



**CORVALLIS  
CITY COUNCIL AGENDA**

**September 21, 2015  
6:30 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.]*

**COUNCIL ACTION**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. PROCLAMATION / PRESENTATION / RECOGNITION**

A. International Days of Peace Proclamation

**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 Meeting – September 8, 2015
2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
  - a. Arts and Culture Advisory Board – August 19, 2015
  - b. Downtown Advisory Board – August 12, 2015
  - c. Economic Development Advisory Board – August 10, 2015
  - d. Housing and Community Development Advisory Board – August 19, 2015
  - e. Library Advisory Board – July 15, August 5 and August 19, 2015
  - f. Planning Commission – August 19, 2015
  - g. Watershed Management Advisory Board – July 22, 2015

- B. Announcement of vacancy on Community Police Review Board (Swinyard)
- C. Announcement of appointment to Visit Corvallis (Eckroth)
- D. Confirmation 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)
- E. Approval of an application for a Full On-Premises Sales liquor license for Yi Zhao, owner of Mix Café & Bar, 106 NW Second Street (New Outlet)

## VII. ITEMS REMOVED FROM CONSENT AGENDA

## VIII. UNFINISHED BUSINESS

- A. City water service outside of City Limits  
*ACTION: An ordinance setting criteria for authorizing properties outside of City Limits to connect to City water, amending Corvallis Municipal Code Section 3.01.050 to be read by the City Attorney with no motion required by Council* [possible direction]

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

- A. Human Services Committee – September 8, 2015
  1. Corrections to HSC minutes, if any [information]
  2. King Legacy Advisory Board Annual Report [direction]
  3. Library Advisory Board Annual Report [direction]
  4. Housing and Community Development Advisory Board Annual Report [direction]
- B. Urban Services Committee – None
- C. Administrative Services Committee – September 9, 2015  
*(Meeting was canceled due to lack of a quorum.)*

## X. MAYOR, COUNCIL, AND STAFF REPORTS

- A. Mayor's Reports
  1. Jail Bond Measure - Council Endorsement [possible direction]
- 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. City Manager's Report – August 2015 [information]

**XI. NEW BUSINESS**

**XII. PUBLIC HEARINGS – None**

**XIII. 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*

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**PROCLAMATION****Enhancing Community Livability – International Days of Peace****September 19-21, 2015**

- WHEREAS, Our community's well being is enhanced by the efforts of citizens, every day, in a variety of ways; and
- WHEREAS, The community wishes to celebrate and honor the efforts of our neighbors in Enhancing Community Livability; and
- WHEREAS, Peace advocates in Corvallis and elsewhere throughout the world will commemorate the International Days of Peace with events and activities designed to strengthen the ideals of peace within and among all nations and peoples; and
- WHEREAS, The theme of this year's commemoration is "Partnerships for Peace – Dignity for All" which aims to highlight the importance of all segments of society working together to strive for peace. The work of the United Nations would not be possible without the initial partnerships that were active in its creation and the thousands of partnerships each year between governments, civil society, the private sector, faith-based groups and other non-governmental organizations that are needed to support the Organization in achieving its future goals. On September 21, at concerts and events around the world, people will broadcast this essential message. They will celebrate the value of human diversity and the strength of our unity.
- WHEREAS, Corvallis citizens are invited to participate in the annual "Pinwheels for Peace" event on Saturday, September 19, at noon on the lawn of the Benton County Courthouse.
- NOW, THEREFORE, I, Biff Traber, Mayor of the City of Corvallis, do hereby proclaim **September 19-21, 2015**, as **International Days of Peace** in the City and encourage people throughout Corvallis to engage in activities that promote peace and international understanding within and among nations.

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 Biff Traber, Mayor

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 Date

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES  
September 8, 2015**

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<b>Executive Session</b> 1. Litigation filed or likely to be filed Page 340	Yes		
<b>Presentations</b> 1. Benton County Jail Bond Measure Pages 340-341	Yes		
<b>Action from Executive Session</b> 1. Coronado Tract B development  Page 341			<ul style="list-style-type: none"> <li>• Directed City Attorney's Office to appeal Coronado case <u>passed U</u></li> </ul>
<b>Visitors' Propositions</b> 1. Proposed Permanent Homeless Shelter (various) 2. Unimproved City streets (Brooks) 3. Cigarette butt scavenger hunt (Willems) 4. OSU Valley Football Center application (White, Dodson) 5. Water Systems Advisory Board (Lahm Evenson) Pages 341-342, 346-348	Yes Yes Yes Yes Yes		
<b>Public Hearing</b> 1. City water service outside city limits Pages 342-346		Yes	
<b>Consent Agenda</b>  Page 348			<ul style="list-style-type: none"> <li>• Adopted revised Consent Agenda <u>passed U</u></li> </ul>
<b>Items Removed from Consent Agenda</b> 1. Schedule public hearing to consider Berman Rental appeal 2. Acknowledgement of Buildable Lands Inventory population forecast Page 349			<ul style="list-style-type: none"> <li>• PH canceled (applicant withdrew appeal)</li> <li>• Acknowledged forecast <u>passed U</u></li> </ul>
<b>Unfinished Business</b> IPDA – Valley Football Center  Page 350			<ul style="list-style-type: none"> <li>• Approved parking plan as conditioned by staff <u>passed U</u></li> </ul>
<b>Human Services Committee - August 18, 2015</b> 1. Corrections to minutes 2. UW Social Services Allocations Annual Report 3. CRAG Update Page 350	Yes Yes		<ul style="list-style-type: none"> <li>• Accepted Report <u>passed U</u></li> </ul>
<b>Urban Services Committee - August 18, 2015</b> 1. Corrections to minutes 2. DAB Annual Report 3. HRC Annual Report 4. Planning Commission Annual Report 5. CPRR: 7.14, "Prepayment for Public Street Improvements"	Yes		<ul style="list-style-type: none"> <li>• Accepted Report <u>passed U</u></li> <li>• Accepted Report <u>passed U</u></li> <li>• Accepted Report <u>passed U</u></li> <li>• Amended Policy <u>passed U</u></li> </ul>

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<b>Urban Services Committee - August 18, 2015 – Continued</b> 6. TMDL Update 7. TSP Update Process 8. Other: CCAT IGA, RPDs Pages 350-351	Yes Yes Yes		
<b>Administrative Services Committee - August 19, 2015</b> 1. Corrections to minutes 2. DCA EID Fourth Quarter Report Page 352	Yes		<ul style="list-style-type: none"> <li>• Accepted Report <u>passed U</u></li> </ul>
<b>Mayor's Reports</b> 1. Jail Bond Measure 2. Homeless shelter update Pages 352-353	Yes	Yes	
<b>Council Reports</b> 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. Economic Development Advisory Board and Council Goal on Economic Vitality (Hann and York) 7. ASOSU (Hogg) 8. Ward 7 meeting, homelessness, Pedalpalooza (Glassmire) 9. World Car Free Day (Beilstein) 10. Parking at north end of NW 29th Street, Advisory Boards and Commissions training, infrastructure maintenance (Hann) Pages 353-354	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		
<b>Staff Reports</b> 1. Council Policy 2.10, "Use of Electronic Mail by Mayor and City Council" Pages 354-355			<ul style="list-style-type: none"> <li>• Amended Policy <u>passed U</u></li> </ul>
<b>LOC Voting Delegation</b> Page 355			<ul style="list-style-type: none"> <li>• Selected Councilors Hirsch and Brauner by consensus</li> </ul>

Glossary of Terms

ASC	Administrative Services Committee	IGA	Intergovernmental Agreement
ASOSU	Associated Students of Oregon State University	IPDA	Interim Parking Development Agreement
CCAT	Corvallis Community Access Television	LOC	League of Oregon Cities
CPRR	Council Policy Review and Recommendation	OSU	Oregon State University
DAB	Downtown Advisory Board	RPD	Residential Parking District
DCA	Downtown Corvallis Association	TMDL	Total Maximum Daily Load
CRAG	Community Relations Advisory Group	TSP	Transportation System Plan
EID	Economic Improvement District	U	Unanimous
HRC	Historic Resources Commission	USC	Urban Services Committee
HSC	Human Services Committee	UW	United Way

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES  
September 8, 2015**

Mayor Traber read a statement, based upon Oregon law regarding executive sessions. The statement indicated that only representatives of the news media, designated staff, and other Council-designated persons were allowed to attend the executive session. News media representatives were directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions would be made during the executive session. He reminded Council members and staff that the confidential executive session discussions belong to the Council as a body and should only be disclosed if the Council, as a body, approved disclosure. He suggested that any Council or staff member who may not be able to maintain the Council's confidences should leave the meeting room.

Council entered executive session at 5:16 pm under ORS 192.660(2)(h) (status of pending litigation or litigation likely to be filed) to discuss the Land Use Board of Appeals' decision to reverse the Council's decision regarding the Coronado development application. Executive session adjourned at 6:12 pm.

PRESENT: Mayor Traber; Councilors Baker, Beilstein, Bull (5:20 pm), Glassmire, Hann, Hogg, Hirsch (5:18 pm), York

ABSENT: Councilor Brauner (excused)

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:30 pm on September 8, 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, Bull, Glassmire, Hann, Hirsch, Hogg, York

ABSENT: Councilor Brauner (excused)

Mayor Traber noted items at Councilors' places, including a letter from the League of Women Voters concerning formation of a Water Systems Advisory Board (Attachment A), Councilor Glassmire's suggested edits to the Council Policy concerning Mayor and Council Use of Electronic Mail (Attachment B), a flyer regarding a proposed scavenger hunt for cigarette butts (Attachment C), and materials from Beit Am related to the public hearing regarding City water service (Attachments D, E, F, and G).

IV. PROCLAMATION/PRESENTATION/RECOGNITION

A. Presentation concerning Benton County Jail Bond Measure

Benton County Sheriff Scott Jackson said the Benton County Board of Commissioners (BOC) placed a jail bond measure on the November 2014 ballot. The current jail, built in 1976, was intended as a temporary solution pending a five-county collaboration to share the cost of building a regional facility. Sheriff Jackson said the current jail lacked the

ability to provide targeted intervention for inmates, such as mental health services, drug and alcohol counseling, and education. In response to Councilors' inquiries, Sheriff Jackson said the County spends about \$1.2 million annually renting beds in other jails, the General Educational Development program was eliminated due to space constraints, and the County hoped to increase the jail nurse from a three-quarter time to a full-time employee. The new jail was proposed to include 112 beds, including medial, psychiatric, and discipline wings, plus a 20-bed work release. He noted the medical wing would include a detoxification facility; however, it could only be used for those who were taken to jail because they were arrested for a crime. The new facility was estimated to cost \$19 million, plus \$6 million for site purchase and preparation, and additional costs for demolition of the old jail. He estimated the cost to the average homeowner was equivalent to about one cup of coffee per week.

#### XIV. ACTION FROM EXECUTIVE SESSION: CORONADO TRACT B

Councilors York and Hirsch respectively, moved and seconded to direct the City Attorney's Office to appeal the Land Use Board of Appeals decision regarding the Coronado Tract B case.

The motion passed unanimously.

#### V. VISITORS' PROPOSITIONS

Paul Cauthorn distributed a proposed City Charter amendment concerning where homeless shelters could be located in the community (Attachment H). Citizens for Protecting Corvallis planned to file an initiative petition to refer the matter to Corvallis voters. He said it was important for the City to look out for residents and businesses, noting the proposed location would negatively impact neighborhood livability, decrease property values, and harm Downtown businesses. In response to Councilor Hogg's inquiry, Mr. Cauthorn estimated one block face was equivalent to about 200 feet.

Steve Germaneri opposed the location of the proposed permanent homeless shelter. He cited problems with those who used the temporary, cold-weather shelter in the same location, noting sobriety was not required and the shelter's low expectations for its clients. He was concerned about the chronically homeless who have drug and alcohol problems. He spoke to other mental health agencies and shelter organizations, and found the model being proposed by Corvallis Housing First was not viewed nationally as effective. He supported providing help to those who needed it; however, he believed the proposed location would negatively impact the neighborhood and Downtown. He believed there were alternative locations where clients could be productive, such as a rural area where produce could be grown and then sold at the Farmers' Markets. In response to Hann's inquiry, Mr. Germaneri said the drop in center and soup kitchens were located nearby, but separate from the temporary shelter. He said the Pastor of the First Christian Church where the soup kitchen was located had to hire someone to keep the area from becoming a drug center. Councilor Beilstein said the shelter was always envisioned as a harm reduction program. The idea was that those who could not stay at Community Outreach because they were not sober still needed shelter during bad weather.

Larry Olsen previously lived in the Willamette Landing subdivision, noting it was a model for how neighborhoods should be. He now lives on NW Fifth Street near a main corridor where the homeless access their camps. He said people frequently pass out on his lawn and his neighbor's children were afraid to play outside when homeless people congregate in the area. Councilor

Hogg encouraged Mr. Olson to attend the upcoming Avery Helm Neighborhood Association meeting to share his perspective.

David Brooks spoke from a prepared statement concerning unimproved streets in the city (Attachment I). In response to Councilor Hann's inquiry, Mr. Brooks said an effort had been made to inform residents about the division of responsibilities for the neighborhood's unimproved streets and the Skyline West Neighborhood Association works with City staff to get advice about maintaining effective drainage. Councilor York noted all wards in the city have unimproved streets; however, it was most significant in Wards 1 and 8. Councilor Hann thanked the Skyline West Neighborhood Association for all of their efforts, including their work to mitigate fire risks in the area. Councilor Baker noted the matter was scheduled for discussion at Urban Services Committee's (USC) September 22 meeting.

Jan Napack spoke from a prepared statement regarding statistical data related to the proposed permanent homeless shelter (Attachment J). She said there was nothing in the data that showed the need for a permanent shelter. In response to Councilor Bull's inquiry, Ms. Napack said she wanted the Council to understand the data and determine the best solution to the problem before taking action.

Cheyne Willems distributed a flyer proposing a cigarette butt scavenger hunt (Attachment C). He said offering \$0.25 per butt collected could be paid for through enforcement of existing littering laws. In response to Councilor Baker's inquiry, Mr. Willems said he did not expect immediate action from the City; however, he thought the idea was a good one.

Mayor Traber recessed the meeting from 7:28 to 7:34 pm.

## XII. PUBLIC HEARING

- A. A public hearing to consider an ordinance allowing City water service outside of city limits

City Manager Shepard reviewed the staff report contained in the Council meeting packet.

In response to Councilor Bull's inquiry regarding whether the health hazard annexation provision could extend to fire safety, Mr. Shepard said a fire safety issue could not exist until the structure was built.

In response to Councilor Hogg's inquiry regarding the annexation process, Planning Division Manager Young said annexation applications were accepted twice per year to align with May and November elections. When an application is received, staff first reviews it for completeness. A public hearing before the Planning Commission (PC) is then scheduled. The PC reviews the application against applicable criteria, including consideration of the public need for the annexation. The PC's recommendation is forwarded to the City Council to decide whether the proposed annexation will be placed on the ballot for voter approval or rejection. If passed, the annexation becomes effective upon certification of the vote. Permits may then be issued and construction may begin. Mr. Young opined it was possible to submit a basic annexation application by the end of September to meet the deadline for the May election; however, it could be challenging to do so.

Councilor Hirsch recalled the property owned by Beit Am was twice rejected for annexation.

In response to Councilor Baker's inquiry, Mr. Shepard confirmed the irrevocable annexation petition was a commitment to put the property up for annexation at some point, giving Council the control to decide when it would be placed on the ballot. Deputy City Attorney Brewer noted the annexation proposal would have to be approved by the voters.

Councilor York said residents had raised concerns about the Council's authority in the matter. Specifically, when voters approved the requirement that property could only be annexed through a vote of the people, the Council's authority for annexations was taken away, except in health hazard annexation cases. In response to her inquiry about the matter, Mr. Brewer read City Charter Section 52, Services to Property Outside Corporate City Limits: *The City shall furnish no services or enter into any agreement or contract to furnish such services to property outside the corporate limits of the City unless the City Council shall have first adopted an ordinance approving the same. Any such ordinance shall contain a provision that it shall not become effective until the expiration of 30 days after its passage and approval by the Mayor. The Council shall make provision for and hold public hearing prior to the adoption of any such ordinance. [Charter amendment adopted by special election held November 5, 1974; and general election November 7, 2006 (section renumbered).]*

In response to Councilor Hirsch's inquiry about why Beit Am's well could not be used, Fire Marshal Prechel said the Fire Code requires that a property connect to the municipal water supply if it is available, and he confirmed it was available at the border of Beit Am's property. The nearest house of worship, which is the Church of Jesus Christ of Latter Day Saints (LDS Church), has access to two fire hydrants on NW Harrison Boulevard. Beit Am's driveway is 500+ feet long and the portion where the building is planned to be located is nearly 700 feet from the street. The Fire Code requires that if a building has a sprinkler system, the structure cannot be more than 600 feet from the nearest fire hydrant. Thus, a hydrant would be required on the site.

#### *Public Comment*

Benjamin Barnett, Beit Am Rabbi, spoke from prepared testimony in support of approving City water service to Beit Am (Attachment D). In response to Councilor Hann's inquiry, Rabbi Barnett said Beit Am would only use water for fire suppression. In response to Councilor Hogg's inquiry, Rabbi Barnett said Beit Am's project would be greatly impacted by waiting for a May election to determine whether the property would be annexed.

Ken Bronstein spoke from prepared testimony supporting approval of providing City water service to Beit Am (Attachment E). In response to Councilor Bull's inquiry, Mr. Bronstein said the property, which was purchased in 2001, has an eight-gallon-per-minute well. Beit Am spoke to other churches which use holding tanks and pumps or generators, and this was consistent for properties located in the county. They did not become aware that their well was not deemed sufficient until three months into the project review with Benton County. In response to Councilor Hogg's inquiry, Mr. Bronstein said to meet the timeline for a May election to vote on annexing the property, Beit Am would have to decide immediately if they wished to pursue that option,

and their building plans would be delayed for at least one year. He said preparing an annexation application by the end of September would be a difficult hurdle to overcome.

Scott Liebowitz spoke from prepared testimony supporting Council approval of providing City water service to Beit Am (Attachment F); however, he did not support the proposed ordinance in its current form. In response to Councilor Hirsch's inquiry, Mr. Liebowitz said it would be acceptable to be annexed after a certificate of occupancy was issued by Benton County. In response to Councilor Hann's inquiry, Mr. Liebowitz said Beit Am did not apply for annexation in prior years. He believed the property was included in the annexation proposal as a part of other developments. Beit Am's desire had always been to build in the county.

Robyn Pekala spoke from prepared testimony supporting Council's approval of City water service to Beit Am (Attachment G). In response to Councilor Hirsch's inquiry, Ms. Pekala said prior to meeting with Corvallis' Fire Marshal, it was always their understanding that the well and holding tanks would be sufficient to cover their fire suppression needs.

#### *Deliberations*

Mr. Shepard responded to questions that were raised earlier by Councilors:

1. *Possibility of abuse:* It was possible there would be future developments that the Council may not consider to be in the best interests of the City. If the ordinance was passed as written, the City would be required to provide water service to those properties. In response to Councilor Hirsch's inquiry, Mr. Shepard said additional restrictions could be added to the draft ordinance language; however, there was no guarantee that every project that fell within those restrictions would be considered by the current and future Councils to be in the best interests of the City. Councilor Beilstein suggested the draft ordinance specify that the Council would only decide to provide City water service in cases where they believed annexation was appropriate, given that Council has the ultimate authority to decide whether an annexation request would be sent to the voters. Mr. Brewer said property owners still have the ability to apply for annexation at any time.
2. *Clarification of what other churches use:* Those that are not within 1,000 feet of existing water lines are allowed to use a private system, such as a well with holding tanks and generators.
3. *Timing of annexation for the Beit Am property:* This Council cannot obligate future Councils to delay annexation unless the property owner had a contractual agreement with the City.
4. *Meeting conditions of Corvallis Municipal Code Section 3.01.050:* Standard language governing City water service is in place for all properties outside of the city limits that do not have health hazard issues. If Council was to make an exception, it would be authorizing connection to City water service for those properties as well.

In response to Councilor Beilstein's inquiry, Mr. Prechel said the City adopted the 2014 Oregon Fire Code. He confirmed the same requirements were in place when Beit Am purchased the property. The Fire Department is in charge of access and water supply. Staff first examines access. Beit Am's lot is very long and narrow, so there is only one

means to reach the back of the property and therefore, it does not meet Fire Code requirements. As such, Beit Am would have to provide an alternative that was as good as, or better than, what the Fire Code required, and sprinkler systems are typically the accepted alternative. Inside the property, code-compliant turnarounds are required and because the building was planned to be over 30 feet tall, aerial access was also required; providing a sprinkler system would be acceptable to meet this mandate as well. When considering the proximity to hydrants, Mr. Prechel noted there were two fire hydrants in front of the LDS Church, and another was located farther to the west. If a building has a sprinkler system, the Fire Code requires that a hydrant must be located within 600 feet of the building. The 600 foot requirement applies around the entire building to ensure it can be reached by a fire truck. In Beit Am's case, the driveway exceeds that distance, and thus, it was not possible for Beit Am to locate their building anywhere on the property that would meet that requirement. Fire Department staff also consider how much water would be required if the entire building was on fire. The Fire Code provides information about those requirements based on whether an adequate and reliable water supply exists. If such a water supply did not exist, other alternatives could be used. Mr. Prechel noted there was a stub on the east side of the property to supply water to that property. There was an easement running through the south side of the property to run water for use by City Public Works. When Circle Boulevard is realigned as part of another development, it would bring water to the other side of the property, so water to the property exists.

In response to Councilor Bull's inquiry, Mr. Prechel said for properties that were not within the 1,000 foot proximity to a consistent and reliable water source, the structure would be required to have a sprinkler system, a fire pump, large holding tanks that meet the required capacity, and back-up generators in the event power was lost. These requirements add a significant cost for the property owner. He said such redundant systems are not as reliable as what City water can provide, so from a firefighting perspective, Fire Department staff always prefers that municipal water is used. He added that the other churches that used private systems were located at least one-half mile away from a City water source and Beit Am's property was right next to a City water line.

In response to Councilor Hirsch's inquiry, Mr. Prechel said the Fire Marshal did not have the authority to sign off that a redundant system was adequate in place of the City's water supply.

Councilor York agreed with the need to protect orderly development to City standards; however, she believed it was possible to craft an exception in the draft ordinance that did not invite great risk of abuse from future applicants.

In response to Councilor Hann's inquiry, Mr. Brewer said the matter before the Council could not be resolved through the City's Intergovernmental Agreement with Benton County. Councilor Hann agreed with Councilor York's comments and supported finding a way to resolve the situation

Councilor Hogg said safety was the most important issue and connection to City water was the way to ensure that safety. He also supported modifying ordinance language to address the matter.

Councilor Beilstein believed staff had done its best to draft the ordinance and he was not certain changes could be crafted to resolve the situation.

In response to Councilor Hirsch's inquiry, Mr. Shepard said staff worked through the issues when the ordinance was drafted; however he was happy to hear Councilors' thoughts about changes staff could explore.

Councilor Hann believed it was important to craft ordinance language that was not tailored to just one individual or one group. In response to his inquiry, Mr. Brewer said Council could consider including language that specified that a property's need for City water was driven by the State Fire Code. Such wording could be a good sideboard to distinguish such a circumstance from other properties that were in the urban growth boundary (UGB) and close to the city limits, such as those that had did not have a safety issue or a health hazard, but wished to have potable water.

In response to Councilor Baker's inquiry, Mr. Shepard estimated that hundreds of acres of property were located between the urban growth boundary and the city limits.

Councilor Bull supported restrictions on which properties could connect to City water; she was not in favor of allowing properties in the UGB to connect for potable water.

Councilor Beilstein favored a requirement that only contiguous properties would be eligible to connect to City water.

Councilor Hirsch supported staff speaking with Beit Am to ensure their concerns were addressed. Councilor York favored leaving that to staff's discretion. She felt that if staff had received enough information through written and oral comments to fully understand the issues, and could make a recommendation, staff should do so.

In response to Councilor Baker's inquiries, Mr. Shepard said if voters rejected the annexation request, Councilors could place it on future ballots as many times as they wished. Regarding condition #5 in the staff report: *The property owner will insure sufficient water usage from extended City water mains to maintain an acceptable water quality*, Mr. Shepard said the condition was only applicable until development west of the property was complete. The water line currently dead ends and stagnant water in the line creates water quality issues that could affect the entire system.

Councilors supported having staff add language to the ordinance that only properties with fire safety issues that were contiguous to the city limits would be eligible to connect to City water. Mayor Traber asked staff to also clarify that the ordinance would allow extension only of infrastructure related to water and to clarify the feasibility of the irrevocable annexation. The item was tabled to a future Council meeting where staff would return with an updated draft ordinance for Council's consideration.

#### V. VISITORS' PROPOSITIONS, Continued

Robert Hass referred to an article in the September 8, 2015 edition of the *Corvallis Gazette-Times* entitled *Eugene Mayor wants Council to discuss homeless travelers*. He recognized the homeless encompass the working poor, veterans, and the chronic homeless who are drug and/or alcohol addicted. He noted the recent community meeting in Corvallis where the proposed permanent homeless issue was discussed. He expressed concern about the negative impacts the proposed shelter location would have on Downtown businesses and the neighborhood, and said the Council and Benton County Board of Commissioners had an obligation to care about livability and the collateral damage to residents. He suggested inviting Eugene Mayor Piercy and Albany

Mayor Kanopa to a Council meeting to share their perspectives. In response to Councilor Baker's inquiry about what he would like to see the City do, Mr. Hass said another location should be identified where the quality of life for the shelter's clients could be improved, such as a rural area like the Corvallis Airport property. He believed the current model was flawed and he did not believe centralizing services for the homeless was an effective approach.

Christie White, a land use attorney hired by OSU, spoke in support of staff's recommended approach to the Valley Football Center application. Councilor York said it was the first project under the Interim Development Agreement and she appreciated that the City and OSU worked together to ensure the project was moving forward. Mr. Shepard thanked OSU staff for working collaboratively through the issues. In response to Councilor Baker's inquiry, OSU Land Use Planning Manager Dodson who accompanied Ms. White said the project was anticipated to be completed in two phases over two years and the variance of up to 25 percent of the overall square footage change was to provide flexibility.

Mike Blair spoke from prepared testimony opposing the location of the permanent homeless shelter (Attachment K). In response to Councilor Bull's inquiry, Mr. Blair said the shelter would negatively impact neighborhoods and Downtown businesses. In response to Councilor Hogg's inquiry, Mr. Blair confirmed he was supportive of helping homeless people; however, he objected to the location and believed the shelter's model was flawed because it would house both drug and alcohol addicted homeless with families that include children. In response to Councilor Glassmire's inquiry about port-a-potties as a short-term solution, Mr. Blair said no one wanted a portable toilet in his or her yard. In response to Mr. Blair's comments concerning the Mayor meeting secretly with Corvallis Housing First (CHF), Mayor Traber said the meetings were not secretive and had been an ongoing attempt to ensure CHF was engaged in a community process. In addition, emails that he received that contained suggestions did not necessarily mean he agreed with the ideas that were put forth.

Laura Lahm Evenson from the League of Women Voters spoke from prepared testimony in support of forming a Water Systems Advisory Board (Attachment A). Councilor Bull noted discussion about forming such a board occurred at the August 13 Council Work Session and Council agreed to wait until it could be coordinated with the Vision and Action Plan that was being developed. Councilor Glassmire suggested adding water conservation to the League's suggested list of areas where the Board could provide advice to the Council; Ms. Lahm Evenson agreed.

Catherine Mater spoke regarding the proposed homeless shelter and related initiative petition for a City Charter amendment that Mr. Cauthorn referenced during his testimony. She said the initiative did not target homeless people in general. Rather, it specifically targeted shelters that accept people who are under the influence of drugs and/or alcohol (damp shelters) and shelters where drinking is permitted and monitored by staff members, who provide addiction counseling (wet shelters). She believed the City should be helping those who have chronic drug and alcohol problems and she asked the City to formally investigate City-owned, multi-acre properties, such as the Flomatcher and Airport sites, that could serve as a comprehensive, homeless shelter with a detoxification center. In response to Councilor Beilstein's inquiry about using the current jail, assuming a new one is built, Ms. Mater said it was not suitable due to its proximity to the park and other public areas such as the Library. In response to Councilor Hirsch's inquiry about transportation to those sites, Ms. Mater said the Flomatcher site was a five-minute walk from Downtown and bus routes could be added to serve the Airport area.

Angela Clark said she became homeless in 2014 due to health issues and has had some traumatic experiences in her life. She appreciated the help she had received from Corvallis' police and paramedics. She said homeless people she was in contact with do not want the shelter Downtown. She said a better approach was to consider purchasing yurts, which cost only \$500 to construct. She believed they would be good for transitional housing and if \$100 per month was charged for rent, a yurt could be paid for in five months. Councilor Hann encouraged Ms. Clark to attend the Housing Development Task Force meetings to share her perspective.

Mayor Traber recessed the meeting from 9:30 to 9:35 pm.

## VI. CONSENT AGENDA

Mayor Traber requested removal of item F. Schedule a public hearing for 7:30 pm on September 21, 2015 to consider an appeal of a Historic Resources Commission decision regarding the Berman Rental – Basement Addition

Councilor Baker requested removal of item E. Acknowledgement of Buildable Lands Inventory Population Forecast.

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

- 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)

The motion passed unanimously.

## VII. ITEMS REMOVED FROM CONSENT AGENDA

### E. Acknowledgement of Buildable Lands Inventory (BLI) Population Forecast

Councilor Baker wanted to better understand the implications of the Buildable Lands Inventory Population Forecast. He was most interested in whether the interim methodology that was being used could be changed when Portland State University developed its forecast methodology, any other ability to change the forecast in the future, and how the information drives development. Mr. Young said the BLI was being updated in response to a community request, not as a directive from the State of Oregon. The State has prescribed the method for forecasting populations; however, updated information for Corvallis would not be available from the State until 2017. Staff did not want to wait that long, so they contacted Portland State University (PSU) and applied their methodology to produce an interim population forecast. Having a more current population estimate facilitates analysis of land consumption for both commercial and residential development. The information would help to inform the Comprehensive Plan update.

Councilor Bull requested that staff provide more information about the implications of using the interim forecast, such as how sub-populations like students and seniors would impact population and employment projections. In response to her inquiry, Interim Community Development Director Weiss said staff was asking Council to acknowledge receiving the forecast, rather than formally adopting it, so the BLI could be developed using that forecast. The BLI would provide projections for commercial and industrial land needs. Information from PSU and/or assistance from ECONorthwest would facilitate housing need projections, including those for sub-populations. In addition, the related Department Advisory Committee, which is comprised of two Councilors and two Planning Commissioners, will be asked to consider elements that would be of interest to Councilors and the community in general. Mr. Young said staff's goal was to complete the BLI before the end of the Council term, which was ahead of the Transportation System Plan's projected completion. He added that obtaining a more current population forecast was a necessary first step in the BLI process. Based on how State law has evolved, staff feels constrained to follow the prescribed methodology.

Councilor Hann said he was okay with the data; however, he expressed concern about what it would drive in the future and how adjustments could be made. Mayor Traber said it was important to ensure Council was better informed about the BLI through more frequent, interim reports.

Councilors Hann and Beilstein, respectively, moved and seconded to acknowledge the Buildable Lands Inventory Population Forecast.

The motion passed unanimously.

### F. Schedule a public hearing for 7:30 pm on September 21, 2015 to consider an appeal of a Historic Resources Commission decision regarding the Berman Rental – Basement Addition

Mayor Traber noted the appeal had been withdrawn, so scheduling the public hearing was no longer necessary.

## VIII. UNFINISHED BUSINESS

### A. Interim Parking Development Agreement – Valley Football Center

Councilors York and Hann, respectively, moved and seconded to approve Oregon State University's parking plan for the Valley Football Center expansion conditioned on Oregon State University entering a Development Assurance Agreement acceptable to the City Manager and City Attorney.

The motion passed unanimously.

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

### A. Human Services Committee – August 18, 2015

#### 1. Corrections to HSC minutes, if any

Councilor Glassmire referred to lines 10 and 11 on page 119 of the electronic meeting packet. The sentence, "UWBLC staff found the request to accomplish in an efficient manner" was missing the word *difficult*. It should read "UWBLC staff found the request **difficult** to accomplish in an efficient manner."

The item was for information only.

#### 2. United Way Social Service Allocations Annual Report

Councilor Glassmire said the Report was reviewed by United Way's Community Impact Committee.

Councilors Glassmire and Beilstein, respectively, moved and seconded to accept the United Way Social Service Allocations Annual Report.

The motion passed unanimously.

#### 3. Community Relations Advisory Group Update

Jonathan Stoll, OSU's Director of Corvallis Community Outreach, provided an update to the Committee. He explained the process to introduce new students to the community, including having a booth at Fall Festival.

The item was for information only.

### B. Urban Services Committee – August 18, 2015

#### 1. Corrections to USC minutes, if any

There were no corrections to the minutes

The item was for information only.

2. Downtown Advisory Board Annual Report

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

The motion passed unanimously.

3. Historic Resources Commission Annual Report

Councilors York and Hirsch, respectively, moved and seconded to accept the Historic Resources Commission Annual Report.

The motion passed unanimously.

4. Planning Commission Annual Report

Councilors York and Hirsch, respectively, moved and seconded to accept the Planning Commission Annual Report.

The motion passed unanimously.

5. Council Policy Review and Recommendation: 7.14, "Prepayment for Public Street Improvements"

Councilors York and Hogg, respectively, moved and seconded to amend the Policy as recommended by staff.

The motion passed unanimously.

6. Total Maximum Daily Load Update

Councilor York said Corvallis was in compliance with the Department of Environmental Quality's wastewater discharge permit requirements and the City was awaiting the outcome of lawsuits that had been filed by other organizations. She noted the City was not a party to those lawsuits.

The item was for information only.

7. Transportation System Plan Update Process

The item was for information only.

8. Other

Councilor York said Committee members discussed USC's pending issues, as well as information for the Intergovernmental Agreement with Corvallis School District 509J regarding Corvallis Community Access Television and Residential Parking Permit Districts.

C. Administrative Services Committee (ASC) – August 19, 2015

1. Corrections to ASC minutes, if any

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

2. Downtown Corvallis Association Economic Improvement District Fourth Quarter Report

Councilors Hirsch and Bull, respectively, moved and seconded to accept the Downtown Corvallis Association Economic Improvement District Fourth Quarter Report.

The motion passed unanimously.

X. MAYOR, COUNCIL, AND STAFF REPORTS

A. Mayor's Reports

1. Jail Bond Measure

Councilors Hirsch and Hogg, respectively, moved and seconded to support Council endorsing the Benton County jail bond measure.

Councilor Bull expressed a desire to abstain from voting. Mr. Brewer said Sturgis' Rules of Order strongly discourages abstention based on the premise that people are elected to vote, except in cases that involve a conflict of interest. Mayor Traber noted the matter did not have to be decided tonight.

Councilor Beilstein, Council liaison to the Willamette Criminal Justice Council, supported the endorsement so the quality of services to those who are incarcerated could be improved.

Councilor Baker preferred to delay a decision until the next Council meeting so he could gather additional information; Councilor Hann agreed.

Councilor York agreed with Councilor Beilstein and she favored delaying the decision for Councilors who needed more information.

Councilor Hogg encouraged Councilors to tour the Benton County Jail.

Councilors agreed to revisit the issue at the September 21 Council meeting.

2. Homeless Shelter update

Mayor Traber distributed information about the proposed homeless shelter (Attachment L) and noted he was working with Benton County Commissioner Schuster to mediate the matter. He encouraged the Council to become more involved in the subject and suggested adding the topic to a future Human Services Committee agenda. Councilor Hann said it was a good idea; however, he cautioned adding more to an already large workload.

Councilor Bull requested more information about the City's regulatory role to date and the role of United Way. She also suggested a staff person be included in the mediation. Mr. Weiss said the City issued a temporary use permit for the temporary homeless shelter and estimated in Fiscal Year 2015-16, the City allocated \$10,000 in Community Development Block Grant funds for operation of the temporary homeless shelter. The money was being used to pay for staff to monitor the shelter overnight.

Councilor Beilstein said restroom access in the Downtown area was anticipated for discussion at the October 6 Human Services Committee meeting.

Councilor Hogg observed that public testimony at tonight's meeting related to the proposed location of the permanent homeless shelter. Mayor Traber said he would discuss with Council Leadership Ms. Mater's suggestion to review City properties that might be suitable for a homeless shelter, such as the Flomatcher and Airport Industrial Park properties. Mr. Shepard encouraged consideration of both public and private property, and noted the issue and its solution involved Benton County and the community, as well as the City.

The item was for information only.

#### B. Council Reports

##### 1. Climate Action Task Force (CATF)

Councilor Baker said the City was making progress toward hiring a project manager to assist with the Climate Action Goal. CATF meeting dates were set through the end of the calendar year. The item was for information only.

##### 2. Housing Development Task Force (HDTF)

Nothing new was reported. The item was for information only.

##### 3. Sustainable Budget Task Force (SBTF)

Nothing new was reported. The item was for information only.

##### 4. Vision and Action Plan Task Force (VAPTF)

Councilor York said the request for proposals to select a Vision and Action Plan consultant would close at the end of September. The item was for information only.

##### 5. OSU-Related Plan Review Task Force

Nothing new was reported. The item was for information only.

##### 6. Other Council Reports

Councilor Hann, Council liaison to the Economic Development Advisory Board (EDAB) and the Corvallis Chamber of Commerce, noted the City received a \$2 million dollar award from the State's Regional Accelerator and Innovation

Network. He said the award was significant because it was the only project that was funded quickly without a capital improvement provision; it was strictly for services and businesses. He reported the Chamber of Commerce was discussing *Welcome to Corvallis* signs for major entrances to the City. He supported an earlier suggestion from Councilor York to have someone from EDAB provide periodic updates to the Council about their work. Councilor York noted through its Council Goals Task Forces, Council had structured updates about progress toward meeting Council Goals; however, the Council Goal related to Economic Vitality had not received as much attention. Councilor Hann suggested a member of EDAB and someone from staff provide an update to Council so Council could help them understand what it would like EDAB to accomplish. Mayor Traber asked Councilor Hann and staff to raise the issue at the next EDAB meeting so members could discuss how they wished to provide information about the economic vitality goal to a future Council meeting.

Councilor Hogg said, as Council liaison, he attended his first meeting with the Associated Students of Oregon State University and would do so monthly. At his first meeting, he shared information about City government structure and how to participate in City meetings.

Councilor Glassmire noted his Ward 7 meeting would be held on September 15 and he planned to stop by the Daytime Drop-In Center to learn more about its clients' perception about the proposed permanent homeless shelter. He noted the upcoming Pedalpalooza event at Riverfront Commemorative Park.

Councilor Beilstein said World Car Free Day was September 22.

Councilor Hann said minutes from the Bicycle and Pedestrian Advisory Board meeting explained that a bicycle lane at the north end of NW 29th Street would be temporarily removed to allow for parking at the nearby natural area. He said parking would need to be addressed as part of any future housing developments in the area. He noted discussion in the Parks, Natural Areas, and Recreation Board minutes regarding input on the Capital Improvement Program (CIP). The discussion referenced the need to address deteriorating public features. He noted the CIP was not for infrastructure maintenance; rather, it was to address structures that had reached the end of their functional life. He stressed the importance of providing training for new board and commission members to ensure they understand the CIP and other aspects of City government, especially since they are charged with providing advice to Council. He said providing ongoing maintenance and repairs was preferable to waiting for something to fall apart and then addressing it through the CIP.

#### C. Staff Reports

##### 1. Council Policy 2.10, "Use of Electronic Mail by Mayor and City Council"

Councilors Glassmire and Bull, respectively, moved and seconded to amend Council Policy 2.10, "Use of Electronic Mail by Mayor and City Council" as recommended by staff and Councilor Glassmire.

Councilor Glassmire reviewed his suggested edits to the draft policy (Attachment B).

The motion passed unanimously.

XI. NEW BUSINESS

A. League of Oregon Cities Voting Delegation

Councilor Hirsch was selected as Corvallis' voting delegate and Councilor Brauner was chosen as the alternative voting delegate.

XIII. ADJOURNMENT

The meeting adjourned at 10:55 pm.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY RECORDER

**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.

ATTACHMENT A

Page 355-a

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 Evers, President  
LUV of Covallis

	<p><b>City of Corvallis</b></p> <p>City Council Procedures</p> <p>Policy # 2.10</p> <p><b>Use of Electronic Mail by Mayor and City Council</b></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."

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**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](mailto:WardX@council.corvallisoregon.gov) or [mayor@council.corvallisoregon.gov](mailto: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.
-

**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.

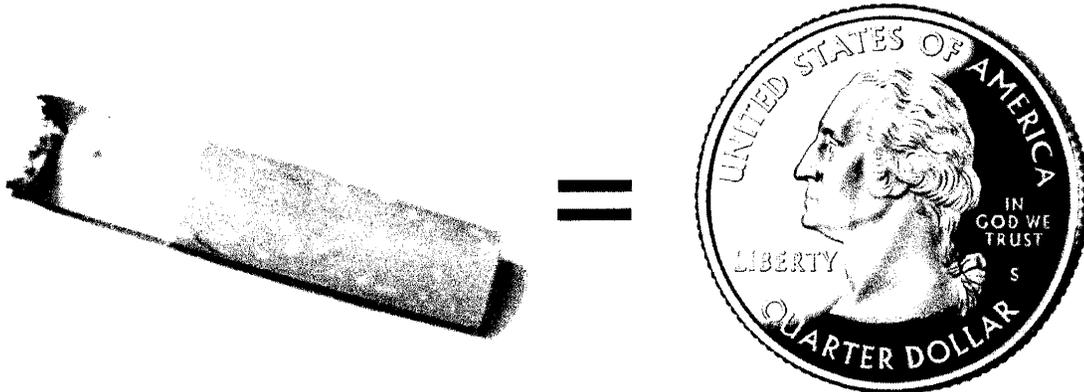
The City's MIS Manager is responsible for technical support of the City-owned Mayor and City Council EDs, and for providing advice and information to the Mayor and City Councilors on the use of personal EDs.

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			

# 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

ATTACHMENT E  
Page 355-j

-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

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]

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

**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](mailto: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](mailto: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.

- 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](mailto:Jeffrey.Prechel@ci.corvallis.or.us)



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

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

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## Requirements for new Beit Am building

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**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

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.”



**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>	L44833	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 # 171233  
License type and number

7-31-16  
Exp. date

Company Name: Dons Pump Service LLC Company Phone Number: 541-740-5387

\* The well must be registered with Oregon Water Resources. Go to [www.wrd.state.or.us](http://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	360.208.4145	360.208.4149
Bellingham, WA	Microbiology (1)	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 new reporting rules, parameters that are not ORELAP approved but that are regulated through WRDGH or USEPA Rankin 10.

These test results meet all the requirements of NELAC, 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

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

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Page 355-x

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



**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*

9/2/15

## **Skyline West Road Committee presentation to City Council**

We are speaking as members of the Skyline West Neighborhood Association Road Committee.

Our objective is to draw the Council's attention to issues associated with roads in our neighborhood—issues shared by a number of other neighborhoods in the City.

We are asking the Council to develop a more thoughtful, cost-effective and equitable approach to short-term and long-term maintenance of the City's so-called "unimproved" roads.

By way of background: Skyline West is a neighborhood on the northwest edge of Corvallis that was developed in the 1970s outside City boundaries and annexed in 1989. At the time of annexation, the City stated "the City accepts maintenance responsibility for streets, storm drains and other public facilities only after they have been improved to City standards."

At the time of annexation, residents of Skyline West didn't challenge this position, but also were unwilling to rebuild roads that were built to county standards—adding sidewalks, streetlights, etc.—in order to conform to City standards for residential streets. Assessments and fees at time of annexation included the cost of connecting to the City sewer system, as well as System Development Charges. In the 1990s, residents of the neighborhood invested, on a voluntary basis, roughly \$100K for road repair and maintenance.

Since the mid-1990s the City has done occasional road repair, but the approach has been consistent with City policy toward unimproved paved residential roads such as ours: do no more than repair localized failures. The City does not do routine maintenance of our roads, or the roadsides and drainage system in the City-owned right-of-way; and the City does not include these roads in long-term plans for maintaining the City's transportation infrastructure. As you might expect, we wonder what service we get for our property and gas taxes and the regularly assessed street and sidewalk maintenance fees.

But we are not here to complain about taxes and fees. We are here to say that the City's policy is short-sighted, inappropriate and unsustainable.

A more thoughtful policy toward unimproved roads would begin by recognizing that these are City streets and should be maintained as such. A better policy would also recognize that standards for newly built residential roads are unlikely to be appropriate for roads in well-established neighborhoods that are annexed into city boundaries. There is considerable diversity within the category "paved residential streets (not to standards)," and in some cases—such as roads in our neighborhood—features of the unimproved roads contribute to the character and

9/2/15

attractiveness of the neighborhood. There are other benefits as well, but this is not the place to get into details.

Rather than designating and treating these “legacy” roads as second class the City should actively maintain and manage them as part of the diversity of the City’s neighborhoods. The first step in that process would be to undertake a detailed survey of these roads to assess their condition and maintenance/repair needs going forward.

We do not assert that our roads, or other unimproved roads are perfect as they are. Therefore, as a related but separate exercise, we want to work to develop appropriate standards for roads in our neighborhood (and perhaps similar neighborhoods), taking into account unique circumstances and requirements.

With appropriate standards, these roads should be explicitly included in the full scope of routine and long-term maintenance of the City’s road system and investments in infrastructure improvements.

As we said to begin: we are asking the Council to develop and adopt a more thoughtful, cost-effective and equitable policy for the City’s so-called “unimproved” roads. We understand that a review of the City’s street maintenance policy will soon be taken up by the Urban Services Committee; we welcome that as an opportunity to lay out the issues in greater detail, and to work with residents of other neighborhoods and the Council to develop a better policy.

Skyline West Neighborhood Association  
<http://www.danhellin.com/skylinewest/index.html>

### **Roads Committee**

David Brooks, Chair  
John Hansen  
Bob Spinney  
Carol Spinney  
Duane Sorenson

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.

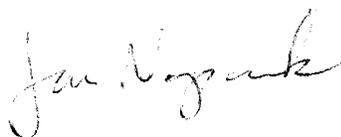
The depth and breadth of the data sets I analyzed are extraordinary and should be fully utilized to help in developing strategies for specific objectives. For example, if we wish to alleviate chronic homelessness we will certainly need more transitional housing, not emergency shelters.

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 <sup>a</sup>	All Sheltered			Emergency		Transitional		Chronically Homeless Subpopulations				Other Information		
	sheltered total (T) <sup>b</sup>	HH individuals (A, AC) <sup>c</sup>	single adults (S) <sup>d</sup>	(A, AC) / ES <sup>e</sup>	(S) / ES	(A, AC) / TH <sup>f</sup>	(S) / TH	(T) / CH <sup>g</sup>	(A, AC) / CH	(S) / CH <sup>m</sup>	% (S) CH ES <sup>n</sup>	Comment	UN <sup>h</sup>	Oregon <sup>i</sup>
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 <sup>i</sup>	16	29,083
2010	131	63	68	19	36	44	32	28	1	27	75%	note <sup>i</sup>	24	32,447
2011	107	30	77	7	48	23	29	29	4	25	52%	note <sup>i</sup>	n/c	28,675
2012	111	27	84	13	60	14	24	25	2	23	38%	note <sup>j</sup>	n/c	27,221
2013	137	51	86	6	43	45	43	26	1	25	58%	note <sup>j</sup>	8	13,822
2014	138	52	86	8	50	44	37	56	5	25	50%	note <sup>j</sup>	n/c	12,164
2015	74	9	65	5	40	4	26	40	1	26	65%	note <sup>i, k</sup>	53	N/A

<sup>a</sup> Year of point-in-time (PIT) count, last Wednesday in January; small number of miscellaneous dates included in tally

<sup>b</sup> T=total count of all individuals, including children, in all categories sheltered in emergency, transitional or safe-haven; does not include unsheltered

<sup>c</sup> HH (A, AC) = household identified individuals of adult couples and adults with or without children, and children alone

<sup>d</sup> (S) Adults 18 years of age or older

<sup>e</sup> ES = Emergency Shelters (e.g. CSC-CARDV)

<sup>f</sup> TH = Transitional Housing (e.g. Partner's Place)

<sup>g</sup> CH = chronically homeless

<sup>h</sup> UN = unsheltered; not included in tallies; no counts (n/c) for 2011, 2012, 2014

<sup>i</sup> <http://www.oregon.gov/ohcs/Pages/research-point-in-time-homeless-count-in-oregon.aspx>; retrieved 9/8/2015

<sup>j</sup> Data files obtained from CSC Services, D. Eldridge, 8/21/2015; Oregon Housing and Community Services One Night Homeless Count Benton County Reports

<sup>k</sup> HUD Reportable' methodology changed for 2015

<sup>l</sup> 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

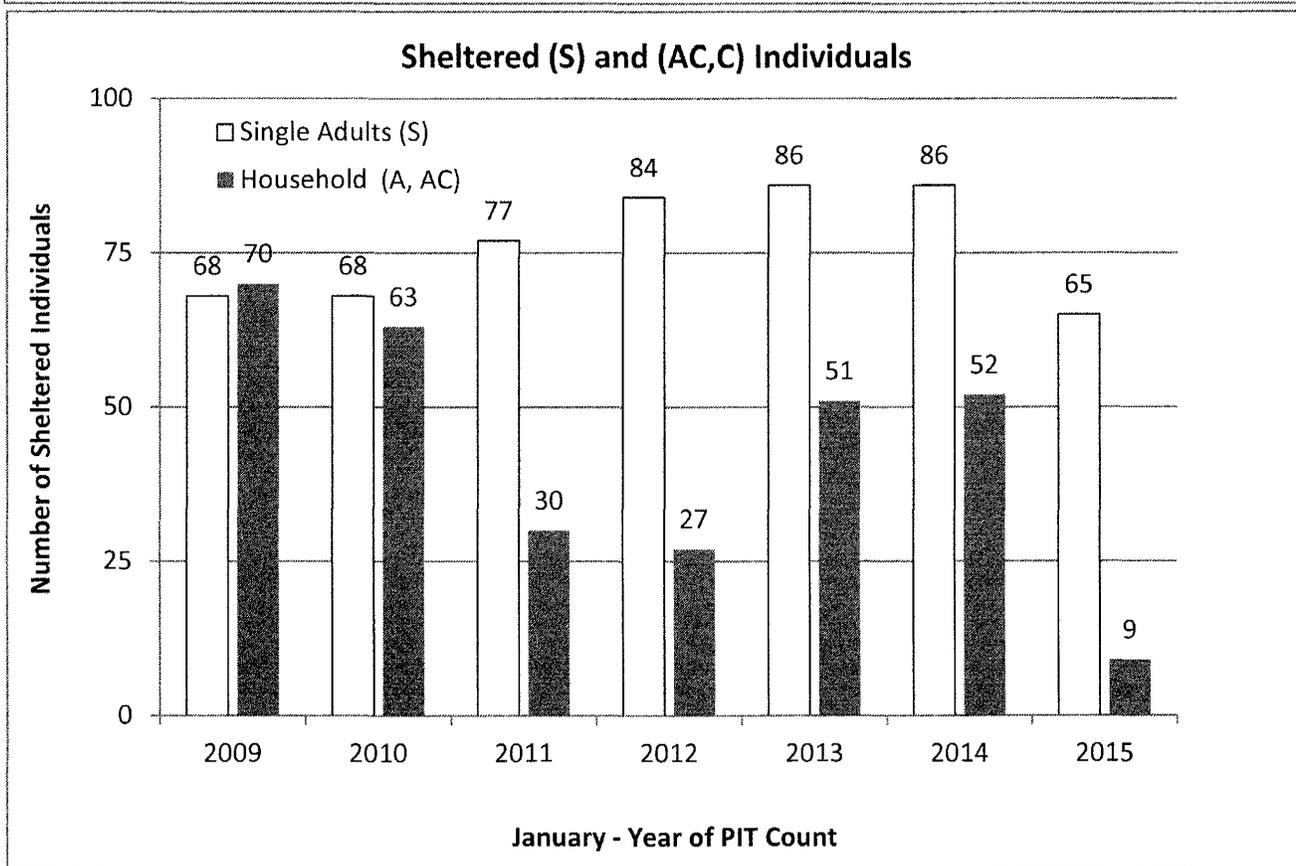
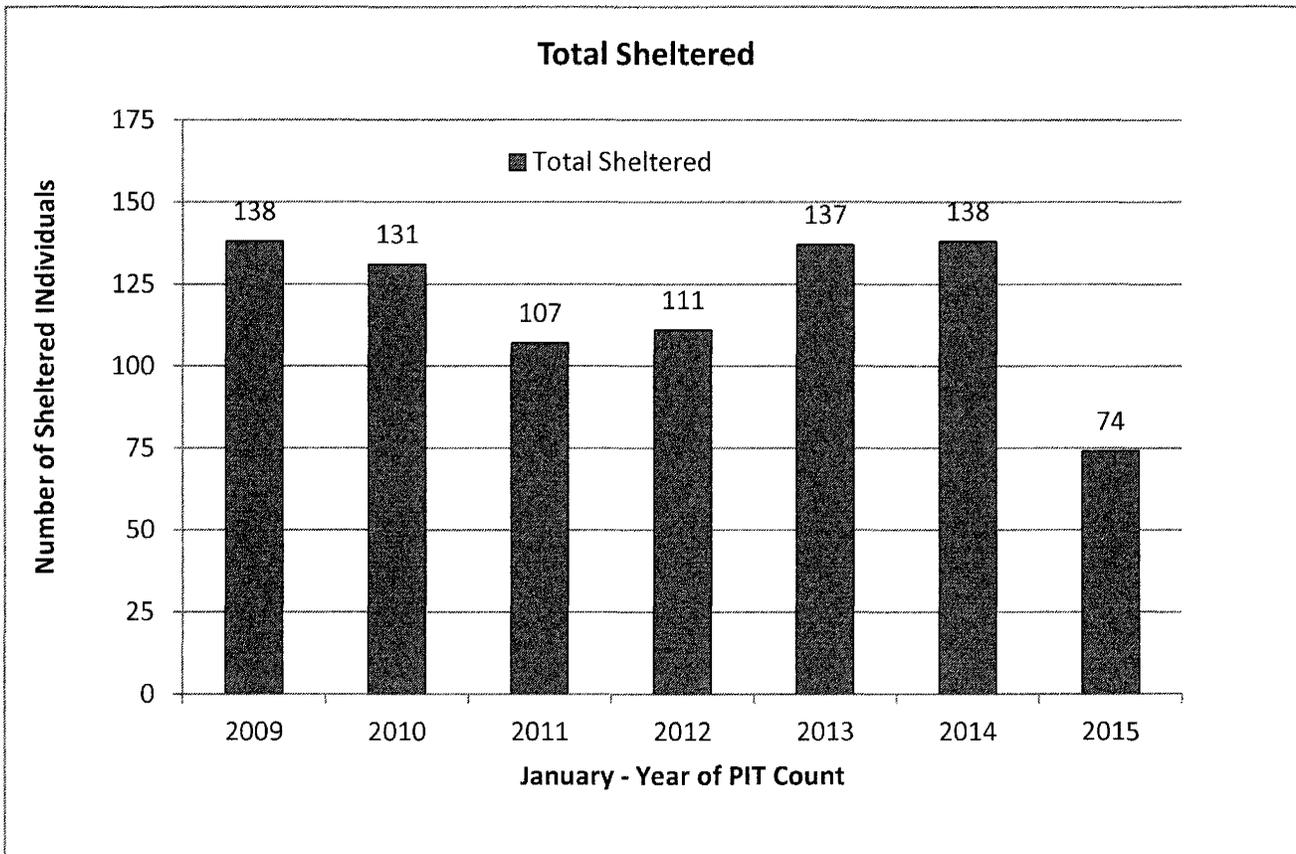
<sup>m</sup> Chronically Homeless subpopulation of single adults (S)

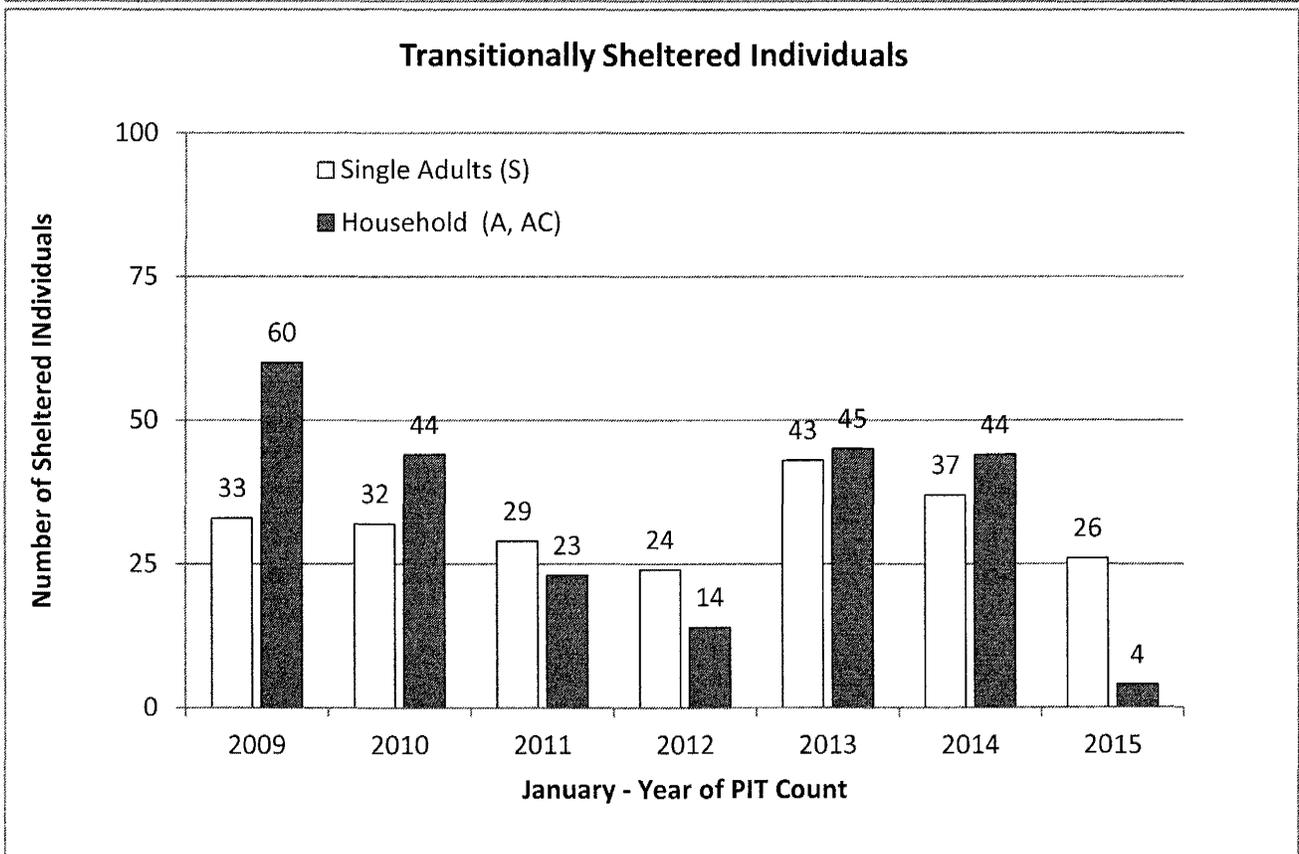
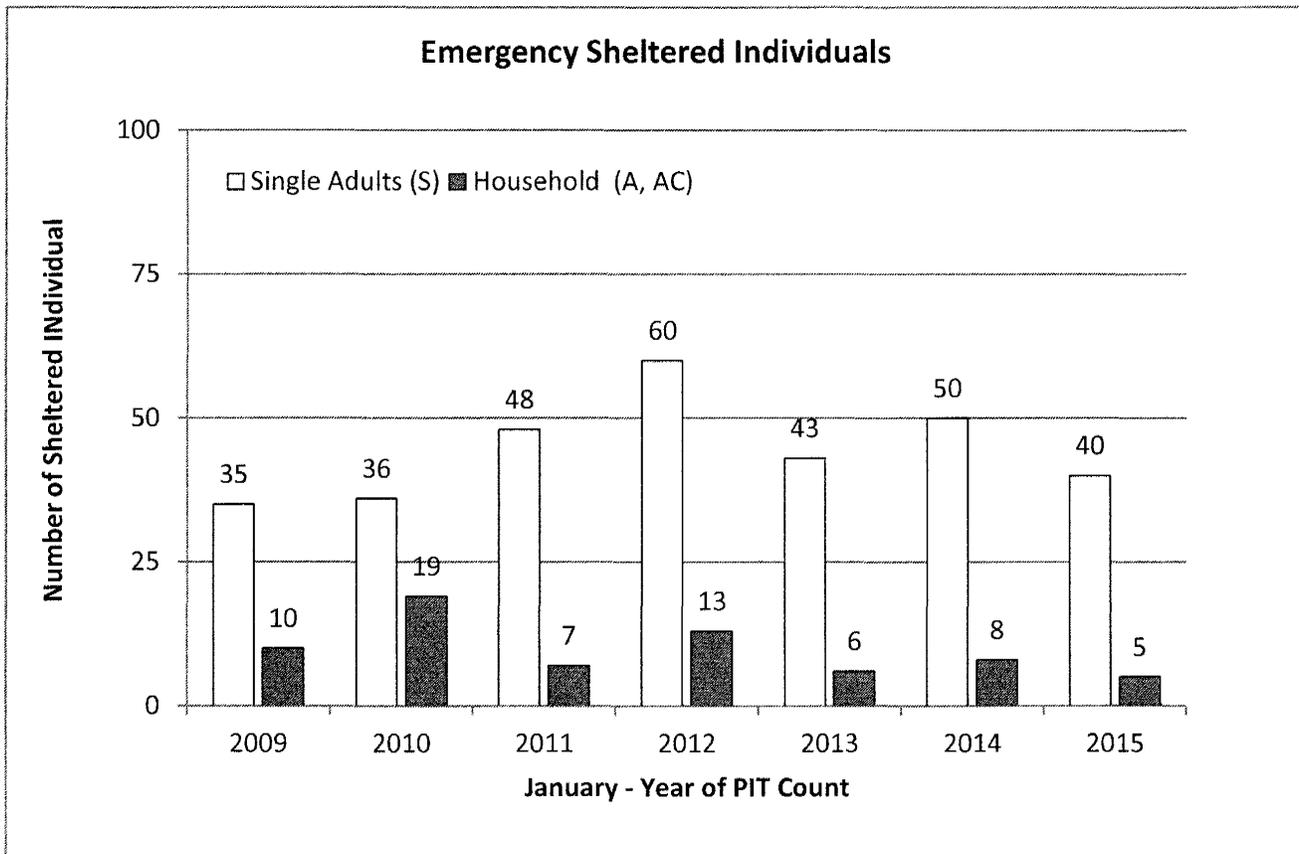
<sup>n</sup> Percentage of Chronically Homeless single adults in emergency shelters

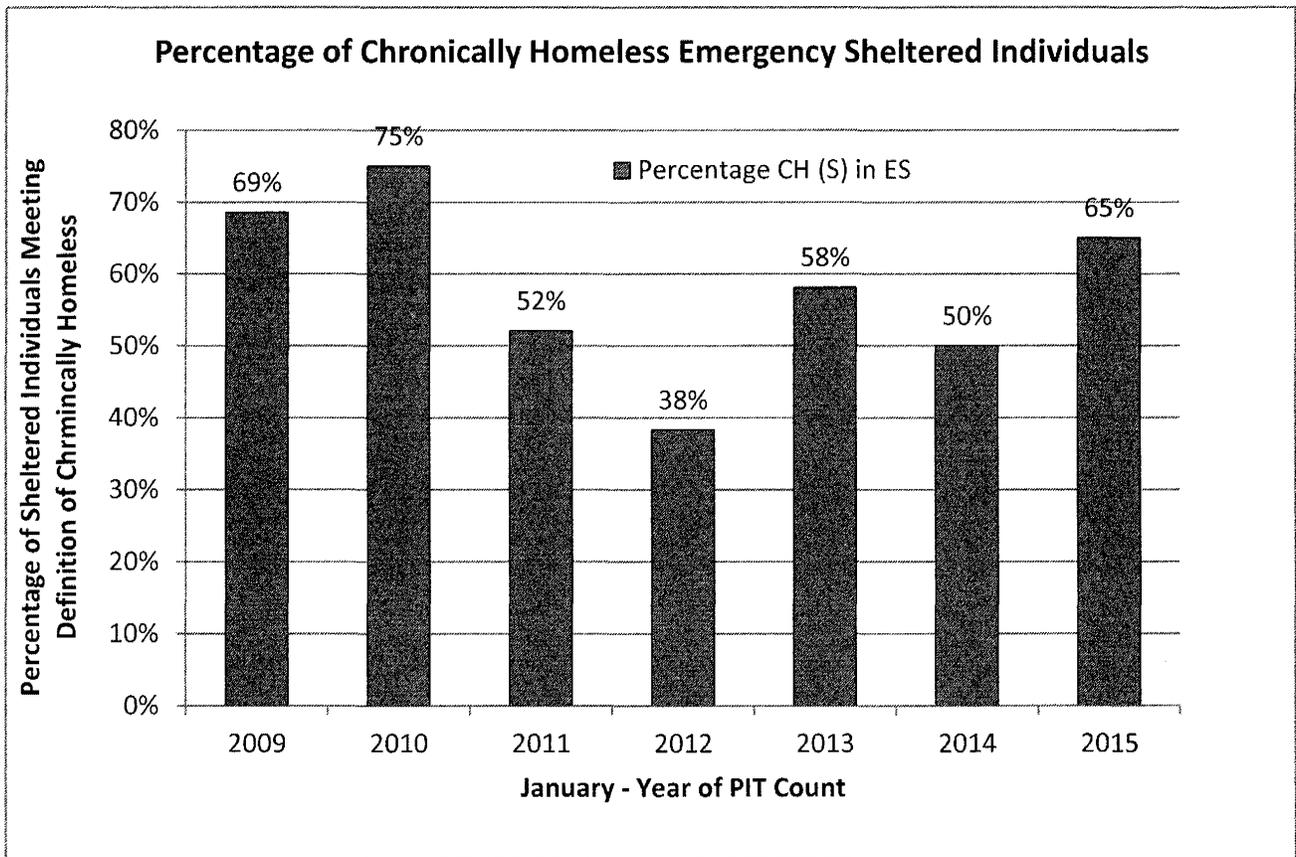
Compiled 9/8/2015 J. Napack

Contact info: [jan.napack@gmail.com](mailto: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.







## Presentation to City Council

September 8, 2015

I'm Mike Blair and live in the Avery-Helm Historic District a half block from the Mens' cold weather Shelter and the Proposed Permanent Shelter. We love living in our neighborhood, close to our vibrant downtown. The vibrancy of the downtown didn't happen randomly. It took careful planning and marketing. And it took a lot of input from the Community of Corvallis.

Over the past three years things have changed dramatically since the temporary shelter opened. Their "Damp" program allows and facilitates alcoholics and drug users to stay, they just can't "load-up" inside the facility. Where do you think they "load-up"? In our neighborhoods and the downtown. Corvallis Housing First, or CHF also accepts registered sex offenders and people with criminal records. Their current location is centered within a perfect trifecta for obtaining alcohol. It is a half block from the Safeway, Dari Mart, and the liquor store.

During the past several years the neighborhood and the downtown have experienced a major influx of negative impacts. The impacts have been many on our property including fighting, panhandling, drinking, sleeping, stealing our personal property, urinating, defecating, and littering. Before we leave our house, we look up and down the sidewalk to ensure it is safe. Frequently we go back inside to wait. The temporary shelter has had 40 beds. The 90 bed Permanent Shelter will place women, families, and children in the same environment as the chronic homeless with drug/alcohol addictions and sex offenders, as well as 180 meals- 3 times a day. This is a recipe for disaster!

In spite of the G-T's dismal coverage, the Public Meeting that was held on August 20<sup>th</sup> unveiled a multitude of businesses and residents expressing the negative impacts because of the temporary shelter. Many of the testimonials included their plans to relocate if the proposed shelter is constructed. If CHF moves forward with their plans, it will create a blight on the surrounding businesses and neighborhoods, devastating property values and tax revenues. Is that what the Mayor and Council prescribe?

CHF has proven to be very bad neighbors. They have never reached out to their neighbors to correct the problems. Instead of helping the chronic homeless, they are enabling them. Since the Public Meeting, they are now trying to present that they are reaching out for input from the community, and that they are postponing construction. After all this are we to believe they are suddenly transparent? I suggest they do not have the funding, otherwise they would be moving forward as previously planned with no input.

Last Wednesday Mayor Traber met with Tom Sherry, a Board member of CHF at the New Morning Bakery. The Mayor was overheard providing advice and strategies on public relations. This secretive process is its own can-of-worms.

Mr. Sherry in an email correspondence with the Mayor and another Corvallis Citizen suggested placing Port-A-Potties in neighborhoods and Downtown at strategic locations for the homeless. Any business owner or homeowner volunteer to have a Port-A-Potty placed on their property?

In the past several days, Gregg Olsen, the executive director of CHF suggested to one historical neighbor to start “playing exterior music (especially opera) because it drives the homeless crazy”. He asked this person to spread the idea to all his neighbors. Is this the new strategy to win over the neighbors? Seems like grasping at straws to me.

This group has a flawed plan and a flawed location. Why allow CHF, who have been secretive and bad neighbors to build a mega shelter in **Corvallis’ Front Yard**, in the vibrant downtown and next to a charming historical district?

**This is the Wrong Group and the Wrong Location.**



## 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

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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.

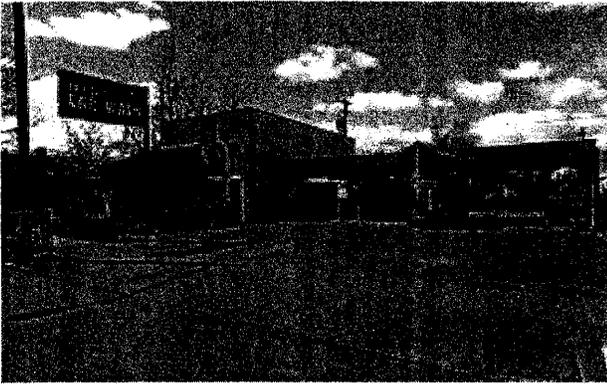
Finally, and most important, the participants need to remember that they're focused on just one portion of the homelessness issue facing Corvallis — and, in some ways, the most difficult portion. Those homeless people who frequent the downtown shelter often are in the grips of addiction and mental-health 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."

**DRAFT**  
**CITY OF CORVALLIS**  
**MINUTES OF THE CORVALLIS ARTS AND CULTURE ADVISORY BOARD**  
**AUGUST 19, 2015**

Attendance

Deborah Correa  
 Lee Ann Garrison  
 Cynthia Spencer  
 Wayne Wiegand  
 Frank Hann, City Council Liaison

Staff

Karen Emery, Parks and Recreation Director

Guests

None

Absent/Excused

Karyle Butcher  
 Joey Gomez  
 Charles Robinson

**I. CALL TO ORDER.** Cynthia Spencer called the meeting to order at 5:34 p.m.

**II. REVIEW OF JUNE 17, 2015 MINUTES.** The minutes from June 17, 2015 require changes to Sections IV and VII. Section IV should have text changed to “paid by Oregon Arts Commission,” and Section VII should have text changed to “seconded by Wiegand, and Spencer was voted...” With these changes, the amended minutes were approved by unanimous vote following motion proposed by Correa and seconded by Wiegand.

**III. VISITOR PROPOSITIONS.** None.

**IV. ELECTIONS.** Correa moved to nominate Spencer as Chair; this was seconded by Wiegand, and received a unanimous vote. Garrison moved to nominate Correa as Vice Chair; this was seconded by Wiegand, and received a unanimous vote.

**V. OUTREACH.** Spencer discussed recent statements regarding the need for more outreach to be done involving underrepresented communities, and needs to be done by more of ACAB's membership. Many opportunities for such exist, including attending more local arts events. A list is on the shared drive, pertaining to applicable organizations and venues.

**VI. ARTS AND ECONOMIC PROSPERITY STUDY.** Sally Duncan at OPAL should be contacted for possible assistance. Many from the Connect Event's list will be contacted. Spencer will call Albany and Linn-Benton. Emery will email Ed Hodney, Albany Parks and Recreation Director. Wiegand mentioned a related recent broadcast on OPB radio.

**VII. CULTURE ARTS CORRIDOR UPDATE.** Garrison discussed the Culture Arts Corridor, which she has begun discussing with Erin Sneller from OSU, Mary Pat Parker from Visit Corvallis, and Julie Manning, former Mayor. Garrison noted that there is now a logo and a general website. More information will be available at ACAB's next meeting, and Garrison will circulate the website address to ACAB members in the interim.

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**VIII. OREGON ARTS SUMMIT.** Spencer stated she has been discussing with Michael Dalton and his group the possibility of the Oregon Arts Summit being held in Corvallis for 2016. 2015's Summit will be held in Ashland. ACAB discussed sending a member to Ashland for the 2015 Summit to serve as a representative, and Emery stated that the registration fee for such could be paid. If 2016's full Summit is not held in Corvallis, holding a Regional Summit may be an option as well.

**IX. PUBLIC ART SELECTION BROCHURE FINAL REVIEW.** Spencer provided a brief history of the brochure and its goals. Spencer called for a motion to approve the brochure for printing copies and posting to the website. Wiegand proposed and Garrison seconded. ACAB then voted unanimously to approve the brochure, noting that the Advisory Board is open to suggestions for necessary changes. In relation to this topic, Emery noted that there are interested parties who would like a sculpture in Kermit Roth Park and will be in touch with ACAB and the Public Art Selection subcommittee regarding such.

**X. LAND DEVELOPMENT CODE FOR COMMERCIAL DEVELOPMENT.** Emery stated that the City's Land Development Code includes art as an option for fulfillment of the requirement for pedestrian amenities. ACAB would like for businesses and developers to be aware of this option.

**XI. CITY COUNCIL LIAISON UPDATES.** Hann discussed Task Forces moving forward, and that the City is looking for a new Public Information Officer.

Additional notes pertain primarily to ACAB's subcommittees, and to ACAB's future goals.

The CAFA program, under Marketing and Outreach, needs stewardship. Economic Impact has been focused primarily on the Study. Correa queried as to whether the Study had been posted yet online. Emery stated that it should now be online, and she will look into this to verify. Spencer stated links should be sent to Connect Event attendees. Garrison volunteered to serve on Economic Impact. Spencer will reach out to Gomez for interest. Spencer stated Chi Meredith, Josh Hackenbruck, and Hester Coucke is interested in Public Art Selection. Wiegand broached the possibility of a phone app for Art. Garrison stated the Idea Lab might be able to help with such. The Corvallis Art Walk has an app in place as well. Planning for the next Connect Event will be on ACAB's September agenda.

**XII. ADJOURNMENT:** The meeting was adjourned at 6:50 p.m.



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

*DRAFT*  
**CITY OF CORVALLIS**  
**DOWNTOWN ADVISORY BOARD**  
**Madison Avenue Meeting Room**  
**August 12, 2015**

Attendance

Liz White, Chair  
 Shelly Signs, Vice Chair  
 Elizabeth Foster  
 Joe Elwood  
 John Morris  
 Nancy Whitcombe  
 Mary Gallagher  
 Ken Pastega

Staff

Sarah Johnson, Senior Planner  
 Terry Nix, Recorder

Excused

Brigetta Olson  
 Roen Hogg, Council Liaison

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of May 13, 2015, and June 10, 2015, Meeting Minutes	Approved as presented.
III.	Public Comment	None.
IV.	Review and Discussion: Downtown Advisory Board Annual Report	Information only.
V.	Staff Updates	Information only.
VI.	Other Business	Information only.
VII.	Adjournment – 6:30 p.m.	The next regular meeting will be held on September 9, 2015, at 5:30 p.m., at Madison Avenue Meeting Room

## **CONTENT OF DISCUSSION**

### **I. CALL TO ORDER**

Chair Liz White called the regular meeting of the Corvallis Downtown Advisory Board to order at 5:35 p.m. Introductions followed.

### **II. APPROVAL OF MEETING MINUTES**

May 13, 2015

Motion: Ms. Signs moved to approve the minutes as presented. Mr. Elwood seconded the motion and it passed unanimously.

June 10, 2015

Motion: Ms. Whitcombe moved to approve the minutes as presented. Ms. Gallagher seconded the motion and it passed unanimously.

### **III. PUBLIC COMMENT – None.**

### **IV. REVIEW AND DISCUSSION: DOWNTOWN ADVISORY BOARD ANNUAL REPORT**

Senior Planner Johnson said one of the recommendations from the Public Participation Task Force was that each Advisory Board Chair would use a provided template to submit an annual report to the City Council. Chair White was diligent in looking back through agendas and meeting minutes, taking stock of what has been done over the past year, and preparing the Annual Report of the Downtown Advisory Board and Downtown Parking Committee. The report will be presented to the Urban Services Committee (USC) on Tuesday, August 18, 5:00 p.m. Chair White said she would be out of town on that date, and Vice Chair Signs was unsure whether she would be available. Planner Johnson said the Chair could appoint someone else or request that staff present the information.

Planner Johnson said the Annual Report was provided in meeting packets for the purpose of reviewing what was accomplished over the past year with an eye toward the work plan for the coming year.

Chair White asked when the parking utilization study results would be ready for review. Planner Johnson said the contractor conducted a parking utilization study downtown on May 29, May 30, and June 2, based on the identified boundaries from the last study. They added expanded hours to capture Friday night activity, Saturday activity both during and after the Farmer's Market, and extended hours on Tuesday for comparable data. GIS staff is currently converting the raw data into consumable information. Staff will then analyze the information, compare it to the 2012 utilization study results, and provide a report to the Board, which can then determine how to move forward. She noted that the group had previously talked about reviewing the information and making a recommendation back to the USC with an eye toward a future discussion of a potential parking structure downtown. In discussion, it was noted that the Board has talked about initiating a market study, and that a comprehensive parking study and management strategy is a large project which would include a market analysis and turnover analysis.

Chair White invited ideas for other possible work plan items for the upcoming year.

Ms. Foster said Joan Wessell has expressed interest in having the Police Chief give an update to the Downtown Corvallis Association regarding the tactical plan to address issues associated with the transient homeless population downtown. Chair White said it might be good for this group to also receive an update on that program.

Ms. Gallagher said she would like to investigate options for assisting downtown property owners with seismic upgrades. Mr. Morris provided information about an ad hoc group that has been meeting for the last year to discuss seismic issues, and which has discussed a method for reinforcing unreinforced masonry structures such as those in the downtown. The next meeting will be next Wednesday, 5:30 p.m., at Five Start Sports. He will send a link to the Facebook page. In response to a request from the Chair, Mr. Morris said he would arrange for someone from that group to make a presentation to the Advisory Board. It was agreed that staff would look at some preliminary information regarding programs for private property owners to do seismic upgrades downtown.

Ms. Foster said she has been approached by people with interest in fish and streams who are concerned that the increasing camping and defecation downtown is beginning to have an environmental impact, and she has clients who are afraid to have their kids go to the Library or Central Park. She would support action by this Board that would assist law enforcement in their efforts.

Chair White initiated discussion about issues that were noted during the recent walking tour. There was general agreement that it would be helpful to look at all of the regulations - signs, sidewalk cafés, etc. - to see how they are working together. There was general agreement that maintenance of tree wells and other property owner responsibilities could be addressed as part of an educational outreach campaign.

Chair White said the Advisory Board would continue to discuss potential work plan items at the September meeting, and she asked that members be thinking about other issues they might want to tackle in the coming year.

## **V. STAFF UPDATES**

Downtown Development: Planner Johnson said the downtown hotel project was approved by the Planning Commission and permits have been received for the foundation. That project is moving ahead and that is really exciting news. Brief discussion followed.

Planner Johnson reviewed other downtown projects including a tenant infill new restaurant and bar on Second Street; a tenant infill marijuana dispensary on Sixth Street; a tenant improvement project that includes a toddler gym and medical use; and the Paint and Wine Store, another tenant improvement project on Second Street.

## **VI. OTHER BUSINESS – None.**

## **VII. ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.

The next meeting of the Downtown Advisory Board will be held on September 9, 2015, at 5:30 p.m., at the Madison Avenue Meeting Room.

**CITY OF CORVALLIS**  
**ECONOMIC DEVELOPMENT ADVISORY BOARD**  
**Minutes – August 10, 2015**

**Present**

Skip Rung, Chair  
 Pat Lampton  
 Josh Kvidt  
 Ann Buchele  
 Brian Wall  
 Nick Fowler  
 Frank Hann, Council Liaison  
 Jay Dixon, County Liaison

**Absent**

Elizabeth French (excused)  
 Jason Bradford (excused)  
 Tim Weber (excused)

**Staff**

Tom Nelson, Economic Development Manager  
 Amy Jauron, Economic Development Officer  
 Terry Nix, Recorder

**Visitors**

Jim Coonan, RAIN  
 Caroline Cummings, RAIN  
 Jackie Mikalonis, Regional Solutions  
 Sean Stevens, Business Oregon

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of July 21, 2015 Minutes	Approved as revised
III.	Visitor Comments	None
IV.	Strategy/Business Activity Reports	Information
V.	EDAB Annual Report (Final)	Information
VI.	Regional Solutions Update	Information
VII.	RAIN Venture Catalyst	Information
VIII.	Public Communications	Information
IX.	Other Business	None
X.	Future Agenda Items	Information
XI.	Adjournment	Adjourned at 5:00 p.m.
XII.	Next Meeting	September 14, 2015, Madison Avenue Meeting Room

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## **CONTENT OF DISCUSSION**

### **I. CALL TO ORDER**

Chair Rung called the meeting of the Economic Development Advisory Board (EDAB) to order at 3:00 p.m., at the Madison Avenue Meeting Room, 500 SW Madison Avenue.

### **II. APPROVAL OF JULY 21, 2015 MINUTES**

Chair Rung requested a revision: Page 4, item XI, change "ONAMI facility" to "MBI facility."

Motion: Mr. Lampton moved to approve the minutes as revised. Mr. Wall seconded the motion, and it passed unanimously with Mr. Fowler abstaining.

### **III. VISITOR COMMENTS – None.**

### **IV. STRATEGY/BUSINESS ACTIVITY REPORTS**

Economic Development Manager Nelson reviewed the Monthly Business Activity and Metrics report and Monthly EDAB Strategic Plan Update.

Discussion followed regarding start-up requests from cannabis companies, logistical and financing challenges associated with that use, and the potential for growth in the industry as federal regulations change. Economic Development Officer Jauron suggested that EDAB consider inviting Seth Crawford, a sociology professor at OSU and local expert on the marijuana industry, to discuss the related economic issues.

Sean Stevens, Business Oregon, provided additional information about some of the work being done with recruitment clients.

Ms. Jauron reviewed her business visitations for the month. She said the WiN Expo will be held on November 5 at the MBI facility. She said ATS will be closing their doors over the next few months, and discussion followed regarding that physical space, the employees, and the need for electronic technician level skills in startups. Ms. Jauron agreed to try to connect with an HR representative at the company.

### **V. EDAB ANNUAL REPORT (FINAL)**

Mr. Nelson said the EDAB annual report was presented on August 5 to the Administrative Services Committee (ASC), which forwarded it to the City Council with a recommendation for approval. Chair Rung said there were comments at the ASC meeting that Council had requested a report on EDAB activities rather than Economic Development Office (EDO) activities. He suggested that future annual reports could be limited to EDAB activities, and that the Board could provide a review and comments related to EDO activity as an attachment to the report. Commissioner Dixon asked that the report and attachment be provided to the County as well.

### **VI. REGIONAL SOLUTIONS UPDATE**

Jackie Mikalonis, Regional Solutions, gave an update on economic development-related funding approved in the recent legislative session. The request from this region for \$2 million to be reinvested in RAIN was approved. RAIN more than matched the initial investment last biennium and she is sure they will match the current funding. RAIN has helped more than 70 companies; about 40 companies have graduated out of the accelerators; and most of the companies are growing, hiring and attracting investment. RAIN as a tool to support entrepreneurs is working and the legislature seemed supportive.

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Ms. Mikalonis said the legislature has said that investments in noncapital projects are supposed to be one-time investments, therefore, the Regional Solutions Advisory Committee for this region wants to have a policy discussion about how to make successful non-capital economic development projects like RAIN sustainable.

Discussion followed regarding future funding for RAIN. Ms. Mikalonis said the Regional Solutions operating budget is included in the Governor's Office budget and, this year, there was also \$22 million put forward for projects. The state needs to have a policy discussion about how it will move forward on economic development and its projects, including the signature research centers. With RAIN specifically, it may be helpful to list some funding options; however, the Governor's office will need to decide if they want to continue to allocate funds to these projects. The Advisory Committee has stated it would like to have that discussion, and that feedback will be welcome back to the Governor's Office.

#### **VII. RAIN VENTURE CATALYST**

Caroline Cummings, RAIN Venture Catalyst Manager, described her background as a local technology entrepreneur and her work in economic development. Her current role is about supporting entrepreneurs in whatever resources they need, supporting assets for entrepreneurs, recruiting investors and capital, education and communication. She is excited to be in the role and to serve in any way she can.

Discussion followed regarding EDAB's goal related to Series B capital for companies that are well out of the accelerator phase. Ms. Cummings said she wants to work with any traded sector business in our region, including those who are ready to scale and go to another level. She provided her contact information and invited referrals.

The group discussed the need for professional services infrastructure to support start-ups and entrepreneurs.

Jim Coonan, RAIN Executive Director, provided additional information about the seed fund being developed which will help facilitate connections to Series B capital, and about legislative options being considered such as an investor tax credit program. Discussion followed.

Mr. Coonan expressed appreciation to Benton County for helping to support Ms. Cummings position. He said he is excited to have her on board and he thinks she will have a major impact.

#### **VIII. PUBLIC COMMUNICATIONS**

Chair Rung said the Board previously talked about whether the economic development strategy is well understood and supported by the citizens. He said this is a time to brainstorm ideas in terms of communicating the economic development strategy and the work of the Economic Development Office (EDO) to the citizens of Benton County and Corvallis. The following points were made during discussion.

- It would be helpful to identify which metrics are most impactful and then figure out the best mechanisms to share that information.

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- Citizens are probably not thinking in terms of return on investment; they are likely more concerned about quality of life issues. The best way to describe return on investment is to tell stories about the successes.
- The message may need to be customized for different audiences. For example, the City has a low unemployment rate so economic development and jobs may not be the top priority; however, Benton County has a higher unemployment rate so providing jobs is a bigger deal.
- The best way to engage people is to tell stories that relate to their interests and passions. An example would be to tell stories about new innovations that have a positive environmental impact.
- EDO staff has talked about increasing capacity by strengthening communication partnerships with other groups such as RAIN.
- Communications can include PR, which involves pushing a message; however, another approach is to offer education or information on topics people are interested in, but not necessarily with an agenda behind them.
- The risk of not communicating with people is that others will write your story for you.
- It would be helpful to communicate how economic development provides opportunities for young people and families, which in turn generates needed tax dollars.
- The City's visioning process includes economic development, and it is important that this Board be involved in that process.
- It would make sense to build off events that are already occurring by having interaction with people attending events such as the WiN Expo and Hatch events. Staff could do a better job of communicating the EDO's connection to events in order to promote those activities.
- Business activity and how it affects the tax base would have a logical connection with the sustainable budget process.
- Communications are occurring through social media and the website.
- EDO staff will be making presentations at service clubs and civic groups. It might be useful to also make some presentations to high school government or economics classes.

Chair Rung said this was a good starting discussion and he would like to revisit the topic at the October meeting.

**IX. OTHER BUSINESS** – None.

**X. FUTURE AGENDA ITEMS**

The Board agreed that the September agenda would include an update and clarification about wetlands issues and attempts to pre-mitigate certain properties; discussion about the perception that it is difficult to do business in Corvallis; and preparation for a potential discussion with state elected officials at the November meeting.

**XI. ADJOURNMENT**

The meeting was adjourned at 5:00 p.m.

**XII. NEXT MEETING**

The next meeting will be held on September 14, 3:00 p.m., at the Madison Avenue Meeting Room.

**Draft**  
**Subject to review &**  
**HCDAB approval**

**HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD**  
**MINUTES**  
**August 19, 2015**

Present

Kara Brausen  
 Ed Fortmiller  
 Gary Hamilton  
 Dave Henderer  
 Kenny Lowe  
 David McCarthy  
 Roger Lizut, Planning Commission Liaison

Absent

Gerry Perrone  
 Bill Glassmire, City Council Liaison

Staff

Kent Weiss  
 Joe DeMarzo  
 Terri Heine

**SUMMARY OF DISCUSSION**

Agenda Item	Action/Recommendation
I. Election of Chair and Vice Chair	Election
II. Consideration & Approval: HCDAB Draft Minutes of 6/17/15	Approved
III. Status Report: Loan Funds & Recent Rehab Loans	Information Only
IV. HCDAB Annual Report and Work Items	Discussion
V. Other Business: Essential Repair Loan Policy Exception HOME Program Performance Report	Recommendation Information Only

## **CONTENT OF DISCUSSION**

### **I. Election of Chair and Vice Chair**

Housing and Neighborhood Services Division Manager Weiss opened the meeting, noting that the first order of business is to elect a Chair and Vice Chair. Following a brief discussion, Board member Henderer nominated Board member Fortmiller, with Board member Lowe's second, for the Chair position. The nomination passed unanimously.

Board member Henderer then nominated Board member Brausen, with Board member Lowe's second, for the Vice Chair position. The nomination passed unanimously.

### **II. Consideration & Approval: HCDAB Draft Minutes of June 17, 2015**

Vice Chair Brausen asked for consideration of the HCDAB draft minutes of June 17, 2015. The minutes were approved unanimously.

### **III. Status Report: Loan Funds and Recent Rehab Loans**

Housing Program Specialist DeMarzo noted that no new housing rehabilitation loans have closed since the last meeting, adding that several are in the application/review process. Regarding First Time Home Buyer (FTB) loans, DeMarzo noted that two loans have closed since the last meeting, adding that one more is in progress.

### **IV. HCDAB Annual Report and Work Items**

Weiss directed Board members to copies of a memo included in their packet regarding HCDAB's FY 14-15 annual report and FY 15-16 Advisory Board work items. He provided a brief background of how the new requirement for an annual report came to be, noting that during FY 14-15 the City Council formed the Public Participation Task Force (PPTF) to advise them about the City's current board and commission structure, and to offer suggestions about how to better engage the public in the work of the City. One of the outcomes of that process was a reworking of the board and commission structure: many groups that had been "commissions" became "advisory boards" so that there would be a distinction between groups that make quasi-judicial decisions and groups that are advisory to the City Council.

Continuing, Weiss noted that another PPTF suggestion was to have all boards and commissions provide annual reports on their activities to the City Council through one of the three Council Standing Committees. So that the annual reports are reflective of the thoughts of board and commission members, they are to be prepared and presented by the Chair of each group. Weiss noted that because the HCDAB has not had a Chair since Judy Gibson's departure in June, staff are suggesting that the Advisory Board prepare the annual report as a group during today's meeting; newly elected Chair Fortmiller will then present the report to the Human Services Committee on September 8.

Weiss noted that topics to be covered in the HCDAB annual report include:

- A purpose/mission statement (staff will pull this from the Municipal Code)
- Prior year activities and work completed
- Current year proposed work plan
- Resources, such as City resources that the HCDAB uses and what more it could use

Weiss asked the Board members what prior year activities they would like to have highlighted in the annual report. Suggestions included highlighting the Julian Hotel Apartments rehab project, new First Time Homebuyer and rehabilitation loans, the CDBG/HOME funding allocation process and award recommendations for FY 15-16 and the HCDAB's requests for agencies to explore other funding resources to establish independence from CDBG funding, ongoing review and monitoring of agencies awarded funds for capital projects and Human Services Fund activities, holding a public hearing for the FY 13-14 Consolidated Annual Performance Evaluation Report (CAPER), and loan policy reviews for the Essential Repair, Neighborhood Improvement, and First Time Homebuyer loan programs.

Chair Fortmiller arrived. Regarding current year activities to include in the annual report, suggestions included reviewing loan program policies as necessary, participating in the CDBG/HOME funding allocation process and recommending awards for FY 16-17, reviewing and monitoring of current capital project and Human Services Fund activities, visiting CDBG/HOME funded project sites and agency facilities where services are being provided, helping to develop an outreach and education program for the new Livability Code once it is in place, and Board members Lowe and Lizut sharing their work as members of the Housing Development Task Force (HDTF) with the HCDAB who may then offer their support through research and assessment of policy ideas in regard to the development of affordable housing.

Board member Henderer noted that a having a list and description of acronyms used by the City would be a helpful reference when working through reference material. Weiss responded that a glossary with acronyms commonly used in the work of the Housing and Neighborhood Services Division is included in the back of each year's Action Plan, but agreed that having a more handy reference would be helpful and noted that staff will provide a list for the HCDAB in the near future.

#### **V. Other Business: Essential Repair Loan Policy Exception Consideration**

DeMarzo handed out copies of a memo (Attachment A) detailing an Essential Repair (ER) Program loan policy exception for consideration in the event that the construction budget may exceed the \$30,000 threshold. He noted that the one person elderly household is located on NW Linden Avenue and that the scope of work includes roofing, concrete repairs, kitchen appliances, bathroom flooring, bathroom fixtures, new shower and vanity top, garage doors, heat pump water heater, carpet cleaning, and other miscellaneous repairs. The owner has obtained numerous proposals for most of the items listed in the scope of work and has comparison shopped for items such as kitchen appliances; however, some proposals are still pending, including proposals for significant concrete repairs to the garage slab and driveway.

Continuing, DeMarzo noted that the owner anticipates having all proposals within a week or so after today's HCDAB meeting, adding that staff estimates that the final construction budget will be under \$30,000 (excluding contingencies), but cannot rule out the possibility of exceeding this limit. If the final amount should exceed \$30,000, waiting until HCDAB's September meeting to discuss the loan policy exception request is undesirable because the roofing and especially the concrete work are weather dependent. Rather than convening a special HCDAB meeting between the regular August and September meetings, DeMarzo noted that staff is asking HCDAB to consider making a recommendation based upon the information provided today, and a not to exceed loan amount of \$36,000 including construction costs, closing fees, and a contingency fund.

Providing more background on the home, DeMarzo noted that the house is a three bedroom, two bath residence built in 1976, adding that it is in well-maintained condition. The scope of work is primarily to address components at the end of their life cycle, improve the safety of bathroom facilities, improve energy efficiency and utility costs, and to address a substantial failure to the concrete both inside and adjacent to the garage.

Concluding, DeMarzo noted that the applicant income qualifies and meets all other policy criteria for an ER loan, adding that there is sufficient equity to secure the requested loan amount of not to exceed \$36,000.

Vice Chair Brausen moved, with Board member McCarthy's second, that the HCDAB recommend City Manager approval of the request for a loan policy exception for an Essential Repair Program loan for an amount not to exceed \$36,000 for the owner of the home located on NW Linden Avenue. The motion passed unanimously.

### **HOME Program Performance Report as of 06/30/15**

Weiss handed out copies of a HUD-generated HOME Program Performance report as of 06/30/15 (Attachment B). He noted that periodically, HUD does a review and comparison of all of the jurisdictions that participate in its HOME program. Within each state and nationally, HUD ranks the participating jurisdictions (PJs) for performance in the HOME program on several aspects of the program, including those pertaining to program progress such as percentage of funds committed, percentage of funds dispersed, leveraging ratio for rental activities, percentage of completed rental disbursements to all rental commitments, and percentage of completed Community Housing Development Organization (CHDO) disbursements to all CHDO reservations.

Continuing, Weiss noted that the performance report also looks at low-income benefit, including the percentage of 0-50% Area Median Income (AMI) renters to all renters, and percentage of 0-30% AMI renters to all renters. Another area that is tracked is lease-up, which is the percentage of occupied rental units to all completed rental units.

Weiss noted that because the HCDAB is actively involved in the HOME program through its oversight of activities and recommending funding for projects, staff wanted to share the results of the latest performance report. Within the state of Oregon, there are six PJs, and Corvallis has the top performing program. Nationally, Corvallis is ranked from the 62<sup>nd</sup>

percentile in the category of percentage of completed CHDO disbursements to all CHDO reservations, up to the one hundredth percentile in four categories, including lease-up and low-income benefit to 0-50% AMI renters.

Weiss noted that staff is bringing this to HCDAB today as it shows that the Advisory Board has made good choices in the past with funding recommendations, such as evaluating a project's readiness to proceed and what the outcome will be upon project completion. Weiss noted that the HCDAB has also been thoughtful when putting together the City's Consolidated Plan, which includes a statement that "to the extent possible, the funding that is allocated through the City's programs will go to those activities that benefit people with the lowest incomes."

Board member Lizut asked who the other PJs in the state of Oregon are. Weiss noted that the other five PJs are Washington County, Clackamas County, Portland, Salem and Eugene. Board member Lizut and several other Board members expressed their appreciation to staff for a job well done.

There being no further business, the meeting was adjourned at 12:38 p.m.

## ATTACHMENT A

**Housing and Community Development Advisory Board (HCDAB)  
Loan Policy Exception Consideration  
Essential Repair (ER) Program**

August 19, 2015

**Address:** NW Linden Avenue, Corvallis

**Household:** One person elderly household at ~15% (extreme low) of area median income

**Loan Amount:** Not-to-exceed \$36,000 including contingency fund and closing costs  
(±\$30,000 in proposed construction costs)

**Scope of Work:**

- Roofing
- Concrete repairs
- Kitchen appliances
- Bathroom flooring
- Bathroom fixtures
- New shower and vanity top
- Garage doors
- Heat pump water heater
- Carpet cleaning
- Miscellaneous repairs

**Policy Exceptions:**

This loan may not be eligible for approval by the City Manager without HCDAB consideration and recommendation because it may exceed the \$30,000 threshold as per Administrative Policy 94-8.03.051, c, 1. (Note: The \$30,000 maximum does not include title and escrow costs or contingency funds as determined by HNS Division staff.)

**Narrative:**

HNS staff is requesting HCDAB consideration of a policy exception for this loan request in the event that the construction budget may exceed the \$30,000 threshold. The owner has obtained numerous proposals for most of the items listed in the above scope of work and has comparison shopped for items such as kitchen appliances; however, some requests for proposals are still pending, including proposals for significant concrete repairs to the garage slab and driveway. The owner anticipates having all proposals within a week or so after the HCDAB meeting on the 19<sup>th</sup> of August. HNS staff estimates that the final construction budget will be somewhat under \$30,000 (excluding contingencies) but cannot rule out the possibility of it exceeding this limit. If the final amount should exceed the limit, waiting until HCDAB's next meeting on September 16<sup>th</sup> would be undesirable because the roofing and especially the concrete work are weather dependent. Rather than convening a special HCDAB meeting between the August and September meetings, staff is asking HCDAB to consider making a recommendation based upon information provided herein, and a not to exceed loan amount of \$36,000 including construction costs, closing fees, and a contingency fund.

The house is a three bedroom, two bath residence built in 1976. It is in a well maintained condition. The scope of work is primarily to address components at the end of their life cycle, improve the safety of bathroom facilities, improve energy efficiency and utility costs, and to address a substantial failure to the concrete both inside and adjacent to the garage.

The owner is a single person elderly household. The home is owned by a trust with the owner and owner's adult son as trustees. The adult son resides elsewhere, but has provided a letter of support regarding his parent's application for an ER loan.

The applicant income qualifies and meets all other policy criteria for an ER loan. The applicant has taxable income of approximately 15% of the area median income, plus other non-taxable income sufficient to make the applicant financially sustainable as a homeowner. There is sufficient equity, especially considering that the owner has no mortgage or equity loans tied to the house. Please see the attached draft of the applicant's loan analysis. (Note, the attached loan analysis is still in draft form pending updated documentation from the applicant. However, no substantial changes are anticipated by staff.)

**Cost Reasonableness:**

Cost reasonableness is being determined by a competitive proposal process and by comparison shopping.

**Request:**

For the following reasons, HNS Division staff request that HCDAB consider a policy exception for an ER loan not to exceed \$36,000 including construction costs, closing costs and contingency funds:

- HNS staff has determined that the structure meets suitability-for-rehab criteria.
- There is sufficient equity to secure the loan. The debt-to-County's RMV will be approximately 15.8% including the ER loan.
- The City will be in first lien position.
- The applicant has a household income that qualifies as extremely low (~15% of median income) and meets all other program criteria.
- The proposed work will improve the functionality, safety, and energy efficiency of the house.
- FY 15-16 loan funds, adequate to fund at the approximated level, are available.

**HCDAB Comments:**

**HCDAB Recommendation for approval:**

Yes

No

By a vote of: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, HCDAB Chair

City of Corvallis Essential Repair Loan Analysis

Address: NW Linden Avenue Date: 08/19/15

DEBT SERVICE-TO-INCOME	BEFORE LOAN	WITH LOAN
Annual Taxable Income*	\$ 8,366.00	\$ 8,366.00
Monthly Taxable Income*	\$ 697.17	\$ 697.17
Household Size @ Percent of Median Income	1 person elderly household @ 15% AMI * (Extremely Low)	
Monthly Housing Debt (PITI)	\$ 327.42	\$ 327.42
PITI Monthly Debt/Income Ratio	47.0%	47.0%
Total Monthly Debt (Housing + Fixed)	\$ 463.42	\$ 463.42
Total Monthly Debt/Income Ratio	66.5%	66.5%

PROPERTY DEBT-TO-VALUE RATIO	BEFORE LOAN	WITH LOAN
Total Property Debt	\$ 0.00	\$ 36,000.00
County's Real Market Value	\$ 227,250.00	\$ 227,250.00
Debt-to-County's RMV Ratio	0.0%	15.8%
Appraised Property Value	N/A	N/A
Debt/Appraised Value Ratio	N/A	N/A
Mortgage Payment P & I (Monthly)	\$ 0.00	\$ 0.00
Property Insurance (Monthly)	\$ 50.00	\$ 50.00
Property Taxes (Monthly)	\$ 277.42	\$ 277.42

MONTHLY EXPENSES	FIXED (Debt Acct's)	VARIABLE (Living Expenses)
Medical Dental		\$ 40.00
Auto/Transportation		\$ 65.00
Auto Insurance		\$ 40.00
Telephone		\$ 100.00
Education		\$ 0.00
Utilities		\$ 200.00
Daycare		
Food		\$ 250.00
Other (e.g. credit cards, loans)	\$ 136.00	
<b>TOTAL</b>	<b>\$ 136.00</b>	<b>\$ 695.00</b>

Total monthly debt/expense load (property + fixed + variable)	\$ 1,158.42
Total monthly debt/expense-to-income ratio	<b>166.2%</b>

See note about "Sustainability" below\*\*

LOAN AMOUNT	\$ 36,000.00
Interest Rate	0.00%
Term - Months	Deferred
Monthly Payment	N/A

Notes:

\*Other Income: Only a percentage of the applicant's income is taxable. Only taxable income is counted in order to income qualify an applicant. However, total annual projected income (taxable + non-taxable social security benefit) equals \$22,782.

\*\*Sustainability:

Total projected monthly income (taxable + non-taxable) \$ 22,782.00  
 Total monthly debt/expense-to-all income ratio 5%  
 Does applicant meet criteria for a financially sustainable homeowner? Yes

### SNAPSHOT of HOME Program Performance--As of 06/30/15 Local Participating Jurisdictions with Rental Production Activities



Participating Jurisdiction (PJ):  State:   
 PJ's Total HOME Allocation Received:  PJ's Size Grouping\*:  PJ Since (FY):

Category	PJ	State Average	State Rank	Nat'l Average	Nat'l Ranking (Percentile):*	
					Group	C Overall
<b>Program Progress:</b>			PJs in State: <input type="text" value="6"/>			
% of Funds Committed	<input type="text" value="98.71"/> %	<input type="text" value="94.80"/> %	<input type="text" value="1"/>	<input type="text" value="94.83"/> %	<input type="text" value="94"/>	<input type="text" value="94"/>
% of Funds Disbursed	<input type="text" value="96.19"/> %	<input type="text" value="93.17"/> %	<input type="text" value="2"/>	<input type="text" value="91.06"/> %	<input type="text" value="91"/>	<input type="text" value="92"/>
Leveraging Ratio for Rental Activities	<input type="text" value="6.81"/>	<input type="text" value="5.76"/>	<input type="text" value="1"/>	<input type="text" value="5.52"/>	<input type="text" value="100"/>	<input type="text" value="100"/>
% of Completed Rental Disbursements to All Rental Commitments***	<input type="text" value="100.00"/> %	<input type="text" value="99.37"/> %	<input type="text" value="1"/>	<input type="text" value="94.46"/> %	<input type="text" value="100"/>	<input type="text" value="100"/>
% of Completed CHDO Disbursements to All CHDO Reservations***	<input type="text" value="94.49"/> %	<input type="text" value="88.20"/> %	<input type="text" value="2"/>	<input type="text" value="87.01"/> %	<input type="text" value="62"/>	<input type="text" value="65"/>
<b>Low-Income Benefit:</b>						
% of 0-50% AMI Renters to All Renters	<input type="text" value="100.00"/> %	<input type="text" value="87.61"/> %	<input type="text" value="1"/>	<input type="text" value="82.66"/> %	<input type="text" value="100"/>	<input type="text" value="100"/>
% of 0-30% AMI Renters to All Renters***	<input type="text" value="63.16"/> %	<input type="text" value="48.52"/> %	<input type="text" value="1"/>	<input type="text" value="46.74"/> %	<input type="text" value="79"/>	<input type="text" value="82"/>
<b>Lease-Up:</b>						
% of Occupied Rental Units to All Completed Rental Units***	<input type="text" value="100.00"/> %	<input type="text" value="99.96"/> %	<input type="text" value="1"/>	<input type="text" value="97.57"/> %	<input type="text" value="100"/>	<input type="text" value="100"/>
<b>Overall Ranking:</b>			In State: <input type="text" value="1"/> / <input type="text" value="6"/>		Nationally: <input type="text" value="94"/> <input type="text" value="96"/>	
<b>HOME Cost Per Unit and Number of Completed Units:</b>						
Rental Unit	<input type="text" value="\$70,867"/>	<input type="text" value="\$47,741"/>		<input type="text" value="\$32,973"/>	<input type="text" value="57"/> Units	<input type="text" value="60.00"/> %
Homebuyer Unit	<input type="text" value="\$56,300"/>	<input type="text" value="\$16,403"/>		<input type="text" value="\$17,054"/>	<input type="text" value="38"/> Units	<input type="text" value="40.00"/> %
Homeowner-Rehab Unit	<input type="text" value="\$0"/>	<input type="text" value="\$20,712"/>		<input type="text" value="\$21,261"/>	<input type="text" value="0"/> Units	<input type="text" value="0.00"/> %
TBRA Unit	<input type="text" value="\$0"/>	<input type="text" value="\$1,724"/>		<input type="text" value="\$3,429"/>	<input type="text" value="0"/> Units	<input type="text" value="0.00"/> %

\* - A = PJ's Annual Allocation is greater than or equal to \$3.5 million (17 PJs)

B = PJ's Annual Allocation is less than \$3.5 million and greater than or equal to \$1 million (122 PJs)

C = PJ's Annual Allocation is less than \$1 million (438 PJs)

\*\* - E.g., a percentile rank of 70 means that the performance exceeds that of 70% of PJs.

\*\*\*- This category is double-weighted in compiling both the State Overall Ranking and the National Overall Ranking of each PJ.

Source: Data entered by HOME Participating Jurisdictions into HUD's Integrated Disbursement and Information System (IDIS)

### Program and Beneficiary Characteristics for Completed Units

Participating Jurisdiction (PJ):  OR

**Total Development Costs:**  
(average reported cost per unit in HOME-assisted projects)

	Rental	Homebuyer	Homeowner
PJ:	\$182,040	\$118,884	\$0
State:*	\$119,401	\$122,848	\$20,738
National:**	\$120,961	\$84,373	\$25,276

CHDO Operating Expenses: PJ:  %  
(% of allocation) National Avg:  %

R.S. Means Cost Index:

RACE:	Rental	Homebuyer	Homeowner	TBRA	HOUSEHOLD TYPE:	Rental	Homebuyer	Homeowner	TBRA
	%	%	%	%		%	%	%	%
White:	68.4	86.8	0.0	0.0	Single/Non-Elderly:	42.1	31.6	0.0	0.0
Black/African American:	5.3	0.0	0.0	0.0	Elderly:	0.0	0.0	0.0	0.0
Asian:	0.0	0.0	0.0	0.0	Related/Single Parent:	26.3	13.2	0.0	0.0
American Indian/Alaska Native:	1.8	0.0	0.0	0.0	Related/Two Parent:	19.3	31.6	0.0	0.0
Native Hawaiian/Pacific Islander:	1.8	0.0	0.0	0.0	Other:	12.3	23.7	0.0	0.0
American Indian/Alaska Native and White:	0.0	0.0	0.0	0.0					
Asian and White:	0.0	0.0	0.0	0.0					
Black/African American and White:	0.0	0.0	0.0	0.0					
American Indian/Alaska Native and Black:	0.0	0.0	0.0	0.0					
Other Multi Racial:	1.8	0.0	0.0	0.0					
Asian/Pacific Islander:	0.0	0.0	0.0	0.0					
<b>ETHNICITY:</b>									
Hispanic	21.1	13.2	0.0	0.0					
<b>HOUSEHOLD SIZE:</b>					<b>SUPPLEMENTAL RENTAL ASSISTANCE:</b>				
1 Person:	35.1	31.6	0.0	0.0	Section 8:	40.4	0.0 <sup>#</sup>		
2 Persons:	28.1	34.2	0.0	0.0	HOME TBRA:	0.0			
3 Persons:	19.3	13.2	0.0	0.0	Other:	7.0			
4 Persons:	8.8	10.5	0.0	0.0	No Assistance:	52.6			
5 Persons:	3.5	2.6	0.0	0.0					
6 Persons:	1.8	5.3	0.0	0.0					
7 Persons:	3.5	2.6	0.0	0.0					
8 or more Persons:	0.0	0.0	0.0	0.0					
					<b># of Section 504 Compliant Units / Completed Units Since 2001</b>				18

\* The State average includes all local and the State PJs within that state

\*\* The National average includes all local and State PJs, and Insular Areas

# Section 8 vouchers can be used for First-Time Homebuyer Downpayment Assistance.



**HOME PROGRAM**  
**SNAPSHOT WORKSHEET - RED FLAG INDICATORS**  
 Local Participating Jurisdictions with Rental Production Activities

Participating Jurisdiction (PJ): Corvallis State: OR Group Rank: 94  
 (Percentile)  
 State Rank: 1 / 6 PJs Overall Rank: 96  
 (Percentile)  
 Summary: 0 / Of the 5 Indicators are Red Flags

FACTOR	DESCRIPTION	THRESHOLD*	PJ RESULTS	RED FLAG
4	% OF COMPLETED RENTAL DISBURSEMENTS TO ALL RENTAL COMMITMENTS	< 95.86%	<b>100</b>	
5	% OF COMPLETED CHDO DISBURSEMENTS TO ALL CHDO RESERVATIONS	< 80.92%	<b>94.49</b>	
6	% OF RENTERS BELOW 50% OF AREA MEDIAN INCOME	< 70%**	<b>100</b>	
8	% OF OCCUPIED RENTAL UNITS TO ALL RENTAL UNITS	< 95.85%	<b>100</b>	
"ALLOCATION-YEARS" NOT DISBURSED***		> 4.050	<b>0.59</b>	

\* This Threshold indicates approximately the lowest 20% of the PJs

\*\* This percentage may indicate a problem with meeting the 90% of rental units and TBRA provided to households at 60% AMI requirement

\*\*\* Total of undisbursed HOME and ADDI funds through FY 2013 HOME and ADDI allocation amount. This is not a SNAPSHOT indicator, but a good indicator of program progress.



## LIBRARY ADVISORY BOARD MINUTES July 15, 2015

**Board Present**

Jennifer Alexander, Vice-Chair  
 Katherine Bremser  
 Diane Cygan  
 Paula Krane  
 Steve Stephenson  
 Eric Dickey  
 Cheryl Maze  
 Anne Schuster

**Staff Present**

Carolyn Rawles, Library Director  
 Shasta Barnes, Circulation Supervisor  
 Andrew Cherbas, Extensions and Technology Mgr.  
 Rachel Denué, Senior Administrative Specialist  
 Mary Finnegan, Adult and Youth Services Manager  
 Carol Klamkin, Library Administrative Services Mgr.  
 Felicia Uhden, Access Services Manager

**Absent/Excused:**

Jacque Schreck, Chair  
 Mike Beilstein  
 Scott Elmshaeuser

**Visitors:**

Jeanne Holmes

### SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	6:40 pm	
Visitors' Propositions		None.
Minutes: June 3, 2015		Approved with correction.
Library Advisory Board Packet	X	
Election of Officers	X	
Strategic Plan Workshop	X	
Adjournment	8:59 pm	

### CONTENT OF DISCUSSION

**I. CALL TO ORDER**

The meeting was called to order by Vice-Chair, Jennifer Alexander at 6:40 pm.

Went around the room with introductions. Jeanne Holmes introduced herself and gave a brief summary of her professional background.

**II. VISITORS' PROPOSITIONS - None.**

**III. APPROVAL OF MINUTES**

Motion: Steve Stephenson moved to approve the June 3, 2015 meeting minutes. Katherine Bremser requested a change under VII: Strategic Plan Discussion, last paragraph on page 4 of the meeting minutes, change "is it quick" to "it is quick". Seconded by Paula Krane and the motion carried.

**IV. LIBRARY ADVISORY BOARD PACKET QUESTIONS & COMMENTS**

Katherine asked if under the staff report on the access section, does the information on magazine subscriptions mean duplicate subscriptions, or maybe at the branches. Felicia Uhden replied that yes, that means that there are copies at the branches and Carolyn Rawles added that there are a few titles that the main Library has more than one copy as well.

Eric Dickey asked if anyone has had problems printing the meeting packet, as he has a hard time printing it sometimes. Carolyn replied that library administration can try to send the actual packet to him directly if he would prefer. Paula stated that she only prints out pages through the reports, not the articles and stuff, and she doesn't have any problems with that. Cheryl Maze commented that she appreciated the extra attachments in the packet this time. Katherine agreed.

**V. ELECTION OF OFFICERS**

Paula moved to table elections of officers until the next regular meeting in August. Seconded by Cheryl Maze and motion carried.

**VI. STRATEGIC PLAN WORKSHOP**

Jeanne reviewed the Strategic Planning Agenda and stated that one thing she wants to do before going further is to review the guidelines for Vision and Mission Statements.

VISION STATEMENT	MISSION STATEMENT
<ul style="list-style-type: none"> <li>• Generally talks about the future.</li> </ul>	<ul style="list-style-type: none"> <li>• Generally talks about the present state.</li> </ul>
<ul style="list-style-type: none"> <li>• Challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Clarifies.</li> </ul>
<ul style="list-style-type: none"> <li>• Where you want to go?</li> </ul>	<ul style="list-style-type: none"> <li>• How you get there?</li> </ul>
<ul style="list-style-type: none"> <li>• What do we want to move toward, when do we want to reach that stage, how do we want to do it, and what is benefit to the world?</li> </ul>	<ul style="list-style-type: none"> <li>• What do we want to do today, for whom do we want to do it and what is benefit?</li> </ul>
<ul style="list-style-type: none"> <li>• Features of effective statements: describes bright future; memorable, engaging, realistic, achievable; aligns with organizations culture and values, and provides inspiration and focus.</li> </ul>	<ul style="list-style-type: none"> <li>• Features of effective statements: clarifies who clients are and what is responsibility of organization to clients, and short clear and powerful.</li> </ul>

VISION STATEMENT IDEAS:

- Need historical start.
- One way it could be framed is to put the specific year, "since 1899".
- Make it future thinking by using information like "another 100 years".
- "Effective in the 21<sup>st</sup> Century".
- Use "Will be" as a focal point.
- Use bolded/key words like: trusted resource, access, engage, explore, enrich, community needs.
  - Organize by the themes.
- "Exceptional".
- Community Anchor – means that it is holding the community together – focal point – hub.
  - Don't want to use any words that mean not just here or stuck.
- Cutting edge, innovative.
- What community stands for.

- Inspire the community to be better, explore things, be creative, be moving, be present.
- Need fun - Heavy on educational side, something for everyone.
- Access to the rest of the world and minds.
- "Active Language: - be as active as possible – we offer, we do, we are."
- Lifetime education, information, all ages, everyone – access for all.
- Lifelong learning and lifelong literacy.
  - Life help - file taxes, divorce, apply for jobs.
- Explore new forms.
- Continuing tradition in a different way.
- Be aware and know of library and feel that we're important, value to community.
- Engaged, different communities.
- Interactive exchange – communities learning about what the Library has to offer and then seeking specifics and taking it back to their groups.
- Enrich people's lives in all different ways – "equalizer".
- Make people's lives better.
- Enable you to be an effective citizen – active part of community.
- Resource for those that don't have resources – computers, books, movies, etc.
- Essential services.
- \*\*Support the residents of Benton County in their day to day economic, social, and civic participation.
- Partnerships.
- Free access to all resident.
- Community place where people get things that help with everyday life.
- Essence of our community – invoke how special.
- Excitement – fun.
- Changing people's lives – enrich, improve, more exciting.
- Something for everyone.
- Enrich. Excite. Explore.

Jeanne stated that what makes a Vision statement into the future is engaging more people to get their essential life information from the library. Reaching out, connecting, etc. It's about getting bigger and better and engaging more people. She proposed taking all of these ideas that she wrote down and bringing them back to the next meeting. It may not be exactly right, but it will be in the right direction.

#### MISSION STATEMENT IDEAS:

Corvallis-Benton County Public Library's Current Mission Statement: "Bringing people and information together."

Proposal of a new Mission Statement: "Engaging the community through information and recreational materials which excite exploration and enrich lives."

Jeanne stated that a Mission Statement helps staff have a phrase to interact with the public. It is a quick, easy thing to remember. It gives a main goal and helps everyone understand where they are and where they're going. It has both an internal and external purpose.

- Needs to be shorter.
- Mission Statement should remind you what should we be doing right now – this is important, this is what we are supposed to be doing.
- Some examples of other libraries include:
  - "Your place. Stories you want, information you need, connections you seek."
  - "Transforming lives for a better community."
  - "Empowering our community to learn and create."

- “Connecting you to the joy of reading and to information for lifelong learning.”
- “Provide experiences that inspire, inform and entertain.”
- Experiences seem inclusive and can mean many things.
- Entertain could be controversial – staff likes excite more than entertain.
- “E” words.
- Inspiring ideas, enriching lives, creating community.
- Information first, people second.
- Engage. Connect. Inspire.
- Inspire. Enrich. Create.
- We don’t want to be put into a box by the phrase we choose.
- How do you connect that to the Library? – Too vague.
- Promote this for library, so it makes a connection.
- Transforming community.
- Don’t want same as another library – let’s be innovative – find something that is us.
- Use lengthy statement, but use a shorter one for marketing.
- Take out inspire, rich, create – Ideas. Life. Community.
- Connecting community to culture.
- Strengthening community.
- This gives the mission statement for real value and use – the staff will do the work of the library and how they will use it, it makes it useful, lightens it up a lot.

Carolyn stated that she will take this back to the Library staff and have them refine the statements and she will bring the updated ideas back to the next meeting.

#### AREAS OF EMPHASIS:

Categorization of ideas brought to the meeting by board members and staff:

##### Facility Space:

- Coffee shop.
- Develop a plan for the Fenner building.
- Maker Space.
- Expand facilities.
- Teen space.
- Youth & Teen engagements: music, reading, classes, reader’s theatre, coffee services/shop.
- Make building a welcoming space.

##### Strategic Plan:

- Measurable assessments of plan objectives, goals, methods.
- Vision.
- Enrich. Excite. Explore.

##### Partnerships:

- Expanding resources.
- Outreach to more people, etc.
- Community partnerships and involvement.
- OSU partnerships.

##### Resources:

- Stable adequate funding.
- Increase materials budget.
- Plan for resources.

**Marketing:**

- Connect with users.
- Expand outreach.
- Outreach with non-users.
- Social media marketing.
- Be a known community.
- Attract new users.
- Develop new strategies to retain new users.
- Tell our story.

**Expanding Services:**

- Ambassador program.
- Make OSU card work here.
- School emphasis.
- Expand e-book/remote use.
- Work with 509J.
- Expand language/cultures.
- Improve online services and ILS.
- Improve library software.
- Embed reference staff in schools.
- Participate in Kindergarten reading readiness.
- Expand culture.
- Connect with users.
- Insure adequate staff level.
- Partner with and support local schools.

**COMMUNITY CATALYST:**

- Support for learning and personal enrichment
- Equitable access

**NOTES/COMMENTS:**

- Bilingual staff and diversity.
- Safety issues: code of conduct/security.
- Facilities – spaces not flexible or big enough
  - Gathering spaces (rooms for people to meet or programs – other than housing materials).
- Finding ways for people in their twenties to have a place to be.
- Do we need to find twenties something, or focus on thirties something?
- We can't retain the twenty something's as they are college kids and move on after school- not as worried about providing things for 18 – 25 year olds, but more 25-35 years and older. The younger group will use the OSU library.
- Connecting people, keep them connected, retain them as users and continue to remain users. More hands on stuff – maker space, cake pans, tools, etc. Try to make online systems more like Amazon, make them easier to compete with the major online groups. Importance of marketing. Discover stuff when in library. Early literacy, making sure no one is left behind. We serve everyone and the most vulnerable. Service to immigrants. Changing roles of librarians. People don't ask as many reference questions any more. Roles are changing, more of a spokes person of the library, out in the community representing us, helping with technology, pulling stuff together and organizing stuff. Keep in mind for future – no idea of future.
- Flexible, open minded, speed/act fast, nimble, dynamic.
- Need to know what to cut/get rid of, have those conversations.

- Use of professional staff: how do they spend their time – what services can they provide – new way of envisioning the staff expectations.
- Is staff out in the community to interact? Not enough, we need to do more of that.
- Staff continuing education to help be active as new issues arise – do more than already are.
- Adequate staff – as staff members are doing more than one job already.
- We need to be more creative and have time to do more outreach.
- How can the library go into community and partner with people – we don't identify the community needs – what their main needs are and how can library help with that – they feel they don't need the library, but find out the needs and we find out how to help them.
- Community needs planned exercises/programs.
- Co-worker space – co-working and maker space – code for America would be cool, it engages the community through technology through government – community becomes involved with day to day community and city occurrences.
- Library has the flexibility to do things like that.

#### BRAINSTORMING LIST:

How will we know we have a good plan?

- Transformative.
- Measurable.
- Relevant to the community and its values.
- If it provides direction.
- Inspires, motivates.
- Staff is excited about it.
- Common vision (board, staff, city council).
- Ambitious, realistic and workable.
- Plain language so anybody can understand it/simple/concise.
- Achievable.
- Clear direction (staff will know what to do).
- In line with industry standards – best practices.
- Positive.
- A way to use it every day.

#### WHAT CHALLENGES DOES THE LIBRARY FACE IN THE NEXT FIVE YEARS?:

- The need for succession planning and staff turnover.
- Funding.
- Retention of staff.
- Rate of change.
- Community diversity.
- Whatever technology – phase and act quickly – keep up.
- Levy renewal.
- Balancing traditional use with changing needs – staff and patron issue.
- Building constraints (facilities).
- Competition – other city services for funding and similar providers of content (Amazon, etc.).
- Homeless issue/safety/security.
- Changing demographics.

Everyone thanked Jeanne on her hard work in this process.

#### **VII. ADJOURNMENT**

The meeting was adjourned at 8:59 pm.

## LIBRARY ADVISORY BOARD MINUTES August 5, 2015

**Board Present**

Jacque Schreck, Chair  
 Jennifer Alexander, Vice-Chair  
 Mike Beilstein  
 Katherine Bremser  
 Eric Dickey  
 Paula Krane  
 Cheryl Maze  
 Steve Stephenson

**Staff Present**

Carolyn Rawles, Library Director  
 Shasta Barnes, Circulation Supervisor  
 Andrew Cherbas, Extensions and Technology Mgr.  
 Rachel Denué, Senior Administrative Specialist  
 Mary Finnegan, Adult and Youth Services Manager  
 Shaun Hearn, Circulation Supervisor  
 Carol Klamkin, Library Administrative Services Mgr.  
 Felicia Uhden, Access Services Manager

**Absent/Excused:**

Diane Cygan  
 Scott Elmshaeuser  
 Anne Schuster

**Visitors:**

### SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:30 pm	
Visitors' Propositions		None.
Minutes: July 15, 2015		Approved.
Library Advisory Board Packet	X	
Election of Officers	X	
Strategic Plan Discussion	X	
Library Advisory Board Annual Report	X	
Director's Report	X	
Division Manager Reports	X	
Board Reports		
♦Friends of the Library Board	X	
♦Foundation Board	X	
Information Sharing	X	
Adjournment	8:58 pm	

### CONTENT OF DISCUSSION

**I. CALL TO ORDER**

The meeting was called to order by Chair, Jacque Schreck at 7:30 pm.

Went around the room with introductions.

**II. VISITORS' PROPOSITIONS - None.****III. APPROVAL OF MINUTES**

Motion: Paula Krane moved to approve the July 15, 2015 meeting minutes. Seconded by Steve Stephenson and the motion carried.

**IV. LIBRARY ADVISORY BOARD PACKET QUESTIONS & COMMENTS**

Jacque made an observation that there have been a broad variety of programs offered at the Library recently and thanked Library staff for providing those to the community.

**V. ELECTION OF OFFICERS**

Jacque was updated on the tabled discussion from the last meeting. She responded that she feels that any of the current Board members would be a good Chair, but if no one is comfortable, she will continue to do it. Jennifer Alexander commented that she is personally more comfortable staying the Vice-Chair at this time, as she is busy at work and doesn't feel she could give the Chair position as much attention as she may need to.

Jacque nominated Jennifer for Vice-Chair. Seconded by Cheryl Maze and the motion carried.

Katherine Bremser stated that to continue the process of the Strategic Plan, she agrees and would like to see someone else serve, but she feels continuity is important for this year. Jacque replied that she wants to see everyone do their part and she appreciates everyone doing that up to this point. Cheryl asked if the Board can discuss what duties the Chair does. Jacque replied that the position Chair's the Board meetings and attends a few outside meetings, but they are not required to go to the few things that are during the common work day. Eric Dickey stated that in the Annual Report one activity is to undertake the Library Board orientation process and he feels that would be informative for all members. Carolyn replied that she has delayed in providing recent orientation for the Board, but she wants the Board more involved with that and there are some members that still need orientation. She will schedule an orientation soon.

Katherine nominated Jacque as Chair. Seconded by Cheryl and the motion carried.

**VI. STRATEGIC PLAN DISCUSSION**

Carolyn reported that on August 19, the Board will have a follow up Strategic Planning Workshop with Jeanne Holmes. Jeanne has written up a draft of the Vision Statement and Carolyn really likes what she's seen. Library staff has worked on a draft of the Mission Statement and she will bring that to the Workshop.

Carolyn stated that the Board will move forward with the planning process at the next meeting, but please comment tonight if you have anything to add. Steve Stephenson commented on the agenda that Jeanne had at the last meeting and asked what the next step at the meeting will be. Carolyn replied that the next steps will be finalizing and developing goals within smaller groups and pulling together objectives. We'd like to have this in place for the budget process for next fiscal year; hopefully completing it by October or November, but there isn't a final drop dead date it's due. Carolyn feels we are moving along quite well. Jennifer added that we are pretty much back on the timeline the Board made, so that's good. Jennifer feels that the next meeting will go smoother after attending the last one and really liked the process they took.

Paula Krane asked if the Vision and Mission Statements could be sent to the Board members before the next meeting, so they can give input or feedback if they can't attend, etc. Carolyn replied that she will send them out to everyone prior to the next meeting.

## VII. LIBRARY ADVISORY BOARD ANNUAL REPORT

Carolyn passed around a draft copy of the Annual Library Advisory Board Report, which was a new requirement for boards and commissions this year. Jacque stated that she thinks it would be helpful if it states that there is an active collaboration between the Library and the three boards: Friends of the Library, Library Advisory Board and the Library Foundation.

Paula asked what the timeline of the report is, what years are included. Carolyn replied that she believes it is the last fiscal year. Paula suggested including something about the re-initiation of Sunday hours. Jacque stated that if you look at the report as the last fiscal report, the Board has been doing what the Municipal Code is telling them to do and they have gone beyond that by creating a New Strategic Plan. Jacque suggested adding something about the Board hiring a facilitator to help with the new Strategic Plan process.

Carolyn asked Mike Beilstein if he knows what they want on the report for resources. He replied that the Arts and Culture Commission, in terms of resources, they have some studies they want to do. Paula suggested adding helping staff - when doing the new website they all came in to help out and looked at it, or when they need special help with activities they can call upon them; they are a resource to staff. Eric stated that he feels that the interaction with the Board and Library staff is some of the best he has seen, he likes the staff involvement. Paula agreed, it is a two way street. Mike stated that looking at all the boards and commissions, the Library Board stood out as having the highest staff cost for meetings, he's not saying that's bad, but it's different as the amount of staff interaction and the cost related to that. Carolyn replied that in all the libraries she has worked at, all the managers attended board meetings. Jacque added that the budget and planning and capital improvements all have a lot of managers and supervisors that attend meetings. Katherine commented that when she reflected on the last few meetings, she has really valued the Library staff attending. Jacque stated that if there is a question from them about the cost of staff, she will reply with what was just discussed.

## VIII. DIRECTOR'S REPORT

Carolyn stated that there are task forces related to all Council Goals this term. They want to know what our unmet needs are and what we need in the future. It's a great opportunity to let them know what our goals are. She will be working on that report, with the help of Carol, and she will send that out to everyone for input. Mike asked if she is creating an ideal idea of what we want the library to be if we had all the money to do so. She replied that yes, this is a long range plan of what our needs are. Mike added that the goal of that task force is to see what is being under funded, which all departments can say; not just to look at the need, but how to meet those needs and look for new revenue sources. Carolyn added that all departments have worked really hard to find more efficient ways to operate. The Library has self checkout and volunteers, she hopes that no one on the task force is thinking we are magically going to come up with a way to do what we do, or do more, with less. Carolyn stated all city services are under-funded, for example, the first unit at the Timberhill fire was from Albany, because all of the City's units were out on ambulance calls. They cover the entire county for ambulance coverage. There are concerning levels of service with all levels of the City. Jacque replied that we are very fortunate that there are the Friends of the Library and the Library Foundation that do a lot in the County that taxpayers are not doing (reading program, furniture, etc.), and the Library wouldn't be where it is without them. However, that shouldn't be held against the Library or expected, as it might not always be there.

Carolyn reported on a few more things coming up:

- The managers will be having a conference call with Orange Boy tomorrow regarding some information they are pulling for future reports.

- The roofing project is scheduled to start this month and be completed by September 15.
- They will be conducting a relamping project for energy savings that will save money.
- They will be relocating the Friends of the Library Fifty Cent Room to the area just outside of the Belluschi wing to create a new Maker Space Room.
- There is a piano out front right now as part of *Play Corvallis, Play*. Paula commented that someone was playing it when they came into the library.
- The All Staff Potluck should be scheduled for the first Wednesday in October. Friends of the Library, the Library Foundation, the Board, and Library staff are all invited. Jacquie commented that October is a good time. Jennifer asked if it would be at one of the branches. Carolyn stated that it could be they haven't met in Philomath in a long time.
- The Finance department is trying to reconcile fine collection through our online system and through the City's financial system. It has been quite a task for us and it has highlighted some negatives about fines. We need to start a discussion, not tonight, as to why we charge fines and if there is another way to go about it. It was pretty obvious that accountants are looking at them as receivables – debts owed to the City.

Carolyn passed around the 4<sup>th</sup> Quarter Statistics and stated that in the Strategic Plan, the Board needs to figure out why library check outs are dropping slightly and what can be done to turn that around while doing what we can to be more customer friendly and not have as many barriers. Carolyn stated that she is concerned in the 2% drop in circulation. Paula added that there has been a drop in registered borrowers. Carolyn replied that that number varies based on adding and deleting borrowers. She's not especially worried about visits, as they got new counters, etc. that causes this to be different. She feels that there is a need to look at the Library's statistics and see what all is included in them (programming, etc). Orange Boy has given them strategies on how to retain new users and that's something the Board needs to think about that in the goal setting process. Paula asked if the people that use computers can be tracked as just computer users and not readers for the statistics. Carolyn replied that they are included in the Orange Boy statistics. Steve stated that our statistics are an old measuring tool, maybe we need to change to a new system to show and represent our services and changes that have been made. Carolyn commented that some libraries require that program attendees have library cards. Mike stated that the drop in attendees is real; it'd be nice to find out what the cause is. Carolyn added that in last August, they statistically took a nose dive. Years when we've had a closure for a while, we didn't have these types of drops. Steve stated that we do need to look at these in the Strategic Plan process. Carolyn stated that yes; they need to revise what we are collecting, what we highlight, and how to please our customers to keep them coming back. Jacquie asked if Library staff could be able to jot down what statistics are helpful for them to know. Our population is growing in Corvallis, but 50% are college kids; maybe we see that in the Library statistics as well.

Cheryl stated that she received an email from the City about a month ago regarding a workshop in September on the legal part of being on a board. She asked if the Board members should attend. Jacquie recommended attending if you have not had any training on public records. Carolyn added that it would be a good idea for a few of the Board members to attend. Cheryl and Diane are planning on attending and will bring back information to rest of the Board. Mike stated that public records have been an issue at City Council this last week, as they have had a records request for any communication outside of City meetings. It seems that almost anything, any communication that is connected to a public body, should be publicly available. It's not just a matter of conducting a meeting outside of a regular meeting, its any records of communications.

## IX. DIVISION MANAGER REPORTS

Administration: Carol Klamkin reported that she has been working on year end reports. She has also been working with Finance on the financial reconciliation.

Carol reported that Cathi Roberts, Volunteer Coordinator, has a few openings for volunteers and she is doing a batch of interviews to bring on a few new volunteers.

Adult and Youth Services: Mary Finnegan stated that Elizabeth Johnson has been hired and started this last month.

Mary reported that she and Andrew Cherbas have survived another Summer Reading season. They still have a few things going on, but the core is completed.

Zinio is a new product they are looking at getting this year. The product allows you to get magazines on electronic devices. They are working on a list of titles to provide and she feels it should be a lot of fun.

Extension Services: Andrew stated that Carol wrote his board report this month, as he has been extra busy. They hired Jesse Adams as the new Systems Analyst. He has worked with the City of Corvallis MIS Department for several years. Andrew and Jesse will be working on redoing all the public networks; they will be looking at a new product shortly. They moved the Systems Analyst's office downstairs into the Extension office and Benton Books moved upstairs in the vacant space.

They had the Beavers and the Bookmobile in July and one last Saturday and between the two of them they served around 950 people. The Bookmobile was at the Benton County Fair last weekend as well.

Summer Reading ended last Saturday. Statistics show that this year they had the most signups they have had since 2010 and if you combine the total, there were 2,600 signups. Corvallis did an outstanding job this summer, they had a huge increase and their effort showed. Overall, it was great. Program attendance went up 18 % system wide. Alsea's program attendance increased and Nancy and Kathy have done a great job there at that branch. Total there were 6,000 kids, not counting the lunch program in Philomath or Corvallis. There were almost 2,800 people fed this summer. Summer has exceeded his expectations! He thanked all his staff for their hard work. Cheryl added that these types of things would be great things to see on the statistics report.

Mary reported that the Pool Party was on Saturday, with around 370 people. It was fun and all the Library staff wore their Summer Reading t-shirt. They got lots of thank yous and everyone had a lot of fun.

Circulation: Shasta Barnes stated that she and Bonnie Brzozowski went to a Marketing Workshop and today she attended a New Supervisor Boli Conference. Shaun stated they are still in recruitment mode for the Library Specialist II position and will be interviewing next week. They have received approximately 75 applications.

Jennifer asked what the hierarchies of positions at the Library are. Carolyn reviewed the staff positions and a brief of what they do.

Technical Services: Felicia Uhden reported that she has been working on some year end reports as well. She has been working with Finance regarding the reconciliation process. They did see a demonstration of a collection management tool (software) and tomorrow they will see a demonstration on a vendor product that has some collection management features and they have talked to other libraries that use these products. Katherine asked what a collection management system does. Felicia replied that it helps with balancing, selection; weeding and it is also able to have some prediction features on author popularity. Depending on the products, the features are different. Carolyn added that it could help with moving books around the system/branches and with budget allocations as well. Felicia stated that we can do some of these things with our current system, but not like this software can, not as efficiently or quickly

## **X. BOARD REPORTS**

Friends of the Library – Jacque reported that they will be having a meeting soon.

Library Foundation - Steve reported that they haven't met since the last Board Meeting and their next meeting is on August 28.

Jacque added that the annual appeal notice will be a piece designed for that specific date and time and it is pretty creative. Steve stated that they will be printing and upgrading the entire brand of the Foundation. Jacque added that the consultant they are using was jazzed at the new Library logo's colors and has incorporated that into the new brochure. Felicia added that she saw some mock ups of the new book plates and they are beautiful with the color logo. They haven't finalized a design yet, but the samples were all great.

The Foundation will be having their first outside review of finances by someone that is not the treasurer or secretary of the Foundation. The Foundation has changed their bylaws to schedule a review every five years.

#### **XI. INFORMATION SHARING**

Carolyn stated that Teresa Landers is joining the Peace Corp and is going to Botswana. Teresa will be writing a blog if anyone is interested in reading it.

Jennifer asked if they could get an overall calendar view of this upcoming year. Carolyn replied that she will update that and send it to everyone.

#### **XII. ADJOURNMENT**

The meeting was adjourned at 8:58 pm.

## LIBRARY ADVISORY BOARD MINUTES August 19, 2015

**Board Present**

Jacque Schreck, Chair  
 Jennifer Alexander, Vice-Chair  
 Mike Beilstein  
 Katherine Bremser  
 Diane Cygan  
 Scott Elmshaeuser  
 Cheryl Maze  
 Anne Schuster  
 Steve Stephenson

**Staff Present**

Carolyn Rawles, Library Director  
 Shasta Barnes, Circulation Supervisor  
 Rachel Denué, Senior Administrative Specialist  
 Mary Finnegan, Adult and Youth Services Manager  
 Shaun Hearn, Circulation Supervisor  
 Felicia Uhden, Access Services Manager

**Absent/Excused:**

Paula Krane  
 Eric Dickey  
 Norah Storniolo

**Visitors:**

Jeanne Holmes

### SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	6:34 pm	
Strategic Plan Workshop	X	
Information Sharing		None.
Adjournment	8:35 pm	

### CONTENT OF DISCUSSION

**I. CALL TO ORDER**

The meeting was called to order by Chair, Jacque Schreck at 6:34 pm.

**II. STRATEGIC PLAN WORKSHOP**

Jeanne Holmes reviewed that the goal for this evening’s meeting is to have a draft version of the goals. Tonight we will review the Vision and Mission statements and challenges for the next five years and then jump into the goal setting process.

Jeanne asked everyone to review the challenges for the next 5 years and let her know if it covers everything discussed.

CHALLENGES FOR NEXT FIVE YEARS:

- Funding (levy, competition with other services).
- Staff retention/succession planning.
- Building/facility constraints.
- Rate of change.
- Changing technology.
- Community diversity/changing demographics.
- Balancing traditional use with changing needs.
- Safety/security/homeless issue.

HOW DO WE KNOW WE HAVE A GOOD PLAN (THE CRITERIA):

- Transformative.
- Inspires, motivates.
- Relevant to community and values.
- Common vision with board, staff and city and library district government leadership.
- Realistic, workable, achievable.
- Provides clear direction (staff knows what to do; way to use it every day).
- Plain language, concise, clear.
- In line with industry standards.
- Measurable.
- Utilizes innovative strategies from libraries across the country.

AREAS OF EMPHASIS:

1. Community catalyst.
2. Support for learning and personal enrichment.
3. Equitable access.

Carolyn Rawles reviewed the process of discussing the Mission Statement and Library staff agreed that they wanted to stay with something short and simple. Staff wanted to use three words. Jeanne added that it is important to look at the Mission and Vision statements together. Jeanne wrote a draft of the Vision statement and shared it with Library staff and they loved it, it captured everything discussed so far. Several Board members commented that the Vision Statement needed something library specific. Carolyn suggested adding "support learning and knowledge"

MISSION STATEMENT:

"Enrich. Excite. Explore."

VISION STATEMENT:

The Corvallis-Benton County Public Library will be an inspiring and vital part of the lives of people of all ages and backgrounds in our communities. Recognizing the fast pace of change in the world, we will:

- Be responsive, flexible and innovative in providing resources and services that enhance the quality of life for all;
- Support learning and knowledge;
- Strengthen our sense of community;
- Encourage civic and cultural engagement; and
- Foster an impassioned spirit of exploration and discovery.

GOAL SETTING PROCESS:

Jeanne stated that a draft of the goals will go to Library staff and they will bring them back to the Board in about a month or so, then the Board will review them again and send back to Library staff to finalize.

REVISED - AREAS OF EMPHASIS – (to go to staff for review):

1. Community catalyst.
2. Support for Learning and Personal Enrichment.
3. Equitable Access.
4. Infrastructure (money, staff, buildings) –
  - a. Maybe operations or a different word that includes money, staff, buildings, safety, security

Jeanne passed around notes from the last meeting minutes on what should the library be doing in the next five years. Everyone review for further discussion as a large group, and then break out in smaller groups for further review.

#### INFRASTRUCTURE/OPERATIONS:

- Safety.
- Expansion of Corvallis branch.
- Expansion of Philomath branch.
- Flexibility of Corvallis – bigger event rooms, maker space, being able to change around and use space differently.
- Staff training for professional development.
- Staffing – shortage – retention of staff and volunteers (recruitment).
- Every branch part of community/safe place for everyone/ a hub, the heart of our communities.
- FOL and Foundation – strong and involved.
- Funding – Grants.
- Creative spaces – labs, studios.

#### COMMUNITY CATALYST:

- Make things happen in our community - Bring people together and make things happen.
- House community organizations – sustainability coalition, other for office space in building permanently – not a place to meet.
- Larger more meeting space.
- Outreach to community: mini branches.
- Varied and stimulating and innovative programs for all ages – Hot topics & issues.
- Partnerships – LWV – City Club.
- Explore barriers/policies (meeting room charges).
- Staff more involved embedded in community groups.

#### SUPPORT FOR LEARNING AND PERSONAL ENRICHMENT:

- Partner with people who can offer arts, music, areas schools are no longer doing – art center.
- Grants to support program/services.
- Collections – up to date.
- Virtual services.
- Early learning.
- Literacy – more than reading – technology – financial.
- Creative ventures.

#### EQUITABLE ACCESS:

- Reaching other language/cultural communities – Asians, Indonesians, etc.
- Library Hours.
- Outreach to many and varied communities to find out what they need.
- Physical access.
- Technology access – how to bring here – how to go to them “hot spots”.
- Convenient locations.
- City transit/fareless system – watching out for kids and others.
- Barriers to use –examine library fines, customer service.
- Outreach – senior center, assisted living.
- Marketing plan – someone to communicate.
- Customer retention.

Jeanne had everyone break out into four small groups to discuss above categories further – outcome is to write no more than four draft goals – general, over-arching.

DRAFT GOALS FROM GROUPS – (to go to staff to review):

INFRASTRUCTURE/FACILITIES

1. Stable and adequate funding:
  - a. Independent of levies and donations;
  - b. Establish staffing and facility needs; and
  - c. Review library district.
2. Attract, train, and retain quality staff member:
  - a. Tech training for staff; and
  - b. What can we do or not do differently.
3. Develop and maintain flexible, modern, safe and welcoming facilities in partnership with local communities:
  - a. Security; and
  - b. Partner with other agencies to address issues.
4. Inspire the full engagement of volunteers and support organizations.

EQUITABLE ACCESS:

1. Be conveniently available to all users in our service area, with locations, hours, materials, staffing and services that meet the needs of our diverse clientele.
2. We will attract new patrons and focus on engagement and retention – marketing plan/coordinator
3. Be forward-thinking in providing access to emerging and establishing technology in our buildings, virtually and checkout – start with employee training and technology.
4. Remove barriers to library use, such as fines, hours and service district boundaries (Benton county residents but outside the district, what can we offer to those in Corvallis address, but outside district boundaries) – eliminate fines for youth.

SUPPORT FOR PERSONAL ENRICHMENT:

1. Provide a relevant, current, balanced collection of materials in a variety of formats for all.
2. Provide responsive, accessible convenient and easy to use services to support learning and personal enrichment.
3. Provide a rich menu of programming:
  - a. Arts, culture, youth, literacy, schools; and
  - b. Programming with partnerships or grants.

COMMUNITY CATALYST:

1. Reach out to groups for partnerships to bring new programming to the community.
2. Staff to go into community to spark non-users to contact the library and market library offerings.
3. Provide adequate meeting space for partnerships and communities to help meet their goals:
  - a. Maker spaces, co-working spaces (independent people can come in and work in the library).
4. Proactively explore community issues to offer hot topics and varied programming; topic groups.

The above draft goals will go to Library staff to create objectives and fine tune the wording of the goals themselves. The goals should be general. The Board agreed to allow staff to add goals if needed, if they notice something big has been missed in the draft goals. This is for a five year plan, so it should be ambitious. Steve stated that he thinks these are the major goals and he sees it may be useful for all

Library staff to look at them to help create clear objectives. Jennifer added that it may give a head start on objectives as well. It should help staff understand and give them more ownership of the document as we finish creating it. Jennifer asked how do you decide what objectives are priorities after creating them. What do you start with first, as you don't want to tackle the entire plan all in the first year? Jeanne replied that it kind of naturally falls into place as you work through them.

Jeanne stated that in recent years for strategic planning, she advocates measuring goals, but sometimes that can be hard, you don't want to plan yourself out of goals. You want measurable goals, but you want them to be realistic and achievable. Anne Schuster asked if the library is expanded, if there isn't expansion in the next five years, maybe the goals for that could turn into planning instead.

Things for Library staff to do:

- Feel comfortable writing objectives that are achievable – some may need to go into next plan, but that is fine.
- Include in objectives things not to do.
- Address safety – people who hang out in front, others who make people uncomfortable.
- Include better ways to do things – be innovative.
- Write what you really want, not what others think – go for it.

### **III. ADJOURNMENT**

The next meeting will be held on September 2, 2015. The meeting was adjourned at 8:35 pm.



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

**DRAFT  
 CITY OF CORVALLIS  
 PLANNING COMMISSION MINUTES  
 August 19, 2015**

**Present**

Jasmin Woodside, Chair  
 Ronald Sessions, Vice Chair  
 Paul Woods  
 Tom Jensen  
 Roger Lizut  
 Jim Ridlington  
 Rob Welsh  
 Penny York, Council Liaison

**Staff**

Kevin Young, Planning Division Manager  
 Mark Shepard, City Manager  
 Kent Weiss, Interim Community Development  
 Director  
 Blanca Ruckert, Recorder

**Excused Absence**

Carl Price  
 Tucker Selko

**SUMMARY OF DISCUSSION**

	Agenda Item	Recommendations
I.	Visitor Propositions	None
II.	Discussion	
III.	Planning Commission Minutes July 1, 2015	Approved
IV.	Old Business	
V.	New Business	
V.	Adjournment	Meeting adjourned at 8:30 p.m.

Attachments to the August 19, 2015 minutes:

- A. Email from Carl Price regarding Planning Commission Agenda.
- B. Annual Report of the City of Corvallis Planning Commission.

## **CONTENT OF DISCUSSION**

The Corvallis Planning Commission regular meeting was called to order by Chair Woodside at 7:03 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

- I. **VISITOR'S PROPOSITIONS:** None
- II. **DISCUSSION – Consider utilizing regular meeting dates when no land use applications are to be considered for purposes such as: review and discussion of Land Development Code provisions, review of the Unresolved Planning Issues List, discussion of recent public hearing issues and questions, etc.:**

Chair Woodside invited introductions of all present.

Chair Woodside stated the purpose of the meeting was to determine how to utilize regular meeting dates when there were no Land Use applications to be considered. She referred to Commissioner Price's testimony about his ideas along with the agenda items mentioning Land Development Code provisions, review of the Unresolved Planning Issues List, or a discussion of recent public hearings questions. She stated that it could also be opened up to new discussion. **(Attachment A)** The annual report was also distributed by Staff for reference. **(Attachment B)**

Chair Woodside asked for clarification of who receives the Planning Commission's Annual Report. Staff reported it was the Urban Services Committee, which currently includes Councilors Hogg, York, and Baker.

Staff stated the annual report was included to provide a summary of what has been done to date, and what is in the year ahead. The first page states the purpose of the Planning Commission, and the charge of the Commission, to keep in mind as things are discussed this evening.

Chair Woodside stated she liked the idea of using regular meeting dates to review the Land Development Code, and for questions. She invited Commissioners to share their ideas.

Commissioner Woods stated that it would be worthwhile to have a 'post mortem' after a hearing to discuss what happened, review misunderstandings, such as the situation at the last meeting with Habitat for Humanity. Commissioner Woods still is concerned about not addressing the little strip of planned development that appeared to be a hindrance, and the situation has arisen on other occasions and is never addressed.

Commissioner Sessions stated that part of the problem was that it is private property and in order to change that designation as planned development it would have to be changed by the property owners. The Commission has no authority or jurisdiction to take action unless initiated by the owners.

Chair Woodside directed the conversation back to the agenda of 'how to better utilize future meetings' rather than discussing specific situations.

Staff clarified that if an individual Commissioner did not understand a specific about an application, but the Commission as whole did not have the same concern, that Commissioner could follow up with Staff. As a body, the Commission can learn and discuss the LDC to improve knowledge or understanding, discuss Unresolved Planning Issues, or the hearing process.

There was more clarification discussion about a 'post mortem' between Commissioners Lizut and Woods and how that could be handled. Chair Woodside suggested using Old Business to discuss wrap-up questions. Commissioner Woods pointed out that would be after a long meeting and most Commissioners would be anxious to go home.

Staff cautioned that the discussions need to be centered on identifying a larger issue and wanting to understand it better, not re-evaluating a land use decision that was just made. Ultimately, getting the City Attorney's opinion on how to preface this kind of discussion would be necessary. Chair Woodside stated a desire to be freer in language instead of getting mired down in process.

Commissioner Jensen expressed an interest in how the Commission can implement or suggest code changes and whether it's through the Comp Plan. Staff stated the first step is reviewing the Land Development Code which would need to be consistent with the Comprehensive Plan. Commissioner Jensen suggested studying the Comprehensive Plan chapter by chapter and discussing where there was agreement, disagreement, understanding or confusion, and create knowledge all around. Chair Woodside concurred and reiterated that Commissioner Woods and Price seem to agree as well. Chair Woodside envisioned reviewing the Land Development Code, not necessarily making recommendations or changes with all the changes going on in the City already. Chair Woodside would like to review and capture concerns and add them to the Unresolved Planning Issues List.

Commissioner Welsh stated his preference would be that New Business be a section to introduce items to discuss at a future meeting, to get a notice of what these discussions are to be, and prepare for them. Discussion continued about how this process would develop and where on the agenda it should be placed.

Staff summarized a few ways to handle the discussions, one being having a schedule of discussion items, which could be a training or discussion for understanding of the Land Development Code or Comprehensive Plan. If on the other hand the Commission wanted to identify specific issues to focus on and discuss, that process might be different than what has been suggested so far.

Chair Woodside invited other Commissioners to share their views or add other things to might be discussed.

Commissioner Welsh asked for clarification as to whether calling it training would be off the public record. Staff stated that because the Commission was not making land use decisions there would be no record, other than meeting minutes and recordings.

Chair Woodside asked Councilor York about any opinion on the Commission's work in the past or how to move forward. Councilor York cautioned the Commission on making recommendations on items that were currently under review such as the Comp Plan and Vision/Action Plan. However if the Commission encountered issues during hearings, it would be beneficial to set them aside and re-visit them when the Vision Statement is revised.

Staff explained the process for a Comprehensive Plan amendment; there are two ways that this occurs. One is an application that comes in from the public or secondarily, the City Council can initiate a Comp Plan amendment. If the Commission is reviewing the Comprehensive Plan and has ideas about changes, those could be folded into the Planning Division work discussions, or included on the Unresolved Planning Issues list. This discussion occurs with the two-year Council terms. The Planning Commission is first asked for recommendations on the work program. And the City Council ultimately determines what the priority items will be. If the Commission felt strongly about some item that should be addressed immediately, a recommendation could be made to the City Council to consider initiation of a Comp Plan amendment. The Planning Commission does not have the authority to initiate a Comprehensive Plan amendment process.

Chair Woodside stated that the Commission could decide not to review the Comprehensive Plan now, but could deal primarily with the Land Development code, since that is what's used to deal with the applications. Commissioner Woods noted that part of the Planning Commission's mission is determined by what the Council determines needs to be changed in the Comprehensive Plan. Commissioner Woods concurs that understanding the LDC and the Comp Plan is good. Commissioner Woods commented that another item that would benefit the City and dovetail with some Council goals is the use of gray water. There's not code in the current LDC to handle that. The Commission could investigate what that means for the City and Code and could perhaps help builders and individuals implement gray water. This would dovetail into the Climate Action Plan to help the City use less water and adapt to less water dependence in the future. There's a good resource in Dave Eckard who has done some research about gray water use in Oregon and all the issues. This would be consistent with Item B, from the Commission's mission statement, noting that, after studying the information the Commission could make recommendations about changes necessary to implement comprehensive policies.

Chair Woodside questioned Staff about how that might work given the City tends to form task forces to handle specific items such as gray water. Staff invited the City Manager to comment since this particular topic would certainly involve Public Works. It's not an area of expertise for planning.

City Manager Shepard agreed it's not a land use issue, it's a Building Code, and potentially Health Department-type issue as it relates to gray water. It may touch land use but primarily it would be addressed under Building Codes.

Chair Woodside asked whether the Commission could at least start the process and make a recommendation to Council, recognizing that Commissioner Woods wants to delve deeper into matters. Commissioner Woods stated that the Commission has become just a hearing body, which is secondary to what is envisioned in State Code as the purpose of this body. He noted that, if there's interest, the Commission could give this item exposure and let the Council there are things that can be done that might fit into the

City's objectives. Commissioner Woods would not want to just drop this issue unless there's someone identified that can take the lead.

City Manager Shepard suggested it might be a good topic to give to The Climate Action Task Force. While their concentration might be on global climate change, water use is a piece of that and they would have to decide how to incorporate this into that. A suggestion to the task force chair or an email to the chair might be a way to address this concern. Chair Woodside asked if there was a formal recommendation the Commission could make to the Task Force that would hold some weight.

City Manager Shepard stated his concern is that the task force seems pretty focused on their agenda, plus there has been an expansion of the number of task forces which utilize a lot of Staff time. The Planning Commission is a state mandated body that needs staff time. It is his thought that the Planning Commission, which is more permanent than the task forces should not be pushing work off on bodies that are not meant to be permanent. Staff is stretched thin as it is.

Councilor York stated that task forces are a way for the Council to prioritize staff work. For this department, Land Use applications are a huge piece, the City is obligated to handle that process, and it is a critical role of the Planning Commission. If the Commission adds to its workload, it will add workload to staff. It isn't an issue of whether or not you have staff at a meeting; the City will have staff present if you have a meeting. It's a workload management issue for the City manager, staff needs to prepare for the meetings and then afterwards they have work to do. It seems more beneficial to concentrate on issues that arise from the work you are doing in the land use application process than an issue that outside the direct work of the Planning Commission. Any member of the Planning Commission is a community member who can go directly to their Councilor or testify in hopes that the City adjusts its priorities. Ultimately it's an issue for the City Manager and the Council to set priorities and resource utilization.

City Manager Shepard concurred that the initiatives of the Planning Commission are those things that are issues in the Code, where it doesn't seem to be working, or impeding development or there's negative impacts that are not considered that can be dealt with as the Code is written. The focus is on how the Land Use Code is operating for the City and whether it's meeting the needs that you see for the City.

Commissioners Woods wondered why ODOT, which is so inter-related with all the traffic and properties bordered with or affected by ODOT jurisdiction, is not involved in the process. He would like some understanding of how Planning Staff and ODOT staff interact; things like here's how ODOT participates, when does ODOT participate, how do they participate and what if anything can the Planning Commission, or the City do over State transportation rules, access rules and those sort of things. There have been significant changes in ODOT rules regarding process that make a big difference in developing property along ODOT frontage rights-of-way.

Chair Woodside suggested adding that question to one of the evening topics, How ODOT gets into the process. She thanked Councilor York for clarifying the role of task forces in prioritizing staff time and understanding that an issue like gray water is one that Council would need to add to the priorities. It would add staff research time and would require Council directive to tackle something like this.

Councilor York added that the next Council may have different goals. In the past they've engaged the community in the goal-setting process. Advice is sought, listened to, and incorporated into the process. Staff remind Council that resources are not unlimited in the goals set.

Chair Woodside asked if there were any other comments from Commissioners. Commissioner XX stated if any of the new commissioners were interested in refresher training? The Land Development Code is complicated, even the process which is quasi-judicial, knowing what is ex-parte contact; perhaps a session where Planning staff and the City Attorney jointly conduct a training.

Chair Woodside stated that past trainings included videos from Portland State University. Maybe a question and answer session would be more helpful. Commissioner XX stated that knowing which Staff members to approach regarding particular subjects would be important, knowing resources that are available to pursue information individually.

Chair Woodside also suggested having a session about how to build a case, like Commissioner Tony Howell was able to do. She noted that he was able to build his case based on code, and that such, training would be helpful.

Staff stated that could be done, and encouraged Commissioners to contact Staff with any questions that come up, before getting to a public hearing.

Chair Woodside also suggested getting some training or discussion on all the various documents and how they interplay with each other. There's the North Area Corvallis Plan, the South Area Corvallis Refinement Plan, the Good Samaritan Campus, and OSU. She wanted to know which are still valid, and what are the current statuses of these plans?

Commissioner XX asked Staff for an overview of two task forces, the BLI and the Housing task Force, whose work overlaps with the Commission and what is on the horizon. Staff stated that Kent Weiss was a better choice to speak on the Housing task force. As for the BLI, they are just starting on the Buildable Land Inventory update. All Oregon jurisdictions need to ensure that they are providing at least a 20-year supply of land within their urban growth boundaries to accommodate future growth. The BLI is a document that planning staff relies on to consider annexation applications. For example, if looking at making a change from general industrial to commercial, what does the BLI say about the anticipated need for more general industrial land and more commercial land? It gives a sense of how much land is left in the urban growth boundary at our current growth rate, for Corvallis to grow into. It identifies needs in terms of more residential land in the City, more commercial land, or more industrial land. It informs the Comprehensive Plan update because the Comp. Plan includes maps, and the designations for property within the urban growth boundary. Some adjustments may be made based on the Buildable Land Inventory; for example, there are hundreds of acres of industrial land that have been sitting in the City for some time and not developed. So one question that might be explored is, does it make sense to continue to hold that land in a general industrial designation or is there a need for some other type of land use? It's the sort of conversation that the Buildable Land Inventory will generate.

Interim Community Development Director Weiss reported that the Housing Development task force is one of the primary task forces charged by the Council to look at aspects of the community that will affect the Vision for affordable housing, and relates to the climate action plan and a sustainable budget. Specifically, the task force is charged with looking at the need for affordable housing for low-income, transitional housing needs or people with no income, and the need for workforce housing. The task force reviews policy options identified by Eco-Northwest in its housing policies study. They will evaluate options and make recommendations to the City Council regarding the things they think will achieve the goal of housing the people who want to live in Corvallis. The City has a history of providing assistance in creating affordable housing units and in rehabilitating housing units. The City's capacity to do those things is diminishing as resources diminish. An additional charge of the task force will be to see if there are means to increase the City's role in the production of affordable housing. To look at needs, to what can be done to facilitate the development of affordable housing, we need to know what land is there. We need to know what land is more developable versus what's more restricted land

In answer to Commissioner Jensen's question about the three groups of housing, Staff replied that instead of looking of them distinctly they are looking at them as a continuum of needs and not as distinct groups in need of housing. Commissioner Jensen asked if they were looking at family groups, like what might be considered family housing compared to a bachelor pad or student housing type of housing. Staff responded that it will be integrated, giving some thought to those distinctions and their specific needs as it relates to the Buildable Land Inventory.

Chair Woodside asked for other topics that needed to be discussed this evening. Commissioner Sessions stated that the bigger picture was to discuss the duties that are outlined for the Planning Commission as outlined in the Planning Commission Mission. This would be a framework of Code issues that arise from applications that have been reviewed. This would assure that either it is discussed at the moment of further review or that collectively, a decision is made to let it drop. Even though it's not clearly established how to proceed through the list, by having it on the list, we as Commissioners can anticipate that we will have an opportunity to discuss an item.

Chair Woodside stated there are two meetings coming up and asked for comments about what training or issues to tackle at the September 2<sup>nd</sup> meeting.

Staff said that September 2<sup>nd</sup> is clearly a date where no hearing will happen, on the 16<sup>th</sup> is still uncertain. Based on the Chair's comments, Staff could be prepared to discuss how a Commissioner builds a case. Also discussion of how all the different planning documents play together could be addressed. Staff suggested bringing the Unresolved Planning Issues List for review and discussion.

Chair Woodside asked about the training the City Manager mentioned for new members. City Manager Shepard responded it would mainly be planning staff and the City Attorney's office. If you bring in people from ODOT it would mix it up a little bit. He asked if that training is something that this Commission would want, would the Planning Commission be open to having the Historic Resource Commission be included as they are going through a similar process? Chair Woodside answered affirmatively.

Chair Woodside spoke about the idea of a post mortem talk as mentioned previously but with concerns about it being an official agenda item where the previous case is discussed and wondered about the best way to approach a discussion, have a question and answer session with less formality. Staff asked whether it could be as simple as, here's an issue from a recent hearing, I'd like that under new business to discuss at the next meeting. Chair Woodside clarified not wanting an official agenda item where a past land use hearing is being reviewed.

Commissioner Sessions stated it could simply be that after a public hearing, under New Business, the Commission could simply note that there was an issue on this application and identify participants to bring in to help understand the situation.

Commissioner Woods stated his frustration in not dealing with the strip of planned development on Technology Drive. He's concerned that if the Planning Commission doesn't deal with it, who will? Chair Woodside suggested framing the issue in such a way to get the information needed from Staff. Staff stated the best way to proceed with an item like this is to follow up with Staff about the history of the issue, concerns/issue and the process for making a change.

Commissioner Sessions stated that the questions about the planned development in question, where properties have been subdivided, changed, or partially developed is a discussion to be had with the City Attorney. He will be able to advise how to proceed and how to interpret it in the Plan and the whole development process.

Commissioner Woods asked what to do proactively to improve the situation where that strip of land exists as it does.

Staff responded that, years ago, the State required the City to remove those planned developments from residential properties because of the needed housing statute. In this particular situation the zoning is not residential, so the PD Overlay did not get removed. In general, planned developments operate like contracts that just run with the land until they're changed. To make them go away, the Planning Commission would need to nullify the PD (as in the GT Building). Commissioner Woods stated the owner of the GT building came forward as the applicant. Staff stated a potential process would be for this to occur administratively. There was some discussion about who brings the action forward, to which Staff stated the issue would need to be discussed with the City Attorney. Commissioner Woods stated that making the process easier was his goal.

Commissioner Jensen was concerned about creating more work, so going out and looking for situations where PDs are at issue will be making work for people and it's not really an issue until there's an application. In regards to the Habitat Store, they stated they would do something with that strip if they could have. In the Marriott Hearing, Commissioner Price asked the applicant if they were okay with the conditions. It led to more interaction, more personal and less formal interaction, but with ex-parte rules to deal with that probably would not be reasonable. Habitat could have contacted the owner and explained their situation.

Chair Woodside focused the group on wrapping up the agenda for September 2<sup>nd</sup>. On the meeting of September 2<sup>nd</sup> there could be training, reviewing the Land Development Code and if on September 16<sup>th</sup> there are no hearings, a question and answer session could occur.

Commissioner Woods stated that if the training couldn't be arranged, then at least the Commission could be prepared to talk about the LDC.

Commissioner Jensen suggested at minimum, review the Comp Plan and after the training be prepared to decide what to proceed on and which part each was to review. Chair Woodside asked for clarification about concentrating on Land Development Code versus Comp Plan. Commissioner Jensen agreed. Staff mentioned that all definitions are in Chapter 1.6 of the LDC. Chair Woodside agreed that the Land Development Code is what is applied to each application and the Commission should study the Code.

Interim Director Weiss commented on the difficulty of understanding complex land use regulations. His suggestion is to start by getting a better understanding of what are zone changes, what are Comp Plan amendments, what are lot development options, what our Plan Compatibility reviews, what happens in the Willamette River Greenway, what happens when all these things are applied in a land use decision. This might help the Commission put things in better context. Chair Woodside agreed, Commissioner XX asked if this approach was any different from just reviewing the LDC section by section as these processes would arise in conversation. Chair Woodside stated the process for an application is covered, but it would be worthwhile to understand how these applications come to be and how they interact. Commissioner XX stated that Article 2 deals with Public Hearings, Comprehensive Plan amendments, zone changes, conditional developments and so it seems that these items would be covered as the LDC is reviewed.

Staff stated the benefit is that Staff could provide an overview of all the different Land Use application types in one meeting. It would be generic in terms of the types of Land Use applications that are contemplated in code, who considers them.

Chair Woodside believes this information would be helpful and asked Commissioner Woods or others their thoughts on tackling this, reading Chapter One. Commissioner Woods commented Chapter One is mostly reference material, the Commissioners could just familiarize themselves with it and then dive into Chapter 2, Article 2. Chair Woodside reiterated then task one was to read Chapter One. Staff mentioned that the Land Development Code is divided into four sections; Article 1, 2, 3 and 4. In talking about Article 1 the Commission is looking at Chapters 1.1 through 1.6. There was discussion to insure all Commissioners had the latest version of the Code which would be the 12/11/2014 version which is available on the website

### **III. PLANNING COMMISSION MINUTES:**

#### July 1, 2015

MOTION: Commissioner Welsh moved to approve the July 1 minutes. Commissioner Jensen seconded the motion, and it passed unanimously.

**IV. OLD BUSINESS:**

There was no Old Business to discuss.

**V. NEW BUSINESS:**

Staff reported the Campus Crest Remand was considered by the City Council on Monday night (August 17th). The City Council adopted the findings and affirmed the initial Council decision to approve the application. There will be a 21-day appeal period to the State Land Use Board of Appeals. He noted that the remand decision itself can be appealed.

**VI. ADJOURNMENT:**

The meeting was adjourned at 8:30 p.m.

**Young, Kevin**

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**From:** Jasmin [jasminwoodside@yahoo.com]  
**Sent:** Saturday, August 15, 2015 10:18 AM  
**To:** Young, Kevin  
**Cc:** Carl W Price  
**Subject:** Fwd: Planning Commission Agenda

Hi Kevin. Can you forward Carl's email below to commissioners and include it in our packet for Wednesday's meeting ? Thank you.

Jasmin  
sent from my phone

Begin forwarded message:

**From:** Carl W Price <[carl.price@carlwprice.com](mailto:carl.price@carlwprice.com)>  
**Date:** August 13, 2015 at 9:11:19 PM PDT  
**To:** [jasminwoodside@yahoo.com](mailto:jasminwoodside@yahoo.com)  
**Subject:** Planning Commission Agenda

Jasmin,

I will be out of town for this meeting (first vacation in a few years we planned back in January). Anyway, I wanted to give you a few thoughts for the meeting.

When I was interviewing with the Council for this position, it was explained that the role of the planning commission was mainly legislative, but that it also holds hearings. I see the staff in the past as driving the Planning Commission in the opposite direction, one of mainly hearings, with very few opportunities to perform the main task of legislative review of issues, and when there is opportunity, the meetings have been cancelled. I feel this is a serious issue for the community at large, since we as a body have a unique position to see what issues we have with our code, and have been tasked with looking at this, and making recommendations to Council around changes needed to make things in Corvallis better.

I would suggest we can do this in a few different ways.

First, we could take the land code, and go through it chapter by chapter, whenever there is an opportunity, and make recommendations to Council when we finish a chapter. This is attractive, because we can focus in on one area at a time, and allows the public an opportunity to do the same. It also has the benefit of not being a time critical discussion, so can be done between any hearings we need to do. This also sets a great example for future iterations of the Commission, being an ongoing, never ending task. With the size of the LDC, I would expect it to take probably 2 terms between hearings to get through it all, at which time, the first section would have aged enough it would be time to revisit it. I really think the community has trouble digesting and understanding our 1300+ page LDC now.

Second, we could use these meetings as a place a Commissioner could raise issues that they have been seeing in hearings, but in a legislative setting. This would have agendas set based on issues we see during hearings, that we believe should be addressed when addressing them as in a quasi-judicial setting is not appropriate.

Finally, we could address things on the list that Staff keeps as needing addressed. I think it is better to address issues throughout the year, instead of as a large bundle at the end. This would have the benefit of allowing us to fully understand the issue, hear from the community, and not get lost in many, many issues presented all at once.

And of course, we could combine the three, schedule things that Commissioners see as issues as a priority, then the Staff issue list, and finally, the LDC review.

Sorry I have to miss this meeting, I believe it is an important discussion to have.

--Carl

**Subject:**Planning Commission Agenda

**Date:**Thu, 13 Aug 2015 22:17:17 +0000

**From:**Young, Kevin <[Kevin.Young@corvallisoregon.gov](mailto:Kevin.Young@corvallisoregon.gov)>

**To:**'Carl Price' <[carl.price@carlwprice.com](mailto:carl.price@carlwprice.com)>, 'G. Tucker Selko ' <[tucker.selko@gmail.com](mailto:tucker.selko@gmail.com)>, 'Jasmin Woodside' <[jasminwoodside@yahoo.com](mailto:jasminwoodside@yahoo.com)>, 'Jim Ridlington' <[jim.ridlington@comcast.net](mailto:jim.ridlington@comcast.net)>, 'Paul Woods (paul\_woods@ieee.org)' <[paul\\_woods@ieee.org](mailto:paul_woods@ieee.org)>, 'Penny York' <[york.penny58@gmail.com](mailto:york.penny58@gmail.com)>, 'Ward 1' <[ward1@council.corvallisoregon.gov](mailto:ward1@council.corvallisoregon.gov)>, 'Rob Welsh (welshr09@gmail.com)' <[welshr09@gmail.com](mailto:welshr09@gmail.com)>, 'Roger Lizut' <[wwrwl45@gmail.com](mailto:wwrwl45@gmail.com)>, 'Ronald Sessions' <[sessarch@gmail.com](mailto:sessarch@gmail.com)>, 'Tom Jensen' <[tomjensen37@hotmail.com](mailto:tomjensen37@hotmail.com)>

**CC:**Crowell, Sharon <[Sharon.Crowell@corvallisoregon.gov](mailto:Sharon.Crowell@corvallisoregon.gov)>

Greetings Planning Commissioners,

We will be meeting on August 19<sup>th</sup>. Since we're getting the agenda and minutes out a little late this week, I thought I'd give you a heads up. Here's the agenda:

We hope to get the agenda and July 1<sup>st</sup> minutes to you in the mail tomorrow, but they may not get to you until after the weekend.

Hope this helps,

Kevin Young  
 Planning Division Manager  
 City of Corvallis  
 (541) 766-6572  
[kevin.young@corvallisoregon.gov](mailto:kevin.young@corvallisoregon.gov)

<PC 08.19.15.pdf>

# 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.

8/12/2015

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

8/12/2015

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

8/12/2015

- 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.

**WATERSHED MANAGEMENT ADVISORY BOARD  
MINUTES  
July 22, 2015  
DRAFT**

**Present**

Jessica McDonald, Chair  
Sheryl Stuart  
Richard Heggen  
Steve Rogers  
Joel Hirsch, City Council Liaison

**Staff**

Jennifer Ward, Public Works  
Tom Hubbard, Public Works  
Mike Hinton, Public Works  
Jon Boyd, Public Works  
Mark Miller, Trout Mountain Forestry

**Excused**

David Hibbs, Vice-Chair  
Charlie Bruce  
Jacque Schreck

**Visitors**

Frank Davis, Siuslaw National Forest  
Gaylee Goodrich, Native Plant Society  
Esther McEvoy, Native Plant Society  
Jerry Chiappisi, Native Plant Society

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda	X		
III. Review of June 24, 2015 Minutes		X	
IV. Visitor Propositions	X		
V. City Council Report	X		
VI. New Business • FY 15-16 Harvest Plan • Annual Peacock Larkspur Inventory	X		Plan approved
VII. Old Business • Finalize Policies and Procedures Document			Approved
VIII. Staff reports	X		
IX. Board Member Requests and Reports			Current Board leadership maintained
X. Adjourn	6:43 p.m.		

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## CONTENT OF DISCUSSION

### I. Call Meeting to Order/Introductions

Chair McDonald called the meeting to order and those present introduced themselves. New Board Member Steve Rogers introduced himself and provided information on his background.

### II. Review of Agenda

No modifications.

### III. Review of Minutes

Since there was not a quorum of Board Members present who attended the June meeting, the Board decided to wait until its next meeting in September to approve the June minutes.

### IV. Visitor Propositions

None.

### V. City Council Report

None.

### VI. New Business

#### FY 15-16 Harvest Plan

Mr. Miller presented the harvest plan for the 2015-16 timber harvest taking place on the watershed this winter. Two areas are planned for cable-yarding harvest, comprised of 35 and 38-year old Douglas-fir plantations established after past harvesting.

These areas were selected for harvesting based on:

1. Plantations needing thinning to promote wind-firmness, reduce density, and improve crowns;
2. Root rot actively expanding (unit 130);
3. Surveyed for marbled murrelets, no birds found;
4. Existing road system offers good cable logging operability with only minor improvements;
5. Located outside of water system catchment; and
6. Good timber quality.

A total of ±500,000 board feet of Douglas-fir is available for harvest. Logger selection will be by a qualifications/price based bid process August-September 2015, with an anticipated project start date of early October. **Board Member Rogers moved to approve the proposed harvest plan; The motion was seconded and passed unanimously.**

#### Annual Peacock Larkspur Inventory

Ms. Ward discussed her methodology for inventorying Peacock Larkspur populations and provided the results of the most recent survey. She stated that she found several individuals just beyond the special management area on Rock Creek Road and will be adding about 50 feet to that area. In general, the numbers were down for this year. She did note that not all plants bloom every year, but also believes that Poison Larkspur may be intruding and hybridizing with the Peacock Larkspur. She said that she will try removing the hybrids during inventory next year, as

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well as augmenting existing Peacock Larkspur populations with the help of the Native Plant Society.

Jerry Chiappisi, Esther McEvoy, and Gaylee Goodrich of the Native Plant Society addressed the Board. They explained the lengthy process of augmenting Peacock Larkspur on the City watershed. This summer they collected seed from pure populations at other locations in the county. The next three years will be spent growing out the seed to produce young plants that can then be planted on a new site within the watershed.

#### **VII. Old Business**

##### Finalize Policies and Procedures Document

Chair McDonald provided some background on this project and noted that Public Works Director Mary Steckel recommended some minor edits to the document before sending it to Council for approval. Board Member Rogers suggested some additional minor edits. Chair McDonald will take the updated document back to Ms. Steckel to give to Council.

#### **VIII. Staff Reports**

Mr. Hubbard reported that staff is making progress on the emergency response plan.

Mr. Miller reported the following:

- An OSU program created an online site where examples of interesting silviculture alternatives can be concisely summarized and discussed. He stated that it is still in the early stages and the program is calling for more examples, so he wrote a draft about a harvest area on the watershed. The Board agreed that this is a good thing for the Corvallis Forest to be involved with.
- Trout Mountain is getting ready to begin some other projects, including maintenance of riparian enhancement plantings later this summer or early fall, depending on if it can be done during fire season.

#### **IX. Board Member Requests and Reports**

Chair McDonald stated that she and Board Member Hibbs are willing to stay in their positions as Chair and Vice-Chair, respectively. **Board Member Stuart moved to keep the Board Members McDonald and Hibbs as Chair and Vice-Chair, respectively. The motion was seconded and passed unanimously.**

#### **X. Adjourn**

**The meeting was adjourned at 6:43 p.m.**

**NEXT MEETING: September 23, 2015, 5:15 p.m., Madison Avenue Meeting Room**

**MEMORANDUM**

**To:** City Council Members  
**From:** Biff Traber, Mayor   
**Date:** September 8, 2015  
**Subject:** Vacancy on Community Police Review Advisory Board

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Jim Swinyard resigned from the Community Police Review Advisory Board to avoid a potential or perceived conflict of interest while he campaigns for the Benton County jail bond measure. Jim's term on the Board expires June 30, 2016.

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

**MEMORANDUM**

**To:** City Council Members  
**From:** Biff Traber, Mayor   
**Date:** September 14, 2015  
**Subject:** Appointment to Visit Corvallis Board of Directors

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As Mayor, I am authorized to appoint a member to the Visit Corvallis Board of Directors. This memorandum is to inform you that I am appointing Lee Eckroth as the community representative to the Visit Corvallis Board of Directors. While professionally a Real Estate Broker, Lee has more importantly distinguished himself as a community leader and booster. Among his accomplishments, he led the Willamette Park Rotary Picnic Shelter development, the Play Corvallis Play piano installation around town, and helped lead this year's Corvallis Imagination Music and Arts Festival.

This appointment does not require Council confirmation.

**MEMORANDUM**

**To:** City Council Members  
**From:** Biff Traber, Mayor   
**Date:** September 14, 2015  
**Subject:** Confirmation of Appointments to Advisory Boards

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As you know, at our last regular meeting I appointed the following persons to the advisory boards indicated for the terms of office stated:

Arts and Culture Advisory Board

Marci Sisco  
Term expires June 30, 2016

Bicycle and Pedestrian Advisory Board

Trevor Heald  
Term expires June 30, 2017

Community Relations Advisory Group

Leslie Schacht Drey  
Term expires June 30, 2017

Housing and Community Development Advisory Board

Donna Rinaldi  
Term expires June 30, 2018

Parks, Natural Areas, and Recreation Advisory Board

Greg Alpert  
Term expires June 30, 2018

I ask that you confirm these appointments at our next Council meeting, September 21, 2015.

\*\*\*MEMORANDUM\*\*\*

To: Mayor and City Council

From: Tony Krieg, Customer Services / Risk Manager 

Subject: Liquor License Investigation New Outlet – Mix Café & Bar

Date: September 15, 2015

\*\*\*\*\*

The City has received an application from Yi Zhao owner of Mix Café & Bar located at **106 NW 2<sup>nd</sup> St. Corvallis, OR 97330**. This application is for a New Outlet with a Full On 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.

**Full On-Premises Sales License:**

Allows the holder of the license to sell distilled spirits, wine, malt beverages and cider by the individual drink for consumption at the business.

TO: City Council for September 21, 2015 Council Meeting  
 FROM: Mark W. Shepard, P.E., City Manager *MWS*  
 DATE: September 14, 2015  
 SUBJECT: Water Service Requests Outside of City Limits



Action Requested:

Staff recommends Council consider the attached Ordinance which provides an alternative process to authorize the extension of water service outside of City Limits. Staff recommends Council only adopt the Ordinance if the Council desires to authorize limited water service extension to property outside the City Limits.

Discussion:

The City Council has previously considered requests to provide an alternative approval path for City water for properties located outside of City Limits.

- 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 of City Limits.
- On September 8, 2015, the City Council held a public hearing in accordance with the City Charter to consider extending water service to properties outside of City Limits.

Council expressed interest in exploring an alternative path that would allow a limited number of developments to gain approval to connect to City water while remaining outside of City Limits. At the September 8, 2015 City Council meeting, Council directed staff to bring an Ordinance to Council for further consideration. Council requested additional conditions be included along with the conditions presented in the Ordinance on September 8, 2015. Specifically, Council asked that conditions be added to:

- a. Require a property to be directly adjacent to the existing City Limits; and
- b. Require the Fire Marshall to declare that a fire safety issue exists that can only be addressed by connecting to City water.

The proposed Ordinance is attached for Council review and consideration. With the modifications requested by Council, the proposed conditions for approving water extension to properties outside of City Limits are stated below. The new conditions are identified as Condition 2 and Condition 3.

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 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 is immediately adjacent to and abuts the City Limits of the City of Corvallis.

This condition will greatly limit the number of properties that will be eligible and allows for an orderly extension of water service.

3. The Corvallis Fire Marshall determines that the Oregon Fire Code and/or the Corvallis Fire Code require the property to connect to existing City of Corvallis water service for fire suppression prior to development occurring.

Only properties that have demonstrated a fire safety need under State/City codes as interpreted by the City Fire Marshall are eligible.

4. 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.

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.

5. The property owner will be required to pay all fees and charges customarily required for connection to the City's water system.
6. 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.

7. 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 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 of City Limits.

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 if they meet the conditions. 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 connection to City water. 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 for 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.

Recommendation:

Staff recommends that if Council wants to provide an alternative process for extending City water service to properties outside of City Limits, that Council adopt the attached Ordinance.

Budget Impact:

If Council adopts the Ordinance, and further authorizes Beit Am to connect to City water service, the City will receive revenues when Beit Am develops. The City will be responsible for the cost to annex the property when/if that takes place.

**ORDINANCE 2015-\_\_****AN ORDINANCE SETTING CRITERIA FOR AUTHORIZING PROPERTIES OUTSIDE OF CITY LIMITS TO CONNECT TO CITY WATER, AMENDING CORVALLIS MUNICIPAL CODE SECTION 3.01.050.**

WHEREAS, Council received a request for connect to city water service from property located within the City's Urban Growth Boundary but outside of 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 is immediately adjacent to and abuts the City Limits of the City of Corvallis; and
3. The Corvallis Fire Marshall determines that the Oregon Fire Code and/or the Corvallis Fire Code requires the property to connect to existing City of Corvallis water service for fire suppression prior to development occurring; and
4. The property owner executes an Irrevocable Petition to Annex; and
5. 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
6. 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 water 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 the City; and
7. 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; and.
8. 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.
9. 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 make 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

**HUMAN SERVICES COMMITTEE  
MINUTES  
September 8, 2015**

Present

Councilor Frank Hann, Chair  
Councilor Bill Glassmire  
Councilor Mike Beilstein

Staff

Mark Shepard, City Manager  
Mary Beth Altmann Hughes, Human Resources Director  
Carolyn Rawles, Library Director  
Kent Weiss, Interim Community Development Director  
Emely Day, Meeting Recorder

Visitors

Jasper Smith, King Legacy Advisory Board (KLAB) Chair  
Jacque Schreck, Library Advisory Board (LAB) Chair  
Edward Fortmiller, Housing and Community Development Advisory Board (HCDAB) Chair

**SUMMARY OF DISCUSSION**

	Agenda Item	Recommendations
<i>Chair to call for corrections, if any, to the September 8 HSC minutes</i>		
	Call to Order	<i>2:01 pm</i>
I.	King Legacy Advisory Board Annual Report	Accept the King Legacy Advisory Board annual report for Fiscal Year 2014-15.
II.	Library Advisory Board Annual Report	Accept the Library Advisory Board annual report for Fiscal Year 2014-15.
III.	Housing and Community Development Advisory Board Annual Report	Accept the Housing and Community Development Advisory Board annual report for Fiscal Year 2014-15.
IV.	Other Business A. Pending Issues	Information
	Adjournment	<i>3:16 pm</i>
	Next Meeting	September 22, 2015; 2:00 pm Madison Avenue Meeting Room 500 SW Madison Avenue

**CONTENT OF DISCUSSION**

I. King Legacy Advisory Board Annual Report

Human Resources Director Altmann Hughes said staff recommended acceptance of the KLAB's Annual Report, which was prepared by Board Chair Jasper Smith.

Mr. Smith said the KLAB had a successful year with a new City Council-directed charge, which helped the Board focus and broaden its efforts. The KLAB undertook some new activities during the past year and became a hub for community groups. The Report listed the Board's activities of the past year and those in progress. During the past year, the City Council re-named the Board, with the revised charge intended to reflect the legacy of Dr. Martin Luther King, Jr.'s wife, Coretta Scott King, and to encompass issues affecting women and specific population groups. The Board connected with new and emerging community groups regarding equity, justice, and diversity. The Board's membership was complete, and meeting attendance by Board members was good.

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Referencing the Report section concerning needs for the next year, Councilor Glassmire asked what the Board would like to undertake if it had more funding.

Mr. Smith said the KLAB extended its funding by partnering with other groups, which were also struggling financially. More funding would enable the Board to conduct more events. The KLAB discussed conducting a community summit to bring together various groups and reach out to other groups.

Councilor Beilstein referenced the recently established but as yet not activated Community Involvement and Diversity Advisory Board (CIDAB) and noted that it and the KLAB would have overlapping goals. He asked how the CIDAB would be activated and integrated with the KLAB.

Ms. Altmann Hughes said she and Mr. Smith were members of the task force that developed the CIDAB charge. The Public Participation Task Force (PPTF) proposed the CIDAB, intending that the KLAB would be under the oversight of the CIDAB. At that time, KLAB members expressed a desire to maintain the KLAB's identity, purpose, and function apart from the CIDAB; that desire was captured in the KLAB's revised charge and changed name. The CIDAB was given an extensive charge and scope of work, including diversity in the form of opening municipal government access to more people via advisory bodies in order to reach diverse population groups; the CIDAB's diversity work would not include community-sponsored events.

Mr. Smith added that the PPTF and the task force that developed the CIDAB charge envisioned the KLAB as separate from the CIDAB. The CIDAB would focus on public participation and community inclusion in municipal government; the KLAB would focus on social and economic justice within the government. The KLAB was not intended to get more diverse people involved in municipal government. The CIDAB's charge was very extensive, so the CIDAB may not be able to address issues of diversity.

Chair Hann referenced a recent presentation to the Council regarding an increase in the number of international students enrolled at Oregon State University (OSU) and how to help them integrate into the community in terms of laws, expectations, etc., with the hope of preventing problems. He inquired whether the KLAB could become involved in those efforts.

Mr. Smith acknowledged that the KLAB might be able to participate in the described efforts, but it had not done much activity of that nature. He clarified that the CIDAB would address issues of how City government interacted with the community.

Councilor Beilstein referenced the KLAB's recent recommendation to the Council regarding a proposed Benton County levy that subsequently became a ballot measure. Such recommendations from advisory bodies to the Council could create problems because municipal governments, excluding elected officials, could not expend resources, including staff time, on election issues.

Ms. Altmann Hughes responded that staff gave information to the City's advisory boards regarding the restrictions Councilor Beilstein referenced. KLAB members were aware that any advisory body discussions must occur before an issue was placed on a ballot;

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KLAB members understood the restriction that they could not issue any statements as a body after an issue was placed on a ballot. She sent information to Mr. Smith for distribution to KLAB members. The KLAB's recommendation to the Council was made in an appropriate manner.

Mr. Smith clarified that the KLAB's statement to the Council and the Benton County Board of Commissioners was a recommendation that the levy not be placed on a ballot and that the governing bodies consider alternatives to incarceration.

Chair Hann said he considered the KLAB's statement background information, rather than urging the Council to advocate concerning the levy.

Councilor Beilstein inquired about orientation for new advisory board members and whether an orientation protocol or process was established.

Ms. Altmann Hughes responded that the pending public information officer position would be responsible for creating a standardized, general orientation for advisory board members. Advisory boards would work with their respective oversight departments to develop department-specific information for new board members. The PPTF surveyed advisory board members and received significant feedback regarding the need for orientation for new board members.

In response to Chair Hann's inquiry, Mr. Smith explained that Tim Wise, whom the KLAB scheduled for a presentation, was one of the foremost "white" anti-racist speakers and educators in America, was involved in the documentary "White Like Me," and authored several books.

Councilor Glassmire said he was interested in learning at a later time about the KLAB's ideas for future projects, adding that he believed economic inequality could worsen racism and other issues. Resolving economic inequality could be easier than resolving racism.

Mr. Smith responded that the KLAB specifically included in its charge addressing Dr. King's major concerns, which included anti-poverty, anti-racism, and altruism.

The Committee unanimously recommends Council accept the King Legacy Advisory Board annual report for Fiscal Year 2014-15.

## II. Library Advisory Board Annual Report

Library Director Rawles reported that Library staff and the LAB were working on a strategic plan, with targeted completion by the end of 2015. She would like to be able to incorporate any strategic plan recommendations in the Fiscal Year 2016-17 budget. The Library hired a facilitator to help staff organize the plan, but staff was performing the majority of the work developing the plan.

LAB Chair Schreck noted that LAB members and Library staff had extensive skills. She expected that the strategic plan would be similar to previous plans prepared by staff and would be very applicable and helpful. The Library system was funded by the City and

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the Library Service District. The LAB had an equal representation of City and County residents and a liaison from the City Council and the County Board of Commissioners. The County appointed a high school student as one of its representatives, giving the LAB insight into the needs of younger Library patrons. She noted that City and County appointees to the LAB worked together without basing their positions on whether they represented City or County residents. She believed libraries equalized economic demographics, providing people without private computer access, computer skills, or reading skills with opportunities to improve their lives.

Ms. Schreck confirmed that the LAB had focused during the past year on developing the Library strategic plan and created sub-committees to work on different issues, including a LAB member orientation. Ms. Rawles added that she provided orientation to new LAB members, focusing primarily on the Library.

Councilor Beilstein, Council Liaison to the LAB, referenced a recent LAB meeting discussion regarding out-of-district library cards and the fact that many Linn County residents with Corvallis mailing addresses were issued library cards in error. Upon discovering the situation, Ms. Rawles decided that the library cards should be terminated. Councilor Beilstein elaborated that the 100-plus referenced cardholders did not pay property taxes to Benton County or the City of Corvallis but received free library privileges. He was concerned that some of the referenced cardholders were staunch Library advocates; and he asked whether they could be accommodated, noting that they could purchase library cards.

Ms. Rawles acknowledged that the referenced cardholders received library cards in error. Anyone who resided, worked, or attended school within the Library District was eligible for a free library card; other potential Library patrons could purchase library cards for \$120 per year, which, at one time, was equivalent to the Library's portion of the property tax assessment for a "low end" house in Corvallis. Residents of Linn County immediately east of Downtown Corvallis were outside all library districts; Linn County did not have a county-wide library district. Owners of properties in unincorporated areas of Linn County did not pay taxes to support a library. Efforts to create a Linn County library district were unsuccessful since at least the 1950s. She said it seemed unfair for people to voluntarily pay no taxes for library service but reap benefits from the Corvallis-Benton County Public Library. Students of Corvallis School District 509J (509J) were eligible for free library cards, regardless of their residence. She acknowledged that some of the people who would have their library cards canceled were long-time financial supporters of the Library.

Ms. Schreck said the LAB discussed the issue several times. The out-of-district library card fee was not exorbitant for access to a high-quality facility. The LAB was uncomfortable with the situation, wanting people to have library service but believing that library access should be balanced with property tax support responsibilities.

Ms. Rawles added that the Library would have a reciprocal borrowing agreement with a Linn County library district.

Chair Hann invited the LAB to offer recommendations for resolving the issue of library cards issued in error to Linn County residents, noting that the cards represented

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approximately \$12,000 in unpaid Library revenue, based upon the \$120 out-of-district library card fee.

Ms. Rawles noted that the issue of library card fees was addressed through a City administrative policy that was not typically presented to the Council.

City Manager Shepard added that, when the City pursued operating levies or fee increases, people might ask why they were asked to provide more financial support for City services, while some non-City residents received free City services. He noted the difficulty in rescinding services that were erroneously granted. As the City faced increased scrutiny in terms of services in return for property tax assessments, the Council must be careful in its decisions. He supported the current policy regarding library card fees.

Ms. Rawles said Linn County residents would need to request a county-wide library district.

Councilor Beilstein suggested that the service district boundaries be changed to align with 509J's boundaries; only residents of the existing library service district would be eligible to vote on the issue. He noted the imbalance of Linn County properties, Corvallis mailing addresses, and students attending 509J schools, but only the students could receive free library cards. He would like the Sustainable Budget Task Force to consider this option. He acknowledged that service district initiatives could not be proposed by governmental agencies.

Ms. Rawles noted that service districts might be constrained by county boundaries.

Ms. Schreck said she worked on a library service district initiative; the election effort was time consuming, contentious, and expensive.

Councilor Hann inquired about the greatest future issues or problems for the Library.

Ms. Rawles responded that the Library had two three-dimensional printers and was creating a space for the public to use the printers and participate in other hands-on activities. The Library building was last expanded during 1992; interior furnishings are periodically re-arranged to create more space. With a gift from the Library Foundation, the City purchased an office/apartment building next to the Library. That building could be removed to allow expansion of the main Library building; or it could be remodeled, and staff work spaces could be moved into the remodeled building, allowing more public space within the main Library building. Library staff wanted their operations to be close to "cutting edge" technologically. Technology had associated costs, including staff and training, and required more bandwidth. Staff sought to balance traditional library services of print media with current and emerging technological services. Services for youth were very important, with staff striving to reach as many youth as possible to ensure they were ready to learn upon entering the school system; this required appropriate staff training. Stable funding was important for the Library to accomplish its goals.

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Councilor Beilstein surmised that much of the Library's future development would be reflected in the strategic plan.

The Committee unanimously recommends Council accept the Library Advisory Board annual report for Fiscal Year 2014-15.

### III. Housing and Community Development Advisory Board Annual Report

Interim Community Development Director Weiss said HCDAB members prepared the Annual Report; staff reviewed the Report and recommended that it be accepted.

Councilor Beilstein noted that the City provided property tax funds for social services, with United Way of Benton and Lincoln Counties (UWBLC) administering the allocations. UWBLC made separate allocations from its funding. UWBLC combined the committees that reviewed allocation requests from City and UWBLC funds in an effort to avoid duplicating allocations for the same services. He requested explanation of the process for social service allocations from Federal funds and questioned whether the Federal funds had allocation criteria so different from the City's social services funds that there was little opportunity for duplication, or if the allocations were monitored to prevent duplication.

Mr. Weiss acknowledged the possibility of some duplication. UWBLC monitored the HCDAB's allocation recommendations of Community Development Block Grant (CDBG) funds, and Housing and Neighborhood Services Division staff monitored UWBLC's allocations from its funding sources. Some agencies received funds from multiple sources for the same or different services; the City and UWBLC might both pay a percentage of the salary for the manager of the cold-weather overnight shelter; however, the City and UWBLC would not duplicate allocations such that they each subsidized 100 percent of an agency's particular service expenses. The City and UWBLC had different allocation schedules, with the City determining allocations during February and UWBLC determining allocations during June. A group representing community funding agencies had been meeting monthly to discuss their processes and seek ways to coordinate efforts, reporting, and recordkeeping.

In response to Councilor Glassmire's inquiry regarding Fiscal Year 2014-15 City-funded projects, Mr. Weiss said the Julian Hotel remodeling project was included in the Fiscal Year 2013-14 Action Plan but completed during Fiscal Year 2014-15. The City invested approximately \$700,000 (\$600,000 in HOME Investment Partnerships Program [HOME] funding and \$100,000 in CDBG funding). The total project cost, including building acquisition, was approximately \$8 million; most of the funding was provided by the Federal Low-Income Housing Tax Credit (LIHTC) Program; the City's HOME funding allocation was one of the larger non-LIHTC investments. The Network for Oregon Affordable Housing provided permanent debt financing. The project received energy-efficiency grants. The Julian Hotel's 35 units (30 one-bedroom units and 5 studio units) and shared spaces were remodeled. All of the residents had incomes of less than 30 percent of the Benton County median income. Without the Julian Hotel units, the residents would likely be homeless, making the project an example of preventing homelessness. The Julian was the only United States Department of Housing and Urban Development project-based Section 8-funded housing in Benton County.

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The Community Outreach, Inc., (COI) project involved rehabilitating the building, which was constructed during the early-1990s. The building architect intended that the building design would provide passive cooling of the upstairs area, where families stayed. Unfortunately, the theory did not prove true; upstairs temperatures were often over 100°F during the day and over 90°F during the night. COI requested City assistance, which was provided via CDBG funding, with a heating, ventilation, and air cooling (HVAC) system upgrade to cool the upstairs area; following the project, conditions in the upstairs area were much better.

Jackson Street Youth Shelter (JSYS) provided services to homeless and runaway youth younger than age 18 years and received CDBG funding to allow the agency to create an interim step for clients 18 years of age who were not ready to live without some type of supportive services. At 18 years of age, the youth could no longer be sheltered at JSYS under its State license. With City assistance, JSYS obtained a single-family house, which accommodated three or four youth aged 17 to 19 years, who were attending school and/or working. The house provided extended stability while the youth completed their high school education process, so they could better care for themselves in the future.

Councilor Beilstein inquired whether more large projects were planned that would produce housing for low-income residents.

Mr. Weiss responded that Seavey Meadows Phase 3 would provide 12 units but was thought to be too small to receive tax credits. The State had leftover tax credits that were insufficient for a large project but were awarded to the Seavey Meadows Phase 3 project, which would create studio, one-, and two-bedroom units with rental preference given to veterans, many of whom would transition from homelessness. He expected to see building plans during the coming winter and ground breaking during summer or fall 2016.

Land at the intersection of SW Technology Loop and SW Research Way was owned by Habitat for Humanity, which was working with a developer to construct a 30- to 40-unit affordable rental project. Habitat for Humanity would apply to the LIHTC Program for funding that would be awarded during spring 2016. The project would be completed by a for-profit developer specializing in affordable rentals.

Chair Hann inquired whether the Corvallis community was gaining in providing affordable housing opportunities.

Mr. Weiss responded that it was difficult to measure housing achievements. Gains were made, but housing opportunities did not keep pace with needs. Impacts were made in terms of housing for veterans (Seavey Meadows Phase 3 and Julian Hotel). The City worked with Home Life and Julian Hotel to provide housing for people with disabilities and funded programs and support staff at Benton Plaza, where many elderly and disabled residents lived. The City's owner-occupied home rehabilitation programs enabled people to refurbish and remain in their homes for an extended period; that rehabilitation could involve accessibility assistance. The projects did not have quantifiable measurements but improved quality of life for the residents. The City recently increased the amount that could be loaned through its down payment-

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assistance program to help more people purchase homes. Local housing prices were high, making it difficult for people to take advantage of the assistance.

In response to Chair Hann's inquiry, Mr. Weiss said the City was not in a financial position to obtain older properties, as the City would need readily accessible funds. The local housing market was not significantly impacted by the 2009 housing market decline. Over-building college student-focused housing and that housing being filled to capacity could result in market impact in the form of single-family housing and older multi-family housing becoming available for non-students. Staff discussed this with Willamette Neighborhood Housing Services, which had quick access to funds for development; he would like to continue pursuing those opportunities.

Chair Hann said the Housing Development Task Force (HDTF) discussed that much of the recent housing construction was designed with very little back yard space. He inquired whether the HCDAB could review housing lot criteria so that developments could, in the future, be converted to single-family, affordable housing.

Mr. Weiss responded that the efforts of the HDTF and the HCDAB coincided in some ways. The HCDAB discussed how its work could support that of the HDTF.

Chair Hann urged the HCDAB to advise the City regarding ways to resolve problems.

The Committee unanimously recommends Council accept the Housing and Community Development Advisory Board annual report for Fiscal Year 2014-15.

#### IV. Other Business

##### A. Pending issues

Councilor Glassmire asked that the Committee consider discussing the City providing Downtown area toilets for public use, particularly by homeless persons.

Mr. Shepard offered that staff could provide information regarding the history of the City providing publicly accessible restrooms and associated challenges.

Councilor Glassmire clarified that he envisioned a porta-potty near the proposed downtown homeless shelter, as that could address one of the primary concerns expressed during a recent community meeting regarding the issue of homelessness in the community.

Mr. Shepard suggested scheduling the issue for the Committee's October 6 meeting.

Chair Hann noted the need for funding to install and maintain a porta-potty and whether it could be provided as a permanent solution.

Mr. Shepard responded that the Council would need to determine how it would spend the City's available funds. He recalled that the permanent restrooms at Riverfront Commemorative Park were initially left open during the night but were

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then accessed by individuals who locked them for the night and used them as their shelters so they were not available for use by others; the buildings were also vandalized. A porta-potty would be less desirable as an overnight shelter but would still be subject to damage. Staff could provide cost estimates for installation, maintenance, and management, whether via City funds or partnerships with community groups.

Councilor Beilstein noted that the Council often discussed the issue of providing more publicly accessible restrooms in the Downtown area. Based upon a recent community meeting regarding homelessness, he offered to ask the Council to consider the issues of restrooms in the Downtown area and "car camping."

Mr. Shepard reported that the Director of Love INC (a service agency supported by community churches) expressed interest in asking the agency's Board to discuss possible solutions to the issue of "car camping." Mayor Traber would be involved in the Board's discussions. Chair Hann asked that the Committee and Council be updated on the status of those discussions.

TO: Human Services Committee for September 8, 2015  
FROM: Mary Beth Altmann Hughes, Human Resources Director  
DATE: August 3, 2015  
THROUGH: Mark W. Shepard, P.E., City Manager  
SUBJECT: King Legacy Advisory Board – Annual Report



Action Requested:

Staff recommends the City Council review and accepts the King Legacy Advisory Board's 2014/15 Annual Report.

Discussion:

As a result of the Public Participation Task Force recommendations adopted in 2014 by the City Council in 2014, each advisory board is required to submit an annual report to the Council. The King Legacy Advisory Board (KLAB) annual report, completed by the Advisory Board, is attached.

The City Manager's Office allocates \$10,000 annually to KLAB to pursue their mission as identified in the Corvallis Municipal Code. The funds are used for an annual celebration and other community activities to promote the principles and legacy of Dr. Martin Luther King, Jr. with the goal of helping Corvallis become a more inclusive and just community.

Recommendation:

Staff recommends acceptance of the King Legacy Advisory Board annual report.

Budget Impact:

None

# ANNUAL REPORT OF THE: KING LEGACY ADVISORY BOARD

July 28, 2015

**Members:**

Jasper Smith, Chair

Megha Shyam, Vice-Chair

Chareane Wimbley-Gouveia

Alicia Ward-Satey

Joseph Orosco

Amber Moody

Gabriel Merrell

Frederick Edwards

Kerstin Colón

**Staff: Human Resources**

**Council Liaison: Barbara  
Bull**

**Purpose/Mission summary:**

Section 1.16.260 - King Legacy Advisory Board.

- 1) A King Legacy Advisory Board, is hereby created.
- 2) The Advisory Board shall be composed of ten members, with one member nominated by the Benton County Commissioners, one by 509J, and one by either Oregon State University or Linn-Benton Community College. All other members shall be appointed by the Mayor in accordance with Section 1.16.030 herein.

- 3) The Advisory Board exists to celebrate and promote the principles and legacy of Dr. Martin Luther King, Jr. with the goal of helping Corvallis to become a more inclusive and just community. This work includes:
- a) Promote inclusion of diverse people and communities within Corvallis.
  - b) Pursue nonviolent solutions to economic and social injustices in Corvallis.
  - c) Be a strong advocate to build a strong and diverse community of Corvallis residents.

(Ord. 2014-20 § 1, 12/01/2014; Ord. 2014-16 § 9, 11/17/2014; Ord. 2008-08 § 1, 04/21/2008; Ord. 2001-07 § 1, 6/18/2001; Ord. 90-50, 1990; Ord. 90-48, 1990; Ord. 86-27 § 2, 1986)

### **Prior Year Report:**

#### Activities and work completed:

- Annual MLK Day event with speaker Walidah Imarisha attended by about 250 people at the Majestic Theater on the topic of “Oregon’s Racial History and King’s Vision of Justice”.
- Celebrated the 25<sup>th</sup> anniversary of the passage of the Americans with Disabilities Act with a showing of Autism: The Musical and special guests, Diane and Wyatt Isaacs. Close to 200 people attended.
- Co-sponsored the first Juneteenth celebration in Corvallis to commemorate the 150<sup>th</sup> anniversary of the abolition of slavery. About 150 people attended.
- Co-sponsored the Sprout Film Festival (films by and featuring people with developmental disabilities) with community partners. Over 200 people attended.

- Co-sponsored the first Health Inequities Symposium.
- Selected and awarded high school essay contest winner.
- Submitted updated charge that was approved by City Council. We also adopted a new name, The King Legacy Advisory Board.
- Participated on the Community Involvement and Diversity Advisory Board Task Force.
- Made connections with the Human Relations Commission in Albany, Showing Up for Racial Justice, Community Action for Racial Equity, and Holding Hands Corvallis.
- Were represented at a number of community events, including a community policing forum, the Solidarity Fair, and the openings of three cultural centers at OSU.

#### Activities and work in progress:

- Planning a community summit to discuss issues of justice and equity in Corvallis.
- Bringing Tim Wise to Corvallis in October, probably the foremost white anti-racist speaker in the country.
- Reviewing policies for possible recommendations.
- Planning annual MLK Day event and essay contest.

#### **Next Year Proposed Work Plan:**

##### Regular activities and work (ongoing or annual):

- Continue to make connections to individuals and groups in Corvallis and listen to their concerns.
- Sponsor annual MLK holiday events and essay contest.
- Continue to partner with community groups and bring opportunities to the community.

Special activities and work for the year:

- Community summit to bring together individuals and groups.
- Special event in addition to annual event. Probably Tim Wise.

**Resources:**

Prior Year:

\$10,000

Needed for the next year:

\$10,000. We could do more with more if requested by Council.

TO: Human Services Committee for September 8, 2015 meeting  
FROM: Carolyn Rawles, Library Director *CR*  
DATE: 8/24/2015  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Annual Report, Library Advisory Board



Action Requested:

Staff and the Library Advisory Board request approval of the Library Advisory Board's Annual Report.

Discussion:

This is the Library Advisory Board's first annual report under the new advisory board review process.

Recommendation:

Approve report.

Budget Impact:

No additional budget impact.

# ANNUAL REPORT OF THE CORVALLIS- BENTON COUNTY PUBLIC LIBRARY ADVISORY BOARD

September 2, 2015

**Members: Jacque Schreck, Chair; Jennifer Alexander, Vice-Chair; Katherine Bremser, Diane Cygan, Eric Dickey, Scott Elmshaeuser, Paula Krane, Cheryl Maze, Steve Stephenson, 1 vacancy; Norah Storniolo, Benton County Student Liaison.**

**Staff: Carolyn Rawles, Library  
Director**

**Council Liaison: Mike Beilstein  
County Commission Liaison: Anne  
Schuster**

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## **Purpose/Mission summary:**

From Corvallis Municipal Code:

Section 1.16.220 - Library Advisory Board. **Modified**

- 1) A Corvallis Benton County Library Advisory Board is hereby created.
- 2) The Advisory Board shall consist of ten voting members. Five shall be appointed by the Mayor. The Benton County Board of Commissioners shall appoint six members to the Advisory Board, one of which shall be a non-voting liaison high school student from Benton County.
- 3) The Advisory Board shall advise Council on all matters pertaining to the operation, expansion, and level of service provided by the Library. In addition, the Advisory Board shall have all of the powers and duties authorized by State and City laws.
- 4) This Chapter shall not be construed to prevent those members of the Advisory Board appointed by the Board of Commissioners of Benton County, Oregon, from acting simultaneously as the County Library Board under State law.

- 5) The Advisory Board shall advise the City Council on all matters related to allocating annual Library Improvement Reserve funds.

(Ord. 2015-11 § 2, 06/15/2015; Ord. 2014-16 § 6, 11/17/2014; Ord. 2011-08 § 1, 04/18/2011; Ord. 2009-12 § 2, 10/19/2009; Ord. 81-99 § 56, 1981)

### **Prior Year Report:**

#### Activities and work completed:

Reviewed and updated the following policies:

- CP 4.11 “Public Library Policy for Selecting and Discarding Materials”
- AP 1.07 “Confidentiality of Library Records”
- AP 1.08 “Public Library Circulation Policy”
- CP 4.08 “Code of Conduct--Library”

Developed Library Board Talking Points

Reviewed Library Department budget and advised staff on budget priorities

Reviewed library usage statistics and discussed with and advised staff on changes in usage patterns

Revised Library Board orientation to incorporate more involvement from board members

#### Activities and work in progress:

Began Strategic Planning Process, including gathering information from patron survey; learning about patron usage and market penetration from consultant; hearing from the State Librarian and a Reference Librarian about the future of libraries; approving activities and timeline for completion of Plan; beginning development of new Mission and Vision Statements.

### **Next Year Proposed Work Plan:**

#### Regular activities and work (ongoing or annual):

Policy reviews, including CP 4.06 “Library Displays, Exhibits, and Bulletin Boards”

#### Special activities and work for the year:

Complete development of Strategic Plan for approval of City Council and incorporation into Library 2016-2017 (and beyond) budget.

Undertake revised Library Board orientation process which involves greater board member involvement in onboarding of new members.

**Resources:**

Prior Year:

Staff time

Consultant for patron survey and market segmentation tasks

Facilitator for planning meetings

Needed for the next year:

Facilitator for planning meetings, if needed

Staff time

TO: Human Services Committee, for September 8, 2015 meeting  
FROM: Kent Weiss, Interim Community Development Director  
DATE: August 27, 2015  
THROUGH: Mark W. Shepard, P.E., City Manager  
SUBJECT: Housing and Community Development Advisory Board Annual Report



Action Requested:

Staff request that the Human Services Committee review the attached annual report for the Housing and Community Development Advisory Board, and provide a recommendation for City Council acceptance of the 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 for Council acceptance. The HCDAB annual report is attached; its content was discussed and determined during the Board's regular monthly meeting on August 19. Ed Fortmiller was elected Chair August during the meeting on August 19, participated in the annual report content discussion, and has provided the attached report for Human Services Committee consideration. Chair Fortmiller will attend the HSC meeting on September 8 to present the report.

Budget Impact:

None. Each spring the HCDAB provides a recommendation to the City Council regarding allocations of federal funding to housing projects and social services. The amounts of these awards are determined by the U.S. Department of Housing and Urban Development, and the HCDAB has no control over or impact on the award amounts.

# ANNUAL REPORT OF THE HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD

September 8, 2015

## **Members:**

Ed Fortmiller, Chair  
Kara Brausen, Vice Chair  
Gary Hamilton  
Dave Henderer  
Kenny Lowe  
David McCarthy  
Gerry Perrone  
Roger Lizut, Planning Commission Liaison

**Staff:** Kent Weiss

**Council Liaison:** Bill Glassmire

## **Purpose/Mission summary (Excerpted from CMC 1.16.205):**

- 3) The Housing and Community Development Advisory Board shall:
- a) In cooperation with other City boards and commissions, formulate and recommend policy to the Planning Commission and City Council on housing affordability and community revitalization issues.
  - b) Recommend policies to the Planning Commission and City Council to provide for and conserve very low, low and moderate income housing in the City.
  - c) Review and make recommendations regarding City applications requesting Federal and State Housing and Community Development funds and other funds relating to community development which may become available.
  - d) Monitor and evaluate planning, programming, and implementation of housing and community development activities.
  - e) Act as a review and appeals board for the Housing loan program policies.
  - f) Represent the affordable housing interests of very low, low and moderate income citizens and citizens with special housing needs.

## **Prior Year Report:**

### Activities and work completed/in progress:

During FY 2014-15 the Housing and Community Development Advisory Board:

- Held a public hearing to review and approve a Consolidated Annual Performance Evaluation Report for the City's FY 14-15 CDBG and HOME programs;
- Reviewed and gave input to staff for the 2015 City Council housing goal;
- Reviewed three loan program administrative policy exceptions and provided approval recommendations to the City Manager;

- Reviewed two loan program administrative policies and recommended revisions to the City Manager;
- Reviewed and heard proposals from 13 agencies for funding from the City's FY 15-16 CDBG and HOME programs;
- Developed recommendations for CDBG and HOME funding allocations;
- Reviewed and recommended City Council approval of the City's FY 15-16 CDBG and HOME Action Plan;
- Monitored progress of FY 14-15 City-funded projects (Julian Hotel Apartments, Community Outreach, Jackson Street Youth Shelter).

### **Next Year Proposed Work Plan:**

#### Regular activities and work (ongoing or annual):

- Hold a public hearing to review and approve a Consolidated Annual Performance Evaluation Report for the City's FY 15-16 CDBG and HOME programs;
- As needed consider loan program administrative policy exceptions and provide recommendations to the City Manager;
- As needed review loan program administrative policies and recommend revisions to the City Manager;
- Review and hear proposals from agencies for funding from the City's FY 16-17 CDBG and HOME programs;
- Develop recommendations for FY 16-17 CDBG and HOME funding allocations;
- Review and recommended City Council approval of the City's FY 16-17 CDBG and HOME Action Plan;
- Monitor progress of FY 15-16 City-funded projects.

#### Special activities and work for the year:

- Conduct site visits to agencies that received CDBG Human Services Funds for FY 15-16;
- Look for opportunities to review options and provide feedback to the Housing Development Task Force about developing more affordable home ownership housing opportunities.

### **Resources:**

#### Prior Year:

- Recommended awards from \$700,000 in FY 15-16 CDBG and HOME funding;
- Two Housing and Neighborhood Services Division staff members attended meetings regularly (staff liaison and minutes recorder), and other staff came as needed for specific topic discussions.

#### Needed for the next year:

- Recommend CDBG and HOME funding awards – amounts not yet known;
- Additional funding to support affordable housing programs;
- Same staffing requirements as current year.



**REPORTING PERIOD: AUGUST 2015**

**I. MAYOR'S DIARY**

I have engaged in the following activities, in addition to meeting and corresponding with constituents and individual Councilors and presiding at twice-monthly City Council meetings, a Council work session, and multiple meetings with Council leadership and the Goals Task Force Chairs.

**Speaking Engagements**

- Mayor's Welcome – Nigel Rose Weber Memorial Play Structure Opening
- Mayor's Welcome – Corvallis Parks and Recreation Pickle Ball Court

**Other Mayor Duties**

- Represented City at Oregon Regional Solutions meeting
- Visit at Goslow neighborhood's National Night Out gathering

**Meetings of Note**

- Hosted meeting of Corvallis Housing First Board representatives (Gregg Olson, Dan Hallgrimson, and Tom Sherry), Matt Gordon (minister of First Christian Church) and Steve Germaneri (neighbor). Subject was proposed shelter building communication plans and potential community listening.
- Met with Benton County Commissioner Schuster and others regarding Homeless Oversight Committee (HOC) HOC business.
- Met with Doris Johnston of Pacific Power to discuss the utility's renewal power plans and commitments.

**Appointments**

- Diana Ryan – Arts and Culture Advisory Board
- Ron George – Bicycle and Pedestrian Advisory Board
- Meghan Karas – re-classified as pedestrian representative on Bicycle and Pedestrian Advisory Board
- Ann Buchele – Economic Development Advisory Board

**Personal**

- Two weeks' vacation

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## **II. PUBLIC INVOLVEMENT OPPORTUNITIES**

### **A. Opportunities During the Month**

- The Community Policing Forum does not meet during July and August.
- Special Transportation made outreach presentations to the Linn-Benton Hispanic Advisory Committee and to the Access Benton County group.
- The Transportation Systems Plan Technical Advisory Committee met August 19.

### **B. Opportunities During the Next Month**

- The Police Auxiliary will conduct a presentation for the Kiwanis Club on September 16 regarding scams and identification theft. They will also staff a booth at the Fall Festival September 26 and 27 and a booth at the Corvallis Wellness Fair on October 7.
- The Community Policing Forum will have a business meeting in September to set upcoming year's schedule.
- Special Transportation staff will make a presentation to the Linn-Benton-Lincoln Senior Services and Disability Services Advisory Council.
- The Climate Action Task Force will meet September 29.

## **III. LIBRARY**

### **A. Department Highlights**

- During August, the Corvallis Library and our three branches had 57,364 patron visits – an average of 1,850 per open day. Another 59,230 patrons accessed Library services from their computers. System-wide, 140,182 items were checked out, including 25,789 "held" items that were picked up.
- System-wide, there were 129 programs during August with 5,392 attendees of all ages.
- All of the door locks in the Corvallis Public Library were re-keyed during August. This was a project that hadn't been done for many years and will result in having better records of who has keys to the building.
- We are implementing an idea from the Welcoming Committee. When new cardholders sign up for a card, they are issued a stamp card. When the person visits the Library after that, we stamp the card; and when the person fills the card (five stamps), we give the person a small gift.
- We have done some work in our patron database to be sure that addresses we have on file for resident cardholders are valid physical addresses within our Library Service District. We are working with folks where we have discovered problems with addresses on file.
- Youth Services Division made a splash with 370 summer readers at the Summer Reading Pool Party at Osborn Aquatic Center on August 1. It was so successful that it may become an annual event.
- The Dog Days of Summer featured the R.E.A.D. dogs again during August. Every Tuesday, Wednesday, and Thursday children wanting practice reading had a chance to read to one of the wonderful R.E.A.D. dogs.

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- Teen programs during August included Teen Days, Teen Movies, Teen Advisors, and a Teen Book Club meeting. These Teen Summer Reading programs have been very successful this year. Participation in the Teen Summer Reading Program increased from 72 participants in 2014 to 332 participants this summer in Corvallis – that's a 361-percent increase!
- Beavs & Books at the Farmers' Market on August 1 brought out 334 folks of all ages to hang out with Beaver athletes, build with Legos, learn what the Library has to offer, and more.
- Philomath Community Library offered two musical concerts on their back patio featuring local bands the Kings of Swing and Double Play. Ninety-six patrons attended the programs.

#### **B. Other**

- The free summer lunch program continued to serve children ages 18 years and younger throughout August in Corvallis and Philomath. This has been another successful summer partnership with Corvallis School District 509J (509J).
- The membrane on flat parts of the Corvallis Library roof was replaced in a large project that will be completed in early-September.
- In addition to its regular monthly meeting, the Library Advisory Board held a work session meeting to continue discussions on the strategic plan.

### **IV. PARKS AND RECREATION**

#### **A. Department Highlights**

- Mexican Cooking Classes had 34 participants, and Leonor's classes are growing every Term!
- Wicked trip had 15 participants, who were thrilled to be attending!
- Majestic Theatre spent August addressing a lot of the early concerns we heard from our patrons at the public forums, mainly the neutral, "stripped down" feel of the decoration and some of the routine maintenance that had been neglected. So, we re-decorated the lobby and main hallways with pictures, documents, and posters from the 103-year history of the Majestic, including a permanent collage. We stripped, re-surfaced, and painted our main stage – something that had not been done in many years. We also repaired and upgraded our aging lighting system and brought all our fire curtains up to code. On top of all of these upgrades, repairs, and additions, we managed to have six very successful events! With our repair and re-build phase of the year behind us, we are now heading into the "meat" of our Fall season and very excited!
- Kayaking Tours had 20 participants during August!

### **V. POLICE**

#### **A. Department Highlights**

Officers investigated 2,788 incidents this month. Following are the highlights:

- Two men were arrested during a traffic stop: one for outstanding warrants, the other for possession of methamphetamine and other controlled substances located by K9 Max.

- A juvenile male was cited after he unlawfully entered several vehicles and stole over \$100 worth of property.
- Officers arrested a 21-year-old man when they found him engaged in sexual activity with underage females behind the Carmike Cinemas.
- A man was arrested for possession of methamphetamine after officers responded to do a welfare check on him. Two baggies of meth were found on him.
- Officers responded to a residence after a woman called 9-1-1, but the line was disconnected. The woman reported being strangled by a man in the presence of the two's child. The man also destroyed both his phone and hers to prevent her from calling 9-1-1. Officers took the man into custody at gun point.
- A man was arrested for assaulting his girlfriend. The girlfriend reported being struck, shoved to the ground, and strangled.
- A woman was arrested for Assault IV felony and Coercion after she struck her husband in the face, knocking him to the ground, and had to be restrained by her two minor children. The woman was upset at her husband for not giving her more than her allowed amount of pain killers.
- A man was arrested after he robbed a Subway sandwich shop then was found by an officer refusing to exit a taxi cab after he could not pay for his fare.
- Corvallis Regional Communications Center (CRCC) dispatched two All County Response Fires during August. All seven fire districts in Benton County respond to wild land fires during these conditions, creating extreme working conditions in CRCC.
- Records staff processed 1,096 police reports, entered 332 traffic citations, and performed 161 background checks. Staff generated 119 incident reports – 21 percent of the total reports taken during this reporting period.
- Evidence staff received 662 items. An additional 588 items were returned, purged, or permanently transferred.
- Received 48 reports via the Coplogic on-line reporting system.

*9-1-1 Center Calls for Service*

- The CRCC dispatched 4,324 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,788	Corvallis Fire/Ambulance	646
Benton County Sheriff	651	Other Fire/Medical	88
Philomath Police	151		
<b>TOTAL</b>	<b>3,590</b>	<b>TOTAL</b>	<b>734</b>

**B. Other**

- The Community Livability Team was launched this month. Community Livability Officers conducted four presentations and 18 meetings with various groups (community, Oregon State University [OSU], etc.). They began an analysis project with Parks and Recreation Department regarding Central Park and conducted over 100 hours of patrol time in relation to Tactical Action Plan (TAP) 2.

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- The Auxiliary coordinated National Night Out; 24 Neighborhood Watch groups participated, as well as Corvallis Police Officers.
- Officer Stenger attended a Master Firearms Instructor Course.
- K-9 Bolt and Officer Parrish completed 18.25 hours of training for the month.
- Officers Brenner, Bryant, and Seney attended the Police Training Officer course.
- Officer Christoson completed a death investigations course.
- Officer Dodge began the Drug Recognition Expert training program.
- K9 Bolt was utilized at two presentations to children's summer camps.
- Sergeant Harvey provided driver training to Parking Enforcement Officers.
- Sergeant Duncan was promoted to Lieutenant.
- Detective Hinckley was promoted to Sergeant.
- Heidi Ferguson was promoted to Public Safety Lead Dispatcher.
- Officer Dunn took over recruit in-house training.
- Officer Gilder was appointed as a member of the safety committee.
- Officer Richmond, Parking Enforcement Officer Schroff, and Animal Control Officer Tracy gave a presentation to Realtors for Town and County Realty.
- School Resource Officer (SRO) Stauder attended the SRO conference in Newport, Oregon, as well as a Willamette Criminal Justice Council meeting at the 509J district offices and assisted with the implementation of the Standard Response Protocol (All Hazard Plan for schools).
- Lieutenant Duncan attended the Downtown Corvallis Association monthly meeting to discuss TAP 2, the Graffiti Abatement Procedure, and Timely Warnings.
- Lieutenant Duncan attended a meeting at University of Oregon with Oregon State University partners related to student conduct and prevention.
- Sergeant Hinckley facilitated the monthly Cadet Program meeting.
- Dispatcher Andy Thompson attended the geographic information system conference in Salem.

## **VI. PUBLIC WORKS**

### **A. Department Highlights**

- Contractors removed a total of 36 cubic yards of blackberry and ivy invasive vegetation within the Dixon Creek drainage way between NW 27th and NW 29th Streets. The contractors will return this fall to re-plant this stretch of stream to restore the bank to native vegetation and assist with erosion concerns throughout the area.
- Rural and Special Transportation staff commenced a six-month project to develop a new logo, brochures, and website for several Benton-County program services provided through an Intergovernmental Agreement.
- Buildings and Grounds staff have been actively assisting with summer construction and maintenance projects, including new roofing at the Library and Fire Station No. 1, annual Senior Center and Osborn Aquatic Center maintenance shutdowns, lighting retrofits, and an evaluation of employee housing on the Rock Creek watershed.
- Completed construction of the Stormwater Master Plan Kings Boulevard project, which included replacing storm water and drinking water pipelines at the intersection of NW Kings and NW Circle Boulevards. The project was completed

four days ahead of schedule, minimizing the inconvenience of detours to the community.

- Cleared debris and paved over 400 linear feet of pathway along SW Whiteside Drive to improve pedestrian safety of this unimproved street corridor.

## **VII. CITY MANAGER'S OFFICE**

### **A. Department Highlights**

- Received no notices of tort claims.
- The Economic Development Officer made eight follow-up visits to traded-sector businesses, had nine resource partner visits, made one public presentation, and attended three community events.
- The Economic Development Manager followed up with twelve retention and expansion leads and eight recruitment leads.
- The Economic Development Office is coordinating logistics for the following events:
  - Monthly Willamette Innovators Network Board Meetings and "pub-talks."
  - Willamette Innovators Network Expo event planning.

## **VIII. COMMUNITY DEVELOPMENT**

### **A. Department Highlights**

- Development Services Division staff processed 34 residential and 35 non-residential plan reviews for proposed construction projects and conducted 1,395 construction inspections during August. To date, over 2,500 inspections have been completed by Development Services Division staff for the Retreat student housing complex, which is slated to open in mid-September 2015.
- Development Services Division staff initiated 12 new Code Compliance cases as a result of citizen complaints received. With the new Building Safety Inspector on board and fully trained, the number of open cases continues to be reduced by half, from a high of 654 a year ago, to 324 currently. Of these, 15 are open 2015 cases that are actively being resolved.
- Of the 310 plumbing, mechanical, and electrical permits issued during August, 194 (63 percent) were issued on-line saving this many trips to City Hall to obtain permits.
- Planning Division staff received four land use applications, including two Historic Preservation Permits, a Minor Replat, and a Major Modification to a Planned Development.
- Planning Division staff issued decisions on eight land use applications, including a Conditional Development Permit and Major Lot Development Option for the Riverbend Square commercial re-development, three Historic Preservation Permits, one Minor Land Partition, one Subdivision (Dunawi Lane), and a Zone Change for the Benton Habitat Re-Store site.
- Housing and Neighborhood Services (HNS) Division staff received 24 Code Compliance Program complaints, with ten related to Land Development Code (LDC) issues and 13 related to Corvallis Municipal Code standards. There was one complaint regarding a Rental Housing Code issue. Twelve Code

Compliance Program cases were closed during August. In addition, contacts involving 15 habitability issues in rental properties but not covered by the Rental Housing Code (RHC) were received. Calls received through the City's Rental Housing Program reported 26 issues of a non-habitability nature.

- HNS Division staff completed a full environmental assessment related to Benton Habitat for Humanity's construction of a single-family home on SW Kendra Place. The project has been awarded \$20,000 in Fiscal Year 2015-2016 HOME Investment Partnerships Program funding. The project is expected to move forward in October.
- HNS provided staff support for one Housing and Community Development Advisory Board meeting and two Housing Development Task Force meetings during August.

#### **B. Other**

- Community Development and City Manager's Office staff continued work on and released a request for proposals seeking consulting services to carry out development of the City's 2040 Vision Action Plan. Proposals will be opened on September 28, and a consultant should be in place by the end of October.

### **IX. FINANCE**

#### **A. Department Highlights**

- Payroll staff conducted a semi-annual Defined Contribution Plans Fiduciary Committee meeting for employees' deferred compensation benefit.
- Management Information Systems (MIS) staff conducted a needs assessment of the MIS division as part of the first phase of the MIS Strategic Plan. Innovative IT, the City's consultant facilitating the MIS Strategic Plan, completed their on-site group meetings.
- Municipal Court staff prepared information for the expanded Residential Parking District C implementation and for OSU students to return to school this fall.
- MIS staff assisted Mayor and City Council in changing email addresses and planning for public record requests of those emails.

### **X. FIRE**

#### **A. Department Highlights**

##### *Operational*

<b>Response Activity – August 2015</b>	<b>City</b>	<b>Non-City</b>	<b>Total</b>
Fires	22	1	23
Overpressure/Rupture	0	0	0
Requests for Ambulance	298	116	414
Rescue (Quick Response Team)	112	27	139
Hazardous Condition	11	3	14
Service Requests	66	16	82
Good Intent	32	31	63

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False Calls	43	3	46
Other	0	1	1
<b>TOTAL RESPONSES OVERALL</b>	<b>584</b>	<b>198</b>	<b>782</b>

- The summer's "weed effort" is in its final stages.
- Hydrant maintenance is complete, and blue reflectors are being set out.
- Thirteen new volunteers are participating in an academy that began on September 11.

#### B. Other

- Emergency Medical Services Division Chief Bauscher met with OSU Resident Assistants regarding medical responses, refusals, and other issues to help them prepare for the new academic year.

#### XI. MISCELLANEOUS

- Attached is the City Attorney's Office Report to the City Council for August.



Mark W. Shepard  
City Manager



**CITY ATTORNEY'S OFFICE  
REPORT TO CITY COUNCIL: HIGHLIGHTS**

**CORVALLIS CITY ATTORNEY**  
456 SW Monroe, #101  
Corvallis, OR 97333  
Telephone: (541) 766-6906  
Fax: (541) 752-7532

**August 2015**

**The following are highlights of the City Attorney's Office activities in August 2015:**

1. Correspondence with City Recorder regarding recovery of costs in Campus Crest Court of Appeals case; preparation of Partial Satisfaction of Judgment.
2. Preparation of staff report and Supplemental Findings of Fact and Conclusions of Law regarding LUBA's remand of *Goodmonson v. City* (Campus Crest LUBA case.)
3. Assist City Recorder with public records requests.
4. Meeting with OSU and City staff regarding OSU Valley Football parking agreement.
5. Meeting with Planning Department regarding Creekside issue.
6. Participation on interview panel for police lieutenant promotion.
7. Meeting with Public Works Transit Department regarding transit Request for Proposals.
8. Meeting with Community Development Department regarding livability code.

**Ongoing/Future Matters:**

1. Representation of the City before the Court of Appeals in *City v. Group B, LLC* (Coronado Subdivision Appeal of LUBA's decision).
2. Enforcement actions re: code violations (building, rental housing, land development code).
3. Continued work on public records requests.
4. Continued work on GPA1, LLC violation matter.
5. Assistance in preparing findings for land use decisions.
6. Enforcement of City ordinances and prosecution of offenses in Corvallis Municipal Court.
7. Continued work on revisions to CMC 5.03 and other policy matters.
8. Assistance to CIS defense attorney in *GPA 1, LLC, v. City* case in the Benton County Circuit Court related to Timberhill code violations.

## ADMINISTRATIVE SERVICES COMMITTEE SCHEDULED ITEMS September 17, 2015

**Note: Future items listed below may move to another meeting date, depending on workload issues and other factors.**

MEETING DATE	AGENDA ITEM
September 23	<ul style="list-style-type: none"> <li>• Arts Percentage for Municipal Building Construction</li> <li>• Livability Code</li> </ul>
October 7	<ul style="list-style-type: none"> <li>• Visit Corvallis Fourth Quarter Report</li> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 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>)</li> <li>• 3.02, "City Compensation Policy"</li> </ul> </li> <li>• Fourth Quarter Operating Report</li> </ul>
October 21	<ul style="list-style-type: none"> <li>• Majestic Theatre Fourth Quarter Financial Report</li> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 1.01, "Charges for Copying of City Material"</li> <li>• 3.01, "Appointment of Acting City Manager"</li> </ul> </li> </ul>
November 4	<ul style="list-style-type: none"> <li>• First Quarter Operating Report</li> <li>• Council Policy Review and Recommendation:                             <ul style="list-style-type: none"> <li>• 2.11, "Councilor Information Requests"</li> </ul> </li> </ul>
November 18	<ul style="list-style-type: none"> <li>• Majestic Theatre First Quarter Financial Report</li> <li>• Utility Rate Annual Review</li> <li>• Council Policy Review and Recommendation:                             <ul style="list-style-type: none"> <li>• 1.11, "Identity Theft Prevention and Red Flag Alerts"</li> </ul> </li> </ul>
December 9	<ul style="list-style-type: none"> <li>• First Quarter Reports:                             <ul style="list-style-type: none"> <li>• Downtown Corvallis Association Economic Improvement District</li> <li>• Visit Corvallis</li> </ul> </li> <li>• Comprehensive Annual Financial Report</li> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 1.09, "Public Access Television"</li> <li>• 3.04, "Separation Policy"</li> </ul> </li> </ul>
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) City Manager's Office
- 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 17, 2015**

*Note: Future items listed below may move to another meeting date,  
depending on workload issues and other factors.*

MEETING DATE	AGENDA ITEM
September 22	No meeting
October 6	<ul style="list-style-type: none"> <li>• Restroom Access in the Downtown Area</li> </ul>
October 20	<ul style="list-style-type: none"> <li>• Municipal Code Review: Chapter 5.01, "City Park Regulations" (Alcoholic Beverages in Parks)</li> <li>• Rental Housing Program Annual Report</li> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• 1.04, "Official Flower"</li> <li>• 1.07, "The Corvallis Flag"</li> </ul> </li> </ul>
November 3	<ul style="list-style-type: none"> <li>• Community Relations Advisory Group Update</li> </ul>
November 17	<ul style="list-style-type: none"> <li>• Council Policy Reviews and Recommendations:               <ul style="list-style-type: none"> <li>• 4.06, "Library Displays, Exhibits, and Bulletin Boards"</li> <li>• 4.03, "Senior Citizens' Center Operational Policies"</li> <li>• 4.04, "Park Utility Donations"</li> </ul> </li> </ul>
December 8	<ul style="list-style-type: none"> <li>• 2016-2017 Social Service Priorities and Calendar</li> </ul>
December 22	<ul style="list-style-type: none"> <li>•</li> </ul>

**HSC PENDING ITEMS**

- |   |                       |
|---|-----------------------|
| • Car Camping in Church Parking Lots                        | Police                |
| • Community Involvement and Diversity Advisory Board Update | City Manager's Office |
| • 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 17, 2015

**Note: Future items listed below may move to another meeting date, depending on workload issues and other factors.**

MEETING DATE	AGENDA ITEM
September 22	<ul style="list-style-type: none"> <li>• Watershed Management Advisory Board Annual Report (<i>and Ordinance to revise charge, MCC Section 1.16.230</i>)</li> <li>• Transportation System Plan Update: Goals and Objectives</li> <li>• Unimproved Streets Policy Discussion</li> <li>• Corvallis Community Access Television Intergovernmental Agreement</li> </ul>
October 6	<ul style="list-style-type: none"> <li>• Residential Parking Permit District Process</li> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 7.11, "Water Main Extensions and Fire Protection"</li> <li>• 9.03, "Parking Permit Fees"</li> <li>• 9.04, "Street Lighting Policy"</li> </ul> </li> </ul>
October 20	<ul style="list-style-type: none"> <li>• Neonicotinoids</li> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 7.01, "Assessments – Sanitary Sewer and Water System Improvements"</li> <li>• 7.02, "Assessment – Storm System"</li> <li>• 7.03, "Assessment – Street Improvements"</li> </ul> </li> </ul>
November 3	<ul style="list-style-type: none"> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 7.16, "Guidelines for Donations of Land and/or Improvements for Parks as an Offset to Systems Development Charges for Parks"</li> <li>• 1.08, "Organizational Sustainability"</li> <li>• 8.01, "Watershed Easement Considerations"</li> </ul> </li> </ul>
November 17	<ul style="list-style-type: none"> <li>• Transportation System Plan Update Process</li> </ul>
December 8	<ul style="list-style-type: none"> <li>• Transit Department Advisory Committee six-month check-in</li> <li>• Council Policy Reviews and Recommendations:                             <ul style="list-style-type: none"> <li>• 7.09, "Traffic Control Devices; Cost of"</li> <li>• 7.10, "Water Line Replacement"</li> </ul> </li> </ul>
December 22	<ul style="list-style-type: none"> <li>•</li> </ul>

**USC PENDING ITEMS**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Cannabis Operations on City-owned Property</li> <li>• Multimodal Transportation Advisory Board (2017)</li> <li>• Parking Planning</li> </ul> | <p>City Manager's Office<br/>Public Works<br/>Community Development/<br/>Public Works</p> |
| <ul style="list-style-type: none"> <li>• Vegetation Management and Fire Protection – Regulatory and Policy issues</li> </ul>  | <p>Community Development/<br/>Fire/Parks &amp; Recreation</p>                             |

**Regular Meeting Date and Location:**

Tuesday of Council week, 5:00 pm July through December – Madison Avenue Meeting Room

## WELCOME TO CORVALLIS

Corvallis is one of the top college towns in America. Here's how you can get connected with your community:

- Be a good neighbor. Introduce yourself and make a connection — maybe even a friend.
- Party smart. Keep the noise down — it's the No. 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 — 541-754-0444 — to dispose of unwanted furniture.
- If you're a student, contact ASOSU Legal Services at 541-737-4165 for free legal advice and representation.
- Building or landlord problems? Contact the Corvallis Rental Housing Program at 541-766-6944.
- Housing discrimination issues? Contact the Fair Housing Council of Oregon at 1-800-424-3247.
- File a community grievance. Contact OSU's Corvallis Community Relations at 541-737-8606.
- Too much noise? Contact Corvallis Police at the non-emergency number: 541-766-6911.



BY PARTICIPATING WITH CORVALLIS NEIGHBORHOOD ASSOCIATIONS

### 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 and marijuana, or hosting a party for minors.
- \$7,500: Driving under the influence (DUI) of alcohol, marijuana or other drugs. Party hosts may also be held liable for guests who receive a DUI.
- \$7,500: Providing alcohol to minors.
- \$1,000: Providing marijuana to minors.
- \$306: Loud music
- \$295: Minor in possession of alcohol or marijuana (MIP). Driver's license suspension for up to one year.
- \$150: Public urination
- \$150: Littering
- \$100: Open container or public use of marijuana

### SPECIAL RESPONSE NOTICE (SRN)

Written warning for violations like littering, noise or indecent exposure. Two SRNs within 30 days will result in a bill from the city to cover the cost of responding to both incidents.

[studentlife.oregonstate.edu/ccr](http://studentlife.oregonstate.edu/ccr)

Kirk Bailey  
Jennifer Gervais  
Tony Howell

September 20th, 2015

Corvallis City Council  
501 SW Madison Avenue  
Corvallis, OR 97330

Honorable Mayor and City Councilors:

We are jointly writing concerning the proposed ordinance which allows the extension of City water outside City boundaries in non-health hazard situations. As community volunteers with significant experience with the Corvallis land use system, we **strongly** concur with City Staff in recommending that the Council not pursue this new ordinance. We also propose an alternative Council action that might help address the equity issues of the current situation.

While we are sympathetic to the additional unexpected hurdle placed in front of Beit Am's development plans, we are also extremely concerned that the proposed ordinance is a short-term and short-sighted fix that will potentially cause an avalanche of long-term problems. In particular:

- (1) Comprehensive land-use planning requires more than just the orderly provision of municipal water services. The increased intensity of development within the UGB that this ordinance permits could result in many other potential impacts to the rest of the community. These include increased traffic, lack of concurrent storm-water development, and decreased natural features protection. The cost to mitigate these impacts, even if possible, is unlikely to be covered using just the revenue from water SDC's. As Staff has noted, Council will not be able to pick and choose where this ordinance gets applied. There are hundreds of acres of land within the UGB and adjacent to City limits, and some parcels, because of their size and/or location, would be a much bigger long-term challenge for the community than that posed by the Beit Am property.
- (2) Beyond the costs associated with the "leap-frog" development attendant to (1), there is also a potentially significant long-term fiscal impact from litigating "iffy" development proposals which might use this ordinance to attempt to push inappropriate development proposals through. We have all been recently reminded that this can lead to very expensive and drawn-out legal battles with unfortunate results.

So, how to address the potential equity issues for the Beit Am proposal? Our suggestion is simple: Have the Council propose the annexation of this property to the Citizens of Corvallis and offer to pay for the annexation fees in this case. Because the problem appears to result from a decision by the Corvallis Fire Marshall that Beit Am couldn't have realistically predicted, it seems only fair that Corvallis pay the tab for the annexation. In the future, developers will be

aware of this possibility. Although this will cost the City in the short run, it could be a tiny drop in the bucket compared to the long-term costs associated with going forward with the proposed ordinance.

And finally, as your constituents, we very much appreciate all the hard work you put in on behalf of the larger community. Important decisions like this probably aren't the "fun" part of the job!

  
Kirk Bailey

  
Jennifer Gervais

  
Tony Howell

September 21, 2015

Mayor Traber & City Council  
City of Corvallis  
500 SW Madison Ave.  
Corvallis, Oregon

**Re: Extension of City Water to Contiguous Urban Growth Area Land Without Annexation**

Dear Mayor Traber and City Councilors,

I am writing regarding the recent request made by Beit-Am for extension of City water to land in the Urban Growth Area (UGA) without annexation. This type of request would set a precedent for developers in the future, and I do not support the draft Ordinance prepared by staff (as part of your September 3, 2015 packet).

On Friday, I went to the County Planning Department to request information on this development request, and none was available to share with the public. Staff showed me a topographic map of the area, and indicated that a 5.50-acre parcel with significant slopes was the site. A recent article (dated September 11, 2015) in *The Gazette Times* (GT) provided some general information of what the development might entail, but no conceptual plan or application was available for review at the County. The GT article indicated that an 8,000 square foot structure was planned, including a sanctuary and synagogue, classrooms, a social hall, a library, and an office.

Our Charter Amendment on Annexation specifically states no extension of City services without annexation.

This property is an island in that it is surrounded by City land, but remains in the Urban Growth Area, and in the County. There are many islands in the City of Corvallis that have never been brought into the City Limits, and some of them have sewage problems, and/or hazardous chemical problems, and they have not been annexed into the City.

Apparently, the City is unable to compel islands to request annexation. Is this also a possibility with the Beit-Am property? If the property owner is not required to request annexation in order to obtain significant City services, such as sewer and water, what would compel an island to be annexed in the future?

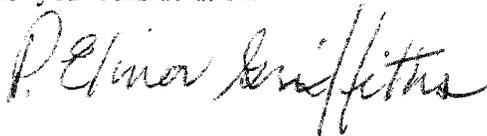
The draft Ordinance would have a much broader scope than just this one property. Even the applicant for Beit-Am acknowledged that, as drafted, the City's Ordinance is "very broad in scope," and that, "as written, the proposed Ordinance could extend water services to anyone within the Urban Growth Boundary."

At the last City Council meeting, one of the speakers supporting Beit-Am indicated that Beit-Am had always intended to build in the County. However, in 2002, when City voters were asked to vote on the Parkland Addition Annexation, the subject property owned by Beit-Am was part of that annexation request. At that time, the voters turned down the approximately 102-acre annexation request. *(Please see the attachment.)*

Please do not approve this request without annexation, or this Ordinance. To do otherwise, you will be breaking faith with the voters of Corvallis and with the City's long-standing Charter Amendment on Annexation since it would deliberately circumvent the public process reflected in that Charter. As such, it should not be allowed.

Thank you for your consideration.

Sincerely,



P. Elinor Griffiths

Corvallis, OR 97330

# BENTON COUNTY VOTERS' PAMPHLET



## GENERAL ELECTION NOVEMBER 5, 2002

PUBLISHED BY THE  
BENTON COUNTY  
BOARD OF COMMISSIONERS

Please RECYCLE this pamphlet with your newspapers

### ATTENTION

This is the beginning of your county voters' pamphlet. The county portion of this joint voters' pamphlet is inserted in the center of the state portion. Each page of the county voters' pamphlet is clearly marked with a gray screen bar on the outside edge. All information contained in the county portion of this pamphlet has been assembled and printed by the Benton County Elections Office.

City of Corvallis

CONTINUED

Measure No. 02-26

BALLOT TITLE

MEASURE PROPOSING ANNEXATION OF THE PARKLAND ADDITION PROPERTY

**QUESTION:** Shall the 102.67-acre Parkland Addition property, located on the north side of Harrison Boulevard, be annexed?

**SUMMARY:** Approval of this measure would annex approximately 102.67 acres to the City of Corvallis. The property to be annexed is located on the north side of Harrison Boulevard, west of the Church of Jesus Christ of Latter-Day Saints located at 4141 NW Harrison Boulevard, east of Walnut Boulevard, and south and west of Witham Hill Drive. The property is proposed to be districted in a combination of RS-3.5 (Low Density Residential), RS-6 (Low Density Residential), PD(RS-6) (Low Density Residential with a Planned Development Overlay), PD(RS-12) (Medium-High Density Residential with a Planned Development Overlay), and PD(AG-OS) (Agricultural - Open Space with a Planned Development Overlay).

EXPLANATORY STATEMENT

The 102.67-acre area proposed for annexation is located on the north side of Harrison Boulevard, west of the Church of Jesus Christ of Latter Day Saints, and east of Walnut Boulevard. The area includes 1.91 acres of Harrison Boulevard right-of-way, 0.83 acres of land recently purchased by the owners of adjacent developed residential properties to the east, 5 acres of land owned by the Beit Am Mid-Willamette Valley Jewish Community, and 94.93 acres of land proposed for residential development and open space. Upon annexation, the Comprehensive Plan Map would identify 10.82 acres of the area as Medium-High Density Residential, 40.97 acres as Open Space - Conservation, and 48.97 acres as Low Density Residential. Zoning District changes would follow these designations and add a Planned Development Overlay zone to the 94.93 acres that are proposed for residential development and open space. The City's Comprehensive Plan permits Low Density Residential development at 2-6 units per acre and Medium-High Density Residential development at 12-20 units per acre.

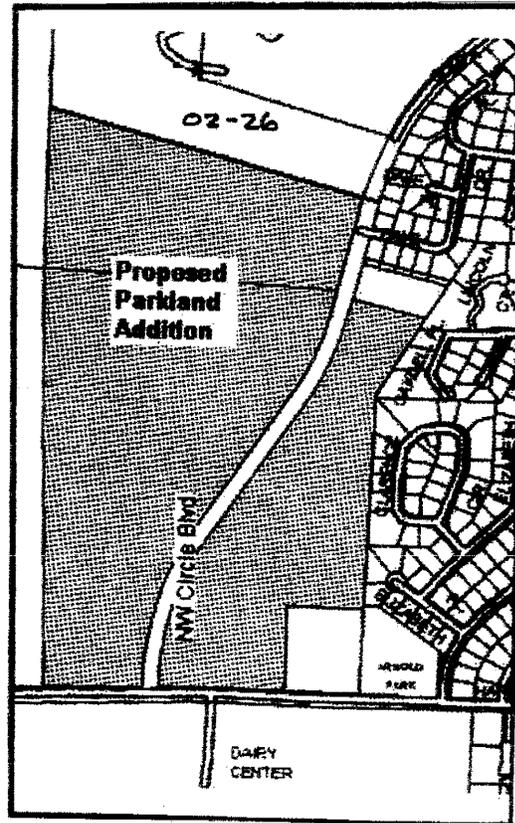
Annexation requests are required to include a drawing to illustrate how the site could be developed. The applicant's drawing was submitted in the form of a Conceptual/Detailed Development Plan. This Plan is for the development of single family homes, an assisted living facility, and a future community center. It includes areas set aside for wetlands, drainageways, and oak forest preserve. If annexed, development would occur consistent with the approved Conceptual/Detailed Development Plan unless the property owner requested a change. Any major revisions to the approved plan would require a public hearing, Planning Commission review, and findings that the change was consistent with the review criteria.

This project was analyzed for possible development impacts to wetland, tree, hillside, habitat, and drainageway resources; for compatibility impacts; and for potential traffic impacts. Analysis included consistency with the City's adopted Master Plans for items such as transportation, parks, trails, sewer, water, and storm drainage.

The eventual need to annex and develop this land was originally

identified in 1980 when the Corvallis Urban Growth Boundary was established. This need was reaffirmed in 1998, with acknowledgment of the City's Comprehensive Plan update. City ordinances specify that the developers will be responsible for on-site and off-site costs associated with street and utility improvements needed for land development projects. Infrastructure proposed to serve the development includes the extension of Circle Boulevard to Harrison Boulevard, new local streets, pedestrian pathways, stormwater detention facilities, and the extension of water and sanitary sewer lines to serve the project.

The City Council found the annexation request to be consistent with the policies of the Comprehensive Plan and other City and State policies and standards. Citizens are encouraged to become informed about the annexation request. Full copies of the project's staff reports and Planning Commission and City Council hearing minutes are available at the Corvallis-Benton County Public Library (645 Monroe Avenue) and the Community Development Department at City Hall (501 Madison Avenue, 766-6908), e-mail: [planning@ci.corvallis.or.us](mailto:planning@ci.corvallis.or.us).



(Submitted by the City of Corvallis)

## City of Corvallis

# Measure No. 02-26

### ARGUMENT FOR

We are interested in developing an assisted living facility and 162 single-family homes at Parkland Addition. As you may know, a number of attempts have been made at annexing this property, none of which have offered to set aside 41% of the land for open space.

We have spent the past three years working with City officials and the neighbors to develop a plan that will address the housing needs of young families and the elderly in our community. The plan provides the following:

- Single-family homes for young families. Over half the lots are less than 7,700 square feet, making them affordable to most families.
- Preserves the integrity of the wetlands and mitigates all wetland impacts on site.
- Preserves existing significant stands of White Oak trees.
- Discourages truck traffic along the existing portions of Circle Boulevard.
- Provides developer funding of traffic calming measures to maintain 25 MPH speeds along the new Circle Boulevard extension and existing portions of Circle Boulevard through Woodland Park.
- Provide open space preserves between existing single-family homes and OSU's agricultural lands.

We have a track record of successfully developing homes in Corvallis and Philomath, and welcome the opportunity to complete another project in Corvallis. Currently the entire 101 acre parcel is designated for low-density residential development on the City's Comprehensive Plan. Annexing this property would convert 41 acres to open space and would ensure the preservation of existing wetlands near Harrison Boulevard and White Oak trees on the hillside.

Please join us in supporting this measure to provide housing for young families and the elderly, and giving the community additional open space at no cost to the taxpayer.

**Vote YES for Parkland Addition.**

Sincerely,

People in support of Parkland Annexation

*(This information furnished by Citizens for Parkland)*

The printing of this argument does not constitute an endorsement by Benton County, nor does the county warrant the accuracy or truth of any statements made in the argument.

### ARGUMENT FOR

#### **Our town needs Parkland**

Vote 'Yes' on the Parkland annexation. This property is in an ideal location for family housing. It is close in on the City Limits, well within the Urban Growth Boundary with utilities in place or ready for expansion. So situated, this neighborhood plan will help us avoid sprawl and increase our housing stock while providing key features called for in the Corvallis Vision Statement:

- provides a complete and distinct neighborhood with connectivity to adjoining neighborhoods;
- planned on a pedestrian scale;
- incorporates substantial open space and preserves significant natural features;
- within easy biking and/or walking distance from shopping areas and workplaces, including the OSU campus;
- accessible to these same areas by existing public transportation routes.

With lots dedicated to more modestly priced new homes, a planned assisted living facility and larger lots for more expensive homes similar to some of the neighboring properties on developed Witham Hill, the Parkland proposal offers a variety of family focused housing types. **The tight family housing market means that our schools suffer because of declining enrollments. Parkland would help address this problem.**

The developer has also gone to great lengths to solicit and address the concerns of current Witham Hill residents, and has conceived a design for this property that is sensitive to the potential impacts on the existing neighborhood.

Finally, we need property tax revenue in Corvallis. In the period from 1995 to 2000, our per capita property tax revenue decreased 21%, contributing to our current funding woes and the fact that many city services are now at risk. Annexing lands should be a priority for our community, particularly if proposed developments meet other community-wide needs as well as the Parkland proposal would.

**Vote 'Yes' to meet our housing needs. Vote 'Yes' for families and schools. Vote 'Yes' for the health of Corvallis. Vote 'Yes' on Parkland.**

*(This information furnished by Citizens for a Healthy Corvallis.)*

The printing of this argument does not constitute an endorsement by Benton County, nor does the county warrant the accuracy or truth of any statements made in the argument.

Official Benton County 2002 General Voters' Pamphlet

<p>City of Corvallis</p>	<p>City of Monroe CONTINUED ▶</p>
<p><b>Measure No. 02-26</b></p>	<p><b>Measure No. 02-29</b></p>
<p><b>ARGUMENT AGAINST</b></p> <p>Voters have rejected annexing this property six times, including the same developer's similar proposal in 2001.</p> <p>The Corvallis Planning Commission unanimously denied this annexation saying, "The advantages of annexation do not outweigh the disadvantages."</p> <ul style="list-style-type: none"> <li>• "There is no public need for the annexation of additional low density residential land."</li> <li>• Medium-high density zoning would have "negative traffic impact," "is not compatible in close proximity to OSU's agricultural lands" and "is not the desirable means of meeting a public need."</li> <li>• Annexation would not "encourage affordability and diversity."</li> </ul> <p><b>NOT NEEDED:</b> According to the <i>Corvallis Land Needs Analysis</i>, we will have a surplus of 341 acres of low density land in 2020.</p> <ul style="list-style-type: none"> <li>• Planning Commission calculations indicate we currently have a surplus of 20 acres of medium-high density.</li> <li>• Last year the city issued building permits for 847 new dwelling units, including 197 single family homes, demonstrating that land is available inside Corvallis.</li> </ul> <p><b>A POOR SITE FOR DEVELOPMENT:</b> Steep slopes, fragile wetlands, and soil and drainage problems make developing Parkland difficult and expensive.</p> <ul style="list-style-type: none"> <li>• There are no nearby schools.</li> <li>• The assisted living center would be far from stores and doctors' offices.</li> </ul> <p><b>A SERIOUS DRAINAGE PROBLEM.</b> The developer plans to send stormwater to Oak Creek via the OSU dairy property. The planning commission, concerned about "detrimental sediment flowing into area streams," noted "there is no assurance that the applicant and OSU will come to an agreement regarding stormwater drainage."</p> <p><b>INCREASED TRAFFIC:</b> Residential sections along Circle west of Highland and Harrison west of 30th are already under pressure from more than 15,000 cars a day.</p> <ul style="list-style-type: none"> <li>• According to the developer, the subdivision would add another 1300 trips a day to Circle.</li> <li>• There would be a significant increase on Harrison even without the proposed Oak Creek annexation.</li> <li>• The City's planners say the proposed zoning would allow 535 units on Parkland. Such development could almost double the increase in traffic.</li> </ul> <p>This information furnished by Citizens Against Parkland Addition Annexation 3800 NW Harrison, Corvallis <a href="http://NoParklandAddition.webhop.org">http://NoParklandAddition.webhop.org</a></p> <p><i>(This information furnished by Citizens Against Parkland)</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The printing of this argument does not constitute an endorsement by Benton County, nor does the county warrant the accuracy or truth of any statements made in the argument.</p> </div>	<p><b>BALLOT TITLE</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>GENERAL OBLIGATION BONDS FOR WATER SYSTEM</b></p> <p><b>QUESTION:</b> Shall the City be authorized to issue up to \$556,000 of general obligation bonds for water system improvements? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of Section 11 and 11b of Article XI of the Oregon Constitution.</p> <p><b>SUMMARY:</b> A "yes" vote on this measure is a vote to increase taxes. This measure, (Phase II of a two phase project), will permit the City to issue up to \$556,000 in general obligation bonds to finance costs of capital construction and improvements related to the water system. Phase II construction includes addressing supply deficiencies, upgrading the Water Treatment Plant, replacement of existing aging supply lines and securing additional water sources. The bonds will mature over a period not to exceed forty years. The total estimated cost of the bonds, including interest estimated at 4.5% and a forty-year payment schedule is \$1,207,720. The annual property tax levy to pay the bonds for the city is estimated to be \$30,193. The bond cost estimate is \$1.61 per \$1,000 of assessed property value per year.</p> </div> <p><b>EXPLANATORY STATEMENT</b></p> <p>Approval of this measure by the voters would allow the City of Monroe to issue up to \$556,000 in general obligation bonds to finance costs of capital construction and improvements related to a new water system. The estimated tax rate would be \$1.61 for each \$1,000 assessed property value. The bonds would be paid off with a time period not to exceed 40 years from taxes on property within the City of Monroe.</p> <p>The City Council has referred this measure to the voters based upon conditions and requirements established by the Oregon Health Department's (OHD), Drinking Water Program, the Environmental Protection Agency, Department of Environmental Quality (DEQ) and the Federal Safe Drinking Water Act of 1996.</p> <p>This bond measure allows the City to work in cooperation with Rural Development on a water grant to improve the water quality, supply for fire protection, and water consumption needs for the next generations. Such bonds will secure the City's portion of a 25/75 matching grant. As part of project the bonds will pay for 25% (\$556,000) of the project and the grant will pay for 75% of the project (\$1,666,550).</p> <p>The construction project calls for improvements of the current water system. These improvements have been laid out in two phases. Phase I of the project included a 1,000,000 gallon water tank, replacing existing distribution lines and a dedicated supply line to the new water tank. Phase 2 will address water supply deficiencies, upgrades to the Treatment Plant, repair remaining aging distribution lines, and secure additional water sources.</p> <p>Construction is anticipated to begin in the third quarter of 2003 with voter approval of this bond measure.</p> <p><i>(Submitted by City of Monroe)</i></p> <p style="text-align: center;"><b>NO ARGUMENTS FOR OR AGAINST THIS MEASURE WERE FILED.</b></p>



<u>Race</u>	<u>Candidate</u>	<u>Votes</u>	<u>Percent</u>
<b>02-26: CORVALLIS ANNEX PARKLAND ADDITION</b>			
	YES	6,247	33.84 %
	NO	11,356	61.51 %
	<b>Total</b>	<b>17,603</b>	
	Under-Votes	825	4.47 %
	Over-Votes	33	0.18 %
	<b>Total Votes Cast</b>	<b>18,461</b>	
<b>02-29: MONROE GO BOND FOR WATER SYSTEM</b>			
	YES	78	42.16 %
	NO	99	53.51 %
	<b>Total</b>	<b>177</b>	
	Under-Votes	8	4.32 %
	Over-Votes	0	0.00 %
	<b>Total Votes Cast</b>	<b>185</b>	
<b>02-20: PHILOMATH ANNEX INDUSTRIAL PARK</b>			
	YES	1,110	71.02 %
	NO	344	22.01 %
	<b>Total</b>	<b>1,454</b>	
	Under-Votes	103	6.59 %
	Over-Votes	6	0.38 %
	<b>Total Votes Cast</b>	<b>1,563</b>	
<b>02-21: PHILOMATH ANNEX DASTEUR PROPERTY</b>			
	YES	1,136	72.68 %
	NO	322	20.60 %
	<b>Total</b>	<b>1,458</b>	
	Under-Votes	104	6.65 %
	Over-Votes	1	0.06 %
	<b>Total Votes Cast</b>	<b>1,563</b>	
<b>02-22: PHILOMATH ANNEX PEKAR PROPERTY</b>			
	YES	1,132	72.42 %
	NO	329	21.05 %
	<b>Total</b>	<b>1,461</b>	
	Under-Votes	102	6.53 %
	Over-Votes	0	0.00 %
	<b>Total Votes Cast</b>	<b>1,563</b>	
<b>02-23: PHILOMATH ANNEX SMURFIT NEWSPRINT</b>			
	YES	1,175	75.18 %
	NO	290	18.55 %
	<b>Total</b>	<b>1,465</b>	
	Under-Votes	98	6.27 %
	Over-Votes	0	0.00 %
	<b>Total Votes Cast</b>	<b>1,563</b>	
<b>02-24: PHILOMATH ANNEX THOMPSON TIMBER/G</b>			
	YES	1,082	69.23 %
	NO	379	24.25 %
	<b>Total</b>	<b>1,461</b>	
	Under-Votes	102	6.53 %
	Over-Votes	0	0.00 %
	<b>Total Votes Cast</b>	<b>1,563</b>	

September 21, 2015

To: Mayor Traber and Members of the Corvallis City Council  
From: League of Women Voters of Corvallis, Laura Lahm Evenson, President  
Re: Extension of City Services Outside of City Limits

The League of Women Voters of Corvallis is a strong supporter of comprehensive planning and of measures to ensure its effective, impartial, and lawful implementation.

The League understands that the City Staff is trying to find a way for the Council to allow Beit Am to proceed with plans to build their synagogue. However, we request you DENY the approval of the Ordinance before you. The applicant and project are immaterial to the issue at hand, which is extension of City services without annexation. Adoption of this Ordinance is likely to result in unforeseen consequences, as noted in the Staff Report. Such was the case with the Coronado property, and now the City must bear the cost of appeals.

There are two reasons for our opposition to this Ordinance.

### **1. Abrogates the City Charter and Land Development Code**

In the mid-1970s, Corvallis voters passed two Charter Amendments addressing annexation. These amendments work hand in hand. The 1974 Amendment (Section 52) prohibits extension of City Services outside the city limits unless mandated by State law or by an Ordinance passed by City Council. The Amendment passed in 1976 (Section 53) states that *"Unless mandated by State law, annexation, delayed or otherwise, to the city of Corvallis may only be approved by a prior majority among the electorate."* Land Development Code (LDC) language was adopted to implement these amendments. The draft ordinance before you tonight is not in keeping with the provisions in Sections 52 and 53 of the City Charter. The City and its residents have relied on the process set forth by these amendments to provide orderly, cost-efficient growth for 40 years. The proposed Ordinance is so broad that it essentially disregards both Charter Amendments 52 and 53, by not providing for orderly extension of services, and by not requiring an annexation vote before building.

The LDC says *"...The City shall furnish no services or enter into any agreement or contract to furnish such services to property outside the corporate limits of the City unless the City Council shall have first adopted an ordinance approving the same..."*. The provision within Charter Amendment 52, which gives the Council the ability to write an ordinance, has been used for exceptions only, not for a blanket allowance. Since 1974, the city has used this provision rarely, if at all.

### **2. Setting a Precedent**

Many properties in the urban growth boundary abut the City limits. If owners of property north of the Timberhill development choose to build in the County and request use of City water to meet the Fire Code, what happens to our public hearing and annexation process? The irrevocable annexation clause in this Ordinance removes Corvallis voters' ability to vote on annexations before building takes place. Additionally, with no specific timeline for annexation, annexation may never occur, costing the City valuable tax base.

We also wonder when, in this situation, does the public process set forth in Section 2.7.50 of the LDC take place? This process requires a Planning Commission hearing, for the Commission to make a recommendation to the Council, and a Council public hearing before a final decision is made.

In conclusion, League believes that if City water is necessary to meet the requirements of the Fire Code to allow building on the Beit Am property, it should be annexed to the City before building. In this case, because the decision by the Fire Marshal requiring extension of City water into the County is unprecedented, the City itself might consider placing the annexation on the ballot. Also we strongly recommend that the City, County and the Fire Marshal be required to inform all parties abutting the city, who are contemplating development, of all requirements at the *beginning* of the application process.

Thank you for the opportunity to express our concerns.

A handwritten signature in black ink, appearing to read "Laura Lahm Evenson". The signature is fluid and cursive, with a long horizontal flourish extending to the left.

Laura Lahm Evenson, President  
League of Women Voters of Corvallis

Date: 21 September 2015  
 To: Corvallis Mayor and City Council  
 From: Marilyn Koenitzer; Corvallis 97333  
 Re: Extension of Services Outside the City Ordinance

***Tonight I very strongly urge you deny the ordinance before you.***

If you approve this ordinance, your decision will impact Corvallis more than any other land use decision before the Planning Commission and City Council in my memory. It changes the complete complexion of how we process land use decisions. It will remove decision-making from the citizens and councilors. City Staff has recommended against the Ordinance.

***Implications of not including Charter Amendment 53 in your packet information.***

Amendments 52 and 53 are linked. During the public hearing, I have not heard discussion of Amendment 53. It cannot be ignored because it requires a prior public vote on annexation. "Unless mandated by State law, annexation, delayed or otherwise, to the City of Corvallis may only be approved by a prior majority vote among the electorate." The proposed ordinance has no timeline for annexation, and the vote would be moot after extension of service and development has occurred.

***Insufficient public notice for city wide implications.***

The original draft Ordinance was Noticed by the city as an ordinance for a single entity asking for city water outside the city. It was treated as a minor housekeeping type issue without planning commission review. It has morphed into an ordinance with ramifications to every property contiguous to the City. This is both a land use and a legislative issue. If you do not deny, this Charter Amendment interpretation requires another public hearing.

Because I am concerned of city wide implications of this Ordinance, I attempted to find code language to address how ordinances such as this should be noticed. I could not find legislation in either the LDC or the Municipal Code that fits this situation.

LDC 2.0.40.01<sup>i</sup>, Legislative Hearings, applies to legislative land use actions. It appears to apply to adjacent landowners of land that will only be rezoned. Subsection c. requires notification for limitations put on the property, not EXPANSION of amenities (water) as allowed in this Ordinance.

I called the city attorneys' office to find notice requirements, and was referred to ORS 192.640<sup>ii</sup> Public Meetings<sup>1</sup> section. It calls for responsible notification. What I am saying is that the intent of these LDC legislative sections is to notify if zoning or limiting actions are happening to property. Apparently, it was not foreseen in 1974 that water would be extended to county property and there would be no provision for adequate hearings. The city should err on the side of caution when promulgating laws with wide application after stating in public notifications that it was extending water use for one entity only. Ordinances, especially those with city wide land use implications, should be carefully written after extensive public input.

In addition, Ms. Robin Pekala, of Beit Am, requested before you at the last council meeting, to continue the hearing. Her plea was not acknowledged or acted upon. If you do not deny, then this subject needs another public hearing with broad notification.

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<sup>i</sup>CHAPTER 2.0 PUBLIC HEARINGS; Section 2.0.10 BACKGROUND

The following procedures establish the conduct of legislative and quasi-judicial public hearings required by the provisions of this Code. Where this Code and a provision of state law address the same subject, the requirement of state law shall take precedence.

#### Section 2.0.20 PURPOSES

- a. Describe rules of conduct, notice requirements, order of proceedings, and action required for legislative and quasi-judicial hearings; and
- b. Provide clear and consistent rules to ensure that the legal rights of individual property owners and the general public are protected.

#### Section 2.0.30 DETERMINATION OF HEARING TYPE

Within seven days from the date of the Director's request for a hearing, the City Attorney shall determine whether a legislative or a quasi-judicial hearing is required. The decision shall be based upon consideration of applicable state regulations and relevant court decisions.

#### Section 2.0.40

##### 2.0.40.01 LEGISLATIVE HEARINGS

###### Notice

###### a. Notice Published in Newspaper

Notice of the hearing shall be published in a newspaper of general circulation at least 10 days prior to the hearing and shall contain the following information:

1. Terms of, or a statement of, the proposed public action;
2. Department of the City from which additional information can be obtained; and
3. Time, place, date, and methods for presentation of views by interested persons.

###### b. Notice Requirements Pursuant to ORS 227.175

Notice shall be provided to property owners affected by legislative land use actions in the following manner:

###### 1. Notice Recipients

The statutory notices required by Oregon Revised Statute 227.175, as amended over time, shall be provided in addition to any other notice required by the Code. These notices include:

- a) Notice to all owners of property that will be rezoned to comply with a proposed legislative amendment to the Comprehensive Plan, when the proposed legislative amendment is not required as part of Periodic Review;
- b) Notice to a
  - ii owners of property that will be rezoned as a result of a proposed ordinance;
  - c) Notice to all owners of property that will be affected by a text amendment that limits or prohibits uses permitted by that zone, when the proposed amendment is not required as part of Periodic Review; and
  - d) Notice to all owners of property that will be rezoned as the result of a proposed amendment to the Comprehensive Plan or Zoning Ordinance that is a component of the Periodic Review process.

###### 2. Timing of Notices

Notices under "1.a," "1.b," and "1.c," above, shall be sent within 20 to 40 days before the first Planning Commission public hearing to review the proposed draft ordinance or amendment. Notices under "1.d," above, shall be sent 30 days before the first Planning Commission public hearing to review the proposed draft ordinance or amendment.

###### 4. Renotification Required

If, during the legislative land use action for which notices have been provided in accordance with ORS 227.175, as amended over time, the hearing authority has rezoned property not previously noticed, or further limited or prohibited uses not previously identified, then re-notification shall occur in accordance with these provisions.

**ii ORS192.640 Public notice required; special notice for executive sessions, special or emergency meetings.** (1) The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.

*Koenitzer, 21 September 2015*

Mayor Traber, City Councilors, and Staff:

My name is Ken Krane. I have lived in Corvallis for more than 40 years. I am a member of Congregation Beit Am and chair of the design committee for our new synagogue building.

It has been very distressing to me to see how a bureaucratic molehill has been allowed to develop into a mountain. The original narrow focus on fire suppression issues has been allowed to develop into a discussion of issues fundamental to the city's charter and its growth capabilities through annexation. Beit Am did not come before you to request access to city water. Instead, we sought resolution of a conflict between two city policies: the fire marshall's insistence that we use city water for fire suppression and the city's charter that forbids city services being delivered to property outside the city limits. We do not seek to overturn the city's charter nor to create a precedent that will cause future city councils to be forced to deal with a myriad of requests from county landowners for access to city services.

We have a well on our property that is perfectly adequate for all of our needs, but our plans to build an underground cistern for fire suppression were found to be inadequate by the fire marshall. Adequate fire suppression on our property is clearly in the city's interest, because a fire could rapidly spread over our heavily wooded hillside and threaten the adjacent city homes on Clarence Circle and Elizabeth Place. Fire suppression is in everyone's interest, but domestic city water is being sought by no one and is in no one's interest to be provided to our property. Why then are we even having this discussion? We respectfully suggest that rather than dealing with global issues of the city charter or annexation, that instead you focus on the fire suppression issue. Is it possible to provide water for fire suppression within the guidelines of the city charter? In such a case there would be no actual usage of the water except in the event of a fire, in which case everyone would presumably be in favor of its use.

Is it not possible to put a dedicated fire suppression water line on our property? After all, if the Campus Crest development were completed and Circle Boulevard had been put through, there would presumably be a fire hydrant on Circle close to our property, and this issue would not arise. Would it be a violation of the city charter to use city water from the hydrant to put out a fire on our county property? A dedicated fire suppression water line would in the interim serve the same purpose as a fire hydrant. We recognize that city staff are reluctant to place a stub water line, but surely there are ways to mitigate its effect on the city water system: for example, a backflow valve and an agreement to flush the line periodically (similar to the way that hydrants are now flushed periodically).

We have heard the many sincere voices requesting that we be annexed into the city before we build. We do not see this as a viable solution, because there is no certainty that the annexation vote would pass. It would mean delaying by at least a year before a vote could even be taken, and then if it were to pass starting the permitting process, which is already 8 months underway in the county, all over again in the city. And if the vote were to fail, we would be back here again in a year or two having the same discussion. In our Jewish liturgy, we find the phrase often quoted by Martin Luther King: "justice delayed is justice denied." That is surely the case here.

Thank you for your attention.

September 24, 2015

To: Corvallis City Council  
From: David Eckert, Corvallis, OR 97330  
Subject: Proposed Ordinance - City Water Service outside City Limits

Today I consulted with City Planning staff, a City engineer, and the City Manager to find answers to questions I have about the proposed ordinance. This is what I discovered:

1. Since there is no time restriction listed when an annexation must be brought before voters when instituting this ordinance, there is no obligation for the City to require annexation. This portion of the ordinance is, therefore, without any teeth or meaning. **I recommend a fixed, one-year time limit for the annexation requirement.**
2. If the site owner proceeds through planning approval and development phases prior to annexation, they will be subject only to County standards, not to City standards.
3. The ordinance does not require wastewater hook up for the intended properties in this ordinance and, therefore, the site owners would get City water, a theoretically unlimited source of water, without City wastewater hookups. They would rely on very limited septic systems to treat a potentially large source of water. Our City government has no staff or procedures to work with septic fields.
4. Once the site is annexed into the City, the site will then be required to hookup and use City wastewater. This means that if this ordinance is passed and Beit Am installs a septic system during development, then upon annexation, they will need to hook up City wastewater post-development. And that is a lot more expensive than pre-development hookup. **I recommend requiring wastewater hookup, as well as water hookup, as a stipulation of this proposed ordinance.**
5. By developing with County standards, the site will not be required to follow the more stringent and effective City standards for stormwater management, parking features, pedestrian and bicycle accommodations, landscape design and natural areas protection. installing City-substandard features will ultimately have a negative impact upon neighboring properties, the local environment and our City culture. We are currently struggling with poorly conceived annexations. **I recommend requiring adherence to City standards while planning and developing a property committed to annexation.**
6. City staff cannot and should not be deemed accountable for the current last-minute awareness of the property owner regarding County and City codes. Such accountability must rest with the paid consultant of the property owner whose job it is to fully read and understand all aspects of City code. This paid consultant may be an architect, engineer or planner who is tasked with ensuring the plan is compliant with all relevant codes.
7. Staff indicated this ordinance is entering into uncharted territory\* of which the unintended consequences cannot be foreseen. **I recommend that any new ordinance ensure that the new property fully conforms to the needs of the City, not the County.**

\*The only sites outside the City that have municipal water without municipal wastewater were those sites along the Rock Creek water delivery line. The City bargained easements for water hookups. These hookups were granted long before the 1974 Amendment (Section 52). Most are well outside of the City and do not impact the City environment.

**Holzworth, Carla**

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**From:** Ward 8  
**Sent:** Monday, September 21, 2015 7:28 PM  
**To:** Holzworth, Carla  
**Subject:** Fwd: Ordinance allowing City Water extended beyond the City Limits

For the record ----- Forwarded Message ----- From: Vanessa Blackstone To: [ward8@council.corvallisoregon.gov](mailto:ward8@council.corvallisoregon.gov) Cc: [mayor@council.corvallisoregon.gov](mailto:mayor@council.corvallisoregon.gov) Sent: Mon, 21 Sep 2015 12:38:36 -0700 (PDT) Subject: Ordinance allowing City Water extended beyond the City Limits Hello Councilman Hann, My Neighborhood Association has been informed of this Ordinance this past Friday; we did not receive a clear notification regarding a public hearing on this topic. The notification was regarding Beit Am, and not a new ordinance. We discovered the Ordinance when checking the City Council Agenda for tonight's meeting. As such, we were not able to provide comment during the actual public hearing at the previous Council Meeting. In fact, in reviewing the meeting minutes, it is obvious most of Corvallis did not know about this public hearing or there would have been more speakers either for or against. My neighborhood association does not support this ordinance as written. While the situation the Beit Am property owners find themselves in is unfortunate, it does not justify an attempt to bypass Charter 52 just to aid one property owner while opening the door for unforeseen abuses of this ordinance. The property owners already have an avenue to connect to City Water by applying for annexation. It may take them longer than they anticipated, but that is the process. By passing this ordinance as written, it forces the voters to annex property that was already granted City services OR allow property to acquire City services without paying City taxes. This "alternative process to Chapter 52" places the cart before the horse. It also sets a dangerous precedent that the Council can provide other alternative process to Chapter 52 that may be less narrow and discretionary. Some of our membership have stated that the requirements the Fire Marshall is placing on Beit Am are not actual Fire Code rules, but guidelines from the insurance. Perhaps you know the section of Fire Code that the Fire Marshall based his decision upon. I have not verified this statement, but if this is true, then this whole situation is a misinterpretation of fire code, and Beit Am needs to proceed along that route rather than seek an alteration on a voter measure that has been in place for decades. I would suggest (though not necessarily my association, as I haven't vetted the idea with them), that instead of providing an alternate means to gain City Services, the Council considers a way for property owners in the Urban Growth Boundary to apply for "special vote" annexations when they cannot wait for the typical May or November submissions. Rules that apply to those annexations could be similar to those in this ordinance in addition to something like this: to get a special vote property owners must demonstrate a need for City Services, such as a requirement by the Fire Marshall. There could be unforeseen abuses of this as well, but at least it goes to the voters, which keeps to the heart of Chapter 52. I will be speaking during Visitor Propositions at the meeting this evening, but wanted to provide this input to you in advance in case there was additional actions you wanted to take prior to the "unfinished business" segment of tonight's agenda. \*Vanessa Blackstone\* President Timber Ridge Neighborhood Association [timberridgecorvallis.wordpress.com](http://timberridgecorvallis.wordpress.com) "Like" us on Facebook at <https://www.facebook.com/timberridgecorvallis/info>