

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 24, 2011

MEMBERS PRESENT:

Lon Kellstrom Mayor
David Asson Council President
Wendy Holzman Councilor

ABSENT:

Sharlene Weed Councilor
Pat Thompson Councilor

STAFF PRESENT:

Steve Bryant City Attorney
Paul Bertagna PW Director
Lisa Young Finance Director
Eric Porter Principal Planner
Kathy Nelson City Recorder

ABSENT:

Eileen Stein City Manager
Pauline Hardie Comm. Devel. Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:02 p.m.

II. PROCLAMATION

Mayor Kellstrom read a Proclamation declaring April 10th through April 16th the Week of the Young Child.

III. VISITOR COMMUNICATION

John Houchens, Healthy Beginnings, 1029 NW 14th Street, Suite 102, Bend, OR 97701

Mr. Houchens, Donor Relations Specialist, explained how the non-profit organization provides free health and developmental screenings for children throughout Deschutes County, including Sisters. He thanked the Council for its support by adopting the Week of the Young Child Proclamation.

IV. CONSENT AGENDA

- A. Minutes
 - 1. March 10, 2011 – Regular Meeting

- B. Bills to Approve
 - 1. March Accounts Payable

- C. Liquor License Application
 - 1. Avery's
 - 2. Hardtails Bar and Grill

Councilor Holzman moved to approve the consent agenda. Councilor Asson seconded the motion. The motion carried unanimously.

V. ITEMS NOT ON THE CONSENT AGENDA

- A. March Accounts Payable - None
- B. Liquor License Application for Three Creeks Brewing Company

Councilor Asson moved to approve items not on the consent agenda. Councilor Holzman seconded the motion. The motion carried unanimously.

VI. STAFF REPORTS

A. Paul Bertagna, Public Works Director

Public Works Director Bertagna reported the playground equipment for Clemens Park had been received. He stated he would solicit bids for installation of the equipment and depending on the bids received, determine if the City would perform the work in-house or put it out for bid. **Mayor Kellstrom** questioned if any special insurance would be required by a contractor that installed the equipment. **City Attorney Bryant** stated most equipment comes with requirements and specifications related to installation in order to maintain the warranty on the equipment.

Director Bertagna reported the City requested an additional \$187,050 from the Oregon Department of Transportation (ODOT) for the current Safe Routes to Schools project. The additional funds would be used to include pedestrian paths in the Rolling Horse subdivision. He reported ODOT was supportive of the request and the City should find out if the additional award will be received in the next four to six weeks.

B. Pauline Hardie, Community Development Director

Principal Planner Porter, substituting from Community Development Director Hardie, encouraged attendees to check out and comment on the Cascade Avenue Improvement Project concept design examples located in the lobby, noting they would be taken down on Monday. He added the City was working in partnership with Ray's and Bi-Mart in collecting survival gear as part of the 10 Year Plan to End Homelessness program.

Councilor Holzman asked about sign code violations. **Planner Porter** replied the City typically receives three to four complaints each week. He reported a group of church volunteers had approached the City with offers to help with property sites in need of clean-up, which the Community Development Department will be incorporating into its code enforcement policy.

C. Mac Hay, Economic Development Manager

Mr. Hay reported he had 12 companies he was continuing to work with and five new prospective companies. He stated the Economic Development of Central Oregon (EDCO) Pub Talk held on March 17th was a great success with 80 to 100 people in attendance. He revealed that two of the business owners that spoke had been approached by prospective investors. He reported EDCO's annual meeting took place with Governor Kitzhaber as the keynote speaker.

Mr. Hay stated he and Mayor Kellstrom met with the Governor's Economic Revitalization Team (GERT) Field Coordinator for Central Oregon and attended a town hall meeting with Senator Wyden. He reported he would be meeting with Clark Jackson, Oregon Economic and Community Development Department (OECD) to discuss funding opportunity for prospective businesses.

Mr. Hay stated the first meeting of the Sisters Economic Development Advisory Council had taken place. He reported Gutenberg College had begun its application process and that a yogurt shop would be opening in June.

Mayor Kellstrom complimented Planner Porter for his work with the yogurt shop owner and realtor who were very complimentary of the helpfulness of City staff and ease in conducting business with the City.

VII. COUNCIL BUSINESS

A. Public Hearing and Consideration of Ordinance No. 402: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS DEVELOPMENT CODE CHAPTERS 1, 2, AND 3 BY ADOPTING REGULATIONS THAT ADD A DEFINITION FOR A 'COLLEGE OR UNIVERSITY', ALLOW SUCH USES AS CONDITIONALLY PERMITTED USES IN THE LIGHT INDUSTRIAL (LI) DISTRICT AND AMEND THE PARKING STANDARDS TO SUCH USES

Mayor Kellstrom described the procedure to be used for the public hearing with regard to Ordinance No. 402. He stated the Council would hear and consider the testimony, evidence and information presented as well as the record presented by staff. He outlined the order of the presentation and asked members of the Council if they had any pre-hearing contacts, ex-parte observations or conflicts of interest they needed to disclose.

Council members indicated they had nothing to disclose.

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Mayor Kellstrom asked if any member of the audience wished to challenge the qualifications of a Council member based on bias, prejudice or personal interest. There were no challenges to Council members.

Mayor Kellstrom opened the public hearing for consideration of Ordinance No. 402, city file number TA-10-02 and asked Planner Porter to present the staff report.

Planner Porter, through a PowerPoint presentation, explained how the proposal would amend the Development Code by adding a definition for colleges and universities, adding colleges and universities as uses permitted in the Light Industrial (LI) District and change parking standards for colleges and universities. He pointed out that the changes were not specific to Gutenberg College and would apply to any other college or university that might apply for a similar use. He described the process to make the changes to the Development Code and what had occurred to date. He stated there were 52 lots that could potentially be affected by the amendment and provided a list of other agencies that were notified, noting there were no adverse comments received from any of the agencies. He provided examples of what other jurisdictions allow and the four criteria the Council should follow when making its decision. He stated the changes must be consistent with Statewide Planning Goals, consistent with the Comprehensive Plan; the City must have an adequacy amount of sewer, water and road capability and show consistency with the Transportation Planning Rule.

Mayor Kellstrom asked the applicant if they would like to make a presentation. The applicant declined. **Mayor Kellstrom** asked if there were any proponents for the application that wished to speak.

Jack Addison, PO Box 2111, Sisters, OR 97759

Mr. Addison indicated he owned the Larch building where the Sheriff's substation is housed and shares a parking lot with the Weitech Building, the one being proposed for Gutenberg College. He encouraged the Council to adopt the change to the text of the Development Code to allow a school of higher learning and gave his support for it being an acceptable location. He stated the biggest advantage the college would bring to Sisters was an enhanced profile. He noted that only the former Weitech Building was being considered at this time and as a transition area he proposed the Council consider the idea of limiting the change to only include the transition area off Larch Street as a possible location for a college at this time as opposed to the entire LI District

Steve McGhehey, PO Box 702, Sisters, OR 97759

Mr. McGhehey explained he owned property in the Light Industrial District and the lack of activity the area has experienced so far. He stated he felt having Gutenberg College relocate

to the Weitech Building would really help the image of the light industrial area and provide a draw to additional businesses. He encouraged the Council to approve the amendment to the Development Code.

Mayor Kellstrom asked if there were any opponents to the application that wished to speak. There were none. **Mayor Kellstrom** closed the public hearing.

***Councilor Holzman** moved for the first and second reading, by title only of Ordinance No. 402. **Councilor Asson** seconded the motion. The motion carried unanimously.*

City Attorney Bryant read Ordinance No. 402, by title only, twice.

Councilor Holzman suggested the language in the Development Code be amended to read ‘the land that a college or university sits on in the Light Industrial District must abut Larch Street or have access to Larch Street’. She stated the added language would protect the integrity of the Development Code, support the Light Industrial zone by keeping compatible uses together, give prospective investors the flexibility needed and recognize that the properties in the Light Industrial zone that have access to Larch Street function differently in that they serve as a transition from the Light Industrial zone to the Commercial zone across the street.

***Councilor Holzman** moved to adopt Ordinance No. 402 as amended by her suggestion. **Councilor Asson** seconded the motion. The motion carried unanimously.*

B. Discussion and Consideration of a Tabled Motion to Direct Staff to Ignore all Email that Originates from Mr. Morgan and Mr. Protas Effective Immediately

Mayor Kellstrom requested the tabled motion be re-tabled the April 14th regular meeting. The **Council** agreed.

VIII. OTHER BUSINESS

Mayor Kellstrom stated the City had received a request from the developers of McKenzie Meadow Village (MMV) asking the City to write a letter of support for Pinnacle Alliance Group to the United States Department of Agriculture (USDA) regarding Pinnacle’s loan application for a senior housing project on the MMV property. The **Council** agreed the City should write the letter of support.

IX. MAYOR/COUNCILOR BUSINESS

A. Committee Reports

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Councilor Asson reported on the EDCO Board meeting he attended prior to the EDCO annual meeting. He stated Governor Kitzhaber spoke to the board members and voiced his support for Central Oregon.

Councilor Holzman reported she had attended a Parks Master Plan meeting.

Mayor Kellstrom reported he and Manager Stein attended the Central Oregon Cities Organization (COCO) meeting where various legislative bills were discussed. He stated he would be attending COCO Day in Salem on March 30th.

X. ADJOURN – 7:47 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor