AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

May 21, 2015

8:00 a.m. SPECIAL MEETING

I. CALL TO ORDER

II. OTHER BUSINESS

A. Budget Committee Appointment

III. ADJOURN

8:05 a.m. WORKSHOP

1. Chamber of Commerce Update – *Judy Trego, Chamber of Commerce Executive Director*
2. City Parks Advisory Board Recommendation for Creekside Overnight Park – *P. Davenport*
3. Proposed Park Dedication – Clear Pine Park – *P. Davenport*
4. Bicycle Riding on Sidewalks outside the Downtown Commercial District – *P. Davenport*
5. Preview May 28, 2015 Workshop and Regular Meeting Agendas – *K. Nelson*
6. Other Business – *A. Gorayeb/Council*
   A. ODOT Draft Plan for Outreach for Proposed Solution to Hwy 20/Barclay Intersection

This agenda is also available via the Internet at **www.ci.sisters.or.us**
The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213

ADVISORY COMMITTEE APPLICATION

CITY OF SISTERS

1. Committee Applying For: Budget Committee

2. Name: Ryan (Last) Charles (First) E. (Middle) Chuck (I go by ...)

   Address: 845 E. Coyote Springs Rd., Sisters, OR 97759
   Street, P. O. Box / City / State / Zip Code

3. Telephone No.: 503-233-1881 E-mail Address: CRYAN1528@gmail.com

4. Occupation: CFO Work Phone: 503-647-7474

5. Do you reside within the city limits of Sisters? Yes ✓ No ____

6. Statement indicating reason you would like to serve on this voluntary Advisory Committee:

   Recently moved to Sisters; have interest in getting involved in the Community & Town Politics; CPA and long time CFO in Industry; feel I could add value to the town of Sisters where I plan to retire permanently.

7. Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:

   See above; very seasoned CFO and budget expert; what attracted me to Sisters is its quality of life and outdoor friendly environment.

8. Other volunteer, committee, board, commission experience:

   From Various (Mo/Yr) Organization Served several Industry boards & Board member for HOA in NY
   To ____ (Mo/Yr) Address ____
   Type of Organization Private & HOA Telephone No. ____
   Role: Finance / Budget / Audit
   If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___ Yes ___ No N/A

RECEIVED
NOV 09 2016
CITY OF SISTERS

ADVISORY COMMITTEE APPLICATION

CITY OF SISTERS

From _____(Mo/Yr) Organization _____
To _____(Mo/Yr) Address _____
Type of Organization _____ Telephone No. _____
Role: _____
If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___Yes ___No

From _____(Mo/Yr) Organization _____
To _____(Mo/Yr) Address _____
Type of Organization _____ Telephone No. _____
Role: _____
If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? ___Yes ___No

9. How did you hear about this position? Newspaper

10. Would you be interested in serving on advisory committee in the future? Yes

References: Mr. David Finnie Mr. John McCalla
Mr. Ed Rizzuti

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. All information/documentation related to service on this committee is subject to public record disclosure.

Date: ~~4/16/14~~ 5/18/15 Signature: _____

Please return this application to the City of Sisters, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For more information, please call the City Manager's office, (541) 549-6022 Ext. 1

AGENDA ITEM SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: May 21, 2015

Staff: Patrick Davenport & Paul Bertagna

Type: Workshop

Dept: CDD and PW

Subject: Creekside Park improvements- Recommendations from City Parks Advisory Board

Action Requested: Discussion and Consideration of implementing the recommendations from the City Parks Advisory Board regarding improvements to Creekside Campground

Proposed Project: On May 6, 2015, the City Parks Advisory Board (CPAB) met to discuss and consider several proposed improvements to Creekside Park. The CPAB also included a recommendation to modify to the ingress and egress to the Park, requiring a one way ingress at Buckaroo Trail and one way egress at Locust St. The CPAB also recommended that a traffic study be performed to analyze the impacts of this ingress/egress revision.

The (planning level) cost estimates for the various improvements and ingress/egress revisions total approximately $456,100 (including $10,000 for the traffic study) and are more detailed in attached documents. Also included for Council's consideration are future projects to install landscaping (grass, etc.) and irrigation lines. A phased plan is also attached which illustrates proposed locations and timing of the improvements.

Staff is requesting that the City Council review these recommendations from the CPAB as well as consider including various landscaping and irrigation improvements and performing pavement maintenance on an as-needed basis. Staff is requesting direction on the implementation of these proposed improvements.

Concurrence: ___ CM ___ F&A PTD CDD ___ PW

520 E. Cascade Ave.
P.O. Box 39
Sisters, OR 97759

(541) 323-5212
Fax: (541)549-0561
www.sisters.or.us

CITY OF SISTERS

Public Works Department

TO: Patrick Davenport, Community Development Director

FROM: Erik Huffman, City Engineer

DATE: April 28, 2015

SUBJECT: Overnight Park Campground Preliminary Construction Costs

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Preliminary cost estimates and timelines have been developed for multiple sub-projects which have been discussed by the Sisters Parks Advisory Board as potential improvements at the Overnight Park Campground. Summaries of the sub-projects are below.

1. Locust - Signage and Striping

The Locust Signage and Striping sub-project will modify the current west entrance to add signing and to remove the existing 2nd access point. Project includes removal of decommissioned road surfaces, widening of the remaining entrance, and new road signage and striping.

Construction Cost	$ 20,148.00
Contingency and Soft Costs	$ 3,626.64
Total Cost	**$ 23,774.64**
Projected Timeframe	105-120 Days

2. ADA Compliance

The ADA Compliance sub-project will update four campsites and other campground facilities to current ADA standards per the Guidelines for Outdoor Developed Areas published by the US Access Board. Project includes removal of existing parking surfaces, paving of 20-foot wide ADA parking spots, new ADA approved fire rings, new ADA approved picnic tables, and installing ADA approved signage.

Construction Cost	$ 23,550.00
Contingency and Soft Costs	$ 4239.00
Total Cost	**$ 27,789.00**
Projected Timeframe	105-120 Days

**ADA improvements per US Access Board guidelines are considered best practices but are not required for locally funded projects. ADA improvements may be scaled back if desired.*

3. South Locust Street and East Tyee Drive - Berms

The Locust and Tyee Berms sub-projects will install landscaped berms for visual and audio screening between the park and adjacent areas. The project will include grading of fill materials, trees, shrubs, and an irrigation system.

Construction Cost (Locust St.)	$ 37,692.00
Construction Cost (Tyee Dr.)	$ 38,313.00
Contingency and Soft Costs	$ 17,481.15
Total Cost	**$ 93,486.15**
Projected Timeframe	120-165 Days

4. Campground Restroom

The Campground Restroom sub-project will replace the existing restroom facility with a new ADA compliant facility with showers. Water, electric, and sewer service connections are included.

Construction Cost	$ 222,470.00
Contingency and Soft Costs	$ 43,370.00
Total Cost	**$ 265,840.50**
Projected Timeframe	210-240 Days

5. Dump Station Relocation

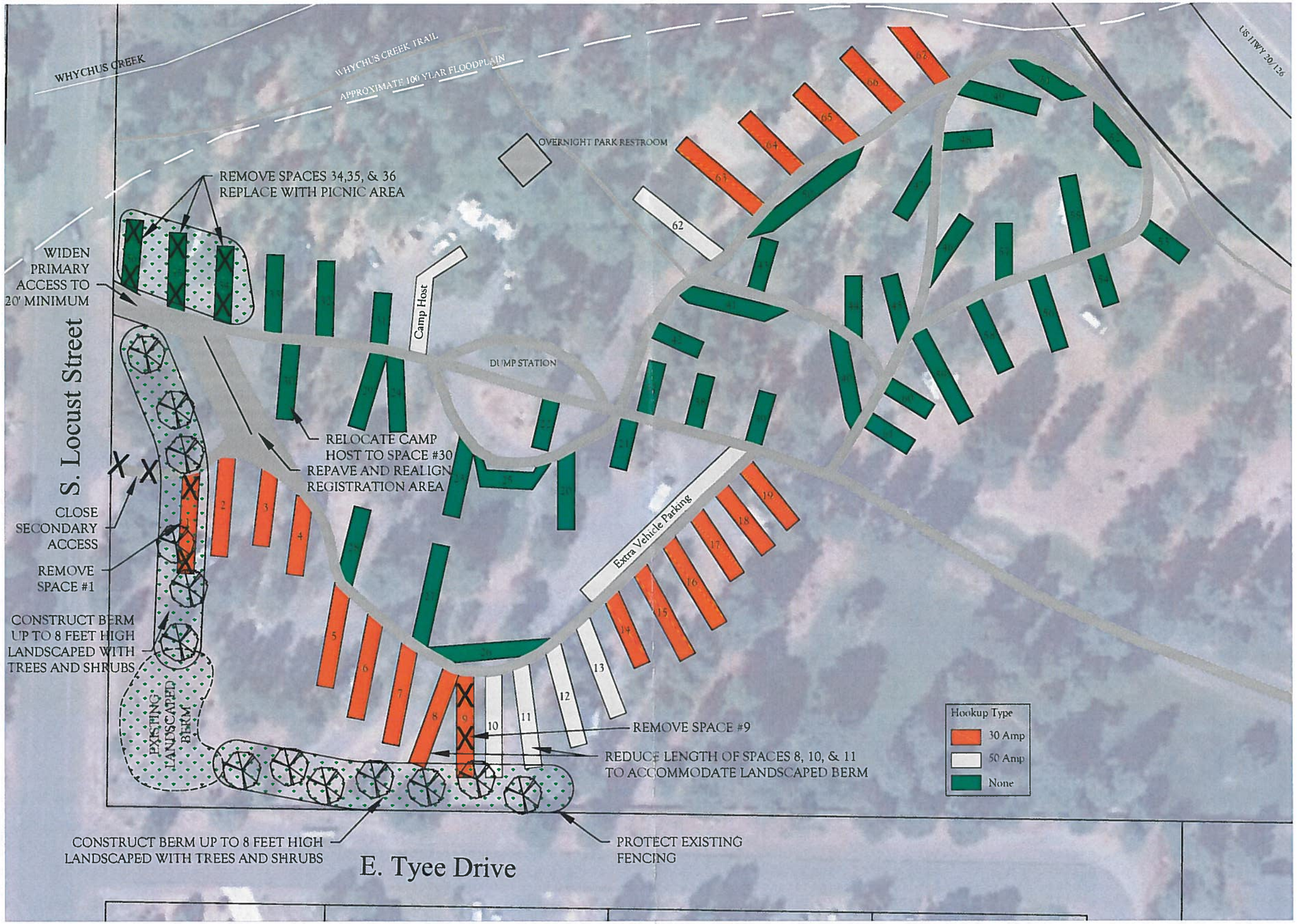
The Dump Station Relocation sub-project will move the existing dump station to a new location east of the current site. Project will include the removal of previous dump station access and parking area surfaces, construction of new RV turnaround, relocation of the current dump station, and new signage.

Construction Cost	$ 29,837.78
Contingency and Soft Costs	$ 5,370.80
Total Cost	**$ 35,208.58**
Projected Timeframe	90-105 Days

6. Access and Circulation Traffic Engineering Analysis

The Access and Circulation Traffic Engineering Analysis sub-project will provide an evaluation of access and circulation alternatives including two-way and one-way traffic patterns, single and multiple access points to the park, and impacts to adjacent roadways and state highways.

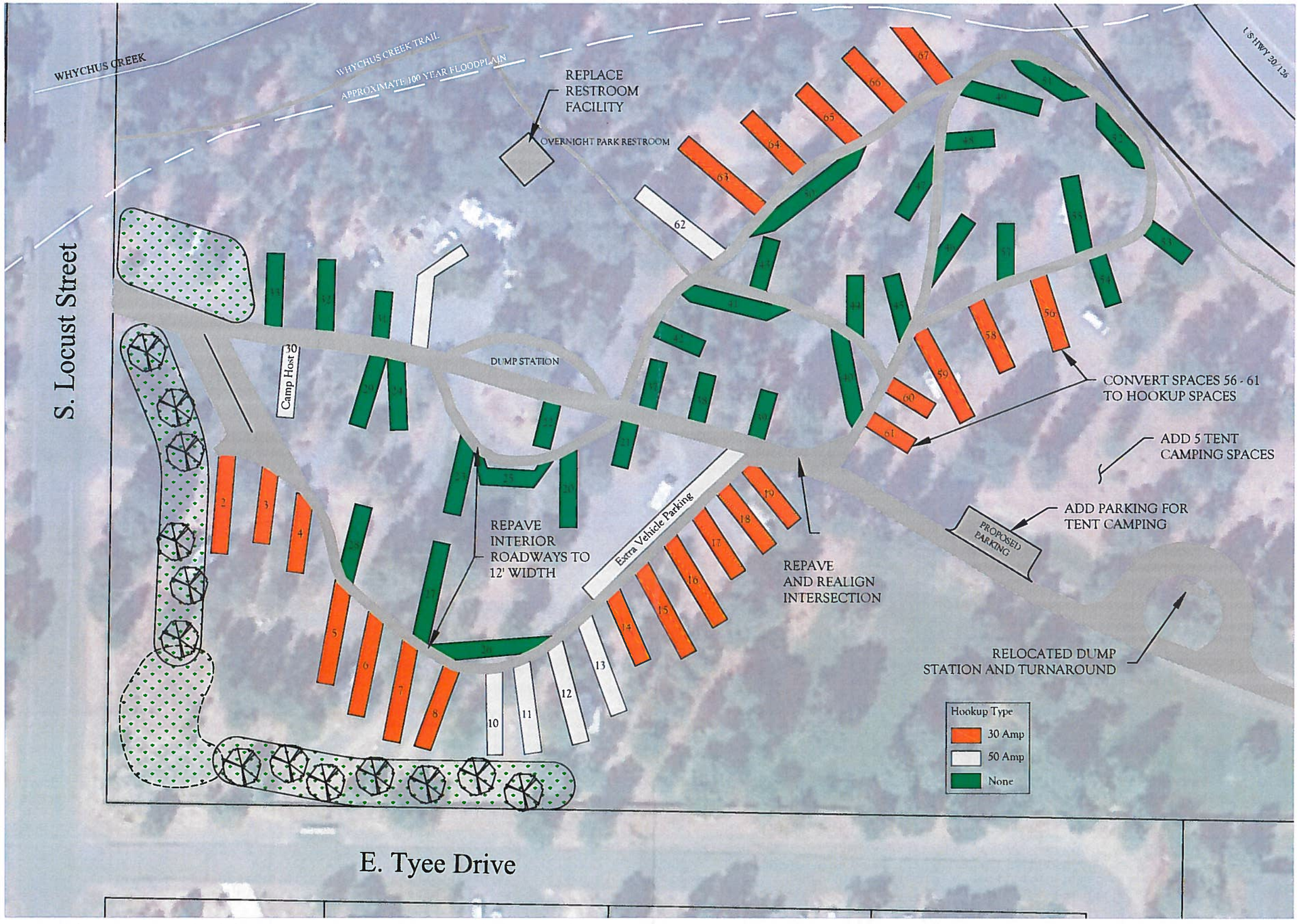
Total Cost	**$ 10,000.00**
Projected Timeframe	45-60 Days



Sisters Creekside Campground Overnight Park

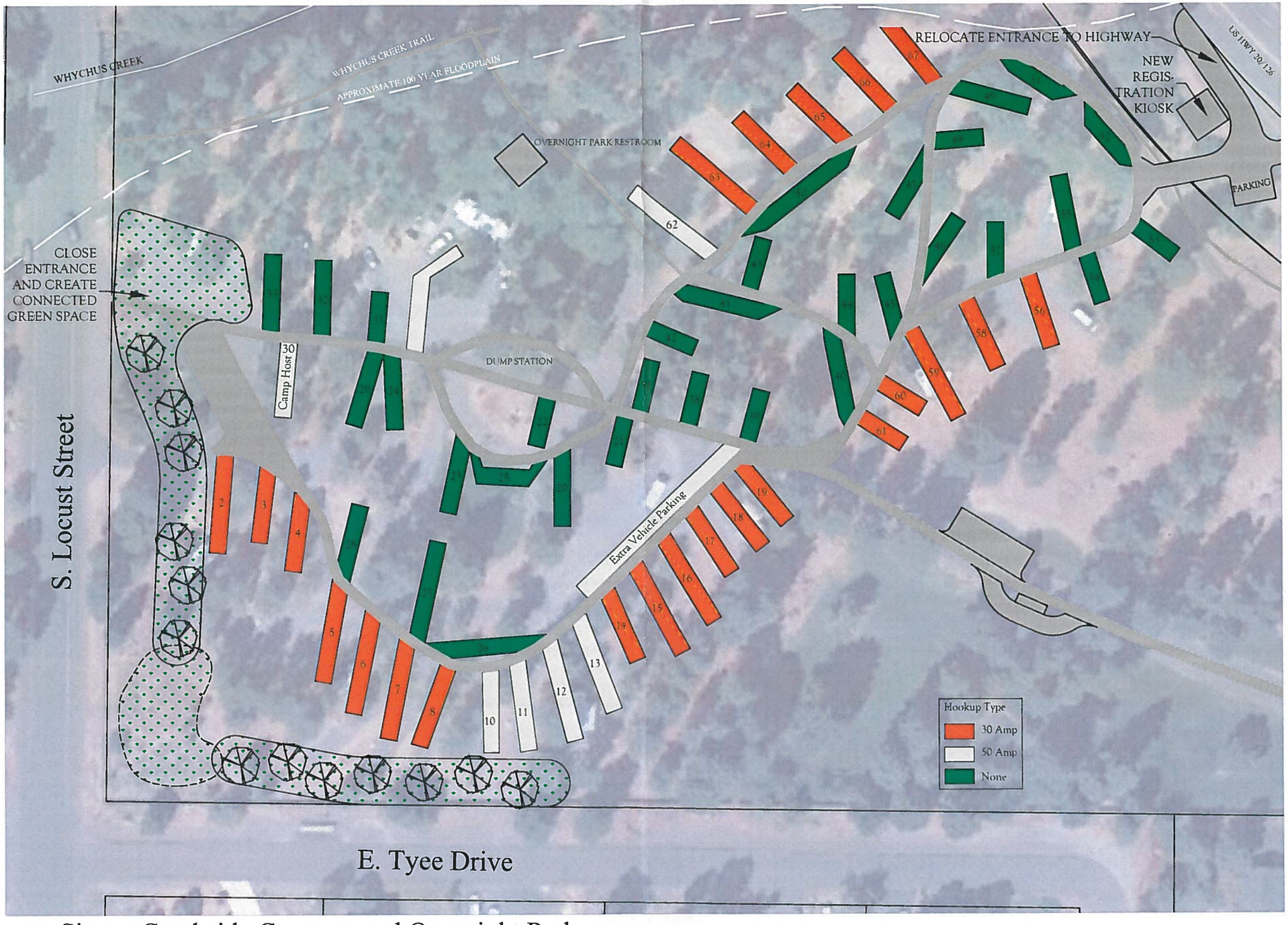
Concept Plan - Potential Phase 1 Improvements

2-27-2015



Sisters Creekside Campground Overnight Park
Concept Plan - Potential Phase 2 Improvements

Revised
3-31-2015



Sisters Creekside Campground Overnight Park

Concept Plan - Potential Phase 3 Improvements

2-27-2015

AGENDA ITEM SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: May 21, 2015 **Staff:** Patrick Davenport

Type: Workshop **Dept:** CDD

Subject: Offer of dedication of land for City Park in Clear Pine Subdivision

Action Requested: Consideration of an offer to accept land dedicated for a City Park in Clear Pine Subdivision

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Proposed Project: During the April 30, 2015 Planning Commission meeting, a master plan and subdivision plan for a new subdivision was approved which contains a future 1 1/4 +/- acre park. The developer is offering to dedicate this land to the City as a public park.

Although the proposed park at this particular location was not envisioned in the City of Sisters Parks Master Plan adopted in August 2011, there is an opportunity for this potential dedication to compliment the City's existing park inventory.

Attached is a master plan and subdivision plan illustrating the lot layout and location of the future park as well as the park's draft site plan. The site plan is at concept phase at the moment, depending on the proposed park's future ownership and maintenance. During the City Parks Advisory Board meeting on May 6, 2015, the CPAB forwarded a recommendation to the City Council to accept this offer of dedication subject to details of the terms of dedication and amenity development.

Staff is requesting that the City Council consider this offer of dedication and authorize staff to work with the developer and City Parks Advisory Board to draft the conditions of dedication and amenities development and report back to the City Council as project milestones are reached.

Concurrence: ____ CM ____ F&A ____ CDD ____ PW

MASTER PLAN AREAS - WITH THE OPTIONAL ALLEY

SINGLE FAMILY RESIDENTIAL (NET)	10.20 Ac.
MULTI-FAMILY RESIDENTIAL (NET)	1.90 Ac.
OPEN SPACE	2.14 Ac. (15.0%)
STREET & ALLEY R-O-W	5.78 Ac.
TOTAL PROJECT	20.02 Ac.

DENOTES OPTIONAL ALLEY

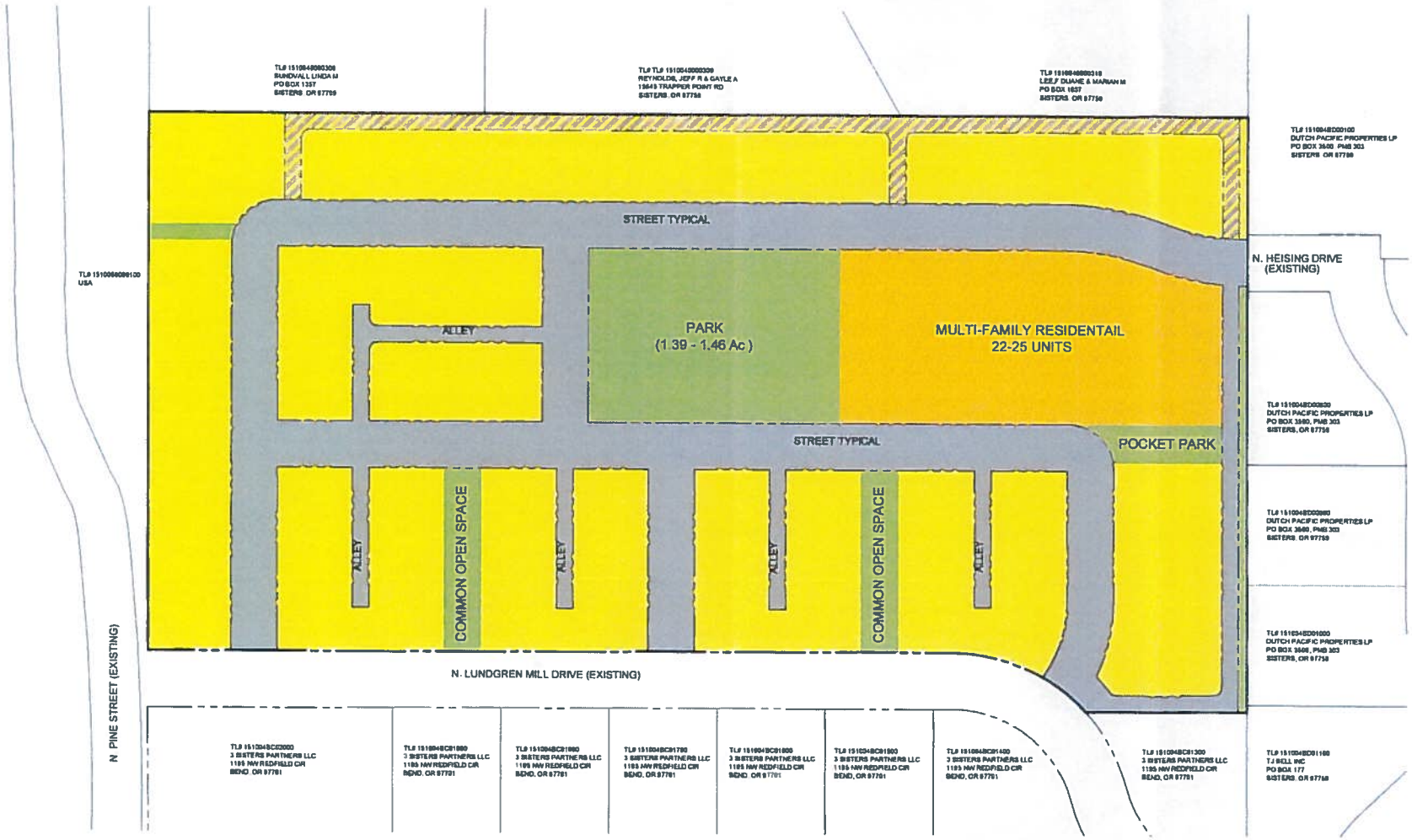
MASTER PLAN AREAS - WITHOUT THE OPTIONAL ALLEY

SINGLE FAMILY RESIDENTIAL (NET)	10.50 Ac.
MULTI-FAMILY RESIDENTIAL (NET)	2.13 Ac.
OPEN SPACE	2.23 Ac. (15.0%)
STREET & ALLEY R-O-W	5.16 Ac.
TOTAL PROJECT	20.02 Ac.

DENOTES OPTIONAL ALLEY

SCALE
60 0 30 60 120
(FEET)
1 INCH = 60 FT.

N



DevTech Engineering Inc.
Site Planning · Civil Engineering
Land Surveying
3052 NW Merchant Way, Ste 107
Bend, OR 97701
Phone: (541) 317-8429

3 SISTERS PARTNERS
3SP RESIDENTAIL SUBDIVISION
MASTER PLAN

SCALE: 1"=60'
PROJECT NO. 150108
DRAWING FILE NAME: 3 SISTERS TP.DWG

DRAWN BY: CDC
LAST EDIT: 3/2/2015
CHECKED BY: CDC

DATE	BY	REVM	REVISION	DATE

SHEET
MP1.0

TENTATIVE SUBDIVISION PLAN FOR
3SP RESIDENTIAL SUBDIVISION
BEING A
RE-PLAT OF 3 SISTERS BUSINESS PARK TRACT 'A' AND LOTS 9-19
LOCATED IN
SISTERS, OREGON

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT DATA

OWNER/APPLICANT	3 SISTERS PARTNERS, LLC 1195 NW REDFIELD CIRCLE BEND, OR 97701 (541) 488-8141
ENGINEER/SURVEYOR	DEVTECH ENGINEERING 3052 NW MERCHANT WAY, SUITE 107 BEND, OR 97701
CURRENT ZONING	RESIDENTIAL & MULTI-FAMILY RESIDENTIAL
EXISTING LOTS	THREE SISTERS BUSINESS PARK TRACT 'A' & LOTS 9-19 20.92 ACRES
PROPOSED LOTS	77 RESIDENTIAL, 1 MULTI FAMILY RESIDENTIAL, 1 PARK AND OPEN SPACE
CURRENT USE	VACANT
TOPOGRAPHY	SLIGHT UNDULATIONS AND GENTLY SLOPING IN THE NORTHEAST DIRECTION
STREETS/ALLEYS	PUBLIC CITY OF SISTERS
DOMESTIC WATER	CITY OF SISTERS
SANITARY SEWER	CITY OF SISTERS
STORMWATER	SWALES/INFILTRATION TRENCHES
POWER	CENTRAL ELECTRIC COOP
TELEPHONE/COM	CENTURY LINK
CABLE TV/COM	BEND BROADBAND
SCHOOL DISTRICT	SISTERS SCHOOL DISTRICT
FIRE DISTRICT	SISTERS-CAMP SHERMAN RFPD

PROPOSED USE AREAS

SINGLE FAMILY RESIDENTIAL (NET)	18.29	Ac
MULTI-FAMILY RESIDENTIAL (NET)	1.98	Ac
OPEN SPACE	2.14	Ac (15.8%)
STREET & ALLEY R-O-W	3.78	Ac
TOTAL PROJECT	20.92	Ac

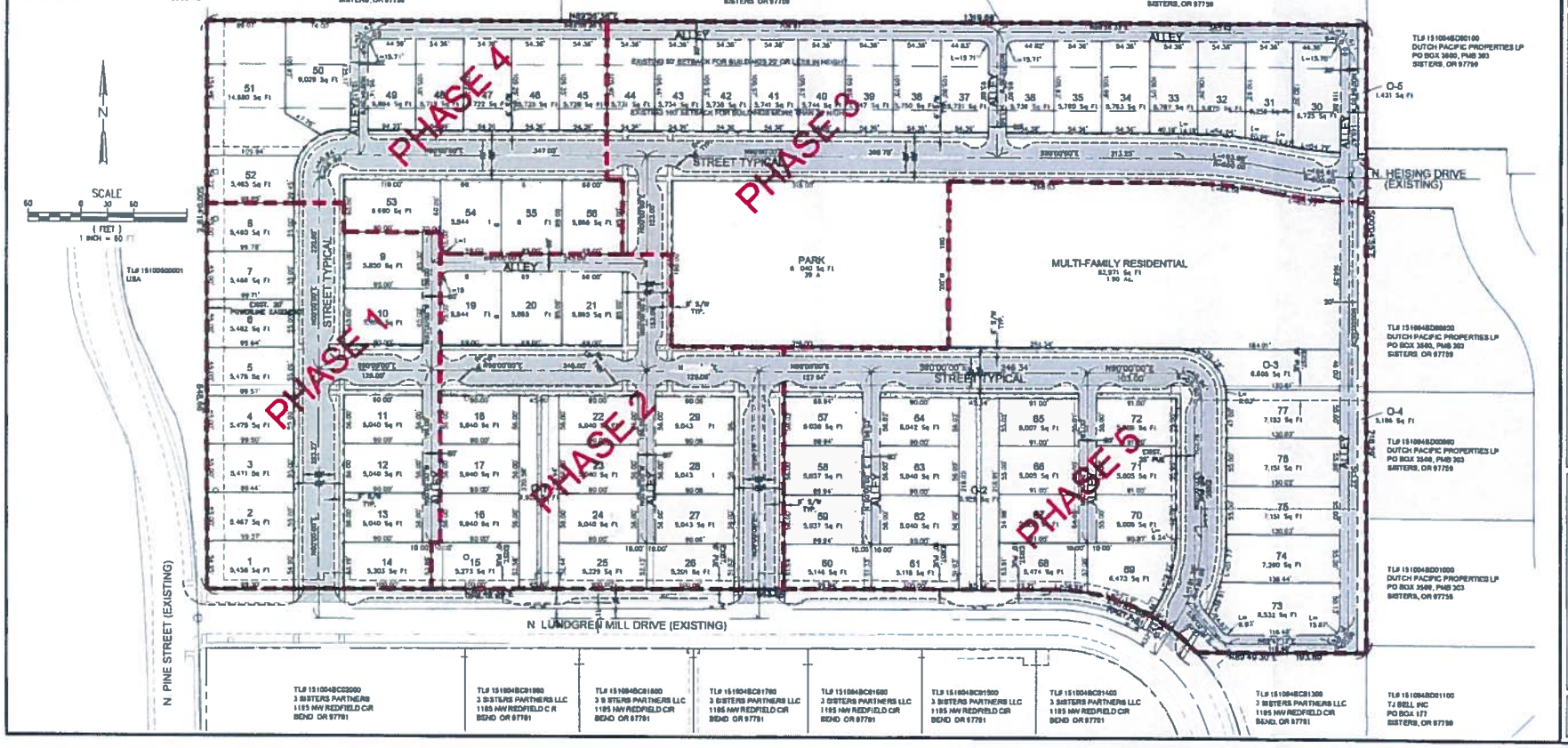
TYPICAL ALLEY SECTION

TYPICAL NEIGHBORHOOD ROUTE STREET SECTION
LUNDGREN MILL DRIVE

TYPICAL LOCAL STREET SECTION
PARKING BOTH SIDES

TYPICAL LOCAL STREET SECTION
PARKING ONE SIDE

PROJECT LOCATION



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Bend, OR 97701
Phone: (541) 317-8429

3 SISTERS PARTNERS
3SP RESIDENTIAL SUBDIVISION
TENTATIVE PLAT (OPTION #1)

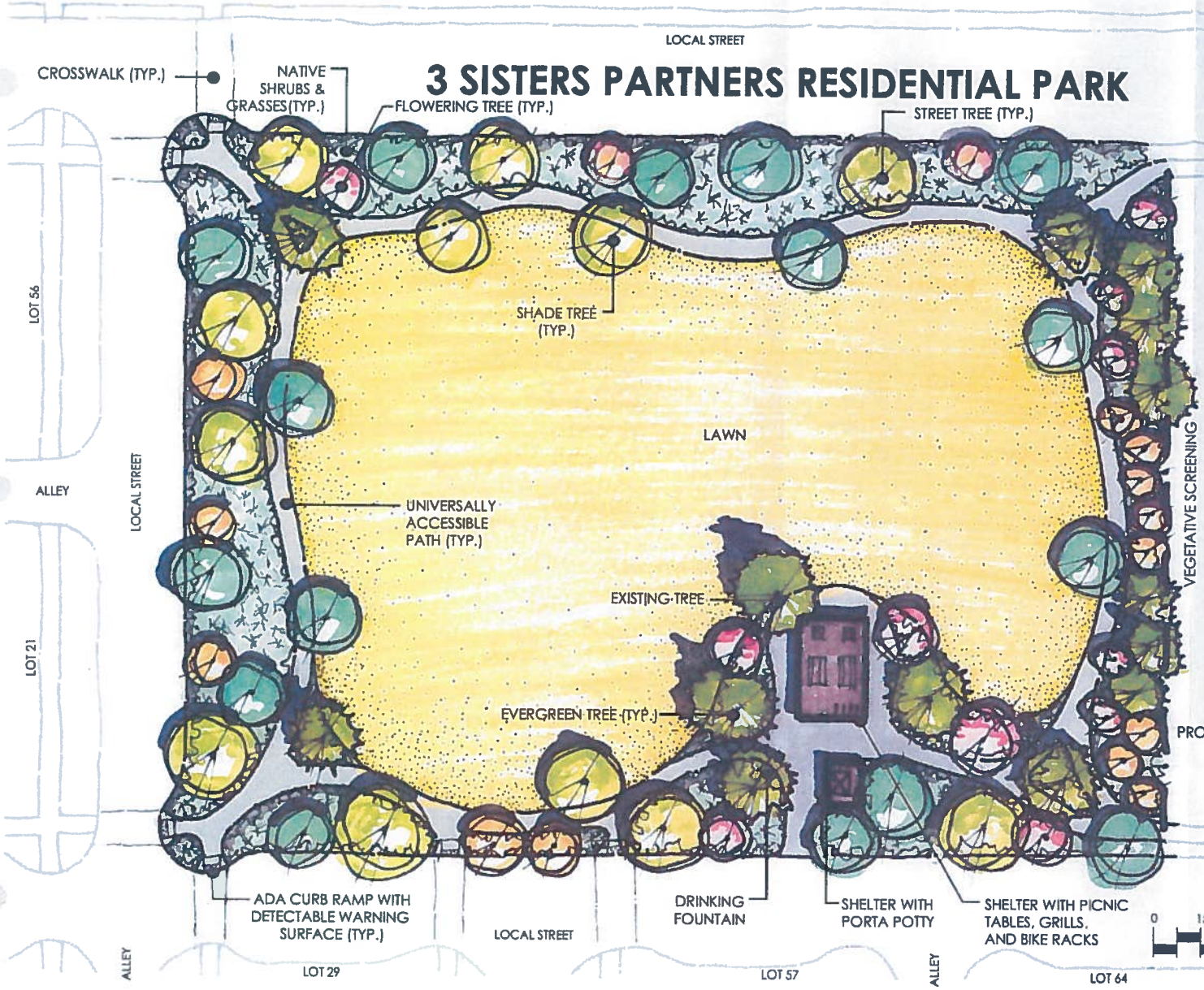
SCALE 1"=60'
PROJECT NO. 150108
DRAWING FILE NAME: 3 SISTERS TP.DWG

DRAWN BY: CDC
CHECKED BY: CDC
LAST EDIT. 3/2/2015

DATE	BY	REV#	REVISION	CKD

SHEET
TP1.0

3 SISTERS PARTNERS RESIDENTIAL PARK



PROPOSED SHELTER

PROPOSED BENCH

PROPOSED UNIVERSALLY ACCESSIBLE PICNIC TABLE

PROPOSED LITTER RECEPTACLE

03.0915

BOTANICAL DEVELOPMENTS

AGENDA ITEM SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: May 14, 2015 **Staff:** Patrick Davenport

Type: Workshop **Dept:** CDD

Subject: Revising Municipal Code to enable riding bicycles, scooters and skateboards on City sidewalks except for in the Downtown Commercial District

Action Requested: Discuss revising Municipal Code to enable riding bicycles, scooters and skateboards on City sidewalks except for in the Downtown Commercial District. Provide direction to staff to draft ordinance enabling the revision.

Summary: Below is a draft Municipal Code revision to Title 10 Vehicles and Traffic that would enable riding bicycles, scooters and skateboards on City sidewalks except for in the Downtown Commercial District.

Chapter 10.28 BICYCLES

> 10.28.030 Sidewalks. A person shall not ride a bicycle, scooter or skateboard upon a public sidewalk ~~within the City~~ within the Downtown Commercial Zoning District.

- Another option for consideration is to specify certain streets/blocks that prohibit riding bicycles, scooters and skateboards on City sidewalks (i.e: Hood, Cascade and Main from Larch to Pine).

Attachments:

Concurrence: ___ CM ___ F&A ___ CDD ___ PW

AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

MAY 28, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

1. Infrastructure Finance Authority (IFA) Document Review – *A. Gorayeb*
2. Other Business – *A. Gorayeb/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. OATH OF OFFICE FOR APPOINTED COUNCILOR

III. ELECTION OF COUNCIL PRESIDENT

IV. VISITOR COMMUNICATION

V. CONSENT AGENDA

A. Minutes
   1. February 19, 2015 – Workshop
   2. April 23, 2015 – Regular Meeting
   3. May 14 2015 – Workshop
   4. May 14, 2015 – Regular Meeting

B. Bills to Approve
   1. May Accounts Payable

VI. STAFF REPORTS

A. Deschutes County Sheriff's Office

VII. COUNCIL BUSINESS

A. Public Hearing and Consideration of Resolution No. 2015-07: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2014/15 BUDGET – *L. Fujita-Conrads*

DRAFT

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B. **Discussion and Consideration of a Resolution No. 2015-07:** A RESOLUTION SUPPORTING AN APPLICATION FOR A TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT – *P. Davenport*

C. **Discussion and Consideration of Resolution No. 2015-08:** A RESOLUTION OF THE CITY OF SISTERS APPROVING THE INFRASTRUCTURE FINANCE AUTHORITY (IFA) DOCUMENTS AND AUTHORIZE THE CITY MANAGER TO SIGN THE DOCUMENTS – *A. Goraeyb*

VIII. OTHER BUSINESS

A. Kiosk Program Update – *P. Davenport*

IX. MAYOR/COUNCILOR BUSINESS

X. ADJOURN

DRAFT