



CITY COUNCIL Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Wednesday, January 10, 2024

AMENDED AGENDA

This City Council meeting is accessible to the public in person in the Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759

This meeting is open to the public and can be accessed and attended in person or remotely. Members of the public may view the meeting via Zoom at the link below:

<https://us02web.zoom.us/j/85781365496>

Visitor Communication: To offer written comments, send an email to kprosser@ci.sisters.or.us no later than 3:00 p.m. on the day of the meeting. If attending the meeting via Zoom and wish to speak, submit your name, address, phone number, and the topic you intend to address to kprosser@ci.sisters.or.us by 3:00 p.m. on the meeting day. For those attending the meeting in person, you may complete a request to speak form on-site.

5:30 PM WORKSHOP

1. Community Involvement Review
2. Discuss 2024 City Council Calendar
3. Other Business

6:30 PM CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **VISITOR COMMUNICATION**
5. **CONSENT AGENDA**
 - A. Minutes
 1. November 29, 2023 - Regular
 2. November 29, 2023 – Workshop
 3. December 13, 2023 – Regular
 4. December 13, 2023 – Workshop
 - B. Approve Minor Updates to the Employee Handbook.

This agenda is also available via the Internet at www.ci.sisters.or.us

6. COUNCIL BUSINESS

- A. **Public Hearing and Consideration of Ordinance 536:** AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE CHAPTERS 2.15– SPECIAL PROVISIONS (SECTION 2.15.2400 DARK SKIES STANDARDS).

- B. **Discussion and Consideration of a Motion** to Approve a Professional Service Agreement with Harper Houf Peterson Righellis Inc. for the Design of the Westside Pumpstation Project in an amount not to exceed \$232,375 and Authorize the City Manager to Execute the Agreement Subject to Minor Legal Revisions.

- C. **Discussion and Consideration of Resolution 2024-01:** A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS.

7. OTHER BUSINESS

- A. Staff Comments

8. MAYOR/COUNCILOR BUSINESS

9. ADJOURN

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above-referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

This meeting is open to the public, and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be recorded. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eighty (48) hours in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider



Meeting Date: January 10, 2024

Type: Regular Meeting

Subject: Community Involvement Overview and Feedback from Planning Commission

Staff: Emelia Shoup

Dept: CDD

Action Requested: Staff requests the City Council to consider the Planning Commission's feedback on the City's public involvement procedures, as outlined in Attachment A.

Summary Points:

- A policy of Goal 1 of the Sisters Comprehensive Plan (Public Involvement) states that the Planning Commission is the Community Involvement Committee, and it should annually review the community involvement procedures every year and provide City Council a list of their recommendations for improvements. See [Attachment A](#).
- The Planning Commission reviewed and discussed community involvement procedures at their November 2, 2023 work session. The meeting highlights and proposed action items for City Council's consideration are outlined in [Attachment B](#).
- Topics and feedback included:
 - Use of Neighborhood Meetings for Development Applications
 - History of Development in Sisters Presentation
 - Less formal opportunities for the public to listen to and/or engage with Staff and Council
 - Formation of Neighborhood Districts
 - Social Media and other online tools
 - Assess practices used in other communities
 - Persons providing public testimony wanting response / acknowledgement from the hearings body
 - Audit Comprehensive Plan for implementation of policies into the Sisters Development Code
- In summary, the Planning Commission (as the Community Involvement Committee) thought the City was doing a good job with community engagement efforts and there is always room for improvement.

Financial Impact: NA

Attachments:

Attachment A – Public Involvement Chapter of Sisters 2040 Comprehensive Plan

Attachment B – Summary of Planning Commission Feedback on Community Involvement Procedures from the November 2, 2023, workshop.

PUBLIC INVOLVEMENT



Photo Credit: Loma Smith
City Tabling at the Farmers Market

COMMUNITY VISION

The Sisters Country Vision focused on the need for connection among residents and organizations in the City and surrounding Sisters Country area. One such strategy is to continue to promote the welcoming, small-town atmosphere of Sisters through increased outreach and equitable opportunities for connection and participation. Another key strategy that plays an important role in the public involvement process is to bring some of Sisters' less frequently heard voices into a more diverse, welcoming and inclusive community conversation, fostering greater tolerance in the community, and helping newcomers as well as long-time residents to feel valued and supported. These strategies have been refined and carried forward through the policies in this section.

KEY ISSUES SUMMARY

- Committee for Community Involvement
- Clear & Accessible Information
- Address Barriers for Involvement

SECTION 1

PUBLIC INVOLVEMENT

STATEWIDE GOAL 1

CONTEXT

Sisters is home to an active and engaged community, with residents who care deeply about the future of their city. Sisters has seen robust population growth over the last two decades, and today the community includes a wide range of residents, from native-born and long-time community members to relative newcomers. The City of Sisters is committed to continuing its history as an actively-involved community members, and to expanding its outreach and engagement practices to invite a broader and more diverse range of community members to participate in civic life.

This chapter of the Comprehensive Plan addresses Statewide Planning Goal 1, which calls for the creation of a community involvement program that "ensures the opportunity for community members to be involved in all phases of the planning process." The policies in this chapter address the range of methods and intents related to continuing and enhancing public involvement in Sisters and helping to implement the Vision for Sisters Country: to remain welcoming even as we grow.

KEY ISSUES

The following issues pertaining to Statewide Planning Goal 1: Citizen Involvement are being addressed through comprehensive plan policies.

COMMITTEE FOR COMMUNITY INVOLVEMENT

The City's Planning Commission helps provide oversight of and support to the planning department, including review and approval of policy items and certain land use applications. These appointed representatives provide the community member perspective in the City's land use program. Similar to many other communities around the state, policies in this chapter designate the Planning Commission as the Committee for Community Involvement. They will be expected to help evaluate public involvement tools, assist in educating other members of the community on the land use process, and amplify opportunities for involvement with other local community organizations.

CLEAR AND ACCESSIBLE INFORMATION

Development projects in Sisters move quickly and information can easily become muddled with legal jargon and technical speak. As the City continues to develop more sophisticated processes for reviewing land use applications and planning processes, it is of utmost importance to ensure that clear and consistent information is getting out to the community in a timely manner and through a variety of methods. This involves meeting people where they are by using a variety of community tools and ensuring adequate funding is being dedicated to outreach.

ADDRESS BARRIERS FOR INVOLVEMENT

Historically, government processes — in particular the land use planning process — has engaged primarily affluent community members who own homes, property, or businesses. The Sisters community has identified a significant need to address the historic inequities within the City's public involvement processes and to undertake a study of barriers to participation for historically marginalized and/or underrepresented communities in order to garner more diverse and balanced perspectives from the community.

SECTION 1

PUBLIC INVOLVEMENT

GOALS & POLICIES

GOAL 1: Offer a wide variety of traditional and contemporary tools and opportunities that enable and empower a diverse population of residents, business owners, private organizations, and partner agencies located inside and outside City limits to participate in all land use processes.

OBJECTIVE 1.1 *To maintain an effective Community Involvement Program and recognize an official body; a Committee for Community Involvement (CCI) will be responsible for overseeing and regularly reviewing the effectiveness of the program in order to grow public awareness and participation.*

POLICY 1.1.1 The Community Involvement Program will be directed by the City's Planning Commission, sitting as the Committee for Community Involvement. The Planning Commission shall seek multiple methods to support and cultivate additional, new, and ever-expanding community



involvement opportunities including working directly with a diversity of organizations to amplify opportunities for involvement.

POLICY 1.1.2 The Planning Commission shall annually evaluate the City's public involvement tools and processes and report its findings in writing to the City Council along with recommendations as appropriate for improving the program.

POLICY 1.1.3 The City shall ensure that the level of funding and human resources allocated to the Community Involvement Program is an amount that will make community involvement and outreach an integral part of the planning process and that will remove barriers to participation for community members with limited incomes through methods such as providing compensation.

POLICY 1.1.4 The City shall ensure that the Vision Implementation Team of the Sisters Country Vision regularly reports on the progress of Action Plan implementation, including documentation of its community outreach efforts.

POLICY 1.1.5 The City shall provide information or conduct activities that help community members learn about and better understand the municipal operations of the City and encourage a greater degree of civic engagement.

OBJECTIVE 1.2 *To recognize the need to use a variety of traditional and contemporary communication tools and channels in the Community Involvement Program, including communication methods that*



will reach diverse audiences and drive greater awareness and participation in all phases of planning processes.

- POLICY 1.2.1** Planning Commission and other City officials shall identify barriers to engagement and actively seek opportunities to personally present planning process or specific project information to community organizations, especially opportunities that will reach historically lesser-involved residents.
- POLICY 1.2.2** The City shall ensure that information about planning activities and notices of upcoming meetings are maintained on the City's website and distributed via a variety of outlets and methods, including non-traditional methods that might be more successful at reaching underrepresented or less frequently involved members of the public.
- POLICY 1.2.3** The City shall provide information about planning activities and notices of upcoming meetings in clear, understandable language and will include information about relevant City processes and procedures. This will include brief descriptions of items that City Council and Planning Commission will be discussing.
- POLICY 1.2.4** The City shall actively encourage community participation in planning processes and shall implement strategies to reach underrepresented or marginally-involved populations.
- POLICY 1.2.5** City officials shall reach out to and encourage qualified individuals from historically lesser-involved populations to apply for vacancies on the City's advisory bodies, not only to foster vibrant and diverse perspectives within these bodies but also to encourage bridge-building to other voices in those populations and to create, strengthen and maintain relationships with those populations.
- POLICY 1.2.6** The City shall provide options for community members to view and participate in all official City meetings in-person or remotely, consistent with State requirements, in order to reduce barriers to participation.
- OBJECTIVE 1.3** *To present technical information in an understandable form that serves as the foundation for community engagement and discussion.*

- POLICY 1.3.1** The City shall provide information necessary to reach policy decisions at City Hall, on the City's website, and via other avenues as appropriate.
- POLICY 1.3.2** The City shall provide information in a simple and understandable form, with minimal use of abbreviations or technical jargon.
- POLICY 1.3.3** Upon written request, the City shall aid in distributing, interpreting, and using technical information in a timely manner.
- POLICY 1.3.4** The City shall document, retain, and make available for public assessment recommendations resulting from the Community Involvement Program.
- POLICY 1.3.5** Policy-makers shall endeavor to respond to community members who have participated in community engagement activities. The City will make available a written record of the rationale used to reach land-use policy decisions at City Hall, on the City's Website, and via other resources as appropriate.
- POLICY 1.3.6** The City shall consider appointing a designated staff member who can help community members understand and interpret City plans and regulations upon request.

**Community Involvement
Planning Commission
November 2, 2023**

Goal of the Work Session: A policy of Goal 1 of the Sisters Comprehensive Plan (Public Involvement) states that the Planning Commission is the Community Involvement Committee and it should annually review the community involvement procedures every year and providing City Council a list of their recommendations for improvements. Planning Commission discussed this at their November 2, 2023 work session and here are their recommendations:

- Neighborhood Meetings:
 - Currently the development code encourages the applicant to meet with neighbors prior to land use submittal and allows the CDD Director to require them in some cases.
 - Commissioners support the concept and wish to see it used more.
 - They see the benefit and how projects that do their outreach prior to the hearing fare better in the hearings than those that do not (citing Woodlands and Clear Pine as two good examples).
 - Need policy guideline for what types of applications would require one and which wouldn't.
 - Commissioners emphasized the importance for the public to know that these are informational only - that they don't get to dictate everything they want - and that the Code still prevails at the end of the day.
 - *Action Item: Create an internal policy or amend the code to enhance the parameters of the neighborhood meeting (when required, who gets invited, notice and meeting requirements, etc.)*

- History of Development in Sisters:
 - Noted the need for more education about the history of how we got to where we are for the benefit of newcomers (i.e. when zoning started, sewer installation, annexations, etc.) so they have that perspective as they get more involved.
 - Suggested a history of development in Sisters speaking engagement – perhaps through a C4C event or drafting something that lives on the city website.
 - *Action Item: Suggest this as a C4C event and/or draft a history of Sisters development memo write for inclusion on the city website.*

- Informal Neighborhood Meetings with Council & Staff:
 - Cited the need for more opportunities for the public to be able to interact with their Councilors and staff in an informal manner for Q & A and to answer questions like “why does it work like that?”
 - This could be a sort of fireside chat and an opportunity to clear up misunderstandings and satisfy curiosities, as things sometime get spun in our social media world and an opportunity to “set record straight.”
 - *Action Item: Share idea with Council about the need to connect with constituents in an informal manner and opportunities for staff to do the same about important issues.*

- Formation of Neighborhood Districts
 - The idea is that residents could form their own districts/associations, similar to how they do it in Bend, (with guidelines on how they operate) and work out development issues before they come to hearings, so we don't have 10-20 people coming to say the same thing and create the opportunity to be more uniform in their comments; Developers will know which district they are in and will be able to go and talk to them to hear their comments and ideas.
 - Council should initiate these districts on their own to talk to their constituents more - like state and federal officials do - and they should be ongoing (perhaps quarterly) to talk casually about what's going on in the city and answer questions and, in the process, provide education to the community and hear their concerns.
 - *Action Item: Share idea with City Council and see if they want to direct staff to investigate the feasibility of neighborhood associations/districts.*

- Social media
 - We have a FB site, but don't get a lot of engagement, shared how we could splice in videos of what our city departments do; support for short YouTube videos for education, but they need to be less than 60 seconds. What about the older demographic? Do they engage that way or do we need to use a multitude of ways to communicate, including old school ways?
 - *Action Item: Consider the use of short videos to convey important information to the community.*

- City communicating key messages/information to the community:
 - "City could use a publicist" – staff shared the recruitment of the Deputy City Recorder/Communication Coordinator that could help with some of these communication initiatives.

- Helpful Websites to Exchange Information:
 - One Commissioner suggested use of a website, such as "ThoughtExchange" for the community to collaborate ideas and which the new City communications person could comb through it and gain a sense of what community concerns and wants are; The Commissioner felt there is a huge need to increase the community knowledge base about land use because it took them a long while to get up to speed as a Commissioner.
 - *Action Item: Consider ways to continue to solicit feedback from the community, including the monitoring of third-party sites (e.g. Next Door app, Facebook, etc.)*

- Copy other communities:
 - Look at other communities to see what works well and what doesn't – don't need to reinvent wheels and it's okay to copy the good things other places do.
 - *Action Item: Staff to review best practices from other communities and incorporate them where feasible.*

- Summary:
 - In summary, the Planning Commission (as the Community Involvement Committee) thought the city was doing a great job with community engagement and thought it was more engaged now than they've even been; but also need to realize there is a large portion of the citizenry who will not participate and to a degree that it's on them to participate and meet us halfway and so keep your goals realistic.
- Public comment:
 - One person attended and offered the concern about providing public comment at meetings during the public comment period and getting no feedback – is anyone really listening?
 - *Action Item: Share this with the City Council and have the Mayor message to the commenters that Council often times discusses an issue brought up during public comment at the end of the meeting during Councilor comments.*
 - They also said it would be helpful to hear a conversation between Councilors and Commissioners on a big subject like the UGB to let public know what their vision is - that's one reason why she comes to the workshops – so she knows why things happen in the formal meetings;
 - *Action Item: Continue to schedule a joint meeting between the City Council and Planning Commission at least once a year.*
 - The city does a very thorough job getting public input for long range planning projects like the Comp Plan, but then there seems to be a disconnect when a project like Sunset Meadows comes in and it doesn't meet the Comp Plan vision, but gets approved anyway. She now realizes that it's the Development Code that's most important – so there is a need to help educate the public about the need to be more involved when code policy is being changed.
 - *Action Item: This is a City Council goal for 2023-24. Staff will audit the Comprehensive Plan with the Planning Commission and highlight policies that could result in amendments to the City's Development Code and review them with City Council for direction on development code amendments.*

Community Involvement

Review of Planning Commission Feedback on policies and procedures

CITY COUNCIL WORKSHOP
CITY OF SISTERS COMMUNITY DEVELOPMENT



BACKGROUND

Why talk about Community Involvement?

Goal 1 of Statewide Planning Goals (Citizen Involvement)

2021 Sisters Comprehensive Plan Goals, Objectives, and Policies



OREGON LAND USE GOALS

Goal 1 – Citizen Involvement

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

1. Opportunities for widespread public involvement
Effective two-way communication with the public
2. The ability for the public to be involved in all phases of the planning process
3. Making technical information easy to understand
4. Feedback mechanisms for policy-makers to respond to public input, and
5. Adequate financial support for public involvement efforts

Oregon's Statewide Planning Goals & Guidelines



SISTERS COMPREHENSIVE PLAN

Section 1 – Public Involvement

POLICY 1.1.1 The Community Involvement Program will be directed by the City’s Planning Commission, sitting as the Committee for Community Involvement. The Planning Commission shall seek multiple methods to support and cultivate additional, new, and ever-expanding community involvement opportunities including working directly with a diversity of organizations to amplify opportunities for involvement.

POLICY 1.1.2 The Planning Commission shall annually evaluate the City’s public involvement tools and processes and report its findings in writing to the City Council along with recommendations as appropriate for improving the program.



DISCUSSION OBJECTIVE

- Review and discuss public involvement policies, requirements, and tools
- Identify recommendations to City Council.



LAND USE NOTICING PROCEDURES

Sisters Development Code Chapter 4.1 Types of Applications & Review Procedures

Type of Application	Mailed Notice	Published Notice	Posted Notice	Appeals to:
Type I final plats, short term rental, home occupation, lot line adjustment, ADU, sign permits	No	No	No	Land Use Board of Appeals (LUBA)
Type II site plan review, minor variance, partition, minor conditional use	Yes	No	Yes	Planning Commission
Type III master plan, subdivision, conditional use, master plan, cottage development	Yes	Yes	Yes	City Council
Type IV comprehensive plan amendment, development code text amendment, zone change	Yes	Yes	Yes	LUBA

CLASSIFIEDS
Wednesday, October 5, 2022 *The Nugget Newspaper*

PUBLIC AUCTION NOTICE
On 10/12/2022 at 1 p.m.: The entire contents of C-19, Container-12, and Container-9 belonging to Chris Laird will be sold to the highest bidder. The high bidder(s) must remove the contents within 5 days. Sale takes place at *Sisters Rental*, 331 W. Barclay Drive, Sisters, OR. 541-549-9631

NOTICE OF PUBLIC HEARING
Notice is hereby given that the City of Sisters Planning Commission will conduct a public hearing regarding the applications listed below. The hearing will be held according to

and a Minor Partition on a 12.85-acre property in the Multi-Family Residential District. The proposed development includes:
• 22 lots for single family detached dwellings.
• 48 lots for zero lot line townhome dwellings.
• 1 parcel for approximately 72-124 multifamily units. (Required Site Plan Review of the proposed multi-family residential development is not included in this current proposal)
• Associated infrastructure (streets, utilities) and other site improvements.
Applicable Criteria:

NOTICE OF PUBLIC HEARING
Notice is hereby given that the City of Sisters Planning Commission will conduct an in-person public hearing at Sisters City Hall (520 E. Cascade Avenue, Sisters) on **October 20, 2022, at 5:30 PM** regarding the applications listed below. The hearing will be held according to SDC Chapter 4.1 and the rules of procedure adopted by the Council and available at City Hall.

Prior to the public hearing, written comments may be provided to Sisters City Hall at 520 E. Cascade Avenue, Sisters (mailing address: PO Box 39, Sisters, OR 97759) or emailed to mmartin@ci.sisters.or.us. Comments should be directed toward the criteria that apply to this request and **must reference the file number(s)**. For additional information, please contact Matthew Martin, Principal Planner at (541) 323-5208 or mmartin@ci.sisters.or.us.

The staff report and recommendation to the hearings body will be available for review at least seven (7) days before the hearing. All submitted evidence and materials related to the application are available for inspection at City Hall. Copies of all materials will be available on request at a reasonable cost. The Planning Commission meeting is accessible to the public either in person or via Zoom online meeting. Meeting information, including the Zoom link, can be found on <https://www.ci.sisters.or.us/meetings>.

PUBLIC HEARING: October 20, 2022 at 5:30 pm
File #: MP 22-01 / SUB 22-01 / MNR 22-02
Applicant: Woodhill Homes - George Hale
Owner: Richard G Patterson Revocable Trust
Site Location: Situs Address: 15510 McKenzie Highway, Sisters, OR 97759; Tax Map and Lot: 15-10-5DC 7300
Zoning: Multi-Family Residential District - MRF
Airport Overlay District - AO

Request: The Applicant is requesting approval of a Master Plan, Tentative Subdivision Plat, and a Minor Partition on a 12.92-acre property in the Multi-Family Residential District. The proposed development ("Sunset Meadows") includes:
• 22 lots for detached single family dwellings
• 48 lots for attached townhome single family dwellings
• 1 parcel for approximately 72-124 multi-family residential units (Required Site Plan Review of the proposed multi-family residential development is not included in this current proposal.)
• Associated infrastructure (e.g. streets, utilities) and other site improvements

Applicable Criteria: City of Sisters Development Code (SDC); Chapter 2.3 - Multi-Family Residential District; Chapter 2.11 - Airport Overlay District; Chapter 3.1 - Access and Circulation; Chapter 3.2 - Landscaping and Screening; Chapter 3.3 - Vehicle and Bicycle Parking; Chapter 3.5 - Public Improvements Standards; Chapter 4.1 - Types of Applications and Review Procedures; Chapter 4.5 - Master Planned Developments; Chapter 4.3 - Land Divisions and Lot Line Adjustments



LAND USE NOTICING PROCEDURES

4.1.1000 Neighborhood Meetings

A. Neighborhood Meeting Requirement. Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input and exchange information about the proposed development. In some cases, the Community Development Director or designee may require the applicant to meet with adjacent property owners or neighborhood representatives prior to accepting an application as complete.



LAND USE NOTICING PROCEDURES

In addition to requirements, additional noticing strategies include:

- Posting at City Hall and Post Office
- Listing on City Webpage

Active Land Use Notices & Decisions

The Community Development Department reviews land use applications for a variety of development compliance with the Sisters Development Code. Public notice of land use applications in-progress are available for public viewing here.

Please contact the assigned City Planner to request additional information on any land use application.

Active Land Use Applications In-Progress:

- Sunset Meadows Multi-family Development - 15510 McKenzie Hwy (File No. SP 23-02). Notice

Recent Land Use Decisions for On-going Projects: (see Supporting Documents below)

Supporting Documents

- Land Use Decision_811 S. Elm Street_RV_Temporary Use Permit (8.14.23) (392 KB)
- Land Use Decision_153 W Black Crater Ave_Minor Partition_MNR 23-02 / MCU 23-01 (8.10.23) (583 KB)
- Land Use Decision_133 W. Black Crater Ave_Minor Partition_MNR 23-01 (8.1.23) (601 KB)
- Land Use Decision_155 W. Lundgren Mill Drive_Site Plan Review & Minor Variance (7.28.23) (599 KB)
- Land Use Decision_410 E Cascade Avenue_Temporary Use Permit (7.28.23) (550 KB)



Community Engagement Tools *for Long-Range Planning Projects*



Fir Street Park Farmers Market (2021)
PC: Loma Smith Photography

LONG-RANGE PLANNING

Long-range planning projects have a city-wide impact and are an opportunity for the community to get involved and provide guidance.

- Sisters Country Vision (2018-2019)
- Comprehensive Plan (2020-2021)
- Housing & Land Efficiency Measures (2022-2023)
- Dark Skies Standards (2022 - ongoing)



COMMUNICATION TOOLS

- City Website with announcements & project-specific webpages
- E-Notifications
- Paper Outreach (direct mailers, Nugget articles, press-releases, posting agendas, project flyers in English and Spanish)
- Social Media (City Facebook)





GATHERING PUBLIC INPUT

- Open Houses (in-person and virtual)
- Surveys
- Public Comments, Letters & Written Record
- Passive Engagement: "Community Web" Art Installation

DIRECT ENGAGEMENT

- Community & Stakeholder Advisory Committees (via Zoom)
- Community Engagement Tabling Sessions (In-Person)
- Community Conversations (via Zoom)



NOVEMBER 2, 2023



Community Conversations



130 Participants

1. C4C Let's Talk (Oct 19, 2020)
2. Urban Forestry Board (Nov 9, 2020)
3. Planning Commission (Nov 19, 2020)
4. Sisters Folk Festival (Nov 30, 2020)
5. Sisters Outdoor Quilt Show (Nov 30, 2020)
6. Sisters Historical Society (Dec 1, 2020)
7. Sisters Chamber of Commerce (Dec 1, 2020)
8. City Parks Advisory Board (Dec 2, 2020)
9. Seed to Table (Dec 4, 2020)
10. Traded Sector (Dec 9, 2020)
11. Sisters Trail Association (Jan 6, 2021)
12. Sisters Lions Club (Jan 7, 2021)
13. Habitat for Humanity (Jan 14, 2021)
14. Sisters Middle School Leadership Class (Jan 20, 2021)
15. Sisters Rotary (Jan 21, 2021)
16. Age Friendly Sisters Country (Jan 22, 2021)
17. Central Oregon Area Realtors (Jan 29, 2021)
18. Sisters Fight for Social Justice (Feb 17, 2021)
19. Sisters Houseless Networking Group (Mar 2, 2021)

LIVABILITY

POLICY GOAL
Maintain and enhance the livability of Sisters as a welcoming community with a high quality of life and a strong community identity.

Community Identity Neighborhood Design Active Transportation Sustainability & Environment

What makes a neighborhood great (livable)? Place a sticker on your top 5 assets.
¿Qué hace que un barrio sea excelente (habitabile)? Coloca una pegatina en los 5 activos principales.



TOWNHOMES



MULTI-FAMILY



DARK SKIES



BIKEABILITY



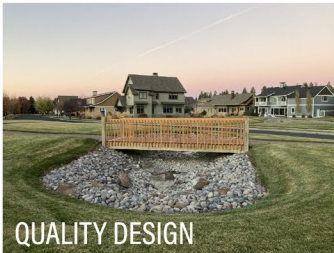
SIDEWALKS



SINGLE-FAMILY



TREES



QUALITY DESIGN



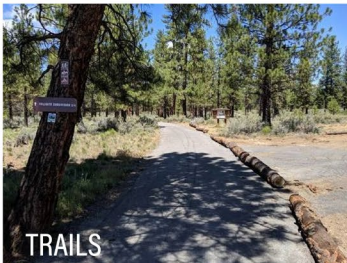
VISTA VIEWS



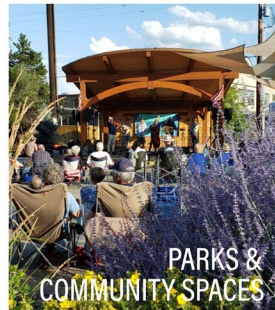
NATURE



SUSTAINABILITY



TRAILS



PARKS & COMMUNITY SPACES

In-Person Tabling Events



125+ Participants

DISCUSSION

Examples:

- *Utilize the “Neighborhood Meeting” code provision more often.*
- *Using social media outreach tools to disseminate information about City projects and operations (e.g., short informative videos).*
- <https://www.youtube.com/watch?v=VLUVik0UPt0>



QUESTIONS

Scott Woodford

Community Development Director

swoodford@ci.sisters.or.us

541-323-5211



How a Vision Becomes Policy

Illustrated By Emelia Shoup





CITY COUNCIL
Staff Report

Meeting Date: 01/10/24
Type: Regular Meeting
Subject: Discussion of 2024 City Council Calendar

Staff: K. Prosser
Dept: CMO

Action Requested: Review 2024 City Council Calendar and determine if changes or cancelations need to be made to any existing dates.

Summary Points:

Changes or cancelations to consider:

- The second meeting in November on the 27th is the day before Thanksgiving.
- The second meeting in December on the 25th is on Christmas Day.
- The second meeting in March on the 27th is during Spring break.
- Would Council like to take a summer break on July 10, 24 or August 14?

2024

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		1	2	3					1	2	3				
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
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Financial Impact: None

Attachments: None

MEMBERS PRESENT

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Susan Cobb Councilor
Gary Ross Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Joe O’Neill Finance Director
Kerry Prosser Assistant City Mgr.
Scott Woodford CDD Director
Paul Bertagna PW Director
Jacob Smith CCO

The meeting recording is available [here](#).

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:48 pm.

2. ROLL CALL

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

3. APPROVAL OF AGENDA

Council President Blum made a motion to approve the agenda. Councilor Cobb seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

4. VISITOR COMMUNICATION

Borys Tkacz, Sisters, spoke in support of the tree ordinance. He suggested defining certified arborists as International Society of Arborists (ISA) certified. He was in favor of whatever could be done to maintain significant trees.

Zenia Kuzma, Sisters, spoke about capping short-term rentals and the importance of looking at the water table issue when looking at the Urban Growth Boundary expansion.

5. CONSENT AGENDA

A. Minutes

1. November 8, 2023 – Regular

Councilor Cobb made a motion to approve the Consent Agenda. Councilor Letz seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

6. COUNCIL BUSINESS

- A. **Public Hearing and Consideration of Ordinance 534:** AN ORDINANCE AMENDING THE CITY OF SISTERS MUNICIPAL CODE TO ADD CHAPTER 9.30 REQUIRING A PERMIT FOR TREE REMOVAL ON PRIVATE PROPERTY.

Mayor Preedin opened the public hearing.

Director Woodford reviewed this code was not entirely new, it was currently in the Development Code, and this Ordinance would add it to the more appropriate place in the Municipal Code.

Code Compliance Officer (CCO) Smith explained the main change to this code was requiring a permit to remove significant trees from private property. For consistency, the Ordinance kept the significant tree definition the same as the development code. He noted there was an exception to the permit for public trees as they were addressed in a separate section of the Code. CCO Smith noted that any removal following the city's defensible space Code would be exempt from the permit process. He said a permit would not be required for an immediate threat, such as a tree hanging over a house or road after a storm. However, they would need to contact the city within a reasonable time and let us know why the tree was removed.

CCO Smith reviewed the permit requirements, including a potential permit fee, the property address, the location of the tree, and other factors such as the property line and structures. They would also need to get a certified arborist to explain why the tree must be removed.

He explained four criteria would be used for removal: diseased trees, compromised trees, hazardous trees, and the removal for construction improvements. If staff were unsure about the designation, the city forester could be asked to assess the tree. The violation for removing a tree without a permit was issuing a fine from \$500 up to \$2,000.

Mayor Preedin asked for public comments.

Therese Kollerer, Sisters, noted she was a member of the Urban Forestry Board but was making these comments as a private citizen. She was in favor of the Ordinance and adding the tree policy to the municipal code. She would like the Council to add ISA to the definition of certified arborist. She spoke about a large 42" ponderosa mistakenly taken down in the Woodlands development. Ms. Kollerer would like a more significant penalty assessed when trees of this size were removed.

Zenia Kuzma, Sisters, spoke about trees in the Saddlestone neighborhood that a developer wanted to remove. She suggested that as well as a certified arborist looking at trees, the city should have someone onsite to ensure that developers followed the code.

Mayor Preedin closed the public hearing.

Councilor Cobb suggested that if someone had an emergency where they had to remove a tree, we should have some time limit in the code, and if they did not notify us, they would

be fined. She was also in favor of adding ISA certification to the arborist definition. Councilor Cobb was shocked to hear about the tree being removed at the Woodlands.

Councilor Ross believed the tree taken down in the Woodlands was designated to be retained and asked if we had any recourse. Director Woodford replied we treated this as a violation of the Woodlands development approval and levied the maximum fine of \$500. Councilor Ross thought we should consider increasing the fine; it should be equal to or greater than the fine we proposed tonight.

Councilor Ross said if we were going to allow the emergency removal of trees, we should have photographic evidence there was a hazard present so there were no opportunistic removals.

Councilor Ross noted that at the Urban Forestry Board meeting, there was a lot of back and forth between board members about the permit process. Some argued that if these trees were located on private property, we should not get in the middle, and others said if we were going to protect the tree canopy in our community, we needed to know what trees were coming down, hence the need for a permit.

Councilor Letz did not like the interchange of arborist and forester in the Ordinance. She thought including the ISA certification in the definition of arborist would be helpful. Councilor Letz would like the permit to be simple to use and was not in favor of charging a fee for the permit.

Councilor Letz noted there were a lot of significant trees in town that were on the historical side, like the 100-year-old fruit trees, which might not meet the significant tree Diameter Breast Height (DBH) of 8". She wanted to make sure they were included as significant as they were part of the history of the community.

Councilor Letz asked if staff would look at the tree once a permit was submitted, and Director Woodford replied that they would once they received a permit request.

The Council discussed the term arborists, the types of certifications, and how it could be defined in the code.

Director Woodford said we had a definition of city Forrester, and the terms city Forrester and arborists were interchangeable in the Ordinance. He reviewed that there was primarily one type of certification in the industry, usually through the ISA. Director Woodford thought stating an ISA-certified arborist would be sufficient.

The Council favored adding ISA to the definition of certified arborist.

Council President Blum had been balancing what she felt about private property rights and the community good of saving trees. She had found city staff to be flexible and empathetic to each situation they encountered and would like them to look at each instance and work with the citizens to make the spirit of the code work. Council President Blum disagreed with raising the penalty higher than \$2,000.

Mayor Preedin also struggled with balancing private property rights with saving trees. He was comfortable with the Ordinance as it was with the addition of ISA certification to the definition of arborist and did not want to raise the penalty.

Mayor Preedin noted that it was important that this process be added to the municipal code, and if needed, we could adjust it a few years down the road; this was a step in the right direction.

In the future, Councilor Ross would like to look at the fee in the development code for removing trees.

Councilor Cobb would like a higher penalty for removing trees on private property. She said there were people in town who would not be bothered by a \$2,000 fine.

Councilor Letz noted that one of the exemptions to the process was the ability to remove trees if there was an urban interface wildfire threat, which was in the development code. She said this reminded us to keep moving forward with the fire code because these were all tied together.

Mayor Preedin said the only change to the Ordinance he heard was adding ISA to the definition of certified arborists.

Councilor Cobb made a motion to have the City Manager read Ordinance No. 534 by title only. Council President Blum seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0

City Manager Wheeler read Ordinance 534 by title.

Councilor Ross moved to approve and adopt Ordinance 534 with the amendment adding ISA to the definition of certified arborist. Council President Blum seconded the motion. A roll call vote was taken. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

B. Discussion and Consideration of a Motion to Initiate the Urban Growth Boundary (UGB) Amendment Process.

Director Woodford reviewed this was a request for a formal motion to begin the process of a UGB amendment through the Oregon Department of Land Conservation and Development (DLCD).

Director Woodford discussed the city's recent update to its Urban Growth Boundary Sufficiency Analysis, which revealed a shortfall in capacity to meet future housing and employment projections. The analysis suggested a need for 206 to 256 additional acres of land within an expanded UGB. Oregon Revised Statutes mandated expansion if there was insufficient buildable residential or employment land. After presenting the report's findings to the Planning Commission and City Council in October and a work session on November 8th, the Council directed staff to initiate the 1 to 2-year process for expanding the UGB. Director Woodford spoke about the importance of community involvement and noted there would be plenty of opportunity for input in this process.

Mayor Preedin reminded people that we had been talking about this potential expansion for a long time. We finished the Comprehensive Plan in 2021 and our population at that time was around 3,100; we were now at 3,700 two years later. A UGB expansion was a contentious issue, but you needed to plan for growth. Whether you grew the city limits or not was an annexation process. Mayor Preedin noted that this was not a fun or popular thing to do, but we should do it; it was our job to look at strategic planning for the city. He would like to have a large public process and make sure the community was engaged on this issue.

Councilor Ross noted we were one of the few cities in the State of Oregon whose city limits were the UGB. Most cities in this state have a UGB that was significantly larger than they were, which allowed them, when necessary, to bring land into the city limits for development. Councilor Ross was not overly thrilled about expanding the UGB but acknowledged that we needed to do it. He said if we did not do it, someone in Salem would decide for us. He was in favor of moving the process forward.

Council President Blum said we needed to look at our needs for the future because we had grown into our UGB. We have annexed what was in the UGB and filled it up much quicker than anybody ever imagined. It probably would have been appropriate a few years ago to start expanding the UGB so we did not end up with the city limits being exactly the same as the UGB. Still, just like the rest of Central Oregon, nobody envisioned the growth that we would have in Sisters.

Council President Blum asked if this would be a process with the County. Director Woodford replied they would be part of the process and they would be amending their Comprehensive Plan at the same time we amended ours. City Manager Wheeler had talked to the County, and they were happy to partner with us on this project.

Council President Blum asked at what stage we have an agreement with the County about the rules the UGB would follow. Director Woodford replied we would have a joint management agreement if we brought County parcels into the UGB. City Manager Wheeler said that in urbanized areas, you have an urban growth management area and layout who was responsible for what area. The agreement made it clear that if a land division application came in on a parcel in the County but in the city's UGB, it would be processed through the city by our rules instead of the County's.

Councilor Cobb thought it was our duty as a Council to look at the UGB expansion.

Council President Blum moved to initiate the UGB amendment process. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5-0.

7. OTHER BUSINESS

A. Staff Comments

City Manager's Office - City Manager Wheeler, ACM Prosser

- Construction activity continued in Sisters but had slowed in other parts of the County.
- The tree lighting went well; Sisters Park and Recreation Department noted they would continue to improve the event.
- Preliminary populations came out from Portland State University, and the city was projected at 3,778.
- The city was awarded a \$20,000 grant from The Ford Family Foundation for the Civic Leadership Academy.

Community Development Department – Director Woodford

- The Planning Commission would hold a public hearing on the Dark Skies Ordinance next week.
- Staff continued to work on updates to the short-term rental policy and the defensible space code.
- An appeal hearing was held on a code enforcement issue; the property owner requested an extension, which staff did not support. The hearings officer had 60 days to decide on the issue.

Finance – Director O'Neill

- The online payment system had gone live and was going well. Staff had put a lot of time and patience into helping people transition to the new system.
- Recruitment for the Deputy City Recorder would close on Friday.
- The city had received approximately 89% of the property taxes levied.

Public Works – Director Bertagna

- Staff was prepped for snow removal, including a new deicer truck.
- Progress was being made on the Water and Sewer System Development Charge updates. The draft report should be ready in January.
- Oregon Department of Transportation (ODOT) was looking at updates to some of the ADA ramps on Cascade Avenue that did not meet their specifications. Staff would meet with ODOT to discuss this issue.
- The US20/Locust Roundabout plans were with the state traffic engineers waiting for approval. We were still on track for construction in early April.

8. MAYOR/COUNCILOR BUSINESS

Councilor Letz attended the Economic Development for Central Oregon (EDCO) Board meeting, the Mosaic Medical open house for pediatric care in Sisters, the community leaders meeting on daycare, the City Club presentation on electric bikes, the EDCO pub talk, a Habitat for Humanity open house for two new homes, and the parade and tree lighting.

Councilor Cobb asked what was happening with the local unhoused. City Manager Wheeler replied we continued to have internal conversations with agency partners about ways to cooperate. He noted the appeal period for the cold weather shelter application had lapsed, and an appeal was not submitted. Staff would contact the Sisters Cold Weather Shelter (SCWS) to get an update on their status. SCWS has been doing a lot of outreach in the forest and continued to offer the services they have been doing for the past couple of years.

Councilor Cobb asked if the Main Street building would be an option for shelter space. City Manager Wheeler noted the building was currently being leased by the Lion's Club, and staff was working on an RFP for a long-term lease. We had a lot of community interest from nonprofit organizations to lease the space.

Councilor Cobb asked when goal setting was scheduled. City Manager Wheeler replied staff was planning on a community roundtable for citizens to share their ideas with the Council in late January. We were targeting a Council goal-setting retreat in early February to set the Fiscal Year 2024/25 goals.

Councilor Ross attended the Habitat for Humanity open house. Habitat presented how they were making houses less expensive, including putting in hybrid water heaters.

Councilor Ross reviewed the Urban Forestry Board was starting to see the effects of the long-term drought on the urban forest and our city trees. He said that as we started talking about protecting trees within the urban canopy, we needed to include those on private property. It benefited the community and the environment to keep our urban forest intact.

Council President Blum attended a Central Oregon Area Commission on Transportation (COACT) meeting where the Department of Environmental Quality (DEQ) presented on advanced clean fleets.

Mayor Preedin continued to work with the Central Oregon Cities Organization (COCO) on the Oregon Water Resource Commission's rule-making process for future water allocations. He also participated in the holiday parade and the tree lighting.

Councilor Letz asked how we would circle back on the requests from Rooted Homes and Habitat for Humanity. City Manager Wheeler replied we could proceed with opening the existing affordable housing fund process for the housing reserve. We needed to develop a process for distributing the Urban Renewal Area funds and would have to bring the Board together on that component.

Councilor Letz expressed condolences to the Nagel family for the loss of Jack Nagel, who was a significant figure in this town with a lot of knowledge about Sisters that we did not have from many people.

9. ADJOURN: 8:54 pm.

Kerry Prosser, Recorder

Michael Preedin, Mayor

MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Kerry Prosser Assistant City Manager
Joe O’Neill Finance Director
Scott Woodford CDD Director
Paul Bertagna PW Director
Matt Martin Principal Planner
Chad Davis Lt. DCSO

GUESTS:

Peter Hoover Executive Director, Habitat for Humanity
Joe Rambo Board Chair, Habitat for Humanity
Clayton Crowhurst Northwest Housing Alternatives
Roger Johnson Chief, Sisters-Camp Sherman Fire District
Jarod Bearson DSCO Deputy

The meeting recording can be found [here](#).

Mayor Preedin called the workshop to order at 5:00 p.m.

1. Deschutes County Sheriff Office (DCSO) Update

Lt. Davis reviewed:

- Sisters had received a new Dodge pickup as a patrol vehicle.
- Deputy Westfall was participating in threat assessment training for juveniles.
- DCSO participated in the Holiday parade.

Lt. Davis introduced Deputy Jarod Bearson as the newest member of the Sisters team. Deputy Bearson started his career in Troutdale and then worked for the Linn County Sheriff’s Office. He had 12 years of experience and moved his family to Central Oregon about two years ago.

2. Habitat for Humanity

Joe Rambo, the Board Chair for Habitat for Humanity, discussed recent changes at Habitat and their decision to focus on workforce housing. He reviewed a [presentation](#) that highlighted the widening gap between those who could and could not afford homes in Sisters. Sisters Habitat was expanding their mission to cover a broader income range (80-150% AMI). Mr. Rambo reviewed the organization’s plan to develop cottage cluster housing on their property off of Adams Avenue; He was seeking partnership with the city and potentially using urban renewal funds, System Development Charge (SDC) deferrals, SDC credits, and other incentives for the project.

Executive Director Peter Hoover noted the workforce housing initiative was in addition to, not a diversion from, their ongoing efforts in affordable housing. They were continuing

developments in Village Meadows, Brooks Camp, and Woodlands. He emphasized their commitment to increasing the annual production of affordable homes and their goal to align their workforce housing plan with the city's housing needs.

Councilor Ross asked if the properties were deed-restricted to ensure they stayed affordable. Mr. Rambo replied there would be a combination of deed restriction and land trusts.

Councilor Cobb asked for clarity on the AMI of the project. Mr. Rambo anticipated a mixed-income development with a roughly equal number of workforce (80-150% of AMI) and affordable housing. Councilor Cobb asked what would happen to the profit for the project. Mr. Rambo noted with the cost of land, building prices, and their commitment to selling at an affordable price, they would not have to worry about profit. Councilor Cobb asked if they would ensure these cottages could not be short-term rentals. Mr. Hoover replied that Habitat's land trust model had restrictions on the owner using the property at their primary residence.

Councilor Letz asked what the timeline was for this project. Mr. Rambo replied they were hoping to start the project by October 2025.

Mayor Preedin expressed excitement about the potential partnership with Habitat for workforce housing and was willing to explore the collaboration. He noted that not all requests could be fulfilled but acknowledged the need for more affordable housing. He found the concept of the cottage development unique. Mayor Preedin suggested ongoing outreach to ensure the community was informed about the project.

Councilor Ross asked if priority would be given to people who worked in Sisters. Mr. Rambo said priority would be given to locals. Councilor Ross asked if the project would have solar. Mr. Rambo noted that the Habitat Board approved putting solar panels on their upcoming houses at Village Meadow and hoped to do the same for this project.

Mayor Preedin thanked the presenters and looked forward to more conversations about the project.

3. Northwest Housing Alternative Project Update

Clayton Crowhurst, Northwest Housing Alternatives (NHA), provided an update on the Trinity Place project for affordable and workforce rental housing. They had secured nearly \$10 million in funding, including grants and agriculture worker housing tax credits. The project should break ground in early 2025, with leasing scheduled for 2026. Mr. Crowhurst highlighted ongoing fundraising efforts to address construction gaps and outlined the project schedule. He emphasized the importance of community outreach, especially with

neighbors to address concerns about the project.

The Council discussed the funding gaps and the impacts on the project.

Council President Blum asked if we were still on track for some flexibility in the income levels of the people who would live in the apartments. Mr. Crowhurst said they were capped at 80% AMI on the upper side. Council President Blum asked if we had any control over who would receive the housing. Mr. Crowhurst was having ongoing conversations with local partners to establish referral preferences and soft-touch methods to prioritize community members without violating legal restrictions on asking for specific information.

Mayor Preedin was grateful for the conversations between NHA and Habitat for Humanity; it was essential to have open communication to address concerns and work towards shared goals. Mr. Crowhurst explained that everyone in the affordable housing world liked to collaborate. He also recognized that in a small community, we never wanted to be in a position where we were competing for the same funding source; collaboration was critical to all of us.

4. Wildfire Hazard Mitigation Building Code/Defensible Space Code Update

Planner Martin reviewed the purpose of the workshop was to work towards updating defensible space and structural hardening requirements in response to the increased risk of wildfires in the Sisters area. He introduced Chief Roger Johnson from the Sisters Camp Sherman Fire District and representatives from the Oregon State Fire Marshal's office. Chief Johnson appreciated the Council's focus on this critical issue.

Planner Martin said the project was identified as a priority by the City Council, given the community's location in the wildland-urban interface and the changing environmental conditions. The focus was on introducing strategies and seeking input from Council members on priorities and concepts. Planner Martin reviewed a [presentation](#) that included an overview of defensible space and structural hardening, existing Sisters code standards, upcoming statewide standards, and examples of best practices from Oregon communities.

Chief Johnson addressed concerns about limited space for defensible zones, especially when houses were close together. He emphasized the critical importance of the immediate zone (zero to 5 feet) in determining a home's survival during a wildfire.

Councilor Cobb shared concerns related to fire safety, including buffer zones on small lots, street accessibility for emergency vehicles, burning regulations, and the transition to underground utilities in areas with overhead power lines.

Planner Martin discussed building hardening, focusing on home hardening to enhance fire resilience. He highlighted various elements susceptible to fire risks and opportunities for improvement, including ongoing property maintenance. Key points included:

- Roof Maintenance: Installing and maintaining high-fire-resistance roofs, avoiding wood roofing materials, and replacing damaged shingles.
- Vents and Penetrations: Ensuring proper screening for vents and other penetrations to prevent fire embers from entering the structure.
- Eaves and Windows: Addressing potential penetration points such as eaves and windows with appropriate screening and fire-resistant materials.
- Siding: Using fire-resistant siding materials to reduce the risk of fire spreading.
- Fencing: Creating a buffer between combustible wooden fencing materials and structures, considering non-combustible materials in the immediate zone.
- Storage Practices: Properly storing combustible items to minimize fire hazards.

Planner Martin said these building code measures could be implemented in the City of Sisters to mitigate fire risks.

Chief Johnson addressed concerns about the potential costs associated with implementing fire-resilient building standards. He said many elements required for building hardening were common in construction practices, such as double-pane windows and Class A-rated asphalt composition shingles for roofs. He noted that the focus is often on details like venting size and siding material, and many builders were already using fire-resistant materials like fiber cement siding.

Planner Martin discussed the existing codes and regulations related to defensible space and building hardening in the City of Sisters. He highlighted that the current development code lacked specific defensible space standards, though there were strategies related to fire safety, access, and landscaping.

Planner Martin discussed the upcoming statewide standards resulting from Senate Bill 762 and Senate Bill 80, including developing a wildfire risk map by the Oregon Department of Forestry. The Oregon State Fire Marshal's office had drafted defensible space standards based on best practices, and the State Building Codes Division would update the residential specialty code (R 327) for building hardening standards. Planner Martin noted that our local standards could be more detailed than the statewide standards but could not be less restrictive.

Planner Martin discussed the importance of learning from other jurisdictions in addressing wildfire hazards and mitigation. He highlighted the comprehensive approach taken by the city of Ashland in Southern Oregon, emphasizing their use of fire prevention and control plans for larger developments.

Planner Martin presented options for the Council to consider, including:

- Wait and See: Observe and align with state standards when they were established.
- Local Adoption of R327 Building Code Standards: Implement the statewide residential specialty code (R327) locally, with potential additional provisions.
- Adopt State Fire Marshal's Defensible Space Standards: Implement the state fire marshal's drafted defensible space standards.
- Refine Strategies Based on Best Practices: Explore and adopt a collective set of strategies from various jurisdictions and refine them as needed.

The Council discussed the state wildfire map and its potential impact on the city.

Planner Martin said the city was not tied to the wildfire map; we had the opportunity to be more restrictive or adopt our own wildfire hazard map.

Mayor Preedin thought that if half of the town was considered high risk on a fire map, the entire town should be treated as high risk. He proposed setting specific standards for fire safety and not waiting for the release of the state fire hazard map.

Councilor Ross said the longer we waited to implement these standards the more new construction would need retrofitting. He thought the Council would be remiss in their duties if they continued to wait for the state to implement these codes.

Council President Blum said it would be prudent if we knew what properties this code would impact; if a subdivision had only a few vacant lots, the homes could look different than the other houses with the new standards. Councilor Ross thought you could build a home with defensible space and fire-hardened and still have it look like it belonged in the neighborhood.

Councilor Cobb thought we were doing two things. First, the development code would be modified to enhance clarity regarding building hardening. Second, there would be a focus on existing homes and defensible space. Councilor Cobb suggested doing assessments of areas at the highest risk. She thought we could counsel residents and offer resources for fire mitigation and fuel clearing. Councilor Cobb also suggested exploring options for financial assistance through external organizations.

Councilor Letz noted there were various components to the code modifications. She wondered about the feasibility of tackling these changes simultaneously or if there was a recommended sequential approach.

From a fire protection standpoint, Chief Johnson supported the idea of implementing changes in the municipal code before building more housing made a lot of sense. He said

they were already training their staff to perform defensible space home assessments and were providing that service voluntarily.

Planner Martin proposed examining new development-related priorities first and then considering building hardening as a secondary concern. The idea was to prioritize policy development and implementation, chipping away at the issues step by step.

Councilor Ross would like to look at the building hardening standards first and not wait for the state.

Councilor Letz asked if staff would be comfortable if the Council adopted R327 as a starting point so we did not have to reinvent the wheel. Planner Martin replied it had been around for several years, and local governments and counties have had the option to adopt R327 for 4 or 5 years. He thought it was a solid code.

Mayor Preedin asked staff to keep working on this code update and hoped it could be finished this fiscal year.

5. Other Business - None

The meeting was adjourned at 6:40 p.m.

Kerry Prosser, Recorder

Michael Preedin, Mayor

MEMBERS PRESENT

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Susan Cobb Councilor

ABSENT:

Gary Ross Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Joe O’Neill Finance Director
Kerry Prosser Assistant City Mgr.
Scott Woodford CDD Director
Paul Bertagna PW Director
Dustin Hawkins Legal Counsel

The meeting recording is available [here](#).

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:51 pm.

2. ROLL CALL

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

3. APPROVAL OF AGENDA

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

4. VISITOR COMMUNICATION

- Michael, no address given, spoke on experiences with a psychotherapist and loneliness among the houseless.

5. CONSENT AGENDA

A. Minutes

1. November 8, 2023 – Workshop

Councilor Letz made a motion to approve the Consent Agenda. Councilor Cobb seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

6. COUNCIL BUSINESS

A. **Public Hearing and Consideration of Ordinance 535:** AN ORDINANCE OF CITY OF SISTERS ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES AND REPLACING AND SUPERSEDING CITY OF SISTERS ORDINANCE NO. 493.

Mayor Preedin opened the public hearing. Assistant City Manager (ACM) Prosser reviewed the staff report. Mayor Preedin asked for public comment, there was none. Mayor Preedin closed the public hearing.

Attorney Hawkins answered questions from the Council.

Councilor Cobb made a motion to have the City Manager read Ordinance No. 535 by title only. Council President Blum seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0

City Manager Wheeler read Ordinance 535 by title.

Councilor Letz moved to approve and adopt Ordinance 535. Councilor Cobb seconded the motion. A roll call vote was taken. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

B. Discussion and Consideration of a Motion to Approve Amendment No. 3 of Intergovernmental Agreement (IGA) No. 73000-0012958 with the Oregon Department of Transportation (ODOT) for Improvements at US20@Locust.

Director Bertagna reviewed this IGA laid out the funding plan for the project. The City had contributed a little over \$950,000, and we had about \$473,000 more to contribute, which would be budgeted in FY 2024/25 and must be deposited in the ODOT account by the end of August 2024.

Council President Blum moved to approve Amendment No. 3 of Intergovernmental Agreement No. 73000-0012958 with the Oregon Department of Transportation for Improvements at US20@Locust. Councilor Letz seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

C. Discussion and Consideration of a Motion to approve an agreement with Portland State University (PSU) for \$50,000 for a two-year Civic Leadership Academy and Authorize the City Manager to Execute the Agreement with Minor Legal Revisions.

ACM Prosser reviewed this was an agreement with PSU for the Civic Leadership Academy. The program was a two-year pilot and had received a \$20,000 grant from the Ford Family Foundation. PSU has successfully led a similar program in Hillsboro for eight years. The program costs \$25,000 per session, totaling \$50,000, with the City contributing \$30,000 over two years.

Councilor Cobb moved to approve an agreement with Portland State University for \$50,000 for a two-year Civic Leadership Academy and authorize the City Manager to execute the agreement with minor legal revisions. Councilor Letz seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

7. OTHER BUSINESS

A. Board Appointments

Mayor Preedin made the following Board and Commission appointments:

- Planning Commission: Rick Retzman was appointed to a four-year term.
- Public Works Advisory Board: Appointed Lori Faha to a two-year term, Dane Zehring to a three-year term, Bill Kelly to a three-year term, and John Herman to a three-year term.
- City Parks Advisory Board: Appointed Eli Madrone to a three-year term.
- Urban Forestry Board: Appointed Cheryl Pellerin to a three-year term. Therese Kollerer to a three-year term, Brian McChristian to a three-year term, and Patrick Burke to a three-year term.
- Budget Committee: Appointed Cheryl Pellerin to a three-year term and Doug Mahony to a three-year term.

B. Quarterly Financial Review

Director O'Neill reviewed the first quarter's revenues and expenditures.

C. Staff Comments

City Manager's Office - City Manager Wheeler, ACM Prosser

- The Affordable Housing grant program was set to roll out in January; the application period will run through March.
- Staff met with the Deschutes County Sheriff's Office to discuss options for a contract amendment for a 4th Deputy. They were working through financial considerations and would present a recommendation to the City Council.
- No meetings were scheduled until January 10th, including boards and commissions.
- Interviews were completed for the deputy clerk position.
- Explore Sisters Board was working on banners and a new branding rollout that was expected by the end of January to mid-February.

Community Development Department – Director Woodford

- Urban Growth Boundary amendment update: Working with the Department of Land Conservation and Development to structure the grant for consultant assistance. The project was expected to kick off in early March.
- Developing a Growth Management page for the website, which would explain how growth management works in Oregon and Sisters, covering the history of Oregon planning law and the Comprehensive Plan update process over the past few years.
- Dark Skies Lighting Ordinance: After years of work sessions, the Planning Commission recommended approval, and it will go to the Council in early January.
- Short-term rental (STR) program evaluation: Working on code amendments, Planner Martin created a survey to gather information from STR license holders. The survey covered details about the types of units offered for short-term rental, frequency of rentals, and interest in long-term rentals.
- Building permits have slowed down.

Finance – Director O'Neill

- Staff met with a financial consultant to discuss Urban Renewal Area financing options.
- Campground reservations would go online January 2nd.
- Conducted interviews for prospective deputy recorders, impressed with the quality of candidates, and anticipated a tough decision.
- Utility billing website and back-end system updates were in progress; staff was adjusting to the changes.

Public Works – Director Bertagna

- Staff provided year-end updates on accomplishments, and future projects at the Urban Forestry and Public Works Advisory Board meetings.
- McKinney Butte corridor safety improvements were at the 30% design stage and would be presented to the Public Works Advisory Board in January.
- Phase II of the fuel reduction work on Edgington Road was complete.

8. MAYOR/COUNCILOR BUSINESS

Councilor Cobb asked about leadership bonuses. City Manager Wheeler explained public employees did not typically get bonuses. Councilor Cobb asked if there was a way to prioritize local companies in the contracting process. Mayor Preedin replied we did it in ways that we could, but there were different thresholds for direct appointment, quotes, and bids. The big public infrastructure projects had to go through the competitive bidding process because it was mandated.

Councilor Letz attended the Superintendent Coffee, where the timeline for moving into the new building was discussed, and the Parks Board meeting, where the Community Garden Club asked for the City's support in securing permanent space. She also attended the Deschutes County Bicycle Pedestrian Advisory Committee where they discussed next year's goals.

Council President Blum attended the Public Works Advisory Board meeting, where staff provided updates on accomplishments and upcoming projects. Members expressed a desire for more field trips to project sites. Staff clarified the Council's expectations and emphasized the Board's role as a valuable sounding board for community perspectives.

Mayor Preedin addressed recent negative press coverage, asserting that it did not accurately represent the City's positive initiatives. He reviewed Explore Sister's completion of its branding and release of a new website in late January. He anticipated a shift from setup work to active initiatives, including advertising; Mayor Preedin encouraged Council and staff to think outside the box regarding affordable housing, and suggested revisiting creative ways to increase the Affordable Housing Fund. He recapped his visit to Bend's

Veterans Village. It was the first time he visited a homeless site that he felt worked well. He thought it was a model that could be replicated and invited members of the Council to tour the facility.

9. ADJOURN: 8:27 pm.

Kerry Prosser, Recorder

Michael Preedin, Mayor

MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Susan Cobb Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Kerry Prosser Assistant City Manager
Joe O'Neill Finance Director
Scott Woodford CDD Director
Paul Bertagna PW Director

ABSENT:

Gary Ross Councilor

GUESTS: Dixie Eckford, Age Friendly Sisters Country; Courtney Voss, Urbanie Flores, and Erika Lindberg, of Republic Services.

The meeting recording is available [here](#).

Mayor Preedin called the workshop to order at 5:34 p.m.

1. Age Friendly Sisters Country (AFSC) Presentation

Dixie Eckford reviewed the five-year partnership between AFSC and the City of Sisters. The Council thanked AFSC for all they did for the community.

2. Republic Services Presentation

Republic Services staff presented a [Mid-Year Municipal Update](#).

City Manager Wheeler asked if, in the future, Republic Services could parse out the data between Sisters and Redmond. We would like to know the performance levels in our specific area. Councilor Cobb added that if you asked for a rate increase, it was important to know that the local service was superior. She thought telling us how many Sisters customers you interfaced with should not be too hard to break out.

Ms. Voss said the takeaways from this conversation were to go back and look at the data, talk with our team, and see if there was a way to get Sisters-specific updates to everything that they presented tonight. Mayor Preedin said we did not have a contract with Redmond for your services, so if you could break Sister's data out, it would be appreciated.

City Manager Wheeler said we would like more data on the recycling center during the next update.

3. 2023-24 City Council Goals Mid-Year Update and Goal-Setting Process

City Manager Wheeler presented a [mid-year update](#) on the Council's goals. He discussed the progress made in housing and livability, wildfire mitigation, economic development, infrastructure, governance, environmental sustainability, and the Urban Renewal Agency.

City Manager Wheeler outlined a plan for community engagement for next year's goals that included an online survey, a community round table, and a goal-setting meeting in early February. The intent was to gather input from the community and Council members to shape the city's focus for the next fiscal year.

Councilor Cobb thought once we had our focus areas and had delineated goals, adding prioritization might be helpful.

Mayor Preedin emphasized the importance of setting realistic and achievable goals to avoid overloading the city with too many objectives. He acknowledged the challenge of unexpected issues taking precedence and diverting resources from planned goals. The goal-setting approach should consider staff capacity to ensure the goals were attainable within the available time and resources.

4. Other Business - None

The meeting was adjourned at 6:44 p.m.

Kerry Prosser, Recorder

Michael Preedin, Mayor

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Meeting Date: January 10, 2024
Type: Regular Meeting
Subject: Employee Handbook update

Staff: J. O'Neill
Dept: Finance

Action Requested: Approval of update to the Employee Handbook

Background of update:

On-Call Duty compensation

Evaluating competitive and equitable compensation for City employees is an ongoing commitment of our staff. This involves an examination of compensation dynamics, considering contemporary workplace trends, and assessing policies to enhance both recruitment and retention efforts. The requested Employee Handbook amendment focuses on the On-Call Duty Compensation policy.

On-Call Duty concerns the City's Public Works Department and states that in the event of an emergency involving City utilities and/or City infrastructure arises, an employee is available on short notice to address the issue. For the City of Sisters, On Call Duty also means for days outside of the normal working schedule (e.g. weekends), the On-Call employee will perform duty rounds such as checking pump stations health and well status. These duties are evenly distributed among team members through a rotating schedule.

Currently, the compensation for On-Call Duty stands at 10% of the respective employees' wages, reflecting a percentage of their hourly rate for each On-Call hour served. Through benchmarking with other jurisdictions, it has been identified that the average On-Call compensation rate is approximately 25%. Therefore, staff is recommending an adjustment to increase the On-Call compensation from 10% to 25% of City of Sisters employee wages.

While this adjustment is estimated to have a \$3,000 impact on the current year budget, the benefits in terms of employee morale, recruitment effectiveness, and overall City service outweigh the financial impact. If approved, this adjustment will take effect for the pay period ending January 10, 2024.

We believe this change is beneficial to recognize and fairly compensate our employees for their dedication to maintaining the functionality and reliability of our City services, especially during critical on-call situations.

Reference Below:

Amended Section of the City of Sisters Employee Handbook



Compensation

In general, on-call time will not be considered hours worked. However, while on-call the employee will be compensated in accordance with the following:

- 1) An on-call employee will be paid 25% of the employee's then regular rate of pay for each hour the employee is placed on-call. In addition, the employee will be paid his or her regular rate of pay for the actual time the employee works responding to an emergency (with a minimum of two hours).
- 2) If the on-call employee is required to report to work on a paid holiday due to an emergency, the employee will be paid holiday pay plus his or her regular rate of pay for the actual time the employee works responding to the emergency (with a minimum of two hours).
- 3) If the on-call employee incurs overtime while on-call, the employee will receive overtime pay in accordance with and subject to applicable law. An employee's work time includes time spent traveling to and from the appropriate work location. An employee must record his or her time worked in the usual manner and consistent with City's practices and policies.



CITY COUNCIL Staff Report

Meeting Date: January 10, 2024

Staff: Scott Woodford

Type: Public Hearing

Dept: CDD

Subject: Public Hearing for Ordinance No. 536 (City File No. TA 22-03) to amend the Sisters Development Code Chapter 2.15 (Section 2.15.2400 Dark Skies)

Action Requested: Hold a public hearing on Ordinance No. 536, take public testimony, and deliberate on the matter.

Summary Points: In their goal setting for fiscal year 2023/2024, City Council made continuing “to strengthen and prioritize Dark Sky Code language” a priority for the Council and the community.

There currently is an outdoor lighting ordinance in the Sisters Development Code – Section 2.15.400 Dark Skies Standards, which was last updated in 2010 and applies to the installation of all outdoor lighting fixtures and provides standards for installation of such lighting and a timeframe for bringing non-conforming lighting into conformance.

Since the adoption, there have been many changes in outdoor lighting, including many technological advances and how lighting is measured and evaluated, as well as an increasing desire in the community to do more to protect our dark skies from the negative impacts of poorly designed outdoor lighting. Further, it is necessary to reconsider the timeframe for non-conforming lighting, as the five-year timeframe established in the current code was not met, which would have been in 2015.

Community led efforts to educate the community on the importance of sensitive lighting on the ability to see the nighttime stars have also inspired this effort - most notably by the Astronomy Club with Sisters High School - who have provided community education about the impacts of lighting on the ability to see the stars at night and on wildlife and the environment. Additionally, multiple community members have submitted letters encouraging more to be done to preserve the dark sky and the recent update of the Sisters Comprehensive Plan emphasized and supported the need to update the Dark Skies ordinance.

Ensuing discussions with City Council have also highlighted interest in becoming certified as an International Dark Sky Community by the [International Dark Sky Association](http://www.darksky.org) (www.darksky.org). According to the IDA, benefits of certification include increased tourism to the community (sometimes called astro-tourism) and increased public awareness about the importance of dark skies (while still preserving opportunities for lighting for safety). Designation entitles the community to display the International Dark Sky Community logo in official publications, promotions, and on signs at entrances or within the community. Certification requires adherence to a set of minimum standards and the proposed ordinance was designed to comply with IDA certification requirements should the City Council choose to apply.

In crafting the development code amendment, staff met with the Planning Commission and City Council for multiple workshops to craft the ordinance and sought input from several members of the



CITY COUNCIL Staff Report

business community, and from a variety of groups with a particular interest or expertise on the subject.

Financial Impact: Non-conforming public lighting must be brought into compliance within five years after the effective date. This will require the city to budget and plan for the replacement of certain decorative street lighting, particularly along Cascade Avenue.

Attachments:

Ordinance No. 536

Exhibits to the Ordinance:

Exhibit A – Staff Report and Findings

Exhibit B – Proposed Dark Skies Development Code Amendments

ORDINANCE NO. 536

AN ORDINANCE OF CITY OF SISTERS AMENDING SISTERS DEVELOPMENT CODE CHAPTER 2.15– SPECIAL PROVISIONS (SECTION 2.15.2400 DARK SKIES STANDARDS)

WHEREAS, the City of Sisters (“Applicant”) sought approval of a legislative amendment to the text of the Sisters Development Code (the “Code”) under Planning File No. TA 22-03 (the “Application”); and

WHEREAS, the Applicant proposes to repeal the existing Section 2.15.2400 and replace it with an entirely updated Section 2.15.2400; and

WHEREAS, on December 7, 2023, a public hearing on the Application was held before the Sisters Planning Commission (“Planning Commission”), testimony was accepted, and the Planning Commission voted to close the hearing and deliberate the matter; and

WHEREAS, the Planning Commission, after reviewing the record and fully deliberating the matter, voted to recommended that the Sisters City Council (“City Council”) approve the Application; and

WHEREAS, the Code requires a second hearing before the City Council for legislative text amendments; and

WHEREAS, on January 10, 2024, a public hearing on the Application was held before the City Council, testimony was accepted, and the City Council voted to close the public hearing and deliberate the matter; and

WHEREAS, the City Council, after reviewing the record and fully deliberating the matter, voted to approve the Application.

NOW, THEREFORE, THE CITY OF SISTERS ORDAINS AS FOLLOWS:

1. Findings. The findings contained in the recitals and those found in the staff report attached hereto as Exhibit A are hereby adopted in support of the land use decision made by this Ordinance No. 536 (this “Ordinance”).
2. Approval. The Application is hereby approved.
3. Text Amendments. The amendments to the Code contained in the attached hereto as Exhibit B are hereby adopted. Those provisions of the Code that are not amended or modified by this Ordinance remain unchanged and in full force and effect. This Ordinance does not relieve any person of any obligations that may have accrued prior to the effective date of this Ordinance. City may continue the enforcement, prosecution, conviction, and/or punishment of any person who has or will violate the Code prior to the effective date of this Ordinance.
4. Authorization. The City Manager, or designee, is authorized to execute any documents and to take such actions as are necessary to further the purposes and objectives of this Ordinance including, without limitation, integrating the adopted text amendments into the Code.
5. Miscellaneous. All pronouns contained in this Ordinance and any variations thereof will be

deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the City Council to cure editorial and/or clerical errors.

This Ordinance was PASSED and ADOPTED by the Sisters City Council by a vote of ___ for and ___ against and APPROVED by the mayor on this 10th day of January 2024.

Michael Preedin, Mayor

ATTEST:

Kerry Prosser, Recorder

Exhibit A

STAFF REPORT

[attached]



STAFF REPORT

Community Development Department

File #: TA 22-03/Dark Skies Lighting Ordinance

Applicant: City of Sisters

Request: Proposed amendments to the Sisters Development Code:

- Chapter 2.15 – Special Provisions
 - Section 2.15.2400 Dark Skies Standards

Applicable Criteria, Standards, and Procedures:

Sisters Development Code (SDC) Chapter 2.15 – Special Provisions; Chapter 4.1 – Types of Applications and Review Procedures; Chapter 4.7 – Land Use District Map and Text Amendments; Oregon Statewide Land Use Goals; and City of Sisters Urban Area Comprehensive Plan.

Planning Commission Hearing Date: December 7, 2023

City Council Hearing Date: December: January 10, 2024

Staff: Scott Woodford, Community Development Director

I. BACKGROUND

In their goal setting for fiscal year 2023/2024, City Council made continuing “to strengthen and prioritize Dark Sky Code language” a priority for the Council and the community.

There currently is an outdoor lighting ordinance in the Sisters Development Code – Section 2.15.400 (Dark Skies Standards, which was last updated in 2010 and applies to the installation of all outdoor lighting fixtures and provides standards for installation of such lighting and a timeframe for bringing non-conforming lighting into conformance.

Since the adoption, there have been many changes in lighting, including many technological advances and how lighting is measured and evaluated, as well as an increasing desire in the community to do more to protect our dark skies from the negative impacts of poorly designed outdoor lighting. Further, it is necessary to reconsider the timeframe for non-conforming lighting, as the five-year timeframe established in the current code was not met, which would have been in 2015.

Community led efforts to educate the community on the importance of sensitive lighting on the ability to see the nighttime stars have also inspired this effort - most notably by the Astronomy Club with Sisters High School - who have provided community education about the impacts of lighting on the ability to see the stars at night and on wildlife and the environment. Additionally, multiple letters have been encouraging steps to preserve the dark sky and goals and community input during the update of the Sisters Comprehensive Plan emphasized and supported the need to update the Dark Skies ordinance.

Ensuing discussions with City Council have also highlighted interest in becoming certified as an International Dark Sky Community by the [International Dark Sky Association](http://www.darksky.org) (www.darksky.org). According to the IDA, benefits of certification include increased tourism to the community (sometimes

CITY OF SISTERS
Planning Commission

called astro-tourism) and increased public awareness about dark skies (while still preserving opportunities for lighting for safety). Designation entitles the community to display the International Dark Sky Community logo in official publications, promotions, and on signs at entrances or within the community. Certification requires adherence to a set of minimum standards and the proposed ordinance was designed to comply with IDA certification requirements should the City Council choose to apply.

In crafting the development code amendment, staff met with the Planning Commission and City Council for multiple workshops to craft the ordinance and sought input from several members of the business community, and from a variety of groups with a particular interest or expertise on the subject.

II. REQUEST AND AMENDMENT SUMMARY

Staff requests the Planning Commission review the proposed text amendments, conduct a public hearing, and make a formal recommendation on the request. The recommendation will then be forwarded to City Council for their consideration.

SUMMARY OF PROPOSED TEXT AMENDMENTS

A summary of the proposed amendments is provided in Exhibit B of the ordinance. Proposed is a complete repeal and rewrite of the existing ordinance.

III. CONCLUSIONARY FINDINGS

Sisters Development Code (SDC) Chapter 4, Table 4.1.200 lists a code amendment as a Type IV decision, regulated by Chapter 4.7 (Land Use District Map and Text Amendments). Section 4.7.200 states that legislative amendments are policy decisions made by the City Council and shall be reviewed using the Type IV procedure found in SDC Section 4.1.600 and shall conform to SDC section 4.7.600 Transportation Planning Rule compliance (if applicable).

Pursuant to the SDC Section 4.1.600, the City may approve, approve with modifications, approve with conditions, deny the proposed change or recommend an alternative to the code text amendment based on the criteria in SDC 4.1.600.E. Decision-Making Considerations. The following are staff's conclusionary findings for each of the applicable criteria:

CHAPTER 4.7 – LAND USE DISTRICT MAP AND TEXT AMENDMENTS

4.7.100 Purpose

The purpose of this Chapter is to provide standards and procedures for legislative and quasi-judicial amendments to this Code and the Land Use District map. These amendments will be referred to as "map and text amendments." Amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

Staff Finding: Staff finds that this provision is advisory.

4.7.200 Legislative Amendments

Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Chapter 4.1, Section 600 and shall conform to Section 4.7.600, as applicable.

Staff Finding: The proposal is for legislative changes to the Development Code through a text amendment application. Accordingly, it must be reviewed using the Type IV procedure in Chapter 4.1.600 and is required to conform to Section 4.7.600 (as applicable). Discussion regarding Chapter 4.1.600 is reviewed below.

CHAPTER 4.1 – TYPES OF APPLICATION AND REVIEW PROCEDURES

4.1.100 Purpose

The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way.

Staff Finding: Staff finds that this provision is advisory.

4.1.200 Description of Permit/Decision-Making Procedures

All land use and development permit applications, except building permits, shall be decided by using the procedures contained in this Chapter. General provisions for all permits are contained in Section 4.1.700. Specific procedures for certain types of permits are contained in Section 4.1.200 through 4.1.600. The procedure “type” assigned to each permit governs the decision-making process for that permit. There are four types of permit/decision-making procedures: Type I, II, III, and IV. These procedures are described in subsections A-D below. In addition, Table 4.1.200 lists all of the City’s land use and development applications and their required permit procedure(s).

- D. Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments which apply to entire districts). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council and appeals possible to the Oregon Land Use Board of Appeals.

Staff Finding: Staff is proposing an amendment to the Sisters Development Code pertaining to regulation of outdoor lighting. The amendments propose a revision to adopted land use regulations, therefore requiring compliance with Type IV procedure.

- E.** Notice of all Type III and IV hearings will be sent to public agencies and local jurisdictions (including those providing transportation facilities and services) that may be affected by the proposed action. Affected jurisdictions could include ODOT, the Department of Environmental Quality, the Oregon Department of Aviation, and neighboring jurisdictions.

Staff Finding: Staff did not identify any agencies or jurisdictions that may be affected by the proposed action. Therefore, no direct notice was provided.

4.1.600 Type IV Procedure (Legislative)

- A. Application requirements. See 4.1.700.**

- B. Notice of Hearing.**

- 1. Required hearings.** A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.
- 2. Notification requirements.** Notice of public hearings for the request shall be given by the Community Development Director or designee in the following manner:

...

CITY OF SISTERS
Planning Commission

Staff Finding: Staff provided notice in accordance with 4.1.600(B) at least 14 days prior to the public hearing before the Planning Commission. A second hearing is required and will be held by City Council. Notice will again be provided in compliance with this section.

...

- E. **Decision-Making Considerations.** The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:

1. **Approval of the request is consistent with the Statewide Planning Goals;**

Staff Finding: Staff has outlined review of compliance with the Statewide Planning Goals below.

Goal 1 – Citizen Involvement.

Staff Finding: During the text amendment process, public notice of the proposal was provided through posted notice in the Nugget newspaper and posted on the City’s website. The city held public hearings before the Planning Commission and City Council on December 7, 2023 and January 10, 2024 where public testimony was allowed. These opportunities for public involvement satisfy Goal 1. This criterion is met.

Goal 2 – Land Use Planning.

Staff Finding: Staff followed the prescribed procedure for a text amendment to ensure adequate public review of the proposed text amendment. Staff finds Goal 2 is met.

Goals 3 and 4, Agricultural and Forest Lands

Staff Finding: These Goals are generally not applicable to the proposed text amendments, as they do not apply to either Agricultural or Forest Lands; however, controlling and minimizing light pollution is a known benefit to wildlife and those living in rural areas surrounding Sisters designated as agricultural and forest lands.

Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces.

Staff Finding: The proposed text amendments to outdoor lighting generally do not apply to these areas directly unless they include outdoor lighting. In general, minimizing light pollution in our urban areas helps mitigate the negative impacts of lighting on natural areas, wildlife and open spaces that surround it and those that are found within the urban areas. In this respect, the lighting changes should help these areas preserve and improve natural resources and open spaces. The text amendments will apply to historic areas and buildings but should have no impact on their continued historic nature. Staff does not foresee any additional impact on Goal 5.

Goal 6 – Air, Water and Land Resources Quality.

Staff Finding: The proposed text amendments generally will not impact air, water, and land resource quality. Staff does not foresee any additional impact to Goal 6.

Goal 7 – Areas Subject to Natural Hazards.

Staff Finding: Review of these uses in areas subject to natural hazards remain unchanged with this proposed text amendment and the code amendment will not have a positive nor negative impact on natural hazards. Staff does not foresee any impact to Goal 7.

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Planning Commission

Goal 8 – Recreational Needs.

Staff Finding: The proposed text amendments would apply to city parks where lighting is provided and does include requirement for how athletic fields can be lighted with the goal to reduce negative impacts to surrounding properties, the dark sky, and to wildlife. If done properly, the lighting requirements will not negatively impact the ability of the community to meet its recreational needs, nor impact where or how recreational needs are provided in the community. Staff finds Goal 8 is not applicable to this proposal.

Goal 9 – Economic Development.

Staff Finding: The proposed text amendments will not negatively impact economic opportunities in Sisters, as the lighting ordinance is designed to provide adequate lighting where needed for visibility and safety for businesses, but protect neighboring properties from poor lighting and preserve the dark sky for tourism and provide an economic benefit by attracting tourists to the community who value dark skies. Staff finds that the proposed amendments comply with Goal 9.

Goal 10 – Housing.

Staff Finding: The proposed text amendments continue to provide opportunities for residential development with no change to where such development is permitted in the City. The proposed amendments to the standards include requirements for lighting that is generally available in the marketplace and for prices that are competitive with lighting that would not comply with the code, so it should include little to no extra cost to housing development. Staff finds that the proposed amendments comply with Goal 9.

Goal 11 – Public Facilities and Services

Staff Finding: The proposed amendments do not specifically increase demand on public facilities and services. Review for adequacy of public facilities and services to serve development remains unchanged. Staff does not foresee any impact to Goal 11.

Goal 12 – Transportation

Staff Finding: The proposed amendments do not have any impact on transportation or increase demand on transportation. Staff does not foresee any impact to Goal 11.

Goal 13 – Energy Conservation

Staff Finding: Utilizing more efficient, lower energy lighting will improve energy conservation efforts. This amendment complies with Goal 13.

Goal 14 – Urbanization

Staff Finding: The proposed text amendments apply only to properties located with the current city limits and for future annexed areas. Staff does not foresee any impact to Goal 14.

Goals 15 through 19.

Staff Finding: Goals 15, 16, 17, 18 and 19 are not applicable because they only pertain to areas outside of Central Oregon.

2. Approval of the request is consistent with the Comprehensive Plan; and

Staff Finding: The Comprehensive Plan contains Goals and Policies for land use and development within the City. In turn, the Development Code implements the Goals and Policies of the Comprehensive Plan. Any amendments to the Development Code must be consistent with applicable Goals and Policies of the

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Planning Commission

Comprehensive Plan. Findings specific to applicable Goals and Policies of the Comprehensive Plan are provided below:

Sisters Comprehensive Plan Section 1: Public Involvement

Goal 1

Offer a wide variety of traditional and contemporary tools and opportunities that enable and empower a diverse population of residents, business owners, private organizations, and partner agencies located inside and outside City limits to participate in all land use processes.

Objective 1.1

To maintain an effective Citizen Involvement Program and recognize an official body; a Committee for Citizen Involvement (CCI) will be responsible for overseeing and regularly reviewing the effectiveness of the program in order to grow public awareness and participation.

Policies:

1.1.1 The Citizen Involvement Program will be directed by the City's Planning Commission, sitting as the Committee for Citizen Involvement. The Planning Commission shall seek multiple methods to support and cultivate additional, new, and ever-expanding citizen involvement opportunities including working directly with private organizations to amplify opportunities for involvement.

Staff Findings: The proposed amendments will be reviewed through Planning Commission and City Council meetings, which are open to the public with opportunities for public involvement and comment. The amendment proposal has followed the noticing requirements in Chapter 4.1, including publishing of notice in the Nugget newspaper. Staff finds the review process for the proposed text amendments complies with the policy.

Objective 1.2

To recognize the need to use a variety of traditional and contemporary communication tools and channels in the Citizen Involvement Program, including communication methods that will reach diverse audiences and drive greater awareness and participation in all phases of planning processes.

Policies:

...

1.2.2 The City shall ensure that information about planning activities and notices of upcoming meetings are maintained on the City's website and distributed via a variety of outlets and methods, including non-traditional methods that might be more successful at reaching underrepresented or less frequently involved members of the public such as greater use of social media pages, email list serves, or partnerships with local community organizations.

Staff Finding: Notice of the public hearing was published in the Nugget newspaper and posted on the City's webpage, in City Hall, and at the post office. Staff finds the review process for the proposed text amendments complies with this policy.

...

1.2.6. The City shall provide options for community members to view and participate in all official City meetings remotely in order to reduce barriers to participation.

Staff Finding: In addition to attending the public meetings in person, the City offers the option to participate online in order to provide opportunity for remote participation. Staff finds the review process for the proposed text amendments complies with this policy.

Sisters Comprehensive Plan Section 2: Land Use

Goal 2

Continue to implement a Land Use Planning process and policy framework as a basis for all decisions and actions related to the use of land; ensure an adequate factual base for such decisions and actions are consistent with the policy framework, other Comprehensive Plan policies, and the implementing planning documents.

Policies:

...

2.1.2 The City of Sisters shall continue to maintain, enhance, and administer land use codes and ordinances that are based on an adequate factual basis, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.

Staff Finding: As outlined herein, the proposed amendments are based on factual information, the goals and policies of this Comprehensive Plan, and applicable local, state, and federal regulations.

2.1.3 The City shall periodically review and as-needed update Comprehensive Plan policies to account for changes in public policy, community priorities, state and federal law, and demographic, physical, environmental, economic, natural hazard or other conditions in order to ensure that the Plan is an accurate and effective guide for future growth.

Staff Finding: The proposed amendments are a response to a community desire to ensure that as Sisters continues to grow, that it remains a community that mitigates the potential negative impacts of outdoor lighting to ensure protection and visibility of the dark night skies and one that promotes the health needs of its human and wildlife occupants and reduces energy consumption. Based on this information, staff finds this policy is met.

2.1.4 The City shall notify and engage partner organizations, residents, property owners, and businesses as part of processes to update and amend the City's Comprehensive Plan and Development Code.

Staff Finding: Notice of the public hearing was provided consistent with City Development Code and Oregon State Law.

...

Sisters Comprehensive Plan Section 4: Livability - *Maintain and enhance the livability of Sisters as a welcoming community with a high quality of life and a strong community identity.*

Objective 4.2- Neighborhood Design

Policies:

4.2.7 The City shall enhance its Dark Skies program to prevent light pollution and protect night sky views both through regulation of new development and through incentivizing retrofitting of existing non-conforming lighting.

Staff Finding: The proposed amendments will enhance the Dark Skies efforts in the community by adding additional requirements for outdoor lighting, including restrictions on the brightness and softness (color) of light, fixtures that it are fully shielded and downcast and procedures for amortization of non-conforming lighting. Staff finds this policy is met.

Sisters Comprehensive Plan Section 6: Environment

Goal 6.3 Promote energy efficiency and mitigate the anticipated impacts of climate change in Sisters.

POLICY 6.3.9 The City shall practice energy efficiency and climate change mitigation in its own operations, including sustainable buildings, electric vehicles, outdoor lighting, and active transportation.

Staff Finding: The proposed lighting amendments include a provision that all city owned lighting must be brought into conformance within five years of the effective date of this ordinance, which would most likely include an upgrade to energy efficient lighting. Staff finds this policy is met.

Sisters Comprehensive Plan Section 9: Public Facilities

Goal 9: Plan and develop a timely, orderly, and efficient arrangement of water, wastewater, stormwater, transportation, and other public facilities to support the City's continued operation and future development.

POLICY 9.12 The City shall ensure that street lighting in Sisters is consistent with the City's Western Design Theme, the dark skies ordinance, and other development code provisions, except where it is inconsistent with established or adopted safety-related requirements or standards.

Staff Finding: The proposed lighting amendments do not specify a design theme, but the city installs lighting that is complementary to the Western Design Theme.

IV. PUBLIC COMMENTS

Over the course of initiation of the process to amend the Dark Skies ordinance, there have been written public comments received. Those comments can be viewed on the [Dark Skies project page](http://www.ci.sisters.or.us/community-development/page/2022-updates-dark-skies-standards) on the city website (www.ci.sisters.or.us/community-development/page/2022-updates-dark-skies-standards)

Exhibit B

SISTERS DEVELOPMENT CODE TEXT AMENDMENTS

[attached]

Sisters Development Code Amendments

Chapter 2.15-Special Provisions

Section 2.15.2400 Dark Skies Standards (This completely restates SDC 2.15.2400 and all text below is new text)

- A. Purpose: The purpose of the Dark Skies Standards is to utilize responsible lighting practices to:
1. Protect the valuable resource of dark night skies.
 2. Preserve opportunities for viewing stars, planets, and other astronomical features.
 3. Promote human health and limit negative impacts from light at night.
 4. Provide safely and responsibly lit areas for citizens and visitors.
 5. Protect ecological wellness and support wildlife needs for darkness.
 6. Reduce energy consumption, emissions, and costs.
 7. Increase opportunities for tourism, such as astrotourism.
- B. Guiding Principles. The Dark Skies Standards are based on the following guiding principles and are not intended to be mandatory approval criteria:
1. Useful. Light should only be used if needed. All light should have a clear purpose, with consideration about how light will impact neighbors, wildlife, and their habitats.
 2. Targeted. Light fixtures should be directed so light falls only where it is needed. Shielding and careful aiming of the light beam to target its direction downward should be employed to prevent spill beyond where lighting is needed.
 3. Low Level. Lights should be no brighter than necessary, using the lowest light level possible. Attention should be given to reflective surfaces that will amplify lights and direct light into the sky or neighboring properties.
 4. Controlled. Lighting should only occur when it is needed. Controls such as timers or motion detectors should be employed to ensure that light is available when it is needed, dimmed when possible and turned off when not needed.
 5. Color. Warmer color lights should be used where possible.
- C. Definitions.
1. ANSI: American National Standards Institute
 2. Correlated Color Temperature (CCT): A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in kelvins (K).
 3. Dark Skies Standards: The provisions of this Section 2.15.2400.
 4. Downcast: Lighting that is installed such that its light is directed only down toward the ground and in which the fixture shield is parallel with the level ground (see Figure 1).
 5. Effective Date: February 10, 2024.
 6. Foot-candle: A measurement of light intensity. One foot-candle is defined as enough light to saturate a surface having an area of one square foot with one lumen of light.
 7. Fully shielded: A light fixture that allows no direct emission of light above a horizontal plane passing through the lowest light-emitting part of the light fixture (see Figure 1).

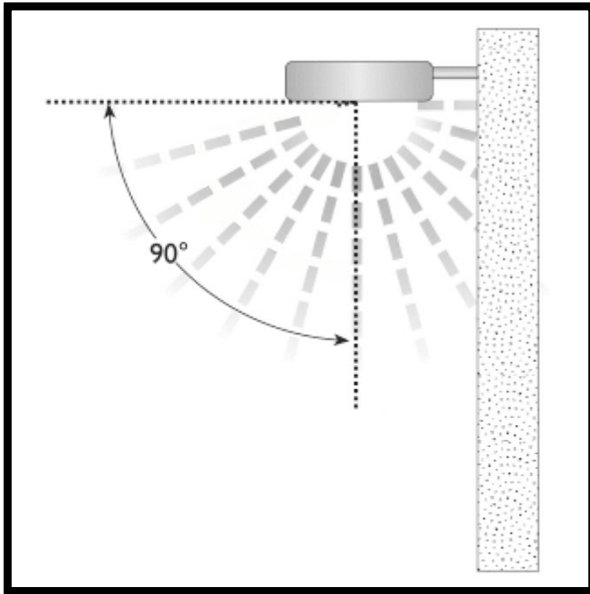


Figure 1.

8. Glare: The sensation produced by luminances within the visual field that are sufficiently greater than the luminance to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance or visibility.
9. IES: Illuminating Engineering Society.
10. Illuminance: Describes the amount of light falling onto or illuminating a given surface.
11. Kelvin: A measurement unit (abbreviated "K") used to describe the correlated color temperature of a light source. This is the specification that gives a description of the "warmth" or "coolness" of a light source.
12. Lamp: The specific component of a light fixture that emits light.
13. Laser Source: Any lamp employing light amplification by stimulated emission of radiation to produce highly monochromatic and coherent light.
14. Light Trespass: A condition in which light emitted directly by a light fixture shines beyond the property lines of the property where the fixture is installed. This means that a person standing on any other property sees the light-emitting source directly. Light trespass does not include indirect reflection or scattering of light from mounting hardware or any other surfaces.
15. Light Fixture: A device that includes the lamp, the ballast or driver, internal wiring, reflectors, lens and any additional components required to deliver light. It does not include the pole or other mounting surface.
16. Low Lumen: Describes a light fixture whose total light output does not exceed 300 lumens.
17. Lumen: The International System of Units (SI) measure of luminous flux equal to the amount of light emitted per second into a unit solid angle of one steradian from a uniform source of one candela.
18. Luminance: The amount of light that passes through, is emitted, or reflected, from a particular area, and that falls within a given solid angle.

19. **Net acre:** The portion of any property that is developed, consisting of structures and/or hardscape. The net acreage of a property is the gross acreage of that parcel less any acres that are considered undeveloped.
 20. **Searchlight:** A light fixture generating a very intense beam of light consisting of parallel rays that can be oriented in any particular direction often used to draw the attention of the public to a place or event.
 21. **String Lights:** Electric lights on a wire, string, or cable used as decoration or for outdoor lighting.
 22. **Warm Color:** A white light source with a correlated color temperature less than or equal to 3000 Kelvins.
 23. **Uplighting:** Any lighting that is directed in such a manner as to shine light above the horizontal plane.
- D. **Applicability:** Except as otherwise exempted by the SDC, the Dark Skies Standards are generally applicable to all new lighting installed on or after the Effective Date and therefore apply even if proposed lighting does not require the filing of an application or the issuance of a permit of approval (or even if no development occurs, see e.g. 2.15.2400(E)(4)). The Dark Skies Standards are in addition to applicable provisions of the Building Code and Electrical Code, and other provisions of the SDC including, without limitation, Chapter [3.4](#) (Signs).
- E. **Requirements:** All non-exempt outdoor lighting fixtures shall meet the following requirements:
1. **Downcast.** Lighting shall be downcast. Uplighting is prohibited.
 2. **Fully Shielded.** Unless subject to an exception, all light fixtures shall be fully shielded and otherwise designed and installed to prevent light trespass and glare.
 3. **Maximum Brightness:** To prevent over-lighting, lighting shall not exceed the following maximum lamp brightness:
 - a. **Single Family Residential:** No individual light fixture may exceed 850 lumens and the entire property may not exceed 4,000 lumens in total or 6,000 lumens in total if the property contains an accessory dwelling.
 - b. **Duplex and Triplex:** No individual lighting fixture may exceed 850 lumens and the entire property shall not exceed 6,000 lumens in total for a duplex or 8,000 lumens for a triplex.
 - c. **Multi-Family Residential:** No individual light fixture may exceed 850 lumens and the entire property may not exceed 20,000 lumens per net acre.
 - d. **Mixed Use and Non-Residential:** No individual light fixture may exceed 1,500 lumens and the entire property may not exceed 25,000 lumens for the initial net acre plus 2,000 lumens for each additional net acre.
 - e. **Publicly Owned Lighting:** Public street lighting shall adhere to the standards contained in the current edition of IES Recommended Practice 8 (“Design of Roadway Facility Lighting”).
 4. **Parking Lot Lighting:** Parking lot lighting shall be downcast, fully shielded and meet the maximum brightness in accordance with recommended minimum value of the IES Standard RP-20-1 “Lighting for Parking Facilities” and shall not exceed a threshold of allowable light trespass of 0.1 foot-candle at the property line.
 5. **Curfew.** In all non-residential zones, all exterior lighting shall be extinguished either by 11 P.M.; or within one (1) hour of the close of normal business hours; or at the conclusion of usual operations, whichever occurs later. The use of such lighting may resume one (1) hour before

sunrise (or opening of business for the property, whichever is earlier) of the following day. Businesses whose normal operating hours are twenty-four (24) hours per day are exempt from this provision. Security lighting in accordance with the current edition of IES Guide 1 (“Guide for Security Lighting for People, Property and Critical Infrastructure”) is permitted during curfew.

6. Color. The Correlated Color Temperature (CCT) shall not exceed 3000 Kelvins.
 7. Publicly Owned Lighting. Publicly owned lighting (including streetlights located in the public right-of-way) shall be fully shielded, comply with the color limits in Section 2.15.2400.E.6. and meet the brightness limits in Section 2.15.2400.3.e. They are encouraged, but not required, to comply with the light trespass requirement. Notwithstanding the foregoing, all outdoor light fixtures on property (other than public right-of-way) or buildings that are owned and operated by the City of Sisters must be fully shielded unless exempt under Section 2.15.2400(H) and adaptive controls and curfews must be employed.
- F. Signage. Notwithstanding anything in Chapter 3.4 to the contrary, lighting of signage must meet the following requirements:
1. Except for businesses whose normal operating hours are twenty-four (24) hours per day, sign illumination must be extinguished completely one (1) hour after sunset (or at close of business for the property, whichever is later), and remain off until one (1) hour before sunrise (or opening of business for the property, whichever is earlier);
 2. The illuminated surface area of an individual sign cannot exceed 200 square feet; and
 3. Lighting must be downcast and fully shielded.
- G. Prohibitions.
1. Laser Source Light. The use of laser source light or any similar high intensity light is prohibited if it projects beyond the property lines of the property on which it is located.
 2. Searchlights. The operation of searchlights for purposes other than public safety or emergencies is prohibited.
 3. Upward-pointing light fixtures. All light fixtures must be downcast including illumination of signs, landscaping, flags (except the US and state flag, if flown on the same flagpole), and other items.
- H. Exemptions. Notwithstanding anything hereinto the contrary, the following forms of lighting are exempt from the Dark Skies Standards.
1. Non-conforming lighting subject to Section 2.15.2400(I).
 2. Airport operations lighting and aircraft navigational beacons required by the Federal or State Law are exempt from these provisions. All other airport outdoor lighting must conform with this ordinance.
 3. String Lights, subject to the following standards:
 - a. String lights may be installed in either residential or non-residential zones.
 - b. String lights shall not be used to solely illuminate or decorate landscaping features.
 - c. All installations of string lighting shall employ lamps that do not flash or flicker and whose individual output does not exceed fifty (50) lumens.
 - d. When used for purposes other than holiday lighting, string lights shall consist only of white light sources with a CCT not to exceed three thousand (3000) Kelvin.
 - e. String lights are exempt from the downcast and full shielding requirements of Section 2.15.400.E; it should be noted, however, the installation and operation of string lights in accordance with these provisions may still result in civil nuisance claims.

- f. In non-residential zones, string lights may be installed in outdoor dining and entertainment areas only and shall not be used to delineate or outline the edges of a building or for any other purpose. String lighting must be completely extinguished by the end of normal business hours. Permanent string lighting installations shall be subject to inclusion in the total lumen allowance calculation.
 - g. In residential zones, string lighting may be used to delineate or outline the edges of patios, porches, decks and similar structures that do not face directly toward a street or public right of way. String lighting must be completely extinguished by 11 P.M.
 - h. The aforementioned limitations do not apply to holiday lighting.
- 4. Decorative Lighting
 - a. Holiday lighting shall be allowed for no more than the period between November 1 and February 15.
 - b. Decorative low lumen lights are permitted only in residential districts.
 - c. Low lumen landscape lighting is permitted, but such lighting shall be shielded in such a way as to prevent glare and light trespass. Light fixtures shall be mounted no more than three (3) feet above grade and used solely for landscape delineation rather than area lighting.
- 5. Special events that require the use of temporary outdoor light fixtures are exempt if the exemption does not exceed five (5) days for a particular property in any calendar year; however, permanent installations special event venues must conform to the Dark Skies Standards.
- 6. Lighting for U.S. flags properly displayed (consistent with the U.S. Flag Code).
- 7. Temporary construction lighting necessary for an allowed use.
- 8. Lighting under the jurisdiction of the Oregon Department of Transportation.
- 9. Athletic field lighting meeting the following conditions:
 - a. Current Illuminating Engineering Society (IES) lighting guidelines are followed according to the appropriate class of play.
 - b. Field lighting is provided exclusively for illumination of the surface of play and viewing stands and not for any other applications.
 - c. Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance).
 - d. Off-site impacts of the lighting will be limited to the greatest practical extent possible.
 - e. Lights must be extinguished by 10:00 pm local time or one hour after the end of play, whichever is later.
 - f. Timers must be installed to prevent lights being left on accidentally overnight.
- i. Non-Conforming Lighting. Outdoor light fixtures lawfully installed and operable prior to the Effective Date are exempt from all such requirements, except as follows:
 - 1. All publicly owned lighting must be brought into conformance within five (5) years after the Effective Date.
 - 2. All privately owned lighting must be brought into conformance within five (5) years after the Effective Date.
 - 3. Notwithstanding anything herein to the contrary, any replacement or modification to nonconforming outdoor lighting must comply with the Dark Skies Standards.
 - 4. Notwithstanding anything herein to the contrary, all non-conforming outdoor lighting must be brought into compliance as a condition of land use approval involving a Conditional Use or a Site Plan Review.

- J. Lighting Plan Required. All applications for Site Plan Review and/or building permits must include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing light fixtures, along with light fixture cut sheets from the manufacturer. The applicant must provide enough information to demonstrate compliance with the Dark Skies Standards. The Community Development Director may request any additional information necessary or appropriate to evaluate compliance with the Dark Skies Standards.



Meeting Date: January 10, 2024

Type: Regular Meeting

Subject: Westside Pumpstation Design/Engineering Professional Services Agreement

Staff: J. Dumanch

Dept: Public Works

Action Requested: Discussion and consideration of a motion to approve a professional services agreement with Harper Houf Peterson Righellis, Inc (HHPR) for the design of the Westside Pumpstation project in an amount not to exceed \$232,375.00 and authorize the City Manager to execute the agreement subject to minor legal revisions.

Summary Points:

- Through our 2023 Wastewater Master Plan update it was determined that a new regional pumpstation is needed to divert flows from the west side of the city away from the Rope Street Pumpstation creating additional capacity for the entire system. The project will include a new triplex pumping system and controls located in a CMU building on N. Pine Street with a back-up generator. The project also includes a new 4500' 8" force main to carry the pumpstation flow to the existing 12" Locust St. force main.
- This is a high priority project that is programmed in the 2023-27 schedule. It is necessary to start the design now to have it in operation in 2025.
- The pumpstation site has already been procured through a Special Use Permit with the Forest Service on the NE corner of their property adjacent to N. Pine Street.
- Staff submitted a Request for Proposals (RFP) to five firms on our Qualified Engineering consultant list. HHPR was the only firm that submitted a proposal for the project.
- The HHPR proposal was evaluated by staff and the City Engineer and it was determined that the proposal met all of the requirements outlined in the RFP.
- Nicolas Speros with HHPR will be the Project Manager and Ken Condit will be the Project Engineer. Ken has extensive experience designing wastewater pumpstations all over the northwest. He is currently working on a pumpstation in Redmond and has designed stations for the City of Madras and the City of Bend.
- The scope of work includes preliminary engineering, 60% and 90% progress level plans, final design, and bid-ready design documents and bidding assistance.
- A significant part of the design includes a full topographic survey to enable the consultants to analyze and design the most cost effective and flow efficient alignment for the 4500' 8" force main.

Financial Impact: \$200,000 was budgeted in the FY23/24 Sewer SDC fund, the additional funding needed will be budgeted in the FY24/25 Sewer SDC fund.

Attachments: Westside Pumpstation Site Plan, Scope and Fee Estimate

**UPDATED PROJECT SCOPE (TASKS 1 THRU 4)
CITY OF SISTERS WESTSIDE PUMP STATION & FORCE MAIN
REVISED JANUARY 3, 2024**

TASK 0: Ongoing Project Management During Design

HHPR will assign a project manager for the duration of the work to schedule, manage, coordinate, and direct the project team. Key tasks shall be as follows:

1. Coordinate with City to update project schedule as needed and confirm project requirements.
2. Manage project subconsultants for geotechnical, electrical, mechanical, and instrumentation and control disciplines.
3. Track progress on work completed and coordinate with City to keep the project on schedule. We will work with City to revise the schedule when necessary to reflect changes in the project.
4. Maintain records of coordination activities and decisions made. Provide copies of records to City as requested during the project.
5. Prepare monthly invoices and summarize status to show percent complete to date of major tasks.

TASK 1: Preliminary Engineering and Related Services

This overall task investigates existing conditions and constraints affecting the project, establishes the basis of design for the project, and addresses main issues that impact detailed design. It is critical to lay the proper framework for successful project execution and cost control. Our scope will include the following key activities:

1. Subconsultant services to provide a geotechnical investigation that will support design of PS structures. The Wallace Group is our subconsultant on the nearby Sisters Woodlands mixed-use development and they will use soils information from that project to support their investigation. But a single boring is recommended for the PS site because the wet well excavation will be deeper than the shallow soil samples previously gathered.
2. Our in-house survey team will provide all services required to complete a thorough topographical survey and prepare a base map of existing conditions at the PS site and along the FM alignment.
3. Flow Analysis and Design Capacity.
 - HHPR will coordinate, arrange for, and manage flow data collection from a temporary meter in the existing interceptor.
 - We will also identify existing and projected tributary EDU counts for the facilities and review recent flow or runtime data for PS #1.
 - Together these data will be used along with information in the facilities plan to establish the current and projected peak design capacity for the Westside PS and confirm the 8-inch FM diameter previously identified.
4. Preliminary Design Review. HHPR will discuss the site layout and buried pipe locations with the City to confirm specific operations and maintenance objectives are being met. We will develop a PS layout and coordinate any potential modifications we identify with the City.

5. FM Alignment and Preliminary Profile. We will use the survey base map with existing utility locations to establish the specific alignment along the previously-identified route. We will also identify the design approach for the Cascade Avenue crossing and any locations where air release/vacuum valves or blow-offs are recommended.
6. Hydraulic Analysis Iterations and Pump Selection.
 - We will model existing FM hydraulic characteristics based on existing pump curves and a PS #1 wet-well drawdown test.
 - We will perform detailed PS hydraulic analysis based on Westside PS design flows, measured PS #1 flows/runtimes, and FM characteristics to develop system head curves for both pump stations.
 - We will solicit pump selections from at least three manufacturers based on our analysis and check the selections using pump performance curves. We will evaluate pump suitability and benefits of VFDs to vary pump output.
 - We will check probable pump performance at PS #1 based on partial common FM configuration and recommend modifications, if any, based on results of analyses.
7. Preliminary Process Design. Our team will:
 - Establish the pumping system scope and solicit pumping system proposals from three manufacturer's representatives based on pump selections.
 - Develop design of pump and retrieval assemblies, wet well configuration, piping and valve layouts; and vault sizes.
 - Develop general control and telemetry systems configuration to identify main components and panel space requirements.
 - Identify initial layout of electrical and control cabinets in Electrical Room.
 - Identify HVAC performance criteria.
 - Identify generator and automatic transfer switch capacity; identify preferred makes and models; and obtain manufacturer's proposals w/quotes.
 - Establish room sizes in the building based on space requirements identified.
 - Coordinate bldg. foundation requirements w/geotechnical report, establish bldg. structural design criteria, and prepare structural calculations based on current code.
8. Our team will prepare an initial estimate of probable cost and a summary technical design memorandum with preliminary drawings (approx. 30% design level).
9. HHPR will perform an in-house QA/QC review of the design memo and preliminary drawings and make changes per the review.
10. We will attend a preliminary design review meeting w/City.

Deliverables:

- *Draft and Final Geotechnical Report.*
- *Engineering Design Memorandum w/project design basis and preliminary drawings.*

City Responsibilities:

- Provide existing discharge pressures and pump runtime or flow data for PS #1.
- Provide any available PS #1 pump performance data and information on existing force main.
- Provide information on existing PS controls and telemetry equipment.
- Provide reviews of and comments on predesign memo and preliminary drawings.

TASK 2: Detailed Design to 60% Completion

This task involves design development and preparation of detailed plans to a 60% progress level for review by the City. A 60% estimate of probable cost will also be provided.

We will focus on civil plans for this level of progress to firm up pump station layouts and pumping system requirements before the electrical, mechanical and I&C discipline proceed with detailed plans.

Our scope through 60% will include the following key activities:

1. Revise the design according to the City's comments on the preliminary engineering effort.
2. Update calculations for hydraulic and structural designs according to any comments on the preliminary design effort and on any other adjustments made during design development.
3. Prepare electrical load and mechanical energy calculations for the design effort and utility coordination.
4. Develop detailed FM profile based on utility crossings and adjust alignment to address any conflicts that are identified.
5. Prepare a list of required specification sections and general notes for detailed plans.

Deliverables:

- Detailed plans at 60% progress level and cost estimate for City review.

City Responsibilities:

- Provide reviews of and comments on 60% detailed design plans and specs.

TASK 3: Detailed Design to 90% Completion

The project team will proceed with design development for all disciplines consistent and address the City's input at 60%. The team will prepare detailed plans, technical specifications, stamped structural calculations, and an updated cost estimate for a 90% progress review by the City. Prior to the 90% submission, we will perform an in-house QA/QC review and address the review comments.

Deliverables:

- Detailed plans, specifications, and cost estimate at 90% progress level for City review.

City Responsibilities:

- Provide reviews of and comments on 90% detailed design plans and specs.

TASK 4: Detailed Design to Bid-Ready Design Documents

Our scope will include the following key activities:

1. The project team will incorporate all review comments, complete the design effort, draft bidding and contract documents, and prepare a permit set of construction documents. We will also update the engineering design memo to make it consistent with any updates that occur throughout design and produce a design report for DEQ review.
2. We will prepare a major equipment schedule that identifies the equipment manufacturers used for the design and include prebid requirements for major equipment submittals.
3. The permit set with stamped calculations will be submitted to Deschutes County and the same set of documents, along with the design report, will be submitted to DEQ for approval.
4. We will address any review comments by the permitting authority and DEQ, complete the construction documents for bidding, and updated the cost estimate.

Deliverables:

- *Permit set of construction documents with plans, specifications, bidding and construction documents, stamped calculations, and updated design report.*
- *Design Report that updates technical memo for DEQ review.*

City Responsibilities:

- *Provide reviews/input regarding any significant adjustments to 90% design documents.*
- *Pay permitting and DEQ plan review fees.*

FEE ESTIMATE SUMMARY – PROPOSED PROFESSIONAL DESIGN SERVICES

		BREAKDOWN BY MAJOR DISCIPLINES						
TASK #	TASK DESCRIPTION	SURVEY	GEOTECH	CIVIL *	ELEC	MECH	I&C	SUBTOTALS
0	Project Management	(Amounts are included in each respective task)						
1	Preliminary Engineering	\$18,000	\$15,230	\$35,360	\$2,000	\$1,500	\$3,340	\$75,430 **
2	Design Engineering to 60%	\$0	\$0	\$43,485	\$5,500	\$2,500	\$0	\$51,485
3	Design Engineering to 90%	\$0	\$0	\$62,810	\$3,000	\$2,500	\$13,360	\$81,670
4	Design to Bid-Ready Docs	\$0	\$0	\$13,280	\$2,500	\$2,500	\$5,010	\$23,290
5	Bidding & Construction ††	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6	Misc. Exp. & Reimbursables			\$500				\$500
	DISCIPLINE TOTALS	\$18,000	\$15,230	\$155,435	\$13,000	\$9,000	\$21,710	
					TOTAL FEE ESTIMATE =			\$232,375

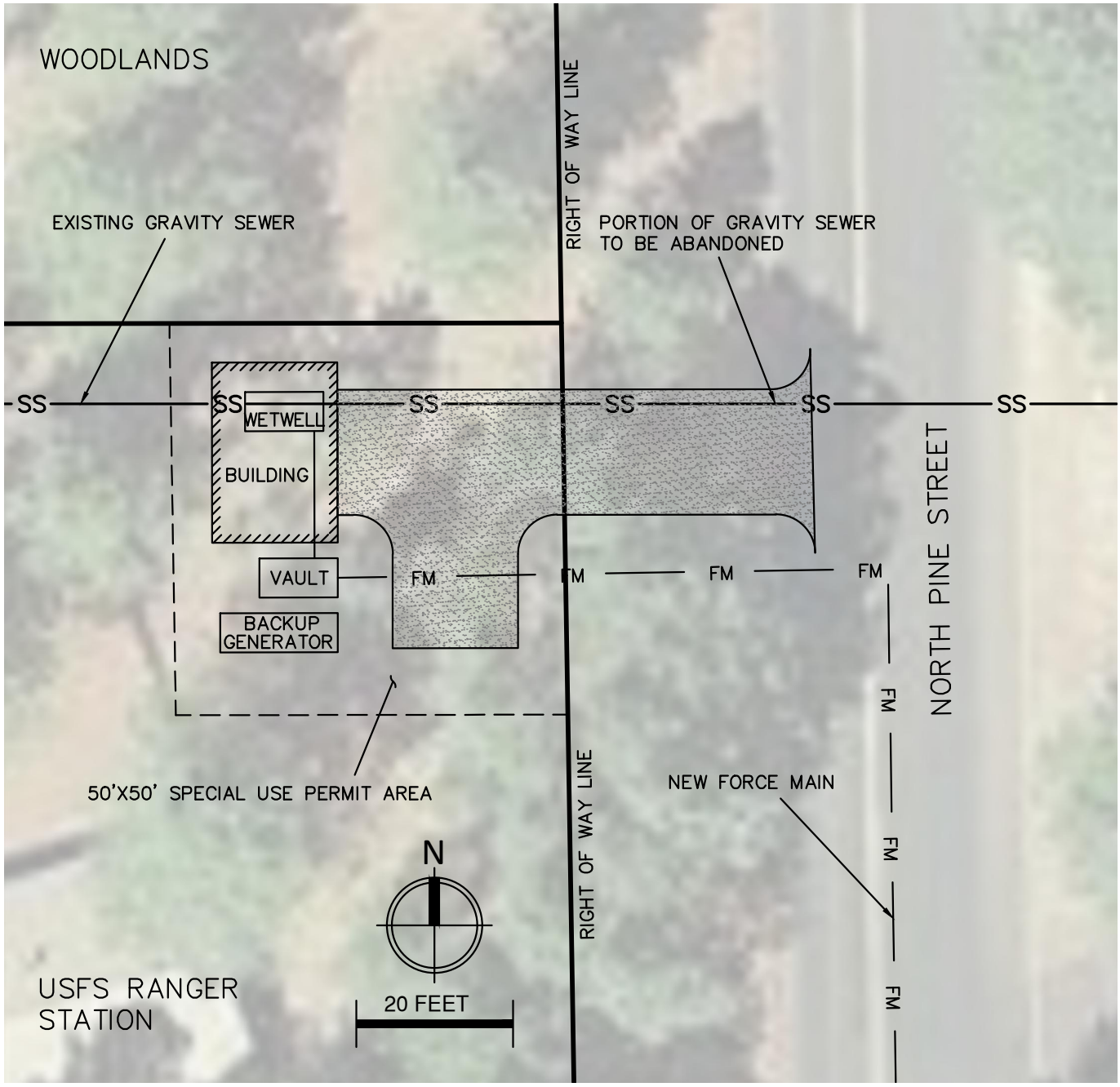
NOTES:

* City to pay all agency and permitting fees

** We propose the City direct rent temporary flow measuring device (HHPR proposal includes analysis of flow measurements)

†† Consulting services scope and fee during bidding and construction will be addressed after the design phase.

SPECIAL USE PERMIT AREA
 LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 5,
 TOWNSHIP 15 SOUTH, RANGE 10 EAST, W.M.
 DESCHUTES COUNTY, OREGON



549 SW MILL VIEW WAY
 SUITE 100
 BEND, OREGON 97702
 (541) 633-3140
 www.beconeng.com

FOR:
 CITY OF SISTERS
 520 E. CASCADE AVE.
 P.O. BOX 39
 SISTERS, OR 97759

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 DEC. 16, 2009
 ERIK J. HUFFMAN
 70814

RENEWS: JUN. 30, 2023

DATE: 4/20/2022

SCALE: 1" = 20'

DRAWN BY: EJJ

PROJ: 13702.161



CITY COUNCIL Staff Report

Meeting Date: January 10, 2024

Type: Regular Meeting

Subject: Resolution 2024-01 – Cold Weather Emergency Declaration

Staff: Prosser

Dept: CMO

Action Requested: Motion to approve Resolution 2024-01: A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS.

Summary Points:

- This is a request to adopt a Resolution declaring a cold weather emergency, which would enable suspension of applicable land use regulations and associated review process to enable cold weather shelter operations to be established for the 2024 winter season.
- In 2017, City Council adopted Ord. #483 to enable the City Council to declare emergencies specific to certain circumstances. The confluence of cold weather, people living outdoors or in other circumstances related to cold weather, coupled with the lack of existing emergency shelters, justify adoption of this Resolution.
- An approval letter from the Sisters - Camp Sherman Fire District, Jeff Puller, Fire Safety Manager, will need to be secured for any facility operating as a shelter.
- All Shelter visitors will need to adhere to the attached code of conduct.
- The Emergency Declaration is from January 10, 2024, to January 24, 2024, but may continue after these dates with Councils approval if cold weather necessitates it.

This emergency declaration is a temporary solution that allows the City and its partners to help houseless neighbors during extreme winter weather. The establishment of this emergency declaration underscores the city's commitment to supporting vulnerable individuals and families within the community.

Financial Impact: NA

Attachments: Resolution 2024-01
Code of Conduct

RESOLUTION NO. 2024-01

A RESOLUTION OF THE CITY OF SISTERS DECLARING A STATE OF EMERGENCY AND AUTHORIZING TEMPORARY SHELTER FACILITIES DURING SEVERE COLD WEATHER CONDITIONS.

WHEREAS, City of Sisters (“City”), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, under City Ordinance No. 483 (the “Emergency Ordinance”) an emergency is defined to include, without limitation, a natural event that threatens the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City; and

WHEREAS, Section 5.1 of the Emergency Ordinance provides that City may adopt procedures to prevent, prepare for, minimize, respond to, and/or recover from an emergency, including, without limitation, granting temporary exemptions from applicable Sisters Municipal Code provisions for emergency shelters, and/or such other measures and/or actions necessary for the protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment; and

WHEREAS, commencing January 10, 2024, and ending on January 25, 2024, City anticipates severe weather conditions that may threaten the health, safety, and/or welfare of City and its citizens and/or cause or may cause damage, injury, and/or death to persons and/or property in City; and

WHEREAS, City finds that there is a need for local assistance to respond to severe cold weather conditions and City has received information from existing homeless shelter and cold weather service providers that there is a need for additional shelter resources during severe cold weather; and

WHEREAS, City finds that temporary nighttime cold weather shelter facilities may be necessary for local residents when; a Winter Storm Warning is issued for 97759 by the National Weather Service; and/or temperature is at 25 F or lower; and/or five inches or more of snow is forecasted in a 12-hour period or seven inches within a 24 hour period; and/or a life threatening combination of snow and/or ice accumulation with wind; or any time deemed necessary by the city manager; and

WHEREAS, the Sisters City Council (the “Council”) finds that anticipated severe cold weather conditions may threaten the health, safety, and welfare of City and its citizens and thereby necessitate a state of emergency declaration.

NOW, THEREFORE, BE IT RESOLVED that City of Sisters resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2024-01 (this “Resolution”) are hereby adopted.
2. Emergency Declaration; Notice. Council finds that severe cold weather conditions may threaten the health, safety, and/or welfare of City and its citizens and/or cause or may cause damage, injury, and/or death to persons and/or property in City. In accordance with Section 4.1 of the Emergency Ordinance, the mayor and Council hereby declare a state of emergency commencing January 10, 2024, and ending on January 25, 2024, during any period that a Winter Storm Warning is issued by the National Weather Service. The emergency declared in this Resolution applies to all areas within the geographic boundaries of City. City will give notice of the declaration through such public media as the mayor and/or city manager deems reasonable under the circumstances.

3. Temporary Regulations. For purposes of preventing, preparing for, minimizing, responding to, and/or recovering from the emergency declared herein, City adopts the following temporary regulations:

3.1 City's city manager and/or mayor may designate one or more facilities, buildings, and/or shelters as temporary cold weather shelter facility(ies). City's city manager and/or mayor will coordinate with the community development director and the fire safety manager concerning any waiver of applicable code provisions and/or additional regulations, including, without limitation, waiver(s) of temporary use permit(s) for temporary cold weather shelter facilities.

3.2 During the state of emergency declared herein, from the period commencing at 6:00 p.m. until 7:00 a.m. the following day, each designated temporary cold weather shelter facility is authorized to shelter up to twenty persons, but in no event exceeding the number of persons identified by the fire safety manager for the facility; a 24-hour fire watch will be maintained at all times.

4. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural, and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Sisters and signed by the mayor this 10th day of January 2024.

Michael Preedin, Mayor

ATTEST:

Kerry Prosser, Recorder

Emergency Cold Weather Shelter Code of Conduct

At this emergency cold weather shelter we are committed to providing a safe environment for all individuals seeking assistance. To achieve this, we expect everyone using this facility to adhere to the following Code of Conduct:

1. **Respect for All Individuals:** Treat all shelter guests, staff, volunteers, and visitors with dignity and respect, regardless of their background, ethnicity, gender, age, religion, sexual orientation, or any other characteristic.
2. **Non-Discrimination Policy:** We do not tolerate any form of discrimination, harassment, or violence towards anyone within our premises. Everyone is entitled to equal access to our services and resources.
3. **Maintaining Safety and Security:** Follow the instructions of the shelter staff and volunteers to ensure the safety and security of everyone present. Avoid engaging in any behavior that may put others at risk.
4. **No Smoking, Drug or Alcohol Use:** The use of drugs or alcohol on the premises or on surrounding public property is strictly prohibited. We are committed to maintaining a drug and alcohol-free environment to safeguard the well-being of all guests.
5. **Compliance with Rules and Guidelines:** Abide by all the rules and guidelines established by the shelter, including curfew times, registration procedures, and use of facilities.
6. **Responsible Use of Resources:** Use shelter resources and supplies responsibly and avoid wastage. Do not damage or misuse any property belonging to the shelter or other guests.
7. **Conflict Resolution:** If conflicts arise, approach shelter staff or volunteers to mediate and resolve the issues peacefully and constructively.
8. **Personal Belongings:** Keep personal belongings in designated areas and avoid leaving valuables unattended. The shelter will not be responsible for lost or stolen items.
9. **Hygiene and Cleanliness:** Maintain personal hygiene and cleanliness standards. Utilize the provided restroom and bathing facilities to ensure a healthy living environment for everyone.
10. **Quiet Hours:** Respect quiet hours from 10:00 pm – 6:00 am to allow others to rest and sleep peacefully. Minimize noise and disturbances during these designated times.
11. **Cooperation with Staff and Volunteers:** Cooperate with shelter staff and volunteers during intake, and other interactions.
12. **No Weapons:** Possession of weapons or any dangerous objects within the shelter is strictly prohibited.
13. **Pets and Animals:** We cannot accommodate pets or animals within the shelter premises for the safety and well-being of all guests. Exceptions may be made for service animals in compliance with applicable laws.
14. **Confidentiality and Privacy:** Respect the privacy of other shelter guests and refrain from sharing their personal information outside of the shelter.

I understand that failure to comply with this Code of Conduct may result in appropriate actions, including temporary suspension of services or assistance.

Name _____ Phone number _____

Signature _____ Date _____