



Housing Policy Advisory Board Agenda

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

Tuesday, October 13, 2020

4:00 PM

520 E. Cascade Avenue, Sisters, OR 97759 - Council Chambers

The Housing Policy Advisory Board meeting will be open to the public via Zoom. The public is invited to join the meeting with your computer or telephone by going to the following link:

<https://us02web.zoom.us/j/81996185618?pwd=YXlqcTdWMVJMTFZ1SE9SYkorbXdUZz09>

- I. CALL TO ORDER/DETERMINATION OF QUORUM**
- II. ADOPTION OF AGENDA**
- III. APPROVAL OF MINUTES:** July 14, 2020
- IV. VISITOR COMMUNICATION:** There will be no verbal Visitor Communication. Written communication can be submitted to cjenkins@ci.sisters.or.us or dropped in the utility mail drop by 3:00 pm the day of the meeting.
- V. BOARD BUSINESS**
 - A. Staff updates:
 1. Comprehensive Plan Update
- VI. BOARD MEMBER REPORTS**
- VII. ADJOURN**

This agenda is also available via the Internet at www.ci.sisters.or.us. The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other disability accommodations should be made at least 48 hours before the meeting by contacting Kerry Prosser, City Recorder at k.prosser@ci.sisters.or.us



Housing Policy Advisory Board – Meeting Minutes
Tuesday, July 14, 2020 – 4:00 P.M.
520 E. Cascade Avenue, P.O. Box 39, Sisters, OR 97759

Housing Policy Advisory Board Attendees:

Board Members:	Sharlene Weed, Susan Wilson, Jeff Seymour, David Brandt,
Absent:	Tim Kizziar, George Slape
Council Representative:	Richard Esterman, Absent
COBA Representative:	Karna Gustafson
Staff:	Cory Misley, City Manager, Nicole Mardell, Principal Planner
Visitors:	Sue Stafford, Nugget Newspaper
Recording Secretary:	Carol Jenkins

I. CALL TO ORDER

Board Chair Weed called the meeting to order at 4:06 pm.

II. ADOPTION OF AGENDA

Board Member Seymour made a motion to approve the Agenda for Tuesday, July 14, 2020 as proposed.

Board Member Brandt seconded. Motion passes.

III. APPROVAL OF MINUTES – January 14, 2020 and February 11, 2020

Vice Chair Wilson asked to have the minutes voted on separately since she was not at the January 14, 2020 workshop and is going to abstain from those minutes.

Board Chair Weed asked for a motion to approve the minutes for the January 14, 2020 as presented.

Board Member Brandt made a motion to approve the January 14, 2020 minutes as presented.

Board Member Seymour seconded. Motion passes.

Board Chair Weed asked for a motion to approve the minutes for February 11, 2020 as presented.

Vice Chair Wilson made a motion to approve the February 11, 2020 minutes as presented.

Board Member Seymour seconded. Motion passes.

Ms. Gustafson stated that on the February 11, 2020 minutes, it shows her as a Board member.

This has been corrected and now shows her as the COBA Representative.

IV. VISITOR COMMUNICATION – None

No additional correspondence was received into the record.

V. WORKSHOP

A. Staff Updates

1. Community Development Director Recruitment
2. Affordable Housing Grant Program Update
3. Work Plan for 2020/2021
4. Meeting Frequency/Expectations

Community Development Director Recruitment

City Manager Misley stated that it has been a handful of months since this group has been together and that was not necessarily by design. We did not hold any Board meetings all the way through the end of May, and just resumed Board meetings in June. You are not too far behind where our Parks Board, Urban Forestry Board, and Planning Commission to some extent have been operating only on a as needed basis. We will be doing Zoom for now, and may resume committee meetings in person, but still heading towards not allowing the public into City Hall. We are doing in-person meetings with the City Council with social distancing but will be elevating that and strongly suggesting masks even though we do not fall into the requirements of those State requirements.

City Manager Misley stated that one of the biggest changes that has happened staff wise in at least a month and a half is that we have a vacancy in the Community Development Director position. We currently have a job announcement out for the recruitment of filling that vacancy. That job description and announcement have been out for a couple weeks now, and the closing is technically July 20, 2020. We are going to review the situation then, in terms of the number and caliber of applicants that we have, but one thing we are not going to do is rush into filling that vacancy. We feel we have a very attractive position and opportunity and we are optimistic, but with the staff we have on board now, we are able to move through the next few months even if we had to extend that deadline and be a little more patient in filling that vacancy.

