

**CITY OF SISTERS
ORDINANCE NO. 469**

**AN ORDINANCE OF THE CITY OF SISTERS CREATING A
HOUSING POLICY ADVISORY BOARD**

WHEREAS, The Oregon Department of Land Conservation and Development's Statewide Planning Goals: Goal 10 Housing, contains certain requirements related to providing housing for the citizens of the state

WHEREAS, in April 10, 2010, the City of Sisters adopted a Housing Plan that reviewed the City's housing stock, population demographics to support policies and regulations that enhance increased development of Affordable and market rate lower cost housing; and,

WHEREAS, the City of Sisters is performing an Urbanization Study to support updating its Comprehensive land Use Plan; and the Urbanization Study contains a section for a Housing Needs Analysis; and,

WHEREAS, on February 5, 2016, the City Council reviewed updated data related to the Housing Needs Analysis,

WHEREAS, the 2010 Housing Plan and the Housing Needs Analysis recommended creating a Housing Policy Advisory Board; and,

WHEREAS, the review process for the updated Housing Needs Analysis included review and recommendations from the Planning Commission and an ad hoc committee known as the Affordable Housing Working Group; and,

WHEREAS, the City Council has determined that the establishment of a Housing Policy Advisory Board is in the best interest of the City of Sister's community; and,

NOW, THEREFORE, the City Council of the City of Sisters ordains as follows:

SECTION 1. The City of Sisters Municipal Code is amended to establish the City Housing Policy Advisory Board as set forth in the attached Exhibit A.

SECTION 2. This Ordinance shall take effect thirty (30) days after its approval by the Council and signature by the Mayor.

PASSED by the Common Council of the City of Sisters this 10th day of March 2016 and APPROVED by the Mayor of the City of Sisters.



Mayor, Chris Frye

ATTEST



Kathy Nelson, City Recorder

Exhibit A

Chapter 2.35

CITY HOUSING POLICY ADVISORY BOARD

Sections:

2.35.010	Created.
2.35.020	Composition -- Appointment -- Terms -- Vacancy filling.
2.35.030	Chair and vice-chair -- Election.
2.35.040	Reimbursement for expenses -- Records of proceedings.
2.35.050	Quorum -- Governing rules and regulations -- Meetings.
2.35.060	Conflicts of Interest.
2.35.070	Responsibilities.
2.35.080	Recommendations to council to be in writing.
2.35.090	Expenditures.

2.35.010 Created. There is created a City Housing Policy Advisory Board for the City of Sisters.

2.35.020 Composition -- Appointment -- Terms -- Vacancy filling.

(1) The City Housing Policy Advisory Board herein after referred to as "Board" shall consist of seven (7) members to be appointed by the Mayor, with the consent of the Council.

Membership of the Board shall consists of the following:

- a. Not more than three (3) members of the Board may be non-residents of the City of Sisters.
- b. Two members shall be representative of active developers of non-profit or for-profit Affordable Housing dwellings and
- c. One member shall represent builders within the City of Sisters with a preference of builders of lower cost and/or workforce dwelling units.
- d. One member shall be a Planning Commission member.
- e. The remaining members shall be residents of the City of Sisters.
- f. The Mayor, with the consent of the City Council, may appoint a Council liaison to the board.
- g. The Community Development Director shall serve as the principal staff representation.

(2) The Board member term shall be three (3) years. However, the term for the initial Board members shall be: Two (2) for one year, two (2) for two (2) years, and three (3) for three (3) years.

(3) Ex officio nonvoting members shall serve at the pleasure of the Mayor.

(4) Any vacancy in office shall be filled by the Mayor, with the consent of the City Council, for the unexpired portion of the term of the member whose office became vacant.

(5) A member of the Board may be removed by the City Council, after holding a hearing, for misconduct or nonperformance of duty.

2.35.030 Chair and vice-chair -- Election. The Board, at its first meeting shall elect a chair and vice-chair who shall be voting members and who shall hold office at the pleasure of the commission. The chair and vice chair shall serve a two-year term.

2.35.040 Reimbursement for expenses -- Records of proceedings. Members of the Board shall receive no compensation, but shall be reimbursed for duly authorized expenses. The City Housing Policy Advisory Board shall keep an accurate record of all proceedings of the board and the board shall keep minutes of all transactions of the board.

2.35.050 Quorum -- Governing rules and regulations -- Meetings.

A majority of the current members of the Board shall constitute a quorum. The Board may make and alter rules and regulations for its government and procedure consistent with laws of this state and with the City Charter and ordinances of the City of Sisters. The Board shall meet at a minimum quarterly (four meeting per year) or as needed or as directed by the Council.

2.35.060 Conflicts of Interest.

The members shall comply with all state laws concerning conflicts of interest and ethics. Additionally, a member shall not participate when an action involves any business in which they have been employed within the previous two (2) years, or any business with which they have a prospective partnership or employment.

2.35.070 Responsibilities.

(1) The Board shall act as an advisor to the Planning Commission and City Council on matters pertaining to the development of new and the revising of existing policies and regulations related to increasing appropriate levels of affordable and lower cost/work force housing within the city limits. General functions and specific responsibilities of the Board are as follows:

- a. To provide input and recommendations to the Planning Commission and City Council that will allow the City Council to establish and/or revise appropriate policies and regulations that improve the quantity and quality of affordable and lower cost housing stock within city limits;
- b. To inform the Planning Commission and City Council on the progress or problems associated with the city's housing stock;
- c. To aid in coordinating the City's policies with other jurisdictions throughout Central Oregon;
- d. To seek alternative funding sources for the development of affordable housing;
- e. To review and provide recommendations on various special projects such as Urbanization Studies, Comprehensive Plan updates and Development Code revisions with respect to matters associated with city housing issues prior to submittal to the Planning Commission.

2.35.080 Recommendations to the Planning Commission and City Council to be in writing.

All recommendations made to the City Council and Planning Commission by the Board shall be submitted in writing.

2.29.090 Expenditures. The Board shall have no authority to make any expenditure on behalf of the City, or to obligate the City for the payment of any sums of money, except those authorized by the City Council.