



**CORVALLIS  
CITY COUNCIL AGENDA**

**June 20, 2016**

**6:30 pm**

**7:30 pm Public Hearing:  
Comprehensive Plan Amendment related to  
Corvallis Station Lots 3 and 4**

**Downtown Fire Station  
400 NW Harrison Boulevard**

*Note: The order of business may be  
revised at the Mayor's discretion.*

**COUNCIL ACTION**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PROCLAMATION / PRESENTATION / RECOGNITION**
- 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 – June 6, 2016
    2. City Council Work Session – June 7, 2016
    3. For Information and Filing (Draft minutes may return if changes are made by the Board or Commission)
      - a. Arts and Culture Advisory Board – May 18, 2016
      - b. Economic Development Advisory Board – May 9, 2016
      - c. Housing and Community Development Advisory Board – May 18, 2016
      - d. King Legacy Advisory Board – May 24, 2016

- e. Library Advisory Board – April 6 and May 4, 2016
  - f. Parks, Natural Areas and Recreation Board – May 19, 2016
  - g. Planning Commission – May 18, 2016
  - h. Watershed Management Advisory Board – April 27, 2016
- B. Announcement/Confirmation of Reappointments to Advisory Boards and Commissions (various)
  - C. Announcement/Confirmation of Appointments to Advisory Boards and Commissions (various)
  - D. Acceptance of Downtown Corvallis Association Economic Improvement District Third Quarter Report
  - E. Acknowledgement of receipt of Republic Services Annual Report and Rate Adjustment
  - F. Schedule a public hearing for July 5, 2016 to consider an appeal of a Major Planned Development Modification and a Minor Replat (Timberhill Conceptual Development Plan)
  - G. Schedule a public hearing for July 18, 2016 to consider an annexation (Lawndale)

## VII. ITEMS REMOVED FROM CONSENT AGENDA

## VIII. UNFINISHED BUSINESS

- A. Coronado Tract B Next Steps [direction]
- B. Street Maintenance Policy [direction]
  - An ordinance relating to Transportation Maintenance Fee Revenue amending Municipal Code Chapter 3.05, “Transportation Maintenance Fee” **to be read by the City Attorney with no motion by Council**

## IX. MAYOR, COUNCILOR, AND CITY MANAGER REPORTS

- A. Mayor's Reports [information]
- B. Councilor Reports [information]
  - 1. Task Force Updates *Task Force minutes and meeting materials are available from the Archives link on the City's website.*
  - 2. City Council Three-Month Schedule
  - 3. Other Councilor Reports
- C. City Manager Reports [information]
  - 1. City Manager's Report – May 2016

**X. PUBLIC HEARINGS – 7:30 pm**

- A. A public hearing to consider a Comprehensive Plan Amendment related to Corvallis Station Lots 3 and 4 (CPA15-00002) [direction] [Link to materials \(51 MB\)](#)

**XI. ADJOURNMENT**

If you need special assistance to participate in this meeting, please contact the City Recorder at (541) 766-6901 (for TTY services, dial 7-1-1). Notification at least two business days prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (In compliance with the Americans with Disabilities Act, 28 CFR 35.102-35.104 ADA Title I and ORS 192.630(5)).

*A Community That Honors Diversity*

CITY COUNCIL THREE-MONTH SCHEDULE  
6/15/16

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

**Yellow = regular meeting**

**Red = work session**

- ❖ **Regular Council Meeting, Monday, June 20**
  - \* Public Hearing: Comprehensive Plan Amendment – Corvallis Station Lots 3 and 4 (Community Development)
  - \* Coronado Subdivision Reversal Next Steps (Community Development)
  - \* Street Maintenance Policy: Ordinance relating to Transportation Maintenance Fee revenue (Public Works)
- ❖ **Council Work Session, Tuesday, June 21, 3:30-5:30 pm, MAMR**
  - *Bicycle and Pedestrian Advisory Board Annual Report*
  - *Community Police Review Advisory Board Annual Report*
  - *Municipal Judge Report (Judge Dunfield)*
  - *Health Care Advisory Question and Explanatory Statement (City Attorney)*

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- ❖ **Regular Council Meeting, Tuesday, July 5**
  - \* Public Hearing: Willamette Business Park Comprehensive Plan Amendment
  - \* Public Hearing: Timberhill Conceptual Development Plan Major Modification and Minor Replat (Community Development)
  - \* Homeless Funding and Intergovernmental Agreement with Benton County to update scope of Ten Year Plan to Address Homelessness (City Manager's Office)
  - \* Extension of Interim Parking Development Agreement with OSU (City Manager's Office)
- ❖ **Council Work Session, Wednesday, July 6, 3:30-5:30 pm, MAMR**
  - *Budget Commission Annual Report*
  - *Economic Development Advisory Board Annual Report*
  - *Economic Development Update (City Manager's Office)*
  - *Residential Parking District Request (Public Works)*
- ❖ **Regular Council Meeting, Monday, July 18**
  - \* Public Hearing: Lawndale Annexation and Appeal of Zone Change (Community Development)
  - \* Marijuana Tax Explanatory Statement and Ballot Title (City Attorney's Office)
- ❖ **Council Work Session, Tuesday, July 19, 3:30-5:30 pm, MAMR**
  - *Buildable Lands Inventory Update (Community Development)*
  - *Council Goals Update (City Manager's Office)*

<b>July 2016</b>						
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\* July 4 – Independence Day holiday

- ❖ **Regular Council Meeting, Monday, August 1**
- ❖ **Council Work Session, Tuesday, August 2, 3:30-5:30 pm, MAMR**
  - *Airport Advisory Board Annual Report*
  - *Community Relations Advisory Group Annual Report*
  - *Imagine Corvallis 2040 Update (Community Development)*
- ❖ **Regular Council Meeting, Monday, August 15**
- ❖ **Council Work Session, Tuesday, August 16, 3:30-5:30 pm, MAMR**
  - *King Legacy Advisory Board Annual Report*
  - *Transportation System Plan Update (Public Works)*
  - *Housing Task Force Update (Community Development)*

<b>August 2016</b>						
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28	29	30	31			

- PENDING ITEMS TO BE SCHEDULED**
- \* OSU-Related Comprehensive Plan Amendment (Community Development)
  - \* Street Maintenance Policy, continued (Public Works)
  - \* Smoking Ordinance update (City Attorney's Office/Police)
  - \* Sustainable Budget Task Force timing and strategy (Finance)

**Regular Council Meetings: Fire Station, 400 NW Harrison Blvd.  
Work Sessions: MAMR (Madison Avenue Meeting Room), 500 SW Madison Ave.**

## **Access Benton County Minutes**

**April 21, 2015**

**Present: Marlene Massey, Tony Albert, Hugh White, Lee Lazaro, Lisa Bennett, Jeff McConnell, P.E., Engineering Supervisor for City of Corvallis, Jim Smith.**

**Our special guest was Suzanne Lazaro who is a registered Occupational Therapist and has been licensed to practice in Oregon and previously in California. She has 35 years of career experience.**

**Since relocating to Oregon with her family, Suzanne worked as an instructor in the Health and Fitness program at OSU for two years, before moving to her current position as a part-time Occupational Therapist.**

**She presently has two specialties in therapy: a) working directly with seniors and others recovering from injuries in skilled nursing environments in the mid-Willamette Valley, and b) serving as a consulting therapist for the Willamette Education Service District where she works with teachers, families, health professionals, and case managers to develop customized therapeutic programs for school-age children with disabilities.**

**Suzanne also serves on the Linn-Benton-Lincoln Senior and Disability Services Council; the Corvallis Sustainability Coalition; the Mary's Peak Group of the Sierra Club, and sits on the Board of Directors for Cornerstone Industries.**

**We were deeply impressed with her hands-on experience in working with all ages of patients! For example, she is skilled in assessing cognitive and physical capabilities in acute care situations. She may recommend treatments such as typical therapy, movement precautions, guidance in patients' accepting needed treatments, and assessing needed services such as speech therapy, occupational therapy, and physical therapy. She provides these important assessments for school districts as well as medical treatment facilities. We learned that not long ago such assessment and attempts of school districts to remediate student's learning challenges and barriers were not a part of public school capabilities.**

**Other areas of needs assessment include basic skills of daily living, care giver education, bathing, 24 hour care, food recommendations, continuance of improving realistic recommendations for the client. "People sometimes don't like the options that they have". Looking after the caregiver's wellness is important too!**

**Suzanne described some OT services in special education such as lifting of students and transfer-helper practices, change tables, bowel and bladder best practices. Even small school districts must try to meet the legal mandates required by law, including the same number of class hours as may be feasible for the student.**

**The spectrum of learning needs has grown greatly as such barriers have been discovered or better understood: autism, ADHD, developmental delay, traumatic neuro-motor impairment, behavior problems, auditory adjustments, proprioceptive/vestibular/tactile, and visual needs.**

**Thank you, Suzanne, for the very important information you gave to us. How deep your knowledge and experience is to help your fellow citizens!**

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**Update on City's fact finding and decisions made on the selection of color for the truncated domes in Corvallis.**

**Jeff McConnell consulted with the Blind Commission, ABC, and other organizations in finding a color that would be acceptable to a majority of persons! A large amount of research on the detectable colors for the domes already exists in professional and governmental research documents. The City plans to install 30 new domes this year!**

**Update: As our minutes go out to readers, the color selected is brick red!**

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**Our next Special Guest will be Tera Stegner who is the Grace Center-For Adult Day Services Director of Community Relations. She will join us at the Chintimini Senior Center at Noon on June 16<sup>th</sup>. Please come and bring a friend or two!**

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**Update on Ronald Naasko Playground! We have learned from our Parks Director, Karen Emery, that funding is in place "for a piece of play equipment, fall protection, and ADA accessibility, and plan to move forward this coming**

**year.” Next steps include determining the site. A public meeting will be held to discuss the selection site. This will require the Parks, Natural Areas and Recreation Advisory Board’s review and a City Council decision. Wow!**

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**Announcement: ABC will recognize Mr. Bruce Marbin as the 2015 recipient of the Keith E. Billings Award. Mr. Marbin was active with ABC for several years and was the creator of the Wheel Chair Day With The Mayor!**

**In the few years that Bruce shared a portion of his time with ABC, we learned so much from him. Bruce passed away on February 4, 2016.**

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**In addition, Bruce’s family and many friends have organized a special event to celebrate his life and to create a wonderful gift for the City of Corvallis.**

**Please see attachment for information on the celebration!**

**Bruce Marbin Memorial Celebration**

**And**

**Contra Dance Fundraiser**

**Saturday, July 9, 2016**

**Potluck and Ceremony 5:30 p.m.**

**Contra Dance 7-10 p.m.**

**Gatton Hall**

**West Hills First Congregational Church, Corvallis, Oregon**

**Bring memories and stories about Bruce, and a pot-luck dish to share!**

**No Alcohol allowed.**

**Beginners' Dance Lesson. No experience or partner necessary.**

**Children Welcome!**

**10\$-20\$ suggested fundraiser donation for honoring Bruce**

**With a Corvallis xylophone installation-accessible to all children**

**And adults. You can also donate on line to the**

**Gofundme website: <http://bit.ly/Donate-Marbin-Musical-Park>**

**For more information contact Beth Brown [bethbrown@peak.org](mailto:bethbrown@peak.org)**

## MEMORANDUM



**To:** City Council Members for June 20, 2016  
**From:** Biff Traber, Mayor *Biff Traber*  
**Date:** June 13, 2016  
**Subject:** Annual Advisory Board and Commission Re-appointments

I am reappointing the following persons to the indicated advisory boards, commissions, and committees for terms of office expiring June 30, 2019. I will ask for confirmation of these reappointments at our next Council meeting, June 20, 2016.

Airport Advisory Board

Bill Gleaves

Arts and Culture Advisory BoardGreg Little  
Marci SischoBicycle and Pedestrian Advisory Board

Meghan Karas

Board of AppealsJohn Evans  
Claire PateBudget CommissionKaryle Butcher  
Rich Carone  
Curtis WrightCommunity Police Review Advisory BoardFrederick J. Edwards  
Stewart WershowCommunity Relations Advisory GroupJeff Davis  
Charlyn Ellis  
Gary Evans  
Alec Peterson  
Rob ReffDowntown Advisory BoardCloud Davidson  
Robin Jones  
Joan TruckenbrodDowntown Parking Committee

Steve Uerlings

Economic Development Advisory BoardDavid Becker  
Pat LamptonHousing and Community Development  
Advisory BoardEdward Fortmiller  
Dave HendererKing Legacy Advisory BoardJasper Smith  
Amber Moody  
Chris LennLibrary Advisory Board

Jennifer Alexander

Parks, Natural Areas, and Recreation Advisory  
BoardEd Curtin  
Tatiana Dierwechter  
Kim Patten  
Mark VomocilWatershed Management Advisory BoardRichard Heggen  
Jessica McDonaldWillamette Criminal Justice Council

Stewart Wershow

## MEMORANDUM



**To:** City Council Members for June 20, 2016

**From:** Biff Traber, Mayor

**Date:** June 14, 2016

**Subject:** Advisory Board Appointments

I am making the following advisory board appointments:

#### Airport Advisory Board

Larry Mullins

Term: July 1, 2016 to June 30, 2019

Larry expressed a strong interest in the airport and flying.

#### Arts and Culture Advisory Board

Jonathan Kurten

Term: July 1, 2016 to June 30, 2019

Jonathan is a member of the Madison Avenue Collective and co-founder of Foundry, a co-working space for artists and creative professionals.

#### Bicycle and Pedestrian Advisory Board

James Whittemore

Term expires June 30, 2018

James is a car-free individual with many years of government advisory committee experience and has a desire to represent pedestrian issues.

Emersen Price

Term: July 1, 2016 to June 30, 2019

Emerson is a high-school student who wants to become more civically active. He volunteers at the Bicycle Collective, is involved in 4H, and will represent bicycle interests.

#### Community Police Review Advisory Board

Nicolas Ortiz

Term: July 1, 2016 to June 30, 2019

Nicholas, a local defense attorney, became interested in serving on the Board after speaking with Police Chief Sassaman.

Housing and Community Development Advisory Board

Lauana Beaty

Term: July 1, 2016 to June 30, 2019

Lauana would like to work with other board members in promoting inclusion of diverse people and communities in Corvallis and to ensure effective housing policy implementation.

Parks, Natural Areas, and Recreation Board – term expires June 30, 2018

Leah Rosen

Term expires June 30, 2018

Leah enjoys the Avery Park rose garden and interacts frequently with pedestrians in her campus-area neighborhood.

Transportation System Plan Steering Committee

Sal Hernandez, PhD

Term expires December 31, 2017

Sal will represent freight interests on the Steering Committee.

Watershed Management Advisory Board

Mark Dolan

Term: July 1, 2016 to June 30, 2019

Mark is a professor in Environmental Engineering at Oregon State University with experience in water and wastewater matters.

I would appreciate your confirmation of these nominees at our June 20, 2016 meeting.

TO: City Council for June 20, 2016  
FROM: Paul Bilotta, Community Development Director *PB*  
DATE: June 6, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Acceptance of Downtown Corvallis Association Economic Improvement District Third Quarter Report



Action Requested:

Staff recommends that the City Council accept the Downtown Corvallis Association's EID Program report covering the third quarter of Fiscal Year 15-16 (Exhibit A).

Discussion:

The City Council, on July 16, 2012, approved Ordinance 2012-14, amending Municipal Code Chapter 10.07 (Economic Improvement District), establishing a boundary, and imposing assessments on property within the Downtown Voluntary Economic Improvement District (EID). The EID provides specific benefits to the members of the District by promoting commercial activity and public events in the Downtown district. Pass through revenue billed for FY 15-16 was \$92,885.65.

The Community Development Department administers the invoicing of EID participants, the "pass-through" payment of collected funds to the Downtown Corvallis Association (DCA), and the contract with the DCA. In support of these City services, the DCA pays an annual fee of \$3,585. This fee was adjusted in 2012 from \$4,500 to the current amount due to the reduction in the amount of pass-through revenue in the current EID program. The contract requires that the DCA provide quarterly reports to the City that provide at a minimum:

- 1) a brief summary of services performed
- 2) a balance sheet as of the last day of the quarter
- 3) a comparison of actual revenues and expenses through the quarter

The contract does not require a formal City Finance Department review of the agency's financial reports.

Attached are DCA's EID Program report for the third quarter of FY 15-16.

Budget Impact:

None.

Attachments:  
DCA 3<sup>rd</sup> Quarter Report



**A Main Street Community**

460 SW Madison, Suite 9  
 Corvallis OR 97333  
 PO Box 1536  
 Corvallis OR 97339  
 (541) 754-6624  
 FAX (541) 758-4723  
[www.downtowncorvallis.org](http://www.downtowncorvallis.org)

**Board Members**

Fred Edwards, President  
*Knight Vision Security*  
 Greg Teune, Vice President  
*Holiday Inn Express on the River*  
 Ann Schneider, Treasurer  
*Tried & True Coffee Co.*  
 Christine Hackenbruck, Secretary  
*Corvallis Fall Festival*  
 John Coleman  
*Downtown Property Owner*  
 Liz Coulombe  
*Citizens Bank*  
 Steve Hessel  
*Downtown Property Owner*  
 Dianna Howell  
*Blue Sun*  
 Randy Joss.,  
*KEZI9*  
 Jennifer Moreland  
*Heartland Humane Society*  
 Lonny Wunder,  
*Benton County Fair*

Joan Wessell,  
 Executive Director  
[joan@downtowncorvallis.org](mailto:joan@downtowncorvallis.org)

**Ex-Officio**

City Council  
 Corvallis Police Dept.  
 Corvallis Tourism  
 City Planning  
 Corvallis Chamber  
 Corvallis Econ. Dev. Manager

To: City of Corvallis – Planning Department  
 From: Joan Wessell, Executive Director  
 Downtown Corvallis Association  
 Date: 20 April 2016  
 Subject: 3<sup>rd</sup> Quarterly Report 2015-2016 &  
 2012-17 Economic Improvement District

Some examples of economic development services offered by the Downtown Corvallis Association include: in an ongoing effort to keep Downtown healthy and robust, the DCA works tirelessly to recruit complementary businesses to fill Downtown vacancies, offers loans to businesses for upgrades to “spiff up” their stores, and once they are “up and running”, the DCA delivers advocates for those businesses. The DCA works in concert with business & property owners, prospective tenants & retailers, to pull all of these efforts together. The DCA collects then markets Downtown vacancies for property owners and works to fill those spaces with excellent tenants. The DCA doesn’t charge for services provided, and, yet those services give extensive benefit to Downtown business and building owners while enhancing the Corvallis community.

Economic development services provided by The Downtown Corvallis Association help keep Downtown healthy and more livable. A sampling of those services: targeted recruitment and retention activities, educational business training, Downtown advocacy, promotional activities to increase foot traffic, and events that give businesses increased exposure to strengthen Downtown’s economy. To enhance relationships between Downtown businesses, the DCA sponsors monthly gatherings so Downtown folks can get better acquainted. Those get-togethers include, but are not limited to: monthly Membership meetings, Downtown After Hours, and Downtown Red Carpet Welcomes. Members express their appreciation to DCA for offering these valuable services.

Downtown property owners continue paying their Economic Improvement District assessments, providing funds that allow the DCA to continue offering superior economic development services to Downtown Corvallis, keep the office doors open and staff the office. The DCA is appreciative of City Staff for passing through those assessments to the DCA.

In September 2016, the Downtown Corvallis Association will begin the lengthy process of establishing a new 5-year Economic Improvement District. With a successful effort, the DCA will have 5 years of funding stability so that we can continue offering extensive economic development services to Downtown Corvallis in an effort to maintain Downtown's vibrancy.

Currently, the DCA has 4 outstanding loans to the following businesses for total amounts of:

Meera Willis-Majors, owner of Miss Meers Shoe Boutique - \$13,146.04

Nicolai Kassatkin & Laura Barry-Kassatkin, The Dam - \$15,658.00

Lorena Reynolds, The Reynolds Law Firm, \$13,745.00

Lorena Reynolds, The Reynolds Law Firm, \$13,745.00

Total Loans Outstanding: \$56,294.04

**DOWNTOWN CORVALLIS ASSOCIATION**  
**BALANCE SHEET**  
 March 31, 2016

**ASSETS**

Checking and Savings accounts	261,947.31
Other Current Assets	350.20
Fixed Assets	2,745.52
Façade Improvements loans	135.50
UF Residential loans	13,745.00
Interior Development Loans	43,722.64
<b>TOTAL ASSETS</b>	<b><u>322,646.17</u></b>

**LIABILITIES & EQUITY**

Accounts Payable	0.00
Other Current Liabilities	34,632.25
Total Equity	288,013.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>322,646.17</u></b>

**PROFIT AND LOSS**  
 March 31, 2016

	Month	Year-to- Date	Budget 2015-2016	Remaining Budget
<b>INCOME</b>				
General Revenue	1,958.01	109,358.33	125,430.00	16,071.67
Program Revenue	22.00	1,315.00	4,000.00	2,685.00
Red, White & Blues	0.00	30,312.64	32,000.00	1,687.36
Rhapsody	9,450.00	24,359.60	35,000.00	10,640.40
Promotions	0.00	105.00	0.00	(105.00)
<b>TOTAL INCOME</b>	<b><u>11,430.01</u></b>	<b><u>165,450.57</u></b>	<b><u>196,430.00</u></b>	<b><u>30,979.43</u></b>
<b>EXPENSE</b>				
Personnel	10,060.23	84,559.15	117,252.00	32,692.85
Services and supplies	2,473.97	17,734.76	26,280.00	8,545.24
Programs	291.40	6,754.44	9,800.00	3,045.56
Red, White & Blues	0.00	25,810.36	20,000.00	(5,810.36)
Rhapsody	6,657.79	14,394.66	20,000.00	5,605.34
Promotions/OSU	0.00	3,475.80	2,000.00	(1,475.80)
<b>TOTAL EXPENSE</b>	<b><u>19,483.39</u></b>	<b><u>152,729.17</u></b>	<b><u>195,332.00</u></b>	<b><u>42,602.83</u></b>
<b>NET INCOME</b>	<b><u>(8,053.38)</u></b>	<b><u>12,721.40</u></b>	<b><u>1,098.00</u></b>	<b><u>(11,623.40)</u></b>

Plus: Beginning unrestricted cash balance	(364.14)
Checking/Money Market	198,885.26
Held in reserve - Contingency Fund	3,000.00
<b>Total beginning cash</b>	<b><u>201,521.12</u></b>
<b>Net Excess (deficit) budgeted for 2015-2016</b>	<b><u>202,619.12</u></b>

## Downtown Corvallis Association, Inc.

### Budget Comparison As of March 31, 2016

Month Of Mar	7/1/15 Through Mar 2016	7/1/14 Through Mar 2015	Annual Budget	Percent Annual Budget
<b>Income</b>				
<b>General Revenue</b>				
EID Receipts	0.00	70,276.66	66,676.95	80,000.00 87.8%
Improvement Contributions	0.00	1,000.00	800.00	0.00 0.0%
Membership Dues	1,125.00	33,616.69	25,111.25	40,000.00 84.0%
Interest Income	13.01	102.23	126.22	170.00 60.1%
Rental Income - Sublet	820.00	4,300.00	3,890.00	5,220.00 82.4%
Miscellaneous	0.00	62.75	40.00	40.00 156.9%
Reimbursed Expenses	0.00	0.00	0.00	0.00 0.0%
Program Fees	0.00	0.00	0.00	0.00 0.0%
<b>Total General Revenue</b>	<b>1,958.01</b>	<b>109,358.33</b>	<b>96,644.42</b>	<b>125,430.00 87.2%</b>
<b>Program Revenue</b>				
Membership Workshops	0.00	0.00	0.00	0.00 0.0%
Christmas Lights	0.00	0.00	0.00	0.00 0.0%
Website/Newsletter Advertising	0.00	0.00	0.00	0.00 0.0%
Group advertising	0.00	0.00	0.00	0.00 0.0%
Directory advertising	0.00	0.00	0.00	0.00 0.0%
Fund Raiser	0.00	266.00	2,132.00	2,000.00 13.3%
Fund Raiser - DT After Hours	22.00	1,049.00	973.00	2,000.00 52.5%
Design Aesthetics	0.00	0.00	0.00	0.00 0.0%
Red, White & Blue	0.00	30,312.64	31,877.97	32,000.00 94.7%
<b>Total Program Revenue</b>	<b>22.00</b>	<b>31,627.64</b>	<b>34,982.97</b>	<b>36,000.00 87.9%</b>
<b>Promotions Revenue</b>				
Promotions - Misc	0.00	105.00	0.00	0.00 0.0%
Rhapsody in the Vineyard	9,450.00	24,359.60	27,740.00	35,000.00 69.6%
<b>Total Promotions Revenue</b>	<b>9,450.00</b>	<b>24,464.60</b>	<b>27,740.00</b>	<b>35,000.00 69.9%</b>
<b>TOTAL INCOME</b>	<b>11,430.01</b>	<b>165,450.57</b>	<b>159,367.39</b>	<b>196,430.00 84.2%</b>

## Expense

Administration - Personnel					
Personnel	8,352.68	71,180.83	67,379.88	94,000.00	75.7%
Accrued Vacation Expense	0.00	0.00	0.00	0.00	0.0%
Director - Medical Benefit	726.00	4,107.80	3,578.90	4,552.00	90.2%
Director - Expense	0.00	51.83	20.00	2,000.00	2.6%
Contract Labor	0.00	0.00	0.00	500.00	0.0%
Staff Expenses	0.00	0.00	0.00	1,500.00	0.0%
Volunteer - Expense	30.97	1,578.80	1,844.65	2,000.00	78.9%
Staff Development	0.00	0.00	30.00	2,000.00	0.0%
Payroll taxes	757.97	5,893.85	5,878.65	8,100.00	72.8%
Workers Compensation	3.81	46.84	(50.64)	200.00	23.4%
IRA Expense	188.80	1,699.20	1,833.60	2,400.00	70.8%
<b>Total Personnel</b>	<b>10,060.23</b>	<b>84,559.15</b>	<b>80,515.04</b>	<b>117,252.00</b>	<b>72.1%</b>

## Administration - Services &amp; Supplies

Accounting	265.00	2,165.00	1,955.20	2,500.00	86.6%
Accounting Review	0.00	0.00	945.00	1,000.00	0.0%
Bad Debt	0.00	0.00	0.00	0.00	0.0%
Bank Charges	15.00	43.06	0.00	0.00	0.0%
Subscriptions	110.00	322.09	228.23	350.00	92.0%
Insurance	0.00	500.00	0.00	1,200.00	41.7%
Equipment Replacement	0.00	0.00	0.00	3,000.00	0.0%
Equipment Lease	176.49	1,596.91	1,961.21	2,300.00	69.4%
Office Supplies	575.41	1,437.67	910.69	1,000.00	143.8%
Permits & Fees	45.00	613.00	547.00	620.00	98.9%
Postage	20.34	469.34	402.77	610.00	76.9%
Rent	810.00	7,290.00	7,290.00	9,000.00	81.0%
Utilities	57.13	552.71	623.46	800.00	69.1%
Miscellaneous	0.00	227.79	74.00	300.00	75.9%
Repair & Service Equipment	0.00	24.06	322.18	400.00	6.0%
Telephone/Cell	399.60	2,493.13	2,363.26	3,200.00	77.9%
Depreciation	0.00	0.00	0.00	0.00	0.0%
<b>Total Services &amp; Supplies</b>	<b>2,473.97</b>	<b>17,734.76</b>	<b>17,623.00</b>	<b>26,280.00</b>	<b>67.5%</b>

## Programs

Membership Drive	0.00	260.98	82.33	200.00	130.5%
Red Carpet Welcome	0.00	8.00	39.69	200.00	4.0%
Downtown Updates	0.00	0.00	0.00	0.00	0.0%
Website Updates	0.00	0.00	0.00	0.00	0.0%
Meetings & Public Relations	67.03	1,157.74	1,116.31	1,400.00	82.7%
Design Committee	0.00	48.11	0.00	0.00	0.0%
Design Committee-Awards	0.00	0.00	40.00	300.00	0.0%
Mainstreet Expenses	133.18	141.18	385.44	800.00	17.6%
Mainstreet Dues	0.00	350.00	350.00	300.00	116.7%
EID Expense	0.00	0.00	123.44	0.00	0.0%
EID Task Force Expense	0.00	27.40	0.00	0.00	0.0%
EID Expense-City Collection Fee	0.00	3,585.00	3,585.00	4,000.00	89.6%
Annual Reports, proposal	0.00	0.00	0.00	0.00	0.0%
Misc. Printing	0.00	0.00	0.00	0.00	0.0%
Directory Printing	0.00	0.00	0.00	0.00	0.0%
OSU Relations	0.00	0.00	31.20	100.00	0.0%
Christmas Lights	0.00	0.00	0.00	0.00	0.0%
Flower Baskets	0.00	0.00	0.00	0.00	0.0%
Design Aesthetics	0.00	0.00	0.00	0.00	0.0%
Design Aesthetics-Reimbursement	0.00	0.00	0.00	0.00	0.0%
Fund Raiser	0.00	613.75	1,717.50	2,000.00	30.7%
Economic/Image Enhancement	91.19	562.28	555.51	500.00	112.5%
<b>Total Programs</b>	<b>291.40</b>	<b>6,754.44</b>	<b>8,026.42</b>	<b>9,800.00</b>	<b>68.9%</b>

Promotions					
Red, White & Blue	0.00	25,810.36	19,840.23	20,000.00	129.1%
Promotions - Misc	0.00	3,475.80	3,862.44	2,000.00	173.8%
Rhapsody in the Vineyard	6,657.79	14,394.66	18,164.67	20,000.00	72.0%
<b>Total Promotions</b>	<b>6,657.79</b>	<b>43,680.82</b>	<b>41,867.34</b>	<b>42,000.00</b>	<b>104.0%</b>
<b>Total expense</b>	<b>19,483.39</b>	<b>152,729.17</b>	<b>148,031.80</b>	<b>195,332.00</b>	<b>78.2%</b>
Excess (deficit) income over expense	<u>(8,053.38)</u>	<u>12,721.40</u>	<u>11,335.59</u>	<u>1,098.00</u>	
Plus: Beginning restricted/unrestricted cash balance				(364.14)	
Checking/Money Market				198,885.26	
Held in reserve-Contingency Fund				3,000.00	
<b>Total beginning cash</b>				<u>201,521.12</u>	
Net Excess (deficit) budgeted for 2015-2016				<u>202,619.12</u>	

## Downtown Corvallis Association, Inc.

## Balance Sheet

As of March 31, 2016

04/07/16

	Mar 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash - Umpqua Bank	13,648.90
1015 · MMF - Umpqua Bank	200,433.03
1050 · Cash - US Bank-Rhapsody	7,167.38
1104 · MMF-Citizens-Design Committee	2,647.42
1106 · Cash-Citizens-RW&B	24,137.88
1109 · MMF-Citizens-Facade/Upper Floor	
1109-1 · Designated City Funds	13,696.86
1109-2 · Undesignated Funds	215.84
Total 1109 · MMF-Citizens-Facade/Upper Floor	13,912.70
Total Checking/Savings	261,947.31
<b>Other Current Assets</b>	
1116 · Prepaid Expenses	
1120 · Rent	350.20
Total 1116 · Prepaid Expenses	350.20
Total Other Current Assets	350.20
Total Current Assets	262,297.51
<b>Fixed Assets</b>	
1258 · Fixed Asset	13,750.39
1259 · Accumulated depreciation	-11,004.87
Total Fixed Assets	2,745.52
<b>Other Assets</b>	
1500 · Facade improvement loans	
1552 · Coleman - 2015	135.50
Total 1500 · Facade improvement loans	135.50
1700 · UF Residential Loans	
1738 · Reynolds Law Firm	13,745.00
Total 1700 · UF Residential Loans	13,745.00
1800 · Interior Development Loans	
1810 · Reynolds Law Firm	13,745.00
1811 · Kassatkin	16,326.00
1812 · Meers or Scott Major	13,651.64
Total 1800 · Interior Development Loans	43,722.64
Total Other Assets	57,603.14
<b>TOTAL ASSETS</b>	<b>322,646.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2111 · Pass-thru money	264.67
2113 · Deferred RW&Blue	
2113-1 · Revenue	
2113-14 · Vendor	2,675.00
Total 2113-1 · Revenue	2,675.00
2113-2 · Expenses	
2113-24 · Miscellaneous	-15.00
Total 2113-2 · Expenses	-15.00
Total 2113 · Deferred RW&Blue	2,660.00
2115 · Gift certificates o/s	2,252.03
2125 · Compensated Absences	25,920.00

**Downtown Corvallis Association, Inc.**  
**Balance Sheet**  
As of March 31, 2016

04/07/16

	Mar 31, 16
2142 · Federal/FICA/Medicare	2,654.21
2143 · State Withholding	485.00
2144 · Federal Unemployment	47.81
2145 · State Unemployment	327.73
2146 · Workers Compensation	20.80
<b>Total Other Current Liabilities</b>	<b>34,632.25</b>
<b>Total Current Liabilities</b>	<b>34,632.25</b>
<b>Total Liabilities</b>	<b>34,632.25</b>
<b>Equity</b>	
3312 - Reserved - City loan \$	71,300.00
3318 - Undesignated funds	-3,835.80
3311 · Designated - Christmas	3,471.66
3900 · Retained Earnings	204,356.66
Net Income	12,721.40
<b>Total Equity</b>	<b>288,013.92</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>322,646.17</b>

**Downtown Corvallis Association, Inc.**  
**Income Statement**  
**March 2016**

04/07/16

	Mar 16	Jul '15 - Mar 16
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>General Revenue</b>		
4110 - EID Receipts	0.00	70,276.66
4111 - Improvement Contributions	0.00	1,000.00
4120 - Membership dues	1,125.00	33,616.69
4141 - Interest income	13.01	102.23
4160 - Miscellaneous	0.00	62.75
4195 - Rental Income - Sublet	820.00	4,300.00
<b>Total General Revenue</b>	<u>1,958.01</u>	<u>109,358.33</u>
<b>Program Revenue</b>		
4260 - Fund Raiser		
4260-1 - Fundraiser	0.00	91.00
4260-2 - Snowflakes	0.00	175.00
<b>Total 4260 - Fund Raiser</b>	<u>0.00</u>	<u>266.00</u>
4265 - Fund Raiser - DT After Hours		
4265-1 - Entry Fees	0.00	760.00
4265-2 - Bucket of Bucks	22.00	289.00
<b>Total 4265 - Fund Raiser - DT After Hours</b>	<u>22.00</u>	<u>1,049.00</u>
4310 - Red, White & Blue		
4310-1 - Beer	0.00	6,438.55
4310-2 - Gate	0.00	9,517.70
4310-3 - Sponsors	0.00	7,880.40
4310-4 - Vendor	0.00	6,392.99
4310-6 - DCA Booth	0.00	83.00
<b>Total 4310 - Red, White &amp; Blue</b>	<u>0.00</u>	<u>30,312.64</u>
<b>Total Program Revenue</b>	<u>22.00</u>	<u>31,627.64</u>
<b>Promotions Revenue</b>		
4450 - Promotions	0.00	105.00
4460 - Rhapsody in the Vineyard	9,450.00	24,359.60
<b>Total Promotions Revenue</b>	<u>9,450.00</u>	<u>24,464.60</u>
<b>Total Income</b>	<u>11,430.01</u>	<u>165,450.57</u>
<b>Expense</b>		
<b>Administration</b>		
<b>Personnel</b>		
5105 - Personnel	8,352.68	71,180.83
5120 - Director-Medical Benefit	726.00	4,107.80
5130 - Director-Expense	0.00	51.83
5150 - Volunteer expense	30.97	1,578.80
5180 - Payroll Taxes	757.97	5,893.85
5190 - Workers Compensation	3.81	46.84
5195 - IRA Expense	188.80	1,699.20
<b>Total Personnel</b>	<u>10,060.23</u>	<u>84,559.15</u>
<b>Services and supplies</b>		
5410 - Accounting	265.00	2,165.00
5430 - Bank charges	15.00	43.06
5440 - Subscriptions	110.00	322.09
5450 - Insurance	0.00	500.00
5460 - Office supplies	575.41	1,437.67
5470 - Permits & fees	45.00	613.00
5480 - Postage	20.34	469.34
5490 - Rent	810.00	7,290.00
5600 - Utilities	57.13	552.71
5610 - Miscellaneous	0.00	227.79
5620 - Repair & service equip.	0.00	24.06
5630 - Telephone/Cell	399.60	2,493.13
5456 - Equipment Lease	176.49	1,596.91

**Downtown Corvallis Association, Inc.**  
**Income Statement**  
**March 2016**

04/07/16

	Mar 16	Jul '15 - Mar 16
Total Services and supplies	2,473.97	17,734.76
Total Administration	12,534.20	102,293.91
Programs		
6110 - Membership Drive	0.00	260.98
6180 - Meetings & public relati	67.03	1,157.74
6185 - Red Carpet Welcome	0.00	8.00
6190 - Design Committee	0.00	48.11
6410 - Main Street Expense	133.18	141.18
6420 - Mainstreet Dues	0.00	350.00
6450 - EID Task Force Expense	0.00	27.40
6590 - Fund Raiser		
6590-1 - Fundraiser	0.00	10.00
6590-2 - Snowflakes	0.00	603.75
Total 6590 - Fund Raiser	0.00	613.75
6445 - EID Expense-City Collection Fee	0.00	3,585.00
6580 - Economic/Image Enhancement	91.19	562.28
Total Programs	291.40	6,754.44
Promotions		
7110 - Red, White & Blue		
7110-1 - Advertising	0.00	4,035.40
7110-2 - Entertainment	0.00	8,375.00
7110-3 - Infrastructure	0.00	3,195.75
7110-4 - Miscellaneous	0.00	4,545.50
7110-5 - Beer	0.00	2,914.98
7110-6 - T-Shirts	0.00	1,278.85
7110-7 - Gate Expense	0.00	1,030.88
7110-10 - Volunteer Expense	0.00	434.00
Total 7110 - Red, White & Blue	0.00	25,810.36
7120 - Promotions	0.00	3,475.80
7125 - Rhapsody in Vineyard	6,657.79	14,394.66
Total Promotions	6,657.79	43,680.82
Total Expense	19,483.39	152,729.17
Net Ordinary Income	-8,053.38	12,721.40
Net Income	-8,053.38	12,721.40

TO: City Council for the June 20, 2016 Council Meeting  
FROM: Mary Steckel, Public Works Director *MJS AIC*  
DATE: May 26, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: 2015 Republic Services of Corvallis Annual Report



Action Requested:

For information only; no action required.

Discussion:

The solid waste franchise agreement between the City of Corvallis and Republic Services of Corvallis (Republic), requires that an annual report be submitted to the City each year. The Annual Report (Attachment A) is a summary of the company's operations for the year ending December 31, 2015.

The 10-year franchise agreement with Republic gives the company exclusive rights to collect and transport solid waste within the city limits and to earn a reasonable rate of return. The agreement requires specific services, including garbage collection, curbside recycling, public education on recycling or reuse issues, and special collection events. Republic pays the City a franchise fee equal to 5% of the company's annual cash receipts for customers within the city limits.

Report Review

Public Works reviewed and confirmed the Annual Report contains all of the information required by the franchise agreement. In addition, the Finance Department performed an unaudited evaluation (Attachment B) of the financial information presented in the report and recommend acceptance.

Recycling Highlights

Detailed recycling reporting on pages 6-10 of the annual report provides baseline information by material type.

*Plastic Film*

In 2015, 34.5 tons (69,000 lbs) of plastic film were collected at the recycling depot; a decrease of nearly 18% or 7.5 tons from 2014. Since 2008 when collection began, a total of 224.31 tons has been collected.

*Yard Debris and Food Waste*

Curbside tonnage from organics collection dipped by more than 14.5% or 1,224 tons in 2015 to 7,146 tons compared to 8,370 tons in 2014. Food waste collection from commercial locations such as restaurants was relatively flat again in 2015 with 331 tons collected, a 2.6% decrease compared to 2014.

*Electronics*

Due to new legislation allowing additional electronics into the State program, tonnage collected increased by 35% to 221 tons in 2015.

*Spring Recycling Event*

Overall tonnage collected at the Spring Recycling Event in 2015 was up sharply compared to 2014 with 42 tons collected compared to 22 tons in 2014.

*Household Hazardous Waste (HHW) Events*

The four 2015 HHW events saw an 18% increase in customer attendance and a corresponding 20% increase in material collected compared to 2014. A breakdown of the types and amounts of materials is provided on page 9 of the Annual Report.

Budget Impact:

There is no impact on the current budget.

## Attachments:

A – 2015 Republic Services of Corvallis Annual Report

B – Finance Department Review of Annual Report



ATTACHMENT A

2015 ANNUAL REPORT  
FOR THE CITY OF CORVALLIS



## *Operations*

*Republic exercises the utmost responsibility in our operations. This includes our fleet, our buildings, our landfill technology and the day-to-day activities we conduct in the community. We're working hard to understand and measure our impact to the air, water and land to minimize or eliminate any negative consequences, where possible.*

*We'll handle it from here.™*



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# MANAGEMENT

## LETTER FROM MANAGEMENT

March 1, 2016

Mayor Biff Traber  
Corvallis City Council  
City of Corvallis Staff

Dear Mayor Traber, Council and Staff,

I am pleased to present the annual report for Republic Services within the City of Corvallis. In this report we share the accomplishments of the past year and provide the City with information about Republic Services operations. Below are some of the highlights from 2015.

- Republic continues to reinforce a strong culture of safety for drivers and other safety sensitive employees each and every day, honoring those who do their job without incident each year.
- Our compressed natural gas (CNG) fleet makes a difference, reducing carbon emissions and noise in Corvallis neighborhoods.
- The completion of our “One Fleet” shop conversion assures the community that trucks are operating safely and technicians adhere to a proactive maintenance schedule that puts clean running trucks on the street.
- Education and outreach is an important part of our job. From customer service representatives to our outreach coordinator, helping the community understand innovation in sustainability is important at Republic Services. Our Recycling Coordinator makes presentations at schools, events and in the community.
- Republic Services partners with various organizations and events throughout the year, including the Old Mill Center, Corvallis Sustainability Coalition, Fall festival and the Corvallis Chamber of Commerce.

As you review this document, I look forward to your comments and questions.

Best Regards,

Shawn Edmonds  
General Manager  
Republic Services Corvallis



## MANAGEMENT MANAGEMENT TEAM



Operations Manager

Randy Halcomb, Operations Manager  
Email: rhalcomb@republicservices.com

Randy Halcomb was new to Corvallis in 2015 but has worked for Republic Services for 19 years, most recently in Arlington, Texas. He is responsible for day to day operations in our Corvallis division with an emphasis on safety every day.



General Manager

Shawn Edmonds, General Manager  
Email: sedmonds@republicservices.com

Shawn Edmonds has recently joined Republic Services as the General Manager for Western Oregon. He is responsible for four hauling divisions, including Grants Pass, as well as Coffin Butte Landfill and Pacific Region Compost. Shawn earned his Bachelor's degree in Business Administration from Western Washington University.



Municipal Manager

Julie Jackson, Municipal Manager  
Email: jjackson6@republicservices.com

Julie Jackson serves as the Municipal Manager for Republic Services. She has worked for Republic for ten years, beginning as the Recycling Coordinator. She earned her Bachelor's degree from Oregon State University in Education.

# CUSTOMER SERVICE NET PROMOTER SCORE



Kyle Mesneak, Customer Service Manager  
Email: kmesneak@republicservices.com

Kyle Mesneak joined Republic Services in 2015. He comes to Republic with experience as a manager and training operations specialist in the travel and financial industries. Kyle is responsible for oversight of customer service interactions throughout the business unit. He earned a degree in Business Administration from Washington State University.

Customer Service Manager

Republic Services focuses as a company on improving the customer experience across the nation. One of the tools we use is the Net Promoter Score, a customer loyalty ranking system used by companies like Apple, Southwest Airlines and Lego. We survey customers, asking a variety of questions, with the NPS score being based on one simple question; would they recommend us to others? In 2015, the number of customers queried increased tenfold in an effort to get the most accurate result.

2015 also saw a change in our customer service process. A new phone system was implemented to provide a quality customer service experience. More customers than ever before used My Resource™, our mobile app.

In 2017, we will see greater changes in customer service with the advent of a Customer Resource Center that will:

- Provide one-call resolution
- Increase the hours a customer can access a representative to 15 hours per day
- Use a new platform designed to make handling customer calls quicker

# NPS

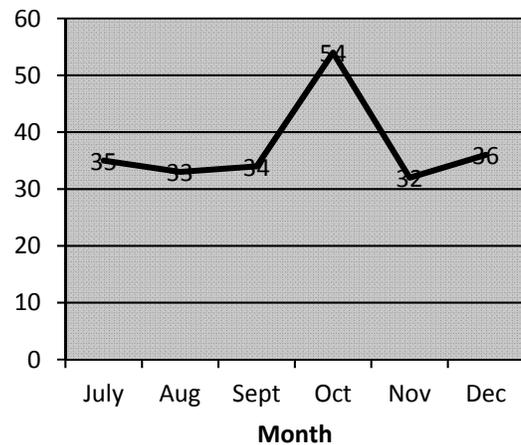


FIGURE 1 – NPS RANKING

**WE ARE PROUD TO ANNOUNCE THAT OUR BUSINESS UNIT, LOCATED HERE IN CORVALLIS, FINISHED 2015 WITH A RANKING OF 33<sup>rd</sup> OUT OF 148 REPUBLIC BUSINESS UNITS ACROSS THE COUNTRY!**

# CUSTOMER SERVICE

## CUSTOMER SERVICE TOOLS



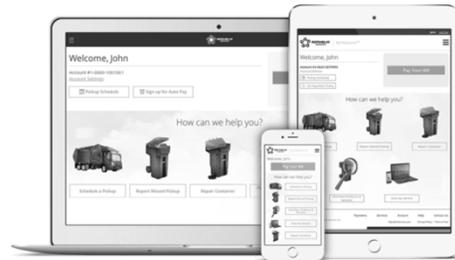
# We'll handle it from here.™

Republic Services unveiled a new tagline in 2014 designed to let our customers know that we are focused on convenience, reliability and the environment. They can rely on us to handle their waste and recycling needs in a way that's easy and convenient for them.

### MY RESOURCE™

In an effort to streamline our online services, My Resource™, a mobile app, was launched in 2014 and 2015 saw an upgrade to My Resource™, making it easier for our customers to access information about their accounts. Customers are able to use My Resource™ in the following ways:

- Manage accounts 24/7 from any mobile device
- Check Service Days
- Pay Bills
- View Invoice
- View Payment History
- Request Service
- Get Help When Needed



We pride ourselves on being able to help each and every customer in a convenient and helpful way. In addition to My Resource™, we use a variety of tools including:

### CALL BLAST

The customer service staff continues to use tools like Call Blasts, which our customers seem to appreciate. A call blast is a recorded call that can be sent to a specified list of customers who may be impacted by weather, holiday hours, road closures and other events. It's quick and can be sent within an hour when there is an unexpected event, just another way that Republic Services is looking out for the communities we serve.

### CUSTOMER CALL BACKS

Our drivers work hard to collect all carts, but should one be missed, a Customer Service Representative will call within 24 hours to make sure that the cart or container has been collected and the customer is satisfied.

# RECYCLING EDUCATION & OUTREACH



Rachel Snyder, Recycling Coordinator  
Email: [rsnyder2@republicservices.com](mailto:rsnyder2@republicservices.com)

Rachel serves as the Recycling Coordinator for Republic Services in Corvallis, making presentations throughout the community and in schools. She earned her Bachelor's degree from Florida State University in Environmental Science.

Recycling Coordinator

## COMMUNITY PRESENTATIONS

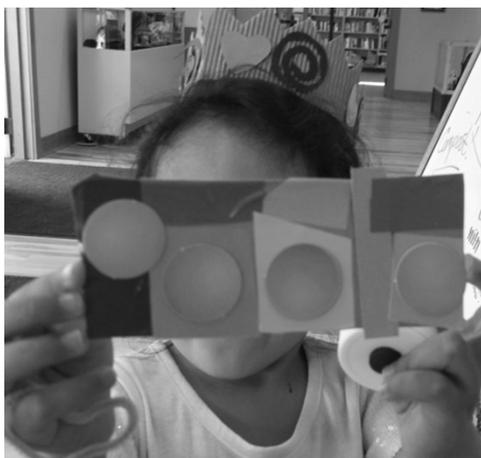
School Presentations	13
Master Recycler Classes	10
Community Presentations	17

## CUSTOMER NEWSLETTERS

Quarterly newsletters are mailed in January, April, July and October, to every address within the City of Corvallis, whether or not they have service with Republic Services. These newsletters help residents understand how to recycle and provide information on innovations in sustainability and contain calendars to publicize our HHW and Spring Cleanup events. The newsletter is also on our website.



Republic Services sponsors two compost workshops each year at the Corvallis Farmers Market. It's a great opportunity for the community to learn about the benefits of compost and how to collect organic material. The workshops are lead by a compost specialist.



## EDUCATION

Education is a big part of the job for our Recycling Coordinator, so it's no surprise that she spends over 100 hours during the year at schools and community events. During the summer of 2015, she provided waste prevention craft activities at all of the Benton County Library System locations, including the main branch in Corvallis. She also co-facilitates the Master Recycler program and is an Oregon Green Schools Coordinator.

# RECYCLING TONS RECYCLED



FIGURE 2 – TONS RECYCLED BY COMMODITY TYPE

COMMODITY	TOTAL 2014	2015 ON ROUTE	2015 DEPOT	TOTAL 2015	% CHANGE
COMMINGLE	7,499	5,078	1,998	7,076	-6.%
YARD WASTE (+ LEAVES)	10,887	9,154	42	9,196	-16%
CARDBOARD	3,237	2,929	233	3,162	-2%
GLASS	866	738	307	1,045	17%
WOOD WASTE	281	202		202	-28%
CONCRETE	762	274		274	-64%
OFFICE PAPER <sup>1</sup>	0	9		9	NA
FOOD WASTE	341	331		331	-3%
SCRAP METAL	245	42	201	243	0%
ELECTRONICS <sup>2</sup>	144		221	221	35%
MOTOR OIL	15		23	23	-35%
BATTERIES	14		13	13	0%
PLASTIC FILM <sup>3</sup>	42		35	35	-17%
CONSTRUCTION DEBRIS (C&D) <sup>4</sup>	1,116		406	406	64%
<b>TOTAL RECYCLING TONS</b>	<b>25,426</b>	<b>18,761</b>	<b>3,479</b>	<b>23,956</b>	<b>-6%</b>
<b>TOTAL HHW TONS</b>	<b>79.42</b>		<b>95.68</b>	<b>111</b>	<b>18%</b>
<b>TOTAL LANDFILL TONS</b>	<b>39,268</b>			<b>35,855</b>	<b>9%</b>
<b>TOTAL WASTE</b>	<b>61,847</b>			<b>59,922</b>	<b>3%</b>

<sup>1</sup> We no longer offer an OP route. The tons reported are from one large commercial customer

<sup>2</sup> Electronic tons have increased along with legislation allowing more materials in the program.

<sup>3</sup> Plastic Film declined, likely due to the plastic bag ban.

<sup>4</sup> C & D is down due to a lack of sorting at the site.



# RECYCLING

## RESIDENTIAL RECYCLING



FIGURE 3 – RESIDENTIAL TONS RECYCLED BY MONTH

Curbside Recycle Tons	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Food Waste (FW)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Cardboard (CB)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Office Paper (OP)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Newsprint (NP)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Commingle (CO)	433.67	404.76	410.71	432.06	405	461.93	427.68	376.57	431	376.96	417.83	499.53	5,078
Glass (GL)	68.8	46.45	44.61	55.22	46.03	48.68	46.98	56.27	53.06	57.38	57.47	66.89	648
Metal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e-Waste	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Motor Oil (MO)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Household Hazardous Waste (HHW)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Batteries (Batt)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Concrete	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Plastic Film	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
YD	346.66	405.34	564.61	800.6	730.5	813.18	548.51	501.92	602.2	542.17	732.09	558.15	7145.93
Leaves/Christmas Trees	50.72									813.10	701.6	205.3	1770.72
Total – All Recycle Tons	899.85	856.55	1019.93	1287.88	1181.53	1323.79	1023.17	934.76	1086.26	1789.61	1908.99	1329.87	14642.19
Total MSW	938.42	848.22	932	907.3	867	972.33	964.92	861.42	943.39	932.39	947.45	926.22	11041.06

Note - MSW total does not include ind. totals

Disposal Sites													
MSW = municipal solid waste				Coffin Butte Landfill		GL = glass		Coffin Butte Landfill (roadbase)					
YD = yard debris				PRC		Metal		Cherry City Metals					
WW = wood waste				PRC		e-Waste		ECS, Reganysis					
FW = food waste				PRC		MO = motor oil		Safety Kleen					
CB = cardboard				Source Recycling		HHW = household hazardous w		PCS					
OP = office paper				Source Recycling		Concrete		Knife River					
NP = newsprint				Source Recycling		Paint		PaintCare					
CO = commingle				Source Recycling		PF= Plastic Film		SP/Pioneer Recycling					
CS = cedar shavings				Heeter Farm									



# RECYCLING COMMERCIAL & DEPOT RECYCLING



FIGURE 4 – DEPOT TONS RECYCLED BY MONTH

Depot Recycle Tons	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Food Waste (FW)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Cardboard (CB)	22.29	14.58	13.63	14.47	13.89	15.38	30.23	22.3	20.27	13.38	14.21	28.7	223.33
Office Paper (OP)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Newsprint (NP)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Commingle (CO)	37.8	27.2	26.4	28.7	31.6	32.7	29.9	31.7	34.2	36.1	37.3	40.7	394.3
Glass (GL)	20.82	17.45	21.67	20.91	20.9	22.36	22.79	25.73	38.77	43.95	27.22	24.31	306.88
Metal	30.95	4.46	31.73	46.80	6.58	10.84	2.46	28.69	17.29	13.40	7.97	18.19	201.43
e-Waste	15.33	12.28	10.78	18.42	24.59	24.94	28.65	35.91	26.77	14.4	14.4	21.6	248.07
Motor Oil (MO)	1.22	0.52	0.95	2.96	1.62	1.22	0.81	1.5	0.54	4.32	2.97	4.32	22.95
Household Hazardous Waste (HHW)	0.0	0.0	19.51	0.0	22.86	0.0	0.0	31.6	0.0	0.0	37.12	0.0	111.09
Batteries (Batt)	0.0	0.0	5.5	0.0	1.03	0.0	0.0	.59	0.0	0.0	6.2	0.0	13.3
Concrete	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Plastic Film (PF)	2.32	0	4.62	5.15	0	4	0	0	2.59	2.43	7.72	5.76	34.59
YD	0.0	0.0	0.0	42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	42
Total - All Tons	130.73	76.49	134.79	179.41	123.07	111.44	114.84	178.02	140.43	127.98	155.11	143.58	1597.94
Total MSW:	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

FIGURE 5 – COMMERCIAL TONS RECYCLED BY MONTH

Commercial Recycle Tons	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Food Waste (FW)	30.75	26.25	22.55	39.83	31.14	22.82	21.14	27.34	20.99	38.79	24.27	25.4	331.27
Cardboard (CB)	253.52	244.76	260.34	251.84	223.73	224.65	219.86	206.37	248	242.9	278.64	284.07	2938.68
Office Paper (OP)	0.0	4.52	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.26	0.0	0.0	8.78
Newsprint (NP)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Commingle (CO)	171.2	160.49	131.6	124.55	128.1	149.2	110.6	98.2	109.1	129.6	134.2	156.4	1603.24
Glass (GL)	10.6	5.9	5.2	7.4	5.3	5.6	6.7	7.3	9.7	9.3	7.5	9.2	89.7
Metal	4.17	4.21	3.75	8.62	2.05	1.76	1.89	6.2	0	2.16	4.72	2.35	41.88
e-Waste	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Motor Oil (MO)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Household Hazardous Waste (HHW)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Batteries (Batt)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Concrete	54.57	66.6	7.95	1	11.09	2.07	0	0	43.27	55.08	0	32.1	273.73
Plastic Film (PF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
YD	21.16	16.01	18.79	38.45	29.79	9.36	17.58	9.41	4.78	11.37	21.08	40.04	237.82
Total – All Recycle Tons	545.97	528.74	450.18	471.69	431.2	415.46	377.77	354.82	435.84	493.46	470.41	549.56	5483.22
MSW	1994.15	2181.13	2074.44	2221.3	1842.36	2164.21	2147.71	2009.99	2201.24	2076.21	1839.16	2061.55	24813.45

Note - MSW total does not include ind. totals

Disposal Sites													
MSW = municipal solid waste			Coffin Butte Landfill		GL = glass		Coffin Butte Landfill (roadbase)						
YD = yard debris			PRC		Metal		Cherry City Metals						
WW = wood waste			PRC		e-Waste		ECS, Reganysis						
FW = food waste			PRC		MO = motor oil		Safety Kleen						
CB = cardboard			Source Recycling		HHW = household hazardous w		PCS						
OP = office paper			Source Recycling		Concrete		Knife River						
NP = newsprint			Source Recycling		Paint		PaintCare						
CO = commingle			Source Recycling		PF= Plastic Film		SP/Pioneer Recycling						
CS = cedar shavings			Heeter Farm										



# RECYCLING

## HOUSEHOLD HAZARDOUS WASTE



FIGURE 6 – HHW MATERIAL TONS

Hazardous Material	2014	2015
Latex Paint	25	28.13
Paint	23.6	24.61
Flammable Liquids	8.1	12.95
Toxic Liquids	0	3.38
Toxic Solids	0.3	2.5
Corrosive Liquids	1.47	1.67
Caustic Liquids	2.17	2.51
Oxidizing Liquids	0.14	0.11
Oxidizing Solids	0.33	0.33
Hypochlorite Solutions	0.76	0.92
Aerosols, Flammable	1.45	2.16
Insecticide Gases	0.68	0.83
Compressed Gas	0.79	1.24
Batteries, Wet	0	0
Batteries, Dry	13.18	12.3
Lithium Batteries	0.52	1.01
Flammable Solids	0.05	0.05
Water Reactive Solids	0.03	0.01
Self-Heating Solids	0.03	0.03
Mercury	0.04	0.02
Organic Peroxide	0.01	0.02
Hydrogen Peroxide	0	0
Light Ballasts	0.77	0.9
Asbestos	0	0
Nitric Acid	0	0
Perchloric Acid	0	0
Potassium Cyanide	0	0
<b>TOTAL TONS<sup>1</sup></b>	<b>79.42</b>	<b>95.68</b>

<sup>1</sup> chart does not include all materials collected at HHW events

# RECYCLING

## EVENTS: HHW & SPRING CLEAN UP



FIGURE 7 – Event Customer Count Comparison

Customer Event	2015	2014	2013
February (Mar.) HHW	474	157	449
May HHW	701	725	961
August HHW	957	982	932
November HHW	1080	862	815
Spring Clean Up	462	862	828

FIGURE 8 – Spring Clean Up Tons

Tons Collected - Spring Clean up	2015	2014	2013
Metal	5	17	31
Yard Debris - Wood Included	42	22	48

# SUMMARY OF SERVICES CUSTOMER COUNTS



FIGURE 9 – CUSTOMER COUNTS BY LINE OF BUSINESS

Service Level	2015	2014
<b>Residential</b>		
Cans	40	40
20 Gal Carts	312	321
35 Gal Cart weekly	8,184	8,267
35 Gal Cart bi-weekly	1,132	1,089
64 Gal Cart	1,992	1,931
90 Gal Cart	798	754
On-Call	189	195
<b>Total Residential</b>	<b>12,647</b>	<b>12,597</b>
<i>Residential recycling customers</i>	<i>12,617</i>	<i>12,598</i>
<i>Residential mixed organics customers</i>	<i>11,872</i>	<i>11,851</i>
<b>Commercial</b>	<b>1,878</b>	<b>1,419</b>
<b>Industrial (Permanent Customers)</b>	<b>107</b>	<b>98</b>
<i>Solid Waste Disposal Site - Coffin Butte Landfill</i>		
<i>Organics Disposal Site – Pacific Region Compost</i>		



# SUMMARY OF SERVICES CONTAINER COUNTS



FIGURE 10 – COMMERCIAL & INDUSTRIAL CONTAINER COUNTS

COMMERCIAL	2014	2015
90 Gal Cart Weekly	199	227
90 Gal Cart On Call		
1 YD On Call	27	36
1 YD x 1	89	101
1 YD x 2	15	
1 YD x 3	12	
1 YD x 4		
1 YD x 5		
1.5 YD On Call	69	59
1.5 YD x1	69	148
1.5 YD x 2	45	13
1.5 YD x 3	15	
1.5 YD x 4		
1.5 YD x 5		
2 YD On Call	24	44
2 YD x 1	127	181
2 YD x 2	49	49
2 YD x 3	7	8
2 YD x 4		
2 YD x 5		
3 YD On Call	15	43
3 YD x 1	136	164
3 YD x 2	67	70
3 YD x 3	20	27
3 YD x 4	1	2
3 YD x 5	3	5
4 YD On Call	27	13
4 YD x 1	107	130
4 YD x 2	35	38
4 YD x 3	11	13
4 YD x 4	1	4
4 YD x 5	3	2
6 YD On Call	7	20
6 YD x 1	112	120
6 YD x 2	48	50
6 YD x 3	25	26
6 YD x 4	3	7
6 YD x 5	4	2
Rear Load On Call	62	276
<b>TOTAL:</b>	<b>1434</b>	<b>1878</b>

INDUSTRIAL	2014	2015
10 YD On Call	5	3
20 YD On Call		15
15 YD Compactor	1	3
20 YD Compactor On Call	12	15
25 YD Compactor On Call	2	2
27 YD Compactor On Call	2	2
30 YD Lidded On Call	15	24
30 YD On Call	58	144
30 YD Compactor On Call	3	3
40 YD On Call	2	24
40 YD Compactor On Call	14	16
<b>TOTAL:</b>	<b>114</b>	<b>251</b>



# FINANCIAL INFORMATION

## FINANCIAL MANAGEMENT



Dan Strandy, Controller  
 Email: dstrand@republicservices.com

Dan Strandy has worked for Republic Services for 12 years in various controllership roles. He is originally from Portland and earned his Bachelor's degree in Business Administration from Oregon State University

Controller

## FRANCHISE FEES

FIGURE 11 – COMPARISON OF FRANCHISE FEES PAID

Years	City of Corvallis Receipts	Franchise Fee Paid	Percent Change
2005 <sup>1</sup>	\$6,089,698	\$304,485	15.7%
2006 <sup>1</sup>	\$6,668,284	\$333,360	9.5%
2007 <sup>1</sup>	\$6,804,766	\$340,238	2.1%
2008	\$6,860,594	\$343,030	0.8%
2009 <sup>1</sup>	\$6,910,493	\$345,523	0.7%
2010	\$7,015,709	\$366,939	6.2%
2011 <sup>2</sup>	\$7,756,627	\$387,831	5.7%
2012 <sup>1</sup>	\$7,571,932	\$378,597	-2.4%
2013	\$7,789,723	\$389,486	2.9%
2014	\$8,129,651	\$406,625	5.0%
2015	\$8,474,113	\$423,706	4.0%

<sup>1</sup> Rate increases: September, 2005; October, 2006; November, 2007; May, 2009, and October, 2012.

<sup>2</sup> Recycle Fees: Beginning in 2011, reporting included recycling receipts and the corresponding franchise fee.

# FINANCIAL INFORMATION COLLECTION RECEIPTS



City of Corvallis - Collection Receipts						
CURRENT YEAR: 2015				PRIOR YEAR: 2014		
Month	2015 Receipts	Fee Paid		Month	2014 Receipts	Fee Paid
15-Jan	\$677,432	\$33,872		14-Jan	\$608,535	\$30,427
15-Feb	\$645,149	\$32,257		14-Feb	\$622,053	\$31,103
15-Mar	\$774,772	\$38,739		14-Mar	\$633,884	\$31,694
15-Apr	\$687,058	\$34,353		14-Apr	\$637,911	\$31,896
15-May	\$696,506	\$34,825		14-May	\$663,026	\$33,151
15-Jun	\$688,821	\$34,441		14-Jun	\$676,961	\$33,848
15-Jul	\$743,675	\$37,184		14-Jul	\$672,647	\$33,632
15-Aug	\$736,768	\$36,838		14-Aug	\$688,225	\$34,411
15-Sep	\$719,068	\$35,953		14-Sep	\$683,063	\$34,153
15-Oct	\$749,261	\$37,463		14-Oct	\$676,189	\$33,809
15-Nov	\$664,725	\$33,236		14-Nov	\$630,476	\$31,524
15-Dec	\$690,878	\$34,544		14-Dec	\$714,030	\$35,701
TOTAL	\$8,474,113	\$423,706		TOTAL	\$7,907,001	\$395,350

FIGURE 12 – CITY OF CORVALLIS - COLLECTION RECEIPTS

# FINANCIAL INFORMATION

## RECYCLING & MEDICAL WASTE RECEIPTS



City of Corvallis - Recycling Receipts						
CURRENT YEAR: 2015			PRIOR YEAR: 2014			
Month	2015 Receipts	Fee Paid	Month	2014 Receipts	Fee Paid	
15-Jan	\$9,953	\$498	14-Jan	\$18,809	\$940	
15-Feb	\$4,894	\$245	14-Feb	\$14,919	\$746	
15-Mar	\$6,203	\$310	14-Mar	\$18,971	\$949	
15-Apr	\$8,718	\$436	14-Apr	\$7,329	\$366	
15-May	\$5,655	\$283	14-May	\$9,553	\$478	
15-Jun	\$22,472	\$1,124	14-Jun	\$7,747	\$387	
15-Jul	\$22,678	\$1,134	14-Jul	\$9,494	\$475	
15-Aug	\$15,595	\$780	14-Aug	\$8,924	\$446	
15-Sep	\$20,588	\$1,029	14-Sep	\$7,329	\$366	
15-Oct	\$17,676	\$884	14-Oct	\$11,521	\$576	
15-Nov	\$17,486	\$874	14-Nov	\$7,102	\$355	
15-Dec	\$14,110	\$706	14-Dec	\$7,068	\$353	
TOTAL	\$166,029	\$8,301	TOTAL	\$128,765	\$6,438	

FIGURE 13– RECYCLING RECEIPTS

City of Corvallis - Medical Waste Revenue						
CURRENT YEAR: 2015			PRIOR YEAR: 2014			
Month	2015 Receipts	Fee Paid	Month	2014 Receipts	Fee Paid	
15-Jan	\$9,481	\$474	14-Jan	\$6,609	\$330	
15-Feb	\$8,149	\$407	14-Feb	\$7,810	\$390	
15-Mar	\$7,783	\$389	14-Mar	\$8,531	\$427	
15-Apr	\$9,545	\$472	14-Apr	\$6,985	\$349	
15-May	\$7,403	\$365	14-May	\$9,953	\$498	
15-Jun	\$18,015	\$901	14-Jun	\$7,626	\$381	
15-Jul	\$15,114	\$751	14-Jul	\$4,851	\$243	
15-Aug	\$17,273	\$859	14-Aug	\$9,704	\$485	
15-Sep	\$7,199	\$360	14-Sep	\$8,059	\$403	
15-Oct	\$7,370	\$363	14-Oct	\$8,790	\$440	
15-Nov	\$7,238	\$357	14-Nov	\$7,723	\$386	
15-Dec	\$10,290	\$509	14-Dec	\$7,244	\$362	
TOTAL	\$124,860	\$6,208	TOTAL	\$93,885	\$4,694	

FIGURE 14 – MEDICAL WASTE RECEIPTS

# FINANCIAL INFORMATION

## REVENUE, EARNINGS & EXPENSE



### SUMMARY

Net income declined slightly in 2015 compared to 2014.

### REVENUE

Revenue increased 4.8%. Substantial industrial volume growth, driven by The Retreat student housing project and price increases of 3.1%, 2.7% and 2.6% respectively for residential, commercial, and industrial, more than offset falling commodity prices.

### OPERATING EXPENSES

Operating expenses rose 5.7% in 2015. Annual increases in disposal costs and targeted maintenance spend drove the increase. Increased depreciation on the new CNG fleet was mostly offset by decreased fuel expense.

- Labor increased 7% mainly due to significant volume growth in industrial hauls, in addition to an annual merit increase was given to our employees.
- Repair and Maintenance increased 20% due to repairs in part to our aging non-CNG fleet, truck painting, and container repair.
- Disposal and Recycle increased 14%. Increased environmental regulation and the costs associated with maintaining compliance is causing the cost structure at Pacific Region Compost (PRC) to increase faster than inflation. Organic waste is recovered at PRC. Volume growth in industrial hauls and an overall increase in cart density from an improved economy also contributed to the increase.
- Other expenses declined due to improved efficiencies on HHW events.
- Depreciation was relatively flat year over year.

### SG&A

General and administrative expenses rose 14%, mostly due to professional fees to accommodate relocation expense to fully staff our management team.



# FINANCIAL INFORMATION

## STATEMENT OF INCOME

*Republic Services of Corvallis*  
 City of Corvallis  
 Statement of Income  
 For the Year Ended December 31, 2014 and 2015

	<b>2014</b>	<b>2015</b>	<b>% Change</b>
<i>Revenue</i>	8,262,987	8,656,680	4.8%
<i>Cost of Operations</i>	6,147,270	6,496,580	5.7%
<i>Gross Profit</i>	2,115,716	2,160,100	2.1%
<i>Sales, General and Administrative</i>	- 949,874	1,078,489	13.5%
<i>Operating Income</i>	1,165,843	1,081,610	-7.2%
<i>Provision for Income Taxes</i>	466,337	432,644	-7.2%
<i>Net Income</i>	699,506	648,966	-7.2%
<i>Net Income as a Percent of Sales</i>	8.5%	7.5%	

FIGURE 15 – STATEMENT OF INCOME



# FINANCIAL INFORMATION

## SCHEDULE OF DIRECT EXPENSES

*Republic Services of Corvallis*  
*City of Corvallis*  
*Schedule of Direct Expenses*  
*For the Year Ended December 31, 2014 and 2015*

	2014	2015	% Change
<b><i>COST OF OPERATIONS</i></b>			
Labor	1,723,052	1,829,978	6%
Repairs and Maintenance	650,260	777,114	20%
Vehicle Operating Costs	404,972	307,503	-24%
Facility	222,790	311,960	40%
Insurance	301,260	276,307	-8%
Disposal & Recycle Purchases	1,611,657	1,731,376	7%
Franchise Fees	406,483	438,215	8%
Other Operating Costs	169,952	189,067	11%
Depreciation	656,845	635,061	-3%
<b><i>TOTAL COST OF OPERATIONS</i></b>	<b>6,147,270</b>	<b>6,496,580</b>	<b>6%</b>
<b><i>Sales, General and Administrative</i></b>			
Salaries	273,823	293,576	7%
Rent and Office Expense	189,316	194,418	3%
Travel and Entertainment	19,206	37,324	94%
Professional Fees	28,535	71,305	150%
Bad Debt Expense	31,827	47,351	49%
Management Services	284,797	298,033	5%
Other Expenses	122,370	136,482	12%
<b><i>TOTAL SALES, GENERAL &amp; ADMINISTRATIVE</i></b>	<b>949,874</b>	<b>1,078,489</b>	<b>14%</b>

FIGURE 16 – SCHEDULE OF DIRECT EXPENSE



# FINANCIAL INFORMATION

## BALANCE SHEET & CASH FLOW STATEMENT

Balance Sheet	2015	Cash Flow Statement	2015
<b>Assets</b>		<b>Net Income</b>	<b>1,196,184</b>
Current Assets		non-cash Op exp	
Cash	-	DD&A	1,140,000
Net Trade Receivables	1,124,009	Allow for Doubtful Acnts	85,000
Other Receivables	-	Add Totl non cash Op exp	1,225,000
Prepaid Exps	78,123	Change in Op assets & Liabs	
Inventories	62,904	A/R	(17,712)
Other Current Assets	-	Oth Receivables	-
Total Current Assets	1,265,036	Prepaid exp	(1,493)
PP&E		inventories	(5,419)
Buildings +	1,047,463	Payables	(1,400,289)
Vehicles & Equip	7,251,711	Accrued Liabs	8,186
Cont. & Compact.	2,688,273	Deferred Rev	-
Furn. & Fixt.	41,871	add Totl chngs in op A&Ls	(1,416,727)
Comp. Eqpt.	39,835	cash provided by op activities	1,004,457
Accum. Dep.	(5,268,378)		
Total PP&E	5,800,775	Cash for Investing Activity	
Goodwill	-	Fixed Assets	715,504
<b>TOTAL ASSETS</b>	<b>7,065,811</b>	Goodwill	-
		I/C Obligations	(1,719,961)
<b>Liabilities &amp; Equity</b>		Cash from investing activities	(1,004,457)
Current Liabs		Cash from Financing activities	-
A/P	155,473	Inc. / Dec. in cash	-
Accrued Liabs	212,407		
Unearned/Deferred Rev	-		
Total Liabs	367,880		
Stockholders Equity			
I/C Accounts	(2,229,737)		
Common Stock	-		
Additional PIC	-		
Retained Earnings (Beg)	7,731,484		
Current Year Earn	1,196,184		
Other Inc. (Dec) -R/E	-		
Total Stockholders Equ.	6,697,931		
<b>TOTAL LIABS &amp; EQUITY</b>	<b>7,065,811</b>		

FIGURE 17 – SCHEDULE OF DIRECT EXPENSE

# FINANCIAL INFORMATION

## CAPITAL EXPENDITURES



FIGURE 18– CAPITAL EXPENDITURES – 2015 & 2016 BUDGETED

2015 Capital Items and Descriptions	Cost
MSW, Recycling, & Yard Debris Carts	\$286,870
Pickup Truck	26,407
<b>Total</b>	<b>313,277</b>

2016 Budgeted Capital Items and Descriptions	Cost
MSW, Recycling, & Yard Debris Carts	\$157,550
<b>Total</b>	<b>\$157,550</b>



# FINANCIAL INFORMATION TRENDS



The transition to a CNG fleet provided our drivers and shop personnel with a few “bumps in the road” as they got used to the new technology early in 2014. We emerged at the end of the year with improved efficiency in both the residential and commercial line of business.

**Residential** drive-bys per hour, or the number of homes serviced in an hour, improved slightly in 2015. Customers noticed less noise with the use of compressed natural gas (CNG) trucks on residential routes and drivers focused on safety in neighborhoods.

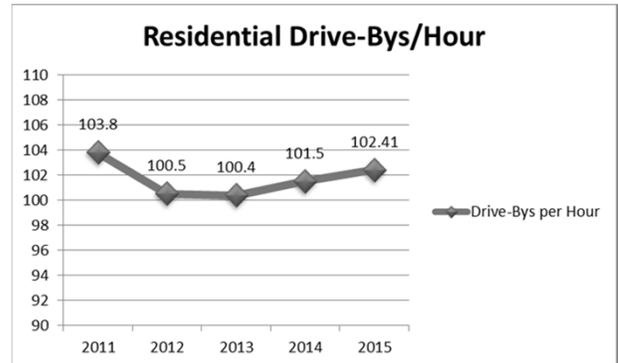


FIGURE 19– RESIDENTIAL DRIVE-BYS/HR.

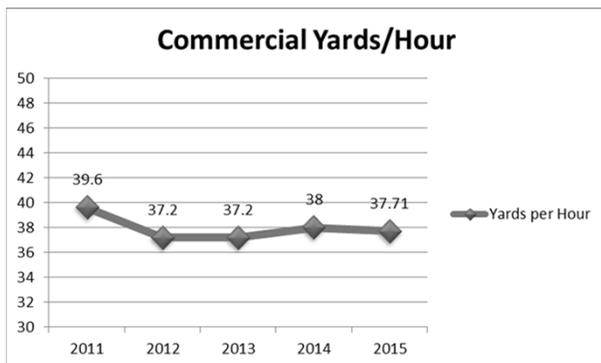


FIGURE 20– COMMERCIAL YDS/HR

**Commercial** yards per hour were flat in 2015. Operations was able to hold at a stable level even with the retirement of an experienced 37 year employee in that line of business.

**Industrial** minutes per haul decreased in 2015 with improved efficiencies, even though haul volumes increased. These resulted primarily from increased hauls from the local development, The Retreat.

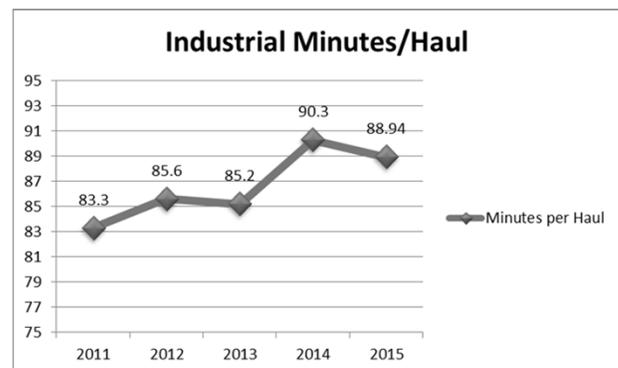


FIGURE 21– IND. MIN/HAUL

# RESEARCH



## SUMMARY OF RESEARCH RELATED TO RECOVERY SYSTEMS REPUBLIC SERVICES

### COMPRESSED NATURAL GAS FLEET

Our Compressed Natural Gas (CNG) is the largest contributor in our efforts to reduce emissions in the City of Corvallis. With 14 trucks currently and more in 2107, we are aiding in both national and regional goals for addressing climate change, while contributing to cleaner air for area residents.



According to the U.S. Environmental Protection Agency (EPA), each new CNG collection truck deployed is equivalent to planting over 600 mature trees annually. Based on EPA calculations, the carbon emissions reduction benefits from Republic's CNG powered fleet in Corvallis is equivalent to planting 8,400 mature trees per year.

### ORGANICS PROCESSING

Innovations in organics processing continue at Pacific Region Compost (PRC) with testing in 2015 to determine the most effective methods for composting food scraps and other organic material.

As we look forward to new technologies, our Wilsonville counterpart is exploring the development of an anaerobic digester for large scale food processing. The digester will generate energy from this organic waste and provide a "digestate" organic material that boosts soil health. When complete in 2017, we will be able to use this technology for large amounts of food scrap, while continuing to compost residential organic material.



### LANDFILL RECOVERY

The beginning process to build a recovery center at Coffin Butte Landfill began in 2105 and are ongoing. This facility would provide the facility and process to recovery construction and demolition waste that is currently going into the landfill. While the facility is in the research stages now, when complete, it could provide the opportunity for residential and commercial load sorting as well as industrial drop boxes from construction sites.

Among ideas being discussed are increased options for recycling, reuse opportunities, LEAD certified load sorting and community partnerships that could bridge social gaps as well as provide outlets for usable material.



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# APPENDIX CUSTOMER COMPLIMENTS & COMPLAINTS



## APPENDIX A

				Number of Complaints	Number of Complaints Resolved	Number of Compliments Received
Complaint/Compliment Type						
Billing Issue				3	3	
Container Placement/Replacement						
Property Damage						
Trash/Recycling on the Ground				2	2	
Recycling Issue				1	1	
Containers Missed				2	2	
Customer Service Issue				3	3	
Partially Emptied						
Driver Issue				1	1	
Customer Service						2
Driver Extra Effort						5
Overall Service Levels						2
Recycling						
<b>TOTAL</b>				<b>12</b>	<b>12</b>	<b>9</b>



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Oregon Department of Environmental Quality

Material Recovery and Waste Generation

### 2015 RECYCLING COLLECTOR SURVEY

Company/Collector Name \_\_\_\_\_ Republic Services

Wastshed \_\_\_\_\_ Benton



**A. POST-CONSUMER MATERIALS HANDLED IN 2015 (Single Wastshed)**

Use a separate page 1 for each Oregon wastshed.

**INSTRUCTIONS:** For each post-consumer material handled in 2015, record the amount obtained by each of the following collection methods. In columns (A)-(F) record the amount collected by your company. In column (G), record the amount received from other companies; list each company from which you received material. If material is received from multiple wastsheds, the totals reported (column H1) for each wastshed should, when added together, equal the total reported in column (H2) on page 2. If material is collected in only one wastshed, (H1) will = (H2).

Materials (See Recovered Materials Definitions on Attachment A)	Amount Collected: Only by Your Company						(G) <b>**REQUIRED**</b> Company Name(s)	(H1) Total Amount Collected / Handled in This Wastshed (A) thru (G)	
	(A) On-Route Residential (Curbside Only)	(B) On-Route Commercial	(C) Multi-Family	(D) Disposal Sites & Transfer Stations	(E) Other Depots & Other Residential	(F) Construction & Demolition			
<b>COMMINGLED</b> All Commingled Materials (XXX) Tons	5078.25	1603.24			362.33		31.94	Coffin Butte	7075.760
<b>PAPER FIBERS</b> Newspaper / Mags. (FIB NP) Tons									0.000
Mixed Papers Only (FIB MW) Tons									0.000
Office Pack / HI Grade (FIB HI) Tons		8.78							8.780
Cardboard / Kraft (OCC) Tons		2929.15			233.3				3162.450
<b>NON-FIBER</b> Film Plastics (PF) Tons					34.59				34.590
Plastic Bottles & Containers (RPC) Tons									0.000
Other Plastics (PO) [kind _____] Tons									0.000
Container Glass (GL) Tons	647.84	90.2			297.25		10.05	Coffin Butte	1045.340
Aluminum (AL) Tons									0.000
"Tinned" Steel Cans (TC) Tons									0.000
Scrap Metal (SCM) Tons		41.88			201.43				243.310
Lead Acid Batteries (LAB) Units / Tons									0.000
Tires (TIR) Units / Tons									0.000
Used Motor Oil (OIL) Gallons / Tons					22.77				22.770
Electronics (EL) Tons					248.07				248.070
Asphalt Roofing (RF) Tons									0.000
<b>ORGANICS</b> Food Waste (FW) Tons		331.27							331.270
Food Waste / Yard Debris Mix Tons	7145.62								7145.620
Wood / Lumber (WW) Tons / CuYd		201.66							201.660
Compacted Yard Debris (YD) Tons / CuYd		8.33							8.330
Uncompacted Yard Debris (YD) Tons / CuYd		229.49			41.68				271.170
<b>OTHER</b> Other: Household Batteries Tons					13.31				13.310
Other: Construction Debris Tons						406.35			406.350
Other Leave/Christmas Trees Tons	1770.72								1770.720



# APPENDIX COMPANY ASSETS LIST

## APPENDIX C



Asset Group	Description	In Service Date	Life	Life Remaining	Book Basis	BOOK-VALUE	Life-to-Date Depreciation
1235	2008 AUTOCAR WX64 FEL	11/30/2008	113	27	200000	47787.6	152212.4
1235	FLEETLINK M2 ON-BOARD WASTE PK	9/10/2008	60		3047.72	0	3047.72
1221	2002 VOLVO WX64 W/40YD COMMERC	11/30/2008	40		56000	0	56000
1243	2009 AUTOCAR MCNEILUS	8/10/2009	96	19	229511.08	45424.07	184087.01
1221	truck scale on truck 1221	5/16/2012	60	16	2772	739.2	2032.8
1244	2013 Autocar FL	11/22/2013	96	70	281042	204926.46	76115.54
4035	2007 AUTOCAR WXR64 S L W/LABRIE	11/30/2008	76		150000	0	150000
2174	1999 INT'L 4900 W/25YD MCNEILLU	11/30/2008	19		15000	0	15000
1047	2005 AUTOCAR /W-MCNEILUS	11/30/2008	88	2	120000	2727.27	117272.73
1047	AIR CONDITIONER	11/30/2008	36		3200	0	3200
1044	1992 WHITE EXPEDITOR W/ 20YD H	11/30/2008	23		1500	0	1500
4003	2007 INT'L MSL	4/1/2012	36		40000	0	40000
1047	Air Welgh Truck Scale	6/1/2012	60	17	3212	910.07	2301.93
3068	2007 AUTOCAR WX64 RO	11/30/2008	101	15	130000	19306.93	110693.07
3068	Truck Scales	12/28/2009	89	16	2985	536.63	2448.37
3071	2014 Peterbilt RO	11/30/2013	144	118	241864.92	198194.86	43670.06
3072	2014 Peterbilt RO	11/20/2013	144	118	265622.92	217663.24	47959.68
3073	2014 Peterbilt RO	11/20/2013	144	118	266888.52	218700.32	48188.2
3061	2013 Autocar RO	11/30/2013	144	118	247223.66	202586.06	44637.6
2449	2006 AUTOCAR RESIDENTIAL SL	11/30/2008	94	8	160000	13617.02	146382.98
2448	2007 RESI MSW SIDELOAD	11/30/2008	103	17	180000	29708.74	150291.26
4123	2008 RESI FULLY AUTOMATED SIDE	11/30/2008	111	25	190000	42792.8	147207.2
4124	2008 RESI FULLY AUTOMATED SIDE	11/30/2008	111	25	190000	42792.8	147207.2
4125	2008 RESI FULLY AUTOMATED SIDE	11/30/2008	111	25	190000	42792.8	147207.2
4126	2008 RESI FULLY AUTOMATED SIDE	11/30/2008	111	25	190000	42792.8	147207.2
2430	2006 AUTOCAR SLFA	11/30/2008	86		150000	0	150000
2432	2008 WX64 AUTOCAR W/MCNEILUS	1/10/2009	96	12	245064.07	30633.01	214431.06
2432	Grabber Arms	12/22/2009	86	13	3321.49	502.09	2819.4
2408	2012 Peterbilt ASL	12/31/2011	96	47	157606	77161.27	80444.73
4125	Air Welgh Truck Scale	6/1/2012	60	17	3212	910.07	2301.93
4123	Air Welgh Truck Scale	1/1/2012	60	12	3212	642.4	2569.6
4126	Air Welgh Truck Scale	6/1/2012	60	17	3212	910.07	2301.93
4124	Air Welgh Truck Scale	6/1/2012	60	17	3212	910.07	2301.93
2432	Air Welgh truck scale 2432	6/1/2012	60	17	3176	899.87	2276.13
2457	2014 Autocar ASL	10/31/2013	96	69	276433.68	198686.7	77746.98
2458	2013 Autocar ASL	11/22/2013	96	70	275020.68	200535.91	74484.77
2452	2013 Autocar ASL	11/30/2013	96	70	273160.68	199179.67	73981.01
2459	2013 Autocar ASL	11/30/2013	96	70	272137.94	198433.92	73704.02
2451	2013 Autocar ASL	12/31/2013	96	71	275020.68	203400.71	71619.97
2454	2013 Autocar ASL	12/31/2013	96	71	273160.68	202025.09	71135.59
2455	2013 Autocar ASL	12/31/2013	96	71	275020.68	203400.71	71619.97
2456	2013 Autocar ASL	12/31/2013	96	71	275020.68	203400.71	71619.97
2453	2014 Autocar ASL	1/31/2014	96	72	273244.72	204933.54	68311.18
2455	Agility Fuel Cell	12/10/2014	84	71	4870.6	4116.82	753.78
2457	Agility Fuel Cell	12/10/2014	82	69	4870.6	4098.43	772.17
2459	Agility Fuel Cell	12/10/2014	83	70	4870.6	4107.74	762.86
20	1994 INT'L	11/30/2008	12		1500	0	1500
20	1994 K PAC KP-CCR CONTAINER CA	11/30/2008	12		200	0	200
8	2001 16X80 2 AXLE CONTAINER TR	11/30/2008	24		90	0	90
4	2010 F350 4X4 Styleside Pickup	12/28/2009	96	23	34665	8305.16	26359.84
7075	1987 L/M CONTAINER TRAILER	11/30/2008	12		10	0	10
7076	1995 L&M UTILITY TRAILER	11/30/2008	24		100	0	100
7047	Container Trailer	12/31/2012	96	59	15853.6	9743.36	6110.24
3	Ford F550 Service Truck	12/31/2009	96	23	89000	21322.92	67677.08
15	RCA 100 WATT RADIO	11/30/2008	12	9	0	0	0
13	2006 FORD F-250 DELIVERY P/U	11/30/2008	26		19000	0	19000
15	1996 FORD F250 PICKUP (RECYCLI	11/30/2008	24		660	0	660
16	2015 Ford F150 Supervisor Truc	8/31/2015	60	55	26407	24206.41	2200.59
7077	1993 L&M TRAILER R/O	11/30/2008	12		510	0	510
25 YD	1-25YD SELF-CONTAINED COMPACTO	11/30/2008	12		250	0	250
40 YD	1-40 YD STATIONARY COMP&TUBE {	11/30/2008	60		230	0	230
40 YD	1-40YD RECEIVER	11/30/2008	103	17	4300	709.71	3590.29
40 YD	1-40YD OCTAGONAL RECEIVER TUBE	11/30/2008	113	27	5700	1361.95	4338.05
40 YD	1-40YD OCTAGONAL RECEIVER TUBE	11/30/2008	116	30	5800	1500	4300
40 YD	1-STATIONARY COMPTR&TUBE 40YD	11/30/2008	60		170	0	170
20 YD	1-20 Yd Compactor	8/31/2010	1		0.01	0	0.01
40 YD	40 Yd Compactor	8/31/2010	1		0.02	0	0.02
15 YD	1-15 Yd Compactor	8/31/2010	1		0.01	0	0.01
30 YD	1-30 Yd Compactor	8/31/2010	1		0.01	0	0.01
4 YD	4 YD	8/29/2013	1		0.01	0	0.01
15 YD	15 YD	8/29/2013	1		0.01	0	0.01
20 YD	20 YD	8/29/2013	1		0.01	0	0.01
25 YD	25 YD	8/29/2013	1		0.01	0	0.01
30 YD	30 YD	8/29/2013	1		0.01	0	0.01
40 YD	40 YD	8/29/2013	1	1	0.02	0	0.02
30 YD	6-30 YD DB W/HIGH CAM-LOCK DOO	11/30/2008	60		240	0	240
30 YD	2-30 YD DB, STANDARD	11/30/2008	60		70	0	70
40 YD	5-40 YD DB	11/30/2008	60		230	0	230
20 YD	20YD SCREENED DROP BOXES	11/30/2008	29		55	0	55
30 YD	5-30YD / 20 X 65 DROP BOXES	11/30/2008	60		180	0	180
30 YD	10-30YD 20 X 65 DB	11/30/2008	20		350	0	350
30 YD	1-30YD 20X65 DB	11/30/2008	23		60	0	60
30 YD	4-30YD DB	11/30/2008	12	9	0	0	0
30 YD	4-30YD DB	11/30/2008	12	9	0	0	0
30 YD	4-30YD DB	11/30/2008	12	9	0	0	0

# APPENDIX COMPANY ASSETS LIST

## APPENDIX C



30 YD	4-30YD DB	11/30/2008	60		150	0	150
30 YD	5-30YD DB	11/30/2008	12	9	0	0	0
30 YD	5-30YD DB	11/30/2008	12	9	0	0	0
30 YD	5-30YD DB / 20 X 5	11/30/2008	12	9	0	0	0
30 YD	3-30YD DB / 20 X 5 W/OVERHANG	11/30/2008	12	9	0	0	0
30 YD	3-30YD DB / 20 X 5 W/OVERHANG	11/30/2008	12	9	0	0	0
30 YD	5-30YD DB STANDARD	11/30/2008	60		190	0	190
30 YD	2-30YD DB W/NEWSPRINT WINDOWS	11/30/2008	60		110	0	110
30 YD	1-30YD DB W/OVERHANG	11/30/2008	12	9	0	0	0
30 YD	2-30YD DB W/OVERHANG	11/30/2008	12	9	0	0	0
30 YD	10-30YD DB W/SPECIAL SKID SLOT	11/30/2008	12		350	0	350
30 YD	1-30YD DROP BOX / GLASS	11/30/2008	12	9	0	0	0
30 YD	1-30YD LID	11/30/2008	12	9	0	0	0
30 YD	1-30YD LID	11/30/2008	12	9	0	0	0
30 YD	1-30YD LID	11/30/2008	12	9	0	0	0
30 YD	1-30YD SC DB	11/30/2008	60		60	0	60
30 YD	10-30YD SC STYLE DB	11/30/2008	60		380	0	380
30 YD	3-30YD SC STYLE DB / DK BROWN	11/30/2008	60		110	0	110
30 YD	1-30YD SC STYLE DB W/DOMED LID	11/30/2008	60		48	0	48
30 YD	5-30YD STANDARD DB	11/30/2008	60		180	0	180
30 YD	3-30YD STANDARD DB / DK BROWN	11/30/2008	60		110	0	110
30 YD	4-30YD STANDARD DB / DK BROWN	11/30/2008	60		150	0	150
48 YD	8-48YD DB	11/30/2008	12	9	0	0	0
30 YD	1-30YD DROP BOX	11/30/2008	56		760	0	760
30 YD	10-30YD DB	11/30/2008	60		390	0	390
30 YD	8-30YD R/O CONTAINER	11/30/2008	69		23000	0	23000
30 YD	1-30YD DB	11/30/2008	12	9	0	0	0
40 YD	40YD ROLL OFF CNTR	11/30/2008	22		4500	0	4500
30 YD	2-30YD R/O CONTAINERS	11/30/2008	84		5900	0	5900
30 YD	2-30YD R/O CONTAINERS	11/30/2008	86		3400	0	3400
30 YD	2-30YD R/O CONTAINERS	11/30/2008	86		5800	0	5800
30 YD	2-30YD R/O CONTAINERS	11/30/2008	103	17	7400	1221.36	6178.64
30 YD	2-30YD R/O CONTAINERS	11/30/2008	103	17	7400	1221.36	6178.64
30 YD	4-30YD R/O CONTAINERS	11/30/2008	103	17	15000	2475.73	12524.27
30 YD	1-30YD R/O CONTAINERS	11/30/2008	103	17	3700	610.68	3089.32
40 YD	4-40YD R/O CONTAINERS	11/30/2008	103	17	17000	2805.83	14194.17
40 YD	1-40YD R/O CONTAINERS	11/30/2008	103	17	4200	693.2	3506.8
30 YD	1-30YD R/O CONTAINERS	11/30/2008	103	17	3700	610.68	3089.32
10 YD	2-10YD RO CONTAINERS	11/30/2008	12		0.02	0	0.02
30 YD	13-30YD RO CONTAINERS	11/30/2008	12		0.13	0	0.13
20 YD	1-20YD DB	11/30/2008	60		30	0	30
30 YD	1-18' SPECIAL GLASS BOX	11/30/2008	12	9	0	0	0
30 YD	1-30YD 20X5 DB	11/30/2008	12	9	0	0	0
40 YD	1-40YD 20X7 DB	11/30/2008	12	9	0	0	0
30 YD	1-30YD DB W/SCREEN LID	11/30/2008	60	57	0	0	0
30 YD	1-30YD DB	11/30/2008	60	57	0	0	0
20 YD	1-20YD DB	11/30/2008	12		30	0	30
30 YD	1-30YD DB	11/30/2008	12		40	0	40
20 YD	1-20YD DB	11/30/2008	16		30	0	30
10 YD	1-10YD DB	11/30/2008	259	173	40	26.74	13.26
20 YD	2-20YD 20'X43.5 IN	11/30/2008	12		70	0	70
30 YD	1-REBUILD DROP BOXES	11/30/2008	60	57	0	0	0
30 YD	3-30YD 20X65 STANDARD DB	11/30/2008	60		110	0	110
SECURITY	2-22' SECURITY BOXES	11/30/2008	60		100	0	100
30 YD	1-30YD SUPER CLEAN STYLE DROP	11/30/2008	60		40	0	40
30 YD	1-30YD NEWSPRINT STYLE ECONOMY	11/30/2008	60		30	0	30
30 YD	4-30YD DROP BOX, MODEL #2065SC	11/30/2008	12		150	0	150
30 YD	1-30YD MODEL 2065SC SUPER CLEA	11/30/2008	12		40	0	40
20 YD	2-20YD RO CONTAINERS	11/30/2008	12		0.02	0	0.02
30 YD	16-30YD RO CONTAINERS	11/30/2008	12		0.16	0	0.16
40 YD	6-40YD RO CONTAINERS	11/30/2008	12		0.06	0	0.06
30 YD	7-30 YD DB	11/30/2008	60		262.5	0	262.5
30 YD	10 x 30Yrd Roll-off Drop Box	10/1/2011	180	129	45950	32950.84	13019.16
30 YD	30 YD x 20' chain lift roll of	8/1/2012	180	139	65109	50278.61	14830.39
30 YD		5/31/2013	180	148	15337.62	12610.93	2726.69
30 YD		5/31/2013	180	148	4614.15	3793.86	820.29
10 YD		8/29/2013	1	1	0.05	0	0.05
30 YARD	30 Yard Drop Boxes	12/17/2015	180	179	58949	58621.51	327.49
1.5 YD R/L	32-1.5YD FLATTOP W/COMP LI	11/30/2008	60		120	0	120
1.5 YD F/L	40-1.5YD F/L TAPERED	11/30/2008	60		150	0	150
1.5 YD F/L	10-1.5YD F/L TAPERED W/COMP LI	11/30/2008	60		40	0	40
1.5 YD R/L	1.5YD HEIL W/STEEL LIDS	11/30/2008	19		61.77	0	61.77
1.5 YD R/L	60-1.5YD HEIL W/STEEL LIDS	11/30/2008	20		220	0	220
1.5 YD R/L	1.5YD HEIL, 1.5 IN DRAIN	11/30/2008	18		124.67	0	124.67
1.5 YD R/L	67-1.5YD W/STEEL LIDS	11/30/2008	12	9	0	0	0
1.5 YD F/L	70-11/2YD F/L W/ LIDS & CASTER	11/30/2008	60		240	0	240
1 YD F/L	35-1YD F/L S/ COMP LIDS NO CAS	11/30/2008	60		100	0	100
1 YD F/L	1YD F/L TAPERED	11/30/2008	60		70	0	70
1 YD F/L	45-1YD F/L W/ COMP LIDS CASTER	11/30/2008	60		150	0	150
1 YD F/L	20-1YD F/L W/COMP LIDS	11/30/2008	60		80	0	80
1 YD F/L	20-1YD F/L W/COMP LIDS	11/30/2008	60		80	0	80
1 YD F/L	1YD F/L W/COMP LIDS, NO CAS	11/30/2008	60		17.5	0	17.5
2 YD F/L	1-2YD CARDBOARD CONTAINERS	11/30/2008	60		5	0	5
2 YD F/L	28-2YD F/L TAPERED W/CASTERS {	11/30/2008	60		110	0	110

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2 YD F/L	10-2YD F/L TAPERED W/COMP LIDS	11/30/2008	60	40	0	40
2 YD F/L	20-2YD F/L TAPERED W/COMP LIDS	11/30/2008	60	80	0	80
2 YD F/L	1-2YD F/L TAPERED W/STEEL LID	11/30/2008	60	10	0	10
2 YD F/L	30-2YD F/L TAPERED, COMP LIDS	11/30/2008	60	110	0	110
2 YD F/L	10-2YD F/L TAPERED, FLIP UP LI	11/30/2008	60	50	0	50
2 YD F/L	27-2YD F/L W/CASTERS & COMP LI	11/30/2008	30	110	0	110
2 YD F/L	25-2YD F/L W/CASTERS NO LIDS {	11/30/2008	60	90	0	90
2 YD F/L	29-2YD F/L W/CASTERS, NO LIDS	11/30/2008	30	110	0	110
2 YD F/L	25-2YD F/L W/COMP LIDS	11/30/2008	22	110	0	110
2 YD F/L	2YD F/L, NO CASTER/NO LIDS {	11/30/2008	30	3.33	0	3.33
2 YD F/L	25-2YD F/L, NO LIDS/NO CASTERS	11/30/2008	24	90	0	90
2 YD F/L	38-2YD FLAT TOP F/L	11/30/2008	60	150	0	150
2 YD R/L	2YD MOORE SPECIAL	11/30/2008	60	36	0	36
2 YD R/L	20-2YD MOORE SPECIAL W/COMP LI	11/30/2008	60	80	0	80
3 YD F/L	12-3YD F/L SLANT	11/30/2008	60	60	0	60
3 YD F/L	20-3YD F/L SLANT	11/30/2008	60	90	0	90
3 YD F/L	39-3YD F/L SLANT W/ LID NO CAS	11/30/2008	60	170	0	170
3 YD F/L	37-3YD F/L SLANT W/ LIDS & CAS	11/30/2008	60	170	0	170
3 YD F/L	1-3YD F/L SLANT W/COMP LID & F	11/30/2008	60	10	0	10
3 YD F/L	10-3YD F/L SLANT W/COMP LIDS {	11/30/2008	60	50	0	50
3 YD F/L	10-3YD F/L SLANT W/COMP LIDS {	11/30/2008	60	50	0	50
3 YD F/L	10-3YD F/L SLANT W/COMP LIDS {	11/30/2008	60	50	0	50
3 YD F/L	15-3YD F/L SLANT W/COMP LIDS {	11/30/2008	60	70	0	70
3 YD F/L	2-3YD F/L SLANT W/COMP LIDS	11/30/2008	60	10	0	10
3 YD F/L	5-3YD F/L SLANT W/COMP LIDS	11/30/2008	60	20	0	20
3 YD F/L	25-3YD SLANT TOP F/L	11/30/2008	60	120	0	120
4 YD F/L	10-4YD F/L FLAT TOP W/COMP LID	11/30/2008	60	60	0	60
4 YD F/L	15-4YD F/L SLANT	11/30/2008	60	80	0	80
4 YD F/L	20-4YD F/L SLANT	11/30/2008	60	110	0	110
4 YD F/L	40-4YD F/L SLANT W/ LID & CAST	11/30/2008	60	220	0	220
4 YD F/L	40-4YD F/L SLANT W/ LID NO CAS	11/30/2008	60	200	0	200
4 YD F/L	10-4YD F/L SLANT W/COMP LIDS {	11/30/2008	60	60	0	60
4 YD F/L	6-4YD F/L SLANT W/COMP LIDS	11/30/2008	60	30	0	30
4 YD F/L	6-4YD F/L SLANT W/COMP LIDS	11/30/2008	60	30	0	30
4 YD F/L	1-4YD F/L TAPERED	11/30/2008	60	10	0	10
4 YD F/L	3-4YD F/L TAPERED	11/30/2008	60	20	0	20
4 YD F/L	4-4YD F/L TAPERED	11/30/2008	60	20	0	20
4 YD F/L	4-4YD F/L TAPERED	11/30/2008	60	20	0	20
4 YD F/L	5-4YD F/L TAPERED NO CASTERS {	11/30/2008	60	30	0	30
4 YD F/L	5-4YD F/L TAPERED NO LID/CASTE	11/30/2008	60	20	0	20
4 YD F/L	4-4YD F/L TAPERED NO LIDS	11/30/2008	60	20	0	20
4 YD F/L	4-4YD F/L TAPERED NO LIDS	11/30/2008	60	20	0	20
4 YD F/L	5-4YD F/L TAPERED NO LIDS	11/30/2008	60	30	0	30
4 YD F/L	1-4YD F/L TAPERED W/ COMP LID	11/30/2008	60	10	0	10
4 YD F/L	10-4YD F/L TAPERED W/COMP LIDS	11/30/2008	60	60	0	60
4 YD F/L	10-4YD F/L TAPERED W/COMP LIDS	11/30/2008	60	60	0	60
4 YD F/L	5-4YD F/L TAPERED W/COMP LIDS	11/30/2008	60	30	0	30
4 YD F/L	5-4YD F/L TAPERED W/COMP LIDS	11/30/2008	60	30	0	30
4 YD F/L	4YD F/L W/COMP LIDS	11/30/2008	22	41.18	0	41.18
4 YD F/L	11-4YD F/L, NO LIDS	11/30/2008	22	50	0	50
4 YD F/L	29-4YD F/L, NO LIDS	11/30/2008	22	130	0	130
4 YD F/L	2-4YD F/L, NO LIDS/NO CASTERS	11/30/2008	24	10	0	10
4 YD F/L	15-4YD SLANT TOP F/L	11/30/2008	60	80	0	80
6 YD F/L	60-6YD F/L CATH. W/ LID NO CAS	11/30/2008	60	360	0	360
6 YD F/L	10-6YD F/L CATHEDRAL	11/30/2008	60	60	0	60
6 YD F/L	10-6YD F/L CATHEDRAL	11/30/2008	60	60	0	60
6 YD F/L	15-6YD F/L CATHEDRAL	11/30/2008	60	90	0	90
6 YD F/L	15-6YD F/L CATHEDRAL	11/30/2008	60	100	0	100
6 YD F/L	3-6YD F/L CATHEDRAL	11/30/2008	12	18	0	18
6 YD F/L	6-6YD F/L CATHEDRAL	11/30/2008	60	40	0	40
6 YD F/L	2-6YD F/L CATHEDRAL W/ STEEL	11/30/2008	60	20	0	20
6 YD F/L	4-6YD F/L CATHEDRAL W/AUTO REL	11/30/2008	60	30	0	30
6 YD F/L	10-6YD F/L CATHEDRAL W/COMP LI	11/30/2008	60	60	0	60
6 YD F/L	15-6YD F/L CATHEDRAL W/COMP LI	11/30/2008	60	100	0	100
6 YD F/L	3-6YD F/L CATHEDRAL W/COMP LID	11/30/2008	60	20	0	20
6 YD F/L	3-6YD F/L CATHEDRAL, NO CASTER	11/30/2008	60	20	0	20
6 YD F/L	10-6YD F/L FLAT TOP CONT W/COM	11/30/2008	60	80	0	80
6 YD F/L	42-6YD F/L NO LIDS, NO CASTERS	11/30/2008	22	250	0	250
6 YD F/L	3-6YD F/L NO LIDS/NO CASTERS {	11/30/2008	24	20	0	20
6 YD F/L	10-6YD F/L TAPERED	11/30/2008	60	70	0	70
6 YD F/L	2-6YD F/L TAPERED	11/30/2008	60	20	0	20
6 YD F/L	2-6YD F/L TAPERED	11/30/2008	60	20	0	20
6 YD F/L	3-6YD F/L TAPERED	11/30/2008	60	20	0	20
6 YD F/L	5-6YD F/L TAPERED NO CASTERS {	11/30/2008	60	30	0	30
6 YD F/L	5-6YD F/L TAPERED W/ NO LID {5	11/30/2008	60	30	0	30
6 YD F/L	10-6YD F/L TAPERED W/COMP LIDS	11/30/2008	60	80	0	80
6 YD F/L	5-6YD F/L TAPERED W/COMP LIDS	11/30/2008	60	40	0	40
6 YD F/L	1-6YD F/L W/COMP LID, NO CASTE	11/30/2008	30	10	0	10
6 YD F/L	2-6YD W/NEWSPRINT LID	11/30/2008	12	20	0	20
6 YD F/L	2-6YD W/SPECIAL NEWSPRINT LID	11/30/2008	12	20	0	20
2 YD F/L	SPECIAL 1.84YD RECYCL BINS	11/30/2008	16	45	0	45
2 YD F/L	2-SPECIAL APPROX 2YD F/L FLAT	11/30/2008	60	10	0	10
3 YD F/L	5-3YD FEL SLANT TOP W/ CASTER	11/30/2008	44	440	0	440
2 YD F/L	1-2YD EXP METAL FEL CARDBOARD	11/30/2008	60	20	0	20

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3YD F/L	5-3YD FEL SLANT CONTAINER W/L	11/30/2008	45	490	0	490
3YD F/L	5-3YD FEL SLANT CONTAINER W/L	11/30/2008	60	30	0	30
4YD F/L	4-4YD FEL SLANT CONTAINER W/L	11/30/2008	60	30	0	30
1.5 YD F/L	20-1.5YD F/L	11/30/2008	60	90	0	90
1.5 YD R/L	15-1.5YD REL CONTAINERS	11/30/2008	62	900	0	900
1.5 YD F/L	4-1.5YD FEL CONTAINERS	11/30/2008	62	450	0	450
6YD F/L	6-2YD FEL CONTAINERS	11/30/2008	62	730	0	730
4YD F/L	8-4YD FEL CONTAINERS	11/30/2008	62	1300	0	1300
1.5 YD R/L	50-1.5YD RL CONTAINERS	11/30/2008	55	4800	0	4800
4YD F/L	2-4YD CONTAINER	11/30/2008	69	560	0	560
2YD F/L	1-2YD CONTAINER	11/30/2008	69	226.67	0	226.67
2YD F/L	10-2YD EXPANDED METAL FRONT CA	11/30/2008	60	50	0	50
2YD F/L	4-2YD EXPANDED METAL FRONT CAR	11/30/2008	60	20	0	20
6YD F/L	5-6YD F/L SLANT TOP CONTAINERS	11/30/2008	26	290	0	290
6YD F/L	5-6YD F/L CATHEDRAL STYLE CONT	11/30/2008	26	300	0	300
1.5 YD F/L	10-1.5 YD FL CONTAINERS	11/30/2008	74	1100	0	1100
3YD F/L	5-3YD FL CONTAINERS	11/30/2008	74	1400	0	1400
4YD F/L	5-4YD FL CONTAINERS	11/30/2008	74	1700	0	1700
2YD F/L	3-2YD FL CONTAINERS	11/30/2008	74	760	0	760
4YD F/L	3-4YD FL CONTAINERS	11/30/2008	74	950	0	950
6YD F/L	1-6YD FL CONTAINERS	11/30/2008	74	333.33	0	333.33
4YD F/L	2-4YD FEL CONTAINER	11/30/2008	84	800	0	800
6YD F/L	4-6YD FEL CONTAINERS	11/30/2008	84	2100	0	2100
2YD F/L	5-2YD FEL CONTAINERS	11/30/2008	86	1700	0	1700
4YD F/L	2-4YD FEL CONTAINERS	11/30/2008	86	790	0	790
6YD F/L	2-6YD FEL CONTAINERS	11/30/2008	86	1100	0	1100
4YD F/L	4-4YD FEL CONTAINERS	11/30/2008	93	7	165.59	2034.41
4YD F/L	4-4YD FEL CONTAINERS	11/30/2008	93	7	165.59	2034.41
3YD F/L	18-3YD FEL CONTAINERS	11/30/2008	93	7	8600	647.31
1.5 YD R/L	40-1.5YD REL CONTAINERS	11/30/2008	97	11	12000	1360.82
3YD F/L	4-3YD FEL CONTAINERS	11/30/2008	97	11	1700	192.77
4YD F/L	5-4YD FEL CONTAINERS	11/30/2008	97	11	2500	283.5
6YD F/L	7-6YD FEL CONTAINERS	11/30/2008	97	11	4400	498.97
6YD F/L	8-6YD FEL CONTAINERS "RECYCLE"	11/30/2008	98	12	5700	697.96
4YD F/L	4-4YD FEL CONTAINERS RECYCLING	11/30/2008	103	17	1900	313.58
4YD F/L	2-4YD FEL CONTAINERS RECYCLING	11/30/2008	103	17	950	153.49
6YD F/L	2-6YD FEL CONTAINERS RECYCLING	11/30/2008	103	17	1100	181.55
3YD F/L	6-3YD FEL CONTAINERS SLANT	11/30/2008	103	17	2400	396.12
1.5 YD R/L	34-1.5YD REL CONTAINERS TRASH	11/30/2008	103	17	10000	1650.48
6YD F/L	4-6YD FEL CONTAINERS RECYCLING	11/30/2008	103	17	2100	346.6
2YD F/L	5-2YD FEL CONTAINERS TRASH	11/30/2008	103	17	1800	297.08
6YD F/L	6-6YD FEL CONTAINERS RECYCLING	11/30/2008	103	17	3100	511.65
4YD F/L	5-4YD FEL CONTAINERS SLANT TRA	11/30/2008	103	17	2300	379.62
2YD R/L	10-2YD REL CONTAINERS	11/30/2008	108	22	4000	814.81
2YD F/L	6-2YD FEL CONT. CARDBD RECYCLE	11/30/2008	108	22	2900	590.75
4YD F/L	4-4YD FEL CONT. CARDBD RECYCLE	11/30/2008	108	22	2400	488.89
6YD F/L	8-6YD FEL CONT. CARDBD RECYCLE	11/30/2008	108	22	5500	1120.37
1YD F/L	10-1YD FLAT TOP REFUSE CONTAIN	11/30/2008	108	22	4200	855.55
1.5 YD R/L	12-1.5YD FLAT TOP REFUSE CONTA	11/30/2008	108	22	5500	1120.37
1.5 YD R/L	15-1.5YD REL REFUSE CONTAINER	11/30/2008	108	22	5200	1059.25
1.5 YD R/L	35-1.5YD REL REFUSE CONTAINER	11/30/2008	108	22	12000	2444.45
2YD R/L	5-2YD FLAT TOP REFUSE CONTAIN	11/30/2008	108	22	2000	407.41
3YD F/L	10-3YD SLANT TOP REFUSE CONTAI	11/30/2008	108	22	4500	916.66
6YD F/L	1-6YD FL CONTAINER W/COMP LID	11/30/2008	60	10	0	10
2YD F/L	5-2YD FL FLAT TOP CONTAINERS	11/30/2008	117	31	2400	635.9
4YD F/L	15-4YD FL SLANT-TOP CONTAINERS	11/30/2008	118	32	8700	2359.32
3YD F/L	5-3YD FL CONTAINERS	11/30/2008	118	32	2900	786.44
2YD F/L	8-2YD FL CONTAINERS	11/30/2008	118	32	3800	1030.52
2YD F/L	1-2YD FL FLAT TOP CONTAINERS	11/30/2008	119	33	470	130.34
2YD F/L	1-2YD FL FLAT TOP CONTAINERS	11/30/2008	119	33	470	130.34
2YD R/L	6-2YD RL CONTAINERS	11/30/2008	119	33	3200	887.39
2YD F/L	2-2YD FL CONTAINERS	11/30/2008	119	33	1100	305.05
2YD R/L	2-2YD RL CONTAINERS	11/30/2008	119	33	1100	305.05
3YD F/L	23-3YD FL CONTAINERS	11/30/2008	12	0.23	0	0.23
1YD R/L	10-1YD RL CONTAINERS	11/30/2008	12	0.1	0	0.1
1YD R/L	1-1 YD REAR LOAD CONTAINER	11/30/2008	60	10	0	10
1YD R/L	1-1 YD REAR LOAD CONTAINER	11/30/2008	60	10	0	10
1YD R/L	7-1YD R/L CONTAINERS W/LIDS &	11/30/2008	26	210	0	210
2YD F/L	1-2YD CONT	11/30/2008	12	9	0	0
2YD F/L	1-2YD CONT	11/30/2008	12	9	0	0
1YD R/L	3--75YD CONT	11/30/2008	12	9	0	0
1YD R/L	2--75YD HEIL SPECIAL	11/30/2008	12	9	0	0
2YD F/L	11-CONTAINER (LEASE PURCHASE)	11/30/2008	12	9	0	0
6YD F/L	6-SPECIAL RECYCLE CONTAINER	11/30/2008	12	0	20	20
1YD R/L	10-1YD R/L CONT (CDC)	11/30/2008	60	10	0	10
1.5 YD R/L	15-1.5YD R/L CONT (CD C)	11/30/2008	60	20	0	20
2YD F/L	3-2YD CONT (CDC)	11/30/2008	60	10	0	10
6YD F/L	1-6YD F/L CATHEDRAL, NO CASTER	11/30/2008	60	10	0	10
2YD F/L	10-2YD CONTAINER	11/30/2008	60	10	0	10
6YD F/L	1-6YD F/L CATHEDRAL W/COMP LID	11/30/2008	60	10	0	10
4YD F/L	4YD F/L CARDBOARD CONTAINER {1	11/30/2008	60	70	0	70
6YD F/L	2-6YD F/L CARDBOARD RECYCLING	11/30/2008	60	20	0	20
6YD F/L	1-6YD F/L GARBAGE CONTAINER	11/30/2008	60	10	0	10
4YD F/L	2-4YD F/L MODEL 753 EXPANDED M	11/30/2008	60	10	0	10

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2 YD F/L	3-2YD F/L EXPANDED METAL CARDB	11/30/2008	60	10	0	10
2 YD F/L	18-2YD CONTAINER	11/30/2008	12	30	0	30
2 YD F/L	21-2YD CONTAINER	11/30/2008	12	30	0	30
4 YD F/L	3-4YD RECYCLING CONTAINER {ALS	11/30/2008	12	20	0	20
2 YD F/L	8-2YD FEL CONTAINER	11/30/2008	74	1700	0	1700
4 YD F/L	2-4YD FEL CONTAINERS	11/30/2008	74	630	0	630
6 YD F/L	4-6YD FEL CONTAINERS	11/30/2008	86	2100	0	2100
6 YD F/L	26-6YD FL CONTAINERS	11/30/2008	12	0.26	0	0.26
1.5 YD R/L	22-1.5YD RL CONTAINERS	2/16/2009	12	0.22	0	0.22
2 YD R/L	122-2YD RL CONTAINERS	2/16/2009	12	1.22	0	1.22
1 YD R/L	7-1YD RL CONTAINERS	2/16/2009	12	0.07	0.01	0.06
4 YD F/L	1-4YD EXPANDED METAL F/L CARDB	11/30/2008	60	6	0	6
3 YD F/L	11-3YD FEL CONTAINERS	11/30/2008	69	2772	0	2772
	1 YD, 1.5 YD, 2 YD & 6 YD CNTS	10/15/2009	180	105	16089	9985.25
	2 YD, 4 YD & 6 YD CARDBRD CNTS	10/22/2009	180	105	10375	6052.07
		12/30/2009	180	107	7034.33	4181.51
6 YD F/L	9-6YD FEL Containers	11/30/2008	69	1008	0	1008
3 YD F/L	4-3YD FEL CONTAINERS	11/30/2008	69	1008	0	1008
1 YD R/L	18-1Yd RL Containers	8/31/2010	180	164	0.18	0.13
6 YD F/L	10-6 YD FL	11/30/2008	12	9	0	0
1 YD F/L	15 - 1YD F/L CONTAINERS	4/1/2011	180	123	7173	4901.55
1 YD R/L	10 - 1 YD R/L CONTAINERS	4/1/2011	180	123	3972	2714.2
2 YD R/L	10 - 2 YD R/L CONTAINERS	4/1/2011	180	123	3790	2589.81
1.5 YD F/L	10 x 1.5 yrd front load cntbrs	8/31/2011	180	127	4990	3520.71
2 YD F/L	15 x 2 yrd FEL Containers	8/31/2011	180	127	7875	5556.25
2 YD F/L	2 yard FEL Container	11/16/2011	1	0.01	0	0.01
2 YD R/L	2 yard REL Container	11/16/2011	1	0.01	0	0.01
	FEL Containers	11/16/2011	1	0.03	0	0.03
1 YD F/L	1YD LEACH W/HEIL	11/30/2008	60	4	0	4
2 YD F/L	2 CuYd FL Flat top containers	8/1/2012	180	139	5090	3930.62
6 YD F/L	6 CuYd FL Flat top containers	8/1/2012	180	139	801.5	618.95
4 YD F/L	4 CuYd FL Flat top containers	8/1/2012	180	139	6830	5274.29
2 YD F/L	2 CuYd FL slope top containers	8/1/2012	180	139	7392	5708.26
3 YD F/L	3 CuYd FL slope top containers	8/1/2012	180	139	8304	6412.54
4 YD F/L	4 CuYd FL slope top containers	8/1/2012	180	139	6600	5096.66
6 YD F/L	6 CuYd FL slope top containers	8/1/2012	180	139	8688	6709.06
	2 UD R/L	5/31/2013	180	148	6070.74	4991.48
	1.5 YD F/L	5/31/2013	180	148	9496.25	7808.03
	2 YD F/L	5/31/2013	180	148	10203.64	8389.66
	3 YD F/L	5/31/2013	180	148	10032.15	8248.66
	4 YD F/L	5/31/2013	180	148	7768.49	6387.42
	6 YD F/L	5/31/2013	180	148	5864.95	4822.29
	2 YD F/L	5/31/2013	180	148	4175.78	3433.41
	4 YD F/L	5/31/2013	180	148	5350.48	4399.27
	6 YD F/L Contrainers	5/31/2013	180	148	7070.74	5813.73
	1.5 YD R/L	8/29/2013	180	167	0.13	0.11
4 YD F/L	10-4YD F/L SLANT TOP CNTR W/ C	11/30/2008	24	49	0	49
2 YD F/L	10-2YD EXPANDED METAL FL CARDB	11/30/2008	12	5	0	5
3 YD F/L	3 YD F/L Containers	10/22/2015	180	177	5024	4940.27
4 YD F/L	4 YD F/L Recycle Containers	10/22/2015	180	177	4732	4653.13
4 YD F/L	4 YD F/L Containers	10/22/2015	180	177	2704	2658.93
8 YD F/L	8 YD F/L Containers	10/22/2015	180	177	5472	5380.8
RCYBIN	1471-14GAL RECYCLING CONTAINER	11/30/2008	30	2800	0	2800
RCYBIN	1071-14GAL RECYCLING CONTAINER	11/30/2008	30	2800	0	2800
RCYBIN	250-14GAL CONTAINERS GREY	11/30/2008	32	780	0	780
RCYBIN	750-14GAL CONTAINERS BLUE	11/30/2008	32	2400	0	2400
RCYBIN	1000-14GAL RECYCLING CONTAINER	11/30/2008	43	4100	0	4100
RCYBIN	1200-14GAL RECYCLE BINS BLUE	11/30/2008	46	5800	0	5800
ADDCOST	ADD'L COST FRF	11/30/2008	46	870	0	870
RCYBIN	800-4GAL CURBSIDE GLASS ONLY	11/30/2008	55	4500	0	4500
RCYBIN	1963-14GAL RECYCLING CONTAINER	11/30/2008	12	19.63	0	19.63
RCYBIN	10-TOTE BIN MODEL 'A'	11/30/2008	12	9	0	0
RCYBIN	244-14GAL RECYCLE BIN / NAVY B	11/30/2008	60	15.03	0	15.03
RCYBIN	400-14GAL CONTAINERS	11/30/2008	30	1800	0	1800
RCYBIN	425-14GAL RECYCLING CONTAINER	11/30/2008	38	1530	0	1530
4452300	RED RECYCLE BINS	11/30/2008	60	114.12	0	114.12
RCYBIN	500 - 14 Gallon Recycle Bins	3/8/2010	120	50	3525	1468.74
RCYBIN	168-14GAL RECYCLE BIN / NAVY B	11/30/2008	60	10.35	0	10.35
RCYBIN	75-14GAL RECYCLING CONTAINER	11/30/2008	38	270	0	270
RCYBIN	1,000 - 14 GALLON RECYCLE BINS	3/1/2011	120	62	7480	3864.67
RCYBIN	14 Gallon Residential Rcy Bins	5/16/2012	120	76	6825.5	4322.82
	RCYBIN	9/26/2013	120	92	986.75	756.51
	RCYBIN	1/23/2014	120	96	7378.53	5902.83
RCYBIN	14G Curbside Bins	12/10/2014	120	107	7592.24	6769.75
20 MSW	100-20GAL ROLL OUT CART INSERT	11/30/2008	12	1.8	0	1.8
1.5 YD MSW	104-300GAL PLASTIC TUBS	11/30/2008	60	224.31	0	224.31
32 MSW	35GAL CARTS W/BLOW MOLDED	11/30/2008	60	57	0	0
32 MSW	1008-35GAL SCHAEFER CARTS W/BL	11/30/2008	60	490	0	490
32 MSW	1008-35GAL SCHAEFER CARTS W/BL	11/30/2008	60	490	0	490
32 MSW	2973-35GAL SCHAEFER UNIVERSAL	11/30/2008	60	1400	0	1400
32 RCY	204-35GAL YARD CARTS	11/30/2008	60	80.88	0	80.88
2 YD MSW	2-450GAL PLASTIC TUB	11/30/2008	60	57	0	0
2 YD MSW	33-450GAL PLASTIC TUBS	11/30/2008	60	49.11	0	49.11
64 MSW	280-65GAL CARTS	11/30/2008	60	140	0	140
32 MSW	552-CCCCL CARTS / GREY	11/30/2008	60	290	0	290



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64 RCY	288-65GAL CARTS / YD DEBRIS	11/30/2008	60		200	0	200
32 MSW	576-MODEL 60501 TOTER CARTS	11/30/2008	60		470	0	470
32 MSW CN	124-RUBBERMAID ROLL CANS	11/30/2008	12	9	0	0	0
32 MSW CN	375-RUBBERMAID ROLL CANS	11/30/2008	12	9	0	0	0
32 MSW	1800-SCHAEFER 35GAL ROLL CARTS	11/30/2008	60		1000	0	1000
32 MSW	114-TOTER CARTS	11/30/2008	12		100	0	100
32 MSW	30-TOTER CARTS / GREEN	11/30/2008	12		30	0	30
32 MSW	70-TOTER CARTS / GREEN	11/30/2008	12		60	0	60
64 MSW	275-65GAL B-STYLE CART W/ SNAP	11/30/2008	60		120	0	120
64 MSW	200-65GAL CARTS	11/30/2008	60		80	0	80
64 MSW	50-65GAL CARTS	11/30/2008	60		30	0	30
64 MSW	150-65GAL CARTS	11/30/2008	60		70	0	70
64 MSW	28-65GAL CONTAINER	11/30/2008	12		10	0	10
64 MSW	280-65-GAL CARTS	11/30/2008	60		140	0	140
32 MSW	100-35 GAL CARTS	11/30/2008	12		20.1	0	20.1
64 MSW	65 GAL CARTS	11/30/2008	12		20.8	0	20.8
32 MSW	300-35GAL CARTS	11/30/2008	14		3200	0	3200
32 MSW	32GAL CARTS	11/30/2008	14		500	0	500
64 MSW	350-68GAL CONTAINERS	11/30/2008	19		5300	0	5300
32 MSW	250-32GAL CONTAINERS	11/30/2008	19		2800	0	2800
64 MSW	150-65GAL CONTAINERS	11/30/2008	28		4000	0	4000
64 MSW	300-65GAL CONTAINERS GARBAGE	11/30/2008	31		8400	0	8400
64 MSW	350-65GAL CONTAINERS GARBAGE/G	11/30/2008	33		9100	0	9100
1.5 YD MSW	13-1.5YD PLASTIC TUB	11/30/2008	35		2000	0	2000
64 MSW	198-68GAL CONTAINERS GARBAGE G	11/30/2008	38		5200	0	5200
32 MSW	150-32GAL CONTAINERS GARBAGE G	11/30/2008	38		2800	0	2800
32 MSW	37-35 GAL CARTS	11/30/2008	60		20	0	20
64 MSW	98-68 GAL CARTS	11/30/2008	46		3700	0	3700
32 MSW	310-32 GAL CARTS	11/30/2008	46		8266.67	0	8266.67
32 RCY	300-32 GAL RECYCLE CARTS	11/30/2008	51		513	0	513
64 RCY	16484-64 GAL RECYCLE CARTS	11/30/2008	51		536611.87	0	536611.87
ADDL COST	16484-ADDT'L COST	11/30/2008	51		42051.02	0	42051.02
32 MSW	50-35 GAL RESIDENTIAL ROLL CART	11/30/2008	60		20	0	20
32 MSW	25-32 GAL RESI CONTAINERS	11/30/2008	12		0.25	0	0.25
64 MSW	121-64GAL RESI CONTAINERS	11/30/2008	12		1.21	0	1.21
1 YD MSW	45-200GAL RESI CONTAINERS	11/30/2008	12		0.22	0	0.22
64 RCY	6-64GAL RECYCLING CONTAINERS	11/30/2008	12	3	0.06	0.01	0.05
32 MSW	200-32GAL GARBAGE CARTS	11/30/2008	60		6427.94	0	6427.94
90 MSW	414-95GAL GARBAGE CARTS	11/30/2008	60		19144.81	0	19144.81
32 MSW	221-32GAL CARTS	11/30/2008	60		120.86	0	120.86
64 MSW	576-65GAL BAR CART W/SNAP WHEE	3/10/2009	120	38	21205.24	6715	14490.24
32 MSW	140-32GAL CONTAINERS GARBAGE G	11/30/2008	38		2520	0	2520
2 YD MSW	6-450GAL PLASTIC TUBS	11/30/2008	60		17.33	0	17.33
1.5 YD MSW	20-300GAL EL MONTE PLASTIC TUB	4/12/2009	120	39	5837.1	1897.06	3940.04
2 YD MSW	20-450GAL EL MONTE PLASTIC TUB	4/12/2009	120	39	8597.1	2794.06	5803.04
32 MSW	100-32GAL RESIDENTIAL CARTS	1/10/2009	120	36	2978.41	893.53	2084.88
32 MSW	250-35 GAL CART	11/30/2008	60		100	0	100
32 MSW	245-CARTS	11/30/2008	12	9	0	0	0
32 MSW	12-32GAL SCHAEFFER ROLL CARTS	11/30/2008	60		10	0	10
32 MSW	96-32 GAL ROLL CARTS	11/30/2008	60		40	0	40
32 MSW	306-35GAL CARTS	11/30/2008	60	57	0	0	0
32 MSW	819-35GAL CARTS	11/30/2008	60		360	0	360
90 MSW	250-95GAL UNIV CART ASSY W/LID	11/30/2008	60		140	0	140
32 MSW	250-35GAL CARTS, GREY, 8: TREA	11/30/2008	12		110	0	110
90 MSW	250-95GAL CART ASSY, 12IN TREAD	11/30/2008	60		140	0	140
32 MSW	270-35GAL SCHAEFER RESI CARTS	11/30/2008	60		10	0	10
32 MSW	400-35 GALLON SCHAEFER CARTS (	11/30/2008	60		110	0	110
32 MSW	100-35GAL B STYLE CART W/ SNAP	11/30/2008	60		30	0	30
90 MSW	150-95GAL B STYLE CART W/ SNAP	11/30/2008	60		70	0	70
90 MSW	165-95GAL SCHAEFER ROLL CARTS	11/30/2008	60		20	0	20
RCYBIN	12-14GAL CONTAINER-RESIDENTIAL	11/30/2008	44		48.6	0	48.6
64 RCY	1221-68GAL CO-MINGLE CARTS	11/30/2008	57		44991.5	0	44991.5
32 MSW	500-35GAL GARBAGE CARTS	11/30/2008	58		14000	0	14000
64 RCY	588-65GAL CO-MINGLE CARTS	11/30/2008	58		22000	0	22000
64 RCY	308-65GAL CO-MINGLE CARTS	11/30/2008	58		12000	0	12000
90 RCY	4129-90GAL YARD DEBRIS CARTS	11/30/2008	58		176639.62	0	176639.62
64 RCY	2044-65GAL CO-MINGLE CARTS	11/30/2008	58		78000	0	78000
ADDL COST	1764-65GAL LABOR & ASSEMBLY OF	11/30/2008	57		1384.35	0	1384.35
32 MSW	40-35 GAL RESIDENTIAL ROLL CART	11/30/2008	60		10	0	10
32 RCY	35GAL RECYCLING CARTS	11/30/2008	12		1.05	0	1.05
32 MSW	120-32GAL CARTS	11/30/2008	60		65.63	0	65.63
32 MSW	20-32GAL RESI CARTS	11/30/2008	46		472	0	472
64 MSW	17-65 GAL CARTS	11/30/2008	60		2.78	0	2.78
64 RCY	150-64 GAL RECYCLE CARTS	11/30/2008	51		5243.76	0	5243.76
ADDL COST	150-ADDT'L COST	11/30/2008	51		382.65	0	382.65
32 MSW	140-32GAL CONTAINERS	11/30/2008	21		1568	0	1568
64 RCY	68GAL AUTOCOMMINGLE CARTS	11/30/2008	53		5494.51	0	5494.51
ADDL COST	154-LABOR & ASSY NEW RESI CART	11/30/2008	53		162.88	0	162.88
32 MSW	40-32GAL RESIDENTIAL CARTS	11/30/2008	60		21.33	0	21.33
20 MSW	200-20 GALLON INSERTS	9/21/2009	120	44	3645	1336.49	2308.51
64 RCY	300-68 Gallon Recycle Cart	10/30/2009	120	45	11720.44	4395.17	7325.27
32 MSW	300-32 Gallon MSW Carts	10/30/2009	120	45	10275.45	3853.29	6422.16
90 MSW	120-95 Gallon Carts	12/21/2009	120	47	5369.33	2102.99	3266.34
90 MSW	30-95 Gallon Carts	12/21/2009	120	47	1342.33	525.75	816.58

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90 MSW	164-95 Gallon Carts	12/21/2009	120	47	7338.09	2874.08	4464.01
32 MSW	44-32 Gallon Carts	12/23/2009	120	47	1280.32	501.47	778.85
32 MSW	840-32 Gal MSW Carts	5/26/2010	120	52	25351.76	10985.76	14366
90 RCY	387-95 Gal Yard Waste Carts	5/26/2010	120	52	18133.08	7857.66	10275.42
90 RCY	9-95 Gal Yard Waste Carts	5/26/2010	120	52	421.7	182.74	238.96
32 MSW	120-32 Gal MSW Carts	5/26/2010	120	52	3621.68	1569.38	2052.3
90 RCY	108-95 Gal Yard Waste Carts	5/26/2010	120	52	5060.39	2192.83	2867.56
90 MSW	44-90GAL Toter Carts	11/30/2008	60		16.8	0	16.8
90 RCY	504-95 Gal Yard Waste Carts	7/30/2010	120	54	25613.84	11526.23	14087.61
64 MSW	240-65 Gal MSW Carts	8/31/2010	120	55	2.4	1.1	1.3
20 MSW	240-20 Gal Inserts	8/31/2010	120	55	2.4	1.1	1.3
1 YD MSW	6-1 Yd Tubs	8/31/2010	120	107	0.06	0.04	0.02
32 RCY	31-35 Gal Recycle Carts	8/31/2010	120	106	0.31	0.18	0.13
90 MSW	194-95 GAL CARTS	11/30/2008	60		102.36	0	102.36
20 MSW	108-20GAL INSERT FOR 32GAL CAR	11/30/2008	53		2190.86	0	2190.86
64 MSW	9-65GAL CARTS	11/30/2008	12		33.16	0	33.16
90 MSW	36-90GAL CARTS	11/30/2008	12	9	0	0	0
90 MSW	88-90GAL CARTS	11/30/2008	12		3.71	0	3.71
90 MSW	491-95 Gal MSW Carts	5/31/2011	120	64	24661.61	13152.87	11508.74
90 MSW	60-Pink 95 Gallon MSW Carts	6/6/2011	120	65	3538.2	1916.52	1621.68
64 MSW	301-65 Gallon MSW Carts	6/6/2011	120	65	13492.83	7308.63	6184.2
90 MSW	20-Pink 95 Gallon MSW Carts	6/6/2011	120	65	1179.4	638.84	540.56
90 MSW	504-95 Gallon MSW Carts	6/30/2011	120	65	27654.32	14979.43	12674.89
32 MSW	35GAL RESIDENTIAL ROLL CAR	11/30/2008	60		17.14	0	17.14
32 MSW	32Gal Classic-Drk Gray-No Lid	9/19/2011	120	68	21557.77	12216.06	9341.71
32 MSW	35GAL RESIDENTIAL ROLL CAR	11/30/2008	60		17.14	0	17.14
	Resl Carts	11/16/2011	120	108	0.05	0.04	0.01
64 RCY	65 Gallon Recycle Carts	12/16/2009	120	47	2449.29	959.3	1489.99
32 MSW	35 Gal MSW Resl carts	3/31/2012	120	74	37465	23103.41	14361.59
32 MSW	32GAL RESIDENTIAL CARTS	11/30/2008	60		32	0	32
64 RCY	65 gal light tan rcy carts	8/31/2012	120	79	16782.49	11048.47	5734.02
90 RCY	90 gallon light gray yrd carts	8/31/2012	120	79	8266.47	5442.08	2824.39
90 RCY	90 Gallon Recycle Carts	10/1/2012	120	81	22361.25	15093.85	7267.4
65 MSW	65 Gal MSW	1/1/2013	120	84	9868	6907.6	2960.4
64 RCY	64 Gallon Recycle Carts	3/31/2013	120	86	23672.64	16965.4	6707.24
32 MSW	1150 - 32 Gal Drk Gray MSW Cart	4/1/2013	120	87	37541	27217.23	10323.77
90 RCY	360-95 Gal Light Gray YW Carts	4/2/2013	120	87	19378.4	14049.34	5329.06
	90 GAL MSW	5/24/2013	120	88	27531.36	20189.65	7341.71
	1.5 YD MSW	8/29/2013	120	114	0.2	0.15	0.05
	90 RCY	9/26/2013	120	92	24551.74	18823.01	5728.73
	32 RCY	9/26/2013	120	92	1444.91	1107.77	337.14
90 RCY	549 - 95 Gal YW Carts	4/26/2013	120	87	4742.63	3438.42	1304.21
90 RCY	150-95GAL CONT. YARD WASTE LT.	11/30/2008	98		630.67	0	630.67
90 RCY	12/31/2013	120	95		28064.11	22217.42	5846.69
64 RCY	12/31/2013	120	95		17743.94	14047.29	3696.65
64 MSW	12/31/2013	120	95		17743.94	14047.29	3696.65
32 MSW	4/24/2014	120	99		40808.8	33667.26	7141.54
90 Gal MSW	4/24/2014	120	99		27552.48	22730.8	4821.68
64 MSW	4/30/2014	120	99		28244.1	23301.38	4942.72
90 RCY	95 Gal Recycle Carts	9/27/2013	120	92	4494	3445.4	1048.6
90 RCY	504-95 Gal Light Gray YW Carts	2/17/2011	120	61	4729.19	2404	2325.19
90 RCY	95 (Yard Waste) Gallon Carts	9/26/2014	120	104	13651	11830.86	1820.14
64 RCY	65 (Recycling) Gallon Carts	9/26/2014	120	104	17629.44	15278.85	2350.59
	Residential Carts	11/20/2014	120	106	6969.62	6156.5	813.12
	90 Gallon YW Carts	11/20/2014	120	106	6969.62	6156.5	813.12
90 MSW	95 Gallon Millennium	3/31/2015	120	110	27761.96	25448.46	2313.5
90 RCY	95 Gallon	3/31/2015	120	110	13895.48	12735.69	1157.79
64 MSW	65 Gallon	3/31/2015	120	110	17139.6	15711.3	1428.3
64 RCY	65 Gallon	3/31/2015	120	110	17139.6	15711.3	1428.3
1.5 Y	300 Gallon	1/30/2015	120	108	4287.75	3858.97	428.78
2Y	450 Gallon	3/31/2015	120	110	4594.01	4211.18	382.83
32 MSW	32 Gallon	5/31/2015	120	112	20360	19002.66	1357.34
32 MSW	32 Gallon	7/10/2015	120	114	5929.1	5632.64	296.46
90 MSW	95 Gallon	7/10/2015	120	114	5649.73	5367.25	282.48
65 MSW	65 Gallon	7/10/2015	120	114	4988.57	4739.14	249.43
90 MSW	95 Gallon	7/10/2015	120	114	1598.77	1518.83	79.94
90 RCY	95 Gallon	7/10/2015	120	114	1192.79	1133.15	59.64
90 MSW	95 Gallon MSW Carts	9/21/2015	120	116	6740.7	6516.01	224.69
90 RCY	95 Gallon YW Carts	9/21/2015	120	116	6740.7	6516.01	224.69
32 MSW	32 Gallon MSW Carts	9/25/2015	120	116	15483.6	14967.48	516.12
64 RCY	65 Gallon Recycle Carts	9/25/2015	120	116	18579	17959.69	619.31
90 MSW	95 Gallon MSW Carts	9/25/2015	120	116	20222.1	19548.03	674.07
90 RCY	95 Gallon Yard Waste Carts	9/25/2015	120	116	6740.7	6516.01	224.69
90 RCY	95 Gallon Yard Waste Carts	10/23/2015	120	117	10946.1	10672.44	273.66
SECURITY	2-SECURITY BOXES	11/30/2008	12	9	0	0	0
SECURITY	6-SECURITY BOXES	11/30/2008	12	9	0	0	0
SECURITY	2-22' STANDARD SECURITY BOXES	11/30/2008	60		100	0	100
SECURITY	3-22 SECURITY BOXES	11/30/2008	60		140	0	140
SECURITY	6-22 SECURITY BOXES W/SUPERIOR	11/30/2008	60		280	0	280
SECURITY	1-22 SOLID LID	11/30/2008	12	9	0	0	0
SECURITY	1-22 SOLID LID	11/30/2008	12	9	0	0	0
SECURITY	4-22 STANDARD SECURITY BOX / H	11/30/2008	60		210	0	210
SECURITY	4-22 STANDARD SECURITY BOX / H	11/30/2008	60		210	0	210
SECURITY	4-22 STANDARD SECURITY BOXES {	11/30/2008	60		210	0	210

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SECURITY	1-22 STORAGE UNIT	11/30/2008	60		60	0	60
SECURITY	1-SPECIAL SECURITY BOX	11/30/2008	12	9	0	0	0
SHED	1-RECYCLE SHED	11/30/2008	12		90	0	90
SHED	2-RECYCLE SHEDS	11/30/2008	12		90	0	90
10078	ABOVE GROUND FUEL STORAGE TANK	11/30/2008	85		18000	0	18000
81	1996 TOYOTA FORKLIFT	11/30/2008	24		3500	0	3500
3074	1987 GRIZZLEY 215C LOADER	11/30/2008	12		560	0	560
	2013 Caterpillar 906H loader	8/31/2015	60	55	69081	63324.25	5756.75
10075	PICNIC TABLE & BENCHES	11/30/2008	12		220	0	220
10092	LOCKERS (3)	11/30/2008	12	9	0	0	0
10093	LOCKERS (3)	11/30/2008	12	9	0	0	0
10094	LOCKERS (3)	11/30/2008	12	9	0	0	0
10096	STEEL LOCKERS (21)	11/30/2008	12	9	0	0	0
10099	STIHL FS76 BRUSH CUTTER / WEED	11/30/2008	24		50	0	50
10123	HOSE GUN, WAND & HOSE REEL	11/30/2008	24		400	0	400
10125	STEAM CLEANERS FOR NEW WASH RA	11/30/2008	24		2600	0	2600
10692	2 CAMERAS (NOT YET INSTALLED O	11/30/2008	24		140	0	140
54	TARPER	11/30/2008	12		640	0	640
92	1992 CASE TRACTOR	11/30/2008	12		6200	0	6200
4239	HOT WATER PRESSURE WASHER	12/10/2008	84		6025.75	0	6025.75
1424	Loader Attachment - Clam Shell	11/1/2012	84	46	4830	2645	2185
	CNG Equipment	1/31/2014	120	96	484843	387874.4	96968.6
255	BASE STATION	11/30/2008	24	21	0	0	0
256	OFFICE BASE TRANSMITTER	11/30/2008	24	21	0	0	0
10122	NEW SCALE TOP PLATFORM	11/30/2008	24		720	0	720
1218	HYDRO ENGINEERING HE/S1 FILTRA	11/30/2008	24		610	0	610
4321496	10 HP CHAMPION AIR COMPRESSOR	11/30/2008	24		390	0	390
4321497	AIR COMPRESSOR	11/30/2008	12	9	0	0	0
4321499	32 X 48 STEEL TABLE (1)	11/30/2008	12	9	0	0	0
4321502	ACETYLENE SET WITH CART	11/30/2008	12	9	0	0	0
4321503	AIR GREASE PUMP	11/30/2008	24		90	0	90
4321504	AT 10210E HOIST & INSTALLATION	11/30/2008	12		3400	0	3400
452-0081	CB.I. ROTATOR MODEL R6000HP W/	11/30/2008	12	9	0	0	0
4321508	CORNELL PUMP	11/30/2008	12	9	0	0	0
4321509	DAYTON 10 TON JACK STANDS (4)	11/30/2008	12	9	0	0	0
4321511	ELLI'S DRILL PRESS, VISE KIT	11/30/2008	24		300	0	300
4321513	HAND DOLLY	11/30/2008	24		30	0	30
4321518	OVERHEAD BRIDGE CRANE TRANSPOR	11/30/2008	12	9	0	0	0
4321520	STEP LADDERS (3)	11/30/2008	24		60	0	60
4321524	WISSOTA BENCH GRINDER	11/30/2008	12	9	0	0	0
4321526	BENCH VISE	11/30/2008	12		20	0	20
4321527	BLACK HAWK JACKS (2)	11/30/2008	12		120	0	120
4321528	HYDRAULIC PRESS	11/30/2008	12		140	0	140
4321532	PEDESTAL GRINDER	11/30/2008	12		30	0	30
4321549	WELDER MOD 5XR	11/30/2008	12	9	0	0	0
4321550	MILLERMATIC 200 SEV WELDER	11/30/2008	12	9	0	0	0
4348103	AC REPAIR EQUIPMENT	11/30/2008	24	21	0	0	0
4378183	LASER LINE STRIPER	11/30/2008	19		1900	0	1900
4390368	NORCO 10TON AIR LIFT POTS JACK	11/30/2008	55		1400	0	1400
4397928	POWERMAX 1000 PLASMA CUTTER	11/30/2008	62		2400	0	2400
4399102	HOUJEN MAG DRILL	11/30/2008	62		1500	0	1500
4408608	CYLINDER SAFETY LOCKS CL-30	11/30/2008	74		2400	0	2400
4299193	B&E 6 1/2 HP BLASTER	11/30/2008	24		140	0	140
4299393	OTC 10 TON AIR JACK, JACK STAN	11/30/2008	12		210	0	210
4317525	520 GAL. WASTE OIL TANK	11/30/2008	12	9	0	0	0
4408607	CYLINDER SAFETY LOCKS CL-30	11/30/2008	74		2400	0	2400
	Radiant Heater	12/28/2009	84	11	4597	601.98	3995.02
	1 - Hydraulic Oil Polisher	12/30/2010	84	23	4144	1134.67	3009.33
	1 - Band Saw	12/31/2010	84	23	2695.5	738.06	1957.44
	Blue Torque Tool	2/29/2012	84	37	4447.69	1959.1	2488.59
1426	A/C Machine w/Printer	12/31/2012	84	47	4349	2433.37	1915.63
1426	Pressure Washer	12/31/2012	84	47	6520.5	3648.37	2872.13
	Shop equipment	6/26/2013	84	53	6034	3807.17	2226.83
	CNG Station	1/31/2014	180	156	755074.7	654398.08	100676.62
	CNG Shop Mods	1/31/2014	60	36	262845.78	157707.47	105138.31
1430	Pacific Power CNG Enhancements	1/1/2014	180	156	29543	25603.94	3939.06
4299360	SHARP SF-2118 COPY MACHINE	11/30/2008	24		170	0	170
4322024	CHAIRS / HENDERSONS	11/30/2008	24		20	0	20
4322025	CONFERENCE TABLE	11/30/2008	24		60	0	60
4322029	DESK SET UP	11/30/2008	24		100	0	100
4322030	FILE CABINET, LATERAL/WOOD	11/30/2008	24		40	0	40
4322032	LATERAL FILE CABINET (1)	11/30/2008	24		40	0	40
4322035	MODULAR DESK SET UPS (2)	11/30/2008	24		100	0	100
4322036	MODULAR UNITS / SCREEN, PANEL,	11/30/2008	24		60	0	60
4322042	PEDESTAL WORK STATION	11/30/2008	24		40	0	40
4322044	SAMSONITE FOLDING TABLES / UPS	11/30/2008	24		40	0	40
4322053	TV CART	11/30/2008	24		10	0	10
4322064	FREESTANDING BLACK/WALNUT FILE	11/30/2008	24		60	0	60
4322070	LATERAL FILES (2)	11/30/2008	24		70	0	70
4403201	L SHAPED WORKSTATION	11/30/2008	79		1800	0	1800
4403202	BOX/BOX/FILE MOBILE PEDESTAL	11/30/2008	79		480	0	480
4403203	FILE/FILE / MOBILE PEDISTAL-	11/30/2008	79		480	0	480
4403204	L-SHAPED WORKSTATION-	11/30/2008	79		780	0	780
4403205	72IN OPEN SHELF STORAGE-	11/30/2008	79		340	0	340

# APPENDIX COMPANY ASSETS LIST

## APPENDIX C



4403206	FILE/FILE MOBLE PEDIstal	11/30/2008	79		240	0	240
4403207	WORK DESKS - GUESTS	11/30/2008	79		640	0	640
4403208	WALL PANELS - STAFF ACCOUNTANT	11/30/2008	79		2100	0	2100
4299353	COMPUTER WORK STATION DESK	11/30/2008	24		40	0	40
4299355	POSTURETECH II CHAIR (GRAY)	11/30/2008	24		20	0	20
4299357	USED MAPLE TABLE W/4 CHAIRS	11/30/2008	24		20	0	20
4299358	COFFEE BAR CABINET	11/30/2008	24		60	0	60
4299359	OAK UNFURNISHED BOOKCASE	11/30/2008	24		10	0	10
4299361	OFFICE CHAIRS (2)	11/30/2008	24		110	0	110
4299366	DESK UNIT W/COFFEE SPECKLE SUR	11/30/2008	24		180	0	180
	1 - 16'x5' Table Cherry Finish	12/30/2010	120	59	3419	1681.01	1737.99
	16-Essential Mesh Chairs	12/30/2010	120	59	3392	1667.73	1724.27
	4 - ESSENTIAL MESH CHAIRS	3/28/2011	120	62	848	438.13	409.87
	Admin Assistant/Desk-Upstairs	10/25/2011	120	69	3941.5	2266.36	1675.14
10	Furniture	12/1/2011	120	71	6882.78	4072.3	2810.48
4317317	TOSHIBA PHONE SYSTEM	11/30/2008	24		730	0	730
4322073	NEW PHONE SYSTEM W/VOICE MAIL	11/30/2008	24		920	0	920
4397927	PERFECT VOICE FLASH VOICEMAIL	11/30/2008	38		1700	0	1700
4299364	TELEPHONE SYSTEM WITH VOICE MA	11/30/2008	24		280	0	280
4299365	CORDLESS XLT HEADSET	11/30/2008	24		20	0	20
1440	Nextel Push-to-Talk Phones	12/31/2012	60	23	4723.65	1810.73	2912.92
4318454	BAR CODER	11/30/2008	12		140	0	140
4318455	BAR CODER PROGRAM	11/30/2008	12		50	0	50
4318456	TIME WAND W/CHARGER	11/30/2008	12		70	0	70
4322013	VECTRA VLT8 SFF 6/C466 64 MB 8	11/30/2008	24		60	0	60
4322040	PANASONIC 20 IN TV/VCR COMBO	11/30/2008	24		20	0	20
4322057	BARCODE READER	11/30/2008	24		80	0	80
4322061	ECONO CLASS VACUUM	11/30/2008	24		70	0	70
4322068	IBM 1000 WHEELWRITER	11/30/2008	24		40	0	40
4322071	LETTER OPENER / AUTOMATIC	11/30/2008	12		80	0	80
4322076	TELEPHONE HEAD SET	11/30/2008	24		30	0	30
4381185	PITNEY BOWES POSTAGE MACHINE	11/30/2008	26		1000	0	1000
4418238	SECURITY CAMERAS AND INSTALLAT	12/10/2008	36		5114.2	0	5114.2
4299362	BURSTER	11/30/2008	24		80	0	80
4299363	SFA15 FEEDER	11/30/2008	24		70	0	70
4341630	IBM LAPTOP-EXP TP T41	11/30/2008	24		30	0	30
4399690	DELL OPTIPLEX GX520 PC	11/30/2008	26		660	0	660
4404766	LVO TP T60 CT2300E LAPTOP	11/30/2008	33		1000	0	1000
4299354	APTIVA COMPUTER & DESKJET PRIN	11/30/2008	24		90	0	90
4299383	LEXMARK T520N PRINTER W/ OPTRA	11/30/2008	24	21	0	0	0
PRINTHDW	Printer Centralization Hdw	8/31/2014	48	31	7271.76	4696.34	2575.42
4322232	IBM X SERIES 205 SERVER	11/30/2008	24	21	0	0	0
4317337	EPSON POWERLITE 73C MULTI-MEDI	11/30/2008	24		30	0	30
4405760	AW INTERCOMPANY CHARGE	11/30/2008	33		470	0	470
4411306	VIDEO CONFERENCING EQUIP	11/30/2008	41		6800	0	6800
4299381	CISCO 1600/2600/3600 W/ CISCO	11/30/2008	24	21	0	0	0
	Cardlock Fueling System	12/16/2009	36		23483	0	23483
HENS	H N S Tax Only Assets	12/31/2014	60	60	0	0	0

## Attachment B



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

## MEMORANDUM

May 3, 2016

TO: Adam Steele, Franchise Utility Specialist  
FROM: Tom Johnston, Accountant *TS 5/3/2016*  
SUBJECT: Republic Services of Corvallis, Annual Financial Review Fiscal Year 2015

This review consists of inquiries and analytical procedures and is very limited in its nature. It does not attest to whether the financial statements or schedules were prepared in accordance with Generally Accepted Accounting Principles. The Republic Services of Corvallis annual reports are unaudited financial reports that are the representation of the management of Republic Services of Corvallis.

This review is based on Republic Services' fiscal year, January 1, 2015 through December 31, 2015. During the year, Republic Services received revenues of \$8,656,680 an increase of 4.8% over the prior year. According to Republic Services, industrial volume growth driven by the Retreat student housing project along with price increases throughout residential, commercial, and industrial segments contributed to the revenue increase.

Total business unit operating expenditures were \$6,496,580, an increase of 5.7%. According to Republic Services, this was primarily due to annual increases in disposal costs and targeted maintenance. Labor expenses increased by 7% due to growth in industrial hauls along with an annual merit increase to employees. Repairs and maintenance increased by 20% due to an aging non Compressed Natural Gas (CNG) fleet, truck painting, and container repair. Disposal and recycling costs increased from the previous year due to increased environmental regulation and the cost of compliance. Total salaries and general administrative costs increased by 14%. Contributing to this increase were professional costs incurred to relocate the management team. This resulted in operating income of \$1,081,610 and net income of \$648,966, both representing decreases of approximately 7.2% when compared to the prior fiscal year.

Republic Services reports franchise fees totaling \$438,215 paid to the City of Corvallis for waste and recycling receipts. This is consistent with City records.

The report provides a list of fixed assets for the Corvallis location, but a formal balance sheet has not been included. According to Republic Services, current assets and liabilities are reported at the corporate level.

Based on this review, acceptance of Republic Services' annual report is recommended.

TO: City Council for June 20, 2016  
FROM: Paul Bilotta, AICP, Community Development Director *PJB*  
DATE: June 15, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *M. W. Shepard*  
SUBJECT: Scheduling a Public Hearing to consider an appeal  
of a Planning Commission Decision Regarding the Timberhill Conceptual Development  
Plan Modification and Minor Replat (cases PLD16-00001 / MRP16-00004)



Action Requested:

Staff recommends the City Council schedule a public hearing on July 5, 2016, to consider an appeal.

Discussion:

On May 18, 2016, the Planning Commission held a public hearing to consider requests for a Major Planned Development Modification to the Timberhill Conceptual Development Plan and a Minor Replat (cases PLD16-00001 / MRP16-00004). The record was held open an additional seven days. On June 1, 2016, the Planning Commission deliberated and decided to deny both land use applications. The deadline to appeal the Planning Commission's decision was 5pm, on June 14<sup>th</sup>.

Staff received an appeal of the Planning Commission's decision on June 14th. The City Council is charged with deciding appeals of a Planning Commission decision.

The City Council is asked to consider scheduling a public hearing on July 5, 2016, for this appeal.

Budget Impact:

None.

TO: City Council for June 20, 2016  
FROM: Paul Bilotta, AICP, Community Development Director *PB*  
DATE: June 15, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager *MWS*  
SUBJECT: Scheduling a Public Hearing to consider an  
Annexation (ANN16-00001) and appeal of a Zone Change (ZDC16-00001)



Action Requested:

Staff recommends the City Council schedule a public hearing on July 18, 2016, to consider the Annexation request and appeal of a Zone Change associated with the Lawndale Annexation application.

Discussion:

On June 1, 2016, the Planning Commission held a public hearing to consider requests for an Annexation and associated Zone Change for properties located along NE Lawndale Place (ANN16-00001 and ZDC16-00001).

At the meeting, the Planning Commission deliberated and decided to forward the annexation request to City Council, with a recommendation that the City Council adopt a resolution to place a measure on the November 2016 ballot for voters to consider annexation of the subject property. The City Council is charged with deciding requests to place annexation measures on the ballot, following review and a recommendation from the Planning Commission.

The Planning Commission approved the Zone Change, contingent upon City Council adoption of the annexation resolution and voter approval of the annexation. However, on June 13, 2016, staff received an appeal of the Planning Commission's decision associated with the Zone Change. The City Council is charged with deciding appeals of a Planning Commission decision.

The City Council is asked to schedule a public hearing on July 18, 2016, to consider these land use cases.

Budget Impact:

Annexation of the subject property and associated public rights-of-way would bring the annexation site under the city's jurisdiction and provide additional municipal tax base and fee revenue. Extension of public services such as water, waste water, and sanitary sewer to the subject properties is an obligation of the affected property owners. The City would be responsible for the long term maintenance of the public services.

TO: City Council for June 21, 2016  
FROM: Jim Brewer, City Attorney   
DATE: June 10, 2016  
THROUGH: Mark W. Shepard, P.E., City Manager   
SUBJECT: Coronado Tract B Next Steps



Action Requested:

LUBA reversed the City Council's denial of the application for Coronado Tract B. We were not successful appealing LUBA's decision. The Corvallis Land Development Code does not include procedures on reversal from LUBA. The Council needs to make a new decision, consistent with LUBA's decision. Staff requests the Council schedule the manner and date for this decision.

Discussion:

A number of issues brought up in this case are now concluded. Much of the factual information in the record cannot be reexamined. Generally, LUBA found that the proposed apartments were needed housing and that consequently the City could only apply standards or conditions that are clear and objective. LUBA decided that Condition 12 (the 135 foot setback) was ambiguous regarding what building the condition applied to. LUBA decided the City could only apply clear and objective Land Development Code standards or conditions.

Similarly, LUBA found that the cul de sac standard in LDC 4.0.60.c.2 was not clear and objective (and that if the City needed to interpret the standard it could not be clear and objective). Consequently, the City could not deny the application based on the cul de sac standard.

Finally, LUBA found that the City could not apply LDC 3.6.30 or 4.10.60.01.b (regarding maximum setback and street frontage requirements to Tract B).

In other decisions, both LUBA and the Court of Appeals have found that a reversal without a remand is not an approval. The application for the apartment building on Tract B has not yet been approved. The City Council needs to review the application to determine if it meets the clear and objective standards from the Land Development Code for the underlying zone. The Corvallis Land Development Code does not include procedures for the Council to review an application where LUBA has reversed the Council decision without remanding it for further action.

Practically speaking, the City Council does not have a large number of options. While review of the application considering only clear and objective standards and criteria is necessary, the record for this case likely contains all the information that is required to make a decision. Staff will need to prepare a new or amended staff report considering only clear and objective standards, and draft findings for the Council's consideration.

Recommendation:

The Council should schedule a limited public hearing on either July 18 or August 1, to review the record and consider only the clear and objective standards that may be applied. Then the Council may adopt new findings and any necessary conditions of approval required for the application to comply with the relevant criteria.

**ORDINANCE 2016-\_\_**

**AN ORDINANCE RELATING TO TRANSPORTATION MAINTENANCE FEE REVENUE AMENDING MUNICIPAL CODE CHAPTER 3.05, "TRANSPORTATION MAINTENANCE FEE"**

**THE CITY OF CORVALLIS ORDAINS AS FOLLOWS:**

Section 1. Municipal Code Section 3.05.030 is hereby amended as fully set out in Exhibit A:

Section 2. No other provision in the Municipal Code is amended by this ordinance.

(Ord. 2016-\_\_ § \_\_, ; Ord. 2010-03 § 1, 02/01/2010; Ord. 2005-17 § 1, 11/07/2005)

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2016

EFFECTIVE this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

## Exhibit A

- 1) The Transportation Maintenance Fee revenue shall be used only for the following. Up to \$20,000 per year on an average annual basis will be used for related administration costs. The remaining revenue shall be used to contract for pavement preservation activities (grind/inlay, slurry seal, crack seal and chip seal) on **City** streets ~~build to city standards~~ (local and arterial/collectors) as selected from a pavement management system. **Arterial and collector streets will have priority access to the available funding.**
- 2) All funds collected pursuant to this chapter shall be deposited in the City's Street Fund.



## **CITY MANAGER'S REPORT**

**Reporting Period: May 2016**

### **I. MAYOR'S DIARY**

I have engaged in the following activities, in addition to meeting and corresponding with constituents and individual councilors and presiding at twice-monthly City Council meetings and work sessions, and multiple meetings with councilors, and Council leadership.

#### Speaking Engagements

- Filmed a proclamation for National Holocaust Remembrance
- Took part in the City of Corvallis Employee Milestone recognition ceremony
- Gave a welcome address to students and families for Oregon State University's Mi Familia weekend
- Gave a State of the City update to Association of Retired Oregon State Employees
- Attended the Downtown Corvallis Association meeting and gave an update on the City
- Welcomed the Uzhhorod mayor and delegation for visit to Corvallis
- Spoke at the annual Ride of Silence as part of the annual Get There transportation options campaign

#### Other Mayor Duties

- Represented the City at the Cascades West Council of Governments board meeting
- Represented the City at League of Oregon Cities Community Development Policy Committee meeting
- Represented the City at the Regional Accelerator and Innovation Network (RAIN) board meeting and the Willamette Angel Conference
- Presented the annual Historic Preservation and Heritage Tree Awards
- Attended the Benton County Veterans Memorial event

#### Meetings of Note

- Met with Benton County Commissioner Anne Schuster and others on Housing Opportunities Action Council (HOAC) business
- Met with Benton County Leadership and Council Leadership to discuss topics of joint interest
- Met with OSU and Council Leadership to discuss topics of joint interest
- Meetings with various community members one-on-one to discuss community topics especially homeless services

#### Appointments

- Transportation System Plan Steering Committee - Jasmine Woodside (Planning Commission Representative) and Chuck Theirheimer
- Community Relations Advisory Group - Scott Harrington (LBCC student)

### Proclamations

- Days of Remembrance – May 1-5, 2016
- National Historic Preservation Month – May 2016
- Get There Corvallis – May 2-22, 2016
- National Drinking Water Week – May 1-7, 2016
- Proclamation: Building Safety Month – May 2016
- Proclamation: Sister Cities Month – May 2016
- Public Service Recognition Week May 1 to May 7, 2016
- National Public Works Week May 15 to May 21, 2016

## **II. PUBLIC INVOLVEMENT OPPORTUNITIES**

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

- Public Works staff conducted the annual tour of the Rock Creek Watershed and Corvallis Forest on May 19. Forty people attended including five members of the Watershed Management Advisory Board and two City Councilors. Participants got a brief history of the property and explanation of management goals as outlined by the Corvallis Forest Stewardship Plan. The City's forestry consultant guided participants to two of this year's harvest units. A third, older harvest unit was also visited to see the success of the replanting effort that has occurred there.
- Public Works staff conducted four meetings with neighborhoods that are served by public streets not improved to City standards. Input from these meetings will be provided to the City Council for consideration at its June 7, 2016 work session.

## **III. LIBRARY**

### **A. Department Highlights**

- Numerous maintenance projects are underway, including the next phase of the landscaping project that is transitioning the Library away from lawns and into more sustainable plantings, painting the Fenner building, upgrading and expanding the security camera system, and repairing the fountain.
- Parking meters in the Library parking lot were replaced by a central pay station near the back entrance. The old meters were difficult and costly to maintain. The new pay station will allow users to pay for parking with credit or debit cards if they don't have change. Staff are monitoring the adjustment to the transition, which has resulted in lines at busy times. The parking garage continues to have traditional meters.
- Extensive programming for all ages continues, including aker events, Minecraft Mondays, numerous book clubs, the Oregon Book Awards Author Tour, and Family Board Games Day, among other offerings.
- A department reorganization plan has been approved by the City Manager, reflecting the loss of the Administrative Services Manager and two unsuccessful recruitments for the Adult and Youth Services Manager. Implementation will occur over the next several months.

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

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

- Softball began on May 8 as scheduled for the 12<sup>th</sup> straight year.
- Adult Ultimate Frisbee wrapped another successful season on May 25.
- Registration took place for both the summer sand volleyball and seven-on-seven soccer leagues. Both programs, while not huge, remain steady in numbers and participants. Games for both begin the first week of June.
- The lacrosse teams made visits to Canby and Bend in May along with playing several weekends here in Corvallis. This program ended on June 4.
- The Youth Volunteer Corps had a successful Cinco de Mayo Tamale fundraiser. More than 160 packages of tamales were sold, raising over \$2,000 to help fund YVC programs. Twenty-five local businesses, including one from Albany, donated product or cash to help reduce costs.
- Steve McGettigan, Parks Volunteer Coordinator, worked with groups of foreign students from OSU who increase their knowledge of the English language through volunteer programs. [Several of the students described their experience in a blog.](#)
- Line dancing started again in May with enthusiastic dancers.
- Both the natural soap making and the tortilla making classes had great attendance, and the hot weather brought in lots of people for the Wednesday afternoon movies.

#### **V. POLICE**

Officers investigated 2,795 incidents this month. Following are the highlights:

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

- Detectives were assigned 10 new cases this month, executed 12 search warrants, conducted four forensic computer examinations, conducted one house interview, and conducted two death investigations.
- Patrol officers responded to call in which a woman had texted her friends to tell them she was going to jump off the railroad bridge into the Mary's River to kill herself. She was found on the railroad bridge over the Mary's River, and taken to the hospital without incident.
- K9 Max had five deployments this month, with three alerts. One resulted in drugs being located, another led to a vehicle seized for a search warrant application.
- Patrol officers responded to a call where a man entered a residence with no pants on after having defecated on himself, then had a seat on their couch. While investigating the trespass complaint, officers learned the suspect defecated in the middle of an aisle in a grocery store prior to the trespass.
- Community Livability Officers conducted minor compliance checks at tobacco retailers. They presented at Community Relations Advisory Group and Hewlett Packard and launched city-wide bicycle registration efforts.
- School Resource Officer Stauder attended the open houses at Corvallis High School and Linus Pauling Middle School. She also conducted nine consults, 13 interventions and three home visits with the truancy officer as well as assisted with six criminal cases.

- 677 items were received into Evidence. An additional 464 items were returned, purged or permanently transferred.
- Records staff processed 1,254 police reports, entered 557 traffic citations and performed 297 background checks. Staff generated 131 incident reports, 20% of the total reports taken during this reporting period.
- 63 incident reports were submitted via CopLogic saving an estimated \$3150 in officer time.

*9-1-1 Center Calls for Service*

The Corvallis Regional Communications Center dispatched 4,223 calls for police, fire, and medical assistance this month as follows:

POLICE		FIRE AND MEDICAL	
Corvallis Police	2,794	Corvallis Fire/Ambulance	676
Benton County Sheriff	623	Other Fire/Medical	35
Philomath Police	95		
<b>TOTAL</b>	<b>3512</b>	<b>TOTAL</b>	<b>711</b>

**B. Other**

- Lt. Wood gave a presentation to the Corvallis chapter of the NAACP about what to expect on a traffic stop.
- Lead Dispatcher Heidi Ferguson attended the first 40 hours of her Supervisory Leadership Academy at the Department of Public Safety Standards and Training in Salem, OR.
- Dispatchers Macken and Johnson attended an active shooter class for dispatchers in Salem.
- Officer Teeter and Officer McPartlin attended the North American Motor Officers Association motorcycle training.
- Lt. Harvey and Detective Kantola attended an aquatic death course.
- Officer Hackstedt and K9 Max attended the OPCA Spring Seminar.
- Officer Ramsay completed Police Training Officer course and was assigned to the day shift.
- Sergeant Goodwin and CLO Thomas spoke with fraternity leadership about risk management.

**C. Community Policing Advisory Committee/Department Stakeholder Meeting:**

- Last Month's Activity: Last month, the committee met with the Corvallis Independent Business Association and sought their perspectives on policing and current issues facing the business community. Amongst a number of topics, the primary focus was on the increasing behavioral issues observed from homeless people and the fear that has caused employees. Fighting, stealing and disturbances in the area have prompted their employees to call the police more often in order to have an increased presence in the area for safety purposes.
- Looking ahead, the Community Policing Advisory Committee takes the summer months of July and August off. The committee will hold a year-end business meeting in June and reconvene in September with a planning business meeting.

## **VI. PUBLIC WORKS**

### **A. Department Highlights**

- In conjunction with the Parks & Recreation Department, Public Works staff began to move operation of Corvallis Community Access Television (CCAT 29) to the Majestic Theatre.
- Public Works Information Technology (IT) staff improved security for automation equipment and more consistent IT service delivery for business operations.
- Transit staff provided the Uzhhorod delegation a demonstration of Corvallis Transit System's (CTS) on-board Vehicle Information System technology as well as a general overview of CTS services and funding.
- Transit staff met with representatives from OSU to discuss ways to better integrate CTS's Night Owl service and OSU's Safe Ride service.
- Transit staff was notified that Corvallis was awarded a new Corvallis Transit System bus through an Oregon Department of Transportation grant. A bus currently costs about \$430,000 and this grant will cover approximately \$370,000 of the purchase.
- Transportation staff partnered with organizations such as the Corvallis Sustainability Coalition, 509J's Safe Route to School Program, the Mid-Valley Bicycle Club, the Corvallis Bicycle Collective and the Corvallis Spring Roll in coordinating eight community-wide events as a part of Get There 2016. During the event, participants across Benton, Lincoln and Linn counties tracked 3,109 bicycle trips, 421 bus trips, 1,405 carpool trips, 124 vanpool trips, 539 telework trips and 838 walk trips. These trips taken by a transportation option resulted in a reduction of 95,638 pounds of carbon dioxide, 4,765 gallons of gasoline and an estimated monetary savings of \$36,470.
- Water distribution staff relocated the Baldy reservoir overflow drain in alignment with the existing, approved reservoir drain through the installation of 225 feet of reused pipe discharging through an approved outfall structure. The Baldy water reservoir overflow drain was discharging into one of two decommissioned finished water reservoirs which will be filled in to eliminate the hazards associated with empty reservoirs. The filler is from other excavation projects and so saves disposal costs of those materials.

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

### **A. Department Highlights**

- The EDO contracts with the Small Business Development Center for business training and advisory services for all small businesses. The SBDC provides quarterly reports.
- The EDO continues to coordinate monthly board meetings and pub talks for the Willamette Innovators Network.
- The EDO provided support for the Willamette Angel Conference, which was held May 12 in Eugene. Two Corvallis companies were funded, and more than \$1.3 million was raised.
- The Economic Development Officer conducted eight new company visits and 14 follow-up visits. In addition, she had 20 resource partner visits, made one presentation, and attended six community events.
- The Economic Development Manager had seven follow-up visits with business expansion clients, and one start-up client.

- The Public Information Officer organized a cross-departmental staff meeting to discuss social media strategy throughout the organization. The meeting took place on May 2 at the Majestic Theatre and included staff from CMO, Parks and Recreation, Police and the Library.
- The PIO coordinated a visit to City departments by a Ukrainian delegation which was in town on a two-week visit through the Sister Cities program. Four visitors, including the mayor of Uzhhorod, Ukraine, spent May 16 touring facilities and learning about how the City serves residents.
- The PIO addressed a meeting of the Downtown Corvallis Association on May 18 and discussed the City's communication strategy as well as ways it can improve communications with the business community.
- The PIO participated in the first round of interviews for Benton County's Public Information Officer position in May. The next round of interviews is expected in June.
- Notable media mentions from the month included an article about the official unveiling of the Imagine Corvallis 2040 vision statements in the Gazette-Times, as well as a story about the rural fire contract on KEZI, a story about the watershed tour on KMTR and a story about electoral demographics in Corvallis on KLCC public radio.

## **VIII. COMMUNITY DEVELOPMENT**

### **A. Department Highlights**

- Development Services Division staff processed 45 residential and 34 non-residential plan reviews for proposed construction projects and conducted 1,077 construction inspections in May.
- For May, 11 new Code Compliance cases were received as a result of citizen complaints. A total of 25 cases were closed in May. For 2016 there are seven cases open and working through resolution. Only one case remains open from 2015.
- Since beginning the new code compliance program in August 2014, the backlog of open compliance cases from Development Services has been whittled from 654 open cases, to 127. This success is due to effective staffing and overall change in approach to code compliance.
- Of the 312 plumbing, mechanical and electrical permits issued in May, 154 (49 percent) were issued online.
- The Planning Division received eight land use applications in May, including one Conditional Development Permit, one Lot Development Option, one Property Line Adjustment, one Zone Change, and four Historic Preservation Permits.
- The Planning Division issued decisions on four land use applications, including two Comprehensive Plan Amendments, a Historic Preservation Permit, and a Minor Replat.
- Planning Division staff provided support at recent community workshops hosted by the Corvallis Metropolitan Planning Organization (CAMPO), as part of CAMPO's future land use scenario planning. Lessons learned from these workshops may aid future long range land use planning efforts for the City.
- In May, the Housing and Neighborhood Services (HNS) Code Compliance Program resolved four open Municipal Code cases, one unapproved lodging case and three solid waste cases. In addition, contacts involving six issues covered by the Rental Housing Code (RHC) and 12 rental issues not covered by the RHC were received. Callers were advised of their need to communicate directly with their landlord prior to filing a RHC complaint with

the City; none of those callers has yet followed up with the City. Calls received through the City's Rental Housing Program reported 34 issues of a non-habitability nature.

- HNS developed funding agreements and related documents to guide the City's investments of HOME Investment Partnerships program funding: \$188,400 for the Willamette Neighborhood Housing Services Seavey 3 housing construction project, and \$20,000 for the Benton Habitat for Humanity Kendra Street home.
- Under joint sponsorship with local rental property managers, HNS coordinated a Fair Housing Training event in May. Conducted in the City's Madison Avenue Meeting Room by the Fair Housing Council of Oregon, the training was attended by 35 landlords and property managers.

**IX. FINANCE**

**A. Department Highlights**

- Administrative staff completed the annual liquor and tobacco license renewal process and submitted a report to City Council for recommendation.
- MIS staff installed Office 2016 on about 50 test systems citywide.
- MIS Manager provided a preliminary findings and assessment report regarding management of City printers and copiers to the Technology Steering Committee.
- Wi-Fi expansion project has started with new wireless access points to be installed in a number of City facilities.
- Budget staff published newspaper and web notifications of Budget Commission recommended FY 16/17 Budget as per local budget law for June Council Adoption meeting.
- Accounting staff completed work for the annual site visit from outside independent auditors.

**X. FIRE**

**A. Department Highlights**

<b>Response Activity – May 2016</b>	<b>City</b>	<b>Non-City</b>	<b>Total</b>
Fires	13	5	18
Overpressure/Rupture	1	0	1
Requests for Ambulance	360	78	438
Rescue (Quick Response Team)	176	21	197
Hazardous Condition	12	1	13
Service Requests	47	6	53
Good Intent	29	23	52
False Calls	20	6	26
Other	0	0	0
<b>TOTAL RESPONSES OVERALL</b>	<b>658</b>	<b>140</b>	<b>798</b>

**B. Other**

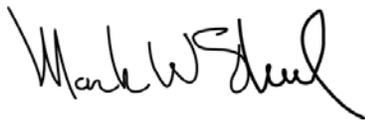
- Nine conditional job offers have been accepted for Firefighter/EMT positions; of these, six are paramedics.

City Manager's Report #2016-05  
May 2016  
Page 8

- Recruitment began for the levy-funded Fire Prevention Officer position. The current FPO is one of the new Firefighter/EMTs and will start the Firefighter Academy in the fall.
- Seismic work at Station 3 is expected to start in June.
- After some discussion, the contract with the Corvallis Rural Fire Protection District has been signed.
- The Department is currently in the process of renewing the EMS Standby agreement with OSU.

**XI. MISCELLANEOUS**

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

A handwritten signature in black ink, appearing to read "Mark W. Shepard". The signature is written in a cursive, flowing style.

Mark W. Shepard, P.E.  
City Manager



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

**May 2016**

**The following are highlights of the City Attorney's Office activities in May 2016:**

1. Completion and filing of opening brief in *Corvallis v. Pi Kappa Phi* Court of Appeals case (appeal of Hosting Ordinance decision in Municipal & Circuit Courts).
2. Memorandum to Planning Commission regarding ORS 197.522 applicability to Timberhill development.
3. Preparation and filing of response brief in *GPA1, LLC v. City of Corvallis* (Kings Blvd. Extension LUBA Appeal); preparation and filing of various objections and responses to motions filed by Petitioner.
4. Meetings/discussions with Development Services and Public Works Departments regarding Fairway View detention pond.
5. Preparation and filing of Petition for Hearing, Summonses and related documents in Benton County Circuit Court, for disposition of property held by City in the Jones 5 Auto federal fraud case.

**Ongoing/Future Matters:**

1. Representation of the City before the Benton County Circuit Court in *City of Corvallis v. State of Oregon, et al.* (Challenge to SB 1573 bill passed by Oregon Legislature against voter-approved annexations); before the Supreme Court in *Group B, LLC v. City of Corvallis* (City's appeal of Court of Appeals' decision on appeal of LUBA's Coronado Tract B decision), before the Land Use Board of Appeals in *GPA 1, LLC v. City of Corvallis* (Kings Blvd. Extension LUBA Appeal) and before Court of Appeals in the *Corvallis v. Pi Kappa Phi* municipal court appeal.
2. Enforcement actions re: code violations (building, rental housing, land development code).
3. Continued work on public records requests.
4. Meetings with City staff and assistance in preparing reports and findings for land use decisions.
5. Enforcement of City ordinances and prosecution of offenses in Corvallis Municipal Court.
6. Continued work on revisions to CMC 5.03 and other policy matters.
7. Ongoing meetings regarding OSU/City issues.

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES  
June 6, 2016**

**SUMMARY OF DISCUSSION**

Agenda Item	Outcome
<b>Community Comments</b> 1. Men’s cold weather shelter (Smith) Page 163	<ul style="list-style-type: none"> <li>• FIO</li> </ul>
<b>Consent Agenda</b> Pages 163-164	<ul style="list-style-type: none"> <li>• Consent Agenda as revised <u>passed U</u></li> </ul>
<b>Items Removed from Consent Agenda</b> 1. Council Minutes May 16, 2016 2. Liquor License approval for Bellhop Brothers in Cheer Page 164	<ul style="list-style-type: none"> <li>• Approved minutes <u>passed U</u></li> <li>• Approved liquor license <u>passed U</u></li> </ul>
<b>Ordinances and Resolutions</b> 1. Supplemental Budget for Workers Compensation 2. Re-adoption of Municipal Code Chapter 1.04, “Purchasing” Pages 164-165	<ul style="list-style-type: none"> <li>• RESOLUTION 2016-19 <u>passed U</u></li> <li>• RESOLUTION 2016-20 <u>passed U</u></li> </ul>
<b>New Business</b> 1. Ronald Naasko Playground Location 2. Municipal Judge Contract Extension 3. Public Art Selection for Library Page 165	<ul style="list-style-type: none"> <li>• Approved new location <u>passed U</u></li> <li>• Approved contract extension <u>passed U</u></li> <li>• Approved art selection <u>passed U</u></li> </ul>
<b>Mayor's Reports</b> 1. Hewlett-Packard Building One Page 166	<ul style="list-style-type: none"> <li>• FIO</li> </ul>
<b>Councilor Reports</b> 1. Glassmire (Solidarity Fair, Imagine Corvallis 2040 workshops at Corvallis High School) 2. York (Leadership Corvallis workshop) 3. Hann (Lamprey Creek dedication and bench) 4. Bull (elementary school project to design a city, Government Comment Corner report, recognition of Will Keim) Page 166	<ul style="list-style-type: none"> <li>• FIO</li> <li>• FIO</li> <li>• FIO</li> <li>• FIO</li> </ul>
<b>City Manager's Reports</b> 1. All Roads Transportation Safety Grant 2. Other (City Manager absence dates, Chip Ross Park Habitat Restoration Project, Timberhill public hearing July 5) Pages 166-167	<ul style="list-style-type: none"> <li>• FIO</li> <li>• FIO</li> </ul>
<b>Public Hearings</b> 1. Fiscal Year 2016-2017 State Revenue Sharing Funds  2. Fiscal Year 2016-2017 Budget  Pages 167-169	<ul style="list-style-type: none"> <li>• RESOLUTION 2016-21 <u>passed U</u></li> <li>• Approved option #2 in staff report concerning \$7,200 in Police Department budget for men’s cold weather shelter: Make no budget changes, but direct the Police Chief to not pay the monies unless specifically directed to do so by the Council <u>passed U</u></li> <li>• RESOLUTION 2016-22 as amended <u>passed U</u></li> </ul>

Glossary of Terms

FIO For information only  
 U Unanimous

**CITY OF CORVALLIS  
COUNCIL ACTION MINUTES  
June 6, 2016**

I. CALL TO ORDER

The regular meeting of the City Council of the City of Corvallis, Oregon was called to order at 6:34 pm on June 6, 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, Glassmire, Hann, Hirsch, Hogg, York

Two maps depicting the Chip Ross Park Habitat Restoration Project were at Councilors' places (Attachment A).

IV. PROCLAMATION / PRESENTATION / RECOGNITION – None

V. COMMUNITY COMMENTS

Brad Smith spoke about the men's cold weather shelter managed by Corvallis Housing First (CHF) and provided a fact sheet (Attachment B). He confirmed that CHF staff members provide case management services. He said CHF's Partner's Place, which provides permanent housing for 18 people who have been chronically homeless for over a year, measures success by the number of people who transition to supportive permanent housing. However, he was unable to articulate how success was measured for CHF clients. He acknowledged that ongoing, effective communication with neighbors was critical and CHF could have done a better job in this area in the past. He noted CHF's efforts to address neighborhood complaints, citing that a portable restroom was added near the shelter in response to complaints about clients who were urinating and defecating in public.

VI. CONSENT AGENDA

Mayor Traber noted Council was being asked to accept the Third Quarter Operating Report through the Consent Agenda and the report would be further discussed at the June 7 Council work session.

Councilor Bull requested removal of item A.1. City Council Meeting May 16, 2016.

Councilor Hann requested removal of item C. Approval of an application for a Full On-Premises Sales liquor license for Ian Hutchings and Brian Parks, co-owners of Bellhop Brothers in Cheer, 150 NW Madison Avenue (New Outlet)

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

- A. Reading of Minutes
  - 2. City Council Work Session – May 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 – May 6, 2016
    - b. Land Development Hearings Board – May 4, 2016
    - c. Parks, Natural Areas, and Recreation Advisory Board – April 21, 2016
    - d. Planning Commission – April 20 and May 4, 2016
- B. Acknowledgement of receipt of Visit Corvallis Third Quarter Report
- D. Acceptance of the Third Quarter Operating Report
- E. Announcement of Vacancies on Advisory Boards and Commissions (various)
- F. Schedule a public hearing for July 5, 2016 to consider a Comprehensive Plan Amendment related to Willamette Business Park (CPA14-00002)

The motion passed unanimously.

Mayor Traber encouraged residents to apply to fill vacancies on City boards and commissions, and said in addition to the Willamette Business Park public hearing scheduled for July 5, a second public hearing regarding the Timberhill conceptual development plan was now anticipated for that same meeting.

## VII. ITEMS REMOVED FROM CONSENT AGENDA

- A. Reading of Minutes
  - 1. City Council Meeting – May 16, 2016

Councilor Bull referenced her comments about the United Way report. She said she requested additional detail on the programs within the entities receiving funds. She noted the example of an organization that had one of its programs funded and another that was not.

Councilors Hirsch and Bull, respectively, moved and seconded moved to approve the May 16, 2016 Council minutes. The motion passed unanimously.

- C. Approval of an application for a Full On-Premises Sales liquor license for Ian Hutchings and Brian Parks, co-owners of Bellhop Brothers in Cheer, 150 NW Madison Avenue (New Outlet)

Councilor Hann noted that Mr. Hutchings spoke to Council at the May 16 meeting to inquire about the status of his liquor license. City Manager Shepard confirmed the application went through the regular process and was coming to Council for approval at tonight's meeting. The City did not receive his application in time to include it in the May 16 Council packet. Councilor Hann said the business would make a nice addition to the vitality of Corvallis' Downtown.

Councilors Hann and Baker, respectively, moved and seconded to approve the application. The motion passed unanimously.

### VIII. ORDINANCES AND RESOLUTIONS

- A. A resolution for a supplemental budget amount of \$40,000 for workers' compensation claim costs in the Risk Management Fund

City Attorney Brewer read the resolution.

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

RESOLUTION 2016-19 passed unanimously.

- B. A resolution relating to purchasing, re-adopting Corvallis Municipal Code Chapter 1.04

Mr. Brewer read the resolution.

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

RESOLUTION 2016-20 passed unanimously.

### IX. NEW BUSINESS

- A. Ronald Naasko Playground Location

Parks and Recreation Director Emery reviewed the staff report.

Councilors Brauner and Hirsch, respectively, moved and seconded to approve the relocation of the proposed Ronald Naasko Playground to the Riverfront Commemorative Park between the Helen M. Berg and Monroe Plazas. The motion passed unanimously.

- C. Public Art Selection Recommendation for Corvallis-Benton County Public Library

Ms. Emery reviewed the staff report and expected that the new artwork would be installed in time for the next Corvallis Arts Walk.

Councilors York and Hann, respectively, moved and seconded to accept the donation of public art entitled *Solar Spectrum Environmental Artwork* to be installed at the Corvallis-Benton County Public Library. The motion passed unanimously.

- B. Municipal Judge Contract Extension

Councilors York and Hann, respectively, moved and seconded to approve a six-month extension for the Municipal Judge contract which expires on June 30, 2016. The motion passed unanimously.

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

### A. Mayor's Reports

Mayor Traber said Hewlett-Packard (HP) planned raze HP Building One; however, an application for a demolition permit had not yet been submitted. The 60,000 square foot office space building has been vacant for eight years and HP has not been able to find a suitable tenant. The Department of Human Services (DHS) expressed interest in the building, but HP did not find the nature of DHS' operations to be acceptable on its campus. HP also spoke to Oregon State University (OSU) about purchasing the building, but the two parties were not able to reach an agreement. OSU was waiting to hear back from HP about terms for leasing it. Mayor Traber expressed disappointment that HP had planned to destroy a significant structure. He said the building did not have any assessed value and he did not believe leasing it would have any effect on property tax revenue.

Councilors hoped that another use for the building could be identified and observed that a significant amount of resources were used to construct the building. While it may be obsolete for Hewlett-Packard's needs, it was not necessarily obsolete for the community. Councilor Glassmire suggested that demolition costs should be acknowledged when amendments are made to the Land Development Code and Comprehensive Plan.

### B. Councilor Reports

1. Task Force Updates – None
2. City Council Three-Month Schedule

The item was for information only.

3. Other Councilor Reports

Councilor Glassmire attended the May 21 Solidarity Fair and appreciated that a Corvallis police officer joined in one of the discussions. As part of the Imagine Corvallis 2040 outreach project, Councilor Glassmire participated in presentations and workshops at Corvallis High School. The students were enthusiastic and supportive of alternative forms of education and they wanted to do something in South Corvallis. On June 18, a play structure will be dedicated at Arnold Park.

Councilor York presented at a Leadership Corvallis workshop about moving from vision to action. Six interesting proposals about ways to improve Corvallis in the future were received. The most popular proposal related to having art performances in the Eric Scott McKinley Skate Park area.

Councilor Hann spoke about the Lamprey Creek dedication that was held in May, noting that a bench with a hand-carved lamprey image, which was donated to the City by the Confederated Tribes of the Grand Ronde, was ready for placement when an appropriate location could be identified. He thanked Public Works staff for their work in preparing for the dedication and said the sidewalks at Fire Station 5 were rapidly deteriorating.

Councilor Bull visited Jefferson Elementary School and participated with students in a city design project. She shared with them information and cards from the Imagine Corvallis 2040 visioning process, and hoped the City could interact more with local schools. At the June 4 Government Comment Corner, she had a discussion with a homeless individual and received questions about local streets and transportation funding. She noted Will Keim's passing and shared how the community benefitted from his good works and those of his family.

C. City Manager Reports

1. All Roads Transportation Safety Grant

Public Works Director Steckel reviewed the staff report. The Oregon Department of Transportation (ODOT) is considering the placement of a median on NW Ninth Street across from NW Spruce Avenue. The project will be evaluated through a scoping process and if it remains on ODOT's high priority list, the next step will be to solicit community input. If the project ultimately moves forward, ODOT would pay for about 92 percent of the costs, with the remaining 8 percent, or \$27,369, coming from the City as part of the program's local match requirement. The item was for information only.

2. Other

Mr. Shepard said Chip Ross Park would be closed for up to six weeks around July as part of an oak habitat restoration project (Attachment A). The project is timed to occur between bird nesting season and when logging restrictions are in effect due to fire danger. He recognized Public Works staff for expediting work on the bridge at Lamprey Creek before the dedication event. He will be out of the office from June 10 to June 16; Finance Director Brewer and Police Chief Sassaman will act in capacity.

Mayor Traber recessed at 7:24 pm to 7:32 pm.

XI. PUBLIC HEARINGS

A. A public hearing to consider State Revenue Sharing Funds for Fiscal Year 2016-2017

Mayor Traber opened the public hearing at 7:32 pm. No one wished to testify and the public hearing closed at 7:32 pm.

Mr. Brewer read a resolution accepting State Revenue Sharing monies as an undesignated General Fund revenue for Fiscal Year 2016-2017.

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

RESOLUTION 2016-21 passed unanimously.

B. A public hearing to consider a Fiscal Year 2016-2017 budget

Finance Director Brewer reviewed the staff report. She confirmed that the agreement to provide services to the Corvallis Rural Fire Protection District was signed on June 3, 2016. In response to Councilors' inquiries, Ms. Brewer said the decision about how to spend contingency funds was that of the Council. If a specific amount of money was appropriated in the Police Department's budget with a restriction that Council authorization was required to spend it, the Council could direct that it be spent for the men's cold-weather shelter or something entirely different, or the Council could move the budget to another department and direct that it be expended in another fashion. Regardless, a Council motion stating how the money was to be expended would be required.

Mayor Traber opened the public hearing at 7:46 pm. No one wished to testify and the public hearing was closed at 7:46 pm.

Councilors discussed the four possible motions presented in the staff report that related to the Police Department's \$7,200 budget for the men's cold-weather shelter. Several Councilors expressed preference for option 2 or option 3. They debated the merits of directing a department not to spend funds that the Council had appropriated and the precedent created by such an action. Councilor Beilstein viewed the funds as social services spending and supported them being given to CHF. He noted that if the funds remained in the budget as originally proposed, the money would be more easily identifiable; Councilor York agreed.

Councilors Hann and York, respectively, moved and seconded to approve option #2 in the staff report: Make no budget changes, but direct the Police Chief to not pay the monies unless specifically directed to do so by the Council. The motion passed unanimously.

Mr. Brewer read a resolution levying taxes and appropriating the Fiscal Year 2016-2017 budget.

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

Councilors Brauner and Hirsch, respectively, moved and seconded to amend the resolution to include budget for the Corvallis Rural Fire Protection District by increasing the Fiscal Year 2016-17 General Fund, Fire Department budget by \$880,500 and increasing Fiscal Year 2016-17 General Fund, Transfers by \$51,360. The amendment passed unanimously.

In response to Councilor Baker's inquiry, Mr. Shepard said the Council would be asked how it would like to allocate the \$40,000 budget related to addressing homelessness; the discussion could also include the \$7,200 in the Police Department's budget for the men's cold-weather shelter.

In response to Councilor Baker's request, Mayor Traber said if the budget was approved tonight, the agreement with Benton County to address homelessness was anticipated to come to the Council for consideration at either the June 20 or the July 5 Council meeting.

Councilor Hann thanked Budget Commission Chair Wright for his leadership and stated appreciation for this year’s budget process. He expressed concern that the amount of money budgeted for staff training and education was low and said other areas were under-funded as well. He hoped the Council could find more money in the future to address those deficits.

RESOLUTION 2016-22 as amended passed unanimously.

XII. ADJOURNMENT

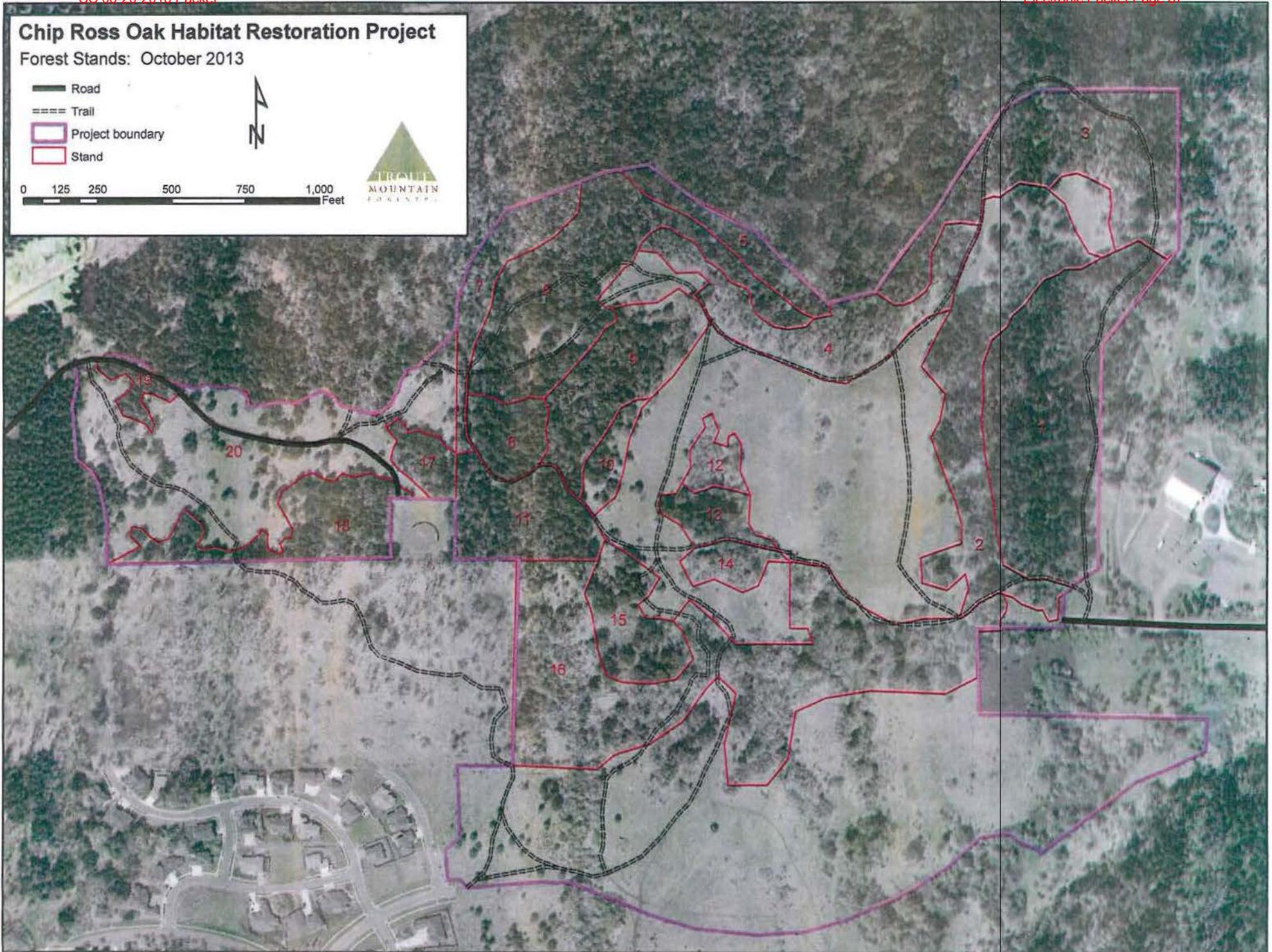
The meeting adjourned at 7:59 pm.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

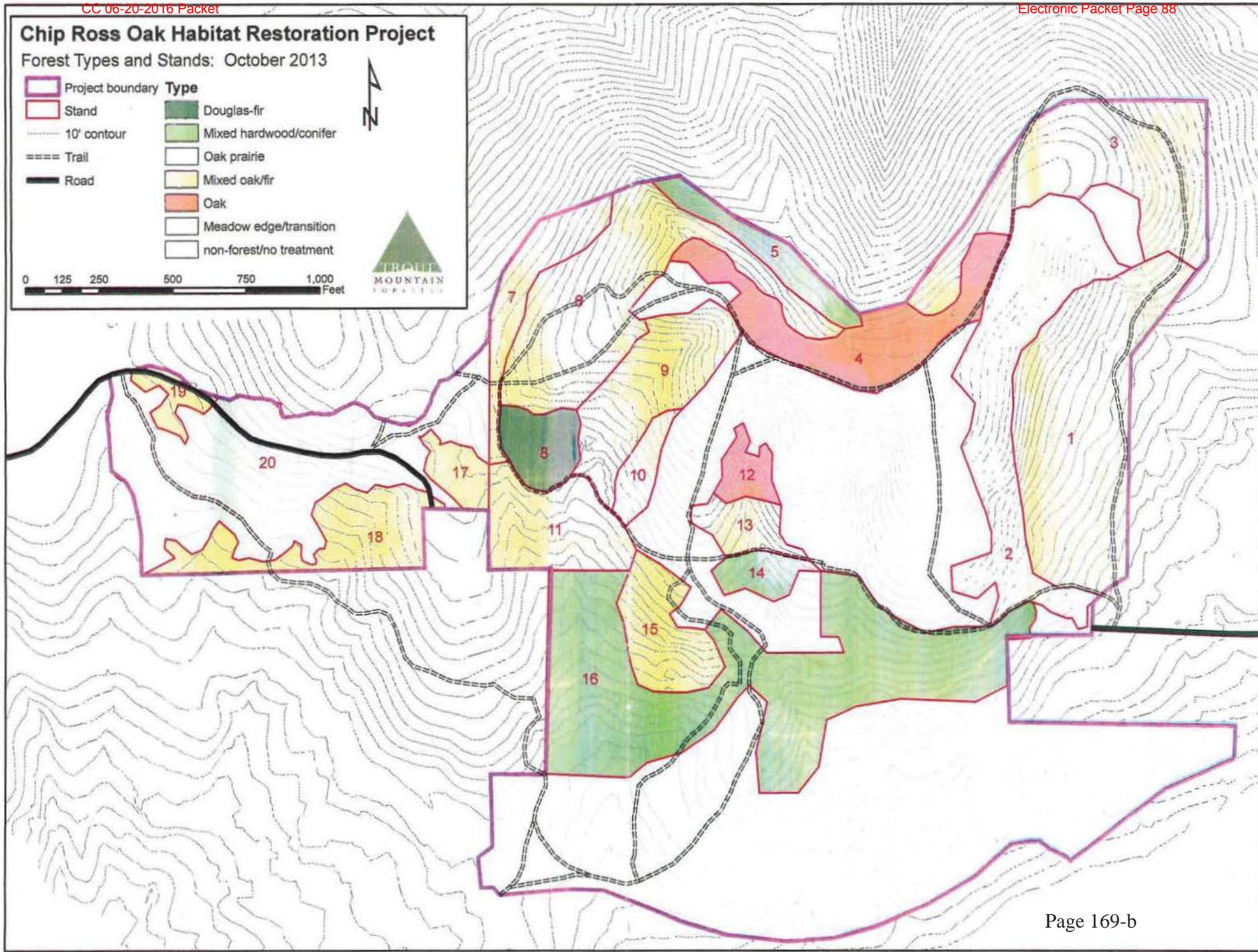
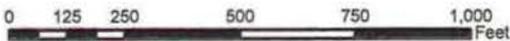
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CITY RECORDER



# Chip Ross Oak Habitat Restoration Project

Forest Types and Stands: October 2013

- |   |   |
|---|---|
|  Project boundary | <b>Type</b>   |
|  Stand            |  Douglas-fir             |
|  10' contour      |  Mixed hardwood/conifer  |
|  Trail            |  Oak prairie             |
|  Road             |  Mixed oak/fir           |
|   |  Oak                     |
|   |  Meadow edge/transition  |
|   |  non-forest/no treatment |



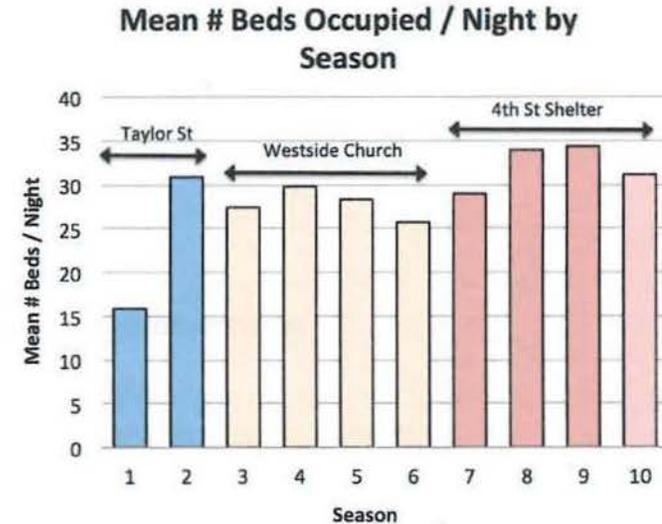
## Corvallis Housing First (CHF) – Fact Sheet June 2016

### CHF

- Operates 4 programs
  - Men’s cold weather shelter
  - Women’s cold weather shelter
  - WRAP (Women’s Rental Assistance Program)
  - Partner’s Place – 14 unit permanent supported housing units
- Recently completed its 10<sup>th</sup> season of operation

### Men’s Cold Weather Shelter

- Has provided 37,822 bed nights of shelter during 10 seasons of operation (equivalent to housing 10 – 11 men full time for the past 10 years)
- Past 4 years has been operating at 530 SW 4<sup>th</sup> St providing approximately 4,000 – 5,200 bed nights during the 5 month season (Nov 1 – March 30)
- First 2 seasons used a vacant fraternity & sorority house near campus followed by 4 years at West Hills Church

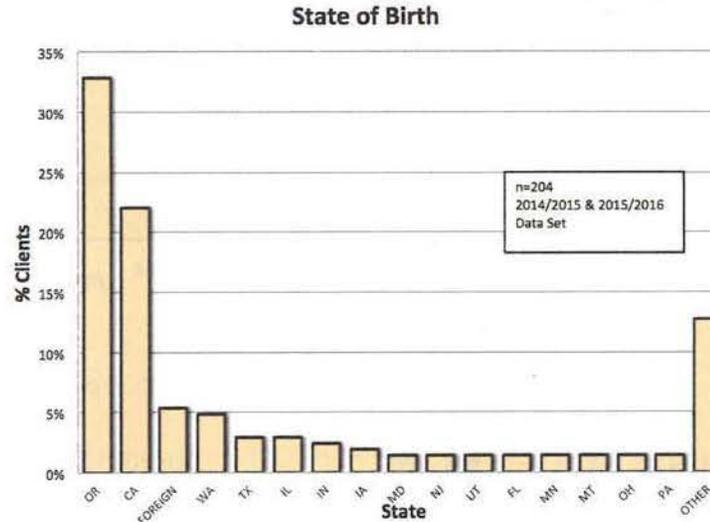
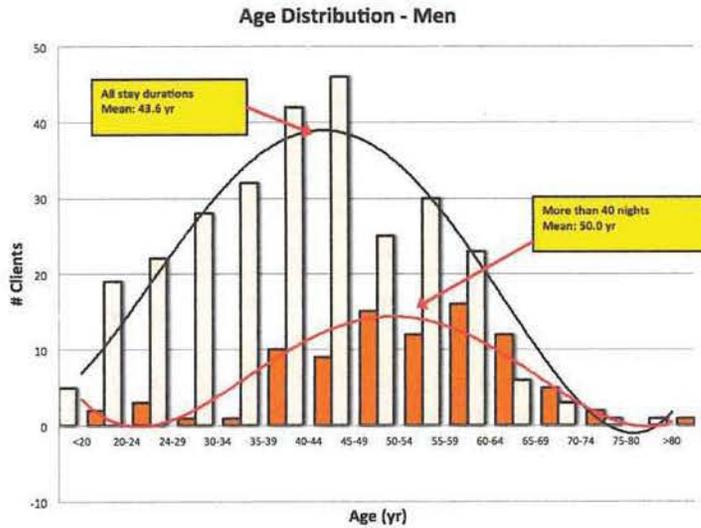


Season #	Years	Location	# Nights	Total Bed Nights	Mean Beds/ Night	# Clients	# Bed Nights / Client
1	2006-2007	Taylor & 25th	85	1347	15.8	71	19.0
2	2007-2008	Taylor & 27th	137	4226	30.8	110	38.4
3	2008-2009	Westside Church	121	3314	27.4	97	34.2
4	2009-2010	Westside Church	121	3603	29.8	97	37.1
5	2010-2011	Westside Church	110	3111	28.3	112	27.8
6	2011-2012	Westside Church	122	3133	25.7	106	29.6
7	2012-2013	4th St Shelter	141	4082	29.0	140	29.2
8	2013-2014	4th St Shelter	151	5123	33.9	169	30.3
9	2014-2015	4th St Shelter	151	5184	34.3	167	31.0
10	2015-2016	4th St Shelter	151	4699	31.1	158	29.7
Total:			1290	37822			

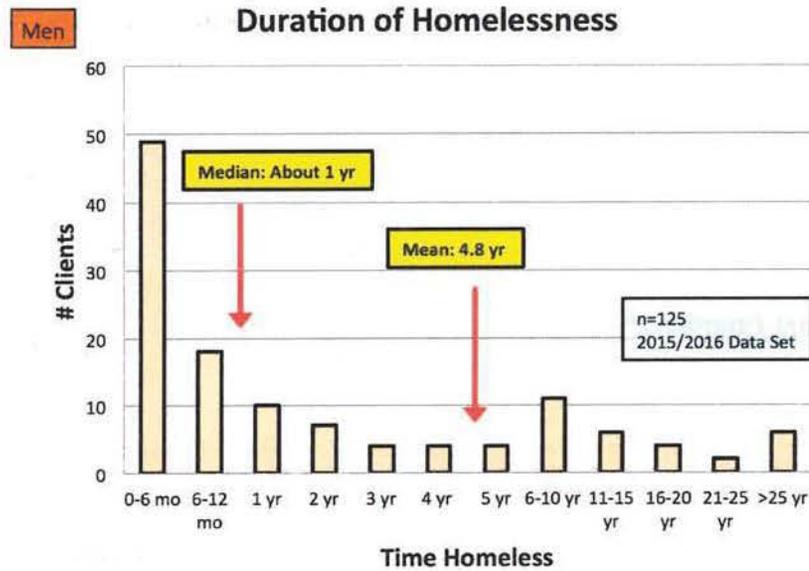
- Shelter location, # nights open, total bed nights, # clients, & average # bed nights per night
- 40 beds/night have been available for years 1 - 10



## Corvallis Housing First (CHF)– Fact Sheet May 2015



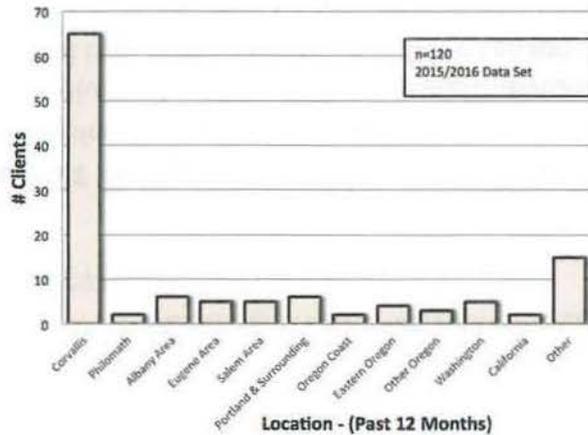
- Age distribution of men using the shelter during the 2014/2015 and 2015/2016 seasons.
- The orange bars are for the individuals staying more than 40 nights (about ¼ of the population, but ¾ of the bed nights)
- Mean age for all individuals: 43.6 years; 50.0 years for individuals staying more than 40 nights
- Age range: 18 – 85 years



## Corvallis Housing First (CHF)– Fact Sheet May 2015

“DURING THE PAST 12 MONTHS, WHAT CITY HAVE YOU LIVED IN FOR THE LONGEST PERIOD OF TIME?”

**MEN**



- More than 50% of the individuals using the shelter during the 2015/2016 season lived in Corvallis for the majority of the previous 12 months
- The % of individuals living permanently in the area was even higher for men spending more than 40 nights in the shelter

**Benefits:**

	SSI		SSDI		Oregon Health Plan		Food Stamps		TANF	
	#	%	#	%	#	%	#	%	#	%
YES	62	22.0%	34	12.0%	150	53.8%	185	65.4%	4	2.0%
NO	220	78.0%	249	88.0%	129	46.2%	98	34.6%	203	98.1%
TOTAL	282		283		279		283		207	

**Veterans:**

	#	%
NO	196	79.0%
YES	52	21.0%
Total	248	

**Substance Abuse:**

	2014/2015	2015/2016
Yes	75.6%	81.0%
No	24.4%	19.0%



## Men's Cold Weather Shelter Demographics

### Profile - Men

- Mean age **43.6** years ; for individuals staying > 40 days – mean age = **50.0** years
- Years homeless: Median = **about 1** year; median = **4.8** years
- **30 – 40%** born in Oregon
- **70%** Caucasian; about **15%** Native American
- Over **20%** of the population are veterans
- **> 50%** have lived in Corvallis for the past year; many have lived in the community for > 10 years
- About **¾** of men have substance abuse problems; alcohol is #1 problem
- About **½** of individuals have moderate to severe mental health issues
- About **50%** of individuals have moderate to acutely life threatening medical issues
- **> 75%** of individuals have concurrent medical, mental health, or substance abuse problems making access to professional care difficult

### Shelter Requirements for 2016/2017

- Required capacity: **40** beds
- # individuals: **150 – 180** separate individuals
- Total bed nights: **4000 – 5500** for season
- Bed capacity: **28 – 34** per night; surge capacity to > 40+/night
- Volunteers/Staff: **4-6** per night w/ 2 over night staff
- Significant janitorial requirements
- Food
- EMT Visits: **1 – 3** per week
- Case management and record keeping
- Current City of Corvallis expenditure: Approx. **\$2/bed/night**



**CITY OF CORVALLIS  
COUNCIL WORK SESSION MINUTES  
June 7, 2016**

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 3:30 pm on June 7, 2016 in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Traber presiding.

I. CALL TO ORDER

Present: Mayor Traber; Councilors Baker, Beilstein, Brauner, Bull, Glassmire, Hann, Hirsch, Hogg, York

II. SUSTAINABLE BUDGET TASK FORCE NEXT STEPS

Finance Director Brewer reviewed the staff report. Councilor Brauner said Task Force Leadership concurred with staff's recommendations.

Councilors discussed revenue sources such as utilities, fees placed on utility bills, gas taxes, property tax revenue, and potential revenue sources such as local sales taxes, business license fees, and a marijuana tax. Also mentioned was exploring what revenues outside of property tax collections, such as an employer payroll tax, could be added. Another suggestion was evaluating whether some services could be moved out of the General Fund by identifying a revenue source other than property taxes. Funding of City services should be shared by all residents, not just property owners. In addition to identifying revenues to stabilize existing services, Council may also evaluate whether to add new services, such as assisting with low income housing. Any revenue sources that required voter approval would likely not be on the ballot until 2017.

Councilors also discussed the timing of soliciting input from the community. They agreed it was appropriate to conduct early outreach to build public awareness. Clearly articulating why property tax revenues were not keeping pace to support existing General Fund services is important. A separate survey would be needed later in the process to gauge the level of community support for various revenues and service levels. Councilor Hann noted that Corvallis already has a higher cost of living than the national average and expressed concern about revenue streams that would disproportionately affect people who were already struggling financially with housing and other costs.

Councilors agreed with staff's recommendations to place a marijuana tax on the November 2016 ballot, direct the Sustainable Budget Task Force to prioritize revenue alternatives, wait to prioritize expenditure reductions until after Council goal work is substantially complete, and for the Task Force to work with staff to identify a consultant to develop a survey to gather community input. The Task Force will continue to check in with the Council as their work progresses. Councilor York asked that both the priorities and the analysis behind the priorities, including methods used, are clearly communicated in reports to Council. Councilor Glassmire supported the prioritization analysis and asked that the Task Force solicit Council input on the criteria.

III. THIRD QUARTER OPERATING REPORT REVIEW

Ms. Brewer said the items in yellow highlight indicated areas to watch, and Funds on the watch list were also being examined by the Sustainable Budget Task Force. Many Funds have slow

revenue streams, but rapidly growing expenses. For example, 911 Emergency Communications, Police, and Fire need more staffing; however, no additional revenue is available to fund new positions. Ms. Brewer noted that while the City's financial picture could be better, the City's performance was good from a customer service demand perspective.

Councilor Glassmire said it would be helpful if he could easily discern areas which were more important. In response to his inquiry, Ms. Brewer said General Fund revenues could be spent on almost anything the Council wished, with some limitations. For example, revenues from the Corvallis Rural Fire Protection District are expected to be used for proving fire services and Library District revenues are expected to support the Library. Ms. Brewer confirmed that economic fluctuations affected revenues. Leisure travel decreased during the recession, which adversely impacted transient occupancy taxes. Home building slowed during that time as well, so the number of permits issued decreased substantially. As a result, staff were laid off due to a lack of homes needing inspection. Staff hoped the City's new financial system would include a module to publish requests for proposals online. Not all performance measures are published in the quarterly report. Staff focused on those that were most informative to the Council.

Councilors appreciated the format of the report, noting that although the subject was complex, the report was relatively easy to follow.

#### IV. STREET MAINTENANCE POLICY

Public Works Director Steckel and Engineering and Transportation Division Manager Gescher displayed oversized photographs depicting a street built to City standards and a street built to County standards (Attachment 1). Ms. Steckel reviewed the staff report, confirmed that private streets were not included on the map that was in the work session packet, and that the survey did not include drainage issues. As a first step in addressing street maintenance equity for unimproved streets, staff suggested amending Municipal Code Section 3.05.030 to eliminate the restriction that limits the use of the Transportation Maintenance Fee (TMF) revenue to pavement preservation on streets built to City standards. Ms. Steckel cautioned that if Council adopted the ordinance, actual practice would not change until additional street funding was identified.

Councilors discussed staff's recommendation to eliminate the Public Works Department policy on street maintenance (Attachment 2). Ms. Steckel said staff wanted to be clear that the Department policy would no longer be used to guide how such services were provided. In response to a question asked about the Municipal Code provision that directs the City to maintain ditches, she said up to this time, staff has performed this activity on arterial and collector streets, not neighborhood streets. Information about who has responsibility for drainage system maintenance was one of the larger issues that needed to be worked through.

Councilor Bull observed that the south side of 35<sup>th</sup> Street and Harrison Boulevard, which was not entirely improved to City standard, was not showing on the map. Ms. Steckel said staff will take all inputs to make the map more accurate.

In response to Councilor Bull's inquiry, Ms. Steckel said in the last 20 years, there had been very little pavement preservation on local roads. Money generated from the TMF is expended based on a prioritization of streets needing maintenance, regardless of the type of preservation that is necessary. For County-standard streets that have come into the City over time, it was believed that eventually all streets in Corvallis would be improved to City standards. City Manager Shepard noted in the Skyline West annexation, a specific decision was made that abutting property owners would be responsible for any street improvements. There did not appear to be

any deliberate decisions about street standards for other properties that had been annexed. Mr. Shepard confirmed that absent a specific decision, paying for street improvements was the responsibility of the abutting property owners, unless Council decided to change the direction. Mr. Gescher said collector and arterial streets can be eligible for system development charge revenues to cover the cost of added capacity, such as additional street width necessary to accommodate bicycle lanes.

Ms. Steckel confirmed that in place of the Department Policy, Municipal Code language would direct how street maintenance services were provided. Mr. Gescher said factors used to evaluate which streets would be selected for maintenance included the age of the street, the general structure of the street, and the level and of traffic it supports, such as whether it was a transit route. Various pavement preservation treatments, such as crack seal, are used to extend the life of streets for as long as possible, but eventually they will have to be replaced. Ms. Steckel said there are streets within the Corvallis city limits under Benton County jurisdiction that the County does not maintain.

In response to Councilor York's question, staff clarified that language referencing Local Improvement Districts is in Council Policy 7.03, "Assessments - Street Improvements" (Attachment 3), not in the Department policy. Details about Local Improvement District formation are in the Municipal Code.

Councilor Hann observed that sometimes language in policies and ordinances contradict each other, such as open drainage ways, and it was important to be mindful of such circumstances in future discussions.

Councilors supported staff bringing to the June 20 Council meeting the proposed ordinance that was included in the work session packet. Other elements of street standards would be discussed at future meetings. Councilor Hann suggested that Council provide policy direction to staff concerning streets not improved to City standards in future annexations, as new requests will be coming soon. Councilor Bull requested information about the City's current annexation policy.

In response to Councilor Baker's request for understanding how street maintenance is prioritized and projects are developed, Ms. Steckel cautioned that sometimes initial priorities are adjusted based on funding availability.

A copy of Councilor York's memorandum concerning County-standard streets is included with these minutes as Attachment 4.

## V. COMMUNITY COMMENTS

Ramon Gonzalez expressed concerns about safety in the Whiteside Drive area given the number of bicycles, school buses, and pedestrians. He said the road was too narrow and inquired about road widths. Mr. Shepard said the width of roads varied and in some places, it may be about the same width as the right-of-way. Mr. Gonzalez believed that everyone should share in the cost of roads. He did not want sidewalks and bicycle lanes in the Whiteside Drive area, as he wished to retain a rural feel. Staff agreed to speak to Mr. Gonzalez about who was responsible for maintaining the roadside vegetative strips.

Will Koenitzer said the unimproved streets issue was complex and it involved emergency vehicle access, parking, lighting, safety, and funding availability, among other factors. He wanted to address the problems as soon as possible and supported establishing a local improvement district. Public Information Officer Rollens agreed to assist Mr. Koenitzer with submitting specific questions to Councilors and or staff.

David Brooks read from prepared testimony concerning unimproved streets (Attachment 5). Mr. Brooks said people in his neighborhood are not on City water, so they rely on storm water to replenish their wells. As such, adding standard pipe drainage to channel storm water is not necessarily a service improvement for those residents. In response to Councilor Hann's inquiry, Mr. Brooks said an enforcement mechanism was never created to address road improvements or ditch maintenance on unimproved roads.

Linda Sward expressed concern about icy conditions on Whiteside Drive during winter months. She wondered who was responsible for maintaining the road and whether a safety survey had ever been conducted for the area. Her neighbors, many of whom are on fixed incomes, were concerned about assessments.

Ed Walsh, who lives in the Skyline West area, recognized the reality of budget constraints and suggested developing a policy that applied a weighted approach to street maintenance. The costs and benefits of certain types of improvements should be considered, as well as how long it had been since an individual street had received any maintenance. He said a chip seal application would help many of the streets and cul-de-sacs in his neighborhood.

#### VI. ADJOURNMENT

The meeting adjourned at 5:48 pm.

APPROVED:

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MAYOR

ATTEST:

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CITY RECORDER



ATTACHMENT 1

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JULY 89

## Public Works Department Policy

STREET MAINTENANCE POLICYDEFINITIONSImproved Street

- A street which has been constructed to City standards complete with curbs and an improved drainage system.

Unimproved Street

- A street which generally does not have curbing and/or an improved drainage system and has not been constructed to City Standard Street Specifications.

It is the policy of the City to maintain all public streets in the City's street system. Different levels of maintenance will be established for different functional classes of roadway, i.e. arterial, collector, residential, private. Maintenance services will vary depending on the type of roadway, i.e. improved or unimproved. Specific policies are as follows:

ALL PUBLIC STREETS

- Provide signing as warranted
- Provide lighting as warranted
- Stripe as appropriate

UNIMPROVED STREETSGRAVEL STREETS

- Provide sufficient crushed rock to maintain a wearing surface adequate for grading.
- Grade roadway seven times per year.
- Dust palliative will be used on gravel streets only if requested and paid for by abutting or affected property owners.

PAVED RESIDENTIAL STREETS (NOT TO STANDARDS)

- Repair localized failures

PAVED ARTERIAL/COLLECTORS (NOT TO STANDARDS)

- Repair localized failures
- Grade shoulders
- Clean roadside ditches periodically
- Mow roadsides annually as necessary
- Major repair/overlay/slurry as needed

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IMPROVED STREETSRESIDENTIAL STREETS

- Fully maintain and repair
- Sweep
- Clean catch basins
- Slurry seal as warranted
- Overlay/reconstruct if necessary to sustain service

ARTERIAL/COLLECTORS

- Fully maintain and repair
- sweep
- clean catch basins
- overlay as warranted
- reconstruct to assure continuing service

PRIVATE STREETS

- Private streets or roadways will not be maintained by the City.

SR/eao

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 7 - COMMUNITY IMPROVEMENTS**

**CP 91-7.03**            **Assessments – Street Improvements**

<b><u>Adopted</u></b>	<b><u>July 10, 1989</u></b>
Affirmed	October 7, 1991
Revised	November 6, 1995
Revised	November 1, 1999
Affirmed	October 20, 2003
Affirmed	October 15, 2007
Revised	November 7, 2011

**7.03.010**            **Purpose**

To establish guidelines for determining assessment charges for street improvement projects

**7.03.020**            **Policy**

**7.03.021**            **Local Streets**

- a.     The function of local streets is to provide access and service to adjacent property. Adjacent residential property derives benefit from local street improvements through access, ability to develop, parking, drainage, and safety. These benefits are provided in a typical 28-foot-wide street improvement which includes surfacing, curbs and gutters, and drainage.
  
- b.     Commercial, industrial, and institutional properties derive the same level of benefit from a local street as described above. Some commercial, industrial, and institutional developments require a street wider than 28 feet to safely accommodate higher traffic volumes and larger vehicles.

ATTACHMENT 3

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Council Policy 91-7.03

- c. Based on the finding of benefit, residential properties adjacent to local streets will be assessed the cost of improvements for actual street width up to a total width of not more than 28 feet. Commercial, industrial, and institutional properties will be assessed the equitable and fair cost of improvements for street width needed to serve them.
- d. Property owners are responsible for constructing and maintaining sidewalks along public streets in accordance with Corvallis Municipal Code Chapter 2.15.

## 7.03.022 Arterial and Collector Streets

- a. The function of arterial and collector streets is to move large volumes of traffic in an effective way. The arterial and collector street system is identified within the Corvallis Transportation Plan.
- b. Since arterial and collector streets carry higher volumes of traffic than local streets, different standards are used for improvements. These standards include additional traffic lanes, pavement thickness, turn lanes, traffic signals, bike lanes, landscaping, and lighting. Adjacent property benefits from arterial and collector street improvements much the same as being adjacent to a local street, since the improvements provide access and ability to build. The community as a whole benefits from bike lanes, which provide alternate modes of transportation, and other extra capacity features, such as turn lanes, which move traffic more efficiently.
- c. Based on the finding of benefit, residential properties adjacent to arterial and collector streets, with the exception of developed single-family residential properties existing at the time of street improvements within RS-3.5, RS-5, or RD-6 districts as approved by community vote on May 16, 1989, will be assessed proportionate improvement costs equal to the actual width of one lane in each direction plus the width of any on-street parking up to a total width of not more than 28 feet. The exception of single-family residences as described above does not negate the City's ability to collect recovery charges for public improvements from an established Zone of Benefit or Infrastructure Cost Recovery Charges as provided for in Corvallis Municipal Code Chapters 2.16 and 2.18.
- d. Based on the finding of benefit, commercial, industrial, and institutional properties adjacent to arterial and collector streets will be assessed proportionate improvement costs equal to the full

Council Policy 91-7.03

width of the street except as reduced for extra capacity as covered in Section 7.03.023.

**7.03.023 Adjacent Property Obligation**

- a. Each property shall contribute to the cost of adjacent street improvements made to an appropriate urban standard. These costs will be proportionate to the benefit received. The contribution shall be made through a property assessment levied at the time of the improvement.
- b. This contribution shall be a one-time obligation with the community being responsible for extra-capacity costs and recurring maintenance, re-construction, and operation costs following improvement to an appropriate urban standard.

**7.03.024 Funding Sources for Street Improvements**

- a. Funding for street improvements shall be derived from a variety of sources and be consistent with benefit and obligation. The full amount of revenue derived from property assessments shall be the first source of funding utilized for street improvements.
- b. Remaining street improvement costs are a general obligation of the community and will be derived from appropriate sources, including street SDC funds, Federal and State highway funds, grants, current street fund revenues, property tax supported bonds, or other sources.

**7.03.025 Method of Street Assessment**

- a. Total project costs to be assessed are distributed to benefitted properties on the basis of frontage and area. The cost per front foot shall be computed by dividing one-half of the total cost by the length of property fronting the improvement. The cost per square foot shall be computed by dividing one-half the total cost by the total square footage to be assessed.
- b. The improvement district boundary shall be the benefitting area which extends one lot deep from the improved street. For purposes of this Policy, a lot is defined as the area of land typically associated with the land-use designation. On corner lots, the area benefitting shall be the area bounded by the property line fronting the street, a line drawn from the intersection corner to the interior corner of the lot, and the interior lot line.

Council Policy 91-7.03

- c. Assessments of peculiar areas which do not fit the typical assessment method shall be made by methods equitable under the existing conditions.
- d. It is the intention of the City Council that no person would lose ownership of that person's owner-occupied home as a result of foreclosure to collect an assessment lien for a City-initiated process to form an arterial or collector street improvement district.

7.03.030     Review and Update

This Community Improvement Policy shall be reviewed by the Public Works Director every four years in October and updated as appropriate.

## **Memo to City Council**

**From Penny York, 6/7/2016**

**Subject: County-Standard Streets**

- This is a very significant issue in Wards 1, 3 & 8 where whole neighborhoods are affected. There are county-standard streets in all wards of the City.
- I agree that the first step is to revise the Municipal code to treat these streets the same as any neighborhood or neighborhood collector street – eligible for City funds for routine maintenance.
- The next step will be to look more broadly at the issues of maintenance and infrastructure needs in the areas served by these roads. Of course that will require considering options for funding that may include property owners, and city, county, state and federal resources. Also we will need to consider all City streets, and incorporate ADA requirements as street improvements are planned and constructed.
- Another area of policy to consider is how we will bring county-standard streets into the city during future annexations. How, when, and under what standards will infrastructure improvements be considered or required? How will maintenance and improvements be funded?
- In the past county-standard infrastructure maintenance and improvements have been framed as an either/or issue. Adjacent property owners have been told they are on their own to contract and pay for a full street upgrade, similar to new, greenfield development –or- they bear full responsibility to pay all costs related to preventing the deterioration of their streets. This regardless of the facts that:
  - A full upgrade is virtually impossible in some areas due to topography and natural features.
  - A full upgrade is undesirable to many in these more rural areas, unnecessary to provide adequate drainage to preserve the integrity of the street bed, and extremely costly.
  - The areas have existing streets, many of which were in good condition when they became City streets. These property owners HAVE paid for road infrastructure.
  - Deterioration of the streets in some cases has been similar to that of other neighborhood streets in the City and is not unique to county-standard streets.
  - The city may have had a responsibility to maintain the drainage ditches but in some areas has not. This may have contributed to faster deterioration of some streets.
  - In some places there has been poor quality work done in patching over utility work, or inadequate prep work done for some maintenance projects.
  - These streets, particularly the neighborhood collectors, serve more than just the residents who live in the area. They also serve an emergency management purpose and a commercial function.
  - These streets should also be considered part of the City's network of alternative transportation – carrying cyclists and pedestrians (some local residents and some traveling through the area), and providing access to transit.

ATTACHMENT 4

- The policies related to options for property owners and neighborhoods, and for who pays for what, need to be Council policies. Those affected, directly or indirectly, need to have a say.
- The past policy of considering these issues on a street-by-street basis needs to be reconsidered. Certainly in the Brooklane/Country Club area this doesn't work. It doesn't consider the fact that certain streets are used by all, carry more trips, and may need different infrastructure and levels of maintenance. The burden for paying for this difference should be shared as well as the opportunity to participate in the decisions about what needs to be done.
- After policy is developed that reflects the realities of existing conditions, access and safety needs, and funding, neighborhood infrastructure plans will need to be developed. This is a long term need. The city will need to take the lead. It seems likely that within a neighborhood there may be different improvements needed on key collectors and intersections. Funding may include Local Improvement Districts as well as government resources. Bonding and other options will need to be considered. Capturing this planning need should be included in the new Transportation Service Plan.

DAVID BROOKS

**Skyline West Neighborhood Association comments to the 6/7/16 City Council work session**

Because we've had the opportunity to meet with nearly all of you individually to discuss street maintenance, unimproved streets and our ideas for Council action we'll be brief. These comments build on those discussions as well as react to the materials prepared for you by Public Works staff. We will also comment on the SBTf discussion because funding is an important element of the street maintenance challenge.

What began for us as an issue of maintenance for the unimproved streets in our neighborhood has evolved into an effort to have the concerns of our neighborhood addressed in the context of a more comprehensive—and effective—approach toward maintenance of all city streets. We now understand that the issues of unimproved streets are a special case of neglected maintenance of all local streets.

In the course of our work on these issues we were surprised to discover that there is no Council policy on street maintenance. To be clear: we are not preoccupied with having a policy simply for the sake of appearances; we want practical results. And our confidence in the value of having a policy is undermined by the discovery that some department practices are inconsistent with existing Council policy regarding storm water drainage maintenance as reflected in municipal code. Nevertheless, we think the starting point for long-overdue action to address deferred street maintenance is having the Council demonstrate the importance of the issue and act to eliminate the inconsistencies in practice and gaps in code.

Before highlighting the elements of our proposal, we want to make a few comments on the staff report and proposal.

First, the staff report presents a mixed message about unimproved streets: the report explains that current practice is based on the premise that County-standard streets are "likely to require more maintenance expenditure over time..." However, this is an assumption; in fact these streets have endured remarkably well in spite of the absence of maintenance.

The report asserts that "continued investment in streets not improved to City standard could impact the City's ability to address street maintenance across the entire system." We disagree—this is another assumption not supported by evidence. Unimproved streets are not the reason there has been no maintenance for local streets built to City standard.

However, recommendation #1 recognizes that the current practice is not sustainable and that investment now (i.e., maintenance) may postpone or reduce the need for larger investments in the future. We agree, and we want to emphasize that this applies to all City streets, not just unimproved streets.

Although the recommendation is to make unimproved streets eligible for maintenance, the staff report makes it clear that the staff wants all streets to be "improved" to City standards. In

ATTACHMENT 5

contrast, the public meetings made it clear that residents of neighborhoods with legacy, County-standard streets overwhelmingly do not want these improvements.

Regarding the specific recommendation to modify section 3.050.030 to remove the restriction on the use of TMF, we agree—but this doesn't do enough. It's a necessary but not a sufficient step. And it is not just that—as the report makes clear---that actual practice will not change if the code is amended as proposed.

Simply removing the restriction on the use of TMF is only a piece of what's needed for a policy; it leaves in place other inconsistencies and contradictions. With the proposed addition of "arterial and collector streets will have priority access to the available funding", it is less likely that local streets—of any kind—will be maintained.

The proposal is a piecemeal approach to a problem that requires more from the Council. What's needed is a clear, comprehensive and consistent Council policy that addresses all of the aspects of street maintenance.

We've provided copies of our ideas for the elements of a policy as well as a suggested draft. The essential elements include recognition that maintenance must include both pavement and drainage, commitment to regular assessments of road and drainage conditions and establishing a "rural legacy street" standard.

There are many practical benefits that would result from a comprehensive policy, including providing clear guidance for staff and a strong message to residents that infrastructure maintenance is a priority. That sets the stage for addressing the funding challenge. A strong Council policy, in conjunction with other changes, provides a basis for public support for raising the TMF to a level that generates funds adequate to maintain local streets.

The current approach has been eroding our confidence in the equity and effectiveness of the city services fees; the proposed change in 3.050.030 will help, but by itself it isn't enough. The most important change needed is that we see tangible results: regular, effective street and drainage maintenance.

To summarize: in our view the first step is a strong Council policy on street maintenance that explicitly recognizes the importance of the issue as well as the essential elements (pavement plus drainage). What we are advocating is not a complicated undertaking and the Council should be able to do this quickly. In the context of this policy the Council should recognize the existence and value of rural legacy streets—their importance to residents of these streets and their contribution to the diversity of Corvallis.

We'll stop at this point and welcome questions and discussion.

**DRAFT**  
**CITY OF CORVALLIS**  
**MINUTES OF THE CORVALLIS ARTS AND CULTURE ADVISORY BOARD**  
**MAY 18, 2016**

Attendance

Cynthia Spencer

Phil Duncan

Lee Ann Garrison

Greg Little

Marci Sischo

Frank Hann, City Council Liaison

Staff

Karen Emery, Parks and Recreation Director

Guests

Peter Erskine, Solar Spectrum Environmental Art

Absent/Excused

Karyle Butcher

Deborah Correa

Brian Govatos

**I. CALL TO ORDER.** Cynthia Spencer called the meeting to order at 5:35 p.m.

**II. REVIEW OF MARCH 16, 2016 MINUTES.** The minutes from March 16, 2016 were unanimously approved, (pending the addition of the word “be” to Section VIII's first sentence,) following motion by Garrison which was seconded by Duncan.

**III. VISITOR PROPOSITIONS.** None.

**IV. PUBLIC ART SELECTION.** Local artist Peter Erskine attended, and discussed his interest in placing a piece of Public Art in the Corvallis Public Library. Erskine's offer was unanimously approved to recommend that City Council accept the public art piece, following motion by Garrison which was seconded by Sischo. Unveiling of the work will be coordinated as a part of the monthly Corvallis Arts Walk if accepted by Council.

**V. CONNECT EVENT UPDATE.** Sischo stated that the main interests pertaining to an arts calendar are a general display of events and a second calendar focused on planning by event hosts to help with event timing. Emery mentioned that organizations are interested in a uniform footer statement/banner to use in promotional materials, which would refer to the Visit Corvallis website. Garrison discussed Corvallis' having the reverse age demographics of the typical successful Arts city. Emery reported notes from Butcher regarding discussion of the potential of a small grants program.

**VI. PROSPERITY 5 AUDIENCE SURVEY.** Emery stated that the organizational survey submission dates have been delayed by the Americans for the Arts. Additionally, for the audience survey, prior respondents are welcome to complete the survey again at new events. ACAB members discussed possible additional events to use for surveys.

**VII. SUBCOMMITTEE REPORTS.** Duncan reported on ideas discussed by Marketing & Outreach,

ACAB Meeting Minutes  
May 18, 2016  
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including the possibility of packaging Arts grants with non-Arts grants.

**VIII. CITY COUNCIL LIAISON UPDATES.** Hann stated there is strong support on City Council for The Majestic. Spencer stated that Corvallis Public Schools are surveying for the addition of Art education. Emery stated Public Access TV will be relocating to The Majestic following June 2016. Spencer stated that The Arts Center will be holding a Town Hall on Wednesday June 8, from 5:30 p.m. - 7:30 p.m., to discuss challenges they are facing. Spencer also stated that ACAB's June meeting will be at The Arts Center, and will include a farewell for Butcher with past members of ACAB and its previous iterations invited to attend.

**IX. GOALS AND ACTION PLAN UPDATE FOR COMING YEAR.** No update.

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

**CITY OF CORVALLIS  
ECONOMIC DEVELOPMENT ADVISORY BOARD  
Minutes – May 9, 2016**

**Present**

Skip Rung, Chair  
Elizabeth French  
Pat Lampton  
Nick Fowler  
Josh Kvidt  
Brian Wall (arrived 3:50 pm)  
Tim Weber  
David Becker  
Frank Hann, City Council Liaison  
Jay Dixon, Benton County Liaison

**Staff**

Amy Jauron, Economic Development Officer  
Sarah Johnson, Senior Planner  
Terry Nix, Recorder

**Visitors**

Sam Angelos  
Paul Cauthorn  
Joe Raia  
Sean Stevens

**Absent/Excused**

Jason Bradford

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations/Actions
I.	Call to Order	
II.	Approval of April 11, 2016 Minutes	Approved
III.	Visitor Comments	Information
IV.	Strategy/Business Activity Reports	Information
V.	ATAMI – Sam Angelos	Information
VI.	Vision 2040 – Sarah Johnson	Information
VII.	Capital Access Discussion	Information
VIII.	Other Business	Information
IX.	Future Agenda Items	Information
X.	Adjournment	Adjourned at 4:45 p.m.
XI.	Next Meeting	June 13, 2016, 3:00 p.m., Madison Avenue Meeting Room

**CONTENT OF DISCUSSION**

**I. CALL TO ORDER**

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

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## **II. APPROVAL OF APRIL 11, 2016 MINUTES**

Ms. French moved to approve the April 11 minutes as presented. Mr. Weber seconded the motion, and it passed unanimously.

## **III. VISITOR COMMENTS**

Paul Cauthorn said he understands that Hewlett-Packard requested a demolition permit for Building 1, and he asked if there is anything the community can do so the building does not need to be destroyed for tax savings.

Mr. Weber explained that the building has been empty for eight years, that it is part of the Benton Corvallis Enterprise Zone, and that efforts have been made to lease the building without success. The corporation has decided it no longer makes sense to keep the building; however, if there was new interest, he believes they would be open to hearing it.

Economic Development Officer Jauron added that Mayor Traber and Economic Development Manager Nelson met with real estate representatives from corporate HP on this matter; she offered to connect Mr. Cauthorn with Mr. Nelson.

Joe Raia advised that in early April, YouTube had a film crew in town to do a story on the Darbin Orvar YouTube channel which recently hit 100,000 subscribers. The video includes several images of Corvallis. It can be viewed on the Darbin Orvar channel or the YouTube Creators channel.

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

Ms. Jauron referred to the reports in meeting packets and provided information on some of the business contacts and follow-ups. She reported on upcoming activities, including the Willamette Angel Conference and a WiN Pub Talk focusing on entrepreneurial passion.

Sean Stevens reviewed Business Oregon's outreach efforts, noting that each business development officer has a list of 50 companies each year that they visit to talk about employees, challenges, successes, etc. A presentation will be created using last year's data, which he offered to share with this group. Board members indicated that they would like to see the presentation.

## **V. ATAMI – SAM ANGELOS**

Dr. Sam Angelos provided an update on OSU's Advanced Technology and Manufacturing Institute (ATAMI), formerly the Microproducts Breakthrough Institute (MBI), located in Building 11 on the HP Corvallis campus. MBI was started in 2003 when HP donated use of the building to OSU for research in micro and nanotechnologies. In 2006, the State of Oregon gave \$10 million to upgrade and outfit the building, and it was occupied by small companies and start-up companies doing micro and nanotechnology development. About a year ago, Dr. Angelos was asked to write a proposal for the next phase of the MBI, and he subsequently agreed to come on part-time to implement the plan. The name was changed to be more reflective of efforts related to advanced technology and manufacturing. The facility includes research and development labs and facilities for OSU faculty, as well as industry tenants. They work closely with Oregon Nanoscience and Microtechnologies Institute (ONAMI) on gap funding. ATAMI is at a point where its capabilities and capacity is exceeded by the demand. It is considered by many to be the most flexible and advanced innovation and commercialization space available in Oregon.

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Dr. Angelos provided information about several of the industry tenants, including HD+, a company started in Oregon that develops portable kidney dialysis devices; this great technology was very successful and received a huge round of funding that required them to move to California. Other companies will likely outgrow current space in the near term and he is working closely with them to stay in Corvallis.

Dr. Angelos said the vision is for ATAMI to be one of the premiere research institutes for OSU. Primary goals are the innovation and commercialization of technologies for the public good; collaborative and innovative research; and developing the next generation of research scientists and engineers for the university and the state. Goals for 2017 include a \$12 million expansion. This is precious space and priority is given to companies that have spun out from OSU research, ONAMI gap funded companies, and other special tech companies. Discussion followed regarding the future needs of ATAMI related to physical space and funding.

#### **VI. VISION 2040 – SARAH JOHNSON**

Senior Planner Sarah Johnson gave an update on the Vision Corvallis 2040 process. Staff and a consultant team have been working with a steering committee composed of 20 community members in six focus areas that were established through a preliminary scoping process. The steering committee began by familiarizing themselves with the visioning process and identifying specific focus areas and subcategories to ensure the overall vision is representative of each element of community life. They looked at identifying outreach strategies and potential stakeholders and partners, and they conducted three well-attended community workshops. Each comment received at the workshops, on comment cards, and through an online survey were collected in a database and put into a spreadsheet which preliminarily includes about 600 comments. Next, the committee will look at recurring themes and begin to identify priorities, values, ideas and challenges, and begin drafting vision statements. Information will be presented to the City Club meeting on May 24, at 7 p.m. Next steps will include vision drafting and refinement, going back to the public for additional input, development of specific action items and metrics to measure progress, more outreach, and then final refinement. The goal is to have this to the City Council in October for adoption by the end of 2016. Brief discussion followed regarding the makeup of the steering committee and efforts to be inclusive and diverse, as well as efforts to reach out to all parts of the community in this process.

#### **VII. CAPITAL ACCESS DISCUSSION**

Mr. Fowler initiated discussion about ways the Board could address the strategy around series B capital funds. He noted the last four years has seen a phenomenal commitment to the entrepreneurial ecosystem and startups; however, if there is a desire to realize the benefit of a traded sector business established and growing and adding meaningful jobs for the local community, that needs to be catalyzed with access to funding. He would like the board to talk about objectives to ensure series B companies stay in Corvallis.

Mr. Wall provided information about the OSU Venture Fund and other groups' efforts to raise money, as well as efforts through the Accelerator, with OSU Alum, and with contacts in the Bay area to identify needs and sources for next stage funding.

Board members agreed to invite people who might facilitate discussion on how best to proceed. Potential invitees include Kanth Gopalpur, Rich Duncombe, and a colleague of

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Mr. Wall who recently moved to Corvallis from the Bay area who may have insight on the topic.

**VIII. OTHER BUSINESS**

It was agreed to cancel the July meeting. The August meeting will be held if a quorum of board members is available.

**IX. FUTURE AGENDA ITEMS**

Future agenda items will include a presentation from Sean Stevens regarding Business of Oregon business visits, as well as pursuing the topic of next stage capital as discussed above.

**X. ADJOURNMENT**

The meeting was adjourned at 4:45 p.m.

**XI. NEXT MEETING**

The next meeting will be held on June 13, 2016, 3:00 p.m., at the Madison Avenue Meeting Room.

**HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD  
MINUTES  
May 18, 2016**

Present

Ed Fortmiller, Chair  
Gary Hamilton  
Dave Henderer  
Carl Price, Planning Commission Liaison  
Bill Glassmire, City Council Liaison

Absent

Kara Brausen, Vice Chair  
Esmeralda Reyes Allen  
Kenny Lowe  
David McCarthy  
Donna Rinaldi

Staff

Paul Bilotta  
Kevin Young  
Sarah Johnson  
Bob Loewen  
Terri Heine

Visitor

Paula Grace

**SUMMARY OF DISCUSSION**

Agenda Item	Action/Recommendation
I. Visitor Comments	No Comments
II. Consideration: HCDAB Draft Minutes of March 9, 2016	Held Over
III. Status Report: Loan Funds & Recent Rehab Loans	Information Only
IV. Overview of Housing Development Policy Concepts	Discussion

## **CONTENT OF DISCUSSION**

### **I. Visitor Comments**

Chair Fortmiller opened the meeting, asking if any there were any comments from the visitors in attendance. No comments were made at this time.

### **II. Consideration: HCDAB Draft Minutes of March 9, 2016**

Due to a lack of a quorum, the HCDAB draft minutes of March 9, 2016 will be held over for consideration at the next meeting.

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

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

### **IV. Overview of Housing Development Policy Concepts**

Planning Manager Kevin Young introduced himself, along with Senior Planner Sarah Johnson and Community Development Director Paul Bilotta. Young noted that they will be providing an overview of some housing development-related policy concepts and tools, including alternative housing types that are allowed under the Land Development Code (LDC), and property tax incentive programs that support the development of affordable rental housing. He provided copies of a hand out that summarizes accessory dwelling unit standards in various cities in Oregon (Attachment A), noting that unfortunately, the document does not include information about each city's System Development Charges (SDCs).

Beginning an overview of accessory dwelling units (ADUs), Young directed Board members to copies included in their packet of the portion of the LDC that covers this housing concept. He noted that the information is a bit out of date as the section has been updated to include ADUs in RS-12 and RS-20 zones (medium-high and high density residential zones); with this change, ADUs are now allowed in all residential zones in the City. Key components of the City's standards for ADUs include:

- The owner of the lot shall occupy either the primary residence or the ADU;
- There can only be one ADU per lot;
- If the parking requirement for the primary dwelling unit is met, no additional off-street parking needs to be provided for the ADU;
- The ADU shall not exceed either 40% of the gross floor area of the primary dwelling unit or a hard cap of 900 square feet;
- SDCs are charged for ADUs, with the exception of parks and transportation SDCs (which themselves average \$8,000 for a typical, single family residence);

Continuing, Young noted that staff does not conduct a density check in regard to ADUs, and street improvements are typically not required. He then noted that the Housing Development Task Force (HDTF) has included in its concepts for further investigation the possibility of eliminating the requirement that the primary residence or the ADU be owner-occupied. Young noted that there are pros and cons to this approach. The current requirement that one of units be owner-occupied may help keep a lid on disruptive activities on the properties, similar to having an on-site property manager at an apartment complex. The HDTF also suggested allowing multiple ADUs on a single parcel. Young noted that staff currently handles ADUs as an incremental bump in density, adding that compatibility conflicts are unlikely. If multiple ADUs were allowed on one property, questions could be raised regarding the intensity of uses on a site, which for instance could create the need for additional on-site parking. The final concept suggested for further investigation by the HDTF in regard to ADUs is the reduction or elimination of SDCs. Young noted that this idea is covered quite thoroughly in the materials included in the meeting packet, so he doesn't have more to add on this topic unless there are questions.

Young noted that he had consulted with Development Services staff and found that the number of ADUs permitted in the City since 2008 is approximately 35. The highest number of permits issued for ADUs in one year was eight and occurred in 2015. Young then asked if Board members had any questions.

Board member Price asked what the SDC charges are for a typical ADU in Corvallis. Loewen noted that SDCs currently run about \$18,000 for a single family home. Young noted if the parks and transportation SDC average of \$8,000 is backed out, that would leave \$10,000 as the average cost of SDCs applicable for an ADU. Councilor Glassmire asked what types of SDCs the \$10,000 includes. Young responded that these are charges for future water, storm water and sewer system infrastructure expansion. Board member Price asked if the owner-occupied requirement transfers to the new owner if a property with an ADU is sold. Young responded that the requirement continues with the new owner, adding that a recorded deed restriction is attached to the land. Councilor Glassmire asked what Portland's experience has been in regard to ADUs. Young noted that Eli Spevak of Orange Splot LLC had reported during January's joint HDTF/HCDAB meeting that Portland had eliminated both the owner-occupancy requirement and SDCs on ADUs, and that their ADUs now number in the hundreds. Johnson noted that Mr. Spevak did not address any neighborhood or social impacts due to the ADUs, adding that she noted during the discussion that Portland has much more flexibility than other cities with respect to condominium sales. This means that if the owner-occupancy requirement is eliminated, many times the ADUs are sold separately from the main structure, but the land is retained under single ownership. Loewen noted that Portland has also reduced the setbacks for ADUs so that they can now be within three feet of the property line. Board member Price asked what the setbacks related to an ADU are currently in Corvallis. Young responded that this will vary depending on the zone, but five feet on a side yard is a typical number. Johnson added that the setback on the back property line is determined by the zone and the size of the ADU.

Paula Grace, President and CEO of the Benton Community Foundation, asked if she could make a comment. She noted that she is very interested in the ADU concept because with the proper marketing campaign and maybe the elimination of SDCs, these units have the potential to provide housing at below market rents for low income people.

She opined that if the HDTF and the HCDAB decided that this is a good idea and the Housing Opportunities Advisory Council (HOAC) undertook the marketing campaign, more private homeowners might apply for and build ADUs, which they could then rent out to people who needed a helping hand. She added that this may help stabilize families so that they could later be in a better position to buy a permanent home and apply for assistance from the City's First Time Home Buyer program.

Board member Price noted that he had recently seen an article that talked about small portable housing, adding that there is a new architectural design for a 500 square foot home that people can build for under \$20,000. He noted that when City-required SDCs in the amount of \$10,000 are added, it adds 50% more to the total cost of building it, adding that the additional costs of the SDCs may be standing in the way of developing this type of housing. Young agreed, but noted that SDCs are in place for a reason which is to fund incremental costs of increasing infrastructure demand. He added that if SDCs were waived for this type of housing, the costs would need to be picked up elsewhere. Board member Price noted that maybe a scaling factor could be researched further as the additional burden on the system created by a small ADU located next to a 2000 square foot home isn't necessarily going to be as large as the burden created by a 5000 square foot home without an ADU on the property. Johnson noted that SDCs are calculated by the number of fixtures installed in homes, so a larger home with more bathrooms will be paying more SDCs than a smaller home. Board member Henderer noted that he thought the SDCs for an average single family residence probably runs in the range of \$5,000 - \$7,000 rather than \$10,000. He then asked if the City could provide a loan program that would help cover the costs of SDCs. Loewen responded that staff and HCDAB could always take a look at these things, noting that the only restriction on the funds is whether HUD allows the use.

Young then began an overview of cottage housing development, noting that the City made a change to the LDC a few years ago to allow for multiple detached single family dwellings on an individual property. He noted that the CoHo Co-housing project in South Corvallis is the closest example of this type of housing development in Corvallis, adding that it was developed prior to the LDC change and so it was handled through the planned development process to allow for some flexibility in code standards. The LDC change that came later resolved many of the issues for developing cottage housing, but probably not all of them. Young noted that he is not aware of any other cottage housing development proposals coming forward since the completion of the CoHo project, although he has had several discussions with interested citizens, including a group who wanted to develop a retirement community. Concluding, Young noted that not all cottage housing developments are intentional communities such as the co-housing model, but that all of the models share the necessity to have a collective management system to address topics such as how to share open space and parking areas.

Board member Henderer asked where a cottage housing development could be built in the City. Young responded that these developments could be built anywhere in the City where the density zoning would allow it. Johnson added that there is a good example of this type of development in Monmouth called the Edwards Addition. The development was built on approximately 20 acres and is composed of owner-occupied homes ranging from 800 square feet to 4,000 square feet. Through density transfer, the developer was able to build the larger homes on larger parcels, while the smaller homes were built on smaller parcels, facing an open common area such as a courtyard or park. Young noted

that even though homes in cottage developments may be small in size, it does not necessarily mean they are more affordable. Board member Hamilton noted that although this type of housing development may not include affordable housing, it does create a nice sense of community for the homeowners.

Beginning an overview of tax incentive programs, Johnson noted that the Vertical Housing Tax Credit program encourages mixed-use commercial/residential developments in areas designated by communities through a partial property tax exemption. The exemption varies in accordance with the number of residential floors located above a commercial-use ground floor in a structure. The first residential floor receives a 20% tax credit, with each additional floor receiving an additional 20% tax credit, up to a maximum property tax exemption of 80% for four residential floors. The tax exemption stays in place for a 10 year term. An additional property tax exemption on the land may be given if some or all of the residential housing is for low-income persons. Johnson noted that this program must be confined within a defined boundary, adding that according to State law, the program area must be located in the urban core and/or be located close to transit lines.

A second tax incentive program is the Multi-Unit Property Tax Exemption program. Johnson noted that this program allows for an exemption from property taxes for projects that conserve, rehabilitate, convert, or construct multi-unit housing. The exemption may remain in place for up to 10 years. Similar to the Vertical Housing Tax Credit program, the project is confined to a defined area and must be located near a core area and/or transit lines. Johnson noted that although both of these programs encourage residential units, neither is intended for owner-occupied housing. She added that sometimes there is resistance to both of these programs from community members due to less taxes being collected on projects that might increase demand from Police and Fire Departments.

Johnson noted that a third tax incentive program provides Low Income Housing Tax Credits (LIHTC). This program is available through the federal government and requires that a minimum of 40% of the units in a project be designated for low income residents. The projects must be developed by a state and federally recognized low income housing development agency such as Willamette Neighborhood Housing Services.

A fourth program provides a Low Income Rental Property Tax Exemption (LIRPTE). Johnson noted that this program is similar to the LIHTC program as it must also be overseen by a state and federally recognized low income housing development agency. Exemptions for projects using this program are available for up to 20 years.

The final program is a tax increment financing program, also known as Urban Renewal Districts (URD). Johnson noted that URDs have been around since the 1970s and provide funding for projects within a defined boundary by diverting property taxes paid on increases in property values within that boundary for a specified period of time, typically between 20 and 25 years. URDs can be an attractive financing tool because they raise funds for improvement projects without raising the overall tax rate. Johnson noted that Urban Renewal has been considered in the past for Downtown Corvallis, but the Corvallis City Charter requires voter approval to enact a URD, and in previous years, the citizens of Corvallis have not approved a district. She added that most other communities do not have the requirement of voter approval to establish URDs, needing only the approval of their City Councils. Johnson noted that the City of Portland has

many URDs and they have elected to set aside 30% of all of the funds they receive through tax increment financing to specifically target low income housing needs. Young added that the 30% of funds set aside do need to be used within the same defined boundary in which they were raised.

Following the presentation, Commissioner Henderer asked if there is acknowledgment in the Community Development Department that there are inventory problems in Corvallis, that developments are needed in the community to add to the available inventory, and if there is discussion happening regarding how to make development easier and less costly in the City. He added that he knows this is a very complicated issue with no simple answers. Young responded that it is clear to staff that this is a high priority for the community and has been a City Council goal for at least the last two Council terms. He added that the first step towards the larger conversation is the urbanization study, currently underway, which is looking at the land needs over the next 20 years within the City's Urban Growth Boundary (UGB). Young noted that if the results of the study reveal that housing needs are not being met, which he is pretty confident will be the case, the community will need to begin identifying where additional housing can be built. These decisions will then need to be implemented into a Comprehensive Plan amendment process in regard to things such as zoning designation changes.

Mr. Bilotta noted that he thinks there are currently many different courses all pushing in different directions for several worthwhile things, including historic preservation and the desire to prevent urban sprawl, but these interests also limit the amount of available land on which to build, as well as the types of developments that can be built. Concepts such as ADUs can be helpful in getting as much as possible from the land that is currently available, but there are pros and cons to all of the types of alternative housing ideas as discussed today. In the end, it is his belief that \$10,000 in SDCs charged to build an ADU is not causing the problem of not enough housing inventory in the City, but that it is an issue for a much bigger discussion. Mr. Bilotta noted that a local university can also add to the demand for housing in a community. Clarifying that he is not speaking about the current local situation, he noted that it has been his experience in other communities with universities that when not enough of either university-owned or privately owned student housing is available, the students are captive to the immediate location more than other residents due to their need to be in close proximity to the campus. Even though their desire is to live as close to campus as possible in units without the upkeep demanded by living in a home with a yard, if there are no available options, they will then look to the neighborhoods to rent single family residences. Mr. Bilotta noted that these university communities began to realize that for every 1,000 units of new student housing constructed, 250 single family residences were put back into their community's inventory. He then provided an example of how building more student housing helped ease the burden for the community surrounding the University of Minnesota.

Chair Fortmiller thanked staff for their presentation. There being no further business, the meeting was adjourned at 12:35 p.m.

# Accessory Dwelling Unit Standards in Various Oregon Cities

CC 062020 Packet

Electronic Packet Page 121

## ATTACHMENT A

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Portland	<p>Converting existing living area</p> <p>Finishing an existing basement or attic</p> <p>Building a new structure</p> <p>Making an addition to an existing structure</p> <p>Some existing attached or detached garages can be converted into an ADU</p>	<p>The ADU may be no more than 75% of the total living area of the house or a maximum of 800 square feet, whichever is less.</p>	<p>Additional parking is not required for an ADU. However, if parking is required for the existing dwelling unit, that parking must either be retained, or if eliminated in the creation of the ADU, replaced.</p>	<p>Only one entrance can be located on the facade facing a street.</p>	<p>NONE</p>	<p>Building coverage smaller than SFR and no more than 15% of lot.</p> <p>Detached ADUs set back 60 feet from street or 6 feet behind main SFR</p>
Cornelius		<p>A minimum of 250 SF of floor area for each occupant, and there shall be no more than two occupants, and the unit shall not exceed 800 square feet, or 30 percent of the total floor area of the primary dwelling.</p>	<p>One additional off-street parking space shall be provided.</p>	<p>Only one door may face the street, either primary dwelling or ADU.</p>	<p>The owner(s) of the primary dwelling shall occupy at least one of the units.</p>	<p>Area occupied by the home, and all accessory buildings and structures on the lot shall not exceed 50 percent of the lot area. No more than two occupants of the ADU.</p>
Beaverton		<p>The proposed ADU shall be no more than fifty percent (50%) of the gross floor area of the primary detached dwelling or 800 square feet, whichever is less.</p>	<p>One off street parking space must be provided.</p>	<p>The entrance to the ADU may not face the front property line.</p>	<p>Either the primary or accessory dwelling units shall be occupied by the property owner at any time the accessory dwelling unit is occupied</p>	<p>The primary dwelling shall be at least two-stories when the accessory dwelling unit is to be provided over a garage.</p>
Hillsboro		<p>The floor area of an accessory dwelling unit may be as large as 50% of the existing dwellings total floor area, and may not exceed 600sf.</p>	<p>At least one off-street parking space shall be provided for the accessory dwelling unit</p>	<p>The entrance to the ADU shall not face the front property line.</p>	<p>Either the primary or accessory dwelling units shall be occupied by the property owner at any time the accessory dwelling unit is occupied"</p>	
King City	<p>May be created by Converting existing living area, attic, basement or garage; Adding floor area; Constructing a detached ADU on site with an existing house or constructing a new house,...etc.</p>	<p>Size of attached or detached ADU shall not exceed 33% of the living area of the existing dwelling or 800 sq. ft., whichever is less.</p>	<p>Not required if ADU is created on a site with an existing primary residence and one abutting street has a paved width of at least twenty-eight feet; otherwise one parking space required.</p>	<p>Only one building entrance may be located on the façade for the two dwellings.</p>		<p>Lot size must be a minimum of 7500 square feet;</p>

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Durham	Must be created within or share a common wall with the primary residence.	An ADU shall not be larger than 33 percent of the habitable area of the primary residence (excludes garage) or 600 square feet, whichever is less.		Primary entrance to the ADU may not be newly constructed on the façade of the primary residence that faces public right of way.	Primary residence must be owner occupied.	A garage may not be converted into an ADU unless replaced by a new garage. Maximum occupancy of ADU is two persons.
Forest Grove	May be allowed by conversion of an existing space, by means of an addition, or as an accessory structure.	The gross floor area of the ADU shall not exceed 30% of the primary dwelling's gross floor area, or 720 square feet, whichever is less	One additional off-street parking space shall be provided in addition to the required parking for the primary dwelling.		The owner(s) of the primary dwelling shall occupy at least one of the units;	Any addition shall not increase the gross floor area of the original dwelling by more than 10%;
Sherwood	Converting existing living area, adding floor area, or constructing a detached ADU	The maximum floor area) of the ADU shall not exceed 40% of the floor area of the primary residence.			The property owner must occupy either the principal unit or the ADU as their permanent residence, but not both, for at least six months out of the year,	Property owner may at no time receive rent for the owner-occupied unit. Total occupants of both units may not exceed the number allowed for a household.
Tigard	Must be within or attached to a primary dwelling.	May not exceed 50% of the size of the primary unit, up to a maximum of 800 square feet;	One parking space shall be provided for the accessory residential unit. This parking space shall be paved and/or covered;	The door to the ADU cannot open onto the front façade.	Either the primary or accessory residential unit must be owner-occupied;	Garage may not be converted to an ADU unless it is replaced.
Tualatin	Must be within a detached single-family dwelling or be an addition to the primary dwelling.	An ADU shall not exceed 50% of the gross floor area (house and garage) of the existing detached single-family dwelling up to a maximum of 800 square feet	One paved onsite parking space shall be provided for the ADU.	ADU front door shall not be located on the same street frontage as the primary dwelling's front door.		
Vernonia	May be created by converting existing living area, finishing basement or attic, addition to an existing structure, new structure, or converting or adding to detached garage or shed.	Maximum size of 33% of primary dwelling living area or 880 square feet, whichever is less.	One additional off-street parking space provided for the ADU	Main entrance must open onto a porch or covered entry unless ADU is limited to interior remodeling of existing dwelling.	Primary residence must be owner occupied	Total number of individuals in both units may not exceed the number allowed for a "family." Separate water service may be required. SDC is 1/3 that of a single family residence.

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
North Plains	None	Maximum floor area is 650 square feet.	None	None	Either primary residence or accessory dwelling must be owner occupied unless owner appoints family member as resident caretaker of primary residence.	Recessed behind or flush with front elevation of the primary dwelling.
Scappoose	May be created by converting existing living area or adding floor area, or construction of a new structure that is either attached or detached. An attached garage may not be converted.	Floor area shall not exceed 50% of floor area of primary residence or 800 square feet, whichever is less.	One additional on-site parking space unless existing dwelling has four or more on-site spaces.	No separate entrance to ADU from the front yard.	Primary dwelling must be occupied by owner; however owner may appoint a family member or resident caretaker. In low density zone ADU must be occupied by a family member of owner-occupied primary dwelling.	
Columbia City	May only be created by converting existing floor area or adding floor area to an existing dwelling unit.	No greater than 50% of the size of the primary dwelling.	No off-street parking required if the street frontage is at least 18 feet wide, unless ADU is constructed at the same time as the primary dwelling.	No separate entrance from the front yard.	None	Not allowed in city R-1 zoning district. Must be located in either rear or side yard.
St. Helens	Converting existing living area, attic, basement or garage; Adding floor area; Constructing a detached auxiliary dwelling unit on a developed site; or Constructing a new house, attached house, or manufactured home with an internal or detached auxiliary dwelling unit;	Minimum is 220 square feet. Maximum may be no more than 30 percent of the living area of the primary dwelling or 1,000 square feet, whichever is less.	No off-street parking required if the street frontage is at least 20 feet wide, unless ADU is constructed at the same time as the primary dwelling.	No separate entrance from the front yard.	The owner of the property must occupy either the primary residence or the auxiliary dwelling unit	The detached auxiliary dwelling unit may not have a larger footprint than the footprint of the house

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Wilsonville	May be attached or detached.	No greater than 800 square feet with not more than two bedrooms.	Parking: Each ADU shall have one standard sized parking space on the same lot; Where an off-street parking space is not available to serve the ADU, onstreet parking is allowed if street parking exists along the frontage of the lot, or within 100' of the front lot line of the lot AND No more than 25% of the lots in a block will have ADUs.			
West Linn	Conversion of existing space inside the primary dwelling, addition to the existing dwelling, addition as an accessory structure, or converting or adding to an existing accessory structure	No more than one bedroom and between 250 and 1000 square feet. 500 square feet required for two person occupancy	One off-street parking space for the ADU	The main exterior entrance of the ADU shall be located on either the rear or side of the ADU.	NONE	The detached ADU shall be at least 10 feet behind the front building line of the primary dwelling. The only exception allowed shall be for an ADU which is located above a detached garage.
Lake Oswego	Conversion of existing space, an addition, or as an accessory structure.	Max of one bedroom and an area of 800 sq. ft., or a total FAR of 0.4:1 for all buildings; Minimums: One person - 250 sq. ft.; Two persons - 500 sq. ft.	One off-street parking space for the secondary unit in addition to the required parking for the primary dwelling		One unit shall be occupied by the property owner.	No more than 2 persons in the secondary unit.
Milwaukie	Either conversion of existing space or by means of an addition.	Maximum unit size of 600 sf; and shall not exceed 40% of the gross floor area of the primary structure.	Off-street parking shall be provided. If new parking must be constructed to meet minimum required parking, it shall be located contiguous to existing parking.	Only one entrance to the residential structure may face the street.	Either the ADU or the primary residence must be occupied by the owner.	
Rivergrove	Either within the primary residence or above a garage.	?	Residential units less than 500 SF and 1 bedroom;(except for over the garage units) require 1 additional parking space			

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Oregon City	May be attached or detached.	The ADU cannot be more than 40% of the primary dwelling unit's total floor area or be more than 800 sq. ft. or be less than 300 sq. ft.	No additional parking space is required for the ADU if it is created on a site with an existing primary dwelling unit and the roadway for at least one abutting street is at least twenty-eight feet wide.		The property owner must occupy either the primary dwelling unit or the ADU as their permanent residence, for at least seven months out of the year, and at no time receive rent for the owner-occupied unit.	May not have more than 2 sleeping areas. , Owner may at no time receive rent for the owner-occupied unit
Gladstone	May be created as a detached structure or within, or as an addition to, a primary dwelling or accessory structure.	The floor area of an ADU shall not exceed 400 square feet or contain more than one bedroom	One off -street parking space shall be provided in addition to the off-street parking for the primary dwelling unit.	Only one entrance may be located on the street-facing façade of the structure containing the primary dwelling unit	Either the primary dwelling unit or the accessory dwelling unit shall be owner-occupied for as long as the other unit is being rented or otherwise occupied.	
Fairview	Can be a detached cottage, a unit attached to a garage, or in a portion of an existing house.	Size of ADU shall not exceed 800 square feet. On a lot less than one acre, an ADU may be constructed above a detached garage. However, the floor area of the ADU cannot exceed 800 square feet and the floor area of the detached garage, excluding the ADU, cannot exceed 1,000 square feet.	One additional on-site parking space is required if the primary dwelling has less than four on-site spaces available before construction of the ADU.		The primary residence or accessory dwelling shall be owner-occupied. Alternatively, the owner may appoint a family member as a resident caretaker of the principal house or of the accessory dwelling.	The number of accessory dwelling units is not to exceed 50 percent of the lots within any block

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Happy Valley	" The ADU may be created by converting existing living area or adding floor area, or construction of a new structure that is either attached or detached.	The maximum sq. ft. of an ADU involving the conversion of existing space within a primary dwelling shall not exceed 50% of the size of the primary residence. For a detached ADU, the size shall not exceed 50% of the size of the primary residence and shall not exceed a maximum of one thousand (1,000) square feet, whichever is less.	The ADU shall provide an additional on-site parking space if the primary dwelling has less than four on-site spaces available before construction of the accessory unit	Only one entrance shall be located on the front of the primary dwelling or any portion of the primary dwelling abutting a street	Either the primary dwelling or the ADU must be owner occupied. Alternatively, the owner may appoint a family member as a resident caretaker of the primary dwelling or of the ADU.	
Troutdale	Must be within or added to a detached primary dwelling.	Shall not exceed 750 square feet in area	One off-street parking space, in addition to that which is required for the primary dwelling, shall be provided for the ADU.	Only one entrance shall be located on any portion of the primary dwelling abutting a street.		Primary dwelling must be at least 1800 sq. ft. or in a subdivision recorded after 2000. Shall not have more than 1 bedroom.
Gresham	Must be within or added to the primary dwelling. No separate free-standing units allowed. May be attached to a garage or above a garage.	An accessory dwelling shall have a maximum floor area of 900 square feet.	One off-street parking space, in addition to that which is required by the Development Code for the primary dwelling unit, shall be provided.	No new door entrance on an exterior wall facing a front property line.	Either the ADU or the primary residence must be occupied by the owner.	
Wood Village	Converted existing living area or garage, adding floor area to primary dwelling or constructing a detached ADU.	The maximum floor area of the ADU shall not exceed 800 square feet.	One additional parking stall required for ADU.		The property owner must occupy either the principal unit or the ADU as their permanent residence for at least six months out of the year,	Owner may at no time receive rent for the owner-occupied unit. The total number of individuals that reside in both units may not exceed the number that is allowed for a household.

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Damascus	The unit can be a detached cottage, a unit attached to a garage, or in a portion of an existing house.	Accessory dwellings shall not exceed 800 square feet of floor area, or 40% of the primary dwelling unit floor area, whichever is smaller.			The primary residence or accessory dwelling shall be owner occupied. Alternatively, the owner may appoint a resident caretaker of the principal house and manager of the accessory dwelling.	
Sandy	May be detached or attached.	Maximum 600 sq. ft,	One off-street parking space for the ADU	Primary entrance may not be in front of the primary dwelling.	Either primary residence or ADU must be occupied by the owner	Maximum number of occupants in ADU is 3. May not be a single-wide manufactured unit.
Canby	Must be attached to the primary dwelling.	Maximum 800 sq. ft.	One off-street parking space for the ADU	None	Either primary residence or ADU must be occupied by the owner	
Toledo	Conversion of existing space, addition to dwelling, accessory structure.	Maximum of 650 square feet or 35% of the floor area of the primary dwelling, whichever is less	One additional off-street parking space	None	Owner must occupy either primary dwelling or accessory dwelling.	
Garibaldi	detached cottage, a unit attached to a garage, or in a portion of the existing house	The maximum floor area of the accessory dwelling shall not exceed 33 percent of the living area of the house or 600 square feet, whichever is less, and may not exceed 15 percent of the entire area of the site.	a minimum of one space shall be provided for the accessory dwelling.	None	The primary residence shall be owner-occupied. Alternatively, the owner may appoint a family member as a caretaker of the principal house and manager of the accessory dwelling.	
Cannon Beach	Any new structure, or addition to an existing structure, must go through design review.	Maximum 600 square feet.	One additional off-street parking space required	None	None	Must be rented for a term of 30 days or more. May not be a manufactured dwelling.
Warrenton	a detached cottage, a unit attached to a garage, or in a portion of an existing house	The maximum floor area of the accessory dwelling shall not exceed 600 square feet.	No additional off-street parking is required if the lot already contains at least two off-street parking spaces; otherwise, one space is required.	None	The primary residence or accessory dwelling shall be owner-occupied. The owner may appoint a family member as resident caretaker.	May not be used as a rental unit or other income-producing unit. May not be used as servants' quarters or as lodging (temporary or permanent) for housekeepers, gardeners, etc.

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Astoria	May only be crated through conversion of existing living area or areas over attached garages. Existing primary unit must have at least 1400 square feet prior to creation of accessory dwelling unit.	Not to exceed 40% of the size of primary dwelling or 800 square feet, whichever is smaller.	One additional off-street parking space.	No new entrances at the front of the house – only separate ADU entrance can be to side or rear.	Property owner must occupy either primary residence or ADU.	All basic utilities must remain combined with primary structure. Minimum lot size 5000 square feet. Is only allowed in homes at least 50 years old at the time of permit application.
Coquille	The unit can be a detached cottage, a unit attached to a garage, or in a portion of an existing house;	Accessory dwellings shall not exceed 800 square feet of floor area if detached from the primary dwelling, or 40 percent of the primary unit, whichever is less.	None	None	The primary residence or accessory dwelling shall be owner-occupied, or owner may appoint a family member as a resident caretaker of one of the units and manager of the other unit;	
Myrtle Point	Detached cottage, attached to a dwelling, or in a portion of an existing dwelling	Accessory dwellings shall not exceed 600 square feet of floor area if detached from the primary dwelling, or 40 percent of the primary unit, whichever is less.	A parcel containing a primary dwelling unit and an accessory dwelling shall provide a minimum of two off-street parking spaces.	None	None	Minimum lot size of 6000 square feet.
Reedsport	Detached or attached	Maximum 750 square feet.	One additional off-street parking space	None	Either the primary residence or the ADU must be owner-occupied	Detached ADU must be located in the side yard or rear yard.
Newberg	An accessory dwelling unit may be created within or as an addition to a detached or attached single-family structure or as a freestanding accessory building.	An accessory dwelling unit may not exceed 50 percent of the size of the primary unit, up to a maximum of 1,000 square feet.	one on-site parking space shall be provided for the accessory dwelling unit. This parking space shall be paved and/or covered.	The front door of the accessory dwelling unit shall not be located on the front facade of the primary residence unless the door is already existing.	NONE	Second story windows 10 feet or less from the property line must be made of privacy glass. ADU is a conditional use in the R-1 zoning district, which covers most residentially zoned land in the city.
Silverton	Attached, Separate Cottage, or Above Detached Garage	Accessory dwellings shall not exceed 800 square feet of floor area if detached from the primary dwelling, or 40 percent of the primary unit, whichever is less.	A parcel containing a primary dwelling unit and an accessory dwelling shall provide a minimum of two off-street parking spaces.	None	The primary residence or accessory dwelling shall be owner-occupied, or owner may appoint a family member as a resident caretaker of one of the units and manager of the other unit;	

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
McMinnville	Conversion of any portion of primary dwelling, adding floor area to primary dwelling, or construction of detached ADU	Square footage not greater than 40% of primary dwelling square footage or 800 sq. ft., whichever is less. Minimum area is 300 sq. ft.	One additional off street parking space required.	None	Primary residence must be occupied by the property owner.	Must have independent utilities. May not be a manufactured home.
Dayton	Must be located in a detached structure	No more than 25% of size of primary dwelling or 750 square feet, whichever is less.				Allowed only in R-2 zoning district. Must be located in side or rear yard.
Dallas	Attached, separate structure, or above a detached garage	Cannot exceed 40% of primary dwelling area or 800 sq. ft., whichever is less	None	None	None	An ADU equals 0.5 units when calculating housing density.
Independence	Must be in same building as primary residence unless lot is at least 8,500 square feet.	May not be less than 300 square feet. May not be greater than 800 square feet. May not exceed 40% of the combined size of primary residence and ADU	One off-street parking space required.	Separate entrance for ADU must be located on side or rear of building.	Either primary residence or ADU must be occupied by the owner.	Total number of occupants on property cannot exceed maximum number defined by "family".
Monmouth	Must be in same building as primary residence unless lot is at least 8,500 square feet.	May not be less than 300 square feet. May not be greater than 800 square feet. May not exceed 40% of the combined size of primary residence and ADU	One off-street parking space required.	Separate entrance for ADU must be located on side or rear of building.	Either primary residence or ADU must be occupied by the owner.	Total number of occupants on property cannot exceed maximum number defined by "family".
Aurora	Conversion of existing living area or garage, adding floor area, or constructing a detached accessory dwelling unit	Maximum 50% of size of primary dwelling or 1000 sq. ft., whichever is less.	No additional parking required if abutting street is at least 18 feet wide, except if accessory unit is created at the same time as primary dwelling.	No separate entrance in front yard.	Either primary residence or ADU must be occupied by the owner	Must be located in side or rear yard. If detached must be set back at least 6 feet from front building line.
Keizer	Must be in a separate structure	Maximum area 25% of primary residence floor area or 750 sq. ft., whichever is less.	None	None	None	Not allowed in any of the city's zoning districts?
Jefferson	None	The maximum floor area of the accessory dwelling shall not exceed seven hundred fifty (750) square feet.	None	None	None	Only in Mixed Use Zoning district

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Corvallis	Attached or detached. Garage may be converted to ADU if off-street parking requirement for primary dwelling is met.	May not be greater than 40% of the floor area of primary structure or 480 sq. ft., whichever is greater. May in no case exceed 900 square feet.	No additional parking if parking requirement for the primary dwelling is met.	Entrance to detached ADU shall be located five feet or more toward the interior of the lot from the abutting side yard setback lines, unless existing or created screen is located between the ADU and the property line.	Either primary residence or ADU must be occupied by the owner.	Minimum lot sizes vary for each zoning district in which ADUs are allowed.
Philomath	May be detached structure, attached to a garage, or a portion of existing dwelling.	May not exceed 600 sq. ft.	None	None	Either primary residence or ADU must be occupied by the owner, or owner may appoint a family member as a resident caretaker of the principal dwelling	Allowed use in R-2 and R-3 districts. Conditional use in R-1 district.
Albany	Allowed as an addition to or within a primary residence, in a detached building built before 1998, or on a lot in a subdivision of over 10 lots approved after 2007	May not exceed 50% of the primary residence floor area or 750 sq. ft., whichever is less.	At least three off-street parking spaces must serve the primary residence and the ADU.		Either primary residence or ADU must be occupied by the owner	Lot must meet minimum lot area requirements for the applicable zoning district. Only allowed in Residential Two-family zoning district.
Brownsville	May be attached or detached	The maximum size of any secondary residence shall be no greater than 800 square feet of interior floor space.	Two parking places shall be provided for the secondary residence. These spaces may be in tandem. Required parking shall not be located in the front yard.	none	One of the dwelling units on a property shall be occupied by one or more owners of the property as the owner's permanent and principal residence.	Maximum lot coverage for the principal residence and all accessory structures, including the secondary residence, is 30%.
Lebanon	Attached, separate structure, or above detached garage	Not to exceed 1000 sq. ft. or 40% of the primary unit, whichever is smaller	None	none	none	May not reduce the floor area of the primary residence.
Sweet Home						Allowed as a conditional use in the R-1 zoning district.
Coburg	Attached to primary residence, separate structure, or above garage	Maximum floor area is 800 sq. ft.	None	None	Owner must occupy primary residence, or appoint a family member as resident caretaker.	

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Junction City	May be a detached cottage, a unit attached to or above a garage, or in a portion of an existing house	The floor area of the accessory dwelling unit shall not exceed 800 square feet.	none	None	The primary residence or accessory dwelling shall be owner-occupied or occupied by a family member.	
Veneta		Maximum size 600 sq. ft. or 50% of primary dwelling size, whichever is smaller	A minimum of two combined spaces for primary dwelling and ADU, plus one additional space if no on-street parking abuts the property	none	none	
Eugene		Dwelling unit shall not exceed 800 SF, unless occupying the full story of a multistory structure.	One off street parking space must be provided.		Owner shall occupy either the ADU or primary dwelling.	Except for flag lots, the lot shall be at least 6,000 SF. Flag lots shall contain at least 13,500 SF. The primary entrance to an ADU shall be defined by a roofed porch.
Springfield		Minimum size is 300 sq. ft. Maximum size is 40% of primary dwelling or 750 sq. ft., whichever is less.	One additional 9'x18' paved, off-street parking space must be provided	Only one entrance may be located on the front or street side of each residence.	Owner must occupy either primary dwelling or ADU.	
Creswell	Detached structure, above a garage, or attached to primary dwelling	Maximum of 800 Sq. Ft. or 40% of primary dwelling floor area, whichever is less.	none	none	Primary dwelling must be owner-occupied, or owner may appoint family member as caretaker.	
Cottage Grove	Detached structure, above a garage, or attached to primary dwelling	Maximum 800 Sq. Ft.	none	none	Primary dwelling must be owner-occupied, or owner may appoint family member as caretaker.	
Roseburg		Shall not exceed a maximum size of 1,000 square feet or no more than 50% of the gross floor area of the primary residence	Shall have one additional off-street parking space	None	Shall have at least one unit owner-occupied	Conditional Uses in single-family residential zoning districts. Primary heat source must be electric or gas, not wood. May not have separate utility meters
Sutherlin	Attached or detached or attached to garage	Maximum 600 sq. ft.	One off-street parking space required	none	none	

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Winston		Maximum 1000 sq. ft. of 50% of the size of the primary dwelling, whichever is less	One off-street parking space required	none	Primary dwelling or ADU must be owner occupied	Primary heat source must be electric or gas, not wood
Grants Pass						Only allowed in commercial zoning districts.
Central Point		No more than thirty-five percent of the gross floor area of the main dwelling in existence prior to the construction of the accessory dwelling unit or 800 sq. ft., whichever is less.	At least one off-street parking space shall be provided for each ADU in addition to the off-street parking spaces required for the single-family dwelling.	If a separate entrance door is provided, it must be located either off the rear or side of the single-family dwelling. All ADUs which are attached to a single-family dwelling shall have a separate entrance for the accessory dwelling unit.	The owner or of the primary dwelling shall reside either in the single-family dwelling or the ADU as a permanent place of residence	Permitted in single-family residential zoning districts.
Medford		No greater than 50% of the size of the primary dwelling on the lot, or 900 square feet, whichever is less.	A parcel containing a primary dwelling unit and an ADU shall provide a minimum of two off-street parking spaces	Only one entrance may be located on the front of the existing dwelling	none	
Eagle Point		The habitable gross floor area of any ADU shall contain no more than 50 percent of the total gross habitable floor area of the main dwelling unit or 900 square feet, whichever is the lesser.	A minimum of two ADU off-street parking spaces shall be provided in addition to the two spaces of off-street parking required for the single-family residence.	If a separate entrance door is provided, it must be located either off the rear or side of the single-family dwelling. All ADUs which are attached to a single-family dwelling shall have a separate entrance for the accessory dwelling unit.	The owner of the primary dwelling shall reside either in the single-family dwelling or the ADU as a permanent place of residence	The conversion of a garage to an ADU shall require the construction of a new garage, at a square footage equal to, or greater than, the area being converted from garage to habitable space.
Ashland		Shall not exceed 50% of the floor area of the primary residence on the lot or 1000 sq. ft. whichever is less.	No off street parking required if 50 linear feet of uninterrupted curb in front of property. More than 500sqft unit requires 2 parking spaces.			Accessory Residential Units (ARU) in the Single-Family Residential Zones (R-1-5/R-1-7.5 & R-1-10) require a Conditional Use Permit.
Phoenix	Attached to house, detached structure, or attached to garage	May not exceed 50% of primary dwelling size, or 800 sq. ft., whichever is less	One off-street paved parking space required	none	none	

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
Talent	May be either conversion of existing living space, new attached structure, or new detached structure.	Must be at least 300 square feet. If a detached structure, may be no more than 750 sq. ft.	Two off street parking spaces required.	Separate entrance must be less visible than entrance to primary dwelling.	none	Maximum of three occupants. Manufactured home ADUs are not allowed. If a garage is converted to an ADU, it must be replaced.
Lakeview	Attached, separate structure, or above detached garage	May not exceed 40% of primary dwelling size, or 800 sq. ft., whichever is less	none	none	Primary dwelling must be owner-occupied, or owner may appoint family member as caretaker.	
Bend	Attached, separate structure, or above detached garage	May not exceed 40% of primary dwelling size, or 600 sq. ft., whichever is less	One off-street parking space required.	none	none	ADUs located on lots in SR, RL, and RS zones created prior to 1998 require conditional use permit. Subject to architectural standards same as for multi-family residential development.
Sisters	Attached, detached, or attached to garage.	May not exceed 50% of primary dwelling size, or 800 sq. ft., whichever is less	One off-street parking space required.	none	Primary residence must be occupied by owner or member of owner's family.	Separate water and sewer service required.
Redmond		Minimum 300 sq. ft. Maximum 800 sq. ft. or 50% of primary dwelling size, whichever is less.	One off-street parking space required.	Must be separately accessible from exterior of the structure.	Owner shall occupy either the ADU or primary dwelling.	If ADU is above a garage, may not exceed the building footprint of the garage.
Prineville	A detached cottage, a unit attached to a garage, or in a portion of an existing house.	The maximum floor area of the accessory dwelling shall not exceed 700 square feet.	An accessory dwelling shall provide at least one additional off-street parking space	none	none	
Hood River	Attached or detached	ADU's shall contain 800 square feet or less.	One off-street parking space shall be provided in addition to the off-street parking that is required for the primary dwelling	none	The property owner must occupy the primary dwelling or the ADU as their principal residence for at least six months out of the year	The ADU occupant shall provide proof that at least one occupant is locally employed (Gorge - Hood River, Wasco, Skamania, and Klickitat counties), a relative or on a local assistance program for the rent. If a garage or detached building does not currently meet setbacks, no conversion to an ADU.

CITY	TYPES OF STRUCTURES	SIZE LIMITATION	PARKING REQUIREMENTS	ENTRANCE STANDARDS	OCCUPANCY RESTRICTIONS	OTHER STANDARDS
The Dalles		May not exceed 60% of primary dwelling size, or 600 sq. ft., whichever is less	none	none	The property owner must occupy the primary dwelling or the ADU as a principal residence	Minimum lot size requirement of the underlying zoning district must be met. If garage is converted then off-street parking to meet minimum requirement must be provided.
Mosier						Conditional Use Permit required.
Boardman						Accessory dwelling units are permitted, but the code section referenced with regulations is missing.
La Grande		May not exceed 33% of primary dwelling size, or 800 sq. ft., whichever is less	One off-street parking space is required if ADU is constructed at the same time as the primary residence, or an abutting street has pavement width less than 28 feet.	Only one total entrance is allowed along the front façade.	Owner must occupy the primary dwelling. Total number of occupants must not exceed definition of a "family" in the code.	Requires a conditional use permit. Minimum lot size is 7500 sq. ft.
Baker City	Attached, detached, or attached to garage	Maximum size of 700 sq. ft.			Primary dwelling must be owner-occupied, or owner may appoint family member as caretaker.	May not be used as a short term vacation rental

OREGON CITIES THAT DO NOT ALLOW ACCESSORY DWELLING UNITS

<p>North Coast</p> <p>Newport                  Depoe Bay                  Tillamook                  Bay City                  Rockaway Beach                  Wheeler                  Nehalem                  Manzanita                  Seaside                  Gearhart                  Clatskanie</p>	<p>Mid-Willamette Valley</p> <p>Yamhill                  Carlton                  Dundee                  Lafayette                  Amity                  Sheridan                  Willamina                  Falls City                  Donald                  Hubbard                  Woodburn                  Mt. Angel                  Salem                  Sublimity                  Stayton                  Turner                  Aumsville</p>
<p>South Coast</p> <p>North Bend                  Coos Bay                  Gold Beach                  Brookings                  Port Orford                  Bandon                  Lakeside                  Florence                  Yachats                  Waldport</p>	<p>Eastern Oregon</p> <p>Pendleton                  Hermiston                  Umatilla                  Milton-Freewater                  Enterprise                  Joseph                  Elgin                  Ontario                  Nyssa                  Vale</p>
<p>West Portland Metro</p> <p>Banks</p>	<p>Central Oregon</p> <p>Klamath Falls                  Madras                  Cascade Locks</p>
<p>East Portland Metro</p> <p>Molalla                  Estacada</p>	<p>South Willamette Valley</p> <p>Scio                  Tangent                  Harrisburg                  Adair Village</p>
<p>Southern Oregon</p> <p>Rogue River                  Shady Cove</p>	



**KING LEGACY ADVISORY BOARD  
DRAFT MINUTES  
5/24/16**

Present

Jasper Smith  
Kerstin Colón (via phone)  
Gabriel Merrell  
Amber Moody (via phone)  
Chris Lenn  
Barbara Bull – Council liaison

Absent

Marcianne Rivero Koetje  
Joseph Orosco  
Frederick Edwards  
Megha Shyam  
Alyssa Faye Campbell

Staff

Kris Bagley

Visitors

Faith Reidenbach  
Penny York

**SUMMARY OF DISCUSSION**

Agenda Item	Action Recommendation
I. Approve Minutes	Approved April minutes.
II. City Business	Penny York presented on the Community Inclusion and Diversity Advisory Board and ways that KLAB may collaborate.
III. Next year’s Holiday celebration	The Majestic is available 1/24/17, but Leticia Nieto is not available then. We will try to reserve the CHS Theater for 1/16/17.
IV. Annual Report Review	A draft of the KLAB annual report was offered. We will review at the June meeting and approve at either the June or July Meeting to present to city council in August.
V. Follow up Event	We will co-host with SURJ an event at the Corvallis-Benton County Library on Thursday June 9 <sup>th</sup> from 5:30-7 pm. We will show a Ted Talk by Adam Foss and facilitate a community discussion. We approved a request for the City to purchase twenty copies of <u>The New Jim Crow</u> by Michelle Alexander to have available for book group bags at the library with the study and action guides. Chris and Amber will host a study and action book group on behalf of KLAB for the community. Kerstin and Chris will co-emcee the event. Gabe will bring a laptop. We have the study and action guides.

VI. Role of KLAB	We discussed our advisory role and areas we might want to advise. There will be continued opportunities with the city and county visioning processes. There was interest expressed in housing and homeless issues, law enforcement, economic inequality, renaming, and public accommodations.
VII. Meeting time change	We discussed a meeting time change for our next meeting, but it was thought with the end of the term, the regularly scheduled June meeting would work out okay.
VIII. Announcements	Juneteeth 6/18 1-4 pm Avery Park Thompson Shelter.

## LIBRARY ADVISORY BOARD MINUTES April 6, 2016

**Board Present**

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

**Staff Present**

Carolyn Rawles, Library Director  
 Shasta Barnes, Circulation Supervisor  
 Lindy Brown, Adult & Youth AIC  
 Andrew Cherbas, Extensions and Technology Mgr.  
 Rachel Denué, Senior Administrative Specialist  
 Felicia Uhden, Access Services Manager

**Absent/Excused:**

Scott Elmshaeuser  
 Diane Cygan  
 Anne Schuster  
 Norah Storniolo

**Visitors:**

### SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:31 pm	
Community Comments	X	
Minutes: March 2, 2016		Approved.
Library Advisory Board Packet	X	
Strategic Plan Discussion – Goals & Objectives	X	
Director's Report / Budget Discussion	X	
Division Manager Reports	X	
Board Reports		
♦Friends of the Library Board	X	
♦Foundation Board	X	
Information Sharing	X	
Adjournment	8:44 pm	

### CONTENT OF DISCUSSION

**I. CALL TO ORDER**

The meeting was called to order by Chair, Jacque Schreck at 7:31 pm. Went around the room with introductions.

**II. COMMUNITY COMMENTS**

None.

### III. APPROVAL OF MINUTES

Motion: Steve Stephenson moved to approve the March 2, 2016 meeting minutes. Seconded by Paula Krane, with the edit as follows, and the motion carried. Cheryl would like to delete her comment about the Deschutes Library being impressive.

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

Steve asked about the leaks that have occurred in the Library. Carolyn replied that there have been several places in the Library that have had leaks in the water lines recently. Bob Fenner from Public Works is evaluating the situation. It could end up being a big project. The leaks have been on both the lower and second floors. Jacque asked if the water lines are part of the City water main. Carolyn replied that no, it is within our own building. We will evaluate it and go from there.

### V. DIRECTOR'S REPORT

Carolyn reported that the Library will be accepting donations of non-perishable bottled, boxed or canned food as payment for library fines April 10 through April 16, during National Library Week. One food item will be equivalent to \$1 in fines. Maximum payment of \$5 in food will be accepted per library card. The food will be donated to Linn-Benton Food Share.

Friends of the Library are having a Pasta-Thon fundraiser at Pastini's on April 11 & 12. Mention Friends when you go and they will get 50% of net proceeds.

On Tuesday and Thursday of next week, the Library will be interviewing candidates for the Youth & Adult Services Manager.

Cathi Roberts, Volunteer Coordinator, will be leaving in June. Cathi's position at the Jackson Street Youth Shelter has become a full time position, so she will no longer be able to continue working both jobs.

Carol Klamkin is retiring and her party is next Friday April 15 from 3:00 pm -5:00 pm and you're all welcome to attend.

Carolyn reported that all enhancements she requested for the 2016-17 FY Budget were approved, except Carol's position. Changes will be as follows:

- Reference Librarian – increase position by .25 FTE.
- Library Courier – increase position by .25 FTE.
- Library Specialist II – increase position by .25 FTE.
- Community Library Specialist – increase two positions by .25 FTE each.
- Best Sellers - \$25,000 for additional copies added to the collection.

This is what is in the City Manager's recommended budget. It goes to the Budget Commission this month. Carolyn will be the last to speak at the meeting on the 21<sup>st</sup> of April. There will be one night that is public comment night. Carol's position will not be replaced. Although Carolyn doesn't agree with it, she respects the City Manager's decision and now we all need to move forward and make the best of it. They are discussing who will take on various parts of Carol's duties.

The Board can contact the Council as their goal to discuss what they support and don't support. Carolyn reminded the Board that they can write a letter, but she can't be involved in that process. Jacque replied that she would be glad to write a letter on behalf of the Board and she thinks that they should state that they support the enhancements and materials and she doesn't feel they should advocate for the Carol's position to be added back in, but say that they continue to be concerned about the staffing levels at the Library and the amount of patron usage. Another thing they may mention is the concern that so much of the Library's costs for programming came from volunteers and she thinks

that should always be on the Council's radar. The Library has the generosity now of those volunteers, but they may not always have it.

Steve asked what the total FTE for the Library is. Carolyn replied that it is currently still below 44 and will go to 44 next year. Steve commented that he believes that the Library gets at least 7 FTE in volunteers work and help each year. The Board should note that in some way in their letter. Carolyn stated that when she presented to the Sustainable Budget Task Force and compared other library's our size; we were around 20 FTE below the average. It is really low. In our performance indicators we compare to other libraries in Oregon, but unfortunately the libraries close to ours are not great comparisons. Karen Clevering mentioned sharing background in the letter, can we include some of those comparisons in a letter. Carolyn replied that it is hard to use that, our usage has been flat over the last few years, so it's better to highlight it per capita, not as our own growth. Paula replied that it is harder for everyone to do their jobs when the workload is put on staff that provides the programs to the public. Karen asked the City Manager's reason was for cutting Carol's position. Carolyn replied that it was due to it being a retirement and it is happening in other departments as well. Felicia Uhden will have to take on some of the budgeting, but her position is the only professional cataloger we have, as we cut that position a few years ago in other budget cuts. Cataloging is an important part of making sure people can find materials. There will be unintended consequences with this cut.

Paula moved to have Jacque write a letter in support of the budget, with stating the Board's concerns. Jacque stated that if the Friends or Foundation haven't helped the Library so much, where would our system be. This isn't good business practice to think we will always be supported by those groups. Eric Dickey stated you could express in the letter that part of the problem is that you have amazing staff that is very productive. Without having Carol it could be problematic. Carolyn replied that it could be less efficient. Eric asked if the FTE will be new people or added to current positions. Carolyn replied that yes, they will be added, except one will be new. It could be a benefit to existing people. Steve complimented Carolyn for boosting the FTE in areas we need it in. Eric stated that if we added new positions, he doesn't think it wouldn't be as beneficial. It is good to add it to current staff. Carolyn replied that the casual position we have that works regular hours is the Volunteer Coordinator. Jennifer Alexander stated that it could be useful to mention that we support these things as it is in line with our strategic plan and asked if it is a written letter or presented to the commission. Jacque replied that it could be both, but she does want to make sure it is in the packet. Jacque stated she could go to present as well. Carolyn recommended doing both.

Paula moved to have Jacque write a letter in support of the budget, stating that the Board has concerns about staffing levels at the Library. Seconded by Steve and motion passed.

Carolyn thanked Jacque for attended the meeting where they read the National Library Week proclamation.

## VI. DIVISION MANAGER REPORTS

Extension Services: Andrew reported that he and Jesse Adams helped organize the co-program at OSU and will be attending a symposium on Friday and Saturday at the Maker Fair at OSU. It has been a lot of work and it should be great for Corvallis. They are hoping they make a lot of connections, as the volunteer maker program leader, Ken Olsen, is leaving. Ken has found a job in Washington and this will be his last week here. The maker program would not be what it is without Ken. We knew this would happen at some point, but they aren't quite prepared yet. He thanks Ken for his work and said that he has been great.

Philomath had partnership with OSU Concrete Canoe Team. Kids and students loved it and the program was outstanding.

Linda Kaulbaum retired and they are currently working on recruitment for her position.

In regards to the letter that the Board will write to the Council, he wanted to add that the Library operates their system with tremendous amount of volunteers and support from both the Friends and the Foundation. 99% of the Library's programs wouldn't happen if it wasn't for funding from Friends.

Eric mentioned that he will be taking his kids to the event on Saturday at OSU. Jacque added that she had heard the Mayor mentioned things about Maker Fairs.

Adult and Youth Services: Lindy Brown reported that Ruth Rose Hennessey, Adult Reference Librarian, will be featured in the Northwest Senior Boomer News. They interviewed her today for the adult coloring program. The Library Journal approached Adult Services about writing an article on our Sip and Spell program, which should be featured in their May issue. A literary book club from Germany contacted them about their adult literary book club as well.

Carrie Ottow, Adult Reference Librarian, is at PLA in Denver right now, so hopefully she will come back with great information. Lindy stated that she has experienced how great the Library staff is, but she's got to see them a little more in their element as AIC and it has been great. She would like to highlight Kristy Kemper Hodge, Youth Reference Librarian, for doing an amazing job with the teen group.

Recently the Youth, Extensions and Adult services met with OSU athletics and they are looking at doing more regular programming in the fall. Read with the Beavs is an idea.

Summer program planning in both Youth and Adult services is in full swing. The Library will be offering a 5k fun run on June 25. Volunteers are welcome.

Carolyn mentioned that both Andrew and Lindy were college athletes and it is great to have them working with the OSU athletes. Andrew played baseball at the University of Portland and Lindy played soccer at OSU.

Technical Services: Felicia that a manufacturer is supplying air quality monitors that the Library will be able to loan out. They are in the process of getting those and understanding how they work, etc. Jacque asked if it was for the Library or for the public. Felicia replied that they will be for the public to check out and test their homes or work. Carolyn added that this will be similar to the kilowatt monitors they have available. Felicia stated that she thinks that she will remind the public of the kilowatt monitors as well when they announce the air monitors.

Eric commented that he read recently that there is a library promoting a library of things and this kind of falls into that category. Felicia replied that is something the Library is working on as well, but it is still a work in progress. A volunteer is helping processing maker kits and steam kits. Maker kits are things like a ukulele and how to play it; a go pro camera; or snap circuits. There will be a growing library of items for the maker kits. For kids it will be books and things they can manipulate.

Felicia stated that she has been having many training sessions with Carol on budget reports and budget topics, which she will be taking over once Carol retires.

The Foundation inspired the Library to update the Friends of the Library and our Library plates for gifts in honor of memory, so they've been working on those.

She, Bonnie Brzozowski and Teresa Zimmerdahl will be attending disaster plan workshop this Friday. It is a free workshop in Portland. Carolyn stated that each department has disaster barrels in case of emergencies. Eric stated that he believes that these are great workshops to attend to keep the Library plan up to date and reminders on what to do. Jacque asked if emergency shut offs are posted in the Library. It could be a good idea to have them posted in a few areas around the building if they are not already. She also asked if there are evacuation plans at the Library. Felicia replied that yes, they are posted around the building. Shaun Hearn always reminds them that most people don't look at maps in emergencies, they will exit the same way they came in. Shaun is also attended PLA right now.

Circulation: Shasta Barnes reported that they are gearing up for Food for Fines next week.

Cheryl stated that she came across her talking points card and she realized that she hasn't been to all of the branches and asked if anyone else would like to go to the Alsea Library with her. They are having a May Day celebration at Alsea, maybe that would be a good time to go that branch. Eric commented that he would be interested in going along as well. Jacque commented that in the past, the Board has had meetings at branches, but Alsea is tough as it is a long way out, but it is a wonderful place and it is amazing what their community has done and is doing.

Jennifer asked how members' terms work and how they are reappointed. Carolyn replied that if you want to be reappointed let her know and she recommends the person for reappointment.

Jacque mentioned that in July the Board will choose new Chair and Vice-Chair. She reminded everyone that she will not be at that meeting. Eric mentioned that he has been thinking about this and he feels it is very valuable that the Chair has access as how the City works, he thanks Jacque for bringing that to the Board. Jacque replied that anyone on this Board would be an excellent Chair; it is not something you can't learn, the way the City or County government works. It is helpful, but it is not needed, you can get that from other members on the Board or Library staff. The most important thing is that you are passionate for the Library, their needs and how it works. Paula added that City and County government is constantly changing, so being involved doesn't matter, as you have to keep learning with changes. Eric stated that he likes how the Board meetings go along with City and County workings. Jacque stated that it is also good that the City and County bring different perspectives to the Board, which makes them very effective.

## VII. BOARD REPORTS

Friends of the Library – Jacque reported that, as Carolyn mentioned earlier Friends will be holding the Pasta-thon fundraiser at Pastini's on April 11 & 12. The fundraiser will include lunch, dinner and takeout. Just remember to mention the Friends or it won't go to the Friends.

The next meeting will be April 18. Their annual meeting will be June 8<sup>th</sup>, which will happen right after the Random Review. At that meeting they will do an election of officers.

Friends are still finishing up the BIG Book Sale and are getting ready for the next one. They are dedicating \$92,000 to the Library. That money comes from book sales, Benton books, book bags, and memberships.

Library Foundation – Steve reported that their next meeting is the May 23<sup>rd</sup>. Jacque stated that she feels that the Foundation is at least at the same donation levels they were at last year. She thinks it is nice that there are a number of donations coming in memory of Tom McLintock and Lois Fenker. October 22<sup>nd</sup>, will be the donor appreciation event and Freda Vars is Chair of that committee.

## VIII. INFORMATION SHARING

Jacque stated that Imagine Corvallis 2040 have made some information cards. So far the group has three workshops scheduled. The group also has a survey monkey online that people will complete. The goal is to elicit as much information from Corvallis citizens they can, no matter what age, etc. You can fill out the survey more than once from the same computer, so you can answer one set of questions and go back later. It is very simple. The group has a good way to quantify stuff and they will get reports from the survey from the consultant. She encourages everyone to complete the survey, as well as encourage other people to as well. It's a good opportunity to think about between now and 2040, think out of the box, go wild in your thoughts, because how many things twenty years ago do we take for granted that we never thought would have such an effect on our lives.

Katherine asked where we are in the strategic plan process. Carolyn replied that she is formatting the plan to look nicer and she will let them know when she will be taking it to the Council.

**IX. ADJOURNMENT**

The next meeting will be on May 4, 2016 at 7:30 pm. The meeting was adjourned at 8:44 pm.

## LIBRARY ADVISORY BOARD MINUTES May 4, 2016

**Board Present**

Jacque Schreck, Chair  
 Jennifer Alexander, Vice-Chair  
 Mike Beilstein  
 Karen Clevering  
 Eric Dickey  
 Scott Elmshaeuser  
 Cheryl Maze  
 Anne Schuster  
 Steve Stephenson

**Staff Present**

Carolyn Rawles, Library Director  
 Shaun Hearn, Circulation Supervisor  
 Ruth Rose Hennessey, Adult & Youth AIC  
 Andrew Cherbas, Extensions and Technology Mgr.  
 Rachel Denué, Senior Administrative Specialist  
 Felicia Uhden, Access Services Manager

**Absent/Excused:**

Katherine Bremser  
 Diane Cygan  
 Paula Krane  
 Norah Storniolo

**Visitors:**

### SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:30 pm	
Community Comments	X	
Minutes: April 6, 2016		Approved.
Library Advisory Board Packet	X	
Director's Report / Budget Discussion	X	
Division Manager Reports	X	
Board Reports ♦Friends of the Library Board ♦Foundation Board	X X	
Information Sharing	X	
Adjournment	8:41 pm	

### CONTENT OF DISCUSSION

**I. CALL TO ORDER**

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

**II. COMMUNITY COMMENTS**

None.

**III. APPROVAL OF MINUTES**

Motion: Steve Stephenson moved to approve the April 6, 2016 meeting minutes. Seconded by Jennifer Alexander and the motion carried.

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

Carolyn Rawles stated that there is no board report in this month's packet, but there will be two reports in next month's packet.

Steve asked about what the work load is to prepare the board reports and wanted to know if it is double reporting to have staff at the meetings giving updates and having the written report as well. Carolyn replied that the written report has more details and is also used for other reporting. She stated that she may start compiling the board reports every other month, but she will have to see how that works out.

Jacque asked the status of the Long Range Plan. Carolyn replied that this has been a busy month with Carol Klamkin retiring, Summer Reading prep, interviews for the Youth & Adult Services Manager, budget prep, etc. She will be sending the Plan to the City Council soon.

#### V. DIRECTOR'S REPORT

Carolyn reported that she went to the Budget Commission and had a show and tell with objects from the 3d printer and stuff from the maker kits they are putting together.

In next fiscal year's budget the following items were approved: an increase in Courier and Youth Librarian hours for school outreach, an increase in Community Library Specialists hours to help take a load off the Managers, and a new half time Library Specialist position in Circulation.

Carolyn stated that since they did not find the perfect candidate for the Youth & Adult Services Manager position, she is looking at an entirely different organizational structure for that position. Anne Schuster asked why she thinks they are having trouble finding the right person. Carolyn replied that it is partly the job and what it entails, partly because of the recent City budget cuts that were announced, and that Eugene was recruiting at the exact same time for just a Youth Services Manager that was half the work for the same pay. The candidates were good, but neither of them seemed to be the right fit for our library. After going out twice for recruitment for this position, she decided we need to do something different. The Library Management Team is getting small and they need to get this resolved so the work groups can get a permanent person in place. Anne asked if a head hunter is an option for recruiting. Carolyn replied that it would be costly and she doesn't think that it's common for this level of a job. She feels that they will come up with a good option for the Library with some reorganization. Steve stated that he feels that Carol's retirement being thrown into the mix may help in deciding to restructure stuff. Eric Dickey asked if this is the kind of position draws candidates from a long distance or just local. Carolyn replied that they recruited throughout the country. Of the top two candidates, one was from Oregon and one was from British Columbia. Carolyn stated that she feels what has made it harder for her to feel either candidate was a right fit is that they would be supervising all the Librarians at our library and that staff is amazing on their own. She thinks they are going to do something internally with this reorganization.

Carolyn commented that Carol stopped in today for the first time since her retirement and she is doing great.

Carolyn reported that the Library had a wonderful Volunteer Recognition event and the Mayor came and spoke. Anne attended as well. It was a very nice event and the gift that Cathi Roberts gave to the volunteers was a jigsaw puzzle with our libraries on them.

Cathi is leaving next month, so they will be looking for a replacement for her position. It is up to 19 hours a week and pays around \$18 per hour and does not have benefits.

Carolyn, Eric, Cheryl Maze, Andrew Cherbas, and Felicia Uhden all attended the ACE Anniversary event at the Alsea Library. Alsea does not have an actual City, so the Library is owned by ACE. It was a great event and Cheryl stated that if you go to the Alsea Library, take some canned foods, the Library

has a bin for foods that was empty. Anne stated that there might be an opportunity to highlight the Alsea Library for the Hwy 34 bypass plans. Carolyn added that Alsea Library is also an emergency shelter for their community.

Carolyn asked the Board for their advice on what to do with the Douglas Leevy money, around \$22,000, that he left the Library. The money is undesignated and for general library operations. Douglas was a huge user of inter-library loans. There could potentially be enough money to pay for two years of software for the inter-library loans with this money, but it would not pay for any staff time. This program had a low usage rate. However, for some people, there is no other option. We look at how we are managing our collection and inter-library loan for older materials may be a better option, because our space here is limited and our collection continues to grow. We need to be pretty aggressive to weed out those materials not heavily used. Steve asked if people are still complaining or commenting about being dissatisfied. Ruth Rose Hennessey replied that we still get people asking about why we don't have it. Carolyn added that she wants to know the Board's reaction to see what they think. Anne asked how many requests are there for the inter-library loan and added that if Douglas wanted the funds to be designated he would have done that. She asked what the greatest need is right now. Carolyn replied that the Library could potentially use it for furnishings or something for the maker space. Scott asked if the Library would still have to charge if they did restart the inter-library loan program. Carolyn replied that they can choose whether to charge or not. Mike asked how much the Passport program would cost. Carolyn replied that it is free, but we are surrounded by much smaller libraries that have smaller collections and we believe that we would loan more than we would gain from it. Library cooperation is a good value; our library just hasn't felt we would get the benefit that they would give. With Passport, you can limit the number of checkouts and limit access to certain things, etc. It wouldn't be a substitute for inter-library loan. Carlyon stated that we don't have to decide anything tonight and staff could use time to think about this as well. Jacque recommended getting the Library staff's ideas as to what else the Library could need and use the money for. Jacque asked Library staff to come to the next meeting with a wish list and the longevity of the items on the list. Carolyn recommended that July may be a better time to bring back a wish list to the Board. Anne stated that this is a lot of money and she feels that it should be for something special. Jennifer stated that when the wish list comes back, it should list how each of the items further something in the Strategic Plan.

Jacque stated that we can't always think that the FOL and the Foundation can continue doing what they've been doing; they might not always be there. Steve stated that he figured out how much volunteers, FOL, and the Foundation have given to the Library in four years and it is over \$2 million.

Carolyn commented that she should bring the maker kits in to show the Board. There are some interesting and cool items. She took them to the County Commissioners to show them they are a big trend in libraries, the Library of Things. Mike asked where these maker kits are in the catalog. Felicia responded that they will be in the catalog, but they are not available quite yet for check out. They will be maker kits as a series and they are working on a web page as well. Mike asked where the Kill-a-Watt monitors are listed in the catalog. Felicia replied that she believes they are listed under Kill-a-Watt. Carolyn replied that the website would advertise the items so people know they are here and available for checkout. Anne asked if the Library has ever thought about tool lending. Ruth Rose replied that this is sort of like that.

## VI. DIVISION MANAGER REPORTS

Extension Services: Andrew reported that he and Jesse Adams helped put on and attended the CO Maker Fair. The Library's booth was fantastic and the overall program was outstanding. He made many great contacts for the Library. It was a lot of work, but well worth it and a lot of fun. Jesse came up with a great craft for everyone to participate in, LED flowers, and everyone had them on. Extensions will be meeting at the end of the month to plan for the next year. Anne asked who put on the event. Andrew replied that it was put on mainly by OSU, but the Library helped as well. The recruitment for Philomath closes on Monday and they plan to interview the 2<sup>nd</sup> to last week in May.

Andrew reported that he and Carolyn reviewed expansion plans for the Philomath Library. Andrew felt the plans were good options. Carolyn stated that the problem with the Philomath Library is that it is in a flood plain zone now. One option they reviewed is a detached addition that would be on a raised foundation. Jacqué asked if a raised deck could connect them. Carolyn replied that yes that is an option. Andrew added that the back patio could be covered and semi enclosed as well to make more space for summer programs. The idea is to take over the meeting space and move the meeting space to the detached addition. Carolyn will bring the options to the next meeting for everyone to review.

Anne asked if the maker programs all include the 3d printer. Andrew replied that no, some do, but they include other things like robots, crafts and various other activities. There is a wall in Extensions of options to take to a maker event. Carolyn added that it is for adults and youth and is hands on learning that supports STEAM. Anne stated that she keeps thinking about trying to connect with the College of Business. Andrew stated that a benefit of being part of the CO is making contacts. The maker space in the Library cannot serve the community like a community maker space could. This group is headed in that direction and bringing the right people to the table to get this moving forward. Anne stated that she met the new Dean of the College of Business and she believes the Library should be in contact with her. Andrew said it has been interesting being part of this group and learning how things work there.

Along the lines of the maker programs, Andrew would like to acknowledge the staff at the all our libraries for stepping up and taking over the maker programs after the volunteer left. They were worried how it would go, but it went well and he hopes this made them realize that they can do this.

The Library's website was updated on Wednesday. No one saw the updating aspects, but it was a big deal to Jesse and Andrew, as it was hard work. You want to keep the website updated for many reasons, security is one of them. Jesse did a great job and everything went pretty smoothly.

Adult and Youth Services: Ruth Rose passed around a flyer about the maker kits coming to the Library and a picture of Bonnie Brzozowski on the book bike leading the Species Parade. Bonnie made a binder of Adult Services programs that she passed around for review. Both Adult and Youth have created the program binders. Youth and Adult have been getting ready for Summer Reading. Last year they did an essay contest that was very successful; this year it was gold medal teacher award. The winners have been posted on Facebook. Every teacher gets awarded, but there is only one essay contest winner. They are able to present the awards bilingually. Carolyn added that the Mayor signed all of the awards as well. Anne stated that she is amazed by the staff at the Library; it is remarkable what the Library does with and for the community.

Technical Services: Felicia reported that we had a visit from the Baker & Taylor representative. They have talked via conference call every quarter, but it was nice to have a face-to-face visit. It was also good for the representative to see our library in action.

Bonnie, Teresa and Felicia all attended the Disaster Planning Workshop in Portland. It was a good workshop and they organized it with tables by geography and type. They were at a table with OSU and several table exercises had to do with the organizations actual disaster plans. They learned quickly that the Library's disaster plan is too long and needs to be updated and easier to find different areas quickly. They will be looking at different ideas and ways to update a summary of the plan.

Circulation: Shaun Hearn reported that they did Food for Fines and they collected lots of food and reduced some fines.

Shaun attended the PLA conference in Denver and it was a really good experience. There were some trends in the presentations and programs for adults; it was the maker space trend and space planning. It was a good experience and he is grateful for FOL for paying for the trip. Shaun reported that the Library expanded the security camera system, updated the DVR system and added several cameras that are higher resolution. It is a significant improvement. Mike Beilstein asked how frequently the Library has instances where they have to go to cameras to identify people. Shaun replied that it is

approximately once a week. They have caught DVD and bike thieves and have been able to identify patrons that are concerns to staff.

Jennifer asked when library staff attends training do they ever submit proposals or present at workshops. Carolyn replied that not often, as our training budget is pretty limited and needs to be shared with everyone. We can't afford to have staff go to every workshop. Bonnie and Lindy have written some articles and we have had a few people present on the state level, but not the national level recently.

Anne asked if the Library has every thought about a TED talk series at the Library. Carolyn replied that OSU or LBCC did that. Anne stated that if put in a request, the County will come and give a Certified Emergency Training Workshop. Maybe the Library could help with that.

Carolyn reported that Mary Finnegan received the OLA Distinguished Service Award at OLA this year. Shaun nominated her for the award and Carolyn went to Bend to present the award to her. Carolyn commented that Mary is a quiet person who just does what needs to be done. She was a wonderful mentor to many people in Oregon and many people in our library. It was great to see her get recognized for that.

Carolyn reported that on June 25<sup>th</sup> will be the first Library Fun Run. Scott Elmshaeuser commented that the Corvallis Knights have a Fun Run on that day as well. Andrew added that the Library has already reached their goal for registrations.

Ruth Rose stated that the book bike is in the lobby of the Library all month.

## **VII. BOARD REPORTS**

Friends of the Library – Jacque reported that FOL is co-sponsoring the Oregon Book Author Award Tour where several authors will read their books or poems from 7:00 pm – 9:00 pm on May 11<sup>th</sup> at the Library.

The Pasta-thon fundraiser: on Monday, FOL received more than \$900; on Tuesday, the power went out in the City and Pastini's has offered to give them another day for fundraising. June 7<sup>th</sup> will be the new day. If anyone goes on the new day, or at any other time, be sure to tell them thank you for being so kind to offer another day.

June 8<sup>th</sup> is the Annual Meeting for FOL and they will elect officers at that meeting.

Library Foundation – Steve reported that they will be meeting this month and he will report after that.

## **VIII. INFORMATION SHARING**

None.

## **IX. ADJOURNMENT**

The next meeting will be on June 1, 2016 at 7:30 pm. The meeting was adjourned at 8:41 pm.

**DRAFT**  
**CITY OF CORVALLIS**  
**MINUTES OF THE PARKS, NATURAL AREAS AND RECREATION**  
**ADVISORY BOARD**  
**MAY 19, 2016**

Attendance

Lynda Wolfenbarger, Chair  
 Marc Vomocil, Vice Chair  
 Tatiana Dierwechter  
 Simone Frei  
 Phillip Hays  
 Anthony Stumbo

Staff

Karen Emery, Director  
 Jackie Rochefort, Park Planner  
 Mark Lindgren, Recorder

Guests

Laura Duncan

Absent/Excused

Greg Alpert  
 Ed Curtin  
 Peter Harr

**SUMMARY OF DISCUSSION**

	Agenda Item	Summary of Recommendations
III.	Approval of Meeting Minutes – April 21, 2016	April 21, 2016 minutes approved as presented.
IV.	Community Comments	
V.	Welcome Delegation from Uzhhorod	
VI.	Expresit!- Patrick Rollens, PIO	
VII.	New Parks & Recreation Logo	
VIII.	Arnold Park Grand Opening	
IX.	Ronald Naasko Playground Location	Motion passed to recommend locating the Ron Naasko playground site near Berg Plaza, south of the fountain.
X.	Staff Reports	
XI.	City Council Liaison Report	
XII.	Adjournment	There will not be a meeting in June. The next meeting is the joint meeting with Benton County Natural Areas and Parks, Greenbelt Land Trust, and OSU College Forests Recreation Advisory Council on July 7, 2016 at 6:30 p.m. at Bald Hill Farm.

**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. at the Osborn Aquatic Center.

PNARAB Meeting Minutes  
May 19, 2016  
Page 2 of 4

**II. INTRODUCTIONS.** Director Emery distributed gifts to board members from the mayor.

**III. APPROVAL OF MEETING MINUTES: April 21, 2016**

Marc Vomocil moved and Phil Hayes seconded to approve the April 21, 2016 minutes as presented; motion passed.

**IV. COMMUNITY COMMENTS.**

**Laura Duncan** stated she previously came before the board two years ago expressing concern about loose dogs at the Crystal Lake boat ramp. Subsequently, a dog subcommittee that had been set up to try to address the issue of dogs in parks was disbanded; a draft dog brochure was nixed by the City Attorney due to legal concerns; and she hadn't seen some of the promised upgraded signage. She stated that better signage was still needed at the boat ramp. She reported a recent confrontation with a belligerent, threatening person with loose dogs at the Michael's Landing North Riverfront site.

Lynda Wolfenbarger said her impression was that updated signage had been posted in most locations by now. Director Emery concurred and stated that she will follow up with Duncan. Emery said the City has worked with the Greenbelt Land Trust and Benton County to coordinate signs, and kiosks have been updated. Hays said it is very helpful to include ordinance number on signs; Emery stated that the signs do include the ordinance number.

**V. WELCOME DELEGATION FROM UZHHOROD.**

Members of the delegation were introduced. The delegation was taken on a tour of the oak restoration project at Chip Ross. A delegate related it was interesting to hear the board discussing problems and hearing from citizens, saying that they try to emulate this back in Ukraine. The delegates thanked Director Emery for sharing information on department programs and facilities.

**VI. EXPRESIT! - PATRICK ROLLENS, PUBLIC INFORMATION OFFICER**

Patrick Rollens, City Public Information Officer, related he'd moved to Corvallis from Chicago five months ago. He highlighted the Facebook page for feedback. He discussed the new app Expresit! for use over a range of platforms. Its goal is to allow someone who's just left a program or event to quickly whip out a response to the relevant City department and help point out where things are going well or poorly.

He distributed a promotional flyer. He explained that users should start with the green dot on the Expresit! app, which takes users to a landing page, which displays the last few comments on City services, and prompts users to leave simple feedback. He emphasized the app was clear and easy to use. It queries on parking, paths and trails, accessibility, etc. and there is an area for users to write in more specific comments. It allows the City to build a record of how people are using City services, how we can improve and where we're doing well, and highlights employees who are helping make a difference. There is an optional internet browser interface. Dierwechter asked if there was an option for additional languages; Rollens replied that there probably wasn't.

Rollens explained that administrators can sort for various categories, and eventually allow department directors see how services are being used; it could become a part of annual reports and budgets. Dierwechter asked about outreach; Rollens replied that it requires staff time to promote in person; staffers in Albany urge people to use the app immediately after events and

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programs- we're asking staffers to become "marketers on the spot". Rollens said you're only asking people for 30 seconds of their time. Dierwechter said it is exciting for additional technology to submit feedback, noting that some program and facilities users don't have access to computers.

#### **VII. NEW PARKS AND RECREATION LOGO.**

Emery said an internal marketing team has worked for months on a new brand for the department. She displayed the draft. It will allow re-branding of the department. She said staff has compiled a roll out plan.

Emery noted that a logo isn't intended to represent everything you do, explaining the clean design sought to convey attributes such as warmth and growth, that make people feel comfortable. The leaves generally represent land, water, and the natural environment.

Rollens said this was now distinct from the City logo, but also makes clear it is part of the City, as well. It's a pleasing design, with cohesion as a whole. Emery said there is also a black and white version available for some applications.

#### **VIII. ARNOLD PARK GRAND OPENING.**

Emery announced the Arnold Park Grand Opening on June 18 Saturday, at 10 a.m. She said that kids and adults are already enjoying the new play equipment. Rollens appreciated the swing.

#### **IX. RONALD NAASKO PLAYGROUND LOCATION.**

Planner Rochefort distributed a staff report. Staff sought board feedback on the location of the Ron Naasko play structure. She related that Naasko spent a great deal of time at the riverfront and was a strong advocate for a play area there. It's been in the CIP for some time, and there is now funding for the project. Staff initially proposed the project for near the skatepark, but have noticed additional activity in the middle of Riverfront Park, and so proposed a location there. She showed two possible locations- one near the Helen Berg Plaza, and the other near Howland Plaza.

Both potential playground areas are roughly the same size. Staff prefer the site near Berg Plaza. The riverfront is used for a number of purposes, including festivals such as the Red, White and Blues Festival. A location south of Berg Plaza is close to the fountain, but there is grassy separation, and wood chips can cushion falls. It is wider and families spend a lot to time there. Staff sought feedback on these locations or an alternate.

Hays advocated that it be near the restroom. He cautioned that the multimodal path is nearby, so you'd need a childproof fence to keep kids from running heedlessly onto the path. The fountain is nearby. Hays asked if there would be any further public process. Rochefort replied that the proposal would be taken to the Council, and there will likely be a community meeting to choose the play piece. She said the ADA component was very important. Hays related that he liked a rubber tile he saw recently. Staff is looking at play structures with an element of sculpture, something that will have a non-traditional look which will be unique and interesting. Stumbo related that Naasko really liked the fountain; Rochefort agreed that that was Naasko's original intent.

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**Vomocil moved to recommend locating the Ron Naasko playground site near Berg Plaza, south of the fountain; Stumbo seconded; motion passed.**

Rochefort said she'll try to fit the playground in with what is already allowed within the site's existing Willamette River Greenway permit, such as with artwork and sculpture. She expected planning and design in Fall. There is not an estimate yet; the budget is \$150,000.

Laura Duncan said that bike parking in the area is inadequate. She added that maintenance is just barely adequate, so adding more usages could add strain.

**X. STAFF REPORTS.**

Planner Rochefort reported that a contractor was hired to do site work and prepare for concrete at Franklin Park. The department is in the process of purchasing play equipment for the site.

The department received word it was successful in securing a grant to fund planning at Chintimini Park; with this funding, planning can begin immediately.

Rochefort reported a project to replace benches and seatwalls at Howland Plaza; work should be completed by June. Vomocil asked about Central Park work; Emery reported that decorative metalwork with vines would screen a blue PortaPotty there. She added that next year, a grant may fund replacing a playground structure that is aging out.

Vomocil asked about Shawala Point, saying it was not being fully utilized. Rochefort replied she was too busy this winter to get to the project, but expected assembling a committee in Fall to look at best uses for the area.

Director Emery highlighted the annual review of cost recovery. The Council expressed concern that some receipts exceeded targets, staff is reviewing to make sure that participation of lower and middle income families are not barred by fees.

Emery highlighted a June 2 tour of the at Chip Ross Natural Area oak habitat restoration project, with CBUF, PNARAB and Council members invited.

Wolfenbarger reported the Council was amazed that the board's half-hour report was so long, but were pleased they learned so much. Councilors wanted more board members there, to be more interactive; in the future, we could have a joint meeting with the Council.

**XI. CITY COUNCIL LIAISON REPORT.** None.

**XII. ADJOURNMENT:** The meeting was adjourned at 7:41 p.m.



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

**DRAFT  
 CITY OF CORVALLIS  
 PLANNING COMMISSION MINUTES  
 MAY 18, 2015**

**Present**

Jasmin Woodside, Chair  
 Ronald Sessions, Vice Chair  
 Dan Brown  
 Tom Jensen  
 Susan Morr e  
 Carl Price  
 Jim Ridlington  
 Rob Welsh  
 Paul Woods  
 Penny York, Council Liaison

**Staff**

Kevin Young, Planning Division Manager  
 David Coulombe, Deputy City Attorney  
 Jason Yaich, Senior Planner  
 Rian Amiton, Associate Planner  
 Aaron Manley, Public Works Engineering  
 Ted Reese, Public Works Engineering  
 Matt Grassel, Civil Engineer, Public Works  
 Mark Lindgren, Recorder

**Visitors**

Lyle Hutchens  
 Bill Kloos  
 Eric Adams

**SUMMARY OF DISCUSSION**

	Agenda Item	Recommendations
I.	Community Comments	None.
II.	Public Hearing Timberhill Conceptual Development Plan Major Modification and Minor Replat (PLD16-00001 and MRP16-00004)	
III.	Willamette Business Park Comprehensive Plan Amendment, Zone Change, and Planned Development Nullification (CPA14-00002, ZDC14-00004, and PLD16-00003)	
IV.	Old Business	
V.	New Business	
VI.	Adjournment	Meeting adjourned at 11:52 p.m.

Attachments to the May 18, 2016 minutes:

- A. Testimony submitted by Rana Foster, dated May 18, 2016.

## **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. **COMMUNITY COMMENTS:** There were no comments brought forward.
- II. **PUBLIC HEARING – TIMBERHILL CONCEPTUAL DEVELOPMENT PLAN MAJOR MODIFICATION AND MINOR REPLAT (PLD16-00001 AND MRP16-00004):**

Chair Jasmin Woodside summarized that approval of the Major Modification Request would establish the alignment of the NW Kings Boulevard right-of-way, located along the east side of the applicants proposed Parcel #12, and extending about 560' north of its existing terminus to the northeast corner of that parcel; and establish the location of local street right-of-ways for NW Century Drive and NW Shooting Star Drive. Approval of the Replat application would effectively establish a boundary around what is currently identified as Tax Lot #628 and #3500; and divide the subject property into two parcels. She found roughly eight members of the public planned to testify.

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

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

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

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

The Chair opened the public hearing.

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

1. Conflicts of Interest. Commissioner Woodside noted she worked as a civil engineer on this property while it was under different ownership about ten years ago, but felt it would not prevent her from rendering a fair and impartial decision, should she be called upon to break a tie.
2. Ex Parte Contacts. None declared.
3. Site Visits. Commissioner Ridlington declared a visual examination of the property that he's looked at many times- he observed nothing new or particular. Commissioner Sessions related that he made a site visit.
4. Objections on Jurisdictional Grounds. None made.

C. Staff Overview:

Planner Yaich highlighted additional testimony received since publication of the staff report. A staff memo on Friday contained additional written testimony to the Commission; he noted copies were available at the back table. The Commission also has a supplemental memo with additional written testimony submitted prior to 5 p.m. today, along with supplemental material received yesterday from the applicants.

He stated that the subject site was about 202 acres. He displayed an overhead view of the site in north Corvallis, north of Walnut Boulevard, at the end of the improved Kings Boulevard. The site is currently undeveloped, with the exception of a power line, utilities, and trails. The site has significant Natural Features, including riparian corridors, wetlands that are not locally protected, Significant Vegetation, Landslide Hazards, and steep slopes.

The site contains a mix of designations on the Comprehensive Plan map, including low density, medium density, and medium-high density Residential; Professional Office, and Open Space Conservation. The site is surrounded by similar low density Residential on the east; Professional and medium-high density Residential to the south; medium density Residential and Open space to the west; and Open Space Conservation to the north. The site has a mix of zones, and all the zones have a Planned Development Overlay on them, including RS-3.5, RS-5, RS-9, RS-12, and Professional and Administrative Office (at the southern end). The eastern portion of the site is outside City limits, with County zoning; the south is zoned Professional Administrative Office and RS-9 Residential; to the west is RS-3.5, RS-5, RS-6, and RS-9; and to the north is RS-3.5 and RS-5.

The site contains identified landslide hazards and steep slopes, with a small identified area of floodplain at the southwest corner of the site. Site Natural Resources include Partially and Highly Protected Significant Vegetation, riparian corridors and wetlands (not locally protected).

The site is part of a larger Timberhill Master Plan dating from 1968. In 2000, there was a Major Modification to that Master Plan, resulting in the current Conceptual Development Plan, which is proposed to be modified. The Commission recently reviewed an application for a Kings Boulevard extension, which was denied by the City Council and is currently under appeal.

D. Legal Declaration:

Deputy City Attorney Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the 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:

Lyle Hutchens of Devco Engineering stated his firm was providing consulting to the applicant. He related the applicant's position regarding the staff report was contained in a supplemental letter in the packet, and summarized that the applicant was entitled to a decision, with Conditions.

Commissioner Sessions asked how this application differs from the previous one that the Commission saw earlier this year. Mr. Hutchens replied that it was identical, except for creating Parcel 12.

Commissioner Brown related he just saw the applicant's Supplementary Statement, and asked about its statement "The new State statute requires an approval". Mr. Hutchens replied that we're asking for an approval with Conditions, as required by the State statute. Commissioner Brown asked if it was a new Statute; Mr. Hutchens replied the statute was put in effect on January 1, 2016.

Commissioner Brown asked about the contention that "...Plan policies are not a basis for denial"; he noted the staff report contained a long list of Comp Plan policies. Mr. Hutchens replied that according to the statute, in the context of the Plan policies, an approval could be conditioned to render a decision.

Commissioner Price asked if the NW Kings Boulevard right-of-way was not already in existence; Mr. Hutchens replied that it was. Commissioner Price asked if the Shooting Star and Century Drive right-of-ways were not already in existence; Mr. Hutchens replied that was correct, clarifying that the Century Drive right-of-way exists to the point where Century Drive is already approved; this property is bounded on three sides by existing City right-of-way. As requested, Planner Yaich displayed the aerial map of the site.

Commissioner Price said his understanding was that the application seeks to split the site into two lots, with a very small one at the southwest corner, and everything including the Kings Boulevard right-of-way in the remaining parcel. Mr. Hutchens replied the right-of-way bisects a major portion of the property; Parcel 13 remains bisected by the existing right-of-way, and the remainder of the 200 acres remains a lot.

Commissioner Price clarified that the request was to bisect off a small portion at the southwest corner, and grant right-of-ways on two streets in that area; Mr. Hutchens replied that was correct. Commissioner Price asked if there was a list of the applicant's recommended Conditions of Approval; Mr. Hutchens stated that they weren't given an opportunity to propose any.

Commissioner Welsh cited the language of the statute referenced by the applicant "...A local government shall approve an application for a permit of any land for needed housing that is consistent with the Comprehensive Plan and applicable land use regulations" and asked how the Commission was to judge what was consistent with the Comp Plan and applicable land use regulations. Mr. Hutchens replied that under the Needed Housing statute, this property is part of the Buildable Lands Inventory (BLI), and it carries Comp Plan residential designations, so the applicant believed that the Needed Housing statute applies.

Commissioner Welsh stated that if the Needed Housing statutes apply, then it wasn't clear whether the Commission was permitted to judge consistency with the Comp Plan. Mr. Hutchens replied that under Needed Housing statutes and existing State statutes, these applications must be judged against clear and objective standards.

Commissioner Woods stated "Clear and objective standards" and a Planned Development Overlay (PDO) were two different routes to a goal. Staff has stated that both parcels already have Planned Development Overlays on them; he asked if the request to vacate the Planned Development; Mr. Hutchens replied that the applicants were not requesting that.

Commissioner Price asked for clarification that there was no proposed development in the proposal; just drawing lines on the map; Mr. Hutchens replied that was correct. Commissioner Price asked if the application would grant right-of-way, or if it was only proposed right-of-way; Mr. Hutchens replied that Kings Boulevard was an existing right-of-way, and under the Conceptual Plan, it is proposed right-of-way, and presuming we can go forward and come back with a Detailed Development Plan for Parcel 12, then part of that plan would be a dedication for the local streets.

Commissioner Price asked if there was a currently proposed right-of-way that the Commission would be recommending changing for two streets; Mr. Hutchens replied that this would propose an alignment for those two streets. Commissioner Price clarified that there wasn't an alignment proposed previously- it was generally that those two streets would be there; Mr. Hutchens replied that this was correct.

Commissioner Woodside noted the applicant made a case in the supplemental material for not needing a TIA. The applicant also attached the City's requirements for needing a TIA; on page 1, it states that "If there are specific safety or capacity issues with the site, staff may request those be addressed regardless of the number of site trips generated". Also, that "NW Shooting Star Drive and NW Century Drive have different alignments, which may result in impacts to off-site traffic and Natural Features". She asked for the applicant's argument for not needing a TIA. Mr. Hutchens replied that we're not proposing any development, and we are not aware of any area intersections operating at an unacceptable level of service.

Commissioner Ridlington asked if the applicant's large recently submitted packet addressed the staff's expressed issues and recommendation not to approve the application. Mr. Hutchens replied that the materials did not address the issues on an individual basis. Commissioner Ridlington asked why they had not; Mr. Hutchens replied that the applicant believes that staff's concerns can be Conditioned to an Approval for the application and then move forward to prepare a Detailed Development Plan.

Commissioner Ridlington asked why the applicant did not simply lay the cards on the table and give details of the plan so that the Commission can move forward with full knowledge. Mr. Hutchens replied there's a real opportunity to develop Parcel 12, and the first step is to create a lot, then understand what the Conditions will be in order to prepare a development proposal.

Commissioner Woods stated that it appeared that one point of contention between the applicant and staff is whether a detailed development plan is needed at this time, and asked for feedback. Mr. Hutchens replied that our position is that we'll need a Detailed Development Plan in the future, but the Code does not require one at this time in order to modify a Conceptual Plan, nor do we read the existing Conditions of Approval for the present Timberhill Conceptual Development Plan to require a Detailed Development Plan in order to modify it.

Commissioner Morr  said the 146 pages just submitted yesterday by the applicant was a lot to take in at late notice. She understood the Commission was being asked for approval of a roughly 200-acre lot without an associated Detailed Development Plan in order to meet Needed Housing. Mr. Hutchens replied that that was a correct assessment.

Commissioner Brown asked about Parcel 12. Mr. Hutchens explained that the proposal creates two lots from one lot, with a small Parcel 12, and a remnant lot that would be the 200-plus acres minus than the roughly five-acre lot they propose to create.

Commissioner Brown said the proposed partitioning impacts both parcels; Mr. Hutchens said it reduces the size of the existing larger parcel (Tax Lot 3500), and the partition would create a separate 5.26-acre parcel and the remaining larger parcel. Commissioner Brown asked what other changes there would be to the larger parcel; Mr. Hutchens replied that there were none at this point.

Commissioner Sessions asked whether the proposed right-of-way for extension of Kings Boulevard was different from the one actually dedicated to the City. Mr. Hutchens replied that they are exactly the same. Commissioner Sessions said the materials appeared to indicate a slightly different profile; Mr. Hutchens answered that the planned profile was the same that was submitted with the Detailed Development Plan for Kings Boulevard.

Commissioner Woods asked about the PDO- given the applicant's argument that the Needed Housing statute requires use of clear and objective standards, why not ask for the PD to be lifted? Mr. Hutchens replied that the PD exists; the standards under which the Detailed Development Plans are reviewed must be clear and objective standards.

Commissioner Jensen asked how approval of the project could be affected if a less than favorable LUBA decision is rendered. Mr. Hutchens replied that it could potentially require a modification to this application, if that portion of the Kings Boulevard right-of-way along the east boundary of what would become Parcel 12 is modified by a subsequent application. Commissioner Jensen asked whether a less than favorable LUBA decision came down, if this project would be null and void; Mr. Hutchens replied that it would certainly have to come back for a modification if the right-of-way changed.

Commissioner Morr  said her understanding is that the applicant contends that the City is required to approve the application based on the State Needed Housing standards, but the Commission is only being asked to approve two parcels, which at this point could technically have two houses on them. Mr. Hutchens replied that was correct, but stated that they can't have anything on them without a Detailed Development Plan.

Attorney Coulombe suggested that given the late submission of materials, asking if the applicant would be willing to extend the 120-day clock if there was a motion to continue. Mr. Hutchens replied the applicants were willing to extend the 120-day clock.

F. Staff Report:

Planner Yaich said the proposal includes a Planned Development (a Major Modification to the 2000 Timberhill Conceptual Development Plan), as well as a Minor Re-plat application to divide the property into two parcels. Each application has independent review criteria, but the applications are interdependent with each other.

Regarding the Conceptual Development Plan modification, the main proposal is to modify a conceptual layout for the streets for this portion of Timberhill. The applicant provided a diagram with an overlay showing the 2000 approval along with the new proposed alignments for Kings Boulevard, Century Drive and Shooting Star Drive. He displayed the proposed changes.

In evaluating a Modification, one must look at the thresholds that distinguish between a Minor and Major Modification. Based on that analysis, staff and the applicant are both in agreement that this is a Major Modification to the Conceptual Development Plan.

He cited applicable review criteria in Chapter 2.5, including Compatibility Factors in 2.5.40.04a and Comprehensive Plan policies, and Natural Resources and Hazards factors.

Staff listed numerous Comp Plan policies applicable to development in this portion of Timberhill. Staff report analysis determined that many of these Comp Plan policies would be better evaluated at the time of a Detailed Development Plan submittal. The first Compatibility factor relates to compensating benefits for any variations being proposed. The proposal is for a Conceptual Development Plan, which is by nature flexible. This proposal would essentially create alignments for street networks; however, without fully understanding how those streets would be built and their impacts on Natural Features, it would be difficult to determine whether this particular criterion is satisfied. Materials provided by the applicant suggest that in order to

construct Kings Boulevard, there would need to be variations to LDC standards. It is difficult to address compatibility criterion for compensating benefits without information on that variation, and so that criterion is not satisfied.

Regarding the Basic Site Design criterion, the applicant addresses this on page 20 of the narrative, and staff concurred that in this case, at the conceptual level, the criterion is satisfied.

Regarding Visual Elements, one looks at scale, design and materials used in construction, and this typically appears in the Detailed Development Plan submittal, and staff found that this criterion was not met. The key concern here is the relationship between the two applications.

The applicant is also asking for a Minor Replat; however, the final plat cannot be filed and recorded unless the public improvements associated with the land division are first designed, and either installed or financially secured. Without the level of detail needed to go through the Public Improvement Plan review, and going through the public process, you don't know whether the required road construction could meet all the LDC development standards.

Other Compatibility Factors include potential noise attenuation; however, without knowing the precise alignment for the roads, it is conceivable that there may be noise impacts to neighboring properties. This is a Conceptual Development Plan Modification, so we'd know a more precise alignment with a Detailed Development Plan submittal, and better evaluate that criterion. Staff found that criteria for Odors and Emissions; Lighting; and Signage are typically evaluated at the time of Detailed Development Plan approval, but are satisfied for a Conceptual Development Plan.

Regarding the Landscaping compatibility criterion in respect to the Conceptual Development Plan modification, the criterion looks at street alignments and the potential improvements associated with public streets, such as street trees and park strips. Without the Development Plan, it's hard to tell whether the criterion would be satisfied.

In regard to Transportation Facilities, the applicant addresses the criterion on page 22 of the narrative, stating that "No other developments or on-site improvements are proposed". Given this is a Minor Replat request, staff viewed that land division as development, based on the definition in the LDC. Those public streets would need to be financially secured or installed prior to getting the final plat approved for the Minor Replat. Without addressing potential variations noted by the applicant in the Kings Boulevard Alternatives Analysis, it is likely that variations will be requested, and that would need to be addressed at this time, so the criterion is not satisfied. Regarding Traffic and Off-Site Parking Impacts, the applicant addresses these on page 22 of the narrative, and defers this to a future submittal of a Detailed Development Plan. A traffic impact analysis has not been provided, and staff cannot confirm compliance with this criterion because of that.

Regarding the Utility Infrastructure criterion, the applicant states that utilities will be designed according to City standards. These typically include public water, sewer, and storm water infrastructure, and these improvements are typically required to either be

installed or financially secured prior to final plat approval for the Minor Replat, so that both parcels can be served adequately, so the criterion is not satisfied.

The criteria of Effects on Air and Water Quality and Pedestrian Oriented Design are typically details that would be evaluated at the time of a Detailed Development Plan submittal. In terms of street layout on a Conceptual level, staff found the criteria were satisfied or not applicable at this time.

There are three criteria for Natural Resources and Natural Hazards Factors. Under subsection a.14, the conceptual plan as modified needs to show consistency with Natural Features protections under Article 4 of the LDC. Staff noted that Parcel 12 is not constrained or viewed as constrained, based on the provisions; it is only subject to steep slopes, which, according to LDC Hillside Development Standards, can be built on, as long as the Hillside Development Standards are followed. Parcel 13 has a number of Natural Resources and Hazards; the applicant is not proposing development on that parcel. Staff are viewing the Minor Replat request as a development application, based on definitions in the LDC, and so the City must evaluate at least the public infrastructure and how the Minor Replat impacts the Natural Features.

Subsection b states that any proposed variations to Natural Features protections shall provide protections equal to or better than existing. The application does not list the variations, no compensating benefits have been provided and no alternative locations have been analyzed relative to the street alignments, so it is difficult to find that the criteria have been satisfied. He summarized that staff concluded several applicable criteria are not adequately satisfied or addressed in the application; in many cases, due to the relationship to the Minor Replat application that is part of the package of applications, it is hard to understand how the public infrastructure required for the Minor Replat meets, or does not meet LDC development standards.

He displayed an overhead view of the Minor Replat application for dividing the subject site into two parcels. Two tax lots are involved. The Kings Boulevard right-of-way sits on top of the larger parcel; the right-of-way does not divide the larger parcel into two parcels. The Minor Replat application would effectively establish a new plat and establish new parcel boundaries for the two new proposed parcels, labeled 12 and 13. Parcel 12 is about five acres, located at the southern end. Applicable criteria for a Minor Replat are in LDC 2.14. The site has a number of zones that apply; some are non-residential, such as Professional Office. Parcel 12 includes non-residential and residential zones; while the larger Parcel 13 only contains residential zones.

In general, the land division component (the Minor Replat) complies with all the applicable zones' development standards in terms of density standards for the residential piece; the lot area and width minimums; and land division standards in LDC Chapter 4.4. For nonresidential Minor Replat criteria, its list of compatibility criteria are the same as those required to evaluate Conceptual Development Plans (which was previously discussed).

Regarding Minor Replat criteria for public improvements, he noted that a Minor Replat is a land division, and the end goal of any land division is a final plat. Based on LDC requirements and State law relative to platting property, it is required to make sure the

property is adequately served by public facilities. LDC Chapter 4.0 lists the required types of public streets, water, sewer, storm, and franchise facilities that are required to be provided to a development site. Code requires that these improvements either be installed or financially secured before the final plat can be recorded. Without submittal of a Detailed Development Plan with this application, we're hinging that approval on some future land use application, so we don't know at this time what the public improvements will look like, and it would be difficult to find if the development standards in Chapter 4.0 are satisfied.

Regarding Natural Features and Minimum Assured Development Area (MADA) provisions, he noted that the applicant had provided extensive analysis in the application and staff generally concurred with that analysis. He highlighted the table on page 48 of the staff report that summarized the MADA provisions for the site.

He concluded that a Conceptual Development Plan is inherently conceptual or flexible, and that in any case, the City would require a Detailed Development Plan submittal in the future before development can occur. There's a relationship between the proposed modification of the Timberhill Conceptual Development Plan and the Minor Replat application. In order to understand what kind of public infrastructure needs to be provided (such as streets and utilities) for that Minor Replat, before that final plat can occur, the details that would be provided by the Detailed Development Plan need to be provided at this time so that compliance with the applicable criteria can be verified. There are unknown variations, compensating benefits, and whether Natural Features factors are sufficiently addressed. He said the staff recommendations for denial of the PLD and MRP were on page 50.

Commissioner Brown asked that the overhead map of proposed changes be displayed; there was discussion on the details of what was being proposed. Engineer Reese pointed out the lines showing the applicant's proposed new alignment for Kings Boulevard, Century Drive and Shooting Star. Engineer Reese explained street layouts to the north that met future City standards (reservations for future right-of-way) were established on the Subdivision Plat for the Highland Dell subdivision. He said that the map line extending from Kings Boulevard is intended to be the extension of Kings Boulevard; it matches the City's Comprehensive Plan, Transportation Plan, and the North Corvallis Area Plan.

Commissioner Woods asked the importance of having a Detailed Development Plan to move the lines showing alignment of the roads. Planner Yaich replied that part of that depends on the level of development that is proposed. Perhaps the biggest difference between the process of creating road alignments in 2000 (with the Timberhill Conceptual Plan) is that we now have Natural Features provisions in place, with all protections identified on the map. We now have a better idea of the locations of riparian corridors and significant trees and protections for them, with allowances and exceptions built into the Code to allow infrastructure to be constructed to those areas.

Commissioner Woods asked if anyone was to act on the current Conceptual Development Plan, what standing the lines marking roads on the map have. We have new data, but staff are implying that the City is willing to discard those alignments. Planner Yaich replied any development on remaining portions of Timberhill still must go through a Detailed Development Plan process. Commissioner Woods stated that

his understanding was that this application was to shift road alignments on the conceptual plan; Planner Yaich added that those alignments were also part of the Minor Replat application. Commissioner Woods asked if the two have to go together. Planner Yaich replied that staff's view is that because there is an associated Minor Replat that would divide the property into two parcels, the Code requires that the public infrastructure associated with the parcels that are being created either be installed, or be financially secured before the plat can be recorded. The details for that infrastructure need to be known at this time, so staff contend that both applications work together, and we need the detail that would come with a Detailed Development Plan to evaluate the design of the roadway.

Commissioner Woods asked how the road can be built before the plan is approved. Planner Yaich replied that a Detailed Development Plan will include additional design information and details that will be necessary to understand whether or not, in terms of the alignment of a road, if it's going to require variations to Code standards, including varying Natural Features protections. We'd need that detail to be able to approve the various public improvements associated with the final plat of the Replat.

Commissioner Woods said that since you have new data on resources to be protected, there's no chance to change the Conceptual Development Plan. Planner Yaich answered that the requirement for the Detailed Development Plan arises from Conditions of Approval from the Conceptual Plan that would require that; also, based on Planned Development provisions in the LDC, you can't develop a site with physical improvements without a Detailed Development Plan approval in place.

Commissioner Sessions stated that he was struck that the 200 acres was a very complex site; he couldn't imagine the engineering needed for a Detailed Development Plan for the site, much less a detailed plan for the extension of Kings Boulevard. He saw the application as wanting to get an overview of what the City will require for the general 200-acre site, so it seems logical that the applicants are proceeding the way they are.

He asked if the application were to be approved with a Condition that Detailed Development Plan be submitted for the new parcel, what the process would be. Planner Yaich replied that it would be a new land use application; the applicant would need to provide the Plan to the City and go through the public hearing process, similar to tonight's. For that to be considered, the City would also look at the Minor Replat application, which typically has boilerplate Conditions of Approval, which would describe how to handle the final plat review process, in terms of getting the final plat approved, evaluating the public improvements that need to be put through the permit process, and be installed or financially secured- a multistep process. We'd want Conditions for the Minor Replat as well as the requirement that it go back through a Detailed Development Review process- a serious staff concern is that approvals have expirations, so there's an uncertainty if you delay the Detailed Development Plan submittal process. There's uncertainty to the process; you don't know if it will be approved in the future. We don't know what would happen if a Minor Replat expired after two years.

Manager Kevin Young clarified that staff are not requiring or calling for a Detailed Development Plan for the entire property. Staff have identified the issue that there's a

disconnect between a modification of the Conceptual Plan, and the requirements of a plat. When you split off a piece of land, the City must ensure that the piece of land is serviceable- that streets and infrastructure are available, and that locks in physical locations for those improvements. There are two different levels: if the applicant wanted to simply do a simple Conceptual Development Plan modification, they could do so, and it could be done without locking down the specifics of how it is developed. However, the conjunction with the partition in relation with the Conceptual Plan locks in particular alignments of street improvements. Like the previous Kings Boulevard extension proposal, we haven't had a chance to evaluate whether the roadway alignments make the most sense in terms of Natural Features impacts and other issues. It's effectively making a Detailed Development Plan decision, locking in those alignments, without actually going through the Detailed Development Plan process.

Commissioner Sessions said he didn't see specific boundaries for the new parcel. Planner Yaich replied that the applicant included a tentative plat, and the final plat would need to adhere to rights-of-way and parcel boundaries.

Commissioner Sessions said that if they submitted a Detailed Development Plan at this point, they'd have to work with staff to meet the Conditions of Code, including avoidance of Natural Features or mitigation of that; provide the utilities, or demonstrate that they could do so; and meet all the requirements that have been set out. He didn't understand the differences in the process. You want to make sure that the overall plan will be approved before you make the investment in engineering. If we approve this with a Condition that a Detailed Development Plan is the next step, he asked what kind of a bind the City would be in. If they don't provide that Plan within two years, it expires, so it behooves the applicant to provide the Detailed Development Plan and demonstrate that they can comply.

Planner Yaich replied that staff cannot verify that development standards are satisfied; the Detailed Development Plan would provide that assurance. The issue is the relationship to the Minor Replat- we can't finalize the Replat application. If you approve the application tonight and they come back with a Detailed Development Plan, they have to modify the Minor Replat request, since staff may find through the Detailed Development Plan review that the rights-of-way may need to be modified. Manager Young clarified that if the tentative partition plat is approved, we've essentially locked in the alignments of those improvements. The process to get to the final plat is not a discretionary process- it does not go to a public hearing, and gives the applicant the authorization to design a facility. Assuming it's consistent with City standards, you have approval to do it, with the right-of-way dedicated and the roads built, and that decision would be made, prior to a Detailed Development review process.

Commissioner Price said we did a Minor Replat on the property in 2000, with a large parcel left without a Detailed Development Plan. He asked why staff now believes a Detailed Development Plan is needed before another Replat, since we've already seen one. Planner Yaich replied that he did not know the history of the prior land use approvals; some occurred prior to Natural Features. Commissioner Price noted there were requirements at the time for plans to develop property. Reading the LDC, he quoted that "The utility improvements and public utility franchise improvements are to be installed and secured prior to the final plat". He said it appeared that those are already there on the property for the development proposed for the property. When a

Detailed Development Plan is submitted, there will be more. From his reading of the Code, they have a major road to the boundary of the property, so they have access. Requiring the Commission to have them solidify other access to the property prior to development of the property seems counter to good planned development. He said he wanted to make this statement now, so that the public could comment on these concerns.

Commissioner Jensen asked for locations of Natural Resources, riparian corridor at Shooting Star, and the right-of-way for the large parcel. Planner Yaich explained that Minor Replat request involves dedicating additional public right-of-way in extending Century Drive along Parcel 12's frontage; dedication of right-of-way on the north for the Shooting Star alignment; and it's not clear from the applicant's materials whether Kings Boulevard alignment would change. Related to that is the conceptual alignments for Shooting Star, as part of the Planned Development. Commissioner Jensen asked if approval would have impact on the potential extension of Kings Boulevard. Engineer Reese replied that LDC mandates that we must provide improvements *to* a site and also *through* a site. Master Plan facilities are part of those, so Kings Boulevard, 29<sup>th</sup> Street and a third level water line across the larger parcel will be required prior to final plat. The applicant has not provided a phasing plan that would put those off to a later date. With a Minor Replat, besides the streets around the smaller lot, the applicants would also be required to construct or secure Kings Boulevard, 29<sup>th</sup> Street and a third level water line across the entire site prior to the final plat.

Commissioner Sessions noted that half of the original 400 acres has already been developed; those improvements weren't required at that time, and asked why they were now. Engineer Reese said he wasn't sure why previous land use approvals didn't require all or part of that. It is clear that under the current LDC, those improvements would be required. We've been consulting with the City Attorney's office regarding land use applications on this property. The Attorney's Office has advised caution in phasing something without a phasing plan- if they have an approved phasing plan (that describes how the improvements will get done), then that is acceptable. If they don't have a phasing plan, we have to consider what we are, or are not approving. Planner Yaich noted that the more recent Timberhill approvals all went through a Detailed Development Plan Process, and public improvements for the roadways were part of that package.

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

H. Public Testimony in opposition to the applicant's request:

**Laura Lahm Evenson**, League of women Voters (LWV) stated the group supported the staff recommendation to deny the Major Planned Development modification to the Timberhill Conceptual Plan and the Minor Replat. In November 2015, based on the League's Community Planning positions, the LWV opposed approval of the Kings Boulevard extension PLD15-00003, stating at the time that the application was incomplete, and that effective implementation of the Comp Plan requires that the Detailed Development Plan is not just for the road, but also must include adjoining properties.

The applicant is now requesting a major change in the existing Conceptual Development Plan, and this time, a Detailed Development Plan is required (as per Comp Plan section 3.2.7); however, the applicant failed to include it. According to the staff report, without the Detailed Development Plan, compensating benefits for the Development Plan Modification and the Minor Replat cannot be verified. Specific criteria related to transportation facilities and other improvements required with development are not satisfied.

**Marie Wilson** stated she was speaking on behalf of the Northwest Alliance Corvallis steering committee member. She stated the group supported the staff recommendation to deny the applications. She would've liked to have had access to the recently arrived 146-page submittal by the applicant, and asked about the extension of the 120-day period.

She said the elephant in the room is not just the 5-acre parcel, but rather the 700' of right-of-way for Kings Boulevard- the proposal effectively limits and sets the roadway alignment for the rest of the road and that cannot be readily undone. In the LUBA appeal, and during Commission and Council meetings, there's been a lot of discussion on the implications of that alignment.

There have been questions on why we're now requiring plans that weren't previously required; she said that after previous approvals, information has come forward on Natural Features, and land development codes. Also, the Hazards map does not show the fault lines of the largest fault in Northwestern Oregon, but with no Detailed Development Plans, we simply don't know whether this challenge to infrastructure and housing can be addressed. She noted there was no traffic analysis and the proposal doesn't address Natural Features. In past Timberhill proposals, the roadways cut and fill exceeded maximum standards. It is an unstable area, which is a major reason why the detailed Development Plan should be required. The prior applicant's application is before LUBA because it failed to meet the criteria, and this application has even less specificity and information.

Commissioner Price noted that the Kings Boulevard right-of-way was not before the Commission, though the existing right-of-way borders the subdivision. Commissioner Woodside observed that the Minor Replat locks in the Kings Boulevard right-of-way (it has been dedicated but is not yet locked in). Commissioner Price felt that if it needed to be moved, it could be moved. Commissioner Woodside said we'll need to clarify that with staff.

**Vanessa Blackstone** stated she represented the Timber Ridge Neighborhood Association as president. She stated the group concurred with the staff report and staff's testimony tonight in recommending denying the applications. The report outlines numerous criteria that the application fails to meet in order to comply with the Comp Plan and land use regulations. She said the Association submitted written testimony, citing Comp Plan and LDC criteria. The Kings Boulevard right-of-way is not an accepted alignment. The right-of-way shown on the map was not approved via a public planning process, and was denied- the easement documents were signed before the public process even started. The existing easement is in place, but the alignment can and should be relocated to accommodate significant Natural Features on the site.

While the road easement is currently on the map, damage to significant Natural Features with that alignment is concerning.

She noted that the applicant's late submittal essentially orders the City to approve the Plan based on the Needed Housing statute. While they emphasize the portion of the statute in which "...local government must approve housing or any partitioning any land for needed housing, consistent with the Comprehensive Plan and applicable land use regulations", they ignore the portion of the statute, "...consistent with Comp Plan and applicable land use regulations". The Needed Housing statute does not apply, since it is not consistent with City of Corvallis regulations, the Comp Plan, the LDC, or the Timberhill Conceptual Plan Conditions of Approval.

The applicant also neglects to mention the exceptions process to the Needed Housing statute, and she requested that the City Attorney provide the Commission with interpretation on Section 2.3. She stated that a local government may take an exception under ORS 197.732, Definition of Needed Housing, in the same way that an exception may be taken under Goals. However, the application doesn't supply enough information to even test whether an exception would apply.

She stated an example of the proposal violating Code is the alignment of Shooting Star, which goes through Natural Features, including riparian areas. Because of the Replat process, if we approve it tonight, it locks that alignment in, without consideration of compensating benefits, addressing variances from LDC Chapter 4- Riparian Areas, or impacts to the City. For example, if the City's grant-purchased boardwalk must be removed due to the extension of Shooting Star, then the City will need to repay the granting agencies- that should not come from the City budget.

She concurred with Commissioner Sessions that it is a complex site, which is why it hasn't been developed yet, while the rest of the property has. She said she herself regularly develops Plans for parcels on this scale, so a well-funded development company can do so. Indeed, the applicant showed development plans for Parcel 12 in public meetings over two years ago, so it is unclear why the applicant is not now presenting that information, when everyone wants to move forward.

Commissioner Brown asked about the boardwalk. Ms. Bloodstone replied that the action of building Shooting Star Drive will require a certain length of the boardwalk for a trail on a City open space to be realigned; it's impossible to know how much without a Detailed Development Plan application.

**Mary Francis Campana** of the Northwest Alliance concurred with staff in recommending denial of the applications. She pointed out that many of the planning documents in effect make clear that development plans are to precede changes in traffic, transportation, roadway building, etc., and not vice versa. The Northwest Corvallis Area Plan Sections 5.1.2 and 7.4 essentially state that the Northwest Corvallis Area Plan transportation system, including proposed street extensions and trail locations, is conceptual and will be established primarily through the review of development proposals. The exact location of the transportation system shall be fixed by site specific development proposals as they are presented to the governmental agency having jurisdiction- this statement is in the Comp Plan, under the Policy 13.13.23.

I. Neutral testimony: None.

The Chair reminded the public that speaking neutrally removes rebuttal rights.

J. Rebuttal by Applicant:

Mr. Hutchens introduced Bill Kloos, counsel for the applicant. He noted that regarding the Minor Replat, a Detailed Development Plan could be added as a Condition of Approval. The time expiration issue is the applicant's burden to bear and should not be a deep concern for City staff- we could expect to see a Detailed Development Plan in an appropriate time frame, along with a phasing plan. Mr. Kloos noted that the proposed application will not result in any development, though filing a plat is defined as development in the Code. Nothing will be built without further consideration by the City, including a Detailed Development Plan.

There were no questions of the applicant.

K. Sur-rebuttal: There was none.

L. Additional time for applicant to submit final argument:

Chair Woodside noted that the applicant waived the additional time to submit written argument; there was no request to hold the record open. Manager Young said the applicant indicated a willingness to extend the 120-Day Rule; he noted we received new information recently. Mr. Kloos clarified that the applicant would **consider** extending the 120-Day Rule, if the issue came up during discussion. Attorney Coulombe said there may be a request to keep the record open to submit written testimony; the Commission can move to continue it (it doesn't have to wait for a member of the public to make that request). If the Commission wishes to entertain Conditions of Approval, and if they are related to the statute and would prefer to get analysis from his office, the City Attorneys' office could provide a memo. His previous question was whether the applicant was going to extend the 120-day clock so the Commission can review the large amount of late submitted material.

Attorney Coulombe recommended asking the applicant to extend the clock by two weeks, a normal time frame for a continuance, and then continue the public hearing, which could be done in a limited fashion, with testimony limited to this material, or not. He noted that the Commission doesn't have to use those two weeks; that could make a difference in deciding whether to keep the record open or continue it.

Chair Woodside asked if the applicant was willing to extend by two weeks. Mr. Kloos stated that the applicant's position is that it intends to submit Conditions at the City Council level; at that point, we'll have something more specific to respond to. Right now we don't know what the Commission is going to do, and haven't seen any specific Conditions recommended by staff, so we don't need to extend to the 120 days. When we have something more specific to respond to, we'll invoke our right to submit amendments if necessary, or Conditions, for consideration by the City Council; at that point, that triggers extension of the time. Chair Woodside said the Commission doesn't have enough information, but it sounds as if the applicant is planning to add more specificity later when it appeals a decision to the Council.

Commissioner Brown inferred from Mr. Kloos' statement that they plan to appeal the Commission's decision; Mr. Kloos responded that it would only be appealed if there was a denial; if we like the Conditions, we won't file an appeal. This is unusual in that there are no Conditions of Approval recommended by staff.

Attorney Coulombe said we're getting off track, saying that he recommended a very narrow scope. Under State and local Code, an applicant may present Conditions of Approval; City staff are not required to. He's heard a "no" answer to extending the 120 day clock and that the applicant was not prepared to provide Conditions of Approval.

Chair Woodside stated that the record was being left open for seven days, and there is not a request to have a continuance. The applicant waived a seven-day period to submit additional written argument.

Attorney Coulombe highlighted receiving a written request that could be construed to hold the record open for at least seven days. Commissioner Sessions asked where we're at in the 120-day rule; Planner Yaich replied that the current schedule would put the 120 days at August 10; June 1 could potentially be set for a follow-up meeting to consider additional information. It does not put us at jeopardy in meeting the 120-day rule.

Commissioner Price suggested that during this period the applicant provide Conditions of Approval, so that the Commission could consider the applicant's reasoning during deliberations.

- M. Close the public hearing: Chair Woodside closed the public hearing.
- N. Discussion and Action by the Commission:

Questions from the Commission:

Commissioner Sessions asked about the status and issues in the LUBA case. Attorney Coulombe responded that he could send him the City's 73-page brief on issues raised by the applicant. Next week, we have oral argument, and a few weeks after that, there should be a decision by LUBA, though it is possible LUBA could extend its decision date.

Commissioner Price wanted clarity from staff on how the proposal locks in the street alignments. They are proposed street alignments and not Detailed Development Plans; even with the right-of-ways we have, we could still change the alignment. Engineer Reese replied that the application for the Minor Land Partition requires the improvements, so that assumes locking in an alignment. Commissioner Woodside noted that no improvements are proposed. Engineer Reese said the problem that staff has with Conditions of Approval is that if we try to approve this with Conditions, we should be conditioning that the master plan improvements are either constructed or secured prior to final plat both to and through the site- that's one mile of Kings Boulevard, 29<sup>th</sup> Street, and a third-level water line that crosses the site. There are major improvements that the application doesn't contain any information on. These improvements include transportation, storm water, wastewater, and fresh water.

Commissioner Woodside said that with the Replat approval, all those would be required to be constructed on the large parcel; Engineer Reese concurred.

Commissioner Price asked what would happen under an alternative alignment scenario; Engineer Reese said if they come in with a Detailed Development Plan, they can request a different alignment of Kings Boulevard. Commissioner Price said his understanding was that even with Kings Boulevard in its current location, the Minor Partition could still get the services it needed. Engineer Reese replied that this Minor Land Partition requires the streets fully around its circumference, essentially- that sets their alignment. He said the issue is whether the Commission had enough information to make a decision on those portions of the alignment and how they will affect the rest of the alignments on the site.

Commissioner Price said that access didn't have to be from Kings Boulevard. Engineer Reese replied that this proposal would set 600-700 feet of the alignment of Kings Boulevard. Commissioner Price stated that the development could be served from a local street, not Kings Boulevard; Engineer Reese replied that in that case, he assumed that they'd present a Detailed Development Plan that would change alignments and show a local street in place of what is now Kings Boulevard, which is an arterial street. Commissioner Price said the proposal doesn't lock in Kings Boulevard; it locks in that this parcel will be provided with streets in accordance with the zoning on the parcel. Engineer Reese said that from the information that has been presented, the applicant would be required to construct an arterial street. Commissioner Woodside added that the Master Transportation Plans shows an arterial street that goes through, so they'd have to provide that street. Commissioner Price said that was only true of the larger parcel. Engineer Reese noted that staff does not have discretion- staff must follow the Master Plan, which mandates that Kings Boulevard is an arterial.

Commissioner Price sought staff explanation in a memo to explain where the Code states that it is a requirement that full development happens; his understanding is that the streets must be according to the development that is proposed, and this is still greenfield. Engineer Reese directed Commissioner Price to LDC 4.0.60.b and 4.0.70.d and 4.0.70.e (which directs Master Plan facilities to be constructed), included in the staff report.

Manager Young noted that in a parcel this size we'd typically expect a phased development plan proposal to show how services would be applied as development builds out. Without that, we default to the Code language that does apply: the "to and through" requirement.

Commissioner Brown asked which part of Kings Boulevard would be locked in; Engineer Reese said that staff's perspective, since a phasing development plan has not been proposed, is that the entirety of Kings Boulevard needs to be constructed prior to the final Plat; based on what the applicant has shown, that's what would be locked in.

Commissioner Woods said we haven't discussed the Needed Housing statute argument. Commissioner Sessions asked about the fault line issue raised during public testimony- the Commission hadn't seen other information on that. Engineer

Reese replied we don't have anything in our plans that identifies the fault line as a hazard as something to avoid. Manager Young added that it is not identified as a Hazard in the code; there was discussion on it during previous testimony on the Kings Boulevard extension. He didn't know whether the fault line was active or not. Building Code requirements are being supplemented to recognize the increased understanding of seismic risk in the area. He believed that the fault line does not cross the small parcel, but runs further north. Commissioner Sessions asked about the seismic zone, for engineering purposes; Manager Young replied that he did not know.

Commissioner Brown asked about the applicant's May 17 information item #3, which states that "Plan Policies are not a basis for denial"; he asked if that was controversial from a legal standpoint. Attorney Coulombe replied that it would depend who you ask. He said he hasn't reviewed it thoroughly, but will provide a memo. The applicant's argument is that under the needed housing statute, Plan policies that are subjective and value-laden would not be clear and objective and can't apply. He noted that the City Council made a finding on Planned Development Overlay zones and how that is a label for describing areas under State law that are not subject to clear and objective standards, and so the City Council has interpreted that the Comp Plan, the BLI and this label identifies residential areas that are not subject to the Needed Housing statute. Regarding the applicant's argument, the Council has determined otherwise, and this is one of the issues that LUBA may or may not address.

Commissioner Brown asked about item #1 in the applicant's May 17 submittal, that a new State statute requires an approval. He stated that the Council may be the best expert in regard to this issue- the answer cannot be found in the LDC or the Comp Plan. Attorney Coulombe replied that the Comp Plan and the LDC speak to this indirectly. The City Council doesn't get deference to a state statute, but the Council can interpret it, as can the Planning Commission; he'll provide a memo as to whether it applies or not; and if so, in what fashion.

Commissioner Woods asked about the Council's finding that a PD excludes clear and objective standards from being considered. Attorney Coulombe replied that under ORS 197.307 there is an encouragement from the legislature to identify needed housing zones, with overlay zones to identify where needed housing could be built. The City has identified that those lands could be generally everywhere, but land with a PD overlay zone identifies land that is not currently suitable; its suitability for residential development is tested under the Compatibility criteria in the PD chapter.

Commissioner Morr  asked about Needed Housing, raised in the fourth point on page 3, regarding ORS 197.522: "...A local government *shall* deny an application that is inconsistent with the Comp Plan and applicable land use regulations, and it cannot be made consistent through amendments to the application or the imposition of reasonable Conditions of Approval". Attorney Coulombe noted that the statute was not raised in the LUBA case regarding Kings Boulevard, so the Council didn't interpret whether it applied.

Commissioner Welsh asked about overall staff conclusion and recommendation, which stated that the modification is "...generally consistent with the Comp Plan"; Planner Yaich replied that the staff conclusion was that Comp Plan consistency was

inconclusive- without a Detailed Development Plan, we can't be sure whether the Comp Plan policies are applicable or satisfied through the application.

Commissioner Brown asked about Attachment E on page 8 the staff report, which appeared to be a LUBA transcript, asking whether it was included by staff. Planner Yaich replied that the LUBA portion was provided by the applicant. Planner Yaich said the document provided by the applicant includes the history of Timberhill Conceptual Development Plan; page 133 may be an incorrect page reference-it could be page 699 of the disposition of the 2000 Conceptual Plan approval. Manager Young said staff can clarify the reference in a written follow-up. Planner Yaich noted that those Conditions are listed below that point in the staff report.

Commissioner Morr  said she was puzzled by the purpose of the request, asking if approval would be required to sell off the larger parcel. Planner Yaich replied that conceivably, if the final plat is filed after the City approves the Minor Replat, and they complete all the Conditions of Approval and file a final plat, those parcels could be sold.

Commissioner Welsh said page 12 of the staff report states that the applicant has failed to provide information sufficient to determine whether applicable criteria are addressed; he asked clarification on what applicable criteria are being referred to. Planner Yaich replied that that is a general statement relative to the Conceptual Development Plan modification criteria. He said it is specific to 2.5.60.0.3.c- where the Commission may consider finding that it is a reasonable and valid petition, to consider the requested modification. Manager Young clarified that the statement applies to all the applicable criteria identified in the staff report for which staff were unable to make positive findings.

Chair Woodside summarized that the record would be held open seven additional days for additional written argument, until 5 p.m. on May 25; Manager Young added that the applicant will have an additional seven days to submit final written argument. Manager Young added that the Commission will come back at its June 1 meeting to consider additional information and to start deliberations.

**III. PUBLIC HEARING – WILLAMETTE BUSINESS PARK COMPREHENSIVE PLAN AMENDMENT, ZONE CHANGE, AND PLANNED DEVELOPMENT NULLIFICATION (CPA14-00002, ZDC14-00004, AND PLD16-00003):**

Chair Woodside summarized that the Commission was asked to review the proposed Comp Plan Map Amendment and recommend approval or denial of the request for consideration by the Council. The Commission may then approve or deny the Zone Change, which is itself comprised of two requests- one to change the base zoning designation and one to establish a Residential Planned Development (PD) Overlay per LDC Chapter 3.33. The Planned Development Nullification request is contingent upon Council decision regarding the Comp Plan Map Amendment request and applicable criteria. The Comp Plan recommendation is then forwarded to the City Council for consideration and final decision. Until there is an active Detailed Development Plan on any portion of the site, per LDC Chapter 2.5, a Residential PD Overlay approved through LDC Chapter 3.33 may be removed by the property owner at their discretion. Therefore, when considering the concurrent PD nullification, Comp Plan Map Amendment and Zone

Change request, decision makers should not presume that an approved Residential PD Overlay would guarantee that the overlay would remain in perpetuity. However, it is the applicants' desire to place the Residential PD Overlay on the property.

A. Opening and Procedures:

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

Land use decisions are evaluated against applicable criteria from the Land Development Code and Comprehensive Plan. A list of the applicable criteria for this case is available as a handout at the back of the room.

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. Commissioner Woodside said it was her neighborhood and had attended a neighborhood association meeting considering the entire south Corvallis planned area, but this property was not referenced.
5. Ex Parte Contacts. None declared.
6. Site Visits. Commissioner Morr  declared she drove by in both directions.
7. Objections on Jurisdictional Grounds. None made.

C. Staff Overview:

Planner Rian Amiton summarized that the application consisted of three related applications. The first request was for Comprehensive Plan Amendment to change the designations from General Industrial (GI) and Limited Industrial-Office (LI-O) to Medium Density Residential (MDR). The second request is for a Planned Development Nullification to remove the active Industrial, or non-residential PD on the site. The third request is to change the base zone from General Industrial (GI) and Limited Industrial-Office (LI-O) to Medium Density Residential (RS-9); with a second zone change component to apply a new residential PD Overlay to the site. The Commission will

decide on the zone change and PD Nullification requests and make a recommendation to the Council, which will ultimately decide on the Comp Plan amendments. The Commission decisions are contingent on the Council's approval of the Comp Plan amendment.

The site is about 51 acres on South 3<sup>rd</sup> Street, south of the intersection at SE Goodnight Avenue and north to the intersection at SE Rivergreen Avenue. The Comp Plan designation is General Industrial (GI) and Limited Industrial-Office (LI-O). There are no mapped locally protected Natural Resources or Hazards, though there are some wetlands recognized by the State, but are not subject to City or LDC regulations. He displayed an aerial view of the site, showing the Urban Growth Boundary, with an active rail line to the west. It contains Goodnight Creek and associated wetlands, which have been partially mitigated. Along the southern border is the identified future extension of SE Rivergreen Avenue; and the Hansen easement is on the northern border of the property.

He highlighted the site's zoning designations, including Limited Industrial-Office along the South 3<sup>rd</sup> Street frontage; and General Industrial to the west. Across Highway 99 is mostly Medium-High Density Residential, Medium Density Residential, and RS-5 Low-Density Residential. The North contains Limited Industrial-Office. The properties to the south are similarly zoned as LI-O and GI. The Comp Plan Map designations are similar to the zoning designations, with LI-O to north, GI to the west, and a combination GI and LI-O to the south. The zoning across Highway 99 is Medium-High Density Residential, and Medium Density and Low Density Residential.

He highlighted the site's active Detailed Development Plan from 2006 related to an application for three car dealerships on the site (the "John and Phil's Detailed Development Plan"). Two options, A and B, were approved, for a Non-Residential or Industrial type development, with three access points to Highway 99, and included 32 Conditions of Approval. The Detailed Development Plan is still active due to construction of sidewalk along the frontage of South 3rd Street.

He said three pieces of testimony were received, with two included in the staff report. The two raised concerns but there was no opposition or support articulated. The third, received last night, expressed opposition to the applications; copies are on the back table.

D. Legal Declaration:

Deputy City Attorney Coulombe said the Commission will consider the applicable criteria as outlined in the staff report, and he asked that citizens direct their testimony to the criteria in the staff report or other criteria that they believe are applicable. It is necessary at this time to raise all issues that are germane to this request. Failure to raise an issue, or failure to provide sufficient specificity to afford the 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:

**Eric Adams** of Plannext Consulting stated he represented the applicants. He displayed the 51-acre site, bordered by South 3<sup>rd</sup> Street/Highway 99W on the east, Goodnight Avenue along the north, and the future extension of SE Rivergreen Avenue along the south. The Comp Plan Amendment request would re-designate this from its current mixture of GI and LI-O to a designation of Residential Medium Density and RS-9, with a corresponding Planned Development (PD) Overlay. The additional request is asking for nullification of the existing Plan Development Approval of 2006, to allow for consistency of the zoning designation, as the prior plan was approved in part through the GI zoning in place at the time, which would be inconsistent with the residential zoning requested.

He summarized the applicants' arguments regarding the Comp Plan amendment and zone change. Regarding the supply of industrial land versus residential land within City limits, according to the 2014-2015 Land Development Information Report (LDIR), there are about 105 acres of vacant RS-9 within the city- 63 acres are partially unconstrained by Natural Features; and only 24 acres are completely unconstrained (about 20%). This is insufficient to meet the projected demand for RS-9 housing over the next six years, based on the last eighteen years of building permit data, as captured through LDIRs. He noted a portion of the constrained acreage could conceivably be developed through MADA provisions within the Code, but projected an increase in inherent cost in development as a result of those Natural Features. The completely unconstrained acreage would meet only 37% of demand.

In contrast, there are about 427 acres of the site's current zone designation of GI and LI-O within the city that are completely unconstrained. After re-zoning this property to RS-9, the remaining LI-O acreage would be equivalent to six to eight years of development potential, based on past trends, and the remaining acreage of GI would be able to supply seven to eight years of development. He summarized that there is a relatively sufficient supply of LI-O and GI zoned land, compared to an insufficient supply of RS-9 acreage within City limits.

He highlighted South Corvallis Area Refinement Plan (SCARP) findings, noting that by re-zoning the site to RS-9, the resulting housing development would facilitate bringing the South Corvallis population closer to the 10,000 level estimated to be needed to support a major grocery store, commercial center or development of the town center site to the north. It could provide homes to 800-plus residents, and provide potential for employment growth.

The SCARP discusses transportation impacts and potentially extending a major connection westward to Highway 20, which would cross Marys River, although the presence of natural features areas could provide difficulty from a regulatory standpoint. Re-zoning the site for residential helps balance housing supply within the community, including in the south Corvallis area, which holds a major portion of remaining employment lands.

Regarding transportation and utilities, the RS-9 has an inherent reduced trip generation potential compared to GI, so there would be less impact to transportation facilities. All necessary utilities are existing or could be delivered to the site, including sewer, water, and storm water lines. The staff report discusses the need for a major

sanitary sewer trunk line along the west of the property, but the threshold for need and capacity within the Master Plan is a population of 80,000, and is the same for General Industrial, Light Industrial, or RS-9 for the site.

Regarding the PD Nullification, he noted that there were a number of Conditions of Approval that were specifically related to that prior development application. Nullification erases the GI/LI-O zoning of the prior PD approval; many of the Conditions would no longer be applicable to residential development. The remaining issues can be addressed through future Conceptual and Detailed Development Plans, or through applicable provisions of the LDC. He noted the LDC had been much changed since 2006, and now includes Pedestrian Oriented Design Standards, Natural Features Standards, etc.

The applicants saw the need for a Planned Development Overlay due to the likely need for variances. Limitations to access to the site from the highway, and roughly ten acres retained on the west for wetland mitigation and a drainageway may make meeting Block Perimeter standards challenging. A PD provides flexibility in addressing such issues and still provide the community with reassurance that compatible levels of development could be achieved.

He noted that in existing zoning and development patterns, it is not typical to have residential development immediately adjacent to industrial lands. On this site, the extension of Rivergreen Avenue to the south, a railway and wetlands on the west, and the future extension of Goodnight Avenue along the north boundary could provide substantial buffers to remaining industrial lands to the north, south and west. The resultant setbacks on the streets could be as much as 30-40', with separation distances between physical development as much as 80-100' total.

Commissioner Woods asked whether a higher density than the proposed RS-9 zoning had been considered; Mr. Adams replied that RS-9 seemed the best fit in the site context, allowing for a substantial range of housing types, while avoiding the taller buildings and smaller setbacks of Medium and Medium-High Density zones, which would've pushed the envelope regarding compatibility.

Commissioner Woods asked whether applicants felt a PD overlay was required to meet their goals for the development, or simply using clear and objective standards. Mr. Adams replied that applicants felt that a PD overlay was the most prudent course going forward, given the potential need for variances from some development standards, the site's land use history, and the surrounding uses. Provisions in the Code would potentially allow removal of the PD if the applicant choose and if it was acceptable to the City through a decision review process.

Commissioner Jensen asked about the reference to an area population threshold of 10,000 needed before a major grocery store would locate there. Mr. Adams cited a December 16, 2009 memo to the Council from the Community Development Director (in Attachment O), exploring why the town center a quarter mile north of the site hadn't yet developed; one reason highlighted was that most major chain commercial grocers need a population of roughly 10,000 within relatively close proximity in order to support the volume they need (the area population is currently roughly 7,000).

Commissioner Jensen asked whether the future extensions of Rivergreen Avenue and Goodnight Avenue (part of the Corvallis Plan) could cross the railroad along the west boundary or whether they would only serve the development. He asked what kind of housing types were being considered in coming up with the figure of 800 residents for the development. Mr. Adams replied that the figure derived from the average Corvallis household size of 2.3 people per household, multiplied by the number of roughly 375 dwelling units, consistent with the density range of an RS-9 zone, given the lot sizes and dwelling types. He noted RS-9 allows six to twelve dwelling units per acre. Commissioner Jensen said it sounded like about seven units per acre; Mr. Adams concurred. Mr. Adam said immediately west of the site are more than 400 acres of General Industrial zoning available for development and within the city limits. Railroad crossing issues would need to be addressed when those properties are developed, and this is expected within the Transportation System Plan and the Comp Plan.

Commissioner Jensen said the application referred to the arterials being buffers with the industrial zones, but those zones typically carry traffic and large vehicles, and was unconvinced that these roads would contribute to livability or safety. Mr. Adams said there are examples throughout the community of low-density housing immediately adjacent to major arterial streets, the highway and major commercial facilities. With setbacks, they'd be compatible with projected traffic. The development could provide housing closer to employment in the area, and the streets could be designed to handle the volume and type of expected truck travel. Commissioner Jensen countered that those cited examples were where roads grew up in residential areas.

Mr. Hutchens noted that Rivergreen Avenue is a Transportation System road intended to go west to serve the industrial property and eventually to connect further to the west. The rail crossing is less problematic than it could have been, since that portion of the railway is now owned and operated by Venell Farms. Commissioner Woodside replied that that was contradicted by the testimony from operators of the railroad, who expressed strongly that that they expected quite a bit of possible industrial rail traffic. Mr. Adam replied that a recent ODOT report related that this segment of rail line is essentially under threat of closure due to a lack of traffic.

F. Staff Report:

Planner Amiton related that the application previously came forward to the Commission on March 2, 2016, in a slightly different form, as a Comp Plan Amendment, Zone Change, and Planned Development Modification. However, staff identified some issues with that arrangement, including transitioning the PD overlay from non-residential to a residential character, so the Commission decided to continue the hearing, and staff worked with the applicant, who ultimately submitted a revised form, with the package before the Commission, including a Nullification and new Residential Planned Development Overlay.

He summarized that the Comp Plan Amendment was subject to review criteria in Chapter 2.1, and the PD Nullification subject to review criteria in Chapter 2.5; and the two-part Zone Change application consists of a change to the base zoning and applying the new Residential Planned Development Overlay.

The Comp Plan Amendment requires consistency with Comp Plan Policies; the staff report identified 22 policies as relevant to the request. The primary themes include

efficient use of land, meeting housing needs, preserving industrial and commercial land where appropriate, consistency with the SCARP and encouraging “comprehensive” neighborhoods. Staff found that RS-9 is the only implementing developable zone in the Medium Density Residential Comp Plan Map designation. RS-9 developments over five acres are required to provide a mix of housing types, helping meet housing need. The site is within a half-mile of two neighborhood centers identified in the Comp Plan and the SCARP. Adequate opportunities for industrial land exists outside of this site and along this rail line.

Comp Plan Map Amendment applications require that the Planning Commission and City Council make three findings. First, it must demonstrate public need. The City’s most recent Buildable Land Inventory (BLI) identified 63 acres of unconstrained acres (the applicant estimated only 24 acres). The discrepancy in estimates is that the applicant’s estimate removed areas with steep slopes, landslide hazard risk areas, and Partial Protection 100 Year Flood Plains. The LDIR does not remove these from the total, since the LDC does not necessarily prohibit development in these areas. There is no way to quantify how much land citywide is constrained given the differences site by site. He estimated the actual estimate of unconstrained acreage was somewhere between the applicant’s and the LDIR’s estimates. He added that LDIR assumptions show that roughly 5.5 years of Medium Density Residential remaining (the applicant estimated only about two years remaining), but either estimate shows only a small window remaining.

The 1998 General Industrial BLI projected 44 acres of Heavy Industrial (GI and Intensive Industrial (II)) was needed by 2020. The most recent LDIR estimated 490 vacant acres of GI; if the subject site is removed, there are still 467 vacant acres remaining, and would be sufficient to meet project needs until 2020. In terms of Limited Industrial-Office, the most recent LDIR estimates 35 vacant acres of LI-O zoned land (all within the LI-O Comp Plan designation). The subject site contains 27 of those acres of LI-O, so eight acres of LI-O would remain citywide- about 6.5 years’ worth. There are about 70 acres of LI-O land just outside the city limits in the urban fringe to the south along South 3<sup>rd</sup> Street that could become available through annexation, if necessary.

Second, the Commission is required to find that the advantages outweigh the disadvantages. Staff’s analysis of the Comp Plan review criteria is that this is a reasonable location for a needed Comp Plan Map designation. It would provide support for two neighborhood centers identified in the Comp Plan and two “town centers” identified in the SCARP within a half mile- one to the north and one to the south. In the Comp Plan, neighborhood centers are commercial areas designated with pedestrian orientation, serve the general community and surrounding neighborhood. In the SCARP, “town centers” are defined as mixed use focal points that provide opportunities for shopping, services, public uses, housing, and public spaces. Staff feel the proposal would support these Comp Plan and SCARP objectives.

He summarized that the disadvantages include a conflict with the SCARP Land Use Plan, which identifies the site for LI-O and GI, as designated on the Comp Plan map. The proposal also reduces the amount of land suitable for industrial development, but staff’s position was that there was a sufficient supply.

Lastly, the Commission must find that it is a desirable means of meeting a public need. The alternative means of adding Medium Density Residential to the inventory is annexation; however, the annexation process is more complex and less certain. Staff found no major compatibility concerns at this location.

Regarding Compatibility review criteria, the development will be buffered on the west by existing mitigated wetlands. The 2000 Army Corps of Engineers permit included as an applicant attachment shows the land set aside for wetland restoration, and a dedicated drainageway. It would be buffered to the south and north by planned Rivergreen Avenue and Goodnight Avenue extensions, respectively.

The applicant provided a Transportation Impact Analysis (TIA), projecting that fewer trips would be expected relative to the current Comp Plan designations, resulting in no significant effects to the transportation system. Applicants also provided a utility capacity study, demonstrating a lower demand for water, along with a higher demand for sewer. However, a sewer line extension is part of the Waste Water Utility Master Plan, which calls for adding a 33-36" sewer line along the west if needed, and would be evaluated at the time of development. Storm water is expected to flow toward Goodnight Creek, and the amount of storm water under the proposed designation would be projected to be less than the existing designations.

Regarding the Comp Plan Amendment, he concluded that there is a public need of Medium Density Residential land; the advantages outweigh the disadvantages; it is a desirable means to meet a public need; and development would be compatible with adjacent properties.

Regarding the **PD Nullification application**, criteria include that developing the property under conventional zoning standards and regulations would not create non-conforming development (as per LDC 2.5.80.b.2.a). Currently, there is no development on the site, so it would not create non-conforming development, and the criterion is satisfied.

LDC 2.5.80.b.2.b requires that special circumstances that were to be addressed through the Planned Development process can be dealt with as effectively through conventional standards. He noted that many special circumstances were addressed through the Conditions of Approval on the previous application and will be discussed with the next criterion.

LDC 2.5.80.b.2.c requires that Conditions of Approval attached to the approved PD can be met or are no longer necessary. There are 32 active Conditions of Approval for the site, and many are specific to non-residential development, and would not be necessary with a residential development on the site. Staff found that the remainder of the Conditions of Approval can be assured through other means, such as application of conventional LDC criteria. Some of the Conditions previously attached to the Approval related to standards that have since been incorporated into the LDC, or reiterated what was already in the LDC. The DSL wetland mitigation requirements related to the Army Corps permit issued, has established some protections to the drainageway and to Goodnight Creek; this was covered by previous Condition of Approval #30.

LDC 2.5.80.b.2.d requires that no prior commitments involving the subject property were made that would adversely affect it or other related properties in the City. In this case, the prior commitment was the “John and Phil’s” approval; staff found that the failure to construct the three car dealerships approved through that application would not be expected to result in any adverse impacts to the City, surrounding properties, or to the site itself.

Regarding the **Zone Change**, the RS-9 Zone is the only developable zone and implements Medium Density Residential Comp Plan Map designation. All review criteria for a Zone Change are also identified as Comp Plan Amendments review criteria. Findings and conclusions from the Comp Plan Map analysis are incorporated into the Zone Change analysis, previously discussed.

Regarding the Residential PD Overlay, Initiation criteria are identified in LDC 3.33.40. Applicable underlying zone standards are not adequate to address any of the four Initiation criteria. These include circulation of other common facilities; and resolution of issues related to unusual site configuration, steep topography, of Significant Natural Features. He noted that there are access restrictions related to ODOT’s regulation of the state highway and Highway 99W’s listing in the Transportation Systems Plan. Both restrict access to Highway 99, such that it would be difficult for development to occur on the site and still meet the City’s Block Perimeter Standards, so it’s likely that development will require some variation to those standards. A PD Overlay would be helpful in determining compensating benefits for the needed flexibility.

Another Initiation criteria includes assurance of comprehensive planning and coordinated development where the property is large. Staff found the 51-acre property is large, and a Residential PD Overlay would help ensure coordinated development on the site.

Planner Amiton summarized that staff recommends approval of all proposed applications based on the analysis present in the full staff report.

Commissioner Woods asked if there was, in fact, no development; Planner Amiton replied there is a sidewalk, which is defined in the LDC as development. Manager Young noted that a sidewalk would be required regardless of whether development was industrial or residential.

Commissioner Sessions asked to see the site plan, noting that there seems to be a offset required for Goodnight Avenue that could be problematic for future development. Engineer Grassel answered that the offset is not a preferred alignment, so we’d have to evaluate that and perhaps it would have to be stubbed out, and then waiting until the northern portion redevelops, and then bring it across.

Commissioner Sessions noted that the site is adjacent to the airport flight path, and asked if the airport or FAA had been consulted or wanted to weigh in. Manager Young said we consult when there are tall structures, but nothing of a significant height is proposed. Public Works staff was consulted in the application. No concerns have been identified, and the site is not immediately adjacent. Commissioner Sessions said growth near airports in other communities has sometimes led to a nightmare.

Commissioner Sessions asked if we approve this application in its entirety, if development for a subdivision would require a Planned Development. Planner Amiton replied that the applicants are requesting a Residential Planned Development Overlay, so any subdivision would require a Detailed Development Plan that would come before the Commission. However, the Residential Planned Development Overlay, per Chapter 3.33, allows the applicant to request removal of that in an administrative process. Given that, he encouraged the Commission to review the Zone Change application, with the assumption that it may not remain in perpetuity.

Commissioner Morr  said she'd heard that fewer trips would be expected than with current zoning, and asked how that squared with the estimated 800 new residents. Engineer Grassel highlighted the calculation on the chart on page 21 of the staff report.

Commissioner Price said if the PD Overlay goes away, staff had noted that it would be difficult to develop to the zoning standards underneath it. Planner Amiton replied that it would be difficult to develop under the Block Perimeter Standards, given ODOT's highway access restrictions and the City's highway access provisions.

Commissioner Woods asked where the eight remaining acres of LI-O would be if the application was approved; Planner Amiton replied that there are about eight acres zoned LI-O immediately to the north; that may not have been included in the eight-acre estimate; there is a little to the south, as well. Commissioner Woods asked about the prudence of removing the small amount of supply of remaining LI-O zone lands. Planner Amiton noted that LI-O is a hybrid zone, and there is also undeveloped land in both of the Limited Industrial and Office zoning designations within the City.

Commissioner Brown noted the town center was just to the east across the highway; Planner Amiton replied that was correct- the former auction yard site. Commissioner Brown asked if it was safe for 800 people to cross the street to shop. Engineer Grassel replied that pedestrian nodes are identified. Also, if Rivergreen Avenue is signalized, then that would provide a signalized approach and pedestrian crossing.

Commissioner Woodside noted that the staff report concluded that the land does not have an elevated GI or LI-O status, and asked if access to rail was considered in that. Planner Amiton replied that other nearby lands to the south along the rail line that don't have wetlands, Goodnight Creek restrictions, and other site obstacles are just as suitable for GI development with rail access. Commissioner Woodside noted that the 2020 timeframe for land use was only 3.5 years away; Planner Amiton replied that that was the date used in the 1998 BLI, which projected land needs. The BLI is being updated, and new projections should be available within the year.

Commissioner Woods asked about alternatives to a PD to meet Block Perimeter Standards. Planner Amiton replied that the Lot Development Option process can achieve some variances to certain objective standards, including Block Perimeter Standards. Public Works stated they would support a variance to Block Perimeter Standards in order to meet access restrictions along Highway 99W, either through the PD process or the LDO process.

Commissioner Jensen highlighted previous Conditions of Approval #29 and #30, asking how many acres would be protected as riparian and wetlands. He added that this proposal drastically reduces our supply of available LI-O, and asked if this as an equitable tradeoff. He asked about the numbers of trips that would be generated. Manager Young highlighted staff's trip generation calculation on page 21, using a reasonable worst case scenario for the most intensive type of use under the different zones. Engineer Grassel explained that the applicants used a calculation based on single-family houses rather than apartments- per the ITE, a single-family home has a higher trip generation than an apartment, so that's a more conservative estimate.

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

H. Public Testimony in opposition to the applicant's request:

**Rana Foster** submitted written testimony in opposition to the proposal (**Attachment A**), but did not speak in opposition. Her testimony was distributed to the Planning Commission.

**Jason and Christina Nelson** stated they live nearby, and have an easement on the extension of Goodnight Avenue, and own ten acres to the west of the railroad tracks. Ms. Nelson asked the Commission take a long look at the South Corvallis Area Refinement Plan before deciding. She noted that there is significant airport noise. The rail line has been improved over the last few years and rail traffic has increased. The Goodnight Avenue future extension alignment goes through a neighbor's house.

She said reduction of LI-O acreage should be considered. There's been improvements and development directly south over the last few years, including the new Block 15 taproom, as well as Willamette Graystone. It seems logical that this site should be an extension of similar development just to the south, since it seems a prime location for commercial and industrial zoning. Mr. Nelson highlighted the disproportionate tradeoff of losing LI-O; there are many more existing opportunities for RS-9 north of the site. He stated that his family (and many others in the area) bought their properties with the expectation that it would be light industrial, not residential. He objected to an RS-9 Medium Density designation, noting that the developers had recently presented plans for RS-5 and RS-6, similar in character to the nearby Willamette Landing development.

Commissioner Morr  said the South Corvallis Area Refinement Plan showed undeveloped land across the street. She asked about the path of Goodnight Creek; Ms. Nelson said that will be a concern for development, since the creek is at capacity during much of the year.

**Brent Pew** stated that he lives nearby on SE 3rd Street, saying that he and his wife have concerns regarding additional pedestrian and car crossings on Highway 99. Existing crossings already cause serious traffic backups and delays, and adding another 800 people there could cause safety hazards and slow traffic for traffic going both directions. Commissioner Brown asked if he believed that residential or industrial would be better in terms of likely traffic generation; Mr. Pew replied that he was uncertain.

I. Neutral testimony: None.

J. Rebuttal by Applicant:

Mr. Adams stated that regarding the supply of LI-O versus residential, the subject property has been available for development or sale as industrial since 2006; that shows weak demand. In contrast, studies document a shortage of land zoned for residential housing within city limits. He reiterated that there were only 24 acres of land zoned as residential within the city that were completely unconstrained by factors such as Natural Features. Development costs are higher for constrained sites.

In terms of whether the Planned Development process or the Land Development Option process was most viable to address Block Perimeter Standards, he noted ODOT doesn't want access points on a highway closer together than a quarter mile. In contrast, residential block faces are typically limited to 450' or less; therefore, the PD is needed to address the needed variance (rather than a Land Development Option).

Regarding density and numbers of dwelling units presented at the recent neighborhood meeting, he noted that Willamette Landing is zoned RS-9 and developed consistent to that zone's standard. There are clear development standards in the LDC and City design requirements that the rate of stormwater discharge for either industrial or residential on the site must be no more than the pre-development discharge rate. Therefore, there should be no impact to volumes of water entering Goodnight Creek and that system.

Commissioner Morr  asked how traffic generation from 800 new residents could be less than LI-O; Engineer Grassel replied he would respond on his calculations during questions to staff. Mr. Adams replied that the transportation analysis was conducted in two ways: one on an acreage basis and one on a square foot basis. Trip generation rates for a property this size for industrial uses are given by the Institute of Traffic Engineers (ITE) on an acreage basis and a square foot basis, and the City requested the analysis be presented in both ways. On the table on page 21 of the staff report, traffic from LI-O was estimated as if it were developed as a business park, and general light industrial use as a basis of estimates for the GI zone- the uses with the highest trip generation rates. On a per acre basis, the current zoning designation would generate 689 am peak hour trips or 629 pm peak hour trips. The ITE does not use a per acre basis for calculating residential trip generation, but on the dwelling unit basis at maximum density of RS-9 (twelve per acre), one finds 459 trips in the am peak hour and 612 in the pm peak hour. This shows lower trip generation for RS-9 than the current zoning designation.

Commissioner Jensen asked how many acres would be set aside for the creek. Mr. Adams replied the plan delineated a portion of the property as about 10.5 acres, with a 150' wide designated drainageway easement centered over the creek (as per a previous wetland mitigation approval issued by DSL).

Commissioner Brown asked how to prevent rainwater runoff from entering the creek. Mr. Adams explained that the runoff would eventually enter the creek, but the amount of runoff won't exceed current runoff due to runoff detention facilities onsite.

- K. Sur-rebuttal: None.
- L. Additional time for applicant to submit final argument:  
There has been no request for a continuance, and no request to hold the record open. The applicant waived the additional time to submit written argument.
- M. Close the public hearing: Chair Woodside closed the public hearing.
- N. Discussion and Action by the Commission:

Questions from the Commission:

Commissioner Brown asked traffic generation calculations. Engineer Grassel related that staff calculated using the highest density (based on single family homes), using the entire 51-acre site (not excluding the wetland), using the maximum RS-9 density of 12 units per acre. Developers could use five-unit apartment complexes, and that leads to the question whether bedrooms or numbers of persons was the appropriate rate to use in developing a reasonable worst case estimate; that would have to be evaluated during the development proposal. He noted a more intensive worst case trips scenario could be developed for industrial zoning, too; we try to come forward with a reasonable worst case scenario, not an ultimate worst case scenario. It needs to reflect something feasibly developable.

Commissioner Price asked if testimony on the Goodnight future extension going through a home was correct; Engineer Grassel replied plans must envision re-development; you'd have to condemn that property, and the City has never condemned a property, to his knowledge, during his tenure.

**Commissioner Woods moved to recommend the City Council approve the requested Comp Plan Amendment; seconded by Commissioner Brown.** Engineer Grassel clarified that South Corvallis has a specific exemption for water detention, allowing quicker discharge than elsewhere; the intent is to disperse water off the site more quickly in order to minimize area flooding issues. Commissioner Sessions asked if residential development would have more pervious land than industrial; Engineer Grassel concurred in general, though a detailed development plan has not been submitted yet.

**Motion passed, with Commissioners Morr  and Jensen opposed.**

**Commissioner Price moved to approve a Planned Development Nullification; seconded by Commissioner Woods.** Commissioner Woodside noted many previous Conditions of Approval seem to have been shifted to Development Related Concerns in this application. Planner Amiton replied that these three application types cannot have Conditions of Approval attached; they can only have Development Related Concerns. Commissioner Woodside asked if the set-aside for protection of Goodnight Creek had been removed in the PD Nullification; Manager Young replied that the area is already subject to wetland mitigation under the DSL permits; there have been some wetland restoration and enhancements in that area; it runs in the land in a deed restriction.

**Motion passed, with Commissioner Morr  opposed.**

**Commissioner Session moved to approve the requested Zone Change contingent upon City Council approval of the Comp. Plan Amendment, seconded by Commissioner Price.**

**Commissioner Woods moved for a friendly amendment to modify the motion to remove the PD Overlay, and only allow an RS-9 zone.** This would instead rely on clear and objective standards and other options, such as the Lot Development Options, because a PD would interfere with any future discussion of needed housing. Also, the long-term effect of the PD could potentially cause unnecessary work for all involved in the future, and everything can be achieved in the development without it. **Commissioner Price seconded.** Commissioner Session sought staff comment. Manager Young replied that it is something the Commission could consider, and noted that the applicant requested that a PD Overlay be placed on the property; staff analysis was not predicated on the PD Overlay being present on the site, and that the resultant development would be compatible under the proposed zoning. The staff has noted difficulties such as reconciling the Block Perimeter Standards with access management on Highway 99; staff is not stridently in opposition to the amendment, but it is something the applicant has requested.

Commissioner Woodside sought guidance on structuring the motions. Attorney Coulombe suggested treating them as two separate proposals- the Zone Change and the PD Overlay.

**Commissioner Woods moved to separate the question into two motions; one, considering whether the PD Overlay should be adopted, and the other whether the RS-9 Zone Change should be accepted. Commissioner Price seconded. Motion passed, with Commissioner Sessions opposed.**

Regarding the **motion on changing the Zone from GI and LI-O to RS-9**, Commissioner Morr  noted that this zone change would remove most of the supply of LI-O within City limits. It would also make it less compatible with surrounding land uses, is along a rail line (which is in limited supply within the City), and the South Corvallis Area Refinement Plan discusses maintaining residential use on the east of South 3<sup>rd</sup> Street and light industrial and office zonings to the west. She noted Corvallis' history is for large single-family residential zoned areas that don't lend themselves to pedestrian-friendly and transit-friendly development. The ten acres of wetland mitigation impinges on residential use; previous testimony was not for additional residential development in the area, but instead for amenities. She summarized she was opposed to the proposed zone change; she'd prefer a mixed use zoning proposal.

Commissioner Price highlighted a letter from the railroad in the record, Exhibit PC-D, which notes that the railroad line has been abandoned to the south and north; it is a privately owned spur and will never again see growth as a through line. Therefore, he doesn't see the presence of the rail line as a convincing argument against the zoning.

Commissioner Woods said that regarding the testimony on the desire for amenities, a certain minimum population was thought needed to support stores and other businesses in the area, so the development would help meet this. The property has been for sale for a decade and there have been no takers. The LI-O Zone is a hybrid, and there are both LI and Office zones that can support both separately.

Commissioner Woodside said the railway testimony was that “The most likely scenario is for the line to become an important tool for further economic growth in South Corvallis as a cul-de-sac industrial lead track, but one which could see robust future activity”. Commissioner Morr  added that the site is bounded on the west by an active rail line. Commissioner Price added the site is also bounded by constrained land on the west; according to testimony, the State has completely isolated this land and wetlands. Commissioner Morr  noted that other properties had access to the rail line; Commissioner Price the other properties could use the line, but not this property, which appears excluded from the rail line.

Commissioner Morr  asked if it were possible to switch the zone to Mixed Use rather than purely residential, and not limit future options. Manager Young advised against that, noting that the City has not provided notice for that decision. Commissioner Session added that the applicant hasn’t requested that.

Commissioner Woodside asked the notice area for this type of decision; Manager Young replied that it was 300’. He added that if there’s a desire by the Commission for a different zone, procedurally, the Comp Plan recommendation you just made would be inconsistent with that. You’d have to look at a different Comp Plan designation, and it wasn’t requested by the applicant.

**The motion to change the Zoning from GI and LI-O to Medium Density RS-9 passed, with Commissioners Morr  and Jensen opposed.**

Regarding the motion to approve the PD Overlay, Commissioner Woods moved to recommend not approving a residential PD Overlay, saying that there are other options available, and unnecessary PDs get in the way of addressing needed housing issues, and have outlived their lives in other areas of the city. Staff have indicated willingness to work with the applicant on variances and there are Lot Development Options available, as well.

Commissioner Brown asked staff to comment on achieving access to the highway in other ways without a PD Overlay. Planner Amiton replied that you can vary objective standards through the Planned Development process and through the Lot Development Option process. Attorney Coulombe noted that the State Needed Housing statute (ORS 197.307.6) has some benefits in allowing an applicant to **opt into** a variance process to order add flexibility. The Needed Housing issues surrounding other developments don’t apply when the applicant opts in; in this case, the applicant has opted in. The clear and objective standards don’t apply to an applicant who asks for a variance process, and that’s what this applicant is doing. He recommended that if the Commission is looking at denying the application, to looking at the criteria that are not satisfied. Commissioner Woodside added that denying would likely force the applicants to return to the Commission in another discretionary hearing process, since they’ve made this part of their application. Commissioner Woods noted that PDs tend to outlive their owners, and denial would show the Code is flexible enough to allow development without special provisions. The Commission may well have to deal with the site again in the future in any case.

Commissioner Ridlington said flexibility in dealing with the highway is probably more important in this application, and favored developing critical mass in south Corvallis, and so didn't support the motion. Commissioner Price said criteria to support the motion is that it puts the zoning under the strict LDC under a more discretionary LDC. Commissioner Morr  said the applicants would have to request a variance from Block Perimeter Standards; Commissioner Woodside noted that would be an administrative decision rather than a public body. Commissioner Woods said by denying the PD, it encourages the applicants design to follow the LDC; and there are other development options, such as the LDO; if not, the applicants can come back with a Detailed Development Plan.

Commissioner Sessions stated that the applicant has applied for a PD, saying that a PD process creates a collaborative effort by the City and developers to work out solutions to problems; eliminating that doesn't have the process in place, and creates more of an adversarial environment. Commissioner Woodside added that a neighborhood also gets to be part of a PD Overlay process. Commissioner Morr  said that with a constrained site like this, she understood an applicant's desire for a PD Overlay for flexibility.

Chair Woodside clarified that the original motion was bifurcated, which included a motion to approve, so even though there was a motion with a second, we decided to bifurcate instead.

**In the vote regarding approving the Residential PD Overlay, Commissioners Brown, Price, Woods, and Jensen opposed; with Chair Woodside breaking the tie, voting to approve the Residential PD Overlay, 5-4.** Manager Young noted that the recommendation on the Comp Plan Amendment was not appealable, but the Zone Change and PD Nullification decisions were appealable.

O. Appeal Period:

The Chair explained that the decision will be effective 12 days from when the Notice of Disposition is signed, unless an appeal is filed with the City Recorder.

**IV. OLD BUSINESS:**

Council Liaison Penny York said it is very helpful to the Council have the reasons for why the Commission voted the way it did included in the minutes; especially why someone is voting in the minority. She highlighted a case in which a minority viewpoint was expressed persuasively enough in the minutes that the Council voted to support the minority vote. The minutes are part of the Council's analysis and deliberation.

Planning Division Manager Kevin Young called attention to Commissioners Morr  and Jensen re-upping and confirmed by the Council, with Jim Boeder joining. Commissioner Brown will not continue serving.

Commissioner Morr  highlighted the issue she'd raised regarding the Notice of Disposition during the last hearing, saying she'd had a question about the language in an adopted Condition of Approval. She asked if there was any mechanism to allow an

opportunity to allow Commissioners to have 24 hours, say, to look at the Disposition and check if there's anything Commissioners have a question with, before it is a signed Notice of Disposition.

Manager Young related that the Chair has been invested with the authority in terms of signing Notices of Disposition. When there may be a discrepancy between what the decision was and what was reflected on paper, we'd look to the Chair to resolve that. The Mayor has a similar role at the Council level.

Commissioner Woods said there's nothing in the City Charter that precludes the Commission from correcting errors. Commissioner Woodside asked how that process would work. Commissioner Sessions said that this is why we need to be clear during our meeting; we need to avoid having to have another public meeting. Chair Woodside suggested we could re-read all motions prior to voting, but preferred avoiding another process post-hearing. Commissioner Morr  suggested a second or third reading on language that is newly crafted to ensure we're all hearing the same thing; Commissioner Woodside concurred. Commissioner Brown said the Council has opportunities to review wording on findings during following meetings; Attorney Coulombe said you'd then have a problem with the 120-day clock. Manager Young had no problem with a second or third reading.

Chair Woodside asked Commissioners to ask for staff opinion after the public hearing is closed, and to refrain from deliberations or opinion-giving before public testimony.

## **V. NEW BUSINESS:**

### **A. Planning Division Update:**

Planning Division Manager Kevin Young announced there were quorums for Commission meetings on June 1, 8, 15, 22, and 29. Special meetings on June 8<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> will start at 5:30 p.m. and dinner will be provided; this will allow completing OSU Comp Plan Amendments. There will be public hearings on June 1 and June 15. Commissioner Morr  asked that there be continued discussion after public hearings, if time allows; Manager Young concurred, saying there may be time on June 15.

Commissioner Price reported that the Housing and Community Development Advisory Board (HCDA) met at noon. It is considering low-income housing and options coming forward to address that, including accessory dwelling units, pocket neighborhoods, and pocket developments.

Council Liaison York highlighted that the Imagine 2040 steering committee will address data from comments from focus area meetings and surveys, format them into themes within the six focus areas, and a draft Vision Statement will be released next week. She emphasized that people will have opportunities to comment on that draft.

## **VI. ADJOURNMENT: The meeting was adjourned at 11:52 p.m.**

Corvallis Planning Commission  
 CPA14-0002 Willamette Business Park  
 ZDC14-00004?PLD16-00003  
 May 18, 2016

Rec'd @ PC mtg  
 Date 5-18-16  
 City of Corvallis

Dear Corvallis Planning Commission, *Noter Javer*

Will this zone change and PD overlay nullification and re-creation of new RS-9 PD, if approved, possibly become a legal tool to change zoning for this type of land use decision? So this zone change, may negatively impact land use in Corvallis and make it even more difficult a process for Staff, Reviewing boards and the public?

Is there other sites similar to this developer could use which are already in this zone designation RS-9? Because the developer can do this zone change, and the area is flat are of long term significant value to the applicants.

Has this type of zone change been done before and for this high a number of acres and if yes, what where the outcome, a denial, based on what reasoning at that time?

How are the GI-General Industrial and LI-O Limited Industrial Office acres in buildable land inventory for these zones loss decrease chances of future location of businesses into South Corvallis?

How many businesses would have located here and will this application promote the loss of all these businesses due to less of the GI and LI zone here specifically?

South Corvallis needs businesses, we drive too much to reach businesses. 9<sup>th</sup> Street is increasingly harder and harder to drive on and bike on safely, we should consider how to put more businesses in south Corvallis.

Would the loss of this huge area decrease even further the chance of an actual grocery store locating in South Corvallis?

Several of the conditions appear to be unknown, traffic Condition F appears to be not defined to facts for RS-9, and site wetland loss, parcel location support the very maximum loss to area riparian trees and drainage area, and other tax lots are to be impacted with this area's drainage way to be reduced or eliminated by pending RS-9 zone.

Is the RS-9 Zone more or less impactful for area wetland and Riparian areas? I guess this can only be answered with development plan(s) for the site. Will RS-9 zone allow the site to be developed in phases, or broken up into more tax lots?

Site may have very few natural features and what it does have are being set up for removal, impacting creek and drainage in this watershed and 100% to be mitigated off site. This drainage may be supporting fish passage, so should be given the best protection RS-9 grants in LDC. Developer may need to plan to pull back development to allow for more conservation of this sensitive area of riparian corridor with well established riparian cover. Planting a few new non native landscape trees and bark mulching up to a few feet of the creek area may not be suitable after all the riparian trees are deemed hazardous and be bulldozed.

Site may have a history of excavation, so wetland loss here may have occurred with the prior owners as they brought in fill and filled in lower areas. Vernal pool loss in the Willamette Valley, continues with fill and removal in the floodplain.

Wetland loss here may have been extensive, due to prior fill placement.

Creek and wetland loss continue in this watershed with shovel ready overlay zone at the Corvallis Airport Industrial Park where developers have not restrictions to develop for wetland and riparian area

protection. Corvallis Airport Industrial Park may be headwaters of the drainage area found on and within this parcel.

GT newspaper noted developer here will build- single family units, but how will the site be developed and with this being a gateway area, does RS-9 allow multi story apartment complex to be developed with a few single family cottages to satisfy the zone requirement? Retreat at Oak Creek cottages are single family dwellings, and may be leased to students, so single families may not be housed in single family dwellings in RS-9, in areas which do business strictly with lease real estate business build for students, so housing shortage for single family dwellings may reduced by this zone change request. Corvallis has a ever increasing demand for affordable homes for families and provides RS-9 to build family homes but this is used as a tool, by developers to build for student populations, and this Land use zone may add to our overall lack of affordable family homes in Corvallis.

Developer is going to build The Hub in Timberhill which will be high end lease apartment and community for students.

High rise development on this parcel may create a large visible screen to the views which are currently seen in this gateway area and longer range view of Corvallis view shed from this location.

Hopefully if the applicant and their engineering firm, comes back again to PC for the development of the site many more details will become factual. Possibly all parcel's wetland loss, drainage way area damage, traffic, noise, massive area light pollution, and RS-9 density will place more pressure onto the areas ecology and human landscape and add traffic to at speed section 45-25 speed limit change area and gateway parcel view of RS-9 and loss of views into view shed from this parcel. Thanks,

Rana Foster 980 SE Mason Pl Corvallis Oregon



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

**Present**

Jessica McDonald, Chair  
Charlie Bruce  
Sheryl Stuart  
Steve Rogers  
Joel Hirsch, City Council Liaison

**Staff**

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

**Visitors**

Barb Ellis-Sugai

**Absent**

David Hibbs, Vice-Chair, Excused  
Richard Heggen, Excused  
Jacque Schreck, Excused

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda	X		
III. Review of March 23, 2016 Minutes			Approved
IV. Community Comments	X		
V. City Council Report	X		
VI. New Business			
• 2016/17 Harvest Planning	X		
VII. Old Business			
• Annual Tour Finalization	X		
VIII. Staff Reports	X		
IX. Board Member Requests and Reports	X		
X. Adjourn			

**CONTENT OF DISCUSSION****I. Call Meeting to Order/Introductions**

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

**II. Review of Agenda**

Chair McDonald noted that Board Member Hibbs' absence was excused.

**III. Review of Minutes**

**Board Member Rogers moved to approve the March minutes; the motion was seconded and the minutes were approved unanimously.**

WMAB Minutes  
April 27, 2016  
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#### **IV. Community Comments**

Visitor Barb Ellis-Sugai discussed her stream monitoring report with the Board, answering questions from the Board Members. Ms. Ellis-Sugai noted that stream temperatures for 2015 reflect a particularly hot and dry year, with higher stream temperatures and lower flows. She noted that yearly monitoring is valuable and that the Forest Service is now looking at stream temperature as an indicator of climate change.

#### **V. City Council Report**

Councilor Hirsch reported that the Budget Commission is currently in session and that Department Directors have given their reports to the Commission. He also noted that the Imagine Corvallis 2040 survey is still available online.

#### **VI. New Business**

##### 2016/17 Harvest Planning

Mr. Miller shared some maps showing the areas being looked at for the harvest, which will actually be two different harvests. He noted that there was a 2010 stimulus grant for wildlife thinning, so some work has been done in this area to create some diversity, which will be expanded on with this harvest. He stated that he will begin working on the first bid process soon and the second in the fall. The Board agreed that Trout Mountain should go ahead with the first harvest's bidding process without further discussion, but would like to see more information on the second harvest.

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

##### Annual Tour Finalization

Ms. Ward presented the plan for this year's tour and Board Members volunteered for various assignments.

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

Mr. Hubbard reported that he and Ms. Ward have a meeting with the Fire Department about the emergency response plan.

Mr. Miller reported the following:

- With the drier weather, the road maintenance from the last harvest has been completed and all that is left is the final sign-off from the Forest Service.
- The US Fish and Wildlife service approved the Marbled Murrelet plan.
- He met with Dave Hibbs to go over maps showing uncommon vegetation types.

Ms. Ward reported that, following up on the last harvest, there are a couple of large slash piles close to the road that might provide good habitat for reptiles, amphibians, and small rodents. She asked the Board for opinions on how to handle the piles. The Board agreed that the piles could be burned since there is considerable woody debris remaining within the harvest stands.

Ms. Ward reported that she visited the watershed with a couple of herpetologists from Oregon State University. She also reported that the restoration work at Old Peak Meadow is going well. The area has been planted with shrubs, which survived the winter well, but will need to be watered every two weeks starting in June. Councilor Hirsch and Board Members Rogers and Bruce volunteered to help water the plants.

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Ms. Ward reported that a group of fellows from the International Association of City Managers are coming to the Corvallis area with an interest in forestry and how it interfaces with governments and communities and will visit the watershed on May 9.

Mr. Hubbard reported that Mark Dulan from Oregon State University's Environmental Engineering Division is interested in filling the vacant space on the Board after Board Member Stuart steps down.

**IX. Board Member Requests and Reports**  
Finance and Habitat Working Group Reports

Chair McDonald reported that the finance group discussed the idea of creating a reserve fund, especially in the current competitive budget climate. She stated that they have delivered the issue to staff to explore the possibilities.

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

**NEXT MEETING: June, 22, 5:15 p.m., Madison Avenue Meeting Room**

## Metz, Carl

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**From:** Brad Wakefield  
**Sent:** Thursday, May 05, 2016 11:32 AM  
**To:** Metz, Carl  
**Subject:** Support for Hotels in Corvallis

Hi Carl, I'm writing to let you know that I both personally and professionally support the Hampton Inn and Suites project in Corvallis, as well as other hotel projects downtown. We frequently bring physicians into Corvallis from all over the country, and have a difficult time finding appropriate places for them to stay. When I was being recruited here by the Clinic, I had to stay in Albany one weekend because there were no rooms available in Corvallis.

This weekend, we have multiple friends coming to visit for my daughter's birthday, and all the rooms are booked with the big volleyball tournament. I just had another friend visiting for Mother's Weekend, and she had to get very creative to find a place to stay.

There is no question there is a big need for more rooms, please help solve this problem for our community (and not just on home football game weekends)

Warmly,

Brad

Brad Wakefield  
Chief Executive Officer  
The Corvallis Clinic

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[www.corvallisclinic.com](http://www.corvallisclinic.com)

**PATIENT  CENTERED**  
PRIMARY CARE HOME PROGRAM

**junk** (noun): Things that are considered to be useless, worthless, or of low quality: *I had Doctor Haul remove all the junk from my property!*

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MATTRESSES? JUNK?  
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*Doctor Haul's purpose is to keep Oregon GREEN, which is why we go out of our way to recycle or reuse every item possible that we pick up in Corvallis, Albany, and surrounding communities.*

*We can accommodate both large and small junk removal projects, and we will look for alternative uses for everything we collect before taking them to the Coffin Butte Landfill.*

***Doctor Haul can take care of all of your needs in one, easy, scheduled stop!***

***As environmentally mindful citizens, we take pride in knowing any leftover mattress, debris, or unwanted furniture will be recycled, reused, or donated whenever possible. So many items nowadays are just tossed into the trash, but Doctor Haul is here to help keep our growing landfill to a minimum.***

## ***Doctor Haul is needed because Corvallis...***

...is a college town which brings thousands of students and with those students comes a lot of "stuff" that they will inevitably leave behind.

...doesn't have a lot of HOA's, but has a wealth of property managers and landlords who have cleanup needs after their tenants move out.

...is a retirement community with senior citizens who could always use a helping hand.

After assisting a customer, we make an average of **FOUR** stops before heading to the landfill.

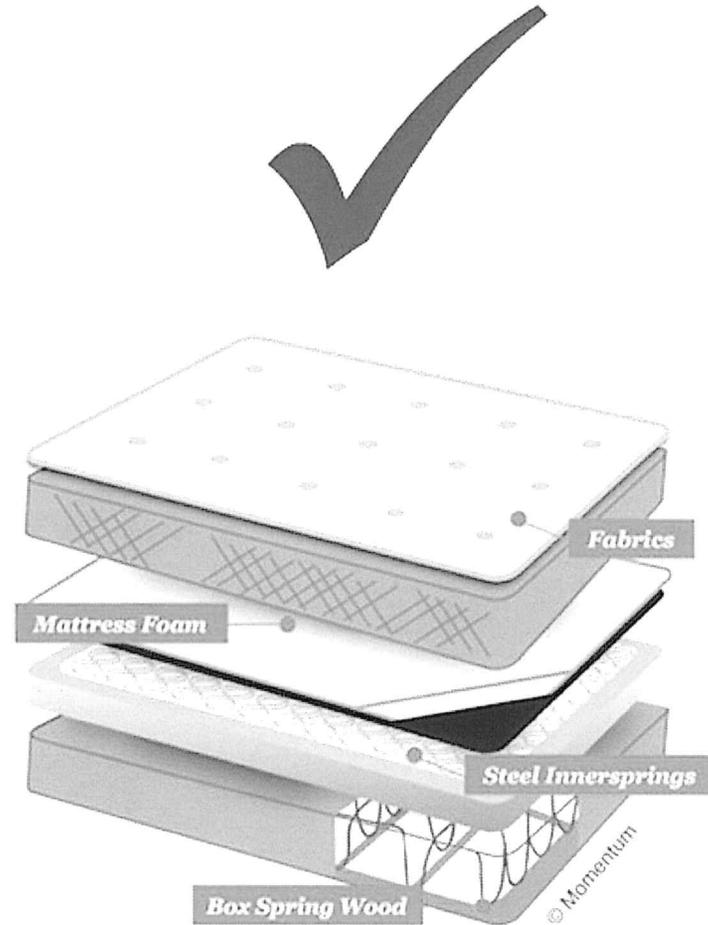


We dispose of the items we collect the right way,  
**EVERY TIME.**



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JUNK REMOVAL SPECIALIST

# Mattress Recycling



*“Doctor Haul is a much needed service in the area.”*



Work performed for a valued customer



Work performed for Duerksen & Associates

***“Great service and great price. On time and did what they said they would do. I would definitely recommend to friends.”***



**GOT OLD COUCHES?  
MATTRESSES? JUNK?  
DOCTOR HAUL  
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***Great Rates on All Junk Removal***

***Free Estimates***

***Next Day Service Guaranteed***

***Locally Owned and Operated***

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## **Chapter 23 - Solid Waste Management**

### **23.105 Franchise or Permit Required to Provide Service.**

No person shall solicit for service customers or provide service in Benton County, without first acquiring a franchise or permit under BCC Chapter 23 unless specifically exempted pursuant to this section. BCC Chapter 23 shall not apply within the limits of an incorporated city, except as may be provided through an agreement with the city.

[Ord. 1, adopted March 31, 1971; Ord. 23, adopted December 17, 1980; Ord. 85-0023; Ord. 86-035]

## Chapter 23 - Solid Waste Management cont.

(d) A producer who transports and disposes of waste created as an incidental part of the regular operation of a licensed auto wrecking business or a janitorial service\*

(e) The transportation by a person of solid waste produced by the person to a disposal site

***\*"Janitorial service" does not include accumulation or collection of wastes produced by a property owner or occupant***

## **Chapter 23 - Solid Waste Management cont.**

23.110 Exemptions to Requirement for Franchise or Permit.

- (1) The following persons or practices are exempted from the requirements of BCC Chapter 23:
  - (a) A private charitable organization
  - (b) A religious, charitable, benevolent or fraternal organization
  - (c) The collection, transportation or redemption of returnable beverage containers under the "Bottle Bill"



***Doctor Haul is here to help local patrons with personalized, on-site, environmentally mindful junk and debris removal services.***

***We strive to exceed our customer's expectations; going above and beyond to do our part to keep the Willamette Valley clean and beautiful.***

***We are not in business to compete with Republic Services. We do not, nor will we ever, offer contractual curbside trash and recycling services. We are in business to assist the community with personalized on-site junk removal and debris removal at a fair price. Our aim is to be the most environmentally mindful company in the industry.***





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