



**CORVALLIS  
CITY COUNCIL AGENDA**

**March 7, 2016  
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. There are no Standing Committee Reports on the agenda, as Resolution 2016-02 provides that the City Council shall function as a committee of the whole to perform the duties of the standing committees until such time as the Council by resolution or motion determines otherwise.]*

**COUNCIL ACTION**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PROCLAMATION/PRESENTATION/RECOGNITION**
  - A. Corvallis Sustainability Coalition Annual Report Presentation
  - B. Public Information Officer Public Outreach Update
- V. COMMUNITY COMMENTS** – 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. Community Comments will continue following any scheduled public hearings, if necessary. **Members of the community wishing to offer comment in advance on topics appearing on any City Council agenda are encouraged to use the public input form at [www.corvallisoregon.gov/publicinput](http://www.corvallisoregon.gov/publicinput).**
- 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 community member 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 – February 16, 2016
    - 2. City Council Work Session – February 17, 2016

3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
  - a. Bicycle and Pedestrian Advisory Board – February 5, 2016
  - b. Historic Resources Commission – February 9, 2016
  - c. Parks, Natural Areas and Recreation Advisory Board – January 21, 2016
  - d. Planning Commission – January 20 and February 3, 2016
  - e. Watershed Management Advisory Board – January 27, 2016
  
- B. Announcement of vacancies on advisory boards (Arts and Culture Advisory Board – Wiegand; Budget Commission – McClure; Community Relations Advisory Group – new position; King Legacy Advisory Board – Wimbley-Gouveia)
  
- C. Announcement of appointments to advisory boards (Downtown Advisory Board – Jones, Truckenbrod; Economic Development Advisory Board – Becker; Housing and Community Development Advisory Board – Allen)
  
- D. Announcement of appointments to the Climate Action Plan Task Force (Baker, Bailey, Dahl, Martinez, Stevens, Trelstad, Zimmerman ) and Community Relations Advisory Group (Sanchez)
  
- E. Approval of a Full On-Premises Sales liquor license for Sadami Sakamoto, Managing Member of Ramen and Robata, LLC, doing business as Ramen and Robata LLC, 151 NW Monroe Avenue, #105 (New Outlet)
  
- F. Acceptance of the Second Quarter Operating Report
  
- G. Acceptance of the Arts Center Annual Report
  
- H. Acknowledgement of receipt of Majestic Theatre Second Quarter Report
  
- I. Approval of amendments to Council Policy 2.01, "Meeting Procedures"
  
- J. Schedule a public hearing at 7:30 pm on March 21, 2016 for the System Development Charges Annual Review

## **VII. ITEMS REMOVED FROM CONSENT AGENDA**

## **VIII. ORDINANCES AND RESOLUTIONS**

- A. A resolution renaming the Vision and Action Plan Steering Committee as the Imagine Corvallis 2040 Steering Committee, **to be read by the City Attorney with a motion by Council** [direction]
  
- B. A resolution transferring appropriations from Airport Fund Capital Projects Non-Operating Budget to Airport Fund Public Works Department Operating Budget **to be read by the City Attorney with a motion by Council** [direction]

## **IX. NEW BUSINESS**

- A. OSU Agriculture Systems Management Center parking proposal [direction]

**X. MAYOR, COUNCILOR, AND CITY MANAGER REPORTS**

- A. Mayor's Reports [information]
- B. Councilor Reports
  - 1. Task Force Updates [information] *Task Force minutes and meeting materials are available from the Archives link on the City's website.*
  - 2. Other Councilor Reports [information]
- C. City Manager Reports
  - 1. Buildable Lands Inventory Update [information]

**XI. 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*

# PROPOSED CORVALLIS CITY COUNCIL SCHEDULE Three-month Council & Work Session Meetings/Agenda Items 3/1/16

**Please note agenda items and dates are only proposed and likely to change**

**Yellow = regular meeting**

**Red = work session**

**Gray = Budget Cmsn**

<ul style="list-style-type: none"> <li>❖ <b>Regular Council Meeting, Monday, March 7</b> <ul style="list-style-type: none"> <li>• Sustainability Coalition Annual Report Presentation</li> </ul> </li> <li>❖ <b>Council Work Session, Tuesday, March 8, 3:30-5:30 pm, MAMR</b> <ul style="list-style-type: none"> <li>➤ Benton County Homeless Oversight Committee (Mayor Traber)</li> <li>➤ Housing Development Tools from Housing Development Task Force (Community Development)</li> <li>➤ Imagine Corvallis 2040 Focus Areas (City Manager)</li> </ul> </li> <li>❖ <b>Regular Council Meeting, Monday, March 21</b> <ul style="list-style-type: none"> <li>• Public Hearing: System Development Charges (Public Works)</li> </ul> </li> <li>❖ <b>Council Work Session, Tuesday, March 22, 3:30-5:00 pm, MAMR</b> <ul style="list-style-type: none"> <li>➤ Council Goals Budget Update (City Manager)</li> </ul> </li> </ul>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th colspan="7">March 2016</th> </tr> <tr> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>6</td><td style="background-color: yellow;">7</td><td style="background-color: red;">8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>20</td><td style="background-color: yellow;">21</td><td style="background-color: red;">22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> </tr> </table>	March 2016									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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<ul style="list-style-type: none"> <li>❖ <b>Regular Council Meeting, Monday, April 4</b></li> <li>❖ <b>Council Work Session, Tuesday, April 5, 3:30-5:30 pm, MAMR</b> <ul style="list-style-type: none"> <li>➤ Residential Parking District B Expansion Request (Public Works)</li> <li>➤ Alcohol in Parks (Parks and Recreation)</li> <li>➤ Livability Code Update (Community Development)</li> <li>➤ Senior Center Renovation and Expansion Project (Parks and Recreation)</li> </ul> </li> <li>❖ <b>Regular Council Meeting, Monday, April 18</b> <ul style="list-style-type: none"> <li>• Public Hearing: CDBG/HOME FY 16-17 Action Plan (Community Development)</li> </ul> </li> <li>❖ <b>Council Work Session, Tuesday, April 19, 3:30-5:30 pm, MAMR (Note: Budget Commission meets at 7:00 pm)</b> <ul style="list-style-type: none"> <li>➤ OSU-Related Plan Review (Community Development)</li> <li>➤ Imagine Corvallis 2040 Plan Update (Community Development)</li> <li>➤ Land Use Application Fee Review (Community Development)</li> </ul> </li> </ul>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th colspan="7">April 2016</th> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr> <td>3</td><td style="background-color: yellow;">4</td><td style="background-color: red;">5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>10</td><td>11</td><td style="background-color: gray;">12</td><td>13</td><td style="background-color: gray;">14</td><td>15</td><td>16</td> </tr> <tr> <td>17</td><td style="background-color: yellow;">18</td><td style="background-color: red;">19</td><td>20</td><td style="background-color: gray;">21</td><td>22</td><td>23</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td style="background-color: gray;">28</td><td>29</td><td>30</td> </tr> </table>	April 2016												1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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<ul style="list-style-type: none"> <li>❖ <b>Regular Council Meeting, Monday, May 2</b> <ul style="list-style-type: none"> <li>• </li> </ul> </li> <li>❖ <b>Council Work Session, Tuesday, May 3, 3:30-5:30 pm, MAMR (Note: Budget Commission meets at 7:00 pm)</b> <ul style="list-style-type: none"> <li>➤ Planning Commission/Historic Resources Commission interviews</li> </ul> </li> <li>❖ <b>Regular Council Meeting, Monday, May 16</b> <ul style="list-style-type: none"> <li>• FY 16-17 Social Services Allocation Recommendations</li> </ul> </li> <li>❖ <b>Council Work Session, Tuesday, May 17, 3:30-5:30 pm, MAMR</b> <ul style="list-style-type: none"> <li>➤ Transportation System Plan Update</li> <li>➤ Parks and Recreation Cost Recovery</li> </ul> </li> </ul>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <th colspan="7">May 2016</th> </tr> <tr> <td>1</td><td style="background-color: yellow;">2</td><td style="background-color: red;">3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td style="background-color: yellow;">16</td><td style="background-color: red;">17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td style="background-color: gray;">30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> </table> <p style="font-size: small; margin-top: 5px;">* May 30 – Memorial Day holiday</p>	May 2016							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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**Regular Council Meetings: Fire Station, 400 NW Harrison Blvd.**

**Work Sessions: MAMR (Madison Avenue Meeting Room), 500 SW Madison Ave.**



*Working Together to Create a Sustainable Community*

P.O. Box 2310  
Corvallis, OR 97339  
[www.sustainablecorvallis.org](http://www.sustainablecorvallis.org)

**ENGAGED PARTNERS**

**Champions**

Alvin Eshe & Janet Wolf-Eshe  
Anna-Maria & Jim Phelps  
Biff & Maret Traber  
Bud & Jan Ames  
Charlie & Maria Tomlinson  
Chris & Kate Mathews  
Ralph & Marge Alig  
Robert Scott

**Sustainers**

Block 15 Brewing Company  
David Eckert & Annette Mills  
David Wells  
Jack & Elizabeth Elder  
Jason & Kristin Bradford  
Jeff & Maureen Kinevey Gump  
John Swanson & Jeanne Holmes  
Lauren Burkum  
Peter Greenberg  
Peter Stoel & Karen Josephson  
Scott & Chris Newsham  
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Kathy Brewer  
League of Women Voters of Corvallis  
Loma Hammond  
Marilyn Henderson  
Mike Beilstein  
Pat & Betty Malone  
Town & Country Realty

DATE: February 19, 2016

TO: Mayor Biff Traber and Corvallis City Council

CC: Mark Shepard, City Manager

FROM: Annette Mills, Facilitator  
Corvallis Sustainability Coalition

SUBJECT: 2015 Annual Report of the Corvallis Sustainability Coalition

On behalf of the Corvallis Sustainability Coalition Steering Committee, I am pleased to present our *2015 Annual Report*. This report provides an overview of the accomplishments of the Coalition during the past year.

Representatives of the Coalition's Steering Committee will be present at the March 7<sup>th</sup> Council meeting to make a brief presentation and to respond to questions. If you have any questions or would like further details prior to that meeting, please contact me at 541-230-1237 or [info@sustainablecorvallis.org](mailto:info@sustainablecorvallis.org).

Thank you for your continuing support and interest in the work of the Corvallis Sustainability Coalition.

Attachment: *2015 Annual Report of the Corvallis Sustainability Coalition*



# Annual Report | 2015

## 2015 STEERING COMMITTEE

- Annette Mills, Facilitator
- Brandon Trelstad, Vice Facilitator
- Robert Mauger, Secretary
- David Persohn, Treasurer
- Jim Boyle
- Bob Devine
- Kevin Dwyer
- Loma Hammond
- Debra Higbee-Sudyka
- Janelle Iverson
- Cindee Lolik
- Linda Lovett
- Jesse Pettibone
- John Swanson
- Bill Glassmire, City Council Liaison

Dear Friends,

Since 2007, the Corvallis Sustainability Coalition has provided grassroots leadership, inspiration, and resources to help Corvallis and Benton County become more sustainable.

This past year has been one of exciting growth and development for the organization. We increased our capacity to support the projects of our 12 action teams and to encourage greater collaboration with our many partner organizations.

We continue to be amazed and affirmed by the high level of energy and commitment demonstrated by our volunteers, and we are encouraged by the growing number of young people who are joining us. The power to contribute to global change by acting locally is what draws them to the Coalition, and we are excited to have them working with us to create a sustainable future.

On behalf of the Coalition's Steering Committee, I invite you to take a look inside this report to learn more about this year's accomplishments and to join us in recognizing those who have generously contributed to the organization.

We hope you will continue to participate in our collective journey to create a sustainable community – one that values environmental quality, social equity, and economic vitality.

With sincere appreciation for your support,

*Annette*

Annette Mills, Facilitator



Our mission:

To promote an ecologically, socially, and economically healthy city and county.

## Acting on climate

Addressing climate change at the local level is crucial to solving the problem globally.

- Led by the Coalition, the grassroots **Climate Action Plan Task Force** presented its work to Corvallis City Council as a starting point for the development of a City-sponsored climate action plan for the community.
- The Coalition partnered with Energize Corvallis to launch **“Take Charge Corvallis”** – the local initiative to compete for the \$5 million Georgetown University Energy Prize. Our first year of the two-year competition focused on supporting energy-saving actions at home, installing free LEDs, reaching out to rental property owners, and promoting heat pump water heaters.
- We also provided education about **Seeds for the Sol**, a program that removes the financial barriers for those who want to install solar on their homes.



## Strengthening transportation options

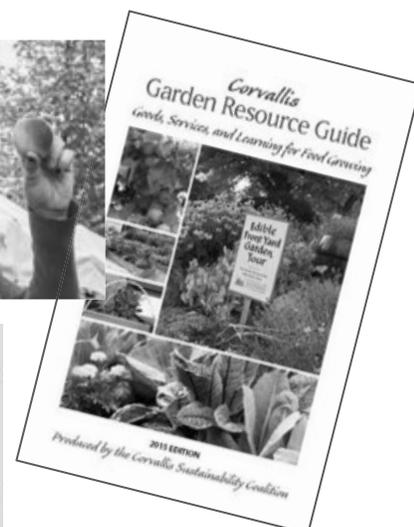
Fostering a culture of cycling and transit ridership is key to creating a sustainable community.

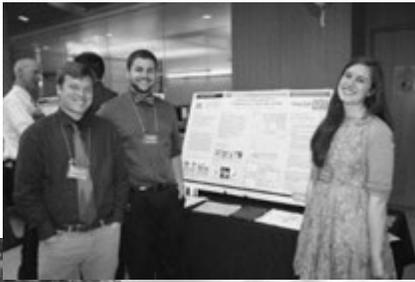
- The Coalition purchased bike-transportable **bicycle parking racks** and provided **bike valet services** for hundreds of attendees at local festivals. The racks were donated to the City of Corvallis to allow more bicycle parking at future community events.
- We sponsored **Pedalpalooza**, a car free festival featuring people-powered transportation, held in conjunction with the annual Car Free Day in Corvallis.
- We also launched **“Trip-by-Transit”** via Coast to Valley Express bus service, guiding riders to, from, and around Newport.

## Fostering a healthy local food system

A robust, secure food system revolves around food that is locally produced, using practices that renew and enrich the land and community.

- With a goal to encourage more families and young people to connect with our local farms and the products they offer, the Coalition led a local event on National Food Day that featured a **community Apple Crunch** and distribution of **free Farmers’ Market tokens** to 150 children.
- The latest edition of our **Corvallis Garden Resource Guide** was distributed to 500 current and prospective gardeners.
- As part of the “Eat 40% Local” campaign, our annual **Local Eats Week** featured local ingredients at 14 Corvallis restaurants.





## Protecting natural resources

Our personal well-being and the livability of our societies depend on a life-support system that is healthy and thriving.

- Through a Coalition-sponsored research project, OSU students discovered that on-campus water pipes were leaking substantial amounts of hot water into the stormwater system that drains into Oak Creek. Publication of their data led to major repairs by the university, helping to **maintain a safe habitat for native fish.**
- In collaboration with the Marys Peak Group and the Corvallis Odd Fellows, Coalition volunteers planted trees in ML King, Jr. Park to **shade the water** along the newly-named Lamprey Creek.
- We also coordinated the 6<sup>th</sup> Annual Natural Areas Celebration Week, engaging community members in **appreciation of our natural areas** through hikes, workshops, and other events.

## Promoting economic vitality

A hallmark of a sustainable community is a diverse, vibrant economy that meets people’s needs and is anchored by a broad spectrum of locally owned, environmentally friendly businesses.

- The Coalition partnered with Hatch Oregon and the Willamette Innovators Network to sponsor workshops and MeetUps focused on **local investing** through Oregon’s new Community Public Offerings.
- With CIBA, we co-sponsored the annual **Buy Local First Day**, Holiday Contest, and Business of the Week program.



## Encouraging waste prevention

Our goal is zero waste. Nature’s time-tested patterns and life cycles have shown us that waste-free systems are possible.

- Coalition volunteers updated and distributed 5,000 copies of the **Corvallis Area ReUse Directory**, with a special focus on distribution to Corvallis rental property managers.
- Our **Recycling Block Captains** created and distributed “3 Rs” handouts on a quarterly basis to nearly 3,000 households.
- We also collaborated with an OSU Public Policy class to conduct a study on barriers to **food waste composting.**

## Celebrating community

Recognizing the sustainability accomplishments of our partner organizations and action teams helps inspire further action.

- The Coalition’s annual **Sustainability Fair and Town Hall** was attended by more than 500 people. Featured speakers included keynoter Sean McGuire (“Ensuring Livability & Well-Being for Corvallis”), as well as Julie Williams of Seeds for the Sol and Christine Dashiell of Corvallis Families Gift Economy.



# Thank you to our donors

We gratefully acknowledge those who supported us with their gifts in 2015.

## INDIVIDUAL DONORS

Marge & Ralph Alig (EP)	Theresa Gibney (EP)	Julie Manning
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Lori Stephens (EF)  
 Marge Stevens (EF, M)  
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 Russell Sullivan  
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 Janet Throop (EP)  
 Charlie & Maria Tomlinson (EF, EP)  
 Tom Smith & Jean Townes  
 Biff & Maret Traber (EP, M)  
 Brandon Trelstad (EP, M)  
 Annie & Charlie Trost (in memory of  
 Anne Harding)  
 Carol & Ken Trueba (EP)  
 Kari & Piet Van Zee (EP)  
 Cheryl Good & Michael Viliardos (EP)  
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 Denis White  
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 Greg Wilson  
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## ORGANIZATIONAL DONORS

Abundant Solar (EP, S)  
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 Barker-Uerlings Insurance (S)  
 Benton Habitat for Humanity (S)  
 Benton Soil & Water Conservation Dist.  
 Blackledge Furniture (EP)  
 Block 15 Brewing Company (EP, S)  
 BradAttig.com  
 Broadleaf Architecture (S)  
 City of Corvallis - Transportation  
 Options Program (S)  
 City Delivery Service  
 CoHo Ecovillage  
 Corvallis Chamber of Commerce (S)  
 Corvallis Clinic (S)  
 Corvallis Custom Kitchens & Baths (S)  
 Corvallis Cyclery (S)  
 Corvallis Evening Garden Club (S)  
 Corvallis Furniture (S)  
 Corvallis Odd Fellows (S)  
 Corvallis Radiology (EP)

Corvallis Waldorf School (EP)  
 Devco Engineering (EP)  
 Earth & Sea Salts  
 First Alternative Co-op (EP, S)  
 First Congregational UCC (EP)  
 First United Methodist Church -  
 Natural Step Ministry  
 Footwise (S)  
 Gaia Landscapes (S)  
 Gathering Together Farm (EP)  
 Good Samaritan Regional  
 Medical Center (EP, S)  
 Green Girl (S)  
 Greenbelt Land Trust (EP, S)  
 Home Grown Gardens (S)  
 Kapa Landscape Design  
 League of Women Voters (EP)  
 Les Caves Bier & Kitchen (S)  
 Marys Peak Group/Sierra Club (S)  
 Marys River Grange (EF)  
 Marys River Watershed Council  
 Mid-Valley Bicycle Club (S)  
 NutSac LLC  
 OSU Folk Thrift Shop Foundation (S)  
 OSU Sustainability Office (S)  
 OSU Student Sustainability Initiative (S)  
 Peak Sports (S)  
 Play It Again Sports (S)  
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 Sky High Brewing (S)  
 Soft Star Shoes (S)  
 Solar Ki (EP)  
 SoupCycle (S)  
 Town & Country Realty (EP)  
 Virginia Shapiro DC/Integrity Natural  
 Health (S)  
 Western Pulp Products (S)  
 White Wind Superfoods  
 Wild Yeast Bakery (S)

EF – Endowment Fund donation  
 EP – Engaged Partner (donation of  
 \$250 or more)  
 M – Monthly Donor  
 S – Sponsor of event and/or project

*The Coalition has grown this past year  
 to nearly 350 partner organizations.  
 For a complete list of our partners, go  
 to [www.sustainablecorvallis.org](http://www.sustainablecorvallis.org).*

# Thank you to our volunteers

The Corvallis Sustainability Coalition is an all-volunteer organization, and we are very grateful to our hundreds of volunteers for their generous gifts of time, energy, and talent.

A special thank you to those who led our action teams in 2015:

## COMMUNITY INCLUSION

Laureen Urey

## ECONOMIC VITALITY

Robert Mauger

## EDUCATION

Vince Adams & Aaron Lesan

## ENERGY

Carly Lettero, Cassandra  
 Robertson, & Tom Ekstedt

## FOOD

Emily Stimac & Owen Dell

## HEALTH & HUMAN SERVICES

Mac Gillespie & Jeff Schiminsky

## HOUSING

Debi Friedlander

## LAND USE

Susan Morre & Godfrey Leung

## NATURAL AREAS

Molly Monroe & Stewart Holmes

## TRANSPORTATION

Kevin Grant

## WASTE PREVENTION

Andrea Norris & Jeanette Hardison

## WATER

Dave Eckert

## OUR VISION FOR THE COMMUNITY

Corvallis is a community in which the needs of the present are met without compromising the ability of future generations to meet their own needs. It is a flourishing and thriving city with a vibrant economy that respects, restores, and cares for the community of life.

## OUR GUIDING OBJECTIVES

Our community will:

1. Reduce and ultimately eliminate our community's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals. Use renewable resources whenever possible.
2. Reduce and ultimately eliminate our community's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances. Use biologically safe products whenever possible.
3. Reduce and ultimately eliminate our community's contribution to encroachment upon nature (e.g., land, water, wildlife, forests, soil, ecosystems). Protect natural ecosystems.
4. Support people's capacity to meet their basic needs fairly and efficiently.

## 2015 DEVELOPMENT HIGHLIGHTS

Our efforts to develop a strong financial and volunteer base for the organization resulted in a number of positive steps forward.

- Using funds from a Meyer Memorial Trust grant and our Capacity Building Campaign, we hired consultants to provide us with specific deliverables:
  - Creation of a Grant Writing Collective, through which Coalition volunteers are developing grant writing skills
  - Retreats and phone conferences with a development professional to support Steering Committee members and action team leaders in developing relationships with existing and potential funders
  - Volunteer recruitment and retention workshops for action team leaders and Steering Committee liaisons
  - Development of a volunteer management system to track volunteer hours and assist in volunteer recruitment, retention, and recognition
- We received a generous gift from Charles and Maria Tomlinson to establish the Annette Mills Corvallis Sustainability Coalition Endowment Fund. The purpose of the fund is to ensure the long-term viability of the organization. Gifts to this fund are placed in a fossil fuel-free investment fund.
- We adopted a Development Plan to guide us in our income-generating efforts and a Financial Assets Policy that outlines procedures for management of the Coalition's financial assets.

## *Help the Coalition continue to develop!*

- Send us a note about how your involvement with the Coalition has touched your life.
- Tell one new person about the Coalition in 2016.
- Consider a financial gift or an increase in your giving this year.

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If you care to make a donation, please send your check to:

Corvallis Sustainability Coalition  
PO Box 2310  
Corvallis, OR 97339

For further information or to make an online donation, please visit:

[www.sustainablecorvallis.org](http://www.sustainablecorvallis.org)

Our tax ID number is 27-1003508.

*Thank you for your support!*

TO: City Council for March 7, 2016 City Council Meeting  
 FROM: Patrick W. Rollens, PIO *PWR*  
 DATE: March 1, 2016  
 THROUGH: Mark Shepard, P.E., City Manager *MWS*  
 SUBJECT: Public Outreach Update



Action Requested:

For information only, no action required.

Discussion:

The new Public Information Officer role at the City has been designed to improve the quality and relevance of information the city provides to the public, and to improve how we gather feedback and input from the entire community. The goal is to strengthen the connection of the community with the City organization. Over the last two months, I have started the process of getting to know both the City of Corvallis as an organization, as well as the people that make up our community. The City is eager to highlight the work that staff are doing around town each week, and likewise the community appears to have a healthy appetite for opportunities to engage with their local government.

What follows is a brief overview of the City's nascent communications strategy thus far.

- **Interdepartment Collaboration** – PIO has had the opportunity to work with most departments on various projects and campaigns. A key focus so far has been Imagine Corvallis 2040, the city's far-reaching vision and action plan.
- **Social Media** – Having a presence on social media is increasingly seen as a requirement for local government to effectively engage with its community members. The City has launched a Facebook page and revived a dormant Twitter account, using both to support current City initiatives and solicit input. Content and presentation are intended to be lively, light-hearted and engaging. There is plenty of room for City Council to join in the discussion as well. Get started at [www.facebook.com/cityofcorvallis](http://www.facebook.com/cityofcorvallis) and [www.twitter.com/cityofcorvallis](http://www.twitter.com/cityofcorvallis).
- **Public Input** – In addition to the aforementioned digital tools, we now have a public input form that can be used to offer feedback or comment ahead of a particular Council meeting or work session. This tool is focused on gathering feedback on specific agenda items and presenting it to the Council. Try it out at [www.corvallisoregon.gov/publicinput](http://www.corvallisoregon.gov/publicinput).
- **Media Relations** – PIO has taken steps to develop a centralized operation for official press outreach, particularly news that relates to the City Council and City Manager's Office.
- **Corvallis e-News** – The newly redesigned City email newsletter is designed to offer brief news items and event listings, and to invite readers to get involved in City programs and initiatives. Subscribe online at [www.corvallisoregon.gov/newsletter](http://www.corvallisoregon.gov/newsletter).

Over the next few months, the Public Information Officer expects to pursue some key projects.

- **ExpresIt** – Mobile app, narrowly focused on soliciting feedback from customers and users.
- **Website Evaluation** – As the first step toward a potential redesign, the PIO and web staff hope to do some in-person website surveys and user testing this summer.
- **Neighborhood Associations** – PIO will seek feedback from neighborhood associations about how they could benefit from some regular, targeted communication from the City.

- **Citizen Attitude Survey** – Develop/refine survey during the summer, with a goal of publishing the survey in the fall.
- **IC2040** – Continue to support the outreach efforts of the city vision plan. Upcoming: online survey, draft vision plan for review, etc.

Budget Impact:

There is no budget impact.

**MEMORANDUM**

**To:** City Council Members  
**From:** Biff Traber, Mayor   
**Date:** February 26, 2016  
**Subject:** Vacancies on Advisory Boards

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Arts and Culture Advisory Board

Wayne Wiegand resigned from the Arts and Culture Advisory Board because of other time commitments; his term on the Board expires June 30, 2017. Wayne provided input to the Board representing visual arts.

Budget Commission

In accordance with Municipal Code Section 1.16. 070 (Boards and Commissions – Vacancy), I am declaring a vacancy on the Budget Commission, as Judson McClure has not participated in Commission activities for the past 60 days without the consent of the Commission Chair. Judson's position on the Commission expires June 30, 2017.

Community Relations Advisory Group

The Council approved Ordinance 2016-02 on February 1, adding two positions to the Community Relations Advisory Group: a Unified Greek Council student representative appointed by Oregon State University and a Linn-Benton Community College student appointed by the Mayor and confirmed by the Council. I am formally announcing a vacancy in the new LBCC student position. These new positions will have terms expiring June 30, 2018.

King Legacy Advisory Board

Chareane Wimbley-Gouveia resigned from the King Legacy Advisory Board because other commitments on her time are reducing the amount of time she can devote to the Board. Chareane's term on the Board expires June 30, 2016.

I would appreciate nominations of citizens to fill these vacancies.

## M E M O R A N D U M

**To:** City Council Members  
**From:** Biff Traber, Mayor   
**Date:** February 29, 2016  
**Subject:** Advisory Board Appointments

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I am making the following advisory board appointments:

Downtown Advisory Board

Robin Jones  
Term expires June 30, 2016

Robin owns a small business in Downtown Corvallis and is interested in using her experience as a business owner to help build a sustainable downtown economy

Joan Truckenbrod  
Term expires June 30, 2016

An accomplished artist and instructor, Joan operates a studio in Downtown Corvallis.

Economic Development Advisory Board

David Becker  
Term expires June 30, 2016

David is LBCC's Dean of Business, Applied Technology and Industry; has worked with the Albany Economic Workforce Development Committee; and has been instrumental in identifying, in partnership with business, workforce skill requirements and aligning LBCC's programs with those requirements. David will represent higher education on the Board.

Housing and Community Development Advisory Board

Esmeralda Reyes Allen  
Term expires June 30, 2016

Esmeralda has served as a volunteer for the City and Benton County for approximately 15 years and is interested in the growth and preservation of our city, county, and state.

I will request appointment confirmation at our next Council meeting, March 21.

MEMORANDUM

**To:** City Council Members

**From:** Biff Traber, Mayor 

**Date:** February 29, 2016

**Subject:** Advisory Body Appointments

Climate Action Task Force

The Council adopted Resolution 2016-03 on February 16, amending the Climate Action Task Force's membership to between five and eight members and its composition of Council and community members. Based upon that Resolution, I am appointing the following people to the Climate Action Task Force:

- Councilor Zachariah Baker .....representing the Council as Chair
- Kirk Bailey .....representing the community
- Cindy Dahl .....representing the community
- Ramón Martinez .....representing the community
- Marge Stevens.....representing the community
- Brandon Trelstad.....representing the community
- Gordon Zimmerman.....representing the community

These appointments do not require Council confirmation.

Community Relations Advisory Group

The Council approved Ordinance 2016-02 on February 1, adding two positions to the Community Relations Advisory Group, including a Unified Greek Council student representative appointed by Oregon State University. OSU identified its new representative:

Magali Sanchez, Unified Greek Council President, filling a Group position with a term expiring June 30, 2018.

This appointment is made by OSU, and Council confirmation is not necessary.

This announcement is provided for your information.

TO: City Council for March 7, 2016 Council Meeting  
FROM: Tony Krieg, Customer Service/Risk Manager *AK*  
DATE: February 22, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Liquor License Investigation, New Outlet –  
Ramen and Robata LLC



Action Requested:

Staff recommends Council authorize endorsement of a liquor license application received from Sadami Sakamoto, Managing Member of Ramen and Robata, LLC, doing business as Ramen and Robata LLC, located at 151 NW Monroe Avenue, #105, Corvallis, OR 97330.

Discussion:

The application is for a New Outlet with a Full On-Premises Sales license which allows for the sale of distilled spirits, wine, malt beverages and cider by the individual drink for consumption at the business. An affirmative recommendation has been received from the Police, Fire, and Community Development Departments. No citizen comments or input were received regarding this application.

Budget Impact:

No budget impact.

TO: City Council for March 7, 2016  
 FROM: Nancy Brewer, Finance Director *NB*  
 DATE: February 17, 2016  
 THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
 SUBJECT: Second Quarterly Operating Report – FY 15-16



Action Requested:

Staff recommends the City Council accept the FY 15-16 Second Quarterly Operating Report.

Discussion:

The Second Quarterly Operating Report (QOR) is available for review on the City's website within the 45 days required under CP 10.03 Expenditures, with the first page provided as Attachment A to this memo. Overall results were generally in line with expectations.

Total revenues were about 55% of budget in the second quarter of FY 15-16. Operating revenues in the same period last fiscal year were over \$4 million higher than this fiscal year due primarily to significant second quarter receipts of system development charges last fiscal year from the Retreat project and other multi-family unit development work.

Operating expenditures across departments are generally on target at nearly 44% of the amended budget. This is slightly lower than last year's spending rate of about 46%. Highlights of note include:

- The General Fund has seen over \$1 million in operating revenue growth over the prior year, but is lagging the percentage of budget collected relative to last year, since higher assessed value growth was projected than achieved. Spending is running a bit below last year in the first six months, but is on target in most departments. As such, the General Fund is so far enjoying a bit of a surplus.
- The Community Development Revolving Fund (CDRF) also enjoyed a positive cash and fund balance position of just over \$80,000 at the six month point in the fiscal year, thanks to a combination of the annual rental housing program income influx in September of over \$180,000 plus the total \$400,000 General Fund support that was provided by Council through the FY 15-16 budget process. The latter two-year infusion was established to bolster the fund until a possible long-term solution is derived with regard to the sustainability of its programs. The two Council Goal task forces for Sustainable Budget and Housing Development will continue their focus on this issue through calendar year-end.
- Transit Fund – As noted in the previous quarter, by way of update, the Public Works and Finance departments continue to monitor the Transit Fund and will update the City Council each quarter in the QOR as to the likelihood for the potential need for contingencies in this fund due to the newly negotiated contract with First Student that is likely to exceed budgeted appropriations for that service. Vacancy savings and lower fuel costs are anticipated to help cushion the overage.
- The City's total portfolio of cash and investments as of December 31<sup>st</sup> was nearly \$77 million, with core investments totaling \$33.5 million and the LGIP and Wells Fargo balances more than sufficient for liquidity for operational cash flows. The Federal Reserve raised rates for the first time in nearly a decade by 25 basis points (b.p.) at its December 16th meeting. While it was initially anticipated that this move would be followed by at least three more increases in 2016, the economy has not performed as well as anticipated, and treasury yields have now fallen back to pre-December levels after their initial burst of enthusiasm; as such a March meeting rate increase

has been heavily discounted. The LGIP raised rates shortly after the end of the second quarter, and are now offering 0.67% on funds held in the State Pool. More information regarding the City's portfolio status is in the December Treasury report (linked to the full quarterly report). Please note that the City's Investment Advisor, in an effort to provide the City with additional options for quality investment that are in compliance with policy, has updated the approved Corporates list to include Proctor & Gamble, since several previous names were downgraded by Moody's and needed to be removed. The updated list, as well as an explanatory memo, is provided for your information and review in Attachment B, as notification of these changes per the Council's Financial Policy 10.08 Investments.

Income statements for each fund and the Council Goals update as of December 31, 2015 are linked to the full 15-page online quarterly operating report.

The Capital Project budget is about 15% expended at the end of the second quarter. It is typical for capital project spending to be lower in the early part of the fiscal year, when projects are still being bid and designs finalized, or due to summer construction projects being delayed or coming in under budget. The following projects were substantially completed as of the end of the second quarter: the Library roof replacement; storm pipe capacity construction for the storm drain on Kings Boulevard between Larch Avenue and the Dixon Creek outfall; a new concrete slab bridge deck replaced the old wooden Morris Avenue Bridge, and the bridge was re-opened to traffic.

Budget Impact:

The Quarterly Operating Report serves as an important formal mechanism for the City Council, in its fiduciary responsibility, as well as staff and the community, to monitor the City's financial status. Staff time to prepare the report is the only cost.



# 2nd Quarter Financial Summary FY 2015-16

This report provides summary information on the City's financial status as of the end of December, 2015; more detailed comparative income statement format data is available on-line at this [link](#).

YTD PERFORMANCE AT A GLANCE		COMMENTS
<b>GENERAL FUND</b>		
General Fund Expenditure vs. Revenue	<b>WATCH</b>	Long-term fiscal health in the General Fund remains a concern based on a combination of HP's \$41 million valuation decrease in 2015 as a result of its successful Supreme Court ruling as well as ongoing growth limitations from Measures 5 and 50, even after a rebound in the economy and increases in housing development. Benton County certified the City's 2015 tax roll at AV growth of 2.5% versus the 3% budgeted.
Property Tax Revenue	<b>WATCH</b>	The majority of Property tax revenues were received during Q2. As per the above, AV growth came in under budget for FY 15-16, so permanent rate and levy revenues are expected to be \$375,000 below adopted levels.
Transient Room Tax	<b>POSITIVE</b>	Q2 receipts are up 12% over prior year actuals, and are projected to exceed budget this year by nearly \$250K; due in large part to the on-line travel companies paying back collections as required by State law.
Franchise Fees	<b>POSITIVE</b>	Although franchise fees are trending slightly lower in the first half of the fiscal year compared to the same period last year, they remain on target to exceed budget by at least \$100K by yearend, especially given the Council-approved increase in City wastewater and storm water fees going into effect in February 2016.
State Shared Revenue	<b>WATCH</b>	FY 14-15 receipts were 6% above that year's budget; however, FY 15-16 revenues to date are running roughly flat with the prior year so may end up being right at adopted budget levels. The League of Oregon Cities continues to predict lower cigarette/alcohol demand and related revenues. Marijuana tax collection started in January, but little is expected to come to the City this first year due to upfront State tax administration costs.
Fines & Forfeitures	<b>WATCH</b>	First half traffic fine receipts remain low relative to budget, but are up slightly relative to last year. Officer vacancies, new officers not yet fully trained plus new technology challenges are the primary reasons for under budget results. Court dates/scheduling can also impede revenue collection pace, even with increased ticketing.
General Fund Expenditures vs. Budget	<b>WATCH</b>	General Fund expenditures are generally on target and in line with prior year spending. Although all departments are less than 50% expended half-way throughout the fiscal year, most are spending in the 45-48% range which is typical. CMO and CD have each expended approximately 38%. Below target spending in CMO is due to hiring the contractor for Vision/Action Council Goals work not occurring till October. CD shows lower than expected spending due to vacant Code Compliance and Planner positions along with a lag in purchases associated with the Buildable Lands Inventory project.
<b>SPECIAL REVENUE FUNDS</b>		
9-1-1 Emergency Services	<b>WATCH</b>	Both revenues and expenditures are running at 48% of budget at the six month mark, but overtime costs to backfill for vacancies and absences are at 113% of budget. With a forecasted declining fund balance, this fund remains a focus for the Sustainable Budget Task Force (SBTF).
Community Development Revolving	<b>WATCH</b>	Although this Fund is currently carrying a positive cash and fund balance, this is primarily due to the Council approved \$400,000 in one-time funds transfers from the General Fund. The SBTF and Housing Task Force continue to deliberate on funding alternatives that might provide ongoing support for this Fund's programs.
Development Services	<b>POSITIVE</b>	Permit revenues and charges for service are significantly below last fiscal year and budget due to less commercial construction permit activity YTD, but are still improved over recession year levels. Given the fund's very healthy cash reserves, there remains capacity to absorb expenditures based on what at this juncture is expected to simply be timing issues for cash receipts/revenues from development projects in the pipeline.
Parking	<b>WATCH</b>	Fines and parking permit revenues are running lower than the prior year. The Police Department has had several vacancies for over a year and a half, but parking citation revenue is expected to improve once Parking Enforcement Officers are hired and fully trained.
Street	<b>WATCH</b>	Declining operating fund balance; revenues are not adequate to fund current service demands. This fund is also a focus for the SBTF work on possible revenue alternatives.
Transit	<b>WATCH</b>	Fund balance and revenues were stable through the first half of the year, however higher cost contracted bus services may require use of contingencies in FY 15-16, and the Transit Operating Fee (TOF) rate is set to be lowered due to declining gas prices which could also impact service levels going forward.
<b>ENTERPRISE FUNDS</b>		
Airport	<b>POSITIVE</b>	Revenues, expenditures and fund balance are stable and sufficient to maintain current operations.
Storm Water	<b>WATCH</b>	Project spending in this fund may require significant rate increases in coming years.
Wastewater	<b>WATCH</b>	Increased metered revenues may not be sufficient to offset future costs to maintain current levels of service.
Water	<b>POSITIVE</b>	Metered usage, new rate structure, stable expenditures maintain current service levels.
<b>INTERNAL SERVICE FUNDS</b>		
Risk Management	<b>WATCH</b>	Risk coverage premiums continue to increase; and until deductibles are met from previous fiscal years, claims can still be made potentially impacting current fiscal year appropriations.

**What the ratings mean:** **Positive** – Current revenues and City Council-adopted use of reserves are sufficient to support the current level of service. Fund balances appear stable over a three-year forecast. No significant negative issues are identified.  
**Watch** – Various stressors may cause current revenues to be flat or decline and impact the fund's capacity to support the current level of service. Factors exist that may contribute to higher than anticipated expenditure levels in more than one category over the next 6-12 months.  
**Negative** – Current expenditures exceed or revenues are significantly behind forecast assumptions. Fund balance is unstable. Immediate action to balance fund is likely required.

## Memorandum

**To:** Janet Chenard, Budget and Financial Planning Manager – City of Corvallis  
**From:** Deanne Woodring, CFA – President -Government Portfolio Advisors  
Dave Westcott, CFA – Chief Investment Officer Sally Walton, Managing Director  
**Date:** February 18, 2016  
**Subject:** City Investment Portfolio-Credit Approval List Updates

**Background:** Government Portfolio Advisors provides the City with an approved corporate buy list on an annual basis. The guidelines used to manage this list are both the Oregon State Statute ORS 294.035(3)(i) and the City's investment policy. Corporate indebtedness encompasses both corporate notes/bonds and commercial paper.

ORS 294.035(3)(i) states the following:

(A) Corporate indebtedness subject to a valid registration statement on file with the Securities and Exchange Commission or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933, as amended. Corporate indebtedness described in this paragraph does not include bankers acceptances. The corporate indebtedness must be issued by a commercial, industrial or utility business enterprise, or by or on behalf of a financial institution, including a holding company owning a majority interest in a qualified financial institution.

(B) Corporate indebtedness must be rated on the settlement date P-1 or Aa or better by Moodys Investors Service or A-1 or AA or better by Standard & Poors Corporation or equivalent rating by any nationally recognized statistical rating organization.

(C) Notwithstanding subparagraph (B) of this paragraph, the corporate indebtedness must be rated on the settlement date P-2 or A or better by Moodys Investors Service or A-2 or A or better by Standard & Poors Corporation or equivalent rating by any nationally recognized statistical rating organization when the corporate indebtedness is:

CITY INVESTMENT POLICY further constrains the investment alternatives. The additional constraints are highlighted in yellow.

### Commercial Paper

Commercial Paper that is rated A1/P1 and has long-term bonds which have a minimum rating of AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch, and the entity is not listed on the Fossil Free Index Carbon Underground 200 (FFICU) report<sup>1</sup>. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing.

### Corporate Obligations

Corporate domestic bonds issued by a commercial, industrial, or financial institution registered with the Securities and Exchange Commission and not listed on the FFICU report. Authorized corporate bonds shall be limited to obligations of the United States dollar-denominated corporations organized and operating within the United States. The debt must be rated at least AA- by Standard and Poors or Aa3 by Moody's or AA- by Fitch at the time of purchase. In the case of a split rating, (more than one rating provider), the lowest rating will be used as the criteria for investing. A list of approved corporate issuers for purchases will be maintained and updated under the same mechanism as the Broker/Dealer list herein.

### Future Considerations of adding High Quality Canadian Banks:

City staff have requested that GPA review the acceptability/potential for adding high quality Canadian Bank corporate issuers to the approved purchase list. The LGIP and OST are allowed to purchase these issues and they present an opportunity to diversify exposure within the finance credits.

In GPA's opinion, the statute is silent regarding holding corporate issues that are not domiciled or organized in the United States, however, the City's policy does currently restrict them due to the current wording of "organized and operating within the United States". Canadian banks

could be defined as operating in the US but “organized” is more difficult to define. Does organized mean headquartered, having a US subsidiary or just operating in the US?

The two high quality issuers that would be considered if the City wanted to pursue changing the policy constraints would be Royal Bank of Canada and Toronto Dominion. Both banks are SEC registered, US dollar denominated and have operations in the US.

	Symbol	S&P	Outlook	Moody's	Outlook	Fitch	Outlook
Royal Bank of Canada	RY	AA-	Stable	Aa3	Stable	AA	Negative
Toronto Dominion Bank	TD	AA-	Stable	Aa1	Stable	AA-	Stable

Certain local entities in Oregon do purchase these names and GPA is suggesting that the Finance team request an opinion from their independent legal counsel if they want to pursue. The added value of buying these securities would not be significant but it would allow for additional alternatives.

**Update to the approved list:**

GPA has added one name that was not previously on the list.

	Symbol	S&P	Outlook	Moody's	Outlook	Fitch
Proctor and Gamble	PG	AA	Stable	Aa3	Stable	N/R

GPA has removed three names from the previously approved list due to downgrades by Moody's.

		Moody's
GE Cap	Downgrade	A1
Roche	Downgrade	A1
US Bank	Downgrade	A1

**Current Corporate Note Positions as of 2/17/16:**

- IBM
- APPLE
- No Commercial Paper

**Current Municipal Position as of 2/17/16**

- Polk Marion & Benton Ore School District

CITY OF CORVALLIS CREDIT APPROVED LIST AS OF 2-19-16

**CORPORATE BONDS**

<u>Name</u>	<u>Symbol</u>	<u>S&amp;P</u>	<u>Outlook</u>	<u>Moody's</u>	<u>Outlook</u>	<u>Fitch</u>	<u>Outlook</u>
Apple	APPL	AA+	Stable	Aa1	Stable	N/R	N/R
3M	MMM	AA-	Stable	Aa3	Stable	N/R	N/R
Berkshire Hathaway	BRK	AA	Stable	Aa2	Stable	AA-	Stable
Colgate Palmolive	CL	AA-	Stable	Aa3	Stable	AA-	Stable
Google	GOOG	AA	Stable	Aa2	Stable	N/R	N/R
IBM	IBM	AA-	Stable	Aa3	Stable	*A+	Stable
Johnson & Johnson	JNJ	AAA	Stable	Aaa	Stable	AAA	Stable
Microsoft	MSFT	AAA	Stable	Aaa	Stable	AA+	Stable
Proctor and Gamble	PG	AA-	Stable	Aa3	Stable	N/R	N/R
Walmart	WMT	AA	Stable	Aa2	Stable	AA	Stable

- *IBM was not rated by Fitch on 2/17/16 when IBM Bonds were purchased*

**COMMERCIAL PAPER**

Domestic Names with A1/P1 ratings and have long term debt with a minimum of a AA- or AA3 rating. Additionally, the issuer is not listed on the FFICU report.

<b>MUNICIPAL BONDS</b>	<b>GO BONDS AND REVENUE BONDS</b>
Oregon Only	AA-

Rating criteria is based on the trade date. If ratings are downgraded, GPA will notify the City and provide a recommendation to hold or sell. This list may be updated intra-year to accommodate rating changes.

TO: City Council for March 7, 2016  
FROM: Karen Emery, Parks and Recreation Department Director  
Steve DeGhetto, Assistant Director  
DATE: February 17, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager  
SUBJECT: Corvallis Arts Center, Inc. Annual Report for FY 14-15



Action Requested:

For information only, no action required.

Discussion:

The Corvallis Arts Center, Inc. ("The Arts Center") continues to be a positive community organization, providing opportunities that contribute to arts and culture through exhibitions, education, volunteerism and programming. The Arts Center has demonstrated an ongoing desire to collaborate with a wide range of organizations and the City to maintain a strong arts presence in the community.

Recommendation:

Parks and Recreation recommends City Council accept The Corvallis Arts Center, Inc. annual report as presented.

Budget Impact:

Parks and Recreation Department budgets \$42,000 in funds annually to support The Arts Center operations. The Arts Center received \$36,000 in revenue from the City of Corvallis. The Parks and Recreation Department manages The Arts Center building, and reduced the amount paid to The Arts Center by \$6,000 to cover the internal service charges for facilities maintenance performed by Public Works during this review period.



**Finance Department**  
500 SW Madison Avenue  
Corvallis, OR 97333  
541-766-6990  
541-754-1729

MEMORANDUM

February 9, 2016

TO: Steve Deghetto, Parks and Recreation Assistant Director

FROM: Tom Johnston, Accountant *TJ 2/9/2016*

SUBJECT: The Corvallis Arts Center, Inc. Annual Financial Review, Fiscal Year 2015

This review consists of inquiries and analytical procedures and is limited in its nature. The Statement of Financial Position, Statement of Activities and Change in Net Assets, Statement of Cash Flows, and the related Notes to the Financial Statements are unaudited financial reports that are the representation of the management of Corvallis Arts Center, Inc. (CAC).

The June 30, 2015 financial reports were reviewed by Isler Group, LLC, a certified public accounting firm. Isler Group has not audited the financial statements and does not express an opinion or any form of assurance on the financial statements.

This review is based on CAC's fiscal year, July 1, 2014 through June 30, 2015. CAC records transactions using the accrual basis of accounting.

During the year ended June 30, 2015, CAC reported revenues of \$466,534 and expenses of \$471,901, resulting in a net loss of \$5,367. CAC received \$36,000, 7.7% of its total revenues, from the City of Corvallis. Starting in fiscal year 2015, CAC began receiving a fixed \$42,000 annual payment minus the CAC's annual internal service charges related to the City's facility maintenance costs. CAC has properly accounted for all revenue received from the City.

The Corvallis Arts Center reported total assets of \$173,551 and total liabilities of \$27,147, resulting in net assets of \$146,404. Of this, \$76,013 is reported as temporarily restricted.

Based on this review, acceptance of the Corvallis Arts Center's annual report is recommended.

**CORVALLIS ARTS CENTER, INC.**  
**REVIEWED FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Corvallis Arts Center, Inc.**  
**Table of Contents**

Independent accountants' review report	1
Statement of financial position	2
Statement of activities and change in net assets	3-4
Statement of cash flows	5
Notes to financial statements	6-8



Isler of Klamath Falls  
Lawrence S. Nichols, CPA/PFS, CFP  
Natalie E. Fanning, CPA  
Kimberly D. Price, CPA  
John R. Warner, CPA

Stover Neyhart & Co.  
Lawrence W. Stover, Jr. CPA  
Irva K. Neyhart, CPA

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors  
Corvallis Arts Center, Inc.  
Corvallis, Oregon

We have reviewed the accompanying statement of financial position of the Corvallis Arts Center, Inc. (a non-profit corporation) as of June 30, 2015, and the related statement of activities and change in net assets, and statement of cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Isler Group, LLC*

November 24, 2015  
Corvallis, Oregon

**Corvallis Arts Center, Inc.**  
**Statement of Financial Position**  
**June 30, 2015**

See accompanying notes and independent accountants' review report

**Assets**

Current assets

Cash	\$ 123,379
Accounts receivable	27,361
Other receivables	1,801
Inventories	421
Total current assets	<u>152,962</u>

Property and equipment

Equipment	74,764
Leasehold improvements	45,179
Accumulated depreciation	(99,354)
Net property and equipment	<u>20,589</u>

Total assets	<u><u>\$ 173,551</u></u>
--------------	--------------------------

**Liabilities**

Accounts payable	\$ 7,975
Accrued vacation	2,774
Unearned revenue-camp tuition	15,964
Unearned revenue-gift cards	434
Total liabilities	<u>27,147</u>

**Net assets**

Temporarily restricted	76,013
Unrestricted	70,391
Total net assets	<u>146,404</u>

Total liabilities and net assets	<u><u>\$ 173,551</u></u>
----------------------------------	--------------------------

**Corvallis Arts Center, Inc.**  
**Statement of Activities and Change in Net Assets**  
**Year ended June 30, 2015**

See accompanying notes and independent accountants' review report

	Unrestricted	Temporarily Restricted	Total
<b>Support and revenues</b>			
Program fees			
Education	\$ 62,335	\$ -	\$ 62,335
ArtsCare	962	-	962
Total program fees	<u>63,297</u>	<u>-</u>	<u>63,297</u>
Artshop/gallery/exhibit			
Gift shop and gallery sales	39,740	-	39,740
Total artshop/gallery/exhibit	<u>39,740</u>	<u>-</u>	<u>39,740</u>
Grants			
Foundation grants	79,632	-	79,632
Government grants	14,700	7,000	21,700
City of Corvallis	36,000	-	36,000
Endowment	28,976	45,000	73,976
Satisfaction of program restrictions	55,936	(55,936)	-
Total grants	<u>215,244</u>	<u>(3,936)</u>	<u>211,308</u>
Memberships and contributions			
Donations/contributions	38,617	60,113	98,730
Membership fees	34,197	-	34,197
Satisfaction of support restrictions	4,264	(4,264)	-
Total memberships and contributions	<u>77,078</u>	<u>55,849</u>	<u>132,927</u>
Fundraising/special events			
Other events	7,815	-	7,815
Total fundraising/special events	<u>7,815</u>	<u>-</u>	<u>7,815</u>
Other revenues			
Facility rental	3,033	-	3,033
Interest income	83	-	83
Donated building space	6,530	-	6,530
Other revenues	1,801	-	1,801
Total other revenues	<u>11,447</u>	<u>-</u>	<u>11,447</u>
 Total support and revenues	 <u>\$ 414,621</u>	 <u>\$ 51,913</u>	 <u>\$ 466,534</u>

**Corvallis Arts Center, Inc.**  
**Statement of Activities and Change in Net Assets (continued)**  
**Year ended June 30, 2015**

See accompanying notes and independent accountants' review report

<b>Expenses</b>	Unrestricted	Temporarily Restricted	Total
Programs			
Education	\$ 143,384	\$ -	\$ 143,384
ArtsCare	75,326	-	75,326
Artshop	48,646	-	48,646
Exhibits	78,433	-	78,433
Total Programs	<u>345,789</u>	-	<u>345,789</u>
General and administrative	73,187	-	73,187
Fundraising	<u>52,925</u>	-	<u>52,925</u>
Total expenses	<u>471,901</u>	-	<u>471,901</u>
Increase (decrease) in net assets	(57,280)	51,913	(5,367)
Net assets - beginning of year	<u>127,671</u>	<u>24,100</u>	<u>151,771</u>
Net assets - end of year	<u>\$ 70,391</u>	<u>\$ 76,013</u>	<u>\$ 146,404</u>

**Corvallis Arts Center, Inc.**  
**Statement of Cash Flows**  
**Year ended June 30, 2015**

See accompanying notes and independent accountants' review report

Cash flows from operating activities	
Decrease in net assets	\$ (5,367)
Adjustments to reconcile changes in assets to net cash provided by operating activities:	
Depreciation and amortization	1,817
Increase in accounts receivable	(10,822)
Decrease in other receivables	284
Decrease in inventories	73
Increase in accounts payable	280
Decrease in accrued expenses	(1,976)
Increase in unearned revenues	2,397
Net cash used by operating activities	<u>(13,314)</u>
Net decrease in cash	(13,314)
Cash, beginning of year	<u>136,693</u>
Cash, end of year	<u><u>\$ 123,379</u></u>

**CORVALLIS ARTS CENTER, INC.**  
**Notes to the Financial Statements**  
**June 30, 2015**  
**(See Independent Accountants' Review Report)**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of activities

Corvallis Arts Center, Inc. (the Organization) is a non-profit organization with a mission to nurture artistic expression and to enhance the creative life of the community. This mission is carried out through such programs as exhibitions, performances, extensive on-site arts and culture programming for children, an ArtsCare program serving health care facilities, and the promotion and sale of artists' work through exhibitions and the ArtShop. Sources of income include grants, memberships, sponsorships, class and event fees, and artwork sales commissions.

Basis of accounting

The Organization uses the accrual method of accounting in accordance with accounting principles generally accepted in the United States of America, which recognizes revenues in the period in which the related expenses are incurred.

Financial statement presentation

Under FASB ASC 958-210-45-9, The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As of June 30, 2015 there were no permanently restricted net assets.

Accounts receivable

Management considers accounts receivable to be fully collectible; accordingly no allowance for doubtful accounts has been established. This method does not result in a significant difference from the allowance method.

Inventories

Inventories consist of items purchased and held for resale and are valued at cost. A physical inventory is taken annually. Consigned goods are not included in inventory.

Property and equipment

Property and equipment acquisitions are capitalized at their purchase price and depreciation is computed using the straight-line method over the assets' useful lives.

Contributions

Under FASB ASC 958-605-45-3, *Not for Profit Entities: Revenue Recognition*, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the absence or existence and nature of any donor restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions were made are classified as unrestricted contributions.

Contributed services

The Organization enlists the services of approximately 108 volunteers. Contributed services have not been recognized in the financial statements as they do not meet the criteria for recognition under generally accepted accounting principle

**CORVALLIS ARTS CENTER, INC.**  
**Notes to the Financial Statements**  
**June 30, 2015**  
**(See Independent Accountants' Review Report)**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Advertising costs

Advertising costs are expensed as incurred. Advertising costs for the year ended June 30, 2015 were \$8,116.

Income taxes

Corvallis Arts Center, Inc. is a not-for-profit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Uncertain tax positions

The organization has adopted FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*. The organization files income tax returns in the U.S. federal jurisdiction and the State of Oregon as needed.

The Organization has made no adjustments to net assets related to FASB ASC 740-10 and there have been no material changes in the amount of unrecognized tax benefits or liabilities that would affect the effective tax rate of the Organization. The Organization's policy is to recognize accrued interest and penalties associated with uncertain tax positions, if any, as part of the income tax provision.

Net assets

Unrestricted - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted - Net assets subject to donor-imposed stipulations that will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted - Net assets subject to donor-imposed stipulations that must be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Date of management's review

Subsequent events have been evaluated through the date of this report, which is the date the financial statements were available to be issued.

**CORVALLIS ARTS CENTER, INC.**  
**Notes to the Financial Statements (continued)**  
**June 30, 2015**  
**(See Independent Accountants' Review Report)**

NOTE 2 - TEMPORARILY RESTRICTED NET ASSETS

The activity in the temporarily restricted net assets funds by program for the year ended June 30, 2015 are as follows:

	Education	ArtsCare	ArtShop	Exhibits	Operations	Other	Total
Beginning balance	\$ 14,900	\$ -	\$ 3,000	\$ 4,200	\$ -	\$ 2,000	\$ 24,100
Income:							
Government				7,000			7,000
Endowment	45,000						45,000
Other contributions	59,113				1,000		60,113
	119,013	-	3,000	11,200	1,000	2,000	136,213
Expenses:							
Contract labor	46,478	-	-	3,600	240	-	50,318
Materials	8,251	-	-	139	259	-	8,649
Travel	-	-	-	250	-	-	250
Other	436	-	-	357	-	190	983
	55,165	-	-	4,346	499	190	60,200
Ending balance	\$ 63,848	\$ -	\$ 3,000	\$ 6,854	\$ 501	\$ 1,810	\$ 76,013

NOTE 3 - ECONOMIC DEPENDENCE

The Organization has a three-year agreement with the City of Corvallis under which the City will provide support to the Organization based upon a designated percentage of the City's property tax levies. The agreement expires on June 30, 2017. Total support provided under the contract for the year ended June 30, 2015 was \$42,000 (including value of donated space).

NOTE 4 - ENDOWMENT FUND

In February 2001 a separate supporting organization known as The Arts Center Endowment, Inc. (formerly known as ArtCentric Endowment, Inc.) was formed to manage the endowed funds. Net transfers of \$136,593 were made from the Corvallis Arts Center, Inc. to The Arts Center Endowment, Inc. at the time of separation. The Arts Center Endowment, Inc. provides fiscal support to the Organization. During the year ended June 30, 2015, the Organization received \$73,976 from the Endowment.

NOTE 5 - DONATED BUILDING SPACE

The Organization operates in a building owned by the City of Corvallis, which the City makes available free of charge. The estimated fair market rental value of the building is reflected as donated building space in the financial statements. The amount so included for the year ended June 30, 2015 was \$6,530.



## The Arts Center

700 SW Madison Avenue • Corvallis, Oregon 97333  
541-754-1551 • www.theartscenter.net

### **The Arts Center Annual Report to the City of Corvallis, FY 2014-15**

Submitted by Cynthia Spencer-Hadlock, Executive Director (Cynthia@theartscenter.net)

The Arts Center is grateful for ongoing City of Corvallis support. Since the first city-wide levy was passed in the early 1960s, this support ensures a variety of arts opportunities for citizens of Corvallis. The Arts Center has a significant positive impact on the city's economic vitality, livability, and resident well-being. The organization continues its role as an engine for the creative economy, returning more than \$180,454 to local artists through teaching artist fees, fees to artists and musicians who work with patients, and sales commissions. Over 26,000 individuals received arts services through The Arts Center programs -- service numbers we are proud to accomplish with three full-time, and 6 part-time and contracted staff.

### **FISCAL**

#### City Funding and Grants

Financial support from the City of Corvallis is an essential part of The Arts Center's success as an organization. City funding is consistently leveraged to secure larger donations and grant funding. By using city funding to support the organization's staff and facility, The Arts Center continues to be a highly competitive mid-sized arts organization in the state for grant funding.

Private foundation and state granting support totaled \$101,332. Grants support The Arts Center's essential programs and services, including artist residencies in local schools and alternative centers, ArtsCare services at the hospital, and outreach program in rural towns. Grants were awarded from the following:

- Samaritan Health Services Foundation
- Ford Family Foundation (granted in 14/15, received in 15/16)
- Oregon Arts Commission
- Benton County Cultural Coalition
- Reser Family Foundation (granted in 14/15, received in 15/16)
- Plum Creek Foundation (granted in 14/15, received in 15/16)
- Juan Young Trust (granted in 14/15, received in 15/16)
- US Bank Foundation (granted in 14/15, received in 15/16)
- Kiwanis Foundation
- Rotary International

#### Endowment

The Endowment Board of Directors oversees five funds: a General Fund; the Howland Fund to support public art in Corvallis and awards for the Howland Community Open exhibition; the Elizabeth Starker Cameron Arts Education Fund; the Bob & Kitty Bunn Fund for the ArtsCare Program; and the Steele Family Fund designated for the Exhibits Program. The Arts Center continues to be extremely conservative in its

use of Endowment funds. Market gains from the previous year allowed us to distribute \$73,952 from the fund for operational expenses in 14/15.

#### Earned Income

Class and camp tuitions, totaled \$38,470, contracted arts education services, \$23,865, and art sales were \$39,800.

#### Volunteers/In Kind

Over 200 volunteers donated over 4500 hours of their time to The Arts Center with services ranging from daily front desk receptionist, to educational support and exhibition installation, to serving on our Board of Directors.

#### Memberships/Donations

Support from individual donors continues to be a significant portion of our support, totaling \$132,927 this past year.

#### End of the Year Balance

Due in part to our major annual fundraiser, Chocolate Fantasy, falling outside FY 14/15, total revenue was down from previous year. The Arts Center ended FY 13/14 with \$174,191 in net assets (including temporarily restricted assets).

### **PROGRAMS & SERVICES**

#### Public Programs

The Arts Center welcomed over 13,000 visitors to art exhibitions and the ArtShop. The exhibition program coordinates a total of 8 major exhibitions, including an outreach program in the rural town of Harrisburg. An additional 12 exhibitions in the Corrine Woodman galleries feature the work of local art guilds and emerging artists. These shows offered exhibition opportunities to over 500 local, regional, and international artists. The exhibition program also provides public education for the arts via receptions for people to meet artists, gallery tours for school students, and free noon Artist Talks.

Our Art in Rural Storefronts project provided three community building contemporary art installations in Harrisburg, via *Arts Build Community* funding from the Oregon Arts Commission. While this work was installed outside Corvallis, local artists are interested in the community building aspects of art, and are able to participate and learn important skills.

The Arts Center has forged significant new collaborations with Oregon State University. The Arts Center now curates artwork by local artists in the College of Business Austin Building, students in the School of Design have completed two projects with us, and we have spent the year working with College of Forestry Ecology Researcher Dr. Mark Harmon, the Spring Creek Project and local artists to create a multi-media arts exhibition for January/February 2016, entitled, "Rot: The Afterlife of Trees."

#### ArtsCare

Funded, in part, through an ongoing partnership with Samaritan Health Services, ArtsCare provides free healing and therapeutic art experiences in area hospitals, cancer resource centers, hospice, assisted living facilities, and the Oregon Veterans Home in Lebanon. Last year 9000 patients, family members and care

workers received art and music services in cancer and dialysis treatment, mental health and intensive care units, in support groups, waiting rooms, and at the Mario Pastega House.

### Education

The Arts Center provides creative play to 500 children and adults through its in-house arts educational programs. Students experienced enriching ceramics, textiles, dance, painting and drawing during all-day programs on no-school days, an eight-week summer art camp, afterschool, weekend workshops, and with an arts and culture enrichment program for home-school children.

The Arts Center also continues its At-Risk Youth Arts Education program, which brings integrated arts education to children in public schools in Linn and Benton Counties where more than 50% of the students receive free or reduced price lunch. The program also serves youth at College Hill Alternative High School, Jackson Street Youth Shelter, YES House (sobriety support), and Oak Creek Youth Corrections Facility in Albany. The program is funded through grants and private donations, and served 3400 students last year.

### Collaborations

In an effort to serve the needs of our community and to effectively maximize community resources, The Arts Center collaborates with many individuals and organizations. This year The Arts Center partnered with the Corvallis School District, City of Corvallis Parks & Recreation, the Corvallis-Benton County Public Library, Leadership Corvallis, the Multicultural Literacy Center, Jackson Street Youth Shelter, a regional home-school group, Corvallis Fall Festival, Madison Avenue Task Force, and seven artists guilds representing hundreds of local artists. We also worked with partners outside Corvallis: School administrators and teachers in Albany, Brownsville, Central Linn School District, Harrisburg School District, and the Board of the Harrisburg Area Museum. Additionally, staff serves on the City's Arts and Culture Advisory Board, and Public Arts Selection Committee of that Board.

### **STRATEGY FOR THE FUTURE OF THE ARTS IN CORVALLIS**

There is new energy and excitement for the arts in Corvallis. The grassroots Third Thursday Arts Walk celebrated its one-year anniversary. We have been part of this promotional effort from the start. The Majestic Theatre is doing terrific with their new business model and daVinci Days will be back next year in a new format.

The Arts Center Board spent six-months working with a consultant to craft a Sustainable Development Plan based on donor/members cultivation, and spent a significant amount of time in 2014 reconnecting with the community in mostly small group sessions. Still in the early implementation phase of this plan, this activity has returned a broader base of support for The Arts Center. Our recent annual fundraiser, Chocolate Fantasy was a sell-out success.

Next year the City of Corvallis participates in a nationwide Arts & Economic Prosperity census, coordinated by the Arts and Culture Advisory Board, working with Americans for the Arts and the Oregon Arts Commission. This is an opportunity to raise the profile of all arts activities in Corvallis. It will provide valuable data, as well as new connections with individuals and organizations currently not as visible to the general public. The Arts Center is excited to meet future arts service and arts educational needs of our great community.

TO: City Council for March 7, 2106 Meeting  
 FROM: Karen Emery, Director Parks and Recreation *KE*  
 Jimbo Ivy, Majestic Theatre Supervisor *JY*  
 DATE: February 22, 2016  
 THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
 SUBJECT: Majestic Theatre Quarterly Review – 2nd Quarter FY 15-16



Action Requested:

For information only, no action required.

Discussion:

At the November 17, 2014 meeting, City Council directed Parks and Recreation Department (PRD) staff to operate the Majestic Theatre for two years commencing January 1, 2015. It was stated that General Fund subsidy will be \$10,000 or less annually. Additionally, PRD staff is required to provide quarterly reports to Council on Majestic Theatre’s operational performance and new model findings.

The table below provides revenue and expenditures for Majestic Theatre’s FY 15-16 second quarter of operations:

Income Statement - Parks & Recreation Department - Majestic Theatre Division								
	FY 15-16				FY 14-16*			
	Amended Budget	December	YTD	% of Amended Budget	Amended Budget	December	YTD	% of Amended Budget
<b>Revenue</b>								
Licenses, Fees & Permits	\$0	\$12	\$12	0.00%	\$0	\$2	\$12	0.00%
Charges for Services	223,960	34,751	134,612	60.11%	106,230	29,127	174,761	164.51%
Intergovernmental	-	-	-	0.00%	-	-	-	0.00%
Fines & Forfeitures	-	-	-	0.00%	-	-	-	0.00%
Miscellaneous Revenue	149,300	19,128	55,365	37.08%	99,270	5,986	35,919	36.18%
<b>Total Revenue</b>	<b>\$373,260</b>	<b>\$53,891</b>	<b>\$189,989</b>	<b>50.90%</b>	<b>\$205,600</b>	<b>\$35,116</b>	<b>\$210,692</b>	<b>102.53%</b>
<b>Operating Expenditures</b>								
Personnel Services	\$210,500	\$23,223	\$157,135	74.65%	\$99,190	\$16,732	\$100,395	101.21%
Non-Personnel Services	165,160	32,853	138,353	83.77%	106,310	18,825	112,950	106.25%
Materials & Supplies	-	8,970	54,975	-	-	5,640	33,839	-
Services	163,490	20,097	60,479	-	106,310	10,176	61,059	-
Utility & Overhead	1,670	3,786	22,899	-	-	2,996	17,977	-
Training & Conference	-	-	-	-	-	13	75	-
Capital Outlay	-	-	-	0.00%	-	-	-	0.00%
<b>Total Operating</b>	<b>\$375,660</b>	<b>\$56,076</b>	<b>\$296,488</b>	<b>78.66%</b>	<b>\$205,500</b>	<b>\$35,557</b>	<b>\$213,345</b>	<b>103.82%</b>
<b>Total Expenditures</b>	<b>\$375,660</b>	<b>\$56,076</b>	<b>\$296,488</b>	<b>78.66%</b>	<b>\$205,500</b>	<b>\$35,557</b>	<b>\$213,345</b>	<b>103.82%</b>
Use of Reserves: Endowment Interest	\$2,400	-	-	0.00%	\$2,400	-	2,653	110.54%
<b>Net Income (Loss)</b>	<b>\$0</b>		<b>(\$105,499)</b>		<b>\$2,400</b>		<b>\$0</b>	

\*Data is an extrapolation of FY 14-15 activity which only includes two quarters; provided here for approximate quarter comparison purposes only.

**Revenue Highlights**

Revenues ended at 50.90% of budget at the end of the quarter. While overall attendance has been greater than 70% capacity, the Fall Musical "Aladdin" did not perform as well as projected, at 50% capacity. Additionally, the primary donation campaign for the Fall/Winter season began mid-December and \$21,190 in donations have been received. The campaign will continue until late February 2016 and is projected to hit the \$50,000 target. An additional revenue note is that staff is working with the Friends of the Majestic for a potential \$60,000 donation. Ticket prices will be raised by 25% across the board beginning January 1st, 2016 as an additional remedy to the current 28% deficit. Forty events scheduled between January and June 2016 are projected to bring in \$221,586 in additional revenue.

**Expenditure Highlights**

Operational expenditures ended at 78.66% of budget at the end of the quarter. Approximately \$20,000 incurred in Operating due to unexpected building maintenance will be adjusted to the Parks and Recreation Special Projects fund (General Fund). Majestic staff is subsequently deferring planned but non-emergent maintenance to a future fiscal year. The \$60,000 donation from the Friends of the Majestic, coupled with the unexpected building expenses being transferred from Operating to Special Projects will reduce the current deficit from \$105,499 to approximately \$25,000. Given the 40 events planned for the remaining FY, with carefully monitored spending the staff anticipate having revenue in excess of projections and operations ending the FY budget neutral. Given the current expenditure budget of \$375,660, a supplemental budget for the Majestic Theatre will be considered for May 2016 once the additional revenue has come in. If additional revenue does not materialize, Parks and Recreation will use other General Fund appropriations to cover any over budget expenditures. This could mean the General Fund \$10,000 subsidy would be needed, and potentially exceeded.

**Balance Sheet Highlights**

The endowment balance of \$425,239, has an available earned interest balance of \$3,104. Another item to highlight is the deferred revenue. This is income from ticket sales during the quarter for a show that will occur in the future. It is important to be aware of deferred revenue in the event a show cancels, since this revenue would need to be refunded.

**Update on New Model for Operations**

With four quarters under City operation, staff is working with Finance to formulate a recommendation on long-term operation of the Majestic to bring before City Council after the end of the current FY, more than likely along with the 15-16 Q4 report. The public perception of Majestic operations by the City has, in less than a year, gone from guarded and doubtful to glowing appreciation and support. During Q2, the Majestic received over 22,000 hours of volunteer service, equivalent to 11 FTE. City management of the theatre has been celebrated by local media, patrons, and users of the facility as being a dramatic improvement from previous administrations with the focus being on community arts efforts and inclusion of as many user groups as possible.

<b>Balance Sheet - Parks &amp; Recreation Department - Majestic Theatre Division</b>	
	<b>As of December 31, 2015</b>
<b>Assets</b>	
Investments - Endowment	\$425,239
Investments - Endowment Interest	3,104
Receivables	4,349
<b>Total Assets</b>	<b>\$432,693</b>
<b>Liabilities</b>	
Accounts Payable	\$1,830
Deferred Revenue	2,018
Other Liabilities	-
<b>Total Liabilities</b>	<b>\$3,848</b>
<b>Net Position (Equity)</b>	<b>\$428,844</b>

Staff continues to hold monthly public forums to stay in contact with the user base and has through these efforts generated an ad hoc stakeholder group to guide creative development and generally gauge the public perception of the Majestic Theatre's efforts and success.

TO: City Council for March 7, 2016  
FROM: Carla Holzworth, City Recorder  
DATE: March 1, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager  
SUBJECT: Council Policy 2.01, "Meeting Procedures"



Action Requested:

Staff recommends Council adopt proposed amendments to Council Policy 2.01, "Meeting Procedures."

Discussion:

At the February 16 meeting, Council passed Ordinance 2016-04 amending Municipal Code Chapter 1.19, "Council Procedures" to reflect that Council's order of business shall be prescribed in Council Policy 2.01, "Meeting Procedures."

Council Policy 2.01 has been edited to reflect the addition of Council's order of business and removal of references to Standing Committees. The word Subcommittee(s) was replaced with *ad hoc* Committee(s) to recognize that during the temporary suspension of Standing Committees, Council may occasionally wish to form *ad hoc* Committees to address selected topics in more depth.

The phrase *recordings will be stored in accordance with guidelines set forth in the State's City Records and Retention Schedule* is proposed to be deleted. The language is not necessary because staff adheres to retention guidelines for all City records, including recordings, as directed in Administrative Policy 1.09, "Citywide Records Management and Retention Program."

Proposed amendments include other minor housekeeping changes, such as replacing the words public and citizen with the word community.

Policy changes are shown in **bold** and strikethrough so that Council can see the proposed amendments. A clean version of the proposed Policy is also attached.

Budget Impact:

None

Attachments: Proposed Council Policy 2.01, "Meeting Procedures" – **bold**/strikethrough  
Proposed Council Policy 2.01, "Meeting Procedures" – clean copy

	<p><b>City of Corvallis</b></p> <p>City Council Policy – Council Procedures</p> <p>Policy # 2.01</p> <p><b>Meeting Procedures</b></p>	
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- Policy:** It is the Council's policy to provide information about procedures related to meetings of the Council and City boards and commissions.
- 
- Purpose:** The purpose is to establish a policy concerning Council meetings and Board, Commission, Subcommittee *ad hoc* Committee, and Task Force meeting days, times, and locations.
- 
- Scope:** This policy applies to the Mayor; City Council; City Board, Commission, and Task Force members; and City staff
- 

**Guidelines:** **The usual order of business of Council shall be as follows:**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Proclamation/Presentation/Recognition**
5. **Community Comments**
6. **Consent Agenda**
7. **Items Removed from Consent Agenda**
8. **Unfinished Business**
9. **Ordinances and Resolutions**
10. **New Business**
11. **Mayor, Councilor, and City Manager Reports**
12. **Public Hearings**
13. **Adjournment**

**The Council may revise the order of business at its discretion.**

Minutes of Council *ad hoc* Committee meetings shall be read verbatim to the Council only when they contain recommendations which must be acted upon by the Council and then only that portion relating to the recommendation shall be read.

All requests for information concerning past City practices or the historical development of current City practices shall be made to the City Manager, preferably at a time allowing the City Manager to prepare a response.

Questions of staff by Council persons shall be facilitated by the City Manager, except those posed to the City Attorney.

Sturgis' rules of order shall be adhered to in deliberating, reviewing, and approving Council actions. Issues are to be brought forward in the appropriate forum. The Mayor or Council President, or Council ~~Subcommittee~~ **ad hoc Committee** Chairs should be consulted in determining that forum.

City Council, **Council Work Session**, and Planning Commission, and **Historic Resources Commission** meetings will be recorded, and the recordings will be stored in accordance with guidelines set forth in the State's City Records and Retention Schedule **made available to the public on the City's website**. Recordings of Committee meetings and other meetings will be made on special occasions or at any time that the Committee conducts a public hearing. Upon request by interested parties, copies of the recordings will be made and charged, consistent with Administrative Policy 1.14, "Public Records Requests."

Material is not to be included in the packets to Council unless identified by a submitter's signature and address.

When the Council President presides at a Council meeting in the absence of the Mayor, the Council President should vote only in order to break a tie vote.

Council meetings will adjourn at 11:00 pm, allowing one-half hour increment extensions upon a majority Council vote.

#### **Board, and Commission, Subcommittee ~~ad hoc~~ Committee, and Task Force Meetings**

Board, Commission, Subcommittee ~~ad hoc~~ **Committee**, Task Force, and similar Mayor-appointed committees conducting City business shall be encouraged to meet in City-owned facilities.

Board, Commission, Subcommittee ~~ad hoc~~ **Committee**, Task Force, and similar Mayor-appointed committees conducting City business shall be on a day, during a time, and at a location that accommodates members, staff, and the public's participation, as determined by the Chair working in consultation with staff. Meeting room charges (rent, minimum order, etc.) will be paid for by the City. If the Chair and City staff determines that charges are too expensive, the meeting location shall be moved.

Chairs of Boards, Commissions, Subcommittee ~~ad hoc~~ **Committees**, Task Forces, and similar Mayor-appointed committees conducting City business shall be encouraged to follow the attached **Standard Meeting Format (Attachment A)**.

#### **Council Standing Committee Meetings**

~~Chairs of Council Standing Committees shall be encouraged to follow the attached meeting format.~~

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**Review/Update:** The City Recorder will prepare this Council Policy for review every five years for Council approval.

<b>Rev #</b>	<b>Name</b>	<b>Change Date</b>	<b>Character of Change</b>
0		12-03-1973	Adopted
1		04-02-1979	Amended
2		10-07-1991	Affirmed
3		11-04-1996	Amended
4		03-05-2001	Affirmed
5		07-21-2003	Amended
6		02-17-2009	Amended
7		10-20-2014	Amended
8	C. Holzworth	03-07-2016	Amended

## ~~COUNCIL STANDING COMMITTEE~~

### ~~STANDARD MEETING FORMAT~~

- |   |   |
|---|---|
| 1. <del>Call to order by Chair</del>                          | <del>Chair: "I call to order this (date) meeting of the (group name)."</del>  |
| 2. <del>Introduction of Committee members</del>               | <del>Chair: "Would Committee members please introduce themselves?"<br/>(It is the Chair's discretion whether to ask audience members to introduce themselves.)</del>  |
| 3. <del>Explain purpose and responsibility of Committee</del> | <del>Chair: "I would like to briefly explain the nature and purpose of this Committee."<br/>(Provide a brief, simple explanation of the Committee's responsibilities, as stated in Council Policy 91-2.02, "Council Process.")</del>                    |
| 4. <del>Explain purpose of meeting</del>                      | <del>Chair: "Today's meeting will include discussion of _____ issues."</del>  |
| 5. <del>Explain role of public input</del>                    | <del>Chair: "Public input is important to the decision-making process in Corvallis government. Your comments, concerns, and ideas are appreciated. We will provide opportunity for public input after the staff report for each discussion item."</del> |
| 6. <del>Review of agenda</del>                                | <del>Chair: "Are there any changes to today's meeting agenda?"<br/><br/>Chair: "Are there any requests to re-order the items on today's meeting agenda?"</del>  |
| 7. <del>Committee Business</del>                              | <del>Chair: <i>Follow agenda — receive staff reports, receive public input as appropriate, facilitate committee discussions, solicit motions, and announce decisions.</i></del>   |
| 8. <del>Other Business</del>                                  | <del>Chair: "Is there a member of the public present who has other business for the Committee? Do Committee members or staff have other business?"</del>  |

9. ~~Executive Session  
(if appropriate)~~

~~Chair: "The Committee will now enter Executive Session. In compliance with Oregon law, only representatives of the news media, designated staff, and other Council designated persons are allowed to attend the executive session. News media representatives are directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions will be made during the executive session. Committee members and staff are reminded that the confidential executive session discussions belong to the Committee as a body and should only be disclosed if the Committee, as a body, approves disclosure. Any Committee or staff member who may not be able to maintain the Committee's confidences should leave the meeting room."~~

~~Chair: (Facilitate staff report presentations and executive session discussions.)~~

~~(If Committee decision is necessary, return to open session before requesting motion.)~~

10. ~~Adjourn~~

~~Chair: "The meeting is adjourned."~~

## ADVISORY BOARD/COMMISSION/COMMITTEE/TASK FORCE

### STANDARD MEETING FORMAT

*(Note: The Chair may determine the order of business)*

- |   |  |
|---|--|
| 1. Call to order by Chair                                 | Chair: "I call to order this (date) meeting of the (group name)."  |
| 2. Introduction of group members                          | Chair: "Would all members of this advisory group please introduce themselves and also, if appropriate, state their appointment/affiliation to this group?" (e.g., <del>citizen</del> <b>community member at large, Council Liaison, etc.</b> )<br><i>(It is the Chair's discretion whether to ask audience members to introduce themselves.)</i>                   |
| 3. Explain purpose and responsibility of group            | Chair: "I would like to briefly explain the nature and purpose of this advisory group."<br><i>(Provide a brief, simple explanation of the group's charge, as stated in the Municipal Code.)</i>  |
| 4. Explain purpose of meeting                             | Chair: "Today's meeting will include discussion of _____ issues."  |
| 5. Explain role of public input <b>community comments</b> | Chair: " <del>Public input is</del> <b>Community comments are</b> important to the decision-making process in Corvallis government. Your comments, concerns, and ideas are appreciated. An opportunity for <del>public</del> <b>community</b> comments will be provided. <b>Any public input is All community comments are considered to be a public record.</b> " |
| 6. Review of agenda                                       | Chair: "Are there any changes to today's meeting agenda?"<br><br>Chair: "Are there any requests to re-order the items on today's meeting agenda?"  |

7. Approval of previous meeting's minutes
- Chair: "Are there any corrections to the minutes of the (date) meeting?"
- Chair: Invite a motion to approve the (date) meeting minutes *(as amended, if appropriate)*.
- Chair: "All those in favor of the motion, please say 'aye.'"
- Chair: "All those opposed to the motion, please say 'naye.'"
- Chair: "The minutes of the (date) meeting are approved *(as amended, if appropriate)*."
8. **Public Community Comments**
- Chair: The Chair may solicit ~~public comment~~ **community comments** after each agenda item staff report and/or generally. "Is there a member of the ~~public~~ **community** present who would like to offer comments to the ~~Commission/Board/Committee~~ (group name), not related to business on the agenda?"
9. Unfinished Business
- Chair: *Follow agenda – receive staff reports, ~~public~~ **community** comments, facilitate discussions, solicit motions, and announce decisions.*
10. New Business
- Chair: *Follow agenda – receive staff reports, ~~public~~ **community** comments, facilitate discussions, solicit motions, and announce decisions.*
11. Other Business
- Chair: *Follow agenda – receive staff reports, ~~public~~ **community** comments, facilitate discussions, solicit motions, and announce decisions.*

12. Executive Session  
(as appropriate)

Chair: "The (group name) will now enter Executive Session. In compliance with Oregon law, only representatives of the news media, designated staff, and other **(group name)** Council-designated persons are allowed to attend the executive session. News media representatives are directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions will be made during the executive session. (Group name) members and staff are reminded that the confidential executive session discussions belong to the ~~Board/ Commission/Committee~~-(**group name**) as a body and should only be disclosed if the ~~Board/ Commission/Committee~~, (**group name**) as a body, approves disclosure. Any ~~Board/ Commission/Committee~~-(**group name**) or staff member who may not be able to maintain the ~~Board's/Commission's/ Committee's~~ (**group name**) confidences should leave the meeting room."

Chair: *(Facilitate staff report presentations and executive session discussions.)*

*(If a ~~Board/Commission/Committee~~ decision is necessary, return to open session before requesting motion.)*

13. Adjourn

Chair: "The meeting is adjourned."



## City of Corvallis

City Council Policy – Council Procedures

Policy # 2.01

### Meeting Procedures



<b>Policy:</b>	It is the Council's policy to provide information about procedures related to meetings of the Council and City boards and commissions.
<hr/>	
<b>Purpose:</b>	The purpose is to establish a policy concerning Council meetings and Board, Commission, <i>ad hoc</i> Committee, and Task Force meeting days, times, and locations.
<hr/>	
<b>Scope:</b>	This policy applies to the Mayor; City Council; City Board, Commission, and Task Force members; and City staff
<hr/>	
<b>Guidelines:</b>	<p>The usual order of business of Council shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Pledge of Allegiance</li> <li>3. Roll Call</li> <li>4. Proclamation/Presentation/Recognition</li> <li>5. Community Comments</li> <li>6. Consent Agenda</li> <li>7. Items Removed from Consent Agenda</li> <li>8. Unfinished Business</li> <li>9. Ordinances and Resolutions</li> <li>10. New Business</li> <li>11. Mayor, Councilor, and City Manager Reports</li> <li>12. Public Hearings</li> <li>13. Adjournment</li> </ol> <p>The Council may revise the order of business at its discretion.</p> <p>All requests for information concerning past City practices or the historical development of current City practices shall be made to the City Manager, preferably at a time allowing the City Manager to prepare a response.</p> <p>Questions of staff by Council persons shall be facilitated by the City Manager, except those posed to the City Attorney.</p> <p>Sturgis' rules of order shall be adhered to in deliberating, reviewing, and approving Council actions. Issues are to be brought forward in the appropriate forum. The Mayor or Council President, or Council <i>ad hoc</i> Committee Chairs should be consulted in determining that forum.</p>

City Council, Council Work Session, Planning Commission, and Historic Resources Commission meetings will be recorded, and made available to the public on the City's website. Upon request by interested parties, copies of the recordings will be made and charged, consistent with Administrative Policy 1.14, "Public Records Requests."

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Council meetings will adjourn at 11:00 pm, allowing one-half hour increment extensions upon a majority Council vote.

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Board, Commission, *ad hoc* Committee, Task Force, and similar Mayor-appointed committees conducting City business shall be encouraged to meet in City-owned facilities.

Board, Commission, *ad hoc* Committee, Task Force, and similar Mayor-appointed committees conducting City business shall be on a day, during a time, and at a location that accommodates members, staff, and the public's participation, as determined by the Chair working in consultation with staff. Meeting room charges (rent, minimum order, etc.) will be paid for by the City. If the Chair and City staff determines that charges are too expensive, the meeting location shall be moved.

Chairs of Boards, Commissions, *ad hoc* Committees, Task Forces, and similar Mayor-appointed committees conducting City business shall be encouraged to follow the attached Standard Meeting Format (Attachment A).

---

**Review/Update:** The City Recorder will prepare this Council Policy for review every five years for Council approval.

Rev #	Name	Change Date	Character of Change
0		12-03-1973	Adopted
1		04-02-1979	Amended
2		10-07-1991	Affirmed
3		11-04-1996	Amended
4		03-05-2001	Affirmed
5		07-21-2003	Amended
6		02-17-2009	Amended
7		10-20-2014	Amended
8	C. Holzworth	03-07-2016	Amended

Council Policy # 2.01**ADVISORY BOARD/COMMISSION/AD HOC COMMITTEE/TASK FORCE****STANDARD MEETING FORMAT**

*(Note: The Chair may determine the order of business)*

- |  |  |
|--|--|
| 1. Call to order by Chair                      | Chair: "I call to order this (date) meeting of the (group name)."  |
| 2. Introduction of group members               | Chair: "Would all members of this advisory group please introduce themselves and also, if appropriate, state their appointment/affiliation to this group?" <i>(e.g., community member at large, Council Liaison, etc.)</i><br><i>(It is the Chair's discretion whether to ask audience members to introduce themselves.)</i> |
| 3. Explain purpose and responsibility of group | Chair: "I would like to briefly explain the nature and purpose of this advisory group."<br><i>(Provide a brief, simple explanation of the group's charge, as stated in the Municipal Code.)</i>  |
| 4. Explain purpose of meeting                  | Chair: "Today's meeting will include discussion of _____ issues."  |
| 5. Explain role of community comments          | Chair: "Community comments are important to the decision-making process in Corvallis government. Your comments, concerns, and ideas are appreciated. An opportunity for community comments will be provided. All community comments are considered to be a public record."   |
| 6. Review of agenda                            | Chair: "Are there any changes to today's meeting agenda?"<br><br>Chair: "Are there any requests to re-order the items on today's meeting agenda?"  |

Council Policy # 2.01

7. Approval of previous meeting's minutes
- Chair: "Are there any corrections to the minutes of the (date) meeting?"
- Chair: Invite a motion to approve the (date) meeting minutes *(as amended, if appropriate)*.
- Chair: "All those in favor of the motion, please say 'aye.'"
- Chair: "All those opposed to the motion, please say 'naye.'"
- Chair: "The minutes of the (date) meeting are approved *(as amended, if appropriate)*."
8. Community Comments
- Chair: The Chair may solicit community comments after each agenda item staff report and/or generally. "Is there a member of the community present who would like to offer comments to the (group name), not related to business on the agenda?"
9. Unfinished Business
- Chair: *Follow agenda – receive staff reports, community comments, facilitate discussions, solicit motions, and announce decisions.*
10. New Business
- Chair: *Follow agenda – receive staff reports, community comments, facilitate discussions, solicit motions, and announce decisions.*
11. Other Business
- Chair: *Follow agenda – receive staff reports, community comments, facilitate discussions, solicit motions, and announce decisions.*

Council Policy # 2.0112. Executive Session  
(as appropriate)

Chair: "The (group name) will now enter Executive Session. In compliance with Oregon law, only representatives of the news media, designated staff, and other (group name) designated persons are allowed to attend the executive session. News media representatives are directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions will be made during the executive session. (Group name) members and staff are reminded that the confidential executive session discussions belong to the (group name) as a body and should only be disclosed if the (group name) as a body, approves disclosure. Any (group name) or staff member who may not be able to maintain the (group name) confidences should leave the meeting room."

Chair: *(Facilitate staff report presentations and executive session discussions.)*

*(If a Commission decision is necessary, return to open session before requesting motion.)*

## 13. Adjourn

Chair: "The meeting is adjourned."

TO: City Council for March 7, 2016 Meeting  
FROM: Mary Steckel, Public Works Department Director  
DATE: March 1, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Scheduling a Public Hearing



Action Requested:

Staff requests Council schedule a public hearing at 7:30 p.m. on March 7, 2016 for an update to Systems Development Charges (SDCs).

Discussion:

ORS 223.309 provides for the local government to hold a public hearing to receive community input on changes in the project list for which SDCs are being collected. Staff will provide a report at the beginning of the hearing on the proposed changes.

Budget Impact:

There is no budget impact to the public hearing.

TO: City Council for March 7, 2016  
FROM: Kent Weiss, Interim Community Development Director *KW*  
DATE: February 24, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Imagine Corvallis 2040 Steering Committee Resolution



Action Requested:

Staff request City Council adoption of the attached resolution.

Discussion:

The name "Imagine Corvallis 2040" has been adopted to identify the City's current 2040 Vision and Action Plan development process. To maintain consistency between the larger process and the Steering Committee that is guiding it, the name of that Committee should be changed, from the Vision and Action Plan Steering Committee to the Imagine Corvallis 2040 Steering Committee. The attached City Council resolution will enact that name change.

Budget Impact:

None.

**RESOLUTION 2016-\_\_\_\_\_**

**A RESOLUTION RENAMING THE VISION AND ACTION PLAN STEERING COMMITTEE AS THE IMAGINE CORVALLIS 2040 STEERING COMMITTEE**

Minutes of the \_\_\_\_\_, Corvallis City Council meeting, continued.

A resolution submitted by Councilor \_\_\_\_\_.

WHEREAS, the City Council formed a Vision and Action Plan Task Force on April 20, 2015 with the goal of creating a new Corvallis Vision and Action Plan 2040 by December 2016; and

WHEREAS, the City Council resolved on December 21, 2015 to expand the membership and rename the Vision and Action Plan Task Force, which thereafter would be called the Vision and Action Plan Steering Committee; and

WHEREAS, every meeting this steering committee advising the City Council is subject to the requirements of the public meeting laws; and

WHEREAS, the Corvallis Vision and Action Plan 2040 has been renamed Imagine Corvallis 2040.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that the Vision and Action Plan Steering Committee shall now be named the Imagine Corvallis 2040 Steering Committee; and

BE IT FURTHER RESOLVED that each Imagine Corvallis 2040 Steering Committee meeting shall be, scheduled on the City’s meeting calendar; with notification lists made available for community members to subscribe and receive meeting notices and packets; and that minutes summarizing the Imagine Corvallis 2040 Steering Committee’s meetings will be available for public viewing and shared in City Council Packets.

\_\_\_\_\_  
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted, and the Mayor thereupon declared said resolution to be adopted.

TO: Mayor and City Council for March 7, 2016  
FROM: Mary Steckel, Public Works Director *MS*  
DATE: February 9, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Request to Transfer Appropriations



Action Requested:

Staff requests that City Council adopt a resolution transferring appropriations from the Airport Fund Capital Projects non-operating budget to the Airport Fund Public Works Department operating budget.

Discussion:

In order to establish the shovel-ready industrial site at the Corvallis Airport Industrial Park, a wetlands fill permit from the Division of State Lands and US Army Corp of Engineers (USACE) was obtained. These permits are of limited duration, and require periodic extensions. As part of the process to renew its permit, the USACE is required to consult with the National Marine Fisheries Service (NMFS) who has indicated they are unwilling to approve the submitted biological assessment for a situation where the development scenario is unknown, such as exists at the Industrial Park.

To assist City staff with completion of the permit renewal, the USACE researched similar permits within the Portland District and found a similar industrial site that was permitted in advance of known development. This site was able to secure NMFS approval by preparing a stormwater master plan specific to the industrial park. In subsequent conversations, NMFS agreed that a stormwater master plan that lays out a process for ensuring that future developments will cumulatively comply with a known set of stormwater treatment standards would be sufficient for the purposes of a biological assessment review.

The cost to complete a stormwater master plan for the shovel-ready site is estimated at \$19,000. Staff is requesting appropriations in the amount of \$23,000 to provide some contingency. With the establishment of this plan, staff will be able to request a 5-year extension of the wetlands fill permit.

Insufficient appropriations exist within the Airport Fund Public Works operating budget to accomplish this work in FY 15-16. Main hangar improvements in the Capital Improvement Plan Airport Fund budget will be deferred until next fiscal year to free up the necessary expenditure appropriations. The delayed hangar work will be rebudgeted for FY 16-17.

Budget Impact:

The transfer of appropriations will decrease the Airport Fund Capital Projects budget by \$23,000 and increase the Airport Fund Public Works Department operating budget by \$23,000.

RESOLUTION 2016- \_\_\_\_\_

**A RESOLUTION TRANSFERRING APPROPRIATIONS FROM AIRPORT FUND CAPITAL PROJECTS NON-OPERATING BUDGET TO AIRPORT FUND PUBLIC WORKS DEPARTMENT OPERATING BUDGET.**

Minutes of the \_\_\_\_\_, Corvallis City Council meeting, continued.

A resolution submitted by Councilor \_\_\_\_\_.

WHEREAS, ORS 294.463 (1) allows appropriations to be transferred after the budget has been adopted; and

WHEREAS, regulatory agencies are requiring the development of a stormwater plan for the City’s shovel-ready industrial property located at the Corvallis Airport in support of a required wetlands fill permit renewal; and

WHEREAS, insufficient appropriations exist within the Public Works Department in the Airport Fund operating-budget from which to pay for development of the stormwater plan; and

WHEREAS, the FY 2015-16 adopted budget has sufficient unused appropriations in the Airport Fund, Capital Projects budget; and

WHEREAS, the City Council finds that the transfer of these appropriations is consistent with Financial Policies and Local Budget Law, and is necessary to meet the needs of the organization.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CORVALLIS RESOLVES that appropriations in the fiscal year 2015-16 budget be transferred as shown below; and

BE IT FURTHER RESOLVED that the Finance Director be authorized to make the proper adjustments in the budget appropriations.

<u>AIRPORT FUND</u>	<u>FROM</u>	<u>TO</u>
Capital Projects	\$23,000	
Public Works Department		\$23,000

\_\_\_\_\_  
Councilor

Upon motion duly made and seconded, the foregoing resolution was adopted and the Mayor thereupon declared said resolution to be adopted.

TO: Mayor and City Council for March 7, 2016  
 FROM: Kent Weiss, Interim Community Development Director *KW*  
 DATE: February 24, 2016  
 THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
 SUBJECT: OSU Interim Parking Development Agreement –  
 Agriculture Systems Management Center



Action Requested:

Staff request City Council consideration and approval of a request from Oregon State University (OSU) to construct new parking as called for under the terms of the City/OSU Interim Parking Development Agreement.

Discussion:

OSU has submitted a proposal to construct a new Agriculture Systems Management Center building on the north side of Campus Way, west of 35<sup>th</sup> Street and the Oldfield Animal Teaching Facility. The scope of this project includes constructing a new 9,925 square foot building that will contain 7,171 square feet of new habitable area. OSU has submitted and staff have reviewed parking information as required under the Interim Parking Development Agreement (the Agreement). The Agreement requires City Council approval of the OSU proposal prior to OSU moving forward with construction.

Under the Agreement, OSU must provide auto parking to replace any vehicle parking being displaced as part of the development, or when required in conjunction with the addition of habitable square footage. The Agreement includes the following definitions:

**Auto Parking Loss.** Defined in Section II of the Agreement as *“The total number and location of any parking spaces that will be permanently removed to accommodate the new Development.”*

**Auto Parking Need.** Section II of the Agreement defines Auto Parking Need as *“The total number and location of new parking spaces triggered by the Development, based on the rate of 1.2 new net parking spaces for every 1,000 new net square feet of Development.”*

**Replacement Parking.** Defined in Section II in the Agreement as *“...Together, Auto Parking Need and Auto Parking Loss are collectively referred to as Replacement Parking.”*

The Agreement states that development proposals that would exceed 3,000 new net square feet of habitable floor area on the OSU campus must comply with the Agreement’s provisions. Auto Parking Need is calculated based on 1.2 new net parking spaces for every 1,000 square feet of new habitable floor area. Because the new building will add 7,171 square feet of habitable floor area, nine (9) new parking spaces will be required ( $0.0012 \times 7,171 = 8.6$ , which rounds to 9). The proposal will not incur an Auto Parking Loss, as no existing permanent vehicle parking will be displaced.

The total Replacement Parking OSU is proposing to provide is nine (9) parking spaces. OSU has specified seven (7) regular and two (2) accessible vehicle parking spaces will be provided in the parking lot adjacent to the Agriculture Systems Management Center building. OSU has acknowledged the parking

will be operational within six (6) months from the date the development permit(s) for the Agriculture Systems Management System Center are issued. OSU's request is included as **Attachment A**.

Recommendation:

Staff recommend that Council approve OSU's proposed parking plan for the Agriculture Systems Management Center. In accordance with Section II.B.3 of the Interim Parking Development Agreement (**Attachment B**), the Council must consider and approve the OSU Parking Submittal at a regularly scheduled Council meeting, provided that the following items are satisfied:

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

**Staff Comment:** OSU's proposed Agricultural Systems Management Center will not result in any Auto Parking Loss.

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

**Staff Comment:** The proposed new vehicle parking will be located in a parking lot between the Oldfield Animal Teaching Facility and the proposed Agriculture Systems Management Center. The new parking spaces will be operational within six (6) months from the date of the initial construction.

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

**Staff Comment:** The Auto Parking Need of nine (9) spaces will be constructed and operational prior to the issuance of the final certificate of occupancy for the new building. OSU will be required to apply to the City's Development Services Division to create the new parking spaces. Development Services will review the proposed parking lot modifications to ensure conformance with applicable parking stall dimensions, maneuvering, and landscaping requirements.

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

**Staff Comment:** The proposal will provide the required (9) Replacement Parking spaces consistent with this Agreement.

Budget Impact:

There is no budget impact.



# OSU Parking Submittal Form

Capital Planning and Development

Project Name Ag Systems Management Center  
 OSU Point of Contact David Dodson  
 OSU Contact Phone (541) 737-8503  
 OSU Contact Email david.dodson@oregonstate.edu

Does the project add more than 3,000 new net SF of habitable floor area?  No  
 If yes, complete the remainder of this form.  Yes

Parking Form Submittal Date	12/30/2015
Deadline for notifying OSU for additional information	01/09/2016
Deadline for OSU to submit additional information	01/29/2016
Earliest submittal date for building permits	01/29/2016
Deadline for Council decision	03/29/2016

Note: Deadlines that fall on weekends will be rolled forward to the next business day.

<b>Auto Parking Need</b>			
Net square feet of new development	7,171	( x 0.0012) =	9
<b>Auto Parking Loss</b>			
Permanently removed spaces to accommodate development			0
<b>TOTAL REPLACEMENT PARKING REQUIRED</b>			<b>9</b>

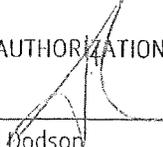
### Replacement Parking Standard Checklist

- Permanent parking in same sector as development; or
- For development in Sector C, replacement parking is within 1,320 ft. of Sector C boundary or within 2,640 ft. of the new development, whichever is less; or
- Replacement parking is served by the OSU Shuttle and within a 7.5 minute shuttle ride of Sector C boundary.
- Auto parking need and loss will be constructed and operational within six months of issuance of building permits.
- Replacement parking plans have been submitted in compliance with Corvallis LDC.

### Neighborhood Parking Utilization Study Checklist (check all that apply)

- By June 8, 2015, OSU and the City have prepared a mutually acceptable methodology and study are to conduct a Parking Inventory and Utilization Study.
- Off-campus Parking Utilization Study conducted during Spring Term 2015.
- Off-campus Parking Utilization Study conducted during Fall Term 2015.

OSU AUTHORIZATION

  
 David Dodson  
 University Land Use Planning Manager

## Ag Systems Management Center

Oregon State University (OSU) is proposing to construct an Ag Systems Management Center on the north side of Campus Way, west of 35<sup>th</sup> Street and the Oldfield Animal Teaching Facility. The proposed 9,925 square foot building will house an open shop area for repair and maintenance of farm equipment, an office, restrooms, and a data switching center. The 7,171 square feet of habitable floor area includes the open shop and office (see Exhibit A1.1 for Parking Tabulation Table).

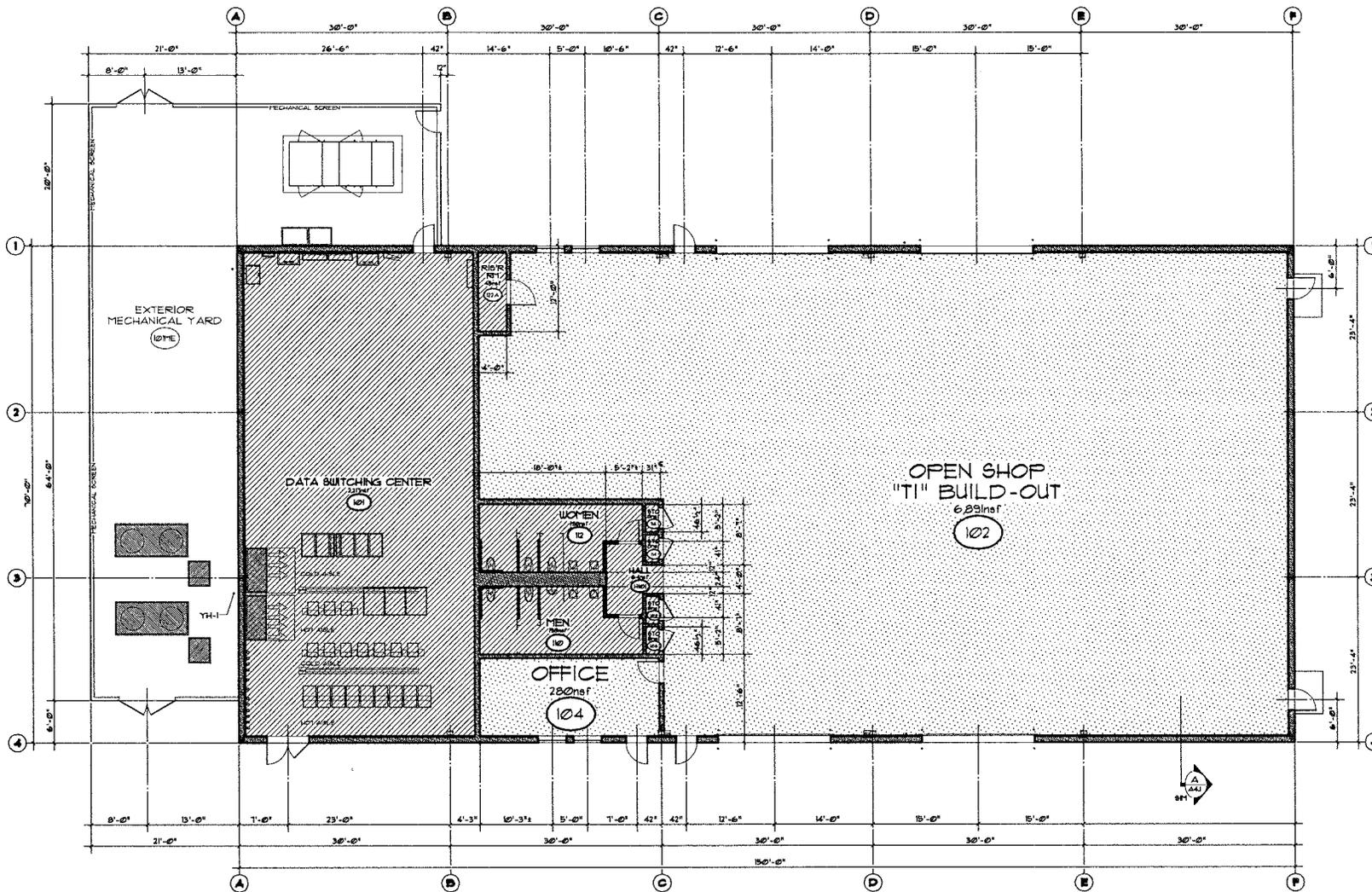
When the Oldfield Animal Teaching Facility was constructed in 2012, a parking lot was approved and built directly to the west of the building, (see Exhibit A1.2). This Zone C parking lot was intended to serve the needs of the Animal Teaching Facility and the future Ag Systems Management Center. The Oldfield Animal Teaching Facility West Lot (3324) was first added to the OSU parking inventory in the fall of 2012 and is noted in the 2012-2013 OSU Parking Utilization Study. In that study, the lot had a capacity of 29 General Use spaces. When the lot was first striped, there were twelve (12) double-length trailer spaces. The following year, the trailer spaces were divided in half to create twelve (12) additional General Use spaces, and two spaces within the lot were converted to Service spaces. This resulted in a total of forty-one (41) spaces of which thirty-nine (39) were general use spaces, as documented in both the 2013-2014 and 2014-2015 OSU Parking Utilization Studies.

After several years of use, OSU found people regularly parking illegally along the west edge of the parking lot where the Ag Systems Management Center was slated to be constructed. Since no striping was present, vehicles often parked in an awkward fashion. In November 2014 the Transportation Services department striped twenty-four (24) temporary parking spaces along the western edge of this lot that were to be removed prior to starting construction of the Ag Systems Management Center. These temporary spaces were intended to resolve a parking enforcement problem as the campus transitioned to the zonal parking system, and they were removed in December 2015.

The 2015-2016 OSU Parking Utilization Study has not been published yet; however, it will reflect 39 permanent spaces and 24 temporary spaces for a total of sixty-three (63) OSU general use spaces. The additional twenty-four (24) temporary parking spaces were never approved by the city, were not shown on the original permit drawings for Oldfield Animal Teaching Facility. Therefore, the removal of the twenty-four (24) temporary spaces is not displacement of permanent parking. This use of temporary spaces is similar to the previous creation and use of temporary spaces that was allowed in the gravel lot where the Basketball Practice Facility was ultimately constructed.

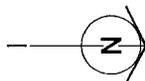
Although there will be no displacement of permanent parking spaces, the Interim Parking Development Agreement will require construction of nine (9) new parking spaces for the new habitable floor area associated with the Ag Systems Management Center. OSU proposes to satisfy the parking demand by adding seven (7) new standard parking stalls and two (2) new ADA parking stalls east of the new building within the existing paved area (see Exhibit A1.3).

The existing Development Agreement Parking Replacement exhibit that tracks new and replacement parking has been amended to reflect the nine (9) new parking spaces associated with the Ag Systems Management Center. Exhibit A1.3 reflects the location and details of the newly proposed parking.



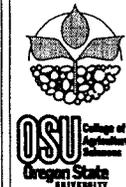
**Main Floor Plan**

SCALE: 1/8" = 1'-0"



**Parking Calculation Table**

RM No.	ROOM NAME	NET SQ. FEET	REQ. PARKING
101	DATA SWITCH CENTER	2217 NSF	
102	OPEN SHOP "T.I."	6891 NSF	6891 NSF
104	OFFICE	280 NSF	280 NSF
106	STORAGE	8 NSF	
108	STORAGE	8 NSF	
110	RESTROOM	198 NSF	
112	RESTROOM	198 NSF	
114	STORAGE	8 NSF	
116	STORAGE	8 NSF	
122A	RISER ROOM	45 NSF	
H101	HALLWAY	64 NSF	
SUB-TOTALS		9925 NSF	7771 NSF
PARKING: 12 SPACES/1,000nsf			9 SPACES



ARCHITECT:  
Lowell A. Fausett  
College of Ag Sciences  
138 Strand Ag Hall  
Corvallis, OR 97331  
PHONE:  
(541) 737-5903  
FAX:  
(541) 737-3178  
EMAIL:  
lowell.fau@oregonstate.edu

**Ag Systems Management Center**  
Department of Animal Sciences  
3531 SW Campus Way  
Corvallis, OR 97333

Drawn By:  
LAF

County:  
Benton

R/T & Section:  
RBA/TH - Section 33

Tax Lot:  
300

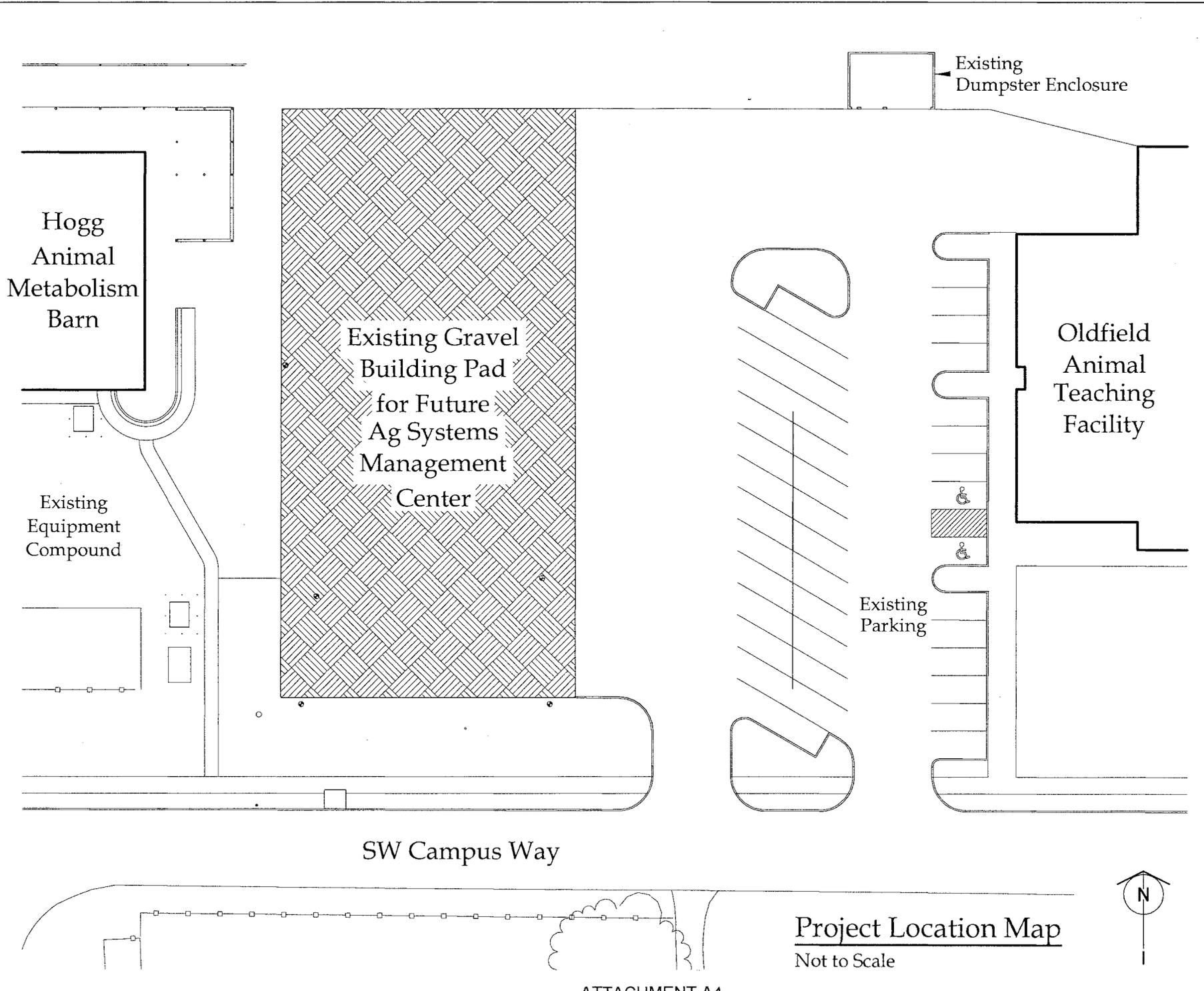
Revision	Date	Number
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Building Number:  
0344

Date:  
December 16, 2015

DRAWING SHEET

**A1.1**



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**Ag Systems Management Center**  
 Department of Animal Sciences  
 3531 SW Campus Way  
 Corvallis, OR 97333

Drawn By:  
**LAF**

County  
**Benton**

R/T & Section  
**R24/T1 - Section 33**

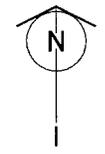
Tax Lot  
**360**

Revisions	
Date	Number
-	-
-	-
-	-
-	-
-	-
-	-

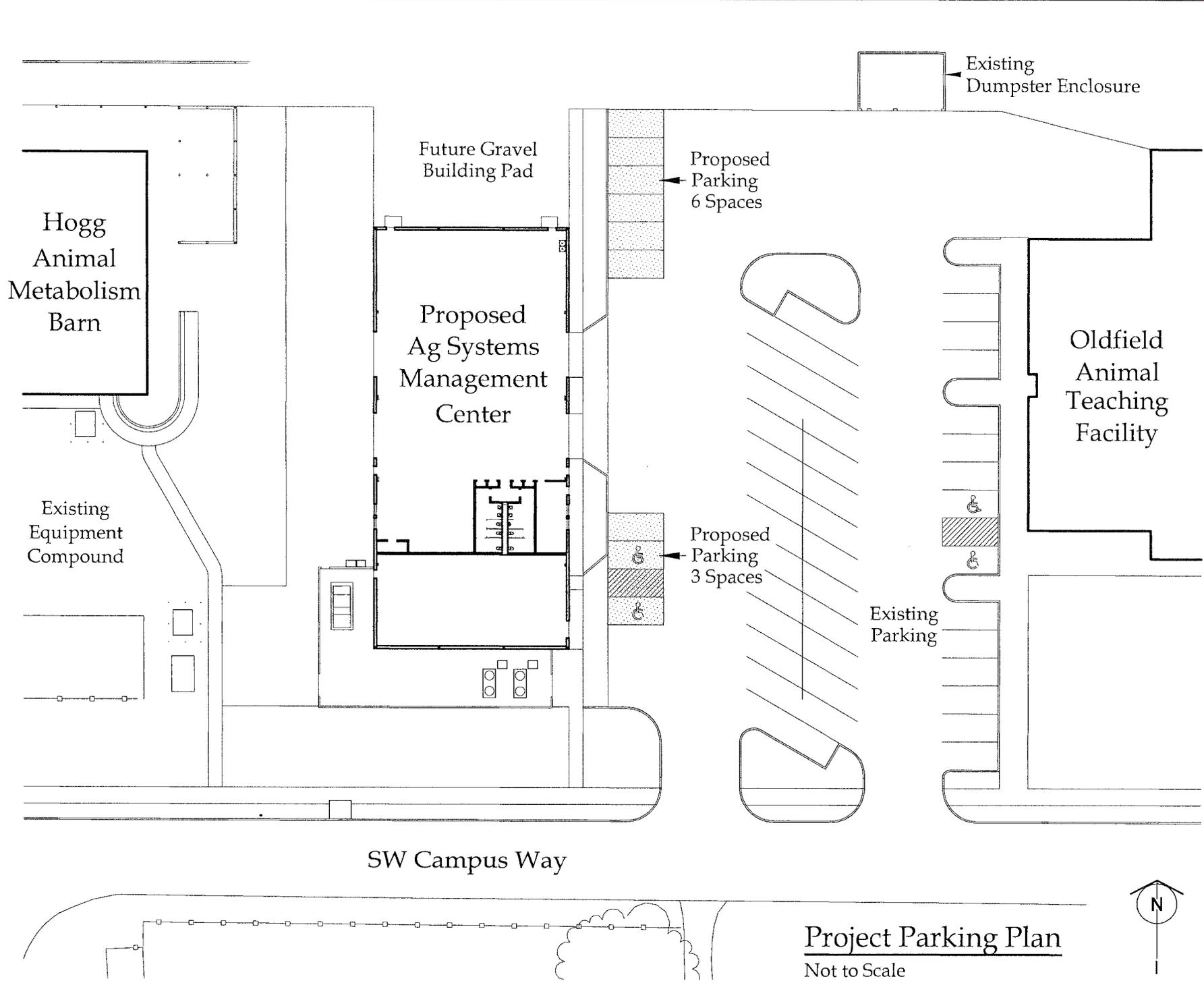
Building Number  
**0306**

Date  
**December 16, 2015**

DRAWING SHEET  
**A1.2**



**Project Location Map**  
 Not to Scale



ARCHITECT:  
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**Ag Systems Management Center**  
Department of Animal Sciences  
3531 SW Campus Way  
Corvallis, OR 97333

Drawn By:  
LAF

County:  
Benton

R/T & Section:  
R24/175 - Section 33

Tax Lot:  
360

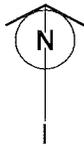
Revision	
Date	Number

Building Number:  
0366

Date:  
December 16, 2015

DRAWING SHEET

**A1.3**



**Project Parking Plan**  
Not to Scale



## INTERIM PARKING DEVELOPMENT AGREEMENT

### BETWEEN

### THE CITY OF CORVALLIS AND OREGON STATE UNIVERSITY

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

#### I. RECITALS

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

NOW THEREFORE, the City and OSU agree as follows:

#### II. RIGHTS AND OBLIGATIONS OF THE PARTIES

##### A. OSU Rights and Obligations

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

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

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

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

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

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

#### **B. City Rights and Obligations**

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

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

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

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

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

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

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

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

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

**C. Replacement Standards**

1. Replacement Parking shall meet the following Replacement Standards:

- a. The location of Replacement Parking is within the same sector of campus as the new Development; or
- b. In the case where new Development occurs in Sector C (campus core), the location of Replacement Parking is within 1,320 feet ( ¼ mile) of the Sector C boundary or within 2,640 feet (1/2 mile) of the new Development, whichever is less; or
- c. The location of Replacement Parking is served by the OSU shuttle and within a 7.5-minute shuttle ride of the Sector C boundary during the Fall, Winter and Spring terms.
- d. Pricing of the Replacement Parking will be consistent with the prevailing pricing in that area of the campus where the Replacement Parking occurs.
- e. If OSU is unable to meet the standards set forth in subsections 1(a) through 1(c) above, the location of Replacement Parking provides compensating benefits that are described in the OSU Parking Submittal and recommended by the City Engineer or designee prior to review by the City Council as provided in Section II(B)(3) above.

**III. Neighborhood Parking Utilization Study**

1. Within sixty (60) days of the Effective Date of this Agreement, OSU and the City shall prepare a mutually acceptable methodology and study area to conduct a parking inventory and utilization study ("Off-campus Parking Utilization Study") of the public streets that surround the OSU Corvallis campus.
2. The Off-campus Parking Utilization Study shall be conducted during Spring and Fall Term of 2015. The Off-campus Parking Utilization Study shall determine the rate at which on-street parking is utilized within the study area by location, time of day, and user type.
3. OSU and the City agree to equally allocate the costs of the Off-campus Utilization Study between OSU and the City and agree to use the results of this Off-campus Parking Utilization Study to inform coordinated management of OSU's on-campus parking system and the City's public streets located in the Off-campus Parking Utilization study area.

**IV. Term of Interim Development Agreement**

1. The Interim Development Agreement shall be effective from the Effective Date through and including the Termination Date (defined below) (the "Interim Period").
2. Building permit applications for Development submitted during the Interim Period shall comply with the interim measures described in this Agreement.
3. This Agreement shall terminate on the earlier of: (1) the date the City adopts a land use decision approving any amendments to the OSU Zone; (2) the date the City adopts a land use decision approving

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

#### V. DEFAULT/CURE

The following will constitute default:

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

#### VI. DISPUTE RESOLUTION

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

#### VII. REMEDIES

##### A. Specific Performance

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

##### B. Nonexclusive Remedies

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

##### C. Waiver of Default

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

**VIII. GOVERNING LAW; VENUE; JURISDICTION**

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

**IX. NO BENEFIT TO THIRD PARTIES**

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

**X. NOTICES**

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

OSU: Rebecca Gose  
Oregon State University  
638 Kerr Admin Bldg  
Corvallis OR 97331  
541.737.2474  
[Rebecca.Gose@oregonstate.edu](mailto:Rebecca.Gose@oregonstate.edu)

With a copy to: Christe White  
Radler White Parks & Alexander LLP  
111 SW Columbia Street, Suite 1100  
Portland, OR 97201  
971.634.0204  
[cwhite@radlerwhite.com](mailto:cwhite@radlerwhite.com)

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

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

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

**XI. NON-WAIVER**

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

**XII. SURVIVAL**

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

**XIII. CALCULATION OF TIME**

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

**XIV. COUNTERPARTS**

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

**XV. AMENDMENTS**

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

**XVI. NOT A LAND USE DECISION**

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

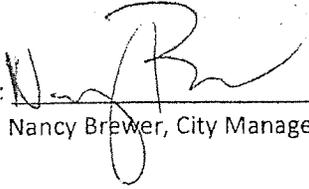
**XVII. ENTIRE AGREEMENT**

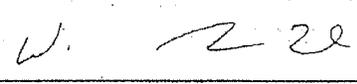
This Agreement is the entire agreement between the Parties relating to the subject matter covered by this Agreement. There is no other oral or written agreement between the Parties with regard to this subject matter. There are no oral or written representations made by party, express or implied, other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

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

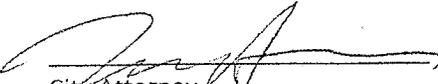
CITY OF CORVALLIS

OREGON STATE UNIVERSITY

By:   
Nancy Brewer, City Manager

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

Approved as to form:

  
City Attorney

TO: City Council for March 7, 2016  
 FROM: Kent Weiss, Interim Community Development Director *KW*  
 DATE: February 26, 2016  
 THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
 SUBJECT: Urbanization Report –  
 Buildable Land Inventory Project Update



Action Requested:

For information only, no action required.

Discussion:

On June 19, 2015, the City awarded a contract to ECONorthwest, to develop an Urbanization Study for Corvallis, which will include an inventory of buildable lands within the Corvallis Urban Growth Boundary. Immediately following notice of award of the contract, staff began meeting with ECONorthwest and members of the Urbanization Report's Departmental Advisory Committee, to finalize a scope of work for the project and to begin data collection. The final scope of work and contract was accepted by all parties in August. Additionally, staff solicited City Council's acknowledgment of a population forecast for Corvallis for the twenty-year planning period ending in 2036. Council reviewed and accepted the population forecast on September 28, 2015. Acceptance of the population forecast then provided a baseline for ECONorthwest to begin analyzing buildable land needs for the 20 year planning period, including a housing needs analysis, and an economic opportunities analysis. Staff have coordinated with the Oregon Department of Land Conservation and Development (DLCD) to ensure that these studies comply with applicable State requirements. This memorandum to Council provides an update on the progress of the Urbanization Study, as well as a brief description of the final steps necessary to conclude this project.

The scope of work for the Urbanization Study includes six specific tasks, generally described as follows:

1. Kickoff Meeting, Data Collection and evaluation of planning documents
2. Residential Lands Buildable Land Inventory and Housing Needs Analysis
3. Economic Opportunities Analysis / Buildable Lands Inventory (for Non-Residential Land Uses)
4. Potential Additional Analysis (Development Suitability Cost Index, Real Estate Market Trends, and Additional Demographic Analysis)
5. Preparation of Final Products
6. Attend Meetings (including Planning Commission and City Council public hearings for final adoption of the Urbanization Study)

With the exception of Tasks 4 (Additional Analysis) and 6 (Public Hearings), all tasks are substantially complete. In December of 2015, the consultant provided a rough draft of the final Urbanization Study and drafts of the final datasets and GIS maps. The rough draft of the study includes data, analysis and conclusions regarding a buildable lands inventory (Chapter 2), a housing needs analysis (Chapter 3), and a portion of the economic opportunities analysis (Chapter 4), consistent with the work tasks identified in Tasks 1, 2, and 5 above.

Task 4 (Additional Analysis) includes items that were identified in the original scope of work as optional tasks, that could be considered at a later date, after staff and the Departmental Advisory Committee have

had a chance to review the conclusions reached regarding the key components of the study, which are the buildable lands inventory, housing needs analysis, and economic opportunities analysis.

Staff completed a review of the consultant's rough draft and returned comments to ECONorthwest on January 22<sup>nd</sup>. ECONorthwest is currently evaluating staff comments and preparing a final draft of the Urbanization Study and supporting final products, which is expected in early to mid March. Initially, it was anticipated that the Urbanization Report would be completed and adopted in February, 2016. In hindsight, that schedule was overly optimistic. Some of the reasons for changes to the initial schedule include the need to work through Geographic Information System (GIS) data issues, holidays and vacations, and the time that will be required by the adoption process. Moving forward, issues that remain to be worked through include whether the optional Task 4 items should be studied, and if so, whether that would result in delay of adoption of the Urbanization Report; also to be explored is the question of whether it will be possible and beneficial to incorporate data and analysis related to residential Planned Developments and the Needed Housing issue in the report. Because the Urbanization Report is a core document that is anticipated to serve the community for the next 20 years, staff believe that more time is warranted to ensure that the Report provides the best information and analysis possible for the community.

Once the final draft is received, staff will share the final draft with the Departmental Advisory Committee to evaluate the findings prepared by ECONorthwest, and to determine if Optional Task 4 (Additional Analysis) is warranted. After determining whether or not to proceed with the additional analysis, staff will provide an update to City Council on the continued progress of this project. If it is determined that the additional analysis outlined in Task 4 is not warranted, staff anticipate immediately scheduling public hearings for a Planning Commission recommendation and City Council review of the Urbanization Study, with the goal of having those hearings occur sometime in April or May, with final adoption tentatively planned prior to the end of the fiscal year, at the end of June. Additionally, it is possible that the Task 4 analysis may not require a delay in the adoption process, but that has yet to be determined.

Budget Impact:

No additional budgetary impacts are associated with continued progress and completion of this project. The Community Development budget for FY15-16 includes the funding necessary to complete this project, including the Optional Task 4.

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES  
February 16, 2016**

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<b>Community Comments</b> 1. Advisory question request (health care) (Thomson) 2. Sidewalk ramps in historic districts (Angelo, Cloyd, Kadas) 3. Stop sign request (NW Jackson Avenue/ NW 28th Street) (White) Page 51	Yes  Yes  Yes		
<b>Consent Agenda</b> Pages 51-52			<ul style="list-style-type: none"> <li>• Approved <u>passed U</u></li> </ul>
<b>Items Removed from Consent Agenda</b> 1. Visit Corvallis Second Quarter Report 2. Parks and Recreation FY 14-15 Cost Recovery Methodology Update 3. IGA with Albany – Project Management Support 4. Transit Department Advisory Committee six-month review Pages 53-54			<ul style="list-style-type: none"> <li>• Accepted Report <u>passed U</u></li> <li>• Accepted update <u>passed U</u></li> <li>• Approved IGA <u>passed U</u></li> <li>• Acknowledged review <u>passed U</u></li> </ul>
<b>Unfinished Business</b> 1. Advisory Question: Publicly Funded Universal Health Care for Oregon Page 54			<ul style="list-style-type: none"> <li>• Staff to work with MVHCA to prepare advisory question for November 2016 ballot <u>passed U</u></li> </ul>
<b>Ordinances and Resolutions</b> 1. Municipal Code Chapter 1.19, "Council Procedures" 2. CATF charge update 3. Grant: OPRD LWCF; Chintimini Park rehabilitation 4. Grant: OPRD; Willamette Park restroom construction 5. Create special revenue fund: vehicle and equipment reserves and replacements 6. Grant: sidewalk ramp improvement construction Pages 54-56			<ul style="list-style-type: none"> <li>• ORDINANCE 2016-04 <u>passed U</u></li> <li>• RESOLUTION 2016-03 <u>passed U</u></li> <li>• RESOLUTION 2016-04 <u>passed U</u></li> <li>• RESOLUTION 2016-05 <u>passed U</u></li> <li>• RESOLUTION 2016-06 <u>passed U</u></li> <li>• RESOLUTION 2016-07 <u>passed U</u></li> </ul>
<b>Mayor's Reports</b> 1. Stop sign at NW 28th Street/NW Jackson Avenue 2. Status of State legislation a. Inclusionary zoning b. Healthy Climate Bill c. House Joint Measure 201 3. State transient occupancy tax increase regional request Page 56	Yes  Yes  Yes		

Agenda Item	Information Only	Held for Further Review	Decisions/Recommendations
<p><b>Council Reports</b></p> <ol style="list-style-type: none"> <li>1. Climate Action Task Force (Baker)</li> <li>2. Housing Development Task Force (Beilstein)</li> <li>3. Sustainable Budget Task Force (Brauner)</li> <li>4. Vision and Action Plan Steering Committee (York)</li> <li>5. Linn-Benton Loop governance structure, Highway 20 safety issues (Brauner)</li> <li>6. Municipal Code amendment – motor home parking on private property, dog-related signs in parks (Glassmire)</li> <li>7. Corvallis Art Walk, Council meeting re-broadcast in Cable Channel 21 (Hann)</li> </ol> <p>Pages 57-58</p>	<p>Yes Yes Yes Yes Yes Yes Yes</p>		
<p><b>Staff Reports</b></p> <ol style="list-style-type: none"> <li>1. City Manager's Report – January 2016</li> <li>2. OSU IGA update</li> <li>3. HOME funding project status</li> <li>4. Buildable Lands Inventory update</li> <li>5. Special Olympics Polar Plunge results</li> <li>6. Minimum wage increase impacts</li> <li>7. Bald Hill trail upgrade</li> </ol> <p>Page 58</p>	<p>Yes Yes Yes Yes Yes Yes Yes</p>		

Glossary of Terms

CATF	Climate Action Task Force
FY	Fiscal Year
IGA	Intergovernmental Agreement
HOME	HOME Investment Partnerships Program
LWCF	Land and Water Conservation Fund
MVHCA	Mid-Valley Health Care Advocates
OPRD	Oregon Parks and Recreation Department
OSU	Oregon State University
U	Unanimous

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES**

**February 16, 2016**

**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 February 16, 2016 in the Downtown Fire Station, 400 NW Harrison Boulevard, Corvallis, Oregon, with Mayor Traber presiding.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

PRESENT: Mayor Traber, Councilors Baker, Beilstein, Brauner, Bull (6:35 pm), Glassmire, Hann, Hirsch, Hogg, York

A letter from Preservation Works concerning curb ramps (Attachment A) was at Councilors' places.

Mayor Traber provided an overview of the new work session model and the expanded Consent Agenda.

**IV. PROCLAMATION / PRESENTATION / RECOGNITION - None**

**V. COMMUNITY COMMENTS**

Bruce Thomson, Mid Valley Health Care Advocates (MVHCA), asked the Council to place an advisory question concerning health care directly on the November 2016 ballot; information about the request was included in the Council meeting packet. Councilor Glassmire observed that universal health care and publicly funded health care were not the same. In response to his inquiry about what MVHCA was seeking, Dr. Thomson said MVHCA believed health care should be publicly funded and available to all Oregon residents. Should the Council approve placing the question directly on the ballot, MVHCA would still collect signatures to educate the public and show the level of community support.

Gary Angelo and Courtney Cloyd spoke from prepared testimony opposing use of bright yellow sidewalk ramps in historic district neighborhoods (Attachment B).

Hugh White said drivers frequently run the stop signs located at 28th Street and Jackson Avenue, and Oregon State University facility services vans are frequent violators. To alert drivers to the stop signs, he requested installation of "stop ahead" signs on Jackson Avenue east and west of 28th Street.

Deb Kadas spoke from prepared testimony opposing use of bright yellow sidewalk ramps in historic district neighborhoods (Attachment C).

**VI. CONSENT AGENDA**

Councilor Bull requested removal of Acceptance of the Visit Corvallis Second Quarter Report (Item E).

Councilor Beilstein requested removal of Acceptance of Parks and Recreation's FY 14-15 Cost Recovery Methodology Update (Item H).

Councilor Glassmire requested removal of Intergovernmental Agreement with City of Albany for Project Management Support (Item L).

Councilor Baker requested removal of Acknowledgement of six month review of Transit Department Advisory Committee (Item G).

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

- A. Reading of Minutes
  1. City Council Meeting – February 1, 2016
  2. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
    - a. Arts and Culture Advisory Board – December 16, 2015
    - b. Bicycle and Pedestrian Advisory Board – January 8, 2016
    - c. Downtown Advisory Board – January 6, 2016
    - d. Economic Development Advisory Board – January 20, 2016
    - e. Historic Resources Commission – January 12, 2016
    - f. Housing Development Task Force and Housing and Community Development Advisory Board joint meeting– January 27, 2016
    - g. Library Advisory Board – December 2, 2015 and January 14, 2016
    - h. Parks, Natural Areas, and Recreation Advisory Board – December 17, 2015
    - i. Planning Commission – January 6, 2016
- B. Confirmation of appointments to the Budget Commission (Carone) and Parks, Natural Areas and Recreation Advisory Board (Harr)
- C. Announcement of appointments to the Vision and Action Plan Steering Committee
- D. Announcement of a vacancy on the Transportation System Plan Steering Committee (Barricks)
- F. Acceptance of the Downtown Corvallis Association Economic Improvement District First and Second Quarter Reports
- I. Approval of a utility easement for Airport Industrial Park
- J. Approval of an application for a Limited On-Premises Sales liquor license for Max Alatrisme, owner of Izzy's Pizza, 2475 NW Ninth Street (change of ownership)
- K. Approval of an application for a Full On-Premises Sales liquor license for Stephen Harker, President and Chief Executive Officer of Corvallis Country Club, 1850 SW Whiteside Drive (change of owner through addition of a partner)

The motion passed unanimously.

## VII. ITEMS REMOVED FROM CONSENT AGENDA

### E. Acceptance of the Visit Corvallis Second Quarter Report

Councilor Bull expressed concern that quarterly reports from Visit Corvallis and other groups would not receive adequate attention if they were on the Consent Agenda. City Manager Shepard suggested inviting representatives to address the Council annually to help manage Council meeting time. Councilor Bull asked for an overview of Economic Development funding and programs. Councilors Hann and Hirsch, respectively, moved and seconded to accept the Visit Corvallis Second Quarter Report. The motion passed unanimously.

### H. Acceptance of Parks and Recreation's FY 14-15 Cost Recovery Methodology Update

Councilor Beilstein noted that participation in Parks and Recreation programs had increased, so the new cost recovery model was not inhibiting overall participation; however, many of the cost recovery goals had far exceeded their targets. Mr. Shepard, said given the City's financial challenges, as long as the programs were not being impacted, high cost recovery levels supported the Parks and Recreation Department. He added that most of the revenue stayed within the Parks and Recreation Department's budget; however, some revenue came back into the General Fund. Due to several questions raised by Councilors, the Cost Recovery Methodology will be scheduled for additional discussion at a Council work session. Mayor Traber suggested that, in the interim, staff could provide a summary of the current policy. Councilor Hirsch suggested that questions could be directed to staff outside of the meeting. Councilors Beilstein and Hirsch, respectively, moved and seconded to accept the Parks and Recreation's FY 14-15 Cost Recovery Methodology Update. The motion passed unanimously.

### L. Intergovernmental Agreement with City of Albany for Project Management Support

Councilor Glassmire supported working with the City of Albany on the project. Mr. Shepard agreed with his suggestion to provide the Council with a brief evaluation at the conclusion of the project. Councilors Glassmire and Brauner, respectively, moved and seconded to approve an Intergovernmental Agreement with City of Albany for Project Management Support. The motion passed unanimously.

### G. Acknowledgement of six month review of Transit Department Advisory Committee (DAC)

Councilor Baker removed the item from the Consent Agenda to have a discussion about how DACs are handled. He noted that the Urban Services Committee requested a six-month check-in about the Transit DAC to ensure its charge was not lost after it had transitioned from being an advisory board. He appreciated that the staff report and DAC minutes provided information about members and topics being discussed. He wanted the Council to have the same base level of information for the City's other DACs; Councilor Bull agreed.

Councilor York noted that the Urban Services Committee requested the check-in about the Transit DAC in particular when it transitioned from an advisory board, and regular reports were not intended. She said when the Public Participation Task Force formulated recommendations concerning boards, commissions, task forces, and DACs, the DACs were created as a miscellaneous category for groups that did not fit within the other three categories. Often, DACs are formed to meet for a short duration to address a singular issue; and Council had agreed that DAC updates would be provided through the City Manager's

Report. Councilor Baker clarified that he was only seeking to know who was serving on the DACs and through their minutes, having a sense of what topics were being discussed; reports were not necessary. Councilors preferred to schedule time at a work session to have a broader discussion about DACs, which would include a review of existing policy and legislation.

Councilors Baker and Beilstein, respectively, moved and seconded to acknowledge the six month review of the Transit Department Advisory Committee. The motion passed unanimously.

## VIII. UNFINISHED BUSINESS

### A. Consideration of an Advisory Question: Publicly Funded Universal Health Care for Oregon

Staff noted there would be no elections costs if the advisory question was on the November 2016 ballot.

Councilor Baker suggested, in the future, if other advisory questions come forward, Municipal Code Chapter 1.10, "Advisory Question" should be reviewed to clarify roles and processes.

Councilor Beilstein noted that health care was always a major issue in the City's labor negotiations and for other employers. He supported Council placing the advisory question directly on the November 2016 ballot; Councilors concurred.

Councilors Hann and Brauner, respectively, moved and seconded to have staff work with Mid-Valley Health Care Advocates to prepare an advisory question for placement on the November 2016 ballot concerning publicly funded universal health care for Oregon. The motion passed unanimously.

Mayor Traber said Councilors who wished to provide input on the draft ballot title should send their suggestions to staff.

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

### A. An ordinance amending Municipal Code Chapter 1.19, "Council Procedures," as amended.

City Attorney Brewer read the ordinance.

Councilors supported future discussions about what items were appropriate for ordinances, resolutions and policies (both Council and Administrative), and the purposes of each.

ORDINANCE 2016-04 passed unanimously.

### B. A resolution updating the Climate Action Task Force

Mr. Brewer read the resolution.

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

RESOLUTION 2016-03 passed unanimously.

- C. A resolution authorizing the Parks and Recreation Department to apply for Land and Water Conservation Fund assistance from the Oregon Parks and Recreation Department for rehabilitation of Chintimini Park and delegating authority to the Department Director to sign the application.

Mr. Brewer read the resolution.

Councilors Glassmire and Hogg respectively, moved and seconded to adopt the resolution.

In response to Councilor Glassmire's inquiry about how projects are prioritized, Mr. Shepard said a grant can sometimes be an opportunity that does not fit with current priorities, yet it is worthwhile. Parks and Recreation Director Emery said the project was part of the Senior Center renovation and expansion project, so Chintimini Park was not specifically listed in the Capital Improvement Plan (CIP). Only outdoor recreation projects are eligible for the grant. Staff applies for these grants each year and selects projects that are likely to be funded.

RESOLUTION 2016-04 passed unanimously.

- D. A resolution authorizing the Parks and Recreation Department to apply for a local government grant from the Oregon Parks and Recreation Department for construction of a restroom at Willamette Park and delegating authority to the Department Director to sign the application.

Mr. Brewer read the resolution.

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

In response to Councilor Hann's inquiry, Ms. Emery said the CIP included permanent, year-round restroom facilities in Dr. Martin Luther King, Jr. Park. Staff chose to move forward with restrooms in Willamette Park because a group of Rotarians was willing to raise the required 50 percent match through donations.

RESOLUTION 2016-05 passed unanimously.

- E. A resolution creating a new special revenue fund to record financial transactions and balances associated with City department vehicle and equipment reserves and replacements.

Mr. Brewer read the resolution.

Councilors Hann and Brauner, respectively, moved and seconded to adopt the resolution.

RESOLUTION 2016-06 passed unanimously.

- F. A resolution accepting and appropriating a grant for the purpose of constructing sidewalk ramp improvements.

Mr. Brewer read the resolution.

In response to Councilor Baker's inquiry, Mr. Shepard said the grant did not dictate the color or type of material to be used.

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

In response to Councilor Bull's inquiry, Ms. Steckel did not believe changing the color of the material would affect the price. Improvements were planned on high volume transit routes, such as those on NW Ninth Street and NW Circle Boulevard; improvements in the historic districts were not planned as part of the grant.

RESOLUTION 2016-07 passed unanimously.

Councilor York noted that the Historic Resources Commission could only provide policy recommendations to the Council, and therefore, the assertion in Ms. Beirele's letter (Attachment A) that the HRC was empowered by the Land Development Code to adopt a policy for Corvallis was not correct.

Councilors discussed the merits of citywide consistency in sidewalk ramp improvements and design impacts to historic districts and neighborhoods with historic homes. Staff will contact other cities, examine existing sidewalk ramp improvements at Oregon State University, and seek input from Access Benton County, and return to Council with a proposed process.

## X. MAYOR, COUNCIL, AND STAFF REPORTS

### A. Mayor's Reports

1. In response to Mr. White's concern about drivers running stop signs at NW 28th Street and Jackson Avenue, Mr. Shepard said he would work with the Police and Public Works Departments to examine possible solutions.
2. Mayor Traber provided an update on the status of inclusionary zoning, the Healthy Climate Bill, and the House Joint Measure 201 to end corporate personhood and use of money as political speech.
3. Mayor Traber, along with Albany Mayor Kanopa and Eugene Mayor Piercy, signed a regional request to increase the State's Transient Occupancy Tax. If the City of Eugene is selected to host the World Track Meet in 2021, practice events and United States Team activities could be held in Corvallis. Substantial revenue would be possible from team members and their families, as well as construction of facilities. In response to Councilor Bull's observation that the proposal to increase the tax was somewhat controversial, Mayor Traber explained that the City of Portland did not support it because it formed a tourism district and increased its taxes to a point that the additional one-percent State tax increase would put them over a threshold that could threaten their convention business. He added that, while Visit Corvallis did not support the proposal, the City's Economic Development Office had provided information about other benefits to the City.

## B. Council Reports

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

Councilor Baker reported on setting preliminary greenhouse gas emission targets, Mayor Traber announced three vacancies on the CATF, and Councilor York expected that Climate Action Plan would become one of the action items in the Imagine Corvallis 2040 Action Plan.

Councilor Brauner highlighted the Corvallis Area Metropolitan Planning Organization's work related to transportation and land use scenario planning, and how it impacted greenhouse gasses.

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

Councilor Beilstein said the HDTF continued to work on recommendations and public process.

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

Councilor Brauner said, at its next meeting, the SBTF planned to discuss transit system funding and how public outreach would fit with Imagine Corvallis 2040 outreach.

Councilor Baker recently presented information about the City's and State's progress toward addressing climate change at a meeting sponsored by the League of Women Voters. Discussion about a regional gas tax was met with overwhelming support.

### 4. Vision and Action Plan Steering Committee (Imagine Corvallis 2040 Steering Committee)

Councilor York said Imagine Corvallis 2040 welcomed ten new members and was preparing for the community workshops in March.

### 5. Other Council Reports

Councilor Brauner said a governance structure was being created for the Linn-Benton Loop. He also reported that the Oregon Department of Transportation (ODOT) was reviewing safety issues along Highway 20 from Corvallis to Albany. While no funding existed for major reconstruction, ODOT safety funds were available for improvements in hazardous areas.

Mayor Traber recessed the meeting from 8:30 to 8:36 pm.

In response to Councilor Glassmire's request and Council's concurrence, staff will prepare for Council consideration at a future meeting an ordinance to amend Municipal Code Section 6.10.040.040(6) to remove the exemption permitting motor home parking on private property.

Councilor Glassmire was pleased to see that 35 new dog-related signs had been installed at various parks.

Councilor Hann encouraged everyone to attend the Corvallis Art Walk on February 18. He noted broadcast of Council meetings on Corvallis Government Television Channel 21 was anticipated to begin again with the March 7 meeting. The replacement video server had been on backorder and had finally been shipped.

### C. Staff Reports

#### 1. City Manager's Report – January 2016

The item was for information only.

#### 2. OSU Intergovernmental Agreement (IGA) Update

Mr. Brewer anticipated that a draft IGA would be available for Council to consider at the March 7 meeting. The item was for information only.

#### 3. Other

Mr. Shepard reported on the following items, which were for information only:

Corvallis was in first place in participating Oregon jurisdictions for the HOME funding project.

An update on the Buildable Lands Inventory was scheduled for the March 8 Work Session.

Over 400 participants raised an estimated \$37,000 for Special Olympics at the recent Polar Plunge event, which was sponsored by the Corvallis Police Department.

Minimum wage increases would have a significant impact to the City due to the number of its casual employees.

The south side of the Bald Hill trail would be upgraded soon to address erosion issues.

### XI. ADJOURNMENT

The meeting adjourned at 8:48 pm.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

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

**PreservationWORKS**  
P.O. Box T  
Corvallis, Oregon 97339  
Preserving the Past to Enrich the Future

February 15, 2016

Mayor Traber and Corvallis City Councilors,

PreservationWORKS urges you to direct the City Manager to temporarily suspend installation of bright yellow pads in sidewalk curb ramps, until the Historic Resources Commission reviews a Historic Preservation Permit (HPP) from the Public Works Department regarding the pads.

The Land Development Code 2.9.60 (Determining applicability and appropriate historic preservation permit review procedures) requires a HPP **for certain alterations or new construction . . . affecting Designated Historic Resources, even if no Building Permit is required by the Building Official.** Accordingly, the City's Historic Preservation Provisions apply to: historic resources listed in the Corvallis Register of Historic Landmarks and Districts (Local Register); historic resources listed in the National Register of Historic Places; and **public rights-of-way** and private street rights -of-way located within and adjacent to a National Register of Historic Places Historic District.

While there are exemptions in 2.9.70 for Sidewalk Wheelchair Ramps, **the exemption does not address installation of the textured pads;** consequently a HPP is required.

The American Association of State Highway and Transportation Officials (AASHTO) adopted guidelines for access ramps and pads, and their recommendations for ADA sidewalk access compliance allow local jurisdictions flexibility in the ramp materials. There is no federal mandate to use the plastic pads. Nearby jurisdictions selected alternate approaches.

- Albany adopted a dark grey pad for historic districts and red brick pads for elsewhere in the city.
- Eugene adopted a dark grey or black pad built of either concrete or iron that would share similar longevity with the sidewalk, eliminating the less sustainable plastic pads.
- Salem's Landmarks Commission ruled that only concrete and cross-hatch texture impressions are approved for their historic districts.

The State Historic Preservation Office has review authority over these installations under ORS 358.563; they prefer the matter to be reviewed by the Historic Resources Commission to establish local policy. We agree.

While PreservationWORKS unanimously supports a city-wide approach, we strongly feel the **HRC is empowered by LDC to adopt a policy for Corvallis.** Thank you for your kind consideration.

Sincerely,

*BA Beierle*

ATTACHMENT A

Page 58-a

FROM: Corvallis Neighborhood Assn. Presidents  
TO: Corvallis Mayor and City Council  
CC: Mary Steckel, Public Works Director  
Kent Weiss, Interim Community Development Director  
Historic Resources Commission  
RE: Sidewalk Curb Ramps In Residential National Historic Districts

Mayor Traber and City Councilors:

It recently came to our attention that the City has undertaken a program for upgrading sidewalk curb ramps throughout the city. We have noticed that it appears the standard chosen for the curb ramp pads are of the bright yellow truncated-dome plastic variety. While this selection meets ADA standards, we find that it is not aesthetically compatible with our two residential National Historic Districts. We are not aware of any effort to solicit public input on this selection, nor are we aware of any review by the Historic Resources Commission (HRC) or the State Historic Preservation Office.

We did a quick survey of some of the nearby Valley communities to see what their selections were for ramp color and material. We contacted a Community Development engineer in Albany, who indicated their selection was for a dark grey pad for the historic districts based on public feedback regarding those districts.

We also contacted the Eugene program manager for their pavement preservation project, which includes the retrofitting of curb ramps to meet ADA standards. Eugene selected a dark grey or black color made of either concrete or iron across the city, in order to have durability over time.

Finally, we contacted the engineer responsible for historic resources in Salem who said the issue of sidewalk preservation for their four residential historic districts was reviewed by the city Landmarks Commission. The Commission decided the color and materials should have consistency with the historic materials used in the existing sidewalks for the new curb ramps. They decided only concrete and cross-hatch texture impressions are approved for the historic districts.

Our review of the latest pertinent ADA standards, in particular the 2011 Notice of Proposal from the US Access Board, shows that there is no primary color specified for curb ramps. It only specifies that there should be a contrast of light-on-dark or dark-on-light. [R305.1.3 Contrast]

This indicates that there is leeway in the color selection for these ramp pads.

We feel the color for curb ramps should reflect our historic districts' unique character. We agreed that the use of **dark grey** regardless of material chosen, should **replace the yellow** currently being used.

We fully support meeting ADA standards while at the same time protecting the historic integrity of our designated resources and districts. We have the opportunity to meet both objectives, given that no specific color is mandated.

We feel that this matter could easily be resolved procedurally, and, if necessary, the HRC could be asked to propose a policy that establishes the standard dark grey as the color to meet aesthetic compatibility requirements for our historic neighborhoods. If that is not possible, then at a minimum, we request that new installations of yellow ramp pads in these districts be suspended until HRC has a chance to review the matter, or if necessary, the State Historic Preservation Office.

Thank you for your consideration for this matter.

Gary Angelo

Courtney Cloyd

Meghan Karas

College Hill NA, President

Central Park NA, President

Avery Homestead NA, President

To: Mayor Traber and Corvallis City Council Members

From: Deb Kadas & Jeffrey Paulson

Date: February 16, 2016

## Community Comment:

# Sidewalk Ramp Improvements In Historic Districts

February 16, 2016

Dear Mayor Traber & Corvallis City Councilors,

My husband and I live in the College Hill West National Historic District. Last month, we noticed sidewalk ramps in our neighborhood being marked for replacement. We inquired, and while we were happy to learn that streets in our neighborhood are scheduled for resurfacing, we also learned that part of the project includes sidewalk ramp replacement.

We support the city's priority for sidewalks to be accessible, but we find the yellow plastic tactile pads now being used on the ramps to be incompatible in both material and color with historic districts. Since Chapter 2.9 does not permit visible vinyl windows, skylights or solar panels, why are plastic yellow pads allowable? Aren't there other, more compatible solutions that would satisfy ADA requirements?

Research tells us that historic commissions across our state, and the country, have also found the yellow plastic historically-incompatible, and cities are now implementing other solutions. Salem, Eugene, and Albany have already rejected the yellow plastic, and are now substituting with dark grey plastic or molded concrete instead. Beacon Hill, MA, Oldwick, NJ, Columbus, OH, Charlotte, NC and Savannah, GA are all examples of national cities doing the same.

Local conversations are beginning, to see if we can **follow Albany's lead and use the dark grey tactile pads in historic districts.** (See photo attached.) On January 26, I contacted Jason Allen at the State Historic Preservation Office. He said that our concern was valid and that in theory, SHPO actually has review authority of sidewalk removal/replacement projects. However, he encouraged our city to avoid using unnecessary staff time and resources by finding a local, administrative solution. (See letter attached.) I then contacted Carl Metz in our Development Office, who had heard of our concern, and said an internal solution was being discussed.

Meanwhile, on January 29, a few of us neighbors in College Hill met with two city engineers, who agreed that the yellow pads were visually distracting in a Historic District. They were receptive and helpful, and suggested that if we could come up with an approved alternative, the city may be flexible.

While we are encouraged, we believe the situation is becoming urgent because of the volume of neighborhood sidewalk ramp work scheduled for replacement this summer. We urge council and/or staff to follow SHPO's suggestion, and introduce a policy that directs ADA ramp upgrades in historic districts to use the more historically-compatible dark grey tactile pads.

Sincerely,

Deb Kadas & Jeffrey Paulson

3105 NW Jackson Avenue, Corvallis

Deb Kadas <debkadas@gmail.com>

**RE: Fwd:Checking In...quick question...**

1 message

**ALLEN Jason \* OPRD** <Jason.Allen@oregon.gov>

Thu, Feb 4, 2016 at 9:15 AM

To: Deb Kadas <debkadas@gmail.com>, Carl Metz <carl.metz@corvallisoregon.gov>, Gary C Angelo <gcangelo@comcast.net>

Hi Deb, Carl, and Gary,

Thanks for the update. In theory, our office probably has review authority over these projects under ORS 358.653, however, we would not want to spend our time or the City's reviewing projects like this if a local, administrative solution is available. The best outcome is one where a policy is introduced to address this, and it becomes standard practice in historic districts, with that decision made locally.

I just spoke with my colleague (now supervisor) Ian Johnson, who has handled all ODOT cases that came into our office, and he tells me that while ODOT follows the AASHTO standards, there is actually a fair amount of flexibility built into those standards, and that ODOT has not always used only fed yellow for these, using brick red or gray when it was deemed appropriate to do so, such as in a historic district. This has not universally been the case, but it does illustrate that federal yellow is not a mandate. I think the experience of Albany mentioned below is a powerful testament that Corvallis is not unique with this concern, and that there is not an institutional or structural reason why this cannot be done.

Cheers,

-Jason

Jason M. Allen, M.A.

Historic Preservation Specialist

Oregon State Historic Preservation Office

725 Summer St. NE Ste C

Salem, OR 97301

503.986.0579

Jason.allen@oregon.gov

Monteith Historic District, City of Albany (Feb. 15, 2016)



**CITY OF CORVALLIS  
COUNCIL WORK SESSION MINUTES  
February 17, 2016**

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 3:30 pm on February 17, 2016 in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Traber presiding.

I. ROLL CALL

PRESENT: Mayor Traber; Councilors Beilstein, Brauner, Bull (3:37 pm), Glassmire, Hann, Hirsch (3:33 pm), Hogg, York

ABSENT: Councilor Baker

II. NEW BUSINESS

A. Arts and Culture Advisory Board – Arts and National Economic Prosperity Study

Parks and Recreation Director Emery introduced Arts and Culture Advisory Board (ACAB) Chair Cynthia Spencer-Hadlock, who read from a prepared statement concerning an upcoming study about the economic impact of the arts in Corvallis (Attachment A). Ms. Spencer-Hadlock said a marketing specialist from Visit Corvallis (VC) was serving on the ACAB and the ACAB worked with VC in other ways to promote the arts. She noted the Oregon Arts Summit would be held in Corvallis on October 8. Councilors discussed the connection between the arts and economic vitality. Ms. Spencer said results from an earlier study of key Corvallis nonprofit arts organizations were available on the City's website.

B. Seeds for the Sol loan proposal

Finance Director Brewer distributed biographies for the Seeds for the Sol Board of Directors (Attachment B) and reviewed the staff report. She expressed concerns about Seeds for the Sol's funding model for loan repayment and how information was classified on the organization's financial statements.

City Attorney Brewer said legally, some of the funding risks could be managed. If a loan was provided, it would be unsecured because Seeds for the Sol does not have hard assets. Funding draws could be set up on a "by project" basis; however, the City would incur higher administrative costs to manage the transactions.

In response to Councilor inquiries, Ms. Brewer said the City had provided bridge loans to daVinci Days and the Majestic Theatre. Both were approximately \$20,000 and neither was paid on their original schedules, as they did not have the capacity to repay as planned.

Councilors discussed the Downtown Corvallis Association (DCA)'s second floor, façade, and interior improvements revolving loan program and asked for information about whether such a model could work for Seeds for the Sol. In response to Councilor Brauner's inquiry, Councilor York said increasing installation of residential solar panels was one of the pieces of the Georgetown University Energy Prize; however, the Climate Action Task Force (CATF) had not provided a recommendation concerning Seeds for the Sol's proposal to use City funds. Councilors Brauner and Hogg preferred to see a prioritization from the CATF. City Manager Shepard said the CATF would need to add consideration of the project to its already full schedule. Mayor Traber suggested checking in with the CATF about the matter.

Councilors Beilstein and Brauner did not agree with staff's interpretation that Contingency Funds could not be used for the proposal.

Seeds for the Sol President and Founder Julie Williams explained that her organization partners with two local contractors, who install the solar panels. Seeds for the Sol receives a \$350 finder's fee from the contractor for each installation. She explained the organization's financial model and noted that in 2014, all properties had repaid their loans. Seeds for the Sol currently has 26 pending applications for solar installations. Each installation costs about \$4,000 and utility savings average \$40 per month. The request for \$100,000, which would fund 25 installations, related to improving Corvallis' chances of winning the Georgetown University Energy Prize and setting a precedent for other cities.

Councilor York expressed general reservations about making budget decisions outside of the budget process unless the matter was urgent. Councilors agreed to further discuss the proposal at a future Council meeting. Staff will work with Ms. Williams to obtain more information and respond to Councilors' questions.

### III. UNFINISHED BUSINESS

#### A. Transportation System Plan update

Public Works Director Steckel said staff was working with a consultant and a Mayor-appointed steering committee, as well as a Technical Advisory Committee (TAC), to update the Transportation System Plan.

Project Manager Bassett reported on the project's recent efforts, next steps, and public outreach:

- In November, a meeting was held with a group of business owners to discuss interests and concerns related to motor vehicle and freight mobility.
- A second TAC meeting was held in January to discuss evaluation criteria that considered the project goals and objectives. The selected criteria will help characterize existing and future baseline analyses and evaluate proposed solutions.
- In February, the Project Management Team (PMT) prepared and distributed E-Newsletter #1 to stakeholders. The newsletter will be published quarterly and will assist with keeping the community better informed as the project progresses. The PMT also set up project information booths at Oregon State University (OSU) and Linn-Benton Community College to inform students and faculty about the project and obtain input about travel around the campuses. A third TAC meeting was held to finalize project evaluation criteria.
- Existing conditions reports regarding bicycle, pedestrian and transit modes are being finalized.
- Transportation revenue sources and project funding through 2040 will be evaluated.
- Transportation and transit conditions system needs will be identified through 2040.
- The PMT is working with the University to obtain results of OSU's recent transportation survey of students and faculty.
- PMT will attend the Sustainability Fair and Town Hall on March 10; an informational booth will be set up.
- In May, the PMT will survey parents, teachers, and students at Corvallis 509J schools about all modes of travel to and from school.
- In early October, the PMT will host an open house and topic-specific workshops to share information on future projected transportation needs and collect public input.

Ms. Basset said the project timeline had been extended to summer 2018, and she distributed an updated Anticipated Project Schedule (Attachment C) and Corvallis Area Coordinated Transportation Planning Timeline (Attachment D).

Ms. Steckel highlighted other regional transportation planning efforts in progress, including the work of Corvallis and Albany Area Metropolitan Planning Organizations.

Councilor Bull advocated for adding land use planning to the draft goals.

Councilor York was disappointed that the timeline had been extended. She did not support the formation of a steering committee in place of the Multimodal Transportation Advisory Board, which was recommended by the Public Participation Task Force. She believed the steering committee would only be a short-term body and later learned that it would be needed until 2017; she was not pleased that it was now being extended to 2018. In response to her inquiry about City linkages with OSU's transportation plan update, Ms. Steckel said University representatives were regularly sharing updates. Ms. Bassett said the City had formed a team to ensure all local planning organizations were included in the City's TSP update. Imagine Corvallis 2040 and the CATF were also being included in coordination of planning efforts.

Councilor Hann cautioned considering the cost of design elements for streets, such as planter strips, and other transportation-related projects relative to the City's ability to afford their long-term maintenance. He also noted the importance of considering major capital construction plans for other organizations, such as schools. He cited the likelihood in the coming years that Lincoln Elementary School will be constructed in a different location, changing the nature of transportation on SW Third Street.

Councilor Glassmire supported considering how to more frequently update various City plans.

#### B. Task Force/Steering Committee reporting discussion

Councilors agreed that Council Work Sessions could take the place of Council Goals Task Force Chairs meetings and supported inviting Vice Chairs to attend.

### V. COMMUNITY COMMENTS

Jeff Hess attended a recent OSU Board of Trustees meeting, which included a panel on housing. He asked the Council to communicate with the Board about how the University's actions impact the City. He suggested assigning dollar amounts to items such as transportation costs, including expenses associated with commuting, and the value of residential development compared to tax dollars generated from business development. He noted that livability was planned as an agenda item for one of the Board's upcoming meetings. Councilor York thanked Mr. Hess for his leadership on housing issues.

### IV. OTHER BUSINESS

Councilors agreed work session agendas should include language that community comments would only be accepted on agenda items for that work session. They agreed with Mr. Shepard's suggestion that issues that arise during community comments at Council meetings could be referred to a work session for further discussion. They also supported continuing work session discussions at future work sessions if additional time was needed. Councilors are welcome to offer suggestions about work session agenda items either at work sessions or Council meetings, or they may contact Council Leadership or the City Manager at any time. Councilors asked that work session agenda items be accompanied by staff reports or other supporting materials so they could better understand in advance the items that were scheduled for discussion. Councilors also discussed balancing items on the Consent Agenda, compared to

considering them during work sessions, as well as the frequency with which some items may need to be reviewed by the Council.

V. ADJOURNMENT

The meeting adjourned at 5:43 pm.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

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

I am Cynthia Spencer, Chair of the City's Arts and Culture Advisory Board. I'm here to share some of the exciting work of this Board, and show why Your Support of the Arts is so important.

As you know, our community is amazingly diverse and rich in arts and culture. This is one of the main reasons we all live here, and plays a role for job seekers looking to relocate their families.

**What you may not realize is that arts and culture contribute significantly to the economic health of our city.**

Working with a consultant, our Board completed a study of key nonprofit arts organizations in town. We learned there are challenges facing these organizations, but there are strengths and opportunities on which to build.

From data we collected from just six organizations we discovered that the arts contribute \$2 million to the local economy in grants, salaries, and ticket revenue. This amount did not take into account industry standard multiplier effects for these dollars, and again, was only a fraction of the arts and culture activity we know about.

(This study was conducted before the Majestic Theatre's positive turn-around -- a wonderful example of investment that has reaped huge returns! I also thank you for support of The Arts Center that we leverage into significant OUTSIDE Foundation grant support. We hear from funders that City support is key in their decision making.)

Our next step for the Board is to do a broader and deeper Economic Vitality Study, working with the **Americans for the Arts as part of their Economic Prosperity Five study**. This is National Study and Corvallis is one of 300 study partners across all 50 states. In partnership with the Parks and Recreation Department, we will spend the next year gathering financial data about the economic impact of the arts in Corvallis.

The survey has two components. We will complete over 800 intercept surveys of audiences at arts and culture events in Corvallis. Surveys will ask about spending related to their attendance such as going out for dinner or spending the night in a hotel. Previous studies have shown that the average art attendee spends \$24.60 per person, per event beyond the cost of admission. Those studies have also shown that, on average, 32 percent of arts attendees travel from outside the

county, and that cultural tourists typically spend nearly \$40 per person. **This generates important revenue for local businesses and is just one way the arts drive revenue for other businesses in the community.**

The second part of the study is to collect detailed financial data about local nonprofit arts and culture organizations, theater and dance companies, festivals and arts education organizations, and music in alternative spaces. This survey will give a much more accurate picture of the economic impact of the arts here.

Thanks to Mayor Traber for encouraging us to pursue this study, the Oregon Arts Commission and Parks and Recreation Director Karen Emery for funding this work, AND providing staff support.

I invite all of you to join us at this year's "Connect Event," Tuesday evening, March 29, at LaSells Stewart Center. Each year the Arts & Culture Advisory Board hosts this event to bring together regional artist, writer, music and performance groups for an evening of networking. As amazing as it seems, until we started sponsoring this event, many of the groups did not know about each other. This is an opportunity celebrate the many arts activities these groups provide, and to enlist their help in collecting data from them. I hope you'll join Mayor Traber and our Board for this Connect Event. Thanks to The LaSells Stewart Center for hosting us.

There are many reasons for you as City Councilors to support the arts, both by participating in events and through direct funding. More on the latter to come...

**Thank you.**

Cynthia Spencer-Hadlock  
Chair, Arts & Culture Advisory Board  
City of Corvallis  
541-754-1551, Ext 654 - [cynthia@theartscenter.net](mailto:cynthia@theartscenter.net)

**Seeds for the Sol  
Board of Directors-Bios**

**President and Founder--Julie Williams** has been a teacher at Corvallis High School since 1987. Her concern for the impending climate crisis has motivated her to create a course titled Sustainability and Society. She has a certificate of completion for Climate Masters and Climate Reality Leadership Training. She participated in a Fulbright-Japan exchange for teachers of ESD thru UNESCO. She has been an advocate for community solar since 2001, and is the founder of *Seeds for the Sol: Community Solar, Giving Power to the People*.

**Vice President--Tom Ekstedt** has been active in sustainability efforts for the past several years. He has been involved with the Corvallis Sustainability Coalition since 2009, where he currently leads the Energy Action Team. In 2013, he joined the board of directors of the Corvallis Environmental Center.

A 20-year Corvallis resident, Tom recently retired from Hewlett-Packard, where he served as an IT professional in a variety of systems development, project management and technical leadership roles. He holds degrees in Electrical Engineering from the University of California, Davis (BSEE) and the Massachusetts Institute of Technology (MSEE). His Master's thesis work involved characterization of concentrating silicon solar cells.

**Vice President--Dan Orzech** is principal of PowerUp Development, a solar development and consulting firm. He has helped develop or finance more than nine megawatts of solar projects across the U.S., and has worked in the fields of renewable energy, green real estate development and clean technology for more than ten years.

**Secretary--Micki Reaman** is editorial, design, and production manager at Oregon State University Press, publisher of books exploring the region's people and landscapes, flora and fauna, and history and cultural heritage. She was previously managing editor at the nonprofit literary publisher CALYX and marketer and educational program coordinator at The Arts Center (Corvallis). She has served on the OSU Women's Center Advisory Board, on the core team guiding Jubilate! The Women's Choir of Corvallis, and on the Benton County Cultural Coalition and planning committee. A resident of Corvallis since 1992, her ongoing commitment to local and global justice--social and environmental--has deepened with the rising climate crisis.

**Treasurer--Elizabeth Wyatt** has a background in corporate finance working primarily with non-profits. She has been an advocate for solar power and supporter of solar energy companies since the late 1980's. She is committed to clean energy as an alternative to fossil fuel companies' tactics and the resulting global warming and loss of resources. She wants to see solar on as many people's homes as possible.

02/11/16

Seeds for the Sol  
Profit and Loss Standard  
January through December 2015

	<u>Jan - Dec '15</u>		
Ordinary Income/Expense			
Income			
Application Fee Income	550.00		
Operating Donations	1,851.56		
Finders Fee Income	1,250.00		
Total Income	3,651.56		
Expense			
Fees	100.00		
Advertising and Promo...	646.47		
Total Expense	746.47		
Net Ordinary Income	2,905.09		
Other Income/Expense			
Other Income			
Interest Income	1.87		
Total Other Income	1.87		
Net Other Income	1.87		
Net Income	2,906.96	-	<i>now reflects \$5,600 from Installers</i>

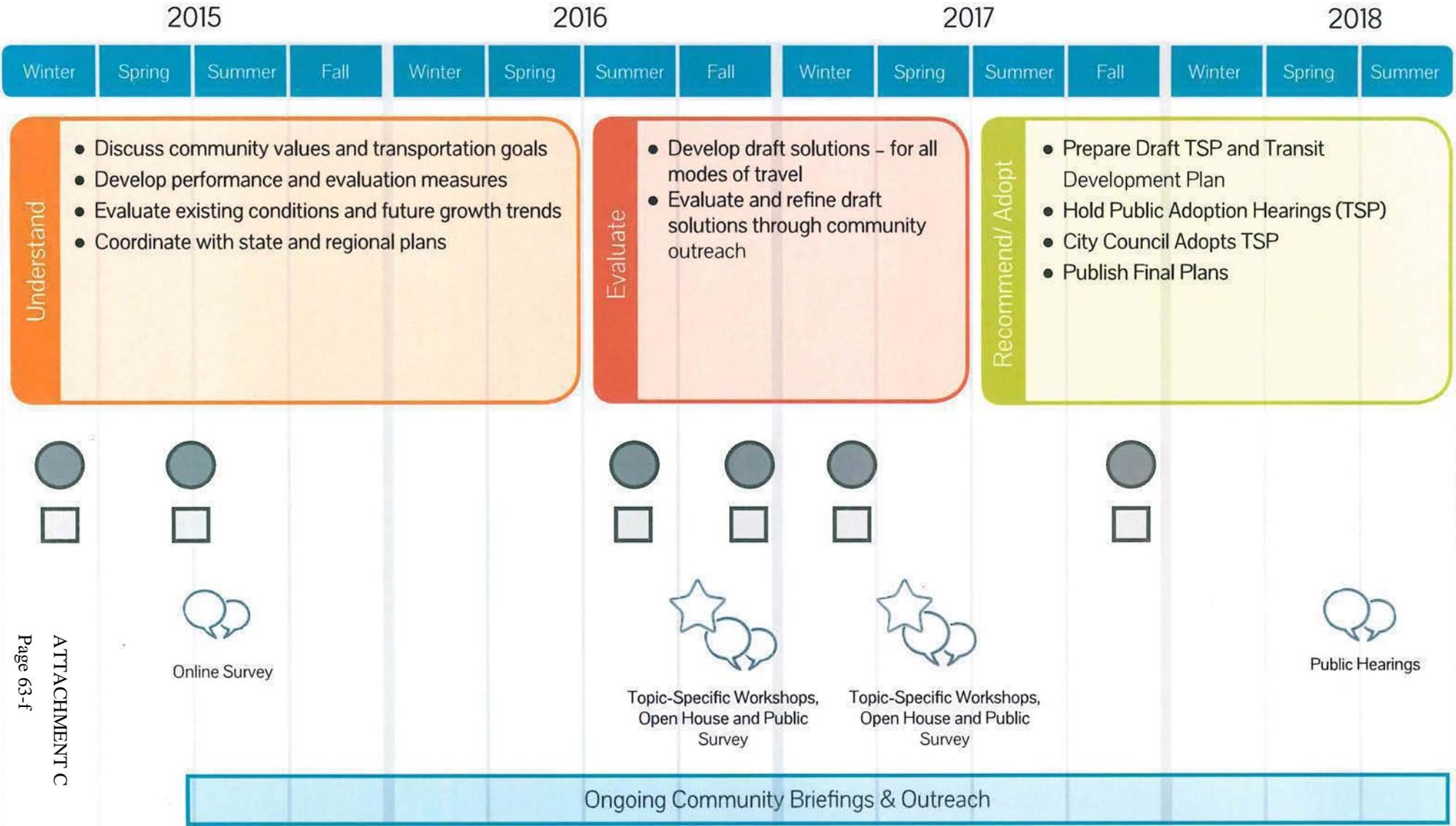
02/11/16

Seeds for the Sol  
Balance Sheet Standard  
As of December 31, 2015

	Dec 31, '15
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Harvester/Buddy ONLY 011 Re...	52,334.47
Operations 12	5,076.27
Regular Share 001 (Savings)	25.00
Total Checking/Savings	57,435.74
Total Current Assets	57,435.74
<b>TOTAL ASSETS</b>	<b>57,435.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Buddy Loan Payback	-49,500.00
Donations - Not Charitable	20,000.00
Loan Income from SunBuddys	130,800.00
Loan OUT to Harvester	-109,046.00
Loan Repayment from Harves...	59,400.00
Total Other Current Liabilities	51,654.00
Total Current Liabilities	51,654.00
Total Liabilities	51,654.00
Equity	
Opening Balance Equity	600.00
Retained Earnings	2,274.78
Net Income	2,906.96
Total Equity	5,781.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>57,435.74</b>

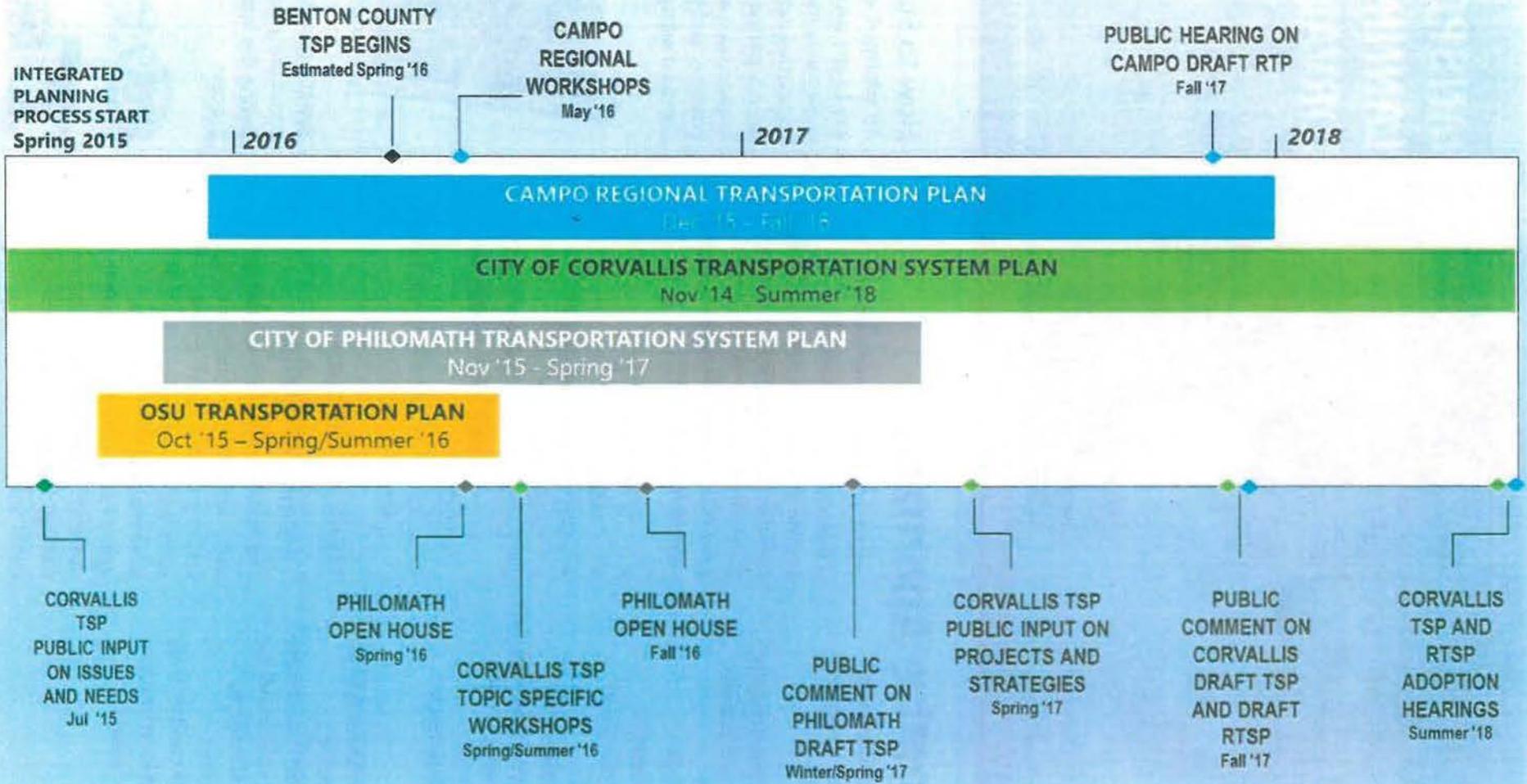


# Anticipated Project Schedule



# Corvallis Area Coordinated Transportation Planning Timeline

Estimated, subject to change.





# TRANSPORTATION PLANNING IN THE CORVALLIS AREA

*"Collaboration divides the task, and multiplies the success"*

- Anonymous

INTER-AGENCY COLLABORATION, COOPERATION AND INNOVATION

JANUARY 2016

## A Collaborative Approach

Multiple transportation plans are underway, or scheduled to begin soon, in the Corvallis area:

- City of Corvallis Transportation System Plan (TSP) and Transit Development Plan
- City of Philomath TSP
- Oregon State University Transportation Master Plan
- Benton County TSP
- Corvallis Area Metropolitan Planning Organization (CAMPO) Regional Transportation Plan (RTP) and Regional Transportation System Plan (RTSP)

At first glance, this may seem like an overabundance of planning. However, each new plan is necessary to bring existing plans up-to-date, to satisfy state and federal rules, to align future projects across jurisdictional boundaries and to steer limited funding toward investments that best support each agency's goals.

### Plan Integration Team

A team has been formed to coordinate the work of the individual transportation plans over the next two to three years. The Corvallis Area Plan Integration Team includes representatives from:

- City of Corvallis
- CAMPO
- ODOT Planning Division
- Benton County
- Oregon Department of Land Conservation and Development (DLCD)
- Consultants supporting the local planning process.

### Sharing Data and Technical Findings

The Plan Integration Team will be using consistent assumptions about future growth across all plans. Also, since the individual planning projects have many tasks in common, agencies are sharing data, public outreach opportunities and technical findings in order to save costs and avoid redundant work.

### How to Stay Involved

An informed, engaged community is key to any successful plan. Because community members have many competing demands on their time, agency partners are combining public engagement activities wherever possible, and sharing feedback received with other planning teams.



See the reverse of this flyer for community input opportunities during the integrated planning process.



**Corvallis Area**  
Metropolitan Planning Organization



**BICYCLE AND PEDESTRIAN ADVISORY BOARD  
MINUTES  
February 5, 2016  
DRAFT**

**Present**

Meghan Karas, Chair  
 Thomas Bahde, Vice Chair  
 Brad Upton  
 David Ullman  
 Brian Bovee  
 Ron Georg  
 Trevor Heald  
 Mike Beilstein, City Council

**Staff**

Greg Wilson, Public Works  
 Lisa Scherf, Public Works  
 Mary Steckel, Public Works  
 Greg Gescher, Public Works

**Visitors**

Tarah Campi, Cascades West Council of Governments  
 Phil Warnock, Cascades West Council of Governments  
 Laura Duncan Allen  
 Clark Shimeall  
 Kevin Grant

**Absent**

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of January 8, 2016 Minutes			Approved
III. Community Comments	X		
IV. Old Business • Bike Practitioner Summit • Public Works Leaf Collection Policy • Letter to Council on Corvallis Bicycle Friendly Community Status	X	X	Board members to conduct additional research on topic  The Board decided not to send the letter
V. New Business • Bike Share Proposal	X		
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items	N/A		

**CONTENT OF DISCUSSION**

**I. Call Meeting to Order/Introductions**

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

**II. Review of Minutes**

**Board Member Upton moved to approve the January minutes; Board Member Ullman seconded the motion and the minutes were approved unanimously.**

### III. Visitor's Comments

Visitor Laura Duncan Allen reported that one of her clients was riding his bicycle to work and was struck by a motorist who ran a red light at 5<sup>th</sup> Street and Harrison Boulevard. The bicyclist had serious facial injuries, but there was no mention of the accident in the Gazette Times. She asked what the Board could do to get the newspaper to report bicycle crashes. Board Member Upton noted that the Board hears about accidents involving bicyclists and pedestrians through a quarterly report from the Police Department, but the newspaper decides what to publish. Board Member Georg recommended Ms. Duncan Allen let the newspaper know that the quarterly report is available.

Clark Shimeall introduced himself. He is seeking appointment to the Oregon Department of Transportation Bicycle and Pedestrian Advisory Board.

### IV. Old Business

#### Bike Practitioner Summit

Board Member Bahde reported that the summit is coming together and the next step is for the subcommittee to meet to finalize the structure of the summit and who will be invited. The date is set for the morning of Saturday, May 14, at the Corvallis Public Library Main Meeting Room.

#### Public Works Leaf Collection Policy

Board Member Upton provided background on this discussion, noting that the Board agreed in December to support the Public Works Department in enforcing the ordinance prohibiting leaves in bicycle lanes. He stated that Public Works Director Mary Steckel had attended the January meeting to express concern that this may not be well received by the public and had asked the Board to help by gathering information on other cities' leaf collection programs. Staff helped gather information on five cities that are rated by the League of American Bicyclists (LAB) as Gold-level Bicycle Friendly Communities and of a similar size to Corvallis. Board Member Upton prepared a summary. Only one of the five cities (Eugene, OR) allows leaves to be placed in the street at all, but it has a prohibition on obstructing bicycle and travel lanes with debris. The other cities pick up leaves, but only when they are bagged or placed in a yard cart on site. Two of the three communities that allow bagged leaves require the bags to be biodegradable. One city collects leaves once annually and requires the leaves to be bagged. Eugene collects four times per year. Board Member Upton stated that it seems reasonable for Corvallis to adopt a policy similar to Eugene's. City Engineer Greg Gescher stated that there is not a lot of work to be done with respect to the ordinance, but noted that there is a longstanding practice of allowing people to use the bicycle lanes in this manner, which needs to be considered if something more restrictive is implemented. He believes that Council will want a cooperative approach over a heavy-handed one. He also noted that staff needs to review options within the current agreement with Republic Services. Ms. Steckel noted that Public Works cannot issue citations for violations; the Police Department needs to issue citations and they need to actually witness the violation, which makes enforcement more difficult. Board Member Georg stated that he believes leaves should not be allowed in the street at all and that he is uncomfortable having the potential change tied to the bicycling community since there is already so much animosity toward cyclists as it is. He stated that leaves placed in the streets often block storm water inlets and that most communities require all leaves to be bagged. Ms. Steckel noted that this will be a change in behavior and require a long-term, multi-year process, but that staff has already started educating community members about not blowing leaves into the street outside of leaf collection season. Board Member Bahde stated that the Board should consider what the ultimate solution is and work toward that over however long a period it takes. Ms. Steckel noted that the decision is ultimately the City

Council's. Board Member Ullman noted that there are other reasons such as water quality and flooding protection that the community should be interested in keeping leaves off of streets. Ms. Steckel affirmed this. Board Member Upton suggested that they look into further options and develop a more effective solution. Chair Karas asked the Board members to think about the issue individually for further discussion at the next meeting.

#### Letter to Council on Corvallis Bicycle Friendly Community Status

Chair Karas stated that she and Board Member Bahde had written a letter to Council regarding the City's LAB Bicycle Friendly Community status. Ms. Steckel stated that she wanted to understand the Board's objective and intent with the letter, share information on what the department is doing with recommendations from the Board, answer questions, and strategize together on the best ways to achieve the objective. Board Member Bahde stated the primary objective was to open up communication between the Board, Council, and Public Works in a more direct way and to make Council aware that there are ways to work with Public Works to be more proactive on LAB recommendations. Even though the Gold-level status was renewed, Corvallis is not instituting the types of things that other Gold-level communities are. Chair Karas noted that the Gold-level status is a measurement of the community's livability with regard to bicycling and provides a clear path forward to improve that livability. Board Member Upton stated that he has felt that recommendations from the Board get stalled in Public Works. He used the example of BPAB's Unmet Needs goal in the Annual Report not being included in the Department's presentation to the Sustainable Budget Task Force. Councilor Beilstein stated that when developing the Council goals, he presented a draft goal on dedicated funding for bicycle and pedestrian infrastructure. He was told it would wrap into the Sustainable Budget discussion, but it was not included. Mr. Gescher agreed that there is a gap in communication between the Board and Public Works and has asked staff to develop a tool for establishing better communication. Mr. Gescher opined that some of the Board's suggestions did make it into the Sustainable Budget; for example, when staff resurfaces streets and bicycle lanes, pavement is improved for bicyclists. For now, the funding gap is so great that the goal is to maintain existing infrastructure before more can be added. Board Member Upton stated that he had never seen the Public Works Sustainable Budget Report. Ms. Steckel stated that she wrote the report and accepted responsibility for not better communicating with the Board. The report does reference the Board's list of unmet needs. Board Member Upton stated his appreciation for this, but said the Board would appreciate more two-way communication between staff and the Board. Ms. Steckel stated that the Annual Report is a prime mechanism to relay this kind of information to Council, as the end of the report includes sections for future planning and resources needed. Council is looking at needs in every department and examining ways to increase funding. Ms. Steckel suggested working with staff to quantify costs for requests, noting that any request is also going to be competing for funds with other departments in the organization. The Annual Report is not the only avenue for getting this information out, as opportunities are coming up with the City's visioning discussion, the Transportation System Plan (TSP) update, and the Climate Action Task Force. Mr. Gescher noted that the Gold-level status is a good measuring stick, but it is not currently a policy. He noted the need for the Board to be involved in the planning processes and efforts underway. Ms. Steckel stated that the TSP's work so far has been on existing conditions but that there will be public outreach in the spring and summer.

## **V. New Business**

### Bike Share Proposal

Phil Warnock and Tarah Campi, from the Cascades West Council of Governments (COG), introduced themselves and their programs. The COG has an opportunity to pilot a "bike share"

BPAB Minutes  
February 5, 2016  
Page 4 of 4

program targeted toward Medicaid members, but available to the public. Mr. Warnock would like to see Corvallis serve as the pilot community. A number of logistical aspects need to be considered, including branding, right-of-way issues, locations, data collection/use, and pricing. Councilor Beilstein stated that there have been attempts to set up bike share programs, none of which lasted. He noted that they were all initiated by private entities without institutional support. Mr. Wilson noted that the tracking mechanism will be different due to the technology used, a preregistration requirement and the need to utilize a credit or identification card to check out a bicycle. In response to a question, Mr. Warnock stated that potential locations include the downtown transit center, the Lincoln Health Center, Benton County Health Center, Samaritan Square, the Boys and Girls Club, the Timberhill shopping area, the Division Street area, and the hospital. Board Member Upton stated that he knows of successful bike shares in larger cities, and asked if there are any examples of successful ones in communities comparable to Corvallis. Mr. Warnock stated that the COG is researching that question. Ms. Campi stated that there will be opportunities for branding on the system at large, including stations and bicycles. Mr. Warnock stated that his goal is to have something started this year.

#### **VI. Information Sharing**

Mr. Wilson reported that he is meeting with other agencies regarding events scheduled for “Get There”, which will be May 2-22. The Corvallis Bicycle Collective is interested in co-hosting a series of bicycle repair classes at the Library and the Sustainability Coalition’s Transportation Action Team is planning to host several panel discussions on transportation options.

Ms. Scherf reported that the Engineering Division is working through an update of the street design specifications. She noted that one of the standard details being looked at is bicycle parking. The standard currently specifies what kind of hoops are to be used, but there is not one for covered bicycle parking, so that is being developed.

#### **VII. Commission Requests and Reports**

Chair Karas stated that she wants to continue a dialogue with Council and does not want to abandon the letter idea. She doesn’t think it needs to be this specific letter, but she does want to keep the line of direct communication open. Councilor Beilstein recommended going ahead with the letter, but to add references to the Annual Report and inviting a discussion on these issues. Board Member Bahde opined that the letter has become counterproductive and is better incorporated into the Annual Report. Following discussion, the Board agreed to incorporate their concerns and interests into the Annual Report and not send a letter at this time. Board Member Upton suggested forming a subcommittee to start working on the Annual Report.

Board member Ullman asked if it was appropriate for him to list his membership on the Board in a letter to the Oregon Department of Transportation (ODOT) in support of Clark Shimeall’s appointment to ODOT’s Bicycle and Pedestrian Advisory Board. The members agreed that it was appropriate for him to do so.

#### **VIII. Pending Items**

None.

**The meeting was adjourned at 8:50 a.m.**

**NEXT MEETING: March 4, 2016, 7:00 a.m., Madison Avenue Meeting Room**



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

**DRAFT  
 CITY OF CORVALLIS  
 HISTORIC RESOURCES COMMISSION MINUTES  
 FEBRUARY 9, 2016**

**Present**

Lori Stephens, Chair  
 Kristin Bertilson, Vice Chair  
 Kathleen Harris  
 Rosalind Keeney  
 Peter Kelly  
 Charles Robinson  
 Mike Wells  
 Jim Ridlington, Planning Comm. Liaison

**Staff**

Sarah Johnson, Senior Planner  
 Daniel Miller, Deputy City Attorney  
 Mark Lindgren, Recorder

**Guests**

David Dodson, OSU Campus Planning Manager

**Absent/Excused**

Eric Hand  
 Cathy Kerr  
 Roen Hogg, Council Liaison

**SUMMARY OF DISCUSSION**

	Agenda Item	Recommendations
I.	Visitor Propositions	
II.	Public Hearing A. OSU Memorial Union (HPP15-00024)	Application approved unanimously with Conditions of Approval.
III.	Minutes Review- January 12, 2016	Jan. 12, 2016 minutes approved as presented.
IV.	Other Business/Info Sharing	
V.	Adjournment	

**CONTENT OF DISCUSSION**

Chair Stephens called the Corvallis Historic Resources Commission to order at 6:30 p.m. in the Corvallis Downtown Fire Station Meeting Room, 400 NW Harrison Blvd.

**I. VISITOR PROPOSITIONS:**

Planning Commission Liaison Jim Ridlington suggested replacing the agenda section “Visitor Propositions” with what the City Council uses: “Community Comments”. Deputy City Attorney Dan Miller will bring that to the next meeting.

## **II. PUBLIC HEARINGS –A. OSU MEMORIAL UNION (HPP15-00024)**

### **A. Opening and Procedures:**

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

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

The Chair opened the public hearing.

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

1. Conflicts of Interest. None declared.
2. Ex Parte Contacts. None declared.
3. Site Visits. Commissioners Harris, Kelly, Bertilson, Robinson, and Wells declared site visits. There were no rebuttals.
4. Objections on Jurisdictional Grounds. There were no objections.

### **C. Staff Overview:**

Planner Sarah Johnson stated that the request was to replace the OSU Memorial Union’s existing concrete rooftop equipment screening with a metal screen system of a different design, height and footprint. She said the Commission was reviewing the application because the OSU Zone in LDC Chapter 3.36.60.02.a stipulates that rooftop mechanical equipment may not be visible from the entrance of buildings abutting the development site, and staff found that the rooftop mechanical equipment is visible from the MU Quad as well as Milam Hall. The MU is located at the northeast corner of Jefferson Way, with the front (main) entrance facing the MU Quad and Milam Hall.

### **D. Legal Declaration:**

Deputy City Attorney Daniel Miller stated that the Commission would consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they feel are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient

specificity to afford the decision-makers an opportunity to respond, precludes an appeal to the State Land Use Board of Appeals on that issue.

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

#### **E. Applicant's Presentation:**

OSU Campus Planning Manager David Dodson stated the Memorial Union was a landmark Neoclassical campus building, constructed in 1928. It is unusual in that its main entrance faces the quad, not the street. He displayed the outline of the building, noting the east and west wings were added later, and there were other alterations, as well, but the symmetry and main design elements are still maintained, with good integrity.

He displayed the locations of the screen walls on either side of the rotunda in a photo, noting that they are not original, and not considered historic. OSU plans to replace the two existing air-handling units; however, the original screen wall won't completely screen the new equipment. The new screening is intended to fully screen the new units, as well as additional future replacements or alterations behind the screen wall on the roof.

He displayed the Existing and Proposed Roof Plan, stating that the new wall will extend a little further out. He displayed a detail of the proposed new system, saying it would use existing anchors, with steel and aluminum paneling, similar to the existing standing seam roof material, and would be painted gray. The paneling would be behind the mansard roofing, respect the symmetry of the building, and be sloped like other portions of the roof. He showed the line of sight from the adjacent building, the entrance to Milam Hall, noting it was quite far away, and showing that the proposed new 6' tall screen wall would screen the equipment.

Commissioner Mike Wells asked about the height of the newer equipment. Mr. Dodson replied that the new equipment would be lower than the existing equipment, which is about 8' tall, while the newer equipment would be 4-6' tall. Commissioner Ridlington noted the aerial photo in the application is old, still showing the former parking lot to the east where the Student Experience Building currently stands, and suggested dating supporting application photographs in future applications; Mr. Dodson concurred.

Commissioner Bertilson asked about the tape marking the site; Mr. Dodson highlighted Attachment A-15, saying the orange tape showed that existing screen wall would not screen the new equipment. Commissioner Robinson asked the age of the existing screen wall; Mr. Dodson replied it wasn't clear, highlighting Attachment A-10, the ILS inventory of the building, but that only covers major aspects of a building, not details like that. He guessed it dated from the 1950's to the 1970's.

#### **F. Complete Staff Report:**

Senior Planner Sarah Johnson stated that staff determined that the application required HRC review, subject to general review and compatibility criteria. One criteria looks at historic significance of a building and whether the proposed changes bring it closer to the original character, or whether it is found to be compatible. Staff found that the existing screening wall did not adequately screen rooftop mechanical equipment and so was not in compliance with LDC 3.36. Also, staff found the existing screen wall was not a significant architectural feature. Staff noted the proposed screen wall would be composed of materials similar to the standing seam angled roof. It is proposed to extend further

than the existing screen wall, and to be taller than the existing screen wall in order to visibly screen mechanical equipment. Staff concluded the proposed change doesn't significantly alter the historic significance of the building, and that the proposed changes are compatible with the historic structure.

Regarding Facades, Building Materials, and Architectural Details criteria, staff found that the existing wall doesn't adequately screen and is composed of materials not necessarily compatible with existing building materials. The proposed screening is significantly larger in scope, extending further to the east and west, and taller (the existing screen is about 3'-4' high, and proposed screen wall is about 6' high). However, staff found it would adequately screen existing and proposed rooftop mechanical equipment. Regarding the 45-degree angle of the proposed screening, staff noted it was intended to mitigate the visual impact of the screen wall, so was consistent with the goals of the compatibility criterion. The materials are proposed to approximate the existing standing seam roof materials, and staff found the Scale and Building Materials were compatible.

Staff noted it is an architectural feature that doesn't add to, nor take away from the existing structure as a whole. It is larger in its massing from east to west than the existing screening; however, by accommodating screening of future and existing mechanical equipment, staff found it was appropriate. It is a reversible structure, and does not affect architectural details, the historic significance, or character of the building. Staff found that overall, the proposed change was compatible with applicable review criteria and recommended approval with Conditions of Approval.

- G. Public Testimony in favor of the application:** None.
- H. Public Testimony in opposition of the application:** None.
- I. Neutral testimony:** None.
- J. Additional Questions for Staff:** None.
- K. Rebuttal by Applicant:** None.
- L. Sur-rebuttal:** None.
- M. Additional time for applicant to submit final argument:**

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

- N. Close the public hearing:**
- O. Discussion and Action by the Commission:**

**MOTION:**

Commissioner Bertilson moved to approve the application as Conditioned. Commissioner Wells seconded the motion; motion approved unanimously.

- P. Appeal Period:**

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

### **III. MINUTES REVIEW – JANUARY 12, 2016.**

**January 12, 2016-** Commissioner Bertilson moved and Commissioner Keeney seconded to accept the minutes as presented; motion passed unanimously.

### **IV. OTHER BUSINESS/INFORMATION SHARING.**

Commissioner Ridlington asked whether the new OSU District Plan would affect what OSU could do without having to come before the HRC. Planner Johnson replied she hadn't seen it, but the Plan handles land use and operations and long-term planning; it is not necessarily directly related to the HRC and Planning Commission approval of land use decisions. It is not clear whether it will inform changes in terms of land use processes- the HRC, Planning Commission and the City Council will evaluate that.

Mr. Dodson added that the OSU Historic District was a separate regulatory piece from the OSU Campus Master Plan. Oversight of historic resources in the OSU National Historic District is delegated by the federal government to the state, which delegates to local jurisdictions. The only thing that might change that is if the oversight and regulation of historic resources within the OSU Historic District was changed in some aspect by agencies (such as ODOT) or tribes that have SHPO review. Currently, the local jurisdiction ensures that proposed actions are in compliance.

Commissioner Keeney asked about the progress of the Historic Preservation Plan. Planner Johnson replied the RFP is set to go out towards the end of the month; Planner Carl Metz will oversee the process, which has been delayed. Commissioner Keeney asked whether the Commission will have a chance to review it before it is submitted; Planner Johnson said staff will follow up on it with the Commission.

Planner Johnson highlighted an email from Chris Bentley of Benton County, who would like to coordinate with the HRC on pre-planning for Historic Preservation Month, and asked Commissioners let Bentley know ahead of time if they can attend a planning meeting at 6 p.m. on January 15. Staff cannot attend, since it is a federal holiday. Commissioner Keeney stated that she thought she could attend.

### **V. ADJOURNMENT:** The meeting was adjourned at 7:05 p.m.



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

Approved as submitted, February 17, 2016  
**CITY OF CORVALLIS**  
**PLANNING COMMISSION MINUTES**  
**JANUARY 20, 2016**

**Present**

Jasmin Woodside, Chair  
 Ronald Sessions, Vice Chair  
 Tom Jensen  
 Carl Price  
 Jim Ridlington  
 Rob Welsh  
 Paul Woods

**Staff**

Kevin Young, Planning Division Manager  
 Mark Lindgren, Recorder

**Excused Absence**

Penny York, Council Liaison

**Absent**

**SUMMARY OF DISCUSSION**

	Agenda Item	Recommendations
I.	Visitor Propositions	None.
II.	Planning Commission Questions & Discussion- Article I (Land Development Code Chapters 1.0- 1.6)	
III.	Old Business	
IV.	New Business	
V.	Adjournment	

**CONTENT OF DISCUSSION**

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

**I. VISITOR’S PROPOSITIONS:** There were no propositions brought forward.

## **II. PLANING COMMISSION QUESTIONS & DISCUSSION – ARTICLE I (LAND DEVELOPMENT CODE CHAPTERS 1.0 – 1.6)**

Chair Woodside suggested Code review proceed chapter by chapter, starting with Chapter I- Introductions.

Commissioner Woods asked about 1.0.20.b, Needed Housing, and whether applications citing Needed Housing would even come to the Commission, since there was nothing to be decided. Manager Young answered that that was a legal theory; an applicant raised this theory in the Kings Boulevard extension application, arguing that Needed Housing meant that Planned Development (PD) is not applied. He said a counter argument was that if an applicant believed that theory, then they would not apply for Planned Development approval (which they did- versus submitting for construction permits, which they did not). The disputes with the City in applications for Tract B and the Kings Boulevard extension involve *existing* Planned Developments.

Outlining the history of PDs in Corvallis, he explained that Master Plans are approved, phases are developed, and once that paradigm is established, everything within that Master Plan is subject to the Planned Development requirement. The City contends that that should be immune from the Needed Housing statute because the property owner at the time the PD was initiated would have had the option of applying for a clear and objective path, and they didn't choose that, so that land has that encumbrance upon it, and would follow it. However, LUBA found differently in its decision on Tract B; it's not clear how broadly that opinion would be interpreted. The City expects a Kings Boulevard extension appeal will also likely go to LUBA. The City Council voted 5-4 last night to deny that application; this was a tentative finding, to be finalized in two weeks, and then the 21-day LUBA appeal period begins.

Commissioner Woodside asked about the history of the state-mandated Needed Housing statute. Manager Young replied that the City was given direction from the State Department of Land Conservation and Development roughly a decade ago to ensure that there was a clear and objective path for residential development in Corvallis. In response, the City put Code requirements in place that allowed for residential subdivisions through an administrative process, with no public hearing required. Prior to that change, all Corvallis subdivisions went through a public hearing, which is a discretionary decision process.

Commissioner Woodside asked whether the statute was aimed at students; Manager Young replied that he did not believe that was the case. He noted that the City, like all Oregon jurisdictions, was required by the State to put in place a Buildable Land Inventory (BLI) to ensure a supply of available buildable lands over a twenty-year period within the Urban Growth Boundary (UBG). The last BLI was in 1996 and adopted in 1998; it forecasted Corvallis' needed housing across the board over the next twenty years, in all zones. He noted that Needed Housing is not necessarily affordable housing within a City's BLI; it may also be high-end, expensive housing- it is whatever has been identified as needed within a City's BLI. The state mandates the analysis, and each city identifies its own Needed Housing. The City's BLI is currently being updated.

Commissioner Woods asked if Planned Developments were considered immune from Needed Housing statutes, citing cases where a developer requests, and is granted a Planned Development, and then sells the property. For example, the entire The Union property was in a Planned Development, but then it was split off, and some properties no longer associated with the Union were still under a PD; perhaps the PD designation was carried with the land too long. Manager Young replied that it was an arguable point; the practice has been that once a PD is in

place, unless owners go through a nullification process, the PD overlay runs with the land regardless of any change in ownership. Once PDs are established *and* development has been completed under at least one phase, that PD remains in place. If an approved PD is never built, then it expires, and the PD goes away. If there is an approved conceptual plan with no detailed development plan, but no development occurs, the PD expires. If a PD was put in place per the zoning, that is a different issue- there is also an administrative process for removing those overlays, which is one of the stipulations by the state to comply with the Needed Housing statute.

Commissioner Woods asked about the dispute on applications before the Commission that claim a development is Needed Housing. Manager Young replied that staff has a view of when Needed Housing applies, though that may be tempered by the Tract B decision (the Supreme Court may not choose to hear the case, in which case, the City will have to figure out what that LUBA decision means for the City).

Commissioner Wood asked if an initial determination on whether an application is Needed Housing would save everyone time. Commissioner Woodside said that if the applicant felt it was Needed Housing, it would never have come to the Commission. Manager Young said that in the case of the Kings Boulevard extension, the applicants knew they were going to make a Needed Housing case, and wanted to get in front of decision-makers, and so applied for Planned Development. Commissioner Woodside recalled that the Council had strongly advised the Commission not to comment on the Needed Housing issue in the Coronado case; other commissioners did not recall that. Manager Young speculated that the Commission may have been told that the Commission does not interpret the LDC. Commissioner Wood stated that it would be helpful in future Needed Housing cases where applicants and the City disagree on it, if staff could present the City's arguments juxtaposed with the applicants' arguments in the packet.

Commissioner Jensen asked how Needed Housing is determined. Manager Young replied that to qualify for Needed Housing, a type of housing needs to be identified in the BLI as housing that is needed within the twenty-year planning horizon for the City. It is conceivable that an inventory could find that there is plenty of land already for the next twenty years, and no more is needed; however, typically they find that x types of housing are needed in various zones. Commissioners asked if Corvallis' Needed Housing including multifamily units and affordable housing; Manager Young replied that all types of housing were listed in the current BLI. He explained that the driver of the analysis is whether the City has enough land inventory within its UGB to allow development of all types of housing that it needs in the twenty-year period. Under that paradigm, there is no requirement that that occur, but simply that the City is planning for its share of growth or urbanization. Different cities do it differently, and grow at different rates.

In response to a question from Commissioner Jensen, Manager Young said that DLCD has been doing less and less periodic review of Oregon jurisdictions- their focus in the last five years has been on UGB expansions, but Corvallis is nowhere near needing to expand its UGB. The state has been focusing on fast-growing communities.

Commissioner Sessions asked whether building or unit types were designated under Needed Housing; Manager Young replied that he wasn't sure, saying that it is tied to zoning, with analysis of which building types are allowed in various zones. Commissioner Sessions asked if there was greater needs for various types of housing in different zones. Manager Young said the BLI

addresses this, and outlined details in Table 8- Comparison of Land Need and Supply, 1996-2020, which shows whether there was a surplus or deficit of acres in various Plan designations (linked to Comp Plan designations). He said this informs what housing needs the community has.

Commissioner Woodside asked if *any* applicant for residential housing could invoke the Needed Housing statute. Manager Young said owners of residentially zoned land wishing to develop it could opt to use a clear and objective, non-discretionary process. However, if they need to vary from a standard, they can't get that approved through a standard subdivision, which is an administrative process. In that case, they may opt for a Planned Development option, which is a discretionary review, allowed as an option under Needed Housing- so long as you allow for a clear and objective path. Commissioner Woodside noted that Coronado had a PD, so there was no clear and objective path; Manager Young replied staff felt that decision was made long ago when the tract was established and the construction of the Regent facility, creating the PD history, but the applicants felt they were new owners and the tract, created separately, shouldn't be subject to Needed Housing.

Commissioner Woodside asked for comments on Chapter 1.1. She noted that the authority and responsibilities of the Commission is referenced to a municipal Code section, which she suggested be part of the Commission's next review session. Regarding Section 1.16.235- Planning Commission, Commissioner Wood noted in terms of lines of authority, the Commission is essentially a delegate of the City Council, while Manager Young is essentially a delegate of the Community Development Director and the City Manager. It was noted that quorum requirements were reduced when there was a conflict of interest.

Commissioner Woodside asked about the Commission Liaison with the CIP Commission; Manager Young clarified that there was no longer an appointed liaison to the CIP Commission, which has been re-structured and was now an advisory board to the Public Works Department. The CIP review still goes to the City Council, and he expected the Planning Commission to first review the proposals to ensure they were consistent with the Comp Plan and the LDC.

Commissioner Woods asked about studying and proposing gray water changes relative to 6.h., regarding land development measures in order to promote the public interest. Manager Young didn't think Planning staff had expertise to address it and suggested Public Works engineers needed to be engaged. He wasn't sure where the concept needed to be advanced; Commissioner Woodside suggested the Commission encourage the Council to advocate developing expertise. Commissioner Woods said the Council could be encouraged to take action, given its general stance, especially with likely future droughts, increased population and strains on the water supply. Commissioner Woodside asked whether feedback on Council Goals would be an appropriate time to advance the concept; she was willing to support a communication to the Council. Commissioner Woods said he was willing to draft it for review. Commissioner Woodside said the Commission should only go forward if it feels strongly; Commissioner Ridlington advocated exploring it with the Council Liaison.

Commissioner Woods said that while conducting hearings represented the majority of its work, it was not listed until item f. Commissioner Woodside asked what the Council sees of Commission review; Manager Young replied the Council gets every element of the Commission's decisions, including minutes and Notice of Disposition.

Commissioner Woods, regarding 1.1.10.02.c, noted the Council reviews appeals under a *de novo* basis. Manager Young said that, on appeal, the Council is charged with looking at the whole application, looking at the issues raised on appeal, determining whether there was any error in the Commission's decision, and making a fresh decision on the whole question. Commissioner Woods asked if the applicant produces an entirely new application to the Council; Manager Young replied that applicants unhappy with a Planning Commission decision sometimes make adjustments to an application to the Council that addresses the Commission's stated concerns by proposing Conditions of Approval. Commissioner Woodside emphasized the importance of the Commission making a strong case in its findings in making its decision.

In discussion on the Land Development Hearings Board, Commissioner Woodside said the LDHB members were Commissioners Woods and Sessions, with Commissioner Jensen as alternate. Manager Young said former Commissioner Selko was the third LDHB member, and that position needs to be filled. Commissioner Woods noted the LDHB position may be filled at any time by any Commission member.

Regarding liaison to the Historic Resources Commission, Commissioner Woodside noted that Commissioner Ridlington has served for some time. Regarding the recruitment for the Community Development Director, Manager Young expected interviews in February. Commissioners asked about staff interpreting the Code; Manager Young explained that staff are charged with interpreting *administrative* provisions of the Code, while *quasi-judicial* decisions go to decision-making bodies such as the Planning Commission and the City Council. Applicants may appeal the Director's (staff's) administrative decisions, going to the LDHB and then the Council.

Regarding LDC Section 1.1.60, Conflict of Interest, Commissioner Woodside said there had been a number of trainings and discussions. Manager Young highlighted a recent Council interpretation of this code section, and that the bullet list of examples on the subject was for *potential* conflicts of interest, not *actual* conflicts of interest. Commissioner Price said actual conflicts of interest are defined in State O.R.S., adding that there were definitions of potential conflicts of interest, including financial considerations; he will look it up. Commissioner Ridlington related that former Commissioner Lizut once declared a potential *perception* of conflict of interest in a case in his neighborhood, and bowed out. Manager Young said there can be reasonable interpretations either way by Commissioners. Commissioner Price highlighted the need for appearance of impartiality in cases with neighbors.

Regarding 1.1.70, Participation by Interested Officers or Employees, Manager Young noted that beyond the stated concern regarding financial interest, it is the Department's standard practice that staffers not be involved in cases situated in their own neighborhoods, to avoid any perception of bias.

Chapter 1.2.10, Rules of Construction- Purposes, Commissioner Woods asked whether if someone wants to use land, if the Commission must do what it can to find a way that land can be used within the Code. Manager Young replied that it depends on the purpose- if there was purely *laissez faire* use of property, then there wouldn't be a need for the LDC. Purpose statements in other chapters inform the context in which a land use decision is made in particular Code language. Broadly speaking, the LDC has been put in place to enhance the public health, safety and welfare through regulations.

Regarding 1.2.40- Calculation of Time, Commissioner Price noted that Saturdays, Sundays and holidays only don't count if they are the last day; Manager Young noted that LUBA uses the same computation with their appeal deadlines.

Regarding 1.2.80- Text Amendments, Commissioner Woods noted that during the OSU Comprehensive Plan review, there was discussion on what it would take to amend the LDC, and how often that should be done. He felt the Comp Plan and Campus Master Plan were not implemented properly in the Code and a better approach might have been to simply modify the Code in order to bring it into compliance, citing the "public necessity" provision. Manager Young explained that the legislative process was chosen in that case in order to allow an extensive, full, and free discussion with the University; a quasi-judicial process would require being very careful about *ex parte* contact. He said text amendment changes may be either simple and easy or very complex and controversial, often depending upon their scale and scope.

Commissioner Woodside asked about making a text amendment on that specific section of the LDC; Manager Young replied that it would be quasi-judicial since it related to an individual property owner. Commissioner Woodside said the outcome is now adopted Code that can't be amended without a quasi-judicial hearing. Commissioner Price concurred, saying that there shouldn't ever be Code that applies to only one entity; code should always be written to address a general case. This also applies to LBCC. He felt the City should never name an entity specifically in Code.

Manager Young said quasi-judicial LDC amendments have been done in the past, but it creates *ex parte* contact issues. Commissioner Woodside asked for examples; Manager Young replied that it has been done for Comp Plan map amendments, and there have been sections of the Code that have been narrow enough to warrant a quasi-judicial process, since it affects such a small group of property owners. Commissioner Price asked whether that was true of H-P or Samaritan; Manager Young replied that there isn't a zone for either. Commissioner Price noted that writing code for a specific property is tricky and can be a hot potato in the community. The Council has chosen to taken this upon itself and the Commission for decades to come.

Under review of Text Amendments in 1.2.80, Commissioner Price advocated ensuring the Commission was following the script referenced under Chapter 2.0- Public Hearings. He said we need to ensure it is coherent with the Code to avoid any appeals that we are not following our law. Manager Young believed that the Commission was doing so, with some embellishments.

Regarding Official Zoning Map- Interpretation of Zone Boundaries, Commissioner Jensen asked how often parcels divided by zones (1.2.90.02.e) happened; Manager Young answered that it happened occasionally; this is a recent Code amendment. A small parcel that is split zoned is nearly impossible to develop, so this language states that if the site is an acre or under and split-zoned, then one uses the preponderant zone to determine the development standards. For sites larger than an acre, the older rule is used, applying the zones for each portion. Current subdivision platting avoids that.

Commissioner Price asked that there be "flattened" pdf's (with fewer layers) to make GIS-based maps more easily viewed and user friendly to the public; Manager Young will explore it.

Regarding Development Review Fees, Commissioner Price asked if an application is denied, whether the fees are gone; Manager Young explained that only a deposit is required initially, and the full fee is only charged once the full staff report is written. An annexation application fee is

substantial- more than \$10,000. The fee schedule is reviewed annually by the Council. By State law, staff may only charge actual or average costs of providing planning and development review services; the review cost recovery is currently set by the Council at about 70% to balance economic development and cost recovery and other goals.

Commissioner Jensen asked how much extra funds would come in from 75% cost recovery, for example. Manager Young said it would not likely make much of a difference, since annual revenue for review fees total roughly \$100,000; the entire Planning Division budget is roughly \$800,000 to \$900,000 annually. There are no fees for Historic Preservation permits, and low fees for appeals (reflecting Council decisions).

Commissioner Woodside said the next review session would take up at Section 1.2.110-Development Review Process.

**III. OLD BUSINESS:** None.

**IV. NEW BUSINESS:**

Planning Division Manager Kevin Young said he would soon know if the Boys and Girls Club application would be heard at the February 3 meeting or whether it will be postponed. He said the Council appointed two new members last night to fill vacated Commissioner positions- former City Councilor Dan Brown and Susan Morr . Their terms of service expire at the end of June; they will be eligible to re-apply at that time. He'll report on any other positions expiring at the end of the fiscal year.

Commissioner Ridlington asked if new applications were coming up from OSU. Manager Young estimated that the OSU District Plan's Comp Plan amendments should come to the Commission around March; these will then go to the Council for final adoption.

Commissioner Woodside asked about a Willamette Business Park application; Manager Young said there is only a tentative date, which may well be changed. Commissioner Price asked about progress on the lot around Lock Doctor; Manager Young replied it was approved but didn't know about permit applications. Commissioner Woods asked about Campus Crest; Manager Young replied that he had no news about that, either.

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



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

Approved as submitted, February 17, 2016  
**CITY OF CORVALLIS**  
**PLANNING COMMISSION MINUTES**  
**February 3, 2016**

**Present**

Ron Sessions, Vice Chair  
 Dan Brown  
 Tom Jensen  
 Susan Morr e  
 Carl Price  
 Jim Ridlington  
 Rob Welsh  
 Paul Woods

**Staff**

Kevin Young, Planning Manager  
 Claire Pate, Recorder

**Excused Absence**

Jasmin Woodside, Chair  
 Penny York, Council Liaison

**Absent**

**SUMMARY OF DISCUSSION**

	Agenda Item	Recommendations
I.	Community Comments	
II.	Planning Commission Questions and Discussion – Continued discussion of Article 1 (Chapters 1.0 – 1.6 of the Land Development Code)	Finished up Chapter 1.2. Start next time with Chapter 1.3.
III.	<u>Minutes</u> December 16, 2015 January 6, 2016	Approved, no revisions Approved, no revisions
IV.	Other Business/Info Sharing A. Committee Assignments	For information only
V.	Adjournment – 8:25 pm	

## **CONTENT OF DISCUSSION**

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

- I. **COMMUNITY COMMENTS:** There were no propositions brought forward.
- II. **PLANNING COMMISSION QUESTIONS/DISCUSSION: CONTINUATION OF ARTICLE 1 (CHAPTERS 1.0 – 1.6)**

Vice Chair Sessions said that this was a continuation of the Commission's review of Article 1 of the Land Development Code. He suggested that they go section by section, and raise questions of staff as they go along, making note of any code language modifications they might wish to consider. Key discussion points are as follows:

### **1.2.100 – Development Review Fees**

In response to questions from Vice Chair Sessions, Manager Young explained how fees were set in accordance with Council policies and State law. The City can only charge for the actual or average time spent on land use applications. They have opted to apply a fee based on the average time spent on the various categories of land use applications. A "cost recovery" goal is also established by Council policy, which currently is set at 70%. Council policy also dictates no fees for Historic Preservation permits and lower appeal fees than actual or average costs.

### **1.2.110.01 through 1.2.110.04 – Development Review Process**

Manager Young explained the differences between ministerial, general and special development types of land use decisions. Ministerial development reviews are performed by staff, and are non-discretionary. General development reviews are also performed by staff but require some discretion, and therefore public noticing before a staff decision is made. Special development reviews require considerable discretion and involve a public hearing with a decision rendered by a hearings body, such as the Commission.

Residential subdivisions, since 2006, are included as a general development category because of Oregon's "Needed Housing" statute which requires a "clear and objective" path for residential development. Previously, those decisions went to the Commission for a more discretionary review.

Commissioners discussed the issues with Planned Development Overlays (PDOs) that remain in place even though ownership of property might change and the original intent of the Overlay no longer applies. The following points/issues were raised:

- PDOs remain in place and are not subject to expiration, unless development never starts. They are considered a contract that runs with the land, until nullified.
- PDO applications are a balancing of interests that result in a certain decision allowing for certain development on the property.
- There is a process for nullifying a PDO, but it requires a public hearing.
- A recent example of a situation wherein a PDO was possibly outdated was with the development of the Union - a student-housing complex on the old GSH property along Harrison Boulevard. Remnant parcels abutting that development were still subject to

the PD Overlay established for the hospital, until the PD was nullified by the Planning Commission.

- The Coronado “Tract B” application and appeal, and quite possibly the Kings Boulevard Extension application and appeal, elevate the discussion of whether a PDO is locked in on property even when ownership or other changes might occur.
- Though there might be changing circumstances wherein a PDO no longer serves the original purpose, a clear and objective “sunset provision” would be hard to devise to ensure that neighboring properties still have their interests protected from impacts of development.
- Anytime staff and the Commission are considering a land use application which involves land with a PDO and changing circumstances, there should be an automatic question built in to the review process about whether the PDO should remain applicable in perpetuity.
- It is important to ensure that this does not set up an end run wherein a land use application gets approved with a certain set of conditions, only to have that set of conditions removed at a later date.

*Commissioners agreed to add this to Unresolved Planning Issues list for future discussion.*

Commissioners then discussed the issue of Conditions of Approval being “clear and objective,” and how this might relate to a Condition of Approval that rests on a third party’s permit review or issuance of future permits. Manager Young said that the key consideration is ensuring that a Condition of Approval does not imply that staff will be exercising discretion, and that any discretion that might be involved would be through a public hearing process. *He agreed to ask the City Attorney for more discussion on the issue, outside of a specific application.*

#### **1.2.120 – Rough Proportionality**

Manager Young said that this stems from the 5<sup>th</sup> Amendment to the Constitution which states that government cannot take property without just compensation, or “takings.” Courts have found in adjudicating cases related to “takings” that governments need to establish rough proportionality and rational nexus when requiring exactions in conjunction with land use approvals and other actions. Rough proportionality means that what is being asked of a developer is proportional to the impacts of that potential development. Rational nexus considers whether there is a relationship between the development and the need for something like off-site infrastructure. For instance, with a recent application – Sylvia Subdivision - staff asserted that the sidewalk extended to the intersection of Technology Loop and Philomath Boulevard was necessary to accommodate the pedestrian trips from the proposed subdivision to the commercial center. It is a rough evaluation process of proportionality, and not a specific calculation.

Basically, this clause lays out the process for an applicant to follow if they wish to assert a “takings.” Ultimately, if the applicant takes it through a court proceeding and the City was found to be in violation, there could be an award of damages to the appellant.

### **1.2.130 – Deadline for final action and extension of deadline for review of land use decisions.**

Manager Young briefly outlined the 120-day rule for reviewing applications and making a final land use decision. If the requirement is not met, the applicant can go to court and assert that the City had not met its obligation. If the facts asserted are found true, a judge is obligated to require that the application be approved with no conditions applied. For this reason, staff track the 120-day timeline very carefully. The 120-day time period has to accommodate any hearings that might be held at the City Council level as well.

The time period starts when an application has been deemed complete. Typically, staff are working with the applicant to get all the materials together so that staff can make positive findings on an application. An applicant has a right to refuse to submit all the requested information, and insist that the application be sent to the Commission for review. Staff will recommend denial of an application if they are not able to make positive findings, and/or propose conditions of approval, that would satisfy all applicable criteria, based on the information submitted in the record.

There is also a 180-day rule applied to the period between submittal of an application and completion of the submittal. If the application has not been deemed complete, it must be nullified after 180 days.

In response to a commissioner question, Manager Young said that the City asks for a \$1000 deposit for application fees, with the balance paid before the application can be deemed complete.

In response to additional questions, Manager Young said that staff takes into account two potential Planning Commission meetings when calendaring for the 120-day rule. The Commission can hold a public hearing then close it; the record can be held open, with deliberations then taking place at the next meeting. He cautioned that, under a typical schedule, a public hearing cannot be continued to a second meeting, because if a request is then received to hold the record open it would take a third meeting to conclude deliberations.

With regard to questions that commissioners might have of staff, Manager Young said that it works well for staff to have those questions raised after the public hearing has been closed, but prior to adjournment of the meeting. That way staff can respond with a written response or verbally during deliberations.

Vice Chair Sessions suggested they leave off with the discussion, and begin next time with Chapter 1.3.

### **III. MINUTES:**

#### **A. December 16, 2015:**

**MOTION:** Commissioner Price moved to approve the December 16, 2015, minutes as drafted. Commissioner Ridlington seconded the motion which **passed** unanimously.

B. January 6, 2016:

**MOTION:** Commissioner Ridlington moved to approve the January 6, 2016, minutes as drafted. Commissioner Price seconded the motion which **passed** unanimously.

**IV. OLD BUSINESS:**

In response to a question from Commissioner Ridlington, Manager Young said he was not aware if permit applications had been submitted for anticipated developments along NW 9<sup>th</sup> Street.

**V. NEW BUSINESS:**

A. Discussion of Committee Assignments:

After some discussion, Commissioner Price said he would serve on the Housing & Community Development Advisory Board; and Commissioner Morr  offered to serve on the Land Development Hearings Board. Manager Young will find out if the Capital Improvement Program (CIP) Advisory Board still needed to have Planning Commission representation.

B. Commissioner Price asked if an updated contact list for commissioners could be distributed. Manager Young said he would have it updated and distributed for the commissioners' private use.

**VI. ADJOURNMENT:** The meeting was adjourned at 8:25 p.m.

**DRAFT**  
**CITY OF CORVALLIS**  
**MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION**  
**ADVISORY BOARD**  
**JANUARY 21, 2016**

Attendance

Lynda Wolfenbarger, Chair  
 Greg Alpert  
 Ed Curtin  
 Phillip Hays  
 Anthony Stumbo  
 Richard Sumner  
 Kim Patten, 509J District Liaison

Staff

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

Guests

Penny York, Councilor

Absent/Excused

Marc Vomocil, Vice Chair  
 Tatiana Dierwechter  
 Simone Frei  
 Jon Soule  
 Joel Hirsch, City Council Liaison

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations
III.	Approval of Meeting Minutes – December 17, 2015	December 17, 2015 minutes approved as presented.
IV.	Visitors’ Propositions	
V.	City Council Vision Action Plan Update- Councilor York	
VI.	Bald Hill Dunawi Creek Restoration Project	
VII.	Grants Application for CIP Update	
VIII.	Board Member Reports	
IX.	Staff Reports	
X.	City Council Liaison Report	
XI.	Adjournment	The next regular meeting will be held February 18, 2016 at 6:30 p.m., at the Downtown Fire station meeting room.

**CONTENT OF DISCUSSION**

**I. CALL TO ORDER.**

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

**II. INTRODUCTIONS.**

PNARAB Meeting Minutes  
January 21, 2016  
Page 2 of 4

**III. APPROVAL OF MEETING MINUTES: December 21, 2015**

Phil Hays moved and Anthony Stumbo seconded to approve the December 21, 2015 minutes as presented; motion passed.

**IV. VISITORS' PROPOSITIONS.** None.

**V. CITY COUNCIL VISION ACTION PLAN UPDATE- COUNCILOR PENNY YORK.**

Ward I City Councilor Penny York stated she was Chair of the Vision Action Task Force. She said the G-T will be publishing an article on the process tomorrow. In early 2015 the new Council developed Goals for its upcoming term; one was to develop a Vision and Action Plan for 2040 for the City. They sought a vision that was aspirational, that would implement the goal, a livability index that can ensure tracking of the goal's implementation, and an engaged and vigorous outreach process for the Vision Statement and Action Plan. A task force was appointed in May, which developed a scope, timeline, and process, and the Council then approved a budget to contract a consultant (HDR), to help lead the process.

She highlighted distributed documents, including the timeline of the Planned Approach and a list of Focus Areas. The planning has taken three years; the task force analyzed the 2020 Vision Statement, how the Comp Plan leads from that, analyzed many comparable city plans from around the country, and developed recommendations to the Council. She has been making presentations to many City boards and commissions, and invited members to participate in the process and contribute input, and to think how the PNARAB's work over the next few years could become part of the action plan. This would help get PNARAB's work more community notice and buy-in.

She stated that the Vision and Action Plan should be presented to the Council in November 2016 for adoption, and then move to implementation starting next year. She said the foundational work in the timeline was almost completed, including interviews, research and metrics, as well as a community outreach and communications plan.

The Vision process will include three community workshops tentatively scheduled for the first three Saturdays in March, along with online surveys on how community members want Corvallis to look in 2040. The "Meeting in a Box" process will also solicit input. There will be several opportunities over the course of the drafting process for the community to give feedback.

After the draft Vision goes to the Council for initial review in summer, the Action Plan (how to implement the Plan) will begin to be drafted. She said we expect various organizations and leaders to bring forward their own goals to be part of the community Action Plan, and to lead their portion. The steering committee, with three Councilors and four community members, was just expanded by four, and the Mayor will make another eight to ten at-large appointments, which seek to incorporate various types of diversity. She suggested board members consider applying or encouraging others to do so; applications are due February 5. The structure of the current Vision has six inter-related focus areas. There is more information available at the City website, including online applications under "Imagine Corvallis 2040".

Sumner asked whether the committee had drawn on the previous 2020 Vision process; Councilor York replied that she and now-former Councilors Brown and Sorte undertook looking at the 2020 Vision Statement over a period of two years. Looking at other communities' plans, they felt the action plan had been missing in the 2020 version. Also, it lacked flexibility to make changes in

## PNARAB Meeting Minutes

January 21, 2016

Page 3 of 4

response to incorrect assumptions; for example, the 2020 version assumed employment at H-P and OSU enrollment levels would be flat, which proved to be wrong, affecting housing supply. It also will incorporate evaluations, with progress checks, and will measure community impact.

Stumbo commented he found much of the language inaccessible. York replied the document was an internal document- the community will hear solicitation for their ideas on what they want the community to look like in 2040 and how to get there. She said the previous Vision was a good one and most people would still want it for the City, but its aspirational vision structure lacked baseline data, so it was hard to measure outcomes. One of the five consultants, Steven Ames, was involved in the 2010 Vision Statement as well as development of the 2020 Vision Statement, and has also worked in other communities' visioning efforts and wrote a text widely used by planners on visioning and how to ensure it makes a difference.

Ed Curtin asked about outreach to lower income residents; York replied that the consultant has found key agencies to do key outreach. The Corvallis Public Information Officer is also involved the process, and the vision process will seek to go to people rather than insisting people come to it. The steering committee members understand the importance of bringing their networks into the process.

Phil Hays asked how to make the plan be something that doesn't simply sit on a shelf, to require periodic review. York replied that several Plan leaders met with Hillsboro representatives, whose plan has won many accolades, and which features quarterly review, and has completed 98% of their action plans. York said we want a plan that works for Corvallis. She encouraged Parks and Recreation to submit any activity they would like to be part of the Plan. An organization must make a commitment to take the lead on an issue and follow through. York encouraged members to contact her with suggestions for other networks to get involved.

**VI. BALD HILL DUNAWI CREEK RESTORATION PROJECT.**

Park Operations Supervisor Jude Geist distributed an aerial map of the Bald Hill Natural Area Dunawi Creek area and said there was a previous presentation of the early stage of the proposed project at the November meeting. Some community members came to the department suggesting a refined restoration project along the Dunawi Creek, which would connect the headwaters of the creek at the park through where the channel re-appears on private property. It was proposed to be a test case for using volunteer stewardship (with lead volunteers and a steering committee), volunteer labor, and help getting grants for the project and gathering some of the data.

He explained that the hashed area on the distributed map represented the site of the restoration- a 200' riparian buffer. There is an ag agreement with a farmer to manage the field in the park in return for his harvesting a cash crop; he pays the department about \$3,500 a year. It was felt that restoring that entire field was too ambitious, so the project will be limited to the Dunawi Creek riparian buffer area. The Dunawi channel has been erased in the ag field, going underground until it enters the park boundary.

The timeline is starting this month- putting together the steering committee, finishing the planning by August; and giving official notice to the farmer in September that a 200' swath will be removed from the ag agreement (he'll be informed well ahead of time), with implementation in December.

Hays asked how the farmer will have continued access to the north portion of the field; Geist replied that that remained to be worked out, saying that he'd prefer not getting machinery from

## PNARAB Meeting Minutes

January 21, 2016

Page 4 of 4

the north; south access is better. It is not ideal to have machinery use the multimodal path; it may be possible to use the adjacent field instead. He said it is a unique model of doing restoration, using lots of community volunteer help, and if successful, could be a model for other restoration in the system. Stumbo asked about the impacts to Dunawi Creek; Geist replied that it was hard to say at this point.

**VII. GRANTS APPLICATION FOR CIP UPDATE.**

Parks Planner Rochefort said two grant applications were due to be submitted to Oregon State Parks in March and another in April. One, due in March, is to the Recreational Trails Program (RTP), for trails at Martin Luther King, Jr. Park. Other improvements are already underway there, including upgrading the playground, renovations to the barn and the surrounding area, and providing accessible connections between the playground and barn. There are also a number of trails there that could use rehabilitation, including pedestrian and mountain bike trails, which are narrow and softer. Some areas are quite wet and could use better drainage and dressing. Bike advocates would like an intermediate skills challenge path. The trails will provide a good connection to a regional bike path nearby. She said a letter of support from the board is needed.

A Local Government Grant, funded by lottery dollars, would be used to construct a restroom at Willamette Park, adjacent to the Rotary Shelter. A pump station has already been built there to support restrooms. A restroom would be designed in the same style as the shelter, and is already in the Master Plan and the Willamette Greenway Permit. A 50% match is needed, and Rotary Club will be asked to help. It is due in March; a letter of support from the board is needed.

A grant, due in early April, to the Land and Conservation Fund, through the National Park Service, would renovate Chintimini Park. This would coordinate well with the Chintimini Senior Center work underway. The neighborhood has changed, with younger families moved out. The 2003-2004 Plan would be used as a baseline, but altered to better fit the changed neighborhood.

**VIII. BOARD MEMBER REPORTS.**

Sumner felt the board could come up with goals that mesh with vision, to sustain and improve natural areas, such as Washington Park. He asked when a good time was to take action. Director Emery said it was up to the board when to set goals; it could do so at its February meeting. Sumner suggested adopting two or three in February, and felt that setting measurable goals was doable. Emery suggested an Avery Park site for a planning meeting and will work on a draft format.

Hays reported LBCC had just announced it bought land due north of its campus site, behind NAPA Auto Parts. He felt that this will give the college plenty of room to grow and for parking. Emery added that a Master Plan for Washington Park is scheduled for fall 2016. Hays said the College of Forestry produced an updated map of trails in McDonald and Dunn Forests, available at First Alternative Coop North Store, Five Star Sports, the Book Bin, etc.

**IX. STAFF REPORTS.**

Rochefort stated that on February 4, between 5-6:30 p.m., the department will host a final community meeting at the Chintimini Senior Center to choose between two designs for Franklin Park. Some elements from both could be picked.

**X. COUNCIL LIAISON REPORT.** None.**XI. ADJOURNMENT:** The meeting was adjourned at 7:39 p.m.

**WATERSHED MANAGEMENT ADVISORY BOARD  
MINUTES  
January 27, 2016  
DRAFT**

**Present**

Jessica McDonald, Chair  
David Hibbs, Vice-Chair  
Charlie Bruce  
Sheryl Stuart  
Jacque Schreck  
Richard Heggen  
Steve Rogers  
Joel Hirsch, City Council Liaison

**Staff**

Jennifer Ward, Public Works  
Tom Hubbard, Public Works  
Mark Miller, Trout Mountain Forestry

**Visitors**

Dr. Dave Shaw, Oregon State University  
Ken McCall, OR Hunters Association  
Penny York, City Councilor

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda			No changes
III. Review of December 2, 2015 Minutes			Approved
IV. Community Comments	N/A		
V. City Council Report • Update on the Vision and Action Council Goal	X		
VI. New Business • Forest Pests and Diseases • Watershed Activity Date	X		February 9 for the harvest site visit and May 19 tentative for the Annual Tour
VII. Old Business • None	NA		
VIII. Staff reports	X		
IX. Board Member Requests and Reports • Finance and Habitat Subcommittee Reports	X		
X. Adjourn	6:49 p.m.		

**CONTENT OF DISCUSSION**

**I. Call Meeting to Order/Introductions**

Chair McDonald called the meeting to order and those present introduced themselves.

WMAB Minutes  
January 27, 2016  
Page 2 of 3

**II. Review of Agenda**

No changes were made to the agenda.

**III. Review of Minutes**

**Board Member Schreck moved to approve the December minutes. Board Member Rogers seconded the motion and the minutes were approved unanimously.**

**IV. Community Comments**

None.

**V. City Council Report**

Update on the Vision and Action Council Goal

City Councilor Penny York provided information on the Council's goal to update the City's Vision and Action Plan. She stated that a task force spent the last year looking at what should be included in the plan. The plan will include an aspirational vision, and a plan that can be implemented with goals that are flexible and can be tracked and evaluated. There will also be a number of opportunities for community input. She stated that the steering committee currently has ten members and will expand to twenty. She asked each member of the Board to be engaged in some way.

**VI. New Business**

Forest Pests and Diseases

Dr. Dave Shaw, Associate Professor and Forest Health Specialist with Forestry and Natural Resources Extension at Oregon State University, gave a presentation on pests and diseases found in the forest with special attention given to Swiss needle cast, laminated root rot, and bark beetles. Although Swiss needle cast is spreading throughout the Coast Range, especially on the west slope, the Corvallis Forest, located on the east slope, is drier and less conducive to large scale Swiss needle cast outbreaks. The fact that the Corvallis Forest has stands of multiple ages also helps it be resilient, as Swiss needle cast particularly impacts young stands 10-20 years old. The Corvallis Forest does have some stands infected with laminated root rot, but management strategies are consistent with the advice given by Dr. Shaw, which is to heavily thin these areas and then replant with more root rot-resistant species, such as cedar and alder.

Watershed Activity Date

Ms. Ward noted that if the Board wants to visit the harvest site while the harvest is under way, it needs to happen in the next two weeks. The Board decided to visit the site on February 9 at noon.

Ms. Ward asked the Board to start thinking about dates for the annual tour in May. She recommended holding it before Memorial Day. The Board tentatively scheduled the tour for May 19.

**VII. Old Business**

None.

**VIII. Staff Reports**

Mr. Hubbard reported that staff is making progress on the Watershed Emergency Response Plan.

WMAB Minutes  
January 27, 2016  
Page 3 of 3

Ms. Ward reported the following:

- She toured the Forest Grove watershed, which is a “wilder” watershed than that of Corvallis, with more creeks and more land, and a more homogeneous forest composition. She has appreciated the opportunity to collaborate with another watershed professional.
- She attended the Joint Stewardship meeting in Yachats and provided information on what was discussed, key topics being climate change, the Oregon Federal Forest Health Program, the formation of a new stewardship group, and the ongoing discussion regarding re-defining local economic areas for stewardship sales.

Mr. Miller reported the following:

- The harvest is about midway. Tree falling began December 10. Crews started yarding logs January 7 and the first unit is almost complete. So far 60 truck loads have been delivered and the first payment is expected next week.
- The riparian restoration work to release young conifers along Rock Creek has been completed.

**IX. Board Member Requests and Reports**

Finance and Habitat Subcommittee Reports

The subcommittees had nothing to report at this time.

**X. Adjourn**

**The meeting was adjourned at 6:49p.m.**

**NEXT MEETING: Wednesday, February 24, 2016, 5:15 p.m., Madison Avenue Meeting Room**

*Don't miss the sustainability event of the year!*



## **Sustainability Fair & TOWN HALL 2016**

**Thursday, March 10, 2016**

5:00 to 7:00 pm – Fair (Exhibits/Snacks/Music)

7:00 to 9:00 pm – Meeting (Presentations/Action)

OSU Campus • CH2MHill Alumni Center • 725 SW 26<sup>th</sup> St.

*“Ideas and Inspiration from  
Germany’s Energy Model”*

**KEYNOTE SPEAKERS**

**James Reismiller &  
Cassandra Robertson**



*All are welcome, but space is limited!*

Register online by March 7 at [www.sustainablecorvallis.org](http://www.sustainablecorvallis.org)

**YOU can help make the Sustainability Fair and  
Town Hall Meeting a model event!**

Just follow these simple practices:

- **Use energy-efficient transportation** – Walk, bike, carpool, or take the bus to the event. Bike racks are on the north side of the Alumni Center and on the northwest side of LaSells Stewart Center. For bus routes, see [www.corvallistransit.com](http://www.corvallistransit.com).
- **Leave no trace** – Bring only recyclable, compostable, or reusable items with you to the event. (Example: Bring your own water bottle or mug.) There will be NO trash cans on site!
- **Turn trash to treasure** – Place recyclable and compostable items in the proper receptacles. We will have staffed recycling stations. (Please let us know if you can help with staffing.)

*Thank you for being part of the solution!*

For information or to volunteer:

[www.sustainablecorvallis.org](http://www.sustainablecorvallis.org)  
[info@sustainablecorvallis.org](mailto:info@sustainablecorvallis.org) • 541-230-1237

TO: City Council for March 7, 2016  
 FROM: Kent Weiss, Interim Community Development Director *KW*  
 DATE: March 7, 2016  
 THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
 SUBJECT: Planning Commission / Historic Resources Commission Recruitment



Action Requested:

For information only, no action required.

Discussion:

The terms of three positions on the Planning Commission (PC) and two positions on the Historic Resources Commission (HRC) will expire June 30, 2016. Additionally, one vacancy currently exists on the HRC, which should be filled. Terms for Planning Commissioners Tom Jensen, Susan Morre', and Dan Brown will expire in June. All three are serving their first terms and are eligible to re-apply.

Historic Resources Commission members with terms expiring on June 30, 2016, are Cathy Kerr and Rosalind Keeney. Both Commissioners are eligible to re-apply. Former Commissioner Eric Hand's position also remains to be filled. Commissioner Hand resigned recently, following his move to another community.

Vacant and expiring Planning Commission and Historic Resources Commission positions are filled by the City Council through a recruitment and selection process in which the position is advertised and interested citizens are invited to apply. The selection process involves completing an application and an interview with the City Council (with pre-selected questions). After all candidates have been interviewed, the Council will make a selection.

Once a new Commissioner is selected, staff provide him or her a basic orientation and an overview of the planning or historic preservation process. Staff also provide copies of necessary planning- and historic preservation-related documents, including the Statewide Planning Goals and Legislation, Corvallis Comprehensive Plan, Land Development Code, and the Vision 2020 Statement. As needed, additional training is also available for Planning Commission and Historic Resources Commission members.

The schedule proposed for the recruitment is as follows:

GT Advertisements	Saturday, March 12 and Wednesday, March 30th
Receive Applications	Through 5 pm on Monday, April 11th
Schedule Interviews	Week of April 11th
Council Interviews	Tuesday, May 3rd
Appointments	Monday, May 16th

Budget Impact:

PC and HRC members are not compensated for their voluntary service to the community. No budget impact is anticipated.