

JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 16, 2011

MEMBERS PRESENT:

Lon Kellstrom Mayor
Sharlene Weed Councilor
Wendy Holzman Councilor
Pat Thompson Councilor

ABSENT:

David Asson Council President

PLANNING COMMISSION:

Alan Holzman Chair
Daryl Tewalt Vice Chair
David Gentry Commissioner
Ed Protas Commissioner
Steve Auerbach Commissioner

ABSENT:

Darren Layne Commissioner
Doug Roberts Commissioner

STAFF PRESENT:

Eileen Stein City Manager
Paul Bertagna Public Works Director
Pauline Hardie Community Dev. Director
Lisa Young Finance Director
Eric Porter Principal Planner
Kathy Nelson City Recorder

GUESTS:

Tom Lister OTAK
Chris Zahas Leland Consulting
Rod Bonacker USFS

The meeting was called to order by Mayor Kellstrom at 8:07 a.m.

1. USFS Concept Plan Status Report

Principal Planner Eric Porter provided background information on the grant funded United States Forest Service (USFS) concept plan project. He introduced Tom Lister from OTAK and Chris Zahas from Leland Consulting to begin their presentation.

Mr. Lister, OTAK consultant specified that OTAK and Leland Consulting had worked on the three development options for the Forest Service property. A fourth option, a park option (Option D), was crafted as part of the Parks Master Plan update. He explained the project was undertaken to assist with identifying development possibilities for the Forest Service property that would facilitate the sale of the property and allow the USFS to build its new facility elsewhere on the property. He stated development of the plan entailed:

- Transportation and Growth Management (TGM) Grant funding from the Oregon Department of Transportation (ODOT) and Department of Land Conservation and Development (DLCD) was received
- Involvement of City officials, business owners, USFS staff and interested stakeholders
- The creation and consideration of development scenarios

JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 16, 2011

- Recommendation of new zoning
- Analysis of potential traffic impacts that would avoid triggering the transportation planning rule (TPR)

Mr. Lister explained the larger goals were to provide certainty and flexibility for development of the property without being too prescriptive, and to improve the prospects for sale of the property. He stated input was collected by means of market research and analysis, interviews with staff and stakeholders, community forums and meetings with the Council and Planning Commission.

Mr. Zahas, Leland Consulting, reported the scope of work included developing parameters for the site. He stated population growth, demographics trends and real estate perspectives of the property were taken into consideration. He commented that the property is large and has high visibility. He discussed the challenges with the current economic climate stating it had created a slow pace for development of any kind. He stated the options were created keeping in mind the need to provide flexibility with multi-use buildings, which included housing and employment opportunities for both light industrial and commercial businesses.

Mr. Lister stated after holding interviews with Forest Service staff, city officials, community group members, business community group members and a developer group, two concept plans emerged and a third concept plan was added later. He stated traffic analysis was performed to look at potential impacts and make certain any development was consistent with the newly adopted Transportation System Plan (TSP) as well as compliance with the Transportation Planning Rule (TPR). The analysis also suggested limits on development intensity to ensure any development would work with Highway 20 and the city street system. He stated the concept objectives were refined to consider tree preservation, western theme continuity, connectivity and maintaining the property as the gateway into the community.

Mr. Lister provided an overview of the development options. Development Option A provided the extension of downtown from Main Street to Barclay Avenue with commercial buildings oriented to the highway and lower density clustered housing. Development Option B oriented commercial and resort development away from the highway and included higher density housing. Development Option C included a roundabout with commercial and resort development oriented away from the highway and medium density housing. **Mr. Lister** reported the community meeting held the previous day included asking the public what elements of each option they liked or disliked, uses they would like to see incorporated into the property and what kinds and types of residential units should be built.

Director Hardie explained that Option D grew out of the Parks Master Plan update and was a separate process from the Forest Service concept plan project. She stated during the public process for updating the parks plan, the community was asked what they would like to see. She stated the Forest Service property was identified as one of three areas where citizens felt there was a need and desire for a park. She stated this was included in the draft plan of the Parks Master

JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 16, 2011

Plan update and recommended using anywhere from five to 50 acres of the property for a park. She added the feature most often asked for was an amphitheater.

Councilor Weed asked what the next step would be. **Director Hardie** replied it would depend on the outcome of the joint workshop, but if all the options were deemed viable, it would lead to a Comprehensive Plan amendment that would include broad language to provide flexibility as to how the property might develop some day. **Councilor Thompson** stated he was leery of any language that would set any limitations on the property. He stated the options should provide a developer the assurance the TPR would not be triggered if they build to the level of density illustrated in the options but not prescribe what types of buildings they should be.

Manager Stein explained the purpose of the project originally, to provide potential buyers with some idea as to how the property might be allowed to develop in the future. **Rod Bonacker, USFS** stated with the current public facilities zoning, buyers felt it was too risky to consider purchasing the property. He stated the three broad development options provided the framework of what the community would like to see and what the City might approve for a potential buyer at the site. **Mr. Lister** mentioned all three options included the dedication of park space with the East Portal parcel. He stated letting a developer know what type of project wouldn't trigger the TPR was a huge benefit.

Mayor Kellstrom asked about the status of the Parks Master Plan. **Director Hardie** replied the plan would be going to the Planning Commission for review and City Council for adoption in August as the completion deadline for the grant was August 30th. **Mayor Kellstrom** asked if the plan would include the costs for the three newly identified proposed park sites. **Director Hardie** replied the plan would provide both land and amenities costs. **Councilor Holzman** asked if there would be language that would identify the property as a potential regional park and **Director Hardie** replied she had not seen the plan yet. **Councilor Weed** added that purchasing the park was not expected to be done with the use of system development charges (SDC) but from some other funding sources.

Councilor Weed voiced concern with light industrial development being next to resort/commercial development as shown in the options. **Mr. Lister** stated a business park would integrate well with the resort/commercial development. **Councilor Weed** stated she felt and had heard from other citizens that the buffer should be deeper than proposed to preserve the entrance into town. She stated any development option also needed to maintain paths for pedestrians and cyclists. She stated besides the separate East Portal parcel there needed to be some public space within the property. She stated there were a lot of parking lots and she would like to see those minimized. **Commission Chair Holzman** stated that if the Forest Service is fortunate to find developers for the property it is likely the end result would not look like any of the concepts presented. He agreed it was important to keep the language flexible. **Manager Stein** stated one of the benefits of creating the options was it sent a signal of what type of development the city would consider. She stated any development would be fine tuned and modified as needed.

JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 16, 2011

Mr. Lister agreed the plans were useful for marketing the property and were completely non-binding. **Manager Stein** stated traffic could be handled in any of the plans by improvements already included in the updated TSP, which has been approved by ODOT. **Mr. Lister** stated a developer could mix and match development to come up with a total of 80,000 square feet with 20,000 square feet as a maximum for any one building.

Commissioner Protas stated the focus had been to not trigger the TPR, but noted projected residential growth in the city would likely take place on the south side of town. He asked if those predictions had been taken into consideration when creating the options. **Mr. Lister** replied all of the impacts to Highway 20 and city streets were included in the models using the updated TSP.

Councilor Thompson stated as the City moved forward in trying to help the Forest Service sell the property, it was important to not put any restrictions that might deter a buyer. **Councilor Holzman** stated she was hoping for a mutually beneficial project but a lot would depend on how the Forest Service markets the property and prices it. She stated she felt it was also important to protect the gateway into the city. **Councilor Weed** stated maintaining the quality of life in Sisters is more important than helping the Forest Service sell the property. **Commission Chair Holzman** stated he felt a compromise that could achieve both of those goals is possible. **Councilor Thompson** stated the rules and required conditions are already in place that would protect the community.

Mayor Kellstrom suggested the Council and Planning Commission give the go-ahead to the consultants to move forward. **Commissioner Protas** stated the easiest way to protect the property would be to secure public funding to acquire the park. **Mayor Kellstrom** stated he wouldn't eliminate that as an option but felt it belonged in the Parks Master Plan since that was where the information was available. He agreed it was critical to keep the Forest Service jobs in the city. **Councilor Weed** stated the City has asked the Forest Service to conduct an appraisal and look into the ability of a direct sale to the city. **Councilor Thompson** stated infrastructure needs would also need to be addressed by a potential buyer.

The **Council** and **Planning Commission** agreed to move forward with the three development options to be refined also keeping in mind Option D as a possibility. **Councilor Holzman** asked if there would be a synopsis of the comments made at the community meeting the previous evening. **Mr. Lister** stated the comments would become part of the final report.

Mayor Kellstrom thanked Mr. Lister and Mr. Zahas for attending.

The Planning Commission left the meeting.

2. Preview June 23, 2011 Workshop and Regular Meeting Agenda

JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 16, 2011

Manager Stein informed the Council the Three Sisters Irrigation District (TSID) had requested workshop time to give a presentation to discuss piping and changing the diversion point for the Uncle John Ditch. She explained the City had inherited a maintenance responsibility associated with the acquisition of water rights. **Councilor Thompson** stated he saw accepting the offer as something the City should agree to. He stated the water would come through a pressurized pipe onto the property which would erase the concerns associated with endangered species act (ESA) risk assessment and the cost associated with installing a fish screen on the Uncle John Ditch. He stated the City would want to make certain that once the water got to the property it could be used to the benefit of the city. **Manager Stein** stated she wanted to make certain the best interest of the city was insured also. She reported the City currently held an agreement that allowed exclusion from the district and if the point of diversion changed she wanted to know what consequences there could be to the City's water rights. She stated the issue of who would benefit with the inherent water savings with the projects would also need to be discussed.

Manager Stein provided an overview of the regular meeting. She reported other items not yet reflected on the draft agenda included Bill Willitts speaking at visitor communication on his proposal for the new alignment of a trail from the Five Pine campus to the Forest Service and a proposal regarding a senior community center at McKenzie Meadow Village. She stated a resolution to adopt a new Government Accounting Standards Board (GASB) rule would also be added. She explained the rule would expand from three to five means of recording ending fund balances. The **Council** discussed the resolution on the agenda to amend the master fee schedule for the proposed 4.5 percent increase to refuse rates. **Director Young** stated there were two items included on the supplemental budget resolution; a grant pass through and expenditure authority for Clemens Park.

3. City Manager Update

Manager Stein informed the Council one of the Public Works employees would be unable to work due to medical reasons for a minimum of three months. She stated Director Bertagna was looking into different options to cover the shortage. She stated the first Water System TAC meeting would take place on June 27th. She requested the Council identify the topics they consider to be a priority and scheduled for the summer months. She asked they let Mayor Kellstrom know.

The meeting was adjourned at 10:13 a.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor