



PLANNING COMMISSION Agenda

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

THURSDAY, JUNE 6, 2024 – 4:00 P.M AGENDA

This Planning Commission meeting is accessible to the public in person in the City Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 and via the following Zoom link:

<https://us02web.zoom.us/j/81961434424>

I. CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA

II. **VISITOR COMMUNICATION:** This is time provided for individuals wishing to address the Planning Commission regarding issues not already on the agenda.

III. WORKSHOP

A. **Urban Growth Boundary Amendment** – This Workshop will focus on the Urban Growth Boundary (UGB) amendment project. The goal for this meeting is to provide an overview of the project (see presentation slides attached in Exhibit A), a status report on current work, the draft public engagement plan (see attached in Exhibit B), and the creation of the project steering committee.

No formal decisions will be made at the workshop and public comment will be at the discretion of the Planning Commission Chair.

IV. STAFF AND COMMISSIONER COMMENTS

V. 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 kprosser@ci.sisters.or.us



Sisters Urban Growth Boundary Amendment

How should our community grow?



Overview: Prior Planning

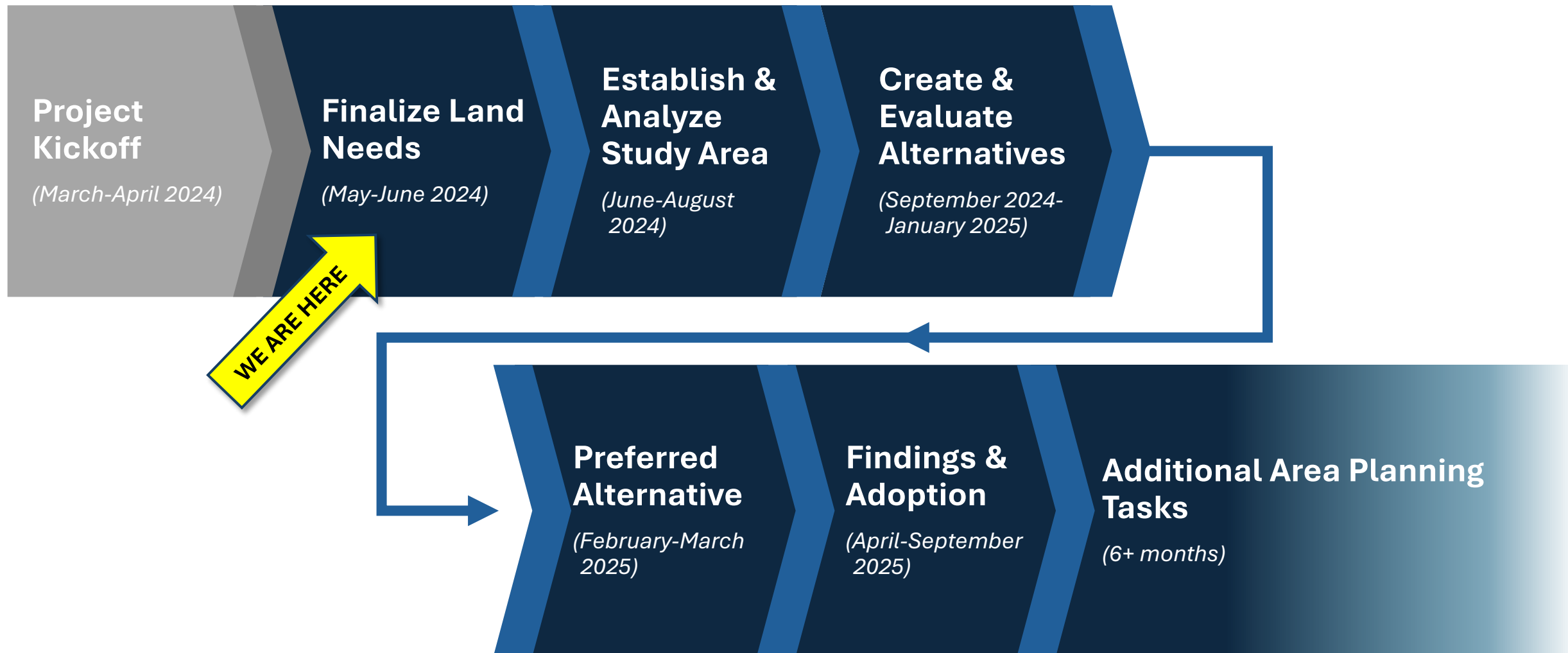


- Housing Strategies Report

- Housing Needs Analysis Update
- Economic Opportunities Analysis
- Buildable Land Inventory and UGB Sufficiency Analysis

