

JOINT WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL/PLANNING COMMISSION  
520 E. CASCADE AVENUE  
AUGUST 04, 2011

**MEMBERS PRESENT:**

Lon Kellstrom	Mayor
David Asson	Council President
Wendy Holzman	Councilor
Pat Thompson	Councilor

**STAFF PRESENT:**

Eileen Stein	City Manager
Lisa Young	Finance Director
Pauline Hardie	Community Dev. Director
Kathy Nelson	City Recorder

**PLANNING COMMISSION:**

David Gentry	Commissioner
Steve Auerbach	Commissioner
Darren Layne	Commissioner
Doug Roberts	Commissioner

**GUESTS:**

Matt Arnold	SERA Architects
Allison Wildman	SERA Architects
Tim Strand	GreenWorks Landscape
Mike Darling	ODOT Project Leader

**ABSENT:**

Sharlene Weed	Councilor
Alan Holzman	Chair
Daryl Tewalt	Vice Chair
Ed Protas	Commissioner

**ABSENT:**

Paul Bertagna	Public Works Director
---------------	-----------------------

The meeting was called to order by Mayor Kellstrom at 8:04 a.m.

1. Cascade Avenue Plan

**Matthew Arnold, SERA Architects Studio Leader** provided a recap of the steps that had occurred to date with the Cascade Avenue plan. Taking all the information received from stakeholder meetings and surveys so far, SERA narrowed the various streetscape elements down to two choices for each in most cases. He explained that input gathered through additional stakeholder group meetings and surveys during the current visit would further refine the plan. He stated the plan would address many issues including maintenance, using a mix of materials, narrow sidewalks, improving pedestrian safety, accommodating a variety of vehicular and pedestrian traffic, and protecting historical buildings. He stated work on the plan had been guided by the Sisters Country Vision Statement of a modern western village. He reviewed the design principles used:

- Cascade Avenue is for people, not just vehicles
- Honor existing development
- Landscaping that suits the climate
- Support economic vibrancy

**Mr. Arnold** stated the elements to discuss, while keeping in mind balancing the needs of many, included design, roadway surfaces, Americans with Disabilities Act (ADA) compliance, bike shelters, water fountains, stormwater management, trees, landscaping and public art. He reminded

JOINT WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL/PLANNING COMMISSION  
520 E. CASCADE AVENUE  
AUGUST 04, 2011

the Council and Commission the street cross section was determined by the updated transportation system plan which had taken existing frontage conditions into consideration.

**Allison Wildman, SERA Architects**, discussed street trees, stating the trees and the pattern in which they are planted would help set the tone for other streetscape element decisions. She provided an overview and estimate of cost for the *Corridor* and *Grove* tree placement concepts. **Tim Strand, GreenWorks Landscape** discussed the species of trees used with the two concepts and described characteristics of each. He stated all the trees were well adapted to the climate of central Oregon, including heavy snow. **Mr. Arnold** discussed how parking would be impacted by the two concepts, adding that it was important to consider the overall appearance of Cascade Avenue rather than the number of parking spaces. **Councilor Thompson** voiced concern about losing any parking spaces and asked if the bulb-outs at intersections would cause the city to lose additional parking on the side streets. **Mike Darling, Oregon Department of Transportation (ODOT) Project Leader** replied that regardless of the Cascade Avenue improvements changes were necessary to deal with the issue of stormwater retention and treatment. He stated the bulb-outs would minimize the need for road maintenance and the City and ODOT would work together on any operational issue that arises.

**Mr. Strand** discussed the option of using colored concrete at intersections to draw attention to the presence of pedestrians in the area. He stated standard concrete was recommended for the street pavement on Cascade Avenue as it was longer lasting than asphalt. **Mr. Strand** stated the clear choice from input made it clear the community favored the use of pavers for sidewalks. He discussed the two models of pavers recommended noting they were ADA compliant. He stated an additional benefit was the manufacturer was a local company. He discussed four different installation patterns, indicating the installation cost was comparable for all the patterns. **Mr. Arnold** explained that even though pavers have a higher up-front cost than concrete sidewalks, they provided cost-savings in the long run. He specified that pavers are easier to maintain and better able to handle snow since they absorb less moisture and are less prone to crack in the freeze/thaw cycle and can be replaced individually as needed.

**Mr. Strand** discussed streetlight light poles and lanterns and their placement, drinking fountains, waste and recycling cans, way-finding signs and benches. **Councilor Thompson** asked why streetlights would need to be replaced and **Mr. Arnold** replied the models presented would provide long-term reliability. **Mr. Strand** added the current streetlights do not meet the City's dark-skies ordinance. **Councilor Thompson** stated he was concerned with finding funding for the total project. **Mr. Arnold** replied that even if the streetlights were not replaced they would still need to be removed, rewired and re-installed. **Councilor Holzman** expressed how important it was to consider the entire vision of what Sisters would look like in the future. **Mr. Arnold** added the design elements SERA brought back were those requested by the community. **Manager Stein** asked if the existing lights could be refurbished in any way to enable them to meet the dark skies ordinance and allow them to still be used. **Mr. Strand** replied he was uncertain and would look into that as an option. **Commissioner Roberts** stated it appeared to him the City was looking at

JOINT WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL/PLANNING COMMISSION  
520 E. CASCADE AVENUE  
AUGUST 04, 2011

elements it couldn't afford. **Mr. Darling** replied that currently there was \$2.1 million designated to the approximately \$5.5 million project and there were several grant applications the City and ODOT were still waiting to hear back on, so it was still early to tell what elements could be afforded or not afforded.

**Mr. Strand** discussed pedestrian lights, drinking fountains, waste and recycling cans, benches, way-finding signs and bike parking elements. **Mr. Arnold** stated the benches made from stone or those constructed of timber and iron could both be incorporated into the plan to provide the type of seating best suited for various locations.

**Mr. Arnold** showed a chart illustrating the breakdown of the cost for each of the elements. It showed that the use of pavers was the most expensive element with streetlights the second most costly element. **Mr. Darling** reported there was another year to obtain the rest of the funding needed for the complete project before it began, and he assumed the funding would be found. He stated if for some reason all the funding was not secured, then element choices could be made at that time.

**Mr. Strand** briefly discussed some future considerations for improvements for Barclay Park not included in the cost estimate.

**Mayor Kellstrom** questioned what would be discussed at the community meeting later that evening noting the city's western theme. **Mr. Arnold** explained that with the original survey, the highest vote was for the *Ski Town* concept, with the *Western Town* and *Cascade Town* concepts coming in second and third, respectively. He explained SERA took the most favored elements of each of these concepts and incorporated them into the choices for the newest survey. He assured the Council and Planning Commission the final design would be western in nature but would include a mixture of elements. He added that SERA Architect and Green Works Landscape staff had been meeting with various stakeholder groups throughout the day.

**Mr. Darling** discussed the possibility of transferring the jurisdiction of the sidewalk right of way to the City since ODOT currently owned the right of way where the sidewalks are located. He stated this would merely legalize what historically has been assumed. He discussed the advantages and disadvantages of the proposed transfer. **Mayor Kellstrom** replied the Council would give the proposal consideration.

**Councilor Thompson** asked who would control the contracting of the project and **Mr. Darling** replied ODOT would. **Councilor Thompson** requested the contracts include language giving preference to using local contractors. **Mr. Darling** replied that ODOT could not require a contractor to use a specific company in the contract. **Manager Stein** stated she would follow up with Mr. Darling and provide information on how the City was looking at introducing the concept of weighted criteria in its contracting processes.

JOINT WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL/PLANNING COMMISSION  
520 E. CASCADE AVENUE  
AUGUST 04, 2011

**Mayor Kellstrom** thanked the Planning Commission, SERA Architects, Green Works Landscape Design and ODOT staff for attending.

2. Preview August 11, 2011 Workshop and Regular Meeting

**Manager Stein** provided an overview of the August 11<sup>th</sup> workshop and regular meeting. She noted an executive session was scheduled prior to the workshop to discuss on-going litigation and asked the Council if they still wanted the session to occur. The **Council** stated they did not need the briefing. **Manager Stein** informed the Council of two council business items that would be added to the agenda; renewals of the Chamber of Commerce lease and an agreement to accept a heron sculpture as a piece of public art.

3. City Manager Update

**Manager Stein** reported Deschutes County did not chip seal any portion of Locust Avenue within city limits as part of its chip sealing project that took place outside city limits as previously discussed.

**Manager Stein** reported the mural in Barclay Park was in need of some repair at an anticipated cost of \$1,200 to \$1,800. She reported the funds would come from the Park Maintenance budget. She stated a dedication plaque for Barclay Park was being cast and would be installed also.

**Manager Stein** asked the Council if they had any additional items to add to the Uncle John Ditch agreement features she had sent them via e-mail. **Councilor Thompson** stated he would like language included in the agreement that provides control to the City over how, when and where the pipe will be laid on the Lazy Z property. **Councilor Holzman** asked that the cost for the solar pump to run the water feature be included in the items the City asked Three Sisters Irrigation District or Deschutes River Conservancy to pay for.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

---

Kathy Nelson, City Recorder

---

Lon Kellstrom, Mayor