

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE 7:00 P.M.
JUNE 14, 2007

MEMBER PRESENT:

Brad Boyd Mayor
Bill Merrill Council President
Lon Kellstrom Councilor
Sharlene Weed Councilor
Shawna Bell Councilor

STAFF PRESENT:

Eileen Stein City Manager
Brian Rankin Planning Director
Gary Frazee Public Works Director
Steve Bryant City Attorney
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Boyd at 7:09 p.m.

II. VISITOR COMMUNICATIONS

Duane Lee 15665 Trapper Point Road, Sisters, OR 97759

Mr. Lee discussed the pending approval of Three Sisters Business Park. He requested that if the Council approved, as he felt they might, the height restriction be raised from 20 to 25 feet through an amendment to the Development Agreement with Three Sisters Partners, LLC they please state the specific technical or factual basis the decision is based on.

III. CONSENT AGENDA

A. Minutes

1. May 24, 2007 – Workshop
2. May 24, 2007 – Regular Meeting
3. May 31, 2007 - Workshop

B. Bills to Approve

1. June Accounts Payables

C. Authorization

1. Authorize the Bank of the Cascades to revise the signature card for the City of Sisters checking account to remove former Councilor Judy Trego as an authorized signer and add Councilor Shawna Bell as an authorized signer.

Councilor Kellstrom moved to accept the consent agenda. ***Councilor Merrill*** seconded the motion.

Councilor Weed asked for clarification on the invoice for \$6,600 for Treeworks. **Planning Director Rankin** stated that Treeworks is a software program purchased to inventory trees which is a part of the Tree City USA designation. He stated it also includes training on the use of the software.

Councilor Weed asked for clarification on the invoice to Crusher, Inc. for \$1,586.26 for water line repair. **Public Works Director Frazee** stated this was an existing water line with a leak between East Cascade and the new bridge in Timber Creek that was repaired.

The motion carried unanimously.

IV. STAFF REPORTS

A. Eileen Stein, City Manager – *(Report Attached)*

Manager Stein asked for questions from the Council regarding her staff report. There were none.

B. Captain Tim Edwards, Deschutes County Sheriff's – *(Report Attached)*

Captain Edwards reported on the number of hours worked, incidents and business checks for the month of May. He stated it was an uneventful Rodeo weekend with the exception of several DUI arrests. He thanked Director Frazee and the Public Works crew for their assistance with the Rodeo parade. He stated the first *Coffee with the Sheriff* was held with approximately a dozen citizens attending. He stated that due to complaints about speeding on Main Street, a radar car will be loaned to the City to be placed in strategic locations in an effort to curb the trend.

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Accept Public Improvements for the Sun Ranch Mixed Use Community

Director Frazee stated that all issues related to the public improvements had been resolved for the Sun Ranch Mixed Use Community. He stated the sidewalks have been bonded and one half of the cost for the sewer pump station would be paid by Three Sisters Partners, LLC upon acceptance of the improvements. He recommended acceptance of the public improvements.

Councilor Weed asked if this action would also dedicate the well and sewer pump station to the City. **Director Frazee** stated the well and sewer pump station can not be dedicated

until the final plat and that the City has an easement for the well and pump station until that time.

Councilor Kellstrom moved to accept the public improvements for Sun Ranch Mixed Use Community. Councilor Merrill seconded the motion. The vote was unanimous.

**B. Public Hearing and Consideration of Resolution No. 2007-08: A
RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE
STATE REVENUE**

Mayor Boyd opened the public hearing on the resolution declaring the City's election to receive state revenue and asked for anyone wishing to speak. There were none. **Mayor Boyd** closed the public hearing.

Councilor Kellstrom moved to approve Resolution 2007-08. Councilor Weed seconded the motion. The motion carried unanimously.

**C. Public Hearing and Consideration of Resolution No. 2007-09: A
RESOLUTION DECLARING MUNICIPAL SERVICES PROVIDED BY
THE CITY OF SISTERS**

Manager Stein explained that this was a second budget resolution to demonstrate to the State of Oregon that the City of Sisters is an official municipal entity that provides certain services.

Councilor Merrill moved to approve Resolution 2007-09 declaring municipal services provided by the City of Sisters. Councilor Kellstrom seconded the motion. The motion carried unanimously.

**D. Discussion and Consideration of Ordinance No. 368: AN ORDINANCE
ADOPTING CHANGES TO THE CITY OF SISTERS URBAN AREA
COMPREHENSIVE PLAN (Three Sisters Business Park Phase 1)**

Susanna Julber, Contract Planner for the City of Sisters, stated that six written items had been entered into the formal record prior to the close of written testimony (copies attached). She provided an overview of her memo and the attachments (copy attached) outlining the adoption materials for the requests for Comprehensive Plan Amendment, Development Code Amendment and Map Amendments. She indicated there were changes to the Findings and Decision document to address the Council's concerns, specific language added to Ordinance No. 368 addressing the allowable specific lots for mini-

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storage units, the addition of mini Storage units as permissible land uses and building types to the light industrial district, addition of the 25 foot height restriction and specific directions regarding trip allocation fees in Ordinance No. 370, the addition to the Conditions of Approval Agreement setting the affordability period for the rental units for at least 50 years and the townhomes for at least 20 years and the applicants agreement to construct all 16 of the possible loft units over the mini-storage to HUD standards in order to qualify for the Section-8 Voucher program. She stated that the language in the existing document regarding HUD standards had been amended to read *“the second story loft units shall be constructed to meet applicable Housing Quality Standards as defined for the HUD Voucher program.”*

Councilor Weed stated she thought that there were two conditions of approval from the Planning Commission, one of them being the need to dedicate a park. **Ms. Julber** stated the only conditions of approval had to do with infrastructure and were dedicated water rights and the check for the sewer pump station, which had both been completed.

Councilor Weed stated those were not the approval conditions she remembered. **Ms. Julber** stated there had been a staff recommendation in the May 24th documents regarding dedicating a park but that recommendation had not been included in the final product as it was unknown how much green space would need to be dedicated at this time. She stated that condition would be added at the master plan level. **Miles Conway**, representing Three Sisters Partners, LLC stated that any development is mandated to have a certain percentage of green space that is directly proportional to the area developed. He stated he was under the impression from the workshop of June 7th that the City would prefer the green space being under the guidance of the development CC&R's as opposed to being a dedicated City park. **Councilor Weed** stated she was satisfied with the green space being addressed during the master plan.

Councilor Bell stated she was pleased to see the addition of the 16 loft units above the mini storage as being built to HUD standards. She asked if there had been any investigation on rent rates. **Peter Hall**, the applicant, stated that Cyndy Cook, Executive Director of Housing Works had provided a copy of the allowed HUD rates to him but he did not have them with him. **Councilor Bell** asked if the rates had fallen within the range Mr. Hall had considered for rent and **Mr. Hall** stated they did.

Councilor Kellstrom moved for the first and second reading by title only of Ordinance No. 368 adopting changes to the City of Sisters Urban Area Comprehensive Plan. **Councilor Merrill** seconded the motion. *The motion carried unanimously.*

City Attorney Bryant read Ordinance No. 368 by title only, twice.

Councilor Kellstrom moved to adopt Ordinance No. 368 changing the City of Sisters Urban Area Comprehensive Plan. *Councilor Merrill* seconded the motion. The motion carried unanimously.

E. Discussion and Consideration of Ordinance No. 369: AN ORDINANCE ADOPTING CHANGES TO THE CITY OF SISTERS DEVELOPMENT CODE (Three Sisters Business Park Phase 1)

Councilor Kellstrom moved for the first and second reading by title only of Ordinance No. 369 adopting changes to the City of Sisters Development Code. *Councilor Merrill* seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance No. 369 by title only, twice.

Councilor Kellstrom moved to adopt Ordinance No. 369 changing the City of Sisters Development Code. *Councilor Bell* seconded the motion. The motion carried unanimously.

F. Discussion and Consideration of Ordinance No. 370: AN ORDINANCE ADOPTING CHANGE TO A DEVELOPMENT AGREEMENT (Three Sisters Business Park Phase 1)

Councilor Kellstrom moved for the first and second reading by title only of Ordinance No. 370 adopting changes to the development agreement (County document 2001-21131) between the City of Sisters and Three Sisters Partners, LLC. *Councilor Bell* seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance No. 370 by title only, twice.

Councilor Kellstrom moved to adopt Ordinance No. 370 changing the development agreement (County document 2001-21131) between the City of Sisters and Three Sisters Partners, LLC. *Councilor Merrill* seconded the motion. The motion carried unanimously.

G. Discussion and Consideration of a Motion to Accept the Conditions of Approval Agreement for the Three Sisters Business Park Phase 1

Councilor Merrill moved to accept the Conditions of Approval Agreement for the Three Sisters Business Park Phase 1 as amended. *Councilor Bell* seconded the motion.

Councilor Weed declared a potential conflict of interest as the agreement states Three Sisters Partners, LLC may work with Habitat for Humanity or other affordable housing

programs to insure the affordable housing units are affordable as defined by the City of Sisters. She stated she has not discussed the agreement with the developer and it has not influenced her voting decision.

The motion carried unanimously.

VI. OTHER BUSINESS

A. Community Grants Allocation for FY 2007-08

Manager Stein stated that the item was listed to enable the Council to continue their discussion from the workshop in the event that there was insufficient time to complete their discussion. She stated that since the Council had reached their decision regarding grant allocation during the workshop they could formalize their decision at this time by a motion.

Councilor Bell declared a conflict of interest with regard to the Community Grant allocations as she is employed by one of the agencies requesting funds. She recused herself from the vote.

Councilor Kellstrom moved to provide Community Assistance Grants to SOAR in the amount of \$5,000, to FAN in the amount of \$2,500, to the Sisters Senior Council in the amount of \$4,000, to the Sisters Community Garden in the amount of \$500, to the Sisters Little league in the amount of \$725 and to Hyzer Pines Disc Golf Course in the amount of \$72. **Councilor Weed** seconded the motion. **Councilor Merrill** requested the organizations be required to provide a letter to the City entailing how the funds were used by their organization to ensure accountability. The vote was as follows:

Mayor Boyd –yes

Councilor Merrill – yes

Councilor Kellstrom – yes

Councilor Weed – yes

Councilor Bell - abstain

VI. MAYOR/COUNCILOR COMMENT

Councilor Weed asked if anyone would be attending the Central Oregon Area Commission on Transportation (COACT) forum on regional transit on June 18th. **Manager Stein** stated she planned on attending the event. She added that the Mobility Consortium, the organization that has collected the data for the regional transit market analysis, would like some time before the Council in the future to discuss the possibility of a Tri-County Regional Comprehensive Transportation Program. **Manager Stein** stated the program would include

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both students and commuters with the possibility of utilizing school buses into a type of generic transportation system.

ADJOURN – 8:50 p.m.

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor