

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2009

MEMBERS PRESENT:

Lon Kellstrom Mayor
Bill Merrill Council President
Sharlene Weed Councilor

ABSENT:

Jerry Bogart Councilor
Pat Thompson Councilor

GUESTS:

Dave Gentry Planning Commission Chair
Chuck Humphreys Commissioner

STAFF PRESENT:

Eric Porter Comm. Dev. Director
Brad Grimm PW Director
Laura Lehman Associate Planner
Kathy Nelson City Recorder

ABSENT:

Eileen Stein City Manager
Lisa Young Finance Director

The meeting was called to order by Mayor Kellstrom at 8:02 a.m.

1. Housing Plan Follow-up Report

Community Development Director Porter stated the workshop was a continuation of the August 6th workshop on the Housing Plan that included discussion on moving forward on the adoption of the plan and the strategies. He stated staff was directed by the Council at the August 6th workshop to the following three tasks:

1. Contact other jurisdictions to find out if they had Housing Plans and if so how it is administered and whether they have a Housing Advisory Board.

Director Porter stated staff contacted 15 jurisdictions and found only two have a Housing Advisory Board; Bend and Vail, Colorado. He stated staff had a lengthy conversation with the Community Development Director in Vail about the timing on the creation of the Advisory Board. In Vail the Advisory Board was tasked with creating the strategies to be adopted but the Council and Advisory Board were not aligned in their ideas and the Council declined to adopt the Housing Plan for several years. He stated that Bend approached the creation of the Advisory Board the same way but were very successful with the end product of strategies willingly adopted by the Council.

2. Provide additional detail about implementing the strategies.

Director Porter stated that in looking at the proposed strategies, Strategy #1, #6 and #7 are easy to implement. For Strategy #1 he suggested that Associate Planner Lehman be identified as the staff member to be the advisor to the Housing Advisory Board. He suggested in order to provide balance, the Advisory Board consist of seven members comprised of three Planning Commissioners, a representative from the Central Oregon Builders Association (COBA), Deb Price from Oregon Housing and Community Services (OHCS), and two at-large members.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2009

Director Porter stated Strategy #6 is easily accomplished as the City already has existing policies to promote affordable housing efforts and there are regional resources and programs to utilize also. He stated Strategy #7 to support and monitor statewide programs that are available for affordable housing is just a matter of keeping informed on statewide efforts, something the Community Development Department (CDD) staff already does.

Director Porter stated he felt two of the other strategies will likely need more refinement but recommended the Council adopt the Housing Plan and create an advisory board to refine the individual strategies. **Councilor Weed** agreed, stating when a plan is adopted the City does not always have all the details. She used the Transportation System Plan (TSP) update as an example and the fact that it was unknown yet if there will be a signal light or a roundabout incorporated into the plan. She stated she saw little difference in adopting this plan without the fine detail and the TSP.

3. Provide additional detail about creating a Housing Advisory Board and establishing the Board prior to the adoption of the Housing Plan.

Director Porter stated the City could assemble the Housing Advisory Board fairly quickly using the same method it employs when filling Planning Commission seats. He stated that after advertising and collecting applications, staff could bring those applications to the Council with a recommendation for members. He suggested staggered terms with two members serving a two year term, three members serving a three year term and two members serving a four year term.

Planning Commissioner Humphreys asked for confirmation that when the advisory board reviews the strategies, if the decision to implement those strategies will still be a Council decision. **Director Porter** informed him the final decision on implementation will be the Council's.

Councilor Merrill stated he concurred with staff's recommendation of Option #1. **Councilor Weed** stated she did also. **Mayor Kellstrom** noted that most cities do not seem to be interested in having housing advisory boards and asked why. **Director Porter** stated Sisters was fortunate that five members of the Planning Commission are interested in serving on the advisory board but in other cities an advisory board is not a high priority at present due to the economic issues they are facing.

Councilor Merrill stated the question to ask is whether the Council sees value in a Housing Plan for Sisters. He noted that clearly the citizens, Council, Planning Commission, County and State all saw value for a Housing Plan when the Comprehensive Plan was being crafted. He stated the value comes with implementing the plan. He stated the title is mis-leading as it should be an Affordable Housing Plan but stated he realized the title is due to the Oregon Administrative Rules (OAR) that requires a plan include all levels of housing regardless of cost. **Councilor Weed** stated the plan should move forward towards implementation.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2009

Mayor Kellstrom stated although he was concerned with revenues and the budgeting needed to support a housing advisory board, he agreed it should go on the agenda for adoption at the November 12th meeting. He stated he expects revenue to be down this year but noted the City will have a better idea in December when the City receives a majority of its property tax revenue.

Councilor Weed agreed it would be advantageous to discuss how the City is doing as she had some questions also after receiving the City's quarterly financial report. **City Recorder Nelson** informed the Council a workshop is scheduled for November 19th to receive the findings on the FY 08/09 audit. The **Council** requested information be included at the workshop to provide a briefing of FY 09/10 so far.

Director Porter stated he would meet with Councilor Bogart and Councilor Thompson and bring them up to date on the Housing Plan discussion.

2. City Manager Update

Public Works Director Grimm stated the Elm Street improvements between Washington Street and Hood Avenue that included parallel parking is completed. He explained that a new design was used for vehicle parking with bio-swales that slant down to a rock filled center and a three foot wide path of pavers next to the parking spot. He stated the design allows a car to park, passengers to disembark on the paver path and then use sidewalk strips between the swales to gain access to the regular sidewalk. He stated staff discussed with the City Attorney concerns that were raised by Council members regarding the design. He reported the City Attorney was not concerned with liability issues with the design but suggested staff check with the City's insurance company also. He noted staff is awaiting a reply.

Councilor Merrill stated he thought the design was awful and he is afraid someone could trip and get hurt on the rocks if they tried to use them as a means of getting to the sidewalk as opposed to using the designated connecting sidewalks. He stated he did not think the design was pedestrian friendly and it would be difficult to use a walker on the pavers.

Director Grimm stated there are marked parking spots, a 37 inch wide paver path, the swales filled with rocks and then the traditional sidewalk. **Councilor Merrill** stated he doesn't think 37 inches is wide enough but acknowledged he did not have a suggestion for any alternative. He suggested the City reconsider the design prior to using it in other areas of the City.

Director Grimm stated the connecting bridges are at the front or back of every parking spot and the pavers are permeable. He stated it is not a designated American with Disabilities (ADA) parking area and it is located in a residential area not a commercial area. **Mayor Kellstrom** asked if there are plans to use the design elsewhere in the City and **Director Grimm** explained it is a test site. He stated it provides connectivity when traveling from Village Green Park to downtown. He added that Public Works staff have all attended classes on ADA compliance.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2009

Director Grimm reported paving of the Timber Creek Bridge is underway and should be completely within two weeks, depending on weather conditions.

Director Grimm reported that Larch Street will be closed beginning on Monday, November 2st for parking and sidewalk improvements. He stated the design will employ reverse diagonal parking as the area is a bike route and that type of parking is safer for the bike riders and provides more visibility for drivers to see the bike riders. He explained the design makes it easier to load items into a car trunk and is safer in keeping children from darting into the road. He stated the sidewalks are three feet wider to accommodate vehicles that overhang the sidewalk. **Mayor Kellstrom** voiced some concerns about that parking design stating he would like to have additional conversation regarding the matter prior to beginning the project. **Councilor Weed** stated she had experienced this type of parking in Cannon Beach and it had worked well.

Director Grimm stated a pre-construction meeting for the water line improvement project will take place later in the day and the project will begin next week. He stated the project will move water meters and water lines from the back of properties to the front of the properties for easier access.

Director Grimm reported the walking/pedestrian path between Locust and Highland Village is complete. There was discussion on how and when the path will be safely connected into the Five Pine Campus.

Director Porter informed the Council that the Kiwanis completed the split rail fence around Clemens Park.

Councilor Weed asked if there was any update on the State Forestry Department relocating. **Director Porter** reported the City was informed the relocation will not take place as it was discovered there are archeological issues tied to the property that was under consideration.

The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Kathy Nelson, City Manager

Lon Kellstrom, Mayor