



CITY PARKS ADVISORY BOARD **Agenda**

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

Wednesday, August 7, 2024 – 4–5 P.M.

520 E. Cascade Avenue, Sisters, OR 97759

Meeting is in person at Sisters City Hall, but also available on Zoom via this link:

<https://us02web.zoom.us/j/87381151111>

- I. **CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA**
- II. **VISITOR COMMUNICATION:** This is the time provided for individuals wishing to address the Board regarding issues that are not on the agenda. Please state your name and address at the time the Chair calls on you to speak.
- III. **APPROVAL OF MINUTES:**
 - A. June 5, 2024 (Exhibit A)
- IV. **PRESENTATION:**
 - A. Urban Growth Boundary Amendment (UGB) – Update on the UGB Amendment process and opportunity for CPAB to provide feedback (Exhibit B)
- V. **STAFF UPDATES:**
- VI. **UPDATE FROM SISTERS PARKS AND RECREATION DISTRICT**
- VII. **OTHER BUSINESS/OPEN DISCUSSION**
- VIII. **ADJOURN**

This agenda is also available via the Internet at www.ci.sisters.or.us. The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other disability accommodations should be made at least 48 hours before the meeting by contacting Kerry Prosser, City Recorder at k.prosser@ci.sisters.or.us



City Parks Advisory Board – Meeting Minutes
Wednesday, June 5, 2024 – 4:00 P.M.
520 E. Cascade Avenue, P.O. Box 39, Sisters, OR 97759

City Parks Advisory Board Attendees:

Board Members: Eli Madrone, Emily Curtis, Molly Baumann, Nancy Connolly, Doug Buell, Asa Sarver, Emily Coonrod (Zoom)
Council Representative : Jennifer Letz
Staff: Scott Woodford, CDD Director, Emme Shoup, Associate Planner
Visitor: Jennifer Holland, SPRD Representative
Recording Secretary: Carol Jenkins, Recording Secretary

I. CALL TO ORDER

Board Chair Madrone called the meeting to order at 4:00 pm. A quorum was established. The agenda for June 5, 2024, was approved and seconded. Motion passes.

II. VISITOR COMMUNICATION - None

III. APPROVAL OF MINUTES – April 03, 2024.

Board Member Connolly made a motion to approve the minutes for April 03, 2024, as presented.

Board Member Sarver seconded. Motion passes.

IV. STAFF

- A. Sisters Community Garden
- B. Creekside Park Improvements/Memorial Bench
- C. Parks System Development Charge (SDC's) Increases
- D. Dog Park at East Portal
- E. Arbor Day 2024
- F. Urban Growth Boundary Amendment (UGB)

Jennifer Holland – (SPRD) Sisters Park & Recreation District

Ms. Holland gave a Community Park Update to the City Parks Advisory Board.

Current Site:

It has restricted access, amenities outdated and/or in need of repair, not designed to be multi-use and multigenerational.

New Site Goals:

Serves all ages, increases ADA accessibility, maintains space for current and future district programs, and meet the community needs as informed by recent and new outreach.

Community Park:

Preferred concept, including preapproved amenities, approved by board of directors in April 2024, conceptual design was informed by community outreach, data pulled from recent reliable surveys and plans, and district operational needs.

Highlights:

Community Park is approximately 8 acres of land and will be open from dawn to dusk. Amenities include maintained green space, pre-k playground, 5–12-year-old playground, eight pickleball courts, picnic shelter, paved walking path, cover multi-use basketball courts, and outdoor restroom. New community park will help address the following needs identified in the City of Sisters Parks Master Plan:

- Increase level of service including outside of city center
- Paved walking trail (ADA access throughout park)
- Eight pickleball courts
- Two new/updated playgrounds
- New picnic shelter
- New outdoor restrooms

Funding and Timeline:

- Approximately \$1,325 million dollar project
- Submitted Local Government Grant Program (LGGP) application in April 2024
- 40 percent match required to be funded which is currently made up of private donations, district funds/staff time, volunteer hours
- If grant is not funded, project will be phased out
- Assuming it is funded, construction would start in Spring of 2025

Sisters Community Garden

Since last discussed in February, this has gone to a Council work session and they got feedback there, and there is general support for it but concerns that the Parks Board brought up in terms of making sure they prioritize the Sisters residents given that they pay their SDC's to help fund these things and they should get the first crack at it. They showed that they were still between the Sun Ranch Park proposal and Cliff Clemens Park and throwing both out and wanted to get feedback from the Council on both of those sites. On Cliff Clemens, Councilor Ross stated that if that was the choice to make sure to make a plan that pushes all the way

over to the western edge of the park to preserve as much play space as possible. One component that the group is waiting to do is the public outreach and we did not have that at the time. The council's direction was to go and get that feedback and come back to them to have that discussion. There were questions about the use of park space, use of semi-private, or non-profit use of public park space, etc. Some need to be convinced, but some that are very supportive of it. A lot of it will depend on the public feedback, etc. We have encouraged them to focus on Cliff Clemens Park because the Sun Ranch Park side has several issues – the proximity to the well, access, and neighborhood opposition as well. The Board is organizing a neighborhood meeting on Saturday, June 29th. They will be doing a mailing to all the folks that live within 250ft. of the park, etc. They are going to put an ad in the paper, rent out the library space, and a sign at the park for the people that use the park that do not live there and to get the notice out as widely as we can. Most of the feedback would happen at the neighborhood meeting.

Linda Weick, 511 E. Diamond Peak Ave., Sisters, OR 97759

Ms. Weick stated that there are three members of the Community Garden here today and that the back of their houses would face right there next to the park. There are issues regarding what the facility would appear to be, how it would be used, the traffic that it would bring in, the type of infrastructure that would be necessary for the garden to work – water, lighting, etc. Our group is not opposed to a Community Garden – it is a very good thing, but where it is located is of primary importance. She discussed the wind, the existing berm because of the wind in the current location, driveway, greenhouse, individual garden boxes, setbacks, fences, etc. She wanted to emphasize these concerns and hope they can reach some resolution that is good for everybody.

Creekside Park Improvements/Memorial Bench

On the 3rd sign with the interpretative wording there were no concerns about it, the bench has been installed and is starting to complete the improvements that they were contemplating out at the park. The next is the dedication for Andrew Dutterer on July 20th and feel free to go and join in the celebration.

Planner Shoup gave a brief recap of what happened with Arbor Day which happened on Friday, April 26th and we hosted a planting day event with 20 students and adults who are from the school located in the Belfry building, city staff, and board members who were able to attend and help plant some seedlings at Creekside Park. There were aspens, dogwoods, and ponderosa trees and we planted around 65 seedlings and sent home about 30 trees which were about 1-2 feet tall. There were about 45 tree seedlings left over and those were handed off to the Public Works Headquarters and they plan to use those trees to replant the vegetation around the new roundabout. We partnered with the Upper Deschutes Watershed Council to program that event and they host elementary and middle school classes with tree planting events in riparian areas, etc.

A big shout to Therese Kollerer with the Urban Forestry Board which who a big help in pushing to make Arbor Day more than what it has been in the past. Going forward, we would like to continue to make it more special – it does take a lot of work and having the additional capacity and any other board members to help coordinate the event would make the events more feasible. One of the key takeaways is seeking those partnerships earlier on so that entities such as the library, or other organizations that are good at hosting educational events can help make Arbor Day tree planting events more special.

System Parks Development Charges (SDC's) Increases

Director Woodford stated that there was a presentation on this before it went to Council and the Commission made the recommendations on the increases that were proposed that account for the projects that are in the Parks Master Plan Update. We also talked about the level of service measurement that was recommended to increase it to five (5) per acre. Both went to the Council and were happy to report that they approved of both the way they were recommended. Despite some objections that was levied by the Central Oregon Builders Association some of the concerns were a fairness issue requiring developers to provide 15 percent of open space in their Master Plans and that resulted in some private parks in the community. They asked why we should have to pay twice, and their response back is that those parks do not always provide the kinds of amenities that are needed and not always open to the public, but there is a perception in the community that those parks are just for the residents and people do not go there because of that. The other issue is whether the multi-use pavilion should be included in the Capital Improvement Plan (CIP) because this was more of a tourist amenity and not a residential draw. Then, the third one is by not requiring the business owners to pay the SDC charges. The Council held firm and said that they are going to approve these. This will go into effect July 1, 2024, and will show a range of where the city's fees are relative to other communities in Central Oregon even with the increase is well below Bend and Redmond, but our numbers are competitive.

Dog Park at the East Portal

There are no updates for the Dog Park and other than taking the steps to start Phase I of the multimodal center for the East Portal which will start at the parking areas and the other facilities associated with that such as the EV Chargers, etc. That construction needs to take place before we can move forward with the Dog Park and there is more to come.

Urban Growth Boundary Amendment

We have kicked off this process and hired a consultant and created a project website with UGB Amendments to keep you informed. It tells about the steps that we are going through to get to a decision-making point at the end. We did interviews for a UGB Steering Committee to help advise the city, the Planning Commission, and Council on the process. We have 24 applicants and we narrowed it down to 13 applicants to interview and it will be hard to get it down to six (6) – there were so many amazing and qualified applicants, and we are trying to form a committee that represents every possible viewpoint and aspects of growth and the future of Sisters. Go to the City's website and it will have some very interesting information to review.

V. UPDATE FROM SISTERS PARK AND RECREATION DISTRICT

Jennifer Holland, SPRD Representative

Ms. Holland stated that the summer program is starting soon and if you see the staff, please give them a high-five, etc.

Director Woodford stated that Director Bertagna, Director of Public Works, has submitted a grant application to hire some consultants to help start talking about what is the multi-use pavilion center at Northwest Park. It will be a community driven process and possibly include an ice rink, etc. It will be everybody's wish list made all into one.

VI. OTHER BUSINESS / OPEN BUSINESS – None.

VII. ADJOURN

Board Chair Madrone adjourned the meeting at 5:00 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary



CITY PARKS ADVISORY BOARD

Agenda Item Summary

Meeting Date: August 7, 2024

Staff: Woodford

Type: City Parks Advisory Board

Depts: CDD

Subject: Sisters Urban Growth Boundary Amendment Community Conversation

Action Requested: Discussion and feedback on the Sisters Urban Growth Boundary (UGB) Amendment process so far.

Background:

- In late March, the city commenced work on the proposed Amendment to the City of Sisters' UGB and have been working with a Steering Committee appointed by City Council to help advise staff and the City Council on the process. The Planning Commission is also involved.
- The process will last approximately one and a half year and complete in the fall of 2025.
- A [project website \(https://www.ci.sisters.or.us/community-development/page/2024-urban-growth-boundary-amendment\)](https://www.ci.sisters.or.us/community-development/page/2024-urban-growth-boundary-amendment) has been established for the public to stay informed on the process and a way to sign up for [automatic email updates](#) on the process.
- As part of the process, staff will be doing extensive outreach to the community, including tabling at community events, open houses, surveys and conducting Community Conversations, which are where staff goes to where meetings are taking place in the community, requesting to and get on agendas and then providing updates on the process and soliciting feedback. This includes service groups such as Kiwanis, school leadership programs, non-profits such as the quilt and folk festival and City boards and commissions, among many others.
- At the meeting, staff will update CPAB on the process and reserve plenty of time for questions and comments. To help prepare, please take a look at the project website materials, especially the Story Map.