

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
FEBRUARY 04, 2016

**MEMBERS PRESENT:**

|                 |           |
|-----------------|-----------|
| Chris Frye      | Mayor     |
| David Asson     | Councilor |
| Nancy Connolly  | Councilor |
| Amy Burgstahler | Councilor |
| Andrea Blum     | Councilor |

**STAFF PRESENT:**

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|-------------------|-------------------|
| Andrew Gorayeb    | City Manager      |
| Steve Bryant      | City Attorney     |
| Patrick Davenport | CD Director       |
| Paul Bertagna     | PW Director       |
| Joe O'Neill       | Finance Officer   |
| Julie Pieper      | Finance Assistant |
| Kathy Nelson      | City Recorder     |

The meeting was called to order by Mayor Frye at 8:00 a.m.

1. Ethics and Public Meeting Law Review

**City Attorney Bryant** began his presentation by drawing a triangle on the board and explaining to the Council that they represented only the very tip of the triangle and that everything else was what happened in the City. He stated the Council's job was to set goals for the city and it was the City Manager's job to create the work plan that would implement those goals. He stressed that individual Council members had no authority and decisions could only be made by a majority of Council members agreeing on a matter. He stated collaboration was very important, as was allowing the City Manager the latitude to set up the flow of work.

**City Attorney Bryant** stated when the Council was acting in a quasi-judicial capacity it was only allowed to make decisions based on the information it received in the form of the staff report. Personal research, site visits and discussion with other parties would be considered ex parte contact and an ethics violation. He stated Council members should ask any questions they had during the actual hearing. **City Attorney Bryant** explained a Council member should not attend any Planning Commission meeting where any matter might later come before the Council for a quasi-judicial review since the Council was the appeal board. He stated it could disqualify the Council member to hear the matter. He added a maximum of two member of the Council should attend a Planning Commission meeting that was legislative in nature.

**City Attorney Bryant** stated public meetings were required to be noticed and transparent. He explained that meant a Councilor could discuss a matter with only one other Council member as anything more could be considered deliberative in nature and would be considered a public meeting.

The **Council** discussed how information might be shared among Council members. **City Attorney Bryant** explained that information coming from staff as it relates to a topic coming before the Council was acceptable but information from one Council members to all the others that might influence other Councilors in their decision making was not.

**City Attorney Bryant** informed the Council they could campaign for whatever they chose to but staff members were prohibited by state law from doing so, while on the job.

## 2. Council Goals Prioritization

**Councilor Burgstahler** stated she felt the Council goal priorities needed to be more organized to have more meaning and illustrate how they related to the vision statement. The **Council** discussed the benefits of using a facilitator for goal setting sessions with **Councilor Burgstahler** stating she felt this year's goal setting would have benefitted from having one. **Councilor Asson** stated in general he was not in favor of facilitators and **Councilor Connolly** stated she felt this year's process had worked well. **Councilor Blum** stated she felt the over-arching goals needed to be more clearly articulated and tasks assigned accordingly. She stated it was the City Manager's job to determine which department or people would handle a task and what resources were needed and not in the Council's prevue.

Councilor Connolly left at 9:07 a.m.

**Manager Gorayeb** explained that two years previous, staff had worked with two Council members to create a packet of information that provided an overview of the City to the entire Council. **Councilor Burgstahler** and **Councilor Blum** stated that would have beneficial to have since they had not previously participated in a goal setting session.

The **Council** discussed identifying the larger goals and agreed to have Councilor Burgstahler reorganize the Council priorities, separate goals from tasks, trace them back to their core value and present the revised information to the Council at a future meeting.

## 3. Housing Needs Analysis/Affordable Housing Policies

**Director Davenport** explained how staff had been drafting sections of an urbanization study which included a chapter devoted to the analysis of housing needs. He stated the analysis was part of the work necessary to update the Comprehensive Plan and help create an affordable housing policy. **Director Davenport** stated within the statewide planning goals related to housing, cities were required to complete an inventory of buildable residential lands with the intent of determining the types of dwelling units that exist in the city as opposed to the types of dwelling units needed.

**Director Davenport** explained a summary of the buildable land showed the City currently had just over 1,100 dwelling units. If the city were to be completely built out, there would be room for over 2,200 dwelling units. Statistical data collected indicated over 50% of all Sisters households, including owners and renters, were experiencing a cost burden as it relates to the percentage of their income that goes towards housing. Lack of affordable housing has contributed to finding service sector employees in Sisters as they cannot afford to live in Sisters and don't want to commute from Bend or Redmond. Further breakdown of the data indicated the dwelling units by type and need, illustrating a strong need for all types of multi-family dwelling units. **Director**

**Davenport** stated both housing and acreage needs were contemplated. **Manager Gorayeb** reported staff was in the process of ranking property outside the urban growth boundary (UGB) as it was anticipated there would be a shortage of land for housing needs towards the end of the 20 year planning period and the UGB would need to be expanded.

**Director Davenport** directed the Council to the proposed general policy recommendations to support affordable housing in the staff report and noted language in red had been recommended by the Planning Commission and bold printed language had been gleaned from the 2010 Housing Plan. He stated staff was looking for guidance from the Council on the proposed policies. The policies were discussed individually.

1. *Appoint a part-time housing Coordinator or designate an appropriate staff person to monitor housing related activity and to represent Sisters at a regional level*

**Manager Gorayeb** stated it would likely be Director Davenport.

2. *Develop a Housing Policy Board to assist the City Housing Coordinator in developing strategies, providing input on housing related policies and regarding housing activity within the City*

The **Council** was supportive of the creation of a Housing Policy Board which would have five to seven members. **Director Davenport** indicated he would bring an ordinance to the Council to create of the board.

3. *Develop a Housing Trust Fund and use other existing City funding sources on a limited basis*

The **Council** was supportive of using urban renewal funds, general fund reserves and transient room tax revenue to contribute to the fund. The fact that most builders of affordable housing needed gap-funding was discussed and **Manager Gorayeb** stated a housing fund with a steady income stream could be effectively leverage.

Mayor Frye left the meeting at 9:58 a.m.

4. *Develop a comprehensive incentive program for developers of Affordable Housing*

The **Council** discussed potential program options. **Director Davenport** explained this included building permit and development plan review fee discounts, fee discounts for market rate multi-family units and system development charge (SDC) grants.

5. *Draft amendments to the Development Code adopting annexation plan and re-zoning plan both of which combine effectively to provide needed affordable housing units through buildout of the current UGB.*

**Director Davenport** reported there were amendments to the Development Code that were forthcoming to help incentivize affordable housing developers.

6. *Land development and acquisition*

**Director Davenport** shared the City of Ashland's annexation requirements for affordable housing as an example for the City to consider.

7. *Financing support and tax credits*

Ongoing support.

8. *Legislative lobbying efforts*

Ongoing support.

**Manager Gorayeb** summarized there was a whole spectrum of options and incentives the City could adopt in support of affordable housing.

4. Camp Reservation System Demonstration

**Finance Assistant Julie Pieper** gave an on-line demonstration of the new camp reservation system. She walked the Council through the steps of how visitors could answer a few questions and the system would bring up available spots that would insure campers were placed in an appropriate spot for their camping needs. The new system will provide a photo of the camping space, email directions for ingress and egress to the campground and directions for coming from the north or south that would be easy to navigate. Campers will also be made aware of the recent changes to the campground.

**Manager Gorayeb** stated discussion was needed with regard to whether the senior discount should still be provided with the suggestion it be based on a percentage discount versus a flat dollar amount and whether the transient room tax should be included inside or outside the rates.

5. Preview February 11, 2016 Workshop and Regular Meeting Agenda

**City Recorder Nelson** previewed the February 11<sup>th</sup> workshop and regular meeting agenda. **Director Davenport** reported that due to a lack of quorum at the City Park Advisory Board meeting, the City Parks Master Plan had not been approved and therefore would be removed from the workshop as a topic. The **Council** requested a review of the Wastewater System Capital Facilities Plan be scheduled instead. **Councilor Asson** asked if his concerns regarding the population forecasts in the plan had been addressed and **Manager Gorayeb** replied they had as staff had added language to state population forecast would be re-visited every five years. He stated a majority of the projects would be completed within the next three years which would support a great deal of growth.

6. Other Business

- **Manager Gorayeb** reported staff met with Councilor Burgstahler to discuss utility bill inserts and asked how the Council would feel about having public works, planning and the City provide newsletters on a rotating quarterly basis. The **Council** was supportive of the idea.

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- **Council** discussed identifying a Council representative for the Dark Skies Committee liaison. **Councilor Blum** was identified as the Council member that would attend.
- **Councilor Burgstahler** stated she had voiced concerns to the Mayor on how the executive session to perform the City Manager review had been deliberated and felt there was a need for additional conversation relating to the matter. **Councilor Blum** stated she had been unaware that a merit increase was even going to be considered and had felt unprepared to discuss the matter. She stated her preference would have been to see all the scoring sheets from the other Council members in advance so questions related to the comments could have been framed in advance. **Councilor Asson** stated there needed to be collaboration between the Council and staff and he felt that was a failing of the Council. **Councilor Burgstahler** stated she felt the review process had been deeply flawed and felt the need to have a workshop to discuss the process since decisions had been made during the process. **Councilor Asson** suggested each Council member write down their concerns with regard to the review process for discussion at a future workshop and the other Council members agreed. The **Council** also wanted to discuss the goal setting process and stated if necessary, an executive session might be necessary.

The meeting was adjourned at 10:53 a.m.

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor