



Wednesday, September 25, 2024

This City Council meeting is accessible to the public in person in the Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759

This meeting is open to the public and can be accessed and attended in person or remotely. Members of the public may view the meeting via Zoom at the link below:

<https://us02web.zoom.us/j/83350729782>

Visitor Communication: To offer written comments, send an email to recorder@ci.sisters.or.us no later than 3:00 p.m. on the day of the meeting. If attending the meeting via Zoom and wish to speak, submit your name, address, phone number, and the topic you intend to address to recorder@ci.sisters.or.us by 3:00 p.m. on the meeting day. For those attending the meeting in person, you may complete a request to speak form on-site.

5:30 PM WORKSHOP

1. Mosaic Community Health
2. Fiscal Year 2024-25 City Council Goals Status
3. Other Business

6:30 PM CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **VISITOR COMMUNICATION**
5. **CONSENT AGENDA**
 - A. Minutes
 1. August 28, 2024 – Workshop
 2. August 28, 2024 – Regular Meeting
 3. September 11, 2024 - Workshop
 4. September 11, 2024 – Regular Meeting
6. **COUNCIL BUSINESS**
 - A. **Second Reading of Ordinance No. 540: AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE SECTION 2.15.2700, SPECIAL**

This agenda is also available via the Internet at www.ci.sisters.or.us

PROVISIONS FOR SHORT-TERM RENTALS THAT MODIFIES THE APPLICABLE DEVELOPMENT STANDARDS

- B. Discussion and Consideration of Resolution 2024-20** – A RESOLUTION OF THE CITY OF SISTERS ADOPTING A PARKS, FACILITIES, AND CITY ASSETS NAMING POLICY
 - C. Discussion and Consideration of Resolution 2024-21** - A RESOLUTION OF THE CITY OF SISTERS ADOPTING A PROCLAMATION POLICY
- 7. OTHER BUSINESS**
 - A. Staff Comments
 - 8. MAYOR/COUNCILOR BUSINESS**
 - 9. ADJOURN**

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above-referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

This meeting is open to the public, and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be recorded. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eighty (48) hours in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider



Meeting Date: September 11, 2024

Type: Workshop

Subject: 2024-25 City Council Goals Status Update and Upcoming Workshop Topics

Staff: J. Wheeler

Dept: Administration

Action Requested: No action requested. Receive a first quarter status update on City Council goals and review upcoming City Council workshop schedule through the end of the calendar year.

Summary Points:

City Council Goals Status Update

- In February 2024 the City Council adopted goals for the 2024-25 fiscal year following a process that included an open house, online survey, and goal setting retreat.
- The goals were then incorporated into the Budget for implementation in the fiscal year starting July 1.
- Staff is providing a quarterly update on the status of the goals.

Upcoming City Council Workshop Topics

- The City Council will meet five more times before the end of the calendar year.
- The tentative topics for the Workshops include:
 - Defensible Space Code
 - Tree Removal Fines in the Development Code
 - UGB Status Update
 - Public Safety Survey Report
 - Glass Recycling Options and Recycling Center Update
 - Joint Meeting with the Deschutes County Commission (November 6)
 - Efficiency Measures Update
- Staff is seeking Council input on any other topics and policies that should be prioritized before the end of the year.

Attachments:

1. Attachment 1: 2024-25 City Council Goals Status Update






2024-25 CITY COUNCIL GOALS STATUS UPDATE



September 2024










Complete | In Progress | Not Started




| Goal | Lead | Status & Next Steps | Progress |
|--|----------------|--|---|
| Housing, Livability, and Growth | | | |
| Leverage local and regional resources and partnerships to help the Sisters houseless community. Engage with COIC to facilitate community conversations and provide technical assistance for developing a community supported plan. | Administration | <ul style="list-style-type: none"> • Continue to participate and work with the CHRO for regional solutions to houselessness. • Continue partnership with Community Leaders Initiative (CLI) for assisting houselessness. • Held 3 community and agency partners meetings to discuss existing conditions and to plan for community conversations. • Community Conversation about Houselessness scheduled for October 6. |  |



| Goal | Lead | Status & Next Steps | Progress |
|--|--|--|---|
| <p>Continue to pursue resources and partnerships for the development of affordable and workforce housing and investigate the feasibility of additional permanent funding sources for leveraging affordable and workforce housing projects such as construction excise tax and non-primary residence home fees.</p> | <p>Administration Development Services</p> | <ul style="list-style-type: none"> • Finalize and execute agreement with Northwest Housing Alternatives. • Workforce Housing Grant Program established, and grant awarded to Habitat for Humanity. • Solicited applications for Affordable Housing Grant program and awarded grant to Habitat for Humanity. • Develop and finalize agreement with Sisters Habitat for Humanity for workforce and affordable housing grant. |  |
| <p>Monitor, reevaluate, and consider implementation of additional strategies of the Housing Plan and Efficiency Measures Report.</p> | <p>Community Development</p> | <ul style="list-style-type: none"> • Continue to monitor code amendments for effectiveness. |  |





| Goal | Lead | Status & Next Steps | Progress |
|--|------------------------------|--|---|
| <p>Continue to process an Urban Growth Boundary (UGB) Amendment with a priority of community outreach. Update the city’s annexation criteria in advance of any expansion of the City’s UGB.</p> | <p>Community Development</p> | <ul style="list-style-type: none"> The city and consultant have completed the first two work tasks – Project Kickoff (including creating a project website) and Finalizing the Land Need and is in the process of completing the third task, which is to Establish and Analyze the Study Area. The next steps after that are to create a Preferred Alternative (after extensive public comment) and then formally adopt the UGB Amendment through both City Council and Deschutes County and final acknowledgement by the State of Oregon DLCD. |  |
| <p>Continue to update the Sisters Development Code to bring it into conformance with the Sisters Comprehensive Plan, respond to changes in State Law, and remove barriers to housing. Develop a process to monitor the effectiveness of Code Amendments.</p> | <p>Community Development</p> | <ul style="list-style-type: none"> In progress and ongoing. |  |



| Goal | Lead | Status & Next Steps | Progress |
|--|---|---|--|
| <p>Prioritize Dark Sky Code implementation, specifically community education and International Dark Skies Association certification.</p> | <p>Community Development</p> | <ul style="list-style-type: none"> • City Council adopted amendments on January 10, 2024. • Implement funding, compliance, and transition plan for achieving certification as an International Dark Sky Community. • Draft application submitted and 2nd draft to be submitted. |  |
| <p>Evaluate Short-Term Rental Code language to mitigate adverse impacts on the community.</p> | <p>Community Development</p> | <ul style="list-style-type: none"> • The City Council and Planning Commission have held several workshops and meetings on proposed code changes to the STR program. • City Council held public hearing on September 11 on Ordinance 540 which amends the short-term rental regulations. |  |
| <p>Wildfire Mitigation and Community Resiliency</p> | | | |
| <p>Support local, County, State, and Federal government efforts regarding wildfire mitigation and natural disaster preparedness.</p> | <p>Community Development Administration</p> | <ul style="list-style-type: none"> • Ongoing. |  |




| Goal | Lead | Status & Next Steps | Progress |
|--|--------------------------------------|---|---|
| Continue partnership with Sisters-Camp Sherman Fire District and other agency partners to improve public awareness and distribute information about wildfire preparedness, including emergency evacuation, and mitigation. | Community Development Administration | <ul style="list-style-type: none"> Community Wildfire Resiliency Meetings with agency partners established and held monthly. Create webpage for wildfire preparedness information, resources, and links for Sisters' residents. Consider emergency preparedness fair in the spring. |  |
| Update defensible space and structural hardening requirements through the Development Code. | Community Development | <ul style="list-style-type: none"> State Wildfire Hazard Map released and reviewed by the City Council. Comments provided to ODF. Council Workshop held on August 14 on draft wildfire hazard map, and next steps on building hardening standards and defensible space. Defensible Space Workshop scheduled for October. |  |
| Continue implementing the Wildfire Resiliency Plan for the City's critical infrastructure and property. | Public Works | <ul style="list-style-type: none"> Continue addressing remaining recommendations in the 2022 WRAMP. Funding included in the FY24-25 Budget. |  |
| Facilitate and support the undergrounding of electric and telecom utilities as a long-term goal. | Administration Public Works | <ul style="list-style-type: none"> Monitor for opportunities to require or encourage undergrounding of facilities. |  |






| Goal | Lead | Status & Next Steps | Progress |
|---|--------------------------------|--|---|
| Economic Development | | | |
| <ul style="list-style-type: none"> Finalize project concepts and conduct public outreach for a multi-purpose recreational facility that supports residents and visitors at the future northwest park adjacent to the Sisters' Woodlands Development. | Administration | <ul style="list-style-type: none"> Application submitted and awarded for developing a Master Plan for the northwest park. Hire parks planning consultant and begin public outreach work in early 2025. |  |
| <ul style="list-style-type: none"> Partner with Economic Development for Central Oregon to support traded-sector economic development, including assisting with support on workforce housing and childcare. | Administration Public Works | <ul style="list-style-type: none"> Ongoing. Economic Development Strategic Plan updated and presented to the City Council. |  |
| <ul style="list-style-type: none"> Explore establishing a public arts program. | Administration EDCO | <ul style="list-style-type: none"> Next step is a workshop with Council to scope the goal. |  |





| Goal | Lead | Status & Next Steps | Progress |
|--|-------------------------|--|--|
| Essential Infrastructure | | | |
| Develop a funding strategy and initiate the design and construction of high-priority projects from the Water and Wastewater Capital Improvement Plans. | Public Works Finance | <ul style="list-style-type: none"> • Water and Wastewater rate models and SDCs updated, rate increases adopted, and projects included in FY24-25 Budget. • Create construction funding plan. • Well 1 Improvements to go out to bid in late fall. • Complete environmental and begin design work on new 2.2 MG water reservoir. • Budget includes preliminary design for new water transmission main. • Complete Westside and Rope Street wastewater pump stations in 2025. • Complete design and installation of pivot irrigation system at Lazy Z property. |  |
| Construct phase 1 of the Barclay Drive alternate route improvements. | Public Works | <ul style="list-style-type: none"> • Design completed and cost estimate updated. • Project to go out for bid in fall and construction to be complete June 30, 2025. |  |

| Goal | Lead | Status & Next Steps | Progress |
|--|-----------------------------|---|---|
| Pursue grants and funding opportunities for high priority pedestrian and bicycle infrastructure projects. Design and construct the Elm Street and Camp Polk Rd multiuse pathway projects. | Public Works | <ul style="list-style-type: none"> Applied for grant for Elm Street Bike and Pedestrian pathway project. |  |
| Continue implementation of the 2023 Parks Master Plan’s priority projects including but not limited to working with community partners on recreational amenities for all ages and interests. | Public Works | <ul style="list-style-type: none"> Budgeted contribution towards SPRD’s community park which will include pickleball courts and new playground amenities. Master Planning process for northwest park to begin in 2025. |  |
| Construct McKinney Butte safety improvements. | Public Works | <ul style="list-style-type: none"> Phase 1 completed. Phase 2 to be constructed in Winter 2025. |  |
| Good Governance | | | |
| Collaborate with community organizations to advance key Sisters Country Vision strategies. | City Council Administration | <ul style="list-style-type: none"> City Councilor and staff continue to attend quarterly VIT meetings. City and C4C executed new contract for administration of VIT meetings and annual progress reports. Continue to integrate key visions strategies in City workplan, where applicable. |  |

| Goal | Lead | Status & Next Steps | Progress |
|---|-----------------------|---|--|
| <p>Create and implement a communications plan which includes expanded opportunities for community engagement and involvement. Convene at least three town halls per year.</p> | <p>Administration</p> | <ul style="list-style-type: none"> • Community Outreach and Engagement Plan created and presented to the City Council. • Civic Leadership Academy convened for six weeks and created a report on the city’s public communications and engagement. • UGB Steering Committee established and outreach to various groups underway. • Conversations with Council began in August. • Convene the Community Conversation about Houselessness on October 6. • Town Halls and Open Houses to be scheduled next year include UGB and Northwest Park. |  |
| <p>Adopt a naming policy for city parks and facilities.</p> | <p>Administration</p> | <ul style="list-style-type: none"> • Park and Facility Naming Policy presented to City Council on September 12, 2024. • City Council adoption of policy on September 25, 2024. • Develop a strategy for applying the policy to the renaming of the East Portal Mobility Hub. |  |

| Goal | Lead | Status & Next Steps | Progress |
|---|---|--|--|
| Build and expand partnerships with local agencies and districts to foster collaboration for long-term priorities for the community. | Administration | <ul style="list-style-type: none"> Organized regional and local partners and agencies to participate and co-host community conversation on houselessness. Budget includes a financial commitment to SPRD to help support the construction of the new community park and pickleball courts. |  |
| Continue municipal code and development code updates and housekeeping amendments to be consistent with Council policies. | Administration Community Development | <ul style="list-style-type: none"> Ongoing. Council and administrative policies under review include Proclamations, Media, and Councilor compensation. Code updates underway include tree removal fines. |  |
| Environmental Sustainability | | | |
| Continue implementation of the City's Environmental Sustainability Plan and Water Conservation Plan, including electric vehicle charging infrastructure at city parks and facilities. | Public Works | <ul style="list-style-type: none"> Water rate structure was updated to encourage water conservation through higher volume charges. Construct sub-surface irrigation/turf removal project on Hood Ave islands. Consider redesigning City Hall landscaping as a demonstration water conservation demonstration project. |  |

| Goal | Lead | Status & Next Steps | Progress |
|---|------------------------|---|---|
| Construct the first phase of the East Portal Mobility Hub. | Public Works | <ul style="list-style-type: none"> • Council to consider construction contract award on October 9. • Project to be constructed by end of summer 2025. |  |
| Install the EV charging stations at the East Portal Mobility Hub. | Public Works | <ul style="list-style-type: none"> • Procured EV Charging station grant for E. Portal • Design and Construct EV stations in FY24/25 |  |
| Develop a plan for the future of the Recycling Center taking into account the Recycling Modernization Act and curbside services. | Administration | <ul style="list-style-type: none"> • In progress. City, Republic Services, and Deschutes County are working to develop options for curbside glass service. • Hold Workshop with City Council about glass recycling and depot options. |  |
| Study options for identifying and preserving more significant and heritage trees and encouraging the planting of fire-resistant trees on public and private property. | Public Works | <ul style="list-style-type: none"> • Heritage Tree Application Form developed alongside Urban Forestry Board and presented to City Council. |  |
| Urban Renewal Agency Goals | | | |
| Secure financing to fund the priority projects outlined in the URA Project List. | Finance Administration | <ul style="list-style-type: none"> • Line of credit secured for debt financing FY24/25 projects. |  |

| Goal | Lead | Status & Next Steps | Progress |
|---|---------------------------|--|--|
| Finalize the funding strategy and construction timing for the Adams Avenue Streetscape Project. | Finance Administration | <ul style="list-style-type: none"> In progress. The funding and schedule to be adjusted to align with projected available capacity in urban renewal and Street CIP. |  |
| Complete design and initiate the construction of the Westside Pump Station. | Public Works | <ul style="list-style-type: none"> Design to be completed in winter 2025. Construction planned to start in spring 2025. |  |
| Allocate remaining US20 @ Locust Roundabout funding for the roundabout construction and initiate the public art procurement and installation process. | Administration | <ul style="list-style-type: none"> Funding included in FY 24/25 Budget. Public Art process underway. Committee established and call for artists complete. Committee to review submissions and select finalists. Public input process in winter 2025. |  |
| Study and consider a URA plan amendment to fully use the maximum indebtedness of the URA. | Administration Finance | |  |



CITY COUNCIL Staff Report

Meeting Date: September 25, 2024
Type: Regular City Council Meeting
Subject: City Council Meeting Minutes

Staff: R. Green
Dept: Administration

Consent Agenda: Approve the minutes from the August 28, 2024 and September 11, 2024 City Council Workshops and the August 28, 2024 and September 11, 2024 Regular City Council meetings.

Summary Points:

- Approve the minutes from the August 28, 2024 and September 11, 2024 City Council Workshops and the August 28, 2024 and September 11, 2024 Regular City Council meetings.

Financial Impact: None.

Attachments:

1. Attachment 1: August 28, 2024 City Council Workshop
2. Attachment 2: August 28, 2024 Regular City Council meeting
3. Attachment 3: September 11, 2024 City Council Workshop
4. Attachment 4: September 11, 2024 Regular City Council meeting

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Kerry Prosser Assistant City Manager
Paul Bertagna PW Director
Jackson Dumanch PW Project Coordinator
Rebecca Green Deputy Recorder

The meeting recording is available here:

<https://www.ci.sisters.or.us/citycouncil/page/city-council-workshop-meeting-12>

Mayor Preedin called the workshop to order at 5:30 p.m.

1. Deschutes County Sheriff's Office Updates

Lt. Davis of the Deschutes County Sheriff's Office (DCSO) provided an update about recent activity, including a fatal crash at Santiam Pass and a call from Suttle Lake. There has been an increase in our houseless population, and DCSO has worked well with other nonprofits such as Sisters Cold Weather Shelter and other government agencies such as Deschutes County Behavioral Health to assist people with their needs. Lt. Davis reminded everyone there are lower speeds around the new elementary, middle, and high school, which is now 35 mph.

2. Review Community Engagement Plan

Assistant City Manager Prosser and Deputy Recorder Green presented the Community Engagement Plan. Prosser provided background information including Council Goals from 2023-24 and 2024-25 as well as the outcome of the 2024 Civic Leadership Academy. Prosser explained staff's role in community engagement. Deputy Recorder Green outlined the community engagement plan, including levels of engagement, engagement tools, evaluation, and reporting. Upcoming engagement activities were outlined.

3. Review Heritage Tree Nomination Form

Project Coordinator Jackson Dumanch introduced the Heritage Tree Program, stating that Municipal Code Chapter 4.05.050 outlines the parameters. To implement the program, the Urban Forestry Board created a heritage tree nomination form and a restrictive covenant agreement, which will be recorded with Deschutes County.

Councilor Ross highlighted that trees on private property are approved by the property owner and continue to be protected even when the property changes hands. Manager Wheeler emphasized that safeguarding these trees not only has environmental benefits but also supports the urban canopy for identification through plaques and walking tours. Council discussed the process of removing the designation and reimbursement to property owners for recording fees. Dumanch clarified that the request for removal would

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

first go through the Urban Forestry Board and then through Council for approval. Recording fees are approximately \$90 for the first page and \$5 per page thereafter. Any decisions about payment for these fees will be made at a regular city council meeting.

4. Other Business-None.

The meeting was adjourned at 6:25 p.m.

Rebecca Green, Deputy Recorder

Michael Preedin, Mayor

REGULAR MEETING MINUTES
 SISTERS CITY COUNCIL
 520 E. CASCADE AVENUE
 AUGUST 28, 2024

MEMBERS PRESENT:

Michael Preedin Mayor
 Andrea Blum Council President
 Jennifer Letz Councilor
 Gary Ross Councilor
 Susan Cobb Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
 Kerry Prosser Assistant City Manager
 Joe O’Neill Finance Director
 Paul Bertagna PW Director
 Scott Woodford CDD Director
 Rebecca Green Deputy Recorder

The meeting recording is available here:

<https://www.ci.sisters.or.us/citycouncil/page/city-council-workshop-meeting-12>

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:32 pm.

