

***** MEMORANDUM *****

JANUARY 19, 2007

TO: MAYOR AND CITY COUNCIL
FROM: JON NELSON, CITY MANAGER 
SUBJECT: SUPPLEMENTAL GOAL SETTING MATERIAL

No additional submittals were received from community organizations.

Attached are background pieces on the Planning Commissioners prioritization of work program issues and a briefing piece on a 2005-2006 Council Goal: "Evaluate Strategies to Maximize Delivery of Parks and Recreation, Youth, and Cultural Services."

c: Department Directors
Joseph Bailey

Attachments

4007

MEMORANDUM

TO: Mayor and City Council
FROM: Ken Gibb, Community Development Director 
DATE: January 19, 2007
RE: 2004 Unresolved Planning Issues Discussion

I. ISSUE

With each new City Council term, staff presents to the Planning Commission and the City Council a list of unresolved planning issues to get direction on a Planning Division Work Plan. The Planning Commission makes a recommendation to the City Council regarding a priority for completion of these work tasks. Ultimately, Council sets these priorities.

II. Discussion

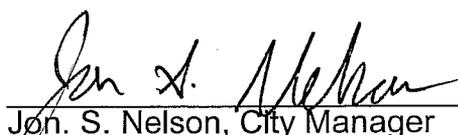
On January 17, 2007, the Corvallis Planning Commission held its annual unresolved planning issues work session. The unresolved planning issues were identified by members of the community, Planning Commission and Council members, and staff. Included here is Attachment A, which comprises the memo to the Planning Commission and the list of unresolved planning issues. The list of issues is in table format and describes the issues, the relative effort required (as estimated by staff), and the current status of each issue. Many are carried forward from previous years and are in varying states of completion. Table I includes the items that were the top priority of the previous City Council for the last two years. Table II is a list of the 17 items from the full list that have been completed since the priorities were developed. Table III is the list of remaining work tasks that was used by the Planning Commission in its prioritization exercise. Also included is a public input request to consider a number of items for inclusion in the prioritized list.

Attachment B is a new table that presents the priority ranking by the Planning Commission from its January 17, 2007, meeting. Several issues previously discussed by Council and citizens were not Planning Commission priorities (e.g. nuisance code enforcement, SW Corvallis Area Plan).

III. Request

This information is available for the Council to consider during the Council goal setting process. It is recommended that the Council consider the list of work program priorities at a future Council meeting and provide formal direction.

Review and Concur:



Jon. S. Nelson, City Manager

Memorandum

Date: January 10, 2007
To: Planning Commission
From: Ken Gibb, Community Development Director 
Re: 2007-2008 Planning Work Program Priorities

I. Issue:

Each year, staff brings to the Planning Commission a listing of potential work tasks. The Planning Commission reviews the list, suggests additions as necessary, and recommends priorities for completion to the City Council.

II. Discussion:

This memo contains tables that contain the following:

- Table I- Current Council Priority List
- Table II- Completed Items (work tasks that have been completed from the previous priority list approved by the City Council);
- Table III- Remainder of Unresolved Planning Issues (Current Council priorities are first, followed by work tasks identified by Staff that could be accomplished as opportunities and time allow in the future).

The items in Table III are arranged from top to bottom by "degree of difficulty," meaning the anticipated level of effort required for completion. The priority rating from the previous review is also included for those projects that were ranked.

Staff believe that completion of any prioritized list of projects would be affected by several variables including:

- Current planning case load;
- Measure 37 responsibilities (may increase following passage of the revised Land Development Code);
- Unknowns associated with the implementation of revised Land Development Code; and
- Council direction regarding the City's role in implementing the Downtown Strategic Plan and the Economic Vitality Partnership Strategic Plan.

III. Requested Action:

The Planning Commission is requested to review the project list, make adjustments as appropriate, and make a recommendation to the City Council regarding project priority.

TABLE I - Current Council Identified Priority List

Rank	Item	Level of Effort Needed * = Lower Level ** = Medium Level *** = High Level	Staff Comments/Status
1	<p>Consolidate:</p> <ul style="list-style-type: none"> Code Update and also separate Code Amendment efforts into a single document (Involves Text Amendment Process); All Comprehensive Plan Map and District Map Changes of various Code Update efforts, once implemented (Involves Map Amendment Process) Includes the Construction Sales and Service Use Type description (Split this out into separate project (Construction Sales and Service moved to separate Item 1A) 	***	<p>COMPLETED</p> <ul style="list-style-type: none"> • Staff has been reviewing and it appears that there will be well over 50 items to be consolidated.
1A	Construction Sales and Service Use Type description	**	<ul style="list-style-type: none"> • Split out from #1 above, into a separate project by the City Council • Not Yet Begun
2	Streamline and re-write LDC Chapter 2.9 for historic properties so that it is: (1) more easily understood and more efficiently implemented; (2) clear and objective; and (3) so that there are streamlined procedures for non-historic and/or non-contributing items. Also, amend Chapter 2.9 for a special system addressing OSU historic properties	***	<p>COMPLETED</p> <ul style="list-style-type: none"> • This effort is underway at a Staff level.
3	Resolve all Timberhill Mapping Discrepancies.	**	<ul style="list-style-type: none"> • Needs to be re-evaluated to determine if it is needed. • If needed, will include a public hearing to amend Zoning Map, and may include a public hearing to amend Comprehensive Plan Map.

4	<p>The following are not specific Code adjustments – they are mechanisms to implement the Code that need to be completed:</p> <ul style="list-style-type: none"> • Establish a native plants list • Establish a tree canopy coverage list and standard coverage allowance by species • Establish a mechanism to keep track of transferred densities • Establish a mechanism to track easements, mitigation, and vegetation plans • Mechanism to keep track of modifications and LDO's on a site • Mechanism to track expiration dates and • Mechanism to track impervious surface increases in riparian areas 	***	<ul style="list-style-type: none"> • LDC implementation items that will facilitate Phase III Code administration. • Underway, but not yet completed.
5	Continue work with South Corvallis Site Certification and Refinement Plan for industrial properties	**	<ul style="list-style-type: none"> • Timetable will be linked to schedule of property owners. • Not yet begun, since property owners have not yet submitted a proposal.
6	Update Buildable Lands Inventory following implementation of the Natural Features Project	**	<ul style="list-style-type: none"> • Update of last year's LDIR data completed as part of LDIR. However, full update involving BLI numbers that reflect the impacts of the Code Update has not yet begun, It is hoped to be started in the first quarter of the year.

Planning Work Program List for Council Term 2005-2006

TABLE II - Completed Items

TABLE II - COMPLETED ITEMS		
ISSUE	STATUS	LEVEL OF EFFORT NEEDED
		* = Lower Level ** = Medium Level *** = High Level
<p>1. Consolidate:</p> <ul style="list-style-type: none"> - Code Update and also separate Code Amendment efforts into a single document (Involves Text Amendment Process); - All Comprehensive Plan Map and District Map Changes of various Code Update efforts, once implemented (Involves Map Amendment Process) - Includes the Construction Sales and Service Use Type description (Split this out into separate project (Construction Sales and Service moved to separate Item 1A by the City Council) <p>HIGH - Council Goal</p>	COMPLETED	***
<p>2. Streamline and re-write LDC Chapter 2.9 for historic properties so that it is: (1) more easily understood and more efficiently implemented; (2) clear and objective; and (3) so that there are streamlined procedures for non-historic and/or non-contributing items. Also, amend Chapter 2.9 for a special system addressing OSU historic properties</p> <p>HIGH - Council Goal</p>	COMPLETED	***
<p>3. Implement additional Comprehensive Plan Policies that address:</p> <ul style="list-style-type: none"> - <u>vistas</u> - <u>viewpoints</u> - <u>landmark trees and tree groves less than or equal to 0.25 acres (moved to item 10)</u> - <u>other trees and shrubs evaluated for only non-wildlife factors</u> - <u>archeological resources</u> <p>(raised by staff)</p> <p>LOWER (previous year's priority level)</p>	COMPLETED	***
<p>4. Court of Appeals/LGDC follow-up and acknowledgment for LDC Updates:</p> <p>HIGH (previous year's priority level)</p>	COMPLETED	**

<p>5. LUBA Appeals follow-up for Phases I and III of the Code: HIGH (previous year's priority level)</p>	<p>COMPLETED</p>	<p>**</p>
<p>6. City-initiated Planned Development removal zoning-district change process for residential properties without an approved Detailed Planned Development where property owner desires this change. (raised by staff) HIGH (previous year's priority level)</p>	<p>COMPLETED</p>	<p>**</p>
<p>7. Investigate mitigation requirements or design standards to address residential heat pumps, air conditioning units, and other similar equipment. Historically, placement of residential heat pumps (A/C units) has not been regulated under the Code or through building permits, despite the fact that they can be a considerable source of neighborhood noise. A citizen inquired as to what recourse she had when her neighbor placed a heat pump in the side-yard setback between her residence and the neighbor's house. The neighbor's house was built directly on the setback line, and due to the electrical wiring for the house, the heat pump could only be conveniently placed within the 5-foot setback (RS-6). (Raised by a citizen)</p>	<p>COMPLETED</p>	<p>**</p>
<p>8. Consider/evaluate the merits of the Code changes suggested by Carolyn Miller in her letter of February 19, 2003.</p>	<p>COMPLETED</p>	<p>**</p>
<p>9. Discuss street tree requirements for small lots and also establish written policies for trees relative to power lines and utility lines. (raised by staff)</p>	<p>COMPLETED</p>	<p>**</p>
<p>10. Update Comprehensive Plan and District Maps to incorporate all map changes that have been approved and implemented. (raised by staff)</p>	<p>COMPLETED</p>	<p>**</p>
<p>11. Investigate possibility of private storm drain lines in backyards. (raised by staff)</p>	<p>COMPLETED</p>	<p>* or **</p>
<p>12. Fix appeal time frames to LUBA in Appeal chapter 2.19 (specifically 2.19.30.07): - 21 days from date of mailing for legislative items - 21 days from date of signature for quasi-judicial items (Raised by City Attorney's Office).</p>	<p>COMPLETED</p>	<p>*</p>

<p>13. Remove the requirement to publish a notice in the paper for appeals in Section 2.19.30.06.a.1. (Raised by staff to comply with prioritization cuts directed by the City Council).</p>	<p>COMPLETED</p>	<p>*</p>
<p>14. Chapter 4.0 - requirements for sidewalk widths (i.e., 4', 5' and 6') are inconsistent. For example, the table in the LCD (pg. 4.0-6) shows 5' required along collectors, but the written requirement in the Section before (4.0.40(2)), shows 6' minimum. This is also inconsistent with the Transportation Plan table and the City's Engineering standards. (Raised by Engineering staff)</p>	<p>COMPLETED</p>	<p>*</p>
<p>15. Consider reduced-noticing requirement when processing a Zoning District Change for adding Historic Preservation Overlay to properties. (Raised by staff)</p>	<p>COMPLETED</p>	<p>*</p>
<p>16. Change the Parking and Access Standards that Development Services uses to make clear that the use of ITE standards for parking lot layout dimensions is allowed. (Raised by staff)</p>	<p>COMPLETED</p>	<p>*</p>
<p>17. In the 1993 LDC, the definition for <i>Day Care, Commercial Facility</i> references LDC Section 4.9.70 for buffer standards (i.e., area per child and buffering). Section 4.9.70 does not exist. Fix reference. (raised by staff)</p>	<p>COMPLETED</p>	<p>*</p>

**TABLE III - Remainder of Unresolved Planning Issues to Consider as
Windows of Opportunity Open Up**

TABLE ORDERED IN TERMS OF LEVEL OF EFFORT NEEDED, WITH REMAINING COUNCIL PRIORITIES LISTED FIRST		
ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
<p>1. The following are not specific Code adjustments – they are mechanisms to implement the Code that need to be completed:</p> <ul style="list-style-type: none"> • Establish a native plants list • Establish a tree canopy coverage list and standard coverage allowance by species • Establish a mechanism to keep track of transferred densities • Establish a mechanism to track easements, mitigation, and vegetation plans • Mechanism to keep track of modifications and LDO's on a site • Mechanism to track expiration dates and • Mechanism to track impervious surface increases in riparian areas <p>HIGH - Council Priority #4</p>	<ul style="list-style-type: none"> • LDC implementation items that will facilitate Phase III Code administration. • Underway, but not yet completed. 	***
<p>2. Construction Sales and Service Use Type description</p> <p>HIGH - Council Priority #1A</p>	<p>Split out from #1 of Council Priority List, into a separate project by the City Council</p> <ul style="list-style-type: none"> • Not Yet Begun 	**
<p>3. Resolve all Timberhill Mapping Discrepancies.</p> <p>HIGH - Council Priority #3</p>	<ul style="list-style-type: none"> • Needs to be re-evaluated to determine if it is needed. • If needed, will include a public hearing to amend Zoning Map, and may include a public hearing to amend Comprehensive Plan Map. 	**

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
<p>4. Continue work with South Corvallis Site Certification and Refinement Plan for industrial properties</p> <p>HIGH - Council Priority #5</p>	<ul style="list-style-type: none"> • Timetable will be linked to schedule of property owners. • Not yet begun, since property owners have not yet submitted a proposal. 	**
<p>5. Update Buildable Lands Inventory following implementation of the Natural Features Project</p> <p>HIGH - Council Priority #6</p>	<ul style="list-style-type: none"> • Update of last year's LDIR data completed as part of LDIR. However, full update involving BLI numbers that reflect the impacts of the Code Update has not yet begun, It is hoped to be started in the first quarter of the year. 	**

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
<p>6. Evaluate Chapter 4.2 - Landscaping, Buffering, Screening, & Lighting to see how preservation of Significant Trees and Significant Shrubs not addressed via Phase III can be made more clear and objective. Phase III established clear and objective standards for vegetation in areas that were inventoried for WHA's, Isolated Tree Groves greater than 0.25 acres, Riparian Corridors, & Wetland Areas. However, Significant Trees and Shrubs <u>outside of these inventoried areas</u> are still required, by Chapter 4.2, to be preserved to the maximum extent practicable. This is because they were too small to inventory and were, therefore, not part of the overall balancing that occurred as part of the Phase III of the Code Update. The uninventoried Significant Trees and Shrubs generally apply to individual trees, landmark trees, isolated tree groves that are less than 0.25 acres, and small groups of trees in developed areas. While the subject was discussed during Phase III of the Code Update, the effort was deferred by Council until adequate time could be allotted. (raised by staff). <i>Note: Historically Significant Trees, as defined in Chapter 1.6 - Definitions, were already addressed with the Code Update.</i></p> <p>MEDIUM (previous year's priority level)</p>	<p>On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).</p>	<p align="center">***</p>
<p>7. Consider/evaluate the merits of using the new downtown parking requirements (1:1000) for area along Monroe, north of the University, and between approximately 14th and 26th Streets. This issue was recently revisited during the OSU Bookstore Major Modification. (raised by citizens and PC member)</p> <p>MEDIUM (previous year's priority level) <u>(NOTE: Re-evaluate and potentially increase this item's ranking based on findings from Downtown Strategic Plan and OSU Parking Study)</u></p>	<p>On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).</p>	<p align="center">***</p>

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
8. Evaluation of ideas outlined in Natural Features project Incentives White Paper MEDIUM (previous year's priority level)	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	***
9. LDC Amendments to Industrial Chapters and Downtown policies LOWER (previous year's priority level) <u>NOTE: Re-evaluate ranking of Downtown Policies after Downtown Strategic Plan recommendations, and re-evaluate Industrial Chapter after Refinement Plan is complete)</u>	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	***
10. Consider establishing a separate Application Requirements chapter and removing the requirements from the individual chapters. (raised by staff)	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	***
11. Consider investigating the possibility of architectural design standards for the Riverfront District - these would be standards that are different from the Pedestrian Oriented Design Standards in Chapter 4.10. (raised by Planning Commission)	<i>Awaiting a window of opportunity to evaluate.</i>	***
12. Provide resources necessary to complete a case history layer (i.e., a database that provides a geographic reference (GIS) for ArcView), and be able to connect this information to public information resources, such as web access for citizens and staff). The case history layer has a good start, but much work remains in completing the history, and finalizing a usable format for the public and staff. (Raised by staff)	Partially completed and work is ongoing.	***

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
13. New lighting standards (i.e., lighting ordinance) that addresses outdoor lighting. (raised by citizen & CC member) LOWER (previous year's priority level)	Partially completed during the Code Update. Any larger efforts are on hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities). It is recommended that the effectiveness of the new lighting provisions be evaluated prior to embarking on any larger efforts.	***
14. Urban Fringe Management Agreement Update LOWER (previous year's priority level)	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	***
15. Municipal Code provisions, developed in conjunction with other City Departments, for: <ul style="list-style-type: none"> • preserving vegetation, especially prior to development; and • application of pesticides and herbicides. MEDIUM (previous year's priority level)	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	** or ***
16. Identify and remedy unintended conflicts within the Revised Code that are substantive in nature and, therefore, could not be addressed in the consolidation effort that was just completed (raised by staff).	Initial efforts started and awaiting a window of opportunity to evaluate further.	** or ***

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
<p>17. Consider further revisions to the solar energy policies of Comprehensive Plan (Article 12.2) and/or the regulations in LDC Chapter 4.6, to recognize the lack of adherence to, and/or, as some have argued, the lack of necessity for these. (raised by PC member)</p> <p>LOWER (previous year's priority level)</p>	<p>First cut at accomplishing this task done as part of Natural Features Project Code Changes.</p> <p>A more thorough review is on hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).</p> <p>It is recommended that the effectiveness of the new solar access provisions be evaluated prior to embarking on any additional efforts.</p>	<p align="center">** or ***</p>
<p>18. Establish a vegetation management plan (VMP) guidebook and mechanisms for reviews. Outline clear approval criteria and establish a baseline management VMP that the public can use. (raised by staff)</p> <p>HIGH (previous year's priority level)</p>	<p>Mostly completed, but still in process of finalizing.</p>	<p align="center">**</p>
<p>19. Establish a guidebook/pamphlet for Natural Features Project provisions and do outreach and staff training. (raised by staff)</p> <p>HIGH (previous year's priority level)</p>	<p>Partially completed.</p>	<p align="center">**</p>
<p>20. Establish a guidebook/pamphlet for Phase I Code Update provisions and do outreach and staff training. (raised by staff)</p> <p>HIGH (previous year's priority level)</p>	<p>Partially completed.</p>	<p align="center">**</p>

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
21. Need to develop a policy for how to calculate the 5-year supply of land for use in Annexations. (raised by Staff & PC) MEDIUM (previous year's priority level)	On hold, due to nature of project, and pending opportunity in future work program (depending on CC goals and priorities)	**
22. Investigate parking requirements for multi-family dwellings – have been too low in some situations. (raised by staff) LOWER (previous year's priority level)	On hold, due to nature of project, and pending opportunity in future work program (depending on CC goals and priorities). However, preliminary surveys of similar jurisdictions were completed and Corvallis actually meets the highest parking requirements.	**
23. Section 4.0.60.k – Evaluate the language pertaining to street locations designed to not preclude adjacent development. Language may not be specific enough to result in good designs all of the time. For example, some sites stub streets at a point which would result in a neighboring property having undevelopable pieces of land. (Raised by Planning Commissioner)	Partially completed with Code Update, but awaiting a window of opportunity to evaluate further.	**
24. Consider/evaluate the merits of requiring some amount of single story dwellings in single family residential developments to address elderly and handicapped housing needs. (Raised by citizens and staff)	Awaiting a window of opportunity to evaluate.	**
25. Evaluate the use type classification for assisted living facilities (i.e., assigning large apartment-like facilities for assisted living to the use type of group residential/group care may not adequately assess impacts). (Raised by citizen)	Awaiting a window of opportunity to evaluate.	**

