



**SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759**

February 02, 2012

8:00 a.m. CITY COUNCIL WORKSHOP

1. Insurance Agent of Record RFP – *L. Young*
2. Development Code Update – *P. Hardie*
3. Preview February 9, 2012 Workshop and Regular Meeting Agenda – *K. Nelson*
4. City Manager Update – *E. Stein*

*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 accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*

payment on the Citycounty Insurance Services' insurance premium invoice and is paid in July of each year.

Attachment(s):

Attachment A – Insurance Agent of Record RFP

Concurrence: CM: AL A&F: sy PW: N/A CDD: N/A



REQUEST FOR PROPOSALS INSURANCE AGENT OF RECORD

The City of Sisters is soliciting Requests for Proposals for Insurance Agent of Record services for the City's risk management program; property, casualty, liability, and auto insurance and for employee insurance and related benefit programs; workers' compensation, medical including vision and prescription coverage, dental, long term disability, life, AD & D, and flexible spending accounts and other risk management services.

BACKGROUND

The City of Sisters, population 2,038, is located in Northern Deschutes County, approximately 20 miles west of Bend. The City Council consists of the Mayor and four council members elected from the city at large. The Mayor is elected by the City Council and is a voting member of the Council. The City operates under a Council-Manager form of government established via Home Rule Charter. The City Manager and City Attorney are appointed by the City Council and serve at the pleasure of the City Council.

The City of Sisters is organized into four departments with a total of 17.5 FTE and an operating budget of \$9.25 million. These include the Council-Manager, Community Development and Planning, Finance and Administration, and Public Works. The City operates its own water, wastewater and streets utilities. Garbage collection services are provided by franchise with High Country Disposal. Police services are provided by contract by the Deschutes County Sheriff's Office. Fire and EMS services are provided by the Sisters-Camp Sherman Rural Fire Protection District.

On January 12, 2012, the City Council adopted Resolution No. 2012-01 adopting a new Professional Services Procurement Policy and authorizing staff to conduct recruitments for various professional services including City Attorney, Insurance Agent of Record, City Engineer, Auditor, etc. The intent of the policy is to keep professional services contracts "current" by instituting automatic contract expirations. The policy requires contracts to be awarded for three years with the possibility of one two-year extension.

The current Insurance Agent of Record is Don Fullhart with Fullhart Insurance Agency, Inc. located in Sisters, Oregon. The firm is eligible to submit a proposal.



ISSUING OFFICE

The Finance Director is the issuing officer for this Request for Proposal (RFP) and the point of contact for all process, technical and contract questions as well as protests.

City of Sisters
Lisa Young, Finance Director
520 E. Cascade Avenue
Sisters, Oregon 97759 Phone: (541) 323-5204 E-mail: lyoung@ci.sisters.or.us

SUBMISSION DATE AND LOCATION

Each proposer must provide five copies of the proposal; one copy should be marked "Original". The outside of the sealed envelope or box should be marked "**Insurance Agent of Record**" and delivered to the address listed below. The proposals must be physically received by the City by March 9, 2012. Proposers submitting proposals are solely responsible for the means and manner of delivery, and are encouraged to confirm delivery prior to the deadline.

City of Sisters
Kathy Nelson, City Recorder
520 E. Cascade Avenue
P.O. Box 39
Sisters, Oregon 97759

Telephone, facsimile, or electronically transmitted proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration.

ANTICIPATED RFP SCHEDULE

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is the City's best interest to do so.

- RFP Advertised February 15, 2012



maintain the confidentiality of materials marked "Proprietary" to the extent possible under Oregon public records law.

INCURRING COSTS

The City is not liable for any cost incurred by proposer prior to issuance of a contract.

SELECTION PROCESS

The City reserves the right to select the consultant on the basis of proposals or to conduct interviews with the highest qualified proposers following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications of any or all proposals.

Selection Review Committee

The Selection Review Committee will be comprised of at least five members. The role of the Selection Review Committee is to evaluate the proposals submitted, review results with the City Manager and make a recommendation of the award to the City Council.

Upon the completion of the evaluations, the City intends to negotiate a contract with the Proposer whose proposal is deemed to be in the best interest of the City of Sisters.

PROPOSAL FORM AND CONTENT

Proposals should be prepared in generally the following format for the ease of the selection committee in reviewing multiple proposals:

1. **Letter of Transmittal:** All Proposals must include a cover letter signed by a person legally authorized to bind the applicant to its Proposal, see Exhibit B.
2. **Experience and Qualifications:** List the key personnel and qualifications relative to the scope of work (Exhibit A) of this RFP; including but not limited to a description of education, certificates or licenses, professional background, experience, skills, expertise and training.



3. **Response to Scope of Work:** A statement of how the Agent will provide services and address the scope of work (Exhibit A) of this RFP.
4. **Compensation:** Discussion of proposed method of compensation. The City anticipates a commission basis method but is willing to consider alternative proposals. Proposer should submit a flat rate in the event there are additional services beyond the scope of the RFP are required.
5. **Additional Services:** Provide descriptions of any other services the Agent would propose to include within the base cost of the proposal.
6. **References:** Provide a representative listing of municipal governments for whom the Proposer is currently or has previously provided Risk Management and Insurance Broker Consulting Services, within the last three (3) years. Provide government contact name, phone number, and email address. Oregon references are preferred. . The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm of individual under consideration for this contract.
7. **Community Involvement:** A discussion of the proposer's use of local resources and/or their community involvement.
8. **Proposer's Warranty:** Exhibit B
9. **Other:**
 - A statement disclosing whether the Agent or any of its staff who would work on this contract have ever been sued or been subject to professional discipline in connection with acting as Insurance Agent of Record for any client or related services. If such lawsuits or disciplinary actions have occurred, please summarize the allegations, when they occurred, and indicate the outcome of the proceedings.
 - Indicate the Agent's approximate annual property/casualty premium volume from public entities.

EVALUATION CRITERIA AND SCORING

Proposal Minimum Qualifications

The City's Insurance Agent of Record shall meet the following minimum qualifications:



1. Be licensed by the Insurance Commissioner of the State of Oregon;
2. Have relevant experience with public sector accounts of similar size and scope of services;
3. The Agent assigned to the City must have a minimum of five years of active experience in the public sector in insurance and risk management fields.

Evaluation Criteria and Scoring

Each proposal will be judged on its completeness and quality of its content. The evaluation process will begin with an analysis of each proposal using the evaluation criteria and weighting identified below.

- Experience and Qualifications – 30%
- Public Sector Pool Experience - 30%
- Compensation – 20%
- References – 15%
- Community Involvement – 5%



PROTESTS

Any complaints or perceived inequities related to this RFP shall be in writing and directed to the Issuing Office at the address listed in the RFP. Protests related to the solicitation shall be received no later than five working days after issuance of RFP. Protests of the award must be made within five days of notification of the selected proposer.

REJECTION OF PROPOSALS

The City of Sisters may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals in accordance with ORS 279B.100.

MODIFICATION / WITHDRAWAL

Unless otherwise specified, modification of the proposal will not be permitted; however a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw his or her Proposal, either personally or by written request to the Issuing Office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time of receipt of Proposals has not expired.



EXHIBIT A

SCOPE OF WORK

The City objective is to identify the best available Insurance Agent of Record. The Insurance Agent of Record shall:

- a. Be knowledgeable with all federal and state of Oregon laws, and must comply with all Oregon laws and practices, as well as ordinances, resolutions, and policies of the City of Sisters;
- b. Have experience providing Risk Management and Insurance Brokerage Consulting Services to Oregon municipalities; and
- c. Attend Citycounty Insurance Services (CIS) agent training with the last twelve months.

The following is the scope of services Insurance Agent of Record is required to provide to the City of Sisters as components of Risk Management Program.

I. Risk Analysis

- i Knowledge on CIS annual reports to the City that provides a complete insurance schedule, annual and cumulative loss histories.
- ii Assist City staff in updating and maintaining the City's Risk Management policy.
- iii Assist City staff in preparing the Risk Management Annual report each fiscal year.
- iv Provide replacement valuation for facilities, building, and equipment based upon original costs or professional appraisals.



- v Monitor claims trends and identify the City's risk exposure and develop solutions.
- vi Assist with the implementation of risk elimination and transfer alternatives approved by the City. This includes, but is not limited to, citywide safety committee meetings.
- vii Respond to audit findings, if any, offering recommendations for either compliance or alternatives.

II. Insurance Administration

- i Assist the City staff with all claims and losses, including expediting settlements of first party losses covered by insurance; review procedures, reserves, and settlements of third party claims.
- ii Assist City staff in updating and reporting to the insurance carrier any changes in their Property, Scheduled Equipment and Automobile insurance schedules.
- iii Assisting all areas of accounting for risk management costs, which includes:
 - a. Allocating costs by departments and funds, and
 - b. Checking and reviewing all rates.
- iv Annually review contract language relative to risk management, including insurance policies, personal service agreements, and 'Hold Harmless' clauses in leases or other contracts; this would include the custom design of insurance policies when appropriate.

III. Financial Analysis

- i Provide budget planning estimates for insurance premiums.



- ii Provide cost-benefit analysis for any changes in insurance coverage or reallocation of risk management funds.
- iii Assist with premium allocation of City insurance premiums each year for annual budget planning and preparation.

IV. General Risk Management Services

- i Advise the City of developments in the insurance market; rate, value, and other cost trends; indications of any problems emerging in the account; and other facts which might affect the City's risk management program.
- ii Review with City staff and Legal Counsel the appropriate property, liability, automobile, and workers' compensation claim reporting procedures.
- iii Schedule quarterly meetings with City staff to review claim history and make risk management recommendations based on loss trends.

V. Other General Services

- i Establish and maintain an effective and professional working relationship with City staff.
- ii Meet with City staff to explain insurance procedures and coverage.
- iii Attend City Council and Budget Committee meetings when requested.
- iv Review legislative activities, and advise City staff concerning the effects of legislative changes on insurance coverage and costs.



- v Advise the City of other services available from agencies or insurance companies.
- vi Provide professional advice on a specific project basis, and general consultation on public property and contracting matters, as needed.
- vii Attend the CIS annual conference and advise staff of upcoming changes in property, liability, health care insurance changes, trends in the short and long term insurance developments, and other risk management trends.



EXHIBIT B

PROPOSER'S WARRANTY

TO: City of Sisters, Oregon

PROPOSAL OF: _____

() an individual () a partnership () a corporation (please mark the appropriate box) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the Request for Proposal to provide Insurance Agent of Record services for the City of Sisters, Oregon does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in the Proposal.

OFFEROR

Company Name

BY _____
Signature of Authorized Representative Please print name

PRINCIPAL OFFICE ADDRESS

Federal tax ID _____ State ID _____

Street Address _____

City _____ County _____

State _____ Zip Code _____

Telephone _____ Facsimile _____

E-Mail Address _____

THIS FORM MUST ACCOMPANY ALL PROPOSALS

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: February 2, 2012

Staff: Pauline Hardie

Type: Workshop

Dept: CDD

Subject: Draft Development Code update

Action Requested: Discussion on the draft Development Code update. This is the first in a series of workshops necessary to make changes to the code following a comprehensive review of the code in 2010.

Background: On January 19, 2012, the Planning Commission held their first workshop to discuss changes proposed to Development Code Chapters 1, 2 and 3. Many of the changes are either needed for clerical reasons, consistency with ORS or to allow more flexibility in the code.

Attached the City Council will find an excel chart identifying the applicable code section, topic and discussion along with the recommended change.

As requested by Council, staff will have the Development Code adopted this March. To accomplish this, staff will send out the required 35 day notice to the Department of Land Conservation and Development the week of February 6th. Staff will hold the Planning Commission hearing on March 15th and the City Council hearing on March 22nd.

Attachment(s): A – Recommend Development Code changes

Concurrence: CM: *EH* A&F: *Na* PW: *Na* CDD: *PH*

#	Chapter	Item Location	Topic	Discussion	Staff/PC Recommendation
Chapter 1.2 - General Administration					
1		1.2.500 Preexisting Approvals	references old code section	delete old section	A. <u>Legality of pre-existing approvals.</u> Developments, including subdivisions, projects requiring development review or site design review approval, or other development applications for which approvals were granted prior to the effective date of this Code, may occur pursuant to such approvals, except that modifications to development approvals shall comply with Chapter 4.6— <u>Modifications to Approved Plans and Conditions of Approval.</u>
Chapter 1.3 Definitions					
2		1.3.300	Child care home	Need to be consistent with ORS	Child Care Home (residential) - Any registered or certified family child care home where child care is offered to fewer than 16 children <u>for no more than 16 children</u> , including children of the provider, regardless of full-time or part-time status (ORS 657A.).
3			Electric vehicle charging station	Need definition	<u>Electric Vehicle (EV) charging stations are designated areas containing external chargers for electric vehicles. Each station contains a plug that becomes attached to the vehicle, providing it with a current of electrical energy needed for propulsion.</u>
Chapter 2.2 Residential					
4		Table 2.2.1	Child care home	Need to be consistent with ORS	Child care home (fewer than 16 children <u>Care for no more than 16 children</u>)
5		Table 2.2.1	Formatting	Add title Commercial to have table be consistent with format of other RMF	<u>Childcare facility center (17 or more children)</u>
6		Table 2.2.1	Formatting	Delete under Public & Institutional since we are adding it to Commercial	Childcare facility (17 or more children)
7		Table 2.2.2	Residential setback title	delete residential since setback table applies to more than residential uses	<u>Residential Setbacks</u>
8		Table 2.2.2	Lot area	Add Child Care Center, Public and Institutional uses to minimum lot area	<u>Child Care Center, Public and Institutional uses, No minimum lot sizes</u>
9		Table 2.2.2	Lot width	lot width at front property line needs clarification for use and width	<u>Add Child Care Center, Public and Institutional uses and lot width of 60-feet</u>
10		Table 2.2.2	Lot depth	Need clarification for lot depth for child care center, public and institutional uses	<u>No maximum lot depth for child care center, public and institutional uses, For all other uses, maximum lot depth of three times the lot width</u>
11		Table 2.2.2	FAR	Need to clarify that child care centers, public and institutional uses are exempt from FAR.	<u>Exempt child care center and public and institutional uses from FAR.</u>

12		Table 2.2.2	Lot Coverage	Clarify lot coverage for childcare centers and public and institutional uses	Maximum of 60 percent; except <u>child care center and public and institutional uses shall be 80 percent</u>
Chapter 2.3 Multi-Family Residential					
13		Table 2.3.1	Child care	Need to be consistent with ORS	Family child care (fewer than 16 children <u>Care for no more than 16 children</u>)
14		Table 2.3.2	Lot area	<u>Add Child Care Center, Public and Institutional uses and residential facility to minimum lot area</u>	<u>Child Care Center, Public and Institutional uses and residential facility, No minimum lot sizes</u>
15		Table 2.3.2	lot width	<u>lot width at front property line needs clarification for use and width</u>	<u>Add Child Care Center, Public and Institutional uses and residential facility and lot width Minimum 60 feet</u>
16		Table 2.3.2	lot depth	Need to clarify lot depth for child care center, public and institutional uses and residential facility	No maximum lot depth for multi-family, <u>residential facilities, public and institutional uses or child care centers</u> ; for all other <u>uses housing types</u> , maximum lot depth of three (3) times the lot width
17		Table 2.3.2	FAR	Need to clarify that child care centers, public and institutional uses and residential facility are exempt from FAR	<u>Exempt child care center and public and institutional uses and residential facility from FAR.</u>
18		Table 2.3.2	Lot Coverage	Need to clarify lot coverage for residential facility, childcare centers and public and institutional uses	Maximum of 60 percent, except <u>residential facility, public and institutional and child care centers shall be 80 percent</u>
19		Table 2.3.2	Multi-family Residential setback title	delete multi-family residential in title since setback table applies to more than residential uses	Multi-Family Residential- Setbacks

20		2.3.300.H and 2.3.300 K	Length of buildings	Moved from Section 2.3.300.H to 2.3.300.K, but do we even want this? If so, should the length be longer than 80? Could require buildings longer than 80 feet to the three requirements, but let them be as long as they want. <u>PC agreed that we don't need to regulate length, just add architecture amenities every 30 feet.</u>	a. MOVED TO MULTI-FAMILY K Building form. The continuous horizontal distance (i.e., as measured from end wall to end wall) of individual buildings shall not exceed 80 lineal feet, unless part of a Master Plan development which may permit a maximum length of 120 feet. All buildings shall incorporate design features such as offsets, balconies, projections, window trim, or similar elements to preclude large expanses of uninterrupted building surfaces. Along the façade of the structure, such features shall occur at a minimum of every 20 <u>30</u> lineal feet, and each floor shall contain at least two of the following features: 1. Recess (e.g., deck, patio, courtyard, entrance or similar feature) that has a minimum depth of 4 feet; 2. Extension (e.g., floor area, deck, patio, entrance or similar feature) that projects a minimum of 2 feet and runs horizontally for a minimum length of 4 feet; and/or 3. Offsets or breaks in roof elevation of 2 feet or greater in height.
Chapter 2.4 Downtown Commercial					
21		Table 2.4.1	Child care home	ORS requires us to permit it.	<u>Child care home (Care for no more than 16 children)</u>
22		Table 2.4.1	Entertainment uses (e.g., theaters, clubs, amusement uses, etc.)	Should be permitted outright. Did opn survey and 5 out of 6 responded outright. <u>PC felt CU</u>	Entertainment uses (e.g., theaters, clubs, amusement uses, etc.) CU - keep as codified in current code
23		Table 2.4.1	Parking lots	Public parking lots and garages don't have a SP, so delete SP	P/SP
24		Table 2.4.1	PROHIBITED USES Drive-through facilities, motorized vehicle repair uses and sales, and outdoor storage	Should we allow electric car charging stations? <u>PC continued discussion to 2/1/12</u>	Add, <u>except for electric car charging stations which are a permitted use</u>
25		Table 2.4.2	Front Setbacks	Architectural amenities should be allowed to encroach into setbacks to enhance elevations	<u>The following features are allowed to encroach into the required setback: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.</u>
26		Table 2.4.2	Exterior Setbacks	Architectural amenities should be allowed to encroach into setbacks to enhance elevations	<u>The following features are allowed to encroach into the required setback: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.</u>

27		Table 2.4.2	Rear Yard Setbacks	8-foot setback isn't necessary along alley. Restricts development for existing structures. Restricts usable building site if they already meet their parking requirements. If an applicant needs to provide on-site parking, they can set building back to provide parking. If not, they they should be able to use entire property like other DC properties.	8-foot minimum for lots with alley access, to provide space for parallel parking
Chapter 2.5 Highway Commercial					
28		Table 2.5.1	Child care home	ORS requires us to permit it.	Child care home (Care for no more than 16 children)
29		Table 2.5.1	Entertainment uses	Use same language as DC	Bowling alleys, and movie theaters Entertainment uses (e.g., theaters, clubs, amusement uses, etc.)
30		Table 2.5.1	Entertainment uses (e.g., theaters, clubs, amusement uses, etc.)	Should be permitted outright. Did opn survey and 5 out of 6 responded outright. <u>PC felt CU</u>	Entertainment uses (e.g., theaters, clubs, amusement uses, etc.) CU - keep as codified in current code
31		Table 2.5.1	Public parks and recreational facilities	Should be permitted outright and already is in DC	Public parks and recreational facilities CU <u>P</u>
32			Parking lots	Public parking lots and garages don't need to be a CU	CU <u>P</u>
33		Table 2.5.1	RV Parks	Need to put SP for easy reference	RV parks, including caretaker's residence CU <u>SP</u>
34		Table 2.5.1	Permitted Uses with a drive-through require a Conditional Use Permit, see also Special Provisions	Should we allow electric car charging stations outright? <u>PC continued to discussion to 2/1/12</u>	Permitted Uses with a drive-through require a Conditional Use Permit, see also Special Provisions. <u>Electric car charging stations are a permitted use.</u>
35		Table 2.5.2	Front Setbacks	Architectural amenities should be allowed to encroach into setbacks to enhance elevations. <u>PC liked 5 feet</u>	<u>The following features are allowed to encroach into the required setback by no more than three (3) feet five (5) feet: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.</u>
36		Table 2.5.2	Exterior Setbacks	Architectural amenities should be allowed to encroach into setbacks to enhance elevations. <u>PC liked 5 feet</u>	<u>The following features are allowed to encroach into the required setback by no more than three (3) feet five (5) feet: eaves, chimneys, overhangs, canopies, fire escapes, landing places, outside stairways, and similar architectural features.</u>
Chapter 2.6 Light Industrial					

37		Table 2.6.1	Clarification	Clarify language	Call centers, technology support and office uses for lots accessing Larch Street. that abut Larch Street or have access to Larch Street.
38		Table 2.6.1	Communication Facility	Use same name as definition and make a MCU like other districts (didn't identify process in current code)	Wireless communication equipment <u>Communication Facility- MCU/SP</u>
Chapter 2.7 Public Facilities					
39		Table 2.7.1	Communication Facility	Use same name as definition. Do we want to allow them in all PF but only let them exceed height in certain districts? <u>PC thought they should be allowed in PF, with height restrictions.</u>	Public transmission sites <u>Communication facilities</u> for properties T15 R10 S05 900, T15 R10 S06 103 and T15 R10 09_1002. <u>Co-location of facilities required where possible .</u>
40				<u>PC and Staff feel all cell towers should be reviewed by PC</u>	<u>Staff will revise code to reflect this, except for colocation</u>
Chapter 2.14 North Sisters Business Park					
41		2.14.400.B	Setbacks	Don't need interior side yard setback	Ten (10) feet <u>Exterior Side yard 10 feet, Interior side yard 0 feet</u>
Chapter 2.15 Special Provisions					
42		2.15.900.F	Manufactured Dwellings	Consistent with ORS	The manufactured home shall have a garage constructed of like materials. The <u>manufactured home shall have a garage or carport constructed of like materials.</u> <u>An attached or detached garage in lieu of a carport shall be required where such is consistent with the predominant construction of immediately surrounding dwellings</u>
43		2.15.1600.C.3	Drive-Through Facilities	clarify buffer setbacks when property is located along a HWY	<u>3. Service areas and stacking lanes must be set back a minimum of 20 feet and buffered from adjacent streets. Properties in the Highway Commercial District which abut a state highway shall refer to Table 2.5.2 for buffer setbacks.</u>
44		2.15.1700.E & F	Recreational Vehicle (RV) Parks/ Campgrounds	ORS - can't limit stay of recreational vehicles	A. — <u>Limits on stay.</u> No recreational vehicle shall remain in the park for more than 3 months in any 6 month period, unless amended by a master plan. B. Occupancy. No recreational vehicle or any other camping unit shall be used as a permanent place of abode, dwelling, or business or for indefinite periods of time. Occupancy and/or placement extending beyond three months in any six month period shall be presumed to be permanent occupancy. Any action toward removal of wheels of a recreational vehicle except for temporary purposes of repair is hereby prohibited. Camping units other than recreational vehicles shall be limited to 30 days in any 60 day period.
45		2.15.1900	Temporary Uses	Doesn't need a use permit, just TYPE II process.	Temporary use permits, except seasonal sales as defined herein, shall be subject to a Minor Use Permit <u>TYPE II</u>
46		2.15.1900.C.1.b	Temporary Uses	Should be clear that they need to comply with setbacks	b. Meets all applicable Building Code requirements and zoning setbacks and will obtain permits for any proposed construction, electrical service or plumbing required to serve the temporary use.

47		2.15.1900.C.2	Temporary Use Permits	Reinforce language that a temporary use permit only for 180 days and that the structure has to be removed	2. The temporary use or structure shall be removed upon expiration of the temporary use permit, unless renewed by the Community Development Director or his/her designee. In no case shall a temporary use permit be issued for a period exceeding 180 days <u>per calendar year</u> , unless the permit is renewed pursuant to this Chapter.
48				or	
49			Temporary Use Permits	Allow structures to remain once use is expired	Working with Steve Bryant on language
50				or	
51				Allow 90 day extension and keep as recently adopted. Still need to address structure.	Working with Steve Bryant on language
52				portable carports? <u>PC said yes</u>	do you want to regulate them?
53		2.15.2400.A		typo	A. Requirements for installation. Except as exempted by provisions of this ordinance, as of the date of adoption, the installation of outdoor lighting fixtures shall be subject to the provisions of this ordinance and with the provisions of the applicable building Code and electrical Code, and with the Sign Chapter 3.6-3.4
54		2.15.2400.B		Recommended by astronomers club	<u>Shielding.</u> All nonexempt outdoor lighting fixtures shall have light directed luminaires or shielding so as to prevent direct light from the fixture shining beyond the property limits where the fixture is installed. This means that a person standing at the adjacent property line would not see the light emitting source. Shielding by design or external application directs light downward and limits direct line-of-sight of a fixture's lamp to the property upon which the fixture is installed <u>and light directed upward is prohibited.</u>
55		2.15.2400.C.1		Recommended by astronomers club	All lighting installations shall be designed and installed to be fully shielded (full cutoff), except as in exceptions below, and shall have a maximum lamp wattage of 250 watts High Intensity Discharge (HID) or lumen equivalent for commercial lighting and 100 watts incandescent, <u>and 26 watts compact fluorescent lighting</u> or lumen equivalent for residential lighting (or approximately 1,600 lumens).
56		2.15.2400.E.1		Should state date & it was recommended by the astronomers club	Outdoor light fixtures lawfully installed prior to and operable prior on the effective date of the requirements codified in this ordinance (<u>May 13, 2010</u>) are exempt from all such requirements except as follows:
57		2.15.2400.E.10		Recommended by astronomers club	Athletic field lighting; steps should be taken to minimize glare and light trespass, and utilize sensible curfews. <u>Light directed upward is prohibited.</u>
Chapter 3.1 Access and Circulation					
58		3.1.200.A	Applicability	Need to be clear when Chapter 3.1 applies.	A. Applicability. This Chapter applies to all rights-of-way within the City and to all properties that abut these rights-of-way. The standards apply when lots are created, consolidated, or modified through a land division, partition, or street vacation; and when properties are subject to Site <u>Design Plan Review.</u> <u>These standards also may be applied at the City's discretion during Conditional Use permit.</u>

59		3.1.300.A.3	Traffic Study	Need to include PW standards.	Traffic-calming features, such as curb extensions, narrow residential streets, and special paving shall be required where appropriate and in accordance with the Transportation System Plan <u>and Public Works' Standards and Specifications, latest edition, in order to slow traffic in neighborhoods and areas with high pedestrian traffic and to maximize a pedestrian friendly environment.</u>
60		3.1.300.B	Change title	Better clarification	Conditions of Approval <u>Access Management</u>
61		3.1.300.J	Driveway widths	Too narrow, better clarification	J. Driveways, Access Connections and Driveway Design. The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians; 1. Driveway Access and Driveway Width. Driveways shall meet the following standards: a. Single family, two-family units and three-family units shall have a minimum driveway access width of 10 feet, and a maximum width of 24 feet (except that one recreational vehicle pad driveway not to exceed 12 feet in width may be provided in addition to the standard driveway for each lot). Driveway aprons shall not exceed 20 feet in width. b. All other uses. 1. One-way driveways (one-way in or out) shall have a minimum driveway width of 10 feet, and a maximum width of 12 feet, and shall have appropriate signage designating the driveway as a one-way connection. 2. For two-way access, each lane shall have a minimum width of 9 feet and a maximum width of 11 feet. 3. Properties located in the Light Industrial (LI) District shall refer to Chapter 2.6.
				Replace above section with this	<u>Driveway Openings. Driveway openings (or curb cuts) shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet minimum width for each travel lane). The following standards are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians (as measured where the front property line meets the sidewalk or right-of-way):</u> <u>1. Single family, two-family, and three-family residential uses shall have a minimum driveway opening width of 10 feet, and a maximum width of 24 feet. Wider driveways may be necessary to accommodate approved paved recreational vehicle pads, but the driveway opening or connection to the street shall not be allowed to be wider.</u> <u>2. Multi-family developments shall have a minimum driveway opening width of 20 feet, and a maximum width of 26 feet. These dimensions may be increased subject to the City Engineer approval.</u> <u>3. Other Uses. Access widths for all other uses shall be based on 10 feet of width for every travel lane. These dimensions may be increased subject to the City Engineer approval. Driveways providing direct access to parking spaces shall conform to the parking area standards in Chapter 3.3, Vehicle and Bicycle Parking. Properties located in the Light Industrial (LI) District shall refer to Chapter 2.6.</u>



**SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759**

February 09, 2012

6:00 P.M. CITY COUNCIL WORKSHOP

- A.
- B. City Manager Update – *E. Stein*

7:00 P.M. CITY COUNCIL REGULAR MEETING

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- II. VISITOR COMMUNICATION-**
 - A. American Legion/Veteran of Foreign Wars Presentation – Mr. Hellickson/Mr. Bowe
- III. CONSENT AGENDA**
 - A. Minutes
 - 1. January 12, 2012 – Special Meeting
 - 2. January 26, 2012 – Workshop
 - 3. January 26, 2012 – Regular Meeting
 - B. Bills to Approve
 - 1. February Accounts Payable
- IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA**
 - A. February Accounts Payable
- V. STAFF REPORTS**
 - A. Captain Erik Utter – Deschutes County Sheriff's Department
 - B. Mac Hay, Economic Development Manager

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 accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*

VI. COUNCIL BUSINESS

- A. Discussion and Consideration of a Motion** to Approve an Amendment to a Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for Cascade Avenue Improvements and Authorize the City Manager to Execute the Agreement – *P. Hardie*
- B. Discussion and Consideration of a Motion** to Approve the Request for Proposals (RFP) for Insurance Agent of Record – *L. Young*

VII. OTHER BUSINESS

- A. Budget Committee Appointments

VIII. MAYOR/COUNCILOR BUSINESS

- A. Committee Reports

IX. ADJOURN

DRAFT