2. ROLL CALL

A roll call was taken, and a quorum was established.

3. APPROVAL OF AGENDA

Council President Blum made a motion to approve the agenda. Councilor Letz seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

4. VISITOR COMMUNICATION

1. Jim Greer: Retired wildlife biologist concerned about the number of trees lost in the past 5-6 years, particularly with new developments. He noted that the new Heritage Tree Program does not address trees on properties in potential development. He questioned the definition of “heritage.” Greer spoke about the Woodpecker Festival in Sisters.

5. CONSENT AGENDA

- A. Minutes
 - 1. August 14, 2024 – Workshop
 - 2. August 14, 2024 – Regular Meeting

- B. Approve a Release of Easement Agreement for the Existing Access Easement Across City-owned tax lot 1510150000200/704 (Lazy Z) and Authorize the City Manager to Execute the Agreement with Minor Legal Revisions.

Councilor Cobb made a motion to approve the Consent Agenda. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

6. COUNCIL BUSINESS

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

A. Second Reading of Ordinance 538: AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE CHAPTER 2.12, SUN RANCH TOURIST COMMERCIAL DISTRICT, THAT EXPANDS AND CLARIFIES THE TYPES OF ALLOWED USES AND APPLICABLE DEVELOPMENT STANDARDS.

Community Development Director Woodford outlined that at the August 14 meeting, Ordinance 538 was approved by a 3-1 vote, which requires a second reading.

Councilor Cobb made a motion to have the City Manager read Ordinance No. 538 by title only. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

City Manager Wheeler read Ordinance 538 by title.

Council President Blum moved to approve and adopt Ordinance 538. Councilor Cobb seconded the motion.

Councilor Ross expressed concern about undefined terms such as “temporary,” and stated his support for an occupancy limit, for example of 120 days. Ross expressed support for adding language that prohibits the use of the property for a membership-only rv park. Attorney Chrostek clarified that the amended language states the property shall not have “residential use” but doesn’t prescribe a specific time limit. State law and city code provide broad guidelines for what qualifies as residential use, but do not offer directly related definitions. Any specific interpretation would be addressed as situations arise.

A roll call vote was taken. Preedin, Blum, and Letz voted aye; Ross and Cobb voted nay. The motion carried 3-2.

B. Public Hearing and Consideration of Ordinance 539: AN ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE CHAPTER 13.15 TO ADD DEFINITIONS, CLARIFY PROVISIONS REGARDING USES OF CITY WATER AND FINANCIAL RESPONSIBILITY FOR WATER SERVICE, AND MAKE OTHER AMENDMENTS.

Mayor Preedin opened the public hearing.

Director O’Neill reviewed the ordinance, highlighting changes to the water utility code that include adding the term “dwelling units,” standardizing the definitions for “Inside and Outside City Limits,” and defining “bulk water service and out-of-city transportation.” Additionally, the ordinance prohibits the resale of city water and clarifies financial responsibility for utility accounts. Approval of the ordinance would also update the use of pronouns throughout the document.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

Penalties for the resale of water as stated in 13.15.180 are set at \$500. Councilor Ross suggested the penalty fee be determined by the city's fee schedule annually adopted by Council resolution.

Letz clarified that under the new definition of bulk water service, large-scale water delivery may be used for firefighting.

Mayor Preedin asked for public comments. There were none.

Mayor Preedin closed the public hearing.

Councilor Ross made a motion to have the City Manager read Ordinance No. 539 by title only. Councilor Letz seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

City Manager Wheeler read Ordinance 539 by title.

Councilor Ross moved to approve and adopt Ordinance 539 with amendments adding language to update pronouns used in the document and to modify 13.15.180 to reference the city fee schedule instead of specifying a defined amount.

Councilor Cobb seconded the motion. A roll call vote was taken. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

C. Discussion and Consideration of Resolution 2024-19: A RESOLUTION OF THE CITY OF SISTERS, OREGON AUTHORIZING A FULL FAITH AND CREDIT BORROWING AND RELATED MATTERS.

Director O'Neill outlined the intergovernmental financing agreement between the City of Sisters and the City of Sisters Urban Renewal Agency. The URA intends to secure a line of credit through US Bank, to be financially sponsored by the City.

The line of credit has a lower initial cost than a long-term loan. It has an interest rate of approximately 5%, charged on the amount utilized. There is a small fee for the unused portion of the line of credit. For the full \$2 million line of credit, the annual cost would be \$7,000, making it more affordable compared to long-term financing. There are no prepayment penalties. The line of credit will have a limit of \$2 million over two years, providing for two years of tax revenue for repayment. The City collects approximately \$500,000 in taxes per year, which will help cover the line of credit payments.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

Funded projects include the Westside Pump Station (\$500,000), Roundabout Art (\$425,000) and the Workforce Housing Grant (\$400,000). The additional funds (\$500,000) will serve as a buffer for unseen costs, such as higher construction costs.

Council President Blum made a motion to approve Resolution 2024-19 authorizing a full faith and credit borrowing and related matters. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

1. OTHER BUSINESS

A. Staff Comments

City Manager's Office - Manager Wheeler

- The City is convening a Community Conversation about Houselessness on Sunday, October 6, 4-5:30 pm. tentatively scheduled to take place at the Sisters Elementary School.
- The Public Safety Survey received approximately 368 responses. The results will be compiled and submitted for review and discussion.
- The next Conversations with Council is scheduled for September 10, 8:30am in Council Chambers.
- City Club of Central Oregon will host a City Managers talk for the public on September 11.
- There was a public comment letter submitted by John Heylin about Ballot Measure No. 9-173 regarding the expansion of the County Commission from three to five members. He is requesting support from Council.
- The League of Oregon Cities (LOC) survey was sent to Council and responses will be compiled by the City Manager for discussion at the September 11 Council meeting.
- Central Oregon Cities Organization (COCO) is working on priorities ahead of the September 12 Oregon Department of Transportation (ODOT) meetings in Bend. Priorities for Sisters include snow removal, Hwy 20 pavement maintenance, Barclay Phase II improvements, a new roundabout at the intersection of 126 and 20 east of town, and a longer-term goal of looking at Hwy 20 bypass feasibility. Council requested adding regional public transit, including the new mobility hub.

Community Development – Director Woodford

- Site-plan approval applications have been submitted for Trinity Place Apartments. Construction is currently planned for spring 2025. Developers have met with neighbors and adjusted plans accordingly. Adams Street Commons has submitted applications for two separate projects for the east and west developments. The names for these projects will change as there is an existing "Adams Street Commons" in Sisters.
- Development code amendments are in process, including the short-term rental amendment coming before Council on September 11. Research on defensible space

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

is currently underway and will be presented at the Council workshop on September 25. Additionally, staff is developing hardening standards for discussion in a future Council workshop.

- Staff is currently detailing the evaluation of land, focusing on the feasibility of services for the Urban Growth Boundary (UGB) Amendment and establishing preliminary boundaries. That work will involve the UGB Steering Committee at their October 3rd meeting, the Planning Commission at their October 17th meeting, and City Council at the October 23rd meeting. Community engagement has included tabling at Farmer's Market, at Fika Coffeehouse, and the downtown 4th Friday Art Walk. UGB Steering Committee and Planning Commission members are attending local meetings including Rotary Club, Kiwanis, and others.

City Manager's Office – Assistant Manager Prosser

- City Manager's Office will bring forth several Administrative Policies including Parks, Facilities, and City Assets Naming, and a Proclamation policy.
- There are five candidates eligible to run for Council in the November election. City Manager's office will host a candidate forum at city hall to discuss department work and current projects.
- Submittal for Roundabout Art is due September 13.
- Thanks to high school student Holly Davis who volunteered with the City this summer.
- The Public Safety Survey received over 450 comments, providing us with valuable qualitative data for analysis.

Finance Department – Director O'Neill

- The gas tax is down approximately 6% due to the reduced activity at the 76 Station from the roundabout construction and the turnover at the Space Age Station.
- The city's auditors are working on the annual audit and will be reaching out to survey Council.
- The 2024-25 Final Budget is now on the city's website.

Public Works Department – Director Bertagna

- Mobility Hub Phase I bid went out today and closes on September 25th. There are contractors statewide showing interest. Council will approve the contract in October, with work to start in November and be substantially complete at the end of FY2024-25.
- Enhanced pedestrian crossings at McKinney Butte are complete. Bus drop off will be at one location for all three schools. There is a lot of pedestrian traffic in the area.
- Patience is appreciated as work continues on the Locust Roundabout, with expected completion in October. Surplus funding from the project is being used for crosswalks on Hood Avenue and S. Cedar Street as well as on the east side of S. Locust Street from Washington Avenue to Jefferson Avenue.
- The Department is applying for a \$250,000 State of Oregon Small City Allotment Grant for Barclay Phase I Improvements.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

- The Department has applied for a Carbon Reduction Grant to fund the Elm Street Path, including a bridge. The grant would be administered by Oregon Department of Transportation (ODOT). Awards will be announced in early 2025.
- The Oregon Parks and Recreation Department has recommended funding for the Northwest Park master plan. The work will begin once the award is granted. The cost of the project is set at \$90,000; the grant request is \$50,000.
- The Nugget Newspaper ran an article on staff Robin Bentz. We all appreciate her amazing work.

8. MAYOR/COUNCILOR BUSINESS

Councilor Cobb:

- Regarding the unnamed creek in town, the city could consider asking local tribes if there is an historic name for that creek.
- When considering the draft for defensible space, the city could consider the fire department's defensible space checklist.
- Regarding Measure 9-173, Council could consider endorsing the measure. Council President Blum spoke to her reasoning for supporting the measure. Council discussed endorsement.

Cobb moved that the Council endorse the Argument Statement presented by Represent Deschutes. Ross seconded. Preedin, Blum, Letz, Ross, and Cobb voted aye.

Councilor Ross:

- The first Conversations with Council went well. He hopes to see larger turn outs in future.
- The recent new elementary school tour revealed a strong community asset. It is very well built and designed.

Councilor Letz:

- Letz attended the Sisters Country Economic Development (SCED) meeting where the high school principal discussed their skills training program. For a small school, they are doing a lot to get people ready to be in the workforce.
- Letz met with a representative from Mosaic Community Health (MCH), who will soon make a presentation to Council about their services, which includes services to Spanish speakers and the homeless community. The clinic is open to anyone 0-18 years old.

Council President Blum:

- Blum suggested a look at Sheriff candidate William Bailey's plan to mitigate camping along China Hat Road by next fire season. Bailey is working with local agencies and looking for a workable solution. Blum will share the information with council members.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 28, 2024

- Central Oregon Area Commission on Transportation (COACT) will meet with Central Oregon Cities Organization (COCO) on August 29th. Lobbyist Doug Riggs will discuss the coordination of projects for a uniform presentation to Oregon Department of Transportation (ODOT).
- The Source recently ran an informative article about the potential consolidation of Coordinated Houseless Response Office (CHRO) and the Regional Houseless Committee. Blum will send a link to Council.

Mayor Preedin:

- The first Conversation with Council went well. Seven people attended, and two attendees brought children. Youth are welcome in future events.
- Central Oregon Cities Organization (COCO) is preparing for the 2025 legislative season, including work on transportation and water issues.

9. ADJOURN: 8:15 p.m.

Rebecca Green, Deputy Recorder

Michael Preedin, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 11, 2024

MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Kerry Prosser Assistant City Manager
Paul Bertagna PW Director
Matt Martin Principal Planner
Jackson Dumanch Project Coordinator
Rebecca Green Deputy Recorder

The meeting recording is available here:

<https://www.ci.sisters.or.us/citycouncil/page/city-council-workshop-meeting-16>

Mayor Preedin called the workshop to order at 5:31 p.m.

1. Deschutes Soil and Water Conservation District

District Manager Erin Kilcullen and Board Member James Warren made a presentation regarding the district, their programs and grant opportunities, and their proposed Measure No. 9-176 to authorize a Permanent Tax Rate Limit that would provide dedicated funding for various conservation efforts. The district is a special taxing district but does not have a tax base. The tax would raise approximately \$2.1 million dollars per year. Councilor Ross suggested they be confident the number is adequate. Warren requested a statement of support from the Council. This will be discussed at the Regular meeting.

2. Review Parks, Facilities, and City Assets Naming Policy; Proclamation Policy

Assistant City Manager Prosser first reviewed the naming policy. Naming guidelines include local significance, historical preservation, avoidance of duplicates, and geographical themes. Careful deliberation should be taken when naming individuals and ensuring cultural sensitivity. The public’s input will be sought as appropriate. The procedure allows for flexibility to accommodate various naming contexts. Final naming will be approved by Council.

Councilor Cobb requested consistency with the policy regarding the final approval for naming. Prosser suggested and Council agreed to remove the phrase “or a designated Board...” from section 5. Procedure, Item k, ensuring that final approval occurs with Council.

Assistant City Manager reviewed the Proclamation policy, highlighting that requests for proclamations must be submitted to City Manager’s office in writing 30 days in advance of a meeting and must be of local significance. The Mayor makes the final decision as to whether the proclamation will be approved, amended, or denied.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 11, 2024

Councilor Ross proposed adding the Council President as a second reviewer, and Councilor Cobb suggested two additional content constraints: that the proclamation must have no commercial intent and must not pertain to personal matters. Additionally, the policy should state the objective of a proclamation is for the mayor to make an official declaration for certain announcements. Council agreed and Prosser will incorporate each of these changes and bring to a Regular Council Meeting for adoption by resolution.

3. League of Oregon Cities Legislative Priorities Review

City Manager Wheeler sent Council a survey for identifying the League of Oregon Cities' (LOC) top five priorities for the upcoming legislative session. Three items received at least three votes: Shelter and Homeless Response, 2025 Transportation Package, and Restoration of Recreational Immunity. It is recommended Council approve these items. Another three items received at least two votes: Behavioral Health Enhancements, Investment in Community Resiliency and Climate Planning Resources, and Infrastructure Funding. It is recommended that Council approve two of these priorities to complete the top five. Manager Wheeler recommended that Infrastructure Funding be one of those, as the city will be involved in over \$30 million dollars for infrastructure in the next several years. Council President Blum indicated that wildfire is listed under Infrastructure. Council agreed to support Infrastructure Funding and Climate Resiliency.

4. Other Business

Staff Updates were made by Manager Wheeler:

Administration:

- Submittal for Roundabout Art is due September 13th.
- The Urban Renewal Agency (URA) line of credit has been secured.
- The Council Candidate forum will be held September 12th in Chambers.
- The Community Conversation about Houselessness is on Sunday, October 6th, 4-5:30 pm. tentatively scheduled to take place at the Sisters Elementary School.

Public Works:

- The department received a \$50,000 grant from the Oregon Parks and Recreation Department for the Northwest Park master plan.
- Other grants applied for: \$250,000 from the State of Oregon Small City Allotment Grant for Barclay Phase I Improvements, which will mitigate traffic from one roundabout to the next and \$750,000 from the Community Resiliency Program Grant [correction: the Carbon Reduction Program Grant] for Elm Street pathway.
- Bids are currently being solicited for work on the Mobility Hub, and bids will go out on September 25th for the Barclay Phase I project.

Community Development:

- Public outreach efforts for the urban growth boundary (UGB) amendment continues. The UGB Steering Committee meets again October 3rd.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 11, 2024

- The site plan review application for 130 E. Cascade, the Baker Building was approved with conditions. The request was for a 3-story mixed-use building with commercial uses on the ground floor and a total of six residential units on the second and third floors.
- An application was submitted for a 40-unit affordable housing development at Trinity Place.
- Habitat for Humanity has submitted applications for the two Adams Street Commons parcels, for a total of 26 units.
- Upcoming Council items to include defensible space and building and hardening standards.

The meeting was adjourned at 6:26 p.m.

Rebecca Green, Deputy Recorder

Michael Preedin, Mayor

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
September 11, 2024

MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Kerry Prosser Assistant City Manager
Joe O’Neill Finance Director
Paul Bertagna PW Director
Scott Woodford CDD Director
Matt Martin Principal Planner
Jackson Dumanch Project Coordinator
Rebecca Green Deputy Recorder

The meeting recording is available here:

<https://www.ci.sisters.or.us/citycouncil/page/city-council-workshop-meeting-16>

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:33 pm.

2. ROLL CALL

A roll call was taken, and a quorum was established.

3. APPROVAL OF AGENDA

Council President Blum made a motion to approve the agenda. Councilor Ross seconded the motion. Preedin, Blum, Ross, and Cobb voted aye; the motion carried 4-0.

4. VISITOR COMMUNICATION

- Doug Maines spoke about traffic and speed at the Locust Roundabout.

5. CONSENT AGENDA – None.

6. COUNCIL BUSINESS

- A. **Public Hearing and Consideration of Ordinance 540:** AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE SECTION 2.15.2700, SPECIAL PROVISIONS FOR SHORT-TERM RENTALS, THAT MODIFIES THE APPLICABLE DEVELOPMENT STANDARDS

Mayor Preedin recused himself as he owns a short-term rental.

Council President Blum opened the meeting and read the conduct of the hearing.

Council President Blum asked Council for any conflicts of interest. There were none.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
September 11, 2024

Council President Blum asked the public for any challenge to participation by any Council member. There were none.

Principal Planner Martin reviewed Ordinance 540, short-term rentals and provided context to the item by stating that review of short-term rental code was a fiscal year 2023-24 Council Goal: “Evaluate short-term rental code language to mitigate adverse impacts on the community.” Both City Council and the Planning Commission reviewed the regulations and impacts between September 2023 and April 2024. From these meetings, Council directed staff to initiate amendments to prohibit short-term rentals in urban growth boundary amendment annexation areas; expand the concentration limit from 250 feet to 500 feet; and apply the concentration limit to condominiums and residential-only developments in the downtown commercial district. Martin further outlined the Planning Commission’s request to exempt “hosted” short-term rentals from concentration limits.

Council President Blum asked if additional correspondence was received after the publication of the agenda packet. Martin responded there were four items received; they are included as a supplemental to the agenda packet.

Council President Blum invited public testimony.

- Charlie Stevens of Better Living In Sisters (BLIS) supports the proposal including the exemption of hosted short-term rentals. Stevens expressed concerns regarding what the Planning Commission termed the “loophole;” that is, granting City Council the authority to negotiate agreements with developers for short-term rentals in specific developments without going through the public process.
- Catherine Campbell supports the proposal except for concentration limits on condominiums. Campbell lives at the Four Sisters Condominiums at 801 E Hwy 20, which were built in the 1970s specifically as short-term rentals. Campbell has requested an exemption to the concentration limits for this complex and any others that may have been specifically designed for short-term rentals.

Council President Blum closed the public hearing.

Councilor Cobb stated she supports the amendments and requests that the Council follow up with an amendment on hosted short-term rentals.

Councilor Ross stated he supports the amendments with removal of the clause “unless STRs are specifically permitted in an annexation agreement approved by the City Council” from section 2.15.2700(D)(2). His preference would be to have future Councils go through a new text amendment process that involves the public for any short-term rentals within the future urban growth boundary (UGB).

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
September 11, 2024

Council President Blum expressed opposition to the amendment, favoring the current short-term rental code. Blum stated she did not see there was significant negative impact from the current short-term rental code and that it potentially causes significant loss to homeowners. Blum supports future discussion on hosted short-term rentals.

Councilor Cobb expressed agreement with Councilor Ross' proposal to remove language allowing agreements between Council and developers for short-term rentals in the future annexed areas of the UGB. Cobb stated that she believed Council was reviewing the short-term rental code not due to significant current issues, but rather to proactively establish guidelines and prevent challenges experienced by other small cities in Oregon.

Councilor Ross added that he thought the Council was reviewing the short-term rental code to prevent future housing stock from being bought as second homes and short-term rentals by primarily out of state investors and vacation rental corporations. He expressed concern that this would lead to rising housing costs and affect the local hotel business.

Councilor Ross made a motion to approve City File TA 24-02 as amended to remove the clause "unless STRs are specifically permitted in an annexation agreement approved by the City Council" from section 2.15.2700(D)(2). Councilor Cobb seconded. A roll call vote was taken. Ross and Cobb voted aye. Blum noted nay. The motion carried 2-1.

Councilor Ross moved to have the City Manager read Ordinance 540 by title only. Cobb seconded. A roll call vote was taken. Blum, Ross, and Cobb voted aye. The motion carried 3-0.

City Manager Wheeler read Ordinance 540 by title.

Councilor Ross made a motion to adopt Ordinance 540 amended to remove the clause "unless STRs are specifically permitted in an annexation agreement approved by the City Council" from section 2.15.2700(D)(2). Councilor Cobb seconded. A roll call vote was taken. Ross and Cobb voted aye. Blum voted nay. The motion failed 2-1.

A second reading of Ordinance 540 will occur on Wednesday, September 25, 2024, at 6:30 pm at the Regular Council meeting.

7. OTHER BUSINESS

A. Heritage Tree Program Update

Project Coordinator Dumanch requested consensus to finalize the Heritage Tree Program. He noted there were no changes to the forms since the last meeting. On the question of payment for recording fees, Council agreed that the City reimburse the public the amount of recording fees when the Restrictive Covenant Agreement is recorded with Deschutes County.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
September 11, 2024

Dumanch clarified that Council may request an arborist or the city's forester inspect the potential heritage tree for compliance and health.

Councilor Cobb asked whether Council would consider heritage trees to include those trees that support wildlife, such as woodpeckers. Dumanch responded that the Urban Forestry Board (UFB) may consider wildlife when evaluating a tree's value as a heritage tree, provided all other criteria were met. However, to add that consideration specifically to the program would require an ordinance to change the municipal code, which outlines the Heritage Tree Program in its entirety.

Councilor Ross recognized the UFB for their hard work.

B. Staff Comments

Manager Wheeler provided staff comments at today's Workshop meeting.

8. MAYOR/COUNCILOR BUSINESS

Council discussed support for the Deschutes Soil and Water Conservation District. Mayor Preedin will write a letter of support to the Nugget Newspaper.

Councilor Cobb discussed support for making a statement to legislators to eliminate vaping for children. It was suggested that the topic be brought up at the Joint Meeting with County Commissioners. Councilor Cobb will attend the League of Oregon Cities Small Cities Meeting on September 20th in Madras.

Councilor Ross was pleased with the decision to use surplus funds from the Locust Roundabout construction to extend the sidewalk along the east side of S. Locust Street from Washington Avenue to Jefferson Avenue.

Council President Blum announced that the Public Works Advisory Board has decided to investigate the need for a 4-way stop sign at the intersection of Hood Ave. and Pine St.

Mayor Preedin discussed the September 10, 2024, Conversation with Councilors event. There were four people in attendance. One of the participants discussed his concerns with the speed of traffic on Jefferson Avenue. There was discussion about options for slowing traffic. Preedin acknowledged that since Jefferson Avenue is a connector road, there are limitations to the options. For example, speeds on connector roads are limited to 25 mph. Manager Wheeler suggested that speed indicator signs may be possible. Preedin joined Sisters Community Leadership Initiative (SCLI) for trash collection along the areas used by houseless individuals in Deschutes Forest. Preedin shared the loss of local photographer and his best friend Jerry Baldock.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
September 11, 2024

9. ADJOURN: 7:59 p.m.

Rebecca Green, Deputy Recorder

Michael Preedin, Mayor



Meeting Date: September 25, 2024
Type: Regular

Staff: Scott Woodford
Dept: CDD

Subject: Second Reading of Ordinance No. 540: Amendments to Sisters Development Code Section 2.15.2700 – Special Provisions for Short-Term Rentals

Action Requested: Second Reading of Ordinance No. 540 - AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE SECTION 2.15.2700, SPECIAL PROVISIONS FOR SHORT-TERM RENTALS, THAT MODIFIES THE APPLICABLE DEVELOPMENT STANDARDS

SUMMARY POINTS:

At the September 11, 2024 meeting, the City Council (Council) approved text amendments to the Special Provisions for Short-Term Rentals (STRs) in Sisters Development Code Section 2.15.2700 by a 2-1 vote on Ordinance No. 540. The ordinance was approved with the additional change that removes the option for Council to permit STRs in new areas annexed into the city limits where otherwise prohibited. Because the decision was not unanimous, a second reading of the ordinance is scheduled for September 25, 2024. In addition, the Council discussed an additional amendment specific to “hosted” STRs but did not include a related change as part of Ordinance No. 540.

APPROVED CHANGES TO ORDINANCE NO. 540

Attached is Ordinance No. 540 (Attachment 1). The ordinance has been updated to reflect the decision of the Council that included changes to the proposed amendments to Sisters Development Code Section 2.15.2700(D)(2). The specific changes remove the option for the Council to permit short-term rentals in new areas annexed into the city limits as part of the approved annexation agreement. The result of the change is short-term rentals will be prohibited in new annexation areas with no exception. Council noted that if a future Council were to consider changing that provision, it would have to be done through a development code amendment at a public hearing with public comment. The following excerpt from the ordinance reflects the changes made by the Council with the approved amendments identified by underline and the approved changes to the amendments identified by underlined and strikethrough:

2.15. 2700 Short-Term Rentals

...

D. Prohibited Uses.

1. No recreational vehicle, travel trailer or other temporary shelter shall be inhabited as or used in conjunction with a short-term rental.



2. Notwithstanding anything contained in the Development Code to the contrary, short-term rentals are prohibited in residential districts located in areas annexed into the city limits of Sisters after [insert effective date of ordinance], unless specifically permitted in an annexation agreement approved by the City Council.

All other amendments included in the ordinance presented at the September 11 Council meeting remain unchanged.

DISCUSSION OF EXCEPTION FOR “HOSTED” SHORT-TERM RENTALS

At the September 11, 2024 meeting, the Council discussed exempting STRs that are operated with the owner/operator present on site during the rental period (aka Hosted STR) from the concentration limits. This discussion was based on input from the Planning Commission. The Council deferred further discussion and consideration of such an amendment to a later date. Staff will have research available at the meeting from other communities that permit hosted STR's in case Council wishes to learn more about the mechanics, but otherwise await direction from the Council before taking any further action on this item.

Financial Impact: N/A

Attachments:

1. ATTACHMENT 1 - Ordinance No. 540 with Exhibits

ORDINANCE NO. 540**AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE SECTION 2.15.2700, SPECIAL PROVISIONS FOR SHORT-TERM RENTALS, THAT MODIFIES THE APPLICABLE DEVELOPMENT STANDARDS**

WHEREAS, the City of Sisters (“City”) initiated a legislative amendment to the text of the Sisters Development Code (the “Code”) under Planning File No. TA 24-02 (the “Application”);

WHEREAS, after due notice, a public hearing on the Application was held before the Sisters Planning Commission (“Planning Commission”) on June 20, 2024;

WHEREAS, the Planning Commission, after closing the public hearing, reviewing the record, and fully deliberating the matter, voted to recommend that the Sisters City Council (“City Council”) approve the Application as presented;

WHEREAS, the Code requires a second hearing before the City Council for legislative text amendments;

WHEREAS, after due notice, a public hearing on the Application was held the City Council on September 11, 2024;

WHEREAS, the City Council, after closing the public hearing, reviewing the record, and fully deliberating the matter, voted to approve the Application with changes;

WHEREAS, the City Council conducted a second reading on September 25, 2024, because the vote was not unanimous,

NOW, THEREFORE, THE CITY OF SISTERS ORDAINS AS FOLLOWS:

1. **Findings.** The findings contained in the recitals and those found in the staff report attached hereto as **Exhibit A** are hereby adopted in support of the land use decision made by this Ordinance No. 540 (this “Ordinance”).
2. **Approved Text Amendments.** The amendments to the Code contained in the attached **Exhibit B** are hereby approved and adopted. Those provisions of the Code that are not amended or modified by this Ordinance remain unchanged and in full force and effect. This Ordinance does not relieve any person of any obligations that may have accrued under SDC Chapter 2.15 prior to the effective date of this Ordinance. City may continue the enforcement, prosecution, conviction, and/or punishment of any person who has or will violate SDC Chapter 2.15 prior to the effective date of this Ordinance.
3. **Authorization.** The City Manager, or designee, is authorized to execute any documents and to take such actions as are necessary to further the purposes and objectives of

this Ordinance including, without limitation, integrating the adopted text amendments into the Code.

4. Miscellaneous. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

This Ordinance was PASSED and ADOPTED by the Sisters City Council by a vote of ___ for and ___ against and APPROVED by the mayor on this 25th day of September, 2024.

Michael Preedin, Mayor

ATTEST:

Rebecca Green, Deputy Recorder



STAFF REPORT

Community Development Department

File #: TA 24-02

Applicant: City of Sisters

Request: Text Amendments to the Special Provisions for Short-Term Rentals Sisters Development Code Section 2.15.2700.

Applicable Criteria: Sisters Development Code (SDC) Chapter 2.15 – Special Provisions, Chapter 4.1 – Types of Applications and Review Procedures, and Chapter 4.7 – Land Use District Map and Text Amendments; Oregon Statewide Land Use Goals; and City of Sisters Urban Area Comprehensive Plan.

