



**CORVALLIS
CITY COUNCIL AGENDA**

September 8, 2015

6:30 pm

[Executive Session 5:15 pm]

[Public Hearing 7:30 pm]

**Downtown Fire Station
400 NW Harrison Boulevard**

*[Note: The order of business may be revised at the Mayor's discretion.
Due to time constraints, items on the agenda not considered
will be continued to the next regularly scheduled Council meeting.]*

5:15 pm – Executive Session under ORS 192.660(2) (h) (status of pending litigation or litigation likely to be filed). Note: Council may recess to Executive Session at the end of the regular meeting if additional discussion time is needed. Council may also take action on this item during open session, most likely at the end of the meeting.

COUNCIL ACTION

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PROCLAMATION / PRESENTATION / RECOGNITION

A. Presentation concerning Benton County Jail Bond Measure

V. VISITORS' PROPOSITIONS – This is an opportunity for visitors to address the City Council on subjects not related to a public hearing before the Council. Each speaker is limited to three minutes unless otherwise granted by the Mayor. Visitors' Propositions will continue following any scheduled public hearings, if necessary.

VI. CONSENT AGENDA – The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member (or a citizen through a Council member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

A. Reading of Minutes

1. City Council Work Session – August 13, 2015

2. City Council Meeting – August 17, 2015

3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)

a. Bicycle and Pedestrian Advisory Board – August 7, 2015

b. Downtown Advisory Board – May 13, 2015

- c. Historic Resources Commission – August 11, 2015
 - d. Land Development Hearings Board – August 5, 2015
 - e. Parks, Natural Areas, and Recreation Advisory Board – July 16, 2015
 - f. Planning Commission – August 5, 2015
- B. Announcement of vacancy on Budget Commission (Frederick)
 - C. Announcement of Appointments to Advisory Boards (Arts and Culture Advisory Board – Sischo; Bicycle and Pedestrian Advisory Board – Heald; Community Relations Advisory Group – Schacht Drey; Housing and Community Development Advisory Board – Rinaldi; Parks, Natural Areas, and Recreation Advisory Board – Alpert)
 - D. Approval of an application for an Off-Premises Sales liquor license for Christopher and Lynnette Shonnard, owners of Shonnard's, Inc., 6600 SW Philomath Boulevard (New Outlet)
 - E. Acknowledgement of Buildable Lands Inventory Population Forecast
 - F. Schedule a public hearing for 7:30 pm on September 21, 2015 to consider of an appeal of a Historic Resources Commission decision regarding the Berman Rental – Basement Addition

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. UNFINISHED BUSINESS

- A. Interim Parking Development Agreement – Valley Football Center [direction]

IX. STANDING COMMITTEE REPORTS, ORDINANCES, RESOLUTIONS, AND MOTIONS

- A. Human Services Committee – August 18, 2015
 - 1. Corrections to HSC minutes, if any [information]
 - 2. United Way Social Service Allocations Annual Report [direction]
 - 3. Community Relations Advisory Group Update [information]
- B. Urban Services Committee – August 18, 2015
 - 1. Corrections to USC minutes, if any [information]
 - 2. Downtown Advisory Board Annual Report [direction]
 - 3. Historic Resources Commission Annual Report [direction]
 - 4. Planning Commission Annual Report [direction]
 - 5. Council Policy Review and Recommendation: 7.14, "Prepayment for Public Street Improvements" [direction]
 - 6. Total Maximum Daily Load Update [information]
 - 7. Transportation System Plan Update Process [information]
- C. Administrative Services Committee – August 19, 2015
 - 1. Corrections to ASC minutes, if any [information]
 - 2. Downtown Corvallis Association Economic Improvement District Fourth Quarter Report [direction]

X. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
- B. Council Reports
 - Task Force minutes and meeting materials are available from the Archives link on the City's website.*
 - 1. Climate Action Task Force [information]
 - 2. Housing Development Task Force [information]
 - 3. Sustainable Budget Task Force [information]
 - 4. Vision and Action Plan Task Force [information]
 - 5. OSU-Related Plan Review Task Force [information]
 - 6. Other Council Reports [information]
- C. Staff Reports
 - 1. Council Policy 2.10, "Use of Electronic Mail by Mayor and City Council" [direction]

XI. NEW BUSINESS

- A. League of Oregon Cities Voting Delegation [direction]

XII. PUBLIC HEARINGS – 7:30 pm

- A. A public hearing to consider an ordinance allowing City water service outside of City limits [possible direction]

XIII. POSSIBLE RECESS TO EXECUTIVE SESSION

- A. The regular meeting may be recessed to Executive Session under ORS 192.660(2) (h) (status of pending litigation or litigation likely to be filed)

XIV. POSSIBLE ACTION FROM EXECUTIVE SESSION DISCUSSION

- A. Council may take action on the matter discussed during Executive Session under ORS 192.660(2) (h) (status of pending litigation or litigation likely to be filed) [possible direction]

XV. ADJOURNMENT

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services. A large print agenda can be available by calling 541-766-6901.

A Community That Honors Diversity

**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES
August 13, 2015**

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 6:02 pm on August 13, 2015 in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Traber presiding.

I. CALL TO ORDER

PRESENT: Mayor Traber; Councilors Baker, Beilstein, Brauner, Bull (6:21 pm), Glassmire, Hann, Hogg, York,

ABSENT: Hirsch (excused)

II. UNFINISHED BUSINESS

A. Public Participation Task Force (PPTF) Update and Next Steps

Mayor Traber observed that addressing the PPTF's recommendations was a multi-year effort and Councilor York said that while much had been accomplished, some items were still in progress and some, such as public outreach, would be continual.

Councilors discussed the new Advisory Board and Commission (ABC) Annual Report process. The PPTF recommended Annual Reports to facilitate conversations between Councilors and ABCs. A review of the process was scheduled for the September 23, 2015 Administrative Services Committee meeting. Councilors were encouraged to provide feedback to Committee members about the process so their comments could be included in the review. Councilors agreed with the idea of adding to the end of the Annual Report template questions about how the Annual Report process worked for the ABC members.

Councilors reviewed the PPTF's recommendations concerning neighborhoods. Mayor Traber noted the Council adopted an ordinance establishing the Community Involvement and Diversity Advisory Board (CIDAB). However, due to hiring of a new City Manager and Public Information Officer (PIO), and given the other initiatives Council had been working on, CIDAB members had not yet been appointed. In addition, the funding request for staff to support CIDAB was not approved by the Budget Commission. CIDAB was recommended by PPTF to fulfill Goal 1 responsibilities, which were previously addressed by the now-disbanded Committee for Citizen Involvement. City Manager Shepard agreed to check on whether the Planning Commission was filling that role pending activation of CIDAB. Mr. Shepard said many neighborhood outreach efforts would be assigned to the PIO. Additional public outreach could be accomplished through the Council Goals Task Forces. The PPTF also envisioned that the CIDAB would play a role in the ABC orientation process, which would be coordinated through the PIO. It was noted that Community Development staff was coordinating additional, targeted training for Planning Commissioners and Historic Resources Commissioners due to the quasi-judicial nature of their work. City website and technology improvements to better facilitate access to information for Councilors, residents, and neighborhood groups were discussed. Councilors agreed working with neighborhoods and moving forward with the CIDAB were top priorities.

Councilors discussed Department Advisory Committees (DACs), which are generally formed to focus on a particular issue, and may be short-term or long-term in duration. It was suggested that DAC members and DAC meeting minutes should be available on the City's website so Councilors and the public could be better informed about their activities. Mr. Shepard agreed to send to Councilors copies of a previously distributed staff report that explained DACs.

Councilors discussed PPTF's recommendation to form a Water Advisory Board and the related input provided by Annette Mills (Attachment A), as well as forming other ABCs as recommended by PPTF. Mr. Shepard suggested there may be effective alternatives to forming new ABCs, such as targeted outreach for specific issues. Residents may wish to be involved in their community; however, they may not have the time to commit to serve on an ABC. Councilors agreed to wait until the new Council Goals moved toward action, especially the Vision and Action Plan, so they could consider how ABCs could fit in that context. Councilors also discussed whether some ABCs could meet less frequently, such as quarterly instead of monthly. An opportunity to provide feedback on that possibility could be highlighted during Annual Reports.

B. Other Business

1. Council process check-in

To ensure conversations at meetings did not turn into roundtable discussions, Mayor Traber asked Councilors to wait for recognition by the Mayor before responding to, or following up on, questions. Mayor Traber agreed that when several Councilors were waiting to speak, he would first determine whether anyone wished to follow up on the topic being discussed before calling upon those who wished to speak on another topic.

Council liaison appointments to ABCs were discussed. Mayor Traber encouraged Councilors to note important issues during Councilor reports. Councilors believed their role as liaison was valuable to the ABCs, especially on the Planning Commission and Historic Resources Commission.

Councilors discussed using work sessions as an alternative to Standing Committees, as was presented to the Sustainable Budget Task Force. Mr. Shepard said the approach might be more efficient and could save money. Councilors agreed to further consider the possibility at a future work session.

Mayor Traber referred to acceptance and approval of minutes that were included on the Council's Consent Agenda. Council approves minutes from its own meetings and accepts minutes from other bodies.

Councilors discussed whether public comment should be accepted at work sessions, and suggested that Council and Standing Committee agendas should be clear when public comment would be accepted.

2. Email update

Staff would soon provide Councilors with password and login information so they could begin using their City email accounts to send and receive email messages; these accounts were initially set up only for archive purposes. Councilor Bull expressed interest in the calendar function. Management Information Systems (MIS) Division staff will work with Councilors to assist with technology issues and obtain their input for the MIS Strategic Plan.

3. Cooperation with other government partners

Mayor Traber noted Council Leadership was meeting quarterly with leadership from the Benton County Board of Commissioners. In addition, Leadership meetings were being held with Corvallis School District 509J and Linn Benton Community College. Councilors said they would appreciate receiving more information about regional groups, such as the Corvallis Area Metropolitan Planning Organization.

Mr. Shepard distributed a handout highlighting partnerships between the City and other agencies (Attachment B).

4. Future work session topics

Councilor York said Council's self-evaluation and the City Manager's six-month evaluation would be scheduled soon.

Mayor Traber suggested scheduling a presentation at a future Council meeting by the Council of Governments.

III. ADJOURNMENT

The meeting adjourned at 8:07 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Holzworth, Carla

From: Mullens, Carrie on behalf of City Manager
Sent: Thursday, August 13, 2015 9:54 AM
To: Shepard, Mark
Cc: Holzworth, Carla
Subject: FW: Council Work Session - Support for Water Systems Advisory Board

*8/13/15 Council
 Work Session
 Attachments
 A*

From: Annette Mills
Sent: Thursday, August 13, 2015 9:29 AM
To: Mayor and City Council
Cc: City Manager
Subject: Council Work Session - Support for Water Systems Advisory Board

Dear Mayor Traber and Members of City Council,

I am writing as a citizen to encourage you to support the creation of a Water Systems Advisory Board, as recommended by the Public Participation Task Force. To quote from the PPTF Final Report, "Water systems issues – including policy development, policy and code interpretation, planning for drinking water supplies, treatment and distribution, wastewater collection, treatment and release, plus watershed and storm water management – have significant long-term effects on the lives of all Corvallis community members."

As water issues become increasingly critical, it is important that the early stages of decision-making regarding our water systems are both transparent and analyzed by the public before significant City funds are expended.

Thank you for your consideration of this key recommendation of the PPTF.

Annette Mills
 228 NW 28th Street
 Corvallis, OR 97330
 541-230-1237

*5/15/15 Council
Work Session
Attachment B*

	City Manager's Office	Community Development	Fire	Library	Parks	Police	Public Works
Benton County	x	x	x	x	x	x	x
509J School District	x		x	x	x	x	x
OSU	x	x	x	x	x	x	x
LBCC	x				x		
Philomath	x		x	x		x	x
Adaire Village	x		x				x
Albany	x		x		x	x	
Monroe	x		x	x			
Alsea	x		x	x			
Linn County	x		x				
Rural Fire Districts	x		x				
State of Oregon	x	x	x		x	x	x
Federal Agencies	x	x			x	x	x

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
August 17, 2015**

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Visitors' Propositions 1. CCAT IGA (Neumann, Shala, D. Friedlander, Faulkner, Hunter, J. Friedlander) 2. Permanent Homeless Shelter (Blair, Jensen) 3. Neighborhood issues and parking (Jensen) Pages 319-320	Yes Yes Yes		
Consent Agenda Page 320			<ul style="list-style-type: none"> • Adopted Revised Consent Agenda <u>passed U</u>
Items Removed from Consent Agenda 1. Council minutes – 8/3/15 2. CCAT IGA Pages 320-321		Assigned to USC	<ul style="list-style-type: none"> • Approved minutes <u>passed U</u>
Campus Crest Findings Pages 321-326			<ul style="list-style-type: none"> • Adopted findings <u>passed 6 to 3</u>
OSU Valley Football Center Parking Page 326		Yes	
Human Services Committee 1. Corrections to minutes 2. MCR: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in City Parks) 3. ACAB Annual Report Pages 326-327	Yes Yes		<ul style="list-style-type: none"> • Accepted Report <u>passed U</u>
Urban Services Committee 1. Corrections to minutes 2. Corvallis Airport Farming Lease 3. AAB Annual Report 4. CIPAB Annual Report Pages 327-328	Yes		<ul style="list-style-type: none"> • Approved lease <u>passed U</u> • Accepted Report <u>passed U</u> • Accepted Report <u>passed U</u>; ORDINANCE 2015-14 <u>passed U</u>
Administrative Services Committee 1. Corrections to minutes 2. Budget Commission Annual Report 3. EDAB Annual Report 4. Livability Code Pages 328-329	Yes Yes		<ul style="list-style-type: none"> • Accepted Report <u>passed U</u> • Accepted Report <u>passed U</u>
Other Related Matters 1. Second reading of RPD ordinance 2. Resolution accepting Airport Cargo Apron Access Road grant Pages 329-330			<ul style="list-style-type: none"> • ORDINANCE 2015-15 <u>passed 7 to 1</u> • RESOLUTION 2015-28 <u>passed U</u>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
Mayor's Reports 1. If I Were Mayor Contest – Joel Lim 2. CGTF Chairs meeting 3. City/OSU Good Neighbor Day 4. Benton County Jail Measure 5. Other: Support for Life Line Page 330	Yes Yes Yes Yes Yes		
Council Reports 1. Climate Action Task Force (Baker) 2. Housing Development Task Force (Glassmire) 3. Sustainable Budget Task Force (Brauner) 4. Vision and Action Plan Task Force (York) 5. OSU-Related Plan Review Task Force (Hann) 6. Mobile home parks/housing, 8/22 GCC (York) 7. Livability patrols (Hogg) 8. 8/15 GCC summary (Baker) 9. Weed abatement notification (Brauner) 10. Infrastructure and park maintenance, roadblocks to timely response (Hann) 11. Sidewalk repair, Cloverland Park tennis program, YVC, Johnson Hall/parking (Bull) 12. Neighborhood aesthetics (Glassmire) Pages 330-332	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		
Staff Reports 1. City/OSU updates 2. City Manager's Report – July 2015 Pages 332-334	Yes Yes		

Glossary of Terms

AAB	Airport Advisory Board
ACAB	Arts and Culture Advisory Board
CCAT	Corvallis Community Access Television
CGTF	Council Goals Task Forces
CIPAB	Capital Improvement Program Advisory Board
EDAB	Economic Development Advisory Board
GCC	Government Comment Corner
IGA	Intergovernmental Agreement
MCR	Municipal Code Review
OSU	Oregon State University
RPD	Residential Parking District
U	Unanimous
USC	Urban Services Committee
YVC	Youth Volunteer Corps

**CITY OF CORVALLIS
COUNCIL ACTION MINUTES
August 17, 2015**

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:31 pm on August 17, 2015 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Traber presiding.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Mayor Traber; Councilors Baker, Beilstein, Brauner, Bull (6:32 pm), Glassmire, Hann, Hirsch (6:40 pm), Hogg, York

Mayor Traber noted items at Councilors' places, including a letter from Rebecca Landis concerning Corvallis Community Access Television (Attachment A), an email from Interim Community Development Director Weiss to Councilor Bull regarding parking and the Interim Development Agreement with Oregon State University (OSU) (Attachment B), and a press release regarding the Benton County jail ballot measure (Attachment C).

Mayor Traber said the OSU Valley Football Center Parking was removed from the meeting agenda at OSU's request.

IV. PROCLAMATION/PRESENTATION/RECOGNITION - None

V. VISITORS' PROPOSITIONS

Nancy Neumann highlighted the value of Corvallis Community Access Television (CCAT) and asked the Council not to approve the related Intergovernmental Agreement (IGA) with Corvallis School District 509J as proposed. Mayor Traber said a community group was being formed to work through CCAT's future and he encouraged her participation.

Betty Shala opposed the CCAT IGA as written and asked Council to support CCAT.

Debi Friedlander spoke from a prepared statement asking the Council not to approve the proposed IGA for CCAT (Attachment D).

Yancy Simon Faulkner read from prepared testimony supporting CCAT (Attachment E). In response to Councilor Hann's inquiry, Mr. Faulkner said there were viable, sustainable funding options for public access television, noting the City of Salem, Oregon's program.

Julie Blair read testimony from her husband, Mike Blair, concerning the proposed permanent homeless shelter (Attachment F).

Amy Hunter, CCAT Station Manager, read from prepared testimony (Attachment G). In response to Councilor inquiries, Ms. Hunter confirmed she is the only CCAT paid staff, and she has had a good relationship with the City's Public Works staff for the past eight years; however, she believed that relationship changed abruptly after her recent testimony to Council. Management

from Corvallis School District 509J had not been active in coordination of CCAT, so she had been working primarily with City staff.

John Friedlander read from prepared testimony in support of CCAT (Attachment H). In response to Councilor inquiries, Mr. Friedlander said public access television funding models vary from city to city; McMinville, Rogue Valley, and Ashland had vibrant operations. He believed funding through Comcast could be leveraged with a good funding model. He did not believe the \$5,000 repair budget allocated for Fiscal Year 2015-16 as proposed in the IGA would be sufficient to repair one piece of equipment, given the cost of technology. For future conversations concerning CCAT, he supported a joint committee that included a Council liaison, City staff, 509J staff, and the public.

Tom Jensen said the proposed permanent homeless shelter would create problems because it did not intend to screen people for drug and alcohol use prior to admittance. He said the Police Department's new livability patrols were needed immediately in his neighborhood, citing problems with speeding, shouting, and other late-night disturbances. He believed the City should be asking citizens about the student-related problems they are experiencing, rather than meeting with OSU. Regarding residential parking districts, he would like to see a more inclusive expansion. In response to his inquiry, Councilors Hirsch and Beilstein offered to meet to discuss the parking district expansion process. Councilor Baker noted a review of the process would be discussed by the Urban Services Committee.

VI. CONSENT AGENDA

Councilor Baker requested removing from the Consent Agenda the August 3, 2015 City Council meeting minutes (Item A.1) and Approval of an Intergovernmental Agreement with 509J for the Operation of Public Access Television (Item D).

Councilors Hirsch and Hann, respectively, moved and seconded to adopt the Consent Agenda as follows:

- A. Reading of Minutes
 2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
 - a. Bicycle and Pedestrian Advisory Board – July 10, 2015
 - b. Economic Development Advisory Board – July 21, 2015
 - c. King Legacy Advisory Board – July 28, 2015
 - d. Planning Commission – July 1, 2015
- B. Confirmation of appointments to Arts and Culture Advisory Board (Ryan) and Bicycle and Pedestrian Advisory Board (Georg)
- C. Announcement of Council liaison appointments to Corvallis Community Access Television Channel 29 (Hirsch) and Associated Students of Oregon State University (Hogg)

The motion passed unanimously.

VII. ITEMS REMOVED FROM CONSENT AGENDA

- A. Reading of Minutes
 1. City Council Meeting – August 3, 2015

Councilor Baker referred to his remarks in the Council minutes on page 21 of the electronic meeting packet. Regarding the RPD C expansion process, he wanted Council to be notified when the petition process started, instead of after the property owners had voted.

Councilors York and Glassmire, respectively, moved and seconded to approve the August 3, 2015 City Council meeting minutes.

The motion passed unanimously.

- D. Approval of an Intergovernmental Agreement with 509J for the Operation of Public Access Television

Mayor Traber suggested assigning a review of the IGA to Urban Services Committee (USC). In response to Councilor Beilstein's inquiry, Public Works Director Steckel said 509J no longer wished to house CCAT after June 2016. While most elements of the current IGA could be continued, 509J desired to make changes to CCAT's existing space and wanted the ability to make those changes on their own time table. Councilors agreed with assigning a review of the IGA to USC.

VIII. UNFINISHED BUSINESS

- A. Campus Crest Findings

Council's deliberations concerned a land use application for a Land Use Board of Appeals (LUBA) Remand of the Campus Crest decision (CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001). Only the Comprehensive Plan Amendment and Zone Change applications were appealed and were at issue in the proceeding. However, the approved Planned Development and Subdivision applications were contingent upon approval of the Comprehensive Plan Amendment and Zone Change.

The land use decision was based on information within the existing record, which was reviewed by LUBA. Public testimony regarding the application was not accepted, and the City Council did not consider any new information on the matter. Mayor Traber noted Councilors recently forwarded to the City Recorder emails regarding Campus Crest and a story about Campus Crest was published in the August 17, 2015 issue of the *Corvallis Gazette-Times*. Because the record was closed, none of the information was considered.

Declaration of any new conflicts of interest – None

Declaration of Councilors who did not participate in the original land use decision –

Councilor Bull said although she may have demonstrated an intense involvement in the affairs of the community by testifying as a citizen at the Campus Crest public hearing, she was able to judge the merits of the remand issue on the basis of the evidence, analysis, and arguments presented in the record of the proceedings. She made the

following specific points: She testified at the public hearing in opposition to the proposed development; she testified prior to taking her seat on the Council; and her testimony primarily concerned the need for a revised and current Comprehensive Plan and the problems with relying on a plan she believed was outdated, not with the particulars of the Campus Crest development. In general, her interest then and now was to have land use planning systems in place that assisted in guiding good land use decisions. Her testimony reflected that general concern. She believed it was also a concern of many Ward 4 voters. She had no particular bias toward or against any specific development proposal, as long as it complied with land use planning requirements. She would not gain any financial benefit or detriment from approving or denying the specific development proposal. She reviewed the record as required and could make a fair and impartial decision about the proposal based on the relevant criteria. In response to Mayor Traber's inquiry, Councilor Bull confirmed she had reviewed the record and wished to participate in the Council's decision.

Councilors Baker, Hann, and Glassmire declared they had reviewed the record and could participate in the decision.

Declaration of any new ex parte contacts –

Councilor Baker said while he was hosting the August 8 Government Comment Corner, a resident approached him about Campus Crest and he advised the person he could not discuss the matter. Councilor Hann received an email from a constituent; however, because Campus Crest was in the subject line, he did not read it. Councilor Glassmire received several emails and at a recent Arnold Park neighborhood gathering, some questions were raised; however, Campus Crest was not discussed. In response to Mayor Traber's inquiry, Councilor Glassmire confirmed he was not considering the questions that were raised as part of his deliberations. Councilor Hogg noted he forwarded Campus Crest emails he received to the City Recorder for the sake of transparency; however, they would not influence his decision. Councilor Brauner received emails that had "Campus Crest" in the subject line, so he did not open them. He also was approached about Campus Crest at a Government Comment Corner several weeks prior and he informed the resident that he could not speak about the matter. Councilor Brauner said he could still deliberate in a fair and impartial manner. Councilor Hirsch said he discussed with a fellow musician some frustrations about how Campus Crest was covered by the newspaper; however, he did not discuss Campus Crest itself and the circumstances did not influence his ability to make a fair and impartial decision. Councilor Bull said a few months ago, consistent with her testimony, she had a conversation where she stated her concerns about the Campus Crest proposal and the analysis; however, nothing was outside of the record, she had no new information, and could make fair and impartial decision.

Declaration of any site visits - None

Rebuttal of disclosures –

Seth King, Land Use Attorney with Perkins Coie, rebutted Councilor Bull's disclosures, noting his comments related to procedure, not substance. Mr. King requested Councilor Bull recuse herself because he believed she had demonstrated actual bias against the application by testifying in opposition earlier in the proceedings. Mr. King said the request was not made lightly and it was an isolated request based on the facts of

the case. He provided a letter addressed to the Mayor and City Council that further highlighted his procedural concerns (Attachment I).

In response to Mayor Traber's inquiry, Deputy City Attorney Brewer cited a December 2014 Court of Appeals case involving an elected official participating in a vote. The Court focused on an actual conflict of interest constituting a bias, and found that general political predispositions were not biases. Given the case, Mr. Brewer recommended that the Mayor note the objection and continue with the proceedings. Mr. King interpreted the case differently. He agreed that the Court was distinguishing between a political predisposition and actual bias; however, he believed in the Campus Crest matter, actual bias had been shown. Mr. King said the Court opined that actual bias was demonstrated if someone made explicit statements indicating he pre-judged a specific matter that was before him. Mr. King believed that situation had occurred with Councilor Bull in the Campus Crest matter. In response to Councilor Baker's inquiry, Mr. Brewer confirmed the issue was relevant to the appeal if Councilor Bull's participation affected the outcome. In response to Councilor Hirsch's inquiry, Mr. Brewer said if the outcome would not have been affected either way, then it would not have mattered whether Councilor Bull recused herself. In response to Councilor Baker's inquiry, Mr. Brewer said regardless of whether the outcome was affected by Councilor Bull's participation or not, any party could raise a legal challenge, and if that occurred, Councilor Bull's participation would be easy to defend.

Mayor Traber' decided to continue with all nine Councilors participating.

Deliberations

Mayor Traber reminded Councilors they were deliberating on evidence and testimony included in the record of the decision and they would make findings in support of their decision. He further noted findings were to be based on applicable criteria of the case or other criteria in the Municipal Code, Comprehensive Plan, or Land Development Code which they believed applied to the decision. Mr. Brewer said, as explained in the staff report that was included in the Council meeting packet, the relevant criteria was to address the issue that was remanded to them by LUBA.

Councilor Hann said Mr. Birky's testimony about traffic generation lacked depth, as there was no comparison about whether land development patterns were more compact in Corvallis or more spread out in Florida, and Mr. Birky did not analyze the percentage of vehicle use per population. Councilor Hann believed that two elements of the three points made by Mr. Birky, which were dependent upon his recommendation to use the Florida data, were insufficient. Engineering Supervisor Gescher agreed with Councilor Hann's observations. Staff relied heavily on the Institute of Traffic Engineers (ITE) trip generation manual. In the Campus Crest case, an apartment designation was used, and the trip generation per unit was the average from approximately 90 individual studies. Mr. Gescher said other studies were introduced into the record, with some showing significantly higher trip generation rates and some showing significantly lower trip generation rates. He stressed those were individual studies and little background was provided about them. In the absence of better information, the ITE trip generation data was used because it represented a much broader range of studies and was well documented.

Councilor Baker understood that to demonstrate compliance with the Transportation Planning Rule (TPR), a worst case-scenario analysis between the existing zoning and proposed zoning was required. He referred to the February 5, 2013 memorandum in the record entitled *Corvallis Campus Crest Findings on TPR Significant Effect*, which cited the ITE data. In response to his inquiry about whether a separate analysis was necessary, Mr. Gescher said the analysis in the memorandum was typical of those conducted during staff's review of other applications. The worst case scenario comes from applying maximum densities for existing zoning and for the proposed zoning, and then applying an appropriate trip generation rate. In response to Councilor Baker's inquiry, Mr. Gescher confirmed compliance with the TPR was demonstrated through the worst case scenario, and compliance with local regulations was demonstrated through an analysis of the proposed development scenario.

Councilor Glassmire said for the worst case scenario, comparisons between Corvallis and Florida were not known, so he would have applied a 40 percent trip generation premium. Mr. Gescher emphasized the worst case scenario typically comes from applying an appropriate trip rate to the worst case density scenario.

Councilor Bull questioned whether using a designation for a typical apartment represented the worst case scenario, given that Campus Crest's model was to have individual leases for four or five bedrooms within one dwelling unit. Such a model was more like having four or five individual dwelling units, which would produce a different trip generation rate. She noted underestimating trip generation rates could result in inadequate infrastructure for a development. Mr. Gescher said given that individual studies that were introduced indicated higher and lower trip generation rates, the ITE's average of many studies appeared to be the most appropriate to use. Councilor Bull hoped the findings could indicate which mode choice and which trip distribution decisions were made for the worst case scenario. She said various analyses used different criteria and it was difficult for her to decipher.

In response to Councilor Hirsch's inquiry, Mr. Gescher said staff based trip generation on a per dwelling unit basis, not a per person basis. Mr. Gescher did not believe it was accurate to assume the same number of people would be housed on the property regardless of the dwelling type, given the underlying zoning changes.

Councilors Hann and Brauner, respectively, moved and seconded that the Council approve and adopt the findings and conclusions demonstrating compliance with the Transportation Planning Rule and supplementing the Council's original conclusion that the proposed Comprehensive Plan Amendment and zone change will not significantly affect transportation facilities and reaffirming approval of the post-acknowledgement plan amendment and zoning map amendment, and related ordinance.

Councilor York said she voted to deny the application when it was first presented to the Council. When focusing on the very narrow boundaries of the remand, she examined the issues and whether she could find evidence in the record that she had not noticed previously. She cited a December 10, 2013 memorandum from McKenzie which responded to questions raised by Corvallis resident Rolland Baxter regarding worst case scenario analysis. She thought Mr. Baxter's comments were valid and she did not believe the applicant demonstrated his comments were not directly relevant to the issue.

Councilor Brauner believed staff presented findings that were in the record and doing so satisfied LUBA's remand.

Councilor Glassmire said in the November 19, 2013 memorandum from DKS Associates submitted into the record at the Planning Commission's public hearing, in a calculation that was not about the worst case scenario, DKS used a 40 percent trip generation rate premium to determine trips. He believed using the worst case scenario with that 40 percent premium presented a problem.

Councilor Bull believed Mr. Birky's testimony was persuasive and she was not convinced the worst case scenario was adequately considered based on her review of the record and findings. She believed a student trip rate was relevant because in Corvallis, students impacted how dwelling units were occupied. She noted conversion of what were previously single-family homes to student housing changed the number of trips generated.

Councilor Hogg voted to deny the application when it was presented to the previous Council, as he believed placing high density and low density developments next to each other would negatively impact livability. However, that Council made its decision and this Council's charge was not to revisit the decision. Rather, it was to determine whether the Council had adequate information to make a decision for this remand. So while he disagreed with the original decision, he supported the motion because he believed the Council had adequate information to make a decision about the remand issue.

Councilor Hann said when the property was initially annexed into the City, he was on the Planning Commission for all of the land use proposals that were subsequently submitted. Although he did not like any of them, his responsibility as a Planning Commissioner, which applied equally to City Councilors, was to take clear and objective data, review the Land Development Code, and apply it fairly, no matter the applicant. His initial vote as a Planning Commissioner was to support the zoning change; however, he later voted against Campus Crest based on subsequent issues. Given the remand issue before the Council today, he believed the matter had been adequately considered based on the record.

Councilor Hirsch said choosing to not develop the property was not an option and based on what was presented to Council, a decision was made. He appreciated the comments made by Councilors Hogg and Brauner.

Councilor Baker acknowledged the need to focus on what was remanded to Council. When he reviewed the record, on balance, he supported what was in the findings. He noted his earlier concerns about the worst case scenario analysis and understanding the TPR requirement was to look at trip generation for the existing zoning and the proposed zoning. He said the February 5, 2013 memorandum *Corvallis Campus Crest Findings on TPR Significant Effect* accomplished that and it did consider 500 units, not just the 296 units that the development was limited to. He said the Council decided use of the ITE standard to calculate the worst case scenario was appropriate, so he respected their decision. He believed the findings supported what the Council did at that time. He noted he did not find the traffic analysis convincing; however, it was not a consideration for the worst case scenario as required by the TPR.

Councilor Beilstein noted that the ITE standard had been used by the City for other projects in the same area and he believed the standard was appropriate. He said while it may be true the apartment dwelling unit standards don't reflect the exact type of usage for students, evidence of higher trip generation rates from student apartments in Florida is no indication that would be the case here. He noted Corvallis' high use of transit and other alternative transportation modes, such as bicycling and walking, compared with other communities.

Councilor York complimented staff for pulling together the pieces of information for the remand; however, she did not find evidence in the record to support a yes vote on the motion.

Councilor Bull expressed concern that the findings as presented were not making a good argument for what would be the worst case scenario.

The motion passed 6 to 3 on the following roll call vote:

Ayes: Beilstein, Hirsch, Hann, Brauner, Hogg, Baker
Nays: Glassmire, York, Bull

Mayor Traber recessed the meeting from 8:30 pm to 8:38 pm.

Mr. Brewer said anyone not satisfied with the Council's decision may appeal to LUBA within 21 days from the date the decision was signed.

B. OSU Valley Football Center Parking

As noted by Mayor Traber at the beginning of the meeting, review of the OSU Valley Football Center Parking proposal was removed at OSU's request.

IX. STANDING COMMITTEE REPORTS, ORDINANCES, RESOLUTIONS, AND MOTIONS

A. Human Services Committee – August 4, 2015

1. Corrections to HSC minutes, if any

Councilor Glassmire provided the following clarification:

On page 251 of the electronic packet, the minutes read: *Mr. Krieg noted that insurance companies do not offer liquor liability insurance plans.* Councilor Glassmire said the words "to the City" should be added to the end of the sentence. He said there was a proposal that the City buy liquor liability insurance and charge renters for the cost. Mr. Krieg said that would not be feasible.

The item was for information only.

2. Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks)

Councilor Glassmire said the City has liability when alcohol is served as part of a park rental and it was seeking to limit that liability. After the meeting, in

consultation with staff, it was realized some miscommunication about the topic had occurred, so HSC will further discuss the matter at a future meeting.

Councilor Brauner understood concerns about alcohol use in City parks; however, he noted a group of churches rent Central Park for a Labor Day weekend joint service and wine is served as part of communion. He asked HSC to consider that in the context of the discussion.

The item was for information only.

Councilor Hirsch returned to the meeting at 8:42 pm.

3. Arts and Culture Advisory Board Annual Report

Councilors Glassmire and Beilstein, respectively, moved and seconded to accept the Arts and Culture Advisory Board Annual Report.

The motion passed unanimously.

B. Urban Services Committee – August 4, 2015

1. Corrections to USC minutes, if any

Councilor York provided clarification to her comment as shown on page 269 of the electronic Council meeting packet: *Chair York was reluctant to take action preliminary to a possible City climate action plan.* She said the sentence misstated what she was trying to say. She meant that she was not going to anticipate what might come out of a climate action plan to make a decision.

The item was for information only.

2. Corvallis Airport Farming Lease – Venell Farms

Councilor York said the Committee discussed flexibility for lease changes should there be a reason for the Council to make a regulatory change. Mr. Shepard added that the lease could be terminated if the City wished to change the use of the property or if there were concerns about farming practices on the land. He consulted with the City Attorney and confirmed the lease provided the City with the authority to modify or terminate it, should the City find doing so was in its best interests. Councilor Baker said a provision for alternative uses of the land was also contained in the lease.

Councilors York and Hogg, respectively, moved and seconded to approve the Corvallis Airport Farming Lease.

The motion passed unanimously.

3. Airport Advisory Board Annual Report

Councilor York said Airport Advisory Board Vice-Chair Zoller presented the report to the Committee and encouraged Councilors to tour the Airport if they had not already done so.

Councilors York and Hirsch, respectively, moved and seconded to accept the Airport Advisory Board Annual Report.

The motion passed unanimously.

4. Capital Improvement Program Advisory Board (CIPAB) Annual Report

Councilor York said CIPAB Chair Hutchens presented the report to the Committee and the Board recommended being re-classified as a Department Advisory Committee. USC members discussed how in the course of their work, CIPAB reached out to many different bodies, so there were other opportunities for public comment about capital improvements. Very little, if any public comment was received at CIPAB meetings, which were more of a place where different points of view were brought together.

Councilors York and Baker, respectively, moved and seconded to accept the Capital Improvement Program Advisory Board Annual Report.

Councilor Baker said the annual report mentioned that the proposed Tunison/Avery shared use path may need to be removed from consideration given logistical challenges. At the USC meeting, there was support for identifying alternative ways to get some type of multi-modal path in the area.

The motion passed unanimously.

Mr. Brewer read an ordinance amending Corvallis Municipal Code Chapter 1.16, "Boards and Commissions," as amended, repealing Section 1.16.285.

Councilor Bull said she was a liaison to the CIPAB when she was a Budget Commissioner. She agreed there had been very little public involvement; however, it was an important part of the budget, as very large expenditures are prioritized. She hoped more efforts would be made to encourage public involvement.

ORDINANCE 2015-14 passed unanimously.

C. Administrative Services Committee (ASC) – August 5, 2015

1. Corrections to ASC minutes, if any

There were no corrections. The item was for information only.

2. Budget Commission Annual Report

Councilor Brauner said Finance Director Brewer presented the report on behalf of the Budget Commission. He said as the Council looked to standardize the Annual

Report process, he would like the discussion to include how much Council wanted a representative from an Advisory Board or Commission to present the annual report.

Councilors Brauner and Hirsch, respectively, moved and seconded to accept the Budget Commission Annual Report.

The motion passed unanimously.

3. Economic Development Advisory Board (EDAB) Annual Report

Councilor Brauner said the EDAB Chair did not attend the meeting to present the annual report. While ASC believed the information contained in the report was valuable, they gave feedback that the next annual report should be more directed toward the activities of the EDAB itself.

Councilors Brauner and Hirsch, respectively, moved and seconded to accept the Economic Development Advisory Board Annual Report.

Councilor York assumed staff was coordinating with Advisory Board and Commission Chairs so they would be at Committee meetings to present the annual reports. She asked that if a Chair or Vice Chair could not attend, to have staff tell the Standing Committee Chair in advance so s/he could decide how to proceed. Councilor Brauner agreed that could also be included during the process review discussion. Councilor Hann said since the related discussion at the recent Council work session, he now had a better understanding of the role of the annual reports and would be a better Council liaison next year.

The motion passed unanimously.

4. Livability Code

Councilor Brauner said the August 5 meeting was devoted to receiving public comment. Language will be drafted into Code format, reviewed by the City Attorney's Office, and presented to ASC, most likely at its September 23 meeting.

In response to Councilor Bull's inquiry, Councilor Brauner believed the formatted draft would address some questions that had been raised, but not all of them, especially concerning the appeals process and landlord notification. He encouraged ASC members to share alternative language with staff in advance so it could be considered. He said no direction was given to make substantial changes to what had already been drafted.

In response to Councilor Hann's inquiry, Councilor Brauner said the current proposal included graduated enforcement so there was an opportunity to first correct deficiencies.

The item was for information only.

D. Other related matters

1. Second reading of an ordinance relating to creation and designation of Residential Parking Permit Districts, amending Corvallis Municipal Code Section 6.15.030, "Creation and Designation," as amended.

Mr. Brewer read the ordinance.

ORDINANCE 2015-15 passed 7 to 1, with Councilor Baker opposing. Councilor Hogg recused himself from voting, as he did for the first reading of the ordinance.

2. A resolution accepting a grant for \$540,000 for the Airport Cargo Apron Access Road in the Airport Construction Fund

Mr. Brewer read the resolution.

Councilors Hirsch and Baker, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2015-28 passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. If I Were Mayor Contest – Recognition of Joel Lim

Mayor Traber recognized Mr. Lim as Corvallis' winner and the statewide runner-up in the If I Were Mayor contest. The item was for information only.

2. Council Goals Task Forces Chairs – August 11, 2015

Mayor Traber said the primary topics at the August 11 meeting were metrics and quality of life indicators, and the related overlap between Task Forces. The next meeting was anticipated for September 15. The item was for information only.

3. City/OSU Good Neighbor Day

Mayor Traber said the first Good Neighbor event was held in 2014. This year's event will coincide with Fall Festival and a neighborhood canvass event will be held on Sunday, September 27 from 1 pm to 3 pm. The canvass was an opportunity for OSU and City elected officials to visit neighborhoods around campus. The item was for information only.

4. Benton County Jail Measure

Mayor Traber noted that elected officials can take a position on ballot measures and he announced that he would publicly endorse the Benton County Jail bond measure. In response to his inquiry about whether Council wished to take a position on the matter, Councilor Hogg suggested that a representative from Benton County provide

a presentation to Council before the Council makes a decision; Councilors agreed. The item was for information only.

5. Other

Mayor Traber sent a letter to the Federal Communications Commission supporting expansion of Lifeline to include broadband. Lifeline is a government benefit program that provides discounts on monthly telephone service for eligible low-income subscribers to help ensure they can connect to communication networks, find jobs, access health care services, and call for help in an emergency. The item was for information only.

B. Council Reports

1. Climate Action Task Force (CATF)

Councilor Baker said CATF meetings were being scheduled for September.

2. Housing Development Task Force (HDTF)

Councilor Beilstein said the HDTF's timeline anticipated work leading up to June 2016 by which time they hoped the Council would decide what actions they would take regarding housing stock in Corvallis. He expressed concern about how housing needs connected to a sustainable budget and noted the need for economic support to produce a substantial change in housing stock.

Councilors Beilstein and Glassmire, respectively, moved and seconded to accept the Housing Development Task Force timeline and scope of work.

In response to Councilor Bull's inquiry, Councilor Beilstein said the HDTF would consider how other jurisdictions were funding low income housing.

The motion passed unanimously.

3. Sustainable Budget Task Force (SBTF)

Councilor Brauner said the SBTF discussed the Community Development Department's programs in the General Fund and housing programs. In response to Councilor Bull's inquiry, Councilor Brauner said Council Leadership was approached by the City of Albany about considering a local option gas tax. Albany was planning to place the item on the May 2016 ballot. Councilor Brauner said it was something to consider in the context of other revenue initiatives. He noted gas tax receipts could only be used for roads and said 23 cities in the State had a local gas tax. The item was for information only.

4. Vision and Action Plan Task Force (VAPTF)

Councilor York said members were being polled about a September meeting time to discuss steering committee membership. The item was for information only.

5. OSU-Related Plan Review Task Force

Councilor Hann said due to lack of a quorum, the previous meeting was canceled. The item was for information only.

6. Other Council Reports

Councilor York noted mobile home parks were an important component of meeting housing needs.

Councilor Hogg said the Police Department's new Community Livability Officers came to a recent Central Park Neighborhood Association meeting. Their goals include looking at neighborhood and community concerns regarding chronic, repeat criminal behavior. They act as a liaison between Corvallis residents, OSU, businesses, and the Police Department. They encouraged residents with concerns to call the Police Department's non-emergency phone number, 541-766-6911.

Councilor Baker said comments he received at the August 15 Government Comment Corner related to parking districts; livability code issues; the Climate Action Plan Task Force; painting sidewalk lines at railroad tracks, particularly at Sixth Street, to improve safety; and questions about why there is not a grocery store in South Corvallis.

Councilor York said Lyn Riverstone from the Linn-Benton Community College Board was scheduled to host the August 22 Government Comment Corner.

Councilor Brauner received an inquiry from a constituent regarding weed abatement notification times during fire season. Currently, the time frame is 90 days from when the first notice is given and when the vegetation is mowed. The constituent believed 90 days was too long and 30 days was more reasonable. Mr. Shepard agreed to follow up on the inquiry.

Councilor Hann inquired about an update on the Majestic Theatre; Mr. Shepard said a quarterly report was provided to the Administrative Services Committee on June 3.

Councilor Hann said his constituents provided feedback about the importance of maintaining City infrastructure and City parks, and being able to respond to requests timely. He cited an example where it took three years from when a complaint was filed to address eroding stream banks. Councilor Hann said staff did a good job; however, due to regulations and rules that were in place, it took a long time to resolve the issue. He hoped staff could come to Council when roadblocks were hampering their ability to address citizen concerns in a timely manner. He noted the importance of maintaining City infrastructure, including City parks, and he wanted to improve the City's commitment to funding those. A constituent inquired about a crosswalk at NW Arrowwood Circle and NW Aspen Street.

Councilor Bull complimented staff for the sidewalk repair work in her neighborhood and provided positive feedback about the Cloverland Park tennis program. She hoped more funding could be provided for the Parks and Recreation's Youth Park Corp program which employs youth to work on projects. She noted the email distributed earlier in the meeting (Attachment B) regarding parking spaces associated

with OSU's new Johnson Hall. If the project had been subject to the Interim Development Agreement (IDA), 170 parking spaces would have been required; however, the project application was submitted to the City before the IDA was signed. She said the comparison speaks well of the new IDA, but it also highlights the impact from the previous rules, as any lost parking, no matter how it is lost, affects the area around the campus.

Councilor Glassmire said there were some appearance issues his ward was trying to address. A motor home was parked in a prominent place and was causing concern to nearby residents. He was not certain what, if anything, could be done to address the concerns; however, it was an issue and he was trying to consider options. Mayor Traber recommended speaking to ASC members about how it could be related to the Livability Code.

C. Staff Reports

1. City/OSU Updates

Mr. Shepard highlighted four areas where the City and OSU were working together:

- * Community Relations Advisory Group – meets regularly and a progress report will be provided to HSC by Jonathan Stoll, OSU's Director of Corvallis Community Outreach.
- * Interim Development Agreement – The agreement is in place. Mr. Shepard viewed OSU's request to postpone discussion of the Valley Football Center proposal from the agenda as a positive sign that they were listening to the City and hopefully sensitive to the parking issue.
- * OSU-Related Plan Review Task Force – a review of the Comprehensive Plan is underway in preparation for submittal of OSU's District Plan.
- * Intergovernmental Agreement – Staff is working with OSU on a conceptual outline.

Councilor York said it was helpful to hear about the efforts together, as all related to the Council's goal concerning OSU/City Relations.

The item was for information only.

2. City Manager's Report – July 2015

The item was for information only.

3. Other

Mr. Shepard expressed concern with how the CCAT IGA was framed during Visitors' Propositions. He noted that Ms. Hunter was a 509J employee and the City needed to be careful about not getting between 509J and its employee. Ms. Hunter approached a City employee about the IGA and the employee referred her to the School District. There was no ill intent on the City's part. Mr. Shepard said Ms. Hunter had not reached out to him and he was under the impression she understood the general context of the IGA.

Mr. Shepard said the Federal HOME Investment Partnership program is reviewed annually and the City is compared with other funding recipients across Oregon. This year, Corvallis placed first in the state in how the City administers its program and was in the 96th percentile nationally. Mayor Traber recognized Interim Community Development Director Weiss for his good work.

In response to Councilor Glassmire's request, Councilor Brauner said information about the code compliance backlog was in a staff report that went to the Sustainable Budget Task Force and he offered to provide the data to Councilor Glassmire. Councilor Brauner recalled the backlog had been cut in half.

The items were for information only.

2. City Manager's Report – July 2015

The item was for information only.

XI. NEW BUSINESS – None

XII. PUBLIC HEARINGS – None

XIII. ADJOURNMENT

The meeting adjourned at 10:00 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

Testimony for 8-17-15 council meeting

Mayor Traber and members of the council:

I am writing to comment on tonight's action involving CCAT and asking that you reconsider the proposed budget and intergovernmental agreement as proposed.

Corvallis-Albany Farmers' Markets is a 501(c)(6) nonprofit that operates outdoor farmers' markets in Corvallis and Albany and otherwise works to support farm direct marketing in our six-county area.

CAFAM has been working toward establishing content on community cable channels in both of our cities.

In our increasingly fractionated information environment, it is important for nonprofits to adopt a multitude of communication channels. Some of these channels necessarily must come from sweat equity rather than from cash.

I also have a longer-term vision of how we could be involved in CCAT. Recently I learned of a radio show called Grow PDX, which is hosted by Weston Miller, an Extension agent. "Grow PDX is a show focusing on horticulture, urban gardening, community food systems and agriculture," according to its web page. We have enough people interested in these topics here to do a cable version of this show.

Or the show could be broadened to other sustainability topics. The Corvallis Sustainability Coalition has many sustainability teams that could report on projects on CCAT, in addition to current means of communication.

Appointing a council liaison is a positive step, but I am concerned that drastically cutting the budget now as CCAT is at this transition point will lead to failure rather than success.

CCAT needs this year to get a footing for a future without the funding it has had. Potential funders would look at council action blessing a huge cut and perhaps decide to put their funds elsewhere. Conversely, restoring the last year of the grant would send the right message and give CCAT a chance to attract other funding.

Community involvement is an important component of livability, and CCAT can be a viable channel for that involvement.

Thanks for the opportunity to comment!

Rebecca Landis
Corvallis-Albany Farmers' Markets
P.O. Box 2602
Corvallis, OR 97339

From: Barb Bull
Sent: Monday, August 17, 2015 2:39 PM
To: Holzworth, Carla
Subject: Fwd: BLI RFP and Johnson Hall Parking

Hi Carla, Will you please provide copies of Kent's email below for tonight's City Council meeting? Thank you, Barbara

----- Forwarded message -----

From: Weiss, Kent <Kent.Weiss@corvallisoregon.gov>
Date: Thu, Jul 23, 2015 at 8:57 AM
Subject: BLI RFP and Johnson Hall Parking
To: Barbara Bull
Cc: "Shepard, Mark" <Mark.Shepard@corvallisoregon.gov>

Good morning Barbara –

Following up on the two requests you e-mailed Monday and mentioned at Council that night, I am attaching a copy of the Request for Proposals that was developed by staff and the departmental advisory committee working on the BLI process:

I also asked Development Services staff to provide an estimate of the number of parking spaces OSU would have needed to provide if the Johnson Hall project had been brought in under the Interim Parking Development Agreement. Because permits were issued for that project prior to agreement execution, the team that negotiated the agreement understood that it would not be subject. Staff have reviewed building floor plans, and by doing hand scaling of habitable/non-habitable areas, have come up with an estimate. If this project had come in under the Interim Agreement we would have had additional information that would have allowed this number to be more precise.

Here is the estimate:

Parking Summary

- Number of required spaces based upon proposed habitable space = 53,212 sq. ft X .0012 = 64 spaces
- Number of spaces removed from the development site = 120 total spaces displaced, 14 spaces added on the development site = 106 vehicle spaces lost
- Total replacement parking if the proposal had been reviewed under the Interim Parking Development Agreement (required new parking + total displaced) = 170 vehicle parking spaces
- Johnson Hall is located within Sector C of the OSU Campus. Parking utilization was below the 90% threshold to require new parking facilities. The proposal retained 14 parking spaces at the site, with 11 of those spaces being ADA.

Please let me know if you have questions or would like additional information.

Kent
Kent Weiss, Interim Director
Community Development Department
Manager, Housing & Neighborhood Services Division
City of Corvallis, Oregon
(541) 766-6555

ATTACHMENT B
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**BOARD OF COMMISSIONERS**

205 NW Fifth Street
 P.O. Box 3020
 Corvallis, OR 97339-3020
 (541) 766-6800
 FAX (541) 766-6893

NEWS RELEASE**August 13, 2015**

For further information, contact:

Rick Osborn, Public Information Officer, Benton County Board of Commissioners
 (541) 766-6082, rick.osborn@co.benton.or.us

Commissioners put jail bond on November ballot

CORVALLIS, Ore. – The Benton County Board of Commissioners voted 3-0 to put a measure on the ballot asking voters to fund a new jail. The ballot measure will appear on the November Special Election ballot.

“The measure we placed on the November ballot is a necessary step for the protection of our deputies and the community,” Benton County Board Chairman Jay Dixon said. “This new jail will hold dangerous offenders behind bars and focus on correcting behavior by treating the underlying issues of addiction and mental health.”

If approved by voters, the new 110-bed jail would replace the existing 40-bed facility in downtown Corvallis. The Corvallis facility has become increasingly costly to maintain and staff due to inefficient design and continued plumbing, electrical and structural problems. The new facility would have sufficient space to house all offenders in Benton County, without the need for renting beds in other counties. The new jail would offer additional safety and health protections for officers. Inmates would have space for mental health and addiction treatment programs that help end the cycle of criminal behavior.

The Board of Commissioners also reached an agreement with a Philomath area landowner to purchase a former mill site in an area zoned for heavy industrial use near the railroad tracks on 19th Street near Philomath. Sale of the property is contingent upon bond passage and other factors.

The ballot measure would allow the county to issue up to \$25 million in bonds to be repaid over a period not to exceed 21 years. The bond is estimated to cost around 26 cents per thousand of assessed property tax value. The county estimates the average Benton County property owner would pay about \$4.54 per month.

The estimated \$1.7 million for purchasing the property in Philomath and demolishing the current jail – which is attached to the Benton County Courthouse on the north side of that structure – will be covered with existing county funds.

###

See: newbentoncountyjail.com

ATTACHMENT C

Page 334-c

Testimony to City Council
August 17, 2015

Hello, my name is Debi Friedlander. I'm a Real Estate Broker at Windermere Willamette Valley, and the Corvallis Sustainability Coalition Housing Action Team Leader.

My team is currently working with CCAT on a video project, which we feel will be an important tool for communicating the complexities in the lives of families facing housing insecurity, in a way that will touch people's hearts and encourage community involvement in solutions.

I urge you not to accept the proposed changes to the Intergovernmental Agreement, which would slash CCATs funding and make it much more difficult for us to communicate our message in a meaningful way.

Thank you.

Comments provided to City Council 8/17/15

"My name is Yancy Simon Faulkner. Thank you all so much for your service and your time. I'm a Corvallis resident, a video producer, photographer, event host, licensed reverend, director, a Jack of All Trades. I own TWO small media companies based right here in Corvallis. Yancy Simon LLC, and Hopstories for any of you who enjoy craft beer.

I produce documentaries, music videos, commercials, events, short films, and content for the Craft Beer industry. We have recently been mentioned online in Time Magazine, the Washington Post and OPB to name a few. I have a short film being featured next week on OPB's Oregon Lens. I worked in special education for 5 years and used video almost every day as a teaching tool. I've been working in TV, event, video and film since I was 14 years old.

As a conservative estimate, I have worked with Non Profits and private organizations to raise and distribute roughly 100 *million* dollars **using video** and other media. I've helped homeless youth, kids who've lost their parents, food banks, the American Red Cross, a Facebook data center, city and county services, Boys and Girls Club of America and colleges at Oregon State University tell their story and have their message heard **using video**.

Our entire modern world gets its business done through smart TVs, computers and Smart Phones which all directly deliver succinct and powerful messages **using video**. It's the simple truth: print and type media is being overtaken **by video**.

I wouldn't be making my living in this industry if it weren't for resources like CCAT. CCAT gives people *without* my skill set the ability to participate in and produce content to tell and **SHARE** their stories. Stories which make our community stronger and more interesting, which would never appear anywhere else.

Every single one of you consumes content on Facebook, Youtube and television. You support causes, you innovate, you live a less impactful and greener life, you learn to speak new languages and change the world, all because of 1 minute videos about climate change or your carbon footprint or what's really in our food.

At CCAT, you can create testimonial videos, documentaries, live art-event-and-musical performances, or a gardening show, and learn how to edit and distribute it all. CCAT can help community members create content about local topics which matter to us – biking, climate, fire protection or, brewing culture and tourism...

Allowing this resource to slip away WILL impact us all negatively and we'll never be able to rebuild what would be lost. We won't be able to start this up from scratch in 3 years when video is even more of a *required* medium of communication. You're filming this right now (point to camera)!

I stand behind CCAT and will do all I can to ensure we all have access to this communication resource and I am passionate about continuing to support it in the future. I hope the Council and the Mayor will think long and hard about how to avoid taking any actions that would make it more difficult for CCAT to fulfill its important role in the quality of life in Corvallis.

Thank you so much for listening to me and don't forget to watch "Debbe Cornitius - Sculptor" on OPB next Tuesday at 10pm."

Testimony to City Council
August 17, 2015

Hello, I'm Mike Blair, my address is _____ in the Avery-Helm historical district. My wife and I are champions for historic structures, and maintaining and enhancing the historic integrity of Corvallis' wonderful houses and buildings. Some of the past things I've done in this regard include donating the engineering required to solve the sanitary sewer problem at the Whiteside Theatre-the fundamental requirement by the City before they could begin restoring the building. Julie and I improved our "significantly contributing" historic house with a seismic retrofit and other improvements. We were recently approved by your Commission to remove a degraded historic garage, and replace it. The application was 163 pages, and required 3 months to prepare. Part of the application required a multi-page essay relating the history of the garage and district, and how the garage removal would not negatively impact the Avery-Helm District. I am here today to present the case of how the proposed Mega-Homeless Shelter on 4th Street, on the border of the Avery-Helm District, will negatively impact the Historic Integrity of the district.

The residents in the Avery-Helm Historic District have experienced significant negative impacts over the past several years, especially during winter months when the temporary shelter has been open. The proposed Permanent Shelter more than doubles the existing beds (90) and will provide up to 180 meals, 3 times per day, while allowing the use of alcohol and drugs prior to entering their building. We feel that this will have an extremely negative impact on both the historical integrity of the Avery-Helm neighborhood, and property values.

We understand this Commission does not have the authority to approve or disapprove the proposed Shelter and Program. However, according to the City Municipal Code 1.16.325.5, their charge as a Commission includes the ability to "advise and assist Council, the Planning Commission, and the Community Development Director in matters pertaining to historic and cultural resource preservation."

We would like for the HRC to take up this important matter and advise the Council of the negative effects the proposed shelter would have on our neighborhood, including:

- Lower Property Values
- Lower Tax Bases
- Littering, Drunken and Drug induced behavior, fighting, theft, urinating, defecating on private property, and general property devaluation.

I'm here today to ask you, the City Council, to please request the HRC to study this critical issue with the same scrutiny that they place on homeowners of historic homes when applying for permission to maintain and improve their buildings, as set forth in the Land Development Code. Please allow them to weigh in on this important issue for the sake of preserving our neighborhood's historic integrity. **PLEASE DO NOT TURN A BLIND EYE!** Thank you.

City Council Testimony – Amy Hunter
August 17, 2015

My name is Amy Hunter and I am the Station Manager for CCAT TV. I am here again for the third time to address the council regarding the future of public access television in Corvallis. And although I am a school district employee, I am not here as a representative of 509J.

I am here today to shine a light on a process of governance that has willfully kept CCAT management and the public it serves in the dark. Public Access TV exists to give a voice to the community, however small that voice may be. My job as station manager and the mission of CCAT TV is to serve the public by assisting them with training and equipment. Only the community members, volunteers and myself understand how CCAT operates and its' value to the community. And yet, I and by extension, the public have not been notified, consulted or included in any way in the planning for the future of the station.

After my initial testimony in June 2015, requesting a 90 day review period to discuss the proposed move to Crescent Valley High School, contact with City staff was halted. After repeated attempts via email and phone, I was finally told that the City would no longer be handling any of the operations of CCAT and that I should contact 509J. Any questions regarding the budget or funding would be forwarded to the appropriate person at Public Works. There has no communication from City staff since this time. I was also informed that The City was going to withhold capital funds from the 2014-2015 budget which had already been allocated and approved.

I then contacted 509J to set up a meeting to discuss CCAT's operations and future. At that meeting on June 29, 2015 I was notified that the intergovernmental agreement between The City of Corvallis and 509J would be renewed without changes for one year until June 2016. Operations at Corvallis High School would continue until that time with the possibility that CHS might need the classroom space during some portions of the day, with the intent that this time would give CCAT management roughly one year to find a new location and create a business plan to find operational funding

At this meeting between 509J and CCAT staff and volunteer, there was significant discussion regarding better communication between 509J and CCAT staff. And yet CCAT staff was never notified that 509J and The City were negotiating changes to the current IGA, nor that they came to an agreement, nor that the new agreement severely cut the capital budget. Had one of our volunteers not looked at tonight's council docket, this agreement would have never seen the light of day by me or any other community member.

What I don't understand is the lack of transparency and lack of inclusion of CCAT staff, volunteers and community members who watch the station, in the process of governance. Our community has a great opportunity to continue to use the Comcast funding to produce programs by and for the people of Corvallis. Even on a small scale, it is a resource all communities need to ensure that everyone has a voice on the public "airwaves".

This new IGA not only reduces operational funding but it severely reduces capital funding for future equipment purchases. As we all know, technology evolves at a rapid pace and becomes outdated quickly. CCAT needs this capital to continue to support the technology needs of the public.

Furthermore, reducing capital funding cripples CCAT's ability to attract new partners. In order to stay in operation, CCAT has to find a new location and new operational funding. And just as 509J benefitted from the relationship with The City and the Comcast funding, so too would a new partner be motivated by the same incentive of significant capital revenue.

My request is that the Council not accept the proposed IGA and create a committee of CCAT staff, community members, a City Council staff member and a City of Corvallis staff member to find a solution to CCAT's future in a manner that is transparent and democratic.

Thank you.

Testimony from John Friedlander
August 17, 2015 City Council meeting

• **Federal law regarding PEG funding gives communities the right to strike a balance between funding of Public, Education, Government and I-Net programming and system operations, and the IGA is where the balance is defined.** However, the proposed agreement was negotiated by unelected members of city staff and the school district. This means that only two of the three entities with a direct financial interest in the result had any influence over the outcome – and the Public’s interest was excluded – despite the fact that CCAT broadcasts far more content than both other channels combined. CCAT has spoken to the Council and the Mayor repeatedly since May about the need for public input in the development of a new agreement. Despite this, CCAT management or volunteers were never included, consulted or even notified about ongoing negotiations. CCAT management was not afforded even the courtesy of being informed that a new agreement had been signed and would be presented to the Council for approval. The bottom line is that CCAT and the public is not being dealt with in good faith, and the balance of resources proposed is not equitable.

• **The IGA as proposed is not an operations plan, it’s a shutdown plan.** Sections 4.5, 4.6, 4.15, 6.2, and 6.4 of the IGA and Bullet 2 in staff’s cover letter make it very clear that the ultimate goals of the city and school district negotiators were to find a way to expel the Public media function from school property as soon as possible, and to shift funding from services that directly benefit the public to budget lines that more directly benefit government operations.

• **The appointment of Joel Hirsch as Council Liaison to CCAT is welcome, but will be meaningless if the IGA is approved as written.** The IGA enables the City and 509J to act arbitrarily at any time to make CCAT operations functionally impossible despite the time remaining before existing operations funding expire and the agreement terminates.

• **I respectfully request the Council to reject the proposed IGA, and ask Councillor Hirsch to set the first goal of his Liaison role as modifying the IGA so that it encourages success, not failure.** This will have no effect on the approved Fiscal Year 2015/16 budget. We already have a list of suggestions to make, and will be happy to participate in prompt, productive, positive discussions about how to create a better platform on which CCAT can continue to provide community media production and distribution services going forward.



1120 NW Couch Street
10th Floor
Portland, OR 97209-4128

+1.503.727.2000
+1.503.727.2222
perkinscoie.com

August 17, 2015

Seth J. King
sking@perkinscoie.com
D. +1.503.727.2024
F. +1.503.346.2024

VIA HAND DELIVERY

Mayor Biff Traber and Corvallis City Council
City Hall
501 SW Madison Ave.
PO Box 1083
Corvallis, OR 97339-1083

**Re: Consideration of Campus Crest Remand from Land Use Board of Appeals
City File Nos. CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001
Request for Recusal by Councilor Barbara Bull**

Dear Mayor Traber and Corvallis City Councilors:

This office represents Campus Crest Communities (“Applicant”), the applicant, in its request for approval of comprehensive plan map and zoning map amendments, development plans, and a land division (“Applications”) for approximately 95 acres of property located north of NW Harrison Boulevard in the western portion of the City. The City Council is scheduled to consider the Applications (City File Nos. CPA11-00002, ZDC11-00005, PLD13-00003, and SUB13-00001) on remand from the Land Use Board of Appeals (“LUBA”) on August 17, 2015.

This letter respectfully requests that Councilor Barbara Bull recuse herself from participating in the City Council’s consideration of this matter because she has demonstrated “actual bias” against the Applications. Applicant is an affected party and has the right to make this request. This letter and its attachments concern a procedural issue and may be accepted into the record.

- 1. Under state and local law, Applicant is entitled to a decision made by an impartial decision-maker.**

The Applications are quasi-judicial land use applications. As a result, the City Council is required to follow specific procedures under local and state law when reviewing and deciding upon the Applications, including that the City Council members must be

Mayor Biff Traber and Corvallis City Council
 August 17, 2015
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impartial and not prejudge an application. *See Fasano v. Board of County Commissioners*, 264 Or 574, 588, 507 P2d 23 (1973).

The City has incorporated this requirement into its City Charter and Land Development Code. The City Charter prohibits elected officials from acting when they have a conflict of interest. *See City Charter, Section 14(b)*. The City has defined a “conflict of interest” in the land use context as any instance where a member of a decision-making body “has determined that participation in the hearing and decision cannot be impartial.” LDC 1.1.60. In the event a biased hearing body member does not voluntarily disqualify him/herself from participating, an affected party may challenge that member’s impartiality. LDC 2.0.50.06.d.

2. A decision-maker demonstrates “actual bias” and cannot participate in the decision if the decision-maker testifies for or against an application earlier in the proceedings.

A decision-maker is not impartial if the decision-maker, in earlier proceedings, testified for or against the same application. *Wal-Mart Stores, Inc. v. City of Hood River*, ___ Or LUBA ___ (LUBA No. 2013-009, May 21, 2013) (slip op. at 13). LUBA reached this conclusion because it was not reasonable to conclude that a decision-maker would be able to testify on the merits of the application and yet remain unbiased:

“* * * [W]here the decision-maker participated as an advocate in his or her personal capacity in the very case that person is now being asked to decide, which is the case here, it is inappropriate for the former advocate to step forward and participate on the same panel he or she advocated a position before. * * * A reasonable person would simply not believe that an individual could go through the time and effort of preparing and presenting opposition to an application for land use approval, and then abandon his or her role as an advocate and make an unbiased decision on that same application.”

Wal-Mart Stores, Inc., ___ Or LUBA at ___ (slip op. at 14). Likewise, the Oregon Court of Appeals recently held that “actual bias” cannot be based upon a general “political predisposition,” but is established “where prejudgment has been alleged, by explicit statements, pledges, or commitments that the elected local official has prejudged the

Mayor Biff Traber and Corvallis City Council
August 17, 2015
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specific matter before the tribunal." *Columbia Riverkeeper v. Clatsop County*, 267 Or App 578, 609-610, 341 P3d 790 (2014).

3. Councilor Bull is biased and should not participate in this matter due to her testimony, earlier in the proceedings, against the Applications.

Applicant respectfully requests that Councilor Bull recuse herself in this matter because she testified against the Applications to both the Planning Commission and City Council.

First, she testified in opposition to the Applications before the Planning Commission on September 4, 2013. See meeting minutes set forth in Exhibit 1 ("She suggested that the proposed changes should not be made without a more comprehensive look. She doesn't think there is a demonstrated public need in this case.").

Second, Councilor Bull testified both orally and in writing to the City Council in opposition to the Applications on February 18, 2014. See meeting minutes set forth in Exhibit 2 ("She expressed concerns about the recent decision to amend the Comprehensive Plan.") and letter in opposition in Exhibit 3 ("I believe your decision to approve an amendment to the comprehensive plan was in error but I do not blame the city councilors for the error. City councilors were told that the criteria were met, that advantages outweigh disadvantages, and that they should approve the amendment. I believe these statements are in error.").

By submitting testimony in the earlier proceedings in opposition to the Applications, Councilor Bull has not simply shown a "political predisposition," to use the terminology of the Court of Appeals in *Columbia Riverkeeper*. Rather, she has demonstrated "actual bias" by submitting testimony earlier in the proceedings relating to this "specific matter," i.e. the Applications. As a result, Councilor Bull is actually biased against the Applications. She cannot "unring the bell." Like the city council member in the *Wal-Mart Stores, Inc.* decision, she cannot retract her comments in opposition to the Applications and regain her impartiality.

For these reasons, Applicant requests that Councilor Bull abstain from participating or voting as a member of the City Council in this matter.

Mayor Biff Traber and Corvallis City Council
August 17, 2015
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4. If Councilor Bull participates in this matter, it will prejudice Applicant's rights to a full and fair proceeding.

If Councilor Bull does not abstain, or is not disqualified, from participating in these proceedings, it will constitute a procedural error that prejudices Applicant's substantial rights to a full and fair proceeding. Further, the City will be unable to correct the error because there is no subsequent opportunity for a *de novo* hearing at the local level. The City's procedural error will be grounds for LUBA to reverse or remand the City's final decision back to the City Council for further action. ORS 197.835(9)(a)(B).

5. Conclusion.

Applicant is mindful of the significant time, energy, and thoughtfulness that City Council members give to their duties. As a result, Applicant does not make this request lightly. Applicant must ensure that it receives the fair proceeding that it is entitled to under state and local law.

Please place a copy of this letter in the official record of these proceedings. Thank you for your consideration of this request.

Very truly yours,



Seth J. King

SJK

Encls.

cc: Jim Brewer (via hand delivery) (w/encls.)
Client (via hand delivery) (w/encls.)

as proof of need; but do not take into account online students and the boom of student housing construction that has taken place. He thinks the strategy of submitting their documents all at once was designed to prevent an effective review and City staff appears to have rubberstamped the entire set of proposals. He said the citizens of Corvallis don't want or need this zone change. He has submitted a petition with signatures of over 300 citizens who do not want the zone change. (Petition is available in City Archives for this land use application) He urged the Commission to read all of the testimony submitted and to deny the application.

B.K. Kumar said that he previously distributed information which includes a photo of someone from Campus Crest soliciting on OSU campus. He cited Comprehensive Plan 9.2.5 and stated that the proposed location for high density student housing is nowhere close to essential services and transit. He said the proposal does not respect community values for a comprehensive neighborhood. Regarding the issue of demonstrated public need for the change, the current zoning would allow for 221 residential lots with probably two cars per home. It is hard to say that this impact would be identical to 900 students, most of whom would have cars. He urged the Commission to look at the math behind the traffic studies to see if it is accurate based on student behaviors. He said that it is inaccurate and misleading to rebrand OSU student housing as multifamily housing, but this is done throughout the application. OSU student housing is a narrow subset of family housing. He reviewed a table in his written testimony in which he identifies disadvantages of the proposal in addition to those identified in the staff report. His written testimony also has a summary page that speaks to the traffic impacts and the applicant's faulty calculations.

Barbara Bull said that she has spent time in recent years studying the City's planning efforts out of concern for development and possible impacts. She said that we do comprehensive planning, recognizing that it doesn't make sense to look at development one lot at a time. The community was very involved in developing the Comprehensive Plan and the process included making choices and balances to determine where it makes sense to have density and recognizing how development works with the transportation system and infrastructure. She suggested that the proposed changes should not be made without a more comprehensive look. She doesn't think there is a demonstrated public need in this case. It could just as easily be said that there is a demonstrated need for single family housing. If the development were to be placed halfway between the University and a grocery store, there would be fewer vehicle trips. She suggested that it is time to update the Comprehensive Plan. An updated Buildable Lands Inventory and Transportation Plan would also help to guide a comprehensive process.

Martha Fraundorf said that she has submitted written testimony. (**Attachment C**) She said the proposed apartments average three bedrooms each; nationally, only 8.4 percent of apartments have three bedrooms. Estimating traffic and other impacts from an average apartment building does not work for the proposed development. The Florida Department of Transportation (FDOT) recently conducted a study of 18 student apartment complexes containing three to four individually rented bedrooms and concluded that daily trips by dwelling unit are twice that of the ITE standards used in the applicant's analysis. She has recalculated the estimates using the FDOT rates, as detailed in her written testimony. The Campus Crest analysis shows 1,968 trips per day; the FDOT rates show 3,721 trips per day. The development would put more cars on the road than the maximum possible under the existing zone. These results contradict the claim that there would be no significant increase in traffic and suggest the development is not compatible in terms of traffic. In her written testimony, she used the applicant's questionable trip distribution estimates to more accurately estimate the impact on individual streets and recalculate some volume to capacity ratios. She

should not be included. She noted the proposed multi-use path has to cross Circle, but there is no traffic calming there, so it will be dangerous. She emphasized it must be kept as a slow traffic area.

Edward Epley said he worked on development of the Comprehensive Plan many years ago. The community's intent was to integrate neighborhoods with people of all ages. They did not want areas concentrated for older people and separate areas focused on students. He said a large group of students would create a concentrated disruption for traffic to the Harding District and North Campus areas. He said Corvallis needs to decrease its footprint in the future.

Be Davison Herrea expressed concerns as a resident in the Witham Hill and Circle areas. She noted the amount of trash from homeless camps left in the area and asked about the policy for removal of rubbish on privately owned open space land. She suggested the Council require a three to five year financial guarantee from the applicant to ensure the rubbish is cleared from the property. When that period of time has expired, the funds could be released as described in COA #4 and LDC 4.2.20. She also inquired what plans were in place to prevent more homeless camps from developing on the property and the time line for removal of such camps. She asked about sidewalk maintenance, noting it is already a problem, and inquired what provisions were in place to ensure new sidewalks would be maintained.

Barbara Gladstone said she voted for the annexation because it was billed for low density, affordable housing. She expressed concern about 900 students living in an area without supervision and wondered how the Police Department viewed the situation. She asked what controls will be written into the good neighbor agreements and who would pay for monitoring those agreements and addressing any problems that arise.

Martha Fraundorf read from a prepared statement (Attachment I). Her concerns related to storm water drainage in the area, especially the applicant's proposed series of vegetative swales. Due to the compacted nature of the soil in the area, proper drainage may be an issue. She supported Ms. Johnson's earlier testimony on the matter, questioned whether the remaining land would be protected from future development, and asked that the record be held open.

Barbara Bull read from a prepared statement (Attachment J). She expressed concerns about the recent decision to amend the Comprehensive Plan and said she perceives that staff does not seek out or welcome public or Council input. Her written testimony included suggestions to disprove her perception, including informing Councilors about any option for a moratorium on development that may be available through ORS 197.505 while an updated Transportation Plan is developed.

Larry Weymath said the open space included wetland with a lot of scrub land. He asked where student recreation space would be provided for the development's 900 tenants. He noted COA #14 includes a proposed multi-use path that would connect to Arnold Park. He opined if no recreation space is provided within the development area, students will congregate in Arnold Park, which would effectively destroy it as a family park. He asked that the easement connecting the path to the park not be included as part of the development plan. Regarding COA #45, Mr. Weymath said conducting a transportation impact study within one year of certification of occupancy would be too soon. He

Barbara Bull
City Council Meeting
February 18, 2014

I believe your recent decision to approve an amendment to the comprehensive plan was in error but I do not blame the city councilors for the error. City councilors were told that the criteria were met, that advantages outweigh disadvantages, and that they should approve the amendment. I believe these statements are in error.

Decisions about where to grow and how to grow and how dense are supposed to be part of a comprehensive planning process. A community vision is supposed to guide an extensive data collection and development process in which inventories are conducted, sophisticated forecasts of population, employment, and demand for land (commercial, industrial, and residential) are made to support a community decision about how much and where and which kind of development will occur. Based partially on where the infrastructure (streets, water, sewer) is and can be extended.

Anyone who wishes to amend the comprehensive plan wishes to develop land in a way that is not consistent with the community decision about how that land should appropriately be developed. It is therefore appropriate that that applicant should demonstrate to the community in which it proposes to build, that the development is a superior way to meet the community vision than what was previously decided.

The problem is that, when the city was confronted with a shrinking high-tech employer and increasing university growth, it was the position of staff that the current comprehensive plan was adequate to serve the growth, and advised that community work groups could be used to tweak things as needed. In fact, as staff now seems to understand, the current comprehensive plan is and was inadequate and out-of-date (an often-sited reason for needing to amend it). It is based on a buildable lands inventory that staff itself has been recommending be updated for over five years, and a transportation plan whose update has finally been approved for funding.

As a result, you have received an abundance of speculation about how much growth has occurred, will occur, and what that means about current development questions. You have untrained volunteer members of workgroups spending their free time conducting inventories, surveys, and parking studies. You have a large number of well-intentioned people doing their best to assemble data to inform community decisions. None of it is adequate to demonstrate that anyone has a better idea about how to develop this community than what was decided when a comprehensive planning effort was undertaken by the community. That is not the fault of any particular developer. I don't blame the city councilors. Nor do I blame OSU, I believe OSU is doing it's job for it's students and is participating in good faith in a process provided by the City. I think it was clearly a failure on the part of the City to plan.

ATTACHMENT J
Page 84-ay

In Planning Commission and City Council meetings that I attended and viewed I did not hear a convincing argument that the proposed development was a superior plan for the particular site than that which was already in place. I did hear staff suggest on more than one occasion that there are much worse places for the type of development proposed (meaning that better places were not planned for, and that worse places were provided for by an outdated comprehensive plan). Staff commentary therein suggesting that rather than reaching a decision based on what was appropriate for the site in question, decision makers should fear what other things might be proposed in case of denial. (Though, presumably, any other proposal could go forward regardless of the outcome of the decision before them.) I did hear Commissioners and Councilors concerned that they develop an appropriate argument for their decision to protect them from the legal system.

In this case, Council was asked to make a decision based on their judgment about whether their community's plan should be improved in a way that is consistent with the existing plan, and demonstrably advantageous to the community. In the absence of adequate current data, it appears the council instead decided to approve something that they hoped would reduce the many consequences our community is experiencing due to a failure to plan.

City Council is elected to oversee the implementation of the vision; they appoint Planning Commissioners to do make technical decisions/recommendations. City Council hires a city manager to manage the implementation of council direction in the form of policies and initiatives/goals. Staff provides technical expertise and informs decision makers about options, empowering them to lead in the direction they were elected to lead, informing them about the ways the vision can be achieved. Staff is authorized to make administrative decisions on applications (in the case of land use) using clear and objective criteria in the code. City council votes on legislative and quasi-judicial decisions that are either more generally applied or require judgment about the wishes of the community. This is how the world is supposed to work.

Contrary to the role described above, it is my experience that Corvallis staff does not seek out or welcome public or even Council input. The staff we have treats both citizens and Councilors as an obstacle to performing their job rather than a guide as to how it should be done. Maybe this is just my perception. Perhaps I can be proved wrong on this point.

I have observed staff uninterested in engaging in appropriate long-range planning as described above. Active participation in a public budgeting process has been consistently discouraged in ways I would be happy to describe. The Committee for Citizen Involvement has always been restricted to the narrowest interpretation of its charge. Many current staff actions appear intended to thwart goals about housing, public participation, and vision, and protect actions recommended by other activities from Council scrutiny rather than empowering citizens and councilors to work toward the community they desire.

I would love to have my perception of staff proved wrong. I would be genuinely pleased to learn that we have a staff that would consider actions such as the following.

- Host an open house in advance of the scheduled budget meetings at which staff explains the budget itself, the process for developing the proposed budget, and opportunities to participate in the process. Consider collecting feedback from citizens who take the time to show up.
- Provide budget commissioners with a charge other than the single vote required by state law. Involve them in policy decisions or use them as a technical resource. Empower them by providing hard copies of meeting materials if desired, access to the internet during meetings by default, and a clear guide describing how requests for information should be made, and how motions should be brought to the group and when.
- Inform councilors about any option for some sort of a moratorium on development that might be available to the city via ORS 197.505 to protect it from harm while an updated transportation plan is developed

**BICYCLE AND PEDESTRIAN ADVISORY BOARD
MINUTES
August 7, 2015
DRAFT**

Present

Meghan Karas, Vice Chair
David Ullman
Brian Bovee
Thomas Bahde
Mike Beilstein, City Council

Staff

Greg Wilson, Public Works
Lisa Scherf, Public Works
Greg Gescher, Public Works
Lt. Cord Wood, Corvallis Police

Absent

Brad Upton, Chair

Visitors

Richard Hill
Laura Duncan
Ron Georg

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of July 10, 2015 Minutes			Approved
III. Visitor Comments	N/A		
IV. Old Business • CPD Facebook Page Bicycle/Pedestrian Content • BPAB Annual Work Plan Activities • Increase Public Involvement		X X X	Tentatively agreed to hold an October public forum
V. New Business • 4 th Quarter Bicycle/Pedestrian Crash Report • City Boards and Commissions	X		Reviewed list to determine which groups to track
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

Vice-Chair Karas called the meeting to order and those present introduced themselves.

II. Review of Minutes

Board Member Ullman moved to approve the July minutes; Board Member Bovee seconded and the minutes were approved.

BPAB Minutes
August 7, 2015
Page 2 of 3

III. Visitor Comments

Visitor Richard Hill raised a concern about fall leaf collection and the problem of people putting leaf piles into the bicycle lanes, noting that the biggest offenders are commercial landscape companies, who are paid to collect those leaves. Engineering and Transportation Division Manager Greg Gescher noted that Public Works staff does send a letter to all commercial companies before collection starts in October reminding them not to put material into the bicycle lanes. It is a bit of a mixed message, however, because property owners are allowed to put leaves in the bicycle lane the day prior to pickup if they follow certain regulations, such as allowing a drainage space along the curb line.

Visitor Laura Duncan noted that she has observed that a large number of bicyclists do not stop over the sensors at traffic signals and asked if BPAB could provide outreach to students and others to educate them on how to use the sensors. She also noted that many of the bicycle loop markings for cyclists at signals are severely faded or absent. Greg Gescher responded that Public Works was behind on the maintenance of bicycle lane striping and markings in recent years, but that it was a priority this year. Ms. Scherf stated that staff could focus on this at the upcoming Beaver Fair and also put an article in the City newsletter.

Ms. Duncan also commented that ODOT narrowed the bicycle lane on SE 4th Street from “B” Avenue to Chapman Place when it was recently striped. Staff agreed to look into this.

IV. Old Business

CPD Facebook Page Bicycle/Pedestrian Content

This topic was held until Chair Upton is in attendance.

BPAB Annual Work Plan Activities

Board Member Bahde reported that the Green Pavement subcommittee had not met.

Increase Public Involvement

The Board discussed ways to increase public involvement and knowledge of what BPAB does. It was proposed that BPAB hold an evening forum in mid-October, sometime between the 12th and 23rd, in the Main Meeting Room of the Corvallis-Benton County Public Library. It was suggested that display boards be developed for the forum, with topics such as intersection bicycle count data, depictions of new types of bicycle facilities (buffered lanes, green bicycle lane markings, bicycle boxes, etc.), and photos of bicycle lane issues, such as leaves in bicycle lanes. The members decided to discuss the specifics of the forum at the September meeting.

V. New Business

4th Quarter Bicycle/Pedestrian Crash Report

Lt. Wood presented the 4th quarter bicycle and pedestrian crash report, noting that there was a slight increase. There are usually 10-12 incidents and this quarter had 14. The increase may be due to more riders on the streets during the summer months. He noted that there was equity between accidents caused by automobile drivers and those caused by bicyclists. Mr. Wilson questioned the accident that took place on May 11, where a bicyclist on a sidewalk ran into a car coming out of a driveway. Lt. Wood stated that if there is a bicycle lane, the cyclist is required to use the bicycle lane, and if riding on the sidewalk cyclists should ride at a walking speed. Mr. Wilson noted that riding in the bicycle lane is not required in Corvallis as the City Traffic Engineer has not officially declared all the City’s bicycle lanes safe. Lt. Wood stated that the outcome was appropriate for the situation. Board Member Bahde raised a question about a crash listed on May 18. The report stated that the bicycle was equipped with only a front hand brake and Board Member Bahde questioned the relevance of this detail.

City Boards and Commissions

Mr. Wilson explained that the Board had asked for a list of all of the City's Boards and Commissions so that the Board can decide which meetings, if any, members should attend as representatives of BPAB. Following discussion, the Board agreed to track the agendas for the Climate Action Task Force, Community Relations Advisory Board, Downtown Advisory Board, Downtown Parking Committee, OSU-Related Plan Review Task Force, Parks Natural Areas and Recreation Advisory Board, Planning Commission, Sustainable Budget Task Force and the Vision 2040 Plan Task Force.

VI. Information Sharing

Vice Chair Karas reported that she had spoken with Mayor Trabor about whether or not there were specifically designated bicycle and pedestrian representatives on BPAB. Mayor Trabor responded that there are, to make sure that both bicyclists and pedestrians get representation. She asked to be assigned to an open pedestrian position and he agreed to do so. She informed the Mayor that all of the Board Members are advocates for both bicycling and walking, but he was hesitant to remove the specific designations. He suggested that the Board present their case to the Urban Services Committee if they wish the designations removed. The Members asked staff to follow up on whether or not there are, in fact, such designations for the Board.

Mr. Gescher reported that there is a request to remove a segment of bicycle lane to establish on-street parking on 29th Street between Goldfinch Place and Bunting Avenue. The removal would alleviate resident inconvenience when visitors to the nearby trails and open space use driveways to turn around. Board Member Bahde expressed concern about setting a precedent for removing any portion of existing bicycle lanes. Board Member Karas agreed, but was concerned about the habit of parking in a bicycle lane being established. She asked if sharrows might be installed and the lanes striped per the bicycle lane end markings that the Board had developed. Mr. Gescher stated that he guaranteed the bicycle lanes would be reinstalled when 29th Street was extended. The Board agreed the limited lane removal was acceptable given the particular situation at this location.

Mr. Wilson reported that the Sustainability Coalition's Pedalpalooza Festival will be held on Sunday, September 20, from noon to 3:00 p.m. and that World Car Free Day will be held on Tuesday, September 22.

Public Works staff and ODOT are collaborating on a ribbon-cutting grand opening on September 4 for the newly installed pedestrian-activated crosswalks on NW 9th Street and NW Walnut Boulevard. The board members and others will be invited to attend.

VII. Commission Requests and Reports

Board Member Ullman expressed concerns about the intersection of NW Grant Avenue and NW 29th Street. The members will discuss this at the September 4 meeting and asked that staff bring an aerial photo of the intersection.

VIII. Pending Items

The meeting was adjourned at 8:35 a.m.

NEXT MEETING: September 4, 2015, 7:00 a.m., Madison Avenue Meeting Room



Community Development
 Planning Division
 501 SW Madison Avenue
 Corvallis, OR 97333

Approved as submitted, August 12, 2015
CITY OF CORVALLIS
DOWNTOWN ADVISORY BOARD MINUTES
May 13, 2015

Present

Shelly Signs, Vice Chair
 John Morris
 Joe Elwood
 Nancy Whitcombe
 Elizabeth Foster

Staff Present

Ken Gibb, Community Development Director
 Sarah Johnson, Senior Planner
 Claire Pate, Recorder

Visitors

Excused

Ken Pastega
 Brigetta Olson
 Liz White, Chair
 Mary Gallagher
 Roen Hogg, Council Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of April 8, 2015 Meeting Minutes	Approved, with one correction.
III.	Public Comment	none
IV.	Discussion: Downtown Streetscape – Evaluation of current Code provisions, and discussion of existing conditions downtown	To be continued at June meeting.
V.	Discussion: Update on parking utilization study downtown	Information only.
VI.	Committee Reports and other Commissioner Updates	Information only.
VII.	Updates	Information only.
VIII.	Other business	None
IX.	Adjournment	Meeting adjourned at 6:50 pm . The next regular meeting will be held on June 10, 2015, at 5:30 p.m., at the Madison Avenue Meeting Room

CONTENT OF DISCUSSION

I. CALL TO ORDER.

Vice Chair Signs called the regular meeting of the Corvallis Downtown Advisory Board to order at 5:30 p.m.

II. APPROVAL OF APRIL 8, 2015, MEETING MINUTES.

Motion: Morris **moved** and Foster seconded to approve the minutes, with one spelling correction; and the motion **passed** unanimously.

III. PUBLIC COMMENT. None

IV. DISCUSSION: DOWNTOWN STREETSCAPE – EVALUATION OF CURRENT CODE PROVISIONS, AND DISCUSSION OF EXISTING CONDITIONS DOWNTOWN.

Staff gave background information on the development and implementation of existing Municipal Code and Land Development Code (LDC) provisions relating to sidewalk cafés and portable signage in the Downtown District. The Downtown Commission had been involved in developing those provisions for consideration by the Planning Commission and City Council in 2010 and 2013. Since the provisions have been in place for a few years, it seemed appropriate to review how they were working and whether revisions and/or new regulations might be needed. The sidewalk café regulations are included in Municipal Code Chapter 8.08 and portable signage regulations are covered in LDC Chapter 4.7. Staff explained how the policy for sidewalk cafés had been formulated to recover some remuneration for the use of public space while still encouraging the establishment of this use which many believe to be good for the downtown. The regulations also needed to represent ADA interests for access and safe, unobstructed passage on the sidewalks. Sidewalk café owners were also required to provide a certificate of insurance and/or liability coverage. Though there have been some issues that have arisen with these uses of the sidewalks, generally they have been well received. Portable signs and banner signs, such as the ones sponsored by the Downtown Corvallis Association, are accommodated by the regulations which specify size, amount and placement limitations. There are no permit requirements for the portable signs due to the complexity and costs of administering such a program.

Johnson showed pictures of downtown sidewalks and various existing conditions relating to placement of portable signs, banners, planters, and other “furniture” along those sidewalks. There was general discussion about the downtown streetscape and what the pictures depicted. Highlights of the discussion included the following points/comments:

- The Downtown Corvallis Association should be used as a partner to explain to businesses the requirements for using the sidewalks for portable signs, etc. It would be good to develop a “best practices” document that could be distributed by them.

- Signs are not permitted in the bulbed-out intersection areas, though some are often placed in those highly-visible areas.
- The justification for allowing portable signs in the public right-of-way downtown is because there are no setbacks for buildings as there are in other parts of town.
- Some businesses place planters in the right-of-way, but if they do not restrict the required four feet of “clear, continuous, and unobstructed” sidewalk width they generally enhance the streetscape, and should be encouraged.
- Planters or planting wells in sidewalks next to buildings with vines and trellises look nice on storefronts, though this can interfere with the requirement for awnings.
- Having “furniture” in the area under awnings interferes with the intent of providing protection from rain for pedestrians.
- Sales racks can be placed in front of a business, but there is a limit on the number of days that racks can occupy that space.
- The “bike corral” seems to be working well and is utilized, so Public Works might be interested in putting in more of them.
- Bike racks should be placed parallel to the street so that sidewalks are not obstructed by wheels.
- Poles with banners provide some uniformity and look good. This might be an issue for buildings having many businesses, requiring many poles with banners. Food businesses need signboards so they can change the message as their menus change.
- There can be an issue at times with congestion in the “furniture zone” which is the area of the sidewalk adjacent to the street. Bike racks, newspaper stands, trash containers, planters and signboards all vie for space, and can make it difficult for people to get out of their cars.

Staff suggested that the Board do a walking tour at the beginning of its next meeting in June, and continue the discussion about whether any recommended revisions and/or additions to the regulations were necessary.

V. DISCUSSION: UPDATE ON PARKING UTILIZATION STUDY DOWNTOWN.

Planner Johnson said that the ad hoc subcommittee had met to discuss priorities and scoping for a parking utilization study, and staff had a conference call with the consultant. The subcommittee opted to ask for a cost estimate for a three-day utilization study on Tuesday, Friday and Saturday, with expanded hours over what was done last time. It was suggested that counts be done on an hourly basis starting at 7am and running to 10pm. One priority identified was to check out the motorcycle parking areas to determine if they are being used by motorcycles. Ideally, they also asked to include bicycle parking in the study. The consultant was also asked to identify the types of parking spaces and counts for those spaces so that the data could be compared with previous data. The cost estimate for all of these “wants” exceeds the budget, so staff is trying to winnow down the variables in order to minimize costs. The variables include reducing the number of hours and/or reducing the number of days from three to two. Johnson asked for feedback as to pros and cons for choosing Friday or Saturday in conjunction with Tuesday, if they have to limit the survey to two days. There was a brief discussion about the pros and cons, and the following points were made:

- It would be good to include Friday night in the study, and add in the first half of Saturday to see the impact of Farmers' Market traffic.
- Saturday would indicate the impact of Farmers' Market, but would not be a reflection of parking utilization on a weekend without Farmers' Market. The data would possibly not reflect normal utilization.
- However, Farmers' Market is held eight months out of the year, and is during the months most people want to be outside and shopping downtown.
- Limit the hours on Tuesday from 7am to 8pm, instead of 10pm.
- Optimum might be to keep all three days, but have reduced hours on Tuesday and Saturday.

Staff will work with the consultant and Public Works to determine how much can be done under the budget constraints.

VI. COMMITTEE REPORTS AND OTHER COMMISSIONER UPDATES.

- DCA Liaison report: Foster said that parking in conjunction with Farmers' Market came up for discussion at the last DCA meeting. It is impacting some businesses on Saturday.

VII. UPDATES

- May is Volunteer Appreciation month, and staff handed out a token of appreciation from the Mayor. The Burst chocolates were well received by all.
- The proposed downtown motel project could have its public hearing as early as June 17, 2015, but the application is still being reviewed for completeness.

VIII. OTHER BUSINESS: None

IX. ADJOURNMENT:

The meeting was adjourned at 6:50pm. The next meeting of the Downtown Advisory Board will be held on June 10, 2015, with the time to be determined.



Community Development
 Planning Division
 501 SW Madison Avenue
 Corvallis, OR 97333

**DRAFT
 CITY OF CORVALLIS
 HISTORIC RESOURCES COMMISSION MINUTES
 AUGUST 11, 2015**

Present

Lori Stephens, Chair
 Kristin Bertilson, Vice Chair
 Eric Hand
 Kathleen Harris
 Rosalind Keeney
 Peter Kelly
 Cathy Kerr
 Mike Wells
 Jim Ridlington, Planning Comm. Liaison

Staff

Carl Metz, Associate Planner
 Dan Miller, Deputy City Attorney
 Mark Lindgren, Recorder

Visitors

Mike Blair
 Paul Cauthorn

Absent

Barbara Bull, Council Liaison
 Charles Robinson

Excused

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
I.	Introduction of New Commissioner	
II.	Election of Chair & Vice-Chair	Commissioners Stephens and Bertilson were elected Chair and Vice-Chair, respectively.
III.	Visitor Propositions	
IV.	Public Hearings A. Berman Rental (HPP15-00014) B. OSU East Greenhouse Starter Shed (HPP15-00008)	A. Motion passed to approve the application, with 3 new Conditions. B. Motion passed to approve the application as conditioned.
V.	Minutes Review- June 19, 2015	Minutes approved as presented.
VI.	Other Business/Info Sharing a. Historic Preservation Plan Status Update b. Visitor Propositions Discussion.	
VII.	Adjourn	Meeting adjourned at 9:43 p.m.

CONTENT OF DISCUSSION

Chair Stephens opened the regular meeting at 6:30 p.m. at the Downtown Fire Station Meeting room.

I. INTRODUCTION OF NEW COMMISSIONER:

Kathleen Harris related that her family had long lived in the area and that she had previously served five years on the City of Silverton's Historic Landmarks Commission and as a Planning Commissioner.

II. VISITOR PROPOSITIONS: None.

Commissioner Kelly moved that the existing Vice-Chair, Kristin Bertilson, and Chair Lori Stephens continue serving; Commissioner Kerr seconded; motion passed.

III. VISITOR PROPOSITIONS: None.

Mike Blair, of the Avery-Helm Historic District, said he had submitted an application a couple months previously, was a champion of historic structures and maintaining historic integrity, and had donated engineering expertise to help restore the Whiteside Theatre. He said the proposed permanent homeless shelter on 4th Street would negatively impact the neighborhood.

He read his wife's (Julie Dennis) April letter in the Gazette-Times, which said stated their family had invested their life savings restoring their historic home in the neighborhood. The letter cited negative impacts over the last few years of the temporary winter men's shelter, including fighting, theft, sleeping, drinking, littering, urinating and defecating on their property. They have concerns for their safety. Doubling the shelter's size to 90 beds, making it permanent, and serving 180 meals a day will exponentially increase the negative impacts. An April 13, 2015 meeting found that a majority of neighborhood businesses and residents opposed the proposed location. It will negatively impact property values and eventually turn the historic district into a blighted zone.

Mr. Blair stated that the HRC's charge in LDC 1.16.325.5 gives it the ability to advise and assist the City Council and staff on historic resource preservation. He asked the Commission and staff to take up the matter.

Paul Cauthorn concurred with Mr. Blair's testimony. He said the proposed permanent homeless shelter would be located directly behind historic homes, and asked the Commission to take action to prevent siting it in that location.

II. PUBLIC HEARINGS –A. BERMAN RENTAL (HPP15-00014)

A. Opening and Procedures:

Chair Lori Stephens recused herself and sat in the audience. Vice-Chair Kristin Bertilson reviewed the public hearing procedures. Staff will present an overview followed by the applicant's presentation. There will be a staff report and public testimony, followed by rebuttal by the applicant, limited in scope to issues raised in opposition and sur-rebuttal by opponents, limited in scope to issues raised on rebuttal. The Commission may ask questions of staff, engage in deliberations, and make a final decision. Any person interested in the agenda may offer relevant oral or written testimony. Please try not to repeat testimony offered by earlier speakers. It is sufficient to say you concur with earlier speakers without repeating their testimony. For those testifying this evening, please keep your comments brief and directed to the criteria upon which the decision is based.

Land use decisions are evaluated against applicable criteria from the Land Development Code and Comprehensive Plan.

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted in favor of the application. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person's testimony.

Vice-Chair Bertilson opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest. None declared. Aside from Chair Stephen's previous declaration.
2. Ex Parte Contacts. None declared. No rebuttals were made.
3. Site Visits. Commissioner Hand reported that he'd observed aspects of the application. Commissioner Keeney visited twice, and tried to compare differences between the two houses being termed "twins". Commissioner Kerr tried to compare differences and similarities between the three properties and observed other nearby houses called out in the application. Commissioner Kelly visited twice, and looked at the front and back. Commissioner Wells compared the two "twin" houses, looked at the grade differences between the three houses in a row and the conditions of the foundation.
4. Objections on Jurisdictional Grounds. No objections were made.

C. Staff Overview:

Planner Metz said the request was to construct a basement addition and replace the wood front steps with concrete steps and metal handrails. The proposed basement includes five windows (two of which would provide emergency egress with window wells) and would raise the structure's main floor height by approximately 12 inches. The site is located at 211 NW 29th Street, and is listed as a Historic Contributing Resource in the College Hill West National Historic District. He highlighted recently received written testimony, which was distributed.

D. Legal Declaration:

Deputy City Attorney Dan Miller stated that the Commission would consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they feel are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Bev Thomas said that some of the resource's history listed in the National Historic Register was incorrect; some of the research was incomplete when it was submitted. Lots 1 and 2 in Miller's 2nd Addition, Block 2 were purchased by Isaac Boies on April 5, 1914. She noted that a house at 2855 NW Jackson was not built in 1921, as listed, and was not the structure shown in the 1927 Sanborn map that she submitted. The current house, known as the Albert House, was actually built in 1935.

She said that the house at 211 NW 29th Street was built in 1916, at a time when there was a shortage of rental property. The Boies' sold both properties to Fred W. and Ida Porter on July 14, 1917, who then sold the west half of both lots to the Bermans on September 28, 1922, and then the east half of

both lots to Trevor and Elsie Lewis on January 3, 1922. According to tax records, the Lewis family moved to 504 NW 25th Street by 1926, and 2855 NW Jackson became a rental again. While the historic register says there is no evidence that the Lewis family ever lived there, that they just rented, but this is not true. The Bermans were listed as living at 642 NW 29th street in 1923; 218 NW 29th Street may have been a rental for them. She said the historic survey also lists the Bermans living at 3407 NW Harrison (built in 1934 and owned by their son and daughter-in-law).

The tax records of 1922 show improvements to the Berman's property, hiring someone to build the house at 201 NW 29th Street. A single carriage house was also built at 211, with a dining room added; the carriage house was doubled at some time between 1928 and 1947. The back porch of 211, without a foundation, was enclosed to create a utility room. Based on a 1943 photo of the house given to her by her uncle, the double garage was not built until after 1943 (perhaps when the properties were divided). The properties were divided east-west in 1947 when 211 was sold to Robert and Helen Loomis, described as the west half of Lots 1 and 2 of Miller's 2nd Addition, accepting there from the south 43'10" of the west half of Lot 1, Block 2. The National Historic Register is incorrect, since it assumed the lot ran from north to south, and not east to west.

If the Bermans had intended twin houses, they could have built them in mirror images, giving 201 a dining room and a back porch, like 211, which had a single carriage house. Also, they could have left the crawl space soil excavated from 201 in its yard as they did for 211; or they could have built a shared garage in the first place. The rear house was built in 1935; 211 was built in 1916; and 201 in 1922.

She outlined her family's history in area houses. She said that only the description listed in the Historic Inventory were correct; also, it is a T-shaped single-story bungalow, not L-shaped. She summarized the description, saying that no element of the description would change with the proposed project. The Historic Register does not mention some area house basements even when they are present; only a concrete foundation is listed; nor mention of step or handrail materials in many cases. She emphasized she was leaving the most important details and character in place.

Regarding the Building Materials criterion, the proposal is for concrete for foundation and steps, and iron for handrails and grates for window wells. While iron is a new material to the house, it is very common in the neighborhood. There would be wood steps at the rear with a French door, and an open patio in place of the former removed deck.

Regarding Scale and Proportion, she noted her house was bigger than the two other bungalows it is being compared to, and the 12" increase in height was in keeping with the code. Regarding Pattern of Door and Window Openings, the two double-hung windows in window wells would be directly below the original windows above, and are proposed to be fiberglass-clad wood to respond to damp conditions. The proposed awning windows are the same style as basement windows of the same era in the neighborhood. Regarding Accessory Development, she stated that she'll pot up existing plants and replace them after work is complete. The existing vegetation will substantially block view of the window wells.

She displayed photos of problems with the existing foundation. There's only cement block under the rear porch, and it is cracked and crumbling in some places. There is also no foundation under the dining room, allowing rats entry, and there is no foundation under the laundry room. She said that what was thought to have been a chronic sewer pipe leak created a sinkhole, which affected piers and beams, lowering the center of the house. She displayed the proposed basement plan.

She noted there were variations in the height of the current foundation and noted that the height of the lot was very uneven due to excavated soil being left on the lot. The north foundation has the most

exposure (16" inches), and is where window wells would be, and would be the least visible from the street. The foundation at the southwest side of the dining room has the least exposure- only about ten inches, so the finished foundation would be 22" on the most visible portion of the house. The proposed increase of 12" is acceptable by code and is comparable to other foundations in the neighborhood and nearby. The 211 NW 29th Street foundation finished height at its most visible side would be an inch higher than the west and southwest foundation of 201 NW 29th Street. She displayed the comparable exposed foundation of the 1915 Helen Johnson Duplex. Most other period houses hide the concrete with siding, making it difficult to tell how high the foundation is, except by the number of steps.

The typical metal hand railings of the period are galvanized pipe, but may look too utilitarian for the neighborhood, so she proposed railing similar to those of the Gilbert House across the street. There are many houses with concrete steps and wood porches in the neighborhood as well as Corvallis in general. After she submitted her application, she learned that metal grates were an option for window wells fall protection, and since they met the code, felt they were a better choice than the wrought iron rails in the application, and so proposed that for approval, if possible.

The proposed double-hung windows allow for required basement emergency egress. To achieve the needed egress size, the proposed windows are taller, but they will be in a window well behind plants and the difference won't be visible. She displayed examples of HRC-approved fiberglass-clad wood windows at the William Lane House, the Helen Johnson Duplex, and the Edith McLean house. The 211 house, because of its T shape, has more girth than any of the four nearby small bungalows, and currently has less foundation height than any of them, and the proposed elevation increase will fit in.

Commissioner Keeney asked about the purpose of the basement; Ms. Thomas felt it would help bring in a little more rental income, and help preserve continued use of the structure. There is currently a substandard crawl space; there is no basement. Commissioner Kerr asked the reason for raising it, rather than simply excavating down a further 12"; Ms. Thomas replied that there would be more soil to remove, making it more complicated and expensive, partly due to having to build higher walls. It would be no different from other houses in the neighborhood, and is the maximum allowed by code without any issues. Commissioner Hand added that the code allowed this foundation increase without review; the Commission simply needs to determine whether the change substantially alters the Scale and Proportion; going down deeper would avoid that issue.

Commissioner Well asked if there had been an evaluation for compatibility with the sewer line; Ms. Thomas said she'd gotten a few ballpark estimates, but hadn't wanted to go further before getting Commission approval. Her contractor stated that a plumber gave an estimate on the sewer height.

Commissioner Hand asked about the choice of step materials, since wood would be a non-issue for the Commission. Ms. Thomas replied that wood gets slippery in winter and was harder to maintain. Commissioner Hand felt concrete looked out of place and wood can work if maintained; composite wood decking could be another option. Ms. Thomas stated that she preferred wood to composite and that she was willing to accept that.

Commissioner Hand said the windows in the basement were not a big deal to him, but asked if wood replacement windows had been considered, which would match the style more closely. Ms. Thomas said she was willing to use double-hung throughout, but that the basement awning windows match those typical of the neighborhood. In a damp area, she felt fiberglass-clad wood windows had more utility than wood.

Commissioner Harris asked if there was a picture of the upstairs windows without storm windows, since that would be helpful to the commission in evaluating windows. Ms. Thomas replied that there

was not a photo; they were similar to the William Lane House. Commissioner Keeney asked if there were any new windows being added to the front elevation; Ms. Thomas confirmed that there were not. Commissioner Keeney said the deep windows on the north elevation would match those above, and there would be three additional basement windows.

Commissioner Keeney asked about the French doors; Ms. Thomas answered that wood steps would be placed where there was formerly a deck at the rear. Commissioner Hand clarified that the only new windows would be at basement level; Ms. Thomas replied that was true. Commissioner Wells asked if there was adequate setback to the front sidewalk, saying that with the increased elevation, there appeared to be only room in the landing for one more step, so the resulting stairway would be very steep. Ms. Thomas responded that she felt it wouldn't be a problem. Commissioner Keeney added that the plan drawings showed going from four to six steps at the front; Commissioner Wells said that would be at the outer limit of rise and tread dimensions.

Commissioner Wells said the application listed the resource as Historic Noncontributing, but the staff report lists it as Historic Contributing. Ms. Thomas replied that the listing changed in the survey. Commissioner Wells said the four bungalows speak to history and are somewhat unique together as they are. Ms. Thomas said the foundation is crumbling and there are issues with piers. If she rents it without the repairs, it would not last, and no one will build a family house on an expensive half lot.

Commissioner Keeney asked if there could be a foundation without a new basement; Ms. Thomas replied that she probably couldn't afford to do the foundation without the basement. Commissioner Kerr asked if simply going down further 12" was possible; Ms. Thomas replied that she wasn't sure, because plans cost several thousand dollars and she wanted to get HRC approval first; it may be possible. Commissioner Hand said Commissioners had concern about the 12" increase in elevation changing the Scale and Proportion for the house and the neighborhood. Not knowing whether it was possible to not increase the elevation and still get a basement by digging down a foot further seems like a significant unknown. If the elevation remained the same, it would be a much easier proposal for the Commission to approve. He asked if she was willing to investigate whether it was feasible to go down a foot rather than raising it a foot; Commissioner Bertilson said the Commission must vote on the application at hand.

Ms. Thomas said she understood the Commission could approve an application with Conditions of Approval; she asked if a six-inch increase in elevation would be acceptable. She said the house next store has a higher exposed foundation. Commissioner Kerr said the three houses together make a statement and are of a kind.

F. Complete Staff Report:

Planner Metz noted there appeared to be conflicts between what the applicant found and what is in the Nomination Form. He had no additional information but staff felt the information did not substantially affect the review criteria, though whether the houses were in fact built as twins or not could be a factor in considerations, especially in light of the written testimony.

The request is to replace the existing concrete foundation with a concrete basement addition, raising the structure's first floor elevation by about 12". The proposal would also replace existing wood and concrete front porch steps with all-concrete steps, and because of the increased height, wrought iron handrails would be installed. Five new dual pane fiberglass-clad wood windows are proposed for the new basement, and would be placed in alignment with windows above. Two egress windows would be 1:1 double-hung with window wells, on the north elevation, and similar in design and style to existing wood windows on the main floor. Due to the depth of the window wells, fall protection is required. The applicant originally requested handrails surrounding the window wells, but the applicant has since requested to be able to install grates at roughly grade rather than the railing; a

proposed Condition of Approval addresses this. The remaining three windows would be awning style, with one located on the north elevation between the two egress windows, and two on the south elevation. The north awning window would be narrower, with two simulated divided lites, and the south windows with three simulated divided lites, with spacer bars to give the appearance of true divided lites.

Regarding compatibility criterion in 2.9.100.04.b, staff noted the applicant addressed this in materials and in the presentation. The structure includes many elements typical of the bungalow style, which wouldn't be affected by the proposal. The style is not considered rare or unusual. Staff felt the proposals were consistent with house and the District.

Regarding the Facades criterion, architectural features would be retained and not affected. The architectural features proposed to be introduced with the alteration include five new basement windows, which would be placed in alignment with those on the main floor (and similar in design and style), with little or no visibility from 29th Street; with two window wells with fall protection grates. Regarding replacement of front porch concrete and wood steps, staff found that both wood and concrete steps are found in the neighborhood and do not appear to be associated with an architectural design or style; also, wrought iron handrails are typical of the district's period of significance, and satisfied the compatibility criteria.

Regarding Building Materials, the proposed poured concrete foundation matches existing foundation material; the wrought iron handrails and grates and concrete front steps are similar in design and style to those found in the district, so staff found the proposed materials were reflective and complimentary to those found on the subject resource and satisfied the criterion. Staff noted that changes to front first story steps and installation of first story handrails are typically subject to Director level review and not the HRC, provided they are historically compatible. Regarding Architectural Details, staff found the concrete foundation and wood front steps were not character defining elements, and that none of the existing architectural features would be affected by the alteration, so staff found the criterion was met.

Regarding Scale and Proportion and Height criteria, the proposed basement construction would raise the first floor elevation by about 12". The District includes a number of basements. Building foundations that are 18" or less may be raised up to 12" in height, exempt from HRC HPP review. Since the existing foundation is less than 18", staff found the increase of up to 12" was inherently compatible with Scale and Proportion and Height criteria.

Regarding Pattern of Window and Door Openings, the proposal is for five fiberglass-clad wood windows. While the bottom rails of those windows below grade would be different, the other dimensions are similar in size to existing windows, though window frames add up to 1.5" of bulk to the outer edge of the windows. The applicant feels the use of fiberglass-clad wood is reasonable due to potential moisture conditions below grade and would be difficult to distinguish given the limited visibility of their location. Staff found proposed windows compatible with original features of the resource, in terms of form, materials, pattern and placement, so the criteria is met. The use of different materials is not significantly visible. The proposed awning style are commonly used in the district's period of significance. The openings are in alignment with existing openings and staff noted that since 2006, the HRC has previously approved fiberglass-clad windows in certain applications, such as basements and additions with limited visibility.

Regarding Differentiation, the applicant states the new basement will be differentiated from original features by the appearance of new concrete. The egress windows and fiberglass-clad wood windows also differentiate the alterations, and the proposal met the criterion. Staff recommended approval subject to Conditions of Approval.

Commissioner Harris asked whether the basement addition was being reviewed for height or because of the windows. Planner Metz replied that the Code states that historic resources may replace existing foundations, and if they are 18” or lower, they may increase height up to 12” as an exempt activity. As proposed, the finished floor elevation would be less than 30”. Commissioner Hand asked if it can be evaluated to Scale and Proportion. Planner Metz replied that that was within the realm of review; staff’s perspective was that the 12” foundation height increase was a non-issue and inherently compatible, as it is exempt from HPP review.

Commissioner Hand asked about the issue of adequate setback that had been raised; looking at plans, that may be questionable, and if the HRC approves a height, then the applicant may have to modify the front porch. Planner Metz replied that Condition of Approval #2 requires that the plan meet all code provisions, including Building Code and development standards of the zone. If the applicant changes the design, they would have to come back before the HRC for a modification of the permit; setback is reviewed at the time of the building permit review.

G. Public Testimony in favor of the application:

Molly Albrecht said she was a long-time resident in the neighborhood. She’s seen many nice houses turned into rentals over time, with varying degrees of maintenance. She said Ms. Thomas has thoroughly researched and maintained her house. The shotgun design would be much more livable with a basement. Both houses have the same setback. The steps could be narrowed to meet the height. She was very familiar with the house; the foundation is lower than that next door, and would remain so even after the foundation work. They are not identical houses. The purpose of the historic district is to maintain the neighborhood and this proposal would do that.

H. Public Testimony in opposition of the application:

Deb Kadas said a number of neighbors had signed her letter in opposition of the application. She complimented the applicant’s excellent research. She felt the application was a slippery slope, since the HRC hadn’t approved a similar application previously. The resource was Historic Contributing in a historic district, and was in excellent condition, and so merited the highest scrutiny.

She stated that review criteria 2.9.100.04.b.1(f) and “(g)” should be considered; it is a prime example, and one of only a few remaining examples of a type (having a mirror image twin). Since testimony indicates that this is apparently not the case, that may not be as crucial. Criterion 2.9.100.04.b.3 seeks to protect architectural relationships with nearby structures (in this case, the four small bungalows). The proposed changes should be denied due to the unique context and relationship. On the application, the back doors do not show any steps- this is an omission, and should be caught.

The proposed alterations do not meet 2.9.100.04.b.3(a) Facades, since adding concrete steps to a small wooden porch does not retain or restore the original, nor compliment the structure, since in general, concrete steps were poured for bungalows that also had concrete porches. Since the original porch is wood, the steps should remain wood. Taller concrete steps would appear more massive than wood.

Regarding 2.9.100.04.b.3(b) Building Materials, fiberglass windows are not complimentary nor reflective of windows on the resource nor the district. Regarding 2.9.100.04.b.3(c) Architectural Details, the proposal does not retain nor repair the character-defining wood steps; the code states that replacements shall be consistent with the resource’s design or style. Bungalows were typically designed with wood porches; there should not be mixing and matching of concrete and wood. (In some cases, this occurred in later years).

Regarding 2.9.100.04.b.3(e) Height, the proposal ignores the code requirement to maintain the existing height of the resource- “To the extent possible, the height of the alteration or new construction shall not exceed that of the existing primary designated historic resource”. Under no circumstances should the height of the resource be increased. It appears the existing foundation is in good shape with some repairs needed. A deeper crawl space can be achieved without raising the height of the foundation. Raising the height would compromise its unique relationship with (what she had presumed) was its twin. Raising the height would change the proportion and mass of the resource. Lastly, the home doesn’t need to be taller to accommodate a basement.

Criterion 2.9.100.04.b.3(g) Pattern of Window and Door Openings requires that new windows be compatible in terms of materials, proportion and scale of the original windows. Fiberglass is not a compatible material, and the narrower rails and stiles will look out of proportion relative to the wider original windows. Regarding 2.9.100.04.b.3(j) Accessory Development Structure, it sounds as if the metal grates would be a much better solution proposed than the initially proposed iron rails. She said the College Hill West Historic District had been formed in part to prevent dramatic alterations such as this one, and asked the application be denied.

Gary Angelo, President of the College Hill Neighborhood Association, concurred with Ms. Kadas’ testimony, saying that he and two other Association officers also expressed that the application should be denied as proposed. They do support the effort to maintain, improve and preserve homes, and preserve their historic character. He highlighted B.A. Beierle’s written testimony in opposition, including regarding Façade, Scale, change in materials, and mixing concrete and wood. Raising the height of the floor and the roof would change the relationship with the other bungalows. He said there was a new sewer line on 29th Street and that should be taken into consideration.

Charlotte Christman asked about the referrals to a set of similar buildings. There’s #201 and #211, but the house next store is not a bungalow. Mr. Angelo replied that the house at #221 is considered a bungalow, and considered one of the set.

I. Neutral testimony: None.

J. Additional Questions for Staff: None.

K. Rebuttal by Applicant:

Ms. Thomas said there is no “set” of houses. They were not built by the same person or at the same time; they are simply all bungalows that fit into a diverse neighborhood.

L. Sur-rebuttal: None.

M. Additional time for applicant to submit final argument:

The applicant waived the right to submit additional testimony and there was not a request for a continuance or to hold the record open.

N. Close the public hearing:

The Chair closed the public hearing.

O. Discussion and Action by the Commission:

Regarding the railings proposal, Commissioner Kerr asked if the house is not raised by 12”, whether there was a still a need for railings; Planner Metz recalled that 30” was probably the threshold height.

Commissioner Hand asked for clarification on the height issue, since there was conflicting testimony. Planner Metz characterized Height compatibility in 2.9.100.b.3(e) as a consideration, but that its

phrasing was “*to the extent possible*”; however, it is not a hard and fast criterion, due to inherent conflicts, including 2.9.70 which allows increasing the foundation as an exempt activity. Also, height language allows second story additions. Commissioner Kerr asked if a basement was an addition; Planner Metz replied that it was largely not visible compared to an aboveground addition.

Commissioner Keeney said there were unknowns about the project, including back steps; whether it’s possible to simply dig 12” without changing the height; or whether the increased height would allow steps, so the application appeared incomplete. Planner Metz replied that the back steps were addressed in the staff report under Parameters- uncovered patios and porches are allowed as an exempt activity. The back steps would be replacing the deck, which staff felt was an exempt activity. Regarding the setback issue, unenclosed front porches are allowed to encroach into the front set back by six feet; it must be reviewed in the building permit process and must meet that concern; he highlighted Condition of Approval #2. The HRC may add Conditions to modify the proposal.

Commissioner Wells said the deck is exempt, but asked about altering the rear entryway; Planner Metz replied staff felt that to be exempt and Director-level. Regarding railings, Commissioner Hand said wrought iron was reversible and compatible. Commissioner Harris said often these houses didn’t originally have railings and they were added later; the rounded pipe handrails seem common for the period, but they are easily alterable. Commissioner Bertilson summarized that this didn’t appear to be an issue for the Commission.

Commissioner Hand felt he heard strong opposition in the testimony to concrete steps and suggested a Condition of Approval for replacement of wood steps rather than concrete, since wood was more compatible and helped restore the resource to its original state; Commissioner Wells concurred. He said the steps were very visible, adding that maintenance of wood steps was not a big deal. Commissioner Hand said if the higher house is approved, requiring the steps get closer to the sidewalk and more visible, having a more compatible wood material would make it better. Commissioner Bertilson said one option was for wood composite. Commissioner Keeney preferred to Condition for wood rather than concrete; Commissioner Wells concurred.

Commissioner Kerr said it appeared the Commission had already approved fiberglass-clad wood windows in the neighborhood, and asked if that precedent had to be followed; Planner Metz said the Commission didn’t have to follow precedent.

Commissioner Harris said she had a problem with the fiberglass-clad wood windows, noting that they have had a record of significant numbers of failures. The National Trust does not recommend fiberglass-clad wood windows; she advocated using wood, to be consistent. She added that there are class action lawsuits in progress against manufacturers of fiberglass-clad wood windows.

Commissioner Kerr stated that regarding awning and double-hung window styles, she preferred the basement windows be consistent with the style of the home. She appreciated the issue of fiberglass-clad wood windows in a basement, but felt that seeing or not seeing water damage was up to the owner. Commissioner Wells countered that in a new basement, with new windows and footage drains, it should *not* be a damp environment, if done to Code. Commissioner Hand said we have to focus on whether the windows were compatible; Commissioner Harris said she’d like them to be consistent with existing wood windows.

Commissioner Wells said as long as windows meet design and style criteria, he didn’t mind if they were not the same material, since it is not very visible, though he himself would use wood. Commissioner Keeney said the specified double-hung windows were needed for egress. Commissioner Wells said it was essentially a new structure, essentially below grade and well hidden; Commissioner Hand concurred. He said the Commission said needed to address the issue of fiberglass

clad wood windows at some point. Given that this is essentially an addition, the Code allows for differentiation, including material change. Commissioner Bertilson summarized that she was hearing that fiberglass-clad wood windows would be acceptable to Commissioners in this case, as proposed.

Regarding Scale and Proportion in terms of raising the structure, Commissioner Wells highlighted the site grade differences, saying the site went downhill from the corner. Adding a foot to the small bungalow would be noticeable and make it look quite different. Also, you'd essentially be stepping right off the sidewalk onto the stairs, changing the look of the front of the house, altering its Scale and Proportion. He contended that the "twin" house was lower in grade; Commissioner Bertilson felt that the foundation of the subject house was actually lower than its "twin" house, and that the applicant's measurements to that effect were part of the testimony. Commissioner Wells said the foundation exposure was different from south and north. He added that there wasn't enough homework in the application to document the need to elevate the house by 12".

Commissioner Keeney said that raising it would lead to making it feel different than the others. Commissioner Kerr said she appreciated the need to keep the resource viable as a rental. Commissioner Bertilson felt that regarding comparisons to the other houses, we also have to look at the house itself. The Commission had the option of limiting height, below 12", as a Condition. Commissioner Kerr said she was hearing concern for the impact of raising the height on the house itself, as well as the district and houses adjacent. Raising the house 12" seemed problematic, especially since the Commission doesn't even know if it is necessary.

Commissioner Hand appreciated the applicant trying to do the right thing and making an historic house economically viable, but it will be hard for the Commission to resolve in light of the unknowns. Also, part of its character is that of a two-bedroom bungalow, but the window wells of an adaptive change may make it look less like an historic two-bedroom bungalow. Commissioner Harris said she'd like to approve the proposal in order to help maintain the district. Many of the criticisms seem picky; it has not been remodeled and she'd like it to be preserved.

Commissioner Wells suggested approving a lesser elevation (such as 4-6"); that seems to be the biggest obstacle, and he otherwise approved of the project; also, not elevating it would avoid the need for window wells. Commissioner Harris said the Commission would need to give a reason for limiting the height to only 4-6"; it would be helpful to know about the steps; Commissioner Wells cited Scale and Proportion criterion. Commissioner Hand said the Code specifies that if it is below eighteen inches, an increase up to 12" was deemed to not be enough to affect Scale and Proportion. Planner Metz replied that it has been a provision under Chapter 2.9 since at least 2006; his view on compatibility was shaped by this.

Commissioner Hand asked if the application had only been regarding height, and not involved windows, whether the HRC would have seen the proposal; Planner Metz replied that it would have been deemed exempt and gone straight to a building permit. Planner Metz said he found it compatible informed by other considerations of the Code as well. Commissioner Keeney said the 12" maximum raising height was a flat number in the Code regardless of the height of the resource. She said testimony was to the effect that the community felt strongly about Scale and Proportion.

MOTION:

Commissioner Kerr moved to approve the application as conditioned and presented in the staff report and in the Commission's findings in support during deliberations. She requested a new Condition of Approval #3: The applicant shall install steps of wood construction instead of concrete; Condition of Approval #4: The construction of the basement addition shall not result in the building's first floor

elevation being greater than the current height; and Condition #5: The applicant may install window well fall grates instead of railing, as presented in the August 4, 2015 memo from Planning staff to the HRC. Commissioner Wells seconded the motion.

Commissioner Kerr asked if the applicant found that the height of the new sewer line or other factors prevented the basement from being dropped further without undue cost and complexity, whether the applicant could come back to the Commission. Planner Metz replied that the applicant could appeal the HRC's decision to the City Council (including invoking a hardship appeal process), or re-submit an application to the Commission as a modification to the approval. Attorney Miller explained that any appeal to the Council would be a *de novo* hearing, so there would not be an issue of what has entered the record, and present any new information.

Commissioner Hand made a motion to amend Condition #4: The construction of the basement addition shall not result in the building's first floor elevation being greater than 4 inches above the current height. Commissioner Wells seconded; the amendment passed unanimously. The main motion passed unanimously.

P. Appeal Period:

The Chair stated that any participant not satisfied with this decision may appeal to the City Council within 12 days of the date that the Notice of Disposition is signed.

II. PUBLIC HEARINGS –B. OSU EAST GREENHOUSE STARTER SHED (HPP15-00008)

A. Opening and Procedures:

Chair Lori Stephens reviewed the public hearing procedures. Staff will present an overview followed by the applicant's presentation. There will be a staff report and public testimony, followed by rebuttal by the applicant, limited in scope to issues raised in opposition and sur-rebuttal by opponents, limited in scope to issues raised on rebuttal. The Commission may ask questions of staff, engage in deliberations, and make a final decision. Any person interested in the agenda may offer relevant oral or written testimony. Please try not to repeat testimony offered by earlier speakers. It is sufficient to say you concur with earlier speakers without repeating their testimony. For those testifying this evening, please keep your comments brief and directed to the criteria upon which the decision is based.

Land use decisions are evaluated against applicable criteria from the Land Development Code and Comprehensive Plan.

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted in favor of the application. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person's testimony.

The Chair opened the public hearing.

B. Declarations by the Commission: Conflicts of Interest, Ex Parte Contacts, Site visits, or Objections on Jurisdictional Grounds

1. Conflicts of Interest. None declared.
2. Ex Parte Contacts. No rebuttals were made.

3. Site Visits. Commissioner Wells noted that he saw a foundation behind it. Commissioners Harris, Kelly, Kerr and Keeney saw the site.
4. Objections on Jurisdictional Grounds. No objections were made.

C. Staff Overview:

Planner Metz stated the proposal was to demolish a 113 square foot start shed of unknown age located between two original ranges of the East Greenhouse. The East Greenhouse is located at 2801 SW Campus Way, within the OSU National Historic District. The Starter Shed has no District Classification. There was no public testimony received.

D. Legal Declaration:

Deputy City Attorney Dan Miller stated that the Commission would consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they feel are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Associate Campus Planner Sarah Robertson said OSU proposed demolishing a starter shed between the two original ranges of the East Greenhouse. It is made of cinder block with no foundation or slab; it is under 14' high and under 113 square feet in size. The greenhouses were built in 1928, and are Contributing resources in the district, but the starter shed was never inventoried, nor is mentioned in the survey of the Greenhouses, nor was it mapped in the historic district when it was created. It is of unknown age; the best guess, based on materials, an aerial photo, and information from the Horticulture Department, was that it was likely built in the 1960's (it was not there in 1939). There are remnants of an old foundation north of the starter shed. There are no documents of construction or alteration in the archives. It is clear that it was not part of the original ranges of the East Greenhouse complex; it has a different height and scale, with a different setback from the street, and a different architectural style and materials. The East Greenhouses also have ornamentation not present on the shed.

Even though it was never inventoried, since it is over fifty years old, it must be dealt with as a historic resource. Under review criteria 2.9.110.03, it must meet criteria a), and either b) or c). It was built as a temporary utilitarian structure, it has no foundation and is unreinforced, and has outlived its useful life as a seed-starting shed (it was later used for storage). It has deteriorated and no longer serves its purpose, and repair would be too expensive; there is asbestos in the window glazing putty, which would have to be abated to facilitate repairs. It has no historic integrity as defined by Chapter 1.6. It was never inventoried and thus not deemed to have historic significance. It is not clear whether it remains as originally constructed, since there are no records of it, and there is no foundation or slab under it. The original workmanship does not show construction technique or stylistic character of the period of significance. It is a utilitarian structure and does not demonstrate architectural style or materials characteristic of the historic district and varies in design and materials from the East Greenhouse ranges. It was probably not constructed in the period of significance (1888 to 1957).

Removal would not affect the relationship of the East Greenhouses to the landscape or existing land uses, and may in fact improve it. The shed does not contribute to the historic continuity of the street or neighborhood. There is no knowledge of artifacts in the area. It is not one of a few remaining prime examples of a once common architectural design, style, or type of construction.

The criteria 2.9.110.03.b applies only to Nonhistoric buildings; since no documentation exists, the Nonhistoric criteria do not apply. It has deteriorated beyond economically feasible rehabilitation. The Benton County Assessor's Office set the replacement value at \$3,290; 75% of that is \$2,467.50. OSU got estimates from three contractors for rehabilitation work, including replacement of heating and cooling system, repair of building materials and abatement to facilitate repairs, and estimates ranged between \$15,000 to \$29,000. OSU explored moving the structure, and abatement and disassembly would require \$1,750 to \$2,550, much more than the \$140 assessed value (based on salvage value), so it is not an economically viable option.

Demolition of the shed will not adversely affect the historic integrity of the district or the East Greenhouse complex. Selling the structure or moving it exceeded the value of the structure. OSU did place public notice advertisements in the Gazette-Times, the Barometer, the Capitol Times Facebook page, the OSU website, OSU Today, and the OSU email system.

F. Complete Staff Report:

Planner Metz highlighted relevant review criteria 2.9.110.03. Staff concurs with the applicant's analysis, and the building has deteriorated beyond its expected lifespan due to its original construction methods and utilitarian purpose, and does not retain a high level of historic integrity.

Regarding 2.9.110.03.c.1, the condition of the resource has deteriorated beyond economically feasible rehabilitation. Staff concurred with the applicant's analysis that rehabilitation would not be economically feasible, and it satisfies the criterion. Regarding 2.9.110.03.c.1(b), applicant argues that demolition of the likely out of period structure will actually improve the East Greenhouse complex's integrity. Staff concurred with the applicant, and the criterion was satisfied.

Regarding the alternatives to demolition pursued, public or private acquisition was not economically viable, and it was advertised. Staff found the proposal met the review criteria in 2.9.110.03 and recommended approval of demolition.

G. Public Testimony in favor of the application: None.

H. Public Testimony in opposition of the application: None.

I. Neutral testimony: None.

J. Additional Questions for Staff: None.

K. Rebuttal by Applicant: None.

L. Sur-rebuttal: None.

M. Additional time for applicant to submit final argument:

The applicant waived the right to submit additional testimony and there was not a request for a continuance or to hold the record open.

N. Close the public hearing: The Chair closed the public hearing.

O. Discussion and Action by the Commission:**MOTION:**

Commissioner Hand moved to approve the application as presented and conditioned in the staff report; Commissioner Bertilson seconded; motion passed unanimously.

P. Appeal Period:

The Chair stated that any participant not satisfied with this decision may appeal to the City Council within 12 days of the date that the Notice of Disposition is signed.

V. MINUTES REVIEW:

June 9, 2015- Commissioner Bertilson moved and Commissioner Kerr seconded to approve the June 9, 2015 minutes as presented; motion passed.

VI. OTHER BUSINESS/INFORMATION SHARING.**A. Historic Preservation Plan Status Update.**

Planner Metz reported he was awaiting comments from his supervisor before he circulates an RFP.

B. Visitor Propositions Discussion.

Chair Stephens asked if there was sentiment regarding the Visitor Propositions brought forward on the homeless shelter. Attorney Miller said the Commission advises the Council and staff regarding historic buildings and districts. The testimony was that although a decision was not before the Commission, it could make comment on a proposal. Planner Metz said that there was not an application submitted; the proposed homeless shelter may simply go straight to building permit, since it is a permitted use. Commissioner Hand asked if there was any historic provision that would trigger public review; Planner Metz replied that there was not.

Commissioner Hand said some historic districts have sightline requirements regarding building height, etc. Planner Metz replied that there was no such requirement. He said response was up to the Commission. Commissioner Wells said it wasn't clear if there was any action the Commission could take. Commissioner Stephens said there were no inherent variances to respond to. Commissioner Hand said Section 106 could be appealed, if there was a use of federal funds; Planner Metz responded that that would be separate from the Commission.

Commissioner Stephens related that she was the architect on the project, and the applicants will not request variances to the code. There is less parking and setbacks required in that area, and the "social service facility" use are allowed in the zone. Commissioner Wells said he lives in the area, and the existing services are affecting the area already; once that grows to what is proposed, there will be an even bigger impact, but he didn't see what this Commission could do.

Commissioner Harris said the community could change the code in the future. Commissioner Keeney said that if the Commission felt that the project would affect the district, it could make a statement. Commissioner Wells said he knew of one owner in the district selling due to the proposal, and several others contemplating renovation who were waiting to decide whether to go ahead.

C. Next Meeting.

Planner Metz reminded the Commission that it was meeting in September at the Madison Avenue Meeting Room instead.

VII. ADJOURNMENT: The meeting was adjourned at 9:43 p.m.



Community Development
 Planning Division
 501 SW Madison Avenue
 Corvallis, OR 97333

**DRAFT
 CITY OF CORVALLIS
 LAND DEVELOPMENT HEARINGS BOARD
 August 5, 2015**

Present

Ron Sessions, Chair
 G. Tucker Selko
 Paul Woods

Staff

David Coulombe, Deputy City Attorney
 Jason Yaich, Senior Planner
 Rian Amiton, Associate Planner
 Ted Reese, Public Works Engineering
 Aaron Manley, Public Works Engineering
 Terry Nix, Recorder

SUMMARY OF DISCUSSION

	Agenda Item	Information Only	Held for Further Review	Recommendations
I	Opening: Selection of Chairperson			Ron Sessions was elected Chair.
II.	Public Hearing –Benton Habitat for Humanity ReStore Zone Change (ZDC15-00001)			Approve the request.
III.	Adjournment			Adjourned at 6:32 p.m.

CONTENT OF DISCUSSION

The Corvallis Land Development Hearings Board was called to order at 5:30 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

I. OPENING – Selection of Chairperson

Board member Woods nominated Ron Sessions as Chairperson. Board member Selko seconded the nomination, and it passed unanimously.

II. PUBLIC HEARING – Benton Habitat for Humanity ReStore Zone Change (ZDC15-00001)

A. Opening and Procedures:

Chair Sessions welcomed citizens and reviewed the public hearing procedures. Staff will present an overview followed by the applicant’s presentation. There will be a staff report and public testimony, followed by rebuttal by the applicant, limited in scope to issues raised in

opposition and sur-rebuttal by opponents, limited in scope to issues raised on rebuttal. The Board may ask questions of staff, engage in deliberations, and make a final decision. Any person interested in the agenda may offer relevant oral or written testimony. Please try not to repeat testimony offered by earlier speakers. It is sufficient to say you concur with earlier speakers without repeating their testimony. For those testifying this evening, please keep your comments brief and directed to the criteria upon which the decision is based.

Land use decisions are evaluated against applicable criteria from the Land Development Code and Comprehensive Plan. A list of the applicable criteria for this case is contained in the staff report.

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted in favor of the application. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person's testimony.

The Chair opened the public hearing.

B. Declarations by the Commission:

1. Conflicts of Interest: None.
2. Ex Parte Contacts: None.
3. Site Visits: Board member Woods said the site is near where he works and he drives by every day, but he hasn't stopped there for the purpose of this meeting. Chair Sessions declared a site visit.
4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Planner Rian Amiton reviewed the request for a Zone Change on 3.2 acres from a combination of Mixed Use General Commercial (MUGC) and MUGC with a Planned Development (PD) overlay, to a combination of Mixed Use Community Shopping (MUCS) and MUCS with a PD overlay. The site is located at the southeast corner of SW Philomath Boulevard (Highways 20/34) and SW Technology Loop. The Comprehensive Plan designation on the site is Mixed Use Commercial (MUC). He reviewed the site and vicinity, and previous land use decisions on the site as detailed in the written staff report.

D. Legal Declaration:

Deputy City Attorney Coulombe said the Board will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Karen Rockwell, Executive Director, Benton Habitat for Humanity (BHH), said BHH is a nonprofit organization that has been serving Benton County since 1991. Their mission is to bring people together to make decent homes achievable for everyone in the community. They build two homes per year and have a critical home repair program that completes two projects a month. In 2004, they founded ReStore, a discount home improvement store which generates revenue to finance the materials for one new home per year. About two years ago, they relocated ReStore to its current location with the intent to sell a portion of the site and use those funds to create more affordable housing. Because of the current zoning, finding buyers has been problematic. The MUCS zone will provide flexibility to market the land to a wider audience while still being consistent with the surrounding area. The BHH Board of Directors is excited about the possibility of Commonwealth Companies developing affordable housing on the surplus land because this falls in line with their mission and they believe the location is ideally suited due to its proximity to parks, schools, banking, medical care and food.

Daryn Murphy, Vice President Development Northwest Region, Commonwealth Companies, said his firm is a national development, property management, and construction company, specializing in affordable senior and family workforce housing. His firm has a contract to purchase the vacant portion to the rear of the subject site with the intent to develop an affordable workforce housing community. Corvallis has one of the highest needs in the state for this type of housing. If this application is successful, Commonwealth will come in with a lot line adjustment to create a parcel to be purchased. They have already had a meeting with the neighbors and found there is a lot of support, particularly in the business community, for development of housing on the site. His firm will continue to engage with the neighbors and the City to ensure that their plans are consistent with what the community wants.

Eric Adams, PlanNext Consulting, said he is representing Commonwealth Companies and Benton Habitat for Humanity in this application. In addition to opportunities for affordable housing on the property, he said, the MUCS zone would provide the potential for a broad range of commercial and civic uses. In comparison with the current zoning, the standards of the MUCS zone are more compatible with the street frontage along Philomath Boulevard, Technology Loop and Research Way, and the potential development pattern for the site would be in better keeping with the neighborhood center, residential uses and tech office uses that are already established in that location. The applicants have done a careful analysis and demonstrated that the requested zone will not have any negative impacts in the way of trip generation or traffic issues. They also looked carefully at the existing utility systems in the immediate area and demonstrated those lines can serve development on the site or be extended to the property without difficulty. They believe they have demonstrated consistency with the Comprehensive Plan policies and met the criteria from the Land Development Code, and they believe the request should be approved.

Board member Woods asked what type of units would be built. Mr. Murphy said the intent is for a workforce housing project, which tends to be one- and two-bedroom units, and they would likely attempt a residential-only building. However, if they receive strong feedback from the community, they would consider ground floor commercial.

In response to inquiries from Chair Sessions, Mr. Murphy pointed out the portion of the site that his firm is interested in purchasing, and Ms. Rockwell provided information about how the remainder of the site is being used.

In response to inquiries from Board member Woods, Mr. Murphy said the small area to the west which has a PD overlay would likely be preserved as a landscape buffer, and he doesn't believe it would impede development. Mr. Adams added that the PD overlay could potentially be removed through a separate process if the tract is combined with the larger property through a replat or lot line adjustment.

F. Staff Report:

Planner Amiton reviewed LDC 3.19.20 General Provisions - Establishment of the MUCS Zone, and related staff findings as detailed in the written staff report; staff finds the request is consistent with those criteria. He then reviewed LDC 2.2.40.05 Review Criteria for a quasi-judicial zone change subject to a public hearing, and staff findings. Staff determined that existing water and sewer facilities are available to serve the development permitted by the zone change, as is the existing transportation network, and that the proposal is consistent with applicable Comprehensive Plan map designations. Staff identified 28 Comprehensive Plan policies as relevant to the evaluation of the request. Primary themes included efficient use of land, encouraging a pedestrian-oriented built environment, improving the City's gateways, and expanding the variety of housing stock in terms of type and affordability. Staff finds the MUCS zone is generally more likely to facilitate the Comprehensive Plan policies than is the existing zone. As noted in the applicant's narrative, an addition to the 2013 Corvallis Consolidated Plan describes a need for more affordable housing in the City. To be clear, there is no way to ensure affordability of any resultant residential development, nor is there a way to condition that as part of the LDHB's approval; however, the MUCS zone does at least permit residential development whereas the MUGS zone does not.

Planner Amiton reviewed the compatibility review criteria and staff findings for each. Staff concludes that the requested zone change is compatible with the basic site design and visual elements criteria; that the request is not anticipated to result in compatibility conflicts in relation to noise, odors, emissions, signage, or lighting; and that the proposed change is compatible with the landscape and screening criteria. Related to transportation facilities, the site abuts two collectors and one arterial. Staff notes that with future development of the site, additional right of way will likely be required to meet City standard half-street widths and that roadway improvements may be required at the time of development submittal. Staff finds the zone change is compatible with the transportation facilities review criterion. Related to traffic and off-site parking impacts, the applicants submitted a trip generation assessment which shows a slight increase in am peak hour trips and a slight reduction in pm peak hour trips; staff does not find this to be a significant change. Further traffic evaluation will be required with any future development proposal. Staff finds that the adjacent transportation facilities are compatible with the proposed zone district change. Related to utilities, staff finds that existing utility infrastructure is available to serve development consistent with the proposed zoning. Infrastructure improvements may be required with a specific development proposal. Staff finds the proposed zone is compatible with the criteria related to effects on air and water quality, consistency with applicable development standards, and preservation and/or protection of significant natural features. In summary, staff finds the requested zone change is consistent with the applicable criteria and recommends the request be approved.

Board member Woods said he was surprised that there was an increase in am peak trips and a decrease in pm peak trips. Public Works Engineer Reese said the trip report provides a comparison of worst case scenarios. It's very unlikely a development of that magnitude would be built on this site but that is what could be allowed in the proposed zone. He can't say why the results showed a slight increase in am peak trips and a slight decrease in pm peak trips.

Board member Woods said he has noticed that detention facilities are sometimes shared, and he asked if there is another facility in this area. Mr. Reese said that detention - holding back water and releasing it at the predevelopment rate - is based on the area of impervious surface. With public infrastructure, the City tries to have as few facilities as possible. While private sites can share facilities, he isn't aware of one in this vicinity that could be shared and the applicant will likely have to develop a private facility. There is also the issue of taking private storm water across public streets, which is something that is generally not done.

Board member Woods asked for additional information about the strip of land with a PD overlay. Planner Amiton said the strip of land is part of a PD that was established prior to being bisected by Technology Loop. If the developer is able to work around it, the strip of land shouldn't affect their development. If they propose to include it in a development plan, it will come forward as part of that request.

Board member Woods said he views that remnant PD as clutter and he doesn't see what purpose it serves. He wants to raise this for future consideration by the Planning Commission outside of this public hearing. City Attorney Coulombe noted that the land is part of a larger PD and the intended purpose of that strip of land can't be determined without consideration of the full PD.

In response to an inquiry from Chair Sessions, Planner Yaich said there is no minimum lot size in the requested zone.

In response to an inquiry from Board member Woods, Mr. Reese explained that the development related concerns are called out to make the applicants aware of constraints on the site and what will be required with development.

- G. Public Testimony in favor of the application: None.
- H. Public Testimony in opposition to the applicant's request: None.
- I. Neutral testimony: None.
- J. Rebuttal by Applicant: None.
- K. Sur-rebuttal: None.
- L. Hold the record open:

There was no request for a continuance or to hold the record open.
The applicant waived the seven day period to submit written argument.

M. Close the public hearing:

Chair Sessions closed the public hearing.

N. Deliberations and Decision:

MOTION: Board member Woods moved to approve the Zone Change consistent with the recommendations found in the Summary of Staff Conclusions and Findings in the written staff report. Board member Selko seconded the motion, and it passed unanimously.

III. ADJOURNMENT: The meeting was adjourned at 6:32 p.m.

DRAFT
CITY OF CORVALLIS
MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION
ADVISORY BOARD
JULY 16, 2015

Attendance

Lynda Wolfenbarger, Vice-Chair
 Ralph Alig
 Tatiana Dierwechter
 Simone Frei
 Phillip Hays
 Janice Rosenberg
 Jon Soule
 Anthony Stumbo
 Richard Sumner
 Marc Vomocil
 Joel Hirsch, City Council Liaison

Staff

Karen Emery, Director
 Jude Geist, Parks Operations Supervisor
 Jackie Rochefort, Park Planner
 Mark Lindgren, Recorder

Guests

Dean Codo
 Laura Duncan Allen

Absent/Excused

Kevin Bogotin, 509-J District Liaison

SUMMARY OF DISCUSSION

	Agenda Item	Summary of Recommendations
III.	Approval of Meeting Minutes – April 16, 2015	April 16, 2015 minutes approved as presented.
IV.	Visitors’ Propositions	
V.	Election of Chair & Vice-Chair	Vomocil was elected Vice-Chair and Wolfenbarger as Chair.
VI.	Illegal Camping & Behavior in Parks	
VII.	Using Forests & Parks in Support of the Corvallis Climate Action Plan	
VIII.	Bald Hill Natural Area	
IX.	Bicycle Polo Court Location at Linus Pauling Tennis Courts	
X.	Board Member Liability	
XI.	Capital Improvement Plan (CIP) Recommendations	Motion passed to approve the CIP as presented and modified.
XII.	Goals Review	
X.	Board Member Reports	
X.	Staff Reports	
XI.	City Council Liaison Report	

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 July 16, 2015
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XII.	Adjournment	The next regular meeting will be held August 20, 2015 at 6:30 p.m., at the Downtown Fire station meeting room.
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CONTENT OF DISCUSSION

I. CALL TO ORDER.

Vice-Chair Lynda Wolfenbarger called the meeting of the Parks, Natural Areas and Recreation Board to order at 6:30 p.m.

II. INTRODUCTIONS.

III. APPROVAL OF MEETING MINUTES: April 16, 2015

Phil Hays moved and Anthony Stumbo seconded to approve the April 16, 2015 minutes as presented; motion passed.

IV. VISITORS' PROPOSITIONS.

Laura Duncan Allen stated she had been a member of the Dog subcommittee. When the group disbanded, the plan was to install new signage and review a new brochure, but she hasn't heard an update on them. The Crystal Lake boat ramp continues to be a problem, with dogs approaching boaters with no owner in sight, and when owners arrive, they tend not to take seriously requests to put their dog on a leash. At the previous Riverkeeper event last August, loose dogs jumped into canoes of senior participants. Jude Geist reported that new signs are underway; implementing them is a staffing issue, but there is an identified plan featuring a standardized style. At Bald Hill, he must coordinate with the County and the Greenbelt Land Trust.

He said we can put up temporary signs before the August 18 event; he cautioned that there was already a clearly marked No Dogs sign at the boat ramp, so dog owners should already know about policy. He reported that the brochure wouldn't be finished until there is more staff time available to finish it (probably after the summer rush), and the Dog committee will have a chance to review it and give feedback.

Director Emery asked if she had any suggestions for making the upcoming Riverkeeper event a success; Duncan-Allen suggested additional enforcement before the event. Participants will be camping on Crystal Lake Sports Field.

Dean Codo also highlighted loose dogs at the boat ramp, where he launches his canoe. He noted the sign faces south, but people often arrive from the south, so adding a facing sign could be helpful. He said he was a long-time volunteer with Riverkeeper, and loose dogs romping there have eaten off plates and disrupted classes during Paddle Oregon events. He noted that some dog owners still let dogs loose on the sports fields, despite seasonal signage prohibiting it. He suggested additional enforcement during the event.

V. ELECTION OF CHAIR AND VICE-CHAIR.

Phil Hays moved and Ralph Alig seconded to nominate Marc Vomocil to serve as Vice-Chair, motion passed. Phil Hays moved and Anthony Stumbo seconded to nominate Lynda Wolfenbarger to serve as Chair; motion passed.

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VI. ILLEGAL CAMPING & BEHAVIORS IN PARKS.

Officer Hendrickson was not present, so the item was postponed.

VII. USING FORESTS & PARKS IN SUPPORT OF CORVALLIS CLIMATE ACTION PLAN

Postponed to September.

VIII. BALD HILL NATURAL AREA.

Ralph Alig highlighted the group Trees Eat Carbon, which advocates that forests should be an option in how Corvallis meets its climate goals. One way is to plant various trees and restore riparian area at Bald Hill. Vomocil said the County and GLT must coordinate at Bald Hill. Alig said there wasn't a master plan for Bald Hill. Emery said the City owns the majority of Bald Hill, with GLT owning about 583 acres just west; there will be a coordinated effort to look at that area. Hays said the area under consideration was east of the parking lot.

IX. BICYCLE POLO COURT LOCATION AT LINUS PAULING TENNIS COURTS.

Jude Geist related that there was a proposal from a user group that currently unofficially uses Linus Pauling and Lincoln School tennis courts (and has done so for the last decade or so). They have an opportunity for GamePlex plastic boards to be donated to ring a court. They proposed setting one up, taking one court out of service from tennis. The City manages three courts- at Cloverland Park, Linus Pauling School and Lincoln School. Staff felt the best option was at Linus Pauling, with a concrete surface, which is more durable; the other two are more easily damaged from sticks and bikes. The Linus Pauling court is the least used and with the fewest neighbors, so having the least impact. While one approach would be to have a removable tennis net, staff preferred taking one court out of service, instead. It is school property, and the department manages the court, so staff must check with the school district. The courts are lit, and turn off at 10 p.m, when the park closes.

Richard Sumner asked about usage; Geist said that currently bike polo is split between Linus Pauling and Lincoln courts. Alig asked if the fad goes away, whether the court could be restored. Geist replied that it has been underway for a decade, but it could also be used for other sports like roller hockey, or restored to tennis standards.

Dean Codo added that the group regularly plays Tuesdays at Lincoln, preferring the surface. They also have Thursday events and some weekends; the sport seems to be growing. Geist said the wall surface is currently stored in Eugene and could be brought here, and proponents seek to raise funds to install that and possibly add an acrylic court surface. He said the group prefers Lincoln, but would be thrilled to have a dedicated area (currently all tennis courts are signed as "tennis only", though it is not enforced). Director Emery noted that the tennis courts were just resurfaced for tennis at Lincoln, so due to staff concerns regarding damage from polo, staff would prefer players use a dedicated Linus Pauling court. Players have indicated willingness to teach kids the sport, so that could eventually become a Recreation program. Dean Codo added that bike polo players prefer the basketball courts below the overpass during winter; they bring LED lights, but would like installed lights there.

Hays asked whether a tennis court had been converted to pickle ball. Emery replied that two tennis courts were converted to eight pickle balls courts behind Adams School, with improvements funded by a private donor. A pickle ball tournament is scheduled for August, with 150 participants from all around the state already registered. The game is suitable to all ages. Hays noted that tennis was not a big request in the survey. Emery said the department has sought

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to maintain two courts in South Corvallis and one in Central Corvallis. Corvallis High School allows the public to use its courts after school hours and weekends; Hays added that OSU also allows some public use. Rochefort noted that the pickle ball courts were resurfaced and were different from tennis court surfaces. Council Liaison Joel Hirsch said this would be a great use of an underutilized court in his ward. Geist said a formal motion was not needed; staff will follow up with the school district.

X. BOARD MEMBER LIABILITY.

Director Emery reported that she'd discussed the issue of board member liability with the City Attorney after a member raised the issue. As long as a member's role is advising City staff and Council, there is no liability. Liability is only incurred when an individual board member changes their role. Hays asked what members can do during elections. Emery replied that in the case of an upcoming levy, for example, she will update the board well ahead of time.

XI. CAPITAL IMPROVEMENT PLAN (CIP) RECOMMENDATIONS.

Parks Planner Jackie Rochefort distributed an updated projects list; it is a five-year plan for projects. Projects must have a value of over \$25,000 and a life span of more than ten years. The board also previously added criteria beyond these to try to respond to a large number of requests. The list is updated annually. In spring the public is solicited for project suggestions; department staff are also queried. A CIP subcommittee evaluates projects. This year, there were no suggestions from the community that were not already in the CIP in one form or another, so the committee did not meet.

Staff looked at repairing deteriorating facilities, projects that produce revenue, ADA accessibility, and safety. More projects are included than can be reasonably completed, but this approach allows taking advantage of funding opportunities that come forward.

All Fiscal Year (FY) 2014-2015 projects were either completed or were moved into FY15-16. All FY16-17 projects must have an identified funding source; if not, they would be moved out a year. Land acquisitions were moved into the future, since there is no capacity.

Wolfenbarger said the board had agreed to look at the feasibility of assisting a North Corvallis group seeking to buy land or corridor easements there. Rochefort said that \$50,000 was usually kept available to buy an easement or a purchase option. Emery stated that there were appropriations and SDC's for FY16-17 that were available; the question is whether the board wants to recommend investigating the feasibility of purchasing the property around Chip Ross for FY15-16 or FY16-17. Rochefort noted that the \$90,000 Chip Ross Fund is carried over from year to year; it is dedicated to buying south-facing land or trail easements near Chip Ross Park. Emery said the staff recommended waiting a year to look at it but welcomed the board's input. The City owns a patchwork of properties in the area and would look at connecting acreage or trail connections identified in the Master Plan.

Rochefort said a number of development plans are coming forward in the Timberhill area (beyond just the HUB development proposal), so there may be more open space and connections opportunities. Vomocil advocated that the board and staff should *always* be keeping their eyes open for land acquisitions; Hays concurred.

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Rocheftort noted that we are now in FY 15-16, so we are looking at revisions to FY16-17; we have a placeholder in the adopted Plan to acquire land in FY15-16 if the opportunity comes forward. Emery added that if the board agrees, criteria could be added to earmark funding for acquisition of land as standard in every fiscal year, and not ask the question annually. Rocheftort noted that that was the process that was in place for a time, so we would be going back to that. Soule said that made a lot of sense.

Alig asked if there was database of land; some land may come open near MLK Jr. Park. Emery said there was no database of that kind, but that Planner Rocheftort is part of a Development Review Team, which reviews developments as they are planned, which can take years in some cases. Rocheftort said she has heard of development plans in areas around Chip Ross Park, Timberhill Park and MLK Jr. Park. The updated 2013 Master Park Plan maps are helpful in showing developers the need for a trail, park, or natural area. Rocheftort added that staff also have special projects that are *below* the \$25,000 minimum CIP threshold level which are run out of a different account.

The Osborn Aquatic Center climbing wall was moved to FY15-16; it has already been purchased and engineering details are being worked out for installation. Walnut Barn renovations were just completed, replacing rotted beams and posts, and adding new steps (in preparation for other Walnut Barn and MLK Jr. Park upgrades). Staff have recently learned that the State *will* make a grant for further renovations. Owens Farm homestead projects were moved out to FY15-16, which should be an ongoing item unless windfall funding comes forward.

The Senior Center expansion project is undergoing preliminary work (there is some funding available through the Chandler Trust, but the funds must be spent before a deadline). Staff got direction from the Council for the facility to stay in the existing site rather than further exploring a new location.

While not quite ready to open, staff found \$35,000 funding at the end of the year for the Willamette Park community garden project to plumb irrigation for all 55 beds, a garden shed, fences and gates. Staff will be seeking a volunteer garden manager to help get it up and running. The Master Plan requires that gardeners must agree to donate sweat equity and perhaps funding. In the future, elevated beds with paths could provide ADA compliant access. Rosenberg asked if there was a possibility of expanding it; Rocheftort replied that the Park Master Plan for that area also includes several other amenities, such as a neighborhood scale playground, a picnic shelter and sand volleyball, but there is some room to expand it. There has been some interest in a "food forest"- a combination of garden beds and trees with edible crops, and there are materials available to build a couple demonstration raised beds. The garden was planned to be 200' long, but there is some room beyond that.

Regarding Willamette Park improvements, the Rotary Picnic Shelter will eventually have a permanent restroom associated with it. Once the park's Phase I is completed, then curb, gutter, and sidewalk street improvements will be required on Heronview Avenue as it enters the park. Arnold Park play area and ADA surfacing construction are underway.

The Franklin Park playground is listed for FY15-16; staff are awaiting to hear regarding a possible state grant by September. Stumbo noted that neighbors were anxious for completion of the project. Planner Rocheftort replied that there had been several meetings with neighbors to get a sense of what they want, and if the grant is awarded, then staff will bring several design options back to neighbors. If the award is received, construction would begin next spring or summer. She

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explained that the project had mistakenly not been listed in the spreadsheet, though it was carried over in the CIP document.

Regarding paving pathways for accessibility, they have been lumped under smaller special projects, since most cost less than the minimum \$25,000. Geist highlighted paths built this year- a concrete path to the restroom at Cloverland to make it ADA accessible; concrete slabs at Starker Arts to create two ADA accessible parking spaces; 15 ADA picnic tables throughout the system; and a sidewalk to the pickle ball courts.

Rochefort stated that Riverfront interpretive signs were removed from the CIP. Skate park lighting is moved out each year so that staff can work with the Skateboard Alliance in order to be ready when funding comes through. Boardwalk trail sections are included as a placeholder; if development occurs in the Timberhill area, some trail sections must be implemented as elevated sections over drainage ways. The multimodal path from Crystal Lake to downtown was moved to Public Works, since it is outside the parks.

Regarding trail surface improvements, she and Supervisor Geist work together to ensure trails are safe. The extension of Shooting Star trail will be triggered by development. Marys River boardwalk construction is being stalled by extensive permit requirements- a HEC-RAS model and a geo-tech report have been completed; a plant study is underway; and an archeological survey is planned. Staff update FEMA frequently, and will likely soon submit a third request for a timeline extension; FEMA are providing about 70% of funding.

She highlighted a FY15-16 placeholder for a neighborhood park if an opportunity comes available, based on the Master Plan. The Pioneer Park restroom was moved out, since it is a tough project: connections to needed services are far away, making it challenging and expensive. Working with the users group, the scoreboard there has been ordered and should arrive in August. The Starker Arts band shelter improvements (to mitigate strong wind gusts) remain unfunded.

An MLK Jr. Park restroom is listed in FY15-16. A pump track project was added- it was walked into the Budget Commission for FY15-16; a strong advocacy group will raise funding and there is a good location. At Herbert Farm and Natural Area, there is a plan to install trails; Geist is working with the Institute for Applied Ecology for best locations for trails there.

She outlined “out year” projects, including land acquisitions; upgrading pool filters; installing a permanent cover over a playground to allow winter use; irrigation system upgrades in various locations throughout the system; parking lot lighting and paving at Woodland Meadows; Avery Park playground; Central Park improvements; the Ron Naasko Playground project; Starker Park improvements; paving the Willamette Park entrance; lighting for pickle ball courts (in FY16-17, though a donation through the Friends Group could make it happen faster); skate park improvements; the historic Gaylord House (a planning process would be useful); Timberhill trail sections along with development; and a placeholder for neighborhood parks.

The North Riverfront Park project (from Tyler Street north) was removed from the CIP, since ODOT, which is part of the patchwork of ownership of the site, unexpectedly changed its support for the park’s Master Plan just prior to Council review and now seems disinclined to give permission for it. The Plan, which included a boat ramp, a boathouse, an amphitheater, a trail, etc., can be re-inserted into the CIP when ODOT supports it.

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Rocheftort highlighted other “out year” projects, including Central Park improvements and a restroom at Village Green. Staff proposed a new project of replacing aging play structures at the Osborn Aquatic Center’s Otter Beach. Chepenafa Springs Park (at 29th Street and Daylily Avenue) was removed from the CIP, largely due to the large amount of wetland that would require a lot of permitting work and constraints. On the Pending Projects List, the Osborn Aquatic Center would like to remodel its lobby.

Stumbo asked about the status of the Owens Farm barn and house. Rocheftort replied that grant funds paid for an assessment that provided a road map for what needs to be done there. There is grant money to fix the house roof this summer, which is badly leaking. In the next grant cycle, she will apply for additional funds for other renovations.

Soule suggested replacing an aging bulkhead for the 50 Meter pool at Osborn Aquatic Center at an estimated cost of \$200,000. Rocheftort estimated that would only cost about \$100,000 and offered to get a closer figure if it was placed in the CIP. Vomocil proposed placing it in an out year. In response to a question about the Crystal Lake multimodal path, Rocheftort replied that it was not funded, and didn’t know what year Public Works would allocate it to in its CIP; it may depend on granting opportunities.

In discussing the pump track location, Rocheftort related that proponents preferred placing it near the skate park. However, permitting work there involves volumetric exchange and ODOT right-of-way and approval issues; also, a Master Plan is needed for the area. It is in the Willamette River Greenway, so bundling area projects into a single Shawala Point Master Plan would reduce permitting and staff costs.

Vomocil asked about access at Herbert Natural Area. Geist replied that the existing lot at the kiosk accommodates about five cars, but many users park further along, near the gate, which accommodates about four cars. Gravel parking lot expansion would require Oregon Department of Fish and Wildlife approval.

Alig asked about a meeting hosted by neighbors regarding Washington Park; Rocheftort related that there was poor attendance but there was discussion on what they would like to see in the park, regarding the playground, the open field and historic Gaylord House. Emery added that neighbors were interested in a path in the open area; Rocheftort said paths could be done via special projects and volunteer work.

Emery highlighted Council-funded safety projects; Geist explained that they included a waterline repair to Marys River House in Avery Park; matching funds for the Franklin playground; and playground fall surfacing at Lilly Park and Washington Park (he said staff would evaluate facilities to see if there was one with a higher need). Emery added that the Council one-time funding included replacing high-risk natatorium lights at Osborn Aquatic Center.

Rocheftort noted that if projects are associated with new growth and help meet capacity, then they may be eligible for funding by System Development Charges (SDC’s); the governing concept is that “growth pays for growth”. Older and pre-existing projects, including playgrounds and surfacing, are not eligible for SDC’s and are harder to find funding for. Citizen proposed projects are usually asked to find their own funding, through donations.

Hays asked about trails at Bald Hill and Chip Ross. Geist replied that volunteers and Rotary Club were currently working on alternate access on the southeast slope at Bald Hill. Initial layout and

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brushing out for the trail is underway. Regarding Chip Ross trails, once oak release fir removal is complete in summer 2016, the road surface should be re-graded properly. Hays said the survey found the very highest public request was for trails, but that is not being funded commensurately.

Vomocil moved to approve the CIP as presented and modified; Hays seconded; motion passed unanimously.

Director Emery said the CIP will be taken to the CIP Commission. The Public Participation Task Force recommendation was to sunset the CIP Commission; however, the Council has not yet acted upon that. Rochefort added that the CIP is are presented to the Planning Commission, the Budget Commission and the City Council for review and approval.

XII. GOALS REVIEW.

Director Emery suggested holding a meeting to discuss new goals in fall, given the new board members. The board could review existing goals and propose goals to the City Council for the next two years. Members concurred. Dierwechter suggested tying into Council adopted goals and other processes, and inviting the co-chairs of the 2020 Visioning process. Emery agreed the department's work could easily complement two Council Goals.

XIII. BOARD MEMBER REPORTS.

Vomocil said the Red, White and Blues Festival could not happen without the help of staff and the Youth Volunteer Corps, and extended his thanks. Wolfenbarger highlighted an upcoming Dial-A-Bus appreciation event at the Whiteside Theatre. Dierwechter highlighted the Transportation planning process underway, saying that it is an opportunity to get transit to trailheads in the system plan. On July 23, Benton County will be holding a discussion to inventory outdoor education and recreation program opportunities.

XIV. STAFF REPORTS.

Rochefort related that the Nigel Rose Weber play area project construction was about to start; a Native American ceremony is scheduled for 3:30 p.m. on August 4.

XV. COUNCIL LIAISON REPORT.

City Council Liaison Joel Hirsch highlighted the brushy area near the BMX track that is being used as a restroom, and that citizens were requesting that Parks clear its property to discourage such use. Geist replied that he had to check on ownership for the area; it could actually be owned by ODOT or the adjacent business.

Hirsch added that a citizen was irate at use of Roundup herbicide at Washington Park. Geist said it was used, and was the least toxic one available. It is not used in playgrounds, but is used in ball field infields in off-seasons. Staff were investigating using a vinegar-based spray that is a possibility for post-emergence for repeated use. Hirsch said spraying is of high concern to many. Geist emphasized that herbicides chosen are the least toxic, applied at the lowest doses and only when absolutely needed.

XVI. ADJOURNMENT: The meeting was adjourned at 8:29 p.m.



Community Development
 Planning Division
 501 SW Madison Avenue
 Corvallis, OR 97333

DRAFT
CITY OF CORVALLIS
PLANNING COMMISSION MINUTES
August 5, 2015

Present

Ron Sessions, Chair
 Tom Jensen
 Roger Lizut
 Carl Price
 Jim Ridlington
 G. Tucker Selko
 Rob Welsh
 Paul Woods
 Penny York, Council Liaison

Staff

David Coulombe, Deputy City Attorney
 Jason Yaich, Senior Planner
 Amber Bell, Assistant Planner
 Ted Reese, Public Works Engineering
 Aaron Manley, Public Works Engineering
 Terry Nix, Recorder

Absent

Jasmin Woodside

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
I.	Visitor Propositions	
II.	Public Hearing – Riverbend Square Conditional Development and Major Lot Development Option (CDP15-00001 & LDO15-00002)	Approve the requests as conditioned.
III.	Old Business	
IV.	New Business	
V.	Adjournment	Adjourned at 9:15 p.m

Attachments to the August 5, 2015 minutes:

- A. Memo: Letter from Applicant Regarding Contract of Sale (Riverbend Square – CDP15-00001/LDO15-00002)
- B. Memo: Additional Staff-Recommended Condition of Approval for Major Lot Development Option Request.
- C. Memo: Revised Recommended Motion for Major LDO (Riverbend Square – CDP15-00001/LDO15-00002)

CONTENT OF DISCUSSION

The Corvallis Planning Commission regular meeting was called to order by Chair Sessions at 7:00 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

I. VISITORS PROPOSITIONS: None.

II. PUBLIC HEARING – Riverbend Square Conditional Development and Major Lot Development Option (CDP15-00001 & LDO15-00002)

A. Opening and Procedures:

Chair Sessions welcomed citizens and reviewed the public hearing procedures. There will be a staff overview followed by the applicant's presentation. There will be a staff report and public testimony, followed by rebuttal by the applicant, limited in scope to issues raised in opposition and sur-rebuttal by opponents, limited in scope to issues raised on rebuttal. The Commission may ask questions of staff, engage in deliberations, and make a final decision. Any person interested in the agenda may offer relevant oral or written testimony. Please try not to repeat testimony offered by earlier speakers. It is sufficient to say you concur with earlier speakers without repeating their testimony. For those testifying this evening, please keep your comments brief and directed to the criteria upon which the decision is based.

Land Use decisions are evaluated against the applicable criteria from the Land Development Code and Comprehensive Plan.

Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included within a person's testimony.

The Chair opened the public hearing.

B. Declarations by the Commission:

- 1. Conflicts of Interest: None.
- 2. Ex Parte Contacts: None.
- 3. Site Visits: Commissioners Lizut, Ridlington, Selko and Sessions declared site visits.
- 4. Objections on Jurisdictional Grounds: None.

C. Staff Overview:

Assistant Planner Bell reviewed the requests for approval of a Conditional Development to allow a drive-through within the Mixed Use Community Shopping Zone; and approval of a Major Lot Development Option to provide pedestrian access exceeding the maximum length of 100 feet (LDC Section 4.10.70.02.b), measured from the street to pedestrian entrances of Building 4 and Building 5. The subject site is located northeast of the intersection of NW 9th Street and NW Starker Avenue. The site consists of Tax Lots 2600 and 2800 of Benton County Assessor's Map 11-5-26DC. The site includes three legal lots of record that were created through deed in 1958 and 1959. The Comprehensive Plan designation is Mixed Use Commercial. The Zone designation is Mixed Use Community Shopping (MUCS). Areas to the north, west and south have that same zoning. Highway 99W is located to the east, and east of that is an area zoned General Industrial. The Natural Hazards Map shows a small area of steep slopes along the eastern property boundary; however, the applicant has provided a topographic map showing that there are no steep slopes within the boundaries of the site. There are no natural resources or mapped significant vegetation within the site. The applicant is proposing commercial redevelopment which consists of five commercial buildings; however, only two plan elements require land use approvals. First, the drive-through facility is a conditionally permitted use in the MUCS Zone requiring Conditional Development approval. Second, Major Lot Development Option approval is requested to vary from LDC standards which require direct pedestrian access routes of 100 feet or less to entrances of buildings that do not have frontage along an adjacent street; this is necessary for the direct pedestrian access routes to Building 4 and 5 entrances which exceed 100 feet in length.

Planner Bell said three items have been distributed to the Planning Commission since the staff report was printed: A letter from Starker Street LLC regarding site ownership; (**Attachment A**) a staff memo dated July 31 with an additional staff-recommended condition of approval regarding compensating benefits for the LDO request; (**Attachment B**) and a staff memo dated August 5 with a revised recommended motion for the Major Lot Development Option to reflect the additional proposed condition. (**Attachment C**) Staff received a phone call in opposition today, but no formal written testimony was received.

D. Legal Declaration:

Deputy City Attorney Coulombe said the Board will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the parties an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue precludes an action for damages in Circuit Court.

E. Applicant's Presentation:

Scott Reiter, Reiter Design Group Architects, Inc., Beaverton, Oregon, came forward as the owner's representative. He showed an aerial vicinity map and several photos of the site and surrounding properties. He reviewed existing conditions, stating that there is a cluster of existing buildings, the frontage is ill-defined with multiple driveways, and there is no real

parking. He then reviewed the proposed development. There are five buildings, three of which front public roadways. The primary access to the site will be off of NW Starker Avenue. He reviewed the driveway locations, internal parking, and circulation as proposed.

Mr. Reiter showed building elevations, noting the variety of materials and designs. He said Buildings 4 and 5 are located in the northeast corner of the site and the site is bound on the north and east. The Major Lot Development Option is requested because it is not possible to comply with the Pedestrian Oriented Design Standard requiring a 100-foot maximum length pedestrian access from the street to the building entrances. He reviewed the proposed pedestrian plaza and pedestrian access routes, and proposed amenities including weather protection, wider sidewalks, planters, and trees. He then reviewed the proposed colored and stamped decorative concrete paving to enhance the pedestrian pathway, a pedestrian access route that is at least 50 percent wider than the minimum required, and two pedestrian benches.

Mr. Reiter briefly reviewed the request for a Conditional Development to allow for a drive-through facility for Building 4. He reviewed the layout and design for the drive-through, and noted it is being designed to accommodate a food service related tenant. He noted the applicant submitted a map refinement showing the mapped slopes are not an issue on this property. He reviewed the site lighting plan and landscape plan. In summary, Mr. Reiter said the proposed design complies with the applicable criteria for the MUCS zone. The Major Lot Development Option is needed due to the site being bound on the north and east and the only other option would be to not have use of that portion of the site. The added pedestrian elements and enhanced paving provide a compensating benefit in leading people from the public right-of-way to the building. He requested approval of the applications.

Commissioner Jensen asked how the applicants propose keeping drive-through traffic from impacting people trying to get into Goodwill from NW Starker Avenue. Mr. Reiter said the cue for the drive-through is set up for seven vehicles. In his experience in many jurisdictions, the cue typically ranges from five to seven vehicles. With the way the site is laid out and with this being a secondary access point, he does not foresee a line of cars into NW Starker Avenue. He clarified that a single-lane drive-through is proposed.

Commissioner Jensen asked if there is any plan to limit left turns leaving Starker Avenue. Todd Mobley, Lancaster Engineering, said his firm conducted the Transportation Impact Study for this application. He reviewed the proposal to revise the configuration of NW Starker as it approaches NW 9th to make it consistent with Cornell to the south, and to add separate left and right turn lanes as shown on the site plan.

Commissioner Jensen commented that he sees conflicts all up and down NW 9th Street and throughout town where vehicles turn left and put themselves and others in harm's way when it may be more prudent to turn right and go around the block.

In response to an inquiry from Commissioner Selko, Mr. Reiter reviewed how vehicles going through the drive-through would be expected to exit the site.

In response to an inquiry from Commissioner Woods, Mr. Reiter said the existing building to the north is under separate ownership and it is not for sale. While the applicants would like for that to be part of this development, it cannot be.

Commissioner Price asked if the applicants are in agreement with the recommended conditions of approval. Mr. Reiter said yes and no, but it's a balance of how far to push. He said it does

seem a bit out of proportion relative to the storm water line in that the developed site will discharge less storm water than it does currently, but the development is being asked to replace a large section of City line.

Commissioner Selko said that while it looks to be relative easy to access the drive-through, it looks like vehicles will be crossing the pedestrian path a minimum of three times in order to exit. He asked if consideration was given to placing the drive-through in the location of Building 3. Mr. Reiter said the idea is to screen the drive-through from the street while dealing with entrance and exit points. While vehicles will have to circulate through the site, the drive-through will be raised and accent paving will draw drivers' attention. He said the owners' preference would be to have the drive-through along the street frontage but that is not allowable under the criteria.

Chair Sessions wondered if rotating Building 5 would have improved pedestrian access and also provided a walkway along the backside of the building, thereby meeting the technicality of the standards. He asked if that was considered. Mr. Reiter said he did look at all options on the site and feels the proposed layout provides the best overall balance. Consideration was given to a sidewalk on the north side; however, given the nature of the access, they chose not to do that.

Chair Sessions said the staff report notes that there may be future street improvements on NW 9th Street that would involve a divided section with individual turn lanes. He asked how the applicant would feel if that were to occur and NW Starker Avenue was blocked to left turns. Mr. Mobley said the applicants recognize that an access control project along NW 9th Street is possible in the future and they hope to have a seat at the table to talk about locating turn restrictions that still provide access to commercial properties.

F. Staff Report:

Planner Bell said that while the overall development is required to comply with applicable Land Development Code standards, the scope of review of the Conditional Development compatibility criteria only applies to the drive-through facility and the scope of review for the Major Lot Development Option compatibility criteria only applies to the proposal to the extent that they are related to the requested variation to the 100-foot pedestrian access standards. Staff finds that the proposal as conditioned complies with the MUCS zone standards. The uses anticipated by the applicant are consistent with the zone except for the requested drive-through facility; the proposal complies with the minimum FAR standard; the buildings comply with the 20' maximum setback as conditioned; accesses are proposed to be removed from Ninth Street consistent with the requirement for access consolidation; and buildings comply with the maximum height standard.

Regarding the requirements in LDC Chapter 4.0, as conditioned and proposed, landscape strips and setback sidewalks will be provided, right-of-way dedication will be provided on NW 9th Street, pedestrian ramps will be provided, and there are transit facilities that provide service along NW 9th Street. The Traffic Impact Analysis provided by the applicant shows Level of Service (LOS) F at NW 9th Street and NW Starker Avenue at site build-out. Striping is proposed on Starker that would result in LOS D 2017, and LOS F again in 2020. As conditioned, a letter will be required for future right-in, right-out mitigation, and an intersection may be required in the future at NW 9th & Grant with future development of an adjacent site. Block parameter standards are not applicable. Regarding utilities, staff finds the requirements are met as conditioned. A fire hydrant will be provided within the site, as well as an 8-inch diameter looped water line. The applicant proposes to relocate the sewer line and it will be upsized to 8-

inches. The storm line is conditioned to be relocated and upsized to 12-inches on NW Starker Avenue. Based on the area of impervious surfaces, storm water detention is required. There are existing street lights. Utility easements will be required. Staff finds that the proposal complies with Chapter 4.0 requirements as conditioned and proposed.

Planner Bell said the applicant has assumed a variety of use types within the site and assumes 85 parking spaces will be required. The applicant proposes 89 parking spaces which is consistent with their assumptions. Compliance with parking requirements will be evaluated at the time of building permits and tenant improvement permits; therefore, staff finds the proposal as conditioned complies with parking requirements. Staff finds the landscaping and street trees as proposed and conditioned meet the requirements, and that the proposal as conditioned complies with the Pedestrian Oriented Design Standards (PODS) except for the requested variation.

Planner Bell said the Conditional Development application is subject to compatibility criteria, and she reviewed the staff discussion and conclusions for each as detailed in the written staff report. Staff finds that the drive-through facility complies with the applicable compatibility criteria with conditions. Conditions 1 through 22 are provided for overall LDC compliance, and Condition 23 is recommended for additional canopy shade trees for landscape buffering to the northeast of the drive-through.

Planner Bell said the Major Lot Development Option is subject to compatibility criteria, as well as the criteria for a Minor LDO, one of which requires compliance with building code. Section 705 of the Oregon Structural Specialty Code does not permit portions of buildings to be located over property lines unless separated by a fire wall, and this issue will need to be resolved prior to issuance of any building permits. For the requested variation, compensating benefits are required. As explained in the July 31 staff memo, staff recommends the addition of Condition 24 to clarify which compensating benefits have been provided and to delineate the precise location of decorative paving. Additionally, staff recommends additional decorative paving along the northern pedestrian access route from the plaza to Building 5 entrances. Staff finds the basic site design criterion is met through the provision of compensating benefits and through compliance of other PODS and zone standards. The proposed variation to provide longer pedestrian accesses is not anticipated to generate impacts related to noise, odors, emissions, or effects on air and water quality. Lighting and signage standards would need to be met at the time of building permits, and there are no anticipated impacts on transportation facilities, traffic and offsite parking, or utilities. Staff finds the proposal satisfies the requirements of the Major LDO review criteria as conditioned, and Condition 24 is provided for compensating benefits.

Commissioner Lizut asked what benefit comes from deferring the right-in, right-out feature between NW Starker Avenue and NW Ninth Street. Public Works Engineer Reese said the site has a LOS at build-out that is acceptable, so that improvement is not shown to be warranted.

Commissioner Price asked staff to address the proportionality of Condition 20, which was raised by the applicant. Engineer Reese said there are a couple of existing storm water lines abutting or near the site. The applicants chose to drain to an existing substandard line and the development is required to bring that up to City standards. The line goes through a portion of undeveloped property and the applicants could place a zone of benefit so a portion of the cost would be returned to the current developer when that property is developed. City Attorney Coulombe asked if the applicant provided a rough proportionality report with the application; and Planner Bell said staff did not receive one.

Commissioner Sessions asked if it would be permissible to have a split system with some of the site draining forward onto NW Ninth Street. Engineer Reese said any connection to a sub-standard system will typically be required to bring that system up to City standards, regardless of the amount of flow.

Commissioner Woods said that the Carl's Jr. located to the south of this site parallels the street and is visible from the street. Planner Bell said Chapter 4.10 requires that a drive-through facility not be located between the building and the street toward which it's oriented. Engineer Reese added that Carl's Jr. was approved prior to the current Code provisions.

Commissioner Jensen asked if there are any plans to extend Grant east from 9th Street and to provide access to this parcel from a potential stub of Grant. Engineer Reese said that would be development related and, as noted by the applicant, that access is blocked by a third party property owner who is not willing to sell.

In response to further questions from Commissioner Jensen, Planner Bell said other places in town that exceed the 100-foot pedestrian access limitation may have been constructed prior to the standard being adopted. She said the parking standards do not have any specific requirement related to employee parking.

Commissioner Jensen asked if there is any reason the buildings couldn't have been massed west on the property, closer to Ninth Street. He sees the drive-through putting pedestrians at risk because it's in the middle of the development rather than at the corner or edge. Planner Bell noted that the buildings could maybe be located closer to the street, and the applicant proposed the design as presented and requested a Major LDO with proposed compensating benefits.

Commissioner Selko asked what the solution is when the intersection at 9th Street and Starker Avenue eventually loses functionality. Engineer Reese said the solution will be to make that right-in, right-out and limit left turn movements, probably using a turn lane median on NW 9th Street.

In response to an inquiry from Commissioner Selko, Planner Bell said the three existing trees to the north are not within the boundaries of this site, and she clarified the applicant's proposed tree plantings.

Chair Sessions said it strikes him that Condition 24 might be counterproductive, in that the purpose of a plaza is to have a special place and that could be delineated with different finish materials and landscaping, but also some treatment of the walking surface. Planner Bell said the applicant shows different call outs on the site plan, but hasn't provided specifications for the paving at this time. The intent of the recommended condition is to further delineate the compensating benefits for variation to provide for better pedestrian experience.

Commissioner Woods said the proposed location of the drive-through causes vehicles to cross with pedestrians three times on exiting the site, and he asked how that fits with PODS. Planner Bell said there is a requirement with crossings that differentiated pavement be provided, and that is proposed by the applicant. Additionally, as a compensating benefit, they have proposed raised crossings. There is no specific standard regarding the number of intersections between vehicular maneuvering areas and pedestrian areas.

G. Public Testimony in favor of the application: None.

H. Public Testimony in opposition to the request: None.

I. Neutral Testimony:

John Tripp said he has questions about the proposal, such as the pedestrian situation. To him, it would make sense to put cross signals in there. He is concerned that there could be a tragedy with someone crossing 9th Street. He thinks the development would be good for south of town. He is concerned about crossing the highway because of how fast traffic goes through there.

J. Rebuttal by the Applicant:

Mr. Reiter said the applicants are in the process of a unifying deed to make this one tax lot. Regarding comments about massing buildings along 9th Street, he said tenants typically want a maximum depth of 45-feet to 60-feet which prohibited putting them back-to-back with all of the parking behind. He said the intent is that the plaza would have distinguishing treatment from the remainder, and he has no problem with the condition being amended to state that.

Mr. Mobley referred to comments regarding conflicts with the drive-through exit and pedestrian points. He said there is ample cue storage and he doesn't expect that will impede operation in the public right-of-way. The crossing point immediately after the drive-through exit is seen a lot on sites like this and, in this case, there is a raised crossing and the visibility from the driver's position is good. At the south, there is a crossing of the sidewalk to exit the site, obviously. That leaves one additional raised crossing in the middle of the site. While having drivers navigate the site creates some complexity, it also helps in slowing traffic.

In response to an inquiry from Commissioner Selko, Mr. Reiter said the existing trees that are in conflict with the sewer line will be removed, and the existing ponderosa pine in the corner of site will likely be removed. Any other discussion about trees in the application materials is relative to the proposed location of new trees. One of the buffer trees along the drive-through was determined to be too close and will be adjusted when the final landscape plan comes for permit.

K. Sur-rebuttal: None.

L. Hold the record open:

There was no request for continuance or to hold the record open. The applicant waived the seven day period to submit additional written testimony.

M. Close the public hearing:

Chair Sessions closed the public hearing.

N. Deliberations and Decision:

Commissioner Price referred to the public testimony from Mr. Tripp, and he clarified that the proposed development does not hook into Highway 99.

Commissioner Woods asked staff to comment on the phone call received. Planner Bell said there was a telephone call with a generic comment in opposition. Staff explained the options to provide testimony in writing or orally, and the caller did not submit final written testimony.

Commissioner Jensen said that walkable distances often exceed 100 feet and he doesn't see that as a conflict for moving around. He is concerned with putting the drive-through where there are pedestrians. He wondered if Buildings 3 and 4 could be swapped so drivers would only travel around the north side of what is currently Building 3. Chair Sessions said he thinks the applicants made an effort to meet the applicable standards, and he believes they have done so.

MOTION: Commissioner Welsh moved to approve the requested Conditional Development (CDP15-00001). The motion is based on the analysis and findings in the staff report presented for the August 5, 2015 Planning Commission meeting, and on the Planning Commission discussion and findings made during deliberations on the matter. Commissioner Lizut seconded the motion.

Commissioner Price said Condition 16 is proposing to place a requirement on this development that burdens it for a future development, which the Planning Commission was specifically instructed not to do.

MOTION TO AMEND: Commissioner Price moved to remove Condition 16. Commissioner Woods seconded the motion.

Commissioner Price said that during training, Planning Commissioners were told that putting conditions on a development outside of the scope of that development for future development for the City's benefit goes against case law. He feels Condition 16 does that and he would like to remove it. Engineer Reese said the condition is meant to limit any additional future onsite development from potentially blocking access from Grant. City Attorney Coulombe said he does not view this as having a nexus or takings aspect to it. With respect to whether it is clear and objective enough to impose, he thinks so but it is up to the Commission to decide.

Chair Sessions said the applicant has complied with the condition already and he is comfortable leaving it in. Brief discussion followed.

The motion to amend failed by a vote of 2-5:

Yes: Commissioners Price, Woods
No: Commissioners Jensen, Lizut, Ridlington, Selko, Welsh

Discussion followed regarding the wording of the main motion and the need to incorporate the conditions of approval.

MOTION TO AMEND: Commissioner Selko moved to amend the motion to approve the requested Conditional Development as conditioned. Commissioner Welsh seconded the motion and it passed unanimously.

The amended main motion passed unanimously.

MOTION: Commissioner Woods moved to approve the requested Major Lot Development Option (LDO15-00002) as conditioned and including Condition 24. The motion is based on the analysis and findings in the staff report presented for the August 5, 2015 Planning Commission meeting, and Staff Memorandum dated July 31, 2015, and on the Planning Commission's

discussion and findings made during deliberations on the matter. Commissioner Price seconded the motion and it passed unanimously.

This decision may be appealed to the City Council within 12 days.

IV. OLD BUSINESS:

Commissioner Lizut commented on the issue of questions directed to the applicant. He said that while it is appropriate for Commissioners to ask questions and request clarification of the applicant, it is not appropriate for them to give suggestions or recommended changes to the design. Chair Sessions agreed that it is not the Commission's job to design the project; however, he feels it is appropriate to ask if the applicant had considered certain things because this gives them a chance to talk about why they made certain decisions. Commissioner Selko said that while he is not an engineer who has the ability to design a site, he thinks it's valuable to ask if consideration was given to another plan in order to understand the applicant's reasoning for designing a site the way that they did. Brief discussion followed and the Chair requested comment from legal counsel. City Attorney Coulombe said there are elements of both views that are valid. While the Planning Commission is not a design board, a Commissioner might find that asking the applicant if they have considered some design element in a particular way helps them to better understand the project.

Commissioner Jensen said he was confused during the voting in tonight's public hearing, and he had not intended to vote in favor of the drive-through conditional use. Discussion followed regarding ways in which Commissioners can slow the process and request clarification prior to the vote. Commissioner Price said the City Council often clarifies the motion prior to calling for the vote; he urged following their lead. Councilor York said it might be helpful if the staff report included explanatory language on the same page as the recommended motions. She said that it is important for Commissioners to ask questions and let it be known if they are frustrated, that the Chair should be attentive and ensure everyone is ready before proceeding to a vote, and that fellow Commissioners who see someone is struggling can also slow the process and request clarification. City Attorney Coulombe noted that Chair Sessions is new to the role and that it takes time to develop the expertise to be a gatekeeper who is attuned to the decision makers, making sure everyone gets a chance to speak, and then restating the motion before asking for a vote.

Commissioner Woods said he believes the Planning Commission should hold a meeting on August 19 as scheduled. Chair Sessions asked him to circulate the agenda items he would like to see on that date.

Commissioner Price advised that he will be absent on August 19.

V. NEW BUSINESS: None.

VI. ADJOURNMENT: The meeting was adjourned at 9:15 p.m.



MEMORANDUM

DATE: July 28, 2015

TO: Planning Commission

FROM: Amber Bell, Assistant Planner

SUBJECT: Letter from Applicant Regarding Contract of Sale
(**Riverbend Square - CDP15-00001/LDO15-00002**)

Since the publication of the August 5, 2015 Staff Report, the applicant has submitted a letter that further describes property ownership of the site, specifically, that the owner (Goldfinch Real Estate, LLC) has the contractual right to process a land use application for development of the property per their Contract of Sale with Starker Street, LLC. While Starker Street, LLC is listed on the title for the property, and may also be considered an owner of the site, the manager of Starker Street, LLC, has provided and signed the aforementioned letter. Therefore, staff consider property ownership signature requirements to be satisfied.

Attachment

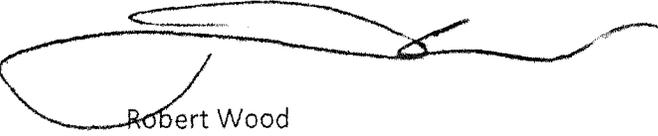
- Letter from Starker Street, LLC

July 24, 2015

To whom it may concern,

I am the manager of Starker Street LLC, (Starker). Starker is vested in title to certain real property, generally located at the NW corner of Starker St. and 9th St. in Corvallis, Oregon (the Property). Under the terms of a contract of sale, by and between Starker and Goldfinch Real Estate LLC (Goldfinch) concerning the Property, Goldfinch has the contractual right to process a land use application for development of the Property.

Should you have questions or comments concerning this matter, please do not hesitate to contact me.



Robert Wood
Manager

STARKER SREET LLC
POST OFFICE BOX 13969
SALEM OREGON 97309
503-589-9797 503-589-9951 fax

RECEIVED

JUL 28 2015

Community Development
Planning Division



MEMORANDUM

DATE: July 31, 2015

TO: Planning Commission

FROM: Amber Bell, Assistant Planner

SUBJECT: Additional Staff-Recommended Condition of Approval for Major Lot Development Option Request
(Riverbend Square - CDP15-00001/LDO15-00002)

This memorandum includes an additional staff-recommended condition of approval regarding compensating benefits for the Riverbend Square Major Lot Development Option (LDO) request (LDO15-00002).

With regards to the Major LDO request to vary from LDC Section 4.10.70.02.b, the applicant describes proposed compensating benefits on page 17 and 18 of the application. One of the compensating benefits proposed by the applicant is a "wide pedestrian sidewalk with colored and stamped decorative paving." LDC Section 4.10.70.03.a.5 requires pedestrian crossings through parking lots to be clearly marked with contrasting paving materials. The applicant proposes to meet this requirement while also proposing to raise crossings along the pedestrian access routes and through the drive-through (identified as Key Note #20 on Drawing A-1.0, the Site Plan). The applicant proposes to extend colored and stamped decorative paving beyond pedestrian crossings in some locations (see Key Note #19 on the Site Plan). However, the applicant's site plan does not show the precise location of enhanced ornamental sidewalk treatments. Furthermore, staff note that the pedestrian access to Building 5 tenant spaces is measured along the northern pedestrian access route, but the Site Plan does not show colored and stamped decorative paving along the northern pedestrian access route, except where required for pedestrian crossings.

Based on this information, staff find that an additional condition of approval and an associated drawing is needed to delineate the precise location of enhanced ornamental sidewalk treatments. Additionally, staff find that the proposed compensating benefit to provide colored and stamped decorative paving should include extending enhanced ornamental paving (Key Note #19) along the entirety of the pedestrian access route to Building 5 tenant spaces, outside of areas identified as "decorative walkway paving

raised crossings” (Key Note #20) and “decorative plaza area paving” (Key Note #2). Staff recommend **Condition #24**, which would require colored and stamped decorative paving along the pedestrian access route to Building 5 tenant spaces and establish the minimum areas in which the proposed paving treatments are required (see **Attachment A**).

Additionally, as noted in the staff report, not all of the compensating benefits proposed by the applicant exceed Land Development Code requirements. The applicant also lists amongst proposed compensating benefits wide sidewalks along building frontages and awnings for weather protection. Staff find that weather protection is required per LDC Section 4.10.70.03.a.2 and LDC Section 4.10.70.05.a.1.a. Additionally, staff find that the applicant has proposed wider sidewalks along building frontages as one of three pedestrian amenities required per LDC Section 4.10.70.05.a.2. Proposed and conditioned compensating benefits found to comply with Major LDO review criteria are listed in **Condition #24**.

Additional Condition Proposed:

Condition #24 - Compensating Benefits for Variation:

Proposed compensating benefits are discussed on pages 17 and 18 of the application. Staff findings regarding compensating benefits for the Major LDO request are located on page 44 of the staff report. The following compensating benefits are proposed, as depicted on Drawing A-1.0, and shall be provided:

- *A 7.5-ft. wide pathway for the southern pedestrian access route, which is 50% greater than the minimum requirement sidewalk width (5 ft.)*
- *Enhanced ornamental sidewalk treatments (integral colored and stamped concrete)*
- *Raised pedestrian crossings in the parking lot along the pedestrian access routes and through the drive-through*
- *A bench located along the northern and southern pedestrian access routes, in addition to bench seating proposed within the pedestrian plaza*

*Additionally, the applicant shall construct decorative walkways, consisting of integral colored and stamped concrete, shown as Note 19 on the applicant’s site plan (Drawing A-1.0), in at least the locations depicted on “**Attachment A - Location of Decorative Walkway Paving.**” The applicant may provide decorative walkway paving that exceeds the areas depicted on **Attachment A**.*

Attachment:

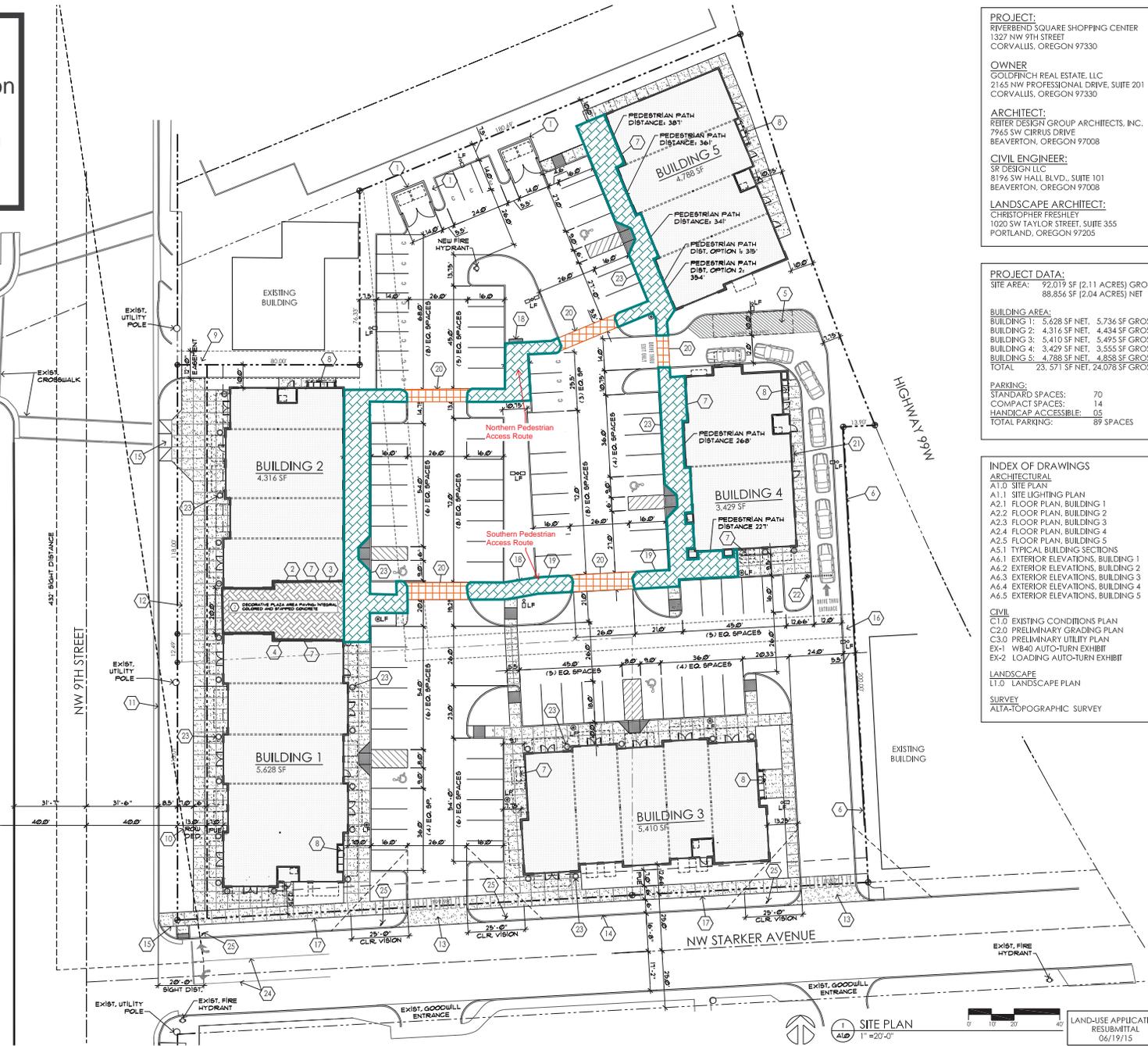
- **“Attachment A”** - Location of Decorative Walkway Paving Drawing, Corresponding to Condition #24

"Attachment A"
Staff-Recommended Location
of Decorative Walkway
Paving, corresponding with
Condition #24

Attachment B - 3

KEY NOTES:

- 1 SPLIT FACED CMU TRASH ENCLOSURE WITH STEEL GATES, 6'-0" HIGH
- 2 DECORATIVE PLAZA AREA PAVING INTEGRAL COLORED AND STAMPED CONCRETE
- 3 6" DOUBLE SIDED WOOD BENCH
- 4 RAISED SPLIT-FACED CMU PLANTER WALLS WITH CAST STONE CAP AT BEAT HEIGHT
- 5 10' WIDE BY 35' LONG LOADING AREA
- 6 6" HIGH BIGHT OBSCURING FENCE
- 7 (2) BICYCLE PARKING SPACES WITH INVERTED "U" STYLE RACK
- 8 ELECTRICAL SERVICE EQUIPMENT AND METERS
- 9 EXISTING 12' ACCESS EASEMENT
- 10 15' RIGHT-OF-WAY DEDICATION
- 11 NEW CONCRETE CURB-GUTTER PER CITY STANDARDS. SEE THE CIVIL DRAWINGS
- 12 EXISTING 2' SIDEWALK EASEMENT TO BE ABANDONED
- 13 COMMERCIAL DRIVEWAY PER CITY OF CORVALLIS STANDARDS
- 14 NEW CONCRETE CURB PER CITY STANDARDS. SEE THE CIVIL DRAWINGS
- 15 NEW ACCESSIBLE CURB RAMP PER CITY STANDARDS. SEE THE CIVIL DRAWINGS
- 16 EXISTING 15' SANITARY SEWER EASEMENT
- 17 NEW 6" WIDE CONCRETE WALK PER CITY STANDARDS WITH NEW 4' SIDEWALK EASEMENT. SEE THE CIVIL DRAWINGS
- 18 6" WOOD BENCH
- 19 DECORATIVE WALKWAY PAVING INTEGRAL COLORED AND STAMPED CONCRETE
- 20 DECORATIVE WALKWAY PAVING RAISED CROSSING INTEGRAL COLORED AND STAMPED CONCRETE, CONTRASTING COLOR TO ADJACENT AC PAVING
- 21 DRIVE-THRU MENU BOARD
- 22 OVERHEAD CLEARANCE BAR
- 23 PRECAST CONCRETE PLANTER
- 24 RIGHT TURN AND LEFT TURN STRIPING MITIGATION PER TRAFFIC IMPACT ANALYSIS
- 25 NO PARKING SIGNAGE MITIGATION PER TRAFFIC IMPACT ANALYSIS



PROJECT:
RIVERBEND SQUARE SHOPPING CENTER
1327 NW 9TH STREET
CORVALLIS, OREGON 97330

OWNER:
GOLDFINCH REAL ESTATE, LLC
2165 NW PROFESSIONAL DRIVE, SUITE 201
CORVALLIS, OREGON 97330

ARCHITECT:
REITER DESIGN GROUP ARCHITECTS, INC.
7965 SW CIRRUS DRIVE
BEAVERTON, OREGON 97008

CIVIL ENGINEER:
SR DESIGN LLC
8194 SW HALL BLVD., SUITE 101
BEAVERTON, OREGON 97008

LANDSCAPE ARCHITECT:
CHRISTOPHER FRESHLEY
1020 SW TAYLOR STREET, SUITE 355
PORTLAND, OREGON 97205

PROJECT DATA:
SITE AREA: 92,019 SF (2.11 ACRES) GROSS
88,856 SF (2.04 ACRES) NET

BUILDING AREA:
BUILDING 1: 5,628 SF NET, 5,736 SF GROSS
BUILDING 2: 4,316 SF NET, 4,434 SF GROSS
BUILDING 3: 5,410 SF NET, 5,495 SF GROSS
BUILDING 4: 3,429 SF NET, 3,555 SF GROSS
BUILDING 5: 4,788 SF NET, 4,858 SF GROSS
TOTAL 23,571 SF NET, 24,078 SF GROSS

PARKING:
STANDARD SPACES: 70
COMPACT SPACES: 14
HANDICAP ACCESSIBLE: 18
TOTAL PARKING: 89 SPACES

INDEX OF DRAWINGS
ARCHITECTURAL
A1.0 SITE PLAN
A1.1 SITE LIGHTING PLAN
A2.1 FLOOR PLAN, BUILDING 1
A2.2 FLOOR PLAN, BUILDING 2
A2.3 FLOOR PLAN, BUILDING 3
A2.4 FLOOR PLAN, BUILDING 4
A2.5 FLOOR PLAN, BUILDING 5
A5.1 TYPICAL BUILDING SECTIONS
A6.1 EXTERIOR ELEVATIONS, BUILDING 1
A6.2 EXTERIOR ELEVATIONS, BUILDING 2
A6.3 EXTERIOR ELEVATIONS, BUILDING 3
A6.4 EXTERIOR ELEVATIONS, BUILDING 4
A6.5 EXTERIOR ELEVATIONS, BUILDING 5

CIVIL
C1.0 EXISTING CONDITIONS PLAN
C2.0 PRELIMINARY GRADING PLAN
C3.0 PRELIMINARY UTILITY PLAN
EX-1 W/40' AUTO-TURN EXHIBIT
EX-2 LOADING AUTO-TURN EXHIBIT

LANDSCAPE
L1.0 LANDSCAPE PLAN

SURVEY
ALTA-TOPOGRAPHIC SURVEY

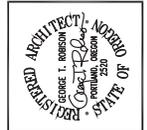
SCALE:
1" = 20'-0"

DATE: JUNE 19, 2013

SCALE: 1" = 20'-0"

DATE: JUNE 19, 2013

DATE: JUNE 19, 2013



R.D.G.
REITER DESIGN GROUP
ARCHITECTS, INC.
7965 SW CIRRUS DRIVE
BEAVERTON, OREGON 97008

RIVERBEND SQUARE
COMMERCIAL - RETAIL SHOPPING CENTER
1327 NW 9TH STREET CORVALLIS, OREGON
ARCHITECT:
GOLDFINCH REAL ESTATE, LLC
2165 NW PROFESSIONAL DRIVE CORVALLIS, OREGON 97330

SITE PLAN	
DATE: JUNE 19, 2013	REVISION:
SCALE: 1" = 20'-0"	
DATE: JUNE 19, 2013	
SCALE: 1" = 20'-0"	

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1.0

LAND-USE APPLICATION
RESUBMITTAL
06/19/15



MEMORANDUM

DATE: August 5, 2015

TO: Planning Commission

FROM: Amber Bell, Assistant Planner

SUBJECT: Revised Recommended Motion for Major LDO
(Riverbend Square - CDP15-00001/LDO15-00002)

In a separate staff memorandum to the Planning Commission dated July 31, 2015, staff recommend the addition of **Condition #24** to further address compensating benefit requirements for the Riverbend Square Major Lot Development Option. To reflect this, staff have revised the recommended motion for the Major Lot Development Option. This revised motion and the recommended motion for the Conditional Development request are provided below:

Staff Recommended Motions

I move to approve the requested Conditional Development (CDP15-00001). My motion is based on the analysis and findings in the staff report presented for the August 5, 2015 Planning Commission meeting, and on the Planning Commission's discussion and findings made during deliberations on the matter.

I move to approve the requested Major Lot Development Option (LDO15-00002) and to add Condition of Approval #24. My motion is based on the analysis and findings in the staff report presented for the August 5, 2015 Planning Commission meeting, the Staff Memorandum dated July 31, 2015, and on the Planning Commission's discussion and findings made during deliberations on the matter.

MEMORANDUM

To: City Council Members
From: Biff Traber, Mayor 
Date: August 31, 2015
Subject: Vacancy on Budget Commission

Tom Frederick resigned from the Budget Commission, effective immediately. Tom's term on the Commission expires June 30, 2017.

I would appreciate your nominations of citizens to fill this vacancy.

MEMORANDUM

To: City Council Members
From: Biff Traber, Mayor 
Date: September 3, 2015
Subject: Appointments to Advisory Boards

I am appointing the following persons to the advisory boards indicated for the terms of office shown:

Arts and Culture Advisory Board

Marci Sischo
Term expires June 30, 2016

Marci is the Social and Digital Media Coordinator at Visit Corvallis and has worked with our arts and culture community on several projects, including collecting and promoting arts and culture events via a dedicated page on Visit Corvallis' Web site and publication of press releases and announcements via Visit Corvallis' blog, newsletters, and social media channels.

Bicycle and Pedestrian Advisory Board

Trevor Heald
Term expires June 30, 2017

Trevor is a bicyclist and pedestrian and is active in the cycling community. He's been involved with the Bicycle Collective and is employed at Cycletopia.

Community Relations Advisory Group

Leslie Schacht Drey
Term expires June 30, 2017

Leslie is OSU's Director of Fraternity and Sorority Life.

City Council Members
Re: Appointments to Advisory Boards

September 3, 2015
Page 2

Housing and Community Development Advisory Board

Donna Rinaldi
Term expires June 30, 2018

Donna is a Realtor with Coldwell Banker and is interested in affordable housing, social services, and working with the Housing and Community Development Advisory Board.

Parks, Natural Areas, and Recreation Advisory Board

Greg Alpert
Term expires June 30, 2018

Greg has been an active Parks and Recreation Department volunteer for many years. He led reclamation of the Pioneer Ultimate Field and the disc golf course at Willamette Park. He served on the Kendal Farm/Crystal Lake "how to divide the fields" task force. He believes it is time to volunteer again.

I will ask for confirmation of these appointments at our next Council meeting, September 21, 2015.

MEMORANDUM

To: Mayor and City Council

From: Tony Krieg, Customer Services / Risk Manager *dk*

Subject: Liquor License Investigation New Outlet – Shonnard’s Inc

Date: September 1, 2015

The City has received an application from Christopher & Lynnette Shonnard, owners of Shonnard’s Inc, located at **6600 SW Philomath Blvd Corvallis, OR 97333**. This application is for a New Outlet with a Off Premise sales liquor license.

An affirmative recommendation has been received from the Police, Fire, and Community Development Departments. No citizen comments or input were received regarding this application for endorsement.

Staff recommends the City Council authorize endorsement of this application.

Off Premise Sales:

Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting

TO: Mayor and City Council for September 8, 2015
FROM: Kent Weiss, Interim Community Development Director
DATE: September 2, 2015
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: City Council Acknowledgment of Population Forecast for
 Corvallis Urbanization Study/Buildable Lands Inventory



Action Requested:

Staff recommend that the City Council acknowledge the population forecast presented and explained in this memorandum. The forecast projects population change for Corvallis and the Corvallis Urban Growth Boundary for the next twenty-year planning period.

Discussion:

On March 2, 2015, City Council received an update from the Community Development Department regarding the Council approved bi-annual planning work program. One of the long range planning items identified in the March 2nd Council packet was initiation of the City's Urbanization Study/Buildable Lands Inventory (BLI) update.

The City has selected ECONorthwest, a land use planning and economics consulting firm, to carry out the Urbanization Study/BLI work, and to complete the two analyses required for that work: a Housing Needs Analysis and an Economic Opportunities Analysis. Based on Oregon Administrative Rules (OAR), these analyses must include an estimate of buildable lands (residential and non-residential) and assess whether Corvallis has sufficient amounts within its Urban Growth Boundary (UGB) to accommodate the next 20 years of development that is expected based on forecasted population and employment growth. The 20-year period covered by the current Urbanization Study/BLI is 2016 through 2036.

Current BLI Background

The City's current Buildable Lands Inventory and Land Need Analysis was adopted in 1998. Since that time, the BLI has served as one tool used for evaluating changes to the City's Comprehensive Plan and zoning maps, and for addressing other urbanization questions that the community has faced such as the need for annexations.

Changes in State Law and New Method for Population Forecasts

The need for the Urbanization Study is derived from the Oregon Land Use Planning program, and in particular, Oregon Administrative Rules that direct cities to update their Comprehensive Plan on a periodic basis. As components of the Urbanization Study, the BLI and land needs analyses serve as an objective, quantifiable set of data, identifying how much land and what types of uses associated with that land are necessary to accommodate population and employment growth over the planning period. This analysis and resultant dataset can then be used to inform land use policy decisions that may ultimately lead to changes to the city's Comprehensive Plan and zoning maps. The first task in developing the urbanization study and land use needs analysis is to forecast the City's population at the end of the long-range planning period.

Several changes have occurred recently in the Oregon Administrative Rules (OAR) related to development of a Housing Needs Analysis and Economic Opportunities Analysis. Most recently, the Oregon Land Conservation and Development Commission adopted changes to the rules that prescribe the method that counties and cities must use for forecasting their population. Based on these rule changes,

official coordinated population forecasts for land use planning purposes are required to be conducted by the Population Research Center at Portland State University (PSU), as part of the Oregon Population Forecast Program (<http://www.pdx.edu/prc/opfp>). The City is now required to utilize the OAR-prescribed population forecasting methodology.

It is not expected that a final PSU forecast for Benton County and Corvallis will be completed until the summer of 2017. In consultation with both the Department of Land Conservation and Development (DLCD) and the Population Research Center, it was determined that Corvallis will need to follow the Interim Forecasts method described in OAR 660-032-0040. Based on this method and Oregon Office of Economic Analysis (OEA) and other data acquired through the Population Research Center, the following estimate for Corvallis' population has been prepared and confirmed with DLCD and PSU:

	City of Corvallis	Corvallis Urban Growth Boundary (UGB)
2014 PSU Population Estimate	56,535	59,185
Annualized projected growth rate	.732%	.732%
# of years between 2014 and 2036	22	22
2036 Projection	66,413	69,527

It is anticipated that the new Buildable Lands Inventory will be completed and adopted sometime in 2016. Therefore, the population forecast in the table above projects a population total for the year 2036 (to cover the twenty year planning period), and includes both the population expected within the City limits of Corvallis, and the total expected within the Corvallis Urban Growth Boundary. City Council acknowledgment of this population forecast will enable ECONorthwest to complete their BLI analyses. After completion of the analyses and Urbanization Study (including the Housing Needs Analysis and Economic Opportunities Analysis), the Planning Commission and City Council will then be asked to review and adopt the Urbanization Study in the form of a Comprehensive Plan amendment. The final Urbanization Study will include this acknowledged population forecast, as well as an estimate of the city's land use needs for the planning period.

Budget Impact:

None.

Attachment A - Interim Population Forecast for 2036 (calculation worksheets)

Interim Population Forecast for 2036 City of Corvallis and Corvallis Urban Growth Boundary

Table 1: 2010 Population - Urban Growth Boundary Population Percentage (2010 Census and PSU UGA Figures)

This table includes the 2010 US Decennial Census Population for the City of Corvallis and the Corvallis Urban Growth Area. Determines UGB population as percentage of Corvallis population in City limits.

2010 US Decennial Census	54462	104.688%

Table 2: 2014 Population Estimates and Projection for 2036

2014 PSU Population Estimate¹	56535	59185
annualized growth rate projected ²	0.732%	0.732%
# of years between 2014 and 2036	22	22
2036 Projection³	66413	69527
check growth rate	0.732%	0.732%

¹ 2014 Corvallis UGB population calculated by multiplying 2014 official PSU estimate for City of Corvallis population by ratio derived in Table 1.

² Annualized growth rate based on Office of Economic Analysis, Department of Administrative Services, State of Oregon Projections for Benton County, issued March 2013. Data provided by Portland State University (PSU) - Population Research Center.

³ Projection based on OAR Rules adopted in 2015. This is the method that Corvallis must use per OAR 660-032-0040 (Interim Forecast), using Oregon Office of Economic Analysis (OEA) 2015-2035 Annualized Growth Rate Forecast Published for Benton County in 2013.

From OAR 660-Div 32

(8) For purposes of this rule:

(a) "Annualized growth rate" means the forecasted average annual (annualized) growth rate determined from the most recent published OEA forecast, calculated from 2015 to the 5-year time interval nearest the end of the planning period.

Forecasts of Oregon's County Populations and Components of Change, 2010 - 2050

CALCULATION METHOD AND OEA DATA PROVIDED BY PSU Population Research Center

Prepared by Office of Economic Analysis, Department of Administrative Services, State of Oregon

Release date: March 28, 2013

Area Name	Estimate							PSU'S ESTIMATES		FORECAST							annualized growth rate from 2015 to 2035	
	1980	1985	1990	1995	2000	2005	2010	2011	2012	2015	2020	2025	2030	2035	2040	2045		2050
Oregon	2,642,128	2,672,648	2,860,375	3,184,369	3,431,100	3,626,900	3,837,300	3,857,625	3,883,735	4,001,600	4,252,100	4,516,200	4,768,000	4,995,200	5,203,000	5,398,800	5,588,500	0.732%
Baker	16,158	15,731	15,433	16,691	16,726	16,326	16,185	16,215	16,210	16,235	16,315	16,373	16,395	16,371	16,325	16,267	16,238	
Benton	68,493	67,275	71,059	76,517	78,334	82,070	85,735	85,995	86,785	87,977	91,379	94,984	98,516	101,848	105,050	108,297	111,666	0.732%
Clackamas	242,981	250,118	280,862	314,922	339,299	358,301	376,780	378,480	381,680	393,217	422,576	454,311	485,054	512,731	537,753	561,011	583,814	
Clatsop	32,561	32,452	33,436	35,527	35,666	36,179	37,070	37,145	37,190	37,604	38,461	39,358	40,072	40,521	40,751	40,934	41,149	0.732%
Columbia	35,744	35,707	37,809	40,576	43,698	46,662	49,430	49,625	49,680	51,319	54,517	58,012	61,273	64,130	66,683	69,053	71,406	
Coos	63,944	59,941	60,441	63,549	62,788	62,739	63,035	62,960	62,890	63,299	64,098	64,816	65,210	65,172	64,934	64,695	64,654	0.732%
Crook	13,099	13,137	14,258	16,843	19,226	19,228	21,020	20,855	20,650	21,124	21,933	22,793	23,821	24,974	26,117	27,270	28,496	
Curry	17,078	16,664	19,449	21,009	21,168	21,844	22,355	22,335	22,295	22,321	23,087	23,854	24,440	24,751	24,912	25,019	25,187	0.732%
Deschutes	62,397	64,959	76,053	95,491	116,278	135,588	157,905	158,875	160,140	166,892	182,455	198,650	214,288	228,501	241,223	252,555	262,958	
Douglas	93,837	91,956	95,050	98,874	100,579	104,253	107,690	107,795	108,195	110,562	116,113	121,715	126,642	130,550	133,786	136,710	139,675	0.732%
Gilliam	2,045	1,840	1,719	1,799	1,914	1,882	1,870	1,880	1,900	1,958	2,062	2,172	2,280	2,378	2,472	2,567	2,672	
Grant	8,210	8,137	7,870	8,042	7,923	7,646	7,460	7,450	7,450	7,414	7,321	7,199	7,029	6,785	6,486	6,158	5,840	0.732%
Harney	8,237	7,209	7,068	7,238	7,605	7,492	7,445	7,405	7,315	7,425	7,404	7,358	7,280	7,175	7,066	6,960	6,861	
Hood River	15,863	16,245	16,960	18,916	20,458	21,478	22,385	22,625	22,875	23,675	25,628	27,827	29,979	31,909	33,530	34,888	36,066	0.732%
Jackson	133,000	136,444	147,392	167,378	181,796	192,052	203,340	203,950	204,630	210,015	223,458	238,955	253,274	265,624	276,551	286,648	296,388	
Jefferson	11,692	12,748	13,853	16,949	19,073	19,974	21,750	21,845	21,940	22,625	24,054	25,593	26,995	28,239	29,413	30,534	31,595	0.732%
Josephine	58,982	60,666	62,985	71,313	75,897	79,134	82,775	82,820	82,775	85,313	90,776	96,468	101,596	105,829	109,526	112,906	116,217	
Klamath	59,280	57,476	57,948	61,132	63,842	65,018	66,508	66,580	66,740	67,292	68,853	70,331	71,483	72,243	72,835	73,446	74,111	0.732%
Lake	7,584	7,608	7,182	7,484	7,434	7,684	7,890	7,885	7,920	7,919	7,936	7,948	7,931	7,893	7,865	7,856	7,880	
Lane	275,828	267,051	284,261	306,704	323,663	337,992	352,010	353,155	354,200	361,474	378,335	394,921	410,247	424,117	437,345	450,866	464,839	0.732%
Lincoln	35,443	35,979	39,075	44,112	44,519	45,192	46,135	46,155	46,295	47,590	49,535	51,371	52,857	53,895	54,688	55,421	56,245	
Linn	89,716	88,019	91,690	98,853	103,394	110,222	116,840	117,340	118,035	121,142	128,454	136,224	143,673	150,395	156,505	162,360	168,189	0.732%
Malheur	26,980	27,878	26,162	29,550	31,609	31,508	31,345	31,445	31,395	32,033	32,723	33,377	33,906	34,287	34,528	34,708	34,837	
Marion	205,599	213,019	229,938	260,879	285,572	299,481	315,900	318,150	320,495	331,643	355,189	381,089	406,612	430,652	453,557	476,060	498,624	0.732%
Morrow	7,497	8,090	7,618	9,075	11,000	11,149	11,175	11,270	11,300	11,668	12,307	13,011	13,726	14,373	14,964	15,527	16,098	
Multnomah	563,632	564,249	586,617	629,617	662,290	696,519	736,785	741,925	748,445	768,632	807,198	845,356	879,987	909,947	936,729	960,930	982,504	0.732%
Polk	45,362	45,231	49,924	56,759	62,679	69,256	75,965	75,965	75,965	80,204	88,081	96,731	105,274	113,348	121,044	128,496	135,877	
Sherman	2,168	2,141	1,924	1,988	1,930	1,845	1,765	1,765	1,765	1,735	1,716	1,718	1,731	1,745	1,758	1,767	1,782	0.732%
Tillamook	21,259	21,022	21,638	23,593	24,287	24,691	25,260	25,255	25,305	25,733	26,760	27,791	28,723	29,485	30,127	30,716	31,328	
Umatilla	59,145	60,024	59,433	65,535	70,680	74,226	76,000	76,580	77,120	78,887	83,359	88,366	93,673	98,820	103,809	108,860	114,054	0.732%
Union	24,050	24,131	23,674	24,931	24,561	25,096	25,810	25,980	26,175	26,964	28,216	29,419	30,530	31,548	32,572	34,211	35,973	
Wallowa	7,301	7,323	6,945	7,504	7,221	7,084	7,005	6,995	7,015	7,070	7,058	7,016	6,954	6,865	6,744	6,604	6,476	0.732%
Wasco	21,951	22,627	21,781	23,011	23,827	24,469	25,235	25,300	25,485	26,037	27,388	28,827	30,186	31,359	32,405	33,351	34,274	
Washington	247,848	269,244	315,469	384,335	447,298	488,902	531,070	536,370	542,845	570,672	622,368	677,017	731,125	782,316	830,100	874,372	915,979	0.732%
Wheeler	1,504	1,470	1,400	1,565	1,544	1,467	1,440	1,435	1,425	1,407	1,378	1,353	1,332	1,311	1,285	1,266	1,250	
Yamhill	55,660	58,837	65,999	76,108	85,325	92,250	99,405	99,850	100,550	104,525	113,611	123,897	133,907	143,117	151,564	159,512	167,300	0.732%

I calculated the annualized growth rate above (in column T) using the formula I gave you in the body of the email. For the Corvallis UGB forecast, it is my understanding that you would then apply this growth rate to the most recent population for the Corvallis UGB.

To get the most recent Corvallis UGB population, you could obtain from Census 2010 the populations for the Corvallis 'Urban Growth Area' and for the city of Corvallis; then you would calculate the ratio of the

UGA population to the city population (we will assume the UGA for the UGB; the Census Bureau calls our special UGB areas, UGAs).

Multiply this ratio by most recent population of Corvallis (2014=56,535) to arrive at the estimated Corvallis UGB for 2014.

To illustrate how to apply the annualized growth rate, I use the city of Corvallis as an example (use this formula in the cell highlighted blue):

	2014 pop est	# years to 2036	Pop in 2036	check growth rate
City of Corvallis	56,535	22	66,413	0.767%

click on cell above to see formula to apply the growth rate to forecast 2035 population.

August 31, 2015 - Memorandum to Mayor and City Council
Urbanization Study - Population Forecast Assumptions
ATTACHMENT A (Page 2 of 2)

TO: City Council for September 8, 2015
FROM: Kent Weiss, Interim Community Development Director *KW*
DATE: August 25, 2015
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
SUBJECT: Schedule a Public Hearing for an Appeal of a Historic Resources
Commission Decision (HPP15-00014, Berman Rental – Basement Addition)



Action Requested:

Staff recommend Council schedule a public hearing for September 21, 2015 to consider an appeal of the Historic Resources Commission's decision to approve, with conditions, HPP15-00014.

Discussion:

On August 11, 2015, the Historic Resources Commission (HRC) held a public hearing, deliberated, and voted to approve, with conditions, a Historic Preservation Permit (HPP) associated with the historic Berman Rental located at 211 NW 29th Street. A Notice of Disposition was signed by the Vice-Chair of the HRC on August 12, 2015, formalizing their decision. On August 18, 2015, the City received an appeal of the HRC's decision from the applicant. Appeals of HRC decisions are heard by the City Council. The City Council is asked to schedule a public hearing for September 21, 2015 to consider the appeal of the Historic Resources Commission's decision. Scheduling the public hearing for September 21, 2015 will allow the City to take final action on the application within 120 days after the application was deemed complete, as required per Oregon Revised Statutes § 227.178(1).



TO: Mayor and City Council for September 8, 2015
 FROM: Kent Weiss, Interim Community Development Director *KW*
 THROUGH: Mark Shepard, P.E., City Manager *MS*
 SUBJECT: Interim Parking Development Agreement – Valley Football Center

Action Requested:

Staff recommends Council approve the parking proposal for the proposed Valley Football Center expansion at Oregon State University (OSU) conditioned on OSU entering into a Development Assurance Agreement, acceptable to the City Manager and City Attorney, to address the timing of installing required sidewalk and parking improvements. Staff further recommends the City Council allow the habitable floor area of the building, and the amount of existing parking displacement/replacement/addition, to increase or decrease by up to 25%.

Discussion:

Background

The City and Oregon State University entered into an Interim Parking Development Agreement in April of 2015. This Agreement requires OSU to provide auto parking to replace any vehicle parking being displaced as part of a development, or when required in conjunction with new habitable floor area being added to a development.

OSU is proposing an expansion of the Valley Football Center. The proposed addition to the Valley Football Center adds 27,305 square feet of new habitable floor area. Additionally, the proposal will remove approximately 15,100 square feet of existing bleachers that are located on the north end of the football field and replace them with approximately 7,812 square feet of new bleacher seating in roughly the same vicinity. The site is shown in the aerial photo included here as **Attachment A**.

The Valley Football Center expansion triggers sidewalk and street tree improvements along Ralph Miller Lane which is a private roadway through an existing parking lot. These sidewalk and street tree improvements are required in accordance with Section 3.36 and 4.0 of the City's Land Development Code (LDC).

Interim Parking Development Agreement

City and OSU staff have had several discussions regarding the parking impacts of the Valley Football Center expansion. These discussions have led to an agreement on the parking impacts and mitigation required by the Valley Football Center expansion project. Based on the language in the Interim Parking Development Agreement City and OSU staff:

1. Agree on the need for OSU to provide twelve (12) replacement parking spaces because of the impact of the reconfiguration of the sidewalk and parking areas to the north of the building that will result in the removal of 12 existing vehicle parking spaces;
2. Agree that the increase in habitable floor area of the Valley Football Center trigger an additional auto parking need of 33 parking spaces;
3. Agree that bleachers should be considered habitable floor area when determining the Auto Parking Need associated with the development. Therefore, because of the 7,288 square foot reduction in bleacher space (habitable floor area) OSU receives a credit for 9 parking spaces;

4. Agree that the vehicle parking spaces being removed (65) to accommodate improvements to Ralph Miller Lane are subject to replacement per the Interim Parking Development Agreement. The improvements to Ralph Miller Lane are part of the development of the Valley Football Center expansion as required by the LDC and therefore, the impacts on parking from this development-required improvement constitute Auto Parking Loss and these spaces must be included in the Replacement Parking calculation.

Under the terms of the Interim Parking Development Agreement OSU will need to provide 101 parking spaces to accommodate the impacts of the Valley football Center expansion. 65 of those spaces are not needed until (unless) Ralph Miller Lane is improved and spaces are impacted by that work. Following is a summary of the parking requirements for the Valley Football Center Expansion based on the Interim Parking Development Agreement:

Spaces to be Added or Offset:	Due to:
33 (+)	Spaces required based on new habitable square footage
12 (+)	Spaces required due to loss of existing spaces within reconfigured development site outside of the proposed building footprint
9 (-)	Spaces offset by decrease in bleacher seating area
65 (+)	Estimated Auto Parking Loss of existing spaces displaced by required sidewalk improvements to Ralph Miller Lane
101 (+)	Total new parking spaces required

Ralph Miller Lane Parking Impacts

Ralph Miller Lane is not a public street. It serves instead as a private drive aisle through the Reser Stadium/Gill Coliseum parking lot from SW 26th Street to SW 30th Street. Standard Land Development Code (LDC) requirements would not trigger improvements to Ralph Miller Lane as a drive aisle. Improvement of this private parking lot drive aisle is only triggered because OSU identified it as a Sports Complex Street in Land Development Code amendments to the OSU Zone standards requested and approved in FY 13-14.

The OSU Campus Master Plan is undergoing a renewal process and OSU has indicated that the improvement of this private parking lot drive aisle will likely not be included in their new Campus Master Plan proposal. Additionally, City and OSU staff agree that removal of well-situated parking spaces and replacement elsewhere is not ideal during this time when the OSU Campus Master Plan is undergoing an update.

Because of the unique nature of the requirement to improve Ralph Miller Lane and the fact that the OSU Campus Master plan is being reviewed and renewed at this time, staff recommends that those improvements not be constructed at this time. As an alternative OSU would provide the City with a Development Assurance Agreement for the improvements and subsequent parking replacement. A Development Assurance Agreement will give the City certainty that the Ralph Miller Lane improvements and associated parking replacement will be completed if the Ralph Miller Lane improvements remain in the approved OSU Campus Master Plan. This approach also allows OSU to move forward with their plans for the Valley Football Center improvements. The agreement will allow release of approved building permits for the Valley Football Center without the Ralph Miller Lane improvements being completed. OSU will assure that the improvements will be built by a date certain if the improvements are included in the final approved update to the OSU Campus Master Plan. If the Valley Football Center improvements are completed prior to the adoption of a new OSU Campus Master Plan, the City will grant a Temporary Certificate of Occupancy (TCO). OSU will need to actively maintain the TCO by meeting all regulations and payment requirements until either the Ralph Miller Lane Improvements are completed, or a new OSU Campus Master Plan that does not include the improvements is adopted by the City. Additionally, a date certain for the improvements will be included in the agreement to assure the issue does not drag out longer than necessary should there be a delay in adoption of a new OSU Campus Master Plan.

If this option is not acceptable to the City Council, OSU will need to determine what their next steps will be. Their options will be to:

1. Complete the Ralph Miller Lane improvements and the associated parking improvements to offset the loss of parking, or
2. Apply for a Major Adjustment to the OSU Zone under LDC 3.36.40.04.

Additional Considerations

OSU is currently in the schematic design phase for this project. Therefore, the final design may change slightly when OSU submits applications for their building permit(s). OSU is requesting the City Council consider allowing some flexibility that would enable OSU to increase or decrease their proposed habitable floor area and the number of parking spaces proposed for removal (Auto Parking Loss) by up to 25%. In all scenarios OSU has indicated that the new development will provide adequate vehicle parking that will be consistent with the terms of the Interim Parking Development Agreement. Approving this request would allow the habitable square footage of the building to increase or decrease by approximately 6,830 square feet and would allow an increase or decrease in the amount of existing vehicle parking that would be displaced or need to be created by up to 3 vehicle spaces.

Recommendation:

Staff recommends that Council approve OSU's request for approval of their parking plan for the Valley Football Center expansion conditioned on OSU entering a Development Assurance Agreement acceptable to the City Manager and City Attorney.

In accordance with Section II.B.3 of the Interim Parking Development Agreement (**Attachment B**), the Council shall consider and shall approve the OSU Parking Submittal at a regularly scheduled Council meeting, provided that the following items are satisfied:

- a. **The OSU Parking Submittal demonstrates that all Auto Parking Loss will be replaced within six (6) months after the permanent removal of any parking spaces necessary to accommodate the new Development;**

Staff Comment: OSU has demonstrated how they will address the 12 spaces being displaced by their site design. OSU is proposing to construct two (2) new parking lots to accommodate their reported Auto Parking Loss. The City is currently processing building permit applications that include reviewing the proposed lots for compliance with the parking lot standards identified in the City's Land Development Code.

OSU has indicated that OSU intends for the new Campus Master Plan to eliminate the improvement of Ralph Miller Lane. Therefore, OSU does not want to make those improvements at this time nor replace parking impacted by the improvement. However, these improvements are required by the LDC, and they will result in an Auto Parking Loss of approximately 65 additional vehicle parking spaces.

In recognition that the Ralph Miller Lane improvements may not be included in the revised Campus Master Plan, staff identified the use of a Development Assurance Agreement for Ralph Miller Lane and the parking impacts associated with the improvements as a vehicle to assure the replacement of parking lost due to future improvement of Ralph Miller Lane.

- b. **The OSU Parking Submittal demonstrates that all Auto Parking Need that is to be located off-site from the Development property will be constructed and operational within six (6) months from the date of initial construction of the Development;**

Staff Comment: The Valley Football Center expansion will generate an Auto Parking Need of 36 spaces. OSU's construction schedule indicates commencing construction this summer and completing construction within the allotted six (6) months.

- c. **The OSU Parking Submittal demonstrates that all Auto Parking Need that will be located on the Development property will be constructed and operational on the date the City issues a final certificate of occupancy for the new Development; and**

Staff Comment: The Auto Parking need is not proposed to be located on the Development property.

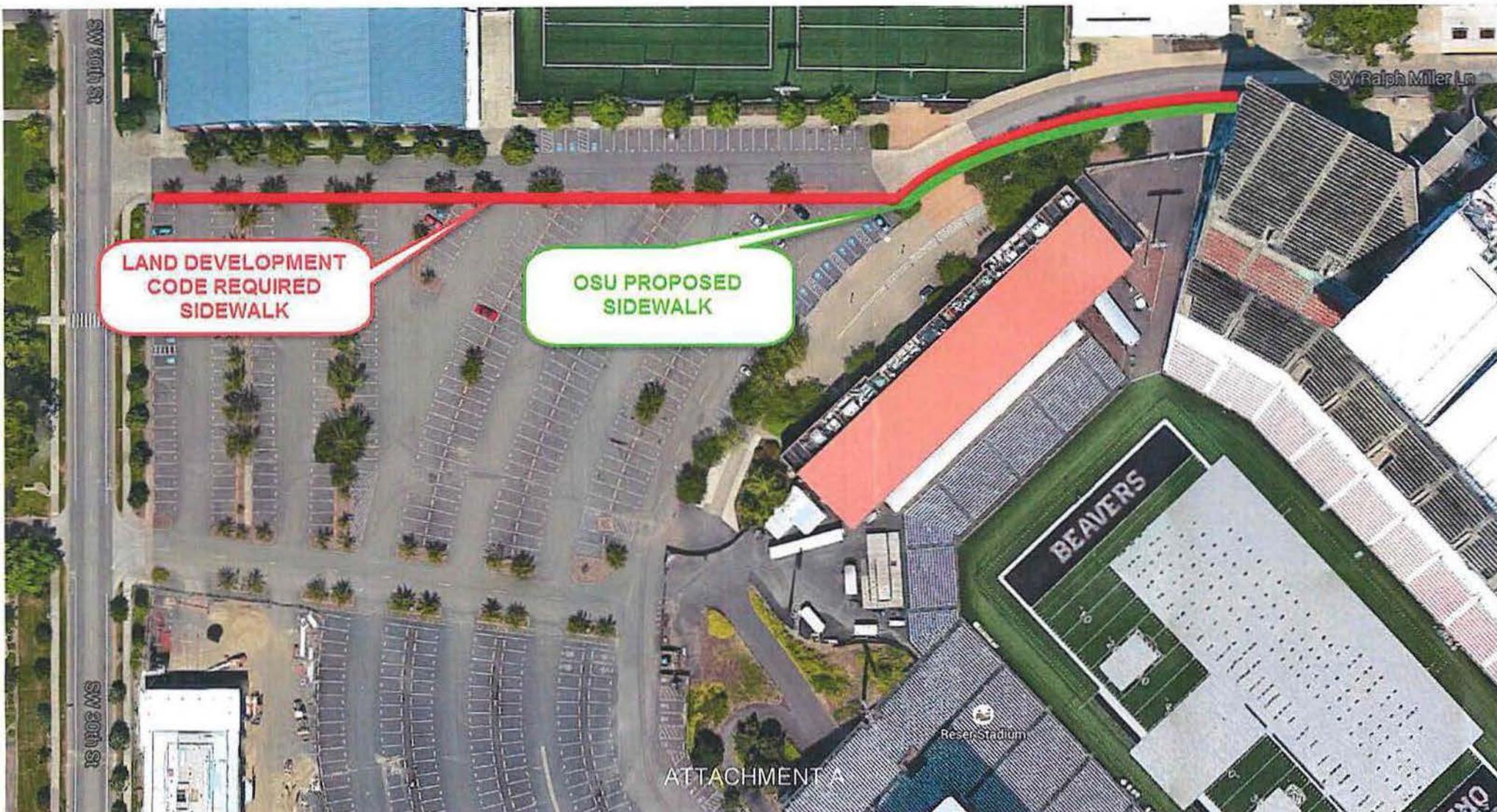
- d. **The OSU Parking Submittal demonstrates that Replacement Parking is consistent with the Replacement Standards.**

Staff Comment: OSU's proposal does not include the estimated 65 vehicle parking spaces that would be lost due to construction of the required sidewalk and street tree improvements to Ralph Miller Lane. A Development Assurance Agreement between OSU and the City will assure that the parking spaces will be created if the Ralph Miller Lane improvements remain a part of the OSU Campus Master Plan.

Staff further recommends the City Council allow the habitable floor area of the building, and the amount of existing parking displacement, to increase or decrease by up to 25%. If approved, OSU will provide the parking associated with such improvements based on the actual habitable square footage approved, and existing parking spaces lost, through the building permit process.

Budget Impact:

There is no budget impact.



ATTACHMENT A

INTERIM PARKING DEVELOPMENT AGREEMENT

BETWEEN

THE CITY OF CORVALLIS AND OREGON STATE UNIVERSITY

This Interim Parking Development Agreement (this "Agreement") is entered into between the City of Corvallis, an Oregon Municipal Corporation (the "City"), and Oregon State University ("OSU") on April 9, 2015 (the "Effective Date").

I. RECITALS

1. In November, 2004, the City formally adopted OSU master plan package, which included, among other things, the Oregon State University Campus Master Plan 2004-2015 (the "OSU Master Plan"), an ordinance replacing Chapter 3.36 of the Land Development Code (the "OSU Zone") and formal findings in support and adoption of the OSU Master Plan.
2. The OSU Master Plan was intended to cover a 10-to 12- year "planning horizon." LDC 3.36.40.05 similarly provides that the OSU Master Plan "covers a 10- to 12-year planning period."
3. OSU and the City have mutually agreed that it is time to update the OSU Master Plan, the Comprehensive Plan and the OSU Zone to reflect current conditions and to plan for the next 10- to 12-year planning period for the OSU campus.
4. The City Council and community residents are concerned about on-street parking demands in neighborhoods adjacent to the OSU campus. OSU shares those concerns. The City and OSU agree that unmanaged commuter use of City of Corvallis on-street parking can impact neighborhood livability and should be studied and consistently managed.
5. The City and OSU therefore agree that this Interim Parking Development Agreement will establish parking measures that are intended to ensure an adequate supply of on-campus parking (i.e., general use, private automobile parking spaces, referred to as "Auto Parking"), while also studying the use of off-campus streets to inform consistent management and future planning efforts.
6. OSU and the City agree that this Interim Development Agreement addresses the unique circumstances of the Interim Period. OSU and the City therefore agree that the provisions of this Agreement shall not survive the termination of this Agreement and shall not create a precedent for future planning efforts in the Comprehensive Plan, Land Development Code or OSU Master Plan update.

NOW THEREFORE, the City and OSU agree as follows:

II. RIGHTS AND OBLIGATIONS OF THE PARTIES

A. OSU Rights and Obligations

During the Interim Period (defined below) covered by this Agreement, in addition to continued compliance with the OSU zone, OSU shall:

1. For any building permit application submitted during the Interim Period for a building (other than a parking structure or other structure not intended to accommodate students, faculty, staff or the general public) that exceeds 3,000 new net square feet of habitable floor area on the OSU campus (the

"Development"), provide the following to the City no later than 30 days prior to the date the building permit application is actually submitted to the City (collectively the "OSU Parking Submittal"):

a. The total number and location of any parking spaces that will be permanently removed to accommodate the new Development (the "Auto Parking Loss"), if any;

b. The total number and location of new net parking spaces triggered by the Development, based on the rate of 1.2 new net parking spaces for every 1,000 new net square feet of Development (the "Auto Parking Need"). Together, Auto Parking Need and Auto Parking Loss are collectively referred to as "Replacement Parking";

c. The total number, location of and timeline for the construction of Replacement Parking, based on the standards set forth below in Section II(C) (the "Replacement Standards");

B. City Rights and Obligations

1. During the Interim Period, the City shall complete its review of each OSU Parking Submittal within sixty (60) days of submittal by OSU to the City, consistent with the terms and conditions of this Section II(B).

2. Within ten (10) days after receipt of the OSU Parking Submittal, the City shall notify OSU of any request by the City for additional information to support the OSU Parking Submittal consistent with the terms and requirements of this Agreement. OSU shall have ten (10) days to provide any additional information to the City in response to a City request for more information under this Paragraph.

3. The City Council shall consider and shall approve the OSU Parking Submittal at a regularly scheduled City Council meeting, provided that the following requirements are satisfied:

a. The OSU Parking Submittal demonstrates that all Auto Parking Loss will be replaced within six (6) months after the permanent removal of any parking spaces necessary to accommodate the new Development;

b. The OSU Parking Submittal demonstrates that all Auto Parking Need that is to be located off-site from the Development property will be constructed and operational within six (6) months from the date of initial construction of the Development;

c. The OSU Parking Submittal demonstrates that all Auto Parking Need that will be located on the Development property will be constructed and operational on the date the City issues a final certificate of occupancy for the new Development; and

d. The OSU Parking Submittal demonstrates that Replacement Parking is consistent with the Replacement Standards.

4. The City shall not unreasonably withhold approval of a request for an extension of time to comply with Paragraphs II.B.3.(a)-(b) above if unforeseeable circumstances arise that prevent the construction or operation of Replacement Parking as required by Paragraphs II.B.3.(a)-(b) above. In no case shall any single extension under this Paragraph 4 exceed six (6) months or any series of extensions under this Paragraph 4 exceed eighteen (18) months.

5. In order to accommodate requirements for parking on the OSU campus, the City may waive or hold any enforcement of development standards that would prevent the construction of additional Auto Parking facilities on the OSU campus on hiatus during the Interim Period covered by this Agreement.

C. Replacement Standards

1. Replacement Parking shall meet the following Replacement Standards:

a. The location of Replacement Parking is within the same sector of campus as the new Development; or

b. In the case where new Development occurs in Sector C (campus core), the location of Replacement Parking is within 1,320 feet ($\frac{1}{4}$ mile) of the Sector C boundary or within 2,640 feet ($\frac{1}{2}$ mile) of the new Development, whichever is less; or

c. The location of Replacement Parking is served by the OSU shuttle and within a 7.5-minute shuttle ride of the Sector C boundary during the Fall, Winter and Spring terms.

d. Pricing of the Replacement Parking will be consistent with the prevailing pricing in that area of the campus where the Replacement Parking occurs.

e. If OSU is unable to meet the standards set forth in subsections 1(a) through 1(c) above, the location of Replacement Parking provides compensating benefits that are described in the OSU Parking Submittal and recommended by the City Engineer or designee prior to review by the City Council as provided in Section II(B)(3) above.

III. Neighborhood Parking Utilization Study

1. Within sixty (60) days of the Effective Date of this Agreement, OSU and the City shall prepare a mutually acceptable methodology and study area to conduct a parking inventory and utilization study ("Off-campus Parking Utilization Study") of the public streets that surround the OSU Corvallis campus.

2. The Off-campus Parking Utilization Study shall be conducted during Spring and Fall Term of 2015. The Off-campus Parking Utilization Study shall determine the rate at which on-street parking is utilized within the study area by location, time of day, and user type.

3. OSU and the City agree to equally allocate the costs of the Off-campus Utilization Study between OSU and the City and agree to use the results of this Off-campus Parking Utilization Study to inform coordinated management of OSU's on-campus parking system and the City's public streets located in the Off-campus Parking Utilization study area.

IV. Term of Interim Development Agreement

1. The Interim Development Agreement shall be effective from the Effective Date through and including the Termination Date (defined below) (the "Interim Period").

2. Building permit applications for Development submitted during the Interim Period shall comply with the interim measures described in this Agreement.

3. This Agreement shall terminate on the earlier of: (1) the date the City adopts a land use decision approving any amendments to the OSU Zone; (2) the date the City adopts a land use decision approving

amendments to the Comprehensive Plan policies related to OSU if such amendments apply directly to development applications filed by OSU during the Interim Period; (3) the date the City adopts a land use decision approving any amendments to the OSU Master Plan; or (4) December 31, 2016 ("Termination Date").

V. DEFAULT/CURE

The following will constitute default:

Any breach of the provisions of this Agreement whether by action or inaction, which continues and is not remedied within thirty (30) days after the non-defaulting party has given written notice to the defaulting party specifying the breach; provided that if the defaulting party determines that the breach cannot with due diligence be cured within a period of thirty (30) days, the non-defaulting party may, in its sole discretion, grant a longer period of time to cure the breach, so long as the defaulting party diligently proceeds to cure the breach and the cure is accomplished within no more than sixty (60) days.

VI. DISPUTE RESOLUTION

If any dispute arises between the Parties concerning the terms of this Agreement or the Parties' obligations or activities under this Agreement, the dispute shall be submitted to mediation before a mediator agreed to and compensated equally by both parties prior to commencement of arbitration or litigation. If the parties fail to agree on a mediator, a mediator shall be appointed by the presiding judge of the Benton County Circuit Court.

VII. REMEDIES

A. Specific Performance

If a Party defaults under the terms of this Agreement, the non-defaulting party may, in addition to any other remedies at law or in equity compel the other Party's performance under this Agreement or prevent any action contrary to this Agreement by injunction or other equitable relief.

B. Nonexclusive Remedies

No remedy conferred upon or reserved to any Party under this Agreement is intended to be exclusive of any other remedy allowed by law. Unless expressly provided otherwise in this Agreement, each and every remedy will be cumulative and will be in addition to any other remedy given to each Party in this Agreement.

C. Waiver of Default

To the extent not precluded by this Agreement, the non-defaulting Party may, in its discretion, waive any default hereunder and its consequences and rescind any consequence of such default. In case of any such waiver or rescission, the Parties will be restored to their respective former positions and rights under this Agreement, but no such waiver or rescission will extend to or affect any later or other default, or impair any right consequent thereon. No such waiver or rescission will be in effect unless it is in writing and signed by the non-defaulting Party.

VIII. GOVERNING LAW; VENUE; JURISDICTION

This Agreement will be governed and construed according to the laws of the State of Oregon, without regard to its choice of law provisions.

IX. NO BENEFIT TO THIRD PARTIES

OSU and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. There are no third-party beneficiaries of this Agreement.

X. NOTICES

All notices given under this Agreement will be in writing and may be delivered by personal delivery, by overnight courier service, or by deposit in the United States Mail, postage prepaid, as certified mail, return receipt requested, and addressed as follows:

OSU: Rebecca Gose
Oregon State University
638 Kerr Admin Bldg
Corvallis OR 97331
541.737.2474
Rebecca.Gose@oregonstate.edu

With a copy to: Christe White

Radler White Parks & Alexander LLP
111 SW Columbia Street, Suite 1100
Portland, OR 97201
971.634.0204
cwhite@radlerwhite.com

The City: Corvallis City Manager
501 SW Madison
Corvallis OR 97333

With a copy to: Corvallis City Attorney
456 SW Monroe #101
Corvallis, OR 97330

Notices will be deemed received by the addressee upon the earlier of actual delivery or refusal of a party to accept delivery thereof. The addresses to which notices are to be delivered may be changed by giving notice of such change in address in accordance with this notice provision.

XI. NON-WAIVER

Waiver by any Party of strict performance of any provision of this Agreement will not be deemed a waiver of or prejudice a Party's right to require strict performance of the same or any other provision in the future. A claimed waiver must be in writing and signed by the Party granting a waiver. A waiver of one provision of this Agreement will be a waiver of only that provision. A waiver of a provision in one instance will be a waiver only for that instance, unless the waiver explicitly waives that provision for all instances.

XII. SURVIVAL

Any covenant or condition set forth in this Agreement, the full performance of which is not specifically required prior to the expiration or earlier termination but which by its terms is to survive the termination of this Agreement, will survive the expiration or earlier termination of this Agreement and will remain fully enforceable thereafter.

XIII. CALCULATION OF TIME

All periods of time will include Saturdays, Sundays, and Legal Holidays. However, if the last day of any period falls on a Saturday, Sunday, or legal holiday, then the period will be extended to include the next day which is not a Saturday, Sunday, or Legal Holiday. "Legal Holiday" will mean any holiday observed by the State of Oregon.

XIV. COUNTERPARTS

This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will constitute one and the same instrument.

XV. AMENDMENTS

This Agreement may be amended only by mutual written agreement of the Parties. No amendment to any provision of this Agreement will be implied from any course of performance, any acquiescence by any Party, any failure of any Party to object to another Party's performance or failure to perform, or any failure or delay by any Party to enforce its rights under this Agreement.

XVI. NOT A LAND USE DECISION

Neither the adoption of this Agreement nor any approval of a building permit for a Development by the City under this Agreement shall be deemed to be a "Land Use Decision" as defined by ORS 197.015. All Development contemplated by this Agreement is subject to all applicable land use standards of the LDC and other provisions of state and local law.

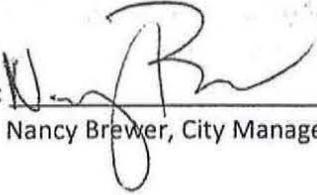
XVII. ENTIRE AGREEMENT

This Agreement is the entire agreement between the Parties relating to the subject matter covered by this Agreement. There is no other oral or written agreement between the Parties with regard to this subject matter. There are no oral or written representations made by party, express or implied, other than those contained in this Agreement.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the day and year first set forth above.

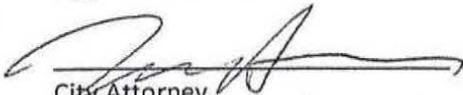
CITY OF CORVALLIS

OREGON STATE UNIVERSITY

By: 
Nancy Brewer, City Manager

By: 
W. Glenn Ford, Vice President,
Division of Finance and Administration

Approved as to form:


City Attorney

**HUMAN SERVICES COMMITTEE
MINUTES
August 18, 2015**

Present

Councilor Bill Glassmire, Chair
Councilor Frank Hann
Councilor Mike Beilstein

Staff

Mark Shepard, City Manager
Kent Weiss, Interim Community Development Director
Marci Laurent, Management Assistant
Carrie Mullens, Meeting Recorder

Visitors

Jennifer Moore, United Way of Benton and Lincoln Counties (UWBLC) Executive Director
Jonathan Stoll, OSU Director of Corvallis Community Relations (CCR)

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
<i>Chair to call for corrections, if any, to the August 18 HSC minutes</i>		
	Call to Order	2:01 pm
I.	United Way Social Service Allocations Annual Report	Accept the United Way Social Service Allocations annual report for Fiscal Year 2014-15.
II.	Community Relations Advisory Group Update	Information
III.	Other Business <ul style="list-style-type: none"> • Pending Schedule • HSC charge • Homelessness 	Rearrange the September 8 agenda items Information Information
	Adjournment	3:07 pm
	Next Meeting	September 8, 2015; 2:00 pm Madison Avenue Meeting Room 500 SW Madison Avenue

CONTENT OF DISCUSSION

Chair Glassmire reviewed the HSC charge as listed in Council Policy 2.02, "Council Process."

I. United Way Social Service Allocations Annual Report

Ms. Moore shared an annual report addendum that included final reports from the Boys and Girls Club of Corvallis (BGCC) and Furniture Share (Attachment 1).

Mr. Weiss reported that for Fiscal Year (FY) 2014-15, Council approved a Social Service General Fund allocation of \$237,750 with an additional \$113,150 from the 2013 levy, for a total allocation of \$350,900. Of that amount, \$342,900 was distributed to agencies and \$8,000 was paid to UWBLC for program administration. In 2013, UWBLC combined its grants program and the City's program into one process. The agencies submitted one final report and their narratives identify which funding cycle (City or both) the program is reporting and the amount awarded in the respective cycle(s).

Human Services Committee

August 18, 2015

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Ms. Moore said the City's social service cycle funded 27 programs for 20 agencies. The materials include program narratives and budget information. UWBLC requires all agencies to submit a period-end balance sheet and income statement. The balance sheet and income statements are not included in the meeting materials in an effort to reduce the volume of information. The UWBLC Community Impact Committee (CIC) thoroughly reviews all program reports and financial statements, considers the health of each program, determines if funded services are provided, and schedules follow-up inquiries with agencies if there are any concerns.

Ms. Moore noted that UWBLC discussed how to provide an executive summary to HSC as requested during the semi-annual report presentation. UWBLC staff found the request to accomplish in an efficient manner. The modifications made for the current allocation cycle will allow staff to create a manageable executive summary.

Ms. Moore referred to the report addendum and said BGCC had originally submitted an incorrect income statement and Furniture Share missed the final report submission date.

Ms. Moore clarified for Councilor Hann that the addendum involves three programs from two agencies.

Ms. Moore and Mr. Weiss responded to questions:

Is it difficult for some agencies/programs to obtain sustainable funding from organizations other than the City and/or UWBLC?

Ms. Moore: Many agencies provide the same services year after year. UWBLC expects those agencies to have traditional or repetitive funders, including UWBLC and the City. Some agencies have access to other kinds of grant funders or funding organizations due to the nature of the programs. UWBLC is not overly concerned; however, staff work with agencies to ensure UWBLC is not the only funder. The desire is to be part of the funding mix.

Will the roundtable discussions include housing issues?

Ms. Moore: The allocation cycle timeline includes two roundtable sessions on homelessness (January 11 and February 8, 2016). Housing will most likely be a part of the discussions. UWBLC does not have any current recommendations related to housing or homelessness. An emerging theme may result from the roundtable discussions.

Are there any new items to share?

Ms. Moore: UWBLC is hosting a series of discussions with fellow funders to develop better communication, review the collective funding diagram, consider funding model efficiencies, streamline administration processes, and assess reports. In September, the Cascades West Council of Governments State of the Region Report will be released. In October, the United Way Asset Limited, Income Constrained Employed (ALICE) report will be published. The ALICE report is a profile of the working poor; those who do not earn enough to make ends meet but earn too much to qualify for services. The report covers Oregon, Washington, and parts of Idaho, with the ability to review each county. The funders group is discussing how the assessments can provide more comprehensive data and identify gaps in services.

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Councilor Beilstein suggested the ALICE report be shared with the Economic Development Advisory Board.

Is the CIC new?

Ms. Moore: The CIC has been a standing committee of the UWBLC Board for at least 20 years. UWBLC previously had a separate granting committee for the allocation process. The granting committee included new volunteers each year that required many hours of training on process and scope. Within the last five years, the granting committee charge became part of the CIC and the change has worked well.

Some agency reports have radically large negative or positive balances.

Ms. Moore: The CIC is checking with those agencies and follow-up information can be provided. It may simply be a matter of the reporting period timing (end of or beginning of fiscal year).

Mr. Weiss: Some of the larger agencies have additional programs and the ability to borrow from one program to cover another.

The Committee unanimously recommends Council accept the United Way Social Service Allocations annual report for Fiscal Year 2014-15.

II. Community Relations Advisory Group (CRAG) Update

Mr. Stoll said CRAG has met three times since they were established. CRAG is an outgrowth of the original OSU/City Collaboration efforts to address neighborhood livability issues through community engagement and outreach. This includes behavioral issues related to alcohol consumption, parties, and noise complaints. While the Collaboration focused on areas immediately surrounding campus, CRAG does not limit its focus to specific geographical areas.

Currently, CRAG is drafting a Town and Gown survey as recommended by the Collaboration. The survey will provide an opportunity for student involvement and help identify baseline data related to the perception and behaviors of residents (including students). CRAG hopes to conduct the survey in the fall.

Mr. Stoll provided materials from the "Live Smart" program (Attachment 3) that was initiated last year. OSU's Corvallis Community Relations (CCR) offers Live Smart workshops to provide OSU students with tools to become informed tenants and responsible neighbors. Last year, 12 volunteers reached out to 125 homes welcoming permanent residents and students to the community. Although the focus is to welcome residents/students, volunteers provided materials and talked about responsibilities and expectations of living in neighborhoods and the community. This year, OSU will staff a booth at the Corvallis Fall Festival to seek volunteers to reach out to the neighborhoods in a similar fashion. They are also working with Neighborhood Associations surrounding OSU. Mr. Stoll noted that the materials have not been finalized.

In response to Councilor Hann's inquiries about membership, Mr. Stoll said there are no current vacancies on CRAG. Membership is equally balanced and includes representatives from the community; OSU staff, faculty, students, and Greek community;

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August 18, 2015
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LBCC, local business; property management, the Corvallis Police Department, and a City Councilor. A listserv was created to allow more access to resources provided by the CCR.

Mr. Stoll clarified for Councilor Beilstein that police logs provide information about noise, party, and alcohol violations. The survey will provide baseline data associated with those behavioral issues and the perceptions of residents. CRAG can then address the related issues.

Councilor Beilstein suggested CRAG develop an activity to promote a more car-free culture. Mr. Stoll noted that other groups are focusing on that issue. The survey includes questions about transportation issues that will lead to future discussions.

Councilor Hann said student participation at the Corvallis Fall Festival has been limited in the past. He inquired about how OSU will encourage students to attend and suggested a free prize for proof of visiting a specific number of booths.

Mr. Stoll responded that OSU is a sponsor of the Festival, the Festival is part of the OSU Welcome Week, and it is being advertised to students.

Councilor Hann encouraged targeted outreach. He said when 7th Street Station opened there were immediate issues. The following year OSU did a good job working with 7th Street Station residents to alleviate some of those issues. The Retreat will be open soon and surrounding neighbors are concerned. It would be helpful to reach out to those students. Councilor Hann added that OSU is integrated throughout Corvallis. He suggested informing students about the distinct neighborhood personalities.

Mr. Stoll agreed and said students do not necessarily identify as being a member of Corvallis. A student's life revolves around OSU. His office has worked with property managers to offer rental discounts to students who attend the Live Smart workshops. These efforts can expand to intentional campaigns on how to act responsibly and be a member of the community. The Retreat and 7th Street Station are part of the Live Smart program and interested in holding onsite workshops. Some property managers are providing program materials directly to their renters. The program is new and there is room for improvement. Gaps in services are being identified and will be addressed; e.g., educating residential hall students.

In response to Councilor Hann's inquiry about training related to how other cultures respond to law enforcement, Mr. Stoll said the INTO OSU office receives related orientation and helps facilitate workshops. Liaison officers have requested to incorporate a few questions into the survey.

Councilor Beilstein requested CRAG return with an update in November or December after working with the students for a few months.

Councilor Hann agreed and noted that Council initiated a new annual report process to improve communications.

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August 18, 2015

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Mr. Shepard cautioned the HSC to balance how much time it wants CRAG to spend writing reports versus collecting and disseminating information. He suggested CRAG grow into formal reporting.

Councilor Beilstein explained that CRAG is equivalent to the City's Advisory Boards except that some members are appointed by OSU. Standard procedures include an annual report; however, communication is the focus and a formal report is less important.

Councilor Hann opined that not all of the issues are related to students. He inquired about what the City can do better. Mr. Stoll said one survey question asks about feeling connected to the City and what the City can do to improve that feeling.

This item presented for information only.

III. Other Business

The Committee agreed with Mr. Shepard's agenda suggestion to hear the annual reports before discussing alcoholic beverages in parks at the September 8 meeting.

Councilor Hann referred to Chair Glassmire's review of the HSC charge (Council Policy 2.02, "Council Process") and inquired whether there are more issues HSC can address.

Councilor Beilstein added that he was not clear why the Comcast Intergovernmental Agreement was referred to the Urban Services Committee (USC) instead of HSC during the August 17 Council meeting.

The Committee and Mr. Shepard briefly discussed current activities related to homelessness services.

United Way of
Benton & Lincoln Counties

PO Box 2499 (97339)
2330 NW Professional Dr, Ste 101
Corvallis, OR 97330
Phone: (541) 757-7717
Fax: (541) 758-1443
Email: office@unitedwayblc.org

914 SW Coast Hwy Suite 104
Newport, OR 97365
Phone: (541) 265-5812

www.unitedwayblc.org



Memo

DATE: August 4, 2015
TO: Kent Weiss, City of Corvallis
FROM: Jennifer Moore, United Way

A handwritten signature in black ink, appearing to read "Jennifer Moore", is written over the name in the "FROM:" line.

City Social Service Fund—2014 Final Report Addendum

As per our administrative contract, United Way has recently compiled funded program final reports—covering the full 12 months of the award period— for the 14-15 City of Corvallis Social Service funding cycle.

This document contains the final report for Boys & Girls Club of Corvallis, as an addendum to the Final Report package previously submitted to the Human Service Committee. The Club's submission was on-time, however, needed corrections to the budget worksheet. The corrected budget worksheet was submitted after the due date for United Way to provide the final report packet to the Human Service Committee.

This document also contains the final report for Furniture Share, which was submitted after the final report due date.

Rather than hold up the entirety of the final report packet, we opted to provide the attached reports as an addendum.

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Boys & Girls Club of Corvallis**

Award **\$50,000**

Program **Clubhouse Subsidized Support**

Phone **541-757-1909**

Contact **Clay Higgins**

Email **chiggins@bgccorvallis.org**

Narrative

Program Description (please copy from the original application):

BGCC provides the only affordable afterschool care in Corvallis for families who cannot afford licensed or in-home childcare. For nearly 300 days of the year, BGCC provides a safe and supervised place for 853 youth from 2:30pm-6:30pm, statistically the most troublesome hours for young people. We provide a safe place for afterschool activities, 600 daily meals, access to dental care, and transportation to transitional/homeless youth, and youth facing poverty. Children we serve do not have the same opportunities as their peers for many reasons: transportation, participation fees, single parent households, poverty, working parents who have less time to spend with children. We serve low income families with 78% of club parents making less than \$45,000 per year. Without this affordable service, they would be unable to maintain their jobs, advance their education, and transition to financial stability and self sufficiency. The alternative, sending children home to an empty house, is not only worrisome but illegal for children under 10 years old. Though we charge only \$25 for membership, the cost to serve a child is much higher. The Club must raise the remaining balance annually to keep our doors open, and the current economic climate makes this a constant struggle. BGCC's continuity of services provides consistency for youth who experience disruptive transitions.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

New partnerships we have developed this year:

- Washington Federal Bank has partnered with us to develop and implement an elementary level goal setting and savings focused financial literacy program we call Future Millionaires. This program serves approximately 40 of our elementary members.
- OSU Men's Basketball Team who has come to visit multiple times and has extended an offer to our youth to become ball retrievers at OSU men's basketball games.
- SNAP Fitness provides our SMART GIRLS and Boys 2 Men groups (both MS and HS) with professionally guided fitness class every other week (MS and HS alternate weeks). This program serves approximately 60 teens in our organization.
- ABC House – The Child Abuse Intervention Center Serving Benton & Linn Counties has partnered with us to help run our middle school SMART Girls program. ABC House uses the BGCA curriculum to help promote the healthy lifestyles program that mirrors the high school version with more age appropriate curriculum. Approximately 22 middle school members participate.
- Oregon State University College of Public Health and Human Sciences has also partnered with us

for the second half of SMART Girls. This program focuses on healthy lifestyles in regards to food through teaching girls about healthy snack and food options. Approximately 22 middle school members participate.

- Corvallis School District provides transportation from area schools and daily meals to approximately 400 youth daily.
- Old Mill Center & Trillium Family Services and Good Samaritan have been working with BGCC to develop mental health instruction to our staff and members. Good Samaritan provided Mental Health First Aid to all BGCC staff.
 - Old Mill Center has secured funds to provide a therapist and skills trainer five days a week for our after school program. These highly trained staff helps work with youth who display inappropriate behavior; train staff in dealing with high needs youth; and coordinate with managers to implement systemic change. Now in our 5th week of a three year contract, we find their help invaluable in preventing escalation of incidents, coaching staff, and helping youth understand what is required of them.
- Oregon Ki Society has partnered with us to teach Aikido to our summer middle school kids. This pilot program has gotten off to a great start and we are now working on plans to continue it for the school year. This program serves approximately 20 middle school youth twice a week.
- Benton County Health partners with BGCC to provide dental services to youth and their families. Since our collaboration began, we have served over 4,000 youth and their family members. Dental crises visits to Samaritan ER have been reduced by greater than 50%. For two consecutive months there were zero dental ER visits.

These activities are part of the afterschool enrichment services we offer to families that are a cornerstone of our community. We bring services into our Club and connect youth and families to their community.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

What success (specific outcomes) does the program expect to achieve this cycle/ We will sustain daily attendance and promote access to services. We will ensure that our community's children are safe, healthy, and fed so that parents can focus on work.

How will the program's success be measured (metrics)? We will measure average daily attendance, attendance by unique individuals, number of meals served daily, and youth using transportation daily.

of duplicated persons who needed this program in the grant cycle: 1,010

BGCC Average Daily Attendance:

2013-14 School year = 295

2014-15 School year = 323

Approximately 10% increase

BGCC Meals served daily:

2013-14 289 average/meals per day

2014-15 337 average/meals per day

Approximately 17% increase

Transportation:

Average daily number from 509J: 210

Average daily number to COI: 3

Average daily number to South Corvallis: 11

Program Budget (July 1, 2014 - June 30, 2015)

Agency Boys & Girls Club of Corvallis

Program Clubhouse Subsidized Support

Grant Award \$
\$50,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$50,000.00
3	Contributions/Fundraising		\$553,312.00
4	Program service fees		\$21,325.00
5			
6			
7			
8			
TOTAL PROGRAM FUNDING			\$624,637.00

total secured --> **\$624,637.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll related	\$190,623.00	28.9%
2	Operations	\$129,088.00	19.6%
3	Training	\$3,070.00	0.5%
4	Direct Client Services	\$336,726.00	51.1%
5			
TOTAL PROGRAM EXPENSES			100.00%

Balance -\$34,870.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Boys & Girls Club of Corvallis**

Award **\$10,000**

Program **T3: Training Teens for Tomorrow**

Phone **541-757-1909**

Contact **Clay Higgins**

Email **chiggins@bgccorvallis.org**

Narrative

Program Description (please copy from the original application):

We provide critical programs, services and opportunities designed to prepare any child for success--in school, work, post-secondary education, and life. T3: Training Teens for Tomorrow is a phased-based, targeted, teen education and employment program through the Boys & Girls Club that prepares youth with 21st Century skills to support and align academics with future career pathways and industry trends. Teens age 15-18 gain real-world experience through paid apprenticeships and employment.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We have established partnerships with:

- Benton Community Foundation to develop teen summer employment positions for rural youth in future funding cycles – served 15 youth.
- The City of Corvallis Parks & Recreation for site visits and summer employment –served 6 youth.
- Osborn Aquatic Center for summer employment – served 4 youth.
- The Corvallis School District 509J to supplement their established system, CIS, and to integrate with services provided by school counselors – served 26 youth.
- Local businesses to gain their insight on gaps in workforce training – served 25 youth.
- Kiwanis Community Leaders Education Workshop (CLEW) to host 40 sophomores from area schools including Corvallis, Philomath, Monroe, and Santiam Christian so that industry leaders can connect with students – served 170 youth (not all BGCC).
- Workforce Investment Board—Youth Council to create opportunities for our youth to gain additional training and job skills that will allow them to access jobs available to teens – served 26 youth.
- Jackson Street Youth Shelter has provided community support staffing, with Boys Council training, to co-facilitate Boys2Men – served 13 youth with personal development including etiquette.
- Center Against Rape and Domestic Violence center has provided community support staffing to facilitate our SMART Girls curriculum – served 9 youth with personal development including etiquette.

- Oregon State University student group, Gamma Omega Inc., has provided support for our Keystone group to facilitate a regional youth leadership conference as well as running FASFA workshops for our Diplomas2Degrees program – served 41 youth and hosted 120 youth from around the state of Oregon.
- Oregon State University Credit Union has provided community support staffing to facilitate our Money Matters curriculum as well as assisting with our youth coffee shop business – served 5 youth.
- Bank of America has provided community support staffing to co-facilitate our Job Training Certification – served 25 youth.
- Boys & Girls Clubs of Oregon Alliance has worked together to leverage youth development and training program development across 12 Clubs statewide.
- Duerksen & Associates, Good Samaritan Hospital and Core Print Direct were three new career readiness partners that hired seniors for summer employment through our T3 program.

These collaborations have prepared teens to join the workforce with job-ready workforce skills and personal development skills. Teens gain hands-on work experience, a clear path to future goals, and workshops that build a competitive edge.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

What does this program ultimately hope to achieve? (300 words):

BGCC will address the issue of teen labor participation by proactively positioning teens to acquire the skills and experiences that will prepare our youth to fill employment gaps that exist in our local economy. Our youth will build work skills, experience, and a competitive edge for a lifetime of positive impact.

What success (specific outcomes) does the program expect to achieve this cycle? (300 words):

Graduates of T3 will participate in the following elements:

- Workshops to build a competitive edge include interviewing and résumé building.
 - 26 high school students completed Job Certification Training
- Hands-on work experience.
 - 22 high school students completed at least one internship rotation at our Clubhouse or at one of our off-site programs and of those 22, 17 completed a paid apprenticeship program at our Clubhouse or one of our 21st Century Community Learning Center program sites. Of the 17 apprentices, 15 have been accepted into our paid Summer Work Program.
- Defining a clear path to future career goals.
 - 33 high school students completed a year of either *Goals for Graduation*, or *Diplomas to Degrees*, and all progressed to the next grade level. We had 13 seniors participate in T3 and all 13 graduated on time. Of the graduating seniors six plan to attend college next year and seven plan to work for a year before going to college.

Upon completion, T3 teens will be prepared to join a job-ready workforce pool of entry level candidates for part-time employment. Employers will find among our T3 graduates, teens who possess qualifications for employment and who will continue to develop employment skills according to industry needs.

of duplicated persons who needed this program in the grant cycle: 81

Program Budget (July 1, 2014 - June 30, 2015)

Agency Boys & Girls Club of Corvallis

Program T3: Training Teens for Tomorrow

Grant Award \$
\$10,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$10,000.00
2	City of Corvallis SSF award		\$0.00
3	Contributions/Fundraising		\$96,529.48
4	Foundations/grants		\$13,000.00
5			
6			
7			
8			
TOTAL PROGRAM FUNDING			\$119,529.48

total secured --> **\$119,529.48**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll related	\$33,105.00	22.2%
2	Operations	\$31,409.00	21.0%
3	Training	\$776.00	0.5%
4	Direct Client Services	\$84,068.00	56.3%
5			
TOTAL PROGRAM EXPENSES		\$149,358.00	100.00%

Balance -\$29,828.52

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Benton Furniture Share**

Award **\$10,000.00**

Program The program Sustaining Client Services to
Target Populations through Furniture
Delivery and Landfill Diversion

Phone **541-754-9511**

Contact **Michelle Maddux Robinson**

Email **michelle@furnitureshare.org**

Narrative

Program Description (please copy from the original application):

The program Sustaining Client Services to Target Populations through Furniture Delivery and Landfill Diversion program will administer the redistribution of quality used furniture to individuals and families in need to ensure safety, health, comfort and quality of life and maintain current client services and help increase those services to our communities' crisis populations within Benton County. The program anticipated impact on our target population we are requesting support for is to ensure the safety, health, comfort and quality of life within Benton County. BEDS for KIDS, Feeding Our Future and Furniture for Individuals in Crisis projects is part of our on-going effort to provide furniture to 1725 community members with the greatest need to promote self-sufficiency including homeless, elderly/frail, and any person(s) that suffers the consequences of social or economical detriments. This project will also preserve our environment by diverting 5,175 furniture and household items equating to 129.375 tons of REUSEABLE home furnishings from the landfill.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Furniture Share collaborates with over 65 social service agencies and non-profit organizations that refer clients to our services, thereby helping people assemble the necessary resources from multiple non-profits that provide emergency and transitional services within our community. We partner with Community Outreach, Human Services, and Domestic Violence and Homeless shelters Linn Benton Housing Authority and other housing organizations to help clients transition into functional family situations.

Furniture Share is the only non-profit agency within Benton County that provides beds, pillows, sheets and blankets, dinner tables and chairs, and other basic furniture and household items at *no cost* to children, families and individuals in need within our communities' vulnerable populations. Without a functional sleeping space, families

continue to practice sleep deprived behaviors and are unable to stabilize their lives or move toward self-sufficiency, improved health and independence. Without a functional eating space, families often consume food individually, in front of the TV, or as "take out" depriving family behaviors that support each other emotionally, physically, and with healthy meals that contribute to reducing mental stress, hopelessness, and despair; strengthening productivity at work and school; improving physical and mental health; increasing family connections and enhancing relationships; restoring dignity; building inner strength, self-reliance, and stability; and offering an opportunity to create a meaningful life. Furniture Share clients are screened for needs assessments and income qualifications and are then referred to us through the agencies we partner and collaborate with. Furniture Share partners with many social service agencies to help them reach their goals of helping their clients become self sufficient. Without our program other service agencies would not meet there goals and achieve successful outcomes.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Yes, Furniture Share has accomplished what was projected and exceeding projection by serving an additional 188 individuals. Furniture Share awarded funds were spent on programs to help provide beds, pillows, sheets and blanket sets to children, basic furniture, household items, a dinner table and chairs to family and individuals in need within our community. Furniture Share provided services to 1,913 low income individuals living within the City of Corvallis of which 131 individuals received a table and chairs, 848 beds, pillows, sheets and blanket sets was distributed to 848 children and 934 individuals received other basic essential furniture and household items. This project also preserves our environment by diverting 205 tons of REUSEABLE home furnishings from the landfill.

Furniture Share provides daily tasks to secure our programs. The program constitutes:

- Managing the warehouse site
- Answering and responding to an average of 75 phone calls a day from clients
- Caseworkers and furniture donors
- Building and maintaining relationships with donors and volunteers
- Marketing Furniture Share to the public and referring agencies
- Greeting donors and receiving their donations
- Unpacking donations
- Maintaining the organization of donations in the Warehouse space
- Packing items specific to client requests
- Interacting with clients and case managers of partnering agencies
- Tracking client requests
- Transferring items we don't use to other agencies or to recyclers.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Benton Furniture Share

Program Sustaining Client Services to target populations through furniture d

Grant Award \$
\$10,000.00

Program Revenue (add rows as needed)

Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding	\$0.00
2	City of Corvallis SSF award	\$10,000.00
3	Contributions/Fundraising	\$70,000.00
4	Grants	\$16,000.00
5	CDBG	\$11,000.00
6		
7		
8		
TOTAL PROGRAM FUNDING		\$107,000.00

total secured --> **\$107,000.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll related	\$13,910.00 13.00%
2	Operations	\$23,540.00 22.00%
3	Direct Client Services	\$69,550.00 65.00%
4		
5		
TOTAL PROGRAM EXPENSES		\$107,000.00 100.00%

Balance \$0.00

Grants Program

2016 BN funding cycle—important dates

Action Required	2015 Dates
<u>Roundtable #1</u> : Food & Nutrition	Oct 12 4:00 pm – 5:00 pm
<u>Roundtable #2</u> : Children & Youth	Nov 9 4:00 pm – 5:00 pm
<u>Roundtable #3</u> : Homelessness Part 1	Jan 11 4:00 pm – 5:00 pm
<u>Roundtable #4</u> : Homelessness Part 2	Feb 8 4:00 pm – 5:00 pm
RFP packet sent / available to agencies	Feb 11
<i>Agency App Lab</i>	<i>March 7 1:00 pm – 4:45 pm (by appointment)</i> <i>March 9 9:00 am – 4:00 pm (by appointment)</i>
<u>Roundtable #5</u> : Health & Wellness	March 14 4:00 pm – 5:00 pm
Grant applications due	March 17, 12 noon
Site Visits	As needed
City Budget Commission Meetings	Tues _____ // Thurs _____
Allocation Meeting(s)	Mon 4/11 // Mon 4/xx Mon 5/9
Funding Recommendations Presented to Approving Body	City SSF HSC: June _____ Council: June _____ United Way Board: June 28
Agency Interim Reports Due Community Impact Committee review HSC review	Jan 19, 2017 Feb 8, 2017 _____
Agency End of Year Reports Due Community Impact Committee review HSC review	July 20, 2017 Aug 8, 2017 _____

PARTY SMART

Do: Keep the noise down; it's the #1 reason police are called.
 Have a guest list. Too many people = trouble.
 Make sure guests have a safe ride home.

Don't: Serve alcohol to minors.
 Let anyone leave with a drink in their hand.
 Let your party get too big or too rowdy.



BE RESPECTFUL

Do: Cooperate with and show respect to police officers, and they'll show respect to you.

Don't: Be rude, belligerent or foul-mouthed.

IS IT WORTH THE RISK?

Parties that get busted in Corvallis result in hefty fines:

MINORS IN POSSESSION OF ALCOHOL (MIP)

Anyone under 21 arrested for purchase or possession will have their driving privileges suspended for up to one year.

FURNISHING ALCOHOL OR HOSTING A PARTY FOR MINORS

Mandatory minimum fines increase with each occurrence. If someone underage is caught drinking in your residence, the penalties are:

- First conviction: \$500
- Second conviction: \$1,000
- Third conviction: \$1,500 + at least 30 days in jail

SPECIAL RESPONSE NOTICE (SRN)

Written warning for violations like littering, noise or indecent exposure. If you receive a second SRN within 30 days of the first occurrence, you'll be billed for what it cost the city to respond to **both** incidents. And that could be hundreds or even thousands of dollars.

KNOW THE CODE

Oregon State University's Student Conduct Code applies to all students, whether living on or off campus. Students are expected to be upstanding members of the Corvallis and university communities. Breaking the law or violating a city ordinance is a violation of the Code. Sanctions may include alcohol and other drug education, community service and reflection papers. In more serious cases, the student may be suspended or expelled from the university.



Corvallis Community Relations
 Oregon State University
 B008 Kerr Administration Bldg
 Corvallis, OR 97331
 541-737-8606
 CorvallisCommunityRelations@oregonstate.edu
 oregonstate.edu/deanofstudents/ccr

CORVALLIS COMMUNITY RELATIONS

LIVE SMART

Corvallis ranks among the nation's top college towns and best places to live. Living smart can help keep it that way. Here's how.



LIVE GREEN

- Do:** Recycle!
Know your trash and recycling pickup days.
- Don't:** Leave bins out for more than 24 hours.
Leave trash outside. That includes furniture.

ASK FOR HELP

- Do:** Read your rental agreement. Ask questions.
Contact ASOSU Student Legal Services (541-737-4165) for free legal advice.
Contact the Corvallis Rental Housing Program (541-766-6944) for building or landlord problems.
Call the police if your party is getting out of control.

BE A GOOD NEIGHBOR

- Do:** Introduce yourself. Put a face to the name.
Share contact information.
- Don't:** Ignore your neighbors. A hello and a smile can go a long way.
Play loud music. If you can hear it outside, it's too loud.
Park on the lawn, block a driveway or sidewalk.

LIVE SAFE

- Do:** Test and replace smoke detector batteries.
Know your fire escape routes.
Keep a fire extinguisher handy.
Lock windows and doors.
Register your bike and lock it up.
- Don't:** Overload electrical outlets.
Leave cooking or candles unattended.



WELCOME TO CORVALLIS

You've chosen to study in one of the top college towns in America. Here's how you can get connected with your new community.

- › Be a good neighbor. Introduce yourself and make a connection – maybe even a friend.
- › Party smart. Keep the noise down – it's the #1 reason police are called.
- › Take the bus. Both the Corvallis Transit System and on-campus Beaver Bus are free.
- › Keep the neighborhood clean. Call Republic Services – 503-754-2000 – to dispose of hazardous materials.
- › Follow legal traditions – 503-754-2000 – when you have a car, please use the proper disposal of hazardous materials. Contact the Corvallis Police Department for more information.
- › Don't drink and drive. Contact the police at 503-754-2000 for more information.
- › Don't drink and drive. Contact the police at 503-754-2000 for more information.
- › Don't drink and drive. Contact the police at 503-754-2000 for more information.



KNOW THE CODE

The OSU Student Conduct Code applies to all students, whether living on or off campus.

KNOW THE LAW

Breaking the law or violating a city ordinance is a violation of the Code, and in addition to citation fines and fees, may lead to sanctions, suspension or expulsion from the university

Violations and fines include:

- \$500 - \$1,500: Furnishing alcohol or hosting a party for minors.
- \$7,500: Providing alcohol to minors.
- \$7,500: Driving under the influence (DUI) with a blood alcohol content (BAC) of 0.08 or higher. Party hosts may also be held liable for guests who receive a DUI.
- \$300: Loud music
- \$295: Minor in possession of alcohol (MIP). Driver's license suspension for up to one year.
- \$150: Public urination
- \$150: Littering
- \$100: Open container

SPECIAL RESPONSE NOTICE (SRN)

Written warning for violations like parking, noise or landlord expenses. Two SRNs within 30 days will result in a bill from the city to cover the cost of responding to both incidents.

www.ci.corvallis.or.us

GOOD NEIGHBORING

The City of Corvallis and Corvallis Community Relations at Oregon State University partner yearly to help neighbors get to know one another.

While we certainly haven't mastered the **ART OF GOOD NEIGHBORING**, we have learned that people are spending more time tuned into technology and less time getting to know each other face-to-face.

This **ART OF GOOD NEIGHBORING** flyer is a simple tool to use in the process of getting to know who lives near your home.

Why is it important to know your neighbors?

- You can borrow some milk, an egg or other ingredients you realize you don't have in the middle of making dinner.
- This neighborhood is safer because you're looking out for each other.
- You can let the dog out or feed the cat when they're not home.
- You're more likely to solve concerns or issues with one another rather than depending on outside intervention (i.e. police).
- You might just make a good friend.

So, fill out a card and introduce yourself to your neighbors.

oregonstate.edu/deandistudents/ccr



GOOD NEIGHBORING

ADDRESS _____

OWN NON-STUDENT RENTER STUDENT RENTER

WHO LIVES HERE:

NAME _____

OCCUPATION/MAJOR _____

YES IS IN CONTACT

SEARCHED HOME

DATE OF CONTACT

BY WHOM

DATE OF CONTACT

BY WHOM

SEE oregonstate.edu/deandistudents/ccr

TO: Human Services Committee for August 18, 2015
FROM: Kent Weiss, Interim Community Development Director
DATE: August 6, 2015
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: Social Service Final Report for FY 14-15



Action Requested:

Staff recommends the Human Services Committee (HSC) consider this report and recommend City Council acceptance of the Social Service final report for FY 14-15.

Discussion:

In FY 14-15, the City Council approved a Social Service General Fund allocation of \$237,750, with an additional \$113,150 from the passage of the 2013 levy, for a total of \$350,900. United Way administers the Social Services Fund on behalf of the City. Of the amount approved by Council, \$342,900 is to be distributed to agencies and \$8,000 is the service fee paid to United Way for program administration.

For this FY 14-15 final report, United Way has included a 12 month report from each agency (Attachment A) that receives City funding, except one, which will be provided for HSC's August 18 meeting. These reports include a narrative of their activities, outputs and outcomes, and a year-to-date financial summary.

As a reminder, United Way, in 2013, combined review of the City Social Service Fund and its own grants program into one process. Several programs applied for, and received funding from both cycles. They have submitted one final report. The narrative report will reflect for which cycle the program is reporting (City, or both), and the amount awarded in the respective cycles.

United Way has been provided with a copy of this staff report and notified of the upcoming Committee meeting and has been invited to attend.

Recommendation:

Staff recommend that HSC recommend City Council acceptance of the Social Service Final Report for FY 14-15.

Budget Impact:

The City's Social Services Program is funded from a combination of the General Fund and the 2013 Voter Approved Levy Fund. There are no direct budget impacts associated with this staff recommendation.



City of Corvallis

Social Service Grants

14-15 Final (12 mo) Reports

As per our administrative contract, United Way has recently compiled funded program final reports—covering the full 12 months of the award period—for the 14-15 City of Corvallis Social Service funding cycle.

This document contains the following components:

1. Program Reports

- Narrative: description of the funded project, explanation of how the award has been spent, and how people have been helped
- Financial update: high-level review of program revenue and expenses for the awarded period

As a reminder—United Way combined review of the City Social Service Fund and its own grants program into one process. Several programs applied for, and received funding from both cycles. They have submitted one interim report. The narrative report will reflect for which cycle the program is reporting (City, or both), and the amount awarded in the respective cycles.

Members of United Way's Community Impact Committee (CI) have been assigned reports for review. In addition to the narrative and one-page budget worksheet provided in this packet, CI has access to additional program financial statements. United Way staff has conducted a preliminary review of the enclosed reports, made note of specific areas of concern, and forwarded those to the assigned reviewer. All CI members will complete due diligence on the report review, and provide an update on any outstanding concerns at the August CI committee meeting, scheduled for 8/10/15. One program report was filed late, and will be included as a handout at the 8/18/15 HSC meeting.

The Human Service Committee will be updated should consensus from the CI meeting identify specific programs requiring additional follow-up, mentoring, or remediation, and resolution, as applicable.

Agency Requests/Recommendations

Agency	Program	Request	Award
ABC House	Child Abuse Assessment	\$20,000	\$10,000
Benton Furniture Share	Sustaining Client Services	\$15,000	\$10,000
Benton Habitat for Humanity	Home Repair Initiative	\$5,000	\$3,000
Boys & Girls Club of Corvallis	Clubhouse Subsidized Support	\$74,870	\$50,000
CARDV	Emergency Shelter Services	\$10,000	\$5,000
CASA	CASA Voices for Children Advocates	\$12,000	\$8,000
	Advocacy Center	\$2,000	\$2,000
Casa Latinos Unidos	Immediate-Need Services	\$14,400	\$14,400
Community Outreach, Inc	Integrated Shelter Services	\$60,000	\$45,000
	Health Services	\$50,000	\$35,000
	Mari's Place	\$50,000	\$15,000
	Homeless Prevention	\$20,000	\$5,000
Community Services Consortium	Linn Benton Food Share	\$37,000	\$32,000
Corvallis Community Children's Centers	Childcare Tuition Scholarship	\$61,600	\$20,000
Corvallis Environmental Center	SAGE Food for Families	\$12,500	\$5,000
Corvallis Homeless Shelter Coalition	Men's Cold Weather Shelter	\$10,400	\$7,400
	Case Manager Men's Shelter	\$15,000	\$3,000
	Women & Children's Rental Assistance	\$9,850	\$5,000
Heartland Humane Society	Emergency and Safe Housing	\$3,000	\$3,000
Jackson Street Youth Shelter	Emergency Shelter	\$25,000	\$20,600
Old Mill	Relief Nursery Outreach Services	\$13,000	\$10,000
Presbyterian Preschool & Child Care Center	Tuition Assistance	\$8,000	\$8,000
RSVP/Linn-Benton Volunteers	Senior Peer Counseling	\$5,000	\$2,500
South Corvallis Food Bank	Emergency Food Boxes	\$13,000	\$13,000
Vina Moses	FISH	\$3,000	\$3,000
	Clothing & Household	\$3,000	\$3,000
We Care	We Care Financial Assistance	\$5,000	\$5,000
Subtotal			\$342,900

United Way (contract fee) Total **\$8,000**
Total distribution **\$350,900**

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **ABC House**

Award **\$10,000**

Program Child Abuse Assessment Program

Phone **541-926-2203**

Contact **Jennifer Gilmore-Robinson**

Email **director@abchouse.org**

Narrative

Program Description (please copy from the original application):

ABC House respectfully requests funding to support its Child Abuse Assessment program. As the only Child Abuse Intervention Center for Benton County, ABC House provides child abuse assessment services to children, newborns to age 18, who are referred by law enforcement agencies, child welfare and the medical community when there are concerns of child sexual and/or physical abuse and neglect being perpetrated on Benton County children.

The Assessment Program provides three core services at no cost to families: 1) Physical exams and after-hours consultations by physicians who are specially trained to recognize and treat the signs of child abuse and neglect. The comprehensive head-to-toe medical examination includes a complete social and medical history. 2) Forensic Interviews by trained professionals; and 3) Support and Advocacy Services to help families cope with the discovery of abuse and understand steps involved in the assessment and investigation processes. Family Advocates help identify other family needs and issues, including counseling, domestic violence or housing, and connect them with local community service partners.

ABC House also seeks funds to address Corvallis SSF's priority to provide emergency services that help meet basic human needs for a child's safety and freedom from fear and violence, as well as provide acute physical health care in emergency situations. Findings from the medical exam and forensic interview are used by child protective services for safety planning to keep children safe from future harm. The investigation and testimony by forensic interviewers provide key pieces of evidence in criminal proceedings.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

ABC House is the only Child Abuse Intervention Center in Benton County charged with the responsibility to provide comprehensive child abuse assessments for children who are suspected victims of physical or sexual abuse and/or neglect.

To accomplish this highly specialized work, ABC House utilizes a multidisciplinary approach that brings together child abuse professionals from multiple disciplines, including law enforcement, child protective

services, and medical and mental health professionals under one roof to insure the most effective and child-focused investigations and service provision. Comprehensive assessment services are coordinated and provided in a safe, child-friendly environment so that children can be spared the burden of visiting multiple agencies and the trauma of having to tell their stories repeatedly to multiple investigators.

As the designated medical provider for Benton County under Karly's Law, ABC House is required to provide medical attention to children with suspicious physical injuries within 48 hours. ABC House is also a member of the Benton County Child Abuse Response Team (CART), which meets on a weekly basis to discuss and share information on child abuse cases pending in the County. The CART is comprised of representatives from the District Attorney's Office, law enforcement, DHS, the juvenile department and CASA. ABC House also maintains an extensive referral list of service providers in the area, including Old Mill Center for Children and Families and the Center Against Rape and Domestic Violence (CARDV), and connects families to services for follow-up care, such as family and individual counseling, domestic violence intervention and housing services. By working together in this way, agencies reduce the risk of children falling through the cracks.

Our Medical Director, Interviewer or Executive Director (one of these) has attended the Benton County Child Abuse Response Team meetings (CART) twice a week (52 meetings) in the last 6 months. Our Family Advocate has made 145 referrals to counseling and other services (Benton and Linn children).

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Goals/Outcomes Outlined in the Original Proposal:

As the designated Child Abuse Intervention Center for Benton County, ABC House will provide comprehensive medical examinations, forensic interviews, and family support/advocacy for 150 Benton County (48 from Corvallis) child victims of abuse and their families. Ages served are newborns to 18; 58% are female, 42% male. Approximately 86% of children served are from low-income families, and lack the resources necessary to access services elsewhere.

As the designated medical provider for Benton County under Karly's Law (required to provide medical attention to children with suspicious physical injuries within 48 hours), ABC House physicians will respond quickly through after-hours consultations, and provide immediate medical opinions and triage children to the emergency room and urgent care.

Three core services will be provided at no cost to families: 1) Medical Examinations by specially trained physicians. 2) Forensic Interviews which provide critical pieces of evidence in criminal prosecutions and other legal cases. 3) Advocacy and Support to help families cope with the discovery of abuse, navigate the assessment and investigation processes, and connect with services that address other family issues, including housing, domestic violence and mental health.

The results of this response to concerns of child abuse and neglect are to: help investigators determine if child abuse occurred; provide medical and family support services to receive the care necessary for abused children to heal; and, insure children are protected from future harm through safety planning. An effective and thorough investigation of the child abuse allegation, and successful prosecution of perpetrators are additional outcomes of the program.

Specific Projected Outcomes and Results:**Projected:**

of unduplicated persons expected to need this program in this cycle: 150 (48 from Corvallis)

of duplicated persons expected to need this program in this cycle: 165

Results:

of unduplicated persons receiving services in this cycle: 175 from Benton County (79 from Corvallis)

of duplicated persons receiving services in this cycle: Same

Core Services Provided:

Services Provided for Benton County Child Abuse Cases:

Medical Examinations: 30

Forensic Interviews: 54

Photo Consults: 88

Medical Consults: 12

DEC Consults: 18

Family Support Referrals: 60

Corvallis Clients:

Medical Examinations: 17

Forensic Interviews: 39

Photo, Medical and Drug Endangered Child Consults: 82

Gender:

47% Female

53% Male

Ages:

0-6: 88

7-12: 59

13-18: 28

OHP (Low Income) Clients: 86%

Outcomes of the Assessment Program are measured by an exit survey with the parent or caregiver using measurements that are provided by the National Children's Alliance, the accrediting organization for child abuse intervention centers. A copy of the tabulated results from this survey is attached.

A copy of the survey questions can be provided on your request.

Program Budget (July 1, 2014 - June 30, 2015)

Agency ABC House

Program Child Abuse Assessments

Grant Award \$

\$10,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way of Benton Co. Grant funding		\$0.00
2	City of Corvallis SSF award		\$10,000.00
3	Samaritan Health (In-Kind - Dr. Cousins)		\$25,416.00
4	Fees for Service		\$122,138.43
5	Benton Co. CAMI grant		\$75,000.00
6	Linn County CAMI grant		\$151,704.61
7	VOCA grant		\$37,132.00
8	Other grant revenue		\$106,208.51
9	Other income (e.g. interest income, speaker fees)		\$1,450.00
TOTAL PROGRAM FUNDING			\$529,049.55

total secured --> **\$529,049.55**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Building expenses	\$15,637.67	2.97%
2	Computer software and hardware	\$14,640.67	2.79%
3	Contract labor (part-time physician, other professionals)	\$53,457.00	10.17%
4	Equipment	\$9,457.68	1.80%
5	Insurance	\$42,695.45	8.12%
6	Legal and accounting	\$17,423.00	3.31%
7	Wages and payroll taxes	\$340,300.68	64.73%
8	Training and travel	\$19,197.79	3.65%
9	Supplies and misc expenses (e.g. subscriptions, fees)	\$12,885.00	2.45%
TOTAL PROGRAM EXPENSES		\$525,694.94	100.00%
Balance		\$3,354.61	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency Benton Habitat for Humanity

Award \$3000

Program Home Repair Initiative

Phone (541) 752-3354

Contact Karen Rockwell

Email karen@bentonhabitat.org

Narrative

Program Description (please copy from the original application):

The Home Repair Initiative (HRI) allows Benton Habitat for Humanity to further our mission to make decent homes achievable for everyone in our community by providing essential repairs for a lower-income population. Partnerships for essential home repairs are formed with qualified families who: live in Benton County; earn between 25% and 60% of HUD median income; have a repair need to maintain the safety or health of their home; and are willing to volunteer in some capacity on the home repair if physically able. In the process of the repair, volunteers and homeowners work side-by-side in equal partnership.

Cost is a large barrier to essential home maintenance for many low-income families. Through HRI, families are given a "hand up," not a hand-out. The homeowner pays back the cost of the repair with a zero-interest loan, which is kept affordable by utilizing volunteers and in-kind donations. The loan payments go back into our HRI fund and help cover the up-front costs of future projects. In some cases of extreme need, we cover all project costs.

Benton Habitat for Humanity partners with other nonprofit and community organizations such as the City of Corvallis, 211-info, and Love, INC to identify families in need. This has helped HRI reach populations who have the greatest need for repair but don't qualify for other services.

The HRI program is managed by a committee of volunteers and staff. The committee is responsible for project assessments, construction site logistics, and project evaluation.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We have used the funds to complete seven projects since the start of our fiscal year (July 1, 2014). The projects have included the following:

- Painting the exterior manufactured home for a senior
- Installing handrails and building a deck to help with accessibility for a man with disabilities
- Assisting a local nonprofit homeless shelter with necessary repairs and renovations on its facility
- Widening doors in a manufactured home for a senior with disabilities
- Replacing a hot water heater in a manufactured home for a homeowner with special needs

- Stabilizing a failing sunroom for a family with physical disabilities
- Five roof replacements

The committee was also able to do a full home rehab, and below is a recap of this project:

Recently we met "Sam" and his family (name changed for privacy). Sam is a single-father with nine children, eight of whom are still living at home. Sam and his children needed our help! Thankfully we were there to lend a hand.

A few years ago, Sam was injured on the job and suffered a traumatic brain injury. He hasn't been able to work since. Holding a large family together is difficult enough without a disability! Unfortunately, life kept throwing the family curve balls.

Earlier this year, Sam's family lost the home they had been living in. The trailer was moved out-of-state by the owner, and they ended up without a roof over their heads. A local church was able to temporarily house the family, but time was running out...

Sam's family was referred to Benton Habitat by one of our volunteers. Their need was dire. They were about to lose their temporary housing. We knew that something had to be done.

Our volunteers worked hard... **really** hard to find an affordable, decent home for the family. Using funds from our Home Repair Initiative, Habitat purchased a manufactured home and relocated it for Sam and his children. After hundreds of volunteer hours, the home was renovated and the family was able to move in. Sam is paying back the loan and, like your donations, the payments he makes help fund future essential repair projects.

We have had generous support from several different funding partners including Thrivent Financial, Knights of Columbus, Meyer Memorial Trust, OSU Folk Club Thrift Store Foundation, Senior Foundation, and Benton Community Foundation. This is allowing us to expand our repair program and we are now completing approximately two repairs a month.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

As part of the Strategic Plan adopted by our Board of Directors, we have a goal of serving 20 families per year with essential home repairs by the year 2016. For the 2014-2015 fiscal year we had a goal of completing ten home repair projects. We ended the fiscal year having completed twelve projects for our target audience. Specifically, we aim to increase the quality of life for low-income homeowners throughout Benton County. Specific outcomes achieved include improving decent shelter for low-income, disabled, or senior residents, eliminating safety hazards such as slippery walkways or decks, making homes more energy-efficient, increasing homeowner pride, establishing connections between low-income families and community volunteers, and preserving affordable housing.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Benton Habitat for Humanity

Program Home Repair Initiative

Grant Award \$
\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount
1	United Way Grant funding	\$0.00
2	City of Corvallis SSF award	\$3,000.00
3	Individual Donations	\$3,155.00
4	Grants	\$17,750.00
5	In Kind Contributions	\$141.34
6	Homeowner Loan Repayment	\$664.50
7	ReStore Contribution	\$6,928.68
8		
TOTAL PROGRAM FUNDING		\$31,639.52

total secured --> **\$31,639.52**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Construction/Repair Materials	\$26,400.37	83.44%
2	Staffing	\$3,333.24	10.54%
3	Administrative Expenses	\$1,905.91	6.02%
4			
5			
TOTAL PROGRAM EXPENSES		\$31,639.52	100.00%

Balance \$0.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	CARDV	Award	\$5,000.00
Program	Emergency Shelter Program	Phone	541-738-8319 ext 312
Contact	Letetia Wilson	Email	Letetia.wilson@cardv.org

Narrative

Program Description (please copy from the original application):

The Center Against Rape and Domestic Violence (CARDV) provides emergency confidential shelter to survivors of intimate partner violence, sexual violence and stalking in Corvallis. Many of the survivors who are accessing CARDV's shelters are at immediate risk of further violence by their partner if they stay in the relationship, and are often unable to leave their home unless they have access to a safe and confidential place to stay.

CARDV's shelter is accessible to survivors 24-hours a day, every day of the year. Transportation to shelter is provided 24-hours a day ensuring that survivors are able to leave their home any hour of the day. There are 16 beds and two cribs available in CARDV's two shelters located in Corvallis. When CARDV's shelters are full, local motels are used to provide shelter to survivors on a short term basis until space in the shelter opens up or the survivor is able to relocate to another safe place.

While in shelter, survivors work on meeting goals to become self-sufficient. CARDV helps survivors reach their goals by providing referrals to community organizations. These referrals allow the survivor to access resources and support in the community. Survivors are provided with information about the dynamics of intimate partner violence, sexual assault and stalking while in shelter to increase education in order to better understand the violence they experienced and reduce their likelihood of continuing to or experience one of the aforementioned forms of violence.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Community agencies made referrals to CARDV's shelter program. Agencies referring survivors to CARDV included the Department of Human Services, Community Services Consortium, Community Outreach, Benton County Mental Health, Samaritan Health Services, Corvallis School District, Benton County Parole and Probation, Old Mill Center for Children and Families, and Love INC.

CARDV shelter residents were provided with food and basic necessities from Food Share. CARDV also received donations from the community for toiletries. CARDV purchases food from Food Share at a very low cost. All shelter residents received quilts from Quilts from Caring Hands and the Zion Lutheran Quilting Circle.

All shelter residents were referred to the Department of Human Services (DHS) when appropriate. When needed, CARDV provided transportation to the DHS office. CARDV has an advocate stationed at the DHS office to help survivors of domestic violence and sexual assault apply for services. The advocate helped shelter residents fill out the applications and communicated with DHS workers on behalf of the residents to

reduce barriers. Residents were able to receive needed financial assistance to help gain immediate safety as well as long term self-sufficiency.

Local attorneys worked with CARDV to provide legal services to shelter residents for free or at a reduced rate. Legal Aid Services of Oregon held office hours at CARDV's Advocacy Center every other week, with a few interruptions due to their schedules. Shelter residents were referred to an attorney or legal aid as needed for help with restraining orders, stalking orders, and divorce/custody proceedings. Referred residents received free or low cost legal help. Lack of legal representation in court presents safety concerns to survivors who are depending on the court process for a restraining or stalking order.

There are times when an abusive partner's behavior is so dangerous the shelter resident decides they need to leave town to stay safe. The majority of residents in CARDV's shelter are being stalked by their abusive partner and are at risk of being found and harmed. When a resident is no longer safe in CARDV's shelter in Corvallis, advocates work with the resident to find another intimate partner violence or sexual violence shelter in Oregon or other state where the resident will be safe. CARDV partnered with DHS to help residents access funding and helped residents relocate to a safe community.

CARDV referred all shelter residents to the Department of Human Services (DHS) Self-Sufficiency office to access benefits such as Temporary Assistance for Needy Families (TANF), Temporary Assistance for Domestic Violence Survivors (TA-DVS), Supplemental Nutrition Assistance Program (SNAP) and/or health care coverage. CARDV provided transportation and child care as needed so shelter residents could meet with DHS Case Workers. The funds accessed by survivors through DHS helped them find safety in the crisis as well as long term help while working toward self-sufficiency.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

The goals for the shelter program are that over time survivors who work with CARDV advocates will experience less violence, report a higher quality of life and social support, and have less difficulty obtaining community resources. These goals were reached by providing individual meetings with shelter residents to discuss the dynamics of intimate partner violence, sexual violence or stalking in order to increase their knowledge of these forms of violence. Every resident in the shelter made a safety plan with an advocate. The safety plans were individualized for each person's situation and updated frequently.

Advocates also met one on one with each shelter resident to help them identify goals toward self-sufficiency and steps to reach those goals. Advocates provided information and referrals to other community agencies to help residents meet their basic needs and accomplish their goals.

Advocates were available throughout the day and by the crisis and support line to meet people's needs. Shelter residents have access to the hotline 24 hours a day and were able to call for extra support if they were in crisis.

Survivors in shelter were provided with basic necessities including bedding, toiletries, food, cleaning supplies, and cooking supplies in a safe homelike environment.

The outcome measures for the project are:

- 90% of residents report having a better understanding of domestic violence, sexual assault, or stalking
- 90% of residents report that staff creates a safe environment
- 90% of residents know CARDV has a 24-hour hotline and they can access support and resources by calling

- 90% of residents report the services provided help residents make informed decisions
- 90% of residents have new ideas about how to stay safe
- 90% of residents know more about available resources, including how to access them

CARDV uses feedback surveys completed by shelter residents at the end of their shelter stay. Survivors have access to a locked box in the shelter to leave the completed survey. Every three months, the forms are collected ensuring that the feedback provided can be done anonymously.

The results of the surveys were:

- 100% of residents report having a better understanding of domestic violence, sexual assault, or stalking
- 100% of residents report that staff creates a safe environment
- 100% of residents know CARDV has a 24-hour hotline and they can access support and resources by calling
- 100% of residents report the services provided help residents make informed decisions
- 100% of residents have new ideas about how to stay safe
- 90% of residents know more about available resources, including how to access them

Then number of unduplicated persons expected to be served by the program was 50. The program served 57. The number of duplicated people was expected to be 85. We served 64 duplicated people. This lower number is a result of longer shelter stays.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Center Against Rape and Domestic Violence (CARDV)

Program Emergency Shelter Program

Grant Award \$
\$5,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$9,000.00
2	City of Corvallis SSF award		\$5,000.00
3	Contributions and Fundraising		\$84,600.00
4	Foundations and Grants		\$101,000.00
5	Other		\$400.00
6			
7			
8			
TOTAL PROGRAM FUNDING			\$200,000.00

total secured --> **\$200,000.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Personnel related	\$186,848.00	83.90%
2	Operations	\$26,697.61	11.99%
3	Training	\$1,014.00	0.16%
4	Direct Client Services	\$8,804.89	3.95%
5			
TOTAL PROGRAM EXPENSES		\$223,364.50	100.00%

Balance -\$23,364.50

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **CASA-Voices For Children**

Award **\$8,000**

Program **CASA-Voices For Children**

Phone **541-753-5838**

Contact **Kari Rieck**

Email **Executive.director@casa-vfc.org**

Narrative

Program Description (please copy from the original application):

CASA-Voices for Children recruits, trains, assigns, and technically supports community volunteers as Advocates for abused and neglected children. Children who are victims of abuse and neglect suffer long-term effects in emotional, behavioral and social development; impacting their ability to learn and form attachments. They are significantly more likely to drop out of school, depend on public assistance, become homeless, engage in criminal activity and become the abuser.

Volunteers attend extensive trainings to ensure each child has a voice within the legal system and their needs are being met. Judges consider Advocates the "eyes and ears of the Court" and value their thorough and un-bias reports and recommendations.

Investigating

Talking to everyone involved with the child
Reviewing court, DHS, police, medical, educational and assessment documents

Facilitating

Working with parties to identify, recommend and ensure services for the physical and emotional wellbeing of the child.

Monitoring

Tracking progress to ensure a child receives services and makes progress
Tracking parents' progress to ensure lifestyle changes are made to ensure the safety and well-being of their child

Advocating

Advocates are often the only constant in the child's life while they are in care; typically two years
Visiting the child at least monthly
Focusing on the best interest of the child, ensuring they do not get lost in the system

Funding allows CASA to continue to provide evidence-based, unduplicated and unique services to abuse and neglected children.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

CASA is a community collaborator that focuses on child abuse advocacy, prevention, and awareness. Staff and volunteers provide and work with a variety of organization in the development of curriculum and educational programs, conferences, workshops, and forums.

CASA collaborates with the following organizations most frequently:

- DHS Child Welfare: worked to ensure that children and their parents received the services and support needed to reunify the family or in some cases move to and finalize adoptions.
- Juvenile Court System (working on an ongoing Juvenile Court Improvement Project): Work with all legal parties to improve the experiences for families and children/youth involved with the legal system. Developed best practices to ensure that each legal

party was aware of their expectations and those of others.

- Jackson Street Youth Shelter: Collaborated with providing space for teen outreach, donations, assist with referrals and utilizing each other's areas of expertise.
- Parent Enhancement Program: closed
- Juvenile Probation Department: Work with juvenile counselors to meet youth needs
- ABC House: Trainings and as CART (Child Abuse Response Team) members
- Old Mill Center: Large scope of collaboration; therapy, recommendations, referrals, supports
- Benton County Mental Health: Member of WRAP teams to collaborate with service providers to meet children and family needs.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

- Development and implementation of additional trainings. Redesigned and implemented new advocate training, partnering with other CASA programs in the region to provide joint trainings. Developed and implemented training documents for new and on-going training.
- Development, revisions and implementation of CASA-Voices for Children specific procedures. Due to the changes within the system, staff spent a significant amount of time learning the new processes and developing and implementing internal changes and creating documentation.
- Increasing support for the Advocates during the transitions. Support increased not only during the transitions, but also due to the increase in difficult (high trauma) cases and the increase in case load. There was a 25% increase in cases from last year and double the number of open cases during the last 6 months of this year.

Program Budget (July 1, 2014 - June 30, 2015)

Agency CASA-Voices For Children

Program CASA Advocate Program

Grant Award \$
\$8,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount
1	United Way Grant funding	\$0.00
2	City of Corvallis SSF award	\$8,000.00
3	Grants	\$34,388.00
4	Contributions/Fundraising	\$69,350.00
5		
6		
7		
8		
TOTAL PROGRAM FUNDING		\$111,738.00

total secured --> **\$111,738.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Rent	\$8,707.00	7.79%
2	Payroll	\$89,292.00	79.91%
3	Utilities	\$2,057.00	1.84%
4	Internet	\$5,757.00	5.15%
5	Insurance	\$5,225.00	4.68%
	Printing	\$700.00	0.63%
TOTAL PROGRAM EXPENSES		\$111,738.00	100.00%

Balance \$0.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **CASA-Voices For Children**

Award **\$2,000**

Program **Advocacy Center**

Phone **541-753-5838**

Contact **Kari Rieck**

Email **Executive.director@casa-vfc.org**

Narrative

Program Description (please copy from the original application):

The Advocacy Center is a space for CASA-Voices for Children, our advocates, and community partners to meet with children and teens in a confidential setting and hold meetings and trainings related to child advocacy. There are two sections of the center; one is specifically themed to provide a secure setting for children who have experienced fear and violence associated with child abuse and the other is to inspire at-risk youth to make the transition to healthier lifestyles.

- Increasing collaboration between community partners is a major area of focus for the Advocacy Center. The Center was co-designed, painted and decorated by CASA and Jackson Street Youth Shelter's Youth Advisory Board.

At-risk teens and children who are victims of abuse and neglect suffer long-term effects in emotional, behavioral and social development; impacting their ability to learn and form attachments. They are significantly more likely to drop out of school, depend on public assistance, become homeless, engage in criminal activity, and repeat the cycle of abuse. The Center fills an important gap in services for abused and at-risk youth. Benton County does not have another easily accessible, confidential, no-charge, and child-friendly space available for reaching out and providing support to these children and teens.

The storage area of the Center is also utilized to store clothing, toys, school supplies and more for children and foster families. Increased storage has allowed CASA to keep these supplies on-hand and therefore allowed us to provide these items to children and families on a consistent basis.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

CASA will continue to work with and encourage increased use of the Center by the following current community partners:

- Jackson Street Youth Shelter – CASA continues to work with Jackson Street Youth Shelter to ensure that the at-risk teens we serve receive the services and support they need.
- ABC House – CASA and ABC House share the common goal of protecting children who are victims of abuse and neglect. ABC House has also hosted their Darkness to Light training at CASA in order to reach a wider population.
- Benton County Juvenile Department – The juvenile department works with youth in the juvenile delinquency system, and CASA often serves children who are involved with BCJD. CASA and juvenile court counselors often attend meetings together and staff cases to determine how best to help the youths.
- Parent and child attorneys – CASA works regularly with attorneys to determine what is in the best interest of the child. The child's attorneys must fight for what the child wants, whereas CASAs can report to the Court what is specifically in the child's best interest, even if they aren't the same. Therefore it is important for CASAs and attorneys to discuss the child's wishes and have a full understanding of the situation before presenting information in Court. CASAs and attorneys frequently meet to discuss cases and share information.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

- Increase frequency of Center's use by 20% - This number increased. More space has been used for donations and sorting in the past year, as well as being used four days per week by Jackson Street Youth Shelter.
- Increase number of community partners using the Center by 20% - This number did not increase, due to the increase of use by Jackson Street Youth Shelter and the large amount of donations received. The donations are sorted, stored and distributed from the Center. However, we have recently obtained additional space to allow us to better organize and distribute donations and be able to open the Center up for additional community use.
- Increase the children and teens we are able to provide clothing, toys and school supplies to by 20%: CASA has continued to receive generous donations of items to be distributed to CASA children. This number has increased due to the higher numbers of children in care compared to last year and the increase in donations. One particularly successful thing that happened this year is that we were able to provide a hand-made quilt to each new child who came into care in Benton County.
- The Center will continue to be offered at no cost to community partners – The Advocacy Center is still available to community partners at no cost.

Program Budget (July 1, 2014 - June 30, 2015)

Agency CASA-Voices For Children

Program Advocacy Center

Grant Award \$

\$2,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$2,000.00
3	Grants		\$6,000.00
4	Contributions/Fundraising		\$2,800.00
5			
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8			
TOTAL PROGRAM FUNDING			\$10,800.00

total secured --> **\$10,800.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Rent	\$8,400.00	77.78%
2	Payroll	\$1,556.00	14.41%
3	Utilities	\$228.00	2.11%
4	Internet	\$306.00	2.83%
5	Insurance	\$250.00	2.31%
	Supplies	\$60.00	0.56%
TOTAL PROGRAM EXPENSES		\$10,800.00	100.00%

Balance \$0.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Casa Latinos Unidos de Benton County**

Award **\$14,400**

Program Immediate Needs Services

Phone **541-223-5310**

Contact **Erlinda Gonzales-Berry**

Email **e.gonzales.berry@gmail.com**

Narrative

Program Description (please copy from the original application):

Casa Latinos Unidos de Benton County (CLUBC) responds to the needs of people with limited English skills who interact with different sectors of society and contribute to the wealth of the community with their work in spite of their language limitations; yet because they lack information, and cultural and linguistic understanding, they have difficulties accessing services and support. CLUBC provides vital functions for this population to access basic-need services. First-generation, migrant Latinos face many challenges resulting from unfamiliarity with the English language and common procedural practices of living in the USA. Interacting with social service agencies, courts, landlords, employers, doctors, and financial institutions for instance, often leaves them confused, and at worse, marginalized and unable to respond effectively to pressing issues of every day's life. CLUBC mediates in these circumstances, providing information and communication that is vital for individuals in hardship circumstances. Our clientele trust our organization with their stories, personal matters, and issues of concern. CLUBC facilitates their access to information by: reading the forms to them in a language they understand and helping them fill these forms out. We provide contact information for social service agencies, organizations, and individuals who can further assist them as appropriate, and we make calls on their behalf while assisting them with language and communication needs so that they complete official protocols as required. By facilitating Latinos' access to information, our organization contributes to empowering people and helping them to remain self-sufficient, productive members of our community.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

In the second half of the fiscal year, we continue to collaborate and partner with various social service agencies and other entities in our efforts to provide linguistic and cultural appropriate services to low-income Hispanic families, so they can become self-sufficient and acquire the skills necessary to become productive and involved citizens of our city and county. We have maintained a close partnership with the Linn Benton Health Equity Alliance, from whom we received funding to do educational workshops for parents. We have worked closely with DHS whom we frequently contact for information or for client referrals. We have worked with the Benton County Health Department School Navigators accepting from them clients whose needs they have not been able to meet; these include filling out complex divorce and child custody papers, completing employment and housing applications and medical assistance forms, providing interpreters for medical and attorney appointments. We partnered with attorney Yema Measho to sponsor an informational meeting on President Obama's proposed Immigration Action where we provided information to families on requirements, guidelines, and how to prepare their files for potential changes in immigration policies. This is information which clients are desperate for but have no idea how to access it on their own. On numerous occasions we have contacted the Linn Benton Housing Authority for information on low income housing and have referred clients to them. We have contacted numerous property managers to assist clients with applications for housing, and have worked with the City Housing Department on housing discrimination cases. We have facilitated communication between BOLI and clients who have come to us with labor discrimination complaints. Our interactions with the Oregon Law Center have been crucial in our efforts to assist agricultural workers who come to us for assistance in addressing issues such as wage theft. We disseminate information through our web-page, list-servs, printed materials, and social media. On our Facebook site we post information on events and projects sponsored by numerous organizations in Oregon, including PCUN, CAUSA, the Mexican Consulate, the InterCommunity Health Network, The Benton County Health Department, the United Way, among others. When this information reaches us in English only text, we translate the information, thereby ensuring accessibility to our clients. A major accomplishment has been the publication of a Spanish-language Resource Guide that is reader friendly and appropriate for individuals with low levels of literacy. We distribute packets of the guide to all social service organization in the area. At our fund raising Summer Fiesta sponsored at Central Park we had 13 social service agencies participate in the community resource fair portion of the Fiesta. All have expressed the desire to participate again next year. Partnerships with these organizations have allowed us to advocate for Latino families, to empower them with communication tools, and to create bridges for support.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

1. The current proposal aims at obtaining funding for the FTE needed to have a person available helping clients during office hours.

The funding from UW allowed us to hire a .5 FTE case worker whose responsibility is to do the intake work, assist the client with his/her needs, document related data and create a database related to the project, and conduct phone interviews for evaluation purposes. The person hired has added a follow-up component, in which she calls clients to inquire about the services received through referrals from us, and to ascertain if they need additional assistance. We served a total of 165 families (31 duplicated) and had a total of 158 phone contacts. These usually involve requests for information or referrals from potential clients, social service agencies, and community partners.

2. Latino individuals and families will find that CLUBC can help facilitate their negotiation of a foreign culture by helping them meet their basic needs.

All our services are geared specifically to fulfill this goal, and feedback confirms that we are on track.

3. Latino families will be able to break language barriers with our help.

All services are provided in Spanish unless the client indicates a preference for English.

4. Latino families will become better integrated with the rest of the Corvallis community as a result of learning useful skills through CLUBC's services and referrals.

With our assistance, clients become familiar with the agencies that are available to assist them, and they observe how business is carried out to meet their needs. We also explain to them what we are doing and why. In this way, we seek to expand their understanding of how systems work in this country. The leadership training we have provided to women through a project called Organización de Latinas Unidas has prepared women to become leaders in their own right. These women have become facilitators in our educational workshops for Latino parents and have assisted 40 families in understanding and involving themselves in the public schools. They have played a key role in securing funding and in arranging the logistics for our fundraising festival. This work has brought them in contact with businesses and offices of the mainstream community. In short, the specific assistance they received is geared to assist Latino families become more self-sufficient so that in time they will be able to personally take care of their needs.

- 5) Latino families will find in CLUBC's space and staff a "safe place" to turn to

for assistance.

This objective speaks specifically to our mission. This is our *raison d'être* and we take it very seriously. Evaluations collected in writing and via phone interviews are overwhelmingly positive with clients reporting that they have been treated with respect and professionalism and that they would not hesitate to return or to recommend Casa Latinos Unidos to family or acquaintances.

6) Service providers will find that CLUBC is a valuable resource in helping them connect with the Latino community.

Casa Latinos Unidos has become the “go to” entity for information and connections to the Hispanic community in our area. Daily we get calls requesting information, participation in events/programs, partnerships. In February we, along with OLU (a group of women we have been engaged with for five years) hosted a community forum where the women gave public testimony to what it is like to be a member of an ethnic minority that is virtually invisible in this community. They spoke about difficulties finding housing, discrimination, lack of medical access, issues related to education, employment, and the stress and health problems that result from their marginality and “otherness.” Fifty individuals, most of them service providers, attended this event and found it to be an eye opening experience.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Casa Latinos Unidos

Program Immediate Needs

Grant Award \$
\$14,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		
2	City of Corvallis SSF award	\$14,400	\$14,400.00
3	Meyer Memorial	\$9,000	\$9,000.00
4	Benton County Community Foundation	\$ 4,000	\$4,000.00
5			
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8			
TOTAL PROGRAM FUNDING		\$ 27,400	\$27,400.00

total secured -->

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Wages .22FTE	\$5,000	18%
2	Wages .5 FTE Case Worker	\$15,480.00	56.40%
3	Payroll Taxes	\$2,457.00	9.00%
4	Rent	\$3,000.00	11.00%
5	Phone	\$150.00	0.05%
	Supplies & Printing	\$1,345.00	5.00%
TOTAL PROGRAM EXPENSES		\$27,432.00	99.45%

Balance - \$27,432.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Community Outreach, Inc.	Award	\$45,000
Program	Integrated Shelter Services	Phone	541-758-3000
Contact	Kari Whitacre	Email	kwhitacre@communityoutreachinc.org

Narrative

Program Description (please copy from the original application):

Integrated Shelter consists of three types of shelter: Emergency, Temporary and Transitional. Drop-in Emergency Shelter is available for families with children from 7 p.m. until 8 a.m. Clients receive bedding, food, use of shower and kitchen facilities, and hygiene supplies. Clients stay in safety and out of the elements for as long as needed regardless of sobriety as long as their behavior is appropriate.

Temporary Shelter is available to single men, women and families on a first come, first served basis for up to two weeks. These clients are given shelter space upstairs and a place to store their belongings without having to check in each day. In order to assure the safety of other clients, they are asked to remain clean and sober. This period of time allows them the opportunity to consider their options and is the gateway to Transitional Shelter.

Approval for Transitional Shelter is based on the client's desire to participate in the program. In Transitional Shelter, a client is assigned a case manager, who will serve as a mentor, and help the client establish goals and create action plans based on the individual's needs. Clients may receive behavioral health treatment (drug and alcohol treatment and/or mental health treatment services); medical or dental care; and life skills classes. If the client has children he/she may receive preschool childcare and parenting classes. The goal of the Transitional Housing Program is to assist homeless clients to become self-sufficient and productive community members.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We work closely with other community agencies through referrals including, Stone Soup, 509J school district, CSC, HUD, VA, DHS, the Day Time Drop-in Center, CARDV, and Benton County Mental Health, and secure resources for our clients with Linn-Benton Food Share, Willamette Neighborhood Housing Authority, and Linn Benton Housing Authority. We also work

with the HOC and AST to facilitate coordination among agencies that can provide assistance to vulnerable community members. Additionally, Community Outreach has partnered with Jackson Street Youth Shelter to provide our Transitions program that serves youth who are at risk of or are currently experiencing homelessness. This program integrates case management and built in peer support to provide clients with a safe and structured environment as they work towards stability.

Individuals in the integrated shelter program also have the option to access Icon City and Hand Up programs, which are charitable giving platforms that connect the needs of our clients with the resources of our community. Icon City users receive a weekly text message alerting them to the needs of COI clients such as clothes, furniture, and household goods. We have also joined HandUp, a charitable giving website that supports client goals such as purchasing a laptop for school work or providing funds for a job certification.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

The goals in our original application were: The goal of Emergency Housing is to provide homeless families with access to year round shelter, food, hygiene supplies and emergency assistance. There is no limit to the number of days a family can access Emergency Shelter and appropriate behavior, rather than sobriety, is the determinant. Success will be measured by the number of individuals who are provided shelter.

The goal of the Temporary Housing program is to provide homeless community members with access to limited short term housing, food, hygiene supplies medical attention and emergency assistance.

- 100% of clients will receive enough food while in Temporary Shelter to prepare healthy meals for themselves and/or their family
- 100% of our clients will receive the hygiene supplies they require
- 100% of clients who are uninsured and who need to see a doctor will be able to access services through one of our medical clinics

The overall goal of Transitional Housing Services is to provide integrated services to homeless men, women and families which enable them to become productive and self-sufficient.

The following indicators are used to measure program success:

- 50% of clients will secure permanent housing
- 60% of clients will obtain some sort of income
- 80% of clients will receive needed substance abuse or mental health treatment through Community Outreach, or will be referred to another treatment provider
- 80% of clients will be able to name 2-3 community resources
- 90% of clients will attend weekly life skills and other classes
- 100% of uninsured clients will be able to see a doctor at one of our medical clinics

We have been successful in meeting the goals of our integrated shelter program. Some of the ways we show care and consideration for community members who are struggling include:

- Providing phone, mail, and message services for people with no permanent address.

- Providing 24 hour Crisis Intervention, Information and Referral services which are available by phone 365 days a year. People who walk in are able to get these services 6 days a week (Monday through Saturday) from 8:00 am to 9:00 pm.
- Providing emergency food boxes to anyone in need. Community members can receive a box filled with food for every member of their family, serving nine meals per person with a balanced diet. These food boxes are available once every 30 days.
- Providing showers and hygiene supplies twice a week to homeless community members.

Providing bread products free to anyone in the community. We have two large baker's racks in our vestibule that are stocked weekly to the very top with bread products that are pulled from grocery shelves.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Community Outreach, Inc.

Program Integrated Shelter

Grant Award \$

\$45,000.00

Program Revenue (add rows as needed)

Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount	
1	United Way Grant funding		
2	City of Corvallis SSF award		\$45,000.00
3	Contributions/Fundraising		\$83,771.00
4	Foundation Grants/Gov't Funding		\$227,539.00
5	Fees for Service		\$72,137.00
6			
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TOTAL PROGRAM FUNDING			\$428,447.00

total secured --> **\$428,447.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

Description (list program's major expenses by category)		Amount	% of program budget
1	Payroll Expenses	\$289,248.00	67.51%
2	Operating Expenses	\$130,157.00	30.38%
3	Training Costs	\$638.00	0.15%
4	Direct Client Services	\$8,404.00	1.96%
5	Miscellaneous Expenses		
TOTAL PROGRAM EXPENSES		\$428,447.00	100.00%
Balance		\$0.00	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Community Outreach, Inc.	Award	\$35,000
Program	Health Services	Phone	541-758-3000
Contact	Kari Whitacre	Email	kwhitacre@communityoutreachinc.org

Narrative

Program Description (please copy from the original application):

We provide behavioral, dental and physical health care services to homeless and low-income community members who do not qualify for the Oregon Health Plan or who cannot afford private health insurance.

Medical services include clinics for physical exams and treatment; clinics for diabetes education, physical therapy, gynecological and psychiatric services. Clients are also referred to specialists, as needed, and receive lab and radiology tests and formulary prescriptions at little to no cost. Through the Linn-Benton Community College Dental Assistant program and Advantage Dental, we also provide basic dental care services one or two times per month, based on need and availability of services. These clinics are vital to community members who otherwise might not receive dental or medical care due to lack of insurance.

COI's Behavioral Health services include onsite Alcohol and Drug (A&D) Treatment Programs offering state-certified outpatient and intensive outpatient services to adult men and women who are suffering from alcohol and drug addiction. We also offer Domestic Abuse Intervention and Prevention which teaches victims to develop safety plans and to create boundaries in their lives. Abusers are taught other means to express frustration and anger. Mental Health services are provided to clients who are able to manage their mental illness with outpatient care if they are in need of psychiatric medication and have historically been medication compliant.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We collaborate extensively with community partners such as Corvallis Advantage Dental, Linn County Health Department in Lebanon, Corvallis Clinic, Linn Benton Community College Nursing Assistant program, the LBCC Dental Assistance Program, Good Samaritan Regional Medical Center, and Oregon State University School of Pharmacy, Philomath Grange Hall, Gathering Together Farms, Benton County Mental Health, and CARDV to facilitate clinics and provide a comprehensive range of services to our clients.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Our health services program has been successful in meeting the physical and mental health and well-being of uninsured, low-income adults with no other access to health care. We have achieved the following outcomes:

For our medical clinic:

- 80% of clients requesting physical therapy or diabetes education received services
- 75% of physician referrals to specialists were arranged at no cost to client

For dental care:

- 80% of clients needing fillings received appropriate treatment
- 80% of clients needing a tooth extraction received an extraction

For Behavioral Health treatment:

- 66% of the clients in the A&D Program increased their ability to remain sober
- 75% of clients completed a relapse prevention plan
- 75% of domestic violence clients demonstrated knowledge about the cycle of abuse and developed a safety plan

For Mental Health treatment:

- 80% of clients identified 1-3 techniques they can utilize to decrease symptoms
- 100% of clients were able to name two appropriate community resources

Program Budget (July 1, 2014 - June 30, 2015)

Agency Community Outreach, Inc.

Program Health Services

Grant Award \$
\$35,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		
2	City of Corvallis SSF award		\$35,000.00
3	Contributions/Fundraising		\$117,812.00
4	Foundation Grants		\$50,004.00
5	Fees for Service		\$80,857.00
6			
7			
8			
TOTAL PROGRAM FUNDING			\$283,673.00

total secured --> **\$283,673.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll Expenses	\$219,579.00	77.41%
2	Operating Expenses	\$62,509.00	22.04%
3	Training Costs	\$355.00	0.13%
4	Direct Client Services	\$1,230.00	0.43%
5	Miscellaneous Expenses		
TOTAL PROGRAM EXPENSES		\$283,673.00	100.00%
Balance		\$0.00	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Community Outreach, Inc.**

Award **\$15,000**

Program **Mari's Place**

Phone **541-758-3000**

Contact **Kari Whitacre**

Email **kwhitacre@communityoutreachinc.org**

Narrative

Program Description (please copy from the original application):

Mari's Place is a state-licensed day care program that gives priority to children of working families residing in our shelter and to very low income families who cannot otherwise afford child care

Mari's Place can accommodate up to 18 children from 6 weeks to 5 years of age. The nature-based program is focused on natural and eco-friendly materials. Children are encouraged to participate in a variety of activities designed to establish positive feelings about themselves and the world around them. Preschool children are encouraged to set goals; to talk about their feelings as they learn how to recognize them and to learn how to interact with other children. The setting is physically and emotionally safe and nurturing and provides age-appropriate physical and mental stimulation and sets the stage for school success.

Parents, with children enrolled in Mari's Place, take parenting classes and are asked to volunteer for at least an hour per week, where they have an opportunity to observe healthy communication between adults and children and to learn about normal developmental stages of children. Many parents with children at Mari's Place have low income jobs and external life stressors. The general chaos of life greatly impairs these parents' ability to understand or fulfill their parenting duties. Parents learn "best practice" parenting techniques and gain ideas of how to interact more positively with their children. Both parents and children are able to show emotional growth through the program offered by Mari's Place.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We work collaboratively with several other area providers to assure we meet the needs of the children and families of Mari's Place. If a child's needs are outside the scope of work we do, we make a referral to other appropriate agencies. Some of our partnerships include Old Mill, CARDV, Oak Creek Youth Correctional Facility, College Hill, Benton County Parole & Probation, Early Intervention Services of LBL ESD (Linn Benton Lincoln Educational Service District), Corvallis Waldorf School and the LBCC Family Connections Program. In addition, we have seen an increased need from the families of Mari's Place to provide free emergency supplies

such as diapers, clothes, and baby food. In response to this need, we have collaborated with our community partners to provide these supplies to our clients.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

We have been successful in meeting the goals of Mari's Place. We have achieved the following outcomes:

- Children will move from the "Not Yet" or "Sometimes" category in the ASQ/SE to the "Yes" category 70% of the time in a six month period.
- 75% of the children will show growth in self-calming skills, conflict resolution and social problem solving during a six month period.
- 80% of the parents will improve their understanding of their child's developmental progress and become effective participants by providing activities to foster developmental growth for their children.
- 80% of the parents will demonstrate more positive parenting skills such as developing clear expectations, staying calm in the midst of disturbance, consistently following through with consequences, and praising the child for his/her behavior.

In the fiscal year 2014-2015 we were able to serve 47 children and their families, and parents spent 390 hours volunteering in the classroom, up from the previous year's 24 children and 327 hours of parent volunteer hours. We have used the Ages and Stages Questionnaire to track improvement of developmental skills, and 90% of children showed growth in at least one of the following areas: speech, self-help skills, problem solving, and language development. Additionally, 100% of parents received a progress report on their child's development throughout the year.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Community Outreach, Inc.

Program Mari's Place

Grant Award \$
\$15,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$15,000.00
3	Contributions/Fundraising		\$63,524.00
4	Foundation Grants		\$25,800.00
5	Fees for Service		\$116,788.00
6			
7			
8			
TOTAL PROGRAM FUNDING			\$221,112.00

total secured --> **\$221,112.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll Expenses	\$129,221.00	58.44%
2	Operating Expenses	\$63,463.00	28.70%
3	Training Costs	\$13.00	0.01%
4	Direct Client Services	\$28,415.00	12.85%
5	Miscellaneous Expenses		
TOTAL PROGRAM EXPENSES		\$221,112.00	100.00%
Balance		\$0.00	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Community Outreach, Inc.	Award	\$5,000
<hr/>		<hr/>	
Program	Homeless Prevention	Phone	541-758-3000
<hr/>		<hr/>	
Contact	Kari Whitacre	Email	kwhitacre@communityoutreachinc.org
<hr/>		<hr/>	

Narrative

Program Description (please copy from the original application):

Both city and county governments are united in the desire to prevent homelessness. This program offers several integrated supportive services aimed at keeping vulnerable people in their homes.

- The first level of support would be the Crisis Intervention, Information, and Referral Line that is manned by phone 24 hours a day, seven days a week and with walk-in services Monday-Saturday from 8 am-9 pm. This service has been providing assistance to individuals in crisis for forty-three years and the social service assistants who take these calls are very skillful at talking callers through crisis and providing them with resources that will help alleviate their situation.
- Another resource that the program will provide is the distribution of food from our Community Food Pantry. For individuals or families experiencing food insecurity the ability to receive food boxes to help bridge the gap is a life saver.
- We will offer direct client assistance by providing transportation, and limited monetary assistance for needed services such as the cost of obtaining identification cards, Furniture Share delivery fees, rental application fees or other minor financial barriers to self-sufficiency.

The Community Services Coordinator will provide Case Management Services to clients in need of supportive assistance. The Community Services Coordinator will provide administrative oversight for the Benton County Adult Services Team and provide administrative oversight for the Homeless Oversight Committee, thus assuring coordination of efforts among agencies that can provide assistance to susceptible community members.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

To ensure the success of our basic needs services, we work closely with the Linn-Benton Food Share, Stone Soup, CSC, Linn-Benton Housing Authority, Willamette Neighborhood Housing Authority, Furniture Share, and Love INC, to obtain resources for our clients as well as providing and receiving referrals with CARDV, Jackson Street Youth Shelter, HUD, VA, and Benton County Mental Health. We also provide administrative oversight to the Homeless Oversight Committee and the Adult Services Team to coordinate among agencies and provide essential services for vulnerable community members. In addition, we have seen an increased need from families at risk

of or experiencing homelessness in the community for free emergency supplies such as diapers, clothes, and baby food. In response to this need, we have collaborated with our community partners to provide these supplies to vulnerable families in the community.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

We have been successful in meeting the goals of our homeless prevention program. Some of the ways in which we have done this are:

- Providing 24 hour Crisis Intervention, Information and Referral services which were available by phone 365 days a year. People who walk in were able to get these services 6 days a week (Monday through Saturday) from 8:00 am to 9:00 pm.
- Providing emergency food boxes to anyone in need. Community members were able to receive a box filled with food for every member of their family, serving nine meals per person with a balanced diet.
- Providing case management to community members.
- Providing showers and hygiene supplies twice a week to homeless community members.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Community Outreach, Inc.

Program Homeless Prevention

Grant Award \$
\$5,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$5,000.00
3	Contributions/Fundraising		\$65,308.00
4	Foundation Grants		
5	Other Income		\$10,000.00
6			
7			
8			
TOTAL PROGRAM FUNDING			\$80,308.00

total secured --> **\$80,308.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll Expenses	\$69,175.00	86.14%
2	Operating Expenses		
3	Training Costs		
4	Direct Client Services	\$11,133.00	13.86%
5	Miscellaneous Expenses		
TOTAL PROGRAM EXPENSES		\$80,308.00	100.00%
Balance		\$0.00	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Linn Benton Food Share/CSC**

Award **\$32,000**

Program Linn Benton Food Share – City of Corvallis Food

Phone **541-758-2608**

Contact **Ryan McCambridge**

Email **rmccambridge@communityservices.us**

Narrative

Program Description (please copy from the original application):

Linn Benton food share is the regional food bank serving 74 non-profit agencies in Linn and Benton counties. City of Corvallis funds will pay a portion of the salaries needed to distribute 940,000 pounds of food to 20 non-profit agencies in Corvallis. These funds will make it possible for Food Share to solicit, transport, store, allocate, distribute and deliver this food to our member agencies in order to ensure that food is available for any Corvallis resident seeking help. These agencies include emergency food pantries, soup kitchens, shelters, congregate meal sites and gleaning groups.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

See Attached*

In addition to the attached spreadsheet, Linn Benton Food Share relies on the volunteer support and financial contributions from civic groups, churches, individuals, businesses and other institutions in the city of Corvallis. Partnerships with local farmers, nurseries and other non-profits, such as Corvallis Environmental Center also have led to fresh, local food being available to low-income City of Corvallis residents.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

2014-15 Accomplishments:

No City of Corvallis resident has been turned away at a partner agency due to lack of food.

Emergency Food Boxes Distributed: 14,645 (duplicated) [estimated 4,185 unduplicated]

Individuals Served by Emergency Food Boxes: 47,102 (duplicated) [estimated 13,458 unduplicated]

Emergency Meals Provided: 160,850 (duplicated)

Total Pounds Distributed to City of Corvallis Agencies: 971,070

Total number of agencies receiving food or other goods from LBFS: 20 (reduced to 19 as Parent Enhancement Program closed during the year)

Partnerships – City of Corvallis*Emergency Food Box**

SVDP Corvallis
 South Corvallis Food Pantry
 COI Food Pantry
 OSU HSRC Food Pantry

Emergency Food Box - Holiday

Holiday Food Drive/Warehouse Benton Co.
 Vina Moses
 Holiday Baskets Thanksgiving Corvallis

Emergency Meal Site

CARDV
 Room @ the Inn
 Jackson Street Youth Shelter
 COI Kitchen
 St Mary's Stone Soup Corvallis
 Corvallis Family Table
 First Christian Meal Site

Non-Emergency Supplemental

Children's Farm Home
 CSC Corvallis Youthhouse
 Janus House
 Corvallis Homeless Shelter
 Parent Enhancement Program (PEP)
 CCC GROWING OAKS
 Grace Center

Gleaning Group

Mary's River gleaners

Donors – Corvallis

Walmart Corvallis
 Trader Joe's Corvallis
 Winco Foods Corvallis
 Market of Choice
 Safeway Corvallis Circle Blvd
 Grocery Outlet Corvallis
 Safeway Corvallis Philomath Blvd
 Panera Corvallis
 Safeway Corvallis Downtown
 Pepsi Cola of Corvallis
 First Alternative Co-Op North
 Fred Meyer Corvallis
 First Alternative Co-Op South
 Chipotle Grill Corvallis
 OSU Marketplace West Dining
 OSU McNary Dining Center
 OSU Arnold Dining Center
 Farmer's Market Corvallis
 Great Harvest Corvallis
 OSU General
 Natural Grocers Corvallis
 Spring Food Drive @ Garfield Elementary
 Einstein's Bagels
 OSU Cascade Market
 Hewlett Packard Employees
 OSU Surplus
 City of Corvallis Food Drive
 Starbucks Corvallis Timberhill
 Dollar Tree Corvallis Circle Blvd
 Best Western Corvallis
 Sunnyside Up Café
 Samaritan Health Services
 Bi Mart Corvallis 9th Street
 OSU Food Science & Technology

Vendors

Home Depot - Corvallis
 Stover/Evey/Jackson Appliance

Program Budget (July 1, 2014 - June 30, 2015)

Agency Linn Benton Food Share/CSC

Program Linn Benton Food Share - City of Corvallis Foods

Grant Award \$
\$32,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount
1	United Way Grant funding	\$0.00
2	City of Corvallis SSF award	\$32,000.00
3	USDA	\$4,795.00
4	Benton County	\$3,664.00
5	Or Hunger Relief Fund	\$11,982.00
6	Member Agency Contributions & General Fundraising support	\$20,000.00
7	Food Recovery Fund	\$5,161.00
8	Food Value	\$1,614,108.00
TOTAL PROGRAM FUNDING		\$1,691,710.00

total secured --> **\$1,691,710.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Salary & Fringe	\$70,714.00	
2	Program Supplies (food) & Support	\$1,617,966.00	
3	Indirect	\$3,030.00	
4			
5			
TOTAL PROGRAM EXPENSES		\$1,691,710.00	0.00%

Balance \$0.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Corvallis Community Children's Centers**

Award **\$20,000**

Program Tuition Scholarship Fund

Phone **541-752-1274**

Contact **LouAnn Spevacek**

Email **ccccc@gmail.com**

Narrative

Program Description (please copy from the original application):

Corvallis Community Children's Centers, Inc. requested funding for the Tuition Scholarship Grant through the City of Corvallis social service fund for childcare expenses. CCCC was established in 1968 serving the community for forty-six years as a state and federally licensed program. CCCC serves children aged six weeks to five years and has two centers located in west (Growing Oaks Center) and northeast (Lancaster Center) Corvallis. Each center provides developmentally appropriate activities in a safe and nurturing environment that enhances the growth and learning of each child. Our programs foster the development of the whole child, with an emphasis on social skills, independence, problem-solving, and creativity, so that children can grow to their fullest potential. CCCC promotes family involvement as an integral component of each child's care and education. Our request is to assist student families who are struggling to pay for quality childcare while obtaining a degree to better them and become financially free from government subsidy. Our centers receive ten plus calls weekly requesting some type of financial assistance. These families DO NOT qualify for DHS childcare assistance unless they QUIT school and obtain a job. Our goal is to provide \$100-\$500/month tuition scholarships for over 20 families. Our mission is: "Build a solid foundation for children and their families." The City of Corvallis social service fund for tuition scholarships helps both the parent and child; the parent pay for quality childcare and the child receive a great start to the education.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

CCCC works with OSU and LBCC to assist Student parents who are seeking childcare. We have also communicated with LBCC Child Referral Services that Tuition Scholarship Grants are available.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

“Child care is an increasingly difficult financial burden for working families to bear,” said Lynette M. Fraga, Ph.D., Executive Director of Child Care Aware® of America. “Unlike all other areas of education investment, including higher education, families pay the majority of costs for early education. Families are finding it impossible to access and afford quality child care that does not jeopardize children’s safety and healthy development.” Oregon ranks dead last in affordable childcare and Benton County ranks highest cost in Oregon. Research has shown that childcare expenses have increased over the last couple of years 13% while wages have decreased by 9%. Directors of child care centers have experienced a 20% increase in costs because of payroll, food, and utility costs. Enrollment at Corvallis Community Children’s Centers (CCCC) plummeted from 2008-2010 because of unemployment in the Corvallis area. In 2011 enrollment began increasing but the families enrolling were also enrolling at Oregon State University (OSU) and Linn Benton Community College (LBCC) to transition from unemployment to a new career. These new students have young children and recognize the need for quality early child hood education which increases their monthly expenses without increasing their income. The student families are working toward being independent and the ability to financially support their families but without the CCCC/City of Corvallis- Social fund grant - they resort to taking out larger student loans to help them pay for care. The social services assist these student families in paying for the cost of child care.

Our goal at CCCC is to assist families now as they prepare themselves for a better future. Assisting student families with tuition assistance gives parents financial assistance so they can support their families in the future and peace of mind that their child is in a safe and nurturing environment. The child also benefits with a quality early childhood education that provides them with a solid foundation for their future.

Award Spent:

CCCC has currently received \$20,000 of the \$20,000 grant.
As of June 30 the organization has granted \$23,873. All \$23,873 has been granted to 36 unique families CCCC grants 100% of the money received from United Way-City Social Funding to the Tuition Scholarship Grant fund.

Services Awarded:

- CCCC has awarded scholarships to 36 unduplicated families, our goal was 24.
- 133 duplicated scholarships have been awarded from July 1, 2014 to June 30, 2015
- Scholarships range from 6% of the families total tuition to 35%

-Scholarship grants given have totaled \$23,873, CCCC assisted 3 families totaling \$3,873.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Corvallis Community Children's Centers

Program Tuition Scholarship

Grant Award \$
\$20,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$20,000.00
3			
4			
5			
6			
7			
8			
TOTAL PROGRAM FUNDING			\$20,000.00

total secured --> **\$20,000.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	tuition Scholarships	\$20,000.00	100.00%
2			
3			
4			
5			
TOTAL PROGRAM EXPENSES		\$20,000.00	100.00%
Balance		\$0.00	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Corvallis Environmental Center**

Award **\$5,000**

Program **SAGE Food for Families**

Phone **541-753-9211**

Contact **Jen Brown**

Email **jen@corvallisenvironmentalcenter.org**

Narrative

Program Description (please copy from the original application):

The SAGE Food for Families program partners with emergency food distribution and social service agencies in Corvallis to provide fresh vegetables to low-income individuals and families. The Food for Families program is centered around the SAGE garden, the Corvallis Environmental Center's 1-acre production garden located in Starker Arts Park, which is used to provide vulnerable populations in Corvallis with year-round access to fresh, nutritious vegetables. The 3 tons of vegetables that are grown annually at SAGE are delivered three or more times per week during the majority of the year, and weekly in the winter, to the partner agencies.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Project Target: work with 25 businesses, service organizations, schools, faith and community groups to plant, tend, harvest and distribute food from SAGE.

During the grant period, 37 distinct groups volunteered one or more times at SAGE, for a total of 3,239 hours, to help grow food and address food security in our community. These groups included:

- 4H
- CH2M
- Church of the Latter Day Saints
- Community Services Consortium
- Corvallis Parks and Recreation
- Crescent Valley High School
- First Christian Church
- Girl Scouts
- Hewlett-Packard
- Jackson Street Youth Shelter
- Kappa Delta Rho Fraternity
- Leadership Corvallis
- Old Mill Center for Children & Families
- Oregon State University students, staff and alumni (12 distinct OSU groups volunteered one or more times at SAGE)
- Parent Enhancement Project
- Phi Sigma Rho Sorority
- Rotary Club of Corvallis
- Samaritan Health Services
- United Way

During the grant period, the project partnered with 8 hunger relief and social service agencies in the Corvallis area to distribute fresh vegetables to vulnerable populations in our community. The two primary

agencies that distributed fresh vegetables from SAGE to their clients were South Corvallis Food Bank and Stone Soup. The SAGE Food for Families program also worked with Old Mill Center for Children & Families, OSU Food Pantry, Community Outreach, Jackson Street Youth Center, Chintimini Senior Center, and the Parent Enhancement Program to distribute vegetables to those in need.

Project Target: work with our main partner agencies to identify what vegetables and in what quantities to make available for their clients.

Each year we ask partner agencies to identify future needs from SAGE and identify areas for additional collaboration. The results of that feedback is being used to inform our 2015 planting plan, and will inform future programming.

Project Target: Train agency volunteers so they can better assist their clients.

South Corvallis Food Bank volunteers toured SAGE garden and learned more about the products they are providing to their clientele.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Goal 1: Vulnerable populations in Corvallis will have increased access to fresh vegetables.

During the grant period, a total of 5,429 pounds of fresh vegetables were harvested at SAGE and donated to agencies serving vulnerable populations in the Corvallis area. The SAGE Food for Families project had targeted a yield of 3.5 tons of vegetables during the grant period. However, due to weather in the early spring of 2014 (a long period of extremely cold temperatures, snow, and flooding) and an absence of the National Civilian Conservation Corps' annual 6-weeks of service at SAGE in the early summer, yields were lower than targeted for 2014 crops.

The SAGE Food for Families program was able to provide our community's most vulnerable populations with fresh vegetables year-round. We extended our harvest season by increasing season extension structures (hoop houses and cold frames), planting more perennials and cold-hardy varieties, and staggering planting to ensure uninterrupted year-round availability of fresh vegetables. Our two primary partners, South Corvallis Food Bank and Stone Soup, had uninterrupted, year-round service: these agencies received fresh vegetables 2-4 times per week in the primary production seasons (summer and fall), and at least once per week through the winter and spring.

Goal 2: Low-income individuals and families seeking emergency food assistance in Corvallis will eat more healthful, nutrient-rich foods.

Because of the SAGE Food for Families program, 8 hunger relief and social service agencies in the Corvallis area were able to provide fresh vegetables to their clientele. The primary recipients of the donations of SAGE produce were South Corvallis Food Bank (1,604 pounds during the grant period) and Stone Soup (2,185 lbs during the grant period). South Corvallis Food Bank distributed fresh vegetables from SAGE to approximately 1,100 individuals per month (13,200 individuals annually). Stone Soup's free meal site in downtown Corvallis served 19,703 meals during the grant period, with 90% of the fresh vegetables used in these meals coming from SAGE. As a result of the Food for Families program, fresh vegetables were also made available to community members who received services at Old Mill Center for Children & Families, OSU Food Pantry, Community Outreach, Jackson Street Youth Center, Corvallis Senior Center, and the Parent Enhancement Program.

Each year we ask partner agencies to assess the current impact of the Food for Families project on their services and clients. The following data and narrative comments are excerpted from that survey:

100% of agencies we work with "Strongly Agreed" that:

- *The produce donated by SAGE has a positive impact on our organization's work.*
- *The produce donated by SAGE has a positive impact on our client's health and nutrition.*
- *The partnership between SAGE and our organization is important.*

SAGE provides a reliable source of local, fresh produce for the food bank. Our clients very much appreciate this nutritious addition to the food we provide. Having a bountiful display of produce makes for a much more welcoming environment at the food bank. Besides being a large percentage of our produce donations, SAGE is one of three organizations we count on for reliable, ongoing donations. Much of our produce is donated on an occasional basis, such as at apple or squash harvest time. We very much depend on the regular supply of produce received from SAGE throughout the growing season. The mix of produce from SAGE, including fresh greens, also makes SAGE a larger portion of our produce selection than simple poundage indicates.

--South Corvallis Food Bank Director

Stone Soup feeds the most vulnerable in our community's. Many of our diners suffer from drug and alcohol addiction, mental health issues and/or a combination of all. For many the only meal they have each day is from the soup kitchen. The goal is not only to feed people but to provide a nutrient packed meal. It is our hope that through better nutrition those we serve will become stronger physically and also able to make better choices in their lives.... Year round produce (from SAGE) is a priceless gift to our organization.

--Stone Soup First Christian Coordinator

Goal 3: Corvallis citizens will be more aware of food insecurity issues in this community and more citizens will be engaged in addressing these issues. Our target was to increase community participation at SAGE by 10% as compared to the previous year, engaging 550 volunteers in growing food for families in need.

During the grant period, a total of 674 (unduplicated) individuals volunteered at SAGE, donating a total of 3,239 hours. Thirty-seven distinct community groups participated in one or more volunteer events/work parties at SAGE, and a total of 133 volunteer events/garden work parties were held at SAGE throughout the year.

During 2014-2015, the SAGE Food for Families program engaged more individuals and groups in increasing access to healthy food for vulnerable populations in Corvallis than had participated in the previous year. The number of volunteers participating in the project increased 36%, from 495 to 674 unduplicated individuals. The number of different community groups partnering with SAGE to address food security in our community increased 76%, from 21 to 37 groups. As a result of the SAGE Food for Families program more individuals and groups in Corvallis and Benton County are aware of the food access and food security issues facing vulnerable populations in our community—and are willing to be engaged in addressing these issues. As a result of donations of fresh vegetables from SAGE, there are more vegetables available for those who cannot afford them, and hunger relief and social service agencies have additional monies (money not being spent on produce) to buy more food.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Corvallis Environmental Center

Program SAGE Food for Families

Grant Award \$
\$5,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount
1	United Way Grant funding	\$0.00
2	City of Corvallis SSF award	\$5,000.00
3	Foundation Grants	\$16,000.00
4	Donations	\$22,534.43
5	Revenue from fee-for-service programs	\$12,000.00
6		
7		
8		
TOTAL PROGRAM FUNDING		\$55,534.43

total secured --> **\$55,534.43**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll related expenses	\$41,676.13	75.07%
2	Operations	\$6,600.00	11.89%
3	Direct Client Services: supplies, equipment, printing, contract services/professional fees, travel/mileage	\$7,150.00	12.88%
4	Training	\$90.00	0.16%
5			
TOTAL PROGRAM EXPENSES		\$55,516.13	100.00%

Balance	\$18.30
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2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Corvallis Homeless Shelter Coalition	Award	SSF: \$7400 United Way:\$3000
Program	Men's Cold Weather Shelter	Phone	541-231-6689
Contact	Gregg Olson, Acting Executive Director	Email	executivedirector@corvallisousingfirst.org

Narrative

Program Description (please copy from the original application):

Program Description

Need: The City of Corvallis and the Oversight Committee of the Ten –Year Plan to End Homelessness have identified the need for a permanent Men’s Shelter as a goal for the coming year. This urgency is due to the community awareness of the pressing need for services to the homeless. The Corvallis Homeless Shelter Coalition completed its third homeless shelter count in December 2010. The first in 2008 was to set the baseline for the Ten–Year Plan. The second in 2009 was to check the reliability of the process and reporting information. The third count in 2010 was done at request of the County Commissioners and was to measure changes since 2008. The total numbers have remained similar (around 150),

The Program and Population The Cold Weather Men’s Shelter benefits chronically homeless men. Guests must be over 18 years old. Some characteristics of the men served may include the following: unaccompanied individuals, homeless for a year or more or multiple times over a several year period, disabled by addiction, mental illness, chronic physical or disability or developmental disability, frequent, histories of hospitalization, unstable employment, and incarceration.

The program, the Men’s Cold Weather Shelter is a five–month service to 42 chronically homeless men starting on November 1st and ending on March 31st. The shelter is open every night at 7PM. The men leave the shelter at 7AM. 42 homeless men have access to basic human needs as emergency services.

This year we have served 135 unduplicated individuals, with one month more.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We have sheltered 170 different men this year. We average 42 men a night. This year we had an individual with active TB in the shelter. We have been successful in stopping the spread by working with the Benton County Health Nurse for contagious disease. We could not have been successful unless we had paid staff on over this period to help identify and assure that the potentially infected had made contact with Benton County for testing. It is very common for the Corvallis City Police to bring an individual suffering from exposure to the shelter.

It is the paid staff who care for the individual giving them clothing, caring for their wounds and providing a bed and bedding.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

On any given night in Corvallis we estimate that there are over 150 homeless men. These are individuals who are not appropriate candidates for other services in the community. They may have used alcohol or drugs recently. They may not wish to commit to a sobriety program. They may have been transported in the middle of the night by the Corvallis Police Department because their welfare was at risk or they may have recently been released from jail or the hospital. They are all suffering from homelessness and at risk of disease and death from exposure during the coldest months of the year.

Each resident initially registers and provides demographic information. Upon nightly check-in, each person signs in and records their bed number. The sign-in process is a recommitment to following the shelter guidelines. Individuals are engaged concerning their present needs. Case management is offered.

The measureable baseline is relative to the number of individuals who would suffer, die, be hospitalized or incarcerated due to homelessness if the shelter did not exist. Each night:

- 40 homeless men will have access to food, water, and toilets
- 40 homeless men will have access to a warm dwelling
- 40 homeless men will have access to clothing (jackets, socks, shoes, hats and gloves)
- 40 homeless men will experience safety and freedom from fear and violence
- 40 homeless men will have access to information and community resources
- 40 homeless men will be offered access to acute mental and physical health care
- 40 homeless men will be provided transportation to shelter, and emergency health services

Yes, we surpassed the stated goal of 150. We sheltered 150 men the previous year. This year we sheltered 170 men in an unduplicated count this was about 42 men a night. Some nights were more because of inclement weather.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Corvallis Homeless Shelter Coalition

Program Cold Weather Shelter

Grant Award \$
\$10,400.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant Funding		\$3,000.00
2	City of Corvallis SSF award		\$7,400.00
3	CDBG Human Services Grant		\$13,000.00
4	Corvallis Police Department		\$6,780.00
5	Meyer Memorial Grant		\$19,682.83
6	Contributions		\$11,371.94
7			
8			
TOTAL PROGRAM FUNDING			\$61,234.77
total secured →			

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Equipment	\$5,627.39	9.19%
2	Payroll and Fringe Benefits	\$22,545.63	36.82%
3	Direct Assistance to Clients	\$4,685.72	7.65%
4	Utilities	\$7,726.59	12.62%
5	Operating Supplies	\$2,866.63	4.68%
	Repairs & Maintenance	\$15,181.39	24.79%
	Insurance	\$1,962.00	3.20%
	Fees & Licenses	\$318.50	0.52%
	Telephone Expense	\$320.92	0.005240813
TOTAL PROGRAM EXPENSES		\$61,234.77	100.00%

Balance	\$0.00
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2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Corvallis Homeless Shelter Coalition	Award	SSF: \$3,000
Program	Case Manager Cold Weather Shelter	Phone	541-231-6689
Contact	Gregg Olson, Acting Executive Director	Email	executivedirector@corvallisousingfirst.org

Narrative

Program Description (please copy from the original application):

Program Description

Recently the City of Corvallis has initiated a tactical action team to address concerns of downtown merchants. The homeless individuals we know and care for can be best approached and helped by our outreach worker. We are cognizant of the needs of the homeless and have resources we can immediately provide while we redirect behavior. The Corvallis Homeless Shelter Coalition Outreach Worker interacts directly with people who are chronically homeless or near homelessness in the Corvallis community. The Outreach Worker has formed strong partnerships with this population and works intensively to solve high priority issues. The outreach worker has connected individuals to medical and/or mental health services, substance abuse help, available vocational programs, housing resources, counseling and/or other appropriate resources. The outreach worker assists homeless in applying for SSI/SSDI disability benefits. Last year over one thousand unduplicated homeless or near homeless utilized the Men's Cold Weather Shelter Daytime Drop-In Center and Stone Soup Meal Sites. These sites along with Partners Place a Corvallis Homeless Shelter Coalition Housing 'First Facility' and homeless camps in Corvallis and Benton County are the places our Outreach Worker begins to engage our clients. Corvallis Homeless Shelter Coalition's mission is to create a sustainable solution for homeless in Corvallis and Benton County. Corvallis Homeless Shelter Coalition is the 'first responder' to the homeless in our community. Our goal is to do outreach as a way to save lives and resources by reducing the burden and cost of homelessness on our jails, hospital, and community spaces.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The case manager routinely meets with the Corvallis Police with common concerns about the homeless. She meets with Benton County medical personnel as the representative of the homeless. She is involved with the court system both as an advocate and to assist when a SSD case comes to court. We work jointly with Daytime Drop-In Center and Stone Soup to assure that the homeless are provide services and food available to them thru are partner organizations.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Progress Metrics Definition

Require the Outreach Worker to maintain a daily log and monthly report of activity:

In it she will collect the following information noting if the following occurred:

Clients will be identified as being from the Benton County or the City of Corvallis specifically:

- Identify, assess and inform individual who are homeless:

Establish routines to regularly identify and engage individuals, who are homeless, assess their service needs and provide them information on services to meet those needs.

- Provide case management:

Provide case management to individuals who are homeless to facilitate their accessing services and supports

- Identify resources:

Work cooperatively with providers to determine how to pay for food housing and medical needs. (Such as SSI, SSDI, and DHS etc.)

- Advocate care for this population:

If the individual desires treatment or medication, assist them in making appointments at either COI, the county health clinic or with a private physician if they are on the Oregon Health Plan.

- Consult with staff:

Be available for consultation with a volunteer or staff person who is trying to cope with an individual who is having a crisis.

- Evaluation:

Complete monthly quantitative and qualitative reports addressing contact and progress of individuals who are homeless.

Complete quarterly United Way reports for Benton County contacts.

Our goal was to provide 1 unit of services is defined as an interaction with a person who is homeless, which leads to an opportunity to use helpful resource. We averaged 7 interactions daily for 208 days or 1456 interactions. We exceeded the number of interactions. The number this year is 1820.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Corvallis Homeless Shelter Coalition

Program Case Manager Cold Weather Shelter

Grant Award \$
\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount
1	United Way Grant Funding	\$3,000.00
2	City of Corvallis SSF award	\$7,400.00
3	CDBG Human Services Grant	\$13,000.00
4	Corvallis Police Department	\$6,780.00
5	Meyer Memorial Grant	\$19,682.83
6	Contributions	\$11,371.94
7		
8		
TOTAL PROGRAM FUNDING		\$61,234.77

Total secured =>

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Equipment	\$5,627.39	9.19%
2	Payroll and Fringe Benefits	\$22,545.63	36.82%
3	Direct Assistance to Clients	\$4,685.72	7.65%
4	Utilities	\$7,726.59	12.62%
5	Operating Supplies	\$2,866.63	4.68%
	Repairs & Maintenance	\$15,181.39	24.79%
	Insurance	\$1,962.00	3.20%
	Fees & Licenses	\$318.50	0.52%
	Telephone Expense	\$320.92	0.005240813
TOTAL PROGRAM EXPENSES		\$61,234.77	100.00%

Balance \$0:00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Corvallis Homeless Shelter Coalition	Award	SSF: \$5,000
Program	Women's and Children's Rental Assistance	Phone	541-231-6689
Contact	Gregg Olson, Acting Executive Director	Email	executivedirector@corvallisousingfirst.org

Narrative

Program Description (please copy from the original application):

- The Women's and Children's Housing Program provides permanent housing to homeless and near homeless women and children. The program provides support, advocacy and case management services to homeless women and families, with a special emphasis on helping chronically homeless individuals' access and stay in affordable housing.
- The need is large and unaddressed. Carolyn Hinds the Corvallis 509J Homeless Student Coordinator reports that her program has identified 180 individual students who have inadequate housing, defined as homeless or doubled-up families. The number of families in Corvallis who are on TANF at the present time is 238. These families include 600 children. The Oregon KIDS COUNT reports that 15.2% of the children in Benton County live in Poverty.
- The need is exacerbated by the lack of low-income housing. Jim Moorefield Executive Director of Willamette Neighborhood Housing in a talk to the City Club of Corvallis and the Oversight Committee for the Benton County Ten -Year Plan to End Homelessness said that the affordable rental vacancy rate in Corvallis is 1%.
- The concurrence of a shortage of affordable housing and 15.2% of children in poverty is families that cannot pay the increased rents demanded in our community.
- Our solution to the problem is to offer a small rent stipend, \$200, and a program which includes case management, and advocacy for a short period of time – up to a year. Our goal is to prevent families with children from falling into homelessness and to assist them toward self-sufficiency.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The most valuable aspect of the program is the Adult Services Team. AST is a committee of the Homeless Oversight Committee. It is a bi-monthly meeting of the agency who may have services relevant to bringing a homeless family out of homelessness. Together we meet with the family and identify what we can do relevant to housing, education for the children, health, mental health job training and employment. This process is incredible effective and efficient. Within weeks we have moved families from homelessness to housing and provided additional supports in the schools for the children. AST works because it includes members who are case managers with members who control resources.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Our goal is to offer homeless children the same access to education as others. Every school district must designate a homeless liaison for children experiencing homelessness. Our goal is to help the schools keep students in housing and in their home school by working with school liaisons to ensure that homeless children are served. Other Agencies who have families as clients like COI are welcome to enter into an MOU with Corvallis Homeless Shelter Coalition for their client.

- Corvallis Homeless Shelter Personal will hold 12 coordination meetings with school district liaisons and agency case managers for the purposes of identifying women and children in need of housing. .
- Identify – We will identify 8 women and their children (estimated to be a family of 3) and offer appropriate services to address homelessness to the family.
- Case Management and Advocate – 8 women and children (estimated to be a family of 3) will be assigned a case manager and an advocate
- Screening–Adult Services Team will act as the screening committee to assure that all community services are offered to the family.
- 8 families will be offered case management, advocacy and a rent stipend for a period of 1 year.
- Contracts – 8 families will agree to communicate weekly with the trained volunteer advocate and monthly with the case manager.
- Contract – Adult Services Team and their case manager will jointly negotiate goals for 8 families. The families will meet monthly with the Adult Services Team for progress reports.
- The Adult Services Team will recommend 8 families to CHSC for the program.
- Corvallis Homeless Shelter Coalition will negotiate with the landlord and contract to pay the monthly

stipend for 8 families directly to the landlord.

· 8 families will be in stable housing in the area of the child's home school for a period of 1 year.

We have far surpassed our expected goal for the year. We have served 32 families or 91 unduplicated people during the 7/1/14-6/30/15 period.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Corvallis Homeless Shelter Coalition

Program Women's and Children's Rental Assistance (WRAP)

Grant Award \$
\$5,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	City of Corvallis SSF award		\$5,000.00
2	Foundation Grants		\$4,102.72
3	Contributions		\$29,424.28
4			
5			
6			
7			
8			
TOTAL PROGRAM FUNDING			\$38,527.00
total secured →			

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Payroll and Fringe Benefits	\$19,310.02	50.12%
2	Direct Assistance to Clients	\$19,201.95	49.84%
3	Operating Supplies	\$15.03	0.04%
4	Utilities		
5			
TOTAL PROGRAM EXPENSES		\$38,527.00	100.00%

Balance	\$0.00
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2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Heartland Humane Society**

Award **3,000**

Program **Emergency and Safe Housing Program**

Phone **5417579000x109**

Contact **Emily James**

Email **donate@heartlandhumane.org**

Narrative

Program Description (please copy from the original application):

It is an unfortunate fact that domestic violence and animal abuse often coincide. Sometimes, these occur simultaneously and in some instances the animal abuse is the method of spousal control and violence. As difficult as it is for a person to leave a violent relationship and enter a shelter, the decision can be made more painful when a beloved pet is left behind. Some people will choose to stay with the abuser and the pet rather than seek necessary shelter.

Similarly, people who have lost their homes may choose to stay in a car or on the streets because they are unable to keep their pets. At the Mario Pastega House, some people have declined their services and delayed medical treatment because they did not have care for their pets. Others drove hours each day to continue caring for their pets. The Emergency and Safe Housing Program serves clients of the Center Against Rape & Domestic Violence (CARDV), Mario Pastega House/Samaritan Regional Health Center, Community Outreach, Inc. (COI), and inclement weather shelters, and the American Red Cross.

Owners sign a contract with Heartland so their pets can be cared for and receive necessary vaccinations and veterinary care while the owner receives services from partner programs. Owners can visit their pets daily and when they are back on their feet the pet is returned to them.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The Emergency/Safe Housing Program partners with CARDV, Mario Pastega House/Samaritan Regional Medical Center, COI, Department of Human Services and churches, and the American Red Cross. The purpose is to remove the barriers to receiving help.

This program enables at-risk individuals and families who happen to have pets to utilize partner agency services. The owner signs a contract with Heartland outlining the specifics of the program, and they also list their case worker so Heartland can contact the partner agency about expected length of stay, future plans, and sometimes advice for interacting with the client.

During this cycle we partnered with CARDV, Community Outreach Inc., Benton County Mental Health (DHS) and Mario Pastega House to facilitate clients utilizing these partner agencies' services. Advocates from these agencies contacted Heartland to verify client enrollment or service-seeking. Heartland then accepted client pets.

CARDV: 13 clients were able to escape an unsafe domestic situation and ensure that their pets were cared for while they received confidential service.

Community Outreach Inc.: 3 families were able to seek shelter and housing assistance with COI, while their pets were cared for here.

DHS: 1 client was able to receive immediate mental health assistance while their pet was cared for here.

Mario Pastega House: 1 family was able to stay at MPH while their loved one received treatment at Samaritan Regional Medical Center. Their pets were close enough while housed at Heartland that they were able to visit.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

A successful program allows people to seek help who otherwise would not because they fear for the safety of their pet. To be successful, the **program must be accessible to those in need with available, immediate space**. The **animals must be cared for with the goal of reuniting with the owner**. Ultimately, the program **allows dedicated pet owners to better their lives**. These outcomes can be measured by the number of owners served, number of pets reunited with owners, and the number of people who complete their needed programs/services.

Clients served: 18

Pets reunited with families: 18 *This year is the first that we have had 100% of client pets reclaimed!*

Clients able to complete programs/services: 18

Program Budget (July 1, 2014 - June 30, 2015)

Agency Heartland Humane Society

Program Emergency and Safe Housing Program

Grant Award \$
\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount	
1	United Way Grant funding	\$0.00	
2	City of Corvallis SSF award	\$3,000.00	
3	AKC Humane Fund	\$1,000.00	
4	Soroptimist International	\$1,500.00	
5	Contributions/Fundraising Income	\$11,315.00	
6			
7			
8			
TOTAL PROGRAM FUNDING		\$16,815.00	

total secured --> **\$16,815.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Direct Client Services	\$6,815.00	40.50%
2	Payroll Related Expenses	\$10,000.00	59.50%
3			
4			
5			
TOTAL PROGRAM EXPENSES		\$16,815.00	100.00%

Balance **\$0.00**

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Jackson Street Youth Shelter, Inc.**

Award **\$20,600**

Program **Emergency Shelter**

Phone **541-760-4669**

Contact **KendraSue Phillips-Neal**

Email **kendra.phillipsneal@jsysi.org**

Narrative

Program Description (please copy from the original application):

Our Emergency Shelter program provides safe, stable housing and services for runaway and homeless youth ages 10-up to 18. Shelter stays can range from a few hours to up to 21 days. Most youth who are served by this program need a safe place to be and services while they resolve a family crisis or turmoil with their caregivers. While we are able to help youth reunite with their caregivers, some youth enter emergency shelter but move on to our transitional living program if there is no hope of their situation being resolved. We provide an environment based on federal guidelines for a Basic Center Program which includes the following:

- A safe, stable environment, with 24-hour structured supervision by qualified, caring adults.
- Healthy meals and snacks; personal hygiene products; clothing and shoes, if needed.
- Access to medical care and other essential services
- Individual case management
- A plan to reunite the youth with the family (if appropriate), along with support services such as family mediation.

In all of our programming, we use best practices in our field to care for youth who often face significant challenges because of past experiences. Our staff utilize Trauma-Informed Care and Life Space Crisis Intervention to help youth feel safe and learn problem-solving skills. Staff are also trained in suicide prevention, Positive Youth Development, and other approaches in order to achieve our goal of meeting each youth's individual needs, which is key to the success of our programs.

Describe all partnering/collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Collaboration continues to be a key part in our efforts to help youth be successful. We continue to locate and provide all of our staff with conflict mediation skills; we have been able to host several trainings in partnership with Neighbor to Neighbor mediation to accomplish this. Referrals in this area have increased BUT the situations have been so extreme that we have referred out for mediation in an effort to remain an advocate and ally with/for the youth. We continue to be creative and excel at ensuring safe exits from shelter for youth, case management provides the most support in helping youth and their

networks identify appropriate and sustainable options for long term living. Many of our younger clients return home to safer environments but the majority of our 16 and older youth are exiting shelter living on their own or moving to a program like JobCorps, YouthBuild, etc. Aftercare Services Case Management continues to be a popular support option with youth and families. Many of our youth have requested the service without guardian support. We have been able to implement a few new activities; some high risk adventures with Cascadia Expeditions and a Sumi art project with The Art Center. Our outreach numbers continue to grow and more and more youth are accessing shelter services once served in outreach for 6 or more months. Our collaborations with the local DHS departments for foster care respite services continue to be in place.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

For the second half of the year, 19 youth were served in emergency shelter (Jan-June 2015), 3 youth from the previous reporting period moved to transitional shelter. All youth were provided access to a bed, shower, laundry, hygiene supplies, clothes, and food. All youths health and mental heal were assessed and followed up by referrals and appointments for those in need. Assistance to obtain health insurance was provided for all youth that entered shelter without coverage. All youth in shelter were provided with educational support through the school year, which involved checking attendance, grades, and helping the youth with their schoolwork and linking them to tutoring supports if necessary.

Specific outcomes in our proposal included:

85% of those youth will participate in assessment, counseling services, skill building activities, and case management.

75% will participate in family mediation and counseling *if needed*

90% will exit services with an individual aftercare plan for continued safety and stability

80% will return home after their stay at JSYSI

90% will participate actively in the development of their strengths/needs assessments, treatment plan, and aftercare plan.

80% will participate in group activities that incorporate topics such as skill development, serving others, healthy self-image and relationship building.

Youth served in our programs met or exceeded all of these outcomes.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Jackson Street Youth Shelter, Inc

Program Emergency Shelter

Grant Award
\$ 20,600

Program Revenue (add rows as needed)

Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Revised Budget	Actual Amount
1	United Way Grant funding (current year award)	-	-
2	City of Corvallis SSF award	20,600	20,600
3	Contributions	40,000	48,880
4	Grants	75,000	72,430
5	Other Income (mostly in-kind donations)	7,500	7,500
6			
7			
8			
TOTAL PROGRAM FUNDING		143,100	149,410

total secured --> 149,410

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

Description (list program's major expenses by category)	Revised Budget	Amount	% of program budget
1 Personnel & Payroll Expense	120,000	126,553	105%
2 Training Expense	2,000	1,780	89%
3 Facilities Expense	14,000	15,699	112%
4 Direct Services & Supplies for Youth	7,100	6,502	92%
5			
TOTAL PROGRAM EXPENSES	143,100	\$150,534	105%

Balance -\$1,124

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	<u>Old Mill Center</u>	Award	<u>United Way: \$4,500 (PEP) City of Corvallis SSF: \$10,000</u>
Program	<u>Relief Nursery – Outreach Services</u>	Phone	<u>541-757-8068</u>
Contact	<u>Cindy Bond Bettina Schempf</u>	Email	<u>Cindy_bond@oldmillcenter.org Bettina_schempf@oldmillcenter.org</u>

Narrative

Program Description (please copy from the original application):

Relief Nursery is a child abuse prevention and intervention program whose mission is to help build strong and resilient families while keeping children safe. This program works with some of the most at-risk families in Benton County with children birth through age six. Core services include therapeutic classrooms focusing on social-emotional well-being and development of children; home visiting, designed to meet parents where they are; parenting education, helping break generational patterns of abuse and neglect; resource closet for emergency food, clothing and such items as diapers and wipes; transportation assistance, increasing accessibility of services; and resource and referral, recognizing that families may need services outside the scope of what Relief Nursery can provide.

Families not served through the therapeutic classrooms are served through **Outreach Services**. Outreach provides the intervention services necessary through home visits to assure that children are meeting developmental milestones that meet the goal of kindergarten readiness; parents are accessing the services needed to maintain safe housing and have adequate food and child supplies; access needed child care or preschool; and access the additional services needed to remain a stable and attached family.

Relief Nursery also provides **Parent Support Group**—an intricate blend of mental health and parent education offered weekly for three hours with child care provided. Running three days a week in 10-week quarterly sessions, parents report that this is a critical life-line for them in connecting with other parents to reduce isolation and their stress while learning new age-appropriate parenting techniques.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

- The Relief Nursery partnered with the Corvallis Benton County Public Library for two events for families this year: A “thankfulness” event in November with story time, book giveaways, lunch and door prizes; and the Teddy Bear Picnic held in Central Park in June with a concert, story time and snack provided.

- Through a donation from Pi Beta Phi through First Books, we were able to order and distribute 500 books as well as an additional \$100 in books to support family literacy for all children in Old Mill Center's early childhood programs.
- When concerns about a child's development came to light through our screening using the Ages and Stages Questionnaire, when appropriate, we were able to support a child's referral to Linn Benton Early Intervention for additional screening or assessment services.
- Through Samaritan Health Services, we were able to secure additional funding to support our respite services for our outreach families.
- Through an in-house collaboration with Old Mill Center's Outpatient Therapy program, we were able to support the application for Old Mill's licensing to see adults if the adult's mental health had a negative impact on their children and the adult was not seeking services elsewhere. We were also able to make a referral for counseling services for children (and their families) in our program needing mental health and behavioral support services.
- We are active participants in our Early Learning Hub of Linn, Benton and Lincoln Counties. We received a grant to connect families with children birth-six in Monroe and south Benton County to our Relief Nursery's outreach services. So far we have enrolled 9 new families in our program in that area, and they are receiving home visiting services.
- Also through our Hub we supported a grant application for family and parent engagement strategies to the Northwest Health Foundation. As a result we are holding a Parent Focus Group during our Parent Support Group time to provide input to the Hub with 10 parents.
- We continue to participate in the monthly collaborative meeting with Healthy Families, Head Start and Early Head Start, the Health Department and Early Intervention to share resources and discuss potential needs and referrals for families.
- Our Therapeutic Preschool classroom participated in a Farm to Preschool grant through the Corvallis Environmental Center providing classroom lessons, recipes and produce to families. This classroom has also partnered with the Corvallis Community Consortium Youth Garden Projects. Youth from this program have come to OMC and helped our children plant a garden, will be helping build raised beds, provide blueberry plants as well as invited us to visit their garden projects downtown and at the Farm Home. This is an ongoing partnership.
- The Relief Nursery Director participates in the Linn-Benton Child Care Director's meetings and Family Connection meetings, sharing ideas and discussing how centers can support each other and collaborate through training.
- Relief Nursery partnered with Strengthening Rural Families to plan and carry out the Monroe Health Fair at the end of May. Attended by over 150 people, the Relief Nursery was able to engage 6 families in their outreach services at the event.
- As a result of participation in the South Benton Advisory Group, articles have been posted in The Tribune News, informing the communities about the needs of the Relief Nursery as it seeks to expand its rural services. Connections with the United Methodist Church and Monroe Fire Department as well as the Monroe Public Library may enable the Relief Nursery to provide playgroups, parent support groups and/or parenting education classes.
- We were collaborators with Parent Enhancement Program, meeting monthly as part of the Birth-5 Collaborative Meeting, engaging their program to do car seat safety training for staff and

when the program closed, we ensured that eligible parents were able to receive Relief Nursery services. We will also continue to support the ongoing certification of the car seat safety training specialist.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

City Social Services: Outreach Services

- 1) 85% of parents participating in outreach services will have no confirmed child abuse or neglect reports after 6 months in the program (staff, parent & DHS reports); **98% of parents participating in the PSG had no confirmed child abuse or neglect reports.**
- 2) 85% of parents participating in outreach services will report using positive parenting skills as per the Outreach Parent Survey completed twice a year; **87% of parents reported using positive parenting skills as per the Outreach Parent Survey.**
- 3) 90% of children enrolled in outreach services will meet developmental milestones or have been referred for appropriate screening or assessment as per Ages & Stages Questionnaire (ASQ) (State identified developmental screening); **98% of children are either meeting developmental milestones, are receiving Early Intervention/Early Childhood Special Education services or have been referred for additional screening services.**
- 4) 85% of parents receiving outreach services will report help accessing additional materials or services they need as per the Outreach Parent Survey; **100 % of parents report being satisfied with the referral assistance offered by their home visitor. Not all families have needed additional referral assistance;** and
- 5) 90% of parents receiving outreach services will report be satisfied by services provided through the Outreach Parent Survey competed twice a year. **100% parents who completed the satisfaction survey report being satisfied with the outreach services.**

Program Budget (July 1, 2014 - June 30, 2015)

Agency Old Mill Center for Children and Families

Program Relief Nursery Outreach Services

Grant Award \$
\$14,500.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$4,500.00
2	City of Corvallis SSF award		\$10,000.00
3	Other Grants		\$0.00
4	Contract income		\$0.00
5	Donations and Events		\$40,644.07
6	Other income		
7			
8			
TOTAL PROGRAM FUNDING			\$55,144.07

total secured --> **\$55,144.07**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Staff expenses	\$ 64,857.25	84.62%
2	Program supplies	\$ 5,500.00	7.18%
3	Office expenses	\$ 2,192.55	2.86%
4	Mileage	\$ 3,884.27	5.07%
5	Training	\$ 210.00	0.27%
6	Other expenses		
TOTAL PROGRAM EXPENSES		\$76,644.07	100.00%

Balance - \$21,500.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	Presbyterian Preschool & Child Care	Award	_____
Program	Tuition Assistance	Phone	541-753-7752
Contact	Monica Schuerkamp	Email	Monica@1stpres.org

Narrative

Program Description (please copy from the original application):

The Presbyterian Preschool and Child Care Center is a 72-space, state licensed facility, open Monday through Friday from 7:00am – 5:30pm year round. Through the tuition Assistance Program, the Center's mission is to reduce the financial barrier for families by providing subsidized child care service to at-risk infants and children ages 6 weeks through 6 years of age, residing in the city of Corvallis. Parents or guardians receiving the funds are eligible if they participate in job training, are seeking employment or are entering the workforce with limited resources (ie: housing and transportation). At-risk infants of very young parents without family support are accepted when referred by a collaborating agency for immediate assistance if enrolled in high school. The subsidized tuition is paid in sliding-scale percentage increments using the most current federal poverty guidelines. The grant will provide tuition assistance funding for new, unduplicated children entering the program during the 2014- 2015 funding cycle.

The experienced teaching staff concentrates on integrating struggling families in a supportive yet structured environment that can first meet a child's basic needs of nutritious food, shelter, and safety from insecurity and/or violence. The nationally recognized Creative Curriculum, by Teaching Strategies, provides a strong foundation for children to gain competence in their emotional, social, physical and cognitive selves which then leads to an increase in child literacy rates. The children enjoy a diverse community of languages and cultures with a philosophy of inclusion for every child's ability to learn.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Partner/Organization	Description	Common Objectives/Tasks	Collaborative Activities	Results
Early Intervention		Promote readiness for success	Create IEP, trained staff to assist	Child showed progress, still needing one-on-one

509J Homeless Coalition with Carolyn Hines	Offering care for poverty stricken families so they can work	Help create stability for families as well as emotional, and social growth for child	Offered care to meet all needs of child, communicated with Carolyn helped family connect with our center to set up child care needs	One child visited but family left area Parent challenged with job retention Other families doing well. Offered scholarships/grant so child could attend our program.
Old Mill	Meeting the needs of all children	Help meet the needs of all children	Set up plans to meet the needs of child	Children progressing
Vina Moses	Helping all families in need	Set up family needs	Connections for family needs	Families more stable Gave families information on where to go for what they needed

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas

<u>Goals</u>	<u>Progress</u>
School Readiness	Children are showing growth and /or readiness for kindergarten. Staff has done ASG-3 Assessments on children that show progress.
Stability for Families	Families are keeping children enrolled in the program. We also have a lengthy wait list. Making connections with families has also been vital in growth in this area. Teachers have conferences with parents throughout the year to share growth and work together on solutions with challenges. Parent education has happened through Parent Enhancement Programs (LBCC). Information is given to parents on various

	agencies to help with all needs.
Emotional, social, cognitive, behavioral, creative and physical skills develop with each child	ASQ-3 Assessments and teacher observations as well as assistance from other organizations like Old Mill and Early Intervention have helped with progress and with helping meet individual needs.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Presbyterian Preschool & Child Care Center

Program Tuition Assistance Program

Grant Award \$
\$8,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)	Amount
1	United Way Grant funding	\$8,000.00
2	City of Corvallis SSF award	\$574.00
3	Client Fees	\$584,753.00
4	Tuition Assistance w/o SSF	\$21,894.00
5	Other	\$44,531.00
6	Designated Donations	\$10,000.00
7	Special Projects	\$998.00
8		
TOTAL PROGRAM FUNDING		\$670,750.00

total secured --> **\$670,750.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Personell	\$555,219.00	100.00%
2	Equipment	\$5,655.00	177.00%
3	Professional Development	\$1,622.00	83.00%
4	Maintanence	\$13,596.00	113.00%
5	Classroom Meals & Supplies	\$36,411.00	102.00%
6	Admin & Fundraising	\$5,110.00	103.00%
TOTAL PROGRAM EXPENSES		\$617,613.00	678.00%

Balance \$53,137.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **RSVP of Linn, Benton & Lincoln Counties**

Award **\$2500**

Program Senior Peer Counseling

Phone **(541) 924-8440**

Contact **Alicia Lucke**

Email **alucke@ocwcog.org**

Narrative

Program Description (please copy from the original application):

Benton County Mental Health Department recognized that few senior citizens actively seek help for 'rough spots' in their lives. To seek a remedy for this problem, the Senior Peer Counseling (SPC) started in 1999 as collaboration between RSVP and Benton County Mental Health. RSVP's role in the partnership is administrative – volunteer recruitment, setting up the 36 hours of training for the volunteers, promoting the program (brochures, presentations), receiving the calls for service referrals, supporting the volunteers and mental health professionals, and recognizing the good works of the volunteers.

The goal of the SPC project is to improve the mental and emotional well being of persons 55 and older. An aging population typically encounters more losses in life, resulting in potential for isolation, depression, and despondency. SPC can help clients "re-engage" in life through listening skills and resource sharing. The client's referral is received at RSVP offices; next a mental health professional interviews the referred person to determine the suitability for a paraprofessional volunteer. At the weekly meetings, the clients are matched with the volunteer deemed most appropriate, according to a number of factors such as personality, life experience, etc. Confidentiality is essential, as is trust between peers and clients.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

RSVP partners with Benton County Mental Health to bring the services of Senior Peer Counseling to Benton county seniors. There are many organizations providing grief support, counseling for depression, and other similar services. RSVP works with these organizations to ensure non-duplication of services. When a client comes to RSVP seeking counseling services, the client is screened to see if any other services would be suitable (example: Benton County Hospice's Transitions Program, OCWCOG Pearls or VISIT programs, Samaritan Evergreen Hospice, etc.). When a person is calling for services not related to dementia or end of life health situations and needs short term, post-crisis grief counseling, they are then referred on to Senior Peer Counseling. Trained counselors meet consumers at their home, ensuring the highest degree of confidentiality and comfort during their time of grief.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

The primary outcomes outlined in the original proposal were: strengthening the quality of training of the peer group to help it better interface with senior clients, increased senior independence as a result of better physical and mental health and increasing the number potential of client referrals.

From January 1-June 30 2015 an outdated resource library for the counselors was updated with current, scholastic and relevant information on the following timely topics: Psychotherapy for Working with Older Adults, Death and Bereavement, Grief Counseling, Geriatric Depression, Caring for a loved one with Dementia and Quality Aging. In addition, the Senior Peer Counselors were provided with bi-monthly trainings which included speakers from Adult Protective Services, RSVP Services, the OCWCOG Pearls Program as well as the Aging and Disability Resource Connection of Oregon. These trainings aided counselors in helping to keep local seniors aging independently at home and provided new referral helps to increase their physical and mental health.

The Senior Peer Counseling Program for FY 2014-2015 also aimed to increase client referrals for the Senior Peer Counselors. Updated print material, including new brochures, webpage feature, and church bulletin inserts helped to maintain and increase referrals for FY 2014-2015: A total of 21 referrals were made to the SPC program during FY 2014-2015 via the RSVP/SHIBA office which is an estimated 30% increase from the previous FY.

Program Budget (July 1, 2014 - June 30, 2015)

Agency RSVP of Linn, Benton and Lincoln Counties

Program Senior Peer Counseling

Grant Award \$

\$2,500.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	Samaritan Social Accountabilty Funding		\$625.00
3	City of Corvallis SSF award		\$2,500.00
4			
5			
6			
7			
8			
TOTAL PROGRAM FUNDING			\$3,125.00

total secured --> **\$3,125.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Volunteer Training/Recognition	\$960.00	30.00%
2	Supplies	\$500.00	17.00%
3	Printing	\$1,446.00	46.00%
4	Personnel	\$219.00	7.00%
TOTAL PROGRAM EXPENSES		\$3,125.00	100.00%
Balance		\$0.00	

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **South Corvallis Food Bank**

Award **\$13000**

Program Emergency Food Boxes

Phone **541-760-9382**

Contact **Sheila O'Keefe**

Email **sheila@southcorvallisfoodbank.org**

Narrative

Program Description (please copy from the original application):

The South Corvallis Food Bank provides emergency food boxes to low-income households in south Corvallis. As a member agency of Linn Benton Food Share (LBFS), we acquire food through them and distribute it from our site in south Corvallis. We provide at least a five-day supply of food once each month to anyone who meets the low-income requirements as designated by the USDA. We supplement the USDA and LBFS provisions with food donated by individuals, organizations, businesses and with produce from the SAGE Garden Project. We provide recipes and advice on how to prepare the food to help clients move towards better nutrition and better food stability. We expect to provide emergency food boxes for 13424 individuals in FY2014-15, with the average client visiting 3.8 times during the year. We expect to serve 3511 nonduplicated individuals.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

The South Corvallis Food Bank partners with several organizations in the community. We are a member of Linn Benton Food Share and distribute LBFS food and USDA commodities, bringing services within reach of those that need them in south Corvallis.

We collaborate with Starker Arts Garden for Education (SAGE) as they teach and empower low-income individuals by learning to work the land to produce fresh organic produce for themselves and for the hungry that visit our food bank. In FY2014/2015 we distributed 2129 pounds of produce grown at SAGE.

Our partnership with Home Life and the WINGS program provides job training to individuals that are developmentally disabled as they sort food for our shelves.

In a new collaboration, we have been participating in planning meetings for a potential South Corvallis Community Food Center. The idea of a neighborhood food center has occasionally arisen over the years. It has received renewed interest from the Benton County Community Health Improvement Plan's Food Security working group, with an extra impetus provided by Linn Benton Food Share's need for increased warehouse space. For the South Corvallis Food Bank, this offers the exciting possibility of a permanent home. Our current rented facility serves us well, but a permanent home in a food center would allow us to do so much more, with access to classroom space, a garden right outside, walk-in freezers and refrigerators, and many other benefits. We're very excited by this prospect and will do all we can to move the food center project forward.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

We provided an emergency food box with a 5 day supply of food once each month to all residents of South Corvallis who were in need of emergency food and visited the food bank for assistance. In 2014-2015 the South Corvallis Food Bank provided food boxes for 11729 individuals, an average of 977 per month and a decrease of 9.3% from the previous year. The number of unduplicated individuals served was 3110, an increase of 0.8%. The number of unduplicated homeless individuals served was 77, an 11.6% increase. Usage was lower than anticipated, which may (hopefully) reflect an improving local economy.

Program Budget (July 1, 2014 - June 30, 2015)

Agency South Corvallis Food Bank

Program Emergence Food Banks

Grant Award \$
\$13,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$12,999.96
3	CDBG Human Services Fund		\$19,000.00
4	EFSP Grant		\$8,500.00
5	Other Grants		\$6,746.04
6	Donations		\$51,451.04
7	Special Events and Miscellaneous Income		\$2,146.98
8	Dividend Income		\$287.09
9	Grace Lutheran Church Foundation Grant		\$4,719.00
TOTAL PROGRAM FUNDING			\$105,850.11

total secured --> **\$105,850.11**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Food (LBFS)	\$30,571.25	38.49%
2	Building (Rent & Water)	\$19,146.07	24.11%
3	Payroll Expenses	\$10,402.42	13.10%
4	Utilities	\$3,668.23	4.62%
5	Outside Buys	\$3,400.60	4.28%
6	Insurance	\$1,653.00	2.08%
7	Triple Refrigerator (Grace Lutheran Grant)	\$4,719.00	5.94%
8	Other Expenses	\$5,861.97	7.38%
TOTAL PROGRAM EXPENSES		\$79,422.54	100.00%

Balance \$26,427.57

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Vina Moses Center**

Award **3,000**

Program **FISH**

Phone **541-753-1420**

Contact **Christine Duffney**

Email **vinamoses@proaxis.com**

Narrative

Program Description (please copy from the original application):

FISH Emergency Services mission is to improve the quality of life of families and individuals by providing financial assistance when all other resources have been depleted. The program assists with rent, utilities, medical needs and transportation to low-income families and individuals in Benton County. Our clients include families with children, individuals, people with disabilities, seniors, single parents, homeless and working poor.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

We work with CSC, We Care and St. Mary's. It often require more than one organization because of the high costs of rent and utilities. We receive referrals from many organizations in our community as we are one of the very few that provide these services.

We paid 29 rents serving 70 individuals.
 We helped 73 families (200 individuals) with utilities,
 Transportation 63
 Misc 81
 Medical 10

638 individuals served.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Vina Moses Center

Program FISH

Grant Award \$
\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$3,000.00
3	Contributions		\$11,400.00
4	Grants		\$5,275.00
5	City of Philomath		\$3,000.00
6	UW Family Fund		\$2,332.00
7	FEMA		\$1,000.00
8			
TOTAL PROGRAM FUNDING			\$26,007.00

total secured -->

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Direct assistance	\$11,586.00	63.00%
2	Salary	\$6,071.00	33.00%
3			
4			
5			
TOTAL PROGRAM EXPENSES		\$17,657.00	96.00%

Balance -\$17,657.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency **Vina Moses Center**

Award **\$3000**

Program Clothing & Household

Phone **541-753-1420**

Contact **Christine Duffney**

Email **vinamoses@proaxis.co**

Narrative

Program Description (please copy from the original application):

The Vina Moses Center provides clothing and household items to low income families and individuals in Benton County. Clothing and household items are donated by members of our community and distributed by volunteers and staff at the Center. Once a year we purchase new shoes, socks, underwear and school supplies for children returning to school from summer break. In December we provide food and gifts to help with the Holidays and extra food when the children are home from school. Our clients include infants, school age children, people with disabilities, seniors, single parents, homeless and the working poor. We serve more than 3,500 families each year. Families may shop at the Center once a month for clothing and household items they need. There is no cost to our clients.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Most collaboration in this program is referrals made by us or most usually from agencies sending clients to us for their clothing and household needs.

We work with Love, Inc to purchase jeans for our School Program. Heartland Humane Society, and OSU Thrift shop to provide household and clothing items throughout the year.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

We were able to accomplish our goals of providing clothing and necessary household items to low income families and individuals in Benton County. We served 3820 families/individuals during this time. 945 families/individuals were served in our Christmas food and gifts program and 911 children in our School Program.

Program Budget (July 1, 2014 - June 30, 2015)

Agency Vina Moses Center

Program Clothing and Household

Grant Award \$
\$3,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$3,000.00
3	Contributions		\$164,800.00
4	Grants		\$22,868.00
5	Special Events		\$12,792.00
6	Bequest		\$29,061.00
7	UW Designations		\$2,213.00
8			
TOTAL PROGRAM FUNDING			\$234,734.00

total secured -->

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	Direct assistance	\$35,350.00	22.00%
2	Salaries	\$92,588.00	56.00%
3	Rent/operations	\$14,951.00	9.00%
4			
5			
TOTAL PROGRAM EXPENSES		\$142,889.00	87.00%

Balance -\$142,889.00

2014 Final Report

City of Corvallis SSF / United Way Grants

Period: 7/1/14 – 6/30/15

Please answer the following (outline or bullet list preferred):

Agency	We Care (Corvallis-Benton County Council of Religious Organizations)	Award	\$5,000
Program	We Care	Phone	541.745.7916
Contact	Lyn Martin, Secretary	Email	lyn7916@comcast.net

Narrative

Program Description (please copy from the original application):

Program Description:

We Care helps solve short-term financial emergencies for which there is no assistance. Anyone in Benton County may apply; 77% of grantees are from the city of Corvallis. Our Board receives no information about applicants beyond that required to understand their financial situation. Many recipients have monthly income below \$1000. Some have only food stamps; many are families with only TANF and food stamps; some live in subsidized housing and would lose the subsidy without our help. Many of our recipients are single parents; are disabled or have disabled family members; are victims of domestic violence; have completed programs that aid recovery from substance abuse; or have lost jobs or work-hours. Many are in transition.

During 2014, there were 1140 calls inquiring about We Care; of those, 265 were referred elsewhere. The Board approved 327 of 362 applications they considered (unduplicated number of families, with up to 7 members). We anticipate more qualified applicants in 2015, but may have funds to help fewer, perhaps 300. Our usual maximum grant is \$400; our average grant in 2014 was \$338.

A Community Services Consortium (CSC) staff member receives applications (hours: 9-5, M-F), checks information and summarizes it for the Board before each weekly meeting. Priority for funding increases for families with children; an eviction or utility shut-off notice; and a chance to escape homelessness or regain a utility. We also favor first-time recipients and those who can become financially sustainable. We write checks to the vendor (for example, landlord). Our CSC staffer informs applicants of board decisions.

We receive funding from our 20 faith community members; an annual fund-raising letter; other donations from individuals, businesses, foundations, city governments and other community organizations; and our Benton County Foundation endowment (5.1% of 2014 income). Although our income comes inconsistently, we try to keep weekly spending constant. During 2014, we discovered that errors in our fund-allocation process during 2012 and 2013 had caused an unwanted surplus of \$26,000; the board decided in June to spend that surplus during the next 1-2 years, increasing our spending by ~25%. Our ability to help more families came during very high demand in 2014, fortunately. After late 2015, when we exhaust our surplus, we will return to our sustainable spending level. Thus, we foresee a major increase in unmet needs, without further income or a decline in applicants.

Describe all partnering/ collaboration activities accomplished to date in this cycle. Identify specific organizations, common objectives/tasks, and results. Relate those activities back to the descriptions provided in the Program Application.

Short-term Goals:

During this funding cycle, we hope to fund all fully qualified applicants, by increasing our income and continuing our new system of even allocation of funds throughout the year. A second goal is to increase our maximal grant size for cases in which \$400 is insufficient to prevent an eviction or shut-off. In 2014, despite help from the City and our expenditure of funds inadvertently unspent from 2012 and 2013, we could not fund six fully-qualified applicants. In addition, we expect to see a continuing increase in cases brought to us, up 10% from 2012 to 2013 and up another 5% in 2014. Inquiries were up 28% in 2014. To achieve full funding, we ask for \$8000, up \$3000 from last year's grant. This \$8000 will allow us to serve 24 more clients than would be possible without it. Our help to City residents in transition, the target of our current City funding, went to 110 families with 85 children, in total over \$35,000 in 2014, far beyond the size of our request, and up about 30% from 2013. We consider transitions to include escaping from domestic violence; coping with aftermath of divorce; leaving a rehabilitation facility, shelter, home of friend or family, or homelessness for shelter; and shifting from market-priced to subsidized housing.

In six months We Care received 33 requests for rental deposits to secure housing.

The \$5,000 City grant allowed us to meet 12.5 of those requests.

Has the program accomplished what you projected it would? Repeat the goals/outcomes outlined in the original proposal below and then report on progress in each of these areas.

Short-term Goals:

During this funding cycle, we hope to fund all fully qualified applicants, by increasing our income and continuing our new system of even allocation of funds throughout the year. A second goal is to increase our maximal grant size for cases in which \$400 is insufficient to prevent an eviction or shut-off. In 2014, despite help from the City and our expenditure of funds inadvertently unspent from 2012 and 2013, we could not fund six fully-qualified applicants. In addition, we expect to see a continuing increase in cases brought to us, up 10% from 2012 to 2013 and up another 5% in 2014. Inquiries were up 28% in 2014. To achieve full funding, we ask for \$8000, up \$3000 from last year's grant. This \$8000 will allow us to serve 24 more clients than would be possible without it. Our help to City residents in transition, the target of our current City funding, went to 110 families with 85 children, in total over \$35,000 in 2014, far beyond the size of our request, and up about 30% from 2013. We consider transitions to include escaping from domestic violence; coping with aftermath of divorce; leaving a rehabilitation facility, shelter, home of friend or family, or homelessness for shelter; and shifting from market-priced to subsidized housing.

In six months We Care received 33 requests for rental deposits to secure housing.

The \$5,000 City grant allowed us to meet 12.5 of those requests.

Program Budget (July 1, 2014 - June 30, 2015)

Agency We Care (Corvallis-Benton County Council of Religion

Program We Care

Grant Award \$
\$5,000.00

Program Revenue (add rows as needed)

	Source (list only major funding sources or group by category. Include in-kind revenue if applicable.)		Amount
1	United Way Grant funding		\$0.00
2	City of Corvallis SSF award		\$5,000.00
3			
4			
5			
6			
7			
8			
TOTAL PROGRAM FUNDING			\$5,000.00

total secured --> **\$5,000.00**

* If no other sources of funding are being (or have been) solicited for this program, please explain why.

Program Expenses (add rows as needed)

	Description (list program's major expenses by category)	Amount	% of program budget
1	transitional housing	\$5,000.00	100.00%
2			
3			
4			
5			
TOTAL PROGRAM EXPENSES		\$5,000.00	100.00%
Balance		\$0.00	

**URBAN SERVICES COMMITTEE
MINUTES
August 18, 2015**

Present

Councilor Penny York, Chair
Councilor Zachariah Baker
Councilor Roen Hogg

Visitors

Marilyn Koenitzer
Lori Stephens

Staff

Mark Shepard, City Manager
Mary Steckel, Public Works Director
Kent Weiss, Interim Community
Development Director
Greg Gescher, City Engineer
Tom Hubbard, Utilities Division Manager
Kevin Young, Planning Division Manager
Aaron Manley, Development Review
Supervisor
Sarah Johnson, Senior Planner
Carl Metz, Associate Planner
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
	<i>Chair to call for corrections, if any, to August 18, 2015, USC Minutes</i>	
	Call to Order	5:00 pm
I.	Downtown Advisory Board Annual Report	Accept the Annual Report
II.	Historic Resources Commission Annual Report	Accept the Annual Report
III.	Planning Commission Annual Report	Accept the Annual Report
IV.	Council Policy Review and Recommendation: 7.14, "Prepayment for Public Street Improvements"	Amend the Policy as suggested by staff
V.	Total Maximum Daily Load Update	Information
VI.	Transportation System Plan Update Process	Information
VII.	Other Business	Information
	A. Pending Issues	
	Adjournment	6:22 pm
	Next Meeting	September 8, 2015 – Canceled September 22, 2015 – 5:00 pm

CONTENT OF DISCUSSION

I. Downtown Advisory Board Annual Report

Senior Planner Johnson said Downtown Advisory Board Chair White prepared the Annual Report but was unable to attend today's meeting. Ms. Johnson, as staff support to the Board, reviewed highlights of the Report. During the past year, the Board reviewed general policies and suggestions from the City Council, staff, and the public. The Board was awaiting results of a recent parking utilization study approved by the Council earlier this year; staff was reviewing raw data from the study and preparing the data for review by the Board and Urban Services Committee (USC) this fall and development of a work program.

Urban Services Committee
August 18, 2015
Page 2 of 10

Councilor Baker noted that a downtown market study was not pursued because of a lack of time and funds. He asked whether the Board planned to proceed with the study and how USC or the Council could help with that project.

Ms. Johnson responded that the Board was interested in a downtown market study, which was delayed because a collaboration with Oregon State University's (OSU) Political Science Department fell through. The Board pursued the parking utilization study as a beginning point for future evaluation of a downtown market study and a downtown parking study and management strategy. Those larger projects would need Board evaluation and Council direction.

In response to Councilor Baker's additional inquiry, Ms. Johnson explained that the bicycle corral project was presented to the Board and its Downtown Parking Committee. Public Works Engineering and Transportation Division staff coordinated the project, which was being evaluated for use in other locations where warranted. Anyone interested in having a bicycle corral installed should contact the Public Works Department.

Ms. Johnson clarified for Councilor Baker that, during December 2014, the Downtown Commission was re-named the Downtown Advisory Board, in response to a recommendation from the Public Participation Task Force. The Downtown Corvallis Association (DCA) functioned as a non-profit entity separate from the City organization and worked on programs and projects with Downtown businesses. The Board had a liaison from the DCA; the Board and the DCA exchanged reports and sought collaboration opportunities.

In response to Chair York's inquiry, Ms. Johnson said she did not receive questions or comments from Board members regarding the new annual report requirement. She provided the report template and Board agendas and minutes from the past year to Ms. White; Board members reviewed the Annual Report August 12.

Based upon a motion moved and seconded by Councilors Hogg and Baker, respectively, the Committee unanimously recommends that Council accept the Downtown Advisory Board Annual Report.

II. Historic Resources Commission Annual Report

Historic Resources Commission Chair Stephens reviewed highlights of the Annual Report and the Commission's planned work.

In response to Councilor Baker's inquiry, Associate Planner Metz explained that financial and staff time expected to be needed to support the Commission's work developing a historic preservation plan was incorporated into the Community Development Department's current operating budget. The work would also be supported by a State Historic Preservation Office Certified Local Government Grant.

Urban Services Committee
August 18, 2015
Page 3 of 10

Councilor Hogg suggested that future annual reports include mention of the Commission's involvement in Historic Preservation Month activities.

In response to Chair York's inquiry, Ms. Stephens said the majority of the Commission's application reviews involved projects on OSU's campus. The Commission did not notice anything unusual in the other applications it reviewed during the past year. The Commission planned to conduct some training for the benefit of new Commissioners and as review for continuing Commissioners.

Based upon a motion moved and seconded by Councilors Baker and Hogg, respectively, the Committee unanimously recommends that Council accept the Historic Resources Commission Annual Report.

III. Planning Commission Annual Report

Planning Division Manager Young reviewed highlights of the Annual Report, noting that some public hearings generated extensive community interest. He noted that three Commissioners comprised the Land Development Hearings Board, which reviewed specific types of land use applications. The Commission acquired three new members during the past year, replacing a Commissioner who had served the maximum allowed time, a Commissioner who moved from the area, and a Commissioner who resigned after several years of public service in various capacities.

During the next year, the Chair anticipated that the Commission's responsibility would continue to involve reviewing land use applications, as required by the City's Land Development Code (LDC) and Oregon laws. The Commission would like to begin conversations regarding other issues, such as becoming more familiar with the LDC and possibly proposing legislative amendments to the City's land use program. While nothing specific had been proposed, Commissioners suggested meeting when public hearings were not scheduled to discuss recent public hearings, how procedures could be improved, analysis of LDC provisions, etc. The Commission's August 19 meeting would focus on the suggestion of being proactive in reviewing rules and regulations that implemented the Comprehensive Plan. From its discussions, the Commission could forward a recommendation to the Council. During the next year, the Commission anticipated reviewing the OSU District Plan, recommendations from the OSU-Related Plan Review Task Force, the City's Transportation System Plan update (possibly during 2016 or later), and a Buildable Lands Inventory update.

Councilor Baker supported the Commission's desire to be proactive and consider LDC amendments, as was allowed via its charge in the Municipal Code. He acknowledged that the proposed projects would involve more work for staff and volunteer Commissioners, and he urged balancing their workloads. A subcommittee might be beneficial in conducting the suggested LDC analysis without over-burdening Commissioners.

Urban Services Committee
August 18, 2015
Page 4 of 10

Mr. Young concurred, noting that some land use applications required extensive review. Staff would seek Commissioners' input regarding non-public hearing meetings to discuss legislative issues, which would involve staff resources. Nevertheless, he believed the suggested discussions could be productive; and staff committed its support to the extent possible.

Interim Community Development Director Weiss noted that, for the last few Planning Commission public hearings, staff had streamlined its reports as much as possible to facilitate review and to better connect the reports to the applications. The Commission seemed to like the new report format, which staff planned to continue refining.

Based upon a motion moved and seconded by Councilors Baker and Hogg, respectively, the Committee unanimously recommends that Council accept the Planning Commission Annual Report.

IV. Council Policy Review and Recommendation: 7.14, "Prepayment for Public Street Improvements"

Development Review Supervisor Manley explained that the Policy was developed to give the City flexibility with new developments, which were typically required to construct street improvements along property frontage, concurrent with the developments. The Policy allowed the City to accept pre-payment from a developer for street improvements that would be constructed later in conjunction with another street improvement project. Since the 1999 Policy adoption, the City received pre-payment for ten street improvement projects but used only one of those pre-payments. Staff converted the Policy to the recently adopted template and suggested adding clarification that the Policy applied to alleys; otherwise, the content of the Policy was not changed.

City Engineer Gescher clarified for Councilor Baker that the Policy being reviewed was not directly related to, but did complement, the City's policy concerning unimproved streets.

In response to Chair York's inquiry, Mr. Gescher said the Policy was primarily applicable in residential developments, typically for undeveloped areas away from existing streets. Rather than asking a developer to develop a disconnected segment of street, the developer could pre-pay the estimated cost of constructing the street; construction would occur with future development of another, larger project. The Policy could be applicable to properties on which only one residence was developed. The City would prefer that public improvements be constructed concurrent with development, but the Policy would allow pre-payment for street improvements that could be more-efficiently constructed in conjunction with an anticipated future street project. Unimproved streets in a somewhat-developed neighborhood would probably be upgraded through a local improvement district (LID), by which fronting properties were assessed prorated portions of the street construction cost; in that scenario, the City could request the property owner to sign a non-remonstrance agreement, pledging to not oppose a future LID for street improvement.

Urban Services Committee
August 18, 2015
Page 5 of 10

City Manager Shepard said staff could determine whether funds were previously set aside for future construction of specific streets.

Councilor Baker asked whether there was a threshold at which excess pre-paid funds would be available for other street amenities or projects.

Mr. Shepard explained that, because property ownership could change over time, it would be difficult to track who paid for future street construction and who should be refunded the excess pre-payment. A developer had the choice of pre-paying for future street construction, rather than pursuing another funding option, accepting the risk that the pre-payment may exceed actual construction costs.

Mr. Gescher added that in these cases, the construction of frontage improvements would typically involve transitions beyond the property frontage to connect to an improved section of an existing street. Pre-payment was often a less-expensive option for developers.

Mr. Shepard noted that, if street construction costs exceeded the pre-paid amount, the City would not ask the developer to pay the additional costs.

Based upon a motion moved and seconded by Councilors Hogg and Baker, respectively, the Committee unanimously recommends that Council amend Council Policy 7.14, "Prepayment for Public Street Improvements," as suggested by staff.

V. Total Maximum Daily Load Update

Public Works Director Steckel reviewed that USC requested a status update on the Department of Environmental Quality (DEQ) Total Maximum Daily Load (TMDL) requirements. She reviewed the staff report. The City's wastewater discharge permit from DEQ included specifications regarding the temperature, volume, particulates, and contaminants of wastewater that may be discharged to the Willamette River. During 2006, DEQ issued regulations that water discharged into the Willamette River be cooler than a specific temperature to avoid impacting salmon living in the River; this set the total temperature load for the City's wastewater discharge. The City's Web site TMDL page included extensive information on this issue and the activities staff had undertaken to develop a solution to comply with the regulations.

Ms. Steckel noted that several lawsuits challenging the proposed TMDL temperature and other requirements were being considered through the judicial system. Staff expected some time (from a few months to a few years) to pass before the lawsuits were resolved, TMDL requirements were finalized, and the City's discharge permit limits were set. During May 2013, USC concurred with staff's recommendation to suspend further work toward meeting unknown TMDL requirements. Staff continued to monitor developments concerning TMDL issues but had not done more work with the City's consultant regarding design of a compliance solution.

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Ms. Steckel reported that the City was in compliance with its discharge permit limits. During the past five years, the City almost exceeded its temperature discharge permit limits a few times. Community growth would result in more wastewater volume, and it would become more difficult to meet the current discharge limits. The City needed to plan long term for future TMDL requirements.

The City's current discharge permit would expire in October 2016. DEQ had a backlog of discharge permit renewals, so renewal of the City's discharge permit could be delayed. If DEQ renewed the permit on time, various scenarios could occur, depending upon whether any of the temperature-related court cases had been resolved and DEQ had developed new temperature rules. Staff would continue monitoring the lawsuits and compliance options pursued by other communities and recommended that no other action by the City occur until more-definitive information was available.

Mr. Shepard said staff did not want to try to anticipate the future discharge water temperature regulations, as the regulations would affect what options would be available for meeting the requirement. The TMDL requirement could require cooler water or less water volume being discharged; however, those requirements would not be known until DEQ issued a ruling, making it difficult for staff to pursue a solution to currently unknown requirements. When more information became available from DEQ, staff could re-focus its investigation of compliance options.

In response to Councilor Baker's inquiry, Ms. Steckel said it was possible for the City to exceed its current discharge permit limits, depending upon future development within the community and the resulting increased wastewater load to the treatment system. DEQ granted the City a heat-load allocation allowance in addition to its current permit limit, which, jointly, would accommodate the City's TMDL discharge temperature into the short-term future. The next discharge permit may not include the additional heat-load allowance; if that happened and DEQ had not issued its new TMDL temperature requirement, the City could be required to seek immediate solutions to reduce the temperature of discharged wastewater. Staff was investigating how wastewater treatment processes at the plant might help reduce the temperature of discharged water. She did not anticipate a major construction project in the near term, unless the DEQ issued a much lower temperature limit and a short time period for compliance (the latter factor being unlikely).

Councilor Hogg concurred with staff's recommendation of not pursuing wastewater discharge solutions until DEQ issued its ruling, noting that it was not prudent to invest in solutions to unknown requirements.

Councilor Baker asked how the City could plan for funding a potentially expensive response to TMDL requirements.

Ms. Steckel explained that some long-term debt service would end soon, increasing capacity within the Wastewater Fund and the ability to secure a large loan. Regulatory agencies recognized that governmental entities could not implement solutions in short time

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spans, so it was unlikely that the City would be required to meet a requirement within the current budget year; the City would have time to develop a compliance plan and determine funding options. The City could not plan for an unknown requirement.

Mr. Shepard said he expected, as the City discussed its wastewater system, staff would present a list of possible funding options to address unmet needs.

Ms. Steckel added that staff investigated grant funding options during the previous TMDL compliance solution work effort.

Councilor Baker urged staff, as development proposals were presented, to stay aware of properties that would be appropriate for large-scale projects for wastewater cooling or filtering.

Referencing recent news about Los Angeles, California, dispersing dark shade balls to cool water, Chair York asked how staff could track new technological options.

Ms. Steckel responded that Association of Clean Water Agencies members routinely met to discuss new technologies and referred new solution ideas to DEQ for consideration. EPA and DEQ had final authority to approve technologies as acceptable means of resolving problems. Regarding the dark shade balls used in California, she noted that Corvallis did not have a large body of contained water on which such balls would be effective in cooling water.

This issue was presented for information only.

VI. Transportation System Plan Update

Ms. Steckel reported that, since staff's last report to USC, staff conducted a survey on the City's Web site to collect public input. The survey was not traditional in the sense that respondents could see other respondents' comments, making it more in line with social media 'conversations' with which the public was familiar. The project management team was reviewing survey input from 274 respondents; results would be presented to the Transportation System Plan Steering Committee during September and then to USC with recommendations. The survey requested input concerning the TSP goals and objectives. Staff conducted public outreach at two farmers' markets, the Benton County Fair, and the Tunison Center Family Table meal night. A staff member fluent in Spanish assisted at the Tunison Center event, engaging with the Hispanic-speaking population in South Corvallis.

This issue was presented for information only.

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VII. Other Business

A. Pending Issues

Chair York referenced the August 17 City Council meeting discussion regarding items scheduled for USC, specifically the Community Cable Access Television (CCAT) intergovernmental agreement (IGA) and the process for neighborhoods wanting a new or expanded residential parking district (RPD).

Ms. Steckel noted that the RPD issue was scheduled for USC's October 6 meeting, and Mr. Shepard added that the CCAT IGA issue was on the list of USC's pending issues to be scheduled.

Councilor Hogg commented that the existing RPD process would be followed until the City Council adopted a new process.

Mr. Shepard observed community concern regarding an administrative process, which staff could amend. Barring a process amendment, staff would continue following the existing process until the Council directed otherwise. The administrative process was created to provide guidelines for when staff time and effort would be invested in evaluating a requested RPD.

Councilor Baker suggested a discussion of what the process should be and whether it was available. He was concerned about neighborhoods seeking RPDs through the existing process, with which people asserted fundamental issues existed. Therefore, he was concerned with the City continuing to follow the existing process and suggested that the existing process be suspended for all future RPD requests until a revised process was adopted.

Mr. Shepard responded that the existing process was available. Public testimony to the Council expressed concern regarding whether the existing administrative process was followed. He acknowledged that the process was not followed in terms of its exact wording. The Council might have concerns regarding whether the current process was the Council's desired process.

Councilor Baker referenced testimony that OSU students who rented properties within the current and proposed RPD C boundaries were not eligible to vote concerning expanding the RPD. He would like the petition aspect of the existing RPD formation and expansion process considered in terms of allowing tenants to vote.

Councilor Hogg noted that, if a RPD petition for formation or expansion was initiated immediately, it would not have completed required steps for USC review before the Committee reviewed the existing process October 6. That review would also address whether tenants could initiate or vote concerning RPD formation or

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expansion. Under the existing Municipal Code, the Council had authority to create or expand RPDs without any process.

Chair York observed that a neighborhood initiating a RPD request under the existing process could result in a repeat of problems that arose from the 2014 proposal to expand the RPD Program. Barring a sense of urgency necessitating a request being forwarded immediately to the Council, USC could not take action without the issue being included on a published meeting agenda. A Councilor could ask Mayor Traber to place the issue on a Council meeting agenda for immediate Council consideration. She would like the staff report for the October 6 meeting to include analysis – from different perspectives – of issues presented from the 2014 RPD Program expansion proposal, specifically what procedures did not work well or should be amended. The analysis would only involve staff's assessment; public comments would be solicited from another venue.

Councilor Hogg asked that the staff report for the October 6 meeting address options for public meetings and how the new process would be defined.

Referencing the CCAT issue, Councilor Baker asked if there were risks to postponing negotiations with Corvallis School District 509J (509J) or whether negotiations should occur soon so the parties would have some certainty of future activities.

Mr. Shepard explained that the existing IGA did not have a termination date but had a 180-day termination clause. He left a message for 509J Superintendent Price that the Council did not approve the IGA August 17. Potentially, 509J could give the City 180 days' notice to terminate the IGA, allowing the parties that amount of time to negotiate a resolution. He did not know 509J's intention.

Ms. Steckel added that the City and 509J could continue operating under the existing IGA. The District notified the City of its intent to stop providing CCAT services effective June 30, 2016. The parties could continue under the current IGA or develop a new IGA. She confirmed for Mr. Shepard that there was no financial impact for operating under the current IGA, which required a minimum of eight hours of staffing service but did not specify a maximum amount of staffing service.

Councilor Hogg said he was uncomfortable with the level of discussion of an issue not scheduled for the meeting. He believed it would be better to publicize that the issue would be discussed so members of the public would be able to participate.

Chair York opined that USC needed information to understand the circumstances of what might occur pending USC's actions so the issue could be appropriately scheduled for discussion.

Ms. Steckel explained that the current IGA involved three funding elements:

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1. *Staffing funding.* This was the funding from the Comcast settlement agreement that was running out.
2. *Educational grants.* The City would provide \$30,000 for potential grants under the current and the proposed IGAs.
3. *City's commitment for capital equipment purchases.* Under the current IGA, the City would provide approximately \$50,000; the proposed IGA would require a City commitment of \$5,000. Knowing that CCAT facilities would be re-located at the end of Fiscal Year 2015-2016, staff did not want to invest in capital equipment that would not be movable. The current equipment was sufficient for the services being provided. The City would invest in capital equipment; the investment was included in the City's budget.

Councilor Baker opined that, if 509J's notice to terminate the IGA effective June 30, 2016, could not be accelerated, it would be acceptable for USC to wait to schedule discussion of a new IGA. Ms. Steckel said the existing IGA stated that notice of IGA termination must be written but did not specify if that notice could be in the form of an e-mail message. She would verify with 509J that it intended to continue providing services through June 30, 2016.

If 509J would provide services through June 30, 2016, Councilor Baker said he would support USC proceeding as planned. If 509J intended to terminate services sooner, he would like the issue scheduled for the next meeting or forwarded directly to the Council for action.

Committee members and staff agreed to tentatively schedule the CCAT IGA for USC's September 22 meeting.

TO: Urban Services Committee for August 18, 2015
FROM: Kent Weiss, Community Development Director (Interim)
DATE: August 10, 2015
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: Downtown Advisory Board – Annual Report



Action Requested:

Staff recommends the City Council reviews and accepts the Downtown Advisory board 2014/2015 Annual Report.

Discussion:

As a result of the Public Participation Task Force recommendations adopted in 2014 by the City Council, each advisory board is required to submit an annual report to the City Council. The Downtown Advisory Board annual report, completed by the Chair Liz White, is attached.

Recommendation:

Staff recommends acceptance of the Downtown Advisory Board annual report.

Budget Impact:

None

ANNUAL REPORT OF THE DOWNTOWN ADVISORY BOARD AND DOWNTOWN PARKING COMMITTEE

August 6, 2015

Members:

Liz White, Chair
Shelly Signs, Vice Chair
Brigetta Olson
John Morris
Elizabeth Foster
Ken Pastega
Mary K. Gallagher
Nancy Whitcombe
Joseph Elwood

Staff: Sarah Johnson

Council Liaison: Roen Hogg

Purpose/Mission summary (Excerpted from CMC Section 1.16.337):

The purpose of the Downtown Advisory Board is to advise the City Council and staff on matters concerning the downtown Corvallis area, including, but not limited to:

- Implementation of community plans for the downtown area, including the Downtown Strategic Plan
- Implementation of an urban renewal program, if created by the City
- Public infrastructure activities such as streetscape projects
- Redevelopment projects
- Land use matters such as recommending development code revisions
- Public parking policies and projects
- Other community matters that may affect downtown Corvallis

Prior Year Report:

Activities and work completed:

In the past year (August 2014-August 2015) the Downtown Advisory Board [DAB](formerly the Corvallis Downtown Commission), along with its standing subcommittee, the Downtown Parking Committee [DPC], has reviewed and, as required, advised the City Council on the following:

- A Downtown Market Study. The DAB worked on developing a market survey for downtown, using Main Street resources and ideas. The Board is interested in gathering market information to use for recruitment of business to our Downtown. However due to time and budget restrictions the survey has stalled. We are still interested in how we can address needs and support the development of downtown with good and current data. We believe a market study needs to be done on some level to collect that information.
- Review of the Fee-in-Lieu policy. This was the required three year review. This Fee allows a parking alternative for the development of downtown property. The Parking Committee and Board recommended, based on staff reports, raising the base value of each space to \$10,560, but keeping the ENR CCI index the same. This option has been used only once, but remains a policy the Board feels is an option that can encourage downtown development. This recommendation was forwarded to the Council.
- Bicycle Corral Pilot. At the request of some business owners and bicyclists the Parking Committee and Advisory Board initiated a pilot bike corral, using “left over” space at the end of a block. No parking spaces were lost. It allowed parking for sixteen bikes for a six month trial period. At the end of the six months the corral use was reviewed and determined to be well-used and an effective solution to add downtown bike parking capacity. Additional bike corrals could be considered on a request-by-request basis.
- Usage and Permit Changes to the City’s 2nd and B Lot. The Parking Committee and Advisory Board reviewed the usage of the city parking lot at 2nd and B. After discussion with parking enforcement it was determined that there was a need for permitted long-term parking –

especially to meet the needs of downtown residents. The lot was re-signed to limit parking to 24 hours, with the exception of a limited number of spaces designated for 30 day permits. The number of permitted 30 day spaces will be reviewed from time to time and can be adjusted to more or less as determined by usage. This recommendation was forwarded to the Council.

- **Review of Downtown Land Development Codes.** The Advisory Board compared and reviewed the Land Development Codes for the three areas of downtown: Central Business District, Riverfront, and Central Business Fringe. This was to help the Board understand the differences and to be aware of parameters and/or limitations for development in those areas. This understanding helps the Board think of possible suggested changes or issues that could impact development in Corvallis' downtown area.
- **Public Participation Task Force Recommendations.** The Parking Committee and the Advisory Board were the subject of some of the recommendations of the PPTF. We discussed our roles and the special focus both the parking committee and the board have on downtown. The parking committee is a subcommittee of the Advisory Board because parking is a particular part of our thriving downtown. The two remained linked, with just a new designation of the Downtown Commission as an Advisory Board.
- **Motor Cycle Parking Approval.** The Parking Committee requested removal of the municipal code language restricting motor cycle parking in the downtown. After review of the code language and a public hearing, the Advisory Board forwarded a recommendation to the Council to remove the motor cycle restriction. This was approved by the Council.
- **Parking Utilization Study.** The Advisory Board supported and advanced a parking utilization study of the downtown to be done in coordination with a wider city/university parking study. The study was done in May. The results of that study are being analyzed and will be discussed at a fall Board meeting.

- Considerations for a Downtown Parking Garage. The City Council requested the Downtown Advisory Board make a report to the Urban Services Commission as to important considerations regarding the building of a downtown parking structure. A discussion at the January and February meetings generated a list of considerations and possible next steps the Advisory Board felt were important before any decision to build a parking garage could be made. This list was presented to the Urban Services Commission at their March meeting.
- Downtown Streetscape Discussion. The Advisory Board had a general discussion of the downtown streetscape. This involved review of the sidewalk café permitting process, sidewalk signage, bike parking, planters, side walk accessibility and condition/maintenance issues. In June we did a walking tour of the downtown and looked, first hand, at these things. We also noted what is happening with building usage, new development, and historical buildings.
- Whiteside Use of Parking Spaces. The Parking Committee considered a request from the Whiteside Theater for exclusive use of two to three parking spaces along the east side of 4th Street and adjacent to the theater. The committee forwarded to the Advisory Board an alternative that allowed the Theater, instead, to get multiple parking space closure permits at one time. These can be filled out and posted as they are needed. However permanent exclusive use was denied. This alternative solution was approved by the Board.
- North Fourth Street Parking Changes. After concerns from businesses on the northern blocks of 4th street, between Harrison and Fillmore, that parking spaces were not turning over during the day, the parking committee took testimony and conducted a short-term utilization study. Based on the findings, the Committee recommended that Public Works add time limits to some of the parking spaces near businesses.
- Presentations Relating to Downtown:
 - Downtown Hotel. After a presentation on the newly proposed riverfront hotel on First Street, the Board voted to send a recommendation to the Planning Committee for approval. The recommendation listed the Board's belief that this hotel will be

both an economic and cultural positive addition to Corvallis' downtown.

- Chief Sassaman. Reported on downtown policing and safety – especially in association with concerns about the homeless population.
- Bruce Marban. Shared considerations regarding accessibility and highlighted possible issues along sidewalks in downtown.
- Parking Enforcement personnel come to all Parking Committee meetings and share particular concerns and report data on parking citations and enforcement.

Next Year Proposed Work Plan:

- The Downtown Advisory Board and the Parking Committee will review the analysis and the report from the Parking Utilization Survey.
- At the September meeting of the Board, the Work Plan for the coming year will be discussed. The Board will work to keep watch on the pulse of downtown economic development, residential possibilities, and historical preservation.

Resources:

The Parking Committee and the Downtown Advisory Board appreciate the staff time both at the meetings and in research and preparation of materials and reports for the Committee's/Board's work.

TO: Urban Services Committee for August 18, 2015
FROM: Kent Weiss, Community Development Director (Interim)
DATE: August 10, 2015
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
SUBJECT: Historic Resources Commission – Annual Report



Action Requested:

Staff recommends the City Council reviews and accepts the Historic Resources Commission 2014/2015 Annual Report.

Discussion:

As a result of the Public Participation Task Force recommendations adopted in 2014 by the City Council, each advisory board is required to submit an annual report to the City Council. The Historic Resources Commission annual report, completed by the Chair Lori Stephens, is attached.

Recommendation:

Staff recommends acceptance of the Historic Resources Commission annual report.

Budget Impact:

None

ANNUAL REPORT OF THE HISTORIC RESOURCES COMMISSION

August 11, 2015

Members: Lori Stephens (Chair), Kristin Bertilson (Vice-Chair), Mike Wells, Cathy Kerr, Eric Hand, Rosalind Keeney, Charles Robinson, Peter Kelly, and Kathleen Harris.

Staff: Carl Metz, Assoc. Planner

Council Liaison: Barbara Bull

Purpose/Mission summary (CMC Section 1.16.325 excerpt):

The Commission shall be a quasi-judicial decision-maker for matters that include the following:

- a) District Change decisions regarding the application or removal of a Historic Preservation Overlay...
- b) HRC-level Historic Preservation Permit decisions; and
- c) Appeals of Director-level Historic Preservation Permit decisions.

The Commission shall advise and assist Council, the Planning Commission, and the Community Development Director in matters pertaining to historic and cultural resource preservation.

Prior Year Report:

Activities and work completed:

Heard and rendered decisions for 24 Historic Preservation Permit applications from July 2014 to July 2015.

Activities and work in progress:

Developing the Corvallis Historic Preservation Plan scope of work and RFP.

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

Review and render decisions on HRC-level HPP applications.

Special activities and work for the year:

Participate in the development of the Corvallis Historic Preservation Plan

TO: Urban Services Committee, for August 18, 2015 meeting
FROM: Kent Weiss, Interim Community Development Director *KW*
DATE: August 12, 2015
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
SUBJECT: Planning Commission Annual Report



Action Requested:

Staff recommend the City Council review and accept the Planning Commission's 2014/2015 Annual Report.

Discussion:

As a result of the Public Participation Task Force recommendations adopted in 2014 by the City Council, each advisory board is required to submit an annual report to the Council. The Planning Commission annual report, completed by Planning Commission Chair, Jasmin Woodside, is attached.

Recommendation:

Staff recommend acceptance of the Planning Commission's annual report.

Budget Impact:

None

ANNUAL REPORT OF THE CITY OF CORVALLIS PLANNING COMMISSION

August 12, 2015

Members: Jasmin Woodside-Chair, Ron Sessions-Vice-chair, Paul Woods, Jim Riddlington, Roger Lizut, Tom Jenson, G. Tucker Selko, Rob Welsh, Carl Price

Staff:
Kevin Young

Council Liaison:
Penny York

Purpose/Mission summary (from Ordinance 81-99):

The Planning Commission shall function primarily as a comprehensive planning body proposing policy and legislation to Council related to the coordination of the growth and development of the community. The functions of the Planning Commission shall include, but not be limited to, the following:

- a) Review the Comprehensive Plan and make recommendations to Council concerning Plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions.
- b) Formulate and recommend legislation to implement the Comprehensive Plan.
- c) Review and recommend detailed plans including functional plans which relate to public facilities and services, and subarea plans which relate to specific areas of the community to implement the Comprehensive Plan.
- d) Assist in the formulation of the Capital Investment Plan \[Capital Improvement Program] and submit periodic reports and recommendations relating to the integration and conformance of the plan with the Comprehensive Plan.
- e) Review and make recommendations concerning any proposed annexation.

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f) Conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by the Land Development Code.

g) Advance cooperative and harmonious relationships with other planning commissions, public and semi-public agencies and officials, and civic and private organizations to encourage the coordination of public and private planning and development activities affection the City and its environs.

Prior Year Report: FY 2014/2015

Activities and work completed:

The Planning Commission (PC) reviewed multiple land development proposals throughout the year. Some of the projects that were considered over eight public hearings were Coronado, Tract B; Sylvia Subdivision; Parks and Recreation Master Plan; and Package #2 Land Development Code Amendments.

The PC also attended a joint work session with City Council in January 2015. The PC was involved in recommendations to City Council that helped form the OSU Plan Review Task Force that is reviewing Comprehensive Plan Findings and Policies relating to OSU development.

The Land Development Hearings Board, which is a subcommittee of the Planning Commission, charged with hearing certain types of land use applications, met four times and conducted three public hearings.

In early 2015, three new members were interviewed and appointed by City Council to the Planning Commission. There have been two training sessions with the new commissioners, while portions of at least six meetings were dedicated to training with existing commissioners.

Activities and work in progress:

The PC is involved in the ongoing review of land development proposals that are brought forward through applications received by City staff.

Begin discussions with the PC on how best to review and become more familiar with the Land Development Code (LDC).

The OSU Plan Review Task Forces consists of four Planning Commission (one former as of this report) and three City Councilors. It is hoped that the

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group will finalize their recommendations in September and will be reviewed by the Planning Commission.

The PC has heard presentations on the progress of the OSU District Plan Update and the City's Transportation System Plan Update. The PC is also aware of efforts to update to the City's 20/20 Vision Statement, the Buildable Lands Inventory and Wildfire Abatement issue. It is anticipated that these will be reviewed and recommendations given by the PC prior to consideration by the City Council.

Next Year Proposed Work Plan: FY 2015/2016

Regular activities and work (ongoing or annual):

The PC is involved in the ongoing review of land development proposals that are brought forward through applications received by City staff.

The PC will perform an annual review of the Capital Improvement Program.

Special activities and work for the year:

Some of the main goals for the PC is to apply the LDC to applications and provide recommendations for legislative updates to staff and City Council. The PC priority will be to become more familiar with the current LDC. One way to accomplish this is to have PC members review sections of the LDC and have questions for staff when there are no public hearings on the agenda. This will be the subject of an upcoming PC meeting on August 18, 2015. More information will be forthcoming on the PC's goals in this regard.

The PC will also maintain a list of Unresolved Planning Issues. This list is currently being reviewed on an annual basis. Our goal will be to update and review on a more frequent basis but also as the schedule allows. The annual review of this list was deferred at the March 18, 2015 PC meeting.

The PC will be prepared to give valuable input and recommendations based on our knowledge of the LDC and Comprehensive Plan for the many special projects that will be up and coming, as listed below:

- OSU Plan Review Task Force recommendations, which may initiate a Comprehensive Plan Amendments and/or LDC amendments.
- OSU District Plan Update which may initiate LDC amendments.
- Transportation System Plan Update
- Buildable Lands Inventory Update

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- Wildfire Abatement/Significant Vegetation issue, which may initiate LDC amendments.

Resources:Prior Year:

Training videos from Portland State University.

Staff availability for question and answers.

Needed for the next year:

Regular training set up for when there are no public hearings on the schedule. This training should be discussed with the PC and staff and have a list waiting so setting the agenda for a non hearing night should be easy. Training shall include Q&A sessions with staff, open discussions between staff and PC on how previous applications have been handled and what was seen as successes and failures, training videos from the Portland State University, etc.

MEMORANDUM

TO: Urban Services Committee for the August 18, 2015 meeting

FROM: Mary Steckel, Public Works Director 

THROUGH: Mark W. Shepard, P.E., City Manager 

SUBJECT: Periodic Review of Council Policy 7.14, Prepayment for Public Street Improvements

Issue

Council Policy 7.14 is scheduled for review in August, 2015.

Background

Council Policy 7.14 was adopted in 1999 and last modified in 2011. It is intended to promote the logical extension of street infrastructure with development. As required in the Land Development Code, developing properties are required to improve adjacent public streets to City standards. In most cases, these improvements are constructed by the development. From time to time, however, requiring the development to improve adjacent streets is not in the best interest of the City. Typically this occurs with the development of properties fronting an unimproved County standard roadway (ditched with no curbs or sidewalks) which, if improved, would not connect to a City standard street. Trying to design and construct small segments of City standard streets in the middle of rural roadways is very inefficient and would likely result in a street and drainage layout inferior to that produced by a larger, more comprehensive project. In these cases, prepayment allows the cost of improvements to be banked until such time as the money can be used to help fund a larger improvement project.

In addition to identifying the circumstances in which the City would consider accepting prepayment for street improvements, this policy provides guidance on the development and administration of the prepayment fee. Since Policy inception, ten prepayments have been collected and one has been utilized for street improvements.

Discussion

No major modifications are proposed for Council Policy 7.14. Minor changes include clarification that this policy also applies to alley improvements as well as other modifications to facilitate conversion to the new Council Policy format.

Recommendation

Staff requests that the USC recommend to the City Council approval of Council Policy 7.14 as revised in the attached document.

Attachment

	<p>City of Corvallis</p> <p>City Council Policy – Community Improvement</p> <p>Policy # 7.14</p> <p>Prepayment for Public Street Improvements</p>	
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Policy: **The City may accept prepayment of public street improvements, in lieu of constructing them, when it is in the community's interest to do so.**

Purpose: The Land Development Code (LDC) requires all new developments to construct, at a minimum, all interior **streets**, and frontage streets, **and alleys** to current City standards. It is not unusual that these street improvements, especially frontage improvements, do not abut existing City standard streets. As a result, improvements to a public street can occur in a fragmented and inefficient manner. The purpose of this Policy is to provide a mechanism by which a developer can pre-pay for public street improvements, in lieu of constructing them, if it is determined to be in the best interests of the community. ~~For the purposes of this Policy, public street improvements will include associated sidewalks and planting strips, as well as storm collection, detention, and treatment facilities necessary to serve a City standard street.~~

Scope: **Applicability**

This Policy applies to all development required to make street improvements according to provisions of the Land Development Code LDC. The Land Development Code LDC provides for the use of pre-payment when certain development actions occur as in-fill on an existing sub-standard public street. For other development, it is recognized that constructing public street improvements is preferred to payments in lieu of construction. However, in certain instances, it may be in the best interest of the community to accept payments in lieu of construction in order to provide for improvements which are logical and economically efficient extensions of existing City standard streets. The decision to allow payment in lieu of construction will be made by the Planning Commission and/or City Council for development proposals requiring a public hearing or by the Community Development Director in consultation with the City Engineer for development projects which are permitted uses. Consideration will be given to the safety and welfare of the public, proximity of existing City-standard street improvements, as well as the timing of future street improvements which may provide connectivity.

Exceptions

All proposed street improvements contained entirely within the boundaries of the parcel(s) proposed for development will be constructed with development.

Any frontage improvement which could directly connect to a City-standard street will be constructed with development.

Goals: **Provide for the orderly and efficient extension of public street improvements.**

Guidelines:

Determination of Prepayment Fee

If payment in lieu of construction is determined to be in the best interest of the community, the developer will be required to submit a detailed estimate of construction quantities based on a half-street improvement in a format acceptable to the City Engineer, as well as any other information necessary for the development of a cost distribution to the affected property. Estimates of construction quantities will be based on full-width street improvements if it is determined that the potential for additional development to complete the street improvement does not exist. The City Engineer will apply unit costs typically experienced by City projects to determine the total pre-payment fee for the property. In addition, the pre-payment fee will include the following elements applied as a percentage of construction costs:

Engineering and Construction Management:	15%
Contingency:	10%
Administrative:	3%

Fee Collection

The pre-payment fee will be collected by the City, prior to the issuance of any public improvements by private contract (PIPC) or building permits.

Accounting

Pre-payment fees and all the interest earnings on those fees will be placed in an account specific to that street. These accounts will be co-managed between Public Works and Finance Departments. The City will maintain a record of all properties that have met their financial obligation to make street improvements by pre-paying for them.

Project Implementation

Projects for which pre-payments have been made may be implemented either through the City's Capital Improvement Program or by disbursing funds to a developer constructing the improvements. Planning for street capital improvement projects funded by pre-payment fees will be initiated at the discretion of the Public Works Director, contingent upon budget approval by the City Council. It should be recognized that in order to provide for a logical and cost-effective extension of street improvements, projects funded by pre-payment fees may be phased and may construct segments of infrastructure which do not front the parcels from which the fee was collected.

In the event that actual costs incurred are less than collected for a particular project, excess funds will be made available for streetscape, traffic calming, or transit improvements along the improved section of street. In the absence of streetscape improvements, traffic calming, or transit needs, excess pre-payment fees will be placed into the City's Street Fund, which will then be used to offset future operating and maintenance costs of the system.

Council Policy # 7.14

Definitions: For the purposes of this Policy, public street improvements will include associated sidewalks and planting strips, as well as storm collection, detention, and treatment facilities necessary to serve a City standard street.

Review/Update: This ~~Community Improvement~~ **Public Works Director will prepare this Council Policy for** shall be reviewed every four years for Council approval ~~by the Public Works Director.~~

Rev #	Name	Change Date	Character of Change
0		09-20-1999	Adopted
1		09-04-2001	Affirmed
2		08-18-2003	Affirmed
3		08-20-2007	Amended
4		09-06-2011	Amended
5			

TO: Urban Services Committee for August 18, 2015 meeting

FROM: Mary Steckel, Public Works Director *MS*

DATE: August 7, 2015

THROUGH: Mark W. Shepard, P.E., City Manager *MWS*

SUBJECT: Wastewater Permit Requirement for Temperature Total Maximum Daily Load



Action Requested

No action is required. This report is provided as an informational update as requested by the Urban Services Committee.

Discussion

Background

The City's wastewater discharge is regulated by the federal Clean Water Act (CWA). Oregon Department of Environmental Quality (DEQ) has been delegated authority in Oregon to administer regulations to meet the CWA. DEQ administers wastewater discharge permits to industries and municipalities. Corvallis was issued its latest permit from DEQ in 2011. The five-year permit is set to expire in October 2016.

In September 2006, the upper Willamette River Basin Total Maximum Daily Load (TMDL) water quality regulations for temperature were issued by DEQ. The intent of the TMDL requirement is to reduce the impact on salmon populations in the Willamette River from the discharge of thermal load to the river, including discharge from wastewater reclamation plants, which can affect the river water temperature. The TMDL regulations require the City to develop and implement measures to mitigate its temperature impact on the River.

The City invested significant time and resources over the intervening years evaluating options to address the TMDL requirements and conducting extensive public outreach and involvement. While the Urban Services Committee had reached a point of focusing on one of the recommended alternatives, a preferred solution was never adopted by the City. In hindsight, this delay is of benefit to the City as the landscape of temperature regulations remain in flux.

Full background information on the temperature TMDL compliance project can be reviewed on the City's TMDL Website (www.corvallisoregon.gov/TMDL).

Uncertainties

Multiple lawsuits have been filed regarding the temperature TMDL. These lawsuits have thrown out the temperature standards previously established and have created uncertainty in the future of wastewater discharge temperature regulations. What is certain is that Corvallis, along with other communities and industries along the upper Willamette River, will be faced with requirements to

reduce the City's temperature impact on the river. However, what those regulations will be, and how Corvallis may choose to comply, remains uncertain. Much will need to be resolved in the coming years as local, State, and federal agencies, along with private industry and third party environmental advocates, work through the complex issues associated with temperature standards for the Willamette.

Corvallis is in good company regarding the uncertainty of the future requirements and potential solution. The City participates in the Association of Clean Water Agencies (ACWA), a group of over 70 municipal and special district wastewater managers across Oregon. ACWA is assisting member agencies with the navigation of the uncertainties of the Willamette temperature regulations by tracking the progress of the lawsuits, interfacing with regulatory agencies, facilitating collaborative efforts among the affected public agencies and information sharing. Once the picture on temperature standards becomes clearer, staff will explore possible compliance strategies including natural treatment systems, reuse, tree farms, aquifer storage and recovery, indirect discharge, and water quality trading.

Because of the lawsuits and complex nature of the temperature standards, it appears that it will be some time before the temperature issue is resolved and possibly years before clear regulations and a path forward are available to respond to.

At the May 7, 2013 USC meeting, staff recommended that work on the TMDL project be suspended until the outcome of the TMDL Case and the EPA/DEQ process to develop the new water quality standard(s) was known. USC and the City Council endorsed that recommendation. While staff continues to recommend suspension of any specific TMDL project work, efforts continue to monitor and contribute to the discussion and progress on revised TMDL temperature standards.

Current Status

Corvallis is currently in compliance with the DEQ permit requirements. The base thermal waste load limit provided in the Corvallis wastewater discharge permit is generally adequate under current treatment plant flow and river conditions. A five year look-back of plant discharge data shows that the temperature permit limit would have been exceeded twice and would have been close to being exceeded on 14 other occasions. As the City grows, compliance with the temperature limit is expected to be increasingly difficult. DEQ also included in the City's discharge permit a temporary allocation of heat load from DEQ's reserve capacity for the Willamette River. As long as the City's treated wastewater discharge is at or under the total temperature allocation, then DEQ deemed the City in compliance with the temperature TMDL.

Based on the experience of other municipalities, it is likely the City's wastewater permit will be administratively extended beyond the expiration date as DEQ works through its permit backlog. How long the permit might be extended is unknown. In the event that DEQ does press forward with the renewal on time, there are a number of scenarios that may affect the effluent limits for temperature in the renewed permit:

1. If the TMDL Case has not been resolved, the existing temperature TMDL remains in place and the City's temperature allocation would still be available to use in the renewed permit. This should result in application of the same thermal load limit that the City has in its current permit.

2. If the TMDLs are fully invalidated before the permit is renewed, the City would need to comply with the numeric criteria (18°C or 13°C, depending on the season). This would probably result in much stricter thermal load limits in a renewed discharge permit, though the City will need to investigate and evaluate this further.
3. If the Judge instructs EPA and DEQ to revise the temperature TMDLs, but allows the existing TMDLs to remain in place during revision, the outcome should be the same as #1 above. The revision of the TMDLs may be time-consuming because of the uncertainty associated with Oregon's temperature standard. Meeting the temperature standard is the goal of the TMDL process, so the standard must be known before the TMDL can be developed.

Recommendation

Staff will continue to remain engaged with the ongoing discussions and progress regarding the temperature TMDL regulations. As progress is made in clarifying regulations, staff will bring this issue forward.

Budget Impact

None at this time. The budget impact of meeting the final TMDL regulations cannot be known until the regulations are adopted.

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
August 19, 2015**

Present

Councilor Joel Hirsch, Acting Chair
Councilor Barbara Bull

Absent

Councilor Hal Brauner, excused

Visitors

Joan Wessell, Downtown Corvallis
Association
Fred Edwards, Downtown Corvallis
Association

Staff

Mark Shepard, City Manager
Kent Weiss, Interim Community
Development Director
Marcia Laurent, Community Development
Management Assistant
Emely Day, City Manager's Office

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
	<i>Chair to call for corrections, if any, to August 19, 2015, ASC Minutes</i>	
	Call to Order	1:02 pm
I.	Downtown Corvallis Association Economic Improvement District Fourth Quarter Report	Accept the Report
II.	Other Business	Information
	A. Pending Issues	
	Adjournment	1:38 pm
	Next Meeting	September 9, 2015 – 1:00 pm

CONTENT OF DISCUSSION

I. Downtown Corvallis Association Economic Improvement District Fourth Quarter Report

Interim Community Development Director Weiss noted that the staff report included information concerning the Downtown Corvallis Association's (DCA) Economic Improvement District (EID) finances and activities for the fourth quarter of Fiscal Year 2014-2015. Based upon its review, staff recommended that the City Council accept the report. In response to Councilor Bull's inquiry, Mr. Weiss explained that the City received some funds that were "passed through" to DCA. EID assessments that were not paid by their due dates were classified as liens against the associated properties.

Community Development Management Assistant Laurent explained that Community Development Department staff tracked EID assessment payments and reported that information to Finance Department staff and DCA. Mr. Weiss emphasized that EID liens were handled differently from real property liens: EID liens were relatively small amounts; the liens were not recorded against properties; but the liens were recorded in the City's lien dockets, which were public records accessible by title companies; unpaid EID liens were

Administrative Services Committee
August 19, 2015
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paid when lien properties were sold. He clarified for Councilor Bull that EID assessments were voluntary, but a property owner's agreement to pay the assessment made the assessment a liability for the property. The EID typically extended three to five years; upon EID renewal, property owners could choose to participate or be excluded from the District; EID assessments were billed and payments were due annually.

Acting Chair Hirsch asked whether the EID was successful in achieving its intended purpose of promoting economic development in the Downtown area. He noted that an urban renewal district (URD) might generate more economic development impact, but the last URD proposal was defeated by voters.

City Manager Shepard explained that an URD and an EID were not mutually exclusive and could support economic development in different ways.

Councilor Bull suggested that the Economic Development Advisory Board might be under-utilized in terms of economic development within the Downtown area. She observed that the City's Economic Development Office and DCA seemed to serve similar functions, so it might be beneficial for the two groups to coordinate and use the same tools and software for increased efficiencies.

Fred Edwards, DCA Board President, concurred with Councilor Bull's suggestion that the City's Economic Development Office and DCA could work together. He referenced the DCA's August 19 membership meeting discussions and expressed concern of potential problems in the Downtown area.

Joan Wessell, DCA Executive Director, reviewed prepared testimony of activity since her report was prepared for the meeting packet (Attachment A). Corvallis Police Department Community Livability Officers were scheduled to speak during DCA's September 16 membership meeting. DCA would host its final free paper-shredding event during October.

Ms. Wessell said she spoke with Jay, owner of McWeenie, located in the entry of Madison Plaza; Jay placed his sandwich-board sign on the sidewalk at the intersection of SW Fourth Street and SW Madison Avenue and considered the sign a revenue generator for DCA. He was willing to pay \$75 to place his sign in the public right-of-way on the sidewalk, provided the fee was remitted to DCA.

Councilor Bull said Committee members would need to know whether it was legal for a business to place a sign in a public right-of-way, whether the City could charge for a sign in the public right-of-way, and what would be an appropriate charge for businesses placing signs in public rights-of-way. She suggested a standardized sign for DCA members, incorporating DCA's logo, with DCA charging \$75 for the sign. Acting Chair Hirsch added that discussions should include an appropriate amount to charge for the sign. Councilor Bull continued, noting that the signs could be similar to the promotional flags that were coordinated by DCA and were placed in front of many Downtown businesses.

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Mr. Weiss suggested that DCA present its sign idea to the Downtown Advisory Board.

Mr. Edwards reported that he was preparing a proposal of other work DCA could do to help promote the Downtown area, possibly with a request for additional City funding. He noted that Downtown area business owners were concerned about the homeless services facility proposed for SW Fourth Street near SW Western Boulevard. Through investigation, he learned that the proposed homeless services facility location did not require community approval, and the City provided some funding toward the facility.

Mr. Shepard stated that the City had not received an application for development of a homeless services facility. The City provided funding for operational services to assist homeless individuals at the noted location but did not provide funding for capital projects to serve homeless individuals. The proposed facility would be an allowed use under the zoning designation of the identified property.

Mr. Edwards said DCA members were expressing concern about the proposed homeless shelter facility and, he discovered, had misunderstandings regarding the City's involvement in the facility and other major entities in the community providing funding for the facility.

Mr. Shepard said progress on the homeless services facility proposal had slowed. Mr. Weiss said the facility proponents asked the City to fund acquisition of property for the facility, but the City declined. The City had not invested in capital projects. As it had done in previous years, the City would provide funding toward the annual temporary use of the existing building on the property as a cold-weather shelter. Facility proponents asked City staff whether specific activities proposed for the site would be allowed, as was typical of pre-development meetings. Staff had not seen final, complete development plans.

Councilor Bull referenced testimony at the August 17 City Council meeting regarding the types of programs that would be offered at the proposed homeless services facility. She noted the need for a facility for people with drug and alcohol issues, regardless whether they were homeless.

Ms. Wessell clarified that Community Outreach, Inc., did not allow people to access the agency's services while under the influence of alcohol or drugs. She was concerned that the cold-weather shelter allowed access by any homeless individual, which she considered enabling individuals' bad behaviors.

Acting Chair Hirsch noted that anyone accessing the cold-weather shelter must do so by a specific time and then were off the streets for the night, without access to alcohol or drugs and without causing problems; they could stay at the shelter if they were not disruptive.

Councilor Bull inquired about the significant increase (\$472.82 to \$4,062.44) in miscellaneous promotions indicated in the fourth quarter report. Ms. Wessell said that expense included promotions not itemized in DCA's budget, but she would verify the amounts with DCA's bookkeeper.

Administrative Services Committee

August 19, 2015

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Based upon a motion moved and seconded by Councilor Bull and Acting Chair Hirsch, respectively, the Committee unanimously recommends that Council accept the Downtown Corvallis Association Economic Improvement District fourth-quarter report for Fiscal Year 2014-2015.

Councilor Bull thanked Ms. Wessell and Mr. Edwards for reporting DCA members' concerns regarding the proposed homeless services facility. She suggested that the concerns be presented to the Downtown Advisory Board. She questioned whether the City had a role in the proposed facility. She noted the community's strong support for people experiencing homelessness and the desire to provide support while maintaining the Downtown environment. She was interested in whether programs planned for the proposed Benton County jail could provide collaboration opportunities with the organization proposing to develop the homeless services facility.

Mr. Edwards noted that the Police Department's current Tactical Action Plan (TAP) was good but would last only two months, ending during October.

Mr. Shepard clarified that new Police Officers would perform much of the TAP work and would shift their focus to livability in neighborhoods surrounding Oregon State University's (OSU) campus after OSU's fall term began. The work of the new Community Livability Officers was intended to benefit all of the community and not focus on only specific areas.

II. Other Business

A. Pending Issues

Committee members did not express concerns regarding issues scheduled and pending discussion.

**Downtown Corvallis Association
Report to Administrative Services Committee
19 August 2015-1 pm-Madison Meeting Room**

1. At this morning's Monthly Membership Meeting, we heard from Rick Little from ODOT who updated us on completed and upcoming ODOT projects in Corvallis. I expressed my appreciation for ODOT doing much of their work during evening hours so as not to disrupt Downtown retailers during their business hours.

Lt. Dan Duncan, CPD reported on the Department's current Tactical Action Plan 2 which is moving along well with the 3 new Community Livability Team serving; the new Graffiti Ordinance which has some new tools provided by local paint stores that will provide discounts on paint to cover over graffiti; and Business Alerts, including notification of counterfeit \$20 & \$100 bills being passed locally.

Jeff Larson, Director of Good Samaritan Foundation spoke about the new 24,000 square foot, three level Cancer Center currently under construction. The facility will be located in Corvallis, adjacent to the current radiation oncology building. Together, the two will create a state of the art cancer treatment campus to provide cancer services throughout the region.

The new center will house all cancer services in one location, including medical oncology, chemotherapy infusion services, radiation oncology, laboratory services, advanced imaging and cancer resource center. Jeff detailed many of the building's 1st-class features, including the Chemotherapy Center where patients will receive their treatment in a beautiful floor-to-ceiling windowed room with a panoramic view of Corvallis and the Willamette Valley (rather than patients being treated in the dark basement of the Neville Building), and trekking all over the Good Samaritan campus for treatments and various services. The Center will help create cancer survivors through education, prevention, treatment and support programs. Samaritan's five affiliated hospitals have developed the components of a strong cancer program, but now is the time to connect the high-level care in a single location.

The center will partner with Stanford University Cancer Center to help provide more comprehensive care resources. As more cancer survivors travel to Corvallis to receive comprehensive treatment, the need for additional hospitality rooms grows. In order to continue Mario's vision and meet the needs of every patient, the campaign for cancer care includes expanding the Mario Pastega House to double the number of patients receiving a warm, comfortable bed at a convenient, affordable rate.

Our final presenter was Mike Blair, representing Citizens for Protecting Corvallis, speaking in opposition to the permanent "Housing First Shelter", stating that it is a flawed plan, a bad location, and bad for Downtown Corvallis and the neighborhoods. Mike's presentation was followed by a rousing 20 minute discussion with attendees voicing strong opinions about the negative impact that vagrants have had on our community and bad location of the Shelter. Mike reminded folks that there will be a public meeting tomorrow evening at 7 pm at the Corvallis-Benton Count Library

2. In spite of blistering temperatures, the 20th annual Red White & Blue Riverfront Festival was successful with just a light drop in revenue due to the hot weather. We were approached by some few local brewers who wish to work with us on the Festival. We met with them shortly after the Festival and their group will write and present a proposal which the Committee will consider.
3. In the wee hours of the morning on August 9 (well actually, at 9 am!), we held our annual Board Goal-Setting Retreat where we set new goals and reviewed last year's goals for possible adjustment. We dropped a few (shredding event which the Board agrees takes way too much of my time
4. The Downtown Corvallis Association is busy making plans for the 25th Rhapsody in the Vineyard Wine Walk to be held on September 12, 3:30-7 pm. With just a slight drop in participation (our extreme heat ripened this year's grape crop early necessitating earlier harvest so some wineries cannot attend), we will have 19 wineries and retailers all lined up for the event. Please plan to join us.
5. I will attend the 2015 Oregon Main Street Conference October 7-9 in The Dalles. The conference will feature lectures, workshops, break-out sessions, discussion groups, walking tours, panel presentations, and networking opportunities, and will offer participants a range of technical training and opportunities to share information about Downtown and neighborhood commercial district revitalization techniques.

That's it for now...are there any questions?

TO: Administrative Services Committee for August 19, 2015
FROM: Kent Weiss, Interim Community Development Director *KW*
DATE: August 6, 2015
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
SUBJECT: Downtown Corvallis Association Fourth Quarter FY 14-15 EID Program Review



Action Requested:

Staff recommends the Administrative Services Committee (ASC) consider this report and recommend City Council acceptance of the Downtown Corvallis Association's FY 14-15 EID Program fourth quarter report.

Discussion:

The City Council, on July 16, 2012, approved Ordinance 2012-14, amending Municipal Code Chapter 10.07 (Economic Improvement District), establishing a boundary, and imposing assessments on property within the Downtown Voluntary Economic Improvement District (EID). The EID provides specific benefits to the members of the District by promoting commercial activity and public events in the Downtown district. Pass through revenue billed for FY 14-15 was \$89,978.26. The total pass through received in this fiscal year was \$82,076.66, with the remaining \$7,901.49 moved to lien status.

The Community Development Department administers the invoicing of EID participants, the "pass-through" payment of these program funds to the Downtown Corvallis Association (DCA), as well as the contract with the DCA. In support of these City services, the DCA pays an annual fee of \$3,585. This amount was adjusted in 2012 from \$4,500 to the current charge due to the reduction in the amount of pass-through revenue in the current EID program. The contract requires that the DCA provide quarterly reports to the City that provide at a minimum, 1) a brief summary of services performed, 2) a balance sheet as of the last day of the quarter, 3) a comparison of actual revenues and expenses through the quarter. The contract does not require a formal City Finance Department review of the agency's financial reports.

Attached is the fourth quarter report submitted by the DCA (Attachment A). The DCA has been provided with a copy of this report and invited to attend and address the Committee.

Recommendation:

Staff recommend that ASC recommend City Council acceptance of the 4th Qt EID Program Report for FY 14-15.

Budget Impact:

None



A Main Street Community

460 SW Madison, Suite 9
 Corvallis OR 97333
 PO Box 1536
 Corvallis OR 97339
 (541) 754-6624
 FAX (541) 758-4723
www.downtowncorvallis.org

Board Members

Frederick Edwards, President
Knight Vision Security
 Greg Teune, Vice President
Holiday Inn Express
 Christine Hackenbruck
Corvallis Fall Festival
 Luisa Arreola,
Footwise
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Citizens Bank
 Steve Hessel
Downtown Property Owner
 Dianna Howell
Blue Sun, Inc.
 Randy Joss,
KEZI9
 Jennifer Moreland
Heartland Humane Society
 Ann Schneider
Tried & True Coffee
 Lonny Wunder
Benton County Fair Manager

John Coleman,
Board Historian

Joan Wessell,
Executive Director
joan@downtowncorvallis.org

Ex-Officio

City Council
Corvallis Police Dept.
Corvallis Tourism
City Planning
Corvallis Chamber
Corvallis Econ. Dev. Manager

To: City of Corvallis – Planning Department
 From: Joan Wessell, Executive Director
 Downtown Corvallis Association
 Date: 20 July 2015
 Subject: 2014-2015 4th Quarterly Report &
 2012-17 Economic Improvement District

On a daily basis, The Downtown Corvallis Association (DCA) provides economic development services for Downtown and the community. The DCA keeps abreast of and effectively markets and showcases Downtown vacancies to prospective tenants. The DCA makes no charges for services offered/delivered to Downtown and community businesses, and community members

The quality economic development services provided by The Downtown Corvallis Association help keep Downtown more vibrant, more attractive, and more livable. Examples of those services include: business recruitment and retention, ongoing educational and business training, advocacy for Downtown businesses, promotional activities to increase pedestrian foot traffic, and events to provide businesses with increased exposure to strengthen the Downtown's economy.

Since the last Quarterly report, there have been over \$159,000 in improvements made in Downtown Corvallis structures. The DCA closed on a \$20,000 Interior Improvement Loan on the former Sivetz Coffee Building, and the DCA Executive Director escorted a Burgerville representative around Downtown Corvallis to show him 4 different locations. The representative determined that the 4 locations would require renovations to make them work for Burgerville and since there was an abandoned restaurant space on 9th Street with drive-through capabilities, they decided to open in the former Wendy's location.

Since the last Quarterly report, The DCA hosted three each: Downtown After Hours networking socials, Membership Meetings, Board of Directors Meetings, Design Committee, Economic Enhancement, & Promotions/Marketing Committee Meetings, Downtown Red Carpet Welcomes, Science Pubs, and one Red White & Blue Riverfront Festival. The DCA is making plans to present the 25th Rhapsody in the Vineyard (Wine Walk) on 12 September 2015 that attracts attendees from throughout Oregon (& beyond the state!).

Downtown Corvallis property owners continue to pay their Economic Improvement District (EID) assessments without which the DCA office doors could not remain open. For this, The DCA is grateful to Downtown property owners. The DCA thanks City Staff for collecting and passing through those vital assessments.

"To improve and promote the economic, aesthetic and cultural vitality of Downtown Corvallis as a regional center"

DOWNTOWN CORVALLIS ASSOCIATION
BALANCE SHEET
 June 30, 2015

ASSETS	
Checking and Savings accounts	246,811.48
Other Current Assets	350.20
Fixed Assets	2,745.52
Façade Improvements loans	0.00
UF Residential loans	17,081.00
Interior Development Loans	43,913.78
TOTAL ASSETS	<u><u>310,901.98</u></u>
LIABILITIES & EQUITY	
Accounts Payable	0.00
Other Current Liabilities	35,609.46
Total Equity	275,292.52
TOTAL LIABILITIES & EQUITY	<u><u>310,901.98</u></u>

PROFIT AND LOSS
 June 30, 2015

	Month	Year-to- Date	Budget 2014-2015	Remaining Budget
INCOME				
General Revenue	11,213.78	124,445.13	135,625.00	11,179.87
Program Revenue	117.00	3,421.00	4,730.00	1,309.00
Red, White & Blues	0.00	31,877.97	35,000.00	3,122.03
Rhapsody	0.00	27,815.00	36,000.00	8,185.00
Promotions	0.00	0.00	1,500.00	1,500.00
TOTAL INCOME	<u><u>11,330.78</u></u>	<u><u>187,559.10</u></u>	<u><u>212,855.00</u></u>	<u><u>25,295.90</u></u>
EXPENSE				
Personnel	8,945.67	107,479.87	106,020.00	(1,459.87)
Services and supplies	2,251.10	23,054.99	29,180.00	6,125.01
Programs	169.42	9,552.61	14,100.00	4,547.39
Red, White & Blues	0.00	19,840.23	20,000.00	159.77
Rhapsody	(25.00)	19,950.98	8,000.00	(11,950.98)
Promotions/OSU	0.00	4,062.44	2,500.00	(1,562.44)
TOTAL EXPENSE	<u><u>11,341.19</u></u>	<u><u>183,941.12</u></u>	<u><u>179,800.00</u></u>	<u><u>(4,141.12)</u></u>
NET INCOME	<u><u>(10.41)</u></u>	<u><u>3,617.98</u></u>	<u><u>33,055.00</u></u>	<u><u>29,437.02</u></u>

Plus: Beginning unrestricted cash balance	(364.14)
Checking/Money Market	205,035.23
Held in reserve - Contingency Fund	3,000.00
Total beginning cash	<u><u>207,671.09</u></u>
Net Excess (deficit) budgeted for 2014-2015	<u><u>240,726.09</u></u>

Downtown Corvallis Association, Inc.

**Budget Comparison
As of June 30, 2015**

Month Of June	7/1/14 Through June 2015	7/1/13 Through June 2014	Annual Budget	Percent Annual Budget
Income				
General Revenue				
EID Receipts	7,514.98	79,705.12	78,728.42	90,000.00 88.6%
Improvement Contributions	0.00	800.00	800.00	0.00 0.0%
Membership Dues	3,277.09	38,618.34	34,182.75	40,000.00 96.5%
Interest Income	11.71	161.67	162.52	5.00 3233.4%
Rental Income - Sublet	410.00	5,120.00	4,930.00	4,820.00 106.2%
Miscellaneous	0.00	40.00	0.14	800.00 5.0%
Reimbursed Expenses	0.00	0.00	0.00	0.00 0.0%
Program Fees	0.00	0.00	0.00	0.00 0.0%
Total General Revenue	11,213.78	124,445.13	118,803.83	135,625.00 91.8%
Program Revenue				
Membership Workshops	0.00	0.00	0.00	0.00 0.0%
Christmas Lights	0.00	0.00	0.00	25.00 0.0%
Website/Newsletter Advertising	0.00	0.00	0.00	0.00 0.0%
Group advertising	0.00	0.00	0.00	0.00 0.0%
Directory advertising	0.00	0.00	0.00	0.00 0.0%
Fund Raiser	0.00	2,132.00	2,673.34	2,500.00 85.3%
Fund Raiser - DT After Hours	117.00	1,289.00	1,907.00	2,200.00 58.6%
Design Aesthetics	0.00	0.00	0.00	5.00 0.0%
Red, White & Blue	0.00	31,877.97	29,823.80	35,000.00 91.1%
Total Program Revenue	117.00	35,298.97	34,404.14	39,730.00 88.8%
Promotions Revenue				
Promotions - Misc	0.00	0.00	0.00	1,500.00 0.0%
Rhapsody in the Vineyard	0.00	27,815.00	32,511.00	36,000.00 77.3%
Total Promotions Revenue	0.00	27,815.00	32,511.00	37,500.00 74.2%
TOTAL INCOME	11,330.78	187,559.10	185,718.97	212,855.00 88.1%

Expense

Administration - Personnel

Personnel	7,389.00	89,826.58	80,574.74	79,000.00	113.7%
Accrued Vacation Expense	0.00	0.00	0.00	0.00	0.0%
Director - Medical Benefit	624.00	4,551.60	4,176.60	4,000.00	113.8%
Director - Expense	37.52	67.52	0.00	2,000.00	3.4%
Contract Labor	0.00	0.00	0.00	2,000.00	0.0%
Staff Expenses	0.00	0.00	0.00	2,000.00	0.0%
Volunteer - Expense	102.41	2,334.15	1,796.73	4,000.00	58.4%
Staff Development	0.00	30.00	77.15	2,500.00	1.2%
Payroll taxes	600.11	8,070.46	7,281.37	7,800.00	103.5%
Workers Compensation	3.83	199.56	200.01	320.00	62.4%
IRA Expense	188.80	2,400.00	2,265.60	2,400.00	100.0%
Total Personnel	8,945.67	107,479.87	96,372.20	106,020.00	101.4%

Administration - Services & Supplies

Accounting	275.00	2,455.20	2,443.35	3,000.00	81.8%
Accounting Review	0.00	945.00	1,860.00	2,300.00	41.1%
Bad Debt	0.00	0.00	0.00	0.00	0.0%
Bank Charges	0.00	0.00	15.54	10.00	0.0%
Subscriptions	0.00	228.23	372.80	350.00	65.2%
Insurance	423.00	423.00	428.00	1,200.00	35.3%
Equipment Replacement	0.00	0.00	0.00	1,800.00	0.0%
Equipment Lease	172.24	2,248.97	2,847.56	2,900.00	77.6%
Office Supplies	0.00	974.37	960.36	1,500.00	65.0%
Permits & Fees	45.00	682.00	678.00	620.00	110.0%
Postage	0.00	608.57	768.17	650.00	93.6%
Rent	810.00	9,720.00	9,720.00	9,600.00	101.3%
Utilities	60.76	792.56	769.83	850.00	93.2%
Miscellaneous	177.96	474.92	103.68	200.00	237.5%
Repair & Service Equipment	29.81	351.99	44.93	500.00	70.4%
Telephone/Cell	257.33	3,150.18	4,227.04	3,700.00	85.1%
Depreciation	0.00	0.00	0.00	0.00	0.0%
Total Services & Supplies	2,251.10	23,054.99	25,239.26	29,180.00	79.0%

Programs

Membership Drive	0.00	82.33	206.77	500.00	16.5%
Red Carpet Welcome	0.00	39.69	119.12	500.00	7.9%
Downtown Updates	0.00	0.00	0.00	0.00	0.0%
Website Updates	0.00	0.00	0.00	0.00	0.0%
Meetings & Public Relations	92.19	1,457.85	1,578.57	1,500.00	97.2%
Design Committee	0.00	0.00	0.00	0.00	0.0%
Design Committee-Awards	0.00	40.00	83.07	300.00	13.3%
Mainstreet Expenses	0.00	831.01	836.28	800.00	103.9%
Mainstreet Dues	0.00	350.00	250.00	300.00	116.7%
EID Expense	0.00	123.44	246.88	0.00	0.0%
EID Task Force Expense	0.00	0.00	0.00	0.00	0.0%
EID Expense-City Collection Fee	0.00	3,585.00	3,585.00	4,500.00	79.7%
Annual Reports, proposal	0.00	0.00	0.00	0.00	0.0%
Misc. Printing	0.00	0.00	0.00	0.00	0.0%
Directory Printing	0.00	0.00	0.00	0.00	0.0%
OSU Relations	0.00	31.20	103.07	100.00	31.2%
Christmas Lights	0.00	0.00	0.00	100.00	0.0%
Flower Baskets	0.00	0.00	18.62	0.00	0.0%
Design Aesthetics	0.00	0.00	0.00	0.00	0.0%
Design Aesthetics-Reimbursement	0.00	0.00	0.00	0.00	0.0%
Fund Raiser	0.00	1,717.50	2,015.57	3,000.00	57.3%
Economic/Image Enhancement	77.23	1,294.59	2,377.49	2,500.00	51.8%
Total Programs	169.42	9,552.61	11,420.44	14,100.00	67.7%

Promotions					
Red, White & Blue	0.00	19,840.23	20,453.95	20,000.00	99.2%
Promotions - Misc	0.00	4,062.44	474.82	2,500.00	162.5%
Rhapsody in the Vineyard	(25.00)	19,950.98	24,479.57	8,000.00	249.4%
Total Promotions	(25.00)	43,853.65	45,408.34	30,500.00	143.8%
Total expense	11,341.19	183,941.12	178,440.24	179,800.00	102.3%
Excess (deficit) income over expense	(10.41)	3,617.98	7,278.73	33,055.00	

Plus: Beginning restricted/unrestricted cash balance	(364.14)
Checking/Money Market	205,035.23
Held in reserve-Contingency Fund	3,000.00
Total beginning cash	207,671.09

Net Excess (deficit) budgeted for 2014-2015 240,726.09

Downtown Corvallis Association, Inc.

Balance Sheet

As of June 30, 2015

07/06/15

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash - Umpqua Bank	26,539.48
1015 · MMF - Umpqua Bank	172,345.78
1050 · Cash - US Bank-Rhapsody	7,192.95
1104 · MMF-Citizens-Design Committee	2,646.98
1106 · Cash-Citizens-RW&B	27,567.03
1109 · MMF-Citizens-Facade/Upper Floor	
1109-1 · Designated City Funds	10,305.22
1109-2 · Undesignated Funds	214.04
Total 1109 · MMF-Citizens-Facade/Upper Floor	<u>10,519.26</u>
Total Checking/Savings	246,811.48
Other Current Assets	
1116 · Prepaid Expenses	
1120 · Rent	350.20
Total 1116 · Prepaid Expenses	<u>350.20</u>
Total Other Current Assets	<u>350.20</u>
Total Current Assets	247,161.68
Fixed Assets	
1258 · Fixed Asset	13,750.39
1259 · Accumulated depreciation	-11,004.87
Total Fixed Assets	<u>2,745.52</u>
Other Assets	
1700 · UF Residential Loans	
1738 · Reynolds Law Firm	17,081.00
Total 1700 · UF Residential Loans	<u>17,081.00</u>
1800 · Interior Development Loans	
1806 · Flat Tail	3,000.27
1807 · Brew BQ	500.11
1809 · Aqua	4,000.40
1810 · Reynolds Law Firm	17,081.00
1811 · Kassatkin	19,332.00
Total 1800 · Interior Development Loans	<u>43,913.78</u>
Total Other Assets	<u>60,994.78</u>
TOTAL ASSETS	<u><u>310,901.98</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 · Pass-thru money	83.70
2113 · Deferred RW&Blue	
2113-1 · Revenue	
2113-13 · Sponsors	2,300.00
2113-14 · Vendor	3,375.00
Total 2113-1 · Revenue	<u>5,675.00</u>
2113-2 · Expenses	
2113-24 · Miscellaneous	-600.00
2113-26 · T-Shirts	-20.00
2113-27 · Gate Expense	-1,530.88
Total 2113-2 · Expenses	<u>-2,150.88</u>
Total 2113 · Deferred RW&Blue	3,524.12
2115 · Gift certificates o/s	2,811.03

Downtown Corvallis Association, Inc.
Balance Sheet
As of June 30, 2015

07/06/15

	Jun 30, 15
2125 · Compensated Absences	25,920.00
2142 · Federal/FICA/Medicare	2,352.17
2143 · State Withholding	442.00
2144 · Federal Unemployment	8.54
2145 · State Unemployment	445.84
2146 · Workers Compensation	22.06
Total Other Current Liabilities	35,609.46
Total Current Liabilities	35,609.46
Total Liabilities	35,609.46
Equity	
3312 - Reserved - City loan \$	71,300.00
3318 - Undesignated funds	-3,835.80
3311 · Designated - Christmas	3,471.66
3900 · Retained Earnings	200,738.68
Net Income	3,617.98
Total Equity	275,292.52
TOTAL LIABILITIES & EQUITY	310,901.98

Downtown Corvallis Association, Inc.
Income Statement
 June 2015

07/06/15

	Jun 15	Jul '14 - Jun 15
Ordinary Income/Expense		
Income		
General Revenue		
4110 - EID Receipts	7,514.98	79,705.12
4111 - Improvement Contributions	0.00	800.00
4120 - Membership dues	3,277.09	38,618.34
4141 - Interest Income	11.71	161.67
4160 - Miscellaneous	0.00	40.00
4195 - Rental Income - Sublet	410.00	5,120.00
Total General Revenue	11,213.78	124,445.13
Program Revenue		
4260 - Fund Raiser		
4260-1 - Fundraiser	0.00	50.00
4260-2 - Snowflakes	0.00	2,082.00
Total 4260 - Fund Raiser	0.00	2,132.00
4265 - Fund Raiser - DT After Hours		
4265-1 - Entry Fees	85.00	1,092.50
4265-2 - Bucket of Bucks	32.00	196.50
Total 4265 - Fund Raiser - DT After Hours	117.00	1,289.00
4310 - Red, White & Blue		
4310-1 - Beer	0.00	7,004.00
4310-2 - Gate	0.00	11,173.80
4310-3 - Sponsors	0.00	3,935.00
4310-4 - Vendor	0.00	9,485.17
4310-5 - Miscellaneous	0.00	280.00
Total 4310 - Red, White & Blue	0.00	31,877.97
Total Program Revenue	117.00	35,298.97
Promotions Revenue		
4460 - Rhapsody in the Vineyard	0.00	27,815.00
Total Promotions Revenue	0.00	27,815.00
Total Income	11,330.78	187,559.10
Expense		
Administration		
Personnel		
5105 - Personnel	7,389.00	89,826.58
5120 - Director-Medical Benefit	624.00	4,551.60
5130 - Director-Expense	37.52	67.52
5150 - Volunteer expense	102.41	2,334.15
5160 - Staff Development	0.00	30.00
5180 - Payroll Taxes	600.11	8,070.46
5190 - Workers Compensation	3.83	199.56
5195 - IRA Expense	188.80	2,400.00
Total Personnel	8,945.67	107,479.87
Services and supplies		
5410 - Accounting	275.00	2,455.20
5415 - Accounting Review	0.00	945.00
5440 - Subscriptions	0.00	228.23
5450 - Insurance	423.00	423.00
5460 - Office supplies	0.00	974.37
5470 - Permits & fees	45.00	682.00
5480 - Postage	0.00	608.57
5490 - Rent	810.00	9,720.00
5600 - Utilities	60.76	792.56
5610 - Miscellaneous	177.96	474.92
5620 - Repair & service equip.	29.81	351.99
5630 - Telephone/Cell	257.33	3,150.18
5456 - Equipment Lease	172.24	2,248.97

Downtown Corvallis Association, Inc.
Income Statement
 June 2015

07/06/15

	Jun 15	Jul '14 - Jun 15
Total Services and supplies	<u>2,251.10</u>	<u>23,054.99</u>
Total Administration	11,196.77	130,534.86
Programs		
6110 - Membership Drive	0.00	82.33
6180 - Meetings & public relati	92.19	1,457.85
6185 - Red Carpet Welcome	0.00	39.69
6410 - Main Street Expense	0.00	831.01
6420 - Mainstreet Dues	0.00	350.00
6440 - EID Expense	0.00	123.44
6590 - Fund Raiser		
6590-1 - Fundraiser	0.00	60.00
6590-2 - Snowflakes	0.00	1,657.50
Total 6590 - Fund Raiser	<u>0.00</u>	<u>1,717.50</u>
6191 - Design Comm.-Awards	0.00	40.00
6445 - EID Expense-City Collection Fee	0.00	3,585.00
6570 - OSU Relations	0.00	31.20
6580 - Economic/Image Enhancement	77.23	1,294.59
Total Programs	<u>169.42</u>	<u>9,552.61</u>
Promotions		
7110 - Red, White & Blue		
7110-1 - Advertising	0.00	375.00
7110-2 - Entertainment	0.00	9,787.00
7110-3 - Infrastructure	0.00	3,110.75
7110-4 - Miscellaneous	0.00	2,921.00
7110-5 - Beer	0.00	3,131.73
7110-10 - Volunteer Expense	0.00	514.75
Total 7110 - Red, White & Blue	<u>0.00</u>	<u>19,840.23</u>
7120 - Promotions	0.00	4,062.44
7125 - Rhapsody in Vineyard	-25.00	19,950.98
Total Promotions	<u>-25.00</u>	<u>43,853.65</u>
Total Expense	<u>11,341.19</u>	<u>183,941.12</u>
Net Ordinary Income	<u>-10.41</u>	<u>3,617.98</u>
Net Income	<u>-10.41</u>	<u>3,617.98</u>

TO: Mayor and Council for September 8, 2015 Council meeting
FROM: Carla Holzworth, City Recorder
DATE: September 1, 2015
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*
SUBJECT: Council Policy 2.01, "Use of Electronic Mail by Mayor and City Council"



Action Requested:

Staff recommends Council approval of proposed updates to the Mayor and City Council email policy to reflect current practice.

Discussion:

The City provides public email accounts for City Councilors to use for City business. Messages sent to/from these accounts are automatically posted to the City's website so they may be shared with the public. In instances when it is not appropriate to publicly share information contained in an email, Councilors have used their personal email accounts to conduct City business.

To ensure appropriate retention of email messages as City records, Council members reached consensus at their March 30 work session for staff to establish a City email account for each Councilor. Councilors were to forward City business emails from their personal accounts to their respective City email account for archiving and retention purposes only; the accounts were not configured to send and receive emails.

Councilors recently decided they preferred to make their City email accounts fully interactive so they could be used for City business in lieu of using their personal email accounts. At Council's August 17 meeting, Councilors were provided with login and password information so they could immediately begin using these City email accounts. The attached Policy updates reflect this new practice.

Budget Impact:

None

	<p>City of Corvallis</p> <p>City Council Procedures</p> <p>Policy # 2.10</p> <p>Use of Electronic Mail by Mayor and City Council</p>	
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Policy: Email use by the Mayor and Councilors will comply with the requirements of the Oregon Public Records Law, Oregon Revised Statutes (ORS) 192.410 through 192.505 and the State Archivist public records retention schedule adopted pursuant to ORS 327.825 and the related administrative rules.

Purpose: To establish the use and retention requirements for email for the Mayor and City Council, the training provided by the City, and the management of electronic devices used for City business.

To promote and maintain transparency in City of Corvallis decisions by making available email communications by, between, or to the Mayor and/or City Councilors on the City's website.

To provide guidance to the Mayor and City Council on the proper use of email.

Definitions: Archive email - A paper or electronic file of emails which have been sent to, from, and/or between, the Mayor and/or Councilors.

~~Archive email address - The email address established by the City for each City Councilor to use for archiving emails related to City business.~~

City email address - The email address established by the City for the Mayor and each City Councilor to use during their term of office to conduct City business. Emails sent to and from this account are not automatically posted on the City's website.

Email - Electronic mail is a method of exchanging information in a digital format, including various attachments from one author to one or more recipients.

Electronic devices (ED) – EDs include desktop and laptop computers, smart phones, or tablets the Mayor and City Council use for City business.

Mayor and City Council – The Mayor and City Council elected to serve the community during the current term of office.

Public Record – “Includes, but is not limited to, a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed, or recorded in pursuance of law or in connection with the transaction of

public business, whether or not confidential or restricted in use” (ORS 192.005 (5)). In addition, a public record includes “. . . any writing containing information relating to the conduct of the public’s business . . . prepared, owned, used or retained by a public body regardless of physical form or characteristics.” (ORS 192.410 (4)).

Retention – The length of time a public record must be kept to satisfy the administrative, legal, fiscal, and/or historical needs of the City. Retention periods are tied to the content of the record, not the form.

Standing committee – A sub-committee of the City Council consisting of three Council members. The Council has three standing committees: Administrative Services, Human Services, and Urban Services. Areas of responsibility for each of the standing committees are outlined in Council Policy 2.02, "Council Process."

Guidelines:

1. General:

- a. All persons have the right to inspect public records, including emails created by or sent to local elected officials.
- b. Email from the Mayor and/or Councilors to City staff will be to the City Manager, the City Recorder or Department Directors, unless otherwise authorized by the City Manager or Department Director.
- c. Email may not be used to discuss policy, quasi-judicial, or administrative issues with a majority of the Council and/or the Mayor, or two or more members of a standing committee on an item coming before it for discussion, or to make policy decisions or carry on deliberations.
- d. Email by, between, or to the Mayor and/or Councilors must be retained according to the Oregon Public Records Laws.
- e. The City shall establish a public email account for the Mayor and each City Councilor using the naming convention WardX@council.corvallisoregon.gov or mayor@council.corvallisoregon.gov.
- f. Email from, to, or between the Mayor and/or Councilors **that is** sent to the public email account will be displayed on the City's website for eight weeks and archived by the City for ten years to meet general retention requirements.
- g. The City shall establish a City email account for the Mayor and **each City Councilor to use for conducting City business.** Emails sent to **and from** this account shall be automatically archived by the City for ten years to meet general retention requirements.
- h. **Email from, to, or between the Mayor and/or Councilors sent to the public email accounts will be displayed on the City's website for eight weeks and archived by the City for ten years to meet general retention requirements.**

- ~~h. The City shall establish for each City Councilor an archive use as an electronic filing cabinet. The archive email account is for record retention purposes only and will not be used to send or receive email messages.~~
- i. Email from, to, or between the Mayor and/or Councilors not posted on the Mayor/Councilor's public email account **or sent to/from from private email addresses** shall be forwarded to the Mayor/Councilor's **City archive** email account. These emails will be automatically retained by the City for ten years to meet general retention requirements.
- j. Email sent to/from Mayor and/or Councilor's personal **or City** email addresses can be displayed on the City's website by responding and including the Mayor/Councilor's public email address or by forwarding the message to the Mayor/Councilor's public email address.
- k. A request for email records is subject to Oregon Public Records law and must comply with Administrative Policy 1.14, "Public Records Requests."
- l. Email that is associated with a decision the City Council is considering should be forwarded to the City Recorder or responsible Department staff to include in the public record for that decision. This allows the entire City Council to hear the same public feedback about decisions the Council is making.
- m. As required by State law and except as may specifically be exempted by ORS 192.501 and 192.502, the City Manager shall, upon request, make available emails created or received by elected officials. The Mayor and/or Councilors who receive email from constituents regarding land use or other quasi-judicial issues should inform the sender that a copy of the email will be entered into the public record, and, if necessary, that they are unable to discuss such matters outside of the public hearing.
- ~~n. Should the City be a party in litigation that requires a litigation hold on City records, a Mayor or City Councilor using a personal email account for City business shall be notified by the City Recorder or the City Attorney of the litigation hold. As the custodian of the public records on the personal email account, the user of that personal account shall be responsible for holding, saving from destruction or deletion, and providing to the City or parties to the litigation, all emails on that account for potential discovery purposes in litigation. Costs, penalties, fines, or damages awarded associated with the destruction of records subject to a litigation hold shall be considered to be the result of malfeasance and shall be the personal responsibility of the user of the account.~~
- n. **Should the City be a party in litigation that requires a litigation hold on City records, the City Recorder or City Attorney shall notify the Mayor and City Councilors. Any City-business emails on the Mayor or Councilors' private email accounts that had not been previously**

forwarded to the Mayor and Councils' City email account shall be forwarded to their City email account within the time reasonably needed to comply with the litigation hold, considering any required review, redaction, duplication or any other task required of the City staff or City Attorney to comply with the requirements of the hold. As the custodian of a public record on a personal email account, the user of that personal account shall otherwise be responsible for holding, retaining (saving from destruction or deletion), and providing to the City and/or parties to the litigation, those City-business emails for potential discovery purposes in litigation. Costs, penalties, fines, or damages awarded associated with the destruction of records subject to a litigation hold shall be considered to be the result of malfeasance and shall be the personal responsibility of the user of the account.

2. Training
 - a. The City's MIS Division will provide training on email and internet access for the Mayor and Councilors at the beginning of each Council term.

3. Equipment
 - a. The Mayor and Councilors may use their own EDs for access to the internet and email, use a City-provided ED for their use while on the Council, or may choose not to use email as a form of communication.
 - b. If the Mayor or Councilor chooses to use her/his own ED, the ED may be subject to public records law requirements.
 - c. If the Mayor or Councilor chooses to use a City-owned ED, MIS Division staff will ensure the ED is configured appropriately for use. The ED will remain the property of the City and must be returned at the end of the Mayor's and Councilor's tenure.
 - d. It is the responsibility of the Mayor and Councilors to return the ED to the City Manager's Office for service or repairs.
 - e. The MIS Division will provide technical support for the Mayor's and Councilors' ED and training between 8:00 am and 5:00 pm Monday through Friday. Service can be coordinated through the City Recorder.

Responsibility: The Mayor and City Council members are responsible for their use of EDs and ensuring public records requirements are met for the public records each individual has.

The City's MIS Manager is responsible for technical support of the City-owned Mayor and City Council EDs, and for providing advice and information to the Mayor and City Councilors on the use of personal EDs.

The City Recorder is responsible for maintaining the archives of the City's records and coordinating filing and retention of Mayor and City Councilor email.

Review/Update: The MIS Manager and City Recorder will prepare this Council Policy review every two years for Council approval.

Rev #	Name	Change Date	Character of Change
0		02-02-1998	Adopted
1		12-07-0998	Revised
2		10-18-1999	Revised
3		03-05-2001	Revised
4		12-01-2003	Revised
5		11-07-2005	Revised
6		12-17-2007	Revised
7		11-02-2009	Revised
8		02-06-2012	Revised
9	C. Holzworth	05-04-2015	Revised
10			

ADMINISTRATIVE SERVICES COMMITTEE SCHEDULED ITEMS September 3, 2015

Note: Future items listed below may move to another meeting date, depending on workload issues and other factors.

MEETING DATE	AGENDA ITEM
September 9	<ul style="list-style-type: none"> • Fourth Quarter Operating Report
September 23	<ul style="list-style-type: none"> • Visit Corvallis Fourth Quarter Report • Arts Percentage for Municipal Building Construction • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 2.02, "Council Process" (<i>includes one-year review of PPTF Recommendations on advisory board and commission changes, such as annual reports and sunset reviews</i>) • 3.02, "City Compensation Policy" • Livability Code
October 7	<ul style="list-style-type: none"> •
October 21	<ul style="list-style-type: none"> • Majestic Theatre Fourth Quarter Financial Report • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 1.01, "Charges for Copying of City Material" • 3.01, "Appointment of Acting City Manager"
November 4	<ul style="list-style-type: none"> • First Quarter Operating Report • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 2.10, "Use of Electronic Mail by Mayor and City Council" • 2.11, "Councilor Information Requests"
November 18	<ul style="list-style-type: none"> • Majestic Theatre First Quarter Financial Report • Utility Rate Annual Review • Council Policy Review and Recommendation: <ul style="list-style-type: none"> • 1.11, "Identity Theft Prevention and Red Flag Alerts"
December 9	<ul style="list-style-type: none"> • First Quarter Reports: <ul style="list-style-type: none"> • Downtown Corvallis Association Economic Improvement District • Visit Corvallis • Comprehensive Annual Financial Report • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 1.09, "Public Access Television" • 3.04, "Separation Policy"
December 23	

ASC PENDING ITEMS

- Council Policy Review and Recommendation:
 - 2.08, "Council Liaison Roles" (Mayor requested holding review until after work session discussion) City Manager's Office
- Council Policy Review and Recommendation:
 - 2.09, "Council Orientation" (March 2016) CMO
- Economic Development Goals City Manager's Office
- Economic Development Policy on Tourism City Manager's Office
- Multi-Family Residential Tax Incentive Program for Downtown Area Community Development
- Municipal Code Review:
 - Chapter 4.01, "Solid Waste Regulations" Community Development

Regular Meeting Date and Location:

Wednesday of Council week, 1:00 pm – Madison Avenue Meeting Room

HUMAN SERVICES COMMITTEE SCHEDULED ITEMS September 3, 2015

Note: Future items listed below may move to another meeting date, depending on workload issues and other factors.

MEETING DATE	AGENDA ITEM
September 8	<ul style="list-style-type: none"> • Annual Reports: <ul style="list-style-type: none"> • King Legacy Advisory Board • Library Advisory Board • Housing and Community Development Advisory Board
September 22	•
October 6	•
October 20	<ul style="list-style-type: none"> • Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks) • Rental Housing Program Annual Report • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 1.04, "Official Flower" • 1.07, "The Corvallis Flag"
November 3	• Community Relations Advisory Group Update
November 17	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 4.06, "Library Displays, Exhibits, and Bulletin Boards" • 4.03, "Senior Citizens' Center Operational Policies" • 4.04, "Park Utility Donations"
December 8	• 2016-2017 Social Service Priorities and Calendar
December 22	•

HSC PENDING ITEMS

- Car Camping in Church Parking Lots Police
- Community Involvement and Diversity Advisory Board Update CMO
- Municipal Code Reviews:
 - Chapter 9.02, "Rental Housing Code" Community Development
- Senior Center Conceptual Plan Parks and Recreation

Regular Meeting Date and Location:

Tuesday of Council week, 2:00 pm – Madison Avenue Meeting Room

URBAN SERVICES COMMITTEE SCHEDULED ITEMS September 3, 2015

Note: Future items listed below may move to another meeting date, depending on workload issues and other factors.

MEETING DATE	AGENDA ITEM
September 8	No Meeting (conflicts with Council due to Labor Day holiday)
September 22	<ul style="list-style-type: none"> • Watershed Management Advisory Board Annual Report (<i>and Ordinance to revise charge, MCC Section 1.16.230</i>) • Transportation System Plan Update: Goals and Objectives • Unimproved Street Policy Discussion • Corvallis Community Access Television Intergovernmental Agreement
October 6	<ul style="list-style-type: none"> • Residential Parking Permit District Process • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 7.11, "Water Main Extensions and Fire Protection" • 9.03, "Parking Permit Fees" • 9.04, "Street Lighting Policy"
October 20	<ul style="list-style-type: none"> • Neonicotinoids • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 7.01, "Assessments – Sanitary Sewer and Water System Improvements" • 7.02, "Assessment – Storm System" • 7.03, "Assessment – Street Improvements"
November 3	<ul style="list-style-type: none"> • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 7.16, "Guidelines for Donations of Land and/or Improvements for Parks as an Offset to Systems Development Charges for Parks" • 1.08, "Organizational Sustainability" • 8.01, "Watershed Easement Considerations"
November 17	<ul style="list-style-type: none"> • Transportation System Plan update process
December 8	<ul style="list-style-type: none"> • Transit Department Advisory Committee six-month check-in • Council Policy Reviews and Recommendations: <ul style="list-style-type: none"> • 7.09, "Traffic Control Devices; Cost of" • 7.10, "Water Line Replacement"
December 22	<ul style="list-style-type: none"> •

USC PENDING ITEMS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Cannabis Operations on City-owned Property • Multimodal Transportation Advisory Board (2017) • Parking Planning | City Manager's Office
Public Works
Community Development/
Public Works |
| <ul style="list-style-type: none"> • Vegetation Management and Fire Protection – Regulatory and Policy issues | Community Development/
Fire/Parks & Recreation |

Regular Meeting Date and Location:

Tuesday of Council week, 5:00 pm July through December – Madison Avenue Meeting Room

TO: Mayor and Council for September 8, 2015 Council meeting
FROM: Mark W. Shepard, P.E., City Manager *MWS*
DATE: September 1, 2015
SUBJECT: Voting Delegate/Alternate for League of Oregon Cities
Conference



Action Requested:

Council is asked to select a voting delegate and an alternate for the upcoming League of Oregon Cities Conference, which is scheduled for September 24-26 in Bend.

Discussion:

The League of Oregon Cities asks each city to name a voting delegate and an alternate who would vote on behalf of their city during the Annual Membership meeting, which will be held at 8:00 am on Saturday, September 26. Members will be asked to vote on the LOC Board of Directors for 2016. Each city is entitled to cast one vote at the membership meeting; however, all city officials are encouraged to attend the meeting.

The following have signed up to attend the Conference:

Mayor Traber	Councilor Bull	Councilor Hann
Councilor York	Councilor Brauner	Councilor Hogg
Councilor Baker	Councilor Hirsch	

Upon your selection, staff will complete the Designation of Voting Delegate form and return it to LOC. The completed form is due by Friday, September 11, 2015.

Budget Impact:

None

TO: City Council for September 8, 2015 Council Meeting
FROM: Mark W. Shepard, P.E., City Manager *MWS*
DATE: September 3, 2015
SUBJECT: Water Service Request Outside City Limits,
Public Hearing for Beit Am Water Request



Action Requested:

Staff recommends Council receive input at the public hearing, deliberate, and consider adoption of the attached Ordinance providing an alternative process to authorizing the extension of water service outside of City limits. Staff recommends Council only adopt the Ordinance if the Council desires to adopt criteria to guide decisions to authorize water service extension to property outside the City limits. If Council authorizes the Beit Am request, staff will bring forward another Ordinance authorizing the requested connection as required by the Charter.

Discussion:

The City Charter limits the provision of City utility services outside of the City limits. This restriction is in place to ensure the orderly development of property and City infrastructure within and adjacent to the City. It also protects the City's ability to plan for and provide quality utility service to those living within the City's corporate limits. It is important that Council understand that Land Development Code (LDC) Chapter 2.7 was adopted expressly to implement Charter Section 52 which prohibits extension of service unless the Council approves by Ordinance the request. The draft proposed Ordinance amending the Municipal Code Section 3.01.050 (Ordinance 58-65) provides an alternative process to implement Charter Section 52. Unlike LDC 2.7, the draft Ordinance amending the Municipal Code does not consider Comprehensive Plan Policies. It does provide criteria to guide the Council's use of discretion to allow extension of services to properties outside the City limits.

Background

Robyn Pekala and Ken Bronstein, representing the Beit Am Jewish Community, testified during the July 20, 2015 City Council Meeting. They requested the Council consider providing Beit Am with relief from existing regulations that require them to annex their property into the City prior to receiving City water service. Beit Am is proposing to construct a building on five acres of property that lies north of Harrison Boulevard on an "island" of property outside City limits. Beit Am did not anticipate connecting to City water as part of their development proposal. However, during their project review the Fire Marshal identified the need to sprinkle the building due to the buildings location on a flag lot without adequate hydrants in proximity to the building. Based on code interpretation, Beit Am needed to connect to City water for the sprinkler system rather than construct a private on-site system. Attachment A is a map that shows the subject property location.

A Beit Am committee reviewed the proposed conditions that staff developed for Council consideration. They provided a written response to these conditions outlining their concerns and perspectives. This letter is included at Attachment B.

Staff brought a report to the August 3, 2015, Council Meeting identifying several options for Council's consideration. Staff recommended, and Council approved, scheduling a public hearing to consider an Ordinance allowing this particular extension of water service outside City limits.

Staff recommended moving forward with a public hearing to 1) allow Beit Am to address the Council and make their case for their request, 2) to permit Council to review and consider Ordinance language that would identify an alternative process to allow the extension of water service outside of City limits, and 3) to provide the public with an opportunity to comment on the request.

While staff recommends Council deny Beit Am's request for water service, staff developed an Ordinance to provide an alternative process for allowing water service outside City limits and to permit Council to evaluate the criteria staff would propose if Council wants to grant Beit Am's request. Staff worked with the City Attorney's Office to identify limits to keep the allowance as narrow as possible. Council can accept the Ordinance language as presented or modify the Ordinance to meet the Council's intent. Because LDC Chapter 2.7 already provides a process implementing Charter Section 52, staff does not recommend providing an alternative procedural path. If the Council choose to provide an alternative process, staff recommend the following conditions or criteria be adopted.

The conditions staff developed for properties outside of City limits to receive water service under the attached Ordinance are:

1. Property must be within the City's Urban Growth Boundary

This condition will limit water service only to those properties that are ultimately designated for urban development and will someday likely be included inside the City's limits. It also eliminates eligibility of rural properties that are situated adjacent to the City's waterlines that run from the Rock Creek treatment facility west of Corvallis into the City.

2. The property owner must sign an irrevocable petition to annex the property and pay a fee equivalent to the current estimate to place the property annexation on the ballot. A copy of a petition is included as Attachment C.

This allows the City Council to maintain some control as to if/when the property will be brought forward for a vote to consider the property's annexation. It also allows the City to receive funds to help off-set the cost of placing the property annexation on the ballot.

3. The property owner will be required to pay all fees and charges customarily required for connection to the City's water system.

4. The property owner will be required to extend water infrastructure to and through their property to accommodate the service and future development of adjacent property.

This requirement will assure that the City's water infrastructure will be extended as intended in the City's master plans to service the benefit of the entire system. Property owners will need to extend the infrastructure across their property to accommodate future development and/or City extension of services or looping of water infrastructure. Staff will have the discretion to accept or require a payment in lieu of infrastructure extension if that is deemed in the best interest of the City.

5. The property owner will insure sufficient water usage from extended City water mains to maintain an acceptable water quality.

This will eliminate situations in which dead-end water lines are constructed, creating water quality concerns. If a line is extended for only fire protection purposes, water in the public line can become stagnate and create water quality issues. The property owner will need to demonstrate sufficient water usage from the new line through a combination of domestic consumption, irrigation, or other means, and will be responsible for the cost of that water.

6. The water utility account will need to remain current and not become delinquent. If the utility bill becomes delinquent the property owner may forfeit the privilege to continue City water service even if the account is brought current.

This will provide the City with greater authority to discontinue service permanently for a customer that does not keep their account current. Working with delinquent accounts can be a time and resource consuming task. Those enjoying the privilege of receiving water service when not inside the City limits can be held to a higher standard.

7. The property's water needs can be met with current City infrastructure without negatively impacting the City's ability to reliably provide water at a pressure and in a quantity necessary to existing water customers.

This condition allows the City to deny connection if such a connection will impact the City's ability to serve existing customers with existing infrastructure.

8. The property owner complies with Corvallis Municipal Code 3.01.050

The above conditions are meant to limit the instances in which properties outside City limits are eligible to receive City water service. They are also intended to reduce the attractiveness of City water service for properties outside City limits.

However, it is important for Council to remember that adoption of the attached Ordinance will allow all properties that meet the conditions in the Ordinance to connect to City water service whether Council supports the proposed development and/or connection or not. Council does not have the flexibility to choose which properties are authorized to connect to City water. While the Ordinance attempts to keep the allowance narrow, it is not possible to identify every circumstance that might lead to a property being considered eligible for connect to City water.

Recommendation:

Staff recommends that Council a) not provide an alternative path implementing Charter Section 52; and b) deny the Beit Am request; and c) not allow properties outside of City limits, except those subject to a health hazard declaration, to connect to City water.

Staff recognizes the development challenges Beit Am will face if Council does not adopt alternative criteria for allowing connection of properties outside City limits to the City water system. Staff also understands the positive community aspects of the Beit Am development proposal. These issues lead to a desire to find a way to allow for their connection to City water. However, the decision to allow a property outside City limits to connect to City water should be made on a criteria basis, not a project basis. Therefore, Council must decide if it wants to provide more flexibility and allow additional similarly

situated developments that meet specific requirements to connect to City water or to maintain the current process that limits eligibility.

If Council believes providing Beit Am and similarly situated developments water outside of City limits outweigh the potential risks, staff suggests Council adopt an Ordinance closely following the one attached to this memo. While staff has developed a proposed Ordinance that attempts to provide requirements to guide Council's consideration of this and future requests, and allow Beit Am and similarly situated properties a path to Council authorization to connect to City water, there is the potential risk for unintended development consequences. A property development outside of City limits that Council does not believe is in the best interest of the City may be able to qualify for City water service under the conditions established.

Budget Impact:

If the Ordinance is not adopted, there is no budget impact. If Council adopts the Ordinance and authorizes Beit Am to connect, and Beit Am moves forward with their development, the Water Fund will receive System Development Charge revenues. The City will be responsible for the cost to annex the property at the time that takes place.

ORDINANCE 2015-__**AN ORDINANCE SETTING CRITERIA FOR AUTHORIZING PROPERTIES OUTSIDE CITY LIMITS TO CONNECT TO CITY WATER AMENDING ORDINANCE 58-65 (1958), AS AMENDED.**

WHEREAS, Council received a request for connect to city water service from property located within the City's Urban Growth Boundary but outside city limits; and

WHEREAS, Council desires to provide a narrow alternative process to implement Charter Section 52; and

WHEREAS, Council desires express criteria to guide decisions requesting such water service;

NOW THEREFORE, THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:

A Property outside the corporate limits of the City, but within the City's Urban Growth Boundary, may be allowed to connect to city water service only upon finding the following requirements satisfied:

1. The entire property is located within the Corvallis Urban Growth Boundary; and
2. The property owner executes an Irrevocable Petition to Annex; and
3. The property owner pays all fees and charges required of properties located inside of city limits to connect to the water system. These fees include but are not limited to System Development Charges, meter fees, and new service connection fees; and
4. The property owner extends public water infrastructure to and through the property in accordance with the Land Development Code, City Master plans, or other development standards and regulations. The City shall have sole discretion of the infrastructure improvements required. At the City's discretion, the City may take a payment in lieu of for the extension of public water infrastructure. The payment in lieu amount is to be determined by City.
5. The property owner pays for all water necessary to maintain an acceptable water quality in any water main extension required with development. The utility bill for the property must remain current and not become delinquent. If the utility bill becomes delinquent the property owner may forfeit the privilege to continue city water service even if the account is brought current.
6. The property's water needs can be met with current city infrastructure without negatively impacting the City's ability to reliably provide water at a pressure and in a quantity necessary to existing water customers.
7. Owner complies with CMC 3.01.050 provisions.

Upon filing an application deemed complete by the City Manager or designee, and following a public hearing, the City Council may by Ordinance effective no sooner than 30 days following passage and Mayoral approval authorize connection of City Water Service.

This Ordinance supplements Section 5.B.2. of Ordinance 58-65 (1958) and provides an alternative process for implementing Charter Section 52.

PASSED by the City Council this _____ day of _____, 2015.

APPROVED by the Mayor this _____ day of _____, 2015.

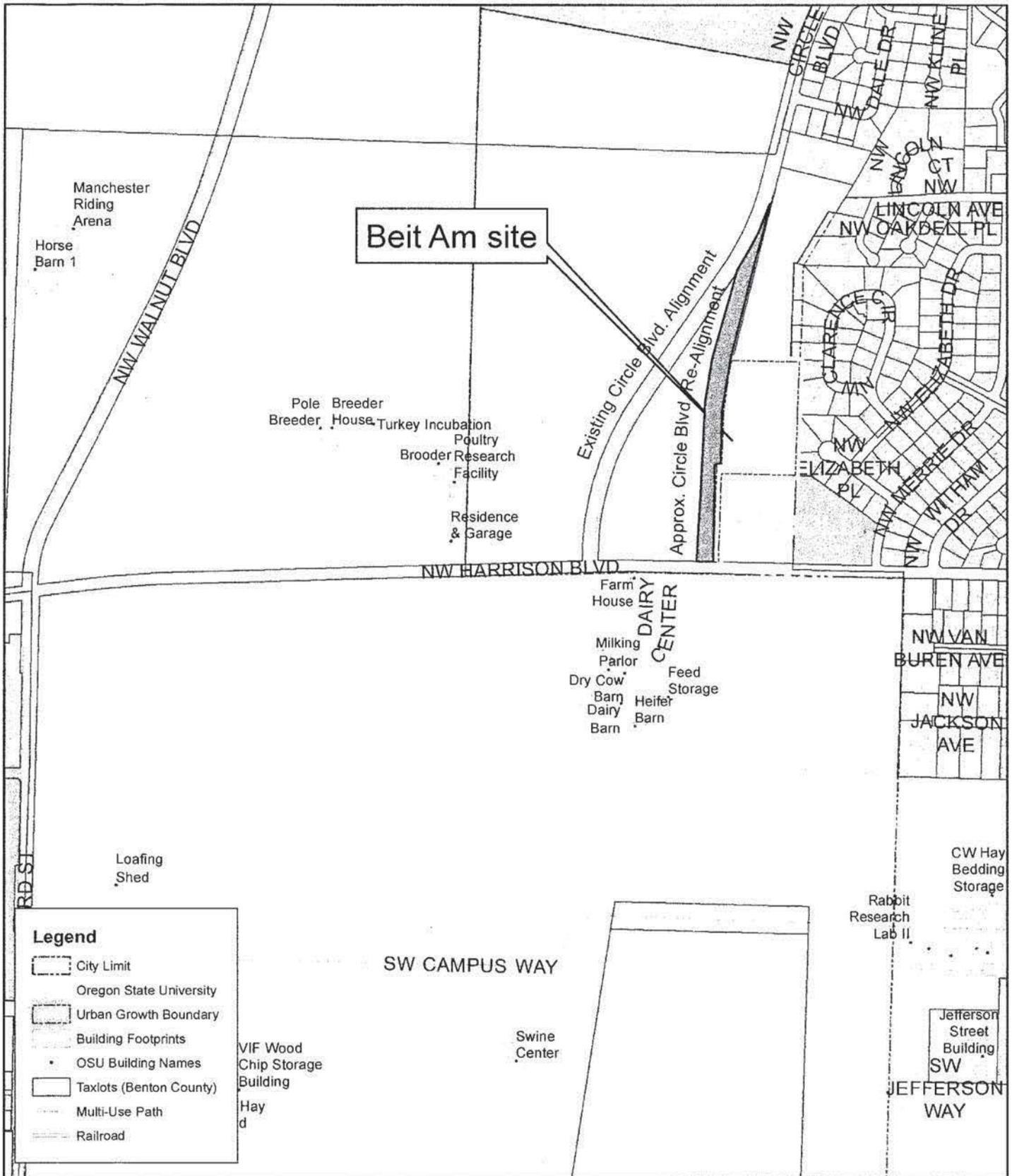
EFFECTIVE this _____ day of _____, 2015.

Mayor

ATTEST:

City Recorder

Beit Am Site and Vicinity



Legend

- City Limit
- Oregon State University
- Urban Growth Boundary
- Building Footprints
- OSU Building Names
- Taxlots (Benton County)
- Multi-Use Path
- Railroad

0 285 570 1,140 Feet

Corvallis Planning Division
 501 SW Madison Ave
 Corvallis, OR 97333
 541.766.6908
 Planning@CorvallisOregon.gov

September 2, 2015

ATTACHMENT B

Re: Proposed ordinance for City water service outside city limits

Dear Mayor Traber and City Council members:

The Fire Marshal has mandated that Beit Am connect to City water for purposes of fire suppression. We support this requirement, and request that the City Council direct an ordinance to that effect; e.g., in cases where there is a public safety need as identified by an appropriate public official.

The proposed ordinance does not address this issue of public safety. Further, some Councilors suggested at the last City Council meeting that such an ordinance should be narrow in scope while addressing the public safety issue. The proposed ordinance, in contrast, is very broad in scope.

We have several other concerns with the proposed ordinance:

- There is no recognition that fire suppression and public safety are the root need for public water services;
- As written, the proposed ordinance could extend water services to anyone within the Urban Growth Boundary;
- The requirement for an Irrevocable Request for Annexation is open-ended and is irrelevant to the fire safety issue;
- Paragraph 4 appears to mandate a series of requirements that are above and beyond County requirements and would place an undue burden on future County applicants;
- Use of City water should be limited solely to address the issue of public safety, i.e., for fire suppression, and not for general water uses (e.g., potable drinking water or irrigation);
- The requirement to abandon an existing water well seems arbitrary and is inconsistent with past City precedent and requirements. In our particular instance, having a well is crucial for the Jewish religious practice of immersion in a "Mikvah" — water that is derived from a natural source.

Besides these concerns, we would ask the City to provide us with a clear and objective description of specific requirements for City water for fire suppression purposes, which we have not received as of this time.

We request that the City Council adopt an ordinance that has general applicability and also allows us to move forward with our County application, while resolving the conflict between the Fire Marshal's requirement and the Land Development Code (Chapter 2.7). Time is of the essence as our architect and general contractor have been hired and further fund-raising requires continued momentum. We are happy to provide any additional information to help facilitate this process.

Sincerely,

Jana Kay Slater, President
Beit Am

Scott G. Leibowitz, Chair
Beit Am New Building Committee

Cc: Mark Shephard, City Manager

ATTACHMENT C

PETITIONER'S NAME & ADDRESS:

*
*
*

ACCEPTOR'S NAME & ADDRESS:

City of Corvallis

*
*
*

AFTER RECORDING RETURN TO:

City of Corvallis

*

IRREVOCABLE PETITION TO ANNEX AGREEMENT

THIS IRREVOCABLE PETITION TO ANNEX AGREEMENT is entered into this ___ day of _____, 2015, by and between the **CITY OF CORVALLIS, OREGON**, hereinafter referred to as "City," and the following listed owner or agent of record, hereinafter referred to as "Owner," of the property described below:

<Owner Name>

<owner address>

Assessor's Map No.:

Tax Lot No.:

Property Address/Location:

WITNESSETH:

WHEREAS, the above-listed is the owner or agent of record of the real property/record title described as follows: Deed Reference No.: < >

WHEREAS, said property lies outside the City limits, but within the Urban Growth Boundary; and

WHEREAS, said property owner seeks to connect the property to the City of Corvallis water system; and

WHEREAS, the City of Corvallis has found the conditions of Ordinance 2015-* satisfied, authorizing connection; and

WHEREAS, by this Irrevocable Petition to Annex the City desires to bind the undersigned to consent to the future annexation to the City of Corvallis of the property described above and shown on the attached map labeled **Exhibit A**; and

NOW, THEREFORE, in consideration of the foregoing:

Owner hereby irrevocably petitions for and consents to annexation of the above described property to the City of Corvallis and the City accepts the same.

This agreement is binding upon the undersigned <owner name>, her/his heirs, successors, and assigns. It shall run with the land, be recorded and have effect until annexation is achieved.

Notwithstanding the foregoing, it is agreed that the following special conditions or limitations apply to this agreement:

None.

Signed: _____
 <owner name>

STATE OF _____)
County of _____) ss.

City of _____)

Personally appeared the above-named <owner name> and acknowledged the foregoing instrument to be her voluntary act and deed. Before me this _____ day of _____ 2015.

Notary Public for _____
My Commission Expires: _____

CITY OF CORVALLIS, OREGON

ACCEPTED BY: _____

Mark W. Shepard, City Manager

STATE OF OREGON)
County of Benton) ss.
City of Corvallis)

Personally appeared Mark Shepard, City Manager, and acknowledged acceptance of the foregoing instrument on behalf of the City of Corvallis. Before me this _____ day of _____ 2015.

Notary Public for Oregon
My Commission Expires: _____

**PETITION TO RESTRICT LOCATION OF HOMELESS SHELTERS**

September 2015

BE IT ENACTED, Corvallis Electors propose amending the Corvallis City Charter by adding within CHAPTER 10: Miscellaneous, Section 59, as follows:

1. Preamble

- a. This charter amendment is intended to ensure that homeless shelters in Corvallis have locations designed to ensure the livability, sustainability, and safety of our community, and that homeless shelters are located so as to be compatible with the City's long-term goals for a vibrant Corvallis.

2. Definitions

- a. A "homeless shelter" means a facility designed to provide overnight accommodation to indigent persons and which contains at least 15 beds.
- b. "Chronically homeless" means persons who have been regularly homeless for at least two years.
- c. "High-risk population" means persons who stay in homeless shelters and who have chronic drug or alcohol addictions or who are registered sex offenders.
- d. "Damp program" means a homeless shelter that knowingly provides overnight accommodations to persons under the influence of drugs or alcohol.

3. Restrictions**A homeless shelter may not operate within the city of Corvallis if:**

- a. It serves the chronically homeless, a high-risk population or offers a damp program, and is located *within 500 feet of a school bus stop*, unless such bus stop is specifically intended to serve children staying at the homeless shelter; or
- b. It serves the chronically homeless, a high-risk population or offers a damp program, and is located *within 500 feet of an educational facility*, including facilities where children may obtain high school or GED degrees; or
- c. It serves a high-risk population or offers a damp program, and is located *within 1,000 feet of a store that sells liquor*; or
- d. It is located *within 200 feet of a single-family residence*; or
- e. It is located *within 1,000 feet of a Nationally Registered Historic District*; or
- f. It is located *within 500 feet of a public park, public greenway, or public library*

To: Corvallis City Council

September 8, 2015

From: Jan Napack

Corvallis, OR 97333

Subject: Evidence Based Policy Decision Making to Reduce Homelessness

Dear Mayor and Council Members,

The critical decisions being made on whether or not to expand emergency homeless services do not appear to be evidence based, or if they are, the evidence has not been disseminated. As a result of the lack of public data and detailed information, provided either by the city or the service provider (CHF), I thought it wise to independently look into the issue.

Multi-faceted homeless data for 2009-2011 can be found at Oregon's Housing and Community Services Department web site. Summaries of the 2012-2015 Benton, Linn and Lincoln County Point-in-Time (PIT) data sheets were provided to me from Community Service Consortium (CSC) staff member Dina Eldridge.

In my review of these data I fail to see a need to specifically expand emergency shelter capacity. Indeed, the County homeless counts follow the declining trend in homelessness as seen in HUD's National data base. The total number of individuals being sheltered in Benton County seems fairly consistent since 2009, with fewer in number for the 2015 PIT count. The data also shows that single adults are the predominant client for emergency shelters and members of households are the predominant client for transitional housing. Other relationships are evident, the most serious, yet perhaps most predictable, is the high percentage of chronically homeless individuals in emergency shelters. Unsheltered counts have not been consistently executed.

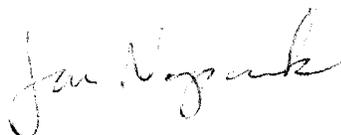
The depth and breadth of the data sets I analyzed are extraordinary and should be fully utilized to help in developing strategies for specific objectives. For example, if we wish to alleviate chronic homelessness we will certainly need more transitional housing, not emergency shelters.

Before putting policy into place and spending scarce dollars, the County and City need to clearly understand our present state of homelessness. Only then can a solution with defined metrics be launched. Follow up studies to determine the efficacies of these solutions at reducing homelessness need to be chartered.

I strongly suggest that the data I am presenting here be validated and its ramifications expanded as part of the County's homeless project plans.

Respectfully,

Jan Napack



Data Summary for Benton County - One Night Homeless Count Reports

Year ^a	All Sheltered			Emergency		Transitional		Chronically Homeless Subpopulations				Other Information		
	sheltered total (T) ^b	HH individuals (A, AC) ^c	single adults (S) ^d	(A, AC) / ES ^e	(S) / ES	(A, AC) / TH ^f	(S) / TH	(T) / CH ^g	(A, AC) / CH	(S) / CH ^m	% (S) CH ES ⁿ	Comment	UN ^h	Oregon ⁱ
Heading	Total Sheltered	Household (A, AC)	Single Adults (S)	Percentage CH (S) in ES										
2009	138	70	68	10	35	60	33	27	3	24	69%	note ⁱ	16	29,083
2010	131	63	68	19	36	44	32	28	1	27	75%	note ⁱ	24	32,447
2011	107	30	77	7	48	23	29	29	4	25	52%	note ⁱ	n/c	28,675
2012	111	27	84	13	60	14	24	25	2	23	38%	note ^j	n/c	27,221
2013	137	51	86	6	43	45	43	26	1	25	58%	note ^j	8	13,822
2014	138	52	86	8	50	44	37	56	5	25	50%	note ^j	n/c	12,164
2015	74	9	65	5	40	4	26	40	1	26	65%	note ^{j,k}	53	N/A

^a Year of point-in-time (PIT) count, last Wednesday in January; small number of miscellaneous dates included in tally

^b T=total count of all individuals, including children, in all categories sheltered in emergency, transitional or safe-haven; does not include unsheltered

^c HH (A, AC) = household identified individuals of adult couples and adults with or without children, and children alone

^d (S) Adults 18 years of age or older

^e ES = Emergency Shelters (e.g. CSC-CARDV)

^f TH = Transitional Housing (e.g. Partner's Place)

^g CH = chronically homeless

^h UN = unsheltered; not included in tallies; no counts (n/c) for 2011, 2012, 2014

ⁱ <http://www.oregon.gov/ohcs/Pages/research-point-in-time-homeless-count-in-oregon.aspx>; retrieved 9/8/2015

^j Data files obtained from CSC Services, D. Eldridge, 8/21/2015; Oregon Housing and Community Services One Night Homeless Count Benton County Reports

^k HUD Reportable' methodology changed for 2015

^l All combined homeless, including unsheltered, in Oregon; COC Homeless Populations and Subpopulations Reports

<https://www.hudexchange.info/manage-a-program/coc-homeless-populations-and-subpopulations-reports/>; retrieved 9/8/2015

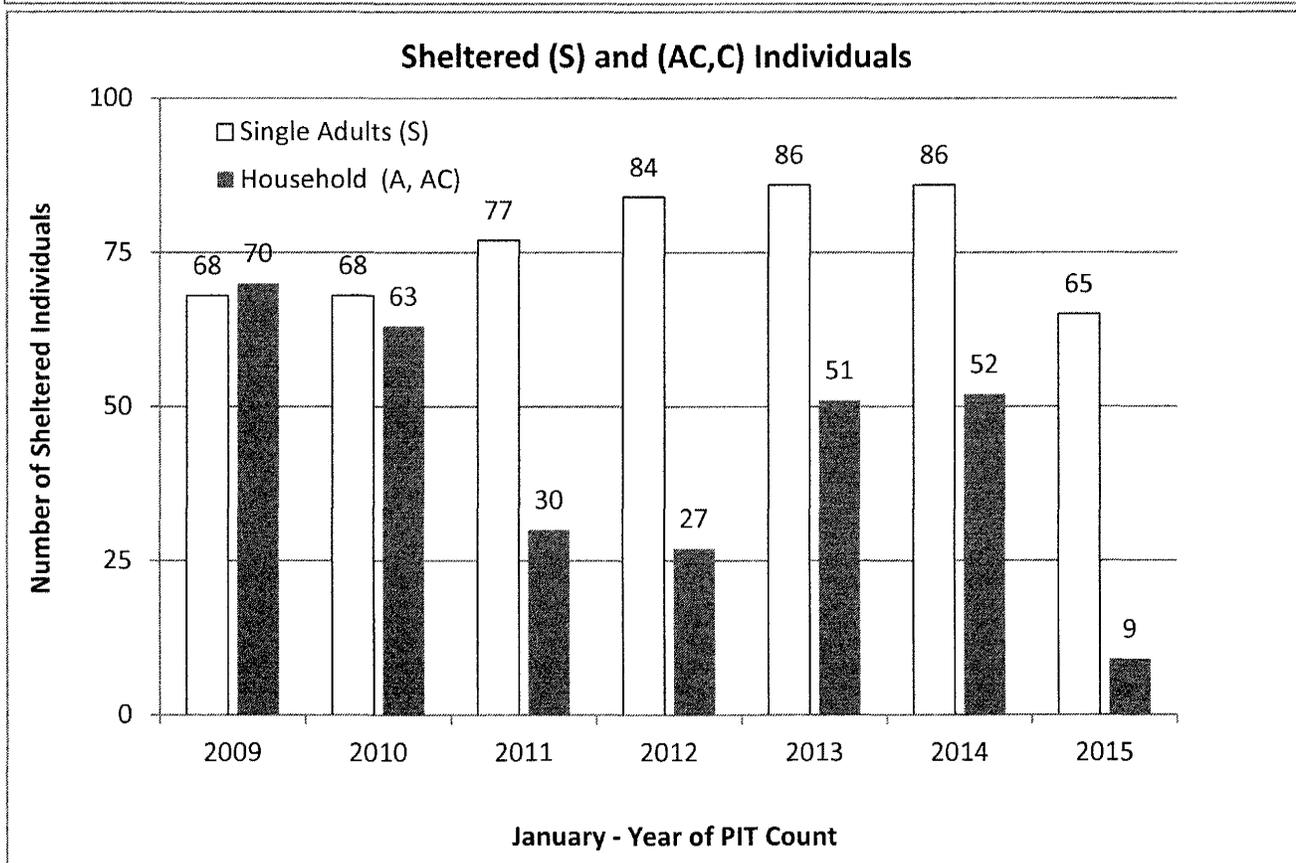
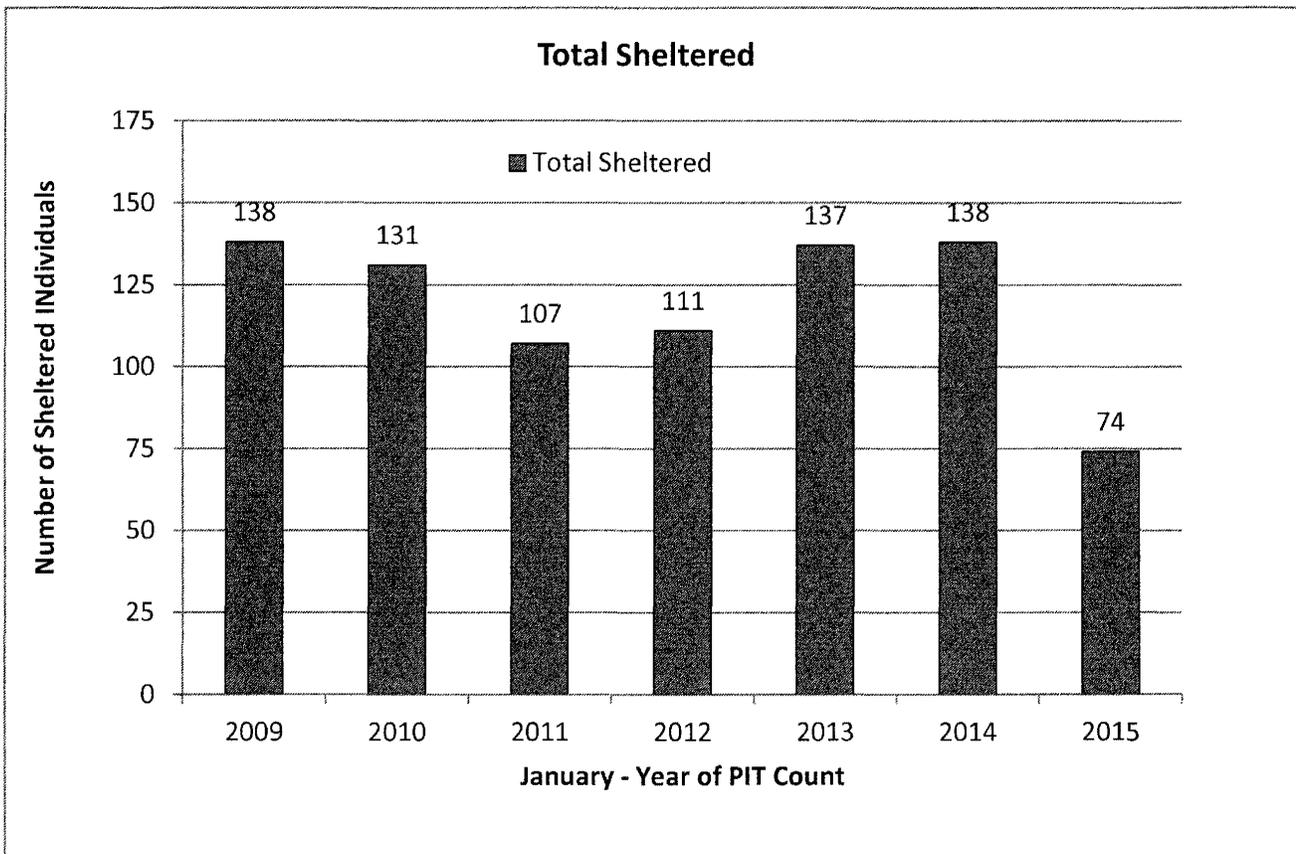
^m Chronically Homeless subpopulation of single adults (S)

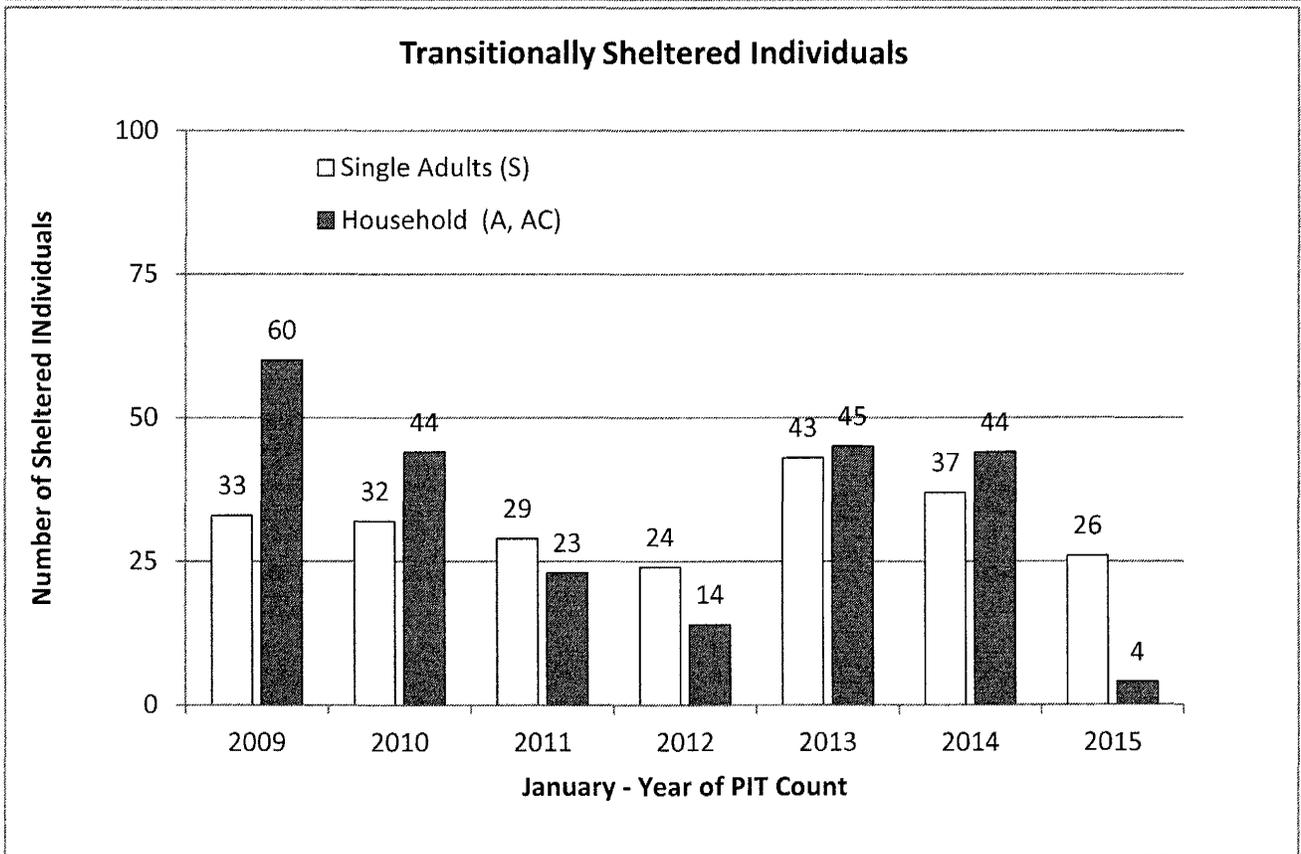
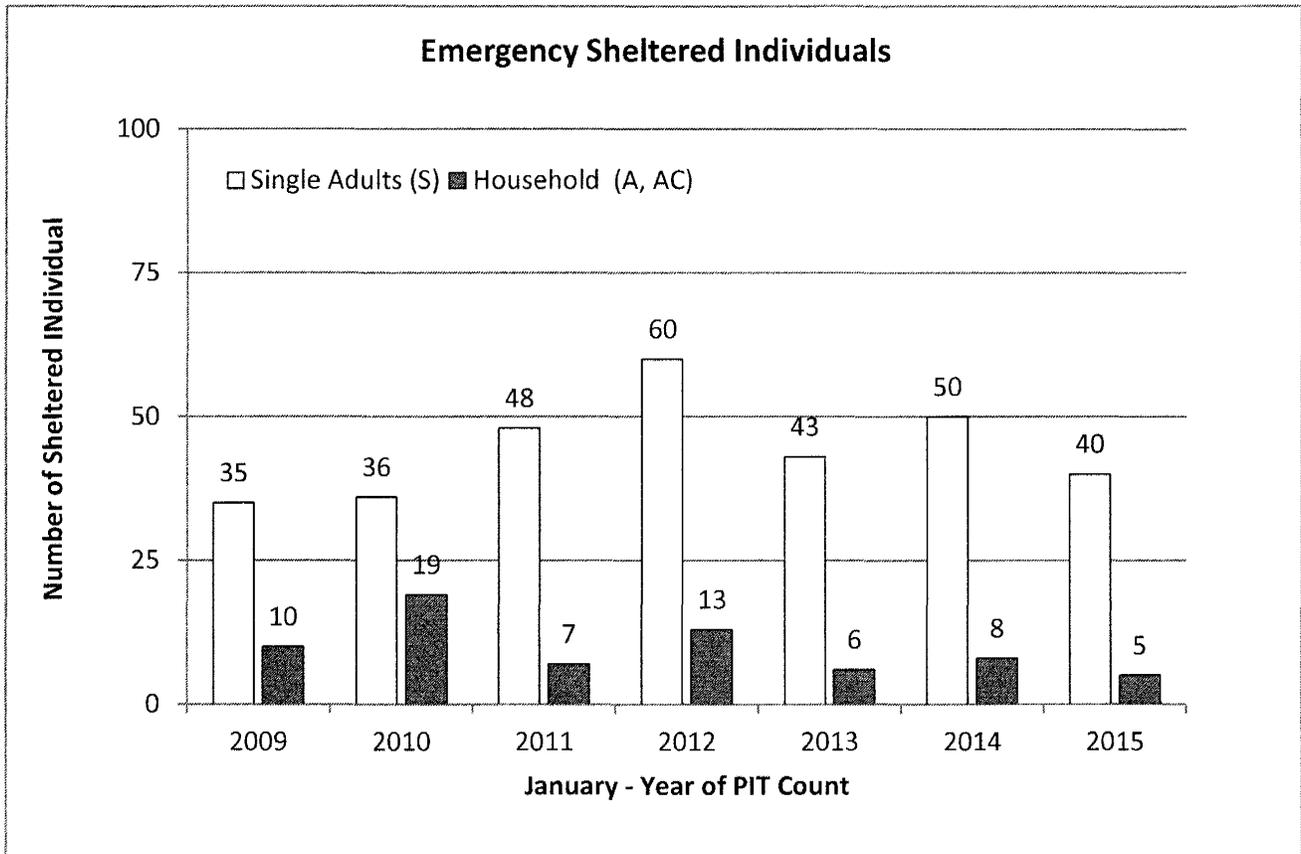
ⁿ Percentage of Chronically Homeless single adults in emergency shelters

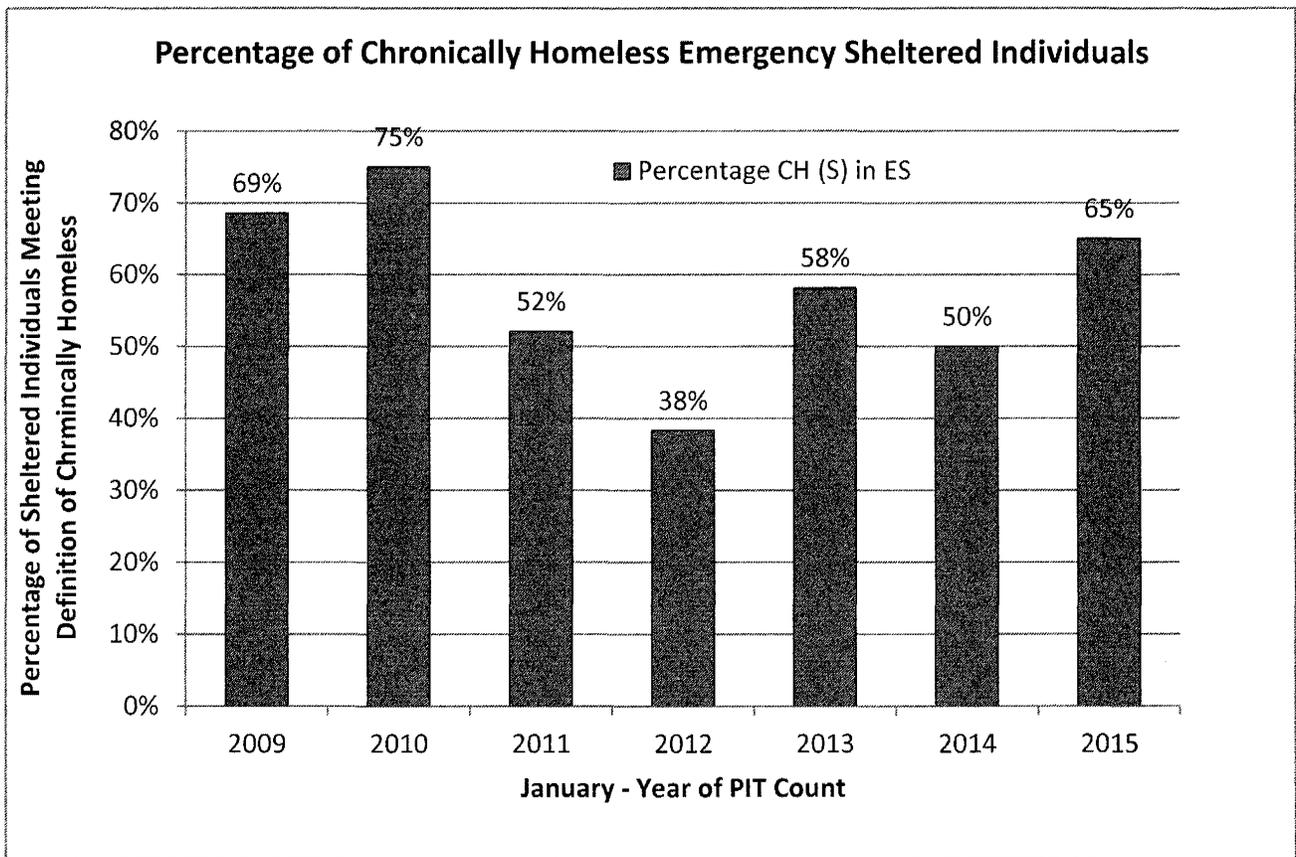
Compiled 9/8/2015 J. Napack

Contact info: jan.napack@gmail.com

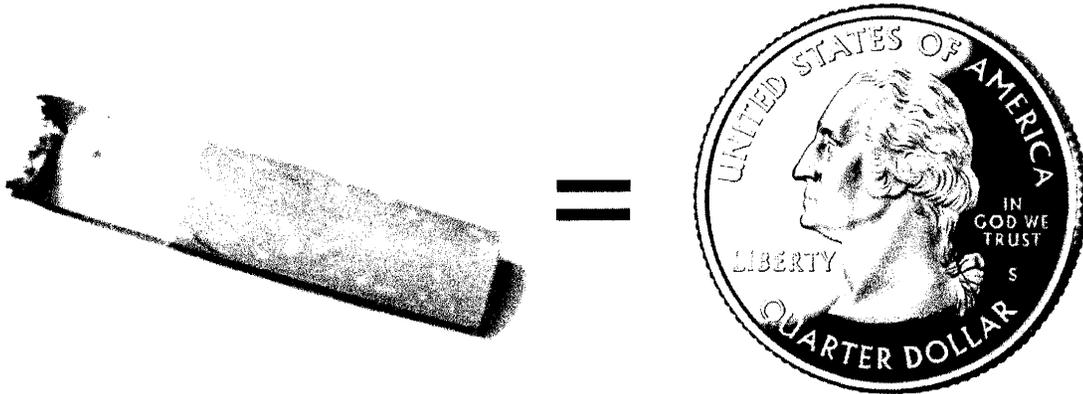
NOTICE: This summary has not been validated by other agencies or individuals; it should be used for broad informational purposes only.







SUPER CIGARETTE BUTT SCAVENGER HUNT!



Participants will earn 25¢ for each butt they collect during the Hunt.

No one likes cleaning up cigarette butts, but it's still a chore that must be done.

People who pick up cigarette butts should be compensated fairly for the valuable service they provide.

"Discarding cigarettes on the ground is considered offensive littering under ORS 164.805, subject to 30 days in jail or a \$1250 fine."

If this already-existing law was enforced only one single time, it could fund the cleanup of 5000 butts.

September 8, 2015

Mayor Traber and City Councilors,

Thank you for scheduling this hearing.

My name is Benjamin Barnett. I am the rabbi of Beit Am Jewish Community. My family and I moved here in 2006 when I was hired by Beit Am, and Corvallis has become our home. While the Jewish community here is small, relative to larger metropolitan areas in which I have lived, I continually am heartened by the ways in which we are embraced as an important part of the Corvallis community. Some of my most meaningful moments as rabbi here have been standing side by side with leaders and members of Christian, Muslim, and other faith communities — rejoicing in celebrations and joining forces in the face of challenge. It has been uplifting to feel the ways in which these relationships and efforts have been appreciated by the broader Corvallis community. On several occasions, individuals not a part of any faith community have approached me to express their gratitude for our presence and for the role we play in the fabric of Corvallis. Thankfully, I have felt the same sentiment from city leadership, and I feel grateful to serve as rabbi in a town that recognizes the value of religious and cultural diversity. Our hope is that the Jewish community will be a thriving presence in Corvallis for generations to come, and I trust that you join me in seeing this as a benefit not just for Jews in Corvallis, but for Corvallis as a whole.

By the time I began my service as Beit Am's rabbi, the community had already purchased the plot of land that will become our new home. At the time, though, building our new synagogue on that land was considered a dream for the future, when we would have sufficient funds to make it a reality. Over these past few years now, we have invested an enormous amount of time and energy toward realizing that vision. As the potential of a new building has grown closer it has become increasingly clear what a meaningful opportunity this would be for us: to have a home in which to celebrate all of our sacred days, in which to educate our children to the full extent of our potential, from which to open our doors to other faith and cultural communities, and a home through which we can play a more active, engaged role in the life of Corvallis.

The situation that brings us here this evening seems quite resolvable. Yet without resolution it potentially could stall our building project to the point of compromising our ability to follow through successfully. Making it possible for us to access city water for fire suppression, as has been required of us, need not be complex. We are willing to work with city officials to do what is needed. We are here simply to ask the Council to help create a solution to the stuck place within which we find ourselves. We are confident that you can help forge a positive path forward, so that we can resolve this issue and move on to making our vision of a new home in Corvallis a reality.

Thank you for your time, and for thoughtfully considering our situation,

Rabbi Benjamin Barnett
Beit Am Jewish Community

Mayor, Councilors, and City Manager,

Sept. 8, 2015

Thank you for scheduling this public hearing.

In January, 2015, Beit Am filed a building application with Benton County (B1500081). Our building application has been stymied by a conflict between State Fire codes and Corvallis Land Development Code.

On April 9, in a meeting at County offices, (*an excerpt from meeting notes is included in my appendix, page KB.11*), the Fire Marshall informed Beit Am that he is **requiring** us to access city water for fire suppression. It was the first time we heard of this rendering of the State Fire Codes. At that meeting our architect was directed to contact the city to pursue obtaining city services.

Corvallis Land Development Code does not allow extension of city services except in cases where there is a public health hazard.

After much effort, our architect came back to us, and reported that he was not making any progress with the request. Robyn Pekala and I took up the effort to talk to the city. In my submitted testimony you will find a sample of some of the emails and communication between Beit Am and people representing the City of Corvallis.

On June 12, 2015 I wrote to the Fire Chief asking for clarification regarding this requirement, (*Appendix page KB.10*).

On July 8, 2015, I received a letter from an attorney representing Corvallis (*Appendix pages KB.8-KB.9*) describing three options that Beit Am could pursue to seek access to city water. The option we thought viable was to come to city council with our situation, in hopes that an ordinance could provide a positive path forward.

Letters from the Fire Marshall to Beit Am dated July 14-15, (*included in my appendix pages KB.5-KB.7*), describe key attributes of the Beit Am building application, that inform the Fire Marshall to set his requirement. An ordinance addressing this code conflict, should be applicable only in the limited cases where the Fire Marshall would make a determination that city water is required for public safety. For example, in cases where property is adjacent to city boundaries, and within 1000 feet of existing water lines. Other conditions could be considered.

The Fire Marshall has the authority to set a requirement like this on a county building applicant. But there is no commensurate authority to allow the applicant to successfully satisfy such a requirement.

I appreciate the speed with which reports have been drafted and hearings scheduled.

It is unfortunate that we cannot fully support the draft ordinance being discussed this evening. I would hope that if a revision of this draft is considered that the city would actively involve Beit Am in discussions. It is my hope that an ordinance would be drafted that would be able to come with a recommendation to adopt, and if the council agrees, that then our building effort can move forward. We have only the best interests of Corvallis and our community in mind.

Thank You,
Ken Bronstein

-KB.1-

Appendix KB: Documents associated with the Beit Am building application
(in reverse chronological order)

- Email from Kevin Young to Beit Am, 8/25/2015, Planning Division Manager, re: annexation. (pages KB.3-4)
- Email from Fire Marshall to Beit Am, 7/15/2015, further explanation of OR Fire Code. (page KB.5)
- Email from Fire Marshall to Beit Am, 7/14/2015, re: OR Fire Code. (pages KB.6-7)
- Letter from city attorney to Beit Am, 7/8/2015, describing options. (pages KB.8-9)
- Letter from Beit Am to Fire Chief, 6/12/2015, requesting clarification. (page KB.10)
- Excerpt from notes from County Meeting, 4/9/2015, re: Fire Marshall requirement. (page KB.11)
- Well Pump Test, static level, four hour test, 1/28/2015. (8 gpm). (pages KB.12-13)
- Well Water Quality Report, 1/28/2015, Edge Analytical. (page KB.14)
- List of numerous failed annexation efforts involving the Beit Am property. (page KB.15)

This catalog of documents is not comprehensive. It is provided to supply some highlights of the background meetings and communications between Beit Am and the City of Corvallis leading up to this public hearing.



Ken Bronstein

Beit Am property questions

Young, Kevin <Kevin.Young@corvallisoregon.gov>

Tue, Aug 25, 2015 at 2:43 PM

To: Robyn Pekala

Cc: Ken Bronstein, "Weiss, Kent" <Kent.Weiss@corvallisoregon.gov>, "Manley, Aaron" <Aaron.Manley@corvallisoregon.gov>

Hi Robyn (and Ken),

Please see my responses to your questions below and let me know if you have any follow-up questions.

Kevin Young
 Planning Division Manager
 City of Corvallis
 (541) 766-6572
 kevin.young@corvallisoregon.gov

—Original Message—

From: Robyn Pekala

Sent: Friday, August 14, 2015 1:46 PM

To: Young, Kevin

Cc: Ken Bronstein

Subject: Beit Am property questions

Hi, Kevin,

Some of the members of Beit Am's New Building Committee met last night to discuss our fire water issue and, in particular, the proposed ordinance that will come before City Council in a few weeks. We have not seen a draft of the ordinance yet, but there was discussion at the last City Council meeting about including a requirement for future annexation. In order to help us prepare for this upcoming meeting, we need to understand the full impact that future annexation would have on our property. Can you provide answers to the following questions (and obviously, time is of the essence)?

1. If Beit Am completes construction in the County under County standards, and then annexes into the City afterwards, will everything be considered a nonconforming legal use, or will we be required to make immediate changes to anything? For example,
 - a. Can we continue using the septic system we will have just constructed, or will we be required to connect to city sewer?

No, Municipal Code Section 4.03.020.010 would require you to connect your system to City sewer following annexation.

- b. Can we continue using our well, or would we be required to connect to city water (we seek extension of services for fire suppression only, so we still plan to use our well for daily water needs)?

You can continue to use your well after annexation.

- c. Would we be required to pave our driveway and increase the number of parking spaces per city standards?

At the time of annexation, your use type would be considered a legal nonconforming use, because the religious assembly use requires Conditional Development approval in Low Density Residential Zones (which is likely the zoning that would be assigned to your property based on the Comprehensive Plan Designation for this area). Depending upon how the facility is constructed (setbacks, building height, etc.) it may also be considered a legal

-KB.3-

non-conforming structure once annexed. If the building is constructed consistent with the new City Zoning standards and other City standards it would not be a legal non-conforming structure. Conditional Development review would not be required following annexation because of the legal non-conforming status of the facility. However, if an expansion or redevelopment of the facility were proposed following annexation, the requirement for Conditional Development review would apply at that time, and the application would be reviewed in relation to all City requirements, including paving and on-site parking requirements.

d. Are there other changes we would have to make to our site or structure?

I don't think so, but I am not expert in all applicable regulations that might apply. It is fair to say that once the property is in the City, all applicable ordinances, regulations, and requirements would apply, but many would only be required at the time of expansion or redevelopment.

2. We are building in the County as an outright permitted use. Upon annexation, how will our property be zoned and would we be required to go through a conditional use process?

Likely the zoning that would be applied would be RS-6, Low Density Residential. This is based on the Comprehensive Plan Designation for your site. Although there are other Low Density Residential Zones in the City, Table 2.2-1 in Chapter 2.2 of the Land Development Code requires lands with an LDR designation at the time of annexation to be zoned RS-6. As noted above, Conditional Development approval would not automatically be required following annexation, but would be required in conjunction with an expansion or redevelopment.

I hope this is helpful!

[Quoted text hidden]

-KB.4-

Ken Bronstein

Jul 15

to Jeffrey, City, Roy, bcc: Robyn

Jeff,

Thanks so much for your response and references to various codes.

I read a great deal of the information referenced and I did not see anything that directly informs and supports the sentence: CFD has determined that an adequate and reliable water supply system exists, and is located within 1,000' of the building site. Therefore the provisions of Appendix B105 must be used with the municipal water system

I do not doubt that the 1000' proximity measure came from some code, but I did not see any such reference in Section 503,, or Appendix D, or Section B105 or B107, etc. Does the "proximity of 1000' requires access to city water", Does this requirement specifically stem from a fire code or ORS code, or land development code? I am sorry if I missed something in the code that I should have seen.

Hope my question is clear, respectfully,

Ken Bronstein

-----Response from Fire Marshall:

Good afternoon Mr. Bronstein,

The OFC Section 507.1 states that "An *approved* water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction." Appendix B101.1 states the, "The procedure for determining fire-flow requirements for buildings or portions of buildings hereafter constructed shall be in accordance with this appendix and as required by the *fire code official*. The provisions of Appendix B105.1 "are intended for use by the *fire code official* in protected areas in which adequate and reliable water systems exist."

The determination of whether an adequate and reliable water supply system exists is made by the *fire code official* when matching the operational capabilities of the fire department and the infrastructure resources within the local jurisdiction. In the absence of prescriptive language, and to be consistent in the application of the Fire Code. CFD uses the nationally accepted Insurance Services Office (ISO) Evaluation criteria for determining whether an adequate and reliable water supply system exists in the CRFPD. ISO has determined that if a property is located within 1,000' of a municipal hydrant with the capability of producing 250 gpm, at 20 psi, for 2 hours, then an adequate and reliable water supply system exists. CFD has used this criteria on multiple commercial and residential projects within the CRFPD.

Historically CFD has measured that 1,000' distance from the nearest hydrant to the property line along an approved vehicular route. In this case the property line terminates at the municipal water supply, so meeting the 1,000' criteria is quite clear. CFD has determined that an adequate and reliable water supply system exists at the public access to the Beit Am project.

The distance from the nearest existing hydrant along a single vehicular access to the proposed structure on a flag lot is a separate issue that must be addressed. Per the OFC 507.5 the maximum distance from the existing hydrant on an approved route around the exterior of a sprinklered building is 600', the project as proposed considerably exceeds this parameter. Depending on the required fire flow in Appendix B at least one hydrant will be required on the site, possibly two. These hydrants will need to be in approved locations and capable of producing the required fire flow.

I hope that this helps to clarify the requirements for you.

Respectfully,

Jeff Prechel

Division Chief - Fire Marshal

Corvallis Fire Dept

-KB.5-

From: Ken Bronstein
Sent: Monday, July 13, 2015 2:02 PM
To: Prechel, Jeffrey
Subject: Code Reference?

Jeff,

Can you possibly send me a reference to the **section of code** that informs you to **require Beit Am to access city water**.

We are trying to make sure we properly understand the code.

Thanks,

Ken Bronstein

From: **Prechel, Jeffrey** <Jeffrey.Prechel@corvallisoregon.gov>
 Date: Tue, Jul 14, 2015 at 11:47 AM
 Subject: RE: Code Reference?
 To: Ken Bronstein
 Cc: City Attorney Brewer , "Emery, Roy" <Roy.Emery@corvallisoregon.gov>

Good morning Mr. Bronstein,

In the 2014 Oregon Fire Code:

Section 503 determines when/where access roads are required and the parameters for construction.

- Appendix D augments Section 503.

Section 507 Describes the requirements for Fire Protection Water Supplies.

- Appendices B, C, and NFPA 1142 augment Section 507
 - Appendix B describes the parameters for Fire Flow
 - Section B105 defines the Fire Flow requirements for structures in protected areas with adequate and reliable water systems. "The provisions of Section B105 are intended for use by the Fire Code Official in protected areas in which adequate and reliable water systems exist."
 - Section B107 defines the Fire Flow for requirements for buildings in protected areas without adequate and reliable water systems. "The provisions of Section B107 are intended for use by the Fire Code Official in protected areas in which adequate and reliable water systems do not exist."
 - NFPA 1142 is to be used only when an adequate and reliable water source does not exist.

-KB.6-

- NFPA 1142, 1.1.1 This standard identifies a method of determining the minimum requirements for alternative water supplies for structural fire-fighting purposes in areas where the authority having jurisdiction (AHJ) determines that adequate and reliable water supply systems for fire-fighting purposes do not otherwise exist.
- NFPA 1142, 1.1.2 An adequate and reliable municipal-type water supply is one that is sufficient every day of the year to control and extinguish anticipated fires in the municipality, particular building, or building group served by the water supply.
- NFPA 1142, 1.2 The purpose of this standard is to assist the AHJ to establish the minimum water supply necessary for structural firefighting purposes in those areas where it has been determined that there is no water or inadequate water for fire fighting.
- NFPA 1142, 3.3.1 **Alternative Water Supply.** Water supplies provided to meet the minimum fire flow/duration requirements **where no municipal-type water system exists** or to supplement an inadequate municipal-type water supply.
- NFPA 1142, 3.3.16 **Municipal-Type Water System.** A system having water pipes servicing fire hydrants and designed to furnish, over and above domestic consumption, a minimum of 250 gpm (950 L/min) at 20 psi (138 kPa) residual pressure for a 2-hour duration.

- Appendix C describes the parameters for fire hydrants

CFD has determined that an adequate and reliable water supply system exists, and is located within 1,000' of the building site. Therefore the provisions of Appendix B105 must be used with the municipal water system, and the alternative methods outlined Section B107 and NFPA 1142 do not apply to this project.

CFD has asked the City of Corvallis to assist Beit Am in exploring options in which they can connect to the existing municipal water supply.

Respectfully,

Jeff Prechel

Division Chief - Fire Marshal

Corvallis Fire Dept

541-766-6970

541-766-6938 (FAX)

Jeffrey.Prechel@ci.corvallis.or.us

-KB.7-



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333
Telephone: (541) 766-6906
Fax: (541) 752-7532

July 8, 2015

Mr. Ken Bronstein

Corvallis Oregon 97330

VIA US MAIL

RE: Options to extend City services outside Corvallis City limits

Dear Mr. Bronstein:

Our office represents the City of Corvallis. Corvallis Fire Marshal Jeff Prechel asked our office to send you an outline of the options for extending City services outside of the City limits of the City of Corvallis. While I can provide the options, my client is the City of Corvallis, and I must recommend that you seek your own legal counsel to provide legal advice to rely upon.

My understanding from Fire Marshal Prechel is that this inquiry is in specific relationship to development of property owned by the Beit Am Mid-Willamette Jewish Community Center abutting the City limits. I am familiar with the location of the property, and I am aware of a number of instances where property that included Beit Am's parcel met the land use criteria, and was put before the voters for consideration, but a majority of the voters did not approve the measure.

Fire Marshal Prechel also tells me that, currently, Beit Am's desire is to have City water service extended to the site for fire protection systems only. In reviewing the City Charter and Land Development Code, I see three options for Beit Am in this situation:

The first option is for Beit Am to seek to have the property annexed. Since 1976, when the voters added what is now Section 53 of the City Charter, annexations must be approved by a majority of the electorate. Land Development Code Chapter 2.6 sets out the process for annexation in detail, and City planning staff can provide guidance about application requirements and timelines.

The second option would be for Beit Am to apply for an extension of City services under Land Development Code 2.7. Since 1974, when the voters added what is now Section 52 of the City Charter, the City cannot extend services or enter into agreements to furnish services without the City Council first adopting an ordinance approving the

-KB.8

2

extension or agreement. The general ordinance is Land Development Code 2.7. City planning staff can provide guidance about application requirements and timelines. The decision under this provision would be made by the City Council. The wording of the Charter provision does bring up a third option:

The third option would be for Beit Am to ask the City Council to extend services to the site, notwithstanding the criteria in Land Development Code 2.7. In this instance, some thought would need to be given about how to propose an ordinance of general application that would meet the requirements of the Charter and also comply with statewide land use planning goals and the City Comprehensive Plan. This decision would also be made by the City Council, with a thirty-day period after the ordinance is enacted before it becomes effective.

If you have questions or concerns, please feel free to contact me at 541-766-6906.

Very truly yours,

CITY ATTORNEY'S OFFICE


James K. Brewer

pc: Jeff Prechel



CORVALLIS CITY ATTORNEY
456 SW Monroe, #101
Corvallis, OR 97333

PORTLAND OR 970

08 JUL 2015 PM 3 L



-KB.9.



Ken Bronstein

Requirements for new Beit Am building

Ken Bronstein

Fri, Jun 12, 2015 at 1:21 PM

To: Roy Emery <fire@corvallisoregon.gov>, Kevin Russell <kevin.russell@corvallisoregon.gov>, greg.verret@co.benton.or.us, Jeff Prechel <jeffrey.prechel@corvallisoregon.gov>
Cc: Scott Leibowitz ; Robyn Pekala ; Tom Gerding
<tomg@gerdingcompanies.com>, Nir Pearlson

To Roy Emery, Fire Chief and others,

We have submitted a permit application (B1500081) to Benton County for the construction of the new Beit Am building. In April, we met with Benton County staff to introduce our new architect, Nir Pearlson, to discuss issues and process. County Staff invited Jeff Prechel, Fire Marshall to attend.

After that meeting, we came away with two items that require additional information, clarification, and confirmation.

1. Jeff Prechel requires that we connect to city water for fire suppression, but Kevin Russell indicated that as a county project, we cannot connect to city water. What will be required for fire suppression requirements in the County for our new building?
2. The building will be sized for occupancy of no greater than 299 people (this is a slight reduction from our original plans at 319). We understand that if capacity is 300 or more, we need secondary access to our property. However, since our intent now is to be under 300, our understanding is that we do not need a secondary fire access. Please confirm that our understanding is correct.

We are proceeding with our building plans to develop in Benton County. Please provide clarification on these two items so we can proceed with our application and finalization of design. We have recently secured Tom Gerding as our General Contractor and are moving forward with this application, so a prompt response would be appreciated.

Sincerely,

Ken Bronstein
Beit Am New Building Committee

- KB.10 -

Excerpt from notes from County meeting

April 9, 2015

Present at the Beit Am building application review meeting, 4/9/2015, beginning at 10 am, were:

- Jeff Prechel (Fire Marshall)
- Jacob Backer (Fire Prevention Officer)
- Michael O'Connor – (City of Corvallis plans examiner)
- Greg Verret (County Development Director)
- Linsey Godwin (County planner)
- Darryl Long (Sr. Building Inspector Benton County)
- Ken Bronstein (Beit Am)
- Robyn Pekala (Beit Am)
- Rob Turkisher (County Health – entered meeting at 11am)
- Gordon Kurtz (County Public Works)
- and a few others.

An excerpt regarding city water from our notes from that meeting state:

“Fire Marshall said that he would not only recommend that we use city water, but require it. We need to file for an ‘extension of services’ with the City of Corvallis for non potable water based on ‘fire, life, and safety’. This is not a slam dunk, but consensus was that City should approve. **Darryl Long stated this has been done for others in similar situations.** Gordon Kurtz provided contact information for people with City, and Nir (Beit Am’s hired Architect) will follow up (referred to Aaron Manley in Corvallis Public Works). There was some discussion about how the water pipes would go into our property and whether we would have to pay for all of it. The Fire Marshall stated that there is a problem with water for residents near Clarence Circle (water pipes are stubbed there, and City prefers water to make a loop), and there is discussion about bringing water from Circle to them. If the water could go through our property instead (since Circle timeline is unknown), that might provide a benefit to the city and a point of negotiation for allowing us to use the water and for the city paying all or part of the cost. However, if Circle moves along before we build, then there are more options. We could connect up to Circle and/or run lines from Harrison through to Circle, or to pipes which may go directly from Circle to Clarence. Gordon supplied Nir with the name of a Corvallis Public Works person to contact related to city water access. If we use city water for fire suppression, it would eliminate the need for a large holding tank and pump.”

-KB.11-



Pump Test Submittal Form
for New Dwellings and Buildings Open to the Public
Minor Pump Test – 4 hours with static water level

Property Site:

Owner: Beit Am
Site Address or Nearby Roads: Behind 4141 NW Harrison Blvd, Corvallis
Twp 11S Range 5W Section 33 SE NW Tax Lot 900
Number of wells on the property: 1

For details on how to conduct the pump test, **see the handout titled "Water Supply Requirements for Building Permits ~ New Dwellings and Places Open to the Public"** (revision date 12/08) or later.

Site of Well (if different):

Owner: Same
Site Address or Nearby Roads: _____
Twp _____ Range _____ Section _____ Tax Lot _____
Number of wells on the property: _____

	Pump Test Well	Monitoring Well #1	Monitoring Well #2
		Required for all wells on this property	
Well ID (L-number) <i>if none exists, assign a reference number for this test.*</i>	L44838	NONE	NONE
Depth of well	100'	if known	if known
Pump depth	95'	if known	if known
Depth at which water was first detected during drilling	85'	if known	if known
Static water level (prior to pumping)	31'		

1. **For each well (pumped or monitored), complete a data sheet.** Use the attached data sheet. Attach additional sheets as necessary.
2. **Attach a scaled map** showing all well locations, well ID numbers or reference numbers (matching the number(s) used above).
3. The subject well's **rate of sustained yield** determined by this professional: 8 gpm
4. **Describe how you determined this sustained yield. ****

I Fluctuated The Pumping Rate until The water level Stabilized, and Then Began The 4hr Test.

Daniel M. Bushil
Signature of the Oregon-licensed well driller, pump installer, geologist, engineering geologist, or engineer who performed the test

CCB # 171288
License type and number

7-31-16
Exp. date

Company Name: Dons Pump Service LLC Company Phone Number: 541-740-5887

* The well must be registered with Oregon Water Resources. Go to www.wrd.state.or.us or call 503-986-0850.
**Attach additional sheets as needed. The professional should attach other data he/she thinks are appropriate.

-KB.12-

Pump Test Submittal Form for New Dwellings and Buildings Open to the Public

Complete one data sheet for the subject well being pumped, and an additional sheet for each additional well on the same property as the subject well.

This data sheet is for: L 44888

Pump Test Well or Monitoring Well # _____

Date Performed: 1-23-15

Time (30 minute intervals)	Elapsed Time (hours)	Water level before and during pumping	Rate of sustained yield (gpm)* -- pumped well only	Recovery water level for 4 hours after pumping has stopped or until water level returns to 90% of pre-pumping static water level, whichever comes first. (Complete Recovery Worksheet and review its example.) Required for only the <u>subject well</u> and the <u>closest well</u> on the same property and drawing from the same aquifer.
Before pumping	0	31'	N/A	---
9:30 Am	0	31'	0	
10:00	0.5	62'	9	
10:30	1.0	64'	8	
11:00	1.5	64'	8	
11:30	2.0	64'	8	
12:00	2.5	64'	8	4 hrs
12:30	3.0	64'	8	
1:00	3.5	64'	8	
1:30	4.0	64'	8	
2:00	4.5	64'	8	
2:30	5.0	64'	8	
2:45	5.25	39'		39'
3:00	5.50	32'		32' = Recovered

*Sustained yield (rate of pumping that does not reduce the water level within the well) must be maintained for at least **4 hours** for a Pump Test for a new dwelling or a place of public occupancy.

02/04/15 04:57PM

Pacific Analytical Laboratory

541.753.4994

p. 01



Burlington, WA	Corporate Laboratory (41)	1970 G. Wilson St.	Burlington, WA 98220	360.228.4145	360.228.4149
Bellingham, WA	Metals Laboratory (41)	705 Cornish Dr. Ste 4	Bellingham, WA 98225	360.716.4212	
Portland, OR	Microbiology Chemistry (2)	3140 SW Forest St. Ste 10	Portland, OR 97219	503.632.7822	
Corvallis, OR	Microbiology (2)	240 SW 23rd Street	Corvallis, OR 97331	541.752.4915	



INORGANIC COMPOUNDS (IOC) REPORT

Client Name: Dans Pump Service
23085 Hoskins Rd
Philomath, OR 97370

Reference Number: 15-01750
Project: Beit Am

System Name:
System ID Number:
Source Number:
Multiple Sources:
Sample Type:
Sample Purpose: Investigative or Other
Sample Location: Harrison Rd
County:

Sample Number: Well Head ID# 44888
Lab Number: 15_04209
Collect Date: 1/28/15 12:00
Date Received: 1/28/15
Report Date: 2/4/15
Sampled By: Dan Bevandich
Sampler Phone:
Approved by: bj.spm
Authorized by:

Sarah P Miller

Sarah P Miller
Lab Manager, Corvallis

EPA#	ANALYTES	RESULTS	UNITS	SRL	MCL	Analyst	Lab Code	METHOD	Analyzed	COMMENT
	ARSENIC	ND	mg/L	0.001	0.010	TRVQ	WA200008	200.8	01/28/15	
	NITRATE-N	ND	mg/L	1.0	10	rap	OR100009	SM4500-NO3	01/28/15 10:23	
2920	TOTAL COLIFORM	ABSENT	per 100mL	P/A		kdf	OR100009	SM9223 B	01/28/15 11:39	
3014	E. Coli	ABSENT	per 100mL	P/A		kdf	OR100009	SM9223 B	01/28/15 11:39	

NOTES:

SRL (State Reporting Level): Indicates the minimum reporting level required by the Washington Department of Health (DOH).
MCL (Maximum Contaminant Level) maximum permissible level of a contaminant in water established by EPA; Federal Action Limits are 0.010 mg/L for Lead and 1.0 mg/L for Copper. Sodium has a recommended limit of 20 mg/L. A blank MCL value indicates a level is not currently established.
ND (Not Detected): Indicates that the parameter was not detected above the Specified Reporting Limit (SRL).
As a result of the laboratory's accreditation by ORELAP, we warrant that it is accredited through WRDGH or USEPA Rankin 10.

These test results meet all the requirements of NELAP, unless otherwise stated in writing, and relate only to these samples. Estimates of uncertainty are not included in this report. If this information is required please contact us at the phone number listed in the report header.

If you have any questions concerning this report contact us at the above phone number.

FORM IOC-08

-KB.14-

September 8, 2015

Mayor Traber and City Councilors,

My name is Scott Leibowitz, and I chair Beit Am's New Building Committee. I greatly appreciate the City Manager's efforts at developing an ordinance that could help Beit Am in addressing its fire water issue, and thank the Council for their willingness to consider this ordinance.

Jana Kay Slater, Beit Am's president, and I sent comments to the Council on an early draft of this ordinance. While the proposed ordinance eliminates some of those concerns, it adds a new one, and several remain. We therefore do not support the ordinance in its current form. In my remaining time, I will discuss two of those concerns, while Robyn Pekala will address a third.

Requirement 2: Under the ordinance, the second requirement for a County property owner to connect to City water is to execute an Irrevocable Petition to Annex. Our concern here has to do with timing of a proposed annexation, which is not specified. Specifically, would we be annexed during or after the building process?

Since annexation is up to the voters, its outcome is uncertain. Therefore, we need to continue with our plan to develop in the County. If we finish construction and are issued a Certificate of Occupancy by the County, then a later annexation would have less impact on us because, according to city staff, the only significant change we would need to make is to connect to City sewer lines (see Kevin Young's email included in Ken Bronstein's document submittal). However, if annexation occurs at any point in our construction prior to the issuance of a Certificate of Occupancy by the County, then presumably we would need a City permit. Changing our plans and design in midstream would be difficult and costly, with the difficulty increasing as we got closer to completion.

Further, under our present County building permit application, religious assembly will be an outright permitted use. If we must apply to the City for a permit because annexation occurs prior to completion of construction, would we need to apply for a conditional use permit?

Both of these issues create uncertainty for us and impact our ability to complete our building, which we always intended to build within the County. Clearly we would prefer for annexation to occur after a Certificate of Occupancy has been issued by the County.

Requirement 4: This requirement states that the "City shall have sole discretion of the infrastructure improvements required." It is not clear if "infrastructure," as used here, means "water infrastructure" – as discussed in the first sentence – or any kind of infrastructure. If this is meant as "water infrastructure" it should explicitly say that so as to be clear. If it is meant to be general, this would again complicate our ability to complete our building, since we already have a submitted permit application, and our architect and general contractor are working on plans that are meant to meet County requirements.

I hope the Council will approve of an ordinance that addresses these two issues as well as the one that Robyn Pekala will discuss.

Thank you for your consideration and for your service to the City.

Scott Leibowitz, Chair

Beit Am New Building Committee

Mayor and Councilors,

Thank you for your continued interest in resolving Beit Am's water access issue.

I would like to address our concerns with paragraph 7 of the draft ordinance. This section requires that the owner complies with CMC 3.01.050 - Services Outside City Limits, which provides that

1. the water provided by the City will not be treated as a common utility service, and that the quantity of water may be reduced or discontinued at any time for any reason.
2. pressure and other conditions are at the risk of the customer and not guaranteed by the utility
3. the utility has no liability in any way to customers for failure to provide the service.

As you have heard from us many times, the sole reason we are seeking an extension of services is because the Fire Marshall has determined that city water is required for public safety. If the water may be reduced or discontinued at any time and for any reason, and there is no guarantee of water pressure, how does this solve our problem? It's hard to imagine that the Fire Marshall would approve, and I would expect to have difficulty obtaining property and liability insurance. But most importantly, we would run the risk of having insufficient quantity and pressure of water in the event of a fire, which would impact not only us, but our neighbors as well.

We appreciate the speedy scheduling of reports and hearings. We believe the code conflict can be resolved positively. While we have concerns about the draft ordinance being proposed, we think we are in sight of a solution that could allow us to move forward with our building application. If a decision is not made tonight on the proposed ordinance, or a revised version of it, we request that this public hearing be continued so that a resolution may be found.

Thank you.

Robyn Pekala

Member, Beit Am Board of Directors and New Building Committee

**LWV Corvallis**

PO Box 1679, Corvallis, OR

• <http://www.lwv.corvallis.or.us>

September 2, 2015

To: Corvallis City Council

From: League of Women Voters of Corvallis
Laura Lahm Evenson, President**Re: WATER SYSTEMS ADVISORY BOARD**

The establishment of a Water Systems Advisory Board was recommended in the Public Participation Task Force report issued in June 2014, and the League of Women Voters of Corvallis strongly urges Council to implement this recommendation.

Water supply, safe drinking water, storm water management, and wastewater treatment all have significant long-term effects on the lives of all Corvallis community members, yet there is no citizen advisory board to provide ongoing public input into essential, yet costly, projects in these areas. The only exception is the Rock Creek Watershed, for which Council receives input from the Watershed Management Advisory Board.

Without a standing citizen advisory board to cover other water-related issues, the Public Works Department must obtain citizen input through task forces, public hearings, and project-specific outreach for proposals dealing with drinking water, treatment of wastewater, storm water management, streams, and for input into projects to be included in the Capital Improvement Program.

The proposed Water Systems Advisory Board would provide advice to the City Council and staff in the following areas:

1. Water quality and treatment;
2. Wastewater treatment and release;
3. Storm water management, including piped drainage systems, streams, and mitigation structures built on both public and private lands;
4. Equipment and piping inspection and repair planning;
5. Input to Capital Improvement Program for all related potential projects;
6. Natural features and city watersheds management and issues that relate to water within the city; and
7. Status of the water infrastructure and resources, and work on long-term water planning.

The League's water position states that *"Public involvement should be encouraged throughout the water management and planning processes. The processes should be transparent and include*

educational components.” The establishment of this advisory board would help to assure valuable ongoing public involvement.


Anna Stevens, President
LWN of Covallis



Community meeting opposing downtown homeless shelter draws standing-room-only crowd



AUGUST 21, 2015 6:30 AM • NATHAN BRUTTELL
CORVALLIS GAZETTE-TIMES

More than 150 people packed the Corvallis-Benton County Library on Thursday night to voice opinions about a new 15,000-square-foot permanent shelter for the homeless downtown.

But the opposing sides did not come to an agreement and time is running out.

A group of downtown business owners and residents called Citizens for Protecting

Corvallis hosted the meeting at the library to express opposition to the planned shelter, known as Our Place, which is on track to be built to replace the Men's Cold Weather Shelter at 530 S.W. Fourth St.

Corvallis Housing First, the organization that runs the men's shelter, is pushing forward with plans to build Our Place, is looking to break ground at the site in spring 2016.

Several members of Citizens for Protecting Corvallis took part in a panel speaking against the proposed shelter location downtown, voicing their concern over reports of vandalism, public intoxication, public urination, panhandling, drug use and a possible increase in crime. They also were critical of what they called serious flaws in the plans for the shelter and its location.

But several people in attendance also spoke for the need for the proposed shelter, stating that it would keep many homeless people in the community off the streets and away from businesses.

After hearing both sides speak about the issue and dozens more in attendance voicing their opinions, Benton County Commissioner Anne Schuster spoke up to attempt to bring both sides together.

"I care a lot about this community and I don't want to see people afraid," Schuster said. "Our downtown is the heart of our community and it's important to so many of us. And it's important to all of us. We need to all be working together and somehow figure this out. I'm willing to help facilitate that as best I can. ... Whatever you need, we'll do what we can."

Charlie Ringo, a member of Citizens for Protecting Corvallis, said the group has hired a land-use lawyer out of Portland and he foresees possible legal action in the near future if

Corvallis Housing First members continue to move forward with the plan to build the shelter downtown.

"This is going to be an expensive fight if we have to push all the way through. But we're going to exercise every legal option, political option and financial option to stop the shelter as it's currently proposed," he said. "We are going to continue to vigorously oppose this shelter as it's currently planned. It's too bad but that's where we're at. From the (Corvallis Housing First) folks we need to hear some flexibility as to a reliable plan for our community."

Corvallis Housing First Board Chairman Gregg Olson said Thursday night he attended the meeting to listen to concerns from the community.

"There are people who need our services, but I know there are also people who are going to be affected by us," Olson said, "and I want us to work with you and your lawyer and anybody else who wants to work on making the quality of individual lives of everybody in our neighborhood better."

Olson said he would not make any decisions on behalf of Corvallis Housing First Thursday night and he could not promise to delay plans to build the shelter downtown.

"It would be unfair to you and to the public for me to sit here and come up with instant answers on this so I'm not going to do it," Olson said. He later noted that Corvallis Housing First planned to host three listening sessions on the proposed shelter in the coming months.

Schuster said she didn't hear much dialogue about compromise or working toward a solution from either side. But Schuster said she understood why Olson did not want to make decisions on behalf of Corvallis Housing First Thursday night.

"I think there's urgency here," she said. "I give him credit for not making a snap decision. He has to talk with his board and he has to really have a conversation with the other members to figure it out. But we need to get both groups together again. And we need to get them together again soon."



Editorial: Offer to mediate homeless dispute is welcome

AUGUST 25, 2015 4:07 PM

Benton County Commissioner Anne Schuster says she's willing to try to mediate a continuing dispute between supporters and opponents of a proposed permanent shelter for the homeless in downtown Corvallis.

Our first reaction to that news was this: What on earth was Schuster thinking?

It was simple, Schuster told us the day after she volunteered for the duty during a stormy meeting about the proposal: "Nobody else stepped up," she said.

That meeting, called by people who oppose placing the homeless shelter downtown, attracted some 150 people to the Corvallis-Benton County Public Library. It offered another venue for people to say why they oppose the proposal — and for some folks to express a modicum of support.

But it didn't bring the issue any closer to any sort of resolution.

So Schuster's offer is welcome. The commissioner is one of the few people in the community with the clout to summon selected principals in the dispute to the table, and not just through her elected position: Along with Corvallis Mayor Biff Traber, Schuster has assumed a role in overseeing the community's 10-year plan to reduce homelessness.

It doesn't sound as if Schuster is underestimating the challenge she faces: "You've got two sides," she said, and "there's no consensus and there's no give on either side."

Advocates of placing the shelter downtown argue that the location allows the homeless greater access to the services they require; advocates also argue that, even if the shelter is located somewhere else, the homeless still are likely to make their way downtown during daytime hours.

Opponents say they're concerned about the impact of the facility on downtown businesses and residents and point to reports of vandalism, public intoxication, public urination, panhandling, drug use and a possible increase in crime.

A variety of meetings and public forums have done nothing to move the community toward a solution; in fact, they might have served only to increasingly polarize the sides.

So, here's advice to Schuster as she moves ahead with this difficult task:

First, choose the participants carefully. This is work that needs to involve a small group. Participants need to be able to speak on behalf of their constituents — but also need to be willing to keep an open mind about the process. This is not work that gets done with a

group of 150 people watching.

Second, it might help the process to involve a professional mediator, and Schuster said she's exploring that option.

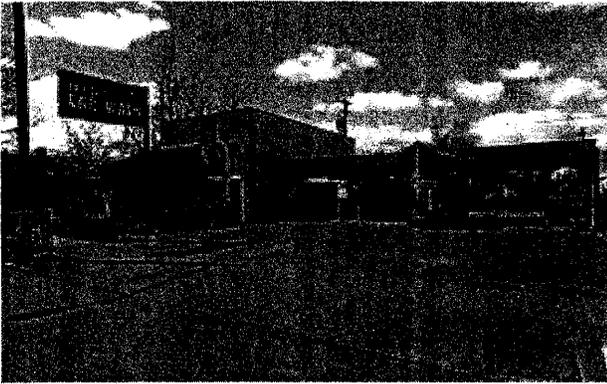
Finally, and most important, the participants need to remember that they're focused on just one portion of the homelessness issue facing Corvallis — and, in some ways, the most difficult portion. Those homeless people who frequent the downtown shelter often are in the grips of addiction and mental-health issues. These are the most hardcore homeless.

But they're not the only people in Corvallis who are homeless or at risk of homelessness. The population includes families camping out in their cars or couch-surfing. It includes homeless students at Oregon State University. It includes working parents just one paycheck away from losing their apartment.

The point is, there is no single homelessness problem; instead, we have a number of homelessness problems. We need to keep that in mind as we work on one of the tougher pieces in this particular suite of issues.



Housing First postpones proposed permanent shelter plans



SEPTEMBER 05, 2015 6:15 AM • NATHAN BRUTTELL
CORVALLIS GAZETTE-TIMES

Corvallis Housing First, the organization looking to replace the men's cold weather shelter downtown, is postponing plans to build a proposed permanent shelter with the earliest possible groundbreaking now set for spring 2017.

The planned shelter, known as Our Place, would replace the Men's Cold Weather Shelter

at 530 S.W. Fourth St. But representatives with Housing First told the Gazette-Times that they are postponing those plans, citing a growing concern from the public, and issues relating to permitting and funding the proposed site. The group previously had plans for groundbreaking at the site in spring 2016.

Tom Sherry, Corvallis Housing First's newly appointed public relations representative, said group members want to hear more from concerned citizens, so that the 13-member board can make more informed plans for the shelter and its location.

"I want to hear criticisms and alternate plans as much as I can. It's critical," he said. "We all love this community. Everyone is our neighbor and serving the homeless can't come at the cost of community good."

Sherry said the decision to postpone construction of the new shelter came in part because of concerns from the group of downtown business owners and residents called Citizens for Protecting Corvallis. The group, which has voiced opposition to the proposed location on Southwest Fourth Street, hosted a public meeting in August at the Corvallis-Benton County Library that drew more than 150 people.

"I think we have to listen and do our best to serve and adjust what we can," Sherry said, noting that he is open to hearing more about alternative sites previously researched by Citizens for Protecting Corvallis. "With dicey issues like this you can never please everyone but that doesn't mean we shouldn't work to do all that we can. And we can't do that unless we listen."

The initial discussions on alternative sites came after an April 28 meeting that drew more than 70 citizens and downtown employers, most opposed to the permanent homeless shelter downtown.

Gregg Olson, the new Housing First executive director, said the group still intends to open

a permanent shelter to replace the men's and women's shelters. He added that he and members of the board have heard the concerns from downtown business owners and other concerned citizens and the board is looking to find solutions that the community can support.

"People will talk about their personal experiences with people defecating on their steps in front of their businesses. That's a real story. That's a human story and that hurts me when I hear that," he said. "But if people don't hear about these human beings are being helped with these services, then they can't see why this is important."

Sherry said neither the downtown location nor the specific building plans are set in stone.

"We're looking at both of those things," Sherry said. "There have been some great suggestions by community members on things that would alleviate some of the problems they experience. And we're looking very closely at that and may revise the building order or how it functions or some of the additions to meet those concerns."

The current plan for the all-purpose facility calls for 50 men's beds and 20 women's beds in separate, unconnected sections of the building, showers in each of the men's and women's areas, and coordinated services with Stone Soup and the Corvallis Daytime Drop-In Center. The organization is looking to raise more than \$3 million to build the facility.

In addition to announcing the postponement of the groundbreaking, Housing First representatives announced plans to host several public information meetings in the next six months. The first meeting is scheduled for 7 p.m. Wednesday, Sept. 23 at the Corvallis-Benton County Library.

"There's a great deal of community interest here," Sherry said. "I hope that our public meetings and the adjustment of our plans will assure people that we are doing all we can to be good neighbors."

Charlie Ringo, a member of Citizens for Protecting Corvallis, said Friday he welcomed the news of the postponement.

"That's wonderful and heartwarming to hear. It gives us a chance to work together to find the best solution for the community," Ringo said. "I think people recognize that even though there's been some sharp disagreement that people are coming at this in good faith."

Ringo said there is growing interest in convening representatives with the city, Benton County Board of Commissioners, Housing First, Citizens for Protecting Corvallis and other interested parties in a work group to discuss the various options.

"I'm looking forward to working together with everyone on hammering this out," he said. "Nobody wants to put the screws to the homeless. And nobody wants to destroy downtown Corvallis."

	<p>City of Corvallis</p> <p>City Council Procedures</p> <p>Policy # 2.10</p> <p>Use of Electronic Mail by Mayor and City Council</p>	
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Additional Changes proposed by Councilor Brown

Policy: Email use by the Mayor and Councilors will comply with the requirements of the Oregon Public Records Law, Oregon Revised Statutes (ORS) 192.410 through 192.505 and the State Archivist public records retention schedule adopted pursuant to ORS 327.825 and the related administrative rules.

Purpose: To establish the use and retention requirements for email for the Mayor and City Council, the training provided by the City, and the management of electronic devices used for City business.

To promote and maintain transparency in City of Corvallis decisions by making available email communications by, between, or to the Mayor and/or City Councilors on the City's website.

To provide guidance to the Mayor and City Council on the proper use of email.

Definitions: ~~Archive email – A paper or electronic file of emails which have been sent to, from, and/or between, the Mayor and/or Councilors. (term no longer used in policy)~~

~~Archive email address – The email address established by the City for each City Councilor to use for archiving emails related to City business.~~

City email address - The email address established by the City for the Mayor and each City Councilor to use during their term of office to conduct City business. Emails sent to and from this account are not automatically posted on the City's website.

Email - Electronic mail is a method of exchanging information in a digital format, including various attachments from one author to one or more recipients.

Electronic devices (ED) – EDs include desktop and laptop computers, smart phones, or tablets the Mayor and City Council use for City business.

Mayor and City Council – The Mayor and City Council elected to serve the community during the current term of office.

Public Record – “Includes, but is not limited to, a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed, or

recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use" (ORS 192.005 (5)). In addition, a public record includes ". . . any writing containing information relating to the conduct of the public's business . . . prepared, owned, used or retained by a public body regardless of physical form or characteristics." (ORS 192.410 (4)).

Retention – The length of time a public record must be kept to satisfy the administrative, legal, fiscal, and/or historical needs of the City. Retention periods are tied to the content of the record, not the form.

Standing committee – A sub-committee of the City Council consisting of three Council members. The Council has three standing committees: Administrative Services, Human Services, and Urban Services. Areas of responsibility for each of the standing committees are outlined in Council Policy 2.02, "Council Process."

Guidelines:

1. General:

- a. All persons have the right to inspect public records, including emails created by or sent to local elected officials.
- b. Email from the Mayor and/or Councilors to City staff will be to the City Manager, the City Recorder or Department Directors, unless otherwise authorized by the City Manager or Department Director.
- c. Email may not be used to discuss policy, quasi-judicial, or administrative issues with a majority of the Council and/or the Mayor, **or a majority two or more members** of a standing committee on an item coming before it for discussion, or to make policy decisions or carry on deliberations.
- d. Email by, between, or to the Mayor and/or Councilors must be retained according to the Oregon Public Records Laws.
- e. The City shall establish a public email account for the Mayor and each City Councilor using the naming convention WardX@council.corvallisoregon.gov or mayor@council.corvallisoregon.gov.
- f. Email from, to, or between the Mayor and/or Councilors **that is** sent to **or from** the public email account will be displayed on the City's website for eight weeks and archived by the City for ten years to meet general retention requirements.
- g. The City shall establish a City email account for the Mayor and **each City Councilor to use for conducting City business**. Emails sent to **and from** this account shall be automatically archived by the City for ten years to meet general retention requirements.
- ~~h. Email from, to, or between the Mayor and/or Councilors sent to the public email accounts will be displayed on the City's website for eight weeks and archived by the City for ten years~~

~~to meet general retention requirements. (duplicate of f, so delete)~~

- ~~i. The City shall establish for each City Councilor an archive use as an electronic filing cabinet. The archive email account is for record retention purposes only and will not be used to send or receive email messages.~~
- ~~j. Email from, to, or between the Mayor and/or Councilors not posted on the Mayor/Councilor's public email account **or sent to/from from private email addresses** shall be forwarded to the Mayor/Councilor's **City** archive email account. These emails will be automatically retained by the City for ten years to meet general retention requirements.~~
- h. Email from, to, or between the Mayor and/or Councilors which is sent from private email addresses and which is not posted on the Mayor/Councilor's public email account shall be forwarded to the Mayor/Councilor's City email account.** These emails will be automatically retained by the City for ten years to meet general retention requirements.
- i. Email sent to/from Mayor and/or Councilor's personal **or City** email addresses can be displayed on the City's website by responding and including the Mayor/Councilor's public email address or by forwarding the message to the Mayor/Councilor's public email address.**
- j. A request for email records is subject to Oregon Public Records law and must comply with Administrative Policy 1.14, "Public Records Requests."**
- k. Email that is associated with a decision the City Council is considering should be forwarded to the City Recorder or responsible Department staff to include in the public record for that decision. This allows the entire City Council to hear the same public feedback about decisions the Council is making.**
- l. As required by State law and except as may specifically be exempted by ORS 192.501 and 192.502, the City Manager shall, upon request, make available emails created or received by elected officials. The Mayor and/or Councilors who receive email from constituents regarding land use or other quasi-judicial issues should inform the sender that a copy of the email will be entered into the public record, and, if necessary, that they are unable to discuss such matters outside of the public hearing.**
- ~~p. Should the City be a party in litigation that requires a litigation hold on City records, a Mayor or City Councilor using a personal email account for City business shall be notified by the City Recorder or the City Attorney of the litigation hold. As the custodian of the public records on the personal email account, the user of that personal account shall be responsible for holding, saving from destruction or deletion, and providing to the City or parties to the litigation, all~~

~~emails on that account for potential discovery purposes in litigation. Costs, penalties, fines, or damages awarded associated with the destruction of records subject to a litigation hold shall be considered to be the result of malfeasance and shall be the personal responsibility of the user of the account.~~

- m. **Should the City be a party in litigation that requires a litigation hold on City records, the City Recorder or City Attorney shall notify the Mayor and City Councilor's. Any City-business emails on the Mayor or Councilors' private email accounts that had not been previously forwarded to the Mayor and Councilors' City email account shall be forwarded to their City email account within the time reasonably needed to comply with the litigation hold, considering any required review, redaction, duplication or any other task required of the City staff or City Attorney to comply with the requirements of the hold. As the custodian of a public record on a personal email account, the user of that personal account shall otherwise be responsible for holding, retaining (saving from destruction or deletion), and providing to the City and/or parties to the litigation, those City-business emails for potential discovery purposes in litigation. Costs, penalties, fines, or damages awarded associated with the destruction of records subject to a litigation hold shall be considered to be the result of malfeasance and shall be the personal responsibility of the user of the account.**
2. Training
 - a. The City's MIS Division will provide training on email and internet access for the Mayor and Councilors at the beginning of each Council term.
3. Equipment
 - a. The Mayor and Councilors may use their own EDs for access to the internet and email, use a City-provided ED for their use while on the Council, or may choose not to use email as a form of communication.
 - b. If the Mayor or Councilor chooses to use her/his own ED, the ED may be subject to public records law requirements.
 - c. If the Mayor or Councilor chooses to use a City-owned ED, MIS Division staff will ensure the ED is configured appropriately for use. The ED will remain the property of the City and must be returned at the end of the Mayor's ~~and~~ **or** Councilor's tenure.
 - d. It is the responsibility of the Mayor and Councilors to return the **City-owned** ED to the City Manager's Office for service or repairs.
 - e. The MIS Division will provide technical support for the Mayor's and Councilors' ED and training between 8:00 am and 5:00 pm Monday through Friday. Service can be coordinated through the City Recorder.
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Responsibility: The Mayor and City Council members are responsible for their use of EDs and ensuring public records requirements are met for the public records each individual has.

The City's MIS Manager is responsible for technical support of the City-owned Mayor and City Council EDs, and for providing advice and information to the Mayor and City Councilors on the use of personal EDs.

The City Recorder is responsible for maintaining the archives of the City's records and coordinating filing and retention of Mayor and City Councilor email.

Review/Update: The MIS Manager and City Recorder will prepare this Council Policy review every two years for Council approval.

Rev #	Name	Change Date	Character of Change
0		02-02-1998	Adopted
1		12-07-0998	Revised
2		10-18-1999	Revised
3		03-05-2001	Revised
4		12-01-2003	Revised
5		11-07-2005	Revised
6		12-17-2007	Revised
7		11-02-2009	Revised
8		02-06-2012	Revised
9	C. Holzworth	05-04-2015	Revised
10			