



Oregon
Theodore R. Kulongoski, Governor

Department of Land Conservation and Development

635 Capitol Street, Suite 150

Salem, OR 97301-2540

(503) 373-0050

Fax (503) 378-5518

www.lcd.state.or.us



NOTICE OF ADOPTED AMENDMENT

08/05/2013

TO: Subscribers to Notice of Adopted Plan
or Land Use Regulation Amendments

FROM: Plan Amendment Program Specialist

SUBJECT: City of Sisters Plan Amendment
DLCD File Number 001-13

The Department of Land Conservation and Development (DLCD) received the attached notice of adoption. A Copy of the adopted plan amendment is available for review at the DLCD office in Salem and the local government office.

Appeal Procedures*

DLCD ACKNOWLEDGMENT or DEADLINE TO APPEAL: Friday, August 16, 2013

This amendment was submitted to DLCD for review prior to adoption with less than the required 35-day notice. Pursuant to ORS 197.830(2)(b) only persons who participated in the local government proceedings leading to adoption of the amendment are eligible to appeal this decision to the Land Use Board of Appeals (LUBA).

If you wish to appeal, you must file a notice of intent to appeal with the Land Use Board of Appeals (LUBA) no later than 21 days from the date the decision was mailed to you by the local government. If you have questions, check with the local government to determine the appeal deadline. Copies of the notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR Chapter 661, Division 10). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

***NOTE:** The Acknowledgment or Appeal Deadline is based upon the date the decision was mailed by local government. A decision may have been mailed to you on a different date than it was mailed to DLCD. As a result, your appeal deadline may be earlier than the above date specified. **NO LUBA Notification to the jurisdiction of an appeal by the deadline, this Plan Amendment is acknowledged.**

Cc: Eric Porter, City of Sisters
Gordon Howard, DLCD Urban Planning Specialist
Karen Swirsky, DLCD Regional Representative

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Community Development Department
Notice of Adoption – Ord. No. 424, Amending the Sisters Development Code

July 26, 2013

Department of Land Conservation and Development
Atten: Plan Amendment Specialist
635 Capitol Street NE, suite 150
Salem, OR 97301-2540

Re: City of Sisters Development Code update – city file no. TA 13-01

Dear DLCD Plan Amendment Specialist.

I'm very pleased to announce that the City of Sisters' City Council adopted Ordinance No. 424 on July 25, 2013. The adoption of this Ordinance amends the City's Development Code in several places within the code.

A total of two public hearings were held leading to the adoption of this Ordinance; one by the Sisters Planning Commission (June 20, 2013), and one by the City Council (July 25, 2013). A total of four workshops were also held to discuss changes proposed to the Code. All workshops and hearings were publicly noticed as required by state statute and Sisters Development Code Chapter 4.1, 'Types of Applications and Procedures'.

A summary of changes to the Code for this amendment is as follows:

- Added 7 definitions to Ch. 1.3. 'Definitions'.
- Changed several uses from 'conditional uses' to 'outright permitted uses' in the Downtown Commercial and Highway Commercial land use districts.
- Added 'auto parts sales (indoor)' as a permitted use in the Light Industrial zone to support the existing auto repair facilities in this zone.
- Amended the 'allowable retail' section within the Light Industrial zone, which allows light industrial buildings to allow up to 10% of the total building floor area to be retail that is not related to the items being manufactured on site. Current code allows up to 25% of a building's square footage to be retail of merchandise that is manufactured on site, up to a maximum of 1000 s.f. of the building.
- Allow 'events' in the light industrial zone (up to 3 per year per site 'outright'; more than 3 events per site per year requires a minor Conditional Use permit review and approval).
- Allow indoor and outdoor 'recreational uses' in the Light Industrial and North Sisters Business Park zones.



- Remove requirement for accessory dwelling units to have separate water and sewer lines to save construction costs.
- Clarify the heights allowed on communication facilities in the Downtown Commercial zone.
- Clarify and reduce the review requirements for certain temporary uses.
- Allow an exception to parking requirements in the Downtown Commercial District if a developing site or change of use requiring additional parking already has fully improved street, including curbs, sidewalks and parking adjacent to the use or site.
- Add graphic to clarify how certain sign sizes are computed based on façade measurements.
- Allow less distance between the bottom of projecting and hanging signs that are not installed above a vehicle, pedestrian or bicycle pathway.

Enclosed please find the specific materials required by DLCD's Notice of Adoption.

Please don't hesitate to call me if you wish to discuss this submittal; my direct line is below.

Respectfully,

Eric J. Porter
Principal Planner
City of Sisters
(541) 323-5219

Cc: Karen Swirsky, DLCD Central Oregon Representative
Andrew Gorayeb, City Manager
Pauline Hardie, CDD Director
Carol Jenkins, CDD Assistant
File

If no, do the statewide planning goals apply?

☐ Yes ☐ No

If no, did Emergency Circumstances require immediate adoption?

☐ Yes ☐ No

DLCD file No. _____

Please list all affected State or Federal Agencies, Local Governments or Special Districts:

DLCD, ODOT

Local Contact: **Eric Porter**

Phone: (541) 323-5219 Extension:

Address: **PO Box 39 / 520 E. Cascade Ave**

Fax Number: **541-549-561**

City: **Sisters**

Zip: **97759**

E-mail Address: **eporter@ci.sisters.or.us**

ADOPTION SUBMITTAL REQUIREMENTS

This Form 2 must be received by DLCD no later than 20 working days after the ordinance has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) per ORS 197.615 and OAR Chapter 660, Division 18

1. This Form 2 must be submitted by local jurisdictions only (not by applicant).
2. When submitting the adopted amendment, please print a completed copy of Form 2 on light green paper if available.
3. Send this Form 2 and one complete paper copy (documents and maps) of the adopted amendment to the address below.
4. Submittal of this Notice of Adoption must include the final signed ordinance(s), all supporting finding(s), exhibit(s) and any other supplementary information (ORS 197.615).
5. Deadline to appeals to LUBA is calculated **twenty-one (21) days** from the receipt (postmark date) by DLCD of the adoption (ORS 197.830 to 197.845).
6. In addition to sending the Form 2 - Notice of Adoption to DLCD, please also remember to notify persons who participated in the local hearing and requested notice of the final decision. (ORS 197.615).
7. Submit **one complete paper copy** via United States Postal Service, Common Carrier or Hand Carried to the DLCD Salem Office and stamped with the incoming date stamp.
8. Please mail the adopted amendment packet to:

**ATTENTION: PLAN AMENDMENT SPECIALIST
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
635 CAPITOL STREET NE, SUITE 150
SALEM, OREGON 97301-2540**

9. **Need More Copies?** Please print forms on 8½ -1/2x11 green paper only if available. If you have any questions or would like assistance, please contact your DLCD regional representative or contact the DLCD Salem Office at (503) 373-0050 x238 or e-mail plan.amendments@state.or.us.

ORDINANCE NO. 424

AN ORDINANCE AMENDING SISTERS DEVELOPMENT CODE CHAPTERS 1, 2 AND 3 TO CLARIFY CERTAIN USES; TO CHANGE THE NATURE OF CERTAIN USES IN CERTAIN ZONING DISTRICTS; TO CLARIFY AND AMEND CERTAIN PORTIONS OF THE SIGN ORDINANCE, AND TO CLARIFY HEIGHT EXCEPTION FOR COMMUNICATION FACILITIES IN THE DOWNTOWN COMMERCIAL DISTRICT.

WHEREAS, The City seeks amendments to the Sisters Development Code that would (1) allow certain land uses as 'outright permitted' that had been conditionally allowed in certain zoning districts; (2) allow a height exemption for communication equipment in the Downtown Commercial District; (3) affect several aspects of the sign ordinance; and (4) provide other minor changes to the Development Code in order to make corrections in the applicable areas of the Code; and,

WHEREAS the City seeks to correct the affected sections of Code by amending portions of Sisters Development Code Chapter 1.3 (Definitions), Chapter 2 (Land Use Districts), Chapter 3.3 (Vehicle and Bicycle Parking), and Chapter 3.4 (Signs); and,

WHEREAS, Text Amendment TA 13-01 is necessary to encourage more economic development; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Table 4.1.200 and Section 4.1.600, the proposed Development Code amendments are processed as a Type IV application; and,

WHEREAS, the DLCD received the Notice of Proposed Development Code Amendments on May 25, 2013 at least 35-days prior to the first evidentiary hearing; and,

WHEREAS, Text Amendment TA 13-01 is consistent with the Statewide Planning Goals 1, 2, 9, 10 and 14; and,

WHEREAS, Text Amendment TA 13-01 is consistent with the Comprehensive Plan; and,

WHEREAS, the affected areas are presently provided with adequate public facilities, services and transportation networks to support the uses; and,

WHEREAS, Text Amendment TA 13-01 will not create an action that would cause an evaluation for compliance with 4.7.600, Transportation Planning Rule (TPR); and,

WHEREAS, after due notice, a public hearing on the proposed project was held before the Sisters Planning Commission at the City of Sisters Council Chambers (520 E Cascade Avenue, Sisters, 97759) on June 20, 2013 at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, at the public hearing held on June 20, 2013, the Planning Commission made formal recommendations to the City Council by adopting Resolution No. PC 2013-02. and,

WHEREAS, after due notice, a public hearing on the proposed text amendment was conducted by the Sisters City Council on July 25, 2013, at which time the Planning Commission's findings were reviewed, witnesses were heard and evidence was received by the

City Council; and the City Council found that text amendment TA 13-01 met all applicable legal requirements, including all notice requirements, and that the ordinance adopting the amendment will benefit the City of Sisters.

NOW, THEREFORE, the City Council of the City of Sisters ordains as follows:

SECTION 1. The Sisters Development Code is hereby amended as provided in Exhibit A to this Ordinance.

SECTION 2. In support of the Development Code text amendment in Section One, the City Council hereby adopts the Planning Commission's Resolution including findings attached hereto as Exhibit B to this Ordinance, which demonstrate compliance with the Sisters Development Code, the City's Comprehensive Plan, and the applicable statewide planning goals, statutes and administrative rules.

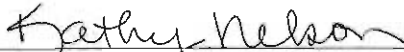
SECTION 3. Written testimony received by the City is acknowledged and is referenced herein as if fully set forth. All testimony received is public record, and is found in file no. TA 13-01 as received by the City of Sisters.

PASSED by the Common Council of the City of Sisters this 25th day of July, 2013 and APPROVED by the Mayor of the City of Sisters.



Brad Boyd, Mayor

ATTEST:



Kathy Nelson, City Recorder

Exhibit A

Sisters Development Code

Text Changes Adopted by the City Council at the July 25, 2013 Hearing

Chapter 1.3 – Definitions.

Amusement use: A building or site that provides a means of entertainment that is not otherwise defined (arcade, bowling alley, billiard parlor, etc).

Assembly. Club: An organization of people who voluntarily meet on a regular basis for a mutual purpose.

Concert Hall: An area where concerts are given; a room or area for gatherings or entertainment.

Event: A gathering that may include a ceremony, competition, convention, festival, party or sporting event that is not accessory to the primary use.

Hostel: Budget oriented, sociable accommodation where guests can rent a bed, usually a bunk bed, in a dormitory and share a bathroom, lounge and sometimes a kitchen. Limited to 25-person occupancy per night excluding manager and/or employees. Rooms can be mixed or single-sex, although private rooms may also be available. Hostels may include a hot meal in the price.

Shooting Range: An enclosed firing range with targets for rifle or handgun practice. shooting gallery.

Theater: A building, room, or outdoor structure for the presentation of plays, films. or other dramatic performances.

Chapter 2.4 – Downtown Commercial District (DC)

Table 2.4.1 Use Table for the Downtown Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Commercial	
Amusement Uses	P
Assembly. Club	P
Concert Hall	P
Light manufacture (e.g., small-scale crafts, electronic equipment, furniture, similar goods) when in conjunction with retail	CU
Theater	P
Public and Institutional	
Community centers and similar uses	P
Miscellaneous	
Communication facility	CU/SP. incl. height exception
Hostel	P; accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period.

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

Chapter 2.5 – Highway Commercial District (HC)

Table 2.5.1 Use Table for the Highway Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Commercial	
Amusement Uses	P
Assembly, Club	P
Concert Hall	P
Light manufacture (e.g., small-scale crafts, electronic equipment, furniture, similar goods) when in conjunction with retail	CU
Recreation Uses (indoor)	P
Recreation Uses (outdoor)	CU
Theater	P
Public and Institutional	
Community centers and similar uses	P
Miscellaneous	
Communication facility	CU/SP
Hostel	P; accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period.

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

Chapter 2.6 — Light Industrial District (LI)

Table 2.6.1 Use Table for the Light Industrial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Commercial	
Auto Parts Sales (indoor only)	P
Direct retail sale of to the public as an accessory use. Up to 25% of the total building floor area, up to a maximum of 1000 square feet, may be used for retail sales. Up to 10% of the total building floor area may contain retail items that are not manufactured on site or related to the primary use on the site. The remainder of the allowable retail area must be used selling items that are either manufactured on site or directly relate to the primary light industrial activity occurring on site.	P
Recreational uses (Indoor and Outdoor)	P

Land Use Category	Permitted/Special Provisions/Conditional Uses
Shooting Range (Indoor)	CU
Miscellaneous	
Events (if more than 3 events per calendar year; must be secondary to a primary established Light Industrial use; may be indoor or outdoor)	MCU
Key: P = Permitted SP = Special Provisions MCU = Minor Conditional Use Permit CU = Conditional Use Permit	

Chapter 2.14 – North Sisters Business Park (NSBP) District

2.14.300A Use Table for the North Sisters Business Park District

Land Use Category	Permitted/Special Provisions/Conditional Use
Other Services	
Recreation uses (Indoor)	P/See Section 2.14.1000.B.
Recreation uses (Outdoor)	CU

2.15.300 Accessory Dwelling Unit (ADU)

Accessory dwellings are subject to a Type I review and are subject to the development standards of the underlying land use district. In addition accessory dwellings shall comply with all of the following:

Accessory dwellings are subject to a Type I review and are subject to the development standards of the underlying land use district. In addition, accessory dwellings shall comply with all of the following:

- A. Oregon Structural Specialty Code. The ADU complies with the Oregon Structural Specialty Code.
- B. Owner-occupied. The primary residence or ADU shall be owner-occupied or by a member of the family.
- C. Number of units. A maximum of one (1) ADU is allowed per lot.
- D. Floor area. The maximum living area of the second residential unit shall not exceed fifty (50%) percent of the gross floor space of the primary unit, provided that in no case shall the gross floor area of the second unit exceed eight hundred (800) square feet.
- E. The ADU may be a detached unit, a unit attached to a garage, or a converted portion of the primary dwelling unit.
- F. Setbacks, Height and lot coverage. All ADUs shall meet the minimum setbacks, height requirements and lot coverage standards of the underlying land use district.
- G. Parking. One additional parking space for the ADU shall be provided on-site, and shall meet all applicable parking standards.
- H. Compatibility standards for ADUs. The exterior finish materials, roof pitch, trim, window proportion and orientation, and eaves for the ADU must be the same or

visually match in type, size and placement, the exterior details of the primary dwelling on the lot.

- I. Lighted Entrance. The entrance of an ADU shall be constructed with an exterior light that complies with the Dark Skies standards.
- J. Addressing. Each ADU shall be identified with house numbers which shall be located in such a manner as to be visible from the street.
- K. The ADU shall have a separate water meter and sewer service. Each property containing an ADU shall have at least one water and sewer lateral from the city main line to the property line which can be split to accommodate the additional meter and sewer service for the ADU if the existing service line size is adequate. If the size (diameter) of the existing water or sewer lateral line is determined by the developer's Engineer to not be adequate for the proposed use, then it shall be the property owner's responsibility to install an additional or larger service line from the city main line to the property line.

Chapter 2.15 – Special Provisions

Sections:

2.15.1800 Communication Facilities

The following special use standards are applicable to all telecommunication facilities including radio, television tower, and cellular communication facilities.

- D. Height. Transmission towers are limited to the maximum height limit of the base land use district with the exception of the following; (1) 120 feet maximum on Public Facilities District properties T15 R10 S05 900, T15 R10 S06 103 and T15 R10 09 1002 within the city limits of Sisters, and (2) 50 feet maximum, as measured above grade in the Downtown Commercial and Highway Commercial districts. Posts, overhead wires, pumping stations, and similar facilities shall be located, designed and installed to minimize conflicts with scenic values.

2.15.1900 Temporary Uses

A. Purpose

Approval may be granted for structures or uses which are temporary in nature provided such uses are consistent with the intent of the underlying zoning district and comply with all provisions of this Code.

B. Application and Fee

The applicant shall pay the required fee as established by the City Council. The applicant is responsible for submitting a complete application which addresses all review criteria. Temporary use permits, except reviews for Temporary Sales Office, Model Home or Construction Building and Trailers, and seasonal sales as defined herein, shall be subject to a TYPE II review process.

C. Permit Approval

1. Approval Criteria

A temporary use permit (TUP) may be authorized by the Community Development Director or his/her designee provided that the applicant demonstrates that the proposed use:

- a. Meets all applicable City and County health and sanitation requirements.
- b. Meets all applicable Building Code requirements and zoning setbacks and will obtain permits for any proposed construction, electrical service or plumbing required to serve the temporary use.
- c. Is not being located in the public right-of-way or impeding the safety or movement of pedestrians.
- d. Is located in such a manner that they will not impede the normal use of driveways or circulation aisles, nor be located in a manner that encourages customers to stop in the street, driveway or circulation aisle to obtain vendor service.
- e. Is restricted to the immediate confines of the temporary stand or structure, or area approved as part of the permit.

2. Time Limits

Time Limits. Unless otherwise noted, the temporary use shall cease and any approved structure removed upon expiration of the temporary use permit, unless renewed by the Community Development Director or his/her designee. In no case shall a temporary use permit be issued for a period exceeding 180 days in any 365 day period.

3. Additional Conditions

In issuing a temporary use permit, the Community Development Director or his/her designee may impose reasonable conditions as necessary to preserve the basic purpose and intent of the underlying zoning district. These conditions may include, but are not limited to the following: increased yard dimensions; fencing, screening or landscaping to protect adjacent or nearby property; limiting the number, size, location or lighting of signs; restricting certain activities to specific times of day; refuse containers; and providing sanitary lavatory facilities or have a written agreement for use of lavatory facilities by operators and patrons within 200 feet of the vehicle's location.

4. Revocation

Any departure from approved plans not authorized by the Community Development Director or his/her designee shall be cause for revocation of applicable building and occupancy permits. Furthermore if, in the City's determination, a condition or conditions of TUP approval are not or cannot be satisfied, the TUP approval, or building and occupancy permits, shall be revoked.

D. Signs. All signs shall comply with Chapter 3.4.

E. Seasonal sales. The applicant shall pay the required fee as established by the City Council. The applicant is responsible for submitting a complete application which

addresses all review criteria. Seasonal sales shall be subject to a Type I review procedure unless otherwise noted herein. The following standards shall apply to seasonal sales which are limited to:

1. Fireworks Sales

Fireworks sales shall be consistent with the Municipal Code.

2. Christmas Tree Sales

- a. The annual season for Christmas tree sales shall commence no sooner than the day after Thanksgiving and shall continue no longer than December 27.
- b. A business license shall be required pursuant to the Municipal Code.

3. Pumpkin Patch Sales

- a. The annual season for pumpkin sales shall commence no sooner than September 25 and continue no longer than November 5.
- b. A business license shall be required pursuant to the Municipal Code.

4. Signs. All signs for seasonal sales shall comply with Chapter 3.4 and shall be removed no later than the day after the holiday.

5. Non-profit fundraiser sales. Temporary non-profit seasonal sales are permitted up to 30 consecutive days per calendar year and are not subject to City review. However, temporary non-profit seasonal sales that operate for more than 30 consecutive days per calendar year shall pay the required fee and shall undergo the Type I review process established in Chapter 4.1. Verification of the non-profit status shall be required prior to waiving the City review.

F. Temporary Sales Office, Model Home or Construction Building and Trailers.

1. Temporary sales office and Model Homes. The use of any real property within the City as a temporary sales office, offices for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, but for no other purpose, shall require a Type I review. The City may approve, approve with conditions or deny an application for a temporary sales office or model home, based on the following criteria:

- a. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold; and
- b. The property to be used for a temporary sales office shall not be permanently improved for that purpose.
- c. Use of an off-street enclosed parking space (i.e., garage) as a temporary office shall be terminated upon occupancy of the residence and the garage returned to its original use for vehicle parking.
- d. The temporary sales office shall be removed at the end of construction, or once all lots and/or dwelling units are sold, rented, or leased

2. Temporary construction buildings or trailers at a building site are permitted and shall be removed at the end of construction or once all lots and/or dwelling units are sold, rented, or leased.

Chapter 3.3 - Vehicle and Bicycle Parking

3.3.200 Applicability

- A. **New Structures.** When a structure is constructed, on-site vehicle and bicycle parking and loading spaces shall be provided in accordance with this chapter.
- B. **Alteration of Existing Structures and Use.** When an existing use or structure is enlarged or expanded, additional parking to meet the requirements of this Chapter shall be provided for the enlarged or expanded portion only, while maintaining previously existing parking for that use.
- C. **Change in Use.** No additional parking shall be required when an existing structure is changed from one use type to another and the vehicle and bicycle parking requirements for each use type are the same. When the change in use requires additional vehicle and/or bicycle spaces, additional parking and bicycle space shall be provided to compensate for the increased intensity of use.
- D. **Exception to Parking Space Requirement in the Downtown Commercial District.** Properties that develop or that change uses in a manner that requires additional parking spaces to be provided may be excepted from adding additional vehicle parking spaces by the Community Development Director or designee if the public right of way adjacent to the subject site is already developed with curbs, sidewalks and parking.

Chapter 3.4 – Signs

3.4.800 Sign Measurement

B. All Other Districts

Sign regulations for all other Districts are as follows:

1. Wall, Awning, Projecting and Hanging Signs

- a. Each business shall be allowed a maximum of two of the following signs per elevation: wall, awning, projecting or hanging sign. The face of a wall projecting from another wall shall not be considered part of the adjoining wall. Awning, projecting, hanging and wall signs shall be located on the portion of a building wherein the use or occupancy is conducted.



Examples of Allowable Sign Areas:

Area A = 72 s.f.

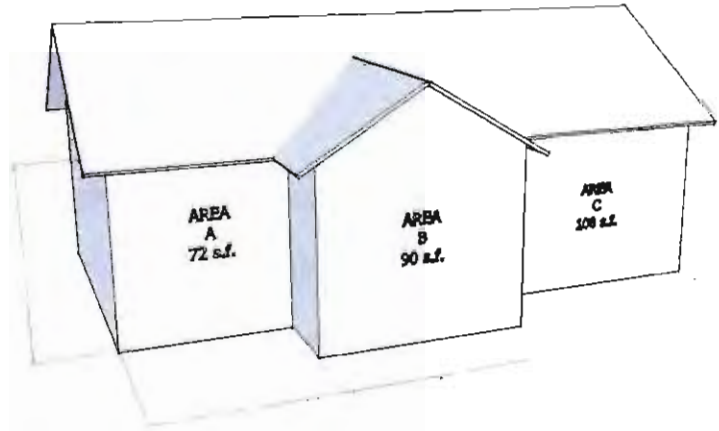
Allowable sign area = 10.8 s.f.

Area B = 90 s.f.

Allowable sign area = 13.5 s.f.

Area C = 208 s.f.

Allowable sign area = 31.2 s.f.



- b. Area of Front Building Facade. When the area of the building elevation is used to determine sign area, said area shall be computed by multiplying the width of the building frontage or portion thereof by the height of the building or portion thereof which are devoted to the particular business. "False fronts" and mansard roofs shall be included when calculating the area of the building facade.
- c. Lettering may include the name and logo of the business and a general description of the products or services provided by the business, but shall not include brand names or logos of specific products.
- d. Wall Signs.
 - 1. Wall signs may not stand more than twelve (12) inches away from the wall.
 - 2. Wall signs shall not exceed two hundred (200) square feet in area per elevation, except in the Downtown Commercial (DC) District where they are limited to fifty (50) square feet in area per elevation.
 - 3. Total wall signage shall not exceed fifteen percent (15%) of the wall area in square feet on each facade.
 - 4. The top of a wall sign shall not exceed the ridgeline of the building or the top of the false facade.
- e. Awning Signs (not applicable to this request)
- f. Projecting Signs.
 - 1. Where a building is built to the property line, a "Projecting" sign may extend over the public right-of-way. The signs' supporting structure shall not extend more than 42 inches from the building wall and the sign itself can be no more than 36 inches wide and 6 square feet in area per face. A minimum 7 (seven) foot clearance from the bottom of the sign to finished grade is required. Alleys require a minimum 14 foot clearance. Projecting signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.

2. The top of a projecting sign shall not exceed the ridgeline of the building or the top of the false façade.
3. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.

g. Hanging Signs

1. Hanging signs must be attached to building façades that have a public entrance and shall maintain a minimum 7 (seven) foot clearance above pathways from the bottom of the sign to finished grade. Hanging signs are not permitted over the Oregon Department of Transportation's (ODOT) right-of-way.
2. One hanging sign is allowed per tenant space.
3. Individual hanging signs shall not exceed 4 square feet in area.
4. A reduction in the required clearance height of the sign may be permitted by the CDD Director or designee if findings can be made that (1) the sign is not located over any vehicle, bicycle or pedestrian walkway; (2) that no vision clearance areas are affected by the reduction, and (3) that the reduced height will not adversely impact any neighboring structures or uses.





E/4/2/1

**A RESOLUTION OF THE SISTERS PLANNING COMMISSION
OF THE CITY OF SISTERS, STATE OF OREGON
PLANNING COMMISSION RESOLUTION PC 2013-02**

THE SISTERS PLANNING COMMISSION DOES HEREBY FIND AND RESOLVE THAT:

WHEREAS, The City seeks amendments to the Sisters Development Code that would (1) allow certain land uses as 'outright permitted' that had been conditionally allowed in certain zoning districts; (2) allow a height exemption for communication equipment in the Downtown Commercial District; (3) affect several aspects of the sign ordinance; and (4) provide other minor changes to the Development Code in order to make corrections in the applicable areas of the Code; and,

WHEREAS the City seeks to correct the affected sections of Code by amending portions of Sisters Development Code Chapter 1.3 (Definitions), Chapter 2 (Land Use Districts) and Chapter 3.4 (Signs); and,

WHEREAS, Text Amendment 13-01 is necessary to encourage more economic development; and,

WHEREAS, in accordance to the provisions found in the Sisters Development Code Table 4.1.200 and Section 4.1.600, the proposed Development Code amendments are processed as a Type IV application; and,

WHEREAS, the DLCD received the Notice of Proposed Development Code Amendments at least 35-days prior to the first evidentiary hearing; and,

WHEREAS, Text Amendment 13-01 is consistent with the Statewide Planning Goals 1, 2, 9, 10 and 14; and,

WHEREAS, Text Amendment 13-01 is consistent with the Comprehensive Plan; and,

WHEREAS, the affected areas are presently provided with adequate public facilities, services and transportation networks to support the uses; and,

WHEREAS, Text Amendment 13-01 will not create an action that would cause an evaluation for compliance with 4.7.600, Transportation Planning Rule (TPR); and,

WHEREAS, after due notice, a public hearing on the proposed project was held before the Sisters Planning Commission at the City of Sisters Council Chambers (520 E Cascade Avenue, Sisters, 97759) on June 20, 2013 at which time findings were reviewed, witnesses were heard and evidence was received; and,

WHEREAS, at the public hearing held on June 20, 2013, the Planning Commission recommended that the City Council adopt Text Amendment 13-01, and the Planning Commission formally requested that letter be sent on behalf of the Planning Commission Chairman which contained a recommendation that the City Council (1) reassess the methodology established within Resolution No. 93-19 and establish a revised fee for parking in lieu fees using current costs in order to enable merchants within the downtown area to meet parking requirements; and (2) reduce certain fees to be consistent with statutory requirements that "... establish fees charged for processing permits at an amount no more than the actual or average cost of providing that service". ORS 227.175(1)

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SISTERS PLANNING COMMISSION FINDS THAT:

1. Notice has been given in the time and in the manner required by state law and city code.



CITY OF SISTERS
Planning Commission Resolution

APPROVED BY THE PLANNING COMMISSION ON JUNE 20, 2013

2. The findings of fact in this matter are located in the staff report dated June 13, 2013 and herewith attached and by this reference incorporated herein as Exhibit A, and,
3. The changes proposed to the Development Code are attached as Exhibit B.
4. The Planning Commission has directed staff to prepare two letters recommending that the City Council (1) review and consider the repeal of Resolution No. 1993-19 and replace the Resolution with a new resolution that reduces the cost of a 'per space' parking in-lieu fee, including methodology, and (2) reduces the fees for three specific permits that the Commission regards as being overly excessive based on staff's input.

NOW THEREFORE, BE IT FURTHER RESOLVED THAT BASED ON THE FINDINGS, THE PLANNING COMMISSION HEREBY FINDS AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE DEVELOPMENT CODE AMENDMENT TA13-01 SUBJECT TO THE FOLLOWING EXHIBITS:

Exhibit A – Staff Report with Findings dated June 13, 2013

Exhibit B – Proposed Development Code Text Changes

Exhibit C – Letter from the Planning Commission requesting the City Council repeal of Resolution No. 1993-19, including the methodology associated, and establish a new Resolution including methodology which lowers the 'per space' cost of an 'in-lieu' parking space fee in the Downtown Commercial District.

Exhibit D – Letter from the Planning Commission requesting City Council reduce the fees for three types of temporary use permits; (1) Seasonal Permits, (2) Temporary Sales Office..., and (3) fee waiver for Non-Profit Fundraiser Sales when operating for 30 consecutive days or less per calendar year.

THE FOREGOING RESOLUTION IS HEREBY ADOPTED THIS 20th DAY OF JUNE 2013.

Chairman Holzman; Vice Chairman Tewalt; Commissioners Gentry, Layne, Roberts, Skelton and Wright.

AYES:	Chairman Holzman, Commissioners Gentry, Layne, Skelton and Wright	(5)
NOES:	None	(0)
ABSENT:	Commissioners Roberts, Tewalt	(2)
ABSTAIN:	None	(0)

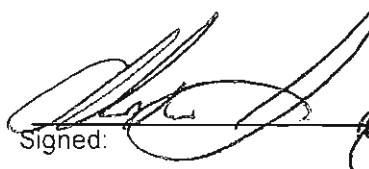
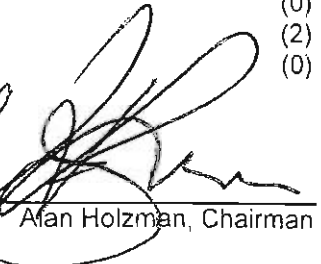
Signed:   Alan Holzman, Chairman



Exhibit B - Planning Commission Staff Report and Findings

File #: TA 13-01

Applicant/Owner: City of Sisters

Request: Minor changes to the Sisters Development Code by modifying Chapter 1.3 (Definitions), Chapter 2.4 (Downtown Commercial District), Chapter 2.5 (Downtown Commercial District), Chapter 2.6 (Light Industrial District), Chapter 2.14 (North Sisters Business Park/NSBP District), Chapter 2.15 (Special Provisions), and Chapter 3.4 (Signs).

Planner: Eric Porter

Applicable Criteria: Sisters Development Code (SDC): Chapters 1.3, 2.4, 2.5, 2.6, 2.14, 2.15, 3.4, 4.1 and 4.7.

Report Date: June 13, 2013

Hearing Date: June 20, 2013

Location: City Hall, 520 E Cascade Avenue, Sisters OR 97759; 5:30 pm

- I. **Staff Recommendation:** Adopt a resolution recommending that the City Council adopt the proposed code text amendments as found in Exhibit B-PC, and direct staff to write a letter in behalf of the Planning Commission asking the City Council to repeal resolution no. 93-19 and adopt a new Resolution which reduces the cost of purchase for an 'in lieu' parking space in the Downtown Commercial District.
- II. **Discussion** During the 2013 March and April Planning Commission (Commission) workshops, the Commission discussed whether to make certain changes to the Development Code. The follow up items that resulted from the March workshop were generally resolved at the April workshop. Based mostly on the April workshop discussion, the following changes are now being brought to the Commission in the form of confirmation of a recommendation to City Council.

Item 1 – Theaters, Clubs, Amusement uses, Community Centers, Assembly and Concert Halls. The Commission recommends the following;

- Added or revised definitions for amusement uses, assembly/clubs, concert halls and theaters.
- Allow most indoor and outdoor entertainment-related uses except for 'amusement uses' to be 'outright permitted' in both commercial districts. Excessive noise that may result will be regulated through the Noise Ordinance.
- Amusement uses to be 'minor conditional use' in both commercial zones.
- Note: as proposed, recreation uses in the Commercial zones are more restrictive than in the Light Industrial and North Sisters Business Park Districts.

Item 2 – Eliminate on-street parking requirement in the Downtown Commercial District. The Commission recommends that the City Council lower the 'per space' fee presently in place for parking spaces in the Downtown Commercial District. This fee is currently being charged by the City to any development that cannot provide adequate on-site

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parking. The 'per space' fee, including the accompanying fee methodology, was established by Resolution in 1993 (Res. No. 1993-19), and is \$5101.13 per space. The Commission recommends that this fee be lowered to \$2500 per space, which is based on a cost estimate range of \$2500 to \$3000. This estimated range was provided by Todd Taylor, President of Taylor NW, a local paving and excavation company.

If the City Council follows this recommendation, it would require the Council to repeal and replace Resolution No. 93-19 with a new 'per space' fee. The new fee would need to include some methodology necessary to justify the proposed cost associated with the cost-in-lieu of providing each parking space.

Lastly, the Commission is not recommending relief to the current vehicle parking space requirements within the Downtown Commercial District.

Item 3 – Clarify the portion of a building façade used to calculate allowable sign areas. The Commission proposes the adoption of the graphic shown in Exhibit B (under Chapter 3.4, 'Signs') relating to sign area measurements.

Item 4 – Allow Hostels as 'outright permitted uses' in both commercial districts The Commission recommends allowing hostels as an accessory use to outright permitted uses in both commercial districts, having a capacity limit of 25 overnight guests per night including manager, owner and/or staff, and to establish a stay limit of 14 days for each 30 day period. Also added a definition for Hostel.

Item 5 – Remove the requirement for separate city utilities with accessory dwelling units. The Commission recommends approval of this change.

Item 6 – Make recreational uses 'outright permitted uses' in Light Industrial (LI) and North Sisters Business Park (NSBP) Districts. The Commission recommends allowing recreational uses outright in the LI District (outdoor and indoor), and outright as indoor recreational uses in the NSBP District. The Commission also recommends making outdoor recreational uses CU's in the NSBP District. Note: these changes will make recreational uses less restrictive in the Light Industrial and North Sisters Business Park Districts than in the two commercial districts.

Item 7 – Allow 'indoor-only Shooting Ranges' in the Light Industrial (LI) District as a CU; added definition for shooting range.

Item 8 – Allow 'Events' in the LI District as an accessory use, and only at a site that has been approved for events through a Minor Conditional Use (MCU) process.

Item 9 – Changes to Temporary Use section of Code. The Commission recommends the following;

- Seasonal Uses: retain the Type I process and direct staff to reduce the review fee for a Seasonal Sales temporary use permit from \$250 to \$150.
- Model Home as a Sales Office: one review process per development, effectively allowing multiple homes to be used within a single development but with only one review needed for the initial establishment of the sales

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office. Recommend reduced fee from \$500 to \$150 to be consistent with ORS 227.175, which requires that all fees be based on 'actual or average cost of reviewing a permit'.

- Medical Hardship: remove from code since the City does not regulate living in RVs on private property.
- Non-profit temporary uses: change code so these uses are not required to pay fees or be regulated through a review process if they are on site less than 30 days per calendar year. However, require a full fee and review process if they exceed 30 days per calendar year.

Item 10 – Allow some retail in the Light Industrial District. The Commission recommends allowing up to 10% of the total floor area of a building located in the Light Industrial District to be retail 'unrelated' to the primary use on the site, and up to 25% of the building's total square footage to be retail; however in no case shall the total amount of retail space exceed 1000 s.f. in gross floor area for each building.

Item 11 – Allow up to 50' height for Communication Facilities in both Commercial districts. The Commission recommends using the existing definition of Communication Facility and adding a height exception to Chapter 2.15, 'Special Provisions', and refer to the height exception in both Commercial Districts (Chapters 2.4 and 2.5), and indicate that the height should be measured 'above grade'.

Item 12 – Remove 'Bakery' as a named use in both Commercial Districts. A 'bakery' is currently listed as a light manufacturing use which is a Conditional Use in both commercial districts. The Commission concluded that a bakery should be considered an eating and drinking establishment, which is allowed outright in both Commercial districts, and should be removed from the Code as a named use.

III. Conclusionary Findings.

Sisters Development Code Table 4.1.200 states that a Code Amendment is a Type IV decision and is 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 in Chapter 4.1, Section 600 and shall conform to Section 4.7.600 Transportation Planning Rule (TPR) compliance, as applicable.

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

The Sisters Development Code requires all text amendments comply with the requirements of the Statewide Planning Goals. Compliance with the relevant Statewide Planning Goals is evaluated below.

Goal 1 - Citizen Involvement. *To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.*

Staff provided a public notice in the Nugget News newspaper in the May 28, 2013 edition which advertised the June 20, 2013 public hearing before the Sisters Planning Commission. This public hearing notice was also posted on the City's web site on May 30, 2013. At every public hearing, concerned citizens are given the opportunity to provide comments to the Planning Commission for consideration. Following the City Council's decision on this matter at a future public hearing that is yet to be scheduled, there is a 21 day appeal period associated with this action, and any party to this process has the right to appeal the decision to LUBA.

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Goal 2 - Land Use Planning. *To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.*

The proposed Development Code update will make changes to a number of items in the afore-referenced code chapters. None of the changes proposed are making any existing rules more restrictive, therefore no Measure 56 notices are necessary for this action to occur.

Goal 9 - Economic Development. *The purpose of Goal 9 is to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

Several of the proposed changes will help to encourage more commerce in the City of Sisters. Allowing some retail uses in the light industrial zone will help to add additional business opportunities for those situated in the LI zoning district. Allowing outdoor entertainment in the two commercial zones as an 'outright permitted use' will further enhance the vibrant nature of the commercial zones, and will ultimately help to draw more visitors into the commercial zones.

Goal 10 – Housing. *To provide for the housing needs of citizens of the State.*

Goal 10 resources will be minimally affected by this proposal. Specifically, allowing hostels in the Commercial Districts will give an overnight stay option in the commercial zones. Also, removing the restrictions associated with regulating units intended for assisting medical hardships will also add a residential dimension to the allowable dwelling types within the City of Sisters. Lastly, removing the 'separate utility' requirement for accessory dwelling units will significantly reduce construction costs and tap fees otherwise paid to the City.

Goal 14 – Urbanization. *To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.*

Allowing more diverse types of land uses in the underdeveloped portions of Sisters (primarily the North Sisters Business Park District) will provide additional incentive for those seeking wider variety of land uses to develop in the outlying areas that are platted and intended for immediate development. The City has the ability to provide all required infrastructure to these vacant lots, and seeks means of enticing development on the lots.

2. **Approval of the request is consistent with the Comprehensive Plan.** The following provides the relevant policies of the Sisters Urban Area Comprehensive Plan and evaluates the proposal's compliance with each goal and corresponding policies, objectives and tasks as are applicable.

Goal 1: Citizen Involvement

1.4 Policies.

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1. The City of Sisters shall seek out and encourage public participation in all aspects of the City planning process.

Tasks –

- a. Planning Commission and City Council meetings shall be held on a regularly scheduled basis.
- b. Planning Commission and City Council meeting agendas shall be publicized in a manner that makes this information widely available.
- d. The City shall use a variety of methods to achieve citizen involvement.

The City held two workshops with the Sisters Planning Commission to discuss these changes in March and April 2013, which were open to the public. One person testified at the April workshop in support of allowing recreational uses in the Light Industrial and North Sisters Business Park zoning districts. Staff posted notice of the June 20, 2013 public hearing in the May 28, 2013 edition of the Nugget Newspaper, and on the city's website on May 30, 2013. The agenda for Planning Commission meetings are publicized widely via email, and are publicly posted and also placed on the City's website. Lastly, public comments are encouraged at the public hearing, and the final decision that will be made by the City Council at a future hearing that is still to be scheduled is subject to appeal by any aggrieved party.

Goal 2: Land Use Planning

2.4 Policies.

1. The City of Sisters shall develop land use codes and ordinances that are based on an adequate factual basis as well as applicable local, state, and federal regulations.

Tasks –

- a. Codes and ordinances shall spell out responsibilities for administering and enforcing land use policies.
 - b. The City of Sisters Development Code shall be used to facilitate the development process and to implement the land use goals outlined in this Plan.
2. The City shall review the policies in the Comprehensive Plan annually to take into account changing public policies and circumstances and to ensure that it is continuing to function as a guide for community growth.

Tasks –

- a. The City shall ensure that other local; state and federal agencies having programs, land ownerships, or responsibilities within the planning area are included in the update process, as needed.
- b. The City Council shall convene annually to set Council Goals and to review and coordinate those Goals with the Comprehensive Plan Goals and Policies.

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3. As economic and social conditions change, it may be appropriate for the City to create new zoning designations that will work to assist the City in meeting the goals and policies of the Comprehensive Plan, the requirements of state law, and state land use goals.

Tasks –

- a. The City shall periodically review the Sisters Development Code to determine whether the districts set forth therein are adequate to address the goals, policies and objectives of the Comprehensive Plan and whether economic and social conditions warrant revision of the district codes, or creation of new districts. Any application for a code amendment shall address the policies and facts supporting the proposed code amendments.

Response: the changes to the Development Code that are sought are all thought to make processes easier by allowing uses that previously had been conditional uses to be 'outright permitted uses'. These changes proposed are a direct result of changing economic priorities within the City as well as changes to social conditions, which helped to identify opportunities to make changes to the Code in a positive manner that will benefit the affected interests in the City.

Goal 9: Economic Development

9.4 Policies.

2. The City shall support the tourist industry and special events that have a positive year-round economic impact on the community.

Response: Several of the proposed changes will support the tourist industry and special events by allowing live outdoor entertainment within the two commercial zones.

Goal 10 – Housing.

10.4 – Policies.

8. Mixed use zoning districts that include a residential component shall contain mechanisms to ensure compatibility between residential and underlying commercial or industrial uses.
9. The City shall strengthen efforts to increase supplies of multi-family housing, in order to meet the demand for additional multifamily units, to provide additional workforce housing, and to increase the supplies of rental units.

Response: Adding hostels as an option for overnight stay in the commercial districts relates to the 'mixed use zoning districts (having) a residential component...'. Removing the requirement for separate utilities for accessory dwelling units will reduce the construction and fee costs associated with these units, which in turn will stimulate the development of affordable (potential workforce) housing, and will help to increase the supply of rental units.

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Goal 14 – Urbanization. *To provide for an orderly and efficient transition from rural to urban land use.*

14.4 Policies.

1. The City shall promote development within the UGB to minimize the cost of providing public services and infrastructure and to protect resource land outside the UGB.

Response: expanding allowable land uses in certain under-developed zones will encourage development in the areas that are intended to be developed, such as North Sisters Business Park, and to a lesser extent, the vacant land found in the Commercial and Light Industrial zones.

2. The City shall support adequate public safety services.

Response: the changes proposed are in part intended to promote development in the under-developed portions of Sisters. All areas were reviewed for adequacy of infrastructure, and will again be reviewed through Site Plan review at later dates when the lots develop with commercial and industrial uses.

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 shall update City of Sisters Masters Plans for Water, Sewer, Parks and Transportation Systems subject to City Council approval, to reflect impacts of the rezoning on those facilities and long-range plans. 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.

No changes are proposed to the Development Code that will place an increased demand on infrastructure; therefore this section does not apply to the requested text amendments.

4. **4.7.600 Transportation Planning Rule (TPR) Compliance.** Potential impacts to transportation facilities are considered for each individual application as part of the review process.

The City solicited comments from ODOT on March 20, 2013 via email with attachments sent to ODOT's Region 4 Planning Manager James Bryant. No comments were received, leaving the city staff to conclude that ODOT had no issues with the changes sought by the City of Sisters.

There do not appear to be any changes proposed that would materially impact any aspect of the infrastructure that serves the City of Sisters.

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ODOT, DLCD and the City of Sisters all have the authority to administer the TPR when it is evident that an action will trigger its application. The changes proposed to the Development Code are not significant from a traffic standpoint, nor will the intensity of development change if both of the proposed code text changes are adopted. Therefore, staff finds that the TPR will not apply to this action if it is ultimately approved by the City of Sisters.

IV. Notice Requirements and Public Comments

Department of Land Conservation and Development (DLCD) Notice. On March 15, 2013, staff mailed DLCD's 'notice 1' to Salem in care of Larry French. Staff also emailed DLCD area representative Karen Swirsky on March 15, 2013 in order to provide her with the same information that was mailed to DLCD in Salem.

Public Notice. Pursuant to Oregon Revised Statutes and Type IV noticing requirements of the City of Sisters Development Code Chapter 4.1, the City published a legal notice for the Planning Commission public hearing on May 28, 2013 in the Nugget Newspaper. To date, staff has received no inquiries related to the changes sought for the Development Code.

V. Composition of the Record. The following Exhibits make up the record in this matter. These exhibits are contained in city file TA 13-01 and are available for review at the Sisters City Hall.

- A. This Findings and Recommendation document
- B. Proposed Development Code text (included in this document)
- C. Resolution No. 93-19, which established the 'in lieu' fee for parking in the downtown commercial district.
- D. Nugget News Legal Notice dated May 28, 2013.
- E. Notice No. 1, "Notice of Proposed Amendment" as was sent to DLCD on March 15, 2013.

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Exhibit B - PC Sisters Development Code

Text Changes Recommended by the Sisters Planning Commission

New proposed text is double-underlined / red font. Stricken text is in ~~strikethrough font~~.

Chapter 1.3 – Definitions.

Amusement use: A building or site that provides a means of entertainment that is not otherwise defined (arcade, bowling alley, billard parlor, etc).

Assembly, Club: An organization of people who voluntarily meet on a regular basis for a mutual purpose.

Community Centers (existing definition): A public meeting place, often a complex of buildings, where people may carry on cultural, recreational, or social activities.

Concert Halls: An area where concerts are given; a room or area for gatherings or entertainment.

Hostel: Budget oriented, sociable accommodation where guests can rent a bed, usually a bunk bed, in a dormitory and share a bathroom, lounge and sometimes a kitchen. Limited to 25-person occupancy per night excluding manager and/or employees. Rooms can be mixed or single-sex, although private rooms may also be available. Hostels may include a hot meal in the price.

Shooting Range: An enclosed firing range with targets for rifle or handgun practice. shooting gallery.

Theater: A building, room, or outdoor structure for the presentation of plays, films, or other dramatic performances.

Chapter 2.4 – Downtown Commercial District (DC)

Table 2.4.1 Use Table for the Downtown Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Commercial	
Entertainment uses (e.g., theaters, clubs, amusement uses, etc.)	CU
<u>Amusement Uses</u>	<u>MCU</u>
<u>Assembly, Club</u>	<u>P</u>
<u>Concert Hall</u>	<u>P</u>
Light manufacture (e.g., small-scale crafts, electronic equipment, bakery, furniture, similar goods) when in conjunction with retail	CU
<u>Theater</u>	<u>P</u>
Public and Institutional	
Community centers, assembly, concert halls and similar uses	CU <u>P</u>

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Land Use Category	Permitted/Special Provisions/Conditional Uses
Miscellaneous	
Communication facility	CU/SP
<u>Hostel</u>	<u>Accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period</u>

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

Chapter 2.5 – Highway Commercial District (HC)

Table 2.5.1 Use Table for the Highway Commercial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Commercial	
Entertainment uses (e.g., theaters, clubs, amusement uses, etc.)	CU
<u>Amusement Uses</u>	<u>MCU</u>
<u>Assembly, Club</u>	<u>P</u>
<u>Concert Hall</u>	<u>P</u>
Light manufacture (e.g., small-scale crafts, electronic equipment, bakery , furniture, similar goods) when in conjunction with retail	CU
<u>Theater</u>	<u>P</u>
Public and Institutional	
Community centers, assembly, concert halls and similar uses	MCU <u>P</u>
Miscellaneous	
Communication facility	CU/SP
<u>Hostel</u>	<u>Accessory use to primary permitted use; 25 guest occupancy limit plus staff, and 14 day stay limit for each 30 day period</u>

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

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Chapter 2.6 — Light Industrial District (LI)

Table 2.6.1 Use Table for the Light Industrial District

Land Use Category	Permitted/Special Provisions/Conditional Uses
Commercial	
Direct <u>retail</u> sale of products <u>produced on site</u> to the public as an accessory use. <u>Up to 25% of the total building floor area, up to a maximum of 1000 square feet, may be used for retail sales. Up to 10% of the total building floor area may contain retail items that are not manufactured on site or related to the primary use on the site. The remainder of the allowable retail area must be used selling items that are either manufactured on site or directly relate to the primary light industrial activity occurring on site.</u>	P
Recreational <u>Facility uses</u> (Indoor and Outdoor) (<u>privately owned</u>)	CU P
Shooting Range (Indoor)	<u>CU</u>
Miscellaneous	
<u>Events (secondary to a primary established Light Industrial use; may be indoor or outdoor)</u>	<u>MCU</u>

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

Chapter 2.14 – North Sisters Business Park (NSBP) District

2.14.300A Use Table for the North Sisters Business Park District

Land Use Category	Permitted/Special Provisions/Conditional Use
Other Services	
<u>Recreation uses (Indoor)</u>	<u>P/See Section 2.14.1000.B.</u>
<u>Recreation uses (Outdoor)</u>	<u>CU</u>

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

2.15.300 Accessory Dwelling

Accessory dwellings are subject to a Type I review and are subject to the development standards of the underlying land use district. In addition accessory dwellings shall comply with all of the following:

Accessory dwellings are subject to a Type I review and are subject to the development standards of the underlying land use district. In addition accessory dwellings shall comply with all of the following:

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- A. Oregon Structural Specialty Code. The accessory dwelling complies with the Oregon Structural Specialty Code.
- B. Owner-occupied. The primary residence or accessory dwelling shall be owner-occupied or by a member of the family.
- C. Number of units. A maximum of one (1) accessory dwelling is allowed per lot.
- D. Floor area. The maximum living area of the second residential unit shall not exceed fifty (50%) percent of the gross floor space of the primary unit, provided that in no case shall the gross floor area of the second unit exceed eight hundred (800) square feet.
- E. The accessory dwelling may be a detached unit, a unit attached to a garage, or a converted portion of the primary dwelling unit.
- F. Setbacks, Height and lot coverage. All accessory dwellings shall meet the minimum setbacks, height requirements and lot coverage standards of the underlying land use district.
- G. Parking. One additional parking space for the accessory dwelling shall be provided on-site, and shall meet all applicable parking standards.
- H. Compatibility standards for accessory dwellings. The exterior finish materials, roof pitch, trim, window proportion and orientation, and eaves for the accessory dwelling must be the same or visually match in type, size and placement, the exterior details of the primary dwelling on the lot.
- I. Lighted Entrance. The entrance of an accessory dwelling unit shall be constructed with an exterior light that complies with the Dark Skies standards.
- J. Addressing. Each accessory dwelling unit shall be identified with house numbers which shall be located in such a manner as to be visible from the street.
- K. ~~The accessory dwelling unit must have separate accessible utilities including water and sewer services.~~

Chapter 2.15 – Special Provisions

2.15.1800 ~~Tele~~Communication Facilities

The following special use standards are applicable to all telecommunication facilities including radio, television tower, and cellular communication facilities.

- D. Height. Transmission towers are limited to the maximum height limit of the base land use district with the exception of the following: (1) 120 feet maximum on Public Facilities District properties T15 R10 S05 900, T15 R10 S06 103 and T15 R10 09 1002 within the city limits of Sisters, and (2) 50 feet maximum, as measured above grade in the Downtown Commercial and Highway Commercial districts. Posts, overhead wires, pumping stations, and similar facilities shall be located, designed and installed to minimize conflicts with scenic values.

