



City Parks Advisory Board – Special Meeting Minutes  
April 1, 2015 – 4:00 P.M.  
520 E. Cascade Avenue, P.O. Box 39, Sisters, OR 97759

City Parks Advisory Board Attendees:

Board Chair: Liam Hughes  
Board Members: Peggy Houge, Dixie Eckford  
Councilor: Wendy Holzman  
Absent: Rory Peterson, David Magaret, Greg Johnson  
Staff: CDD Director, Patrick Davenport, PW Director, Paul Bertagna  
Darcy Reed, Associate Planner  
Recording Secretary: Carol Jenkins

I. CALL TO ORDER

*Board Chairman Hughes* called the special meeting to order at 4:00 pm.

*Board Chairman Hughes* stated that there is no quorum at this meeting so not action will be taken, but staff will present the information they have for the group since the last meeting.

II. VISITOR COMMUNICATION

Janet Baker  
587 S. Locust St.  
Sisters, OR 97759

*Ms. Baker* came forward and stated that she was just reading the Creekside Campground Rules and not sure they will apply once the berms get in and the buffers for the houses, but it doesn't mention hanging of clothes to dry out on the trees, etc. She is quite encouraged by what she's read in the Nugget by comments that have been made and expediting things as quickly as possible. She wanted to say thanks for all the work that has been done.

III. APPROVAL OF MINUTES

*Board Member Hughes* stated that since there is no quorum that the minutes for March 25, 2015 cannot be approved.

*Board Chairman Hughes* asked for the Community Development Director, Patrick Davenport to come forward at this time.

#### IV. DISCUSSION ITEMS / UPDATES

*Director Davenport* stated that Nicole with Public Works prepared the maintenance updates and that this will be in a little different format than in the previous meetings. It will be a very condensed maintenance report and will offer a time where the Board can look it over and question if there are any concerns on the report.

Items that will be discussed are Barclay Park, Village Green, Clemens Park, Fir Street Park, Creekside Campground Updates and evaluation from March 25, 2015 meeting, and Arbor Day Celebration.

*Director Davenport* discussed specific items and what is being done on these projects.

*Councilor Holzman* asked if there was a specific date set for Arbor Day.

*Staff Member Montalvo* stated that it will be April 24, 2015 and the time will be determined soon. *Staff Member Reed* will be coordinating the event and will be working with the Elementary School, etc.

*Board Member Hughes* asked if the Village Green construction plans for the parking lot have changed since the last meeting.

*Director Davenport* stated that is was just deciding which trees were ok to cut down for the parking. This did go to the Urban Forestry Board and they have blessed that proposal.

*Director Davenport* stated that he will send by email to the Board what the Urban Forestry Board did and the sketch and results of what it is going to look like.

*Councilor Holzman* stated that walking through the park she noticed that there was quite a bit of notice up around the park about the dead beetle trees and numerous places where that was posted. She stated that she thanked Bear Mountain for the cleanup and getting to it so quickly to remove those trees.

*Board Member Eckford* stated that she noticed all of the new signs posted with numbers on all of the sites, and new signs for the showers and restrooms and stated that it is really looking nice.

*Director Davenport* came forward and addressed the overview of what is in the packet. Items addressed were signs, proposed designs, and types of signs, the City Engineer working on estimates for what the Board has been asking for, a memo from the transportation engineer on circulation issues, and an email about the Campground Rules with a side by side comparison of City code versus specific rules for the Campground.

*Director Davenport* stated that he would like to explain what is going on and gave specifics on each item. He discussed the different signs and their locations, regulatory signage, adding a “Local Traffic Only” sign by the “Right Turn Only” coming out, but a sign beyond the entrance on Locust St. to say “Local Traffic Only”, and “No RV Turnaround beyond This Point”. Striping would be on the exit onto Locust St., prices and timeframes for the signage, etc.

A discussion took place regarding the Creekside Campground signage, number of signs, text, dimensions, lighting, and locations at this time.

*Director Davenport* addressed the Financials prepared by City Engineer Huffman, PE at this time. Items discussed were cost estimates for signage and striping. He stated that most of these could be done through the Public Works budget, and may not need any supplemental budget actions. Additional items discussed were Clearing and Grubbing, Erosion and Sediment Control, Removal of Surfacing, Signage and Striping, ADA Parking Base, ADA Parking HMA, ADA Accessible Fire Rings, and ADA Picnic tables.

*City Engineer Huffman* came forward and gave an explanation of the financial costs with descriptions, quantity, unit costs and totals at this time.

The Board discussed this chart and thought it would be something to put as a future agenda item and that it needs some more thought and discussion.

*Board Chairman Hughes* asked Director Davenport and City Engineer Huffman if they could round up some pictures of what this actually looks like to visualize these features to see what they might actually look like in a Campground setting, etc.

The Board discussed ADA accessibility, the possible number of ADA campsites, scheduling times and reservations of the camp sites at this time.

*Director Davenport* asked the Board if they would like to see the second southern entrance and some cost estimates specific to this, and if the Board would like this to happen as soon as possible or at a later date.

*Board Chairman Hughes* stated that the closing of the entrance was directly related to building the berm and that was the main reason. Closing the entrance and not building the berm, he stated that he’s not sure if this adds anything.

*Councilor Holzman* stated that the Board has heard loudly that the berm is very important to give some screening and that they were all in agreement with this.

*Director Davenport* discussed different berm estimates prepared by City Engineer Huffman at this time. The different types of berms are the Locust Berm and the Tyee Berm and the exhibit shows the lengths and widths of the berms as well as an additional berm on Tyee further to the east.

*City Engineer Huffman* discussed the different berms, the costs related, heights, slopes, number of trees on each berm, shrubs, fill material and top soil, landscaping and irrigation system, etc.

*Board Chairman Hughes* asked what the feasibility is on a \$100,000 dollar project in the park.

*Director Davenport* stated about a five-million dollar City budget roughly. The total for all three (3) options – the Locust Berm, the Tye Berm and extension of the Tye Berm is around \$134,000 dollars just for this project. A few more updates that the City will be doing is the Transportation System Plan and the Comprehensive Land Use Plan as well as the Parks Master Plan.

The Board discussed the extension and whether they wanted it to be done or not at this time.

*Director Davenport* addressed the Dump Station Relocation with a visual at this time.

*City Engineer Huffman* discussed the turnaround that is suitable for a 45-foot RV, being able to exit the same way that it came in and being able to do a 180 degree turning movement. That is approximately the size of a turnaround that would be necessary to accommodate a 45-foot vehicle and have that dump station located along that section of the road.

A brief discussion took place regarding costs of the relocation of the dump station and getting it out of the middle of the Campground at this time.

*Board Chairman Hughes* discussed grant assistance programs possibly for the restrooms and how they work at this time.

A brief discussion took place regarding the restrooms, the number of stalls, costs associated, prefabricated versus stick built, assembly requirements, etc.

*Director Davenport* discussed the Traffic Memorandum and stated that some ODOT folks came after the last meeting with very short notice to discuss some concerns from the neighbors and what the Board has asked staff to consider. They discussed two (2) main items with Buckaroo being the one-way in and Locust being the one-way out. The much larger picture of the new entrance at the scales and how that would be able to work.

*The following two (2) options have been preliminary discussed:*

- Option 1. Access to and from Locust St. would be eliminated and the access from Hwy 20 would be obtained from Desperado Trail via the connection of Buckaroo Trail.
- Option 2. Inbound traffic to the park would access from Desperado Trail and outbound traffic would leave the park at Locust St. No inbound access to the park would be permitted from Locust St.

*The issues associated with preliminary options:*

- Both options would divert traffic from Locust Street which is a Collector/Neighborhood route to Desperado Trail which is a lower class facility (Local Street).

- Uses of the park that were unaware that access could not be obtained from Locust Street which circulate in the neighborhood south of the park.
- Storage from the northbound movements at Buckaroo Trail is limited between US 20 and Desperado Trail. The addition of traffic to Buckaroo Trail would need to be evaluated with regard to capacity and safety issues associated with blockage of Desperado Trail.
- Delay for traffic exiting from Buckaroo Trail (northbound left turns) would likely increase due to an increase in conflicting left-turn movements from Hwy 20 to Buckaroo Trail.
- The posted speed limit transitions from 20 mph to 35 mph east of Jefferson Avenue as drivers travel eastbound on Hwy 20. Both options add turning movements to a higher speed segment of the highway.

Recommended Next Steps:

Changes to access to the Creekside Campground will impact the surrounding transportation system. Therefore, potential changes should be further evaluated for potential safety and capacity issues. The following near-term and longer-term actions are recommended:

- Near-Term Actions: Signage directing drivers to the campground should be evaluated and improved on Locust Street to prevent drivers from circulating through the neighborhood south of the park.
- Longer-Term Actions: Additional planning should be undertaken to identify and evaluate alternate access scenarios. Future planning efforts could be conducted under either an area refinement plan or an update to the City's Transportation System Plan. Any new public access to US 20 would need to be included in an adopted plan.

*Director Davenport* stated that ODOT is suggesting better signage and additional planning to evaluate the access scenarios. It could be a special effort just for that purpose, but the City is also about to undertake a Transportation System Plan update and they strongly recommend to have a special study area and focus on this part of town. He stated that the City is about to apply for a Transportation Growth Management Program grant that could give some significant funds to update the Transportation System Plan. If the City Council gives the go ahead to apply and we get the application, that process would start about mid-summer. At the same time doing the Comprehensive Land Use Plan. All of this is going to happen, but not immediately.

*Board Chairman Hughes* asked Director Davenport if this traffic study would need to be done for that specific entrance and exit and could be included in that plan.

*Director Davenport* stated absolutely and that special attention needs to be on this side of town and other TSP's do a general look at the City, but also provides a special focus on a problem area that hasn't been addressed in a while. He stated that a rough estimate to study just this issue at a minimum of \$10,000 dollars. There was nothing mentioned in this letter about the scales, but also being discussed was fixing the whole area where 126 comes in and he said that the homework is on the City to get that into the Transportation System Plan what the City would like to see happen out there. That is what starts to push it into the State Transportation Improvement Plan (STIP). The City has to specify what we want as a City and put it in the plans and then push it onto ODOT to get it into the Statewide Plans.

A discussion took place regarding a handout to the Board regarding the covered outdoor dishwashing station and the different options for the park at this time.

*Board Chairman Hughes* opened up the meeting for Visitor Communication at this time.

*Steve Bryan* stated that the transportation analysis doesn't address some of the things that the 4<sup>th</sup> Sisters Condominium people brought up last time. He gave examples of turning onto Buckaroo Trail, large RV's towing something, and the time it takes to make that left hand turn. He stated it is bad for Five Pines, it is bad for the 4<sup>th</sup> Sisters, etc. He discussed the impacts of this going east and west giving examples, the one-way option seems the best for traffic circulation, and it would be a good idea to spend the \$10,000 to do this study with the view toward implementing it. He stated that he does not want to put this out into the long distant future. This one-way option seems reasonable.

*Board Chairman Hughes* stated that is absolutely what needs to be done and to put this as part of the bigger Transportation Plan. He stated that in looking at the bigger picture, we need to make sure that what is being done fits with Sisters as a whole and doesn't just address one part.

A discussion took place on the length it could possibly take to get this Transportation Plan implemented at this time.

*Director Davenport* stated that it could happen in a shorter timeframe, but it is more expensive and this needs to be procured properly and competed appropriately.

*Board Chairman Hughes* asked Director Davenport if he could by the next meeting give the Board a breakdown of what the two (2) options would look like if going with it as a standalone project, the cost could be this, the timeline would be this, the chance of getting it implemented might be this date – then, compare it to doing it as a Transportation Plan. Then, the Board could make the recommendation to the City Council on which way to proceed.

*Director Davenport* stated that looking at this specific proposal could go much faster than looking at a City wide Transportation System Plan. There will need to be a supplemental budget amendment to do this.

*Board Member Eckford* suggested the possibility of looking at it as a short-term solution that could be incorporated into a longer term plan at some point in the future.

*Board Member Houge* asked what is the trade off and stated that the neighborhoods are requesting this, but if looking at something that is going cost \$35,000 and everybody thinks that is outrageous, if just the study alone costs \$10,000 then, what are you going to get up at the campground.

*Director Davenport* stated that they were strongly advised to not implement this sort of solution without a traffic study. It is ultimately up to the City Council if they want to spend the money to do it, but it can be done as fast as possible.

*City Engineer Huffman* stated that the traffic study will require traffic counts at peak periods and those peak times won't come until there is a heavy use at the park. There won't be any traffic data until that happens. The refinement plan itself might take a month to six weeks, but it can't go until the data is collected which may not be until mid-summer. There needs to be an actual traffic count done and there are right-of-way issues (dedication of right-of-way) and this would not happen in a very short amount of time.

A discussion took place regarding new signage and flashing signage for speed limits that are coming soon.

*Councilor Holzman* stated that there are new ones already up at Camp Polk and one coming into town going down Three Creeks and hitting Elm. This was done with some separate funding and now, we are waiting for the ones from the County going in for us at both ends of town.

*Mike Morgan* came forward and stated that the roads inside the campground are 12 feet wide and gave examples of sites 1 through 7 of the traffic movements of two-way traffic at this time. He addressed stacking of RV's to the one entrance and the staging area where people go in and find out where their spot is, etc. He asked about how many rigs can be stacked up because in a traffic study and what has to be looked at is traffic coming into the park on a Friday afternoon and most leaving on a Sunday. He also talked about the short period of time when the activity for egress and ingress is going to be extreme and distinctively that looks like it is going to be a problem.

*Board Chairman Hughes* asked Mr. Morgan what might be the solution for that.

*Mr. Morgan* stated that one thing would be to make the road wider. He stated that 12-feet is not much when making turns with those larger rigs.

*City Engineer Huffman* stated that this is a schematic drawing and the locations and angles of the campground spaces are not necessarily accurate to what is in the field.

*Director Davenport* stated that with the traffic study and putting out for the RFP, these are the types of things that need to be put in there by looking at the solution of Buckaroo to Locust and how that is going to work along with any internal circulation.

A discussion took place regarding the sizes of RV's, access and circulation, hooking up to the dump station, and the turning radius at this time.

*Jack Nagel* asked if it is still being considered in limiting the size of vehicles, etc. He stated that it seems like a good idea.

*Director Davenport* stated that they received some guidance from legal and as a legal opinion that the size can be limited, but make it a defensible decision and it is a very clear reason for whatever reason the size is limited.

A motion was made to look at limiting the size of RV's in the Creekside Campground, but the group was not in agreement and there was no quorum. It will be raised at the next meeting as a discussion item, but will not be added to the agenda at this time.

*Director Davenport* stated that talking with staff and in making the reservations, there are many reservations starting to come in now to last throughout the season. Any decisions made this season that would affect reservations that haven't happened yet, they would have to be informed and would need to modify their reservation.

*Councilor Holzman* stated that the reservations are sold out for the Folk Festival and Rodeo already this year and only a few left for the Quilt Show.

*Director Davenport* stated that there is some space on the blue logo sign on Hwy 20 coming from the east for the Creekside Campground before the entrance and something that could be discussed with ODOT as a short-term opportunity to suggest that RV's use Buckaroo Trail. They will see that it is an entrance if someone wants to use it instead of continuing onto Locust.

*Councilor Holzman* asked City Engineer Huffman if he knows the differences in the widths between Locust and Buckaroo.

*City Engineer Huffman* stated that the minimum street size in parking on one side is 28-feet wide. He stated that he's not sure of the width of Buckaroo Trail. It is typically 32-feet and then 36-feet is the difference, so it is not a lot of footage.

*Campground Rules:*

*Board Chairman Hughes* stated that on the Campground Rules there was no mention about drying clothes out in the campground. Is drying clothes outside illegal by City Ordinance, or is that allowed at the City?

*Director Davenport* stated that it is not in the Development Code and has not seen it in the Municipal Code either.

*Board Member Hughes* stated that his concern is that making sure any regulations that we pass for the campground fit with the regulations for the City including quiet hours, etc. because it seems a little strange to have a neighborhood by neighborhood code on those types of things.

*Director Davenport* stated that normally those types of clothes lines type of restrictions are in the CCR's specific to a neighborhood and the Home Owners Association (HOA) could be enforced.

A discussion took place regarding the quiet hours – (it should be from 7am -10pm). It currently says from 6am – 10pm). It should be put on the agenda for the next meeting to make a recommendation.

A discussion took place regarding dogs and requiring 6-foot leashes at this time. This will be added to the next agenda.-

A discussion took place regarding generators and the hours of usage at this time. If this does become an issue maybe it can be discussed at a further date.

Arbor Day:

*Planner Reed* came forward and stated she is organizing the Arbor Day Celebration this year and getting help from Public Works staff Montalvo and Bertagna. She stated that they are waiting for school to get back into session before trying to find a class to volunteer to help plant trees. They have 10 trees that have been donated and will be planted at Clemens Park. Public Works crew will dig the holes beforehand. She stated that she has been in touch with Katie Lompa to come out to the celebration and attend to document everything so the City can reapply for the Tree City award for next year.

V. OTHER BUSINESS

One (1) vacancy for an “out-of-city” volunteer position for the City Parks Advisory Board.

*Director Davenport* stated that there is one “out-of-city” application and that the applications are due next week on April 4, 2015.

The next meeting will be on May 6, 2014 at 4:00 pm.

VI ADJOURN

*Board Chairman Hughes* adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary

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