Planning Commission
Public Hearing Date: June 20, 2024

City Council
Public Hearing Date: September 11, 2024

Staff: Matthew Martin, Principal Planner

I. BACKGROUND

For the 2023-24 fiscal year, the City Council (Council) adopted several goals to accomplish in the coming year. One of those goals is to “evaluate Short-Term Rental Code language to mitigate adverse impacts on the community.” The Council identified this as a priority based on community input and Councilor concerns regarding the impacts on availability of housing units for long-term occupancy and nuisances created by STRs.

This evaluation of the current STR program included several work sessions with the Council and Planning Commission (Commission). The workshops included an overview of the current program (regulations, permitting, code enforcement, revenue), Deschutes County Sheriff call data for STR properties, results of an STR owner/operator survey, and analysis of potential code changes. As a result, the Council directed staff to pursue amendments to STR standards in SDC 2.15.2700.

II. AMENDMENT SUMMARY

Based on the input and direction of the Council and Commission, the following is a summary of the proposed amendments to the STR standards in SDC 2.15.2700:

- Expansion of the STR concentration limit from 250 feet to 500 feet.
- Applying STR concentration limit to dwelling units within a condominium.

- Applying STR concentration limit to dwelling units in the Downtown Commercial District that are part of a residential only development. This is not applicable to dwelling units in commercial or mixed-use buildings.
- Prohibition of STRs in Urban Growth Boundary expansion/annexation areas.

The marked up, full version of the proposed text amendments is attached (Attachment 2) with proposed added text shown with underlined and proposed removed text shown with ~~strikethrough~~. For further detail, Table 1 identifies the applicable SDC sections being amended, description of the amendment, and explanation of the change.

Table 1.

| SDC Section | Amendment | Explanation |
|-----------------|---|---|
| 2.15.2700(D)(2) | Add prohibition of STRs in residential districts located in areas annexed into the city limits of Sisters after the effective date of this ordinance, unless STRs are specifically permitted in an annexation agreement approved by the City Council. | Annexation of land into the city limits for residential purposes is intended to provide needed housing. Prohibition of STRs in these areas will generally limit the number of STRs in the city and increase likelihood for long-term occupancy of dwelling units. In addition, allowing STRs as authorized by annexation agreement provides opportunity for future councils to exercise discretion at the time of annexation. |
| 2.15.2700(E)(1) | Expand concentration limit from 250 feet to 500 feet and relocate existing reference to non-conforming uses. | Limits additional STR approvals in proximity to existing STRs and rewords section to accommodate new subsection applying the concentration limit to residential only development overlay zones in the DC District. Pursuant to the limits on permit transfer in SDC 2.15.2700(F), the proposed expansion of the concentration limit will likely impact the ability of many new owners of properties that have an STR that was applied for after December 28, 2018, to continue the STR use. STR applications by new owners of such properties will be subject to the new 500-foot concentration limit. Many STRs are within 500 feet of another STR. In that situation, the change to the concentration limit will preclude continuation of the STR use. |

| SDC Section | Amendment | Explanation |
|--------------------|---|---|
| 2.15.2700(E)(1)(a) | Add subsection with no change to applicable zone districts and relocate existing reference to non-conforming uses. | Rewords section to accommodate the addition of applying the concentration limit to residential only development overlay zones in the DC District. |
| 2.15.2700(E)(1)(b) | Add subsection to apply concentration limit to residential only development in the DC District. | The concentration limit is currently not applicable in commercial districts. Applying the concentration limits to residential only developments in the DC District overlay zones will limit STRs and retain opportunity for potential long-term occupancy of dwelling units. Mixed use buildings are recognized as commercial buildings and will continue to not be subject to the concentration limit. |
| 2.15.2700(E)(2) | Add reference to condominiums. | In conjunction with the change to 2.15.2700(E)(3), the intent is to clearly state the limit of only one dwelling unit on the property that may be used as a short-term rental is applicable to dwelling units within a condominium. |
| 2.15.2700(E)(3) | Remove section exempting condominiums from concentration limits. | Removal of this section results in the concentration limit being applicable to dwelling units within a condominium in the zone districts specified in SDC2.15.2700(E)(1) and (2). |
| 2.15.2700(E)(4) | Expand concentration limit from 250 feet to 500 feet. | Limits additional approvals in proximity to existing STRs. |
| 2.15.2700(F) | Add clarification that new owners of properties that have an STR that was applied for after December 28, 2018, must receive approval of a new application for an STR that is subject to the regulations in place at the time of the application and those regulations may preclude continuation of the STR use. | This amendment is added to emphasize that new owners of properties that have an STR that was applied for after December 28, 2018, must apply for a new STR permit that is subject to the regulations in place at the time of the application. This is recognition that amendments, such as those to the concentration limits described above, may impact continued use of a property as an STR. |

| SDC Section | Amendment | Explanation |
|--------------------|--|--|
| 2.15.2700(J)(1) | Change reference from “under the former 2013 SDC 2.15.2700” to “between February 1, 2013, and [the effective date of the ordinance adopting these changes] that does not comply with the current standards.” | Any changes may cause an existing lawfully established STR to not comply with the new standards (ex. STRs within 500 feet) and, thereby, become a non-conforming use. This section allows those lawfully established, non-conforming STRs to continue operations if they comply with this section and all other applicable standards. As amended, this criterion will be applicable to all STRs approved and permitted between adoption of the STR specific standards in 2013 and any new standards. |
| 2.15.2700(J)(1)(d) | Add requirement that approval of STRs applications submitted after December 28, 2018, shall comply with the transfer limits under subsection (F) of this section. | Referenced subsection (F) prohibits transfer of STRs approvals to new owners. This transfer limitation is applicable to only those approvals of STR applications submitted after December 28, 2018. The addition of this criteria provides clarity that the transfer limit remains applicable. |

III. 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: The proposed amendments do not change the nature of the STR use. Instead, the amendments only address limiting the location and concentration of STRs. Therefore, staff did not identify any public agencies that have a particular interest in the proposal and no direct notice was provided.

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 provided notice in accordance with SDC 4.1.600(B) prior to the public hearing before the Commission June 20, 2024 and the public hearing before the Council on September 11, 2024. The notice of the Planning Commission public hearing included mailed Measure 56¹ notice to 1,751 owners of property in the Residential, Multi-Family Residential, Sun Ranch Residential, North Sisters Business Park, and Downtown Commercial Districts that could be affected by the amendments by the proposed STR regulations.

...

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 Measure 56 ([now ORS 197.047](#)) requires cities and counties to send notice to affected property owners when the city or county makes a change in the zoning of their property. This can be the result of an adoption or change of a city or county zoning map or ordinance in a manner that changes the underlying zone, or limits or prohibits previously allowed uses.

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

Staff Finding: The Sisters Development Code requires all text amendments to comply with the requirements of the Statewide Planning Goals. Compliance with the relevant goals is as follows:

Goal 1 – Citizen Involvement.

Staff Finding: As previously described in Section I (Background) of this report, the Council and Commission held several workshops to evaluate the STR program and preview the proposed text amendments. These workshops were open to the public. The Text Amendment application was noticed using the procedures in Chapter 4.1, which included mailed Measure 56 notice to owners of property that could be affected by the amendments and publication of notice in The Nugget newspaper. This Type IV Legislative process ensures opportunities for public participation via oral and written testimony.

Staff finds the review process for the proposed text amendments complies with Goal 1 of the Statewide Planning Goals.

Goal 2 – Land Use Planning.

Staff Finding: The proposed text amendments are intended to update and expand upon the existing special use standards for STRs in SDC 2.15.2700. The updated standards in SDC 2.15.2700 provide clear criteria by which to evaluate STR permit applications.

Staff finds the proposal complies with Goal 2 of the Statewide Planning Goals.

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: The proposed text amendments reduce the concentration and location of STRs in Sisters. This will reduce the potential negative impacts of STRs on natural areas, wildlife and opens spaces, thus the changes should enhance and improve these areas. These standards will be reviewed in conjunction with existing standards that address natural resources, scenic and historic areas, and open space. Staff does not foresee any additional impact on Goal 5.

Goal 6 – Air, Water and Land Resources Quality.

Staff Finding: The proposed text amendments reduce the concentration and location of STRs in Sisters. This will reduce the potential negative impacts of STRs on air, water, and land resource quality. These standards will be reviewed in conjunction with existing standards that address air, water, and land resources quality. Staff does not foresee any additional impact on Goal 6.

Goal 7 – Areas Subject to Natural Hazards.

Staff Finding: Review of these uses in areas subject to natural hazards remain unchanged with this proposed text amendment. Staff does not foresee any impact to Goal 7.

Goal 8 – Recreational Needs.

Staff Finding: The proposed text amendments will not impact where or how recreational needs are provided in the community. Staff finds Goal 8 is not applicable to this proposal.

Goal 9 – Economic Development.

Staff Finding: The proposed amendments do not affect the amount of land designated for commercial and industrial uses. The regulations allow for economic use of residential properties while providing parameters, including concentration limits, to balance potential impacts to the residential character and livability in the residential zones. Staff finds that the proposed text amendments complies with Goal 9 of the Statewide Planning Goals.

Goal 10 – Housing.

Staff Finding: The proposed text amendments do not affect the amount of land designated for residential uses. If anything, the amendments will provided greater opportunity for residential development to actually be used for residential purposes rather than short-term rental use. The amendments continue to provide opportunities for residential development with no change to where such development is permitted in the City. The proposed amendments to the standards should include little to no extra cost to housing development. Staff finds that the proposed amendments comply with Goal 9.

Goal 11 – Public Facilities and Services

Staff Finding: The proposed amendments do not increase demand for public facilities and services. Review procedures for adequacy of public facilities and services to serve development remains unchanged. Staff does not foresee any impact to Goal 11.

Goal 12 – Transportation

Staff Finding: The proposed amendments do not allow for intensive development than what is presently permitted under the development code and thus do not increase demand on transportation infrastructure. Review procedures for adequacy of transportation to serve development remains unchanged. Staff finds that the proposed amendments comply with Goal 12.

Goal 13 – Energy Conservation

Staff Finding: The proposed amendments do not materially impact energy consumption or conservation. Staff finds that the proposed amendments comply with Goal 13.

Goal 14 – Urbanization

Staff Finding: The proposed text amendments do not affect the current UGB, any City inventory of urbanizable land, or otherwise inhibit the orderly and efficient transition from rural to urban land uses. If anything, the amendments facilitate lands identified for needed housing to actually be used for residential uses. To the extent applicable, staff finds that the proposed amendments comply with Goal 14.

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, Objectives, and Policies for land use and development within the City. In turn, the Development Code implements the Goals, Objectives, 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 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 districts where the proposed amendments may affect the use of their property, 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 the 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

{16564005-01732705;1}

TA 24-02

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 project².

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: As outlined herein, the proposed amendments are based on factual information, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.

- 2.1.3 The City shall periodically review and as-needed update Comprehensive Plan policies to account for changes in public policy, community priorities, state and federal law, and demographic, physical, environmental, economic, natural hazard or other conditions in order to ensure that the Plan is an accurate and effective guide for future growth.**

Staff Finding: The proposed amendments are not an update to the Comprehensive Plan policies. However, staff finds it worth noting that the proposed amendments are reflective of the City Council’s interest in addressing the impacts of STRs based updates to public policy and community priorities.

² Project webpage: <https://www.ci.sisters.or.us/community-development/page/short-term-rental-program-text-amendment>

{16564005-01732705;1}

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. Mailed Measure 56 notice was provided to owners of property in the zone districts that are impacted by the amendments. Notice of the public hearing was posted in a variety of methods as previously listed. Staff also prepared and sent a survey to STR operators for input and received a response rate of over 40 percent. Lastly, staff coordinated with the Deschutes County Sheriff’s Office to obtain records of calls pertaining to STR properties.

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 proposed text amendments are the product of the Council fulfilling a goal to evaluate the impact of the STR program. As a result of the evaluation, including analysis of the data provided, the Council determined the current standards require amendment to regulate the impacts of STRs more effectively and efficiently. Based on this information, staff finds this policy is met.

...

Goal 8

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

Policies:

...

8.5 *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.*

Staff Finding: This policy requires the city to promote small commercial uses mixed with residential uses. The proposed amendments will continue to allow for relatively low impact commercial (short-term rental) uses in residential and commercial zone districts while minimizing potential impacts to the residential use and enjoyment, and neighborhood character through adding the application of the concentration limits to condominiums along with residential only developments in the downtown commercial district and increasing said concentration limit from 250 to 500 feet.

Staff finds that the proposed text amendments comply with this 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.*

Staff Finding: This policy requires the city to strategically develop and continue to support the tourism and destination economy with an emphasis on off-season events and attractions. The proposed amendments will continue to allow STRs that will provide overnight accommodations for visitors in support of the tourism and destination economies.

Staff finds that the proposed text amendments comply with this policy.

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.**

Staff Finding: The text amendments will have no greater impact on public facilities, services, or transportation networks than the current STR regulations. Based on this information, staff finds this criterion is met.

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

Staff Finding: Compliance with SDC 4.7.600 is addressed below.

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.

Staff Finding: Staff finds that this provision is advisory.

4.7.200 Legislative Amendments

Legislative amendments are policy decisions made by the 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 proposed amendments do not change the functional classification of any roadways and do not allow for more intensive development than is presently allowed under the existing Development Code. Accordingly, the amendments will have no effect on an existing or planned transportation facility and there is no need for further analysis under the Transportation Planning Rule (TPR). Based on this information, staff finds this criterion is met.

ORDINANCE NO. 540 – EXHIBIT B

**DEVELOPMENT CODE AMENDMENTS
CITY OF SISTERS DEVELOPMENT CODE
CHAPTER 2.15 – SPECIAL PROVISIONS**

New text shown in underline

Removed text shown in ~~strikethrough~~

Chapter 2.15 – Special Provisions

Sections:

2.15. 2700 Short-Term Rentals

...

D. Prohibited Uses.

1. No recreational vehicle, travel trailer or other temporary shelter shall be inhabited as or used in conjunction with a short-term rental.
2. Notwithstanding anything contained in the Development Code to the contrary, short-term rentals are prohibited in residential districts located in areas annexed into the city limits of Sisters after [insert effective date of ordinance].

E. Concentration Limits.

1. A short-term rental cannot be approved on a property within the R, MFR, SRR, UAR, or NSBP Districts, or within a residential-only development in one of the designated areas for residential development depicted in Figures 1 or 2 of Table 2.4.1 for the DC district, if proposed to be sited within 250-500 feet of another property zoned R, MFR, SRR, UAR, and NSBP within the R, MFR, SRR, UAR, or NSBP zones, or within a residential-only development in one of the designated areas for residential development depicted in Figures 1 or 2 of Table 2.4.1 for the DC district, that has a valid short-term rental approval or is a legal non-conforming use approved under subsection (J) of this section.
2. Where a property ~~in the R, MFR, SRR, UAR, or NSBP~~ subject to the concentration limits in subsection (E)(1) above has multiple dwelling units (i.e. ADUs, duplexes, apartments, condominiums, etc.), only one dwelling unit on the property may be used as a short-term rental.
- ~~3. Notwithstanding anything herein to the contrary, dwelling units within a condominium are not subject to any concentration limits and are not considered when applying subsection (E)(1), whether as a property with an existing short-term rental or as a property proposed for a short-term rental.~~
43. “Within 250-500 feet” means a straight-line measurement in a radius extending for 250-500 feet or less in every direction from the closest point on the property line of the subject property to the closest point on

ORDINANCE NO. 540 – EXHIBIT B

the property line of the other property as determined by the Community Development Director.

- F. Limits on Permit Transfer. Notwithstanding anything contained in the Development Code to the contrary, any approval of a short-term rental application submitted after December 28, 2018 is specific to the owner of the property or owner-authorized buyer. This means that the short-term rental approval shall not run with the land, but shall terminate and be void, with no further proceedings, upon transfer of the real property subject to ~~the~~ such a short-term rental approval. To continue the short-term rental use after a transfer, the transferee of such a real property must file, and receive approval of, a new application for a short-term rental, which application will be evaluated under the then-current regulations for short-term rentals (including, without limitation the concentration limits). Then-current regulations for short-term rentals may preclude approval of such an application, and thus preclude continuation of the short-term rental use, following the transfer. For purposes of this section, “transfer” means any change of ownership of a property lawfully allowed to operate as a short-term rental, whether or not there is consideration; provided, however, “transfer” does not include the following: (a) upon the death of the owner, a change in ownership where title is held in survivorship with a spouse or domestic partner; (b) upon the death of the owner, a transfer to a trust which benefits only the decedent’s spouse, child(ren), or registered domestic partner for the lifetime of the spouse, child(ren), or registered domestic partner; (c) the transfer of ownership of the real property to or between the members of a limited liability company or partnership when the transfer involves the same owner(s); and/or (d) the transfer to a trustee, a corporation, a partnership, a limited partnership, a limited liability partnership, or other similar entity, if at least one owner is living at the time of transfer and retains at least a twenty-five percent (25%) interest in the entity.

...
J. Prior Existing Use.

1. Existing ~~Type I~~ Permits. Any short-term rental approved and legally permitted ~~under the former 2013 SDC 2.15.2700 between February 1, 2013, and [insert effective date of ordinance]~~ that does not comply with the current standards may continue as a legal non-conforming use provided:
 - a. That the use is not abandoned under subsection (H) of this section; and
 - b. That the owner obtains and maintains the operating license in accordance with SMC Chapter 5.50.
 - c. The owner has the burden of establishing a valid prior approval and continuous operation when applying for an operating license or operating license renewal.

ORDINANCE NO. 540 – EXHIBIT B

- d. Approved permits of short-term rental applications submitted after December 28, 2018 are subject to the transfer restrictions under subsection (F) of this section.
2. Legal Non-Conforming Uses. Any short-term rental that was lawfully established prior to February 1, 2013, when the initial short-term rental regulations were adopted, and has been lawfully and continually operating since that time, may continue as a legal non-conforming use provided:
- a. The non-conforming use is verified through a declaratory ruling in accordance with SDC Chapter [4.9](#).
 - b. That the use is not abandoned under subsection (H) of this section;
and
 - c. The owner obtains and maintains an operating license in accordance with SMC Chapter [5.50](#).



CITY COUNCIL Staff Report

Meeting Date: : September 25, 2024
Type: Regular Meeting
Subject: Naming Policy

Staff: K. Prosser
Dept: CMO

Action Requested: Consider approval of Resolution 2024-20: A Resolution of the city of Sisters Adopting a Parks, Facilities, and City Assets Naming Policy.

Summary Points:

Approval of Resolution 2024-20 will set clear guidelines for how names should be selected and ensures that names are appropriate and meaningful. Additionally, having a policy will help preserve the legacy of important figures or events by providing guidelines for naming that reflect historical significance and contributions to the community. It will also help ensure that names are chosen with respect to historical and cultural contexts.

Staff brought the naming policy to the Council in a workshop on September 11, 2024. Updates made to the draft document are outlined below.

Parks, Facilities, and City Assets Naming Policy

- 4(k) - Removed reference to Board approval to align with 5(h).

Financial Impact: None

Attachments:

1. ATTACHMENT 1: Resolution 2024-20: Parks, Facilities, and City Assets Naming Policy

RESOLUTION NO. 2024-20
A RESOLUTION OF THE CITY OF SISTERS ADOPTING A PARKS, FACILITIES,
AND CITY ASSETS NAMING POLICY

WHEREAS, the Sisters City Council (“Council”) set forth in their Fiscal Year 2024-25 Council Goals the establishment of a city naming policy; and

WHEREAS, the City of Sisters seeks to establish clear and consistent guidelines for naming public parks, facilities, and other assets within the city limits to ensure the preservation of the city’s unique identity, heritage, and values; and

WHEREAS, the proposed naming policy outlines the purpose, objectives, applicability, and guidelines necessary to maintain consistency in the naming of such assets; and

WHEREAS, the proposed policy includes provisions for ensuring names reflect local significance, historical preservation, geographical themes, and cultural sensitivity; and

WHEREAS, the City Council finds that the adoption of this policy will enhance community identity, and ensure that naming practices align with the city’s values and goals;

NOW, THEREFORE, BE IT RESOLVED, the City of Sisters resolves as follows:

1. Findings; Adoption. The above-stated findings contained in this Resolution No. 2024-20 (this “Resolution”) are hereby adopted. The Sisters City Council hereby approves and adopts the City of Sisters Proclamation Policy attached hereto as Exhibit A (the “Policy”).

2. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular, or plural, as the identity of the parties may require. The singular includes the plural, and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the City Council to cure editorial and/or clerical errors.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the City Council of the City of Sisters and signed by the mayor this 25th day of September 2024.

Michael Preedin, Mayor

ATTEST:

Rebecca Green, Deputy Recorder

Exhibit A**City of Sisters Parks, Facilities, and City Assets Naming Policy****1. Purpose**

The City of Sisters' naming policy will establish consistent guidelines for the naming of public parks, facilities, and other assets within the city limits. The naming policy is intended to uphold the city's unique identity while honoring its heritage, culture, and values.

2. Objectives

- a. Ensure that City parks, facilities and other assets are easily identifiable
- b. Ensure that given names are acceptable to the community

3. Applicability

Parks, recreation areas, facilities, and city assets: Includes all property under the City's ownership and control including buildings, structures, open space, public parks, natural areas, wetlands, environmental habitat, trails, paths, trees, and land.

4. Guidelines

- a. Local Significance: Names should reflect local history, geography, culture, or significant local figures who have made notable contributions to the community.
- b. Historical Preservation: The names of existing landmarks that hold historical significance should be preserved whenever possible to maintain continuity with the city's heritage.
- c. Avoidance of Duplicates: New names should not duplicate or closely resemble existing names of parks or facilities within the city to prevent confusion among residents, emergency services, and visitors.
- d. Geographical Themes: Names can draw inspiration from geographical features, landmarks, flora, or fauna native to the Sisters area, reflecting the natural landscape of the region.
- e. Person or Persons Names: Naming after an individual or group should be done carefully and deliberately.
 - Except in extraordinary circumstances, parks, facilities, and public property shall not be named for living individuals.
 - Verification showing the individual has made significant community contribution such as community leadership or advocacy.
 - No submission of a (re)naming request may be made until the person has been deceased for at least two years and the proposal meets the approval of the individuals surviving, spouse, children, or parents, if any.

Exhibit A

- f. Cultural Sensitivity: Names shall respect cultural diversity and avoid any terminology or references that could be deemed offensive or insensitive to any group or community.
- g. Stated policies and goals should be considered as well as community and City values as expressed in City documents such as the adopted Vision or Comprehensive Plan. The following criteria should also be considered:
 - Relevance to local history, culture, or geography.
 - Potential for enhancing civic pride and community identity.
 - Ease of pronunciation and spelling.
 - Uniqueness within the city and broader region.
- h. Proposed names may be removed from consideration if the name or the acronym of the name is profane, frivolous, inconsistent with City values, or not related to city owned facility or property.
- i. Public Input: Solicit public input when naming new parks, or significant public facilities to involve community stakeholders in the naming process.
- j. Existing names shall not be subject to change unless, after review, the proposed name is found to be more appropriate than the existing name.
- k. Approval Process: All proposed names must be reviewed and approved by the City Council to ensure compliance with this policy.

5. Procedure

- a. A request for naming may be initiated by a resident of the city, Advisory Boards or Commissions, City Staff, or City Council members in writing to the City Manager's office. Naming proposals may also be solicited from the public.
- b. A naming request shall explain how the proposed name is consistent with the guidelines stated in this policy.
- c. When naming after a person or persons, the applicant must describe their contribution(s) to the Community. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- d. City staff will review the proposal for adherence to the stated guidelines and authentication of statements relative to contributions in the case of an individual before forwarding to the City Council.

Exhibit A

- e. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- f. The City Council may determine to seek input from a designated City Advisory Board or Commission.
- g. The City may offer the opportunity for public input on the proposed name(s).
- h. Recommendations shall be forwarded to the City Council for a final decision.
- i. City Staff can initiate the naming process whenever deemed necessary and/or in the best interest of the City.

6. Implementation

This policy shall be implemented by the City Manager's office in coordination with relevant city departments and Boards responsible for naming decisions. The policy will be periodically reviewed and updated as necessary.

7. Adoption and Amendments

This naming policy shall be adopted by the City Council through a resolution and may be amended from time to time through a similar formal process to accommodate changing circumstances or community needs.



CITY COUNCIL Staff Report

Meeting Date: : September 25, 2024
Type: Regular Meeting
Subject: Proclamation Policy

Staff: K. Prosser
Dept: CMO

Action Requested: Consider approval of Resolution 2024-21: A Resolution of the City of Sisters Adopting a Proclamation Policy

Summary Points:

Approval of Resolution 2024-21 will formalize the process for issuing proclamations that is consistent and transparent and offers guidance on the criteria and procedures. These procedures will help the Mayor and Council President evaluate requests and determine which proclamations should be recognized, ensuring they align with Council goals, and reflect the values and priorities of the city.

Staff brought this policy to the Council in a workshop on September 11, 2024. Updates made to the draft document are outlined below.

- 1 - Amended to include Council President.
- 2 - Updated the Objective to read: Provide a structured and consistent framework for the issuance of proclamations, ensuring that all requests are reviewed fairly and effectively, and that proclamation aligns with the city's values and objectives.
- 4(g) - added two constraints: ... should not include individual/personal convictions or commercial intent or purposes.
- 5 - Amended to include Council President

Financial Impact: None

Attachments:

1. ATTACHMENT 1: Resolution 2024-21: Proclamation Policy

RESOLUTION NO. 2024-21
A RESOLUTION OF THE CITY OF SISTERS ADOPTING A PROCLAMATION POLICY

WHEREAS, the City of Sisters seeks to establish a clear and consistent policy for issuing proclamations to recognize significant events, special occasions, or causes that impact the community; and

WHEREAS, the policy provides a structured approach for submitting, reviewing, and renewing proclamations; and

WHEREAS, the policy outlines specific guidelines to ensure the proclamations are relevant, respectful, demonstrate local significance, and originate from Sister's area residents.

NOW, THEREFORE, BE IT RESOLVED, the City of Sisters resolves as follows:

1. Findings; Adoption. The above-stated findings contained in this Resolution No. 2024-21 (this "Resolution") are hereby adopted. The Sisters City Council (the "Council") hereby approves and adopts the City of Sisters Proclamation Policy attached hereto as Exhibit A (the "Policy").

3. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural, and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the City Council to cure editorial and/or clerical errors.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the City Council of the City of Sisters and signed by the mayor this 25th day of September 2024.

Michael Preedin, Mayor

ATTEST:

Rebecca Green, Deputy Recorder

Exhibit A**City of Sisters Proclamation Policy****1. Purpose**

A proclamation policy establishes guidelines to help the Mayor and Council President quickly and effectively decide on proclamation requests, implementation of the proclamation, and the renewal process.

2. Objective

Provide a structured and consistent framework for the issuance of proclamations, ensuring that all requests are reviewed fairly and effectively, and that proclamations align with the city's values and objectives.

3. Definition

A proclamation is an official announcement issued by the Mayor to recognize a day, week, or month that will have a major city-wide impact. The goal of a proclamation is to honor, celebrate, or create awareness of an event, special occasion, cause, or significant issues.

4. Guidelines

Proclamation requests should follow these guidelines to ensure they can be appropriately considered and reviewed.

- a) All proclamation requests must be submitted to the City Manager's office in writing 30 days in advance of the preferred issue date. This allows for an appropriate review process without time restrictions.
- b) The proclamation request will be forwarded to the Mayor for review.
- c) Proclamations are not automatically renewed each year. To get an already recognized Proclamation renewed, you must submit a copy of your original Proclamation request with the evidence that it was presented/signed previously.
- d) The Mayor reserves the right to approve, amend, and deny all proclamation requests.
- e) All proclamation requests must show local significance and come from Sisters residents.
- f) Proclamations should avoid any terminology or references that could be deemed offensive or insensitive to any group or community.
- g) Proclamations should not be affiliated or associated with any political, ideological, or religious matters, and should not include individual/personal convictions or commercial intent or purposes.

5. Procedure

If the Mayor and Council President approve the proclamation proposal, there will be a formal presentation of the newly established proclamation at a City Council meeting. It is expected that the proposing party will attend this meeting. The format for this meeting is as follows:

Exhibit A

- a) The proclamation will be added to the meeting agenda wherever appropriate.
- b) The Mayor will read all or part of the proclamation to the Council Members and others in attendance.
- c) After the reading of the proclamation, the proclamation proposing party will have five minutes for testimony.

6. Implementation

This policy shall be implemented by the City Manager's office in coordination with relevant city departments. The policy will be periodically reviewed and updated, as necessary.

7. Adoption and Amendments

This proclamation policy shall be adopted by the City Council through a resolution and may be amended from time to time through a similar formal process to accommodate changing circumstances or community needs.