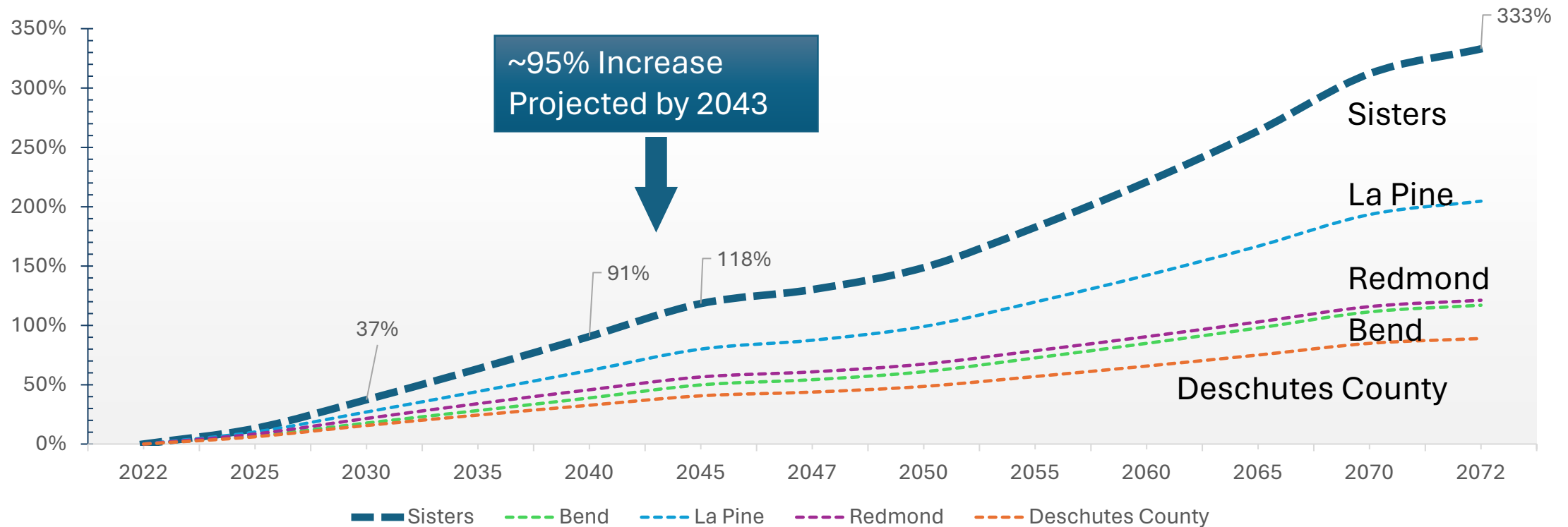


Overview: Timeline



Step 1: Land Need

Projected Population Increase, Deschutes County Communities
(Percentage increase from 2022 estimated population)

