

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 21, 2008

MEMBERS PRESENT:

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

STAFF PRESENT:

Eileen Stein City Manager
Eric Porter Comm. Dev. Director
Lisa Young Finance Director
Paul Bertagna PW Proj. Coord.
Pauline Hardie Senior Planner

GUESTS:

Yvonne Balderson Sisters Post Master

ABSENT:

Kathy Nelson City Recorder

The meeting was called to order by Mayor Boyd at 8:01 a.m.

1. USPS Cluster Boxes – Staff Recommendations

Community Development Director Porter stated this update was a follow-up to the July 3rd workshop and the Council's request to obtain public input with regard to the placement of cluster mail boxes. He stated the City sent out 220 notices to homes that were close to the potential locations asking for input as well as placing an article in the Nugget Newspaper. He refreshed the Council on the criteria staff used to identify potential locations. They were:

- visibility of cluster boxes to neighboring homes
- position of neighboring driveways and access ways
- line of sight
- number of locations
- City ownership of property
- adequate area for vehicle pullout
- entrance into neighborhood

Director Porter stated that the City received 25 responses to the notices with approximately one half in favor of the proposed locations and one half with concerns regarding proposed locations. He added that most concerns were with regard to aesthetics. He directed the Council to the map indicating the proposed locations and stated that of the 18 residential locations originally considered, staff recommended eliminating nine locations. He stated that one concern of note was from Sisters Camp Sherman Rural Fire District Fire Chief Taylor Robinson with regard to the proposed cluster box location across the street from the fire station. He stated Chief Robinson felt it could create a safety issue with the movement of fire and emergency equipment. Consequently that location was eliminated from the proposal. He stated the United States Postal Service (USPS) was requesting the City pay for the concrete pads that the cluster boxes will sit on at a cost of approximately \$400 each. He added that a source for funding for the concrete pads from the

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
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AUGUST 21, 2008

City's budget has not been identified but staff is still recommending that the City contribute \$5,600 toward the concrete and labor to install the pads.

Councilor Weed asked if the locations will serve all homes on the south side of the City.

Director Porter stated the locations will not serve Pine Meadow Ranch or Fourth Sister Condominium. He stated that Fourth Sister Condominium was inadvertently left out of the original count of needed cluster boxes and now the USPS is unwilling to pay for the purchase of boxes for that location. He stated the USPS will deliver to the condominiums if the homeowners are willing to install the cluster boxes at their own expense. **Councilor Weed** stated she feels the City should push the USPS for installation of cluster boxes for the Fourth Sister Condominium location. She added that she is in agreement to the recommendations made by staff.

Councilor Bell directed the conversation to locations #17 and #18 on the map. She stated the two proposed locations are down in neighborhoods and not close to the other proposed locations which is what the USPS had requested for ease of delivery. She stated she was also concerned that Public Works staff will need to clear snow from these two areas. She suggested eliminated locations #17 and #18 and adding additional boxes to locations #1 and #15. **Councilor Weed** stated that she does not feel that people who reside close to locations #17 and #18 will walk to locations #1 and #15 to pick up their mail. **Mayor Boyd** noted that comments in favor of locations #17 and #18 were received by the City also. **Councilor Bell** asked for an opinion from Public Works staff regarding the number of locations for cluster boxes. **Public Works Project Coordinator Bertagna** stated that fewer mailbox locations are easier for staff with regard to snow removal.

Councilor Merrill suggested checking with the USPS to determine if there are mail boxes available at the existing clusters boxes on Tyee Drive as a possible location for the Fourth Sister Condominium homeowners. **Project Coordinator Bertagna** stated that any empty boxes at that location are likely assigned to lots not yet developed in Buck Run and Coyote Springs. He suggested an additional bay of cluster boxes could be added to the Tyee Drive location. **Manager Stein** stated that if the issue with the USPS is the cost of the cluster boxes it will not matter where they are located.

Councilor Weed asked if there was an agreement on the number of boxes to be purchased by the USPS. **Director Porter** stated that the City had given the USPS a count of 307 and it purchased cluster boxes accordingly. **Councilor Weed** suggested that cluster boxes for Fourth Sister Condominium could be housed in the development that is currently under construction next to their location. **Mayor Boyd** stated that a bay of 16 cluster boxes cost \$1,200 and the issue is who will pay for them for homeowners living in the Fourth Sister Condominiums.

Mayor Boyd asked that proposed location #3 be installed south of the alleyway between Fir Street and Spruce Street.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 21, 2008

The **Council** gave their support of the proposed locations on Option #1 and asked staff to check with the USPS on where to locate cluster boxes for Fourth Sister Condominium. **Mayor Boyd** asked staff to determine the most cost effective way to serve Fourth Sister Condominium and to make certain that the location will be served by the USPS.

Councilor Bell asked if Pine Meadow Ranch (PMR) was informed about the installation of cluster boxes. **Director Porter** stated he had spoken with a representative from PMR and was told that it was not good timing for the homeowners at this time. He stated that the USPS will not pay for cluster boxes for the development since it was offered initially and the developer turned down the offer.

2. Annexation of Maintenance Shop Property Discussion

Manager Stein stated that in 2005 the City expanded its urban growth boundary by approximately 43 acres which includes 13.8 acres of property at the wastewater treatment plant. She stated that the City Charter requires a vote of the people to authorize the Council to consider approving any annexation. She stated staff recommends placing this measure on the November 4th general election as there will not be a fee to the City to place this measure on the ballot. She stated it will be another two years before another general election where there will be no cost for the City to introduce a measure. She stated the acreage will be used for the expansion of city shops including a permanent office for the Public Works Department field staff.

Councilor Merrill stated that a permanent office will not require 13 acres and asked if there was a need for that much acreage, especially if the refuse service is franchised and the garbage equipment is no longer housed on the property. **Manager Stein** stated that the City owns a lot of equipment for all the other utilities and that although the footprint for the Public Works office has not yet been identified, there is not room to the east or south and that a permanent office will likely be built on the 13 acres. **Manager Stein** stated the City owns the property but it is currently not zoned for structures.

Councilor Bell asked if there are any negatives to the annexation and **Manager Stein** stated that she did not see any and considers the annexation more as a housekeeping issue. **Councilor Merrill** stated that it might be a concern to homeowners in the Coyote Creek subdivision. **Manager Stein** stated that the structure will be at least 1,000 feet away and feels that the building will actually improve the property and be viewed as an amenity.

Mayor Boyd suggested the measure be put on the ballot to let the voters decide. **Councilor Weed** stated that the measure does not specify that the property will be used for an office building, only that it will be used to support the Public Works Department. **Mayor Boyd** stated that since nothing has been positively decided with regard to the property he feels it would be best to leave the measure as is. The **Council** requested Manager Stein check with the City Attorney to make certain additional language should not be included and she stated she would.

USPS Cluster Boxes Revisited

Yvonne Balderson, Sisters Post Master joined the meeting and the subject of cluster boxes was revisited. **Mayor Boyd** informed her that the Council was in support of Option #1 that includes ten residential cluster box delivery sites. **Post Master Balderson** stated that the operations manager in Portland will not approve ten residential delivery cluster box locations and will likely support only six or seven locations as six locations were all that were originally identified. She stated that it is the intent of the USPS to allow the mail delivery person to drive down Washington Street and return by driving up Jefferson Street or St. Helens Street. **Councilor Merrill** stated his concerns for sites located on Washington Street because of the pedestrian paths that will eventually be constructed. **Mayor Boyd** stated that only the truck will travel on Washington Street and the cluster boxes will be located on side streets. **Post Master Balderson** confirmed that the mail delivery person could deliver to sites located on side streets.

Councilor Weed stated that there has been a community process to identify the best locations for cluster mail boxes and she feels the USPS should acknowledge that effort by considering all the recommended locations. **Post Master Balderson** stated she agrees but ultimately the USPS will make the decision as to where the cluster boxes will be placed. She reiterated that the City will not receive approval for ten delivery locations. She stated that the USPS will not deliver to locations #17 and #18 as they are too far from the other centralized locations. **Mayor Boyd** requested that Post Master Balderson take the Council's recommendation of option #1 to regional personnel and bring back their decision on the matter to the Council. He also requested that she check to see if there are any available mail boxes on Tye Drive that can be used by Fourth Sister Condominiums owners or if cluster boxes can be installed with the neighboring development of Highland Village upon its completion. **Post Master Balderson** stated she would make the inquiries but that the Tye Drive cluster boxes, even if not being used, are likely assigned to undeveloped lots. **Mayor Boyd** stated the ultimate goal is to offer a mailbox to everyone on the south side of Sisters.

3. Preview 08/28/08 Regular Meeting Agenda

Manager Stein provided an overview of the August 28th workshop and regular meeting. She reported that Josh Albert from the Trust for Public Land (TPL) will be coming to the workshop to provide an update on the greenprint project and ask for support. **Mayor Boyd** reported he had received an email from TPL requesting a \$5,000 donation from the City for the project and stated he had replied that the amount was too large and not equitable for the population of Sisters compared to the other larger cities that will be participating in the project. The **Council** discussed the request and stated that since TPL had presented its information at a previous workshop perhaps the funding request could come in the form of a letter instead of requiring a workshop. **Mayor Boyd** stated that TPL is looking not only for funds from the City it is also looking for the Council to adopt a resolution of support for the project. **Manager Stein** stated she would check back with

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 21, 2008

Mr. Albert and suggested that the Council might want to use the workshop to receive a brief update from Mr. Albert and the additional time for a discussion on the cluster mail box issue if the information from the USPS is received back.

4. City Manager Update

Manager Stein informed the Council of Director Porter's recommendation for a task force to update the Development Code and asked Director Porter to speak on the matter. **Director Porter** stated that the Development Code update process began in 2005 with the end result of only a draft document from the original advisory team as there were nine issues the group could not come to consensus on. He stated he wanted to restart the process and was recommending reducing the size of the technical advisory committee (TAC) to five members to provide a smoother and timelier process. He stated he would like the TAC to be comprised of a cross-section of people to bring balance to the update. He stated he is hopeful that a smaller group can move forward quickly to reach the objective of an updated Development Code. He asked the Council for their input.

Mayor Boyd asked if the TAC would get the update to a point where it could be brought to the Council for approval. **Director Porter** stated that would be the objective but that first it would go to the Planning Commission for approval and then ultimately come before the Council for adoption.

Councilor Kellstrom asked if the TAC will start over or just resolve the nine issues the previous group could not agree on. **Director Porter** stated that the new TAC could work on the update either way but stated with the new staff in the Planning Department he feels their ability to take a fresh look at the Development Code in total and make recommendations will be beneficial. He stated he would like to incorporate ideas that could be better or more practical while still respecting the work of the previous TAC. **Senior Planner Hardie** stated that the hope is to improve the current Development Code by going chapter by chapter to insure consistency throughout the document. She stated she has been using the draft document created by the former TAC as a base and including edits. The **Council** agreed with that approach. **Councilor Merrill** added that it is also important to coordinate the update with the Public Works Standards and Specifications.

Councilor Weed stated that some areas of the Development Code will be controversial and that the Council will need to address them such as drive throughs, big box stores and the density bonus. **Director Porter** stated those issues will be brought to the Council with recommendations by staff also.

Manager Stein reminded the Council that the TAC will be an official committee of the City and subject to all public meeting requirements as well as appointment by the Council, which will occur at the next regular meeting.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 21, 2008

Manager Stein provided an update on wildfires burning in the Sisters area.

Manager Stein informed the Council that the City received notification that the Oregon Department of Fish and Wildlife (ODFW) will be conducting a stream habitat inventory in Sisters. She stated that Whychus Creek will be surveyed and the ODFW is requesting the support of homeowners where the creek passes through their property.

The meeting was adjourned at 9:08 a.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor