

COMMUNITY INVOLVEMENT

Review of Planning Commission Feedback on
Policies and Procedures

CITY COUNCIL WORKSHOP

CITY OF SISTERS COMMUNITY DEVELOPMENT



DISCUSSION OBJECTIVE

- On November 2, 2023, the Planning Commission reviewed and discussed the City's public involvement policies, requirements, and tools in order to identify recommendations for improvement.
- To request the City Council's consideration of the Planning Commission recommendations.



BACKGROUND

Why talk about Community Involvement?

What role does the Planning Commission have in Community Involvement?



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
2. Effective two-way communication with the public
3. The ability for the public to be involved in all phases of the planning process
4. Making technical information easy to understand
5. Feedback mechanisms for policy-makers to respond to public input, and
6. 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.



WHAT PLANNING PROCESSES?

Long-range Planning

vs

Current-Planning

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

Master Planned Developments
Partitions & Subdivisions
New Site Development
ADU Permits
Short-term rental permits



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



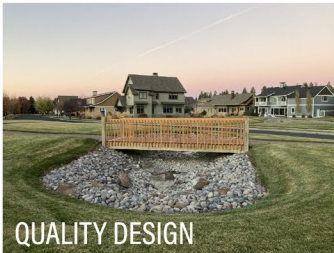
SIDEWALKS



SINGLE-FAMILY



TREES



QUALITY DESIGN



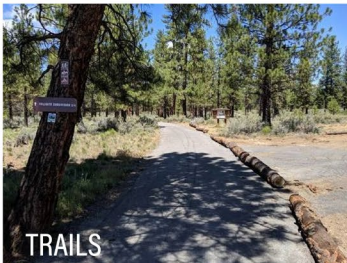
VISTA VIEWS



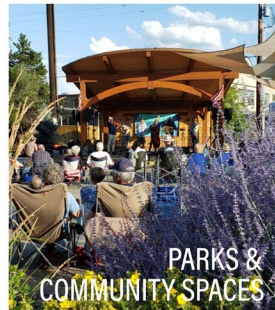
NATURE



SUSTAINABILITY



TRAILS



PARKS & COMMUNITY SPACES

In-Person Tabling Events



← 125+ Participants

WHAT PLANNING PROCESSES?

Long-range Planning

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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, 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 3 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



PLANNING COMMISSION FEEDBACK

1. Neighborhood Meetings
2. History of Development in Sisters
3. Informal opportunities for public to listen to and engage with City Council and Staff
4. Neighborhood Districts
5. Expanding Public Outreach Tools
6. Audit the Comprehensive Plan for implementation of policies into the Sisters Development Code



PLANNING COMMISSION FEEDBACK #1

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.



PLANNING COMMISSION FEEDBACK #1

4.1.1000 Neighborhood Meetings

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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.)



PLANNING COMMISSION FEEDBACK #2

History of Development in Sisters

- PC 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.

Action Item: Suggest this as a C4C event and/or draft a history of Sisters development memo write for inclusion on the city website.



PLANNING COMMISSION FEEDBACK #3

Create more informal opportunities for public to listen to and engage with City Council and Staff

- Provide more informal Q&A sessions or
- “Fireside Chat” to facilitate two-way conversations between Council & public
- “Closing the communication loop” during Visitor Communications.
- Joint Workshop Meetings with the Planning Commission and City Council are useful opportunities for the community to be introduced to big topics and hear from their representatives in a less formal format.



PLANNING COMMISSION FEEDBACK #3

Create more informal opportunities for public to listen to and engage with City Council and Staff

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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.



PLANNING COMMISSION FEEDBACK #4

Formation of Neighborhood Districts

- May make public hearings and meetings more efficient by designating representatives to speak for a broader group of people that may likely have similar sentiments on a project or topic, rather than have 10-20 people in the same neighborhood stating the same concerns.
- May be a useful tool for Council to coordinate regular meetings with neighborhood representatives to educate about what's going on in the city, answer questions, and have more informal opportunities to hear any community concerns.

Action Item: Share idea with City Council and see if they want to direct staff to investigate the feasibility of neighborhood associations/districts.



PLANNING COMMISSION FEEDBACK #5

Expanding Public Outreach Tools & Strategies

- **Social Media**
Action Item: Consider the use of short videos to convey important information to the community, or other social media platforms.
- **Third-Party Websites to Exchange Information**
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, ThoughtExchange, etc.)
- **Assess strategies used by other communities**
Action Item: Staff to review best practices from other communities and incorporate them where feasible.



PLANNING COMMISSION

FEEDBACK #6

Audit the Comprehensive Plan for implementation of policies into the Sisters Development Code

- Public comment highlighted a disconnect between the Comprehensive Plan policies and the Development Code provisions.
- Not all current planning projects are required to comply with the Comprehensive Plan policies.
- The Sisters Comprehensive Plan is a 20-year plan.
- Educate the public about being involved when text amendments are proposed because that is how the Comp Plan policies are implemented into Development Code, which ultimately shapes what the future of Sisters looks and feels like.



PLANNING COMMISSION FEEDBACK #6

Audit the Comprehensive Plan for implementation of policies into the Sisters Development Code

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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 Sisters Development Code and review them with City Council for direction on development code amendments.



QUESTIONS

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APPENDIX

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*

MARK TRAIL
OUTDOOR EQUIPMENT

CITY OF SISTERS COMPREHENSIVE PLAN 2040 UPDATE FAST FACTS

What is the Comprehensive Plan?

The long-range plan for how it will grow and develop within its growth boundary (2040).

Guidelines for housing, economic development, transportation, parks and recreation, and public safety.

Community input through several channels.

How do we accommodate growth?

The city will plan a 20-year supply of housing, jobs, and parks to ensure a high quality of life for all residents. A goal is to accommodate growth in a way that is consistent with the city's vision and community input through several channels.

Population Growth (1950 - 2040)

Year	Population
1950	10,000
1960	12,000
1970	15,000
1980	18,000
1990	20,000
2000	22,000
2010	24,000
2020	26,000
2030	28,000
2040	30,000

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

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)



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)

How a Vision Becomes Policy

Illustrated By Emelia Shoup

