



CITY COUNCIL Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Wednesday, September 08, 2021
520 E. Cascade Avenue, Sisters, OR 97759

**This meeting of the Sisters City Council will be conducted in a virtual format.
This City Council meeting is accessible to the public on Zoom.**

Click on the link below to join the meeting:

<https://us02web.zoom.us/j/88375707397?pwd=cUNLcDgxa2FoS0tURGZFNHQ1bzF1dz09>

Meeting ID: 883 7570 7397 Passcode: 793712

6:00 P.M. WORKSHOP

1. Early Child Care Business Start Accelerator- *Preedin, Betschart*
2. Other Business-*Staff/Council*

6:30 P.M. CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. VISITOR COMMUNICATION

5. CONSENT AGENDA

A. Minutes

1. August 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 Tewart & Sons Inc. for FY 2021/22 and Authorize the City Manager to Execute the Agreement.

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**

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

Authorize the City Manager to Execute the Agreement Subject to Necessary Legal Revisions-*Bertagna*

- 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-*Woodford*
- 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-*Woodford*
- 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)-*Woodford*

7. OTHER BUSINESS

- A. Staff Comments

8. MAYOR/COUNCILOR BUSINESS

9. ADJOURN

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

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

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

The City of Sisters is an Equal Opportunity Provider

Central Oregon Early Child Care Business Start Accelerator

*NeighborImpact (NI) / Central Oregon Community College –Small Business
Development Center (COCC-SBDC) Pilot Project Collaboration*

Background:

The economic landscape of our region is changing and we are finding that those living in our city are, more so than ever before, dual income earning households, with both parents working full-time to support their family. Parents across the Central Oregon region are in need of child care to support their ability to join the workforce, and even those already in our workforce who continue to operate remotely need adequate, reliable and affordable child care.

In Bend, there is only one opening for every three or more children who need it. Based on data from NeighborImpact, estimates are that available child care slots declined this year from about 5,000 before the pandemic to about 1,600. While our local population has risen, the number of child care providers serving this growing demand has not. Like much of Oregon, Bend is considered a child care desert.

As the population grows, so do the difficulties in securing child care that fosters a healthy economy and sustainable lifestyle for working families. Not only is this a dire problem for our economy, it can be devastating for families, many of whom are working more than one job to support their families and move out of generational poverty.

Barriers for Preschool Owners and Providers include lack of business skills and training needed to develop and effectively run thriving businesses, lack of viable options for space rentals, rising costs of staffing as well as staff retention, and limited access to funding. Adequate capital is required to expand their programs and thus absorb more children into their facility, but most providers operate on razor-thin margins, which means they are not typically regarded as profitable enterprises by traditional funding institutions.

Solutions to the child care crisis include:

- business and financial training to give child care programs, especially the smaller ones, the skills necessary to expand and grow their businesses;
- partnering with commercial developers to accommodate leasing facilities to child care providers;
- working with lenders to underscore that child care companies offer more value to the community than just what is presented on their balance sheet;
- subsidized rent or city easement of SDC and other permitting fees required for successful permitting of new child care centers, allowing more spots to open up for families in need.

Proposal:

Multi-faceted problems require multiple solutions. Our pilot program is just one piece of the many possible solutions that are being designed and implemented throughout the region. This program focuses on creating new Home-based child care businesses through a 4 month education offering and 1:1 advising. Course curriculum weaves the State of Oregon Licensing requirements, taught by NeighborImpact, with business topics taught by Central Oregon Community College-Small Business Development Center (COCC-SBDC), focusing primarily on how to launch and effectively manage a business. Program participants would be assigned a COCC-SBDC business adviser where the business owner and adviser work together to identify and prioritize outcomes that are most critical for success at the specific stage of business development. The Accelerated Leadership in Early Childhood Education would then address these goals and desired outcomes, blending these concerns into the creation of a workable and profitable business.

Grant Request:

Area:	Cost	Notes:
Instructor and Advising	17,440.40	Includes Neighbor Impact, COCC Instruction and all 1:1 Advising
Class Materials	21,825.00	Includes 1 year of child registration and accounting software.
Program Management	3,775.20	
Contingency	2,002.03	
New Business Seed Money	75,000.00	
Total Per Course	120,042.63	
<i>Number of pilot courses</i>	3	Fall 2021, Winter 2022, Spring 2022
Total Request	\$ 360,127.89	

Program Details:

Accelerated Leadership in Early Childhood Education (ECE)

Program Description

Accelerated Leadership in ECE is a four-month program to help launch new child care providers in Central Oregon. The program provides a foundation by helping prospective business owners learn about business structures, how to access helpful resources, explore possible funding options, what to do to formally establish a business, and become a licensed child care provider with the State of Oregon.

Potential Outcomes:

- A road map with plans and financials that show how to be a successful home-based child care business
- Become a licensed child care provider with the State of Oregon
- Establish 30 new Oregon 'registered' and/or 'certified' home-based child care businesses
- Create 250 new childcare slots for Central Oregon parents

Class Format:

- 24 hours of classroom time over 4 months (In person - 3 hours every other week)
- 10 hours of 1: 1 advising sessions with an experienced small business professional (In person or via Zoom)
- Taught in coordination with NeighborImpact
- Classes would consist of, but are not limited to:
 - Presentation of topic
 - Guest speakers
 - Small workgroup activities
 - Peer discussion (sharing of business information, asking advice of group)
 - Announcements / Current News, Events or Hot Topics

Location: Negotiable: Bend or Redmond COCC campuses or both

Target Audience: Individuals who are looking to start a home-based child care provider business or who have had a home-based child care facility for less than two years and are looking for greater understanding of how to run a business and become a licensed Child Care Provider with the State of Oregon.

Target Class Size: 15 home-based child care businesses

Topics Covered (Not in sequential order)

- Start-up Logistics
 - Business Name / Legal Formation
 - State Registration & Licensing
 - Local Licenses and Permits
 - Insurance
 - Banking
 - Location
 - Importance of quality and Oregon's early learning system (CCR-impact on your business)
- Financial Management Bootcamp (Basic to Intermediate level of knowledge)
 - Feasibility / Startup Costs / Breakeven Analysis
 - Startup Funding / Capital Access (guest speaker)
 - Budgeting
 - Pricing / Subsidies (guest speaker)
 - Financial Management software / Bookkeeping – *Wonder School*
 - Financial Reporting
 - Taxes (guest speaker)
- Human Resource Management
 - Hiring Employees & Independent Contractors
 - Employee Handbook
 - Employee Management
 - Onboarding & Training
 - Termination
- Facility Management

- Indoor/Outdoor Grounds Management
- Policies and Procedures
- Family Handbook and Contracts
- Evaluation Forms, Documentation, and Recordkeeping practices
- Privacy Laws and Social Media
- **General Management**
 - Key Elements of Time Management
 - Entrepreneurial Traits
 - Preparing for State/Federal funding
 - Legal Issues
 - Problem Worth Solving (Vision)
 - Idea (Mission)
 - Goals
 - Business Planning / Critical Success Factors
 - Exit Strategy / Transferable Skills

MEMBERS PRESENT:

Michael Preedin Mayor
Nancy Connolly Council President
Jennifer Letz Councilor- Phone
Gary Ross Councilor-Phone

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Joe O'Neill Finance Director
Scott Woodford CDD Director
Kerry Prosser City Recorder

ABSENT:

Andrea Blum Councilor

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:35 pm.

2. ROLL CALL

Roll call was taken, and a quorum was established.

3. APPROVAL OF AGENDA

Council President Connolly made a motion to approve the agenda. Councilor Letz seconded the motion. The motion carried 4-0.

4. VISITOR COMMUNICATION

Jim Pritchard, Sisters Cold Weather Shelter (SCWS) Board Member, introduced Bonnie Lamont Rose.

Bonnie Lamont Rose, a member of the SCWS Board, said they had an opportunity to purchase a building and create a sustainable winter shelter in Sisters. They had asked Deschutes County for \$1,000,000 in American Rescue Plan Act (ARPA) funds to buy the building and fund the shelter's operation for three years. The SWCS asked the Council for a letter of support for these funds.

Sharlene Weed, Director of Sisters Habitat for Humanity, said Habitat was asking Deschutes County for \$1,500,000 in ARPA funds to purchase 15 or more lots in the Woodlands Development and asked the Council for a letter of support for the request. They said if the City would commit some of their ARPA funds to these projects, it might make it more palatable for the Commissioners to support them. They stated time was of the essence for these letters.

5. CONSENT AGENDA

A. Minutes

1. August 11, 2021-Regular
2. August 11, 2021-Workshop

B. Bills to Approve.

1. August 20, 2021- Accounts Payable

- C. Provide a Favorable Recommendation to the Oregon Liquor Control Commission (OLCC) on the Annual Renewal of Liquor Licenses for Sisters Businesses.

Council President Connolly made a motion to approve the consent agenda. Councilor Ross seconded the motion. The motion carried 4 -0.

6. COUNCIL BUSINESS

- A. Discussion and Consideration of a Motion** to Approve an Affordable Housing Grant Agreement between Sisters Habitat for Humanity and City of Sisters for \$50,000 and Authorize the City Manager to Execute the Agreement, Subject to Legal Revisions.

Director Woodford reviewed the staff report.

Council President Connolly was glad the agreement addressed Council concerns from previous meetings.

Mayor Preedin appreciated the partnership the city had with Habitat over the years. Allocating these funds showed we were serious about affordable housing.

Council President Connolly moved to approve an Affordable Housing Grant Agreement between Sisters Habitat for Humanity and City of Sisters for \$50,000 and authorize the City Manager to execute the agreement subject to legal revisions. Councilor Ross seconded the motion. The motion carried 4-0.

7. OTHER BUSINESS

- A. Staff Comments

Community Development Department-Director Woodford

- Staff continued to refine the Comprehensive Plan
- Assistant Planner Shoup was continuing her training.

Finance- Director O'Neill

- The first half of the ARPA funds had been received by the City this morning. The first distribution was for \$308,677; the total distribution would be approximately \$617,000.

Public Works-Director Bertagna

- The Locust Street Sewer Line Relocation Project kicked off this week and should wrap up by the end of September.
- Staff was working with ODOT on finalizing an enhanced ask for the 2024-27 Statewide Transportation Improvement Program (STIP) for the Hwy20/Locust roundabout project.

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

- The video upgrades to Council Chambers were underway.
- City Manager Misley had reached out to our partners at Deschutes County for information on how they were allocating their ARPA funds as we had no information about their allocation process and little notice from local applicants about their proposed projects.

8. MAYOR/COUNCILOR BUSINESS

Council President Connolly reminded Council that a lot of work was done by committees behind the scenes on projects like the Comprehensive Plan, Vision, and the Destination Management Initiative.

Council President Connolly thought the Council should be careful and thoughtful on how they were spending the ARPA funds.

Councilor Ross agreed with Council President Connolly and noted we needed to be cognizant that these funds should move the City forward.

Councilor Letz thanked City Manager Misley for reaching out to the County for clarity on the ARPA funds; they were frustrated that we did not know what was going on.

9. ADJOURN: 7:10 pm.

Kerry Prosser, City Recorder

Michael Preedin, Mayor

MEMBERS PRESENT:

Michael Preedin Mayor
Nancy Connolly Council President
Jennifer Letz Councilor-Phone
Gary Ross Councilor-Phone

ABSENT:

Andrea Blum 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 Princ. Planner
Emme Shoup Asst. Planner

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

1. Sheriff Update

Lt. Davis reviewed the monthly Sheriff reports from July were trending as expected. They noted Deschutes County Sheriff Office (DCSO) had coordinated with the Bend K-9 unit on a vehicle stop in Sisters that resulted in arrests and a large amount of drugs and cash being confiscated.

2. Final Draft Comprehensive Plan Policy

Director Woodford explained this was the final workshop before the Comprehensive Plan update would go before the Council in a public hearing on September 8th.

Director Woodford reviewed the Comprehensive Plan update policy amendments point by point.

Council agreed with the recommended changes to

- Goal 2: Policy 2.1.3
- Goal 3: Policy 3.1, 3.1.6
- Goal 4: Policy 4.2.2
- Goal 6: Policy 6.1.1, 6.1.3, 6.1.6, 6.2.1.5
- Goal 7: Policy 7.4.4, 7.5.6
- Goal 8: Policy 8.7, 8.16

Council discussed a new policy in Goal 5, which considered amending the local building code to require the use of fire-resistant building materials for new rural residential construction and defensible space standards.

In their review, Council members suggested Goal 5 include "resilient structures" and fire-resistant building materials with new construction. In addition, they recommended the City consider adopting building code amendments to require fire-resistant building materials.

Planner Mardell understood the impetus behind this new Policy was to ask the County to incorporate a new chapter in their building code addressing fire-resistant materials. Staff said we could either adopt R-327, the standard wildfire chapter, or create a new chapter. Staff had spoken with the County about creating a new chapter, and they communicated this would take quite a few steps and would be a lengthy process.

Mayor Preedin asked if the City would consider getting our own building officials. City Manager Misley replied the County perspective was on administering our development code vs. setting building code. Planner Mardell noted that we could adopt our own code requirements as a city, and the County would have to enforce them.

Mayor Preedin would like to leave the language in the document.

Council President Connolly would prefer waiting for the State wildfire bill to come through before adding this Policy. They thought we could say “encourage the use” of fire-resistant building materials; we might be moving faster than we should on this Policy.

Councilor Letz liked this as a placeholder while we were waiting to hear from the State. They were hopeful that the State could give us good guidance on this topic. They said living where we did, this was an important policy and needed to be added.

Councilor Ross thought it was time to raise awareness that this was an important issue in keeping our community safe. They would like to see the Policy added.

Mayor Preedin stated it should be left in, and the Council could review it again during the public hearing.

Council discussed a new policy in Goal 8, which considered adding; the City shall encourage its economic development partners to attract businesses that promote climate-friendly practices, such as the management of waste and energy-efficient practices, including reusable energy.

In their review, Council members asked if we were attracting climate-friendly businesses, and they suggested adding something into Goal 8 policies to manage waste properly.

Mayor Preedin thought this could be an organic process and did not see a need to put the Policy in place.

Council President Connolly asked staff if this was the appropriate place for this Policy; could it go into goal setting instead. They thought it was a good policy but did not know if it was the right place.

Director Woodford explained that the economic opportunity analysis gave the city latitude to define the type of employment and businesses we would like to attract in the community; this Policy would be in line with this Comprehensive Plan Chapter.

Councilor Letz thought the Comprehensive Plan was the appropriate place for this Policy and would like it included.

Councilor Ross thought we should have some language in the Comprehensive Plan on this topic; they were not ready to make a call on this tonight, they would like to revisit this at the public hearing.

Mayor Preedin said Council could revisit this Policy at the public hearing.

Council discussed the Department of Land Conservation and Development's (DLCD) recommendation of adding a policy in Goal 9 to Public Facilities around siting of facilities, equipment, and systems in a manner to withstand potential natural hazard impacts.

Mayor Preedin was okay with revisiting this after a review from Director Bertagna.

Council President Connolly agreed with this addition.

Councilor Ross favored this Policy.

Councilor Letz thought this was a logical policy but would like more input from Director Bertagna.

In Chapter 10-Transportation, Council supported the staff recommendations on:

- Goal 1: Policy I
- Goal 2: Policy E
- Goal 6: Policy D

Council discussed Goal 3, Policy B.

POLICY B. Design and construct transportation-related improvements to meet applicable City and Americans with Disabilities Act (ADA) standards.

Councilor's concerns were that this was the first time ADA was mentioned in the document but thought changes could be made to 4.2.2 to address the issue.

POLICY 4.2.2 The City shall encourage the development of livable, cohesive, and well-connected, and **accessible** neighborhoods with convenient access to goods and services, opportunities for recreation, and access to nature.

Council President Connolly reviewed the Community Advisory Committee, and the Stakeholder Advisory Committees had talked about using ADA (Americans with Disabilities Act) vs. Accessible, but they did not recall anyone saying this was the first time ADA was being used. They thought it was implied throughout the whole Comprehensive Plan.

Planner Mardell explained the first time ADA was referenced was in Policy B. When they were wordsmithing, the Comprehensive Plan “for all” was used in many places to make the document as inclusive as possible. In Policy B, ADA was listed because it referenced the design of transportation facilities in compliance with federal law.

Council President Connolly was comfortable with the section as written and adding "accessible" to Policy 4.2.2. As long as we were not using terms that were so generic, they could be misinterpreted; ADA was a very specific call out.

Councilor Letz thought it read fine as it was written as long as the terms were not misinterpreted.

Councilor Ross said in Policy 4.2.2 instead of accessible, perhaps we could say, “...well connected, and neighborhoods accessible to individuals of all abilities with convenient access...”.

Mayor Preedin said his interpretation of accessible meant more than just ADA; they did not think the word was a generalization.

Council President Connolly asked if the term accessible was in the glossary of the Comprehensive Plan; if not, staff might consider adding it to the document.

Councilor Ross was uncomfortable with this Policy and thought it needed stronger wording around the definition of accessibility.

Director Woodford said Council could revisit this Policy at the public hearing.

Council discussed Goal 6 Policy D

POLICY D. Pursue development of a centralized multi-modal transportation hub to provide convenient access to modes of transportation, including public transit.

Councilor's comments included: transit doesn't currently stop in neighborhoods - add "and/or transit stops to workforce neighborhoods"; instead of messing with the Transportation policies, maybe we could add something to Policy 4.3.1.

POLICY 4.3.1 The City shall promote the use of active transportation modes and transit, especially to workforce housing, to provide more reliable options for neighborhood residents and help reduce the need to drive for local trips, including in underdeveloped areas that currently lack facilities for walking or biking.

Mayor Preedin would like to strengthen the wording; they thought "through connections" needed to be added.

Council President Connolly said it was fine as is.

Councilor Letz was comfortable with the wording but was open to hearing other options.

Councilor Ross said the wording might need strengthening to include access for those who don't drive. They thought it should be included with stronger wording.

Council commented there was no mention of the airport in the Comprehensive Plan update. Director Woodford replied they did not currently have a narrative in the Comprehensive Plan, but it was referenced in the Transportation System Plan. Planner Mardell said they could reference the airport in a sidebar of the transportation chapter. Council agreed a note should be made regarding the airport in the transportation chapter.

Council President Connolly thanked the many community volunteers who had come together to update the Comprehensive Plan.

3. Other Business-None

The meeting adjourned at 6:28 pm.

Kerry Prosser, City Recorder

Michael Preedin, Mayor

PACKET: 03227 AP 9/8/2021 KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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		CONNECTORS		02 5-00-796		VEHICLE MAINTENANCE		5.11
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		UTILITY CART		02 5-00-746		SMALL TOOLS & EQUIPMENT		25.22
		UTILITY CART		03 5-00-746		SMALL TOOLS & EQUIPMENT		32.31
		UTILITY CART		01 5-05-746		SMALL TOOLS & EQUIPMENT		24.02
		UTILITY CART		01 5-03-746		SMALL TOOLS & EQUIPMENT		15.62
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 TO/FROM ACCOUNTS SUPPRESSED

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PACKET: 03227 AP 9/8/2021 KK
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 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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I-34440		TREES	450.00				
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: N			
		TREES		03 5-00-761	STREET TREES		450.00
		=== VENDOR TOTALS ===	450.00				
=====							
01-1049	CAMERON BUILDING MAINTENANCE						
I-2505		CITY HALL CLEANING AUGUST 202	3,476.00				
8/30/2021	AP-US	DUE: 8/30/2021 DISC: 8/30/2021		1099: Y			
		CITY HALL CLEANING AUGUST 2021		01 5-03-726	CONTRACTED SERVICES		220.00
		CITY HALL CLEANING AUGUST 2021		01 5-05-726	CONTRACTED SERVICES		3,256.00
		=== VENDOR TOTALS ===	3,476.00				
=====							
01-0014	CENTRAL ELECTRIC COOP						
I-0005589700-0821		SISTERS SEWER TREATMENT	4,797.48				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY		4,797.48
I-0005591100-0821		ROPE LANE/LIFT STATION	651.22				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		ROPE LANE/LIFT STATION		05 5-00-743	ELECTRICITY		651.22
I-4602923513-0821		ELM/THREE CREEKS WELL	1,383.24				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY		1,383.24
I-4603150100-0821		VILLAGE GREEN RESTROOMS	205.82				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY		205.82
I-4630200101-0821		600 W HOOD	31.66				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		600 W HOOD		01 5-05-743	ELECTRICITY		31.66
I-5016080107-0821		CITY STREET LIGHTS	361.25				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY		361.25
I-5024820101-0821		SISTERS HIGH/WELL	1,536.76				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		SISTERS HIGH/WELL		02 5-00-743	ELECTRICITY		1,536.76
I-5402923491-0821		FS1605 CHLORINE BLDG	65.24				
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY		65.24

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 OR SET: 01 CITY OF SISTERS
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 TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
-5431540100-0821		68105 PETERSON BURN RD	31.61			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	31.61
-8300033500-0821		CREEKSIDE CITY PARK	442.72			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	442.72
-8300170200-0821		W BARCLAY DR/LIFT STATION	41.27			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		W BARCLAY DR/LIFT STATION		05 5-00-743	ELECTRICITY	41.27
-8300418800-0821		SEWER TREATMENT/SHOP	67.58			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		SEWER TREATMENT/SHOP		01 5-03-743	ELECTRICITY	67.58
-8300435700-0821		HAROLD BARCLAY MEM PARK	111.57			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	111.57
-8300550700-0821		LARCH ST PARK	39.61			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	39.61
-8300593501-0821		5 PINE CAMPUS/LIFT STATION	39.08			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY	39.08
-8300695200-0821		1000 S LOCUST ST/GATE	32.49			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		1000 S LOCUST ST/GATE		05 5-00-743	ELECTRICITY	32.49
-8301018100-0821		520 E CASCADE AVE/SISTERS CH	561.01			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		520 E CASCADE AVE/SISTERS CH		01 5-03-743	ELECTRICITY	561.01
-8301034600-0821		VETERANS PARK	35.84			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	35.84
-8301186200-0821		LIBRARY OUTDOOR LIGHTING	47.38			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	47.38
-8301301000-0821		990 JANTZEN LN/LIFT STATION	41.27			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		990 JANTZEN LN/LIFT STATION		05 5-00-743	ELECTRICITY	41.27

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-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP		(** CONTINUED **)			
I-8301339500-0821	SISTERS PARKWAY/RECYCLE	65.53				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	SISTERS PARKWAY/RECYCLE		01 5-03-743	ELECTRICITY		65.53
I-8301419900-0821	SUN RANCH DR/WELL	2,728.28				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	SUN RANCH DR/WELL		02 5-00-743	ELECTRICITY		2,728.28
I-8301614400-0821	E CASCADE/DECORATIVE LIGHTING	34.02				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	E CASCADE/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		34.02
I-8301715301-0821	1000 S LOCUST ST/PW BLDG	246.60				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	1000 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY		246.60
I-8301802201-0821	MAIN ST/DECORATIVE LIGHTING	62.11				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	MAIN ST/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		62.11
I-8301966001-0821	150 N FIR ST/FIR ST PARK	80.72				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	150 N FIR ST/FIR ST PARK		01 5-05-743	ELECTRICITY		80.72
I-8302077301-0821	504 E WASHINGTON/LIGHTING	36.14				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	504 E WASHINGTON/LIGHTING		03 5-00-743	ELECTRICITY		36.14
I-8302370802-0821	SISTERS ROUNDABOUT LIGHTING	67.11				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	SISTERS ROUNDABOUT LIGHTING		03 5-00-743	ELECTRICITY		67.11
I-8302372501-0821	CREEKSIDE CITY PARK	760.52				
8/20/2021	AP-US		1099: N			
	DUE: 8/20/2021 DISC: 8/20/2021					
	CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY		760.52
=== VENDOR TOTALS ===		14,605.13				
01-0007	CIS TRUST					
I-SIS-GASB75-2020	2020 GASB VALUATION	548.50				
8/27/2021	AP-US		1099: N			
	DUE: 8/27/2021 DISC: 8/27/2021					
	2020 GASB VALUATION		01 5-01-727	PERMITS & FEES		548.50
=== VENDOR TOTALS ===		548.50				

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OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
210	CONSOLIDATED SUPPLY CO.					
-S010435775.001		HYDRANT METER REPAIR	118.73	5746		
8/19/2021	AP-US	DUE: 8/19/2021 DISC: 8/19/2021		1099: N		
		HYDRANT METER REPAIR		02 5-00-788	METERS & PARTS	118.73
		=== VENDOR TOTALS ===	118.73			
=====						
039	DESCHUTES COUNTY					
-1134629		SEWER SCREENING	43.00			
8/30/2021	AP-US	DUE: 8/30/2021 DISC: 8/30/2021		1099: N		
		SEWER SCREENING		05 5-00-795	SUPPLIES	43.00
		=== VENDOR TOTALS ===	43.00			
=====						
101	DESCHUTES COUNTY SHERIFF'S DEP					
-09012021		SHERIFF SERVICES SEPT 2021	56,780.44			
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: N		
		SHERIFF SERVICES SEPT 2021		01 5-06-783	DCSD - POLICING SERVICES	56,780.44
		=== VENDOR TOTALS ===	56,780.44			
=====						
001	EDGE ANALYTICAL, INC.					
-21-30698		WATER SAMPLE	105.00			
8/27/2021	AP-US	DUE: 8/27/2021 DISC: 8/27/2021		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	105.00
-21-30704		WATER SAMPLE	139.00			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	139.00
-21-31081		WATER SAMPLE	73.00			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	73.00
		=== VENDOR TOTALS ===	317.00			
=====						
028	FERGUSON ENTERPRISES, INC. #30					
-1021103		1.5" METER	1,410.66			
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: N		
		1.5" METER		02 5-00-788	METERS & PARTS	1,410.66
		=== VENDOR TOTALS ===	1,410.66			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0029	H. D. FOWLER COMPANY						
I-15876238		HYDRANT METER	861.12	5752			
8/16/2021	AP-US	DUE: 9/10/2021 DISC: 9/10/2021		1099: N			
		HYDRANT METER		02 5-00-788	METERS & PARTS		861.12
I-15876827		HOSE GATE VALVE	338.06	5752			
8/16/2021	AP-US	DUE: 9/10/2021 DISC: 9/10/2021		1099: N			
		HOSE GATE VALVE		02 5-00-788	METERS & PARTS		338.06
I-15884005		CTS QUICK JOINT	66.47				
8/23/2021	AP-US	DUE: 9/10/2021 DISC: 9/10/2021		1099: N			
		CTS QUICK JOINT		02 5-00-765	IMPROVEMENTS & REPAIRS		66.47
I-15885813		PRESSURE VALVE	160.00	5774			
8/24/2021	AP-US	DUE: 9/10/2021 DISC: 9/10/2021		1099: N			
		PRESSURE VALVE		02 5-00-746	SMALL TOOLS & EQUIPMENT		160.00
		=== VENDOR TOTALS ===	1,425.65				

=====							
01-0881	HELENA CHEMICAL CO						
I-194764832		CHEMICAL APPLICATION	1,977.22				
8/24/2021	AP-US	DUE: 9/23/2021 DISC: 9/23/2021		1099: N			
		CHEMICAL APPLICATION		05 5-00-765	SEWER SYSTEM IMPROVEMENT		1,977.22
I-309691103		ROUNDUP	572.16				
8/30/2021	AP-US	DUE: 9/29/2021 DISC: 9/29/2021		1099: N			
		ROUNDUP		01 5-05-786	PARK MAINTENANCE		572.16
		=== VENDOR TOTALS ===	2,549.38				

=====							
01-0188	HICKMAN, WILLIAMS & ASSOCIATES						
I-37636		ST2103 ADAMS AVE STREETSCAPE	2,258.00				
9/02/2021	AP-US	DUE: 9/02/2021 DISC: 9/02/2021		1099: Y			
		ST2103 ADAMS AVE STREETSCAPE		21 5-00-726	CONTRACTED SERVICES		2,258.00
I-37637		SW2004 LOCUST SEWER RELOCATE	652.50				
9/02/2021	AP-US	DUE: 9/02/2021 DISC: 9/02/2021		1099: Y			
		SW2004 LOCUST SEWER RELOCATE		05 5-00-926	LOCUST ST SEWER LINE REL		652.50
		=== VENDOR TOTALS ===	2,910.50				

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017 HOYT'S HARDWARE

-622923		PALLET RETURN		25.00CR		
8/16/2021	AP-US	DUE: 8/16/2021 DISC: 8/16/2021		1099: N		
		PALLET RETURN		03 5-00-795	SUPPLIES	25.00CR
-623000		PLYWOOD, PANELS	116.59	5758		
8/17/2021	AP-US	DUE: 8/17/2021 DISC: 8/17/2021		1099: N		
		PLYWOOD, PANELS		02 5-00-765	IMPROVEMENTS & REPAIRS	116.59
-623710		SCREWS	11.25	5778		
8/25/2021	AP-US	DUE: 8/25/2021 DISC: 8/25/2021		1099: N		
		SCREWS		01 5-03-781	CHAMBER BLDG MAINTENANCE	11.25
-624149		DRILL BITS, HAMMER	81.94	5791		
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		DRILL BITS, HAMMER		05 5-00-746	SMALL TOOLS & EQUIPMENT	15.58
		DRILL BITS, HAMMER		02 5-00-746	SMALL TOOLS & EQUIPMENT	17.22
		DRILL BITS, HAMMER		03 5-00-746	SMALL TOOLS & EQUIPMENT	22.07
		DRILL BITS, HAMMER		01 5-05-746	SMALL TOOLS & EQUIPMENT	16.40
		DRILL BITS, HAMMER		01 5-03-746	SMALL TOOLS & EQUIPMENT	10.67
=== VENDOR TOTALS ===			184.78			

0719 MID COLUMBIA PROUCERS INC

-78643		FUEL AUGUST 2021		2,549.01		
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		FUEL AUGUST 2021		01 5-03-755	GAS/OIL	238.01
		FUEL AUGUST 2021		01 5-05-755	GAS/OIL	268.47
		FUEL AUGUST 2021		02 5-00-755	GAS/OIL	650.30
		FUEL AUGUST 2021		03 5-00-755	GAS/OIL	777.33
		FUEL AUGUST 2021		05 5-00-755	GAS/OIL	614.90
=== VENDOR TOTALS ===			2,549.01			

071 OFFICE DEPOT

-188843154001		MOUSE, TAPE, MOUSEPAD	35.26	5767		
8/24/2021	AP-US	DUE: 8/24/2021 DISC: 8/24/2021		1099: N		
		MOUSE, TAPE, MOUSEPAD		01 5-01-714	OFFICE SUPPLIES	5.31
		MOUSE, TAPE, MOUSEPAD		01 5-02-714	OFFICE SUPPLIES	5.62
		MOUSE, TAPE, MOUSEPAD		01 5-03-795	SUPPLIES	0.70
		MOUSE, TAPE, MOUSEPAD		01 5-05-714	OFFICE SUPPLIES	3.17
		MOUSE, TAPE, MOUSEPAD		01 5-07-714	OFFICE SUPPLIES	8.81
		MOUSE, TAPE, MOUSEPAD		02 5-00-714	OFFICE SUPPLIES	4.94
		MOUSE, TAPE, MOUSEPAD		03 5-00-714	OFFICE SUPPLIES	2.81
		MOUSE, TAPE, MOUSEPAD		05 5-00-714	OFFICE SUPPLIES	3.90

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-1071	OFFICE DEPOT	(** CONTINUED **)					
I-19001712001		FIRST AID SUPPLIES	18.89	5780			
8/26/2021	AP-US	DUE: 8/26/2021 DISC: 8/26/2021		1099: N			
		FIRST AID SUPPLIES		01 5-01-714	OFFICE SUPPLIES		2.84
		FIRST AID SUPPLIES		01 5-02-714	OFFICE SUPPLIES		3.01
		FIRST AID SUPPLIES		01 5-03-795	SUPPLIES		0.37
		FIRST AID SUPPLIES		01 5-05-714	OFFICE SUPPLIES		1.70
		FIRST AID SUPPLIES		01 5-07-714	OFFICE SUPPLIES		4.72
		FIRST AID SUPPLIES		02 5-00-714	OFFICE SUPPLIES		2.65
		FIRST AID SUPPLIES		03 5-00-714	OFFICE SUPPLIES		1.51
		FIRST AID SUPPLIES		05 5-00-714	OFFICE SUPPLIES		2.09
I-190045315001		FIRST AID SUPPLIES	36.77	5780			
8/26/2021	AP-US	DUE: 8/26/2021 DISC: 8/26/2021		1099: N			
		FIRST AID SUPPLIES		01 5-01-714	OFFICE SUPPLIES		5.53
		FIRST AID SUPPLIES		01 5-02-714	OFFICE SUPPLIES		5.86
		FIRST AID SUPPLIES		01 5-03-795	SUPPLIES		0.73
		FIRST AID SUPPLIES		01 5-05-714	OFFICE SUPPLIES		3.31
		FIRST AID SUPPLIES		01 5-07-714	OFFICE SUPPLIES		9.19
		FIRST AID SUPPLIES		02 5-00-714	OFFICE SUPPLIES		5.15
		FIRST AID SUPPLIES		03 5-00-714	OFFICE SUPPLIES		2.93
		FIRST AID SUPPLIES		05 5-00-714	OFFICE SUPPLIES		4.07
I-191915501001		NOTEBOOKS	15.37	5799			
9/02/2021	AP-US	DUE: 9/02/2021 DISC: 9/02/2021		1099: N			
		NOTEBOOKS		01 5-01-714	OFFICE SUPPLIES		2.31
		NOTEBOOKS		01 5-02-714	OFFICE SUPPLIES		2.45
		NOTEBOOKS		01 5-03-795	SUPPLIES		0.30
		NOTEBOOKS		01 5-05-714	OFFICE SUPPLIES		1.38
		NOTEBOOKS		01 5-07-714	OFFICE SUPPLIES		3.84
		NOTEBOOKS		02 5-00-714	OFFICE SUPPLIES		2.15
		NOTEBOOKS		03 5-00-714	OFFICE SUPPLIES		1.23
		NOTEBOOKS		05 5-00-714	OFFICE SUPPLIES		1.71
=== VENDOR TOTALS ===			106.29				
01-0164	OREGON ASSOCIATION OF WATER UT						
I-31404		WATER CERTIFICATION-DM,DJ	570.00				
8/24/2021	AP-US	DUE: 8/24/2021 DISC: 8/24/2021		1099: N			
		WATER CERTIFICATION-DM,DJ		02 5-00-740	EDUCATION		570.00
=== VENDOR TOTALS ===			570.00				

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OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
056		PETTY CASH				
-08312021		PETTY CASH AUGUST 2021	2.99			
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		PETTY CASH AUGUST 2021		01 5-01-793	MEETINGS/WORKSHOPS	2.99
		=== VENDOR TOTALS ===	2.99			

144		RESERVE ACCOUNT				
-08262021		RESERVE ACCOUNT POSTAGE	200.00			
8/26/2021	AP-US	DUE: 8/26/2021 DISC: 8/26/2021		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	6.00
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.00
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	36.00
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.00
		=== VENDOR TOTALS ===	200.00			

944		QUANTUM COMMUNICATION				
-INV63206		TELEPHONE AUGUST 2021	877.32			
8/26/2021	AP-US	DUE: 8/26/2021 DISC: 8/26/2021		1099: N		
		TELEPHONE AUGUST 2021		01 5-01-735	TELEPHONE	39.72
		TELEPHONE AUGUST 2021		01 5-02-735	TELEPHONE	51.07
		TELEPHONE AUGUST 2021		01 5-03-735	TELEPHONE	39.70
		TELEPHONE AUGUST 2021		01 5-05-735	TELEPHONE	102.12
		TELEPHONE AUGUST 2021		01 5-07-735	TELEPHONE	85.09
		TELEPHONE AUGUST 2021		02 5-00-735	TELEPHONE	90.76
		TELEPHONE AUGUST 2021		03 5-00-735	TELEPHONE	85.09
		TELEPHONE AUGUST 2021		05 5-00-735	TELEPHONE	73.77
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
		=== VENDOR TOTALS ===	877.32			

167		REPUBLIC SERVICES #675				
-COMMERCIAL082021		COMMERCIAL CMA AUGUST 2021	96.25			
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		COMMERCIAL CMA AUGUST 2021		01 5-02-797	CITY MANAGED ACCOUNTS	96.25
-RESIDENTIAL082021		RESIDENTIAL CMA AUGUST 2021	735.06			
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		RESIDENTIAL CMA AUGUST 2021		01 5-02-797	CITY MANAGED ACCOUNTS	735.06
		=== VENDOR TOTALS ===	831.31			

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PACKET: 03227 AP 9/8/2021 KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	SISTERS ACE HARDWARE						
I-543290		FOAM SPRAY		15.25	5726		
8/02/2021	AP-US	DUE: 8/02/2021 DISC: 8/02/2021			1099: N		
		FOAM SPRAY			01 5-05-795	SUPPLIES	15.25
I-543944		STAPLES		8.44	5733		
8/03/2021	AP-US	DUE: 8/03/2021 DISC: 8/03/2021			1099: N		
		STAPLES			03 5-00-795	SUPPLIES	8.44
I-543948		ADHESIVE		19.29	5731		
8/03/2021	AP-US	DUE: 8/03/2021 DISC: 8/03/2021			1099: N		
		ADHESIVE			01 5-05-786	PARK MAINTENANCE	19.29
I-544182		WINDOW AC		229.99	5735		
8/04/2021	AP-US	DUE: 8/04/2021 DISC: 8/04/2021			1099: N		
		WINDOW AC			05 5-00-765	SEWER SYSTEM IMPROVEMENT	229.99
I-544940		VINEGAR, SPRAY PAINT		84.39	5739		
8/06/2021	AP-US	DUE: 8/06/2021 DISC: 8/06/2021			1099: N		
		VINEGAR, SPRAY PAINT			01 5-05-795	SUPPLIES	84.39
I-544959		TRASH CAN		21.99	5740		
8/06/2021	AP-US	DUE: 8/06/2021 DISC: 8/06/2021			1099: N		
		TRASH CAN			03 5-00-795	SUPPLIES	21.99
I-545981		JEEP KEY BATTERY		11.95	5741		
8/09/2021	AP-US	DUE: 8/09/2021 DISC: 8/09/2021			1099: N		
		JEEP KEY BATTERY			01 5-03-796	VEHICLE MAINTENANCE	11.95
I-548748		HARDWARE		20.69	5753		
8/16/2021	AP-US	DUE: 8/16/2021 DISC: 8/16/2021			1099: N		
		HARDWARE			01 5-05-786	PARK MAINTENANCE	20.69
I-548853		CLEANER		9.19	5754		
8/16/2021	AP-US	DUE: 8/16/2021 DISC: 8/16/2021			1099: N		
		CLEANER			03 5-00-795	SUPPLIES	9.19
I-548922		BUCKETS, TAPE		34.52	5756		
8/16/2021	AP-US	DUE: 8/16/2021 DISC: 8/16/2021			1099: N		
		BUCKETS, TAPE			01 5-05-786	PARK MAINTENANCE	34.52
I-548931		PROPANE		18.99	5750		
8/16/2021	AP-US	DUE: 8/16/2021 DISC: 8/16/2021			1099: N		
		PROPANE			03 5-00-795	SUPPLIES	18.99
I-549125		PROPANE		18.99			
8/17/2021	AP-US	DUE: 8/17/2021 DISC: 8/17/2021			1099: N		
		PROPANE			03 5-00-795	SUPPLIES	18.99

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TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
011	SISTERS ACE HARDWARE	(** CONTINUED **)				
-549525		HARDWARE	2.22	5759		
8/18/2021	AP-US	DUE: 8/18/2021 DISC: 8/18/2021		1099: N		
		HARDWARE		01 5-05-786	PARK MAINTENANCE	2.22
-549550		TOILET SEAT	23.91	5761		
8/18/2021	AP-US	DUE: 8/18/2021 DISC: 8/18/2021		1099: N		
		TOILET SEAT		01 5-05-786	PARK MAINTENANCE	23.91
-549914		VALVE BOX,TIE DOWN	31.01	5762		
8/19/2021	AP-US	DUE: 8/19/2021 DISC: 8/19/2021		1099: N		
		VALVE BOX,TIE DOWN		01 5-05-786	PARK MAINTENANCE	31.01
-551714		HOSE, COOLANT	52.97			
8/24/2021	AP-US	DUE: 8/24/2021 DISC: 8/24/2021		1099: N		
		HOSE, COOLANT		05 5-00-796	VEHICLE MAINTENANCE	52.97
-551984		HARDWARE	26.67	5785		
8/25/2021	AP-US	DUE: 8/25/2021 DISC: 8/25/2021		1099: N		
		HARDWARE		01 5-03-781	CHAMBER BLDG MAINTENANCE	26.67
-552168		HARDWARE	23.86	5785		
8/25/2021	AP-US	DUE: 8/25/2021 DISC: 8/25/2021		1099: N		
		HARDWARE		01 5-03-781	CHAMBER BLDG MAINTENANCE	23.86
-552201		CAULK	6.43	5777		
8/25/2021	AP-US	DUE: 8/25/2021 DISC: 8/25/2021		1099: N		
		CAULK		01 5-03-781	CHAMBER BLDG MAINTENANCE	6.43
-552259		HARDWARE	9.54	5779		
8/25/2021	AP-US	DUE: 8/25/2021 DISC: 8/25/2021		1099: N		
		HARDWARE		02 5-00-795	SUPPLIES	9.54
-553994		EXTENSION CORD	39.05	5790		
8/30/2021	AP-US	DUE: 8/30/2021 DISC: 8/30/2021		1099: N		
		EXTENSION CORD		05 5-00-746	SMALL TOOLS & EQUIPMENT	7.43
		EXTENSION CORD		02 5-00-746	SMALL TOOLS & EQUIPMENT	8.21
		EXTENSION CORD		03 5-00-746	SMALL TOOLS & EQUIPMENT	10.52
		EXTENSION CORD		01 5-05-746	SMALL TOOLS & EQUIPMENT	7.82
		EXTENSION CORD		01 5-03-746	SMALL TOOLS & EQUIPMENT	5.07
-554240		ADAPTER, THREAD SEAL	36.70	5792		
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		ADAPTER, THREAD SEAL		05 5-00-795	SUPPLIES	36.70
-554326		STAKES	11.38	5794		
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		STAKES		01 5-05-786	PARK MAINTENANCE	11.38

=== VENDOR TOTALS ===

757.42

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0100	SISTERS AREA CHAMBER OF COMMER						
I-09012021		TRT SEPTEMBER 2021	16,666.67				
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: N			
		TRT SEPTEMBER 2021		01 5-04-790	CHAMBER OF COMMERCE		16,666.67
		=== VENDOR TOTALS ===	16,666.67				
=====							
01-0093	SISTERS HABITAT FOR HUMANITY						
I-08312021		AFFORDABLE HOUSING GRANT 2021	50,000.00				
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N			
		AFFORDABLE HOUSING GRANT 2021		01 5-01-797	AFFORDABLE HOUSING PROGR		50,000.00
		=== VENDOR TOTALS ===	50,000.00				
=====							
01-0083	SISTERS RENTAL						
I-0030977-00		BLADE SHARPENING	45.00	5711			
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: N			
		BLADE SHARPENING		01 5-05-796	VEHICLE MAINTENANCE		45.00
I-0071298		SNAKE RENTAL	25.30				
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: N			
		SNAKE RENTAL		01 5-05-786	PARK MAINTENANCE		25.30
		=== VENDOR TOTALS ===	70.30				
=====							
01-0380	SMAF ENVIROMENTAL, LLC						
I-E21-104		BOTTLE CHANGE OUT	2,895.85				
8/18/2021	AP-US	DUE: 8/18/2021 DISC: 8/18/2021		1099: N			
		BOTTLE CHANGE OUT		02 5-00-712	CHEMICALS		2,895.85
		=== VENDOR TOTALS ===	2,895.85				
=====							
01-1222	SMITH ROCK ELECTRIC, LLC						
I-3968		LIGHT REPLACEMENT	603.89				
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: Y			
		LIGHT REPLACEMENT		01 5-05-786	PARK MAINTENANCE		603.89
I-3969		LIGHT REPLACEMENT	278.77				
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: Y			
		LIGHT REPLACEMENT		01 5-05-786	PARK MAINTENANCE		278.77
		=== VENDOR TOTALS ===	882.66				