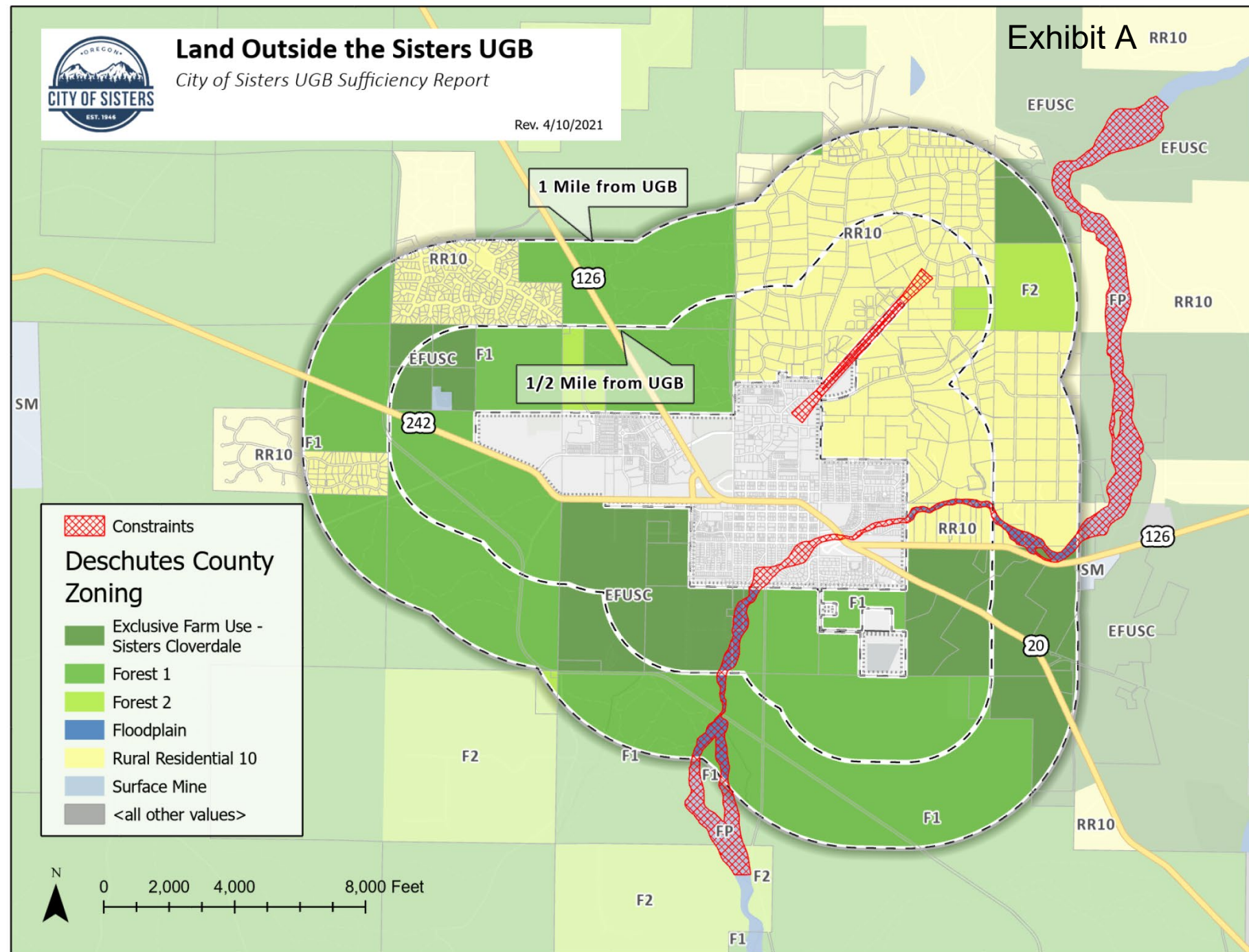


Source: Portland State University Population Research Center

Step 2: Study Area

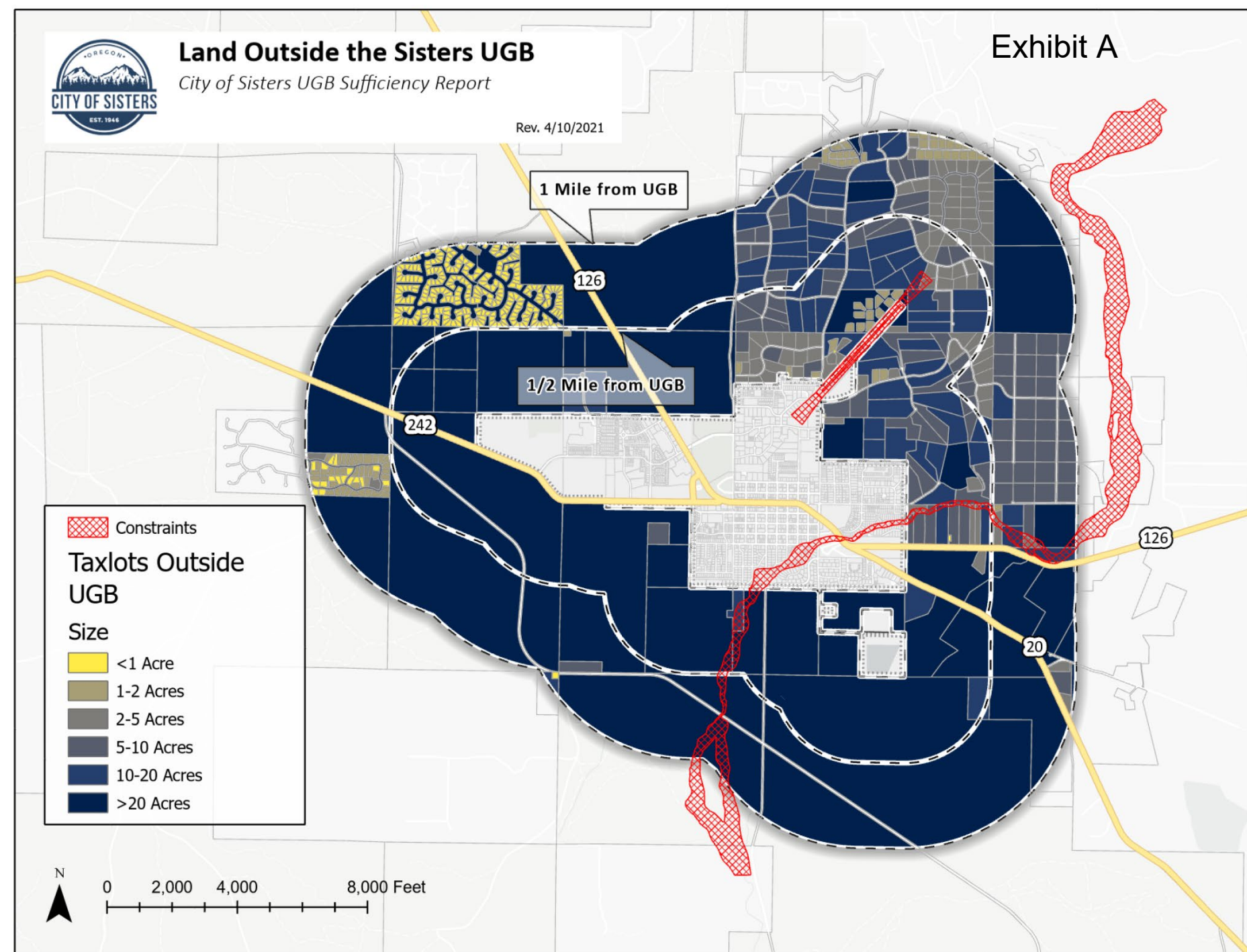
Defining the Study Area:

- Land within ½ mile of UGB
- “Exception areas” within 1 mile of UGB
- Exclude land that is impracticable to serve with utilities, contains natural hazard areas, or contains natural resources.



Size of Expansion Area

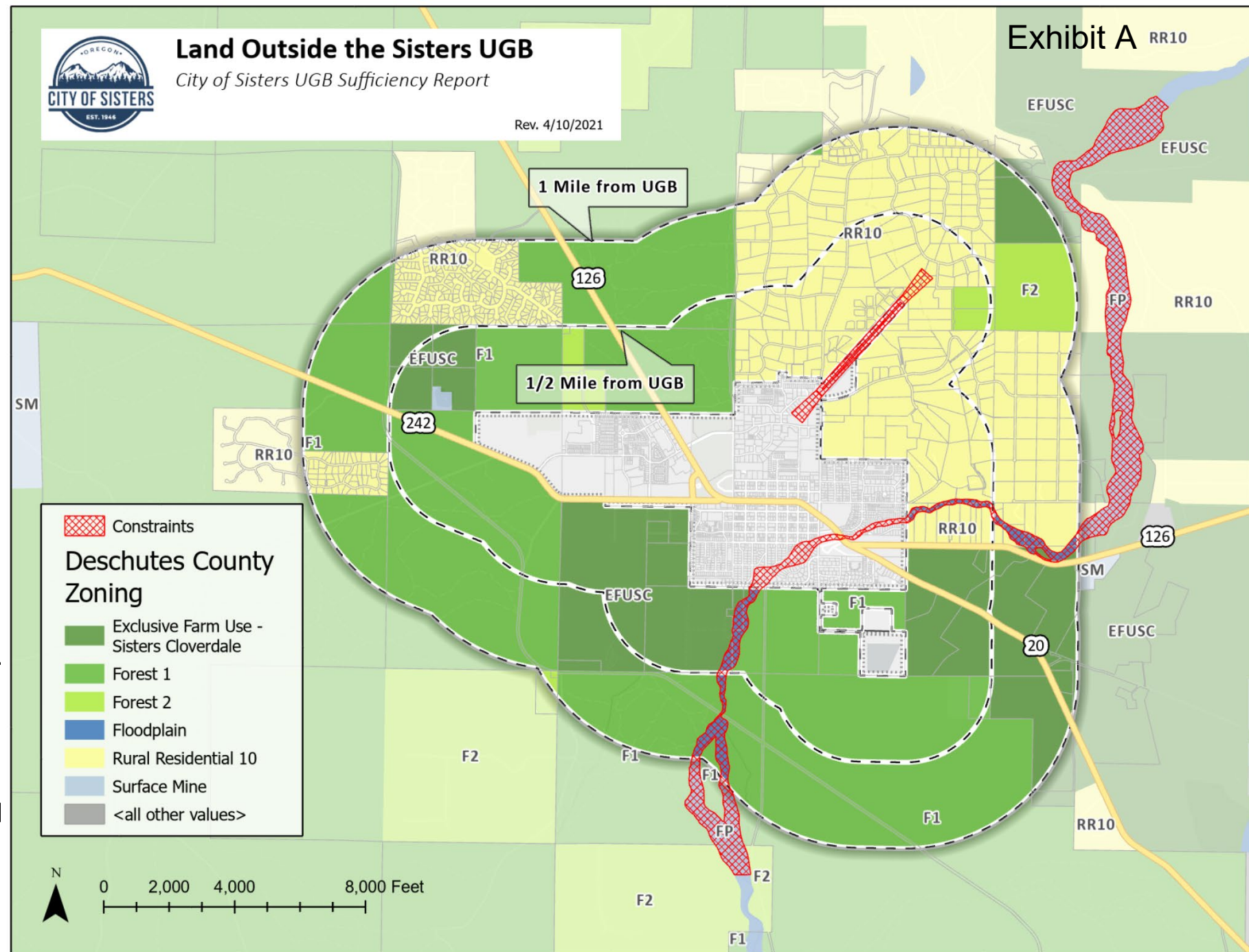
Size of expansion would depend on estimated capacity on new land



UGB Alternatives

Goal 14 Factors:

1. Efficient accommodation of identified land needs;
2. Orderly and economic provision of public facilities and services;
3. Comparative environmental, energy, economic, and social consequences; and
4. Compatibility of the proposed urban uses with nearby agricultural and forest activities occurring on farm and forest land outside the UGB.





Public Engagement: Goals

- **Broad community conversation**, including as many residents as possible.
- **Identifying direct and indirect impacts** of the expansion on members of the community, particularly people with lower incomes, people with disabilities, and people who speak English as a second language.
- **Targeted efforts** to reach younger households/families and Hispanic/Latino residents whose perspectives have been missing in past planning efforts.
- Help community members better **understand the UGB amendment process** and why it is important that they stay informed or engaged.
- **Transparency** throughout the process.



Public Engagement: Tools

- **Project Website**
- **Project Story Map**
- **Steering Committee Meetings**
- **One-on-one meetings and stakeholder interviews**
- **Small group meetings (“Meeting in a box”)**
- **Community Open House**
- **Online Engagement**
- **PC/CC Meetings**
- **Deschutes County hearings**
- **Other creative outreach efforts**

Discussion



DRAFT Public Engagement Plan

Sisters Urban Growth Boundary Expansion Project

Rev. 5/14/2024

Introduction and Purpose

The purpose of this Public Engagement Plan is to describe the goals, metrics, tools, and major activities of the engagement effort as part of the Sisters UGB Expansion Project. This is intended to be a living document to refer to and update as needed throughout the project.

Engagement Goals

- Broad community conversation, including as many residents as possible.
- Identifying direct and indirect impacts of the expansion on members of the community, particularly people with lower incomes, people with disabilities, and people who speak English as a second language.
- Targeted efforts to reach younger households/families and Hispanic/Latino residents whose perspectives have been missing in past planning efforts.
- Help community members better understand the UGB amendment process and why it is important that they stay informed or engaged. This includes why the City is undertaking the process, the consequences of not planning for growth, and the relatively technical and prescriptive nature of UGB amendment requirements.
- Transparency throughout the process.
 - We will make it clear to community members how feedback will be used and the limitations at this level of planning and jurisdiction.
 - Explain how comments have been addressed in this planning process or can be incorporated in future planning for potential UGB expansion areas.
- Understand the perspectives of specific stakeholder groups, particularly those which are active or influential in Sisters and Deschutes County.

Key Information

The following are key points of information that this project needs to communicate and inquire about. While these points include some technical language, the messages and questions for the community will be simplified as much as possible to aid in clear understanding.

- What is an Urban Growth Boundary (UGB)?
- Why would we expand the UGB?
- Where would/should we expand the boundary?
- How do we identify potential expansion areas and decide on a final proposal?

- Who benefits, who is impacted negatively?
- How can I be involved in the discussion?

Engagement Metrics

Throughout this process we will gather all comments, identify common themes, and describe how community input has been incorporated. In addition to this qualitative reporting, this project will measure and report the following quantitative metrics.

- Number of articles in community news outlets
- Number of survey participants
- Number of open house participants
- Number of small group events and total number of small group participants
- Number of public meetings (Planning Commission, City Council, Steering Committee)
- Number of comments received via email, online forms, and other avenues
- Number of people who request to be on a project contact list

2021 Comprehensive Plan Community Engagement Metrics

While we have not set specific targets for the engagement metrics, for comparison purposes and in the interest of continuous improvement, the metrics tracked during the Comprehensive Plan process are provided below.

- Interested Parties Email List: 350 recipients
- Two Online Open Houses & Surveys: 285 respondents, with approximately 900 views
- 19 Community Conversations: 130 participants
- Community Web Art Engagement Station: 52 participants
- Virtual Community Forum: 8 participants
- Community Event Labeling: 125+ participants (100+ at Sisters Farmers Market in June)
- Public Records, Comments, and Letters: 34+ participants
- Community & Stakeholder Advisory Committees: 2 committees, 28 members, 13 meetings

Engagement Tools

Project Website

The project website will be hosted by the City in the [Community Development](#) section of the site. The site will include background information, a project timeline, project documents, Frequently Asked Questions, and a link to the Project Story Map.

Project Story Map

This multimedia-rich webpage will walk users through the relevant aspects of the project using interactive maps and other materials. It will be linked from the Project Website.

Steering Committee Meetings

The Steering Committee will consist of a broad range of stakeholders and decision-makers. The Steering Committee will review draft materials, assist with the engagement effort, and make key recommendations guiding the process. Meetings of the Committee may be open to the public and provide time for public input. The intent is for the Committee to have knowledge and expertise in the issues we will be evaluating, while also including at least some members who more broadly represent the community and can help us anticipate typical community priorities and concerns. A broad steering committee will help ensure all perspectives are heard and build support for the process and ultimate boundary amendment. Recommended areas of knowledge and expertise anticipated to be represented on the committee include:

- One or two members each of the Sisters Planning Commission and City Council
- City planning and public works staff
- Other agency staff (e.g., Deschutes County, Sisters School District, Sisters-Camp Sherman Fire District, Economic Development for Central Oregon (EDCO) Sisters Director, or others)
- Farm and forest interests
- Landowners (pending additional feedback from decision-makers)
- Business owners
- At-large members who more broadly represent the community, including at least one youth representative or younger member (18-35)

There are four meetings with the committee planned, with the following general topics. These meetings are expected to be hybrid meetings with both in-person and virtual participants.

- **Steering Committee Meeting 1:** Introduction to the process and land need.
- **Steering Committee Meeting 2:** Establishing and Understanding the Study Area
- **Steering Committee Meeting 3:** UGB Alternatives and Evaluation
- **Steering Committee Meeting 4:** Preferred Alternative

One-on-one meetings/stakeholder interviews

Meetings with individuals or small groups on specific topics will occur throughout the process. These may include meetings with advocacy groups, property owners, City departments, and others.

An initial list of stakeholders to reach out to follows.

- Deschutes County staff and elected/appointed officials
- Central Oregon Land Watch (COLW)
- Central Oregon Builders Association (COBA)
- Property owners in potential expansion areas
- Sisters School District representative
- City of Sisters Public Works staff
- Sisters-Camp Sherman Fire District
- Economic Development Central Oregon (EDCO)
- Sisters Business Association and/or Chamber of Commerce

- Sisters Park and Recreation District staff

Small Group Meetings – “Meeting in a Box”

In addition to broader outreach efforts, City staff and project participants will meet with groups for community conversations about the UGB project. The MIG team will provide materials to support these meetings and will help track and summarize overall results.

Community Open House

One large community open house event is planned for fall/winter 2024. There will be an online version for those who cannot attend in person. This open house will focus on UGB alternatives, though input on all phases of the project will be accepted. The City will look into funding for food, child care, and other offerings to make participation easier for community members.

Online Engagement

Online engagement will include:

- Project Story Map
- Online Questionnaire
- Interactive Mapping. Various groups will take part in interactive mapping exercises using [Felt](#) to provide input on the study area. This can occur in interviews, committee meetings, one-on-one interviews, and small groups.

Creative Outreach, Information, and Visibility

Other outreach efforts to draw attention to the project may include:

- Installations/Storefronts
- Flyers in local businesses
- Social Media posts – event announcements, project status updates, brief narrative or video spotlights from a staff/committee member/local resident or business owner.
- Flyers with the Utility Mailouts
- Sisters Roundup Newsletter Announcements
- Articles in the Nugget Newspaper / Press Releases
- Pop Up Tabling Stations at local coffee shops, The Barn, parks, grocery store, Sisters Farmers Market (with the new indoor facility, we can utilize this event venue as a way to touch base with the community at any point during the year).
- UGB Community Involvement Bingo Card with prizes, (e.g., gift cards to grocery stores, restaurants, coffee shops, local art galleries and retailers, and personal services; City tote bags; cool patches or stickers like “Planning for the future of Sisters”).

Planning Commission Meetings

The role of the Planning Commission is to recommend approval of the amended Urban Growth Boundary and the analysis behind it to the Sisters City Council for approval. The Planning Commission will have regular opportunities to guide the process, including appointing representative(s) to serve on the Project Steering Committee, participating in project events, spreading the word about involvement opportunities, receiving briefings of the work in process, and providing comments on key deliverable or milestones. At least four Planning Commission meetings

are expected to address the UGB in some fashion. One or more of these meetings may be held jointly with the City Council.

Council Meetings

The role of the City Council is to approve the amended Urban Growth Boundary and the analysis behind it in coordination with the Deschutes County Board of Commissioners. City Council will have regular opportunities to guide the process, including forming the Project Steering Committee, participating in project events, spreading the word about involvement opportunities, receiving briefings of the work in process, and providing comments on key deliverable or milestones. At least four Council meetings are expected to address the UGB in some fashion. These may be joint meetings with the Planning Commission.

County Planning Commission and County Board of Commissioners Hearings

The roles of the Deschutes County Planning Commission and County Board of Commissioners are to approve, based on specific criteria, the proposed amendment to the UGB and coordinate with the City of Sisters on land use planning issues currently outside the UGB (i.e., within potential recommended expansion areas), including changes to Comprehensive Plan and Zoning designations in UGB expansion areas. This process will be guided by the Urban Growth Management Agreement between the City of Sisters and Deschutes County. County officials may have questions or comments throughout the process and can participate in events. A staff member from the County is likely to serve on the project Steering Committee.

Schedule of Engagement Activities

The general schedule is described below.

Kickoff – March/April:

- Project Website materials
- Outline of Story Map

Finalize Land Need – May/June

- Form Steering Committee
- Steering Committee Meeting 1
- PC/CC Updates
- Initial Story Map Content
- Stakeholder Interviews

Establish & Analyze Study Area – June/August

- Steering Committee Meeting 2
- PC/CC Updates
- Stakeholder Interviews
- Pop ups/small meetings
- Story Map Updates

Alternatives Evaluation – September/January

- Community Open House

City of Sisters UGB Amendment

- Online Questionnaire
- Steering Committee Meeting 3
- PC/CC Updates
- Pop ups/small meetings
- Story Map Updates

Preferred Alternative – February/March

- Steering Committee Meeting 4
- PC/CC Updates
- Story Map Updates

Findings and Adoption – April/September

- PC/CC Hearings
- County PC/BOCC Hearings

Area Planning

- Online engagement
- PC/CC Updates

Roles and Responsibilities

City Roles and Responsibilities

- Participation in and notification and logistical arrangements for the Project Steering Committee and/or stakeholder interviews conducted by the MIG Team.
- Scheduling and making logistical arrangements for briefings with the PC and CC
- Conducting smaller Community Conversations meetings using consultant-prepared “meeting-in-a-box” materials, enabling systematic collection of community input.
- Making logistical arrangements for and helping staff Community Open House
- Publicizing and encouraging participation in all engagement activities
- Conducting social media activities that utilize the City’s social media accounts
- Creating a project webpage within the City’s website and posting project information.
- Printing and posting flyers and posters for events
- Collecting input and testimony (outside of consultant-led surveys) and tracking comments received.
- Tracking and responding to inquiries from community members regarding project issues, documents, and activities.

MIG Roles and Responsibilities

- Advance the work products described in the scope and schedule of the project
- Design, facilitate and summarize the key points of meetings not specifically assigned to the City.

City of Sisters UGB Amendment

- Convene regular project management meetings to discuss project progress, current work efforts, and next steps.
- For staff-level review, provide materials with three (3) days turn-around
- For the City’s Planning Commission and City Council:
 - Agenda items, provide information 10 days in advance of the meeting to allow staff three days, and the Commission/Council one week of advance review.
 - Presentations, provide three days in advance of the meeting.
- For Deschutes County Planning Commission and Board of Commissioners:
 - Advance review and publication guidelines TBD.

Demographic Questions

The specific questions should be tied to the metrics determined by the team. The minimum number of questions possible should be used, consistently, to track progress toward our goals. When these questions are asked, we will be clear that the purpose of this information is to make sure we are reaching the entire Sisters community and to learn where we may need to focus additional effort toward that end.

Q. What is your relationship to Sisters? (Check all that apply)

- I live inside the city limits
- I live nearby, but outside the city limits
- I work in Sisters
- I own property in Sisters
- I own a business in Sisters
- I visit Sisters

Q. How long have you lived in Sisters [only visible if “I live inside the city limits” is checked]

- Less than one year
- One to four years
- Five to ten years
- More than ten years

Q. Which of the following most accurately describes your race and ethnic identities? (Select all that apply)

- Alaska Native
- American Indian/First Nation/Indigenous
- Asian, Asian American, or South Asian
- Black or African American
- Hispanic or Latino/a
- Middle Eastern/North African

City of Sisters UGB Amendment

- Pacific Islander
- White/European American
- If you prefer to self-identify your race/ethnicity, do so here: (open-ended)
- I prefer not to answer

Q. Which of the following groups includes your age?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75 or older

Q. Which of the following includes your yearly household income?

- Less than \$15,000
- \$15,000 - \$34,999
- \$35,000 - \$49,999
- \$50,000 - \$74,999
- \$75,000 - \$99,999
- \$100,000 - \$149,999
- \$150,000 - \$199,999
- \$200,000 or more

Q. Which of the following applies to you?

- I own my home
- I rent my home
- I neither rent nor own my home
- I prefer not to answer

Q. Do you have children in your household?

- Yes
- No

Q. Have you participated in recent community planning initiatives? For example, the 2018 Sisters Country Vision, the 2020 Sisters Comprehensive Plan Update, 2022 Housing & Land Use Efficiency Measures Project, 2022 Park System Master Plan, Sisters Development Code Text Amendments, etc.

- Yes, I have participated in most or all of those planning processes in Sisters.
- Yes, I have participated in one or two of those planning processes in Sisters.
- No, but I have participated in community planning processes elsewhere.
- No, but I am interested in participating more in Sisters.

- No, I have not previously participated, and I am not interested.

Accessibility and Accommodations

MIG strives to take an inclusive and universal approach to accessibility in community engagement. Throughout this process, we will be working to reduce the barriers people encounter and engage more people in community conversation about growth and the Urban Growth Boundary. We will start from the City of Sisters' official statement on Accessibility/ADA¹

The City of Sisters strives to make every reasonable effort to provide equal access to all City-sponsored services, programs, activities and facilities for citizens and employees with disabilities.

Equal employment opportunities will be provided for all qualified individuals with a disability as defined by the Americans with Disabilities Act (ADA). The City will make reasonable modifications in policies, practices, procedures and facilities to ensure equal access and will operate its programs so that, when viewed as a whole, those programs are reasonably accessible to, and usable by, individuals with disabilities.

ADA Meeting Accommodations

For information and/or arrangements for an interpreter or other means of communication or access accommodations for City Council meetings, please contact the City Recorder at (541) 323-5213.

Building from here, MIG will ask at every opportunity if there are barriers to participating in the process that we can remove. Depending on responses to this question, we may seek to provide alternate formats of materials, online access to meetings, translation or interpretation services or other accommodations within the resources of the City and project.

¹ <https://www.ci.sisters.or.us/administration/page/accessibilityada>