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
26. Additional housekeeping changes to Chapter 4.0 - Improvements, as identified by Development Review engineering staff. Changes are identified on the red-lined copy of Chapter 4.0 from Engineering.	Partially completed with Code Update. Awaiting a window of opportunity to evaluate the remainder.	**
27. Consider reviewing building height definition to: (1) consider whether, for example, reducing absolute height by some number of feet by using a mansard design rather than a sloped design should only merit a difference between the average height of the slope and the deck of the mansard; and (2) discuss the rationale for why the Height of Buildings definition (pg. 1.6-15) uses the average height of the tallest gable rather than the height of the ridge. Also, if the eaves on either side of the gable are at different heights, it is not clear from the wording how to compute the average. (Raised by staff) <u>(NOTE: Consider building height limitation for RS-20 District when it abuts a less intensive residential district.)</u>	Building height transition requirements for the RS-20 Zone were completed with the Code Update. It is recommended that modifications to the building height definition not be pursued at this time, since conflicts with the Building Code may arise.	**
28. Consider revising wireless antenna regulations because freestanding antennas are allowed to be 75 feet high with only a Plan Compatibility Review approval, while attached antennas are only allowed to be 10 feet higher than a building. Attached antennas taller than 10 feet require a Conditional Development. (Raised by staff)	Awaiting a window of opportunity to evaluate.	**

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
29. Review all accessway standards for land partitions, land divisions, and subdivisions. For partitions, Section 4.4.30 of the LDC requires that "accessways must connect to dedicated right-of-way at least 40 feet in width". For properties such as those along Hillview, we have rejected partition requests because of this standard. However, we allow the same situation to occur in subdivisions. Do we want to reconsider this inequity? Eliminate inconsistencies between land division requirements (Chapter 4.4 of the LDC) for driveway/street improvements and the City's "Off-Street Parking and Access Standards". Current inconsistencies in the standards make it difficult for Staff to craft clear and objective conditions for land partitions. For example, driveways for 5 or more dwellings should be 20 feet wide per Off-Street Parking Standards, and 28 feet wide per Land Development Code. Which standard do we apply? (Raised by staff)	Awaiting a window of opportunity to evaluate.	**
30. Address condominium plats – do we need a process for review and approval of these? (Check with state and county regulations – Public Works would usually have a concern about converting private utilities to public utilities on these). (Raised by staff)	Awaiting a window of opportunity to review, but it is not likely that a new process would be needed or recommended.	**

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
<p>31. Benton County Board of Commissioners allowed expansion and alteration of a nonconforming use based on certain limitations. While we may not want to allow this, the conditions under which it was allowed may be useful for future Code adjustments to address deliveries that are made in areas immediately adjacent to residential properties. The conditions were:</p> <ol style="list-style-type: none"> 1. Limit large truck deliveries to the hours of 10 am - 2 pm, Monday thru Friday (no weekend deliveries); 2. Sound levels resulting from the operation of machinery can't exceed 40 decibels, measures at abutting properties; and 3. All trucks (any size) delivering materials must shut off their engines during delivery and pick-ups. <p>(Raised by staff)</p>	Awaiting a window of opportunity to review, but it is not likely that modifications on this subject matter would be recommended.	<p align="center">**</p>
<p>32. Consider allowing a minor modification option for modest sign code changes in Planned Developments. Right now, any changes to an approved sign plan in a PD must go through the major modification process (see 4.7.90.09(d)). (raised by staff)</p>	Awaiting a window of opportunity to review.	<p align="center">**</p>
<p>33. Consider modifying threshold list relative to architectural changes in PD Chapter so that if someone is proposing an improvement that can be specifically defined in the list, then a Major Modification is not triggered. (raised by staff)</p>	Awaiting a window of opportunity to evaluate.	<p align="center">**</p>
<p>34. Complete a thorough review of revised State Statutes and our land divisions standards, there are some inconsistencies (e.g., we allow administrative notes and setbacks to be placed on plats but the State won't accept this anymore). (Raised by staff)</p>	Mostly completed, but awaiting a window of opportunity to fully evaluate.	<p align="center">**</p>

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35. Need to address series partitions – the LDC does not do this, especially for determining accessway widths for series partitions where all lots created (over one or two partitions) use the same accessway. The LDC only considers widths to accommodate no more than three lots. (Raised by staff)	Awaiting a window of opportunity to evaluate.	**
36. Finalize written Dolan policies for internal use	Partially completed and awaiting a window of opportunity to complete the remainder.	**
37. Creation of a regulatory mechanism for equitably sharing a right-of-way between adjacent property owners in order to facilitate underground parking structures. (raised by Planning Commission)	<i>Awaiting a window of opportunity to evaluate.</i>	**
38. Consider creation of LDC language for awarding additional Downtown off-street parking space credits for underground parking spaces. (raised by Planning Commission)	<i>Awaiting a window of opportunity to evaluate.</i>	**
39. Review parking standards for multi-family developments containing in excess of 3 bedrooms per unit. (added 6/06)	<i>Awaiting a window of opportunity to evaluate.</i>	**
40. Consider establishing a minimum beds per acre standard for the Group Residential Use Type so that a 6-bed facility isn't developed on a 20-acre site. (Raised by citizen)	Awaiting a window of opportunity to evaluate.	* or **
41. Review the definition of "infill" and determine if it should be used only relative to the implementation of Stormwater Master Plan and Comp Plan policies, or whether it should be modified or another definition added to address infill for other analyses (e.g., Annexations, etc.). (Raised by a Planning Commissioner)	Awaiting a window of opportunity to evaluate.	* or **

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ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
42. Consider establishing a parking requirement for "Animal Sales/Services - Kennels." Development Services is working with some of the neighbors of Heartland Humane Society. The neighbors are concerned that Heartland employees/volunteers/patrons are parking on the street because the parking lot is often full. Heartland's Director acknowledges that this is happening. The LDC does not appear to require any off-street parking for "Animal Sales/Services - Kennels." As a note, Heartland actually has a parking lot that accommodates 17 vehicles. This amount doesn't appear to be enough. (raised by staff)	Awaiting a window of opportunity to evaluate.	* or **
43. Clarify whether or not arbors should be subject to the same standards as fences (i.e. subject to 3-foot height limitation in front yard areas, so have been needing to be approved through an LDO process for front yard entryways – consider changes so that applicants wouldn't need an LDO process). Development Services indicates that arbors up to 10' in height are exempt from a building permit/building code review. (Raised by staff)	Awaiting a window of opportunity to evaluate.	*
44. Consider creating an exemption for Conditional Development review of new construction that is exempt from the need to obtain a building permit (9-30-03 – Director decision to allow Good Samaritan Church, 333 NW 35 th , to proceed with storage shed installation without a Conditional Development approval, provided the shed is exempt from building permit requirements). The Church is an existing nonconforming use in a residential zone, as there is no record of them having gone through a prior CD process. Alternatively, adjust Nonconforming Development chapter to address this issue. (raised by staff)	Awaiting a window of opportunity to evaluate.	*
45. Consider creation of LDC language for regulation of free-standing, temporary car shelters. (raised by Planning Commission)	<i>Awaiting a window of opportunity to evaluate.</i>	*

TABLE ORDERED IN TERMS OF LEVEL OF EFFORT NEEDED, WITH REMAINING COUNCIL PRIORITIES LISTED FIRST

ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
46. UGB Map correction in North Corvallis for Butterfield Property.	<i>Awaiting a window of opportunity to evaluate.</i>	*
47. Evaluate how to address approved removal of Hazard Trees in terms of mitigation for the removal. Often the Hazard Tree is a tree that was required to be preserved, and mitigation is necessary to achieve the parameters of original land use approvals, etc. (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
48. Evaluate the issue of tandem parking, define under what circumstances it is allowed, and create standards to address how it must be designed if it is allowed (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
49. Evaluate the merits of establishing standards to prohibit the use of tractor trailers as signage opportunities (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
50. Evaluate the merits of only requiring one sign to be posted on smaller properties (i.e. less than 10,000 sq. ft.). Pertains to sign posting advertising a land use action (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
51. Correct the ORS cite in Chapter 2.0 pertaining to M56 requirements to ORS.186, instead of ORS 227.175 (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
52. Add a reference to the requirements of Chapter 3.30 - Willamette River Greenway, for those properties falling within it in the Riverfront Zone. Specifically, it looks like the reference is needed in Sections 3.15.30.02 & 3.15.90 (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
53. Evaluate potential conflict between Table 4.0-1 - Street Functional Classification System and the text of Chapter 4.0 - Improvements Required with Development. Specifically, Table 4.0-1 states that access control is required on Arterial Streets and the provision limiting access to one point on Arterial Streets was deleted from the text via Phase I of the Code Update. Evaluate whether it needs to be reinstated (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*

TABLE ORDERED IN TERMS OF LEVEL OF EFFORT NEEDED, WITH REMAINING COUNCIL PRIORITIES LISTED FIRST

ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
54. Update the Order of Proceedings requirements in Chapter 2.0 - Public Hearings, to allow more flexibility in terms of order, to more closely match current Order of Proceedings handouts (raised by staff).	<i>Awaiting a window of opportunity to evaluate.</i>	*
55. Evaluate merits of changing Section 2.0.50.08 - Voting Eligibility so that decision-makers may read minutes for a missed meeting in order to revive voting eligibility, as opposed to listening to tapes of a missed meeting, which is the current requirement of Section 2.0.50.08.	<i>Awaiting a window of opportunity to evaluate.</i>	*
56. Resolve the duplication problem in the General Industrial Zone. The Major Services and Utilities Use Type is listed as both an Outright Permitted Use Type and a Use Type subject to Plan Compatibility Review.	<i>Awaiting a window of opportunity to evaluate.</i>	*
57. Evaluate the merits of making more uniform the expiration time frames for various land use applications.	<i>Awaiting a window of opportunity to evaluate.</i>	*
58. Establish a Maximum Sign Height standard for the OSU Zone in Section 4.7.90.05, since all the other zones have such a standard.	<i>Awaiting a window of opportunity to evaluate.</i>	*

Towne, Fred

From: Matthews, Kathleen on behalf of Planning
Sent: Wednesday, January 17, 2007 11:47 AM
To: Towne, Fred
Subject: FW: work plan agenda request
Attachments: SW Corvallis Area Plan Request 13 January 2007.doc

From: Susan Morre [mailto:susanmorre@comcast.net]
Sent: Monday, January 15, 2007 12:21 PM
To: Mayor; Ward 1; Ward 2; Ward 3; Ward 4; Ward 5; Ward 6; Ward 7; Ward 8; Ward 9; Nelson, Jon; Gibb, Ken; Planning
Subject: work plan agenda request

Dear Mayor Tomlinson, Council, Planning Commission, City Manager Nelson, and Mr. Gibb,

I am attaching a letter of request that about two dozen neighbors on Fairmont Drive in Ward 1 have signed, and I copied the contents into the body of this email. We understand that both the City Council and Planning Commission are deciding on work plan priorities this week that will guide your activities over the coming year, and we are requesting that you add an item to that work plan with high priority--creating an Area Plan for Southwest Corvallis. Our neighborhood was left out when a work plan was created for West Corvallis and for South Corvallis, yet we have seen a considerable amount of development over the past 7 years without a guiding vision for the area against which to compare new development proposals. As a result, there has been no effort to provide missing amenities or to track the considerable impact to traffic patterns or to the natural environment as these new projects are considered in isolation. Therefore, we ask that you please create an area plan, with input from residents, for the area in between the West and South Corvallis Area Plan boundaries--basically, the area bounded by 45th on the west, Brooklane on the south and east, and Philomath Boulevard on the north.

We just found out on Wednesday evening that the Council should have our request by the Tuesday meeting and that the Planning Commission should have it by their Wednesday meeting. We have only had time to collect signatures from our street, from people who met with Mayor Tomlinson and Councilor York last Wednesday or who we spoke with over the next few days. We can collect more signatures on the request over the next week or so if necessary from other parts of the neighborhood, but we ask that you consider our initial request at your meetings on January 16 and 17. We will bring original letters with signatures and addresses to the meetings. Thank you very much.

Susan Morre
 2775 SW Fairmont Drive

13 January 2007

To City of Corvallis Staff and Elected Officials:

From Southwest Corvallis Residents (Ward 1)

On behalf of our SW Corvallis neighborhood, we are requesting that Ken Gibb and the Development Services staff and Planning staff, City Manager Jon Nelson, Mayor Charlie Tomlinson, and both the Planning Commission and City Council consider the cumulative impacts of development in our

neighborhood over the last 10 years, including impacts on traffic, quality of life, and the natural environment. Many relatively large developments have been approved by the City and built without providing basic amenities such as a neighborhood park or convenience store within walking distance. There is no cohesive plan for our neighborhood and no consideration of cumulative impacts of development decisions partly because Southwest Corvallis was left out of the Area Plan process, while all other parts of town had an Area Plan done.

We request that the City take the following actions over the next year:

- 1-- Do an Area Plan for our neighborhood, preferably before approving any further developments larger than one lot.
- 2-- Look at cumulative impacts on neighborhoods of proposed development projects inside the Urban Growth Boundary, to avoid the negative impacts of piecemeal development proposals that are currently considered in isolation. This will help remedy the current negative impacts on our neighborhood of several large development projects that are very near one another but that are only being considered on their own rather than in combination.
- 3-- Use at least half of System Development Charges paid by developers to provide amenities in the immediate neighborhood of the development to help maintain our quality of life and provide basic amenities that are currently lacking.
- 4-- Remove the speed bumps along Brooklane that were not built to standard specifications in size, abruptness, and spacing, so that emergency equipment such as fire trucks and ambulances can respond more quickly, and so that we can all drive the 25 mile per hour speed limit on this collector street without damage to our vehicles. Replace them with speed bumps that meet accepted standards such as those along 30th Street between Jefferson and Harrison.

Thank you for considering our request.

Sincerely,

Southwest Corvallis residents

Susan and Jeff Morre'
2775 SW Fairmont

Jim and Pat Wohlwend
2695 SW Fairmont

Ed and Kathleen Heath
2710 SW Fairmont

Arthur and Barbara Boucot
2850 SW Fairmont

Eugene and Jessica Wisor
2755 SW Fairmont

Peter and Deborah Ball
2805 SW Fairmont

Laurie Childers and John Selker
2675 SW Fairmont

Sheryl Oakes Caddy and Lance Caddy
2725 SW Fairmont

Norman and Patricia Bishop
2680 SW Fairmont

Steve Giovannoni
2810 SW Fairmont

Lucinda and George Taylor
2795 SW Fairmont

Bruce and Kathy DeYoung
2790 SW Fairmont

Balz and Simone Frei
2835 SW Fairmont

Bob and Pat Smythe
2758 SW Fairmont

Rod and Mohaiza Dashwood
2870 SW Fairmont

Planning Commission Listing of Work Program Priorities for the Planning Division- January 2007

ISSUE	STATUS	LEVEL OF EFFORT NEEDED
Top Priority (No Specific Order of Significance)		
<p>1. The following are not specific Code adjustments – they are mechanisms to implement the Code that need to be completed:</p> <ul style="list-style-type: none"> • Establish a native plants list • Establish a tree canopy coverage list and standard coverage allowance by species • Establish a mechanism to keep track of transferred densities • Establish a mechanism to track easements, mitigation, and vegetation plans • Mechanism to keep track of modifications and LDO's on a site • Mechanism to track expiration dates and • Mechanism to track impervious surface increases in riparian areas <p>HIGH - Previous Council Priority #4</p>	<p>LDC implementation items that will facilitate Phase III Code administration.</p> <p>Underway, but not yet completed.</p>	***
<p>5. Update Buildable Lands Inventory following implementation of the Natural Features Project</p> <p>HIGH - Previous Council Priority #6</p>	<p>Update of last year's LDIR data completed as part of LDIR. However, full update involving BLI numbers that reflect the impacts of the Code Update has not yet begun. It is hoped to be started in the first quarter of the year.</p>	**

Planning Commission Listing of Work Program Priorities for the Planning Division- January 2007

ISSUE	STATUS	LEVEL OF EFFORT NEEDED
Top Priority (No Specific Order of Significance)		
<p>6. Evaluate Chapter 4.2 - Landscaping, Buffering, Screening, & Lighting to see how preservation of Significant Trees and Significant Shrubs not addressed via Phase III can be made more clear and objective. Phase III established clear and objective standards for vegetation in areas that were inventoried for WHA's, Isolated Tree Groves greater than 0.25 acres, Riparian Corridors, & Wetland Areas. However, Significant Trees and Shrubs <u>outside of these inventoried areas</u> are still required, by Chapter 4.2, to be preserved to the maximum extent practicable. This is because they were too small to inventory and were, therefore, not part of the overall balancing that occurred as part of the Phase III of the Code Update. The uninventoried Significant Trees and Shrubs generally apply to individual trees, landmark trees, isolated tree groves that are less than 0.25 acres, and small groups of trees in developed areas. While the subject was discussed during Phase III of the Code Update, the effort was deferred by Council until adequate time could be allotted. (raised by staff). <i>Note: Historically Significant Trees, as defined in Chapter 1.6 - Definitions, were already addressed with the Code Update.</i></p> <p>MEDIUM (previous year's priority level)</p>	<p>On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).</p>	<p>***</p>
<p>16. Identify and remedy unintended conflicts within the Revised Code that are substantive in nature and, therefore, could not be addressed in the consolidation effort that was just completed (raised by staff).</p>	<p>Initial efforts started and awaiting a window of opportunity to evaluate further.</p>	<p>** or ***</p>
<p>21. Need to develop a policy for how to calculate the 5-year supply of land for use in Annexations. (raised by Staff & PC)</p> <p>MEDIUM (previous year's priority level)</p>	<p>On hold, due to nature of project, and pending opportunity in future work program (depending on CC goals and priorities)</p>	<p>**</p>

Planning Commission Listing of Work Program Priorities for the Planning Division- January 2007

ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
Second Priority (No Specific Order of Significance)		
<p>7. Consider/evaluate the merits of using the new downtown parking requirements (1:1000) for area along Monroe, north of the University, and between approximately 14th and 26th Streets. This issue was recently revisited during the OSU Bookstore Major Modification. (raised by citizens and PC member)</p> <p><u>MEDIUM</u> (previous year's priority level) (NOTE: Re-evaluate and potentially increase this item's ranking based on findings from Downtown Strategic Plan and OSU Parking Study)</p>	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).	***
<p>48. Evaluate the issue of tandem parking, define under what circumstances it is allowed, and create standards to address how it must be designed if it is allowed (raised by staff).</p>	<i>Awaiting a window of opportunity to evaluate.</i>	*
Third Priority (No Specific Order of Significance)		
<p>11. Consider investigating the possibility of architectural design standards for the Riverfront District - these would be standards that are different from the Pedestrian Oriented Design Standards in Chapter 4.10. (raised by Planning Commission)</p>	<i>Awaiting a window of opportunity to evaluate.</i>	***
<p>15. Municipal Code provisions, developed in conjunction with other City Departments, for:</p> <ul style="list-style-type: none"> • preserving vegetation, especially prior to development; and • application of pesticides and herbicides. <p><u>MEDIUM</u> (previous year's priority level)</p>	On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)	** or ***

Planning Commission Listing of Work Program Priorities for the Planning Division- January 2007

ISSUE	STATUS	LEVEL OF EFFORT NEEDED * = Lower Level ** = Medium Level *** = High Level
Third Priority (No Specific Order of Significance)		
<p>17. Consider further revisions to the solar energy policies of Comprehensive Plan (Article 12.2) and/or the regulations in LDC Chapter 4.6, to recognize the lack of adherence to, and/or, as some have argued, the lack of necessity for these. (raised by PC member)</p> <p>LOWER (previous year's priority level)</p>	<p>First cut at accomplishing this task done as part of Natural Features Project Code Changes.</p> <p>A more thorough review is on hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities).</p> <p>It is recommended that the effectiveness of the new solar access provisions be evaluated prior to embarking on any additional efforts.</p>	** or ***
<p>9. LDC Amendments to Industrial Chapters and Downtown policies</p> <hr/> <p>LOWER (previous year's priority level)</p> <p>PC Identified this portion only of issue #9, calling it "9a"</p> <p><u>NOTE: Re-evaluate ranking of Downtown Policies after Downtown Strategic Plan recommendations, and re-evaluate Industrial Chapter after Refinement Plan is complete)</u></p>	<p>On hold, due to size of project, and pending opportunity in future work program (depending on CC goals and priorities)</p>	***

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

June 13, 2006

TO: MAYOR AND CITY COUNCIL

FROM: COUNCILORS GÁNDARA, DANIELS, AND DAVIS

**SUBJECT: CHECK IN ON COUNCIL GOAL: "EVALUATE STRATEGIES TO
MAXIMIZE DELIVERY OF PARKS AND RECREATION, YOUTH, AND
CULTURAL SERVICES"**

Background

Our Committee held meetings on March 7, March 22, and May 2 to review the Joint Boards and Commissions Report and discuss a recommendation to the Council on an appropriate next step. Julee Conway, Carolyn Rawles-Heiser, and Jon Nelson have also participated in the meetings and discussions.

Discussion

Report recommendations (cover page and pages 4, 5, & 6) are attached for your reference. Also attached are memorandums from Parks and Recreation Director Conway and Library Director Rawles-Heiser on what they plan to accomplish, related to the report recommendations, in FY 06-07 using existing resources. Our discussions have also included the departments' existing work load, special projects, and the fact that new Council goals will be established in less than a year.

We also note the Telecommunications Service Tax goal falls under report recommendation #2 of the Funding section. It is recognized that unavoidable public safety expenditures (drill tower, vehicles) without an additional funding source will impact fund balance and accelerate the need for a levy or other revenue source, or alternatively, service reductions.

Recommendation

After thoughtful consideration of the report, a review of recommendations that will be achieved using existing resources, existing work load, special projects underway, and other City Council goals, the Committee recommends:

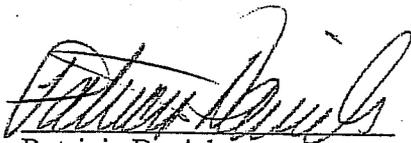
- That the 2007-2008 City Council adopt a goal of developing, with appropriate public and private partners, multi-year funding strategies in support of parks and recreation, library, cultural, and youth services.
- That organizations representing various cultural services such as the Corvallis ArtCentric, Majestic Theatre, daVinci Days, Fall Festival, and the Red, White and Blues Festival, consider forming a collaborative group to advocate for and represent their mutual interests.

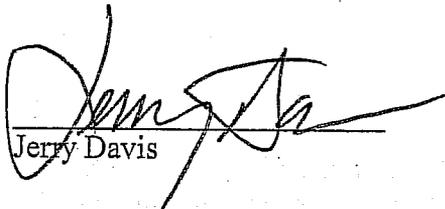
Further Discussion

The report also reveals that the City would benefit from enhanced coordination and support of departmental citizen volunteer efforts and City advisory commissions. The work of these volunteers is a valuable resource that is integral to ongoing city operations.

Additional Recommendation

The Committee recommends that the 2007-2008 City Council adopt a goal to perform a comprehensive review and analysis of the City's many volunteer programs and provide recommendations for action.


Patricia Daniels


Jerry Davis


Rob Gándara

c: City Manager Nelson
Library Director Rawles-Heiser
Parks and Recreation Director Conway

**JOINT BOARDS AND COMMISSIONS REPORT
TO THE
CORVALLIS CITY COUNCIL**

On the
**Delivery of Parks and Recreation, Youth and Cultural
Services**

January 2006

Report Compiled by
Cynthia Solie, Community Development Director
Oregon Cascades West Council of Governments

In Cooperation with

Julee Conway, Director
Corvallis Parks and Recreation

Carolyn Rawles-Heiser, Director
Corvallis-Benton County Public Library

Victoria Fridley, Director
ArtCentric

Each participating member worked in one of five discussion groups with each group examining the system from the perspective of a subset of system users: children, youth/teens, adults, seniors, and persons with special needs. (See Attachment V)

Reflecting on the lists that were developed, several members noted that this approach may not articulate the elements important to Corvallis residents in general, such as a community character that is visually stimulating, aesthetically pleasing and artfully intriguing and one which offers residents visual and active connection with its natural environment.

Also, it was the general sense that more information about existing programs was needed in order to fully articulate what programs, services and facilities might be in jeopardy and to specify those that needed to be saved, improved, added, restored or discontinued. The list generated should be viewed as an initial brainstorm that shows the breadth of the services that are needed and valued. It was intended primarily to assist the members of the boards, committees and commissions to consider the broader context as they completed the task of identifying strategies.

6. **Identification of strategies:** Keeping in mind the information and ideas shared in the preceding steps of the process and the list of characteristics of a quality system, the board/commission/committee members shared ideas about what might be done to maximize the delivery of parks and recreation, youth and cultural services. The majority of ideas concerned improvements in the following categories:
 - Communication with the public and among service providers,
 - Funding,
 - Potential partnerships and collaborations among and between service providers, and
 - Improving efficiencies in service delivery.

(See Attachment I for the complete list of the ideas.)

RECOMMENDATIONS

The board/commission/committee members were asked to select from the larger set of ideas about how to maximize the delivery of services those that they thought held most promise for making a significant difference in the system. The following items were offered by individuals and should not be seen as reflecting a consensus of the group. (The order of listing and numbering do not reflect any ranking or prioritization.)

A. Funding

1. Overturn and/or overcome the constraints imposed by Measures 5, 47/50
 - a. Increase support for funding, need to "sell" what the community has to offer and what the community needs
 - b. Be proactive: need to educate the public that taxes are not bad, they have created the great community that we have

State
Issue

- SR
Cm
2. Develop new funding mechanisms; consider all options: bonds, local option levies, or fund raising events for ongoing operations and improvement projects
 3. Form "friends" groups and foundations to support services and programs
 4. Increase and better use volunteers
 5. Coordinate information that goes out to the public about programs and services
- 015

B. Marketing/Communication/Technology

1. Hire a professional city public relations/information specialist *BC*
2. Improve and better utilize websites; electronic media better reaches younger audiences *skelly*
3. Use a city-wide, service-wide hotline/website to inform potential volunteers of opportunities and connect them to programs needing their skills *bc*
4. Educate the community about how the City works and how public services are delivered; address general lack of public understanding

C. Efficiency

1. Establish a "budget" for cultural services and activities (such as festivals, arts programs) and develop a unified approach to funding "cultural" activities/services, separate from economic development funding
2. Identify ways to assist festivals and events through such things as:
 - a. A City staff person that would provide support to the various festivals
 - b. Facilitating the sharing of infrastructure between and among festivals
3. Develop and implement an outreach strategy for boards/commissions/committees so that:
 - a. the work of the boards/commissions/committees is more visible to the public,
 - b. the public better understands what the boards/commissions/committees do,
 - c. interest is generated for participating on the boards/commissions/committees, and
 - d. the public is better informed about how their local government works.
4. Establish a council comprised of representatives of boards and committees to improve coordination and collaboration

D. Community Involvement

1. Adopt-a-_____ -Program, similar to the Adopt a Highway Program, provide recognition of those providing service.

2. Establish a "master volunteer" program similar to the master gardener program; build a corps of skilled volunteers who can be called upon to assist with a variety of public service needs

E. Collaboration and Partnership

1. Because collaborations and partnerships are not necessarily "free," in considering a particular collaboration or partnership consider whether dollars will be saved; analyze benefits and costs
2. Utilize OSU and LBCC students through internships, class projects, etc.; students can be a good source of help with analysis and research, graphics, etc.

OTHER COMMENTS

To wrap up the process, the members of the boards, commissions and committees were asked what **other ideas or messages** they wanted to convey to the City Council:

1. At least one person suggested that if programs were to be cut in the future due to funding constraints, that all programs be equally cut. Others preferred a more prioritized approach, if cuts were needed.
2. The City Council should do what is necessary, not what is popular (e.g. the City Council established the transportation maintenance fee); the Council should realize that they have "permission" to raise taxes, as necessary, to provide needed/desired public services.
3. To help citizens better understand their city government and services, provide information to the public about upcoming meetings of boards and commissions with a list of the meetings included with the City Council agenda, available at the library, etc.
4. As a next step in the process, form a working group that reports to the City Council and includes at least one representative of each of the various boards, commissions, and committees to continue the work on this Council goal.
5. The City should find ways to call attention to and celebrate the services provided by the City; e.g. dedicate one week each year to the work of each group.
6. Develop a CD on Corvallis, use to inform visitors/tourists about all of the services and programs that Corvallis offers and to make these services more visible and "accessible" to visitors.
7. The members wanted to thank the City Council for having a goal related to parks, recreation, youth and cultural services and for seeking input from the board/commission/committee members. It was suggested that the City Council use a similar process involving boards/committees/commissions in considering the delivery of other services.

MEMORANDUM



To: Jon S. Nelson, City Manager
From: Julee M. Conway, Director
Date: April 21, 2006
Subject: City Council Goal Implementation for FY 06-07
Joint Boards and Commission Report January 2006

Based on existing resources, we anticipate accomplishing the following activities in Fiscal Year 06-07:

Funding

- a. Staff will continue to identify and evaluate funding mechanisms for implementation of department-wide capital projects, and ongoing operational support. Staff will be focusing on supporting the City Council activities related to placement of a bond measure to fund the Senior Center/Chintimini Park enhancement project capital improvement requirements. In addition, staff will explore and apply for grants to help supplement proposed bond measure funds for the the Senior Center & Park expansion plans, as well as, ongoing operating funds to provide enhanced services at the Center. In addition, staff will continue to explore and implement revenue sources to support the ongoing operation of the Osborn Aquatic Center.
- b. Based on community interest, staff will provide information to local groups to develop a "Friends" group. For example, staff currently supports the activities of Friends of Softball group and the Senior Foundation.
- c. Staff will continue to support the activities of volunteers in park operations and related environmental and outdoor education activities offered through our recreation programs. This support would be provided the existing Park Operations *Volunteer Coordinator* and the *Recreation Coordinator* position activities.

Marketing/Communication/Technology

The Department will continue to use the resources available to the City, i.e., public television, city newsletter, The Gazette Times city feature article, the bi-annual Activity Guide, and the other community publications available to disseminate program and services information.

Efficiency

- a. Support the coordination of the Department's Boards and Commission to collaborate on specific projects, support investigation of a broad-based Foundation development, increase joint outreach projects and generate resources for funding projects.

- b. Continue in-kind staff support of festival production

Community Involvement

Continue to support volunteer projects and/or provide guidance for a group of volunteers who desire to form an "Adopt-a-Trail/Park" group

Collaboration and Partnerships

Continue to support and nurture partnerships and collaborations that support department service delivery.

For more information, contact Julee Conway, Director, at 766-6918 or via email at julee.conway@ci.corvallis.or.us

MEMORANDUM

TO: Jon S. Nelson, City Manager
FROM: Carolyn Rawles-Heiser, Library Director
DATE: 4/24/2006
SUBJECT: City Council Goal Implementation for FY 06-07

The Corvallis-Benton County Public Library is pleased to participate in the Council goal to evaluate strategies to maximize delivery of parks and recreation, youth, and cultural services. During FY 06-07, there are a number of activities the Library will undertake in support of this goal, using existing resources.

Funding:

The Library will continue to pursue grant opportunities for special programs and to support the work of the Friends of the Library and Library Foundation in their efforts to raise private funds for the library system.

The Library will provide any assistance requested by Parks and Recreation in helping them form more Friends groups and a general Foundation.

Marketing/Communications/Technology

A public wireless network at the Library will be implemented which will allow users to bring in their own laptops and connect to the Internet and electronic library resources.

Library staff have begun planning for further implementation of new technologies, including RSS feeds of new library information (such as sending patrons electronic lists of new items added); podcasting of library programs such as Random Reviews; use of IM for reference; and development of wikis and blogs on library topics. These new technologies are a good way to reach a younger audience.

Based on successful implementation of downloadable audio books, the Library will implement downloadable video and music as they becomes easily available in a library-friendly format.

The Library will develop and disseminate an annual report for 05-06.

The Library will make a concerted effort to make sure other City departments are fully aware of their ability to use Library space to advertise and market their programs, such as use of the government display area.

The Library will continue to use City resources for publicity, such as the City newsletter, Check It Out! (the Library's newsletter), participation in Parks and Recreation's activity guide, and use of community access television.

Signage in the Library will be improved.

Efficiency:

The Library will expand the volunteer base and look for more creative places to use volunteers.

The Library will begin planning for a lobby remodel which will allow for greater use of self-check machines for those users who choose to use them.

Community Involvement/Collaborations and Partnerships:

The Library will continue to encourage staff to participate in a variety of community organizations and activities in support of our mission, such as the SMART reading program.

The Library will continue to look for ways to partner with other community organizations with similar goals for activities such as joint programming and marketing of activities.

The Library will work with the various school districts county-wide and OSU to make sure students have the skills to do research, and to support teachers in this role as well.

The Library will continue to work with the various communities in the county to make sure their library facilities are adequate and that they are looking to future needs for library services, such as new or expanded buildings.