

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 05, 2015

MEMBERS PRESENT:

Chris Frye	Mayor
McKibben Womack	Council President
Wendy Holzman	Councilor
David Asson	Councilor
Nancy Connolly	Councilor

STAFF PRESENT:

Andrew Gorayeb	City Manager
Steve Bryant	City Attorney
Pauline Hardie	CDD Director
Lynne Fujita-Conrads	Finance Office
Patrick Davenport	Incoming CDD Director
Kathy Nelson	City Recorder

ABSENT:

Paul Bertagna	PW Director
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The meeting was called to order by Mayor Frye at 9:53 a.m.

Mayor Frye informed the Council he needed to leave and requested they quickly discuss the item related to back-in diagonal parking under *Other Business* prior to him leaving. He asked Director Hardie what the process would be to remove the back-in diagonal parking on Main Avenue, Pine Street and Larch Street. **Director Hardie** stated the City would need to amend its Comprehensive Plan and Transportation System Plan (TSP). She explained that included providing a 35 day notice to the state, taking the matter to the Planning Commission for a recommendation, bringing that recommendation to the Council for a decision and then notifying the state of the final decision. **Manager Gorayeb** reported Director Bertagna had already sent an email to Sheila Lyons, from Oregon Department of Transportation (ODOT) as a courtesy since ODOT had provided some of the funding for the project that included installing the back-in diagonal parking. He added Director Bertagna had not yet received a reply.

Manager Gorayeb stated he also had an item he wanted the Mayor to weigh in on prior to leaving relating to the funding Central Oregon Intergovernmental Council (COIC) receives for the Cascades East Transit (CET) program. He stated COIC wanted to know if the Council was willing to provide the same level of funding it had provided in the past. The **Council** was supportive of continuing the financial support.

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

1. Formula Foods

Director Hardie provided a recap of the public outreach that had taken place related to formula foods. She reported there had been a town hall meeting the previous April, two additional meetings in September and November, data was collected from other communities and staff had worked with City Attorney Bryant. She stated currently a formula food was defined as three or more outlets of the same business and the recommendation was to raise that number to 13. She stated in the Highway Commercial District the number of formula food outlets would be capped at six with required spacing standards. She stated there would be one outlet allowed in the Downtown District, which was Dutch Bros, and the North Sisters Business Park and Sun Ranch

Tourist Commercial would not allow any. She stated the exception would be if the establishment was part of a movie theater or lodging.

2. Call-up Provisions

Director Hardie reported staff was recommending changes to two sections of the Development Code and noted the matter was going before the Planning Commission this evening. She stated if adopted, the changes would require all Type II decisions be sent to the Planning Commission. If the Planning Commission did call up a Type II decision, then that decision would need to be forwarded to the Council as well. All Type III decisions would continue to be decided by the Planning Commission. **City Attorney Bryant** explained the 14 day appeal period began with the mailing to the applicant.

3. Preview March 12, 2015 Workshop and Regular Meeting Agendas

City Recorder Nelson previewed the workshop and regular meeting agenda. The **Council** discussed the ordinances relating to business licensing, transient merchants and public events and determined they would not be ready to move forward on any decision and requested the items be removed from the agenda. **City Recorder Nelson** stated the item related to the back-in diagonal parking would be added to the agenda.

4. Other Business

Nugget Newspaper Article

The **Council** discussed renewing its contract with the Nugget Newspaper and made the decision to not renew the contract. The **Council** wanted to consider other avenues of communicating with the public.

Community Member Outreach

Manager Gorayeb reported a community member had written a letter recommending the City install a suggestion box and provide city-wide Wi-Fi. He asked for the Council's opinion. The **Council** directed staff to provide community members the ability to give suggestions to the City via at both the City's website and at City Hall. The **Council** discussed the possibility of city-wide Wi-Fi and decided they did not want to venture into that arena since there were private businesses providing the service already.

Roundabout

Manager Gorayeb reported ODOT and Kittleson & Associates were interested in a workshop with the Council to discuss roundabouts, the feedback they had received and safety statistics. The **Council** tentatively set the workshop date for March 26th.

A Home to Share

Manager Gorayeb reported on the *A Home to Share* program headed up by Sandy Affonso where developmentally disabled adults will live together independently with a life skills coach. He stated the hope was for some of the adults to be hired to clean City Hall through a program that

provides support and supervision to the adults. He stated he felt it presented a unique opportunity for the City and suggested the Council go on a field trip to the facility that was opening soon. The **Council** was interested in hearing more about the program and requested the fieldtrip be scheduled.

Roundabout Demonstration

Councilor Holzman reported she had attended the roundabout demonstration at the fairgrounds where large trucks from the freight industry had traversed a mock roundabout to test if it was possible for the trucks to move through the set-up. She reported it had gone very well and the large trucks had been able to navigate the set-up adeptly. She stated another testing was occurring at the Portland Raceway today and Director Bertagna was in attendance at that demonstration.

Economic Vitality Meeting

Councilor Connolly reported on an economic vitality meeting she attended the previous evening. She reported another meeting was scheduled for May 8th and Mayor Frye had been asked to serve on a discussion panel for that meeting. She stated she felt the meetings were developing a positive momentum.

Committee for Citizen Involvement (CCI)

Councilor Connolly distributed her rough ideas for the CCI and requested Council members provide feedback.

Creekside Campground

Councilor Womack reported neighbors of the Creekside Campground requested the Council provide a paper of some kind outlining the direction it had provided to the City Parks Advisory Board (CPAB) with regard to Creekside Campground. He stated they was a lot of confusion on the part of the neighbors and incorrect information was being conveyed. He stated neighbors were concerned the CPAB would move in a different direction then they had been advised to.

Councilor Asson voiced strong support for providing clarity to the neighbors as did **Councilor Holzman**. **Councilor Connolly** asked who the point person should be for the project to ensure the same information was being distributed to everyone. **Manager Gorayeb** agreed people should defer to a single point of contact and **Director Hardie** requested that, whoever was designated, staff be kept in the loop also. **Councilor Connolly** stated she felt the Mayor should be the designated person and he could be the one that directs the question to other Council members, staff or committee members as needed.

Manager Gorayeb reported staff was working on a business owner survey that would be incorporated into the business license renewal process.

Councilor Connolly asked if the Mayor was the spokesperson for the Council for all questions received by the Council. **Councilor Womack** not necessarily as he felt Council members should be able to provide their own opinion if asked, as long as the Council member clearly stated it is

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their opinion and not necessarily that of the entire Council. **Councilor Asson** agreed. **Councilor Womack** stated it was important for Council members to discuss Council decisions in an unbiased manner, even if they did not personally agree with the decision, and provide justification as to why they did not agree with a majority of the Council.

The meeting was adjourned at 10:37 a.m.

Respectfully submitted,


Kathy Nelson, City Recorder


Chris Frye, Mayor