



PLANNING COMMISSION **Agenda**

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

THURSDAY, NOVEMBER 2, 2023 – 4:00 P.M. AGENDA

This Planning Commission meeting is accessible to the public in person in the City Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 and via the following Zoom link:

<https://us02web.zoom.us/j/82964429779>

- I. **CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA**
- II. **VISITOR COMMUNICATION:** This is time provided for individuals wishing to address the Planning Commission regarding issues not already on the agenda.
- III. **APPROVAL OF MINUTES** September 21, 2023 (Exhibit A)
- IV. **WORK SESSION**
 - A. Community Involvement – Review of City of Sisters Community Involvement Tools and Recommendations for Improvement (Exhibit B)
- V. **STAFF AND COMMISSIONER COMMENTS**
- VI. **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 kprosser@ci.sisters.or.us



Planning Commission Minutes
Thursday, September 21, 2023 – 4:00 PM
City Hall Council Chambers, 520 E. Cascade Avenue, Sisters, OR 97759

Chairman: Jeff Seymour
Commissioners: Art Blumenkron, Jeremy Dickman, Vikki Hickman, Cris Converse (Zoom)
Absent: Sarah McDougall, Tom Ries
City Staff: Scott Woodford, Community Development Director (Zoom), Matt Martin, Principal Planner, Emme Shoup, Associate Planner
Recording Secretary: Carol Jenkins, Recording Secretary

I. CALL TO ORDER / DETERMINATION OF QUORUM / ADOPTION OF AGENDA

Chairman Seymour called the work session to order at 4:00 pm. A quorum was established.
Adoption of Agenda – September 21, 2023
Commissioner Blumenkron made a motion to approve the Agenda for September 21, 2023, as proposed.
Commission Hickman seconded. Motion passes.

II. VISITOR COMMUNICATION – None

III. WORK SESSION

A. Planning Commissioner Open Forum
Opportunity for staff and Commission to reflect on past projects and applications and a look forward to future agenda items.

Director Woodford stated that no action is required at this work session. This is an opportunity for the Commission and staff to reflect on past Planning Commission meetings and agenda items and look at future projects.

Background: Feedback that staff has received from the Planning Commission in the recent past is that they would like more opportunities to discuss planning related subjects in a non-formal manner where questions or new ideas can be brought up and shared. Most of the time that the Commission meets is highly structured either in a public hearing format or in a work session format on a specific item, which leaves little time for more general discussions and the pitching of ideas.

This work session is intended for the Commissioners to bring up topics they would like to share with their fellow Commissioners in a non-structured manner. There are no parameters on what can be discussed, other than being planning related, but to help “prime the pump” a bit, we will use some of the time to look back on past Planning Commission projects and preview

future ones. Staff can also provide an update on other city projects that do not directly involve the Commission.

To look back, here is the list of projects achieved from the first nine (9) months of 2023:

1. January 19 – Commissioner Nagel Recognition, Public Hearing (PH) on the Parks Master Plan, Sunset Meadows Master Plan and Subdivision.
2. February 2 – Work Session (WS) on Urban Area Reserve (UAR) Rezone and Sisters Development Code (SDC) Amendments to support the rezone.
3. February 16 – Public Hearing on the UAR Rezone and SDC Amendments to support the rezone.
5. April 20 – Planning Commissioner Retreat.
8. May 4 – Work Session on Historic Story Map and Wildfire Preparedness Month.
9. May 18 – Public Hearing on the Water and Wastewater Master Plan Adoption, Commissioner Davidson recognition.
10. June 1 – Work Session on the Space Age Gas Station, What’s Coming Up in 2023/24.
11. June 15 – Public Hearing on the Space Age Gas Station.
12. July 6 – Work Session on Housekeeping SDC Amendments.
13. July 13 – Public Hearing on the Space Age Gas Station.
14. August 3 – Work Session on Dark Skies SDC Amendments.
15. August 17 – Public Hearing on the Housekeeping Amendments.
16. September 7 – Work Session on Dark Skies and Public Hearing on the Brunchies Appeal.
17. September 21 – Work Session Look Back, Look Forward.

Looking forward to the remainder of 2023:

1. October 5 – Work Session on Short Term Rentals.
2. October 19 – Public Hearing SDC Amendments – Joint Meeting PC/CC Meeting (Urban Growth Boundary Report, other agenda items the Commission would like to discuss with Council).
3. November 2 – Work Session Short Term Rentals, Review of the Community Involvement Program (Comprehensive Plan Goal 1).
4. November 16 – Public Hearing for Dark Skies.
5. December 7 – Work Session on Defensible Space / Building Hardening
6. December 21 – Public Hearing – Cancel due to the Holidays.

2024 Items:

1. Land Use Applications
2. Defensible Space/Building Hardening SDC Amendments
3. Urban Growth Boundary Amendment
4. DC Amendments to implements Comprehensive Plan
5. Other Miscellaneous SDC Amendments

Chairman Seymour opened the work session for discussion by the Planning Commissioners.

Commissioner Blumenkron stated that something that comes up quite a bit is the disconnect between the Comprehensive Plan and the Development Code. Now that there is some time, maybe we review and go through it to see where there are some things that do not meet up very well and not taken care of in the code that seem to want to do in the Comprehensive Plan.

Director Woodford stated that is one of the Council's goals, and not everything in the Comprehensive Plan is transferrable into a Development Code amendment. There are many that are aspirational or on-going policies, but worth circling back and looking at where there are some areas that we could bring the code further into compliance with the Comprehensive Plan.

Planner Martin asked if anything comes to mind in the Comprehensive Plan.

Commissioner Blumenkron stated that he would need to go back and look at it to see what might apply, etc.

Chairman Seymour stated that we could look at both documents exclusively and then identify where there are opportunities to gel the two documents the way the community has intended – there are aspects of it that in the Development Code needs to reflect and it currently does not. We just need to spend the time and identify what that is.

Commissioner Hickman stated that at the last meeting with the Housekeeping Amendments, she thought that when going through those that there was some specific varying of those two formats of the Comprehensive Plan and the Development Code. She asked the question and stated that this looks good and has it always been like this or is this a new rendition. She said that her question went into the stratosphere and never got answered.

Planner Martin stated that with the text amendments and the legislative change, the Development Code requires us to address the specific and applicable goals and objectives of the Comprehensive Plan. That is why it shows specifically the Comprehensive Plan addressed in that legislative change. Whereas with a development review such as the Space Age, or Sunset Meadows, we are not required to make those findings or beholding to make those findings directed at the Comprehensive Plan. When making changes to the Development Code, we need to ensure that it is consistent not only with the Comprehensive Plan policies, but also Statewide Land Use Goals. That is the overarching document that guides how we update our Development Code and put those Development Code in practice on applications like Space Age and Sunset Meadows.

Commissioner Hickman stated that it was great and is like an overlay of a standard that then goes into the Code. It can always be referred to and makes it much clearer, and meeting those goals that is the community which is the customer of who we need to pay attention to. For argumentation purposes, it would seem to have more of a leg to stand on if ever arguing the way you want a development to happen if they are directly related.

Planner Martin stated that there is opportunity to audit the Comprehensive Plan and identify what those action items, the objectives that put those goals into place, but also recognizing that the Comprehensive Plan is a 20-year document that we just adopted within the last 2-3

years. So, we are on the front end of achieving all those goals and implementing those objectives. There may be a long list of potential code amendments to our Development Code, but charging ahead and trying to tackle all those in the short term may be challenging just due to resources and time, but we can begin to prioritize.

Commissioner Hickman stated that it just seems to add clarity and makes everybody's job easier. If you have the argument that we do not want to have it like this because it does not meet this Comprehensive Plan and if it is tied more – it is in there and we do need to look at that variable when anything is approved or when plans come in that those that those variables are on the table when someone puts together a project.

Director Woodford stated that the intent is that our policy represents the Comprehensive Plan and that is why it is limited to certain types of reviews – text amendments or zoning map amendments which are more broader types of applications that when creating policy you want to use the Comprehensive Plan as a sounding board to make sure that is in alliance with that direction and not using general aspirational non-specific Comprehensive Plan policies to potentially on a specific development application. They are not designed to do that and that is where the specific code criteria objectives standards come into play and how we evaluate development applications. It needs to be used for the policy more than for specific development applications.

Chairman Seymour stated it used to be a subjective way of doing things here in Sisters. Having these objectives that are clear and objective criteria makes it so that everything is transparent.

Commissioner Dickman stated that with the long-term stuff, he asked about the Urban Growth Boundary amendment, etc. It was his understanding that the State was saying that they were not going to approve any UGB expansion until after the Housing Needs Analysis rulemaking was done. He asked if staff were going to be affected by that or needing to do anything about that.

Director Woodford stated that it would be the Efficiency Measures first.

Commissioner Blumenkron stated that it would be reducing lot sizes, infill, doing everything possible first.

Director Woodford stated that he has not heard that and everything that we hear from the State is how can we make the production of housing more streamline and easier. There has been some talk about streamlining the UGB amendment process with grant monies for making the code clear and objective for housing, or for increasing housing production strategies like what we did with the Housing Plan last year.

Planner Martin stated that he has not heard that either, but what we are touching on is the Efficiency Measures that were recently adopted to increase densities and opportunities for additional residential development within the city within the existing Urban Growth Boundary. The next step that we are working on is doing a UGB Sufficiency Analysis working with consultants identifying with the implementation of those measures where we are now. Expanding on the housing needs, but also the employment lands need as well as public lands, etc. We are actively in that process and the City Council has tasked us with reporting back to

them, but that will give us the baseline report to the Council on where we are at and looking to the Council direction on where we are going.

Commissioner Blumenkron stated that they identified some plots of land that could be used for housing that were zoned Downtown Commercial (DC) and wanted to talk about changing that – is that something that would need to be put on an agenda, or where is that at, etc. He used the example of the big vacant lot by the retirement center. It has never been developed because you would have to put commercial in front and then residential in combination.

Director Woodford stated that was part of the package of development code amendments in late 2022 and is now in the code. We were talking with a potential applicant/builder, but that parcel and some other areas by Les Schwab in the Downtown Commercial area did get changed. You can do a residential only development in those zones now.

Commissioner Hickman stated that she wanted to look at things with a bird's eye view since this was an open topic opportunity. She stated that she thinks about Sisters and this huge potential where we need to create an environment that people may want versus just moving along and trying to get things done and then wake up 20-years later and think what a mess that turned out to be, and what are we going to do. The Comprehensive Plan is this overall guiding document that shows what the citizens have stated they want. She discussed Blue Zones where they have the longest living people, the healthiest, and in different parts of the world. They have researched to try and figure out why these people are living longer, etc. They had qualities of good nutrition, they were active all the time and busy walking up and down, bicycling, neighborhoods that worked together with the social aspect and their needs met, etc. In this area, it seems like that is what people want because we have Seed to Table, great local farms, more bike and walking paths, and as a small community, we do come together with a lot of music, art, a lot of opportunities, and do we want the overlay guiding principles to always encourage that continued type of growth.

Commissioner Hickman stated that she put together some goals and one of them is neighborhood consultants/representatives, etc. She feels that we need to have that for the big meetings and people coming in to talk – such a nice huge neighborhood collation. Maybe we could organize that more with some standards and guidelines so that they are always heard on specific issues. She would like to look at an overlay of being and becoming a Blue Zone and working towards that, bike, and walking safely for any age to any location in Sisters, kids could get on their bikes and not have to worry about them. It opens neighborhoods and discussions, and opportunities for everybody to talk, etc. That is how she sees a strong vibrant community.

Commissioner Blumenkron stated that a lot of that is covered in the Sister's Vision and part of that has gone into the Comprehensive Plan. It is a matter of taking those things and making them happen, and there is a committee that is focusing on doing that.

Commissioner Dickman stated that he loves the aspiration and, in his neighborhood, over by the school's next year, maybe having some car free days for the McKinney Butte tract and better pedestrian bike friendly infrastructure in that area to allow kids to get to and from school. Buses do need to drive through there, but that might be limited in terms of execution.

Commissioner Hickman stated that it is small enough to make the change now and work towards it, then try to do it 20-years later and say that we should have done it before. If we

have the overall guiding standards and principles, and ask if they are being addressed, and being addressed in the plans, etc.

Planner Martin stated that those concepts are in the code for Master Plans that require a certain number of amenities and what form they take is up to the development and ultimately the Planning Commission in those decisions. Some of the considerations are there such as connectivity of streets, off-street pedestrian, multi-use pathways, and those are examples of developments that have incorporated into their designs. Some of these principles can be touched on in the Development Code, but also want to recognize that we work under the Community Development Department and the Development Code is our limitation, but also do not want to be too constrained, but recognizing that we are part of a full wheel recognizing the vision and the work they are doing to implement that – car free zones with a partnership with the School District and other organizations that create this ultimate livable community.

Commissioner Blumenkron stated that the review of Short-Term Rentals comes up because it defeats the neighborhood connectivity being talked about. People are concerned about that and the Dark Skies where it basically the quality of life, etc.

Commissioner Hickman stated that when looking at people's health, people who walk more and have good social connections are just healthier, live longer, and do not have chronic illnesses, etc. It is all integral, it has been proven, and real.

Planner Shoup stated that a lot of these topics are addressed and scattered throughout the chapters of the Comprehensive Plan to like neighborhood design under the Livability Chapter, and as far as neighborhood ambassadors – the people who represent that kind of feel for Sisters and everyone from the community that could show up when they feel the need to speak and participate in a public process. It is a good idea to make a note for next month when we talk about community engagement and involvement maybe we can talk about neighborhood ambassadors, the Blue Zones, people that are mission orientated and another aspect that makes Sisters special is that we have a lot of great groups and organizations that we can be partners with that have missions that prioritize bettering Sisters.

Planner Shoup stated that it was mentioned about the school campus and with the Elementary School being brought on-line on that side of Sisters, she has heard talking with the Public Works Department about considering a 'Safe Routes to School Program', and now would be a good time to consider that especially with everything being on that side of town now.

Commissioner Hickman stated that this would be a great opportunity and a wealth of potential for our students – middle school also, but high school for sure. They are so talented and energetic and able to do so much. She said that whenever she worked with high schoolers or young people it was exciting – they do not have all the experience, but they have a lot of energy. They could potentially be a great bike/bus for people. Also, we always want to get the young people involved in politics whether it is the city or whatever – and everyone complains because you hear everybody say that in government everyone is super old. Let's try and be that community that utilizes our youth. Maybe there could be a whole program in planning at the high school level and be a credited class. They could do a pilot project, shadow a planner, and that would be a fun thing to start.

Planner Martin stated that these are great ideas to think of in community engagement concepts if not available or under the curriculum that they would allow – engaging the youth certainly. In some communities they have on their Planning Commission a designated seat for a student to have that voice in any of the policy makings. It is an important reminder to engage all levels of community members.

Commissioner Blumenkron stated that he is wondering when they reviewed the Gas Station proposal, there were some suggestions about looking at some of the code amendments that were made that allowed this proposal to be whatever size they wanted. There was some talk that we were going to go back and review this so that if we wanted to limit some of those things we did not go through this again.

Planner Martin stated that this has been elevated to the City Council and some citizens have raised that issue as well. It is ultimately coming in the direction of the City Council and City Administration and what steps and when to take any further action.

Director Woodford stated that is correct. There was a citizen that offered some public comments at one of their meetings recently encouraging the City Council to take another look at the ordinance. If the Council finds support for that, they will talk about it at their Councilor comments at the end, but he has not heard that they picked up and ran with that idea at all or being a high priority.

Commissioner Dickman stated that at one of the meetings that they talked about priorities for future issues and there are a million things that we could discuss at any given meeting, but it seems like fire hardening, preventing wildfire from destroying our town that these may be a head of how big of a gas station we want to approve in the future, and not to discount that at all.

Chairman Seymour stated that he feels like the ordinance in question – we did the work on that thing, we vetted it, we intentionally made it vague so that there was the ability for staff to be subjective and determine whether it was a good project or not. It was a Type II decision and normally, we would not have any business reviewing that except that staff decided that they wanted to kick it up and let a third party look at it. As a result, we got to hear it and review it very thoroughly and allow the public to have ample opportunity to talk about it. It was a hot button issue for sure and probably the biggest issue of the year. We went through the process and feels like the process worked exactly the way it was designed to. He stated that he is not sure they need to go back and look at something that is not necessarily broken. There are going to be people in the community that are going to disagree with how we are doing things, and some will be more vocal than others. It is important to listen to those people and look at what they are saying and see whether they are accurate – no. 1 and look at what the facts are – no 2. He stated that he agrees with Commissioner Dickman and to let us focus on some of the bigger more urgent issues that we have less control over.

Chairman Seymour stated that we need to continue to focus on what is going to improve Sisters, and we all have a lot of great ideas where the Planning Commission can implement some of these things, but that is mostly City Council level, but in conjunction, the Planning Commission can do some of the heavy lifting, but we need to bring this up in the joint meeting

and share with them what we are thinking – it is some good stuff. Our biggest challenge other than wildfire danger is that we have a highway running through our city. We cannot change that, and we are by design and because of the location where our city is, we are car reliant. We are a car society, and it will take a major behavioral change to make any difference, but it all starts at a grass roots level. The best things that we have seen from the community to enhance our community come from our citizens.

A brief discussion on ODOT highway policy and regulations, moving trucks through town, larger vehicles that come through town, design specifics, streetscape design aesthetics, alternate routes, freight industry, tourist traffic, etc.

Chairman Seymour asked members of the audience to come forward and speak.

Cathy Russell, 1006 W. Collier Glacier Dr., Sisters, OR 97759

Ms. Russell stated that she appreciates the opportunity to listen to the group speak informally because she learns so much more and learns and understands about the Commission as individuals. She stated that she is sorry that there are not more people listening to all of you in this type of setting because it would help with some attitudes from the public. Even though there is a highway going through the middle of town, the challenge is to figure out a way around it or to deal with it. The challenge is how to turn that highway into a vertical garden, make the best of it, work around it, and not let it become a barrier to us.

Ms. Russell stated that in looking forward to the last quarter of 2023 and into 2024, she wanted to ask the Commission to consider aligning codes in the Development Code amendments relating to defensible space/building hardening. Specifically, Chapter 2: 2.2 and 2.3 and Chapter 3: 3.2.2., 3.2.5 and 3.2.6. She believes that in looking at the landscape open spaces, and how can that support the defensible spaces, etc. and aligning these codes would support the City Council's goals to mitigate the risk of fire and more importantly benefit the community. The type of trees that were allowed and types of vegetation and focusing more on the draught fire resistant and native plants. She thinks that we can try and herd people in that direction by having something specific in the landscaping code that would help with the fire mitigation and enhance what Sisters is – a mountain town and having more native type vegetation.

Jerry Nelson, 252 S. Elm St., Sisters, OR 97759

Mr. Nelson stated that he has been having troubles with a dishonest person, very non-transparent and everyone is on that team now. The situation lately and wanting to talk with the hearings director but he feels like he is being sabotaged by everyone here at the City of Sisters. He has asked how to contact him because there is a conflict of interest, etc. He has a hearing date on September 27th at 10:00 am and needs to have the trial postponed for three (3) months to have a fair trial, particulars and details that need to be brought out, and he needs to prepare for legal counsel and be represented by an attorney to bring this matter to the City of Sisters. He stated that he is actively working on making his yard compliant with the City of Sisters standards. He stated that he is uninformed and that the City of Sisters is charging him for a messy yard - \$ 500 a day. He is asking for the court date to be changed, get the

hearings officer phone number and/or email, and get an attorney to represent him to get a fair trial. He stated that his rights are being violated.

IV. STAFF AND COMMISSIONER COMMENT

Planner Martin stated that this would be the place to outline upcoming meetings, but in the meeting materials it identifies what to expect from the forthcoming weeks and months and is looking forward to those discussions.

V. ADJOURN

Chairman Seymour adjourned the meeting at 5:05 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary



PLANNING COMMISSION

Agenda Item Summary

Meeting Date: November 2, 2023
Type: Workshop
Subject: Community Involvement

Staff: Woodford, Martin & Shoup
Dept: CDD

Action Requested: Feedback from the Planning Commission on the Community Involvement tools the city uses to inform the public on land use applications and other city projects and its recommendations for improving the program.

Background: The City of Sisters values public input because it often results in better decisions and projects and, to that end, utilizes a variety of tools to inform the public about pending development applications and long-range planning projects - such as updating the Comprehensive Plan - to ensure that the input is considered in decision making that impacts the community.

One of the underpinnings of the State of Oregon land use system is robust public involvement, as it is considered fundamental to good land planning. In fact, "Citizen Involvement" is the first goal of the Statewide Planning Goals for and is a concept that is required to be implemented in each Oregon communities' required Comprehensive Plan.

Goal 1 of the Statewide Planning Goals (Citizen Involvement) calls for "the opportunity for citizens to be involved in all phases of the planning process." Further, it requires each city and county to have a citizen involvement program that addresses the following themes:

1. Opportunities for widespread public involvement
2. Effective two-way communication with the public
3. Making technical information easy to understand
4. Feedback mechanisms for policy-makers to respond to public input, and
5. Adequate financial support for public involvement efforts

Goal 1 also calls for local governments to have a committee for citizen involvement (CCI) to monitor and encourage public participation in planning, which is often the Planning Commission.

In the Sisters Comprehensive Plan, Section 1 is the implementation of the Citizen Involvement statewide goal (we entitle it "Public Involvement"). This chapter contains a set of Goals, Objectives, and Policies specific to Sisters that are based on input the community provided during the update to the Comprehensive Plan in 2021 (see Attachment A for full copy of the chapter).



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Two of the policies require reviewing and recommending improvements of current tools for public involvement in Sisters. The are:

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.

The goal of this work session is to review the public involvement tools in place and for the Planning Commission, as the Committee for Community Involvement, to evaluate them and the processes and report its findings in writing to the City Council, along with recommendations as appropriate for improving the program.

Land Use Review:

To be able to evaluate the program, one needs to know what the current regimen is. In terms of land use review, the Sisters Development Code (SDC) prescribes in detail the requirements for notification of the public.

| Type of Application | Mailed Notice* | Published Notice** | Posted Notice*** | Appeals: |
|---|-----------------------|---------------------------|-------------------------|---|
| Type I (final plats, short term rentals, home occupation permits, lot line adjustments, ADU’s, sign permits, etc.) | No | No | No | LUBA of staff decision |
| Type II (site plan review, minor variance, partition, minor conditional use, etc.) | Yes | No | Yes | Planning Commission of staff decision |
| Type III (subdivision, conditional use permit, master plan, cottage development, etc.) | Yes | Yes | Yes | City Council of Planning Commission decision |
| Type IV (Comprehensive Plan, zone map or development code text amendments, etc.) | Yes | Yes | Yes | LUBA of Council decision (based on Commission recommendation) |

* Required to be sent to all property owners within 250 feet of the subject property
 ** Published in the classifieds section of the Sisters Nugget newspaper



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*** Posted notice is a yellow, real estate sized sign on a subject site that includes pertinent info about a proposed land use action

Notices for a Type II permit require 14 calendar days to submit written comments before a decision is made. Once a decision has been made, it is mailed to the anyone who submitted written comments with information on how to appeal a decision (which must be done within 14 days of mailing). Example of a Public Notice is attached in Attachment B.

Type III notices are sent 14 calendar days prior to the hearing date, published in the newspaper and posted on the site. Public testimony is taken at the hearing and decisions are mailed to participants of record. Appeals are to City Council and must be made within 14 days of the notice of decision.

Type IV notification is not less than 20 days goes to property owners whose property would be rezoned to implement a comprehensive plan amendment and any affected governmental agency, among others, and are published in the newspaper for 14 calendar days. Public testimony is taken at public hearings and written correspondence is included in staff reports.

Neighborhood Meetings: The SDC “encourages” applicants to meet with the neighborhood prior to submittal of a land use application to solicit input and exchange information about the proposed development and, in some cases, the Community Development Director may “require” the applicant to meet with adjacent property owners or neighborhood representatives prior to accepting an application as complete.

Other Planning Outreach:

Long range planning projects include the various master plans guiding land use and growth (the Comprehensive Plan), utilities (Water and Wastewater Master Plans), traffic (Transportation System Plan and parks (Parks Master Plan). We also do projects like the Housing Plan update and the Efficiency Measures. Amending the SDC is a long-range planning project where we are changing policy through the code. While these are often processed as Type IV applications and therefore have required noticing, we also use other tools to create awareness, such as:

- Comprehensive Plan
 - Project Website
 - Online Open Houses
 - In person open houses
 - Community Conversations
 - Direct Mailers
 - Nugget Articles
 - Citizen Advisory Committees & Stakeholder Advisory Committee
 - Park Pop Up Events, Community Tabling Events



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- City website
 - Announcements Page
 - Notable Active Project page
 - Project web pages for larger land use applications/text amendments with review schedule, staff reports, project record, and staff contact
 - Land Use Notices/Decisions on website
- Facebook
- E-Notifications
 - Sign up on city website for automatic emails on all city related boards and committee packets, City Announcements, community meetings, etc.
- Sisters Nugget
- Agendas posted at post office, city hall lobby, city website
- All City board and committee packets posted on the city website

Looking to the Future:

In terms of new tools or efforts we could implement we again look the Public Involvement chapter of the Sisters Comprehensive Plan and its overall goal:

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

Underneath the overall goal of this chapter are policies to help guide future outreach efforts, including the following (paraphrased for brevity – the full policies are in Attachment A):

- Provide funding for outreach efforts
- Report regularly on implementation of Sisters Vision action items
- Educate community members on municipal operations and encourage civic engagement.
- Identify barriers to community engagement
- Seek opportunities to present planning process or specific project info to community organizations, especially one that reach historically lesser involved residents
- Reach out to lesser involved residents and encourage them to apply to be on city volunteer boards
- Provide information to reach policy decisions on the city website and use minimal technical jargon.
- Document the public assessment recommendations of CCI (Committee for Community Involvement)
- Respond to community members who have participated in in community engagement activities.



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- Consider appointing a designated staff member who can help community members understand and interpret city plans and regulations.

In addition, one of the City Council goals this year is to “develop and implement a community outreach plan” that will also provide recommendations.

Again, the goal of this work session is for the Planning Commission, as the Committee for Community Involvement, to 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. Recommendations could also include ideas not represented here, so bring your ideas to the work session for discussion.

Attachments:

Attachment A - Section 1 of the Sisters Comprehensive Plan – Public Involvement

Attachment B – Example of Public Notice

PUBLIC INVOLVEMENT



Photo Credit: Loma Smith
City Tabling at the Farmers Market

COMMUNITY VISION

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

KEY ISSUES SUMMARY

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

SECTION 1

PUBLIC INVOLVEMENT

STATEWIDE GOAL 1

CONTEXT

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

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

KEY ISSUES

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

COMMITTEE FOR COMMUNITY INVOLVEMENT

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

CLEAR AND ACCESSIBLE INFORMATION

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

ADDRESS BARRIERS FOR INVOLVEMENT

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

SECTION 1

PUBLIC INVOLVEMENT

GOALS & POLICIES

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

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

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



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

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

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

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

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

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



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

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

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



NOTICE OF LAND USE APPLICATION

Notice is hereby given that the City of Sisters Planning Department has received a land use application affecting this property. All relevant provisions of the City of Sisters Urban Area Comprehensive Plan and Sisters Development Code will be reviewed for compliance. Please contact Emelia Shoup, Associate Planner, at (541) 323-5216 for more information. Comments may be provided in writing prior to the administrative decision being issued to Sisters City Hall at 520 E. Cascade Avenue, Sisters (mailing address PO Box 39, Sisters, OR 97759) or email to eshoup@ci.sisters.or.us. Comments must be received on or before **Friday, April 7, 2023**.

File #: SP 23-01 / V 23-01
APPLICANT: Terry Amundson, Koble Creative Architecture
PROPERTY OWNER: Rob Moneyhan, Lundgren Mill Lots LLC
Site Location: 155 W. Lundgren Mill Drive; Map and Tax Lot: [151004BC01400](#)
Request: Site Plan Review and Minor Variance request for a new 11,962 SF construction of two single-story buildings connected by a common breezeway, with speculative tenant spaces for commercial & industrial uses (i.e., eating & drinking establishment, retail, office, light manufacturing, warehousing, and food & beverage packaging uses). The requested minor variance is to increase the front yard setback standard by 20% in order for 50% of the primary building facade to comply with code standards on an atypical triangular-shaped lot.

Applicable Criteria: Sisters Development Code (SDC) – Chapter 2.14 (North Sisters Business Park District); Chapter 3 (Design Standards); Chapter 4.1 (Types of Applications and Review Procedures); and Chapter 4.2 (Site Plan Review); Chapter 5.1 (Variances); Chapter 2.15 (Special Provisions); Chapter 2.11 (Airport Overlay).

Questions or concerns regarding this application should be directed to the Community Development Department at Sisters City Hall. The decision issued will be administrative, and will occur according to Development Code Chapter 4.1 Procedures, which is available at City Hall. Failure to raise an issue in person, or by letter before or during the issuance of the decision, or failure to provide



statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, may preclude an appeal based on that issue with the State Land Use Board of Appeals. All evidence relied upon by staff to make this decision is in the public record and is available for public review at the Sisters City Hall, 520 E. Cascade Avenue, Sisters, Oregon. Copies of this evidence can be obtained at a reasonable cost from the City. After the comment period closes, the Community Development Director or designee shall issue a Type II Administrative Decision. The decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice. TTY services can be made available. Please contact City Recorder Kerry Prosser at (541) 323-5213 for accommodations to be made. The Sisters City Hall building is a handicapped accessible facility.

***Notice to mortgagee, lienholder, vendor or seller: City of Sisters Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.**

PROPOSED SITE PLAN

GENERAL NOTES

1. MINOR VARIANCE IS REQUIRED TO INCORPORATE REQUIREMENTS OF 51.400 A.P. 20% TO INCREASE SETBACK RANGE FOR 50% OF THE PACKAGE.
2. VISION CLEARANCE DETERMINED PER 2.15.2000 (I) REQUIREMENTS

SITE INFORMATION

PROJECT DESCRIPTION

SITE PLAN REVIEW AND MINOR VARIANCE REQUIRED FOR AN 11,200 SQUARE SINGLE STORY BUILDING CONNECTED BY A COMMON BREASTWAY AND INCLUDE ASSOCIATED SITE IMPROVEMENTS.
THE BUILDINGS ARE VENTILATED PER INDUSTRIAL UNIT DESIGNED FOR INSTALLATION IN AN UNFINISHED SPACE. THE BUILDING IS TO BE CONSTRUCTED IN ADVANCE OF PHASE TWO AND IS TO BE REGISTERED UNDER THE AIR ACT.

SITE ADDRESS: 165 CALVIN GARDEN MILL DR.
ZONES: R2, R3, R7, R9

TAX LOT: 1018048 001 400

ZONING SUMMARY

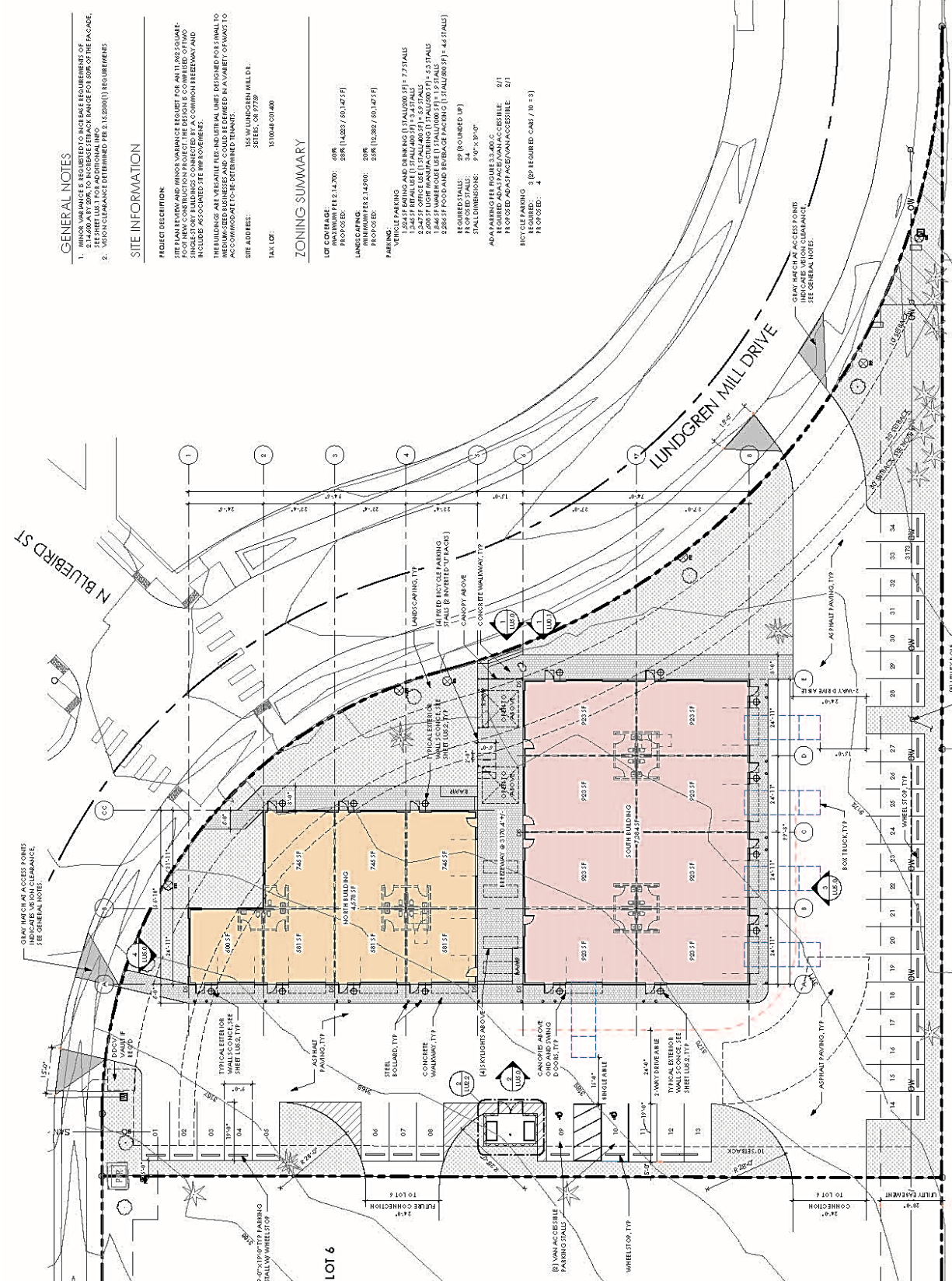
LOT COVERAGE PER 2.14.200: 60%
FRONT YIELD: 25% (14,232 / 50,147 SF)

LANDSCAPING:
MINIMUM PER 2.14.200: 20%
FRONT YIELD: 25% (12,282 / 50,147 SF)

PARKING:
REQUIRED PER 2.14.200: 1,262 SF PER BUILDING AND DRINKING (1) STALL (200 SF) + 777 STALLS
1,262 SF RETAIL USE (1) STALL (400 SF) + 15 STALLS
2,625 SF LIGHT MANUFACTURING (1) STALL (200 SF) + 53 STALLS
2,625 SF FOOD AND BEVERAGE MANUFACTURING (1) STALL (200 SF) + 46 STALLS

REQUIRED STALLS: 24 (R2 ZONING) / 24 (R3 ZONING) / 24 (R7 ZONING) / 24 (R9 ZONING)
FRONT YIELD: 24 (R2 ZONING) / 24 (R3 ZONING) / 24 (R7 ZONING) / 24 (R9 ZONING)

ADA PARKING PER PROURE 51.400 C
REQUIRED ADA SPACES/ADA ACCESSIBLE
FRONT YIELD: 2 (R2 ZONING) / 2 (R3 ZONING) / 2 (R7 ZONING) / 2 (R9 ZONING)
FRONT YIELD: 2 (R2 ZONING) / 2 (R3 ZONING) / 2 (R7 ZONING) / 2 (R9 ZONING)



PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"