses and drive-through facilities."	The Prohibited Uses section of Table 2.12.1 was updated to be consistent with the Use table in the Downtown Commercial District. The existing SRTC zone prohibits "Auto-oriented uses and drive-through uses." Those terms are not defined. The Prohibited Uses section of table 2.12.1 now contains "auto-dependent uses and drive-through uses" both of which are defined in the Sisters Development Code.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It provides consistency with the formatting of the majority of the SDC and use of the defied "auto-dependent use". "Auto-oriented use" is not a defined term.
	Removed "Telecommunication equipment..." and Industrial, residential, and public and institutional uses..." as prohibited use.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . This opinion is based on the fundamental code construct that if the use is not identified as a permissible use in a zone and is allowed in a different zone then the use, by default, is not permitted in the TC District.
<b>2.1.400 Lot Requirements (New Table 2.12.2)</b>	Change Section from 2.12.400 to 2.12.300, replaced "Lot Requirements" with "Development Standards," reworded introductory statement, as reformatted development standards of sections 2.7.500-900 into new Table 2.12.2.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in proposed table 2.12.2.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It provides consistency with the formatting of the majority of the SDC.
<b>2.1.500 Height Regulations (New Table 2.12.2)</b>	Added to new Table 2.12.2. No change to requirement.	The language was edited to be more concise. The Runway Protection Zone regulations are now referenced as such in the Comments/Other Requirements column: "Compliance with the requirements of the Runway Protection Zone is required (See section 2.11)." The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It provides consistency with the formatting of the majority of the SDC.
<b>2.1.600 Setbacks and Buffering (New Table 2.12.2)</b>	Added to new Table 2.12.2. See also the proposed Table 2.12.2 for the various setback and buffering standards.	This language is proposed to be deleted for various reasons. Setbacks are defined in the Sisters Development Code which includes direction on how they are measured. The building code contains regulations about what portions of structures are subject to setbacks. There is no need to reference the variance process here or elsewhere in the Sun Ranch Tourist Commercial district. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.	Staff finds the addition of this use category is <b>SUBSTANTIVE</b> . While the proposed standards are consistent with similar standards on the Downtown Commercial and Highway Commercial District, the proposed amendment removes the increased setback requirements currently applicable in the TC District. Staff suggests determination of if these increased setback standards are warranted in the TC District and, therefore, be retained.

Code Section	Proposed Amendment	Applicant Explanation for Amendment	Staff Comment
<b>2.12.700 Lot Coverage (New Table 2.12.2)</b>	Added to new Table 2.12.2. No change to requirement.	Simplified the language without losing the intent. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It provides consistency with the formatting of the majority of the SDC.
<b>2.12.800 Off Street Parking (New Table 2.12.2)</b>	Added to new Table 2.12.2. No change to requirement.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It provides consistency with the formatting of the majority of the SDC.
<b>2.12.900 Landscape Standards (New Table 2.12.2)</b>	Added to new Table 2.12.2. No change to requirement.	The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.	Staff finds this amendment is <b>NOT SUBSTANTIVE</b> . It provides consistency with the formatting of the majority of the SDC.
<b>2.12.1000 Special Standards for Certain Uses</b>	Remove special standards applicable to Neighborhood Markets, Laundry Establishments, and Cottages.	The applicant did not provide specific explanation for removing the requirements of this section.	Staff finds this amendment is <b>SUBSTANTIVE</b> . Removal of this section eliminates the 1,000 square-foot size limit, hours of operation for a neighborhood market, and 50-foot setback from Camp Polk Road and Barclay Drive. Instead, the maximum 6,000 square-foot size for all neighborhood markets would apply.
<b>2.12.1100 Design Theme</b>	Remove 1900s Rural Farm/Ranch House Design Theme.	The applicant did not provide specific explanation for removing the requirements of this section but noted the intent is to instead implement the 1880s Western Design Theme for commercial structures on the property.	Staff finds this amendment is <b>SUBSTANTIVE</b> . The existing 1900s Rural Farm/Ranch House Design Theme is only applicable to the TC District. If removed, the Western Frontier Architectural Design Theme of SDC 2.15.2600 will be applicable to all new, reconstructed, or remodeled uses in the TC district. This is consistent with all other commercial districts. Staff notes that if this amendment is approved a corresponding amendment to SDC 2.15.2600(B) is required to remove reference to the exception for the TC District.

# 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 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 checked="" type="checkbox"/> Other <u>Text Amendment</u> |

## Applicant Information

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

Skidmore Consulting, LLC

Jon Skidmore

Name

Phone

211 NW Wilmington Ave, Bend, OR 97703

jonski826@gmail.com

Address

Email

## Property Owner Information

Lake House Inn, LLC

Ernie Larrabee

Name

Phone

160 S. Oak Street #147

ernest@larrabeeroofing.com

Address

Email

## Property Information

69013 Camp Polk Road

4.61 Acres

Address

Property Size (Acres or Square Feet)

15-10-04, Tax lot 1101

Tax Lot Number(s)

Sun Ranch Tourist Commercial

Commercial

Existing Zoning of Property

Comprehensive Plan Designation

Describe Project/Request: A series of text amendments are requested for the Sun Ranch Tourist Commercial Zoning District to expand the types of uses permissible on site, clarify uses permissible, and edit for consistency with Sisters Development Code.

Applicant Signature: [Signature]

Date: 01/19/24

Property Owner Signature: [Signature]

Date: 1/16/24

## For Office Use Only

Date Received: 1/25/24

File No.: TA 24-01

Check No.: 1296/544

Cash: -

Amount Paid: 4500.<sup>00</sup>

Receipt #: 211506

Checked By: [Signature]

Left Amendment \$4,000.<sup>00</sup> Hearing Fee \$500.<sup>00</sup> Ver. 06/02/2022

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 <u>is</u> 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).





220 S Pine Street, Suite 102, Sisters, OR 97759  
(541)548-9180 FAX (541)588-6601

RECEIVED  
JAN 25 2024  
CITY OF SISTERS

**PRELIMINARY REPORT**

**ESCROW OFFICER:** Tiana L. VanLanduyt  
tvanlanduyt@westerntitle.com  
541-548-9182

**ORDER NO.:** WT0145313  
**Revision** 4-update taxes, add tax  
account

**TITLE OFFICER:** Sally Rust-Campbell

**TO:** Western Title & Escrow Company  
220 S Pine Street, Suite 102  
Sisters, OR 97759

**ESCROW LICENSE NO.:** 201110072

**OWNER/SELLER:** Sun Ranch Inn LLC

**BUYER/BORROWER:** Lake House Inn, LLC

**PROPERTY ADDRESS:** 69013 Camp Polk Rd., Sisters, OR 97759

**EFFECTIVE DATE:** November 6, 2017, 05:00 PM

1. THE POLICY AND ENDORSEMENTS TO BE ISSUED AND THE RELATED CHARGES ARE:

	<u>AMOUNT</u>	<u>PREMIUM</u>
ALTA Owner's Policy 2006 Owner's Standard Proposed Insured: Lake House Inn, LLC	\$ 1,425,000.00	\$ 2,738.00
ALTA Loan Policy 2006 Standard Lender's Proposed Insured: Dutch Pacific Properties Limited Partnership	\$ 1,282,500.00	\$ 100.00
Government Lien Search		\$ 25.00

2. THE ESTATE OR INTEREST IN THE LAND HEREINAFTER DESCRIBED OR REFERRED TO COVERED BY THIS REPORT IS:

Fee Simple

3. TITLE TO SAID ESTATE OR INTEREST AT THE DATE HEREOF IS VESTED IN:

Sun Ranch Inn LLC, an Oregon limited liability company

4. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE COUNTY OF DESCHUTES, STATE OF OREGON, AND IS DESCRIBED AS FOLLOWS:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

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**EXHIBIT "A"**  
Legal Description

A portion of the Southeast quarter of the Northwest quarter (SE1/4 NW1/4) and a portion of the Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4) of Section Four (4), Township Fifteen (15) South, Range (10) East of the Willamette Meridian, Deschutes County, Oregon, described as follows:

Beginning at the center of Section Four (4); thence South 00° 05' 01" East, 329.94 feet; thence South 89° 49' 54" West, 396.08 feet; thence North 00° 05' 01" West, 329.94 feet; thence North 89° 49' 54" East, 33.65 feet; thence North 00° 05' 01" West, 240.38 feet; thence North 89° 49' 54" East, 362.43 feet; thence South 00° 05' 01" East, 240.38 feet to the Point of Beginning.

**AS OF THE DATE OF THIS REPORT, ITEMS TO BE CONSIDERED AND EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN THE POLICY FORM WOULD BE AS FOLLOWS:**

**GENERAL EXCEPTIONS:**

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Any facts, rights, interests or claims, which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, which are not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the Land onto adjoining land or of existing improvements located on adjoining land onto the subject Land), encumbrance, violation, variation or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the subject Land.
5. Any lien or right to a lien for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

**SPECIFIC ITEMS AND EXCEPTIONS:**

6. Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2017-2018  
Amount: \$3,766.63  
Levy Code: 6001  
Account No.: 142999  
Map No.: 1510040001101

Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2017-2018  
Amount: \$1,771.57  
Levy Code: 6045  
Account No.: 243693  
Map No.: 1510040001101

Prior to close of escrow, please contact the Tax Collector's Office to confirm all amounts owing, including current fiscal year taxes, supplemental taxes, escaped assessments and any delinquencies.

7. [Intentionally Deleted]
8. Regulations, including levies, liens, assessments, water and irrigation rights and easements for ditches and canals of the Three Sisters Irrigation District.

9. Easement(s) shown below and rights incidental thereto, as granted in a document:  
  
Granted to: State of Oregon acting by and through the State Board of Aeronautics  
Recording Date: June 29, 1967  
Recording No: 154-14
10. Terms, provisions and conditions, including, but not limited to, maintenance provisions, and a covenant to share the costs of maintenance, contained in Easement  
  
Recording Date: November 19, 1987  
Recording No.: 154-2881
11. Note: Well Ownership Identification Form containing a Well Identification Number and other information. This informational note will not appear in the title insurance policy as this recorded form is not a matter within the scope of policy coverages.  
Recording Date: 09/13/1999  
Recording No.: 99-44043
12. Easement(s) shown below and rights incidental thereto, as granted in a document:  
  
Granted to: State of Oregon, by and through its Department of Transportation  
Recording Date: November 8, 2012  
Recording No: 2012-044959
13. Utility Reimbursement Agreement, including the terms and provisions thereof,  
  
Recording Date: April 25, 2014  
Recording No.: 2014-12627
14. Utility Reimbursement Agreement, including the terms and provisions thereof,  
  
Recording Date: April 25, 2014  
Recording No.: 2014-12628
15. Shared Well Use Agreement and Access Easement,  
  
Recording Date: July 1, 2015  
Recording No.: 2015-026612  
  
Re-Recording Date: October 28, 2015  
Recording No.: 2015-044307
16. Existing leases and tenancies, if any, and any interests that may appear upon examination of such leases.
17. The Company will require an ALTA/ACSM LAND TITLE SURVEY. If the owner of the Land the subject of this transaction is in possession of a current ALTA/ACSM LAND TITLE SURVEY, the Company will require that said survey be submitted for review and approval; otherwise, a new survey, satisfactory to the Company, must be prepared by a licensed land surveyor and supplied to the Company prior to the close of escrow.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

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18. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below.

Limited Liability Company: **Sun Ranch Inn**

- a. A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member.
- b. If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendment thereto with the appropriate filing stamps.
- c. If the Limited Liability Company is member-managed a full and complete current list of members certified by the appropriate manager or member.
- d. A current dated certificate of good standing from the proper governmental authority of the state in which the entity was created
- e. If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

**Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.**

- A. In addition to the standard policy exceptions, the exceptions enumerated above shall appear on the final 2006 ALTA Policy unless removed prior to issuance.
- B. Note: There are NO conveyances affecting said Land recorded within 24 months of the date of this report.
- C. Note: There are no matters against the party(ies) shown below which would appear as exceptions to coverage in a title insurance product:

Parties: Lake House Inn, LLC

- D. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below.

Limited Liability Company: Lake House Inn, LLC

- a. A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member.
- b. If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendment thereto with the appropriate filing stamps.
- c. If the Limited Liability Company is member-managed a full and complete current list of members certified by the appropriate manager or member.
- d. A current dated certificate of good standing from the proper governmental authority of the state in which the entity was created
- e. If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

- E. Note: In the event title to said Land is acquired by the party(s) named below, the policy(s), when issued, will show the following additional item(s) in Schedule B, unless disposed of to the satisfaction of the Company:

Party(s): Ernest Larrabee and Amy Renae Larrabee

A tax lien for the amount shown and any other amounts due, in favor of the United States of America, assessed by the District Director of Internal Revenue.

Federal Serial No.: 280541517  
Taxpayer: Ernest and Amy Larrabee  
Amount: \$112,758.40  
Recording Date: October 10, 2017  
Recording No: 2017-40387

- F. THE FOLLOWING NOTICE IS REQUIRED BY STATE LAW: YOU WILL BE REVIEWING, APPROVING AND SIGNING IMPORTANT DOCUMENTS AT CLOSING. LEGAL CONSEQUENCES FOLLOW FROM THE SELECTION AND USE OF THESE DOCUMENTS. YOU MAY CONSULT AN ATTORNEY ABOUT THESE DOCUMENTS. YOU SHOULD CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE TRANSACTION OR ABOUT THE DOCUMENTS. IF YOU WISH TO REVIEW TRANSACTION DOCUMENTS THAT YOU HAVE NOT SEEN, PLEASE CONTACT THE ESCROW AGENT.

- G. Note: This map/plat is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances or acreage shown thereon.

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H. Note: Recording charge per document for:  
**Deschutes County** - \$53.00 for the first page, \$5.00 for each additional page

E-recording fee is an additional \$5.00 per document

**Send Recording Packages to:**  
Western Title & Escrow Company  
Attention: Recording  
360 SW Bond, Suite 100  
Bend, OR 97702  
Email: [desrecording@westerntitle.com](mailto:desrecording@westerntitle.com)

**IN A MATTER BEFORE THE CITY OF SISTERS COMMUNITY DEVELOPMENT DEPARTMENT  
SUN RANCH TOURIST COMMERCIAL ZONE TEXT AMENDMENT REQUEST  
APPLICATION NARRATIVE**

<b>Property Owner/Applicant</b>	Lake House Inn 160 S. Oak Street #147 Sisters, OR 97759
<b>Applicant's Planning Consultant</b>	Skidmore Consulting, LLC Jon Skidmore 211 NW Wilmington Ave. Bend, OR 97703 <a href="mailto:jonski826@gmail.com">jonski826@gmail.com</a>
<b>Applicant's Landscape Architect</b>	Jennifer Bass Landscape Architecture 2985 NE Worthington Ct. Bend, OR 97701 541.241.6687 <a href="http://www.ib-la.com">www.ib-la.com</a>
<b>Applicant's Transportation Engineer</b>	Lancaster Mobley Engineering Melissa Webb 321 SW 4 <sup>th</sup> Avenue, Suite 400 Portland, OR 97204
<b>Applicant's Civil Engineer</b>	Ashley & Vance Engineering Jack Mitchell, PE 33 NW Franklin Ave. Bend, OR 97703
<b>Subject Property</b>	69013 Camp Polk Road, Sisters, OR 97759 (Township 15 South, Range 10 East, Section 04, Tax lot 1101)
<b>Proposal:</b>	Applicant requests approval for a Development Code Text Amendment to section 2.12 of the Sisters Development Code (Sun Ranch Tourist Commercial District) and section 1.3 of the Sisters Development Code to add a new term (Lodging Establishment).



**I. APPLICABLE REVIEW CRITERIA:**

The following laws provide the relevant approval criteria for the City's review of this application:

**The City of Sisters Comprehensive Plan**

Section 1 – Public Involvement

Section 2 – Land Use

Section 8 – Economy

City of Sisters Economic Opportunities Analysis

**The City of Sisters Development Code (SDC)**

Chapter 1.3, Definitions

Chapter 2.12, Sun Ranch Tourist Commercial

Chapter 4.1.600, Type IV Procedure (Legislative)

Chapter 4.7, Land Use District Map and Text Amendments

**II. BASIC FINDINGS:**

- A. LOCATION:** The subject property is located 69013 Camp Polk Road on the northeast side of the city of Sisters. It is located at the northwest corner of Camp Polk Road and E. Barclay Avenue.
- B. ZONING AND PLAN DESIGNATION:** The property is designated Commercial on the City's Comprehensive Plan map and zoned Sun Ranch Tourist Commercial (SRTC) per the City's zoning map and development code.
- C. SITE DESCRIPTION:** The Sun Ranch Tourist Commercial Zone applies to roughly 6.20 acres of property described as:
- 15-10-04, Tax lot 1101 (69013 Camp Polk Road)
  - The southern 100+/- feet of tax lot 1900 on Map 15-10-04BD (575 E Sun Ranch Drive)
  - The southern 100+/- feet of tax lot 1901 on Map 15-10-04BD (No address)

The property owned by the applicant is roughly 4.61 acres in size and is generally rectangular in shape with the longer sides running in a north/south direction. The property is bound by E. Barclay Drive on the south and Camp Polk Road on the east. E. Barclay Drive is classified as a collector by the City's Transportation System Plan (TSP). Camp Polk Road is also classified as a collector street by the TSP.

The property directly west on the southern half of the subject property is developed with a mini-storage facility (Sisters Self Storage). Directly west of the north portion of the property is vacant land within the Runway Protection Zone associated with the Sisters Eagle Airport. The lot directly north of the property is developed with a distillery business (Cascade Street

Distillery). The southern 100 feet of those two properties are within the Sun Ranch Tourist Commercial zoning district.

The property has an existing house on it that is in a state of disrepair. According to the Deschutes County Tax Assessor's office, it is 4067 square feet. That building has sat in a state of disrepair for more than 15 years and can't be remodeled in an economically feasible manner.

There are three other accessory buildings on site ranging in size from 80 to 440 square feet that are in various states of disrepair. A well house is on the western side of the property. The site once had two irrigation ponds on the north and south sides of the property which is evident from review of aerial photographs or walking the property. The property has certificated water rights for 4.95 acres per Permit G-13441 that will be used to irrigate landscaping and potentially for water features, such as ponds, on site.

The structures onsite will likely be torn down in preparation for a new development proposal. The existing structures will need to be demolished to assure safe use of the site for various anticipated future uses.

The lot is generally level, except for the areas where ponds once were. The southern frontage and the south half of the western property line is lined with arborvitae. There are several mature conifer and deciduous trees scattered throughout the property. The ground cover consists of a variety of grasses, shrubs and brushes. A white fence runs along the eastern and southern property lines.

**D. BACKGROUND:** The subject property enjoys a long history in the Sisters community. The site once had a schoolhouse on it. The old residential structure onsite was originally constructed in 1947. That house was used as the home of the Hitchcock family and then the Conklin family. The house was used as a bed and breakfast from the 1980s through the early 2000s.

In 2004/2005, the previous owner of the subject property purchased this property and the 35+/- acres adjacent to the north and west. That owner worked with the City to create the Sun Ranch Industrial Park, Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zone. These zoning districts were planned cohesively to leverage uses within the various districts for the benefit of residents and workers within those districts. For instance, the industrial district was planned to provide jobs for people who may live in the residential district. The Tourist Commercial district was planned to provide amenities such as eating and drinking establishments or overnight accommodations for the benefit of the residents of the residential zone or workers in the industrial park. That interplay is still very much a goal for the subject property. The zone was also planned to invite tourists as well as other Sisters community members. The proposed text amendments seek to expand and clarify the permissible uses on site with those objectives in mind.

The SRTC district was created around a specific vision for the property. The uses permissible were tightly tailored to that vision. From 2004 through 2007, the previous owner worked with the city to create the entirety of the Sun Ranch concept. The bed and breakfast structure was meant to be a centerpiece of the SRTC zone. Remodeling of the bed and breakfast commenced to house a high-end restaurant about 2006/2007. The restaurateur that was heading the effort abandoned the project. The structure that was mid-renovation has sat unfinished since that time and is boarded up for safety reasons.

The vision for the SRTC zone in the mid-2000s is outdated at this point. Sisters was a different place at the time that the TC zoning district was created. For instance, Five Pine was still in initial phases of development. The housing stock in Sisters was extremely limited. There were fewer eating and drinking establishments in Sisters.

In 2007, the population of Sisters was 1,825 per the Portland State University Population Research Center [statistics](#). PSU's Population Research Center [estimates](#) that the population of Sisters in 2025 will be 3,890. Since the economic recovery following the Great Recession, the Sun Ranch area has developed with a variety of businesses and residential units. This reality creates an opportunity to create a set of regulations that permit various uses in keeping with the intent of attracting tourists and locals alike. The vision for the property still includes overnight accommodations and food & beverage establishments but in different forms. This new vision includes higher end RV spaces that cater to the "vanlife" market and things like food carts, a tap house, corn hole, pickleball, small concert stage and other items that attract local and tourist visitors.

Currently, the purpose of the TC zone is:

"The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc."

The proposed, new language still aims to provide various tourism related uses to attract locals and tourists and to provide community gathering spaces.

"The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike."

Uses such as cabins for overnight rental are not as high in demand as other types of overnight accommodation. Food carts, tap rooms and recreational opportunities create places where people gather. The proposed text amendments seek to expand and clarify the types of uses on site but still honor the purpose of the district in its relationship to the community and the traveling public. Further, based on feedback from City staff, the proposed text amendments will put the SRTC zoning district into a format that is more consistent with the rest of the Sisters Development Code.

- E. PROPOSAL:** The applicant seeks approval of a series of text amendments to the existing SRTC zoning district (Chapter 2.12) and Chapter 1.3 of the Sisters Development Code. Some of the proposed amendments are based on staff feedback to gain consistency between the SRTC and the other sections of the Sisters Development Code (SDC). However, the majority of the text amendments proposed are geared towards expanding and clarifying the types of uses permitted on site. These uses provide the ability to serve the needs of the local community and serve the needs of travelers to Sisters. This has always been, and will continue to be, the focus and intent of the SRTC.

The proposed text amendments include but are not limited to the following key items:

- Define the term "Lodging Establishment" in Chapter 1.3 of the SDC.
- Update the Purpose Statement in Chapter 2.12 (SRTC).
- Add uses permissible in Chapter 2.12 (SRTC) including Hostel, RV Park including caretaker's residence, and Park.
- In consultation with City staff, remove many listed uses in the current SRTC as those uses would qualify as "Accessory uses." Examples of this include "Saunas", "Laundry establishment focusing on providing for the needs of guests", and "Multi-use trails and paths."
- Remove special standards for neighborhood market, laundry establishment and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City's Western Frontier Architectural Design Theme.
- Format the SRTC in a manner more like the rest of the SDC including introduction of a table format for development requirements.

### III. ANALYSIS & CONCLUSIONS:

#### Sisters Development Code:

#### Chapter 4.7 – Land Use District Map and Text Amendments

##### 4.7.100 Purpose

The purpose of this Chapter is to provide standards and procedures for legislative and quasi-judicial amendments to this Code and the Land Use District map. These amendments will be referred to as “map and text amendments.” Amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

##### 4.7.200 Legislative Amendments

Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Chapter [4.1](#), Section 600 and shall conform to Section [4.7.600](#), as applicable.

**RESPONSE:** The text amendments are proposed for some of the reasons listed in the purpose statement above in Section 4.7.100 – changing community conditions, needs and desires. This is detailed further below in this narrative. The proposed text amendments are considered Legislative in nature as the amendments will impact the entirety of the Sun Ranch Tourist Commercial Zone and the entirety of the city with the proposed definition of “Lodging establishment.” As such, the narrative addresses the criteria for the Type IV procedure found in Chapter 4.1 .600. Section 4.7.600 is addressed below and in more detail addressing the criteria related to the Transportation Planning Rule in Chapter 4.1.600. Exhibit F is the Trip Generation and Transportation Planning Rule Analysis memo from Lancaster Mobley Engineers.

The proposed text amendments to the SRTC zone are attached as Exhibit A which is the track changes version, and Exhibit B provides a clean version of the proposed changes.

##### 4.7.600 Transportation Planning Rule Compliance

**A. When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed by the City to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. Significant means the proposal would:**

1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal is projected to cause future traffic to exceed the capacity of “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or
2. Change the standards implementing a functional classification system; or
3. Allow types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility; or

**4. The effect of the proposal would reduce the performance standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan.**

**B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:**

- 1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or**
- 2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,**
- 3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.**

**RESPONSE:** The applicant's transportation engineer, Melissa Webb, PE with Lancaster Mobley Engineers provided a memo that analyses the trip generation from the proposed text amendments and addresses the Transportation Planning Rule (Exhibit F). This is further explained in the response to the criteria related to the Transportation Planning Rule in 4.1.600 below. Generally, what the memo explains is that the proposed new uses do not generate the volume of trips that would "significantly affect" the transportation system per OAR 660-012-0060.

The analysis compares the reasonable worst case scenarios from a trip generation standpoint comparing the trips that result from developing the property relying on the existing zoning allowances to trips resulting from the proposed new uses for the site (RV Park and Park). The analysis found that the trip generation potential from the existing zoning district language would produce a much higher volume of trips than the trips produced if the site were developed exclusively with the proposed new uses. Therefore, the proposed amendments do not adversely affect the City's transportation facilities.

## Chapter 4.1 – Types of Applications and Review Procedures

### 4.1.100 Purpose

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

### 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).

- D. Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

**RESPONSE:** The applicant proposes text amendments to the SRTC zone and Chapter 1.3 (Definitions) of the City’s Development Code. Again, the proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3 of the SDC.
- Update the Purpose Statement in Chapter 2.12 (SRTC).
- Add uses permissible in Chapter 2.12 (SRTC) including Hostel, RV Park including caretaker’s residence, and Park.
- In consultation with City staff, remove many listed uses in the current SRTC as those uses would qualify as “Accessory uses.” Examples of this include “Saunas”, “Laundry establishment focusing on providing for the needs of guests”, and “Multi-use trails and paths.”
- Remove special standards for neighborhood market, laundry establishment and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City’s Western Frontier Architectural Design Theme.
- Format the SRTC in a manner more like the rest of the SDC including introduction of a table format for development requirements.

The proposed text amendments to the SRTC district, if approved will apply to the entire zoning district. The proposed new definition for “Lodging establishment” will apply citywide. Therefore, this proposal is legislative in nature and will be reviewed through the City’s Type IV procedures. The specific language proposed for the SRTC can be reviewed in Exhibits A (track changes version) and B (clean version).

**Chapter 4.1.600, Type IV Procedure (Legislative)**

**A. Application requirements. See 4.1.700.**

**RESPONSE:** As mentioned above, the proposed text amendments will be implemented through the entirety of the SRTC zoning district and the proposed new term “Lodging Establishment” will apply citywide. Therefore, this application is a legislative amendment despite the relatively small area impacted by the change. Section 4.1.700 of the Sisters Development Code primarily details the required materials for submittal for such a proposal. The applicant has conferred with staff and has submitted the required materials. Per section 4.1.700(D), the applicant’s consultants met with City staff for pre-application meeting on November 14, 2023.

Sections 4.1.600 B – D provide the detail for required hearings for the Legislative procedure, notice requirements for hearings, and other related items. Sections 4.1.600 F – J provide detail on the required process and decision-making actions of the Planning Commission and the City Council. These sections do not contain approval criteria. The approval criteria to address for the proposed text amendment application are found in section 4.1.600E and these are addressed below.

**E. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:**

- 1. Approval of the request is consistent with the Statewide Planning Goals;**

**FINDING:** The proposed text amendments to the SDC, primarily concern the types of uses permissible within the SRTC zone and more specifically, on the subject property so that the property is positioned to develop the types of uses in demand by the traveling public and locals in Sisters. The amendment also proposes a new definition for “Lodging establishment.”

These changes primarily concern the following Statewide Planning Goals:

- Goal 1 – Citizen Involvement
- Goal 2 – Land Use Planning
- Goal 8 – Recreational Needs
- Goal 9 – Economic Development
- Goal 12 - Transportation

A brief discussion about how the proposal is consistent with those goals follows below. The following Goals are not applicable to the proposed Text Amendment:



**Goal 3 – Agricultural Lands.** The property contains no property planned or zoned for agricultural uses.

**Goal 4 – Forest Lands.** The property contains no property planned or zoned for forest uses.

**Goal 5 – Natural Areas, Scenic and Historic Areas, and Open Spaces.** There are no Goal 5 inventoried natural areas, scenic area, historic areas, or open spaces.

**Goal 6 – Air, Water and Land Resources.** None of the uses proposed for the site generate the types of pollution, contaminants or industrial byproducts that Goal 6 seeks to regulate.

**Goal 7 – Areas Subject to Natural Hazards.** The subject property does not contain areas subject to Natural Hazards such as a flood plain or other.

**Goal 10 – Housing.** The subject property is planned and zoned for commercial uses. It is not property that is planned to address the city of Sisters' housing needs.

**Goal 11 – Public Facilities.** The property is located within the City's Urban Growth Boundary (UGB) and will be served by city services such as sewer, water, and transportation. The Goal 11 rules focus on the need for cities of over 2500 in population to plan for needed urban services. The City of Sisters has adopted sewer, water and transportation plans that demonstrate that the city has the ability to serve lands within the city's UGB with those essential urban services, including the subject property.

**Goal 13 – Energy Conservation.** The City of Sisters was required to "consider the effects of its comprehensive planning decision on energy consumption."<sup>1</sup> This proposal does not affect the City's energy conservation efforts.

**Goal 14 – Urbanization.** Goal 14 focuses on planning for orderly growth within UGBs and for areas added to UGBs. The subject property is already within the City's UGB and is adequately planned for needed infrastructure to allow orderly growth. This proposal does not impact the Goal 14 planning conducted by the City of Sisters.

**Goals 15 – 19** do not apply in Central Oregon.

The following Statewide Planning Goals and Guidelines are applicable to this proposed text amendment.

**Goal 1 – Citizen Involvement.** Oregon's land use planning system, as implemented by the City of Sisters provides opportunities for public involvement throughout the land use decision making process. As the City's Comprehensive Plan explains, "Sisters is home to an active and

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<sup>1</sup> Oregon Statewide Planning Goal 13, <https://www.oregon.gov/lcd/OP/Pages/Goal-13.aspx>

engaged community, with residents who care deeply about the future of their city.<sup>2</sup> This proceeding has had and will have opportunities for interested community members to engage.

The Sisters Development Code does not have a prescribed neighborhood meeting requirement rather, "Applicants are encouraged to meet with adjacent property owners and neighborhood representatives in order to solicit input and exchange information about the proposed development. In some cases, the Community Development Director or designee may require the applicant to meet with adjacent property owners or neighborhood representatives prior to accepting an application as complete."<sup>3</sup>

The applicant held a neighborhood meeting in advance of submitting the Text Amendment application. The applicant held a neighborhood meeting on Wednesday, January 10 at 5:00 pm which was held at the Sisters Coffee Company at 273 W Hood Street in Sisters. The applicant sent notice of the neighborhood meeting to property owners within 500-feet of the Tourist Commercial zoning district boundaries and invited other community stakeholders.

Approximately 15 people attended the meeting. Eight of the attendees provided information on the sign-in sheet. The applicant provided a brief presentation on the history of the existing Tourist Commercial zoning, tourist market data relating to Sisters, and why the applicant is proposing the changes to the zoning text. The applicant's landscape architect provided and described illustrative plans for potential development concepts for the property in addition to "idea boards" showing examples of developments that may be considered on site.

There was one question asked. A neighbor asked about the development timeline for the property.

The notice for the meeting and the sign-in sheet are attached as Exhibit C.

This application will require public hearings in front of the City's Planning Commission and City Council providing the public with additional opportunities to provide comment on the record for the proposed text amendments (both written and in-person comments). The proposal is consistent with Goal 1.

**Goal 2 – Land Use Planning.** Goal 2 requires counties and cities to develop and adopt Comprehensive Plans and implementing regulations (such as the Sisters Development Code) based on a factual base. Policy 2.1.2 of the City's Comprehensive Plan requires that City **"maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis."** The applicant provides evidence of various changes and market realities that provide the factual basis to support the proposed amendments. This is detailed below in 4.1.600(E)(2) relating to consistency with the Comprehensive Plan. Goal 2 also requires consistency between the Comprehensive Plan and implementing regulation. This is

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<sup>2</sup> Sisters 2040 Comprehensive Plan, page 19.

<sup>3</sup> Sisters Development Code, Section 4.1.100(A)

also detailed in 4.1.600(E)(2). The proposed text amendments and suggested findings are consistent with Goal 2.

**Goal 8 – Recreation Needs.** This goal states “Local, state, and federal agencies and the private sector must co-ordinate their plans for recreation facilities and activities to protect our recreation resources and to help nearby communities prepare to meet the demand these recreation destinations place on public services and facilities such as roads. Goal 8 requires local governments to plan for the recreation needs of their residents and visitors.” The City coordinates with the Sisters Park and Recreation District for recreational planning needs.

The proposed text amendments will allow a “Park” use that provides for limited recreational opportunities due to the size of the property and the mix of uses that could be developed onsite. The proposed “RV Park” use will attract visitors to the City in keeping with the economic development goals in the City’s Comprehensive Plan and Economic Opportunities Analysis. The proposed text amendment based on the size of the subject property will not introduce facilities that will overburden recreational resources or the public facilities within the City of Sisters that serve the subject property. This is further explained in the response to criterion 4.1.600(E)(3). The proposed text amendments are consistent with Goal 8.

**Goal 9 – Economic Development.** “The purpose of Goal 9 planning is to make sure cities and counties have enough land available to realize economic growth and development opportunities.” Per Goal 9, the City has adopted an Economic Opportunities Analysis that identifies economic land needs, target industries and other local policies aimed at assuring economic opportunities within Sisters. The City has identified a continued focus on tourism related industries (hospitality, overnight accommodations, food and beverage services, etc.) and expansion of those types of uses to attract tourism activity in the shoulder season. The proposed text amendment does not remove property from the employment lands designation and aims to expand the types of uses permissible within the SRTC potentially attracting tourists in the slower seasons. This is further explained in the responses below related to the City’s economic development policies contained in such documents. The proposed text amendments are consistent with Goal 9.

**Goal 12 – Transportation.** “Goal 12 requires cities, counties and the state to create a transportation system plan that takes into account all relevant modes of transportation: mass transit, air, water, rail, highway, bicycle and pedestrian. The [Transportation Planning Rules](#) (TPR) implements Goal 12.”

The City adopted an updated Transportation System Plan in December 2021. The subject property is bound on two sides by Collector level streets (E. Barclay Avenue & Camp Polk Road). The City will be rebuilding E. Barclay Avenue and the applicant has begun discussions with City staff regarding a proposed bicycle/pedestrian connection to that road. The applicant has hired a transportation engineer to analyze the text amendments in light of the Transportation Planning Rule (TPR) and found that the amendments are consistent with TPR and as a result, Goal 12. This is further discussed in findings related to criteria in 4.7.600 and 4.1.600(3)&(4).

Exhibit F is the Trip Generation and Transportation Planning Rule Analysis memo from Melissa Webb, PE with Lancaster Mobley Engineers.

**2. Approval of the request is consistent with the Comprehensive Plan; and**

**RESPONSE:** The proposed text amendments to the Tourist Commercial zone are consistent with the Sisters 2040 Comprehensive Plan and its supporting documents. The amendments will allow uses that will deliver on some of the tourism industry related economic development ambitions identified in the Plan, the City's adopted Economic Opportunities Analysis and the community created Sisters Country Vision. In consultation with City staff, the following citations and policies from the Plan are applicable to the proposal.

**Section 1 – Public Involvement**

**POLICY 1.2.4**

***The City shall actively encourage community participation in planning processes and shall implement strategies to reach underrepresented or marginally-involved populations.***

**POLICY 1.2.6**

***The City shall provide options for community members to view and participate in all official City meetings in-person or remotely, consistent with State requirements, in order to reduce barriers to participation.***

**POLICY 1.3.1**

***The City shall provide information necessary to reach policy decisions at City Hall, on the City's website, and via other avenues as appropriate.***

City staff suggested that the applicant hold a neighborhood meeting which was hosted by the applicant on January 10, 2024 at the Sisters Coffee House. Notice was mailed to property owners within 500 feet of the Tourist Commercial zoning district. Further, the applicant reached out to various stakeholders including the Nugget newspaper editor to inform the community about the proposal.

This proposal will require hearings in front of the Sisters Planning Commission and City Council providing additional opportunities for community input. The City has adopted a hybrid approach to public meetings allowing remote and in-person attendance. Further, the application file and contents of the record will be available at City Hall for review by interested parties.

**Section 2- Land Use****POLICY 2.1.2**

***The City of Sisters shall continue to maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.***

The proposed text amendments are geared towards updating and clarifying the permissible uses within the Tourist Commercial zone. Comprehensive Plans and Development Codes are living documents that require routine updates based on changes in federal and state law, local policy direction, and response to changing market conditions. In this instance, the applicant is proposing text amendments to the Tourist Commercial zone that will contribute to many of the goals and policies of the Comprehensive Plan and supporting documents as discussed below. Identifying the applicable Comprehensive Plan policies and explaining how the amendments are consistent with and will contribute to various policy ambitions provides the factual basis needed to support the changes. Changes that have occurred since the SRTC zone was adopted on the subject property, within the Sisters community and amongst travel behavior of tourists that also support these proposed amendments.

As detailed in Section C, Background of this document, the Tourist Commercial Zone was crafted by the previous owner of the 69013 Camp Polk Road property to deliver on a vision for the property in 2005 or so. The Tourist Commercial zone was a unique zoning district that was tailored to provide a "boutique" commercial hub for the Sun Ranch Industrial Park, residential areas in proximity and the traveling public. One focus was going to be the establishment of a high-end restaurant within the old residential structure on site. Further, cabins were planned to be developed on site to provide overnight accommodations for business travelers and tourists. Other uses were permissible on site including a neighborhood market and others that would typically be considered "accessory" to hotel uses like fitness center or saunas. The zoning district contained "movie rentals" as one permissible use – evidence of the need to update. Further, the zoning district prohibited uses such as "Auto-oriented uses and drive-through uses."

A lot has changed in Sisters since the Tourist Commercial District was adopted to complement the boutique industrial and residential areas. Please note, the proposed text amendments would still provide complementary uses that can be enjoyed by users of the Sun Ranch Business Park and the surrounding residential areas, but the types of amenities proposed differ.

First, the residential structure that is on site that was constructed in 1947 and was used to house a bed and breakfast from the 1980s through the early 2000s, has sat in a state of disrepair for 15+ years. The structure was in the beginning phases of demolition/remodeling when the restaurateur abandoned the project. It is financially infeasible to repurpose the structure for commercial use at this point.

Second, the entirety of Sisters has grown substantially and on a micro-level the growth within the Sun Ranch Business Park and the adjacent residential areas has been equally robust. Sisters

has more than doubled in size from its 2007 population of 1700 to more than 3500 today. The SRTC property still has significant potential to attract workers and residents from those areas. However, the types of uses that generate such interest currently aren't contained in the current zoning district. By adding and clarifying uses permissible in the district, it provides better flexibility to develop the types of uses that will cater to locals and travelers. For instance, the "Park" use is proposed as a permissible use which allows the property owner to consider development of a dog park area or pickleball court both of which are popular activities.

The number of more traditional overnight accommodations such as hotel rooms, cabins and short-term rentals have increased substantially within the community. For instance, when the SRTC zone was created, many of the uses at Five Pine had not been developed. The GrandStay Hotel had not been developed. The vision for the SRTC focused on cabin-like structures to provide overnight accommodations.

Likely aided by the pandemic, travel behavior has changed. The increase in the number of people who travel by RV has increased substantially. RV ownership has increased 60% over the past 20 years with an increasing number of younger RV buyers<sup>4</sup>. Remote working abilities has also led to an increase in such travel as all that is needed to work remotely is an internet connection. An RV Park on the subject property would cater to that growing segment of the tourism market.

The proposed text amendments seek to provide consistency with other portions of the Sisters Development Code but also enjoy the flexibility such consistency provides. For instance, the proposed text amendments will add "Eating and Drinking Establishments" consistent with other districts in the SDC as opposed to the current zoning language that includes "Restaurant, bar and food services." This will allow the owners to propose various types of eating and drinking establishments from food carts to a tap house, to a more traditional restaurant or other similar use.

As documented in the City's Comprehensive Plan, the City's Economic Opportunities Analysis (EOA) and the Sisters Country Vision, tourism has been and will continue to be an economic driver for the community. The EOA explains that uses that attract tourists provide desirable amenities for locals as well.

The Sisters Country Vision states:

***As to its future economy, Sisters Country recognizes that tourism and the arts and recreational economies will continue to be a major source of its future prosperity<sup>5</sup>.***

The City's adopted EOA states the following:

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<sup>4</sup> <https://www.rvia.org/go-rving-rv-owner-demographic-profile>

<sup>5</sup> Sisters Country Final Vision Action Plan, page 6.

***The City of Sisters has developed a robust mix of lifestyle retail stores and restaurants, providing a strong base for ongoing development and a range of amenities that can support tourist activities. The amenities that tourism traffic supports are largely consistent with what is desirable to residents. Quality retail, restaurant, recreation, and hospitality tenants make a community an attractive place to live and work. Studies have shown that amenity-related supportive uses also benefit and attract residents and businesses.<sup>6</sup>***

The proposed text amendments will allow establishment of food and beverage, recreation and hospitality uses that drive visitor interest and local interest. In addition, the EOA identifies four strategies to pursue a prosperous economy. The first strategy reads as such:

***Strategy 1: Four-Season Tourism and Visitor Destination Encourage ongoing tourism and destination economy, with a focus on shoulder season and winter events. This supports the following target industries:***

- ***Leisure and Hospitality***
- ***Accommodation and Food Services***
- ***Retail Trade***

The proposed text amendments allow for various uses, such as a park or food services, that can be enjoyed year-round by residents and tourists. The uses proposed focus on leisure and hospitality, accommodation and food services. One use proposed, "RV Park" has the potential to be a year-round facility that will attract visitors to the city to enjoy the various amenities in the slower seasons as well. For instance, RVers could stay at the RV park on site while enjoying Nordic or alpine skiing in the vicinity during the day. This would allow such travelers to enjoy the outdoor recreation amenities outside of the city during the day while frequenting the city's various amenities in the evening.

Another fact that supports the proposed changes relates to the changing travel behaviors of tourists. Over the past decade, RV ownership has increased substantially and world events such as the COVID Pandemic have changed how people engage in tourism resulting in many new RVers. According to the Recreational Vehicle Industry Association (RVIA) RV ownership has increased 60% over the last 20 years with now more than 11 million families owning RVs<sup>7</sup>. Ownership amongst the younger generations (Millenials and Gen Z) represents a growing segment of the market. This is understandable based on changing perspectives on remote work and other advances that allow for flexibility in travel and work.

It is important to consider the economic impact of RVing. According to RVIA, RVing had a \$4 Billion annual impact on Oregon's economy including \$652 Million spent on RV campgrounds and travel (See Exhibit D). Further, the cost to travel via RV compared to traditional modes of travel (airline flights, rental cars, and hotel rooms) is much more affordable.

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<sup>6</sup> City of Sisters Economic Opportunities Analysis, Page 33.

<sup>7</sup> <https://www.rvia.org/go-rving-rv-owner-demographic-profile>

Allowing a more affordable method of visiting Sisters is in keeping with feedback from the study the City commissioned by EcoNorthwest in 2021, the Sisters Visitors Opportunities Study (Exhibit E). Visitors were surveyed about their attitudes on visiting Sisters. Amongst many findings, there were two key complaints identified in that study that support changes to the Tourist Commercial zone including the ability to permit the RV Park use – lack of affordability in general and the lack of affordable accommodations. An RV Park in the City would offer a more affordable form of overnight accommodations.

As part of due diligence efforts, the applicant conducted a brief market study of Sisters this past summer. The study revealed that in July of 2023, the cheapest hotel room in Sisters was \$249/night. On the other end of the spectrum, a visitor to Sisters can easily spend more than \$600/night on the higher end accommodations in the city. The Creekside Campground offers a variety of RV spaces at more affordable rates (\$55/night for a full hookup 50 amp site). That facility is very popular with occupancy rates close to 70% (with a limited ability to track reservations made by the remote kiosk on site). The addition of a year-round RV park provides another option for travelers that can stay in Sisters, recreate, and spend money in local businesses without incurring the cost of staying in one of the City's hotels. This added overnight accommodation within the city diversifies the offerings to potential visitors to Sisters.

The proposed text amendments provide additional flexibility that will allow the property owner to respond to the changing tourism market and develop the property in a manner that will contribute to one of the City's main economic development platforms, tourism. The information provided in this response provides a sound factual base which supports the proposed changes.

**POLICY 2.1.4**

***The City shall notify and engage partner organizations, residents, property owners, and businesses as part of processes to update and amend the City's Comprehensive Plan and Development Code.***

**POLICY 2.1.7**

***The City shall continue to explore opportunities to incorporate new regulatory approaches and other best practices to implement the Comprehensive Plan in a manner that can be administered effectively and efficiently.***

The applicant appreciates this opportunity to propose updates to the development code in keeping with Policy 2.1.4. Text amendments that allow property owners to respond to changing market conditions and travel behavior is an effective way to adjust the city's development code to deliver on the tourism economic development policy ambitions in the City's Comprehensive Plan, EOA and the Sisters Country Vision. The City's Comprehensive Plan contains a policy that is geared towards amending the portions of the development code that regulate residential development to respond to changing housing market realities (Policy 5.1.4).



It may be worth considering a similar policy related to commercial and industrial development standards.

Chapter 8 of the City's Comprehensive Plan contains numerous policies that support the proposed text amendment and the types of development that could result due to the focus on attracting tourist activity and the economic benefits associated.

**POLICY 8.1**

***The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, encouraging mixed use development and unique design using the City's Western Frontier Architectural Design Theme.***

**POLICY 8.3**

***The City shall promote pedestrian scale developments in the commercial zones. Auto-oriented developments such as restaurants with drive-up windows will be discouraged, limited or prohibited in the Downtown area; in other areas, they shall be limited and managed to minimize their impacts.***

**POLICY 8.5**

***The City shall promote and incentivize mixed-use development within the Commercial Districts, and in transitional light- industrial areas such as the Sun Ranch and Three Sisters Business Parks (as previously noted in the findings), and small commercial uses and home occupation mixed with residential uses.***

**POLICY 8.18**

***The City shall strategically develop and continue to support the tourism and destination economy through strategies such as increasing the number of "shoulder season" (spring/fall) and winter events and attractions, including performances, festivals, retreats, educational speaker series, trainings, and outdoors sports tournaments.***

The applicant has proposed the text amendments to allow development of a mix of uses on site. The applicant is seeking to remove the requirement to adhere to a 1900s Rural Farm/Ranch House and to instead implement the 1880s Western Design Theme for commercial structures on the property. Although RV Parks require the use of automobiles, it is not an auto-oriented use like a drive-through. Nor is it an "auto-dependent use" as defined in section 1.3 of the SDC.

The applicant has contacted the City's Public Works Director regarding a bicycle/pedestrian connection on the south end of the property to connect to the newly constructed bicycle/pedestrian facilities that will be constructed as part of the E. Barclay Avenue

reconstruction project this summer. This will provide bike and pedestrian access from the site and into the core of the city.

The applicant contemplates an RV Park that will be open year-round which will attract winter visitors who can engage in the various winter recreational activities surrounding the city and enjoy the amenities offered in the city. The mix of uses permissible will allow development that can attract shoulder season visitors.

The City's EOA supports the continued focus on tourism-related sectors as a Target Industry. The proposed text amendments are geared to unlock the potential that this property holds in terms of its ability to develop with a mix of commercial uses that will attract visitors to the property and to enjoy (and spend money at) the various restaurants, breweries, distilleries, retail stores and other businesses in Sisters. The update of the Tourist Commercial zone is consistent with the City's Comprehensive Plan and will modernize the zoning district in a manner that will allow the zone to better deliver on the tourism-related economic ambitions in the city's economic development planning documents.

**3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.**

**RESPONSE:** The Text Amendment application is not seeking approval for a specific development on the property at 69013 Camp Polk Road. However, the subject property is within the City's UGB and is provided with the necessary sewer, water, and transportation infrastructure to serve the proposed uses in the SRTC zone based on the city's adopted capital facilities plans.

**SEWER:**

The City's adopted Wastewater System Capital Facilities Update (2016) analyzed the city's ability to provide necessary sewer service based on development that could occur within the existing zoning districts and forecast population growth. There are four sewer laterals serving the property from the City's 12-inch gravity sewer line in Camp Polk Road.

The City's 2016 sewer facilities update found "Most gravity lines appear to be sufficiently sized for 2035 flows with existing zoning and provide capacity for growth with the exception of the

main 18" gravity main and the 10" main that serves the Industrial Park, which may reach their capacity with increasing density of development and property annexations.<sup>8</sup> The property is not served by the 18" or 10" mains in the industrial park. The City's sewer system was sized appropriately to accommodate commercial level flows from the property. The proposed text amendments do not introduce new uses that exceed sewer needs of the uses permissible in the existing SRTC zoning district.

#### WATER:

There is an existing 1" water service connection to the subject property from a 12-inch water line in E. Barclay Avenue. The City's 2017 Water Capital Facilities Plan Update analyzed the city's ability to serve the community with water based on the existing zoning districts and forecast population through 2037. This analysis included the SRTC zoning for the property. Although the City has identified maintenance and capital projects to meet the needs of the growing community, the impacts from the commercial development of this site were factored into the system analysis. The City's water system has the capacity to serve this property. The exact size of the needed water service line and meter for future development of the subject property will need to be evaluated when such plans are developed.

#### TRANSPORTATION:

The City adopted a Transportation System Plan (TSP) update in 2021. Figure 4-3 from the TSP shows that the subject property has frontage on two collector roads, E. Barclay Drive on the south frontage and Camp Polk Road on the east property line. Per figure 3-3 from the TSP, Camp Polk Road contains a bicycle lane.

In discussions with City staff, the applicant is aware of the City's planned reconstruction of E. Barclay Drive as part of developing an Alternate Route to address Highway 20 congestion. That project will provide bicycle and pedestrian facilities along E. Barclay Drive. The City has indicated that vehicular access onto E. Barclay Drive will not be permitted, however, bicycle and pedestrian accesses from the subject property onto E. Barclay Drive are permissible.

The property contains enough linear frontage along Camp Polk Road to provide multiple access points in compliance with the city's access separation standards. The planned bicycle/pedestrian connection to E. Barclay and various opportunities for connections to Camp Polk Road will disperse trips in multiple modes and locations from the site.

The transportation impacts resulting from the proposed text amendments are analyzed in the attached Trip Generation & Transportation Planning Rule Analysis by Melissa Webb, PE with Lancaster Mobley transportation engineers (Exhibit F). Based on the trip generation analysis, the proposed new and clarified uses will not generate more trips than what can be developed under the current zoning (6000 square foot restaurant). As a result, the proposed text amendments do not introduce uses that will "adversely impact current levels of service provided to existing users."

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<sup>8</sup> Wastewater System Capital Facilities Update (2016), at 6-6

#### **4. Compliance with 4.7.600, Transportation Planning Rule (TPR) Compliance**

**RESPONSE:** The Trip Generation and Transportation Planning Rule Analysis provided by Melissa Webb, PE with Lancaster Mobley Engineers is attached as Exhibit F. The analysis compares the reasonable worst case scenarios from a trip generation standpoint comparing the trips that result from developing the property relying on the existing zoning allowances to trips resulting from the proposed new uses for the site (RV Park and Park). The analysis found that the trip generation potential from the existing zoning district language would produce a much higher volume of trips than the trips produced if the site were developed exclusively with the proposed new uses. Therefore, the proposal will not “degrade the performance of any planned or existing transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment.”<sup>9</sup>

##### **4.1.1000 Neighborhood Meetings**

**A. Neighborhood Meeting Requirement.** Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input and exchange information about the proposed development. In some cases, the Community Development Director or designee may require the applicant to meet with adjacent property owners or neighborhood representatives prior to accepting an application as complete.

**RESPONSE:** As detailed above, the applicant held a neighborhood meeting on Wednesday, January 10 at 5:00pm at the Sisters Coffee Company in Sisters. The applicant’s team presented a summary of the proposed text amendments, a brief history of the SRTC zone, and reasons behind the proposed amendments. Approximately 15 people attended the meeting. One question was asked relating to development timelines for the property.

#### **IV. CONCLUSION:**

The applicant has demonstrated consistency with state law, the applicable City Comprehensive Plan policies, and supporting documents. Further, the applicant’s proposed text amendments allow the property to better meet select economic development policies and ambitions identified in adopted City documents. For the reasons set forth herein, the proposed Text Amendments to the Sun Ranch Tourist Commercial zone and Chapter 1.3 of the Sisters Development Code warrant approval.

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<sup>9</sup> Webb, Melissa, Trip Generation & TPR Analysis Memo, page 7.

**Exhibit List**

**Exhibit A – Proposed Text Amendments (Track Changes)**

**Exhibit B – Proposed Text Amendments (Clean Version)**

**Exhibit C – Neighborhood Meeting Notice and Meeting Sign-In Sheet**

**Exhibit D – RVIA Oregon’s Annual Impact**

**Exhibit E - Sisters Visitors Opportunities Study**

**Exhibit F - Lancaster Mobley Trip Generation and Transportation Planning Rule Analysis**

**Chapter 2.12 –  
Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Applicability/Uses**
- 2.12.300 Permitted-Uses/Development Standards**
- 2.12.400 Lot-Requirements/Off-Street Parking**
- 2.12.500 Height Regulations**
- 2.12.600 Setbacks and Buffering**
- 2.12.700 Lot Coverage**
- 2.12.800 Off-Street Parking**
- 2.12.900 Landscape Area Standards**
- 2.12.1000 Special Standards for Certain Uses**
- 2.12.1100 Design Theme**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation destinations and to provide gathering places space and uses that attract for business travelers, tourists and the residents of the area members of the Sisters community alike. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.

**2.12.200 Applicability**

The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.

**2.12.300 200 Permitted Uses**

A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300-1 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being

listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.

B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.

C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." 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 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special-Use References
<b>Commercial</b>		
Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).	P <u>Maximum of 30 cottage units</u>	See <u>Section 2.12.1000</u>
<del>Lodging facilities</del> Hotel & Lodging Establishments.	P	-
<u>Bed and Breakfast Inn</u>	<u>P</u>	
<del>Office</del> <u>Hostel</u>	P	-
<del>Restaurant, bar and food services</del> <u>Eating and Drinking Establishments</u>	P <u>See section 2.5.300L</u>	-
<u>Short-term rentals</u>		

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Commented [JS1]: Do we just cover this with Hotel or lodging facilities?

Commented [JS2]: Not sure if I follow the use table for Hostel in the Highway Commercial district

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**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special-Use References
<del>Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.</del>	P	-
<del>Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc. Accessory retail uses limited to 800 square feet.</del>	P	-
Neighborhood Market	P <u>See section 2.12.1000</u>	See <u>Section 2.12.1000</u>
<del>Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.</del>	P	See <u>Section 2.12.1000</u>
Multi-use trails and paths.	P	-
Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	-
<del>Docks, docks and other areas to provide enjoyment of the ponds.</del>	P	-
Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	-
Cideries, Distilleries, Wineries and Breweries	P	-

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Commented [JS4]: Meant to capture ability for bike rental or similar on site.

Commented [JS5]: Accessory Use

Commented [JS6]: Do we need this as a permitted use or is more of a site development item? Isn't this an accessory use?

Commented [JS7]: This is a bit dated - and a pavilion could be an accessory use.

Commented [JS8]: Accessory use.

Commented [JS9]: How is this dealt with in other districts?

Commented [JS10R9]: Community Centers and similar uses - might want to make consistent



**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
	<a href="#">See section 2.5.300L</a>	
<a href="#">RV Parks with TBD or less spaces, including caretaker's residence.</a>		
<a href="#">Recreation Facility, Private</a>	P	
Similar uses.	P <a href="#">See section 4.8 Code Interpretations.</a>	
Accessory uses.	P	-
<a href="#">Utility service lines.</a>	P	-
<b>Prohibited Uses</b>		
Auto-oriented dependent uses and drive-through uses.	P	
<a href="#">Telecommunications equipment, other than telecommunication service lines and cell towers.</a>	P	
<a href="#">Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300</a>	P	

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Key: P = Permitted SP = Special Provisions

MCU = Minor Conditional Use Permit CU = Conditional Use Permit

E. [Formula Food Establishments](#). The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

**2.12.400 300 [Lot Requirements Development Standards](#)**

Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements. The following property development standards shall apply to all land, buildings, and uses in the Sun Ranch Tourist Commercial District.

Table 2.12.2

<u>Development Standard</u>	<u>Tourist Commercial District</u>	<u>Comments/Other Requirements*</u>
<u>Minimum Lot Area</u>	<u>Lot size determined by spatial requirements for proposed use and associated landscaping and parking.</u>	
<u>Height Regulations</u>	<u>40 feet</u>	<u>Compliance with the requirements of the Runway Protection Zone is required.</u>
<u>Front Yard Setbacks</u>	<u>New buildings shall be at least 10 feet from property line.</u>	
<u>Side Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Rear Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Lot Coverage</u>	<u>No maximum lot coverage standard but must comply with landscape, parking and circulation standards.</u>	
<u>Buffering</u>	<u>Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site.</u>	

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Landscaping	A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.	
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**2.12.500 Height Regulations**

No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.

**Commented [JS11]:** Allows for three stories - or tall ceiling on first floor and a floor above (apartment or similar).

**2.12.600 Setbacks and Buffering**

All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less.

Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.

**A. Front Yard Setback**

New buildings shall be at least ten feet from the front property line except buildings and structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way.

**B. Side Yard Setback**

There is no minimum side yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way. Buildings shall conform to applicable fire and building codes.

**C. Rear Yard Setback**

There is no minimum rear yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way. Buildings shall conform to applicable fire and building codes.

**D. Buffering**

Any outside storage area (including trash/recycling receptacles) associated with a use on any site shall be buffered by masonry wall, site-obscuring fencing or other measures using materials that are compatible with the color and materials of the primary buildings on site.

**2.12.700 Lot Coverage**

There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.

**2.12.800-400 Off-Street Parking**

The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district ~~may be satisfied by off-site parking lots or garages~~ shall meet the standards in ~~per~~ Chapter 3.3 – Vehicle and Bicycle Parking. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.

**2.12.900 Landscape Area Standards**

A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.

**2.12.1000 Special Standards for Certain Uses**

A. Neighborhood Market and Laundry Establishment

A neighborhood market and self-serve laundry establishment shall:

1. Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.
2. Such uses shall not operate past 10:00 p.m.
3. Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 60 feet.
4. Structures housing such uses shall not exceed 1000 square feet, excluding storerooms.

B. Cottages

1. A maximum of 30 cottage units are permitted in the Sun Ranch Tourist Commercial Zone.

**2.12.1100 Design Theme**

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A— All structures proposed within the Sun Ranch Tourist Commercial district shall be consistent with the early 1900's Rural Farm/Ranch House design standards outlined below. Figures 2.12.1100 A and B provide illustrations of examples of architectural styles that are consistent with the theme.

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1. Era— Rural farm and ranches of the early 1900s.

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2. Architecture— Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.

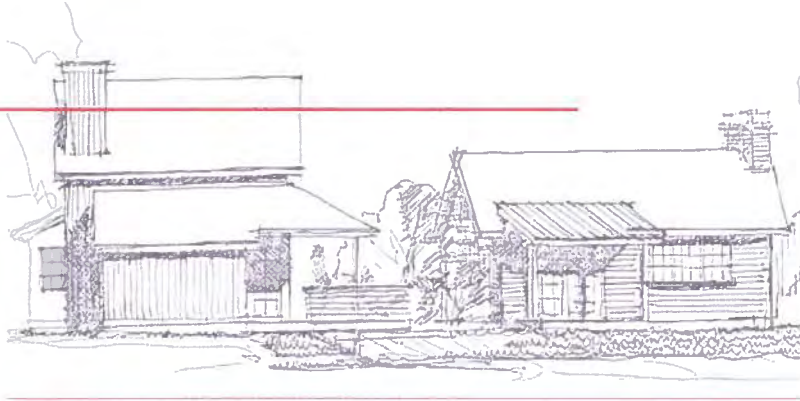
3. Exterior Materials— Rough sawn boards and/or board and batten walls, rough stone and brick. Dimensional composition shingle roofs.

4. Roof Pitches— A majority of 8:12 pitched main roof forms, with 6:12 and 4:12 sheds.

Figure 2.12.1100 A

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Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

Lodging establishment - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

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**DRAFT**

**Chapter 2.12 –  
Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Uses**
- 2.12.300 Development Standards**
- 2.12.400 Off-Street Parking**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.

**2.12.200 Uses**

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 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 allowed in the TC District subject to special provisions are listed in Table 2.12.1 with a reference to the applicable Sisters Zoning Code standard.
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with a Conditional Use "CU." 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.

<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>
<b>Commercial Uses</b>	
Hotel & Lodging Establishments.	P
Hostel	P
Eating and Drinking Establishments	P See section 2.5.300L



**DRAFT**

<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>
Neighborhood Market	P See section 1.3
Community Centers and similar uses	P
Cideries, Distilleries, Wineries and Breweries	P See section 2.5.300L
RV Park, including caretaker's residence.	P
Park	P
Similar uses.	P See section 4.8 Code Interpretations.
Accessory uses.	P
<b>Prohibited Uses</b>	
Auto-dependent uses and drive-through uses.	

**2.12.300 Development Standards**

The following property development standards shall apply to all land, buildings, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

<b>Development Standard</b>	<b>Tourist Commercial District</b>	<b>Comments/Other Requirements</b>
Minimum Lot Area	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	
Height Regulations	30 feet	Compliance with the requirements of the Runway Protection Zone is required.

**DRAFT**

Front Yard Setbacks	New buildings shall be at least 10 feet from property line.	
Side Yard Setbacks	No minimum side yard setback.	
Rear Yard Setbacks	No minimum side yard setback.	
Lot Coverage	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	
Buffering	Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site. See Section 3.2, Landscaping and Screening.	

**2.12.400 Off-Street Parking**

The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter [3.3 – Vehicle and Bicycle Parking](#).

**DRAFT**

**Chapter 1.3 – Definitions**

The following definition is proposed for section 1.3 of the Sisters Development Code as part of the text amendment for the Sun Ranch Tourist Commercial District. It is proposed to provide clarity on what types of development or structures qualify as lodging establishments to remove uncertainty.

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

Lodging establishment - any hotel, motel, resort, building, structure, or other habitable space that is used to provide sleeping accommodations to the public for charge.

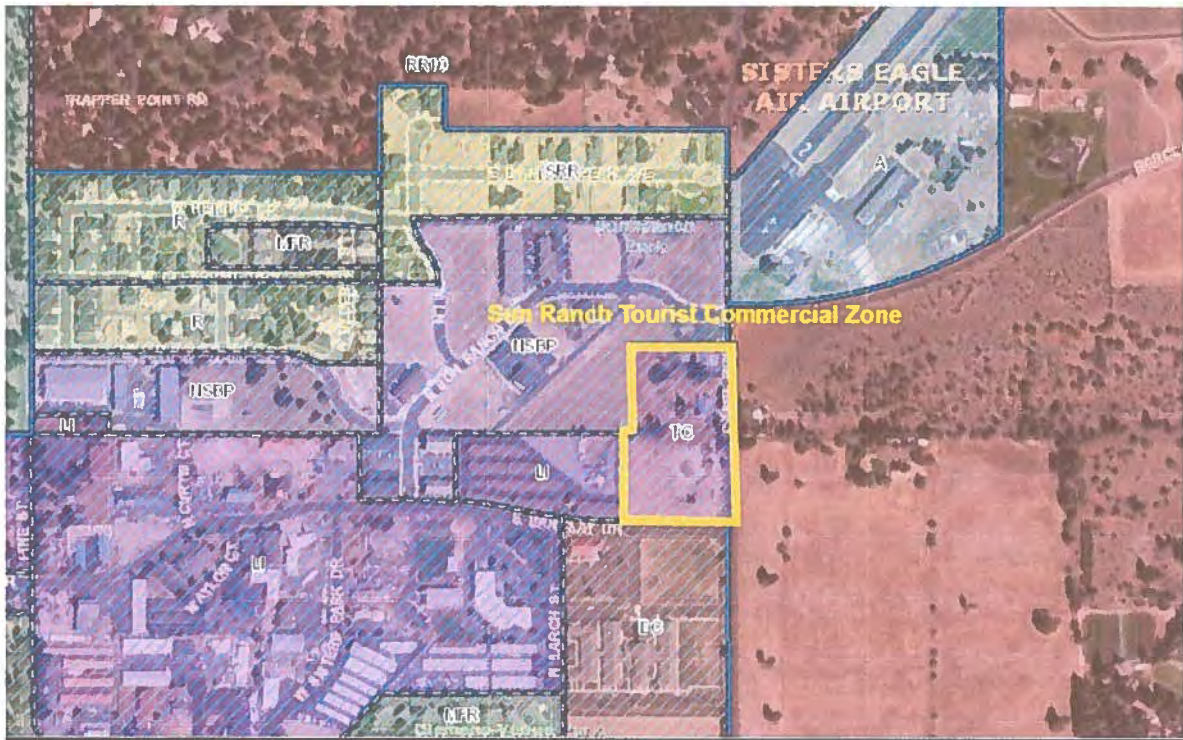
### Neighborhood Meeting Notice

A neighborhood meeting will be held to discuss proposed text amendments to section 2.12 of the Sisters Development Code, the Sun Ranch Tourist Commercial Zone and section 1.3, Definitions.

**WHEN/WHERE:** The meeting will be held at Sisters Coffee Company at 273 W Hood Avenue, Sisters, 97759 on Wednesday, January 10, 2024, at 5:00pm.

**PROPOSAL:** Text Amendments to Chapters 1.3 (Definitions) and 2.12 of the Sisters Development Code (Sun Ranch Tourist Commercial Zone). The amendments clarify what types of uses are permitted within the Sun Ranch Tourist Commercial Zone and to permit additional uses within the Sun Ranch Tourist Commercial Zone.

**PROPERTY LOCATION:** The Sun Ranch Tourist Commercial zone is located at the northwest corner of Camp Polk Road and E. Barclay Avenue and is shown outlined in yellow on the map below:



The Sun Ranch Tourist Commercial Zone applies to roughly 6.20 acres of property described as:

- 15-10-04, Tax lot 1101 (69013 Camp Polk Road)
- The southern 100+/- feet of tax lot 1900 on Map 15-10-04BD (575 E Sun Ranch Drive)
- The southern 100+/- feet of tax lot 1901 on Map 15-10-04BD (No address)

**OWNER:** Lake House Inn, LLC, 160 S. Oak Street, #147, Sisters, OR 97759

The Text Amendment application is proposed to clarify what types of uses are permitted within the Sun Ranch Tourist Commercial Zone, add specific uses that will be permissible in the zone, remove specific uses permissible in the zone, and edit for consistency with other sections of the Sisters Development Code. The proposed amendments are aimed at modernizing the zoning district language while staying consistent with the purpose of the zone (including uses that cater to tourists and local community members).

***Please note, this Text Amendment application seeks only to approve the proposed text changes to the Sisters Development Code. The application does not seek approval of any specific development proposal for the zone or the applicant's property.*** A future site design review application and associated building permits will need to be approved by the city of Sisters prior to any specific development on site.

Attached is a draft copy of the proposed amended version of the Sun Ranch Tourist Commercial Zone, and a draft copy of the proposed amendment to section 1.3, Definitions within the Sisters Development Code. To view the current Sun Ranch Tourist Commercial Zoning district please visit the following URL:

<https://www.codepublishing.com/OR/Sisters/#!/SistersDevCode02/SistersDevCode0212.html#2.12>

The neighborhood meeting will allow the property owners and their consultant team to present the proposed text amendments. There will be an opportunity for community members to ask questions about the proposed text amendments and associated items. The owner will submit an application for the text amendments to the city of Sisters for review following the neighborhood meeting.

Sun Ranch Tourist Commercial Text Amendment  
Neighborhood Meeting  
Wednesday, January 10, 2024  
Sisters Coffee Company  
Sign-in Sheet

NAME	ADDRESS	EMAIL
Rod Cooper	69274 Stetson	rod.cooper55@reagan.com
Kristy Cooper	" "	KristyC53@reagan.com
ERIK FITCHETT	575 SUN RANCH	ERIK.FITCHETT@CASCADESPIRITSCO.COM
Eric Strobel	69991 Meadow View Road	eric@edco.nf.com
Katie Beasley	575 SUN RANCH	Katie.Beasley@cascaDSPINTSCO.COM
Madiya Larrabee	SISTERS 310-733-8360	MadiLarrabee@y605
Brielle Larrabee	SISTERS 541-654-6414	BrielleLarrabee@y605.com
GEORGE SKIDMORE	903 E RANCH	GEORGE.SKIDMORE11@GMAIL

# RVs




☆☆☆ Move America ☆☆☆

☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆







## A \$140 BILLION AMERICAN INDUSTRY

### OREGON'S ANNUAL ECONOMIC IMPACT

# \$4 Billion

 <b>\$3 Billion</b> RV Manufacturers & Suppliers	 <b>\$866 Million</b> RV Sales & Services	 <b>\$652 Million</b> RV Campgrounds & Travel
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### SUPPORTS

 <b>1,395</b> Businesses	 <b>20,529</b> Jobs	 <b>\$1 Billion</b> Wages
 <b>\$482 Million</b> Taxes Paid	 <b>18,628</b> RVs Produced	 <b>\$559 Million</b> In Retail Value

# RVs

☆☆☆ Move America ☆☆☆

☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

## A \$140 BILLION AMERICAN INDUSTRY

### ANNUAL ECONOMIC IMPACT



**\$74 Billion**

RV Manufacturers & Suppliers



**\$31 Billion**

RV Sales & Services



**\$36 Billion**

RV Campgrounds & Travel

### SUPPORTS



**31,540**  
Businesses



**678,114**  
Jobs



**\$48 Billion**  
Wages



**\$14 Billion**  
Taxes Paid



**600,000**  
RVs Produced



**\$559 Million**  
In Retail Value

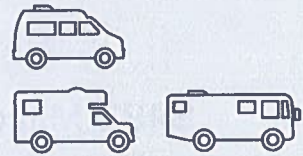
### 65 MILLION AMERICANS PLAN ON GOING RVING IN THE NEXT YEAR



#### TOWABLE



#### MOTORIZED





# Sisters Visitor Opportunities Study Survey Results

**ECONorthwest**  
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# Survey Summary

**ECON**Northwest  
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# Survey Dates

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Survey Opened  
**August 12, 2021**

Survey Intercepts Conducted  
**Fri, August 13 – Mon, August 16, 2021**

Survey Closed  
**September 8, 2021**

- Intercept sites included:
  - Local **restaurants and shops** (Three Creeks Brewery, Sisters Coffee, Sisters Bakery)
  - **Trails, trailheads and rec sites** (Peterson Ridge, Wychus Creek, Three Creek Lake, Suttle Lake)
  - **Black Butte Ranch and Camp Sherman**
- Online distribution via email lists and social media:
  - **Creekside Campground, Sisters Folk, Quilt Festival, others**



## SISTERS AREA VISITOR STUDY

Thank you for visiting the Sisters area!  
The community of Sisters and its regional stakeholders would like to learn more about your experience as a visitor.

Please scan this QR code—or visit the link below—to take our 10-minute survey to provide feedback about your trip.

Your responses will help the community of Sisters improve the visitor experience, plus you can enter to win an overnight stay at the GrandStay Hotel in Sisters and other awesome gift cards!



Please take this survey by September 6, 2021  
<https://www.surveymonkey.com/r/XXG00Y7>

This survey is being conducted by ECONorthwest on behalf of Crosscurrent Collective and the Sisters Destination Management project team that includes:

City of Sisters

Sisters Chamber of Commerce

Sisters Country Economic Development

Central Oregon Visitors Association

U.S. Forest Service



Please take this survey by September 6, 2021  
<https://www.surveymonkey.com/r/XXG00Y7>

# Survey Card

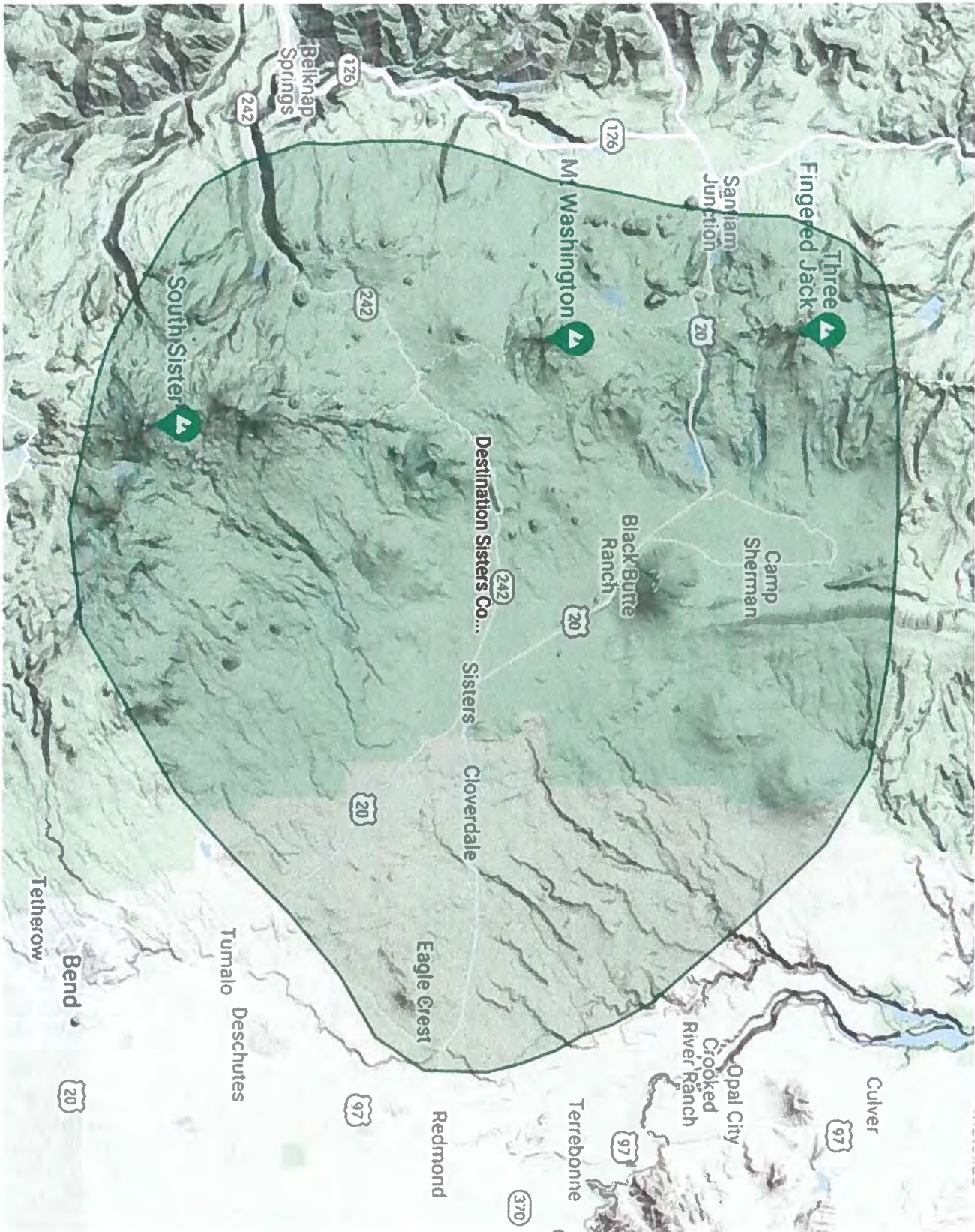


## Sisters Visitor Opportunities Study

### Trip Overview

1. Are you:

- A permanent resident of the Sisters area (Sisters, Black Butte, Camp Sherman)
- A temporary or seasonal resident of the Sisters area
- A visitor to the Sisters area



# “Sisters Area”

# Survey Response Rates

EXHIBIT C

<b>Total respondents:</b>	<b>1,470</b>
▪ <i>Total collected on-site:</i>	<b>259</b>
▪ <i>Total collected online:</i>	<b>1,211</b>
▪ <i>Incomplete surveys:</i>	<b>(207)</b>
<b>Total completed surveys:</b>	<b>1,263</b>

## Notes and Caveats:

- Majority of respondents were from events (folk festival, quilt show) and Creekside CG.
- Survey includes visitors to Sisters within previous 3 years.
- Visitor characteristics and motivations for festival, event, and campground visitors are different. Results from both the on-site only and full surveys are presented here.

# Where Did Respondents Visit From?





# Survey Respondents by State/County

EXHIBIT C

## Total Responses by State/Region

Oregon:	721
Washington:	171
California:	140
Other western states:	90
Midwest:	34
South:	26
East:	24

### Top 5 counties:

- Multnomah County (122)
- Clackamas County (96)
- Deschutes County (80)
- Washington County (73)
- Lane County (58)



# Survey Results

**ECON**orthwest

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# Key Findings: Overall Summary

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Visitors to Sisters are in general highly satisfied with their experience, but we find several key areas for improving visitor experience and encouraging repeat visits.

**Visitor profile:** Visitors tend to be older, traveling without children, on 3-4 night destination vacations staying with friends/family or vacation rentals.

**Most popular activities:** Restaurants, hiking, shopping, breweries, and visiting parks/natural areas are the most popular activities.

**Recreation sites:** McKenzie Pass/Santiam Pass Scenic Byway, Suttle Lake/Scout Lake, Three Sisters Wilderness, Smith Rock, Black Butte and Metolius River are the most popular recreation sites.

**Most important factors for visiting:** Scenic beauty, relaxation, and local dining were rated most important factors to visitors when deciding whether or not to visit.

**What visitors disliked:** Traffic, lack of availability of restaurants and accommodations, and affordability were among main complaints deterring people from visiting the area more.

**What visitors liked:** Restaurants/food, scenic beauty, events, and time spent with family were most common positive feedback from visitors.

**Future visits:** Most visitors are likely to return and would plan future visits of 3-5 nights. Not many are thinking of Sisters for a longer vacation (6+ nights).

**Why would they choose not to return?** Distance, cost and crowding are among main reasons people would choose not to visit again.

# On-Site Respondents vs. All Respondents

EXHIBIT C

*Note, we assume that on-site surveys provide a more accurate representation of the average visitor to Sisters compared to the online sample, which was heavily weighted towards event and campground visitors. The on-site sample includes visitors intercepted in-person, and those who picked up a survey card at a local business.*

*In the summary analyses that follow, we use the on-site subsample (n=212) to describe visitor characteristics and activity participation, and the full sample (n=1263) to describe visitor satisfaction, trip planning, and written feedback. Graphic results for both the on-site subsample and full sample are included for each quantitative survey question in this presentation.*



# Section I: Visitor Overview

# Visitor Overview

EXHIBIT C

Visitors primarily stayed in Sisters or Black Butte

Staying with family and friends is the most common type of accommodation.

Only 27% of visitors stayed at a hotel, motel or resort.

About 25% stayed at a private rental and 20% of visitors camped.

Sisters was a destination trip, rather than a stopover on a trip to another destination for 56% of visitors.

Most travel by car or camper/RV, but other travelers, such as bikers and PCT hikers, are common.

Visitors tend to be older, traveling without children, on 3 to 4-night vacations.

# Visitor Overview

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

<b>Average Group Size</b>		<b>3.2</b>
	Number of Adults	2.6
	Number of Children	0.6
	Percent of Visitors Traveling with Children	28%
<b>Percent of Visitors on Overnight Trips</b>		<b>71%</b>
	Average Length of Overnight Trips	3.8 nights
<b>Percent of Visitors on Day Trips</b>		<b>29%</b>
	Average Length of Day Trips	4.6 hours

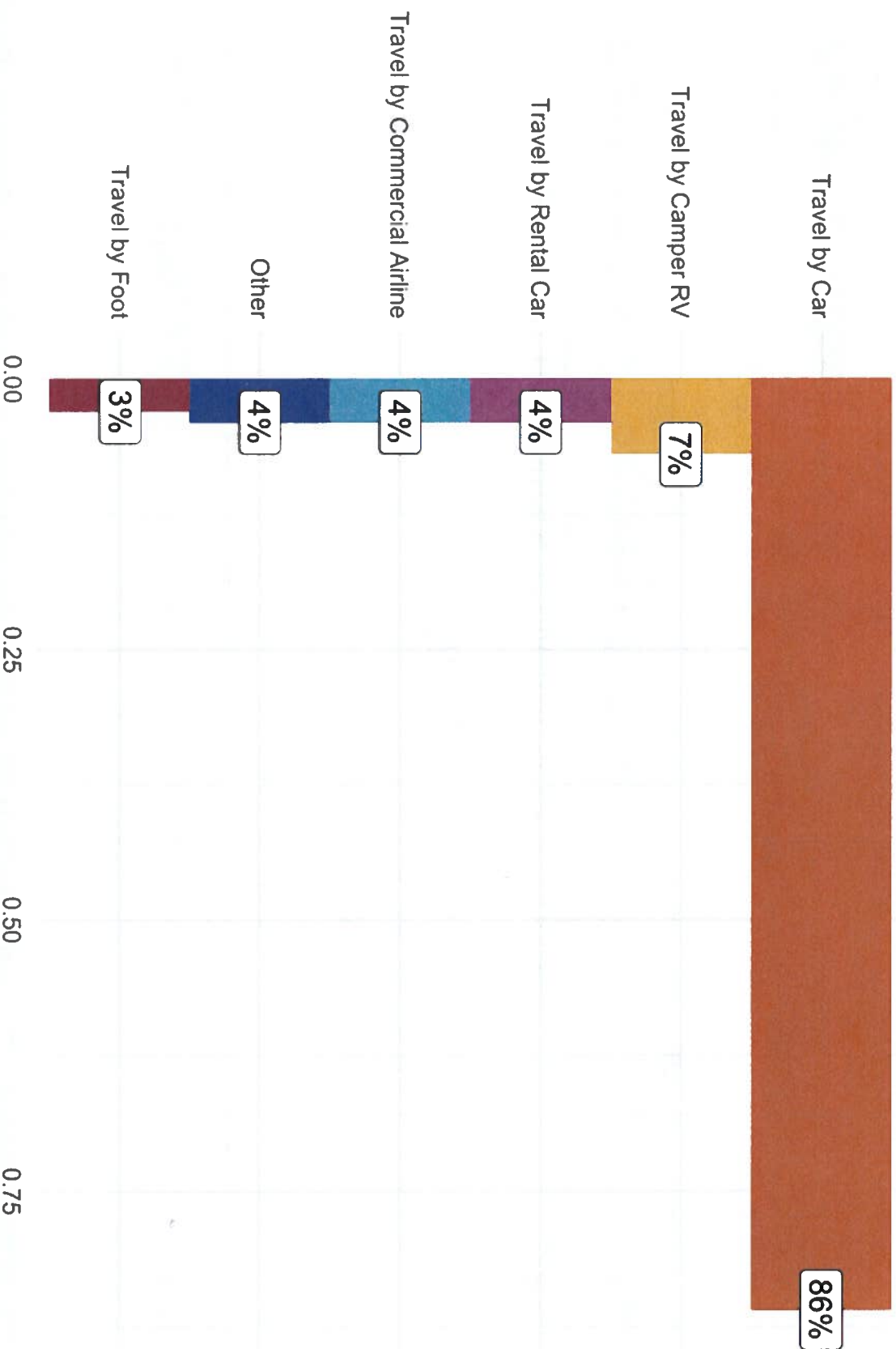
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

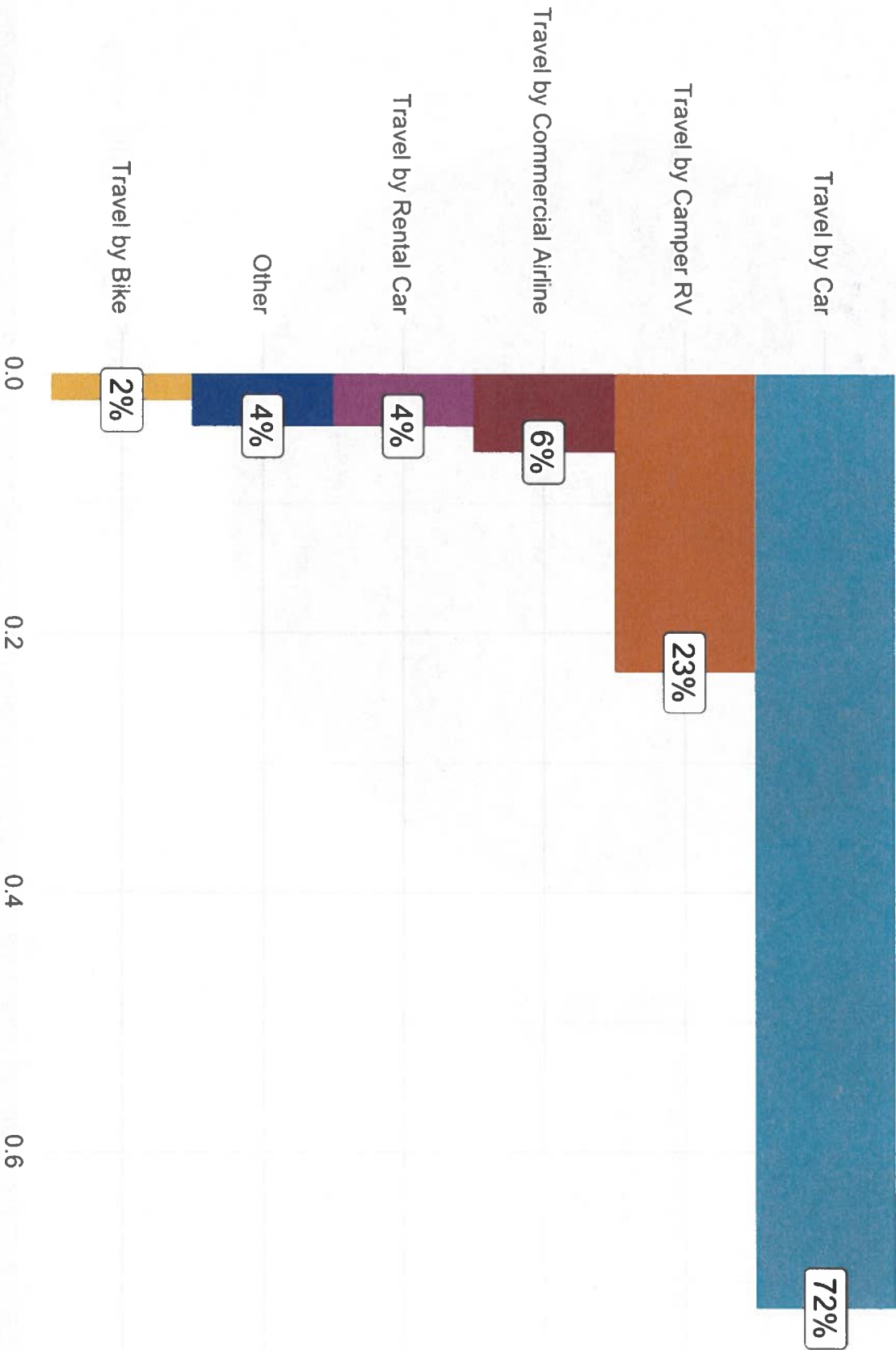
### How Visitors Traveled to Sisters Area



On-site visitors only, n = 212

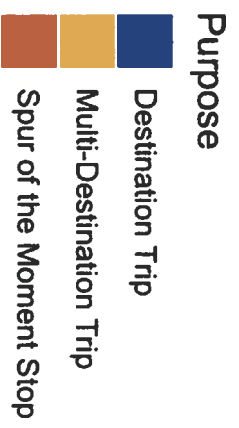
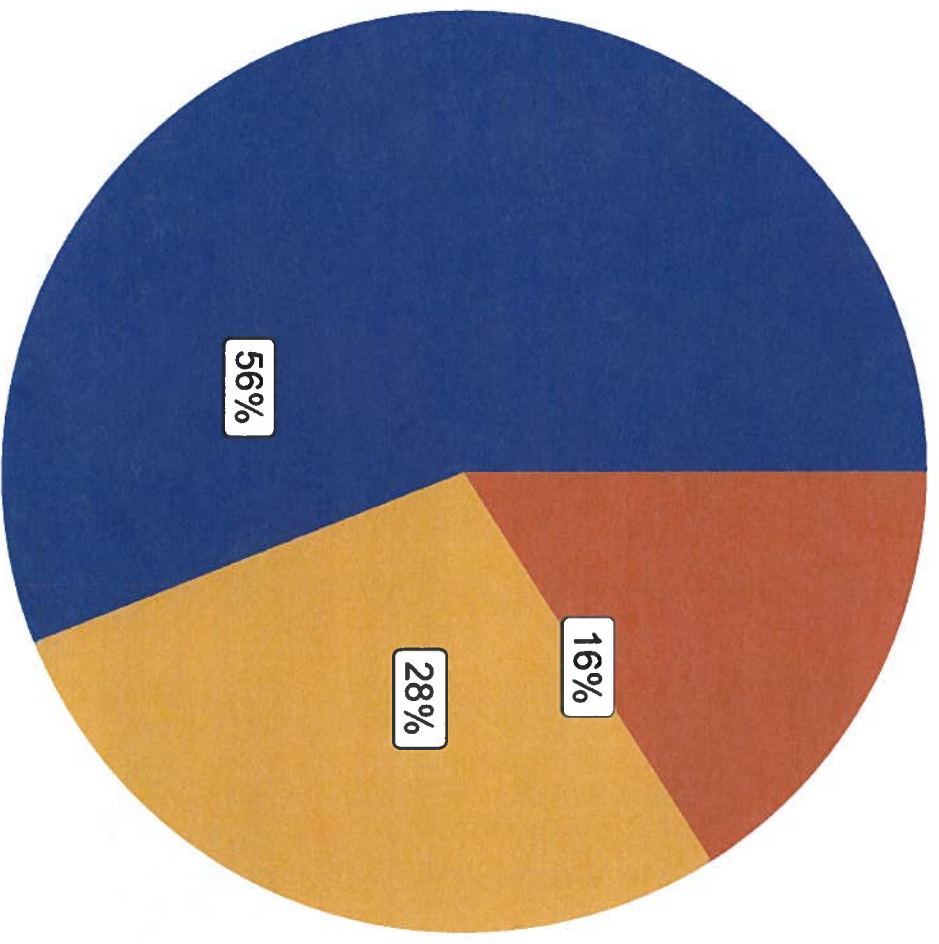


## How Visitors Traveled to Sisters Area



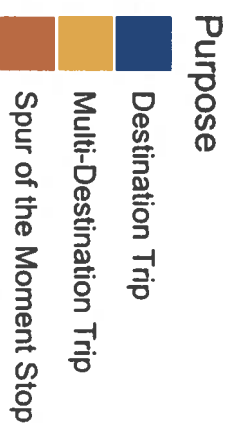
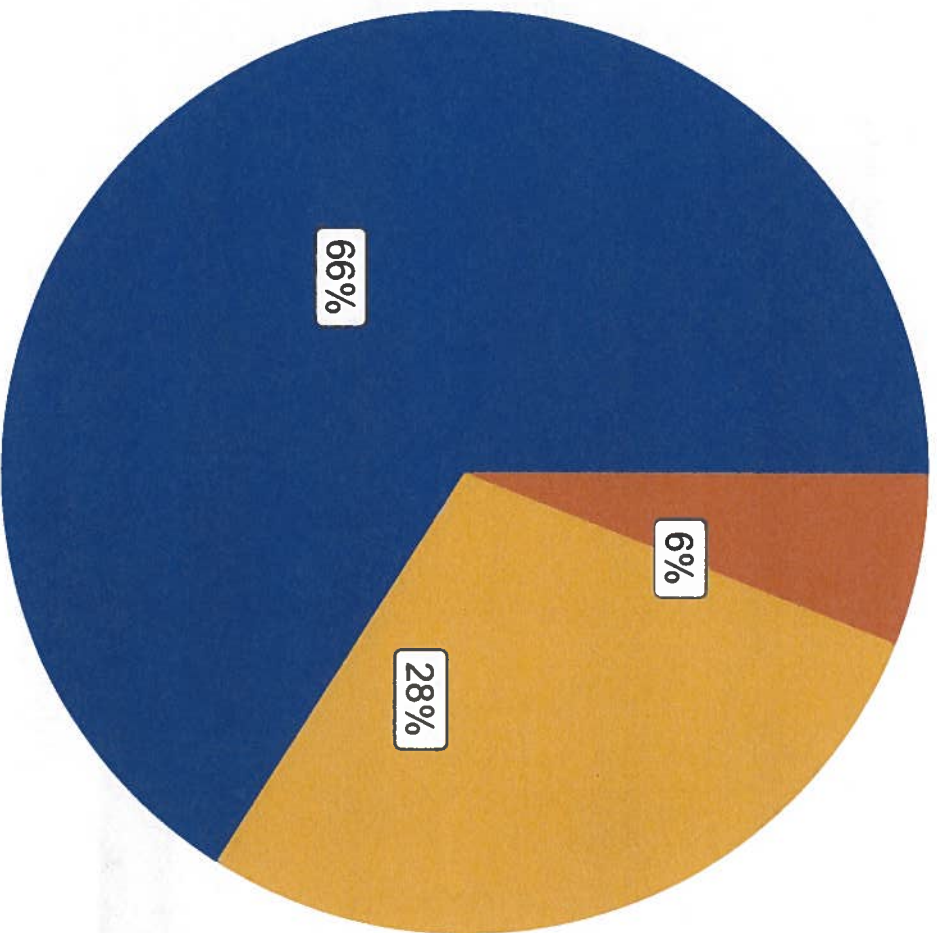
All visitors, n = 1263

## Was Sisters a Destination Trip?



On-site visitors only, n = 212

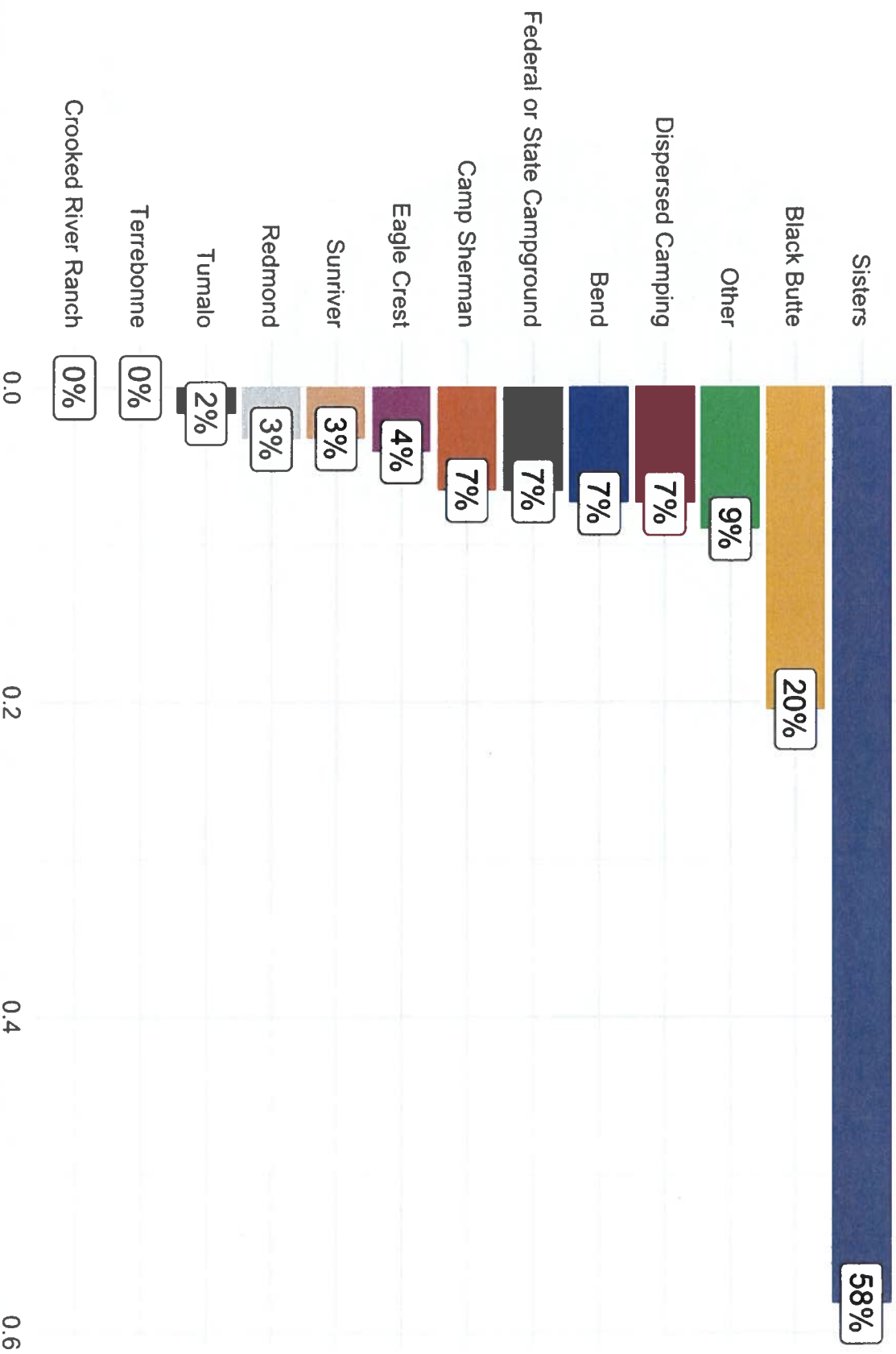
## Was Sisters a Destination Trip?



All visitors, n = 1263

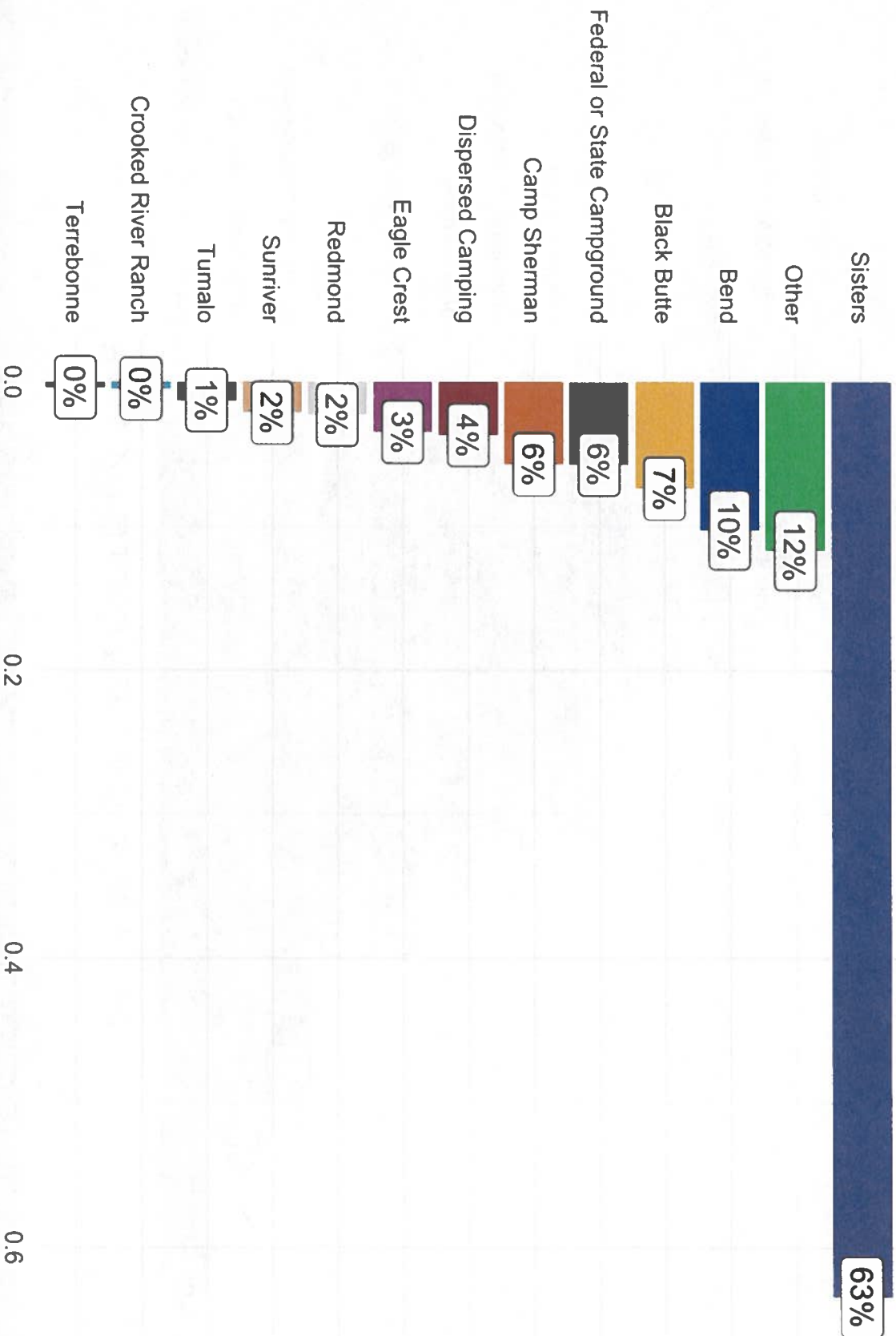
# Visitor Overview

### Places Stayed Overnight



On-site visitors only, n = 212

## Places Stayed Overnight



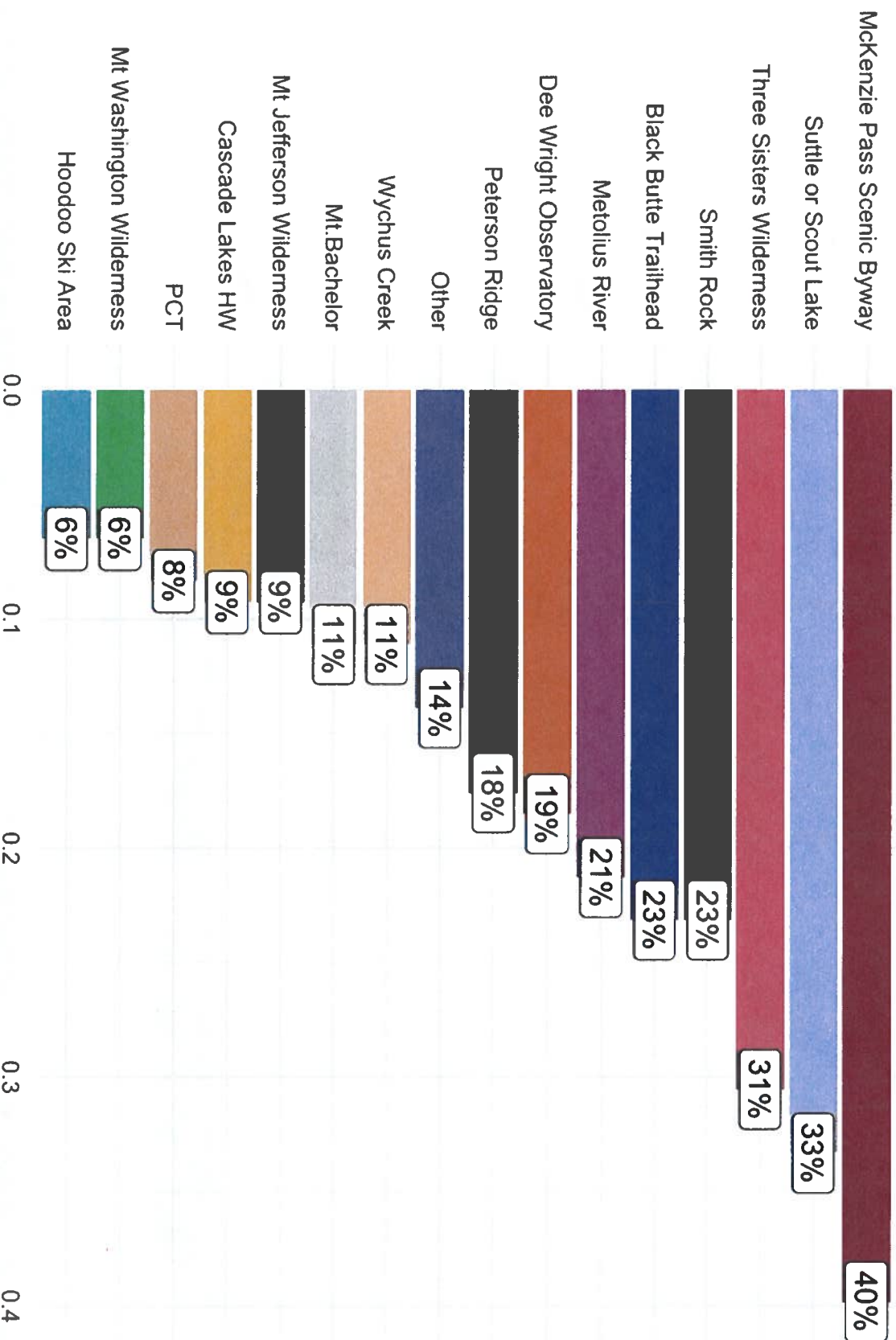
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

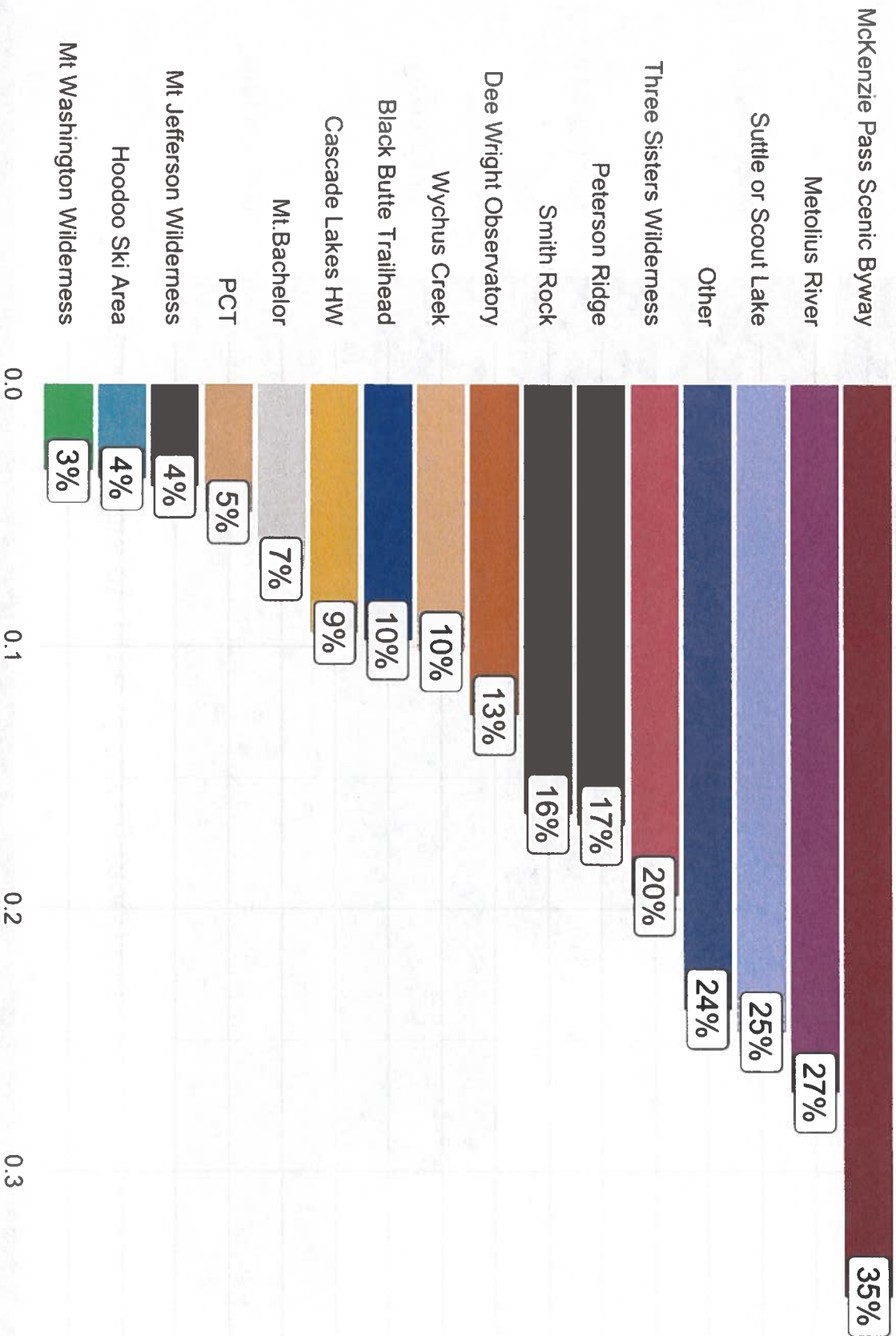
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Parks and Outdoor Recreation Sites Visited



On-site visitors only, n = 212

## Parks and Outdoor Recreation Sites Visited



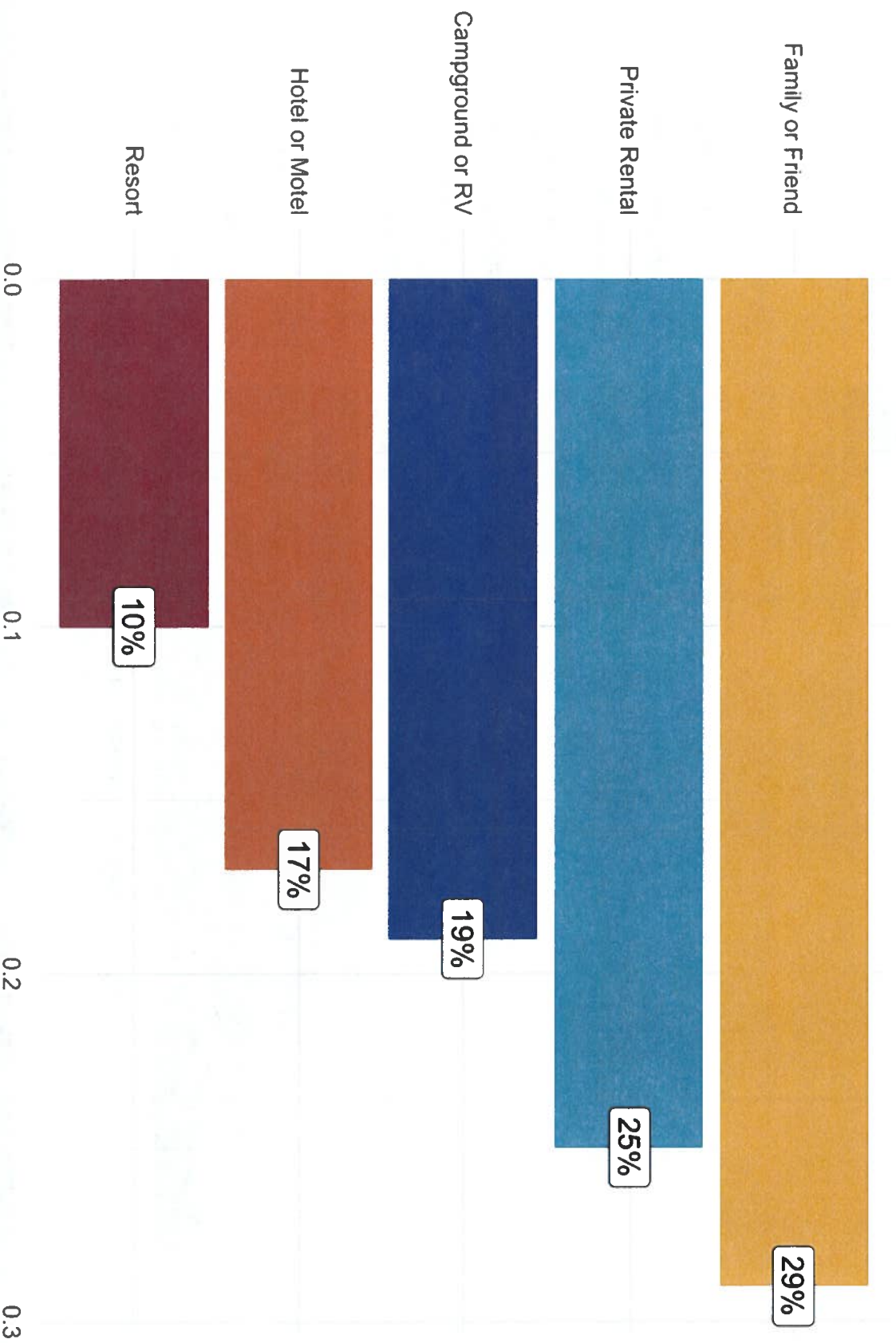
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

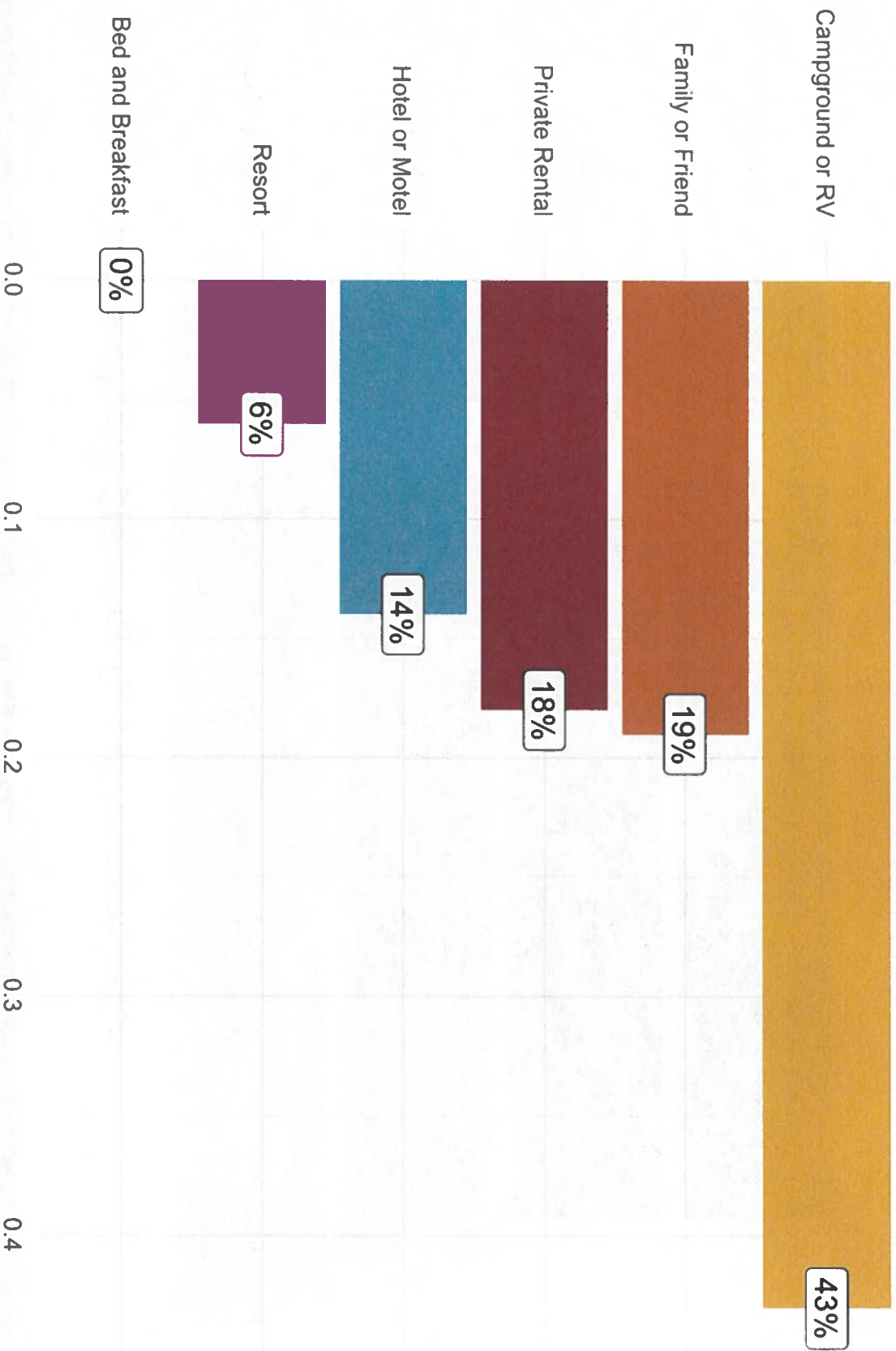
### Proportion of Visitors by Type of Accommodation



On-site visitors only, n = 212



### Proportion of Visitors by Type of Accommodation



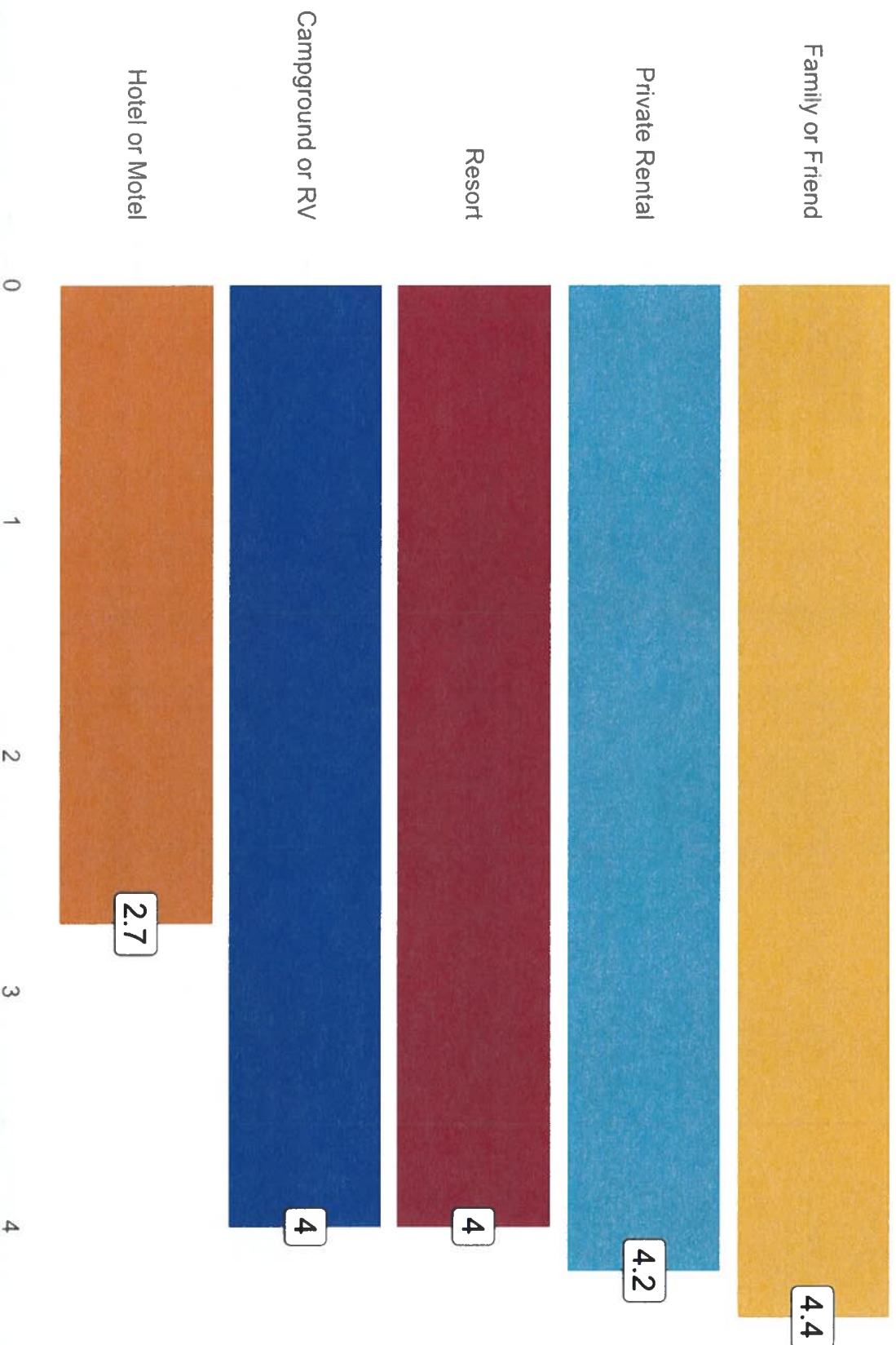
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

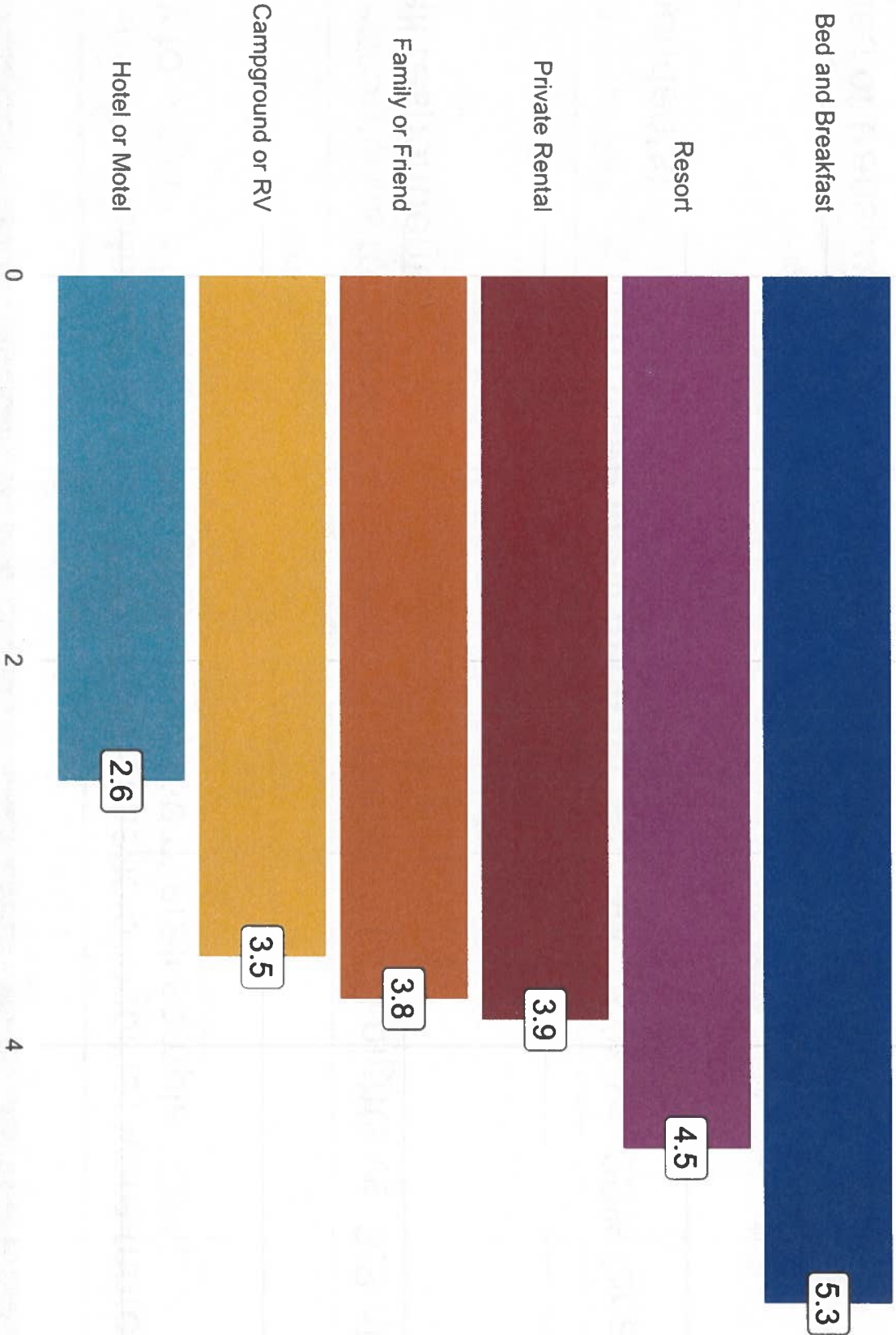
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Average Nights Stayed by Type of Accommodation



On-site visitors only, n = 212

## Average Nights Stayed by Type of Accommodation



All visitors, n=1263

# Differences by Visitor Demographics

EXHIBIT C

**Low-income visitors** (less than \$50,000 household income) were **more likely to stay in a campground** (36%) than the overall sample (19%).

**Low-income visitors** took **shorter visits** to the area (3.3 nights vs. 3.8 night for all respondents).

**Nonwhite visitors** were **more likely to be on day trips** (37% vs. 29% for all respondents).

Modes of transportation were similar across all races and incomes.

*(Note: statistical significance of differences across groups was not tested.)*



# Section II: Visitor Activities and Satisfaction

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# Visitor Activities

EXHIBIT C

Primary reasons for visiting Sisters area:

*Outdoor Recreation: 45%*

*Dining: 23%*

*Visit family, friends, relatives: 21%*

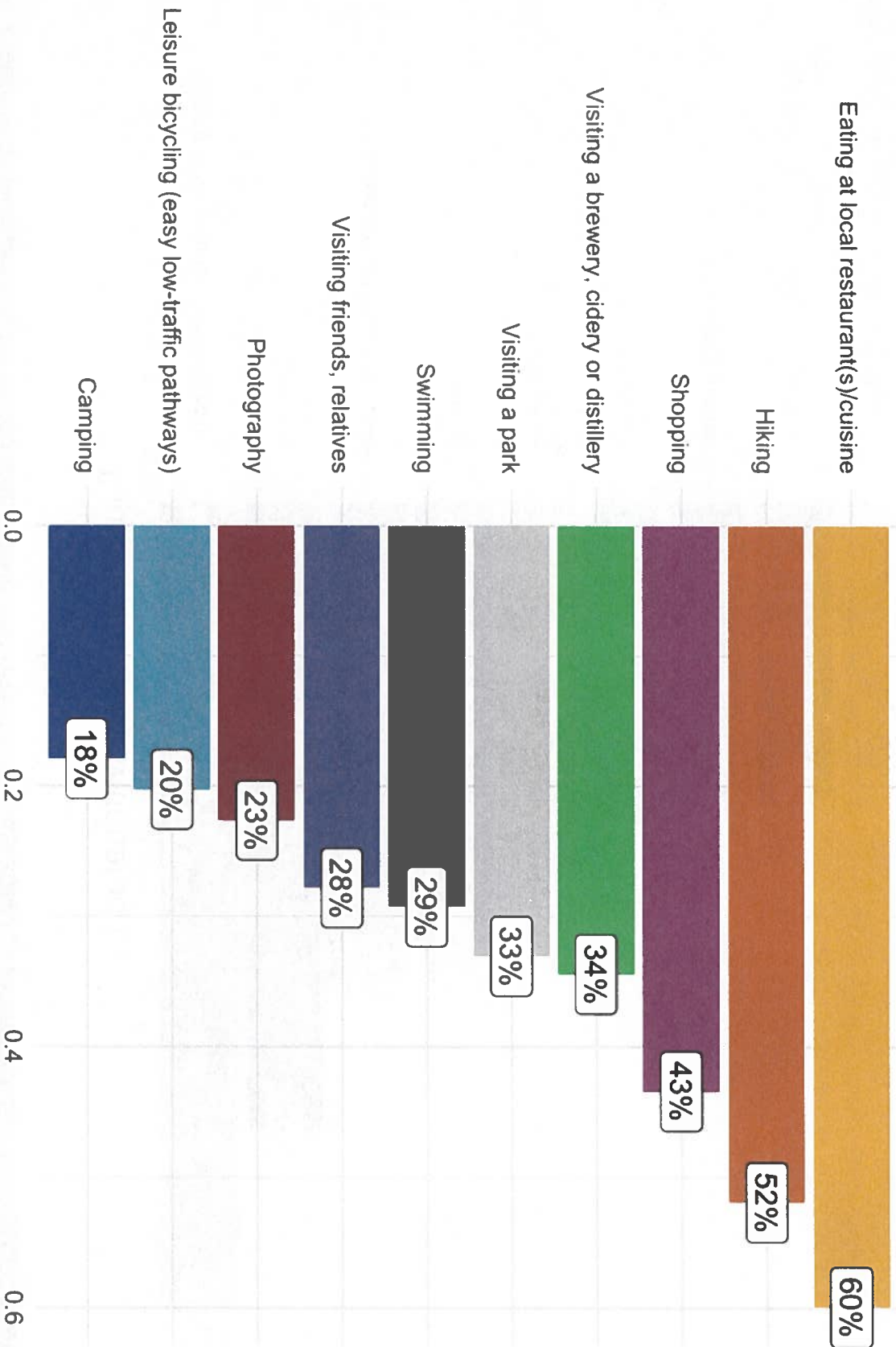
*Festival, event or wedding: 8%*

*Other: 3%*

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Eating at local restaurants, hiking and shopping are the most common activities.

## Top 10 Activities Participated In



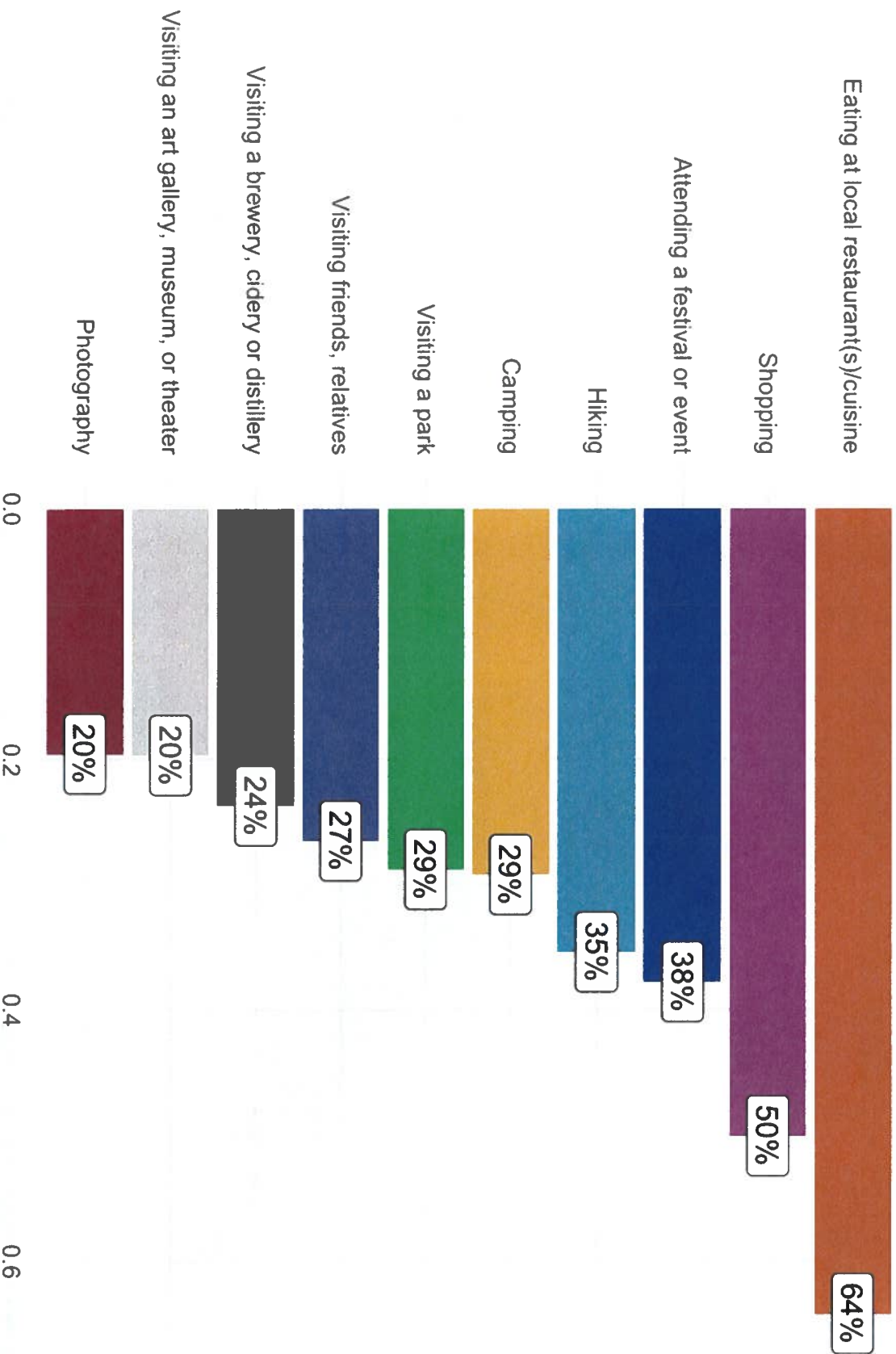
On-site visitors only, n = 212

# Visitor Activities

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Top 10 Activities Participated In



All visitors, n = 1263

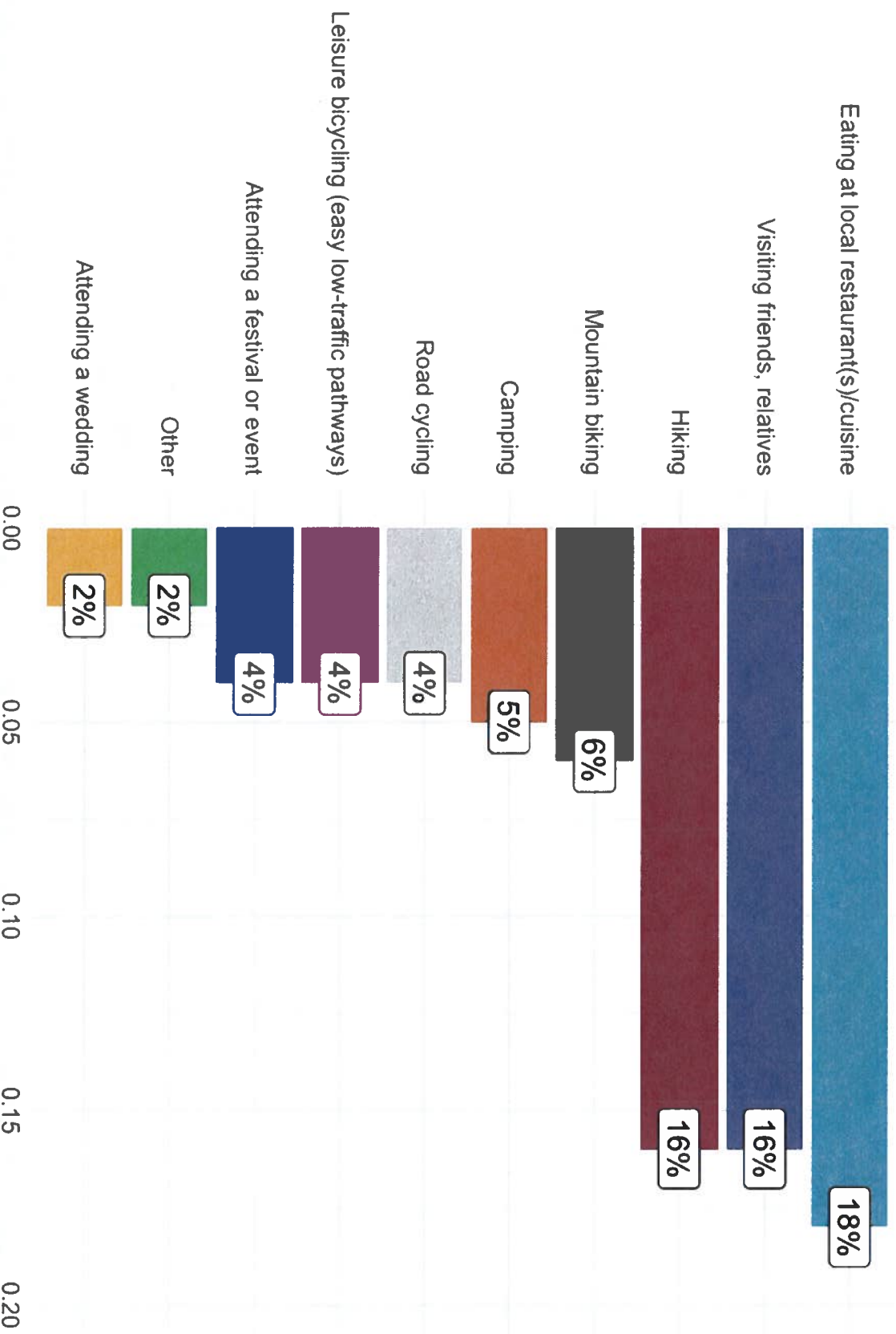


Activity	Percent
Eating at local restaurant(s)/cuisine	64.2%
Shopping	50.0%
Attending a festival or event	37.8%
Hiking	35.4%
Camping	29.2%
Visiting a park	28.8%
Visiting friends, relatives	26.5%
Visiting a brewery, cidery or distillery	23.7%
Visiting an art gallery, museum, or theater	19.6%
Photography	19.6%
Mountain biking	16.9%
Leisure bicycling (easy low-traffic pathways)	16.2%
Viewing wildlife, geology, and botany	13.9%
Swimming	13.8%
Picnicking	13.3%
Other	8.9%
Birdwatching	8.2%
Kayaking/canoeing	8.1%
Fishing	8.0%
Visiting historical sites	7.7%
Visit cultural or heritage sites	7.0%
Road cycling	7.0%
Farmers market	6.7%
Visiting a winery or tasting room	6.7%
Paddleboarding	6.2%
Backpacking	5.7%
Participating in a sports competition	4.7%
Golfing	4.6%
Off highway vehicle driving	4.2%
Running	4.0%
Visiting a ranch	2.8%
River rafting	2.8%
Attending a conference or business meeting	2.1%
Taking a guided tour trip	2.1%
Cross country skiing or snowshoeing	1.8%
Horseback riding	1.7%
Downhill skiing/snowboarding	1.7%
Climbing	1.5%
Attending a wedding	1.3%
Geocaching	1.0%
Disc golf	0.8%
Motorized boating	0.7%
Hunting	0.4%
Snowmobiling	0.3%

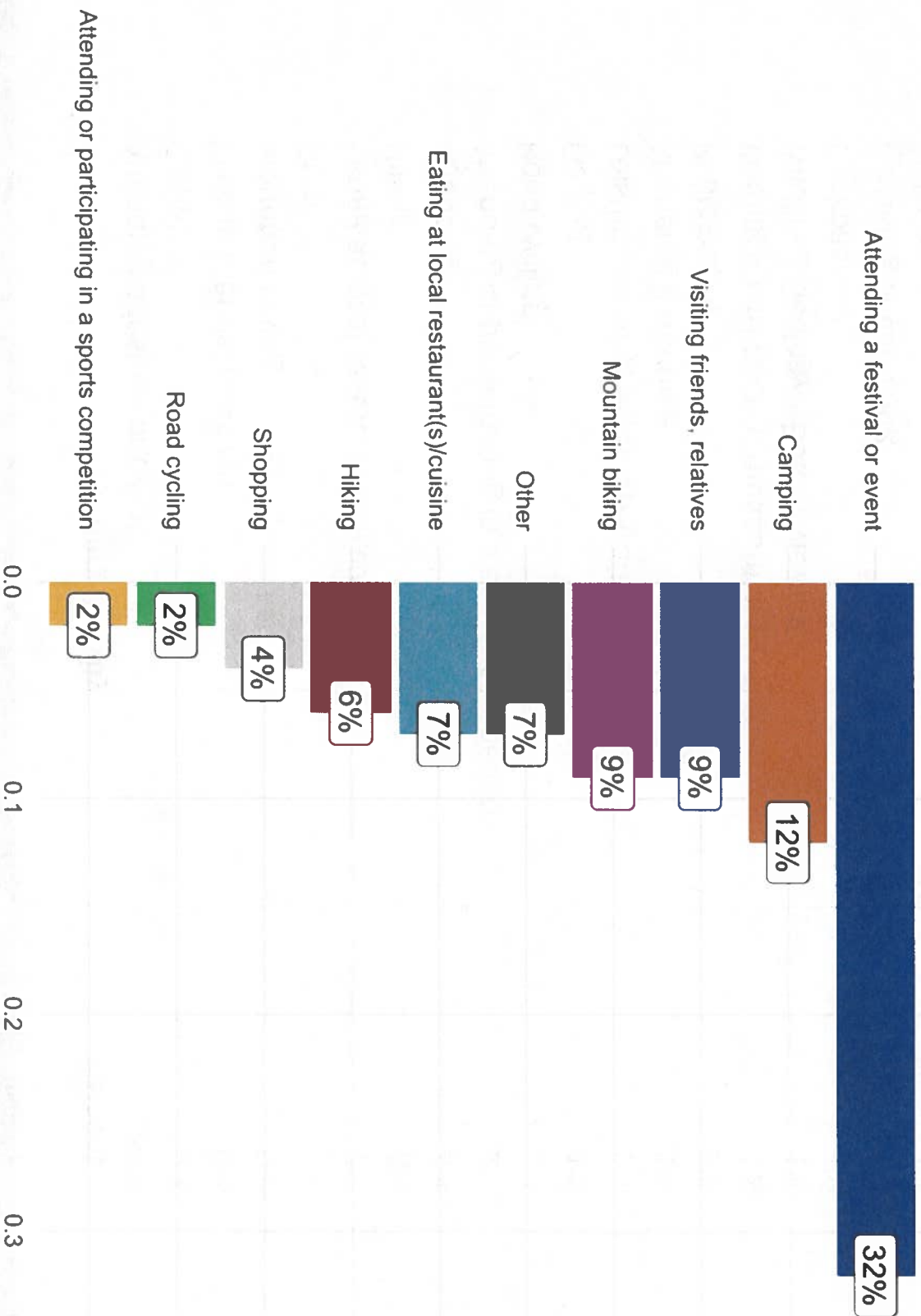
All visitors, n=1263

# Visitor Activities

### Top 10 Primary Motivators for Visiting Sisters Area



### Top 10 Primary Motivators for Visiting Sisters Area



All visitors, n=1263

# Visitor Activities

Primary Activity	Percent
Attending a festival or event	32%
Camping	12%
Visiting friends, relatives	9%
Mountain biking	9%
Other	7%
Eating at local restaurant(s)/cuisine	7%
Hiking	6%
Shopping	4%
Attending or participating in a sports competition	2%
Road cycling	2%
Fishing	1%
Leisure bicycling (easy low-traffic pathways)	1%
Attending a wedding	1%
Photography	1%
Visiting an art gallery, museum or theater	1%
Wildlife / Geology / Botany viewing	1%
Backpacking	1%
Kayaking or canoeing	1%
Swimming	1%
Visiting a brewery / cidery / distillery	1%
Attending conferences and/or business meetings	1%

All visitors, n=1263

## Why did visitors choose to come?

Scenic beauty, relaxation, and local dining were rated most important factors to visitors.

## How satisfied were they?

Satisfaction ratings exceeded importance ratings for all factors rated by visitors.

## Exceeding expectations:

Learning about the cultural history of the area, viewing local art and culture, and visiting a farm or ranch most exceeded the average ratings for importance.

## Possible room for improvement:

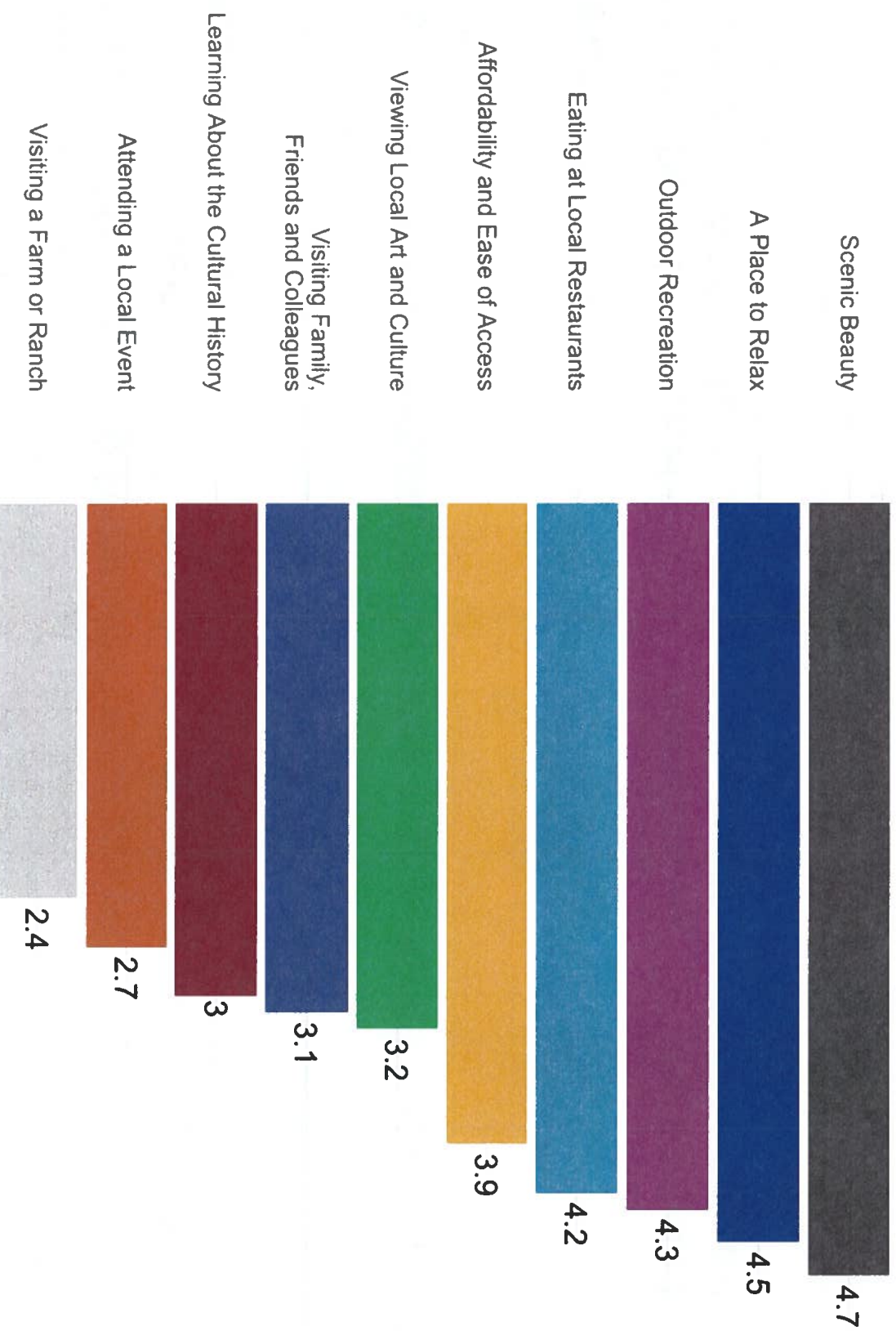
Local restaurants, affordability, and outdoor recreation had the lowest satisfaction rating relative to their importance.

# Visitor Satisfaction

EXHIBIT C

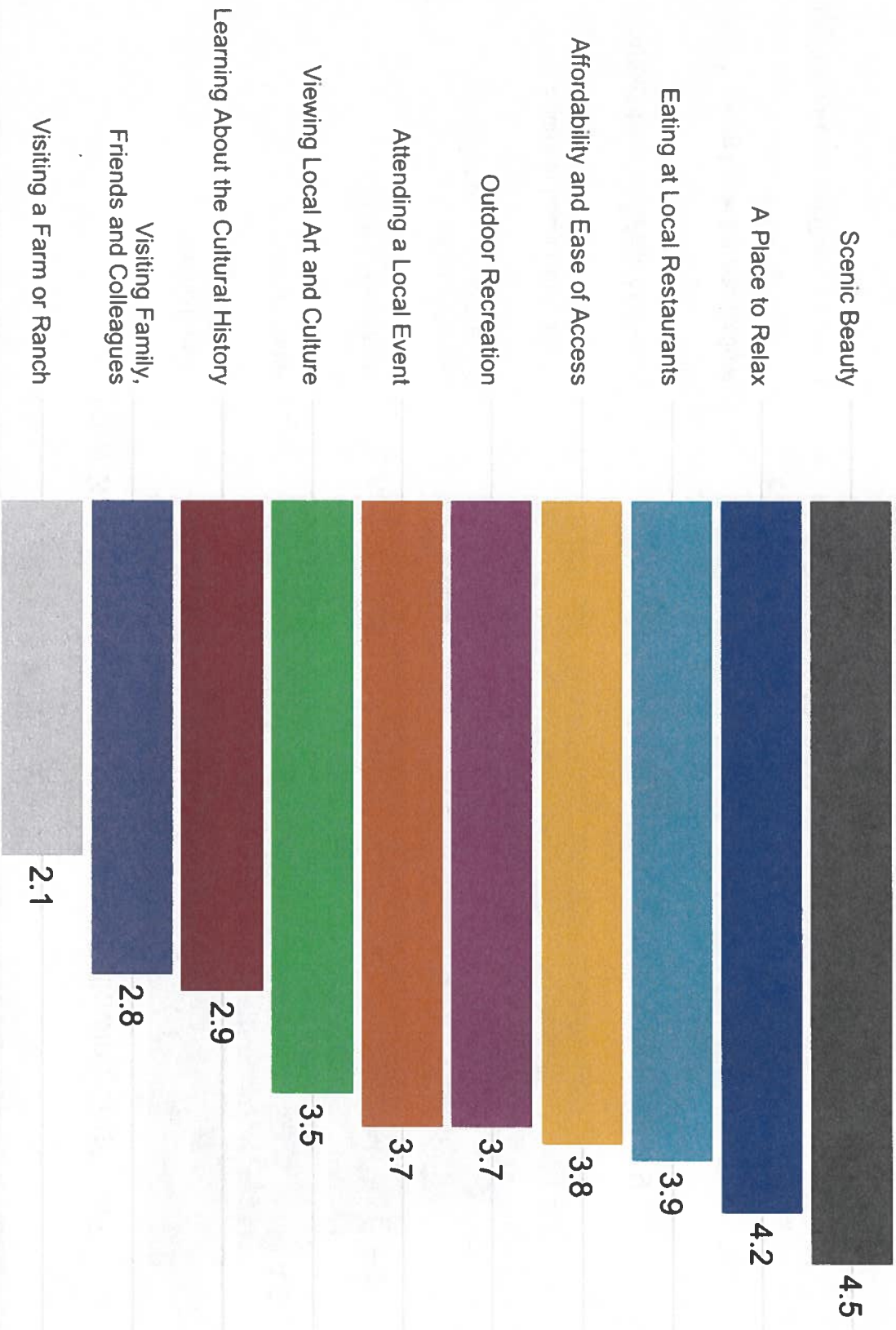
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

How Important Were the Following Factors in Deciding to Visit?



On-site visitors only, n=2112

## How Important Were the Following Factors in Deciding to Visit?



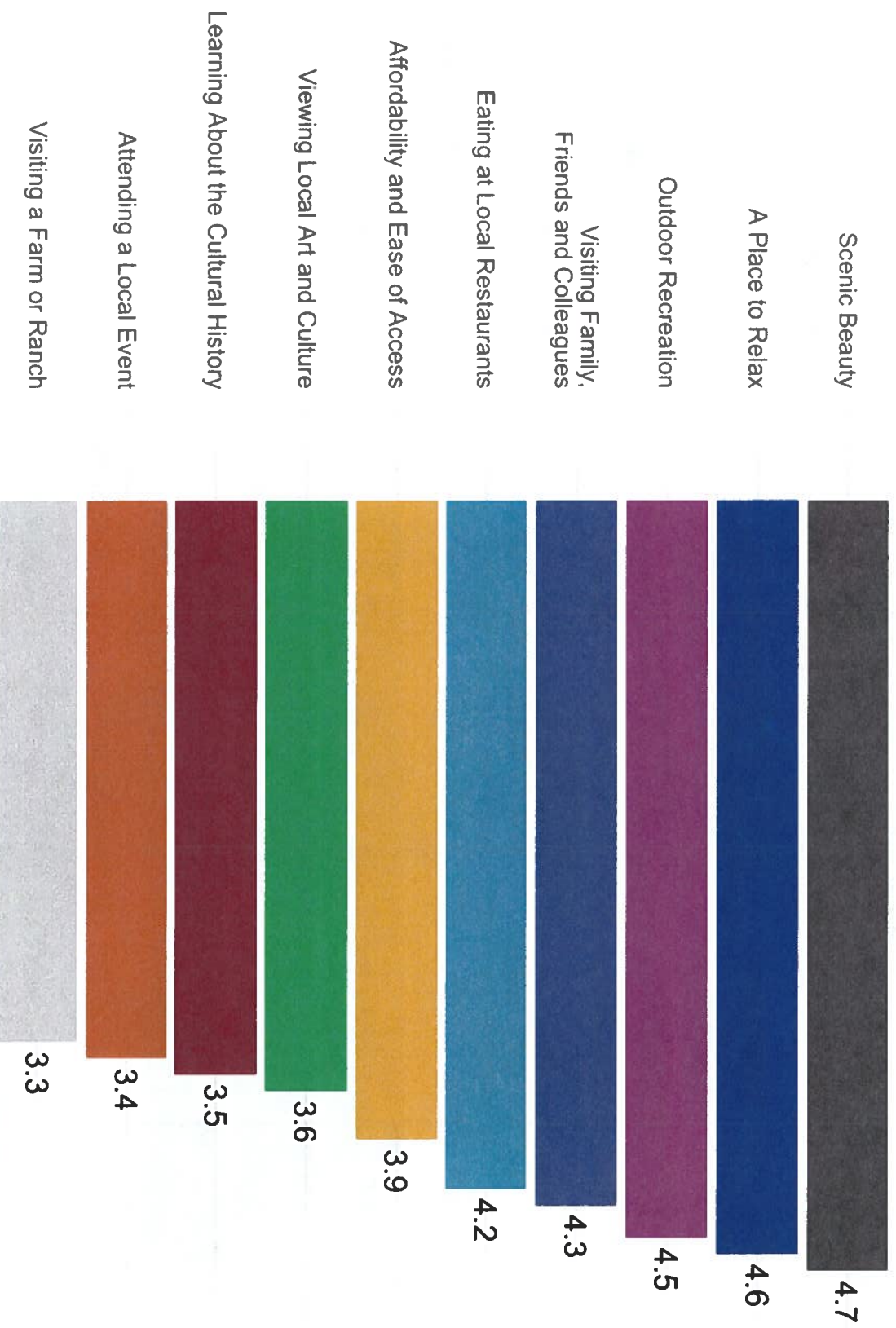
All visitors, n = 1263

# Visitor Satisfaction

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

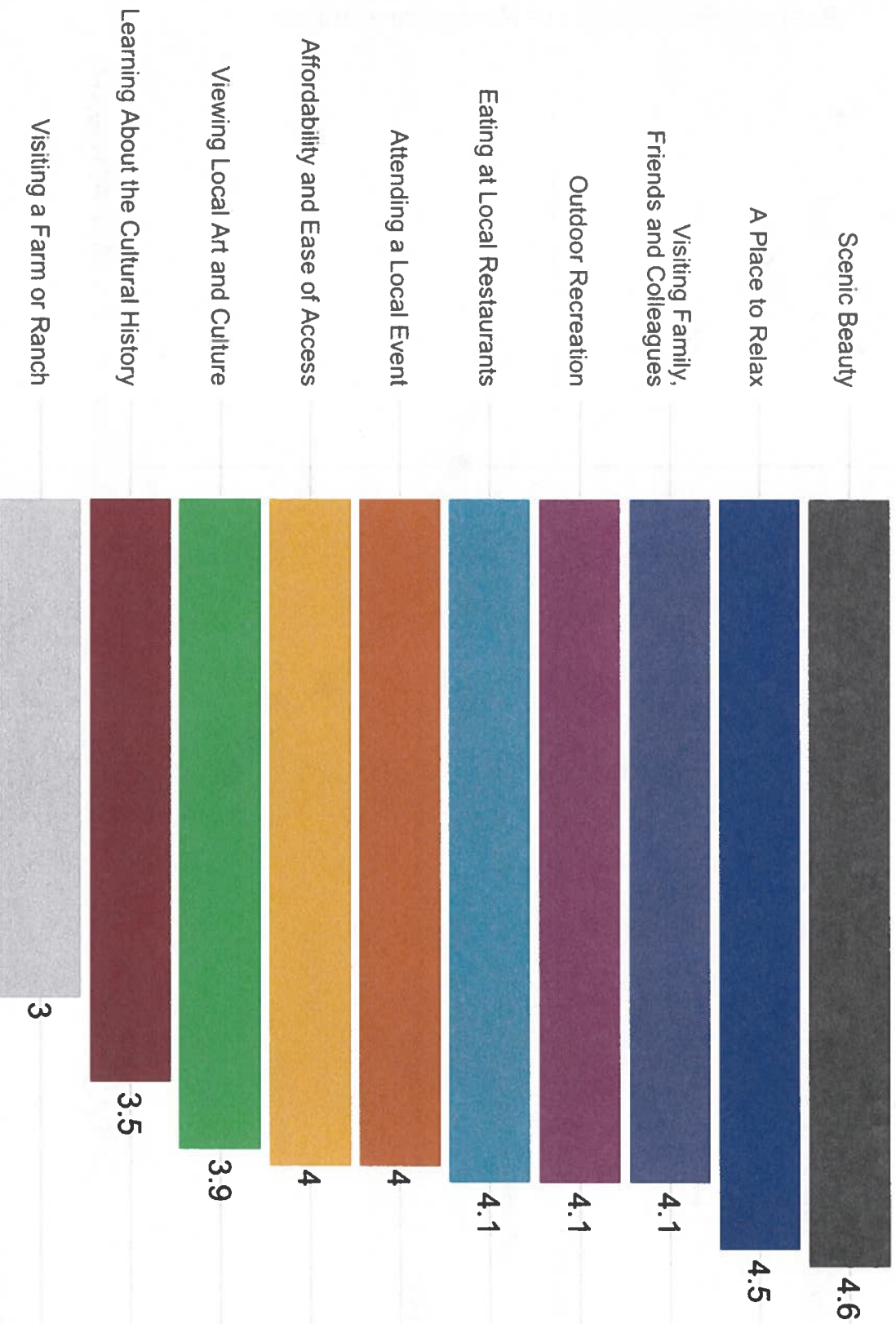
How Satisfied Were Visitors with the Following Qualities?



On-site visitors only, n=2112



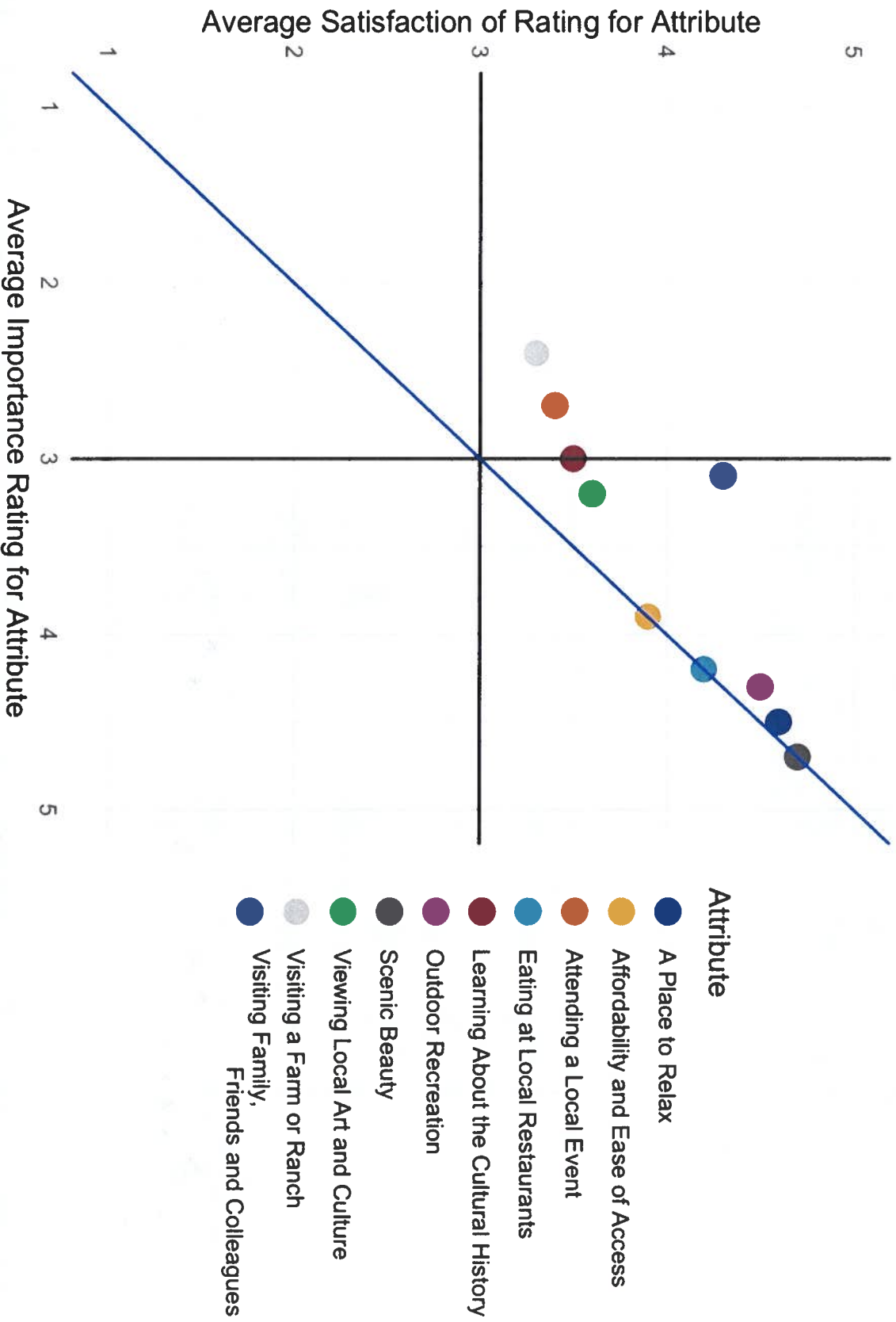
## How Satisfied Were Visitors with the Following Qualities?



All visitors, n = 1263

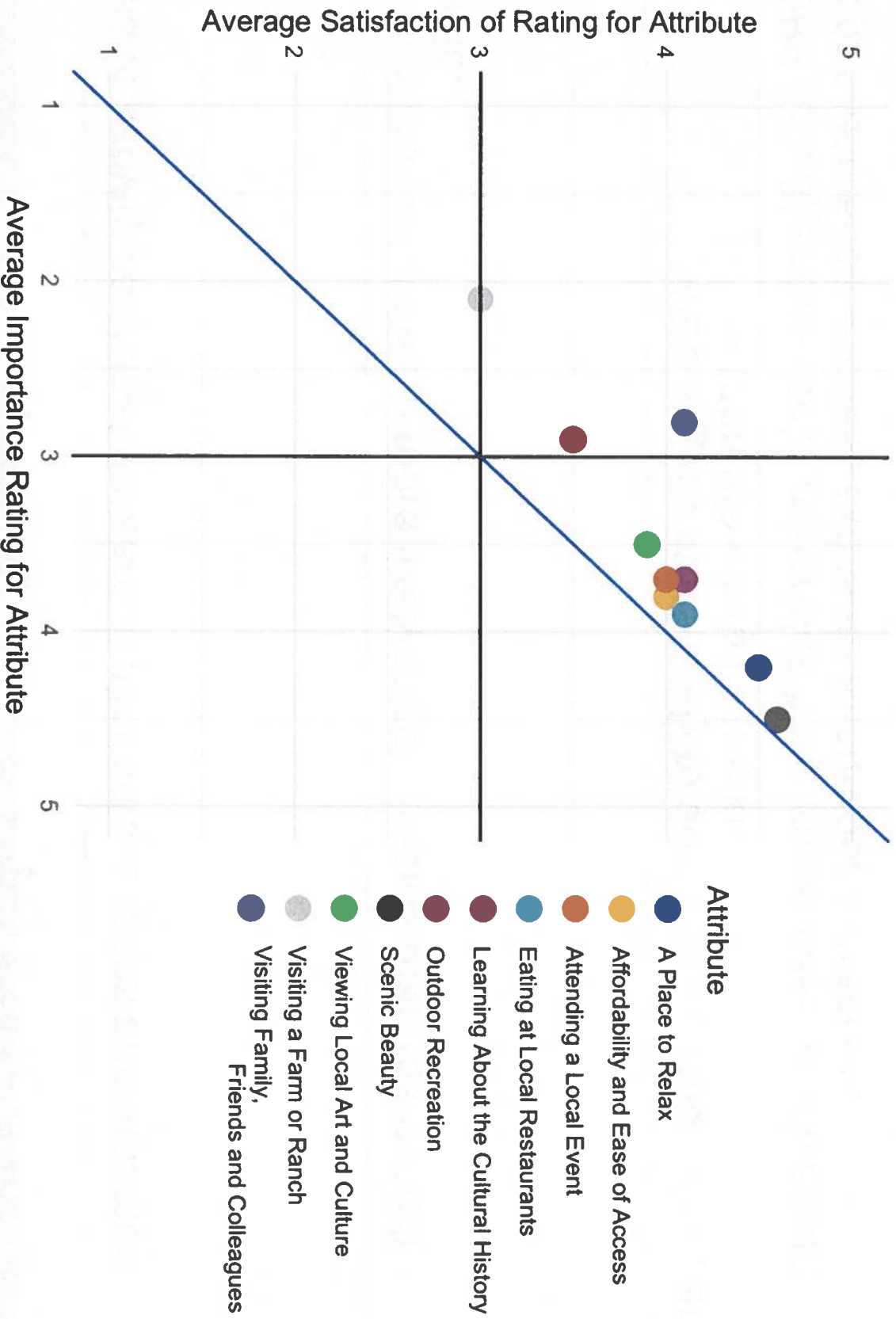
# Visitor Satisfaction

Average Ratings of Importance vs. Satisfaction for Attributes of Visit



All visitors, n = 212. Note: greater distance above the blue line means visitors were more satisfied with the attribute than how important they rated it

## Average Ratings of Importance vs. Satisfaction for Attributes of Visit



All visitors, n = 1263. Note: greater distance above the blue line means visitors were more satisfied with the attribute than how important they rated it.

# Differences by Visitor Demographics

EXHIBIT C

Types of activity participation were similar across races and incomes.

Low-income visitors were more likely to go camping than the overall sample.

Nonwhite visitors were slightly more likely to do shopping and biking, and less likely to go hiking than the overall sample.

SCORP (2018) shows racial minorities have less access to info about outdoor recreation and less exposure to outdoor recreation.

Visitor satisfaction was similar across races and incomes.



# Section III: Trip Planning and Future Visits

# Trip Planning and Future Visits

EXHIBIT C

Word of mouth and personal experience provided some of the best advertising and information for visitors.

Future visitors were most likely to want to stay 3-5 nights on a future visit. This is what the current average length is (3.8 nights).

Visitors want to participate in water-based recreation (kayaking, SUP, and swimming) in future visits, but were less likely to have done so on their last visit.

Respondents generally did not view Sisters as a destination for a full vacation (only 13% said they would visit for 6+ nights)

On average, visitors spent about \$133 per party per day on day visits and \$217 per party per night on overnight visits to Sisters.

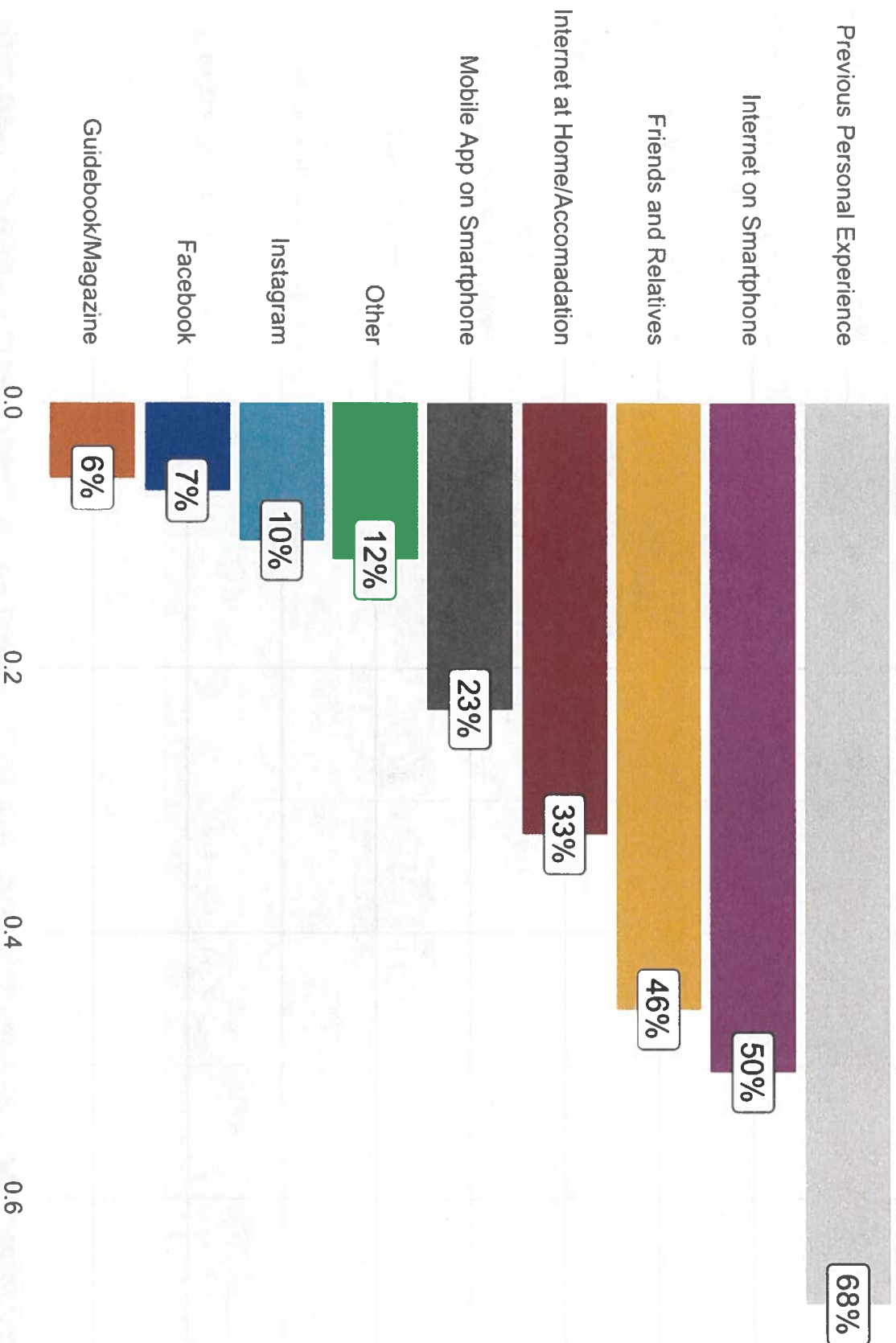
Event successes: event visitors are likely to return for events. Non-event visitors were much less likely to consider visiting Sisters for an event.

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## Resources Used to Plan Trip



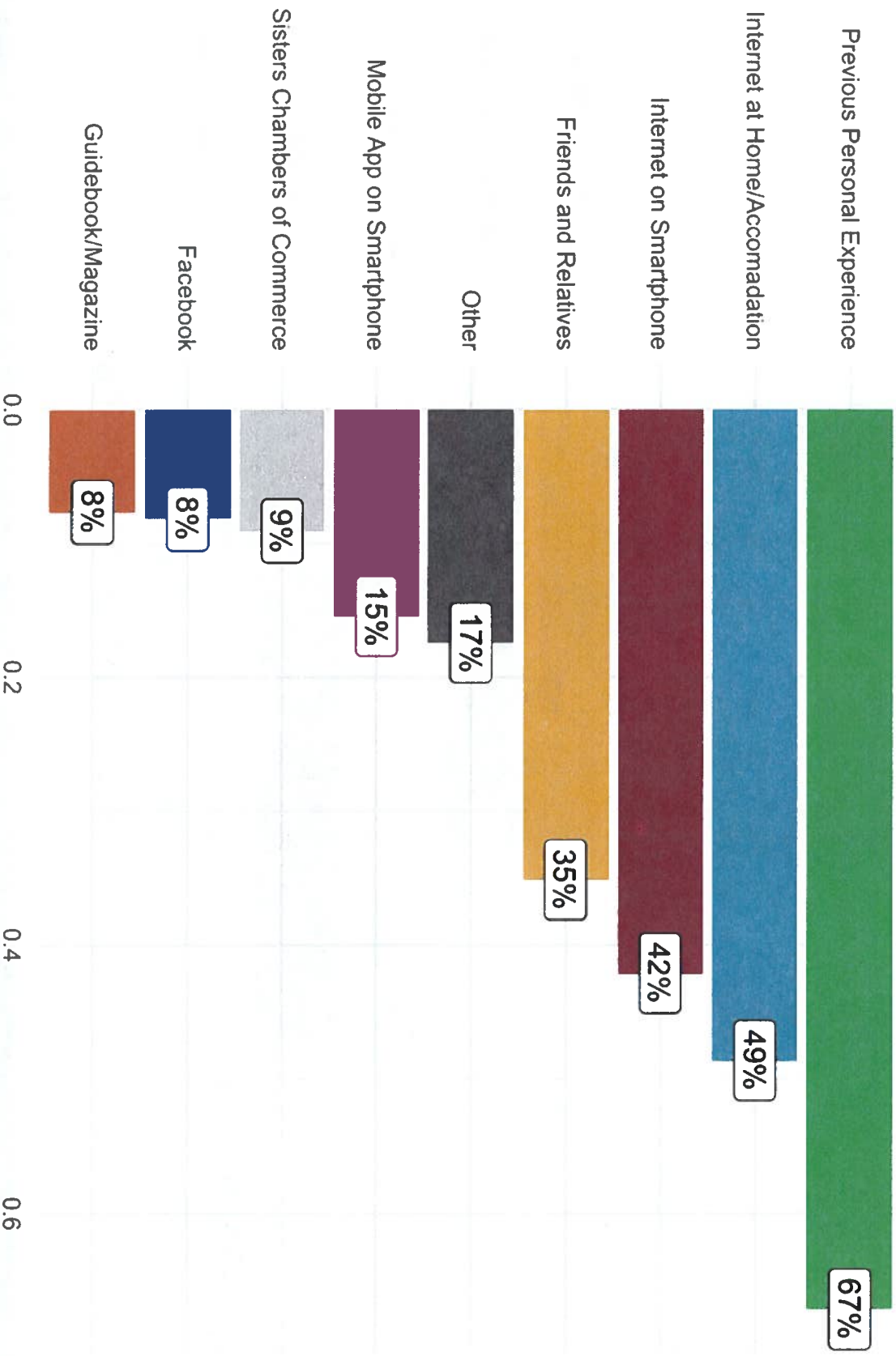
On-site visitors only, n=212

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## Resources Used to Plan Trip

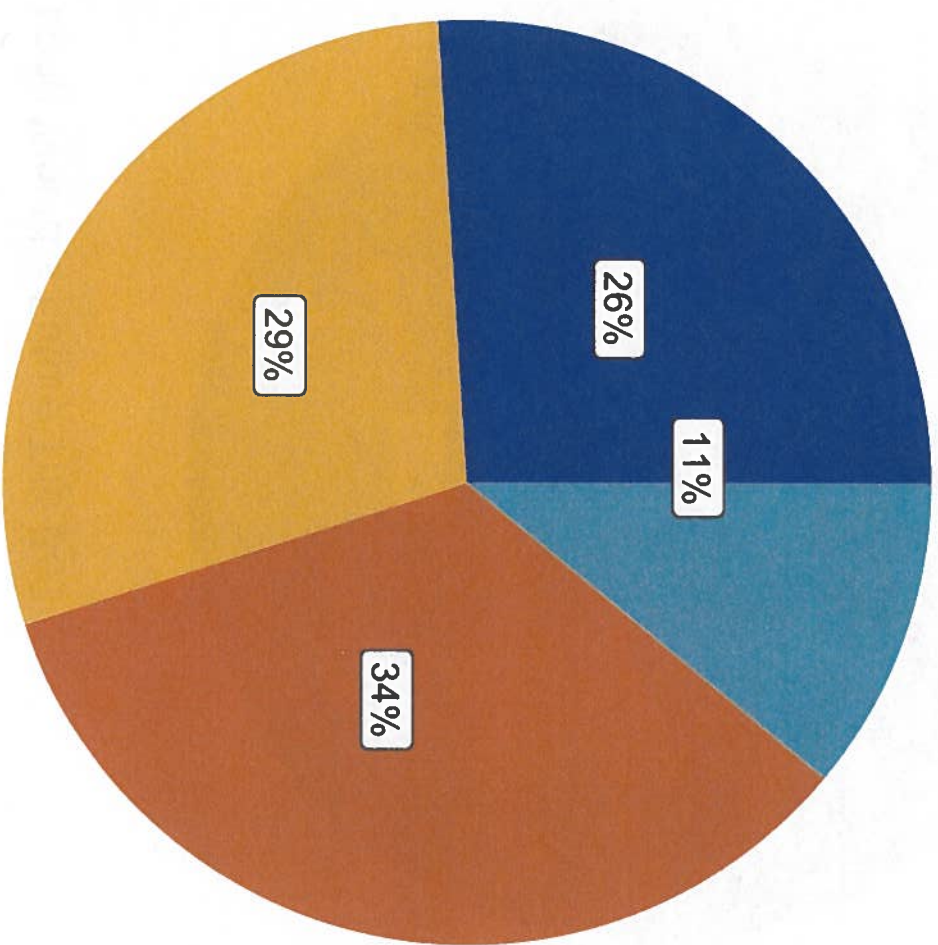


\*All visitors, n = 1263



# Trip Planning and Future Visits

How Long Would a Future Trip Be?



Length of Future Visits

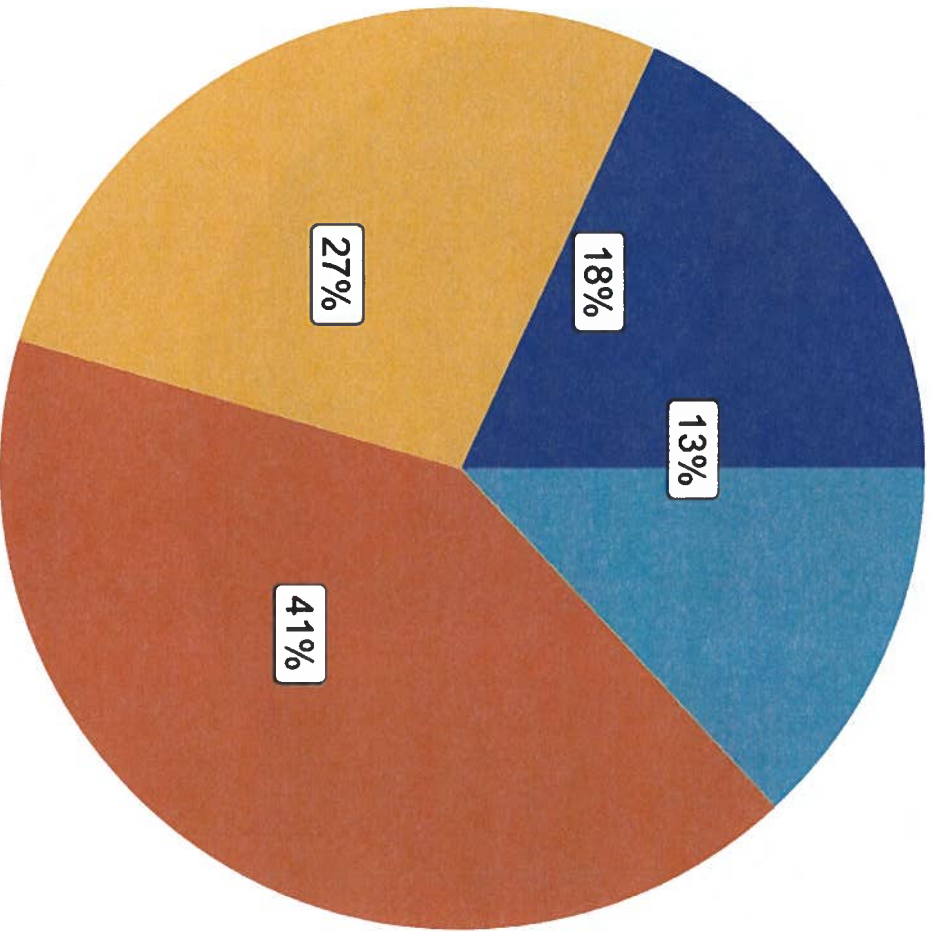
- Day trip
- Getaway (1-2 nights)
- Mini-vacation (3-5 nights)
- Vacation (6+ nights)

On-site visitors only, n = 212

# Trip Planning and Future Visits

EXHIBIT C

## How Long Would a Future Trip Be?



**Length of Future Visits**

- Day trip
- Getaway (1-2 nights)
- Mini-vacation (3-5 nights)
- Vacation (6+ nights)

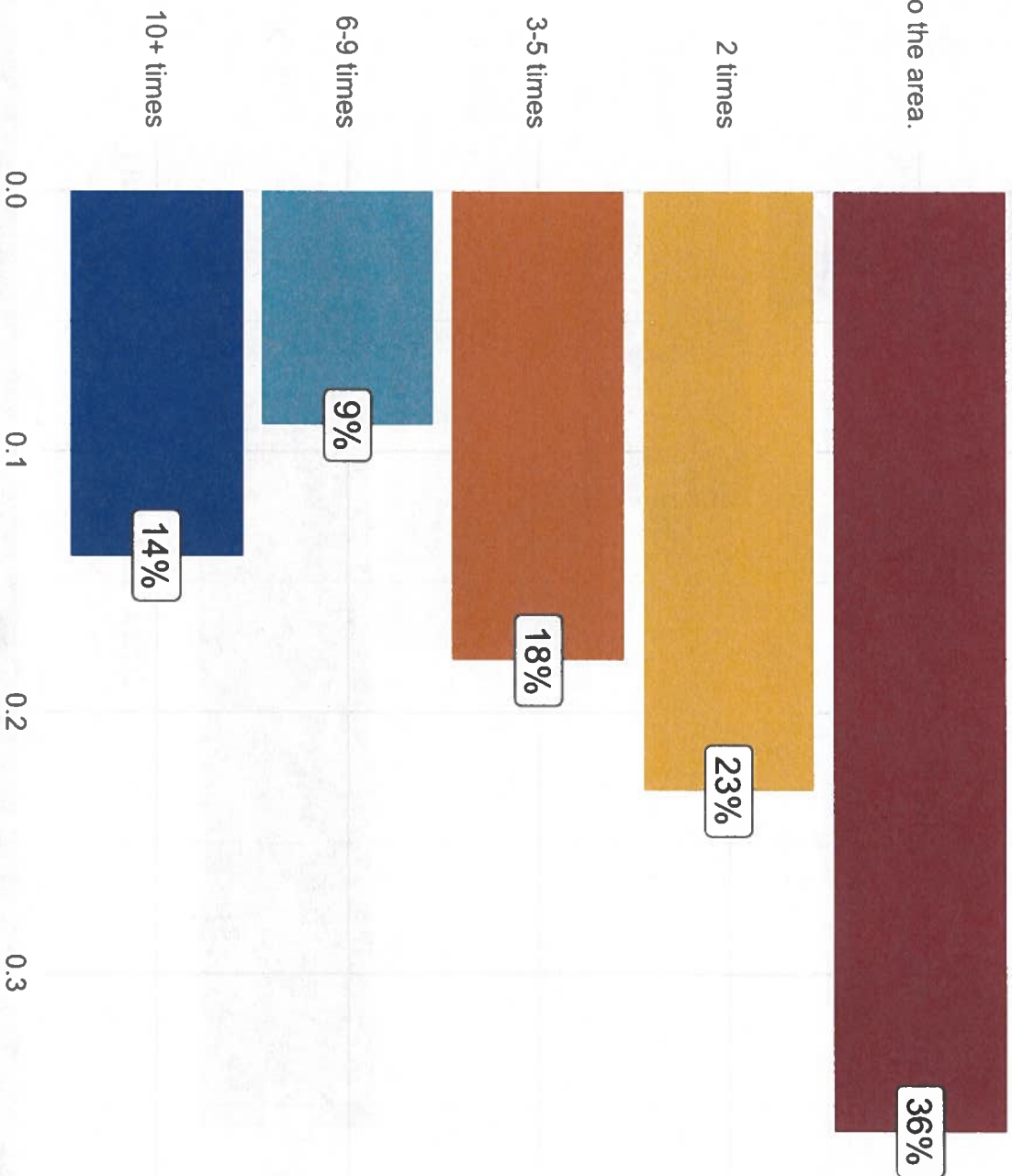
# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Times Visited in the Past Year

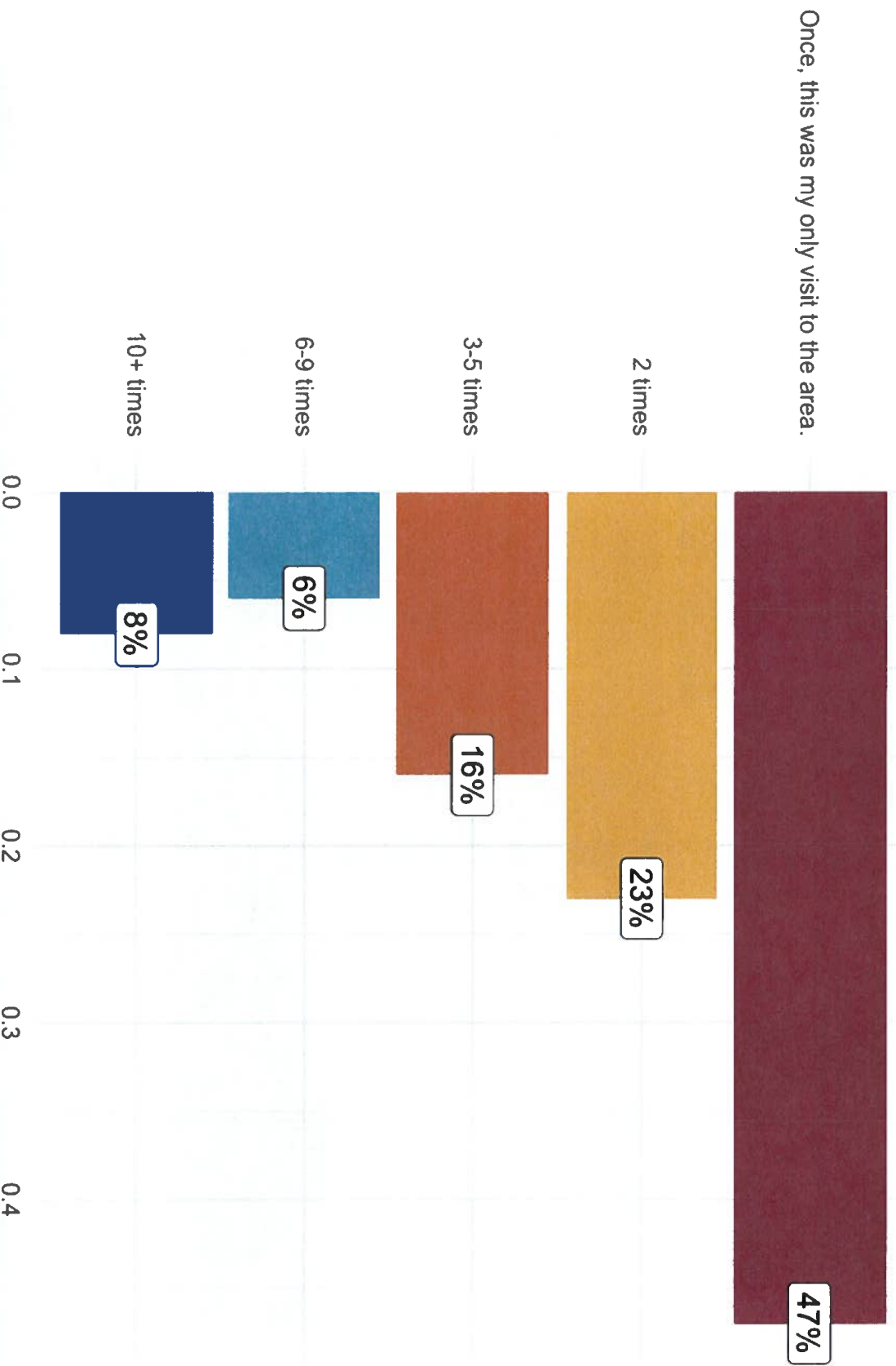
Once, this was my only visit to the area.



On-site visitors only, n = 212

# Trip Planning and Future Visits

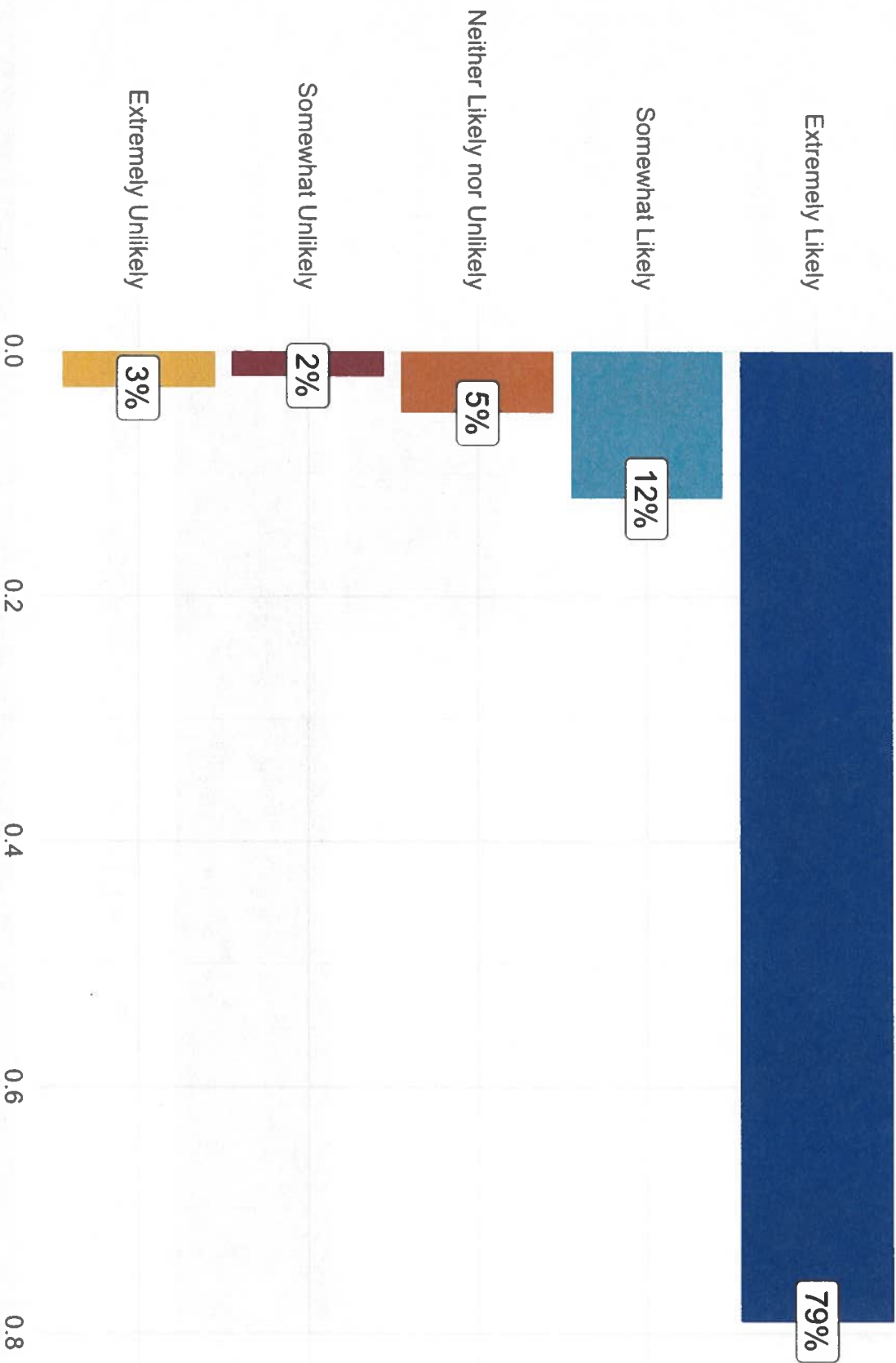
Times Visited in the Past Year



\*All visitors, n = 1263

# Trip Planning and Future Visits

Likelihood to Visit Again in the Next Two Years



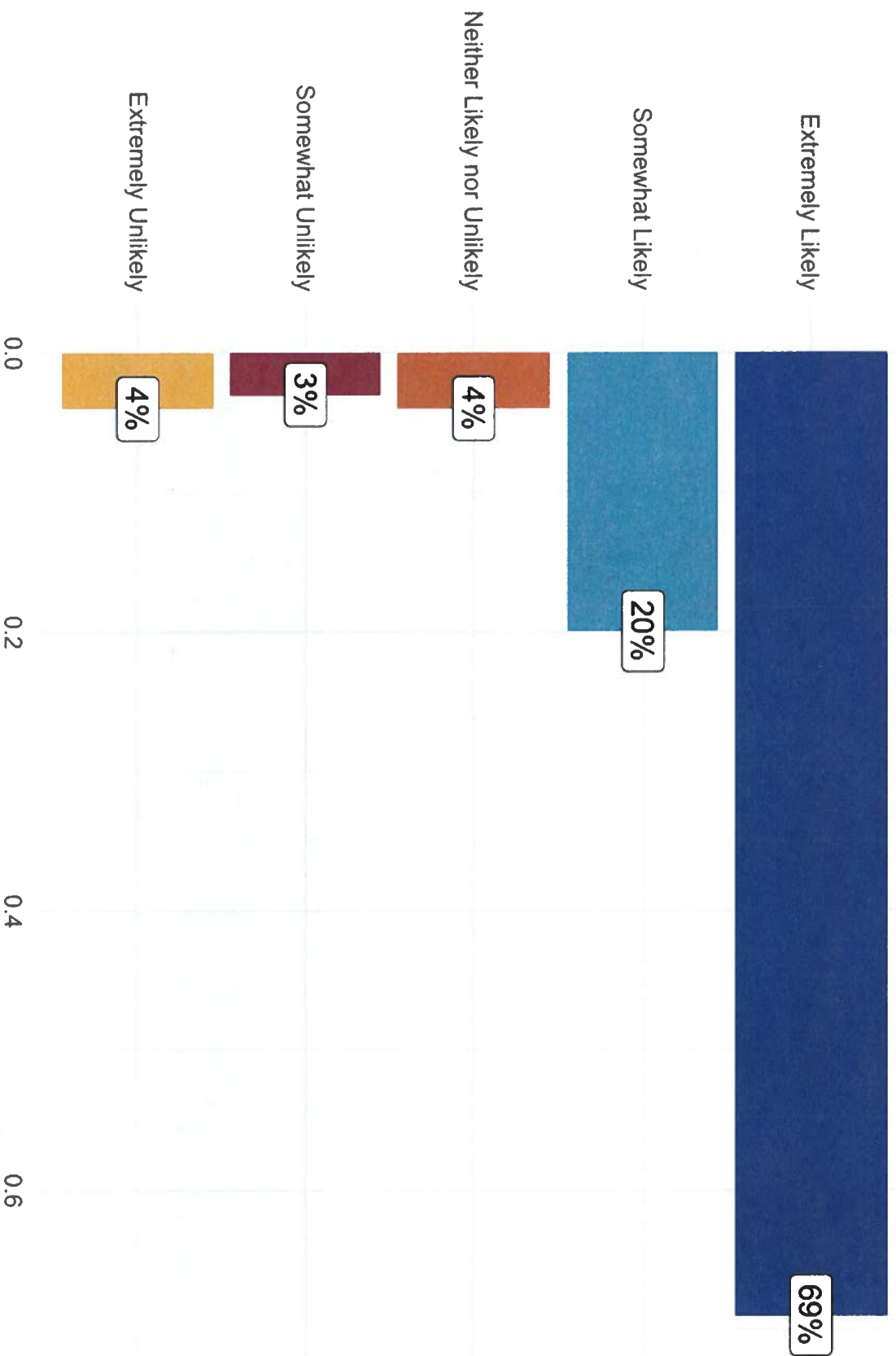
On-site visitors only, n=212

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Likelihood to Visit Again in the Next Two Years



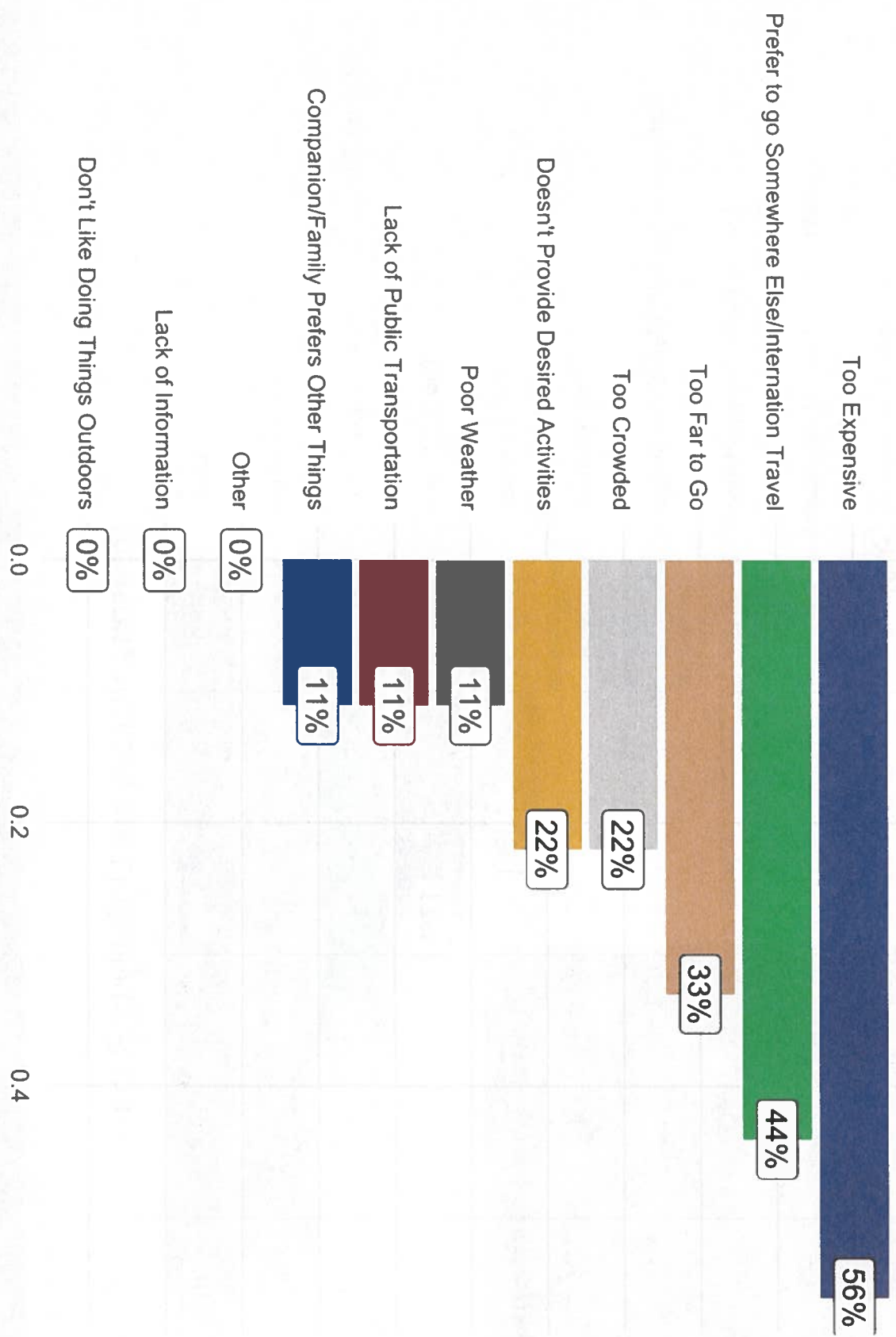
All visitors, n = 1263

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Reasons Visitors are Unlikely to Return



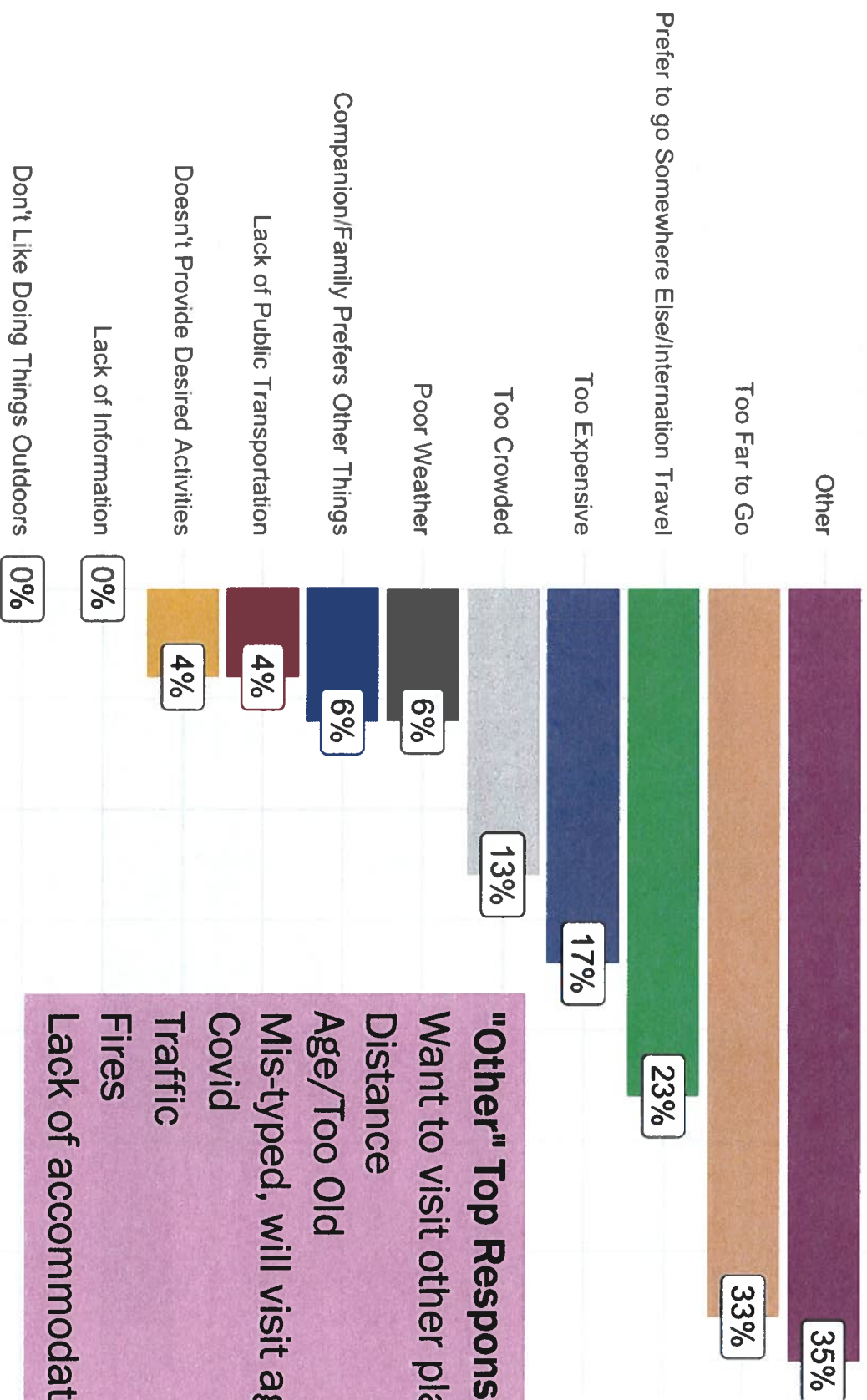
Only on-site visitors who were unlikely to return, n = 9

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## Reasons Visitors are Unlikely to Return



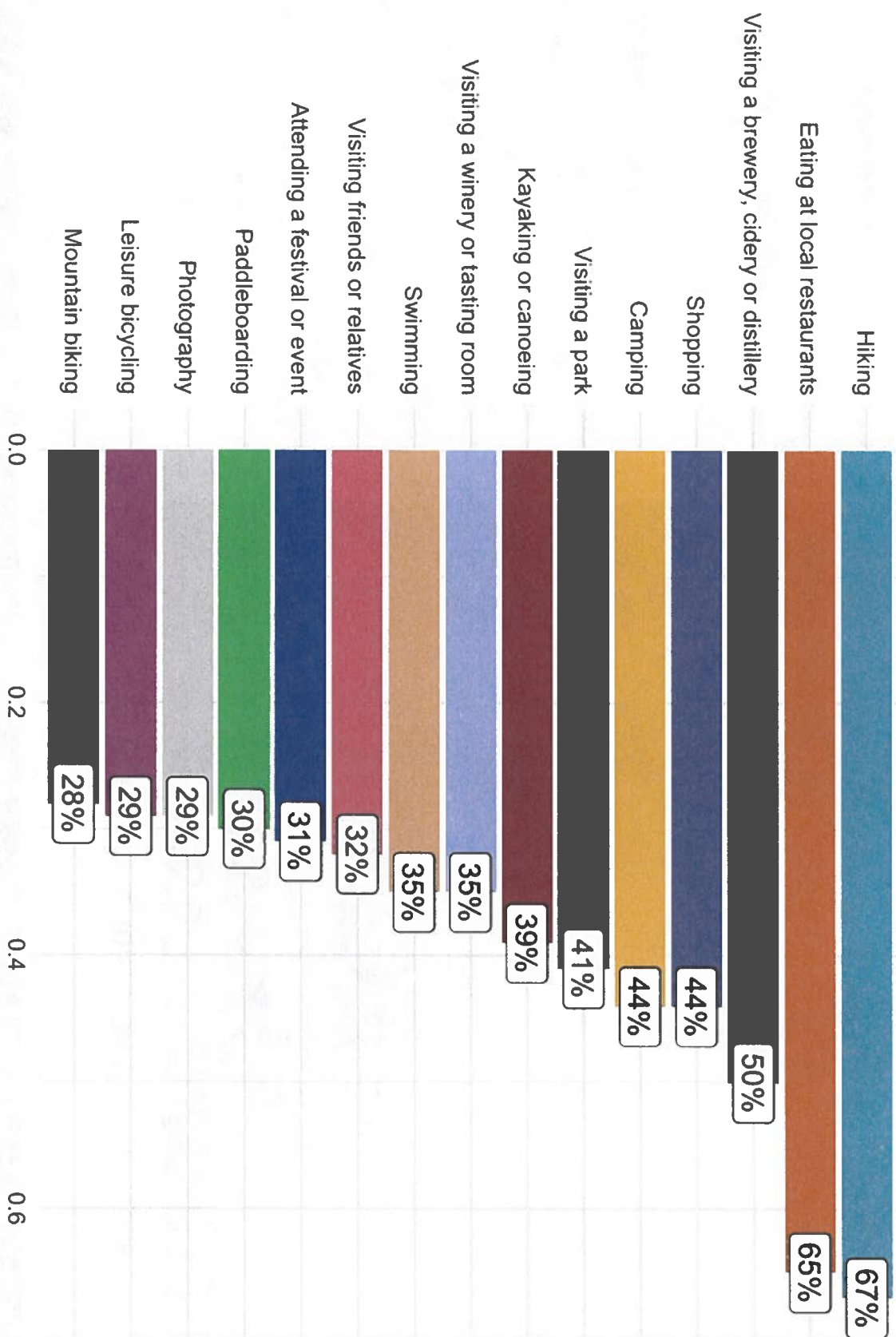
**"Other" Top Responses**  
 Want to visit other places  
 Distance  
 Age/Too Old  
 Mis-typed, will visit again  
 Covid  
 Traffic  
 Fires  
 Lack of accommodations

\*Only visitors who were unlikely to return, n = 71



# Trip Planning and Future Visits

### Activities People Would Like to Do on Future Visits



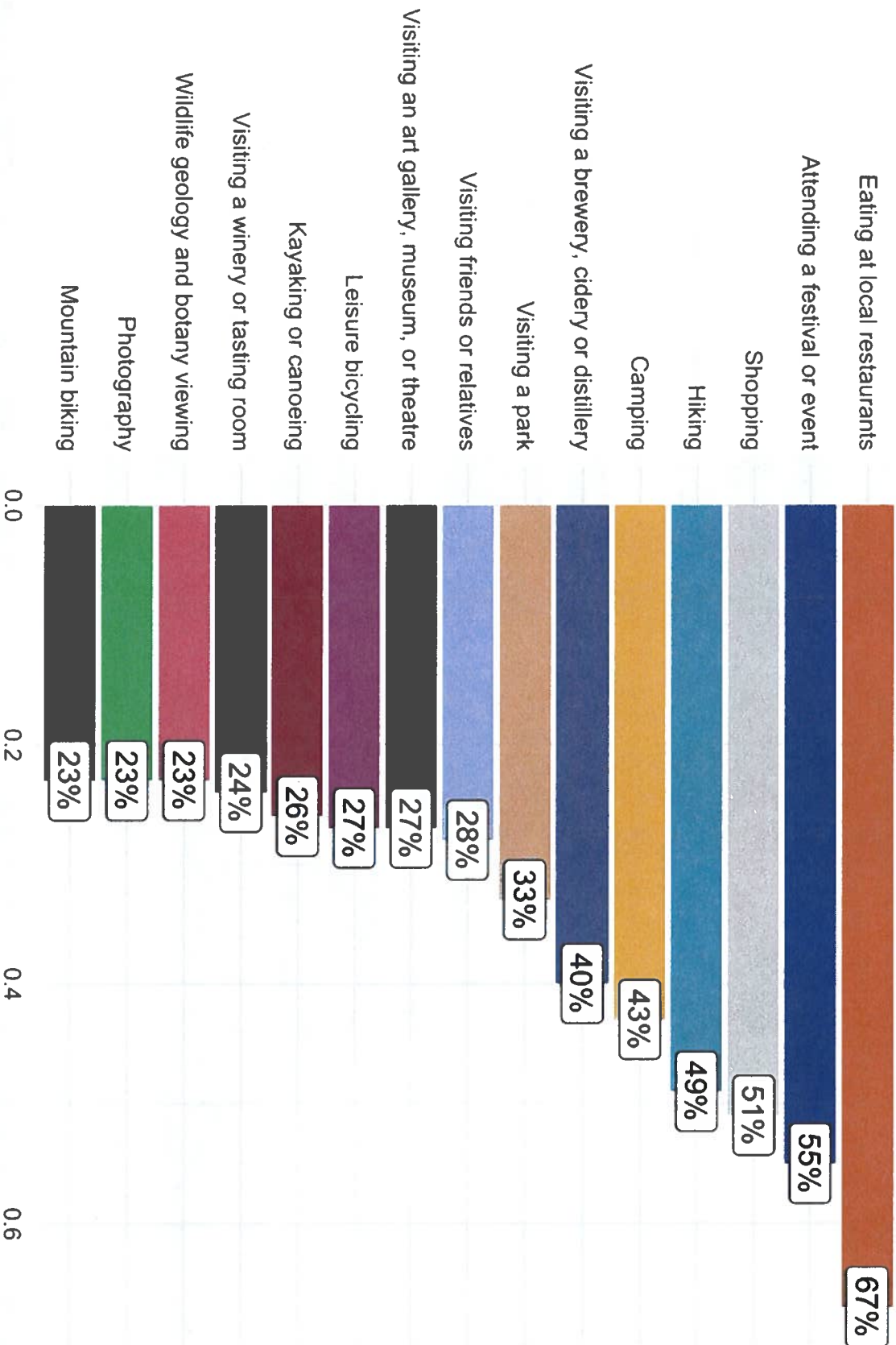
On-site visitors only, n = 212

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Activities People Would Like to Do on Future Visits



\*All visitors, n = 1263

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Activity	Percent
Eating at local restaurants	67%
Attending a festival or event	55%
Shopping	51%
Hiking	49%
Camping	43%
Visiting a brewery, cidery or distillery	40%
Visiting a park	33%
Visiting friends or relatives	28%
Leisure bicycling	27%
Visiting an art gallery, museum, or theatre	27%
Kayaking or canoeing	26%
Visiting a winery or tasting room	24%
Mountain biking	23%
Photography	23%
Wildlife geology and botany viewing	23%
Picnicking	21%
Visiting historical sites	21%
Swimming	20%
Attending a farmers market	20%
Fishing	18%
Visiting cultural heritage sites	18%
Paddleboarding	15%
Birdwatching	14%
Backpacking	13%
Road cycling	12%
River rafting	11%
Cross country skiing, snowshoeing	11%
Golfing	8%
Downhill skiing, snowboarding	8%
Horseback riding	7%
Running	7%
Visiting a ranch	7%
Off highway driving	6%
Sports competition	6%
Guided tour trip	6%
Other	6%
Disc golf	4%
Climbing	3%
Geocaching	3%
Attending a conference or business meeting	3%
Motorized boating	2%
Hunting	2%
Snowmobile	2%
Attending a wedding	2%
Consider establishing a business or residence	2%

All visitors, n = 1263

# Differences by Visitor Demographics

EXHIBIT C

**Low-income visitors** were more likely to want to eat at **local restaurants**, go **shopping** and visit the **farmer's market** than the overall sample.

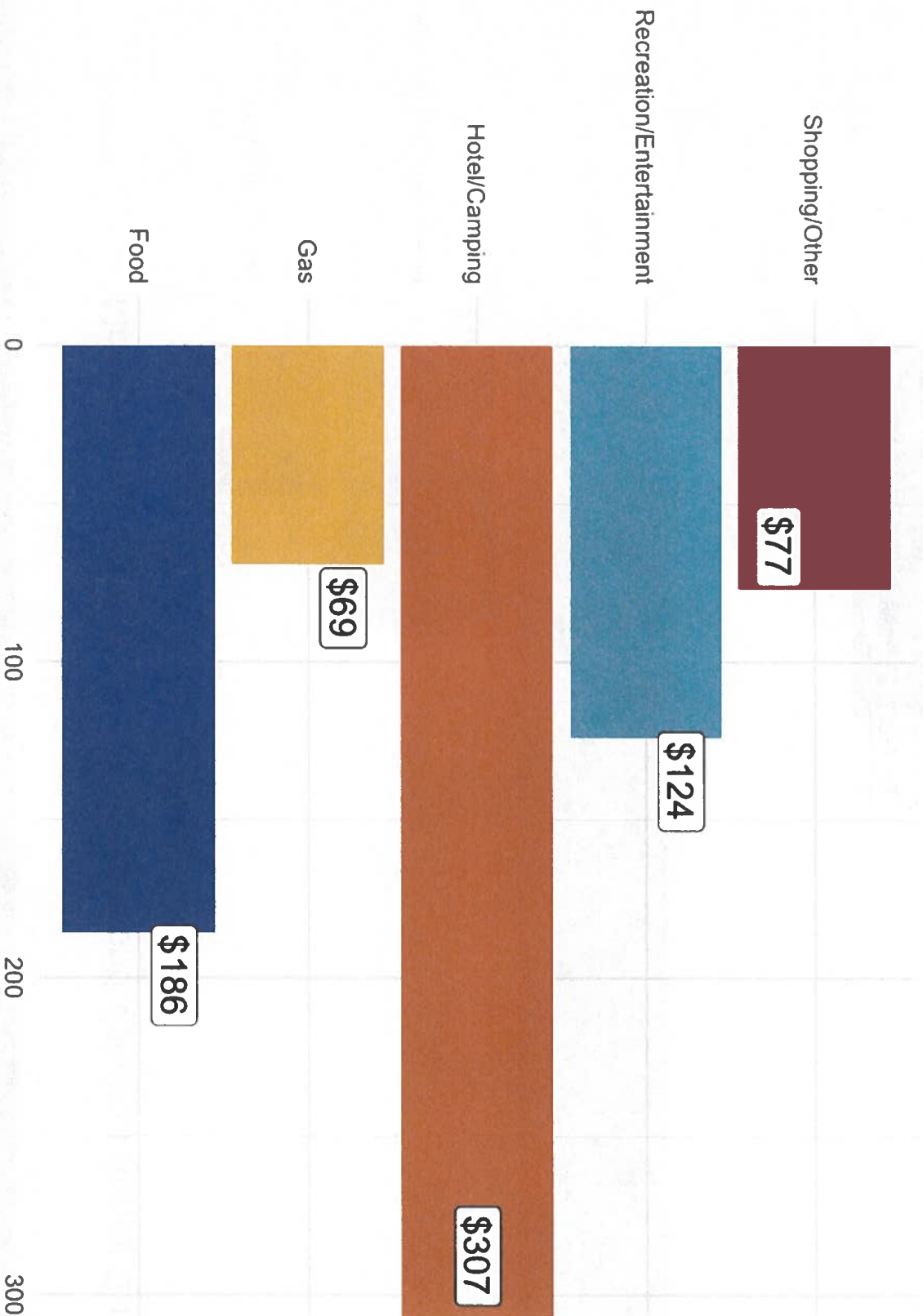
-> Low-income visitors are **less likely** to want to go hiking in the **future**.

-> Low-income visitors were **2.4x more likely** to rate Sisters as too **expensive** than the average visitor.

**Nonwhite respondents** were **less likely** to be “**extremely likely**” to visit the **Sisters area** in the next two years

(**60%** of nonwhite respondents, vs. **69%** of all respondents and **79%** of all on-site respondents).

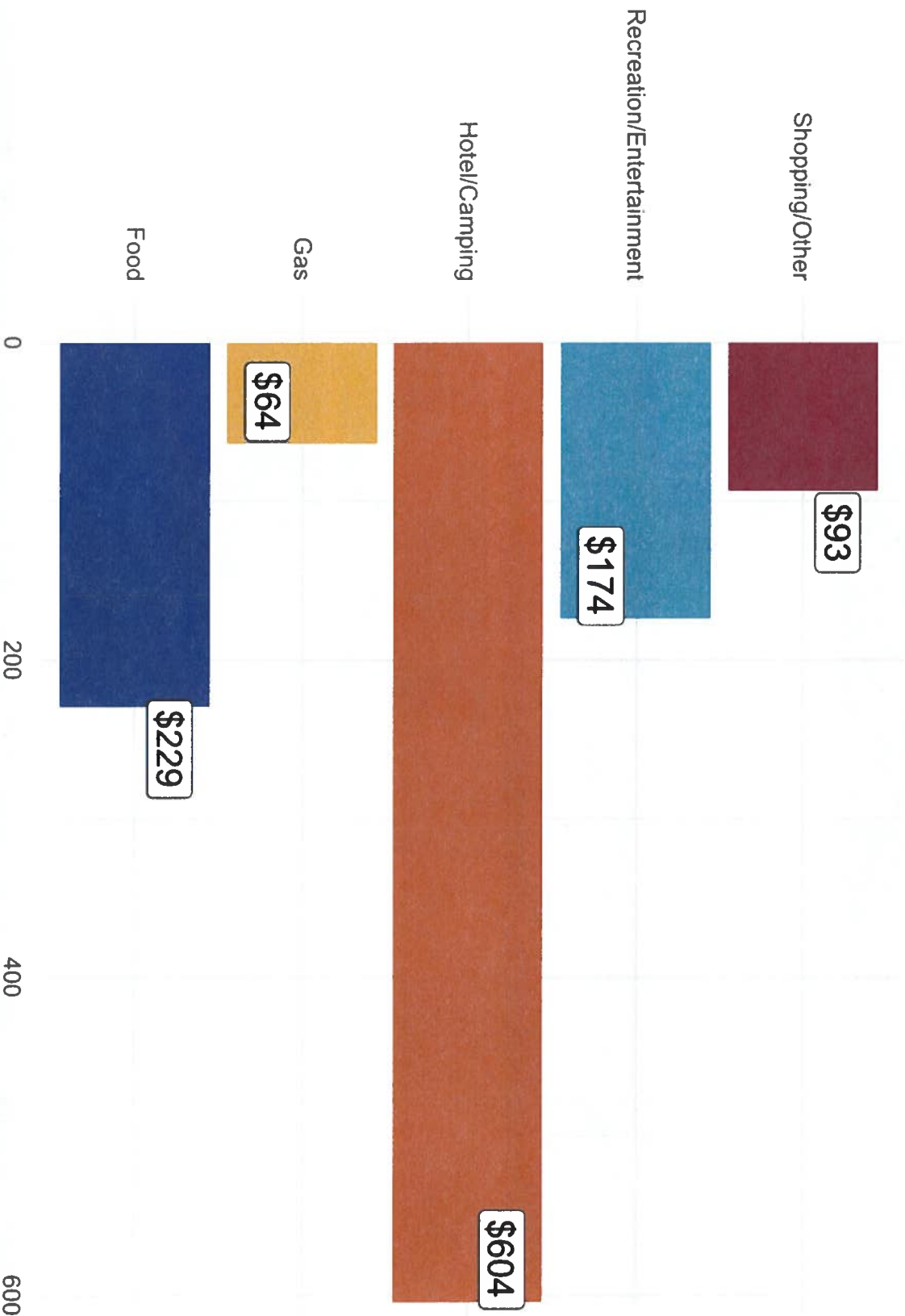
### Money Spent Per Party Per Trip on Overnight Visits



Overnight visitors only, n = 853

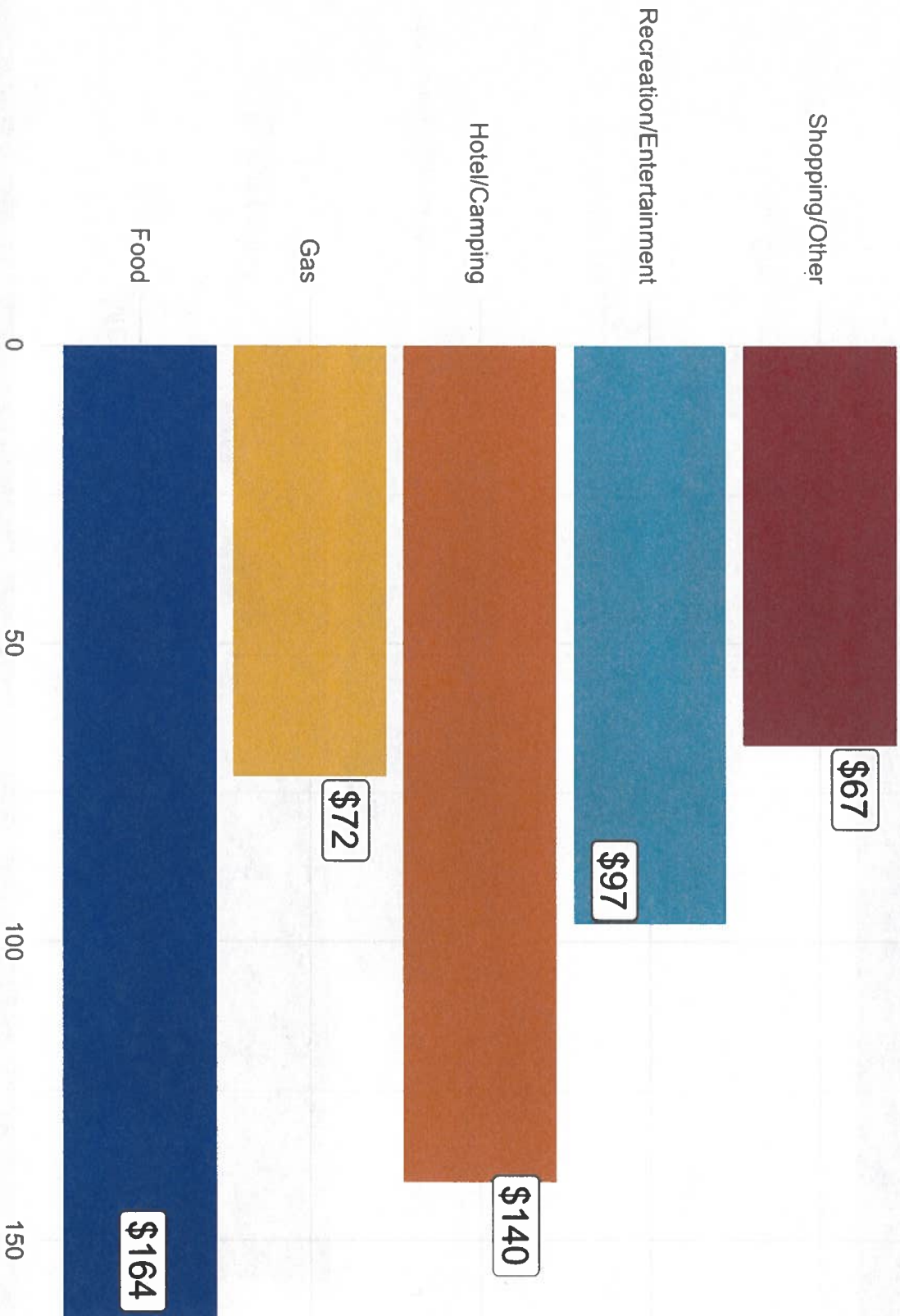
# Economic Impact

Money Spent Per Party Per Trip: Hotel and Vacation Rental Guests



Hotel and vacation rental visitors only, n = 370

Money Spent Per Party Per Trip: Stays With Family or Camping



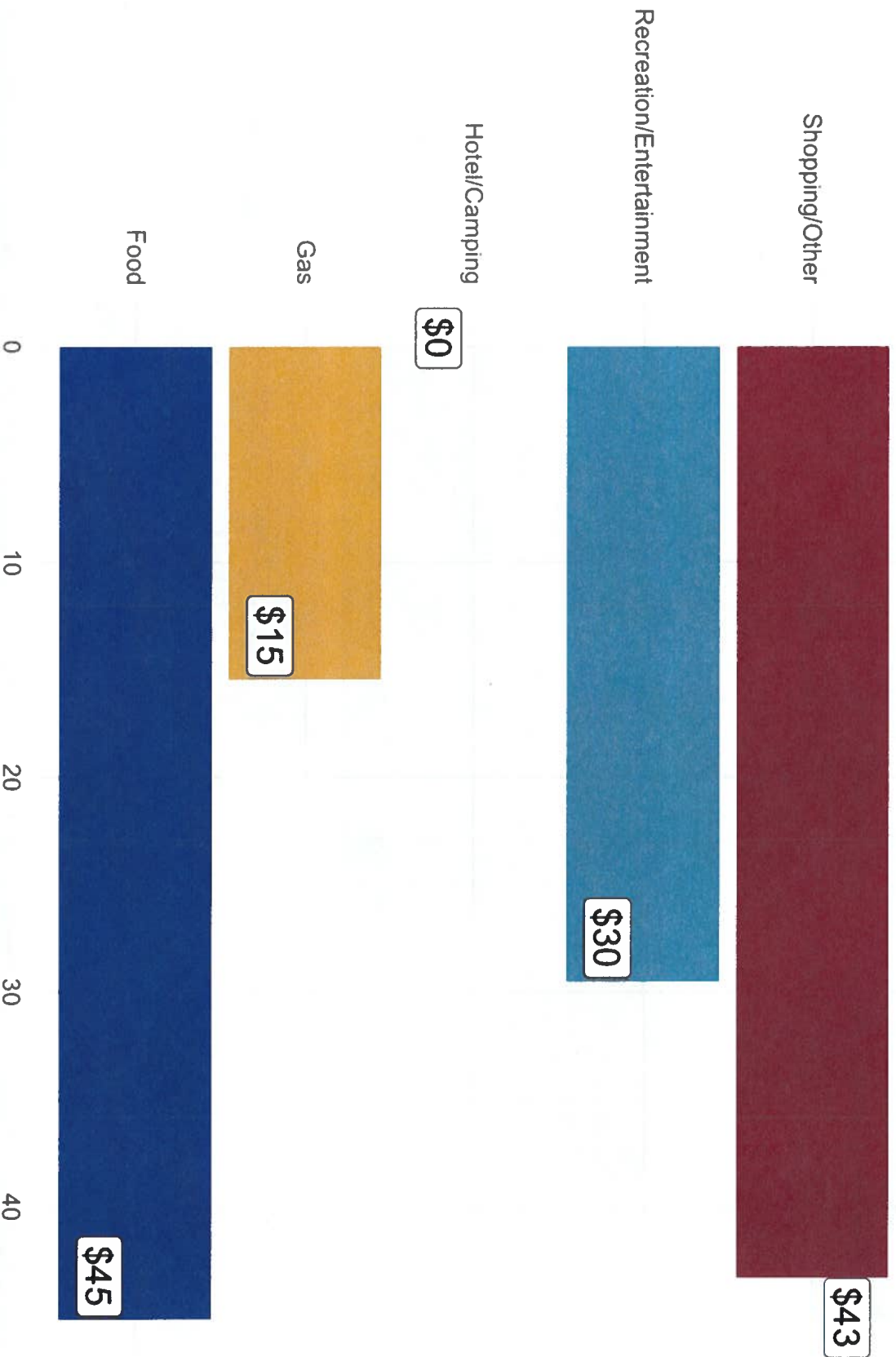
Visitors staying with friends and family or camping, n = 483

# Economic Impact

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Money Spent Per Party Per Trip: Day Visits



Visitors on day trips, n = 342





# Section IV: Written Feedback

# Written Feedback

EXHIBIT C

## Visitors Liked

Restaurants, bars and dining

Events and festivals

Natural beauty

Relaxation and family time

Nice lodging and access to outdoor recreation

## Visitors Disliked

Traffic and parking

Lack of availability or expense of accommodations

Lack of availability of restaurants

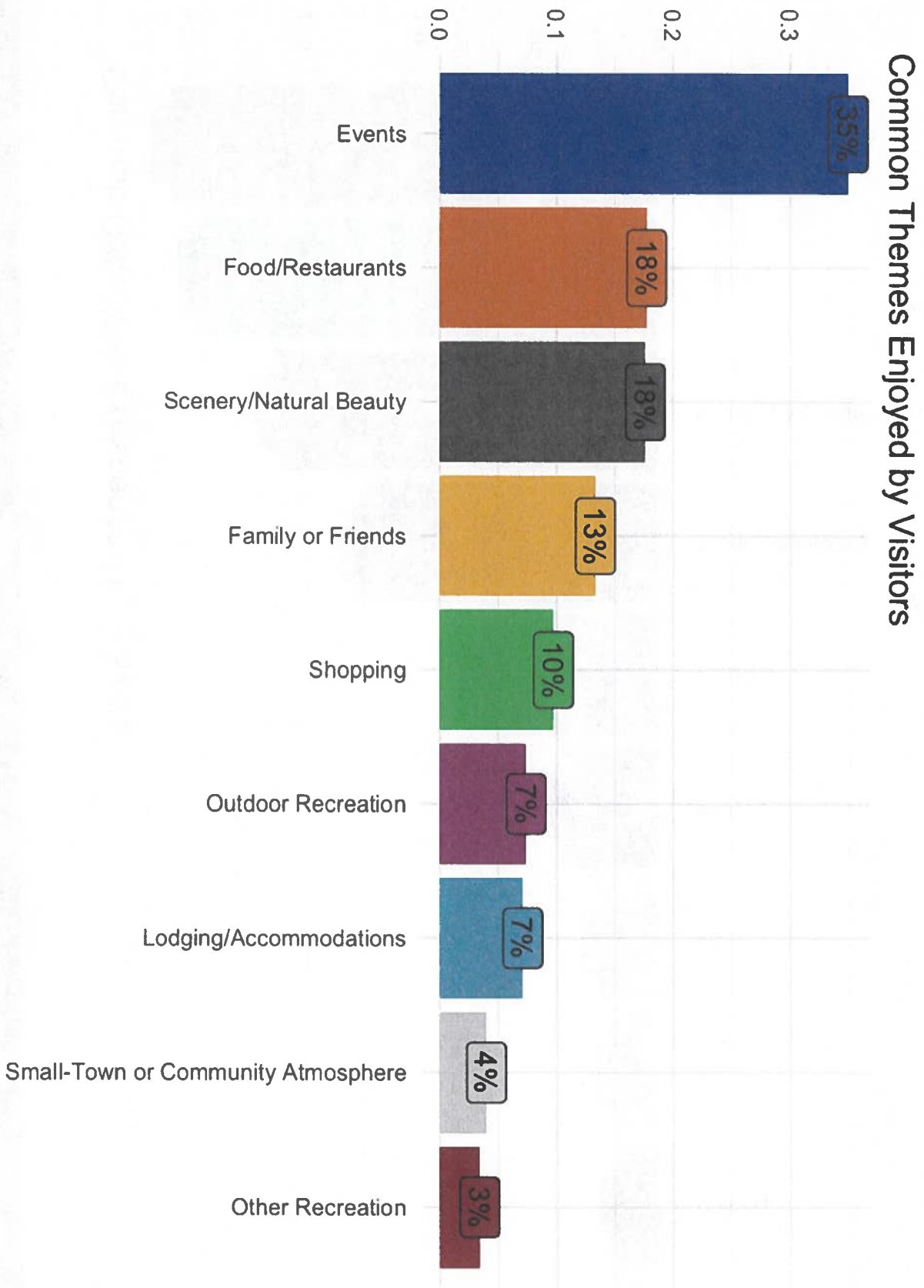
Situational- covid, smoke, staffing

Cost or expense

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

*Based on most frequent themes in text analysis of written responses (n=1045).*

# Feedback: What Visitors Enjoyed



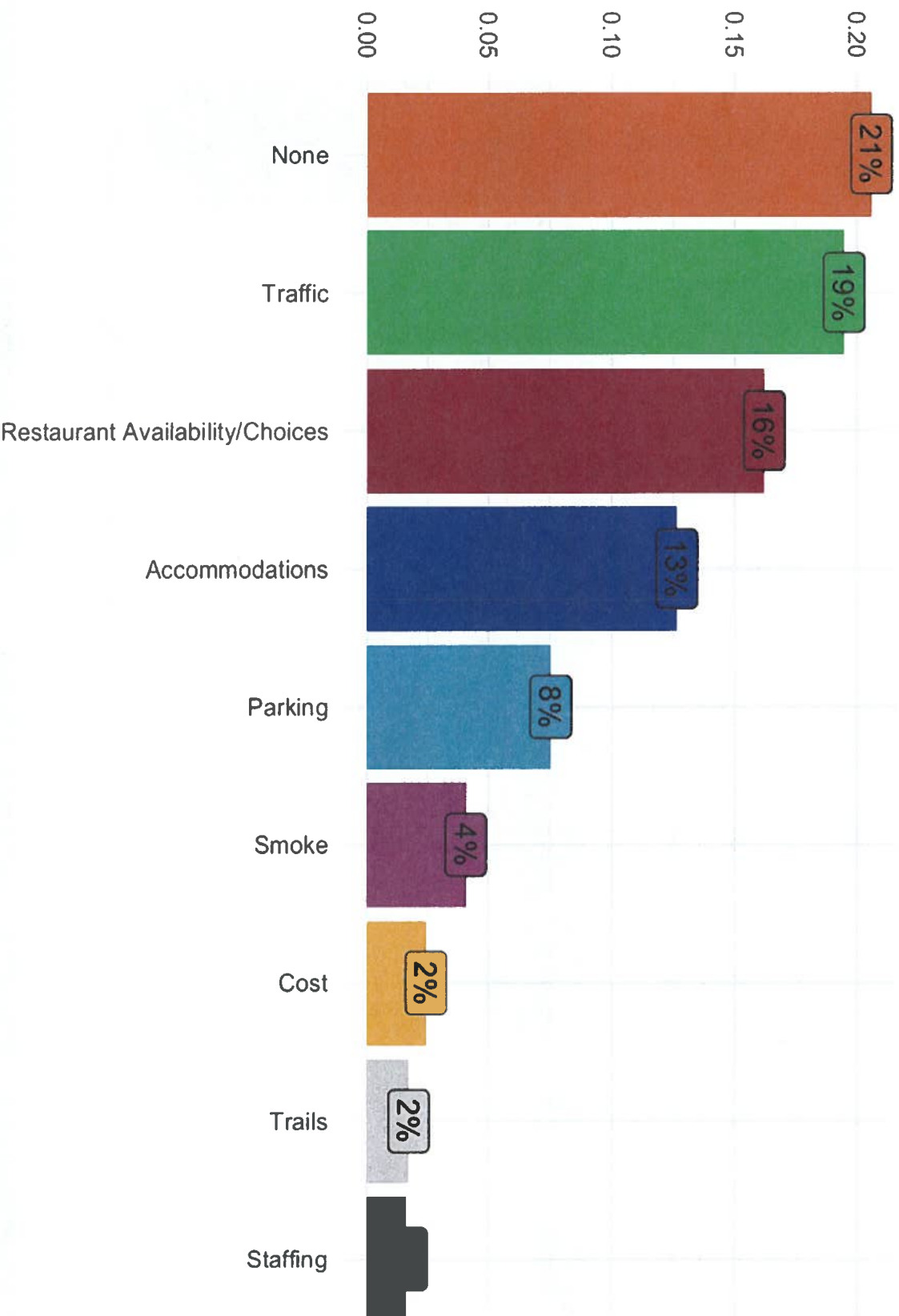
All written responses, n = 1045

# Feedback: Difficulties Encountered by Visitors

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Common Difficulties Experienced by Visitors



\*All written responses, n = 1045

# Quotes: What Visitors Enjoyed

EXHIBIT C

- *Hiking to surrounding waterfalls and taking walks through Sisters. Also enjoyed the restaurants.*
- *Music, picnic in the park in the center of town enjoying food from a local restaurant.*

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

- *I enjoy so much about the Sisters area, and used to live there. The Folk Fest was my reason for my last trip, but I also go for the wilderness, hiking, backpacking, skiing, all things outdoors!*
- *I like the Sister Creekside CG. there is a bit of traffic noise, but nice campground, close to Peterson Ridge trails and easy shopping!*
- *Trails close to town, easy access to great food*
- *Well-organized folk festival. Very accommodating camping at the high school and we biked to our musical events on well maintained bike trails.*
- *The quilt show and classes have been a lifelong dream of mine to attend. In 2018 I was finally able to attend this spectacular event.*

# Quotes: Difficulties Visitors Faced

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

- *Too much traffic on Main Street. Noisy. Takes away from the charm of Sisters.*
- *TRAFFIC! Getting out onto the main road to go anywhere was crazy. We started going through the residential streets to keep from having to turn left at the intersections of town.*
- *Lodging is sparse and super expensive. that is the main reason I stay in Bend and drive or ride my bike to Sisters.*
- *I have never been able to actually stay in Sisters, during the Quilt Show week, because the hotels etc. fill up so quickly.*
- *Affordable places to stay. Would've liked to stay in Sisters . Instead stayed in Bend and drove over for the day.*
- *Many closed restaurants due to staffing. We feel very sorry for local businesses and wish that we could've supported them.*
- *Parking is somewhat limited / not clearly marked and traffic on the main route through town makes turning around to back track somewhat of a challenge*

# Quotes: Improvements Visitors Want

EXHIBIT C

■ More dining options and places to stay.

■ Sadly, it's the inability to get accommodation. If I don't have a place to stay near Sisters, I have to day-trip it, and it's a punishingly long day trip from where I live.

■ ...encourage hotels to not raise their rates so excessively during the festival. We would have stayed longer.

■ Add more places for quick healthy food rather than sit down food. More affordable places to stay overnight. Getting too expensive so I typically make it a day event.

■ More biking trail variety. Biking specific trails. Biking shuttle.

■ More resorts/hotels near downtown similar to 5 Pines

■ Another similar campground in the area, limiting vehicles to the campground, businesses with broader hours (everything was closed when we weren't cycling)

■ I wish you could move the highway. I always worry about pedestrians when driving through. Maybe some way to slow down traffic, raised crosswalks? Stop signs?

# Word Cloud: What Visitors Enjoyed Most

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Q15 What did you enjoy most about your visit?

walk RV park Mountain bike sisters Creekside Campground Peterson Ridge  
Visiting friends sister s Everything lovely friendly people river stores also  
wonderful quality beauty beauty surrounding Views bike race friendly new  
restaurants lots food road Seeing Beautiful area  
Outdoor Quilt Easy access Sisters Coffee mountains  
family community Hiking away beautiful shops restaurants  
Folk Festival quiet area Sisters Stampede music trails  
love go shopping Attending town Seeing quilts  
quilt show place Sisters nature quilts fun  
scenery music festival Relaxing work enjoyed  
bike trails great parks friends Eating event outdoors local  
beautiful scenery Camping Creekside Campground Visiting easy  
Sisters Folk setting festival natural beauty Sisters Quilt Staying  
atmosphere bakery weather amazing good riding small town variety  
time coffee shop Walking around Black Butte nice Great music people  
local restaurants around town many beauty area Sisters Outdoor



# Word Cloud: Difficulties Visitors Faced

EXHIBIT C

Q16 What was the main difficulty you and/or your group encountered during your trip?

festival warm Na help reservations little event room Long outside places eat visit  
venues use Stayed dinner lot lunch hot many people closed stay Sisters available  
traffic main many Air quality Traffic town night lodging rv time much  
camping easy enough problem N Lack go Smoke fires town  
restaurants open crowded due Covid difficulties challenging  
Sisters housing Traffic expensive None s  
Parking walk restaurants stay Bend heat much traffic  
Finding Finding restaurant Nothing local Smoke great Covid  
Weather quilt show good place stay take area year day closed early drive  
Folk Festival make Long lines Shops weekend hotel way hard food places one  
accommodations seating Finding place wanted campground trip really big around  
availability restaurants closed cancelled quilt Waiting

# Word Cloud: Improvements Visitors Want

Q17 What improvements could be made to make you a repeat visitor to the Sisters area?

Make Open love Sisters return Way Less always left Stay help nice season Improve  
show downtown Sisters Folk Festival back repeat visitor Options please Keep around S  
already Will back Bend need main street campground venues N even  
sure live Will lodging visit big think enjoy restaurants hours  
Better quit parking one town see Sisters day  
None really Nothing places stay traffic work area  
stop quilt show things love already repeat visitor time know  
year limited place access camping much shops rv parks great home  
Maybe housing go available close try improvements come back affordable  
fires event smaller find without accommodations move people definitely Come longer  
food NA RV siting hotels Covid



# Section V: Demographics

# Demographics

EXHIBIT C

**Gender:** 68 percent female

Gender	Percent
Male	31%
Female	68%
Non-Binary	<1%
Other	<1%

**Age:** 66 percent aged 51 and over

Ages	Percent
Under 20	9%
21-30	6%
31-40	10%
41-50	9%
51-60	18%
61+	48%

**Income:** 52 percent made over \$100,000

Income	Percent
\$150,000+	27%
\$100,000-\$149,999	25%
\$75,000-\$99,999	19%
\$50,000-\$74,999	18%
\$20,000-\$49,999	8%
Less than \$20,000	2%

- **Household Status:** 44 percent households with adult kids

Household Status	Percent
Single, no children	10%
Household (couple, no children)	27%
Household (single or couple) w/children living at home	19%
Household (single or couple) w/grown children not at home	44%

- **Race:** 94 percent white

Race	Percent
Asian, Asian Indian or Pacific Islander	2%
Black or African American	<1%
Native American or Alaska Native	<1%
Write In	2%
Two or more races	2%
White/Caucasian	94%

- **Ethnicity:** 97 percent not Hispanic/Latino

Hispanic/Latino	Percent
Not Hispanic/Latino	97%
Hispanic/Latino	3%

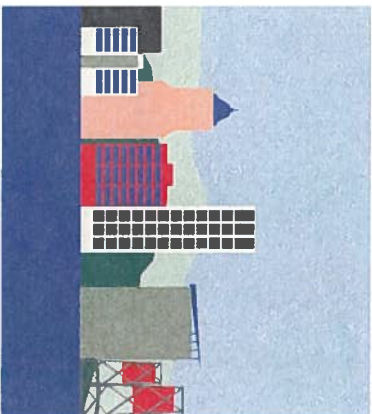
All visitors, n = 1263

# **ECON**orthwest

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Los Angeles



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Boise

*Exhibit 1*



1130 SW Morrison St., Suite 318  
Portland, OR 97205  
503.248.0313  
lancastermobley.com

## Memorandum

To: City of Sisters  
From: Melissa Webb, PE  
Date: December 20, 2023  
Subject: 69013 Camp Polk Road Amendment  
Trip Generation and Transportation Planning Rule Analysis



### Introduction

This memorandum reports the findings of a trip generation analysis conducted for a text amendment to the Sisters Development Code for a property located at 69013 Camp Polk Road in Sisters, Oregon. The study reviews the morning peak hour, evening peak hour, and average daily trip generation potential of the site under both the existing allowable land uses and the proposed additional allowable land uses. This memorandum also addresses the Transportation Planning Rule (TPR) to demonstrate that the transportation system is capable of supporting any changes in traffic intensity resulting from the proposed amendment.

### Project Location & Description

The project site, zoned as TC (Tourist Commercial), is located north of E Barclay Drive and west of Camp Polk Road in Sisters, Oregon. The site includes a single tax lot, lot 1101 of map 151004000, which encompasses an approximate total of 4.61 acres. Currently there is one single-family dwelling located on the project site (often referred to as the "Conklin's Guest House").

The project involves leaving the property zoned as TC and including a text amendment to the Sisters Development Code (SDC) to include additional allowable uses in the TC zone. In addition to the parcel mentioned above, the TC zone applies to portions of two other tax lots: 151004BD01901 (currently undeveloped) and 151004BD01900 (currently developed with Cascade Distillery).

Figure 1 presents an aerial image of the nearby vicinity with the project site outlined in yellow.

site could include the development of a 50,200 square foot restaurant. A restaurant this size would be unlikely: for reference, the Sisters Bi-Mart is approximately 36,000 square feet. A review of similar high turnover sit-down restaurants in Sisters shows that the restaurant square footages range between 2,000 and 6,000 square feet. Given the large lot size, a restaurant square footage of 6,000 square feet was assumed, which would be a similar size to Three Creeks Brewing.

Under current zoning, land use code 932 is expected to attract pass-by and diverted trips. Pass-by trips are trips that leave the adjacent roadway to patronize a land use and then continue in their original direction of travel. Like pass-by trips, diverted trips are trips that divert from a nearby roadway not adjacent to the site to patronize a land use before continuing to their original destination. Pass-by trips do not add additional vehicles to the surrounding transportation system; however, they do add additional turning movements at site access intersections. Diverted trips may add turning movements at both site access and other nearby intersections.

Pass-by trip generation was determined by referencing data from the Pass-By and Data Rate Tables in the appendix of the Trip Generation Manual. The following rates were utilized for determining pass-by trip generation:

*LUC 932 (High-Turnover (Sit-Down) Restaurant)*

- Approximately 43 percent of evening peak hour site trips are assumed as pass-by trips; and
- The average weekday pass-by trip rate is assumed to match the evening peak hour rate.

**Proposed Zoning Amendment**

To determine trip generation with the proposed zoning amendment, it is assumed that the proposed development following the text amendment may be considered the reasonable "worst-case" development scenario. For the purpose of this analysis, two proposed additional land uses to the TC zone were analyzed and the following assumptions made:

- LUC 411, *Public Park* – it was assumed that the entire 4.61-acre site would be used as a public park.
- LUC 416, *Campground/Recreational Vehicle Park* – it was assumed that a maximum of 80 campsites would be available.

**Analysis Summary**

The trip generation calculations show that under existing conditions, the subject site could reasonably be developed to generate up to 57 morning peak hour trips, 31 evening peak hour trips, and 368 average weekday trips. Following the text amendment to the development code, looking at a worst-case development scenario, the site could be developed with a campground/recreational vehicle park that could generate up to 17 morning peak hour trips, 22 evening peak hour trips, and 220 average weekday trips.

The trip generation estimates are summarized in Table 2. Detailed trip generation calculations are included as an attachment to this memorandum.





Table 2: Trip Generation Comparison

ITE Code	Intensity	Morning Peak Hour			Evening Peak Hour			Daily Trips
		In	Out	Total	In	Out	Total	
<b>Current Zoning – Allowed Land Use</b>								
932 – High Turnover (Sit-Down) Restaurant	6,000 SF	31	26	57	33	21	54	644
<i>Pass-By Rate</i>	<i>(-/43%/43%)</i>	-	-	-	-14	-9	-23	-276
<b>Total Net Site Trips</b>		32	26	57	19	12	31	368
<b>Proposed Zoning Amendment - Additional Land Uses</b>								
416 – Campground/Recreational Vehicle Park	80 campsites	6	11	17	14	8	22	220 <sup>1</sup>
411 – Public Park	4.6 Acres	0	0	0	0	1	1	4

**Table Notes:**

1. No weekday rate data was provided; therefore, the weekday rate was estimated to be ten times the evening peak hour rate.

Based on the above analysis, following the text amendment to the TC zone in the Sisters Development Code, the development of a campground/recreational vehicle park with a maximum of 80 campsites will not generate more trips than a 6,000 square foot restaurant that can be constructed under existing conditions. In addition, if the entire site acreage was developed as a public park, the estimated number of trips generated would also be fewer than the number of trips that could be generated with a 6,000 square foot restaurant. Furthermore, a restaurant use would only utilize a portion of the site; thus, the potential for trip generation under current zoning would be even greater than what is show in Table 2.

**Additional Parcels**

The TC zoning district applies to portions of two other tax lots:

The first lot (151004BD01900) is currently developed with Cascade Distillery. Table 1 shows that a distillery is more trip-intensive than either a campground/recreational vehicle park or a public park. With the proposed text amendment changes, a distillery would still be a permitted land use in the TC zone.

The second lot (151004BD01901) is zoned North Sisters Business Park (NSBP) District except for a small corner that is zoned TC. The site is currently undeveloped and is considered “unbuildable” due to being in the runway protection zone associated with the nearby Sisters Eagle Airport.

If the site were ever to be developed in the future, the NSBP district has permitted land uses, such as restaurants and coffee shops, that are more trip-intensive than either of the uses proposed with the amendment to the TC zone (campground/recreation vehicle park or a public park). Furthermore, as demonstrated for the subject site, the proposed text amendment for the TC zone would only add uses that are lower trip generators than what is currently permitted.



## Transportation Planning Rule

The Transportation Planning Rule (TPR) is in place to ensure that the transportation system is capable of supporting possible increases in traffic intensity that could result from changes to adopted plans and land-use regulations. The applicable elements of the TPR are each quote directly in italics below, with responses following.

### 660-012-0060 Plan and Land Use Regulation Amendments

1. *If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:*
  - (a) *Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);*
  - (b) *Change standards implementing a functional classification system; or*
  - (c) *Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.*
    - (A) *Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*
    - (B) *Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or*
    - (C) *Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.*

Response: Subsections (a) and (b) are not triggered since the proposed land use action will not impact or alter the functional classification of any existing or planned facility and the proposal does not include a change to any functional classification standards.

Regarding subsection (c), the proposed text amendment is not projected to increase the morning peak hour, evening peak hour, or average daily trip generation potential of the site. Accordingly, the proposed text amendment is not expected to have a significant impact on the operation of area streets and intersections since there is no expected increase in the peak hour or daily trip generation potential of the site. Therefore, subsection (c) will not be triggered.



## Conclusions

A text amendment to the Sisters Development Code is proposed to include development of additional allowable land uses in the TC zone as well as clarify permissible uses in the zone. The proposed additional allowable land uses are consistent with the purpose of the TC zone shown in SDC 2.12.100.

The proposed text amendment to the Sisters Development Code will not degrade the performance of any existing or planned transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment.

### Attachments

Trip Generation – Existing Conditions

Trip Generation – Proposed Conditions





TRIP GENERATION CALCULATIONS  
Existing Conditions

Land Use: High-Turnover (Sit-Down) Restaurant  
 Land Use Code: 932  
 Land Use Subcategory: All Sites  
 Setting/Location: General Urban/Suburban  
 Variable: 1000 SF GFA  
 Trip Type: Vehicle  
 Formula Type: Rate  
 Variable Quantity: 6

AM PEAK HOUR

Trip Rate: 9.57

	Enter	Exit	Total
Directional Split	55%	45%	
Trip Ends	31	26	57

PM PEAK HOUR

Trip Rate: 9.05

	Enter	Exit	Total
Directional Split	61%	39%	
Trip Ends	33	21	54

WEEKDAY

Trip Rate: 107.2

	Enter	Exit	Total
Directional Split	50%	50%	
Trip Ends	322	322	644

Source: Trip Generation Manual, 11th Edition



TRIP GENERATION CALCULATIONS

Proposed Use

Land Use: Public Park  
 Land Use Code: 411  
 Land Use Subcategory: All Sites  
 Setting/Location: General Urban/Suburban  
 Variable: Acres  
 Trip Type: Vehicle  
 Formula Type: Rate  
 Variable Quantity: **4.6**

AM PEAK HOUR

Trip Rate: 0.02

	Enter	Exit	Total
Directional Split	59%	41%	
Trip Ends	0	0	0

PM PEAK HOUR

Trip Rate: 0.11

	Enter	Exit	Total
Directional Split	55%	45%	
Trip Ends	0	1	1

WEEKDAY

Trip Rate: 0.78

	Enter	Exit	Total
Directional Split	50%	50%	
Trip Ends	2	2	4

Source: Trip Generation Manual, 11th Edition



TRIP GENERATION CALCULATIONS

Proposed Use

Land Use: Campground/RV Park  
 Land Use Code: 416  
 Land Use Subcategory: All Sites  
 Setting/Location: General Urban/Suburban  
 Variable: Occupied Campsites  
 Trip Type: Vehicle  
 Formula Type: Rate  
 Variable Quantity: **80**

AM PEAK HOUR

Trip Rate: 0.21

	Enter	Exit	Total
Directional Split	36%	64%	
Trip Ends	6	11	17

PM PEAK HOUR

Trip Rate: 0.27

	Enter	Exit	Total
Directional Split	65%	35%	
Trip Ends	14	8	22

WEEKDAY

Trip Rate: 0

	Enter	Exit	Total
Directional Split	50%	50%	
Trip Ends	NA	NA	NA

Source: Trip Generation Manual, 11th Edition

**Matt Martin**

---

**From:** valarie anderson <archoval@gmail.com>  
**Sent:** Thursday, February 8, 2024 11:55 AM  
**To:** Matt Martin  
**Subject:** Proposed RV park

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

Hello Matt,  
I live in Wildhorse Ridge, the subdivision near the end of Barclay Dr. I want to let you know that I strongly oppose the proposed RV park on the Conklin Guest House site. The traffic at the intersection of Locust and Barclay has increased in the last year, sometimes creating a traffic jam. Also, the noise level has increased. Please reconsider the approval. A B&B with cabins seems more appropriate for the area.  
Thank you.

--  
Valarie J. Anderson  
Author  
[www.valarieanderson.com](http://www.valarieanderson.com)



**Matt Martin**

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**From:** Jeremy Davis <jerdavis14@hotmail.com>  
**Sent:** Thursday, February 8, 2024 9:36 AM  
**To:** Matt Martin  
**Subject:** Proposed property at Camp Polk/Locust

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

Mr Martin (City of Sisters),

I would like to email to voice my opposition to this proposed RV park on the camp Polk/Locust intersection and the zoning change that goes along with it.

My family of 6 lives close by and we are absolutely in opposition to putting an RV park in that area for many reasons including increased traffic, noise, and the fact that it will quickly become an unpleasant "eye sore" in the community (are they going to put giant block walls around this one like the one entering town too).

Jeremy Davis

Sent from my iPhone



**Matt Martin**

---

**From:** Tess Morgridge <tessmorg@gmail.com>  
**Sent:** Thursday, February 8, 2024 6:03 PM  
**To:** Matt Martin  
**Subject:** Conklin Guest House Proposed Tourist Commercial Zoning Change

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

Mr. Martin,

I am writing to ask you NOT to change the Tourist Commercial Zoning for the old Conklin Guest House at the corner of Barclay and Locust Ave. An RV park should not be a permitted use of this property for three reasons:

1. **Traffic:** The roundabout planned at Locust Ave. is intended to re-route traffic from East Cascade Ave. to East Barclay Drive and alleviate traffic from semis and through-travelers for the main part of town. By allowing an RV park at this property it would direct traffic down Locust creating greater congestion and a disincentive for semis and through-travellers to use the Locust Ave. route over the East Cascade route.
2. **Limited Need for the Service:** Sisters has RV parks - one at the rodeo grounds and one at the Creekside campground, as well as the RV hookups at the Sisters Mobile Home Park. Combined with the campgrounds and camping in the national forest, there isn't much need for another RV park.
3. **Economic Contribution:** The economic contribution of an RV park is limited compared to that of another commercial enterprise, tourist accommodation (like an inn or hotel), or, better yet, affordable housing. The local employment opportunities are fewer and the use of city amenities (restaurants, grocery stores, etc.) are also comparatively more limited. Each of these alternatives would have their own impacts of traffic but could/would be addressed more thoughtfully and manifest differently than RV traffic.

The property in question is beautiful and well located, there is definitely a higher and better use for the property than an RV park.

Thank you and please do not hesitate to reach out for clarification or if there is a better forum for me to share these views again.

Tess Gardner (Sisters resident)

**Matt Martin**

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**From:** Cody Gardner <codygard4@gmail.com>  
**Sent:** Thursday, February 8, 2024 8:42 PM  
**To:** Craig Pfeiffer  
**Cc:** Kendra Hamerly | GreenSavers; Carol Riede; Matt Martin; Terry Garrick; Ruth Schaefer; Kent Wilson; Cathy Wilson; ColinLinda Lamb; Tyler Treharne; Craig Rullman; Wendy Rullman; JamesLisa Nicol; Andy Anderson; Valarie Anderson; DaveAnnemarie Crosier; Sherry Steele; Eric Steele; Chrissie Snyder; Jeff Snyder; MIkeKari Schneider; Mark May; Kristina May; Meg Anderson; Bill Anderson; Steve Erickson; Beverly McGillicuddy; Trudy Corrigan; Carol Carpenter; Robert Hamerly; JamesGladys Murray; Darryl Helen Zucker; Les and Gail Marty; Teresa Laursen; Stephanie Siebold; Ian Tomlinson; Noelle Fredland; Rick Fredland; Jeremy and Kim Davis; Bryce Dugan; Gregory Dugan; Ed Johnson; Doug and Ruthann Seely; Mangus Johnson; Sara@mission22.com; Jim and Marilyn Barnett; Kevin and Diane Hodgson; Robert Riede; Cissy Pfeiffer; Tess Morgridge  
**Subject:** Re: Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS  
**Attachments:** HOA letter to Sisters.docx  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

At the risk of spamming everyone, I did take a quick stab and writing up something more formal "on behalf of the HOA." Craig, if that was the intent of your email, I am behind it 100%. I offer the attachment in case that was not your intent.

I don't know what the steps are for approving a letter or who has the authority to send one, but if anyone wants to take this conversation offline with me please feel free to email me directly ([tessmorg@gmail.com](mailto:tessmorg@gmail.com)) or call (914-262-9792).

Best,  
Tess Gardner

On Thu, Feb 8, 2024 at 8:01 PM Craig Pfeiffer <[craigdpfeiffer@gmail.com](mailto:craigdpfeiffer@gmail.com)> wrote:

Mr. Matt Martin  
City of Sisters

Dear Matt,

I am writing to express sincere concern in response to the speculation that the long-abandoned Conklin Property on Locust Street is being considered for an RV park.

If the speculation is true, you should expect significant opposition.

You will hear commentary associating complexity with traffic flows, community appearance, best use, etc.

I will not reiterate but I do agree.

I would like to expand the dialogue to revisiting the town's sustainable long-term goal to attract visitors and generate commercial engagement.

There is clear evidence already in town that such a facility is not an attractive real estate structure, the community is further at risk with the owner's permissions or the ignoring of their tenants property care, and the non-complementary architecture.

This unappealing presence is most notable every day during the October-May storage period! (66% of the calendar year).

There is no commercial or property use benefit to an in-town RV park vs. 3-5 miles out of town; there definitely is a quality of life and competitive attractiveness cost.

I respectfully submit this credible insight as a resident overlooking the proposed property from the peak of McKinney Butte AND AS AN RV owner (!), owning a 40 foot Tiffin Allegro Bus, and having crossed Oregon to/from Long Island/NYC 4 times in the past 3 years.

We have stayed in 30+ communities and understand all of the relevant elements.

Please nip this community speculation and widely share the fact-based input!

I am readily available to constructively discuss and provide insight and perspectives.

Craig Pfeiffer  
68929 Bay Place  
Sisters  
631-328-4255

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**From:** Kendra Hamerly | GreenSavers <[kendra.hamerly@greensavers.com](mailto:kendra.hamerly@greensavers.com)>

**Sent:** Thursday, February 8, 2024 11:59:17 AM

**To:** Carol Riede <[criede@msn.com](mailto:criede@msn.com)>

**Cc:** Terry Garrick <[gmterry0o@gmail.com](mailto:gmterry0o@gmail.com)>; Ruth Schaefer <[ruths@ykw.net](mailto:ruths@ykw.net)>; Kent Wilson <[Kent@noplacelikeit.com](mailto:Kent@noplacelikeit.com)>; Cathy Wilson <[KentCathy.Wilson@gmail.com](mailto:KentCathy.Wilson@gmail.com)>; ColinLinda Lamb <[k7fm@teleport.com](mailto:k7fm@teleport.com)>; Tyler Treharne <[Treharne.Tyler@gmail.com](mailto:Treharne.Tyler@gmail.com)>; Craig Rullman <[craig@runningiron.com](mailto:craig@runningiron.com)>; Wendy Rullman <[wendy@runningiron.com](mailto:wendy@runningiron.com)>;

JamesLisa Nicol <[jrnicol@earthlink.net](mailto:jrnicol@earthlink.net)>; Andy Anderson <[CaptMooney@live.com](mailto:CaptMooney@live.com)>; Valarie Anderson <[Archoval@gmail.com](mailto:Archoval@gmail.com)>; DaveAnnemarie Crosier <[acrosier@me.com](mailto:acrosier@me.com)>; Sherry Steele <[steelefly2@msn.com](mailto:steelefly2@msn.com)>; Eric Steele <[steelefly@msn.com](mailto:steelefly@msn.com)>; Chrissie Snyder <[Endoftheroadranch16@gmail.com](mailto:Endoftheroadranch16@gmail.com)>; Jeff Snyder <[WildHorseRidge@yahoo.com](mailto:WildHorseRidge@yahoo.com)>; MikeKari Schneider <[Karischneider15@outlook.com](mailto:Karischneider15@outlook.com)>; Mark May <[Mark.r.may@gmail.com](mailto:Mark.r.may@gmail.com)>; Kristina May <[Kristimay@gmail.com](mailto:Kristimay@gmail.com)>; Meg Anderson <[MegAndersonPDX@gmail.com](mailto:MegAndersonPDX@gmail.com)>; Bill Anderson <[billdanderson74@gmail.com](mailto:billdanderson74@gmail.com)>; Steve Erickson <[serickson50@gmail.com](mailto:serickson50@gmail.com)>; Beverly McGillicuddy <[mcgillicuddyb@yahoo.com](mailto:mcgillicuddyb@yahoo.com)>; Trudy Corrigan <[TBcorrigan@comcast.net](mailto:TBcorrigan@comcast.net)>; Carol Carpenter <[jeepcarol95@gmail.com](mailto:jeepcarol95@gmail.com)>; Robert Hamerly <[robert.hamerly@greensavers.com](mailto:robert.hamerly@greensavers.com)>; JamesGladys Murray <[murraywattersrealty@gmail.com](mailto:murraywattersrealty@gmail.com)>; Craig Cissy Pfeiffer <[craigdpfeiffer@gmail.com](mailto:craigdpfeiffer@gmail.com)>; Darryl Helen Zucker <[hzucker@aol.com](mailto:hzucker@aol.com)>; Les and Gail Marty <[samkram101@q.com](mailto:samkram101@q.com)>; Teresa Laursen <[Tlaurs@yahoo.com](mailto:Tlaurs@yahoo.com)>; Stephanie Siebold <[Stefsiebold@gmail.com](mailto:Stefsiebold@gmail.com)>; Ian Tomlinson <[ianmtomlinson@gmail.com](mailto:ianmtomlinson@gmail.com)>; Cody Gardner <[codygard4@gmail.com](mailto:codygard4@gmail.com)>; Noelle Fredland <[noellefredland@gmail.com](mailto:noellefredland@gmail.com)>; Rick Fredland <[Rickfredland@gmail.com](mailto:Rickfredland@gmail.com)>; Jeremy and Kim Davis <[Davis331@live.com](mailto:Davis331@live.com)>; Bryce Dugan <[brycedugan1@gmail.com](mailto:brycedugan1@gmail.com)>; Gregory Dugan <[gregorydugan@sbcglobal.net](mailto:gregorydugan@sbcglobal.net)>; Ed Johnson <[ekjohn61@aol.com](mailto:ekjohn61@aol.com)>; Doug and Ruthann Seely <[investseely@yahoo.com](mailto:investseely@yahoo.com)>; Mangus Johnson <[Mangus@mission22.com](mailto:Mangus@mission22.com)>; Sara <[sara@mission22.com](mailto:sara@mission22.com)>; Jim and Marilyn Barnett <[Jbarnett@alaskan.com](mailto:Jbarnett@alaskan.com)>; Kevin and Diane Hodgson <[hodgson@u.washington.edu](mailto:hodgson@u.washington.edu)>; Robert Riede <[riedebob@gmail.com](mailto:riedebob@gmail.com)>

**Subject:** Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

Dear Wildhorse Ridge Neighbors,

I am writing to you today to make you aware of a new development that could occur on the corner of Barclay and Locust Ave at the old [Conklin Guest House](#).

Currently the Planning Commission has been asked to review and possibly tweak the current Tourist Commercial Zoning on that site to include an RV Park. This would not require a zone change but just amendment to the current zone language to include this use.

I am voicing my concerns to you all in hopes that you can speak up and contact the City Planner to **NOT ALLOW an RV Park** to be developed at this site. If the zoning language does change and they allow an RV park with restricted 30-day or less occupancy, the enforcement of length of stay becomes tricky. We have all seen the condition of the Sisters RV Park along Highway 20 across from Five Pine. I think we can all agree that we would not want to drive by something similar every day.

If you feel there is a better use for this property please email, or call Matt Martin **IMMEDIATELY!** Public comments will be included in the Planning commission's review before it is put to a vote by the City Council.

Matt Martin  
Planner  
City of Sisters  
541-323-5208  
[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)

<https://www.nuggetnews.com/story/2024/02/07/news/historic-conklin-guest-house-may-have-a-future/36094.html>

Sincerely,  
Kendra Hamerly  
Your Neighbor on Chestnut Drive

On Mon, Jun 19, 2023 at 9:33 PM Carol Riede <[criede@msn.com](mailto:criede@msn.com)> wrote:

Dear HOA Members,

Attached is the agenda for the 2023 Indian Ridge HOA meeting on June 24, 2023 starting at 11:00am. To be held at the home of Jeremy and KIm Davis, 68880 Chestnut Drive Sisters, Lot 27. Look forward to seeing you all there.

Bob Riede, President

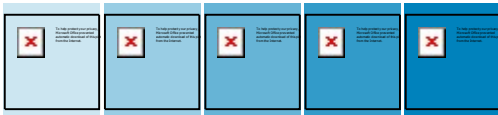
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Kendra Hamerly  
Community Outreach



CELL: [858.922.7335](tel:858.922.7335) | MAIN: [541.330.8767](tel:541.330.8767)  
[2018 ENERGY STAR® Contractor of the Year](#)

How did we do?



February 9, 2024

Delivered via email to: mmartin@ci.sisters.or.us

Mr. Martin,

The Wild Horse Ridge Homeowner's Association (HOA) is writing to request that the City NOT change the Tourist Commercial Zoning for the property located at 69013 Camp Polk Rd (the Conklin Guest House) to accommodate the proposed RV park. An RV park should NOT be a permitted use of this property for the following reasons:

1. **Traffic:** The roundabout planned at Locust Ave. is intended to re-route traffic from East Cascade Ave. to East Barclay Drive and alleviate traffic from semi-trucks and through-travelers from the main part of town. Allowing an RV park at this property would direct a greater stream of traffic down Locust Ave. creating more congestion, exacerbating impacts on locals and serving as a disincentive for semi-trucks and through-travelers to use the Locust Ave. route over the East Cascade route. The RV park could then, in part, counter the effectiveness of a what is anticipated to be a long and expensive transportation project.
2. **Limited Need for the Service:** Sisters has RV parks - one at the rodeo grounds and one at the Creekside campground, as well as the RV hookups at the Sisters Mobile Home Park. Combined with the campgrounds and camping in the national forest, there isn't much need for another RV park.
3. **Economic Contribution:** The economic contribution of an RV park is limited compared to that of another commercial enterprise, tourist accommodation (like an inn or hotel), affordable housing development, among others. The local employment opportunities resulting from an RV park are fewer and the use of city amenities (restaurants, grocery stores, etc.) are also comparatively more limited.
4. **Poor Siting:** The current property, although in disrepair, is a beautiful piece of land with an amazing view located close to downtown. It is also located in a growing commercial and residential neighborhood that is both walkable and bikeable. An RV park would undervalue the worth of the property to the community and could impact the safety, approachability and vibrancy of the surrounding businesses and homes.

There is definitely a higher and better use for the property in question than an RV park and the City should recognize this by not permitting the zoning change required to site an RV park there.

Thank you for your time,

Residents of the Wild Horse Ridge HOA

**Matt Martin**

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**From:** Scott Hallenberg <scott.hall.images@gmail.com>  
**Sent:** Thursday, February 8, 2024 1:53 PM  
**To:** Matt Martin  
**Subject:** Better Landuse for Conklin Guest House Property

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

Hi Matt,

I want to suggest a better and super creative land use option for the Conklin Guest House property. Sisters does not need any more short term housing or RV Parks! until we see the houselessness situation improve. We DO need long term affordable housing solutions! This is a perfect opportunity.

Perhaps this developer or ones like them would consider developing and operating a tiny home neighborhood or something with cottages or cabins? Tiny Homes have more robust year around build quality, and cute and attractive and fit the craftsman and artsy vibe of Sisters. They are quite affordable and if in a small development with services similar to an RV park (e.g. laundry, bathroom showers, power, septic, common area and trash services) they can provide high quality of life and may cater to the town's workforce as well. These should have long term lease options. They would be much more attractive than any RV Park even brand new RVs while being much more livable.

Traffic would be improved dramatically. With an RV park there would be several large rigs mixing daily in what will already be a challenging intersection after the roundabouts go in. With a Tiny Home Neighborhood, moving will occur on a longer term basis aligned with the lease periods.

I'm suggesting leasing instead of owning as this would be more experimental in nature, but it is possible there could be an ownership / HOA solution that could pencil better with long term viability. I envision that some businesses or locals may want to invest in these tiny homes, cabins and cottages and then renting them to their employees for reliable workforce housing solutions.

Please explore any and all longer term workforce / affordable housing solutions before greenlighting short term tourist oriented housing.

Thank you for your consideration.

Best,  
Scott Hallenberg  
15651 National Forest Ln, Sisters, OR 97759  
Mobile: (801) 641-3495

**Matt Martin**

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**From:** Linda Lamb <lindalamb@teleport.com>  
**Sent:** Thursday, February 8, 2024 1:30 PM  
**To:** Matt Martin  
**Subject:** RV park

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

Mr. Martin, Colin and I are home owners in the Wild Horse Ridge development off of Barclay and Chestnut Place. We have heard about the proposed RV park off of Locust and Barclay. We would like to voice our concern over the use of this property for such a project. Not only will there be an increase of traffic to that area and with the new roundabout coming I would assume more traffic using the Barclay bypass we do not feel this is a very good idea! Also an increase of short term visitors bringing more crime and people moving in and out of the area. With the increase of homes along Barclay already with the Woodlands project this would just add to the traffic in the area. We both strongly object to this project! Colin and Linda Lamb



**Matt Martin**

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**From:** Craig Pfeiffer <craigdpfeiffer@gmail.com>  
**Sent:** Thursday, February 8, 2024 8:01 PM  
**To:** Kendra Hamerly | GreenSavers; Carol Riede; Matt Martin  
**Cc:** Terry Garrick; Ruth Schaefer; Kent Wilson; Cathy Wilson; ColinLinda Lamb; Tyler Treharne; Craig Rullman; Wendy Rullman; JamesLisa Nicol; Andy Anderson; Valarie Anderson; DaveAnnemarie Crosier; Sherry Steele; Eric Steele; Chrissie Snyder; Jeff Snyder; MIkeKari Schneider; Mark May; Kristina May; Meg Anderson; Bill Anderson; Steve Erickson; Beverly McGillicuddy; Trudy Corrigan; Carol Carpenter; Robert Hamerly; JamesGladys Murray; Darryl Helen Zucker; Les and Gail Marty; Teresa Laursen; Stephanie Siebold; Ian Tomlinson; Cody Gardner; Noelle Fredland; Rick Fredland; Jeremy and Kim Davis; Bryce Dugan; Gregory Dugan; Ed Johnson; Doug and Ruthann Seely; Mangus Johnson; Sara@mission22.com; Jim and Marilyn Barnett; Kevin and Diane Hodgson; Robert Riede; Cissy Pfeiffer  
**Subject:** Re: Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

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

Mr. Matt Martin  
City of Sisters

Dear Matt,

I am writing to express sincere concern in response to the speculation that the long-abandoned Conklin Property on Locust Street is being considered for an RV park.

If the speculation is true, you should expect significant opposition.

You will hear commentary associating complexity with traffic flows, community appearance, best use, etc.

I will not reiterate but I do agree.

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This unappealing presence is most notable every day during the October-May storage period! (66% of the calendar year).

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I respectfully submit this credible insight as a resident overlooking the proposed property from the peak of McKinney Butte AND AS AN RV owner (!), owning a 40 foot Tiffin Allegro Bus, and having crossed Oregon to/from Long Island/NYC 4 times in the past 3 years.

We have stayed in 30+ communities and understand all of the relevant elements.

Please nip this community speculation and widely share the fact-based input!

I am readily available to constructively discuss and provide insight and perspectives.

Craig Pfeiffer  
68929 Bay Place  
Sisters  
631-328-4255

---

**From:** Kendra Hamerly | GreenSavers <kendra.hamerly@greensavers.com>

**Sent:** Thursday, February 8, 2024 11:59:17 AM

**To:** Carol Riede <criede@msn.com>

**Cc:** Terry Garrick <gmterry0o@gmail.com>; Ruth Schaefer <ruths@ykw.net>; Kent Wilson <Kent@noplacelikeit.com>; Cathy Wilson <KentCathy.Wilson@gmail.com>; ColinLinda Lamb <k7fm@teleport.com>; Tyler Treharne <Treharne.Tyler@gmail.com>; Craig Rullman <craig@runningiron.com>; Wendy Rullman <wendy@runningiron.com>; JamesLisa Nicol <jrnicol@earthlink.net>; Andy Anderson <CaptMooney@live.com>; Valarie Anderson <Archoval@gmail.com>; DaveAnnemarie Crosier <acrosier@me.com>; Sherry Steele <steelefly2@msn.com>; Eric Steele <steelefly@msn.com>; Chrissie Snyder <Endoftheroadranch16@gmail.com>; Jeff Snyder <WildHorseRidge@yahoo.com>; MikeKari Schneider <Karischneider15@outlook.com>; Mark May <Mark.r.may@gmail.com>; Kristina May <Kristimay@gmail.com>; Meg Anderson <MegAndersonPDX@gmail.com>; Bill Anderson <billdanderson74@gmail.com>; Steve Erickson <serickson50@gmail.com>; Beverly McGillicuddy <mcgillicuddyb@yahoo.com>; Trudy Corrigan <TBcorrigan@comcast.net>; Carol Carpenter <jeepcarol95@gmail.com>; Robert Hamerly <robert.hamerly@greensavers.com>; JamesGladys Murray <murraywattersrealty@gmail.com>; Craig Cissy Pfeiffer <craigdpfeiffer@gmail.com>; Darryl Helen Zucker <hzucker@aol.com>; Les and Gail Marty <samkram101@q.com>; Teresa Laursen <Tlaurs@yahoo.com>; Stephanie Siebold <Stefsiebold@gmail.com>; Ian Tomlinson <ianmtomlinson@gmail.com>; Cody Gardner <codygard4@gmail.com>; Noelle Fredland <noellefredland@gmail.com>; Rick Fredland <Rickfredland@gmail.com>; Jeremy and Kim Davis <Davis331@live.com>; Bryce Dugan <brycedugan1@gmail.com>; Gregory Dugan <gregorydugan@sbcglobal.net>; Ed Johnson <ekjohn61@aol.com>; Doug and Ruthann Seely <investseely@yahoo.com>; Mangus Johnson

<Mangus@mission22.com>; Sara@mission22.com <sara@mission22.com>; Jim and Marilyn Barnett <Jbarnett@alaskan.com>; Kevin and Diane Hodgson <hodgson@u.washington.edu>; Robert Riede <riedebob@gmail.com>

**Subject:** Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

Dear Wildhorse Ridge Neighbors,

I am writing to you today to make you aware of a new development that could occur on the corner of Barclay and Locust Ave at the old [Conklin Guest House](#).

Currently the Planning Commission has been asked to review and possibly tweak the current Tourist Commercial Zoning on that site to include an RV Park. This would not require a zone change but just amendment to the current zone language to include this use.

I am voicing my concerns to you all in hopes that you can speak up and contact the City Planner to **NOT ALLOW an RV Park** to be developed at this site. If the zoning language does change and they allow an RV park with restricted 30-day or less occupancy, the enforcement of length of stay becomes tricky. We have all seen the condition of the Sisters RV Park along Highway 20 across from Five Pine. I think we can all agree that we would not want to drive by something similar every day.

If you feel there is a better use for this property please email, or call Matt Martin **IMMEDIATELY!** Public comments will be included in the Planning commission's review before it is put to a vote by the City Council.

Matt Martin  
Planner  
City of Sisters  
541-323-5208  
[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)

<https://www.nuggetnews.com/story/2024/02/07/news/historic-conklin-guest-house-may-have-a-future/36094.html>

Sincerely,  
Kendra Hamerly  
Your Neighbor on Chestnut Drive

On Mon, Jun 19, 2023 at 9:33 PM Carol Riede <[criede@msn.com](mailto:criede@msn.com)> wrote:

Dear HOA Members,  
Attached is the agenda for the 2023 Indian Ridge HOA meeting on June 24, 2023 starting at 11:00am. To be held at the home of Jeremy and Klm Davis, 68880 Chestnut Drive Sisters, Lot 27. Look forward to seeing you all there.

Bob Riede, President

--

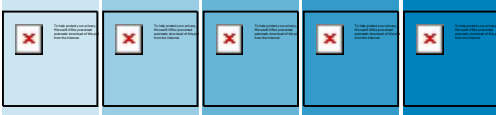
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Kendra Hamerly  
Community Outreach



CELL: [858.922.7335](tel:858.922.7335) | MAIN: [541.330.8767](tel:541.330.8767)  
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**How did we do?**



**Matt Martin**

---

**From:** Robert Riede <riedebob@gmail.com>  
**Sent:** Thursday, February 8, 2024 10:05 PM  
**To:** Cody Gardner  
**Cc:** Craig Pfeiffer; Kendra Hamerly | GreenSavers; Carol Riede; Matt Martin; Terry Garrick; Ruth Schaefer; Kent Wilson; Cathy Wilson; ColinLinda Lamb; Tyler Treharne; Craig Rullman; Wendy Rullman; JamesLisa Nicol; Andy Anderson; Valarie Anderson; DaveAnnemarie Crosier; Sherry Steele; Eric Steele; Chrissie Snyder; Jeff Snyder; MlkeKari Schneider; Mark May; Kristina May; Meg Anderson; Bill Anderson; Steve Erickson; Beverly McGillicuddy; Trudy Corrigan; Carol Carpenter; Robert Hamerly; JamesGladys Murray; Darryl Helen Zucker; Les and Gail Marty; Teresa Laursen; Stephanie Siebold; Ian Tomlinson; Noelle Fredland; Rick Fredland; Jeremy and Kim Davis; Bryce Dugan; Gregory Dugan; Ed Johnson; Doug and Ruthann Seely; Mangus Johnson; Sara@mission22.com; Jim and Marilyn Barnett; Kevin and Diane Hodgson; Cissy Pfeiffer; Tess Morgridge  
**Subject:** Re: Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS  
**Attachments:** HOA letter to Sisters.docx

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

I agree with the suggestion the HOA as well as each of us individually send out a letter to the City Planner voicing our ardent objections to this possible change to the current zoning laws. I think Tess has done a superb job in composing a proposed letter for the HOA and only ask that any member with suggested additions to the letter send an email to Tess, Robert Hamerly, Mark May, Kim Davis and Ed Johnson with the proposed additions. Also, once we have a final letter, I request each of the Board members email me with your vote so we have a record of the Board action. We need to do all this promptly so we can get the letter out before the Planning meeting. Thank you all for your concern and participation in responding to this critical matter. Bob Riede, HOA President

Sent from my iPhone

On Feb 8, 2024, at 8:42 PM, Cody Gardner <codygard4@gmail.com> wrote:

At the risk of spamming everyone, I did take a quick stab and writing up something more formal "on behalf of the HOA." Craig, if that was the intent of your email, I am behind it 100%. I offer the attachment in case that was not your intent.

I don't know what the steps are for approving a letter or who has the authority to send one, but if anyone wants to take this conversation offline with me please feel free to email me directly ([tessmorg@gmail.com](mailto:tessmorg@gmail.com)) or call (914-262-9792).

Best,  
Tess Gardner

On Thu, Feb 8, 2024 at 8:01 PM Craig Pfeiffer <[craigdpfeiffer@gmail.com](mailto:craigdpfeiffer@gmail.com)> wrote:

Mr. Matt Martin  
City of Sisters

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**Cc:** Terry Garrick <[gmterry0o@gmail.com](mailto:gmterry0o@gmail.com)>; Ruth Schaefer <[ruths@ykw.net](mailto:ruths@ykw.net)>; Kent Wilson <[Kent@noplacelikeit.com](mailto:Kent@noplacelikeit.com)>; Cathy Wilson <[KentCathy.Wilson@gmail.com](mailto:KentCathy.Wilson@gmail.com)>; ColinLinda Lamb <[k7fm@teleport.com](mailto:k7fm@teleport.com)>; Tyler Treharne <[Treharne.Tyler@gmail.com](mailto:Treharne.Tyler@gmail.com)>; Craig Rullman <[craig@runningiron.com](mailto:craig@runningiron.com)>; Wendy Rullman <[wendy@runningiron.com](mailto:wendy@runningiron.com)>; JamesLisa Nicol <[jrnicol@earthlink.net](mailto:jrnicol@earthlink.net)>; Andy Anderson <[CaptMooney@live.com](mailto:CaptMooney@live.com)>; Valarie Anderson <[Archoval@gmail.com](mailto:Archoval@gmail.com)>; DaveAnnemarie Crosier <[acrosier@me.com](mailto:acrosier@me.com)>; Sherry Steele <[steelefly2@msn.com](mailto:steelefly2@msn.com)>; Eric Steele <[steelefly@msn.com](mailto:steelefly@msn.com)>; Chrissie Snyder <[Endoftheroadbranch16@gmail.com](mailto:Endoftheroadbranch16@gmail.com)>; Jeff Snyder <[WildHorseRidge@yahoo.com](mailto:WildHorseRidge@yahoo.com)>; MIkeKari Schneider <[Karischneider15@outlook.com](mailto:Karischneider15@outlook.com)>; Mark May <[Mark.r.may@gmail.com](mailto:Mark.r.may@gmail.com)>; Kristina May <[Kristimay@gmail.com](mailto:Kristimay@gmail.com)>; Meg Anderson <[MegAndersonPDX@gmail.com](mailto:MegAndersonPDX@gmail.com)>; Bill Anderson <[billdanderson74@gmail.com](mailto:billdanderson74@gmail.com)>; Steve Erickson <[serickson50@gmail.com](mailto:serickson50@gmail.com)>; Beverly McGillicuddy <[mcgillicuddyb@yahoo.com](mailto:mcgillicuddyb@yahoo.com)>; Trudy Corrigan <[TBcorrigan@comcast.net](mailto:TBcorrigan@comcast.net)>; Carol Carpenter <[jeepcarol95@gmail.com](mailto:jeepcarol95@gmail.com)>; Robert Hamerly <[robert.hamerly@greensavers.com](mailto:robert.hamerly@greensavers.com)>; JamesGladys Murray <[murraywattersrealty@gmail.com](mailto:murraywattersrealty@gmail.com)>; Craig Cissy Pfeiffer <[craigdpfeiffer@gmail.com](mailto:craigdpfeiffer@gmail.com)>; Darryl Helen Zucker <[hzucker@aol.com](mailto:hzucker@aol.com)>; Les and Gail Marty <[samkram101@q.com](mailto:samkram101@q.com)>; Teresa Laursen <[Tlaurs@yahoo.com](mailto:Tlaurs@yahoo.com)>; Stephanie Siebold <[Stefsiebold@gmail.com](mailto:Stefsiebold@gmail.com)>; Ian Tomlinson <[ianmtomlinson@gmail.com](mailto:ianmtomlinson@gmail.com)>; Cody Gardner <[codygard4@gmail.com](mailto:codygard4@gmail.com)>; Noelle Fredland <[noellefredland@gmail.com](mailto:noellefredland@gmail.com)>; Rick Fredland <[Rickfredland@gmail.com](mailto:Rickfredland@gmail.com)>; Jeremy and Kim Davis <[Davis331@live.com](mailto:Davis331@live.com)>; Bryce Dugan <[brycedugan1@gmail.com](mailto:brycedugan1@gmail.com)>; Gregory Dugan <[gregorydugan@sbcglobal.net](mailto:gregorydugan@sbcglobal.net)>; Ed Johnson <[ekjohn61@aol.com](mailto:ekjohn61@aol.com)>; Doug and Ruthann Seely <[investseely@yahoo.com](mailto:investseely@yahoo.com)>; Mangus Johnson <[Mangus@mission22.com](mailto:Mangus@mission22.com)>; Sara@mission22.com <[sara@mission22.com](mailto:sara@mission22.com)>; Jim and Marilyn Barnett <[Jbarnett@alaskan.com](mailto:Jbarnett@alaskan.com)>; Kevin and Diane Hodgson <[hodgson@u.washington.edu](mailto:hodgson@u.washington.edu)>; Robert Riede <[riedebob@gmail.com](mailto:riedebob@gmail.com)>  
**Subject:** Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

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Matt Martin  
Planner  
City of Sisters  
541-323-5208  
[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)

<https://www.nuggetnews.com/story/2024/02/07/news/historic-conklin-guest-house-may-have-a-future/36094.html>

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Your Neighbor on Chestnut Drive

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Bob Riede, President

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Kendra Hamerly  
Community Outreach



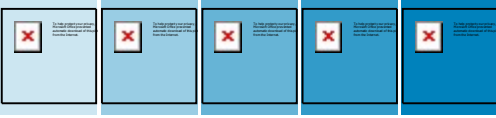
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How did we do?



STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

EXHIBIT C



February 9, 2024

Delivered via email to: mmartin@ci.sisters.or.us

Mr. Martin,

The Wild Horse Ridge Homeowner's Association (HOA) is writing to request that the City NOT change the Tourist Commercial Zoning for the property located at 69013 Camp Polk Rd (the Conklin Guest House) to accommodate the proposed RV park. An RV park should NOT be a permitted use of this property for the following reasons:

1. **Traffic:** The roundabout planned at Locust Ave. is intended to re-route traffic from East Cascade Ave. to East Barclay Drive and alleviate traffic from semi-trucks and through-travelers from the main part of town. Allowing an RV park at this property would direct a greater stream of traffic down Locust Ave. creating more congestion, exacerbating impacts on locals and serving as a disincentive for semi-trucks and through-travelers to use the Locust Ave. route over the East Cascade route. The RV park could then, in part, counter the effectiveness of a what is anticipated to be a long and expensive transportation project.
2. **Limited Need for the Service:** Sisters has RV parks - one at the rodeo grounds and one at the Creekside campground, as well as the RV hookups at the Sisters Mobile Home Park. Combined with the campgrounds and camping in the national forest, there isn't much need for another RV park.
3. **Economic Contribution:** The economic contribution of an RV park is limited compared to that of another commercial enterprise, tourist accommodation (like an inn or hotel), affordable housing development, among others. The local employment opportunities resulting from an RV park are fewer and the use of city amenities (restaurants, grocery stores, etc.) are also comparatively more limited.
4. **Poor Siting:** The current property, although in disrepair, is a beautiful piece of land with an amazing view located close to downtown. It is also located in a growing commercial and residential neighborhood that is both walkable and bikeable. An RV park would undervalue the worth of the property to the community and could impact the safety, approachability and vibrancy of the surrounding businesses and homes.

There is definitely a higher and better use for the property in question than an RV park and the City should recognize this by not permitting the zoning change required to site an RV park there.

Thank you for your time,

Residents of the Wild Horse Ridge HOA

**Matt Martin**

---

**From:** Craig Rullman <craig@runningiron.com>  
**Sent:** Thursday, February 8, 2024 2:20 PM  
**To:** Matt Martin  
**Subject:** Opposition to RV Park

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

Mr. Martin

We are writing to express steadfast opposition to any change in zoning that would allow an RV parking facility at Barclay and Locust Drive. Surely the City of Sisters can imagine a higher use for that property than a shabby campground for tourists. A decision in favor of this development will undoubtedly impact property values of surrounding homes, such as ours, and will likely create significant public safety impacts.

The proposed development, an eyesore at best, and a haven for transients and drug addicts at worst, represents the functional entrance to our community. Therefore, we are in steadfast opposition to any proposal that would allow for, encourage, or further this development in any way, and will work vigorously with our neighbors to see it buried.

Craig & Wendy Rullman

69128 Bay Drive  
Sisters

**Matt Martin**

---

**From:** Chrissy Snyder <endoftheroadranch16@gmail.com>  
**Sent:** Thursday, February 8, 2024 10:18 AM  
**To:** Matt Martin  
**Subject:** Proposed RV park at Barclay & Locust

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

Dear Matt;  
I respond to the RV park proposal with a big NO.

There are several reasons this proposal is a disaster. There are no emergency services here. We are setting up failure by continuing to bring in more dwellings, cars, people.

An RV park is a horrid idea. I will be glad to see this NOT take place.

Sincerely,  
Christine Snyder

Chris 

**Matt Martin**

---

**From:** Luisa Stevens <luisajstevens@gmail.com>  
**Sent:** Thursday, February 8, 2024 11:06 PM  
**To:** Matt Martin  
**Subject:** Proposed RV park

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

Matt,

It has come to our attention through the Nugget article that there is a proposed RV park at the site of the former historic Conklin house. My family is concerned that this proposed RV park will adversely affect traffic, increase noise, and lower the value of our homes.

We live off Camp Polk Road and are concerned about the location of this proposed RV park at Barclay and Locust. With the current redirection of traffic from the incoming roundabout on Locust, we will already have an increase in traffic of folks diverting around the center of E. Cascade Avenue. The proposed RV park will only add to the issues of vehicles entering into and out of the road. We are full time residents in Sisters and drive this road daily to pick up our mail, as do many others in town.

In addition, the proposed RV park does not meet a need in our community, and does not meet our city code as Tourist Commercial zoning. We already have at least two available RV parks in Sisters, as well as an extra one in Camp Sherman.

I strongly request that the city does not change the city code to appease developers. This will have a decidedly negative impact on those who live on Locust and Camp Polk road, as well as others traveling on these roads.

Thank you for your time and oversight in this process,

Regards,

Luisa Gallagher-Stevens and Tom Stevens

**Matt Martin**

---

**From:** Kendra Hamerly | GreenSavers <kendra.hamerly@greensavers.com>  
**Sent:** Friday, February 9, 2024 9:40 AM  
**To:** Matt Martin  
**Subject:** Objection to Proposed RV Park at Old Conklin Guest House

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

Hello Mr. Martin,

I am writing to you, the Planning Commission and the City Council of Sisters to voice my concerns for the proposed RV Park on the Old Conklin Guest House site. I am opposed to this type of development. I am opposed to changing the current zoning language to include RV Parks at this location. The following points highlight my opposition;

**1. Traffic Patterns and Current Road configuration.** The proposed development shows the entrance to the RV Park on Camp Polk Road. Will it be feasible for a large 40'+ RV to turn into this campground without stopping oncoming traffic? There currently are NO Sidewalks on either side of Camp Polk Road until the Barclay Dr. turn off. To have giant motorhomes on this part of the road with people walking and children riding their bikes is a recipe for a disaster. My children ride their bikes to town riding right past this location.

**2. Long term residents at the Park** - We all know that tourism is seasonal in our town and most of the revenue comes from 3 weekends (Rodeo, Quilt Show and Folk Festival). How will the owners keep their park occupied in the slow season? I am very concerned that this will turn into a quasi-residential development with long term residents. If this park is allowed to be developed I would hope the council would limit all stays to **30 days or less and restrict permanent type improvements be made to any RV's**, like insulation skirting, large propane tanks, small sheds, multiple parked vehicles, etc. I hope they would also limit any consecutive for any visitor.

**3. Is there truly demand for RV Spaces?** - Is there really a need for another RV Park in this town, especially 3 within a 3 mile radius of each other? The vacation rental and hotel market's vacancy rate has been extremely high and the demand for another RV park is just not there. I would hope that the council will do their due diligence and see if there is truly **year round demand** for another park using historical and current occupancy levels to help paint a realistic picture of the current and future demand.

**4. Serving the people who actually live and work in Sisters.** I do not feel that this use will serve the people of Sisters. An RV Park provides very little jobs and direct benefits, or amenities to the citizens who live and work in Sisters.

**5. Light Pollution** - What is the lighting plan for this development? As a resident of Wild Horse Ridge on McKinney Butte it will be very unsightly to have a huge lighted area.

**6. Wildlife Corridor** - There are many deer that frequent the fields on the Southeast side of Locust and frequently cross right at the proposed development's entrance. Huge RV's constantly pulling in and out of this site will most definitely increase deer kill collisions along Locust.

I truly hope the City Planners, Planning Commission and City Council consider what is best for the community of Sisters and not just cater to tourists. As this town continues to grow we need to be focused on the long term vision and goals for our citizens who live and work here. Our economy is changing and tourism was once the driver, **but a livable year round family orientated community is what we are becoming.** Just look at the growth and demand for our housing stock and our increased enrollment in our schools. We need to do what is best for our residents and provide more services and spaces for people to **own and operate business to serve our community.**

I thank you for your time.

Sincerely,  
Kendra Hamerly  
Resident of Sisters

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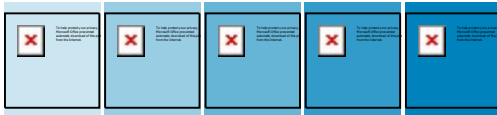
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Kendra Hamerly  
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How did we do?



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**Sent:** Friday, February 9, 2024 5:01 AM  
**To:** Robert Riede; Cody Gardner  
**Cc:** Kendra Hamerly | GreenSavers; Carol Riede; Matt Martin; Terry Garrick; Ruth Schaefer; Kent Wilson; Cathy Wilson; ColinLinda Lamb; Tyler Treharne; Craig Rullman; Wendy Rullman; JamesLisa Nicol; Andy Anderson; Valarie Anderson; DaveAnnemarie Crosier; Sherry Steele; Eric Steele; Chrissie Snyder; Jeff Snyder; MIkeKari Schneider; Mark May; Kristina May; Meg Anderson; Bill Anderson; Steve Erickson; Beverly McGillicuddy; Trudy Corrigan; Carol Carpenter; Robert Hamerly; JamesGladys Murray; Darryl Helen Zucker; Les and Gail Marty; Teresa Laursen; Stephanie Siebold; Ian Tomlinson; Noelle Fredland; Rick Fredland; Jeremy and Kim Davis; Bryce Dugan; Gregory Dugan; Ed Johnson; Doug and Ruthann Seely; Mangus Johnson; Sara@mission22.com; Jim and Marilyn Barnett; Kevin and Diane Hodgson; Cissy Pfeiffer; Tess Morgridge  
**Subject:** Re: Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

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

There is room and need for both letters!

My letter was intended to be my voice AND be content to supplement or incorporate in a HOA letter. (I agree with the process of inclusion and approval Bob described to proceed with the HOA letter)

Thanks, Craig

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**From:** Robert Riede <riedebob@gmail.com>  
**Sent:** Friday, February 9, 2024 1:05 AM  
**To:** Cody Gardner <codygard4@gmail.com>  
**Cc:** Craig Pfeiffer <craigdpfeiffer@gmail.com>; Kendra Hamerly | GreenSavers <kendra.hamerly@greensavers.com>; Carol Riede <CRiede@msn.com>; Matt Martin <mmartin@ci.sisters.or.us>; Terry Garrick <gmterry0o@gmail.com>; Ruth Schaefer <ruths@ykw.net>; Kent Wilson <kent@noplace.com>; Cathy Wilson <kentcathy.wilson@gmail.com>; ColinLinda Lamb <k7fm@teleport.com>; Tyler Treharne <treharne.tyler@gmail.com>; Craig Rullman <craig@runningiron.com>; Wendy Rullman <wendy@runningiron.com>; JamesLisa Nicol <jrnicol@earthlink.net>; Andy Anderson <captmooney@live.com>; Valarie Anderson <archoval@gmail.com>; DaveAnnemarie Crosier <acrosier@me.com>; Sherry Steele <steelefly2@msn.com>; Eric Steele <steelefly@msn.com>; Chrissie Snyder <Endoftheroadranch16@gmail.com>; Jeff Snyder <WildHorseRidge@yahoo.com>; MIkeKari Schneider <Karischneider15@outlook.com>; Mark May <mark.r.may@gmail.com>; Kristina May <kristimay@gmail.com>; Meg Anderson <megandersonpdx@gmail.com>; Bill Anderson <billdanderson74@gmail.com>; Steve Erickson <serickson50@gmail.com>; Beverly McGillicuddy <mcgillicuddyb@yahoo.com>; Trudy Corrigan <tbcorrigan@comcast.net>; Carol Carpenter <jeepecarol95@gmail.com>; Robert Hamerly <robert.hamerly@greensavers.com>; JamesGladys Murray <murraywattersrealty@gmail.com>; Darryl Helen Zucker <hzucker@aol.com>; Les and Gail Marty <samkram101@q.com>; Teresa Laursen <tlaur@yahoo.com>; Stephanie Siebold <stefsiebold@gmail.com>; Ian Tomlinson <ianmtomlinson@gmail.com>; Noelle Fredland <noellefredland@gmail.com>; Rick Fredland <rickfredland@gmail.com>; Jeremy and Kim Davis <davis331@live.com>; Bryce Dugan



<brycedugan1@gmail.com>; Gregory Dugan <gregorydugan@sbcglobal.net>; Ed Johnson <ekjohn61@aol.com>; Doug and Ruthann Seely <investseely@yahoo.com>; Mangus Johnson <mangus@mission22.com>; Sara@mission22.com <Sara@mission22.com>; Jim and Marilyn Barnett <jbarnett@alaskan.com>; Kevin and Diane Hodgson <hodgson@u.washington.edu>; Cissy Pfeiffer <cismom1@gmail.com>; Tess Morgridge <tessmorg@gmail.com>

**Subject:** Re: Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

I agree with the suggestion the HOA as well as each of us individually send out a letter to the City Planner voicing our ardent objections to this possible change to the current zoning laws. I think Tess has done a superb job in composing a proposed letter for the HOA and only ask that any member with suggested additions to the letter send an email to Tess, Robert Hamerly, Mark May, Kim Davis and Ed Johnson with the proposed additions. Also, once we have a final letter, I request each of the Board members email me with your vote so we have a record of the Board action. We need to do all this promptly so we can get the letter out before the Planning meeting. Thank you all for your concern and participation in responding to this critical matter. Bob Riede, HOA President

Sent from my iPhone

On Feb 8, 2024, at 8:42 PM, Cody Gardner <codygard4@gmail.com> wrote:

At the risk of spamming everyone, I did take a quick stab and writing up something more formal "on behalf of the HOA." Craig, if that was the intent of your email, I am behind it 100%. I offer the attachment in case that was not your intent.

I don't know what the steps are for approving a letter or who has the authority to send one, but if anyone wants to take this conversation offline with me please feel free to email me directly ([tessmorg@gmail.com](mailto:tessmorg@gmail.com)) or call (914-262-9792).

Best,  
Tess Gardner

On Thu, Feb 8, 2024 at 8:01 PM Craig Pfeiffer <[craigdpfeiffer@gmail.com](mailto:craigdpfeiffer@gmail.com)> wrote:

Mr. Matt Martin  
City of Sisters

Dear Matt,

I am writing to express sincere concern in response to the speculation that the long-abandoned Conklin Property on Locust Street is being considered for an RV park.

If the speculation is true, you should expect significant opposition.

You will hear commentary associating complexity with traffic flows, community appearance, best use, etc.

I will not reiterate but I do agree.

I would like to expand the dialogue to revisiting the town's sustainable long-term goal to attract visitors and generate commercial engagement.

There is clear evidence already in town that such a facility is not an attractive real estate structure, the community is further at risk with the owner's permissions or the ignoring of their tenants property care, and the non-complementary architecture.

This unappealing presence is most notable every day during the October-May storage period! (66% of the calendar year).

There is no commercial or property use benefit to an in-town RV park vs. 3-5 miles out of town; there definitely is a quality of life and competitive attractiveness cost.

I respectfully submit this credible insight as a resident overlooking the proposed property from the peak of McKinney Butte AND AS AN RV owner (!), owning a 40 foot Tiffin Allegro Bus, and having crossed Oregon to/from Long Island/NYC 4 times in the past 3 years.

We have stayed in 30+ communities and understand all of the relevant elements.

Please nip this community speculation and widely share the fact-based input!

I am readily available to constructively discuss and provide insight and perspectives.

Craig Pfeiffer  
68929 Bay Place  
Sisters  
631-328-4255

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**From:** Kendra Hamerly | GreenSavers <[kendra.hamerly@greensavers.com](mailto:kendra.hamerly@greensavers.com)>

**Sent:** Thursday, February 8, 2024 11:59:17 AM

**To:** Carol Riede <[criede@msn.com](mailto:criede@msn.com)>

**Cc:** Terry Garrick <[gmterry0o@gmail.com](mailto:gmterry0o@gmail.com)>; Ruth Schaefer <[ruths@ykw.net](mailto:ruths@ykw.net)>; Kent Wilson <[Kent@noplacelikeit.com](mailto:Kent@noplacelikeit.com)>; Cathy Wilson <[KentCathy.Wilson@gmail.com](mailto:KentCathy.Wilson@gmail.com)>; ColinLinda Lamb

<[k7fm@teleport.com](mailto:k7fm@teleport.com)>; Tyler Treharne <[Treharne.Tyler@gmail.com](mailto:Treharne.Tyler@gmail.com)>; Craig Rullman <[craig@runningiron.com](mailto:craig@runningiron.com)>; Wendy Rullman <[wendy@runningiron.com](mailto:wendy@runningiron.com)>; JamesLisa Nicol <[jrnicol@earthlink.net](mailto:jrnicol@earthlink.net)>; Andy Anderson <[CaptMooney@live.com](mailto:CaptMooney@live.com)>; Valarie Anderson <[Archoval@gmail.com](mailto:Archoval@gmail.com)>; DaveAnnemarie Crosier <[acrosier@me.com](mailto:acrosier@me.com)>; Sherry Steele <[steelefly2@msn.com](mailto:steelefly2@msn.com)>; Eric Steele <[steelefly@msn.com](mailto:steelefly@msn.com)>; Chrissie Snyder <[Endoftheroadranch16@gmail.com](mailto:Endoftheroadranch16@gmail.com)>; Jeff Snyder <[WildHorseRidge@yahoo.com](mailto:WildHorseRidge@yahoo.com)>; MIkeKari Schneider <[Karischneider15@outlook.com](mailto:Karischneider15@outlook.com)>; Mark May <[Mark.r.may@gmail.com](mailto:Mark.r.may@gmail.com)>; Kristina May <[Kristimay@gmail.com](mailto:Kristimay@gmail.com)>; Meg Anderson <[MegAndersonPDX@gmail.com](mailto:MegAndersonPDX@gmail.com)>; Bill Anderson <[billdanderson74@gmail.com](mailto:billdanderson74@gmail.com)>; Steve Erickson <[serickson50@gmail.com](mailto:serickson50@gmail.com)>; Beverly McGillicuddy <[mcgillicuddyb@yahoo.com](mailto:mcgillicuddyb@yahoo.com)>; Trudy Corrigan <[TBcorrigan@comcast.net](mailto:TBcorrigan@comcast.net)>; Carol Carpenter <[jeepcarol95@gmail.com](mailto:jeepcarol95@gmail.com)>; Robert Hamerly <[robert.hamerly@greensavers.com](mailto:robert.hamerly@greensavers.com)>; JamesGladys Murray <[murraywattersrealty@gmail.com](mailto:murraywattersrealty@gmail.com)>; Craig Cissy Pfeiffer <[craigdpfeiffer@gmail.com](mailto:craigdpfeiffer@gmail.com)>; Darryl Helen Zucker <[hzucker@aol.com](mailto:hzucker@aol.com)>; Les and Gail Marty <[samkram101@g.com](mailto:samkram101@g.com)>; Teresa Laursen <[Tlaurs@yahoo.com](mailto:Tlaurs@yahoo.com)>; Stephanie Siebold <[Stefsiebold@gmail.com](mailto:Stefsiebold@gmail.com)>; Ian Tomlinson <[ianmtomlinson@gmail.com](mailto:ianmtomlinson@gmail.com)>; Cody Gardner <[codygard4@gmail.com](mailto:codygard4@gmail.com)>; Noelle Fredland <[noellefredland@gmail.com](mailto:noellefredland@gmail.com)>; Rick Fredland <[Rickfredland@gmail.com](mailto:Rickfredland@gmail.com)>; Jeremy and Kim Davis <[Davis331@live.com](mailto:Davis331@live.com)>; Bryce Dugan <[brycedugan1@gmail.com](mailto:brycedugan1@gmail.com)>; Gregory Dugan <[gregorydugan@sbcglobal.net](mailto:gregorydugan@sbcglobal.net)>; Ed Johnson <[ekjohn61@aol.com](mailto:ekjohn61@aol.com)>; Doug and Ruthann Seely <[investseely@yahoo.com](mailto:investseely@yahoo.com)>; Mangus Johnson <[Mangus@mission22.com](mailto:Mangus@mission22.com)>; [Sara@mission22.com](mailto:Sara@mission22.com) <[sara@mission22.com](mailto:sara@mission22.com)>; Jim and Marilyn Barnett <[Jbarnett@alaskan.com](mailto:Jbarnett@alaskan.com)>; Kevin and Diane Hodgson <[hodgson@u.washington.edu](mailto:hodgson@u.washington.edu)>; Robert Riede <[riedebob@gmail.com](mailto:riedebob@gmail.com)>

**Subject:** Proposed RV Park at Locust and Barclay- VOICE YOUR CONCERNS

Dear Wildhorse Ridge Neighbors,

I am writing to you today to make you aware of a new development that could occur on the corner of Barclay and Locust Ave at the old [Conklin Guest House](#).

Currently the Planning Commission has been asked to review and possibly tweak the current Tourist Commercial Zoning on that site to include an RV Park. This would not require a zone change but just amendment to the current zone language to include this use.

I am voicing my concerns to you all in hopes that you can speak up and contact the City Planner to **NOT ALLOW an RV Park** to be developed at this site. If the zoning language does change and they allow an RV park with restricted 30-day or less occupancy, the enforcement of length of stay becomes tricky. We have all seen the condition of the Sisters RV Park along Highway 20 across from Five Pine. I think we can all agree that we would not want to drive by something similar every day.

If you feel there is a better use for this property please email, or call Matt Martin **IMMEDIATELY!** Public comments will be included in the Planning commission's review before it is put to a vote by the City Council.

Matt Martin  
Planner  
City of Sisters  
541-323-5208  
[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)

<https://www.nuggetnews.com/story/2024/02/07/news/historic-conklin-guest-house-may-have-a-future/36094.html>

Sincerely,  
Kendra Hamerly  
Your Neighbor on Chestnut Drive

On Mon, Jun 19, 2023 at 9:33 PM Carol Riede <[criede@msn.com](mailto:criede@msn.com)> wrote:

Dear HOA Members,  
Attached is the agenda for the 2023 Indian Ridge HOA meeting on June 24, 2023 starting at 11:00am. To be held at the home of Jeremy and KIm Davis, 68880 Chestnut Drive Sisters, Lot 27. Look forward to seeing you all there.

Bob Riede, President

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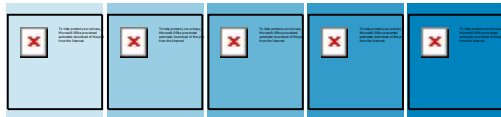
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Kendra Hamerly  
Community Outreach



CELL: [858.922.7335](tel:858.922.7335) | MAIN: [541.330.8767](tel:541.330.8767)  
[2018 ENERGY STAR® Contractor of the Year](#)

How did we do?



**Matt Martin**

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**From:** Kim Davis <davis331@live.com>  
**Sent:** Monday, February 12, 2024 10:33 AM  
**To:** Matt Martin  
**Subject:** Proposed RV park on Camp Polk

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

City of Sisters,

As a resident that lives on McKinney Butte and uses both the Barclay/Camp Polk intersections by the airport and by the Lodge multiple times a day, this is not a good location for an RV park. The increased traffic alone would be too much for this area, as both these intersections already receive quite a bit of traffic. It would make one more obstacle for the potential of 60 large vehicles to come in and out of the location between two already busy intersections. The speed of the traffic on Camp Polk would also make it a hazard as well. I would strongly suggest an accurate traffic evaluation on this property before moving forward on this.

Thank you,  
Kim Davis

**Matt Martin**

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**From:** Tess Gardner <tessmorg@gmail.com>  
**Sent:** Tuesday, February 13, 2024 10:09 AM  
**To:** Matt Martin  
**Subject:** Re: Conklin Guest House Proposed Tourist Commercial Zoning Change

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

Mr. Martin,

Thank you for the information to provide additional context to the Nugget article. I recognize that there are additional administrative hurdles to the development described in the Nugget, but find it critical to indicate that there would be substantial opposition to and negative impacts from any changes that would make the development as envisioned and described in the article more feasible to achieve.

I would very much like to receive notifications of public hearings at the following address:  
PO Box 2117  
Sisters, OR 97759

Thank you for your time and response,  
Tess Gardner

On Tue, Feb 13, 2024 at 9:21 AM Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)> wrote:

Good Morning-

I believe you are referring to a recent article in *The Nugget Newspaper* that discussed the aspirations of a property owner to pursue development of a Recreational Vehicle Park. Please allow me to clarify.

On January 25, 2024, the City of Sisters Community Development Department received an application for text amendments to the Sisters Development Code (SDC) [Chapter 1.3 \(Definitions\)](#) and [Chapters 2.12 \(Sun Ranch Tourist Commercial District\)](#). As described by the applicant, the purpose of the proposed amendments is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code. The proposal does include an amendment that, if approved, would allow a Recreational Vehicle (RV) Park as a permitted use option. **Please note, no land use development is proposed with these amendments.** Any future land use development proposal is subject to a separate land use review process as specified in SDC [Chapter 4.1 \(Types of Applications and Review Procedures\)](#).

Pursuant to SDC [Chapter 4.1 \(Types of Applications and Review Procedures\)](#), the proposed legislative amendments are subject to a Type IV review process. The Type IV review process first requires a public hearing before the Sisters Urban Area Planning Commission. Following the public hearing, the Planning Commission will make a recommendation to the

City Council. A subsequent public hearing is required before the City Council. Following the public hearing, the City Council will render a final decision via adoption of an ordinance. The public hearing schedule has not yet been confirmed. Notices of the public hearings will be published in *The Nugget Newspaper*, mailed to those who request it, and on the associated Planning Commission and City Council meeting agendas and materials posted on the [City Calendar](#). If you would like to receive mailed notice of the public hearings, please provide a mailing address.

I am in process of created a webpage for this project. I will follow up this message with a link when the page is published. Included will be the application materials, the project record, and public hearing schedule updates.

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.*

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**From:** Tess Morgridge <[tessmorg@gmail.com](mailto:tessmorg@gmail.com)>  
**Sent:** Thursday, February 8, 2024 6:03 PM  
**To:** Matt Martin <[mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us)>  
**Subject:** Conklin Guest House Proposed Tourist Commercial Zoning Change

Mr. Martin,

I am writing to ask you NOT to change the Tourist Commercial Zoning for the old Conklin Guest House at the corner of Barclay and Locust Ave. An RV park should not be a permitted use of this property for three reasons:

1. Traffic: The roundabout planned at Locust Ave. is intended to re-route traffic from East Cascade Ave. to East Barclay Drive and alleviate traffic from semis and through-travelers for the main part of town. By allowing an RV park at this property it would direct traffic down Locust creating greater congestion and a disincentive for semis and through-travellers to use the Locust Ave. route over the East Cascade route.
2. Limited Need for the Service: Sisters has RV parks - one at the rodeo grounds and one at the Creekside campground, as well as the RV hookups at the Sisters Mobile Home Park. Combined with the campgrounds and camping in the national forest, there isn't much need for another RV park.
3. Economic Contribution: The economic contribution of an RV park is limited compared to that of another commercial enterprise, tourist accommodation (like an inn or hotel), or, better yet, affordable housing. The local employment opportunities are fewer and the use of city amenities (restaurants, grocery stores, etc.) are also comparatively more limited. Each of these alternatives would have their own impacts of traffic but could/would be addressed more thoughtfully and manifest differently than RV traffic.

The property in question is beautiful and well located, there is definitely a higher and better use for the property than an RV park.

Thank you and please do not hesitate to reach out for clarification or if there is a better forum for me to share these views again.

Tess Gardner (Sisters resident)

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Tess Gardner

(c): 914-262-9792

(e): [tessmorg@gmail.com](mailto:tessmorg@gmail.com)



**Matt Martin**

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**From:** Tom Newman <tnewman2278@gmail.com>  
**Sent:** Tuesday, February 13, 2024 8:24 PM  
**To:** Matt Martin  
**Subject:** Proposed RV park

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Matt Martin,

My name is Tom Newman. I live at 68996 Camp Polk Rd with my wife, Joy Newman. We are directly across the street from the property for the proposed RV park. We are completely against having a RV park in our front yard. I'm going to go into great detail in the upcoming, long email as to why.

TL;DR: Absolutely against this RV park.

Prior to settling in Sisters we worked in aviation for a little over 10 years. Two of those years required extensive travel across the country. We lived in a 34' Winnebago class A motorhome because it was easier than trying to move to a new house every couple weeks or months. We stayed entirely in RV parks and resorts for those 2 years. So I feel that I have experience to comment on why we don't want this.

1. It's an eyesore. Aesthetically unpleasant to see a sprinter van parking lot in my front yard. I measured from my front door to the white fence that is around the property, and it's 515'. Much too close for an RV park.

2. After seeing the plan for the "RV park", it looks more like a sprinter van parking lot. Twenty eight van stalls, compared to 14 actual RV stalls. The vans outnumber the RVs 2 to 1. I'm also seeing 10 airstream stalls. Are those stalls exclusively for airstreams? Or will any bumper pull travel trailer be allowed to park there? Are there going to be pop-up campers with canvas walls? Are the small, class C motorhomes going to be allowed to park in the sprinter van parking? Is this area going to be held to only sprinter vans and airstreams? Are all others going to be turned away?

3. Light pollution. I understand Sisters has a dark sky ordinance. I'm sure the "RV park" will be held to that standard. Just like every other business in town. But I've stayed in many parks where the customers leave insanely bright LED lights on all night. Along with string and rope lights. Porch lights and the lights on the nose of fifth wheel trailers. How will the customers be held to the dark sky regulations? I'm an amateur astronomer with a rather expensive telescope. I fear this is going to ruin the night sky. Don't forget about the impact on local wildlife.

4. Noise pollution. RV parks are loud. Loud customers on vacation and party mode. Every park I have stayed in has quiet hours in the evening. However, there's always a few who believe the rules don't apply

to them. I've ran into the mentality of, "if you're not the loudest at the campground, what are you even doing." Will there be someone on-site 24 hours to enforce the lights and noise?

Section A. Also with noise pollution. These vans and RVs are rolling tin cans. Once the temperature hits 65° on a sunny day, they just bake in the sun. So potentially 44 RVs and vans running air conditioners and generators all day to keep cool. We all know central Oregon is hot and sunny in the summer. There are very, very few shade trees on the property.

Section B. The stage. What would a stage be used for? I moved to this house because of the quiet country setting. We don't need concerts or live music across the street. Plus a stage is taking away from downtown entertainment.

5. Will there be security 24/7? How will drunk and disorderly be handled? What are the rules customers will be required to follow?

6. Will there be full hookups? ie: water sewer and electric. Everyone's sewer smells bad. Doesn't matter if they are in a million dollar rig, or a little bumper pull travel trailer. The smell lingers after dumping the black tank. I don't need that drifting through my open windows. Especially when the wind blows out of the west. Like it mainly does.

7. People wander. We already have a pedestrian or a random car traveling down our driveway about once a week. My house is a little hard to see from the road with a long driveway. I don't know why people do this. Possibly they think it's a trailhead or a road to the forest. We definitely don't need a bunch of random people across the street who don't know the area.

8. What type of people are going to be 515' from my front door? Will there be background checks? I don't want an endless revolving door of strangers in my front yard.

9. Will this be a seasonal park that closes in the winter? Open year round? What is the limit for customers to stay? Are there going to be long-term, monthly guests? Are they going to be checked for a criminal record? Or sex crimes?

10. This is going to destroy property values. No one is going to buy a house within 1000' of a RV park. While we don't currently own the house we live in, our goal is buy it when the owner sells in next few years. But we're not going to make a 7 figure purchase to live next to an RV park.

11. There are 3 other places to park RVs around Sisters. The park across from the movie house. The Bend/Sisters Garden RV park. And the city park. Sprinter vans don't need an official RV park. They can park anywhere.

12. People that live full time in a sprinter van are all about the minimalist lifestyle. They have no interest in spending money to stay in a RV park. This park will only be attractive to van people who have homes and are on vacation. The rodeo, quilt and folk festival are the only 3 weekends that will attract visitors who will use this park.

13. There's a post on social media that has a few people mentioning the great views at this property. The property has 12-15 foot tall aspen trees on the south and west side. The view is literally blocked by trees. My views will be ruined by sprinter vans and RVs.

14. Increased traffic at an already busy intersection.

15. The plans show food trucks. The people staying at the "RV park" won't be as inclined to leave and spend money in town. I also read on a social media post that there could be a restaurant and tap house. I don't see that on the plan, but if this happens, people will really not leave the "RV park". It will become all-inclusive and all money will stay in the park.

16. The people who want to start this RV park can call it luxury or boutique all they want. But remember, on paper, communism looks good. My point is, it's going to be whole different game when customers show up. Especially when they're loud and entitled and think the rules don't apply to them.

We plan on attending the planning commission meeting on February 15th. My intention is to raise questions that people might not have thought of. Maybe to get people who are on the fence, or who don't really have an opinion to realize this is a bad thing.

Our position is we absolutely don't want this. There is nothing that can be said or done to change our mind.

This is all I have for now. If you made this far, thank you for reading and for your time.

Most sincerely,

Tom and Joy Newman

**Matt Martin**

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**From:** Lisa nicol <lknicol@earthlink.net>  
**Sent:** Wednesday, February 14, 2024 5:59 AM  
**To:** Matt Martin  
**Subject:** Jan 25, 2024 application for text amendments

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

Dear Matthew,

Please consider this a letter to both you and the Planning Commission, and place it into the record for the above text amendment application.

First of all, can you provide me with the exact language of the proposed text amendments to the Sisters Development Code (Chapters 1.3 and 2.12) that have been requested by the applicant interested in developing an RV park within the Sun Ranch Tourist Commercial District (ie the Conklins Guest House property)? This would be most helpful and appreciated as we, the affected neighbors, begin to better understand the proposal so that we may effectively prevent it from happening.

Also, I would like to go on record with you and the Planning Commission to say that I am very much against changing the development code in a way that provides even the smallest chance (ie thru a Conditional Use Permit or any other means) of an RV Park being located anywhere within the Sun Ranch Tourist Commercial District. I think that you will find this to be an extremely unpopular idea with anyone who lives or travels along North Locust Street /Camp Polk Road, and an overall detriment to the City of Sisters. I sincerely hope and expect that the Planning Commission would never open the door to such a use.

Sincerely, Lisa Nicol  
69127 Chestnut Place, Sisters

Sent from my iPad



## COMMUNITY DEVELOPMENT DEPARTMENT

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**Date:** February 15, 2024

**To:** Oregon Department of Land Conservation and Development

**From:** Matthew Martin, Principal Planner

**Subject:** Post-Acknowledgment Plan Amendment – File No. TA 24-01: Amendments to Chapter 1.3 (Definitions) and Chapter 2.13 (Sun Ranch Tourist Commercial District)

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The staff report and recommendation to the hearings body will be available for review at least seven (7) days before the hearing. All submitted evidence and materials related to the application are available for inspection at City Hall. The Planning Commission meeting is accessible to the public either in person or via Zoom online meeting. Meeting information, including the Zoom link, can be found on <https://www.ci.sisters.or.us/meetings>.

**Matt Martin**

---

**From:** Matt Martin  
**Sent:** Wednesday, February 14, 2024 12:13 PM  
**To:** Paul Bertagna; ehuffman@beconeng.com; pperkins@cec.coop; Randy Scheid; Joe Bessman; Jeff Puller; Clara Butler; PIKE Brandon; ABurkus@republicservices.com  
**Cc:** Carol Jenkins; Emelia Shoup; Scott Woodford  
**Subject:** Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)  
**Attachments:** TA 23-01 Application Materials Combined.pdf; TA 24-01 Notice of Application.pdf

Good Afternoon All,

The City of Sisters Community Development Department has received the land use application described below. The supporting documents submitted with the application and Notice of Application are attached. Please send your comments and recommended conditions of approval to Matthew Martin at [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) by **Friday, March 1, 2024**, for consideration in the staff report. Please note that public hearings before the Planning Commission and City Council are required for these legislative amendments that will provide additional opportunities to participate.

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**Applicant's Consultant:** John Skidmore - Skidmore Consulting, LLC  
**Location:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101  
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**Applicable Criteria:** Sisters Development Code (SDC):  
Chapter 1.3 – Definitions  
Chapter 2.12 – Sun Ranch Tourist Commercial District  
Chapter 4.1 – Types of Applications and Review Procedures  
Chapter 4.7 – Land Use District Map and Text Amendments  
City of Sisters Urban Area Comprehensive Plan.  
Oregon Statewide Land Use Goals

Please let me know if you have any questions or need for additional information.

Thank you,  
**Matthew Martin, AICP**  
Principal Planner  
City of Sisters | Community Development Dept.  
PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

EXHIBIT C

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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**Matt Martin**

---

**From:** Randy Scheid <Randy.Scheid@deschutes.org>  
**Sent:** Friday, February 16, 2024 11:39 AM  
**To:** Matt Martin  
**Subject:** FW: Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)  
**Attachments:** TA 23-01 Application Materials Combined.pdf; TA 24-01 Notice of Application.pdf; Planning statement Building Safety Divisions code required Access.doc  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Matt,

Please apply my standard comments on the attached TA's.

Thanks,  
Randy.



**Randy Scheid | Building Official**  
DESCHUTES COUNTY COMMUNITY DEVELOPMENT  
117 NW Lafayette Avenue | Bend, Oregon 97703  
Tel: (541) 317-3137



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*We provide knowledgeable, timely, professional, respectful service.*

*We take ownership of customers' needs and follow through.*

*We value our customers and approach them with an open mind.*

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Wednesday, February 14, 2024 12:13 PM  
**To:** Paul Bertagna <pbertagna@ci.sisters.or.us>; ehuffman@beconeng.com; pperkins@cec.coop; Randy Scheid <Randy.Scheid@deschutes.org>; Joe Bessman <Joe@transightconsulting.com>; Jeff Puller <JPuller@sistersfire.com>; Clara Butler <clara.butler@osp.oregon.gov>; PIKE Brandon <Brandon.PIKE@odav.oregon.gov>; ABurkus@republicservices.com  
**Cc:** Carol Jenkins <cjenkins@ci.sisters.or.us>; Emelia Shoup <eshoup@ci.sisters.or.us>; Scott Woodford <swoodford@ci.sisters.or.us>  
**Subject:** Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)



[EXTERNAL EMAIL]

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The City of Sisters Community Development Department has received the land use application described below. The supporting documents submitted with the application and Notice of Application are attached. Please send your comments and recommended conditions of approval to Matthew Martin at [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) by **Friday, March 1, 2024**, for consideration in the staff report. Please note that public hearings before the Planning Commission and City Council are required for these legislative amendments that will provide additional opportunities to participate.

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Principal Planner  
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PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759  
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**NOTICE: The Deschutes County Building Safety Divisions code mandates that Access, Egress, Setbacks, Fire & Life Safety, Fire Fighting Water Supplies, etc. must be specifically addressed during the appropriate plan review process with regard to any proposed structures and occupancies.**

**Accordingly, all Building Code required items will be addressed, when a specific structure, occupancy, and type of construction is proposed and submitted for plan review.**

Randy Scheid

February 26, 2024

## Matt Martin

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**From:** Perkins, Parneli <pperkins@cec.coop>  
**Sent:** Tuesday, February 20, 2024 9:20 AM  
**To:** Matt Martin  
**Subject:** RE: Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)

Matt,  
CEC has no concerns.  
Thank you,

**Parneli Perkins • Central Electric Cooperative, Inc. • Lands Specialist**

Office: 541.312.7747 | Fax: 541.923.3549 | [pperkins@cec.coop](mailto:pperkins@cec.coop)  
2098 NW 6<sup>th</sup> St., PO Box 846, Redmond OR 97756 [www.cec.coop](http://www.cec.coop)

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Wednesday, February 14, 2024 12:13 PM  
**To:** Paul Bertagna <pbertagna@ci.sisters.or.us>; ehuffman@beconeng.com; Perkins, Parneli <pperkins@cec.coop>; Randy Scheid <Randy.Scheid@deschutes.org>; Joe Bessman <Joe@transightconsulting.com>; Jeff Puller <JPuller@sistersfire.com>; Clara Butler <clara.butler@osp.oregon.gov>; PIKE Brandon <Brandon.PIKE@odav.oregon.gov>; ABurkus@republicservices.com  
**Cc:** Carol Jenkins <cjenkins@ci.sisters.or.us>; Emelia Shoup <eshoup@ci.sisters.or.us>; Scott Woodford <swoodford@ci.sisters.or.us>  
**Subject:** Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)

**WARNING:** This email is from an external source.  
**THINK** before clicking links and opening attachments.  
**NEVER** provide your username, password, personal information, or confidential data.

Good Afternoon All,

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Please let me know if you have any questions or need for additional information.

Thank you,

**Matthew Martin, AICP**

Principal Planner

City of Sisters | Community Development Dept.

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[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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**Matt Martin**

---

**From:** PIKE Brandon <Brandon.PIKE@odav.oregon.gov>  
**Sent:** Thursday, February 29, 2024 9:26 AM  
**To:** Matt Martin  
**Subject:** ODAV Comments on City of Sisters File No. TA 24-01

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

Good morning Matthew,

Thank you for providing the opportunity for the Oregon Department of Aviation (ODAV) to comment on file number(s): TA 24-01

ODAV has reviewed the proposal and prepared the following comment(s):

1. In accordance with FAR Part 77.9 and OAR 738-070-0060, future development at this site will be required to undergo aeronautical evaluations by the FAA and ODAV. The aeronautical evaluations are initiated by the applicant providing separate notices to both the FAA and ODAV to determine if the proposal poses an obstruction to aviation safety. The applicant should receive the resulting aeronautical determination letters from the FAA and ODAV prior to approval of any building permits.
2. The subject property is under the transitional surface of Sisters Eagle Airport. Pursuant to the State of Oregon's Airport Land Use Compatibility Guidebook, some forms of development are not considered compatible land uses when located near a public-use airport. Per Table 3-4: Compatible Land Uses per FAR Part 77 Surfaces and FAA Safety Areas, the following land uses are identified as incompatible developments when located under the transitional surface of public-use airports: residential uses, places of public assembly, most recreational uses, and resource production and extraction uses.

ODAV does not recommend approval of development in conflict with the Airport Land Use Compatibility Guidebook. The applicant is advised to contact Brandon Pike, Aviation Planner with ODAV (see contact information below) to discuss potential aviation-related concerns or limitations with the property.

Please reach out if you have questions or concerns.

Best,

**BRANDON PIKE**  
OREGON DEPARTMENT OF AVIATION  
AVIATION PLANNER



PHONE 971-372-1339

EMAIL [brandon.pike@odav.oregon.gov](mailto:brandon.pike@odav.oregon.gov)

3040 25<sup>TH</sup> STREET SE, SALEM, OR 97302

[WWW.OREGON.GOV/AVIATION](http://WWW.OREGON.GOV/AVIATION)

\*\*\*\*\*CONFIDENTIALITY NOTICE\*\*\*\*\*

This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

**Matt Martin**

---

**From:** jonski826@gmail.com  
**Sent:** Monday, March 4, 2024 5:11 PM  
**To:** Matt Martin  
**Subject:** TC Text Amendment Documents  
**Attachments:** 030424 TC Zoning Clean.docx; 030424 Exhibit A - Proposed Text Amendment (Track Changes).docx

Hi Matt,

Again, I apologize for the inconsistencies in the documents. Attached are a track changes and a clean version that are consistent in terms of what has been struck and what is left.

A few items:

First, I removed section 2.12.200E which referenced the formula foods regulations. It seemed a bit out of place and the Eating & Drinking Establishments as well as the Cideries, Distilleries, Wineries and Breweries both reference 2.5.300L in the special provisions column. I assume that works.

Second, I took another look at the retail use we had in one version. I think it makes sense to retain the retail ability but in a limited manner – so I used the “retail sales establishment” language from other parts of the code and suggest a 1000 square foot limit.

I would like to chat about this to make sure we’re on the same page regarding some other items – like why we removed some of the very specific uses and rely more on the accessory uses. I’m around this week so let me know.

Thanks!

Jon

**Chapter 2.12 –  
 Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Uses**
- 2.12.300 Development Standards**
- 2.12.400 Off-Street Parking**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.

**2.12.200 Uses**

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 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 allowed in the TC District subject to special provisions are listed in Table 2.12.1 with a reference to the applicable Sisters Zoning Code standard.
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with a Conditional Use “CU.” 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.

<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>
<b>Commercial Uses</b>	
Hotel & Lodging Establishments.	P
Hostel	P
Eating and Drinking Establishments	P See section 2.5.300L

Land Use Category	Permitted/Special Provisions/Conditional Uses
Retail sales establishment limited to 1000 square feet	P
Neighborhood Market	P See section 1.3
Community Centers and similar uses	P
Cideries, Distilleries, Wineries and Breweries	P See section 2.5.300L
RV Park, including caretaker's residence.	P
Park	P
Similar uses.	P See section 4.8 Code Interpretations.
Accessory uses.	P
Prohibited Uses	
Auto-dependent uses and drive-through uses.	

**2.12.300 Development Standards**

The following property development standards shall apply to all land, buildings, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

Development Standard	Tourist Commercial District	Comments/Other Requirements
Minimum Lot Area	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	



Height Regulations	30 feet	Compliance with the requirements of the Runway Protection Zone is required.
Front Yard Setbacks	New buildings shall be at least 10 feet from property line.	
Side Yard Setbacks	No minimum side yard setback.	
Rear Yard Setbacks	No minimum side yard setback.	
Lot Coverage	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	
Buffering	Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site. See Section 3.2, Landscaping and Screening.	

**2.12.400 Off-Street Parking**

The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter [3.3 – Vehicle and Bicycle Parking](#).

## Chapter 2.12 – Sun Ranch Tourist Commercial (TC)

### Sections:

- 2.12.100 Purpose**
- 2.12.200 Applicability/Uses**
- 2.12.300 Permitted Uses/Development Standards**
- 2.12.400 Lot Requirements/Off-Street Parking**
- 2.12.500 Height Regulations**
- 2.12.600 Setbacks and Buffering**
- 2.12.700 Lot Coverage**
- 2.12.800 Off-Street Parking**
- 2.12.900 Landscape Area Standards**
- 2.12.1000 Special Standards for Certain Uses**
- 2.12.1100 Design Theme**

### **2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation destinations and to provide gathering places space and uses that attract for business travelers, tourists and the residents of the area members of the Sisters community alike. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.

### **2.12.200 Applicability**

The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.

### **2.12.300 200 Permitted Uses**

A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300-1 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being

~~listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.~~

B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.

C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." 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 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District		
Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<b>Commercial</b>		
<del>Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).</del>	P	See Section <u>2.12.1000</u>
<del>Lodging facilities</del> <u>Hotel &amp; Lodging Establishments.</u>	P	-
<del>Office</del> <u>Hostel</u>	P	-
<del>Restaurant, bar and food services.</del> <u>Eating and Drinking Establishments</u>	P <u>See section 2.5.300L</u>	-
<del>Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.</del>	P	-
<del>Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment</del>	P	-

**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<u>Park</u>	<u>P</u>	
Similar uses.	P <u>See section 4.8 Code Interpretations.</u>	-
Accessory uses.	P	-
<del>Utility service lines.</del>	<del>P</del>	-
Prohibited Uses		
<del>Auto-oriented dependent uses and drive-through uses.</del>	<del>P</del>	
<del>Telecommunications equipment, other than telecommunication service lines and cell towers.</del>	<del>P</del>	
<del>Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300</del>	<del>P</del>	

Key: P = Permitted SP = Special Provisions

MCU = Minor Conditional Use Permit CU = Conditional Use Permit

~~E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.~~

**2.12.400-300 Lot Requirements Development Standards**

~~Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements. The following property development standards shall apply to all land, buildings, and uses in the Sun Ranch Tourist Commercial District.~~

**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<del>by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc. Retail sales establishment limited to 1000 square feet.</del>		
Neighborhood Market	P <u>See section 2.12.1000</u>	See Section <u>2.12.1000</u>
<del>Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.</del>	P	See Section <u>2.12.1000</u>
Multi-use trails and paths.	P	-
<del>Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.</del>	P/CU	-
<del>Decks, docks and other areas to provide enjoyment of the ponds.</del>	P	-
<del>Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review. <u>Community Centers and similar uses.</u></del>	P/CU	-
Cideries, Distilleries, Wineries and Breweries	P <u>See section 2.5.300L</u>	-
<u>RV Park, including caretaker's residence.</u>	P	

Table 2.12.2

<u>Development Standard</u>	<u>Tourist Commercial District</u>	<u>Comments/Other Requirements</u>
<u>Minimum Lot Area</u>	<u>Lot size determined by spatial requirements for proposed use and associated landscaping and parking.</u>	
<u>Height Regulations</u>	<u>30 feet</u>	<u>Compliance with the requirements of the Runway Protection Zone is required.</u>
<u>Front Yard Setbacks</u>	<u>New buildings shall be at least 10 feet from property line.</u>	
<u>Side Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Rear Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Lot Coverage</u>	<u>No maximum lot coverage standard but must comply with landscape, parking and circulation standards.</u>	
<u>Buffering</u>	<u>Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site.</u>	
<u>Landscaping</u>	<u>A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.</u>	

### **2.12.500 Height Regulations**

No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.

### **2.12.600 Setbacks and Buffering**

All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less.

Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.

#### **A. Front Yard Setback**

New buildings shall be at least ten feet from the front property line except buildings and structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right of way.

#### **B. Side Yard Setback**

There is no minimum side yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right of way. Buildings shall conform to applicable fire and building codes.

#### **C. Rear Yard Setback**

There is no minimum rear yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right of way. Buildings shall conform to applicable fire and building codes.

#### **D. Buffering**

Any outside storage area (including trash/recycling receptacles) associated with a use on any site shall be buffered by masonry wall, site obscuring fencing or other measures using materials that are compatible with the color and materials of the primary buildings on site.

### **2.12.700 Lot Coverage**

~~There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.~~

### **2.12.800-400 Off-Street Parking**

~~The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages shall meet the standards in per Chapter 3.3 – Vehicle and Bicycle Parking. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.~~

### **2.12.900 Landscape Area Standards**

~~A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.~~

### **2.12.1000 Special Standards for Certain Uses**

#### **A. Neighborhood Market and Laundry Establishment**

~~A neighborhood market and self-serve laundry establishment shall:~~

- ~~1. Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.~~
- ~~2. Such uses shall not operate past 10:00 p.m.~~
- ~~3. Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 50 feet.~~
- ~~4. Structures housing such uses shall not exceed 1000 square feet, excluding storerooms.~~

#### **B. Cottages**

- ~~1. A maximum of 30 cottage units are permitted in the Sun Ranch Tourist Commercial Zone.~~

### **2.12.1100 Design Theme**

~~A. All structures proposed within the Sun Ranch Tourist Commercial district shall be consistent with the early 1900's Rural Farm/Ranch House design standards outlined below. Figures 2.12.1100 A and B provide illustrations of examples of architectural styles that are consistent with the theme.~~

- ~~1. Era: Rural farm and ranches of the early 1900s.~~



2.— Architecture. Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.

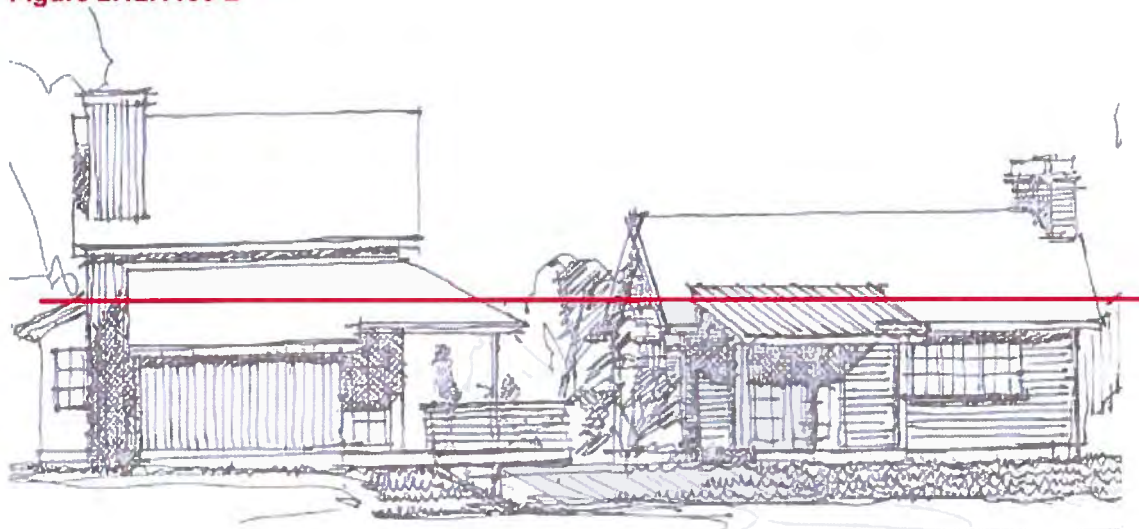
3.— Exterior Materials. Rough sawn boards and/or board and batten walls, rough stone and brick. Dimensional composition shingle roofs.

4.— Roof Pitches. A majority of 8:12 pitched main roof forms, with 6:12 and 4:12 sheds.

**Figure 2.12.1100 A**



**Figure 2.12.1100 B**



Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

**Lodging establishment** - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.



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PLANNING COMMISSION  
Agenda Item Summary

**Meeting Date:** March 7, 2024

**Staff:** Martin

**Type:** Workshop

**Dept:** CDD

**Subject:** Sun Ranch Tourist Commercial District Text Amendments – File No. TA 24-01

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**Action Requested:** Workshop to prepare for the public hearing before the Planning Commission on March 21, 2024. The workshop is for informational purposes only and is not a forum for deliberating the merits of the proposal, but questions may be asked of staff by the Planning Commission for clarification on the proposal

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**SUMMARY POINTS:**

The Community Development Department has received an application proposing text amendments to Chapters 1.3 and 2.12 of the Sisters Development Code (File No. TA 24-01). The purpose of this workshop is to introduce the proposal to the Planning Commission (Commission) in preparation for a public hearing on March 21, 2024. This staff report includes the following:

- I. APPLICATION
- II. LOCATION
- III. APPLICABLE CRITERIA
- IV. DISTRICT HISTORY AND PURPOSE
- V. SUBSEQUENT LAND USE REVIEW AND APPLICABLE STANDARDS
- VI. PROJECT RECORD
- VII. NEXT STEPS

**I. APPLICATION**

The Applicant, Skidmore Consulting, LLC (Jon Skidmore), on behalf of property owner Lake House Inn, LLC (Ernie Larrabee), filed a land use application for Text Amendments to Sisters Development Code (SDC) Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial District (Attachment A). The applicant indicates the purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial (TC) District and other edits for consistency with the SDC. Section D (page 3) of the Basic Findings in the attached Application Narrative provides a background of the TC District. Also described are changes in the Sisters community and the tourism industry since the TC District was created that the applicant believe warrant the proposed amendments.

In summary, the proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3.
- Update the Purpose statement in Chapter 2.12.
- Add uses permissible in Chapter 2.12 including Lodging Establishment, Hostel, RV Park including Caretaker’s Residence, and Park.
- Removal of specifically listed uses that qualify as “Accessory Uses.” Examples of this include Saunas, Laundry Establishment, and Multi-use trails and paths.”
- Remove special standards for Neighborhood Market, Laundry Establishment, and Cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City’s Western Frontier Architectural Design Theme.
- Changes to the setback requirements.
- Format Chapter 2.12 for consistency with other sections of the SDC.

Staff notes no specific land use proposal is included with these amendments. Any subsequent land use is subject to the land use review process required by the SDC.

In review of the submitted application materials, staff has identified minor inconsistencies with the proposed changes to Chapter 2.12 as specified in Exhibits A and B1 of the application materials. It appears Exhibit A includes preliminary edits and comments and Exhibit B1 is the final product. Staff is coordinating with the applicant to address these inconsistencies and will provide updated information and a detailed overview of the proposed changes at the workshop and public hearing.

## II. LOCATION

The TC District is located in the northeast portion of the City of Sisters at the intersection of E. Barclay Drive and Camp Polk Road (see Figure 1) and includes the following properties:

- The entirety of:
  - **Lot #1:** Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101
- A portion of:
  - **Lot #2:** Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900
  - **Lot #3:** Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901



Figure 1. TC District and vicinity. (Source: Deschutes DIAL)

The TC District encompasses approximately 6.20 acres and is generally rectangular in shape. Both E. Barclay Drive and Camp Polk Road are classified as collector streets by the City’s Transportation System Plan (TSP). Lot #1 is developed with a building in disrepair that was intended for use as a restaurant, but not completed, and previously used as a bed and breakfast along with multiple accessory structures and associated improvements. Lot #2 is developed with a distillery and associated improvements. Lot #3 is undeveloped and located in the Runway Protection Zone associated with the Sisters Eagle Air Airport and, therefore, the types of uses and structures that can be developed on the property is limited.

The property directly west of the southern half of the district is developed with a mini-storage facility. Directly west of the north portion of the district is vacant land within the Runway Protection Zone associated with the Sisters Eagle Airport. The property to the east, across Camp Polk Road, is developed with a single-family dwelling and located outside the city limits of Sisters. The property to the south, across E. Barclay Drive, is vacant and zoned Downtown Commercial.

### III. APPLICABLE CRITERIA

The Commission review and recommendation must be based on the merits of the project record and findings of whether the proposal complies with the following applicable standards and criteria:

- Sisters Development Code (SDC)<sup>1</sup>:
  - Chapter 1.3 – Definitions
  - Chapter 2.12 – Sun Ranch Tourist Commercial District
  - Chapter 4.1 – Types of Applications and Review Procedures
  - Chapter 4.7 – Land Use District Map and Text Amendments

<sup>1</sup> Sisters Development Code: <https://www.codepublishing.com/OR/Sisters/>  
TA 24-01

- Sisters Urban Area Comprehensive Plan<sup>2</sup>
- Oregon’s Statewide Land Use Goals<sup>3</sup>

The forthcoming staff report for the public hearing will outline and provide analysis of the specific applicable standards and criteria found in each of these chapters.

#### IV. DISTRICT HISTORY AND PURPOSE

The TC District was established along with the Sun Ranch Light Industrial District (a.k.a. North Sisters Business Park) and Sun Ranch Residential District by the City Council on April 26, 2007, via adoption of Ordinances 366 and 267. The proposal to establish these zone districts was applicant initiated through file nos. CP 06-01/CP 06-02/Z 06-01. As specified in SDC 2.12.100, the purpose of the TC District is as follows:

*The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.*

It is important to note that, while changes to the purpose statement are proposed, the intent of the district to accommodate tourism-oriented uses remains unchanged. Given that this is an applicant-initiated proposal, this is not an opportunity to “overhaul” the district that in a way that is inconsistent with the purpose of the district.

#### V. SUBSEQUENT LAND USE REVIEW AND APPLICABLE STANDARDS

As previously noted, no specific land use proposal is included with these amendments. Any subsequent land use is subject to the applicable review process and development standards of the SDC. All uses are subject to the applicable provisions of the TC District such as setbacks, building height, and other onsite development standards. As indicated in SDC 4.2.200, most of the current and proposed uses permitted in the TC District will also require Site Plan Review and compliance with the following SDC chapters:

- **Chapter 4.2 - Site Plan Review.** Requires review of adequacy of facilities, traffic safety and circulation (vehicle, bicycle, and pedestrian), noise and visual buffering, and conformance with other applicable standards (public works, building, fire, etc.).

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<sup>2</sup> Sisters Comprehensive Plan: <https://www.ci.sisters.or.us/community-development/page/comprehensive-plan>

<sup>3</sup> Oregon’s Statewide Land Use Planning Goals: <https://www.oregon.gov/lcd/OP/Pages/Goals.aspx>

- **Chapter 3 - Design standards.** Requires review of access and circulation (vehicle, bicycle, pedestrian), parking (vehicle, bicycle), landscaping, and public improvements.

It is noteworthy that a prominent amendment included in the proposal is the addition of a Recreational Vehicle (RV) Park as permitted use. Staff notes that, in addition to standards identified above, an RV Park is also subject to the special use standards of SDC 2.15.1700 that include standards for internal roadways, trash receptacles, parking, restrooms, and screening.

## VI. PROJECT RECORD

The complete record for the project will be formally presented to the Commission in the packet for the March 21<sup>st</sup> meeting. The record is also available for review at Sisters City Hall and on the project specific page on the City of Sisters webpage.<sup>4</sup> Staff notes the record includes several public comments citing concerns with the development an RV Park in the TC District that appear to be in response to an article in *The Nugget Newspaper* that included a conceptual plan for an RV Park in relation to the proposed text amendments<sup>5</sup>. While these comments are not explicitly directed at the text amendment proposal and no development is proposed with this application, staff finds the comments relevant for inclusion in the record and consideration.

## VII. NEXT STEPS

Pursuant to SDC 4.1.200(D), the proposal is a legislative matter subject to the Type IV procedures as outlined in SDC 4.1.600. Notice of Public Hearing will be provided in accordance with SDC 4.1.500(B).

The Commission is scheduled to conduct a public hearing on March 21, 2024. The staff report will be prepared in advance of the public hearing and available no less than seven (7) prior to the public hearing. At the conclusion of the public hearing, the Commission will provide a recommendation for consideration by the City Council. The City Council will consider this recommendation and all other record submittals at a public hearing. At the conclusion of the public hearing, the City Council will make a final decision.

## ATTACHMENTS

- Attachment A – Application Materials
  - Master Planning Application Form
  - Title Report
  - Application Narrative
  - Exhibit A - Proposed Text Amendment (Track Changes)

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<sup>4</sup> Project Webpage: <https://www.ci.sisters.or.us/community-development/page/text-amendments-sun-ranch-tourist-commercial-district-%C2%A0>

<sup>5</sup> Bartlett, B. (2024, February 6). Historic Conklin Guest House may have a future. *The Nugget Newspaper*. <https://www.nuggetnews.com>

- Exhibit B1 - Proposed Text Amendments Chapter 2.12 TC District (Clean)
- Exhibit B2 - Proposed Text Amendments Chapter 1.3 Definitions (Clean)
- Exhibit C - Neighborhood Meeting Notice Draft and Sign In Sheet
- Exhibit D – RV Industry Association (RVIA Oregon Annual Impact
- Exhibit E - Sisters Visitor Opportunity Study
- Exhibit F - Lancaster Mobley Trip Generation and Transportation Planning Rule Analysis



# 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 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 checked="" type="checkbox"/> Other <u>Text Amendment</u> |

## Applicant Information

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

Skidmore Consulting, LLC

Jon Skidmore

Name

Phone

211 NW Wilmington Ave, Bend, OR 97703

jonski826@gmail.com

Address

Email

## Property Owner Information

Lake House Inn, LLC

Ernie Larrabee

Name

Phone

160 S. Oak Street #147

ernest@larrabeeroofing.com

Address

Email

## Property Information

69013 Camp Polk Road

4.61 Acres

Address

Property Size (Acres or Square Feet)

15-10-04, Tax lot 1101

Tax Lot Number(s)

Sun Ranch Tourist Commercial

Commercial

Existing Zoning of Property

Comprehensive Plan Designation

Describe Project/Request: A series of text amendments are requested for the Sun Ranch Tourist Commercial Zoning District to expand the types of uses permissible on site, clarify uses permissible, and edit for consistency with Sisters Development Code.

Applicant Signature: [Signature]

Date: 01/19/24

Property Owner Signature: [Signature]

Date: 1/16/24

## For Office Use Only

Date Received: 1/25/24

File No.: TA 24-01

Check No.: 1296/544

Cash: -

Amount Paid: 4500.<sup>00</sup>

Receipt #: 211506

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

Left Amendment \$4,000.<sup>00</sup> Hearing Fee \$500.<sup>00</sup> Ver. 06/02/2022

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 <u>is</u> required. O – Other Information <u>may</u> be required. SEE PLANNING STAFF	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).



220 S Pine Street, Suite 102, Sisters, OR 97759  
(541)548-9180 FAX (541)588-6601

RECEIVED  
JAN 25 2024  
CITY OF SISTERS

**PRELIMINARY REPORT**

**ESCROW OFFICER:** Tiana L. VanLanduyt  
tvanlanduyt@westerntitle.com  
541-548-9182

**ORDER NO.:** WT0145313  
Revision 4-update taxes, add tax account

**TITLE OFFICER:** Sally Rust-Campbell

**TO:** Western Title & Escrow Company  
220 S Pine Street, Suite 102  
Sisters, OR 97759

**ESCROW LICENSE NO.:** 201110072

**OWNER/SELLER:** Sun Ranch Inn LLC

**BUYER/BORROWER:** Lake House Inn, LLC

**PROPERTY ADDRESS:** 69013 Camp Polk Rd., Sisters, OR 97759

**EFFECTIVE DATE:** November 6, 2017, 05:00 PM

1. THE POLICY AND ENDORSEMENTS TO BE ISSUED AND THE RELATED CHARGES ARE:

	<u>AMOUNT</u>	<u>PREMIUM</u>
ALTA Owner's Policy 2006 Owner's Standard Proposed Insured: Lake House Inn, LLC	\$ 1,425,000.00	\$ 2,738.00
ALTA Loan Policy 2006 Standard Lender's Proposed Insured: Dutch Pacific Properties Limited Partnership	\$ 1,282,500.00	\$ 100.00
Government Lien Search		\$ 25.00

2. THE ESTATE OR INTEREST IN THE LAND HEREINAFTER DESCRIBED OR REFERRED TO COVERED BY THIS REPORT IS:

Fee Simple

3. TITLE TO SAID ESTATE OR INTEREST AT THE DATE HEREOF IS VESTED IN:

Sun Ranch Inn LLC, an Oregon limited liability company

4. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE COUNTY OF DESCHUTES, STATE OF OREGON, AND IS DESCRIBED AS FOLLOWS:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Order No.: WT0145313  
Revision 4-update taxes, add tax account

**EXHIBIT "A"**  
Legal Description

A portion of the Southeast quarter of the Northwest quarter (SE1/4 NW1/4) and a portion of the Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4) of Section Four (4), Township Fifteen (15) South, Range (10) East of the Willamette Meridian, Deschutes County, Oregon, described as follows:

Beginning at the center of Section Four (4); thence South 00° 05' 01" East, 329.94 feet; thence South 89° 49' 54" West, 396.08 feet; thence North 00° 05' 01" West, 329.94 feet; thence North 89° 49' 54" East, 33.65 feet; thence North 00° 05' 01" West, 240.38 feet; thence North 89° 49' 54" East, 362.43 feet; thence South 00° 05' 01" East, 240.38 feet to the Point of Beginning.

**AS OF THE DATE OF THIS REPORT, ITEMS TO BE CONSIDERED AND EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN THE POLICY FORM WOULD BE AS FOLLOWS:**

**GENERAL EXCEPTIONS:**

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Any facts, rights, interests or claims, which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, which are not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the Land onto adjoining land or of existing improvements located on adjoining land onto the subject Land), encumbrance, violation, variation or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the subject Land.
5. Any lien or right to a lien for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

**SPECIFIC ITEMS AND EXCEPTIONS:**

6. Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2017-2018  
Amount: \$3,766.63  
Levy Code: 6001  
Account No.: 142999  
Map No.: 1510040001101

Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2017-2018  
Amount: \$1,771.57  
Levy Code: 6045  
Account No.: 243693  
Map No.: 1510040001101

Prior to close of escrow, please contact the Tax Collector's Office to confirm all amounts owing, including current fiscal year taxes, supplemental taxes, escaped assessments and any delinquencies.

7. [Intentionally Deleted]
8. Regulations, including levies, liens, assessments, water and irrigation rights and easements for ditches and canals of the Three Sisters Irrigation District.

9. Easement(s) shown below and rights incidental thereto, as granted in a document:
- Granted to: State of Oregon acting by and through the State Board of Aeronautics  
Recording Date: June 29, 1967  
Recording No: 154-14
10. Terms, provisions and conditions, including, but not limited to, maintenance provisions, and a covenant to share the costs of maintenance, contained in Easement
- Recording Date: November 19, 1987  
Recording No.: 154-2881
11. Note: Well Ownership Identification Form containing a Well Identification Number and other information. This informational note will not appear in the title insurance policy as this recorded form is not a matter within the scope of policy coverages.  
Recording Date: 09/13/1999  
Recording No.: 99-44043
12. Easement(s) shown below and rights incidental thereto, as granted in a document:
- Granted to: State of Oregon, by and through its Department of Transportation  
Recording Date: November 8, 2012  
Recording No: 2012-044959
13. Utility Reimbursement Agreement, including the terms and provisions thereof,
- Recording Date: April 25, 2014  
Recording No.: 2014-12627
14. Utility Reimbursement Agreement, including the terms and provisions thereof,
- Recording Date: April 25, 2014  
Recording No.: 2014-12628
15. Shared Well Use Agreement and Access Easement,
- Recording Date: July 1, 2015  
Recording No.: 2015-026612
- Re-Recording Date: October 28, 2015  
Recording No.: 2015-044307
16. Existing leases and tenancies, if any, and any interests that may appear upon examination of such leases.
17. The Company will require an ALTA/ACSM LAND TITLE SURVEY. If the owner of the Land the subject of this transaction is in possession of a current ALTA/ACSM LAND TITLE SURVEY, the Company will require that said survey be submitted for review and approval; otherwise, a new survey, satisfactory to the Company, must be prepared by a licensed land surveyor and supplied to the Company prior to the close of escrow.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

Order No.: WT0145313  
Revision 4-update taxes, add tax account

18. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below.

Limited Liability Company: **Sun Ranch Inn**

- a. A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member.
- b. If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendment thereto with the appropriate filing stamps.
- c. If the Limited Liability Company is member-managed a full and complete current list of members certified by the appropriate manager or member.
- d. A current dated certificate of good standing from the proper governmental authority of the state in which the entity was created
- e. If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

**Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.**

- A. In addition to the standard policy exceptions, the exceptions enumerated above shall appear on the final 2006 ALTA Policy unless removed prior to issuance.
- B. Note: There are NO conveyances affecting said Land recorded within 24 months of the date of this report.
- C. Note: There are no matters against the party(ies) shown below which would appear as exceptions to coverage in a title insurance product:

Parties: Lake House Inn, LLC



- D. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below.

Limited Liability Company: Lake House Inn, LLC

- a. A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member.
- b. If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendment thereto with the appropriate filing stamps.
- c. If the Limited Liability Company is member-managed a full and complete current list of members certified by the appropriate manager or member.
- d. A current dated certificate of good standing from the proper governmental authority of the state in which the entity was created
- e. If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

- E. Note: In the event title to said Land is acquired by the party(s) named below, the policy(s), when issued, will show the following additional item(s) in Schedule B, unless disposed of to the satisfaction of the Company:

Party(s): Ernest Larrabee and Amy Renae Larrabee

A tax lien for the amount shown and any other amounts due, in favor of the United States of America, assessed by the District Director of Internal Revenue.

Federal Serial No.: 280541517  
Taxpayer: Ernest and Amy Larrabee  
Amount: \$112,758.40  
Recording Date: October 10, 2017  
Recording No: 2017-40387

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**IN A MATTER BEFORE THE CITY OF SISTERS COMMUNITY DEVELOPMENT DEPARTMENT  
SUN RANCH TOURIST COMMERCIAL ZONE TEXT AMENDMENT REQUEST  
APPLICATION NARRATIVE**

<b>Property Owner/Applicant</b>	Lake House Inn 160 S. Oak Street #147 Sisters, OR 97759
<b>Applicant's Planning Consultant</b>	Skidmore Consulting, LLC Jon Skidmore 211 NW Wilmington Ave. Bend, OR 97703 <a href="mailto:jonski826@gmail.com">jonski826@gmail.com</a>
<b>Applicant's Landscape Architect</b>	Jennifer Bass Landscape Architecture 2985 NE Worthington Ct. Bend, OR 97701 541.241.6687 <a href="http://www.ib-la.com">www.ib-la.com</a>
<b>Applicant's Transportation Engineer</b>	Lancaster Mobley Engineering Melissa Webb 321 SW 4 <sup>th</sup> Avenue, Suite 400 Portland, OR 97204
<b>Applicant's Civil Engineer</b>	Ashley & Vance Engineering Jack Mitchell, PE 33 NW Franklin Ave. Bend, OR 97703
<b>Subject Property</b>	69013 Camp Polk Road, Sisters, OR 97759 (Township 15 South, Range 10 East, Section 04, Tax lot 1101)
<b>Proposal:</b>	Applicant requests approval for a Development Code Text Amendment to section 2.12 of the Sisters Development Code (Sun Ranch Tourist Commercial District) and section 1.3 of the Sisters Development Code to add a new term (Lodging Establishment).

**I. APPLICABLE REVIEW CRITERIA:**

The following laws provide the relevant approval criteria for the City's review of this application:

**The City of Sisters Comprehensive Plan**

Section 1 – Public Involvement

Section 2 – Land Use

Section 8 – Economy

City of Sisters Economic Opportunities Analysis

**The City of Sisters Development Code (SDC)**

Chapter 1.3, Definitions

Chapter 2.12, Sun Ranch Tourist Commercial

Chapter 4.1.600, Type IV Procedure (Legislative)

Chapter 4.7, Land Use District Map and Text Amendments

**II. BASIC FINDINGS:**

**A. LOCATION:** The subject property is located 69013 Camp Polk Road on the northeast side of the city of Sisters. It is located at the northwest corner of Camp Polk Road and E. Barclay Avenue.

**B. ZONING AND PLAN DESIGNATION:** The property is designated Commercial on the City's Comprehensive Plan map and zoned Sun Ranch Tourist Commercial (SRTC) per the City's zoning map and development code.

**C. SITE DESCRIPTION:** The Sun Ranch Tourist Commercial Zone applies to roughly 6.20 acres of property described as:

- 15-10-04, Tax lot 1101 (69013 Camp Polk Road)
- The southern 100+/- feet of tax lot 1900 on Map 15-10-04BD (575 E Sun Ranch Drive)
- The southern 100+/- feet of tax lot 1901 on Map 15-10-04BD (No address)

The property owned by the applicant is roughly 4.61 acres in size and is generally rectangular in shape with the longer sides running in a north/south direction. The property is bound by E. Barclay Drive on the south and Camp Polk Road on the east. E. Barclay Drive is classified as a collector by the City's Transportation System Plan (TSP). Camp Polk Road is also classified as a collector street by the TSP.

The property directly west on the southern half of the subject property is developed with a mini-storage facility (Sisters Self Storage). Directly west of the north portion of the property is vacant land within the Runway Protection Zone associated with the Sisters Eagle Airport. The lot directly north of the property is developed with a distillery business (Cascade Street

Distillery). The southern 100 feet of those two properties are within the Sun Ranch Tourist Commercial zoning district.

The property has an existing house on it that is in a state of disrepair. According to the Deschutes County Tax Assessor's office, it is 4067 square feet. That building has sat in a state of disrepair for more than 15 years and can't be remodeled in an economically feasible manner.

There are three other accessory buildings on site ranging in size from 80 to 440 square feet that are in various states of disrepair. A well house is on the western side of the property. The site once had two irrigation ponds on the north and south sides of the property which is evident from review of aerial photographs or walking the property. The property has certificated water rights for 4.95 acres per Permit G-13441 that will be used to irrigate landscaping and potentially for water features, such as ponds, on site.

The structures onsite will likely be torn down in preparation for a new development proposal. The existing structures will need to be demolished to assure safe use of the site for various anticipated future uses.

The lot is generally level, except for the areas where ponds once were. The southern frontage and the south half of the western property line is lined with arborvitae. There are several mature conifer and deciduous trees scattered throughout the property. The ground cover consists of a variety of grasses, shrubs and brushes. A white fence runs along the eastern and southern property lines.

**D. BACKGROUND:** The subject property enjoys a long history in the Sisters community. The site once had a schoolhouse on it. The old residential structure onsite was originally constructed in 1947. That house was used as the home of the Hitchcock family and then the Conklin family. The house was used as a bed and breakfast from the 1980s through the early 2000s.

In 2004/2005, the previous owner of the subject property purchased this property and the 35+/- acres adjacent to the north and west. That owner worked with the City to create the Sun Ranch Industrial Park, Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zone. These zoning districts were planned cohesively to leverage uses within the various districts for the benefit of residents and workers within those districts. For instance, the industrial district was planned to provide jobs for people who may live in the residential district. The Tourist Commercial district was planned to provide amenities such as eating and drinking establishments or overnight accommodations for the benefit of the residents of the residential zone or workers in the industrial park. That interplay is still very much a goal for the subject property. The zone was also planned to invite tourists as well as other Sisters community members. The proposed text amendments seek to expand and clarify the permissible uses on site with those objectives in mind.

The SRTC district was created around a specific vision for the property. The uses permissible were tightly tailored to that vision. From 2004 through 2007, the previous owner worked with the city to create the entirety of the Sun Ranch concept. The bed and breakfast structure was meant to be a centerpiece of the SRTC zone. Remodeling of the bed and breakfast commenced to house a high-end restaurant about 2006/2007. The restaurateur that was heading the effort abandoned the project. The structure that was mid-renovation has sat unfinished since that time and is boarded up for safety reasons.

The vision for the SRTC zone in the mid-2000s is outdated at this point. Sisters was a different place at the time that the TC zoning district was created. For instance, Five Pine was still in initial phases of development. The housing stock in Sisters was extremely limited. There were fewer eating and drinking establishments in Sisters.

In 2007, the population of Sisters was 1,825 per the Portland State University Population Research Center [statistics](#). PSU's Population Research Center [estimates](#) that the population of Sisters in 2025 will be 3,890. Since the economic recovery following the Great Recession, the Sun Ranch area has developed with a variety of businesses and residential units. This reality creates an opportunity to create a set of regulations that permit various uses in keeping with the intent of attracting tourists and locals alike. The vision for the property still includes overnight accommodations and food & beverage establishments but in different forms. This new vision includes higher end RV spaces that cater to the "vanlife" market and things like food carts, a tap house, corn hole, pickleball, small concert stage and other items that attract local and tourist visitors.

Currently, the purpose of the TC zone is:

"The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc."

The proposed, new language still aims to provide various tourism related uses to attract locals and tourists and to provide community gathering spaces.

"The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike."

Uses such as cabins for overnight rental are not as high in demand as other types of overnight accommodation. Food carts, tap rooms and recreational opportunities create places where people gather. The proposed text amendments seek to expand and clarify the types of uses on site but still honor the purpose of the district in its relationship to the community and the traveling public. Further, based on feedback from City staff, the proposed text amendments will put the SRTC zoning district into a format that is more consistent with the rest of the Sisters Development Code.

- E. PROPOSAL:** The applicant seeks approval of a series of text amendments to the existing SRTC zoning district (Chapter 2.12) and Chapter 1.3 of the Sisters Development Code. Some of the proposed amendments are based on staff feedback to gain consistency between the SRTC and the other sections of the Sisters Development Code (SDC). However, the majority of the text amendments proposed are geared towards expanding and clarifying the types of uses permitted on site. These uses provide the ability to serve the needs of the local community and serve the needs of travelers to Sisters. This has always been, and will continue to be, the focus and intent of the SRTC.

The proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3 of the SDC.
- Update the Purpose Statement in Chapter 2.12 (SRTC).
- Add uses permissible in Chapter 2.12 (SRTC) including Hostel, RV Park including caretaker’s residence, and Park.
- In consultation with City staff, remove many listed uses in the current SRTC as those uses would qualify as “Accessory uses.” Examples of this include “Saunas”, “Laundry establishment focusing on providing for the needs of guests”, and “Multi-use trails and paths.”
- Remove special standards for neighborhood market, laundry establishment and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City’s Western Frontier Architectural Design Theme.
- Format the SRTC in a manner more like the rest of the SDC including introduction of a table format for development requirements.

### III. ANALYSIS & CONCLUSIONS:

#### Sisters Development Code:

#### Chapter 4.7 – Land Use District Map and Text Amendments

##### 4.7.100 Purpose

The purpose of this Chapter is to provide standards and procedures for legislative and quasi-judicial amendments to this Code and the Land Use District map. These amendments will be referred to as “map and text amendments.” Amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

##### 4.7.200 Legislative Amendments

Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Chapter [4.1](#), Section 600 and shall conform to Section [4.7.600](#), as applicable.

**RESPONSE:** The text amendments are proposed for some of the reasons listed in the purpose statement above in Section 4.7.100 – changing community conditions, needs and desires. This is detailed further below in this narrative. The proposed text amendments are considered Legislative in nature as the amendments will impact the entirety of the Sun Ranch Tourist Commercial Zone and the entirety of the city with the proposed definition of “Lodging establishment.” As such, the narrative addresses the criteria for the Type IV procedure found in Chapter 4.1 .600. Section 4.7.600 is addressed below and in more detail addressing the criteria related to the Transportation Planning Rule in Chapter 4.1.600. Exhibit F is the Trip Generation and Transportation Planning Rule Analysis memo from Lancaster Mobley Engineers.

The proposed text amendments to the SRTC zone are attached as Exhibit A which is the track changes version, and Exhibit B provides a clean version of the proposed changes.

##### 4.7.600 Transportation Planning Rule Compliance

**A. When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed by the City to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060. Significant means the proposal would:**

1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal is projected to cause future traffic to exceed the capacity of “collector” street classification, requiring a change in the classification to an “arterial” street, as identified by the Transportation System Plan; or
2. Change the standards implementing a functional classification system; or
3. Allow types or levels of land use that would result in levels of travel or access what are inconsistent with the functional classification of a transportation facility; or



**4. The effect of the proposal would reduce the performance standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan.**

**B. Amendments to the Comprehensive Plan and land use standards which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:**

- 1. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or**
- 2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,**
- 3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.**

**RESPONSE:** The applicant's transportation engineer, Melissa Webb, PE with Lancaster Mobley Engineers provided a memo that analyses the trip generation from the proposed text amendments and addresses the Transportation Planning Rule (Exhibit F). This is further explained in the response to the criteria related to the Transportation Planning Rule in 4.1.600 below. Generally, what the memo explains is that the proposed new uses do not generate the volume of trips that would "significantly affect" the transportation system per OAR 660-012-0060.

The analysis compares the reasonable worst case scenarios from a trip generation standpoint comparing the trips that result from developing the property relying on the existing zoning allowances to trips resulting from the proposed new uses for the site (RV Park and Park). The analysis found that the trip generation potential from the existing zoning district language would produce a much higher volume of trips than the trips produced if the site were developed exclusively with the proposed new uses. Therefore, the proposed amendments do not adversely affect the City's transportation facilities.

## Chapter 4.1 – Types of Applications and Review Procedures

### 4.1.100 Purpose

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

### 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).

- D. Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

**RESPONSE:** The applicant proposes text amendments to the SRTC zone and Chapter 1.3 (Definitions) of the City’s Development Code. Again, the proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3 of the SDC.
- Update the Purpose Statement in Chapter 2.12 (SRTC).
- Add uses permissible in Chapter 2.12 (SRTC) including Hostel, RV Park including caretaker’s residence, and Park.
- In consultation with City staff, remove many listed uses in the current SRTC as those uses would qualify as “Accessory uses.” Examples of this include “Saunas”, “Laundry establishment focusing on providing for the needs of guests”, and “Multi-use trails and paths.”
- Remove special standards for neighborhood market, laundry establishment and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City’s Western Frontier Architectural Design Theme.
- Format the SRTC in a manner more like the rest of the SDC including introduction of a table format for development requirements.

The proposed text amendments to the SRTC district, if approved will apply to the entire zoning district. The proposed new definition for “Lodging establishment” will apply citywide. Therefore, this proposal is legislative in nature and will be reviewed through the City’s Type IV procedures. The specific language proposed for the SRTC can be reviewed in Exhibits A (track changes version) and B (clean version).

**Chapter 4.1.600, Type IV Procedure (Legislative)**

**A. Application requirements. See 4.1.700.**

**RESPONSE:** As mentioned above, the proposed text amendments will be implemented through the entirety of the SRTC zoning district and the proposed new term “Lodging Establishment” will apply citywide. Therefore, this application is a legislative amendment despite the relatively small area impacted by the change. Section 4.1.700 of the Sisters Development Code primarily details the required materials for submittal for such a proposal. The applicant has conferred with staff and has submitted the required materials. Per section 4.1.700(D), the applicant’s consultants met with City staff for pre-application meeting on November 14, 2023.

Sections 4.1.600 B – D provide the detail for required hearings for the Legislative procedure, notice requirements for hearings, and other related items. Sections 4.1.600 F – J provide detail on the required process and decision-making actions of the Planning Commission and the City Council. These sections do not contain approval criteria. The approval criteria to address for the proposed text amendment application are found in section 4.1.600E and these are addressed below.

**E. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:**

- 1. Approval of the request is consistent with the Statewide Planning Goals;**

**FINDING:** The proposed text amendments to the SDC, primarily concern the types of uses permissible within the SRTC zone and more specifically, on the subject property so that the property is positioned to develop the types of uses in demand by the traveling public and locals in Sisters. The amendment also proposes a new definition for “Lodging establishment.”

These changes primarily concern the following Statewide Planning Goals:

- Goal 1 – Citizen Involvement
- Goal 2 – Land Use Planning
- Goal 8 – Recreational Needs
- Goal 9 – Economic Development
- Goal 12 - Transportation

A brief discussion about how the proposal is consistent with those goals follows below. The following Goals are not applicable to the proposed Text Amendment:

**Goal 3 – Agricultural Lands.** The property contains no property planned or zoned for agricultural uses.

**Goal 4 – Forest Lands.** The property contains no property planned or zoned for forest uses.

**Goal 5 – Natural Areas, Scenic and Historic Areas, and Open Spaces.** There are no Goal 5 inventoried natural areas, scenic area, historic areas, or open spaces.

**Goal 6 – Air, Water and Land Resources.** None of the uses proposed for the site generate the types of pollution, contaminants or industrial byproducts that Goal 6 seeks to regulate.

**Goal 7 – Areas Subject to Natural Hazards.** The subject property does not contain areas subject to Natural Hazards such as a flood plain or other.

**Goal 10 – Housing.** The subject property is planned and zoned for commercial uses. It is not property that is planned to address the city of Sisters' housing needs.

**Goal 11 – Public Facilities.** The property is located within the City's Urban Growth Boundary (UGB) and will be served by city services such as sewer, water, and transportation. The Goal 11 rules focus on the need for cities of over 2500 in population to plan for needed urban services. The City of Sisters has adopted sewer, water and transportation plans that demonstrate that the city has the ability to serve lands within the city's UGB with those essential urban services, including the subject property.

**Goal 13 – Energy Conservation.** The City of Sisters was required to "consider the effects of its comprehensive planning decision on energy consumption."<sup>1</sup> This proposal does not affect the City's energy conservation efforts.

**Goal 14 – Urbanization.** Goal 14 focuses on planning for orderly growth within UGBs and for areas added to UGBs. The subject property is already within the City's UGB and is adequately planned for needed infrastructure to allow orderly growth. This proposal does not impact the Goal 14 planning conducted by the City of Sisters.

**Goals 15 – 19** do not apply in Central Oregon.

The following Statewide Planning Goals and Guidelines are applicable to this proposed text amendment.

**Goal 1 – Citizen Involvement.** Oregon's land use planning system, as implemented by the City of Sisters provides opportunities for public involvement throughout the land use decision making process. As the City's Comprehensive Plan explains, "Sisters is home to an active and

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<sup>1</sup> Oregon Statewide Planning Goal 13, <https://www.oregon.gov/lcd/OP/Pages/Goal-13.aspx>

engaged community, with residents who care deeply about the future of their city.<sup>2</sup> This proceeding has had and will have opportunities for interested community members to engage.

The Sisters Development Code does not have a prescribed neighborhood meeting requirement rather, "Applicants are encouraged to meet with adjacent property owners and neighborhood representatives in order to solicit input and exchange information about the proposed development. In some cases, the Community Development Director or designee may require the applicant to meet with adjacent property owners or neighborhood representatives prior to accepting an application as complete."<sup>3</sup>

The applicant held a neighborhood meeting in advance of submitting the Text Amendment application. The applicant held a neighborhood meeting on Wednesday, January 10 at 5:00 pm which was held at the Sisters Coffee Company at 273 W Hood Street in Sisters. The applicant sent notice of the neighborhood meeting to property owners within 500-feet of the Tourist Commercial zoning district boundaries and invited other community stakeholders.

Approximately 15 people attended the meeting. Eight of the attendees provided information on the sign-in sheet. The applicant provided a brief presentation on the history of the existing Tourist Commercial zoning, tourist market data relating to Sisters, and why the applicant is proposing the changes to the zoning text. The applicant's landscape architect provided and described illustrative plans for potential development concepts for the property in addition to "idea boards" showing examples of developments that may be considered on site.

There was one question asked. A neighbor asked about the development timeline for the property.

The notice for the meeting and the sign-in sheet are attached as Exhibit C.

This application will require public hearings in front of the City's Planning Commission and City Council providing the public with additional opportunities to provide comment on the record for the proposed text amendments (both written and in-person comments). The proposal is consistent with Goal 1.

**Goal 2 – Land Use Planning.** Goal 2 requires counties and cities to develop and adopt Comprehensive Plans and implementing regulations (such as the Sisters Development Code) based on a factual base. Policy 2.1.2 of the City's Comprehensive Plan requires that City "***maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis.***" The applicant provides evidence of various changes and market realities that provide the factual basis to support the proposed amendments. This is detailed below in 4.1.600(E)(2) relating to consistency with the Comprehensive Plan. Goal 2 also requires consistency between the Comprehensive Plan and implementing regulation. This is

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<sup>2</sup> Sisters 2040 Comprehensive Plan, page 19.

<sup>3</sup> Sisters Development Code, Section 4.1.100(A)

also detailed in 4.1.600(E)(2). The proposed text amendments and suggested findings are consistent with Goal 2.

**Goal 8 – Recreation Needs.** This goal states “Local, state, and federal agencies and the private sector must co-ordinate their plans for recreation facilities and activities to protect our recreation resources and to help nearby communities prepare to meet the demand these recreation destinations place on public services and facilities such as roads. Goal 8 requires local governments to plan for the recreation needs of their residents and visitors.” The City coordinates with the Sisters Park and Recreation District for recreational planning needs.

The proposed text amendments will allow a “Park” use that provides for limited recreational opportunities due to the size of the property and the mix of uses that could be developed onsite. The proposed “RV Park” use will attract visitors to the City in keeping with the economic development goals in the City’s Comprehensive Plan and Economic Opportunities Analysis. The proposed text amendment based on the size of the subject property will not introduce facilities that will overburden recreational resources or the public facilities within the City of Sisters that serve the subject property. This is further explained in the response to criterion 4.1.600(E)(3). The proposed text amendments are consistent with Goal 8.

**Goal 9 – Economic Development.** “The purpose of Goal 9 planning is to make sure cities and counties have enough land available to realize economic growth and development opportunities.” Per Goal 9, the City has adopted an Economic Opportunities Analysis that identifies economic land needs, target industries and other local policies aimed at assuring economic opportunities within Sisters. The City has identified a continued focus on tourism related industries (hospitality, overnight accommodations, food and beverage services, etc.) and expansion of those types of uses to attract tourism activity in the shoulder season. The proposed text amendment does not remove property from the employment lands designation and aims to expand the types of uses permissible within the SRTC potentially attracting tourists in the slower seasons. This is further explained in the responses below related to the City’s economic development policies contained in such documents. The proposed text amendments are consistent with Goal 9.

**Goal 12 – Transportation.** “Goal 12 requires cities, counties and the state to create a transportation system plan that takes into account all relevant modes of transportation: mass transit, air, water, rail, highway, bicycle and pedestrian. The [Transportation Planning Rules](#) (TPR) implements Goal 12.”

The City adopted an updated Transportation System Plan in December 2021. The subject property is bound on two sides by Collector level streets (E. Barclay Avenue & Camp Polk Road). The City will be rebuilding E. Barclay Avenue and the applicant has begun discussions with City staff regarding a proposed bicycle/pedestrian connection to that road. The applicant has hired a transportation engineer to analyze the text amendments in light of the Transportation Planning Rule (TPR) and found that the amendments are consistent with TPR and as a result, Goal 12. This is further discussed in findings related to criteria in 4.7.600 and 4.1.600(3)&(4).

Exhibit F is the Trip Generation and Transportation Planning Rule Analysis memo from Melissa Webb, PE with Lancaster Mobley Engineers.

**2. Approval of the request is consistent with the Comprehensive Plan; and**

**RESPONSE:** The proposed text amendments to the Tourist Commercial zone are consistent with the Sisters 2040 Comprehensive Plan and its supporting documents. The amendments will allow uses that will deliver on some of the tourism industry related economic development ambitions identified in the Plan, the City's adopted Economic Opportunities Analysis and the community created Sisters Country Vision. In consultation with City staff, the following citations and policies from the Plan are applicable to the proposal.

**Section 1 – Public Involvement**

**POLICY 1.2.4**

***The City shall actively encourage community participation in planning processes and shall implement strategies to reach underrepresented or marginally-involved populations.***

**POLICY 1.2.6**

***The City shall provide options for community members to view and participate in all official City meetings in-person or remotely, consistent with State requirements, in order to reduce barriers to participation.***

**POLICY 1.3.1**

***The City shall provide information necessary to reach policy decisions at City Hall, on the City's website, and via other avenues as appropriate.***

City staff suggested that the applicant hold a neighborhood meeting which was hosted by the applicant on January 10, 2024 at the Sisters Coffee House. Notice was mailed to property owners within 500 feet of the Tourist Commercial zoning district. Further, the applicant reached out to various stakeholders including the Nugget newspaper editor to inform the community about the proposal.

This proposal will require hearings in front of the Sisters Planning Commission and City Council providing additional opportunities for community input. The City has adopted a hybrid approach to public meetings allowing remote and in-person attendance. Further, the application file and contents of the record will be available at City Hall for review by interested parties.

**Section 2- Land Use****POLICY 2.1.2**

***The City of Sisters shall continue to maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.***

The proposed text amendments are geared towards updating and clarifying the permissible uses within the Tourist Commercial zone. Comprehensive Plans and Development Codes are living documents that require routine updates based on changes in federal and state law, local policy direction, and response to changing market conditions. In this instance, the applicant is proposing text amendments to the Tourist Commercial zone that will contribute to many of the goals and policies of the Comprehensive Plan and supporting documents as discussed below. Identifying the applicable Comprehensive Plan policies and explaining how the amendments are consistent with and will contribute to various policy ambitions provides the factual basis needed to support the changes. Changes that have occurred since the SRTC zone was adopted on the subject property, within the Sisters community and amongst travel behavior of tourists that also support these proposed amendments.

As detailed in Section C, Background of this document, the Tourist Commercial Zone was crafted by the previous owner of the 69013 Camp Polk Road property to deliver on a vision for the property in 2005 or so. The Tourist Commercial zone was a unique zoning district that was tailored to provide a "boutique" commercial hub for the Sun Ranch Industrial Park, residential areas in proximity and the traveling public. One focus was going to be the establishment of a high-end restaurant within the old residential structure on site. Further, cabins were planned to be developed on site to provide overnight accommodations for business travelers and tourists. Other uses were permissible on site including a neighborhood market and others that would typically be considered "accessory" to hotel uses like fitness center or saunas. The zoning district contained "movie rentals" as one permissible use – evidence of the need to update. Further, the zoning district prohibited uses such as "Auto-oriented uses and drive-through uses."

A lot has changed in Sisters since the Tourist Commercial District was adopted to complement the boutique industrial and residential areas. Please note, the proposed text amendments would still provide complementary uses that can be enjoyed by users of the Sun Ranch Business Park and the surrounding residential areas, but the types of amenities proposed differ.

First, the residential structure that is on site that was constructed in 1947 and was used to house a bed and breakfast from the 1980s through the early 2000s, has sat in a state of disrepair for 15+ years. The structure was in the beginning phases of demolition/remodeling when the restaurateur abandoned the project. It is financially infeasible to repurpose the structure for commercial use at this point.

Second, the entirety of Sisters has grown substantially and on a micro-level the growth within the Sun Ranch Business Park and the adjacent residential areas has been equally robust. Sisters



has more than doubled in size from its 2007 population of 1700 to more than 3500 today. The SRTC property still has significant potential to attract workers and residents from those areas. However, the types of uses that generate such interest currently aren't contained in the current zoning district. By adding and clarifying uses permissible in the district, it provides better flexibility to develop the types of uses that will cater to locals and travelers. For instance, the "Park" use is proposed as a permissible use which allows the property owner to consider development of a dog park area or pickleball court both of which are popular activities.

The number of more traditional overnight accommodations such as hotel rooms, cabins and short-term rentals have increased substantially within the community. For instance, when the SRTC zone was created, many of the uses at Five Pine had not been developed. The GrandStay Hotel had not been developed. The vision for the SRTC focused on cabin-like structures to provide overnight accommodations.

Likely aided by the pandemic, travel behavior has changed. The increase in the number of people who travel by RV has increased substantially. RV ownership has increased 60% over the past 20 years with an increasing number of younger RV buyers<sup>4</sup>. Remote working abilities has also led to an increase in such travel as all that is needed to work remotely is an internet connection. An RV Park on the subject property would cater to that growing segment of the tourism market.

The proposed text amendments seek to provide consistency with other portions of the Sisters Development Code but also enjoy the flexibility such consistency provides. For instance, the proposed text amendments will add "Eating and Drinking Establishments" consistent with other districts in the SDC as opposed to the current zoning language that includes "Restaurant, bar and food services." This will allow the owners to propose various types of eating and drinking establishments from food carts to a tap house, to a more traditional restaurant or other similar use.

As documented in the City's Comprehensive Plan, the City's Economic Opportunities Analysis (EOA) and the Sisters Country Vision, tourism has been and will continue to be an economic driver for the community. The EOA explains that uses that attract tourists provide desirable amenities for locals as well.

The Sisters Country Vision states:

***As to its future economy, Sisters Country recognizes that tourism and the arts and recreational economies will continue to be a major source of its future prosperity<sup>5</sup>.***

The City's adopted EOA states the following:

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<sup>4</sup> <https://www.rvia.org/go-rving-rv-owner-demographic-profile>

<sup>5</sup> Sisters Country Final Vision Action Plan, page 6.

***The City of Sisters has developed a robust mix of lifestyle retail stores and restaurants, providing a strong base for ongoing development and a range of amenities that can support tourist activities. The amenities that tourism traffic supports are largely consistent with what is desirable to residents. Quality retail, restaurant, recreation, and hospitality tenants make a community an attractive place to live and work. Studies have shown that amenity-related supportive uses also benefit and attract residents and businesses.<sup>6</sup>***

The proposed text amendments will allow establishment of food and beverage, recreation and hospitality uses that drive visitor interest and local interest. In addition, the EOA identifies four strategies to pursue a prosperous economy. The first strategy reads as such:

***Strategy 1: Four-Season Tourism and Visitor Destination Encourage ongoing tourism and destination economy, with a focus on shoulder season and winter events. This supports the following target industries:***

- ***Leisure and Hospitality***
- ***Accommodation and Food Services***
- ***Retail Trade***

The proposed text amendments allow for various uses, such as a park or food services, that can be enjoyed year-round by residents and tourists. The uses proposed focus on leisure and hospitality, accommodation and food services. One use proposed, "RV Park" has the potential to be a year-round facility that will attract visitors to the city to enjoy the various amenities in the slower seasons as well. For instance, RVers could stay at the RV park on site while enjoying Nordic or alpine skiing in the vicinity during the day. This would allow such travelers to enjoy the outdoor recreation amenities outside of the city during the day while frequenting the city's various amenities in the evening.

Another fact that supports the proposed changes relates to the changing travel behaviors of tourists. Over the past decade, RV ownership has increased substantially and world events such as the COVID Pandemic have changed how people engage in tourism resulting in many new RVers. According to the Recreational Vehicle Industry Association (RVIA) RV ownership has increased 60% over the last 20 years with now more than 11 million families owning RVs<sup>7</sup>. Ownership amongst the younger generations (Millenials and Gen Z) represents a growing segment of the market. This is understandable based on changing perspectives on remote work and other advances that allow for flexibility in travel and work.

It is important to consider the economic impact of RVing. According to RVIA, RVing had a \$4 Billion annual impact on Oregon's economy including \$652 Million spent on RV campgrounds and travel (See Exhibit D). Further, the cost to travel via RV compared to traditional modes of travel (airline flights, rental cars, and hotel rooms) is much more affordable.

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<sup>6</sup> City of Sisters Economic Opportunities Analysis, Page 33.

<sup>7</sup> <https://www.rvia.org/go-rving-rv-owner-demographic-profile>

Allowing a more affordable method of visiting Sisters is in keeping with feedback from the study the City commissioned by EcoNorthwest in 2021, the Sisters Visitors Opportunities Study (Exhibit E). Visitors were surveyed about their attitudes on visiting Sisters. Amongst many findings, there were two key complaints identified in that study that support changes to the Tourist Commercial zone including the ability to permit the RV Park use – lack of affordability in general and the lack of affordable accommodations. An RV Park in the City would offer a more affordable form of overnight accommodations.

As part of due diligence efforts, the applicant conducted a brief market study of Sisters this past summer. The study revealed that in July of 2023, the cheapest hotel room in Sisters was \$249/night. On the other end of the spectrum, a visitor to Sisters can easily spend more than \$600/night on the higher end accommodations in the city. The Creekside Campground offers a variety of RV spaces at more affordable rates (\$55/night for a full hookup 50 amp site). That facility is very popular with occupancy rates close to 70% (with a limited ability to track reservations made by the remote kiosk on site). The addition of a year-round RV park provides another option for travelers that can stay in Sisters, recreate, and spend money in local businesses without incurring the cost of staying in one of the City's hotels. This added overnight accommodation within the city diversifies the offerings to potential visitors to Sisters.

The proposed text amendments provide additional flexibility that will allow the property owner to respond to the changing tourism market and develop the property in a manner that will contribute to one of the City's main economic development platforms, tourism. The information provided in this response provides a sound factual base which supports the proposed changes.

**POLICY 2.1.4**

***The City shall notify and engage partner organizations, residents, property owners, and businesses as part of processes to update and amend the City's Comprehensive Plan and Development Code.***

**POLICY 2.1.7**

***The City shall continue to explore opportunities to incorporate new regulatory approaches and other best practices to implement the Comprehensive Plan in a manner that can be administered effectively and efficiently.***

The applicant appreciates this opportunity to propose updates to the development code in keeping with Policy 2.1.4. Text amendments that allow property owners to respond to changing market conditions and travel behavior is an effective way to adjust the city's development code to deliver on the tourism economic development policy ambitions in the City's Comprehensive Plan, EOA and the Sisters Country Vision. The City's Comprehensive Plan contains a policy that is geared towards amending the portions of the development code that regulate residential development to respond to changing housing market realities (Policy 5.1.4).

It may be worth considering a similar policy related to commercial and industrial development standards.

Chapter 8 of the City's Comprehensive Plan contains numerous policies that support the proposed text amendment and the types of development that could result due to the focus on attracting tourist activity and the economic benefits associated.

**POLICY 8.1**

***The City shall maintain and enhance the appearance and function of the Commercial Districts by providing a safe and aesthetically pleasing pedestrian environment, encouraging mixed use development and unique design using the City's Western Frontier Architectural Design Theme.***

**POLICY 8.3**

***The City shall promote pedestrian scale developments in the commercial zones. Auto-oriented developments such as restaurants with drive-up windows will be discouraged, limited or prohibited in the Downtown area; in other areas, they shall be limited and managed to minimize their impacts.***

**POLICY 8.5**

***The City shall promote and incentivize mixed-use development within the Commercial Districts, and in transitional light- industrial areas such as the Sun Ranch and Three Sisters Business Parks (as previously noted in the findings), and small commercial uses and home occupation mixed with residential uses.***

**POLICY 8.18**

***The City shall strategically develop and continue to support the tourism and destination economy through strategies such as increasing the number of "shoulder season" (spring/fall) and winter events and attractions, including performances, festivals, retreats, educational speaker series, trainings, and outdoors sports tournaments.***

The applicant has proposed the text amendments to allow development of a mix of uses on site. The applicant is seeking to remove the requirement to adhere to a 1900s Rural Farm/Ranch House and to instead implement the 1880s Western Design Theme for commercial structures on the property. Although RV Parks require the use of automobiles, it is not an auto-oriented use like a drive-through. Nor is it an "auto-dependent use" as defined in section 1.3 of the SDC.

The applicant has contacted the City's Public Works Director regarding a bicycle/pedestrian connection on the south end of the property to connect to the newly constructed bicycle/pedestrian facilities that will be constructed as part of the E. Barclay Avenue

reconstruction project this summer. This will provide bike and pedestrian access from the site and into the core of the city.

The applicant contemplates an RV Park that will be open year-round which will attract winter visitors who can engage in the various winter recreational activities surrounding the city and enjoy the amenities offered in the city. The mix of uses permissible will allow development that can attract shoulder season visitors.

The City's EOA supports the continued focus on tourism-related sectors as a Target Industry. The proposed text amendments are geared to unlock the potential that this property holds in terms of its ability to develop with a mix of commercial uses that will attract visitors to the property and to enjoy (and spend money at) the various restaurants, breweries, distilleries, retail stores and other businesses in Sisters. The update of the Tourist Commercial zone is consistent with the City's Comprehensive Plan and will modernize the zoning district in a manner that will allow the zone to better deliver on the tourism-related economic ambitions in the city's economic development planning documents.

**3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.**

**RESPONSE:** The Text Amendment application is not seeking approval for a specific development on the property at 69013 Camp Polk Road. However, the subject property is within the City's UGB and is provided with the necessary sewer, water, and transportation infrastructure to serve the proposed uses in the SRTC zone based on the city's adopted capital facilities plans.

**SEWER:**

The City's adopted Wastewater System Capital Facilities Update (2016) analyzed the city's ability to provide necessary sewer service based on development that could occur within the existing zoning districts and forecast population growth. There are four sewer laterals serving the property from the City's 12-inch gravity sewer line in Camp Polk Road.

The City's 2016 sewer facilities update found "Most gravity lines appear to be sufficiently sized for 2035 flows with existing zoning and provide capacity for growth with the exception of the

main 18" gravity main and the 10" main that serves the Industrial Park, which may reach their capacity with increasing density of development and property annexations.<sup>8</sup> The property is not served by the 18" or 10" mains in the industrial park. The City's sewer system was sized appropriately to accommodate commercial level flows from the property. The proposed text amendments do not introduce new uses that exceed sewer needs of the uses permissible in the existing SRTC zoning district.

#### WATER:

There is an existing 1" water service connection to the subject property from a 12-inch water line in E. Barclay Avenue. The City's 2017 Water Capital Facilities Plan Update analyzed the city's ability to serve the community with water based on the existing zoning districts and forecast population through 2037. This analysis included the SRTC zoning for the property. Although the City has identified maintenance and capital projects to meet the needs of the growing community, the impacts from the commercial development of this site were factored into the system analysis. The City's water system has the capacity to serve this property. The exact size of the needed water service line and meter for future development of the subject property will need to be evaluated when such plans are developed.

#### TRANSPORTATION:

The City adopted a Transportation System Plan (TSP) update in 2021. Figure 4-3 from the TSP shows that the subject property has frontage on two collector roads, E. Barclay Drive on the south frontage and Camp Polk Road on the east property line. Per figure 3-3 from the TSP, Camp Polk Road contains a bicycle lane.

In discussions with City staff, the applicant is aware of the City's planned reconstruction of E. Barclay Drive as part of developing an Alternate Route to address Highway 20 congestion. That project will provide bicycle and pedestrian facilities along E. Barclay Drive. The City has indicated that vehicular access onto E. Barclay Drive will not be permitted, however, bicycle and pedestrian accesses from the subject property onto E. Barclay Drive are permissible.

The property contains enough linear frontage along Camp Polk Road to provide multiple access points in compliance with the city's access separation standards. The planned bicycle/pedestrian connection to E. Barclay and various opportunities for connections to Camp Polk Road will disperse trips in multiple modes and locations from the site.

The transportation impacts resulting from the proposed text amendments are analyzed in the attached Trip Generation & Transportation Planning Rule Analysis by Melissa Webb, PE with Lancaster Mobley transportation engineers (Exhibit F). Based on the trip generation analysis, the proposed new and clarified uses will not generate more trips than what can be developed under the current zoning (6000 square foot restaurant). As a result, the proposed text amendments do not introduce uses that will "adversely impact current levels of service provided to existing users."

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<sup>8</sup> Wastewater System Capital Facilities Update (2016), at 6-6

#### **4. Compliance with 4.7.600, Transportation Planning Rule (TPR) Compliance**

**RESPONSE:** The Trip Generation and Transportation Planning Rule Analysis provided by Melissa Webb, PE with Lancaster Mobley Engineers is attached as Exhibit F. The analysis compares the reasonable worst case scenarios from a trip generation standpoint comparing the trips that result from developing the property relying on the existing zoning allowances to trips resulting from the proposed new uses for the site (RV Park and Park). The analysis found that the trip generation potential from the existing zoning district language would produce a much higher volume of trips than the trips produced if the site were developed exclusively with the proposed new uses. Therefore, the proposal will not “degrade the performance of any planned or existing transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment.”<sup>9</sup>

##### **4.1.1000 Neighborhood Meetings**

**A. Neighborhood Meeting Requirement.** Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input and exchange information about the proposed development. In some cases, the Community Development Director or designee may require the applicant to meet with adjacent property owners or neighborhood representatives prior to accepting an application as complete.

**RESPONSE:** As detailed above, the applicant held a neighborhood meeting on Wednesday, January 10 at 5:00pm at the Sisters Coffee Company in Sisters. The applicant’s team presented a summary of the proposed text amendments, a brief history of the SRTC zone, and reasons behind the proposed amendments. Approximately 15 people attended the meeting. One question was asked relating to development timelines for the property.

#### **IV. CONCLUSION:**

The applicant has demonstrated consistency with state law, the applicable City Comprehensive Plan policies, and supporting documents. Further, the applicant’s proposed text amendments allow the property to better meet select economic development policies and ambitions identified in adopted City documents. For the reasons set forth herein, the proposed Text Amendments to the Sun Ranch Tourist Commercial zone and Chapter 1.3 of the Sisters Development Code warrant approval.

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<sup>9</sup> Webb, Melissa, Trip Generation & TPR Analysis Memo, page 7.

**Exhibit List**

**Exhibit A – Proposed Text Amendments (Track Changes)**

**Exhibit B – Proposed Text Amendments (Clean Version)**

**Exhibit C – Neighborhood Meeting Notice and Meeting Sign-In Sheet**

**Exhibit D – RVIA Oregon’s Annual Impact**

**Exhibit E - Sisters Visitors Opportunities Study**

**Exhibit F - Lancaster Mobley Trip Generation and Transportation Planning Rule Analysis**



**Chapter 2.12 –  
Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Applicability/Uses**
- 2.12.300 Permitted-Uses/Development Standards**
- 2.12.400 Lot-Requirements/Off-Street Parking**
- 2.12.500 Height Regulations**
- 2.12.600 Setbacks and Buffering**
- 2.12.700 Lot Coverage**
- 2.12.800 Off-Street Parking**
- 2.12.900 Landscape Area Standards**
- 2.12.1000 Special Standards for Certain Uses**
- 2.12.1100 Design Theme**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation destinations and to provide gathering places space and uses that attract for business travelers, tourists and the residents of the area members of the Sisters community alike. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.

**2.12.200 Applicability**

The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.

**2.12.300 200 Permitted Uses**

A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300-1 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being

listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.

B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.

C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." 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 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special-Use References
<b>Commercial</b>		
Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).	P <u>Maximum of 30 cottage units</u>	See <u>Section 2.12.1000</u>
<del>Lodging facilities</del> Hotel & Lodging Establishments.	P	-
<u>Bed and Breakfast Inn</u>	<u>P</u>	
<del>Office</del> <u>Hostel</u>	P	-
<del>Restaurant, bar and food services</del> <u>Eating and Drinking Establishments</u>	P <u>See section 2.5.300L</u>	-
<u>Short-term rentals</u>		

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Commented [JS1]: Do we just cover this with Hotel or lodging facilities?

Commented [JS2]: Not sure if I follow the use table for Hostel in the Highway Commercial district

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**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special-Use References
<del>Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.</del>	P	-
<del>Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc. Accessory retail uses limited to 800 square feet.</del>	P	-
Neighborhood Market	P <a href="#">See section 2.12.1000</a>	See <a href="#">Section 2.12.1000</a>
<del>Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.</del>	P	See <a href="#">Section 2.12.1000</a>
Multi-use trails and paths.	P	-
Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	-
<del>Docks, docks and other areas to provide enjoyment of the ponds.</del>	P	-
Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	P/CU	-
Cideries, Distilleries, Wineries and Breweries	P	-

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**Commented [JS3]:** Accessory Uses? Using the Webster's Definition for hotel, these would be considered "various personal services for the public."

**Commented [JS4]:** Meant to capture ability for bike rental or similar on site.

**Commented [JS5]:** Accessory Use

**Commented [JS6]:** Do we need this as a permitted use or is more of a site development item? Isn't this an accessory use?

**Commented [JS7]:** This is a bit dated - and a pavilion could be an accessory use.

**Commented [JS8]:** Accessory use.

**Commented [JS9]:** How is this dealt with in other districts?

**Commented [JS10R9]:** Community Centers and similar uses - might want to make consistent

**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
	<a href="#">See section 2.5.300L</a>	
<a href="#">RV Parks with TBD or less spaces, including caretaker's residence.</a>		
<a href="#">Recreation Facility, Private</a>	P	
Similar uses.	P <a href="#">See section 4.8 Code Interpretations.</a>	
Accessory uses.	P	-
<a href="#">Utility service lines.</a>	P	-
<b>Prohibited Uses</b>		
Auto-oriented dependent uses and drive-through uses.	P	
<a href="#">Telecommunications equipment, other than telecommunication service lines and cell towers.</a>	P	
<a href="#">Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300</a>	P	

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Key: P = Permitted SP = Special Provisions

MCU = Minor Conditional Use Permit CU = Conditional Use Permit

E. [Formula Food Establishments](#). The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

**2.12.400 [300 Lot Requirements Development Standards](#)**

Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements. The following property development standards shall apply to all land, buildings, and uses in the Sun Ranch Tourist Commercial District.

Table 2.12.2

<u>Development Standard</u>	<u>Tourist Commercial District</u>	<u>Comments/Other Requirements*</u>
<u>Minimum Lot Area</u>	<u>Lot size determined by spatial requirements for proposed use and associated landscaping and parking.</u>	
<u>Height Regulations</u>	<u>40 feet</u>	<u>Compliance with the requirements of the Runway Protection Zone is required.</u>
<u>Front Yard Setbacks</u>	<u>New buildings shall be at least 10 feet from property line.</u>	
<u>Side Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Rear Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Lot Coverage</u>	<u>No maximum lot coverage standard but must comply with landscape, parking and circulation standards.</u>	
<u>Buffering</u>	<u>Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site.</u>	

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<p><u>Landscaping</u></p>	<p>A minimum of 10 percent of the gross site area shall be landscaped according to section <u>3.2 Landscaping and Screening.</u></p>	
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**2.12.500 Height Regulations**

No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.

**Commented [JS11]:** Allows for three stories - or tall ceiling on first floor and a floor above (apartment or similar).

**2.12.600 Setbacks and Buffering**

All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less.

Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.

**A. Front Yard Setback**

New buildings shall be at least ten feet from the front property line except buildings and structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way.

**B. Side Yard Setback**

There is no minimum side yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way. Buildings shall conform to applicable fire and building codes.

**C. Rear Yard Setback**

There is no minimum rear yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way. Buildings shall conform to applicable fire and building codes.

**D. Buffering**

Any outside storage area (including trash/recycling receptacles) associated with a use on any site shall be buffered by masonry wall, site-obscuring fencing or other measures using materials that are compatible with the color and materials of the primary buildings on site.

**2.12.700 Lot Coverage**

There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.

**2.12.800-400 Off-Street Parking**

The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district ~~may be satisfied by off-site parking lots or garages~~ shall meet the standards in ~~per Chapter 3.3 – Vehicle and Bicycle Parking, Parking Location and Shared Parking, Parking requirements for uses are established by Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.~~ Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.

**2.12.900 Landscape Area Standards**

A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.

**2.12.1000 Special Standards for Certain Uses**

A. Neighborhood Market and Laundry Establishment

A neighborhood market and self-serve laundry establishment shall:

1. ~~Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.~~
2. ~~Such uses shall not operate past 10:00 p.m.~~
3. ~~Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 60 feet.~~
4. ~~Structures housing such uses shall not exceed 1000 square feet, excluding storerooms.~~

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B. Cottages

1. ~~A maximum of 30 cottage units are permitted in the Sun Ranch Tourist Commercial Zone.~~

**2.12.1100 Design Theme**

A— All structures proposed within the Sun Ranch Tourist Commercial district shall be consistent with the early 1900's Rural Farm/Ranch House design standards outlined below. Figures 2.12.1100 A and B provide illustrations of examples of architectural styles that are consistent with the theme.

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1. Era— Rural farm and ranches of the early 1900s.

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2. Architecture— Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.

3. Exterior Materials— Rough sawn boards and/or board and batten walls, rough stone and brick. Dimensional composition shingle roofs.

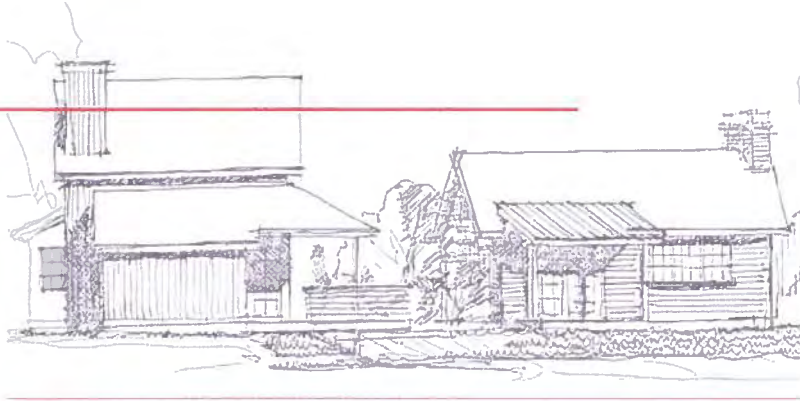
4. Roof Pitches— A majority of 8:12 pitched main roof forms, with 6:12 and 4:12 sheds.

Figure 2.12.1100 A

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Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

Lodging establishment - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

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**Chapter 2.12 –  
Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Uses**
- 2.12.300 Development Standards**
- 2.12.400 Off-Street Parking**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.

**2.12.200 Uses**

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 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 allowed in the TC District subject to special provisions are listed in Table 2.12.1 with a reference to the applicable Sisters Zoning Code standard.
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with a Conditional Use "CU." 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.

Land Use Category	Permitted/Special Provisions/Conditional Uses
<b>Commercial Uses</b>	
Hotel & Lodging Establishments.	P
Hostel	P
Eating and Drinking Establishments	P See section 2.5.300L

**DRAFT**

<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>
Neighborhood Market	P See section 1.3
Community Centers and similar uses	P
Cideries, Distilleries, Wineries and Breweries	P See section 2.5.300L
RV Park, including caretaker's residence.	P
Park	P
Similar uses.	P See section 4.8 Code Interpretations.
Accessory uses.	P
<b>Prohibited Uses</b>	
Auto-dependent uses and drive-through uses.	

**2.12.300 Development Standards**

The following property development standards shall apply to all land, buildings, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

<b>Development Standard</b>	<b>Tourist Commercial District</b>	<b>Comments/Other Requirements</b>
Minimum Lot Area	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	
Height Regulations	30 feet	Compliance with the requirements of the Runway Protection Zone is required.

**DRAFT**

Front Yard Setbacks	New buildings shall be at least 10 feet from property line.	
Side Yard Setbacks	No minimum side yard setback.	
Rear Yard Setbacks	No minimum side yard setback.	
Lot Coverage	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	
Buffering	Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site. See Section 3.2, Landscaping and Screening.	

**2.12.400 Off-Street Parking**

The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter [3.3 – Vehicle and Bicycle Parking](#).

**DRAFT**

**Chapter 1.3 – Definitions**

The following definition is proposed for section 1.3 of the Sisters Development Code as part of the text amendment for the Sun Ranch Tourist Commercial District. It is proposed to provide clarity on what types of development or structures qualify as lodging establishments to remove uncertainty.

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

Lodging establishment - any hotel, motel, resort, building, structure, or other habitable space that is used to provide sleeping accommodations to the public for charge.

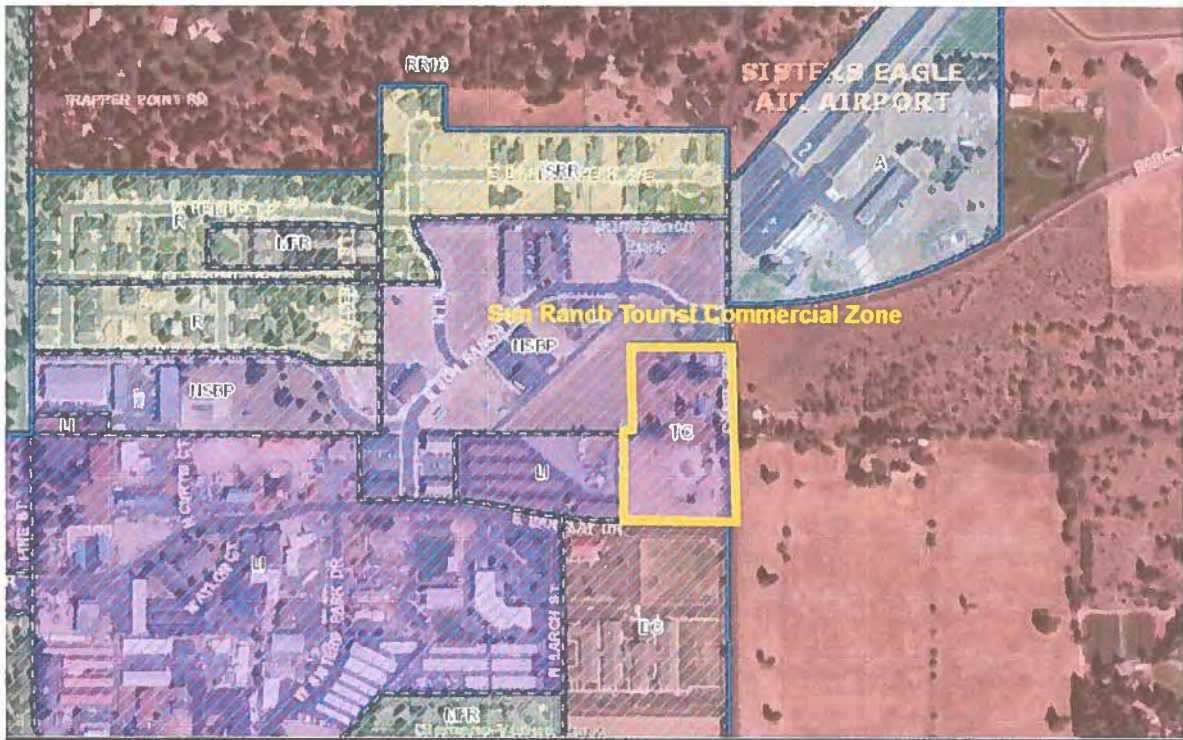
### Neighborhood Meeting Notice

A neighborhood meeting will be held to discuss proposed text amendments to section 2.12 of the Sisters Development Code, the Sun Ranch Tourist Commercial Zone and section 1.3, Definitions.

**WHEN/WHERE:** The meeting will be held at Sisters Coffee Company at 273 W Hood Avenue, Sisters, 97759 on Wednesday, January 10, 2024, at 5:00pm.

**PROPOSAL:** Text Amendments to Chapters 1.3 (Definitions) and 2.12 of the Sisters Development Code (Sun Ranch Tourist Commercial Zone). The amendments clarify what types of uses are permitted within the Sun Ranch Tourist Commercial Zone and to permit additional uses within the Sun Ranch Tourist Commercial Zone.

**PROPERTY LOCATION:** The Sun Ranch Tourist Commercial zone is located at the northwest corner of Camp Polk Road and E. Barclay Avenue and is shown outlined in yellow on the map below:



The Sun Ranch Tourist Commercial Zone applies to roughly 6.20 acres of property described as:

- 15-10-04, Tax lot 1101 (69013 Camp Polk Road)
- The southern 100+/- feet of tax lot 1900 on Map 15-10-04BD (575 E Sun Ranch Drive)
- The southern 100+/- feet of tax lot 1901 on Map 15-10-04BD (No address)

**OWNER:** Lake House Inn, LLC, 160 S. Oak Street, #147, Sisters, OR 97759

The Text Amendment application is proposed to clarify what types of uses are permitted within the Sun Ranch Tourist Commercial Zone, add specific uses that will be permissible in the zone, remove specific uses permissible in the zone, and edit for consistency with other sections of the Sisters Development Code. The proposed amendments are aimed at modernizing the zoning district language while staying consistent with the purpose of the zone (including uses that cater to tourists and local community members).

***Please note, this Text Amendment application seeks only to approve the proposed text changes to the Sisters Development Code. The application does not seek approval of any specific development proposal for the zone or the applicant's property.*** A future site design review application and associated building permits will need to be approved by the city of Sisters prior to any specific development on site.

Attached is a draft copy of the proposed amended version of the Sun Ranch Tourist Commercial Zone, and a draft copy of the proposed amendment to section 1.3, Definitions within the Sisters Development Code. To view the current Sun Ranch Tourist Commercial Zoning district please visit the following URL:

<https://www.codepublishing.com/OR/Sisters/#!/SistersDevCode02/SistersDevCode0212.html#2.12>

The neighborhood meeting will allow the property owners and their consultant team to present the proposed text amendments. There will be an opportunity for community members to ask questions about the proposed text amendments and associated items. The owner will submit an application for the text amendments to the city of Sisters for review following the neighborhood meeting.





# RVs

☆☆☆ Move America ☆☆☆

☆☆☆☆☆☆☆☆☆☆

## A \$140 BILLION AMERICAN INDUSTRY

### OREGON'S ANNUAL ECONOMIC IMPACT

# \$4 Billion



**\$3 Billion**  
RV Manufacturers & Suppliers



**\$866 Million**  
RV Sales & Services



**\$652 Million**  
RV Campgrounds & Travel

### SUPPORTS



**1,395**  
Businesses



**20,529**  
Jobs



**\$1 Billion**  
Wages



**\$482 Million**  
Taxes Paid



**18,628**  
RVs Produced



**\$559 Million**  
In Retail Value

# RVs

☆☆☆ Move America ☆☆☆

☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

## A \$140 BILLION AMERICAN INDUSTRY

### ANNUAL ECONOMIC IMPACT



**\$74 Billion**

RV Manufacturers & Suppliers



**\$31 Billion**

RV Sales & Services



**\$36 Billion**

RV Campgrounds & Travel

### SUPPORTS



**31,540**  
Businesses



**678,114**  
Jobs



**\$48 Billion**  
Wages



**\$14 Billion**  
Taxes Paid



**600,000**  
RVs Produced



**\$559 Million**  
In Retail Value

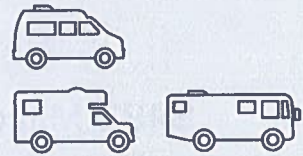
### 65 MILLION AMERICANS PLAN ON GOING RVING IN THE NEXT YEAR



#### TOWABLE



#### MOTORIZED



# Sisters Visitor Opportunities Study Survey Results

**ECONorthwest**  
ECONOMICS • FINANCE • PLANNING



# Survey Summary

**ECON**Northwest

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# Survey Dates

EXHIBIT C

Survey Opened  
**August 12, 2021**

Survey Intercepts Conducted  
**Fri, August 13 – Mon, August 16, 2021**

Survey Closed  
**September 8, 2021**

- Intercept sites included:
  - Local **restaurants and shops** (Three Creeks Brewery, Sisters Coffee, Sisters Bakery)
  - **Trails, trailheads and rec sites** (Peterson Ridge, Wychus Creek, Three Creek Lake, Suttle Lake)
  - **Black Butte Ranch and Camp Sherman**
- Online distribution via email lists and social media:
  - **Creekside Campground, Sisters Folk, Quilt Festival, others**



## SISTERS AREA VISITOR STUDY

Thank you for visiting the Sisters area!  
The community of Sisters and its regional stakeholders would like to learn more about your experience as a visitor.

Please scan this QR code—or visit the link below—to take our 10-minute survey to provide feedback about your trip.

Your responses will help the community of Sisters improve the visitor experience, plus you can enter to win an overnight stay at the GrandStay Hotel in Sisters and other awesome gift cards!



Please take this survey by September 6, 2021  
<https://www.surveymonkey.com/r/XXG00Y7>

This survey is being conducted by ECONorthwest on behalf of Crosscurrent Collective and the Sisters Destination Management project team that includes:

City of Sisters

Sisters Chamber of Commerce

Sisters Country Economic Development

Central Oregon Visitors Association

U.S. Forest Service



Please take this survey by September 6, 2021  
<https://www.surveymonkey.com/r/XXG00Y7>

# Survey Card



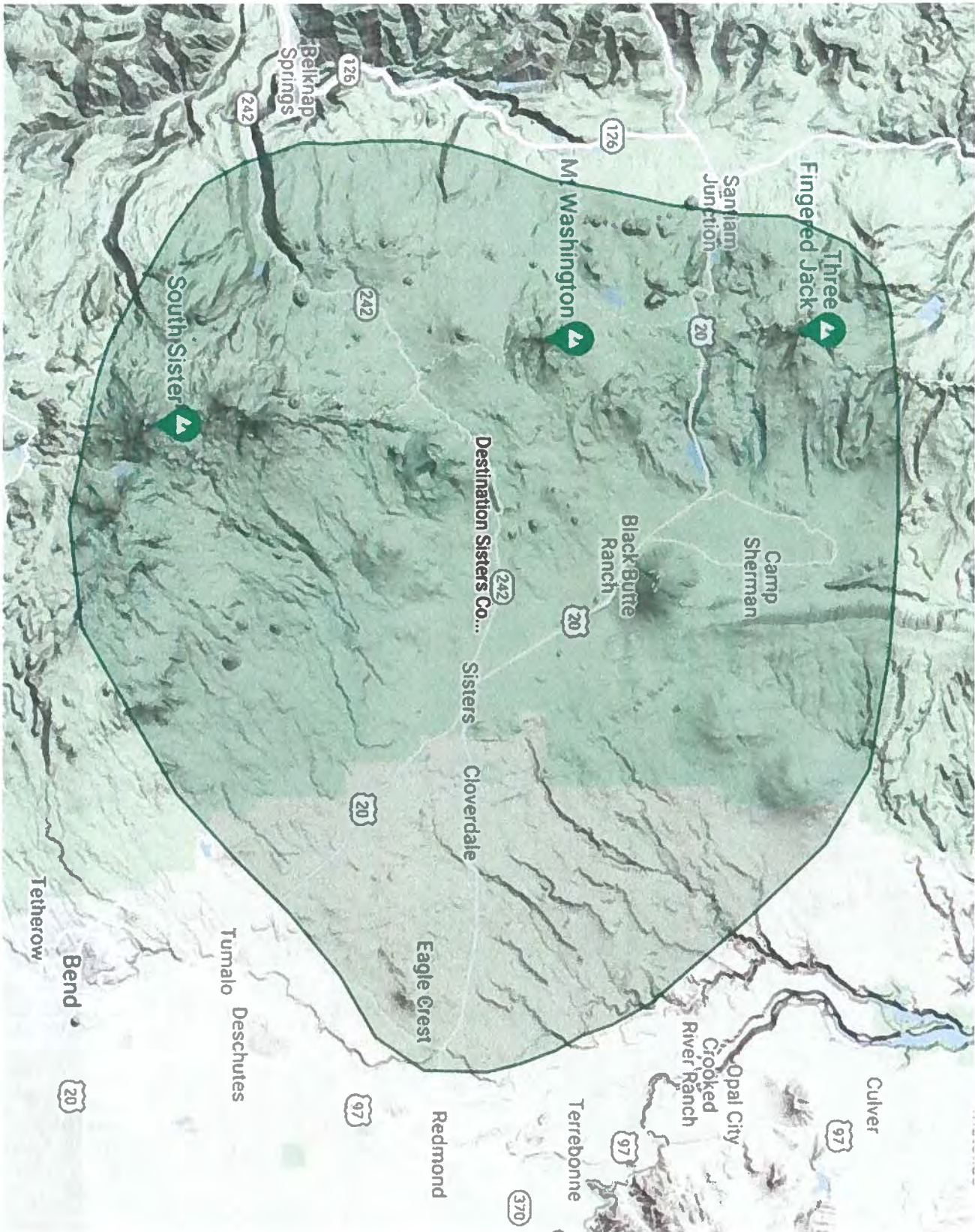
## **Sisters Visitor Opportunities Study**

### **Trip Overview**

1. Are you:

- A permanent resident of the Sisters area (Sisters, Black Butte, Camp Sherman)
- A temporary or seasonal resident of the Sisters area
- A visitor to the Sisters area





# “Sisters Area”

# Survey Response Rates

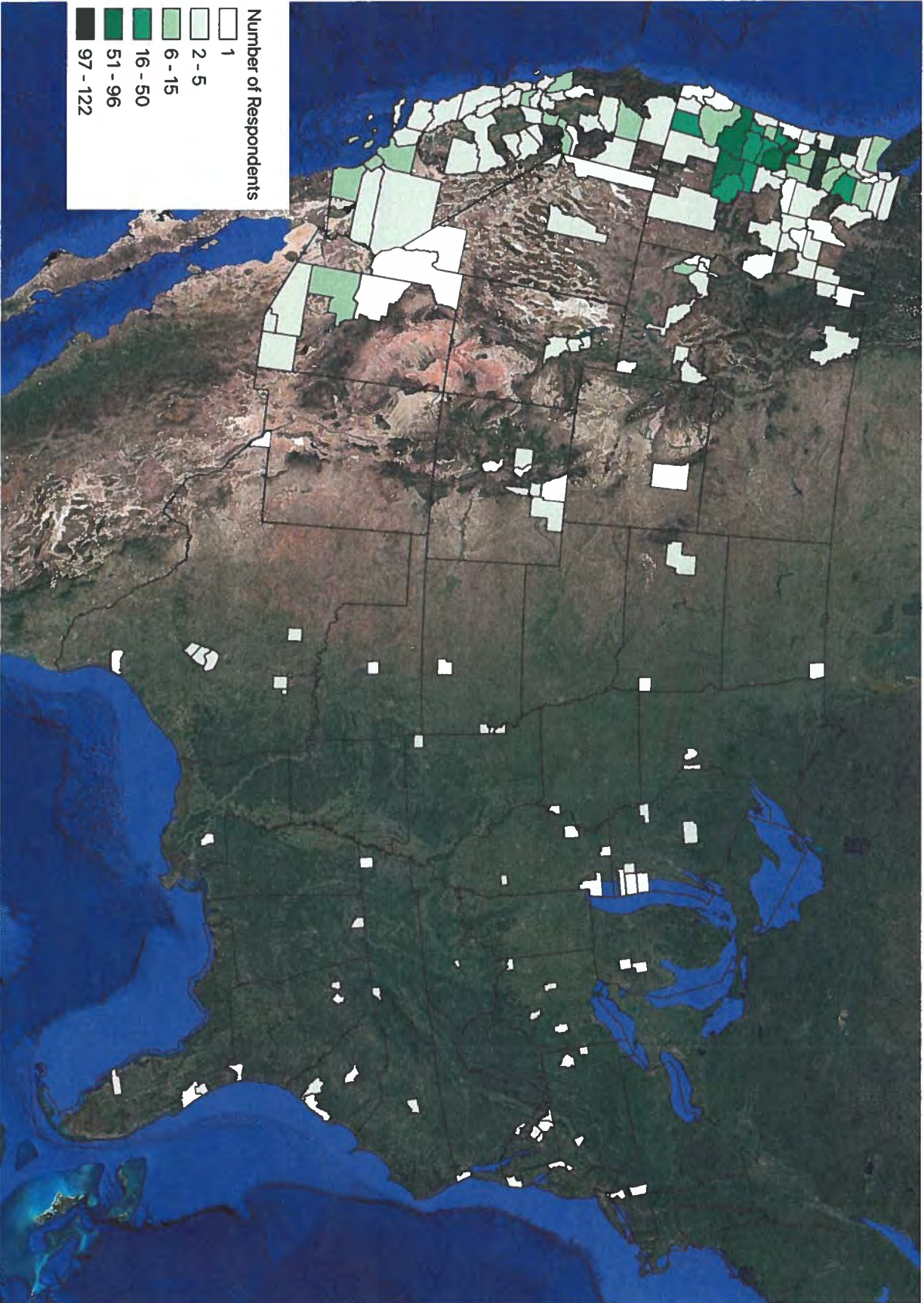
EXHIBIT C

<b>Total respondents:</b>	<b>1,470</b>
▪ <i>Total collected on-site:</i>	<b>259</b>
▪ <i>Total collected online:</i>	<b>1,211</b>
▪ <i>Incomplete surveys:</i>	<b>(207)</b>
<b>Total completed surveys:</b>	<b>1,263</b>

## Notes and Caveats:

- Majority of respondents were from events (folk festival, quilt show) and Creekside CG.
- Survey includes visitors to Sisters within previous 3 years.
- Visitor characteristics and motivations for festival, event, and campground visitors are different. Results from both the on-site only and full surveys are presented here.

# Where Did Respondents Visit From?



# Survey Respondents by State/County

EXHIBIT C

## Total Responses by State/Region

Oregon:	721
Washington:	171
California:	140
Other western states:	90
Midwest:	34
South:	26
East:	24

### Top 5 counties:

- Multnomah County (122)
- Clackamas County (96)
- Deschutes County (80)
- Washington County (73)
- Lane County (58)



# Survey Results

# **ECON**orthwest

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# Key Findings: Overall Summary

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Visitors to Sisters are in general highly satisfied with their experience, but we find several key areas for improving visitor experience and encouraging repeat visits.

**Visitor profile:** Visitors tend to be older, traveling without children, on 3-4 night destination vacations staying with friends/family or vacation rentals.

**Most popular activities:** Restaurants, hiking, shopping, breweries, and visiting parks/natural areas are the most popular activities.

**Recreation sites:** McKenzie Pass/Santiam Pass Scenic Byway, Suttle Lake/Scout Lake, Three Sisters Wilderness, Smith Rock, Black Butte and Metolius River are the most popular recreation sites.

**Most important factors for visiting:** Scenic beauty, relaxation, and local dining were rated most important factors to visitors when deciding whether or not to visit.

**What visitors disliked:** Traffic, lack of availability of restaurants and accommodations, and affordability were among main complaints deterring people from visiting the area more.

**What visitors liked:** Restaurants/food, scenic beauty, events, and time spent with family were most common positive feedback from visitors.

**Future visits:** Most visitors are likely to return and would plan future visits of 3-5 nights. Not many are thinking of Sisters for a longer vacation (6+ nights).

**Why would they choose not to return?** Distance, cost and crowding are among main reasons people would choose not to visit again.

# On-Site Respondents vs. All Respondents

EXHIBIT C

*Note, we assume that on-site surveys provide a more accurate representation of the average visitor to Sisters compared to the online sample, which was heavily weighted towards event and campground visitors. The on-site sample includes visitors intercepted in-person, and those who picked up a survey card at a local business.*

*In the summary analyses that follow, we use the on-site subsample (n=212) to describe visitor characteristics and activity participation, and the full sample (n=1263) to describe visitor satisfaction, trip planning, and written feedback. Graphic results for both the on-site subsample and full sample are included for each quantitative survey question in this presentation.*



# Section I: Visitor Overview



# Visitor Overview

EXHIBIT C

Visitors primarily stayed in Sisters or Black Butte

Staying with family and friends is the most common type of accommodation.

Only 27% of visitors stayed at a hotel, motel or resort.

About 25% stayed at a private rental and 20% of visitors camped.

Sisters was a destination trip, rather than a stopover on a trip to another destination for 56% of visitors.

Most travel by car or camper/RV, but other travelers, such as bikers and PCT hikers, are common.

Visitors tend to be older, traveling without children, on 3 to 4-night vacations.

# Visitor Overview

EXHIBIT C

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PROJECT RECORD

<b>Average Group Size</b>	<b>3.2</b>
Number of Adults	2.6
Number of Children	0.6
Percent of Visitors Traveling with Children	28%
<b>Percent of Visitors on Overnight Trips</b>	<b>71%</b>
Average Length of Overnight Trips	3.8 nights
<b>Percent of Visitors on Day Trips</b>	<b>29%</b>
Average Length of Day Trips	4.6 hours

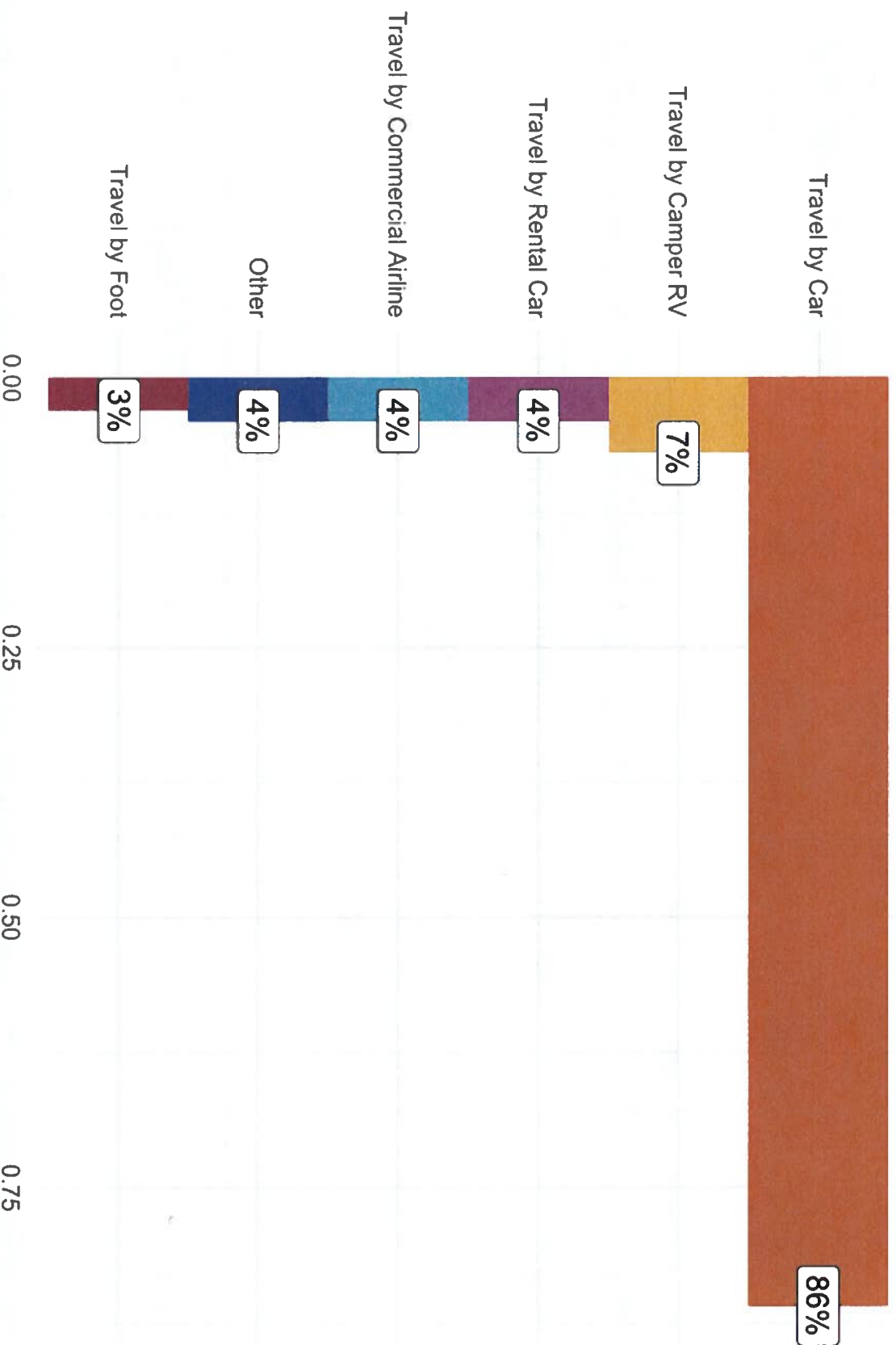
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

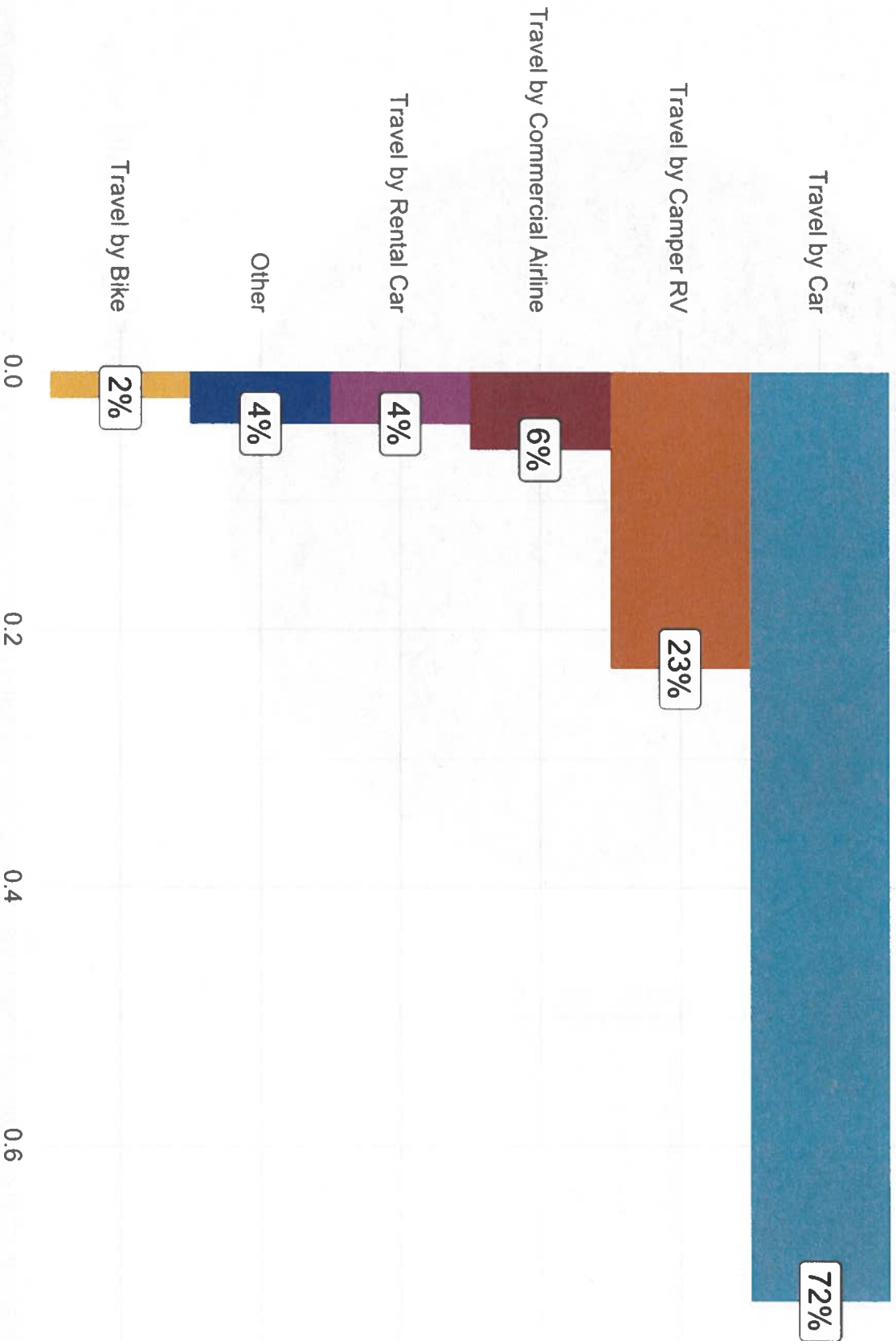
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### How Visitors Traveled to Sisters Area



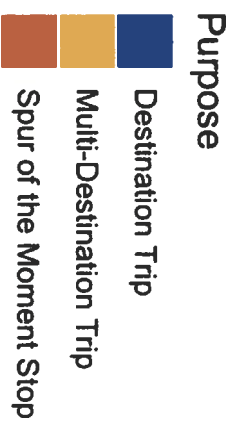
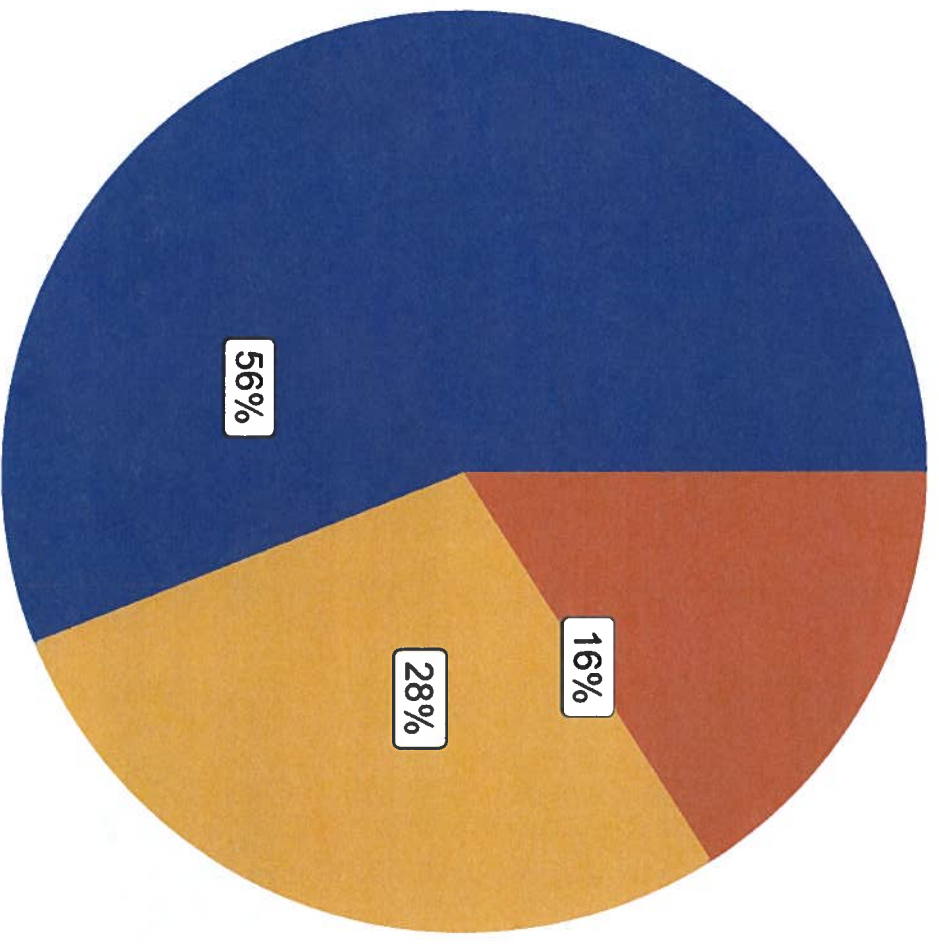
On-site visitors only, n = 212

## How Visitors Traveled to Sisters Area



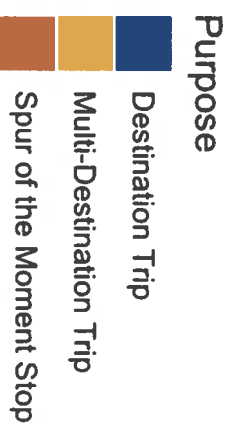
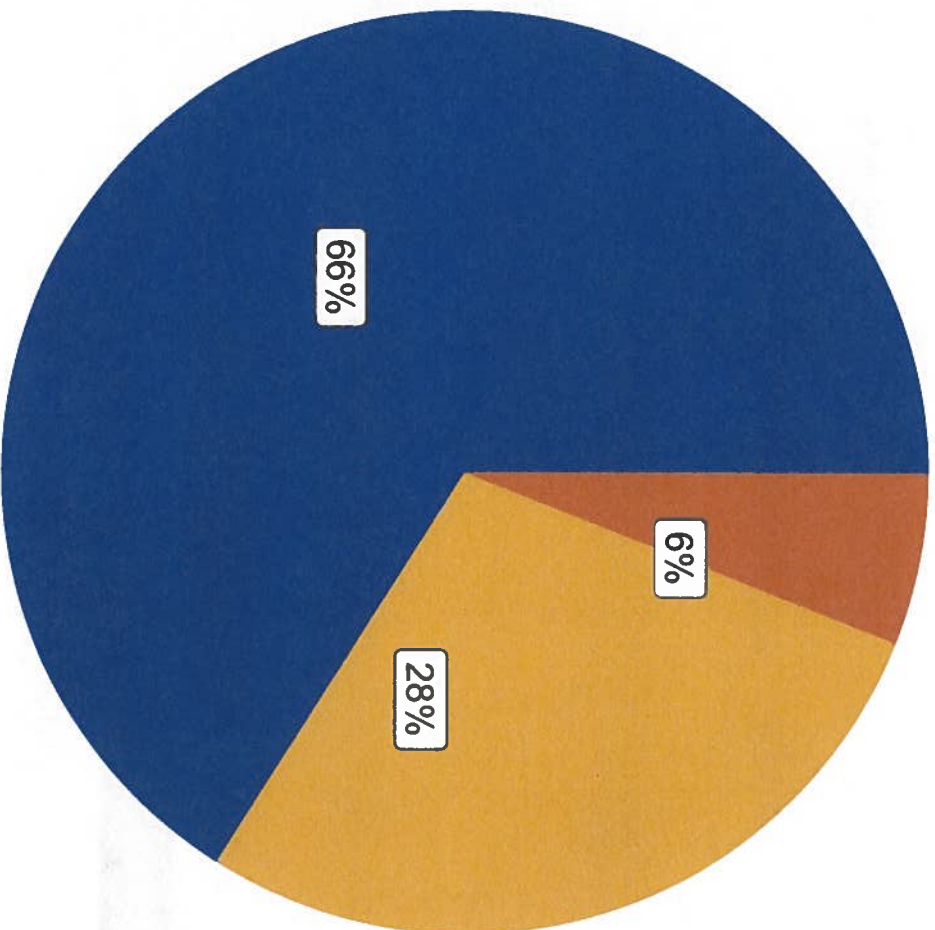
All visitors, n = 1263

## Was Sisters a Destination Trip?



On-site visitors only, n = 212

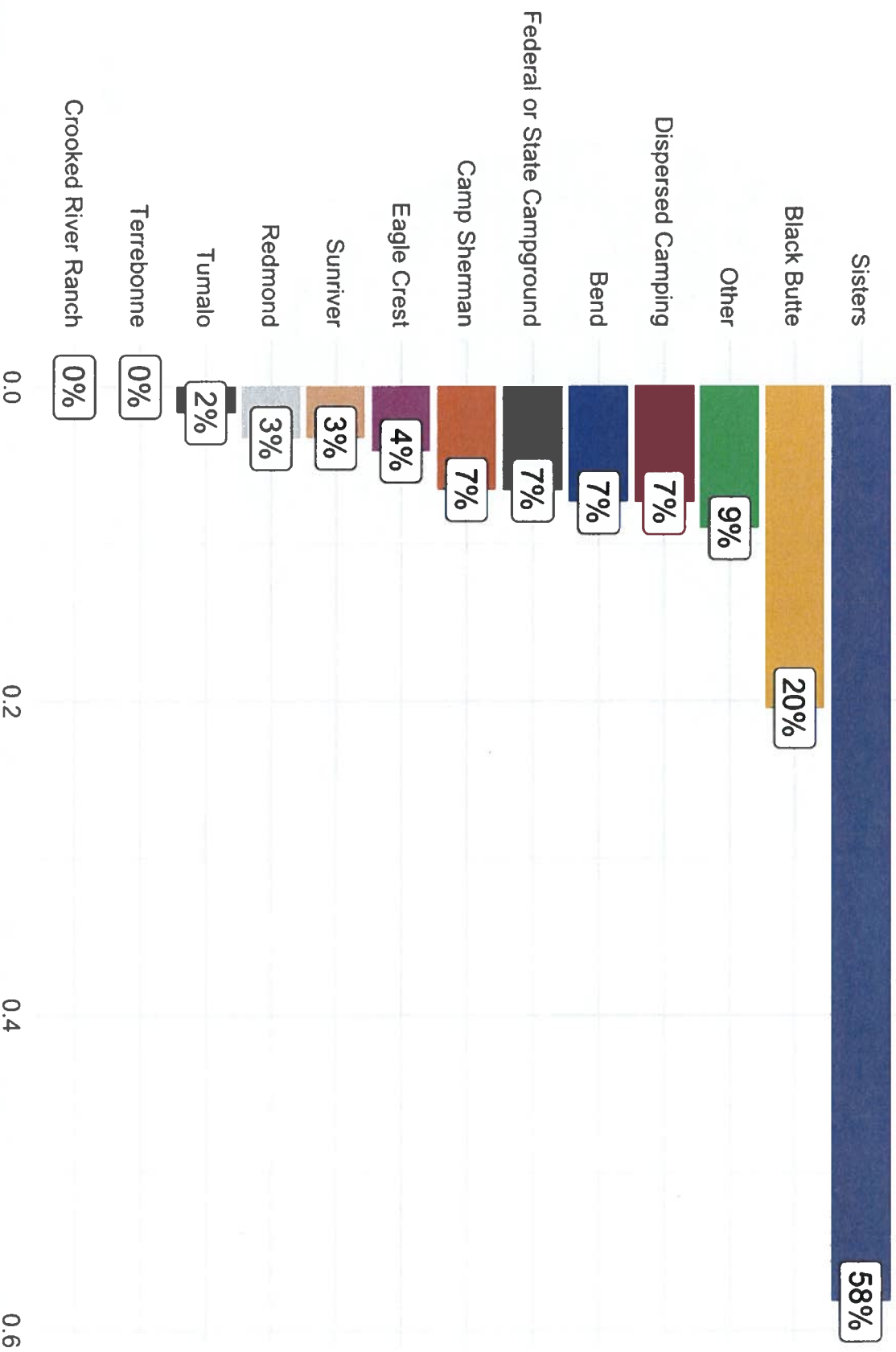
## Was Sisters a Destination Trip?



All visitors, n = 1263

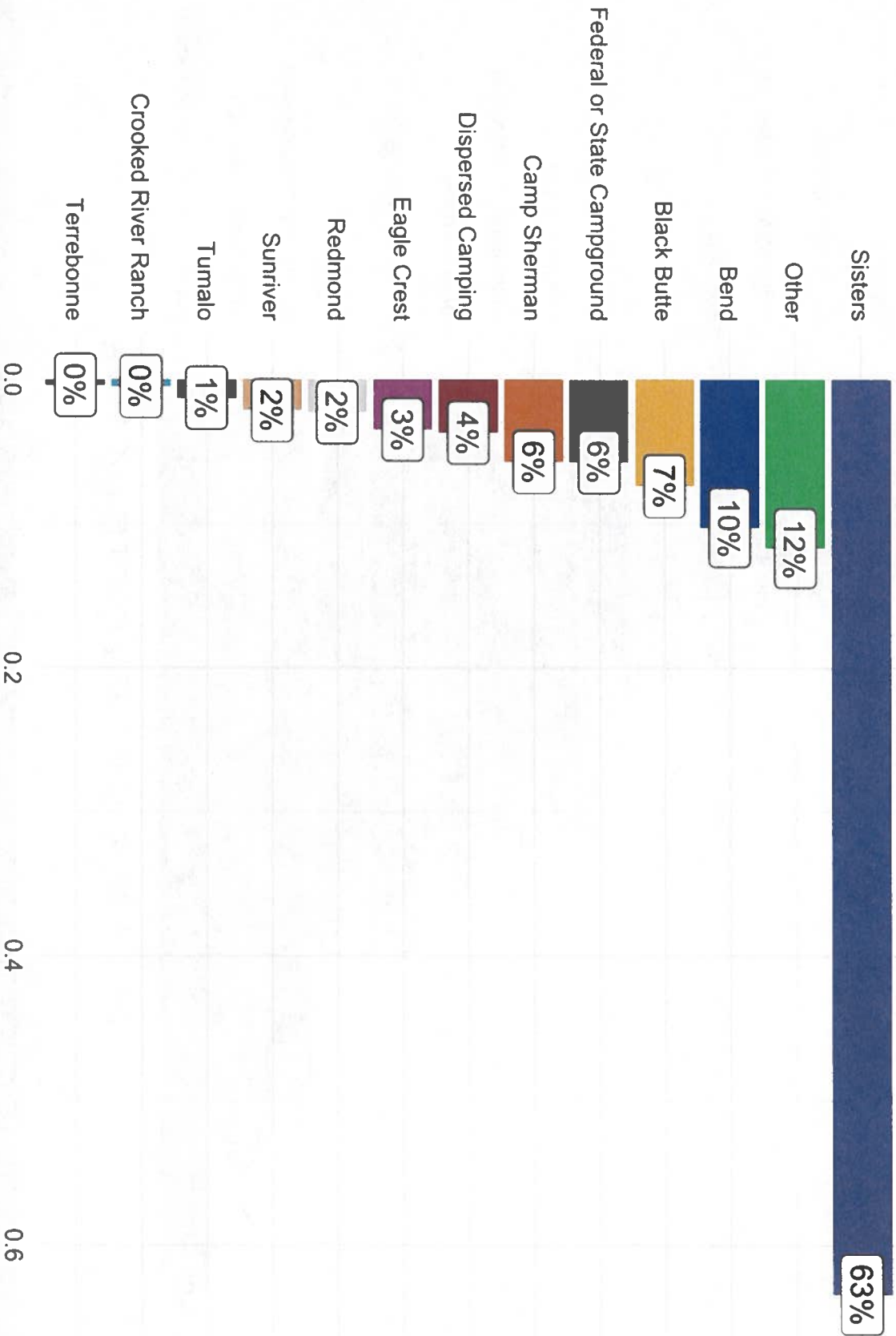
# Visitor Overview

### Places Stayed Overnight



On-site visitors only, n = 212

## Places Stayed Overnight



All visitors, n = 1263

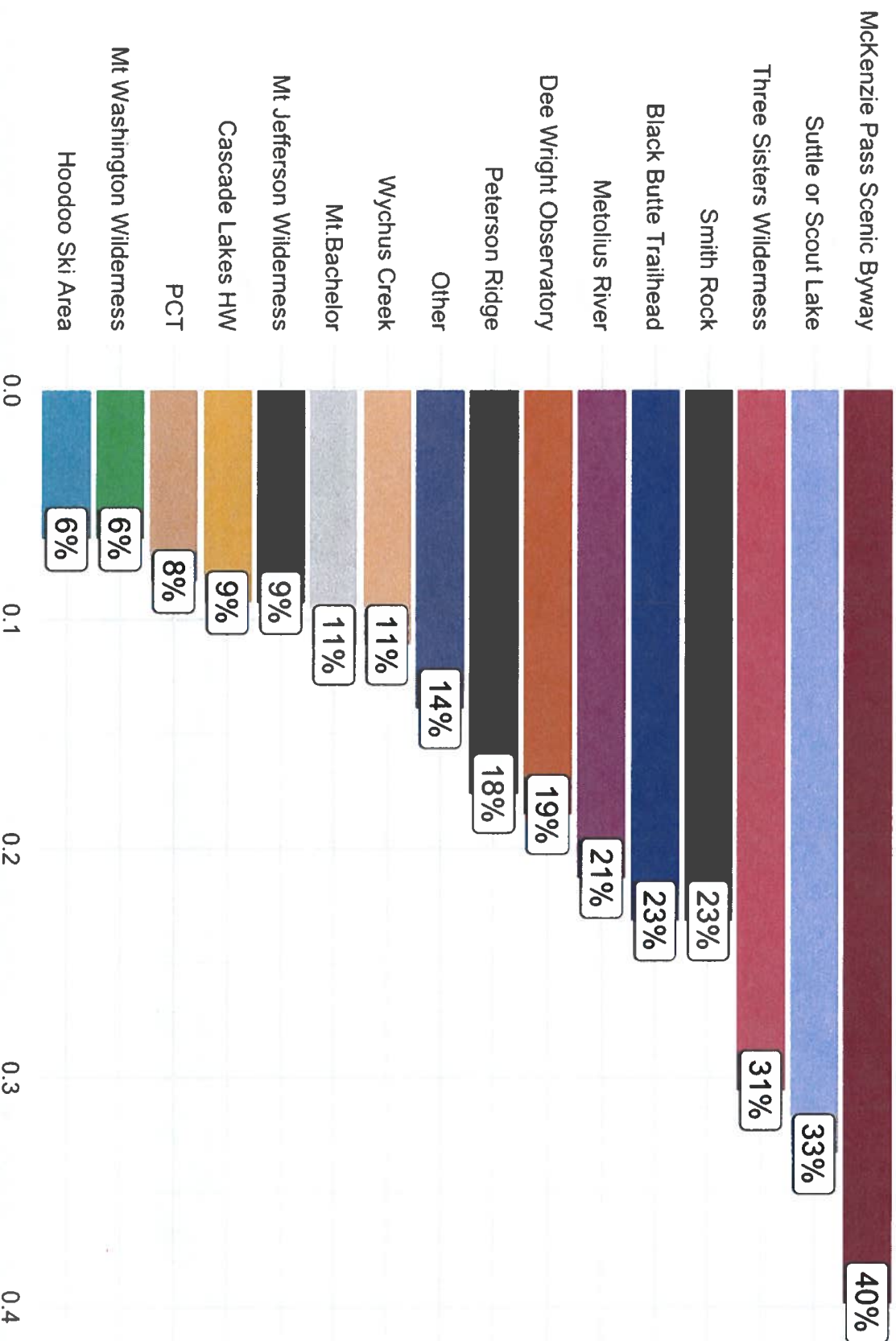


# Visitor Overview

EXHIBIT C

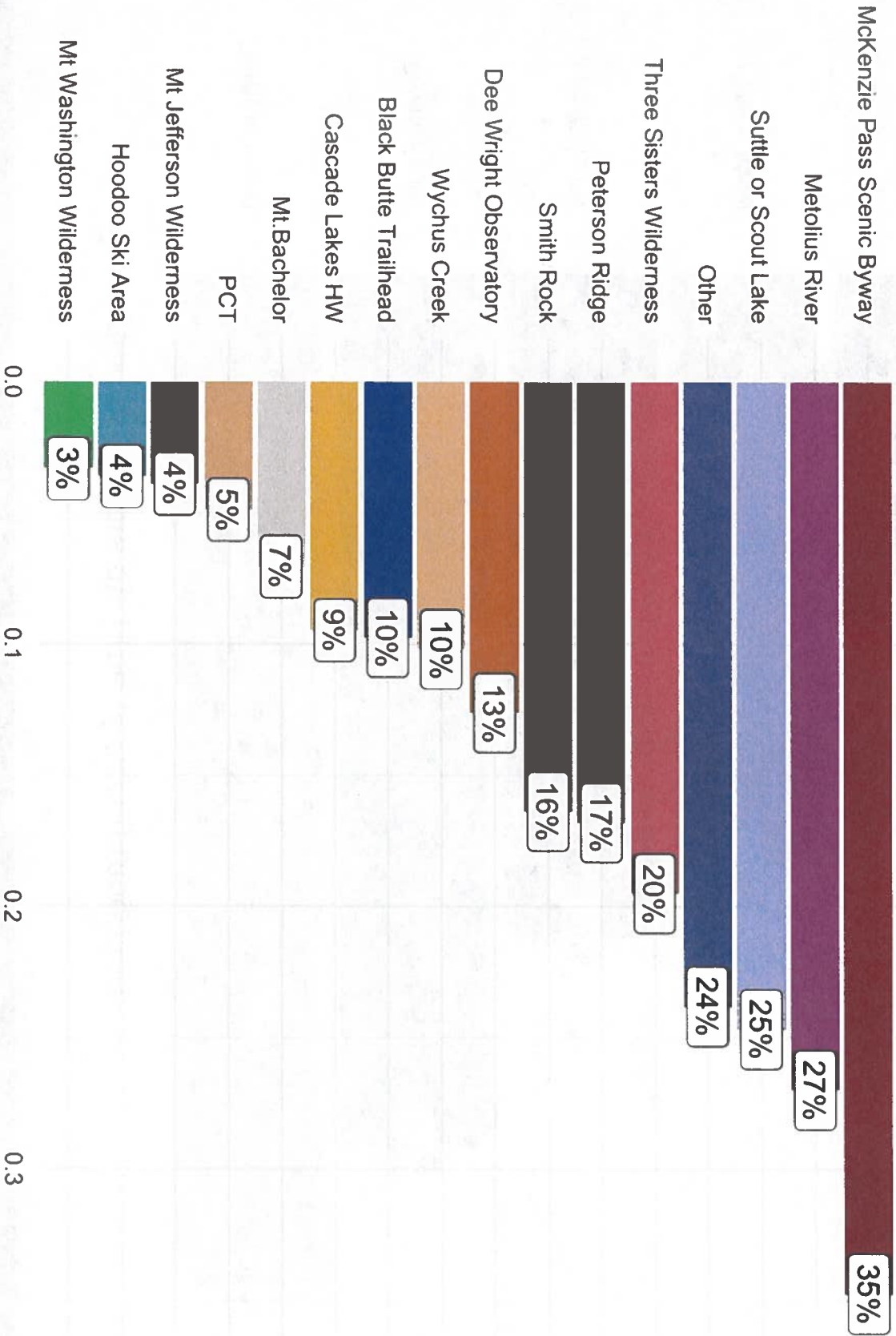
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Parks and Outdoor Recreation Sites Visited



On-site visitors only, n = 212

## Parks and Outdoor Recreation Sites Visited



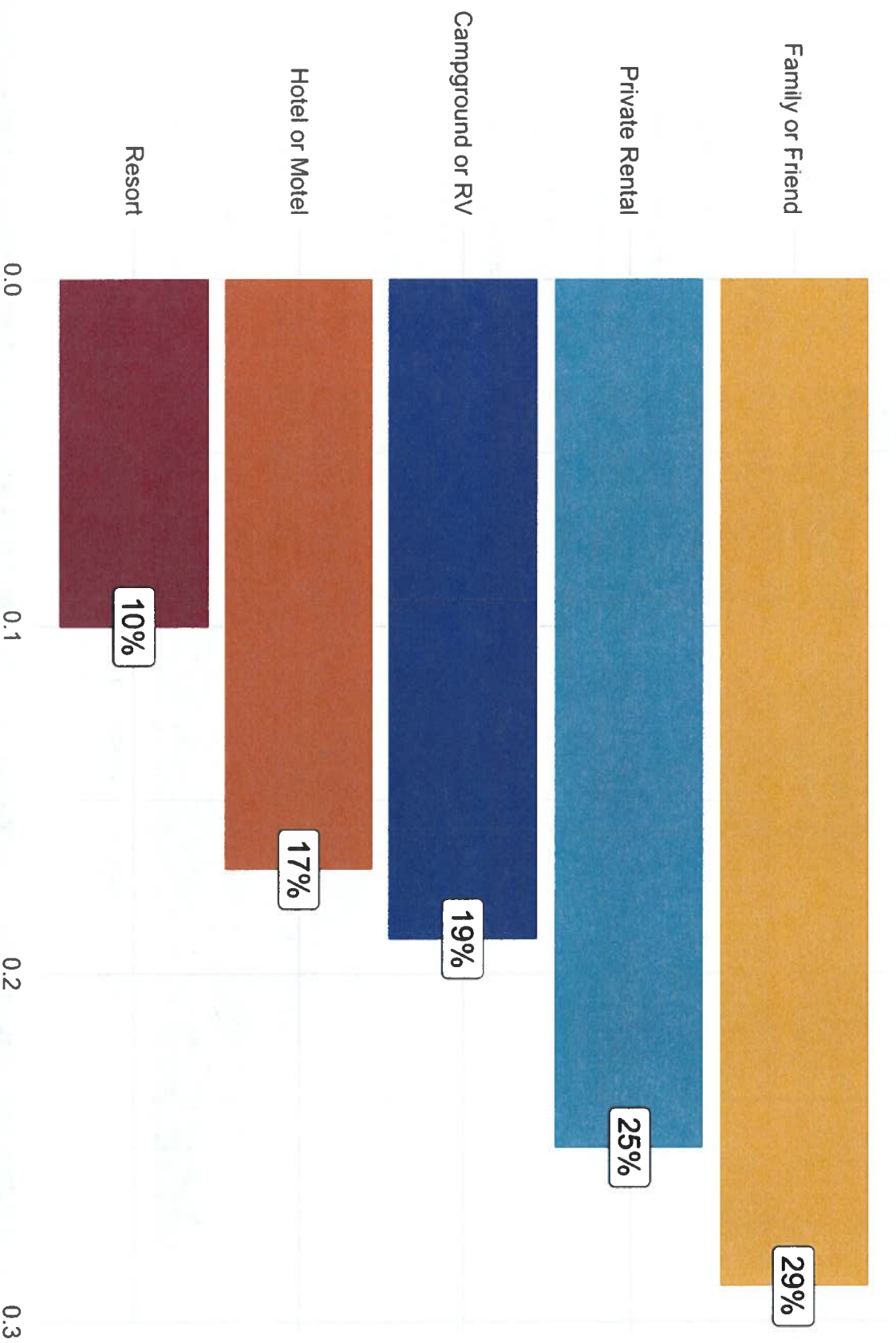
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

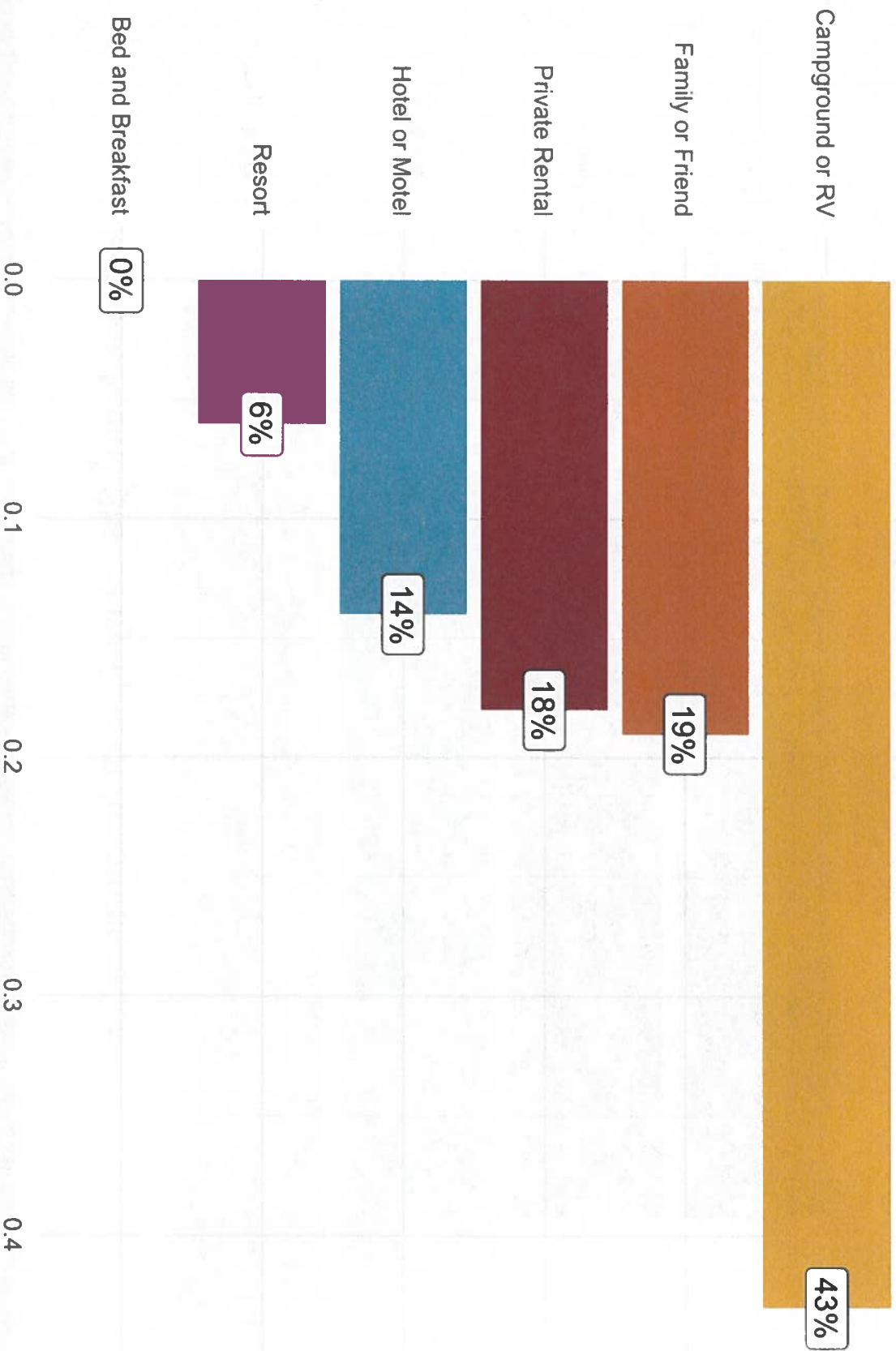
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PROJECT RECORD

### Proportion of Visitors by Type of Accommodation



On-site visitors only, n = 212

### Proportion of Visitors by Type of Accommodation



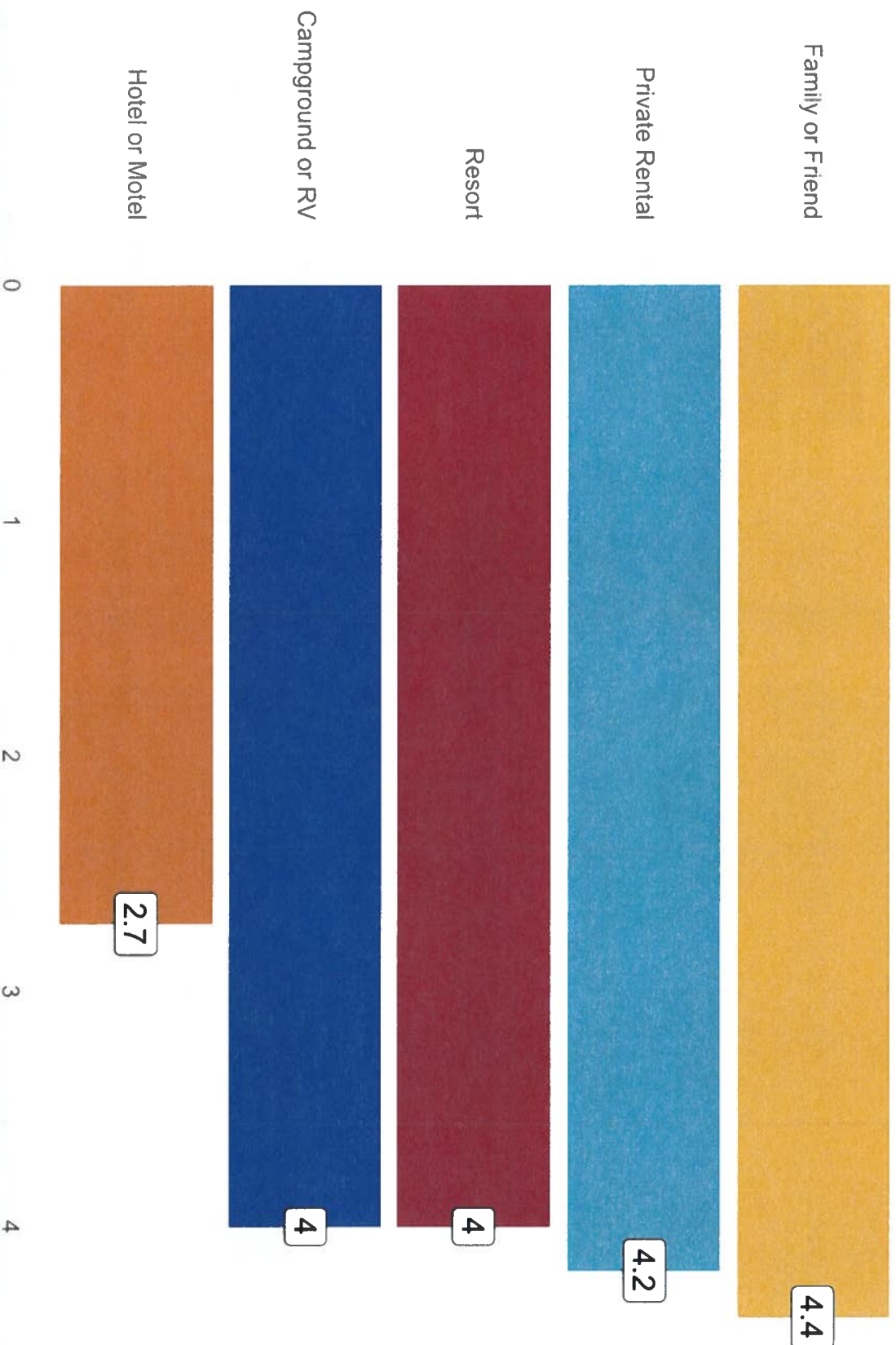
All visitors, n = 1263

# Visitor Overview

EXHIBIT C

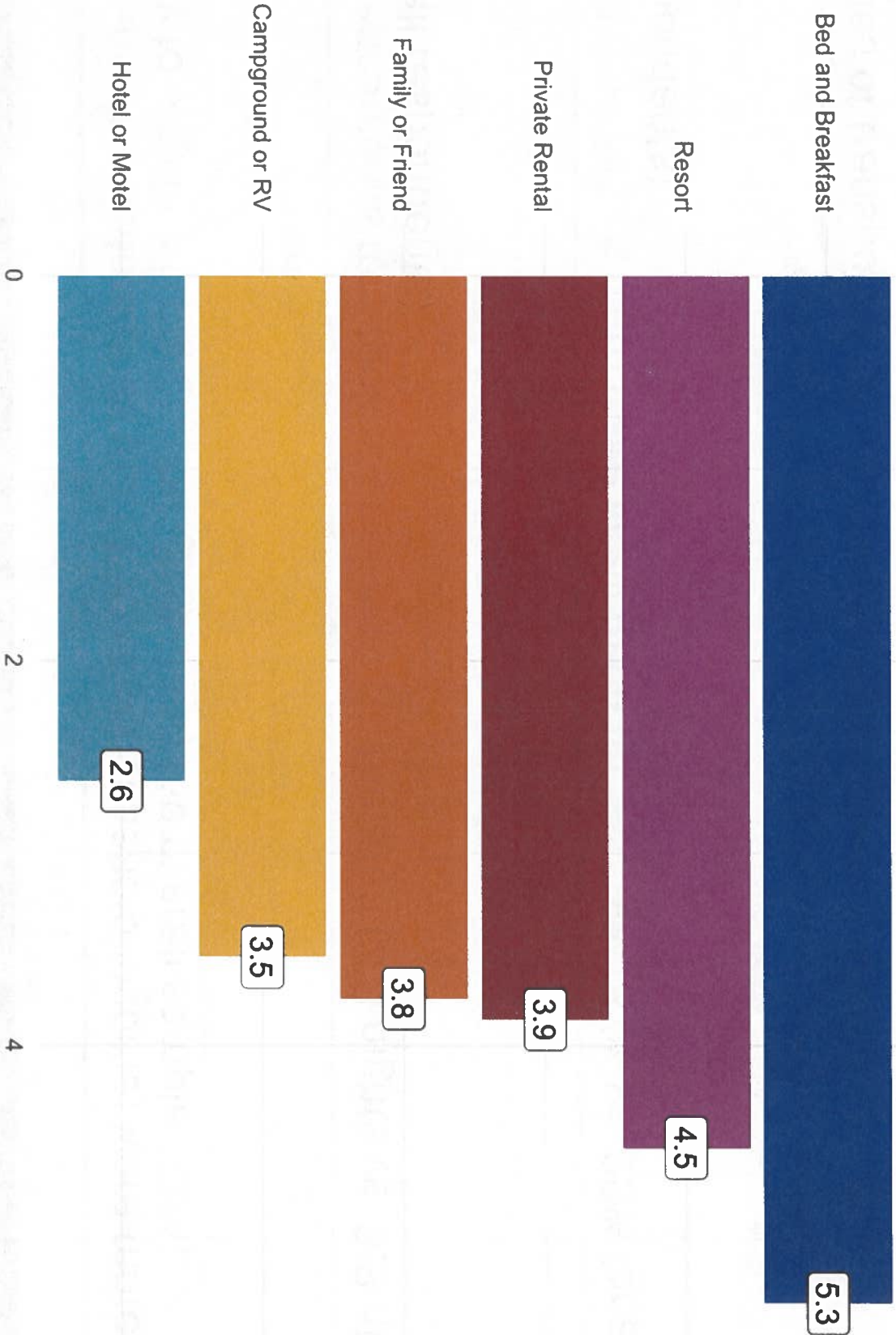
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PROJECT RECORD

Average Nights Stayed by Type of Accommodation



On-site visitors only, n = 212

## Average Nights Stayed by Type of Accommodation



All visitors, n=1263

# Differences by Visitor Demographics

EXHIBIT C

**Low-income visitors** (less than \$50,000 household income) were **more likely to stay in a campground** (36%) than the overall sample (19%).

**Low-income visitors** took **shorter visits** to the area (3.3 nights vs. 3.8 night for all respondents).

**Nonwhite visitors** were **more likely to be on day trips** (37% vs. 29% for all respondents).

Modes of transportation were similar across all races and incomes.

*(Note: statistical significance of differences across groups was not tested.)*



# Section II: Visitor Activities and Satisfaction

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# Visitor Activities

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Primary reasons for visiting Sisters area:

*Outdoor Recreation: 45%*

*Dining: 23%*

*Visit family, friends, relatives: 21%*

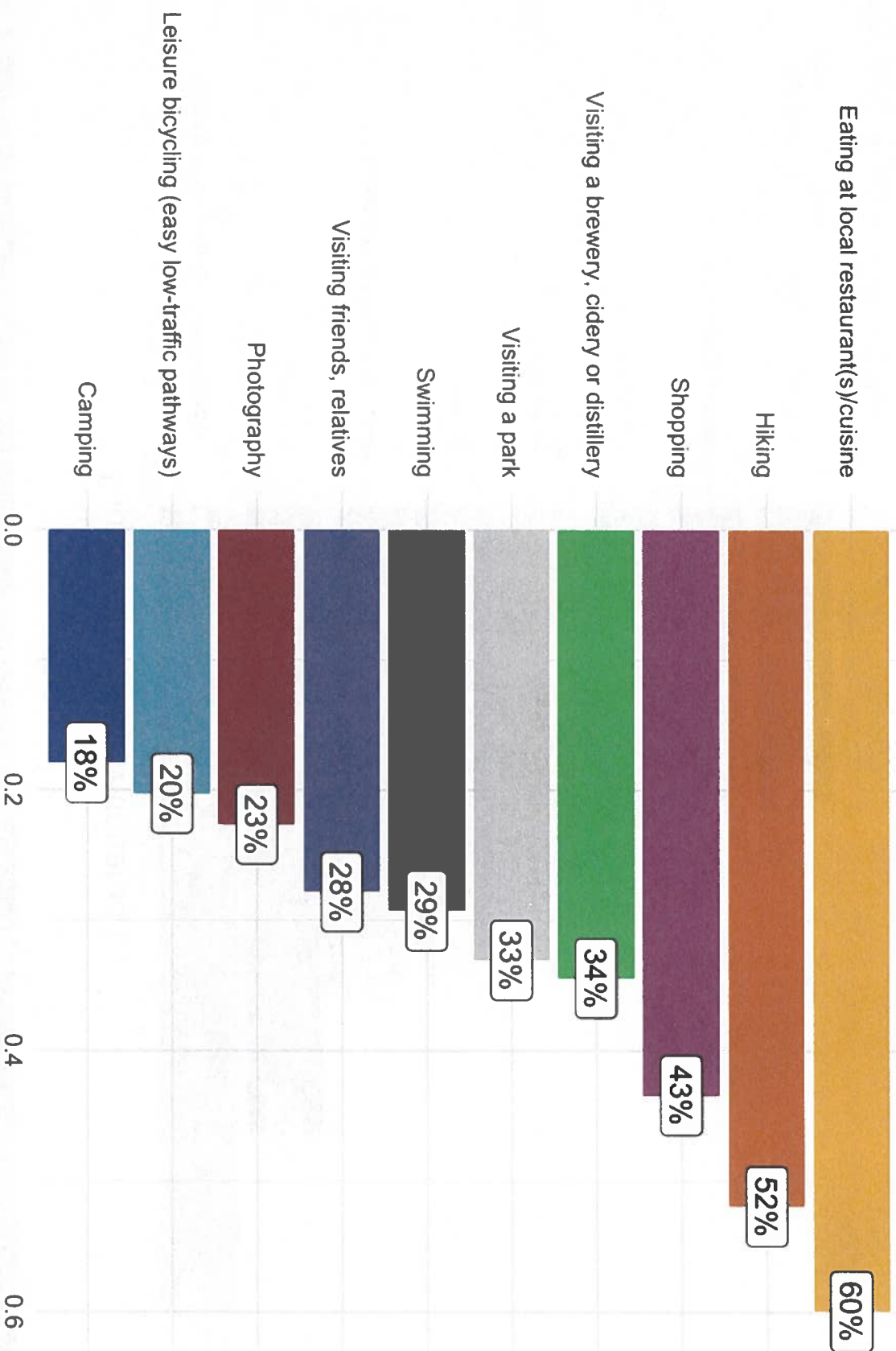
*Festival, event or wedding: 8%*

*Other: 3%*

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PROJECT RECORD

Eating at local restaurants, hiking and shopping are the most common activities.

## Top 10 Activities Participated In



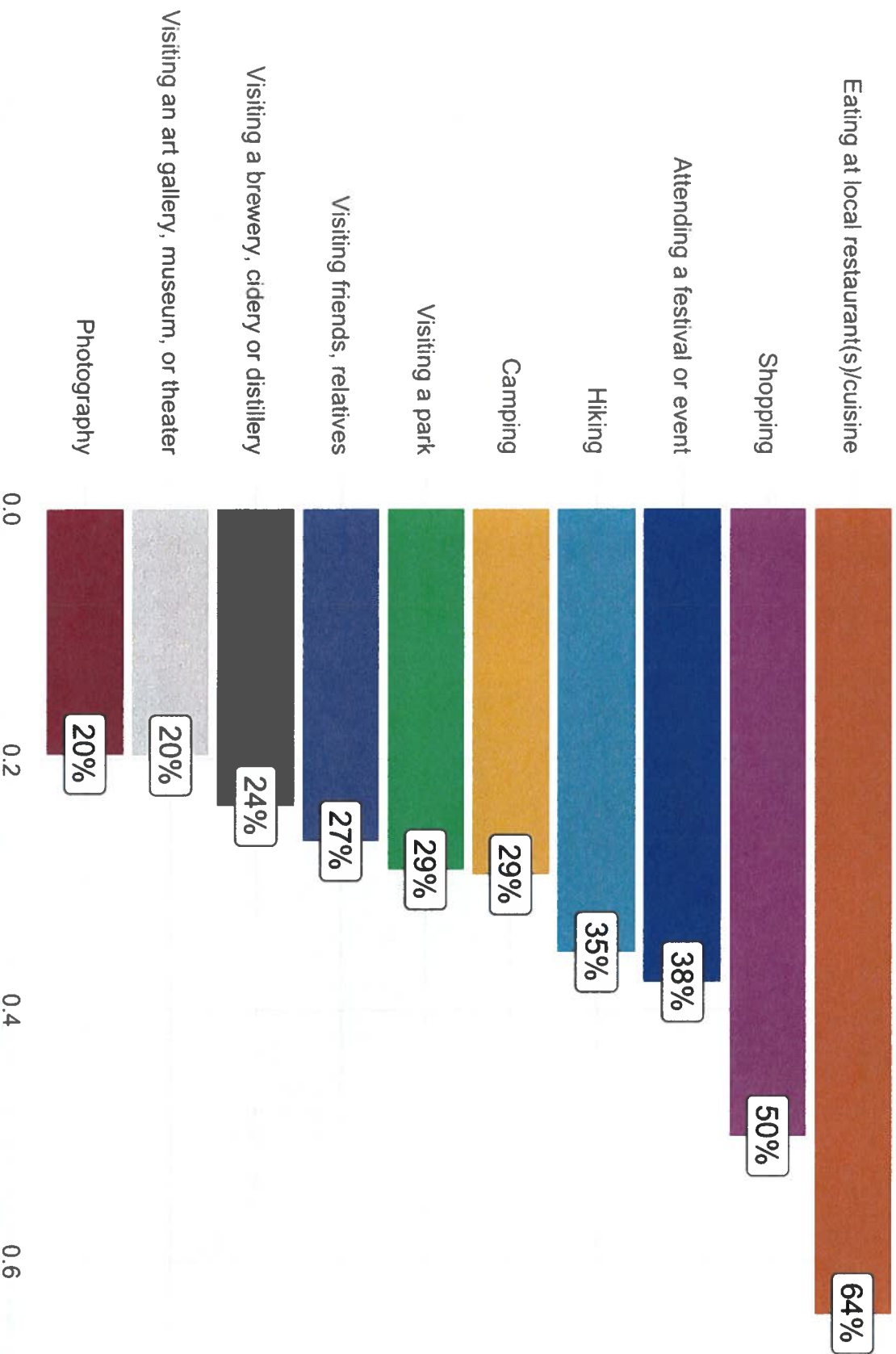
On-site visitors only, n = 212

# Visitor Activities

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Top 10 Activities Participated In



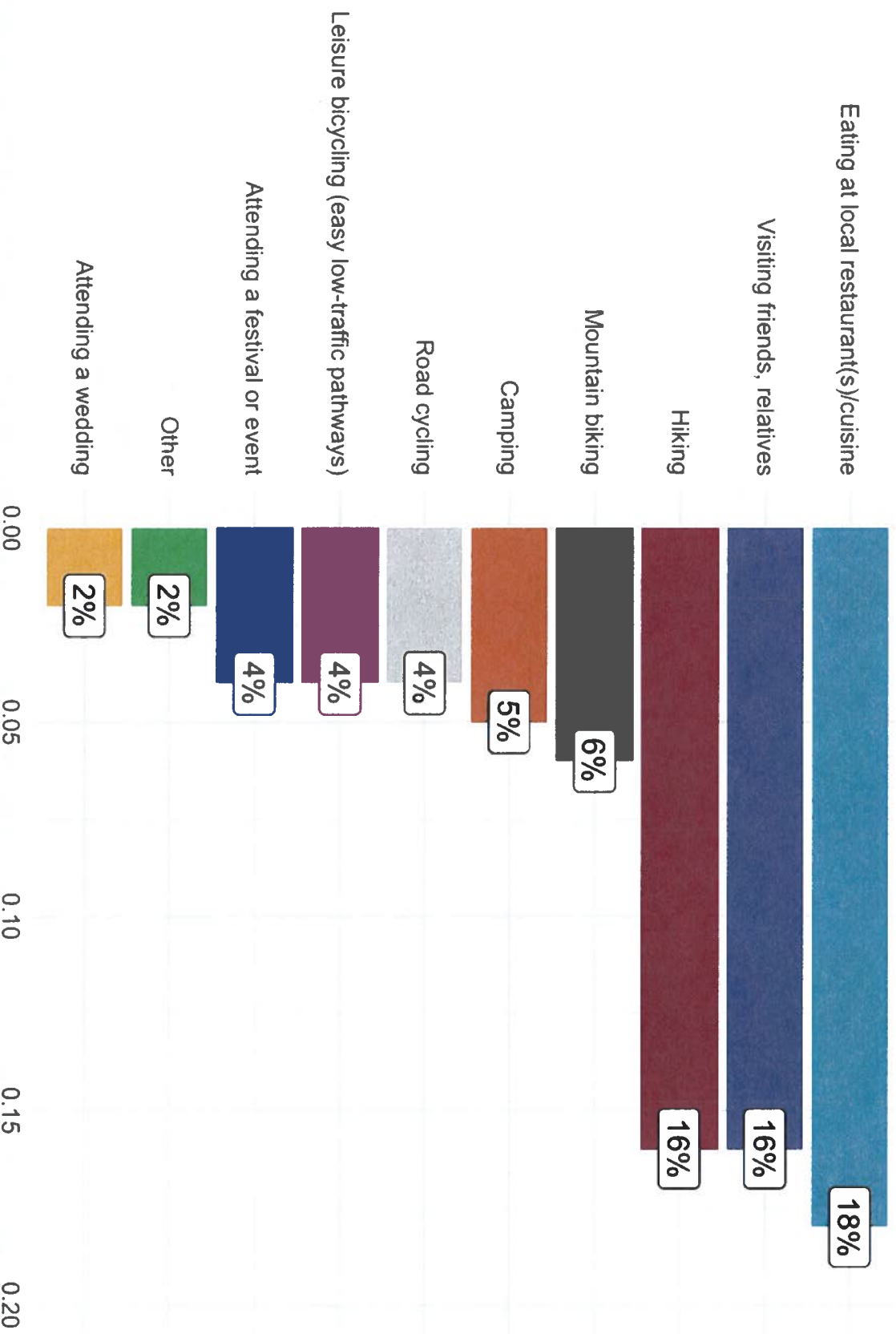
All visitors, n = 1263

Activity	Percent
Eating at local restaurant(s)/cuisine	64.2%
Shopping	50.0%
Attending a festival or event	37.8%
Hiking	35.4%
Camping	29.2%
Visiting a park	28.8%
Visiting friends, relatives	26.5%
Visiting a brewery, cidery or distillery	23.7%
Visiting an art gallery, museum, or theater	19.6%
Photography	19.6%
Mountain biking	16.9%
Leisure bicycling (easy low-traffic pathways)	16.2%
Viewing wildlife, geology, and botany	13.9%
Swimming	13.8%
Picnicking	13.3%
Other	8.9%
Birdwatching	8.2%
Kayaking/canoeing	8.1%
Fishing	8.0%
Visiting historical sites	7.7%
Visit cultural or heritage sites	7.0%
Road cycling	7.0%
Farmers market	6.7%
Visiting a winery or tasting room	6.7%
Paddleboarding	6.2%
Backpacking	5.7%
Participating in a sports competition	4.7%
Golfing	4.6%
Off highway vehicle driving	4.2%
Running	4.0%
Visiting a ranch	2.8%
River rafting	2.8%
Attending a conference or business meeting	2.1%
Taking a guided tour trip	2.1%
Cross country skiing or snowshoeing	1.8%
Horseback riding	1.7%
Downhill skiing/snowboarding	1.7%
Climbing	1.5%
Attending a wedding	1.3%
Geocaching	1.0%
Disc golf	0.8%
Motorized boating	0.7%
Hunting	0.4%
Snowmobiling	0.3%

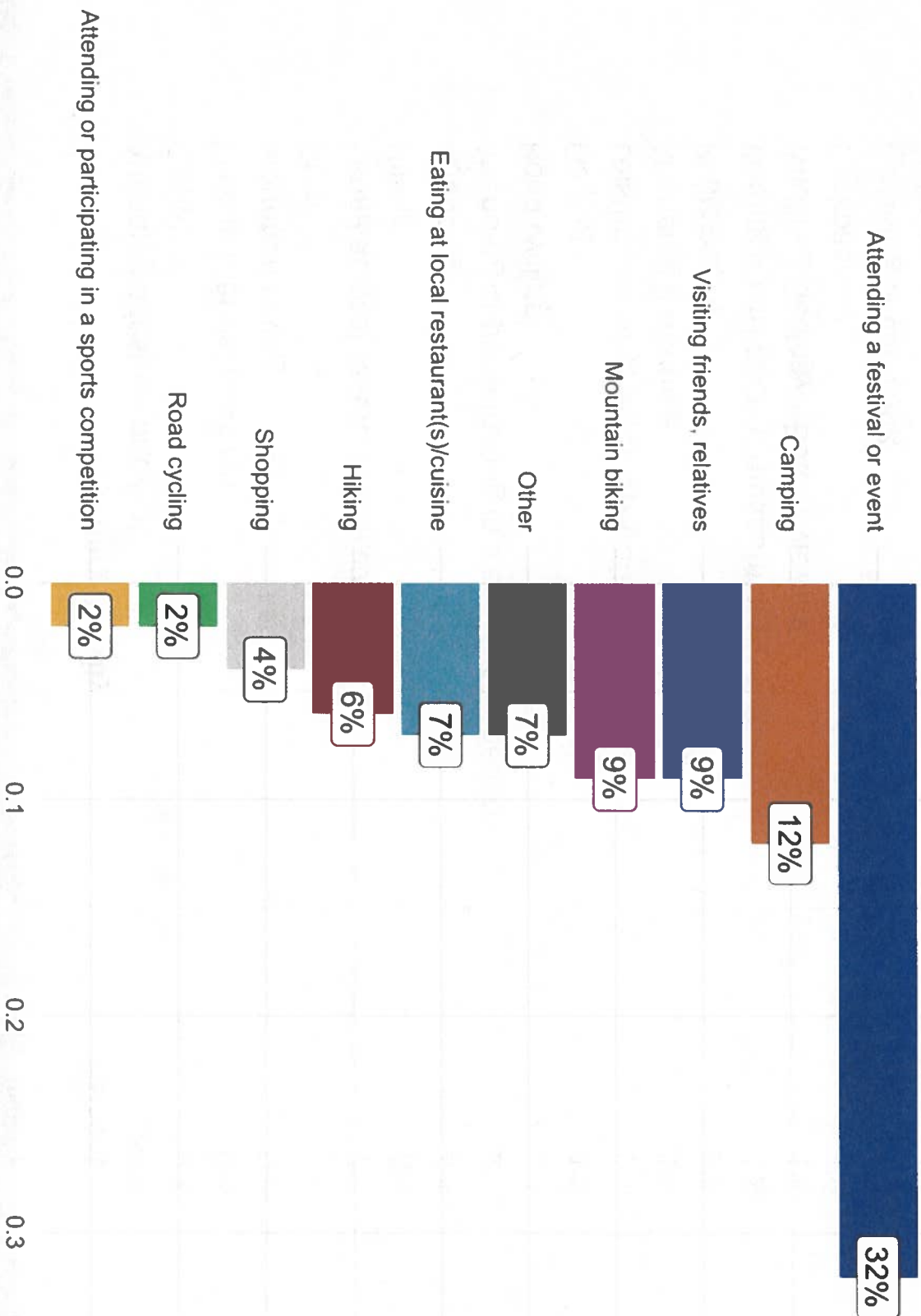
All visitors, n=1263

# Visitor Activities

Top 10 Primary Motivators for Visiting Sisters Area



### Top 10 Primary Motivators for Visiting Sisters Area



All visitors, n=1263

# Visitor Activities

Primary Activity	Percent
Attending a festival or event	32%
Camping	12%
Visiting friends, relatives	9%
Mountain biking	9%
Other	7%
Eating at local restaurant(s)/cuisine	7%
Hiking	6%
Shopping	4%
Attending or participating in a sports competition	2%
Road cycling	2%
Fishing	1%
Leisure bicycling (easy low-traffic pathways)	1%
Attending a wedding	1%
Photography	1%
Visiting an art gallery, museum or theater	1%
Wildlife / Geology / Botany viewing	1%
Backpacking	1%
Kayaking or canoeing	1%
Swimming	1%
Visiting a brewery / cidery / distillery	1%
Attending conferences and/or business meetings	1%

All visitors, n=1263

## Why did visitors choose to come?

Scenic beauty, relaxation, and local dining were rated most important factors to visitors.

## How satisfied were they?

Satisfaction ratings exceeded importance ratings for all factors rated by visitors.

## Exceeding expectations:

Learning about the cultural history of the area, viewing local art and culture, and visiting a farm or ranch most exceeded the average ratings for importance.

## Possible room for improvement:

Local restaurants, affordability, and outdoor recreation had the lowest satisfaction rating relative to their importance.

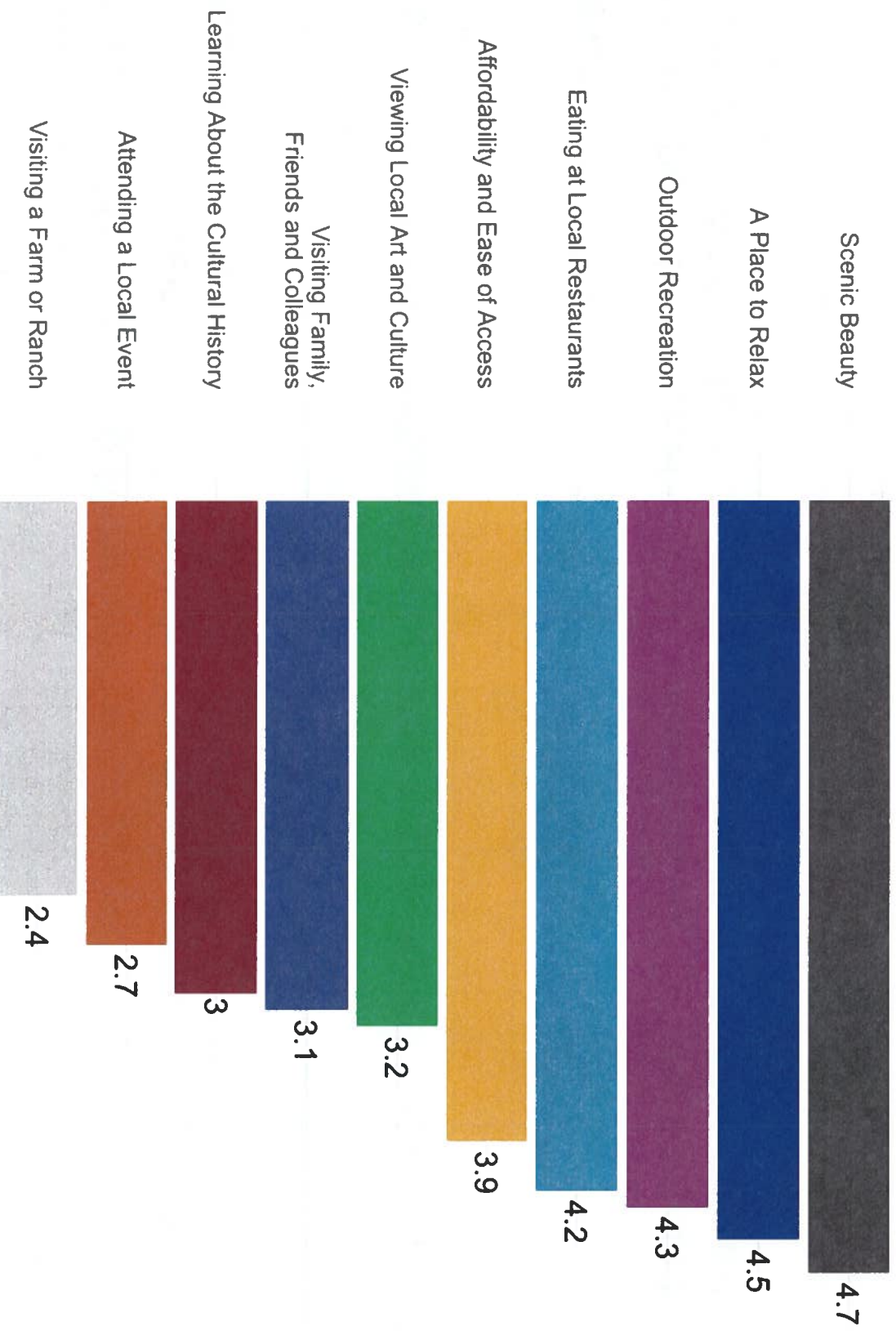


# Visitor Satisfaction

EXHIBIT C

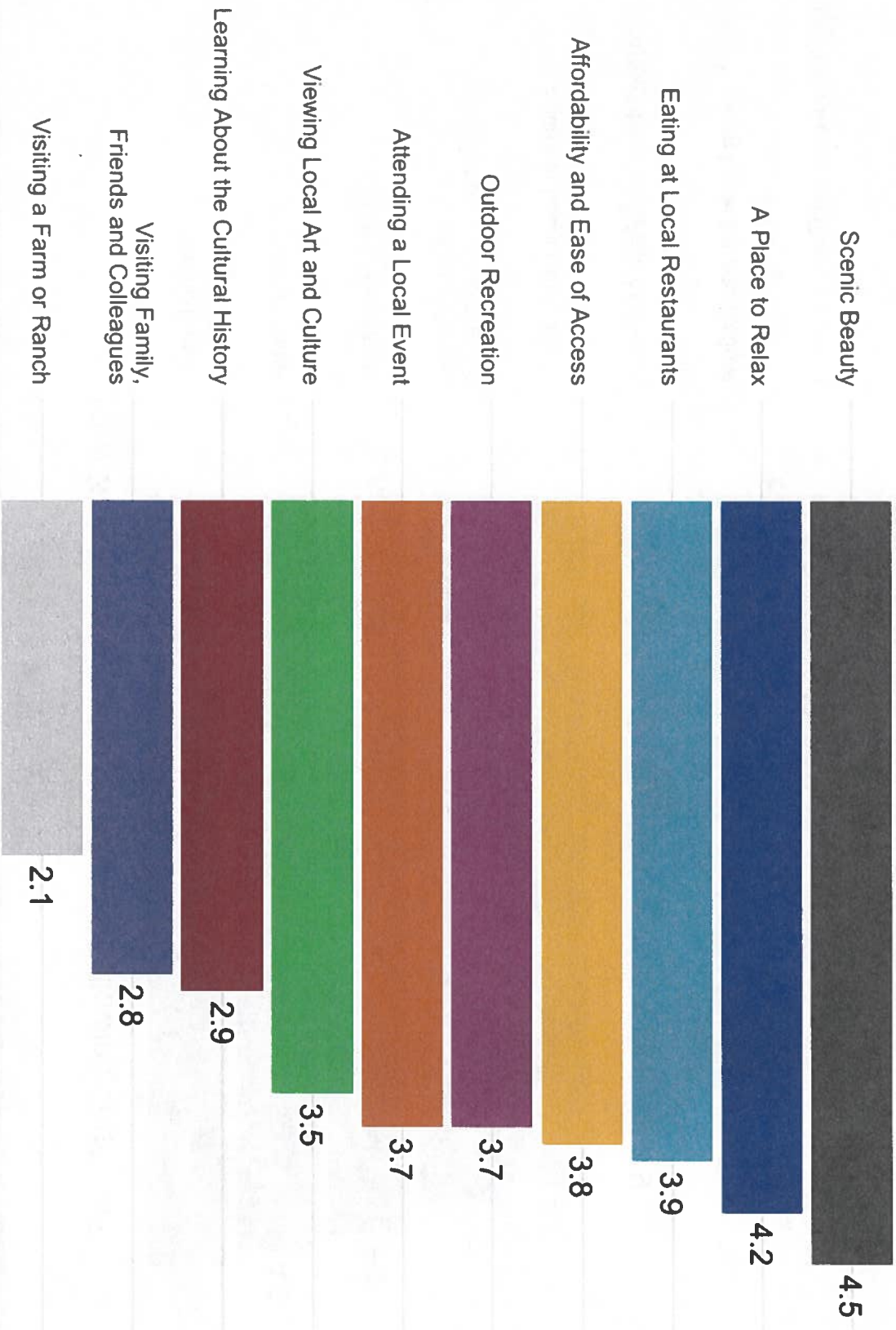
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

How Important Were the Following Factors in Deciding to Visit?



On-site visitors only, n=2112

## How Important Were the Following Factors in Deciding to Visit?



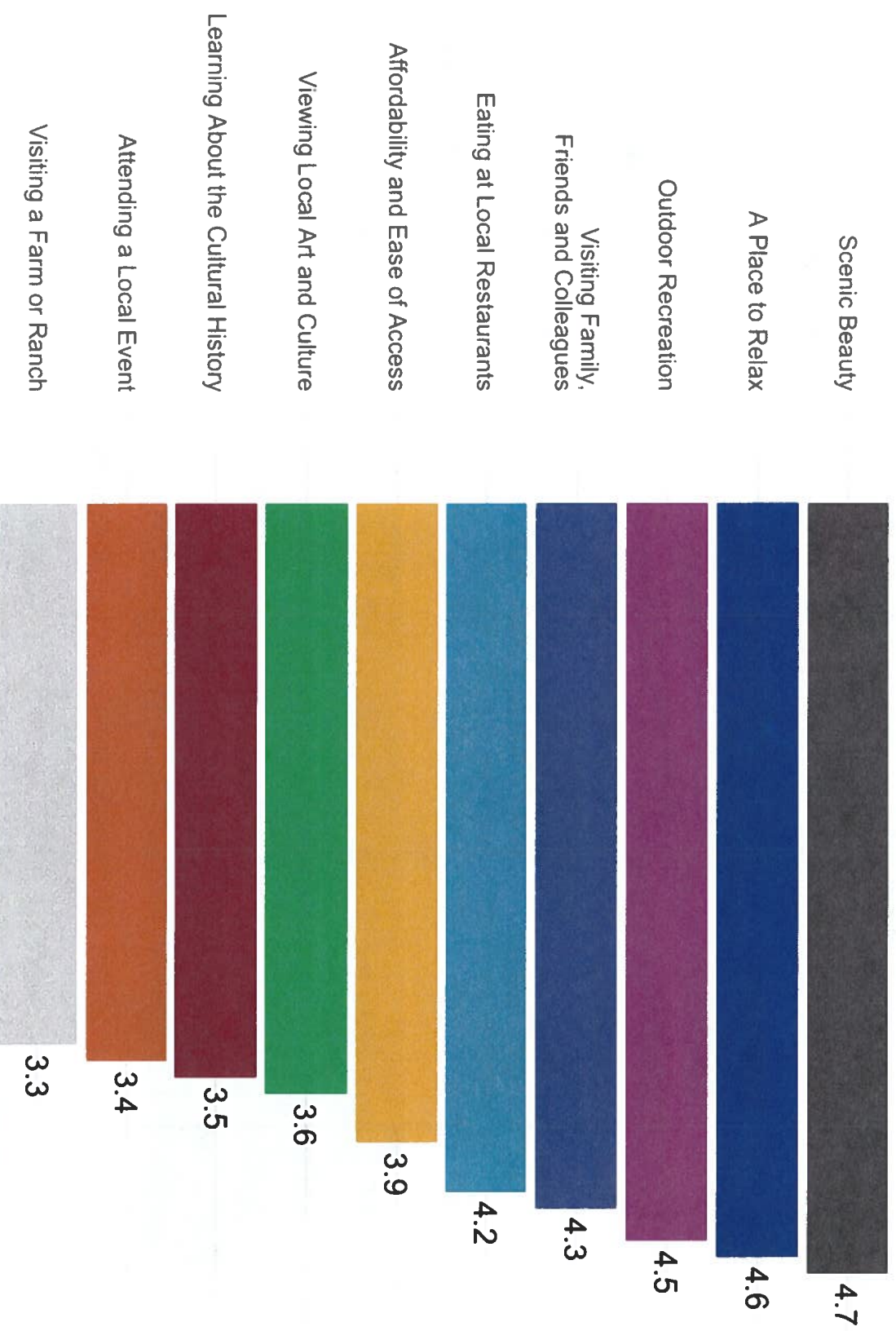
All visitors, n = 1263

# Visitor Satisfaction

EXHIBIT C

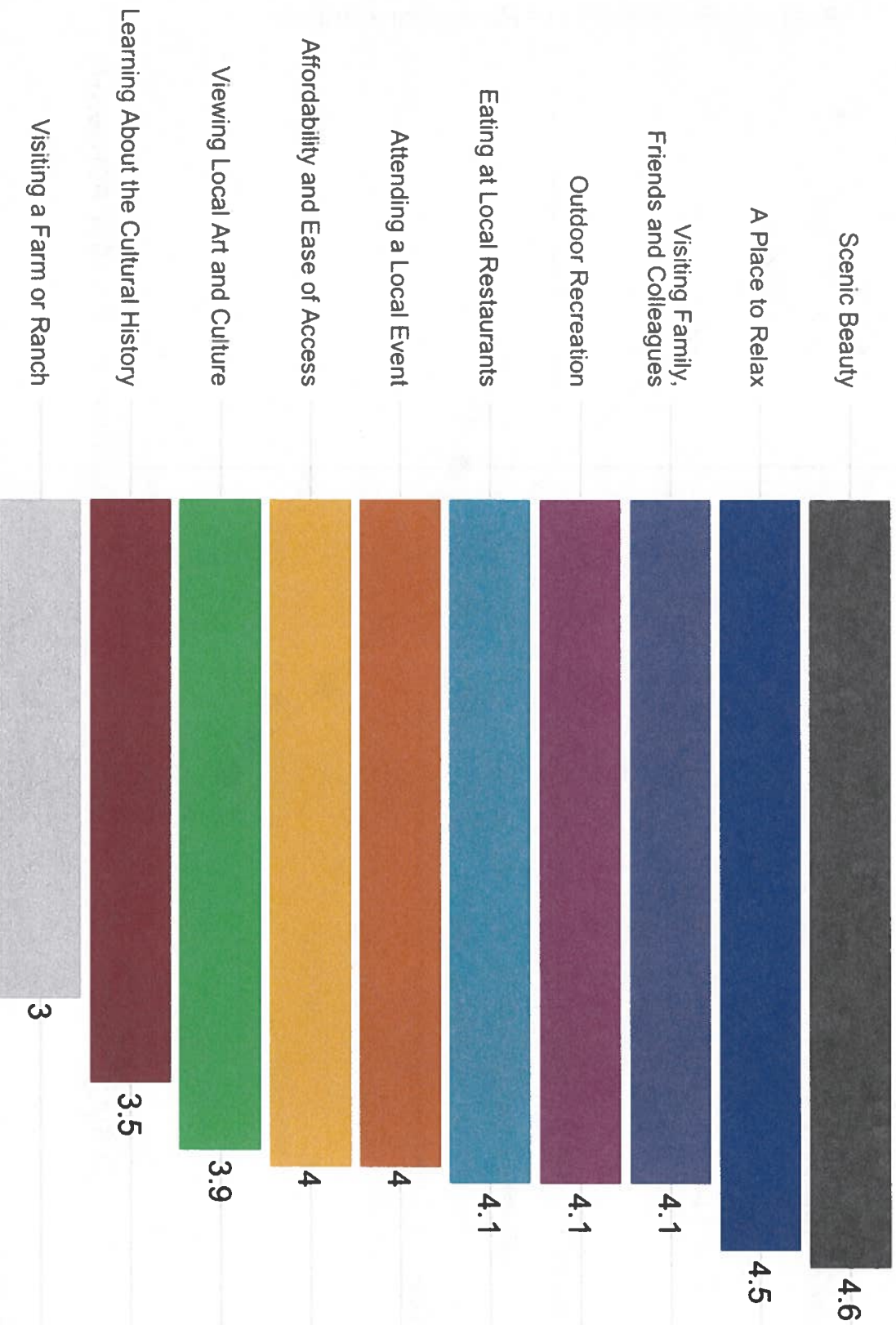
STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

How Satisfied Were Visitors with the Following Qualities?



On-site visitors only, n=2112

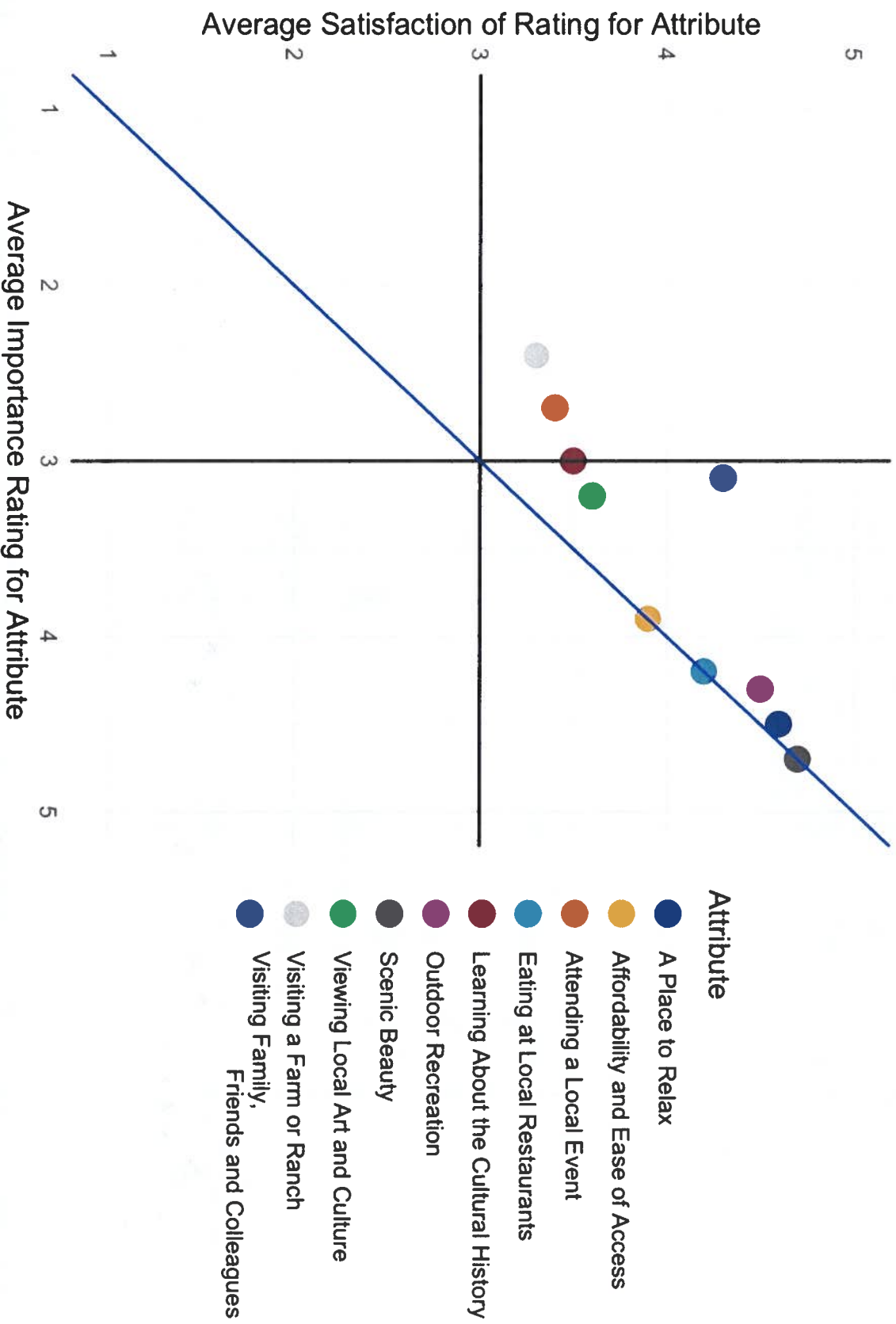
## How Satisfied Were Visitors with the Following Qualities?



All visitors, n = 1263

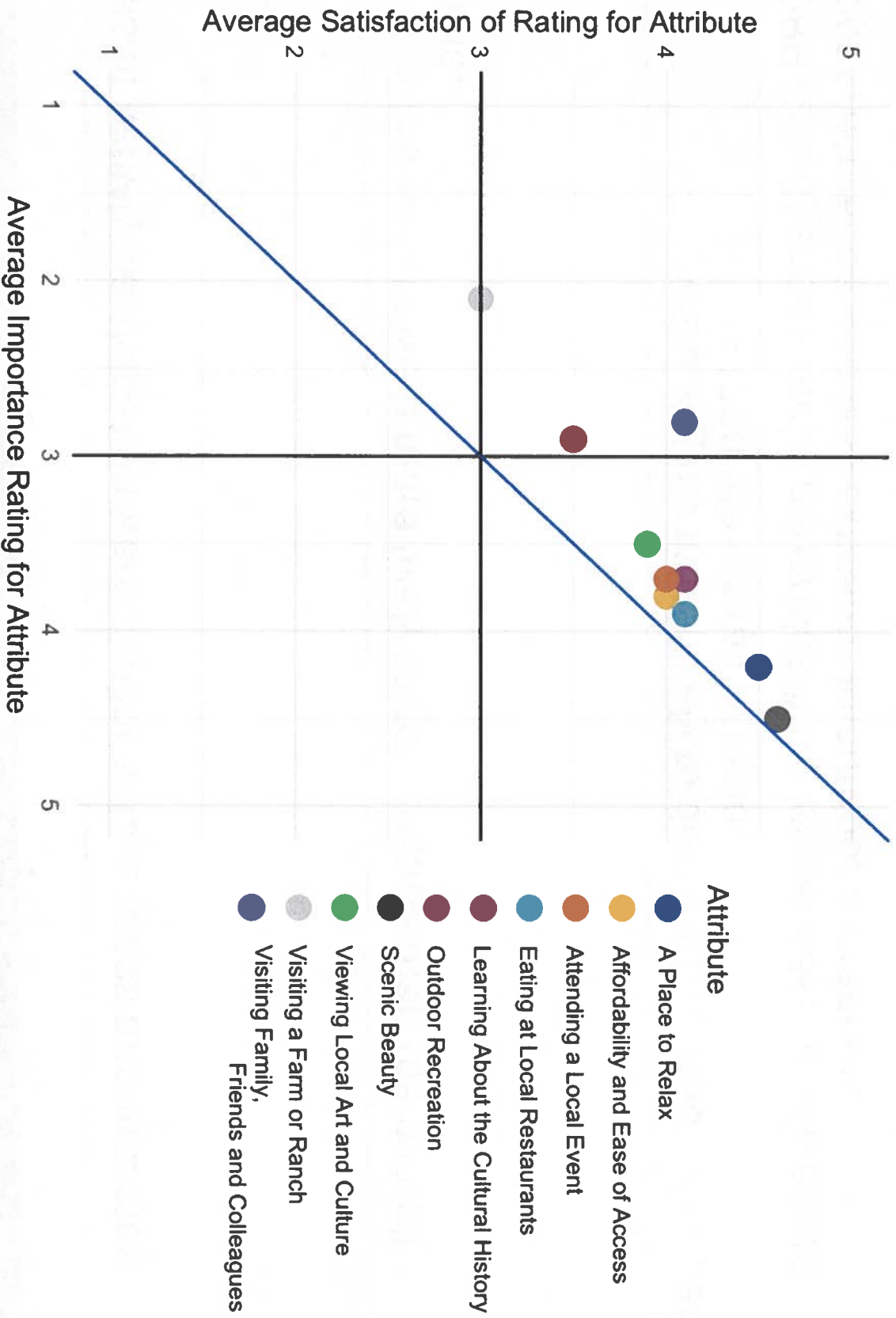
# Visitor Satisfaction

Average Ratings of Importance vs. Satisfaction for Attributes of Visit



All visitors, n = 212. Note: greater distance above the blue line means visitors were more satisfied with the attribute than how important they rated it

## Average Ratings of Importance vs. Satisfaction for Attributes of Visit



All visitors, n = 1263. Note: greater distance above the blue line means visitors were more satisfied with the attribute than how important they rated it.

# Differences by Visitor Demographics

EXHIBIT C

Types of activity participation were similar across races and incomes.

Low-income visitors were more likely to go camping than the overall sample.

Nonwhite visitors were slightly more likely to do shopping and biking, and less likely to go hiking than the overall sample.

SCORP (2018) shows racial minorities have less access to info about outdoor recreation and less exposure to outdoor recreation.

Visitor satisfaction was similar across races and incomes.



# Section III: Trip Planning and Future Visits



# Trip Planning and Future Visits

EXHIBIT C

Word of mouth and personal experience provided some of the best advertising and information for visitors.

Future visitors were most likely to want to stay 3-5 nights on a future visit. This is what the current average length is (3.8 nights).

Visitors want to participate in water-based recreation (kayaking, SUP, and swimming) in future visits, but were less likely to have done so on their last visit.

Respondents generally did not view Sisters as a destination for a full vacation (only 13% said they would visit for 6+ nights)

On average, visitors spent about \$133 per party per day on day visits and \$217 per party per night on overnight visits to Sisters.

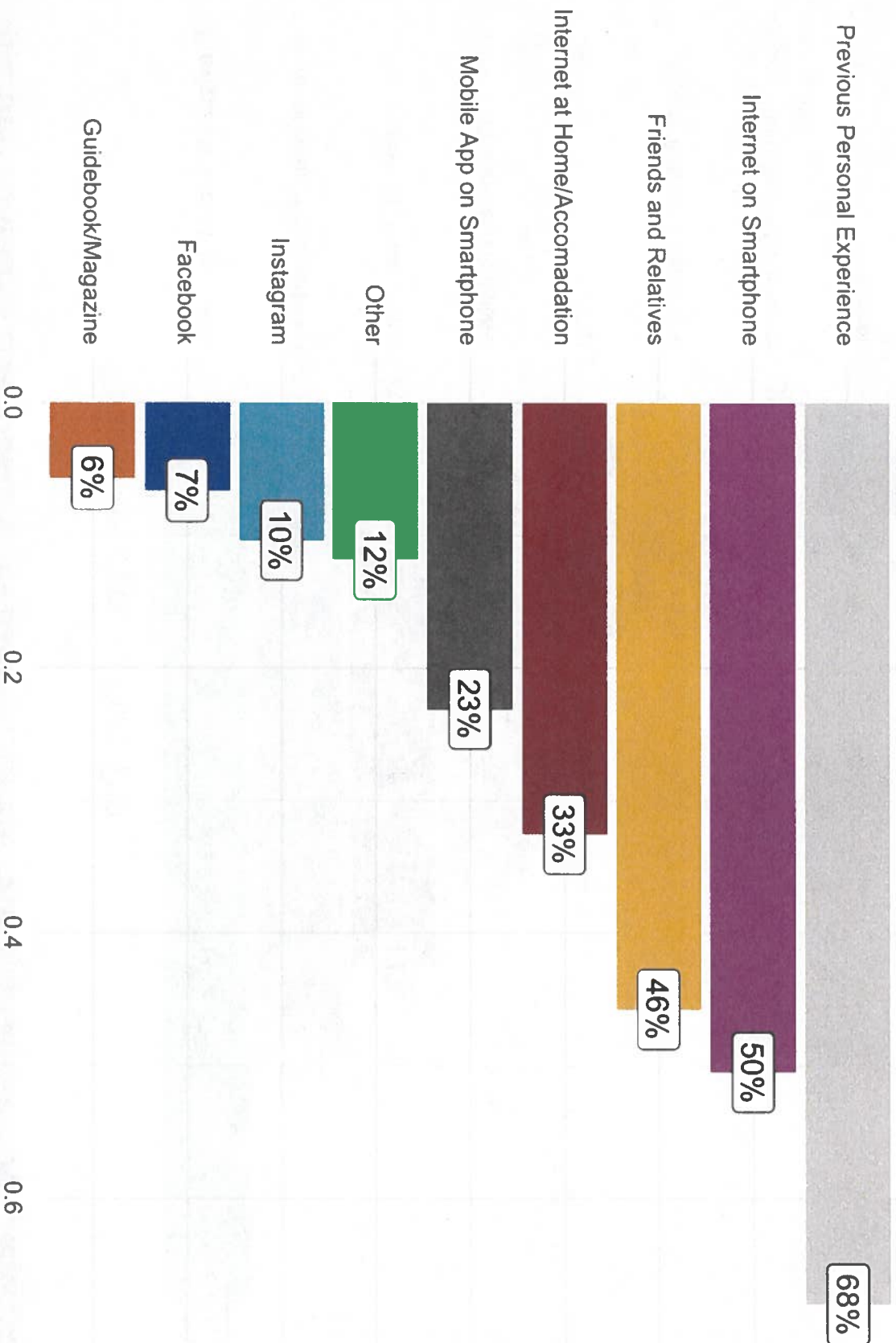
Event successes: event visitors are likely to return for events. Non-event visitors were much less likely to consider visiting Sisters for an event.

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## Resources Used to Plan Trip



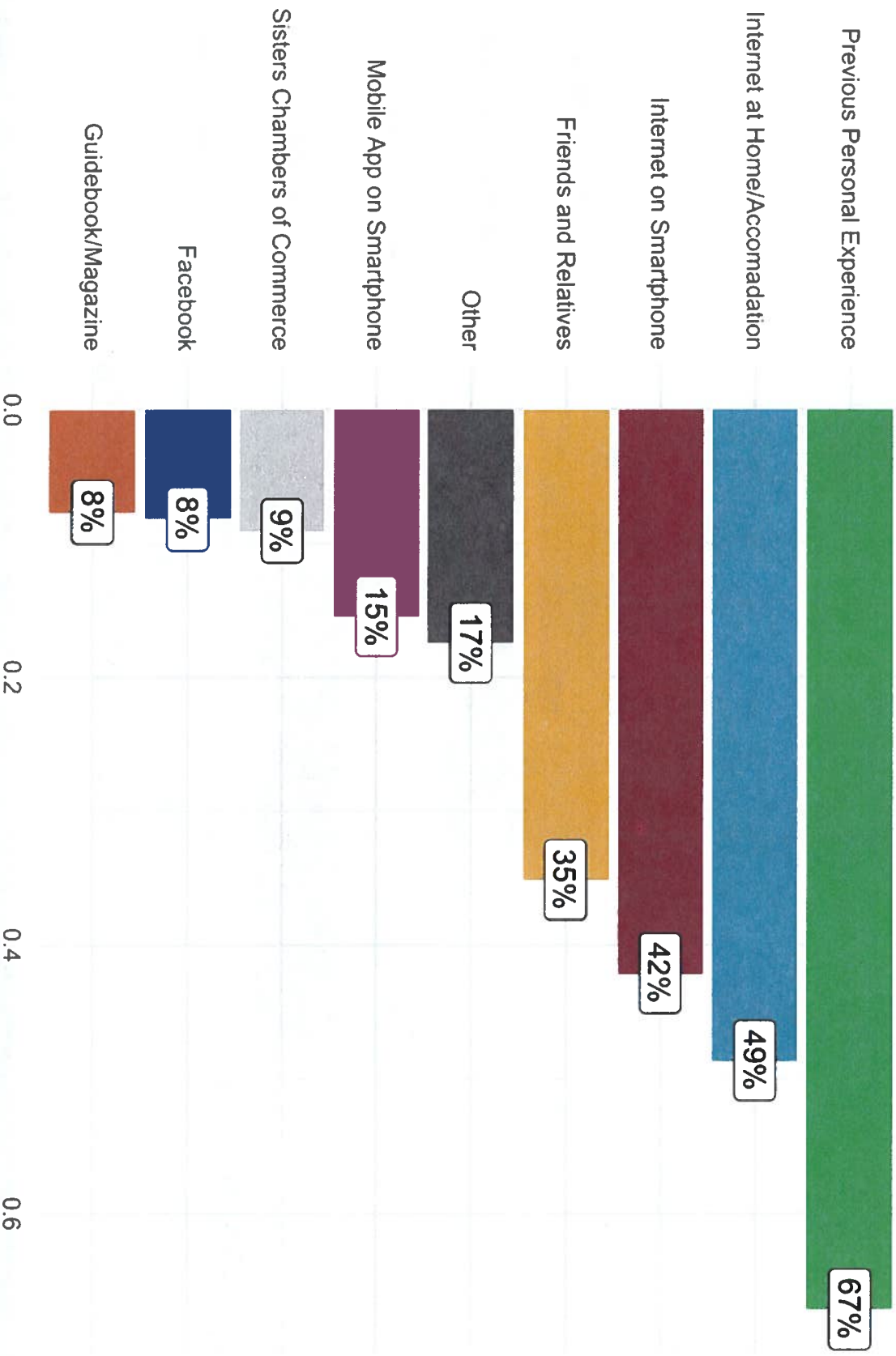
On-site visitors only, n=212

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## Resources Used to Plan Trip



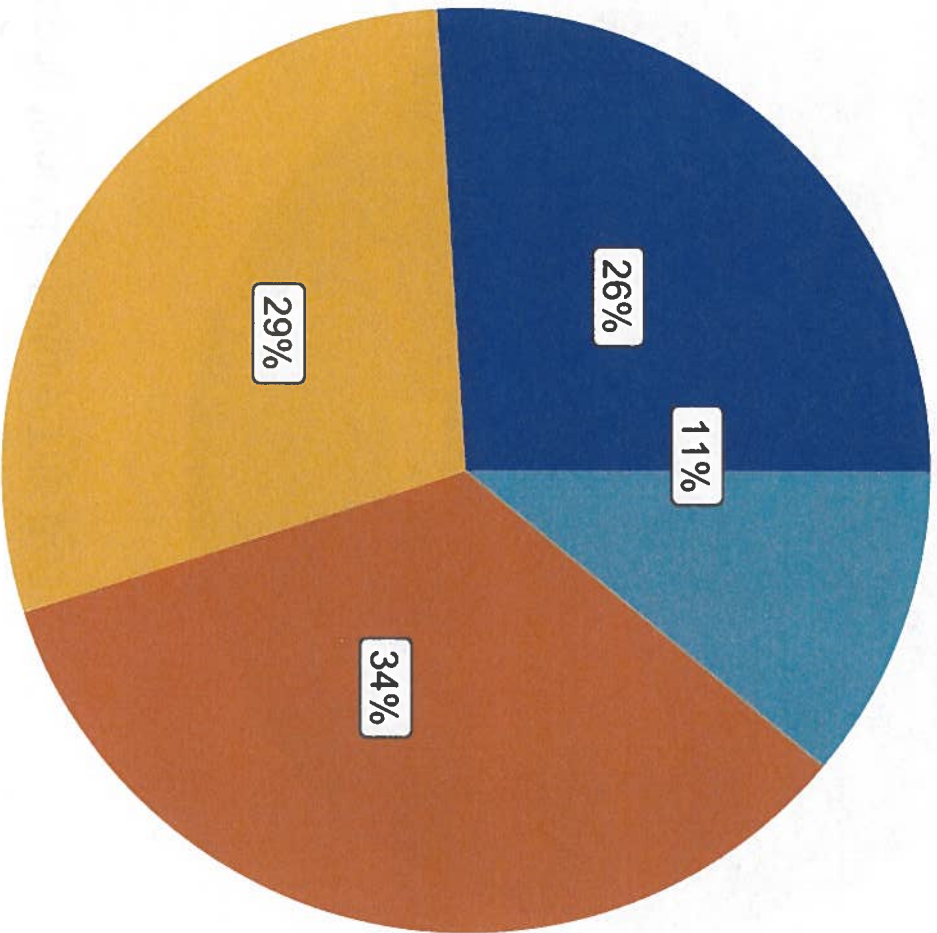
\*All visitors, n = 1263

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## How Long Would a Future Trip Be?



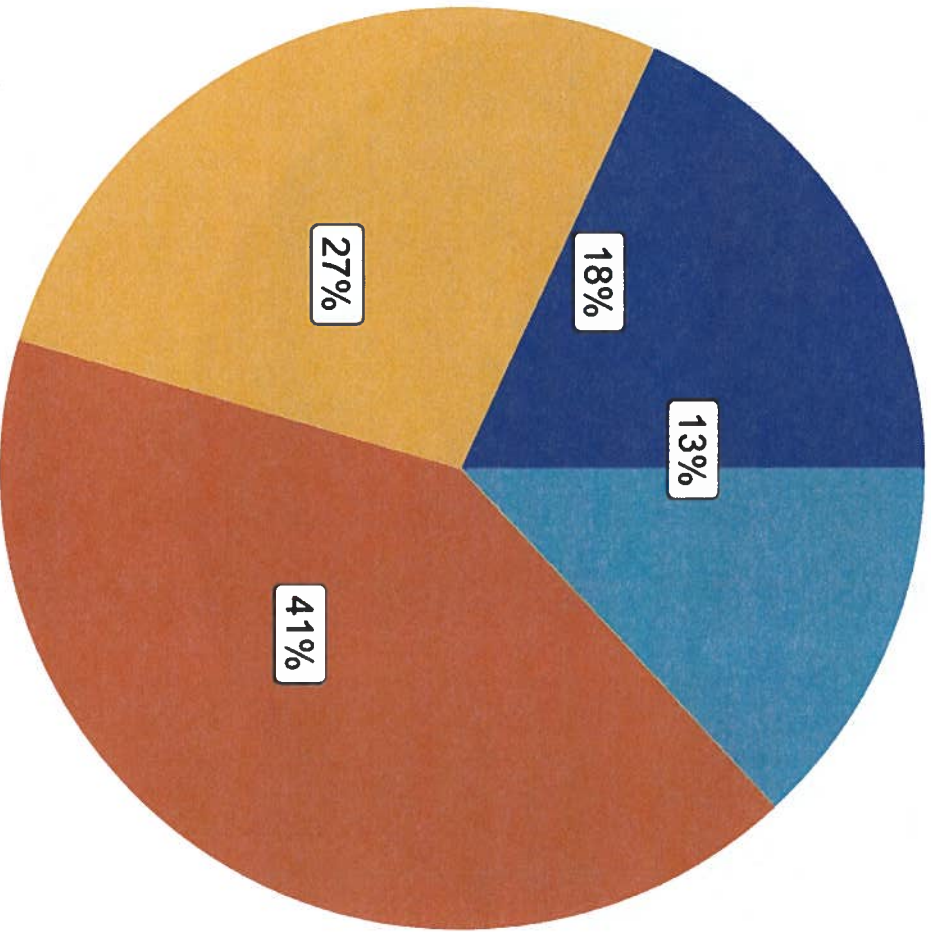
- Length of Future Visits
- Day trip
  - Getaway (1-2 nights)
  - Mini-vacation (3-5 nights)
  - Vacation (6+ nights)

On-site visitors only, n = 212

# Trip Planning and Future Visits

EXHIBIT C

## How Long Would a Future Trip Be?



**Length of Future Visits**

- Day trip
- Getaway (1-2 nights)
- Mini-vacation (3-5 nights)
- Vacation (6+ nights)

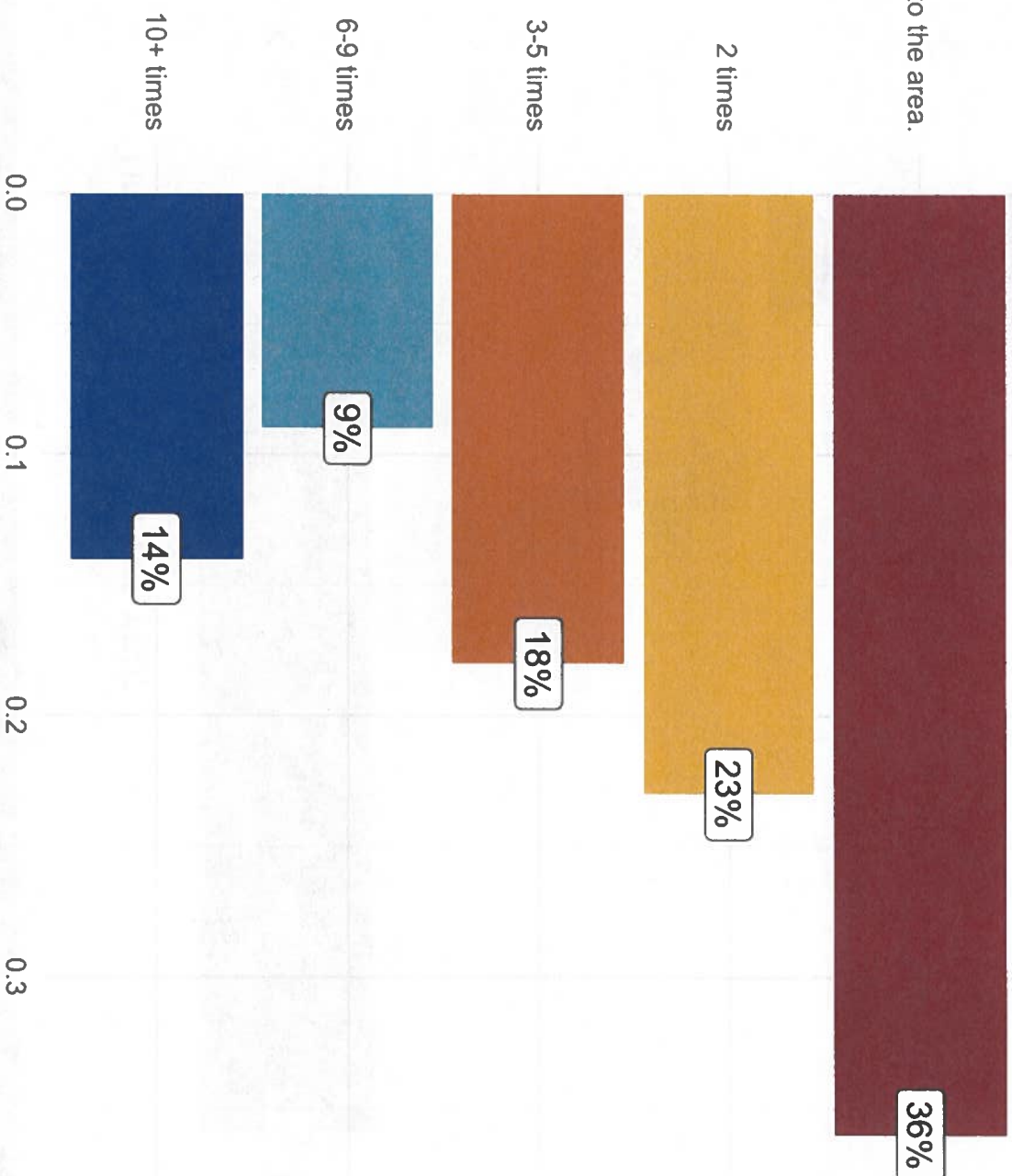
# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Times Visited in the Past Year

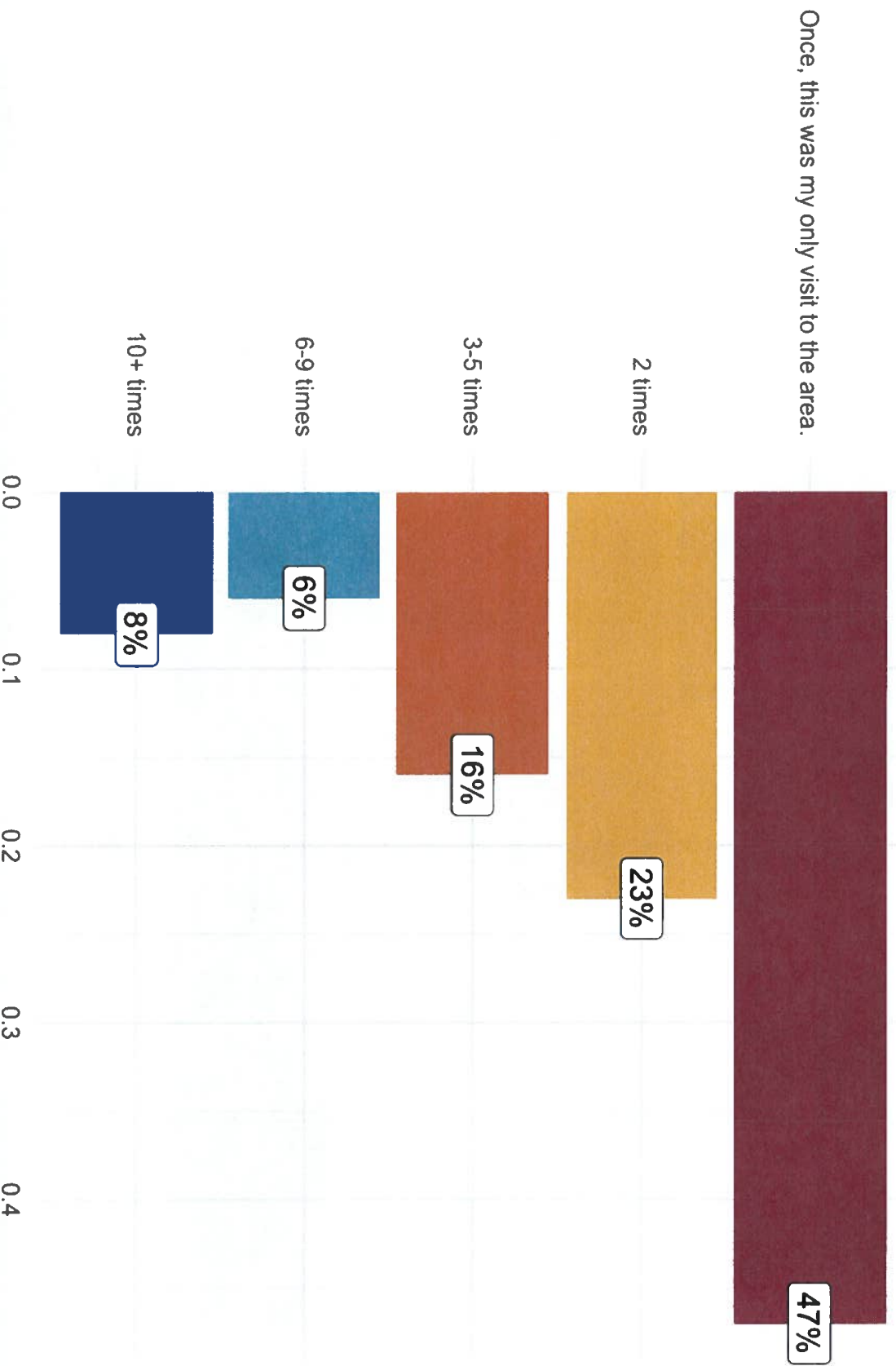
Once, this was my only visit to the area.



On-site visitors only, n = 212

# Trip Planning and Future Visits

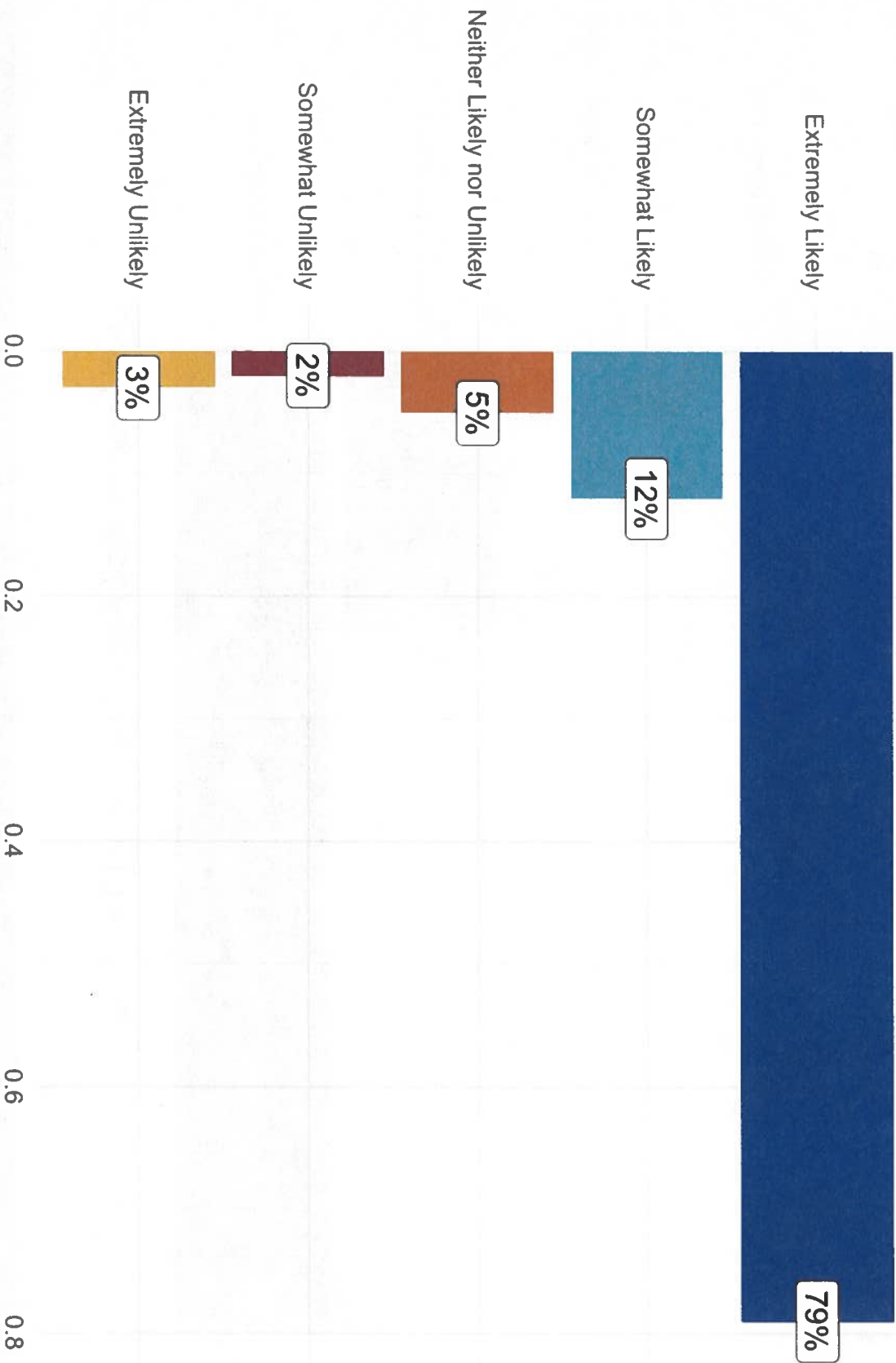
Times Visited in the Past Year



\*All visitors, n = 1263

# Trip Planning and Future Visits

### Likelihood to Visit Again in the Next Two Years



On-site visitors only, n=212

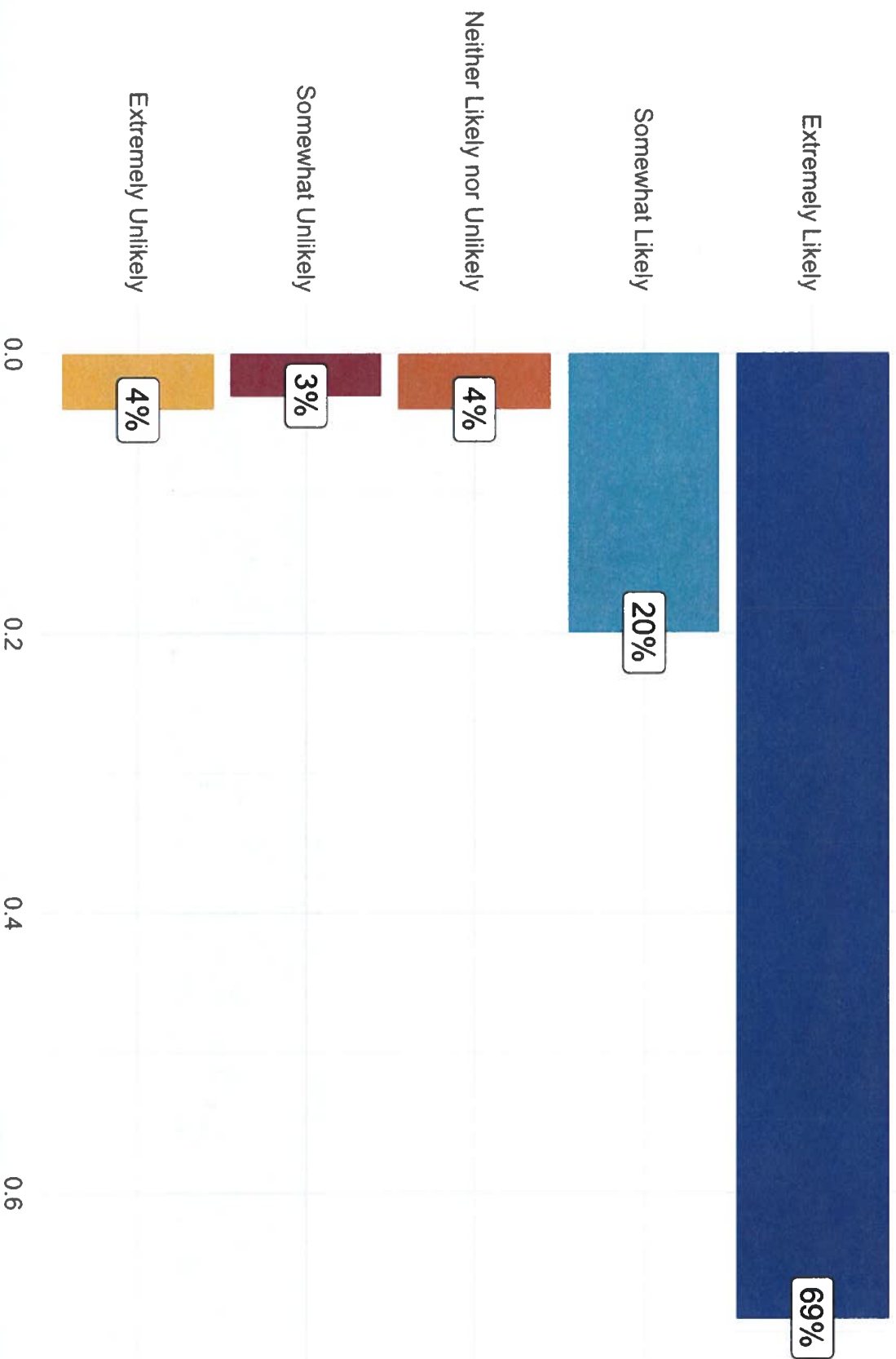


# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Likelihood to Visit Again in the Next Two Years



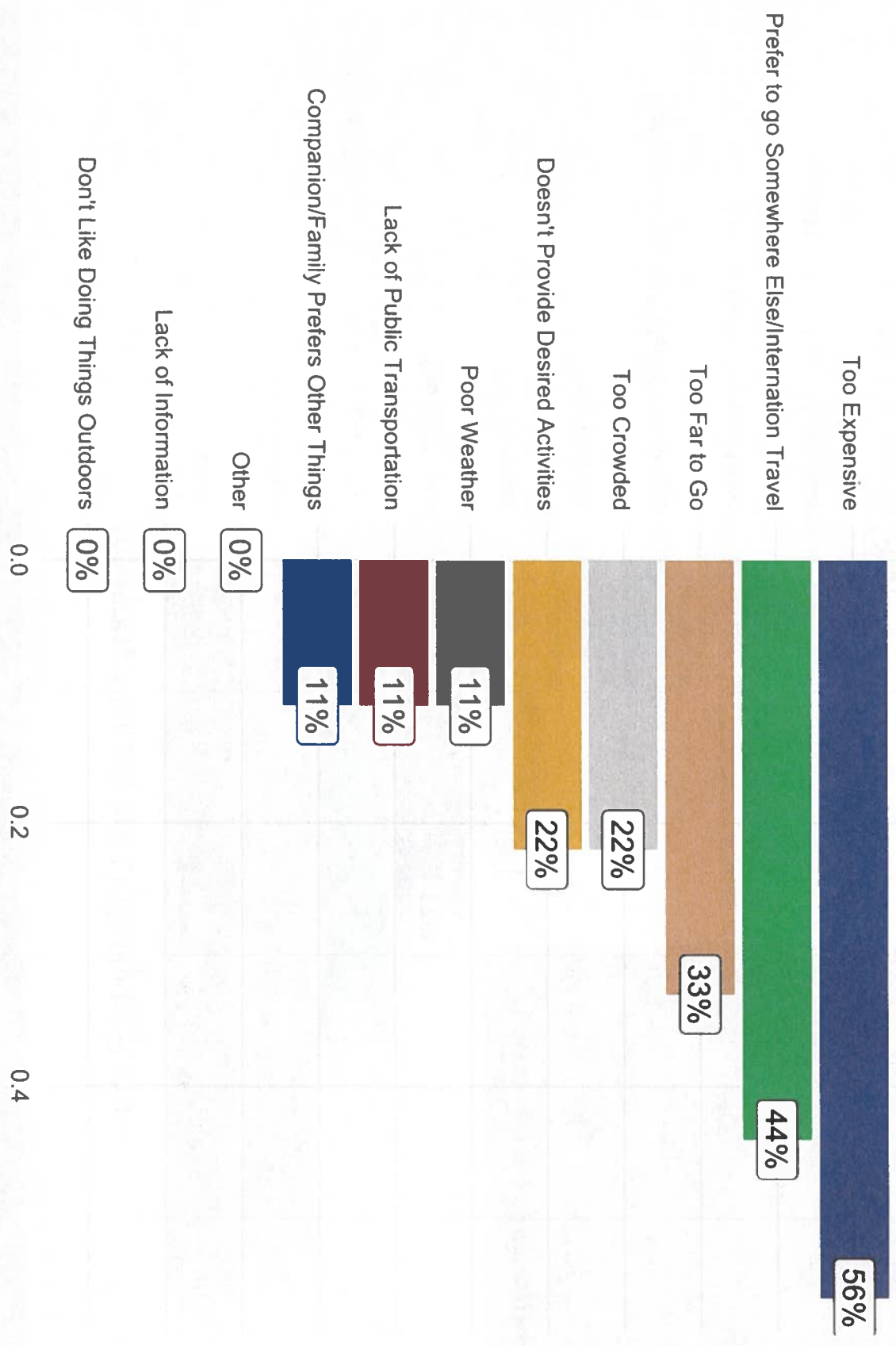
All visitors, n = 1263

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Reasons Visitors are Unlikely to Return



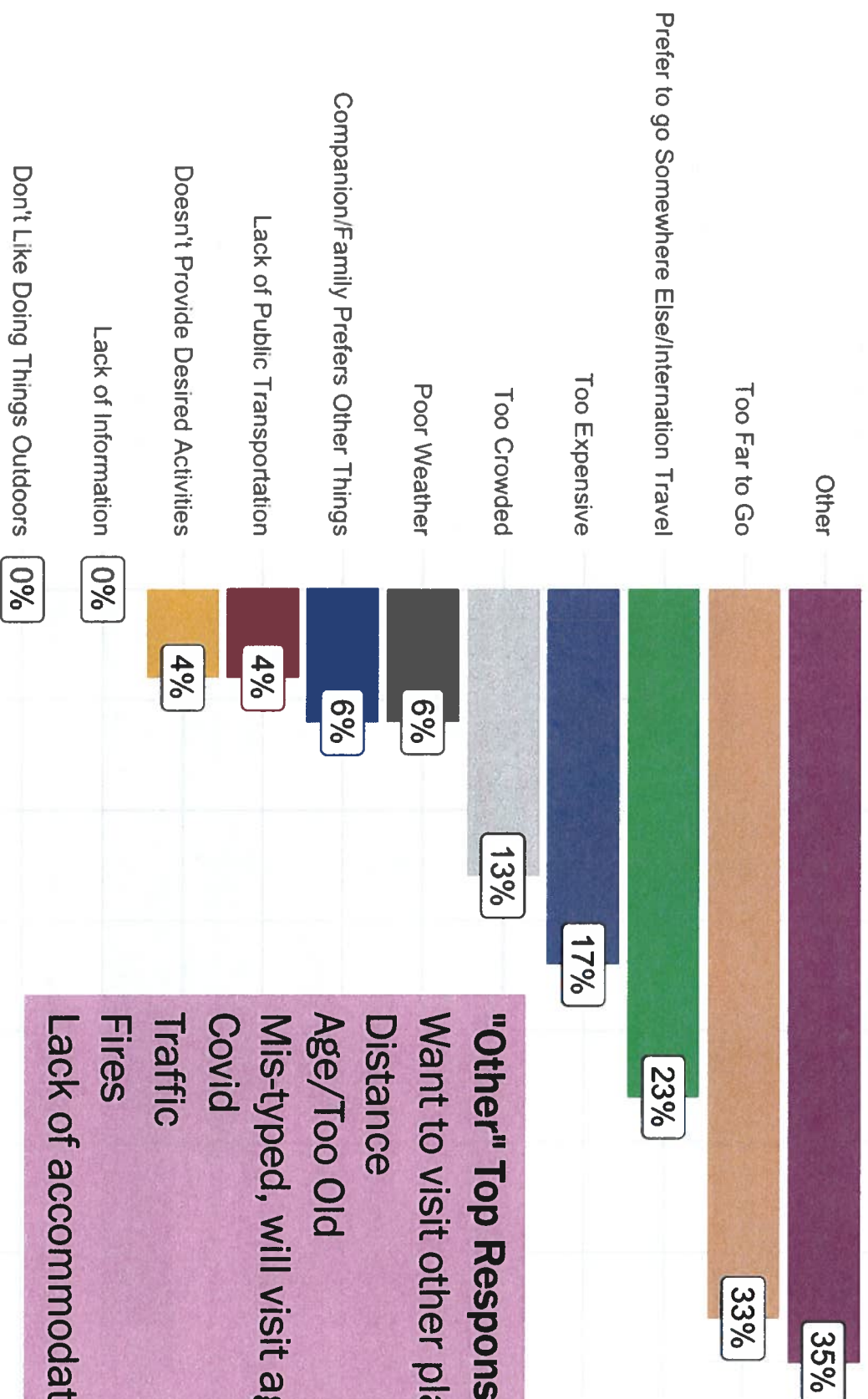
Only on-site visitors who were unlikely to return, n = 9

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

## Reasons Visitors are Unlikely to Return

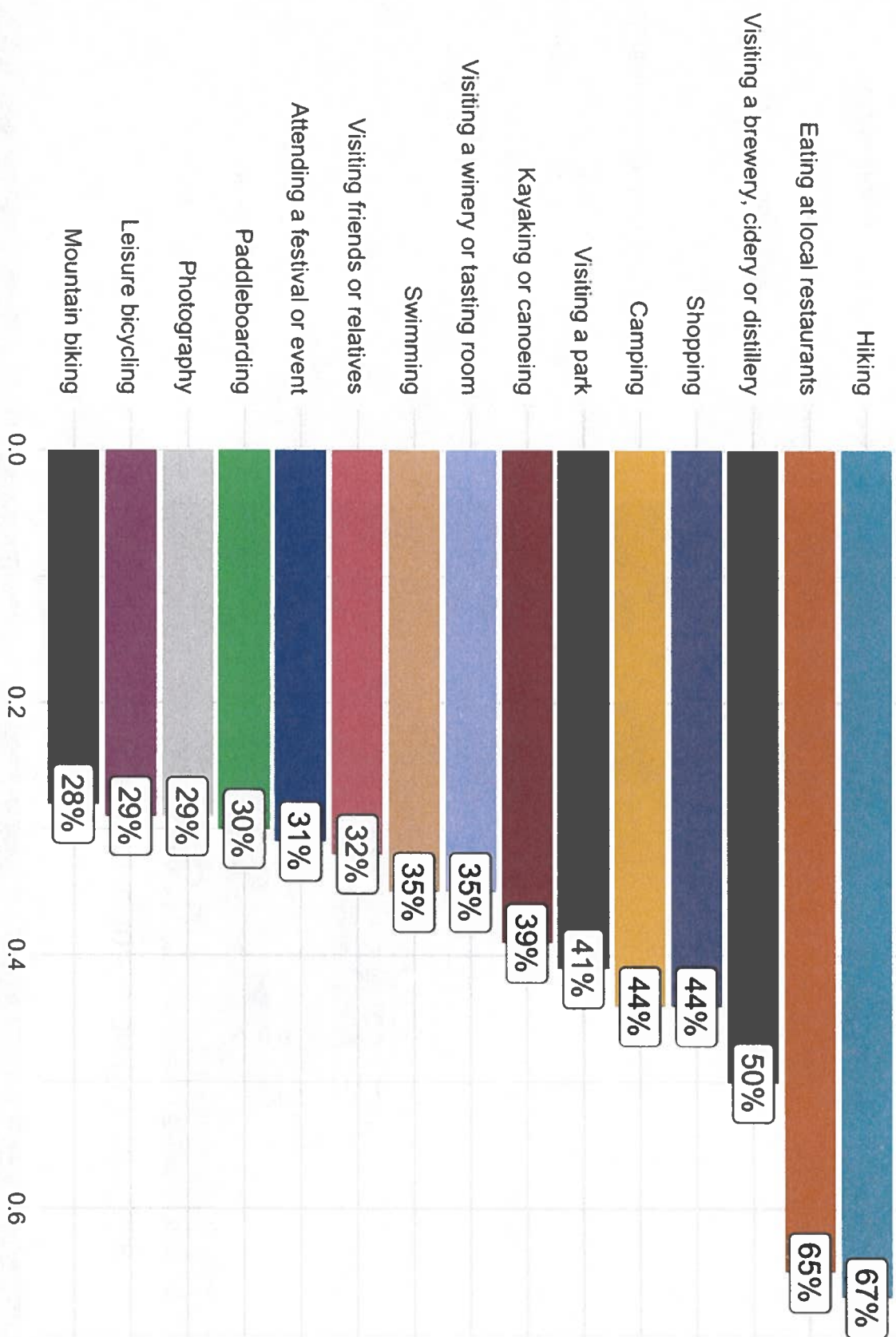


**"Other" Top Responses**  
 Want to visit other places  
 Distance  
 Age/Too Old  
 Mis-typed, will visit again  
 Covid  
 Traffic  
 Fires  
 Lack of accommodations

\*Only visitors who were unlikely to return, n = 71

# Trip Planning and Future Visits

Activities People Would Like to Do on Future Visits



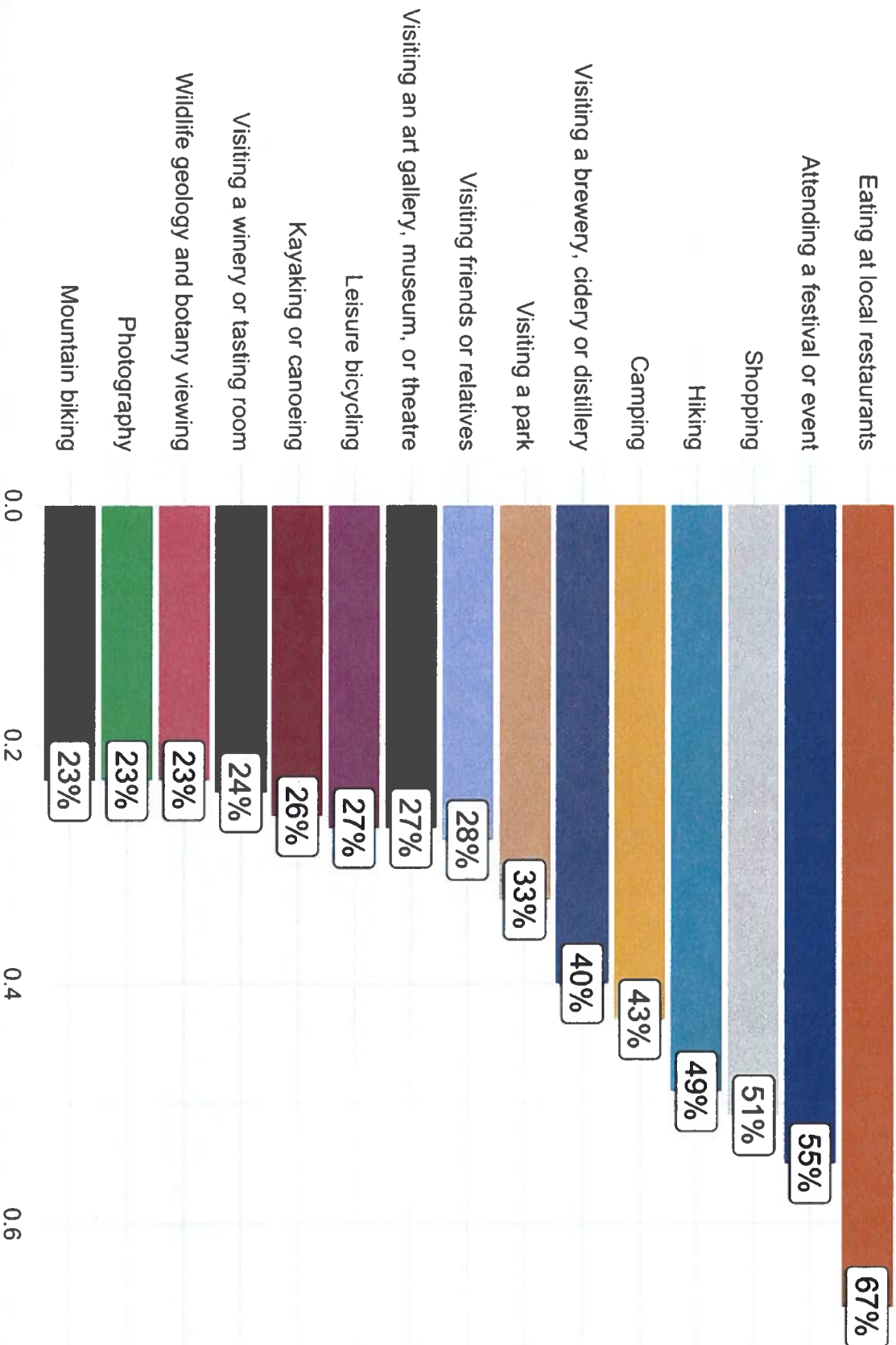
On-site visitors only, n = 212

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Activities People Would Like to Do on Future Visits



\*All visitors, n = 1263

# Trip Planning and Future Visits

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Activity	Percent
Eating at local restaurants	67%
Attending a festival or event	55%
Shopping	51%
Hiking	49%
Camping	43%
Visiting a brewery, cidery or distillery	40%
Visiting a park	33%
Visiting friends or relatives	28%
Leisure bicycling	27%
Visiting an art gallery, museum, or theatre	27%
Kayaking or canoeing	26%
Visiting a winery or tasting room	24%
Mountain biking	23%
Photography	23%
Wildlife geology and botany viewing	23%
Picnicking	21%
Visiting historical sites	21%
Swimming	20%
Attending a farmers market	20%
Fishing	18%
Visiting cultural heritage sites	18%
Paddleboarding	15%
Birdwatching	14%
Backpacking	13%
Road cycling	12%
River rafting	11%
Cross country skiing, snowshoeing	11%
Golfing	8%
Downhill skiing, snowboarding	8%
Horseback riding	7%
Running	7%
Visiting a ranch	7%
Off highway driving	6%
Sports competition	6%
Guided tour trip	6%
Other	6%
Disc golf	4%
Climbing	3%
Geocaching	3%
Attending a conference or business meeting	3%
Motorized boating	2%
Hunting	2%
Snowmobile	2%
Attending a wedding	2%
Consider establishing a business or residence	2%

All visitors, n = 1263

# Differences by Visitor Demographics

EXHIBIT C

**Low-income visitors** were more likely to want to eat at **local restaurants**, go **shopping** and visit the **farmer's market** than the overall sample.

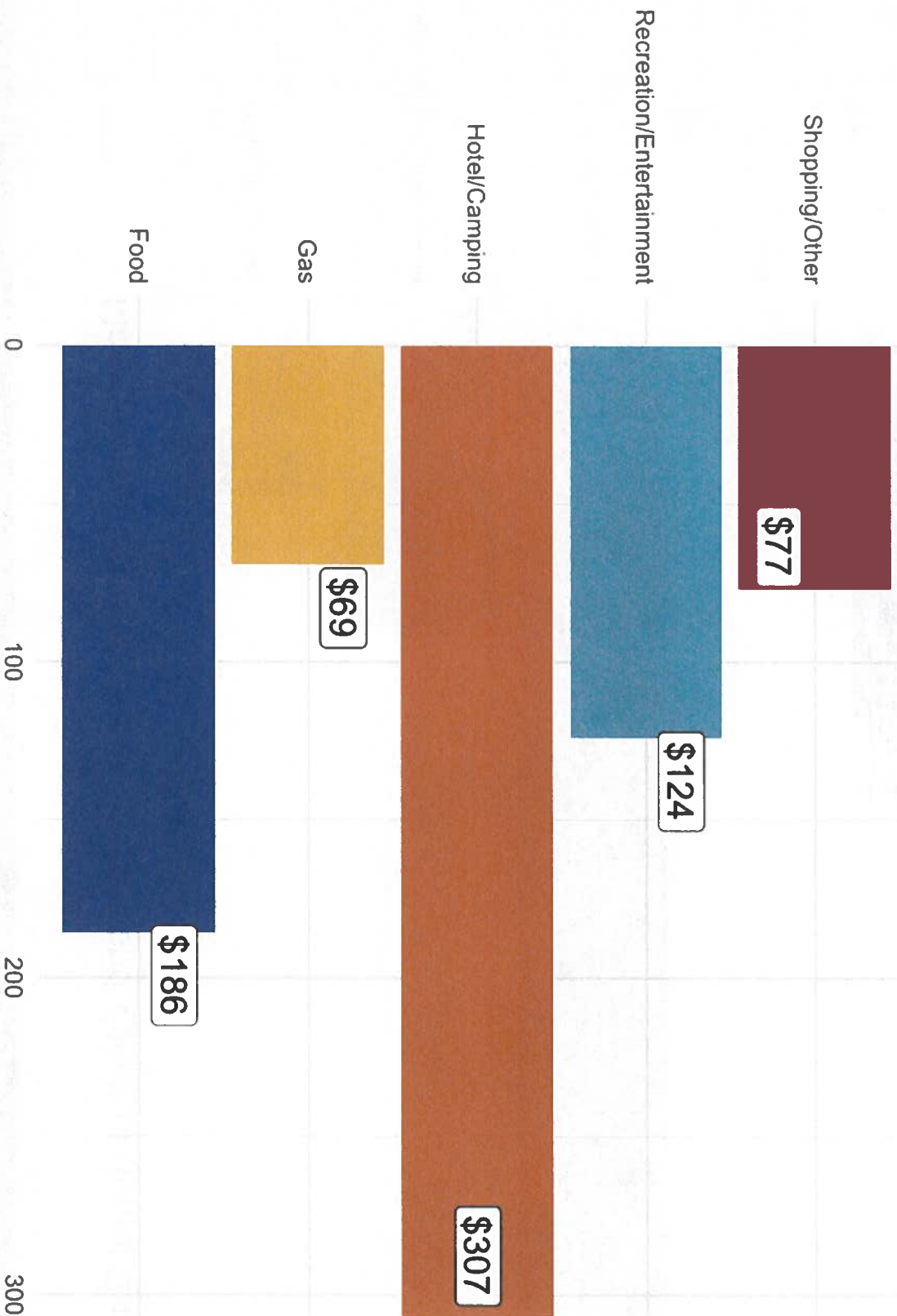
-> Low-income visitors are **less likely** to want to go hiking in the **future**.

-> Low-income visitors were **2.4x more likely** to rate Sisters as **too expensive** than the average visitor.

**Nonwhite respondents** were **less likely** to be “**extremely likely**” to visit the **Sisters area** in the next two years

(**60%** of nonwhite respondents, vs. **69%** of all respondents and **79%** of all on-site respondents).

## Money Spent Per Party Per Trip on Overnight Visits

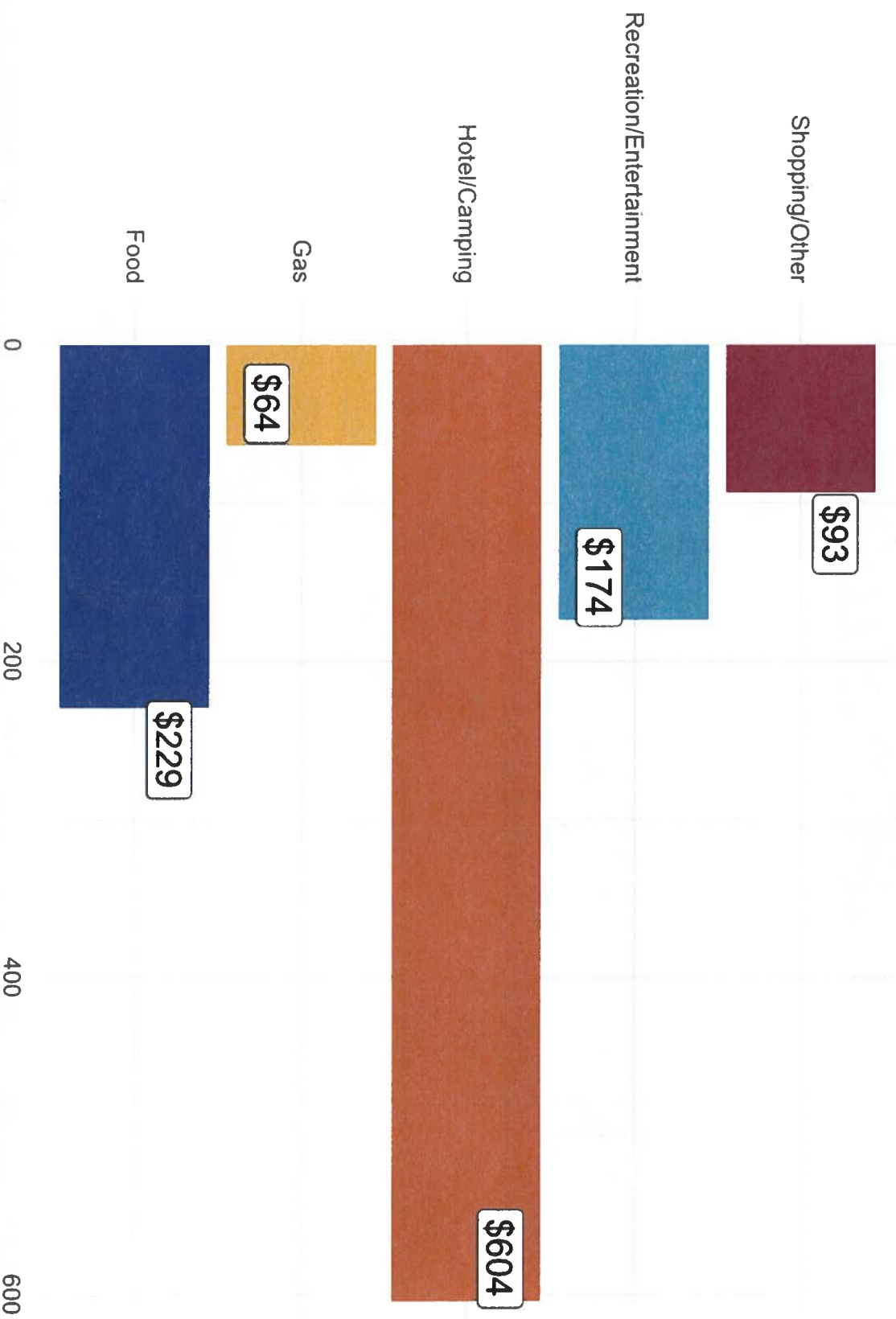


Overnight visitors only, n = 853



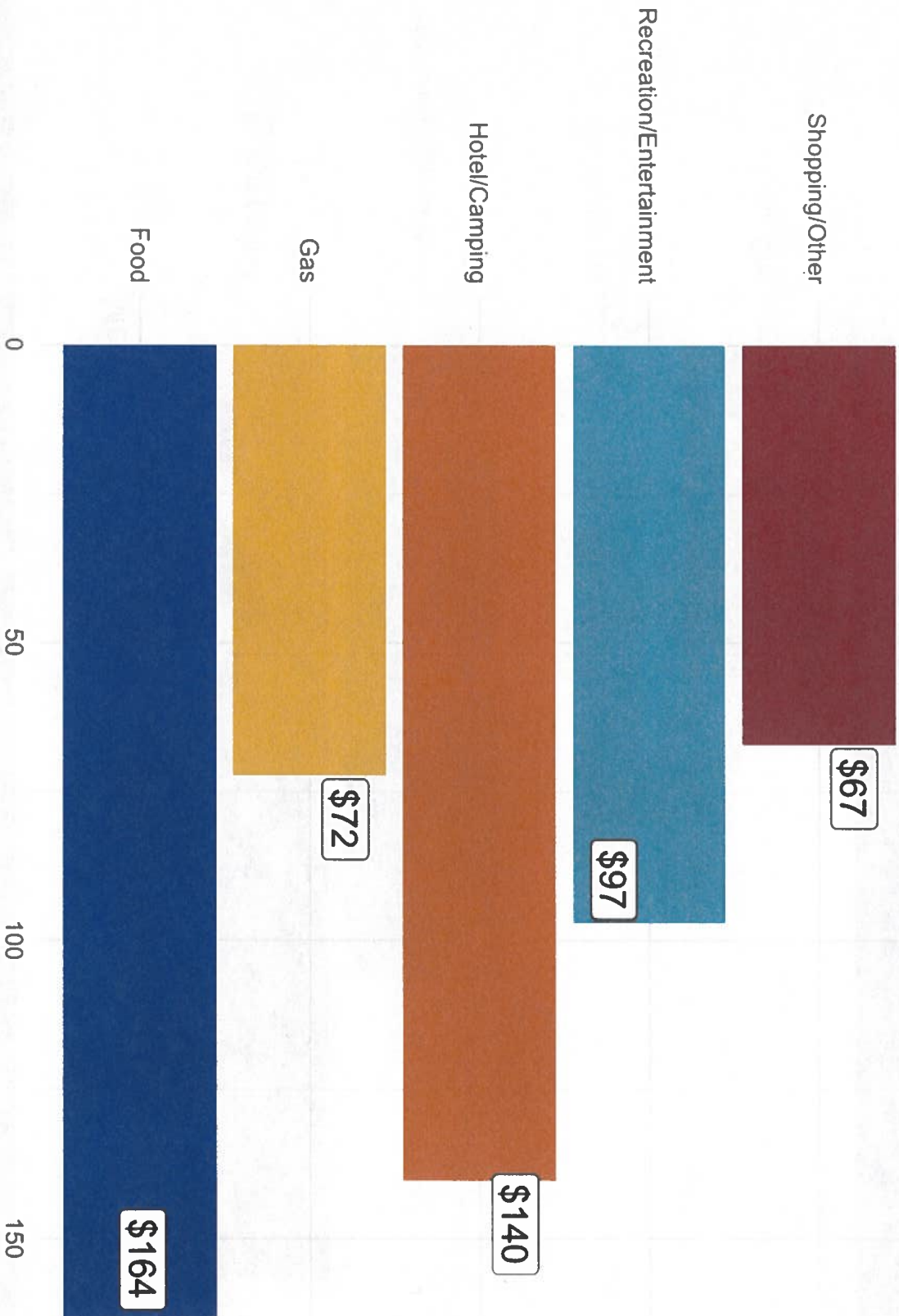
# Economic Impact

Money Spent Per Party Per Trip: Hotel and Vacation Rental Guests



Hotel and vacation rental visitors only, n = 370

Money Spent Per Party Per Trip: Stays With Family or Camping



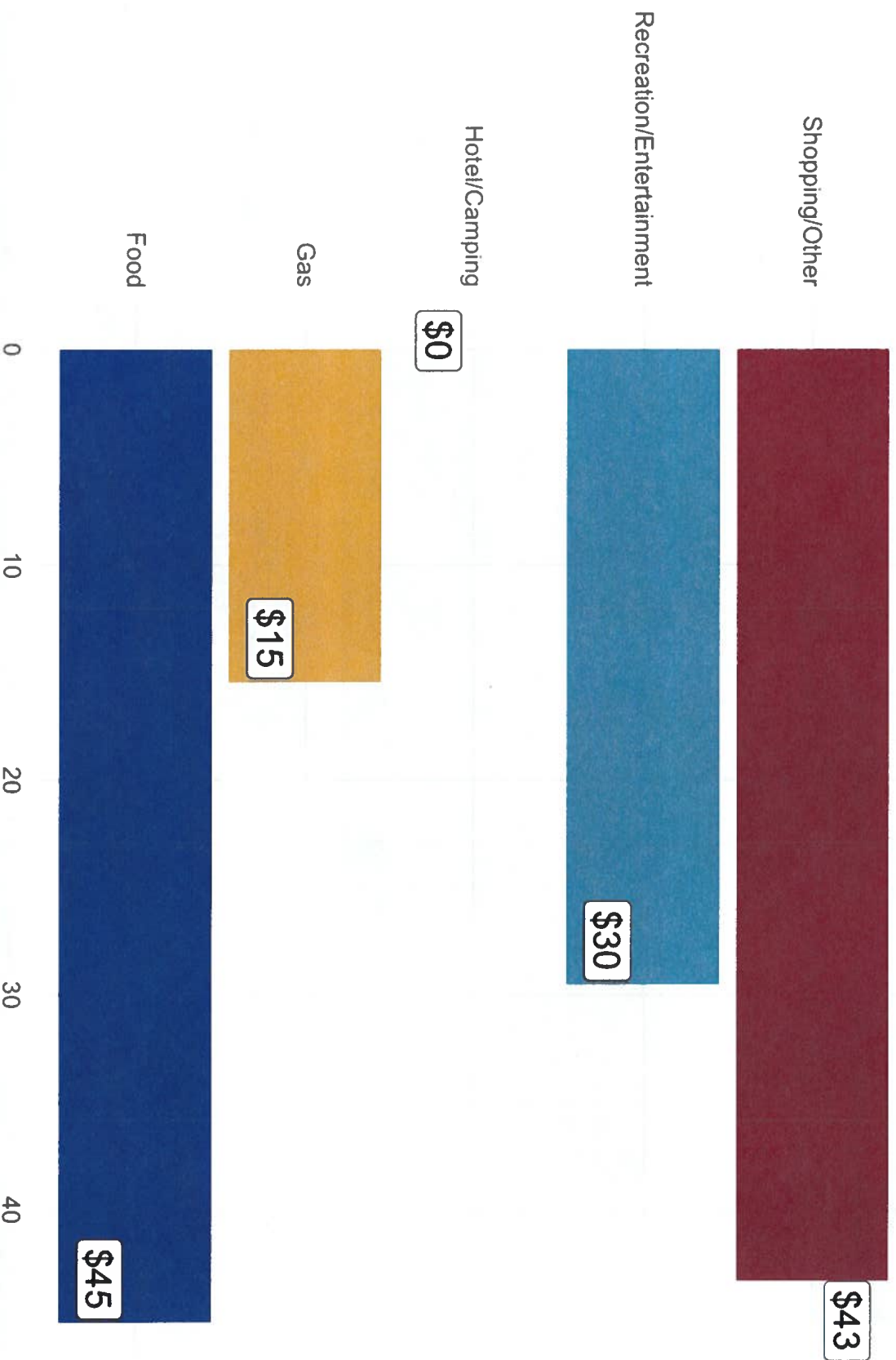
Visitors staying with friends and family or camping, n = 483

# Economic Impact

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Money Spent Per Party Per Trip: Day Visits



Visitors on day trips, n = 342



# Section IV: Written Feedback

# Written Feedback

EXHIBIT C

## Visitors Liked

Restaurants, bars and dining

Events and festivals

Natural beauty

Relaxation and family time

Nice lodging and access to outdoor recreation

## Visitors Disliked

Traffic and parking

Lack of availability or expense of accommodations

Lack of availability of restaurants

Situational- covid, smoke, staffing

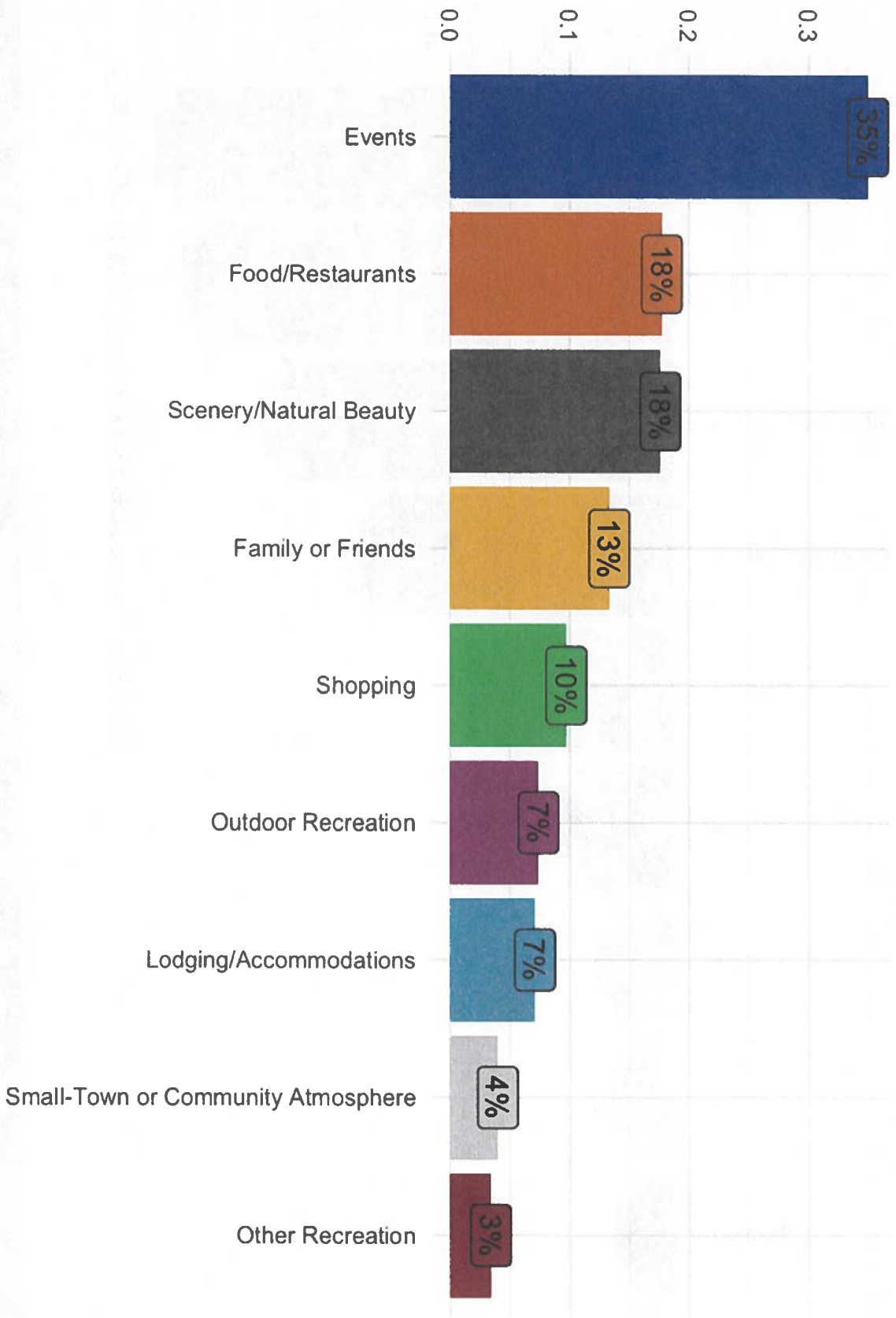
Cost or expense

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

*Based on most frequent themes in text analysis of written responses (n=1045).*

# Feedback: What Visitors Enjoyed

### Common Themes Enjoyed by Visitors



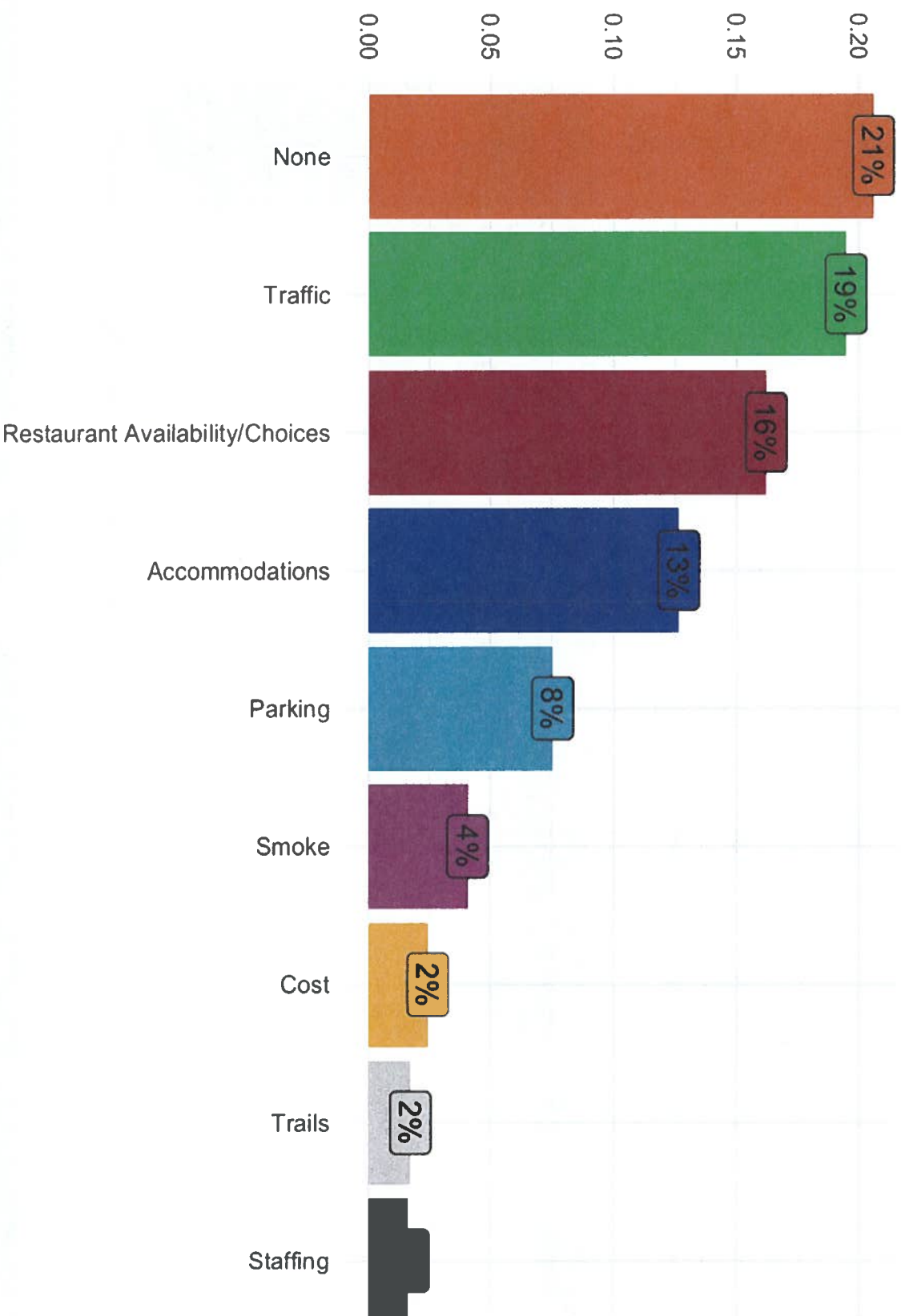
All written responses, n = 1045

# Feedback: Difficulties Encountered by Visitors

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

### Common Difficulties Experienced by Visitors



\*All written responses, n = 1045

# Quotes: What Visitors Enjoyed

EXHIBIT C

- *Hiking to surrounding waterfalls and taking walks through Sisters. Also enjoyed the restaurants.*
- *Music, picnic in the park in the center of town enjoying food from a local restaurant.*

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

- *I enjoy so much about the Sisters area, and used to live there. The Folk Fest was my reason for my last trip, but I also go for the wilderness, hiking, backpacking, skiing, all things outdoors!*
- *I like the Sister Creekside CG. there is a bit of traffic noise, but nice campground, close to Peterson Ridge trails and easy shopping!*
- *Trails close to town, easy access to great food*
- *Well-organized folk festival. Very accommodating camping at the high school and we biked to our musical events on well maintained bike trails.*
- *The quilt show and classes have been a lifelong dream of mine to attend. In 2018 I was finally able to attend this spectacular event.*



# Quotes: Difficulties Visitors Faced

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

- *Too much traffic on Main Street. Noisy. Takes away from the charm of Sisters.*
- *TRAFFIC! Getting out onto the main road to go anywhere was crazy. We started going through the residential streets to keep from having to turn left at the intersections of town.*
- *Lodging is sparse and super expensive. that is the main reason I stay in Bend and drive or ride my bike to Sisters.*
- *I have never been able to actually stay in Sisters, during the Quilt Show week, because the hotels etc. fill up so quickly.*
- *Affordable places to stay. Would've liked to stay in Sisters . Instead stayed in Bend and drove over for the day.*
- *Many closed restaurants due to staffing. We feel very sorry for local businesses and wish that we could've supported them.*
- *Parking is somewhat limited / not clearly marked and traffic on the main route through town makes turning around to back track somewhat of a challenge*

# Quotes: Improvements Visitors Want

EXHIBIT C

■ More dining options and places to stay.

■ Sadly, it's the inability to get accommodation. If I don't have a place to stay near Sisters, I have to day-trip it, and it's a punishingly long day trip from where I live.

■ ...encourage hotels to not raise their rates so excessively during the festival. We would have stayed longer.

■ Add more places for quick healthy food rather than sit down food. More affordable places to stay overnight. Getting too expensive so I typically make it a day event.

■ More biking trail variety. Biking specific trails. Biking shuttle.

■ More resorts/hotels near downtown similar to 5 Pines

■ Another similar campground in the area, limiting vehicles to the campground, businesses with broader hours (everything was closed when we weren't cycling)

■ I wish you could move the highway. I always worry about pedestrians when driving through. Maybe some way to slow down traffic, raised crosswalks? Stop signs?

# Word Cloud: What Visitors Enjoyed Most

EXHIBIT C

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

Q15 What did you enjoy most about your visit?

walk RV park Mountain bike sisters Creekside Campground Peterson Ridge  
Visiting friends sister s Everything lovely friendly people river stores also  
wonderful quality beauty beauty surrounding Views bike race friendly new  
restaurants lots food road Seeing Beautiful area  
Outdoor Quilt Easy access Sisters Coffee mountains  
family community Hiking away beautiful shops restaurants  
Folk Festival quiet area Sisters Stampede music trails  
love go shopping Attending town Seeing quilts  
quilt show place Sisters nature quilts fun  
scenery music festival Relaxing work enjoyed  
bike trails great parks friends Eating event outdoors local  
beautiful scenery Camping Creekside Campground Visiting easy  
Sisters Folk setting festival natural beauty Sisters Quilt Staying  
atmosphere bakery weather amazing good riding small town variety  
time coffee shop Walking around Black Butte nice Great music people  
local restaurants around town many beauty area Sisters Outdoor

# Word Cloud: Difficulties Visitors Faced

EXHIBIT C

Q16 What was the main difficulty you and/or your group encountered during your trip?

festival warm Na help reservations little event room Long outside places eat visit  
venues use Stayed dinner lot lunch hot many people closed stay Sisters available  
traffic main many Air quality Traffic town night lodging rv time much  
camping easy enough problem N Lack go Smoke fires town  
restaurants open crowded due Covid difficulties challenging  
Sisters housing Traffic expensive None s  
Parking walk restaurants stay Bend heat much traffic  
Finding Finding restaurant Nothing local Smoke great Covid  
Weather quilt show good place stay take area year day closed early drive  
Folk Festival make Long lines Shops weekend hotel way hard food places one  
accommodations seating Finding place wanted campground trip really big around  
availability restaurants closed cancelled quilt Waiting

# Word Cloud: Improvements Visitors Want

Q17 What improvements could be made to make you a repeat visitor to the Sisters area?

Make Open love Sisters return Way Less always left Stay help nice season Improve  
show downtown Sisters Folk Festival back repeat visitor Options please Keep around S  
already Will back Bend need main street campground venues N even  
sure live Will lodging visit big think enjoy restaurants hours  
Better quit parking one town see Sisters day  
None really Nothing places stay traffic work area  
stop quilt show things love already repeat visitor time know  
year limited place access camping much shops rv parks great home  
Maybe housing go available close try improvements come back affordable  
fires event smaller find without accommodations move people definitely Come longer  
food NA RV siting hotels Covid



# Section V: Demographics

# Demographics

■ EXHIBIT C

**Gender:** 68 percent female

Gender	Percent
Male	31%
Female	68%
Non-Binary	<1%
Other	<1%

**Age:** 66 percent aged 51 and over

Ages	Percent
Under 20	9%
21-30	6%
31-40	10%
41-50	9%
51-60	18%
61+	48%

■ **Income:** 52 percent made over \$100,000

Income	Percent
\$150,000+	27%
\$100,000-\$149,999	25%
\$75,000-\$99,999	19%
\$50,000-\$74,999	18%
\$20,000-\$49,999	8%
Less than \$20,000	2%

- **Household Status:** 44 percent households with adult kids

Household Status	Percent
Single, no children	10%
Household (couple, no children)	27%
Household (single or couple) w/children living at home	19%
Household (single or couple) w/grown children not at home	44%

- **Race:** 94 percent white

Race	Percent
Asian, Asian Indian or Pacific Islander	2%
Black or African American	<1%
Native American or Alaska Native	<1%
Write In	2%
Two or more races	2%
White/Caucasian	94%

- **Ethnicity:** 97 percent not Hispanic/Latino

Hispanic/Latino	Percent
Not Hispanic/Latino	97%
Hispanic/Latino	3%

All visitors, n = 1263

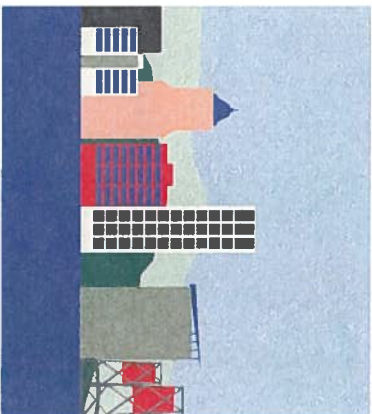


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*Exhibit 1*



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Portland, OR 97205  
503.248.0313  
lancastermobley.com

## Memorandum

To: City of Sisters  
From: Melissa Webb, PE  
Date: December 20, 2023  
Subject: 69013 Camp Polk Road Amendment  
Trip Generation and Transportation Planning Rule Analysis



### Introduction

This memorandum reports the findings of a trip generation analysis conducted for a text amendment to the Sisters Development Code for a property located at 69013 Camp Polk Road in Sisters, Oregon. The study reviews the morning peak hour, evening peak hour, and average daily trip generation potential of the site under both the existing allowable land uses and the proposed additional allowable land uses. This memorandum also addresses the Transportation Planning Rule (TPR) to demonstrate that the transportation system is capable of supporting any changes in traffic intensity resulting from the proposed amendment.

### Project Location & Description

The project site, zoned as TC (Tourist Commercial), is located north of E Barclay Drive and west of Camp Polk Road in Sisters, Oregon. The site includes a single tax lot, lot 1101 of map 151004000, which encompasses an approximate total of 4.61 acres. Currently there is one single-family dwelling located on the project site (often referred to as the "Conklin's Guest House").

The project involves leaving the property zoned as TC and including a text amendment to the Sisters Development Code (SDC) to include additional allowable uses in the TC zone. In addition to the parcel mentioned above, the TC zone applies to portions of two other tax lots: 151004BD01901 (currently undeveloped) and 151004BD01900 (currently developed with Cascade Distillery).

Figure 1 presents an aerial image of the nearby vicinity with the project site outlined in yellow.

site could include the development of a 50,200 square foot restaurant. A restaurant this size would be unlikely: for reference, the Sisters Bi-Mart is approximately 36,000 square feet. A review of similar high turnover sit-down restaurants in Sisters shows that the restaurant square footages range between 2,000 and 6,000 square feet. Given the large lot size, a restaurant square footage of 6,000 square feet was assumed, which would be a similar size to Three Creeks Brewing.

Under current zoning, land use code 932 is expected to attract pass-by and diverted trips. Pass-by trips are trips that leave the adjacent roadway to patronize a land use and then continue in their original direction of travel. Like pass-by trips, diverted trips are trips that divert from a nearby roadway not adjacent to the site to patronize a land use before continuing to their original destination. Pass-by trips do not add additional vehicles to the surrounding transportation system; however, they do add additional turning movements at site access intersections. Diverted trips may add turning movements at both site access and other nearby intersections.

Pass-by trip generation was determined by referencing data from the Pass-By and Data Rate Tables in the appendix of the Trip Generation Manual. The following rates were utilized for determining pass-by trip generation:

*LUC 932 (High-Turnover (Sit-Down) Restaurant)*

- Approximately 43 percent of evening peak hour site trips are assumed as pass-by trips; and
- The average weekday pass-by trip rate is assumed to match the evening peak hour rate.

**Proposed Zoning Amendment**

To determine trip generation with the proposed zoning amendment, it is assumed that the proposed development following the text amendment may be considered the reasonable "worst-case" development scenario. For the purpose of this analysis, two proposed additional land uses to the TC zone were analyzed and the following assumptions made:

- LUC 411, *Public Park* – it was assumed that the entire 4.61-acre site would be used as a public park.
- LUC 416, *Campground/Recreational Vehicle Park* – it was assumed that a maximum of 80 campsites would be available.

**Analysis Summary**

The trip generation calculations show that under existing conditions, the subject site could reasonably be developed to generate up to 57 morning peak hour trips, 31 evening peak hour trips, and 368 average weekday trips. Following the text amendment to the development code, looking at a worst-case development scenario, the site could be developed with a campground/recreational vehicle park that could generate up to 17 morning peak hour trips, 22 evening peak hour trips, and 220 average weekday trips.

The trip generation estimates are summarized in Table 2. Detailed trip generation calculations are included as an attachment to this memorandum.



Table 2: Trip Generation Comparison

ITE Code	Intensity	Morning Peak Hour			Evening Peak Hour			Daily Trips
		In	Out	Total	In	Out	Total	
<b>Current Zoning – Allowed Land Use</b>								
932 – High Turnover (Sit-Down) Restaurant	6,000 SF	31	26	57	33	21	54	644
<i>Pass-By Rate</i>	<i>(-/43%/43%)</i>	-	-	-	-14	-9	-23	-276
<b>Total Net Site Trips</b>		32	26	57	19	12	31	368
<b>Proposed Zoning Amendment - Additional Land Uses</b>								
416 – Campground/Recreational Vehicle Park	80 campsites	6	11	17	14	8	22	220 <sup>1</sup>
411 – Public Park	4.6 Acres	0	0	0	0	1	1	4

**Table Notes:**

1. No weekday rate data was provided; therefore, the weekday rate was estimated to be ten times the evening peak hour rate.

Based on the above analysis, following the text amendment to the TC zone in the Sisters Development Code, the development of a campground/recreational vehicle park with a maximum of 80 campsites will not generate more trips than a 6,000 square foot restaurant that can be constructed under existing conditions. In addition, if the entire site acreage was developed as a public park, the estimated number of trips generated would also be fewer than the number of trips that could be generated with a 6,000 square foot restaurant. Furthermore, a restaurant use would only utilize a portion of the site; thus, the potential for trip generation under current zoning would be even greater than what is show in Table 2.

**Additional Parcels**

The TC zoning district applies to portions of two other tax lots:

The first lot (151004BD01900) is currently developed with Cascade Distillery. Table 1 shows that a distillery is more trip-intensive than either a campground/recreational vehicle park or a public park. With the proposed text amendment changes, a distillery would still be a permitted land use in the TC zone.

The second lot (151004BD01901) is zoned North Sisters Business Park (NSBP) District except for a small corner that is zoned TC. The site is currently undeveloped and is considered “unbuildable” due to being in the runway protection zone associated with the nearby Sisters Eagle Airport.

If the site were ever to be developed in the future, the NSBP district has permitted land uses, such as restaurants and coffee shops, that are more trip-intensive than either of the uses proposed with the amendment to the TC zone (campground/recreation vehicle park or a public park). Furthermore, as demonstrated for the subject site, the proposed text amendment for the TC zone would only add uses that are lower trip generators than what is currently permitted.



## Transportation Planning Rule

The Transportation Planning Rule (TPR) is in place to ensure that the transportation system is capable of supporting possible increases in traffic intensity that could result from changes to adopted plans and land-use regulations. The applicable elements of the TPR are each quote directly in italics below, with responses following.

### 660-012-0060 Plan and Land Use Regulation Amendments

1. *If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:*
  - (a) *Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);*
  - (b) *Change standards implementing a functional classification system; or*
  - (c) *Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.*
    - (A) *Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*
    - (B) *Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or*
    - (C) *Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.*

Response: Subsections (a) and (b) are not triggered since the proposed land use action will not impact or alter the functional classification of any existing or planned facility and the proposal does not include a change to any functional classification standards.

Regarding subsection (c), the proposed text amendment is not projected to increase the morning peak hour, evening peak hour, or average daily trip generation potential of the site. Accordingly, the proposed text amendment is not expected to have a significant impact on the operation of area streets and intersections since there is no expected increase in the peak hour or daily trip generation potential of the site. Therefore, subsection (c) will not be triggered.



## Conclusions

A text amendment to the Sisters Development Code is proposed to include development of additional allowable land uses in the TC zone as well as clarify permissible uses in the zone. The proposed additional allowable land uses are consistent with the purpose of the TC zone shown in SDC 2.12.100.

The proposed text amendment to the Sisters Development Code will not degrade the performance of any existing or planned transportation facility. Accordingly, the TPR is satisfied, and no mitigation is necessary or recommended in conjunction with the proposed text amendment.

### Attachments

Trip Generation – Existing Conditions

Trip Generation – Proposed Conditions





TRIP GENERATION CALCULATIONS  
Existing Conditions

*Land Use:* High-Turnover (Sit-Down) Restaurant  
*Land Use Code:* 932  
*Land Use Subcategory:* All Sites  
*Setting/Location:* General Urban/Suburban  
*Variable:* 1000 SF GFA  
*Trip Type:* Vehicle  
*Formula Type:* Rate  
*Variable Quantity:* 6

AM PEAK HOUR

*Trip Rate:* 9.57

	Enter	Exit	Total
Directional Split	55%	45%	
Trip Ends	31	26	57

PM PEAK HOUR

*Trip Rate:* 9.05

	Enter	Exit	Total
Directional Split	61%	39%	
Trip Ends	33	21	54

WEEKDAY

*Trip Rate:* 107.2

	Enter	Exit	Total
Directional Split	50%	50%	
Trip Ends	322	322	644

Source: Trip Generation Manual, 11th Edition



TRIP GENERATION CALCULATIONS

Proposed Use

Land Use: Public Park  
 Land Use Code: 411  
 Land Use Subcategory: All Sites  
 Setting/Location: General Urban/Suburban  
 Variable: Acres  
 Trip Type: Vehicle  
 Formula Type: Rate  
 Variable Quantity: **4.6**

AM PEAK HOUR

Trip Rate: 0.02

	Enter	Exit	Total
Directional Split	59%	41%	
Trip Ends	0	0	0

PM PEAK HOUR

Trip Rate: 0.11

	Enter	Exit	Total
Directional Split	55%	45%	
Trip Ends	0	1	1

WEEKDAY

Trip Rate: 0.78

	Enter	Exit	Total
Directional Split	50%	50%	
Trip Ends	2	2	4

Source: Trip Generation Manual, 11th Edition





TRIP GENERATION CALCULATIONS

Proposed Use

Land Use: Campground/RV Park  
 Land Use Code: 416  
 Land Use Subcategory: All Sites  
 Setting/Location: General Urban/Suburban  
 Variable: Occupied Campsites  
 Trip Type: Vehicle  
 Formula Type: Rate  
 Variable Quantity: **80**

AM PEAK HOUR

Trip Rate: 0.21

	Enter	Exit	Total
Directional Split	36%	64%	
Trip Ends	6	11	17

PM PEAK HOUR

Trip Rate: 0.27

	Enter	Exit	Total
Directional Split	65%	35%	
Trip Ends	14	8	22

WEEKDAY

Trip Rate: 0

	Enter	Exit	Total
Directional Split	50%	50%	
Trip Ends	NA	NA	NA

Source: Trip Generation Manual, 11th Edition

# AFFIDAVIT OF MAILING

## City of Sisters

STATE OF OREGON  
DESCHUTES COUNTY

I (name) Julie Pieper, mailed (describe or attach mailing) Notice of Public Hearing

for file no. TA 24-01 to owners of property in the Sun Ranch Tourist Commercial District

to the following person(s) at the following address(es) (describe or attach) see attached mailing list

The mailing was delivered via (hand, post office, UPS, etc.) United States Postal Service

by Julie Pieper on March 7, 2024

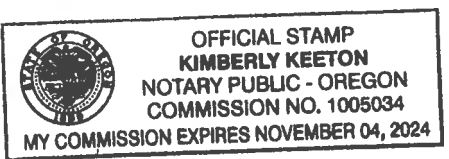
the mailing will be postmarked for (date) March 7, 2024 and will likely reach its

destination before (date) March 14, 2024 according to staff.

This instrument was acknowledged before me on March 8, 2024, by Julie A. Pieper

as Administrative Lead of the City of Sisters.

Kimberly Keeton  
Notary Public, State of Oregon





## NOTICE OF PUBLIC HEARING

### MEASURE 56 NOTICE

THIS IS TO NOTIFY YOU THAT THE CITY OF SISTERS HAS PROPOSED A LAND USE REGULATION THAT MAY AFFECT THE PERMISSIBLE USES OF YOUR PROPERTY AND OTHER PROPERTIES.

The City of Sisters has determined that adoption of this land use regulation may affect the permissible uses of your property and other properties in the affected zone(s), and may change the value of your property. Despite this cautionary language, which is provided to comply with Ballot Measure 56 (now ORS 227.186), the City of Sisters has not determined that property values will be affected in any way as a result of this action.

Notice is hereby given that the City of Sisters Planning Commission will conduct an in-person public hearing at Sisters City Hall, 520 E. Cascade Avenue, Sisters, on **March 21, 2024, at 5:30 PM** regarding the applications listed below. The hearing will be held according to SDC Chapter 4.1 and the rules of procedure adopted by the Council and available at City Hall.

Prior to the public hearing, written comments may be provided to Sisters City Hall at 520 E. Cascade Avenue, Sisters (mailing address PO Box 39, Sisters, OR 97759) or emailed to [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us). Comments should be directed toward the criteria that apply to this request and **must reference the file number**. For additional information, please contact Matthew Martin, Principal Planner at (541) 323-5208 or [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us).

The staff report and recommendation to the hearings body will be available for review at least seven (7) days before the hearing. All submitted evidence and materials related to the application are available for inspection at City Hall. Copies of all materials will be available on request at a reasonable cost. The Planning Commission meeting is accessible to the public either in person or via Zoom online meeting. Meeting information, including the Zoom link, can be found on <https://www.ci.sisters.or.us/meetings>.

**PUBLIC HEARING:** March 21, 2024 at 5:30 pm  
**FILE #:** TA 24-01  
**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC  
**LOCATION:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101  
Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900  
Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901  
**REQUEST:** Text Amendments to the Sisters Development Code Chapter 1.3 (Definitions) and Chapters 2.12 (Sun Ranch Tourist Commercial District). The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code. No land use is proposed with these amendments. Any subsequent land use is subject to the land use review process required by the Sisters Development Code.

**APPLICABLE CRITERIA:** Sisters Development Code (SDC):  
Chapter 1.3 – Definitions  
Chapter 2.12 – Sun Ranch Tourist Commercial District  
Chapter 4.1 – Types of Applications and Review Procedures  
Chapter 4.7 – Land Use District Map and Text Amendments  
City of Sisters Urban Area Comprehensive Plan  
Oregon Statewide Land Use Goals

**PROJECT WEBSITE:** <https://www.ci.sisters.or.us/community-development/page/text-amendments-sun-ranch-tourist-commercial-district-%C2%A0>

Questions or concerns regarding this application should be directed to the Community Development Department at Sisters City Hall. The Planning Commission will consider the staff report all other written and oral testimony and forward a recommendation to the City Council for Council's ultimate approval. The decision criteria and process will occur according to Development Code Chapter 4.1 Procedures and all other applicable Development Code requirements. Failure to raise an issue in person, or by letter before or during the issuance of the decision, or failure to provide statements of sufficient evidence to afford the decision-makers an opportunity to respond to the issue, may preclude an appeal based on that issue with the State Land Use Board of Appeals. All evidence relied upon by staff to make this decision is in the public record and is available for public review at the Sisters City Hall, 520 E. Cascade Avenue, Sisters, Oregon. Copies of this evidence can be obtained at a reasonable cost from the City. TTY services can be made available. Please contact Assistant City Manager Kerry Prosser at 541-323-5213 for accommodations to be made. The Sisters City Hall building is a handicapped accessible facility.

**\*Notice to mortgagee, lienholder, vendor or seller: City of Sisters Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.**



Jon Skidmore c/o Skidmore Consulting, LLC  
211 NW Wilmington Ave  
Bend, OR 97703

Ernie Larrabee c/o Lake House Inn, LLC  
160 S. Oak Street #147  
Sisters, OR 97759

DUTCH PACIFIC PROPERTIES LP  
PO BOX 3500, PMB 303  
Sisters, OR 97759

SWORDFISH CONSULTING LLC  
10574 NW HARDING CT  
PORTLAND, OR 97229

# AFFIDAVIT OF MAILING

## City of Sisters

STATE OF OREGON  
DESCHUTES COUNTY

I (name) Julie Pieper, mailed (describe or attach mailing) Notice of Public Hearing Notice of Public Hearing  
for file no. TA 24-01 to individuals that requested notice

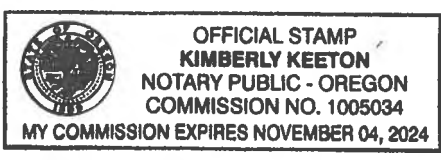
to the following person(s) at the following address(es) (describe or attach) see attached mailing list

The mailing was delivered via (hand, post office, UPS, etc.) United States Postal Service  
by Julie Pieper on March 7, 2024

the mailing will be postmarked for (date) March 7, 2024 and will likely reach its  
destination before (date) March 14, 2024 according to staff.

This instrument was acknowledged before me on March 8, 2024, by Julie A. Pieper  
as Administrative Lead of the City of Sisters.

Kimberly Keeton  
Notary Public, State of Oregon





## NOTICE OF PUBLIC HEARING

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The staff report and recommendation to the hearings body will be available for review at least seven (7) days before the hearing. All submitted evidence and materials related to the application are available for inspection at City Hall. Copies of all materials will be available on request at a reasonable cost. The Planning Commission meeting is accessible to the public either in person or via Zoom online meeting. Meeting information, including the Zoom link, can be found on <https://www.ci.sisters.or.us/meetings>.

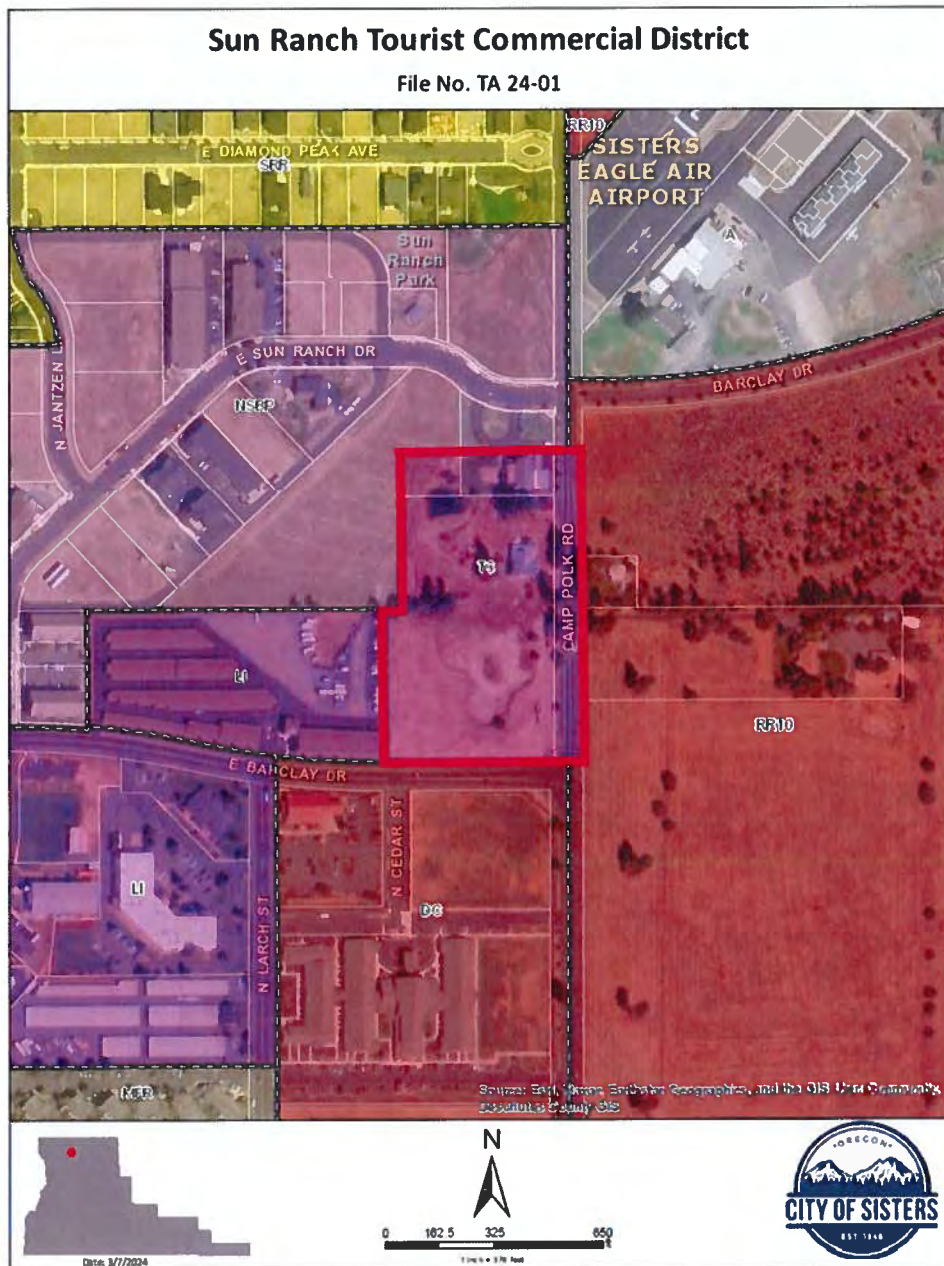
**PUBLIC HEARING:** March 21, 2024 at 5:30 pm  
**FILE #:** TA 24-01  
**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC  
**LOCATION:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101  
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**REQUEST:** Text Amendments to the Sisters Development Code Chapter 1.3 (Definitions) and Chapters 2.12 (Sun Ranch Tourist Commercial District). The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code. No land use is proposed with these amendments. Any subsequent land use is subject to the land use review process required by the Sisters Development Code.

**APPLICABLE CRITERIA:** Sisters Development Code (SDC):  
Chapter 1.3 – Definitions  
Chapter 2.12 – Sun Ranch Tourist Commercial District  
Chapter 4.1 – Types of Applications and Review Procedures  
Chapter 4.7 – Land Use District Map and Text Amendments  
City of Sisters Urban Area Comprehensive Plan  
Oregon Statewide Land Use Goals

**PROJECT WEBSITE:** <https://www.ci.sisters.or.us/community-development/page/text-amendments-sun-ranch-tourist-commercial-district-%C2%A0>

Questions or concerns regarding this application should be directed to the Community Development Department at Sisters City Hall. The Planning Commission will consider the staff report all other written and oral testimony and forward a recommendation to the City Council for Council's ultimate approval. The decision criteria and process will occur according to Development Code Chapter 4.1 Procedures and all other applicable Development Code requirements. Failure to raise an issue in person, or by letter before or during the issuance of the decision, or failure to provide statements of sufficient evidence to afford the decision-makers an opportunity to respond to the issue, may preclude an appeal based on that issue with the State Land Use Board of Appeals. All evidence relied upon by staff to make this decision is in the public record and is available for public review at the Sisters City Hall, 520 E. Cascade Avenue, Sisters, Oregon. Copies of this evidence can be obtained at a reasonable cost from the City. TTY services can be made available. Please contact Assistant City Manager Kerry Prosser at 541-323-5213 for accommodations to be made. The Sisters City Hall building is a handicapped accessible facility.

**\*Notice to mortgagee, lienholder, vendor or seller: City of Sisters Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.**





Tom and Joy Newman  
P.O. Box 2271  
Sisters, OR 97759

Lisa Nicol  
69127 Chestnut Place  
Sisters, OR 97759

Luisa Stevens  
69742 W Meadow Pkwy  
Sisters, OR 97759

Jeremy Davis  
68880 Chestnut Dr  
Sisters, OR 97759

Tess Gardner  
PO Box 2117  
Sisters, OR 97759

Craig Pfeiffer  
68929 Bay Place  
Sisters, OR 97759

Craig & Wendy Rullman  
69128 Bay Drive  
Sisters, OR 97759

Scott Hallenberg  
15651 National Forest Ln  
Sisters, OR 97759

**Matt Martin**

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**From:** Matt Martin  
**Sent:** Thursday, March 14, 2024 3:52 PM  
**To:** Matt Martin  
**Subject:** COURTESY NOTICE - PUBLIC HEARING CANCELED/TO BE RESCHEDULED (FILE NO. TA 24-01)

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

Greetings,

The purpose of this courtesy notice is to inform you that the public hearing before the Sisters Planning Commission regarding Text Amendment file no. TA 24-01 (Amendments to the Sisters Development Code Chapter 1.3 (Definitions) and Chapter 2.12 (Sun Ranch Tourist Commercial District)) originally scheduled on March 21, 2024, is **CANCELED** and will be rescheduled. You are receiving this notice because you are the applicant or previously submitted emailed comments on this matter.

On March 7, 2024, the Sisters Planning Commission held a workshop to discuss the proposal with staff in preparation for the public hearing. The Commission decided to cancel the public hearing on March 21 and, instead, hold another workshop to continue the overview of the proposal and review process before proceeding to the public hearing. Said workshop will be held on March 21, 2024, at 4:00pm. More information regarding this workshop can be found on the City of Sisters website at: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-85>.

The date for the new public hearing has not been determined. When the date is determined, notice of the public hearing will be provided in accordance with Sisters Development Code Section 4.1.600.

Additional project can be found on the City of Sisters website under Community Development Notable Projects at: <https://www.ci.sisters.or.us/community-development/page/notable-active-projects>.

For additional information, please contact Matthew Martin, Principal Planner, at (541) 323-5208 or [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us).

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.*

**Matt Martin**

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**From:** jonski826@gmail.com  
**Sent:** Thursday, March 14, 2024 2:28 PM  
**To:** Matt Martin  
**Subject:** TA 24-01 Addendum Submittal  
**Attachments:** 031424 SRTC Text Amendment Memo.pdf; 031424 Exhibit A - Proposed Text Amendment (Track Changes).pdf; 031424 Exhibit B - Proposed Text Amendments (Clean Version).pdf; 031424 Text Amendment Detail and Explanation.pdf

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

Hi Matt,

Please find the following attached to this email:

- 031424 SRTC Amendment Memo
- 031424 Exhibit A – Proposed Text Amendments (Track Changes)
- 031424 Exhibit B – Proposed Text Amendment (Clean Version)
- 031424 Exhibit C – Text Amendment Detail and Explanation

These documents comprise Addendum 1 for this application. Please submit all documents to the record.

If you have any questions, please contact me.

Thank you!

Jon Skidmore  
541-350-3783

**Skidmore Consulting, LLC**

To: Matthew Martin, AICP, Principal Planner  
Members of the City of Sisters Planning Commission

From: Jon Skidmore, Skidmore Consulting, LLC

Date: March 14, 2024

Subject: Addendum 1 for City of Sisters File TA 24-1

Addendum

Please accept this memo and the attached addendum documents and add them to the record for City of Sisters file TA 24-1. The addendum is submitted to the record to help clarify what is proposed with the text amendment. The following items are part of the addendum:

- Addendum 1 – Exhibit A – Proposed Text Amendment (Track Changes)
- Addendum 1 – Exhibit B – Proposed Text Amendment (Clean Version)
- Addendum 1 – Exhibit C – Text Amendment Detail and Explanation

Exhibits A and B show the amendments proposed for the Sun Ranch Tourist Commercial zone in track changes form (Exhibit A) and in a clean format (Exhibit B). Exhibit C is a spreadsheet that contains a point-by-point description of what the existing language in the Sun Ranch Tourist Commercial zone is, what new language is proposed, and then the reasoning for the proposed change. All the documents have the date 03/14/24 in the header to assist with document/version control.

Process

At the March 7, 2024, City of Sisters Planning Commission workshop, members of the commission asked questions regarding the text amendment process and about various components of the proposed text amendments to the Sun Ranch Tourist Commercial zone (SRTC). Below I address the text amendment process and provide a summary of why Lake House Inn, LLC has applied for the text amendments. Further below, I address some of the other key questions raised.

It was clear that the current Planning Commission has not reviewed an applicant-proposed text amendment. Although this commission hasn't reviewed applicant-initiated text amendments, these applications are quite common in the land use planning process. The entire Sun Ranch area – the North Sisters Business District, the Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zones – were all proposed by the previous landowner. Comprehensive Plans and Zoning Codes are living documents. Routine adjustments to those documents, whether applicant- or municipally driven, are appropriate to reflect changes to communities, market conditions, new state regulations or other items. Some of central Oregon's most successful land development projects had custom zoning districts that were applicant-initiated. In addition to Sun Ranch, the Old Mill District and NorthWest Crossing in Bend

## Skidmore Consulting, LLC

are examples of development codes written by the landowners in coordination with the regulating bodies.

There were questions about why the text amendment is proposed. The answer lies in the fact that the property owners have a vision to develop the property in a mixed-use fashion consistent with the purpose of the SRTC but there was disagreement about what uses are permissible within the zone. The mix of uses envisioned includes various potential types of overnight accommodation to meet tourist demand, a tap house or similar, food carts, fire pits, a fishing pond, potentially a pickleball court, and other ideas. One of the key components of this vision is the concept of a boutique, higher-end RV Park that caters to the growing sector of the tourism industry that travels in RVs. The existing SRTC zone contains “Lodging Facilities” as a permitted use and the owner felt that term included an RV Park use.

The City was approached about whether an RV Park could be proposed under the “Lodging Facilities” use. Staff explained that because the “RV Park” use is defined in the Sisters Development Code and not listed specifically as a use in the SRTC, “Lodging Facilities” doesn’t include the RV Park use. Staff suggested the applicant-initiated text amendment application route as the way to have the RV Park use considered for inclusion in the SRTC. After conversations with staff about the text amendment, there was support to propose other amendments that would clarify uses permissible on site and create a format that is more consistent with other sections of the code.

When looking at the pages of materials submitted, the changes may look to be substantial. However, there are only three new uses proposed (RV Park & Caretaker’s Residence, Hostel, and Park). Another use – Retail Establishments limited to 1000 square feet – is more of a clarification of the amusement use that is in the current SRTC. The remainder of the changes are focused on updating the code language and format of the SRTC to be more consistent with the other sections of the Sisters Development Code. One other notable change is that the applicant seeks to remove the 1900 Rural Farm/Ranch House design standards and revert back to the 1880s Western Design Theme that applies in all other commercial zoning districts.

There were some additional questions asked about the proposal. I address those below.

### Proposed “Lodging Establishment” Term:

The applicant has proposed amending the Sisters Development code to add the term “Lodging Establishment” to provide a consistent, defined term for overnight accommodations in various zoning districts. This definition provides for various approaches to overnight accommodations – from individual cabins to more traditional hotel type structures to “Glamping” options. Other sections of the Sisters Development Code list “Hotel” and “Motel” as permitted uses. However, those terms are not defined in the Sisters Development Code. In initial conversations with staff, there was

**Skidmore Consulting, LLC**

recognition that a consistent, defined term would be a benefit in the administration of the Sisters Development Code.

The [Merriam-Webster Dictionary](#) defines “Hotel” and “Motel” as such:

Hotel - an establishment that provides lodging and usually meals, entertainment, and various personal services for the public.

Motel - an establishment which provides lodging and parking and in which the rooms are usually accessible from an outdoor parking area.

The applicant is willing to discuss the best approach for resolving this issue so that consistent terms and definitions are used to cover various types of lodging accommodations. The proposed “Lodging Establishment” use and definition were proposed to provide clarity, not create confusion.

RV Park and Length of Stay:

There were several questions related to the length of stay that would be permissible with an RV Park use. Although no specific park rules accompany the proposed text amendment, the applicant is willing to consider a length of stay limit as part of this process to address that concern.

This legislative proposal to amend the Sun Ranch Tourist Commercial district has been submitted to the City of Sisters recognizing that the original zoning district was tailored to a vision based on the market realities almost 20 years ago. The intent of the district, however, has not changed. The Sun Ranch Tourist Commercial zone was created to attract tourists, business travelers, and to create a gathering space for visitors to and members of the Sisters community. The proposed amendments seek to update the zone to better meet changing market and community conditions as well as to create a zoning district more consistent with the remainder of the Sisters Development Code.

I appreciate your questions about and your attention to this proposal. We are committed to working with the community to update the Sun Ranch Tourist Commercial zone in a manner that honors the intent of the district, assures compatibility with surrounding uses, and provides flexibility to meet changing market and community conditions.

Don't hesitate to contact me if you have any questions.

## Exhibit C

City of Sisters Planning File TA-24-01  
 Sun Ranch Tourist Commercial District Text Amendment Application  
 Text Amendment Summary Table

Section	Current Language	Proposed Language	Reason for Change
<b>2.12.100 Purpose</b>	The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.	The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.	The purpose statement was edited to highlight the focus on tourism-based uses to attract the traveling public and also highlight the focus on creating gathering space for locals as well. The reference to the early 1900s Rural Farm/Ranch House special design standards was removed as the applicant is seeking to revert back to the 1880s Western Design Theme for any built structures.
<b>2.12.200 Applicability</b>	The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.	Removed the "Applicability" section.	The applicability section is not needed to define where the standards of the Sun Ranch Tourist Commercial district apply. Chapter 2.1 Land Use District Administration of the Sisters Development Code explains how regulations apply within the various zoning districts. This was done for consistency with the remainder of the Sisters Development Code. As a result, the numbering protocol for the remaining sections has changed (ie, 2.1.200 is proposed to be the section for "Uses.")
<b>2.12.300 Permitted Uses</b>	A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.	2.12.200 Uses A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The word "Permitted" was removed from the title for consistency with the rest of Sisters Development Code. The use-table was retitled as 2.12.1 as it is the first table in this section of the zoning district and was changed to contain the correct reference.
<b>2.12.300 Permitted Uses</b>	B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.	B. <u>Special Provisions</u> . Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.1 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The proposed language updates the table reference.
<b>2.12.300 Permitted Uses</b>	C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.	C. <u>Conditional uses</u> . Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The proposed language updates the table reference.
<b>2.12.300 Permitted Uses</b>	D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Code Interpretations.	NO CHANGE	This section is now 2.12.200 versus 2.12.300.

**Exhibit C**

Section	Current Language	Proposed Language	Reason for Change
<b>Table 2.12.1</b>	Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building)	Deleted the language in this cell.	Removed the "Cottages" use. When the SRTC was initially proposed, the cottages were meant to be units of overnight accommodation. The City now has a specific definition for cottages that refers to small houses used as accessory dwelling units or in master planned cottage developments. The Hotel & Lodging Establishments use is proposed to allow various types of structures to be used for overnight accommodations - including cottage structures or others as explained below.
<b>Table 2.12.1</b>	Lodging Facilities	Hotel & Lodging Establishments	The Lodging Facilities use is not defined in the Sisters Development Code. The applicant proposes the "Hotel & Lodging Establishments" term to provide for the broad range of lodging options that the "Lodging Facilities" term sought to cover including things like traditional hotel structures, cabins, "glamping" type facilities and other types of lodging.
<b>Table 2.12.1</b>	Office	Hostel	The "Office" use is proposed to be deleted as explained further below. The Hostel use is proposed as it is consistent with the purpose statement and was considered to be covered by the Lodging Facilities use. However, "Hostel" is a defined use in the Sisters Development Code and is therefore added as a separate use.
<b>Table 2.12.1</b>	Office	Accessory Uses.	The proposed code language deletes the "Office" use as it was initially envisioned to be an accessory use to a lodging establishment or other permitted use. Offices in conjunction with permitted uses will still be permitted as an "Accessory Use." The zone was never intended to permit stand-alone office buildings. In keeping with the inter-related nature of the Sun Ranch area, office buildings and similar would be in the Sun Ranch Business Park.
<b>Table 2.12.1</b>	Restaurant, bar and food services.	Eating and Drinking Establishments.	The new language is proposed to provide language that is consistent with other sections of the Sisters Development Code. The City has interpreted the "Eating and Drinking Establishments" term to include a wide array of food service and drinking establishments including food carts, food cart lots, and more traditional "brick and mortar" food and beverage establishments.
<b>Table 2.12.1</b>	Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related facilities.	Accessory Uses.	The proposed updated code deletes the use listed and is replaced by "Accessory Use." The uses listed are accessory to and customary for Hotel & Lodging Establishments.
<b>Table 2.12.1</b>	Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc.	Retail sales establishment limited to 1000 square feet.	The Amusement Uses was intended to allow for facilities that would appeal to guests of the property - bike rentals, etc. Most amusement uses envisioned for the SRTC are Accessory Uses - like fire pits or seating areas. The retail sales establishment use was proposed to permit a smaller retail use that would appeal to visitors and would allow for rental and sales of recreational or other items.



**Exhibit C**

Section	Current Language	Proposed Language	Reason for Change
Table 2.12.1	Neighborhood Market	Neighborhood Market	The change proposed is to delete the reference to section 2.12.1000 which contained specific regulations for such uses such as hours of operation and special setbacks. The proposed language deletes that section of the code and ties the use back to its definition in Section 1.3 of the Sisters Development Code.
Table 2.12.1	Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.	Accessory Uses.	The initial proposed use is a usual and customary accessory use associated with Hotel and Lodging Establishments, Hostels, and RV Parks.
Table 2.12.1	Multi-use trails and paths.	Accessory Uses.	Trails, paths, and walkways are customary and accessory to Hotel & Lodging Establishments, Hostels, RV Parks and commercial zones in general.
Table 2.12.1	Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	Accessory Uses.	The applicant is not seeking to permit a chapel onsite (or other houses of worship). Other uses listed as ceremonial pavilions or outdoor seating areas are accessory and customary uses associated with Hotel & Lodging Establishments, Eating and Drinking Establishments and other permissible uses on site.
Table 2.12.1	Decks, docks and other areas to provide enjoyment of the ponds.	Accessory Uses.	The existing language was focused on minor, recreational use of the ponds onsite. The property possesses certificated water rights. These uses are accessory uses customary to properties that contain water features.
Table 2.12.1	Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	Community Centers and similar uses.	The proposed language uses the same language that is used in other portions of and is defined within the Sisters Development Code. The Conditional Use review is proposed to be removed as community centers are not required to be reviewed through a conditional use process in other commercial districts.
Table 2.12.1	Cideries, Distilleries, Wineries and Breweries	NO CHANGE	
Table 2.12.1	Similar Uses.	NO CHANGE	
Table 2.12.1	Accessory Uses.	NO CHANGE	
Table 2.12.1	Utility Service Lines.	Deleted the use in this cell. No replacement is proposed.	The term was deleted as utility service lines for infrastructure and dry utility services are customary and appurtenant with development of property. There is no reason to call this out as a permissible use nor would it be appropriate to list building foundations or framing as permissible uses.
Table 2.12.1	Prohibited Uses	Prohibited Uses - auto-dependent uses and drive-through facilities.	The Prohibited Uses section of Table 2.12.1 was updated to be consistent with the Use table in the Downtown Commercial District. The existing SRTC zone prohibits "Auto-oriented uses and drive-through uses." Those terms are not defined. The Prohibited Uses section of table 2.12.1 now contains "auto-dependent uses and drive-through uses" both of which are defined in the Sisters Development Code.
Table 2.12.1	Auto-oriented and drive-through uses.	Deleted the language and replaced with better defined terms as explained above.	See the explanation in the cell above.
Table 2.12.1	Telecommunications equipment, other than telecommunication service lines and cell towers.	Deleted the use in this cell. No replacement is proposed.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.
Table 2.12.1	Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300	Deleted the use in this cell. No replacement is proposed.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.

**Exhibit C**

Section	Current Language	Proposed Language	Reason for Change
<b>2.1.400 Lot Requirements</b>	Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements.	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in proposed table 2.12.2.
<b>2.1.500 Height Regulations</b>	No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.	30 feet.	The language was edited to be more concise. The Runway Protection Zone regulations are now referenced as such in the Comments/Other Requirements column: "Compliance with the requirements of the Runway Protection Zone is required (See section 2.11)." The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
<b>2.1.600 Setbacks and Buffering</b>	All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less. Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.	See proposed Table 2.12.2 for the various setback and buffering standards.	This language is proposed to be deleted for various reasons. Setbacks are defined in the Sisters Development Code which includes direction on how they are measured. The building code contains regulations about what portions of structures are subject to setbacks. There is no need to reference the variance process here or elsewhere in the Sun Ranch Tourist Commercial district. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
<b>2.12.700 Lot Coverage</b>	There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	Simplified the language without losing the intent. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2
<b>2.12.800 Off Street Parking</b>	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages per Chapter 3.3. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
<b>2.12.900 Landscape Standards</b>	A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.	No proposed change.	The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.

**Addendum 1**  
**March 14, 2024**  
**Exhibit A**

**Chapter 2.12 –  
Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Applicability ~~Uses~~**
- 2.12.300 Permitted Uses ~~Development Standards~~**
- 2.12.400 Lot Requirements ~~Off-Street Parking~~**
- ~~2.12.500 Height Regulations~~**
- ~~2.12.600 Setbacks and Buffering~~**
- ~~2.12.700 Lot Coverage~~**
- ~~2.12.800 Off-Street Parking~~**
- ~~2.12.900 Landscape Area Standards~~**
- ~~2.12.1000 Special Standards for Certain Uses~~**
- ~~2.12.1100 Design Theme~~**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish ~~landmark lodging a variety of uses associated with tourism such as options for overnight accommodations,~~ dining, ~~entertainment,~~ and recreation ~~destinations and~~ and to provide gathering places space and uses that attract for business travelers, tourists, and ~~the residents of the area members of the Sisters community alike.~~ The district is for ~~commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.~~

**2.12.200 Applicability**

~~The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.~~

**2.12.300 200 Permitted Uses**

**Addendum 1**  
**March 14, 2024**  
**Exhibit A**

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.~~300-1~~ with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.
- B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.~~300-1~~ with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.~~300-1~~ with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” 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 2.12.~~300-1~~ Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<b>Commercial</b>		
<del>Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).</del>	P	See Section <a href="#">2.12.1000</a>
<del>Lodging facilities</del> <u>Hotel &amp; Lodging Establishments.</u>	P	-
<del>Office</del> <u>Hostel</u>	P	-
<del>Restaurant, bar and food services.</del> <u>Eating and Drinking Establishments</u>	P	-

**Addendum 1**  
**March 14, 2024**  
**Exhibit A**

**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<del>Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.</del>	P	-
<del>Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc. <u>Retail sales establishment limited to 1000 square feet.</u></del>	P	-
Neighborhood Market	P <u>See section 1.3</u>	See <u>Section 2.12.1000</u>
<del>Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.</del>	P	See <u>Section 2.12.1000</u>
<del>Multi-use trails and paths.</del>	P	-
<del>Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.</del>	P/CU	-
<del>Decks, docks and other areas to provide enjoyment of the ponds.</del>	P	-
<del>Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more</del>	P/CU	-

**Addendum 1**  
**March 14, 2024**  
**Exhibit A**

**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<del>shall require a Conditional Use Review. <u>Community Centers and similar uses.</u></del>		
Cideries, Distilleries, Wineries and Breweries	P	-
<del><u>RV Park, including caretaker's residence.</u></del>	<u>P</u> <u>See Section 2.15.1700</u>	
<del><u>Park</u></del>	<u>P</u>	
Similar uses.	P <u>See section 4.8 Code Interpretations.</u>	-
Accessory uses.	P	-
<del><u>Utility service lines.</u></del>	<u>P</u>	-
<b>Prohibited Uses <u>– auto-dependent uses and drive-through facilities.</u></b>		
<del><u>Auto-oriented uses and drive-through uses.</u></del>	P	
<del><u>Telecommunications equipment, other than telecommunication service lines and cell towers.</u></del>	P	
<del><u>Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300</u></del>	P	

**Key: P = Permitted, SP = Special Provisions**

**MCU = Minor Conditional Use Permit CU = Conditional Use Permit**

E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

**Addendum 1**  
**March 14, 2024**  
**Exhibit A**

**2.12.400-300 Lot Requirements Development Standards**

Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements. The following property development standards shall apply to all land, buildings, structures, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

<u>Development Standard</u>	<u>Tourist Commercial District</u>	<u>Comments/Other Requirements</u>
<u>Minimum Lot Area</u>	<u>Lot size determined by spatial requirements for proposed use and associated landscaping and parking.</u>	
<u>Height Regulations</u>	<u>30 feet</u>	<u>Compliance with the requirements of the Runway Protection Zone is required (See section 2.11).</u>
<u>Front Yard Setbacks</u>	<u>At least 10 feet from front property line.</u>	
<u>Side Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Rear Yard Setbacks</u>	<u>No minimum rear yard setback.</u>	
<u>Lot Coverage</u>	<u>No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.</u>	
<u>Buffering</u>	<u>Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials</u>	

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**March 14, 2024**  
**Exhibit A**

	<u>compatible with color of primary structures on site.</u>	
<u>Off-Street Parking</u>	<u>The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking.</u>	
<u>Landscaping</u>	<u>A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.</u>	

**~~2.12.500 Height Regulations~~**

~~No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.~~

**~~2.12.600 Setbacks and Buffering~~**

~~All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less.~~

~~Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.~~

~~A. Front Yard Setback~~

~~New buildings shall be at least ten feet from the front property line except buildings and structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way.~~

~~B. Side Yard Setback~~



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**March 14, 2024**  
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~~There is no minimum side yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right-of-way. Buildings shall conform to applicable fire and building codes.~~

~~C.—Rear Yard Setback~~

~~There is no minimum rear yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right-of-way. Buildings shall conform to applicable fire and building codes.~~

~~D.—Buffering~~

~~Any outside storage area (including trash/recycling receptacles) associated with a use on any site shall be buffered by masonry wall, site obscuring fencing or other measures using materials that are compatible with the color and materials of the primary buildings on site.~~

~~**2.12.700 Lot Coverage**~~

~~There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.~~

~~**2.12.800 Off-Street Parking**~~

~~The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages per Chapter 3.3. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3—Vehicle and Bicycle Parking, of the Sisters Development Code.~~

~~**2.12.900 Landscape Area Standards**~~

~~A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.~~

~~**2.12.1000 Special Standards for Certain Uses**~~

~~A.—Neighborhood Market and Laundry Establishment~~

~~A neighborhood market and self-serve laundry establishment shall:~~

- ~~1.—Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.~~

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~~2.—Such uses shall not operate past 10:00 p.m.~~

~~3.—Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 50 feet.~~

~~4.—Structures housing such uses shall not exceed 1000 square feet, excluding storerooms.~~

**B.—Cottages**

~~1.—A maximum of 30 cottage units are permitted in the Sun Ranch Tourist Commercial Zone.~~

**2.12.1100 Design Theme**

~~A.—All structures proposed within the Sun Ranch Tourist Commercial district shall be consistent with the early 1900's Rural Farm/Ranch House design standards outlined below. Figures 2.12.1100 A and B provide illustrations of examples of architectural styles that are consistent with the theme.~~

~~1.—Era. Rural farm and ranches of the early 1900s.~~

~~2.—Architecture. Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.~~

~~3.—Exterior Materials. Rough sawn boards and/or board and batten walls, rough stone and brick. Dimensional composition shingle roofs.~~

~~4.—Roof Pitches. A majority of 8:12 pitched main roof forms, with 6:12 and 4:12 sheds.~~

**Figure 2.12.1100 A**



**Addendum 1**  
**March 14, 2024**  
**Exhibit A**  
**Figure 2.12.1100-B**



**Addendum 1**  
**March 14, 2024**  
**Exhibit A**

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

**Lodging establishment** - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

**Chapter 2.12 –**  
**Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Uses**
- 2.12.300 Development Standards**
- 2.12.400 Off-Street Parking**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists, and members of the Sisters community alike.

**2.12.200 Uses**

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.
- B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.1 with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” 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.

**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

**Table 2.12.1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	
<b>Commercial</b>		
Hotel & Lodging Establishments.	P	
Hostel	P	
Eating and Drinking Establishments	P	
Retail sales establishment limited to 1000 square feet.	P	
Neighborhood Market	P See section 1.3	
Community Centers and similar uses.	P	
Cideries, Distilleries, Wineries and Breweries	P	
RV Park, including caretaker's residence.	P See Section 2.15.1700	
Park	P	
Similar uses.	P See section 4.8 Code Interpretations.	
Accessory uses.	P	
<b>Prohibited Uses – auto-dependent uses and drive-through facilities.</b>		

**Key: P = Permitted SP = Special Provisions**

**MCU = Minor Conditional Use Permit CU = Conditional Use Permit**

E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

**2.12.300 Development Standards**

The following property development standards shall apply to all land, buildings, structures, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

<b>Development Standard</b>	<b>Tourist Commercial District</b>	<b>Comments/Other Requirements</b>
Minimum Lot Area	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	
Height Regulations	30 feet	Compliance with the requirements of the Runway Protection Zone is required (See section 2.11).
Front Yard Setbacks	At least 10 feet from front property line.	
Side Yard Setbacks	No minimum side yard setback.	
Rear Yard Setbacks	No minimum rear yard setback.	
Lot Coverage	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	
Buffering	Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site.	

**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

Off-Street Parking	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter <a href="#">3.3 – Vehicle and Bicycle Parking</a> .	
Landscaping	A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.	



**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

**Lodging establishment** - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

**Matt Martin**

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**From:** Joe Bessman <Joe@transightconsulting.com>  
**Sent:** Thursday, March 14, 2024 12:08 PM  
**To:** Matt Martin  
**Subject:** RE: Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)

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

Hi Matt,  
I agree with the December 2023 Lancaster Mobley assessment, my opinion is that, as outlined, the proposed text amendment remains compliant with the Transportation Planning Rule. The types of uses allowed with the amendment are lower in intensity than those already permitted within the zoning.

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/>

---

**From:** Matt Martin <mmartin@ci.sisters.or.us>  
**Sent:** Thursday, March 14, 2024 8:19 AM  
**To:** Joe Bessman <Joe@transightconsulting.com>  
**Subject:** RE: Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)

Good Morning Joe-

I wanted to touch base with you to see if you had any comments on these proposed amendments as it relates to transportation analysis. The application included a Trip Generation and Transportation Planning Rule Analysis Memorandum (Exhibit F, Page 131 of the application materials. Please let me know if you have any questions or comments to consider in the staff report.

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.*

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**From:** Matt Martin  
**Sent:** Wednesday, February 14, 2024 12:13 PM  
**To:** Paul Bertagna <[pbertagna@ci.sisters.or.us](mailto:pbertagna@ci.sisters.or.us)>; [ehuffman@beconeng.com](mailto:ehuffman@beconeng.com); [pperkins@cec.coop](mailto:pperkins@cec.coop); Randy Scheid <[Randy.Scheid@deschutes.org](mailto:Randy.Scheid@deschutes.org)>; Joe Bessman <[Joe@transightconsulting.com](mailto:Joe@transightconsulting.com)>; Jeff Puller <[JPuller@sistersfire.com](mailto:JPuller@sistersfire.com)>; Clara Butler <[clara.butler@osp.oregon.gov](mailto:clara.butler@osp.oregon.gov)>; PIKE Brandon <[Brandon.PIKE@odav.oregon.gov](mailto:Brandon.PIKE@odav.oregon.gov)>; [ABurkus@republicservices.com](mailto:ABurkus@republicservices.com)  
**Cc:** Carol Jenkins <[cjenkins@ci.sisters.or.us](mailto:cjenkins@ci.sisters.or.us)>; Emelia Shoup <[eshoup@ci.sisters.or.us](mailto:eshoup@ci.sisters.or.us)>; Scott Woodford <[swoodford@ci.sisters.or.us](mailto:swoodford@ci.sisters.or.us)>  
**Subject:** Request for Agency Comments - Text Amendments to the Sun Ranch Tourist Commercial District (File No. TA 24-01)

Good Afternoon All,

The City of Sisters Community Development Department has received the land use application described below. The supporting documents submitted with the application and Notice of Application are attached. Please send your comments and recommended conditions of approval to Matthew Martin at [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us) by **Friday, March 1, 2024**, for consideration in the staff report. Please note that public hearings before the Planning Commission and City Council are required for these legislative amendments that will provide additional opportunities to participate.

**File #:** TA 24-01  
**Applicant:** Ernie Larrabee - Lake House Inn, LLC  
**Applicant's Consultant:** John Skidmore - Skidmore Consulting, LLC  
**Location:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101  
Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900  
Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901  
**Request:** Text Amendments to the Sisters Development Code Chapter 1.3 (Definitions) and Chapters 2.12 (Sun Ranch Tourist Commercial District). The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code. No land use is proposed with these amendments. Any subsequent land use is subject to the land use review process required by the Sisters Development Code.  
**Applicable Criteria:** Sisters Development Code (SDC):  
Chapter 1.3 – Definitions  
Chapter 2.12 – Sun Ranch Tourist Commercial District  
Chapter 4.1 – Types of Applications and Review Procedures  
Chapter 4.7 – Land Use District Map and Text Amendments  
City of Sisters Urban Area Comprehensive Plan.  
Oregon Statewide Land Use Goals

Please let me know if you have any questions or need for additional information.

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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# AFFIDAVIT OF MAILING

## City of Sisters

STATE OF OREGON  
DESCHUTES COUNTY

I (name) Matthew Martin, mailed (describe or attach mailing) Courtesy Notice of

Canceled / To Be Rescheduled Public Hearing (File No. TA 24-01)

to the following person(s) at the following address(es) (describe or attach) see attached mailing list

The mailing was delivered via (hand, post office, UPS, etc.) United States Postal Service

by Matthew Martin on 3/14/24

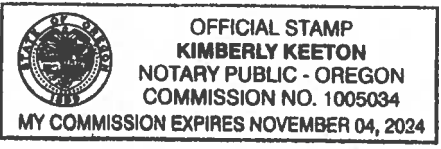
the mailing will be postmarked for (date) 3/14/24 and will likely reach its

destination before (date) 3/19/24 according to staff.

This instrument was acknowledged before me on 3/15/24, by Matthew Martin

as Principal Planner of the City of Sisters.

Kimberly Keeton  
Notary Public, State of Oregon





COMMUNITY DEVELOPMENT DEPARTMENT

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**COURTESY NOTICE**  
**PUBLIC HEARING CANCELED/TO BE RESCHEDULED - FILE NO. TA 24-01**

March 14, 2024

Greetings,

The purpose of this courtesy notice is to inform you that the public hearing before the Sisters Planning Commission regarding Text Amendment file no. TA 24-01<sup>1</sup> originally scheduled on March 21, 2024, is CANCELED. You are receiving this notice because you were previously mailed a notice of public hearing on this matter.

On March 7, 2024, the Sisters Planning Commission held a workshop to discuss the proposal with staff in preparation for the public hearing. The Commission decided to cancel the public hearing on March 21 and, instead, hold another workshop to continue discussing the scope of the proposal and review process before proceeding to the public hearing. Said workshop will be held on March 21, 2024, at 4:00pm. More information regarding this workshop can be found on the City of Sisters website at: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-85>.

The date for the new public hearing has not been determined. Notice of the public hearing will be provided in accordance with Sisters Development Code Section 4.1.600. Because you are an owner of property in the Sun Ranch Tourist District or have requested mailed notice, the notice of the rescheduled public hearing will be mailed to you 14 days prior the hearing date.

Additional project can be found on the City of Sisters website under Community Development Notable Projects at: <https://www.ci.sisters.or.us/community-development/page/notable-active-projects>.

For additional information, please contact Matthew Martin, Principal Planner, at (541) 323-5208 or [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us).

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<sup>1</sup> TA 24-01: Text Amendments to the Sisters Development Code Chapter 1.3 (Definitions) and Chapter 2.12 (Sun Ranch Tourist Commercial District).

STAFF REPORT - ATTACHMENT B  
PROJECT RECORD  
Mailing List 3/14/24  
File No. TA 24-01

EXHIBIT C

Jon Skidmore  
Skidmore Consulting, LLC  
211 NW Wilmlinton Ave  
Bend, OR 97703

Ernie Larrabee  
Lake House Inn, LLC  
160 S. Oak Street #147  
Sisters, OR 97759

DUTCH PACIFIC PROPERTIES LP  
PO BOX 3500, PMB 303  
Sisters, OR 97759

SWORDFISH CONSULTING LLC  
10574 NW HARDING CT  
PORTLAND, OR 97229

Tom and Joy Newman  
P.O. Box 2271  
Sisters, OR 97759

Lisa Nicol  
69127 Chestnut Place  
Sisters, OR 97759

Luisa Stevens  
69742 W Meadow Pkwy  
Sisters, OR 97759

Jeremy Davis  
68880 Chestnut Dr  
Sisters, OR 97759

Tess Gardner  
PO Box 2117  
Sisters, OR 97759

Craig Pfeiffer  
68929 Bay Place  
Sisters, OR 97759

Craig & Wendy Rullman  
69128 Bay Drive  
Sisters, OR 97759

Scott Hallenberg  
15651 National Forest Ln  
Sisters, OR 97759

**Matt Martin**

---

**From:** Linda Warnholtz <llwarnholtz@gmail.com>  
**Sent:** Saturday, March 16, 2024 4:47 PM  
**To:** Matt Martin  
**Subject:** TA 24-01 Sun Ranch

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Matt,

A gentleman on NEXTDOOR recommended this area be used for a tiny home community which is not only a great idea but affordable to young individuals AND couples who can't afford Sunset Meadow as it was supposed to be.

I was at that meeting where George Hale said they would start @ \$350k, Not so.

I have the latest cost information from their realtor with start prices @ \$499k.

What young couple can afford that?

Linda Warnholtz  
269 N Wheeler Loop  
503-515-4678  
Sent from my iPhone



**Matt Martin**

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**From:** Charles Stephens <cmstephens14@icloud.com>  
**Sent:** Thursday, March 21, 2024 1:09 PM  
**To:** Matt Martin  
**Subject:** TA24-01 Input  
**Attachments:** TA24-01 Comments\_ Final\_032124.docx.pdf

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

Good afternoon, Matt. Attached are some initial comments on this docket from the group of folks who used to be known as CATS. I'm sorry it's later than we wanted it to be, but it takes a little while to grasp what's going on and respond appropriately. See you later this afternoon. Charlie

**Charlie Stephens**  
**1086 W COLLIER GLACIER DR**  
**SISTERS OR 97759**  
[cmstephens14@icloud.com](mailto:cmstephens14@icloud.com)



## Memo for the Record

Date: March 21<sup>st</sup>, 2024

To: Matt Martin, Principal Planner, City of Sisters

From: Dave Bachtel, Zenia Kuzma, Therese Kollerer, Mercedes Murillo, Cathy Russell, Charlie Stephens, Monica Tomosy, and Linda Warnholtz

Re: TA24-01; Proposed Amendments to the Sun Ranch Tourist Commercial Zone regulations in the Sisters Development Code (SDC); Community Input

After a review of the City's public records in this docket and after consideration of the Planning Commission's and City Council's discussion with regard to this docket so far, we offer the following observations, concerns, and questions, while strongly recommending approval of the proposed changes to the SDC.

One can characterize the applicant's proposed SDC changes as making the rules less specific about the types of development the City and presumably its citizens wish to see there. The current code provisions have nothing to do with "the market" (whatever that may be). They are expressions of what the City wishes to see developed in that particular part of the community.

The current Section 2.12.100 is quite clear about certain things.

The term "landmark" in the first sentence is not an accident - it has a specific meaning. According to the American Heritage Dictionary, it means "a prominent identifying feature of a landscape. While a landfill can be a prominent identifying feature of a landscape, when applied to term lodging or dining or recreation, we believe it was meant to have more positive connotations.

This section also notes that this plot is a "transition" property, at the boundary between commercial and light industrial uses and residential uses. It is highly likely that all of the land to the south and east of this property will be developed as residential neighborhoods, as was the land to the north of this property. Based on the proposed SDC changes and applicant's discussion from the Commission's March 7<sup>th</sup> workshop, the developer proposes to plop a luxury RV park into the middle of all of this.

The current language also states an intent for new development in this zone to "complement" adjacent residential, light industrial and commercial uses. An RV park, no matter how upscale the RVs, in no way complements the existing development or that likely to occur to the south and east.

This section also highlights special design standards, expressing a desire of the community for the type of design that would complement nearby uses while lending itself to commercial use. The listed examples of favored accessory uses are clear enough to express the community's desired accessory uses. So there is no reason to remove Section 2.12.200 (Applicability).

If one looks at the uses allowed in the existing SDC, from Table 2.12.300, one finds there almost all of the kinds of development desires for this Zone. The only, and most pertinent, omission is a category that would allow some or all of it to become a park, which should probably be an allowed use in every zone, except perhaps industrial zones. Many of the permitted or conditional uses are a far better use of this land than anything resembling a “lodging establishment” that is an RV park. If a project would in any way resemble an RV park, no matter how much development accessory lipstick is applied, it would be a tragic use of this important piece of Sisters ground.

The proposed change in definition from “Lodging Facilities” to “Lodging Establishments” seems subtle but is problematic. A “facility” implies a permanent physical structure. An “establishment” simply implies a “business,” leaving the type of physical facility wide open, a situation that Section 2.12.100 was written to prevent. We presume that is intentional. We read this change as absolutely contrary to the current stated community development intent in Section 2.12.100.

An RV park and related uses are problematic for the City and its citizens in a number of ways:

- 1) Any development that does not build and use permanent structures, that are used year-round, is an exceedingly poor use of the property or contrary to current SDC rules, or both:
  - a) RVs (and food trucks, or any portable vehicle) provide no property tax revenue for the City. They are taxed as chattel property, not a part of the land they sit on.
  - b) RVs cannot be used as rental property or as an STR (see SDC Section 2.15.2700(D)) and cannot be used as a permanent residence (whether this is a desirable regulation or not). Lodging permits require the owners to provide services that protect the public from unsafe or unsanitary conditions (e.g., maintenance, cleaning, and laundry services). These services are not typically provided in commercial RV parks.
  - c) Any development that does not have some substantial permanent structure(s) as its anchor (such as The Barn development downtown) will be at most a 3-season operation, resulting in serious under-utilization of the property and contributing to a lack of winter amenities for the citizens of Sisters, in the heart of what will likely be a surrounding area of residential development. At least some of the allowed retail uses would serve both tourists and the community. Assuming the new language designating a “lodging establishment” doesn’t technically exempt the development from paying the City’s lodging taxes because of language incompatibility, the amount of lodging tax collected would be very limited, both by the number “lodgings” being leased (each RV is a small house on wheels, taking up considerably more space than a hotel or motel room, all necessarily at ground level), but also because the use would be highly seasonal. One only

has to observe the amount of winter use at the RV park adjacent to the fairgrounds to grasp the highly seasonal nature of such uses.

- d) An RV park development will create almost no new employment, as opposed to many of the desired uses listed in Section 2.12.100.
  - e) Under what regulations will the City apply its lodging tax in this case, given that RVs are not licensable as an STR (by current regulations), and they are not a hotel or motel? How does a luxury RV owner who spends winters in Arizona and summers in Sisters at such an RV park development pay the lodging tax when they bring their own lodging?
- 2) There are far better and more appropriate uses for the property, most of which are allowed by current language. In the best of all possibilities, the Conklin home would be restored and house something like the following:
- a) Cafe
  - b) Museum/gift store with an area for coffee/food.
  - c) Multiple, independently owned stalls or rooms for various goods, preferably locally made.

With the right amenities, it would be a great community resource for the nearby neighborhoods, the airport, and the commercial and industrial businesses in the Sun Ranch development and along Barclay Drive, and a useful stop for travelers along the “alternate route” envisioned for Barclay Drive.)

- d) d) Create an Agrihood (<https://agrihoodliving.com>), which would provide homes and a mini-farm, with produce for sale from a store at the Conklin house.
- e) A Cottage development is already allowed, and the property is large enough to accommodate cottages on part of it. As tiny homes, they are a good way for singles or a couple to actually own a home. There are Tiny Home communities in several states. Bend even has one (<https://www.hiatushomes.com>).

So in summary, any sort of RV park development would be entirely contrary to the expressed desires of the citizens of Sisters in the current SDCs (Section 2.12.100), would not be a transition type of development relative to the surrounding uses, would provide the City and local schools very little tax revenue, would be almost entirely a fair weather use and so grossly underutilize this important property, and adds very little of permanent value to the City. The current zones where RV parks are allowed make some sense. As one can observe in the RV park at the east end of town, RV parks can be made to be compatible with saving our forest canopy if done well. For all of the reasons cited here, this type of development has no place in the Sun Ranch Tourist Commercial District, and so the proposed changes to the SDC are subversive of the intent of the current language – the expressed desires of the citizens of Sisters, which we support. While the proposed use of this property may benefit the developer and owners, it would provide very limited benefit to the City or

its community members. It wouldn't even provide that much of a benefit to the City's tourist trade, compared to a development conducted under the present SDC rules.

We strongly recommend that the Planning Commission and City Council reject all of the proposed TA24-01 changes to the SDC as contrary to the intent of the current Code language, which we support.

**Meeting Date:** March 21, 2024

**Staff:** Martin

**Type:** Workshop

**Dept:** CDD

**Subject:** Sun Ranch Tourist Commercial Text Amendments – File No. TA 24-01

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**Action Requested:** Workshop to continue an overview of the proposed text amendments and review process in preparation for public hearing before the Planning Commission. The workshop is for informational purposes only and is not a forum for deliberating the merits of the proposal.

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## SUMMARY POINTS

The Community Development Department has received an application proposing text amendments to Chapters 1.3 and 2.12 of the Sisters Development Code (File No. TA 24-01). The purpose of this workshop is to continue an overview of the proposal and review process in preparation for a public hearing. This staff report includes the following:

- I. BACKGROUND
- II. APPLICATION OVERVIEW
- III. REVIEW PROCESS OVERVIEW
- IV. OTHER RELEVANT INFORMATION
- V. PROJECT RECORD
- VI. NEXT STEPS

### I. BACKGROUND

The Planning Commission (Commission) held a workshop on March 7, 2024<sup>1</sup>, to prepare for a public hearing originally scheduled for March 21, 2024. At the workshop, the Commission expressed interest in more time to understand the details of proposal and review process before initiating the formal public hearing process. Therefore, the public hearing on March 21 is cancelled. When the date of the rescheduled public hearing is determined, notice of the public hearing will be provided as specified in Sisters Development Code (SDC) 4.1.600.

<sup>1</sup> 3/7/24 Planning Commission Workshop: <https://www.ci.sisters.or.us/bc-pc/page/planning-commission-74>

## II. APPLICATION OVERVIEW

The Applicant, Skidmore Consulting, LLC (Jon Skidmore), on behalf of Lake House Inn, LLC (Ernie Larrabee), filed a land use application for Text Amendments to Sisters Development Code Chapter 1.3 - Definitions and Chapter 2.12 - Sun Ranch Tourist Commercial (TC) District. Lake House Inn, LLC is the owner of 69013 Camp Polk Road, a property located in the TC District. The applicant indicates the purpose of the amendments is to expand and clarify the types of uses allowed in the TC District and make other edits for consistency with the Sisters Development Code. In summary, the proposed text amendments include but are not limited to the following key items:

- Define the term “Lodging Establishment” in Chapter 1.3.
- Update the Purpose Statement in Chapter 2.12.
- Add uses permissible in Chapter 2.12 including Lodging Establishment, Hostel, RV Park including caretaker’s residence, and Park.
- Remove many listed uses that qualify as “Accessory uses.” Examples of this include “Saunas,” “Laundry establishment focusing on providing for the needs of guests”, and “Multi-use trails and paths.”
- Remove special standards for neighborhood market, laundry establishment, and cottages.
- Remove the 1900s Rural Farm/Ranch House design theme and by default, implement the City’s Western Frontier Architectural Design Theme.
- Changes to the setback requirements.
- Format Chapter 2.12 for consistency with most district chapters of the SDC.

Attached is Addendum 1 to the application as submitted by the applicant on March 14, 2024 (Attachment A). Included as Exhibit C to the addendum is a summary table that details current language, proposed language, and their reason for the amendment. While there are a significant number of changes proposed, staff notes that many are not substantive and only changes to the formatting of the chapter. Staff will provide a detailed overview of this table at the workshop and highlight the substantive changes. Also included in the addendum are track changes and clean versions of the proposed text amendments (Exhibits A and B to Addendum 1). The track changes version identifies removed text with ~~strike through~~ and added text with underline.

## III. REVIEW PROCESS OVERVIEW

The types of applications and review procedures for all land use and development permit applications are outlined in SDC Chapter 4.1<sup>2</sup>. Pursuant to SDC 4.1.200(D), the subject text amendment proposal is a legislative matter subject to the Type IV procedures as outlined in SDC 4.1.600. This is the same process used for city initiated legislative amendments (e.g. Dark Skies Lighting Ordinance). This means there will first be a public hearing before the Commission. At the conclusion of the public hearing, the Commission will provide a recommendation for consideration by the City Council at a required subsequent public hearing. The City Council makes the final decision via adoption of an ordinance. Throughout the review process there is opportunity for the public to provide comments, either in writing at any time or orally at the public hearings.

<sup>2</sup> SDC Chapter 4.1: <https://www.codepublishing.com/OR/Sisters/#1/SistersDevCode04/SistersDevCode0401.html#4.1>



While the review process is the same for applicant and city initiated legislative amendments, the timing of the opportunity for the Planning Commission to evaluate and refine the amendments is different. The Commission has likely become familiar with the city-initiated process that can involve a lengthy process of developing, drafting, and refining the amendments prior to the public hearing. In contrast, for applicant-initiated amendments the applicant has completed the initial steps of developing and drafting the amendments prior to the public hearing. This does not mean the Commission recommendation is limited to an approval or denial of the amendments as drafted. To the contrary, the Commission has the opportunity to recommend refinement of or changes to the amendments they see appropriate. The difference is that instead of discussing refinement or changes before the hearing, the discussion will take place during deliberations following the close of the public hearing.

#### IV. OTHER RELEVANT INFORMATION

At the previous workshop, questions and comments were expressed regarding topics that staff believes are worth addressing in this report. Those topics include:

- Meaning of Specific Words and Terms
- Districts Allowing RV Parks
- No Historic Designation

##### **Meaning of Specific Words and Terms**

The Commission asked about the meaning of several terms used in the SDC and proposal. There are many words and terms used in the SDC that have specific meanings other than as generally defined in the dictionary. The meaning of these specific words and terms are defined in SDC Chapter 1.3<sup>3</sup>. While there may be other specific definitions applicable to this project, staff offers the following for quick reference:

***Accessory use*** – A use or activity which is a subordinate part of a primary use and which is clearly incidental to a primary use on a site.

***Auto-Dependent Use*** – The use services motor vehicles and would not exist without them, such as vehicle repair, gas station, quick lube/service facilities, car wash, auto and truck sales.

***Formula Food Establishment*** – An eating or drinking establishment that: (a) is required by contractual or other arrangements to offer standardized menus, ingredients, food preparation, employee uniforms, interior decor, signage or exterior design; or (b) adopts a name, appearance or food presentation format that causes it to be substantially identical to thirteen or more other establishments regardless of ownership or location.

***Park*** – Public or privately owned land set apart and devoted to the purposes of pleasure, recreation, ornament, light and air for the general public. Parks may include picnic areas, playgrounds, indoor recreation facilities, athletic fields, courts, amphitheatres and open space.

<sup>3</sup> SDC Chapter 1.3: <https://www.codepublishing.com/OR/Sisters/#1/SistersDevCode01/SistersDevCode0103.html#1.3>

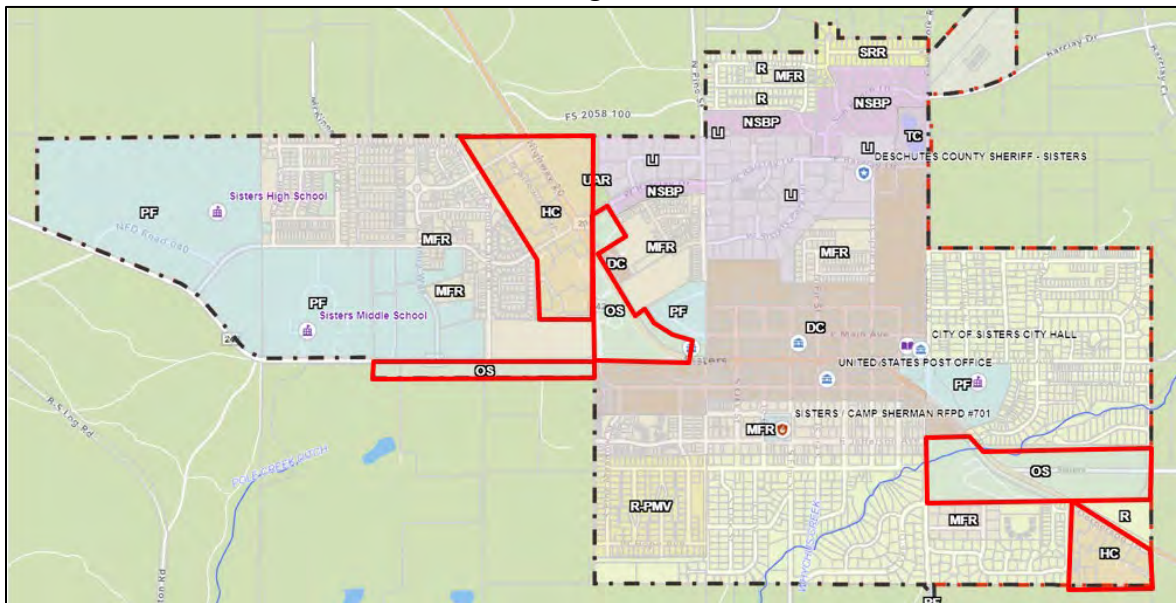
**Recreational Vehicle** – A vehicular type portable structure without permanent foundation, which can be towed, hauled or driven and primarily designed as temporary living accommodation for recreational, camping and travel use and including but not limited to travel trailers, truck campers, camping trailers and self-propelled motor homes.

**Recreational Vehicle Park** – Two or more recreational vehicles located on one lot and as permitted by the underlying zoning district.

**Districts Allowing RV Parks**

The Commission inquired about where RV Parks are currently allowed in the City of Sisters. RV Parks are allowed in the Highway Commercial (HC) District and Open Space (OS) District. For reference, Image 1 is a map of the City of Sisters with the HC and OS Districts highlighted in red.

Image 1.



**No Historic Designation**

Public comment asserted the applicant's property (69013 Camp Polk Road, Sisters) is a historic property requiring protection and preservation. That is not true. The property contains old structures or may have a history of significance to the community, but this alone does not make it a protected historic resource requiring preservation. To be a protected resource it must be designated on the local (Oregon Land Use Goal 5) historic resource inventory or the National Register of Historic Places. The subject property is not listed on either. Therefore, there are no requirements or standards for preservation that are applicable to the subject property.


### III. PROJECT RECORD

The complete record for the project will be formally presented to the Commission prior to the public hearing in the packet for that meeting. The record is also available for review at Sisters City Hall and on the project specific page on the City of Sisters webpage.<sup>4</sup>

### IV. NEXT STEPS

As previously noted, the Commission was scheduled to conduct a public hearing on March 21, 2024, but that hearing has since been canceled. When the date of the public hearing is determined, notice of the public hearing will be provided as specified in Sisters Development Code (SDC) 4.1.600. The staff report will be prepared in advance of the public hearing and available no less than seven (7) prior to the public hearing.

### Attachments

- Attachment A: Application Addendum 1 to City of Sisters File TA 21-01 Dated: 3/14/24
  - Exhibit A – Proposed Text Amendment (Track Changes)
  - Exhibit B – Proposed Text Amendment (Clean Version)
  -  Exhibit C – Text Amendment Detail and Explanation

<sup>4</sup> Project Webpage: [www.ci.sisters.or.us/community-development/page/space-age-service-station-proposal](http://www.ci.sisters.or.us/community-development/page/space-age-service-station-proposal)

**Skidmore Consulting, LLC**

To: Matthew Martin, AICP, Principal Planner  
Members of the City of Sisters Planning Commission

From: Jon Skidmore, Skidmore Consulting, LLC

Date: March 14, 2024

Subject: Addendum 1 for City of Sisters File TA 24-1

Addendum

Please accept this memo and the attached addendum documents and add them to the record for City of Sisters file TA 24-1. The addendum is submitted to the record to help clarify what is proposed with the text amendment. The following items are part of the addendum:

- Addendum 1 – Exhibit A – Proposed Text Amendment (Track Changes)
- Addendum 1 – Exhibit B – Proposed Text Amendment (Clean Version)
- Addendum 1 – Exhibit C – Text Amendment Detail and Explanation

Exhibits A and B show the amendments proposed for the Sun Ranch Tourist Commercial zone in track changes form (Exhibit A) and in a clean format (Exhibit B). Exhibit C is a spreadsheet that contains a point-by-point description of what the existing language in the Sun Ranch Tourist Commercial zone is, what new language is proposed, and then the reasoning for the proposed change. All the documents have the date 03/14/24 in the header to assist with document/version control.

Process

At the March 7, 2024, City of Sisters Planning Commission workshop, members of the commission asked questions regarding the text amendment process and about various components of the proposed text amendments to the Sun Ranch Tourist Commercial zone (SRTC). Below I address the text amendment process and provide a summary of why Lake House Inn, LLC has applied for the text amendments. Further below, I address some of the other key questions raised.

It was clear that the current Planning Commission has not reviewed an applicant-proposed text amendment. Although this commission hasn't reviewed applicant-initiated text amendments, these applications are quite common in the land use planning process. The entire Sun Ranch area – the North Sisters Business District, the Sun Ranch Residential District, and the Sun Ranch Tourist Commercial zones – were all proposed by the previous landowner. Comprehensive Plans and Zoning Codes are living documents. Routine adjustments to those documents, whether applicant- or municipally driven, are appropriate to reflect changes to communities, market conditions, new state regulations or other items. Some of central Oregon's most successful land development projects had custom zoning districts that were applicant-initiated. In addition to Sun Ranch, the Old Mill District and NorthWest Crossing in Bend

## Skidmore Consulting, LLC

are examples of development codes written by the landowners in coordination with the regulating bodies.

There were questions about why the text amendment is proposed. The answer lies in the fact that the property owners have a vision to develop the property in a mixed-use fashion consistent with the purpose of the SRTC but there was disagreement about what uses are permissible within the zone. The mix of uses envisioned includes various potential types of overnight accommodation to meet tourist demand, a tap house or similar, food carts, fire pits, a fishing pond, potentially a pickleball court, and other ideas. One of the key components of this vision is the concept of a boutique, higher-end RV Park that caters to the growing sector of the tourism industry that travels in RVs. The existing SRTC zone contains “Lodging Facilities” as a permitted use and the owner felt that term included an RV Park use.

The City was approached about whether an RV Park could be proposed under the “Lodging Facilities” use. Staff explained that because the “RV Park” use is defined in the Sisters Development Code and not listed specifically as a use in the SRTC, “Lodging Facilities” doesn’t include the RV Park use. Staff suggested the applicant-initiated text amendment application route as the way to have the RV Park use considered for inclusion in the SRTC. After conversations with staff about the text amendment, there was support to propose other amendments that would clarify uses permissible on site and create a format that is more consistent with other sections of the code.

When looking at the pages of materials submitted, the changes may look to be substantial. However, there are only three new uses proposed (RV Park & Caretaker’s Residence, Hostel, and Park). Another use – Retail Establishments limited to 1000 square feet – is more of a clarification of the amusement use that is in the current SRTC. The remainder of the changes are focused on updating the code language and format of the SRTC to be more consistent with the other sections of the Sisters Development Code. One other notable change is that the applicant seeks to remove the 1900 Rural Farm/Ranch House design standards and revert back to the 1880s Western Design Theme that applies in all other commercial zoning districts.

There were some additional questions asked about the proposal. I address those below.

### Proposed “Lodging Establishment” Term:

The applicant has proposed amending the Sisters Development code to add the term “Lodging Establishment” to provide a consistent, defined term for overnight accommodations in various zoning districts. This definition provides for various approaches to overnight accommodations – from individual cabins to more traditional hotel type structures to “Glamping” options. Other sections of the Sisters Development Code list “Hotel” and “Motel” as permitted uses. However, those terms are not defined in the Sisters Development Code. In initial conversations with staff, there was

**Skidmore Consulting, LLC**

recognition that a consistent, defined term would be a benefit in the administration of the Sisters Development Code.

The [Merriam-Webster Dictionary](#) defines “Hotel” and “Motel” as such:

Hotel - an establishment that provides lodging and usually meals, entertainment, and various personal services for the public.

Motel - an establishment which provides lodging and parking and in which the rooms are usually accessible from an outdoor parking area.

The applicant is willing to discuss the best approach for resolving this issue so that consistent terms and definitions are used to cover various types of lodging accommodations. The proposed “Lodging Establishment” use and definition were proposed to provide clarity, not create confusion.

RV Park and Length of Stay:

There were several questions related to the length of stay that would be permissible with an RV Park use. Although no specific park rules accompany the proposed text amendment, the applicant is willing to consider a length of stay limit as part of this process to address that concern.

This legislative proposal to amend the Sun Ranch Tourist Commercial district has been submitted to the City of Sisters recognizing that the original zoning district was tailored to a vision based on the market realities almost 20 years ago. The intent of the district, however, has not changed. The Sun Ranch Tourist Commercial zone was created to attract tourists, business travelers, and to create a gathering space for visitors to and members of the Sisters community. The proposed amendments seek to update the zone to better meet changing market and community conditions as well as to create a zoning district more consistent with the remainder of the Sisters Development Code.

I appreciate your questions about and your attention to this proposal. We are committed to working with the community to update the Sun Ranch Tourist Commercial zone in a manner that honors the intent of the district, assures compatibility with surrounding uses, and provides flexibility to meet changing market and community conditions.

Don't hesitate to contact me if you have any questions.

## Exhibit C

City of Sisters Planning File TA-24-01  
 Sun Ranch Tourist Commercial District Text Amendment Application  
 Text Amendment Summary Table

Section	Current Language	Proposed Language	Reason for Change
<b>2.12.100 Purpose</b>	The purpose of the Sun Ranch Tourist Commercial district is to establish landmark lodging, dining, and recreation destinations and gathering places for business travelers, tourists and the residents of the area. The district is for commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.	The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists and members of the Sisters community alike.	The purpose statement was edited to highlight the focus on tourism-based uses to attract the traveling public and also highlight the focus on creating gathering space for locals as well. The reference to the early 1900s Rural Farm/Ranch House special design standards was removed as the applicant is seeking to revert back to the 1880s Western Design Theme for any built structures.
<b>2.12.200 Applicability</b>	The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.	Removed the "Applicability" section.	The applicability section is not needed to define where the standards of the Sun Ranch Tourist Commercial district apply. Chapter 2.1 Land Use District Administration of the Sisters Development Code explains how regulations apply within the various zoning districts. This was done for consistency with the remainder of the Sisters Development Code. As a result, the numbering protocol for the remaining sections has changed (ie, 2.1.200 is proposed to be the section for "Uses.")
<b>2.12.300 Permitted Uses</b>	A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.300 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.	2.12.200 Uses A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 with a "P." These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The word "Permitted" was removed from the title for consistency with the rest of Sisters Development Code. The use-table was retitled as 2.12.1 as it is the first table in this section of the zoning district and was changed to contain the correct reference.
<b>2.12.300 Permitted Uses</b>	B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.300 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.	B. <u>Special Provisions</u> . Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.1 with an "SP." These uses are allowed if they comply with the special provisions in Chapter 2.15.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The proposed language updates the table reference.
<b>2.12.300 Permitted Uses</b>	C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.300 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.	C. <u>Conditional uses</u> . Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with either a Minor Conditional Use "MCU" or a Conditional Use "CU." These uses must comply with the criteria and procedures for approval of a conditional use set forth in Chapter 4.4 of this Code.	This section is now 2.12.200 versus 2.12.300 due to deletion of the Applicability section. The proposed language updates the table reference.
<b>2.12.300 Permitted Uses</b>	D. Similar uses. Similar use determinations shall be made in conformance with the procedures in Chapter 4.8 – Code Interpretations.	NO CHANGE	This section is now 2.12.200 versus 2.12.300.

**Exhibit C**

Section	Current Language	Proposed Language	Reason for Change
<b>Table 2.12.1</b>	Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building)	Deleted the language in this cell.	Removed the "Cottages" use. When the SRTC was initially proposed, the cottages were meant to be units of overnight accommodation. The City now has a specific definition for cottages that refers to small houses used as accessory dwelling units or in master planned cottage developments. The Hotel & Lodging Establishments use is proposed to allow various types of structures to be used for overnight accommodations - including cottage structures or others as explained below.
<b>Table 2.12.1</b>	Lodging Facilities	Hotel & Lodging Establishments	The Lodging Facilities use is not defined in the Sisters Development Code. The applicant proposes the "Hotel & Lodging Establishments" term to provide for the broad range of lodging options that the "Lodging Facilities" term sought to cover including things like traditional hotel structures, cabins, "glamping" type facilities and other types of lodging.
<b>Table 2.12.1</b>	Office	Hostel	The "Office" use is proposed to be deleted as explained further below. The Hostel use is proposed as it is consistent with the purpose statement and was considered to be covered by the Lodging Facilities use. However, "Hostel" is a defined use in the Sisters Development Code and is therefore added as a separate use.
<b>Table 2.12.1</b>	Office	Accessory Uses.	The proposed code language deletes the "Office" use as it was initially envisioned to be an accessory use to a lodging establishment or other permitted use. Offices in conjunction with permitted uses will still be permitted as an "Accessory Use." The zone was never intended to permit stand-alone office buildings. In keeping with the inter-related nature of the Sun Ranch area, office buildings and similar would be in the Sun Ranch Business Park.
<b>Table 2.12.1</b>	Restaurant, bar and food services.	Eating and Drinking Establishments.	The new language is proposed to provide language that is consistent with other sections of the Sisters Development Code. The City has interpreted the "Eating and Drinking Establishments" term to include a wide array of food service and drinking establishments including food carts, food cart lots, and more traditional "brick and mortar" food and beverage establishments.
<b>Table 2.12.1</b>	Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related facilities.	Accessory Uses.	The proposed updated code deletes the use listed and is replaced by "Accessory Use." The uses listed are accessory to and customary for Hotel & Lodging Establishments.
<b>Table 2.12.1</b>	Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc.	Retail sales establishment limited to 1000 square feet.	The Amusement Uses was intended to allow for facilities that would appeal to guests of the property - bike rentals, etc. Most amusement uses envisioned for the SRTC are Accessory Uses - like fire pits or seating areas. The retail sales establishment use was proposed to permit a smaller retail use that would appeal to visitors and would allow for rental and sales of recreational or other items.



## Exhibit C

Section	Current Language	Proposed Language	Reason for Change
Table 2.12.1	Neighborhood Market	Neighborhood Market	The change proposed is to delete the reference to section 2.12.1000 which contained specific regulations for such uses such as hours of operation and special setbacks. The proposed language deletes that section of the code and ties the use back to its definition in Section 1.3 of the Sisters Development Code.
Table 2.12.1	Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.	Accessory Uses.	The initial proposed use is a usual and customary accessory use associated with Hotel and Lodging Establishments, Hostels, and RV Parks.
Table 2.12.1	Multi-use trails and paths.	Accessory Uses.	Trails, paths, and walkways are customary and accessory to Hotel & Lodging Establishments, Hostels, RV Parks and commercial zones in general.
Table 2.12.1	Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	Accessory Uses.	The applicant is not seeking to permit a chapel onsite (or other houses of worship). Other uses listed as ceremonial pavilions or outdoor seating areas are accessory and customary uses associated with Hotel & Lodging Establishments, Eating and Drinking Establishments and other permissible uses on site.
Table 2.12.1	Decks, docks and other areas to provide enjoyment of the ponds.	Accessory Uses.	The existing language was focused on minor, recreational use of the ponds onsite. The property possesses certificated water rights. These uses are accessory uses customary to properties that contain water features.
Table 2.12.1	Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.	Community Centers and similar uses.	The proposed language uses the same language that is used in other portions of and is defined within the Sisters Development Code. The Conditional Use review is proposed to be removed as community centers are not required to be reviewed through a conditional use process in other commercial districts.
Table 2.12.1	Cideries, Distilleries, Wineries and Breweries	NO CHANGE	
Table 2.12.1	Similar Uses.	NO CHANGE	
Table 2.12.1	Accessory Uses.	NO CHANGE	
Table 2.12.1	Utility Service Lines.	Deleted the use in this cell. No replacement is proposed.	The term was deleted as utility service lines for infrastructure and dry utility services are customary and appurtenant with development of property. There is no reason to call this out as a permissible use nor would it be appropriate to list building foundations or framing as permissible uses.
Table 2.12.1	Prohibited Uses	Prohibited Uses - auto-dependent uses and drive-through facilities.	The Prohibited Uses section of Table 2.12.1 was updated to be consistent with the Use table in the Downtown Commercial District. The existing SRTC zone prohibits "Auto-oriented uses and drive-through uses." Those terms are not defined. The Prohibited Uses section of table 2.12.1 now contains "auto-dependent uses and drive-through uses" both of which are defined in the Sisters Development Code.
Table 2.12.1	Auto-oriented and drive-through uses.	Deleted the language and replaced with better defined terms as explained above.	See the explanation in the cell above.
Table 2.12.1	Telecommunications equipment, other than telecommunication service lines and cell towers.	Deleted the use in this cell. No replacement is proposed.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.
Table 2.12.1	Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300	Deleted the use in this cell. No replacement is proposed.	If the use isn't contained in the permissible uses section of Table 2.12.1 it isn't permissible.

**Exhibit C**

Section	Current Language	Proposed Language	Reason for Change
<b>2.1.400 Lot Requirements</b>	Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements.	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in proposed table 2.12.2.
<b>2.1.500 Height Regulations</b>	No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.	30 feet.	The language was edited to be more concise. The Runway Protection Zone regulations are now referenced as such in the Comments/Other Requirements column: "Compliance with the requirements of the Runway Protection Zone is required (See section 2.11)." The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
<b>2.1.600 Setbacks and Buffering</b>	All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less. Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.	See proposed Table 2.12.2 for the various setback and buffering standards.	This language is proposed to be deleted for various reasons. Setbacks are defined in the Sisters Development Code which includes direction on how they are measured. The building code contains regulations about what portions of structures are subject to setbacks. There is no need to reference the variance process here or elsewhere in the Sun Ranch Tourist Commercial district. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
<b>2.12.700 Lot Coverage</b>	There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	Simplified the language without losing the intent. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2
<b>2.12.800 Off Street Parking</b>	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages per Chapter 3.3. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3 – Vehicle and Bicycle Parking, of the Sisters Development Code.	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking.	The language was edited to be more concise. The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.
<b>2.12.900 Landscape Standards</b>	A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.	No proposed change.	The regulations contained in sections 2.12.400 through 2.12.900 are now contained in table 2.12.2.

**Addendum 1**  
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**Exhibit A**

**Chapter 2.12 –  
Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Applicability Uses**
- 2.12.300 Permitted Uses Development Standards**
- 2.12.400 Lot Requirements Off-Street Parking**
- 2.12.500 Height Regulations**
- 2.12.600 Setbacks and Buffering**
- 2.12.700 Lot Coverage**
- 2.12.800 Off-Street Parking**
- 2.12.900 Landscape Area Standards**
- 2.12.1000 Special Standards for Certain Uses**
- 2.12.1100 Design Theme**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish ~~landmark lodging a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation destinations and~~ and to provide gathering places space and uses that attract for business travelers, tourists, and ~~the residents of the area members of the Sisters community alike~~. The district is for ~~commercial properties in transition areas between residential, light industrial and commercial areas. This district establishes commercial uses to complement adjacent mixed-use light industrial and residential districts. Special design standards apply to create a rural ranch setting separate from, but compatible with, the 1880s Western Frontier Architectural Design Theme. Another purpose of this district is to provide flexibility for expansion of lodging facilities and improve accessory components of the commercial lodging establishment such as meeting facilities, restaurant, bar, neighborhood market, etc.~~

**2.12.200 Applicability**

~~The standards of the Sun Ranch Tourist Commercial district, as provided for in this section, shall apply to those areas designated Sun Ranch Tourist Commercial district on the City's Zoning Map. All structures within the Sun Ranch Tourist Commercial district shall meet the design requirements contained in the Special/Limited Use Standards in this chapter.~~

**2.12.300 200 Permitted Uses**

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- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.~~300-1~~ with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.
- B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.~~300-1~~ with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.~~300-1~~ with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” 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 2.12.~~300-1~~ Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<b>Commercial</b>		
<del>Cottages. The types of cottages are: 1. Studio, one, and two bedroom detached cottage units. 2. Studio, one, and two bedroom attached cottage units (max. 3 units per building).</del>	P	See Section <a href="#">2.12.1000</a>
<del>Lodging facilities</del> <u>Hotel &amp; Lodging Establishments.</u>	P	-
<del>Office</del> <u>Hostel</u>	P	-
<del>Restaurant, bar and food services.</del> <u>Eating and Drinking Establishments</u>	P	-

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**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<del>Saunas, steam rooms, hot tubs, exercise equipment facilities and other spa-related uses.</del>	P	-
<del>Amusement Uses (e.g. game rooms and other entertainment) oriented uses primarily for enjoyment by guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district including, but not limited to, bicycle rentals, canoe rentals and movie rentals, etc. <u>Retail sales establishment limited to 1000 square feet.</u></del>	P	-
Neighborhood Market	P <u>See section 1.3</u>	<u>See Section 2.12.1000</u>
<del>Laundry Establishment focusing on providing for needs of guests staying in the cottages or lodging facilities within the Sun Ranch Tourist Commercial district.</del>	P	<u>See Section 2.12.1000</u>
<del>Multi-use trails and paths.</del>	P	-
<del>Small chapels, ceremonial pavilions and outdoor seating areas. Such uses designed to accommodate occupancies of 300 persons or more shall require a Conditional Use Review.</del>	P/CU	-
<del>Decks, docks and other areas to provide enjoyment of the ponds.</del>	P	-
<del>Special events/meeting facility, reception hall or community center. Such uses designed to accommodate occupancies of 300 persons or more</del>	P/CU	-

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**Table 2.12.300-1 Use Table for the Sun Ranch Tourist Commercial District**

Land Use Category	Permitted/Special Provisions/Conditional Uses	Special Use References
<del>shall require a Conditional Use Review. <u>Community Centers and similar uses.</u></del>		
Cideries, Distilleries, Wineries and Breweries	P	-
<del><u>RV Park, including caretaker's residence.</u></del>	<u>P</u> <u>See Section 2.15.1700</u>	
<del><u>Park</u></del>	<u>P</u>	
Similar uses.	P <u>See section 4.8 Code Interpretations.</u>	-
Accessory uses.	P	-
<del><u>Utility service lines.</u></del>	<u>P</u>	-
<b>Prohibited Uses <u>– auto-dependent uses and drive-through facilities.</u></b>		
<del><u>Auto-oriented uses and drive-through uses.</u></del>	P	
<del><u>Telecommunications equipment, other than telecommunication service lines and cell towers.</u></del>	P	
<del><u>Industrial, residential, and public and institutional uses except as allowed in Table 2.12.300</u></del>	P	

**Key: P = Permitted, SP = Special Provisions**

**MCU = Minor Conditional Use Permit CU = Conditional Use Permit**

E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

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**2.12.400-300 Lot Requirements Development Standards**

Lot requirements for the Sun Ranch Tourist Commercial district will be determined by the spatial requirements for that use, associated landscape areas, and off-street parking requirements. The following property development standards shall apply to all land, buildings, structures, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

<u>Development Standard</u>	<u>Tourist Commercial District</u>	<u>Comments/Other Requirements</u>
<u>Minimum Lot Area</u>	<u>Lot size determined by spatial requirements for proposed use and associated landscaping and parking.</u>	
<u>Height Regulations</u>	<u>30 feet</u>	<u>Compliance with the requirements of the Runway Protection Zone is required (See section 2.11).</u>
<u>Front Yard Setbacks</u>	<u>At least 10 feet from front property line.</u>	
<u>Side Yard Setbacks</u>	<u>No minimum side yard setback.</u>	
<u>Rear Yard Setbacks</u>	<u>No minimum rear yard setback.</u>	
<u>Lot Coverage</u>	<u>No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.</u>	
<u>Buffering</u>	<u>Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials</u>	

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	<u>compatible with color of primary structures on site.</u>	
<u>Off-Street Parking</u>	<u>The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter 3.3 – Vehicle and Bicycle Parking.</u>	
<u>Landscaping</u>	<u>A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.</u>	

**2.12.500 Height Regulations**

~~No building or structure shall be hereafter erected, enlarged or structurally altered to exceed a height of 30 feet.~~

**2.12.600 Setbacks and Buffering**

~~All building setbacks within the Sun Ranch Tourist Commercial district shall be measured from the property line to the building wall or foundation, whichever is less.~~

~~Decks and/or porches greater than 30" in height that require a building permit are not exempt from setback standards. Setbacks for decks and porches are measured from the edge of the deck or porch to the property line. The setback standards listed below apply to primary structures as well as accessory structures. A Variance is required in accordance with Chapter 5.1 to modify any setback standard.~~

~~A. Front Yard Setback~~

~~New buildings shall be at least ten feet from the front property line except buildings and structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20 foot setback from the edge of the right of way.~~

~~B. Side Yard Setback~~



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~~There is no minimum side yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right-of-way. Buildings shall conform to applicable fire and building codes.~~

~~C.—Rear Yard Setback~~

~~There is no minimum rear yard setback required except where clear vision standards apply. However, structures adjacent to Camp Polk Road or Barclay Drive shall have a minimum of a 20-foot setback from the edge of the right-of-way. Buildings shall conform to applicable fire and building codes.~~

~~D.—Buffering~~

~~Any outside storage area (including trash/recycling receptacles) associated with a use on any site shall be buffered by masonry wall, site obscuring fencing or other measures using materials that are compatible with the color and materials of the primary buildings on site.~~

~~**2.12.700 Lot Coverage**~~

~~There is no maximum lot coverage requirement, except that complying with other sections of this code (landscape and pedestrian circulation, parking, etc.) may preclude full lot coverage for some land uses.~~

~~**2.12.800 Off-Street Parking**~~

~~The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district may be satisfied by off-site parking lots or garages per Chapter 3.3. Parking Location and Shared Parking. Parking requirements for uses are established by Chapter 3.3—Vehicle and Bicycle Parking, of the Sisters Development Code.~~

~~**2.12.900 Landscape Area Standards**~~

~~A minimum of 10 percent of the gross site area of proposed developments shall be landscaped according to Chapter 3.2 of the Sisters Development Code.~~

~~**2.12.1000 Special Standards for Certain Uses**~~

~~A.—Neighborhood Market and Laundry Establishment~~

~~A neighborhood market and self-serve laundry establishment shall:~~

- ~~1.—Be focused on meeting the needs of the Sun Ranch Mixed Use Community residents, workers and guests.~~

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~~2.—Such uses shall not operate past 10:00 p.m.~~

~~3.—Structures housing such uses shall be setback from Camp Polk Road and Barclay Drive by at least 50 feet.~~

~~4.—Structures housing such uses shall not exceed 1000 square feet, excluding storerooms.~~

**B.—Cottages**

~~1.—A maximum of 30 cottage units are permitted in the Sun Ranch Tourist Commercial Zone.~~

**2.12.1100 Design Theme**

~~A.—All structures proposed within the Sun Ranch Tourist Commercial district shall be consistent with the early 1900's Rural Farm/Ranch House design standards outlined below. Figures 2.12.1100 A and B provide illustrations of examples of architectural styles that are consistent with the theme.~~

~~1.—Era. Rural farm and ranches of the early 1900s.~~

~~2.—Architecture. Buildings shall be designed to emulate rural farm and ranch outbuildings of the era. Such buildings typically have simple gable and shed roof forms, small pane wood windows and wooden doors.~~

~~3.—Exterior Materials. Rough sawn boards and/or board and batten walls, rough stone and brick. Dimensional composition shingle roofs.~~

~~4.—Roof Pitches. A majority of 8:12 pitched main roof forms, with 6:12 and 4:12 sheds.~~

**Figure 2.12.1100 A**



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**Figure 2.12.1100-B**



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Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

**Lodging establishment** - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

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**March 14, 2024**  
**Exhibit B**

**Chapter 2.12 –**  
**Sun Ranch Tourist Commercial (TC)**

Sections:

- 2.12.100 Purpose**
- 2.12.200 Uses**
- 2.12.300 Development Standards**
- 2.12.400 Off-Street Parking**

**2.12.100 Purpose**

The purpose of the Sun Ranch Tourist Commercial district is to establish a variety of uses associated with tourism such as options for overnight accommodations, dining, entertainment, and recreation and to provide gathering space and uses that attract business travelers, tourists, and members of the Sisters community alike.

**2.12.200 Uses**

- A. Permitted uses. Uses permitted in the TC District are listed in Table 2.12.1 with a “P.” These uses are allowed if they comply with the development standards and other regulations of this Code. Being listed as a permitted use does not mean that the proposed use will be granted an exception or variance to other regulations of this Code.
- B. Special Provisions. Uses that are allowed in the TC District subject to special provisions are listed in Table 2.12.1 with an “SP.” These uses are allowed if they comply with the special provisions in Chapter [2.15](#).
- C. Conditional uses. Uses that are allowed in the TC District with approval of a conditional use permit are listed in Table 2.12.1 with either a Minor Conditional Use “MCU” or a Conditional Use “CU.” 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.

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**Table 2.12.1 Use Table for the Sun Ranch Tourist Commercial District**

<b>Land Use Category</b>	<b>Permitted/Special Provisions/Conditional Uses</b>	
<b>Commercial</b>		
Hotel & Lodging Establishments.	P	
Hostel	P	
Eating and Drinking Establishments	P	
Retail sales establishment limited to 1000 square feet.	P	
Neighborhood Market	P See section 1.3	
Community Centers and similar uses.	P	
Cideries, Distilleries, Wineries and Breweries	P	
RV Park, including caretaker's residence.	P See Section 2.15.1700	
Park	P	
Similar uses.	P See section 4.8 Code Interpretations.	
Accessory uses.	P	
<b>Prohibited Uses – auto-dependent uses and drive-through facilities.</b>		

**Key: P = Permitted SP = Special Provisions**

**MCU = Minor Conditional Use Permit CU = Conditional Use Permit**

E. Formula Food Establishments. The City of Sisters has developed a unique community character in its commercial districts. The City desires to maintain this unique character and protect the community's economic vitality by ensuring a diversity of businesses with sufficient opportunities for independent entrepreneurs. To meet these objectives, the City does not permit Formula Food Establishments within this zone.

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**Exhibit B**

**2.12.300 Development Standards**

The following property development standards shall apply to all land, buildings, structures, and uses in the Sun Ranch Tourist Commercial District.

**Table 2.12.2**

<b>Development Standard</b>	<b>Tourist Commercial District</b>	<b>Comments/Other Requirements</b>
Minimum Lot Area	Lot size determined by spatial requirements for proposed use and associated landscaping and parking.	
Height Regulations	30 feet	Compliance with the requirements of the Runway Protection Zone is required (See section 2.11).
Front Yard Setbacks	At least 10 feet from front property line.	
Side Yard Setbacks	No minimum side yard setback.	
Rear Yard Setbacks	No minimum rear yard setback.	
Lot Coverage	No maximum lot coverage standard but must comply with landscape, parking, and circulation standards.	
Buffering	Any outside storage area including trash/recycling receptables shall be buffered by masonry wall, site obscuring fence or other materials compatible with color of primary structures on site.	

**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

Off-Street Parking	The off-street parking requirements for uses in the Sun Ranch Tourist Commercial district shall meet the standards in Chapter <a href="#">3.3 – Vehicle and Bicycle Parking</a> .	
Landscaping	A minimum of 10 percent of the gross site area shall be landscaped according to section 3.2 Landscaping and Screening.	



**Addendum 1**  
**March 14, 2024**  
**Exhibit B**

Addition to Chapter 1.3.300 Meaning of Specific Words and Terms

**Lodging establishment** - any hotel, motel, resort, building, or structure that is used to provide sleeping accommodations to the public for charge.

# Affidavit of Publication

STATE OF OREGON, COUNTY OF DESCHUTES, -ss.

I, JAMES CORNELIUS, being first duly sworn, depose and say that I am the principal clerk of the publication, The Nugget, a newspaper of general circulation printed and published at Sisters in the Aforesaid county and state as defined by ORS 193.010 and ORS 193.020, that the

CITY OF SISTERS

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 consecutive weeks in the following issues:

3/6/24

Subscribed and sworn to before this 9th day of March, 2024.

Signed:

*James Cornelius*

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### 802 Help Wanted

ShipMate, Inc., a hazardous materials training and consulting company is looking to hire 2 part-time employees to work in our shipping and warehouse department in Sisters. Each position would work 25-30 hours a week. There is some flexibility in hours/days. The job includes working in a small company environment, a positive team-oriented attitude, working with power tools and equipment, and you need to be able to lift 40 pounds. The wage range is \$20 - \$25 per hour depending on experience. Please send an email to laurie@shipmate.com with your resume.

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stacey@sistershatsandco.com

### Metolius Meadows in Camp Sherman

is seeking a reliable self-motivated individual to assist in the care and maintenance of our common area grounds and facilities. A good candidate will have some mechanical knowledge, and carpentry skills. Be a self-starter and willing to work in a variety of daily duties. We offer a competitive starting wage with opportunities to develop a professional skill set. Contact our office at 541-595-2101.

### THREE SISTERS IRRIGATION DISTRICT Financial Administration Manager

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www.tsidweb.org for info  
admin1@tsidweb.org to apply

### 803 Work Wanted

#### POSITION WANTED; for Companion Caregiver.

Looking for part-time; must be close to Sisters downtown. References upon request. Please call 503-274-0214

### SISTERS OREGON NEWS SOURCE

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### 999 Public Notice

#### NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Black Butte Ranch Rural Fire Protection District will hold a joint public hearing of its Board of Directors and its Local Contract Review Board regarding adoption of Public Contracting Rules on the 28th day of March, 2024, at 9:00 a.m. The meeting will be held at the Black Butte Ranch RFPD Fire Station located at 13511 Hawks Beard, Black Butte Ranch, Oregon. To attend the hearing virtually or for questions, contact Jamie Vohs at (541) 595-2288 or jvohs@blackbutteranchfire.com.

The proposed Resolution will replace and update the District's current Public Contracting Rules and exemptions.

The public hearing will be held for the purpose of taking comments on the District's draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements.

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Sisters Planning Commission will conduct an in-person public hearing at Sisters City Hall, 520 E. Cascade Avenue, Sisters, on **March 21, 2024, at 5:30 PM** regarding the applications listed below. The hearing will be held in accordance with Sisters Development Code (SDC) Chapter 4.1 and the rules of procedure adopted by the Council and available at City Hall. Prior to the public hearing, written comments may be provided to Sisters City Hall at 520 E. Cascade Avenue, Sisters (mailing address PO Box 39, Sisters, OR 97759) or emailed to mmartin@ci.sisters.or.us. Comments should be directed toward the criteria that apply to this request and **must reference the file number**. For additional information, please contact Matthew Martin, Principal Planner at (541) 323-5208 or mmartin@ci.sisters.or.us.

The staff report and recommendation to the hearings body will be available for review at least seven (7) days before the hearing. All submitted evidence and materials related to the application are available for inspection at City Hall. Copies of all materials will be available on request at a reasonable cost. The Planning Commission meeting is accessible to the public either in person or via Zoom online meeting. Meeting information, including the Zoom link, can be found on https://

www.ci.sisters.or.us/meetings.  
**PUBLIC HEARING:** March 21, 2024, at 5:30 pm

**FILE #:** TA 24-01  
**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC  
**REQUEST:** Text Amendments to SDC Chapter 1.3 - Definitions and Chapters 2.12 - Sun Ranch Tourist Commercial District. The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code.  
**APPLICABLE CRITERIA:** SDC Chapter 1.3 - Definitions, Chapter 2.12 - Sun Ranch Tourist Commercial District, Chapter 4.1 - Types of Applications and Review Procedures, Chapter 4.7 - Land Use District Map and Text Amendments; City of Sisters Urban Area Comprehensive Plan; and Oregon's Statewide Land Use Goals

## SUDOKU SOLUTION

for puzzle on page 20

7	3	6	8	4	9	2	5	1
9	8	5	3	1	2	7	4	6
4	1	2	7	5	6	3	8	9
1	9	3	6	2	4	8	7	5
2	4	8	5	7	1	9	6	3
5	6	7	9	8	3	1	2	4
3	5	1	2	6	8	4	9	7
6	2	9	4	3	7	5	1	8
8	7	4	1	9	5	6	3	2

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# AFFIDAVIT OF MAILING

## City of Sisters

STATE OF OREGON  
DESCHUTES COUNTY

I (name) Matthew Martin, mailed (describe or attach mailing) Measure 56 Notice

of Public Hearing before the Planning Commission for File No. TA 24-01

to the following person(s) at the following address(es) (describe or attach) See attached list

The mailing was delivered via (hand, post office, UPS, etc.) Post Office

by N/A on N/A

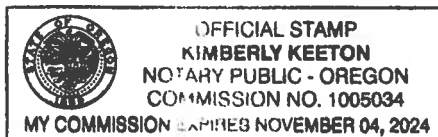
the mailing will be postmarked for (date) April 4, 2024 and will likely reach its

destination before (date) April 9, 2024 according to Matthew Martin.

This instrument was acknowledged before me on April 4, 2024, by Matthew Martin

as Principal Planner of the City of Sisters.

Kimberly Keeton  
Notary Public, State of Oregon



STAFF REPORT - ATTACHMENT B  
PROJECT RECORD

EXHIBIT C

Property Owner Mailing List – 4/18/24 NOPH Measure 56  
File No. TA 24-01

Jon Skidmore  
Skidmore Consulting, LLC  
211 NW Wilmington Avenue  
Bend, OR 97703

Ernie Larrabee  
Lake House Inn, LLC  
160 S Oak Street #147  
Sisters, OR 97759

DUTCH PACIFIC PROPERTIES LP  
PO BOX 3500, PMB 303  
Sisters, OR 97759

SWORDFISH CONSULTING LLC  
10574 NW HARDING CT  
PORTLAND, OR 97229



## NOTICE OF PUBLIC HEARING

### MEASURE 56 NOTICE

THIS IS TO NOTIFY YOU THAT THE CITY OF SISTERS HAS PROPOSED A LAND USE REGULATION THAT MAY AFFECT THE PERMISSIBLE USES OF YOUR PROPERTY AND OTHER PROPERTIES.

The City of Sisters has determined that adoption of this land use regulation may affect the permissible uses of your property and other properties in the affected zone(s), and may change the value of your property. Despite this cautionary language, which is provided to comply with Ballot Measure 56 (now ORS 227.186), the City of Sisters has not determined that property values will be affected in any way as a result of this action.

Notice is hereby given that the City of Sisters Planning Commission will conduct an in-person public hearing at Sisters City Hall, 520 E. Cascade Avenue, Sisters, on **April 18, 2024, at 5:30 PM** regarding the applications listed below. The hearing will be held according to SDC Chapter 4.1 and the rules of procedure adopted by the Council and available at City Hall.

Prior to the public hearing, written comments may be provided to Sisters City Hall at 520 E. Cascade Avenue, Sisters (mailing address PO Box 39, Sisters, OR 97759) or emailed to [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us). Comments should be directed toward the criteria that apply to this request and **must reference the file number**. For additional information, please contact Matthew Martin, Principal Planner at (541) 323-5208 or [mmartin@ci.sisters.or.us](mailto:mmartin@ci.sisters.or.us).

The staff report and recommendation to the hearings body will be available for review at least seven (7) days before the hearing. All submitted evidence and materials related to the application are available for inspection at City Hall. Copies of all materials will be available on request at a reasonable cost. The Planning Commission meeting is accessible to the public either in person or via Zoom online meeting. Meeting information, including the Zoom link, can be found on <https://www.ci.sisters.or.us/meetings>.

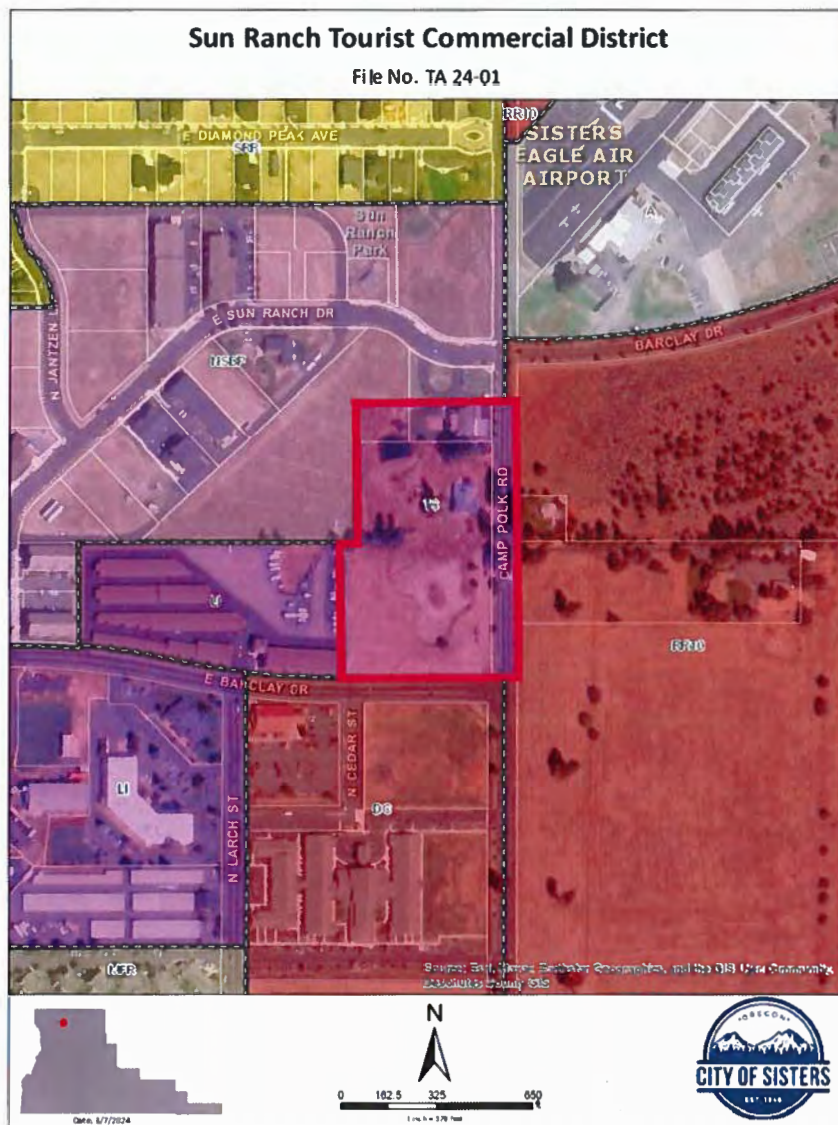
**PUBLIC HEARING:** April 18, 2024, at 5:30 pm  
**FILE #:** TA 24-01  
**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC  
**LOCATION:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
Address: 69013 Camp Polk Road / Tax Map and Lot: 15-10-4 1101  
Address: 575 E. Sun Ranch Drive / Tax Map and Lot: 15-10-4BD 1900  
Address: Unaddressed / Tax Map and Lot: 15-10-4BD 1901  
**REQUEST:** Text Amendments to the Sisters Development Code Chapter 1.3 (Definitions) and Chapters 2.12 (Sun Ranch Tourist Commercial District). The purpose is to expand and clarify the types of uses allowed in the Sun Ranch Tourist Commercial District and other edits for consistency with the Sisters Development Code. No land use development is proposed with these amendments. Any subsequent land use development is subject to the land use review process required by the Sisters Development Code.

**APPLICABLE CRITERIA:** Sisters Development Code (SDC):  
Chapter 1.3 – Definitions  
Chapter 2.12 – Sun Ranch Tourist Commercial District  
Chapter 4.1 – Types of Applications and Review Procedures  
Chapter 4.7 – Land Use District Map and Text Amendments  
City of Sisters Urban Area Comprehensive Plan  
Oregon Statewide Land Use Goals

**PROJECT WEBSITE:** <https://www.ci.sisters.or.us/community-development/page/text-amendments-sun-ranch-tourist-commercial-district-%C2%A0>

Questions or concerns regarding this application should be directed to the Community Development Department at Sisters City Hall. The Planning Commission will consider the staff report all other written and oral testimony and forward a recommendation to the City Council for Council's ultimate approval. The decision criteria and process will occur according to Development Code Chapter 4.1 Procedures and all other applicable Development Code requirements. Failure to raise an issue in person, or by letter before or during the issuance of the decision, or failure to provide statements of sufficient evidence to afford the decision-makers an opportunity to respond to the issue, may preclude an appeal based on that issue with the State Land Use Board of Appeals. All evidence relied upon by staff to make this decision is in the public record and is available for public review at the Sisters City Hall, 520 E. Cascade Avenue, Sisters, Oregon. Copies of this evidence can be obtained at a reasonable cost from the City. TTY services can be made available. Please contact Assistant City Manager Kerry Prosser at 541-323-5213 for accommodations to be made. The Sisters City Hall building is a handicapped accessible facility.

**\*Notice to mortgagee, lienholder, vendor or seller: City of Sisters Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.**



# AFFIDAVIT OF MAILING

## City of Sisters

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DESCHUTES COUNTY

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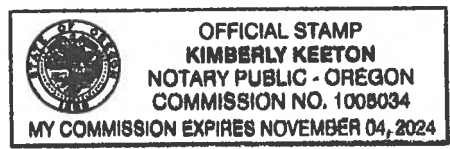
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Notary Public, State of Oregon



STAFF REPORT - ATTACHMENT B  
PROJECT RECORD  
Participant Mailing List - 4/18/24 NOPH  
File No. TA 24-01

EXHIBIT C

Tom and Joy Newman  
P.O. Box 2271  
Sisters, OR 97759

Zenia Kuzma  
914 E. Horseback Trail  
Sisters, OR 97759

Lisa Nicol  
69127 Chestnut Place  
Sisters, OR 97759

Elsie Wolf  
69700 Lake Dr.  
Sisters, OR 97759

Luisa Stevens  
69742 W Meadow Pkwy  
Sisters, OR 97759

Jeremy Davis  
68880 Chestnut Dr  
Sisters, OR 97759

Tess Gardner  
PO Box 2117  
Sisters, OR 97759

Craig Pfeiffer  
68929 Bay Place  
Sisters, OR 97759

Craig & Wendy Rullman  
69128 Bay Drive  
Sisters, OR 97759

Scott Hallenberg  
15651 National Forest Ln  
Sisters, OR 97759

Jim Greer  
527 S Fir Street  
Sisters, OR 97759

Charlie Stephens  
1086 W Collier Glacier Drive  
Sisters, OR 97759

Linda Warnholtz  
269 N Wheeler Loop  
Sisters, OR 97759

David Bachtel  
1310 W. Hill Avenue  
Sisters, OR 97759





## NOTICE OF PUBLIC HEARING

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**PUBLIC HEARING:** April 18, 2024 at 5:30 pm  
**FILE #:** TA 24-01  
**APPLICANT:** Ernie Larrabee - Lake House Inn, LLC  
**LOCATION:** All of Sun Ranch Tourist Commercial District Including the Following Properties:  
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**APPLICABLE CRITERIA:** Sisters Development Code (SDC):  
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