2.15.1900 Temporary Uses

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A. Purpose

Approval may be granted for structures or uses which are temporary in nature provided such uses are consistent with the intent of the underlying zoning district and comply with all provisions of this Code.

B. Application and Fee

The applicant shall pay the required fee as established by the City Council. The applicant is responsible for submitting a complete application which addresses all review criteria. Temporary use permits, except seasonal sales as defined herein, shall be subject to a TYPE II review process.

C. Permit Approval

1. Approval Criteria

A temporary use permit (TUP) may be authorized by the Community Development Director or his/her designee provided that the applicant demonstrates that the proposed use:

- a. Meets all applicable City and County health and sanitation requirements.
- b. Meets all applicable Building Code requirements and zoning setbacks and will obtain permits for any proposed construction, electrical service or plumbing required to serve the temporary use.
- c. Is not being located in the public right-of-way or impeding the safety or movement of pedestrians.
- d. Is located in such a manner that they will not impede the normal use of driveways or circulation aisles, nor be located in a manner that encourages customers to stop in the street, driveway or circulation aisle to obtain vendor service.
- e. Is restricted to the immediate confines of the temporary stand or structure, or area approved as part of the permit.

2. Time Limits

Time Limits. The temporary use shall cease and any approved structure removed upon expiration of the temporary use permit, unless renewed by the Community Development Director or his/her designee. In no case shall a temporary use permit be issued for a period exceeding 180 days in any 365 day period.

3. Additional Conditions

In issuing a temporary use permit, the Community Development Director or his/her designee may impose reasonable conditions as necessary to preserve the basic purpose and intent of the underlying zoning district. These conditions may include, but are not limited to the following: increased yard dimensions; fencing, screening or landscaping to protect adjacent or nearby property; limiting the number, size, location or lighting of signs; restricting certain activities to specific times of day; refuse containers; and providing sanitary lavatory facilities or have a written agreement for use of lavatory facilities by operators and patrons within 200 feet of the vehicle's location.

4. Revocation

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Any departure from approved plans not authorized by the Community Development Director or his/her designee shall be cause for revocation of applicable building and occupancy permits. Furthermore if, in the City's determination, a condition or conditions of TUP approval are not or cannot be satisfied, the TUP approval, or building and occupancy permits, shall be revoked.

D. **Signs.** All signs shall comply with Chapter 3.4.

E. **Seasonal sales.** The applicant shall pay the required fee as established by the City Council. The applicant is responsible for submitting a complete application which addresses all review criteria. Seasonal sales shall be subject to a Type I review procedure unless otherwise noted herein. The following standards shall apply to seasonal sales which are limited to:

1. **Fireworks Sales**

Fireworks sales shall be consistent with the Municipal Code.

2. **Christmas Tree Sales**

- a. The annual season for Christmas tree sales shall commence no sooner than the day after Thanksgiving and shall continue no longer than December 27.
- b. A business license shall be required pursuant to the Municipal Code.

3. **Pumpkin Patch Sales**

- a. The annual season for pumpkin sales shall commence no sooner than September 25 and continue no longer than November 5.
- b. A business license shall be required pursuant to the Municipal Code.

4. **Signs.** All signs for seasonal sales shall comply with Chapter 3.4 and shall be removed no later than the day after the holiday.

5. **Non-profit fundraiser sales.** Temporary non-profit seasonal sales ~~may be~~ are permitted up to 30 consecutive days per calendar year and are not subject to City review. However, temporary non-profit seasonal sales that operate for more than 30 consecutive days per calendar year shall pay the required fee and shall undergo the Type I review process established in Chapter 4.1. Verification of the non-profit status shall be required prior to waiving the City review.

~~F. **Temporary Medical Hardships.** Temporary trailers may be placed on residential lots for the purposes of providing living space for a relative or caregiver in the event of a medical hardship. Placement of such a trailer, which may include recreational vehicles, fifth wheels, camp trailers, etc. within the City shall require a Minor Use Permit. The City may approve, approve with conditions or deny an application for a placement of a temporary trailer for a medical hardship, based on the following criteria:~~

- ~~a. The trailer shall be located in a residential district or otherwise on site of the person that requires or will provide care;~~
- ~~b. A written statement by a medical doctor or physician assistant of the patient which attests to the need for the care shall accompany the application;~~

CITY OF SISTERS

Planning Commission Staff Report and Findings

Title: TA13-01
Hearing Date: June 20, 2013

- ~~c. The Minor Use Permit shall not exceed one (1) year in duration, unless an additional written statement by a medical doctor or physician assistant is submitted prior to permit expiration. Upon cessation of the need for the care by the patient, the use shall cease;~~
- ~~d. Unless otherwise permitted by the Community Development Director, the location and placement of the trailer shall conform with all site location, setbacks, access and parking requirements in the Development Code that apply to the trailer location.~~

F. Temporary Sales Office, Model Home or Construction Building and Trailers.

1. **Temporary sales office and Model Homes.** The use of any real property within the City as a temporary sales office, offices for the purpose of facilitating the sale of real property, or model home in any subdivision or tract of land within the City, but for no other purpose, shall require a Type I review Minor Use Permit. The City may approve, approve with conditions or deny an application for a temporary sales office or model home, based on the following criteria:
 - a. The temporary sales office shall be located within the boundaries of the subdivision or tract of land in which the real property is to be sold; and
 - b. The property to be used for a temporary sales office shall not be permanently improved for that purpose.
 - c. Use of an off-street enclosed parking space (i.e., garage) as a temporary office shall be terminated upon occupancy of the residence and the garage returned to its original use for vehicle parking.
 - d. The temporary sales office shall be removed at the end of construction, or once all lots and/or dwelling units are sold, rented, or leased
2. Temporary construction buildings or trailers at a building site are permitted and shall be removed at the end of construction or once all lots and/or dwelling units are sold, rented, or leased.

Chapter 3.4 – Signs

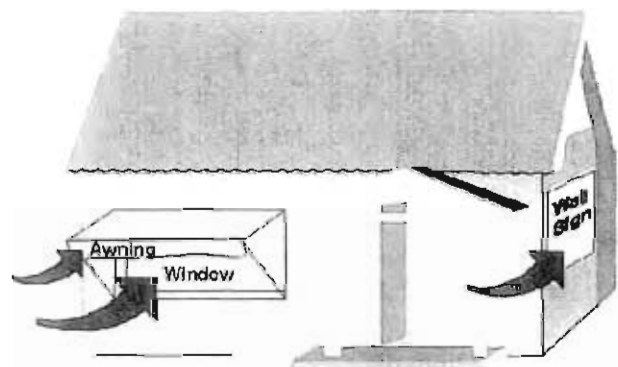
3.4.800 Sign Measurement

B. All Other Districts

Sign regulations for all other Districts are as follows:

1. Wall, Awning, Projecting and Hanging Signs

- a. Each business shall be allowed a maximum of two of the following signs per elevation; wall, awning, projecting or hanging sign. The face of a wall projecting from another wall part of the adjoining wall. Awning, projecting, hanging and wall signs shall be located on the portion of a building wherein the use or occupancy is conducted.



CITY OF SISTERS

Planning Commission Staff Report and Findings

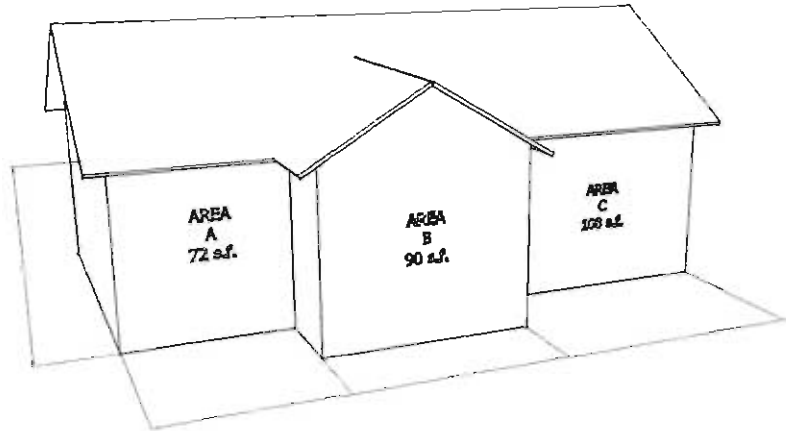
Title: TA13-01
Hearing Date: June 20, 2013

Examples of Allowable Sign Areas:

Area A = 72 s.f.
Allowable sign area = 10.8 s.f.

Area B = 90 s.f.
Allowable sign area = 13.5 s.f.

Area C = 208 s.f.
Allowable sign area = 31.2 s.f.



Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 2:38 PM
To: Eric Porter; Carol Jenkins
Subject: FW: Event Center Support

Eric, Please include in the record this Thursday.

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Michele Hammer [<mailto:michele.hammer@sisters.k12.or.us>]
Sent: Tuesday, June 18, 2013 2:08 PM
To: Pauline Hardie
Subject: Event Center Support

I am writing to show my support for the City Council to approve the operations of an event center in the downtown core of Sisters. Having hosted the 2013 SHS Prom at the Belfry I have to share that keeping the event local, kept the students from having to travel, it provided business to the local restaurants and it gave our prom a sense of identity that we could hold here in the city and not have to travel to Bend or Redmond.

The Belfry provides Sisters with a place for music, community presentations such as the Science Club at a cost that doesn't break the bank of the non-profits in town.

As a citizen of Sisters who has walked past the old church every day for years, it is nice seeing that old building being used again. Again, I support the approval of an event center in the downtown core of Sisters.

Michele Hammer

198 E. Black Butte Ave.

Sisters, OR

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 2:39 PM
To: Carol Jenkins
Subject: FW: The Belfry

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Danderoo11@aol.com [mailto:Danderoo11@aol.com]
Sent: Tuesday, June 18, 2013 2:30 PM
To: Pauline Hardie
Subject: The Belfry

Dear Ms. Hardie,

We are writing this letter to express our support for the City Council allowing community events spaces such as The Belfry to be permitted in the downtown core. We have attended several events at The Belfry and know that it has already become an important part of our community and local economy since its opening.

Whether it be hosting concerts and community meetings, fund-raisers for local charities or school functions such as the prom and the recent celebration of the Sisters High Schools guitar-building program that featured student performances on instruments they built - The Belfry provides Sisters with a comfortable, convenient and much-needed home for special occasions and events in the heart of downtown.

With the challenges of our local economy, a business like The Belfry should be seen as a great benefit to the city of Sisters. The events it hosts will draw tourists and out-of-town business that will have a very positive ripple effect on other businesses in town. Angeline Rhett has the creativity, vision and business expertise to make The Belfry a success and a special part of the fabric of the community, and we applaud her for all she has already accomplished through this endeavor.

We urge the City Council to permit events spaces like The Belfry to be able to operate downtown and enhance our community.

Dan and Jeri Fouts

Exhibit C

Carol Jenkins

From: Pauline Hardie
Sent: Thursday, June 20, 2013 10:30 AM
To: Eric Porter; Carol Jenkins
Subject: FW: Comment for Community Event Space

Please add

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Bunny Thompson [<mailto:bunnythompson60@gmail.com>]
Sent: Thursday, June 20, 2013 8:22 AM
To: Pauline Hardie
Subject: Comment for Community Event Space

Ms. Pauline Hardie

Sisters City Council

Sisters Country is a community that comes together to support so many organizations, from the schools' Americana Program to building houses for Habitat, and many, many more. Having a place like The Belfry to gather, celebrate, eat and present programs associated with your organization is a benefit to the citizens of Sisters. It's also an economic draw bringing in people from surrounding areas and distant towns to experience what this area has to offer.

Our yoga group recently gathered at The Belfry for a Celebration of Life for a member who is ill. We practiced yoga together and shared a potluck lunch lingering in a place that felt welcoming and genuinely warm, just like the town of Sisters.

We are also volunteers with the Sisters Science Club and for the high school shop class. Both of these entities had an end-of-year celebration. The Science Club honored the Sisters School District science teachers and administration and the shop class students presented and played the guitars and banjos they made in class. For both organizations, it was a community celebration highlighting good people doing good things. Finding an adequate place to hold these celebrations would have been difficult without The Belfry.

We sincerely hope the Sisters City Council will recognize The Belfry as an asset to our community as community events space permitted in the downtown core of Sisters.

Mark and Bunny Thompson

Bunny Thompson
68951 Graham Ct.
Sisters, OR 97759

Exhibit C

June 19, 2013

To: Sisters City Council

Re: The Belfry

I am writing in support of allowing a community events center to operate within the city limits of Sisters. I have lived within the Sisters area for thirty-seven years and have always felt city merchants and the local community would benefit from the addition of a community center. A community events center in the downtown area is a bonus to the tourism that Sisters relies upon for its economic base.

The Belfry community events center has certainly been a boon to our local population. I attended the Ten Friends gathering and the Science Club lecture series at the Belfry. It is great to be able to have a large meeting space for these kinds of events in downtown Sisters where we can go out to eat or do our shopping before or after these events and thus support our local merchant community.

Please consider the benefits a downtown community center provides for our local community and our tourist community and vote to allow its continuation.

Thank you.

Carol Moorehead

Exhibit C

17539 Paladin Dr.
Bend, OR 97701

June 19, 2013

Pauline Hardie, Director
Community Development
City of Sisters
Sisters City Hall
520 E. Cascade Ave.
Sisters, OR 97759

Re: Outright Permitted Use
The Belfry

Dear Ms. Hardie:


It is our understanding the Sisters City Council will soon consider an application from Angeline Rhett for an Outright Permitted Use for The Belfry in downtown Sisters. We are writing to express our wholehearted support for her application.

The Belfry provides a much-needed, centrally located venue in Sisters for entertainment and other community activities. There has long been a need for a year round facility in town that makes it possible for the presentation of a wide-range of entertainment as well as a place to hold community gatherings. The location of the Belfry and its amenities are uniquely suited to fulfill this need.

We have had the opportunity to attend several events at the Belfry and have been impressed with both the quality of the presentations and the well-managed manner in which the Belfry is operated. Angeline is to be congratulated for her vision in creating the Belfry and has proven to be worthy of the support of the city in granting her the permit she seeks. We urge you to act favorably upon her application.

Thank you for your consideration.

Sincere regards,


Roger and Elaine Detweiler

cc: Angeline Rhett

Exhibit C

Carol Jenkins

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 3:39 PM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW:

Please add to record this Thursday.

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

-----Original Message-----

From: Wendie Vermillion [<mailto:wendie.vermillion@gmail.com>]
Sent: Tuesday, June 18, 2013 3:07 PM
To: Pauline Hardie
Subject:

Members of the City Council,

Add our voices to the supporters of keeping open the wonderful community venue known as The Belfry, provided by Angeline Rhett in a very daring gamble, for this town's sake!

We have attended every type of function so far, including business meetings, music performances, lectures, a banquet and receptions of various kinds, and found each one to be warm, intimate yet spacious enough and comfortable. Interestingly, it has also served the needs of all ages for varied purposes, and provides for any sized gathering.

Additionally, having helped sponsor and work the Science Club lectures, we have found that people like to come BECAUSE of the venue itself. When out-of-towners "found" the Belfry the first time they were delighted and envious in comments, which felt great! Suddenly, Sisters had acquired another source of pride!

It has become the gathering place that we need in Sisters, completely different than the high school auditorium atmosphere or the fire station community room, which is stark and non-inviting. Each place has it's particular use and value, but not for the variety of activities The Belfry has sponsored and can continue to facilitate.

We urge you to consider a permanent permit for this valuable resource which currently, is an amazing gift to all of us at one person's expense! This is one we certainly do not want to lose!

Sincerely,

Wendie and MIke Vermillion

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Wednesday, June 19, 2013 8:19 AM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW: Community Events Space in Downtown Core of Sisters

Please add to record

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Cal & Marsha Allen [<mailto:allnmarscal@bendbroadband.com>]
Sent: Tuesday, June 18, 2013 6:05 PM
To: Pauline Hardie
Subject: Community Events Space in Downtown Core of Sisters

City Council,

I am a co-founder of the Sisters Science Club, which has used the Belfry for community science talks and for our annual founders dinner. The Belfry provides a true community service as a central gathering location for events like these. These events not only bring the local community together, but attract visitors from Bend and Redmond. The Belfry was also used by the campaign for the Tax Option and was ideal since it was centrally located and provided the space needed by the organizers. The City should permit a community events facility for such events.

Sincerely,
Cal Allen

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Wednesday, June 19, 2013 2:47 PM
To: Carol Jenkins; Eric Porter
Subject: FW: Belfry

Please add

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Colleen O'Connor [<mailto:trthorseranch@gmail.com>]
Sent: Wednesday, June 19, 2013 10:47 AM
To: Pauline Hardie; Colleen O'Connor
Subject: Belfry

Hi,
Wanted to show support for allowing community events to be held at the Belfry ~
What a wonderful addition to the services Sisters can offer to ALL surrounding communities. I have attended workshops there and appreciate the historic ambiance of such an event location.

Thanks in advance for your attention.

Colleen O'Connor

TRT Horse Ranch
18465 Pinehurst Road
Tumalo, OR 97701

(541) 788-9922 cell

www.trthorseranch.com
trthorseranch@gmail.com

Carol Jenkins

Exhibit c

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 3:40 PM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW: The Belfry

Please include in the record, thanks.

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

-----Original Message-----

From: Ed Fitzjarrell [<mailto:edfitzjarrell@yahoo.com>]
Sent: Tuesday, June 18, 2013 2:59 PM
To: Pauline Hardie
Cc: Angeline Rhett; angeline@belfryevents.com
Subject: The Belfry

Pauline,

This is my voice for allowing the Belfry much latitude and allowance that you can under the city ordinances.

Angeline and her family are a giant asset to our community. Please help us keep this venue alive and her family connected to us.

With much appreciation,

Ed Fitzjarrell
CEO, Metabolic Maintenance Products

Sent from my iPad

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Wednesday, June 19, 2013 8:21 AM
To: Carol Jenkins; Eric Porter
Subject: FW: The Belfry

Please add to record. Thanks

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

-----Original Message-----

From: Paula Cox Perkins [<mailto:bezalelinterior@me.com>]
Sent: Tuesday, June 18, 2013 5:47 PM
To: Pauline Hardie
Subject: The Belfry

Dear Pauline,

I am writing to urge you and other city council members to approve the Belfry as a community gathering venue. Angeline has done an outstanding job in making this building into a vibrant part of the community. A most recent example is the coming out event the Americana students who made guitars had. The students were able to display their guitars on the stage and several of them performed, playing the guitar they made.

You may also recall that the High School held this year's prom at the Belfry, and it was an outstanding event.

Lastly, the burgeoning Sisters ukulele group gathered there with members of the Bend ukulele group, who came especially to support our group. Without the Belfry, we would have been hard-pressed to find a suitable gathering spot.

Thank you in advance for your support.
Sincerely,

David Perkins
Sisters High School
Mandarin Chinese Teacher

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 4:09 PM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW: The Belfry, Sisters, Oregon

Add to record please

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Sally Benton [<mailto:sallysbenton@gmail.com>]
Sent: Tuesday, June 18, 2013 4:08 PM
To: Pauline Hardie
Subject: The Belfry, Sisters, Oregon

Pauline Hardie
Community Development Director
Sisters, OR

May 18, 2013

Dear Ms. Hardie,

I am a board member of the Ten Friends Project, a 501(c)3 non-profit, located in Sisters for the past 10 years. We work on projects in Nepal, with a special interest in connecting local students and teachers with common interests.

Our work would not be possible without fundraising efforts, and we hold a fundraiser each year in Sisters. Our donors have been to fundraisers in the local schools, but we have not been able to afford the costs associated with fundraising at other local venues.

When the Belfry opened, we recognized the vision of having a warm, comfortable, simple venue for the whole community to use for many varied community gatherings. Having a location in the center of town is a big plus for us, to keep travel down for local people who wish to support us.

We were one of the first events at the Belfry, and the feedback we received from our donors was extremely positive. They welcomed a place where they could meet, talk with their friends and neighbors, enjoy food, and our programs and help a cause beyond our wonderful small town.

We hope to continue to use the Belfry yearly for our fundraisers, as it has the space, atmosphere and especially a location that helps us make our efforts successful.

Yours,

Sally Benton

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 1:49 PM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW: Belfry

Please enter into record Thursday. thanks

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Bill Rexford [<mailto:bill.rexford@gmail.com>]
Sent: Tuesday, June 18, 2013 1:43 PM
To: Pauline Hardie
Subject: Belfry

Hello,

I am writing this letter in support of the Belfry to be allowed to run community events in the downtown core. I have used the Belfry for such events in the past and am working on bringing more programming to the Belfry the future. It is a much needed option to hold events that draw on the whole community, not just students and parents. I recommend that the City of Sisters allow future programming to move forward and grant the Belfry permit rights to hold these community events.

Sincerely,

Bill Rexford

--

Bill Rexford
TAH / Outlaws Lacrosse / Sisters High School History Teacher
541-719-8281

Carol Jenkins

Exhibit C

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 2:38 PM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW: The Belfry

Eric, Please include in the record this Thursday.

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: rcollins [<mailto:rcollins@ucla.edu>]
Sent: Tuesday, June 18, 2013 2:34 PM
To: Pauline Hardie
Subject: The Belfry



Sisters Science Club
Advocates for Math and Science in Sisters, Oregon

Ms Pauline Hardie
Sisters City Council

The Sisters Science Club is a community based organization that supports the enhancement of science and math in the schools and community. We currently have over 350 subscribing members. Our activities have been greatly advanced these past 6 months by being able to use The Belfry for a monthly lecture and community gathering place. Our crowds run from 100 to 200 and we recently had a sit down dinner of 90 to honor the schools district's science teachers. Our speakers have come from Sisters, Bend, Seattle and Los Angeles, with some folks coming to hear them from Redmond and Bend. Prior to the opening of the Belfry we had our events at Five Pines, the Firehouse and the Library. None of these served our purpose and none were reviewed by our audience with the enthusiasm our club now has for The Belfry.

I hope the City Council recognizes the city treasure The Belfry offers all of us as a community center.

Thank you,

Bob Collins
President, Sisters Science Club

Exhibit C

Carol Jenkins

From: Pauline Hardie
Sent: Tuesday, June 18, 2013 2:45 PM
To: Eric Porter
Cc: Carol Jenkins
Subject: FW: community events center, town of Sisters and the Belfry

Eric, Please include in the record this Thursday.

Pauline Hardie, AICP
Community Development Director
City of Sisters

(541) 323-5208

From: Lynn Woodward [<mailto:lcwoodward@gmail.com>]
Sent: Tuesday, June 18, 2013 2:41 PM
To: Pauline Hardie
Subject: community events center, town of Sisters and the Belfry

Pauline,
I have a studio at the Belfry and have attended dozens of events here, too. I even had my 50th birthday party here, where about 30 friends came for a potluck. My home would never hold that many people, and I don't know where else I could have rented for that event.

Since I have a studio here, and since it's the first space that folks come to after entering the front door, I have showed dozens of people, friends and strangers, around the building, talking about the large variety of spaces available (in a range of sizes) for events and private rental.

The comments that I hear from nearly every person are:
"This is so great to finally have a space in Sisters that acts like a community center."
"I'm so glad that Angeline has the energy and vision to take this on!"
And either, "I had no idea what was in here; this is a great space" or, from those who used to attend church here, "Wow, she's done a great job with restoration; this building has such fond memories for me; I was sad that it was going to be torn down. I'm glad it's being used."

and people often mention events and meetings that they'd like to see happen here "oh, this would be a great space for a ____"

A large range of events have been here (and I know I'm missing some):
concerts of all types, listening to rowdy dancing (with good food and beer & wine)
and old-style arte d' salon
birthday events for folks 6 to 60 (in the large room with beer & wine or the fireside room with balloons)

classic movie screening for high school kids (with popcorn!)
science club presentations (to a PACKED house!)
Americana Project concerts
dance workshops
(was there also a hula-hoop workshop?)
high school wood shop students presenting their creations
SEVERAL fundraisers for various school and local non-profit organizations
private catered dinners for organizations

During concerts, or other events that kids find boring, the kids of all ages can gather in the back fireside room or tv room to play games.

The public kitchen is large and has the appliances and countertop perfect for a group to make a potluck or catered event happen.

Other possible event ideas that I've heard include:

a fabric dying workshop (we have the sinks, stove, and it won't matter if a few splashes of dye get on the floor!)
beer-making workshop
ladies' luncheon in the salon
cooking classes
art shows
weddings
funerals
spiritual gatherings (you know, kind of like church)
contra dances (the old sanctuary has an amazing wood floor, perfect for dancing)
... what events and gatherings can you imagine here?

I see that Angeline is very supportive of our community with her time, seeming boundless energy, sharing her bakery goods as event sponsorships, and employs a sliding scale for space rental for those fundraising events that require that. She is a "yes!" type of person who has a big vision for how this space can serve the people who live in Sisters (and Central Oregon). This vision is shared and she is so encouraging and supporting of others who approach her with ideas.

To the main point, I lived in New England for a while where every town has a community hall; I gathered with friends for all kinds of events in those spaces often. Many towns and cities have public and private spaces that are so locked up with rules and large fees and limitations, that it is refreshing to have a gathering space that is lively and full of a positive and sharing atmosphere, like an old town's community hall! Now, how perfect is that for Sisters?!

Thank you,
Lynn Woodward
541-771-7788

Affidavit of Publication

STATE OF OREGON, COUNTY OF DESCHUTES

I, **Polly Schoenhoff**, a citizen of the United States and a resident of the county aforesaid; I am over the age of eighteen years, and not party to or interested in the above-entitled matter. I am the principal clerk of the printer of

The Bulletin

1777 SW Chandler Ave, Bend OR 97702

a daily newspaper of general circulation, published in the aforesaid county and state as defined by ORS 193.010 and ORS 193.020, that

Acct Name: CITY OF SISTERS

Legal Description: LEGAL NOTICE, CITY OF SISTERS, NOTICE OF A PUBLIC HEARING, DEVELOPMENT, CODE UPDATE, , This is a notice that the Sisters City Council will be holding a public hearing to co...

a printed copy of which is hereto affixed was published in each regular and entire issue of the said newspaper and not in any supplement thereof on the following dates, to wit:

7/12/13

Page E6

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Bend, Oregon, this 12 day of July, 2013.

Polly Schoenhoff
Signature

AdName: 20365515A

State of Oregon, County of Deschutes

Subscribed and Sworn to before me this 12th day of July, 2013 by Polly Schoenhoff

[Signature]
Notary Public for Oregon

RECEIVED
JUL 23 2013
CITY OF SISTERS



No _____

In the _____ Court of the

STATE OF OREGON
for the
COUNTY OF DESCHUTES

AFFIDAVIT OF PUBLICATION

Filed _____

By _____

From the Office of _____

Attorney for _____

City Council
Public Hearing

Affidavit of Publication

STATE OF OREGON, COUNTY OF DESCHUTES, --ss.

I, KATHLEEN M. DOLSON, being first duly sworn, depose and say that I am the principal clerk of the publication, The Nugget, a newspaper of general circulation printed and published at Sisters in the Aforesaid county and state as defined by ORS 193.010 and ORS 193.020, that the

CITY OF SISTERS

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 consecutive weeks in the following issues: 5/29/13

Subscribed and sworn to before this 31st day of May, 2013.

Signed:

Kathleen M. Dolson

Planning Comm. Public Hearing

self-motivated hardworking. will train. B Must have OF vehicle. Call 5

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999 Public Notice

NOTICE OF A PUBLIC HEARING

Notice is hereby given that the City of Sisters Planning Commission is holding a public hearing at Sisters City Hall, 520 E. Cascade Avenue, Sisters (mailing address P.O. Box 39, Sisters, OR 97759) on **June 20, 2013 at 5:30 p.m.** regarding application no. TA 13-01. All relevant provisions of the City of Sisters Urban Area Comprehensive Plan and Sisters Development Code will be reviewed for compliance. Please

Black Butte Ranch & surrounding areas. Let us sparkle your home for a fresh start! Call to schedule an immaculate spring cleaning. Lic-Bonded-Ins. Refs Avail. Call Emilee Stoery, 541-588-0345 or email customhousecare@earthlink.net

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703 Child Care

- Affordable Child Care - All Ages Welcome! In my home, hands-on, work with your schedule. Call Sara at 541-508-8447 for more info.

704 Event Services

Come join Bridges Academy in celebration of our school's Founders! Our **Open House** is **Thursday, May 30, 1 to 4 p.m.** Bridges Academy has been a part of the community since 1997 and would love to share our mission with our Neighbors. 67030 Gist Rd. • 541-318-9345

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541-549-6464

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Refurbishing Decks
CCB #131560 • 541-771-5620

606 Landscaping & Yard Maintenance

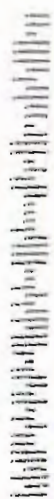
Complete Yard Care Services
Specializing in Small Residential & Commercial Properties
541-549-8809 • 541-280-8267

Equipment & Materials	1,000,000	1,000,000	1,000,000
Capital Outlay	2,500,000	2,500,000	2,500,000
Other Capital (contract debt service & structured financing)	0	0	0
Debt Service	87,792	87,792	87,792
Architect/Engineer	2,700,000	2,700,000	2,700,000
Construction Contingency	100,000	100,000	100,000
Unappropriated Ending Fund Balance & Reserves	3,140,500	3,140,500	3,140,500
Total Requirements	\$18,428,500	\$18,428,500	\$18,428,500

FINANCIAL SUMMARY - REQUIREMENTS AND FUNDING SOURCES BY FUNCTION			
Function	2013-14 Budget	2014-15 Budget	2015-16 Budget
5000 Instruction	\$4,325,000	\$4,325,000	\$4,325,000
5100 Support Services	4,733,430	4,733,430	4,733,430
5200 Transportation & Community Service	405,248	405,248	405,248
5300 Family Acquisition & Continuation	48,503	48,503	48,503
5400 Debt Service	2,700,000	2,700,000	2,700,000
5500 Interest & Insurance	580,791	580,791	580,791
5600 Unappropriated Ending Fund Balance	3,140,500	3,140,500	3,140,500
Total Requirements	\$18,428,500	\$18,428,500	\$18,428,500

FINANCIAL SUMMARY - REQUIREMENTS AND FUNDING SOURCES BY FUNCTION			
Function	2013-14 Budget	2014-15 Budget	2015-16 Budget
6000 Capital Outlay	2,500,000	2,500,000	2,500,000
6100 Equipment & Materials	1,000,000	1,000,000	1,000,000
6200 Debt Service	87,792	87,792	87,792
6300 Construction Contingency	100,000	100,000	100,000
6400 Unappropriated Ending Fund Balance	3,140,500	3,140,500	3,140,500
Total Requirements	\$7,228,292	\$7,228,292	\$7,228,292

FINANCIAL SUMMARY - REQUIREMENTS AND FUNDING SOURCES BY FUNCTION			
Function	2013-14 Budget	2014-15 Budget	2015-16 Budget
7000 Capital Outlay	2,500,000	2,500,000	2,500,000
7100 Equipment & Materials	1,000,000	1,000,000	1,000,000
7200 Debt Service	87,792	87,792	87,792
7300 Construction Contingency	100,000	100,000	100,000
7400 Unappropriated Ending Fund Balance	3,140,500	3,140,500	3,140,500
Total Requirements	\$7,228,292	\$7,228,292	\$7,228,292



ly Development Dept.
x 39
s, OR 97159

DLCB

Attn: Plan Amendment Specialist

635 Capitol St. NE, # 150

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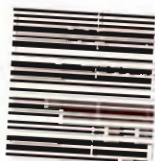
LAND CONSERVATION
AND DEVELOPMENT

JUL 29 2013



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