

**MEMBERS PRESENT:**

Michael Preedin	Mayor
Nancy Connolly	Council President
Andrea Blum	Councilor
Jennifer Letz	Councilor
Gary Ross	Councilor

**STAFF PRESENT:**

Cory Misley	City Manager
Paul Bertagna	PW Director
Joe O'Neill	Finance Director
Scott Woodford	CDD Director
Kerry Prosser	City Recorder
Nicole Mardell	Principal Planner
Emme Shoup	Assist. Planner
Garrett Chrostek	City Attorney

**GUESTS:**

Matt Hastie	Angelo Planning
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**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Mayor Preedin at 6:31 pm.

**2. ROLL CALL**

Roll call was taken, and a quorum was established.

**3. APPROVAL OF AGENDA**

*Councilor Blum made a motion to approve the agenda. Councilor Ross seconded the motion. The motion carried 5-0.*

**4. VISITOR COMMUNICATION**

Recorder Prosser added two emails to the record in opposition to the purchase of the property at 192 E. Tall Fir Court for a homeless shelter.

Debra Carey spoke in opposition to a shelter going in at Tall Fir Court. Their adult foster care facility was located next door to the proposed shelter. Concerns included the buildings having a shared patio, no yard, no designated parking, frequently changing residents without a screening process, and a daycare located near the property.

Sharlene Weed, Sisters Cold Weather Shelter (SCWS) Board Member, asked Council for a letter of support to Deschutes County for funding to purchase the property at Tall Fir Court for a shelter. The SCWS Board was looking at ways to address the houseless issue in Sisters, and this property would allow them to create a year-round facility with a cold-weather shelter from November to March. They would like to keep the conversation with the Council open and hear City leader's solution to this issue.

Evelyn Bellotti-Busch, SCWS Board Member, noted the City had a lot of houseless people, and we needed a more permanent facility than our churches that would help individuals become fully functioning community members. They would like a meeting with the

Council to answer questions and concerns before the joint meeting with the Deschutes County Commissioners.

Mandee Seely was a community member who had spent three of their nearly six years in Sisters without housing, living in the forest with their family. They thought the Council had failed the houseless in Sisters.

Betty Shuler had lived in the community for 22 years and was part of the original group that opened the Cold Weather Shelter in 2016. They asked Council to please reconsider their decision not to write a letter of support for the funding of the SCWS to purchase the building at Tall Fir Court for a shelter.

## **5. CONSENT AGENDA**

- A. Minutes
  - 1. August 25, 2021-Regular
  - 2. August 25, 2021-Workshop
  
- B. Bills to Approve.
  - 1. September 03, 2021- Accounts Payable
  
- C. Approve an Extension to the Downtown Snow Removal Agreement with Tewalt & Sons Inc. for FY 2021/22 and Authorize the City Manager to Execute the Agreement

*Council President Connolly made a motion to approve the consent agenda. Councilor Blum seconded the motion. The motion carried 5 -0.*

## **6. COUNCIL BUSINESS**

- A. **Discussion and Consideration of a Motion** to Award a Professional Services Agreement with Anderson Perry & Associates, Inc. in an Amount Not to Exceed \$150,000 for the 2021/22 Water & Wastewater Master Plan Updates and Authorize the City Manager to Execute the Agreement Subject to Necessary Legal Revisions.

Director Bertagna recommended approval of a Professional Services Agreement (PSA) with Anderson Perry and Associates, Inc. for a Water and Wastewater Master Plan update. The Master Plan would provide a comprehensive plan for upgrading our existing water and wastewater systems to meet all regulatory requirements associated with providing utility services for the next 20 years.

Mayor Preedin asked if the staff was comfortable with the contract amount. Director Bertagna replied yes, it was in line with what was budgeted for the project.

*Councilor Ross made a motion to award a Professional Services Agreement with Anderson Perry & Associates, Inc. in an amount not to exceed \$150,000 for the 2021/22 Water & Wastewater Master Plan Updates and authorize the City Manager to execute the agreement subject to necessary legal revisions. Councilor Blum seconded the motion. The motion carried 5-0.*

**B. Discussion and Consideration of Resolution 2021-16: A RESOLUTION SUPPORTING THE CITY OF SISTERS PLANNING ASSISTANCE GRANT APPLICATION TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR SUPPORT OF THE EFFICIENCY MEASURES PROJECT ASSOCIATED WITH THE COMPREHENSIVE PLAN UPDATE.**

Director Woodford explained staff had recently submitted grant applications for two planning assistance grants with the Department of Land Conservation and Development (DLCD) for the Housing Plan and the Efficiency Measures Project. One of the grant requirements was the applicant includes a resolution from the governing body of the City demonstrating support for the project.

Mayor Preedin asked when the work would be started. Director Woodford replied the projects would get underway early in 2022.

*Council President Connolly made a motion to adopt Resolution 2021-16. Councilor Ross seconded the motion. The motion carried 5-0.*

**C. Discussion and Consideration of Resolution 2021-17 A RESOLUTION SUPPORTING THE CITY OF SISTERS PLANNING ASSISTANCE GRANT APPLICATION TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT TO UPDATE THE HOUSING PLAN.**

*Council President Connolly made a motion to adopt Resolution 2021-17. Councilor Blum seconded the motion. The motion carried 5-0.*

**D. Public Hearing and Consideration of a Motion to Approve a Comprehensive Plan Amendment to Adopt the Sisters 2040 Comprehensive Plan and Replace and Supersede all Prior Comprehensive Plans (Planning File #CP 21-01).**

Mayor Preedin opened the public hearing and read the conduct of the hearing. They asked if any Councilor had any conflicts of interest; there were none. Mayor Preedin

asked if any person in attendance challenged the participation of any member of the Council; there were no challenges.

Director Woodford gave an overview of the Comprehensive Plan process over the past year. Assistant Planner Shoup reviewed the community engagement process for the Comprehensive Plan update. Matt Hastie of Angelo Planning reviewed the Economic Opportunities Analysis; Housing Needs Analysis Update, the Urban Growth Boundary Sufficiency Report, and examples of efficiency measures. Principal Planner Mardell reviewed issues and revisions in draft chapters 1-5. Matt Hastie reviewed issues and revisions in draft chapters 6-10.

Director Woodford noted the Planning Commission had four work sessions and made a handful of adjustments to the Plan. They met for a Public Hearing on August 12<sup>th</sup> and unanimously approved the Comprehensive Plan update to Council.

Director Woodford said Council discussed policy amendments at a workshop on August 25<sup>th</sup> and the proposed updates had been included in the packet for Council's review.

Council's options tonight were to:

- Approve the Amendment as proposed (and direct staff to bring back ordinance)
- Approve the Amendment with changes (and direct staff to bring back ordinance)
- Deny the Amendment
- Continue the Public Hearing and/or Deliberations

The next steps for the Comprehensive Plan were to send it to the State for acknowledgment and then begin work on efficiency measures.

Mayor Preedin asked if there was any additional correspondence. Director Woodford replied four letters had been received since the packet went out and were sent to Council earlier in the day for their review.

Mayor Preedin asked if Council had any questions of staff.

Council President Connolly referenced a letter submitted by John Chase, who claimed Sisters had never been legally required to update the Comprehensive Plan. They asked for an explanation as to why we were doing the update.

Director Woodford responded that cities under 10,000 were not legally required to do periodic reviews of their Comprehensive Plans, but they were required to provide a 20-year land supply for housing. Since we had to address the need for housing, we were proactive and updating the entire Plan. The idea to update the Plan came from the community and the acknowledgment that the 2005 plan was outdated. Principal Planner

Mardell noted once we opened up the Plan in a holistic way, we were statutorily required to update the supporting studies.

Council President Connolly noted the letter from John Chase said the Comprehensive Plan was another means for special interests to be represented. Council President Connolly noted the two Comprehensive Plan committees were not filled with citizens with special interest agendas. However, some of the screenshots in the Plan did show people other than committee members who were present at the public meetings as listening citizens.

Council President Connolly referenced the letter submitted by Dickson Hatfield, LLP, which referenced the lack of consistency of data in the Buildable Lands Inventory (BLI) and the Economic Opportunity Analysis (EOA) and asked staff to explain the process.

Matt Hastie explained there was a difference in traditional vs. simplified methodology when considering an Urban Growth Boundary (UGB) expansion; however, the City was not currently looking at amending the UGB, so this was a moot point. They said if you were to go through a UGB expansion process, the City would have to be consistent with the methodology.

As a part of the Comprehensive Plan update, the City did conduct BLI, EOA, and HNA studies, and for the most part, used the more traditional process. They borrowed a couple of assumptions embedded in the simplified analysis, which was different from saying we used the simplified approach.

Council President Connolly said according to this letter; the BLI included areas that were already subdivided and not available for future buildings.

Matt Hastie noted in the BLI, where there was a vacant property in an approved subdivision, staff assumed that each lot would have one dwelling. Staff did assume lands were vacant if there was not a home on them.

Council President Connolly asked about the housing, urbanization, transportation, and environmental goal and the addition of a policy under Objective 5.1 referenced in the letter submitted by Central Oregon Land Watch.

Director Woodford responded we had this comment from Central Oregon Land Watch throughout the process; their goal was to accommodate growth within the existing boundary; they did not want to expand the UGB. Staff thought it was premature to have a policy like this before undertaking the efficiency measure process. Matt Hastie added this suggested objective was at odds with the initial analysis that showed a deficit of land. Without doing the analysis of efficiency measures in more detail, we did not know how many acres we might need; staff was reluctant to add in the statement before we knew what we could accommodate.

Councilor Letz had no questions at this time.

Councilor Blum commented when citizens asked why we were going through this process, they told them we knew growth was coming, we could not stop it, so did we plan appropriately and mitigate the worst outcomes, or did we let it happen haphazardly. They said the Vision project spoke to this process, and the community wanted to be actively involved.

Councilor Blum asked if the letters received today had issues that needed more consideration. Director Woodford replied staff felt they had adequately addressed all of the concerns. Councilor Blum asked if these issues were already brought forward during the review process. Director Woodford replied some of the comments applied to the next steps in the process, and we had adequately addressed the others.

Councilor Blum asked if we had defined where workforce neighborhoods were in the City and did we have information to guide us about this designation. They asked what the difference was between residential and workforce; our community was so small, why would we speak specifically to the definition of workforce neighborhoods.

Director Woodford replied we did not have a definition, but workforce neighborhoods were generally where the majority of residents were not retired, or there was not an abundance of second homes. There was room to develop the definition in the future. Principal Planner Mardell noted details around the definition of terms like workforce housing and neighborhoods would likely come when changes were made to the development code. They said these could be moving targets and memorializing them in the Comprehensive Plan might not be the correct place to define them.

Councilor Letz said they had asked for this wording in the Plan to make sure we were recognizing that transportation worked best if we brought it directly to the people who needed it the most. The intent was to keep an eye on transportation plans and where the biggest user base might be in the future. Mayor Preedin commented this was about connecting people to regional transportation; think of it as a high-level policy.

Councilor Blum said in Goal 4-Livability, there was a reference to “neighborhood commercial” that used pubs as an example. They thought pubs was odd wording and should be removed. Director Woodford explained neighborhood commercial referenced a more dynamic walkable neighborhood.

Councilor Blum said goal 7 referenced native vegetation, but it did not say fire-resistant. Director Woodford would include that language for consistency.

Councilor Blum commented she was not directly involved on the Comprehensive Plan committees but thought it was a good process and it was all-encompassing. Citizens had many wide-ranging ways to engage in the process; they were very proud of the final product.

Councilor Ross commented that any good agency should have a plan defining where it wanted to go, and this Comprehensive Plan update would help us decide where we were going. They were 100% behind this Plan; it was well done. They thought "neighborhood commercial" should be defined in the appendix, and there could be some wordsmithing on "workforce" in certain areas.

Mayor Preedin noted that many hours from volunteers and staff had gone into this process; they were very proud of the project.

Mayor Preedin read Policy 5.3.5 as it related to an earlier portion of the meeting, "The City shall coordinate with emergency shelter providers, public safety providers, and the County Health Department to adopt appropriate policies that are supportive of emergency shelters, transitional housing and supportive services for people who are experiencing houselessness and/or face other specialized housing needs, and which are sensitive to the concerns of the whole community and continue to comply with state law."

Mayor Preedin asked for public comment.

**Liz Dickson** of Dickson & Hatfield, LLP spoke on behalf of McKenzie Meadow Village (MMV), LLC., a group of property owners made up of Bill Willitts and his family, Curt Kohlberg and Ashley Okura representing the Bill Reed family. They had been very involved in this process, and the goal of MMV was a successful Urban Growth Boundary expansion. They were concerned the City had used the Simplified Methodology in some of the foundational studies. MMV would like the Council to adopt the proposed Comprehensive Plan, with the supporting documents as draft documents to be reviewed and formalized through a subsequent process, to be completed prior to the adoption of efficiency measures and possible UGB expansion.

**Indigo Teiwes** thought the City had done a good job on the Comprehensive Plan. They said efficiency measures were very important, and taking them seriously would maintain the livability of our community.

**Sharlene Weed**, a Community Action Team member, said it was great to be part of the process. They worried about the trees and the possibility that efficiency measures would reduce our livability and hoped we tried to maintain open space.

**Theresa Kollerer** thought the City had done a great job on this project.

Mayor Preedin asked if Council had any further questions of staff.

Council President Connolly asked for clarification on Liz Dickson's comments regarding our methodology in the supporting reports.

Matt Hastie replied the City was not pursuing a UGB expansion right now and was not recommending the Simplified process if you did an expansion. However, the reports referenced had been looked at carefully, and they were the factual base of the Comprehensive Plan update. They recommended adopting these documents.

Attorney Chrostek noted the rules cited in the letter were specific to an analysis of a UGB expansion. If and when the City looked at a UGB expansion, it would be appropriate to reexamine the documents at that time. Adopting the reports did not foreclose the option of revisiting the documents.

Mayor Preedin closed the public testimony portion of the hearing.

Mayor Preedin reviewed the options were to (1) approve the Amendment as proposed, (2) approve the Amendment with changes, (3) deny the Amendment, or (4) continue the deliberations to a future meeting.

The Council would like to approve the Amendment with changes.

*Council President Connolly made a motion to approve City File CP-21-01 subject to proposed changes as stated tonight, and per the memo, Council received and directed staff to bring back an ordinance at our September 22<sup>nd</sup> meeting. Councilor Blum seconded the motion. No vote was taken.*

Attorney Chrostek requested Council President Connolly include specific changes made to the document tonight in the motion.

*Council President Connolly made a motion to approve City File CP-21-01 subject to proposed changes to include definitions of neighborhood commercial and workforce neighborhood and the policy amendments submitted to Council on September 8<sup>th</sup> and proposed the staff bring back the final ordinance at the September 22<sup>nd</sup> meeting. Councilor Ross seconded the motion. The motion carried 5-0.*



## 7. OTHER BUSINESS

### A. Staff Comments

#### Community Development Department-Director Woodford

- Staff had pushed to complete the Comprehensive Plan; they thanked everyone involved in the process.
- Staff continued to review the Woodlands Development Master Plan.

Mayor Preedin asked if the County had been slow in reviewing projects and had it affected the timeline for Sisters. Principal Planner Mardell responded the County was taking 8-10 weeks on all plan reviews, not including revisions. The County Planning Department had asked the County for additional planners. Director Woodford noted a County Plan Examiner would be at the City every Tuesday starting next week.

#### Public Works-Director Bertagna

- The pump and motor for Well #4 were installed, and they were waiting for a few final parts before starting it up.
- The Locust Street Sewer Line Relocation Project was in full swing this week.

Mayor Preedin asked how long until the cutouts would be installed on the Creekside Park bridge handrail. Director Bertagna replied sometime in October as they needed to be welded on, and staff could not do that until the fire danger was lowered.

#### City Manager's Office-City Manager Misley, Recorder Prosser

- The video equipment in Council Chambers was fully installed.
- The Destination Management Initiative Survey had 1470 respondents, and a report on the survey would be presented to Council on October 18<sup>th</sup>.

City Manager Misley said staff would work to pull a conversation together at the October 13<sup>th</sup> Joint City/County meeting regarding the houseless. The City took this issue seriously and would like to look at the process as holistically as possible.

Mayor Preedin said we had been told we were not supportive of the process by not writing a letter of support for the shelter, but we needed more information to get the conversation going.

Councilor Ross commented no one liked to be blindsided, and we could not make decisions in a vacuum.

**8. MAYOR/COUNCILOR BUSINESS**

Councilor Letz and Councilor Ross would be touring the proposed shelter building Thursday.

Mayor Preedin thanked everyone involved in the Comprehensive Plan process.

**9. ADJOURN: 9:20 pm.**



Kerry Prosser, City Recorder



Michael Preedin, Mayor