Ms. Gustafson mentioned that in the Deschutes County meeting, they mentioned that you changed the job description from what it was previously. Was it significant?

City Manager Misley stated there were no significant changes, a couple minor adjustments that are occurring that for this next year, we pulled the purview of the City Park Advisory Board out from the Community Development Director. That largely is because we are creating a new position around Parks Planning and Public Events. I was apprehensive about bringing in a new Community Development Director in the beginning of September, or mid-September, etc. Ideally, bringing in and filling for the first time ever that Parks Planning and Public Events position shortly after that say in October, and having a completely new position report to a new Community Development Director.

City Manager Misley stated that for this next year, the Parks Board and that new Parks Planning position will report to myself and work together for this first year. It may shift back over next year beyond, and the only other addition to the Community Development job description is more responsibility in terms of the Urban Renewal Agency where that has been historically under the City Manager's office, and I do act as the Executive Director for that Agency. In having a little bit more bandwidth, Director level eyes and ears to help manage projects, and to move forward strategically with that will be helpful.

Planner Mardell stated that one thing to keep in mind and I'm not sure when the last time that position was changed, but I think the version that I've seen previously is from 2007, so it was updating terminology and reflecting the scale and caliber of applications that we see here as well.

City Manager Misley stated that the other part on that is emphasizing that position in conjunction with Nicole as Principal Planner is really a 1-A and 1-B approach in terms of balancing short-range and long-range planning. It is a team effort there with Nicole and Carol, and then whoever will be filling that position. It is important in making that clear, and one of the key priorities for that Director would be to facilitate that workflow and workload.

City Manager Misley stated that we will provide an update via email once we know more. If we do have enough applications and the caliber that we are hoping for, we will be moving in some Planning Commission members to participate in those interviews as well as a multitude of staff. We may potentially do more of a second round of interviews and maybe a community panel or community meet and greet, but that is yet to be determined. We want to make sure that beyond the skill set, expertise, and experience, that the fit is correct for the community of Sisters. Stay tuned and there may be opportunities to plug in a couple of months from now in that process.

Affordable Housing Grant Program Update

City Manager Misley stated that about a year and a half ago, we helped to create, craft, and get implemented the first ever Affordable Housing Grant Program in Sisters. The goal there was to formalize how the City is playing the role in Affordable Housing Projects moving forward and shifting away from doing more ad-hoc SDC waivers, or ad-hoc General Fund contributions just here and there. The City has one that is small, but one dedicated funding source for Affordable Housing - .33 percent of .99 percent of Transient Room Tax at the latest increase when it went from 8 to 8.99 percent a portion of that is allocated/restricted to support Affordable Housing in the community. We track that and reserve the funds that we have accrued along those lines in the City's Budget, and yet we didn't have an apparatus, or framework process to be able to administer and ultimately use those funds. Creating this program did finalize that and we opened the application back on March 1, 2020 and only received one (1) application and that was from Sisters Habitat for Humanity.

City Manager Misley stated that we did talk to some other kinds of developers and individuals that build one or two units a year or have a couple of units in their portfolio in the community. Also, talked to a couple of larger entities that maybe could do a larger project, but they needed more lead time to be able to put building blocks together to see what the ask specifically would be. They may come around next year, but we did see one application and after a couple of moving pieces as it relates to Habitat acquisition of some lots, they revised their request for 6,627 which are Park and Transportation SDC's for three (3) of their units over on Desert Rose Loop. We were

told at the June 17th meeting, I gave a head nod to proceed with awarding those funds and we are currently working on preparing a grant agreement to provide those funds to Habitat hoping to have that wrapped up in early August.

Board Vice Chair Wilson stated that maybe I am not as informed as I should be on this, but that Laird Foods was doing some housing for workers and is that accurate.

City Manager Misley stated that is accurate. I have been in conversations with other investors and partners that are working on the middle parcel of the Forest Service property, and they are planning for a magnitude of a couple 100 units of workforce housing. Early on in those discussions, they made it clear that they were not interested in any subsidies, or tax credits, etc.

Board Vice Chair Wilson asked if it is workforce housing, but not necessarily affordable housing.

City Manager Misley stated that it is my understanding that it is going to be affordable housing, but probably not the 80 percent AMI and might be 60, 80, or even 100 percent AMI which as we know, a large part of the workforce in Sisters that make 80 percent AMI and still have significant challenges finding housing.

Board Vice Chair Wilson asked for clarification that they are not seeking any funds from the City, or any kind of assistance in any way from the City as they move forward with this project.

City Manager Misley stated not at this point, but that is a good question to maybe revisit with them at this point, or very soon. They are preparing and submitted a rezone application and the property is currently zoned Public Facilities.

Planner Mardell stated that the property is still owned by the Forest Service. The applicant has submitted a Rezoning and Comprehensive Plan re-designation application, but with a letter from the Forest Service saying that you can proceed, and this is essentially part of their contract for sale. They are seeking to rezone from Public Facilities to a mixture of multi-family residential, downtown commercial, North Sisters Business Park, and Open Space. The multi-family residential at this point, they are estimating somewhere around 300 dwelling units, but we do not have any solid development plans. The rezoning application is very broad and does not include subdivision, or site-specific detail, but that will be provided later likely following the rezoning.

Board Vice Chair Wilson asked about the timing for all of this, and it sounds like it is very preliminary right now.

Planner Mardell stated that the rezoning application is currently incomplete. We needed a bit more traffic analysis from them, but they are hoping to have their first public hearing this summer, and then it needs to go to the City Council. In terms of their development plans, they are hoping to move forward as soon as possible following that rezoning approval, but it is just a matter of time for when that is approved and most likely the fall of 2020.

City Manager Misley stated that best case, they would potentially be doing infrastructure and maybe starting to go vertical summer of 2021, but we do not know many of the details and how serious they are with their timeline. Given the subsequent steps, they still need to take after the rezone, there is a lot of detail that needs to get sorted out, and a land use process that just takes

time. It could be the summer of 2021, but there are other external factors that are playing a role in this.

Board Chair Weed asked if they are doing a zone change, there is an opportunity to negotiate some designated affordable housing. I know that they are doing some housing that they are calling workforce housing, but when we did the zone change for ClearPine, we did the zone change over in Sun Ranch, and that was when we negotiated those affordable housing units with the developers. I am hoping that is on the Council's, Planning Commission, and staff's radar.

Board Member Brandt stated that I had a very long conversation with the representative of the bidding party, and he showed me one of their site plans. They indicated that they are going to try to shoot for 15 percent affordable, and they are going to do seasonal housing for the Laird people which is more like a rooming house. They have a variety of different housing types, some of the product would be unique to Central Oregon, and not so sure it is feasible in terms of very high construction costs for not a lot of units. I think they are preliminary, and the plans are going to change quite a bit before they submit something.

Board Chair Weed stated that it is good to hear that they are looking at 15 percent, and that is great.

Ms. Gustafson started that legally you cannot require it anymore.

Board Member Brandt stated that Sisters has done a very good job of arm-twisting developers and letting them know what a responsible development looks like, and the developers have responded. It is not a requirement, but you want the City to embrace your Master Plan, or rezoning, etc.

City Manager Miskey stated that we are going through conversations as it relates to mitigation with water, sewer, transportation, and parks are all based on Master Plans, based on Oregon Revised Statue, etc. It does get gray when you enter the arena of affordable housing. Given the nature of that project, we are confident that the goal is to over deliver and have a mutually beneficial interest in doing that, so they can have workers to help expand the growth of their company and others in Sisters. The other thing and shifting into item # 3 – we do want to revisit how the City does best and to keep up with adequate affordable housing, or workforce housing stock in the City. Is it best to require individual developers at the time of annexation to build units, or does it make more sense for them to contribute funds to the City, and then be able to partner with developers and deliver units that way.

City Manager Miskey stated that is huge conversation that we need to have at some point this fiscal year to help chart the future of the City bringing in additional lands because if we ask for 3-5, or more years, we likely will be expanding the UGB and seeing annexations, and it is my understanding that at that time, you can require affordable housing to an extent.

Board Chair Weed stated that the annexation and the zone change – it was the same type of negotiations and not any different when we were doing those negotiations. I do have a question about the grant program and wanted to know how much money is in that fund right now.

City Manager Misley stated that I think it is about \$100,000 but would need to pull the most recent version of the Budget up to confirm.

Board Chair Weed asked how much per year goes in about.

City Manager Misley stated that it is all subject on Transient Room Tax (TRT), so these last couple of years, we have had record breaking Transient Room Tax collection / revenues. We significantly budgeted the Transient Room Tax down for this fiscal year, and we will see but depending on the year, it could be between 10,000 – 20,000 for a low year versus a high year.

Board Chair Weed stated that I do not see anything wrong with that fund just building so that when there are larger projects that come through that we have those funds. Taking that \$300,000 out of the General Fund for the Housing Works project was a big deal for us, so if we can grow that fund so that we have that to offer up is not a bad thing.

City Manager Misley stated that is our position as well and were awarded some grants on a smaller scale, more of an Ad-hoc scale, and that is fine. Ultimately, every 5-10 years as that fund does continue to grow, it opens more opportunities to have conversations with multi-family developers who can deliver more units in those projects. There is the potential to bring more outside developers, tax credits to the table, etc.

Work Plan for 2020/2021

City Manager Misley stated that I feel we agree with the Affordable Housing Grant Program conversation, and before we move into next year as well, if there are other comments, and conversations of things that we should adjust, etc.

City Manager Misley stated that in the fiscal year 2020/2021 Work Plan, we have a variety of projects such as Housing, Livability, Affordable and Work Force Housing in particular.

Board Vice Chair Wilson requested that as we go through these, if City Manager Misley would be so kind as to highlight the Affordable Housing items, etc.

City Manager Misley stated that the first two are the Council Goals, and then the Department Work Plan. The two that come to mind as it relates to the City budget and the City Departments, are the complete Comprehensive Plan update as well as an update of the 2010 Housing Plan. On the Comprehensive Plan, we are coming up on about 20 years and over the years, the community has significantly changed. Chapter 10 – Housing Goal Chapter will significantly shape the future of housing in Sisters, and what policies can be implemented and programs implemented, and also the Housing Plan will dive even deeper into what are some of those benchmarks, or goals that we think are the right fit for Sisters – is it 10 percent affordable housing units, how do we define an affordable housing unit and does it have the sizing, workforce housing versus 30 percent AMI or less. We have some data to work from, and some recent projects that we can put into perspective, and see how those fit together as we project out 5-10 plus years for what our goals and direction the City should be on those topics.

City Manager Misley stated that the Comprehensive Plan update is essentially this entire fiscal year. We were going to start kicking that off about now, but we are going to delay that slightly

until September or October. We are still targeting to complete that around this time next year. There will be a lot of community input, bringing on a consultant for that, and are working through the Professional Services Agreement, scope, and about a \$35,000 grant from the Department of Land Conservation and Development. The City is matching that with \$35,000 and then potentially adding up to another \$30,000-\$35,000 to bring the total consultant and contract to around \$100,000. That, plus City staff time, plus volunteer community input, it is a heavy lift. We were selected to host a RARE intern through the University of Oregon, which is a resource assistance, and we have been doing interviews so that position will be on board in September. A good portion of their time up to 10 hours a week will be assisting with the Comprehensive Plan update. That project touches on all aspects of the community, but there is a big component regarding housing and affordable housing, and how the Housing Plan compliments that.

Board Chair Weed mentioned that I thought this group did some work on this Comprehensive Plan revision about a year ago.

City Manager Misley stated that there was the Housing Needs Analysis and work done with Chapter 10, but we want to revisit that as we revisit the broader plan a well.

Planner Mardell stated that adding on to that, you did quite a bit of the ground work last year, so the work that is being included in the DLCD grant is just further refining those numbers to create an accurate depiction of new units that have been built since 2019, and updating some of the data points. There was some work done on the policies, but also bringing that out to a larger community engagement arena for people to comment on and provide additional input. You did quite a bit of the lift, it is just further refining that as part of this process.

Board Vice Chair Wilson asked Planner Mardell that when you say further refining it, are you thinking maybe being much more specific about what those policies might be, or how they are implemented, etc. We discussed it, we came up with some general ideas, but will this even go further.

Planner Mardell explained to keep in mind that as part of this Comprehensive Plan update, we are doing a full Comprehensive Plan update and as part of that, we are looking at a UGB expansion study. The City will be looking at outside lands and how that relates to incorporation into City limits. Goal 10, we will be looking at some policies that are in line with the potential UGB expansion as we explore that – and that is what I was getting at in terms of those refinements.

Board Vice Chair Wilson stated that it could require affordability where that could be a topic and more specified in terms of if there was an annexation.

City Manager Misley stated that it would not be retroactive, but it could be for future development and/or future annexations. There could be expectations and/or requirements within the bounds of the law for that piece. The Housing Plan will dig even deeper into some of the specifics. The language in the Comprehensive Plan, you want it to be broad, and you want it to be something that can stand the test of time, and be the big picture, long range themes that you want the City to head into. Then, you have all this other documentation, prioritization programs, etc. that help make the fine tune corrections along the way to bring that to fruition.

Ms. Gustafson asked if the City has hired a consultant yet.

City Manager Misley stated that we did put out an RFP in the spring, we have selected someone, and are in negotiations with the consultant. We are planning on that Professional Services Agreement to be on the Council Agenda on August 12th.

Board Chair Weed stated that it looks like the effort that we were doing before, and that was Patrick in his spare time kind of thing, and now bringing in a more professional consultant to help and complete the project.

City Manager Misley stated that it is more holistic. At that point, there was an opportunity to update the Buildable Lands Inventory (BLI) and do the Housing Needs Analysis. Some of the complaints heard from the Housing Board and the Planning Commissioners was that it felt like flying by the seat of our pants, it wasn't necessarily tailored, or very personalized to Sisters and that is because that consultant, at that time, was paid for by a DLCDC grant, and they were doing a number of cities at that point. Doing that work like Planner Mardell said was good, but it only went so far and trying to further it in a vacuum was probably not the right approach. Now, that we are going to be cracking open the entire Comprehensive Plan, and doing all of that in conjunction with one another, that is a right time to do a ton of community input, building off of the community vision, but furthering that, and being more specific with Comprehensive Plan objectives, ultimately getting that across the finish line, and having that document updated for a potential UGB expansion feasibility.

Board Chair Weed asked for clarification about hiring a consultant to do the Comprehensive Plan and is there also a consultant working on the Housing Plan or is that going to be the same person.

City Manager Misley stated that it is not the same person because of different scopes of work, different timelines, and we did not budget funds to bring in a consultant on board for the Housing Plan. Staff has not had an opportunity to think strategically about when the best time to do that would be, but it probably makes sense to do that after we have a clearer sense of what the Comprehensive Plan Chapter as it relates to Housing is going to be, so that means for more of a spring or summer project – not something we would be diving into this fall.

Board Chair Weed stated that I was thinking just the opposite – we should do the Housing Plan first so we can incorporate and get a clear view of what is going on, etc.

Board Member Brandt stated that it helps to do them at the same time at length, and then you know what the opportunities are, and know the way we get affordable housing in cities like this, is by the little arm twisting and giving priorities to folks that come up with reasonable percentages of affordable housing. It really helps to know what you are looking at on the ground to know what to ask and what the expectations should be. I am fine having them done together, and certainly wouldn't want to have the housing lag afterwards because then it's like the horse is out of the barn, and you are really limited in what you can do. I would encourage the City to do both contemporaneously.

Board Vice Chair Wilson stated that it has also been my experience that you do them near the same time so that neither one follows one another – a back and forth through the process.

City Manager Misley stated that aligns with the research and the conversations that we have had. If we were a City of 30,000, or 100,000 and we added quite a bit more staff bandwidth, I think ultimately our goal would be to update the Comprehensive Plan and update all of our Master Plans, Parks, Water, Sewer, etc. so everything was cohesively packaged and updated with the 20 year time horizon that is going to be challenging for us to do with a small staff. I did mention that we budgeted dollars to bring on a consultant for the Housing Plan. We can brainstorm and try to strategize that maybe we do have a consultant come in maybe in January once we have done a little bit of the legwork for the Comprehensive Plan update, but certainly to have them complement each other – we can brainstorm in trying to make that happen – that is good advice.

City Manager Misley stated that for the City's goals and budget, those are the top two projects, and two very big projects for a City of our size. It has long term ramifications where the City and how it continues to grow. The other piece is the Urban Renewal Agency which consists of a board which is the City Council – it is a separate tax entity, a separate authority, relates the same Council and staff and we are in the process of updating our project list and our maximum indebtedness we have, if we extend the duration of ability to spend out to 2030 – we have about 4 ½ million dollars we can still tap into within the district boundaries which is mostly the Downtown core of Sisters. One of the things that we are proposing to add in is the ability for Urban Renewal funds to assist with workforce housing projects. There is a large multi-family project that could be in the order of 3 ½ to 4 million dollars (could be more) that we could contribute approximately 10 percent of that to the URA. That would free up about \$400,000 potentially, and we can also refine that number a little bit. This would also help to partner on a workforce housing project in the URA in Sisters.

Board Member Brandt stated that they are doing one in Redmond right now where it is bigger, but it is almost 50 units. They are essentially giving us a soft loan out of Urban Renewal money for about 2.8 million, but it is a much bigger project. It does not have the State match and that is helpful for us because it allows us to add 80 percent units into the project which Redmond wanted, and you cannot really do that using State money – they would limit you to 60 percent of the AMI. If Sisters is ok with that lower income level for work force, then a \$400,000 contribution is quite helpful.

Board Chair Weed asked if that project would have to be built in the Urban Area Reserve in the District. Right now, it goes out to the Post Office and around Downtown.

City Manager Misley stated that it is a little hard to describe, but it is mostly the Downtown core, but does extend up towards the Post Office and in that general location – it extends northerly a little bit.

Board Chair Weed asked if the Forest Service property is in the UAR.

City Manager Misley stated that most of it is not, the southern part which is the middle parcel is basically the exact, and where the existing Forest Service Rangers Station and the East Portal is in it. The market rate middle piece and the northerly piece are not. We have not identified where this project would be, what this project would be, and we are trying to say that in terms of the community at this point, access to funds to support work force housing, we feel that Urban Renewal (maybe not in the complete tax increment, financing and what taxing districts are looking for) to get a return on the investments of those funds. The Fire District, the School District,

County, etc. that it does make sense for them as well as the City, to contribute some of their tax increment towards workforce housing. It would be beneficial for the community to grow and to support their workers, support their students in the schools, etc. We felt that carving out some of that made sense, and you see this done in a variety of communities in Oregon. We are suggesting that a portion of our remaining maximum indebtedness be able to be spent on affordable or workforce housing without really knowing any of the details, or if it will necessarily even happen.

Board Vice Chair Wilson stated that is a great idea, and I am wondering if you have had conversations with the special districts about that.

City Manager Misley stated that I have, and they are understanding of the need on the community, and they are understanding of trying to use that tool to get more units, etc.

City Manager Misley stated that was the 3rd piece of what we are hoping to move forward in the next few months and get finalized. Again, it just allows that to be a tool on the table to further facilitate conversations, identify opportunities, and partnerships, etc. They are the three (3) big projects that we need to get done this fiscal year as it relates to housing, affordable housing, etc.

Board Vice Chair Wilson asked about the overall indebtedness and it was mentioned that there was a 4 ½ million dollars of gap. There is a certain debt level that a City can go up to, if you are looking at an expansion of your borders and annexation, and you have to expand on your infrastructure, doesn't that require an increase of indebtedness, and do you have the ability to meet that.

City Manager Misley stated that the Urban Renewal Agency was created in 2003 and that indebtedness was established at that point. We are not proposing to change the maximum indebtedness, we are not proposing to expand the district boundaries, we are not proposing to build any public facilities, etc. The Urban Renewal District and Agency are independent of our UGB expansion, analysis, and the infrastructure planning that goes into that.

Board Chair Weed asked about our water and do we have enough water. Water seems to be a thing, and I have noticed the table dropping and new wells are being built, etc.

City Manager Misley stated that we are in really good shape. We have three (3) wells on-line and we are in the design phase of number four (4) that we plan to have drilled and on-line before the next years irrigation season, and hopefully wrapping that up next spring, early summer at the latest. With that, we will have a tremendous amount of redundancy, we are confident in our well depths, and aquifer and have a lot of water rights, mitigation credits, so as a City in the Deschutes Basin, we are very fortunate and in the best position of any other City in Deschutes County as it relates to water.

Board Meeting Frequency and Expectations

City Manager Misley stated that to start this discussion off, staff has discussed that at a minimum, we should meet every quarter, and with these two projects – the Comprehensive Plan and the

Housing Plan this fiscal year, we will meet more frequently at times. We should try to establish a quarterly calendar with those dates for the rest of this fiscal year locked in, and to the degree this Board is willing to schedule additional Housing Board meetings to support those two documents and processes. One of the things that we have not completely locked in yet, is how the committee structure is going to function for the Comprehensive Plan update and we hope to have some clarity on that in the next few weeks, and the up and coming months.

City Manager Misley stated that we are not sure that we are going to create a lot of ad-hoc committees to work on the goals, we not sure if we are going to divert more or most of the work to a Technical Advisory Committee (TAC), a steering committee, or lean heavily on existing committees such as the Housing Board / Parks Board, etc. We know that the Planning Commission will play a key role and will be meeting several times in the fall and winter. There will be community outreach, a lot of website presence, virtual and low contact, but hopefully more frequent abilities for public engagement.

The Board were all in agreement that quarterly meetings will work.

City Manager Misley stated that he would send something out to the Board once these meetings were scheduled, etc.

City Manager Misley stated that we will meet quarterly and pick out those dates. The next one that makes a lot of sense would be October to check in and at that point, we will know more in terms of when we expect the 3-6 months of work – probably January through May having more frequent meetings. When looking into the next calendar year, we say that here is when the consultants and the real depth of those projects will occur and strategize from there.

City Manager Misley stated that there is one (1) vacancy on the Housing Board, and we did not try to fill it due to COVID. Just as an FYI, we are re-establishing our Boards which are currently in the Code by way of Ordinance. We are going to do them, and establish them by way of Resolution which means we can adopt and adjust new Boards, or adjust requirements within Boards with a little more ease, flexibility, and more timely at the Council level. One of the other big changes that we are making across our Boards right now, some have certain lengths of term, spring, summer, fall, etc. and is a little bit of a tracking nightmare, so we are getting all of the Boards and Committees to where the terms start January 1st and all on calendar year. We have been working on that for a while, we will be discussing that with Council next week, and potentially adopting and making those formal changes in August with a little bit of coordination in filling that vacancy. It makes sense to fill it when the new term comes on January 1st.

Ms. Gustafson stated that when this Board was established, certain seats had certain requirements, and are there any thoughts to changing that, etc.

City Manager Misley stated that when we have that Resolution ready to go, it is in draft form right now, there were some changes, but most of them were minor. I will circulate that to folks for review, but we kept the developer seat, the affordable housing entity seat, etc. to try and have as many diverse viewpoints on this Board as possible. We are not proposing to make any major changes to the composition of the Board, the intent, or authority of the Board.

Planner Mardell stated that in terms of training, Jeff Seymour was part of the Planning Commissioner's training last month. From a staff level, it sounds like there has not been a ton of training for some of our Boards and Committees in the past, or frequent training, and that is

something that we are working on. Mainly, for these Boards to know their charge, their authority, establishing workplans, responsibilities, expectations, etc. and we can combine that with a retreat, goal setting, or some higher-level thinking at that point.

Board Chair Weed stated that at one point, they suggested training because some of the members did not know what was being discussed, certain terms that were being used, etc. It may be nice to peg that for January for the new members coming on as well as a refresher for the existing members. It could be used as an orientation for new and existing members.

Planner Mardell stated that it is helpful to do a more general training just going through what it means to be on a City Board looking at things like conflicts of interest, open meeting law, but you can add some refinement to include something like a retreat where it is more like a Board priority and talking about what you are expecting of staff, what you would like to take on which might be helpful when diving into the Comprehensive Plan setting the expectation of what the Housing Policy Advisory Board's role is in that process. City Manager Misley and I can talk more about it and reach out to all of you maybe at the October meeting with a better sense of what a training would look like.

VI. BOARD MEMBER REPORTS

VII. ADJOURN

Board Chair Weed adjourned the workshop at 5:07 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary