



## CITY PARKS ADVISORY BOARD **Agenda**

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

**Wednesday, February 7, 2024 – 4–5 P.M.**

520 E. Cascade Avenue, Sisters, OR 97759

Meeting is in person at Sisters City Hall, but also available on Zoom via this link:

<https://us02web.zoom.us/j/86827290628>

**Meeting ID: 868 2729 0628**

- I. **CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA**
- II. **VISITOR COMMUNICATION:** This is the time provided for individuals wishing to address the Board regarding issues that are not on the agenda. Please state your name and address at the time the Chair calls on you to speak.
- III. **APPROVAL OF MINUTES:**
  - A. December 7, 2023 (Exhibit A)
- IV. **STAFF**
  - A. Parks System Development Charges and Parks Level of Service (Exhibit B)
  - B. Sisters Community Garden Proposal (Exhibit C)
- V. **UPDATE FROM SISTERS PARKS AND RECREATION DISTRICT**
- VI. **OTHER BUSINESS/OPEN DISCUSSION**
- VII. **ADJOURN**

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City Parks Advisory Board – Meeting Minutes  
Wednesday, December 6, 2023 – 4:00 P.M.  
520 E. Cascade Avenue, P.O. Box 39, Sisters, OR 97759

City Parks Advisory Board Attendees:

Board Members: Eli Madrone, Emily Curtis, Doug Buell, Emily Coonrod, Asa Sarver  
Absent: Molly Baumann, Nancy Connolly, Gary Ross  
Council Representative : Jennifer Letz  
Staff: Scott Woodford, CDD Director  
Visitor: Jennifer Holland, SPRD Representative  
Recording Secretary: Carol Jenkins

I. CALL TO ORDER

*Board Chair Madrone* called the meeting to order at 4:00 pm. A quorum was established.

*Board Member Sarver* made a motion to approve the agenda as presented.  
*Board Member Buell* seconded the motion. Motion passes.

II. VISITOR COMMUNICATION

Nancy Bright, 69860 Camp Polk Rd., Sisters, OR 97759

*Nancy Bright* stated that she has gardened at the Sisters Community Garden for 10 seasons since August 2012. Julie and Benny Benson have generously hosted the Sisters Community Garden. That has changed and they have asked us to find a new site in October of this year, 2023. We could not find a garden space for the 2024 gardening season, but the deadline was extended one (1) year, so we feel like we have some breathing room. The extension provides little breathing room and still need a new site. We need a commitment for a new site before we can write grant applications, finalize the garden design, plan the move, seek donations of time and materials, schedule the building of the deer fence, install irrigation, move the raised beds, move the green house, etc. Sisters Community Garden is a 501C3 funded non-profit and entirely volunteered. Rental fees, fund raisers, and a few donations are the only income, but it is sufficient to pay for maintenance and improvement costs.

*Ms. Bright* continued to say that our sense of community is strong and infectious, and we work together for common goals raising vegetables, flowers, and keeping the garden maintained. We talked about our failures and successes, shared tricks and protect the gardens from early and late frosts. We share the ups and downs of our lives, we become friends and newcomers can grow roots to the Sisters community. All ages are comfortable and welcome from newborns, teens, young adults, to families, to retirees. She is asking the Board to put the

relocation of the Sisters Community Garden on the Agenda early and 2024 and take the next step toward moving the Sisters Community Garden onto city parks property – we need land.

Mimi Schaefer, Sisters Community Garden

*Ms. Schaefer* stated that the Sisters Community Garden was not allocated garden space in the SPRD proposed outdoor lease. They hope that the Parks Board will seriously consider giving the garden a place on an upcoming agenda early next year because without a firm site, it is difficult to apply for grants or begin fundraising. Last month, they proposed a design for a Sun Ranch Park Garden and will have a design ready in January showing how our garden might look in Cliff Clemens Park. It is an enhancement to the City as a whole, and a luxury for people to come and plant plants in a city sponsored or a community sponsored area. We have about 50 gardeners now and it is a place that people like to come to and have lunch, catch up, and we even get requests to have receptions for weddings, etc. She asked that the Board put them on the agenda as soon as possible.

*Board Chair Madrone* stated that it has been on the agenda a couple of times and is on the Boards radar as we move into 2024 as well.

*Director Woodford* stated that we have been communicating back and forth with the Community Garden representative – Janie Boyle. We had some initial comments when they first put this proposal forth to the city and have been talking about it internally as staff – the Public Works Director, Finance Director, City Manager, and getting everyone up to speed on this. It participated in some questions that we had of the group that we did share with the group and they responded back to us – how does the reservation system work and is it just open to the City of Sisters residents, prepared a site plan of how it would fit on the site (Sun Ranch), questions if this would fit on the site at one time, and they prepared a very nice site plan. Another big question is about the mechanics of the agreements between the city and a non-profit to run these things. We are going to do some research from other communities, but we have not finished that research yet. The plan is to bring it back in February 2024 with more information, the Board will take the first crack at it, and then run it through the City Council as well. It is good to know the timeline they are on and the quicker the better to get some feedback and resolution.

*Board Chair Madrone* thanked all the people that sent in messages as well and the community values it a great deal.

III. APPROVAL OF MINUTES – October 4, 2023.

*Board Member Sarver* made a motion to approve the minutes for October 4, 2023, as presented.

*Board Member Coonrod* seconded. Motion passes.

IV. STAFF

- a. Review of 2023 CPAB Accomplishments
- b. What to expect in 2024 for CPAB.

*Board Chair Madrone* wanted to say thank you to Emily Curtis for her contribution to the Parks Master Plan and all the efforts she put in to make that happen. He stated that he learned a great deal about the whole process, about Sisters, about Planning, and appreciates everything that she did.

*Director Woodford* stated that he wanted to echo that as well and having her on those project management team meetings was very valuable through the process, and to get the inside to what the Parks Board is thinking in terms of the Parks Master Plan where she was able to relay the information she learned back to the group.

*Director Woodford* stated that he wanted to keep continuity going with this group and Board Chair Madrone thought it would be a good idea to discuss what was accomplished in 2023 and use it as an opportunity to talk about what is on the plate for 2024. To hear thoughts from the Board about things that they would like to see put on the agendas, or other projects, and things to consider.

CPAB 2023 Accomplishments:

- Parks Master Plan (CPAB Rep. Contribution).
- Update on the Whychus Creek Restoration of planting native riparian and wetland plants; Engineered riffles to improve fish habitat; Retrofit the footbridge to be ADA accessible; Reduced Erosion with dedicated access points; Fencing of riparian area; Outreach signs.
- Reviewed Creekside Park Memorial.
- Creekside Park Signage.
- Arbor Day Tree Planting Assistance.
- Reviewed Urban Camping Regulations.
- Reviewed Dog Park. East Portal Location.
- Preliminary Review of Sisters Community Garden Proposal.
- Regular Updates from SPRD.

CPAB 2024 – What to Look Forward To:

- Arbor Day – Planting trees in the park for Arbor Day.
- Dog Park Design and Construction.
- Community Garden.
- Parks SDC's. (Council Adoption).
- Level of Service.
- City Council Goals (NW Park Feasibility?).
- Andrew Dutterer memorial bench to be dedicated by family in July of 2024 Creekside Park (CPAB to be invited).

Other Items:

- Urban Growth Boundary (UGB) and how it might affect parks.
- CPAB Adopt a Park/Park Liaison Program.
- What Each of Us Learned about the City of Sisters Parks this Year.
- Interviews for open 2023 CPAB position (four terms during end of 2024).

*Councilor Letz* stated that City Manager, Jordan Wheeler floated the idea to Council to going to a two-year budget and goal cycle instead of a one year which is what we are on right now. That stretches out our goals and locks us into things for a longer period, but it gives us more time and helps flush out larger projects in a two-year period. Another thing that we are going to different this year with Council goals is to have a public forum in January 2024 and the location is not determined yet. Council will be there; the public is welcome to come, and it will be a welcoming environment where people can share ideas and we are trying to engage the public and get more public input on what the community wants us to be working on which is a little bit of a departure from the last two years and will be a nice addition.

V. UPDATE FROM SISTERS PARKS AND RECREATION DISTRICT

*Jennifer Holland, SPRD Representative* stated that we are looking to partner with other local governments or agencies to expand services and better serve the community. There are continued opportunities that arise and there will be some additional ones, etc. We are looking at the Elementary School and designing the eight (8) acres of currently public property but not accessible to the public but will become a public park and there are opportunities to work together as local agencies and will be something to value and appreciate. Partnerships were a priority in the Parks Master Plan, and we want to continue to make sure that is thought of as we continue to go through all these opportunities because we cannot meet all of the goals alone and we need to do it together.

*Councilor Letz* stated that she is excited about the dog park design and being able to see that. We are excited about the transit-center project for our community and is a great asset, but one thing that always plagues transit-oriented centers like that is the use at times where there are times where there are a lot of people and times when nobody is there. In a facility like that, also a park, and having that constant flow of people in and out is important because if there are the quiet times it invites vandalism and having amenities at that site like a dog park could be really adventurous because it is going to be a draw not only for people traveling in and out of the community or through it, but just for locals and keeping a constant presence of people in that space will be a good thing. In regards moving forward considering amenities like a Community Garden – Council with all the housing, we eat lunch every day and everything we do is around housing so one of the tactics is higher density, multi-family, etc. are housing types that do not lend themselves well to having space for gardens, etc. It is a balancing mechanism and high density is great if we can balance it out with what people are not getting if they do not have enough space in a single-family house. We changed the Code for multi-family that those developments need to have storage units on site. In having a Community Garden or dog parks for outdoor spaces is important moving forward, etc. Parks keep us vital and successful.

*Director Woodford* stated that we have been working over the last three (3) years starting with the Comprehensive Plan Update where there is a combination of getting community input for the next 20-years, but also involves technical analyses to plan properly for the future where the Comprehensive Plan looks 20-years out. You base all the planning off what is going to happen in 20-years and to do that, you need to know the population projections and Sisters will double in population in 20-years. You base planning for housing, transportation, water, wastewater, Master Plans and we have done a Housing Needs Analysis which takes the population projections and equates it to a number of housing units that are needed to

accommodate the growth. Our average population per housing unit is about 2.4 people. In looking at the zoning maps, the zoning boundaries and municipal boundaries are the same as the Urban Growth Boundary which every community is required to have an Urban Growth Boundary which is much larger around the municipal boundary and have that 20-year supply of land to grow into. That has not happened in Sisters, and we are getting to the build out stage. We have a handful of medium to large size lots. We put together an Urban Growth Boundary Efficiency Analysis which takes all the numbers and reconciles them with how much land we have left in our existing boundaries to accommodate some of that growth and determines how much we can accommodate. It not only looks at housing but looks at employment lands, Light Industrial, and Commercial that is needed to support the populations as well as the parks needs, Public Works facilities, School District with those needs, etc. We are going to need about 206 – 256 acres of new land in the Urban Growth Boundary to accommodate our 20-year growth projections.

*Director Woodford* stated that as it relates to parks, we had a range of 2 – 19 acres of parkland that was needed based on the Level of Service, etc. The City Council gave us the formal go ahead to start with finding a consultant because it is a heavy lift for a small community, and that is about a 1–2-year process. There will be a lot of opportunities for public comment, public input and we all know that Sisters value that input for understanding why we are doing it and what some of the advantages for doing this advanced planning for our community, etc.

*Councilor Letz* stated that this is a two-phase process – we come up with an expansion where a line is drawn around certain properties around the community, which is the new Urban Growth Boundary, but then each property needs to be annexed into the City and into the city limits separately. It is supposed to be a 20-year inventory that we can access when needed and it will not be a big change overnight because there is infrastructure needed, takes a lot of money, time, and design to get it installed.

*Jennifer Holland, SPRD Representative* stated that things have been super busy at the Park Integration District so just wrapped up the seasons of events. We had three major events – the Car Show, the Downtown Tricker Treating, and the Holiday Palooza. There is a little breathing room before the kid's carnival which will be in May this year. Most of the time is being taken up looking at the Elementary School site and figuring out what we can and cannot do at that site. We are trying to finalize the lease and are in the middle of conducting a conceptual design process for the outside space. The amount of information that you think people know when starting to do the community engagement – you realize that they do not know, and there are a lot of questions out there which is a good reminder just because information is out there, we do not need to remind people what the information is. A lot of people are surprised to see how much the roundabout will take out of that space and realize that leaves a very awkward shaped space and what you can and cannot do within that space.

*Jennifer Holland, SPRD Representative* stated that she is trying to remind people that SPRD is one of the lowest funded Parks and Recreation Districts in the State, and we are not changing our taxing structure at this point. We would have to resolve as a District and reform as a District which takes a vote of the people and anything that we do, we need to do with sustainability in mind. We would not be able to build anything that would require additional subsidy and we are just leasing this property and anything that we build, we want to make sure that the community gets the return on that investment.

*Jennifer Holland, SPRD Representative* stated that the two engagements nights turned out great. The first night there were 70 people there – a full house. There were a variety of interests from pickleball, community gardens, basketball, baseball, and pool advocates were there as well. The last one is where the consultants took all the information through different matrix with not only feedback on the engagement nights, but also through the surveys and emails that were received. Through that matrix, we were able to come up with some priorities that the developers took and developed a draft concept which includes pickleball, basketball courts, multi-use courts, athletic fields, bathrooms, and walking paths. They will be discussing this draft concept at a Board meeting on the 12<sup>th</sup>. Lastly, the Winter Guide will be in the Nugget on December 20<sup>th</sup> and will cover the months of January through March, and the Spring/Summer Guide will come out sometime in March. We are in the middle of a pre-school redesign to better serve the community based on the need for more full-day care and additional spots to fill some gaps for Sisters.

*Board Member Buell* wanted to thank Jennifer for her hard work and applaud her for the Holiday Palooza, the Parade, and Tree Lighting. It was excellent, our family was there, and it was a very good event.

*Board Chair Madrone* stated that he wanted to bring up that last year, our Chair Dana Bratton asked us to pick a park and be a park liaison to check in on the park and see how it was doing, etc. The group agreed and stated that we would talk about it at the next Board meeting.

*Board Chair Madrone* thought it would be fun to go around and tell each other what they learned about the City of Sisters parks this year. It was a big year, and we went through all of our accomplishments.

*Board Chair Madone* stated that he learned so much about putting things in a Master Plan to make sure they get done eventually even if you are never going to do them – you need to write them down so that you can have money 20-years from now. He talked about the Whychus Creek restoration project and being a 5-year process.

*Board Member Curtis* stated that she learned so much from the Parks Master Plan process and what it takes to look at a 10-year Master Plan at a City level. She is very grateful, found it very insightful, and has a much better understanding because of what is important to the citizens here and what kinds of services and opportunities they are looking for – Pickleball, Dog Park, Community Pool, and Community Gardens.

*Board Member Buell* stated that he would go back to the Master Plan as well because for being new to the Board it was a great opportunity to get the breath of all the city parks and know the private parks as well. Also, what is at each one and the priority of the future. That was a great accomplishment and applaud everybody that worked on that.

*Board Member Coonrod* stated that the big learning came when she read the Master Plan early on and joining this group where the statistics referenced earlier which was that despite the feeling that we have a lot of parkland in the city – it is well below what the goal would be which was a big surprise to her which attracted her and her husband to move here a year ago. Understanding that and having an opportunity to hear about parks being in that conversation around the Urban Growth Boundary change long-term plan is very satisfying.

*Board Member Sarver* stated that he learned a ton from the Parks Master Plan and what it takes to plan around a city for parks which is very intense. He stated that what he has enjoyed about being part of parks is seeing what the community wants because usually we stay in our lane, and the things that he is interested in and those are the people that he communicates with. He did not know that pickleball was so popular here, and that is just one example because everyone uses parks. Even though it is a small community, there is a lot going on for everybody else.

VI. OTHER BUSINESS / OPEN DISCUSSION

*Director Woodford* discussed the open position on the Parks Board and that it will be announced at the next City Council meeting.

VII. ADJOURN

*Board Chair Madone* adjourned the meeting at 4:55 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary





## CITY PARKS ADVISORY BOARD

### Agenda Item Summary

**Meeting Date:** February 7, 2024

**Staff:** Woodford

**Type:** City Parks Advisory Board

**Depts:** CDD

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**Subject:** Parks System Development Charges (SDC's) and Level of Service (LOS)

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**Action Requested:** Feedback from the Parks Board on the proposal to increase the SDC rate for park improvements and consideration of an increase in the LOS parks standard in Sisters.

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**Background:**

- The Parks Master Plan (PMP) for Sisters was updated last year and is a 20-year plan to ensure that parks facilities are constructed in line with community desires and growth projections.
- The PMP includes a Capital Improvement Plan with specific improvements and costs associated needed to keep pace with growth. Park improvements are typically funded through SDC's which are fees charged to new development to ensure growth pays for its impacts. Grants, bonds, and partnerships are also ways to pay for parks.
- By law, SDC's can only pay for improvements to create future capacity and cannot be used to fix an existing deficiency.
- Typically, SDC rates are examined upon updates of an PMP update to ensure that the rates are appropriate to result in adequate funding for parks improvements. The City has retained Steve Donovan of Donovan Enterprises LLC to help conduct that process, which will culminate with City Council review. He has put together a Power Point presentation (See Exhibit A attached) and will join us for the meeting to present and answer questions.
- The current SDC rates would generate only \$2.7 million over 20 years – not enough to pay for the CIP projects in the PMP (approximately \$14.3 million).
- LOS is an industry standard benchmark for how well a community is providing park space for its citizens. The updated PMP noted that our current LOS is on the low side (2.04 acres/1,000 people currently) compared to other similarly sized towns and, perhaps, not in keeping with community desires. The PMP recommends increasing the LOS to 5 acres/1,000 residents.
- According to the National Recreation and Parks Association website, "the typical park and recreation agency offers one park for every 2,287 residents served, with 10.8 acres of parkland per 1,000 residents. But park and recreation agencies are as



## CITY PARKS ADVISORY BOARD

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### Agenda Item Summary

diverse as the communities they serve, and what works well for one agency may not be best for your agency. Therefore, you need benchmark data to identify the best practices to serve your community optimally.”

- To meet the LOS target of 5.0 acres per 1,000 residents, the city will need to develop about 26 acres of additional park land over the next 20 years.

#### **Analysis:**

- If we raise the LOS to 5.0 acres per 1,000 acres, Sisters will become “parks deficient”. In other words, we won’t have enough park land to meet the needs of our current population.
- Raising the LOS, will result in 55% of the parks needed by 2042 not being able to be funded by SDC’s and so they will have to be funded with other sources, leaving 45% of the 20-year CIP that will be SDC eligible. So, if we do raise the LOS, the discussion will be how do we fund the 55% of parks that are not SDC eligible.
- If we raise the rates to fund the 55% of SDC eligible parks, that would increase the fee from \$1,193 to \$3,376 (less than what Prineville, Redmond and Bend charge).
- Staff requests CPAB feedback on the recommendation to increase the LOS and on the proposed Parks SDC rates that will help inform the City Council’s decision.

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#### **Attachments:**

Exhibit A – Parks SDC Power Point Presentation

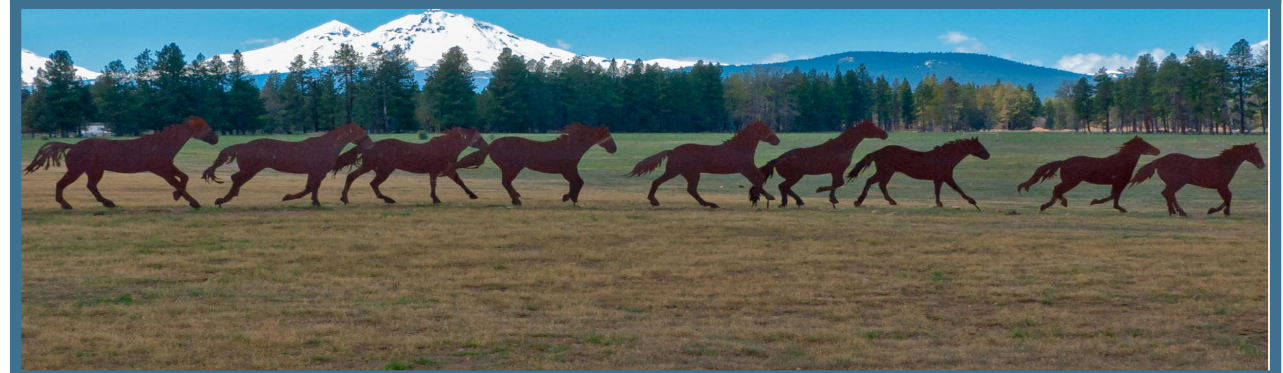


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# City Parks Advisory Board

## Parks SDC Methodology Update Presentation

February 7, 2024





## Agenda ...

- History and background of parks SDCs
- Policy issues concerning SDCs
- 2023 Parks Master Plan Capital Improvement Plan
- Specific details of the analysis
- Forecast of single-family Parks SDC
- Parks SDCs in neighboring communities
- Next Steps





# History

- Current parks SDC methodology adopted in 2011 and updated in 2016 via Parks Master Plan Update
- Estimated population in 2016 ~2,315
- Total 2016 Parks 20-year Master Plan CIP \$2,004,634



# 2024

- New Parks Master Plan adopted by the City Council on April 12, 2023 (Ordinance 527)
- Estimated population in 2023 ~3,778
- Total 2023 Parks 20-year Master Plan CIP \$14,362,156
- Recommended level of service 5 acres of parkland per 1k of population



# SDC methodology

- Level of Service (LOS) is the guiding force in the calculation of the parks SDCs
- By current LOS standards, Sisters is "park deficient"; no capacity in the existing system to serve growth
- SDC will be based on planned future project costs



### Who Pays SDCs

- New Development
- Charged at time of permit issuance
- Consists of three components:
  - Reimbursement fee
  - Improvement fee
  - Compliance fee

### Use of SDCs

- SDCs are “restricted revenues” under Oregon budget law
- Cannot be spent on operations or maintenance
- Must be spent on capacity expanding capital expenditures
- Annual reporting required on receipts, expenditures, and cash balances

### Policy Issues Concerning SDCs

- SDCs have an impact on how and when development occurs
- The City Council must strike a balance
  - Growth pays for growth
  - Attract smart growth and living wage jobs

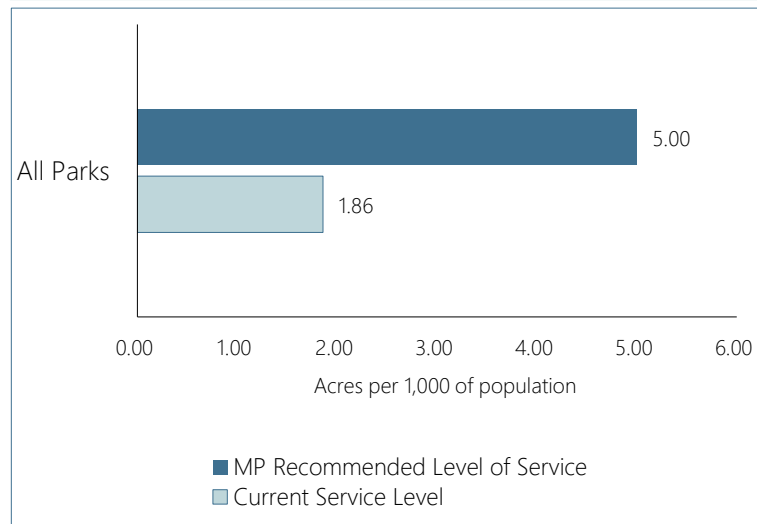
Project ID	Project Title	Description	Size (Acres)	Cost
E1	Harold & Dorothy Barclay Park	Generally improve circulation, paving, and access. Replace drive lane and parking south of restrooms with decorative paving. Improve site furnishings and power access.	0.44	\$ 664,000
E2	Fir Street Park	None recommended at this time	0.31	-
E3	Cliff Clemens Park	Install tree planting for shade, bike furnishings, picnic shelter, children's splash pad, and improve parking lot/parking diet.	2.28	432,400
E4	Creekside Park	Upgrade power service and path lighting, improve parking and lighting at Jefferson Street, improve entry planting, add creek interpretive signage, and install bike furnishings.	2.65	269,800
E5	Village Green	Install an accessible path to provide wheelchair access to the gazebo.	1.32	2,600
E6	Creekside Campground	Install additional ADA campsites, Standard RV campsites, power access, a picnic shelter, cooking grill and bike furnishings.	8.05	378,100
E7	Wild Stallion Park	Install bike furnishing. Construct an additional concrete art pedestal/footing and art sculpture.	0.02	11,107
E8	Creekside Park Eastward Expansion	Install RV sewer waste station and swings at the playground.	4.05	141,300
E9	Future Northwest Park	Conduct a feasibility study, design, and construct an open-air pavilion with an enclosed support building, parking lot to serve park development requirements, site circulation paths and lighting, plazas, and general landscape improvements.	2.82	10,375,778
E10	Sun Ranch Park	Design and install a children's playground, paved walking path loop, path lighting, tree and shrub planting, and irrigation.	0.50	92,100
E11	East Portal	Construct a network of accessible asphalt trails.	2.50	25,700
E12	Lazy Z Ranch Open Space	Install soft surface trails, trailhead kiosk, bench furnishings, asphalt frontage road, parking lot, and stormwater swale.	16.50	375,300
N1	Unsite: Pickleball Court Complex	Conduct a feasibility study for pickleball courts including recommended quantity of courts. Install Courts, fencing, plaza and circulation pavements and restroom building, and soft surface trail loop path.	-	1,072,383
N2	Unsite: Pickleball Court (2 courts only)	A 2 court pickleball court, placed on existing park land.	-	110,900
N3	Unsite: Dog Park	Install picnic structure, fence in dog park area with signage and furnishings.	-	205,888
N6	Wildlife Observation Areas	Install decorative paving and bench with interpretive signage. 4 locations.	-	107,400
S2.9	Whychus Creek Access	Install similar water access steps at Creekside Park for accessing the creek.	-	97,400
			41.44	\$ 14,362,156





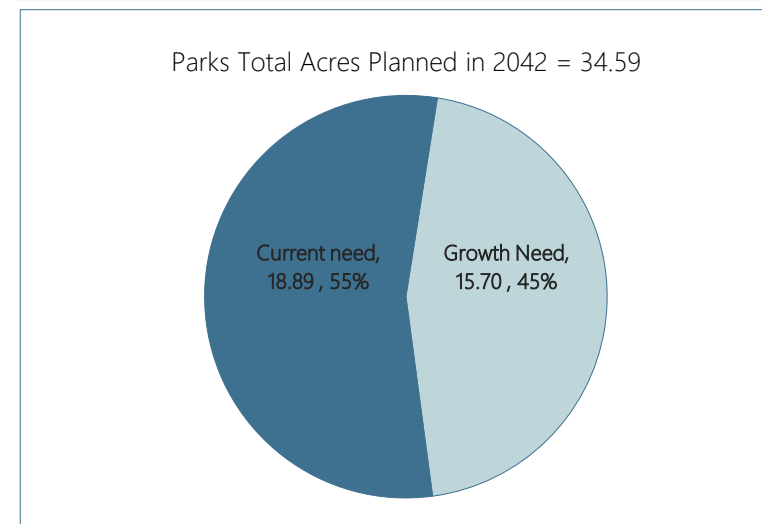
## Reimbursement Fee

- No capacity in the current park system
- LOS analysis:
  - 1.86 acres/ 1,000 now
  - 5.00 acres/ 1,000 required



## Improvement Fee

- 45.38% of 2023 20-year CIP is SDC-eligible based on LOS analysis
- 54.62% of 2023 20-year CIP must be funded from other sources





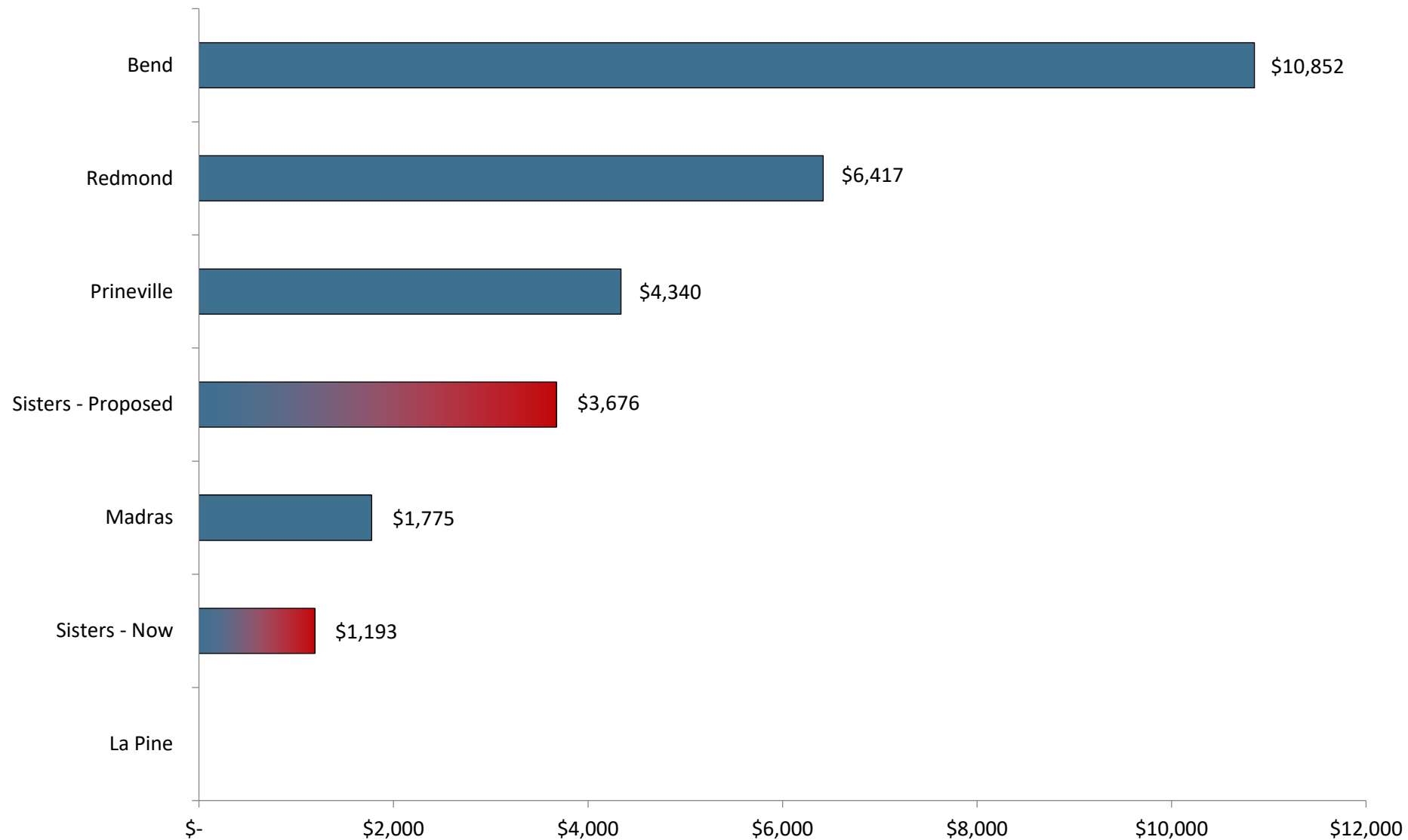


Parks SDC Components - Single-Family	Proposed		Current		Difference
Reimbursement fee	\$	-	\$	-	\$ -
Improvement fee		3,501		1,193	<b>2,308</b>
Compliance fee		175		-	<b>175</b>
<b>Total parks SDC</b>	<b>\$</b>	<b>3,676</b>	<b>\$</b>	<b>1,193</b>	<b>\$ 2,483</b>

Customer Classification	Number of Dwelling Units	Proposed Schedule of Parks SDCs				Total
		Reimbursement	Improvement	Compliance		
Detached single family	1	\$ -	\$ 3,501	\$ 175		<b>\$ 3,676</b>
Mobil/manufactured home	1	-	3,501	175		<b>3,676</b>
Multifamily - \$/dwelling unit		-	1,819	91		<b>1,910</b>
Duplex	2	-	3,638	182		<b>3,820</b>
Tri-plex	3	-	5,458	273		<b>5,730</b>
Four-plex	4	-	7,277	364		<b>7,641</b>
Apartment complex	*	*	*			<b>*</b>
Condominium complex	*	*	*			<b>*</b>
Retirement/Assisted Living complex	*	*	*			<b>*</b>
Business - \$/FTE Employee		\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>

\* - multiply the number of dwelling units by the corresponding detached multi-family per dwelling unit fee component

Neighboring Communities' System Development Charges - Parks SFR December, 2023



# DISCUSSION







## CITY PARKS ADVISORY BOARD

### Agenda Item Summary

**Meeting Date:** February 7, 2024

**Staff:** Woodford

**Type:** City Parks Advisory Board

**Depts:** CDD

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**Subject:** Sisters Community Garden

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**Action Requested:** Introduction of a proposal from Sisters Community Garden to utilize Sun Ranch Park for a community garden facility. Staff seeks CPAB initial input on the concept to assist City Council in determining if this is an appropriate location for the garden and under what conditions.

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**Background:**

- Sisters Community Garden (SCG) has approached the city about their need to relocate their community garden from its current location at the Sisters Airport to a new location starting in 2025. According to a letter submitted to the city, they are interested in moving their operations to the vacant, city owned parcel known as the Sun Ranch Park off of Sun Ranch Drive (see Attachment A for their proposal letter).



Location and outline of the Sun Ranch Park



## CITY PARKS ADVISORY BOARD

### Agenda Item Summary

- Proposed are 49 garden plots, a greenhouse, tool storage, wash sink and tables, and porta potties within a 6' high, deer resistant fenced area, along with a public covered gathering space, picnic tables, landscaping, trails, soil storage area and parking outside of the fence (See Attachment B Concept Site Plan attached).
- SCG has requested some assistance from the city, including helping to facilitate water and electrical service to the garden, along with improvements outside of the fenced area, such as the covered gathering space, picnic tables and benches, and trail. City Council will have the final say on what improvements the city will fund, but staff has preliminarily indicated that paving of the parking area and extending water to the garden are items the city would be able to assist with.
- For consideration of changes to city parks, staff relies on the Sisters Parks Master Plan (PMP) for guidance, which offers the following support for community gardens:
  - During the community outreach phase of the PMP update, there was interest in a publicly accessible/rentable community garden space.
  - PMP Policy 8.10: *“Where appropriate, support inclusion of community garden spaces and work with local community groups and public entities to support development of neighborhood and community garden programs.”*
  - Recommended locations: community garden space on existing undeveloped parks land (Sun Ranch Park, Creekside Park Eastward Expansion, Future NW Park)
  - New Facility Recommendation (N7 in the PMP): *“Community Garden: Provide opportunities for community garden plots in different city quadrants. Support construction of fencing, gates, and secure access to potable water where community interest is present. Alternatively, work with Sisters Community Garden to support expansion and improvement of amenities and utilities at existing location as need increases.”*

#### Analysis:

- City staff has reviewed the proposal internally and provided initial feedback to SCG with some questions, including:
  - How reservation of the garden plots worked – is it prioritized for city residents?
  - Does SCG charge for use of the plots?
  - Who does maintenance?
  - How does the use of city land by a non-profit organization work?
  - What about liability?
  - Potential concern about garden location near the city well
  - Is their legal access to the property along the alley (staff is researching if the city has an access easement along the alley or if access would need to be taken from Sun Ranch Drive)?



## CITY PARKS ADVISORY BOARD

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### Agenda Item Summary

- SCG responded with responses and a set of their own questions in a letter dated November 16, 2023 (See Attachment C attached).
- Staff did some additional research on non-profits utilizing publicly owned land in other areas, specifically on property owned by the Bend Parks and Recreation District (BPRD). BPRD currently allows the OSU Extension Office to use a portion of their land at Hollinshead Park for a community garden through a Facilities Use Agreement and has a similar arrangement at Millers Landing Park with the Miller's Landing Community Garden Group for operation of a community garden. This research will allow us to better understand their standards for gardens, amenities offered, and construction and maintenance costs.
- From BPRD staff, we learned the following:
  - They use a Facilities Use Agreement and Memorandum of Understanding for use of their land as community gardens.
  - The timeframe for use of the property was initially one year but could be renewed annually by written consent of both parties.
  - The agreement spells out roles and responsibilities, including:
    - For OSU to manage all aspects of the gardening operations
    - Assign one lead person as a liaison between the two entities
    - Allocation of garden space to "Bend residents, adjacent neighborhoods and the local restaurant community as space allows"
    - Must coordinate with BPRD on any major improvements
    - Not hold BPRD responsible for loss or damage to any equipment
    - Be responsible for the maintenance and appearance of the tool shed
    - Winterize and clean the plots by end of October.
  - BPRD will:
    - Pay for water, trash and garden debris removal services
    - Ensure area surrounding the garden is kept free from debris and weeds
    - Work with OSU to provide repairs as required to maintain proper and safe operations of the gardens
    - Provide water to the garden and maintain irrigation system, including repair of broken heads and pipes, turning water on in the spring and winterizing system in the fall.
    - Deliver up to twenty yards of wood chips or mulch if they are available in the District stockpile
    - Require a Certificate of Insurance naming BPRD as additionally insured for bodily injury and property damage for \$2 million dollars.



- The City of Sisters can tailor an agreement to meet the specific needs of the SCG and the city to ensure needs are met on both sides and the city is protected from unreasonable maintenance requirements and/or any legal exposure.

**Financial Impact:** As noted, SCG has requested some assistance from the city, including facilitating water and electrical service to the garden. If this is an acceptable location for this use, there may be additional costs to the city as determined by Council. Projects recommended in the Parks Master Plan are generally paid for with Park's System Development Charges (SDC's).

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**Attachments:**

Attachment A: Proposal Letter

Attachment B: Conceptual Site Plan

Attachment C: Responses to City Questions

**Sisters Community Garden**  
**P.O. Box 434**  
**Sisters, OR 97559**

September 27, 2023

Scott Woodford, Sisters Community Development Director  
P.O. Box 39  
Sisters, Oregon 97759

RE: Concept for Garden-Park at Sun Ranch

Greetings Scott,

Thanks for your assistance in our search for a new location for our community garden. Our group is very interested in pursuing the opportunity of occupying the city's future park property at Sun Ranch development. Our goal is to create a place that is welcoming to all, is educational in nature and will enhance the image of our city. We are dedicated to conserving Central Oregon soil and water. Our practices invest in passing on to future generations an appreciation of open space, native plants, birds and insects. Learning to grow food helps people in all segments of our population. Sharing the bounty of the crops we grow is part of our mission.

Please see the attached concept drawing which identifies some of the features we envision. Of course, more study will be necessary to develop a viable plan. We hope to gather planning, zoning, utilities and parks feedback as we move through the process.

Because the park property is next to new homes to the north, we wish to provide visual and audio screening utilizing appropriate plants along the property line. On the south, the "pump house" is located on Tract D. Our schematic drawing shows a meandering path along the east of Tract D where our members can develop and maintain beautiful and educational gardens for the public to enjoy. Perhaps there is a possibility of extending the paths and gardens into the vacant areas of Tract D. Dixie Eckford has forwarded to us an existing landscape plan file which shows a "pollinator park" on that property. Alternately, that area could be utilized as a "dog exercise zone".

Please share this submittal with your colleagues and those helping to balance all the requests for park space. We look forward to working with you and others who are taking care to preserve and enhance the best characteristics of our city.

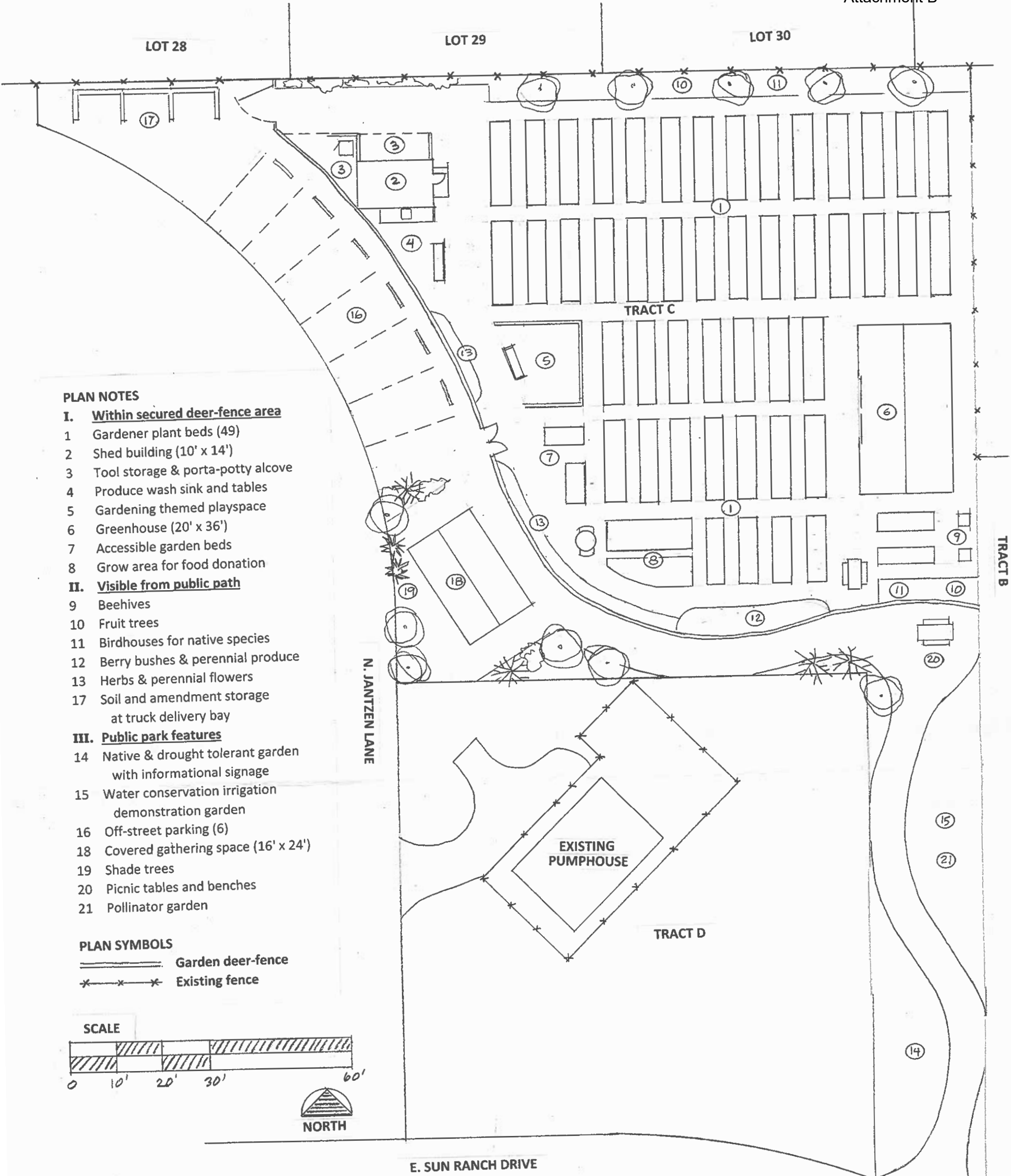
Warmly,



Janie Boyd  
Sisters Community Garden Manager (503-320-4810)

cc. Mimi Schaefer, Karen Lord, Nancy Bright, Toni Del Guidice (SCG)  
attachment: Concept plan drawing (11"-17")





**PLAN NOTES**

**I. Within secured deer-fence area**

- 1 Gardener plant beds (49)
- 2 Shed building (10' x 14')
- 3 Tool storage & porta-potty alcove
- 4 Produce wash sink and tables
- 5 Gardening themed playspace
- 6 Greenhouse (20' x 36')
- 7 Accessible garden beds
- 8 Grow area for food donation

**II. Visible from public path**

- 9 Beehives
- 10 Fruit trees
- 11 Birdhouses for native species
- 12 Berry bushes & perennial produce
- 13 Herbs & perennial flowers
- 17 Soil and amendment storage at truck delivery bay

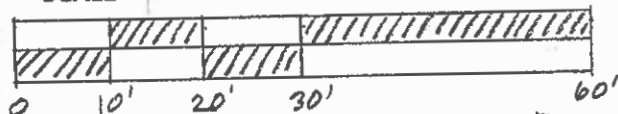
**III. Public park features**

- 14 Native & drought tolerant garden with informational signage
- 15 Water conservation irrigation demonstration garden
- 16 Off-street parking (6)
- 18 Covered gathering space (16' x 24')
- 19 Shade trees
- 20 Picnic tables and benches
- 21 Pollinator garden

**PLAN SYMBOLS**

- Garden deer-fence
- Existing fence

**SCALE**



**SISTERS COMMUNITY GARDEN - CONCEPT FOR GARDEN-PARK AT SUN RANCH**

Date: September 27, 2023

Submitted by: Janie Boyd, Garden Manager

**Sisters Community Garden**  
**P.O. Box 434**  
**Sisters, OR 97559**

November 16, 2023

Scott Woodford, Sisters Community Development Director  
P.O. Box 39  
Sisters, Oregon 97759

Re: Sun Ranch Garden Park Questions/Answers

Hi Scott,

We are working on answers to your questions, #1-7. In this process, we have identified more questions for you and for others who are well informed (see item #8 below.) Here's an overview of what we have gathered so far.

**1. How does reservation of garden plots work – is it prioritized for city residents or is it first come first serve?**

Typically, at the end of each season, the gardeners who want to enroll in the next season reserve their existing plot. New gardeners are encouraged to complete applications, for any remaining plots, in February. Applicants must pay their plot rental fee, agree to the Garden Guidelines and Rules, and sign the Release of Liability. If you wish, we can forward the 2023 application forms to you. We have not maintained records which distinguish gardeners' residential locations, within or outside city limits.

**2. Do you charge gardeners for use of plots?**

Our current rate for the largest plots (4' x 20') is \$35/growing season, \$15 for greenhouse winter garden season (4'x4' plots). We have given scholarships (free plot rental) to a few low-income families and not-for-profit organizations. Our rates remain affordable in part because our utility costs are low, and we don't pay rent for the land.

**3. What is proposal for maintenance?**

Once the infrastructure is completed in the new garden, the area inside the deer-fence will be maintained by our gardeners, under the guidance of the Garden Manager. The areas that are outside the deer-fence area will be available for use by the public. In these areas, it is likely that our volunteers can maintain the plants, plant beds and irrigation. Other maintenance items can be discussed with the City Public Works Director and appropriate tasks can be accomplished by either our garden volunteers or, where professionals are needed, by experienced City employees.

**4. How does the use of city/public land by a non-profit work? Review the Hollinshead Park arrangement for examples.**

We haven't yet had a conversation with the Hollinshead Park management and perhaps we could join in the conversation you will be having with them. We have received input from Miller Landing Community Garden whose arrangement is with Bend Parks and Recreation. Franklin's Corner Community Garden has a contract with the City of Bend, which outlines rights and responsibilities. These documents and further detailed operations information are available.

In addition, we have gathered information from Kim Gilmore who was the director of Lake Oswego Parks and Recreation when a large park called Leshar Farm was developed. A community garden of 150 plots was established and continues to be a successful city/public land cooperative partnership with a non-profit garden organization. She suggested we obtain some documents from Hollinshead and other gardens as a starting point for documents we will develop with both parties involved, which may include these:

- a) Written agreement of amenities that are to be provided by City to the Community Garden operation.
- b) Long-term lease agreement between City and the Community Garden, with a suggested duration of twenty to twenty-five years.
- c) A Master Site Plan concept drawing to identify the major features desired by both parties.
- d) A project budget and schedule.
- e) Suggested funding sources.

**5. Do we still have recreational liability if it is a different group operating the park?**

We do not have answers to this question yet. Our Board members are researching the various liability and insurance issues. We thought that Hollingshead Garden or Sisters Folk Festival may offer some guidance. It may be that both parties will carry umbrella policies and insurance on their investments.

**6. Need to run this proposal by the County (Environmental Health) as it will be close to the city well.**

We do not have answers to this question yet. A board member, Nancy Bright, has offered to meet with our city representative and the County Environmental Health professional. Will you please notify us if this meeting is scheduled or if you would like us to make arrangements for the meeting?

**7. Is there an access easement to the property via the alley on the adjacent property?**

The restrictions or requirements of the surrounding properties are not yet known, to us, and we would like to meet with a City Planner who may be able to advise us.

**8. Questions and information sources for further discussion or research:**

- a) Will Sisters City Public Works department make the required improvements to East Jantzen Lane with curbs, sidewalks, drainage, etc.?
- b) Will City bring utilities to appropriate locations on the subject park property?
- c) Security of the deer-fenced area may be desired during non-daylight hours, since the property will be designated as a City Park. Is this option available?

There are many resources available to us as we develop the project. In our archives, there are documents which were developed between SPRD and Sisters Community Garden. These include governing documents, membership, fundraising, liabilities, and management, among many other topics. We will certainly share those to help us in our discussions.

Thanks for your help and for your work on this initiative,



Janie Boyl, Sisters Community Garden Manager, 503-320-4810

cc. Mimi Schaefer, Karen Lord, Nancy Bright