



Collaboration Corvallis
Steering Committee Meeting Agenda
March 19, 2014
2:00-4:00pm
Downtown Fire Station
400 NW Harrison Boulevard

- I. Call To Order
- II. Opening Remarks – Mayor Manning and President Ray
- III. Review of November 8, 2013, Meeting Summary Notes
- IV. Public Comment Opportunity
- V. Project Management Update
 - a. City of Corvallis and OSU Parking Management Efforts
 - b. Implementation Status of Recommendations
 - c. Status of Work Groups
- VI. Project Communications Plan Update
- VII. Community Relations Advisory Body
 - a. Existing Examples
 - b. “Next Steps”
- VIII. Other Business
- IX. Adjournment



MEMORANDUM

TO: Collaboration Corvallis Steering Committee

FROM: Eric Adams, Project Manager

DATE: March 14, 2014

SUBJECT: Status of Completed Actions and Ongoing Efforts to Implement Recommendations

Provided below is a summary of completed actions and ongoing efforts by the City of Corvallis and Oregon State University (OSU) to implement each of the 68 work group recommendations accepted by the Steering Committee. Attachments ‘A’ and ‘B’ provide additional detail regarding the status of recommendations that are specific to OSU and the City of Corvallis, respectively. An updated version of Attachment ‘A’ that contains priority assessments will be provided to the Steering Committee at the March 19, 2014, meeting.

These actions are also being tracked on the Recommendation Disposition Matrix that has been previously distributed to the Steering Committee. Given the increasing volume of information it contains, project staff decided the following summary may be easier for the Steering Committee and public to use.

NEIGHBORHOOD LIVABILITY

Completed Actions:

- With assistance from the City of Corvallis, OSU has produced and distributed an “Off-campus Living Guide”.
- Improved communication between Corvallis Police Department, OSU Office of Public Safety and Office of Student Conduct and Community Standards.
- City has increased consistent enforcement of “Special Response Notice” law.
- Additional staff have been hired for OSU Office of Student Conduct and Community Standards, Office of Greek Life, and Dean of Students Office.
- City has implemented increased fines for providing alcohol to minors.
- Funding was secured through Public Safety Levy to hire three additional Corvallis Police Department officers.
- City of Corvallis and OSU became members of the International Town & Gown Association, and attended the 2013 annual conference.
- City of Corvallis and OSU staff participated in a training with Dr. Robert Saltz.
- City has modified existing alcohol-related ordinances to mirror intent of a Social Host Ordinance.

- OSU hosted its first off-campus housing fair in March to inform students about off campus housing opportunities and responsibilities. Approximately 1,000 students attended.

Ongoing Efforts:

- City is monitoring effectiveness of Special Response Notice and increased enforcement of other “nuisance behavior” laws; a livability survey will be completed by fall 2014.
- City is proceeding with implementation of an expanded residential Neighborhood/Property Maintenance Code program.
- City will be hiring additional Code Enforcement and Neighborhood Relations staff using funding from the November 2013 Levy.
- Development of “OSU Welcome Week” and other community relations programs.
- City is proceeding with amendments to the Corvallis Municipal Code regarding refuse collection.
- City is finalizing an electronic notification system endorsed by rental property owners that will inform them of police response to their properties.

PARKING AND TRAFFIC

Completed Actions:

- City and OSU have increased marketing for transit and alternate modes of transportation.
- OSU has expanded its bike share program.
- City and OSU have increased service frequency for primary transit routes serving the OSU campus. For Fiscal Year 2013/2014, OSU is funding this effort with a \$22,000 investment.
- Additional funding to support the Linn-Benton Loop has been committed by OSU and the City of Corvallis.
- OSU and the City have each implemented GPS-based route status systems for CTS and OSU Shuttle buses.
- OSU has increased funding for transportation safety education in conjunction with support from City staff.
- OSU conducted transportation assessment of intersections in and around campus and for the first time evaluated some for bicycle and pedestrian safety.
- OSU has expanded the on-campus transit shuttle system by adding another shuttle.

Ongoing Efforts:

- City is proceeding with implementation of an expanded residential parking district program, with the goal of initiating the new districts by September 2014.
- By April 14, OSU will announce a restructuring of its on-campus parking permit system, likely to be a zonal system based on parking lot location and demand, and transit system commute options.
- Strategic assessment of OSU’s transit shuttle system’s role in supporting use of on-campus parking facilities and travel to and within the campus.
- Assessment of campus lighting to enhance bike and pedestrian safety.

- OSU is exploring options to expand its existing Transportation Demand Management programs.
- Assessment of a new campus transit hub is being conducted with the Corvallis Area Metropolitan Planning Organization.
- OSU is evaluating traffic volumes on Jackson Avenue between Arnold Way and 30th Street and developing mitigation strategies.
- Revisions to the OSU Campus Master Plan’s transportation and parking plans
- Increased funding for additional on-campus bicycle parking facilities.
- OSU and the City are developing an expanded marketing plan for transit, parking districts, and campus economy lot options for fall 2014. The university is funding this effort with a \$16,000 investment.

NEIGHBORHOOD PLANNING

Completed Actions:

- City amended the Land Development Code parking requirements to address four- and five-bedroom dwellings as of December 2012.
- City Council authorized staff to prepare two additional Land Development Code (LDC) amendment packages that will address various residential infill development issues. The Planning Commission will review the first package in March 2014.
- City Council authorized staff to engage the Infill Task Force to assist with preparation of Residential Design Guidelines. A draft document was presented to the Planning Commission at its March 5, 2014 meeting.
- OSU implemented a new requirement for freshmen to live on campus as of fall 2013.

Ongoing Efforts:

- OSU is constructing a new 324-bed residence hall on campus that will open this fall. With the return of Finley Hall to a full-service dormitory, OSU on-campus housing in fall of 2014 will increase to 4,753 beds.
- The university will launch a request for proposals for public-private partnerships related to student housing by September 2014.
- The second package of Land Development Code amendments authorized by the City Council is currently being prepared for review by fall 2014.
- City Council direction regarding potential modifications to the demolition permit process and preparation of a Historic Preservation Plan.
- Update of the OSU Campus Master Plan – adoption by 2016
- City Council has authorized staff to include development of a “Historic Preservation Lite” program as part of a future Planning Commission Work Program.

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

LIVABILITY RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Off-Campus Livability Guide	Print edition completed Web edition on-line	Update annually Create mobile app	Community Relations URM	
Amend Student Code of Conduct	Enforce code on and off circumstances	Under way	Office of Student Conduct	
Increase Student Conduct staffing	1.5 staff hired 1-1-13	?	Director Student Conduct	
Join and participate In International Town & Gown Association With city of Corvallis	Membership complete 4-1-13	Participate; Prioritize & implement best practices	Community. Relations	
Consult with national Underage drinking Expert; hold speaker series; Identify next steps; work With Benton County, city	Speaker visited in April 2013	Evaluate hiring substance abuse consultant to review OSU policies and stakeholders	Student Health Services	
Monitor effectiveness of SRN's. Share SRN, citation, And incident reports with OSU	Under way	Monitor effectiveness of off-campus code of conduct activities and enforcement	Office of Student Conduct	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

LIVABILITY RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Off-campus living Orientation program	Off-Campus Living Expo held at OSU 3-6-14		Community Relations Dean of Students Office	
Expand “welcome week” Programming into community	Annual programs held	Evaluate next steps	New Student Programs Community relations URM	
Launch “neighbor-to-neighbor” Mediation service	No activity	Determine existing services within Corvallis		
Launch Community Relations Advisory Committee	No activity	Determine partners to include; host joint meeting with city, other partners	Community Relations URM VP Dean of Students Others ?	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

OTHER LIVABILITY ACTIVITIES BY OREGON STATE

ACTIVITY	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Expand staffing in Greek Life	Interim assistant director hired July 2103	Evaluate programming results and on-going staffing	Office of Greek Life Dean of Students	
Expand staffing in Community relations	Community relations director to be hired By May 1, 2014	Complete search Set program priorities	Dean of Students URM VP	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

NEIGHBORHOOD PLANNING RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Increase on-campus Housing percentage Of undergraduates to 28-30 percent by 2019	Housing percentage is now at 21.1 percent	Complete OSU Campus Master Plan update (12-31-15)	University	
	Bed totals: 2012: 4,194 beds 2013: 4,651 beds 2014: 4,753 beds	Evaluate and set priorities and conduct search for public-private partnership housing proposals;	UHDS director F&A VP	
	Construct 342-bed residence hall; to open September 2014		UDHS director F&A VP	
Expand housing content To OSU Campus Master Plan	under way	Complete OSU Campus Master Plan update (12-31-15)	University	
Evaluate public-private Partnerships for expanded Student housing	Public-private partnership request for information completed in spring 2013	Prioritize needs, goals of public-private partnership programs	UDHS director F&A VP	
		Create RFP; release RFP by 8-1-14	UHDS director F&A VP	
		Conduct consumer & economic analysis of housing needs, impact	UDHS director F&A VP URM VP	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

PARKING AND TRAFFIC RECOMMENDATIONS

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Increase TDM programs And TDM marketing	On-going	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
		Approve funding 7-1-14	Trans. Solutions Asst. Dir. VP F&A VP URM	
Fund on-campus bike Sharing program	URM funded purchase of () bikes in 2102, 2013	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
Expand way-finding signage To Oregon State campus From state highways, community	No activity	None identified		
On-Campus Variable parking permit System	Underway Task Force launched in fall 2013; recommendation due March 20; decide and Announce strategies by March 31	Launch system on 9-15-14	OSU Administration Task Force Trans. Solutions Asst. Direct. URM (marketing)	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Bike and pedestrian Corridor Safety Assessment	Annual “Be Bright Be Seen” Safety Campaign conducted	Continue	URM Transportation Solutions DSP, OSP City of Corvallis	
	Lighting, Blue light system, Walkway map updated; Lighting assessment Completed,	Foliage assessment? Video cameras on “Blue Lights” Improve deficient Lighting; maintain Foliage for safety Promote personal Safety tips	OSU Facility Services ? URM, DSP, OSP	
Remote Parking Lot Assessment		Launch zonal parking system, measure results, consider next steps	Transportation Solutions Trans. Sol. Task Force	
Expand OSU on-campus bike Parking facilities	Status of 2013-14 investments?	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
		Fund strategy	Transportation Solutions F&A VP	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Expand OSU car-pool Programs	Status as of 2013-14	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM Designate others	
		Fund strategy	Transportation Solutions F&A VP	
Neighborhood traffic Volume analysis on Jackson Avenue	Underway	Report results Evaluate and report results to City, OSU	OSU Campus Operations College of Engineering	
OSU Funding for CTS	OSU has provided \$30,000 additionally in 2012, to expand two CTS routes and enhance CTS marketing	Evaluate results Decide next steps	Trans. Solutions. Asst. Direct. URM VP F&A VP	
		Evaluate long-term funding CTS strategy by OSU	OSU administration	
OSU Funding for Linn-Benton Loop	OSU provides \$102,000 annually Along with LBCC, Benton And Linn counties' regional Government organizations	Evaluate results Decide next steps Increase loop promotion	Trans. Solutions. Asst. Direct. URM VP F&A VP	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

RECOMMENDATION	STATUS	NEXT STEPS	RESPONSIBILITY	PRIORITY
Improve OSU-CTS transit Coordination	On-going conversations	Discussions with CTS, OSU to better align schedules	CTS OSU Transportation Solutions	
Expand OSU Shuttle Service to Campus fringe	On-going	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM (promotion) Designate others	
		Approve funding 7-1-14	Trans. Solutions Asst. Dir. VP F&A VP URM	
Implement OSU Shuttle Information & mobile apps Systems	Nearly Completed	Expand within Parking, Transit TDM strategy (4-14-14)	Transportation Solutions URM (promotion) Designate <i>others</i>	
		Approve funding 7-1-14	Trans. Solutions Asst. Dir. VP F&A VP URM	
Evaluate on-campus transit hub	Study under way	Connect with CAMPO Discuss study goals, Timeline, assist in study	CAMPO	

Collaboration Corvallis Work Group Recommendations
OSU Actions and Ongoing Efforts

PARKING AND TRAFFIC RECOMMENDATIONS (continued)

**Marketing to promote
Alternate modes of
Travel**

Annual
“Be Bright Be Seen”
safety Campaign conducted

Continue

URM
Transportation Solutions
DSP, OSP City of
Corvallis

Expand within
Parking, Transit
TDM strategy
(4-14-14)

Transportation Solutions
URM (promotion)
Designate *others*

Collaboration Corvallis Brief Review-Status of City Implementation Actions

Pre-March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
Neighborhood Livability						
1.1	Off Campus Living Guide	City/OSU	2013	Guide was finalized, published and distributed Fall 2013.	Staff Time, as future updates are necessary	No additional City action required. Completed by OSU.
1-2	CDP/State Police Coordination	City/OSU	Ongoing	Levy Passed in Nov.13, hiring of staff will occur 1/14. Training time is 10-12 months before realized solo capacity. Enhanced relationship and information is occurring and on-going with OSP/OSU and Office of Student Conduct.	Additional Police Officers, pending implementation of Public Safety tax	November levy passed. CPD has initiated process to hire officers.
1-3	SRN warnings	City	Ongoing	Expanded use of SRNs within current staffing levels. CPD staff have increased the use of SRN's for CMC violations and expanded the CMC to include initial response fee.	Additional Police Officers, pending implementation of Public Safety tax.	Ongoing effort
1-6	ITGA participation	City/OSU	Spring 2013	City/OSU joined International Town/Gown Association, City staff attended 2013 ITGA conference.	Membership costs + Travel/Training Budget. Small budget obligation	Ongoing

Collaboration Corvallis Brief Review-Status of City Implementation Actions

Pre-March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
1-7	Safer Universities Project	City/OSU	Spring 2013	Secured national expert to visit on April 9 th	Grant supported project	Completed
2-1	Increase alcohol fines	City	Spring 2013	Ordinance amendments approved by Council	Staff time	Completed
2-2	Social host ordinance	City	Spring 2013	This work was completed in March 2013 and is currently in effect.	Staff time	Completed
2-3	Monitor SRN effectiveness	City	Late 2014	Evaluate progress through survey	Staff time/small budget for survey (\$5,000)	Funds included in 2013-14 budget. Work has begun on developing a livability survey format.
2-4	Gravel parking enforcement	City	Late 2014	Existing conditions survey to enhance enforcement	Staff time/small budget (\$5,000)	Survey work scheduled for late 2014.
2-5	Refuse disposal enforcement	City	Mid-2014	Municipal Code to be amended	Staff time	Proposed code changes part of PMC proposal being considered by ASC.

Neighborhood Planning

2-1 through 2-3	LDC definitions	City	Mid-2014	LDC changes in progress	Staff time	Included in LDC package #1. Planning Commission will review in March 2014
2-4	Parking requirements	City	Completed Dec 2012	LDC changed to address parking for 4/5 bedroom units	Staff time	Completed

Parking and Traffic

Collaboration Corvallis Brief Review-Status of City Implementation Actions

Pre-March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
4-1	Expanded CTS service with OSU support	City/OSU	September 2012	Implemented	Only needed if funded runs continue to future years -- \$30,000	Completed. OSU will fund a second year of expanded service in FY 13-14 for \$22,000
4-5	CTS Vehicle Info Service	City	Fall 2013	Vehicle Information System (VIS) providing real-time CTS bus location information to the public was fully implemented in November, 2013	\$500,000 from federal grant plus staff time to implement.	Completed
4-6	CTS marketing plan	City	September 2014	City continues to work with OSU representatives.	\$20,000 from OSU and staff time to implement the plan that is developed.	Continuing effort
4-7	Funding for Loop	City / OSU	FY 13-14	Funding for FY 14-15 secured through agreement between Corvallis and Albany MPOs.	\$125,000 increase in funding from CTS to Loop to come from FTA grant funds; results in loss of those funds being used on CTS services	Completed

Collaboration Corvallis Brief Review-Status of City Implementation Actions

Pre-March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
4-8	OSU commitment for CTS funding	OSU / City	No timeline	An agreement exists between the entities for OSU funding of the CTS program. Currently OSU's annual contribution to the City is \$130,000 for regular transit service and 70% of the operational cost for the Beaver Bus.	Staff time	Staff to develop a data-driven proposal for increased support to present to OSU. Will be addressed as work program allows.
4-9	on-campus transit hub	City	July 2014	City has secured agreement from MPO to do study as part of their FY 13-14 work plan	\$50,000 for the study to come from state planning dollars for transit	CAMPO working on this item with report to be completed by July 2014.
4-10	market alternative modes of safe travel	OSU/City	July 2014	City staff to support OSU marketing efforts-City Bicycle/Pedestrian Coordinator to work with OSU for advocating bicycle/pedestrian routes for students.	Staff time	Completion expected by September 2014.

Collaboration Corvallis Brief Review-Status of City Implementation Actions

March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
Neighborhood Livability						
1-8	Community Policing – Increase police officer staffing with a goal of 1.2 per 1000 residents	City	Incremental steps with first opportunity in FY 14-15 budget	City Council has authorized levy includes 2-3 additional police officers with a focus on livability	\$206K proposed for levy.	Levy approved by voters. Officers to be hired by July 2014.
3-1	Implement Property Maintenance Code (PMC) program	City	Mid-2014	City Council directed the development of the program on 5/20/13	Additional staffing and other program costs.	Program design completed – under consideration by ASC.
3-2	Progressive Code Enforcement Model	City	Mid-2014	Will be included in property maintenance code program design	Additional staffing and other program costs.	Program design completed – under consideration by ASC.
3-3	Explore additional property maintenance education and outreach options	City	Within 2 years after PMC program is implemented	Future Activity	Staff time	On hold until PMC program in place and can be evaluated
4-1	Off campus living orientation program	City/OSU	Work group recommended Spring 2013 implementation	No action as of yet – will need prioritization and staff assignments from City and OSU	Staff time	Additional collaborative work by City / OSU needed.

Collaboration Corvallis Brief Review-Status of City Implementation Actions

March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
4-2	Neighborhood Liaison Program	City	Mid-2014	Part of PMC program endorsed by City Council for program design	Staff assignments and associated costs	Program design completed – under consideration by ASC.
4-3	Welcome week program	City/OSU	Livability Work Group recommended Fall 2013 implementation	No action as of yet – will need prioritization and staff assignments from City and OSU	Staff time	Additional collaborative work by City / OSU needed.
4-4	Neighbor to neighbor mediation program	City/OSU	Livability Work Group recommended Fall 2013 implementation	No action as of yet – will need prioritization and staff assignments from City and OSU	Staff time	Additional collaborative work by City / OSU needed.

Neighborhood Planning

2-5	LDC standards for lot line adjustments	City	Mid-2014	Code Language developed in conjunction with other recommendations	Staff time	Included in LDC Package #1. Planning Commission review in March 2014.
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Collaboration Corvallis Brief Review-Status of City Implementation Actions

March 18, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
2-6	LDC setbacks for single attached units	City	Mid-2014	Code Language developed in conjunction with other recommendations	Staff time	Included in LDC Package #1. Planning Commission review in March 2014.
2-7	LDC density calcs for replats and minor land partitions	City	Mid-2014	Code Language developed in conjunction with other recommendations	Staff time	Included in LDC Package #1. Planning Commission review in March 2014.
2-8	Increased notice area for major lot development option application	City	Mid-2014	Code Language developed in conjunction with other recommendations	Staff time	Included in LDC Package #1. Planning Commission review in March 2014.
2-9	Minimum density calcs for infill development	City	Mid-2014	Code Language developed in conjunction with other recommendations	Staff time	Included in LDC Package #1. Planning Commission review in March 2014.

Parking and Traffic

3-5	Neighborhood Parking and Management Program	City	Dependent on final program design – currently projected for September 2014	Public Works staff working with USC on program design.	Staff time for program design; staffing and sign installation costs for implementation phase.	USC to make recommendation to City Council in Spring 2014.
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Collaboration Corvallis Brief Review-Status of City Implementation Actions

June 4, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
Neighborhood Livability						
5-1	Form a community relations advisory committee	OSU/City	By end of 2014	Best practice research has been initiated.	City/OSU leadership time and commitment	Continued development of a proposal for City / OSU consideration.

Neighborhood Planning

2-10	LDC Floor area ratio	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-11	LDC average front yard setback	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-12	LDC residential design standards	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.

Collaboration Corvallis Brief Review-Status of City Implementation Actions

June 4, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
2-13	LDC pedestrian features	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-14	LDC garages toward rear of lot	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-15	LDC varied roof plane orientation	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-16	Consider citywide LDC amendments	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-17	LDC residential window standards	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.

Collaboration Corvallis Brief Review-Status of City Implementation Actions

June 4, 2013 Recommendations

Item No.	Item/Work Group	Primary Responsibility	Timeline	Action/Progress	Resources Used / Needed	Status/ Next Steps
2-18	Assistance from Infill Task Force in developing neighborhood design <u>guidelines</u>	City	Mid-2014	Infill Task Force is developing draft guidelines.	Volunteer time, with staff consultation	Finalization of guidelines.
2-19	Consider creating Neighborhood design <u>standards</u>	City	LDC Package #2 – late 2014	Council prioritized in Planning Work Program.	Staff and consultant time 25K in 2013-14 budget.	Consultant team engaged. Technical Advisory Committee formed.
2-20	Craft proposal for “historic preservation lite” program	City	TBD	Approved by City Council	Staff time	To be included in future Planning Work Program.



MEMORANDUM

TO: Collaboration Corvallis Steering Committee

FROM: Eric Adams, Project Manager

DATE: March 14, 2014

SUBJECT: Common Elements of Community Relations Advisory Bodies

At its June 4, 2013, meeting, the Steering Committee unanimously accepted the following recommendation from the Neighborhood Livability Work Group.

The Neighborhood Livability Work Group recommends to the Collaboration Corvallis Steering Committee that the City of Corvallis and Oregon State University form a Community Relations Advisory Body by January 1, 2014, that is tasked with the following objectives:

- **Monitor the success of policies and programs implemented to promote and improve neighborhood livability.**
- **Identify the need for adjustments to existing neighborhood livability programs in response to changing conditions.**
- **Assist with the development of new policies and programs that promote neighborhood livability as the dynamic between the university and surrounding neighborhoods changes.**
- **Facilitate communication throughout the community in support of neighborhood livability.**

The work group recommends that the advisory body be composed of stakeholders representing the University's administration, local government, student organizations, community groups and neighborhood associations, rental housing owners and managers, healthcare advocates, and local businesses. The City of Corvallis and Oregon State University should identify and commit staff necessary for managing and administering the advisory body in order to achieve the stated objectives. Costs associated with forming and sustaining the advisory body should be shared equally by the City of Corvallis and Oregon State University. As appropriate, the City of Corvallis and Oregon State University should consider guidance from the International Town Gown Association concerning the formation and operation of such advisory bodies.

Although the work group's proposed timeline of January 1, 2014, has passed, the rationale for forming a "Community Relations Advisory Body" remains relevant. The work group found that, based on the structure and function of advisory bodies formed by comparable university communities, a similar group would positively support ongoing response to the spectrum of issues raised through the Collaboration Corvallis project. From this perspective, a representative body composed of the community stakeholders suggested in the recommendation could continue to fulfill the general purpose of the

Collaboration project once the associated Intergovernmental Agreement between Oregon State University and the City of Corvallis expires December 31, 2014.

The structure and funding of a community relations advisory body, as well as its authority, if any, to dictate policy and allocation of resources would need to be formalized as part of responding to the Neighborhood Livability Work Group's recommendation. In response to direction from senior project staff, examples of similarly tasked advisory bodies were recently reviewed to gain a better understanding of these considerations, and assist with determining which approach might work best for Corvallis. Groups from Berkeley, California (University of California at Berkeley); Tucson, Arizona (University of Tucson); and Seattle, Washington (University of Washington) were selected for this purpose. Their common characteristics are summarized below.

- Bylaws – The membership, governance, mission, and responsibilities of each advisory body are established by an adopted set of formal bylaws that may be amended as necessary.
- Funding and Staff Support – Each of the groups is supported by relevant staff from the respective local municipality and university. Their duties often include providing notice of upcoming meetings, recording meeting minutes, and meeting facilitation. Staff also play an important role as liaisons for their respective organizations, acting as the primary conduit for communications with each organization's various internal departments. Other than the staff support they receive, none of the group's ongoing administrative functions are directly funded by their affiliated university or city organizations.
- Mission and Responsibilities – While it is often necessary for these groups to provide a centralized forum for reacting to stakeholder concerns, their primary goal is to proactively support effective communications and positive relationships among community stakeholders. This mission can cover a broad spectrum of topics and issues, but, based on discussions with representatives from each group, the sets of challenges addressed through the Collaboration project are essentially the same as those occurring in these other communities.

Each group is charged with acting as the primary forum for receiving and discussing public comment on these issues, and then developing recommendations for potential response. The groups also often review and comment on various planning documents and development proposals specific to their respective university and its surrounding neighborhoods. Similar to how the Collaboration project has functioned, recommendations are forwarded to the relevant stakeholder organization for further consideration. However, none of the groups has legal or regulatory authority to force implementation of the guidance it provides.

- Participating Stakeholders – In general, the community stakeholders who participate on each of the groups represent a set of interests similar to those listed in the work group's recommendation.

Given these features, project staff consider the formation of a community relations advisory body as a logical progression of the Collaboration project, and one that would provide continuing support for ongoing efforts to achieve its goals. Project staff appreciate any feedback the Steering Committee may wish to offer on the aspects discussed above so that a conceptual framework can be prepared for OSU and the City of Corvallis to consider.

**COLLABORATION CORVALLIS
STEERING COMMITTEE MEETING SUMMARY
November 8, 2013**

Present

Julie Manning, Mayor, Co-Chair
 Ed Ray, President, OSU, Co-Chair
 Hal Brauner, Councilor, Ward 9
 Jay Dixon, Benton County Commissioner
 Jim Patterson, City Manager
 Steve Clark, Vice President for University Relations and Marketing, OSU
 Jock Mills, Director of Government Relations, OSU
 Patricia Daniels, Community Volunteer
 Jim Moorefield, Executive Director, Willamette Neighborhood Housing Services
 Dolf Devos, President and Principal, Investors Property Management Group
 Allie Bircher, ASOSU
 Brett Deedon, President, ASOSU
 Brendan Sanders, Interfraternity Council

Absent

Roen Hogg, Councilor, Ward 2
 Dan Schwab, Director of Student Conduct and Community Standards, OSU

Staff Present

Eric Adams, Project Manager
 Ken Gibb, Community Development Director
 David Dodson, Campus Planning Manager, OSU
 Terry Nix, Recorder

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Opening Remarks – President Ray & Mayor Manning	
III.	Review June 4, 2013, Meeting Summary Notes	Approved by consensus.
IV.	Brief Overview of Work Group Recommendations	
V.	Public Comment Opportunity	
VI.	Project Management Update	
VII.	Selections for Recommendation Consensus	
VIII.	Work Group Strategy Recommendations	Accept and forward the work group strategy recommendations.
IX.	Status of Housing Work Group	Delay formation of the housing work group pending completion of the City housing study.
X.	Future Steering Committee Meetings and Project Updates	The Steering Committee will continue to meet quarterly for project updates and community input.
XI.	Other Business	
XII.	Adjournment	The meeting was adjourned at 4:00 p.m.

CONTENT OF DISCUSSION

I. CALL TO ORDER: Mayor Manning called the meeting to order at 2:00 p.m.

II. OPENING REMARKS – PRESIDENT RAY AND MAYOR MANNING

OSU President Ray said the role of this body is to make recommendations to the University and the City, which must then decide whether to put those recommendations into action. So far, there has been great success. Passage of the bond measure will be helpful in terms of implementing some of the recommendations brought forward by the work groups and recommended by this body. He said the actions of the City and the University have a direct bearing on one another and it is important to continually work to stay on parallel tracks. He thanked the work group chairs and members, as well as OSU students, for their work in this process.

Mayor Manning said the Corvallis voters passed a five-year local option levy to fund a number of City services beginning next spring. The funded services include the addition of police officers to help address issues around community policing and provide a more proactive presence in neighborhoods, as well as enhanced long-range planning and code enforcement. She expressed appreciation to Mr. Mills for helping to organize a community forum on campus for those who wanted to learn about issues on the ballot. She expressed appreciation for the fact that the OSU Barometer now has a reporter assigned to cover City government and the message that sends in terms of the City and University being connected to one another. She also expressed appreciation to the members of the work groups who have done a tremendous amount of work over the last 18 months to bring forward information and thoughtful recommendations.

III. REVIEW OF JUNE 4, 2013, MEETING SUMMARY NOTES

The June 4 meeting summary notes were approved by consensus.

IV. BRIEF OVERVIEW OF WORK GROUP RECOMMENDATIONS

Project Manager Adams provided a brief overview of the fifth set of recommendations brought forward by the Neighborhood Planning and Parking & Traffic work groups, as detailed in the written materials.

V. PUBLIC COMMENT OPPORTUNITY

Jeff Hess said that when he purchased his house 10 years ago, none of the surrounding lots were capable of being developed with duplexes and he felt secure that the area would remain a single-family dwelling neighborhood. In 2006, the Land Development Code (LDC) was amended in such a way that development of significantly higher density housing was allowed. The LDC states that RS-9 zoning has a maximum development of 12 units per acre, but the development across the street from him is about 16 units per acre. There has been an exodus of families from his neighborhood. He feels that if he sells his house now, he will be subjecting his neighbors to more of the same.

President Ray asked City staff if it is common for things to get built that don't meet the limits of the LDC. Community Development Director Gibb said there were changes in

the LDC in 2006 in terms of how density is calculated; that background information can be provided if requested. He noted that the Steering Committee forwarded a work group recommendation related to this issue, and it will be included in the next round of LDC amendments which are expected to be brought to the Planning Commission next February.

Ross Leavitt said his family is active in managing rental properties that were acquired by his grandmother. He said a high point within the recommendations is the idea of improving relations between students and permanent residents. He supports the fostering of positive relationships between diverse populations. The orientation program, stricter regulations and increased enforcement for party behaviors, and the community welcome program are well-conceived ideas. He said that the City's goal of a compact community with self-sufficient neighborhoods should be kept in mind as consideration is given to the proposal to move density away from campus. The proposed down-zoning in the collaboration project area could result in increased traffic, congestion, and livability concerns in other neighborhoods.

Stewart Wershow said he agrees with Mr. Leavitt's comment that the proposal to down-zone certain areas could have a negative effect on other areas of the community.

Carl Carpenter said he is a new property manager in Corvallis. He referred to the recommendation from the Neighborhood Planning Work Group related to increasing requirements and fees for demolition work. He expressed concern that some people are villainizing property owners and construction people. He said that property owners need to be able to decide when to demolish and rebuild a house, and that he doesn't want regulations in place that would be an impediment to making those improvements.

VI. PROJECT MANAGEMENT UPDATE

City/OSU Staff Involvement

Mr. Adams expressed appreciation for the continued assistance provided by OSU and City staff.

Work Group Summaries

Mr. Adams said the three work groups have met 107 times over the last 19 months - an estimated 7,000 volunteer hours to assist in this community project. The work groups have generated 68 recommendations for the Steering Committee's consideration. With the fifth set of recommendations being presented, the work groups have fully responded to their scope of work objectives. Project staff recommends that this phase of the project be considered complete.

President Ray said the best way to honor the effort of the work group members may be to regularly revisit the disposition of each of the recommendations. He suggested the Steering Committee continue to meet on a quarterly basis to review updated recommendation matrices and provide an opportunity for input from those who have put in so much effort. Mr. Adams said that an underlying benefit of the process is the increased communication between all of the various groups; as much as that can continue in a meaningful way will only help to support the expected project outcomes.

Overview of Recommendation Matrices

Mr. Adams drew attention to the matrices summarizing work group recommendations that have been accepted by the Steering Committee, and the disposition of each. To this point, six of the recommendations are fully implemented or completed, 40 are being acted on in some manner, and roughly 20 are yet to be addressed.

VII. SELECTIONS FOR RECOMMENDATION CONSENT AGENDA

Mayor Manning said the Steering Committee has been using a “consent agenda” process, pulling any item for which they would like to have additional discussion and then accepting the remaining recommendations for each work group. She noted that a vote to accept the recommendations simply keeps them in play and allows them to be forwarded to the City, the University, or both for additional work.

Mr. Mills asked for additional information regarding the down-zoning recommendation. Mr. Adams said the work group felt that particular areas should be down-zoned but also recognized that in order to maintain density potential in the community, there would need to be a community-wide discussion about where up-zoning should occur.

Mr. Devos requested that the down-zoning recommendation be removed from the consent agenda.

VIII. WORK GROUP STRATEGY RECOMMENDATIONS

Neighborhood Planning

MOTION: Ms. Daniels moved to accept the two recommendations responding to the Neighborhood Planning Work Group’s Scope of Work Objective 2. Councilor Brauner seconded the motion and it passed unanimously.

Additional discussion followed regarding the remaining recommendation. Ms. Daniels and Mr. Moorefield reviewed the work group discussions that led to the recommendation. The work group looked at the data and considered potential code tweaks, incentivizing building at locations with fewer neighborhood impacts, and potential actions by OSU; however, there were some areas where it was felt that down-zoning was the only action that would make a difference. With the growth at OSU, it was felt that a city-wide solution to share density should be considered. It was recognized that any rezoning would require a community process.

Mr. Devos said he cannot support the recommendation as written; he thinks the recommendation is too specific and coming from only one filter.

MOTION: Mr. Deedon moved to accept recommendation #1 from the Neighborhood Planning Work Group. Mr. Clark seconded the motion and it passed by a majority vote, with Mr. Devos voting no.

Parking & Traffic Work Group

MOTION: Mr. Deedon moved to accept the six recommendations from the Parking & Traffic Work Group. Ms. Daniels seconded the motion and it passed unanimously.

Mr. Clark said the Parking & Traffic Work Group would like to remain involved in the process and has proposed that it be allowed to meet quarterly to evaluate the status of the recommendations and report back to the Steering Committee. Brief discussion followed.

IX. STATUS OF HOUSING WORK GROUP

Mayor Manning said the Steering Committee had previously discussed forming a fourth work group to consider issues related to housing. The City Council has a housing-related goal, a key element of which is to gain a better understanding about the City's current housing situation. To that end, money has been budgeted for a comprehensive housing study. The City's recommendation is that the data gathered with this study could help to inform and shape the broader effort. Community Development Director Gibb briefly reviewed the study timeline which could lead to the formation of a housing work group next fall. Discussion followed regarding the need to coordinate the City housing study, the Collaboration housing work group, and the OSU campus master plan.

X. FUTURE STEERING COMMITTEE MEETINGS AND PROJECT UPDATES

Mr. Adams suggested that the Steering Committee continue to meet on a regular basis to receive progress summaries with respect to the recommendations. It was noted that these meetings would also be an opportunity for communication with the work group members and the broader community.

There was general agreement that the Steering Committee will continue to meet on a quarterly basis.

There was consensus that the Parking & Traffic Work Group may continue to meet on a quarterly basis to review and comment on the status of the recommendations.

XI. OTHER BUSINESS: There was no further business.

XII. ADJOURNMENT: The meeting was adjourned at 4:00 p.m.