

CITY COUNCIL/PLANNING COMMISSION WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 20, 2009

COUNCIL MEMBERS PRESENT:

Lon Kellstrom	Mayor
Bill Merrill	Councilor President
Sharlene Weed	Councilor
Pat Thompson	Councilor
Jerry Bogart	Councilor

PLANNING COMMISSION:

David Gentry	Chair
Alan Holzman	Vice Chair:
Ed Protas	Commissioner
Dominic DeBari	Commissioner
Chuck Humphries	Commissioner
Michael Preedin	Commissioner

ABSENT:

Daryl Tewalt	Commissioner
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STAFF PRESENT:

Brad Grimm	Public Works Director
Eric Porter	Comm. Dev. Director
Kathy Nelson	City Recorder

ABSENT:

Eileen Stein	City Manager
Lisa Young	Finance Director

GUESTS:

Carl Springer	DKS & Associates
Brad Coy	DKS & Associates
Bruce Bowen	TSP Update PAC
Jerry Norquist	TSP Update PAC
Jean Wells	TSP Update PAC
Brad Boyd	TSP Update PAC

The meeting was called to order by Mayor Kellstrom at 5:31 p.m. Introductions were made.

1. Draft Transportation System Plan (TSP) Presentation

Consultant Carl Springer, DKS & Associates stated the meeting was to review the draft TSP update prior to the hearings that will take place later in the fall. He explained that a TSP is a plan that reflects how a community wants to invest in transportation services while collaborating with other agencies to combine resources for all forms of travel. He stated it becomes a benchmark and implementation tool for community design principles. He stated part of evening's discussion will center on the following four points; 1) why adopt a TSP, 2) what does a TSP do, 3) common TSP elements and 4) the TSP development process.

Why Adopt a TSP

- To serve as the transportation element of the Comprehensive Plan;
- To provide long range direction for development of transportation facilities and services;
- To ensure the planned systems are adequate to meet need;
- To facilitate cost effective use of public funds;
- To demonstrate project need and readiness.

A TSP Must do the Following

- Provide consistency with state and regional plans;

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- Establish an efficient network of arterial and collector streets;
- Provide standards for layout, spacing and connectivity of local streets;
- Protect facilities and corridors for their intended uses;
- Provide public transportation services to meet needs;
- Provide a network of sidewalks and bikeways linking residential areas to activity centers;
- Provide a finance program that is reasonable likely;
- Implement code and ordinances.

A TSP Should do the Following

- Make decisions consistent with community vision;
- Support a variety of travel choices;
- Serve all people in the community;
- Promote safe and secure travel;
- Support local and state economy;
- Minimize impacts to natural and built environments.

Common TSP Elements

- Goals and objectives;
- Evaluation criteria;
- Alternatives selections.

TSP Development Process

- Address state, regional and local regulations, policies and plans;
- Inventory the existing transportation system;
- Identify deficiencies in the existing plan;
- Forecast traffic growth for the planning horizon year;
- Identify deficiencies in the future transportation system;
- Forecast reasonable funding through the planning horizon;
- Identify alternatives to address needs;
- Develop implementation ordinances;
- Adoption.

Mr. Springer discussed a financial analysis of the plan that shows a funding gap of \$19 million dollars over the life of the plan (2030) as well as potential new and amended funding options to fund the gap. Those options include increasing transportation system development charges (SDC) and a local gas tax. He stated increasing the transportation SDC will put the City on par with the fees other Central Oregon cities are currently charging. He stated that adoption of the plan does

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not require how the funding gap will be completely addressed but it is important for the City to be aware of the gap. He stated the need would be approximately \$1 million a year over the life of the plan.

Mr. Springer stated there are two components in the plan; a master plan that includes all the projects and an action plan that includes those projects that are likely to be funded. He stated the combined total for these is \$54 million dollars. He discussed the various travel modes which include bicycle, pedestrian and motor vehicles and displayed maps showing the plans for each.

Mr. Springer discussed the components of the alternate route identifying the high, medium and low priority phases. He stated the estimated construction cost for the alternate route is \$41 million dollars. **Councilor Thompson** asked how much of the \$41 million dollars is for property acquisition and **Mr. Springer** stated he will research the answer and let the Council know. **Councilor Bogart** asked if the lower construction costs being realized in today's market were reflected in the estimate and **Mr. Springer** stated the costs had not been modified as it is impossible to know how long those conditions may prevail and the phases could take many years to fully implement.

Commissioner Protas asked if there are dependencies in the phases where one part must be completed prior to beginning another phase. **Mr. Springer** stated that to a certain degree there is as the TSP is planned to be used as an entire system. **Councilor Weed** asked what portion of the alternate route will be the responsibility of the Oregon Department of Transportation (ODOT). **Mr. Springer** stated the amount is estimated to be \$18 to \$19 million dollars but stressed that ODOT speaks for itself and will not commit funds in advance.

Commissioner DeBari asked if there are any plans to alter the east bound speed limit from Bend into Sisters and **Mr. Springer** stated there were none he is aware of. He stated that speed limits are based on the behavior of a majority of safe drivers.

Mr. Springer discussed the possibility of roundabouts at the intersection of Highway 20 and Barclay and Highway 20 and Locust. He stated that roundabouts are typically safer but require more land and cost more to construct. **Commissioner Humphries** stated that traffic signals are less expensive to build but asked which option is less expensive to maintain. **Mr. Springer** stated there is an ongoing cost involved with traffic signals but the safety issue tips roundabouts back into favor. **TSP Update Project Advisory Committee (PAC) Member Bruce Bowen** stated safety studies regarding roundabouts have been performed on single lane roundabouts and that studies on multi lane roundabouts have not been properly researched. **TSP Update PAC Member Jerry Norquist** stated that as a whole the PAC members preferred the concept of roundabouts but decided the cost defeats the benefit. **Councilor Weed** asked if the estimated cost presented earlier was for traffic signals or roundabouts and **Mr. Springer** stated the estimates were based on signals. He stated the cost of a roundabout at Highway 20 and Locust was about \$2 million dollars more than a signal with a large portion of that cost attributable to land acquisition.

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TSP Update PAC Member Jean Wells stated there is some flexibility in placement of the roundabout so the Pumphouse Gas Station might be saved as well as costing significantly less for land purchase. **Commissioner Preedin** asked if automatic sensors to be placed at both intersections are automatic and **Mr. Springer** stated the sensors will monitor traffic by controlling the timing of the traffic signals.

Mr. Springer stated construction of the Timber Creek Bridge was assumed to be complete in the TSP analysis and forecasts were made accordingly. He discussed capacity issues that could arise at the Highway 20 and Highway 126 intersection and the Highway 20 and Jefferson Street with need for additional lanes, widening of lanes and in the case of Jefferson Street, restrictions of turn movement. He also discussed the need for traffic calming features at various locations.

Councilor Merrill asked what provisions have been made for drivers trying to get downtown coming from areas north of Locust Street during heavy traffic periods. **Director Grimm** stated drivers can access downtown by traveling on the alternate route in either direction.

Commissioner Protas asked what percentage of drivers are expected to use the alternate route. **Mr. Springer** stated the traffic flow is expected to be significant enough to allow Cascade Avenue to function appropriately. **Councilor Bogart** asked if the City will pursue a special transportation area (STA) for Cascade Avenue. **Director Grimm** stated the City will use a design exception process instead, as a STA lowers mobility standards which is not necessary for the plan.

Commissioner Humphries asked what the profile of Cascade Avenue will be. He stated it might be preferable to have wider sidewalks on Cascade Avenue to act as a buffer for pedestrian protection as opposed to parking. **Director Grimm** stated that parking on Cascade Avenue will act as a traffic calming feature and the plan will provide a balance of both parking and wide sidewalks. **TSP Update PAC Member Wells** stated there was never any discussion of having wider sidewalks as it relates to the TSP update for merchants and only the issue of pedestrian safety was considered. There was also discussion on turns and how left-hand turn lanes will need to be balanced with parking spots also.

Councilor Weed asked what problem areas the City can expect to run into with the adoption of the plan. **Consultant Brad Coy, DKS & Associates** stated the draft includes both signals and roundabouts at both highway intersections as the decision on whether to have traffic signals versus roundabouts requires a feasibility study. **TSP Update PAC Member Brad Boyd** explained the TSP can be adopted now and the final details worked out with ODOT with regard to funding and Cascade Avenue improvements. He stated the plan will work without the need of a STA. **TSP Update PAC Member Bowen** stated the TSP is a 20 year plan and will change over time.

Mr. Springer presented an animated demonstration on how vehicles are expected to progress through town. He discussed next steps and the timeline for the hearings with the Planning Commission and City Council, stating they should be complete by late fall.

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2. Preview 08/27/09 Meeting Agendas

City Recorder Nelson previewed next week's workshop, regular meeting and Urban Renewal Agency meeting agendas.

Councilor Thompson stated he wanted to discuss the criteria Upper Deschutes Watershed Council (UDWC) uses when it seeks bids for jobs at the workshop. He stated he would like to see some weight given to using local contractors as opposed to using the company with the most experience. He stated he's had conversations with both representatives from UDWC and Deschutes County Commissioner Alan Unger regarding the matter. He asked if public funds are used for the project he feels the bid should instead go to the lowest bidder.

Councilor Merrill noted the receipt of a grant from the Oregon Parks and Recreation Department for the Whychus Creek Trail on the regular agenda and stated he is still concerned as there is no resolution on where a safe crossing onto the Five Pines campus will be situated. **Director Grimm** stated he is working with the property owner on the issue and it will be resolved prior to construction of the trail.

C. City Manager Update

Director Grimm stated a letter along with frequently asked questions (FAQ) was sent to Sisters residents to educate them on the need for the fuel tax.

Recorder Nelson informed the Council the appropriate documents were submitted for a prospective petition for a referendum on the fuel tax. She stated the *Let Sisters Vote* committee has received written authorization to begin collecting signatures.

Director Grimm reported the East Cascade pedestrian improvements are finishing up and will be completed prior to school beginning.

Director Porter discussed having a joint meeting of the Council and County Commissioners to receive a presentation on the endangered species act (ESA) risk assessment report and asked where the Council would like to have the meeting. **Councilor Merrill** stated he felt it should occur in Sisters to make it easier for interested citizens to attend. The **Council** discussed the report presentation and asked to set up a mutually agreeable evening for the meeting. **Director Porter** stated he will be recommending changes to the Development Code and Comprehensive Plan in order to make the City less liable with regard to the report.

Mayor Kellstrom informed the Council he is applying to be on the Board of Directors for the League of Oregon Cities (LOC).

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Mayor Kellstrom informed the Council he will be speaking on KBND tomorrow morning from 8:30 a.m. to 9:00 a.m. to discuss the fuel tax.

Councilor Weed asked for an update on funding needs for the Action 31 fix for Whychus Creek. **Mayor Kellstrom** stated the drawings for the restoration are complete but a dollar amount has not yet been determined. He added that the stream will be diverted on September 1st to perform work.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor