

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
APRIL 01, 2010

MEMBERS PRESENT:

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

STAFF PRESENT:

Eric Porter	Comm Devel Director
Brad Grimm	Public Works Director
Lisa Young	Finance Director
Pauline Hardie	Senior Planner
Kathy Nelson	City Recorder

DESCHUTES COUNTY:

Tammy Baney	Commissioner
Dennis Luke	Commissioner
Alan Unger	Commissioner
Dave Kanner	County Administrator
Nick Lelack	Comm Devel Director

ABSENT:

Eileen Stein	City Manager
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GUESTS:

Mark Radabaugh	DLCD
Dave Wheeler	Sisters Fire Marshall

1. Quarterly Meeting with Deschutes County Commissioners

A. Welcome and Introductions

The joint meeting of the Deschutes County Commissioners and Sisters City Council was called to order at 8:03 a.m. by Mayor Kellstrom and Commissioner Luke. Introductions were made and **Mayor Kellstrom** welcomed staff and visitors.

B. Urban Area Reserve Presentation

Community Development Director Porter spoke about the relatively small lot sizes in the Light Industrial Zone and how the small lots inhibit certain types of developments. He explained the slow economy has presented an opportunity for the City to look at establishing a 50 year supply of buildable land.

Deschutes County Community Development Director Nick Lelack stated it is customary to have a 20 year supply of buildable land by creating an urban area reserve (UAR). He stated a 50 year supply of buildable land allows for streamlined urban growth expansion and lower associated costs. It allows land owners to establish well in advance if they want to be included or excluded in future growth. He outlined the process the City of Redmond undertook in its recent creation of an URA as a possible model for Sisters to follow. He stated input from the community is a necessary element to make sure future public facility needs are considered, to formulate land use allocation and assumptions and to analyze future buildable land needs.

Mr. Lelack explained that the County and City would carefully coordinate how to manage land in an UAR and stressed the County would be unable to do anything with properties that were not in

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agreement with the long term land reserve expectations. **Director Porter** stated it was timely to be considering the creation of the UAR since the County was currently undergoing an update of both its Comprehensive Plan and Transportation System Plan (TSP).

Councilor Weed asked what the process would be if a large company approached the City looking for a sizable piece of land to develop. **Director Porter** stated if the property was outside city limits it would still need to be brought into the urban growth boundary (UGB) and then annexed. **Councilor Weed** noted that would not provide any ready land for two to three years. She asked if the City chose not to create a UAR when it would be required to start updating the Comprehensive Plan. **Director Porter** explained that because the City has a small population it is not required to update in the specific time frame every five years like larger cities do.

Councilor Thompson stated creating a URA takes a lot of different factors and controversy out of the process. **Department of Land Conservation and Development (DLCD) Central Oregon Regional Representative Mark Radabaugh** remarked the City of Madras was another good example for Sisters to look at. He stated Madras took its time and was reflective in deciding where expansion would be needed. He stated the priority hierarchy does not apply as the rigors of analysis are less extensive than normal UGB expansion process.

C. Other Business

Councilor Bogart reported the Sisters Community Clinic, a school based health center, was moving forward with an expected opening in a temporary location in September. He stated collaboration between the City, County, St. Charles Medical Center, Sisters School District and the developer who donated the land have made this possible. He stated the clinic would provide both health and mental health services. **County Administrator Dave Kanner** noted the clinic would require increased funding from Deschutes County. **Commissioner Luke** suggested the City send a letter of endorsement for the program to the County Administrator and **Mayor Kellstrom** stated one would be crafted.

Mayor Kellstrom thanked the Commissioners and County staff for attending the workshop.

Mayor Kellstrom called for a recess at 9:50 a.m. The meeting reconvened at 9:55 a.m.

2. Preview April 8, 2010 Workshop and Regular Meeting

Mayor Kellstrom provided a preview of the upcoming workshop and meeting.

3. Development Code Update

The discussion on *Chapter 2.15 Special Provision* continued. The **Council** made the following changes.

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- Accepted the suggested language from the Deschutes County Code with regard to the required number of parking spaces for a Bed and Breakfast Inn.
- Kept in place current restrictions with regard to adult businesses to act as a deterrent.
- Changed the language for drive –through facility spacing to opposite and adjacent.
- Kept proposed language with regard to public art and solar access standards since they will be re-evaluated after adoption of the Development Code.
- Required downward facing lights or shielded outdoor light fixtures to meet dark skies standards.
- Reworded the description for allowable exterior finishes with regard to the Western Frontier Architectural Design Theme.

The meeting was continued to April 6, 2010 at 8:00 a.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor