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| **MEMBERS PRESENT:** |  | **STAFF PRESENT:** |  |
| Michael Preedin | Mayor | Jordan Wheeler | City Manager |
| Andrea Blum | Council President | Kerry Prosser | Assistant City Manager |
| Gary Ross | Councilor | Joe O’Neill | Finance Director |
| Susan Cobb | Councilor | Scott Woodford | CDD Director |
|  |  | Matt Martin | Principal Planner |
| Absent: Jennifer Letz | Councilor | Eric Strobel | Economic Dev. Dir. |
|  |  | Rebecca Green | Deputy Recorder |

The meeting recording is available here:   
<https://www.ci.sisters.or.us/bc-citycouncil/page/city-council-workshop-meeting-3>

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Mayor Preedin at 6:31 pm.

**2. ROLL CALL**

A roll call was taken, and a quorum was established.

**3. APPROVAL OF AGENDA**

*Councilor Ross made a motion to approve the agenda.* *Councilor Cobb seconded the motion.* *Preedin, Blum, Ross, and Cobb voted aye; the motion carried 4-0.*

**4. VISITOR COMMUNICATION**

Michael, no address given spoke to emergency services, attempts to honor his friend for his army service, and other issues.

1. **CONSENT AGENDA**
2. Minutes
3. February 28, 2024 - Workshop
4. February 28, 2024 –Regular Meeting

*Councilor Ross made a motion to approve the Consent Agenda with stated amendments.* *Councilor Cobb seconded the motion. Preedin, Blum, Ross, and Cobb voted aye; the motion carried 4-0.*

1. **COUNCIL BUSINESS**

**A. Discussion and Consideration of Resolution 2024-05** A RESOLUTION OF THE CITY OF SISTERS AS PART OF THE GOVERNING BODY OF THE GREATER REDMOND AREA ENTERPRISE ZONE APPROVE THE ESTABLISHMENT OF A SCHOOL SUPPORT FEE OF 15%.

City Manager Wheeler provided the report, explaining Enterprise Zones and the approval process for the 15% support fee. The cities of Redmond and Sisters, as well as Deschutes County are required to adopt similar resolutions.

Mayor Preedin spoke to the importance of Economic Development for Central Oregon (EDCO) to the business life of Sisters. Sisters EDCO Director Eric Strobel stated that Sisters currently has two Enterprise Zones: Personalized Nutrients and Sisters Coffee.

*Councilor Ross made a motion to approve Resolution 2024-05. Councilor Cobb seconded the motion. Preedin, Blum, Ross, and Cobb voted aye; the motion carried 4-0.*

**B. Discussion and Consideration of a Motion** to Approve a Professional Services Agreement with Moore Iacofano Goltsman, Inc. for Urban Growth Boundary Expansion Consultant services.

City Manager Wheeler introduced the staff report by speaking to the multi-year efforts behind requesting consultant services, including the Sisters Country Vision, housing analysis, and efficiency measures – all efforts that have informed the need for expanding the Urban Growth Boundary (UGB).

Director Woodford presented the staff report, explaining the process of obtaining the consultant, Moore Iacofano Goltsman (MIG) and some of the past work MIG has done for Sisters, and in the area. The contract for $239,106 will be paid in part ($100,000) by the Department of Land Conservation and Development (DLCD) Housing Assistance Grant.

Woodford briefly explained the entire scope of work, beginning in earnest in April and scheduled to be complete in September 2025. MIG will emphasize public engagement throughout the project. Initial efforts will include the formation of a steering committee that will help develop policies and goals, review draft materials, and make key decisions throughout the process, in public meetings offering public input. The committee will include elected and appointed officials, staff, agricultural representatives, landowners, and interested community members.

MIG and the steering committee will work on finalizing the land need, which has been addressed in the [November 2023 Urban Growth Boundary Sufficiency Report](https://www.ci.sisters.or.us/sites/default/files/fileattachments/community_development/page/2351/sisters_2023_land_sufficiency_update_-_final_with_attachments.pdf). This finalization will create the “factual base” for how the UGB expansion will proceed, which will be presented before both the Planning Commission and the City Council. With that established, work will continue on the suitability of land types in the expanded UGB, taking into account the need and cost for public services, the combability of urban space with the nearby agricultural and forest lands that become adjacent, among other potential issues.

After a series of stakeholder meetings, MIG will develop an Expansion Area Evaluation Report that will evaluate options for expansion. From there, an initial concept plan will be developed and evaluated by the public before presenting to the Planning Commission and City Council for adoption, to the County for approval, and to the State for acknowledgement.

In approximately the fall of 2025, area planning will further refine land-use in terms of transportation, utilities, open space, and generally the character of developments to occur in the expanded UGB. The area planning will remain in place until a developer brings a plan to the City for consideration to annex lands for development.

Councilor Ross clarified that the steps Sisters is taking to expand the UGB is a longer process that will comprehensively address the needs of the city over 20-30 years in the future; and while there is a truncated process legally available, it would not allow for the full scope of need over time. It was further clarified that the creation of the expanded UGB does not require properties to be annexed; rather, property owners have the sole authority for annexing into the UGB. Lastly, annexations must be continuous and are not permitted in such a manner as to create an island of urban land surrounded by county lands.

Mayor Preedin emphasized that the expansion of the UGB was largely set forth by the [Sisters 2040 Comprehensive Plan](https://www.ci.sisters.or.us/community-development/page/sisters-2040-comprehensive-plan) undated in 2021, which addressed housing and employment needs, livability, and the need to plan for the expected growth prescribed by state land-use laws. Preedin described some examples of how long this growth takes place, in some cases multiple decades. Preedin and Ross spoke of the importance of local efforts in determining how the inevitable growth in Sisters takes place.

*Councilor Cobb made a motion to approve the professional services agreement, adding the not to exceed amount of $239,106. Councilor Ross seconded the motion. Preedin, Blum, Ross, and Cobb voted aye; the motion carried 4-0.*

1. **OTHER BUSINESS**
2. Staff Comments

City Manager Wheeler:

* The annual Forest Service Open House will be held April 9, 5:30 p.m., with a tour of the new ranger station under construction at 4:30 p.m.
* Some updates from the recent legislative session include a reform of Ballot Measure 110; the passing of Housing Bill 1537 that most pertinently provides new policy on land-use adjustments; and the passing of Housing bill 1530 that provides further funding for housing projects and shelters.
* The Public Works Advisory Board is working on System Development Charges for water and wastewater. The proposed updates will come to council in spring. The Locust Roundabout is on schedule. Thanks to the Public Works crew for their hard work this winter.
* The Finance Department is busy working on the budget, with the Budget Committee’s review scheduled for May.

Assistant City Manager Kerry Prosser:

* The application process continues to fill one position on the Budget Committee and one position on the Planning Commission. The appointments will come to Council in April.
* There were 25 excellent applicants for the Civic Leadership Academy, and 12 were selected. The Academy will start in April.
* The Community Leadership Initiative, a local group working in the houseless community in clean-up efforts are seeking grants for removing abandoned vehicles, which is a growing issue.
* Prosser met with the new Executive Director of the Farmers Market, discussing the coming year and their work with Seed to Table.
* The agreement with Northwest Housing Alternatives is under review and will be brought to Council early summer. The agreement consists of a 40-unit apartment building to be constructed at 322 North Trinity Way.
* Prosser met with a small community group interested in forming a Cultural/Arts District.
* The new Regional Housing Council will meet every 3rd Monday of the month, starting in March.
* The lease on 291 E. Main Avenue with Sisters Makers is in development and will come before Council at the April 10 meeting. Sisters Makers expects to inhabit the building starting May 15.

Community Development Department Director Woodford:

* The certification for International Dark Skies designation is in process and could take 1-2 years. The next step is to form a Dark Sky Committee.
* Citizens 4 Community will host an event on May 5 titled: “Who Gets to Live Here? The Search for Local Housing Affordability.” Associate Planner Emme Shoup will serve on the panel.
* An application for affordable housing funds was received from Habitat for Humanity, review is in process and will come to Council in May or June. The deadline for URA Workforce Housing Funds is April 1.
* The Planning Commission is working on the Tourist Commercial Zone text amendments.

**8. MAYOR/COUNCILOR BUSINESS**

Councilor Ross reported out from the Urban Forestry Board (UFB) meeting. City Forester Dan Galecki has resigned; an RFP to fill this position will go out soon. The UFB is working on a heritage tree program, which will likely come to Council in the near future. There are a lot of trees dying on the East Portal property, presumably due to climate change and notably from the Ips beetle. Those trees infected with the Ips beetle need to be removed before they spread to other trees. Ross attended the recent Deschutes County (DC) Bicycle/Pedestrian Advisory Committee which discussed the draft Transportation System Plan affirmed by County Commissioners; there is a second reading forthcoming. The plan includes a trail to be constructed between town and Black Butte Ranch.

Councilor Cobb gathered information from a few concerned citizens about the city’s efforts towards the unhoused. Cobb suggested there be more communication about those efforts. Manager Wheeler shared that the Deschutes County Coordinated Houseless Response Office is also discussing how to communicate well with the public about the work underway and the funds expended on behalf of the unhoused. In addition to that, more locally, we could communicate more about the work being done through the many volunteer networks in operation. The City is also planning for working with the public on ideas and options ahead of a potential smoke season and well ahead of next winter. Council discussed how the public gets involved in these efforts; Manager Wheeler and Mayor Preedin will further discuss and report out at a later meeting.

**9. ADJOURN:** 7:40 p.m.

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Rebecca Green, Deputy Recorder Michael Preedin, Mayor