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 TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
838		SPINDRIFT FORESTRY CONSULTING				
-SIS2021005		SITE VISITS,UFB MTG PREP	696.00			
8/17/2021	AP-US	DUE: 8/17/2021 DISC: 8/17/2021		1099: Y		
		SITE VISITS,UFB MTG PREP		02 5-00-713	DEVELOPMENT REVIEW	69.60
		SITE VISITS,UFB MTG PREP		05 5-00-713	DEVELOPMENT REVIEW	69.60
		SITE VISITS,UFB MTG PREP		03 5-00-713	DEVELOPMENT REVIEW	34.80
		SITE VISITS,UFB MTG PREP		03 5-00-726	CONTRACTED SERVICES	522.00
		=== VENDOR TOTALS ===	696.00			
1052		THE NUGGET NEWSPAPER				
-95696		PUBLIC HEARING	276.25			
8/27/2021	AP-US	DUE: 8/27/2021 DISC: 8/27/2021		1099: N		
		PUBLIC HEARING		01 5-07-705	ADVERTISING	276.25
		=== VENDOR TOTALS ===	276.25			
1937		U.S. BANK				
I-08232021BERTAGNA		VISA-AUGUST 2021 BERTAGNA	29.99			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N		
		VISA-AUGUST 2021 BERTAGNA		01 5-01-726	CONTRACTED SERVICES	3.00
		VISA-AUGUST 2021 BERTAGNA		01 5-02-726	CONTRACTED SERVICES	3.60
		VISA-AUGUST 2021 BERTAGNA		01 5-03-726	CONTRACTED SERVICES	1.20
		VISA-AUGUST 2021 BERTAGNA		01 5-05-726	CONTRACTED SERVICES	3.90
		VISA-AUGUST 2021 BERTAGNA		01 5-07-726	CONTRACTED SERVICES	5.10
		VISA-AUGUST 2021 BERTAGNA		02 5-00-726	CONTRACTED SERVICES	5.10
		VISA-AUGUST 2021 BERTAGNA		03 5-00-726	CONTRACTED SERVICES	4.50
		VISA-AUGUST 2021 BERTAGNA		05 5-00-726	CONTRACTED SERVICES	3.59
I-08232021JOHNSON		VISA-AUGUST 2021 JOHNSON	192.00			
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: N		
		WATER EDUCATION		02 5-00-740	EDUCATION	192.00
I-08232021MISLEY		VISA-AUGUST 2021 MISLEY	77.50			
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: N		
		CM MEETINGS		01 5-01-793	MEETINGS/WORKSHOPS	77.50
I-08232021ONEILL		VISA-AUGUST 2021 O'NEILL	881.28			
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: N		
		VISA-AUGUST 2021 O'NEILL		01 5-01-714	OFFICE SUPPLIES	23.48
		VISA-AUGUST 2021 O'NEILL		01 5-02-714	OFFICE SUPPLIES	24.85
		VISA-AUGUST 2021 O'NEILL		01 5-03-795	SUPPLIES	3.09
		VISA-AUGUST 2021 O'NEILL		01 5-05-714	OFFICE SUPPLIES	14.04
		VISA-AUGUST 2021 O'NEILL		01 5-07-714	OFFICE SUPPLIES	39.00
		VISA-AUGUST 2021 O'NEILL		02 5-00-714	OFFICE SUPPLIES	21.85
		VISA-AUGUST 2021 O'NEILL		03 5-00-714	OFFICE SUPPLIES	12.44
		VISA-AUGUST 2021 O'NEILL		05 5-00-714	OFFICE SUPPLIES	17.27
		CG FEES		01 5-05-733	DUES & SUBSCRIPTIONS	725.26

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0937	U.S. BANK	(** CONTINUED **)					
I-08232021	PROSSER	VISA-AUGUST 2021 PROSSER	208.79				
8/23/2021	AP-US	DUE: 8/23/2021 DISC: 8/23/2021		1099: N			
		VISA-AUGUST 2021 PROSSER		01 5-01-735	TELEPHONE		1.55
		VISA-AUGUST 2021 PROSSER		01 5-02-735	TELEPHONE		1.99
		VISA-AUGUST 2021 PROSSER		01 5-03-735	TELEPHONE		1.54
		VISA-AUGUST 2021 PROSSER		01 5-05-735	TELEPHONE		3.97
		VISA-AUGUST 2021 PROSSER		01 5-07-735	TELEPHONE		3.31
		VISA-AUGUST 2021 PROSSER		02 5-00-735	TELEPHONE		3.53
		VISA-AUGUST 2021 PROSSER		03 5-00-735	TELEPHONE		3.31
		VISA-AUGUST 2021 PROSSER		05 5-00-735	TELEPHONE		2.87
		STAFF MEETING		01 5-01-793	MEETINGS/WORKSHOPS		174.72
		PC NAME PLATE		01 5-07-714	OFFICE SUPPLIES		12.00
=== VENDOR TOTALS ===			1,389.56				
01-0344	USA BLUEBOOK						
I-689405		PH ELECTRODE	159.65	5656			
8/09/2021	AP-US	DUE: 8/09/2021 DISC: 8/09/2021		1099: N			
		PH ELECTRODE		02 5-00-765	IMPROVEMENTS & REPAIRS		159.65
=== VENDOR TOTALS ===			159.65				
01-0976	USA FLEET SOLUTIONS						
I-48378		MONTHLY TRACKING SEPT 2021	209.65				
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: Y			
		MONTHLY TRACKING SEPT 2021		01 5-03-726	CONTRACTED SERVICES		20.96
		MONTHLY TRACKING SEPT 2021		01 5-05-726	CONTRACTED SERVICES		27.26
		MONTHLY TRACKING SEPT 2021		02 5-00-726	CONTRACTED SERVICES		52.41
		MONTHLY TRACKING SEPT 2021		03 5-00-726	CONTRACTED SERVICES		60.80
		MONTHLY TRACKING SEPT 2021		05 5-00-726	CONTRACTED SERVICES		48.22
=== VENDOR TOTALS ===			209.65				
01-0420	VAN HANDEL AUTOMOTIVE, INC.						
I-51420		ALTERNATOR PULLY	52.50	5748			
8/13/2021	AP-US	DUE: 8/13/2021 DISC: 8/13/2021		1099: N			
		ALTERNATOR PULLY		03 5-00-796	VEHICLE MAINTENANCE		52.50
=== VENDOR TOTALS ===			52.50				

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TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0903		VELOX SYSTEMS				
-10882		MILEAGE	11.60			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: Y		
		MILEAGE		01 5-01-726	CONTRACTED SERVICES	1.16
		MILEAGE		01 5-02-726	CONTRACTED SERVICES	1.39
		MILEAGE		01 5-03-726	CONTRACTED SERVICES	0.46
		MILEAGE		01 5-05-726	CONTRACTED SERVICES	1.51
		MILEAGE		01 5-07-726	CONTRACTED SERVICES	1.97
		MILEAGE		02 5-00-726	CONTRACTED SERVICES	1.97
		MILEAGE		03 5-00-726	CONTRACTED SERVICES	1.74
		MILEAGE		05 5-00-726	CONTRACTED SERVICES	1.40
-10891		TOUGHBOOK TABLET	3,224.00			
8/30/2021	AP-US	DUE: 8/30/2021 DISC: 8/30/2021		1099: Y		
		TOUGHBOOK TABLET		02 5-00-714	OFFICE SUPPLIES	1,612.00
		TOUGHBOOK TABLET		05 5-00-714	OFFICE SUPPLIES	1,612.00
-10908		BATTERY BACKUP	189.00			
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: Y		
		BATTERY BACKUP		05 5-00-714	OFFICE SUPPLIES	189.00
-10991		IT SUPPORT SEPTEMBER 2021	3,087.98			
9/01/2021	AP-US	DUE: 9/01/2021 DISC: 9/01/2021		1099: Y		
		IT SUPPORT SEPTEMBER 2021		01 5-01-726	CONTRACTED SERVICES	308.81
		IT SUPPORT SEPTEMBER 2021		01 5-02-726	CONTRACTED SERVICES	370.57
		IT SUPPORT SEPTEMBER 2021		01 5-03-726	CONTRACTED SERVICES	123.52
		IT SUPPORT SEPTEMBER 2021		01 5-05-726	CONTRACTED SERVICES	401.44
		IT SUPPORT SEPTEMBER 2021		01 5-07-726	CONTRACTED SERVICES	524.96
		IT SUPPORT SEPTEMBER 2021		02 5-00-726	CONTRACTED SERVICES	524.96
		IT SUPPORT SEPTEMBER 2021		03 5-00-726	CONTRACTED SERVICES	463.21
		IT SUPPORT SEPTEMBER 2021		05 5-00-726	CONTRACTED SERVICES	370.51
		=== VENDOR TOTALS ===	6,512.58			

0760		VERIZON WIRELESS				
-9886341334		CELL PHONES AUGUST 2021	509.23			
8/31/2021	AP-US	DUE: 8/31/2021 DISC: 8/31/2021		1099: N		
		CELL PHONES AUGUST 2021		01 5-01-736	CELLULAR PHONES	15.44
		CELL PHONES AUGUST 2021		01 5-03-736	CELLULAR PHONES	32.32
		CELL PHONES AUGUST 2021		01 5-05-736	CELLULAR PHONES	100.36
		CELL PHONES AUGUST 2021		01 5-07-736	CELLULAR PHONES	57.23
		CELL PHONES AUGUST 2021		02 5-00-736	CELLULAR PHONES	95.42
		CELL PHONES AUGUST 2021		03 5-00-736	CELLULAR PHONES	119.35
		CELL PHONES AUGUST 2021		05 5-00-736	CELLULAR PHONES	89.11
		=== VENDOR TOTALS ===	509.23			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0043		WCP SOLUTIONS					
I-705438		HAND SOAP, TISSUE, TP	2,154.60	5776			
8/25/2021	AP-US	DUE: 9/25/2021 DISC: 9/04/2021	21.55CR	1099: N			
		HAND SOAP, TISSUE, TP		01 5-05-795	SUPPLIES		2,154.60
=== VENDOR TOTALS ===			2,154.60				
01-0225		X-PRESS PRINTING					
I-104489		SIGN PRINTING	69.80	5765			
8/20/2021	AP-US	DUE: 8/20/2021 DISC: 8/20/2021		1099: N			
		SIGN PRINTING		01 5-05-795	SUPPLIES		69.80
I-104584		WINDOW ENVELOPES	145.22	5770			
8/24/2021	AP-US	DUE: 8/24/2021 DISC: 8/24/2021		1099: N			
		WINDOW ENVELOPES		01 5-01-714	OFFICE SUPPLIES		21.85
		WINDOW ENVELOPES		01 5-02-714	OFFICE SUPPLIES		23.13
		WINDOW ENVELOPES		01 5-03-795	SUPPLIES		2.88
		WINDOW ENVELOPES		01 5-05-714	OFFICE SUPPLIES		13.07
		WINDOW ENVELOPES		01 5-07-714	OFFICE SUPPLIES		36.30
		WINDOW ENVELOPES		02 5-00-714	OFFICE SUPPLIES		20.34
		WINDOW ENVELOPES		03 5-00-714	OFFICE SUPPLIES		11.58
		WINDOW ENVELOPES		05 5-00-714	OFFICE SUPPLIES		16.07
=== VENDOR TOTALS ===			215.02				
=== PACKET TOTALS ===			180,317.31				

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**FIRST EXTENSION TO
CONTRACTED SERVICES AGREEMENT
Snow Removal Services**

This First Extension for Contracted Services – Snow Removal Services (this “Extension”) is made and entered into on September 01, 2021 (the “Effective Date”), between City of Sisters (“City”), an Oregon municipal corporation, whose address is PO Box 39, 520 East Cascade Avenue, Sisters, Oregon 97759, and Tewalt & Sons Inc. (“Contractor”), an Oregon Corporation, whose address is 447 East Jefferson Avenue, Sisters, OR 97759.

RECITALS:

A. City and Contractor are parties to a certain Contracted Services agreement – Snow Removal Services dated September 09, 2020 (the “Contract”). Pursuant to the terms of the Contract, Contractor agreed to provide certain snow removal services for and on behalf of City.

B. Subject to the terms and conditions contained in this Extension, City and Contractor desire to enter into this Extension to extend the term of the Contract.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Extended Term. Subject to the terms and conditions contained in the Contract and this Extension, pursuant to Section 7.1 of the Contract, City and Contractor extend the term of the Contract for one additional term of one year, commencing on the Effective Date and ending on August 31, 2022 (the “Extended Term”), unless sooner terminated as provided in the Contract. The Extended Term will be on the same terms and conditions contained in the Contract.

2. Ratification; Counterparts; Severability. This Extension is made part of the Contract. Except as provided under this Extension, all the terms and provisions of the Contract are hereby ratified and reaffirmed by each party thereto. The Contract (as modified and supplemented by this Extension) is in full force and effect and nothing contained in this Extension will be construed to modify or amend the Contract, except as provided in this Extension. The parties’ execution of this Extension will not be construed as an actual or implied waiver of any condition or obligation contained in the Contract. This Extension may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement.

3. Miscellaneous. This Extension, and any document referenced in this Extension, represents the complete, exclusive, and final understanding of the parties with respect to the transaction contemplated by this Extension. All prior and contemporaneous agreements, discussions, understandings, and negotiations, whether written or oral, express or implied, are merged herein, and to the extent inconsistent herewith, are of no further force and effect. No addition, modification, amendment, or alteration to this Extension will be effective against the parties unless specifically agreed upon in writing and signed by the parties.

IN WITNESS WHEREOF, the undersigned have caused this Extension to be executed on the date first written above but made effective for all purposes on the Effective Date.

CITY:
City of Sisters
an Oregon municipal corporation

CONTRACTOR:
Tewalt & Sons, Inc.
an Oregon Corporation

By: Cory Misley, City Manager

By: Daryl Tewalt, President



Meeting Date: September 8, 2021

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: 2021/22 Water & Wastewater Master Plan Update Professional Services Agreement approval

Action Requested: By motion, award a contract to 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 with any necessary legal revisions.

Summary Points:

- Municipalities are required by state law to periodically update their facility master plans to comply with the OHA OAR 333 and DEQ OAR Guidelines.
- The project will evaluate the City's existing 2016 Wastewater and 2017 Water Master plans to identify solutions to current and future system deficiencies over a 20 year planning period. The plans will include updated growth projections as well as system demands within the current UGB and the additional development anticipated in the 2040 Comprehensive Plan Update.
- Staff issued a Request for Proposals (RFP) and received (2) proposals. Staff with the assistance of our City Engineer and two members of the Public Works Advisory Board scored the proposals and unanimously chose Anderson Perry & Associates to perform the consulting services on the project.
- The project includes a public involvement plan that will include quarterly meetings with the Public Works Advisory Board as well as City Council workshop(s) and the necessary public hearings required for adoption by Council.
- The final product will provide a comprehensive plan for upgrading our existing water and wastewater systems to meet all regulatory requirements associated with providing utility services to our projected 2042 population.
- The estimated consulting fees are \$74,990 for the Water update and \$69,930 for the Wastewater update. Staff will perform the collection system flow monitoring with \$5,000 already budgeted in the FY21/22 so we will not need to exercise the flow monitoring option. The total cost estimate for both master plan updates is \$144,920. Staff is proposing a "Not to Exceed" contract amount of \$150,000 for any necessary contract contingencies.
- Completion of both Plan updates is scheduled for 6/30/22 with adoption in July 2022.

Financial Impact: \$75,000 was budgeted out of both the Water and Wastewater SDC Funds for a total of \$150,000 project budget.

Attachments: Water & Wastewater Master Plan Update Scope of Work



EXHIBIT A
SCOPE OF WORK
September 2, 2021

PROJECT UNDERSTANDING

This Scope of Work (SOW) describes the work that will be performed by Anderson Perry & Associates, Inc. (Engineer) for the Water System Master Plan (WSMP) and Wastewater Facilities Plan (WWFP) Updates project for the City of Sisters, Oregon (Owner). The planning effort will include the following deliverable documents:

- WSMP Update
- WWFP Update

WATER SYSTEM MASTER PLAN UPDATE

GENERAL

The Engineer, in cooperation with the Owner, will develop a WSMP Update. The WSMP Update is intended to evaluate the Owner's water supply capacity and availability, water storage capacity, overall system performance and water usage, and analyze the distribution system. The WSMP Update will provide a comprehensive overview of the system in accordance with the "Guidelines for the Preparation of Planning Documents for Developing Community Water System Projects," as well as Oregon Administrative Rules Chapter 333, Division 061, Section 0060.

Based on these guidelines and rules, the WSMP Update will be developed for a 20-year planning period. The WSMP Update will include design criteria and service goals for the planning period; identify present and anticipated future system deficiencies; and evaluate future water supply, storage, and distribution system needs. The general financial capacity of the existing system will also be evaluated.

The completed WSMP Update will provide the Owner with a comprehensive planning document that will identify and prioritize needed system improvements and allow the Owner to appropriately plan and budget for the selected improvements. The WSMP Update will provide the Owner with the required document to seek state and/or federal funding to complete selected improvements.

If the services of GSI Water Solutions, Inc. (GSI) are necessary to complete the WSMP Update, the Owner will contract with GSI directly on an on-call basis.

SCOPE OF WORK

1. **Facility Tour.** To kick off the planning effort, the Engineer, along with the Owner, will conduct a tour of the water system facilities to help gain knowledge of the various components of the water system. The tour of the water system facilities will occur concurrently with the tour of the wastewater system.
2. **General.** The WSMP Update will provide a general description of the community and a general history of the existing water system. A summary of the planning objectives and goals will be outlined.



3. **Existing System.** The WSMP Update will outline the status of the existing water system and describes its current operation, recent system improvements, system strengths, and system deficiencies.
4. **Design Criteria.** Planning and design criteria will be established, including service area and boundaries; population growth projections; past, present, and future anticipated water usage patterns; fire flow requirements; federal and state standards; system pressure needs; and service goals.
5. **Water Supply Facilities.** The individual components of the existing water supply system will be analyzed considering capacity, compliance with current water quality standards, water rights, condition of components, condition of well pump stations and disinfection systems, operational dependability, and cost of operation. The water supply needs for the planning period will be developed. If water supply improvements are identified to be needed over the course of the planning period, cost-effective alternatives for meeting current and long-term water supply needs will be identified, including alternatives for correcting existing system deficiencies. Estimated cost and conceptual design schematics for the preferred alternatives will be presented, and an evaluation of the general operation and maintenance (O&M) requirements for the water supply system will be completed. New water supply options along with associated water rights, if needed, will also be investigated.
6. **Water Storage Facilities.** The existing water storage facility will be analyzed considering capacity, condition of the reservoir, distribution system pressures, etc. Records from inspections performed by others, when available, will be utilized to help evaluate existing reservoir conditions. Recommended storage capacity for the reservoir and its service area will be analyzed considering emergency storage, operational storage, equalization storage, and fire flow storage. Alternatives for meeting the storage requirements of the water system for the planning period will be identified, including preliminary conceptual schematics and estimated costs for the preferred alternatives. The evaluation of the storage needs will take into account extended power outages.
7. **Distribution System.** Utilizing the Owner's existing geographic information system (GIS) distribution system mapping and Owner records, a review of the condition and adequacy of the distribution system piping and well pumping systems will be made. A summary of the Fire Department's fire flow concerns and needs will be prepared. Evaluation of the general O&M needs of the distribution system will be completed. General system deficiencies will be identified, and alternatives for meeting current and future system deficiencies will be outlined. Anticipated extensions of and any upgrades to existing distribution system piping will be presented on updated maps and figures. Estimated costs for implementation of recommended improvements will also be provided.
8. **Water Distribution System Improvements Computer Modeling.** The Owner's existing GIS distribution system mapping and an InfoWater Pro computer model of the existing water system will be utilized to evaluate potential system improvements. The model will be utilized to analyze the hydraulic capacity and system pressures of proposed distribution system improvements for both current and projected 20-year average day and peak day demand conditions. Distribution system deficiencies that are identified, such as low system pressures, low fire flow capacities, dead-end or undersized lines, etc., will be addressed with proposed improvements. Fire flow capacities throughout the distribution system (with proposed



improvements) will be modeled. Up to three scenarios of alternatives for correcting noted deficiencies and to serve key areas of anticipated expansion will be modeled for consideration by the Owner. Figures will be developed to show existing system deficiencies and improvement options to address these deficiencies.

If required to calibrate the computer model, the Owner will provide staff to perform necessary fire hydrant flow and distribution system pressure testing and provide the testing results to the Engineer. The Engineer will provide guidance to the Owner regarding which fire hydrants are to be flow tested to provide the necessary flow and pressure data required for computer model calibration.

9. Planning and Implementation Recommendations. A summary will be prepared identifying current and future water system needs with their associated estimated cost and layout schematics. Recommendations will be made for meeting the water system needs for the planning period.

10. Capital Improvements Plan (CIP). The Engineer, in cooperation with the Owner, will prepare a CIP for a 20-year planning period for the water system. The CIP will include an implementation schedule for improvements identified in the WSMP Update. The implementation schedule will be outlined with improvements to be completed in 0 to 5 years, 5 to 10 years, 10 to 15 years, and 15 to 20 years. The estimated project cost for each listed improvement will also be provided, and a required annual budget to fund the improvements will be included. The completed CIP will provide the Owner with a comprehensive plan that will identify and prioritize needed system improvements and allow the Owner to appropriately plan and budget for the selected improvements.

The Engineer will work with the Owner to determine the criteria for a qualifying capital improvement. These may include such criteria as a project cost limit (i.e., anything greater than \$10,000), determining the definition of a capital expense, and any other criterion that the Owner might want to define as a capital improvement.

The CIP will be included in the WSMP Update and a separate document will not be prepared.

11. Water System Funding. The existing water system financial condition will be reviewed considering historical water system revenues, O&M costs, and debt service, including the adequacy of existing water user fees. Future O&M costs, capital improvement investments, and anticipated debt service for the water system will be based on an Owner-approved improvements plan. A detailed funding plan will be developed to address the Owner's water system requirements over a 20-year planning cycle, including general user rate charges, known outside funding assistance, and projected long-term financing. The primary objective of the funding plan will be to identify the revenue requirements necessary to adequately fund the water system improvements, including compliance with the Owner's fiscal policies. Information will also be provided on potential state and federal grant and loan programs that may be available to assist the Owner in implementing water system improvements. A strategy for implementation of any recommended water system improvements will be developed in cooperation with the Owner.



TYPICAL REPORT DELIVERY/COORDINATION TASKS

- 1. Written Report.** Five paper copies and an electronic (PDF) version of a draft written WSMP Update summarizing the results of the planning effort will be presented to the Owner for review and comment. A draft copy of the WSMP Update will also be submitted to the Oregon Health Authority - Drinking Water Services (DWS). As a supplement to the written WSMP Update, the results of the water distribution system computer model will be summarized in a separate report and submitted to the Owner and DWS along with the draft WSMP Update. After comments are received from the Owner and DWS regarding the draft WSMP Update and Water Distribution System Computer Model Report, five paper copies and a PDF version of the final WSMP Update and Water Distribution System Computer Model Report will be prepared and presented to the Owner, and a copy will be sent to the DWS.
- 2. Report Development-Related Meetings.** The Engineer will attend regular monthly virtual progress meetings with the Owner and three quarterly virtual progress meetings with the Owner's Public Works Advisory Board to review progress of the work, present alternatives, and assist the Owner in making key decisions relative to implementation and adoption of the WSMP Update. Two more-formal work session-type meetings will be held with the City Council to present the findings and assist the Council with adoption of the WSMP Update. To be efficient, all meetings for the WSMP Update will be held concurrently with meetings associated with the WWFP Update.

WASTEWATER FACILITIES PLAN UPDATE

GENERAL

The Engineer, in cooperation with the Owner, will prepare a WWFP Update for a 20-year planning period. The WWFP Update will include design criteria, evaluation of the existing lagoon treatment and disposal systems, development of improvement alternatives and estimated project costs, determination of the needed improvements for a long-term solution, and a general financial analysis of selected improvement alternatives. The WWFP Update will be prepared to meet the requirements set forth in the 2018 "Preparing Wastewater Planning Documents and Environmental Reports for Public Entities."

The completed WWFP Update will provide the Owner with a comprehensive planning document that will identify and prioritize needed system improvements and allow the Owner to appropriately plan and budget for needed and selected improvements. The WWFP Update will provide the Owner with the required document to seek state and/or federal funding to complete selected improvements.

SCOPE OF WORK

- 1. Facility Tour.** To kick off the planning effort, the Engineer, along with the Owner, will conduct a tour of the wastewater system facilities to help gain knowledge of the various components of the wastewater system. The tour of the wastewater facilities will occur concurrently with the tour of the water system.



2. **General.** The WWFP Update will provide a general description of the community with a general history of the existing wastewater system. A statement of purpose, background, planning objectives, and need for the WWFP Update will be outlined.
3. **Design Criteria.** The WWFP Update will provide a review and update of the current wastewater flows and loads as well as the 20-year projection of future population, wastewater flows, and waste loads. Design criteria will be developed based on this information.
4. **Existing Lagoon Treatment and Effluent Disposal Systems.** The WWFP Update will provide review of the City's existing wastewater planning documents, evaluation of the existing wastewater lagoon treatment and effluent disposal systems, and an update of any identified deficiencies based on the review. The Lazy Z Ranch Master Plan will be utilized and referenced in the evaluation of the existing lagoon treatment and effluent disposal systems.
5. **Wastewater Collection System.** Utilizing existing GIS collection system mapping and Owner records, a hydraulic capacity analysis of the main trunk and interceptor sewer lines will be completed, and a review of the condition and adequacy of the collection system piping, wastewater lift stations, and associated pressure sewers will occur. General system deficiencies will be identified, and alternatives for addressing current and future system deficiencies will be outlined. Anticipated extensions of the collection system to serve key areas of the City as well as upgrades to existing collection system piping will be presented on updated maps and figures. Estimated costs for implementation of recommended improvements will also be provided. Cleaning and television inspection of the Owner's collection system is not included in this SOW. Any cleaning and television inspection required will be completed by the Owner's staff utilizing Owner-supplied equipment or a contractor retained by the Owner. A computer model of the existing collection system is not included in this SOW.

At the option of the Owner, utilizing flow monitoring equipment installed in select manholes, flow monitoring and recording at key locations (main trunk and interceptor lines) will be performed to estimate current sewer flows at these identified key locations. This flow monitoring and recording work will be completed only if directed to do so by the Owner.

6. **Improvement Alternatives.** The WWFP Update will outline up to three lagoon treatment and effluent disposal improvement alternatives and will provide evaluation of the feasibility of the improvement alternatives and a cost effectiveness analysis of the alternatives over a 20-year period. Treatment standards and cost estimates for each alternative will be identified.
7. **Selected Alternatives.** The WWFP Update will provide evaluation and detailed description of the Owner's preferred improvements alternatives. Treatment, disposal, and regulatory standards will be identified, and estimated costs will be outlined.
8. **Capital Improvements Plan (CIP).** The Engineer, in cooperation with the Owner, will prepare a CIP for a 20-year planning period for the wastewater system. The CIP will include an implementation schedule for improvements identified in the WWFP Update. The implementation schedule will be outlined with



improvements to be completed in 0 to 5 years, 5 to 10 years, 10 to 15 years, and 15 to 20 years. The estimated project cost for each listed improvement will also be estimated, and a required annual budget to fund the improvements will be included. The completed CIP will provide the Owner with a comprehensive plan that will identify and prioritize needed system improvements and allow the Owner to appropriately plan and budget for the selected improvements.

The Engineer will work with the Owner to determine the criteria for a qualifying capital improvement. These may include such criteria as a project cost limit (i.e., anything greater than \$10,000), determining the definition of a capital expense, and any other criterion that the Owner might want to define as a capital improvement.

The CIP will be included in the WWFP Update and a separate document will not be prepared.

- 9. Wastewater System Funding.** The existing wastewater system financial condition will be reviewed considering historical water system revenues, O&M costs, and debt service, including the adequacy of existing wastewater user fees. Future O&M costs, capital improvement investments, and anticipated debt service for the wastewater system will be based on an Owner-approved improvements plan. A detailed funding plan will be developed to address the Owner's wastewater system requirements over a 20-year planning cycle, including general user rate charges, known outside funding assistance, and projected long-term financing. The primary objective of the funding plan will be to identify the revenue requirements necessary to adequately fund the wastewater system requirements, including compliance with the Owner's fiscal policies. Information will also be provided on potential state and federal grant and loan programs that may be available to assist the Owner in implementing wastewater system improvements. A strategy for implementation of any recommended wastewater system improvements will be developed in cooperation with the Owner.
- 10. Environmental.** A brief, planning-level environmental review of the selected alternatives will be completed. This SOW does not include preparation of environmental reports for design and construction funding applications, biological assessments, wetland delineations, cultural resource evaluations, mitigation plans, or other related environmental documents.
- 11. Wastewater Facilities Plan Update Exclusion.** The WWFP Update will not include a detailed collection system evaluation and an infiltration and inflow (I/I) study but will identify estimated system I/I flows using available flow records.

TYPICAL REPORT DELIVERY/COORDINATION TASKS

- 1. Written Report.** Five paper copies and an electronic (PDF) version of a draft WWFP Update summarizing the results of the planning effort will be presented to the Owner for review and comment. A draft copy of the WWFP Update will also be submitted to the Oregon Department of Environmental Quality (DEQ). After comments are received regarding the draft WWFP Update from the Owner and DEQ, five paper copies and a PDF version of the final WWFP Update will be prepared and presented to the Owner, and a copy will be sent to the DEQ.



- 2. Report Development-Related Meetings.** The Engineer will attend regular monthly virtual progress meetings with the Owner and quarterly virtual progress meetings with the Owner’s Public Works Advisory Board to review progress of the work, present alternatives, and assist the Owner in making key decisions relative to implementation and adoption of the WWFP Update. Four more-formal work session-type meetings will be held with the City Council to present the findings and assist the Council with adoption of the WWFP Update. To be efficient, all meetings for the WWFP Update will be held concurrently with meetings associated with the WSMP Update.

ESTIMATED PROJECT SCHEDULE

The Engineer will perform the services in accordance with the following estimated schedule:

WSMP Update	September 2021 through June 2022
WWFP Update	September 2021 through June 2022

COMPENSATION FOR ENGINEERING SERVICES

Attachment A to this SOW provides a breakdown of the estimated hours and fees associated with completion of each Plan Update. The Engineer’s Hourly Fee Schedule is included as Attachment B to this SOW.

1. The Owner will compensate the Engineer for “Water System Master Plan Update” on a time and materials basis, plus direct reimbursable expenses, in accordance with the attached Hourly Fee Schedule. The total fee is estimated to be \$74,990. This amount will not be exceeded without notification to and approval from the Owner.
2. The Owner will compensate the Engineer for “Wastewater Facilities Plan Update” on a time and materials basis, plus direct reimbursable expenses, in accordance with the attached Hourly Fee Schedule. The total fee is estimated to be \$69,630. This amount will not be exceeded without notification to and approval from the Owner.
3. If optional flow monitoring services are requested by the Owner, the Owner will compensate the Engineer for optional flow monitoring on a time and materials basis, plus direct reimbursable expenses, in accordance with the attached Hourly Fee Schedule. The total fee is estimated to be \$6,200. This amount will not be exceeded without notification to and approval from the Owner.

RESPONSIBILITIES OF THE OWNER

For this to be a successful planning effort, the Engineer will work closely with the Owner during development of the planning documents to review the work and provide the Owner with the opportunity to make decisions relative to key planning issues, selection of improvement alternatives, etc. The Owner will be requested to provide data to the Engineer including maps, records, reports, correspondence, and any other information relative to the planning work. When required, the Owner will provide equipment and personnel to allow the Engineer to assess field conditions related to the planning effort. The Owner will pay for any agency plan review fees required by local, state, or federal authorities.

ATTACHMENT A
**Water System Master Plan and Wastewater
Facilities Plan Updates Hours and Fee Estimate**

CITY OF SISTERS, OREGON
WATER SYSTEM MASTER PLAN AND WASTEWATER FACILITIES PLAN UPDATES
WATER SYSTEM MASTER PLAN UPDATE
HOURS AND FEE ESTIMATE



Client: City of Sisters, Oregon
Project: Water System Master Plan and Wastewater Facilities Plan Updates
Job No.: 446-08
Prepared by: Troy Baker, P.E.
Date: September 2, 2021

WATER SYSTEM MASTER PLAN UPDATE Task/Deliverable Description	Estimated Hours							Miscellaneous Charges	Mileage	Totals
	Senior Engineer TB	Senior Engineer JR	Project Engineer LS	Staff Engineer BW	Engineering Technician ZM	Senior Technician AD	Senior Technician (Drafting)			
Water System Facility Tour	4	4		4	4				40	\$ 2,463
Data Collection and Design Criteria Development	2			4	4					\$ 1,320
Analyze Water Supply, Storage, and Distribution Components of Water System	20			80	12					\$ 14,780
Water Distribution System Computer Model and Report	2		24	48		8				\$ 10,340
Prepare Draft Water System Master Plan, including Capital Improvements Plan	24	5	20	90			42			\$ 23,815
Monthly Progress Meetings	8	15		8						\$ 5,255
Quarterly Progress Meetings with Public Works Advisory Board	6	8		6						\$ 3,340
City Council Workshop and Meeting	4	6						80		\$ 1,916
Internal Quality Assurance/Quality Control Reviews		16								\$ 2,960
Prepare Final Water System Master Plan Update	8	2	8	12			6			\$ 5,100
Project Management		20								\$ 3,700
Total Estimated Hours	78	76	52	252	20	8	48			
Hourly Billing Rate	\$ 190	\$ 185	\$ 135	\$ 120	\$ 115	\$ 120	\$ 115		\$ 0.58	
Total Estimated Fee	\$ 14,820	\$ 14,060	\$ 7,020	\$ 30,240	\$ 2,300	\$ 960	\$ 5,520	\$ -	\$ 70	\$ 74,990

**CITY OF SISTERS, OREGON
WATER SYSTEM MASTER PLAN AND WASTEWATER FACILITIES PLAN UPDATES
WASTEWATER FACILITIES PLAN UPDATE
HOURS AND FEE ESTIMATE**



Client: City of Sisters, Oregon
Project: Water System Master Plan and Wastewater Facilities Plan Updates
Job No.: 446-08
Prepared by: Troy Baker, P.E.
Date: September 2, 2021

WASTEWATER FACILITIES PLAN UPDATE Task/Deliverable Description	Estimated Hours						Miscellaneous Charges	Mileage	Totals
	Senior Engineer BM	Senior Engineer JR	Staff Engineer BW	Engineering Technician TM	Senior Technician AD	Senior Technician (Drafting)			
Wastewater System Facility Tour	4	4	4	4				40	\$ 2,483
Data Collection and Design Criteria Development	2		4	4					\$ 1,330
Evaluate Lagoon Treatment and Effluent Disposal Systems	16			50					\$ 8,870
Wastewater Collection System Evaluation	2		40		4				\$ 5,670
Develop Improvement Alternatives	6			30					\$ 4,620
Prepare Draft Wastewater Facilities Plan, including Capital Improvements Plan	20	5	20	100		42			\$ 23,555
Monthly Progress Meetings	8	15		8					\$ 5,255
Quarterly Progress Meetings with Public Works Advisory Board	6	8	6						\$ 3,370
City Council Workshop and Meeting	4	6						80	\$ 1,936
Internal Quality Assurance/Quality Control Reviews		16							\$ 2,960
Prepare Final Wastewater Facilities Plan Update	8	2	8	20		6			\$ 5,880
Project Management		20							\$ 3,700
Total Estimated Hours	76	76	82	216	4	48			
Hourly Billing Rate	\$ 195	\$ 185	\$ 120	\$ 115	\$ 120	\$ 115		\$ 0.58	
Total Estimated Fee	\$ 14,820	\$ 14,060	\$ 9,840	\$ 24,840	\$ 480	\$ 5,520	\$ -	\$ 70	\$ 69,630

OPTIONAL FLOW MONITORING Task/Deliverable Description	Estimated Hours - Optional Flow Monitoring						Miscellaneous Charges	Mileage	Totals
	Senior Engineer BM	Senior Engineer JR	Staff Engineer BW	Engineering Technician TM	Senior Technician AD	Senior Technician (Drafting)			
Flow Monitoring Equipment Rental							\$3,600		\$ 3,600
Installation of Flow Monitoring Equipment				10				120	\$ 1,220
Flow Data Reduction and Analysis				12					\$ 1,380
Total Estimated Hours	0	0	0	22	0	0			
Hourly Billing Rate	\$ 195	\$ 185	\$ 120	\$ 115	\$ 120	\$ 115		\$ 0.58	
Total Estimated Fee	\$ -	\$ -	\$ -	\$ 2,530	\$ -	\$ -	\$ 3,600	\$ 70	\$ 6,200

Note: The equipment rental fees assume \$1,200 per week to rent the equipment and three weeks of monitoring. The estimated hours assume that three manholes will be monitored and each manhole will be monitored for a week.

ATTACHMENT B
**Water System Master Plan and Wastewater
Facilities Plan Updates Hourly Fee Schedule**

HOURLY FEE SCHEDULE

April 1, 2021

PROFESSIONAL TECHNICAL STAFF

TECHNICIANS

Technician I	\$ 50.00
Technician II	\$ 60.00
Technician III	\$ 70.00
Technician IV	\$ 80.00
Technician V	\$ 85.00
Technician VI	\$ 90.00
Technician VII	\$ 95.00
Senior Technician I	\$100.00
Senior Technician II	\$110.00
Senior Technician III	\$115.00
Senior Technician IV	\$120.00
Senior Technician V	\$125.00
Senior Technician VI	\$130.00
Senior Technician VII	\$135.00
Senior Technician VIII	\$160.00
Senior Technician IX	\$175.00

ENGINEERING

Engineering Technician I	\$ 95.00
Engineering Technician II	\$100.00
Engineering Technician III	\$105.00
Engineering Technician IV	\$110.00
Engineering Technician V	\$115.00
Staff Engineer I	\$110.00
Staff Engineer II	\$120.00
Project Engineer I	\$125.00
Project Engineer II	\$130.00
Project Engineer III	\$135.00
Project Engineer IV	\$140.00
Project Engineer V	\$150.00
Project Engineer VI	\$155.00
Project Engineer VII	\$160.00
Senior Engineer I	\$165.00
Senior Engineer II	\$170.00
Senior Engineer III	\$175.00
Senior Engineer IV	\$185.00
Senior Engineer V	\$190.00
Senior Engineer VI	\$195.00
Senior Engineer VII	\$200.00
Senior Engineer VIII	\$215.00

ARCHAEOLOGY

Archaeological Technician I	\$ 50.00
Archaeological Technician II	\$ 55.00
Staff Archaeologist I	\$ 65.00
Staff Archaeologist II	\$ 70.00
Project Archaeologist I	\$ 75.00
Senior Archaeologist I	\$ 95.00
Senior Archaeologist II	\$115.00

PROJECT REPRESENTATIVES

Project Representative I	\$ 95.00
Project Representative II	\$100.00
Project Representative III	\$105.00
Project Representative IV	\$110.00

OVERTIME

Overtime Surcharge	\$ 35.00
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SURVEYORS AND CREWS

Survey Technician I	\$ 65.00
Survey Technician II	\$ 80.00
Survey Technician III	\$ 85.00
Survey Crew Chief I	\$ 90.00
Survey Crew Chief II	\$ 95.00
Survey Crew Chief III	\$100.00

Professional Land Surveyor I	\$120.00
Professional Land Surveyor II	\$135.00
Professional Land Surveyor III	\$145.00
Professional Land Surveyor IV	\$165.00
Professional Land Surveyor V	\$175.00
GPS Total Station	\$ 40.00
Robotic Survey Station	\$ 30.00

Total Station	\$ 23.00
ATV (4-hour minimum)	\$ 30.00
Resource Grade GPS	\$ 20.00
Electrofisher	\$ 25.00
Unmanned Aircraft System (UAS/Drone)	\$ 45.00
GIS RTK GPS/GNSS Unit	\$ 30.00

OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for vehicles, which is \$0.56 per mile for standard highway vehicles as of January 1, 2021. Mileage will be charged at \$0.75 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice may be charged a service fee of 1.0% per month.



CITY COUNCIL Agenda Item Summary

Meeting Date: September 8, 2021

Staff: Woodford

Type: Meeting

Dept: CDD

Subject: Planning Assistance Grants

Action Requested: Approval of two (2) Resolutions to support the City of Sisters grant application to the Department of Land Conservation and Development for two (2) Planning Assistance Grants.

Summary Points:

Among the projects that Community Development Department has on its work plan for this fiscal year are the update to the Housing Plan and the Efficiency Measures project associated with the Comprehensive Plan. The City has funds in this year's budget for both projects to hire consultants to assist the City; however, it has recently come to our attention that there are grant funds available from DLCD for projects that involve housing and the creation of housing strategy implementation plans, especially those involved subsidized housing needs.

After discussion with DLCD representatives, it became apparent that our two planned housing projects would qualify for grants and DLCD encouraged us to apply. Consequently, the City recently submitted two Planning Assistance grants for \$50,000 each to pay for consultant services for completion of these projects. Those projects are anticipated to start in early 2022 and be completed by late 2022.

One of the requirements of the grant is that the applicant include a resolution or letter from the governing body of the city or county demonstrating support for the project, thus this request of Council.

Financial Impact: If the grant is approved, funds budgeted for these projects in the City budget will not be necessary and can be used for other needs or rolled over to next year's budget.

Attachments:

Resolution 2021-16

Resolution 2021-17

RESOLUTION NO. 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.

WHEREAS, the Legislature appropriated funds to Oregon Department of Land Conservation and Development (DLCD) for the purpose of providing planning assistance to local governments for assistance with housing strategy implementation plans, which are plans that identify and implement actions a local government can take to address its' identified housing needs, especially to subsidized housing needs.

WHEREAS, DLCD is accepting applications for the 2021 Planning Assistance Grant Program; and

WHEREAS, City of Sisters is in the process of updating its Comprehensive Plan and Housing Needs Analysis and are required by the State to consider Efficiency Measures to accommodate our projected 20-year housing needs within our existing city boundary; and

WHEREAS, the Efficiency Measures project will involve hiring a planning consultant to help the City analyze potential tools, such as development code amendments and development incentives, that will accommodate all or a portion of our projected housing needs to be developed within our existing city boundaries; and

WHEREAS, the City of Sisters has funds budgeted for this project, but should the grant funds be awarded, the City could utilize the funds for other projects; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SISTERS AS FOLLOWS:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Department of Land Conservation and Development for the Efficiency Measures project.

Section 2: This Resolution shall be effective immediately following its adoption by the City Council.

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 8th day of September 2021.

Michael Preedin, Mayor

ATTEST:

Kerry Prosser, City Recorder

RESOLUTION NO. 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.

WHEREAS, the Legislature appropriated funds to Department of Land Conservation and Development (DLCD) for the purpose of providing planning assistance to local governments for assistance with housing strategy implementation plans, which are plans that identify and implement actions a local government can take to address its' identified housing needs, especially to subsidized housing needs; and

WHEREAS, DLCD is accepting applications for the 2021 Planning Assistance Grant Program; and

WHEREAS, City of Sisters plans to update its 2010 Housing Plan to account for changes in the community, to update the housing needs and to re-evaluate the strategies that will result in the delivery of affordable housing; and

WHEREAS, the City desires to hire a housing consultant to help the City update the Housing Plan; and

WHEREAS, the City of Sisters has funds budgeted for this project, but should the grant funds be awarded, the City could utilize the funds for other projects; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SISTERS AS FOLLOWS:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Department of Land Conservation and Development for the update to the Housing Plan.

Section 2: This Resolution shall be effective immediately following its adoption by the City Council.

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 8th day of September 2021.

Michael Preedin, Mayor

ATTEST:

Kerry Prosser, City Recorder



Agenda Item Summary

Meeting Date: September 8, 2021

Staff: Woodford/Mardell/Shoup

Type: Public Hearing

Dept: CDD

Subject: Sisters 2040 Comprehensive Plan Update

Action Requested: Hold a Public Hearing on a Comprehensive Plan Amendment to adopt the Sisters 2040 Comprehensive Plan and replace and supersede all prior Comprehensive Plans (Planning File #CP 21-01)

Summary Points:

The current Comprehensive Plan was last updated in 2005. In the meantime, the city has experienced rapid residential growth and the population has increased from about 1,300 to 3,270 and many of the elements in the 2005 Plan are now outdated. Although not required of a community our size by the State, a recommendation of the recent Sisters Country Vision process was to update the Comprehensive Plan to better represent the current conditions, to ensure that the community plans for, and mitigates, the impacts of growth and solicits input from the community on what it desires as the future direction of Sisters.

Over the course of the last year, the City, with assistance from Angelo Planning Group, Johnson Economics, and NXT Consulting, embarked on a public process to completely update the Plan- primarily its Goals and Policies, which form the bulk of the Plan, but also the factual base required by State law, including a Housing Needs Analysis, Economic Opportunities Analysis and Buildable Lands Inventory, along with an Urban Growth Boundary Sufficiency Report (see those documents referenced in the Attachments below).

A community engagement plan guided outreach into the community and included extensive review of draft goals and policies with two community advisory committees – one made up of a broad group of Sisters and several Sisters Country residents - along with a stakeholder committee comprised of community partners, to provide a technical review.

Due to the pandemic, outreach strategies were modified and the majority of the meetings were conducted virtually, but this did not limit the effectiveness of communication with the public and still allowed over 20 conversations with community groups, two online open houses and surveys sent to the entire community, an email update list that regularly sent out project info to over 250 interested parties, and a project website updated continually with information. When conditions finally allowed, several in-person outreach activities were conducted. More detail on the community outreach for the Plan can be found in the Community Engagement Audit that is an attachment to the report.

This has all resulted in the draft 2021 Sisters Comprehensive Plan for public review by the Planning Commission and City Council. The Planning Commission held a public hearing on



this matter on August 12, 2021 and voted unanimously to recommend approval. Council will hear the request at this meeting and on September 22, 2021.

Staff has prepared a draft ordinance for this hearing, but due to the expected amendments to policies that will be recommended at this meeting, staff is recommending that after Council hears public comment and deliberates on the proposal, that it continue the request to the September 22, 2021 meeting in order for staff to prepare a “clean” ordinance that incorporates all of the requested changes for final consideration of approval by Council.

Staff’s detailed findings on the applications are found in Exhibit A of Attachment A and also included a summary of the proposed Goals and Policy Amendments that were reviewed by the Council at the August 25, 2021 work session.

Financial Impact: N/A

Recommendation: Staff recommends that City Council open the public hearing and deliberate on the request, but ultimately continue it to September 22, 2021, in order for staff to prepare a “clean” ordinance, showing all of the requested changes, for consideration for approval.

Attachments: Note: Attachments A and B and Exhibit A Staff Findings are included with this report. Due to their size, Attachment B (Exhibits B-E) and Attachments D, E and F can be found at <https://www.ci.sisters.or.us/community-development/page/2021-sisters-comprehensive-plan-update>

- Attachment A – Proposed Policy Amendments
- Attachment B – Ordinance No. 517
 - Exhibit A – Staff Findings
 - Exhibit B -2040 Comprehensive Plan (Planning Commission Approved)
 - Exhibit C - 2021 Housing Needs Analysis Update
 - Exhibit D – Economic Opportunities Analysis
 - Exhibit E – Buildable Lands Inventory
- Attachment D- Urban Growth Boundary Sufficiency Report
- Attachment E – Community Engagement Plan
- Attachment F – Public Comments Received

Comprehensive Plan Update - Policy Amendments for Council Review – September 8, 2021

Context: The proposed amendments to the Draft Comprehensive Plan document below are the result of feedback received from City Council members and from correspondence received from the Department of Land Conservation and Development (DLCD). Staff reviewed these changes with the City Council at their work session on August 25, 2021 and are proposed here for consideration by City Council at its public hearing on September 8, 2021. Proposed additions are in **bold** and removed language is in ~~strike through~~. A short explanation for the reason for the requested change is included after each policy.

Goal 2 Land Planning

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

This is a response to the following DLCD comment:

“The city could consider including natural hazards in Section 2.1.3 (Land Use Planning) by listing changing in natural hazards occurrences or other data as reasons to update comprehensive plan policies. We also recommend adding “other stakeholders” to the list of parties to be engaged in comprehensive plan updates in Section 2.1.4 to make sure all potentially affected residents can be included.”

Goal 3 Growth Management

Objective 3.1 To promote efficient development within the Urban Growth Boundary (UGB) to accommodate forecasted housing and employment growth, minimize the cost of providing public services and infrastructure, and to protect resource land outside the UGB. This shall be balanced with community goals and policies to manage natural resources, preserve open space, **protect life and property from natural hazards**, and maintain community livability.

This is a response to following DLCD comment:

In Objective 3.1, the city could consider adding natural hazards: “... This shall be balanced with community goals to manage natural resources, preserve open space, protect life and property from natural hazards, and maintain community livability.

POLICY 3.1.6 When evaluating the capacity of the Sisters Urban Growth Boundary and considering annexation of land for urban development, the City shall consider the needs of parks and open space, natural hazards, **specifically wildfire and flooding**, and infrastructure provision.

This is in response to the following Councilor comment: policy includes “natural hazards” but want consideration of hazards that are most common in Sisters (wildfire, flooding).

Goal 4 Livability

POLICY 4.2.2 The City shall encourage the development of livable, cohesive, and well-connected neighborhoods with convenient access to goods and services, **with neighborhood commercial (e.g., corner store), and childcare**, opportunities for recreation, and access to nature.

This is in response to Councilor comment wanting to specifically mention neighborhood commercial for childcare, corner store, pub, etc.

Goal 5 Housing

NEW POLICY: The city shall comply with State requirements on wildfire mitigation for defensible space and building codes in areas categorized as extreme or high wildfire risk, as determined and by State wildfire mapping. Consider amending the local building code to require the use of fire-resistant building materials for new rural residential construction and Defensible Space standards.

This is in response to Councilor comment wanting to promote "resilient structures" and fire-resistant building materials with new construction. Staff ran revised language above by the County Building Department and they recommended the removal of the reference to local building code and reference to the recently passed SB 762.

Goal 6 Environment

POLICY 6.1.1 The City shall identify and protect natural and scenic resources within the UGB, **including riparian areas.**

This is in response to the following DLCD comments:

We were glad to see natural hazards included in consideration of UGB evaluation (Section 3.1.6) and Goal 6.1. The remainder of these comments are in regard to these sections, with recommendations to strengthen them. First, in the draft Goals and Policies, Whychus Creek is addressed (Objective 6.2.2) but only with respect to flood hazard and mitigation. We recommend you consider adding a policy to the Environment goal (Goal 6) related to the protection of the creek's riparian areas.

POLICY 6.1.3 The City shall require retention of significant trees, in particular mature groves and individual ponderosa pine trees, before, during and after the development process to support a healthy urban forest and honor the City's status as an Arbor Day Tree City, **while also maintaining a fire-resistant urban forest.**

Councilor wanted to see wildfire be a consideration in the trees we retain in considering the overall forest health.

POLICY 6.1.6 The City shall emphasize use of **fire-resistant**, native vegetation and establish a noxious weed control program in coordination with Deschutes County.

Councilor would like wherever "native vegetation" is mentioned in the Plan that we add "fire resistant"; also, wherever it says "preserving trees" be mindful of "wildfire risk," in that not all trees and vegetation are necessarily good for forest health and wildfire mitigation.

POLICY 6.2.1.5 The City shall support a program to support fire resistant retrofits of commercial and residential buildings **with emphasis on buildings that are designated historic or have historic value as determined through historic survey.**

This in response to a Councilor comment of prioritizing historic properties with downtown retrofit for wildfire.

Goal 7 Parks, Recreation and Open Space

POLICY 7.4.4 The City shall preserve and enhance natural landscapes, including preserving naturalized open spaces and native vegetation, as part of park and recreation facilities.

Response to Councilor comment that we add "fire resistant" wherever it calls for native vegetation.

POLICY 7.5.6 The City shall coordinate with community partners to establish a network of multi-use trails within **the City and connect to trails established or planned** beyond the City limits.

Response to Councilor comment about being wary of past controversy with trails outside of City boundaries – recommend we modify the language so it doesn't imply the City is spearheading trails outside of the boundaries

Goal 8 Economy

POLICY 8.7 The City shall implement development standards such as buffers, setbacks, landscaping, sign regulation and building height restrictions, to minimize the impacts of commercial and industrial uses on adjacent residential areas, including those related to noise, odor, or excessive lighting. Such standards will be applied in light-industrial parks, ~~in transition areas within the City's Maker's District~~, and other transition areas.

This is response to Councilor comment about the CAC wanting to eliminate "makers district" reference as a city driven concept.

Goal 8

POLICY 8.16 The City shall collaborate with partnering agencies and local employers to reduce or eliminate barriers to establishment or operation of childcare businesses **and promote it to the community.**

This is response to Councilor comment that we add "and promote" (so people know about it).

NEW POLICY: The City shall encourage its economic development partners to attract businesses that promote climate friendly practices, such as in management of waste and energy efficient practices including use of reusable energy.

This is in response to Councilor comment regarding climate change: are we attracting businesses that are climate friendly (e.g., manage waste properly, don't stress the grid)?

Goal 9 Public Facilities

NEW POLICY: The city shall consider potential impacts from natural hazards, such as wildfire, when locating its public works facilities, equipment.

This is in response to the following DLCD comment:

In Goal 9 (Public Facilities), we recommend the city include a statement to address the location and construction of facilities, equipment, and systems in a manner to best withstand potential impacts from natural hazards.

Goal 10 Transportation

Goal 1

POLICY I. Support the use of the City's rights-of-way as appropriate for flexible outdoor space for outdoor dining, open space, **bike racks**, or other innovative uses.

Response to Councilor comment about there being no mention of bike racks in town and the need for more bike racks to encourage biking.

Goal 3

POLICY B. Design and construct transportation-related improvements to meet applicable City and Americans with Disabilities Act (ADA) standards.

Response to Councilor concern of this being the first time ADA is mentioned in document; Instead of adding it to Transportation, staff recommends it being added to could add the Livability Chapter on Neighborhood Design, specifically in Policy 4.2.2 below:

POLICY 4.2.2 The City shall encourage the development of livable, cohesive, and well-connected, **and accessible** neighborhoods with convenient access to goods and services, opportunities for recreation, and access to nature.

At the 8/25 work session, Council recommended adding a definition of accessible to the glossary, so staff prepared the following:

Access/Accessibility. Reducing barriers to access information and/or physical spaces.

- **Accessibility of Public Information: Reducing barriers – such as technology, language, and social inequities – to promote awareness, education, and opportunities to participate in land use planning processes by utilizing a variety of strategies to inform and civically engage the community.**
- **Accessibility of Physical Spaces: Ease-of-access to and through physical spaces – such as streets, parks and other public facilities – via inclusive design and planning (e.g., Americans with Disabilities Act compliance, proximity to urban amenities, transportation options).**

Goal 6

POLICY D. Pursue development of a centralized multi-modal transportation hub to provide convenient access to modes of transportation, including public transit.

This is a response to a Councilor concern about transit not currently stopping in residential neighborhoods and recommending we add "and/or transit stops to workforce neighborhoods"; instead of changing Transportation policies, which are tied to the TSP, our recommendation is to add the following:

POLICY 4.3.1 The City shall promote the use of active transportation modes and transit to provide more reliable options for neighborhood residents and help reduce the need to drive for local trips, including in **residential and workforce neighborhoods, and** underdeveloped areas that currently lack facilities for walking or biking.

Other comment:

Councilor noted there was no mention of the airport-should be at least mentioned – staff added a sentence acknowledging the existence and role of the airport in the community in the Transportation chapter introduction.

ORDINANCE NO. 517

AN ORDINANCE ADOPTING THE 2040 COMPREHENSIVE PLAN TO REPLACE AND SUPERSEDE ALL PRIOR COMPREHENSIVE PLANS

WHEREAS, the City of Sisters (“City”) determined that its current comprehensive plan is outdated and insufficient to plan for the future needs of City;

WHEREAS, after conducting significant public outreach, including formation of citizen and technical advisory committees, City and its consultants drafted an updated comprehensive plan (the “2040 Comprehensive Plan”);

WHEREAS, the 2040 Comprehensive Plan formally updates all goals and policies and includes the 2021 Housing Needs Analysis, 2021 Economic Opportunities Analysis, and 2021 Residential Buildable Lands Inventory;

WHEREAS, after receiving support from the citizen and technical advisory committees to advance an application, City submitted the 2040 Comprehensive Plan for formal consideration under file number CP-21-01;

WHEREAS, in accordance with Sisters Development Code Chapter 4.1, legislative amendments to the comprehensive plan are subject to Type IV review procedures;

WHEREAS, the Department of Land Conservation and Development received notice of City’s consideration of the 2040 Comprehensive Plan at least 35 days prior to the first evidentiary hearing;

WHEREAS, after due notice, a public hearing on the 2040 Comprehensive Plan was held before the Sisters Planning Commission (“Planning Commission”) on August 12, 2021;

WHEREAS, the Planning Commission, after receiving public testimony and other evidence, and fully deliberating the matter, recommended that the Sisters City Council (“City Council”) adopt the 2040 Comprehensive Plan;

WHEREAS, after due notice, a public hearing on the 2040 Comprehensive Plan was scheduled before the City Council on September 8, 2021; and

WHEREAS, after reviewing the staff report, considering the Planning Commission’s recommendation, receiving public testimony and other evidence, and deliberating the matter fully, City Council voted to adopt the 2040 Comprehensive Plan with revisions.

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

1. Findings. The City Council finds that CP-21-01 meets all applicable criteria for approval. The more specific findings contained in the recitals and those found in the attached Exhibit A are hereby adopted to support the approval.
2. 2040 Comprehensive Plan. The revised 2040 Comprehensive Plan attached hereto as Exhibit B is hereby adopted. The 2040 Comprehensive Plan wholly replaces and supersedes all prior comprehensive plans of City.

3. Supporting Documents. The following supporting documents are hereby adopted and incorporated into the 2040 Comprehensive Plan by reference: (i) 2021 Housing Needs Analysis (attached hereto as Exhibit C), (ii) 2021 Economic Opportunities Analysis (attached hereto as Exhibit D), and (iii) 2021 Residential Buildable Lands Inventory (attached hereto as Exhibit E).

4. Authorization. The City Manager, or his designee, is authorized to execute any documents and to take such actions as are necessary to compile and publish the 2040 Comprehensive Plan and otherwise further the purposes and objectives of this Ordinance No. ____ (this "Ordinance").

5. Severability; Corrections. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

This Ordinance was PASSED by the City Council by a vote of ____ for and ____ against and APPROVED by the mayor on this 8th day of September, 2021.

Michael Preedin, Mayor

ATTEST:

Kerry Prosser, City Recorder

Exhibit A

FINDINGS

[attached]

DRAFT



- FILE NUMBERS:** Sisters Comprehensive Plan Update / City File #: CP 21--01
- APPLICANT:** City of Sisters
- REQUEST:** Comprehensive Plan Amendment to replace the 2005 Sisters Comprehensive Plan with the 2021 Sisters Comprehensive Plan Update
- APPLICABLE CRITERIA:** City of Sisters Development Code (SDC):
Chapter 4.1 – Types of Applications and Review Procedures
Oregon Revised Statutes
Oregon Administrative Rules
- HEARING DATE:** September 8, 2021 at 6:30 pm
- CITY STAFF:** Scott Woodford, Community Development Director
Nicole Mardell, Principal Planner
Emme Shoup, Assistant Planner

- I. **BACKGROUND:** The current Comprehensive Plan was last updated in 2005. In the meantime, the city has experienced rapid residential growth and the population has increased from about 1,300 to 3,270 in 2020 and many of the elements in the 2005 Plan are now outdated. Although not required of a community our size by the State, a recommendation of the recent Sisters Country Vision process was to update the Comprehensive Plan to better represent the current conditions, to ensure that the community plans for and mitigates the impacts of growth and solicits input from the community on what it desires as the future direction of Sisters.

Over the course of the last year, the City, with assistance from Angelo Planning Group, Johnson Economics, and NXT Consulting, embarked on a public process to completely update the Plan—primarily its Goals and Policies, which form the bulk of the Plan and the factual base required by State law that includes the updated Housing Needs Analysis, Economic Opportunities Analysis and an Urban Growth Boundary Sufficiency Report (see Exhibits below).

A community engagement plan guided outreach into the community and included extensive review of the draft goals and policies with two community advisory committees – one made up of a broad group of Sisters residents and several Sisters Country residents - along with a stakeholder committee comprised of many community partners, to provide a technical review. Due to the pandemic, outreach strategies were modified and the majority of the meetings were conducted virtually, but this did not limit communication with the public and still allowed over 20 community conversations with community groups, two online open houses and surveys, an email update list that regularly sent out project info to over 250 interested parties, and a project website updated continually with information. When conditions finally allowed, several in-person outreach activities were conducted as Village Green Park, in front of a local grocery store and at the farmer’s market. More detail can be found in the Community Engagement Audit that is an exhibit to the report (see below for more information).

This has all resulted in the draft 2021 Sisters Comprehensive Plan for public review by the Planning Commission and City Council.

II. **EXHIBITS:** The following Exhibits make up the record in this matter (**Note:** Exhibits are available for review on the City of Sisters website at the following link: <https://www.ci.sisters.or.us/community-development/page/2021-sisters-comprehensive-plan-update>)

- A. 2021 Comprehensive Plan Update
- B. 2021 Housing Needs Analysis Update
- C. 2019 Housing Needs Analysis
- D. Economic Opportunities Analysis
- E. Urban Growth Boundary Sufficiency Report
- F. Community Engagement Audit
- G. Public Comments Received

III. **CONCLUSIONARY FINDINGS:** The following findings relate to compliance with applicable criteria. The criteria applicable to this land use application are as follows:

City of Sisters Development Code (SDC):

Chapter 4.1 – Types of Applications and Review Procedures

- City of Sisters Comprehensive Plan
- Statewide Planning Goals
- Oregon Administrative Rule (OAR) OAR 660, Division 012 – Transportation Planning Rule

Oregon Administrative Rules

OAR 660, Division 023 – Procedures and Requirements for Complying with Goal 5

State Statutes o ORS 197.303-307 – Needed Housing

OAR 660, Division 013 and ORS 836.610 – Airport Planning Rule (NA)

Oregon Revised Statutes

ORS 197.250 Compliance with goals required

ORS 197.610 Local Government Notice of Amendment or New Regulation

ORS 197.763 Conduct of Local Quasi-Judicial Land Use Hearings; Notice Requirements

SISTERS DEVELOPMENT CODE

CHAPTER 4.1 – TYPES OF APPLICATIONS AND REVIEW PROCEDURES

4.1.100 Purpose

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

Staff Finding: Staff finds that this provision is advisory.

4.1.200 Description of Permit/Decision-Making Procedures

All land use and development permit applications, except building permits, shall be decided by using the procedures contained in this Chapter. General provisions for all permits are contained in Section 4.1.700.

Specific procedures for certain types of permits are contained in Section 4.1.200 through 4.1.600. The procedure “type” assigned to each permit governs the decision-making process for that permit. There are four types of permit/decision-making procedures: Type I, II, III, and IV. These procedures are described in subsections A-D below. In addition, Table 4.1.200 lists all of the City’s land use and development applications and their required permit procedure(s).

...

D. Type IV Procedure (Legislative). Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

Table 4.1.200 Summary of Development Decisions/Permit by Type of Decision-making Procedure		
Action	Decision Type	Applicable Regulations
Comprehensive Plan Amendment	Type IV	Comprehensive Plan

Staff Finding: The City is proposing an amendment to the Sisters Comprehensive Plan, which does “involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts),” thus compliance with a Type IV procedure is required.

E. Notice of all Type III and IV hearings will be sent to public agencies and local jurisdictions (including those providing transportation facilities and services) that may be affected by the proposed action. Affected jurisdictions could include ODOT, the Department of Environmental Quality, the Oregon Department of Aviation, and neighboring jurisdictions.

Staff Findings: The procedures outlined in the sections above were followed in the review of this application.

4.1.600 Type IV Procedure (Legislative)

A. Application requirements. See 4.1.700.

B. Notice of Hearing.

1. Required hearings. A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.

Staff Finding: A minimum of two hearings will be provided – at least one before the Planning Commission and at least one before the City Council.

2. Notification requirements. Notice of public hearings for the request shall be given by the Community Development Director or designee in the following manner:

a. At least 20 days, but not more than 40 days, before the date of the first hearing on an ordinance that proposes to amend the comprehensive plan or any element thereof, or to adopt an ordinance that proposes to rezone

property, a notice shall be prepared in conformance with ORS [227.175](#) and mailed to:

1. Each owner whose property would be rezoned in order to implement the ordinance (i.e., owners of property subject to a comprehensive plan amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment);
2. Any affected governmental agency.
3. Recognized neighborhood groups or associations affected by the ordinance;
4. Any person who requests notice in writing;
5. For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS [227.175](#).
6. Owners of airports shall be notified of a proposed zone change in accordance with ORS [227.175](#).

Staff Finding: Staff provided notice in accordance with the 4.1.600 (B)(2)(a) where applicable. Notice was provided to “any person who requests notice in writing.” Staff maintains a list of people who have signed up for Comprehensive Plan updates on the project website (www.sisters2040.com). All others were deemed to be not applicable as there are no rezonings proposed as part of the Comprehensive Plan, nor any policies that would require a rezone of a property.

- b. At least 14 calendar days before the scheduled Planning Commission public hearing date, and 14 calendar days before the City Council hearing date, notice shall be published in a newspaper of general circulation in the City.
- c. The Community Development Director or designee shall:
 1. For each mailing of notice, file an affidavit of mailing in the record as provided by Subsection a; and
 2. For each published notice, file in the record the affidavit of publication in a newspaper that is required in subsection b.
- d. The Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 35 days before the first public hearing at which public testimony or new evidence will be received.
- e. Notifications for annexation shall follow the provisions of this Chapter and ORS 199.

Staff Finding: Staff provided notice in accordance with 4.1.600 (B)(2)(b). The notice was published in the Nugget newspaper on July 28, 2021, at least 14 days prior to the initial August 12, 2021 public hearing. A second hearing is required and will be held by City Council, at which time notice will again be posted in compliance with this section.

.....

E. Decision-Making Considerations. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:

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

Staff Finding: Staff has reviewed the request for a Comprehensive Plan Amendment with the Statewide Planning Goals and finds the Amendment to be consistent with all of the applicable goals. See more detail below.

This section summarizes consistency of the proposed Comprehensive Plan Update with the following statewide goals:

- Chapter 1: Public Involvement (Statewide Planning Goal 1)
- Chapter 2: Land Use Planning (Statewide Planning Goal 2)
- Chapter 3: Growth Management (Statewide Planning Goal 14, Urbanization)
- Chapter 4: Livability (not a required Statewide Planning Goal)
- Chapter 5: Housing (Statewide Planning Goal 10)
- Chapter 6: Environment (Statewide Planning Goals 5, 6, 7 and 13)
- Chapter 7: Parks, Recreation and Open Space (Statewide Planning Goal 8)
- Chapter 8: Economy (Statewide Planning Goal 9)
- Chapter 9: Public Facilities (Statewide Planning Goal 11)
- Chapter 10: Transportation (Statewide Planning Goal 12)

There are other Statewide Planning Goals that are not directly applicable to Sisters. These include: Goal 3 Agricultural Lands, Goal 4 Forest Lands, Goal 15 Willamette River Greenway, Goal 16 Estuarine Resources, Goal 17 Coastal Shorelands, Goal 18 Beaches and Dunes, and Goal 19 Ocean Resources. Consistency with the applicable goals is a requirement for any amendment to a City's Comprehensive Plan. Based on the findings described below, the proposed Comprehensive Plan Update complies with all applicable Statewide Goals and associated ORS and OAR provisions.

Chapter 1: Public Involvement

Finding: State Land Use Goal 1 requires the City to develop and implement an appropriately scaled and funded community involvement program to ensure the opportunity for meaningful public involvement throughout the land use planning process. Goal 1 outlines six key elements of citizen involvement including the following:

- Citizen Involvement: Involve a cross-section of community members in all phases of the planning process, including an official Committee for Community Involvement to review and enhance involvement in land use planning.
- Communication: Establish mechanisms for effective communication between the public and elected/appointed officials;
- Influence: Provide adequate opportunities for the public to be involved in all phases of the planning and decision-making process including preparation of plans to adoption, minor and major changes to the plan, and implementation of the plan.
- Technical Information: Ensure information used to reach policy decisions is available in a simplified, understandable format.
- Feedback Mechanisms: Ensure community members receive a response from policy makers, and retain recommendations resulting from community involvement program for public assessment.
- Financial Support: Allocate adequate resources (human, financial, and informational) within the City's budget and planning department for the community involvement program.

Throughout the Comprehensive Plan Update process, staff has been mindful of the aspirations and requirements of Goal 1 in both producing the plan document and contemplating the implementation of the plan.

In establishing the plan, the City created a Community Engagement Plan to target a cross-section of the community through a variety of different mediums to garner feedback on goals and policies. These outreach approaches included the following:

- Committees and Advisory Boards – staff created two advisory committees to oversee the Comprehensive Plan Update process, a Community Advisory Committee and a Stakeholder Advisory Committee. Staff received 37 applications for a 14-member Community Advisory Committee. Individuals were selected to represent a thorough cross-section of the community, to provide a diverse mix of those living within and outside the city limits, a variety of ages, length of time in the community, neighborhoods, interests, and backgrounds. The Stakeholder Advisory Committee was an appointed 14-member body serving as more of a “technical advisory group” representing agencies such as the Forest Service, School District, City Council, and Economic Development of Central Oregon. These groups met separately each month to review policies and add additional input to draft policies compiled by staff and the consultant.
- Formal Virtual Engagement Opportunities – throughout the majority of the Comprehensive Plan Update process staff grappled with challenges and requirements related to the ongoing COVID-19 pandemic. In order to reach community members with timely, accessible, and transparent information staff and consultants utilized ArcGIS StoryMaps to create two comprehensive and visually attractive open houses with surveys to learn about the project and provide feedback to this. To promote a two-way conversation, staff held two live Q&A sessions in which community members could have a more informal dialogues with staff and the consultant team.
- Informal Virtual Engagement Opportunities – often government processes can feel arduous and intimidating to the average community member. In recognizing this, staff providing opportunities for more casual engagement through a variety of mechanisms. Staff maintained a project website and email listserv with over 350 registered recipients, in which monthly project update emails were sent. Staff also conducted small, more intimate community conversations over zoom videoconferencing with existing groups to discuss the purpose of the Comprehensive Plan, how it is implemented, and priorities of the community.
- In Person Engagement – in Summer 2021, as policies were being finalized and COVID-19 related restrictions loosened, staff conducted in person tabling events to “meet people where they are” in front of a grocery store during the weekday lunch hour, at a park on a weekend morning, and at a community farmers market.

The Public Involvement section of the Comprehensive Plan Update includes a variety of goals and policies to continue to foster community participation and to reduce barriers to participation from historically underrepresented populations. The policies focus around three main objectives:

Goal 1.1: Maintain an effective Community Involvement Program and recognize an official body; a Committee for Community Involvement (CCI) will be responsible for overseeing and regularly reviewing the effectiveness of the program in order to grow public awareness and participation.

Goal 1.2: Recognize the need to use a variety of traditional and contemporary communication tools and channels in the Community Involvement Program, including communication methods

that will reach diverse audiences and drive greater awareness and participation in all phases of planning processes

Goal 1.3: Present technical information in an understandable form that serves as the foundation for community engagement and discussion.

Within each objective are supporting policies to implement the proposed plan and to continue to support effective community involvement, including the following:

- 1.1.2 The Planning Commission shall annually evaluate the City’s public involvement tools and processes and report its findings in writing to the City Council along with recommendations as appropriate for improving the program.
- 1.2.1 Planning Commission and other City officials shall identify barriers to engagement and actively seek opportunities to personally present planning process or specific project information to community organizations, especially opportunities that will reach historically lesser-involved residents.
- 1.2.3 The City shall provide information about planning activities and notices of upcoming meetings in clear, understandable language and will include information about relevant City processes and procedures. This will include brief descriptions of items that City Council and Planning Commission will be discussing.

In addition to this, the policies do include items in support of transparency of materials and information used to reach decisions, ensuring adequate funding toward public involvement, simplified verbiage and access to materials, and ensuring two-way communication between staff and elected officials and community members.

Based on the findings above, the Comprehensive Plan Update is consistent with Oregon Statewide Planning Goal 1.

Chapter 2: Land Use Planning

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

Finding: Goal 2 requires communities to establish a land use planning process and policy framework as a basis for all land use decisions and action (most commonly in the form of a Comprehensive Plan and Development Code) with a factual basis to support land use decisions. This goal also requires coordination with affected governmental units and agencies.

Through the Comprehensive Plan Update process, the City partnered with consultants Angelo Planning Group and Johnson Economics to update documents that form the City's factual base – these include the City's Housing Needs Analysis, Economic Opportunities Analysis, and Urban Growth Boundary Sufficiency Report. Key findings from these documents have been integrated to policies in the respective chapters (Housing, Economy, and Growth Management) and the documents are hereby incorporated herein by reference.

The City of Sisters, although a relatively small city, partners with a number of agencies and governmental units to provide services to the community. These include:

- Sisters Camp Sherman Fire District provides emergency response as well as education and outreach on natural hazards and fire prevention.
- The Sisters School District owns and operates public schools for children in Sisters and the surrounding rural area.
- Sisters Chamber of Commerce serves as the City's Destination Marketing Organization and provides support to tourism promotion.
- Economic Development of Central Oregon serves as the City's Economic Development arm and provides a staff member part time to serve as the City's Economic Development Director.
- Sisters Parks and Recreation provides recreational programming to residents within Sisters.
- Deschutes County provides a number of social services to residents in Sisters including an onsite school-based health clinic and houselessness coordination and outreach. The City contracts with Deschutes County to provide oversight of the City's building code review program and manages land use review of land that is within the Sisters Urban Growth Boundary but outside of Sisters City Limits (of which there is currently one City of Sisters owned property).
- United States Forest Service provides oversight of recreational and natural resources within and adjacent to the Sisters City limits.

The agencies listed above, in addition to City Council and Planning Commission Representatives, comprised the Technical Advisory Committee. Through this committee, the agencies provided technical support and reviewed the proposed Comprehensive Plan Update policies and technical studies.

Outside of this process, staff has ongoing interaction with these agencies and organizations through a participation on local boards and direct communication between staff. Several policies throughout the plan provide guidance to continue coordination with supporting agencies and organizations including coordination of natural hazard preparedness, public facilities, and parks and recreation.

The City currently administers a land use zoning map and Development Code as part of its land use planning process in conformance with Statewide Planning Goal 2. In addition to the activities and strategies described above, a number of new policies proposed in the Comprehensive Plan Update direct

the City to continue to evaluate and update the Development Code to ensure it implements the goals and policies of the Comprehensive Plan. These policies can be found in the corresponding Comprehensive Plan chapters.

The proposed Comprehensive Plan Update is in compliance with Goal 2.

Chapter 3: Growth Management

Goal 14: 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.

Finding: Goal 14 requires the establishment and maintenance of an Urban Growth Boundary (UGB) to ensure the efficient use of land, accommodation of 20-year projected population and employment growth, and an orderly transition from rural to urban land use. The City of Sisters proposes modifying the goal name from Urbanization to Growth Management to better address all the types of potential growth that could occur - both within the UGB and within the existing city boundaries in the form of infill. It also proposes to modify the goal language to better reflect the desires of the community.

“Encourage growth to strike a balance between urban scale development and preserving the history, natural beauty, and character of the community.”

The Comprehensive Plan manages impacts from residential and employment growth, promotes efficient urban development, and protects rural and natural resources from urban sprawl. In the Growth Management chapter in the Comprehensive Plan Amendment there is policy language supporting the orderly transition, utilization, and service of land identified for urban development within the UGB.

The Growth Management chapter also addresses how the City of Sisters will accommodate future population and employment growth, as well as other needed community facilities on land inside the City’s Urban Growth Boundary (UGB). Statewide Planning Goal 14 requires cities in Oregon to plan for growth based on population forecasts conducted by the Population Research Center at Portland State University, as well as a Housing Needs Analysis, and an Economic Opportunities Analysis, conducted in compliance with Oregon statutes and administrative rules. These documents identify future land needs associated with housing and employment. The City also plans for uses such as schools, parks and open space, and land for utilities and other facilities that support that growth.

Like many communities in Central Oregon, the City of Sisters is rapidly growing. With a high quality of life, access to surrounding recreational resources, and other strong amenities and services, it continues to attract new residents from around the state and country. As the City continues to grow, it will be important for City staff, decision-makers, and community members to regularly monitor development patterns and new trends, and periodically re-evaluate these assumptions and conclusions in these documents to ensure an adequate supply of land to meet current and future community needs.

In planning for future growth, the City prepared policies that emphasize utilizing existing land within the City’s Urban Growth Boundary more efficiently to accommodate future land needs in combination with meeting other community goals and objectives. This approach will help ensure preservation of the farm and forest lands surrounding the City. In planning for the year 2040, the City also included key policies surrounding an efficient transition between urban and rural land, planning for and providing for adequate urban scale public services, and promoting a mix of affordable and market rate housing.

Promote Efficient Infill Development. The City must prioritize infill development to accommodate a 20-year supply of housing, through the development and implementation of “efficiency measures” or Development Code updates and strategies to reduce barriers to housing development in the current city limits and Urban Growth Boundary. Additionally, the City shall explore urban reserves to accommodate a longer-term housing need.

Plan for Adequate City Services. In planning for long term land needs, the City and County will coordinate to ensure priority or urban reserve lands adjacent to the Urban Growth Boundary are positioned for extension of urban scale public services and future urban development. Coordinating with property owners and other service providers will be an important element of these efforts.

Mix of Housing. In the event that land is needed to be brought into the City’s Urban Growth Boundary, adequate planning shall take place to ensure that land meets the City’s residential needs. In particular, the land should provide an adequate mix of affordable housing units and market rate units and meet other land and facility needs. Policies in this section of the Plan require coordination between property owners and the City to achieve these goals through development of framework plans prior to inclusion in the Urban Growth Boundary and annexation.

Based on the findings above, the Comprehensive Plan Amendments are consistent with Title 14.

Chapter 4: Livability

Not applicable as there is not Statewide Planning Goal on Livability

Chapter 5: Housing

Goal 10: To provide for the housing needs of citizens of the state.

Sisters Comprehensive Plan Goal: Meet the housing needs of current and future residents, as well as the region's private and public sector employers, by creating opportunities for development of a wide range of housing for all ages and income levels, including housing that is safe and high quality and design features and transitions that contribute to compatibility with existing neighborhoods.

Finding: Goal 10 requires the City to maintain and plan for an adequate land supply to accommodate at least 20 years of future growth, providing flexibility in housing location, type, and density (specifically at an overall density of 10 or more units/acre with the opportunity for 50 percent of new units to be attached single family or multifamily) to ensure the availability and prices of housing units are commensurate with the needs and financial capabilities of Oregon households. Comprehensive plans are required to include an analysis of community housing needs by type and affordability, an assessment of housing development potential, and an inventory of residential land; contain policies for residential development and supportive services based on that analysis that increase the likelihood that needed housing types will be developed; and provide for an adequate supply of a variety of housing types consistent with identified policies and meeting minimum density and housing mix requirements (established by OAR 660, Division 007).

The findings for Goal 10 Housing, based on the City's 2019 Housing Needs Analysis (HNA) and updated in 2021, include findings that demonstrate that Sisters is predicted to add 3,270 new residents in the next 20 years and, at an average household size of 2.4 persons per household, it needs 1,100 housing units in the next 20 years.

The HNA provides information about the factors that could affect housing development, including demographics, affordability trends, workforce housing availability, market health, and regulatory structure. The HNA includes the City's buildable lands inventory (BLI) for housing within the UGB. The BLI is required by Goal 10 to ensure that current use designations provide an adequate short- and long-term land supply for housing development for meeting existing needs and those of projected growth. It analyzes existing development patterns and intensity, land and development values, existing land use designations and zoning, and building constraints to determine where there is vacant land and/or land that is likely to be redeveloped, and compares the existing supply of land to emerging trends and indicators for future estimates of demand.

The findings for Goal 10 also illustrate the policies in the Comprehensive Plan Amendment supporting a diverse range of housing types, with a focus on housing affordability, equity, sustainability and livability. The overall goal of the Housing Chapter is to meet the housing needs of current and future residents by creating opportunities for development of a wide range of housing for all ages and income levels, including housing that is safe and high quality and design features and transitions that contribute to compatibility with existing neighborhoods.

Other policies include accommodating the housing needs of people in all life stages in locations within walking distance of commercial areas and other services with an emphasis on supporting affordable

housing providers to deliver housing for low- and moderate-income households. The City shall evaluate and update the Development Code to identify and reduce barriers to the creation of housing units for low- and moderate-income households and to encourage creating mixed income neighborhoods and 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 homelessness.

Key findings from the City's HNA include the following:

- Forecasted Population and Housing (2041): The projected future growth is the official forecasted annual growth rate (2.4%) for 2040 generated by the PSU Oregon Forecast Program. This rate is applied to the year 2041. (Because this project is anticipated to be completed in 2021, 2041 is used as the end of the "20-year" projection period.)
- The model projects growth in the number of non-group households by 2041 of roughly 880 households, with accompanying population growth of 2,130 new residents.
- Based on average household size of 2.4 residents/household, the results show a need for 1,100 new housing units by 2041, which would represent 65% growth over the current estimated supply.
- Of the new units needed, roughly 60% are projected to be ownership units, while 40% are projected to be rental units. This is due to the forecast of a higher homeownership rate in the future as well as the second home market, leading to marginally more need for ownership units than rental units.
- It is estimated that there may be insufficient residential lands within Sisters to accommodate the projected need, particularly for low-density residential development, while there is some excess capacity in multi-family zones if used efficiently. These findings will help guide further discussion of potential housing policies and measures to increase efficient land use and address deficits.

Projected 20-year housing needs in Sisters (2021-2041) are summarized in the following tables.

FIGURE 1.3: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2041), SISTERS

OWNERSHIP HOUSING									
Unit Type:	Single Family Detached	Single Family Attached	Multi-Family			Mobile home	Boat, RV, other temp	Total Units	% of Units
			2-unit	3- or 4-plex	5+ Units MFR				
Totals:	503	70	31	13	30	17	0	663	60.3%
Percentage:	75.8%	10.5%	4.7%	2.0%	4.5%	2.5%	0.0%	100%	

RENTAL HOUSING									
Unit Type:	Single Family Detached	Single Family Attached	Multi-Family			Mobile home	Boat, RV, other temp	Total Units	% of Units
			2-unit	3- or 4-plex	5+ Units MFR				
Totals:	200	34	37	37	95	34	0	437	39.7%
Percentage:	45.7%	7.7%	8.5%	8.5%	21.9%	7.7%	0.0%	100%	

TOTAL HOUSING UNITS									
Unit Type:	Single Family Detached	Single Family Attached*	Multi-Family			Mobile home	Boat, RV, other temp	Total Units	% of Units
			2-unit	3- or 4-plex	5+ Units MFR				
Totals:	702	103	68	50	125	50	0	1,100	100%
Percentage:	63.9%	9.4%	6.2%	4.6%	11.4%	4.6%	0.0%	100%	

Sources: PSU, City of Sisters, Census, Environics Analytics, JOHNSON ECONOMICS

*This table is an update to Figure 4.3 in the *Sisters Housing and Residential Land Need Assessment (2019)*.

These tables and the HNA report indicate the following future needs:

- The results show a need for 1,100 new housing units by 2041, which would represent 65% growth over the current estimated supply. (This is an increase from the 2019 HNA, which estimated 20-year growth of 1,057 units.)
- Of the new units needed, roughly 60% are projected to be ownership units, while 40% are projected to be rental units. This is due to the forecast of a higher homeownership rate in the future as well as the second home market, leading to marginally more need for ownership units than rental units.
- The projected unit types and pricing levels have not changed since the 2019 HNA as the expected demographic breakdown of the future households has not changed significantly. (See Section IV of the HNA Report for more discussion of housing types and affordability levels.)

In addition to the Comprehensive Plan policies supporting housing affordability, equity and choices, the City has conducted other recent planning efforts aimed at addressing similar goals, including the following.

The **Draft Housing Measures Report** was created in June, 2019. The report includes the following information intended to help the City update its Comprehensive Plan:

- Draft narrative and findings associated with existing and future housing needs which can be incorporated into narrative sections of the City’s Comprehensive Plan.
- Recommended new or updated Comprehensive Plan policies for housing

- Recommended measures that the City can consider in the future and use to help meet future housing needs

The proposed Comprehensive Plan Update incorporates a variety of proposed updated goals and policies related to housing, which will support consistency with Statewide Planning Goal 10. They are centered around the following four goals and enable and promote actions to be undertaken by the City and a variety of public agency, non-profit, and private development partners:

Overarching Housing Goal – Meet the housing needs of current and future residents, as well as the region’s private and public sector employers, by creating opportunities for development of a wide range of housing for all ages and income levels, including housing that is safe and high quality and design features and transitions that contribute to compatibility with existing neighborhoods.

Housing Objective 5.1

To accommodate residential growth within the City of Sisters Urban Growth Boundary.

Housing Objective 5.2

To provide housing opportunities that meet the needs and preferences of current and future households.

Housing Objective 5.3

To support the development of low- and moderate-income housing, transitional housing, and emergency shelters through its development code, land use policies, and other incentive programs.

In combination, the updated Comprehensive Plan goals, objectives and policies, the factual base of information established by the HNA, and the specific strategies identified in the City’s Housing Measures Report create an exceptionally strong foundation for addressing the intention and requirements of Statewide Planning Goal 10. Based on these findings, the Comprehensive Plan Amendments are consistent with Goal 10.

Chapter 6: Environment (Consolidates Goal 5 Natural Resources, Scenic and Historic Areas, and Open Spaces, Goal 6 Air, Water and Land Resources Quality, Goal 7 Areas Subject to Natural Hazards, and Goal 13 Energy Conservation)

Staff, in producing the policies for Oregon Planning Goals 4, 5, 7, and 13, found significant overlap in the intent and policy guidance for these sections and chose to consolidate them into one chapter “Environment”. In doing so, staff was able to reduce duplication and produce more cohesive policies on the larger topic of the environment.

Goal 5. To protect natural resources and conserve scenic and historic areas and open spaces.

Finding: Goal 5 directs the City to adopt programs that inventory, evaluate, and develop protections for specific natural and cultural resources including wildlife habitat, wetlands, and cultural areas. Encouraged, but optional are programs that inventory, evaluate, and protect historic resources, open spaces, and scenic views and sites. State and/or federal programs are already in place to govern some Goal 5 resources within the City of Sisters, including wetlands associated with Whychus Creek and habitat areas associated with the federally protected bald eagle.

The following items have been inventoried in the City’s previous Comprehensive Plan:

- **Whychus Creek and associated wetlands and riparian areas:** The water areas, fish habitat, adjacent riparian areas, and wetlands within the riparian area boundary as defined in OAR 660-023-0090 and 660-023-0090, typically associated with Whychus Creek. This area also intersects with the boundary of the 100-year flood plain as determined by the Federal Emergency Management Agency (FEMA). This area is under protection by Sisters Development Code Section 2.10 Special Flood Hazard Overlay District. Both in order to meet FEMA National Flood Insurance Program (NFIP) and to protect sensitive species and vegetation, development in this overlay district is limited and requires additional special construction methods and siting requirements.
- **Historic Resources:** In 1985, the following sites were approved in the City’s Inventory of Historic Sites.
 - Leithauser Store, Commercial, 251 E. Cascade (“The Sisters Bakery”)
 - Aitken Drugstore, Commercial, 211 E. Cascade (“The Palace”)
 - Hotel Sisters, Commercial, 190 E. Cascade (“Sisters Saloon”)
 - Hardy Allen House, Commercial, 401 E. Main (“Sisters Hometown Realty”)

The City has partnered with Deschutes County to form a Historical Landmarks Commission. The Commission oversees land use requests pertaining to the four listed historic sites, to ensure adequate protection of the historic resources in accordance with Sisters Municipal Code Section 2.80 Historic Preservation. In 2018, the City completed a Reconnaissance Level Survey of additional historic properties within the City limits and found several properties that may be eligible for potential designation.

- **Open Space:** In the 2005 Comprehensive Plan, the following areas were designated as open space to be left primarily in their natural state and managed to provide limited passive recreation opportunities, where appropriate:
 - Whychus Creek: 11.21 acres of City owned land along Whychus Creek south of Hwy 126. Pedestrian access is currently provided via Timber Creek Drive.
 - East Portal: 7.73 acres at the intersection of Highways 20 and 126 and owned by the US Forest Service. The area includes wooded natural areas, public parking, restrooms, shelter with public art, and interpretive information.
 - Dedicated Open Space: The City contains additional acreage held in open space or conservation easements, or that has been dedicated to the City, through the land use process. These properties include but are not limited to: 2.97 acres in the Pine Meadow Village Subdivision, 2.11 acres in the Saddlestone Subdivision, and 4.63 acres in the Sun Ranch subdivision.

The City, in concert with the Upper Deschutes Watershed Council, completed the Whychus Creek Restoration Plan in 2009. This plan provided several policies that have been either completed or integrated into the policies in this section.

As part of this update, staff, community members, and review committees expressed a need for the City to re-inventory, evaluate, and protect the City’s natural and scenic resources as the City grows and development patterns change. The following goals and policies have been added to reflect this direction:

Goal 6.1 Protect, conserve, and enhance the quality of the City’s natural and scenic resources; maintain the quality of its air, land, water, and wildlife habitat; and improve community health.

- 6.1.1 The City shall identify and adopt protective measures for natural and scenic resources within the UGB.
- 6.1.2 The City shall promote preservation and health of inventoried wildlife habitat corridors.
- 6.1.3 The City shall adopt Development Code provisions for retention of significant trees, in particular mature groves and individual ponderosa pine trees, before, during and after the development process to support a healthy urban forest and honor the City's status as an Arbor Day Tree City.
- 6.1.4 The City shall evaluate potential impacts to wildlife from light and noise pollution and require mitigation where appropriate.
- 6.1.5 The City shall promote development that integrates with the surrounding natural environment and reduces impact on natural systems by using natural resources and processes to manage stormwater, decrease greenhouse gas emissions, and address other impacts related to air and water quality.

7.1.11 The City shall identify and develop standards to preserve notable scenic views and green spaces as development occurs, possibly including development standards, public access easements, conservation easements, or property acquisition where applicable.

7.1.12 The City shall work with private and public property owners to inventory and preserve scenic view corridors and creek access points along roadways, balancing access with conservation of natural resources.

7.1.13 Where possible, the City shall acquire land that serves to protect open space and scenic view corridors as well as defensible space for wildfire protection.

The Comprehensive Plan Update does not propose any direct changes to the City's Goal 5 inventory or supporting regulations. Staff finds that Goal 5 does not directly apply to the proposed Comprehensive Plan Update, as the proposal does not include any specific changes to these programs previously found to be consistent with Goal 5. The policies adopted in the Comprehensive Plan Update will be applied in support of the Goal 5 program requirements and therefore is consistent with Goal 5 Natural Resources, Scenic and Historic Areas, and Open Spaces and OAR 660, Division 023.

Goal 6. To maintain and improve the quality of the air, water, and land resources of the state.

Finding: *State Land Use* Goal 6 requires cities and counties to protect air, water, and land resources from pollution and pollutants during the comprehensive plan process. Additionally, the Goal corresponds to the Clean Air and Water Act requirements at the Federal level and state requirements from the Oregon Department of Environmental Quality. This chapter outlines requirements related to location of solid waste disposal sites, access to sewage disposal for urban uses, buffers between conflicting land uses that impact air, water, and land resources, and plans impacting any air, water, or land resources.

The City, in coordination with the Department of State Lands and Army Corps of Engineers regulate water quality associated with Whychus Creek and the surrounding wetland and Riparian Areas. In order to ensure ongoing local oversight of water quality, numerous policies have been added in Chapter 6, including the following:

- 6.1.9 To protect and enhance water quality as required by state and federal requirements, the City shall implement provisions in the Central Oregon Stormwater Manual through the City of Sisters Public Works Construction Standards.

6.2.2.2 The City shall require certain land-disturbing activities associated with site clearing, grading, construction, and other improvements to employ erosion control practices to prevent increased stream sedimentation.

6.3.12 The City shall consider incentives for new housing development or redevelopment projects that increase energy efficiency, improve building durability, produce, or use clean energy, conserve water, use repurposed or sustainably produced materials, manage stormwater naturally, and/or employ other environmentally sustainable practices.

Chapter 9, Public Facilities provides greater detail on the City's wastewater and sewage disposal strategies.

Based on the findings above, the proposed draft policies are consistent with state land use Goal 6 Air, Water, and Land Resources Quality.

Goal 7. To protect people and property from natural hazards.

Finding: State Land Use Goal 7 requires Comprehensive Plans to reduce the risk to people and property from natural hazards, including floods, earthquakes, and wildfires. In its 2005 Comprehensive Plan, the City inventoried natural hazards specific to the City of Sisters including the following:

- **Whychus Creek 100-year Special Flood Hazard Area.** This area has been designated as a flood hazard area per the Federal Emergency Management Agency's Flood Insurance Rate Maps. Areas within this boundary area subject to special development standards within the City's Development Code section 2.10 Special Flood Hazard Area Overlay. This includes protection of sensitive vegetation, siting requirements, flood proofing requirements, and coordination with Army Corps of Engineers in some occasions.
- **Volcanic and Seismic Hazards** – Seismic activity has not been determined to be a specific threat to the City of Sisters, but due to the City's location near the Cascade Mountain Range, policies have been added to participate in ongoing regional conversations surrounding emergency preparedness and review of the most recent information on potential volcanic and seismic activity that may impact the City.
- **Drought and Wildfire** – The City of Sisters is bordered by the Deschutes National Forest on its north, west, and southern boundaries. Historic drought and fire activity, exacerbated by climate change, has posed a significant hazard risk for the Sisters community. Although not a new issue, the Comprehensive Plan update includes new provisions and policies addressing wildfire mitigation plans for new development, the use of fire-resistant materials and landscaping, and increased defensible space within developments.

New policies have been added in support of natural hazard mitigation, including the following:

6.2.1.2 The City shall continue to review and update the City of Sisters development codes to improve and enhance the fire and drought resistance of homes, communities, and landscapes.

6.2.1.3 To reduce risk of destruction by wildfire, the Development Code shall require that developers prepare wildfire mitigation plans in conjunction with new development for review and approval

by the City as part of the development application process. The City shall provide guidelines and examples regarding the preparation of wildfire mitigation plans.

6.2.1.6 The City shall evaluate wildfire risk as a criterion for future areas of growth.

6.2.3.2 The City shall work with appropriate agencies, including the Deschutes County Emergency Management and Sisters Camp Sherman Rural Fire Protection District to update and implement emergency management plans.

6.2.3.3 The City shall develop and implement a strategy to educate the public and reduce barriers to public information about natural hazards.

Based on the findings above, the Comprehensive Plan Update is consistent with Goal 7 Areas Subject to Natural Hazards.

Goal 13. To conserve energy.

Finding: State Land Use Goal 13 requires local governments to consider the effects of its comprehensive plan on energy consumption. This includes land use decisions impacting transportation systems or renewable energy, to name a few. In recognition of this goal, the City has added a new section to Chapter 6, Environment, which is focused on energy efficiency and climate change specifically.

The City of Sisters and its residents note that climate change and energy efficiency have a significant impact on the City's operations and the ongoing vitality of the community. Within this new section, policies have been added around incorporating climate change criteria in city decision making processes, advocating for energy efficient building codes, incorporating energy efficiency in its own operations including electric vehicles and sustainable buildings, and encourage adaptive reuse of existing buildings.

The following policies have been added which note the connection to energy conservation specifically:

6.3.2 The City shall advocate at the local, state, and federal levels for building codes that increase energy conservation and facilitate emission reductions; and implement these codes locally.

6.3.6 The City shall consider equity and affordability when developing city programs and development standards related to energy conservation and climate change and identify strategies for reducing potential impacts related to increased costs.

6.3.7 The City shall partner with business owners as well as regional and state agencies on strategies to reduce greenhouse gas emissions from known sources that adversely affect public health and contribute to climate change.

6.3.8 The City shall promote a sustainable transportation system that meets the needs of present and future generations, consistent with the adopted Transportation System Plan.

6.3.9 The City shall practice energy efficiency and climate change mitigation in its own operations, including sustainable buildings, electric vehicles, outdoor lighting, and active transportation.

6.3.11 The City shall encourage the adaptive reuse of existing buildings to help meet the City's housing, employment, and other needs, while also reducing and/or managing conflicts between residential and non-residential uses.

6.3.12 The City shall consider incentives for new housing development or redevelopment projects that increase energy efficiency, improve building durability, produce, or use clean energy, conserve water, use repurposed or sustainably produced materials, manage stormwater naturally, and/or employ other environmentally sustainable practices.

Based on the findings above, the Comprehensive Plan Update is consistent with Goal 13 Energy Conservation.

Chapter 7. Parks, Recreation, and Open Space

STATEWIDE GOAL 8

Goal 7.1: Plan, develop, maintain, and enhance recreation opportunities, scenic views, and open spaces to meet the needs of community members and visitors of all ages, abilities, cultures, and incomes and enhance their physical and mental health.

Finding: Statewide Goal 8 requires the City to coordinate planning for recreation areas, facilities, and opportunities with private enterprise and provide them in such quantity, quality, and location, consistent with the availability of resources, to meet established needs.

The City of Sisters has a robust system of parks, recreation facilities and trails. In total, the City owns and maintains nine developed park facilities, which consist of 14.01 acres of developed parkland, including two community parks, one neighborhood park, two mini parks, and four special purpose parks. It also owns and operates the Creekside Campground, which offers a total of 60 camp sites, including 27 full hook-up sites. Also under City ownership are three undeveloped parcels, which comprise 5.59 acres. Private development also has constructed park space that offers public access. In terms of trails, the Sisters area contains 33.76 linear miles of trails and 28.65 acres of open space. All of the parks and open space are owned and managed by the City. Funding of park development is through system development charges (SDC's).

While the City owns and maintains parks and recreation facilities, the Sisters Parks & Recreation District (SPRD) operates the recreation programs. SPRD serves residents of Sisters and Sisters Country, a larger unincorporated urban portion of the county. Funding for the agency is provided through property taxes and fees charged for services.

The City updated its Parks Master Plan in 2017 (which was an update to the 2011 Parks Master Plan) to address long-term needs for park and recreation facilities. Through implementation of the Parks Master Plan, the City will continue to plan for, operate, and maintain future local park and recreation facilities consistent with Goal 8 requirements. One of the overarching goals stated in the proposed Comprehensive Plan Update includes a particular emphasis on developing, maintaining and enhancing facilities that meet the needs of community members and visitors of all ages, abilities, cultures, and incomes that will enhance physical and mental health.

The City is continually working to enhance bicycle and pedestrian connections to parks by improving sidewalks, pathways, and bike facilities. This is done primarily by the City with funds generated from SDC charges on development. These improved connections will provide safer and more convenient access to

parks for more of Sister's residents. In turn, park trails and pathways provide key connections within the City's overall bicycle and pedestrian networks.

Continued coordination and partnership with SPRD will be essential to providing Sisters residents with adequate access to and programs and facilities within local parks.

The Comprehensive Plan Update includes a variety of goals and policies which are consistent with the City's Parks Master Plan and which are aimed at continuing to provide Sisters residents with a high-quality, accessible system of parks, natural areas and trails. Policies are centered around the following goals:

Parks, Recreation and Open Space Goal 7.1 Plan, develop, maintain, and enhance recreation opportunities, scenic views, and open spaces to meet the needs of community members and visitors of all ages, abilities, cultures, and incomes and enhance their physical and mental health.

Parks, Recreation and Open Space Goal 7.2 Identify and pursue funding mechanisms for acquisition, development, maintenance, and operations of facilities.

Parks, Recreation, and Open Space Goal 7.3 Create a citywide network of recreation opportunities that are connected and accessible through a variety of transportation options.

Parks, Recreation and Open Space Goal 7.4 Promote the development of park and recreation facilities that minimize impacts to natural areas and habitats, particularly those that are environmentally sensitive.

Parks, Recreation and Open Space Goal 7.5 Sustain and enhance partnerships with residents, community groups, and other agencies including Deschutes County, the Sisters School District, Oregon Parks and Recreation Department, the US Forest Service, and others to integrate and manage recreational resources in a collaborative and cost-effective manner.

Based on the findings above, the Comprehensive Plan Update is consistent with Oregon Statewide Planning Goal 8.

Chapter 8: Economy

Goal 8. To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Finding: Goal 9 requires the City to maintain and plan for an adequate land supply to accommodate at least 20 years of future growth, ensuring citizens have adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of Oregon. Comprehensive Plans are required to include an analysis of a community's economy related to state and national trends, an assessment of economic development potential, an inventory of employment land, policies for economic opportunities based on that analysis, an adequate supply of a variety of sites supporting employment consistent with identified policies, and designated employment sites and adjacent sites that include compatible uses.

The City of Sisters conducted an Economic Opportunities Analysis (EOA) concurrently with, and as part of, the Comprehensive Plan Update. The EOA describes employment, workforce, and other demographic and economic trends at the local, regional, state and national level that will influence Sisters' economy in the coming years. The EOA also identifies a set of target industries for Sisters that reflect local and regional economic goals, local and regional locational advantages, the size of Sisters, its relation to surrounding population and employment, and other factors. Economic development efforts and policies also are guided by Oregon Statewide Planning Goal 9 (Economic Development), as well as recommendations from the Sisters Country Vision.

The Sisters Country Vision identified several community goals and strategies which were further discussed and refined through the Comprehensive Plan Update process. Economic development was a key component of the Visioning process and is reflected in the "Prosperous Sisters" element of the Vision. This element includes five primary strategies and a number of related actions items. These strategies include establishing Sisters as both a four-season tourist & visitor destination and as Oregon's "Artisanal Capitol", creating a Sisters "Makers District", developing the former US Forest Service property, and creating and maintaining a vibrant and diverse local economy.¹ Some, but not all of these strategies have been included as policies in the Comprehensive Plan.

The EOA also includes the City's buildable lands inventory (BLI) for employment within the UGB. The BLI is required by Goal 9 to ensure that current use designations provide an adequate short- and long-term land supply for employment development for meeting existing needs and those of projected growth. It analyzes existing development patterns and intensity, land and development values, existing land use designations and zoning, and building constraints to determine where there is vacant land and/or land that is likely to be redeveloped, and compares the existing supply of land to emerging trends and indicators for future estimates of demand. The EOA will be adopted as a supporting document of the updated Plan.

The EOA included the following overall findings and conclusions, a number of which are articulated in the updated Plan:

Strong Economic Base. The City of Sisters has a strong and diverse economy, particularly for a city of its size. In 2020, approximately 1,980 people worked in Sisters. The number of workers was similar to the number of people in the labor force living in the City, but many people either live outside the City and commute into Sisters for work or live in Sisters but work elsewhere. The economy and types of employment found in Sisters are significantly influenced by the larger regional economy of Deschutes County and Central Oregon, with the job market weighted heavily towards tourism and recreation. Other strong employment sectors include agriculture, forestry and fishing, construction, food and wood

manufacturing, education, and health care and social services. The area also has a relatively high level of self-employed workers in comparison to other parts of the state. After a dip in employment during the recession in 2008-2010, Sisters and Deschutes County saw a steady increase in employment through 2020.

Labor Force. The Sisters EOA identifies attracting labor for local jobs as an important factor in the success of the local economy and the Sisters Country Vision notes that providing living wage jobs is one of the City's most significant challenges. While the larger region provides a strong labor force for Sisters, the cost and affordability of housing in the community make it a challenge for people working in Sisters to find suitable housing, particularly people with relatively low-wage jobs in the local retail and service sectors. As a result, a majority of people employed in Sisters commute into the City to work (about 80% of workers in 2020). Improving housing affordability and attracting higher wage jobs are important to maintaining a healthy economy and available nearby workforce.

Focus on Local Businesses. The Sisters community values its home-grown local businesses and prioritizes support of them over national or other chain businesses. A number of strategies identified in the EOA and policies in this Comprehensive Plan are aimed at supporting these businesses, including promoting locally made products, providing incubator opportunities for local businesses, supporting the local artisanal community, and connecting Sisters businesses to existing industry associations.

Target Industries. The Sisters EOA identifies a number of target industries that local and regional economic development staff can focus on supporting or recruiting to Sisters. Target industries for Sisters include lodging and retail trade, food services, health care and social services, manufacturing (particularly food/beverage and wood products), and self-employed workers. These are not the only important types of employment in Sisters but represent sectors that are particularly important to the local economy and can leverage local, regional, and state resources.

Employment Land. The City will need to continue to maintain an adequate supply of buildable, available land to support future employment. The EOA evaluated the City's supply of employment land and concluded that it was adequate to meet projected 20-year employment needs. However, it will be essential for the City to continue to regularly monitor the supply and availability of land suitable for local businesses, particularly those in target industries. Maintaining a supply of both vacant "raw" land and land with buildings ready for new businesses, will be important. Limiting development of storage facilities or similar uses that provide limited employment or other economic benefits also is recommended.

Market Size and Area. Given its size and the population of the surrounding area, as well as services available in larger nearby communities such as Bend, Sisters may not be able to support some types of larger businesses or institutions. For example, development of a community hospital is likely not feasible in the next two decades. However, the City could potentially support smaller medical offices, specialty services such as physical therapy, continuing care, or urgent care clinics.

Regional Coordination. The City of Sisters is fortunate to have a number of local, regional, and statewide partners in its economic development efforts. These organizations bring a high level of expertise and capacity to helping meet these goals. They include, among others, Economic Development for Central Oregon, the Sisters Area Chamber of Commerce, the Central Oregon Intergovernmental Council, Central Oregon Regional Solutions Team, Central Oregon Community College, Business Oregon, the Oregon Department of Land Conservation and Development, and Office of Small Business Assistance, as well as key business employers in the area. Continued coordination with these partners will be essential to the City's future economic success.

The proposed Comprehensive Plan Update includes a variety of goals and policies to help achieve the City's economic development objectives. They are centered around the following goal:

Overarching Economic Development Goal: To provide adequate opportunities for a variety of economic activities vital to the health, welfare, and prosperity of the City's community.

Based on the findings above, the Comprehensive Plan Update is consistent with Oregon Statewide Planning Goal 8.

Chapter 9: Public Facilities

Goal 11: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Finding: The City of Sisters provides many public facilities and services to its residents and coordinates with several other local service providers for other services to ensure timely, orderly and efficient arrangement and provision of public services to serve development within the City of Sisters.

The City of Sisters provides planning and zoning services inside the city limits, as well as provision of water, conveyance and treatment of wastewater, stormwater transportation facilities on city-owned facilities. The City's coordinates with other local service providers through intergovernmental agreements to provide the following additional public services and facilities in Sisters:

- Recreation. The Sisters Parks and Recreation District provides recreation services to Sisters residents, including through programming within parks owned by the City of Sisters.
- Fire Protection. The Sisters - Camp Sherman Fire District provides fire protection and other emergency services.
- Law Enforcement. The City contracts out its law enforcement to the Deschutes County Sheriff's Department.
- Social Services. Deschutes County provides a number of social services to Sisters residents through its Department of Health Services.
- Schools. The Sisters School District owns and operates public schools (one elementary school, one middle school and one high school) for children in Sisters.

Provision of reliable and consistent public facilities is necessary to maintain the high quality of life that existing residents enjoy. Planning for future expansions to capacity are vital to accommodating Sisters' growth over the next several decades. The City regularly evaluates future needs through its Water and Wastewater Master Plans and its Transportation System Plan. Key features of these systems (as of 2021) are described below.

- Water. Sisters' water supply is currently provided by three wells with a 1.6-million-gallon reservoir for storage. Groundwater is treated by disinfection for public safety. Transmission and distribution main lines in the City's water system total approximately 32 miles with approximately 1,500 service connections.
- Wastewater. The City's wastewater system consists of a gravity collection system with four wastewater pump stations. The wastewater treatment plant, located at 1000 South Locust Street, is a 3-cell, aerated lagoon system with winter holding, discharging to a dike and a forest irrigation re-use system. The city owns a portion of the Lazy Z Ranch and uses it for effluent reuse and crop production.

- **Transportation.** The City’s Public Works Department maintains 53 miles of roadway and 4.5 miles of multi-use paths, including asphalt maintenance and snow removal, in addition to street tree and landscape maintenance. The Oregon Department of Transportation is responsible for Highway 20/Cascade Avenue, Highway 242 and Highway 126 through town.

To help fund these facilities and services, the City employs a combination of utility rates and connection fees, in addition to System Development Charges assessed on new development. Property and gas tax revenues and proceeds from state and federal grants and other funding sources also help fund improvements to transportation facilities.

The proposed Comprehensive Plan Update includes a set of policies regarding future provision of public facilities and services organized around the following general topics and goals:

Planning: The City shall be proactive in planning, financing, managing, and obtaining lands, facilities, equipment, and other system elements to ensure the safe and efficient operation of the public facilities and services for which it is primarily responsible, including water, wastewater, stormwater, and transportation facilities and services.

Funding: The City shall continue to assess System Development Charges to finance the impacts of growth on public facilities in an equitable and efficient manner.

Conservation: The City shall continue to promote water management and conservation strategies to reduce impacts on the City’s water supply system. Strategies could include reduced use of irrigation; tiered billing system tied to water use; incentives or requirements for use of water-efficient fixtures; use of drought-tolerant plants; or other similar strategies or incentives.

Federal, State and County Requirements: The City of Sisters Public Works Standards shall be periodically updated and improved for specificity, accuracy, and consistency with County, State and Federal requirements, and should incorporate innovative strategies and initiatives based on cost-effective and scientifically-proven principles.

Chapter 10: Transportation

Goal 12: To provide and encourage a safe, convenient and economic transportation system.

Finding: Goal 12 and the State Transportation Planning Rule (TPR; OAR 660, Division 012) require cities to provide and encourage a safe, convenient, and economic transportation system. Together, they require the City to develop and maintain a Transportation System Plan (TSP), which must be incorporated as part of the Comprehensive Plan. A local TSP acts as a guiding policy document for long-term transportation planning and presents the City's goals and policies while outlining and prioritizing proposed improvements for pedestrian, bicycle, public transit, motor vehicle, and freight systems; downtown parking; and neighborhood traffic management.

The City of Sisters last adopted a full TSP in 2010, which was an update of the 2003 Plan. It addressed changes in local and regional growth patterns and new transportation planning policies adopted by the state. In addition, it provided refined analysis used to determine a preferred alternative that addresses congestion on Highway 20 through the downtown commercial district.

In 2018, the City made refinements to the TSP. The primary purpose of the update was to refine the plan for the Alternate Route around downtown, via improvements on Barclay Drive and Locust Street. It also refined plans for improvements at the following intersections: Barclay Drive/Locust Street, US 20/Locust Street, and US 20/OR 126; local circulation and access along US 20 and OR 126 east of Locust Street to City limits; and included updated pedestrian and bicycle plans.

A further refinement of the TSP occurred in 2021. It included a traffic safety audit to identify traffic safety concerns and suggestions for mitigating problem areas, including reducing speed in residential zones to 20 miles per hour, improvements to signage in school zones, stop sign placement and crosswalk design changes, traffic calming and modifying multiuse pathway standards and streetscape plans specific to OR 242 (McKenzie Highway).

Goal 12 requires that the land uses in the Comprehensive Plan and the supporting transportation facilities in the TSP are coordinated and compatible. This Comprehensive Plan update does not include an updated Transportation Chapter, but relies on current adopted TSP for this purpose. No changes to Comprehensive Plan land use designations are being proposed as part of the current Comprehensive Plan Update. The previous updates of the TSP relied on, and are consistent with, the City's existing Comprehensive Plan land use designations.

The TSP contains a set of policies to guide development of the future transportation system (that are also referenced in the Plan policies) and focused around the following ten goals:

Goal 1: Livability. *Design and construct transportation facilities in a manner that enhances the livability of the Sisters neighborhoods and business community.*

Goal 2: Reduce downtown congestion on US20/126 *by providing a fully functional alternate transportation route for thru traffic and freight carriers.*

Goal 3: Safety. *Develop and maintain a safe and secure transportation system.*

Goal 4: Economic Vitality. *Promote the development of the City, Region, and State economies through the efficient movement of people, goods, and services and through the distribution of information.*

Goal 5: Sustainability *Provide a sustainable transportation system that meets the needs of present and future generations.*

Goal 6: Travel Choices. Plan, develop, and maintain a transportation system that provides travel choices and allows people to reduce the number of trips made by single-occupant vehicles.

Goal 7: Quality Design. Establish and maintain a set of transportation design and development regulations that are sensitive to local conditions.

Goal 8: Reliability and Mobility Develop and maintain a well-connected transportation system that reduces travel distance, improves reliability, and manages congestion.

Goal 9: Efficient and Innovative Funding. Efficiently allocate available funding for recommended transportation improvements and pursue additional transportation funding that includes innovative funding methods and sources.

Goal 10: Compatibility Develop a transportation system that is consistent with the City's Comprehensive Plan and that coordinates with County, State, and Regional plans.

The proposed Comprehensive Plan Update does not include a set of updated goals and policies related to transportation because they have been prepared in conjunction with recent TSP updates. However, several new policies have been identified for inclusion in the City's next TSP update to strengthen the existing TSP policies.

In addition, other elements of the Comprehensive Plan Update include policies which support development of a well-connected, safe and efficient multi-modal transportation system. Examples include but are not limited to the following:

Livability Policy 4.3.1: The City shall promote the use of active transportation modes and transit to provide more reliable options for neighborhood residents and help reduce the need to drive for local trips, including in underdeveloped areas that currently lack facilities for walking or biking.

Livability Policy 4.3.2: The Development Code shall require that development contributes to the quality and connectivity of the City's active transportation modes by providing infrastructure and connections that make it easier and more direct for people to walk or bike to destinations such as parks, schools, commercial services, and neighborhood gathering places.

Livability Policy 4.3.3: The City shall coordinate with the US Forest Service to create trail connections between the City and the Deschutes National Forest.

Livability Policy 4.3.4: The City shall expand pedestrian and bicycle-friendly amenities, including lighting, in key corridors to encourage residents and visitors to walk rather than drive.

Public Facility Policy 9.1: The City shall be proactive in planning, financing, managing, and obtaining lands, facilities, equipment, and other system elements to ensure the safe and efficient operation of the public facilities and services for which it is primarily responsible, including water, wastewater, stormwater, and transportation facilities and services.

Parks, Recreation and Open Space Policy 7.3.3: The City shall construct pedestrian and bicycle paths and trails to promote connectivity between parks and other local destinations.

Parks, Recreation and Open Space Policy 7.3.8: The City shall consider developing a designated bicycle and pedestrian greenway that connects park and recreation facilities across the city.

Housing Policy 5.2.2: The City shall accommodate the housing needs of people in all life stages through Development Code regulations for housing design, types, and locations that accommodate aging populations (including assisted living facilities and aging-in-place in existing homes) in locations within walking distance of commercial areas and other services.

Economic Development Policy 8.11: The City shall periodically monitor and ensure an adequate supply of land for the needs of commercial, mixed-use and light industrial development and employment purposes, including within walking and/or bicycling distance of residential neighborhoods.

Goal 12 is also implemented by OAR 660-0060, better known as the Transportation Planning Rule (TPR). The TPR is addressed in more detail below.

Based on the findings above, in the Comprehensive Plan Amendment is consistent with Goal 12 Transportation and the Transportation Planning Rule.

2. Approval of the request is consistent with the Comprehensive Plan; and

Staff Finding: Staff finds that the Comprehensive Plan Update by is consistent with the applicable policies of the current Comprehensive Plan. Many of the policies of the 2005 Plan, however, are considered outdated due to significant change in the community over that time period, which is the primary reason for doing the update, and the 2021 update includes a set of completely revised policies. Because of that, staff focused on compliance with the applicable unamended policies, including the following:

Goal 1: Citizen Involvement

Goal - CITY OF SISTERS PUBLIC INVOLVEMENT GOAL: The City endeavors to offer a wide variety of traditional and contemporary tools and opportunities that enable inclusion of a diverse population of residents, business owners, private organizations and partner agencies located inside and outside City limits to participate in all land use processes.

OBJECTIVE 1.2: To recognize the need to use a variety of traditional and contemporary communication tools and channels in the Citizen Involvement Program—communication methods that will reach diverse audiences and drive greater awareness and participation in all phases of the planning process.

POLICIES:

1.2.1 Information about the City’s planning activities and notices of upcoming meetings shall be maintained on the City’s website and distributed via a variety of outlets and methods, including non-traditional methods that might be more successful at reaching underrepresented or less frequently involved members of the public (in accordance with Connected Strategy 4 of the 2019 SCCV Action Plan).

1.2.2 The Planning Commission and other City officials shall actively seek opportunities to personally present planning process or specific project information to community organizations, especially opportunities that will reach historically lesser-involved residents. City of Sisters Comprehensive Plan 25

1.2.3 Citizen assistance in the preparation of each phase of the planning process shall be actively encouraged; and strategies to reach underrepresented or marginally-involved populations shall be implemented.

1.2.4 Planning Commission members and other City officials shall reach out to and encourage qualified individuals from historically lesser-involved populations to apply for vacancies on the City’s advisory bodies, not only to foster vibrant and diverse perspectives within these bodies but also to encourage bridge-building to other voices in those populations.

OBJECTIVE 1.3: To present technical information that serves as the foundation of the plan in an understandable form.

POLICIES:

1.3.1 Information necessary to reach policy decisions shall be available in a simplified and understandable form at City Hall, on the City’s website and via other resources as appropriate.

1.3.2 Upon written request, assistance in interpreting and using technical information shall be provided in a timely manner.

1.3.3 Recommendations resulting from the Citizen Involvement Program shall be retained and made available for public assessment.

1.3.4 Citizens who have participated in this program shall receive a response from policymakers. The rationale used to reach land-use policy decisions shall be available in the form of a written record.

Staff Finding: Staff finds that the Comprehensive Plan Update process was conducted in accordance with the above Goal 1, Goals, Objectives and Policies. A Community Engagement Plan was formulated that guided the update process and strived to capture as diverse of public opinion as possible and to make the community aware of the process and the opportunities to provide input. This included a project website (www.sisters2040.com) that included all project information and public engagement opportunities, two community advisory committees that helped guide the rewrite of the Plan's goals and policies, held two on-line open houses and surveys (which were noticed by mailer to every property owner), project email updates were sent to anyone who signed up (over 250 people), held over 20 community conversations with existing community groups, held multiple community engagement stations at parks, businesses, and the farmer's market, and held public work sessions with Planning Commission and City Council.

Goal 2 Land Use Planning

2.4 POLICIES

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.

Staff Finding: The City decided to undertake a comprehensive review of the Comprehensive Plan because it was determined that the previously adopted Plan (in 2005) was outdated and it was necessary to update public policies to guide for community growth. During the review process, the City created a Stakeholder Advisory Committee to review work products for the Plan and included representatives from local stakeholder groups, such as the school, chamber and US Forest Service, in addition to Deschutes County officials, and State of Oregon Department of Land Conservation and Development.

Goal 10: Housing

OBJECTIVE 10.1: To accommodate for additional residential growth within the existing UGB as appropriate and necessary.

10.1.5 Monitor residential land development to ensure that there is sufficient residential land to accommodate the long-term forecast for population growth and keep City leadership and community stakeholders informed of changing conditions.

Staff Finding: The City's Housing Needs Analysis Update concluded that the city will need 1,100 housing units in the next 20 years to accommodate population growth. The State prioritizes infill and efficient use

of existing municipal boundaries prior to considering UGB expansion, but all residential growth will occur within the existing and/or possible expanded boundary. Staff will also monitor residential land development to ensure there is sufficient land to accommodate this long term forecast.

3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property. The applicant must demonstrate that the property and affected area shall be served with adequate public facilities, services and transportation networks to support maximum anticipated levels and densities of use allowed by the District without adversely impacting current levels of service provided to existing users; or applicant's proposal to provide concurrently with the development of the property such facilities, services and transportation networks needed to support maximum anticipated level and density of use allowed by the District without adversely impacting current levels of service provided to existing users.

Staff Finding: The Comprehensive Plan Update is a legislative amendment so the affected area is the entire municipal boundaries. Supporting a Comprehensive Plan and its twenty-year planning horizon for anticipated population growth and housing and employee land development are transportation and public facility plans. The City has an adopted Transportation System Plan and a Water and Wastewater Master Plan that are regularly updated to ensure that all of the required public facilities and services are planned and provided, as development occurs, to support the maximum anticipated levels and densities without adversely impacting current levels of service to existing residents.

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

Staff Finding: Sisters Development Code 4.7.600 implements the OAR 660-012-0060. TPR compliance is required for any proposed amendment of a comprehensive plan. More specifically, these provisions require an evaluation of whether the proposed amendments significantly affects a planned or existing transportation facility. The proposed Comprehensive Plan Update does not (i) change the functional classification of an existing or planned transportation facility, (ii) change the standards implementing a functional classification system, (iii) allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility, or (iv) reduce the performance {16564005-01371672;2} 34 CP 21-01 standards of a public utility or facility below the minimum acceptable level identified in the Transportation System Plan. Accordingly, no further analysis under SDC 4.7.600 or the TPR is required.

OAR 660, Division 023 – Procedures and Requirements for Complying with Goal 5

Staff Finding: According to 660-023-0000, the Purpose and Intent of this rule is “to establish procedures and criteria for inventorying and evaluating Goal 5 resources and for developing land use programs to conserve and protect significant Goal 5 resources. This division explains how local governments apply Goal 5 when conducting periodic review and when amending acknowledged comprehensive plans and land use regulations.”

Procedures and Requirements for Complying with Goal 5: OAR 660, Division 023

The City is proposing an update to the existing 2005 Comprehensive Plan. Within that plan, the following Goal 5 resources were inventoried in accordance with statutory requirements of OAR 660 Division 23:

- Whychus Creek and associated wetlands and riparian areas: The water areas, fish habitat, adjacent riparian areas, and wetlands within the riparian area boundary as defined in OAR 660-023-0090 and 660-023-0090, typically associated with Whychus Creek. This area also intersects with the boundary of the 100-year flood plain as determined by the Federal Emergency Management Agency (FEMA). This area is under protection by Sisters Development Code Section 2.10 Special Flood Hazard Overlay District. Both in order to meet FEMA National Flood Insurance Program (NFIP) and to protect sensitive species and vegetation, development in this overlay district is limited and requires additional special construction methods and siting requirements.
- Historic Resources: In 1985, the following sites were approved in the City’s Inventory of Historic Sites.
 - Leithauser Store, Commercial, 251 E. Cascade (“The Sisters Bakery”)
 - Aitken Drugstore, Commercial, 211 E. Cascade (“The Palace”)
 - Hotel Sisters, Commercial, 190 E. Cascade (“Sisters Saloon”)
 - Hardy Allen House, Commercial, 401 E. Main (“Sisters Hometown Realty”)

The City has partnered with Deschutes County to form a Historical Landmarks Commission. The Commission oversees land use requests pertaining to the four listed historic sites, to ensure adequate protection of the historic resources in accordance with Sisters Municipal Code Section 2.80 Historic Preservation. In 2018, the City completed a Reconnaissance Level Survey of additional historic properties within the City limits and found several properties that may be eligible for potential designation.

- Open Space: In the 2005 Comprehensive Plan, the following areas were designated as open space to be left primarily in their natural state and managed to provide limited passive recreation opportunities, where appropriate:
 - Whychus Creek: 11.21 acres of City owned land along Whychus Creek south of Hwy 126. Pedestrian access is currently provided via Timber Creek Drive.
 - East Portal: 7.73 acres at the intersection of Highways 20 and 126 and owned by the US Forest Service. The area includes wooded natural areas, public parking, restrooms, shelter with public art, and interpretive information.
 - Dedicated Open Space: The City contains additional acreage held in open space or conservation easements, or that has been dedicated to the City, through the land use process. These properties include but are not limited to: 2.97 acres in the Pine Meadow

Village Subdivision, 2.11 acres in the Saddlestone Subdivision, and 4.63 acres in the Sun Ranch subdivision.

The City, in concert with the Upper Deschutes Watershed Council, completed the Whychus Creek Restoration Plan in 2009. This plan provided several policies that have been either completed or integrated into the policies in this section.

Chapter 2.10 of the Sisters Development Code contains the Special Flood Hazard Area Overlay Zone and Chapter 2.8 contains the Open Space District (OS). This zoning overlay was adopted by the City to provide protection for Significant Natural Resources under Statewide Planning Goal 5 and to comply with the provisions of OAR 660, Division 23. The purpose language for the Special Flood Hazard Area Overlay Zone states:

“It is the purpose of this Chapter to promote the public health, safety and general welfare, to maintain streams and floodplains in their natural state to the maximum extent practical to reduce flood hazards, and to minimize public and private losses due to flooding in flood hazard areas by provisions designed to:

1. *Protect human life and health;*
2. *Minimize expenditure of public money for costly flood control projects;*
3. *Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;*
4. *Minimize prolonged business interruptions;*
5. *Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; streets and bridges located in areas of special flood hazards;*
6. *Help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize blight areas caused by flooding;*
7. *Notify potential buyers that the property is in an area of special flood hazard;*
8. *Notify those who occupy special flood hazard areas that they assume responsibility for their actions;*
9. *Participate in and maintain eligibility for flood insurance and disaster relief;*
10. *Minimize the threat to persons, property and urban water quality from flooding and inadequate or improper drainage resulting from uncontrolled development or redevelopment of land to include filling, grading, excavation, removal; earthwork construction including berms and dikes; stockpiling of materials; or other alterations;*
11. *Ensure that flood loss reduction measures under the National Flood Insurance Program (NFIP) are consistent with retaining natural floodplain functions;*
12. *Ensure no net loss of hydraulic and geomorphic functions of floodplains;*
13. *To balance the public interests with those of individual property owners in the designated areas;*
14. *Allow the functions of the creek to continue, including erosion, deposition, and channel migration;*
15. *To implement the policies of the City’s Comprehensive Plan. [Ord. [505](#) § 2 (Exh. B), 2020].*

The City, at this time, is not proposing any changes or additions to inventoried resources as part of its Goal 5 program, therefore the requirements of this section do not apply. Several policies direct the City to study additional protections through subsequent processes, at which time proposals will be required to address the requirements within OAR 660-023.

OAR 660, Division 013 and ORS 836.610 – Airport Planning Rule (NA)

Staff Finding: According to the Purpose and Policy of OAR 660-013-0010:

(1) This division implements ORS 836.600 through 836.630 and Statewide Planning Goal 12 (Transportation). The policy of the State of Oregon is to encourage and support the continued operation and vitality of Oregon's airports. These rules are intended to promote a convenient and economic system of airports in the state and for land use planning to reduce risks to aircraft operations and nearby land uses.

(2) Ensuring the vitality and continued operation of Oregon's system of airports is linked to the vitality of the local economy where the airports are located. This division recognizes the interdependence between transportation systems and the communities on which they depend.

660-013-0030

Preparation and Coordination of Aviation Plans

(1) The Oregon Department of Aviation (ODA) shall prepare and adopt a state Aviation System Plan (state ASP) in accordance with ORS Chapters 835 and 836 and the State Agency Coordination Program approved under ORS 197.180. ODA shall coordinate the preparation, adoption, and amendment of land use planning elements of the state ASP with local governments and airport sponsors. The purpose of the state ASP is to provide state policy guidance and a framework for planning and operation of a convenient and economic system of airports, and for land use planning to reduce risks to aircraft operations and nearby land uses. The state ASP shall encourage and support the continued operation and vitality of Oregon's airports.

(2) A city or county with planning authority for one or more airports, or areas within safety zones or compatibility zones described in this division, shall adopt comprehensive plan and land use regulations for airports consistent with the requirements of this division and ORS 836.600 through 836.630. Local comprehensive plan and land use regulation requirements shall be coordinated with acknowledged transportation system plans for the city, county, and Metropolitan Planning Organization (MPO) required by OAR 660, division 12. Local comprehensive plan and land use regulation requirements shall be consistent with adopted elements of the state ASP and shall be coordinated with affected state and federal agencies, local governments, airport sponsors, and special districts. If a state ASP has not yet been adopted, the city or county shall coordinate the preparation of the local comprehensive plan and land use regulation requirements with ODA. Local comprehensive plan and land use regulation requirements shall encourage and support the continued operation and vitality of airports consistent with the requirements of ORS 836.600 through 836.630.

The City of Sisters has adopted land use regulations in accordance with this OAR. Chapter 2.11 of the Sisters Development Code is entitled Airport Overlay Zone. Its purpose is:

This overlay zone is intended to prevent the establishment of airspace obstructions within the Sisters Eagle Air Airport approach surfaces that are located within the City of Sisters city limits. The protection of the Airport Imaginary Surfaces will be accomplished through height restrictions and other land use controls as deemed essential to protect the health, safety and welfare of the people of the City of Sisters.

There is no change to these regulations proposed in the Comprehensive Plan update, therefore staff finds that the proposal is in compliance with the provision.

Oregon Revised Statutes

ORS 197.250 Compliance with goals required.

Staff Finding: Per the above statute:

Except as otherwise provided in [ORS 197.245 \(Commission amendment of initial goals\)](#), all comprehensive plans and land use regulations adopted by a local government to carry out those comprehensive plans and all plans, programs, rules or regulations affecting land use adopted by a state agency or special district shall be in compliance with the goals within one year after the date those goals are approved by the Land Conservation and Development Commission.

As demonstrated in the Findings for Section 4.1.600.E.1 of the Sisters Development Code above, the Comprehensive Plan Update is in compliance with all applicable Statewide Planning Goals.

ORS 197.610 Local Government Notice of Amendment or New Regulation

Staff Finding: This statute requires submission of proposed comprehensive plan or land use regulation changes to Department of Land Conservation and Development; Notice of the proposed amendment was provided to the Department of Land Conservation and Development on July 8, 2021, at least 35 days prior to the first evidentiary hearing, which occurs on August 12, 2021.

State Statutes ORS 197.303-307 – Needed Housing

As used in ORS 197.286 (Definitions for ORS 197.286 to 197.314 and 197.475 to 197.490) to 197.314 (Required siting of manufactured homes), “needed housing” means all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes, as those terms are defined by the United States Department of Housing and Urban Development under 42 U.S.C. 1437a. “Needed housing” includes the following housing types:

- (a) Attached and detached single-family housing and multiple family housing for both owner and renter occupancy;
- (b) Government assisted housing;
- (c) Mobile home or manufactured dwelling parks as provided in ORS 197.475 (Policy) to 197.490 (Restriction on establishment of park);
- (d) Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured dwelling subdivisions; and
- (e) Housing for farmworkers.

(2) For the purpose of estimating housing needs, as described in ORS 197.296 (Factors to establish sufficiency of buildable lands within urban growth boundary) (3)(b), a local government shall use the population projections prescribed by ORS 195.033 (Area population forecasts) or 195.036 (Metro area population forecast) and shall consider and adopt findings related to changes in each of the following factors since the last review under ORS 197.296 (Factors to establish sufficiency of buildable lands within urban growth boundary) (2)(a)(B) and the projected future changes in these factors over a 20-year planning period:

- (a) Household sizes;
- (b) Household demographics;
- (c) Household incomes;
- (d) Vacancy rates; and

(e)Housing costs.

Staff Finding: The City completed an update to its Housing Needs Analysis in 2019 and updated it again in 2021 to estimate its housing needs in the planning horizon. The HNA used population projects provided by Portland State University, as required by ORS 195.033, to determine the housing need. The HNA which will be adopted as part of the Comprehensive Plan update process, addressed the changes in the factors in (a)-(e) above since the last update and for the next 20 years.

(3)A local government shall make the estimate described in subsection (2) of this section using a shorter time period than since the last review under ORS 197.296 (Factors to establish sufficiency of buildable lands within urban growth boundary) (2)(a)(B) if the local government finds that the shorter time period will provide more accurate and reliable data related to housing need. The shorter time period may not be less than three years.

Staff Finding: Not applicable. The City utilized the longer time period of twenty years.

(4)A local government shall use data from a wider geographic area or use a time period longer than the time period described in subsection (2) of this section if the analysis of a wider geographic area or the use of a longer time period will provide more accurate, complete and reliable data relating to trends affecting housing need than an analysis performed pursuant to subsection (2) of this section. The local government must clearly describe the geographic area, time frame and source of data used in an estimate performed under this subsection.

Staff Finding: Not applicable. The City did not choose to use a wider geographic area or longer time period.

(5) Subsection (1)(a) and (d) of this section does not apply to:

- (a)A city with a population of less than 2,500.
- (b)A county with a population of less than 15,000.

Staff Finding: The City of Sisters has a population of 3,270 according to the 2020 Portland State University Population Estimate.

(6)A local government may take an exception under ORS 197.732 (Goal exceptions) to the definition of “needed housing” in subsection (1) of this section in the same manner that an exception may be taken under the goals.

Staff Finding: The City is not requesting a goal exception to the definition of “needed housing.”

OAR 660, Division 011: OAR 660-011 requires the city to complete and adopt a Public Facilities Plan as a technical and implementing report of the Comprehensive Plans only when in periodic review. The city is updating the Comprehensive Plan outside of periodic review and, as such, is not required to complete a Public Facilities Plan at this time. Moreover, the Comprehensive Plan Update does not change any of the assumptions to the City’s acknowledged Public Facilities Plans.

Staff Findings: Based these findings, the Comprehensive Plan Amendment is consistent with OAR 660, Division 011.

Based on the findings above, the Comprehensive Plan Amendment is consistent with Goal 11 Public Facilities and Services and OAR 660, Division 011.

----- *End of Conclusionary Findings* -----

VI. STAFF RECOMMENDATION

Staff finds that the proposed Comprehensive Plan Amendment satisfies all applicable criteria and recommends that the Planning Commission recommend that the City Council adopt the proposed Comprehensive Plan Amendment.

Exhibit B

2040 COMPREHENSIVE PLAN

[attached]

DRAFT

Exhibit C

2021 HOUSING NEEDS ANALYSIS

[attached]

DRAFT

Exhibit D

2021 ECONOMIC OPPORTUNITIES ANALYSIS

[attached]

DRAFT

Exhibit E

2021 RESIDENTIAL BUILDABLE LANDS INVENTORY

[attached]

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