



**CITY OF CORVALLIS  
COUNCIL WORK SESSION**

**AGENDA**

**June 12, 2007**

**5:00 pm**

**Madison Meeting Room  
500 SW Madison Avenue**

**COUNCIL ACTION**

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**I. ROLL CALL**

**II. NEW BUSINESS**

A. Light Dinner and Discussion

B. Planning Commission Applicant Interviews

5:20 pm Josh Kvidt

5:40 pm Steve Reese

C. Historic Resources Commission Applicant Interviews

6:00 pm Robert Morris

6:20 pm Scott McClure

6:40 pm Deb Kadas

7:00 pm Jorie Clark

**XI. ADJOURNMENT**

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 766-6901 or TTD/TDD telephone 766-6477 to arrange for such service.

**A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 766-6901**

*A Community that Honors Diversity*

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

**June 5, 2007**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER**

**SUBJECT: PLANNING COMMISSION AND HISTORIC RESOURCES  
COMMISSION APPLICANT INTERVIEWS**



At the May 7, 2007 City Council meeting, you directed staff to reopen the recruitment process for the partial term Planning Commission vacancy expiring on June 30, 2008, in conjunction with the recruitment for the three Historic Resources Commission vacancies expiring on June 30, 2010.

The June 12 Work Session starts at **5 pm** and a light meal will be available at that time. Planning Commission interviews will begin at 5:20 pm and Historic Resources Commission interviews will follow at 6 pm. The agenda, applications, relevant Municipal Code sections, and interview questions are attached. Again, please treat the interview questions as confidential.

Selection of the Planning and Historic Resources Commissioners will be by ballot at the June 18 noon Council meeting. The ballot is not secret and your votes will be published in the minutes of the meeting. In order to vote, you must have heard the responses from all applicants. If you cannot attend the Work Session and you want to vote, please let me know and I will make arrangements to tape the interviews.

Feel free to call me at 766-6901 if you have questions.

Attachments

c: City Manager Nelson

**Section 1.16.235 Planning Commission.**

1) Hereby is created a City Planning Commission for the City of Corvallis, Oregon. The Planning Commission is created pursuant to ORS 227.020.

2) The City Planning Commission shall consist of nine members to be appointed by Council. No more than two voting members of the Commission may be engaged principally in the buying, selling, or developing of real estate for profit as individuals or be members of any partnership or officers or employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit. In the interest of ensuring a balanced, community-wide perspective on the Planning Commission, no more than two members shall be engaged in the same kind of occupation, business, trade, or profession.

3) Upon expiration of a term or vacancy, a public announcement of the opening will be announced in a newspaper of general circulation in the City. The notice shall contain the qualifications for appointment in subsection 2) and a list of the occupations of existing commissioners. After receiving applications Council may conduct interviews. If more than one application is submitted, Council shall hold a ballot vote conducted by the City Recorder. Any person receiving a majority vote shall be appointed to the Planning Commission. If no person receives a majority vote, the two receiving the most votes shall be voted upon again. The one then receiving the majority vote shall be appointed to the Planning Commission.

4) Five members of the City Planning Commission shall constitute a quorum. If a quorum cannot be obtained because five (5) or more members have a conflict of interest, the quorum requirement shall be reduced to three (3) for that issue only.

5) A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which she or he is then serving or has served within the previous two (2) years, or any business with which she or he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken. Examples of conflict of interest include:

- a) The member owns property within the area entitled to receive notice of the public hearing;
- b) The member has a direct private interest in the proposal; and
- c) For any other valid reason, the member has determined that participation in the hearing and decision cannot be in an impartial manner.

6) The Commission shall have the authority which is now or may hereafter be assigned to it by Charter, ordinances, or resolutions of the City and ORS 227.090, and other State laws.

The Planning Commission shall function primarily as a comprehensive planning body proposing policy and legislation to Council related to the coordination of the growth and development of the community. The functions of the Planning Commission shall include, but not be limited to, the following:

a) Review the Comprehensive Plan and make recommendations to Council concerning Plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions.

b) Formulate and recommend legislation to implement the Comprehensive Plan.

c) Review and recommend detailed plans including functional plans which relate to public facilities and services, and subarea plans which relate to specific areas of the community to implement the Comprehensive Plan.

d) Assist in the formulation of the Capital Investment Plan [Capital Improvement Program] and submit periodic reports and recommendations relating to the integration and conformance of the plan with the Comprehensive Plan.

e) Review and make recommendations concerning any proposed annexation.

f) Conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by the Land Development Code.

g) Advance cooperative and harmonious relationships with other planning commissions, public and semi-public agencies and officials, and civic and private organizations to encourage the coordination of public and private planning and development activities affecting the City and its environs.

h) Study and propose, in general, such measures regarding land development as may be advisable for promotion of the public interest, health, safety, comfort, convenience, and welfare.

(Ord. 98-45 § 3, 11/11/1998; Ord. 82-6 §§ 2, 3, 1982; Ord. 81-99 § 60, 1981)

**Section 1.16.325 Historic Resources Commission**

1) A Historic Resources Commission (HRC) is hereby created for the City.

2) This Commission shall consist of nine members as described in “3.a” through “3.d” below, in the context of fulfilling at least one of the following three Primary Attributes for all Commission members:

- a) A demonstrated positive interest, competence, or knowledge in historic preservation;
- b) Prior experience in a quasi-judicial decision-making capacity; and/or
- c) A community-wide perspective on balancing multiple objectives associated with community planning.

3) An individual appointed to the Commission may represent both “a” and up to one of the other categories in “b” through “d” below. However, an individual appointed to the Board may not be counted to satisfy representation for both “d” below and either “b” or “c.” In addition, a member of the Planning Commission shall serve as an ex officio member of the Commission with all the rights and privileges attendant thereto except the right to vote.

a) To the extent that they are available in the community and fulfill at least one of the Primary Attributes outlined in “2” above, at least five members fulfilling one or more of the Federal Historic Preservation Professional Qualification Standards listed in 1-12 below. If a reasonable effort has been made to fill these five positions, the positions may be filled by persons fulfilling the qualifications in “b” through “d” below.

1) Archaeology: (a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience;

2) Architectural History: (a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience;

3) Conservation: (a) Graduate degree in Conservation or a closely related field, plus 3 years full-time professional experience; or (b) an undergraduate degree in Conservation or a closely related field, plus 3 years full-time apprenticeship in the field;

4) Cultural Anthropology: (a) Graduate degree in Anthropology with specialization in Applied Cultural Anthropology, plus 2 years full-time professional experience; or (b) an undergraduate degree in anthropology with specialization in applied cultural anthropology, plus 4 years full-time professional experience;

5) Curation: (a) Graduate degree in Museum Studies or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Museum Studies or a closely related field, plus 4 years full-time professional experience;

6) Engineering: (a) State Government-recognized license to practice Civil or Structural Engineering plus 2 years full-time professional experience; or (b) a Masters of Civil Engineering degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor’s of Civil Engineering degree with one year of graduate study in Historic Preservation or a closely related field, plus 2 years full-time professional experience;

7) Folklore: (a) Graduate degree in Folklore or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Folklore or a closely related field, plus 4 years

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full-time professional experience;

8) Historic Architecture: (a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience;

9) Historic Landscape Architecture: (a) a State Government-recognized license to practice Landscape Architecture plus 2 years full-time professional experience; or (b) a Masters degree in Landscape Architecture with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a four or five year Bachelor's degree in Landscape Architecture plus 3 years full-time professional experience;

10) Historic Preservation Planning: (a) State Government-recognized certification or license in Land Use Planning, plus 2 years full-time professional experience; or (b) a graduate degree in Planning with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) an undergraduate degree in Planning with course work in Historic Preservation or a closely related field, plus 4 years full-time professional experience;

11) Historic Preservation: (a) Graduate degree in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Historic Preservation or a closely related field, plus 4 years full-time professional experience; or

12) History: (a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.

b) To the extent that they are available in the community and fulfill at least one of the Primary Attributes outlined in "2" above, at least one member from each established Historic District. These Historic District representatives must be property owners and residents of the Historic District that they represent;

c) To the extent that they are available in the community and fulfill at least one of the Primary Attributes outlined in "2" above, at least one member that is a representative of Oregon State University. If an Oregon State University Historic District is eventually established, this member requirement will no longer be needed, as an OSU representative would already exist through "b" above; and

d) To the extent that they fulfill at least one of the Primary Attributes outlined in "2" above, additional members representing the general public, as needed, to fill the Commission's nine positions.

4) The Commission shall be a quasi-judicial decision-maker for matters that include the following:

a) District Change decisions regarding the application or removal of a Historic Preservation Overlay in cases where a public hearing is required by Land Development Code Chapter 2.2 - Development District Changes;

b) HRC-level Historic Preservation Permit decisions; and

c) Appeals of Director-level Historic Preservation Permit decisions.

5) The Commission shall advise and assist Council, the Planning Commission, and the Community Development Director in matters pertaining to historic and cultural resource preservation. Such matters shall include:

a) Recommendations concerning amendments to sections of the Land Development Code pertaining to historic preservation.

b) Recommendations concerning the nominations of sites or structures for the National Register of Historic Places.

c) Recommendations concerning additional inventories and/or surveys of Corvallis' historic sites and structures.

d) Coordination of public information or educational programs pertaining to historic and cultural resources.

6) Upon expiration of a term or vacancy, a public announcement of the opening will be announced in a newspaper of general circulation in the City. The notice shall contain the qualifications for

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appointment in subsections 2) and 3) and a list of the qualifications of existing Commissioners. After receiving applications, Council shall conduct interviews. If more than one application is submitted, Council shall hold a ballot vote conducted by the City Recorder. Any person receiving a majority vote shall be appointed to the Historic Resources Commission. If no person receives a majority vote, the two receiving the most votes shall be voted upon again. The one then receiving the majority vote shall be appointed to the Historic Resources Commission.

(Ord. 2006-15 §2, 06/05/2006)

**HISTORIC RESOURCES COMMISSION**  
 (Sunset Review June 2010)

Originally

<u>Appointed</u>	<u>Name</u>	<u>Pos.</u>	<u>Term Exp.</u>	<u>Status</u>
<del>09-05-06</del>	<del>Deb Kadas</del>	<del>13</del>	<del>06-30-07</del>	<del>in</del>
<del>09-05-06</del>	<del>Robert J. Morris</del>	<del>12</del>	<del>06-30-07</del>	<del>in</del>
<del>09-05-06</del>	<del>Scott McClure</del>	<del>15</del>	<del>06-30-07</del>	<del>in</del>
09-05-06	Lori Fulton	14, 8	06-30-08	out
09-05-06	Chick Gerke	8	06-30-08	in
09-05-06	E. Ross Parkerson	10	06-30-08	in
09-05-06	Bruce Osen	8, 13	06-30-09	in
09-05-06	Cynthia Solie	10	06-30-09	in
09-05-06	Michael Pope	13	06-30-09	in
08-02-06	Karyn Bird	Plng	06-30-07	in
		Cmsn		
01-02-07	Dan Brown	Council	12-31-08	

(1) Archeology, (2) Architectural History, (3) Conservation, (4) Cultural Anthropology, (5) Curation, (6) Engineering, (7) Folklore, (8) Historic Architecture, (9) Historic Landscape Architecture, (10) Historic Preservation Planning, (11) Historic Preservation, (12) History, (13) Historic District, (14) Oregon State University, (15) General Public

**Second Tuesday, 7:00 pm**